



## Committee of the Whole Revised Agenda

Monday, September 25, 2023, 7:00 p.m.

Council Chambers

Whitby Town Hall

In-person attendance at this meeting is subject to capacity limits for the Council Chambers. Members of the public will be admitted on a first come, first served basis. Doors to Town Hall and the Council Chambers will open at 6:30 p.m. and will close once capacity is reached.

If you wish to watch the meeting, it will be available for viewing through the Town's **live stream feed** at [whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar) while the meeting is in progress. Please visit [whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar) for more information about the live stream and archived videos, or contact [clerk@whitby.ca](mailto:clerk@whitby.ca).

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](mailto: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.

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.

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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 Xavier Lucas and Hailey Lucas, Residents (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.2 Oliver Ausustus, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.3 Soragia Stasinakis, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.4 Gary Dunsmuir, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.5 Rebecca Craig, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.6 Diane Mackey, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.7 Stephanie Leblanc, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.8 Mike Leufkens, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.9 Rob McLeod, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.10 Ben Della Motta, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.11 John Kehagias, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.12 Vickie Redden, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.13 Tracey Kelly, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.14 Karen Sim, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.15 Swapnil Sunbarkar and Prapik Sagar, Residents (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.16 Sai Kiran Nookala, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.17 Nancy Mellow, Resident (In-Person Attendance)  
Re: Interim Control By-law – New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law – New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.18 Saad Ashraf, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.19 Dheeraj More, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.20 Colin Cassidy, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.21 Narendra Singh, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.22 Hemkiran Chowdary, Resident (Virtual Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.23 Travis Tiedge, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.24 Windhy Susanto, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.25 Jose Barbosa, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- Recommendation:  
That in accordance with the Town's Procedure By-law, the Committee of the Whole meeting continue to go past 11:00 p.m.
- \*5.2.26 Danielle Charette, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2 - Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.27 Dianna Harrison, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.28 Stratton Findlay, Oshawa Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- Recommendation:  
That in accordance with the Town's Procedure By-law, the Committee of the Whole meeting continue to go past 11:30 p.m.
- \*5.2.29 Michael Hersch, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.30 Sandy Hodder, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.31 Stacey Leadbetter, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.2.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**
- \*5.2.32 Emily Fern, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing
- Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.33 Kamil Kluczewski, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.34 Alexander Wilson, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.35 Antoinette Tomasulo, Resident (Virtual Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.36 Sidorela Kolziu, Resident (Virtual Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.37 Karen Huska, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

- \*5.2.38 Wieslaw Karski, Resident (In-Person Attendance)  
Re: Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

**Refer to Item 5.5.2, Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing**

### 5.3 Correspondence

- \*5.3.1 Correspondence #2023-438 from E. Baxter-Trahair, Chief Administrative Officer, Region of Durham, regarding 1635 Dundas – Shelter Resolution and proposed agreement for a shelter and other future housing uses  
Recommendation:  
That Correspondence #2023-438 from E. Baxter-Trahair, Chief Administrative Officer, Region of Durham, regarding 1635 Dundas – Shelter Resolution and proposed agreement for a shelter and other future housing uses, be received for information.

#### 5.4 Staff Reports

- 5.4.1 PDE 09-23, Planning and Development (Engineering Services) Department Report  
Re: Consolidated Linear Infrastructure – Environmental Compliance Approval Fees (CLI-ECA)

Recommendation:

1. That Council endorse the proposed Consolidated Linear Infrastructure- Environmental Compliance Approval Fees as outlined in Report PDE 09-23; and,
2. That staff be directed to update the Fees and Charges By-law (By-law 7220-17) to include proposed CLI-ECA, substantially as outlined in Report PDE 09-23.

- \*5.4.2 PDE 12-23, Planning and Development (Engineering Services) Department Report  
Re: Update to Traffic By-law 1862-85, No Parking in Area Surrounding Brooklin High School

**Note:** This item was withdrawn from the agenda.

- \*5.4.3 PDE 13-23, Planning and Development (Engineering Services) Department Report  
Re: Update to Traffic By-law 1862-85, Watson Street

**Note:** This item was withdrawn from the agenda.

#### 5.5 New and Unfinished Business - Planning and Development

- 5.5.1 New and Unfinished Business - Planning and Development



\*5.5.2 Interim Control By-law - New Low Barrier Shelters and/or Transitional Housing

Recommendation:

Whereas Council wishes to ensure that the Town's Zoning By-law and Official Plan contain appropriate policies and standards to ensure that new low barrier shelters and/or transitional housing located within the Town are appropriately located, planned, and that it is understood what policies and measures need to be in place to mitigate impacts on surrounding communities.

Now Therefore be it Resolved:

That the Commissioner of Planning and Development be directed to:

1. Retain any consultants deemed to be necessary to undertake, on an expedited basis, a study to examine the land use policies in the Town's Official Plan and Town's Zoning By-law, related to new low barrier shelters and/or transitional housing to identify their ideal locations within the Town and any policies to mitigate impacts on surrounding communities, excluding the lands identified on Schedule "A" to By-law # 7699-20 and on Schedule "A" to By-law # 7700-20. The said study shall provide advice with respect to:
  - a. changes to the Town's Official Plan policies to identify the ideal locations for new low barrier shelters and/or transitional housing within the Town and any policies to mitigate impacts on surrounding communities;
  - b. changes to the Town's Zoning By-law to identify the ideal locations for new low barrier shelters and/or transitional housing within the Town and any policies to mitigate impacts on surrounding communities;
  - c. appropriate strategies to reduce the impacts of new low barrier shelters and/or transitional housing on neighbouring communities; and,
  - d. such other recommendations as may be appropriate to implement Council's desire to identify ideal locations for new low barrier shelters and/or transitional housing within the Town and any policies to mitigate impacts on surrounding communities.
2. Report back to Council within two months' time with a work plan to give effect to the foregoing.
3. Draft an Interim Control By-law under Section 38 of the Planning

Act to be brought forward at the meeting of Council scheduled for October 2, 2023 and ensure that any currently operating low barrier shelters and/or transitional housing within the Town of Whitby are not subject to a proposed Interim Control By-law.

That the Commissioner of Financial Services and Treasurer be directed to:

4. Establish a 2023 capital project for the retainer of any consultants deemed necessary by the Commissioner of Planning and Development for Official Plan and Zoning By-law amendments related to new low barrier shelters and/or transitional housing, in the amount of \$100,000, funded from the Town's Long Term Finance Reserve Fund;

5. Establish a 2023 capital project for the retainer of any Legal Services deemed necessary by the Commissioner of Legal and Enforcement Services/Town Solicitor related the Town's defence of an Interim Control By-law on new low barrier shelters and/or transitional housing, in the amount of \$400,000, funded from the Town's Long Term Finance Reserve Fund.

That the Commissioner of Legal and Enforcement Services be directed to:

6. Retain external legal services and any other consultants necessary to defend any claims brought forward against Council's passage of an Interim Control By-law to a value not exceeding \$400,000.

## **6. General Government**

6.1 Presentations

6.2 Delegations

6.3 Correspondence

6.4 Staff Reports

6.4.1 CLK 05-23, Office of the Town Clerk Report

Re: 2024 Council, Committee, and Public Meeting Schedule

Recommendation:

That Council approve the 2024 Council, Committee, and Public Meetings Schedule appended as Attachment 1 to this Report.

6.4.2 FS 21-23, Financial Services Department Report

Re: Proposed Name Change of the Pioneer Baptist Cemetery to the Dryden Cemetery

Recommendation:

1. That the Groveside Cemetery Board's recommendation to change the name of the Pioneer Baptist Cemetery to the Dryden Cemetery be received and approved;
2. That Staff provide public notice of the proposed cemetery name change and how written objections may be provided to the Town by way of signage posted at the, current, Pioneer Baptist Cemetery site and other advertisements as noted in Report FS 21-23; and,
3. That, subject to no objection being received in connection with the proposed cemetery name change, staff be authorized initiate the name change with the Bereavement Authority of Ontario and execute all documents to implement the cemetery name change.

6.4.3 FS 25-23, Financial Services Department Report  
Re: Q2, 2023 Procurement Awards \$250,000 and Above

Recommendation:

That Report FS 25-23, which outlines procurement awards of \$250,000.00 and above for second quarter of 2023, be received as information.

6.4.4 CAO 21-23, Office of the Chief Administrative Officer Report  
Re: Downtown Whitby Action Plan September 2023 Update

Recommendation:

That Report CAO 21-23 – Downtown Whitby Action Plan September 2023 Update, be received as information.

6.4.5 CAO 24-23, Organizational Effectiveness Report  
Re: 2023 Workforce Plan Review

Recommendation:

That Council receive report CAO-24-23 2023 Workforce Plan Review for information.

\*6.4.6 CMS 08-23, Community Services Department Report  
Re: Winter Maintenance Contract Extension

Recommendation:

1. That Council approve a sole source two-year contract extension of Contract No T-582-2015 issued to Melrose Paving Co. Ltd for front-end loaders with operators through the 2024/2025 winter maintenance season as outlined in Report CMS 08-23;
2. That Council approve the sole source award to add three (3) snowplow/salter combination trucks with operators from Melrose Paving Co. Ltd. under the same terms of Contract No T-581-2018 through the 2024/2025 winter maintenance seasons as outlined in Report CMS 08-23;
3. That staff be authorized to draw \$101,011 from the winter maintenance reserve fund, if required at the end of 2023, related to the sole source award of three additional snowplow/salter combination trucks with operators, under Contract No T-581-2018; and,
4. That the 2024 base operating budget be increased by \$231,983 (plus a Consumer Price Index adjustment) related to the sole source award of the three additional snowplow/salter combination trucks with operators under contract No. T-581-2018.

6.5 New and Unfinished Business - General Government

6.5.1 New and Unfinished Business - General Government

**7. Adjournment**

Motion to Adjourn

Recommendation:

That the meeting adjourn.



September 25, 2023

Mayor Elizabeth Roy  
Town of Whitby  
575 Rossland Road East  
Whitby, ON L1N 2M8

Dear Mayor Roy:

**RE: 1635 Dundas, Whitby - Shelter Resolution**

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**The Regional  
Municipality of  
Durham**  
Office of the Chief  
Administrative Officer

605 Rossland Rd. E.  
Level 5  
PO Box 623  
Whitby, ON L1N 6A3  
Canada  
905-668-7711  
1-800-372-1102  
durham.ca  
**Elaine Baxter-Trahair**  
**B.M. Edu, MBA**  
Chief Administrative  
Officer

Thank you for your correspondence and the efforts of the Town of Whitby to engage with Regional staff to work co-operatively toward a solution which meets all the needs of the community. I have instructed my team to assist me in providing a fulsome response to the proposal from the Town. Care has been taken to respond to all proposals and concerns in the Town's proposal. I agree more discussion is required, I would look forward to an opportunity for the Regional Chair and myself to meet with yourself and the CAO to explain and discuss our approach to meet all the Town's requests to the best of our abilities.

I know that the Town of Whitby appreciates the framework that the Region works within to meet the needs of all members of the community in Whitby. The Region has responsibilities as the Housing and Homelessness System Manager to work with the Town of Whitby on addressing the Housing needs of the residents of Whitby. The Region and the Town of Whitby must act in conformance with the Ontario Human Rights Code. However, the Regional Chair and myself are committed to meet with yourself and the CAO in good faith to discuss and address all concerns and consider all aspects of the proposal.

At this time and subject to more discussion, allow me to advise that the Region:

If you require this information in an accessible format, please contact Christina Patten at 1-800-372-1102 ext. 2037.

- is committed to address housing and homelessness in Whitby and to prioritize the needs in the community in Whitby in doing so
- Will be transparent and commit to the best practices which will be in place at the shelter including intake, security, staffing and programming
- Will be transparent and commit to a process for dialogue and engagement on the planning for the additional uses for the remaining space. The Region does have a vision for addressing housing and homelessness in Whitby. The Region does have a vision for addressing housing and homelessness in Whitby. The Region has a comprehensive housing strategy as approved at Council and we are an experienced provider capable of delivering well planned and well executed housing solutions from shelter to transitional housing to community housing. The Region is also interested in the feedback from the community and in providing an opportunity to engage with these plans to meet the needs of the local community.
- Will support and commit to joint action between the Region and the Town of Whitby on specific protocols which will address the crisis of homelessness in Whitby – inclusive of all of the impacts of that crisis for the people who are experiencing homelessness to the community members who are also impacted.

As you know, in the case of the shelter at 1635 Dundas Street East, it is the Region's goal and obligation to provide this shelter in a timely manner without barriers to shelter and housing not experienced with other forms of housing or similar uses. The Region understands and acknowledges the community concerns. We are committed to working with the Town of Whitby as a partner in addressing these concerns. At the same time, the Region must ensure these concerns are expressed and addressed in a manner which does not pose a barrier to housing and to this shelter in particular.

I look forward to the opportunity to work with you to address the concerns of residents and deliver this needed project for the community of the Town of Whitby.

Yours truly,

Original Signed By

Elaine Baxter-Trahair

Chief Administrative Officer

c. Matthew Gaskell, CAO, Town of Whitby

Enclosed

AGREEMENT  
TOWN OF WHITBY  
AND  
REGION OF DURHAM

**Purpose**

This agreement relates to the use of 1635 Dundas Street East (the Dundas Street Shelter) as a shelter and other future housing uses.

**Recitals**

Whereas the Region is the Housing and Homelessness System Manager responsible for planning, designing and delivering services to people either directly or through delivery partners with Federal, Provincial and local funding. The system is required to provide adequate Housing for residents of Durham Region, which includes all forms of housing including Warming Centres, Shelters, Supportive Housing, Transitional Housing, Community Housing, Rent Geared to Income Housing and Affordable Housing.

Whereas the Shelter is a right under s. 7 of the Canadian Charter of Rights and Freedoms and the right to the provision of accommodation free from discrimination is provided for under the Ontario Human Rights Code and the Region and the Town, as governments, are obligated to meet these constitutional requirements.

Whereas Homelessness has been recognized as a crisis in Durham Region, including within the Town of Whitby. The Town and the Region intend that if a shelter space exists a person will not be left unsheltered as a result of this agreement.

Whereas the Region and the Town will continue to work co-operatively and in good faith with each other as levels of government and with members of the community including locally elected representatives to ensure engagement and to meet the needs of the community.

**Shelter**

1. The building, formerly Sunnycrest Long Term Care Home, located at 1635 Dundas Street East in Whitby ("the Dundas Street Shelter") will initially be used as a shelter with 45 shelter spaces available.



2. The Region will use best practices including coordinated access, intake and data collection to support efficient access to the program for people experiencing homelessness. Currently there are people on the by-name list seeking housing in Whitby. Some of these people may currently be unsheltered and would be priority candidates for shelter. In addition, there are people living unsheltered in Whitby who are not on the by-name list. Outreach team will support prioritizing moving people living outdoors in Whitby into the Dundas Street Shelter.
3. The Town and the Region agree that if a shelter space exists a person will not be left unsheltered as a result of this agreement.
4. The Region is committed to providing a comprehensive program for the shelter which meets the needs of the persons requiring these services set out in, in part, in Attachment A.
5. The Region acknowledges that they do not intend to use more than 45 spaces as shelter at the Dundas Street Shelter. At the same time, the Region and the Town acknowledge that as the Housing and Homelessness System Manager and for other reasons including obligations set out above, the Region cannot cap shelter spaces at 45. However, the Region can provide a good faith acknowledgement and commitment that there is no intention use additional spaces except where circumstances require it.
6. In the event more than 45 shelter spaces will be in use at the Dundas Street Shelter program the Region will commit as follows:
  - a. The Region will prepare a report as soon as is practical which identifies
    - i. The circumstance which led to the use of additional spaces
    - ii. An estimated timeframe when the circumstances will end and the use of the additional spaces will end
    - iii. The number of additional spaces needed
    - iv. Additional measures taken including any additional staff or services provided at the site during this period
  - b. This report will be provided to the Town and the Community Liaison Committee
  - c. An annual report compiling all such instances with recommendations for mitigation of these occurrences in the future will be provided to the Health and Social Services Committee and sent to the Town and the Community Liaison Committee.
7. The Region commits to the Town to work towards providing adequate and appropriate low barrier shelter spaces for persons experiencing homelessness in Whitby. While it is acknowledged that people have the right to shelter, both the Town and the Region are committed to reducing and preventing the use of public spaces, such as parks, for shelter where proper shelter spaces are available. Ensuring that adequate shelter spaces are available at 1635 Dundas Street East is an essential component of the solution for reducing homelessness in Whitby.

### **Additional Housing Uses**

8. The Region intends to fully utilize the remainder of the site for housing and related purposes. The Region does not intend to allocate more than 45 shelter spaces at the site. These additional uses under consideration include: employment services, housing services, health services, mental health services, treatment including treatment for drug and alcohol addiction, counselling and family services, and legal services.
9. The Region will commit to a process of community engagement and engagement with the Town of Whitby with respect to these additional uses. That process will conclude with a report to Regional Council.
10. The Region will complete the process of engagement and the report to Regional Council before making additional use of the remainder of the building. An outline of the process of engagement is at Attachment C.

### **Housing and Homelessness Support**

11. The Region commits to work with all local tiers on a protocol designed to connect persons living unsheltered, particularly persons living unsheltered outside in public spaces with formal shelter and supportive and other housing services. This protocol will involve cooperation between the local and regional levels and include multi-disciplinary approaches involving community safety, social services, housing and health services.
12. The Region will commit to provide staffing and other resources necessary to support the formation of a Mayors Task Force on Homelessness and Drug Addiction. The Region will implement such recommendations of the Mayors Task Force as are approved and directed by Regional Council.

### **Attachment A - Description of Site Features, Policy and Services**

1. The Region plans, designs and delivers services to people either directly or through delivery partners utilizing an intake policy based on best practice to satisfy the following criteria – safety, service needs of shelter residents. A copy of the intake policy for the shelter will be made available to the liaison committee. Individual decisions made under the intake policy are subject to protection under MFIPPA.
2. The Region will provide full funding and staffing for security and maintenance of the building.
3. On-site security presence 24/7 for a minimum of one year. Security will also be available offsite 24/7 through the Regional security service available to all Regional facilities. Onsite an in person response to security incidents will be provided in accordance with the Region's security standards applicable to all Regional facilities, with an on—site facilities personnel, as well as at least one back up, as required when the facilities personnel is unavailable.
4. The Region will evaluate the level of onsite security required on an as needed basis, based on the Building needs and the type and frequency of incidents, and in any event on at least an annual basis. On—Site security will be adjusted according to needs and risks, and included as a component of regular operational reviews. Annual reports and any changes will be reported to the Community Liaison Committee.
5. Region will provide a 24/7 phone number and email for the first year of operations to be administered by the Region's security staff and the building manager. This phone number and email will be for security monitoring and incident investigation, and will be open to the public who have questions, concerns or complaints relating to the Project.
6. The Region will install on site appropriate surveillance systems as deemed appropriate by security professionals. The surveillance systems will include CCTV cameras in appropriate interior common areas of the building and on the exterior of the building and site in accordance with Regional standards. The CCTV coverage will conform with Human Right code and the security systems will be updated with Cameras as appropriate.

7. The Region will provide on site illumination to the existing building and property where required. Exterior lighting will comply with Building Code requirements as well as Crime Prevention Through Environmental Design ("CPTED") recommendations and subject to meeting the CPTED recommendations, will strive to achieve minimal light excursions from the site through the use of shielding and other design considerations.
8. The Region will install appropriate property features to enhance privacy and meet the needs of both local residents and shelter residents. That includes a fence up to a maximum of 10 feet in height on portions of the property where this is appropriate based on existing and planned landscaping.
9. The Region will provide on-site services as well as service navigation to other services available off-site for shelter occupants. A list of those services includes but is not limited to: employment services, housing services, health services, mental health services, treatment including treatment for drug and alcohol addiction, counselling, family services, and legal services.

## **Attachment B – Reporting and Liaison During Operations**

1. The Region shall establish with the Town a Community Liaison Committee. The Region will provide adequate support for the operation of this Committee Liaison Committee. The Region will provide the Terms of Reference for the Community Liaison Committee with a commitment to review and revise the Terms of Reference as appropriate in the future. The Community Liaison Committee will include representation from the Town, the Region and residents of the community.
2. The mandate of the Community Liaison Committee is to share and disseminate information, identify issues and concerns that impact area residents, develop ongoing communications protocols between the community and the Region as shelter operator and identify risk and risk mitigation strategies.
3. All meeting minutes of the Community Liaison Committee will be provided to the Town's CAO. Reports as set out elsewhere will be provided to the Community Liaison Committee for their discussion and feedback.
4. The Region shall meet with the Town CAO and Mayor monthly for regular updates, if required. If invited to do so, the Region, made up of the Chair, CAO, Commissioner of Social Services and other Regional staff as appropriate, will attend Town Council in an open forum upon invitation and up to twice a year within the first year of operations.

### **Attachment C – Community Engagement Plan**

The Region has plans for this item which we are prepared to provide and discuss in full with the Town of Whitby. The Region has previously engaged in consultation on similar projects but would like to provide the Town the opportunity to provide input on that plan. A proposal can be provided to the Town for discussion.

# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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### Report Title: Consolidated Linear Infrastructure – Environmental Compliance Approval Fees (CLI-ECA)

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** PDE 09-23

**Department(s) Responsible:**

Planning and Development Department  
(Engineering Services)

**Submitted by:**

R. Saunders, Commissioner, Planning  
and Development

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

**For additional information, contact:**

P. Angelo, Director, Engineering  
Services x4918

V. Marouchko, Senior Manager of  
Development Engineering, Planning and  
Development x4921

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### 1. Recommendation

1. That Council endorse the proposed Consolidated Linear Infrastructure-Environmental Compliance Approval Fees as outlined in Report PDE 09-23; and,
2. That staff be directed to update the Fees and Charges By-law (By-law 7220-17) to include proposed CLI-ECA, substantially as outlined in Report PDE 09-23.

### 2. Highlights

- Environmental Compliance Approval (ECA) applications are permit applications for new municipal sewage and stormwater management systems that are required to be submitted to the Ministry of the Environment, Conservation and Parks (MECP) for review and approval.

- Historically, ECAs for all new developments were prepared by Developers' consultants and submitted to Municipalities/Regions for review and acceptance. Subsequently, all ECAs, along with applicable fees, were submitted to the MECP for review and approval. Most of the review/approval and record keeping was the MECP's responsibility. The overall ECA approval process could take up to a year.
- In order to simplify and streamline the ECA approval process, in March 2021, the MECP issued a Guide to Applying for the First Consolidated Linear Infrastructure Environmental Compliance Approval (the Guide for ECA-CLI) document which significantly changed the ECA approval process.
- According to the new ECA-CLI approval process, almost all responsibilities for detailed review, approval, record-keeping and future monitoring, have been downloaded to local Municipalities.
- The new ECA-CLI approval process is an added scope to the Town's current review responsibilities and will require additional staff time and budget.

### 3. Background

- The Ministry of the Environment, Conservation and Parks approval for new municipal sewage and stormwater management (SWM) systems is a standard requirement for any development/redevelopment project that proposes new water, sanitary and storm services. Each type of sewer and stormwater management facility would require a separate ECA permit application. Previously, Local Municipalities would have minimal input in the ECA approval process, leaving most of the review, approval, and record-keeping responsibilities with the MECP. Over the last two decades, the MECP ECA applications have become increasingly lengthy and complex. As a result, review times by the MECP have been increasing, creating delays in the overall development review/approval process.
- In order to resolve the ECA approval backlog, the MECP has created a Consolidated Linear Infrastructure (CLI) Permissions Approach for low-risk sewage collection and stormwater management projects. The MECP's goal was to get important, low-risk public infrastructure projects built sooner by reducing the review time, streamlining the process, and consolidating ECAs into a CLI-ECA. MECP released a Guide to Applying for the First Consolidated Linear Infrastructure Environmental Compliance Approval guidelines in March 2021.



As per the new ECA review and approval process, all Municipalities must apply for and obtain a Consolidated Linear Infrastructure - Environmental Compliance Approval (CLI-ECA). Once the ECA-CLI is in place, Local Municipalities are responsible for detailed reviews of sewage and stormwater management ECA applications, for sign-offs of these applications and for adding all new sewage and SWM infrastructure (that the Municipalities will own and operate) to the ECA-CLI database. The MECP has also introduced additional conditions and requirements to the ECA review process. After the sign-off of the ECAs, Local Municipalities will also be responsible for submitting ECA forms to the MECP at the completion of the sewage and SWM infrastructure construction. Following the assumption of the new sewage and SWM infrastructure, the Local Municipalities are required to develop, implement, and provide annual reports on sewage and SWM infrastructure monitoring programs. The last step in the modernized ECA approval process is the Municipality's responsibility to provide the MECP with updated ECA-CLI data every five (5) years.

The Town applied for a CLI-ECA in 2021 and received the issuance of the CLI-ECA in October 2022. Currently, all new Development application ECAs follow the new review and approval process, managed by the Engineering Development Section.

#### 4. Discussion

The Town is responsible for review and approval of ECAs for storm sewer networks (storm sewer pipes, LIDs, OGS, etc.) and SWM facilities (ponds, underground storages, etc.). Sanitary and watermain ECAs remain the jurisdiction of the Region.

The scope of work associated with the new ECA process is an increase in the current workload and requires additional staff resources. Further, with the advent of the CLI-ECA, a number of Municipalities are already in the process of introducing ECA review fees and in the process of securing dedicated ECA review staff.

To ensure that the additional responsibilities and tasks are compensated on a fee for service basis, consistent with other development application review services, it is necessary to establish a new fee for service category. The new fees are based on the MECP fees charged for the review of these types of applications. This approach has been taken at the outset, to ensure consistency in the process, and minimize impacts on existing applications. Once the Town has a sufficient experience in the new ECA review process, the fees will be updated to reflect an actual time staff spend on the review process.

Accordingly, it is recommended that the following fees be introduced for CLI-ECA applications:

- \$1,500 for the review of a CLI-ECA application for the alteration/addition to the Town's storm sewer network (including on-line LID, OGS, MTD features); and,

- \$3,000 for the review of a CLI-ECA application for a new SWM facility to be owned and operated by the Town of Whitby.

Staff are confident that the above fees represent the minimum necessary for the Town to cover its costs in the review of CLI-ECA applications.

## **5. Financial Considerations**

The proposed CLI-ECA fees will help to ensure that the costs associated with the new ESA review and approval process are recovered on a fee for service basis and not an added pressure on the Town's tax base.

## **6. Communication and Public Engagement**

There is no statutory requirement for consultation or public engagement regarding the introduction of CLI-ECA fees. Further, as the proposed fee amount is similar to the fee charged by the MECP for a similar review, the impacts on existing applications would be negligible, and staff did not engage with developers and/or development groups (e.g., BILD).

## **7. Strategic Priorities**

The information presented in this report aligns with the Town's Corporate Strategic Plan Priority to be a high performing, innovative, effective, and efficient organization.

## **8. Attachments**

N/A

# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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### Report Title: Update Traffic By-law 1862-85, No Parking in Area Surrounding Brooklin High School

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** PDE 12-23

**Department(s) Responsible:**

Planning and Development Department  
(Engineering Services)

**Submitted by:**

Roger Saunders, Commissioner,  
Planning and Development

<b>Acknowledged by M. Gaskell, Chief Administrative Officer</b>
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**For additional information, contact:**

Tara Painchaud, Senior Manager,  
Transportation Services, x4937

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#### 1. Recommendation:

1. That Council approve the proposed amendment to Traffic By-law 1862-85, to incorporate the changes to Schedule "B" of the By-law, as identified in Attachment No. 2.
2. That a by-law to amend the Traffic By-law 1862-85 be brought forward for the consideration of Council.
3. That Council direct the Clerk to provide a copy of Report PDE 12-23 to the Durham District School Board (DDSB) and to the Brooklin High School administration.

#### 2. Highlights:

- Brooklin High School students regularly park on the residential streets surrounding the high school. Residents have noted that students leave garbage, drive recklessly, and park in an unsafe manner.
- Given the timing of the school breaks/lunch, students are able to park on local streets and still comply with the three-hour parking limit.

- A temporary No Parking restriction has alleviated the student parking. Formalization of a restriction, to allow for visitor parking for the area residents, is being recommended.
- Similar to the residential area surrounding Henry Street High School and Anderson Collegiate Vocational Institute, a weekday No Parking restriction is proposed.
- The cost of the manufacturing and installation of signage is expected to be in the order of \$8,500.

### **3. Background:**

Brooklin High School is located in the northwest corner of the Baldwin Street/Carnwith Drive intersection. The school was opened in 2015 with a Ministry rated capacity of 1,283 students. The student population is approximately 1,400 students in grades 9 through 12, and as of August 2023, there were three portables on site.

Durham Student Transportation Services (DSTS) is responsible for the management and administration of all school transportation between home and school, for students eligible for bus transportation, in accordance with the Transportation Policy of the Durham District School Board. Students are eligible for transportation if their home is within their designated school attendance boundary at a distance of more than 3.2 kilometers (km) for secondary school students. The majority of Brooklin High School students are walking students.

There is limited on-site parking available for students, and parking is only available to grade 12 students. Students must register to park on school property, agree to the school's parking contract conditions and display a permit. The number of students with their driver's licence, and access to a personal vehicle, exceeds the available on-site school parking.

Carnwith Drive, between Baldwin Street and Braddock Court, is signed No Stopping.

### **4. Discussion:**

Residents on Leithridge Crescent have noted that student parking is a daily occurrence and is disruptive to the neighbourhood. Increased speeding and traffic, more litter, and parking that blocks driveway access and visibility has been noted by residents. In May, temporary No Parking signage was installed on the east leg of Leithridge Crescent between Carnwith Drive and Aller Park Way. Unfortunately, student parking shifted to just beyond the signage. The temporary restriction was updated to include all of Leithridge Crescent, as well as Braddock Court and Whitmore Court. Transportation Services staff did not receive any negative feedback regarding the temporary restriction. The restriction was removed during the summer, but residents have requested a permanent solution. Given the timing of Report PDE 12-23, a temporary No Parking restriction was again planned for September.

Staff are proposing a permanent weekday No Parking restriction. The restriction would be between 8:00 a.m. and 3:00 p.m., Monday through Friday, from September to June. The general by-laws, including, but not limited to, no parking within 10 metres of any intersection would still be applicable at all times (refer to Attachment #1).

High schools often have increased student parking, which is not accounted for in the Zoning By-law and cannot be fully accounted for as part of the school construction. Although most high schools exceed the by-law for parking requirements, there is still often more demand than supply. Due to similar parking issues, the streets surrounding Henry Street High School and Anderson Collegiate Vocational Institute also have a weekday No Parking restriction.

**5. Financial Considerations:**

The cost of manufacturing and installing the No Parking signage is expected to be in the order of \$8,500 and will be funded from Capital Project No. 40236403 for Future Traffic Signage and Pavement Markings.

**6. Communication and Public Engagement:**

Transportation Services have notified impacted residents of Staff Report PDE 12-23.

**7. Input from Departments/Sources:**

A No Parking restriction and the associated signage will allow Parking Services to enforce the restriction. Parking Services staff have been advised of the proposed restriction and have no concerns from an enforcement perspective.

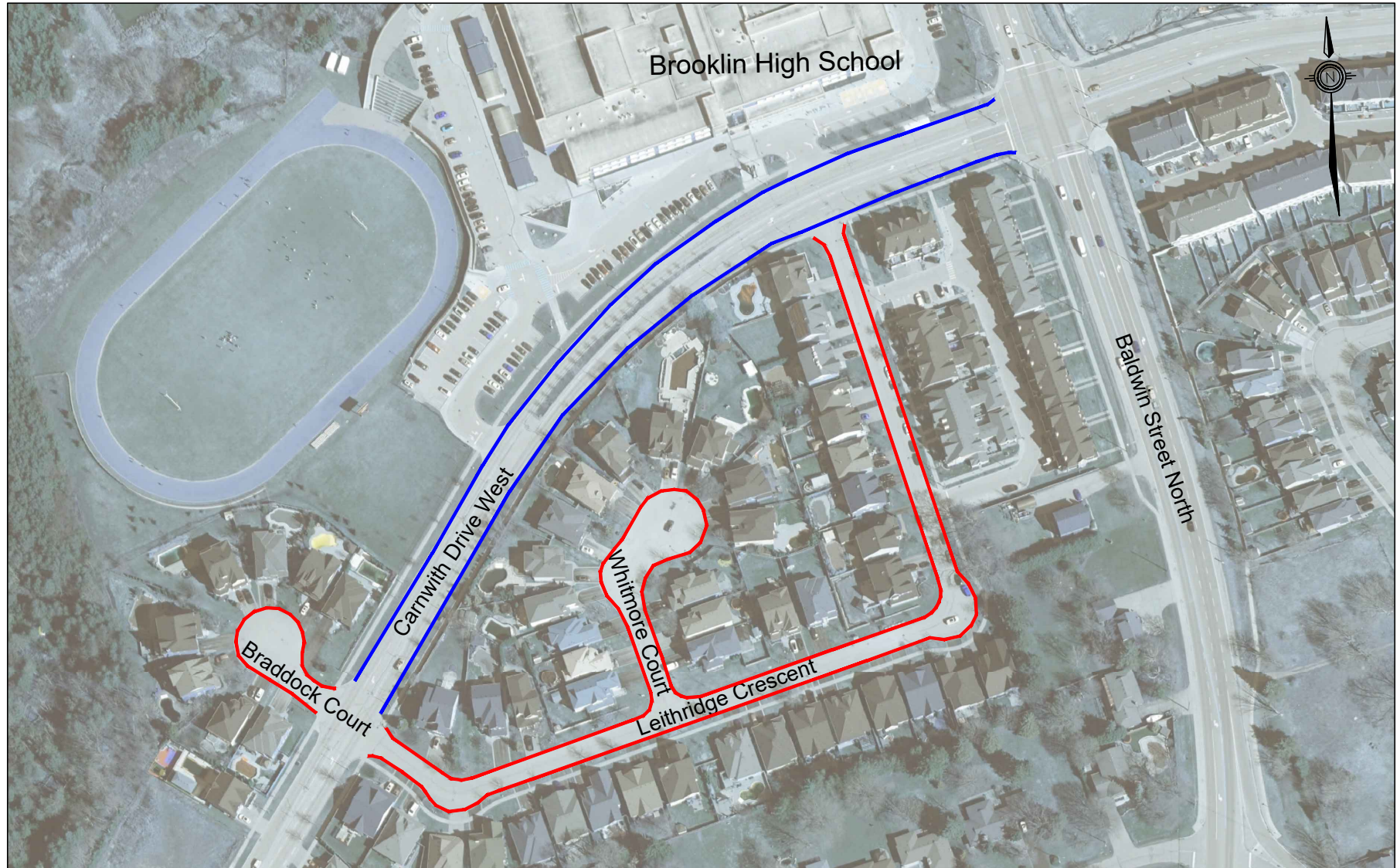
**8. Strategic Priorities:**

The recommendations contained in this report align with the Whitby's Neighbourhood and Government Pillars of the Community Strategic Plan. Whitby's Neighbourhood Pillar includes opportunities to improve road safety, while the Government Pillar recognizes responding to community needs. In addition, sustainable transportation such as supporting walkability is a key sustainability principle.

**9. Attachments:**

Attachment 1: Proposed No Parking Restriction

Attachment 2: Draft By-law to Update Traffic By-law 1862-85



**Legend:**

— Existing No Stopping

— Proposed No Parking

8AM - 3PM  
MON-FRI  
SEPT-JUNE



## Proposed No Parking Restriction







# Town of Whitby

## Draft By-law # XXXX-23

### Traffic By-law Amendment

Being a By-law to Amend By-law # 1862-85, being a By-law to Regulate Traffic on the Highways and on Certain Private Roadways in the Town of Whitby.

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 1862-85 to regulate traffic on highways in the Town of Whitby;

Now therefore, the Council of The Corporation of the Town of Whitby hereby enacts as follows:

#### 1. General

- 1.1. That Schedule B, No Parking, is hereby amended, as described in Schedule A hereto attached.

#### 2. Effective Date

- 2.1. The provisions of this by-law shall come into force and take effect on the passing thereof and at such time as proper signage has been erected.

By-law read and passed this *Select date* day of *Insert Month*, 2023.

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Elizabeth Roy, Mayor

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Christopher Harris, Town Clerk

**Schedule A**

Schedule B, No Parking, to By-law 1862-85, as amended, is further amended by adding thereto the following:

<b>Column 1 Highway</b>	<b>Column 2 Side</b>	<b>Column 3 Between</b>	<b>Column 4 Prohibited Times or Days</b>
<b>Braddock Court</b>	East and West	Carnwith Drive and the Cul-de-sac	8:00a.m. - 3:00p.m. Mon - Fri Sept – June
<b>Leithridge Crescent</b>	North, South, East and West	Carnwith Drive and Carnwith Drive	8:00a.m. - 3:00p.m. Mon - Fri Sept – June
<b>Whitmore Court</b>	East and West	Leithridge Crescent and the Cul-de-sac	8:00a.m. - 3:00p.m. Mon - Fri Sept – June

Table 1 - Schedule B, No Parking, to By-law 1862-85, as amended, adding thereto



# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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**Report Title:**     **Zoning By-law Amendment Application to Remove the Holding (H) Symbol, Menkes Champlain Inc., Champlain Avenue, File No. DEV-33-21 (Z-23-21)**

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**Report to:**     **Committee of the Whole**

**Date of meeting:**     April 3, 2023

**Report Number:**     **PDP 13-23**

**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. Taylor, Planner II, x. 2902

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### 1. Recommendation:

1. That Council approve an Amendment to Zoning By-law # 1784 (File No. Z-23-21) for the removal of the Holding (H) Symbol, as outlined in Planning Report PDP 13-23; and,
2. That a by-law to amend Zoning By-law # 1784 be brought forward for consideration by Council.

### 2. Highlights:

- A Zoning By-law Amendment Application has been submitted by Menkes Developments Ltd. on behalf of Menkes Champlain Inc. for the land located on the south side of Stellar Drive, east of Thickson Road South.
- The proposal is to remove the 'H' Holding Provision from the Holding - Prestige Industrial Zone - Exception 2 (H-M1A-2) zoned portion of the property.
- A Site Plan Application has been submitted to construct a 15,144 square metre (163,013 square foot) warehouse along the Stellar Drive frontage (Phase 1).

### **3. Background:**

#### **3.1. Site and Area Description**

The subject land includes land on the south side of Stellar Drive, east of Thickson Road South (refer to Attachment #1). The subject land is approximately 9.52 hectares (23.51 acres) in size.

Surrounding land uses include future industrial uses to the north and east, Highway 401 to the south and Durham College (Whitby Campus) to the west (refer to Attachment #2).

#### **3.2. Applications and Proposed Development**

A Zoning By-law Amendment Application (Z-23-21) has been submitted to remove the Holding (H) Symbol from the property.

A Site Plan Application has been submitted to permit the development of a 15,144 square metre (163,013 square foot) warehouse containing three (3) units along the Stellar Drive frontage (Phase 1) (refer to Attachment #3). The Site Plan Application will proceed through the Commissioner of Planning and Development once all agency comments have been received and addressed.

A future Site Plan Application will be required for future phases of the industrial development south of Stellar Drive.

The proponent also owns land north of Stellar Drive which will be subject to separate development applications.

#### **3.3. Documents Submitted in Support**

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

- A Site Plan prepared by Turner Fleisher Architects Inc., dated May 2, 2022 latest revision date December 18, 2022 (refer to Attachment #3);
- An Environmental Impact Study prepared by Stantec Consulting Ltd., dated October 25, 2021, revised December 19, 2022, which proposes to remove existing wetlands and associated buffers on the lands south and north of Stellar Drive and create a new wetland in the Open Space area on the lands south of Stellar Drive. The proposed wetland compensations result in a net gain of 0.10 ha in wetland with a corresponding net loss of 0.41 ha in buffer area;

- A Functional Servicing and Stormwater Management Report prepared by Stantec Consulting Ltd., dated October 25, 2021, revised December 13, 2022 which provides recommendations on site servicing, grading, floodplain, stormwater management and drainage. The hydraulic analysis and cut-fill balance demonstrates that there will be no impacts to the floodplain;
- A Hydrogeological Report prepared by DS Consultants Ltd., dated March 9, 2021, which provides an overview of the existing geological and hydrogeological conditions, provides an estimate of construction dewatering and associated impact assessment, as well as discharge permit requirements;
- A Noise Feasibility Study prepared by HGC Engineering, dated October 26, 2021, which concludes that no noise mitigation is required;
- A Phase 1 Environmental Impact Study (ESA) prepared by DS Consultants Ltd., dated March 3, 2021, which concludes that a Record of Site Condition is not required but that a Phase 2 ESA is required;
- A Phase 2 ESA prepared by DS Consultants Ltd., dated April 6, 2021, which concludes that applicable Site Condition Standards have been met and that any excess soils generated by the future development will be subject to O.Reg. 406/19;
- A Stormwater Management Pond and Rain Garden Operation and Maintenance Report prepared by Stantec Consulting Ltd., dated December 9, 2022 which outlines the maintenance responsibilities and procedures required to maintain the stormwater management pond and rain garden;
- A Sustainability Brief prepared by GHD, dated October 22, 2021, outlines how the proposed development meets the mandatory Tier 1 sustainability criteria of the Whitby Green Standard;
- A Transportation Impact Study prepared by LEA Consulting Ltd., dated November 11, 2021, concludes that the traffic associated with the planned development maintains acceptable conditions for the road network in the surrounding area, with minor optimizations for the network.

The above documents have been 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 as “Employment Areas” on Schedule ‘A’ Map ‘A4” of the Regional Official Plan (ROP). Employment Areas are intended for manufacturing, assembly and processing of goods, service industries, research and development facilities, warehousing, offices and business parks, hotels, storage of goods and materials, freight transfer and transportation facilities.

The proposed development conforms to the ROP.

##### **4.2. Whitby Official Plan**

The majority of the subject land is designated Prestige Industrial on Schedule ‘A’ – Land Use and a portion of land along the west side is designated Major Open Space (refer to Attachment #4).

Lands designated Prestige Industrial permit uses including but not limited to light industrial uses within enclosed buildings, office uses, data processing centres, commercial or technical school, research, and development facilities. (4.7.3.2.2)

Official Plan Section 4.7.3.2.3 states: “Warehousing and wholesale distribution uses may be permitted on lands designated as Prestige Industrial, with the exception of Business Parks, subject to the following criteria:

- a) located in proximity to Highways 401, 407, or 412;
- b) separated from residential areas;
- c) does not create additional traffic through residential areas; and
- d) wholly enclosed in buildings with no outdoor storage.”

The proposed warehouse located in proximity to Highway 401 conforms to the policies of the Official Plan.

##### **4.3. Zoning By-law**

The subject land is zoned Holding – Prestige Industrial – Exception 2 Zone (H-M1A-2) and G – Greenbelt under By-law # 1784, which permits a variety of industrial uses, subject to removing the ‘H’ Holding Provision (refer to Attachment #5).

A Zoning By-law Amendment is required to lift the ‘H’ Holding Provision which was applied through site-specific By-law # 6893-14 until such time as a Noise Impact Study has been prepared and the Consumers Drive extension (now called Stellar Drive) has been constructed. The required Noise Impact Study has been completed and concluded that no noise mitigation is required. Stellar Drive has also been constructed.

A successful Minor Variance Application will be required to address the proposed parking in the front yard, along with any other non-compliance to By-law # 1784, as part of the Site Plan Application for Phase 1.

#### **4.4. Conclusion**

The majority of the subject land is designated for Prestige Industrial and a portion is designated for Major Open Space uses. Prestige Industrial areas are intended to support a variety of industrial uses.

The proposed development will serve to increase the range of employment opportunities available within the community.

The proposed building design and articulation will be dealt with through the Site Plan approval process and will be designed to be appropriate within the existing and planned built form context.

Development of the subject land for an industrial building is appropriate as it is situated within the built-up area, along an arterial road with access to transit facilities.

All of the commenting departments and external agencies have indicated support for, or no objection to, the proposed development subject to their comments and conditions, as outlined in Section 7.

Based on the detailed review of the applications and consideration of public and agency comments and requirements (refer to Section 6), it is concluded that the proposed development is in conformity with the Region and Town Official Plans. Therefore, it is recommended that Council approve the proposed Zoning By-law Amendment to lift the 'H' Holding Provision.

#### **5. Financial Considerations:**

Not applicable.

#### **6. Communication and Public Engagement:**

A statutory public meeting is not required for the removal of an 'H' Holding Provision, as per the *Planning Act*.

#### **7. Input from Departments/Sources:**

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

- Town of Whitby Engineering Services;
- Canadian Pacific (CP) Railway;
- Central Lake Ontario Conservation Authority (CLOCA);
- Ministry of Transportation (MTO); and,
- Region of Durham.

Refer to Attachment #6 for additional detailed comments.

**8. Strategic Priorities:**

The development review process has provided opportunity for public and 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 application has been circulated to the Accessibility Advisory Committee for review and comment to ensure all accessibility requirements are met.

**9. Attachments:**

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Proponent's Proposed Site Plan

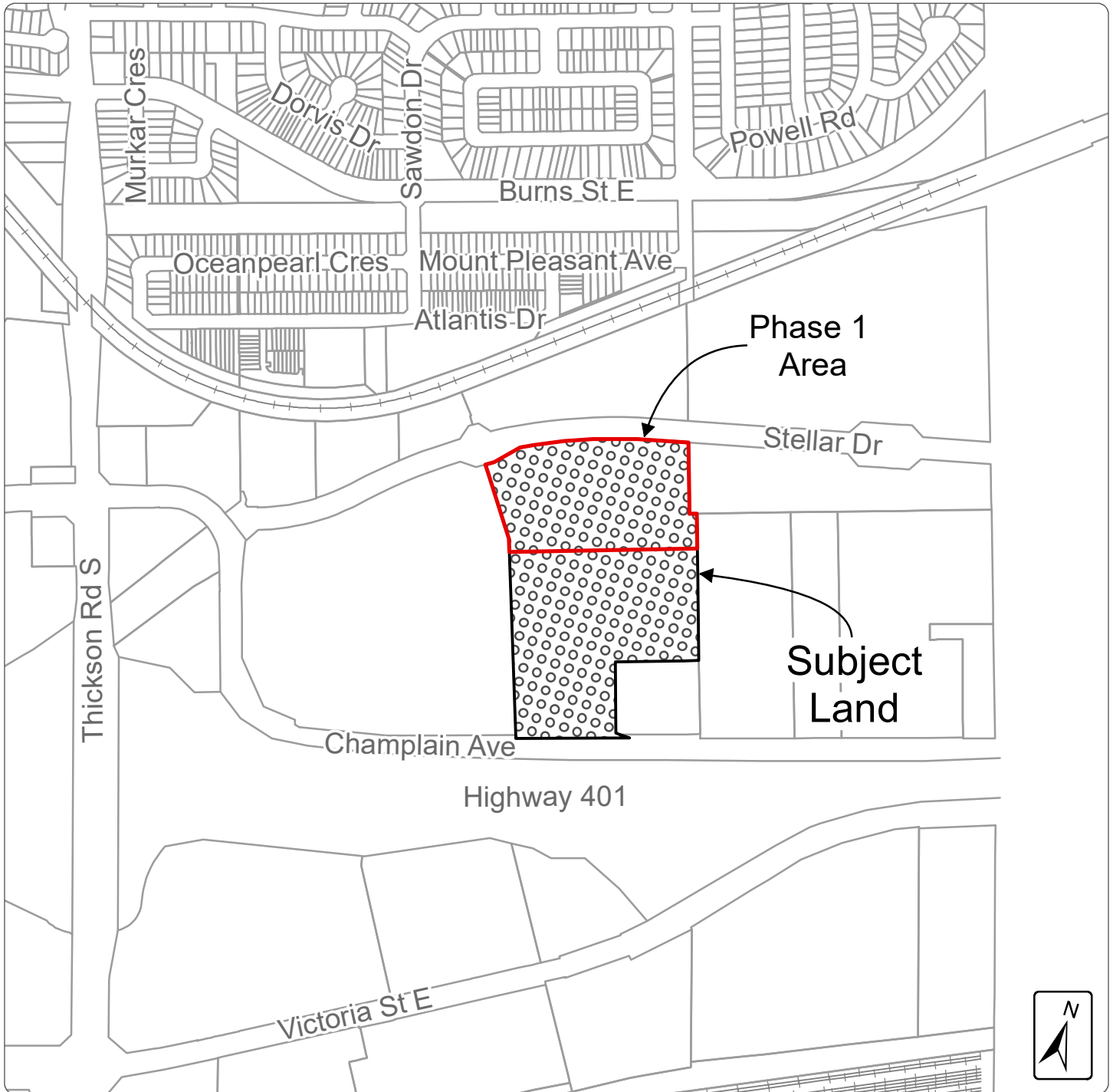
Attachment #4: Excerpt from the Town of Whitby Official Plan Schedule 'A'

Attachment #5: Excerpt from Zoning By-law # 1784

Attachment #6: Agency & Stakeholder Detailed Comments

# Attachment #1 Location Sketch

PDP 13-23



## Town of Whitby Planning and Development Department

Proponent:  
**Menkes Champlain Inc.**

File Number:  
**DEV-33-21 (Z-23-21)**

Date:  
**April 2023**

External Data Sources:  
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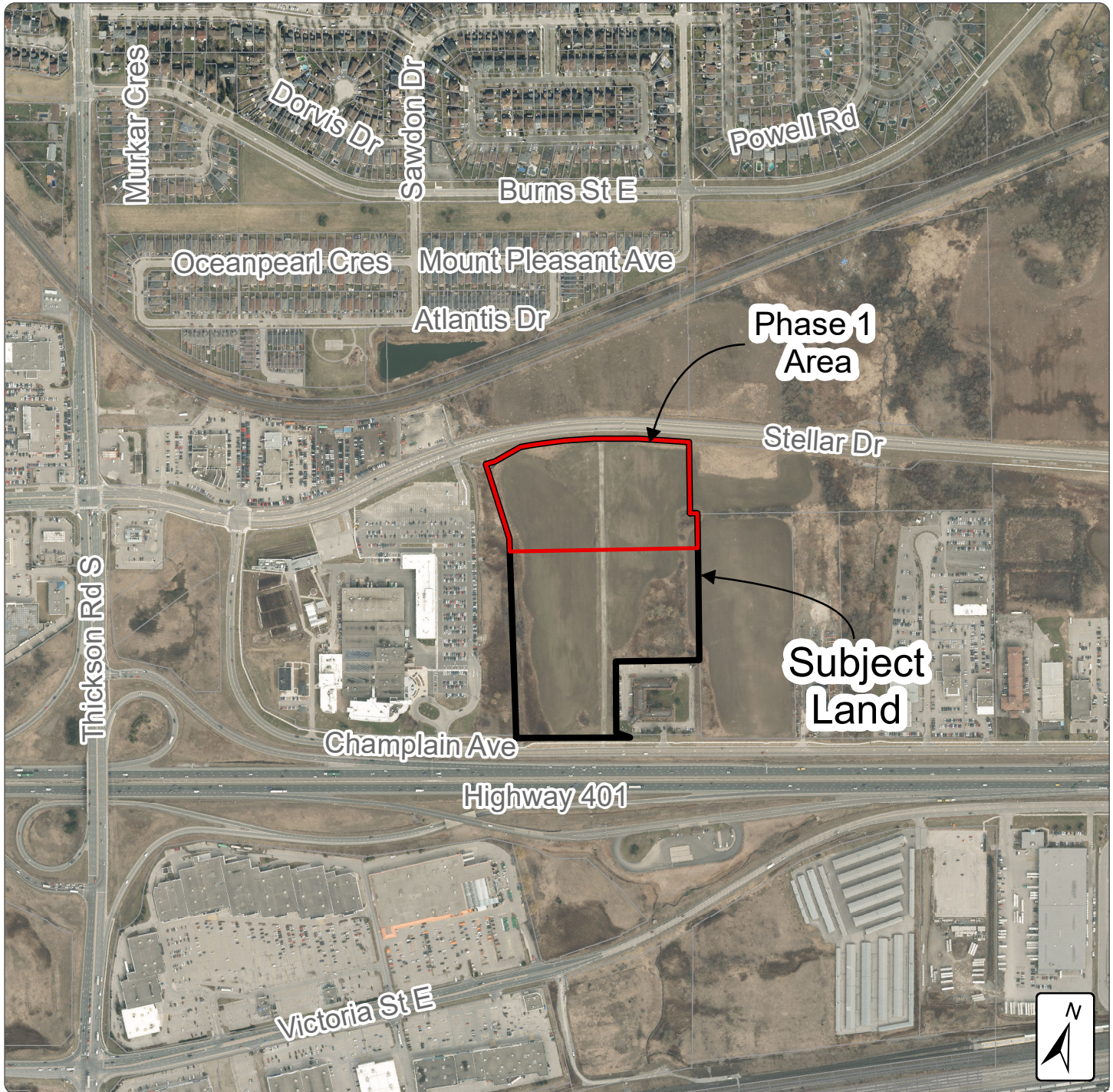
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## Attachment #2 Aerial Context Map

PDP 13-23



### Town of Whitby Planning and Development Department

Proponent:  
Menkes Champlain Inc.

File Number:  
DEV-33-21 (Z-23-21)

Date:  
April 2023

External Data Sources:  
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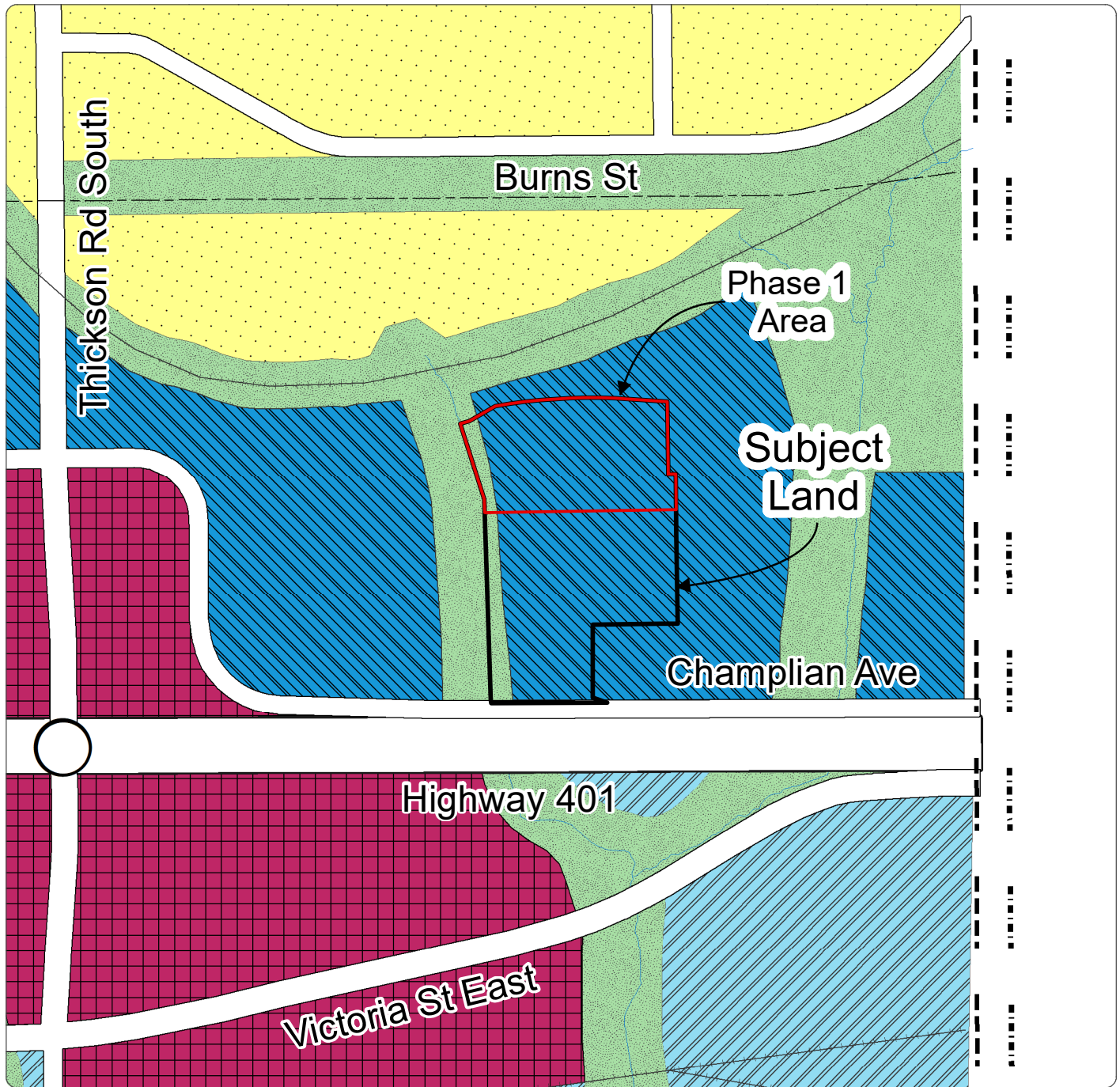
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## Excerpt from the Town of Whitby Official Plan Schedule 'A'

**Legend**

- |                            |   |                                   |
|----------------------------|---|-----------------------------------|
| Residential                | Lands Subject to Durham Regional Official Plan Policy 14.13.7 | D3 (Deferred by Region of Durham) |
| Major Commercial           | Deferred by the Region of Durham                              |                                   |
| Community Commercial       | Local Central Area  |                                   |
| Special Purpose Commercial | Resource Extraction Area (See Section 4.12)                   |                                   |
| Mixed Use                  | Utility   |                                   |
| Prestige Industrial        | 2031 Urban Area Boundary                                      |                                   |
| General Industrial         | Community Central Area Boundary                               |                                   |
| Special Activity Node      | Future Urban Development Area Boundary                        |                                   |
| Institutional              | Greenbelt Protected Countryside Boundary                      |                                   |
| Major Open Space           | Hamlet Boundary   |                                   |
| Agricultural               | Major Central Area Boundary                                   |                                   |
| Hamlet                     | Municipal Boundary  |                                   |
| Estate Residential         | Southern Boundary of Oak Ridges Moraine                       |                                   |
| Special Policy Area        | Urban Central Area Boundary                                   |                                   |
| Refer to section 11.5.31.6 |   |                                   |

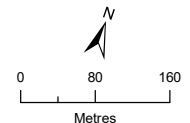
Notes: Refer to the applicable Secondary Plan for more detailed land use designations. Secondary Plan boundaries can be found on Schedule 'E', including the Oak Ridges Moraine Secondary Plan. Some legend items may not appear on the displayed figure extent.

## Official Plan - Town of Whitby

## Schedule

# Excerpt from Schedule 'A' Land Use

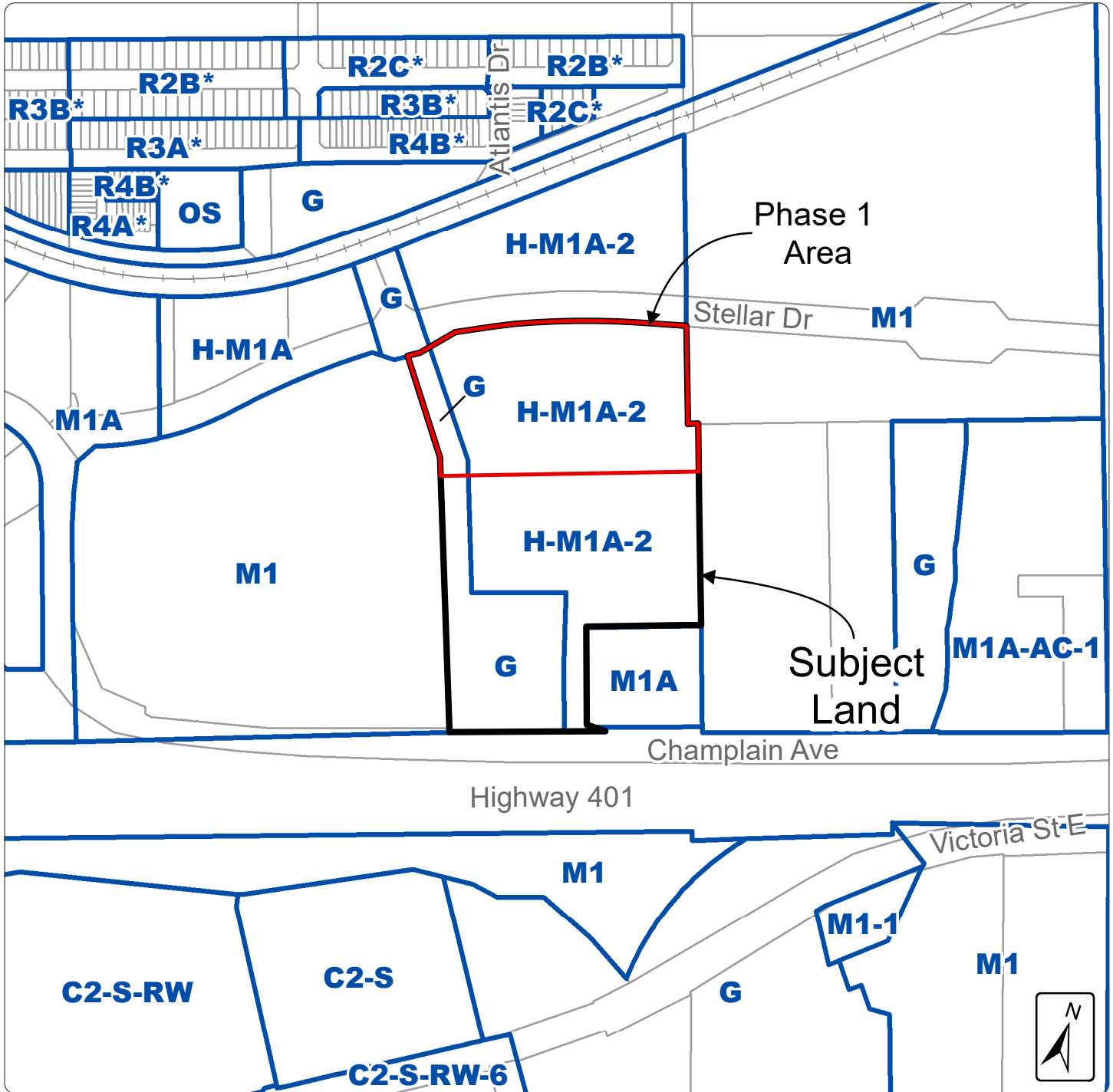
# A



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.

# Attachment #5 Excerpt from Zoning By-Law 1784

PDP 13-23



## Town of Whitby Planning and Development Department

Proponent:  
Menkes Champlain Inc.

File Number:  
DEV-33-21 (Z-23-21)

Date:  
April 2023

External Data Sources:  
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PDP 13-23

Attachment #6  
Agency & Stakeholder Detailed Comments  
File DEV-33-21 (Z-23-21)

## **Internal Departments**

### **Engineering Services**

Engineering Services has no concerns with the lifting of the 'H' Holding Provision.

## **External Agencies**

### **Canadian Pacific (CP) Railway**

Given the setback to active CP track, we have no comment on this application.

### **Central Lake Ontario Conservation Authority (CLOCA)**

There is no objection to the lifting of the Holding Symbol for this property.

### **Ministry of Transportation (MTO)**

The proposed warehouse (Building A) at 1650 Champlain Avenue in Whitby is outside of the Ministry's permit control area.

### **Region of Durham**

The Region of Durham has no further issues related to archaeology and noise requirements related to Rezoning Z-23-21.

The previous related subdivision application S-W-2013-06 cleared the archaeology requirement for the site.

## 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	25 Mar 2024	ASE will be considered through the Traffic Calming Policy. Details from the Region of Durham and area municipalities to support future consideration and help identify cost to implement.
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	16 Oct 2023	Boulevard parking will be reviewed and considered as part of the residential parking permit program.
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	TBD	The road has not been constructed. Monitoring, through Radar Message Boards, and observations will occur following the opening of the roadway. Timing is currently unknown. Date to report back will continue to be delayed until construction/opening is known.

## New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
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	27 Oct 2023	Staff to consider temporary pop-up restrictions and provide information through Council Information Index (CII).
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 2022	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 2023	23 Oct 2023		



# Town of Whitby Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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## Report Title: 2024 Council, Committee, and Public Meetings Schedule

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** CLK 05-23

**Department(s) Responsible:**

Office of the Town Clerk

**Submitted by:**

C. Harris, Director, Legislative  
Services/Town Clerk

<b>Acknowledged by M. Gaskell, Chief Administrative Officer</b>
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**For additional information, contact:**

K. Narraway, Sr. Manager, Legislative  
Services/Deputy Clerk

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### 1. Recommendation:

**That Council approve the 2024 Council, Committee, and Public Meetings Schedule appended as Attachment 1 to this Report.**

### 2. Highlights:

- The proposed 2024 Council, Committee, and Public Meetings Schedule introduces a four-week meeting cycle of two Committee of the Whole Meetings, generally followed by a Public Meeting or Statutory Holiday (no meetings scheduled), followed by a Council Meeting.
- Previous annual meeting schedules operated on a three-week cycle of two Committee of the Whole Meetings, immediately followed by a Council Meeting, with Public Meetings being scheduled ad hoc.

### 3. Background:

Section 3.10.1 of Procedure By-law # 7462-18 requires Council to adopt a schedule for its meetings to be held the following year. The Town Clerk is responsible for publishing the schedule on the Town's website.

### 4. Discussion:

The 2024 Council, Committee, and Public Meetings schedule introduces a four-week cycle for Committee of the Whole, Public Meetings, and Council Meetings. For the four-week cycle, Committee of the Whole Meetings are scheduled on week one and week two. For week three of the cycle, either a Public Meeting is scheduled or there is no meeting scheduled due to a Statutory Holiday or for Council attendance at a conference. Week four of the cycle is the Council meeting to consider the recommendations stemming from the week one and two Committee of the Whole meetings.

Previous annual meeting schedules operated on a three-week cycle with Committee of the Whole meetings scheduled on week one and week two, immediately followed by the Council meeting in week three.

Moving to a four-week schedule provides the following benefits:

- Council is provided with a minimum two-week period to consider discussion, debate, and recommendations from Committee of the Whole Meetings prior to making decisions at Council Meetings.
- Staff are provided with additional time to respond to requests for information at Committee of the Whole Meetings, including preparing memorandums for Council's consideration.
- The public is provided with additional time to submit correspondence regarding matters being considered at Council.

Similar to previous schedules, no meetings are scheduled during the weeks of Family Day, March Break, Easter, the Ontario Good Roads Association annual conference, Victoria Day, July and August, Thanksgiving, and during the December holiday break.

The proposed 2024 Schedule results in one fewer meeting cycle per year than in 2023 (reduction from nine meeting cycles to eight meeting cycles). As is current practice, in instances where time-sensitive reports require urgent consideration, reports may be presented directly at Council Meetings or the Mayor may call Special Council Meetings, including meetings during July and August.

## **5. Financial Considerations:**

Not applicable.

## **6. Communication and Public Engagement:**

The 2024 Council, Committee, and Public Meetings Schedule will be published on the Town's website. Upcoming meetings are shared with the public through the website calendar and through the Town's social media channels.

## **7. Input from Departments/Sources:**

The Senior Leadership Team was consulted when developing the 2024 Schedule. Additionally, the Commissioner of Financial Services/Treasurer has reviewed the proposed budget dates and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.



**8. Strategic Priorities:**

Publishing the 2024 Council, Committee, and Public Meetings Schedule in advance allows Staff to inform and engage the community about upcoming meetings. This supports Strategic Pillar 4 in the Community Strategic Plan: Whitby's Government – Accountable & Responsive.

**9. Attachments:**

Attachment 1 – Proposed 2024 Council, Committee, and Public Meetings Schedule

# 2024 Whitby Council and Committee Meeting Schedule

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Council: 7:00 p.m. - Council Chambers
	Committee of the Whole: 7:00 p.m. - Council Chambers
	Public Meetings: 7:00 p.m. - Council Chambers
	Budget Meetings: E&T (Jan. 29, 5:30 pm), Public Meeting (Feb. 5, 7 pm), Adoption (Feb. 15, 7 pm)
	Weekends and Statutory Holidays: Offices Closed

# **2024 Whitby Council and Committee Meeting Schedule**

## **January 2024**

January 1: Statutory Holiday – Offices Closed  
January 8: Committee of the Whole 7:00 p.m. – Council Chambers  
January 15: Committee of the Whole 7:00 p.m. – Council Chambers  
January 22: Public Meetings 7:00 p.m. – Council Chambers  
January 29: Budget: Education and Training 5:30 p.m. – Council Chambers  
January 29: Council 7:00 p.m. – Council Chambers

## **February 2024**

February 5: Budget: Public Meeting 7:00 p.m. – Council Chambers  
February 15: Budget Adoption 7:00 p.m. – Council Chambers  
February 19: Statutory Holiday – Offices Closed  
February 26: Committee of the Whole 7:00 p.m. – Council Chambers

## **March 2024**

March 4: Committee of the Whole 7:00 p.m. – Council Chambers  
March 18: Council 7:00 p.m. – Council Chambers  
March 25: Public Meetings 7:00 p.m. – Council Chambers  
March 29: Statutory Holiday – Offices Closed

## **April 2024**

April 1: Statutory Holiday – Offices Closed  
April 8: Committee of the Whole 7:00 p.m. – Council Chambers  
April 15: Committee of the Whole 7:00 p.m. – Council Chambers  
April 22: Public Meetings 7:00 p.m. – Council Chambers  
April 29: Council 7:00 p.m. – Council Chambers

## **May 2024**

May 6: Committee of the Whole 7:00 p.m. – Council Chambers  
May 13: Committee of the Whole 7:00 p.m. – Council Chambers  
May 20: Statutory Holiday – Offices Closed  
May 27: Council 7:00 p.m. – Council Chambers

## **June 2024**

June 3: Committee of the Whole 7:00 p.m. – Council Chambers  
June 10: Committee of the Whole 7:00 p.m. – Council Chambers  
June 17: Public Meetings 7:00 p.m. – Council Chambers  
June 24: Council 7:00 p.m. – Council Chambers

## **July 2024**

July 1: Statutory Holiday – Offices Closed

# **2024 Whitby Council and Committee Meeting Schedule**

(continued)

## **August 2024**

August 5: Statutory Holiday – Offices Closed

## **September 2024**

September 2: Statutory Holiday – Offices Closed

September 9: Public Meetings 7:00 p.m. – Council Chambers

September 16: Committee of the Whole 7:00 p.m. – Council Chambers

September 23: Committee of the Whole 7:00 p.m. – Council Chambers

## **October 2024**

October 7: Council 7:00 p.m. – Council Chambers

October 14: Statutory Holiday – Offices Closed

October 21: Committee of the Whole 7:00 p.m. – Council Chambers

October 28: Committee of the Whole 7:00 p.m. – Council Chambers

## **November 2024**

November 4: Public Meetings 7:00 p.m. – Council Chambers

November 11: Council 7:00 p.m. – Council Chambers

November 25: Committee of the Whole 7:00 p.m. – Council Chambers

## **December 2024**

December 2: Committee of the Whole 7:00 p.m. – Council Chambers

December 9: Public Meetings – 7:00 p.m. – Council Chambers

December 16: Council 7:00 p.m. – Council Chambers

December 24: Statutory Holiday – Offices Closed

December 25: Statutory Holiday – Offices Closed

December 26: Statutory Holiday – Offices Closed

# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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### Report Title: Proposed name change of the Pioneer Baptist Cemetery to the Dryden Cemetery

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** FS 21-23

**Department(s) Responsible:**

Financial Services Department

**Submitted by:**

Fuwing Wong, Commissioner, Financial Services/Treasurer

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

**For additional information, contact:**

Fuwing Wong, Commissioner of  
Financial Services/Treasurer

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#### 1. Recommendation:

1. That the Groveside Cemetery Board's recommendation to change the name of the Pioneer Baptist Cemetery to the Dryden Cemetery be received and approved;
2. That Staff provide public notice of the proposed cemetery name change and how written objections may be provided to the Town by way of signage posted at the, current, Pioneer Baptist Cemetery site and other advertisements as noted in Report FS 21-23; and,
3. That, subject no objection being received in connection with the proposed cemetery name change, staff be authorized initiate the name change with the Bereavement Authority of Ontario and execute all documents to implement the cemetery name change.

#### 2. Highlights:

- The Groveside Cemetery Board recommends changing the name of the Pioneer Baptist Cemetery to the Dryden Cemetery.

- The Town will provide public notice of the proposed cemetery name change, by way of signage at the, current, Pioneer Baptist Church site and through advertisements.
- Members of the public will have the opportunity to provide written objections to the proposed name change for a period of 60 days.
- Objections, if any, will be provided to the Groveside Cemetery Board to consider and address before reporting back to Town of Whitby Council.
- If there are no written objections received, Town staff will initiate the name change with the Bereavement Authority of Ontario.

### 3. Background:

#### *Pioneer Baptist Cemetery*

The Pioneer Baptist Cemetery is located near to the South-East corner of Columbus Road and Thickson Road. The cemetery was established around 1843 by Rev. William Marsh, the first Baptist Minister in Whitby Township. The church connected to this cemetery closed in 1884 and the Church building was relocated. The Dryden family assumed responsibility for the cemetery and ran it for many years before negotiating for the Town to take it over.

Notably, Mr. James Dryden immigrated to Whitby Township around 1820 and, over the years, became a successful farmer of a 200-acre (later expanded to 420 acres) property, known as the Maple Shade Farm, located on the north side of the 7th Concession and east of Thickson Road (near the Village of Winchester (Brooklin), at the time). At least two generations of Dryden's served the community as Reeve and Deputy Reeve for the Township, Secretary-Treasurer of the Whitby School Board, President of the Port Whitby and Port Perry Railway, and Director of the Ontario Bank. Family member, John Dryden was Ontario's first Minister of Agriculture. William A. Dryden was a founder of the Royal Agricultural Winter Fair. Both gentlemen and other members of the Dryden and Marsh families are buried in the cemetery.

#### *The Groveside Cemetery Board*

The Groveside Cemetery Board (the "**Board**") is an advisory committee created by Council. The Board is governed by the Funeral, Burial, and Cremation Services Act, 2002. Currently, the Board is comprised of seven (7) citizen appointments\*, one (1) Member of Council, and one (1) staff liaison. The Board's mandate, based on the Terms of Reference for this advisory committee is as follows:

1. Ensure the effective operation, maintenance and beautification of the Groveside Cemetery, Pioneer Baptist Cemetery, Myrtle Cemetery, Hubbell Cemetery, the Hemingway Monument, and other cemeteries that fall within the responsibility of the Town of Whitby;

2. To supervise and manage the business and administrative matters of the Groveside Cemetery Board; and,
3. Ensure that all operations and proceedings of the Groveside Cemetery Board comply with the *Funeral, Burial and Cremation Services Act, 2002*, as amended.

\*Only the citizen appointment Board members may vote on Groveside Cemetery Board matters.

### **The Bereavement Authority of Ontario**

The Bereavement Authority of Ontario (the “**BAO**”) was established as a Delegated Administrative Authority on January 16, 2016, under the *Safety and Consumer Statutes Administration Act, 1996*. The BAO administers provisions of the *Funeral, Burial and Cremation Services Act, 2002* which is consumer protection legislation respecting funerals, burials, cremations, and related services within the province of Ontario.

#### **4. Discussion:**

The Groveside Cemetery Board recommends a name change to the Pioneer Baptist Cemetery to the Dryden Cemetery reflect the history of the area and a more inclusive/non-denominational name. There are approximately 132 plots still available at this cemetery and the proposed name change may appeal to the broader public.

The Groveside Cemetery Board Chair consulted with the Heritage Committee on the proposed name change for the cemetery earlier this year and Dryden was a preferred name.

Prior to initiating a cemetery name change with the Bereavement Authority of Ontario, staff propose advertising the proposed name change and a public feedback period of 60-days to obtain feedback from the public, including potentially comments from the next of kin of people currently interred at the Pioneer Baptist Cemetery.

Subject to Council approval of this report, staff will post a sign on the, current, Pioneer Baptist Cemetery site for a period of 60 days as public notice of the proposed cemetery name change. The sign will also provide information that any person may submit objection, in writing within the 60-day period, to Town staff of the proposed name change. Such written objection is to include the person’s name, address, and reason(s) for objecting. Over the 60 days, staff will also provide notice via advertisements with the same information.

Any written objections will be provided to the Groveside Cemetery Board to consider and address, if applicable, before reporting back to Council on next steps. Should there be no written objections received within the 60 day period, staff will initiate the name change with the BAO.

#### **5. Financial Considerations:**

Public notice costs (e.g., signage and advertising costs) are projected to be \$3,000 to \$4,000 and will be paid for from the Financial Services department’s operating budget.

The Groveside Cemetery Board will budget for and pay for all signage, registration, and other administrative costs associated with a name change from the Pioneer Baptist Cemetery to the Dryden Cemetery.

**6. Communication and Public Engagement:**

The plan for public notice and a 60-day period for the public to provide written objections is noted in the Discussion section of this report.

**7. Input from Departments/Sources:**

This report was prepared in consultation with the Groveside Cemetery Board Chair. The Chair consulted with the Town's Heritage Committee about the proposed cemetery name change earlier this year.

**8. Strategic Priorities:**

N/A

**9. Attachments:**

None



# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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### Report Title: Q2, 2023 Procurement Awards \$250,000 and Above

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** FS 25-23

**Department(s) Responsible:**

Financial Services Department

**Submitted by:**

Fuwing Wong, Commissioner, Financial Services & Treasurer

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

**For additional information, contact:**

Michelle Trudel, Sr. Manager,  
Procurement Services.

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#### 1. Recommendation:

1. That report FS 25-23, which outlines procurement awards \$250,000.00 and above for second quarter of 2023, be received as information.

#### 2. Highlights:

- In accordance with the Town's Procurement Policy, Council is to be provided a quarterly information report on procurements, valued at \$250,000.00 and above, awarded by staff under delegated authority.
- Table 1 outlines eight (8) procurement-related contract awards approved by staff, under the delegated authority provided for in the Procurement Policy, for Quarter 2, 2023.

#### 3. Background:

The Town of Whitby's Procurement Policy (Policy Number F 080), provides delegated authority for staff to award procurement contracts subject to all of the following conditions:

- a. There is sufficient funding in the Approved Budget;
- b. The procurement process was conducted in accordance with the Procurement Policy and all applicable procedures;

- c. For all Open Competition procurements, the Award is made to either the highest-ranking bidder or lowest priced (as applicable) Compliant Bidder in accordance with Town procurement procedures;
- d. The legal agreement, if required by the procurement, and any ancillary documents have been prepared in a form satisfactory to the Town Solicitor and Risk Management; and
- e. The Vendor has provided the required insurance, any required surety, Workplace Safety and Insurance Board certificates and satisfied the Town's AODA and Sustainability requirements, all in a form satisfactory to the Town.

The delegated authority provision allows for a more streamlined and efficient procurement process that allows projects to proceed (subject to procurements meeting the conditions above) in a timely manner.

To maintain transparency and accountability, the Procurement Policy requires quarterly information reporting on procurements, valued at \$250,000.00 and above, awarded by staff under delegated authority.

#### 4. Discussion:

As shown in Table 1, the following eight (8) projects were competitively bid by the Procurement Division and awarded by staff in accordance with the Procurement Policy in Quarter 2 (April to June), 2023:

**Table 1**

Project	Successful Bidder	Award Amount (Excluding HST)	Award Date
<b>T-14-2023 Mid-Sized Compact Street Sweeper</b>	Cubex Limited	\$ 330,383.28	April 13, 2023
<b>T-15-2023 Supply and Delivery of Ten (10) Plug-In SUVs</b>	12699273 Canada Inc. (Motorcity Mitsubishi)	\$ 503,560.00	April 13, 2023
<b>T-559-2023 Stormwater Management Pond Sediment Removal</b>	Mianco Infrastructure Inc	\$ 674,675.00	April 25, 2023
<b>T-501-2023 Urban Road Resurfacing</b>	Viola Management Inc.	\$ 5,037,160.68	April 29, 2023

<b>T-9-2023 Supply and Delivery of Dump Trucks</b>	Premier Truck Group	\$ 3,692,500.00	May 29, 2023
<b>OECM-2-2023 Fire Portable Radio Replacement</b>	Williams Communication Service	\$ 446,778.00	May 30, 2023
<b>T-502-2023 Sidewalk Replacement</b>	Royal Crown Construction	\$ 626,829.75	May 31, 2023
<b>T-30-2023 Grass Park Improvements</b>	OGS Landscaping Services/1023362 Ontario Ltd	\$ 785,071.86	June 28, 2023

**5. Financial Considerations:**

N/A

**6. Communication and Public Engagement:**

N/A

**7. Input from Departments/Sources:**

The Procurement Division worked jointly with the various Departments throughout each of the procurement processes to ensure municipal government processes were streamlined, efficient, and cost effective.

**8. Strategic Priorities:**

This report supports the following Strategic Action Items identified in the Town's Community Strategic Plan:

Action Item 4.3.5 – Provide timely and transparent reporting; and

Action Item 4.4.1 – Deliver services that respond to community needs while balancing the impact to taxpayers.

**9. Attachments:**

N/A

# Town of Whitby Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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## Report Title: Downtown Whitby Action Plan September 2023 Update

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** CAO 21-23

**Department(s) Responsible:**

Office of the Chief Administrative Officer

**Submitted by:**

Sarah Klein, Director Strategic Initiatives

<b>Acknowledged by M. Gaskell, Chief Administrative Officer</b>
---

**For additional information, contact:**

Christy Chrus, Manager Creative  
Communities 905-444-3164

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### 1. Recommendation:

1. That Report CAO 21-23 – Downtown Whitby Action Plan September 2023 Update, be received as information.

### 2. Highlights:

The Downtown Whitby Action Plan was adopted by Council in October 2016. Of the 27 action items, 13 have been completed, five are in progress and nine are ongoing. Highlighted action items include:

- Council adoption of the Downtown Whitby Secondary Plan (pending Regional approval).
- Connected with and supported various Downtown Whitby businesses through the Meet and Greet event, Business Retention and Expansion program interviews, Downtowns and Lifestyle Business Roundtable and business spotlights in the Economic Development online newsletter.
- Retained a consultant (AECOM) to initiate the Brock Street Redesign Study that will assess existing streetscape conditions and develop a cohesive vision and

concept design that creates a more walkable / pedestrian friendly street from Highway 401 to the CP Railway Bridge.

- Upgrades to various municipal parking lots, including providing additional parking spaces, repaving lots, providing accessible parking options, and adding EV charging stations.
- Completion of the placemaking projects at Celebration Square and the Dundas/Byron Parkette to provide additional outdoor spaces with shade seating options and access to Wi-Fi.
- Initiated of the Public Art Policy with input from key stakeholders, Council, and the public to support a public art program in the community.
- Distribution of Community Support cards to businesses linking them to [online resources](#) for items such as homeless supports in Durham Region; who to call (i.e. if you find a needle on public property); access to food banks; housing supports; and information on encampments.
- 2<sup>nd</sup> Edition of the Whitby Food Guide was launched in May 2023, featuring 28 Downtown Whitby restaurants and food establishments, receiving over 8,585 page views in four months.

### 3. Background:

The Downtown Whitby Action Plan identifies municipal initiatives aimed at revitalizing Downtown Whitby. It is a comprehensive approach to action-targeted projects with the goal of inspiring change so that together we can make Downtown Whitby a destination.

The vision is “Downtown Whitby is a vibrant, innovative, inclusive and walkable urban destination, where our heritage is conserved and celebrated and where residents, employees and visitors are inspired to shop, live work, play and connect.”

To translate this vision into reality, implementation is focused on the following four key objectives:

1. Enable new opportunities for a prosperous and innovative downtown;
2. Create Downtown Whitby as a walkable pedestrian-focused destination;
3. Inspire and enhance cultural life; and
4. Cultivate downtown connections and promotion.

Successful implementation of these initiatives is being realized through collaboration across the organization and with key partners, aligning financial and human resources.

### 4. Discussion:

#### 4.1 Downtown Whitby Action Plan

The following information provides an overview of the action items (projects, studies, activities, and programming) that are being implemented and/or are completed. A detailed status and timing chart is included in Attachment 1.

**Objective 1: Enable new opportunities for a prosperous and innovative downtown.**

- Municipal investment of \$3,277,925 (95% of funds) for various incentive programs as part of the Downtown Whitby Community Improvement Plan. In 2022, nine Maintenance and Improvement Grants (i.e., Façade Grant, Sign Grant, Interior Heritage Building Grant and Design Grant) were approved in Downtown Whitby totalling \$79,086 with private investment of \$250,000.
- Continued construction of Brookfield Residential's Station No. 3 development in the heart of Downtown Whitby at 201 Brock St S. The development will feature a six-storey mixed use building with 160 residential units and 9,500 sf of commercial floor space along Brock St S. Anticipated timelines for occupancy are July 2024. Staff are currently working with the developer to support the creation of a public art mural on the south wall.
- Council adoption of the Downtown Whitby Secondary Plan through Official Plan Amendment No. 126 (still requires approval by the Region of Durham). The Secondary Plan study included extensive public and agency consultation with the overall intent of the plan to guide future growth; maintain and enhance the area's unique cultural heritage; support a range of housing options; improve access to transit and active transportation; enhance public open spaces, and promote a healthy, vibrant, and sustainable downtown core.
- Conducted the first Downtowns and Lifestyle Business Roundtable session to discuss best practices, opportunities, and challenges impacting the sector. Key findings included concerns with hiring and retaining staff and filling specialized roles; businesses are taking a more personal approach to marketing (i.e., storytelling rather than pushing out brand); and concerns for parking in the Downtown area in terms of location and costs.
- From September 2022 to August 2023, several Downtown Whitby businesses were featured as a business spotlight in the Economic Development online newsletter including 360insights; Unique Town Boutique; One More Cocoa; 1855 member Jody Swain; Green & Frugal; Brunch & Co; The Food & Art Café; and Rain Spark Media Group (1855 member).
- As part of Economic Development's Business Retention and Expansion (BRE) Program, several Downtown Whitby businesses have been interviewed, collecting valuable information and data to assist in business opportunities. The businesses include Frame By Design; Maximum Cards and Collectibles; Headstock Music; DOT Furniture; and RainSpark Media.
- Support to unsheltered individuals in Downtown Whitby through the use of 117 King Street for an overnight warming centre and support services in collaboration with the Region of Durham and Salvation Army. Staff are also working with the Region to create Durham's first family shelter at 316 Colborne St W to be opened late 2023.

- Listed the municipally owned property at the northeast corner of Hickory Street and Dunlop Street East on the Region's surplus land website for potential creation of affordable housing.
- Completion of the King Street Community Garden project and historic interpretive plaque to recognize the Werden's Plan Heritage Conservation District.

**Objective 2: Create Downtown Whitby as a walkable pedestrian-focused destination.**

- A consultant has been retained for the Brock Street Redesign Study in Q3, 2023 to undertake a review of existing streetscape conditions and develop a cohesive vision and concept design that creates a more walkable / pedestrian friendly street that respects the cultural heritage, sustainable design and placemaking opportunities. The study area is along Brock Street from Highway 401 to the CP Railway Bridge, just north of Maple Street and will provide recommendations regarding intersection treatments, lighting, plantings, pedestrian infrastructure (i.e., benches), placemaking, and signage amongst other items. The findings will be used to guide future capital improvements along this corridor.
- Expansion of Municipal Parking Lot 5 at Colborne and Green Streets to include 20 new parking spaces and two new accessible parking spaces in Downtown. Repaving of Municipal Parking Lot 2 at Elm and Byron Streets. Completion of two accessible parking spaces in Municipal Lot 1 at Colborne and Byron Streets.
- Identification of the 15-minute parking spaces in Downtown Whitby with yellow metre caps to increase awareness and support quick pick up / delivery options at key locations.
- Installation of refurbished pay and display parking machines that have the capabilities to enter a licence plate and tap pay feature.
- Modifications to five intersections in Downtown Whitby for traffic control purposes (i.e., new stop signs).
- Pedestrian counts were undertaken again in June 2023, showing an increase of 14.5% (1,168 pedestrians) throughout the downtown core year over year, with cyclists numbers also increasing by 9.4% (59 cyclists) compared to 2022. These numbers are comparable to 2019 numbers as pedestrian and cyclist counts were lower during the pandemic.

- The Urban Forestry Management Plan has been recently awarded with work started in August 2023. The Plan will take approximately 18 months to complete and will evaluate the urban forest canopy to better understand the most appropriate tree species suitable for various locations, including Downtown Whitby.
- Participating in the LEAF program to plant trees to combat climate change. A total of nine participants in Downtown Whitby participated in the program from August 2022 to August 2023.
- In partnership with DRPS and a Provincial grant, the Town installed 4 new CCTV cameras that have proved to be instrumental in a couple of major investigations. The cameras are located at the following intersections in Downtown Whitby:
  - Brock St / Dundas St (looking north)
  - Brock St / Dundas St (looking south)
  - Brock St / Mary St (looking south)
  - Brock St / Colborne St (looking north)

**Objective 3: Inspire and enhance cultural life.**

- With a grant from the Canada Community Revitalization Fund, Celebration Square was enhanced with the installation of new permanent seating (with attached umbrellas for shade), moveable furniture and new chess/checkerboard tables. The grant also supported additional Muskoka Chairs and self-watering planters at the Dundas/Byron parkette.
- Worked in collaboration with the Whitby Farmers' Market to support access to public parking on market days. The Town provided additional 'Green P' lawn signs to direct customers to the municipal parking lot and created signage for adjacent private businesses to help redirect market customers.
- The Town launched the 2<sup>nd</sup> Digital Food Guide in May 2023, highlighting 28 Downtown Whitby food establishments. A QR code and postcard have been distributed to restaurants to further promote and support local businesses. From May to August this year, the Food Guide has been viewed over 8,585 times.
- Council approval the Public Art Policy Framework in Q1, 2023 which included information on the Environmental Scan (Phase 1) and Comparator Analysis (Phase 2). Staff have completed Phase 3, Community Engagement this summer and will bring forward the recommended Public Art Policy for Council's consideration in Q4, 2023.



- Installation of QR Codes for the public art featured in [Whitby's Arts Trail](#), which allows users to directly link to the online resource map highlighting the artists and the artwork.
- The Downtown Whitby BIA in collaboration with the Economic Development team are working with STEPS Public Art to create animated storefronts through an innovative community-driven art project that uses window decals to narrate Whitby's unique and cultural diverse business community. Anticipated launch of this project is Q4, 2023.

#### **Objective 4: Cultivate downtown connections and promotion.**

- Established the first Downtown Whitby Meet and Greet Event in March 2023 to host business and property owners along with key stakeholders for a chance to network and learn about upcoming projects and events from the Town, Downtown Whitby BIA, and Whitby Chamber of Commerce. A total of 66 people attended the event and overall feedback was quite positive with many excited for the next opportunity to get together.
- In partnership with the Downtown Whitby BIA, staff distributed Community Support cards to businesses in May 2023 which provided a QR code linking to [online resources](#) for items such as homelessness supports in Durham Region; who to call (i.e. if you find a needle on public property); access to food banks; housing supports; and information on encampments. Businesses were appreciative of the information and showed empathy on how to support individuals in need.
- As part of the Canada Community Revitalization Fund, the Town received a grant to enhance Wi-Fi at Celebration Square in front of the Whitby Public Library. Now the entire square has access to free Wi-Fi to further support events like the Farmers' Market.

#### **4.2 Benchmarking Report**

The initial benchmarking data analysis was undertaken in 2017 based on the previous five years of activity and development in the Downtown Whitby Secondary Plan Area (SPA) and the Business Improvement Area (BIA). This information is reviewed annually as new census, economic, and planning and development data becomes available.

The following information is the latest snapshot (2022 – 2023) of various data indicators tracked.

Table 1: Summary of Demographic Data

Metric	Secondary Plan Area	Whitby
Population	6,630	138,501
Median Age	49	40
Average Household Income	\$70,315*	\$121,180*
Average Persons Per Household	1.9	2.9
Number of Dwellings	3,375	46,460
Number of Singles, Semis Links	945 (28%)	33,710 (73%)
Number of Townhomes	50 (1%)	6,135 (13%)
Number of Apartments	2,365 (70%)	6,605 (14%)
Employment Rate	46%	64%
Top 3 Occupations of Residents	Retail Trade (10%) Healthcare and social assistance (11%) Manufacturing (8%)	Retail Trade (11%) Healthcare and social assistance (10%) Educational Services (9%)

Note: Data marked with an asterisk (\*) was obtained from the 2016 Census.

- The Town of Whitby has a median age that is almost 10 years younger than the Downtown Secondary Plan Area (SPA).
- Between 2016 and 2021, Whitby's population grew by 7.9%, while the downtown population has slightly increased. It is anticipated that with the next census, the downtown population will go up based on the number of new residential units coming forward.
- The average persons per household along with the high median age may be an indicator that the Downtown area has a higher percentage of empty-nesters and retirees.

- Apartment dwellings make up 70% of all residential units in Downtown Whitby in comparison to the Town of Whitby at 14%.
- The Town of Whitby has an employment rate that is 18% higher than the Downtown Whitby SPA.

Table 2: Summary of Real Estate Analytics

Metric	2022	2023 (YTD)	Difference
<b>Office Vacancy Rate SPA</b>	2.9%	3.2%	+0.3%
<b>Retail Vacancy Rate SPA</b>	1.5%	2%	+0.5%
<b>Gross Office Rent Per Square Foot SPA</b>	\$27.35	\$26.44	-\$0.91
<b>Gross Retail Rent Per Square Foot SPA</b>	\$21.76	\$22.67	+\$1.44
<b>Asking Rent SPA Per Unit</b>			
<b>Studio/Bachelor</b>	\$1,339	\$1,198	-\$141
<b>1 Bedroom</b>	\$1,361	\$1,569	+\$208
<b>2 Bedroom</b>	\$1,563	\$1,731	+\$168
<b>3 Bedroom</b>	\$1,562	\$1,572	+\$10
<b>Vacancy Rate (%) All Rental Units</b>			
<b>Whitby</b>	1.2%	2.0%	+0.8%
<b>Secondary Plan Area</b>	1.0%	4.4%	+3.4%

- The Secondary Plan Area (SPA) has shown a consistent office vacancy rate below 3%, however Year to Date (YTD) is showing a slight increase in office vacancy. In addition, gross office rent in Downtown Whitby YTD has slightly decreased. Both factors could be attributed to hybrid / remote working environments post pandemic.
- There has been a steady decline in retail vacancy rates and a slight increase in gross retail rent in the SPA since 2017, indicating a relatively strong demand for retail in Downtown Whitby.
- The asking rent for Studio/Bachelor units has decreased while all other unit types have increased.

- Vacancy rates for all rental units in the SPA has increased; however, the data could be very limited and therefore sensitive to outliers. Staff will continue to monitor this going forward.

Table 3.0: Summary of Pedestrian and Cyclist Counts

Metric	2019	2021	2022	2023
<b>Total Pedestrians per Annual Count</b>	7,644	4,238	6,914	8,082
<b>Total Cyclists per Annual Count</b>	641	431	570	629

- Pedestrian and cyclist counts are undertaken at six different intersections on a weekday (Wednesday) and a weekend (Saturday) between the hours of 10 a.m. to 1 p.m. and 4 p.m. to 6 p.m.
- The overall number of pedestrians and cyclists in Downtown Whitby appears to have rebounded to the 2019 numbers prior to the pandemic.
- The Brock/Dundas and Brock/Colborne intersections have the most pedestrians, which aligns with the heart of Downtown Whitby and easy bus connections (north/south and east/west links).
- The Dundas/Henry/Euclid intersection contain the most cyclists year over year, which signifies the direct cycling route to the waterfront trail.
- Interestingly, the Brock/Dunlop intersection (the location of 12welve and Brock St Brewery) has consistently had an increase in pedestrians each year, aligning with its opening in 2019.

## 5. Financial Considerations:

Financial resources to implement the Downtown Whitby Action Plan have been included in the Town's approved budget. Any additional new projects will need to be considered and reviewed through the future budget review process.

## 6. Communication and Public Engagement:

Various stakeholders such as the Downtown Whitby BIA, Whitby Chamber of Commerce, neighbourhood associations, and Whitby Public Library are regularly updated on the progress of the initiatives in the Downtown Whitby Action Plan.

## 7. Input from Departments/Sources:

An interdepartmental team was established to work collaboratively on the initiatives of the Downtown Whitby Action Plan. The team includes representatives from Strategic

Initiatives, Planning and Development, Community Services, Financial Services and Communication and Creative Services.

## **8. Strategic Priorities:**

The Downtown Whitby Action Plan addresses several of the Strategic Pillars as part of the new Community Strategic Plan. Specifically, this report meets the following Objectives:

### **Strategic Pillar 1: Whitby's Neighbourhoods**

Objective 1.1.4 and 1.3.6 Improve community safety, health, and well-being by working with partners at Durham Region to implement pro-active strategies to manage homelessness and mental health needs in Downtown Whitby and implement features such as CCTV cameras to provide safer spaces.

Objective 1.2.3 Investing, promoting, and strengthening the local arts, culture, heritage and creative sector through creating placemaking opportunities and building out the Town's Public Art Policy.

### **Strategic Pillar 2: Whitby's Economy**

Objective 3.1.1 and 3.2.3 Implementation of the Economic Development Strategy through Business Retention and Expansion interviews, Meet and Greets, business spotlights and roundtables.

Objective 3.2.5 Implementing initiatives that support the downtowns as thriving destinations through new placemaking initiatives at Celebration Square and the Dundas/Byron Parkette, investing municipal funding through the Community Improvement Plan, and tracking data annually to ensure low vacancy rates are maintained year over year.

### **Strategic Pillar 4: Whitby's Government**

Objective 4.1.2 Strengthening existing and build new partnerships through work with the Downtown Whitby BIA, Chamber of Commerce, Whitby Public Library, Durham Region Police Service and Downtown Whitby business and property owners.

This report also takes into consideration accessibility planning by ensuring both public and private developments in the downtown incorporates accessible principles. Furthermore, sustainable practices through environmental, social, and economic pillars are used to develop and implement the action items.

## **9. Attachments:**

Attachment 1: Downtown Whitby Action Plan September 2023 Update





## Downtown Whitby Action Plan

September 2023 Update

**WHITBY**  
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# Objective 1

## Enable new opportunities for a prosperous and innovative Downtown

Action Item	Timing	Project Collaborators	Resources	Progress
1.1 Update the Downtown Whitby Community Improvement Plan CIP with improved financial incentives for development/ redevelopment projects including expanding the CIP boundaries.	Completed Q2 2018 Updated CIP 2022	Strategic Initiatives; Planning and Development; Financial Services	Staff Resources Consultant Financial Analysis Capital Budget \$3,467,500 2017	Final Report approved by Council June 25, 2018. Updated CIP approved by Council Nov. 29, 2022.  Total Municipal Investment for the CIP to date = \$3,277,925 (95%) of the funding.
1.2 Work towards the redevelopment of 201 Brock Street South (the Old Fire Hall site) and adjacent lands into a mixed used, pedestrian friendly development.	In-progress	CAO in consultation with all departments	Staff Resources	Anticipated occupancy July 2024. Staff working with Brookfield to support the creation of a public art mural on the south wall.  Groundbreaking celebration March 2022.  Received Downtown Whitby CIP Funding of \$1,167,500 and funding from the Region of Durham Regional Revitalization Program of \$625,580.  Site Plan agreement Building Permit issued for a six-storey mixed use development, comprised of 160 residential units, 911 m <sup>2</sup> of ground floor commercial space and 184 parking spaces.  Demolition of old fire hall and IOOF building (July 2019). Sale of lands to Brookfield Residential (January 2019).

# Objective 1

## Enable new opportunities for a prosperous and innovative Downtown

Action Item	Timing	Project Collaborators	Resources	Progress
<b>1.3</b> Streamline the development review process for Planning and Development applications (i.e. delegate Site Plan Review to staff).	Completed Q2 2018	Planning and Development; Operations; Financial Services; Community Services	Staff Resources	Delegation of Site Plan Approval to the Commissioner of Planning and Development approved by Council June 25, 2018.
<b>1.4</b> Update the Downtown Whitby Secondary Plan to review land uses, identify intensification areas, provide urban design policies and review transportation needs.	Completed Q1, 2023 (Town approval – pending Regional Approval)	Planning and Development; Strategic Initiatives; Operations; in consultation with the public and BIA	Staff Resources Capital Budget 2019 \$500,000	Council adoption of the Downtown Whitby Secondary Plan through Official Plan Amendment No. 126 in March 2023. Still pending approval from the Region of Durham.  Consultant retained in Q1 2020. Phase 1 Background Study and Analysis, Phase 2 Land Use Concept and Options, and Phase 3 Preferred Concept Plan complete.
<b>1.5</b> Update the Economic Development Strategy for Downtown Whitby inclusive of attracting desired businesses (i.e. innovative sector).	Completed Q4, 2021	Strategic Initiatives; Planning and Development; Whitby Chamber of Commerce; Downtown Whitby BIA; Project Steering Committee	Capital Budget 2021  \$50,000 for Economic Development Strategy	A 5-year Economic Development Strategy was completed in Q4, 2021 and several actions have already been implemented as others are ongoing initiatives. 'Downtowns and Lifestyle' was included as one of the Town's Key Sectors.



# Objective 1

## Enable new opportunities for a prosperous and innovative Downtown

Action Item	Timing	Project Collaborators	Resources	Progress
<p><b>1.6</b> Review the Town's Municipal real estate assets, gaps and opportunities within the downtown (i.e. community facilities, parking, parks etc.) and create a strategy to manage, grow, and develop the assets moving forward.</p>	Ongoing	Financial Services; Strategic Initiatives; Planning and Development; Operations; Community Services; Legal	Staff Resources	<p>The following initiatives are currently completed or underway:</p> <ul style="list-style-type: none"> <li>• Creation of a support centre for unsheltered individuals at 117 King St. in partnership with the Region of Durham and Salvation Army Q1 2022.</li> <li>• Renovations will occur this fall for 316 Colborne St. W. to create the Region's first family shelter to house up to four families with children.</li> <li>• Listed the municipally owned property at the northeast corner of Hickory and Dunlop Street East on the Region's surplus land website for potential creation of affordable housing (Q1, 2023).</li> <li>• Redevelopment of the southeast corner of Brock / Byron Streets through a lease agreement with the property owner to create an urban parkette (Q2, 2021).</li> <li>• Construction of King St Community Garden Q3, 2022.</li> <li>• Lease of 128 Brock St S to Brookfield Residential for a construction office 2022.</li> <li>• Launch of the 1855 Whitby Technology Accelerator (400 Centre St. S.) Q1 2019.</li> </ul>

# Objective 1

## Enable new opportunities for a prosperous and innovative Downtown

Action Item	Timing	Project Collaborators	Resources	Progress
1.7 Review servicing requirements to ensure that development sites have appropriate infrastructure i.e., servicing, storm water management etc.	Ongoing through development applications	Region of Durham; Planning and Development; Operations; Utility Companies	Staff Resources	On water, sanitary and storm sewer capacities, both the Region and Town advises there are no major service gaps in Downtown. Detailed review is required with formal submissions of development applications. Continuing to work with Elexicon Energy to ensure hydro capacities are available for redevelopment sites.

## Objective 2

### Create Downtown Whitby as a walkable pedestrian-focused destination

Action Item	Timing	Project Collaborators	Resources	Progress
<p><b>2.1</b> Review current and future municipal parking demands in Downtown Whitby and develop a Parking Master Plan (PMP) to meet these demands.</p>	<p>Completed Q4 2021</p>	<p>Planning and Development; Strategic Initiatives</p>	<p>Capital Budget 2017 \$150,000</p>	<p><u>PW 31-21</u> the Final Downtown Parking Master Plan was presented to Council and approved November 2021.</p> <p>Expansion of Municipal Lot 5 at Green/Colborne Streets to include an additional 20 new parking spaces and 2 new accessible parking spaces. Repaving of Municipal Lot 2 and completion of two accessible parking spaces in Municipal Lot 1.</p> <p>The addition of an EV charging station at 1855 Whitby to support green technology and more coming over the next two years in other municipal lots.</p> <p>Further identifying the 15-minute parking spaces with yellow metre caps to support quick pick-up / delivery.</p> <p>Installation of refurbished pay and display machines with the ability to enter license plate number and pay by tap feature.</p>

## Objective 2

### Create Downtown Whitby as a walkable pedestrian-focused destination

Action Item	Timing	Project Collaborators	Resources	Progress
<b>2.2</b> Develop a Streetscape Improvement Master Plan for roads, sidewalks, pedestrian crossings, street furniture, trees, lighting, cycling, signage and connectivity in Downtown Whitby with specific focus along the Brock Street spine; and develop related engineering design standards.	In-progress  Start Q3 2023 – Consultant	Strategic Initiatives; Planning and Development; Operations	Provincial / Federal Grant 2021 \$286,000 for Dunlop modifications  Capital Budget 2023 \$100,000	Boulevard reconstruction of Dunlop St E (between Brock St and Green St) complete in Q2, 2022. Project includes enhanced pedestrian features such as wider sidewalks, accessible entrances, benches, trees and Muskoka Chairs provided by BIA.  Retained a consultant to start the Brock Street Redesign Study to undertake a review of existing conditions and develop a cohesive vision and concept design that creates a more walkable / pedestrian friendly street.
<b>2.3</b> Develop a Downtown Transportation and Pedestrian Safety Action Plan to support a pedestrian friendly historic core around Brock and Dundas Streets. The Plan shall address the need for pedestrian crossings and the need to redirect truck and commuter traffic to other roads while reducing the traffic impact on adjacent residential neighbourhoods.	Completed Q2 2021	Planning and Development; Operations; Strategic Initiatives	Capital Budget 2018 \$100,000	The Downtown Pedestrian Safety Action Plan was integrated into the Whitby Active Transportation Plan. The Active Implementation includes - modifications of five intersections in Downtown Whitby in Q3, 2023 for traffic control purposes (i.e. new stop signs).

## Objective 2

### Create Downtown Whitby as a walkable pedestrian-focused destination

Action Item	Timing	Project Collaborators	Resources	Progress
				<p>Installation of a Leading Pedestrian Interval at Brock/Dundas installed in Q2, 2022 providing pedestrians a five-second advanced crossing.</p> <p>June 2023 Pedestrian Counts undertaken to understand pedestrian / cyclist volumes in Downtown Whitby. Overall findings show an upward increase in the number of cyclists and pedestrians year over year.</p>
<b>2.4</b> Review services (i.e. snow and waste collection) in Downtown Whitby in order to implement improvements and efficiencies.	Ongoing	Operations; Strategic Initiatives	Staff Resources	<p>Town staff continue to work with the Downtown Whitby BIA and property owners along the east side of Brock Street South to work on addressing illegal dumping in the rear lane alley.</p> <p>Winter control services are reviewed following each winter season with an update following the 2022 and 2023 winter storms presented to Council.</p>

## Objective 2

### Create Downtown Whitby as a walkable pedestrian-focused destination

Action Item	Timing	Project Collaborators	Resources	Progress
<b>2.5</b> Work with business and property owners to provide opportunities to create accessible entrances to their building.	Ongoing through Façade Grant Program and/or streetscape improvements	Strategic Initiatives; Planning and Development; Operations; Town's Accessibility Advisory Committee; Downtown business/property owners; Downtown Whitby BIA	Various Capital Projects	<p>Council approval of Accessible Improvement Grant Program Policy and Procedures <a href="#">Report CMS 07-21</a> to provide financial incentives to improve accessibility within Whitby for non-profit community groups, not-for-profit organization and small businesses.</p> <p>Dunlop St E boulevard reconstruction included accessible entrances to the plaza businesses on the north side.</p> <p>Ongoing through annual Façade Grant Program and streetscape improvements.</p>
<b>2.6</b> Evaluate the urban forest canopy and natural environment to better understand the most appropriate tree species and landscape materials suitable for various locations in Downtown Whitby.	<p>In-Progress - Urban Forestry Management Plan</p> <p>Ongoing through streetscape improvements</p>	Operations; Strategic Initiatives; Planning and Development; Community Services; By-law; Financial Services	<p>\$300,000 Capital Budget 2023</p> <p>Staff Resources</p>	<p>Consultant awarded for the Urban Forestry Management Plan Q3, 2023. The Plan will be developed in four Phases over 18 months:</p> <p>Phase One – Urban Forest Analyses</p> <p>Phase Two – Urban Forest Study</p> <p>Phase Three – Consultation, Visions, Themes and Objectives Development</p> <p>Phase Four – Urban Forest Management Plan</p>

## Objective 2

### Create Downtown Whitby as a walkable pedestrian-focused destination

Action Item	Timing	Project Collaborators	Resources	Progress
				Participating in the LEAF program to plant trees to combat climate change. A total of nine participants in Downtown Whitby participated in the program from August 2022 to August 2023.
<b>2.7</b> Continue to work collaboratively with Durham Regional Police Service and By-law Services to proactively mitigate vandalism and illegal activity in Downtown Whitby.	Ongoing 2016 Graffiti Mitigation Program	Durham Regional Police Service (DRPS); By-law Services; Downtown Whitby BIA	\$6,800 Long Term Finance Reserve (2022) for CCTV Cameras  Staff Resources	<p>Installation of 4 CCTV Cameras in Downtown Whitby as part of successful grant in 2022 in partnership with DRPS.</p> <p>In 2023, delivered Community Support cards to Downtown Whitby businesses and discussed issues such as homelessness, needles, and encampment response procedures.</p> <p>In 2022, undertook a door-to-door safety walk in partnership with DRPS and the Downtown Whitby BIA to provide a handout which included safety tips, how to report crimes to DRPS, how to report and remove graffiti and information on garbage and recycling pick-up.</p>

# Objective 3

## Inspire and enhance cultural life

Action Item	Timing	Project Collaborators	Resources	Progress
<b>3.1</b> Collaborate with Downtown Whitby businesses and property owners on pilot projects to test the market for creative ideas and proposals (i.e. sidewalk cafes, pop-up shops, incubator spaces).	Ongoing	Downtown business/property owners; Strategic Initiatives; Planning and Development; Operations;	Staff Resources Capital Budget \$15,000 Streetside Patio Project	Installation of a pedestrian zone / streetside patio along Brock St S east side) in collaboration with the Downtown Whitby BIA who donated Muskoka Chairs and picnic tables.
	Complete Dundas/Byron Parkette	Communications and Creative Services; Downtown Whitby BIA	My Main Street Grant \$49,052 2021 for Dundas/Byron parkette	Completion of the Dundas/Byron Parkette from an underutilized/vacant lot to an urban parkette including Muskoka chairs, self-watering planters, love lock art piece, and murals in collaboration with Downtown Whitby BIA Q3, 2021.
<b>3.2</b> Create opportunities to animate and cultivate a ‘people place’ at Celebration Square at the Whitby Public Library (i.e. develop a strategy and live test of pilot projects).	Ongoing	Strategic Initiatives; Whitby Public Library; Corporate Communication and Creative Services; Community Services	CCRF Grant \$158,553 2022 Celebration Square and Dundas/Byron Parkette	Completed the placemaking project at Celebration Square to include new moveable furniture, chess/checkboard table, permanent seating with umbrellas and enhanced Wi-Fi to cover the entire public square, Q1, 2023.



# Objective 3

## Inspire and enhance cultural life

Action Item	Timing	Project Collaborators	Resources	Progress
				Installation of the Sir William Stephenson bronze statue at Celebration Square Q2, 2021 including promotional / celebratory video. Installation of Noise Barrier planters in 2018.
3.3 Establish a new permanent location for the Whitby Farmers' Market.	Completed Q2 2017	Planning and Development; Communications and Creative Services; Whitby Farmers' Market; Operations	Staff Resources	<p>Relocation launch at Celebration Square October 2017. Farmers' Market (FM) signed a three-year agreement for Celebration Square in 2019 with renewal of the agreement to be brought forward to Council for Q1 2024.</p> <p>Worked in collaboration with the FM to provide additional 'Green P' parking directional lawn signs and worked with adjacent businesses to help re-direct market customers (Q3, 2023).</p>

# Objective 3

## Inspire and enhance cultural life

Action Item	Timing	Project Collaborators	Resources	Progress
<b>3.4</b> Develop a streamlined and pre-packaged event policy with special considerations for road closures, fee schedule and licensing requirements for downtown events both Town run and private events.	Completed Q1 2019	Clerks; Communications and Creative Services; Operations; Community Services; Planning Development; Legal; By- law Services; Strategic Initiatives	Staff Resources	Staff Report CAO 07-19 for the Special Events Policy was approved at Council on April 15, 2019 and was in effect May 1, 2019. Updates annually to the Special Event User Guide (based on best practices and changing policies). Added streamlined information to the Town's website on how to plan a Special Event and created a fillable application form.
<b>3.5</b> Conduct a cultural mapping exercise and create a Culture Plan with specific input/ideas for Downtown Whitby.	Completed Q1, 2021	Community Services; Strategic Initiatives; Communications and Creative Services; Downtown Whitby BIA; Station Gallery; Whitby Public Library	Capital Budget 2018 \$110,000	Phase 4 – Final Report <a href="#">CMS 03-21</a> completed and adopted by Council in Q1, 2021. Implementation of projects to date: <ul style="list-style-type: none"> <li>• <a href="#">ArtsTrail</a> – interactive map showcasing Whitby's Public Art including QR codes to highlight murals / statues in Downtown Whitby.</li> <li>• Installation of Sir William Stephenson</li> </ul>

# Objective 3

## Inspire and enhance cultural life

Action Item	Timing	Project Collaborators	Resources	Progress
				<p>bronze statue at Celebration Square and <a href="#">video</a> to promote unveiling.</p> <ul style="list-style-type: none"> <li>• Painting of Benches at Kinsmen Park in partnership with local artist Sarah Shaw.</li> <li>• Doors Open Downtown Whitby video walking tour in partnership with WPL</li> </ul>
<b>3.6</b> Continue working on creating a Heritage Conservation District (HCD) Plan for Perry's Plan and the Four Corners.	Subject to future Council direction following a review of the implementation outcomes of Werden's HCD in 2024.	Planning and Development; Heritage Whitby Advisory Committee; Downtown Whitby BIA	Capital Forecast Budget if HCD's proceed: 2025 (Perry's Plan) \$108,253 2026 (Four Corners) \$108,253	<p>Werden's Neighbourhood Heritage Conservation District HCD) Plan – Approved by LPAT May 2019 (Council approval June 2017) and now in full force and effect.</p> <p>Initial newsletter distributed to property owners and residents in Q3, 2020. Subsequent newsletters in progress providing key updates and information.</p>

## Objective 3

### Inspire and enhance cultural life

Action Item	Timing	Project Collaborators	Resources	Progress
<b>3.7</b> Update the public art policy and develop a municipal policy to acquire, fund and promote public art at key locations within the municipality including Downtown Whitby.	In-progress Start Q3, 2022	Strategic Initiatives; Community Services; Planning and Development; Clerks; Operations; Whitby Station Gallery	Staff Resources	Approval by Council of the Public Art Framework Q1, 2023 (CAO 03-23) which provided information on the Environmental Scan and Comparator Analysis. Undertaken community engagement (Q2/Q3 2023) and working on developing the Public Art Policy to bring forward in Q4, 2023 for adoption.

# Objective 4

## Cultivate Downtown connections and promotions

Action Item	Timing	Project Collaborators	Resources	Progress
<p><b>4.1a</b> Review and establish the boundaries for Historic Downtown Whitby.</p> <p><b>b)</b> Report back to Council on options for gateway features at each boundary of the Historic Downtown and that the gateway features be respectful and adhere to heritage characteristics.</p>	<p>Completed Boundaries Q1 2017</p> <p>Complete – concept designs Q3 2018</p> <p>Detailed designs – pending BRT designs</p>	<p>Strategic Initiatives; Planning and Development; Operations; Downtown Whitby BIA</p>	<p>Staff Resources</p> <p>Consultant</p>	<p>4.1a) Completed (PL 13-17 Report February 2017).</p> <p>4.1b) Consultant retained Q3 2017; design options and meeting with stakeholders Q2 2018; final report on concept designs approved by Council <a href="#">PL 60-18</a>, Q3 2018. Terms of Reference for Detailed Designs to be initiated consultation with the Bus Rapid Transit (BRT) project.</p>
<p><b>4.2</b> Review and establish boundaries for Downtown Whitby and identify brand areas/districts (Werden's, Perry's, Innovation etc).</p>	<p>In-progress</p>	<p>Strategic Initiatives; Planning and Development; Downtown Whitby BIA</p>	<p>Staff Resources</p>	<p>New Downtown Whitby and Downtown Whitby BIA Banners installed Q2, 2022. 1855 Whitby Accelerator launched in Q2, 2019. Werden's Plan HCD Signage / Commemoration at King St Parkette Q3, 2023.</p>

# Objective 4

## Cultivate Downtown connections and promotions

<p><b>4.3</b> Support and enable the establishment of a Downtown Whitby Business Improvement Area (BIA) or similar type of business model to support downtown initiatives, events and activities.</p>	<p>Completed Q2 2017</p>	<p>Downtown business/property owners; Clerks; Strategic Initiatives; Legal</p>	<p>Staff Resources</p>	<p>Completed - By-law to form BIA approved by Council April 10, 2017; Completed Memorandum of Understanding (MOU Q2 2018 and updated MOU through report <a href="#">CS 38-19</a> to provide support for in-kind request up to \$5,000.</p> <p>Developed a Standard Operating Procedure (Q1, 2021) to ensure BIA budget review and submission process aligns with Town's Budget Process.</p>
<p><b>4.4</b> Establish key locations for entrance features into the downtown and work towards creative designs to welcome people to the area.</p>	<p>Completed locations Q1 2017</p> <p>Designs tied to Item 4.1 b) Q3/Q4 2021</p>	<p>Strategic Initiatives; Planning and Development; Operations; Downtown Whitby BIA</p>	<p>Staff Resources</p> <p>Consultants for designs and future construction</p>	<p>Council approved concept designs for Downtown Whitby Historic Gateways <a href="#">PL 60-18</a>. Detailed designs will be initiated in conjunction with BRT project.</p>

# Objective 4

## Cultivate Downtown connections and promotions

Action Item	Timing	Project Collaborators	Resources	Progress
<b>4.5</b> Enhance storefront signage by updating the Town's Sign By-law, providing design guidance and financial incentives.	Completed Q1 2018	Strategic Initiatives; Planning and Development; Downtown business/ property owners; Downtown Whitby BIA	Staff Resources	<p>Staff report <a href="#">LS 01-18</a> on the Town's Permanent Sign By-law to permit projecting signs and prohibit new internally illuminated signs in Downtown Whitby adopted by Council March 2018.</p> <p>Staff in conjunction with Downtown Whitby BIA developed a signage inventory for use as part of the CIP Program, Q3, 2018.</p> <p>In collaboration with the DWDSC and BDDSC, hosted two downtown virtual workshops on Signage and Window Displays in Q2, 2021.</p>
<b>4.6</b> Create opportunity to provide Wi-Fi and improve broadband connectivity in Downtown Whitby.	Ongoing	Financial Services; Strategic Initiatives; Planning and Development; Community Services; Chamber of Commerce	TBD	<p>Region of Durham Broadband strategy initiated in Q3 2017. Town of Whitby staff provided feedback to Region on strategy to help increase connectivity in Whitby in Q2 2018. Region's final <a href="#">Broadband Strategy Report</a> released in Q1 2019, outlined recommended actions for the Region within immediate and long- term</p>

# Objective 4

## Cultivate Downtown connections and promotions

Action Item	Timing	Project Collaborators	Resources	Progress
				Wi-Fi has been extended to include all of Celebration Square at the Whitby Public Library in Q3, 2022.



# Town of Whitby

## Staff Report

[whitby.ca/CouncilCalendar](http://whitby.ca/CouncilCalendar)



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### Report Title: 2023 Workforce Plan Review

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** CAO-24-23

**Department(s) Responsible:**

Organizational Effectiveness

**Submitted by:**

Jacqueline Long, Head of Organizational Effectiveness

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

**For additional information, contact:**

Jacqueline Long, [longj@whitby.ca](mailto:longj@whitby.ca)

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### 1. Recommendation:

1. That Council receive report CAO-24-23 2023 Workforce Plan Review for information.

### 2. Highlights:

- In 2022, staff worked with a third-party consultant to undertake a strategic workforce planning study. The outcomes of this review and analysis were presented to Council on January 16, 2023.
- The benchmark average staff complement was determined to be 12.2 full-time staff per 1,000 households compared to the Town's 11.83 full-time staff per 1,000 households.
- To maintain the staffing at the benchmark level, an additional two-hundred and twenty (220) full-time positions would need to be added to the Town's staff complement between 2023 and 2031.
- The identified need in 2023 was 37.2 full-time equivalents (this includes full-time and part-time positions).

- The output of the workforce plan review in 2023 is a recommended list of positions for consideration in the 2024 budget process. The introduction of an objective ranking system enables the Senior Leadership Team (SLT) to begin budget deliberations with a pre-vetted evidence-based list of positions.
- The 2023 list of positions for consideration in the 2024 budget process includes sixty-three (63) positions representing 59.67 FTE.

### **3. Background:**

In 2022, staff worked with a third-party consultant to undertake a strategic workforce planning study. The outcomes of this review and analysis were presented to Council on January 16, 2023.

The 2022 review and analysis focused on validating and refreshing benchmark information originally included in the 2016 Service Delivery Review (SDR), forecasting Town of Whitby staffing needs based upon the benchmark and known future expansion of services based upon strategies, master plans, reviews, and analyses.

In 2016, the SDR established a benchmark target of 14 full-time staff per 1,000 households based upon a survey of five (5) municipalities. At that time, the Town staff complement was 11.7 full-time staff per 1,000 households. The SDR recommended addressing this deficit in addition to adding fifteen (15) full-time positions per year to address anticipated growth. The 2022 Workforce Planning Project refreshed this analysis by expanding the number of benchmarking municipalities to sixteen (16) to provide for greater outcome reliability and better reflect the Town's comparator group used for compensation purposes. The benchmark average staff complement for the expanded group of comparators was determined to be 12.2 full-time staff per 1,000 households compared to the Town's 11.83 full-time staff per 1,000 households. To close the gap, the 2022 Workforce Plan recommended adding eighteen (18) full-time positions to the Town of Whitby's staff complement in 2022.

In addition to completing a benchmarking analysis of the current staff levels, the consultant forecasted, leveraging the benchmark average of 12.2 full-time positions per 1,000 households, the additional staff required to maintain staffing and service delivery consistent with the benchmark. To maintain the staffing at the benchmark level, an additional two-hundred and twenty (220) full-time positions would need to be added to the Town's staff complement between 2023 and 2031.

In addition to the benchmark analysis, the consultant reviewed known strategies, master plans, reviews, and studies to identify any additional staffing needs. The identified need in 2023 was 37.2 full-time equivalents (this includes full-time and part-time positions).

### **4. Discussion:**

The second iteration of the annual Workforce Planning Review began in March 2023 and concluded in June 2023. This review enabled management to consider any new inputs, such as the Community Strategic Plan (CSP), impact of new positions added in the 2023 budget process, and new or unforeseen considerations. This process included consultations with all departments to review the 2023 workforce plan submission,

identify the changes since the prior year's review, and finalize the identified needs for 2024.

The output of the workforce plan review in 2023 is a recommended list of positions for consideration in the 2024 budget process. For the 2023 review, an improvement to the process included the development of an objective ranking system to prioritize position requests based upon primary drivers and impact if not achieved. The algorithm developed applied a weighting to any position requests with a direct link to the Community Strategic Plan and its identified themes and action items. The drivers and impacts are outlined in the table below:

Primary Driver	Impact if not achieved
Legislation	Non-compliance: Fines, penalties and/or legal action
Policy/Collective Agreement	Non-compliance: Labour relations, safety implication and/or reputational risk
Council Directed	Corporate Priorities: leading to loss of revenue and/or increased cost
Service Level Increase (Council-led)	Corporate Priorities: Leading to waste previously invested resources
Risk Management	Failure: Resulting in lost revenue, increased costs and/or reputational damage
Growth	Service Levels: Inability to keep pace of service delivery causing a need to decrease or shut down services due to growth/capacity.
Customer Service Enhancement	Missed Opportunity: to improve customer service externally
Innovation	Failure: Inability to deliver on a Council endorsed strategy
Service Volume/Peak Season	Service Levels: Inability to keep pace of service delivery causing a delay in the delivery of services due to growth/capacity.
Cost Avoidance	Increased Cost to Taxpayer: Due to inefficient delivery of services

Primary Driver	Impact if not achieved
Best Practice	Increased Cost to Taxpayer: Due to lost revenue
Service Level Increase (Business-led)	Missed Opportunity: to improve customer service internally
Continuous Improvement	Organizational Culture: Impact on the organizational culture, staff retention and/or employee morale

The introduction of an objective ranking system enables the Senior Leadership Team (SLT) to begin budget deliberations with a pre-vetted evidence-based list of positions. *Appendix A-CAO-24-23 Workforce Plan 2024 Position List* details the output of positions recommended for consideration in the 2024 budget process. This output includes position cost, funding source, ranking, and identified links to the Community Strategic Plan (CSP) and corporate projects or initiatives.

The 2022 Workforce Plan recommended the addition of 37.2 FTE, in 2023, to establish a staffing complement consistent with the benchmark average of 12.2 full-time positions per 1,000 households. Based upon the actual FTE approved in the 2023 budget (of 20.0), the remainder of those positions not approved, 17.2 (= 37.2 – 20), are carried forward to the 2024 forecast. The recommended total positions to be added in 2024, to remain consistent with the benchmark average of 12.2 full-time positions per 1,000 households is 59.67 FTE's.

The 2023 list of positions for consideration in the 2024 budget process includes sixty-three (63) positions representing 59.67 FTE, at an estimated cost of 7.0 million dollars per annum. Four (4) of the sixty-three (63) positions, if approved, would be funded by various fees.

With each year the Workforce Planning review is undertaken, we anticipate that our experience will inform opportunities for improvement. Key learnings from the 2023 process include the identification of improvements for the 2024 process, including standardization, by position, of ancillary costs associated with positions, for example, technology, training, etc., and refinement of tools used to capture the information and enable access to SLT.

## 5. Financial Considerations:

All decisions are deferred to the budget process and a final list of positions for consideration will be presented to Council as part of the 2024 budget.

## 6. Communication and Public Engagement:

Not applicable.

**7. Input from Departments/Sources:**

The annual Workforce Planning Review facilitated by Organizational Effectiveness includes consultation with all departments to fully understand current and future staffing needs.

**8. Strategic Priorities:**

The Workforce Plan aligns with the following pillars of the Community Strategic Plan:

- 4.2 Be the organization that people want to join and build their future.
- 4.3 Deliver exceptional customer service and community engagement.
- 4.4 Ensure fiscal responsibility and plan for responsible growth.

**9. Attachments:**

Appendix A CAO-24-23 – 2023 Workforce Plan Review and 2024 Position List

2023 Workforce Plan Review  
List of positions for consideration in the 2024 budget process

Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024		Asset Management Technologist	Financial Services	Additional Compliment	1.00	Tax base
2024		Deputy Chief Building Official	Planning	New Position	1.00	DAAP
2024		Planner I/Zoning Officer	Planning	Additional Compliment	1.00	Fees based
2024		Facility Supervisor	Community Services	Additional Compliment	1.00	Tax base
2024	Carry-Over Request	Payroll Specialist (Workday)	Organizational Effectiveness	Capital to Permanent	1.00	Tax base
2024		HRMS Specialist (Workday)	Organizational Effectiveness	Capital to Permanent	1.00	Tax base
2024	Carry-Over Request	Senior Systems Analyst (Workday)	Organizational Effectiveness	Additional Compliment	2.00	Tax base
2024		Senior Business Analyst (Workday)	Organizational Effectiveness	Additional Compliment	1.00	Tax base
2024		Strategic Plan Coordinator	Strategic Initiatives	New Position	1.00	Tax base
2024		Finance System Specialist (Workday)	Financial Services	Additional Compliment	1.00	Tax base

Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024		Financial Analyst (Workday)	Financial Services	Part-time to Full-time	0.31	Tax base
2024	Carry-Over Request	Capital Project Supervisor - Sustainability	Community Services	Additional Compliment	1.00	Tax base
2024		Garbage Collector (Parks)	Community Services		1.00	Tax base
2024		Parks Maintainer	Community Services	Additional Compliment	1.00	Tax base
2024		Parks Technician	Community Services	New Position	1.00	Tax base
2024		Sr. Change Management Specialist	Organizational Effectiveness	Capital to Permanent	1.00	Tax base
2024	Carry-Over Request	Fire Services Clerk	Fire & Emergency Services	Additional Compliment	0.69	Tax base
2024	Carry-Over Request	Senior Systems Analyst (CRM)	Organizational Effectiveness	New Position	1.00	Tax base
2024		Supervisor, GIS	Organizational Effectiveness	New Position	1.00	Tax base
2024		Sr. GIS Coordinator	Organizational Effectiveness	Additional Compliment	1.00	Tax base
2024	Carry-Over Request	Manager, Customer Service	Town Clerk	New Position	1.00	Tax base

Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024		Program Manager, Real Estate	Financial Services	New Position	1.00	Tax base
2024		Vehicle and Equipment Trainer	Community Services	Part-time to Full-time	0.50	Tax base
2024		Building Engineer	Planning	New Position	1.00	Tax base
2024		Forestry Crew Person	Community Services	Additional Compliment	2.00	Tax base
2024		Summer Student (Parks)	Community Services	Additional Compliment	0.31	Tax base
2024		Summer Student (Parks)	Community Services	Additional Compliment	0.31	Tax base
2024		Fall Temporary Labourer (Forestry)	Community Services	Additional Compliment	0.25	Tax base
2024		Summer Student (Tourism & Culture Ambassador)	Strategic Initiatives	New Position	0.30	Tax base
2024		Sustainability Planner	Strategic Initiatives	New Position	1.00	Tax base
2024		Labourer (Sportfield)	Community Services	Additional Compliment	1.00	Tax base
2024	Carry-Over Request	Recreation Analyst	Community Services	New Position	1.00	Tax base



Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024	Carry-Over Request	Recruitment Specialist	Organizational Effectiveness	Additional Compliment	1.00	Tax base
2024	Carry-Over Request	Special Events Permit Clerk	Strategic Initiatives	New Position	0.69	Tax base
2024		Customer Service Representative	Town Clerk	New Position	1.00	Tax base
2024		Equipment 1 Operator	Community Services	Additional Compliment	2.00	Tax base
2024	Carry-Over Request	Equipment 1 Operator	Community Services	Additional Compliment	1.00	Tax base
2024		Labourer (Roads)	Community Services	Additional Compliment	3.00	Tax base
2024		Fall Temporary Labourer (Sportsfield)	Community Services	Additional Compliment	0.50	Tax base
2024		Fall Temporary Labourer (Waste Collection)	Community Services	Additional Compliment	0.25	Tax base
2024		Accounting Clerk	Financial Services	Temporary to Permanent	0.31	Tax base
2024		Enforcement Servies Officer(s)	Legal & Enforcement Services	Additional Compliment	1.00	Tax base
2024		Licensing Coordinator	Legal & Enforcement Services	New Position	1.00	Tax base

Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024	Carry-Over Request	Technology Analyst	Organizational Effectiveness	Part-time to Full-time	0.31	Tax base
2024		Sr. Infrastructure Engineer	Planning		2.00	Tax base
2024		Facilities Clerk	Community Services	Part-time to Full-time	0.61	Tax base
2024		Operations Technician	Community Services	Additional Compliment	1.00	Tax base
2024		Co-Op Student (Treasury Services)	Financial Services	New Position	0.33	Tax base
2024		Law Clerk/Admin	Legal & Enforcement Services	Additional Compliment	1.00	Tax base
2024	Carry-Over Request	IT Procurement & Asset Mgmt Coord	Organizational Effectiveness	New Position	1.00	Tax base
2024	Carry-Over Request	Program Adm. Assistant	Organizational Effectiveness	New Position	0.50	Tax base
2024		Fellowship Program Coordinator	Strategic Initiatives	New Position	1.00	Tax base
2024		Administrative Specialist	Strategic Initiatives	Additional Compliment	1.00	Tax base
2024		Community Development Specialist	Strategic Initiatives	New Position	1.00	Tax base

Budget Year	Status	Position Title	Department	New or Additional Compliment?	FTE	Funding Source
2024		Apprentice	Community Services	New Position	1.00	Tax base
2024		Prosecutor/Screening Officer	Legal & Enforcement Services	New Position	1.00	Fees based
2024		Sup of Facilities, Municipal Buildings	Community Services	Additional Compliment	1.00	Tax base
2024		Operations Clerk	Community Services	Part-time to Full-time	0.50	Tax base
2024		Director, Planning Services	Planning	New Position	1.00	Tax base
2024		Advertising & Sponsorship Asset Coordinator	Strategic Initiatives	New Position	1.00	Fees based
2024	Carry-Over Request	Training Officer	Fire & Emergency Services	Additional Compliment	1.00	Tax base
2024		Videographer	Organizational Effectiveness	New Position	1.00	Tax base
2024		Legislative Specialist	Town Clerk	Additional Compliment	1.00	Tax base

# Town of Whitby

## Staff Report

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### Report Title: Winter Maintenance Contract Extension

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**Report to:** Committee of the Whole

**Date of meeting:** September 25, 2023

**Report Number:** CMS-08-23

**Department(s) Responsible:**

Community Services Department

**Submitted by:**

John Romano, Commissioner,  
Community Services

<b>Acknowledged by M. Gaskell, Chief Administrative Officer</b>
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**For additional information, contact:**

Paul Thistle, Director, Operational  
Services, Ext 4333

Hector Moreno, Manager Road and  
Traffic Operations, Ext 4335

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#### 1. Recommendation:

1. That Council approve a sole source two-year contract extension of Contract No T-582-2015 issued to Melrose Paving Co. Ltd for front-end loaders with operators through the 2024/2025 winter maintenance season as outlined in Report CMS 08-23;
2. That Council approve the sole source award to add three (3) snowplow/salter combination trucks with operators from Melrose Paving Co. Ltd. under the same terms of Contract No T-581-2018 through the 2024/2025 winter maintenance seasons as outlined in Report CMS 08-23;
3. That staff be authorized to draw \$101,011 from the winter maintenance reserve fund, if required at the end of 2023, related to the sole source award of three additional snowplow/salter combination trucks with operators, under Contract No T-581-2018; and,
4. That the 2024 base operating budget be increased by \$231,983 (plus a Consumer Price Index adjustment) related to the sole source award of the three additional snowplow/salter combination trucks with operators under contract No. T-581-2018.

**2. Highlights:**

- The Town's existing contract for the provision of twelve (12) contracted snowplow/salter combination trucks with operators expires April 2025.
- The 2015 tender for the provision of five (5) front-end loaders and operators to supplement roadway ploughing and snow removal expired in April 2023.
- Melrose Paving Co. has agreed to add the three (3) additional snowplow/salter combination trucks plus provide a two (2) year extension for the five (5) front end loaders through to the end of the 2024/2025 winter season under the same terms and pricing of the previous contract.
- The addition of three (3) snowplow/salter combination trucks along with sole source extension of the front-end loader contract will ensure base levels of winter maintenance are continued for the next two (2) years.
- Aligning the contract end dates will provide the Town the opportunity to realize economies of scale when tendering the required snowplow/salter combination trucks and the front-end loaders at the same time for winter maintenance services, started around November 2025.
- From 2023 to the end of the 2024/2025 winter season, a projected 52 additional roadway lane kilometers requiring winter maintenance services will be added.

**3. Background:**

The Town currently utilizes ten (10) Town-owned snowplow/salter combination trucks, two (2) Town owned front end loaders, twelve (12) contracted snowplow/salter combination trucks, and five (5) contracted front end loaders. The combination trucks are used for plowing/salting and sanding operations while loaders are used for plowing and snow removal from laneways, large cul-de sacs, bends, and dead ends.

In 2015, a tender was issued for the provision of five (5) front end loaders and operators to supplement roadway ploughing and snow removal during the winter season. The contract was a five (5) year term with an option to renew for up to three (3) additional one (1) year terms with an end date of April 2023. The vendor has agreed to extend the existing terms and conditions including unit rates and any CPI adjusted items as required for an additional two (2) years, ending April 2025.

The proposed sole source extension of the (5) front end loaders would allow for both the front end loader and the snowplow/salter combination trucks contract dates to expire in April 2025. The intent at that time would be to tender both services together allowing the Town to benefit from both economies of scale and operational efficiencies with streamlined contracted services.

In 2018, a tender was issued for the provision of twelve (12) snowplow/salter combination trucks and operators to supplement roadway plowing and sanding/salting operations during the winter season. The contract is a five (5) year term which is renewed annually. The contract can be extended by up to two one-year terms with an end-date of April 2025.

The contracted equipment enabled the Town to maintain established levels of service in terms of having roads plowed and icy roads treated within a specified time frame. Compliance with the Ministry of Transportation requirements (Minimum Maintenance Standards) is also ensured for clearing accumulated snowfalls and responding to icy road conditions.

#### **4. Discussion:**

From 2008 until present, there has been a total combined increase of nearly 100 lane kilometers without corresponding increases in resources which has resulted in current/reduced service levels.

During the summer, staff from Operations and Engineering met with developers to conduct thorough site inspections for all roads under development in various subdivisions. The current lane kilometers maintained by the town in 2022/2023 season was 1,179 lane kilometers. Based on current and projected growth from 2023 to 2025, it is expected that the total lane kilometers for the next two winter maintenance seasons will increase to the following:

- 2023/2024 Winter Season – 1,191 Lane Kilometers
- 2024/2025 Winter Season – 1,231 Lane Kilometers

Currently, each of the 22 truck route plans in Whitby averages 54 lane Kilometers of roadway to be plowed. After consulting with neighboring municipalities, it has been confirmed that the average Kilometers per truck route plan compare as follows;

- Ajax – 25 Kilometers per truck route plan
- Oshawa – 31 Kilometers per truck route plan
- Clarington – 32 Kilometers per truck route plan

In response to the above and to meet the increased 1,231 lane km's, three (3) additional snowplow/salter combination trucks are required to meet the base levels of service for winter maintenance. The additional trucks will reduce the average route length to approximately 49 kilometers per truck route plan. Without these pieces of equipment and operators, it will become increasingly difficult to meet the Ontario Minimum Maintenance Standards response time per event type.

The three (3) additional snowplow/salter combination truck with operator will be part of the Town's new twenty-five (25) route plan and will supplement roadway plowing, sanding/salting and snow removal operations during the upcoming winter season.

The following is a breakdown of the proposed new twenty-five (25) route plan;

- 10 Combination trucks with operators (In-house)

- 2 Front End Loaders with operators (In-house)
- 15 Combination Units with operators (Contracted)
- 5 Front End Loaders with operators (Contracted)

The Department in consultation with the Purchasing Officer, agree to support the issuing of a sole source award to Melrose Paving Co. Ltd under Contract No T-581-2018 to acquire the additional three (3) snow-plow/salter combination trucks with operators until the end of the 2024-2025 winter season and to extend the five (5) front end loaders with operators to Melrose Paving Co. Ltd under the same terms of contract T-582-2015 until the end of the 2024/2025 season. This will align both contracts to tender as one in 2024 for the 2025-2026 maintenance season.

Single/sole source of the Town's Procurement Policy states that single and sole source suppliers may be used if the Purchasing Officer and Department Head jointly determine that one or more of Schedule C – Limited Tendering circumstances apply. The following justifications are deemed to apply to this request:

- When the goods or services are in short supply due to abnormal market conditions until fair market conditions are restored;
- When the extension of an existing contract would prove more cost-effective or beneficial if the change of supplier would cause significant inconvenience or duplication of costs;
- When the procurement is for technical services in connection with the assembly, installation, or servicing of highly technical or specialized equipment or infrastructure, and;
- Health and Safety.

## 5. Financial Considerations:

- Two Year extension of Contract No T-582-2015 Winter Control Services Five (5) Front End Loaders and Operators (2023-2025);

2023-2024 Estimated Extension Project Breakdown	Amount
<b>2023-2024 Winter Season</b>	
Daily Standby Cost	\$163,785.00
Operating Hours Cost	\$77,580.00
Subtotal (Pre-Tax)	\$241,365.00
HST	\$31,377.45
<b>HST Rebate</b>	<b>(\$27,129.43)</b>
<b>Total Cost</b>	<b>\$245,613.02</b>

The total two (2) additional one (1) year term extension has an estimated total cost of \$491,226.04 (inclusive of non-recoverable HST) plus the subsequent year of extension subject to CPI Increase.

The annual estimated cost of \$245,613.02 is included in the 2023 Operating Budget and will continue to be included in the 2024 Operating Budget (adjusted for CPI).

- b) Three (3) additional roadway combination trucks and operators under Contract No T-581-2018 Winter Control Services Twelve (12) Roadway Combination Trucks and Operators;

2023-2024 Estimated Extension Project Breakdown	Amount
<b>Nov/Dec 2023</b>	
Daily Standby Cost	\$79,453.11
Operating Hours Cost	\$19,810.80
Subtotal	\$99,263.91
HST	\$12,904.31
<b>HST Rebate</b>	<b>(\$11,157.26)</b>
<b>Total Cost</b>	<b>\$101,010.95</b>
<b>Jan/April 2024</b>	
Daily Standby Cost	\$98,990.76
Operating Hours Cost	\$29,716.20
Subtotal	\$128,706.96
HST	\$16,731.90
<b>HST Rebate</b>	<b>(\$14,466.66)</b>
<b>Total Cost</b>	<b>\$130,972.20</b>
<b>Total Annual Contract Extension Cost</b>	<b>\$231,983.15</b>

The total two (2) additional one (1) year term extensions are estimated in the amount of \$463,966.30 (inclusive of non-recoverable HST) plus the subsequent year of extension subject to CPI Increase.

The financial impact of the additional combination truck and operator in 2023 is \$101,010.95 (shown as “Nov/Dec 2023” costs in Table 1, above). Since the cost for the additional three (3) combination trucks and operators is not currently in the 2023 budget, the \$101,011 will be a 2023 Operating Budget pressure which is recommended to be funded from the Winter Maintenance Reserve, if required at the end of 2023.

An increase of \$231,983 (plus a CPI adjustment) for three additional combination trucks and operators is required in the 2024 base Operating Budget. With the award, the Town will be contractually committed to the additional service; accordingly, the \$231,983 will be shown as a “Prior Year (Council) Decision” and incorporated into the base 2024 operating budget.

## 7. Communication and Public Engagement:

N/A



**8. Input from Departments/Sources:**

N/A

**9. Strategic Priorities:**

The recommendations contained in this report align with the objectives of the Organization and Customer Priorities as follows:

- 2.1 Continually improve how we do things by fostering innovation and focusing on making our processes better
- 3.1 Design service delivery around customer needs

**10. Attachments:**

N/A

## 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	20 Nov 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	In the Whitby Sports Complex Construction Tender Results & Project Budget Approval - Parks projects (originally planned for 2024 in the 10-year forecast) will be impacted by this, includes the Cullen Central Park Redevelopment Phase 2. This project will be budgeted in 2025.
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 2020	21 Sep 2020	25 Sep 2023	

## New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
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	23 Nov 2023	Planning & Development & Community Services Staff prepared a joint memo that went on the Aug 11 CII to update Council on the status of the Park. A report from will come forward once all issues have been resolved and the park is moving forward.
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	

## New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
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	23 Oct 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	23 Oct 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 2022	30 Oct 2023		
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 2023	13 Nov 2023	04 Dec 2023	

## New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
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 2023	25 Mar 2024		
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 2023	25 Sep 2023	23 Oct 2023	
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 2023	04 Dec 2023		
GG-0022	Gateway Maintenance Program	That Staff be directed to report to Council on the implementation of a gateway maintenance program, including additional resources required, to address the repair and rehabilitation of deteriorating gateway signage in subdivisions throughout the Town of Whitby.	24 Apr 2023	20 Nov 2023		

**New and Unfinished Business - General Government**

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0023	CMS 06-23, Community Services Department Report Re: Bill 23 Parkland Dedication Framework	4. That staff be directed to report to Council with options for the acquisition of land to support the development of sports fields as identified by the 2015 Sports Facility Strategy and updated by the 2023 Parks and Recreation Master Plan; and, 5. That Staff be directed to report to Council in September 2023 on the status of the parks master plan agreement.	19 Jun 2023	25 Sep 23	24 Mar 2024	
GG-0024	LS 07-23, Legal and Enforcement Services Department Report Re: Proposed Amendments to the Town of Whitby Towing By-law # 6887-14	2. That Council direct staff to review current municipal regulations regarding the licensing and governing of tow truck drivers and tow truck businesses, activities, and undertakings in the Town of Whitby.	19 Jun 2023			