



Committee of the Whole Revised Agenda

Monday, May 1, 2023, 7:00 p.m.

Council Chambers

Whitby Town Hall

This meeting will be held in a hybrid in-person and virtual format. In accordance with Section 7 of Procedure By-law # 7462-18, Members of Council may choose to attend in-person or participate virtually.

Should you wish to provide comments regarding a matter being considered below, please submit written correspondence and/or a Delegation Request Form.

- **To submit written correspondence**, please email your correspondence to the Office of the Town Clerk at clerk@whitby.ca by noon on the day of the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.
- **To speak during the Committee meeting either in-person or virtually**, please submit a Delegation Request Form online to the Office of the Town Clerk by 10 a.m. on the day of the meeting. Should you be unable to access a computer, please call 905.430.4315 to speak with a Staff Member in the Office of the Town Clerk.

The meeting will be available for viewing through the Town's **live stream feed** at whitby.ca/CouncilCalendar while the meeting is in progress.

A Revised Agenda may be published on a later date. Late items added or a change to an item will appear with an asterisk beside them.

-
1. **Call To Order: The Mayor**
 2. **Call of the Roll: The Clerk**
 3. **Declarations of Conflict of Interest**
 4. **Consent Agenda**
 5. **Planning and Development**
 - 5.1 Presentations
 - 5.2 Delegations

- *5.2.1 Lynn Collins representing Block Andrin (Whitby) Developments Ltd. (Virtual Attendance)
Re: Planning and Development (Planning Services) Department Report
Draft Plan of Condominium Application, Block Andrin (Whitby)
Developments Ltd., 1601-1605 Dufferin Street, File Number: DEV-02-23
(CW-2023-01)

Refer to Item 5.4.1, PDP 22-23

5.3 Correspondence

5.4 Staff Reports

- 5.4.1 PDP 22-23, Planning and Development (Planning Services) Department Report
Re: Draft Plan of Condominium Application, Block Andrin (Whitby)
Developments Ltd., 1601-1605 Dufferin Street, File Number: DEV-02-23
(CW-2023-01)

Recommendation:

1. That Council approve the Draft Plan of Condominium (File No. CW-2023- 01) subject to the comments included in Planning Report PDP 22-23 and the Conditions of Approval, included in Attachment #4;
2. That the Mayor and Clerk be authorized to execute the Condominium Agreement and any other necessary documents;
and,
3. That the Clerk advise the Commissioner of Planning and Economic Development at the Region of Durham, of Council's decision.

- 5.4.2 PDP 23-23, Planning and Development (Planning Services) Department Report
Re: Draft Plan of Condominium Application, The Inverlynn Estate Ltd., 1300 Giffard Street, File Number: DEV-04-23 (CW-2023-02)

Recommendation:

1. That Council approve the Draft Plan of Condominium (File No. CW-2023-02) subject to the comments included in Planning Report PDP 23-23 and the Conditions of Approval, included in Attachment #4;
2. That the Mayor and Clerk be authorized to execute the Condominium Agreement and any other necessary documents;
and,
3. That the Clerk advise the Commissioner of Planning and Economic Development at the Region of Durham, of Council's decision.

- 5.4.3 PDP 24-23, Planning and Development (Planning Services) Department Report
Re: Draft Plan of Subdivision Application, Stylux Whitby Ventures Inc., 201 Hopkins Street, File Number: DEV-38-21 (SW-2021-13)

Recommendation:

1. That Council approve the Draft Plan of Subdivision (File No. SW-2021- 13), subject to the comments included in Planning Report PDP 24-23 and the Conditions of Draft Approval included in Attachment #11;
2. That Staff be authorized to prepare a Subdivision Agreement;
3. That the Region of Durham Commissioner of Planning and Economic Development be advised of Council's decision;
4. That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and,
5. That the Clerk forward a Notice to those parties and agencies that requested to be notified of Council's decision.

- 5.4.4 PDP 25-23, Planning and Development (Planning Services) Department Report
Re: Removal of 305 Mary Street East from the Municipal Heritage Register

Recommendation:

1. That the property municipally known as 305 Mary Street East be removed from the Town's Municipal Heritage Register; and,
2. That a full Heritage Documentation Report be prepared by the applicant at their expense prior to demolition and submitted to the Planning and Development Department, to be deposited at the Archives.

5.5 New and Unfinished Business - Planning and Development

5.5.1 New and Unfinished Business - Planning and Development

6. General Government

6.1 Presentations

- *6.1.1 Melissa Weatherbie, Manager, Information and Content Services
Re: Office of the Chief Administrative Officer Report, CAO 14-23
Streamline Development Approval Fund - Final Report

Refer to Item 6.4.1, CAO 14-23

6.2 Delegations

6.3 Correspondence

6.4 Staff Reports

- *6.4.1 CAO 14-23, Office of the Chief Administrative Officer Report
Re: Streamline Development Approval Fund – Final Report

Recommendation:

That Report CAO 14-23 regarding the Streamline Development Approval Fund be received for information.

- 6.4.2 CAO 11-23, Office of the Chief Administrative Officer Report
Re: 2022 Annual Sustainability and Climate Change Report

Recommendation:

1. That Report CAO 11-23 be received as information; and,
2. That the Clerk forward a copy of Staff Report CAO 11-23 to the Region of Durham's Sustainability Department.

- 6.4.3 CAO 13-23, Office of the Chief Administrative Officer Report
Re: Booster Juice Inc. Naming Rights Sponsorship of McKinney Centre Youth Rooms

Recommendation:

That Council approve entering into another three (3) year sponsorship agreement, effective May 16, 2023, with Booster Juice Inc. for the Youth Room Naming Rights at McKinney Centre, named "McKinney Centre Youth Room Fueled by Booster Juice" based on the sponsorship package and other terms and conditions identified in Report CAO 13-23.

- 6.5 New and Unfinished Business - General Government

- 6.5.1 New and Unfinished Business - General Government

7. Adjournment

Report Title: DEV-02-23: Draft Plan of Condominium Application CW-2023-01, Block Andrin (Whitby) Developments Ltd., 1601-1605 Dufferin St.

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: PDP 22-23

Department(s) Responsible:

Planning and Development Department
(Planning Services)

Submitted by:

R. Saunders, Commissioner of Planning
and Development

**Acknowledged by M. Gaskell, Chief
Administrative Officer**

For additional information, contact:

C. Roberton, Planner I, x 1936

1. Recommendation:

- 1. That Council approve the Draft Plan of Condominium (File No. CW-2023-01) subject to the comments included in Planning Report PDP 22-23 and the Conditions of Approval, included in Attachment #4;**
- 2. That the Mayor and Clerk be authorized to execute the Condominium Agreement and any other necessary documents; and,**
- 3. That the Clerk advise the Commissioner of Planning and Economic Development at the Region of Durham, of Council's decision.**

2. Highlights:

- The Block Andrin (Whitby) Developments Ltd. Draft Plan of Subdivision (SW-2018-03) is approved and registered as 40M-2722. A Site Plan (SP-16-18) was subsequently approved for the development of Blocks 5, 6, and 7 on December 10, 2019.
- The purpose of the Condominium Application is to enable the transfer of title to the future townhouse owners and create a Condominium Corporation that will be responsible for the common elements, and require the Condominium Corporation to adhere to the conditions of site plan approval (SP-16-18).

3. Background:

3.1 Site and Area

The subject land is comprised of Blocks 5, 6, and 7 of approved Draft Plan of Subdivision SW-2018-03, municipally known as 1601-1605 Dufferin Street (refer to Attachment #1). The subject land is approximately 1.6 hectares (4.0 acres) in size.

Surrounding land uses to the Draft Plan of Condominium, include:

- a church and community garden to the north;
- low density residential to the south and west; and,
- wetlands to the east and southeast (refer to Attachment #2)

3.2 Application and Proposed Development

The subject land includes development blocks (Block 5, 6, and 7) that were created through the approval of Block Andrin (Whitby) Developments Ltd. Draft Plan of Subdivision SW-2018-03.

A Site Plan Application (SP-16-18) for the development of 82 townhouses fronting on a private (condominium) road was approved by the Commissioner of Planning and Development on December 10, 2019. Each townhouse has a minimum of 2 dedicated parking spaces.

The intent of the Draft Plan of Condominium application (CW-2023-01) is to facilitate the transfer of title from the Subdivider (Block Andrin (Whitby) Developments Ltd.) to the future condominium purchasers and to have the future condominium corporation assume responsibility of administering the conditions of site plan approval.

The common or shared elements of the condominium development include the private road and related infrastructure (i.e., water, storm, and sanitary sewers), fencing, landscaping, amenity space, water meter room, and visitor parking (refer to Attachment #3).

4. Discussion:

4.1. Planning Conformity

The subject land has previously been considered through a number of planning applications, specifically a Draft Plan of Subdivision (SW-2018-03), a Zoning By-law Amendment (Z-17-18) and a Site Plan Application (SP-16-18). These applications were circulated to the appropriate departments and agencies and all comments and concerns have since been addressed. The proposed development conforms to the Region of Durham Official Plan, Zoning By-law # 2585, as amended, and the Town's policies for Site Plan Approval. Therefore, it is recommended that the proposed Draft Plan of Condominium be approved, subject to the comments included in this report and the Conditions of Draft Plan of Condominium Approval included in Attachment #4.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

Not applicable.

7. Input from Departments/Sources:

Durham Region Planning

Through the Region's previous review of the related subdivision application, our concerns regarding conformity with the Regional Official Plan and Provincial Plans and Policies, and the delegated Provincial Plan Review responsibilities have been addressed.

The Proponent must provide a land use table prepared by an Ontario Land Surveyor to the Region's satisfaction. The land use table must provide lot area calculations for the proposed land use(s) allocated within the draft plan of condominium.

8. Strategic Priorities:

The development review process has provided opportunity for agency input. The recommendations contained in this report align with the objectives of the Organization Priority of the Corporate Strategic Plan.

This report is in a fully accessible format, which addresses the Town's strategic priority of accessibility. The Site Plan Application was circulated to the Accessibility Advisory Committee for review and comment to ensure all accessibility requirements are met.

The proposed residential development increases the density on the subject land which provides a better use of existing infrastructure, which implements the Town's strategic priority of sustainability.

9. Attachments:

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

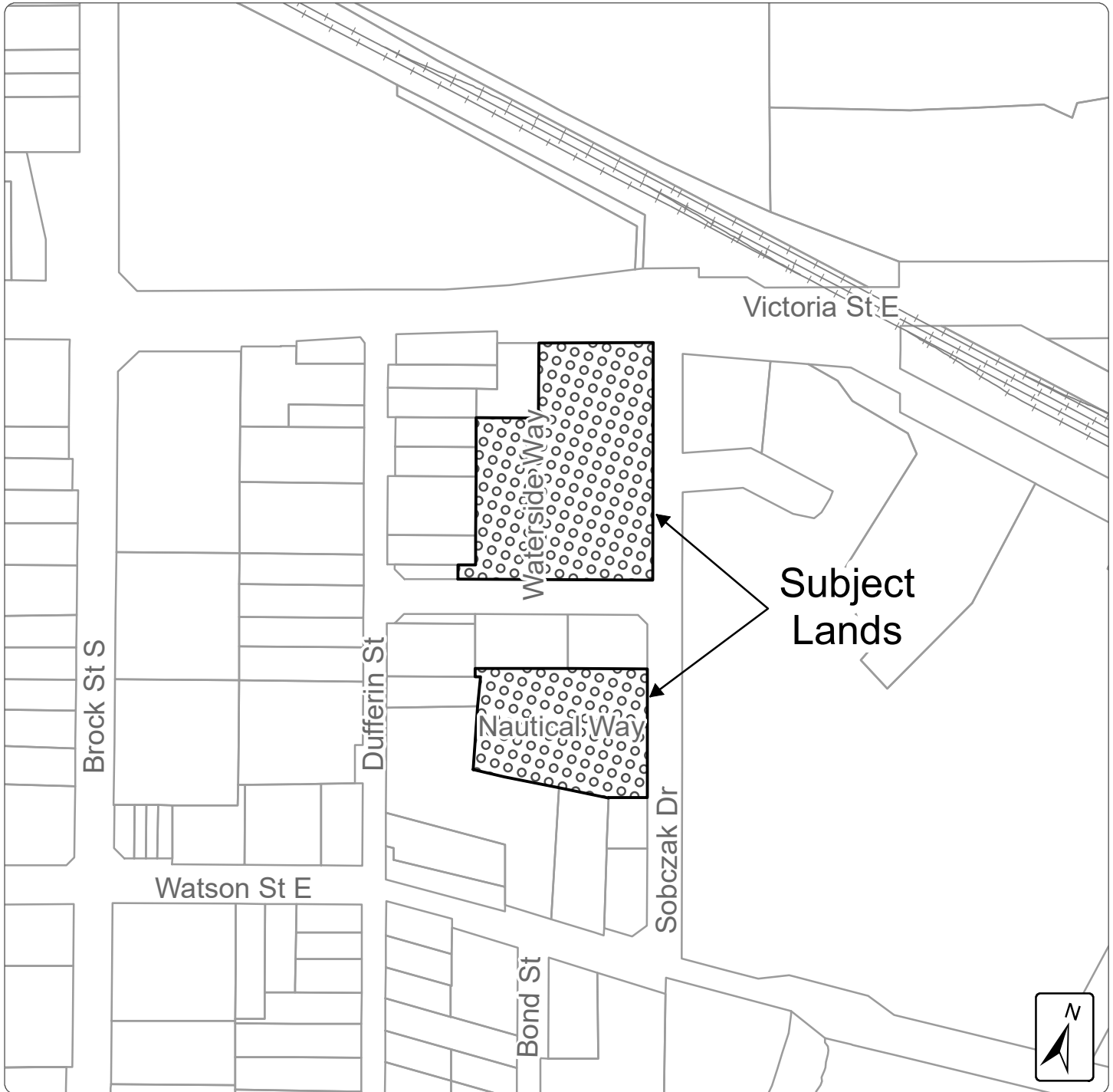
Attachment #3: Proponent's Proposed Common Element Condominium Plan

Attachment #4: Conditions of Draft Plan of Condominium Approval

Attachment #5: Agency & Stakeholder Detailed Comments

Attachment #1 Location Sketch

PDP 22-23



Town of Whitby Planning and Development Department

Proponent:

Block Andrin (Whitby) Developments Limited

File Number:

DEV-02-23 (CW-2023-01)

Date:

May 2023

External Data Sources:

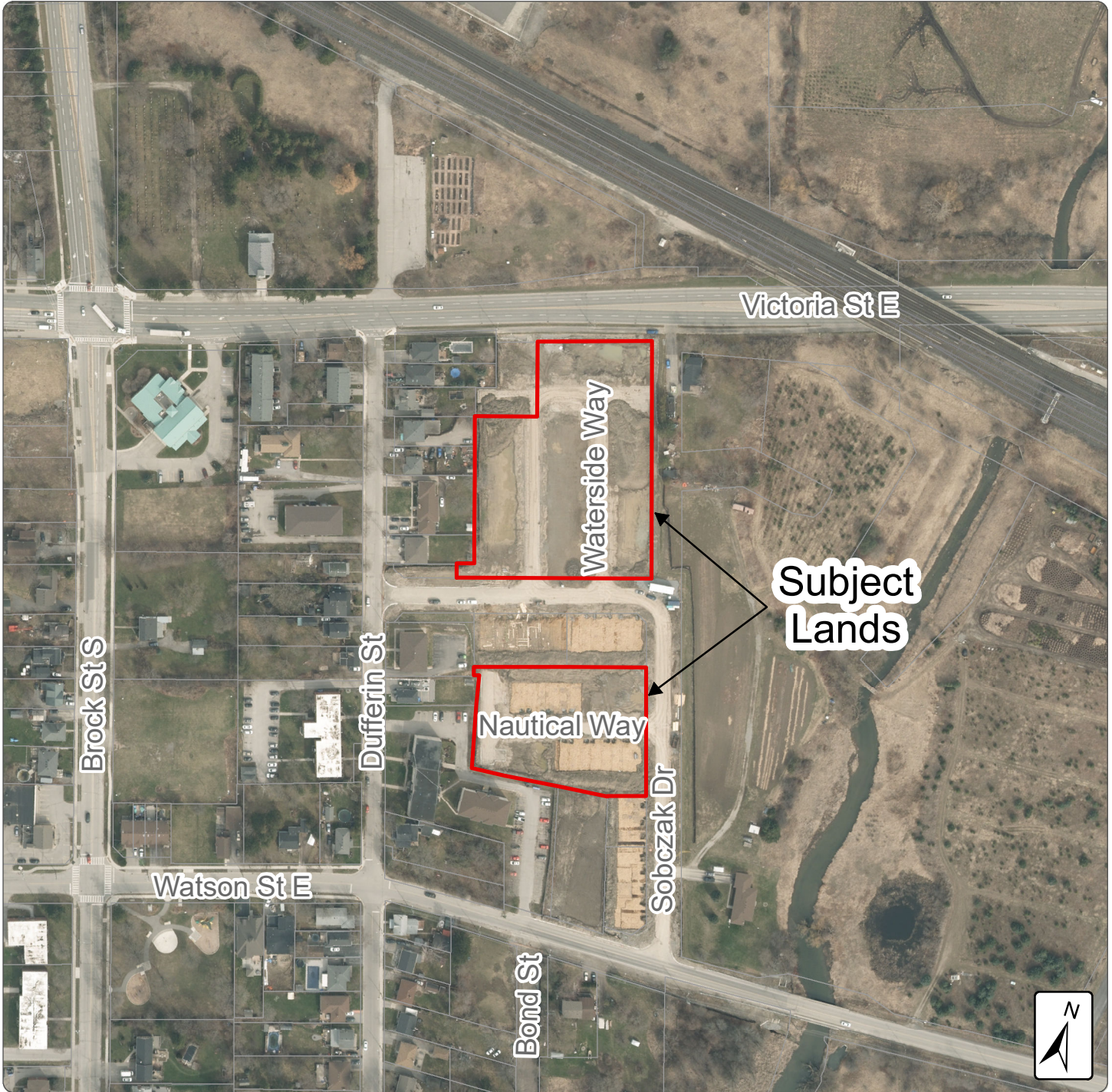
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Attachment #2 Aerial Context Map

PDP 22-23



Town of Whitby Planning and Development Department

Proponent:

Block Andrin (Whitby) Developments Limited

File Number:

DEV-02-23 (CW-2023-01)

Date:

May 2023

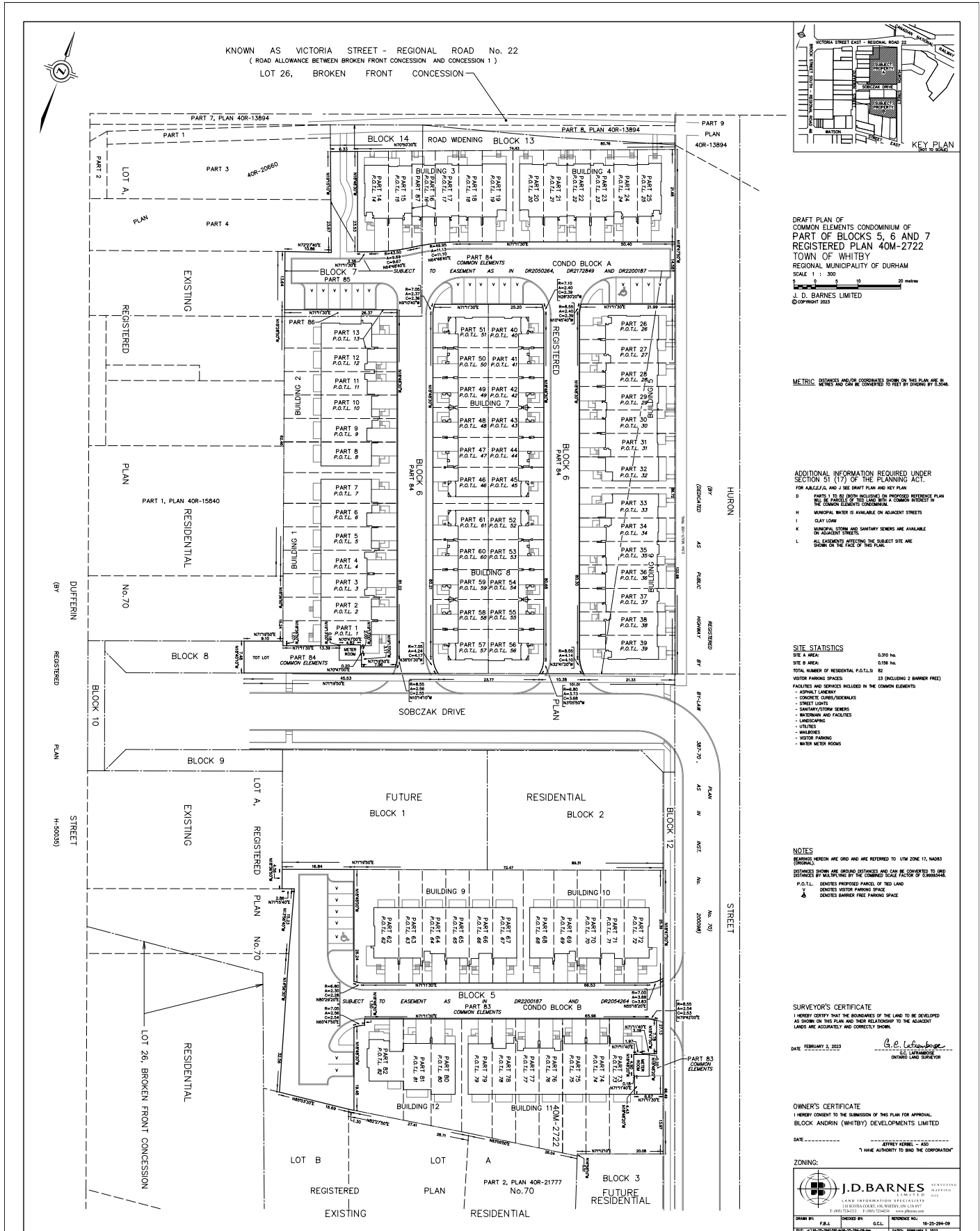
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Proponent's Proposed Common Element Condominium Plan



Attachment #4
Draft Plan of Condominium Conditions
File CW-2023-01

PDP-22-23

1. The Proponent shall prepare the final plan on the basis of the approved draft plan of condominium, prepared by J. D. Barnes Ltd., identified as Reference No.: 16-25-294- 09, which illustrates common facilities and services including laneways, curbs/sidewalks, streetlights, sanitary/storm sewers, watermain and facilities, landscaping, utilities, mailboxes, visitor parking, and water meter rooms.
2. The Proponent shall provide the Town with the fees and legal costs incurred for the preparation and registration of the Condominium Agreement including the Release Fee in the amount of \$3,661.43.
3. The Proponent covenants and agrees to implement the provisions of Site Plan Agreement (SP-16-18) and to confirm the same through the Condominium Agreement.
4. Any requirements under the Subdivision Agreement (SW-2018-03) between Block Andrin (Whitby) Developments Ltd. and the Corporation of the Town of Whitby and are to be satisfied where applicable to this site.
5. Prior to final approval, the proponent shall provide the Commissioner of Planning and Development for the Town of Whitby with a copy of the Condominium Corporation documents, demonstrating that all relevant Site Plan conditions of approval have been included in said documents. This shall include all clauses in all offers of purchase and sale or lease and registered upon the title of the dwellings within the block, to advise potential purchasers of the following:
 - a. The proponent covenants and agrees to implement the provisions of the Site Plan Agreement (SP-16-18) and to confirm the same through the Condominium Agreement;
 - b. The maintenance of all common elements such as, but not limited to, the internal roads, water meter room, hydro transformer, internal sidewalks, lighting, fencing, landscaping, driveway and visitor parking area;
 - c. The collection and disposal of residual garbage, recycling, yard waste and organic materials shall be the responsibility of the Condominium Corporation;
 - d. The allocation of visitor/accessible parking spaces of the condominium are to be owned and maintained by the Condominium Corporation, shall contain a clause in the condominium documents clearly specifying that the visitor/accessible parking spaces shall be properly signed and be solely for the use of visitors to the proposed condominium;
 - e. Any changes or alterations to the building elevations, roof shingles, colours or materials require the approval of the condominium board;
6. That the proponent is required to provide a permanent pedestrian access easement in support of the Town's community goals of walkable

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Attachment #4
Draft Plan of Condominium Conditions
File CW-2023-01

neighbourhoods, in favour of the Town to allow pedestrians free access through the condominium corporation on Blocks 6 and 7 on Plan 40M-2722.

7. Prior to final approval of the plan of condominium, the Commissioner of Planning and Development for the Town of Whitby shall be advised in writing by:
 - a. The Regional Municipality of Durham how conditions 1 has been satisfied.

PDP 22-23

Attachment #5
Agency & Stakeholder Detailed Comments
File CW-2023-01

External Agencies

Region of Durham

We have completed our review of the above application and offer the following comments for your consideration.

The subject lands are located on the south side of Victoria Street East, east of Brock Street South. The site consists of two parcels of land and has a combined total area of 0.47 hectares. The properties are located in the Registered 40M-2722, part of the Proponent's related registered subdivision application S-W-2018-03.

Proposed Application

The proposed Draft Common Element Condominium is to permit common facilities and services including laneways, curbs/sidewalks, streetlights, sanitary/storm sewers, watermain and facilities, landscaping, utilities, mailboxes, visitor parking, and water meter rooms to support the development of 82 townhouse units by Parcels of Tied Lands. Access to the proposed development will be from Dufferin Street.

Through the Region's previous review of the related subdivision application, our concerns regarding conformity with the Regional Official Plan and Provincial Plans and Policies, and the delegated Provincial Plan Review responsibilities have been addressed. However, we offer updated servicing comments for the proposed condominium application.

Regional Servicing

Regional water and sanitary sewer services for the proposed condominium development were installed through a previous subdivision agreement and reviewed as part of the subdivision and site plan application (SP 16-18) approval process.

All other Works Department requirements such as access to water meters and municipal waste collection are covered by the appropriate clauses in the Region's Sewer Use By-Law, Water Use By-Law and Waste By-law.

Conclusion

The proposed infill condominium application to permit common facilities and services to support the development of 82 townhouse units supports mix of housing options and compact urban form and conforms with the ROP.

The Proponent must provide a land use table prepared by an Ontario Land Surveyor to

PDP 22-23

Attachment #5
Agency & Stakeholder Detailed Comments
File CW-2023-01

the Region's satisfaction. The land use table must provide lot area calculations for the proposed land use(s) allocated within the draft plan of condominium.

In addition to providing the Region with copies of the draft approved plan and condition of approval, at such a time as the draft approval is in effect, we would appreciate if digital copies (both PDF and Word documents) of the Town's conditions of draft approval could be provided.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar



Report Title: **DEV-04-23: Draft Plan Condominium Application CW-2023-02, The Inverlynn Estate Ltd., 1300 Giffard Street**

Report to: **Committee of the Whole**

Date of meeting: May 1, 2023

Report Number: **PDP 23-23**

Department(s) Responsible:

Planning and Development Department
(Planning Services)

Submitted by:

R. Saunders, Commissioner of Planning
and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

L. England, Planner I, x. 2822

1. Recommendation:

1. That Council approve the Draft Plan of Condominium (File No. CW-2023-02) subject to the comments included in Planning Report PDP 23-23 and the Conditions of Approval, included in Attachment #4;
2. That the Mayor and Clerk be authorized to execute the Condominium Agreement and any other necessary documents; and,
3. That the Clerk advise the Commissioner of Planning and Economic Development at the Region of Durham, of Council's decision.

2. Highlights:

- A Condominium Application has been submitted by the Inverlynn Estate Ltd. For the land municipally known as 1300 Giffard Street.
- The Draft Plan of Condominium is required to enable the transfer of title to the future property owners and create a Condominium Corporation to adhere to the conditions of Site Plan Approval (SP-03-17) and the Subdivision Agreement (SW-2017-03).
- All commenting departments and external agencies have indicated support for the proposed development, subject to their comments and requested conditions being addressed.

3. Background:

3.1 Site and Area

The subject land is located at the northwest corner of Raglan Street and Giffard Street, municipally known as 1300 Giffard Street (refer to Attachment #1). The subject land is approximately 1.10 hectares (2.71 acres) in size.

Surrounding land uses to the Draft Plan of Condominium, include Lynde Creek to the north and west, and residential uses to the east and south (refer to Attachment #2).

3.2 Application and Proposed Development

A Zoning By-law Amendment Application (Z-04-17), a Site Plan Application (SP-03-17), and a Subdivision Application (SW-2017-03) were previously submitted to construct fourteen (14) single detached dwellings on a common element condominium road, and to retain the existing heritage "Inverlynn" dwelling (refer to Attachment #3). The applications were appealed to the Local Planning Appeal Tribunal (LPAT).

On May 28, 2019, LPAT approved the terms of a Settlement Agreement between the Town and The Inverlynn Estate Ltd., regarding the Draft Plan of Subdivision, Zoning By-law Amendment, and Site Plan Applications for the proposed development.

4. Discussion:

4.1 Planning Conformity

The Subject Land has previously been considered through a number of planning applications, specifically a Zoning By-law Amendment Application (Z-04-17), a Site Plan Application (SP-03-17), and a Subdivision Application (SW-2017-03). These applications were circulated to the appropriate internal departments and external agencies and all comments and concerns have since been addressed through the relevant Subdivision and Site Plan Agreements, as approved by the LPAT.

The proposed development conforms to the Region of Durham Official Plan, Zoning By-law # 2585, as amended, and the Town's policies for Site Plan Approval.

Therefore, it is recommended that the proposed Draft Plan of Condominium be approved, subject to the comments included in this report and the Conditions of Draft Plan of Condominium Approval included in Attachment #4.

5. Financial Considerations:

Not Applicable.

6. Communication and Public Engagement:

Not Applicable.

7. Input from Departments/Sources:

External Agencies

Central Lake Ontario Conservation Authority (CLOCA)

Comments provided by the CLOCA include:

Landscape Plans by MSLA approved by the Town and CLOCA through the plan of subdivision and site plan applications must be implemented and maintained within the condominium common element lands.

No new buildings will be permitted within any hazard lands including the regulatory floodplain of Lynde Creek.

A permit from CLOCA will be required prior to any site alteration and/or development within lands regulated through Ontario Regulation 42/06 of the Conservation Authorities Act or any subsequent and related Regulation.

Refer to Attachment #5 for additional detailed comments.

Region of Durham

Comments provided by the Region of Durham include:

The proposed common element application supports compact development through infilling and contributes to mix of housing for the residents of Durham Region and conforms with the Regional Official Plan.

Based on the foregoing, the Region has no objection to the draft approval of this condominium application. The attached conditions of draft approval must be complied with prior to clearance by the Region for registration of this plan.

The Owner must also provide a land use table prepared by an Ontario Land Surveyor to the Region's satisfaction. The land use table must provide lot area calculations for the proposed land use(s) allocated within the draft plan of condominium.

Refer to Attachment #5 for additional detailed comments.

8. Strategic Priorities:

The development review process has provided opportunity for agency input. The recommendations contained in this report align with the objectives of the Organization Priority of the Corporate Strategic Plan.

This report is in a fully accessible format, which addresses the Town's strategic priority of accessibility.

The proposed residential development increases the density on the subject land which provides a better use of existing infrastructure, which implements the Town's strategic priority of sustainability.

9. Attachments:

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

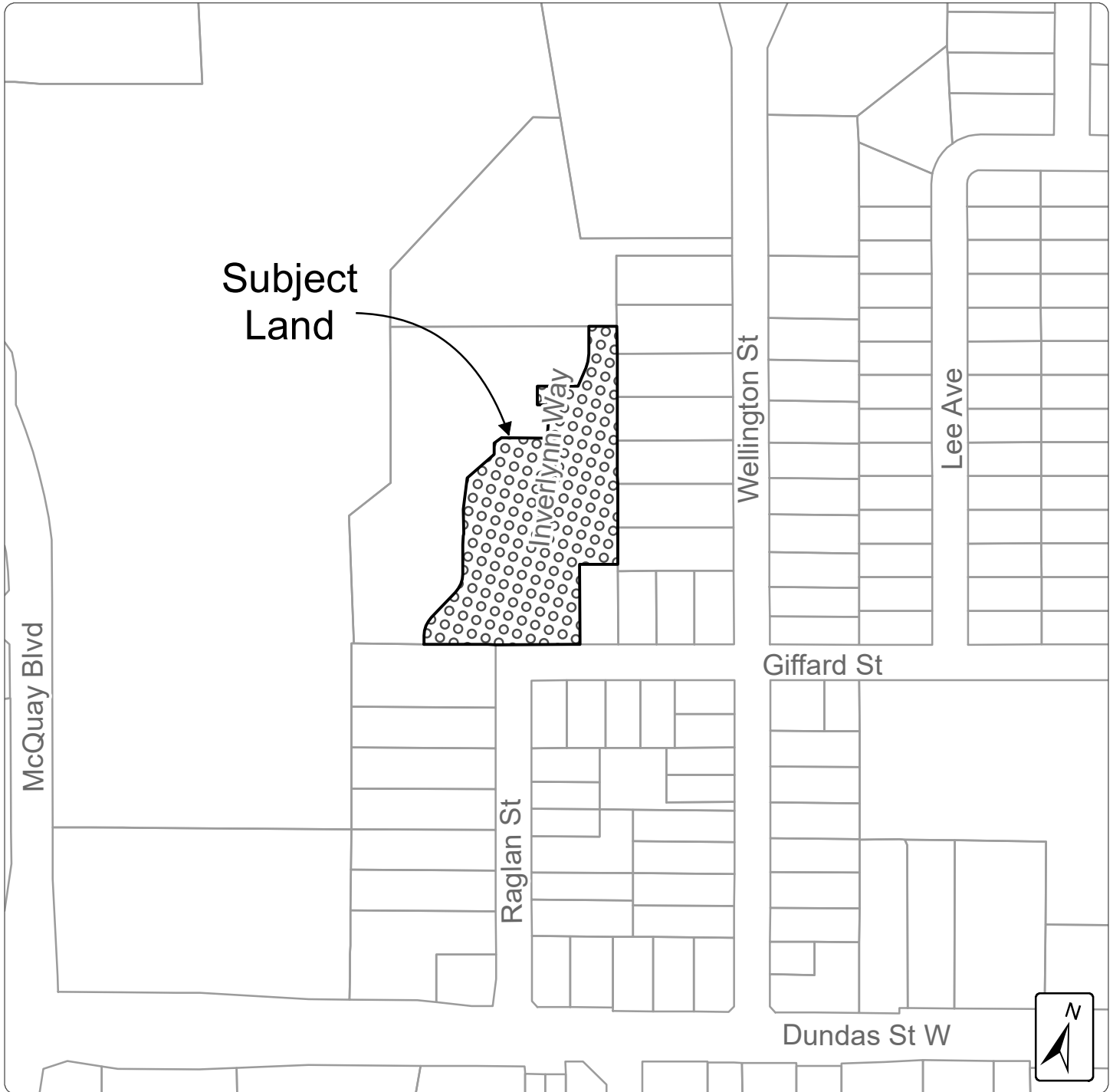
Attachment #3: Proponents Proposed Common Element Condominium Plan

Attachment #4: Conditions of Draft Plan of Condominium Approval

Attachment #5: Agency & Stakeholder Detailed Comments

Attachment #1 Location Sketch

PDP 23-23



Town of Whitby Planning and Development Department

Proponent:
The Inverlynn Estate Ltd.

File Number:
DEV-04-23 (CW-2023-02)

Date:
May 2023

External Data Sources:
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Attachment #2 Aerial Context Map

PDP 23-23



Town of Whitby Planning and Development Department

Proponent:
The Inverlynn Estate Ltd.

File Number:
DEV-04-23 (CW-2023-02)

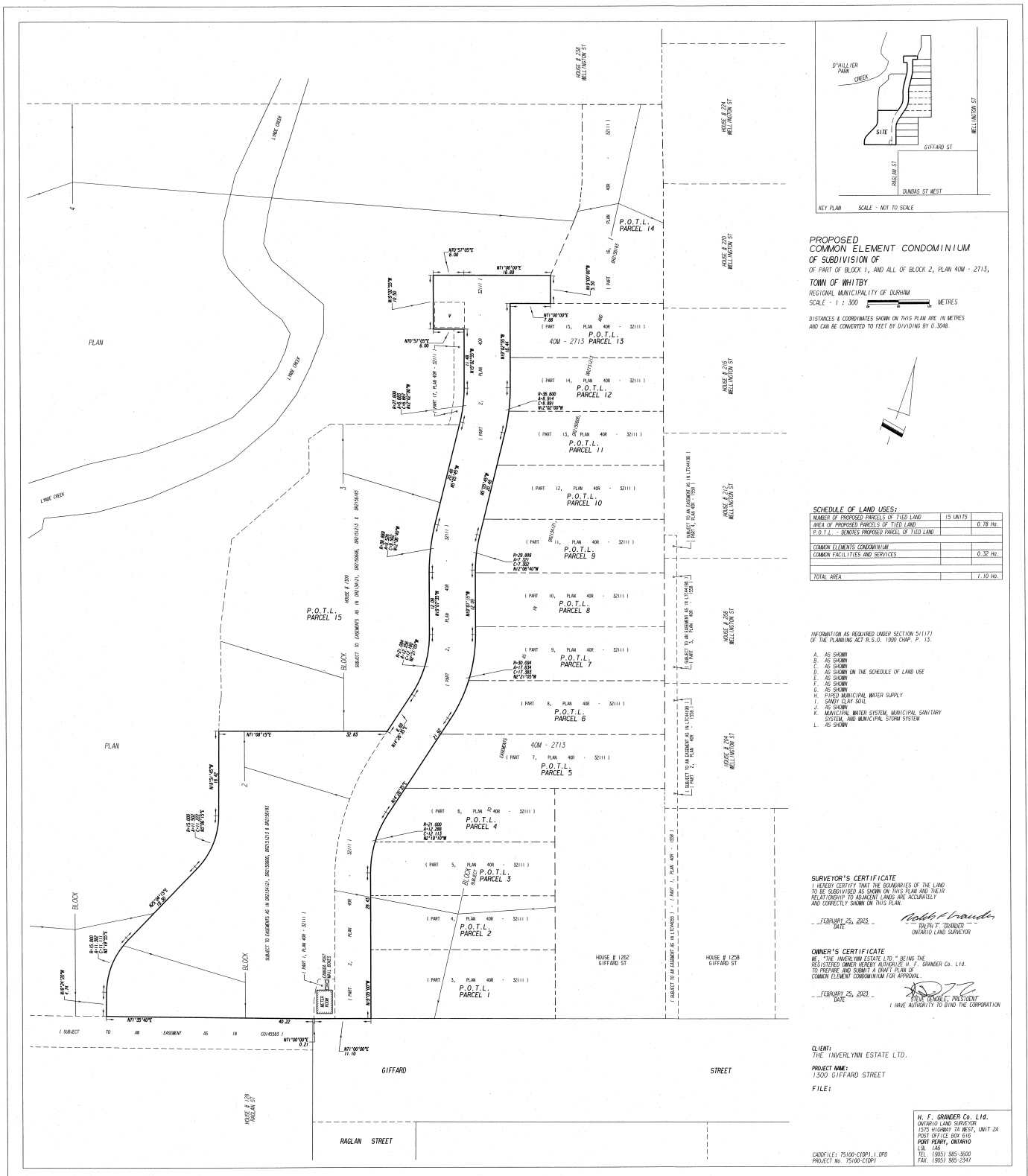
Date:
May 2023

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Proponent's Proposed Common Element Condominium Plan



PDP 23-23

Attachment #4
Draft Plan of Condominium Conditions
File CW-2023-02

1. The Proponent shall prepare the final plan on the basis of the approved draft plan of condominium, prepared by H. F. Grander Co. Ltd., identified as Project No.: 75 100-C (DP), dated February 25, 2023, which illustrates common facilities and services including a private laneway, open space, and a water meter room.
2. The proponent shall provide the Town with the fees and legal costs incurred for the preparation and registration of the Condominium Agreement including the Release Fee in the amount of \$3,661.43.
3. The proponent covenants and agrees to implement the provisions of Site Plan Agreement (SP-03-17) and to confirm the same through the Condominium Agreement.
4. Any requirements under the Subdivision Agreement (SW-2017-03) between The Inverlynn Estate Ltd. and the Corporation of the Town of Whitby and are to be satisfied where applicable to this site.
5. Prior to final approval, the proponent shall provide the Commissioner of Planning and Development for the Town of Whitby with a copy of the Condominium Corporation documents, demonstrating that all relevant Site Plan conditions of approval have been included in said documents. This shall include all clauses in all offers of purchase and sale or lease and registered upon the title of the dwellings within the block, to advise potential purchasers of the following:
 - a. The proponent covenants and agrees to implement the provisions of the Site Plan Agreement (SP-03-17) Subdivision Application (SW-2017-03) and to confirm the same through the Condominium Agreement;
 - b. The maintenance of all common elements such as, but not limited to, the internal roads, water meter room, hydro transformer, internal sidewalks, lighting, fencing, landscaping, and driveway;
 - c. The collection and disposal of residual garbage, recycling, yard waste and organic materials shall be the responsibility of the Condominium Corporation;
 - d. Any changes or alterations to the building elevations, roof shingles, colours or materials require the approval of the condominium board;
6. Prior to final approval of the plan of condominium, the Commissioner of Planning and Development for the Town of Whitby shall be advised in writing by:
 - a. The Regional Municipality of Durham how condition 1 has been satisfied.

Attachment #5 Agency & Stakeholder Detailed Comments File CW-2023-02

External Agencies

Central Lake Ontario Conservation Authority (CLOCA)

CLOCA staff recommend that the following provisions be included within the Condominium Agreement:

Landscape Plans by MSLA approved by the Town and CLOCA through the plan of subdivision and site plan applications must be implemented and maintained within the condominium common element lands.

No new buildings will be permitted within any hazard lands including the regulatory floodplain of Lynde Creek.

A permit from CLOCA will be required prior to any site alteration and/or development within lands regulated through Ontario Regulation 42/06 of the Conservation Authorities Act or any subsequent and related Regulation.

CLOCA Review Fees

Prior to any approval of this Condominium Application, a review fee of \$2185.00 in accordance with our current Fee Schedule for Regulation Services must be paid to CLOCA for our review of this application.

Region of Durham

The purpose of the proposed common element condominium is to permit common facilities and services including a private laneway, open space, and a meter room to support the development of 15 single-detached dwellings by Parcels of Tied Land. Access to the site will be from Giffard Road.

On December 15, 2021, the Region issued final clearance for the related subdivision application. Our concerns for the subject condominium application with regards to conformity with the Regional Official Plan and the delegated Provincial Plan Review responsibilities were previously addressed through subdivision application. However, updated servicing comments are provided for the proposed condominium development.

Regional Servicing

Regional water supply and sanitary sewer to service the proposed condominium development were installed through a servicing agreement and reviewed as part of the related Site Plan Application (SP-06-19).

All other Regional requirements such as access to water meters and municipal waste collection are addressed through the appropriate clauses in the Region's Sewer Use, Water, and Waste By-laws.

Conclusion

The proposed common element application supports compact development through infilling and contributes to mix of housing for the residents of Durham Region and conforms with the Regional Official Plan.

Based on the foregoing, the Region has no objection to the draft approval of this condominium application. The attached conditions of draft approval must be complied with prior to clearance by the Region for registration of this plan.

The Owner must also provide a land use table prepared by an Ontario Land Surveyor to the Region's satisfaction. The land use table must provide lot area calculations for the proposed land use(s) allocated within the draft plan of condominium.

In addition to providing the Region with copies of the draft approved plan and conditions of approval, at such a time as the draft approval is in effect, we would appreciate if digital copies (both PDF and Word documents) of the Town's conditions of draft approval could be provided.

Town of Whitby

Staff Report

whitby.civicweb.net



Report Title: Draft Plan of Subdivision Application – Stylux Whitby Ventures Inc. – 201 Hopkins Street, File No. DEV-38-21 (SW-2021-13)

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: PDP 24-23

Department(s) Responsible:

Planning and Development Department
(Planning Services)

Submitted by:

R. Saunders, Commissioner of Planning
and Development

**Acknowledged by M. Gaskell, Chief
Administrative Officer**

For additional information, contact:

Justin Malfara, Planner II, x.2930

Planning and Development Department

1. Recommendation:

1. That Council approve the Draft Plan of Subdivision (File No. SW-2021-13), subject to the comments included in Planning Report PDP 24-23 and the Conditions of Draft Approval included in Attachment #11;
2. That Staff be authorized to prepare a Subdivision Agreement;
3. That the Region of Durham Commissioner of Planning and Economic Development be advised of Council's decision;
4. That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and,
5. That the Clerk forward a Notice to those parties and agencies that requested to be notified of Council's decision.

2. Highlights:

- An application for a Draft Plan of Subdivision was submitted by Stylux Whitby Ventures Inc. for land situated on the southeast corner of Nichol Avenue and Hopkins Street, municipally addressed as 201 Hopkins Street (refer to Attachment #1).

- The proposed development will be located on a single block within a plan of subdivision and will include 52, 3-storey townhouse units on a private internal roadway (refer to Attachments #3 and #4). The proposed internal site configuration is subject to Site Plan approval (under review) and any parcels of tied land will be established through a future Draft Plan of Condominium application.
- Since the initial Public Meeting held on March 21, 2022, revisions have been incorporated to address comments received during the review process, including minor amendments to the proposed private road geometry and to the elevations of the proposed townhouses. Matters pertaining to the site design (i.e., private roads, building typology, site programming, etc.) will be considered through the ongoing Site Plan application review process.
- All commenting departments and external agencies have indicated support for the proposed development, subject to their comments and requested conditions being addressed as part of the proponent's Site Plan Application.

3. Background:

3.1 Site and Area Description

The subject land is municipally addressed as 201 Hopkins Street and is situated on the southeast corner of Nichol Avenue and Hopkins Street (refer to Attachment #1).

The subject land is approximately 1.28 hectares (3.16 acres) in size and is currently vacant.

Surrounding land uses include:

- a car dealership to the north;
- residential uses to the east;
- a Canadian Pacific Rail corridor to the south; and,
- a car wash to the west (refer to Attachment #2).

3.2 Applications and Proposed Development

An application for a Draft Plan of Subdivision was submitted by Stylux Whitby Ventures Inc. for land situated on the southeast corner of Nichol Avenue and Hopkins Street, municipally addressed as 201 Hopkins Street (refer to Attachment #4).

The proposed development will be located on a single block within a plan of subdivision and will include 52, 3-storey townhouse units on an internal private (refer to Attachments #3 and #4).

A Site Plan application has been submitted and is under review.

Any parcels of tied land will be established through a future Draft Plan of Condominium application.

A Zoning By-law Amendment (Z-02-16) was approved by the Local Planning Appeal Tribunal (now OLT) on September 18, 2018, which zoned the subject land as Residential (R4A*-7). No further amendment to Zoning By-law 1784 is being sought at this time.

3.3 Documents Submitted in Support

A number of documents were submitted in support of the application, including the following:

- A Draft Plan of Subdivision, prepared by Bousfields Inc., dated October 2021 (refer to Attachment #4), which illustrates the configuration of the proposed subdivision;
- A Concept Site Plan, prepared by FBP Architects Inc., dated January 2023 (refer to Attachment #3), which illustrates the configuration of the townhouse development and additional internal site characteristics;
- A Servicing/Grading/Storm Drainage Plan, Stormwater Management Report, and a Sediment and Erosion Control Plan/Report, prepared by SCS Consulting Group Ltd., dated February 2023. The reports and plans identify how the proposed development can be graded and serviced (storm, sanitary, water). The submitted materials also provided a summary of the stormwater management criteria. Detailed erosion and sediment control protocols will be completed during the detailed design stage of the development, in accordance with municipal requirements;
- A Noise Study/Addendum, prepared by Valcoustics Canada Ltd., dated November 2021 and December 2022. The study outlined noise abatement measures that will be included in a future Site Plan Agreement for the proposed development;
- A Stage 1 Archaeological Assessment, prepared by Archaeological Consultants & Contractors, dated May 2022. The assessment included archaeological fieldwork and inspection and concluded that any pre-contact archaeological potential that may have been present on the subject lands has been completely removed through past site activity. It concludes that further investigation is not warranted;
- A Tree Inventory and Preservation Plan (Addendum), prepared by Kuntz Forestry Consulting Inc., dated October 2022. The findings of the study indicate a total of 37 trees on and within six metres of the subject property. The removal of 23 trees will be required to accommodate the proposed

development. All other trees can be saved provided appropriate tree protection measures are maintained and/or installed prior to construction;

- A Sightline Analysis, prepared by Trans-Plan, dated June 2022. A driver sight distance review was conducted to measure the available sight distance for the proposed driveway on Nichol Avenue;
- A Phase One & Phase 2– Environmental Site Assessment, prepared by Fortis Environmental Inc., dated September 2021 and October 2021. The report assessed the site for potential environmental contaminants based upon the site history and the adjacent properties. A Record of Site Condition (RSC) was required, and has since been issued;
- A Whitby Green Standard Checklist and Sustainability Report, prepared by Ecovert, dated November 2021. Sustainability measures will be addressed at the detailed design stage and Site Plan application;
- A Geotechnical Investigation Report, prepared by Sola Engineering, dated April 2022. The report highlighted the results of geotechnical investigations conducted on the subject land to determine the existing subsurface soil and groundwater conditions; and,
- A Hydrogeological Study, prepared by SLR Consulting (Canada) Ltd., dated July 2022. The report assessed the existing hydrogeological conditions of the subject land and provided recommendations to mitigate potential impacts resulting from the water table (3.1-3.8 below grade). These matters will be addressed as part of the detailed engineering design.

The above documents were distributed to relevant internal departments and external agencies for review and comment.

4. Discussion:

4.1 Region of Durham Official Plan

The subject land is designated “Living Areas” in the Durham Regional Official Plan (ROP), which is primarily intended to provide a wide variety of residential types and tenures. Living Areas are to be developed in a compact urban form with higher densities focused along the major arterial roads.

4.2 Whitby Official Plan

The subject land is designated “Mixed Use” on Schedule ‘A’ of the Town of Whitby Official Plan and is within the southern portion of the Dundas East Urban Central Area, as shown on Schedule ‘A’ (refer to Attachment #5).

The property is also within the Dundas East Intensification Area, as identified on Schedule ‘B’ of the Official Plan (refer to Attachment #6).

Lands designated “Mixed Use” are intended to provide a combination of residential and non-residential uses on the same lands or within the same

building. However, the intent of the proposal is to implement the current zoning provisions that were previously approved by the Local Planning Appeal Tribunal (LPAT) in 2018, which permits the use of townhouses on the subject land, without any commercial or retail uses.

4.3 Zoning By-law

A Zoning By-law Amendment (Z-02-16) was approved by the Local Planning Appeal Tribunal (now OLT) on September 18, 2018, which zoned the subject land as Residential (R4A*-7) in Zoning By-law 1784 (refer to Attachment #7).

The R4A*7 zone permits block townhouse dwellings. The proposed site configuration and townhouse blocks comply with the site specific zone provisions.

4.4 Other Applications

A Site Plan application (SP-15-21) has also been submitted to consider site details and implement the proposed development. The Site Plan application is currently under review.

Furthermore, a Draft Plan of Condominium application will also be required to be submitted at a later date. The Draft Plan of Condominium application will be required to establish any necessary parcels of tied land, which includes but is not limited to private streets, townhouse blocks, amenity space, etc.

4.5 Control Architect

A Control Architect will be required to oversee the design of the subdivision's built form, in accordance with the Urban Design policies of the Official Plan. It is recommended that Williams and Stewart be appointed as the Control Architect for the proposed Draft Plan of Subdivision

4.6 Fire Break Lots

The proponent must submit a Firebreak Lot Plan for review and approval by the Town of Whitby Fire and Emergency Services Department. The plan must demonstrate which blocks will remain unbuilt to serve as firebreaks within the development during the construction period.

4.7 Composite Transportation Component Plan

The Engineering Services Division has provided a Composite Transportation Component Plan to identify the anticipated locations of traffic infrastructure, including sidewalks, multi-use paths and road right-of-way dimensions (refer to Attachment #8). These elements will be further refined and implemented through the future detailed engineering design process.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

A Public Meeting was held on March 21, 2022 in accordance with the Town of Whitby Official Plan and the Planning Act. This meeting provided the public and interested persons and agencies the opportunity to make representation in respect of the Plan of Subdivision Application. Refer to Attachment #9 for the Minutes of the Public Meeting.

Attendees of the March 21st Public Meeting provided input to the proposed development. The following matters were discussed:

- concerns about the height of the proposed three-storey townhouses being one storey taller than the existing two-storey detached houses located on Gallimere Court;
- the proposed development having the potential to block the sunlight and create shadows in abutting yards;
- concerns about the location of the snow storage area, noting the potential of flooding of yards on Gallimere Court during the spring snowmelt;
- concerns about additional traffic, traffic congestion, and the potential for accidents on side streets that were already busy due to the at-grade railway crossing on Hopkins Street and the nearby car wash;
- considerations and efforts made to protect the existing neighbourhood from the impact of the proposed development; and,
- concerns about the impact of dirt and debris that would be created from the construction of the proposed townhouses.

As it relates to the proposed building height of the townhouse dwellings, the current zoning permits the proposed building heights as approved through the Tribunal. Notwithstanding, as part of the Site Plan application, the proponent is required to seek approval of the proposed building elevations, materials, as part of the architectural review.

With regards to traffic related concerns, the proponent has submitted a traffic study/sight line analysis for review. No concerns were raised in the submission material.

Lastly, with regards to snow storage, flooding, waste management, and construction related concerns, these matters are to be addressed as part of the

Site Plan approval and detailed engineering design phase of the approval process. The proponent will be required to submit the appropriate plans/reports to the satisfaction of the Engineering Services Division that demonstrate where/how snow and waste will be stored. In addition, a Construction Management Plan will be required to address matters such as dust mitigation, mud tracking, noise and other matters associated with the construction process.

All individuals who registered as an interested party at the statutory public meeting and any individuals who provided written correspondence to the Town have been provided notice of the May 1, 2023 Committee of the Whole Meeting.

7. Input from Departments/Sources:

The following agencies have reviewed the application and have no objection:

- Town of Whitby Building Services;
- Town of Whitby Financial Services – Development Charges;
- Town of Whitby Financial Services – Taxes;
- CS Viamonde (French Public School Board);
- Durham Catholic District School Board;
- Enbridge;
- Hydro One;
- Elexicon Energy Inc.;
- Bell; and,
- Rogers.

The following provides a summary of key comments provided by Town of Whitby departments/divisions, as well as external agencies. Refer to Attachment #10 for a summary of all detailed comments and Attachment #11 for Conditions of Draft Plan of Subdivision Approval.

7.1 Internal Departments

Community Services – Parks Development

Cash-in-lieu of parkland dedication will be at the rate established in the Planning Act.

Engineering Services

Engineering Services has no objection to the subdivision application and no conditions of Draft Plan Approval.

Engineering Services has attached a Composite Transportation Component Plan (CTCP) as Attachment #8 highlighting the anticipated locations of sidewalks, multi-use trails, and multi-use paths for reference. Engineering Services expects that the components of this plan will be further refined and implemented through the future detailed engineering design processes following draft approval.

Strategic Initiatives (Sustainability)

The Sustainability section acknowledges and appreciates the sustainability considerations outlined in the Whitby Green Standard Checklist and provides the Sustainability Rationale report. We can confirm that this meets the Towns requirements.

Matters pertaining to sustainability measures, including mandatory and voluntary measures will be addressed as part of the Site Plan approval process and any required commitments will be outlined in the Site Plan Agreement.

7.2 External Agencies

Region of Durham – Planning

The proposed plan of subdivision application will implement a decision of the Local Planning Appeal Tribunal regarding the related zoning by-law application that is intended to facilitate the development of up to 52 townhouse units. This development proposal and the studies/reports submitted in support of the applications have demonstrated that the proposed plan of subdivision generally complies to the applicable Regional and Provincial Plans and Policies.

Based on the foregoing and subject to our conditions provided, the Region has no objections to draft approval of this plan of subdivision.

The conditions of draft approval must be complied with prior to clearance by the Region for registration of this plan. Please note that if further revisions are required/proposed to this plan prior to draft approval, the revised plan should be recirculated to the Region to confirm compliance with applicable Regional standards/requirements.

Region of Durham – Works

The Development shall only be permitted a single set of municipal service connections.

The subject lands are located within the Zone 1 water supply system for the Town of Whitby. The estimated static water pressure for this area ranges between 553 kilopascals (kpa) or 80 pounds per square inch (psi) to 592 kpa (85 psi).

The proposed development must have a water meter room, which complies with Regional Standards.

The Region prefers that the proponent use the existing 100-millimetre diameter (mm dia.) domestic water service and the existing 200 mm dia. fire line that has been extended from the existing 300 mm dia. polyvinyl chloride (PVC) watermain within the Nichol Avenue right-of-way (R.O.W.) to the property line of the subject lands. The proposed water services must be extended first directly to the meter room before distribution throughout the subject lands.

The proponent shall enter into a Regional Servicing Agreement. A cost breakdown for all sanitary and water supply service works shall be provided, in addition to the following:

- Town approved Site Servicing Plan;
- Legal Plan (40R/40M); and
- A completed servicing agreement checklist.

Durham Region Transit

This application was reviewed from a transit perspective and notes that the proposed development provides good sidewalk connectivity and onto the abutting municipal roads.

Central Lake Ontario Conservation Authority

CLOCA staff have completed the review of the submitted materials related to the proposed subdivision and have issued conditions of draft plan approval for the proposed plan of subdivision. CLOCA staff recommend that any approval of the proposed plan of subdivision be subject to conditions of draft plan approval on behalf of the Central Lake Ontario Conservation Authority.

CP Rail

Canadian Pacific Railway and/or its assigns or successors in interest has or have a railway right-of-way and/or yard located adjacent to the subject land hereof with operations conducted 24 hours a day, 7 days a week, including the shunting of trains and the idling of locomotives. There may be alterations to, or expansions of, the railway facilities and/or operations in the future, which alterations or expansions may affect the living environment of the residents in the vicinity. Notwithstanding the inclusion of any noise and/or vibration attenuating measures in the design of the development and individual dwellings, Canadian Pacific Railway will not be responsible for complaints or claims arising from the use of its facilities and/or its operations on, over, or under the aforesaid right-of-way and/or yard.

CP recommends that the above be included as a condition of approval and be inserted in all property and tenancy agreements and offers of purchase and sale for all dwelling units in the proposed buildings.

8. Strategic Priorities:

This proposal supports Council's goal for environmental sustainability with the inclusion of the Sustainability Report and the corresponding Whitby Green Standard Checklist for the development to implement.

9. Attachments:

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Proponent's Concept Site Plan

Attachment #4: Proponent's Draft Plan of Subdivision

Attachment #5: Excerpt from the Town of Whitby Official Plan Schedule 'A'

Attachment #6: Excerpt from the Town of Whitby Official Plan Schedule 'B'

Attachment #7: Excerpt from Zoning By-law 1784

Attachment #8: Composite Transportation Component Plan

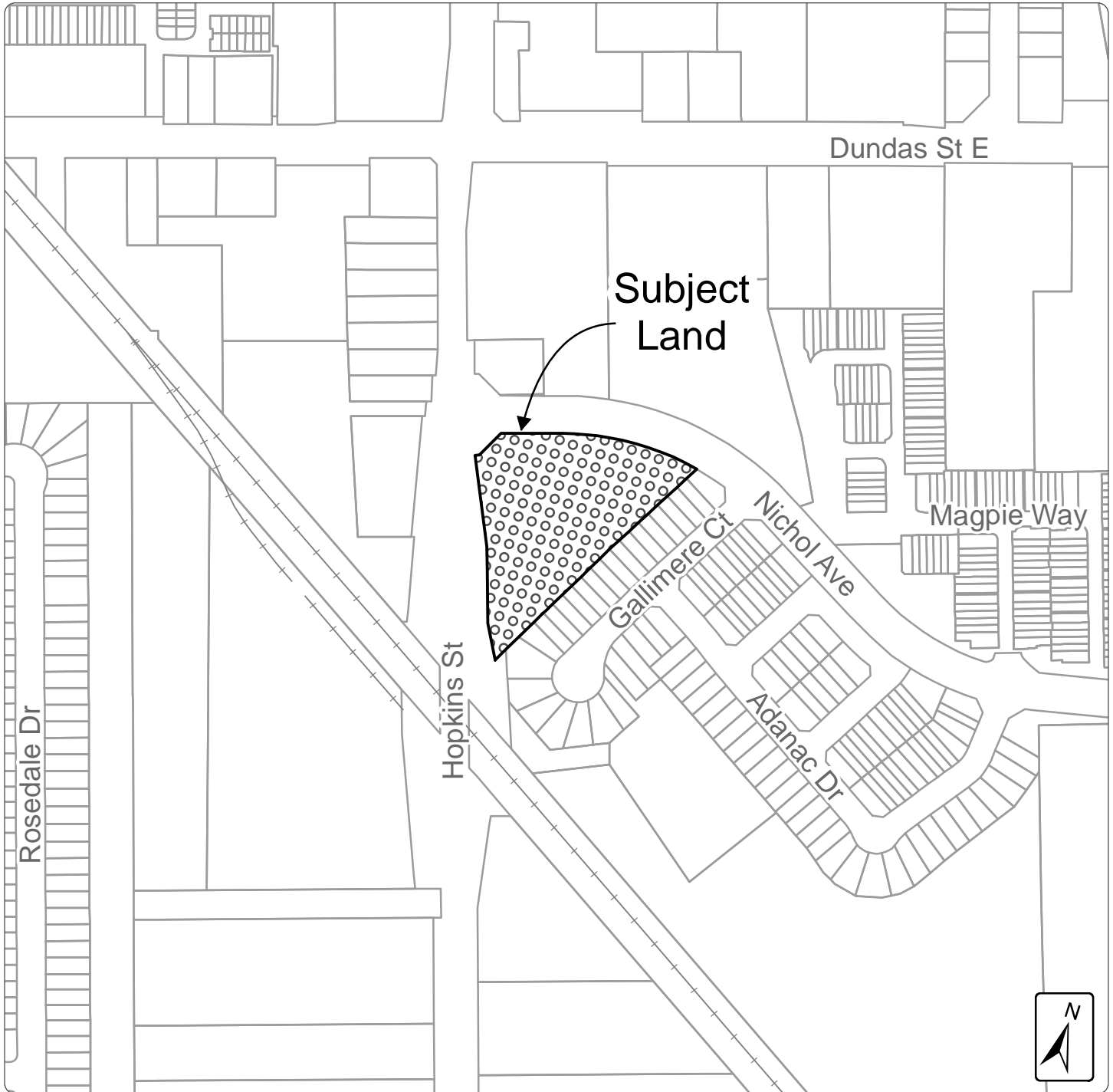
Attachment #9: Public Meeting Minutes

Attachment #10: Agency & Stakeholder Detailed Comments

Attachment #11: Conditions of Draft Plan of Subdivision Approval

Attachment #1 Location Sketch

PDP 24-23



Town of Whitby Planning and Development Department

Proponent:
Stylux Whitby Ventures Inc.

File Number:
DEV-38-21 (SW-2021-13)

Date:
May 2023

External Data Sources:
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Attachment #2 Aerial Context Map

PDP 24-23



Whitby Town of Whitby Planning and Development Department

Proponent:
Stylux Whitby Ventures Inc.

File Number:
DEV-38-21 (SW-2021-13)

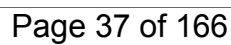
Date:
May 2023

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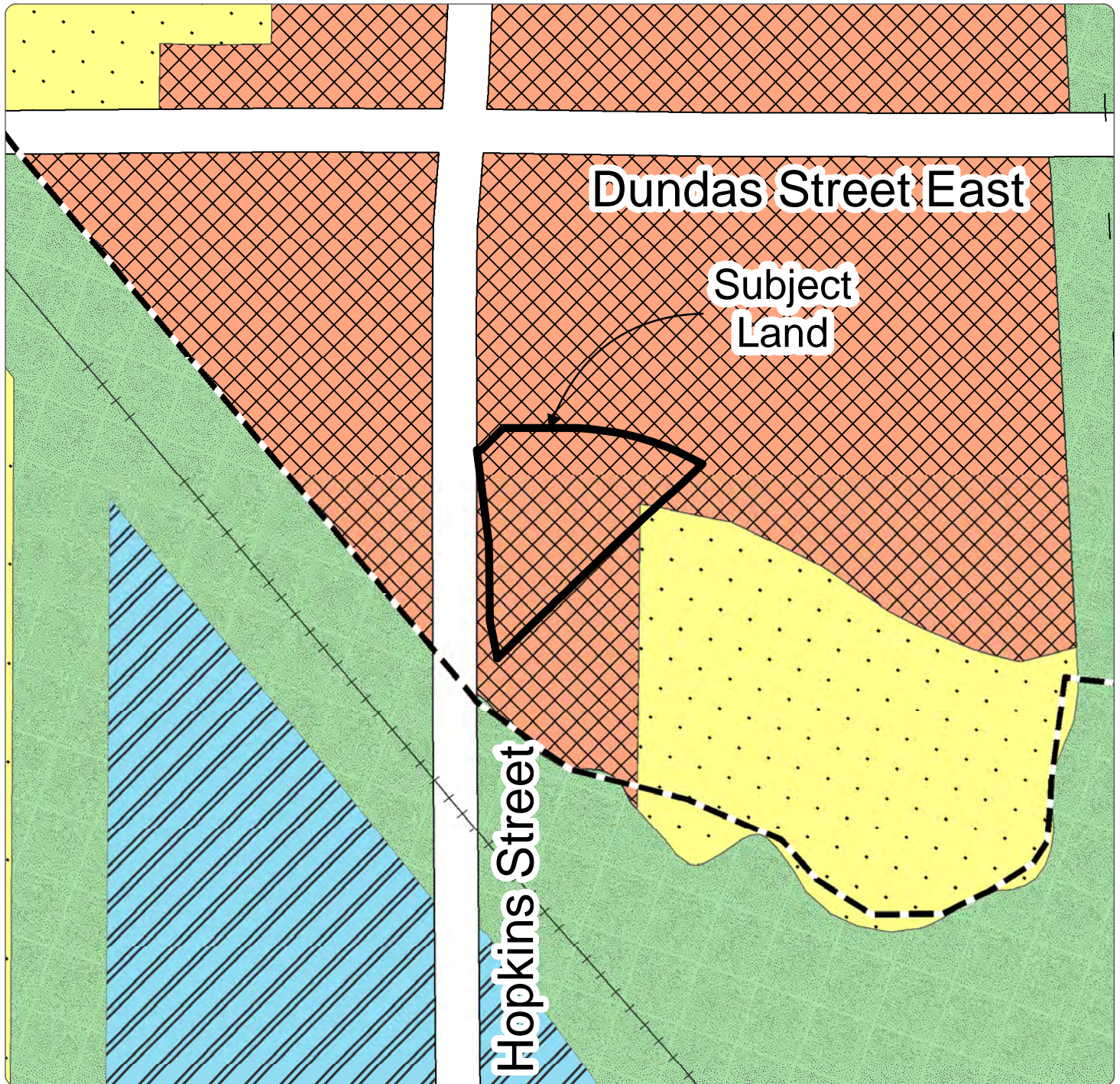
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PDP 24-23



Excerpt from the Town of Whitby Official Plan Schedule 'A'



Legend

- Residential
- Major Commercial
- Community Commercial
- Special Purpose Commercial
- Mixed Use
- Prestige Industrial
- General Industrial
- Special Activity Node
- Institutional
- Major Open Space
- Agricultural
- Hamlet
- Estate Residential
- Special Policy Area
- Refer to section 11.5.31.6

- Lands Subject to Durham Regional Official Plan Policy 14.13.7
- Deferred by the Region of Durham
- Local Central Area
- Resource Extraction Area (See Section 4.12)
- Utility
- 2031 Urban Area Boundary
- Community Central Area Boundary
- Future Urban Development Area Boundary
- Greenbelt Protected Countryside Boundary
- Hamlet Boundary
- Major Central Area Boundary
- Municipal Boundary
- Southern Boundary of Oak Ridges Moraine
- Urban Central Area Boundary

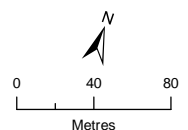
Notes: Refer to the applicable Secondary Plan for more detailed land use designations. Secondary Plan boundaries can be found on Schedule 'E', including the Oak Ridges Moraine Secondary Plan. Some legend items may not appear on the display figure excerpt.

Official Plan - Town of Whitby

Schedule

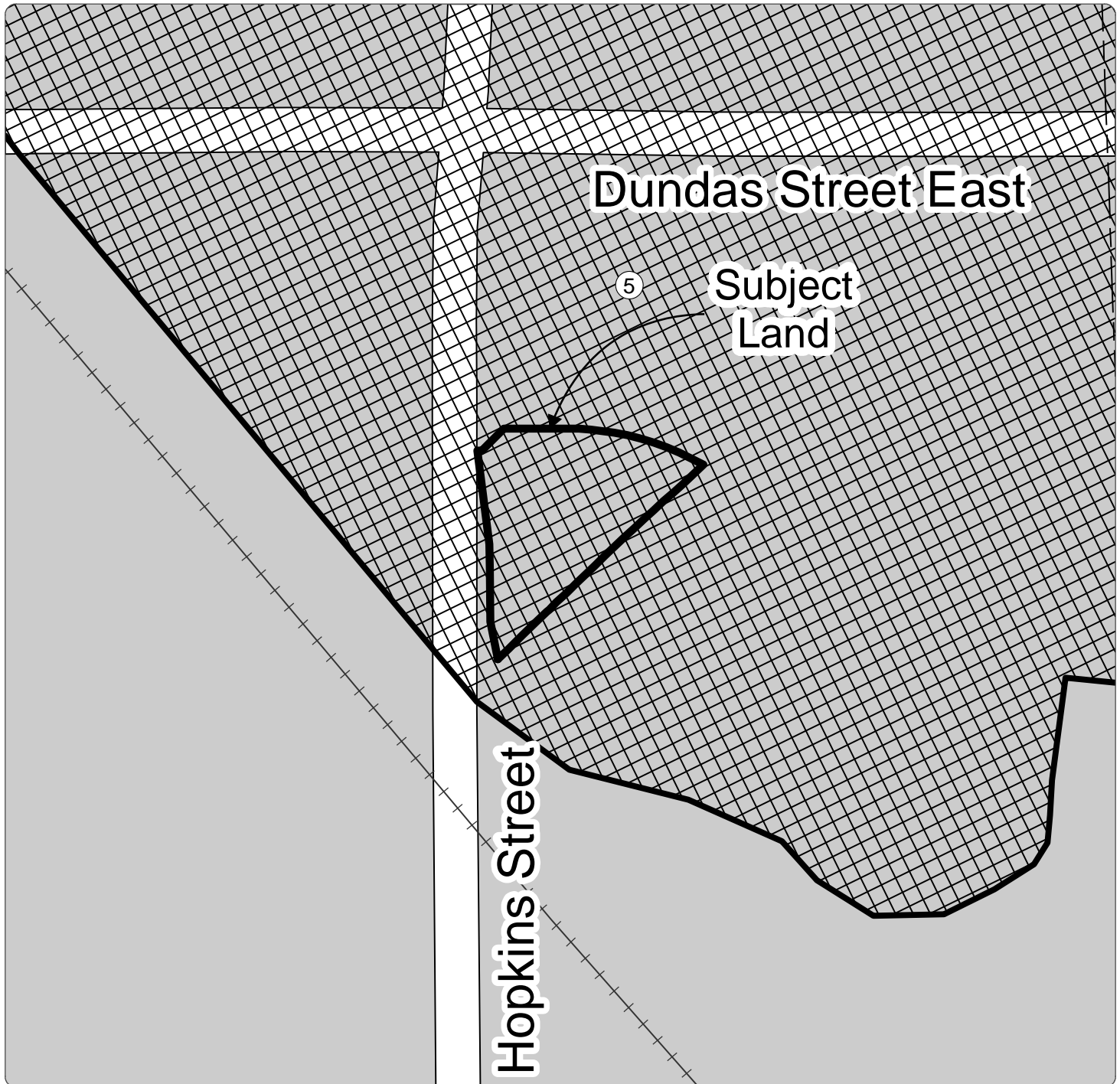
Excerpt from Schedule 'A' Land Use

A



This schedule forms part of the Official Plan of the Town of Whitby and must be read in conjunction with the written text. For all intents and purposes, the elements within this schedule are to be considered conceptual.

Excerpt from the Town of Whitby Official Plan Schedule 'B'

**Legend**

- Major Transit Station
- 2031 Urban Area Boundary
- Municipal Boundary
- Built Boundary (2006)
- Intensification Area
- Intensification Corridor
- Lands Subject to Durham Regional Official Plan Policy 14.13.7

Intensification Areas:

- ① Downtown Brooklin
- ② Brock / Taunton
- ③ Rossland / Garden
- ④ Downtown Whitby
- ⑤ Dundas East
- ⑥ Port Whitby

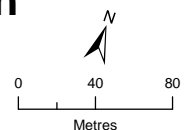
→ D3 (Deferred by
Region of Durham)

Note: Some legend items may not appear on the displayed figure extent.

Official Plan - Town of Whitby**Schedule**

Excerpt from Schedule 'B' Intensification

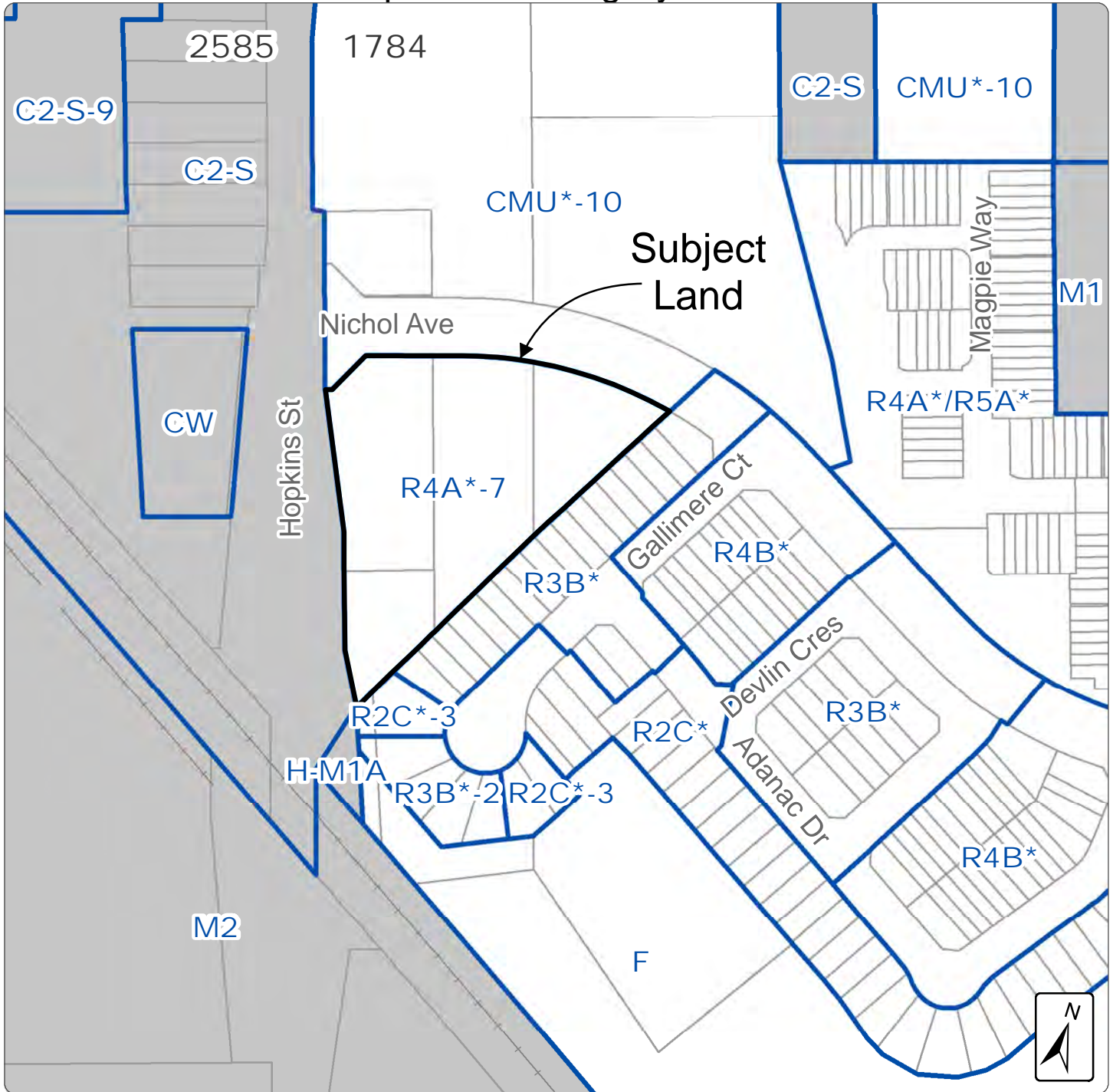
B



This schedule forms part of the Official Plan of the Town of Whitby and must be read in conjunction with the written text. For all intents and purposes, the elements within this schedule are to be considered conceptual.

Attachment #7 Excerpt from Zoning By-Law 1784

PDP 24-23



Town of Whitby Planning and Development Department

Proponent:
Stylux Whitby Ventures Inc.

File Number:
DEV-38-21 (SW-2021-13)

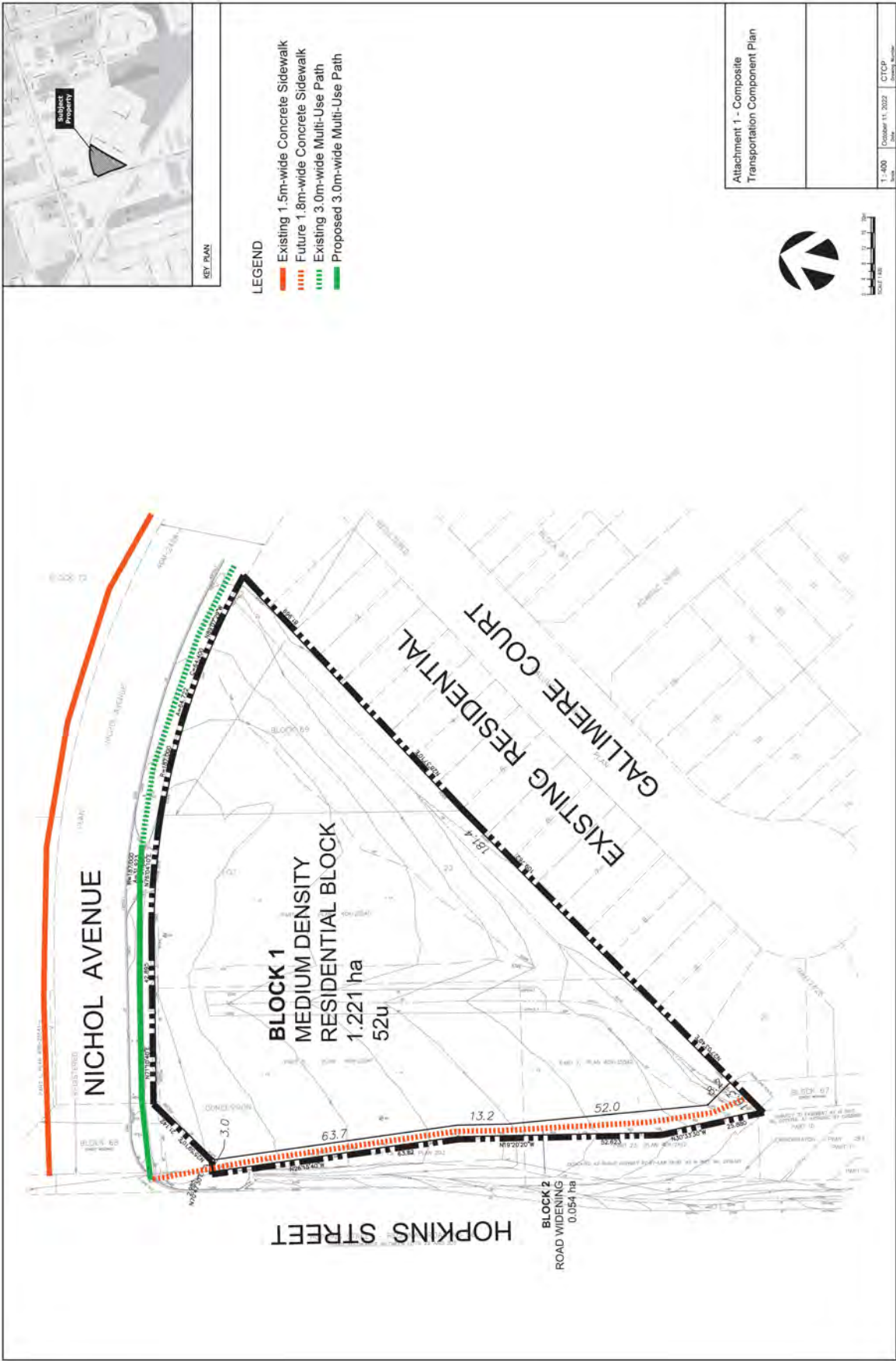
Date:
May 2023

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Attachment #8
Composite Transportation Component Plan



2. Planning and Development (Planning Services) Department Report, PDP 13-22
Re: Draft Plan of Subdivision Application, Stylux Whitby Ventures Inc., 201 Hopkins Street, File Number: DEV-38-21 (SW-2021-13)

Kaitlin Friesen, Planner I, provided a PowerPoint presentation which included an overview of the application.

Caitlin Allan, Bousfields Inc., and Elizabeth Nocon, FBP Architects Inc., provided a PowerPoint presentation which included a detailed overview of the application.

The Chair indicated that comments would now be received from members of the public who registered to speak.

Mohammad Khan, 34 Gallimere Court, raised concerns about the height of the proposed three-storey townhouses being one storey taller than the existing two-storey detached houses located on Gallimere Court. He stated that the proposed development would block the sunlight and create shadows in his back yard. Mr. Khan inquired about the design and elevation of the balconies and raised concerns about the end and side unit balconies overlooking his back yard resulting in privacy issues for new and existing residents. Mr. Khan raised concerns about the location of the snow storage area, noting the potential of flooding his back yard during snowmelt. Mr. Khan inquired about the considerations and efforts made to protect the existing neighbourhood from the impact of the proposed development.

Al and Michelle Watson, 38 Gallimere Court, raised concerns about the impact of dirt and debris that would be created from the construction of the proposed townhouses on their pool which was located in their back yard. Ms. Watson raised further concerns about the location of the snow storage area, noting that the snow overflow would likely end up in their back yard. She inquired whether the waste storage area would be located in the same area as the snow storage area, noting that should this be the case that there would be an odour from the garbage that would drift into their yard. Ms. Watson raised concerns about additional traffic, traffic congestion, and the potential for accidents on side streets that were already busy due to the at-grade railway crossing on Hopkins Street and the nearby car wash.

Mr. Watson raised concerns about the height of the proposed development resulting in a lack of privacy for existing residents, noting that the residents from the new development would be able to see into their yards and windows. He raised concerns about the dirt, debris, and service interruptions that would be caused by construction and inquired about the timing and duration of construction for the proposed project. He raised further concerns about the height of the balconies which would overlook their yards and would result in a lack of privacy for existing residents.

When called upon, Abeed Aziz was not in attendance to make a delegation at the Public Meetings.

Ms. Allan, Ms. Nocon, and Staff answered questions regarding:

- the overlook into existing properties due to the height of the proposed townhouses and design/elevation of the balconies;
- the impact of shadowing on existing properties due to the height of the proposed townhouses;
- the location of the snow storage area and potential overflow of snow into the yards of existing residents;
- potential flooding of existing properties due to snowmelt from the snow storage area;
- the impact of dirt and debris created during construction on neighbouring pools;
- the timeline for and duration of construction for the proposed development;
- the possibility of constructing two-storey townhouses including a basement versus three-storey townhouses;
- a construction management plan to address concerns raised about dirt, debris, noise, construction equipment, and traffic; and,
- consultation between the existing residents, Staff, and the proponent to address the concerns raised.

There were no further submissions from the public.

K. Narraway, Manager of Legislative Services/Deputy Clerk, indicated how members of the public could submit comments and be placed on

Attachment #10
Agency & Stakeholder Detailed Comments
File DEV-38-21 (SW-2021-13)

Town of Whitby Finance Department

The applicant shall confirm that any outstanding property tax balance is paid.

Town of Whitby Community Services Department

Cash-in-lieu of parkland dedication at a rate that is consistent with the Planning Act and the Department's standard practice regarding medium density residential development.

Town of Whitby Strategic Initiatives Division

The Sustainability section acknowledges and appreciates the sustainability considerations outlined in the Whitby Green Standard Checklist and provides the Sustainability Rationale report. We can confirm that this meets the Towns requirements.

Matters pertaining to sustainability measures, including mandatory and voluntary measures will be addressed as part of the Site Plan approval process and any required commitments will be outlined in the Site Plan Agreement.

Town of Whitby Engineering Services Department

Engineering Services has no objection and no conditions of Draft Plan Approval.

Durham District School Board

No comment.

Durham Catholic District School Board

Planning staff at the Durham Catholic District School Board have reviewed the above noted applications and have no objections to the proposed development of 52 townhouse units.

Conseil Scolaire Viamonde

The Conseil Scolaire Viamonde has no comment.

Durham Region (Planning, Works, & Transit)

On August 28, 2018, the Local Appeal Tribunal allowed the proponent's appeal subject to various conditions requested by the Region to address its outstanding delegated Provincial Plan Review responsibilities. The LPAT included the following Regional conditions:

- The preparation of a Land Use Compatibility Study;
- Receipt of a clearance letter from the Ministry of Tourism, Culture and Sport (now called the Ministry of Heritage, Tourism, Sport, and Culture Industries) in support of a previously prepared Stage 1 Archaeological Site Assessment; and
- Receipt of a Record of Site Condition prior to final issuance of Site Plan Approval.

Purpose of the Draft Plan of Subdivision

The proposed draft plan of subdivision would create a medium density development block (Block 1) in order to facilitate the creation of 52 three to four storey condominium townhouse units fronting on a private road providing vehicular access from Nichol Avenue within the proposed block. It is our understanding that the proponent will also require a future part lot control exemption by-law and a draft plan of condominium application to create privately-owned units within the medium density development block.

The draft plan also proposes a future road widening block (Block 2) that is anticipated to be conveyed to the Region either through this draft plan of subdivision or the related concurrent site plan application (SP-15-21). The proponent's site plan application with the Town will review the technical aspects of the proposed development.

Provincial and Regional Land Use Policies

The Region's 2016 comments determined that the proposed rezoning application to permit a future townhouse development was considered consistent with the Provincial Policy Statement (PPS) and conformed to the Growth Plan for the Greater Golden Horseshoe (Growth Plan) and the Durham Regional Official Plan (ROP). However, the proponent was required to demonstrate that the future development could be considered compatible with nearby industrial (less sensitive) land uses.

Following our initial comments, some of the above-noted land use policies were updated. Our comments remain regarding consistency and conformity with the applicable Provincial and Regional land use plans and policies remain generally supportive. Our updated comments are summarized below:

- Residential growth that provides for a range of housing, intensification and redevelopment is encouraged within settlement areas and provides for a range of

housing, intensification and redevelopment which efficiently utilizes land resources, infrastructure, and public services (PPS, 2020);

- The subject lands are located within the Town of Whitby's Built-up Area. At this time, a minimum of 40 percent of all residential development occurring annually must be within "Built-up Areas," designed to achieve complete communities through intensification (Growth Plan, 2020);
- The ROP designates the subject lands as "Living Areas" in the "Urban System", which are primarily intended to be used for a range of housing purposes at higher densities along Arterial Roads. The ROP classifies Hopkins Street (Durham Regional Road 36) as a Type 'B' Arterial Road. The ROP also discourages reverse lot frontages off Arterial Roads (ROP, 2020); and
- The above-noted land use policies also require that proposed sensitive land uses (e.g., residential) demonstrate appropriate separation from less sensitive (e.g., industrial) land uses.

Delegated Provincial Plan Review Responsibilities

Environmental Site Assessment (ESA) and Record of Site Condition (RSC) Fortis Environmental Inc. (Fortis) prepared a Phase One and Two ESA dated September 5, 2021 and October 18, 2021 respectively in support of the proposed development.

The findings of the report concluded that in accordance with Ontario Regulation 407/19, the soil and groundwater monitoring samples taken from subject lands meet Table 2 Site Condition Standards (SCS) not resulting in any exceedances.

Since this development proposes a more sensitive land use (e.g., from either industrial/community/commercial to either residential/parkland/institutional), Fortis has also submitted a Record of Site Condition (RSC) to the Ministry of the Environment, Conservation and Parks (MECP) to review their ESA reports. Their submission is still under review by the Ministry.

As a condition of draft approval, the proponent must provide the Region with a copy of MECP's Acknowledgement Letter, noting that the RSC is filed to the Ministry's Environmental Site Registry. Any supporting/updated documents associated with the RSC should also be forwarded to the Region for our records.

Land Use Compatibility between Existing Non-Sensitive and Proposed

Sensitive Land Uses

The proposed residential development is situated in proximity to industrial uses south of the subject lands. As noted earlier, the Tribunal upheld the Region's request to include conditions that the Owners of the subject lands are required to fulfill to the Region's satisfaction. One of which included the completion of a Land Use Compatibility Assessment (LUCA).

Following the Tribunal's decision, the previous Owner submitted a LUCA study prepared by Novus Environmental Inc. (Novus) dated August 22, 2018 and revised January 17, 2019. The study addressed both environmental air quality and noise impacts to determine if the future townhouse development will pose land use conflicts with existing nearby industrial land uses and if mitigation measures can be included where applicable. The Region's Peer Review consultant (Gutteridge Haskins & Davey – GHD) reviewed the LUCA and considered it satisfactory in support of a future townhouse development. As such, the Region prepared a letter to the Town of Whitby dated March 22, 2019 noting no concerns with the original study.

The following studies have also been submitted in support of the proposed development:

- A Compatibility & Mitigation Study for Air Quality, Dust, Odour, Noise & Vibration, prepared by SLR Consulting (Canada) Ltd. (SLR) dated November 2021; and
- An Environmental Noise Assessment, prepared by Valcoustics Canada Ltd. dated November 24, 2021.

Consistent with the Novus LUCA study, both studies analysed potential land use compatibility impacts the proposed townhouse development might pose on existing industrial uses and vice-versa as well as from nearby transportation and stationary noise sources and their recommended mitigation measures required. Both studies concluded the proposed uses were appropriate subject to mitigation measures.

The Region is in general agreement with the conclusions of the studies; however, we will require a technical peer review of the studies in order to definitely conclude that the findings of the study are appropriate. Accordingly, as a condition of draft approval, the proponent will be required to have SLR's LUCA study peer reviewed by the Region's Peer Review Consultant. The peer review will confirm if the intensity of existing land uses has changed since our initial sign off, which may determine if SLR's proposed mitigation measures are appropriate for the proposed development. The approved mitigation measures must be included into an appropriate Agreement with the Town, to the satisfaction of the Region of Durham.

As noted in our initial comments, since vibration studies are reviewed by the appropriate railway authority, the Town should also ensure that the proponent submits SLR's LUCA to the Canadian Pacific Railway (CP Rail) for review. The proponent must also incorporate warning clauses/mitigation measures as per CP Rail's requirements. Such requirements must also be incorporated into an appropriate Agreement with the Town.

Archeological Site Assessment

According to the Region's Archeological Potential Model, the property is located within a zone of archeological potential. According to our records, in support of the previous rezoning application, Archaeological Consultants & Contractors (ACC) prepared a

Stage 1 Archaeological Site Assessment dated June 27, 2018 for the subject lands. ACC findings revealed that the subject lands experienced significant intensive and extensive disturbance due to the following:

- Significant regrading below topsoil associated with a parking lot; and
- The presence of sewer and stormwater management infrastructure along the abutting rights-of-ways on Hopkins Street and Nichol Avenue.

Based on the above, ACC concluded that a Stage 2 Archaeological Assessment is not required for the subject lands. The Region reviewed ACC's findings and conclusions and found their analysis satisfactory.

However, the proponent has not submitted an Archaeological Assessment with their proposal. As a condition of draft plan, the proponent must submit a clearance letter from the Ministry of Heritage, Tourism, Sport, and Culture Industries' (MHSTCI), along with any additional supporting information, which indicates that all cultural heritage resource concerns on the property have been satisfied. The proponent can conduct the following by undertaking the following:

- Retaining ACC to submit the above-noted Stage 1 Archaeological Assessment report to MHSTCI; or
- Hire their own Archaeologist and prepare an independent Archaeological Assessment report for Regional review prior to submitting the report to MHSTCI.

Regional Servicing

Municipal Servicing

The Development, Block 1 shall only be permitted a single set of municipal service connections.

Water Supply

The subject lands are located within the Zone 1 water supply system for the Town of Whitby. The estimated static water pressure for this area ranges between 553 kilopascals (kpa) or 80 pounds per square inch (psi) to 592 kpa (85 psi). The estimated static water pressure exceeds the maximum allowance of 550 kpa (80 psi), therefore, a private pressure reducing valve will be required for this site. The proposed development must have a water meter room, which complies with Regional Standards.

Sanitary Sewer Servicing

In accordance with the Region of Durham [Sewer Use By-Law](#), we will not permit foundation drains and/or roof leaders to connect to the sanitary sewer system. Sanitary capacity is on a first come first serve basis and is only allocated at the time of signing a development application.

Servicing Plan

The Region prefers that the proponent use the existing 100-millimetre diameter (mm dia.) domestic water service and the existing 200 mm dia. fire line that has been extended from the existing 300 mm dia. Polyvinyl chloride (PVC) watermain within the Nichol Avenue right-of-way (R.O.W.) to the property line of the subject lands.

The proposed water services must be extended first directly to the meter room before distribution throughout the subject lands. This may require the relocation of the proposed water meter room. If the existing water services are not suitable and cannot be used, then the existing water services shall be abandoned and plugged at the main at the proponent's expense.

The location of the proposed inspection maintenance must be shifted so that it is offset 1.5 metres (m) from the property line to its center. The proponent must decrease the proposed sanitary service grade to the drop structure to a maximum of 1.8 percent (%) as per Regional Standard [S-100.080](#).

Waste Management

The Region of Durham may provide recycling and waste collection service to residential units on private property in the Town of Ajax, the City of Pickering, the Townships of Scugog, Brock and Uxbridge and the Municipality of Clarington. Only Blue Box recycling collection may be provided by the Region in the City of Oshawa and the Town of Whitby in cases where Oshawa or Whitby have decided to provide municipal waste collection services.

On June 3, 2021, Ontario filed [O.Reg. 391/21](#) under the *Resource Recovery and Circular Economy Act* that will make product producers responsible for the Blue Box program including collection. Once transition occurs, The Regional Municipality of Durham will no longer be the service provider for the Blue Box program. The transition of responsibility of the Blue Box program to product producers in Durham Region is expected to occur in 2024. Please see [O Reg. 391/21](#) for full details.

In all cases, the subject lands must be designed in accordance with the Guidelines for municipal front-end waste collection service on Private Property which are outlined in Schedule "P" of the [Regional Waste By-law 46-2011](#), in order to receive Regional waste services. A Waste Management Plan must be submitted to the Region with the Site Plan application if the proponent wishes to receive Municipal collection. The plan must present in detail how the site meets Regional guidelines.

Transportation Infrastructure

The proposed ROW widening along the Hopkins frontage is consistent with the previous work completed by Counterpoint Engineering in 2017. The Region proposes a road widening on Hopkins Street and grade separation of the Canadian Pacific Railway (CP

Rail) crossing. This project will be subject to an Environmental Assessment (EA), which is currently scheduled to commence in 2022, with construction beyond 2026.

In the interim, a traffic signal is scheduled to be installed at the intersection of Hopkins Street and Nichol Avenue . These intersection improvements will be the Region's responsibility and the interim signal installation is not impacted by the proposed development. The Region has been working with the Town of Whitby to establish a pedestrian connection along Hopkins Street between Nichol Avenue and Dundas Street. We have recognized the need for this connection, and this proposed development will increase the demand further. The challenges relate to the lack of available ROW and the need for utility relocations. The Highway 2 Bus Rapid Transit project and the proposed interim signals at Nichol and Hopkins, provide further opportunity to explore the options in consultation with the Town of Whitby and adjacent property owners. The Region will touch base with the Town of Whitby to continue these discussions.

Transportation Planning

This application was reviewed from a transportation planning perspective and it has been determined that the proposed residential development does not present any significant transportation impacts.

Durham Region Transit

This application was reviewed from a transit perspective and notes that the proposed development provided good sidewalk connectivity and onto the abutting municipal roads. We also highlight that there are no sidewalks on either side of Hopkins Street between the proposed development and Dundas Street East to access existing high frequency transit. No sidewalks will have a major impact on the ability for residents and/or visitors to effectively use active transportation and/or transit.

Conclusion

The proposed plan of subdivision application will implement a decision of the Local Planning Appeal Tribunal regarding the related zoning by-law application that is intended to facilitate the development of up to 52 townhouse units. This development proposal and the studies/reports submitted in support of the applications have demonstrated that the proposed plan of subdivision generally complies to the applicable Regional and Provincial Plans and Policies.

Based on the foregoing and subject to our conditions, the Region has no objections to draft approval of this plan of subdivision.

The requested conditions of draft approval must be complied with prior to clearance by the Region for registration of this plan. Please note that if further revisions are required/proposed to this plan prior to draft approval, the revised plan should be

recirculated to the Region to confirm compliance with applicable Regional standards/requirements.

The Owner must also provide a land use table prepared by an Ontario Land Surveyor to the satisfaction of the Region. The land use table should provide lot area calculations for the proposed land use(s) allocated within the draft plan of subdivision.

In addition to sending the Region copies of the draft approved plan and associated conditions of approval, at such a time as draft approval is in effect, please e-mail me and carbon-copy the Regional Planner of record a digital copy (in PDF and Word format) of the City's conditions of draft approval.

Canadian Pacific Railway

CP recommends that the below condition be inserted in all property and tenancy agreements and offers of purchase and sale for all dwelling units in the proposed building(s):

“Canadian Pacific Railway and/or its assigns or successors in interest has or have a railway right-of-way and/or yard located adjacent to the subject land hereof with operations conducted 24 hours a day, 7 days a week, including the shunting of trains and the idling of locomotives. There may be alterations to, or expansions of, the railway facilities and/or operations in the future, which alterations or expansions may affect the living environment of the residents in the vicinity. Notwithstanding the inclusion of any noise and/or vibration attenuating measures in the design of the development and individual dwellings, Canadian Pacific Railway will not be responsible for complaints or claims arising from the use of its facilities and/or its operations on, over, or under the aforesaid right-of-way and/or yard.”

Should the captioned development proposal receive approval, CP respectfully requests that the recommended guidelines be followed.

Central Lake Ontario Conservation Authority

Outstanding engineering comments related to the review of this application has been addressed to our satisfaction. As such, we have no further outstanding comments related to this application. Conditions of Draft Plan Approval, are listed below.

1. That prior to any on-site grading or construction or final approval of the plan, the Subdivider shall submit to, and obtain approval from the Town of Whitby and the Conservation Authority for reports describing the following:
 - a) the intended means of conveying stormwater flow from the site, including use of stormwater techniques which are appropriate and in accordance with provincial guidelines; The stormwater management facilities must be

designed and implemented in accordance with the recommendations of the Corbett Creek Master Drainage Study.

- b) the intended means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction, in accordance with provincial guidelines. The report must outline all actions to be taken to prevent an increase in the concentration of solids in any water body as a result of on-site, or other related works.
 - c) the intended means to install, access, maintain and monitor any proposed Low Impact Development (LID) measures as part of this development.
- 2. The Subdivider shall satisfy all financial requirements of the Central Lake Ontario Conservation Authority.
 - 3. The subdivision agreement between the Subdivider and the Town of Whitby shall contain, among other matters, the following provisions:
 - a) The Subdivider agrees to carry out the works referred to in Condition 1 to the satisfaction of the Central Lake Ontario Conservation Authority.
 - b) The Subdivider agrees to maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, in a manner satisfactory to the Central Lake Ontario Conservation Authority.
 - c) In order to expedite clearance of Condition 3 a copy of the fully executed subdivision agreement between the area municipality and the owner should be submitted to the Authority.

To apply for a clearance letter that confirms that these conditions have been satisfied for this development, please submit the following items for our consideration:

- 1. Final M-Plan for the Draft Plan of Subdivision
- 2. Subdivision Agreement
- 3. A cover letter indicating how each of these conditions have been satisfied.
- 4. Outstanding Plan Review Fees must be paid: a. 50% /ha fee = \$1295.40
- a) b. Clearance Fee - \$3600.00

Attachment #11

Conditions of Draft Plan of Subdivision Approval

File No. DEV-38-21 (SW-2021-13)

1. The Subdivider shall prepare the final plan and shall include a land use table on the basis of the approved draft plan of subdivision, prepared by Bousfields Inc., dated October 2021, which illustrates 1 medium density residential block and 1 road widening block.
2. The Subdivider shall submit plans showing the proposed phasing to the Region of Durham and the Town of Whitby for review and approval if this subdivision is to be developed by more than one registration.
3. The Subdivider shall grant to the Region, any easements required to provide Regional services for this development. The easements shall be in locations and of such widths as determined by the Region of Durham.
4. The Subdivider shall provide for the extension of such sanitary sewer and water supply facilities which are external to, as well as within, the limits of this plan that are required to service this plan. In addition, the Subdivider shall provide for the extension of sanitary sewer and water supply facilities within the limits of the plan which are required to service other developments external to this subdivision. Such sanitary sewer and water supply facilities are to be designed and constructed according to the standards and requirements of the Region of Durham. All arrangements, financial and otherwise, for said extensions are to be made to the satisfaction of the Region of Durham and are to be completed prior to final approval of this plan.
5. Prior to entering into a subdivision agreement, the Region of Durham shall be satisfied that adequate water pollution control plant and water supply plant capacities are available to the proposed subdivision.
6. The Subdivider shall satisfy all requirements, financial and otherwise, of the Region of Durham. This shall include, among other matters, the execution of a subdivision agreement between the Subdivider and the Region concerning the provision and installation of sanitary sewers, water supply, roads, and other regional services.
7. The Subdivider shall submit Environmental Site Assessment documents, including confirmation that a Record of Site Condition was filed on the Ministry of the Environment, Conservation and Parks Environmental Site Registry to address potential site contamination for the subject site in accordance with the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

8. The Subdivider shall prepare a Land Use Compatibility Analysis to the satisfaction of the Regional Municipality of Durham and the Town of Whitby, which demonstrates how future residential uses will be appropriately designed, buffered and/or separated from existing adjacent industrial facilities to prevent or mitigate any potential adverse effects.
9. The Subdivider shall agree in an Agreement with the Town of Whitby to implement the Acoustical Consultant's recommendations from a noise report, which specifies noise attenuation measures for the development. These measures shall be included in the Subdivision Agreement and must also contain a full and complete reference to the noise report (i.e., author, title, date, and any revisions/addenda) and shall include warning clauses identified in the study.
10. The Subdivider shall carry out an archaeological assessment of the subject site and mitigation and/or salvage excavation of any significant heritage resources to the satisfaction of the Ministry of Heritage, Sport, Tourism and Culture Industries. No grading or other soil disturbance shall take place on the subject property prior to a letter of clearance from the Ministry.
11. The Subdivider shall convey to the Regional Municipality of Durham, free and clear of all encumbrances, a road widening along Hopkins Street, shown as Block 2, on the approved draft plan of subdivision, prepared by Bousfields Inc., dated October 2021.
12. That prior to any on-site grading or construction or final approval of the plan, the Subdivider shall submit to, and obtain approval from the Town of Whitby and the Conservation Authority for reports describing the following:
 - a) the intended means of conveying stormwater flow from the site, including use of stormwater techniques which are appropriate and in accordance with provincial guidelines; The stormwater management facilities must be designed and implemented in accordance with the recommendations of the Corbett Creek Master Drainage Study.
 - b) the intended means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction, in accordance with provincial guidelines. The report must outline all actions to be taken to prevent an increase in the concentration of solids in any water body as a result of on-site, or other related works.
 - c) the intended means to install, access, maintain and monitor any proposed Low Impact Development (LID) measures as part of this development.
13. The Subdivider shall satisfy all financial requirements of the Central Lake Ontario Conservation Authority.

14. The subdivision agreement between the Subdivider and the Town of Whitby shall contain, among other matters, the following provisions:

- a) The Subdivider agrees to carry out the works referred to in Condition 12 to the satisfaction of the Central Lake Ontario Conservation Authority.
- b) The Subdivider agrees to maintain all stormwater management and erosion and sedimentation control structures operating and in good repair during the construction period, in a manner satisfactory to the Central Lake Ontario Conservation Authority.
- c) In order to expedite clearance of Condition 14 a copy of the fully executed subdivision agreement between the area municipality and the owner should be submitted to the Authority.

15. The below condition shall be inserted in all property and tenancy agreements and offers of purchase and sale for all dwelling units in the proposed building(s):

“Canadian Pacific Railway and/or its assigns or successors in interest has or have a railway right-of-way and/or yard located adjacent to the subject land hereof with operations conducted 24 hours a day, 7 days a week, including the shunting of trains and the idling of locomotives. There may be alterations to, or expansions of, the railway facilities and/or operations in the future, which alterations or expansions may affect the living environment of the residents in the vicinity. Notwithstanding the inclusion of any noise and/or vibration attenuating measures in the design of the development and individual dwellings, Canadian Pacific Railway will not be responsible for complaints or claims arising from the use of its facilities and/or its operations on, over, or under the aforesaid right-of-way and/or yard.”

16. That the Subdivider enter into a Subdivision Agreement for the subdivision, and a future Site Plan Agreement for each block with the Municipality and be responsible for the fees associated with the preparation and registration of the Agreements, including any review required by Legal Services.

17. The Subdivider shall be responsible to enter into a separate agreement(s) with benefitting parties, to which the Town is not a party, to address cost sharing for external services and / or the oversizing of services if required.

18. The Subdivider shall agree to implement the recommendations of all reports submitted in support of the application.

19. The Subdivider shall provide a Firebreak Lot/Block plan, hydrant location plan, and fire route plan to the satisfaction of the Whitby Fire and Emergency Services Department.
20. That the proposed homes to be located on the subject land shall be subject to review by the Control Architect.
21. Cash-in-lieu of parkland is required for this development at a rate in accordance with the Planning Act. A land appraisal will be required for review and approval by the Town. This condition will be deferred to the Site Plan application.
22. That the new home construction be designed to meet the Energy Star standards or equivalent.
23. Any financial securities required of the development shall be provided as specified by the Town's Corporate Services Department and shall not include bonds.
24. The Subdivider shall satisfy all requirements, financial and otherwise, of the Town of Whitby, including among other matters, the execution of a subdivision agreement between the Subdivider and the Town of Whitby concerning the provision and installation of services, drainage, and other local services.
25. Through the Site Plan/ Plan of Subdivision Agreement, the Subdivider shall complete the Whitby Green Standard performance measures as part of the construction of the approved development as detailed in Sustainability Rationale Report submitted by the applicant.
26. Prior to final approval of this plan for registration, the Town of Whitby shall be advised in writing by:
 - a) The Regional Municipality of Durham, how conditions 1-11 have been satisfied; and,
 - b) The Central Lake Ontario Conservation Authority, how conditions 12-14 have been satisfied.

Note: Please be advised that the approval of this draft plan will lapse three (3) years after the date the plan is draft approved. This approval may be extended pursuant to Section 51(33) of the Planning Act, but no extension can be granted once the approval has lapsed.

If final approval is not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, draft approval will lapse under Section 51(32) of

the Planning Act, RSO, 1990, as amended. If the owner wishes to request an extension to the draft approval, a written request and explanation must be received by the Commissioner of Planning and Development 120 days prior to the lapsing date. A processing fee in effect at the time of the request, shall apply.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar



Report Title: Removal of 305 Mary St. E. from the Municipal Heritage Register

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: PDP 25-23

Department(s) Responsible:

Planning and Development Department
(Planning Services)

Submitted by:

Roger Saunders, Commissioner of
Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Dave Johnson, Planner II – Heritage, ext.
3166

1. Recommendation:

1. That the property municipally known as 305 Mary Street East be removed from the Town's Municipal Heritage Register; and,
2. That a full Heritage Documentation Report be prepared by the applicant at their expense prior to demolition and submitted to the Planning and Development Department, to be deposited at the Archives.

2. Highlights:

- MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), on behalf of the property owner, has submitted an Application for Removal of a Non-designated Property from the Municipal Heritage Register in order to redevelop the site for residential uses.
- A Cultural Heritage Impact Assessment (CHIA) has determined that the property does not exhibit cultural heritage value.
- The Heritage Whitby Advisory Committee has reviewed the application and does not object to the subject property being removed from the Town's Municipal Heritage Register.
- A Heritage Documentation Report is required to be prepared and submitted by the applicant, at their expense before demolition takes place, for deposit into the Archives.

3. Background:

The subject property is located on the south side of Mary St. E, east of Brock St. N, west Garden Street and is municipally known as 305 Mary St. E (refer to Attachment #1). The site is approximately 0.21 ha (0.51 acres) in size and is listed on the Town's Municipal Heritage Register. There is currently one structure on the property.

Overview of the Cultural Heritage Impact Assessment (CHIA)

The applicant has submitted a Cultural Heritage Impact Assessment (CHIA), prepared by MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), dated February 2023 (refer to Attachment #2).

According to the CHIA, the main structure was constructed sometime between 1870 and 1875 as a worker's house and is not particularly representative of any architectural style. The structure is a two-storey frame residential building. The building was later altered with the addition of a bay window, and exterior cladding. The building features that have been altered include the chimney and foundation. The CHIA notes that the building does retain some original elements, including dormer detailing, wood sills and window openings, but concludes that these elements are not unique or exceptional.

The CHIA includes interior and exterior descriptions, background research and analysis, and an overview of the historical context.

4. Discussion:

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), on behalf of the property owner, is requesting the removal of the subject lands from the Town's Municipal Heritage Register, in order to develop the site for residential uses. In order to demolish the existing structure on the lands, the applicant is required to de-list the property. As part of the de-listing process, the applicant is required to determine its historical significance through a CHIA.

Ontario Regulation 9/06 Evaluation

The lands have been assessed in accordance with the requirements of the Ontario Heritage Act under Ontario Regulation 9/06, which provides the following criteria for determining cultural heritage value or interest related to design or physical value, historical or associative value, and contextual value:

- The property has design value or physical value because it:
 - is a rare, unique, representative, or early example of a style, type, expression, material, or construction method;
 - displays a high degree of craftsmanship or artistic merit; or
 - demonstrates a high degree of technical or scientific achievement.

- The property has historical or associative value because it:
 - has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community;
 - yields, or has the potential to yield, information that contributes to an understanding of a community or culture; or
 - demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.
- The property has contextual value because it:
 - is important in defining, maintaining, or supporting the character of an area;
 - is physical, functionally, visually, or historically linked to its surroundings; or
 - is a landmark.

Through a review of the information and images of the structure, MHBC has determined that the property met 0 of 9 criteria for cultural heritage value or interest, as summarized in Section 6.1 of Attachment #2.

Based upon background research, analysis and MHBC's understanding of current conditions of the property located at 305 Mary St. E, the CHIA concludes that the property:

- does not have design or physical value as a rare, unique, representative, or early example of a style, type, expression, material, or construction method, nor does it demonstrate a high degree of craftsmanship, artistic merit, or technological or scientific achievement;
- does not have historical or associative value; and,
- does not have contextual value.

As a result, it is MHBC's opinion that the subject lands do not exhibit cultural heritage value or interest as the lands do not meet any of the criteria of Ontario Regulation 9/06.

Consultation with Heritage Whitby Advisory Committee

The applicant and their heritage consultant attended the March 14th, 2023 meeting of the Heritage Whitby Advisory Committee (HWAC). Refer to Attachment #3 for minutes of the March 14, 2023 HWAC meeting.

At the meeting, the applicant and consultant presented the CHIA to HWAC.

The Committee adopted the following motion:

"That the Heritage Whitby Advisory Committee supports the removal of 305 Mary Street East from the Municipal Heritage Register."

Conclusion

Based on a review of the application, photographs, and the CHIA submitted in support of the request to de-list the property located at 305 Mary St. East, the subject lands have been significantly altered and does not represent any particular architectural style.

Accordingly, it is recommended that Council remove the subject lands from the Town's Municipal Heritage Register.

It is further recommended that a Heritage Documentation Report be prepared and submitted by the applicant at their expense before demolition takes place for deposit into the Archives. The Heritage Documentation report must contain the following:

- a statement of cultural heritage value;
- overview of scope and methods used to document the lands;
- as-built floor plan drawings;
- photo documentation of the property;
- elevation photo documentation;
- drawings of the exterior of the house; and,
- interior views of all rooms and features.

5. Financial Considerations:

Not Applicable.

6. Communication and Public Engagement:

The Town of Whitby Heritage Register would be updated accordingly should Council approve the request to remove the property from the Municipal Heritage Register. The Register is available for public review. A copy of this staff report is available on the Town's website.

7. Input from Departments/Sources:

Not applicable.

8. Strategic Priorities:

The recommendations contained in this report align with the objectives of the Corporate Strategic Plan.

This report is in a fully accessible format, which addresses the Town's strategic priority of accessibility.

9. Attachments:

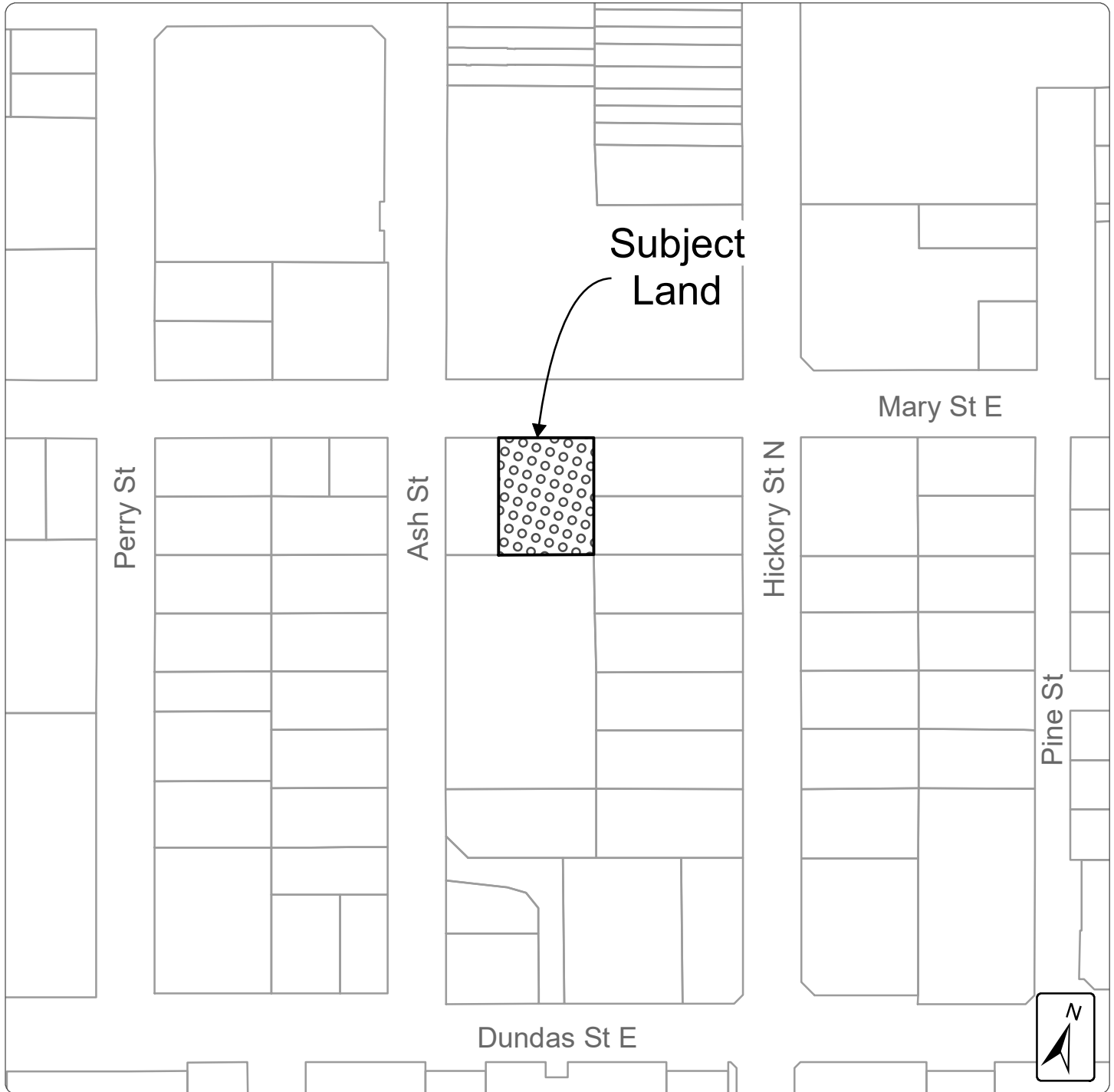
Attachment #1 – Location Sketch – 305 Mary St. E

Attachment #2 – Cultural Heritage Impact Assessment, prepared by ,
MacNaughton Hermsen Britton Clarkson Planning Limited
(MHBC)

Attachment #3 – Minutes of March 14, 2023 HWAC meeting

Attachment #1 Location Sketch

PDP 25-23



Town of Whitby Planning and Development Department

Address:

305 Mary Street East

Date:

March 2023

External Data Sources:

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Heritage Impact Assessment REPORT

305 Mary Street E,
Town of Whitby

Date:

February 2023

Prepared for:

Jonathan Weizel Architect
Thornhill, Ontario
jrweizel@rogers.com

Prepared by:

MacNaughton Hermesen Britton Clarkson Planning Limited (MHBC)
200-540 Bingemans Centre Drive
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Our File: '19184B'

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Appendix A – Site Plan

Appendix B – Chain of Title

Project Personnel

Dan Currie, MA, MCIP, RPP, CAHP	<i>Managing Director of Cultural Heritage</i>	Senior Review
Gillian Smith, MSc	<i>Planner</i>	Research and Author

Acknowledgement

This Heritage Impact Assessment acknowledges that the property located at 305 Mary Street E, Whitby, is situated within territory of the Anishinaabe peoples. These lands are acknowledged as being associated with the following treaties (accessed from www.whoseland.ca):

- Williams Treaties
- Johnson-Butler

This document takes into consideration the cultural heritage of Indigenous communities including their oral traditions and history when available and related to the scope of work.

Executive Summary

MHBC Planning Ltd., was retained to complete a Heritage Impact Assessment (HIA) for a redevelopment proposed for the lands located at 303 and 305 Mary Street East, Whitby. The purpose of the HIA is to assess the level of impact the proposed redevelopment will have on the property located at 305 Mary Street E, which is listed on the Whitby Heritage Properties Register, as well as provide mitigation measures and recommendations, if necessary.

This report concludes that the property located at 305 Mary Street E has been altered, including the exterior cladding, foundation, and chimney. This report concludes that the dwelling is not of significant cultural heritage value or interest (CHVI). Therefore, no adverse impacts resulting from the redevelopment are anticipated. No mitigation recommendations are necessary. Given that the property at 305 Mary Street E is not a heritage resource, it is recommended that it be removed from the Whitby Municipal Property Register.

1.0 Introduction

MHBC Planning Limited has been retained to undertake a Heritage Impact Assessment for the proposed redevelopment of 303-305 Mary Street E, Whitby (the 'development site'). The redevelopment plan consists of the removal of existing structures on the development site and the construction of stacked townhouses and a multiple-residential building. The property addressed as 305 Mary Street E (the 'subject property') is 'listed' on the Whitby Municipal Heritage Register.

The purpose of this Heritage Impact Assessment ('HIA') is to assess potential impacts of the proposed redevelopment on the listed heritage property located at 305 Mary Street E.

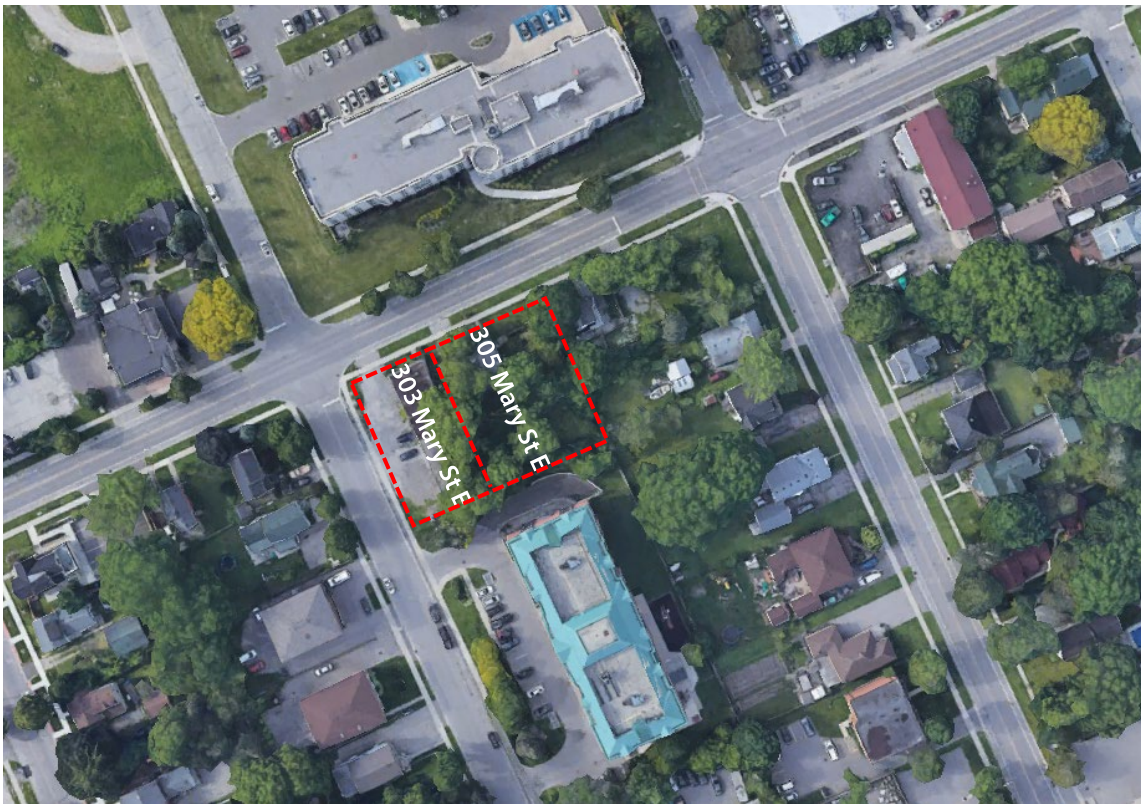


Figure 1: Development Site noted in red (Google, 2022)

2.0 Overview

2.1 Description of Development Site

The development site is comprised of two parcels, municipally addressed as 303 and 305 Mary Street E, Whitby. The development site is located in the Built Boundary of the Region in an established neighbourhood of Whitby, identified as a 'Major Central Area' in the Whitby Official Plan. The site is generally situated north of Dundas Street E, east of Brock Street N, west of Garden Street and on the south side of the Mary Street road frontage.

The development site has a total area of 2,069m² with approximately 50m of frontage on Mary Street E and 40m of frontage on Ash Street. There is an existing one storey commercial building located at 303 Mary Street E and a two storey dwelling located at 305 Mary Street E.



Figure 2: Development site (Google, 2022)


2.2 Description of Surrounding Area

The development site is within the built boundary of Durham Region and is surrounded by residential, commercial and community uses. The site is bounded to the north by Mary Street, to the west by Ash Street, to the east by Hickory Street, and to the south by Dundas Street E. The area is comprised of a mix of low, medium and high density built forms. The surrounding area is described in detail below.

- NORTH:** On the north side of Mary Street E are a range of land uses, including higher density residential buildings, a car repair and sales shop, and a commercial plaza. Beyond Mary Street are lower density residential and commercial uses, as well as Ash Street Park.
- EAST:** East of the development site are lower density built forms consisting of residential and commercial uses. Further east there is a large concentration of low rise apartment buildings.
- SOUTH:** A co-op apartment building is adjacent to the development site with frontage on Ash Street. Single detached dwellings are found south of the development site with frontage along Hickory Street. Dundas Street E is found south of the site, with commercial uses located on either side. South of Dundas Street is a mix of multiple residential, single detached, and commercial uses. The Brock Street corridor consists of commercial and retail uses.
- WEST:** Brock Street N is located west of the site. The area west of the site is comprised of multiple residential buildings and commercial uses. Further west consists predominantly of low density residential uses.

2.3 Description of Heritage Status

Part IV, Section 27 of the *Ontario Heritage Act* requires that each municipality keep a public register of properties that are of cultural heritage value or interest. The Town of Whitby maintains a heritage register with both listed and designated properties. The subject property located at 305 Mary Street E is identified on the Heritage Register as a 'listed' property.

Overview of Heritage Listing		
Address & Photograph	Date	Heritage Register Description
305 Mary Street E 	c.1877	n/a

This HIA will only assess the impacts of the proposed redevelopment on the listed property at 305 Mary Street E. The listed property is not identified by the Town or Region as being part of a cultural heritage landscape (“CHL”) and is not located in a Heritage Conservation District designated under Part V of the *OHA*. There are no other listed or designated properties adjacent to the development site.

3.0 Policy Context

3.1 The Planning Act and PPS 2020

The *Planning Act* is provincial legislation that guides land use planning in Ontario. It makes a number of provisions respecting cultural heritage. In Section 2, The Act outlines 18 spheres of provincial interest that must be considered by appropriate authorities in the planning process. One of the intentions of the *Planning Act* is to “encourage the co-operation and co-ordination among the various interests”. Regarding cultural heritage, Subsection 2(d) of the Act provides that:

“The Minister, the council of a municipality, a local board, a planning board and the Municipal Board, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as, ...”

(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;

The *Planning Act* therefore provides for the overall broad consideration of cultural heritage resources through the land use planning process.

The *Provincial Policy Statement* (PPS) was issued under Section 3 of the *Planning Act* and came into effect May 1, 2020. The PPS is “intended to be read in its entirety and the relevant policy areas are to be applied in each situation”. When addressing cultural heritage planning, the PPS provides for the following:

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

2.6.5 Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

The following definitions are provided in Section 6.0 of the PPS and outline key terms that are valuable in the overall evaluation of cultural heritage resources:

Significant: *In regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the Ontario Heritage Act.*

Heritage attributes: *means the principal features or elements that contribute to a protected heritage property’s cultural heritage value or interest, and may include the 45 |*

Provincial Policy Statement, 2020 property's built, constructed, or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (e.g. significant views or vistas to or from a protected heritage property).

Built Heritage Resource: *means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources that are located on a property that may be designated under Parts IV or V of the Ontario Heritage Act, or that may be included on local, provincial, federal and/or international registers.*

Protected Heritage Property: *means a property designated under Parts IV, V or VI of the Ontario Heritage Act; a property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; a property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; a property protected under federal legislation, and UNESCO World Heritage Sites.*

3.2 Ontario Heritage Act

The *Ontario Heritage Act*, R.S.O. 1990, c.0.18 remains the guiding legislation for the conservation of significant cultural heritage resources in Ontario. This HIA has been guided by the criteria provided with *Regulation 9/06* of the *Ontario Heritage Act* that outlines the mechanism for determining cultural heritage value or interest. The regulation sets forth categories of criteria and several sub-criteria.

3.3 Durham Regional Official Plan

Built and Cultural Heritage Resources are addressed in policy 2.3.49 of the Official Plan, which states that the Region encourages municipal Councils to use the *Ontario Heritage Act* to conserve, protect and enhance the built and cultural heritage resources of the municipality, and to establish Municipal Heritage Committees to consult regarding matters of built and cultural heritage.

Policy 2.3.51 (h) of the Regional Official Plan defers built heritage policy to area municipalities, requiring municipal Official Plans to outline policies for the 'protection, conservation and/or enhancement of built heritage resources.' This is reiterated in section 4.3.9.

The Official Plan designates the development site as 'Regional Centre'. General Policies for Centres, Corridors and Waterfront Places are provided in section 8A. Policy 8A.1.2 (d) provides that 'Centres' are to be developed with consideration for the spatial distribution of structures, architectural treatment, and the preservation and enhancement of cultural heritage resources.

Furthermore, the Region outlines Complete Application Requirements in Schedule E – Table ‘E8’ for planning applications under the Planning Act. A Cultural Heritage Assessment is required for any proposal for development or site alteration in proximity to lands that contain known resources or resource potential.

This HIA has been prepared in consideration and in keeping with the policies provided in the Regional Official Plan.

3.4 Town of Whitby Official Plan

The Town of Whitby Official Plan was consolidated in August 2021 and sets out the land use policies for the municipality. The development site is designated ‘Major Commercial’ and is identified as being within a ‘Major Central Area Boundary’.

The cultural heritage resource policies are provided in section 6.1 of the Official Plan and include the following relevant policies:

- 6.1.3.1 The Municipality shall protect and conserve cultural heritage resources in accordance with applicable legislation, policies, and recognized heritage protocols,
- 6.1.3.3 Prior to making decisions on cultural heritage matters, Council shall consult with the Municipality’s heritage committee,
- 6.1.3.4 The Municipality, in consultation with the municipal heritage committee, shall encourage the designation and retention of cultural heritage resources on the original site and that such resources be integrated into new development and redevelopment, where appropriate, through the development approval process and other appropriate mechanisms. Retention of façades alone will generally be discouraged,
- 6.1.3.8 The Municipality may require a cultural heritage impact assessment that describes the cultural heritage resource and potential impacts of development and recommends strategies to mitigate negative impacts, where the alteration, development, or redevelopment of property is proposed on, or adjacent to cultural heritage resources that are designated under Part IV or Part V of the Ontario Heritage Act,
- 6.1.3.9 The Municipality may require a cultural heritage impact assessment for the removal of a property from the Heritage Register or the demolition of part or all of a building or structure on a property identified on the Heritage Register,
- 6.1.3.10 The Municipality may impose, as a condition of any development approvals, the implementation of appropriate conservation, restoration, or mitigation measures to ensure the conservation of any affected cultural heritage resources,

6.1.3.11 Where cultural heritage resources cannot be retained, they shall be documented and are encouraged to be commemorated where appropriate.

Section 6.2.3 provides policies on 'Central Areas' which are identified on schedule A. Relevant heritage policies for Central Areas include:

6.2.3.1.2 Layout and design shall respect and have regard for streetscapes, gateways, landmark buildings, urban amenities, public spaces and cultural heritage as appropriate,

6.2.3.1.3 The design of buildings and sites in Central Areas shall give consideration to the compatible integration and transition of uses with regard for built form, site circulation, connectivity, etc.,

6.2.3.1.4 Applications for development and redevelopment within Central Areas should address conservation of cultural heritage resources, where appropriate, particularly in Downtown Whitby and the Brooklin Heritage Conservation District.

Urban design policies for cultural heritage are contained in policy 6.2.3.11. These policies require that development or redevelopment in or adjacent to HCD or designated heritage resources be designed to complement and reflect the form and massing as well as surrounding heritage character. Negative impacts on significant cultural heritage resources shall be minimized.

This HIA has been prepared as part of the proposed redevelopment plan and subsequent planning application(s) in support of the redevelopment plan. This HIA is a requirement as per policy 6.1.3.9 of the Official Plan, which requires a CHIA for the removal of a property from the Heritage Register or the demolition of a building located on the Heritage Register. This requirement has also been requested by the Town and Region as per the pre-consultation meeting notes. This HIA has been prepared in consideration and in keeping with the policies provided in the Whitby Official Plan.

3.5 Terms of Reference

The required contents of the HIA are guided by the Ministry of Heritage, Sport, Tourism and Culture Industries *Info Sheet #5*, which requires the following components in a HIA:

- Historical research, site analysis and evaluation
- Identification of the significance and heritage attributes of the cultural heritage resources
- Description of the proposed development
- Assessment of development or site alteration impact

- Consideration of alternatives, mitigation and conservation methods. Methods to minimize or avoid a negative impact on a significant cultural heritage resource include:
 - Alternative development approaches
 - Isolating development and site alteration from significant built and natural features
 - Design guidelines that harmonize mass, setback, setting, and materials
 - Limit height and density
 - Allow only compatible infill and additions
 - Reversible alterations
 - Buffer zones, and
 - Site plan control
- Implementation and monitoring
- Summary statement and conservation recommendations

4.0 Historical Background

4.1 Pre and Post European Contact

The properties located at 303-305 Mary Street E were the traditional territory of the First Nations, known as the Williams Treaties First Nations. The Williams Treaties First Nations included seven First Nations, comprised of the Mississaguas, Curve Lake, Hiawatha, Scugog Island, Georgina, Rama and the Chippewas.

Between 1764 and 1862, the Crown negotiated land treaties with the First Nations. The first being the Johnson-Butler Purchases, also known as the 'Gunshot Treaty' which was entered into in 1788 by the Crown and Anishinaabe peoples (Ontario, 2022).

In the early 20th century, there was concern that not all lands in Central Ontario were covered by treaties. The government had been using unceded land for settlement, and after the Williams Commission confirmed Indigenous title to large tracts of land, the commission negotiated with the First Nations to surrender their lands to the crown in 1923 (Ontario, 2022).

4.2 Town of Whitby

The old County of York was divided into three counties in 1852, comprised of York County, Ontario County, and Peel County (Beers, 1877). The development site is located in the former Ontario County (Beers, 1877). With support of local resident Peter Perry of Whitby, Ontario County became independent (Beers, 1877). In 1855, the Town of Whitby became incorporated within the former Whitby Township (Beers, 1877) and the Town served as the County Seat.

Originally known as Perry's Corners after Peter Perry, it was renamed Whitby after the seaside town in England. The location of Whitby, situated along Lake Ontario, made it a transportation hub. In the 1840's a thoroughfare was built connecting the Whitby port area to Lake Simcoe and Georgian Bay. This increased trade opportunities and efficiency, and lead to early settlement of farmers. The arrival of the Port Perry Railway in 1869 and further road connections helped to establish the Town, grow industrial and manufacturing opportunities, as well as increase the resident population.

The location of the development site was included in the original Town fabric, forming part of early surveys and the subdivision of lands. The area contains Brock Street and Dundas Street, which were historically surveyed roads and retain their roles as primary transportation routes. The nearby downtown area was the first area to be well established within the Town, containing a range of commercial, civic, and residential uses that supported the developing community and surrounding rural area. The subject property is located on the periphery of the original downtown, in an area historically associated with

residential development, ancillary to the core downtown of the Town. As Whitby grew, the downtown commercial uses extended east and west. This area has transitioned away from its traditional residential character to contain a broad range of land uses, including commercial, institutional and residential.

4.3 305 Mary Street E

The property addressed as 305 Mary Street E is legally described as Part Lot 114 and 115 E/s Brock St Plan H50029 Whitby. According to the Heritage Register, the dwelling on the property was constructed in 1877.

The 1875 Illustrated Atlas for Ontario County shows the subject property as surveyed and within the original boundaries of the Town.



Figure 3: 1877 Plan for the Town of Whitby (Beers, 1877)

The property was originally owned by Robert Perry, son of Peter Perry and one of the founding residents of Whitby. The property went through a number of sales between 1855 and 1874, when Joseph Thompson appears as the owner and sold the property for \$325 to Ross Johnston (ONLand, Book 282). That same year, Johnston sold the property back to Joseph Thompson.

Tax Assessment records for the property indicate that between 1873 and 1888, the parcel was consistently valued between \$250 and \$300. This value fluctuated throughout the years, however, remained between \$250 and \$300. The Tax Assessment records also indicate a tenant at one point in the mid 1880's, suggesting that a house was constructed on the property.

The wood frame dwelling is believed to have been built by Joseph Thompson during his ownership period, sometime in the early 1870's. Thompson, born 1851, is identified on the 1891 Canadian Census, as well as Tax Assessments, as a carpenter (Library and Archives Canada). It is probable that Thompson used his carpentry skills to construct the wood dwelling during his ownership. Thompson owned the property from the early 1870's until his death in 1929, when the property was sold to Frederick Mowat for \$1,025.

A handwritten excerpt from the 1891 Canadian Census. The entry for Joseph Thompson is as follows:

W th	225	Thompson Joseph	M	40	England	England	England	Rep
		James	M	77	W	Father		
		James	F	38		Sister		

Figure 4: 1891 Census excerpt of Joseph Thompson (Library and Archives Canada)

A handwritten excerpt from the 1875 Tax Assessment. The entry for Joseph Thompson is as follows:

284	Thompson John John	H	John Thompson	E	Cash 98	800
285	Thompson Joseph	Carpenter	F 23		Pl 114. 115	250
286	Thompson Henry		H 27	S. Murrish	Pl 114 2	250

Figure 5: Excerpt of the 1875 Tax Assessment for the subject property. Assessment indicates Thompson is a carpenter and values the property at \$250 (Courtesy of the Whitby Library and Archives)

The earliest Fire Insurance Plan for Whitby that could be accessed is the 1911, revised 1934 Fire Insurance Plan. The 1934 Fire Insurance Plan shows a wood frame dwelling and accessory structure on the subject property.

The exact date of construction cannot be confirmed as portions of the historical register book from this time are not legible and do not indicate when Joseph Thompson became the owner, other than the 1874 transactions. The approximate date of construction is believed to be sometime between 1870 and 1875. This conclusion is based on the Town's existing Heritage Register listing of the property, archived Tax Assessments, as well as legible portions of the historical land registry.

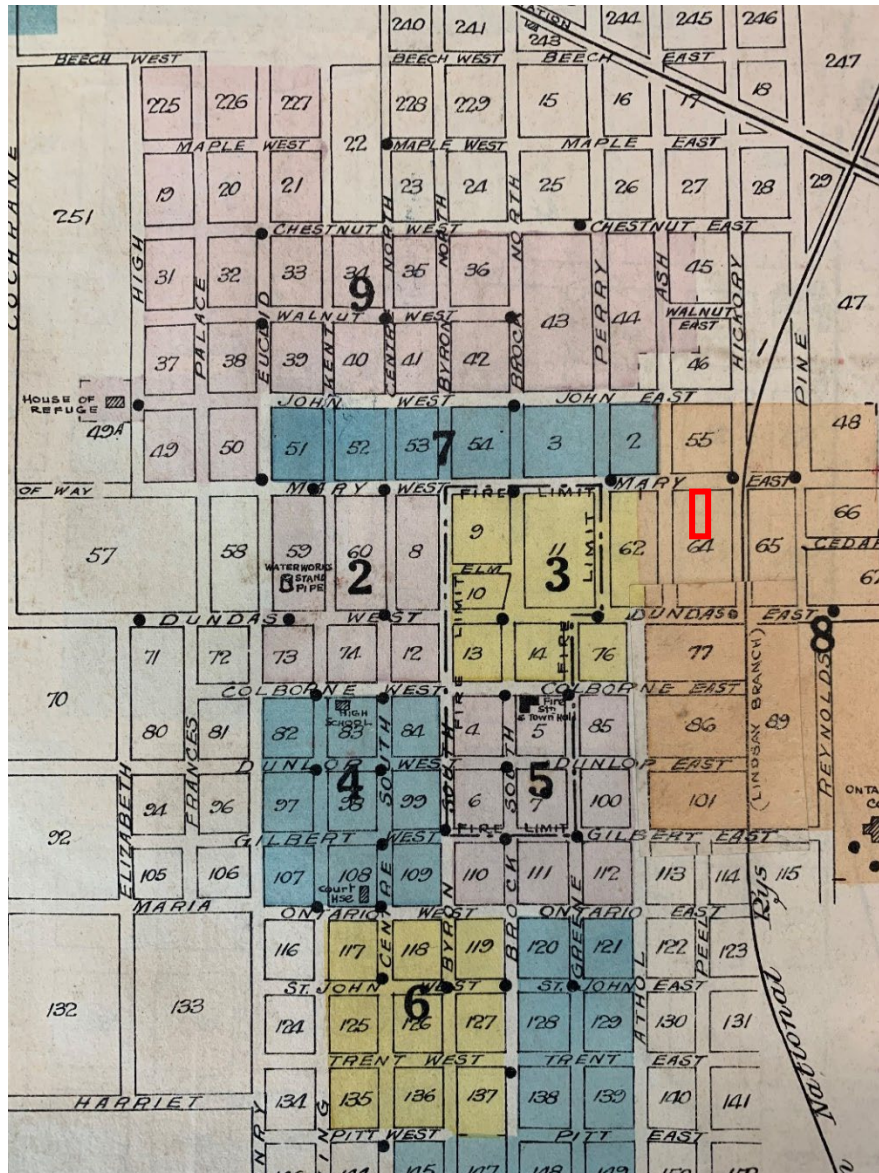


Figure 6: Survey of the Town of Whitby 1911 revised 1934 (Underwriters Survey Bureau Ltd, 1934)

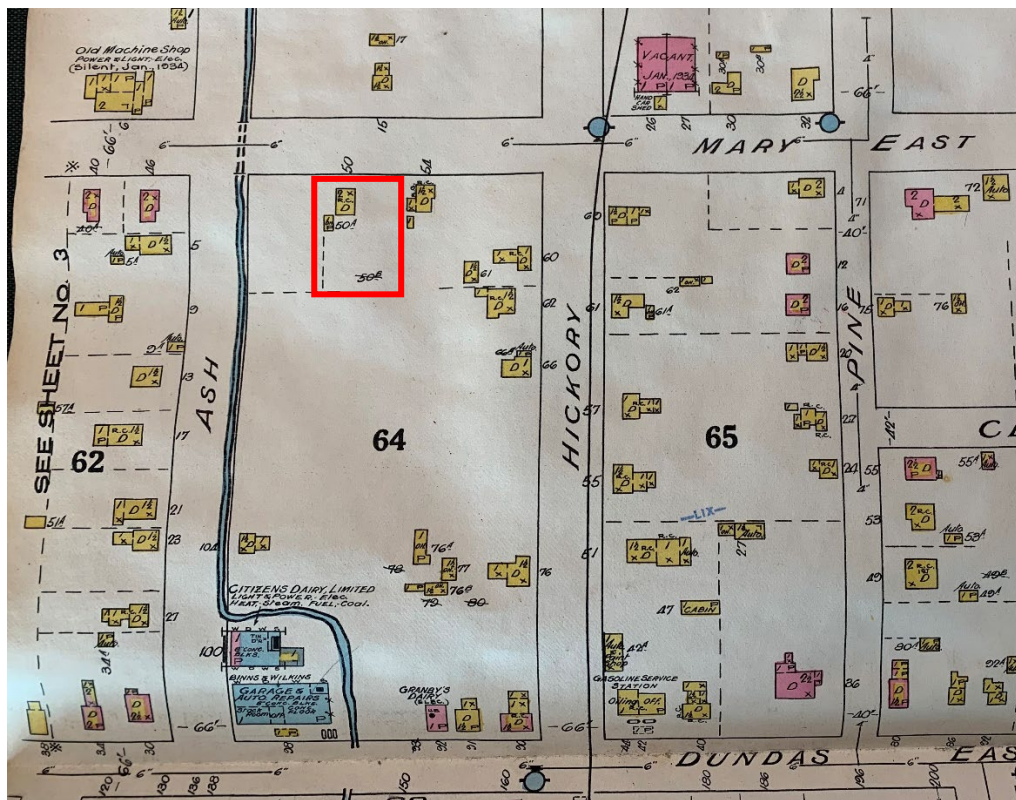


Figure 7: 1911 revised 1934 Fire Insurance Plan showing property in red ((Underwriters Survey Bureau Ltd, 1934)

5.0 Description of Subject Property

The dwelling is best described as a two storey frame house, likely constructed as a simple workers house. The dwelling features a front gable roof, four dormers (two on each side elevation) with ornate wood detailing, it has a bay window which was likely a later addition, sash windows with wood sills.

The dwelling appears to have experienced several alterations throughout its lifetime, especially to the exterior cladding. The dwelling currently has vinyl siding on the majority of the house. At the rear of the dwelling, the vinyl cladding is not complete and shows indication of a stucco cladding. It appears the dwelling was originally constructed with a wood façade, as indicated on the 1934 Fire Insurance Plan, however, stucco was applied sometime after 1935. The cladding was again altered more recently with vinyl siding.

The dwelling has a cement block foundation which is not original and has been added to the face of the original foundation, which appears to be brick. There is also a brick chimney located at the rear of the dwelling which appears to have been altered and was likely a replacement of the original chimney.



Fig.8: Front (north) elevation (MHBC, 2022)



Fig.9: Side (east) elevation (MHBC, 2022)



Figure 10: Rear (south) elevation (MHBC, 2022)



Fig.11: Dormer on side elevation with original bubble glass and wood detailing and shingles (MHBC, 2022)



Fig.12: The original wood cladding (MHBC, 2022)



Fig.13: Cement foundation (MHBC, 2022)



Fig.14: Bay window without foundation (MHBC, 2022)

While it retains some of the original elements such as the dormer detailing, wood sills/window openings, and wood framing, these elements are not exceptional and do not define the architectural style of the dwelling. Many components of the dwelling are not original or have been removed, including: the foundation, which has been covered with cement blocks, the bay window on the front façade which was a later addition, and the exterior cladding which has been altered. Given the condition of the dwelling and the state of the exterior cladding, it is difficult to determine what heritage integrity remains on the dwelling. Notwithstanding, the visible components of the dwelling suggest that it is generally in a poor state of repair.

6.0 Evaluation of Heritage Value

The following section of this report will provide an analysis of the cultural heritage value of the subject property as per *Ontario Regulation 9/06*, which is the legislated criteria for determining cultural heritage value or interest. This criteria is related to design/physical, historical/associative and historical values as follows:

1. *The property has design or physical value because it:*
 - a. *Is a rare, unique, representative or early example of a style, type, expression, material or construction method,*
 - b. *Displays a high degree of craftsmanship or artistic merit, or*
 - c. *Demonstrates a high degree of technical or scientific achievement.*
2. *The property has historical value or associative value because it,*
 - a. *Has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,*
 - b. *Yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or*
 - c. *Demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.*
3. *The property has contextual value because it,*
 - a. *Is important in defining, maintaining or supporting the character of an area,*
 - b. *Is physically, functionally, visually or historically linked to its surroundings, or*
 - c. *Is a landmark.*

6.1 O.Reg 9/60 Evaluation

Ontario Regulation 9/06		Dwelling
1. Design/Physical Value		
<i>i. Rare, unique, representative or early example of a style, type, expression, material or construction method</i>		No.
<i>ii. Displays high degree of craftsmanship or artistic merit</i>		No.
<i>iii. Demonstrates high degree of technical or scientific achievement</i>		No.
2. Historical/Associative value		
<i>i. Direct associations with a theme, event, belief, person, activity, organization, institution that is significant</i>		No.
<i>ii. Yields, or has potential to yield information that contributes to an understanding of a community or culture</i>		No.
<i>iii. Demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to the community.</i>		No.
3. Contextual Value		
<i>i. Important in defining, maintaining or supporting the character of an area</i>		No.
<i>ii. Physically, functionally, visually, or historically linked to its surroundings</i>		No.
<i>iii. Is a landmark</i>		No.

Physical/ Design Value

The dwelling was originally constructed as a workers house sometime between 1870 and 1875, and was later altered including the bay window, exterior cladding, chimney and foundation. While it retains some of the original elements such as the dormer detailing, wood sills and wood openings, these elements are not unique or exceptional. Given the exterior condition of the property, it is difficult to determine what heritage integrity remains. The dwelling is not strongly representative of any particular architectural style. The dwelling is not considered to be early and does not display a high degree of craftsmanship, or a high degree of technical or scientific achievement. The property does not retain physical or design value.

Historical/Associative Value

The property formed part of the original fabric of the Town of Whitby. It was likely constructed between 1870 and 1875, during the ownership of Joseph Thompson. Joseph Thompson is noted in early records as an English born immigrant who worked as a carpenter, likely responsible for the construction of the dwelling. Thompson is not a notable

or significant figure to the community. The property is not directly associated with a theme, belief, person or organization significant to the community, and does not have the potential to yield information that would contribute to the understanding of the community. The architect is unknown. The property is not of historical or associative value.

Contextual Value

The property does not demonstrate significant contextual value. While the area was originally characterized by residential uses, this character shifted along with the growth of the Town. As Whitby grew the downtown expanded outwards and the neighbourhood where the dwelling is located evolved from its traditional residential character to contain a broad range of land uses, including commercial, institutional and residential at various densities. The property is surrounded by a range of land uses which do not maintain the original residential development of the area. The property is therefore not important in defining, maintaining, or supporting the character of the area as the original residential character as changed. The property does not have an important physical, functional, or visual link to its surroundings. No existing features are considered landmarks. The property is not of contextual value.

In summary, the property located at 305 Mary Street E is not of CHVI and it is recommended that it be removed from the heritage register.

7.0 Proposed Development

The development site is located at 303-305 Mary Street E. The proposed development includes the demolition of the existing commercial building located at 303 Mary Street E as well as the demolition of the dwelling at 305 Mary Street E, and the redevelopment of the site as a residential intensification project. The concept plan proposes one block of stacked townhouses containing 14 dwelling units, and one multiple residential building containing 7 dwelling units. The proposed redevelopment will provide a total of 21 units, with dedicated parking for the townhouse and apartment units. Each townhouse unit will be provided with a driveway and garage, and the apartments will share an at-grade garage which will provide 7 parking spaces. Visitor parking will be provided on-site as surface parking. Access to the proposed development will be provided from Ash Street by way of a driveway. The townhouse component will be oriented towards the Mary Street E frontage, and the apartment component will be oriented towards the adjacent property at 121 Ash Street. The full Site Plan and elevations are attached as Appendix B.

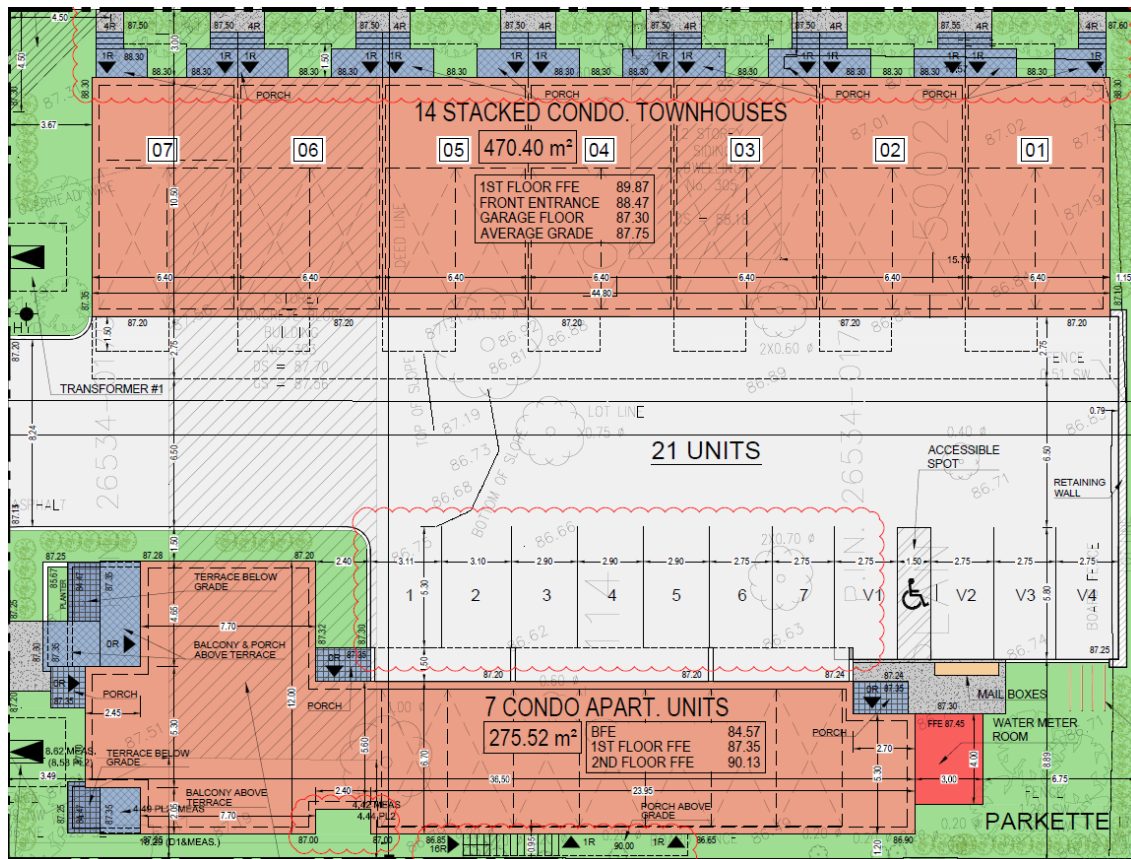


Figure 15: proposed concept plan for 303-305 Mary St E (Jonathan Weizel Architect, 2022)

8.0 Impact Analysis

8.1 Ontario Heritage Toolkit Evaluation

The Ontario Heritage Toolkit Infosheet #5 provides criteria for evaluation impacts to heritage resources. Impacts of a proposed development or change to a cultural heritage resource may be direct or indirect. They may occur over a short term or long term duration, and may occur during a pre-construction phase, construction phase or post-construction phase. Impacts to a cultural heritage resource may also be site specific or widespread, and may have low, moderate or high levels of physical impact.

The O.Reg 9/06 evaluation of the property contained in section 5.0 of this report concludes that the subject property at 305 Mary Street E is not of cultural heritage value or interest. Given that the property is not considered to be a heritage resource, no adverse impacts resulting from the demolition of the dwelling are anticipated. Notwithstanding, the below chart provides an impact analysis in accordance with the Ontario Heritage Toolkit.

Ontario Heritage Toolkit Evaluation Chart

Impact	Property Analysis
Destruction / alteration of heritage attributes	No. The proposed development will not result in the destruction or alteration of identified heritage attributes.
Shadows	No. Shadows will not negatively impact the property as it is not a heritage resource nor does it contain significant landscape features.
Isolation	No. The proposed development will not change the relationship of the property to the surrounding area, nor will it isolate the property from its surroundings.
Direct or Indirect Obstruction of Views	No. There is no heritage resource and so no significant views will be impacted.
A Change in Land Use	No. The property will continue its existing land use as residential.
Land Disturbance	No. The property is not considered to be a heritage resource and as such no impacts related to land disturbances are anticipated.

The proposed redevelopment will not result in adverse impacts to any identified heritage resources. There are no identified heritage resources adjacent to the subject property. Therefore, the proposed development will not impact adjacent heritage resources.

8.2 Official Plan Assessment

The Town of Whitby Official Plan provides policy direction on the management of heritage resources. These policies generally encourage the conservation and preservation of identified heritage resources and are summarized in section 3.4 of this report. Other relevant policies include those related to urban design and the integration of new development with existing heritage resources.

The evaluation completed in section 5.0 of this report concludes that no cultural heritage resources exist on the subject property at 305 Mary Street E. Given that the property does not have cultural heritage value, there is no conflict with the Heritage Policies of the Official Plan, which require the conservation and protection of heritage resources. Furthermore, there are no other identified heritage resources identified adjacent to or within the vicinity of the subject property. Therefore, the policies relating to urban design and integration of new development with heritage resources do not apply.

9.0 Recommendations and Conclusion

MHBC Planning was retained to undertake a Heritage Impact Assessment for a property located at 305 Mary Street E, which is listed on the Town of Whitby Heritage Register. The owner of the subject property is proposing to demolish the existing buildings located on-site and develop stacked townhouses. The purpose of this HIA was to assess the impacts of the proposed redevelopment on the listed property at 305 Mary Street E.

This report has evaluated the subject property for cultural heritage value or interest and concludes that there are no heritage resources adjacent to, or residing on the subject property. As such, no adverse impacts of the redevelopment on the property, development site, or surrounding heritage resources are anticipated. It is recommended that the property located at 305 Mary Street E be removed from the heritage register, and the development site be developed as proposed.

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Attachment 3

Excerpt from March 14 Minutes of HWAC

4. Presentations

4.1 Gillian Smith, Urban Planner, MHBC Planning, Urban Design and Landscape Architecture

Re: 305 Mary Street East, Application to Remove a Property from the Municipal Heritage Register

Gillian Smith provided a presentation regarding an application to remove 305 Mary Street East from the Municipal Heritage Register. Highlights of the presentation included:

- an overview of the subject property;
- a proposal to redevelop the property with two three-storey multiple unit residential buildings;
- renderings of the proposed development; and,
- an overview of the Heritage Impact Assessment (HIA) report including a cultural heritage evaluation of the property.

A question and answer period ensued regarding:

- limited information on the original owners of the property such as Roderick Frederick Mowat (1892-1970) and Joseph Thompson;
- whether consideration was given to the vegetation on the property; and,
- whether there was an early form of rusticated concrete block in the foundation.

Recommendation:

Moved by Vincent Santamaura

That the Heritage Whitby Advisory Committee supports the removal of 305 Mary Street East from the Municipal Heritage Register.

Carried

New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
P&D-0001	Region of Durham Community Improvement Plan - Affordable Housing	That the motion regarding the Region of Durham Community Improvement Plan - Affordable Housing be tabled.	27 Jan 2020	04 Dec 2023		Dependent upon completion of the Region's project
P&D-0002	Elaine Baxter-Trahair, Chief Administrative Officer, Stella Danos-Papaconstantinou, Commissioner, Social Services, Alan Robins, Director, Housing Services, Jenni Demanuele, Director, Business Services, Gary Muller, Director of Planning, John Henry, Regional Chair, Region of Durham, and Warren Price, Urban Strategies Re: Redevelopment Opportunity - 590 and 650 Rossland Road	That Staff report back on the site redevelopment opportunity for 590 and 650 Rossland Road East throughout the redevelopment process while ensuring ongoing consultation with the community.	25 Jan 2021	04 Dec 2023		Staff will report back upon receipt of additional information from the Region.
P&D-0003	Public Works (Engineering) Department Report, PW 34-21 Re: Highway 7/12 Alternate Route Environmental Assessment Status Update	4. That Staff and the EA Study Team be directed to review the Thickson Road option based on the planned future 4/5 lane Regional design terminating at the intersection of Highway 7/12 south of Brawley Road against the weighting of the preferred option, and following consultation with the Region of Durham, MTO, and MECP and a review of defensibility, report to Council with respect to next steps and the financial impact of pursuing the Mid-Block and Thickson Road as an alternative for the Highway 7/12 route as part of the enhanced consultation.	01 Nov 2021	12 Jun 2023		

New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
P&D-0004	Automated Speed Cameras on Town Roads	That staff report to Council on the feasibility and cost of adopting an Automated Speed Enforcement program on Town Roads in School Safety Zones and Community Safety Zones.	29 Nov 2021	06 Mar 2023		
P&D-0005	Planning and Development (Engineering Services) Department Report, PDE 02-22 Re: Boulevard Permit Parking Program	That Report PDE 02-22 be referred to Staff to review concerns raised by the Committee.	28 Feb 2022	13 Mar 2023		
P&D-0007	Thistledown Crescent Emergency Access Review	That Staff be directed to report on the following issues: c. Following the opening of Thistledown Crescent to Taunton Road, the implementation of a monitoring program with 24/7 traffic counter device to obtain traffic data on speed, volumes, and other metrics and report back to Council within one year of the road opening regarding the traffic impacts of the development and whether any additional traffic calming measures are required.	07 Mar 2022	03 Mar 2024		The due date will be determined once the road is opened.
P&D-0008	Temporary Pop-Up Parking or Restricted Parking Signage	That Staff be directed to report to Council on the feasibility, cost, and related by-law amendments to implement temporary (pop up) permitted parking signage or temporary (pop up) restricted parking signage, as needed with extraordinary weather events, special events, and/or special circumstances.	07 Mar 2022	05 Dec 2023	12 Jun 2023	

New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
P&D-0012	PDP 66-22, Planning and Development (Planning Services) Department, Financial Services Department, and Legal and Enforcement Services Department Joint Report Re:Ontario Bill 109, More Homes for Everyone Act, 2022	3. That staff report back to Council following completion of the Development Application Approval Process and Fee Review study regarding any further proposed process and fee changes required to adequately address the impacts of Bill 109.	12-Dec-22	04 Dec 2023		Report back following completion of DAAP in 2023
P&D-0014	PDP 08-23, Planning and Development (Planning Services) Department and Office of the Chief Administrative Officer Joint Report Re: Affordable Housing Initiative – Hickory Street South and Dunlop Street East	2. That staff report back to Council on the interest received for affordable housing opportunities on the subject properties.	20-Mar-23			

Town of Whitby Staff Report

whitby.ca/CouncilCalendar



Report Title: CAO 14-23 Streamline Development Approval Fund – Final Report

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: CAO 14-23

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:

Matt Gaskell, Chief Administrative Officer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Melissa Weatherbie, Manager,
Information & Content Services, ext.
2855

1. Recommendation:

- 1. That Report CAO 14-23 regarding the Streamline Development Approval Fund be received for information.**

2. Highlights:

The Town of Whitby received a \$1 million grant from the Province under the Streamline Development Approval Fund (SDAF) to modernize, streamline, and accelerate processes related to development. These funds have been utilized to support nine (9) projects directly related to the purpose of this grant funding. These projects resulted in new permitting portals, software, and hardware solutions for the Town. Training on Lean and Change Management concepts was completed with the assistance of this funding by staff across the organization. The SDAF was also used to support the Town's development processes by covering some contract work. These projects have had a large impact on improving accessibility to the customer and streamlining processes and providing modern tools to staff.

All nine projects are now complete and have created a foundation for continued growth and transformation.

3. Background:

In March 2022, the Province provided the Town with a \$1 million grant under the SDAF. The purpose of the grant was to financially facilitate modernizing, streamlining, and accelerating processes for managing and approving development applications. By-law 7868-22 authorized staff to enter into a Transfer Payment Agreement with the Province of Ontario related to the SDAF grant.

On April 14, 2022, a Memorandum to Council was provided to summarize the projects identified and initial project budgets. On November 4, 2022, a further Memorandum to Council was provided to update Council on the initial projects and to provide a brief overview of the additional initiatives along with updated budget numbers for each project. Early in 2023, the Province offered an extension to the original deadline of February 28, 2023. On February 28, 2023, an Amendment Agreement came into effect, extending the reporting deadline to November 1, 2023. In light of the status of completion of the SDAF projects and given that no new additional funding was provided along with the deadline extension, the Town targeted to complete all projects by April 30, 2023, and report to the Province by the end of May. This was communicated to Council through a Memorandum on February 17, 2023.

Final reporting to the Province will occur before May 31, 2023, including a link to this publicly available report in compliance with the terms of the Transfer Payment Agreement with the Province.

4. Discussion:

There were nine projects completed with this grant funding which are outlined below. In addition, the position of a Project Manager was covered under this funding from April 1, 2022 to April 30, 2023 (\$182,700). Discussion of each project includes the summary of the project, how the funds were spent, and measures or actions expected to be achieved. Expenditures shown below have been rounded for the purposes of this report and may be adjusted slightly following receipt and payment of all invoices.

Project 1 - Permitting Portals (\$289,900)

The Permitting Portals project was ultimately composed of a few new software tools and supporting hardware.

My Portal – Random Access

The My Portal tool from Random Access was used to construct a permit portal that is built upon the Town's AMANDA framework. AMANDA is a foundational database used for many of the workflows and processes within the Town, including Planning and Building Services. The portal tool integrates with AMANDA to allow applications

submitted through this web-based portal to provide tracking and status information to applicants. This modern tool replaces paper-based applications and offers online payment options. This online portal is external-facing and required additional Technology infrastructure. Upgrades were made, including purchasing new servers, licenses, and security. In addition, an auditing module was added to AMANDA to support this tool which benefits the overall AMANDA systems and allows the system to monitor the changes to data. Specialty training was completed by technology development staff to further support and develop this tool as it grows.

The My Portal tool was launched on January 31, 2023, with three permit types focused on the Planning department ([Welcome to Town of Whitby's Online Application Portal -https://portal.whitby.ca/](https://portal.whitby.ca/)). The initial permits include Pre-consultation, Heritage Permit, and Sign Bylaw Variance/Amendment. Planning permits will continue to evolve, and Building Services will begin to add permit types to the portal in 2023. Initial work with this tool was supported by the vendor with the hope that further work following SDAF funding can be completed by Town staff.

In addition to digitizing permit processes, Planning staff took the opportunity to consider their processes with a lean mindset and streamlined permit activities where possible. Given the short time since launch, only a limited number of permits have been submitted to date. This volume is expected to increase exponentially as more permit types get built upon the existing framework established under this project.

Municipal 511- Permit - Transnomis

With the assistance of SDAF funding, an additional permitting tool using a one-window platform integrated with the Municipal 511 system has also been launched. The Municipal 511 Permit tool (<https://permits.transnomis.com/>) will be used to accept online permit applications such as the Municipal Consents and Road Occupancy Permit and facilitates a streamlined approach for utility companies and their contractors. A soft launch of this tool and the Work-in-the-Right-of-Way Permit type occurred from January 23, 2023, to March 31, 2023, during which time 75 permits were processed. As of April 1, 2023, all Work-in-the-Right-of-Way Permits will be processed with this tool, anticipating a volume of about 2,000 annually. These approved permits are mapped to the Municipal 511 system (<https://www.municipal511.ca/>) to update GPS mapping tools accurately. Permitted work within the system will update the maps to provide accurate notice of delays when navigating Whitby streets. This one-window system is used by other municipalities, including Durham Region, which helps applicants become familiar with existing tools, further streamlining their processes.

Builterra

To further support inspections, a tool called Builterra is being piloted by the Development Construction team. Builterra launched at the Town in Fall 2022 and will assist with the mobile completion of inspection reports and documentation on site by inspectors eliminating duplicate back-office work. These reports replace the previous paper and pen approach and emailing of photos. Notes, checklists, and photos are stored in a digital format that is centrally located and meaningfully organized. This

provides ease of access for management oversight and real-time access to relevant records to respond to resident and Council inquiries. This tool will be reassessed in Fall 2023 following the first year since acquiring the tool. Over forty reports have been generated using Builterra to date. The launch of this tool has allowed Development Construction staff to modernize their work and provide better service to residents while eliminating duplicate work.

Trax Code

Trax Code, a digital platform that can be used on mobile devices or computers, provides the Ontario Building and Fire Codes. This tool is currently being piloted by Building Services. In addition to the legislation itself, this tool offers advanced search features and other features that may facilitate the inspection and plans review processes. This digital tool replaces large physical paper copies of the Codes previously kept on hand and manually referenced by staff.

Tablets & Accessories

Tablets were purchased and provided to some inspection-based roles to support mobile work in Roads, Development Construction, Building Services, and Fire Prevention allowing them to use the new permitting/inspection tools alongside the Electronic Plans Review tools. In addition to the tablets, cases, keyboards, holders, and Apple Pencils were purchased to support departmental use.

Early reports indicate the tablets are useful tools for Microsoft Teams meetings, the use of corporate software to record notes, and accessing mobile versions of drawings and relevant legislation. Overall, they facilitate a modern approach to onsite work. Building Services is also exploring an inspection tool integrated with AMANDA for 2024 that will further utilize and modernize their inspection work and may have application to other inspection-based roles at the Town.

Project 2 - Electronic Plans Review (\$212,300)

To approach the Electronic Plans Review Project, the Town sought to provide a modern tool, hardware, and training.

Modern Tool

To address the issue of a modern tool, BlueBeam Revu was purchased and rolled out to over a hundred staff. This tool provides modern features of drawing review with custom toolsets and opportunity for collaboration. This digital markup and sharing streamlines the review process. An iOS version was purchased for use on the tablets issued to the inspectors under SDAF to allow them to review and markup drawings in the same fashion. BlueBeam also works well in the hybrid work environment the Town has moved to, where staff are not always in the same location with physical paper assets. Departments that in the past have had difficulty accessing drawings are seeing an increased outreach for comment and credit the adoption of BlueBeam in facilitating that.

Modern Hardware

Modern hardware to facilitate electronic plans review was seen in the demand for larger screens to replace the large physical paper drawings. With existing screens, there was a challenge of zooming and scrolling drawings, ultimately losing some of the context of the overall images. Management completed an assessment to determine the distribution of larger screens to staff to facilitate their work. This modern hardware was rolled out to staff by our Technology and Innovation Service staff. In the largest scale, two 86" touchscreen monitors equipped with Teams computers and audio-visual tools have been installed at Town facilities to facilitate large-scale electronic plans review and collaborative hybrid opportunities.

Feedback on this new hardware has been positive. The benefit of this new hardware is being realized daily, not only by individual employees reviewing plans but by teams working together with the support of this new hardware. Some current use cases include small groups reviewing drawings together around a single larger monitor; room bookings for group reviews using 86" touch screens; hybrid meeting and plan review using Microsoft Teams based technology with larger screens.

Current Training

In terms of current training, five (5) training sessions were offered and provided by the vendor, SolidCAD, with multiple date, format, and content options. Both fundamental and advanced training sessions were recorded and are available on the Town's Learning Management System for staff use. To date, over seventy-five (75) BlueBeam training sessions have been completed either in person, online, or through the recorded sessions.

Project 3 - Whitby Green Standard (\$56,200)

My Portal – Digital Submission Platform

Random Access, the vendor who created the portal outlined in Project 1, built a tool for the Whitby Green Standard (WGS), which launched on April 30, 2023, on the Town of Whitby's Application Portal (<https://portal.whitby.ca/>). This tool uses the permit portal tool along with an AMANDA backend. Creating the WGS in this way was strategic, allowing for potential future integration of the Whitby Green Standard into other planning-related process work on the portal. This structure for the tool will also allow Town staff to assist with future modifications to the Whitby Green Standard.

Although this tool just launched, it is anticipated to foster a learning opportunity for developers who will be better able to see targets, standards, and obtainable tiers. This transparency will simplify the process for Whitby Green Standard submissions providing clear feedback.

Portal features, outlined as well in Project 1, will allow applicants to track the progress of their application and review feedback. The launch of this portal streamlines and simplifies a previously manual process through the submission of a complex Excel-based form.

Development Community Consultation

An external consultant, Ethelo, assisted with consultation with the development community to receive their feedback on the digitization of the WGS. This feedback resulted in minor revisions to the first digital version of the WGS using the portal. Additional commentary and feedback received will be incorporated into future revisions to the portal as well as the next version. Ethelo also used this feedback to help inform the creation of a Whitby Green Standard User Guide. This guide has been made to assist the Development community with their WGS submissions using the new digital tool.

Project 4 - Modernization Initiative (\$5,300)

File Conversion

TIFF format files from MyWhitby File Viewer, an internally developed database, were converted to PDF/A and PDF formats and provided to the Town by the vendor DocuDavit. PDF images are typically smaller in size, easier to transfer, and more universal. The PDF/A format ensures archival access to these files even as technology changes. The change from the TIFF format to PDF ensures these records are properly managed during their record lifecycle as they are incorporated into modern technology systems. A small number of additional development-related physical records were also digitized.

Modernization Initiative – Replacing Legacy Tools

Following the digitization of these records into PDF, they have already been utilized to support a modern solution, currently being developed, aimed at locating property drawings, permits, and plans by our Building Services Department. A Power App from Microsoft will be used to create a MyWhitby File Viewer replacement solution. This will increase accessibility to records by allowing Building Services staff to access records from their Office 365 accounts. This supports mobile work by staff who are frequently working outside the office. Access is based on similar search functionality previously available. MyWhitby File Viewer was a proprietary legacy system. By modernizing toward an off-the-shelf solution, the access to these files will be streamlined. The burden of technical support of this legacy system will also be eased by this transition.

Project 5 - AODA Planning Document Remediation (\$19,100)

The Streamline Development Approval Fund (SDAF) grant has helped the Town become more accessible. Following the website update, some Town records were removed from the website as they were not compliant with the Accessibility for Ontarians with Disabilities Act (AODA). Staff had been working to remediate and repost these records, however, due to workload, this was an ongoing challenge.

As a result of this funding, contract work was obtained to remediate relevant records. Planning staff are now working to re-post them online. Allyant/Common Look, a vendor specializing in document accessibility, converted twenty-three (23)

Development documents to be AODA- compliant. Town staff are now able to complete updates based on legislative changes and make the documents available once again on the website. This will provide quicker access to Planning and Development documents through the Town's website and allows the Town to host large AODA-compliant documents directly online.

Project 6 - Council Chambers AV Upgrade (\$55,000)

To modernize web meeting systems for planning meetings, upgrades were made to the Council Chambers and the Committee Room. These rooms are used to hold statutory public planning meetings. At the Regular Council meeting on April 11, 2022, Council directed staff (Resolution # 93-22) to prepare a memorandum regarding the cost of upgrading the camera equipment in the Council Chambers. Staff responded with a memo outlining the cost and system.

LineTech Audio Visual Technology Group worked to install Council Chambers AV upgrades, which were implemented in January 2023. These upgrades created a production-like experience with follow-the-speaker technology and additional cameras to enhance the hybrid meeting experience. In the Committee Room, a touchscreen monitor with Microsoft Teams computer and audio-visual tools were installed.

These additions modernized meeting options pursuant to the Planning Act as well as other meetings that utilize those spaces.

Project 7 - Parks – Development Plan Review (\$25,300)

The Town has experienced staffing changes and vacancies in areas related to development approvals. The SDAF allowed the Town to utilize the services of an external consultant to review applications and provide feedback related to planning matters. An external consultant, GHD, was engaged by the Parks, Parks Planning & Culture division to help expedite the review of Development Applications. In addition, the vendor provided Bill 23 comments, assisted with the Parks Application Guidelines, assisted with the Brooklin Development Plan, and reviewed draft plans. Hiring the consultant provided over 120 hours of work the Town would not have had the capacity to otherwise address. This was fundamental in helping address and prevent backlogs in the approval process in this area.

Project 8 - SDAF Lean Process Analysis and Change Management (\$90,600)

Identified staff in positions across the organization were invited to complete professional development in Lean Processes and Change Management. Roles selected to participate focused on those that could impact Development related departments/processes. This training will allow the Town to continue to benefit from this grant as staff can carry forward lean and change management tools to future work.

Lean Green Belt Training (Leading Edge Group)

Twelve (12) participants completed Lean Green Belt training through the Leading Edge group. This training consisted of five in-class session days, an exam, and a culminating project. The project was a lean-based initiative directly impacting the work of the Town in moving the needle towards efficiency using learned lean tools and mindsets. Successful achievement of the Lean Green Belt Certification by the twelve (12) participants signifies actions taken to streamline Town work through the SDAF funding.

Change Management Methodologies (PROSCI)

The Project Manager of the SDAF projects became a Change Management Practitioner following a three-day certification course from PROSCI. During this course, Change Management direction was modeled for a current Town project. Tools and techniques related to Change Management and the overall success of the project were discussed and able to be brought back and applied to Town work. For the purposes of training, the Project Manager was able to assess SDAF projects and implement tools and techniques that improved project outcomes.

Delivering Project Results (PROSCI)

Thirteen project leaders, including project managers, senior department staff, and business administrators attended a six-hour session provided by PROSCI entitled Delivering Project Results. Tools were provided to participants to apply to a project they were currently working on. This training had been previously completed by other Town staff working on the WISDOM Project, the Town's incoming ERP solution. Reports of the benefits of the training from the initial group allowed us to expand participation under SDAF funding to other positions that directly impact broader Town projects, with a specific target of development-related impacts.

Train the Trainer – Level 1 (PROSCI)

Two Town staff, who were current Change Management Practitioners, were further trained in Train the Trainer (TTT) PROSCI Level 1. This allows them to provide certified corporate training for different project roles in Change Management. The TTT option positioned the Town to have internal trainers who can provide ongoing opportunities for our staff to grow in the area of Change Management.

eLearning Modules (PROSCI)

Four e-Learning Modules for Change Management were purchased by the Town and deployed to the Town's Learning Management System (LMS) for use. These modules are available to all Town staff regardless of their current position.

These modules include: (1) Introduction to Change Management, (2) Introduction to ADKAR; (3) Introduction to Leading Change; and (4) Introduction to Thriving Through Change. These modules launched on the LMS in late January 2023 and have had over 25 completions at the time of this report. These modules will remain a Town asset that can be continually used as new staff become interested in this area or join the organization.

Project 9 - Report Streamlining and Lean Process Review – eScribe Report Manager Trial (\$63,600)

eScribe's Report Manager software was identified by staff as a LEAN process solution for improving report collaboration and expediting the approval process, including for Development related matters. The subscription fee for this software was applied to the grant funding covering a portion of the costs from January 19, 2022, to April 30, 2023. In addition, the grant funding contributed to the development of the meeting agenda/minutes calendar integration between eScribe and the Town's website (eSolutions). The utilization of eScribe Report Manager has facilitated LEAN process adoption at the Town improving report collaboration and the approval process. This is a key tool in modernizing the processes that relate to Development related reports presented to Council.

5. Financial Considerations:

The up-to \$1 million dollar grant provided to the Town by the Streamline Development Approval Fund was allocated across nine (9) sub-projects in addition to the administrative costs of Project Management. Final reporting and invoices will be provided to the Province by the end of May 2023. As noted previously, the numbers displayed in this report have been rounded and may vary slightly following final invoice processing and allocation.

A summary chart is included below for ease of reference:

Project	
Permitting Portals Project 1 - 10225608	\$289,900
Electronic Plans Review Project 2 - 10225609	\$212,300
Whitby Green Standard Project 3 - 10225610	\$56,200
Modernization Initiative Project 4 – 10225611	\$5,300
AODA Planning Document Remediation Project 5 - 10225612	\$19,100
Council Chambers AV Upgrade Project 6 - 51225602	\$55,000

Contract Staff - Development Plan Review Project 7 - 10225614	\$25,300
SDAF Lean Process Analysis and Change Management Project 8 - 10225615	\$90,600
Report Streamlining and Lean Process Review- eScribe Project 9 - 10225613	\$63,600
Project Management - SDAF - 51225601	\$182,700
TOTAL	\$1,000,000

6. Communication and Public Engagement:

Engagement occurred with the development community with the assistance of an external consultant, Ethelo. An online invitational survey was completed with a 32% response rate. This survey sought feedback on key areas of digitization and modernization with a specific focus on the Whitby Green Standard. In addition, Ethelo hosted a virtual workshop for members of the development community to provide an overview of the digital tool being developed. Feedback was recorded during that session that will be used as we continue to modernize and streamline development-related processes.

7. Input from Departments/Sources:

The projects undertaken under the Streamline Development Approval Fund impacted many areas of the organization. As a result of this, collaboration took place across the organization to achieve successful project outcomes. Main contributing departments to these projects include: the Office of the Town Clerk; Strategic Initiatives; Technology and Innovation Services; Human Resources; Organizational Development; Facilities; Operational Services; Parks, Parks Culture and Planning; Engineering; Planning Development; Zoning; Building Services; Procurement; Financial Services; and Treasury.

8. Strategic Priorities:

The projects detailed in this report support the People aspect of the Corporate Strategic Plan by streamlining processes for staff and attracting talent with modern tools. The Organization is enhanced by the implementation of modern tools and technologies supported by lean analysis and change management. The Customer will see direct benefits from the Streamline Development Approval Fund Projects in an overall enhanced customer experience. Accessibility was addressed through this project with the improvement of AODA compliance for

development-related records. Sustainability was also enhanced with the Whitby Green Standard's upgrade to a digitized platform.

9. Attachments:

Not Applicable

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar



Report Title: 2022 Annual Sustainability and Climate Change Report

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: CAO 11-23

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:

Sarah Klein, Director, Strategic Initiatives

**Acknowledged by M. Gaskell, Chief
Administrative Officer**

For additional information, contact:

Sarah Shields, MREM, Project Manager,
Sustainability & Climate Change

1. Recommendation:

1. That Report CAO 11-23 be received as information; and,
2. That the Clerk forward a copy of Staff Report CAO 11-23 to the Region of Durham's Sustainability Department.

2. Highlights:

- The 2022 Sustainability Annual Report (Attachment 1) meets the reporting commitments outlined in the 2016 Corporate Sustainability Plan, highlights the Town of Whitby's actions and successes to date and outlines upcoming initiatives for 2023.
- This report allows the Town to meet its climate change commitments, including disclosing corporate greenhouse gas (GHG) emissions and Carbon Disclosure Project (CDP) score requirements as a member of the Global Covenant of Mayors and signatories on the C40 Cities Race to Resilience and Race to Zero campaigns.
- Key achievements in 2022 include:
 - Establishment of the Community Greening Program;
 - Completion of the Zero Carbon Whitby Costing Study and the development of the first carbon budget;
 - Establishment of the Zero Carbon Whitby Revolving Fund; and,

- Approval of Phase 1: Resilience of the Whitby Climate Emergency Response Plan.
- Key projects identified for 2023 include:
 - Completion of Phase 2: Mitigation of the Whitby Climate Emergency Response Plan;
 - Begin the development of an incentive program to support the implementation of the Whitby Green Standard;
 - Completion of a Corporate Waste Management Strategy; and,
 - Implementation of the zero carbon projects identified in the 2023 budget.

3. Background:

The Town of Whitby recognizes that sustainability is a priority, both corporately and within the community. The Town of Whitby has the following Council-endorsed strategic plans and reporting commitments to guide implementation:

Strategic Plans

Corporate Sustainability Plan (2016)

The Corporate Sustainability Plan is the Town of Whitby's overarching strategy to guide the municipality to meet the vision that "The Town of Whitby will be a healthy, sustainable, and complete community." Council endorsed this plan in 2017. This plan follows three guiding principles:

1. We will reduce our environmental footprint by protecting, conserving, and enhancing our shared natural resources.
2. We will improve the quality of life by valuing people and places.
3. We will improve our economy through the efficient and effective utilization of our resources.

The Corporate Sustainability Plan embeds the One Planet Living framework to help ensure all three pillars of Sustainability are being advanced. The One Living Framework contains 10 simple principles covering all aspects of social, environmental, and economic sustainability. These principles are:

- Health and happiness
- Equity and local economy
- Culture and community
- Land and nature
- Sustainable water
- Local and sustainable food
- Travel and transport
- Materials and products
- Zero waste
- Zero-carbon energy

Durham Community Climate Adaptation Plan (2017)

This plan addresses climate adaptation/resiliency across the Region. The plan includes actions to limit the damage to people, communities, the environment, and infrastructure resulting from current and near-future projected climatic changes. This plan outlines actions to meet the vision: “In the face of a changing climate, Durham Region remains a liveable, resilient, and prosperous community through at least mid-century.” The goals of the Durham Community Climate Adaptation Plan are as follows:

1. Increase the resiliency of community infrastructure, programs, and services to the changing climate in Durham;
2. Promote and facilitate the incorporation of the proposed programs into the business planning of the responsible agencies;
3. Improve emergency planning for weather extremes and, in particular, our vulnerable populations;
4. Advance the infusion of climate change information into the business planning of both the public and private sectors;
5. Improve the awareness, knowledge, skills, and resources of government, citizens, and businesspeople regarding climate adaptation;
6. Improve the sustainability of Durham Region and its attraction as a place to invest, live, and play; and,
7. Lead to recognition of Durham Region as a leader in climate adaptation planning and implementation.

Durham Community Energy Plan (2019)

The Durham Community Energy Plan (DCEP) will accelerate the transition to a clean energy economy in Durham while simultaneously achieving multiple economic, environmental, and social benefits. The plan highlights the following six overarching programs that will allow this target to be met:

1. Durham Green Standard: Enhanced Energy Performance for New Buildings
2. Durham Deep Retrofit Program: Transforming Existing Buildings
3. Renewable Energy Co-Operative: Stimulating Local Renewable Energy Projects
4. Electric Vehicle Joint Venture
5. Education and Outreach Program: Engaging the Community
6. Co-Ordinating Land-Use Policies: Sustainable Growth

Zero Carbon Whitby Framework (2021)

Zero Carbon Whitby is the Town of Whitby’s Corporate Climate Action Plan. This plan includes a framework to develop and implement actions to align capital and operating budgets with GHG reduction targets. Embedded in this framework, the Town of Whitby has identified the following short, medium, and long-term corporate greenhouse gas (GHG) emissions reduction targets (relative to 2019 levels):

- 20% GHG emissions reduction by 2025
- 40% GHG emissions reduction by 2030
- 100% GHG emissions reduction by 2045

The plan also contains two objectives:

1. Systematically integrate consideration of climate change into the decision-making processes of the Town of Whitby; and,
2. Provide a viable carbon management framework that aligns with the existing business planning cycle to enable the Town of Whitby to substantively address the climate emergency for its corporate operations.

Zero Carbon Costing Study (2022)

The Zero Carbon Costing Study provides a detailed implementation plan for Whitby to achieve its carbon budget and reach zero emissions by 2045. The Zero Carbon Costing Study provides a schedule and incremental budget for the Zero Carbon Whitby Plan that aligns with the Town of Whitby's corporate carbon budget with its existing capital budget and asset management plans. It also provided guidance on the establishment of the Zero Carbon Revolving Reserve Fund.

Whitby Climate Emergency Response Plan - Phase 1: Resilience (2022)

The Whitby Climate Emergency Response Plan is the primary mechanism to respond to a changing climate across the community. Due to the complexity and different approaches necessary to fully understand the response needed to address climate change, the Whitby Climate Change Master Plan has been divided into two phases:

- Phase 1: Resilience
- Phase 2: Mitigation

Phase 1 involved the development of a Resilience Plan, which was approved by Council in September of 2022. The purpose of the plan is to address the climate changes we already experience in Whitby and expect to experience in the future even with the adoption of GHG emissions mitigation measures. Risk and vulnerability modelling was done by developing two future scenarios for the Town of Whitby:

- An **adapted scenario**, where measures to reduce the direct and indirect risks of climate change are applied across the community; and
- A **business-as-usual scenario**, which includes growth and development without a climate adaptation lens.

To support the achievement of the adaptation actions, a detailed five-year community-led implementation plan has been developed.

Reporting Commitments

In addition to plans and strategies, the Town of Whitby is also dedicated to climate action through the following commitments:

Global Covenant of Mayors

The Town of Whitby joined the Global Covenant of Mayors (GCoM) in 2019. GCoM is a global network of more than 10,000 cities spanning 139 countries worldwide. These

local governments all recognize that ambitious climate initiatives in their communities need to be taken to keep global temperatures from rising more than 1.5°C.

Whitby's participation in the Global Covenant of Mayors commits the community and Town of Whitby to the following milestones:

- Develop GHG emissions inventory;
- Assess climate risks and vulnerabilities;
- Define ambitious climate mitigation, resilience, and energy targets; and,
- Create complete climate action plans.

To meet the requirements of this campaign, Whitby reports all of its climate action through the Carbon Disclosure Project.

Race to Zero and Race to Resilience

[Race to Resilience](#) and [Race to Zero](#) are global campaigns run by the COP26 Presidency and high-level Climate Champions. The purposes of these campaigns are to rally leadership and support from cities, regions, businesses, and investors to help frontline communities build resilience and adapt to the impacts of climate change while also reducing GHG emissions to stay within the 1.5°C global temperature increase, as outlined in the 2016 Paris Agreement.

In 2021, Whitby Council endorsed joining these campaigns. By joining Race to Resilience and Race to Zero, Whitby joined cities worldwide in committing to be catalysts for change while also demonstrating the commitment to and delivery of the goals of the Paris Agreement and COP26. To meet the requirements of this campaign, Whitby reports all its climate actions through the Carbon Disclosure Project.

Carbon Disclosure Project

The Carbon Disclosure Project (CDP) is a not-for-profit charity that runs a global disclosure system for investors, companies, cities, states, and regions to manage their environmental impacts.

The annual evaluation report is used to gain an overview of environmental performance and how the Town of Whitby's response can be improved in the future. Reporting through CDP meets yearly reporting requirements as a member of the Global Covenant of Mayors, Race to Zero, and Race to Resilience.

4. Discussion:

Many sustainability projects and initiatives were accomplished in 2022. Key highlights include:

- Completion of the Zero Carbon Whitby Costing Study and development of a carbon budget for the 2023 budget cycle; and,
- Approval of the Phase 1: Resilience of the Climate Emergency Response Plan.

It is anticipated that 2023 will further Whitby's journey to sustainability with some of the priority initiatives including:

- Implementation of the zero carbon projects identified in the 2023 budget;
- Initiation of a demonstration project and development of an incentive program to support the implementation of the Whitby Green Standard; and,
- Completion of Phase 2: Mitigation of the Whitby Climate Emergency Response Plan.

5. Financial Considerations:

The Town of Whitby has identified approximately \$1,050,000 in the Sustainability capital budget to support sustainability projects in 2023.

Town of Whitby staff also strive to seek additional funding to support sustainability initiatives. A detailed list of funding programs for which the Town of Whitby has applied is identified in Appendix A of the 2022 Sustainability Annual Report (Attachment 1).

6. Communication and Public Engagement:

Public education is critical to the success of becoming a sustainable community. In 2023 several initiatives will require public education and public engagement, including:

- The implementation of Phase 1: Resilience of the Climate Emergency Response Plan;
- The development of the implementation framework for Phase 2: Mitigation of the Climate Emergency Response Plan;
- and,
- Promoting the Durham Greener Homes Retrofit Program.

The Town of Whitby will also continue to offer sustainability initiatives to build awareness and encourage community-wide participation through:

- Education events and seminars;
- Community Greening Program in partnership with LEAF (Local Enhancement and Appreciation of Forest); and,
- Community Anti-Litter Cleanup Online Tool.

7. Input from Departments/Sources:

The Strategic Initiatives Division has prepared this report with support from Operational Services, Finance, Community Services, and the Whitby Public Library.

8. Strategic Priorities:

The 2022 Sustainability Annual Report aligns with Council's goals by striving to be an economically, socially, and environmentally responsible municipality by recognizing the need to transition to a green economy, embracing clean and innovative technology as well as advocating and facilitating sustainable growth. This promotes complete streets and active and sustainable transportation while preventing and reducing unnecessary costs to the taxpayer by being proactive about climate change.

This information report aligns with the Corporate Strategic Plan's People, Organization, and Customer Priorities. Sustainability helps ensure that environmental, social, and economic factors are considered in all decision-making.

Sustainability initiatives are developed with considerations for inclusivity and accessibility. All documents for this report have been reviewed to ensure that they are accessible to all readers.

The 2022 Sustainability Annual Report describes how the Town of Whitby is meeting its goals of becoming a healthy and sustainable community while addressing climate change through a mitigation and adaptation lens.

9. Attachments:

Attachment 1 - CAO 11-23 - 2022 Sustainability Annual Report

2022

SUSTAINABILITY ANNUAL REPORT



Introduction

The Town of Whitby (Town) continues to implement its Corporate Sustainability Plan. The plan outlines the sustainability goals for the corporation and is focused on understanding the challenges and opportunities the entire community faces today.

This Annual Report follows the 10 principles of the One Living Planning Framework. The 10 principles guide the Town to meet its overall vision for Whitby to be a healthy, sustainable and complete community.

Many sustainability projects and initiatives were accomplished in 2022. Key highlights include:

- Completion of the Zero Carbon Whitby Costing Study and the development of the first carbon budget;
- Establishment of the Zero Carbon Whitby Revolving Fund; and,
- Approval of Phase 1: Resilience of the Community-Wide Climate Emergency Response Plan.

It is anticipated that 2023 will further Whitby's journey to sustainability with some of the priority initiatives, including:

- Completion of Phase 2: Mitigation of the Community-Wide Climate Emergency Response Plan;
- Begin the development of an incentive program to support the implementation of the Whitby Green Standard;
- Completion of a Corporate Waste Management Strategy; and,
- Implementation of the zero carbon projects as identified in the first carbon budget.

One Planet Living

This report follows the One Planet Living Framework. This international framework consists of ten simple principles, clear goals and guidance to help ensure that the Town advances all aspects of social, environmental, and economic sustainability.



Health and Happiness

Encouraging active, social, meaningful lives to promote good health and well-being.



Equity and local economy

Creating safe, equitable places to live and work, which support local prosperity and international fair trade.



Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.



Land and Nature

Protecting and restoring land and marine systems for the benefit of people and wildlife.



Sustainable Water

Using water efficiently, protecting local water resources and reducing flooding and drought.



Local and Sustainable Food

Promoting sustainable, humane farming and healthy diets, which are high in local, seasonal organic food and vegetable protein.



Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low-carbon transport.



Materials and Products

Using materials from sustainable sources and promoting products that help people reduce consumption.



Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.



Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Projects listed within the report that include a \$ have or are in the process of being considered for subsidization by an external funding opportunity. For more details, please view **Appendix A**.

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and well-being.

2022 Accomplishments

Community

Playground Redevelopments

To support exercise and play, several park playgrounds were redeveloped in 2022, including:

- Greenfield Park
- Wallace Park
- Kiwanis Heydenshore Park Splashpad

New Parks

The Town oversaw the development of the following new park:

- **Micklefield Park**
This new local park, located on the south side of Micklefield Avenue, east of Lockton Street, in the Heathwood Development was opened to the public in Summer 2022. The new park includes a playground, splash pad, soccer field, walkways, tree plantings and a large, naturalized meadow area with pollinator plantings.

2023 Initiatives

Community

Playground Redevelopments

To support exercise and play, several park playgrounds are scheduled to be redeveloped in 2023, including:

- Powel Park Playground
- D'Hillier Park Playground (north)
- Spencer Community Centre Playground
- Rotary Centennial Park Playground
- Lynde House Museum Playground

New Parks

The Town is overseeing the development of several new parks, including:

- **Des Newman WhitBEE Park**
This district park will be themed for bees and nature with 5000 square meters of native plantings, a bee and pollinator-themed playground and a splash pad. Connections to trails will be added throughout the neighbourhood as well as interpretive signage about native bees. Sports opportunities include a multi-skills

court, an illuminated multi-use field with LED lights and pickleball courts. Des Newman WhitBEE Park is expected to be open to the public in Summer 2023. Two trail sections leading into the park have been opened to the public, and many native plantings have been installed along the trails for the residents to enjoy.

- **Lynde Creek Park**

This new district park, located within West Whitby, will include a playground, splash pad, multi-use court, illuminated soccer field with LED lights, walkways, tree plantings and a large, naturalized meadow area with pollinator plantings and created wetland. Lynde Creek Park is anticipated to be open to the public in the Summer of 2023.

- **Chelseahill Park (Name Subject to Change)**

This new local park located in on the east side of Marcel Brunelle Drive, between Beasley Street and Soltys Drive, will include a playground with engineered wood fibre surfacing, a sand play area, a shade shelter, two tennis courts, a walking trail with bench rest areas, and tree plantings. Chelseahill Park is anticipated to be open to the public in the Summer of 2023.

- **Unnamed Park in the Lazy Dolphin Development**

This new local park, located on the west side of Coronation Road between Rossland Road and Maskell Crescent, will include a playground with engineered wood fibre surfacing, sand play area, shade shelter, multi-skills court, sports field, walking trail with bench rest areas and tree plantings. Construction of the park is anticipated to start in the Summer of 2023 and be open to the public in the Spring of 2024.

Whitby Sports Complex (\$)

The Town is designing a new Whitby Sports Complex to help meet our growing community's immediate and future recreational needs. The new complex will be located on the west side of Baldwin Street South, South of Highway 407. This new complex will offer a variety of amenities, including:

- A twin-pad arena with 85' by 190' ice pads
- Indoor Aquatics Centre
 - With a 10-lane pool (the largest in Durham Region)
 - A separate leisure pool
- Double gymnasium
- Wellness Studio/Multi-Purpose Space
- A 3-lane Indoor walking track
- Meeting rooms and arts and cultural spaces
- Outdoor recreational program areas, including:
 - A Multi-Use Sports Field
 - 4 Pickleball Courts
 - 3 Basketball Courts
 - 3 Tennis Courts

- Outdoor Event Plaza Space
- Children's Playground
- Skateboard Park and Pump Track
- Electric vehicle (EV) charging stations

Public art will be integrated throughout the site to highlight the culture of the Town. To align with the Town's commitment to climate change, LEED Gold and Zero Carbon Building (ZCB) certifications will be achieved for the development. The design for the future Whitby Sports Complex and surrounding park will be finalized, with construction anticipated to begin in 2023.



Figure 1 Rendering of the Proposed Park for the Whitby Sports Complex

Parks Trails and Wayfinding Signage Design Project

The Parks Trails and Wayfinding Signage Design project would develop and create a coordinated sign design for the Town's parks and trails signs to improve wayfinding.

Corporate

Parks and Recreation Master Plan

The Town has begun the process of updating its Parks and Recreation Master Plan to help identify actions to support future recreational services and infrastructure. Once complete, the updated plan will present a vision, as well as long-term goals and objectives, for how the Town will continue to meet the recreational needs of our growing community well into the future. It will be an actionable strategy that addresses:

- The type and location of future park and recreational opportunities and amenities required to support Whitby's quality of life
- Service standards, policies, and programs for recreation and parks facilities and services
- Required improvements to parks, trails, and open spaces

Public consultation on the plan has involved a public survey in January 2023 and three public consultation sessions in February 2023.

Cullen Master Plan

The Town has developed a Cullen Central Park Master Plan to maximize the potential of the park, which was once known as Cullen Gardens. This park is connected to Heber Down Conservation Area, and together, makes some of the most significant stretches of publicly accessible greenspace in Whitby. In 2023, the Town will be hiring a Design Consultant to prepare conceptual plans, conduct community engagement, prepare tender documents, and oversee the construction of the Cullen Central Park Master Plan.



Culture and Community

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

2022 Accomplishments

Community

Whitby Sustainability Advisory Committee

The Whitby Sustainability Advisory Committee (WSAC) is a community-based committee of Council whose role is to promote sustainability, support environmental management, and respond to climate change. In 2022, WSAC led several initiatives, including a free screening of a documentary to raise awareness on waste in Lake Ontario for World Water Day, a community tree planting and supported the Year of the Garden celebrations in partnership with the Whitby in Bloom Committee.

Story Walks

The Whitby Library, in partnership with the Town, installed a story walk; a fun educational activity that places children's picture book pages along a popular walking route. The story walk was in Whitby Civic Park with the book titled "Have You Seen My Yak?" written by Tammy Gay and David Benjamin and illustrated by Durham Region youth.

Corporate

Corporate Energy Team

The Corporate Energy Team includes staff from across the organization who are involved in initiatives dealing with energy management and consumption, and impact greenhouse gas (GHG) emissions. The integrated team supports the implementation of the Town's Corporate Energy and GHG Reduction Plan. In 2022, this team supported initiatives including:

- Assisting with the identification of low-carbon capital projects
- Energy and emissions reporting
- Development of the Town's first Carbon Budget

Staff Earth Day Quiz

Town staff were invited to celebrate Earth Day on April 21, 2022, by participating in a lunch-hour virtual eco quiz. Participants were asked several environmentally focused questions testing staff on environmental knowledge.

2023 Initiatives

Community

Eco Events

There are several significant days for environmental action that the Town will continue to celebrate in 2023, through eco-activities and educational events and awareness campaigns. These days include:

- World Water Day - March 22
- Earth Hour - March 25
- Earth Day - April 22
- Provincial Day of Action Against Litter - May 9
- World Environment Day – June 5
- Bike to Work Day - May 19
- World Bee Day - May 20
- Pollinator Week - June 19-25
- National Forestry Week - September 17-23
- National Tree Day - September 20
- Car-free Day - September 22
- Energy Efficiency Day - October 4
- Walk to School Day - October 4
- Waste Reduction Week - October 16-22
- International Day on Climate Action– October 24



Land and Nature

Protecting and restoring land and aquatic systems for the benefit of people and wildlife.

2022 Accomplishments

Community

LEAF Backyard Tree Planting Program (\$)

2022 was the second year of the Council approved five-year contract for the subsidized Backyard Tree Planting Program to property owners of Whitby. This program is delivered by the not-for-profit organization LEAF and is in partnership with the Region of Durham. In addition, the program received \$5,000 in sponsorship from Elexicon Energy to help offset the Town's costs to deliver the program. During Year 2 (July 2021 – June 2022) of the program, 68 trees were planted in Whitby and in the first half of Year 3 of the program (July 2022 to December 2022) 61 trees were planted.

Establishment of the LEAF Community Greening Program

In September of 2022, Council approved a new 4-year Community Greening Program to be delivered by LEAF. The program was developed to support tree planting and ongoing community-based maintenance initiatives allowing for long-term and consistent delivery of community tree planting, maintenance, educational programs, and events open to all members of the community, including organizations, community groups, individuals, and families. The program includes two annual community tree planting events (a minimum of six hundred trees per year), one community maintenance event per year and one education event per year (such as a tree tour or educational workshop).

Earth Day Boulevard Blitz

The Town encouraged residents to spend 20 minutes collecting litter around their neighbourhood to celebrate Earth Day.

Canada Forest Week and National Tree Day

The Town celebrated both National Forest Week (September 18-24, 2022) and National Tree Day (September 21, 2022) by hosting an interactive Tree ID session in celebration of National Tree Day (September 21) to help community members learn how to identify common trees found in Whitby.



Figure 2 Tree ID session in celebration of National Tree Day

Free Conservation Lands and Ontario Park Passes

In partnership with [CLOCA](#) (Central Lake Ontario Conservation Authority) and [Ontario Parks](#), the Whitby Library lends passes that grant free day-use access to the conservation areas and [provincial parks](#). These loans encourage residents to explore and appreciate our local natural assets and sustainable outdoor activities.

Community Tree Planting Events

Two community tree-planting events took place in 2022, one in the Spring at Peel Park and the other in the Fall at D'Hillier Park. The Town collaborated with LEAF to deliver both events. Through these two events, members of the community assisted with planting over 650 trees to help increase and enhance Whitby's urban forest.



Figure 3 Volunteers planting trees at D'Hillier Park

Community Pollinator Planting Event at Vanier Park

The Town Sustainability staff with community volunteers participated in a Pollinator Planting Event to plant over 290 native pollinator plants including wild columbine, milkweed, wild strawberry, cardinal flower, new England aster, prairie smoke and an assortment of tall prairie grasses to help provide better habitat for bees, butterflies and beneficial insects at Vanier Park.

Corporate

Tree Cities of the World

[Tree Cities of the World](#) is an international effort through the Arbor Day Foundation, the Food and Agriculture Organization of the United Nations, alongside its Canadian partner, Tree Canada, to recognize cities and towns committed to ensuring that urban forests and trees are properly maintained, sustainably managed, and duly celebrated. Whitby was successful in our 2022 Tree Cities of the World application.

Staff Tree Planting

In Spring 2022, Town staff were invited to participate in the Canadian-wide Earth Day tree-planting relay planting 50 native trees to celebrate the 50th anniversary of Earth Day.



Figure 4 2020 Earth Day Tree Relay

2023 Initiatives

Community

Earth Day Celebrations

The Town provided residents several ways to participate in Earth Day (April 22) and Earth Week (April 17-23) celebrations through several eco-inspired activities, including a community planting and a free movie screening of Kiss the Ground. The documentary focuses on one of our greatest challenges: balancing the climate and securing our future.

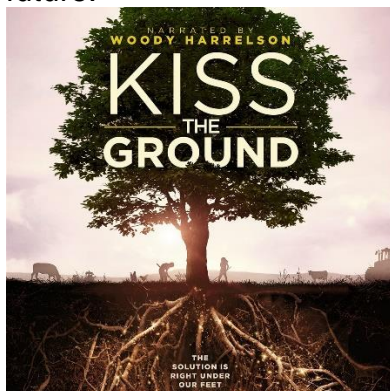


Figure 5 The poster of the movie Kiss the Ground

Community Greening Program

Through the Community Greening Program, the Town in Partnership with LEAF hosted a tree-planting event on Earth Day at D'Hillier Park. Over 300 trees were planted through this event. As a part of this program, a second community maintenance event will be held in June, and a tree education event and a second community tree planting event will be held in the Fall.

Fleet to Trees

Fleet Services continues with the [Fleet to Trees™ program](#), where with every new vehicle the Town purchases, new trees are planted within Whitby to help create mini forests that can act as carbon sinks in local parks. In 2023, several trees will be planted through this program.

Canada Forest Week and National Tree Day

The Town will be celebrating National Forest Week (September 17-23) and National Tree Day (September 20, 2023) by hosting several activities to help increase our awareness and appreciation for the benefits of trees.

Durham Meadoway

The Meadoway is a regional trail network proposed to link Greater Toronto Area communities between the Don River and Oshawa. The Region of Durham Planning Division (Transportation Planning Section) is coordinating the Durham Meadoway Visioning Study in partnership with the City of Pickering, the Town of Ajax, the Town of Whitby and the City of Oshawa. One of the preliminary guiding principles of the Study is the Natural Environment. The Meadoway will protect sensitive plant and animal habitats and seek opportunities to enhance biodiversity, will provide opportunities for visitors to learn about the natural environment and encourage community stewardship. The Visioning Study will take place over a three-phase process, concluding in Fall 2023.

Corporate

Tree Cities of the World

When the program launched in 2019, Whitby was one of only 59 cities worldwide to receive this designation. Since then, the program has increased to 120 cities Worldwide. Whitby continues to meet the commitments of the programs and will reapply for this designation in 2023.

Urban Forest Management Plan

In 2023, the Town will be developing its first Urban Forest Management Plan. The Plan will provide recommendations to improve tree health and diversity, increase tree cover, cope with climate change, reduce risk to the public, and increase the wide-ranging benefits of a sustainable, healthy, and safe urban forest.



Figure 6 Whitby Urban Forest Streetscape

Sustainable Water

Using water efficiently, protecting local water resources, reducing flooding and drought.

2022 Accomplishments

Community

Drinking-Water Stations

The Town has increased the number of drinking water stations throughout several municipal facilities to promote reusable water bottles. Additional water fill stations were added to the Operations Centre in the winter control and parks depot, two locations in the Iroquois Park Sports Centre and two locations at the McKinney Centre.

Seabin Initiative

In 2021, 16 [Seabin](#) devices were installed across Ontario, including the Port Whitby Marina, as part of the [Lakes Plastic Cleanup initiative](#) to collect litter, help researchers study plastic pollution in our waterways as well as reinforce the importance of “Reduce, Reuse, Recycle”. In 2022, the Great Lakes Plastic Cleanup Team hosted several events where they invited volunteers out to help sort and classify the plastic waste captured from our the Seabin devices located in Whitby.

Canada Water Week Celebrations

The Town partnered with the Whitby Public Library on World Water Day (March 22) to host a free screening of the documentary "[SHORELINE: The Paddle Against Plastic](#)," an inspiring film that follows Rochelle Byrne as she embarks on a 430 km paddle journey across Lake Ontario to raise awareness about plastic pollution. A live question and answer session with Rochelle followed the screening.



Figure 7 Canada Water Week Movie Screening

Corporate

Vanier Park - Habitat Enhancement and Stormwater Runoff Management

In 2022, invasive species were removed from the banks of the dry storm pond on the west side of Vanier Park and over 290 native plants were planted to help manage stormwater runoff and enhance the habitat.

Bridge/Culvert Master Plan – Hydraulic Capacity Assessments

The Bridge/Culvert Master Plan was completed to assess the Town's culverts and bridges compliance with the Town's current engineering standards, flood resiliency, assessment of climate change impacts, and potential future capital/mitigation expenditure prioritization. The results of the Study will be used to inform the Transportation Infrastructure Resilience Program that will be required in the next few years to complete additional studies and designs to upsize watercourse structures, identified as highest priority structures through flood risk assessments Bridge/Culvert Master Plan study. Under this program, culvert and bridges identified as highest priority structures will be upsized to meet design and regulatory requirements with further consideration given to climate change impact.

Rowe Channel Upgrade Study Environmental Assessment

In partnership with Central Lake Ontario Conservation Authority (CLOCA), the Town conducted a Municipal Class Environmental Assessment (EA) Study to identify possible improvements to Rowe Channel, which was completed in August of 2022. Based on the evaluation results, the preferred solution is replacing the existing channel with an open channel lined with armour stone which is a long-lasting solution that will mitigate long term erosion concerns. In addition, this alternative will reduce flood risks, promote the removal of invasive species and improve fish habitat and passage through the channel.

2023 Initiatives

Community

Waterfront Regeneration Trust

Waterfront Regeneration Trust is a municipal grant program to external agencies to promote the waterfront trail, installation of signs, attract public and private investment for the expansion, enhancement and promotion of the trail.

Drinking-Water Stations

In 2023 the Town will continue to increase the number of drinking water stations throughout several municipal facilities to promote reusable water bottles. So far in 2023, additional water fill stations have been added to the Town Hall and the Marina.

Corporate

Harbour Dredging/Flooding Mitigation

The sediment (the soft, solid material, like sand and mud) at the bottom of Whitby Harbour contains levels of chemicals that could be harmful to fish, birds or humans. The contamination has been traced to an adjacent upstream property along Pringle Creek, and over time, the contaminated sediments were carried downstream by Pringle Creek into Whitby Harbour. Public comments on the Project were invited by the Impact Assessment Agency of Canada in July of 2022. Fisheries and Oceans Canada (DFO) developed a Remedial Action Plan to guide the cleanup (remediation) of the Harbour. An updated Remedial Action Plan for the Project was received in January 2023. The next step is to undertake the detailed design work, including submitting applications and requests for permits to achieve the appropriate regulatory approvals to proceed with the Project.



Local and Sustainable Food

Promoting sustainable, humane farming and healthy diets are high in local, seasonal, organic food and vegetable protein.

2022 Accomplishments

Community

King Street Cooperative Community Garden (KSCCG)

The Town is working with a local community group to create a community garden at the King Street Parkette to demonstrate permaculture gardening methods. The King Street Cooperative Community Garden (KSCCG) was approved by the Town in Summer 2022 and the community group was able to start construction of their community garden planting area which will be created using the sustainable design principals of permaculture.

Whitby Public Library Seed Share (WPLSS)

Seed Saving is a growing movement that supports sustainable gardening practices and a healthy lifestyle by preserving genetic diversity and fostering an awareness of nature. The Whitby Public Library Seed Share provides access to locally saved seed and knowledge for anyone interested in growing food, attracting pollinators, saving their own seed and contributing to this public resource. For more information visit www.WhitbyLibrary.ca/seedshare

Pollinators

In 2018, Whitby was designated the 10th Bee City in Canada and the first in Durham Region. The Bee City designation is awarded to municipalities that declare to protect pollinators and their habitat through action and education. In 2022, the Town undertook several measures as identified throughout this report to maintain the Bee City status including educational seminars, community plantings, and provided native wildflower seed packets to community members who participated in a community engagement survey for the development of the Town's Climate Emergency Response Plan (CERP) - Phase 1: Resilience.



Alveole Beekeepers Presentations (\$)

As a part of the Town's Urban Rooftop Beehive Program sponsored by Elexicon Energy Alveole Beekeepers delivers at least two hands-on educational workshops throughout the year. In 2022 the following workshops were held:

- World of Bees Presentation - This presentation focussed on urban beekeeping, beehives, and bee's life journey; from the moment bees emerge from their cell to their final flight.
- Meet the Beekeeper Workshop - As a part of the pollinator week (June 20 to 26) celebration Alveole Beekeepers provided a presentation on the hive's different products including wax, pollen, honey and more. The Participants received a jar of honey sourced from the Town Hall urban beehive.

Whitby in Bloom

Whitby in Bloom presents annual events, including webinars, speaker series and the annual garden tour. The webinars and speakers focus on horticultural, landscape and environmentally responsible projects. In 2022, several sessions were hosted, including Mix and Match: Plants and Shrubs for Pollinators on April 27 and a session titled Trees, a wise investment, on May 25.

2022 Year of the Garden – Whitby Garden Tour

The Town, in partnership with the Whitby in Bloom Committee, hosted a tour to 11 gardens, Cullen Central Park, the Lynde House and nine other private residences. In lieu of a tour fee, non-perishable food items were collected at designated tour stops and donated to local food banks.



Figure 8 A picture of a garden on the tour

Corporate

Seeds to Bees

In 2021, a native plant nursery was established to assist community-planting efforts. This nursery enables the Town to sustainably grow native plant stock, which was used to expand native plant gardens across the Town in 2022. The development of a native garden using the plant stock from the nursery was successful. Most of the native flowers responded well and were planted in Windsor Bay Park and Suse Eggert Park.

Urban Rooftop Beehive (\$)

The Town has an urban beehive on the rooftop of Town Hall, sponsored by Elexicon Energy and maintained by Alveole Urban Beekeepers. The Town extracts approximately 10 kilograms of honey from its rooftop beehive each year. The honey is bottled into 100 small jars and gifted to volunteers and handed out as prizes during community events.

2023 Initiatives

Community

King Street Cooperative Community Garden (KSCCG)

The garden group intends to help foster a community that supports growing local food, and healthy active lifestyles and supports pollinators in King Street Park located in downtown Whitby. Future garden workshops will be hosted by the KSCCG in this space, such as being part of local garden tours, and yoga in the park. As well, Durham College students will help construct the garden shed and accessible raised garden planting areas for the community garden to gain real-world experience as a part of the carpentry program that the college offers.

Whitby in Bloom

Whitby in Bloom presents annual events, including webinars, speaker series and the annual garden tour. The webinars and speakers focus on horticultural, landscape and environmentally responsible projects. In 2023, several virtual gardening seminars have been conducted, including Gardening for Climate Change on March 1, Vegetable Gardening in Containers on March 8 and Gardening for Pollinators on March 15. Future in-person sessions are planned, including Annual & Perennials: Growing and Maintenance on April 26, and Gardening As We Age on May 24.

Pollinator Week

Pollinator Week (June 19-25) is a time to celebrate the vital role of pollinators like bees, birds, bats, and butterflies in our local ecosystem and support global food production. The Town is committed to protecting pollinators and their habitat through action and education as a designated Bee City. As part of that commitment, the Town is planning several fun activities and workshops for residents to take part in and learn more about why pollinators matter.

Corporate

Jeffery Park Native Plant Habitat Improvement (\$)

In 2023, the Town received a grant of \$2,000 from Pollinator Partnership which was allocated to expand the native plant habitat in Jeffery Park to help protect pollinators. Staff were invited out to Jeffery Park in celebration of Earth Week on April 21 to assist with the planting of over 350 native plants and shrubs.

Seeds to Bees

The Seed to Bees native plant nursery has been growing and as Spring 2023, there are over 80 flats of native plant species. Staff events are being planned during pollinator week (June 19 to 25) to assist the native plant nursery team with re-potting all the plants into larger pots.

Mayors' Monarch Pledge

The Town will continue their efforts to protect pollinators through participation in the Mayors' Monarch Pledge in 2023. This is a program led by the National Wildlife Federation. Through this initiative, Whitby is committed to creating a habitat for the monarch butterfly and pollinators and educating residents about how they can make a difference at home and in their community. To participate, the Town must commit to at least three action items (out of 30) that the community will initiate throughout the year. In 2023 the Town has committed to the following actions:

- Launch or maintain a public communication effort to encourage residents to plant monarch gardens in their homes or neighbourhoods.
- Launch, expand, or continue an invasive species removal program to support the re-establishment of native habitats for monarch butterflies and other pollinators.
- Display educational signage at monarch gardens and pollinator habitats.
- Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage the use of the milkweed, where appropriate.



Figure 9 Monarch Butterfly on Milkweed

Travel and Transport

Reducing the need to travel, encouraging walking, cycling and low-carbon transport.

2022 Accomplishments

Community

Active Transportation Plan

The Town's Active Transportation Plan (ATP) encourages people to use transit, walk and cycle more often and strives to make our community more connected, accessible and safer for everyone. The Town's Active Transportation Plan (ATP) was updated and endorsed by Council in 2021. Implementation of the updated ATP commenced in 2022. In 2022, the Town completed a lane diet on Dryden Boulevard, between Thickson Road and Thornton Road, by reducing the number of lanes for vehicles and providing a dedicated lane for cycling.

Corporate

Bicycle Friendly Community

The Town supports cycling through a network of bike routes, shared roads, multi-use paths and trails. Whitby is a bronze-level [Bicycle Friendly Community](#), which means we are working hard to create more safe places to ride, along with cycling education and programming.



Trail Improvements

In 2022, the Town constructed new trails and made several trail improvements to Whitby's existing active transportation infrastructure projects, including:

- a. Lynde Creek Trail - Dundas to Bonacord
- b. Minto Development Trail that connects Deverell Park to Thickson Road and Dryden Boulevard through the open space lands
- c. The installation of 11 new bench rest areas along existing trails in Whitby
- d. King Street Park walkway

Fleet Master Plan

The Town completed a Fleet Master Plan to address long-term fleet needs to deliver services to the community. The final plan highlights actions, strategies, and benchmarks that can be implemented to support the Town's current needs with the flexibility and resilience to adapt to changes in future growth in the Town.

Electric Vehicle Charging Stations (\$)

The Town of Whitby currently has nineteen (19) electric vehicle (EV) charging stations that were installed in December 2021 as a part of the Zero Emission Vehicle Infrastructure Program (ZEVIP) administered by Natural Resources Canada. From December 2021 to December 2022 there has been approximately 1,130 charging sessions that has helped in saving GHG emissions of 10.7tCO₂e which is equivalent to 3,277 passenger cars off the road.



Figure 10 Level 2 EV Charging Station at McKinney Centre

2023 Initiatives

Community

Trail Construction, Improvements and Expansion

In 2023, the Town intends to construct new trails and make several trail improvements to Whitby's existing active transportation infrastructure projects, including:

- a. Florence Trail
- b. Waterfront Trail LCBO Boardwalk
- c. Waterfront Trail redevelopment - Corbett Creek Bridge (replacement) to Intrepid Park
- d. HEPC Trail connection from Longwood Park to Thickson Road
- e. Lynde Creek Trail from Lynde Creek Park to Fruitful Crescent
- f. A new section of trail connecting Longwood Park to Thickson Road through the Hydro Electric Corridor
- g. Replacing the boardwalk connecting the Ashburn Community Centre with Ashburn Park
- h. The reconstruction of multiple sections of trail within the Town's network that are in poor condition and beyond their serviceable life, including the John Hulley Trail adjacent to Brooklin Memorial Park

Active Transportation Plan

As outlined in the ATP, safe connectivity of Whitby's active transportation corridors between areas of residential uses and destinations is important for residents to travel and feel comfortable. The Town's ATP identifies the active transportation facilities to support pedestrians, cyclists, etc. The projects in the program are for roadway active transportation facilities, which include on-road bike lanes, sharrows, paved shoulders, and in-boulevard multi-use paths. The following projects are scheduled for 2023: installation of several Pedestrian Crossovers to support pedestrians, the addition of a centreline on Multi-Use Paths to separate users by direction of travel and enhancing the on-road cycling on Mary Street.

Corporate

Electric Vehicle Charging Stations (\$)

The Town has applied to Round 3 and Round 4 of the Natural Resources Canada's Zero Emission Vehicle Infrastructure Program. If successful in obtaining the funding, the Town will be notified in 2023 and it will be used to expand the Town's EV Charging Station network in 2024 and 2025.

Greening the Town's Fleet

Fleet services is in the process of securing 10 Plug-in Hybrid vehicles that can utilize the EV charging station installed in the Operations Yard. Fleet is pursuing reduced sized vehicles and investigating purchasing pick-up trucks compared to the standard half-ton.

Water St. Environmental Assessment (EA)

An EA was undertaken to assess road re-alignment options, streetscape enhancement and geometric modifications to address parking and drainage issues and to promote active transportation in order to attract more Whitby residents to enjoy the waterfront. The EA study is anticipated to be completed by the end of 2023.



Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

2022 Accomplishments

Community

Waste Reduction Week

In 2022, the Town celebrated waste reduction week (October 17 to 23) by:

- Council officially proclaimed Waste Reduction Week in Whitby
- Educational social media and web campaign promoting best sorting techniques
- Promoting the Town's online Rethink Your Waste Sorting Game
- Promoting the Town's Anti-Litter App
- Hosting several waste-themed community events

Waste Reduction Webinar- Second Harvest on Food Waste Reduction

As a part of the Waste reduction week celebration, Second Harvest provided a presentation on October 19 about the misconceptions around best before labels and how to maximize the shelf life of food through proper storage. Second Harvest is Canada's largest food rescue organization and is a global thought leader on perishable food redistribution.

Waste Reduction Story and Craft Time

The Town, in partnership with the Whitby Public Library, hosted a waste-themed story time on October 22 that focused on the "4Rs"; Reduce, Reuse, Recycle and Recover. After the story time, children were provided with an opportunity to put their new knowledge to work making a zero-waste craft. For this activity, old plastic water bottles were repurposed into Halloween-themed planters and were planted with succulent plants for the children to take home.



Figure 11 Water bottle planters

Repair Café

The Town hosted its first pop-up Repair Café at the Whitby Central Library on October 22. The Repair Café consisted of volunteers who shared their repair knowledge and helped community members fix their household items such as computers, electronics, small appliances, small furniture, clothes, jewellery, books, bikes and more. This event created a platform for knowledge sharing and prevented items from ending up in landfills.



Figure 12 Volunteers helping visitors fix their items at the Repair Café

Waste Sorting Game – Rethink Your Waste

The Whitby Sustainability Advisory Committee helped sponsor a Waste Sorting Game through the Town's website and Whitby Waste Buddy App. The game allows residents to test their knowledge on how waste is sorted in Whitby. In 2022, over 2,805 games were played. The average session length per game was 6 minutes. With over a year of data, Staff could see which items were most misunderstood. These items included dirt, rocks, soiled newspaper, motor oil and liquor bottles. Staff were also able to view when residents were seeking answers to specific questions, for example, October spiked in numbers leading the Town to frame messaging to include pumpkins, and a similar spike occurred in April in connection with the messaging surrounding dirt. This information was passed on to communications to inform future campaigns.

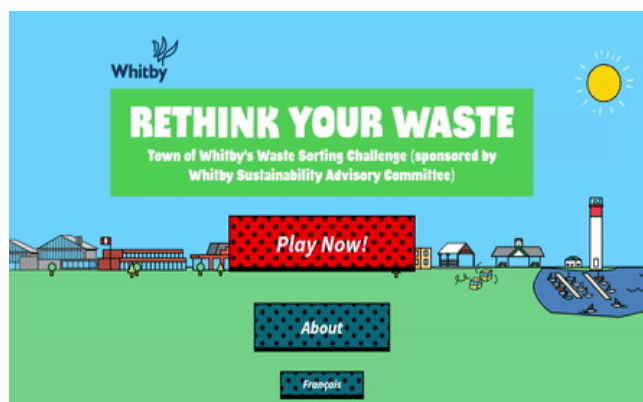


Figure 13 Rethink Your Waste Game

Community Cleanup Online Tool

The Town launched the Anti-Litter App in May of 2021 to support the Provincial Day of Action on litter. The app allowed residents to pre-register for a one-time community cleanup or make a longer-term commitment to adopt and clean a road, park or trail. In 2022, there were more than 26 cleanups and 13 adoptions of parks, trails and roads.

Updated Special Large Item Bulky Collection Program

In January 2022, the Town's Special Collections program was updated in response to recommendations made in the 2019 GHD Review of Solid Waste Services. Changes included the introduction of a collection fee, re-routing for operational optimization, and the implementation of an online booking and payment tool. These operational and administrative changes to this program have helped to optimize the Town's existing fleet, increased the efficiency of routing, and as a result, reduced fuel consumption. By introducing a small monetary fee, a reduction in the "non-set-outs" has been observed.

Corporate

Staff Swap Event

In celebration of Waste Reduction Week on October 21, staff were invited to participate in a Staff SWAP Event. Staff were encouraged to bring their gently used books, clothing, accessories, or small household items and swap them for free. In the spirit of the sharing economy, participants were encouraged to "bring an item to take an item".

Purchasing Department - Records Retention

Since 2020 the Purchasing team has been completing the paperless filing of all project documentation, reducing the need to manage and store over 120 paper folders annually which is equivalent to approximately 22 storage boxes being eliminated.

Electronic Procurement Process

In 2022, the Corporate Purchasing Team posted 85 projects on the digital e-Bidding platform to avoid the usage of paper for completing the bidding process.

2023 Initiatives

Community

Waste Reduction Week

The Town will be celebrating Waste Reduction Week (October 16 to 22) by hosting environmental events that focus on the principles of circular economy, resource efficiency, and waste reduction.

Provincial Day of Action on Litter

In Ontario, the Provincial Day of Action on Litter is celebrated on the second Tuesday of May. In recognition of this day, in 2023 the Town will encourage community members to complete a one-time cleanup or to adopt public spaces, which can be scheduled through the Anti-litter App: www.whitby.ca/cleanup.



Figure 14 Volunteer completing a Park Cleanup

Online Waste Collection Calendar

The printed waste calendar has been a valuable resource for residents, however in recent years, there is an increasing readership of online content. In the Summer of 2021, a public survey was conducted asking residents about the printed waste collection calendar. Approximately 78 percent of the 1,296 survey respondents indicated they supported going paperless with this publication. Based on the survey results, environmental and cost benefits of going paperless, the Town, along with the Region of Durham and the City of Oshawa went paperless in 2023 and residents are directed to the Waste Buddy App for their collection schedule.

Preparation for Expanded Green Bin Program and Blue Box Transition to Full Extended Producer Responsibility

The Region of Durham completed its Long-term Waste Management Plan (2022-2040), which outlines a few initiatives intended to help achieve future waste reduction targets and also meet GHG emissions reduction goals. Initiatives include moving to an expanded Green Bin Program that will introduce Pet Waste and Diapers to the Source-separated organics program as the Region transitions to new processing technologies. While this change will effectively divert significant tonnage from the disposal, it will have a significant impact on the Town's waste collection operations. Staff will be utilizing 2023 as a year to map out changes and plan for any operational adjustments needed to maintain our level of service to residents. Similarly, the Region of Durham is scheduled to transition to a full Extended Producer Responsibility (EPR) Model for the Blue Box recycling program by 2024. Working closely with the Region of Durham and Producer Organizations in 2023 will be key to ensuring a smooth transition for 2024.

Corporate

Provincial Day of Action on Litter

On May 9, 2023, the Provincial Day of Action on Litter, Town staff will be invited to participate in a 20-minute littler cleanup.

Corporate Waste Management Strategy

A Corporate Waste Management Strategy is being developed by the Town in 2023 to support the recommendations within the Zero Carbon Whitby Framework to target zero waste by 2040 and aligns with the goals of the Corporate Sustainability Plan. The aim of the Corporate Waste Management Strategy will be to ensure waste is diverted away from permanent disposal, directly resulting in a reduction in emissions. Corporate Waste Audits will be conducted to understand the waste types and volumes; this will inform the development of a Corporate Waste Management Strategy which will identify how waste can be reduced through municipal operations.

Sustainability Considerations in Purchasing Policy

Sustainability considerations will be included in the Town's Purchasing Policy which will encourage the procurement of goods and services that reduce GHG emissions and preserve the natural environment. Lifecycle cost analysis may be required to ensure that goods and services are financially viable and available at competitive prices.

Office Supply contract for all Town Departments

The Town switched to a new vendor to support office supply needs. This vendor requires all suppliers to provide a letter of compliance for their environmental mandate and green commitment. The new vendor also re-uses approximately 25 percent of boxes for dispatching orders and has set higher minimum order thresholds to limit excess deliveries that will reduce the carbon footprint of the order. The vendor also provides a virtual catalogue with an array of ecological product alternatives.

Zero Carbon Energy

Making buildings and manufacturing energy-efficient and supplying all energy with renewables 2022 Initiatives.

2022 Accomplishments

Community

Whitby Green Standard

The Whitby Green Standard is an existing framework that allows for a flexible approach for addressing climate change and sustainable design criteria in all new buildings. In 2022, over 80 new Site Plan and Plan of Subdivision applications were reviewed to ensure compliance with the Whitby Green Standard. Several of the applicants elected to exceed the mandatory requirements of Tier 1, by opting to complete a number of optional Tier 2 and Tier 3 performance measures, or voluntary measures.

Climate Emergency Response Plan

The Whitby Climate Emergency Response Plan is the primary mechanism to respond to a changing climate across the community. Due to the complexity and different approaches necessary to fully understand the response needed to address climate change, the Whitby Climate Emergency Response Plan has been divided into two phases:

- Phase 1: Resilience
- Phase 2: Mitigation

Phase 1 involved the development of a Resilience Plan, which was approved by Council in September 2022. The purpose of the plan is to address the climate changes we already experience in Whitby and expect to experience in the future, even with the adoption of GHG emissions mitigation measures. Risk and vulnerability modelling was done by developing two future scenarios for the Town:

- An **adapted scenario**, where measures to reduce the direct and indirect risks of climate change are applied across the community; and
- A **business-as-usual scenario**, which includes growth and development without a climate adaptation lens.

To support the achievement of the adaptation actions, a detailed five-year community-led implementation plan has been developed.

Phase 2 involves the development of a Mitigation Plan. Through an interim report to Council in September 2022 on the Mitigation Plan, the following short, medium, and long-term targets to reduce community GHG emissions were approved by Council:

- 20 percent reduction by 2025, below 2019 levels
- 40 percent reduction by 2030, below 2019 levels

- 100 percent reduction by 2045, below 2019 levels

Based on the approved community GHG emissions reduction targets, low carbon pathway modelling was conducted in the Fall of 2022.

Greener Homes Durham Residential Retrofit Program

In 2022, the Region of Durham launched the [Durham Greener Homes Program](#), its “Deep Retrofit Program,” as identified within the Durham Community Energy Plan. This program will help stimulate energy retrofits of existing residential buildings. The Town has promoted the program and encouraged Whitby residents to participate in the program.

Race to Resilience and Race to Zero

[Race to Resilience](#) and [Race to Zero](#) are global campaigns run by the COP26 Presidency and high-level Climate Champions. The purposes of these campaigns are to rally leadership and support from cities, regions, businesses and investors to help frontline communities build resilience and adapt to the impacts of climate change while also reducing GHG emissions to stay within the 1.5°C global temperature increase as outlined in the 2016 Paris Agreement.

In 2021, Council endorsed joining these campaigns. By joining Race to Resilience and Race to Zero, Whitby joined cities worldwide in committing to be catalysts for change while also demonstrating the commitment to and delivery of the goals of the Paris Agreement and COP26. In 2022, to meet the requirements of this campaign, Whitby reported all its climate actions through the Carbon Disclosure Project.

Corporate

Zero Carbon Whitby

Zero Carbon Whitby was endorsed by Council in March 2021; this plan serves as the Town’s Corporate Energy Management Plan and Corporate Climate Adaptation Plan.



Figure 15 Zero Carbon Whitby

Zero Carbon Whitby has been developed as a framework for implementing a low carbon decision mechanism across the organization. The Plan derives the fair amount of

emissions that Whitby's corporate operations have to reduce to support global GHG emission reduction targets.

As part of the plan, Council approved short, medium, and long-term targets to reduce corporate GHG emissions, namely:

- 20 percent GHG emissions reduction by 2025, below 2019 levels
- 40 percent GHG emissions reduction by 2030, below 2019 levels
- 100 percent GHG emissions reduction by 2045, below 2019 levels;

This target was developed to reflect the Town's contribution to limiting the global annual average temperature increase to 1.5°C.

Embedded within Zero Carbon Whitby is a Carbon Reduction Framework, an overarching framework for GHG emissions management, extending over multiple years and all aspects of municipal operations. This framework empowers staff to develop and implement actions from the bottom up to meet GHG reduction targets by aligning capital and operating budgets with GHG reduction targets.

Zero Carbon Whitby Costing Study (\$)

As the first step of the implementation of the Zero Carbon Whitby Framework, the Zero Carbon Whitby Costing Study was completed. The Study was one of the main recommendations of the Zero Carbon Whitby Framework. The Zero Carbon Costing Study provides a detailed implementation plan for the Town to remain within its carbon budget and reach zero emissions by 2045. The Zero Carbon Costing Study provides a schedule and incremental budget for the Zero Carbon Whitby Plan that optimizes the Town's corporate carbon budget with its existing capital budget and asset management plans. It also provided guidance on the establishment of the Zero Carbon Revolving Reserve Fund.

The estimated incremental cost of this work between 2022 and 2045 is \$63.7 million. In return, over the same period it estimated there will be \$75.3 million in total savings and avoided costs.

The Study proposes that this incremental cost could be paid for entirely from a Zero Carbon Revolving Reserve Fund, seeded with an initial \$34.8 million in funding and then utilizing cost savings from energy, carbon tax, and select capital projects to fund the balance of the program in later years.

Council endorsed the Zero Carbon Whitby Costing Study in September 2022.

Establishment of the 2023 Carbon Budget

With Council's endorsement of the Zero Carbon Whitby Costing Study, in the Fall of 2022 the carbon budget process and the list of Zero Carbon Projects for 2023 were integrated into the 2023 capital budget planning process (Figure 16). This will ensure that the Zero Carbon Whitby Framework has been embedded within the municipal fiscal budget process and help with the ongoing implementation and monitoring of the Town's actions, in alignment with emission reduction targets. The analysis also identifies the

incremental capital costs and operating savings to enable the Town to integrate its first carbon budget as part of the 2023 budget process.

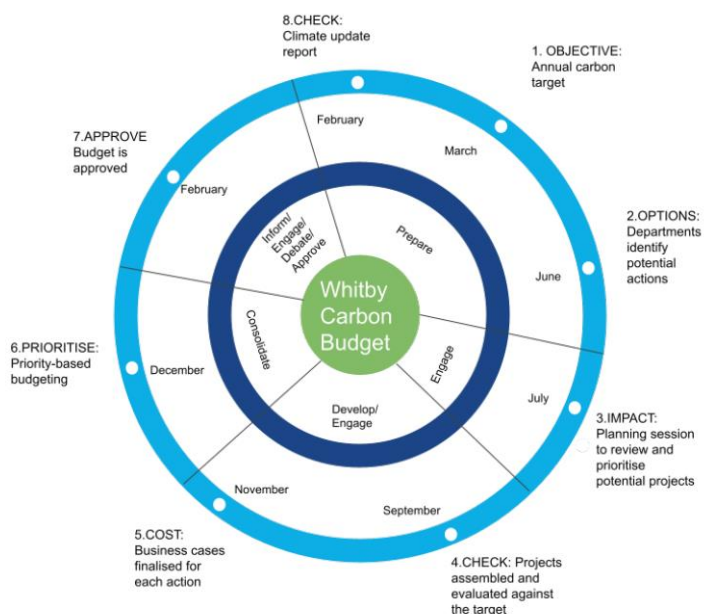


Figure 16 own of Whitby Budget Cycle Incorporating the Carbon Budget

Zero Carbon Revolving Fund

In support of the recommendations of the Zero Carbon Costing Study, a Zero Carbon Revolving Reserve Fund was established in September 2022 to facilitate the implementation of the zero carbon projects. The Zero Carbon Revolving Reserve Fund will provide a sustainable fund to help pay for zero carbon retrofits, pilot projects and to fund incremental retrofit project costs of zero carbon options.

Corporate Building Policy

To minimize the impact that the Town's growth has on carbon emissions, Council endorsed a new Corporate Building Policy in 2021 that requires all new Town buildings and major retrofits to achieve Tier 3 of the Whitby Green Standard. Tier 3 of the standard would require new facilities to be designed to be net-zero ready or equivalent. This means that if zero carbon emissions cannot be met at the time of opening, they are designed to allow them to be retrofitted in the future; therefore, ensuring the long-term carbon reduction goals can be achieved. In alignment with this policy, in 2022 the Whitby Sports Complex was designed to achieve Tier 3 of the Whitby Green Standard. Achieving Tier 3 will allow the Town to lead by example and will hopefully encourage private developers to also achieve the higher voluntary performance tiers of the Whitby Green Standard.

Global Covenant of Mayors

The Town joined the Global Covenant of Mayors (GCoM) in 2019. GCoM is a global network of more than 10,000 cities spanning 139 countries worldwide. These local governments all recognize that ambitious climate initiatives in their communities need to

be taken to keep global temperatures from rising more than 1.5°C. Whitby's participation in the Global Covenant of Mayors commits the community and Town to the following milestones:

- Develop a GHG emissions inventory;
- Assess climate risks and vulnerabilities of your city;
- Define ambitious climate mitigation, resilience and energy targets; and
- Create prioritize, complete and monitor climate action plans.

For more information about the Global Covenant of Mayors, please visit globalcovenantofmayors.org.

Energy Sub Metering (\$)

In 2022, the Town installed energy sub-metres at Town Hall. These meters provide real-time monitoring of gas, electricity and water equipment at the panel and building level. The installation of these sub-meters will help track and monitor Zero Carbon Whitby initiatives.

Facility Upgrades

In 2022, several energy efficiency upgrades were scheduled to be completed, including:

- Port Whitby Marina LED lighting conversion
- Firehall Headquarters LED lighting conversion
- Operations Centre Vehicle Bays LED lighting conversion
- Iroquois Park Sports Complex Pad 2 and Pad 5 LED lighting conversion
- Civic Recreation Complex
 - Variable frequency drive systems on wading pool and heating pumps
 - Rooftop HVAC system equipment efficiency upgrade
 - LED lighting conversion

Energy Star Portfolio Manager



In 2022, the Town completed the Energy Star Portfolio Manager for all major Town facilities. Energy Star Portfolio Manager is an interactive resource management tool that benchmarks the energy use of any building that allows you to:

- Identify underperforming buildings to target for efficiency improvements;
- Identify best practices from efficient buildings;
- Set investment priorities;
- Verify savings and prevent snapback;
- Share and report performance;
- Earn recognition; and,
- Benchmark and track water use, waste and materials, and GHG emissions.

2023 Initiatives

Community

Whitby Climate Emergency Response Plan

A Mitigation Plan is being developed as Phase 2 of the Climate Emergency Response Plan and will outline how as a community; Whitby will reduce its GHG emissions to meet net-zero by 2045. The Mitigation Plan will identify the sources of GHG emissions and implementation pathways to reduce emissions in Whitby and will align with Durham Region's Community Energy Plan. Phase 2 will be completed in October 2023.

Durham Region Green Development Incentive Program

During the process of developing the Whitby Green Standard, some members of the building industry raised concerns about increased housing costs associated with the advanced sustainability criteria, as well as potential challenges for capacity and availability of skilled trades, in terms of technology availability and reliability. In order to address these concerns, an Incentive Program in partnership with Durham Region, the City of Pickering, and the Town of Ajax is being developed to foster greater uptake of the advanced sustainability design criteria identified in Tiers 2-4 of the Whitby Green Standard.

Whitby Green Standard Demonstration Project (\$)

The Town is working with partners to complete a Demonstration Project that measures the costs and benefits of integrating advanced sustainability criteria outlined in the Whitby Green Standard. This will include monitoring the design, construction and occupancy stages to develop 3-6 low-rise residential homes. The outcomes of this project will be used to inform an incentive program that can be applied to promote advanced environmental performance in new home development.

Updating the Whitby Green Standard to Version 2

In Fall of 2023, the Town will begin the process of developing Version 2 of the Whitby Green Standard, in which Tier 2 will be the mandatory requirement. Version 2 of the Whitby Green Standard is to be implemented in September 2024.

Town-wide District Energy Assessment

To support the uptake of clean energy technology in new development and re-development, the Town will complete a comprehensive District Energy Assessment to identify opportunities where decentralized and clean energy could be generated.

Corporate

Submeters at Iroquois Park Sports Complex

The Town has initiated a project to install energy sub-metres at Iroquois Park Sports Complex. The sub-meters will provide real-time monitoring of gas, electricity and water equipment at the panel and building level and an in-depth overview of energy consumption in the facility. The installation of these sub-meters will help track and monitor Zero Carbon Whitby initiatives.

Zero Carbon Capital Projects

In 2023, several energy efficiency upgrades and design/feasibility studies are scheduled to be completed as listed in the 2023 Budget Book, including:

- Design/Feasibility Study for HVAC replacement with zero carbon measures
 - Iroquois Park Sports Complex
 - Firehall 5
 - Port Whitby Marina
 - Firehall 4
- Design/Structural Analysis for Solar Photovoltaic Installation
 - Firehall 5
 - Town Hall

Through Council's approval of a one time Zero Carbon Whitby Funding Request of \$721,000, which was included in the 2023 budget as a decision item, additional Zero Carbon Capital Projects will be completed. These projects will result in a total estimated GHG emissions savings 165,373 KgCO₂e. Completion of these projects are necessary to keep the Town on track to achieve 20 percent GHG emissions reduction by 2025.

Implementation of the 2023 Carbon Budget

The Zero Carbon Whitby Plan indicates Whitby's 2019 (baseline) GHG emissions were 5,525 tCO₂e. Accordingly, Whitby's interim GHG reduction goal is 1,105 tCO₂e (or 1,105,000 KgCO₂e) by 2025. The 2023 Capital Budget process will be used to track Whitby's progress in achieving this interim goal.

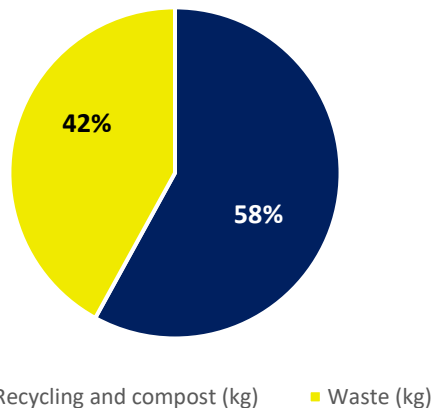
Appendix A: Funding

Sustainability Action	Funding Source	Year Applied	Amount Requested/Received	Success
Whitby Green Standard Demonstration Project	The Atmospheric Fund	2021	\$250,000	Yes
Installation of EV Charging Stations	Natural Resources Canada- Zero Emission Vehicle Infrastructure Program, Round 3.	2021	\$150,000	TBD
	Natural Resources Canada- Zero Emission Vehicle Infrastructure Program, Round 4.	2022	\$350,000	TBD
Native Plant Habitat Improvement	Pollinator Partnership - Native Plant Habitat Grant	2022	\$2,000	Yes
Installation of Sub-meters at Town Hall	Federation of Canadian Municipalities (FCM): Green Municipal Fund - Community Buildings Retrofit Initiative	2022	\$25,000	TBD
Zero Carbon Whitby Costing Study	Federation of Canadian Municipalities (FCM): Green Municipal Fund - Community Buildings Retrofit Initiative	2022	\$128,000	TBD
Operation of Existing EV Charging Stations	Elexicon Energy Sponsorship	2023	\$10,000	Yes
LEAF Community Backyard Tree Planting Program	Elexicon Energy Sponsorship	2022	\$5,000	Yes
Urban Rooftop Beehive Program	Elexicon Energy Sponsorship	2022	\$5,000	Yes
		2023	\$5,000	Yes

(Including Alveole Beekeepers Presentation)				
Whitby Sports Complex	Infrastructure Canada-Green and Inclusive Community Building Fund	2023	\$25 million	TBD

Appendix B - Residential Waste Diversion Rates

2021 Residential Curbside Diversion Rates



2014-2021 Residential Curbside Diversion Rates

Year	Total Waste Generated	Total Waste Diverted	Curbside Diversion
2014	44,610	27,854	62%
2015	40,551	23,919	59%
2016	39,398	22,915	58%
2017	39,124	22,639	58%
2018	38,247	21,740	57%
2019	37,674	21,372	57%
2020	41,489	23,894	58%
2021	41,312	23,798	58%

Appendix C - Greenhouse Gas & Energy Consumption

Town of Whitby Buildings

Corporate Buildings - Energy Consumption*

Energy Type	ekWh 2012	ekWh 2020	ekWh 2021	Difference between 2020 and 2021	% Difference between 2020 and 2021
Electricity	15,518,808	9,366,953	10,239,435	872,482	9%
Natural Gas	13,581,738	14,150,057	12,980,274	-1,169,784	-8%
Total	29,100,546	23,517,010	23,219,709	-297,302	-1%

Corporate Buildings - Greenhouse Gas (GHG) Emissions*

GHG (tCO ₂ e) 2012	GHG (tCO ₂ e) 2020	GHG (tCO ₂ e) 2021	Change 2020-2021	% Change 2020-2021	Change 2012-2021	% Change 2012-2021
3,921	2,837	2,571	-266 tCO ₂ e	-9%	-1,350 tCO ₂ e	-34%

*Please note that much of the energy and emissions saved in 2020 & 2021 were as a result of COVID-19 facility closures.

2021 Corporate Waste

Waste Generated (ton)	Recycling (ton)	Organic Waste (ton)	Diversion Rate (%)	GHG (tCO ₂ e) 2021
277	41	9.2	15%	133 tCO ₂

Corporate Fleet GHG emissions

GHG (tCO ₂) 2017	Diesel (l)	Gasoline (l)	GHG (tCO ₂) 2021	Diesel (l)	Gasoline (l)	Change 2017- 2021	% Change 2017- 2021
1,956	493,997	259,659	1,749	458,618	222,418	- 207 tCO ₂ e	- 10.6%

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar



Report Title: Booster Juice Inc. Naming Rights Sponsorship of McKinney Centre Youth Rooms

Report to: Committee of the Whole

Date of meeting: May 1, 2023

Report Number: CAO 13-23

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:

Sarah Klein, Director, Strategic Initiatives

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Paul Pirri, Senior Manager, Economic Development, pirrip@whitby.ca

Heather Ellis, Acting Advertising and Sponsorship Sales Manager, ellish@whitby.ca

1. Recommendation:

1. That Council approve entering into another three (3) year sponsorship agreement, effective May 16, 2023, with Booster Juice Inc. for the Youth Room Naming Rights at McKinney Centre, named "McKinney Centre Youth Room Fueled by Booster Juice" based on the sponsorship package and other terms and conditions identified in Report CAO 13-23.

2. Highlights:

- The Advertising and Sponsorship section of Economic Development actively solicits the community for sponsorship participation in Town recreational facilities. Top-level sponsorship packages include the "Naming Rights" to certain facilities, subject to Council approval.
- The purpose of this report is to seek Council's approval to secure the proposed Naming Rights Sponsorship by Booster Juice Inc. for the Youth Room located at McKinney Centre for another three (3) year term.

- Subject to Council's approval, the Youth Room at McKinney Centre would be called "McKinney Centre Youth Room Fueled by Booster Juice" for the term of the sponsorship. The total revenue that would be accrued by the municipality over the term of the sponsorship would be \$30,000 + HST.
- The proposed name, "McKinney Centre Youth Room Fueled by Booster Juice" would be used in Town of Whitby publications, promotional materials, rental permits, and the website as appropriate.
- Booster Juice Inc. would be responsible for the production and installation costs associated with the sponsorship package. This is standard practice with the Town's sponsorship program. Along with the naming rights, a suite of signage and other marketing benefits form part of the naming rights sponsorship package.

3. Background:

The sponsorship of the Youth Room at McKinney Centre has been occupied by Booster Juice Inc. since April 16, 2018. The original contract was set to expire on April 16, 2021. Due to the COVID-19 pandemic, the contract was extended to April 16, 2023. Booster Juice Inc. has indicated they wish to proceed with another naming rights package at McKinney Centre for another three (3) year term.

Under the Municipal Property and Facility Naming Policy (Policy MS 250), staff are required to report to Council for approval of corporate naming rights to Town property or property features.

Advertising and Sponsorship, now part of the Economic Development Section of the Strategic Initiatives Division, has undertaken sponsorship sales initiatives, which include naming rights to certain Town property features starting in the year 2000. The program expanded to include the Civic Recreation Complex in 2003, McKinney Centre in 2004, the new Port Whitby Marina (PWM) Clubhouse banquet room, the McKinney Youth Drop-in Centre in 2005, and the new Brooklin Community Centre and Library in 2010.

In September 2018, Council approved the naming Rights of Arena 1 at McKinney Centre as "Bollocks Arena" which remains active until August 31, 2023. The remaining arenas at McKinney Centre currently have the following naming rights sponsorships: "Thermo Fisher Scientific Arena" and "Whitby Toyota Arena".

4. Discussion:

Booster Juice Inc. is a Canadian chain of juice and smoothie bars founded in 1999. The chain specializes in smoothies made of pure juice, fruit sorbet, or vanilla frozen yogurt, frozen fruit, fresh yogurt, and ice.

From day one, Booster Juice Inc. has been committed to providing customers with food they can feel good about. As a leader in healthy alternatives in the quick-serve industry, Booster Juice is consistently looking for new and innovative health

products to add to its menu. Today, Booster Juice has expanded to almost 400 locations around the world, bringing smoothies, fresh-squeezed juices, and delicious hot food items to active customers on the go. Booster Juice has a mission to create long-standing customer relationships by consistently delivering an incredibly delicious, convenient, and nutritious product, perfectly suited for an active lifestyle.

The proposed fee for the sponsorship package reflects current market conditions and is in line with the sponsorship range of fees currently available and sold within McKinney Centre.

The proposed Booster Juice Youth Room naming rights sponsorship package would include the following components at McKinney Centre:

Corporate Branding Opportunities at McKinney Centre:

Lobby	Wall wrap sign leading up to the McKinney Youth Room
Youth Room	One (1) 5' x 8' wall wrap inside the Youth Room
Wall Graphic	Wall graphic leading up to McKinney Centre Youth Room
Entrance - Door Wrap	One (1) door wrap on the Youth Room entrance doors
Backlit Sign	One (1) 4' x 6' backlit sign at McKinney in the best available space
Rink board Sign	One (1) 30" x 96" Rink board sign in McKinney Arenas 1 and 2
Stairs Feature	Full riser graphic on the main staircase leading to the second floor at McKinney Centre

*Booster Juice can pick as few or as many branding items as they wish.

Additional Facility Exposure and Benefits:

TV Ad in Lobby	One (1) complimentary, 20-second commercial on Digital TV in the main lobby. One month free per quarter.
Meeting Rooms	One (1) hour of meeting room space, three times annually at McKinney Centre
Ice-Time	One (1) hour of ice time to be used for free public skate
Lobby Rights	Six (6) times annually: Set up and staff a display or exhibit in the lobby during special events to promote programs or services, support new initiatives, interact with the community, conduct surveys, etc.
Lobby Kiosk	Ability to display pull-up banner in the lobby
Exclusivity	Exclusivity within the Youth Room

Community Engagement Initiatives:

Job Fair Use meeting room space to host a job fair at McKinney Centre

Free Public Skate One (1) Free Public Skate at McKinney Centre

5. Financial Considerations:

The total revenue over the three (3) year sponsorship term would be \$30,000 + HST. Year One (1); \$10,000 + HST, Year Two (2) \$10,000 + HST and Year Three (3) \$10,000 + HST. The client is responsible for the cost of the design, production, and installation of the sponsorship signage and materials.

Net revenue generated by the Advertising and Sponsorship program directly benefits the public by reducing the net cost of providing municipal services at Town facilities and, therefore, the overall property tax burden.

6. Communication and Public Engagement:

The Advertising and Sponsorship section will engage the Communication and Creative Services Division to incorporate appropriate sponsorship opportunities, i.e., free skate, communications, and social calendar.

7. Input from Departments/Sources:

This report has been reviewed by internal departments, including Community Services, Communications and Creative Services, and Financial Services.

8. Strategic Priorities:

This initiative is consistent with the Corporate Strategic Plan objectives takes accessibility standards into account when determining locations of advertising and sponsorship materials.

9. Attachments:

Not Applicable

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0001	Fishing in Town Parks	That Staff report back on legal fishing in Town parks, including Port Whitby, after consultation with the fishing community has occurred.	07 May 2018	11 Feb 2019	25 Sep 2023	
GG-0002	Community and Marketing Services Department Report, CMS 35-18 Re: Cullen Central Park Master Plan	2. That Council direct staff to commence the development of the Cullen Central Park Master Plan with the final Master Plan to be brought forward for Council approval in Q4 2019; and, 5. That Staff identify options to recognize former mayor Marcel Brunelle in Cullen Park.	25 Jun 2018	18 Nov 2019	20 Nov 2023	Community Services staff expect to engage a consultant for the Master Plan this spring to begin the Master Plan. The results will be brought forward for approval in Q4 of 2023.
GG 0004	Correspondence # 2020-77 from Karey Anne Large, Executive Director, Downtown Whitby Business Improvement Area, dated January 2, 2020 regarding the Downtown Whitby Business Improvement Area's Annual Report, the 2020 Proposed Budget, and Disbursement Schedule.	That the Commissioner of Corporate Services/Treasurer be directed to report back on the development of a policy to deal with grant and in-kind requests, including predetermined criteria and scoring, in order to ensure grants are based on needs and targeted outcomes.	09-Mar-20	21 Sep 2020	25 Sep 2023	
GG 0005	Public Works (Operations) Department Report, PW 17-21 Re: Vimy Memorial Park	3. That staff report back to Council on the progress of the park agreement along with refined budget implications prior to assumption.	21 Jun 2021	13 Jun 2022	12 Jun 2023	

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG 0006	Financial Services Department Report, FS 37-21 Re: Town-Owned Land Strategy	That the properties at Part of Lot 25, 26, Conc. 4, Portion of PIN 26569 0285 (LT), Broadleaf and McKinney, as shown on Attachment #15 and Part Lot 25, Con. 2, now 40R-1655, Part 6, PIN 26532 0244 (LT), known municipally as 500 Garden Street, as shown on Attachment #3 be referred to staff to investigate zoning opportunities that would maximize the land value.	27 Sep 2021	05 Jun 2023		
GG 0007	Community Services Department Report, CMS 19-21 Re: Unnamed West Whitby Park – Park Name Survey Results	3. That staff be directed to review the Municipal Property and Facility Naming Policy (MS 250) and report back with any recommended revisions to update the policy.	29 Nov 2021	16 Jan 2023	23 Oct 2023	
GG 0008	Public Works (Operations) Department Report, PW 35-21 Re: Proposed New Waste Collection By-law	3. That Staff report to Council on townhouses, multi-residential and other properties that are not currently serviced for waste collection by the Town of Whitby and report on the feasibility and cost implications of including these properties in the Town's waste collection service to ensure that there are no gaps with respect to the implementation of upcoming extended producer responsibility legislation from the Province of Ontario.	29 Nov 2021	13 Jun 2022	20 Nov 2023	Draft Design Standards have been completed and are being circulated to various depts. and will be used to determine eligible properties in preparation of costing and completion of report for COW.
GG-0009	Participatory Budgeting	That the Town of Whitby staff report back on a participatory budget pilot project in 2022 to be implemented in the 2023 budget process.	29 Nov 2021	06 Jun 2022	13 Jun 2022	

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0010	Memorandum from C. Harris, Town Clerk, dated November 10, 2021 regarding Whitby Diversity and Inclusion Advisory Committee Request to Rename Dundas Street	2. That Town of Whitby staff be directed to prepare a report for Council for Q2 that will identify a process to begin community engagement including consultation with the advisory committees and stakeholders on the question of renaming Dundas Street through the Town of Whitby, and highlight the public and private sector cost implications.	31 Jan 2022	16 Sep 2024		Pending budget approval to support the hiring of a consultant to conduct the community engagement process on the potential of renaming Dundas Street in Whitby.
GG-0012	Legal and Enforcement Services Department Report, LS 04-22 Re: Amendments to Property Standards By-law # 6874-14, Hedge Heights and Management of Vermin	That Report LS 04-22 with respect to hedge heights, be referred back to Staff for a report to Council in Q2 to review and propose changes to the Property Standards By-law including the definition relating to hedges and best practices with respect to hedge heights restrictions and best practices with respect to the removal of hedge heights according to arborists.	07 Mar 2022	13 Jun 2022	12 Jun 2023	
GG-0013	Correspondence # 2022-133 received by C. Harris, Town Clerk, from John Semjan dated February 28, 2022 regarding Dry Saw Cutting Asphalt, Stone, and Concrete on Residential Home Improvement Projects	2. That Council shall direct staff to further investigate and research to determine best practices in neighbouring municipalities and report back to Council through a report on the merits and financial implications of a residential construction dust permit system.	11 Apr 2022	19 Sep 2022	12 Jun 2023	

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0015	Fire and Operational Services (Fire and Emergency Services) Department Report, FOS(FES) 02-22 Re: Report and Recommendations of Changes to the Bylaw to Regulate the Sales and Discharge of Fireworks	2. That Council direct staff to review By-law # 6339-10, in consideration of the Connect Whitby fireworks public survey results, and provide recommendations in the first quarter of 2023 for further revisions to the by-law.	16 May 2022	06 Mar 2023	24 Jun 2023	
GG-0017	Office of the Chief Administrative Officer Report, CAO 18-22 Re: Climate Emergency Response Plan Phase 2: Mitigation-Interim Report	That Staff report back to Council with the tender results for Council's consideration.	26-Sep-22	30 Oct 23		
GG-0018	CAO 03-23, Office of the Chief Administrative Officer Re: Public Art Policy Framework	3. That Staff be directed to prepare a final Public Art Policy to be presented to Council in Q4 2023	20-Mar-23	13 Nov 23		
GG-0019	Refrigerated Outdoor Ice Rinks or Skating Trails	That following the tender results for the Whitby Sports Complex and as part of the development of the Parks and Recreation Master Plan, that Staff be directed to report on opportunities to install refrigerated outdoor ice rinks or skating trails in the Town	20-Mar-23			

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0020	School Zone Parking Enforcement Staff	That Staff be directed to review the opportunity for enhanced school zone parking enforcement through additional staffing resources, and include an analysis of whether such resources would be revenue neutral.	27-Feb-23	25-Sep-23		
GG-0021	Protecting Whitby's Urban Forest Canopy	That staff report back on the opportunity to protect trees of significance on private lands in order to preserve Whitby's urban forest canopy.	20- Mar-23			