Regular Council Meeting Revised Agenda

Monday, June 23, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

This meeting will be available for viewing through the Town's **live stream feed** while the meeting is in progress. Please visit whitby.ca/CouncilCalendar for more information about the live stream and archived videos.

This meeting will be held in a hybrid in-person and virtual format. In accordance with Section 8.1 of Procedure By-law # 8081-24, 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

- **To submit written correspondence**, please email your correspondence to the Office of the Town Clerk at clerk@whitby.ca by noon on the day of the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.

Speaking to a matter on a Council agenda is only permitted for matters not previously considered at Committee of the Whole or in limited other circumstances where the effect of a Staff Recommendation was altered at Committee. In these instances, persons wishing to speak may submit a Delegation Request Form online to the Office of the Town Clerk by 8 a.m. on the day of the meeting. Should you be unable to access a computer, please call 905.430.4300 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. **Introductory Announcements and Ceremonial Activities**
    a. Land Acknowledgement
    b. National Anthem
    c. Moment of Reflection
3. **Call of the Roll: The Clerk**

4. Declarations of Conflict of Interest

5. Adoption of Minutes

Regular Council - May 26, 2025

Special Council - June 9, 2025

Recommendation:
That the Regular Council Minutes of May 26, 2025, and the Special Council Minutes of June 9, 2025 be approved.

6. Presentations

6.1 Paul Seguin, Senior Vice President, Pickering Nuclear & Luca Ceccato, Senior Vice President, Nuclear Projects (In-person Attendance)
Re: Ontario Power Generation Pickering Nuclear Generating Station Update

7. Delegations

8. Correspondence

8.1 Correspondence
That the following request be endorsed:

- National Dental Care Day - October 10, 2025

Recommendation:
That the proclamation for National Dental Care Day be endorsed.

9. Committee of the Whole Report - Planning and Development

Planning and Development - June 2 and 9, 2025

*9.1 PDP 23-25, Planning and Development (Planning Services) Department and Financial Services Department Joint Report
Re: Development Fees Review Study Update

Note: This item was referred at the Committee of the Whole meeting of June 2, 2025 to the Council meeting on June 23, 2025. Council direction required.

See also Memorandum from M. Stevenson, Supervisor, Administration – Planning and Development, dated June 23, 2025 regarding PDP 23-25 Development Fees Review Study Update

Recommendation:

1. That the Development Fees Review Study prepared by Watson and Associates Economists Ltd. (Attachment 1) be received for information;
2. That the proposed amendments to the Planning Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
3. That the proposed amendments to the Building Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
4. That the proposed amendments to the Engineering Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
5. That the recommended fees take effect on July 1, 2025;
6. That all Planning, Building and Engineering Services Fees be indexed January 1st, annually, based on the Consumer Price Index – All Items, for the Province of Ontario published by Statistics Canada in the month of May of the previous year;
7. That the Town Clerk be directed to bring forward a by-law to amend the Fees and Charges By-law to give effect to the recommendations contained in Report PDP 23-25;
8. That Council approve additional staff resources for each of the following full-time positions, including the associated capital and operating costs:
    - Planner II, Development Review (Planning Services);
    - Planner II, Zoning & Regulation (Planning Services);
    - Water Resource Engineer (Engineering Services);
    - Program Manager, Development Infrastructure (Engineering Services);
    - 2 Building Inspector II's (Building Services);
    - 1 Senior Plans Examiner (Building Services); and,
9. That P&D-0012 be removed from the New and Unfinished Business List.

9.2 PDP 31-25, Planning and Development (Planning Services) Department Report
Re: Heritage District Review and Update: Status Report

Recommendation:
That Report PDP 31-25 be received for information, as an update to the on-going Review and Update of the Brooklin HCD Plan and the Werden's Plan Neighbourhood HCD Plan.

9.3 PDP 24-25, Planning and Development (Planning Services) Department Report
Re: Zoning By-law Amendment to Remove Holding (H) Symbol, West Whitby Holdings Inc., 915 Rossland Road West, File Number: DEV-13-25 (Z-06-25)

Recommendation:

1. That Council approve an Amendment to Zoning By-law 1784 (File No. Z-06-25) for the removal of the Holding (H) Symbol, as outlined in Planning Report PDP 24-25; and,

2. That a by-law to amend Zoning By-law 1784 be brought forward for Consideration by Council.

9.4 PDP 25-25, Planning and Development (Planning Services) Department Report Re: Draft Plan of Subdivision and Zoning By-law Amendment Application, Minto Communities Inc., Columbus Road West at Baldwin Street North, File Numbers: DEV-27-22 (SW-2022-06 and Z-19-22)

Recommendation:

1. That Council approve the Draft Plan of Subdivision (File Number: SW-2022-06), subject to the comments included in Report PDP 25-25 and the Conditions of Draft Plan Approval included in Attachment #9;

2. That Staff be authorized to prepare a Subdivision Agreement;

3. That Council approve the amendment to Zoning By-law #1784 (File Number: Z-19-22) and that a Zoning By-law Amendment be brought forward for consideration by Council at a later date;

4. That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and,

5. That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.

9.5 PDP 26-25, Planning and Development (Planning Services) Department Report Re: Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

Recommendation:

1. That Council approve Official Plan Amendment Number 145 to the Whitby Official Plan (File: OPA-2024-W/10), as shown on Attachment #9, and that a By-law to adopt Official Plan Amendment Number 145 be brought forward for consideration by Council;

2. That Council approve the Draft Plan of Subdivision (File: SW-2024-04), subject to the comments included in Planning Report PDP 26-25 and the conditions of draft plan approval included in Attachment #13;

3. That Staff be authorized to prepare a Subdivision Agreement;

4. That Council approve an amendment to Zoning By-law 1784 (File: Z-15-24), and that a by-law to amend Zoning By-law 1784 be brought forward for consideration by Council; and,

5. That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.

9.6 PDP 27-25, Planning and Development (Planning Services) Department Report
Re: Sign By-law Variance to Permanent Sign By-law for 1655 Stellar Drive (Menkes Champlain Inc.) File Number: SB-01-25

Recommendation:
That Council approve the request for a variance to the Town of Whitby Permanent Sign By-law #7379-18 for the Menkes Whitby Business Park, located at 1655 Stellar Drive.

9.7 PDP 28-25, Planning and Development (Planning Services) Department
Re: Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File Number: DEV-34-24 (Z-16-24)

Recommendation:

1. That Council approve an amendment to Zoning By-law No. 1784 (Z-16-24), subject to the comments included in Report PDP 28-25; and,

2. That a by-law to amend Zoning By-law #1784 be brought forward for consideration by Council at a future date.

9.8 PDP 29-25, Planning and Development (Planning Services) Department Report
Re: Zoning By-law Amendment Application, Whitby Curling Club, 815 Brock Street North, File Number: DEV-35-24 (Z-17-24)

Recommendation:

1. That Council approve an amendment to Zoning By-law # 2585 (File No. Z-17-24) as set out in Planning Report PDP 29-25; and,

2. That a by-law to amend Zoning By-law # 2585 be brought forward for consideration by Council.

9.9 PDP 30-25, Planning and Development (Planning Services) Department Report
Re: Housing Monitoring Report

Recommendation:

1. That Report PDP 30-25 be received for information; and,
2. That the Clerk forward a copy of Planning and Development Report PDP 30-25 to the Region of Durham, Community Growth and Economic Development.

9.10 PDE 05-25, Planning and Development (Engineering Services) Department Report
Re: Update to Traffic By-law 8059-24, Stop Control

Recommendation:

1. That Council approve the proposed amendment to the Traffic By-law 8059-24 to incorporate changes to Schedule “N” of the By-law, as identified in Attachment 1; and,
2. That a by-law to amend By-law 8059-24 be brought forward for the consideration of Council.

9.11 PDE 06-25, Planning and Development (Engineering Services) Department Report
Re: Whitburn Street, Consideration of Traffic Calming Adjustments

Note: This item was referred at the Committee of the Whole meeting on June 9, 2025 to the Council meeting on June 23, 2025. Council direction required.

9.12 PDE 07-25, Planning and Development (Engineering Services) Department Report
Re: E-scooter and E-bike By-law

Recommendation:
That the proposed E-scooter and E-bike By-law appended to this Report as Attachment 4 be brought forward for the consideration of Council.

9.13 PDE 08-25, Planning and Development (Engineering Services) Department Report
Re: Garden Street Lay-by Parking

Recommendation:

1. That Staff Report PDE 08-25 be received;
2. That Council direct staff to proceed Option 3 of the Garden Street Lay-by design, as outlined in Staff Report PDE 08-25, which includes an Intersection Pedestrian Signal at Colette Drive and parking north and south of Colette Drive; and,
3. That a 2025 Capital Project be established for the construction of Garden Street Lay-by Parking (Option 3) project, in the amount of $609,500, funded $304,750 from the Development Charges Roads Reserve Fund and $304,750 from the Growth Reserve Fund.

9.14 PDE 09-25, Planning and Development (Engineering) Services Department Report
Re: Traffic Calming Policy and Guidelines

Recommendation:

1. That the proposed Draft Traffic Calming Policy and Guidelines attached in Attachment 1 and Attachment 2 be received for information; and,

2. That staff consider the input received by Council and the Community and bring forward the Final Traffic Calming Policy and Guidelines in the fall.

10. Committee of the Whole Report - General Government

General Government - June 2 and 9, 2025

10.1 CAO 10-25, Office of the Chief Administrative Officer Report
Re: CUPE 53 Whitby Naming Rights Sponsorship of Arena 5 at Iroquois Park Sports Centre

Recommendation:
That Council approve entering into a third one (1) year sponsorship agreement effective until May 1, 2026 with CUPE 53 Whitby for a Naming Rights Sponsorship at Iroquois Park Sports Centre (IPSC), including keeping Arena 5 as “CUPE 53 Whitby Arena 5”, based on the sponsorship package and other terms and conditions identified in Report CAO 10-25.

10.2 CAO 14-25, Office of the Chief Administrative Officer Report
Re: 2024 Annual Sustainability and Climate Change Report

Recommendation:

1. That Report CAO 14-25 be received as information; and,

2. That the Clerk’s office forward a copy of Staff Report CAO 14-25 to the Region of Durham’s Sustainability Department.

10.3 CAO 15-25, Office of the Chief Administrative Officer Report
Re: 2026 Workforce Plan Review

Recommendation:
That Council receive report CAO 15-25 regarding the 2026 Workforce Plan Review for information.

10.4 CAO 16-25, Office of the Chief Administrative Officer Report
Re: The IDEA Project, Journey to Inclusivity Status Update 2025

Recommendation:
That Council receive Report CAO-16-25 The IDEA Project, Journey to Inclusivity Status Update 2025 for information.

10.5 CLK 07-25, Office of the Town Clerk Report
Re: 2026 Council, Committee, and Public Meetings Schedule

Recommendation:
That Council approve the 2026 Council, Committee, and Public Meetings Schedule appended to this Report as Attachment 1.

10.6 FES 02-25, Whitby Fire and Emergency Services Report
Re: Whitby Fire and Emergency Services – 2024 Annual Report

Recommendation:
That Council receives, for information, and reviews Whitby Fire and Emergency Services (WFES) 2024 Annual Report.

10.7 FS 05-25, Financial Services Department Report
Re: Update on Property Tax Assessment Appeals and Adjustments

Recommendation:
That Report FS 05-25 be received as information.

*10.8 FS 25-25, Financial Services Department Report
Re: Annual Insured Claims Report

See also Memorandum from C. Wood, Senior Manager, Procurement & Risk, dated June 23, 2025 regarding Follow-up response to Inquiry on FS 25-25

Recommendation:
That report FS 25-25 regarding Annual Insured Claims be received as information.

10.9 Condemning and Combatting Islamophobia and Hosting an Interfaith Event

Note: Items 4 and 5 of the motion presented at the Committee of the Whole meeting on June 2, 2025 were referred to the Council meeting on June 23, 2025. See the memorandum from M. Gaskell, Chief Administrative Officer, dated June 16, 2025 regarding an Update on Anti-Hate Initiatives.

Recommendation:

1. That the Town of Whitby Council condemn in the strongest terms possible the recent acts of Islamophobic vandalism and hate in all its forms and restate its commitment to an inclusive and welcoming town for all;
2. That Council express its support for the past National Summit on Islamophobia with the participation of the Federal, Provincial and local governments; and,
3. That Council commit to looking for ways to educate residents about Islamophobia and ways to combat all forms of hate through a coordinated public information campaign.

10.10 CAO 11-25, Office of the Chief Administrative Officer Report
Re: Hotel Feasibility Study

Recommendation:

1. That Report CAO 11-25 Hotel Feasibility Study be received for information; and,

2. That Council endorse Attachment 2 of this report to support staff in advancing and promoting the proposed hotel and conference centre in the Town of Whitby.

10.11 CAO 12-25, Office of the Chief Administrative Officer Report
Re: 2025 Economic Development Strategy Update

Recommendation:

1. That Report CAO 12-25 be received for information; and,

2. That Council approve the recommended updates to the Economic Development Strategy.

10.12 CAO 13-25, Office of the Chief Administrative Officer Report
Re: Update on Provincially Owned Employment Lands

Recommendation:
That Report CAO 13-25 be received for information.

10.13 CLK 04-25, Office of the Town Clerk Report
Re: Amendments to the Records Classification and Retention By-law

Recommendation:

1. That Report CLK 04-25 of the Office of the Town Clerk be received for information; and,

2. That the Clerk be directed to bring forward a by-law to repeal By-law #7707-20 and replace it with the draft Records Classification & Retention By-law substantially in the form appended as Attachment # 1 to Report CLK 04-25.

10.14 CMS 08-25, Community Services Department Report
Re: Gateway Removal Grant - Pilot Program

Recommendation:

1. That Report CMS 08-25 be received for information;
2. That Council approve the Gateway Removal Grant: One-Year Pilot Program, as outlined in Staff Report CMS 08-25, and direct Staff to implement this program commencing in the first quarter of 2026;
3. That staff report back with the results of the program and recommendations on continuation or conclusion of the one-year grant pilot program; and,
4. That NUB Item #GG-0039 “That Staff be directed to report back on the opportunity for a grant program for homeowners to offset their costs of removing gateway and masonry features and columns located on private property prior to the introduction of the 2026 Strong Mayor Budget” be removed from the New and Unfinished Business Listing.

10.15 CMS 09-25, Community Services Department Report
Re: Commemorative Waterfront Dedication Feature Report

Recommendation:

1. That Report CMS 09-25 be received;
2. That Council approve the installation of metal plaques of a nautical or fish theme, to be selected by Staff, with the plaques to be affixed to the existing railing along Lions Promenade as a waterfront dedication feature; and,
3. That GG-0035, related to staff investigating the installation of a commemorative dedication feature at the waterfront, be removed from the New and Unfinished Business List.

10.16 LS 08-25, Legal and Enforcement Services Department Report
Re: Proposed New Fence By-law

Recommendation:

1. That report LS-08-25 be received for information;
2. That the proposed new Fence By-law, be brought forward to Council on October 6, 2025 for consideration and adoption, substantially in accordance with Attachment #1 to this Report;
3. That Council grant delegated authority for consideration of minor height exemptions (up to 10%) to the Commissioner of Legal and Enforcement Services/Town Solicitor;
4. That Council delegate the authority for consideration of additional height exemptions to the Municipal Licensing and Standards Committee in accordance with the Fence By-law Exemption Process outlined in Schedule “A” of the proposed New Fence By-law;
5. That the Clerk be directed to amend the Terms of Reference for the Municipal Licensing and Standards Committee to include consideration of Fence By-law Exemptions;
6. That staff be directed to bring forward a By-law to amend Fees and Charges By-law # 7220-17, as amended, for Minor Fence Height Exemptions and to add a new tier fee for Fence By-law Exemptions as noted in Section 5 of Report LS 08-25; and,
7. That item number GG-0038 be removed from the New and Unfinished Business List.

10.17 LS 09-25, Legal and Enforcement Services Department Report
Re: Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders

Recommendation:

1. That Report LS 09-25 be received for information;
2. That the proposed amendments to the Town’s Traffic By-law #8059-24, as amended, appended to this report as Attachment # 1 be brought forward to Council for consideration; and,
3. That the proposed amendment to the Town’s Fees and Charges By-law #7220-17 appended to this Report as Attachment # 2 be brought forward to Council for consideration.

11. For information only - Committee of the Whole Minutes of June 2 and 9, 2025

12. Notice of Motion

12.1 Luther Vipond Memorial Arena - Naming
Moved By: Councillor Lee
Seconded By: Mayor Roy

Recommendation:
Whereas Luther Vipond (1914–1982) was a life long resident of Brooklin/Whitby who distinguished himself over a 5 decade period as an athlete, coach, manager, executive, sponsor, mentor, and community builder; and,

Whereas Luther Vipond was an accomplished lacrosse player, but as with many of his contemporaries, Luther's lacrosse career gave way to the more pressing matters of WWII and he was among the 14,000 Canadians who landed on Normandy's beaches on D–Day on June 6, 1944; and,

Whereas Luther Vipond was among the volunteers who erected a new arena in Brooklin, and in 1954 Luther assumed the role of Brooklin (Whitby Township) arena manager, a position he would hold until his retirement in 1979. Luther was active during these years as a coach of Brooklin minor lacrosse and hockey teams; and,

Whereas the Town is currently undertaking community engagement on the future use of Luther Vipond Memorial Arena.

Now Therefore be it Resolved:

That, regardless of the future community use identified for the Luther Vipond Memorial Arena and site, that the recognition of Luther Vipond and his name remain a key feature.

12.2 Request to Establish Protected Access Zones Around Sensitive Places
Moved By: Councillor Leahy
Seconded By: Councillor Yamada

Recommendation:
Whereas freedom of expression and demonstrations are protected by the Canadian Charter of Rights and Freedoms;

Whereas repeated demonstrations in front of certain places in the municipality, including religious institutions, community centres, and educational institutions, can cause significant disruptions to communities;

Whereas disruptions may include excessive noise pollution, obstruction of pedestrian and road traffic, intimidating behaviour toward users, and constant pressure on municipal services;

Whereas Canadian municipalities such as the City of Toronto, Town of Oakville, City of Vaughan, City of Brampton, and City of Côte Saint-Luc have recently adopted municipal by-laws establishing bubble zones prohibiting assembly around certain locations to protect citizens and institutions while respecting fundamental rights;

Whereas courts in several provinces have already issued temporary injunctions to restrict certain demonstration activities near sensitive locations highlighting the need for a permanent regulatory framework;

Now therefore be it resolved:

1. That Town Council request that Legal and Enforcement Services Department staff prepare a draft by-law to create protected access zones with a 50-metre radius around the following locations, at the request of the institution concerned:

    a. Places of worship;

    b. Educational institutions;

    c. Early childhood centres and daycares;

    d. Community centres; and,

    e. Healthcare facilities.

2. That these zones be established for a period of one (1) year, renewable, without the institution being required to demonstrate prior protest, assembly or demonstration activity;

3. That the following activities be prohibited in these zones:

    a. Any form of intimidation or harassment towards users of the premises;

    b. Any physical obstruction of entry or exit;

    c. The use of sound amplification devices intended to disrupt the normal operation of the establishment; and,

    d. Any protest, assembly, demonstration or other gathering activity intended to prevent access or disturb public order.

4. That fines for violations of this by-law may be up to $5,000 in accordance with the provisions of the Provincial Offences Act;

5. That this by-law be applicable throughout the municipality;

6. That consultation be conducted with community organizations, specialized legal experts, and advocacy organizations to ensure that the by-law balances the right to protest and public protection; and,

7. That the municipality produce an annual report on the effects of this by-law and assess its impact on citizen safety, the functioning of the institutions concerned, and respect for fundamental freedoms.

12.3 Strengthening Canada’s Economy by Diversifying Trade
Moved By: Councillor Shahid
Seconded By: Mayor Roy

Recommendation:
Whereas the tariffs imposed by the White House are wreaking havoc on the global economic order and posing serious economic threats to communities on both sides of the Canada-US border; and,

Whereas the Federation of Canadian Municipalities has contributed to Team Canada by working closely with the Government of Canada and the provinces and territories, and forging strong relationships with American municipalities and municipal associations to raise awareness about the benefits of free and fair trade between Canada and the negative economic impacts that tariffs pose to their local communities; and,

Whereas the turn towards protectionism by the world's largest economy and Canada's top trading partner creates long-term uncertainty for the Canadian economy, necessitating a pivot to new trading relationships, both in Canada and abroad; and,

Whereas eliminating internal trade barriers could allow Canada's economy to grow by up to $200 billion per year; and,

Whereas numerous Canadian municipalities have committed to re-evaluate their procurement policies in the context of this trade dispute; and,

Whereas municipal governments are working with their local business associations to find new export markets, both within Canada and around the world; and,

Whereas diversifying Canada's trading relationships will require a long-term effort to establish new international markets; and,

Whereas increasing the flow of goods east-west across Canada and through Pacific, Arctic, and Atlantic ports will require investment in trade infrastructure, including municipal infrastructure such as municipal roads, bridges and public transit infrastructure.

Now therefore, be it resolved:

1. That the Council of the Town of Whitby calls on the federal, provincial and territorial governments to reduce remaining internal trade barriers on an urgent basis;
2. That the Council of the Town of Whitby calls on the federal government to provide advice and guidance to municipalities on how to increase the procurement of goods and services from alternative markets;
3. That the Council of the Town of Whitby calls on the federal government to provide support to municipal governments and their local economic development agencies, to develop, enhance or expand their international trade strategies, and conduct and/or expand trade missions and other trade promotion activities to help local businesses establish new markets; and,

4. That the Council of the Town of Whitby calls on the federal government to ensure that municipal infrastructure is eligible for federal investment through new federal trade infrastructure programs.

12.4 Supporting Canadians through a Stronger Canada Disability Benefit
Moved By: Councillor Shahid
Seconded By: Mayor Roy

Recommendation:
Whereas over four million working age Canadians 18 and older identify as having a disability, and of these, approximately 1.6 million have a severe or very severe disability; and,

Whereas those working age Canadians with disabilities experience poverty at twice the rate of Canadians without disabilities; and,

Whereas the federal government has recognized the importance of reducing poverty and supporting working-age persons with disabilities through the 2023 enactment of the Canada Disability Benefit Act; and,

Whereas the federal government has further committed $6.1 billion over six years, beginning in 2025, and $1.4 billion per year ongoing, through a new Canada Disability Benefit program, expected to be launched in June 2025; and,

Whereas the federal government has sought public feedback to inform how the Canada Disability Benefit will be administered and delivered; and,

Whereas the Town of Whitby supports community well-being, and has a vested interest in ensuring that individuals with disabilities receive adequate financial support from other orders of government that lifts the recipients out of poverty and does not create new barriers to pursuing employment.

Now therefore, be it resolved:

1. That the Council of the Town of Whitby calls on the federal government to raise the maximum payment above the proposed $2,400 per year maximum to an amount that is adequate to lift people with disabilities above the poverty line, and increase the working income exemptions (currently $10,000 per year for a single person, or $14,000 per year for a couple) before their benefits would be reduced; and,

2. That the Council of the Town of Whitby calls on the federal government to strengthen coordination with provinces and territories who also provide other supports and services to persons with disabilities, to help streamline and integrate application processes while also ensuring that there is no reduction in other funding supports provided to people with disabilities.

13. New and Unfinished Business

14. By-laws

Recommendation:

That leave be granted to introduce By-laws # 8199-25 to # 8219-25 and to dispense with the reading of the by-laws by the Clerk and that the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

14.1 By-law # 8199-25
Being a By-law to amend Records Classification and Retention By-law # 7707-20.

Refer to CLK 04-25, Amendments to the Records Classification and Retention By-law

14.2 By-law # 8200-25
Being a By-law to confirm the composition of the Municipal Council of the Town of Whitby as nine (9) members and change the method of election for the Town's four (4) Regional Councillors from at large to by ward.

Refer to CLK 06-25, Method of Election for Regional Councillors

14.3 By-law # 8201-25
Being a By-law to amend Fees and Charges By-law # 7220-17, as amended.

Refer to PDP 23-25, Development Fees Review Study Update

14.4 By-law # 8202-25
Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2017-06) as not being subject of Part Lot Control.

14.5 By-law # 8203-25
Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2014-04) as not being subject of Part Lot Control.

*14.6 By-law # 8204-25
Being a By-law to amend Traffic By-law # 8059-24, as amended.

Refer to LS 09-25, Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders

See also Memorandum from A. Gratton, Senior Manager of Enforcement Services, dated June 13, 2025 regarding Follow up to Report LS 09-25 to proposed Traffic by-law amendments for towing fees

14.7 By-law # 8205-25
Being a By-law to amend Fees and Charges By-law # 7220-17, as amended.

Refer to LS 09-25, Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders

14.8 By-law # 8206-25
Being a By-law to accept and assume certain municipal services in respect of Greyrock Commercial Construction Limited Subdivision and to assume Pinegate Place as shown on Plan 40M-2665 as a public highway.

14.9 By-law # 8207-25
Being a By-law to accept and assume certain municipal services in respect of TFP Whitby Developments Inc. and 3125 Coronation Developments Limited Subdivision (Phase 1) and to assume Armilia Place, Soltys Drive, Fruitful Crescent, Thelma Drive, Coronation Road, Walter Clifford Nesbitt Drive, Beasley Street, Arksey Street, Marcel Brunelle Drive, Auckland Drive, Yvette Street, Dumaine Street, Ogston Crescent, Hahn Street, Batty Lane, Guzman Lane, Rostek Lane, Cross Lane, Moles Lane, and Imrie Lane as shown on Plan 40M-2644 as public highways.

14.10 By-law # 8208-25
Being a By-law to Amend By-law # 8059-24, as amended, being a By-law to Regulate Traffic and Parking on the Highways, Private and Municipal property within the Town of Whitby.

Refer to PDE 05-25, Updated Traffic By-Law 8059-24, Stop Control

14.11 By-law # 8209-25
Being a By-law to regulate the operation and use of electric kick-scooters (e-scooters) and power-assisted bicycles (e-bikes) in the Town of Whitby.

Refer to PDE 07-25, E-scooter and E-bike By-law

14.12 By-law # 8210-25
Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law for the Town of Whitby.

Refer to PDP 24-25, Zoning By-law Amendment to Remove Holding (H) Symbol, West Whitby Holdings Inc., 915 Rossland Road West, File Number: DEV-13-25 (Z-06-25)

14.13 By-law # 8211-25
Being a By-law to amend By-law #2585, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 13-25, e: Zoning By-law Amendment Application, Vandenboom Properties Inc., 301, 315, 317 Colborne Street East, 304, 320 Dunlop Street East, and 205, 207 Athol Street, File Number: DEV-38-24 (Z-19-24)

14.14 By-law # 8212-25
Being a By-law to amend By-law #2585, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 29-25, DEV-35-24: Zoning By-law Amendment Application, Whitby Curling Club, 815 Brock Street North, File No. Z-17-24

14.15 By-law # 8213-25
Being a By-law to amend By-law #1784, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 12-24, DEV-28-23: Draft Plan of Subdivision Application (SW-2023-04), Zoning By-law Amendment Application (Z-10-23), Icon Taunton Limited, 945 Taunton Road East

14.16 By-law # 8214-25
Being a By-law to adopt Amendment Number 145 to the Official Plan of the Town of Whitby.

Refer to PDP 26-25, Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

14.17 By-law # 8215-25
Being a by-law to amend By-law #1784, as amended, being the Zoning By-law for the Town of Whitby.

Refer to PDP 26-25, Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

14.18 By-law # 8216-25
Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2020-05) as not being subject of Part Lot Control.

14.19 By-law # 8217-25
Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 36-22, Draft Plan of Subdivision and Zoning By-law Amendment Applications – Brooklin Northeast Developments CR Inc. – 400 Columbus Road East, File Nos. DEV-30-20 (SW-2020-07, Z-15-20)

14.20 By-law # 8218-25
Being a By-law to amend Private Transportation Services By-law # 7398-18, as amended.

Refer to CMS 07-25, Proposed Amendments to the Private Transportation Services By-law, Accessible Taxis

14.21 By-law # 8219-25

Being a By-law to amend By-law #1784, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 28-25, DEV-34-24: Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File No. Z-16-24

15. Confirmatory By-law

Recommendation:

That leave be granted to introduce a by-law and to dispense with the reading of the by-law by the Clerk to confirm the proceedings of the Council of the Town of Whitby at its regular meeting held on June 23, 2025 and the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

16. Announcements

17. Adjournment

Recommendation:

That the meeting adjourn.

Regular Council Minutes

May 26, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski (Virtual Attendance) Councillor Cardwell (Virtual Attendance) Councillor Leahy Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada
Also Present:	M. Gaskell, Chief Administrative Officer M. Hickey, Fire Chief S. Klein, Deputy Chief Administrative Officer J. Long, Head of Organizational Effectiveness J. Romano, Commissioner of Community Services F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor R. Saunders, Commissioner of Planning and Development F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk K. Narraway, Sr. Manager of Legislative Services/Deputy Clerk (Recording Secretary)

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1. Call To Order: The Mayor
2. Introductory Announcements and Ceremonial Activities
    a. Land Acknowledgement
    b. National Anthem

c. Moment of Reflection

3. Call of the Roll: The Clerk

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Prior to the Adoption of Minutes, Mayor Roy and Councillor Shahid made remarks about the recent defacement of several locations in the Town with anti-Muslim graffiti. The Mayor and Councillor expressed their support for the Muslim community and indicated that these hateful acts have no place in the Town and stand in direct opposition to community values of respect, diversity, and inclusion. Mayor Roy highlighted steps that were taken immediately after the incidents including contacting leaders in the Muslim community and the expeditious removal of the graffiti by Town Staff. Mayor Roy and Councillor Shahid noted the efforts of the Durham Region Anti-Racism Taskforce to address racism and highlighted the Taskforce's upcoming Community Connections event. Mayor Roy also noted recent acts of anti-Semitic vandalism in Whitby and reflected on the concerning trend of increasing hate crimes across Canada. She asked members of the public who may have any information about these incidents to contact the Durham Regional Police Service or Durham Regional Crime Stoppers.

Mayor Roy then spoke about the sudden closure of the Durham Corporate Centre at 105 Consumers Drive and the impact of the closure on the small businesses located at the property. She advised that Town Staff, the Whitby Chamber of Commerce, and local commercial property owners are coordinating to identify available office space and supports for the displaced businesses. Mayor Roy noted that she is hosting a meeting on May 28, 2025 between the affected businesses, Town Economic Development Staff, and the Chamber of Commerce to meet and discuss available resources. She invited Members of Council to attend the meeting for the purposes of listening and observing as audience members.

5. Adoption of Minutes

Regular Council - April 28, 2025

Special Council - April 28, 2025

Resolution # 91-25

Moved by Councillor Bozinovski
Seconded by Councillor Leahy

That the Regular Council and Special Council minutes of April 28, 2025 be approved.

Carried

6. Presentations

6.1 Recognition: Communications and Creative Services Division

Re: International Association of Business Communicators and Canadian Public Relations Society Awards of Excellence

Mayor Roy attended the dais and was joined by Matt Gaskell, Chief Administrative Officer and Jacqueline Long, Head of Organizational Effectiveness. Members of the Town's Communications and Creative Services Division and Jillian Follert, Public Affairs Coordinator were welcomed onto the dais and recognized for the recent awards they received from the International Association of Business Communicators and the Canadian Public Relations Society for the "Care Closer to Home" campaign supporting the development of a new hospital in Whitby.

6.2 Jeff Abrams, Co-Principal, Principles Integrity (Virtual Attendance)

Re: Correspondence # 2025-246 received from Janice Atwood and Jeff Abrams, Co-Principals, Principles Integrity dated May 1, 2025 regarding the Integrity Commissioners Annual Report - Town of Whitby

Refer to Item 8.2, Correspondence # 2025-246

Janice Atwood, Co-Principal, Principles Integrity appeared before Council and provided a presentation regarding the Integrity Commissioner's Annual Report. Highlights of the presentation included:

- an outline of the role of the Integrity Commissioner;
- the number of requests for advice received from Members of Council by the Integrity Commissioner over the past year, noting that most were related to questions about potential conflicts of interest;
- options for how the Integrity Commissioner may respond to breaches of the Council Code of Conduct including issuing disposition letters or public reports;
- the number of Code of Conduct complaints received over the last year and the status of those matters; and,

- general advice provided by the Integrity Commissioner from their experience working with numerous Ontario municipalities including the importance of maintaining confidentiality, communicating respectfully, and allowing Staff to do their work without undue interference.

A question and answer period ensued between Members of Council and Ms. Atwood regarding:

- the status of Bill 9, Municipal Accountability Act, 2025, and how Principles Integrity is working with other Integrity Commissioners in the Province to provide feedback on the proposed legislation;
- options available for Council consideration to sanction Members for Code contraventions including remedial measures;
- provisions in the Education Act that allow School Boards to suspend Trustees from attending meetings and confirmation that similar provisions are not included in the Municipal Act; and,
- information about how the Provincial Integrity Commissioner will consult with local Integrity Commissioners across Ontario regarding Bill 9.

7. Delegations

Moved by Councillor Shahid
Seconded by Councillor Mulcahy

That the rules of procedure be suspended to hear the delegation from Stephanie Leblanc, Resident, regarding Item 13.1, Office of the Town Clerk Report CLK 06-25.

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		

Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**8**	**1**	**0**

Carried on a Two Thirds Vote (8 to 1)

7.1 Lori Lopes, Resident (In-Person Attendance)

Re: CLK 06-25, Office of the Town Clerk Report
Method of Election for Regional Councillors

Refer to Item 13.1, CLK 06-25

Lori Lopes, Resident, appeared before Council and indicated that it was her preference to see Regional Councillors elected by ward instead of at large. She noted that the costs associated with running an at large campaign are prohibitive for many, serving as a barrier for potential candidates for Council. Ms. Lopes noted that the majority of Greater Toronto Area municipal councils are elected by ward and that she felt that the current at large system primarily benefited incumbents. She advised that the cost to run a ward by-election is less expensive that an at large by-election should a Regional Councillor vacate their seat, and that there are potential efficiencies including reduced mail volumes for newsletters and less election signs for Regional Councillors in a by ward system.

A brief question and answer period ensued between Members of Council and Ms. Lopes regarding whether the question about the method of election for Regional Councillors should be put to a referendum question and about how election sign volumes would be reduced by changing the method of election.

7.2 Jessica Street, Resident (In-Person Attendance)

Re: CLK 06-25, Office of the Town Clerk Report
Method of Election for Regional Councillors

Refer to Item 13.1, CLK 06-25

Jessica Street, Resident, appeared before Council and indicated that it was her preference to see Regional Councillors continue to be elected at large. She noted that changing the method of election could cause

confusion for voters and that a by ward system offered less flexibility should the composition of the Region of Durham Council change in the future. Ms. Street stated that a decision about changing the method of election should not be made without public consultation and highlighted the support Regional Councillors need to earn from residents across the Town.

7.3 Stephanie Leblanc, Resident (In-Person Attendance)

Re: CLK 06-25, Office of the Town Clerk Report
Method of Election for Regional Councillors

Stephanie Leblanc, Resident, appeared before Council and indicated that it was her preference to see Regional Councillors elected by ward instead of at large. She highlighted the pillars of the Association of Municipalities of Ontario's Healthy Democracy Project noting that they align with a by ward method of election due to lower financial costs associated with a campaign, deeper community understanding from candidates, and stronger relationships between candidates and the communities they serve.

8. Correspondence

8.1 Correspondence

That the following requests be endorsed:

- Sickle Cell Awareness Day - June 19, 2025
- Prostate Cancer Awareness Month - September 2025
- Childhood Cancer Awareness Month - Flag Raising - September 2 to 7, 2025

Resolution # 92-25

Moved by Councillor Cardwell
Seconded by Councillor Yamada

That the proclamations for Sickle Cell Awareness Day and Prostate Cancer Awareness Month and the flag raising for Childhood Cancer Awareness Month be endorsed.

Carried

8.2 Correspondence # 2025-246 received from Janice Atwood and Jeff Abrams, Co-Principals, Principles Integrity dated May 1, 2025 regarding the Integrity Commissioners Annual Report - Town of Whitby

Resolution # 93-25

Moved by Councillor Shahid
Seconded by Councillor Lundquist

That Correspondence # 2025-246 received from Janice Atwood and Jeff Abrams, Co-Principals, Principles Integrity dated May 1, 2025 regarding the Integrity Commissioners Annual Report - Town of Whitby be received for information.

Carried

9. Committee of the Whole Report - Planning and Development

Planning and Development - May 5 and 12, 2025

9.1 PDP 22-25, Planning and Development (Planning Services) Department Report

Re: Draft Plan of Subdivision and Zoning By-law Amendment Applications, Mattamy (Thickson) Limited, File Number: DEV-02-22 (SW-2022-01 and Z-02-22)

Resolution # 94-25

Moved by Councillor Lee
Seconded by Councillor Shahid

1. That Council approve the Draft Plan of Subdivision (File Number: SW-2022-01), subject to the comments included in Report PDP-22-25 and the Conditions of Draft Plan Approval included in Attachment #9;
2. That Staff be authorized to prepare a Subdivision Agreement;
3. That Council approve the amendment to Zoning By-law #1784, (File Number: Z-02-22) and that a Zoning By-law Amendment be brought forward for consideration by Council at a later date;
4. That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and,

5. That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.

Carried

9.2 PDE 02-25, Planning and Development (Engineering Services) Department and Financial Services Department Joint Report

Re: Columbus Road Phase 1 Construction (Country Lane to Ashburn Road)

Resolution # 95-25

Moved by Councillor Lee
Seconded by Councillor Shahid

1. That a new 2025 capital project, in the amount of $40,000,000 be approved for Columbus Road Widening Phase 1 (Country Lane to Ashburn Road) funded as follows:
    a. $15,052,500 reallocated from Project #40246048 (Ashburn Road to Baldwin Street) as outlined in Staff Report PDE 02-25;
    b. $19,918,750 from the Province of Ontario's Housing-Enabling Core Servicing grant;
    c. $4,274,437.50 from the Development Charges Reserve Fund for Roads and Related Town-wide Infrastructure; and,
    d. $754,312.50 from the Growth Capital Reserve Fund.
2. That Bumstead Integrated Transportation Consulting be awarded a single source contract for municipal-side contract management of the project, in the amount of $375,000, funded from the new 2025 Capital Project Columbus Road Widening Phase 1 works;
3. That, for the Columbus Road Phase 1 project, the Commissioner of Planning and Development, together with the Commissioner of Financial Services and Treasurer, and the Senior Manager of Procurement be delegated authority to award contracts that normally require Council authorization beforehand;
4. That Staff report on procurements awarded, that normally would require Council approval, at the earliest opportunity following the event;

5. Staff be authorized to enter into funding agreements with the Region of Durham and/or Developers for the cost recovery of water and sewer servicing works; and,

6. That prior to the award of the construction contract, Staff be authorized to create a new capital project for Columbus Road Phase 1 water and sewer works budget to be funded by the Region of Durham and/or the Developers subject to receipt of:

    a. A signed agreement from the Region of Durham and/or Developers on the cost recovery of water and sewer servicing works; and,

    b. A purchase order from the Region of Durham and/or a letter of credit/financial securities from the Developers totaling the amount of the award for the water and sewer works.

Carried

9.3 PDE 04-25, Planning and Development (Engineering Services) Department and Financial Services Department Joint Report

Re: Des Newman Boulevard and Rossland Road – Financial Reconciliation

Resolution # 96-25

Moved by Councillor Lee
Seconded by Councillor Shahid

1. That the final project cost of the Des Newman Boulevard and Rossland Road works completed by the West Whitby Landowners Group (“WWLG”) and Region of Durham, in the amount of $36,306,982 (as outlined in Table 5 of Report PDE 04-25) be approved;

2. That the budget shortfall in Capital Project # 40256058, in the amount of $ 2,373,427 (as outlined in Table 5 of Report PDE 04-25), be funded from the Development Charges Roads and Related Town-wide Infrastructure Reserve Fund (“DC Roads RF”);

3. That the Ontario Ministry of Transportation’s (“MTO”) outstanding reimbursement for the MTO portion of Des Newman Boulevard / Coronation Road and Rossland Road works, in the amount of $8,875,817 (as outlined in Table 4 of Report PDE 04-25), be

funded from the DC Roads RF to be offset by any future recoveries from the MTO;

4. That staff be authorized to negotiate, and the Mayor and Clerk be authorized to execute, one or more agreements with the WWLG to close the Development Charges Works Funding and Reimbursement Agreement (“WWLG Agreement”) for the Des Newman Boulevard and Rossland Road works, and to indemnify each other for future claims and costs related to the project, all in a form that is satisfactory to the Commissioner of Financial Services and Treasurer (or designate) and the Commissioner of Legal and Enforcement Services/Town Solicitor (or designate); and,

5. That staff be authorized to negotiate and finalize, and the Mayor and Clerk be authorized to execute, one or more cost sharing agreements with the WWLG and/or Ministry of Transportation (“MTO”) for the Environmental Compensation Works required for the Des Newman Boulevard Project in a form that is satisfactory to the Commissioner of Financial Services and Treasurer (or designate) and the Commissioner of Legal and Enforcement Services/Town Solicitor (or designate).

Carried

10. Committee of the Whole Report - General Government

General Government - May 5 and 12, 2025

10.1 FS 15-25, Financial Services Department Report

Re: 2024 Annual Investment Report

Resolution # 97-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

That Report FS 15-25 entitled “2024 Annual Investment Report”, be received for information.

Carried

10.2 FS 26-25, Financial Services Department and Community Services Department Joint Report

Re: Single Source Contract Award for Design Services for the New Whitby Fire Station

A question and answer period ensued between Members of Council and Staff regarding:

- how the Town's firefighters will be consulted during the design of the new fire station;
- confirmation that the new fire station will be designed in accordance with best practices, National Fire Protection Association standards, and through the expertise of the architect;
- opportunities to explore a modular design for the fire hall, noting that there are nuances for each hall depending on the type of equipment used and local response criteria; and,
- confirmation from Staff that the pricing from the architect was competitive with recent fire hall designs in the province of similar size and with similar energy efficiency.

Resolution # 98-25

Moved by Councillor Shahid
Seconded by Councillor Lundquist

1. That staff be authorized to award a single source contract to Thomas Brown Architects for the detailed design of the New Whitby Fire Station, in the amount of $942,185 plus HST, funded from capital project # 71231201 - FH6 - New Construction; and,
2. That a 2025 capital project be approved for the construction of Fire Hall 6, in the amount of $17,000,000, funded from internal borrowing between Development Charges reserve funds as outlined in Report FS 26-25.

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy	X		

Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada	X		
Results	**9**	**0**	**0**

Carried Unanimously on a Recorded Vote (9 to 0)

10.3 FS 14-25, Financial Services Department Report

Re: Growth-Related Development Fees Exemptions for Affordable Residential Units

Resolution # 99-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

1. That Council approve the Affordable Residential Units Exemptions Policy included as Attachment 1 of Report FS 14-25; and,
2. That the Treasurer be delegated the authority to enter into and make certain amendments to the agreements as outlined in Report FS 14-25 with the Region of Durham and property owners for the purpose of providing development charge, parkland dedication, and community benefit charge exemptions for Affordable Residential Units.

Carried

10.4 CMS 07-25, Community Services Department and Legal and Enforcement Services Department Joint Report

Re: Proposed Amendment to the Private Transportation Services By-law, Accessible Taxis

Resolution # 100-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

1. That Report CMS 07-25 be received for information; and,

2. That the proposed amendments to the Town's Private Transportation Services By-law # 7398-18, substantially as appended in Attachment 1, be brought to Council for consideration and adoption.

Carried

10.5 Correspondence # 2025-235 from the Durham District School Board received on April 29, 2025 regarding Durham District School Board Enrollment Pressures and Funding Challenges

A brief question and answer period ensued between Members of Council and Staff regarding educational development charges, how the development charges are used primarily for land acquisition, and the need to lift the Educational Development Charge cap to allow school boards to collect adequate development charges to purchase property for schools.

Resolution # 101-25

Moved by Councillor Lee
Seconded by Councillor Shahid

Whereas the Durham District School Board (DDSB) continues to face rapid enrollment growth which is expected to continue in the coming years; and,

Whereas to manage this growth sustainably, the DDSB urgently needs the Provincial Government to remove the Educational Development Charge (EDC) cap as the cap significantly restricts the ability of school boards to recover the true cost of acquiring land for new schools.

Now therefore, be it resolved:

1. That Correspondence # 2025-235 from the Durham District School Board received on April 29, 2025 regarding Durham District School Board Enrollment Pressures and Funding Challenges be received for information; and,

2. That Whitby Council calls on the Province of Ontario to remove the EDC cap as the difference between the capped rate and the actual rate required to purchase land for new schools is so significant, that without action, the debt being incurred to purchase land will soon become unserviceable and the opportunity will be missed for the

growth that is currently occurring to pay for the development of new schools.

Carried

10.6 FS 27-25, Financial Services Department Report

Re: 2026 Budget Schedule and Engagement

Resolution # 102-25

Moved by Councillor Shahid
Seconded by Councillor Lundquist

1. That the 2026 to 2028 Multi-year Budget Process, Communication and Public Engagement Plan and Budget Calendar outlined in Staff Report FS 27-25 be approved with Budget Books to be released on October 27, 2025 and with the Mayor's Budget Memo to be provided on November 7;

2. That the following reduced timelines for budget amendments, vetoes, and other budget procedural matters for the 2026 to 2028 Multi-year budget be approved:

    a. The Council Budget Amendment Period be reduced to 20 days (from 30 days) following Council's receipt of the proposed budget from the Mayor;

    b. The Council Override of the Mayor's Veto Period expire 14 days (from 15 days) after the Mayor's Veto Period;

    c. The deadline to provide the Clerk with Council motions to amend the budget be set for 4:30 p.m. on November 24, 2025;

    d. The Town Clerk is authorized to cancel the November 27, 2025 and December 15, 2025 Special Council Meetings on the budget if no Council Budget Amendments are received by the Town Clerk by 4:30 p.m. on November 24, 2025;

    e. The deadline to provide the Clerk with Council motions to override the Mayor's Veto of any Council-approved budget amendments be set for 4:30 p.m. on December 10, 2025; and,

    f. The Town Clerk is authorized to cancel the December 15, 2025 Special Council Meeting on the budget if the Town Clerk does not receive any motions to override the Mayor's vetoes, if any,

to Council Budget Amendments by 4:30 p.m. December 10, 2025;

3. That Council receives for information the proposed four (4) day (from 10-day) expiration for the Mayor's Veto Period following the Council Budget Amendment Period.

Carried

10.7 CAO 09-25, Office of the Chief Administrative Officer Report

Re: Economic Development Trade Mission

A brief discussion ensued between Members of Council regarding the valuable timing of the economic development trade mission considering the trade dispute with the United States of America, engagement with companies during the trade mission, and timing for established leads to materialize into business development in the Region.

Resolution # 103-25

Moved by Councillor Shahid
Seconded by Councillor Mulcahy

1. That Report CAO 09-25 Economic Development Trade Mission be received as information; and,

2. That the Clerk be directed to forward a copy of Report CAO 09-25 to the Director of Economic Development & Tourism, Region of Durham.

Carried

10.8 CLK 05-25, Office of the Town Clerk Report

Re: Accountability and Transparency Framework Review

A brief question and answer period ensued between Members of Council and Staff regarding the cost savings associated with using the Ontario Ombudsman as the closed meeting investigator instead of Local Authority Services, the expertise of the Ombudsman, the online repository of investigations provided by Ombudsman's office, and the length of time the Ombudsman may take to complete investigations versus Local Authority Services.

Moved by Councillor Shahid
Seconded by Councillor Lundquist

1. That Report CLK 05-25 providing an update and overview of the Town's accountability and transparency framework be received for information;
2. That the revised Accountability and Transparency Policy G 010 appended as Attachment 1 to Report CLK 05-25 be approved;
3. That the Clerk be directed to bring forward a by-law to amend Procedure By-law #8081-24 to enact the following changes:
    a. Include the playing of the National Anthem as part of the opening protocols for Regular Council meetings; and,
    b. Permit recorded votes at Standing Committee meetings.
4. That the revised Closed Meeting Policy G 040 appended as Attachment 2 to Report CLK 05-25 be approved; and,
5. That the Clerk be directed to take the necessary actions to use the Ontario Ombudsman as the default closed meeting investigator in accordance with section 239.1 of the Municipal Act, 2001, including termination of the existing agreement for closed meeting investigator services with the Local Authority Services (LAS).

Carried later in the meeting (See following motions)

Moved by Councillor Shahid
Seconded by Councillor Mulcahy

That Item 3 of the main motion be amended to read as follows:

3. That the Clerk be directed to bring forward a by-law to amend Procedure By-law #8081-24 to enact the following changes:

a. Include the playing of the National Anthem as part of the opening protocols for Regular Council meetings;
b. Preclude delegates for Integrity Commissioner reports; and,
c. Permit recorded votes at Standing Committee meetings.

	For	Against	Conflict
Mayor Roy	X		

Councillor Bozinovski		X	
Councillor Cardwell	X		
Councillor Leahy		X	
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**6**	**3**	**0**

Carried on a Recorded Vote (6 to 3)

The main motion, as amended, was then carried as follows:

Resolution # 104-25

Moved by Councillor Shahid
Seconded by Councillor Lundquist

1. That Report CLK 05-25 providing an update and overview of the Town's accountability and transparency framework be received for information;
2. That the revised Accountability and Transparency Policy G 010 appended as Attachment 1 to Report CLK 05-25 be approved;
3. That the Clerk be directed to bring forward a by-law to amend Procedure By-law #8081-24 to enact the following changes:
    a. Include the playing of the National Anthem as part of the opening protocols for Regular Council meetings;
    b. Preclude delegates for Integrity Commissioner reports; and,
    c. Permit recorded votes at Standing Committee meetings.
4. That the revised Closed Meeting Policy G 040 appended as Attachment 2 to Report CLK 05-25 be approved; and,

5. That the Clerk be directed to take the necessary actions to use the Ontario Ombudsman as the default closed meeting investigator in accordance with section 239.1 of the Municipal Act, 2001, including termination of the existing agreement for closed meeting investigator services with the Local Authority Services (LAS).

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**8**	**1**	**0**

Carried on a Recorded Vote (8 to 1)

10.9 FES 01-25, Fire and Emergency Services Department Report

Re: Medical Priority Dispatch System (MPDS) Change Over and Tiered Response

Resolution # 105-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

1. That report FES 01-25 be received for information on the pending changeover to the Medical Priority Dispatch System (MPDS); and,
2. As per the Fire Department Establishing and Regulating By-law #7263-17 (Attachment #1), Council approves an amendment to the Town of Whitby's current *Fire Tiered Response Criteria*

(Attachment #2), moving the Town of Whitby to Level A, in alignment with the City of Oshawa, the Town of Ajax and the Township of Clarington.

Carried

10.10 Advocating for Sustainable Federal Funding for PARA Marine Search and Rescue

Resolution # 106-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

Whereas PARA Marine Search and Rescue (PMSAR) is a registered Canadian charity that has been operating with a dedicated team of volunteers since 1967, who have contributed thousands of hours annually to ensure the safety of individuals participating in water activities on Lake Ontario; and,

Whereas PMSAR annually conducts over 30 search and rescue missions in coordination with Canadian Coast Guard, from Port Credit to Port Hope. Notable rescues include the recovery of kayakers, children on floats, and searches for missing persons off the shores of Lake Ontario. The unit works alongside various other government departments including local police, fire, EMS, and Coast Guard for both Canada and the US; and,

Whereas PMSAR's commitment to safety, teamwork, and community has been recognized through numerous awards and recognitions; and,

Whereas PMSAR and its volunteers play a vital role in keeping the Lake Ontario waterfront and residents in Durham Region safe; and,

Whereas despite its vital work, PMSAR operates with minimal federal support, relying heavily on community funding and volunteer efforts to raise funds for major capital acquisitions; and,

Whereas the lack of direct sustainable and predictable funding from upper-tier governments poses a significant risk to the continuity and effectiveness of PMSAR's long-term operations; and,

Whereas PMSAR is in need of additional funding to procure a new vessel to replace their current vessel which will be at end of life in the mid-2030s; and,

Whereas ongoing annual operating funding from the federal government will lessen the burden for PMSAR as they work towards raising the approximately $2,000,000 required for a new vessel.

Now therefore, be it resolved:

1. That Whitby Council calls on the Federal Government to commit ongoing and predictable operating funding from the federal government to PARA Marine Search and Rescue to support the organization's long-term operational needs, including vessel and equipment replacement, and for the continued safety and protection of residents on Lake Ontario;

2. That Whitby Council encourages all Durham municipalities and the City of Toronto to bring forward similar motions advocating for ongoing operating support for PARA Marine Search and Rescue; and,

3. That a copy of this motion be sent to Ryan Turnbull, MP for Whitby; Lorne Coe, MPP for Whitby; Public Safety Canada; the Regional Municipality of Durham; all Durham Region lower-tier municipalities; the City of Toronto; and PARA Marine Search and Rescue.

Carried

10.11 Outdoor Viewing Parties for the NHL Playoffs in Downtown Whitby

Note: This item was referred at Committee.

A brief discussion ensued between Members of Council about budgeting for future outdoor viewing parties for professional sporting events through the Town's annual budget process and broadening the scope of the viewing parties to include a diverse range of sporting events.

10.12 FS 01-25, Confidential Financial Services Department, Legal and Enforcement Services Department, and Community Services Department Joint Report

Re: Proposed Long-Term Lease of Front Street West (Rowe House)

Resolution # 107-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

1. That Negotiable Request For Proposal (NRFP-20-2024) to obtain food and beverage / restaurant proposals for the Rowe House be awarded to 301 Rowe Inc.;

2. That the Mayor and Clerk be authorized to execute a ten (10)-year commercial restaurant lease, with an option to extend for two (2) additional five (5)-year terms, with 301 Rowe Inc. for the Rowe House property, located 301 Front Street West, subject to terms substantially outlined in Confidential Report FS 01-25 and in a form satisfactory to the Commissioners of Community Services, Financial Services/Treasurer, and Legal and Enforcement Services/Town Solicitor (or their respective designates);

3. That the requirement in Town Policy F-190 for the Town to provide public notice of long-term lease and report back to Council on any written objections received be waived; and,

4. That the Commissioner of Financial Services & Treasurer, or designate, be authorized to enter into an agreement with 301 Rowe Inc. to provide access to the Rowe House in advance of the Possession Date, June 1, 2025, to allow for 301 Rowe Inc.'s consultants to start design and other works on the property.

Carried

11. For information only - Committee of the Whole Minutes of May 5 and 12, 2025

12. Notice of Motion

There were no notices of motion.

13. New and Unfinished Business

13.1 CLK 06-25, Office of the Town Clerk Report

Re: Method of Election for Regional Councillors

A discussion ensued between Members of Council regarding:

- lowering financial barriers for prospective candidates by moving from an at large to a by ward method of election for Regional Councillors;
- significant funding for incumbent Members of Council coming from persons associated with the development industry;

- the benefit of candidates running in a by ward election being more connected to their local community;
- potential efficiencies for constituents in terms of knowing who to contact for Regional issues in a by ward system;
- whether or not a ward boundary review is required in advance of changing the method of election for Regional Councillors;
- the demographics of Council currently demonstrating that there is equity amongst prospective candidates;
- challenges associated with determining public opinion of the preferred method of election for Regional Councillors; and,
- how a determined effort from candidates for the position of Regional Councillor may assist in overcoming the potential financial barriers associated with running for the position.

A question and answer period ensued between Members of Council and Staff regarding:

- clarification about how a single Regional Councillor would be elected as a Durham Region Council representative for each of the Town's four existing wards;
- how any future ward boundary reviews would be impacted by changing the method of election for Regional Councillors from at large to by ward; and,
- confirmation that no ward boundary changes would be associated with moving to a by ward method of election for Regional Councillors given that a single Regional Councillor would be elected as a Durham Region Council representative for each of the Town's existing four wards.

Moved by Councillor Lundquist
Seconded by Councillor Cardwell

Whereas the Town of Whitby currently elects its Regional Councillors at large; and,

Whereas at-large systems can lead to gaps in geographic representation and reduce the ability of residents to have a direct and accountable representative for their specific area at the Regional level; and,

Whereas transitioning to a ward-based system for Regional Councillor elections would enhance accountability, ensure geographic equity, and improve the representativeness of the Regional Council; and,

Whereas a ward-based system can lower barriers to candidacy and promote more diverse and community-rooted leadership.

Now therefore, be it resolved:

1. That the Town of Whitby transition from at-large elections for Regional Councillors to a ward-based system whereby each Regional Councillor is elected by voters within a designated ward;
2. That Staff be directed to bring forward the necessary by-law amendments, required to enable this change; and,
3. That the new ward-based Regional Councillor election system be in place for the 2026 municipal election.

Carried later in the meeting (See following motions)

Councillor Leahy indicated that he felt that the above-noted motion was out of order due to the need to conduct a ward boundary review alongside any change to the method of election for Regional Councillors.

In accordance with Section 15.4 of the Procedure By-law, Councillor Leahy challenged the ruling of the Mayor.

Mayor Roy put the following vote to Council:

Will the ruling of the Chair be sustained?

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy		X	
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		

Councillor Shahid	X		
Councillor Yamada		X	
Results	**7**	**2**	**0**

Carried on a Recorded Vote (7 to 2)

Prior to consideration of the main motion, Councillor Leahy indicated that he wished to introduce an amendment to require a ward boundary review to be completed prior to considering changes to the method of election for Regional Councillors.

Mayor Roy declined to put the amendment to a vote, indicating that the motion was out of order.

In accordance with Section 15.4 of the Procedure By-law, Councillor Leahy challenged the ruling of the Mayor.

Mayor Roy put the following vote to Council:

Will the ruling of the Chair be sustained?

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski		X	
Councillor Cardwell	X		
Councillor Leahy		X	
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**6**	**3**	**0**

Carried on a Recorded Vote (6 to 3)

The main motion was then immediately before Council as follows:

Resolution # 108-25

Moved by Councillor Lundquist
Seconded by Councillor Cardwell

Whereas the Town of Whitby currently elects its Regional Councillors at large; and,

Whereas at-large systems can lead to gaps in geographic representation and reduce the ability of residents to have a direct and accountable representative for their specific area at the Regional level; and,

Whereas transitioning to a ward-based system for Regional Councillor elections would enhance accountability, ensure geographic equity, and improve the representativeness of the Regional Council; and,

Whereas a ward-based system can lower barriers to candidacy and promote more diverse and community-rooted leadership.

Now therefore, be it resolved:

1. That the Town of Whitby transition from at-large elections for Regional Councillors to a ward-based system whereby each Regional Councillor is elected by voters within a designated ward;
2. That Staff be directed to bring forward the necessary by-law amendments, required to enable this change; and,
3. That the new ward-based Regional Councillor election system be in place for the 2026 municipal election.

	For	Against	Conflict
Mayor Roy	X		
Councillor Bozinovski		X	
Councillor Cardwell	X		
Councillor Leahy		X	

Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid		X	
Councillor Yamada		X	
Results	**5**	**4**	**0**

Carried on a Recorded Vote (5 to 4)

14. By-laws

Resolution # 109-25

Moved by Councillor Yamada
Seconded by Councillor Leahy

That leave be granted to introduce By-laws # 8187-25 to # 8195-25, with By-law # 8190-25 being as amended, and to dispense with the reading of the by-laws by the Clerk and that the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

14.1 By-law # 8187-25

Being a By-law to establish provisions for providing Vital Services to a Rental Unit(s), including hot water, adequate and suitable heat, suitably cooled air, and potable water for rented or leased dwellings or living accommodations in the Town of Whitby.

Refer to LS 06-25, Proposed Rental Unit Vital Services By-law

14.2 By-law # 8188-25

Being a By-law to amend Property Standards By-law # 6874-14, as amended.

Refer to LS 07-25, Proposed Administrative Amendments to Property Standards By-law # 6874-14, as amended

14.3 By-law # 8189-25

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2014-04) as not being subject of Part Lot Control.

14.4 By-law # 8190-25

Being a By-law to amend Procedure By-law # 8081-24.

Refer to CLK 05-25, Accountability and Transparency Framework Review

14.5 By-law # 8191-25

Being a By-law to repeal By-law # 6040-08 to remove Local Authority Services as The Corporation of the Town of Whitby's investigator of closed meetings.

Refer to CLK 05-25, Accountability and Transparency Framework Review

14.6 By-law # 8192-25

Being a By-law to adopt Amendment Number 144 to the Official Plan of the Town of Whitby.

Refer to PDP 20-25, Official Plan Amendment and Zoning By-law Amendment Applications, Baldwin Street Holdings Inc. (Ollie Switch Corporation), 91, 95. and 99 Baldwin Street, File Numbers: DEV-24-24 (OPA-2024-W/08, Z-11-24)

14.7 By-law # 8193-25

Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 20-25, Official Plan Amendment and Zoning By-law Amendment Applications, Baldwin Street Holdings Inc. (Ollie Switch Corporation), 91, 95, and 99 Baldwin Street, File Numbers: DEV-24-24 (OPA-2024-W/08, Z-11-24)

14.8 By-law # 8194-25

Being a By-law to designate the Mayfield House on the property municipally known in 2025 as 780 Garden Street, and legally described as Part of Block 1, Plan 40M-2785, designated as Parts 1 and 2, Plan 40R-32970, as being of cultural heritage value and interest.

Refer to PDP 42-23, 780 Garden Street – Notice of Intention to Designate a Property under Part IV, Section 29 of the Ontario Heritage Act

14.9 By-law # 8195-25

Being a By-law to designate the Ontario County House of Refuge on the property municipally known as 300 High Street and legally described as Part of Lot 28, Concession 2, designated as Part 1, on Plan 40R-6075, Town of Whitby, Regional Municipality of Durham as being of cultural heritage value and interest.

Refer to PDP 26-24, 300 High Street - Notice of Intention to Designate Property Under Part IV, Section 29 of the Ontario Heritage Act

15. Confirmatory By-law

Resolution # 110-25

Moved by Councillor Mulcahy
Seconded by Councillor Shahid

That leave be granted to introduce a by-law and to dispense with the reading of the by-law by the Clerk to confirm the proceedings of the Council of the Town of Whitby at its regular meeting held on May 26, 2025 and the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

16. Announcements

Members of Council highlighted various community events and activities and recognized Town Staff for their recent efforts to expeditiously remove a downed tree in Centre ward.

17. Adjournment

Moved by Councillor Shahid
Seconded by Councillor Lundquist

That the meeting adjourn.

Carried

The meeting adjourned at 9:22 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

June 9, 2025, 5:30 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski Councillor Leahy Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada (Virtual Attendance, In-Person Attendance at 6:05 p.m.)
Regrets:	Councillor Cardwell
Also Present:	M. Gaskell, Chief Administrative Officer M. Hickey, Fire Chief S. Klein, Deputy Chief Administrative Officer J. Long, Head of Organizational Effectiveness J. Romano, Commissioner of Community Services F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor R. Saunders, Commissioner of Planning and Development F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk H. Ellis, Council and Committee Coordinator C. Des Granges, Legislative Specialist (Recording Secretary)

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1. Call To Order: The Mayor
2. Call of the Roll: The Clerk
3. Declarations of Conflict of Interest

There were no declarations of pecuniary interest.

4. Presentations

4.1 E. Watson, Senior Manager, Financial Planning & Deputy Treasurer and M. Latimer, Supervisor, Asset Management

Re: Town of Whitby Asset Management Plan Update

Refer to Item 6.1, FS 29-25

Erika Watson, Senior Manager, Financial Planning & Deputy Treasurer and Micheal Latimer, Supervisor, Asset Management provided a PowerPoint presentation regarding the Town of Whitby Asset Management Plan Update. Highlights of the presentation included:

- an overview of the Town's 2025 Asset Management Plan;
- an overview of the requirements of Ontario Regulation 588/17 that all asset management plans must be approved by July 1, 2025;
- an overview of the Town's asset portfolio and portfolio conditions;
- community and technical levels of service for various service areas;
- the annual financial requirements based on the proposed levels of service;
- the Town's current reinvestment rate to combat asset degradation;
- the proportion of annual funding allocated for asset replacement relative to the total replacement cost of all assets;
- the proposed financial strategy designed to close the asset management funding gap over 4 years through an Infrastructure Levy; and,
- recommendations from the Town's 2025 Asset Management Plan to address the condition of the Town's assets.

A question and answer period ensued between Members of Council and Staff regarding:

- clarification regarding funding level and sources for asset renewal and replacement over the next four years and beyond, excluding amounts covered by the proposed Infrastructure Levy;

- whether the Town could borrow funds to maintain asset management needs and the risks associated with borrowing;
- concerns regarding increasing property taxes for residents through an Infrastructure Levy;
- whether levels of service may be lowered to reduce the forecasted financial requirement and proposed Infrastructure Levy;
- applying for grants to offset asset management costs;
- prioritizing assets in very poor condition to mitigate risks and ensure service continuity;
- municipalities continuing to lobby provincial and federal governments to assist with funding infrastructure costs; and,
- acknowledgment that many municipalities are struggling to fund infrastructure maintenance costs.

5. Delegations

There were no delegations.

6. Correspondence

6.1 Memorandum from F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor and F. Wong, Commissioner of Financial Services/Treasurer regarding Road Dedication By-law for Victoria Street E. widening to facilitate Regional Works

Resolution # 111-25

Moved by Councillor Shahid
Seconded by Councillor Bozinovski

1. That the memorandum from F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor and F. Wong, Commissioner of Financial Services/Treasurer dated June 9, 2025 regarding a Road Dedication By-law for Victoria Street E. widening to facilitate Regional Works be received for information;
2. That Council refer to the By-laws portion of the agenda to adopt By-law # 8198-25 to dedicate Part 1 on Reference Plan 40R-32203 as a public right-of-way to facilitate the transfer of a road widening to the Region; and,

3. That the requirements under Policy F 190: Acquisition, Sale or Other disposition of Land Policy be waived for the reasons outlined in the memorandum.

Carried

7. Items for Consideration

7.1 FS 29-25, Financial Services Department Report

Re: Town of Whitby Asset Management Plan Update

Discussion ensued between Members of Council and Staff regarding:

- lowering the proposed level of service to reduce funding needs;
- the balance of the Asset Management Reserve Fund;
- whether any unallocated or surplus funds in the Asset Management Reserve Fund could be used to offset or replace the proposed Infrastructure Levy;
- clarification about whether there was an amount allocated to asset management in the approved multi-year budget; and,
- a request for Staff to include a risk assessment of the potential impacts of not approving an Infrastructure Levy to combat asset degradation.

Moved by Councillor Bozinovski
Seconded by Councillor Lee

1. That Council endorse the Town's 2025 Asset Management Plan (as outlined in and attached to Staff Report FS 29-25), which, in accordance with Ontario Regulation 588/17, includes a 10-year financial forecast, lifecycle costing, proposed community and technical levels of service, and a financial strategy for Town-owned infrastructure/assets;
2. That Council approves the following recommendations as outlined in the in the Town's 2025 Asset Management Plan and Staff Report FS 29-25:
    a. Adopt the proposed levels of service across the Town's portfolio of assets;

b. Adopt the 10-year financial strategy that recommends an average annual reinvestment of $41.5 million to maintain the assets in accordance with the approved levels of service; and,

c. Request that the Mayor include an Infrastructure Levy, as a special charge on the property tax bill, for the 2026 multi-year budget of $2.3 million in 2026 or 1.7% of the tax-levy funded annual budget and a further increase of 1.7% of the tax-levy funded annual budget for each year from 2027 to 2029.

Note: The disposition of this matter, Item 7.1, was determined through the referral motion below.

Moved by Councillor Bozinovski
Seconded by Councillor Lundquist

That Item 2.c. of the main motion be amended to read as follows:

Request that the Mayor include an Infrastructure Levy, as a special charge on the property tax bill, for the 2026 multi-year budget of $1.3 million in 2026 or 1% of the tax-levy funded annual budget and a further increase of 1% of the tax-levy funded annual budget for each year from 2027 to 2029.

Motion Withdrawn

Resolution # 112-25

Moved by Councillor Bozinovski
Seconded by Councillor Lee

That Report FS 29-25 be referred to Staff to revise the Asset Management Plan for Council approval by decreasing levels of service for the Town's existing infrastructure to reflect the asset management funding in the approved multi-year budget.

Carried

7.2 FS 08-25, Financial Services Department and Legal and Enforcement Services Department Joint Report

Re: Land Acquisition from MTO for Fire Hall 6

See also Confidential Memorandum from F. Wong, Commissioner of Financial Services/Treasurer dated June 9, 2025 regarding Report FS 08-25 Land Acquisition from MTO for Fire Hall 6 circulated on the

Confidential Council and Standing Committee Correspondence agenda.

Resolution # 113-25

Moved by Councillor Mulcahy
Seconded by Councillor Shahid

1. That the land at the southwest corner of Rossland Road and Des Newman Boulevard, legally described as Part of Lot 34, Concession 2, being Part 1 on Plan 40R-32833, subject to an easement as in D201709, being a portion of PIN 26547-2789 (LT), in the Town of Whitby, Regional Municipality of Durham as shown in Attachment 1 (the “Property”) be acquired from the Minister of Transportation for the Province of Ontario (“MTO”) funded from the 2024 capital project #20241601 – Fire Station 6 – Land Purchase;
2. That the Clerk bring forward a by-law authorizing the acquisition of the Property from MTO to the June 9, 2025 Council Meeting;
3. That the requirement to obtain an appraisal in accordance with Town of Whitby Policy F-190 regarding the Acquisition, Sale or other Disposition of Land Policy be waived for the acquisition of the Property; and
4. That Council hereby delegate authority to the Mayor and Clerk to undertake the necessary actions and execute an agreement of purchase and sale and all other necessary documents to give effect thereto, with such actions and agreements in a form satisfactory to the Commissioner, Legal and Enforcement Services/Town Solicitor, or designate.

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		

Councillor Shahid	X		
Councillor Yamada	X		
Results	**8**	**0**	**0**

Carried Unanimously on a Recorded Vote (8 to 0)

8. By-laws

Resolution # 114-25

Moved by Councillor Leahy
Seconded by Councillor Yamada

That leave be granted to introduce By-laws # 8197-25 and # 8198-25 and to dispense with the reading of the by-laws by the Clerk and that the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

8.1 By-law # 8197-25

Being a By-law to authorize the acquisition of the lands described as Part of Lot 34, Concession 2, being Part 1 on Plan 40R-32833, subject to an easement as in D201709, being a portion of PIN 26547-2789 (LT), Town of Whitby, Regional Municipality of Durham (the “Lands”) from the Minister of Transportation for the Province of Ontario (MTO).

Refer to FS 08-25, Land Acquisition from MTO for Fire Hall 6

8.2 By-law # 8198-25

Being a By-law to dedicate Part 1, Plan 40R-32203, as a Public Highway (Victoria Street East).

Refer to Memorandum from F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor and F. Wong, Commissioner of Financial Services/Treasurer regarding Road Dedication By-law for Victoria Street E. widening to facilitate Regional Works

9. Confirmatory By-law

Resolution # 115-25

Moved by Councillor Mulcahy
Seconded by Councillor Shahid

That leave be granted to introduce a by-law and to dispense with the reading of the by-law by the Clerk to confirm the proceedings of the Council of the Town of Whitby at its special meeting held on June 9, 2025 and the same be considered read and passed and that the Mayor and the Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

10. Adjournment

Moved by Councillor Bozinovski
Seconded by Councillor Lundquist

That the meeting adjourn.

Carried

The meeting adjourned at 6:41 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Development Fees Review Study Update

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 23-25**

Department(s) Responsible:

Planning and Development Department (Planning Services)
Financial Services Department

Submitted by:
R. Saunders, Commissioner, Planning and Development
F. Wong, Commissioner, Financial Services and Treasurer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

P. Angelo, Director, Engineering Services, ext. 4918

W. Kang, Director of Building Services & Chief Building Official, ext. 5570

J. Taylor, Director of Planning, ext. 2908

E. Watson, Sr. Manager of Financial Planning and Deputy Treasurer, ext. 2826

1. Recommendation:

1. **That the Development Fees Review Study prepared by Watson and Associates Economists Ltd. (Attachment 1) be received for information;**
2. **That the proposed amendments to the Planning Services Fees included in Attachment #2 of Report PDP 23-25 be approved;**
3. **That the proposed amendments to the Building Services Fees included in Attachment #2 of Report PDP 23-25 be approved;**
4. **That the proposed amendments to the Engineering Services Fees included in Attachment #2 of Report PDP 23-25 be approved;**
5. **That the recommended fees take effect on July 1, 2025;**

6. **That all Planning, Building and Engineering Services Fees be indexed January 1st, annually, based on the Consumer Price Index – All Items, for the Province of Ontario published by Statistics Canada in the month of May of the previous year;**

7. **That the Town Clerk be directed to bring forward a by-law to amend the Fees and Charges By-law to give effect to the recommendations contained in Report PDP 23-25;**

8. **That Council approve additional staff resources for each of the following full-time positions, including the associated capital and operating costs:**

    - **Planner II, Development Review (Planning Services);**
    - **Planner II, Zoning & Regulation (Planning Services);**
    - **Water Resource Engineer (Engineering Services);**
    - **Program Manager, Development Infrastructure (Engineering Services);**
    - **2 Building Inspector II's (Building Services);**
    - **1 Senior Plans Examiner (Building Services); and,**

9. **That P&D-0012 be removed from the New and Unfinished Business List.**

2. Highlights:

- Watson and Associates Economists Ltd. have been engaged to assist staff with the review of costs related to processing development fees, which include planning application fees, development engineering fees and building permit fees.
- Changes in legislation, application characteristics and cost-recovery levels have led a number of municipalities to undertake a review of their development fees to ensure they accurately reflect processing efforts and service costs.
- Anticipated growth in development will result in additional strains on staff resources to maintain expected levels of service.
- Two (2) additional full-time Planner II positions are required in 2025 for the Planning Services Division to assist in processing the increasing volume and complexity of development applications.
- Two (2) additional full-time positions, including: Water Resource Engineer and Program Manager, Development Infrastructure are required in the Engineering Services Division to assist in processing the increasing volume and complexity of development applications.
- Three (3) additional full-time positions, including: two (2) Building Inspector II positions and a Senior Plans Examiner to accommodate the increased volume in building permits.

- Additional staff resources as outlined in the Development Fees Review Study will be identified in future staffing forecasts and through the budget approval process as growth dictates.

3. Background:

Development Fees along with Development Charges are essential to ensuring the cost of growth is funded through the source of growth to the extent possible, thereby minimizing the impact on the taxpayer. The review of development related fees is based the underlying assumption that these fees should offset the full cost of processing development applications and providing building code enforcement services in the Planning and Development Department. Watson and Associates Economists Ltd. have been engaged to assist staff with the review of costs related to processing development fees, which include planning application fees, development engineering fees and building permit fees.

The planning application and building permit fees were last updated in 2018 (CS 47-18), and the engineering review and inspection fees were last updated in 2021 (PW 43-21), all in conjunction with Watson & Associates. The Town strives to periodically review and update the costing model information to ensure it reflects actual processing efforts and service delivery costs. The recommended fee changes take into consideration legislative compliance, market competitiveness and by-law compliance.

The adoption of planning application fees and engineering review and inspection fees does not require a public meeting, however, the process for changing Building Code fees requires a statutory public meeting with at least 21 days' notice being provided to interested parties. As a result, the public meeting will be held on June 2, 2025 at 7 p.m. to hear public submissions with respect to building permit fees, however comments will also be taken related to planning and engineering fees.

Legislative Requirements

Development related fees are imposed under the authority of the Planning Act, the Municipal Act, and the Building Code Act.

Section 69 of the Planning Act, Planning Services Fees:

- Allows municipalities to impose fees through by-law for the purposes of processing planning applications;
- Defines the requirements of determining the fee;
- Restricts cross-subsidization of various fee types;
- Requires any discount in fees to be subsidized from the tax base;
- Allows fees to be designed to recover the anticipated cost of processing each type of application, reflecting the estimated costs, not the actual processing costs related to any one specific application;
- There are no explicit restrictions to direct costs, allowing fees to include direct costs, capital-related costs, support function costs directly related to the service provided and an apportioned amount of general overhead costs; and

- While there is no legislated appeal period related to the timing of By-law passage, or public process requirements, fees can be made under protest with appeal to the Ontario Land Tribunal (OLT).

Municipal Act, 2001 Part XII, Engineering Services Fees:

- Provides municipalities with broad powers to impose fees and charges via by-law, including imposing fees or charges for the following:
    - Services or activities provided or done by or on behalf of it;
    - Costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and,
    - Use of its property including property under its control;
- Allows municipalities to charge for capital costs related to services that benefit existing residents;
- Does not impose explicit requirements for cost justification when establishing fees, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges; and,
- While the statute does not provide for appeal of fees and charges to the OLT, appeals may be made to the courts if municipalities are acting outside their statutory authority.

Building Code Act, 1992, Building Services Fees:

- Allows municipalities to impose fees through the passage of a by-law;
- Fees charged must not exceed the anticipated reasonable cost of administering and enforcing the Act;
- Defines the process for annually reporting the amount of fees collected, the direct and indirect costs of delivering the services, and the amount of any reserved funds established;
- Defines the process for establishing fees, and requires at least one public meeting with at least 21 days' notice being provided to all interested parties; and,
- If certain Building Code enforcement fees are determined to be too high to ensure compliance, fees can be offset by other building code enforcement fees, as long as the quantum of the maximum fees possible is not exceeded.

4. Discussion:

Full Costing Methodology/Model

An Activity Based Costing model was utilized to calculate the full cost of the services provided by Town staff. This model is used across the province and provides defensible methodology that includes:

- Direct costs – operating costs associated with individuals directly participating in the service delivery activities;
- Indirect costs – operating costs associated with individuals supporting direct service departments (i.e. typical support functions such as HR, TIS, facility maintenance, finance, etc.); and,

- Capital costs – capital asset replacement costs associated with individuals directly participating in the service delivery activities.

The previous models from 2018 (Planning and Building) and 2021 (Engineering) were reviewed and updated to capture new and revised costing categories and to ensure current internal processes and staff effort estimates were reflected, in response to recent legislative changes.

Two costing scenarios were provided reflecting: an unrestricted service level where staff effort estimates were costed based on anticipated service levels irrespective of 2024 budget complement levels; and, a restricted service level where effort estimates were reduced to align with 2024 budgeted complement.

Staffing Capacity

Planning Services Division:

Based on average planning application volumes for 2017-2022 and 2024 budgeted staff complement, the model identified that 3.5 additional FTEs are required for processing planning applications reflecting changes in application volumes, new costing categories, and a realignment of efforts from Development Engineering Services to planning application processes. In 2025, two (2) additional Planner IIs are proposed – one in Development Review Services and one in Zoning and Regulation. Additional staffing requests, to meet the recommended level of FTEs proposed in the study, will be brought forward in future staffing forecasts and budget approval processes, as required.

Engineering Services Division:

Based on anticipated annual application volumes and to provide the required level of service in-house, the model identified 3.3 additional FTEs are required in the Engineering Services Division. In 2025, two (2) positions are proposed to be added, including a Water Resource Engineer and a Program Manager, Development Infrastructure. Additional staffing requests to meet the recommended level of FTEs proposed in the study will be brought forward in future staffing forecasts and budget approval processes, as required.

Building Services Division:

Based on average building permit volumes for 2018 – 2022, effort estimates and the 2024 budgeted complement, the model identified 9.2 additional FTEs would be required to provide the level of service underlying the effort estimates. While anticipated fees would adequately cover the costs associated with employing these additional FTEs, it is not realistic that the Town will be able to recruit this number of staff immediately and instead will increase the staff complement over time. In 2025, an additional three (3) full time positions are proposed, including 2 Inspector IIs and 1 Senior Plans Examiner. It is currently proposed that 3 additional FTEs will be included in both 2026 and 2027, to meet the recommendation of the study. Additional staffing requests will be advanced in accordance with growth and will be included in future staffing forecasts and budget approval processes.

All proposed positions will be recovered by Development Fees.

Building Permit Reserve Fund

The 2018 study resulted in establishing a Building Permit Reserve Fund Policy with a target reserve fund balance of 2.07 years of annual building permit costs including direct, indirect and capital costs. Based on discussions, it is recommended that the target reserve fund balance be increased to 3.0 times total annual costs. Based on current costing results, the 3.0 years of annual total costs would equate to $14.3 million.

Existing and Recommended Fees

Based on the updated processing efforts at 2023 budgeted costs and current staff complement the existing fees generate a cost recovery as outlined in the table below.

Annual Application Costs and Revenue (2023 Totals in millions)*	**Planning Application Fees**	**Development Engineering Fees**	**Building Permit Fees**
Direct Costs	$3.16	$2.02	$3.65
Indirect Costs	1.37	0.58	1.02
Capital Costs	0.55	0.37	0.81
Total Annual Costs	**$5.08**	**$2.97**	**$5.48**
Total Revenue at Existing Fees	**$3.04**	**$3.29**	**$7.06**
Overall Cost Recovery % (with no fee increase)	60%	111%	129%
*Total revenues and processing costs are calculated using forecasted average volumes.			

Planning Services Division:

It is recommended that most of the proposed fee increases under the Unrestricted Service Level scenario be implemented to ensure full cost recovery of annual costs to provide planning services, except for a limited number that are to be adjusted to account for such things as: encouraging non-residential development, ensuring alignment with comparators, and to reflect reasonableness when process mapping captured the most complex applications, not the average processing times (refer to Attachment #2). Planning application fees continue to be evaluated considering potential changes to development review processes, as a result of changes to the Planning Act.

Engineering Services Division:

Where applicable, it is recommended that the proposed fee increases under the Unrestricted Service Level scenario be implemented to ensure full cost recovery of annual direct, indirect and capital costs to provide these services (refer to Attachment #2). The only exception is for Environmental Compliance Approvals, where it is recommended that fees be increased in 2025, however only to a level that is consistent with other municipalities. Because this is a relatively new service, as the process develops, we will gain a better understanding of annual volumes and can adjust accordingly in the future.

Building Services Division:

The study confirmed most of the existing Building Permit Fees have maintained full cost recovery via annual indexing, and therefore no change is required to the majority of existing fees. However, the study has introduced 14 new fees and a minimum permit fee of $300 which is recommended to be applied to 16 existing and 4 new fees, as outlined in Attachment #2.

The recommendations in this report related to additional staff and increase in fees to fully offset additional costs will not impact the property tax funded programs and services.

5. Financial Considerations:

Subject to Council's approval of the recommendations within this report, recruitment for the additional staff may begin immediately with a hire date of September 1st.

The incremental 2025 staffing costs within the three (3) Divisions will be offset by additional revenues from the recommended fee increases and not projected to impact the tax base.

The current and proposed fee increases, recommended for July 1, 2025 are listed in Attachment #2 of this report.

In addition, it is recommended that all Planning, Engineering and Building Services fees be indexed annually (on January 1st each year), based on the Consumer Price Index – All Items, for the Province of Ontario ("**CPI**") published by Statistics Canada in the month of May of the previous year. For clarity, the fees will be indexed effective January 1, 2026 based on CPI in May 2025 (which, at the time of writing this report has not been published by Statistics Canada yet).

Annual indexing allows fees to offset inflationary pressures on the expenditures and avoids large increases when the next study is completed. The previous policy indexed rates annually at a fixed 2.5% per year.

6. Communication and Public Engagement:

The process of establishing Building Code related fees is defined by the Building Code Act and includes at least one public meeting with at least 21 days' notice being provided to all interested parties. A public meeting is scheduled for a Committee of the Whole Meeting on June 2, 2025 at 7 pm. Notice of the public meeting related to the Building

Code Fees will be sent to interested parties and advertised relevant media and on the Town's website.

7. Input from Departments/Sources:

Staff from Financial Services and Planning & Development (including Planning Services, Engineering Services, and Building Services) along with other impacted departments were involved in the review of processes and development of the recommended fees.

8. Strategic Priorities:

The recommendations contained in this report support Strategic Pillar 4 in the Community Strategic Plan, specifically Objective 4.4: Ensure fiscal accountability and responsibly plan for growth and Action 4.4.1: Deliver services that respond to community needs while balancing the impact to taxpayers.

This report is in a fully accessible format, which also addresses the Town's Accessibility guiding principles.

9. Attachments:

Attachment 1 – Development Fees Review Study Report by Watson & Associates Economists Ltd.

Attachment 2 – Amendment to Fees and Charges By-law



Development Fees Review

Town of Whitby

Final Report

Watson & Associates Economists Ltd.
905-272-3600
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October 25, 2024

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Chapter 1
Introduction

1. Introduction

1.1 Background

The Town of Whitby (Town) reviews its development fees periodically to ensure they are reflective of processing/service delivery costs, compliant with legislation, and competitive with comparator municipalities. Development fees include planning application fees, development engineering fees and building permit fees. In 2018, the Town retained Watson & Associates Economists Ltd. (Watson) to undertake a review of its planning application fees and building permit fees. In 2021, a subsequent review was undertaken by Watson of the Town's development engineering fees.

Recently, a number of municipalities have undertaken updates to their development fees to address changes in legislation, application characteristics and cost-recovery levels with the intent of continuing to improve fee structures so that they more accurately reflect processing efforts and service costs. This technical report summarizes the legislative context for the fees review, provides in detail the methodology utilized to assess the full costs of service, and presents the financial implications of full cost recovery and the associated fee schedules.

1.2 Legislative Context for Development Fees Review

The context for the scope of this development fees review is framed by the statutory authority available to the Town to recover the costs of service. The statutory authorities that must be considered are:

- Section 69 of the *Planning Act*, which governs the imposition of fees for recovery of the anticipated costs of processing planning applications;
- Part XII (s. 391) of the *Municipal Act*, which governs municipal fees and charges generally which are not addressed in specific statutes (i.e. development engineering fees); and
- Section 7 of the *Ontario Building Code Act*, governing building permit fees.

The following summarizes the provisions of these statutes as they pertain to development fees.

1.2.1 Planning Act, 1990

Section 69 of the *Planning Act* allows municipalities to impose fees through by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

> "The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff."

Section 69 establishes many cost recovery requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-Law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning fee revenues across application types is not permissible. For instance, if Site Plan application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of the Section 69 is that any fee discount must be funded from other general revenue sources such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the "anticipated cost" of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology which is based on staff estimates of application

processing effort meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, recent amendments to the fee provisions of the *Municipal Act* and *Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple departments is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The payment of Planning Act fees can be made under protest with appeal to the Ontario Land Tribunal (OLT) if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as determined. These provisions confirm that fees imposed under the *Planning Act* are always susceptible to appeal. Unlike other fees and charges (e.g. development charges) there is no legislated appeal period related to the timing of by-law passage, mandatory review period or public process requirements.

1.2.1.1 More Homes for Everyone Act, 2022

The Province recently approved the *More Homes for Everyone Act*. One of the amendments to the *Planning Act* enacted by the Act are requires municipalities to refund Zoning By-Law Amendment and Site Plan application fees if legislated timeframes for decisions/approvals are not met. Furthermore, the Act also includes the ability for municipalities to deem Site Plan applications incomplete and require additional information be provided with the submission of an application.

1.2.1.2 More Homes Built Faster Act, 2022

The *More Homes Built Faster Act, 2022* received Royal Assent on November 28, 2023. The Act imposes a number of changes to the *Planning Act*, and other growth management and long-range planning initiatives at the municipal level, amongst changes to other pieces of legislation. Some of the planning related changes include:

- Increased housing targets by municipality;

- Removal of planning policy and approval responsibilities for upper tier municipalities in the province;
- Integration of Place to Grow and Provincial Policy Statement; and
- Changes to expand/support rental and affordable housing supply opportunities.

In response to the ongoing legislative changes with respect to planning application review, the Town has undertaken a review of their development review process and identified associated changes. These include a two-stage pre-consultation process to ensure complete application submission and Town requirements for processing Land Division applications with the removal of Regional planning authority. The recommendations provided herein are provided in the context of the anticipated state of application review processes provided by Town staff during the review.

1.2.2 Municipal Act, 2001

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s. 391 (1), include imposing fees or charges by a municipality:

(a) "for services or activities provided or done by or on behalf of it;
(b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
(c) for the use of its property including property under its control."

This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing residents. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s. 391 (3) that "the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets."

Fees and charges included in this review, permissible under the authority of the *Municipal Act*, would include development services fees related to engineering review that are not specifically provided for under the *Planning Act*.

In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. In setting fees and charges for these services, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws is required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.

1.2.3 Building Code Act, 1992

Section 7 of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

> "The council of a municipality…may pass by-laws
> (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
> (d) Providing for refunds of fees under such circumstances as are prescribed;"

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:

> "The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction."

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 (which has since been replaced by O.Reg. 332/12) was the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. O.Reg. 332/12 provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees "must not exceed the anticipated reasonable costs" of providing the service and establishes the cost justification test at the global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital-related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

Chapter 2
Activity Based Costing Methodology and Approach

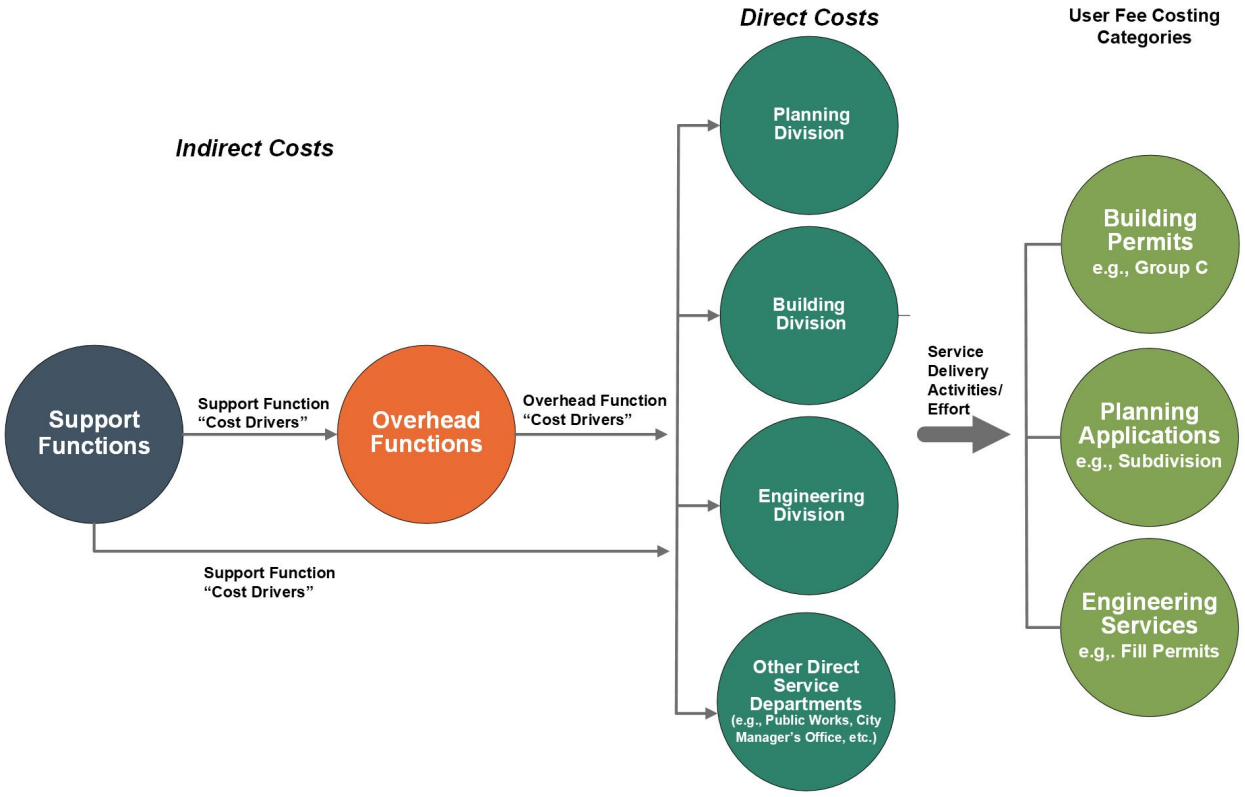
2. Activity Based Costing Methodology and Approach

2.1 Methodology

An A.B.C. methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities as these accounting structures are business unit focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application/permit types and thus is an ideal method for determining the full cost of processing and other user fee related activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (i.e. costing categories). The definition of these costing categories is further explained in Section 2.2. The resource costs attributed to processing activities and costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g., information technology costs allocated based on the relative share of workstations supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e., indirect, direct, and capital costs) are then distributed across the various costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the costing category review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each category. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering development review and approvals processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

Figure 2-1
Activity-Based Costing Conceptual Flow Diagram



2.2 Costing Category Definition

A critical component of the full cost fee review is the selection of development fee costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. It is also important from a compliance standpoint where, as noted previously, the *Planning Act* requires fees to be cost justified by application type consistent with the categorization contained within the Town's tariff of fees. Moreover, it is equally important in costing development engineering fees and building permit fees to understand the cost/revenue relationships within the Town's By-law, beyond the statutory cost justification for fees.

The costing categorization process for development fees occurred at the project initiation stage of the study process and through subsequent discussions with Town staff. Some of the key categorization decisions are summarized below:

- Planning application costing categories:
    - Reflect a two-stage application pre-consultation process;
    - a broader realignment of subdivision agreement and release processes from development engineering costing categories to planning applications and separate agreement processes for subdivision, site plan and condominium;
    - processing differences for Minor Variance applications by development type (i.e. residential and non-residential), as well as for draft approved and registered plans of Subdivision/Condominium;
    - anticipated process for Town approval authority of Land Division applications;
    - distinguish between simple, standard and complex processing characteristics for Official Plan Amendments and Zoning By-Law Amendments applications;
    - processing differences for Site Plan applications by development type (i.e. residential, non-residential and mixed-use), as well as for minor application amendments, communication towers, sales trailers and model homes; and
    - new costing categories for Heritage Permits (i.e. standard, delisting/de-designating, alteration/demolition), Street Name Change, Architectural Review, Letter of Undertaking, and Tree Removal Permits.

- Development engineering costing categories:
    - distinguish between development and non-development Site Alteration permits; and
    - new costing category for Environmental Compliance Approval (ECA) applications.

- Building permit costing categories were refined to better reflect the Town's by-law and development tracking system, including:
    - distinguish between low and medium density residential development types;
    - new costing categories for administrative processes, such as Amendments to Conditional Permits, Phased Permits, Application Resubmission, Written Compliance Request, Spatial Separation, Title Search, and Register/Discharge from Title; and

- new costing categories for permit types, i.e. Plumbing, Mechanical, and Other (e.g. fire alarm/sprinklers, solar panels, communication towers, storage tanks, change of use, etc.).

Tables 2-1 through 2-3 summarize the development fee costing categories for various development fees included in the A.B.C. model and later used to rationalize changes to the Town's development fee structure.

Table 2-1
Planning Application Fee Types and Costing Categories

Planning Application Types	Planning Application Costing Category
Pre-Consultation Meetings	Stage 1
	Stage 2
Subdivision	Plan of Subdivision
	Minor Redline Revision
	Major Redline Revision
	Extend Draft Approval
	Agreement
	Subdivision Agreement - Landscaping Processes
Minor Variance	Residential
	Non-Residential
	Draft Approved and Registered Plans of Subdivision/Condominium
Land Division	
Condominium	Plan of Condominium
	Agreement
Zoning By-law Amendment	Simple
	Complex
Lift Holding	
Official Plan Amendment	OPA - Simple
	OPA - Standard
	OPA - Complex
Heritage Permits	Standard
	Delisting or De-designating
	Alteration or Demolition
Site Plan	Residential
	Non-Residential
	Mixed-Used development
	Communication tower
	Sales trailer
	Model homes
	Agreement
	Minor Application - Minor Amendment (<= 300 sq.m)
	Minor Application - Minor Amendment (> 300 sq.m)
Part Lot Control	
Sign Variance	
Sign By-law Amendment	
Street Name Change	
Architectural Review	
Letter of Undertaking	
Tree Removal Permit	

Table 2-2
Development Engineering Fee Types and Costing Categories

Engineering Fee Type	Engineering Fee Costing Category
Engineering Design Review, Inspection and Assumption	Small Scale Subdivision
	Large Scale Subdivision
Engineering Design Review and Inspection	Site Plan
	In-Fil Lots
Site Alteration	Development
	Non-Development
Environmental Compliance Approval (ECA)	

Table 2-3
Building Permit Fee Types and Costing Categories

Building Permit Type	Building Permit Costing Category
Assembly	New/Additions
	Alterations/Fire Damage
	Pools - New/Addition
Institutional	New/Additions
	Alterations/Fire Damage/Vehicle Impact
Residential	SFD, Semi, Link & Duplex - New/Additions
	Town, Stacked Townhouse - New/Additions
	Finished Basement
	Live/Work Units
	SFD, Semi, Town, Link - Alterations/Fire Damage/Vehicle Impact
	Pre-Approved Model Homes - New
	New Model
	Repeat Model Homes - New
	Accessory Apartments - New/Additions
	Apartment/Condo & Hotel/Motel - New/Additions
	Apartment/Condo & Hotel/Motel - Alterations/Fire Damage/Vehicle Impact
	Decks/Ramps
	Garages, Carport, Porch, Accessory Structure
Business and Personal Services	Finished - New/Additions
	Shell - New/Additions
	Alterations/Fire Damage/Vehicle Impact
Mercantile	Finished - New/Additions
	Shell - New/Additions
	Alterations/Fire Damage/Vehicle Impact
Industrial	Finished - New/Additions
	Shell - New/Additions
	Alterations/Fire Damage/Vehicle Impact
	Gas Station/Car Wash - New/Additions
	Canopy/Parking Garages - New/Additions
	Canopy/Parking Garages - Alterations/Fire Damage

Table 2-3 (cont'd)
Building Permit Fee Types and Costing Categories

Building Permit Type	Building Permit Costing Category
Other	Farm Buildings/Accessory Storage Facility - New/Additions
	Tent
	Air Supported Structures
	Repair/ Reclad Wall
	Sales Pavilion/Temporary Building/Sales Trailer
	Portable Classroom
	Flat Rates
	Fire Alarm/ Sprinklers – Part 9
	Fire Alarm/Sprinklers – Alteration/Fire Damage Part 9
	Fire Alarm/ Sprinklers – Part 3
	Fire Alarm/Sprinklers – Alteration/Fire Damage Part 3
	Kitchen Exhaust/Spray Booth/Dust Collector
	Magnetic Locks
	Solar Panels (ICI)
	Solar Panels (Residential)
	Communication Tower/Wind Turbine
	Storage Tanks
	Fireplace, Woodstove
	Balcony Guard Replacement
	Retaining Wall
	Change of Use (includes all categories)
	Foundation for relocated building
	Mezzanine/Racking System (including Shelf and Rack Storage System)/Demountable Stage/Demountable support structure
	Below Grade Entrance
	Underpinning
	Demising Wall
Signs	
Demolition	ICI
	Residential
	Accessory Structures (includes all categories)
Plumbing	Plumbing Only
	Plumbing Drain Work
	Manholes/Catchbasins/Interceptors/Sump Pumps
	Backflow Preventors
	Site Servicing
Mechanical (standalone mechanical work)	Duct work only
	Mechanical Penthouse
	Geothermal system or earth energy system
	System add-ons (space heater, roof top unit, etc.)

Table 2-3 (cont'd)
Building Permit Fee Types and Costing Categories

Building Permit Type	Building Permit Costing Category
Administrative	Minimum Fee (all categories)
	Alternative Solutions (and 3rd party review)
	Conditional Permit Agreement
	Amendment to Conditional Permit
	Revision to Permit - Major
	Revision to Permit - Minor
	Phased Permit
	Transfer of Permit
	Additional Inspection
	Occupancy Permit/Agency Letters
	Resubmission of application found to be incomplete
	Work commenced prior to building permit application submission
	Work commenced prior to building permit application issued
	Refund - Minimum
	Refund – Application Administrative functions performed
	Refund – Application reviewed but not issued
	Refund – Permit issued no construction commenced
	Written request for information concerning compliance with the Building Code and applicable law
	Spatial Separation Agreements or Agreements not otherwise noted in the schedule
	Title Search
	Registration on Title and Discharge from Title

2.3 Process Map Documentation

Once the costing categories have been established, the next step in the study process is to create a link between the direct service departments and the costing categories. This is done through the process of documenting the Town's review and approvals activities and generating process maps. The process maps were generated by starting with the processes established during the Town's prior reviews. The process maps from the 2018 Development Fee Review and 2021 Development Engineering Fee Review were reviewed and updated by Town staff to ensure that they were representative of the current internal processes of the Town. These process maps were then converted into data collection templates to receive level of processing effort estimates from Town staff.

2.4 Processing Effort Estimate Collection, Reasonability Check and Cost Allocations

Participating Town staff member's provided initial level of effort estimates for undertaking the activities documented in the process map templates. These are provided by staff within participating business units for typical process steps undertaken for each development fee costing category identified previously. The effort estimates received were applied against average annual application volumes for the period 2017-2022 to assess the average annual processing time per position spent on each development fee costing category.

Annual processing effort per staff position was measured against available staff processing capacity to determine overall service levels. The results of the initial capacity analysis were reviewed with Town staff. Effort estimates were subsequently refined by Town staff in consultation with the participating business units to better reflect current staff level utilization. These refinements provided for the recognition of efforts within the development fees review processes ancillary to direct processing tasks, i.e. application oversight activities by departmental senior management and administration and enforcement activities under the authority of the Building Code.

Two costing scenarios are provided in the analysis for each of development fee services (i.e. planning applications, development engineering and building permits). These scenarios reflect (1) an unrestricted service level where staff effort estimates were costed based on anticipated service levels irrespective of 2024 budgeted complement levels, and (2) a restricted service level where effort estimates were reduced to alignment with 2024 budgeted complement levels and current spending levels. The first scenario reflects the costs the organization would incur if sufficient staff complement were in place to meet planned levels of service. As considered in the previous development engineering fee review, where sufficient complement is not presently budgeted for the Town may consider contracted services. This scenario is provided to identify the potential additional complement requirements and fees that would result. The latter, the 2024 budget restricted service level scenario, reflects the fee recommendations at current Town costs of service. The staff capacity results underlying the costing model are provided in each of the respective chapters for planning application fees, development engineering fees and building permit fees.

2.5 Full Cost of Providing Development Application Review Services

As described in Section 2.1, the full cost of providing development application review and approvals services consist of direct, indirect, capital costs, and, in the case of building permits, contributions to the *Building Code Act* reserve fund. The following sections define each of these cost objects and how each of these are allocated to the individual costing categories.

2.5.1 Direct Costs

The following Town business units are directly involved in processing the development fees included in the review:

- Planning and Development Department
    - Planning Administration Division
    - Planning Services Division
        - Development Review Services
        - Policy and Heritage Planning
        - Zoning and Regulation Services
    - Building Services Division
        - Plans Examination Services
        - Building Inspection Services
    - Engineering Services Division
        - Development Engineering Services
        - Transportation Services
        - Infrastructure Engineering Services
        - Municipal Construction Services

- Operational and Fire & Emergency Services Department
    - Fire Administration Division
    - Fire Risk Management and Education Division

- Financial Services Department
    - Financial Planning and Risk Management Division
    - Taxation Services Division
    - Treasury Services Division

- Community Services Department
    - Administration Division
    - Facilities Division
    - Waste Management Division
    - Parks Maintenance Division
    - Roads & Traffic Division
    - Technical & Administrative Services Division
    - Parks Development and Design Division

- Chief Administration Office Department
    - Office of the CAO Division
    - Office of the Town Clerk Division
    - Mayor & Council Division
    - Strategic Initiatives Division
    - Corporate Communications and Creative Services Division

- Legal and Enforcement Services Department
    - Legal Services Division

Based on the results of the staff capacity analysis described above, the proportionate share of each individual's direct costs is allocated to the respective costing categories. The Town's 2023 Operating Budget was used to generate the direct cost allocations within the model and include the cost components such as:

- Labour costs (e.g. salary, wages, and benefits);
- Employee related costs (e.g. mileage, conferences, training, etc.);
- Utility costs;
- Administrative costs (e.g. postage, printing, supplies, etc.);
- Operating supplies;
- Services/contracted work;
- Vehicles and equipment costs; and
- Other miscellaneous service costs.

It should be noted that transfers to reserves (reserve funds) and transfers to capital have been excluded from the direct service costs, as these reflect financing costs and not service costs. Moreover, capital costs have been provided for separately within the analysis.

2.5.2 Indirect Costs

An A.B.C. review includes not only the direct service costs of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to development fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a business unit's share of supported personal computers. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the development review process, but that their efforts facilitate services being provided by the Town's direct business units.

Table 2-4 summarizes the support and corporate overhead functions included in the development fees calculations and the cost drivers assigned to each function for cost allocation purposes. The indirect support and corporate overhead cost drivers used in the fees model reflects accepted practices within the municipal sector by municipalities of similar characteristics.

Table 2-4
Indirect Support and Corporate Overhead Functions and Cost Drivers

Indirect Cost Functions	Cost Driver
Indirect Support Functions	
Human Resource Services	Full time equivalents
Technology and Innovation	Personal computers
Records Management	Facility square footage
Asset Management Services	Operations vehicles
Operations Fleet Maintenance	Operations vehicles
Other Vehicle Maintenance	Operations vehicles
Building Inspectors Vehicles	Building vehicles
Engineering Inspection Vehicle	Engineering vehicles
Fire - Fleet Maintenance	Fire vehicles
By-Law Officers Vehicles	By-Law vehicles
Municipal Offices-Inside	Facility square footage
Indirect Corporate Overhead Functions	
Members of Council	Agenda items
Mayor & Council's Office	Agenda items
Chief Administrative Officer	Gross operating expenditures
Clerks Administration	Agenda items
Project Management	Gross operating expenditures
Finance & Admin. Services	Gross operating expenditures
Treasury Services	Gross operating expenditures
Corporate Revenues & Expenses	Gross operating expenditures
Legal Services	Gross operating expenditures

2.5.3 Capital Costs

The inclusion of capital costs within the full cost development fees calculations follows a methodology similar to indirect costs. Market-equivalent rents and/or replacement value of assets commonly utilized to provide direct business unit services have been included to reflect capital costs of service. The replacement value approach determines that annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation of the asset over its useful life based on current asset replacement values using a sinking fund approach. This annuity is then allocated across all fee categories based on the capacity utilization of direct business units. For market-equivalent rents, the annual rent costs are calculated based on market rate and floor space utilized and then allocated to the various fee categories in a similar manner.

The market-equivalent rate applied for facility space is $29.39/square foot. This information is based on indexing the rates from prior studies based on the non-residential building construction price indexes published by Statistics Canada.

In addition to facility space, annual capital replacement costs have been estimated for computer hardware, software and the AMANDA development processing infrastructure and administration. Annualized project costs were also included for the building permit portal upgrade, electronic plans review solution update, and ERP Workday system. These annual capital costs estimates were then allocated to the fee categories based on staff resource capacity utilization.

2.6 Building Permit Stabilization Reserve Fund Policy

The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in budgetary pressures and the loss of certified Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds providing service stabilization. Previous fee review studies undertaken by the Town established the need for a Building Permit Stabilization Reserve Fund. A target reserve fund balance was established based on the witnessed reduction in building permit activity during recessionary periods when compared with the long-run average to ensure that sufficient reserve fund levels are attained to sustain operations through a downturn in permit activity and acknowledging the Town's responsibility to manage some of the cost impacts.

The 2005 Study measured the impact of historic development on presumed long-term staffing levels to arrive at a target reserve fund balance of 2.07 years of annual building permit costs, including direct, indirect and capital costs. The balance in the Town's reserve fund at the beginning of 2023 was $15.6 million.

Chapter 3
Planning Application Fees Review

3. Planning Application Fees Review

3.1 Staff Capacity Utilization Results

The planning application review process considered within this assessment involves to varying degrees, staff from multiple departments and divisions across the organization. The planning application processing effort estimates in this report reflect the Town's current business processes and modifications in response to recent legislative changes. To measure the reasonableness of the processing effort estimates an assessment relative to historic average annal application volumes as prepared. Average planning application volumes for the period 2017-2022 and 2024 budgeted staff complement were considered in the assessment.

Table 3-1 summarizes the staff capacity utilization and number of full-time equivalent (FTE) positions attributable to planning application processes. Planning application processes would consume approximately 26 FTE staff positions across the organization based on the unrestricted service level scenario. This scenario would require approximately 3.5 FTE staff position more than currently budgeted in 2024 (i.e. restricted service level scenario). Adjusted for 2024 budgeted complement and compared to average annual staff capacity utilization in the 2018 fee review, the Town deploys approximately 12 more FTE annual for planning applications today. This increase in staff resource consumption reflects changes in underlying application volumes, new costing categories included in the modeling and a realignment of efforts from the Development Engineering Services from engineering fees to planning applications.

The following observations are provided based on the results of the capacity analysis presented in Table 3-1.

- On average approximately 42% (13.6 FTEs out of 33.6 FTEs) of available staff resources within Planning Services Division would be fully consumed processing planning applications based on the unrestricted service level scenario. These include the business units of Development Review Services, Policy and Heritage Planning, and Zoning and Regulation Services. Adjusting for 2024 budgeted complement under the restricted service level scenario, approximately 11 FTE staff positions are reflected in the fee calculations. These divisions continue to

provide the largest amount of effort to planning applications within the Town. This level of planning recovery is comparable with levels of participation in other Greater Toronto Area (G.T.A.) municipalities, reflecting a significant amount of non-planning application processing effort provided by planning departments for corporate management, policy initiatives, OLT appeals, and public information tasks.

Table 3-1
Planning Application Resource Utilization by Department/Division (in FTE)

Town Department/Division	FTEs within Costing Model	Planning Applications		
		Capacity Utilization	Unrestriced Service Level Scenario FTE	Restriced Service Level Scenario FTE
Planning Services Division	33.6	41.8%	13.6	11.0
Engineering Services Division	43.0	20.9%	9.0	8.1
Strategic Initiatives	5.6	18.9%	1.1	1.1
Community and Marketing Services & Parks	28.0	2.1%	0.6	0.6
Office of the Town Clerk	15.0	3.8%	0.6	0.6
Legal and By-law Services	29.0	1.1%	0.3	0.3
Chief Administrators Office	5.0	3.3%	0.2	0.2
Fire & Emergency Services	14.0	1.1%	0.2	0.2
Building Services Division	25.3	0.4%	0.1	0.1
Corporate Services (Finance)	24.0	0.4%	0.1	0.1
TOTAL	**222.5**	**11.5%**	**25.7**	**22.1**

- The Engineering Services Division provides the second largest allocation of annual staff resources in the costing model. Nine FTE staff positions would be fully consumed annually by planning application review for the business units of Development Engineering Services, Transportation Services, Infrastructure Engineering Services, and Municipal Construction Services. This accounts for approximately 20% of their available staff resources. Considering the 2024 budgeted complement under the restricted service level scenario for the Engineering Services Division, the fee calculations include cost recovery for 8.1 FTE staff positions.
- A number of other Town business units such as Strategic Initiatives, Community and Marketing Services & Parks, and Office of the Town Clerk that provide relatively small allotments of effort to planning applications (3 F.T.E.s). These

business units provide a small number of staff positions with specific planning application review requirements.

3.2 Planning Applications Annual Costing Results

Table 3-2 presents the Town's annual costs of providing planning application review and approval services. The annual costs reflect the organizational direct, indirect, and capital costs for the two scenarios described in section 2.4, i.e. (1) unrestricted service level, and (2) the restricted service level (2024 budgeted complement). The annual cost and revenue estimates are provided in aggregated for all application types based on existing fees and average historic planning application volumes levels. Costs and revenues are denominated in 2023$, with revenues modelled from current planning application fee schedules applied to average application volumes and charging parameters. The charging parameters for these applications were derived from historical applications and development fee revenue data provided by Town staff. It should be noted that average annual revenues have not been estimated for Heritage Permits, Architectural Review, and Tree Removal Permits as fees are currently not imposed for these services.

Annual costs of planning applications under the unrestricted service level scenario would total $5.9 million. Reflecting the restricted service level scenario, the overall costs of service total $5.1 million annually. In total, direct service costs represent 62% of annual costs ($3.2 million). Indirect and capital costs constitute 27% ($1.4 million) and 11% ($0.5 million) of total costs, respectively. Estimated annual planning application revenues total $3.0 million. This represents a total cost recovery of approximately 52%-60% under the unrestricted and restricted service level scenarios respectively.

Section 3.3 provides the comparison of costs and revenues for each costing category and related full cost recovery fee recommendations for each scenario.

Table 3-2
Annual Planning Application Costs and Revenues (2023$)

	Unrestricted Service Level Scenario	Restricted Service Level Scenario
Annual Costs by Component		
Direct Costs	3,621,697	3,157,835
Indirect Costs	1,617,693	1,369,161
Capital Costs	655,090	552,437
Total Annual Development Costs (2023$)	**5,894,479**	**5,079,433**
Estimated Annual Revenues		
Planning Application Fees	(3,043,256)	(3,043,256)
Total Annual Planning Application Fee Revenues (2023$)	**(3,043,256)**	**(3,043,256)**
Annual (Surplus)/Deficit	**2,851,223**	**2,036,177**

3.3 Planning Application Type Impacts

The *Planning Act* requires fees to be cost justified at the application type level. Moreover, OLT decisions require that there is consideration given to the marginal costs of processing applications of varying size and complexity. In this regard, planning application review processes have been costed at the application type and sub-type level. This level of analysis goes beyond the statutory requirements of cost justification by application type to better understand costing distinctions at the application sub-type level to provide the basis for a more defensible fee structure and better alignment with revenue expectations.

Table 3-3, summarizes the per application processing costs for each scenario and compares them with per application revenues derived from the Town's current fee structure and historical average application characteristics.

Table 3-3
Planning Application Costs and Revenues by Costing Category (2023$)

Planning Application Fees - Costing Category	Avg. Cost / Application		Avg. Revenue / Application	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Minor Variance					
Minor Variance - Residential	2,928	2,659	999	34%	38%
Minor Variance - Non-Residential	2,928	2,659	2,829	97%	106%
Minor Variance - Draft Approved and Registered Plans of Subdivision/ Condominium	2,976	2,707	7,665	258%	283%
Land Division					
Land Division	3,746	3,546	962	26%	27%
Plan of Subdivision					
Plan of Subdivision	128,377	108,553	215,369	168%	198%
Subdivision Agreement Fee	44,429	40,127	-	0%	0%
Minor Redline Revision	8,323	6,919	7,521	90%	109%
Major Redline Revision	13,784	11,247	36,764	267%	327%
Extend Draft Approval	13,522	10,055	3,394	25%	34%
Condominium					
Condominium	13,034	10,320	10,152	78%	98%
Condominium Agreement Fee	7,655	7,165	2,498	33%	35%
Zoning					
ZBA - Simple	43,339	41,604	15,226	35%	37%
ZBA - Complex	59,192	52,142	28,278	48%	54%
Lift Holding	24,072	21,771	7,734	32%	36%
Official Plan Amendment					
Official Plan Amendment Simple	39,397	37,431	25,457	65%	68%
Official Plan Amendment Standard	45,475	43,440	31,971	70%	74%
Official Plan Amendment Complex	53,680	51,611	38,485	72%	75%
Site Plan					
Site Plan - Residential	42,108	37,670	41,791	99%	111%
Site Plan - Non-Residential	37,268	34,174	50,796	136%	149%
Site Plan - Non-Residential	37,268	34,174	25,381	68%	74%
Site Plan - Mixed-Use Dev.	44,230	38,707	42,589	96%	110%
SP Minor Amendment - No App<300	9,897	9,571	1,219	12%	13%
SP Minor Amendment - No App>300	10,828	10,467	5,483	51%	52%
Site Plan - Sales Trailer	7,250	5,808	853	12%	15%
Site Plan - Model Homes	7,220	5,772	853	12%	15%
Site Plan Agreement Fee	8,992	5,806	2,715	30%	47%
Site Plan - Communication Tower	8,763	6,659	6,092	70%	91%

Table 3-3 (cont'd)
Planning Application Costs and Revenues by Costing Category (2023$)

Planning Application Fees - Costing Category	Avg. Cost / Application		Avg. Revenue / Application	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Heritage Permits					
Heritage - Standard	9,155	9,155	-	n/a	n/a
Heritage - Dedesignate or Demolition	7,338	7,338	-	n/a	n/a
Heritage - Alteration	5,850	5,850	-	n/a	n/a
Other Fees					
Part Lot Control	1,692	1,249	1,529	90%	122%
Sign Variance	6,043	5,693	2,489	41%	44%
Sign By-law Amendment	13,748	12,769	3,168	23%	25%
	n/a	n/a	1,697	n/a	n/a
Street Name Change	4,804	4,734	1,358	28%	29%
Architectural Review	5,967	5,377	n/a	n/a	n/a
Letter of Undertaking	5,439	4,238	820	15%	19%
Tree Removal Permit	5,844	5,757	n/a	n/a	n/a
Pre-Consultation					
Pre-Consultation Stage 1	10,864	8,977	622	6%	7%
Pre-Consultation Stage 2	32,971	26,956	622	2%	2%

3.4 Rate Structure Analysis

Calculated fee structure alternatives are provided for both scenarios based on the cost revenue impacts presented in Table 3-3 and historic average application characteristic underlying planning applications. The fee schedule alternatives for the unrestricted and restricted service level scenarios are provided in Table 3-4. These alternatives are provided in comparison to the Town's current planning application fees.

Table 3-4
Comparison of Planning Application Fees
under the Town's Current By-Law and Fee Calculation Scenarios

Planning Fee By-Law - Application Type	Existing Fees (2023$)			Calculated Fees (unrestricted service level)			Calculated Fees (restricted service level)		
	Base / Flat Fee	Variable Fee	Variable Unit	Base / Flat Fee	Variable Fee	Variable Unit	Base / Flat Fee	Variable Fee	Variable Unit
Minor Variance									
Residential	999			2,928			2,659		
Non-Residential	2,829			2,928			2,659		
Tabling by Applicant	849			849			849		
Draft Approved and Registered Plans of Subdivision	5,883	594	per lot/block	2,928	16	per lot/block	2,659	16	per lot/block
Land Division									
Land Division Release Fee	962			3,746			3,546		
Plan of Subdivision									
Residential	42,509	850	per lot/block	42,509	404	per lot/block	42,509	306	per lot/block
Non-Residential	42,509			124,624			104,800		
Subdivision Agreement Fee	6,449			44,429			40,127		
Minor Redline Revision	7,310	317	per lot/block	8,089	351	per lot/block	6,707	317	per lot/block
Major Redline Revision	7,310	488	per lot/block	8,089	94	per lot/block	6,707	75	per lot/block
Subdivision Release	3,753			3,753			3,753		
Extend Draft Approval	3,394			13,522			10,055		
Condominium									
Standard	10,152			9,281			6,567		
Condominium Conversion	10,152	477	per unit	9,281	477	per unit	6,567	477	per unit
Condominium Release	3,753			3,753			3,753		
Condominium Agreement	2,498			7,655			7,165		
Zoning									
Simple	15,226			43,339			41,604		
Complex	28,278			59,192			52,142		
Lifting an 'H' Holding Symbol	7,734			24,072			21,771		
Temporary Use	13,922			13,922			13,922		
Temporary Use for Second Residence	6,960			6,960			6,960		
Temporary Use Extension	6,526			6,526			6,526		
Official Plan Amendment									
Official Plan Amendment Simple	25,457			39,397			37,431		
Official Plan Amendment Standard	n/a			45,475			43,440		
Official Plan Amendment Complex	38,485			53,680			51,611		
Combined OPA & Zoning - Simple	40,731			63,035			59,889		
Combined OPA & Zoning - Standard	n/a			66,817			63,825		
Combined OPA & Zoning - Complex	51,515			71,856			69,085		

Table 3-4 (cont'd)
Comparison of Planning Application Fees
under the Town's Current By-Law and Fee Calculation Scenarios

Planning Fee By-Law - Application Type	Existing Fees (2023$)			Calculated Fees (unrestricted service level)			Calculated Fees (restricted service level)		
	Base / Flat Fee	Variable Fee	Variable Unit	Base / Flat Fee	Variable Fee	Variable Unit	Base / Flat Fee	Variable Fee	Variable Unit
Site Plan									
Residential (incl. Retirement Home w/ self-contained units)	10,966	488	per unit (first 25)	10,966	493	per unit (first 25)	10,966	422	per unit (first 25)
		281	per unit (next 75)		284	per unit (next 75)		243	per unit (next 75)
		134	per unit (>100)		135	per unit (>100)		116	per unit (>100)
Residential (Retirement Home w/ units not self-contained)	10,966			42,108			37,670		
Commercial/Industrial	10,966	5.37	per sq.m.	10,966	3.55	per sq.m.	10,966	3.13	per sq.m.
Institutional	10,966	4.75	per sq.m.	10,966	8.67	per sq.m.	10,966	7.65	per sq.m.
Mixed Use	Same rates as Residential and Commercial/Industrial								
Commissioner's Approval	1,219			9,897			9,571		
Expansion to an existing	5,483			10,828			10,467		
Sales Trailer	853			7,250			5,808		
Model Home	853			7,220			5,772		
Within Environmental Areas	5,657			5,657			5,657		
Site Plan Agreement (all types) (+ leqal expenses)	2,715			8,992			5,806		
Amending Agreement (+ legal expenses)	1,358			1,358			1,358		
Communication Tower	6,092			8,763			6,659		
Heritage Permits									
Standard	n/a			9,155			9,155		
Dedesignate or Demolition	n/a			7,338			7,338		
Alteration	n/a			5,850			5,850		
Other Fees									
Part Lot Control		1,529	per unit/lot/block		1,692	per unit/lot/block		1,249	per unit/lot/block
Additional Public Meetings	1,219			1,219			1,219		
Sign Variance	2,489			6,043			5,693		
Sign By-law Amendment	3,168			13,748			12,769		
Annual Administrative Fee	1,697			1,697			1,697		
Street Name Change Request (external)	1,358	122	per address	4,804	122	per address	4,734	122	per address
Architectural Review (Working	n/a	170	per hour		170	per hour		170	per hour
Letter of Undertaking	820			5,439			4,238		
Tree Removal Permit	n/a			5,844			5,757		
Pre-Consultation									
Pre-Consultation Stage 1	622			10,864			8,977		
Pre-Consultation Stage 2	622			32,971			26,956		

Chapter 4
Development Engineering Fees Review

4. Development Engineering Fees Review

4.1 Staff Capacity Utilization Results

The effort estimates were provided by Town staff and applied to anticipated annual application volumes. This enabled an assessment of the average annual processing time per staff position spent on development engineering services. Annual processing effort per staff position was compared with current staff complement to inform the unrestricted service level scenario. As summarized in Table 4-1, this assessment determined that approximately 17.9 FTE staff positions would be fully consumed by these activities annually. This scenario would require approximately 3.3 additional FTE staff positions in the Engineering Services Division than currently budgeted in 2024 (i.e. restricted service level scenario). As such, this has resulted in operational impacts to service delivery requiring peer review services.

Table 4-1
Development Engineering Resource Utilization by Department/Division (in FTE)

Town Department/Division	FTEs within Costing Model	Development Engineering		
		Capacity Utilization	Unrestriced Service Level Scenario FTE	Restriced Service Level Scenario FTE
Engineering Services Division	43.0	41.3%	17.8	14.5
Community and Marketing Services & Parks	28.0	0.5%	0.1	0.1
Building Services Division	25.3	0.0%	-	-
Planning Services Division	33.6	0.0%	-	-
Fire & Emergency Services	14.0	0.0%	-	-
Corporate Services (Finance)	24.0	0.0%	-	-
Office of the Town Clerk	15.0	0.0%	-	-
Strategic Initiatives	5.6	0.0%	-	-
Legal and By-law Services	29.0	0.0%	-	-
Chief Administrators Office	5.0	0.0%	-	-
TOTAL	**222.5**	**8.0%**	**17.9**	**14.6**

4.2 Development Engineering Annual Costing Results

Table 4-2 presents the Town's annual costs of providing development engineering review and inspection services. The annual costs reflect the organizational direct, indirect, and capital costs for unrestricted and restricted service level scenarios. The annual cost and revenue estimates for all costing categories is based on typical application characteristics for small subdivisions ($1 million in infrastructure), large subdivisions ($4.6 million in infrastructure) and site plans ($335,000 in infrastructure). Annual costs and revenues are denominated in 2023$, with revenues modelled from current development engineering and site alteration fee schedules applied to average application volumes and charging characteristics. Average annual revenues have not been estimated for environmental compliance approval applications as this would represent services for which fees are currently not imposed by the Town.

Annual costs of development engineering fees under the unrestricted service level scenario would total $3.6 million. Adjusted costs to reflect 2024 budgeted staff complement levels under the restricted service level scenario, the annual costs of service total $3.0 million annually. In total, direct service costs represent 68% of annual costs ($2.0 million). Indirect and capital costs constitute 20% ($0.6 million) and 12% ($0.4 million) of total costs, respectively. Estimated annual development engineering revenues total $3.3 million. This represents a total cost recovery of approximately 92%-111% under the unrestricted and restricted service level scenarios respectively.

Table 4-2
Annual Development Engineering Services Costs and Revenues (2023$)

	Unrestricted Service Level Scenario	Restricted Service Level Scenario
Annual Costs by Component		
Direct Costs	2,432,609	2,022,498
Indirect Costs	697,933	580,778
Capital Costs	448,748	367,222
Total Annual Development Costs (2023$)	**3,579,289**	**2,970,499**
Estimated Annual Revenues		
Development Engineering Fees	(3,288,495)	(3,288,495)
Total Annual Development Engineering Fee Revenues (2023$)	**(3,288,495)**	**(3,288,495)**
Annual (Surplus)/Deficit	**290,794**	**(317,997)**

4.3 Development Engineering Fee Type Impacts

Table 4-3 summarizes the costs and revenues of providing development engineering services by costing category for each scenario. Average revenues per costing category were derived from the Town's current fee structure and historical application characteristics identified by staff during the costing category determination stage of the assignment. The following observations are provided for the types of development engineering fees included in the modeling under the restricted service level scenario:

- Subdivision design review and inspection fees represent the largest portion of services, accounting for $1.6 million annually. These costs reflect a reallocation of development engineering staff effort from development engineering fees to planning application fees, as determined through the process mapping end effort estimation stage of the assignment. In the context of these service costs, current subdivision design review and inspection fees are recovering approximately 130% of full costs. The fee structure generally produces greater than cost recovery from larger applications (as defined by the capital costs of infrastructure) to assist in the under recovery from smaller applications.
- Site plan review and inspection activities account for $1.2 million in annual costs of service. In total, current fees are generally recovering full costs of service at

99% cost recovery. Similar to the cost recovery performance witnessed for subdivisions, residential in-fill lots generally under recover the full costs of service, which are support by larger site plan applications.

- Site alteration permits recover approximately 47% of annual costs, with non-development site alterations of less than 500 m^3 recovering marginally less at 40% of cost recovery.
- Environmental compliance approvals are a new service being provided by the Town for which the modeling was provided to determine a fee. The costing model identifies a full cost fee per application based on the underlying processing activities of $9,514.

Table 4-3
Development Engineering Services Costs and Revenues by Costing Category (2023$)

Category	Avg. Cost / Application		Avg. Revenue / Application	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Subdivision Design Review and Inspection Fees					
Small Scale Subdivision	176,227	149,226	92,859	53%	62%
Large Scale Subdivision	243,805	203,220	320,124	131%	158%
Site Plan Engineering Fees					
Site Plan	40,973	34,004	39,415	96%	116%
Residential In-Fill Lots	7,199	6,369	4,722	66%	74%
Site Alteration Permits Application Fee					
Site Alteration - Non-Development	9,222	6,867	2,741	30%	40%
Site Alteration - Development	18,616	11,583	5,482	29%	47%
Environmental Compliance Approval (ECA)	10,323	9,514	-	n/a	n/a

4.4 Rate Structure Analysis

The development engineering fee structure recommendations are detailed in Table 4-4. This table summarizes the Town's current fees for subdivision, site plan, site alteration permits and environmental compliance approvals, as well as the calculated fees to achieve full cost recovery under unrestricted and restricted service level scenarios. The fee calculations are based on the costing results by costing category provided in the prior section and maintenance of the Town's exiting fee structures. The gradation of fee structure by infrastructure intervals and minimum fees have been maintained in the fee recommendations.

Table 4-4
Comparison of Development Engineering Fees under the Town's Current By-Law and Fee Calculation Scenarios

Development Engineering Fee By-Law - Type	Existing Fees (2023$)		Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
	Infastructure Value / Flat Fee	Fee Minimum	Infastructure Value / Flat Fee	Infastructure Value / Flat Fee
Subdivision Design Review and Inspection Fees				
Engineering Design Review Fee	1.89%	19,373	1.89%	1.89%
Engineering Inspection Fee Up to $200,000	7.86%		8.93%	6.43%
Engineering Inspection Fee $200,000.01 to $500,000	6.95%		7.90%	5.69%
Engineering Inspection Fee $500,000.01 to $1,000,000	5.89%		6.69%	4.82%
Engineering Inspection Fee $1,000,000.01 to $2,000,000	4.99%		5.67%	4.08%
Engineering Inspection Fee $2,000,000.01 to $3,000,000	4.38%		4.98%	3.58%
Engineering Inspection Fee $3,000,000.01 and over	3.93%		4.46%	3.22%
Underground Servicing Approval Only	11.00%	18,860	11.00%	11.00%
Subdivision Design Review Fee Surcharge				
Additional Surcharge for a fourth Engineering Submission review	33.30%		33.30%	33.30%
Additional Surcharge for each Engineering Submission review after the fourth submission	20.00%		20.00%	20.00%
Delayed Assumption Surcharge (issued 1 year from the issuance of Final Deficiency Report, and each anniversary date thereafter)	2.00%	5,253	2.00%	2.00%
Subdivision Assumption Fee	7,939		7,939	7,939
Site Plan Engineering Fees				
Tier 1 Development Site Area: ≤ 1,000 m2	2,623		2,727	2,263
Tier 2 Development Site Area: 1,001 to 3,000 m2	7,809		8,118	6,737
Cost of Civil Works Up to $200,000.00	12.38%		12.87%	10.68%
Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $200,000.01 to $500,000.00	10.95%		11.38%	9.45%
Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $500,000.01 to $1,000,000.00	9.28%		9.65%	8.01%
Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $1,000,000.01 to $2,000,000.00	7.86%		8.17%	6.78%
Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $2,000,000.01 to $3,000,000.00	6.90%		7.17%	5.95%
Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $3,000,000.01 and over	6.19%		6.43%	5.34%
Site Plan Engineering Fee Surcharge				
Site Plan Engineering Fee Surcharge: Tier 1 per submission for 4th Submission and beyond	3,895		4,049	3,360
Site Plan Engineering Fee Surcharge: Tier 2 per submission for 4th Submission and beyond	11,480		11,934	9,904
Site Plan Engineering Fee Surcharge: Tier 3 for 4th Submission	33%		33%	33%
Site Plan Engineering Fee Surcharge: Tier 3 for each submission after the 4th	20%		20%	20%

Table 4-4 (cont'd)
Comparison of Development Engineering Fees
under the Town's Current By-Law and Fee Calculation Scenarios

Development Engineering Fee By-Law - Type	Existing Fees (2023$)		Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
	Infastructure Value / Flat Fee	Fee Minimum	Infastructure Value / Flat Fee	Infastructure Value / Flat Fee
Engineering Review for Residential In-Fill Lots - including all single family residential dwellings not requiring a Site Plan Application	4,722		4,722	4,722
Site Alteration Permits Application Fee				
Small Site Alteration < 500 m3	2,741		2,741	2,741
Large Site Alteration ≥ 500 m3	5,482		5,482	5,482
Environmental Compliance Approval (ECA)	-		10,323	9,514

Chapter 5
Building Permit Fees Review

5. Building Permit Fees Review

5.1 Staff Capacity Utilization Results

The building permit review process considered within this assessment principally involves the Town's Buildings Services Division, as well as other divisions with direct involvement to a lesser degree. The building permit review processing effort estimates in this report reflect the Town's anticipated business processes under the unrestricted service level scenario. These effort estimates were revised to align with the Town's 2024 budgeted complement in a subsequent restricted service level scenario. The staff capacity assessment was based on average permit volumes and characteristics for the majority of permit types during the period of 2018-2022.

Table 5-1 summarizes the staff resource capacity utilization and number of FTE positions attributable to building permit activities. These include staff positions from Building Services, as well as for all other Town departments with direct involvement in building permit processes. Building permit activities would consume approximately 40 FTE staff positions across the organization based on the unrestricted service level scenario. This scenario would require approximately 9.2 FTE staff position more than currently budgeted in 2024 (restricted service level scenario). Compared to average annual staff capacity utilization in the 2018 fee review, with adjustment for 2024 budgeted staff complement levels, the Town deploys approximately 3.1 more FTE staff positions annually for building permit processes in 2024.

The following observations are provided based on the results of the capacity analysis presented in Table 5-1.

- The Building Services Division contributes 85% of the annual processing effort for building permit processes annually. The unrestricted service level scenario would suggest a staff complement of 34 FTEs would be required to provide the level of service underlying the effort estimates. Adjusting this complement to 2024 budgeted levels under the restricted service level scenario would reduce the amount of effort included in the modeled costing to 25 FTE staff positions from the Building Division.

- Fire & Emergency Services Department provides the second largest allocation of staff resources to activities required under the *Building Code Act*. In total, approximately 2.1 FTE staff positions are consumed by these activities annually.
- Division in planning services contributes efforts equal to 2 FTE staff positions annually to building permit activities.
- Other divisions in finance, legal and development engineering collectively provide the equivalent of 1.8 staff positions of effort annually.

Table 5-1
Building Permit Resource Utilization by Department/Division (in FTE)

Town Department/Division	FTEs within Costing Model	Building Permits		
		Capacity Utilization	Unrestriced Service Level Scenario FTE	Restriced Service Level Scenario FTE
Building Services Division	25.3	134.4%	34.0	24.9
Fire & Emergency Services	14.0	14.7%	2.1	2.1
Planning Services Division	33.6	6.0%	2.0	2.0
Corporate Services (Finance)	24.0	3.1%	0.7	0.7
Legal and By-law Services	29.0	2.1%	0.6	0.6
Engineering Services Division	43.0	1.1%	0.5	0.4
Community and Marketing Services & Parks	28.0	0.0%	-	-
Office of the Town Clerk	15.0	0.0%	-	-
Strategic Initiatives	5.6	0.0%	-	-
Chief Administrators Office	5.0	0.0%	-	-
TOTAL	**222.5**	**17.9%**	**39.9**	**30.7**

5.2 Building Permit Annual Costing Results

Table 5-2 presents the Town's annual costs of providing building permit services in aggregate. The annual costs reflect the two costing scenarios, i.e. unrestricted service level, and the restricted service level scenario. The costs are provided by component including the organizational direct, indirect, and capital costs. Annual revenues reflect actual building permit revenues for the period 2018-2022 underlying the staff effort estimates, indexed to 2023$.

Annual costs of building permits under the unrestricted service level scenario would total approximately $7.1 million. Reflecting the 2024 budgeted staff complement under

the restricted service level scenario, the overall costs of service totals $5.5 million annually. Direct service costs represent 67% of annual costs ($3.6 million). Indirect constitute 19% ($1.0 million) of total costs, and capital costs represent 15% ($0.8 million) of total costs. Estimated annual building permit revenues total $7.1 million. This represents a total cost recovery of approximately 100%-130%, with an average annual contribution to the Building Permit Reserve Fund of approximately $1.6 million under the restricted service level scenario. Fees would only recover costs of service under the unrestricted service level scenario, with no reserve fund contribution provided.

Table 5-2
Annual Building Permit Costs and Revenues (2023$)

	Unrestricted Service Level Scenario	Restricted Service Level Scenario
Annual Costs by Component		
Direct Costs	4,680,372	3,650,015
Indirect Costs	1,318,860	1,020,913
Capital Costs	1,083,256	808,986
Total Annual Development Costs (2023$)	**7,082,487**	**5,479,914**
Estimated Annual Revenues		
Development Engineering Fees	(7,064,927)	(7,064,927)
Total Annual Development Engineering Fee Revenues (2023$)	**(7,064,927)**	**(7,064,927)**
Annual (Surplus)/Deficit	**17,561**	**(1,585,013)**

5.3 Full Cost Building Permit Fees

Table 5-3 summarizes the Town's costs of providing building permit services on a per permit basis for both the unrestricted service level and restricted service level scenarios. The costs per permit type reflects the full cost of service by costing category as defined in Chapter 2. Costs are compared with revenues derived from the application of current permit fees to average permit charging parameters (e.g. average permit size). Historical permit applications were provided by Town staff to determine average permit size characteristics for revenue purposes.

The findings in Table 5-3 indicates that building permits for new construction are generally recovering the full costs of service, where as alteration and other minor permits are under recovering full costs. This is a trend generally witnessed in municipal building permit reviews. The table also provides the costs permit fee for new administrative costing categories (e.g. conditional permit amendments, resubmissions, written compliance request, etc.), plumbing/mechanical permits, and other permits (e.g. fire alarm/sprinklers, solar panels, storage tanks, change of use, etc.).

Table 5-3
Building Permit Costs and Revenues by Costing Category (2023$)

Building Permit Fee Model - Costing Category	Avg. Cost / Permit		Avg. Revenue / Permit	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Assembly					
Assembly - New/Additions	18,600	13,937	38,277	206%	275%
Assembly - Alterations/Fire Damage/Vehicle Impact	6,575	5,299	5,699	87%	108%
Assembly - Pools - New/Addition	9,685	7,385	-	0%	0%
Care & Detention					
Institutional - New/Additions	18,600	13,937	200,762	1079%	1440%
Institutional - Alterations/Fire Damage/Vehicle Impact	6,629	5,356	1,422	21%	27%
Residential/Builders Subdivision House/Pre-Approved Model/Multi-Use					
Residential - SFD, Semi, Link & Duplex - New/Additions	4,520	3,481	5,125	113%	147%
Residential - Town, Stacked Townhouse - New/Additions	4,253	3,343	5,125	121%	153%
Residential - Live/Work Units	4,287	3,217	5,125	120%	159%
Residential - Finished Basement	2,904	2,313	5,125	177%	222%
Residential - Pre-Approved Model -	993	810	565	57%	70%
Residential - New Model	4,005	3,071	4,299	107%	140%
Residential - Repeat Model - New	3,153	2,403	2,799	89%	116%
Residential - Accessory Apartments -	4,298	3,317	863	20%	26%
Residential SFD, Semi, Town, Link, Duplex, Live/Work Units - Alterations/Fire Damage/Vehicle Impact	3,420	2,581	471	14%	18%
Hotel/Motel - New/Additions	18,599	13,994	138,449	744%	989%
Residential - Apartment/Condo & Hotel/Motel - Alterations/Fire	6,726	5,357	1,684	25%	31%
Residential - Decks/Ramps	2,239	1,783	276	12%	15%
Residential - Garages, Carport, Porch, Accessory Structure	2,614	2,036	547	21%	27%
Hotel/Motel					
Residential - Apartment/Condo &	Included Apt./Condo above			n/a	n/a
Residential - Apartment/Condo & Hotel/Motel - Alterations/Fire	Included Apt./Condo Alteration above			n/a	n/a

Table 5-3 (cont'd)
Building Permit Costs and Revenues by Costing Category (2023$)

Building Permit Fee Model - Costing Category	Avg. Cost / Permit		Avg. Revenue / Permit	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Business & Personal Services					
Business & Personal Services - Finished - New/Additions	18,304	13,614	89,059	487%	654%
Business & Personal Services - Shell - New/Additions	8,155	6,250	5,894	72%	94%
Business & Personal Services - Alterations/Fire Damage/Vehicle Impact	6,328	5,158	2,056	32%	40%
Mercantile					
Mercantile - Finished - New/Additions	18,219	13,518	64,537	354%	477%
Mercantile - Shell - New/Additions	8,155	6,250	77,978	956%	1248%
Mercantile - Alterations/Fire Damage/Vehicle Impact	6,616	5,422	11,225	170%	207%
Industrial					
Industrial - Finished - New/Additions	18,600	13,937	120,146	646%	862%
Industrial - Shell - New/Additions	7,950	6,095	38,652	486%	634%
Industrial - Alterations/Fire Damage/Vehicle Impact	6,280	5,090	9,901	158%	195%
Industrial - Gas Station/Car Wash - New/Additions	9,118	7,089	4,337	48%	61%
Industrial - Gas Station/Car Wash - Alterations	6,280	5,090	321	5%	6%
Industrial - Canopy/Parking Garages - New/Additions	11,875	9,502	59,716	503%	628%
Industrial - Canopy/Parking Garages - Alterations	6,644	5,534	1,050	16%	19%
Farm Building					
Farm Buildings/Accessory Storage Facility - New/Additions	3,037	2,350	4,096	135%	174%
Farm Buildings/Accessory Storage Facility - Alterations	3,817	3,112	1,212	32%	39%
Miscellaneous					
Air Supported Structures	8,737	7,027	3,946	45%	56%
Tent	1,469	1,305	225	0	0
Repair/ Reclad Wall	1,422	1,182	-	0%	0%

Table 5-3 (cont'd)
Building Permit Costs and Revenues by Costing Category (2023$)

Building Permit Fee Model - Costing Category	Avg. Cost / Permit		Avg. Revenue / Permit	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Miscellaneous					
Sales Pavilion/Temporary Building/Sales Trailer	4,811	3,589	6,324	131%	176%
Portable Classroom	2,172	1,940	339	0	0
Solar Panels (Residential)	1,321	1,103	225	0	0
Solar Panels (ICI)	1,560	1,311	153	0	0
Fire Alarm/ Sprinklers – Part 9	1,927	1,718	565	0	0
Fire Alarm/ Sprinklers – Part 3	1,927	1,718	1,132	1	1
Fire Alarm/Sprinklers – Alteration Part 9	1,927	1,718	284	0	0
Fire Alarm/Sprinklers – Alteration Part 3	1,927	1,718	284	0	0
Kitchen Exhaust/Spray Booth/Dust Collector	1,834	1,545	565	0	0
Magnetic Locks	1,121	1,047	884	1	1
Communication Tower/Wind Turbine	1,633	1,339	225	0	0
Storage Tanks	1,681	1,386	225	0	0
Fireplace, Woodstove	1,669	1,284	225	0	0
Balcony Guard Replacement	1,391	1,124	225	0	0
Retaining Wall	2,660	2,347	225	0	0
Signs					
Signs	1,385	1,233	225	16%	18%
Demolition					
Demolition (ICI)	900	783	140	16%	18%
Demolition - Accessory Structures (includes all categories)	774	662	225	29%	34%
Demolition (Residential)	829	716	225	27%	31%
Plumbing and Drain					
Residential	882	638	-	0%	0%
Plumbing Drain Work and Water Main	1,137	781	-	0%	0%
Plumbing - Manholes/Catchbasins/Interceptors	1,204	817	-	0%	0%
Site Servicing	5,936	4,900	-	0%	0%
Plumbing - Backflow Preventors	737	555	-	0%	0%

Table 5-3 (cont'd)
Building Permit Costs and Revenues by Costing Category (2023$)

Building Permit Fee Model - Costing Category	Avg. Cost / Permit		Avg. Revenue / Permit	Cost Recovery %	
	Unrestricted Service Level Scenario	Restricted Service Level Scenario		Unrestricted Service Level Scenario	Restricted Service Level Scenario
Other Fees					
Change of Use without construction (includes all categories)	1,753	1,611	225	13%	14%
Mezzanine/Racking System (including Shelf and Rack Storage System)/Demountable Stage/Demountable support structure	1,997	1,668	-	0%	0%
Foundation for relocated building	2,969	2,259	-	0%	0%
Below Grade Entrance/Underpinning	3,722	2,829	-	0%	0%
Demising Wall	1,988	1,640	-	0%	0%
Conditional Permit Agreement	4,612	4,417	1,696	37%	38%
Amendment to Conditional Permit Agreement	2,304	2,211	-	0%	0%
Alternative Solutions (and 3rd party review)	4,597	4,417	-	0%	0%
Revision to Permit - Minor	776	652	225	29%	34%
Revision to Permit - Major	1,344	1,059	-	0%	0%
Phased Permit	1,209	1,066	-	0%	0%
Transfer of Permit	217	187	225	104%	120%
Additional Inspection	259	175	225	87%	128%
Occupancy Permit/Agency Letters	223	183	380	170%	208%
Title Search	167	162	-	0%	0%
Registration on Title and Discharge from Title	1,791	1,693	-	0%	0%
Mechanical					
Mechanical - Duct work only	1,124	772	-	0%	0%
Mechanical - Mechanical Penthouse	3,794	2,824	-	0%	0%
Mechanical - Geothermal system or earth energy system	993	698	-	0%	0%
Mechanical - System add-ons (space heater, roof top unit, etc.)	1,708	1,239	-	0%	0%

5.4 Fee Structure Recommendations and Building Code Act Reserve Fund Design

5.4.1 Building Code Act Reserve Fund Design

The *Building Code Act* financial reporting regulations recognize the legitimacy of creating a municipal reserve fund(s) to manage Building Code responsibilities. While the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds providing service stabilization. Building permit reserve funds should be developed to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply. A reserve fund stabilization policy will provide the Town with the ability to retain a sustainable portion of the qualified staff across a future economic downturn, while recognizing the Town's need to manage resources through resource management until permit volumes improve during an economic recovery.

The Town's prior development fee review studies recommended a policy for the creation of a Building Code Act Stabilization Reserve Fund. The policy established a reserve fund for the purposes of stabilizing service delivery during periods of economic downturn, particularly in light of the regulated turnaround times for permit review and inspection activities. The 2005 Study measured the impact of historic development on presumed long-term staffing levels to arrive at a target reserve fund balance of 2.07 years of annual direct costs. The target balance was measured to ensure that the Town had a measure of determining when an appropriate balance was achieved to mitigate potential impacts of service delivery related to future downturns in activity.

Based on discussions with Town staff, the target reserve fund balance has been recommended to be adjusted to reflect broader industry practice and recognition for current economic conditions. As such that the reserve fund target has been adjusted to 3.0 times total costs (i.e. including indirect and capital costs). This change is being proposed to account for both direct and indirect costs being maintained during a

downturn in permit activity. Based on current costing results, the 3.0 years of annual total costs would equate to $16.5 million (i.e. $5.5 million x 3.0).

The Town's reserve fund balance at the beginning of 2023 was $15.6 million. Factoring the current reserve fund position into the overall cost recovery performance at average historic volume levels, the Town's current permit fees would ensure sustainability in approximately 1 year under the restricted service level scenario. It should be noted that the that the Town anticipates significant one-time draws from the reserve fund for capital expenditures in 2024. As such, the term to sustainability may be extended beyond one year. Under the unrestricted service level scenario, average annual permit fee increases of 2.4% would allow the Town to achieve the 3.0 x multiple in five year (approximate time for the next fee review).

5.4.2 Rate Structure Analysis

Accounting for financial performance at average historic permit volumes and 2024 budgeted staff complement levels under the restricted service level scenario, current building permit fees are sufficient to recover the full costs of service and provide funding for sustainability over a period of economic downturn. However, if the Town was to increase its staff complement consistent with the unrestricted service level scenario, fees would increase by approximately 2.4% annually each year over the next 5 years. Table 5-4 provides the calculated fees under both scenarios for the Town's consideration. Moreover, the Town should monitor financial performance in coming years to ensure operational funding sustainability and re-examine building permit fees when the reserve fund target multiple is secured.

Table 5-4
Comparison of Building Permit, Sign Permit, and Miscellaneous Charges Under the Town's Current By-Law and Fee Calculation Scenarios

Building Permit Fee By-Law - Permit Type	Charging Parameter	Existing Fees (2023$)	Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
Assembly				
All Assembly Occupancies - New/Addition	per m^2	33.95	34.76	33.95
All Assembly Occupancies - Alteration/Fire Damage/Vehicle Impact	per m^2	12.55	12.85	12.55
Assembly - (Pools) - New/Addition	per m^2	12.55	12.85	12.55
Care & Detention				
Institutional - New/Addition	per m^2	36.10	36.97	36.10
Institutional - Alteration/Fire Damage/Vehicle Impact	per m^2	12.55	12.85	12.55
Residential/Builders Subdivision House/Pre-Approved Model/Multi-Use				
(SFD, Semi, Link & Duplex) - New/Addition	per m^2	20.94	21.44	20.94
(Town, Stacked Townhouse) - New/Addition	per m^3	20.94	21.44	20.94
Live/Work Units	per m^4	20.94	21.44	20.94
Finished Basement	per m^5	20.94	21.44	20.94
(PAM) Pre-Approved Model - New	Flat	565	579	565
(New Model) - New	per m2	20.94	21.44	20.94
(Repeat Model) - New	per m2	15.14	15.50	15.14
Accessory Apartment - New/Addition	per m^2	9.96	10.20	9.96
(SFD, Semi, Townhouse, Link, Duplex, Live Work) - Alteration/Fire Damage/Vehicle Impact	per m^2	9.96	10.20	9.96
(Apt./Condo) - New/Addition	per m^2	20.94	21.44	20.94
(Apt./Condo) - Alteration/Fire Damage/Vehicle Impact	per m^2	9.96	10.20	9.96
Deck/Ramps - New/Addition	Flat	276	283	276.00
Garages, Carport, Porch, Accessory Structure	per m^2	9.96	10.20	9.96

Table 5-4 (cont'd)
Comparison of Building Permit, Sign Permit, and Miscellaneous Charges Under the Town's Current By-Law and Fee Calculation Scenarios

Building Permit Fee By-Law - Permit Type	Charging Parameter	Existing Fees (2023$)	Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
Hotel/Motel				
Hotel/Motel - New/Addition	per m^2	20.94	21.44	20.94
Hotel/Motel - Alteration/Fire Damage/Vehicle Impact	per m^2	9.96	10.20	9.96
Business & Personal Services				
Business & Personal Services - New/Addition - (Finished)	per m^2	23.77	24.34	23.77
Business & Personal Services - New/Addition - (Shell)	per m^2	19.30	19.76	19.30
Business & Personal Services - Alteration/Fire Damage/Vehicle Impact	per m^2	12.55	12.85	12.55
Mercantile				
Mercantile - New/Addition - (Finished)	per m^2	26.02	26.64	26.02
Mercantile - New/Addition - (Shell)	per m^2	20.26	20.75	20.26
Mercantile - Alteration/Fire Damage/Vehicle Impact	per m^2	12.55	12.85	12.55
Industrial				
Industrial - New/Addition (Finished)	per m^2	16.30	16.69	16.30
Industrial - New/Addition - (Shell)	per m^2	13.76	14.09	13.76
Industrial - Alteration/Fire Damage/Vehicle Impact	per m^2	10.89	11.15	10.89
Industrial (Gas Station/Car Wash) - New/Addition	per m^2	18.17	18.61	18.17
Industrial (Gas Station/Car Wash) - Alteration	per m^2	10.89	11.15	10.89
Industrial (Canopy/Parking Garage) - New/Addition	per m^2	9.51	9.74	9.51
Industrial (Canopy/Parking Garage) - Alteration/Fire Damage	per m^2	7.00	7.17	7.00
Farm Building				
Farm Building/Accessory Storage Facility - New/Addition	per m^2	4.54	4.65	4.54
Farm Buildings/Accessory Storage Facility - Alterations	per m2	10.89	11.15	10.89

Table 5-4 (cont'd)
Comparison of Building Permit, Sign Permit, and Miscellaneous Charges Under the Town's Current By-Law and Fee Calculation Scenarios

Building Permit Fee By-Law - Permit Type	Charging Parameter	Existing Fees (2023$)	Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
Miscellaneous				
Air Supported Structures	per m^2	12.55	12.85	12.55
Tent	Flat	225	230	225
Repair / Reclad Walls	per m^2	0.58	0.59	0.58
Miscellaneous				
Sales Pavilion/Temporary Building/Sales Trailer	per m^2	26.11	26.74	26.11
Portable Classroom	Flat	339	347	339
Solar Panels (Residential)	Flat	225	230	225
Solar Panels (ICI) - Maximum $5,000	Flat	153	157	153
Fire Alarm/Sprinklers - Part 9	Flat	565	579	565
Fire Alarm/Sprinklers - Part 3	Flat	1,132	1,159	1,132
Fire Alarm/Sprinklers – Alteration Part 9	Flat	284	291	284
Fire Alarm/Sprinklers – Alteration Part 3	Flat	284	291	284
Kitchen Exhaust/Spray Booth/Dust Collector	Flat	565	579	565
Electromagnetic Lock	per Item	170	174	170
Communication Tower/Wind Turbine	Flat	225	230	225
Storage Tanks	Flat	225	230	225
Fireplace / Woodstove	Flat	225	230	225
Balcony Guard Replacement	Flat	225	230	225
Retaining Wall	Flat	225	230	225
Signs				
Sign Permits - New/Addition	Flat	225	230	225
Demolition				
Demolition (ICI)	per m2	0.19	0.19	0.19
Demolition - Accessory Structures (includes all categories)	Flat	225	230	225
Demolition (Residential)	Flat	225	230	225

Table 5-4 (cont'd)
Comparison of Building Permit, Sign Permit, and Miscellaneous Charges Under the Town's Current By-Law and Fee Calculation Scenarios

Building Permit Fee By-Law - Permit Type	Charging Parameter	Existing Fees (2023$)	Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
Plumbing and Drain				
Plumbing Fixture - ICI/Residential	per fixture	26.02	26.64	26.02
Plumbing Drain Work/Watermain	per linear metre	11.32	11.59	11.32
Manholes/Catchbasins/Interceptors/ Sump Pumps	per Item	113.78	116.51	113.78
Backflow Preventors	per Item	225	230	225
Other Fees				
Change of Use (includes all categories)	Flat	225	1,753	1,611
Mezzanine/Racking System (including Shelf and Rack Storage System)/Demountable Stage/Demountable support structure	Flat	-	1,997	1,668
Foundation for relocated building	Flat	-	2,969	2,259
Below Grade Entrance/Underpinning	Flat	-	3,722	2,829
Demising Wall	Flat	-	1,988	1,640
Conditional Building Permit	Flat	1,696	1,737	1,696
Amendment to Conditional Permit Agreement	Flat	-	2,304	2,211
Alternative Solutions (+ any 3rd Party Consultants Costs)	Flat	1,132	4,597	1,132
Resubmission of Application Found to be Incomplete	% of Appl. Fee	25%	25%	25%
Revision to Permit - Minor	Flat	225	300	300
Revision to Permit - Major	Flat	-	1,344	1,059
Phased Permit	Flat	-	1,209	1,066
Transfer of Permit	Flat	225	230	225
Additional Inspection	Flat	225	230	225
Occupancy Permit	Flat	380	389	380
Title Search	Flat	-	Included in Legal Fees	
Registration on Title and Discharge from Title	Flat	-	Included in Legal Fees	
Spatial Separation Agreement	Flat	-	1,737	1,696

Table 5-4 (cont'd)
Comparison of Building Permit, Sign Permit, and Miscellaneous Charges Under the Town's Current By-Law and Fee Calculation Scenarios

Building Permit Fee By-Law - Permit Type	Charging Parameter	Existing Fees (2023$)	Calculated Fees (unrestricted service level)	Calculated Fees (restricted service level)
Other Fees				
Work Commenced Prior to Building Permit Application Submission	% of Appl. Fee	25%	25%	25%
Work Commenced Prior to Building Permit Application Issued	% of Appl. Fee	15%	15%	15%
Minimum Permit Fee (3 hours)	Flat	225	300	300
Refund - Application Administrative Functions Performed	% of Appl. Fee	75%	75%	75%
Refund - Application Reviewed but not Issued	% of Appl. Fee	60%	60%	60%
Refund - Permit Issued with no Construction Commenced	% of Appl. Fee	40%	40%	40%
Mechanical				
Mechanical - Duct work only	Flat	-	1,124	772
Mechanical - Mechanical Penthouse	Flat	-	3,794	2,824
Mechanical - Geothermal system or earth energy system	Flat	-	993	698
Mechanical - System add-ons (space heater, roof top unit, etc.)	Flat	-	1,708	1,239

Chapter 6
Conclusions

6. Conclusion

Summarized in this technical report is the legislative context for the imposition of development application fees (i.e. planning application fees, development engineering fees, and building permit fees), the methodology undertaken, full cost of service determination, and the calculated fees to achieve full cost recovery and building permit reserve fund sustainability. In developing the fee calculations for the Town's consideration, cost recovery fee structure costs were determined for two scenarios (1) an unrestricted service level scenario, and (2) a restricted service level scenario reflective of 2024 budgeted levels. The unrestricted service level scenarios is provided for consideration to guide future operational investments and inform future fee adjustments.

The intent of this review is to provide the Town with fee structure recommendations, for their consideration, to appropriately recover the service costs from benefiting parties relative to the costs of service being provided. The Town will ultimately determine the service level investments underlying the fee calculations, level of cost recovery, and phasing strategy that is suitable for their objectives in this context. Furthermore, planning application fees continue to be evaluated in light of potential changes to development review processes in the Town as a result of changes to the *Planning Act* made through the *Cutting Red Tape to Build More Homes Act*, *More Homes for Everyone Act,* and *More Homes Built Faster Act* amendments.

The fee calculations based on the findings of this study are presented in Tables 3-4 for planning application fees, Table 4-4 for development engineering fees, and Table 5-4 for building permit fees, respectively. Table 6-1 provides the overall anticipated annual financial performance the three development fee service areas for each scenario. Under the unrestricted service level scenario, annual costs of development fees total approximately total $16.6 million. Under the restricted service level scenario, annual costs of development fees total approximately total $13.5 million. The calculated fees provide for full cost recovery with provision for building permit services sustainability.

Table 6-1
Estimated Annual Financial Performance with Development Fee Calculation Scenarios (2023$)

Unrestricted Service Level Scenario Annual Costs and Revenues	Planning Application Fees	Development Engineering Fees	Building Permit Fees	Total Development Fees
Annual Costs by Component				
Direct Costs	3,621,697	2,432,609	4,680,372	10,734,677
Indirect Costs	1,617,693	697,933	1,318,860	3,634,485
Capital Costs	655,090	448,748	1,083,256	2,187,094
Total Annual Development Costs (2023$)	**5,894,479**	**3,579,289**	**7,082,487**	**16,556,256**
Estimated Annual Revenues				
Development Fee Revenues	(5,894,479)	(3,579,289)	(7,234,485)	(16,708,254)
Total Development Fee Revenues (2023$)	**(5,894,479)**	**(3,579,289)**	**(7,234,485)**	**(16,708,254)**
Annual (Surplus/Contribution to Building Permit Sustainabiity Reserve Fund)/Deficit	-	-	**(151,998)**	**(151,998)**

Restricted Service Level Scenario Annual Costs and Revenues	Planning Application Fees	Development Engineering Fees	Building Permit Fees	Total Development Fees
Annual Costs by Component				
Direct Costs	3,157,835	2,022,498	3,650,015	8,830,348
Indirect Costs	1,369,161	580,778	1,020,913	2,970,852
Capital Costs	552,437	367,222	808,986	1,728,645
Total Annual Development Costs (2023$)	**5,079,433**	**2,970,499**	**5,479,914**	**13,529,846**
Estimated Annual Revenues				
Development Fee Revenues	(5,079,433)	(2,970,499)	(7,064,927)	(15,114,859)
Total Development Fee Revenues (2023$)	**(5,079,433)**	**(2,970,499)**	**(7,064,927)**	**(15,114,859)**
Annual (Surplus/Contribution to Building Permit Sustainabiity Reserve Fund)/Deficit	-	-	**(1,585,013)**	**(1,585,013)**

Planning Services Fees

Fee No.	Fee Title	Fee Basis	HST	2025 Fee @ Apr 1 per by-law (budget approved with 2.5% index)	Watson Unrestricted Recommendation (No indexing applied)	Staff Recommendation
Category: Plan of Subdivision						
PAP- 1	Residential	Base Charge	No	$44,661.29	$42,509.00	$44,661.29
PAP- 2	Residential	$/lot/block	No	$892.70	$404.00	$892.70
PAP- 3	Residential	Max. lot/block	No	$538.44		500 (units not $)
PAP- 4	Non-Residential	Flat Fee	No	$44,661.29	$124,624.00	$75,000.00
PAP- 5	Major Redline	Base Charge	No	$7,680.11	$8,089.00	$8,291.00
PAP- 6	Major Redline	$/lot/block	No	$512.32	$94.00	$512.32
PAP- 7	Minor Redline	Base Charge	No	$7,680.11	$8,089.00	$8,291.00
PAP- 8	Minor Redline	$/lot/block	No	$332.84	$351.00	$360.00
PAP- 9	Subdivision Agreement	Flat Fee	Yes	$6,775.51	$44,429.00	$7,500.00
PAP- 10	Subdivision / Condominium Release	Flat Fee	No	$3,942.96	$3,753.00	$3,943.00
Category: Minor Variance						
PAP- 11	Residential	Flat Fee	No	$1,049.61	$2,928.00	$1,500.00
PAP- 12	Non-Residential	Flat Fee	No	$2,971.71	$2,928.00	$3,001.00
PAP- 13	Tabling by Applicant	Flat Fee	No	$891.51	$849.00	$892.00
PAP- 14	Draft Approved and Registered Plans of Subdivision	Base Charge	No	$6,181.17	$2,928.00	$6,181.17
PAP- 15	Draft Approved and Registered Plans of Subdivision	$/lot/block	No	$624.06	$16.00	$624.06
PAP- 16	Draft Approved and Registered Plans of Subdivision	Maximum	No	$30,905.84		$30,905.84
Category: Official Plan Amendment (includes preparation of By-law)						
PAP- 17	Simple (See Note 1)	Flat Fee	No	$26,745.43	$39,397.00	$40,382.00
PAP- 18	Complex	Flat Fee	No	$40,433.15	$53,680.00	$55,022.00
PAP- 19	Combined Applications for OPA/ZBA Simple	Flat Fee	No	$42,792.68	$63,035.00	$64,611.00
PAP- 20	Combined Applications for OPA/ZBA Complex	Flat Fee	No	$54,123.24	$71,856.00	$73,652.00
Category: Condominium						
PAP- 21	Standard	Flat Fee	No	$10,666.08	$9,281.00	$10,666.00
PAP- 22	Condominium Conversion	Base Charge	No	$10,666.08	$9,281.00	$10,666.00
PAP- 23	Condominium Conversion	$/unit	No	$501.65	$477.00	$501.65
PAP- 24	Condominium Agreement	Flat Fee	No	$2,624.62	$7,655.00	$2,625.00
Category: Zoning Bylaw Amendment (includes preparation of By-law)						
PAP- 25	Simple (See Note 2)	Flat Fee	No	$15,997.33	$43,339.00	$30,000.00
PAP- 26	Complex	Flat Fee	No	$29,710.01	$59,192.00	$50,000.00
PAP- 27	Lifting an 'H' Holding Symbol	Flat Fee	No	$8,125.85	$24,072.00	$10,000.00
PAP- 28	Temporary Use	Flat Fee	No	$14,626.78	$13,922.00	$14,627.00
PAP- 29	Temporary Use for Second Residence	Flat Fee	No	$7,312.81	$6,960.00	$7,313.00
PAP- 30	Temporary Use Extension	Flat Fee	No	$6,856.35	$6,526.00	$6,856.00
~~PAP- 31~~	~~Oak Ridges Moraine~~	~~Flat Fee~~	~~No~~	~~$11,292.52~~		Remove Fee
Category: Site Plan						
PAP- 32	Residential (including Retirement Home with self-contained units)	Base Charge	No	$11,520.74	$10,966.00	$11,521.00
PAP- 33	Residential (including Retirement Home with self-contained units)	$/unit (first 25)	No	$512.32	$493.00	$512.32
PAP- 34	Residential (including Retirement Home with self-contained units)	$/unit (next 75)	No	$294.79	$284.00	$294.79
PAP- 35	Residential (including Retirement Home with self-contained units)	$/unit (> 100)	No	$140.27	$135.00	$140.27
PAP- 36	Residential (including Retirement Home with self-contained units)	Maximum	No	$76,804.56		$76,804.56
PAP- 37	Retirement Home (retirement units are not self-contained)	Flat Fee	No	$11,520.74	$42,108.00	$43,161.00
PAP- 38	Commercial/Industrial	Base Charge	No	$11,520.74	$10,966.00	$11,521.00
PAP- 39	Commercial/Industrial	$/sq.mt.	No	$5.64	$3.55	$3.65
PAP- 40	Commercial/Industrial	Maximum	No	$76,804.56		$76,804.56
PAP- 41	Institutional	Base Charge	No	$11,520.74	$10,966.00	$11,521.00
PAP- 42	Institutional	$/sq.mt.	No	$4.99	$8.67	$8.90
PAP- 43	Institutional	Maximum	No	$76,804.56		$76,804.56
PAP- 44	Commissioner's Approval (minor amendment to plan and/or building up to 300 square metres)	Flat Fee	No	$1,280.21	$9,897.00	$2,500.00

PAP- 45	Expansion to an existing building greater than 300 square metres	Flat Fee	No	$5,760.38	$10,828.00	$11,099.00
PAP- 46	Sales Trailer/Model Home	Flat Fee	No	$896.27	$7,250.00	$7,431.00
PAP- 47	Environmental/Hazard Land designation in accordance with the Official Plan and Oak Ridges Moraine in accordance with By-law 5581-05, as amended	Flat Fee	No	$5,943.44	$5,657.00	$5,943.00
PAP- 48	Site Plan Agreement (all types) (+ legal expenses)	Flat Fee	No	$2,852.84	$8,992.00	$3,500.00
PAP- 49	Amending Agreement (+ legal expenses)	Flat Fee	No	$1,426.42	$1,358.00	$1,426.00
PAP- 50	Communication Tower	Flat Fee	No	$6,399.88	$8,763.00	$8,982.00
~~Category: Site Plan Heritage (Part IV and Part V)~~						
~~PAP- 51~~	~~Minor Amendments less than 100m2 for additions to existing non-residential~~	~~Flat Fee~~	~~No~~	~~$1,280.21~~		Remove Fee
~~PAP- 52~~	~~Major Amendments greater than 100m2 for additions to existing non-residential~~	~~Flat Fee~~	~~No~~	~~$5,760.38~~		Remove Fee
Category: Other Fees						
PAP- 53	Part Lot Control	$unit/lot/block	No	$1,605.91	$1,692.00	$1,734.00
PAP- 54	Additional Public Meetings	Flat Fee	No	$1,280.23	$1,219.00	$1,280.00
PAP- 55	Sign Variance	Flat Fee	No	$2,615.11	$6,043.00	$6,194.00
PAP- 56	Sign By-law Amendment	Flat Fee	No	$3,328.32	$13,748.00	$14,092.00
PAP- 57	Annual Administrative Fee	Flat Fee	No	$1,783.03	$1,697.00	$1,783.00
PAP- 58	Street Name Change Request (external)	Base Charge	No	$1,426.42	$4,804.00	$4,924.00
PAP- 59	Street Name Change Request (external)	Per address	No	$128.37	$122.00	$128.37
PAP- 60	Stage 1 Pre-consultation - Minor (see Note 3)	Flat Fee	No	$653.79	$10,864.00	$1,500.00
NEW	Stage 1 Pre-consultation - Major (see Note 3)	Flat Fee	No			$3,500.00
PAP- 61	Architectural Review (Working drawings / site plan / elevations / exterior colours)	$/hr	No	$178.30	$170.00	$178.30
PAP- 62	Extend Draft Approval	Flat Fee	No	$3,566.08	$13,522.00	$5,000.00
PAP- 63	Letter of Undertaking	Flat Fee	No	$861.80	$5,439.00	$1,000.00
~~PAP- 64~~	~~Land Division Release Fee~~	~~Flat Fee~~	~~No~~	~~$1,010.38~~	~~$3,746.00~~	Remove Fee
PAP- 65	Stage 2 Pre-Consultation Review	Flat Fee	No	$653.79	$32,971.00	$7,500.00, Optional, fees paid to be credited towards formal application
NEW	Tree Removal Permit	Flat Fee	No		$5,844.00	$5,990.00
Category: Land Division						
PAP- 66	Application	Flat Fee	No	$1,383.75	$3,746.00	$3,000.00
PAP- 67	Review	Flat Fee	No	$512.50		$513.00
PAP- 68	Release	Flat Fee	No	$985.74		$986.00
PAP- 69	Tabling by Applicant	Flat Fee	No	$307.50		$892.00
PAP- 70	Deed Stamping	Flat Fee	No	$1,025.00		$1,000.00
PAP- 71	Deed Re-Stamping	Flat Fee	No	$256.25		$256.00

Note 1:
Complex amendment – A proposal involving a change in land use designation or policy which requires major technical studies and extensive analysis and consultation.
Simple amendment – A site specific proposal which is small in scale and involves a land use with minor and predictable impacts.

Note 2:
Complex amendment – associated with an Official Plan Amendment, Plan of Subdivision Application, an application that requires the review of technical support documents or studies or any amendment deemed to be complex by the Commissioner of Planning and Development.

Note 3:
Minor - includes small scale building additions, temporary use by-laws, telecommunication towers, accessory structures, amendments to site plan agreements for alterations to site works and related plans. May also include other small-scale developments as determined by the Commissioner of Planning and Development.
Major - All other forms of development and application types.

Peer Review:
An applicant is responsible for 100% of the Municipality's full costs of undertaking a Peer Review of a development application study/report. The review fees are to be paid in advance of any work being undertaken.

Engineering Services Fees

Fee No.	Fee Title	Fee Basis	HST	2025 Fee @ Apr 1 per by-law (budget approved with 2.5% index)	Watson Unrestricted Recommendation (No indexing applied)	Staff Recommendation
Category: Refundable Deposits for Private Works						
ENG-1	Lot Grading/Soding Deposit (Semi, Link and Street Townhouses)	Each	No	$2,694.73		$2,694.73
ENG-2	Lot Grading/Soding Deposit (Detached)	Each	No	$4,308.08		$4,308.08
ENG-3	Infiltration Trench Deposit	Per m^3	No	$512.50		$512.50
Category: Town Benchmark Contribution (per new residential lot)						
ENG-4	Town Benchmark Contribution (per new residential lot)	Per New Residential Unit	No	$16.30		$16.30
Category: Administration Fee						
ENG-5	Engineering Peer Review Administration Fee	Each	Yes	15 % of the total cost of the Peer Review Fee		15 % of the total cost of the Peer Review Fee
Category: Engieering Structure Inspection Fee						
ENG-7	Engineering Structure Inspection Fee	Per Inspection	Yes	$1,230.00		$1,230.00
Category: Permit Condition Amendment Fee						
ENG-8	Permit Condition Amendment Fee (e.g. Additional source site)	Per Amendment	No	$304.43		$304.43
Category:Permit Extension Fee						
ENG-9	One Time Permit Extension	Each	No	50% Initial Application Fee		50% Initial Application Fee
Category: Site Alteration Overfill Fee						
ENG-10	Site Alteration Overfill Fee	Per m^3	No	$2.26		$2.26
Category: Road Damage Contribution Fee						
ENG-11	Road Damage Contribution / Inspection Fee for Imported/Exported Material	Per m^3	No	$2.26		$2.26
Category: Road Replacement Fee (Incl. Inspection and Administration)						
ENG-12	Road Reconstruction Low Class Bituminous (LCB) Roads	Per m^2	No	$19.58		$19.58
ENG-13	Road Resurfacing High Class Bituminous (HCB) Roads	Per m^2	No	$88.15		$88.15
ENG-14	Road Reconstruction High Class Bituminous (HCB) Roads	Per m^2	No	$346.25		$346.25
Category: Immediate Road Damage Refundable Deposit						
ENG-15	< 500 m3	Each	No	$3,075.00		$3,075.00
ENG-16	≥ 500 m3	Each	No	$5,125.00		$5,125.00
Category: Subdivision Design Review and Inspection Fees						
ENG-17	Engineering Design Review Fee	Each	Yes	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements Minimum fee $19,857.00	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements Minimum fee $20,354.00
ENG-18	Engineering Inspection Fee Up to $200,000.00	Each	Yes	7.86% of the estimated cost of services	8.93% of the estimated cost of services	8.93% of the estimated cost of services

ENG-19	Engineering Inspection Fee $200,000.01 to $500,000.00	Each	Yes	6.95% of the estimated cost of services plus previous tier	7.9% of the estimated cost of services plus previous tier	7.9% of the estimated cost of services within current tier, plus previous tier
ENG-20	Engineering Inspection Fee $500,000.01 to $1,000,000.00	Each	Yes	5.89% of the estimated cost of services plus previous tier	6.69% of the estimated cost of services plus previous tier	6.69% of the estimated cost of services within current tier, plus previous tier
ENG-21	Engineering Inspection Fee $1,000,000.01 to $2,000,000.00	Each	Yes	4.99% of the estimated cost of services plus previous tier	5.67% of the estimated cost of services plus previous tier	5.67% of the estimated cost of services within current tier, plus previous tier
ENG-22	Engineering Inspection Fee $2,000,000.01 to $3,000,000.00	Each	Yes	4.38% of the estimated cost of services plus previous tier	4.98% of the estimated cost of services plus previous tier	4.98% of the estimated cost of services within current tier, plus previous tier
ENG-23	Engineering Inspection Fee $3,000,000.01 and over	Each	Yes	3.93% of the estimated cost of services plus previous tier	4.46% of the estimated cost of services plus previous tier	4.46% of the estimated cost of services within current tier, plus previous tier
ENG-24	Underground Servicing Approval Only	Each	Yes	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee Minimum combined Fee $19,332.00	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee Minimum combined Fee $19,815.00
Category: Subdivisoin Design Review Fee Surcharge						
ENG-25	Additional Surcharge for a Fourth Engineering Submission review	Each	Yes	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)

ENG-26	Additional Surcharge for each Engineering Submission review after the fourth submission	Each	Yes	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)
Category: Delayed Assumption Charge						
ENG-27	Delayed Assumption Surcharge (issued 1 year from the issuance of Final Deficiency Report, and each anniversary date thereafter)	Each	No	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed Minimum $5,384.00	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed Minimum $5,519.00
Category: Subdivision Assumption Fee						
ENG-28	Subdivision Assumption Fee	Each	No	$8,340.43	$7,939.00	$8,340.00
Category: Site Plan Engineering Fees						
ENG-29	Tier 1 Development Site Area: ≤ 1,000 m2	Each	Yes	$2,756.23	$2,727.00	$2,795.00
ENG-30	Tier 2 Development Site Area: 1,001 to 3,000 m2	Each	Yes	$8,204.10	$8,118.00	$8,321.00
ENG-31	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works Up to $200,000.00	Each	Yes	12.38% of the estimated cost of services	12.87% of the estimated cost of services	12.87% of the estimated cost of services
ENG-32	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $200,000.01 to $500,000.00	Each	Yes	10.95% of the estimated cost of services plus previous tier	11.38% of the estimated cost of services plus previous tier	11.38% of the estimated cost of services within current tier, plus previous tier
ENG-33	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $500,000.01 to $1,000,000.00	Each	Yes	9.28% of the estimated cost of services plus previous tier	9.65% of the estimated cost of services plus previous tier	9.65% of the estimated cost of services within current tier, plus previous tier
ENG-34	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $1,000,000.01 to $2,000,000.00	Each	Yes	7.86% of the estimated cost of services plus previous tier	8.17% of the estimated cost of services plus previous tier	8.17% of the estimated cost of services within current tier, plus previous tier
ENG-35	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $2,000,000.01 to $3,000,000.00	Each	Yes	6.90% of the estimated cost of services plus previous tier	7.17% of the estimated cost of services plus previous tier	7.17% of the estimated cost of services within current tier, plus previous tier

ENG-36	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $3,000,000.01 and over	Each	Yes	6.19% of the estimated cost of services plus previous tier	6.43% of the estimated cost of services plus previous tier	6.43% of the estimated cost of services within current tier, plus previous tier
Category: Site Plan Engineering Fee Surcharge						
ENG-37	Site Plan Engineering Fee Surcharge: Tier 1 per submission for 4th Submission and beyond	Each	Yes	$4,091.80	$4,049.00	$4,150.00
ENG-38	Site Plan Engineering Fee Surcharge: Tier 2 per submission for 4th Submission and beyond	Each	Yes	$12,061.18	$11,934.00	$12,232.00
ENG-39	Site Plan Engineering Fee Surcharge: Tier 3 for 4th Submission	Each	Yes	33% of the initial Site Plan Engineering Fee	33% of the initial Site Plan Engineering Fee	33% of the initial Site Plan Engineering Fee
ENG-40	Site Plan Engineering Fee Surcharge: Tier 3 for each submission after the 4th	Each	Yes	20% of the initial Site Plan Engineering Fee	20% of the initial Site Plan Engineering Fee	20% of the initial Site Plan Engineering Fee
Category: Grading, Servicing, and Drainage Permit (GSDP) Application Fees and Deposits						
ENG-41	Engineering Review Fee for Grading, Servicing, and Drainage Permit Applications	Each	No	$4,961.00	$4,722.00	$4,961.00
ENG-49	Grading, Servicing and Drainage Permit Extension fee	Each	No	50% of the original Application Fee (Engineering Review for Residential Infill Lots)		50% of the original Application Fee (Engineering Review for Residential Infill Lots)
ENG-50	Grading, Drainage & Erosion Control Works Deposit	Per unit	No	Total Building size is < 2500 ft2 (232 m2) - $20,000. Total Building size is > 2500 ft2 (232 m2) - $40,000.		Total Building size is < 2500 ft2 (232 m2) - $20,000. Total Building size is > 2500 ft2 (232 m2) - $40,000.
Category: Site Alteration Permits Application Fees						
~~ENG-42~~	~~Alteration of Grade < 500 m3~~	~~N/A~~	~~N/A~~	~~N/A~~		Remove
~~ENG-43~~	~~Alteration of Grade ≥ 500 m3~~	~~N/A~~	~~N/A~~	~~N/A~~		Remove
ENG-44	Small Site Alteration < 500 m3	Each	No	$2,880.25	$2,741.00	$2,880.00
ENG-45	Large Site Alteration ≥ 500 m3	Each	No	$5,759.48	$5,482.00	$5,759.00
1576.45						
ENG-47	Review and approval of ECAs for storm sewer networks	Each	Yes	$1,576.45	$10,323.00	$3,000.00
ENG-48	Review and approval of ECAs for SWM facilities	Each	Yes	$3,151.88		$6,000.00

1 **Town Benchmark Contribution:** This fee is applied to all new residential subdivision developments to assist in establishing/reestablishing local survey benchmarks (vertical and horizontal) throughout the Town. The established fee is meant to recover staff time and other costs associated with the annual Benchmark contract and are based on the actual contract costs from the previous year and the averaged residential building permits issued for the previous two years.

2 **Engineering Peer Review Administration Fee:** This fee is intended to recover staff time and costs for managing and administering Engineering Peer Review undertakings funded by the Developer/Subdivider which are not collected through other Town mechanisms.

3 **Engineering Structure Inspection Fee:** This fee is applied to all new developments where municipally owned structures (e.g. retaining walls, culverts, bridges, etc.) with a span equal to 3.0m or greater will be constructed. The established fee is to recover the costs associated with completing the mandatory inspection of each structure in accordance with the requirements of the Ontario Structures Inspections Manual. Structures of this size are required to be inspected every two years regardless of the timing for assumption through the subdivision process.

4 **Site Alteration Permit:** A permit issued by the Commissioner pursuant to the provisions of the Site Alteration By-law 7425-18 and the Site Alteration Guidelines for the purpose of dumping, removing of topsoil from land, or the alteration of the grade of land by any means including placing fill, clearing and grubbing, the compaction of soil or the creation of impervious surfaces, or any combination of these activities.

5 **Permit Condition Amendment Fee:** Where the total permitted fill quantity is made up of multiple sources and/or the fill source is not initially confirmed at the time of permit issuance, the approved permit conditions may be amended with each accepted source site, up to the maximum permitted fill quantity. A Permit Condition Amendment Fee would apply for each request to amend the permit ...

6 **Permit Extension Fee:** A Permit Renewal Fee shall be required should additional time be required to complete the original approved scope of work, the approved permit may be extended one (1) time to double the permit term.

7 **Site Alteration Overfill Fee:** If through a site alteration permit, it has been determined that an applicant has placed more fill than what was approved, an additional fee shall be paid by the Applicant(s). Refer to Guidelines to Site Alterations in the Town of Whitby, Appendix E.

8 **Road Damage Contribution / Inspection Fee:** A per cubic meter of imported/exported material fee for degradation/long term damages of public infrastructure and staff inspection cost may be required prior to final approval of the Site Alteration Permit. Land developers are required to provide a financial security equivalent to the applicable road damage contribution / inspection fee in lieu of the road damage contribution / inspection fee.

9 **Road Replacement Fee (Inc. Inspection and Administration):** If it is determined by the Town that the roads will not support the projected trucking activity, the Applicant will be required to pay a Road Replacement Fee which will cover the cost to reconstruct the roadway following completion of the trucking activities.

10 **Immediate Road Damage Refundable Deposit:** A refundable security is required for the potential repair/replacement of the roadway and entrance immediately in the vicinity of the site works due to trucking activity within the public right of way.

11 **Development Site Area:** The total area disturbed due to construction works.

12 **Residential Infill Development (or Infill Lot):** The development of a new or re-development of an existing lot with a new building or structure beyond that of the original footprint, that includes an increase of the lot imperviousness, altering of drainage pattern and/or grading of the lots. These developments are subject to a Grading, Servicing and Drainage Permit application as per the Town's Infill Development By-law 8067-24 and a Building Permit Application where an Engineering Review Fee and refundable deposits are required, as per the Town’s Consolidated Fees & Charges By-law.

Building Services Fees

Fee No.	Fee Title	Fee Basis	HST	2025 Fee @ Apr 1 per by-law (budget approved with 2.5% index)	Watson Unrestricted Recommendation (No indexing applied)	Staff Recommendation
Category: Assembly						
BGP- 1	All Assembly Occupancies – New / Additions	Per m^2	No	$35.67	$34.76	$35.67
BGP- 2	All Assembly Occupancies - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18	$12.85	$13.18
BGP- 3	Assembly (Pools) - New/Addition	Per m^2	No	$13.18	$12.85	$13.18
Category: ~~C~~are & Detention						
BGP- 4	Institutional – New / Additions	Per m^2	No	$37.93	$36.97	$37.93
BGP- 5	Institutional - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18	$12.85	$13.18
Category: Residential						
BGP- 6	Residential (SFD, Semi, Townhouse, Link, Duplex & Live/Work) – New / Additions	Per m^2	No	$22.00	$21.44	$22.00
BGP- 7	Residential (Pre-Approved Model) – New / Additions	Flat	No	$593.48	$579.00	$593.00
BGP- 8	Residential (Model) – New	Per m^2	No	$22.00	$21.44	$22.00
BGP- 9	Residential (Repeat) – New	Per m^2	No	$15.91	$15.50	$15.91
BGP- 10	Residential (ADU) – Alterations	Per m^2	No	$10.47	$10.20	$10.47
BGP- 11	Residential (SFD, Semi, Town, Link, Duplex, Live/Work) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$10.47	$10.20	$10.47
BGP- 12	Residential (Apt./Condo & Hotel/Motel) – New / Additions	Per m^2	No	$22.00	$21.44	$22.00
BGP- 13	Residential (Apt./Condo & Hotel/Motel) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$10.47	$10.20	$10.47
BGP- 14	Residential - Decks/Ramps	Flat	No	$290.08	$283.00	$300.00
BGP- 15	Residential - Garages, Carport, Porch, Accessory Structure	Per m^2	No	$10.47	$10.20	$10.47
Category: Business and Personal Services						
BGP- 16	Business & Personal Services – New / Additions (Finished)	Per m^2	No	$24.97	$24.34	$24.97
BGP- 17	Business & Personal Services – New / Additions (Shell)	Per m^2	No	$20.27	$19.76	$20.27
BGP- 18	Business & Personal Services - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18	$12.85	$13.18
Category: Mercantile						
BGP- 19	Mercantile – New / Additions (Finished)	Per m^2	No	$27.34	$26.64	$27.34
BGP- 20	Mercantile – New / Additions (Shell)	Per m^2	No	$21.29	$20.75	$21.29
BGP- 21	Mercantile - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18	$12.85	$13.18
Category: Industrial						
BGP- 22	Industrial – New / Additions (Finished)	Per m^2	No	$17.13	$16.69	$17.13
BGP- 23	Industrial – New / Additions (Shell)	Per m^2	No	$14.45	$13.07	$14.45
BGP- 24	Industrial - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$11.45	$11.15	$11.45
BGP- 25	Industrial (Gas Station / Car Wash) - New/Additions	Per m^2	No	$19.09	$18.61	$19.09
NEW	Industrial (Gas Station / Car Wash) - Alteration/Fire Damage/Vehicle Impact	Per m^2	No		$11.15	$11.43
BGP- 26	Industrial (Canopy / Parking Garage) - New/Additions	Per m^2	No	$9.99	$9.74	$9.99
BGP- 27	Industrial (Canopy / Parking Garage) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$7.36	$7.17	$7.36
Category: Miscellaneous						
BGP- 28	Farm Buildings/Accessory Storage Facility – New / Additions/Alterations	Per m^2	No	$4.77	$4.65	$4.77
BGP- 29	Air Supported Structures	Per m^2	No	$13.18	$12.85	$13.18
BGP- 30	Tent	Flat	No	$237.80	$230.00	$300.00
BGP- 31	Repair / Reclad Wall	Per m2	No	$0.60	$0.59	$0.60

BGP- 32	Sales Pavilion/Temporary Building / Sales Trailer	Per m2	No	$27.43	$26.74	$27.43
BGP- 33	Portable Classroom	Flat	No	$355.68	$347.00	$356.00
BGP- 34	Solar Panels (Res)	Flat	No	$160.93	$230.00	$300.00
BGP- 35	Solar Panels (ICI) (Maximum of $5,000)	Per 10 panels	No	$160.93	$157.00	$161.00
BGP- 36	Fire Alarm / Sprinklers - Part 9	Flat	No	$593.48	$579.00	$593.00
BGP- 37	Fire Alarm / Sprinklers - Part 3	Flat	No	$1,189.00	$1,159.00	$1,189.00
BGP- 38	Fire Alarm/ Sprinklers - Alterations Part 3 & 9	Flat	No	$298.28	$291.00	$300.00
BGP- 39	Kitchen Exhaust/Spray Booth/Dust Collector	Flat	No	$593.48	$579.00	$593.00
BGP- 40	Electromagnetic Locks	Per Item	No	$178.35	$174.00	$178.00
BGP- 41	Communication Tower / Wind Turbine	Flat	No	$237.80	$230.00	$300.00
NEW	Storage Tanks	Flat	No	$237.80	$230.00	$300.00
NEW	Fireplace/Woodstove	Flat	No	$237.80	$230.00	$300.00
NEW	Balcony Guard Replacement	Flat	No	$237.80	$230.00	$300.00
NEW	Retaining Wall	Flat	No	$237.80	$230.00	$300.00
Category: Signs						
BGP- 42	Signs	Flat	No	$237.80	$230.00	$300.00
Category: Demolition						
BGP-43	Demolition (ICI)	Per m2	No	$0.19	$0.19	$0.19
NEW	Demolition - Accessory Structures (includes all categories)	Flat	No	$237.80	$230.00	$300.00
BGP- 44	Demolition (Residential)	Flat	No	$237.80	$230.00	$300.00
Category: Other						
BGP- 45	Change of Use (includes all categories)	Flat	No	$237.80	$1,753.00	$300.00
NEW	Mezzanine/Racking System (including Shelf and Rack Storage System)/Demountable Stage/Demountable support structure	Flat	No		$1,997.00	$300 each; Maximum cap @ $2,047
NEW	Foundation for relocated building	Flat	No		$2,969.00	$300.00
NEW	Below Grade Entrance/Underpinning	Flat	No		$3,722.00	$300.00
NEW	Demising Wall	Flat	No		$1,988.00	$300 each; Maximum cap @ $2,038
BGP- 46	Alternative Solutions (+ any 3rd Party Consultants costs)	Flat	No	$1,189.00	$4,597.00	$1,189.00
BGP- 47	Conditional Permit	Flat	No	$1,781.45	$1,737.00	$1,781.00
NEW	Amendment to Conditional Permit Agreement	Flat	No		$2,304.00	$1,239.00
BGP- 48	Resubmission of Application Found to be Incomplete	% of Appl. Fee	No	25% of Application Fee		25% of Application Fee
BGP- 49	Revision to Permit - Minor	Flat	No	$237.80	$300.00	$300.00
NEW	Revision / Re-examination to Permit - Major	Flat	No		$1,344.00	$1,378.00
NEW	Phased Permit	Flat	No		$1,209.00	$1,239.00
BGP- 50	Transfer of Permit	Flat	No	$237.80	$230.00	$300.00
BGP- 51	Additional Inspection (Residential)	Flat	No	$237.80	$230.00	$300.00
BGP- 52	Occupancy Permit / Certificate, Agency Letter or OBC Compliance Letter	Flat	No	$399.75	$389.00	$400.00
NEW	Spatial Separation Agreement	Flat	No		$1,737.00	$1,780.00
BGP- 53	Work Commenced Prior to Building Permit Application Submission	% of Appl. Fee	No	Greater of $100.00 or 25%	25%	Greater of $100.00 or 25%
BGP- 54	Work Commenced Prior to Building Permit Application Issued	% of Appl. Fee	No	Greater of $100.00 or 15%	15%	Greater of $100.00 or 15%
BGP- 55	Minimum Permit Fee	Flat	No	$237.80	$300.00	$300.00
BGP- 56	Refund - Application Administrative Functions Performed	% of Appl. Fee	No	75%	75%	75%
BGP- 57	Refund - Application Reviewed but not Issued	% of Appl. Fee	No	60%	60%	60%
BGP- 58	Refund - Permit Issued but no Construction Commenced	% of Appl. Fee	No	40%	40%	40%
Category: Plumbing						
BGP- 59	Plumbing Fixtures – ICI / Residential	Per Fixture	No	$27.34	$26.64	$27.34
BGP- 60	Plumbing Drain Work/Water Main	Per Linear Meter	No	$11.89	$11.59	$11.89
BGP- 61	Manholes / Catchbasins / Interceptors / Sump Pump	Per Item	No	$119.93	$116.51	$120.00
BGP- 62	Backflow Preventors (each)	Per Item	No	$237.80	$230.00	$238.00

Category: Mechanical						
NEW	Mechanical - Duct work only	Flat	No		$1,124.00	$1,152.00
NEW	Mechanical - Mechanical Penthouse	Flat	No		$3,794.00	$3,889.00
NEW	Mechanical - Geothermal system or earth energy system	Flat	No		$993.00	$1,018.00
NEW	Mechanical - System add-ons (space heater, roof top unit, etc.)	Flat	No		$1,708.00	$1,751.00
Category: Report						
BGP- 63	Building Permit Activity Report	Per Month	Yes	$14.00	n/a	$14.00
BGP- 64	Building Permit Activity Report	Per Year	Yes	$90.46	n/a	$90.46

All fees to be indexed annually on January 1, based on Consumer Price Index.

Flat fees to be rounded to the nearest whole dollar.

Memorandum to Council

Planning and Development Department

To:	Mayor and Members of Council	
CC:	Roger Saunders, Commissioner, Planning and Development Peter Angelo, Director, Engineering Services Will Kang, Director of Building Services & Chief Building Official John Taylor, Director of Planning	**Acknowledged by M. Gaskell, Chief Administrative Officer**
From:	Michelle Stevenson, Supervisor, Administration – Planning and Development	
Date:	June 23, 2025	
File #:	n/a	
Subject:	PDP 23-25 Development Fees Review Study Update	

The purpose of this memorandum is to update Council on the consultation that took place with the Building Industry and Land Development Association (BILD) and the Durham Region Homebuilders Association (DRHBA), as directed by Council at the June 2, 2025 Committee of the Whole Meeting regarding PDP 23-25.

Subsequent to their delegation at the Committee of the Whole Meeting, BILD and their Durham Forum members submitted written correspondence on June 11, 2025 outlining the questions and comments their consultant, Daryl Keleher from Keleher Planning and Economic Consulting Inc. had with PDP 23-25.

Planning and Development staff, along with the Town's consultant Andrew Grunda from Watson and Associates Economists Ltd. met with Daryl Keleher, and representatives from BILD on June 19, 2025. The meeting was very productive, with all questions and concerns being addressed to their satisfaction.

In addition to the original comments received from BILD and DRHBA and addressed above, the Town received further correspondence from BILD and DRHBA on Friday, June 20, 2025 asking for additional time for their members to review the recommendations of the report before a final Council decision.

Staff met the requirement of 21 days notice for the Public Meeting to receive and consider public input under Section 7 of the Building Code Act to change and add new Building Services related fees. Though not required under the Planning Act nor Municipal Act, we also received and considered public input regarding Planning and Engineering Services fees. At the direction of Council to defer this report until June 23, 2025, the period to provide comment has already doubled the requirement.

Town staff note that BILD and DRHBA retained an independent consultant, Daryl Keleher from Keleher Planning and Economic Consulting Inc. to review the staff recommendations. Staff met with members of BILD, DRHBA and their consultant on Thursday, June 19 and clarified several questions that they had. There were no other comments or concerns raised at the meeting, and the latest correspondence received simply asks for more time from their members to review the recommendations.

Staff are of the opinion that the recommendations as per our original report should stand as drafted, as no additional specific issues were raised by BILD, DRHBA and their consultant.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Heritage District Review and Update: Status Report

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 31-25**

Department(s) Responsible:

Planning and Development Department (Planning Services)

Submitted by:
Roger Saunders, Commissioner of Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

John Taylor, MCIP, RPP
Director of Planning Services
x2908

Lauren Sauve, MCIP, RPP
Project Manager, Policy & Heritage Planning
x2864

Dave Johnson
Planner II – Heritage
x3166

1. Recommendation:

1. **THAT report PDP 31-25 be received for information, as an update to the on-going Review and Update of the Brooklin HCD Plan and the Werden's Plan Neighbourhood HCD Plan.**

2. Highlights:

- The Town, along with its retained consultants, Stantec, is currently undertaking a review and update of its two Heritage Conservation District (HCD) Plans - Brooklin HCD Plan and Werden's Plan Neighbourhood HCD Plan. The purpose of this report is to update Council on work to-date on this project.
- A Public Information Centre (PIC) was held on April 10th, 2025, with a concurrent survey seeking public input. The PIC was attended by approximately 18

residents from both the Werden's Plan Neighbourhood HCD and the Brooklin HCD.

- Stantec has completed a Phase One Background and Analysis report, summarized in this report.

3. Background:

Enabled by the Ontario Heritage Act, Heritage Conservation Districts (HCDs) are identified by municipalities as locations where history is embraced, and heritage resources are to be preserved. Broadly speaking, an HCD allows municipalities to protect an entire area containing heritage character, buildings, and/or landscapes.

The Town of Whitby currently has two HCDs – Brooklin and Werden's Plan Neighbourhood (Southwest quadrant of Downtown Whitby), each with their own Heritage Conservation District Plan (HCD Plan). An HCD Plan is a policy and guidance document that helps protect cultural heritage resources and manage change within an HCD.

To implement the HCD Plan, the Town uses a heritage permit system for certain things like additions, new design, or major alterations to buildings to manage change over time.

A brief overview, highlighting key elements of the Town's two HCDs, is provided below.

Brooklin HCD:

- Designated in 2007 as the Town's first HCD.
- Contains 185 properties.
- A former rural village with a main commercial corridor and adjacent residential streets.

Werden's HCD:

- Designated in 2017, and approved, as amended, by the Local Planning Appeal Tribunal in 2019.
- Contains 250 properties.
- Town's largest concentration of historic residences.

The boundaries of each HCD are illustrated in Attachment #1.

4. Discussion:

The Review and Update of The Town's two existing Heritage Conservation District Plans was initiated in January 2025. The purpose of the review and update is to:

- continue to best conserve the cultural heritage resources within each district, while also encouraging compatible redevelopment;
- bring the HCD Plans into conformity with recent legislative changes and current land use policies;
- create more user-friendly HCD Plans for the public and Town staff; and

- provide greater clarity and enhance consistency between the two HCD Plans, where appropriate.

The HCD Plans Review and Update will not include a review or update of the existing HCD boundaries.

The project is taking place in two Phases, as follows:

Phase 1: Background Review (January to June 2025):

- Background Review and data collection;
- Town staff and Heritage Whitby Advisory Committee (HWAC) meetings and presentations;
- Technical Advisory Committee (TAC) meeting;
- Public Information Centre (PIC) 1;
- Fieldwork;
- HCD Plans Review; and,
- Committee/Council meeting.

Phase 2: HCD Plans Update (July to December 2025):

- Draft Updated HCD Plans;
- TAC 2;
- PIC 2;
- HWAC presentation of draft updated HCD Plans;
- Final HCD Plans; and,
- Committee/Council meeting.

Since January 2025, site visits and significant background work has been undertaken to gain an understanding of each HCD Plan and collect relevant data.

On April 10, 2025, a Public Information Centre (PIC) 1 was held for the project. Related materials, including links to an engagement survey, were posted to the Town's HCD website following the event. Feedback on the existing Plans was also gathered from the project's Technical Advisory Committee and the Town's Heritage Whitby Advisory Committee.

Phase 1 Report

Stantec has prepared a Phase One Background and Analysis Report (Attachment #2) on the Town's two Heritage Conservation District Plans which includes a review of existing conditions, an engagement summary, Strengths/Weaknesses/ Opportunities/Threats (SWOT) Analysis of each HCD Plan, and preliminary recommendations for their updates to the HCD Plans. The Phase 1 Report identifies what is working well; what has been challenging to implement; opportunities to refine and/or enhance policies or guidelines; as well as how any threats to existing HCDs can be mitigated through the review and updated HCD Plans. The Phase 1 Report also identifies priorities and direction for next steps in the review and update of the HCD Plans.

The following is a summary of the key findings of the SWOT analysis (Section 8 in Attachment 2).

Brooklin HCD Plan

Overall, Stantec's SWOT analysis has determined the policies and guidelines of the Brooklin HCD are generally being met.

Strengths of the Brooklin HCD Plan include:

- limited alterations of many heritage properties;
- minimal unsympathetic alterations to properties (including to windows, doors, painting, siding and roof cladding); and
- new development that has largely followed the policies and guidelines of the HCD Plan.

The primary weakness of the Brooklin HCD Plan was identified as being a relatively brief and broad Statement of Cultural Heritage Value or Interest (CHVI) and lack of a clear list of Heritage Attributes. In addition, Stantec identified challenges discerning contributing vs. non contributing properties as well as policy gaps for sympathetic development and infill, sustainability and accessibility, and signs.

Opportunities identified in the report for Brooklin HCD Plan, that could help mitigate the threat of development pressures include:

- An updated Statement of Cultural Heritage Value of Interest to include Heritage Attributes for the HCD to assist the Town when determining whether new development, additions, public works, etc. have a positive or negative impact on the Districts' attributes.
- Enhanced HCD Plan education and alignment by developing a digital form/ checklist with heritage guidelines as well as material regarding the benefits of HCDs and potential effects on property insurance.
- Alignment of HCD Plan with updated provincial (Ontario Heritage Act) and municipal (Official Plan) policies.

The main threat to the Brooklin HCD continues to be development pressures.

Werden's Plan Neighbourhood HCD Plan

Stantec's SWOT analysis for the Werden's HCD Plan also identified the policies and guidelines of the Werden's HCD Plan are generally being met.

Strengths of the Werden's HCD Plan include:

- new development, additions, and alterations that has largely followed the policies and guidelines of the HCD Plan.
- limited alteration of public and private landscapes.
- many of the heritage properties in the HCD have seen relatively little change since the establishment of the District.

The primary weaknesses of the Werden's HCD Plan were identified as the Statement of Cultural Heritage Value and Heritage Attributes as well as a lack information regarding compatible sustainable design and accessibility improvements.

Opportunities to enhance the character of the HCD and mitigate the threats posed by development pressures include:

- an updated Statement of Cultural Heritage Value to include Heritage Attributes for the HCD;
- guidance where sympathetic intensification of existing land-uses may be suitable;
- contemplation of whether a number of mid-20th century residences along Byron Street should be considered "contributing" properties to the HCD as well as applicable policies and guidelines for alteration, additions, or replacement of these buildings;
- enhanced HCD Plan education and alignment by developing a digital form/ checklist with heritage guidelines; and;
- updated policies for tree planting and removal, and additional dwelling units.

The greatest threat to the Werden's Plan HCD, similar to the Brooklin HCD, was considered to be development pressures, particularly given the neighbourhood's prevailing low density nature in proximity to intensification areas and corridors.

Preliminary Recommendations and Directions:

Based on the consultant's review and input from the public, Stantec has made the following preliminary recommendations (Section 9 in Attachment 2):

- Bring Brooklin and Werden's Plan HCD's into conformity with recent changes to the Ontario Heritage Act. Updated HCD Plan policies and objectives will also strengthen alignment with Official Plan, Zoning, and other applicable Town plans and strategies.
- Update the Statements of Cultural Heritage Value or Interest and more clearly articulate the list of Heritage Attributes for both HCD's.
- Align classification system/nomenclature of heritage properties across the two HCD Plans and ensure alignment with updates to the Ontario Heritage Act.
- Incorporate mapping which identifies the classification of each property within each HCD Plan.
- Incorporate / strengthen policies and/or guidelines on the following topics:
    - Sustainability and accessibility;
    - New development and alterations;
    - Demolitions;
    - Signs - including their type and placement;
    - Tree removals and replacement; and
    - Construction and placement of additional dwelling units.

Finally, the consultant has also recommended increased public awareness and a checklist for heritage attributes to assist with implementation of the policies and guidelines in the HCD Plans.

Next Steps

Over the coming months, Stantec will work with Town staff to develop Draft Updates for both the Werden's HCD Plan and Brooklin HCD Plan. Phase 2 will also include consultation with the public, HWAC, and the internal TAC. The final recommended updates to the HCD Plans will then be brought forward for Council's consideration.

5. Financial Considerations:

Budget for the Town's Heritage Conservation District Plan Review and Update was included in previously approved Capital Budgets, and as carry forward items for the 2025 Budget.

6. Communication and Public Engagement:

In Person Engagement

The Town of Whitby and Stantec held PIC 1 on April 10th, 2025, to introduce residents of the two Heritage Conservation Districts to the project. A notice was sent to all property owners in the Brooklin and Werden's Plan Neighbourhood HCDs two (2) weeks in advance of the PIC.

The PIC took place at Town Hall and included a series of display boards providing general information about the project, and District-specific information for each of the HCDs. This included information about the current objectives for each District, the characteristics that make these areas special, and items for the community to consider when providing comments about what they would like to see in the updated plans.

Town of Whitby Staff and Stantec team were available at the PIC to answer questions and explain the project. Information was also provided on how residents and business owners can continue to engage in the project.

Online engagement

In addition to in-person engagement opportunities, links to an initial engagement survey were made available on the Town's Heritage Website. The surveys were distributed to PIC attendees and remained posted on the project web page from April 11 to May 2, 2025. A total of nine (9) responses were received - 2 from Brooklin and 7 from Werden's Plan. Survey questions focused on general challenges and opportunities managing change and redevelopment in Heritage Conservation Districts.

All project information, including copies of materials from the PIC, is being hosted on the Town's Heritage Conservation Districts webpage. A detailed description of

engagement done to date can be found in Section 6 of Stantec's report (Attachment 2).

7. Input from Departments/Sources:

Stantec attended and presented at the March 11, 2025, meeting of Heritage Whitby Advisory Committee. Stantec presented an overview of the Brooklin and Werden's HCD Plans and the review and update project to the Committee. Committee members were then given an opportunity to provide feedback on strengths and weaknesses of the two HCD Plans as well as the clarity/ user-friendliness of the HCD plans.

A Technical Advisory Committee (TAC) of Town Staff has been established for the project. The first TAC meeting was held on April 10th, 2025. Stantec delivered a presentation, provided an overview of the HCD's and the project and sought feedback from the group.

8. Strategic Priorities:

Protecting heritage properties supports Pillar #1 of the Community Strategic Plan, Whitby Neighbourhoods, by promoting and strengthening the local arts, culture, heritage, and the creative sector.

Heritage conservation further supports Pillar #2, Whitby's Natural and Built Environment, by enhancing community connectivity and beautification.

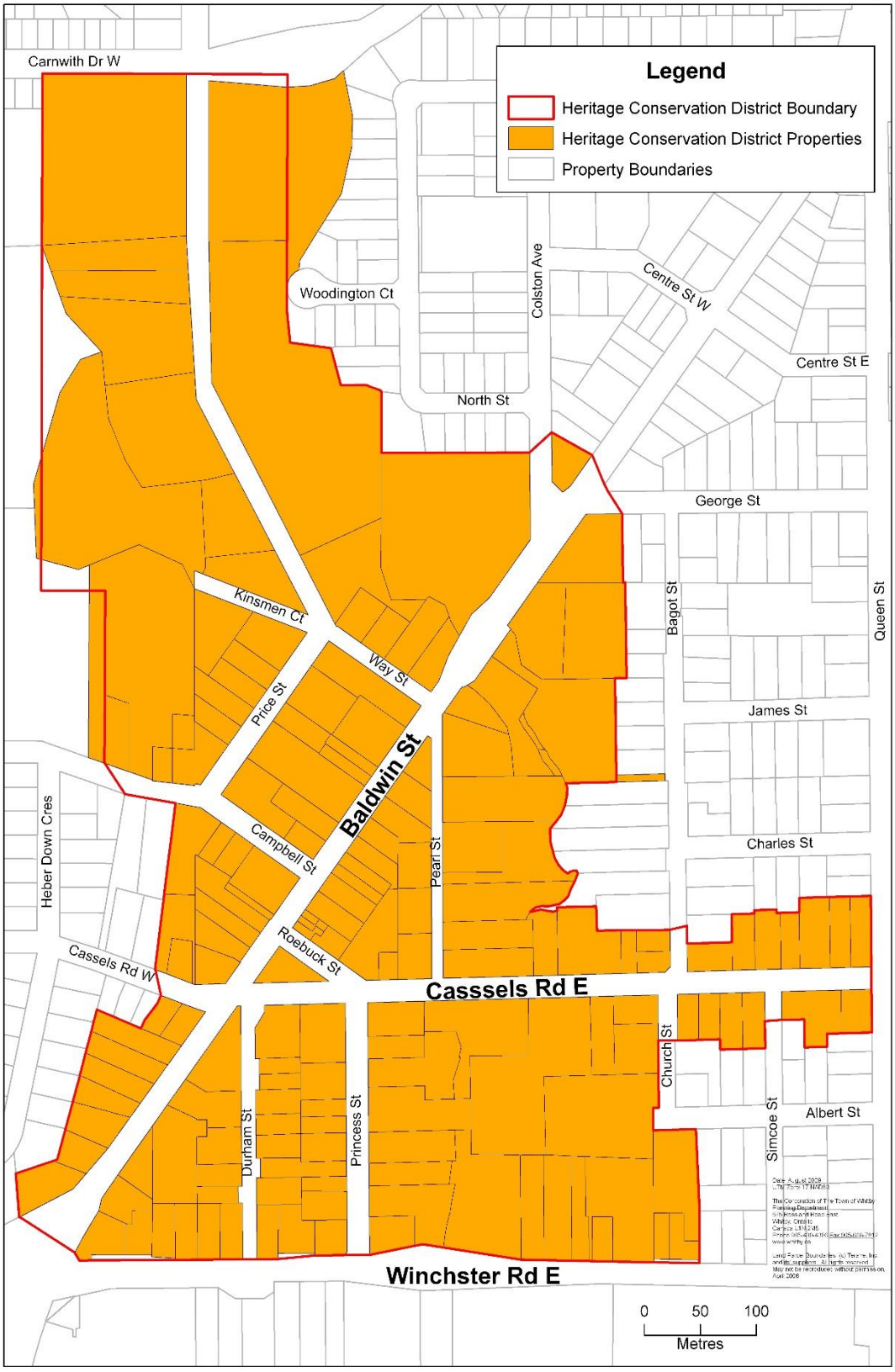
9. Attachments:

Attachment #1 – Boundaries of the Brooklin HCD and Werden's HCD

Attachment #2 – Phase 1 Background and Analysis Report (Stantec)

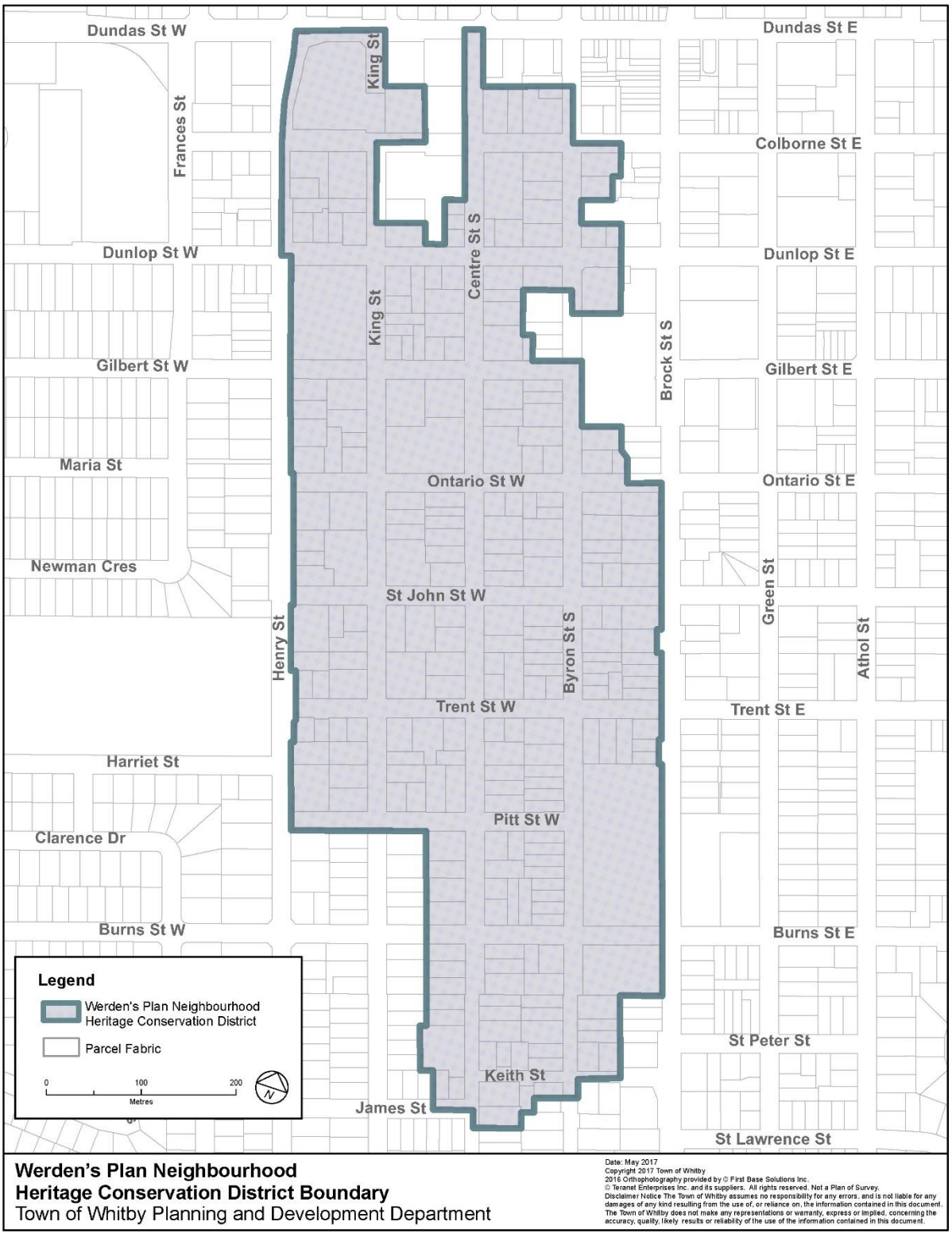
Attachment #1 – Heritage Conservation District Boundaries

Brooklin Heritage Conservation District



Attachment #1 – Heritage Conservation District Boundaries

Werdens Plan Neighbourhood Heritage Conservation District



Heritage Conservation District Plans Review and Update: Phase 1 Background and Analysis

Draft Report

May 2025

Prepared for:
Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8

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Project/File:
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Stantec

Limitations and Sign-off

The conclusions in the Report titled Heritage Conservation District Plans Review and Update: Phase 1 Background and Analysis are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

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Executive Summary

The Town of Whitby (the Town) retained Stantec Consulting Ltd. (Stantec) to review and update the Town's two established Heritage Conservation District (HCD) Plans. The purpose of the review and update is to improve the consistency between the two HCD Plans, reflect the current land use and heritage policy context, bring the HCD Plans into conformity with recent legislative changes, and create more user friendly HCD Plans for public and staff. This project is a two-phase undertaking: Phase 1 includes analysis of the existing conditions of the two HCDs, the applicable policy framework, and the completion of a strengths, weaknesses, opportunities, and threats (SWOT) review. Phase 2 includes preparation of updated HCD Plans that reflect the Phase 1 findings. Changes to the established HCD boundaries are not a part of this review and update.

This report is the result of the Phase 1 background and analysis. It contains the following sections:

Background of the Existing HCD Studies and Plans

The Brooklin HCD Plan was designated under Part V of the *Ontario Heritage Act* (OHA) in 2007 by By-law 6085-08 and 6086-08. The overall purpose of the Brooklin HCD Plan is to conserve the heritage value identified in the Heritage Character Statement, including a balance between the built heritage, views, and landscape elements. The three objectives of the HCD Plan are focused on helping the public and the Town manage change within the HCD.

The Werden's Plan Neighbourhood HCD (Werden's HCD) was designated under Part V of the OHA in 2017 by 7297-17 and approved as amended by the Local Planning Appeal Tribunal on May 13, 2019.

Summary of Applicable Policy Framework

The Project Team completed background review of the applicable provincial, regional, and municipal planning frameworks as they relate to the conservation of heritage properties and cultural heritage landscapes. The existing land use policies and zoning for each HCD was also reviewed. The Town is currently undertaking an Official Plan and Zoning By-law review that includes updates to relevant cultural heritage policies. In general, the background review identified a policy framework that is supportive of the HCD Plans, though some conflicts and inconsistencies exist between HCD Plans and other policy frameworks this can be addressed through the HCD Update process.

Existing Conditions of the HCDs and Evolution of the HCD Plans

A review of the existing conditions of each HCD was completed to measure how the HCDs have performed since their designations and determine whether their HCD Plan objectives are being met. To identify the existing conditions of the HCDs, the Project Team collected inventory data during the field program using ArcGIS Collector. The existing conditions review also included summaries of the built form, landscaping, streetscaping, and vegetation, views and vistas, and transportation infrastructure in each HCD. To understand the changes that have occurred in the HCDs, available heritage permits, and development applications were reviewed and existing conditions compared to the 2006/2012 HCD study inventories. Understanding the evolution of each HCD helped to determine if the current policies are effectively meeting the goals and objectives of the each HCD. Both HCDs were determined to have remained relatively stable over time, with changes that comply with HCD Policies and Guidelines.

Consultation Summary

Phase 1 consultation included a kick-off meeting with Town staff in January 2025, a walking tour of each HCD with Town staff in February 2025, a Heritage Whitby Advisory Committee meeting in March 2025, and a Technical Advisory Committee (TAC) and Public Information Centre (PIC) 1 in April 2025. Attendees at PIC 1 and responses to

the PIC 1 survey indicated that, in general, the community feels that the objectives of the HCDs are being met, and the process for obtaining heritage permits has been straightforward. Some residents and TAC members identified particular areas of the HCD Plans that they would appreciate be updated. These areas included guidance related to additional dwelling units, tree removal/replacement, and clarity on lot coverage/setbacks for new construction.

SWOT Review and Preliminary Recommendations

Following completion of the SWOT review, the preliminary recommendations for updates to the Brooklin HCD and Werden's HCD Plans include:

- Inclusion of language and timelines to comply with changes to the OHA since 2023
- Review and clarifications to Statements of Cultural Heritage Value or Interest and identification of heritage attributes for each HCD
- Review and classification of properties that meet two or more criteria of *Ontario Regulation 9/06* for each HCD
- New policies and guidelines regarding new development, sustainability and accessibility, tree removal and planting, additional dwelling units, and demolition
- Alignment of policies and guidelines with existing Town planning documents

The Executive Summary highlights key points from the report only; for complete information and findings, the reader should examine the complete report.

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Acronyms / Abbreviations

ADU	Additional Dwelling Unit
BCSP	Brooklin Community Secondary Plan
CIP	Community Improvement Plan
CIPA	Community Improvement Plan Area
CHVI	Cultural Heritage Value or Interest
DWCSP	Downtown Whitby Community Secondary Plan
HP	Heritage Permit
HCD	Heritage Conservation District
HWAC	Heritage Whitby Advisory Committee
MTO	Ministry of Transportation Ontario
OHA	Ontario Heritage Act
OLT	Ontario Land Tribunal
OP	Official Plan
O. Reg.	Ontario Regulation
PIC	Public Information Centre
PPS	Provincial Planning Statement
SWOT	Strengths, Weaknesses, Opportunities, and Threats
TAC	Technical Advisory Committee
The Toolkit	*Ontario Heritage Toolkit*
Werden’s HCD	Werden’s Plan Neighourhood Heritage Conservation District

1 Introduction

1.1 Study Purpose

The Town of Whitby (the Town) retained Stantec Consulting Ltd. (Stantec) to review and update of the Town's two established Heritage Conservation District (HCD) Plans: the Brooklin HCD Plan and the Werden's Plan Neighbourhood HCD Plan (Werden's HCD). The purpose of the review and update is to improve the consistency between the two HCD Plans, reflect the current land use and heritage policy context, bring the HCD Plans into conformity with recent legislative changes, and create more user friendly HCD Plans for the public and staff. This project is a two-phase undertaking: Phase 1 includes analysis of the existing conditions of the two HCDs, the applicable policy framework, and the completion of a strengths, weaknesses, opportunities, and threats (SWOT) review. Phase 2 includes preparation of updated HCD Plans that reflect the Phase 1 findings. Changes to the established HCD boundaries are not a part of this review and update.

This report is the result of the Phase 1 background review and analysis. It contains the following sections:

- background of the existing HCD studies and plans
- applicable policy framework
- existing conditions of the HCDs
- evolution of the HCD Plans
- consultation summary
- analysis of the HCD Plans
- SWOT review and recommendations

2 Background on the Existing HCD Studies and Plans

2.1 Brooklin HCD

2.1.1 Introduction

The Brooklin HCD was designated under Part V of the *Ontario Heritage Act* (OHA) in 2007 under By-laws 6085-08 and 6086-08. It was the first HCD designated by the Town and is located north of Highway 407 in Whitby (Figure 1). It contains 185 properties, composed mostly of residential properties, followed by commercial properties, parks, natural areas associated with Lynde Creek, mature trees, and landmark public buildings.

The creation of the 2006 Brooklin HCD Study was influenced by development pressures and urban expansion on the Village of Brooklin. The Whitby Local Architectural Conservation Advisory Committee had identified a large number of individual properties within the village for heritage significance. Brooklin was identified as a candidate for an HCD for its historic building stock and small village character, despite the heavy traffic and rapid urbanization influences (BRAY Heritage *et al.* 2006). The HCD Study was prepared by BRAY Heritage, Taylor/Hazell Architects Ltd., and Archaeological Services Inc. and adopted by Council in September 2006. An overview of the Brooklin HCD Study is contained in Section 2.1.2. The HCD Plan was also prepared by BRAY Heritage, Taylor/Hazell Architects Ltd., and Archaeological Services Inc. An overview of the HCD Plan is contained in Section 2.1.3.

2.1.2 HCD Study

The 2006 HCD Study provided an overview of the historical growth and development of Brooklin. The community was established in the mid-19th century, first developing along a plank road between Lake Ontario and Lake Scugog through the east portion of the village in 1845. Another plank road through the west portion of the village followed the

following year, now forming the layout of Highway 12. The village was surveyed in the 1840s and early 1850s. With the establishment of a post office in 1847, the village was named Brooklin. One of its earliest industries was a flour mill established on the banks of Lynde Creek in 1840, by John and Robert Campbell. In 1871, the Whitby, Port Perry and Lindsay Railway line opened through the village.

In the mid to late 19th century the village became home to prominent early families who constructed grand residences. Fires in 1880-1881 slowed the local economy. The economy was further impacted in the early 20th century with the decline of the milling industry in the community. The paving of Highway 12 through the community in the mid-1920s increased the amount of cottage-bound traffic passing through the community and provided a boast to local merchants. In the mid-20th century, Meadowcrest, a 600-residence subdivision, was laid out west of the village. Brooklin remained a small rural village until the late 20th century, when the province's growth strategy for the Greater Toronto Area extended municipal services to Brooklin and expanded its population (BRAY Heritage *et. al* 2006).

The HCD Study completed analysis and established a boundary of the HCD based on characteristics outlined in the *Ontario Heritage Toolkit* (the Toolkit) (Government of Ontario 2006). The HCD Study analysis determined that even with new subdivisions around the old village, the essential elements of the original village still existed. While the building stock and architecture was determined to be modest, the combination of the buildings, their heritage integrity, and the landscapes formed a rare surviving example of a rural Ontario village.

The Heritage Character Statement prepared for the Brooklin HCD Study is as follows:

Brooklin's heritage character derives primarily from its largely intact commercial main street, its modest scale of buildings, its predominant landscape features (parks, residential lots, creek), its landmark public buildings, its community event venues, and its retention of buildings and settings from all stages of its evolution.

Character Defining Elements

The key elements that define local character are (in the downtown core):

- Commercial buildings next to or including residential units
- Street trees and landscaping in side yards
- Modest individual buildings with open side yards
- Mix of wood frame and brick masonry building construction
- Residential units set back; commercial built to street line
- Oddly shaped lots caused by the diagonal street alignment (in the rest of the central area)
- Balance of buildings and landscape (ie. large lots and gardens, small buildings)
- Views between buildings of trees/creek
- Mix of building ages and styles
- Mixing together of grand and modest housing
- Varied residential setbacks
- Landmark buildings at important junctions (retail, churches and mill)
- Community gathering places (park, churches, library, school, fraternal organizations)

(BRAY Heritage et al. 2006)

The Brooklin Heritage Character Statement and character defining elements include a balance between the level of significance between built heritage and landscape features, including views between buildings to the trees and creek. The HCD Study includes an inventory of built heritage resources (Appendix A of the HCD Study) and cultural heritage landscapes (Appendix B of the HCD Study). Inventory entries contained a brief overview of each resource including a description, evaluation, heritage significance, a photograph, and location map.

2.1.3 HCD Plan

The overall purpose of the Brooklin HCD Plan is to conserve the heritage value identified in the Heritage Character Statement, including the “sense of ‘porosity’ in the

District streetscape so that buildings are never so dominant that they block out views of natural elements" (BRAY Heritage *et al.* 2007). The three objectives of the HCD Plan are focused on helping the public and the Town manage change within the HCD. The HCD Plan is divided three sections including Policy, Guidelines, and Implementation.

No changes were made to the Heritage Character Statement and character defining elements from the HCD Study to the HCD Plan. The HCD boundary was modified slightly to include parts of the village core that contained significant built heritage or cultural heritage landscapes and areas flanking Way Street to capture cultural and natural heritage resources.

The overall goal of the HCD Plan is "to conserve and enhance the District's heritage character while encouraging compatible new development" (BRAY Heritage *et al.* 2007).

The objectives of the 2007 HCD Plan are as follows:

Objectives for Landscape/Streetscape

- to encourage the retention and enhance of existing tree-lined streetscapes
- to retain the existing street pattern without widening existing pavement and road allowances
- to municipally adopt Highway 12 (Baldwin Street) and substantially reduce heavy traffic on this route
- to preserve and reinforce existing views along streets of landscape features such as mature street trees, Lynde Creek and Kinsmen Park, and of landmarks such as United Church
- to ensure that municipal improvements to public infrastructure in the District's public realm, such as upgrades to public utilities, roadways and sidewalks, enhance the heritage character of the District
- to restore or reinstate, where possible, previously existing landscape and streetscape features of heritage value, such as the street trees in front yard setbacks (Baldwin Street), and fences on front and side yards (e.g Baldwin and Cassels)

Objectives for Heritage Buildings

- to retain and conserve the heritage buildings identified in the District Study and evaluated as Excellent, Very Good and Good
- to foster continuing use of heritage buildings and all measures available to the municipality to prevent their demolition
- to encourage retention and restoration of original features of heritage buildings, based on thorough archival and pictorial evidence and the assessment provided in the District Study
- to encourage property owners to maintain the exteriors of heritage buildings to prevent deterioration as well as damage from fire or the elements
- to provide additional protection to heritage resources in the District, Council shall consider designating under Part IV of the Ontario Heritage Act individual buildings (including interior elements), structures, and cultural landscapes, as identified in further study
- to address the option, but not encourage, moving structures within the District, as an alternative to demolition, identify recipient sites for such structures with the District that will, once the structure has been relocated, support and enhance District character

Objectives for New Development

- to encourage ‘heritage friendly development’ that is compatible with the arrangement, scale, architectural styles and materials that constitute the District’s heritage character
- to provide a mix of land uses that will support and strengthen the existing commercial, residential and community service uses in the downtown core
- to fully plan for the adaptive re-use of existing and the redevelopment of lands within the District, prepare an urban design plan for the District, with terms of reference that ensure harmonization of the urban design plan with the policies and guidelines of the Heritage Conservation District Plan

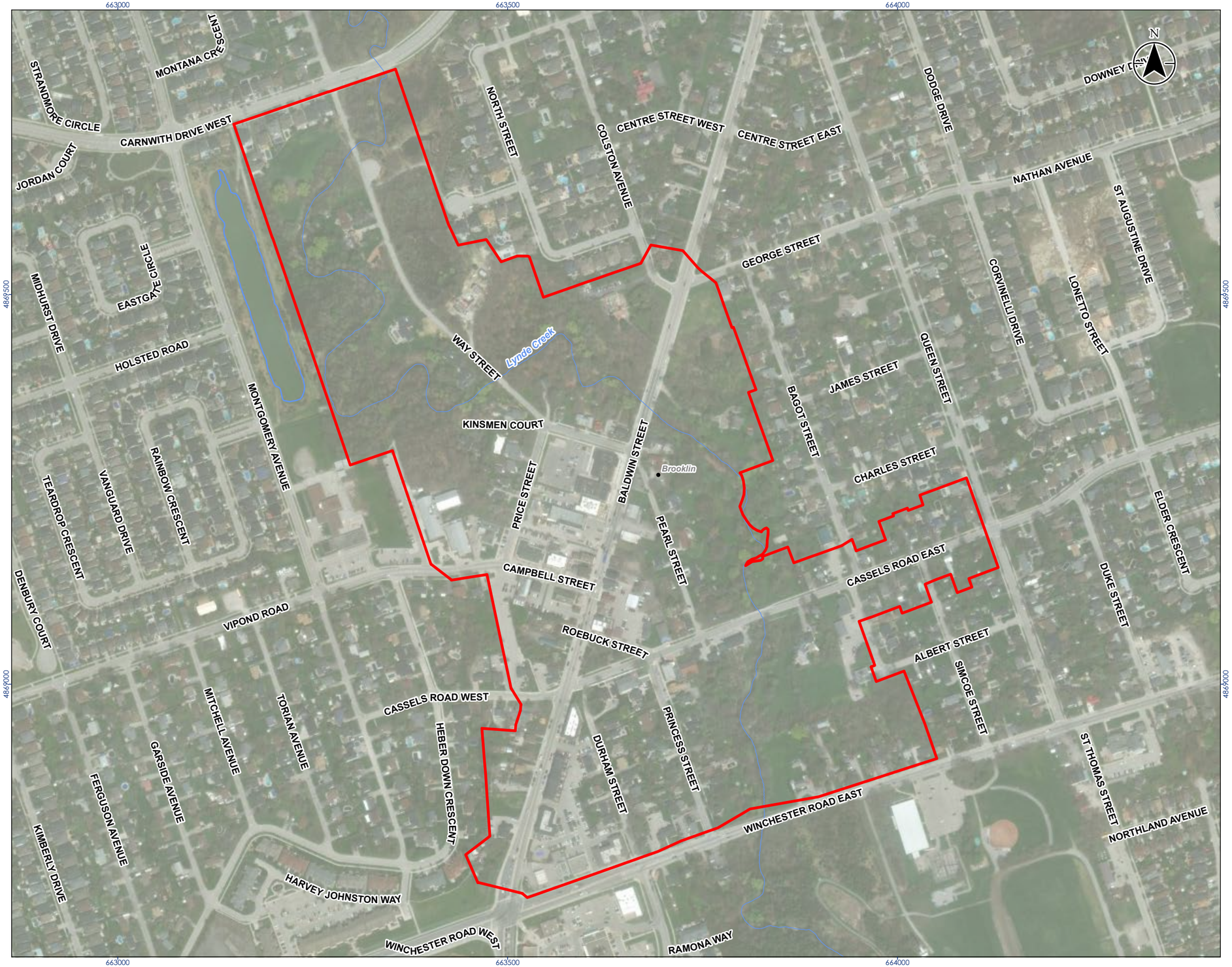
Objectives for Economic Development

- to support revitalization of Brooklin’s downtown core as a local service and regional speciality retail and tourism destination in ways that maintain the District’s heritage character

Objectives for Community Support

- to foster appreciation of heritage character of the District through public consultation, dissemination of information on best conservation practices, and support for community events

The remainder of the HCD Plan sets forth the District policies and illustrative guidelines to achieve the above objectives, outlining policies and guidelines for heritage buildings, new construction, non-heritage buildings, streetscapes, landscapes, and archaeological sites. In-depth case studies are included for examples on applying the HCD guidelines. The HCD Plan concludes with its implementation process including the heritage permit process, an overview of available financial incentives, and direction for management and enforcement of the HCD Plan.



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Legend

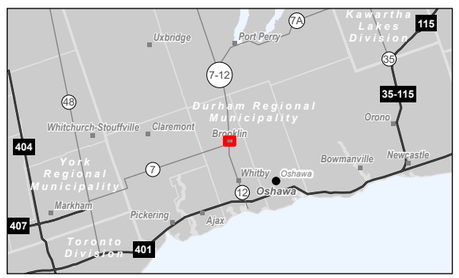
- Heritage Conservation District Boundary
- Watercourse (Permanent)
- Waterbody

0 100 200 Metres

1:5,000 (At original document size of 11x17)

Notes

1. Coordinate System:NAD 1983 UTM Zone 17N
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Project Location
REGIONAL MUNICIPALITY OF DURHAM

160941135 REVA
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Client/Project
TOWN OF WHITBY, ON
HERITAGE CONSERVATION DISTRICT PLANS REVIEW AND UPDATE: PHASE 1 BACKGROUND AND ANALYSIS

Figure No.
1

Title
Brooklin HCD Plan Boundary

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2.2 Werden's Plan Neighbourhood HCD

2.2.1 Introduction

The Werden's HCD was designated under Part V of the OHA in 2017 under By-law 7297-17 and approved as amended by the Local Planning Appeal Tribunal on May 13, 2019. It is located in the centre of Whitby, southwest of the downtown (Figure 2). It contains 250 properties, composed mostly of residential, with two churches, parks, and several institutional properties.

Interest in pursuing an HCD within Downtown Whitby began as early as the mid-1990s when an Official Plan (OP) policy identified Downtown Whitby, or a part of it, to be examined as a potential HCD. Following the establishment of the Brooklin HCD, interest continued to grow in establishing additional HCDs within Downtown Whitby. In 2012, the *Downtown Whitby Heritage Conservation District Study* was awarded to a consulting team led by Goldsmith Borgal & Company Limited (Goldsmith Borgal & Company Ltd 2013).

The *Downtown Whitby Heritage Conservation District Study* identified three separate areas for study. This included the Perry's Plan Neighbourhood, located to the north of the Study Area, the Four Corners area, located northeast of the Study Area, and the Werden's Plan Neighbourhood. In 2013, the study team recommended proceeding with the Werden's HCD to serve as a pilot project for the other two identified areas. This approach was supported by Town staff and Town council. In 2016, the *Heritage Conservation District Plan for Werden's Plan Neighbourhood, Whitby* was prepared by Goldsmith Borgal & Company Ltd. in association with Paul Dilse and The Landplan Collaborative, with the assistance of the Olde Whitby Neighbourhood Association and the Town of Whitby.

2.2.2 HCD Study

The 2012 HCD Study provided an overview of the historical growth and development of downtown Whitby and Werden's HCD. The community grew around the intersection of Brock Street and Dundas Street. In 1846 landowner Peter Perry had 24 blocks of land surveyed north of Dundas Street to stimulate growth. Development in the Study Area accelerated in 1852 when Whitby was designated as the county seat of Ontario County and a courthouse was constructed within the present-day HCD. Around this same time, the Grand Trunk Railway was expected to be built through Whitby. These two events triggered a boom for the community. In 1854 Asa Werden had his land south of Dundas Street surveyed into 64 full blocks and eight half blocks to capitalize on the anticipated development (Goldsmith Borgal & Company Ltd 2013: 4).

This building boom proved short lived as Canada's economy entered a recession beginning in 1857 which severely curtailed development in Whitby and much of present-day Ontario. As a result, much of the land surveyed as Werden's Plan remained undeveloped and property owners tended to be members of Ontario County's professional class such as lawyers and judges connected to the County. Many of the large residences built by these prominent individuals remain in the Study Area (Goldsmith Borgal & Company Ltd 2013: 4).

By the late 19th century, most of Ontario's small towns, Whitby included, were in decline as people gravitated towards the province's industrializing urban centres like Toronto and Hamilton (Drummond 1987: 30). Within Whitby, this trend reversed beginning in the early 20th century as transportation improvements led to increasing interconnection with Toronto (Dominion Bureau of Statistics 1953). As a result, many of the vacant lots within the Study Area were developed during the mid-20th century (Goldsmith Borgal & Company Ltd 2013: 4).

While the Werden's HCD contains a variety of building styles, ages, and footprints, similarities that unite the neighbourhood were identified, including:

- Lots with front yards, deep backyards, and side yards that support mature trees
- Placement of detached garages at the rear or side of a property
- Structures one to two storeys in height
- Predominance of gable and hip roofs
- Predominance of brick exteriors, particularly red brick
- Prevalence of front porches

(Goldsmith Borgal & Company 2013: 29)

The HCD Study also identified six landmarks: the Methodist Tabernacle, the King Street School, the Ontario County Registry Office, the Ontario County Courthouse, St. Arsenije Sremac Serbian Orthodox Parish, and the Whitby Central Library.

The HCD Study recommended the following objectives to conserve the cultural heritage value or interest (CHVI) of the Werden's HCD:

- Preservation of the historic residential character of single-detached houses set on relatively large, and sometimes very large, lots planted in lawn, trees, and shrubs
- Preservation of the architectural integrity of the district's six landmarks
- Protection and enhancement of the street-tree canopy and the retention of interior streets showing a rural profile; and
- Enhancement of the district's livability by improving physical connections between Werden's Plan Neighbourhood District and Perry's Plan Neighbourhood District

(Goldsmith Borgal & Company 2013: 29)

2.2.3 HCD Plan

2.2.3.1 Cultural Heritage Value or Interest

The overall purpose of the HCD Plan is to preserve the Werden's HCD's small-town historic character and to manage physical change in the neighbourhood over the long term. To accomplish this, the HCD Plan contains a statement of cultural heritage value, goals, objectives, policies, guidelines, and an implementation strategy. The statement of

cultural heritage value or interest notes that the Werden's HCD retains many features from what it describes as "Whitby's unusually long historic period (mid-19th to mid-20th century) during which time Whitby remained a stable small town whose built-up part was confined to its 19th century footprint" (Goldsmith Borgal & Company 2017: 23).

The HCD Plan identified the following heritage attribute for the District:

- Patterns among residential buildings, views of historic landmarks, character of the public realm and features of private open space.

(Goldsmith Borgal & Company 2017: 26)

To illustrate the significance of each property within the HCD, the Plan divided properties into three classes to provide specific guidance regarding objectives for buildings:

- Historic properties: This class of properties includes those developed when Whitby was a stable small town, before its expansion in the mid-20th century
- Complementary properties: …property that is compatible with the district's historic character…This class of properties includes properties dating, or appearing to date, from the mid-20th century and later
- Uncharacteristic properties: …property that is neither historic nor complementary.

(Goldsmith Borgal & Company 2017: 33)

Objectives for Land Use

The HCD Plan contains the following land use objectives:

- To align land use designations with the neighbourhood's existing character
- To maintain the low-density residential appearance prevalent across the neighbourhood
- To recognize the place and function of five historic landmarks within the neighbourhood – St. Mark's United Church (Methodist Tabernacle), the former R.A. Sennett School (King Street School), the former Ontario County Registry Office, the Centennial Building (Ontario County Courthouse) and St. Arsenije Sremac Serbian Orthodox Church (St. Andrew's Church of Scotland) – and one

> contemporary landmark- Whitby Central Library- and to prefer uses having public benefit and minimal disruption of building fabric and grounds when new uses may be proposed for them
>
> (Goldsmith Borgal & Company 2017: 35)

Objectives for Buildings

The HCD Plan contains the following objectives regarding buildings:

- To protect the neighbourhood's historic residential streetscapes
- To maintain the neighbourhood's six landmarks
- To retain houses erected during Whitby's historic period, to retain exemplary houses which were built after the mid-20th century, and to favour the retention of the neighbourhood's remaining single-detached houses which to some degree complement houses erected during Whitby's historic period
- To consider buildings which are neither from the historic period nor are complementary to be candidates for demolition and replacement
- To encourage building maintenance and repair
- To encourage restoration of lost or hidden features and materials on buildings from the historic period where it is based on documentary and as-found evidence about the building or on comparable local examples
- To avoid damaging wall cladding material and trim, comprising distinctive features, disguising facades with incongruous elements or otherwise diminishing a building's heritage attributes
- To maintain the existing mix of single-detached house sizes as additions and new dwellings are accommodated in the neighbourhood
- To keep an ample amount of open space in front yards, side yards, and backyards when new dwellings are constructed
- To limit the height of residential additions and new dwellings out of respect for the prevailing height of houses in the neighbourhood
- To favour gable or hip roof dwellings
- To prefer locating floor space added onto an existing house away from public view
- To acknowledge the prevailing front yard setback in the siting of new dwellings

- To locate accessory buildings in side yards of backyards
- To prefer red brick as the wall cladding material for a new dwelling

(Goldsmith Borgal & Company 2017: 36-37)

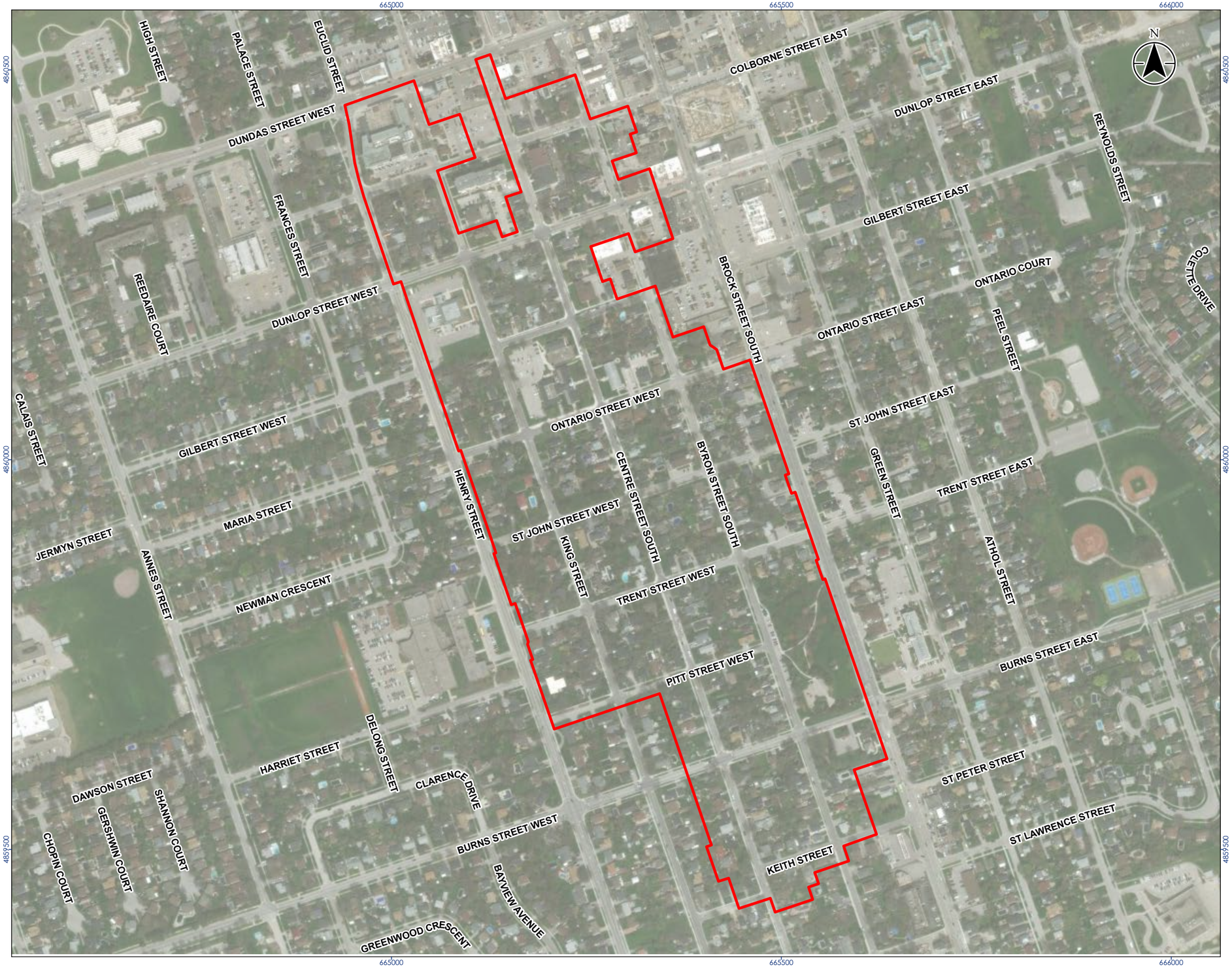
Objectives for the Public Realm and Open Space

The HCD Plan contains the following objectives regarding the public realm and private open space:

- To discourage transforming district streets that show a rural section of shoulders or ditches into streets with a constructed urban section of curb and gutter
- To undertake a study of existing and proposed road character in advance of any public works projects proposed for the road right-of-way
- To facilitate the safe crossing of pedestrians from Werden's Plan Neighbourhood across major streets
- To support conditions suitable for the preservation of mature street trees
- To coordinate the renewal of the street tree canopy, replanting with a variety of indigenous shade trees, and taking into consideration the placement of concrete sidewalks, the burial of hydro wires and the viewing of historic architecture
- To acknowledge, preserve and enhance public open space in Celebration Square, the unopened Gilbert Street West right-of-way and former R.A. Sennett schoolyard, the courthouse block and Rotary Centennial Park
- To interpret in Rotary Centennial Park the history of Werden's Plan, the neighbourhood that has developed from it and the Town's first purchase of property
- To maintain the neighbourhood's generous amount of private open space in lawn, trees, shrubs, and herbaceous plants
- To minimize front yard parking
- To locate a new driveway, the width of a single car, in a property's side yard
- To discourage lot severance

- To consider the merits of consolidating lots where buildings are neither from the historic period nor are complementary
- To protect significant trees on private property

(Goldsmith Borgal & Company 2017: 37-38)



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Legend

Heritage Conservation District Boundary

0 100 200 Metres

1:5,000 (At original document size of 11x17)

Notes

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Technical Review by AW on 2025-04-07

Client/Project
TOWN OF WHITBY, ON
HERITAGE CONSERVATION DISTRICT PLANS REVIEW AND UPDATE: PHASE 1 BACKGROUND AND ANALYSIS

Figure No.
2

Title
Werden's Plan Neighbourhood HCD Plan Boundary

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3 Policy Framework

3.1 Introduction

The responsibilities for long-term land use planning in Ontario is a shared responsibility between the Province, the Region, and municipal governments. The Province sets out broad direction for land use planning through the *Planning Act* and the *Provincial Planning Statement* (PPS). Decisions at the municipal level are required to be consistent with the PPS.

In some parts of the province, provincial plans provide more detailed and geographically specific policies to meet certain objectives, such as managing growth. Municipal decisions in areas with a defined provincial plan have a more stringent standard for compliance, as decisions are required to "conform" or "not conflict" with the policies in these plans.

Other Provincial regulatory systems are connected to land use planning, including the OHA. The OHA enables municipalities and the Province to preserve Ontario's heritage by protecting heritage properties and archaeological sites. The OHA also provides specific guidance on implementing heritage conservation in HCDs.

At the regional and local level, OPs are the primary vehicle for implementing provincial land use policy. With OPs being updated regularly to reflect provincial interests, these documents are used as a tool to guide the integration of matters that impact land use decisions, such as infrastructure, housing, economic development, and cultural heritage. In addition, zoning is a tool enabled through the *Planning Act* and guided by municipal plans. Zoning further regulates the characteristics of the use of land within municipalities.

Together, the provincial and local policies and plans provide the framework for protection of built and cultural heritage resources. The following sections outline the existing policy framework within the Town of Whitby.

3.2 The Planning Act

The legal basis of Ontario's land use planning system is outlined by the *Planning Act* (Government of Ontario 1990). This legislative document identifies the approach to planning and assigns responsibilities and duties to those involved in the land use decision-making process, including policy development, land subdivision, development control, administration, and public participation. It sets out requirements for land use planning across the province.

Under the *Planning Act*, the Minister, the council of a municipality, a local board, a planning board, or the Ontario Land Tribunal (OLT) are responsible for carrying out the conservation of features of significant architectural, cultural, historical, archaeological, or scientific interest (Government of Ontario 1990). A key purpose of the *Planning Act* is to integrate matters of provincial interest into provincial and municipal planning decisions. Under the Act, the Minister of Municipal Affairs and Housing may also issue provincial statements on matters related to land use planning that are of provincial interest. Further policy guidance on these matters of provincial interest is provided in the PPS.

3.3 The Provincial Planning Statement, 2024

The PPS provides policy direction on matters of provincial interest related to land use planning and development. The PPS is applied province wide. On August 20, 2024, the Province announced the release of the new PPS, issued pursuant to Section 3 of the *Planning Act* (Government of Ontario 2024, Government of Ontario 1990). The new PPS replaces both the Provincial Policy Statement from 2020 and *A Place to Grow: Growth Plan for the Greater Golden Horseshoe*, also known as the Provincial Growth Plan (Government of Ontario 2020a and 2020b). The merging of these planning documents created a comprehensive, streamlined provincial planning framework to guide land use planning.

The PPS includes properties designated under Part IV, Part V, or VI of the OHA as protected heritage properties. Under the PPS, “protected heritage property” is defined as follows:

> property designated under Parts IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or Part IV of the Ontario Heritage Act; property identified by a provincial ministry or prescribed public body as property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites.
>
> (Government of Ontario 2024: 50)

Relevant policies within the PPS that speak to the conservation of heritage resources include the following, with terms that are italicized being defined terms within the PPS:

- *Protected heritage property*, which may contain *built heritage resources* or *cultural heritage landscapes*, shall be *conserved*. (4.6.1)
- Planning authorities shall not permit development and site alteration on lands containing *archaeological resources* or areas of *archaeological potential* unless the *significant archaeological resources* have been *conserved*. (4.6.2)
- Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* unless the *heritage attributes* of the *protected heritage property* will be conserved. (4.6.3)
- Planning authorities are encouraged to develop and implement:
  a. archaeological management plans for conserving *archaeological resources*; and
  - proactive strategies for conserving *significant built heritage resources* and *cultural heritage landscapes*. (4.6.4)

- Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing *archaeological resources*, *built heritage resources* and *cultural heritage landscapes*. (4.6.5)
- A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers including managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources. (6.2.1 c)

(Government of Ontario 2024)

The PPS does not specifically identify HCDs, but it provides the framework for conserving protected heritage properties as seen in Section 4.6. In addition, the PPS outlines that development adjacent to protected heritage properties is required to assess the impacts to heritage resources. The PPS includes properties designated under Part V of the OHA as protected properties, thereby requiring that impacts to HCD character be considered as part of the planning process.

3.4 Ontario Heritage Act

The OHA was enacted in 1975 with the purpose of giving the province and municipalities the power to protect heritage properties and archaeological sites. In 1990, the act was part of a collection of Revised Statutes of Ontario (Chapter O.18). The OHA underwent comprehensive amendments in 2005 and 2023. The 2005 amendments strengthened and improved heritage protection in Ontario, as the province and municipalities were given new powers to delay and stop the demolition of heritage properties while an appeals process was established that respected the rights of property owners. The 2005 amendment also provided enhanced protection of marine heritage sites, archaeological resources, and HCDs.

On January 1, 2023, changes made to the OHA under the *More Homes Built Faster Act, 2022* (Bill 23) came into effect as did regulatory changes to *Ontario Regulation* (O. Reg.) *9/06* and O. Reg. 385/21. With respect to HCDs, the 2023 amendments include the following:

- Adhere to the 90-day timelines for applications to alter or demolish a property protected under the OHA, issue a notice of intention to designate a property, or for Council to make decisions regarding the designation of a property
- Include clarification that the term “demolition” applies to the removal or demolition of heritage attributes in a designating by-law as well as a building or structure
- Adhere to the new process for appeals to the OLT for applications to alter heritage properties
- Adhere to the new process for objections for notices of intention to designate properties under the OHA
- Follow the guidance for designating properties under Part IV of the OHA by including a clear articulation of the heritage value of a property and its heritage attributes

(Government of Ontario 1990a)

3.4.1 Ontario Regulation 9/06

The 2023 amendments to the OHA established criteria for the evaluation of an HCD. The following is the prescribed criteria under O. Reg. 9/06 as amended by O. Reg. 569/22:

- At least 25 per cent of the properties within the municipality or defined area or areas satisfy two or more of the following:
  i. The properties have design value or physical value because they are rare, unique, representative or early examples of a style, type, expression, material or construction method.
  ii. The properties have design value or physical value because they display a high degree of craftsmanship or artistic merit.
  iii. The properties have design value or physical value because they demonstrate a high degree of technical or scientific achievement.
  iv. The properties have historical value or associative value because they have a direct association with a theme, event, belief, person, activity, organization or institution that is significant to a community.

v. The properties have historical value or associative value because they yield, or have the potential to yield, information that contributes to an understanding of a community or culture.

vi. The properties have historical value or associative value because they demonstrate or reflect the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

vii. The properties have contextual value because they define, maintain or support the character of the district.

viii. The properties have contextual value because they are physically, functionally, visually or historically linked to each other.

ix. The properties have contextual value because they are defined by, planned around or are themselves a landmark.

(Government of Ontario 2023)

3.5 Public Transportation and Highway Improvement Act

Under the *Public Transportation and Highway Improvement Act*, the Ministry of Transportation Ontario (MTO) regulates permit controlled areas for structures, roads, entrances, and the placement of signs. The Brooklin HCD contains provincial highways that are subject to MTO permit control, including Highway 12 (Baldwin Street) and Highway 7 (Winchester Road). Any land development, highway access, construction, utilities, or other activities near these provincial highways requires consultation with MTO to determine what type of permit(s) is needed. Permits may include Building and Land Use, Encroachment, Entrance, or Sign (MTO 2025).

3.6 Durham Region Official Plan

The Region of Durham's new *Envision Durham Regional Official Plan* was approved by the Province in part on September 3, 2024, and all remaining parts on December 13, 2024. The Plan replaces the former OP that was approved in 1993. The Region of Durham is defined by the Province as an upper-tier municipality that, as of January 1, 2025, does not have planning responsibilities. The Town has assumed approval authority for all Planning Act decisions, except those prescribed by the Ministry of Municipal Affairs and Housing (Durham Region 2025). The Town will be subsuming

relevant components of the Region's OP through the Town's OP review currently being undertaken.

Chapter 3 *Healthy Communities* in the OP highlights the significance of built and cultural heritage, such as historic and cultural downtowns, in contributing to the unique character and sense of place of the Region's urban and rural communities (Durham Region 2024: 27). Under Section 3.3, the Region is committed to maintaining vibrant neighbourhoods and building complete communities that includes heritage objectives that support the preservation of the Town's downtown, streetscapes, and neighbourhoods. For development, the heritage objectives in the OP promote a balanced approach to intensification in downtowns while preserving built and cultural heritage value and recommend the adaptive reuse of cultural heritage properties (Durham Region 2024: 45-46).

Section 3.3 *Complete Communities*, includes the following applicable policies for *Built & Cultural Heritage*:

3.3.32 Recognize downtowns and historical areas as key inter- and intra-regional destinations based on their historic and traditional function as centres for culture and commerce, their built form and their cultural and social importance.

3.3.33 Strengthen, restore and enhance the local, historical and cultural heritage, character and role of Durham's downtowns and historical areas as walkable centres of tourism, recreation, housing, employment, main street shopping and social gathering to foster cultural capital and a creative economy.

3.3.34 Encourage the conservation and enhancement of the district character and unique local, historical and/or cultural heritage of Durham's downtowns, especially during redevelopment or intensification of surrounding areas by considering:

a) scale and massing of new buildings to complement the existing built form within the downtown;

b) protecting important built elements and other heritage features, including façades and other built form, as part of development and redevelopment;

c) a transition that supports a visual connection between historic neighbourhoods and new development;

d) conserving cultural heritage of existing buildings and structures; and

e) preserving and enhancing the urban tree canopy in downtowns.

3.3.39 Require area municipal official plans to support downtowns with policies that:

a) strengthen the intended role and character of the downtown;

b) enhance and conserve historic and cultural resources and functions;

c) provide for appropriate development that addresses the built, natural and cultural heritage of the downtown within which it is situated;

d) guide development, redevelopment and intensification while protecting and preserving built heritage resources, and cultural heritage landscapes;

e) support the restoration and where appropriate, the adaptive reuse of built heritage resources;

f) provide an appropriate interface or transition between new developments and protected heritage properties or heritage conservation districts;

g) provide for development that is compatible with existing communities; and

h) identify the core values and function of the downtown(s).

(Durham Region 2024: 57-59)

The Region's OP encourages municipalities to adopt cultural heritage policies as part of their official plans, and to utilize the OHA to conserve, protect and enhance the built and cultural heritage resources of the municipality.

3.7 Whitby Official Plan

The Town is currently undertaking its legislated five-year review of the *Town of Whitby* OP to bring the plan into conformity with new provincial legislation and the Region's OP. This includes a review of relevant cultural heritage policies. The current OP, consolidated in December 2024, sets out the general policy direction and planning framework to guide development in the Town to 2031. The OP sets out several policies that encourage the enhancement of Town's cultural heritage attributes. Under Section 6.1 *Cultural Heritage Resources and Archaeological Sources*, the Town's goal is: "To identify and conserve Whitby's cultural heritage resources and archaeological resources for the benefit of existing and future generations, to enhance Whitby's sense of community and identity, and to contribute to its sustainability and economic viability" (Town of Whitby 2024a: 105).

Generally, the cultural heritage objectives of the Town's OP are to:

- identify, conserve, and enhance cultural heritage resources in accordance with the Ontario Heritage Act and to ensure that such resources are protected through

the development approval process in accordance with applicable legislation, plans, programs, and guidelines (6.1.2.1)

- conserve and enhance the character of Heritage Conservation Districts through careful consideration of plans for change within and adjacent to the District (6.1.2.2)
- identify archaeological resources to ensure that such resources are conserved through the development approval process in accordance with applicable legislation (6.1.2.3)
- encourage the development of a municipal-wide culture of conservation by promoting cultural heritage initiatives as part of a comprehensive economic, environmental, and social strategy to recognize that cultural heritage resources contribute to achieving a sustainable, healthy, and prosperous community (6.1.2.4)

(Town of Whitby 2024a: 105)

Under Section 6.1.3 *Cultural Heritage Resources*, and Policy 6.1.3.1, the Town shall protect and conserve cultural heritage resources with applicable legislation, policies and recognized heritage protocols. This includes municipal heritage recognitions for properties such as those listed on the Town's Heritage Register, properties designated under Part IV (individual) and V (HCD) of the OHA, and those identified by Council as having cultural heritage value or interest. The OP enables the Town to designate built heritage resources and establish HCDs and other policies, guidelines, tools, and/or agreements to recognize, manage, and conserve cultural heritage resources (Town of Whitby 2024a: 105-106).

Section 6.1.3 provides additional direction on consulting with the municipal heritage committee regarding cultural heritage matters, the relocation and alteration of heritage resources, the requirement for cultural heritage impact assessments for development near heritage resources, and the potential use of financial incentives to encourage conservation and maintain the integrity of such resources.

The existing HCDs are recognized in the Town's OP. The Brooklin HCD falls within the Brooklin Community Secondary Plan (BCSP), and the Werden's HCD falls within the

Downtown Whitby Community Secondary Plan (DWCSP), which are discussed in the following sections.

3.7.1 Brooklin Community Secondary Plan

The BCSP was updated through the Town's OP Amendment #108, as approved by the Region of Durham on July 12, 2018, and as modified by Local Planning Appeal Tribunal on January 13, 2020. Section 11.4 of the OP, consolidated in December 2024, provides the updated vision and objectives for the BCSP. The BCSP provides a framework for development in Brooklin in a manner that maintains its small-town community character. The area is broken into north and south sections, with Winchester Road West/East as the dividing corridor. The north section, Downtown Brooklin Major Central Area North, includes the HCD. The objectives for this area, as a heritage downtown, include:

a) To ensure Downtown Brooklin continues to be the focal area for shopping, dining, and entertainment.
b) To ensure Baldwin Street is a safe, comfortable and accessible street for all users.
c) To create a vibrant and pedestrian-friendly environment along Baldwin Street through an animated streetscape and by locating buildings close to the street.
d) To conserve the heritage attributes of the significant cultural heritage resources identified in the Brooklin Heritage Conservation District Plan.
e) To ensure new buildings are sensitive to, and maintain the heritage character of the Downtown as described in the Brooklin Heritage Conservation District Plan.

(Town of Whitby 2024a: 222)

To meet the objectives of the BCSP, its policies are divided into categories including general development, sustainability, community structure, intensification corridors, residential neighbourhoods, community central areas, Brooklin HCD Plan, land use designations, and other policy directions such as gateways, parking, roads and active transportation, servicing, and phasing of development.

The following policies throughout the BCSP are applicable to the Brooklin HCD:

- The historic downtown shall remain the commercial heritage of the community accommodating restaurants and small-scape shops, offices and personal services and limited infill residential development (11.5.4.3).
- The Brooklin HCD overlays much of the historic Downtown component of the Downtown Brooklin Major Central Area. The built form and design policies within the HCD Plan shall be used to evaluate development applications within the HCD along with the Brooklin Urban Design and Sustainable Development Guidelines (11.5.4.4).
- Along Baldwin Street, the unique main-street shopping environment shall be enhanced and further infill development encouraged, while protecting the historic character of Downtown Brooklin in accordance with the policy directives of the Brooklin HCD Plan and the Brooklin Urban Design and Sustainable Development Guidelines (11.5.4.5).
- Council shall also encourage and support mixed-use development comprised of ground level commercial uses with residential units located above, in order to support the vitality of the Downtown Brooklin Major Central Area (11.5.4.6).
- Behind the buildings along Baldwin Street, low rise mixed-use infill development is permitted and encouraged in accordance with the policy directives of the HCD Plan and the Brooklin Urban Design and Sustainable Development Guidelines (11.5.4.7).
- Within the historic Downtown, existing low density residential housing forms along Princess Street and Durham Street shall be conserved in accordance wit the directives of the HCD Plan (11.5.4.8).
- Notwithstanding any other provisions of this Plan to the contrary, new automobile service stations/gas bars and new drive-through service facilities are not permitted within the Downtown Brooklin Major Central Area North. (11.5.4.9)

(Town of Whitby 2024a: 226)

Section 11.4.8 of the BCSP, includes the adherence of the secondary plan to the goal, policies, and guidelines in the Brooklin HCD (Town of Whitby 2024: 231). The land use designations in the Brooklin HCD include “Low Density Residential”, “Medium Density Residential”, “Institutional”, “Mixed Use 2 – HCD”, “Heritage Commercial”, “Major Open Space (Parkettes)”, “Natural Heritage System”, and “Natural Hazards”. See Section 3.9 for an overview on land use.

3.7.2 Downtown Whitby Community Secondary Plan (DWCSP)

The DWCSP was updated through the Town's OP Amendment #126, as approved by the Region of Durham on December 21, 2023. Section 11.3 of the OP, consolidated in December 2024, provides updated vision and objectives for the DWCSP. This area applies to lands that are generally bound by the Canadian Pacific Railway line to the north, Garden Street to the east, Highway 401 to the south, and Cochrane/Annes Street to the west. Objectives of the DWCSP applicable to the Werden's HCD include:

- Conserve and Enhance Cultural Heritage Resources (11.3.1.2.1)
- Provide the Right Built Form in the Right Place (11.3.1.2.2)
- Improve the Public Realm (11.3.1.2.3)
- Increase Access to Parks and Open Space (11.3.1.2.4)
- Encourage Sustainability (11.3.1.2.5)
- Design for Accessibility (11.3.1.2.7)
- Enhance Vitality and Viability of the Downtown (11.3.1.2.12)

To meet the objectives of the DWCSP, policies are divided into categories including general development, sustainability, placemaking, cultural heritage resources, community structure, and land use designations, natural hazards, and other policy directions such as parking, roads, transit and active transportation, and servicing.

The following policies throughout the DWCSP are applicable to the Werden's HCD:

- The unique character of Downtown Whitby, which is defined by heritage buildings, a vibrant retail main street, low to mid-rise built form and surrounded by low density mature neighbourhoods, should be maintained and enhanced. (11.3.2.5)
- Green infrastructure and Low Impact Development techniques, such as permeable paving, infiltration trenches, rain gardens and other stormwater management techniques, shall be considered wherever possible in the design of new development and through retrofit opportunities to adapt existing buildings for sustainable design. (11.3.3.2)

- The unique grid street layout and short block pattern within Downtown Whitby should be maintained and enhanced wherever possible to facilitate walkability and support greater connectivity within the Downtown. Schedule "H" identifies several new connections that will expand upon the historic grid street layout in accordance with Section 11.3.9 of this Plan. (11.3.4.1)
- Development and redevelopment shall be in accordance with the cultural heritage and archeological resource policies of Section 6.1 of this Plan. (11.3.5.1)
- The adaptive re-use of cultural heritage resources is encouraged. (11.3.5.2)
- Any proposed demolition of a cultural heritage resource must demonstrate that all alternative options have been considered and demolition is the only viable option. (11.3.5.3)
- Development and redevelopment adjacent to or incorporating cultural heritage resources shall be respectful of the resource, having regard for scale, massing, setbacks, building materials and design features, following established Heritage Conservation District Plans where applicable. Development and redevelopment may require a heritage permit, Cultural Heritage Impact Assessment and/or other relevant documentation required through the development process. (11.3.5.4)
- The Werden's Plan Neighbourhood Heritage Conservation District is located within Downtown Whitby and is subject to the policies of Section 11.3.6.2 of this Plan, as well as the Heritage Conservation District Plan. The Town may establish additional Heritage Conservation Districts within the Downtown Whitby Community Secondary Plan area under Part V of the Ontario Heritage Act, including the adoption of Heritage Conservation District Plans. (11.3.5.5)
- The permitted height and density of residential and mixed use intensification shall consider the local context and character of surrounding uses and built form, including surrounding mature neighbourhoods and cultural heritage resources, and should provide for appropriate built form transition to mature neighbourhoods and a built form character that fits in with the established character. (11.3.6.1.9)

(Town of Whitby 2024a: 204-208)

Section 11.3.6.2 of the DWCSP include the adherence of the secondary plan to the goal, policies, and guidelines in the Werden's HCD Plan (Town of Whitby 2024a: 208). The land use designations in the Werden's HCD boundary include "Low Density Mature Neighbourhood", "Institutional", "Medium Density Residential,", "Heritage Mixed Use

Area", "Downtown Mixed Use Area", "Existing Park and Open Space", and an "Urban Square." See Section 3.9 for an overview on land use.

3.7.3 Whitby Mature Neighbourhoods

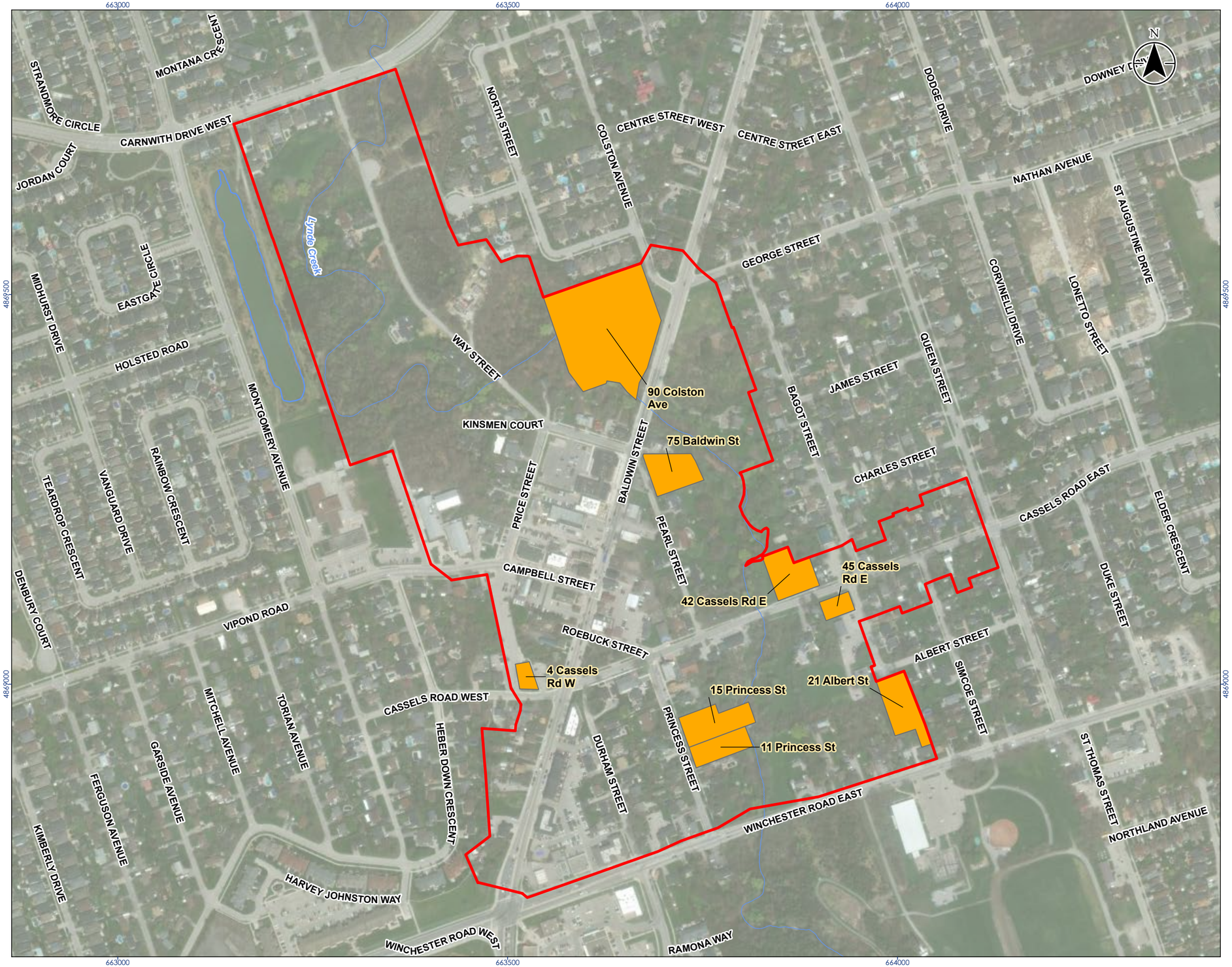
The *Whitby Mature Neighbourhoods* report was prepared by SGL Planning & Design Inc. in 2021. The purpose of the report was to inventory and describe the character of the mature neighbourhoods in Whitby, including the Werden's HCD, and identify options to manage new development, infill, and intensification. The report recommended OP amendments, with the addition of a new Section 4.4.3.13 Mature Neighbourhoods. OP Amendment #130 – Mature Neighbourhoods Study is currently under appeal. The recommended policies in Section 4.4.3.13 of the Town's OP will be reviewed and applied to the updated Werden's HCD Plan.

3.8 Municipal Heritage Properties

The Brooklin HCD contains eight properties designated under Part IV of the OHA (Figure 3). Five of these properties were designated following the establishment of the Brooklin HCD in 2007 (see Table 3-1). Werden's HCD contains 25 designated properties under Part IV of the OHA (Figure 4). Since the establishment of the Werden's HCD in 2017, no properties have been designated under Part IV of the OHA.

Table 3-1 Brooklin HCD Part IV designations since 2007

Municipal Address	Date	By-law
21 Albert Street (Brooklin Pioneer Cemetery)	2013	6721-13
75 Baldwin Street	2009	6239-09
42 Cassels Road East	2009	6238-09
45 Cassels Road East	2018	7427-18
4 Cassels Road West	2009	6237-09



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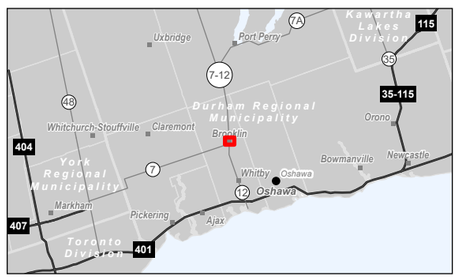
- Heritage Conservation District Boundary
- Part IV Designated Property
- Watercourse (Permanent)
- Waterbody

0 100 200 Metres

1:5,000 (At original document size of 11x17)

Notes

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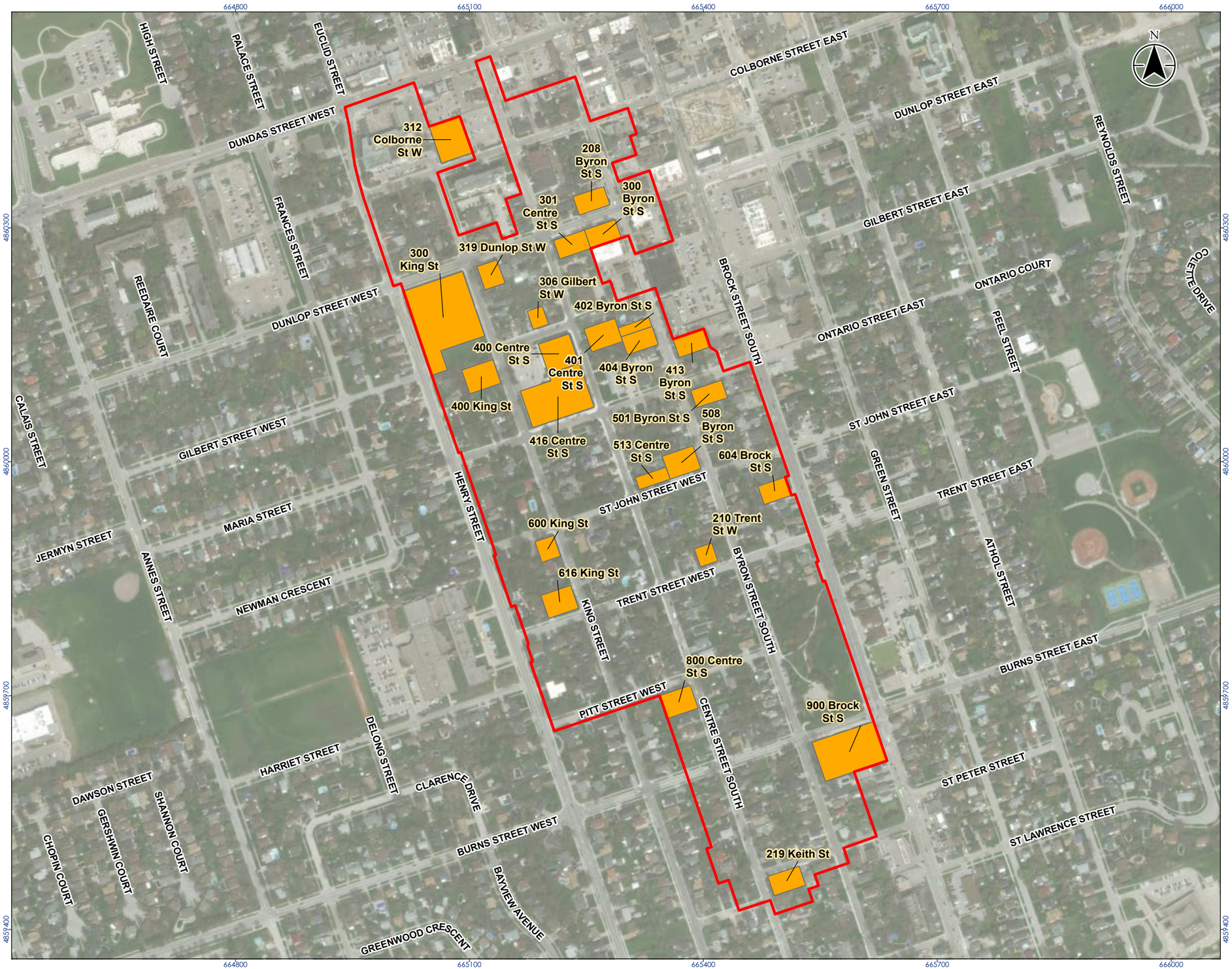
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Figure No.
3

Title
Part IV Designated Properties within the Brooklin HCD

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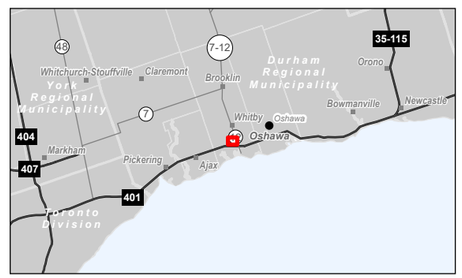
- Heritage Conservation District Boundary
- Part IV Designated Property

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Figure No.
4

Title
Part IV Designated Properties within the Werden's Plan Neighbourhood HCD

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3.9 Land Use Policies

Section 4 of the Town's OP outlines general policies for land use designations within the Brooklin and Werden's HCDs.

3.9.1 Brooklin HCD

The Brooklin HCD includes areas designated "Low Density Residential," "Medium Density Residential," Mixed Use 2 - HCD," "Heritage Commercial," "Institutional," "Major Open Space (Parkettes)," "Natural Heritage System," and "Natural Hazards Overlay" (see Figure 5).

Low Density Residential Designation in the HCD is generally in accordance with the OP policies for Low Density Residential areas. These policies permit single detached, semi-detached, duplex dwellings, and similar built forms with a density of up to 35 dwelling units per hectare. New residential units in the Low Density Residential Designation can be intensified if they are in accordance with the lot sizes, driveway location and width, ensuring compatibility with adjacent and other lots on the street/area. Additionally, consideration must be given to retaining existing vegetation or compensating for loss of vegetation, and the development must comply with other Town OP policies. Redevelopment of existing Low Density Residential lots is permitted when the interior side yard and front yard setbacks are consistent with those of dwellings and yards on the same side of the street.

The BCSP provides additional specific land use policies for Low Density Residential designations that generally recognize existing residential development, as well as future low density residential development on vacant and designated lands. New development in this designation shall be compatible with and fit in with the physical character of the neighbourhood, reflecting the prominent building type, height, scale, massing, and setbacks of the block and surrounding residential neighbourhood. The maximum building height for this designation is three storeys, with a minimum density of 25 units per net hectare and maximum density of 35 units per net hectare.

Medium Density Residential in the HCD is to be in accordance with OP policies that permit street and block townhouses up to four storeys, with a density range of greater than 30 and up to 65 dwelling units per net hectare. Additional policies in the BCSP for Medium Density Residential are intended to provide for residential development at increased densities along arterial and collector roads and within and surrounding Community Central Areas to support future transit and active transportation, support commercial and mixed use nodes, create walkable higher density nodes and function as a transition in density and intensity of uses between Low Density Residential Areas and higher density mixed use and commercial areas.

The OP designates Mixed Use properties as those containing integrated development and redevelopment including residential, retail, office, restaurant, personal service, and comm/institutional uses. The BCSP contains policies for Mixed Use 2 – HCD land use designation in the HCD that are intended to accommodate low-rise, mixed use development within the HCD and to accommodate commercial uses in a mixed use format that complement the commercial development in the historic downtown and in the adjacent Major Commercial designation. The BCSP specifies that the range of permitted commercial uses shall complement but not compete with the Heritage Commercial designation, and that cultural heritage resources shall be conserved. This designation includes a minimum height of two storeys, maximum height of four storeys, and maximum density of 85 units per net hectare.

The HCD also contains a Heritage Commercial land use designation, which can be developed in accordance with Major Commercial land use policies in the OP that contain large, muti-functional commercial areas with a full range of retail, restaurants, entertainment, personal services, community, institutional, cultural, business and corporate professional services. Heritage Commercial land uses in the HCD are Intended to permit a broad range of commercial uses while respecting the historical character of the Downtown. The BCP note that Baldwin Street shall be preserved as a primarily low-rise commercial/mixed use main street and pedestrian use shall be

reinforced. Cultural heritage resources shall be retained. Infill development shall be encouraged, but any new development shall maintain the heritage character of the Heritage Conservation District while also increasing the vibrancy and pedestrian comfort of the historic Downtown. New residential units shall not be permitted on the main floor of buildings facing onto Baldwin Street. Large scale buildings and uses such as department stores and grocery stores shall be directed to the adjacent Major Commercial designation, and not in the HCD. The maximum building height for buildings in this land use designation is three storeys.

The HCD also contains lands designated as Major Open Space (Parkettes), which are subject to Major Open Space policies of the OP. Permitted uses in this designation include active and passive recreational and recreational or conservation uses, forest, wildlife and fisheries management, community gardens and private recreation uses that have minimal negative impacts on the environment. Lands along Soper Creek also contain Natural Heritage System and Natural Hazards Overlay designations. OP and BCSP policies related to these land use designations generally require retention and enhancement of natural heritage areas wherever possible to protect habitats and species.

The OP further elaborates on the requirements and design guidelines for each designation.

(Town of Whitby 2024a: 232-250)

3.9.2 Werden's Plan Neighbourhood HCD

The Werden's HCD includes areas designated "Low Density Mature Neighbourhood," "Medium Density Residential," "Heritage Mixed Use Area," "Downtown Mixed Use Area," "Institutional," and "Existing Park and Open Space" (see Figure 6).

Low Density Mature Neighbourhood land uses in the Werden's HCD follow the same standard OP policies with additional policies from the DWCSP that recognize the

existing residential development and permit limited residential infill and intensification. New development and redevelopment within this designation shall be compatible with and fit in with the existing physical character of the neighbourhood. Within the HCD specifically, new development and redevelopment within this designation must be compatible with and fit in with the existing physical character of the neighbourhood. Development or redevelopment must also respect the prevailing front yard setback in the siting of new dwellings, and additions should be to the rear of existing dwellings away from public view. The land use designation requires front yard parking to be minimized, with the creation of new parking bays, and new driveways permitted in side yards or rear yards. Lot severances are discouraged, and the maximum building height is two storeys.

Medium Density Residential land uses in the Werden's HCD follow the same standard OP policies with additional DWCSP policies that recognize the existing designated medium density developments as well as some areas for newer developments adjacent to the Mixed Use Corridors. New buildings and additions to buildings in this designation should be massed to establish a continuous streetscape and promote pedestrian scale, with consistent minimum and maximum setbacks. Maximum density is not established as in the Brooklin HCD, as density is intended to be a product of the built form requirement for height, setbacks, and stepbacks. The maximum height in this designation is four storeys.

The Heritage Mixed Use designation reflects the standard OP Mixed Use policies, with specific DWCSP policies that are intended to permit a broad range of commercial, office, service, and community, institutional and residential uses in a mixed use environment, while respecting and maintaining the historic low-rise character of the area. Development and redevelopment must reinforce the main street historic character of Brock Street and Dundas Street by locating buildings and storefronts close to the public sidewalk, wherever possible. Compatible infill development is encouraged that respects and complements the existing historic built form. In this designation, new



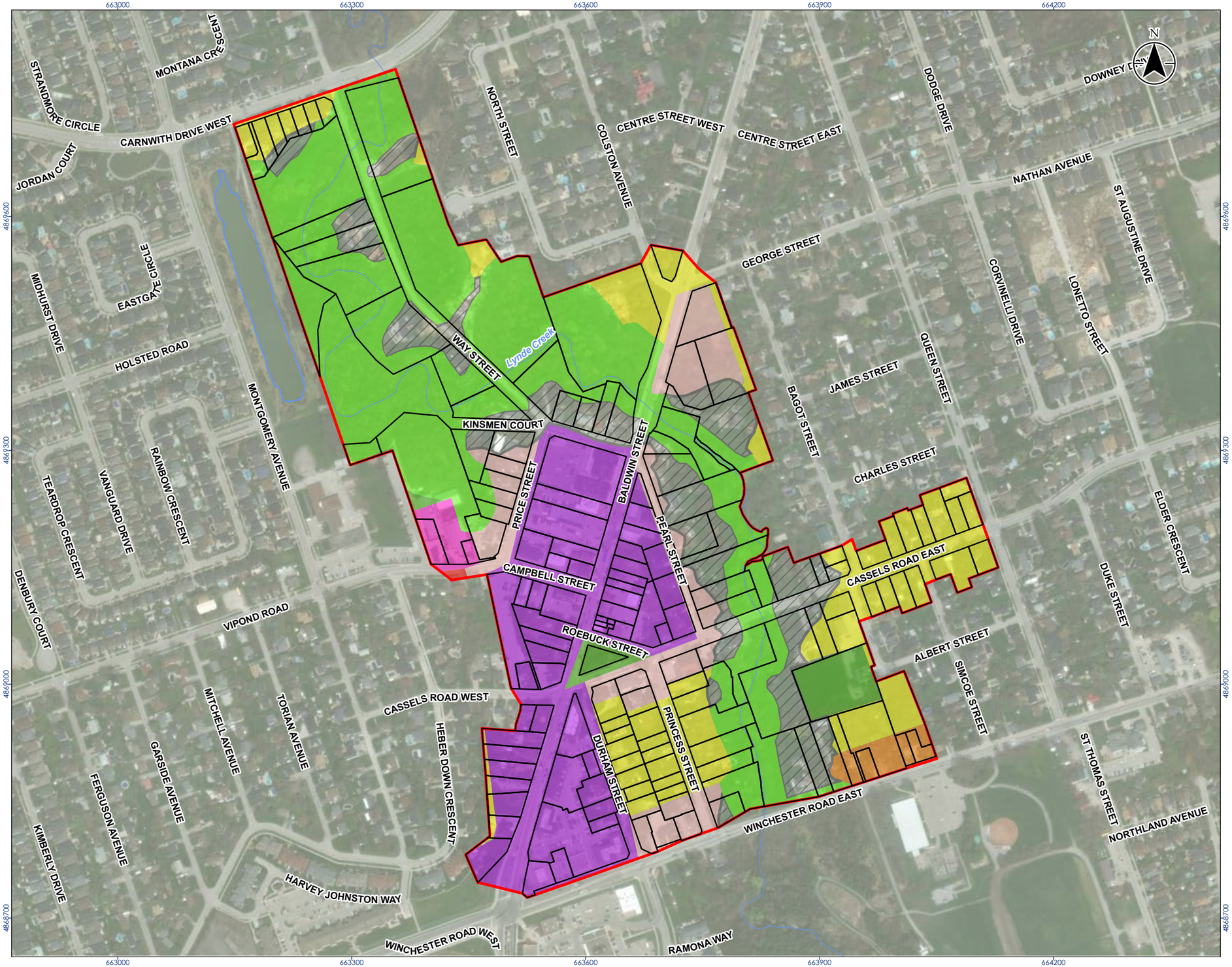
residential units are not permitted on the main floor of buildings. The minimum and maximum building height is two storeys, and maximum density is not established, similar to the Mixed Use designation.

The Downtown Mixed Use designation is similar to the Heritage Mixed Use designation, with a focus on providing a mix of residential and commercial at a density that supports frequent transit service and a vibrant pedestrian-oriented environment. New development and redevelopment must transition in height and density adjacent to Low Density Mature Neighbourhoods, and adjacent heritage properties. The minimum building height in this designation is two storeys, and the maximum height is six storeys.

Institutional land use in the Werden's HCD is subject to OP policies for Institutional use, which encourage facilities that support the health, education, religious and cultural needs of the community. In the HCD, institutional land uses are limited to two storeys in height.

The Werden's HCD also includes lands designated as Existing Park, Open Space, specifically Urban Square. The specific policies for Urban Square land use encourage areas designed with edges that are defined by buildings or other structures where not bound by roads and are accessible and visible to the public. Urban square should contain hard landscaping and natural elements, and provide passive recreation uses, programmed activities and a display of public art. Adjacent commercia! uses should provide access to and from the Urban Square, wherever possible.

(Town of Whitby 2024a: 208-217)



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Legend

- Heritage Conservation District Boundary
- Property Parcel
- Watercourse (Permanent)
- Waterbody

Land Use

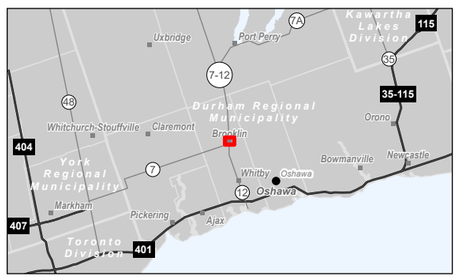
- Heritage Commercial
- Institutional
- Low Density Residential
- Major Open Space
- Medium Density Residential
- Mixed-Use 2 - HCD
- Mixed-Use 3
- Natural Hazards
- Natural Heritage System
- Property Parcel

0 100 200 Metres

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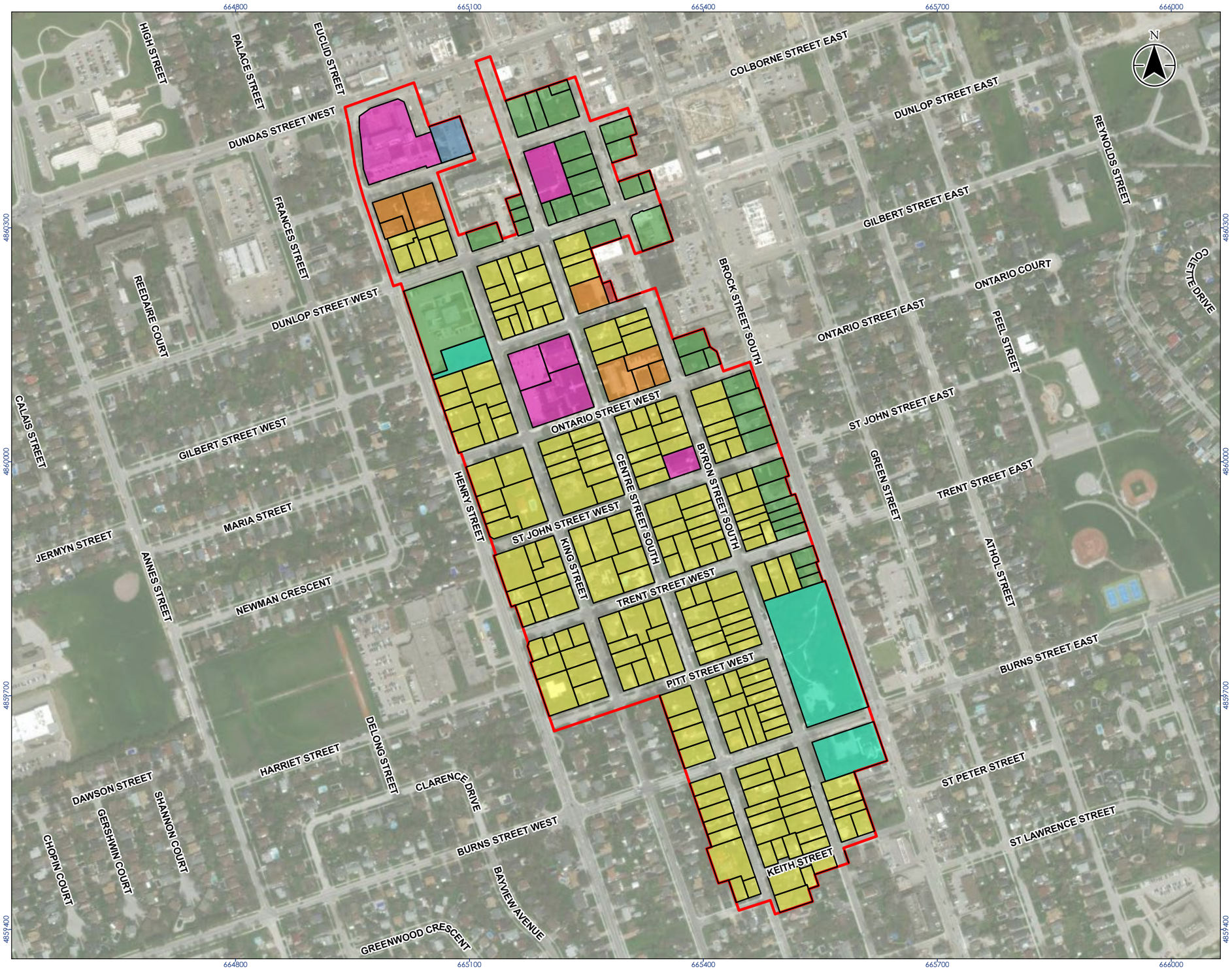
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Figure No.
5

Title
Brooklin HCD Land Use

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Legend

- Heritage Conservation District Boundary
- Property Parcel

Land Use

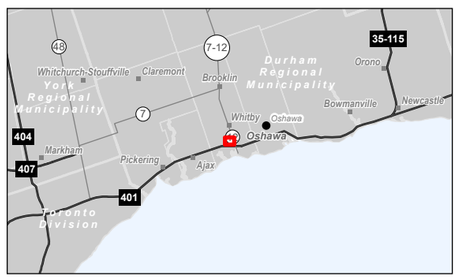
- Corridor Mixed Use Area
- Downtown Mixed Use Area
- Heritage Mixed Use
- Institutional
- Low Density Mature Neighbourhood
- Medium Density Residential
- Open Space

0 100 200 Metres

1:5,000 (At original document size of 11x17)

Notes

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Figure No.
6

Title
Werden's Plan Neighbourhood HCD Land Use

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3.10 Zoning By-Laws

The Town is currently undertaking a comprehensive review of the *Town of Whitby Zoning By-law*s. Brooklin HCD lands are governed under Zoning By-law 1784, that includes land use in the former Township of Whitby, and the Werden's HCD lands are governed under Zoning By-law 2585, that includes land use in Downtown Whitby. Both zoning by-laws were consolidated in December 2021.

The Brooklin HCD contains the following zones, according to the Restricted Area Zoning By-Law 1784, as amended:

- Residential Types 1, 2 – Village of Brooklin (R1-VB, R2-VB)
- Brooklin Secondary Plan Residential (R1-BP, R3-BP)
- Residential (R2A*, R2B*)
- Mixed Use Residential – Village of Brooklin (MUR-VB)
- Commercial 1 – Village of Brooklin (C1-VB)
- Institutional – Village of Brooklin (I-VB)
- Open Space – Village of Brooklin (OS-VB)
- Greenbelt (G)
- Brooklin Secondary Plan Development (D)
- Additionally, the R2A*, G, R2-VB, R1-VB, MUR-VB, and C1-VB have multiple exceptions throughout the HCD.

(Town of Whitby 2021a)

In general, the heights range from 7 metres to 10.5 metres. Exceptions 7 and 8 in the C1-VB zone allow for a maximum height of 12.5 metres or 3 storeys. In terms of lot coverage, most zones permit a maximum of 30-40%. However, the C1-VB zone permits 90% lot coverage, and a 0-m rear yard and interior side yard setback. For residential buildings in the C1-VB zones, building separation distances have been provided for buildings with a height greater than three storeys, where an additional metre of separation per storey is required where the wall contains a window or a living/habitable room (Town of Whitby 2021a).

The Werden's HCD contains the following zones, according to the Restricted Area Zoning By-Law 2585, as amended:

- Residential Types 1, 2, 3, 4, 6 – Downtown Zone (R1-DT, R2-DT, R3-DT, R4-DT, R6-DT)
- Residential Type 3 (R3)
- Central Commercial 3 – Downtown Zone (C3-DT)
- Commercial Residential – Downtown Zone (CR-DT)
- Institutional 1, 2 – Downtown Zone (I1-DT, I2-DT)
- Open Space 1 – Downtown Zone (OS1-DT).
- Additionally, the R2-DT, R4-DT, C3-DT, R6-DT, CR-DT, and I1-DT zones have multiple exceptions throughout the HCD.

(Town of Whitby 2021b)

In general, the building heights range from two to six storeys. The R6-DT, C3-DT, and CR-DT zones allow for six storeys, while requiring front and exterior side step backs at specific levels of the building (3 storeys, 4–5 storeys, and the 6th storey). In terms of lot coverage, most zones permit a maximum of 35 to 40%. However, the C3-DT and CR-DT zones permit 100% lot coverage, a 0 metre interior side setback, and a 0 metre exterior side setback for the first three floors (Town of Whitby 2021b).

The Werden's HCD, under policies for New Construction (for All Property Classes), Section 4.2.6, includes lot specification for density that contradict with the Zoning By-Law:

d. A density on the lot of 0.22 building-to-lot ratio – the average density on a single-detached house lot in the neighbourhood – will be preferred.

(GBCA 2017: 46)

3.11 Municipal Policies

3.11.1 Parking

Parking in the Town is regulated by Traffic By-law 8059-24 (Town of Whitby 2024b). Parking policies are currently being reviewed and updated as part of the Town's comprehensive zoning by-law review. The updated parking policies will be reflected in the updated HCD Plans. Within the Brooklin HCD there is street parking and public and private parking lots. The Brooklin HCD Plan recommended the development of parking policies by the Town through a parking study (this is being done under the zoning by-law review), with preference given to policies that insert parking within the urban fabric in ways that are sympathetic to the HCD's heritage character, such as on-street parking, small off-street parking lots, and parking structures (BRAY Heritage *et al.* 2007). Under Section 8.2 *Guidelines for Streetscapes*, the Brooklin HCD has the following parking policy:

- Develop off street parking in areas that do not interfere with the character of the District, cause the removal of valued structure or landscapes within the District, or create discontinuity in the streetscape

  (BRAY Heritage *et al.* 2007)

The BCSP also has policies on parking within the Brooklin HCD under Section 11.5.25:

- The municipality may consider cash-in-lieu of parking where it can be demonstrated that the full parking requirement cannot be provided on site or in an alternate location…Within the Heritage Commercial designation, cash-in-lieu of parking will be encouraged for non-residential development in consideration of the limited opportunities for on-site parking and the intent to retain the heritage character of the designation (11.5.28.1).
- The municipality shall prepare a short and long-term parking strategy for Downtown Brooklin to accommodate the need for an increased number of parking spaces as commercial development occurs (11.5.28.2).
- The municipality shall work with property owners to encourage more efficient use of present private parking areas for existing commercial development and

> optimize the opportunity for new infill development and cohesive commercial main street development (11.5.28.3).
>
> (Town of Whitby 2020: 32)

The Werden's HCD has street parking, private parking lots, and public parking lots. Within private open space, under section 4.3.3.2, the Werden's HCD Plan has a policy for minimizing parking and paving in the front yard, and encourages the creation of new parking bays in side or rear yards (Goldsmith Borgal & Company 2017).

The DWCSP also has parking policies specific to land use designations, and a specific parking section that has the following policy directions:

- The development and redevelopment of parking lots within Downtown Whitby will be based on the Town Parking Master Plans that are specific to Downtown Whitby (11.3.9.1.1).
- The town shall consider means to reduce parking needs, which may include carpool incentives, cycling infrastructure, transit improvements, micro-transit support service and car share services (11.3.9.1.2).
- Parking is encouraged to be shared between businesses for developments and uses that do not have competing parking needs to reduce overall parking requirements (11.3.9.1.3).
- The Town may consider cash in lieu of non-residential parking where it can be demonstrated that the full parking requirement cannot be provided on-site or in an alternate location…Within the Heritage Mixed Use designation, cash-in-lieu of parking may be encouraged for in order to retain the heritage character (11.3.9.1.4).
- The Town shall work with property owners to encourage more efficient use of present private parking areas for existing commercial uses and optimize the opportunity for new infill development and cohesive commercial main street development (11.3.9.1.5).

> (Town of Whitby 2024: 218)

3.11.2 Sign By-Law

Signage within both HCDs is subject to the Town's By-law Number 7379-18: Permanent Sign By-law. A sign permit is required prior to erecting or displaying a sign within the Town. Properties within the HCDs are also subject to a heritage permit (HP) under the review of the Town's heritage planner or Heritage Whitby Advisory Committee (HWAC). The sign by-law has an allowance for projecting signs within commercial areas of Downtown Brooklin and Downtown Whitby. Internally illuminated signs, or flashing, animated or electronic signs are not permitted within Downtown Brooklin and Downtown Whitby, except for certain exemptions (Town of Whitby 2018b).

The existing Brooklin HCD Plan does not have policies for signage but refers to signage being subject to the Town's sign by-law. The existing Werden's HCD Plan does not have policies for signage.

3.11.3 Urban Design

The type of building, its location on a lot, and its coverage is regulated by the zoning by-law as discussed in Section 0, however urban design policies and guidelines can provide direction on character and building design. The implementation of urban design guidelines requires planning tools such as site plan control or a minor variance for their application to be enforced by Town staff. The following Town OP policy under the Urban Design Section is applicable to both HCDs:

- Development and redevelopment in or adjacent to HCDs or designated cultural heritage resources shall be sensitively designed to complement and reflect the form and massing, and surrounding heritage character, including landscape features, through the selection of appropriate architectural features, materials, colours, and lighting, in accordance with the provisions of a HCD Plan… (6.2.3.11.1)

(Town of Whitby 2024: 114)

The *Brooklin Urban Design and Sustainable Development Guidelines* were prepared by SvN Architects + Planners Inc. for the Town in 2018. The design guidelines were developed to provide a framework and inform approvals within the BCSP area for new and infill development, while preserving Brooklin's historic and distinct village-like character and natural setting. The vision statement for the design guidelines follows the same vision as the BCSP. The guidelines are broken into six categories: Sustainability, Safety and Accessibility; Character Area Design; Public Realm Design; Low-Rise Residential Design; Mid and High-Rise Residential Design; and Mixed Use and Non-Residential Design. The design guidelines will be reviewed and cross implemented within the updated Brooklin HCD Plan.

3.11.4 Community Improvement Plan

Community Improvement Plans (CIPs) are a tool under Section 28 of the *Planning Act* that provide a significant opportunity to support and encourage improvements to private properties and enhance the heritage character of the area through financial incentives and municipal leadership initiatives (Government of Ontario 1990b).

The Town of Whitby adopted the Downtown Whitby CIP in 2018 to establish a toolbox of potential incentive programs aimed at catalyzing new development and redevelopment within Downtown Whitby. One of the objectives of this CIP is to "encourage the retention, restoration and protection of the existing cultural heritage resources in a safe and attractive form." Among the six incentives offered by this CIP, the Façade Improvement Grant and Interior Heritage Building Grant focus on heritage conservation. Both programs provide financial assistance to eligible owners/tenants of non-residential and mixed use buildings within the Community Improvement Plan Area (CIPA) and apply to designated properties within the "Historic Downtown Whitby Priority Area" as well as the broader CIPA. The priority area, bounded by John Street in the north, Ontario Street in the south, Hickory Street in the east and Henry Street in the west, overlaps with commercially zoned parcels within the Werden's Plan Neighbourhood HCD area.

The Façade Improvement Grant Program is intended to partially offset the costs of façade maintenance, restoration, improvements and/or design work. It provides up to 50% of the costs for external improvements, up to a maximum of $10,000 per municipal street address, storefront or commercial unit, whichever is less, subject to an overall maximum of $30,000 per property for a building with multiple street addresses, storefronts or commercial units. Additionally, a design grant covering up to 50% of the costs for professional design fees associated with a Façade Improvement, Sign, and/or Interior Heritage Building Grant project, up to a maximum of $2,000 per municipal street address, storefront or commercial unit for properties within the CIPA, may also be provided in addition to these grants.

The Interior Heritage Building Grant Program is intended to partially offset the costs of eligible interior building improvements, including bringing existing heritage properties to current Building Code requirements, Fire Code requirements, and Accessibility requirements. The grant covers 50% of the costs of internal improvements, up to a maximum of $10,000 for eligible listed or designated heritage properties. This is limited to properties that are commercially or institutionally zoned, including the residential portion of a mixed use commercially zoned property.

(Town of Whitby 2018a)

4 Existing Conditions of the HCDs

4.1 Introduction

An important part of the HCD Plan review and update process is to determine the existing conditions of each HCD so that the Town can measure how the HCDs have performed since their designations in 2007 and 2017 and whether their HCD Plan objectives are being met. To identify the existing conditions of the HCDs, the Project Team collected inventory data during the field program using ArcGIS Collector.

The Brooklin HCD contains 164 property parcels with 185 address points that include residential, commercial, institutional, or mixed use buildings, or open space, park, vacant, or cemetery lands. The analysis contained within this report uses the 185 address points as its basis to more accurately reflect instances where one property parcel contains multiple individual structures for which data were collected.

The Werden's HCD contains 256 property parcels with 256 address points that include residential, commercial, civic, institutional, park/space, and places of worship.

It should be noted that property parcels and municipal addresses are subject to change over time. The addresses used in this report reflect current data provided by the Town.

The following analysis of built form within the HCD Plans is based on the inventory forms from the HCD studies and data collected during the site visits conducted in April 2025. The inventory forms for the Brooklin HCD Study and the Werden's HCD Study were reviewed and inputted from into ESRI ArcGIS. Data was confirmed and updated in the field. Each updated inventory form contains municipal address, current use, primary building or cladding material, architectural style or influence, presence of mature vegetation or landscape features, and integrity of heritage features. In assessing heritage integrity, definitions are as follows:

- **High:** The structure clearly displays historical features, such as cladding, windows, doors, porches, trim, or architectural details that demonstrate a historical architectural style or have been replaced or modified in a manner that is sympathetic to the historical architecture.
- **Medium:** Some elements of the building have been modified, replaced, or obscured but the historical form, building type, or understanding of architectural style or influence is still apparent.
- **Low:** Few, if any, heritage features are apparent, and changes have been unsympathetic to the historical architecture, form, or type.
- **Not Applicable (N/A):** The property does not contain a structure of potential heritage value, the structure has been heavily modified, or the structure is of recent construction.

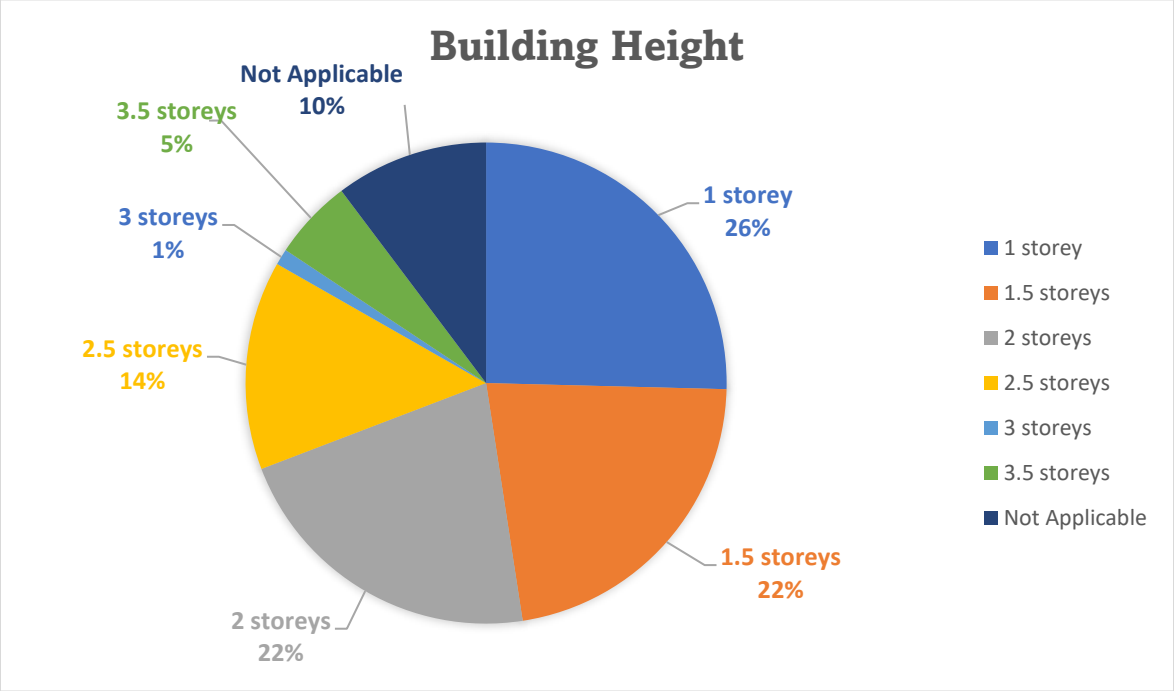
Data related to built form was collected for 185 properties in the Brooklin HCD Plan, and 256 properties in the Werden's HCD. This information was used to better understand the existing conditions of each HCD and to identify the heritage integrity of each structure. The construction period for each property was based on the existing HCD studies and a review of available mapping and fire insurance plans. Within the discussion below, the term "not applicable" is used to reference properties which do not contain a structure, usually a park, open space, or parking lot.

4.2 Brooklin HCD Built Form

4.2.1 Height

The building heights in the Brooklin HCD consist of mostly low-rise structures between one storey and two and one half storeys in height. The HCD contains a total of 185 properties, the majority of which are between one storey and two storeys in height. This data is visually presented in Chart 1.

Chart 1 Building Height in Brooklin HCD



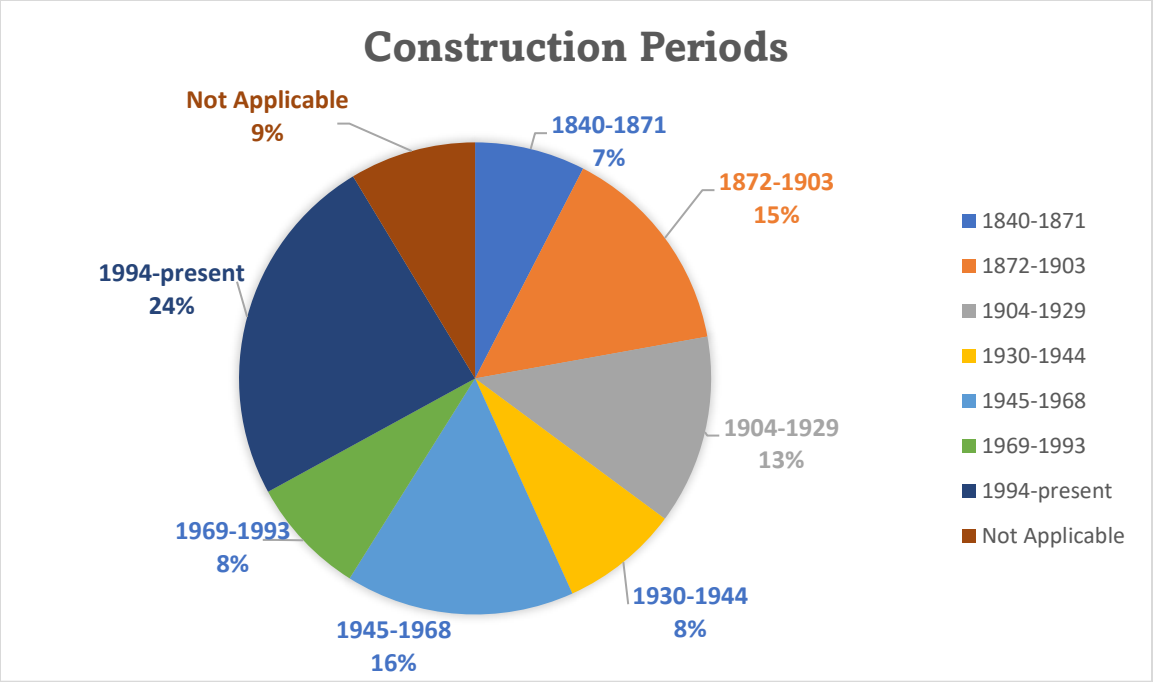
4.2.2 Construction Periods

Construction dates were recorded for buildings in the Brooklin HCD by reviewing the existing inventory, historical mapping, and aerial photography. Dates provided in the original inventory have not been altered unless a discrepancy was identified. To facilitate the analysis of construction periods, seven key date ranges in the HCD's development were identified based on an understanding of the development of the HCD and available mapping:

- 1840-1871
- 1872-1903
- 1904-1929
- 1930-1944
- 1945-1968
- 1969-1993
- 1994-Present

The Brooklin HCD contains a mixture of construction dates that are influenced by new development and infill post-1994 with development pressures and urban expansion on the Village of Brooklin. Within the Brooklin HCD, most structures were built during two time periods. The first period of construction was between 1872 and 1929. A second wave of construction has been underway since 1994. This data is visually presented in Chart 2.

Chart 2 Construction Periods in the Brooklin HCD



4.2.3 Architectural Styles and Influences

The Brooklin HCD contains a diverse collection of mid-19th century to contemporary structures with a wide range of architectural styles and influences. This is due to its periods of development, including the first period of construction between 1872 and

1929, and the second wave of construction since 1994. The largest percentage of structures within the HCD are Vernacular (31%), followed by 21st Century (13%), Contemporary Replica (12%). The predominance of vernacular architecture is common to many historic communities in Ontario, where construction and design was often influenced by locally available materials. The following listing is of the architectural styles and influences found within the HCD:

- Regency (Photo 1)
- Gothic Revival (Photo 2)
- Georgian (Photo 3)
- Colonial Revival (Photo 4)
- Italianate (Photo 5)
- Queen Anne (Photo 6)
- Edwardian (Photo 7)
- Craftsman/Arts and Crafts (Photo 8)
- Vernacular (Photo 9)
- Mid- to late 20th century styles include:
- Contemporary replicas of historical styles (Photo 10)
- Ranch (Photo 11)
- Modernist (Photo 12)
- Other 20th Century Modern (Photo 13)
- 21st Century (Photo 14)

A breakdown of the architectural styles and influences present within the Brooklin HCD is provided in Chart 3 below where a style noted above applies to 3 or more properties.

Chart 3 Architectural Styles and Influences in the Brooklin HCD

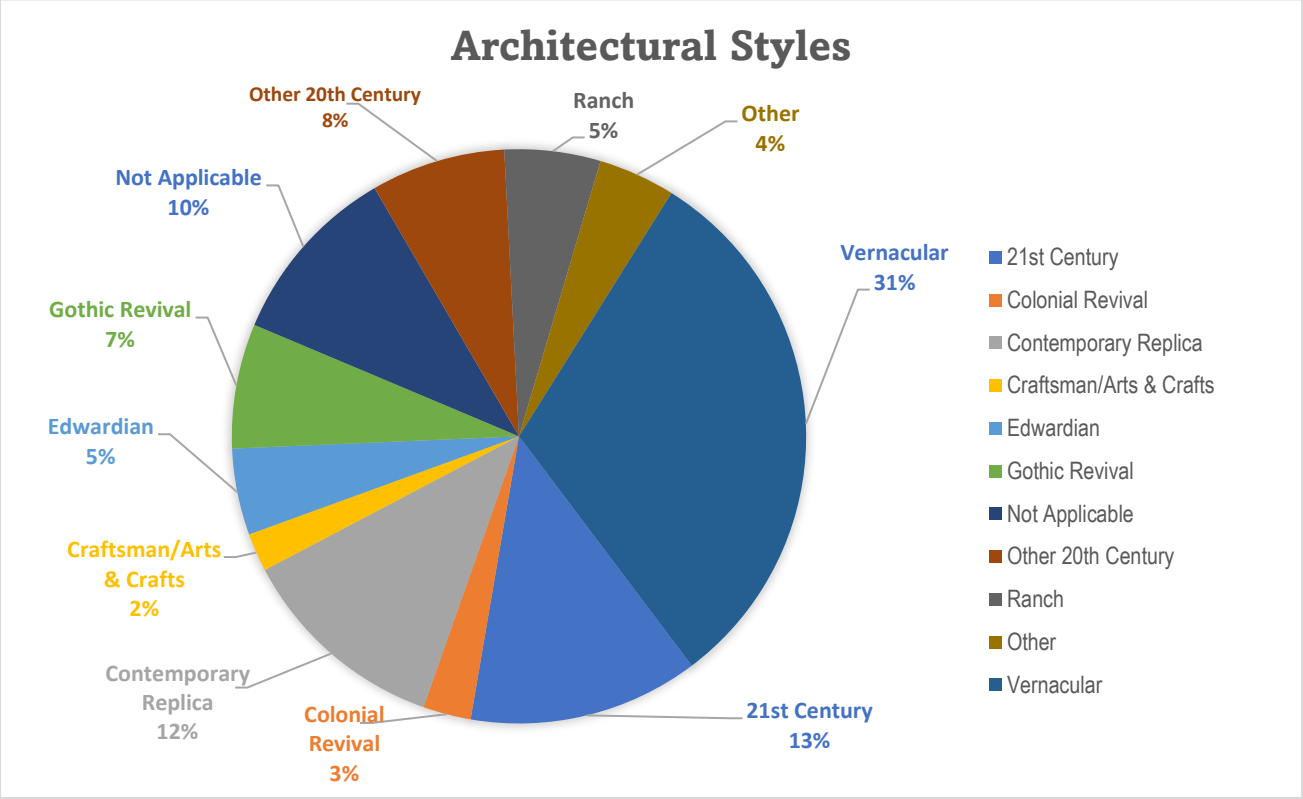




Photo 1 **42 Cassels Road East, example of the Regency style**



Photo 2 **15 Princess Street, example of the Gothic Revival style**



Photo 3 **1 Princess Street, example of the Georgian style**



Photo 4 **24 Princess Street, example of the Colonial Revival style**



Photo 5 **59 Baldwin Street, example of the Italianate style**



Photo 6 **21 Princess Street, an example of the Queen Anne style**



Photo 7 **10 Roebuck Street, an example of the Edwardian style**



Photo 8 **69 Cassels Road East, an example of the Arts and Crafts style**



Photo 9 **3 Way Street, an example of the Vernacular style**



Photo 10 **31 Cassels Road East, an example of a contemporary replica of a historical style**



Photo 11 **60 Way Street, an example of the Ranch style**



Photo 12 **37 Pearl Street, an example of the Modernist style**



Photo 13 **42 Pearl Street, an example of other 20th century modern style**



Photo 14 **76 Baldwin Street, an example of the 21st century modern style**

Vernacular structures are the most common structures within the Brooklin HCD at 38% of the building stock. Vernacular architecture is characterized as making use of local materials and forms (Humphreys and Sykes 1974). Within the Brooklin HCD, vernacular architectural trends are illustrated in a wide variety of structures, ranging from mid- to late 19th century brick houses to mid-20th century bungalows and one and one half storey residences. Vernacular trends are also illustrated in the Brooklin HCD through the blending of architectural styles or modifications over time that have resulted in some

residences no longer having one distinct architectural style. The prevalence of vernacular architecture from the mid- to late 19th century through the mid-20th century reflects the development of Whitby and contributes to the historic sense of place still observable within the Brooklin HCD.

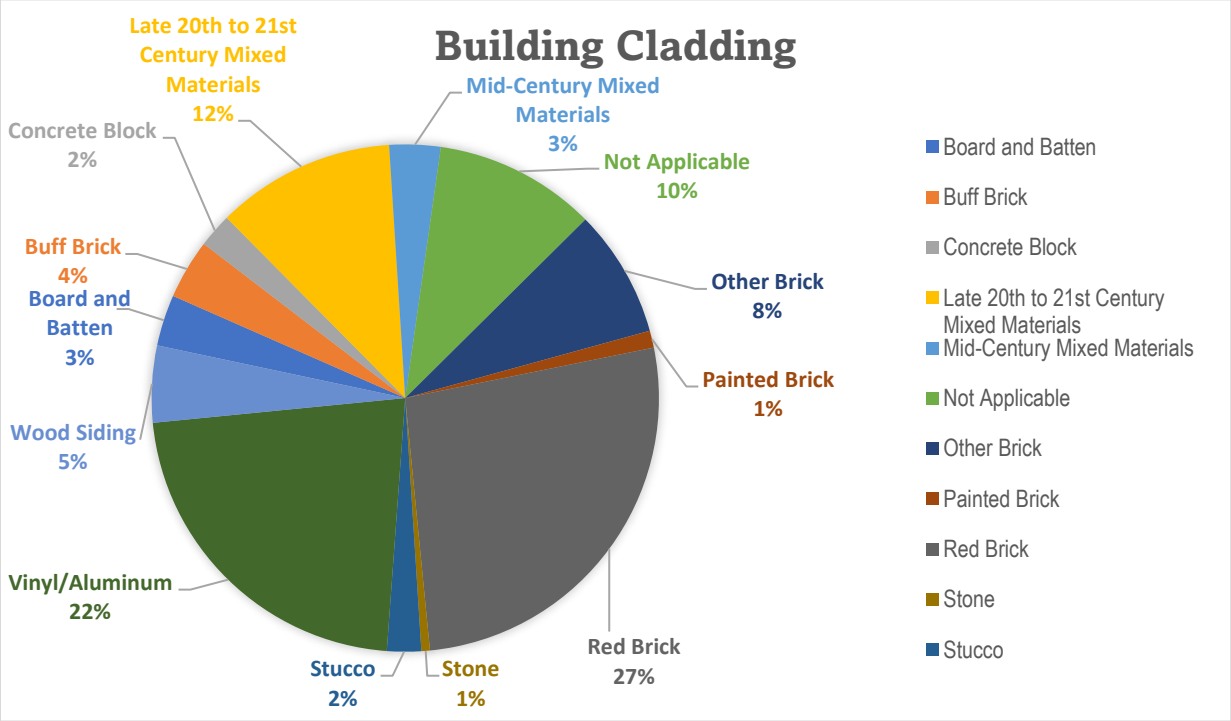
In addition to vernacular structures, 20th century modern structures and contemporary replicas of historical styles also account for larger portions of the building stock at 16% and 11%, respectively.

4.2.4 Cladding Materials

Cladding materials in the Brooklin HCD are dominated by red brick and vinyl/aluminum cladding. Among the 185 HCD properties, 49 (27%) buildings are clad or built in red brick, and 40 (22%) buildings are clad in vinyl/aluminum siding. Brick was predominantly used on historic buildings and remained a commonly used cladding material into the mid-20th century. The use of vinyl/aluminum siding is often the result of overcladding on historic buildings where there may be frame or brick beneath that has been covered for maintenance or aesthetic reasons. Siding also became a common building material beginning in the mid to late 20th century, sometimes in combination with other materials. The following listing is the building cladding types found within the HCD:

- Board and batten
- Buff brick
- Concrete block
- Late 20th to 21st century mixed materials
- Mid-century mixed materials
- Other brick
- Painted brick
- Stone
- Stucco
- Red brick
- Vinyl/aluminum siding

Chart 4 Building Cladding in the Brooklin HCD



4.2.5 Preliminary Evaluation of HCD Properties

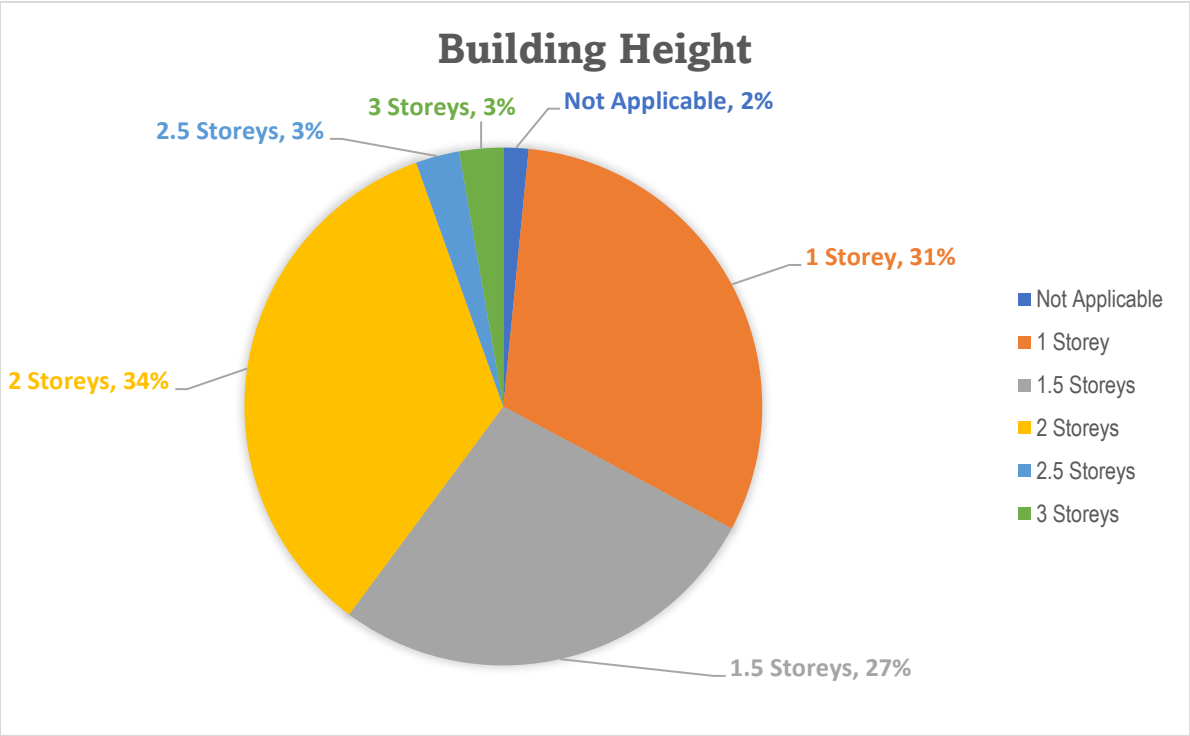
As discussed in Section 3.4.1, revisions to the OHA and O. Reg. 9/06 require 25% of the properties within a proposed HCD meet two or more of the prescribed criteria. While Brooklin is already an existing HCD, this requirement provides a useful framework for determining if the HCD still meets the 25% to be considered an HCD under the current OHA legislation. The evaluation of each property considers how the property relates to the Statement of CHVI and attributes of the HCD (e.g. is it representative of an architectural style found within the HCD, maintain or support the character of the HCD, or have visual, physical, or historical links to other properties in the HCD). Within the Brooklin HCD, 79 properties (43%) out of 185 meet two or more criteria of O. Reg. 9/06.

4.3 Werden's Plan Neighbourhood HCD Built From

4.3.1 Height

The buildings in the Werden's HCD consist predominantly of low-rise structures between one storey and two storeys in height. The HCD contains a total of 256 properties, the majority of which are between one and two storeys in height. This data is visually presented in Chart 5.

Chart 5 Building Height in Werden's HCD



4.3.2 Construction Periods

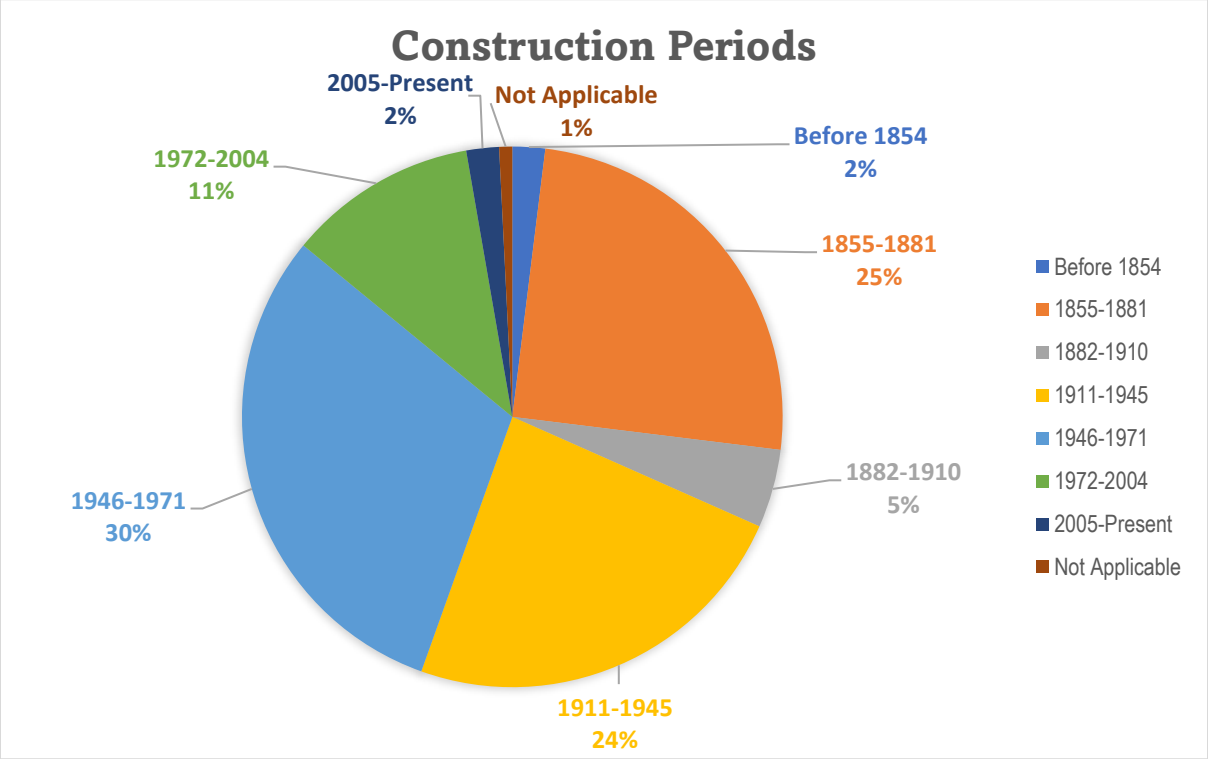
Construction dates were recorded for buildings in the Werden's HCD by reviewing the existing inventory, historical mapping, and aerial photography. Dates provided in the original inventory have not been altered unless a discrepancy was identified. To facilitate the analysis of construction periods, seven key date ranges in the HCD's

development were identified based on an understanding of the development of the HCD and available mapping:

- Pre 1854
- 1855-1881
- 1882-1910
- 1911-1945
- 1946-1971
- 1972-2004
- 2005-Present

Among the properties located within the Werden's HCD, most were built between 1885 and 1971.This data is visually presented in Chart 6.

Chart 6 Construction Periods in Werden's HCD



4.3.3 Architectural Styles and Influences in Werden's Plan Neighbourhood HCD

The Werden's HCD contains a wide range of architectural styles and influences, both historic and contemporary. This is reflective of the HCD's periods of construction, with

56% constructed between the mid-19th century and 1945, and 30% constructed between 1946 and 1971. The largest percentage of structures within the HCD are Vernacular (23%), followed by Minimal Traditional (10%), and Ranch or Spilt Level (10%). Within the Werden's HCD's collection of mid-19th century to contemporary structures, the following styles or influences are present:

- Georgian (Photo 15)
- Neoclassical (Photo 16)
- Regency (Photo 17)
- Gothic Revival (Photo 18)
- Colonial Revival (Photo 19)
- Italianate (Photo 20)
- Edwardian (Photo 21)
- Craftsman/Arts and Crafts (Photo 22)
- Vernacular (Photo 23)

Mid- to late 20th century styles include:

- Contemporary replicas of historical styles (Photo 24)
- Minimal Traditional (Photo 25)
- Ranch/Split Level (Photo 26)
- Other 20th Century Modern (Photo 27)
- 21st Century (Photo 28)

A breakdown of the architectural styles and influences present within the Werden's HCD is provided in Chart 7 below.

Chart 7 Architectural Styles

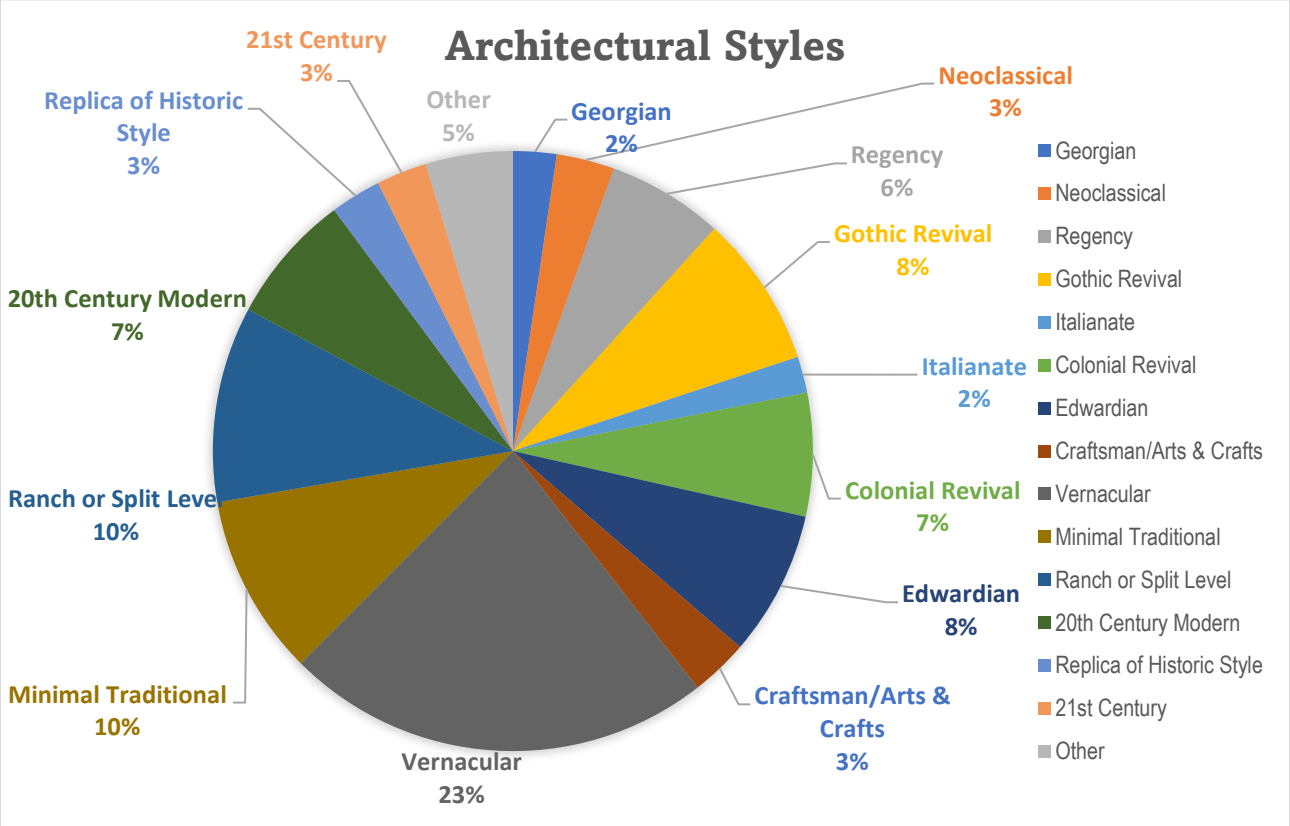




Photo 15 **109 Centre Street South, an example of the Georgian style**



Photo 16 **910 Brock Street South, Lynde House Museum, an example of the Neoclassical style**



Photo 17 **300 Byron Street South, an example of the Regency style**



Photo 18 **200 Colborne Street, an example of the Gothic Revival style**



Photo 19 **225 King Street, an example of the Colonial Revival style**



Photo 20 **200 Byron Street South, an example of the Italianate style**



Photo 21 **501 Byron Street South, an example of the Edwardian style**



Photo 22 **111 Trent Street West, an example of the Arts and Crafts style**



Photo 23 **312 Gilbert Street West, an example of the Vernacular style**



Photo 24 **701 Centre Street South, an example a contemporary replica of a historical style**



Photo 25 **602 Byron Street North, an example of the Minimal Traditional style**



Photo 26 **603 King Street, an example of the Ranch style**



Photo 27 **407 Ontario Street West, an example of the other 20th century modern style**



Photo 28 **404 Ontario Street West, an example of the 21st Century style**

Vernacular structures are the most common structures within the Werden's HCD at 23% of the building stock. Vernacular architecture is characterized as making use of local materials and forms (Humphreys and Sykes 1974). Within the Werden's HCD, vernacular architectural trends are illustrated in a wide variety of structures, ranging from early to mid-19th century frame houses to mid-20th century bungalows and one and one half storey residences. Vernacular trends are also illustrated in the Werden's HCD

through the blending of architectural styles or modifications over time that have resulted in some residences no longer having one distinct architectural style. The prevalence of vernacular architecture from the mid- to late 19th century through the mid-20th century reflects the development of Whitby and contributes to the historic sense of place still observable within the Werden's HCD.

In addition to vernacular structures, the minimal traditional style and Edwardian style also account for larger portions of the building stock at 10% and 8%, respectively. Together, vernacular, minimal traditional and Edwardian styles, account for just under half of the 256 structures within the Werden's HCD. The remaining building stock is split into small groups that include multiple different architectural styles or influences.

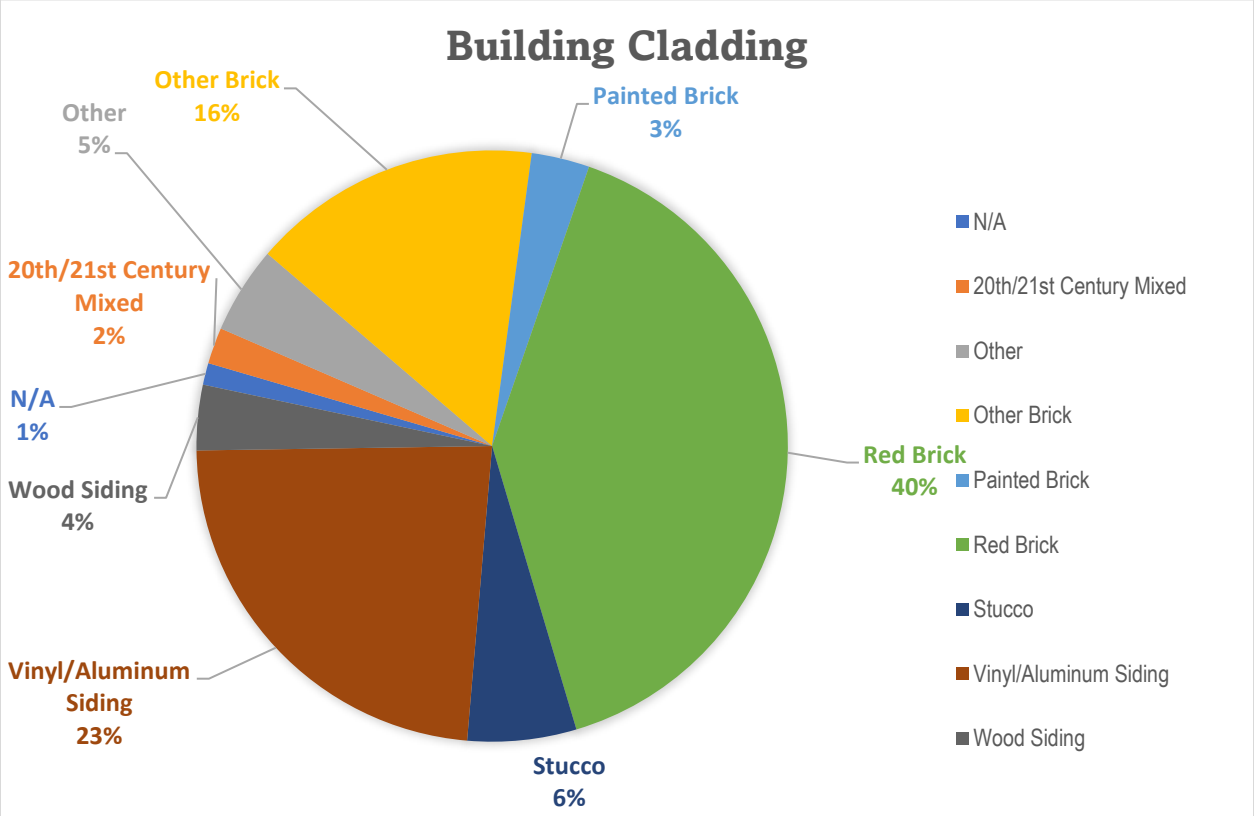
4.3.4 Cladding Materials

Cladding in the Werden's HCD is dominated by brick. The HCD contains a total of 256 properties. Among these properties, 101 (39%) contain red brick cladding or construction, 1 (0.3%) contains a buff brick cladding or construction, 40 (16%) contain other coloured brick exteriors, and 8 (3%) contain a painted brick exterior. Brick was a major building material in southern Ontario due to the widespread availability of clay deposits. In general, clay that yielded red brick was more widely available east of the Niagara Escarpment (McIlwraith 1997: 89-90). This is reflected in the HCD by the large number of red brick buildings and the existence of only a single buff brick building. The following listing of building cladding types are found within the HCD:

- 20th to 21st Century Mixed Materials
- Other Brick
- Painted Brick
- Red brick
- Stucco
- Vinyl/aluminum siding
- Wood siding

This data is visually presented in Chart 8.

Chart 8 Building Cladding



4.3.5 Preliminary Evaluation of HCD Properties

As discussed in Section 3.4.1, revisions to the OHA and O. Reg. 9/06 require 25% of the properties within a proposed HCD meet two or more of the prescribed criteria. While Werden's is already an existing HCD, this requirement provides a useful framework for determining if the HCD still meets the 25% to be considered an HCD under the current OHA legislation. The evaluation of each property considers how the property relates to the statement of CHVI and attributes of the HCD (e.g. is it representative of an architectural style found within the HCD, maintain or support the character of the HCD, or have visual, physical, or historical links to other properties in the HCD). Within the Werden's HCD, 176 out of 256 (69%) meet two or more criteria of O. Reg. 9/06.

4.4 Landscaping, Streetscaping and Vegetation

4.4.1 Approaches and Gateways

4.4.1.1 Introduction

Approaches and gateways help identify whether an HCD, or parts of it, have a distinguishable visual character. Approaches to or from a place can be characterized as either primary gateways or secondary gateways. Primary gateways are those which are emphasized by detectable approaches or other physical or visual signals that indicate the space or place is somehow different from its surroundings. This might include physical markers like notable buildings or structures, natural features, or changes in topography that highlight a sense of arrival.

Secondary gateways are entries into an area that are not clearly defined or readily discernible from the surrounding context. They may exist solely “on paper”, where one side of a street is located within an HCD and another is not, despite having a similar appearance. Secondary gateways do not have strongly detectable approaches or other key features that signal the entrance or arrival to an HCD.

4.4.1.2 Brooklin HCD

The primary gateway of the Brooklin HCD is the north boundary of the intersection of Baldwin Street, Colston Avenue, and George Street. The existing Brooklin HCD Plan identifies this primary gateway as the “North Gateway” and notes “This entry to Baldwin Street (the North Gateway) is an important aspect of the District…” (BRAY Heritage *et al.* 2007: 74). Detectable elements of this gateway include the especially large property parcel at 90 Colston Avenue with its mature trees and the gentle slope in topography down towards Lynde Creek and the bridge spanning the watercourse (Photo 29 and Photo 30). This primary gateway is further delineated from its surroundings by a series of ornamental posts topped with a stylized letter “B” and banners (Photo 31).

The remainder of the approaches and gateways within the Brooklin HCD are considered secondary gateways. Along Winchester Road East (Photo 32), Cassels Road East (Photo 33), Vipond Road, and Way Street (Photo 34) there are no distinct visual or physical signs that differentiate the entrance into the HCD from its surroundings. A sign affixed to a red brick base which reads “Historic Downtown Brooklin” is located at the south entrance to the HCD along Baldwin Street at its intersection with Winchester Road (Photo 35). However, this sign is not especially notable to passing motorists and pedestrians and the character of this area is defined by its contemporary commercial uses (Photo 36). The existing HCD Plan considers the intersection of Baldwin Street and Winchester Road the “southern gateway” to the HCD and notes that streetscape enhancements are warranted here to “differentiate the District from the large scale commercial area to the south” (BRAY Heritage *et al.* 2007: 118).



Photo 29 **Primary Gateway, looking south towards Lynne Creek**



Photo 30 **Mature trees, looking south**

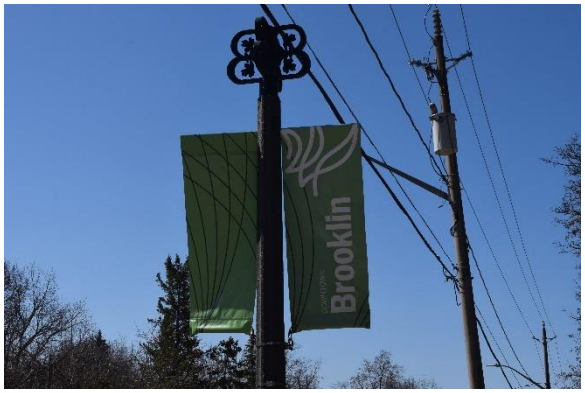


Photo 31 **Ornamental post and banner, looking south**



Photo 32 **Secondary gateway on Winchester Road East, looking west**



Photo 33 **Secondary gateway at Cassels Street East and Queen Street, looking west**



Photo 34 **Secondary gateway at Way Street and Carnwith Drive West, looking south**



Photo 35 **Signage at Winchester Road and Baldwin Street, looking northeast**



Photo 36 **Secondary gateway at Winchester Road and Baldwin Street, looking north**

4.4.1.3 Werden's HCD

The Werden's Plan Neighbourhood HCD is closely integrated into the broader downtown Whitby area. Neither the HCD Study nor HCD Plan contain a discussion of gateways into the Werden's HCD. The primary gateway into the HCD may be considered the southeast corner of the intersection of Dundas Street West and Henry Street (Photo 37). This is the location of Celebration Square and the Whitby Public Library. The hardscaping, public art, and scale of the library are visually distinct when compared to the surrounding area (Photo 38).

The secondary gateways into the Werden's HCD consist primarily of the intersections of the HCD's local roads (Colborne Street West, Dunlop Street West, Ontario Street West, St. John Street West, and Trent Street) with the collector roads Henry Street and Brock Street South (Photo 39 and Photo 40).



Photo 37 **Dundas Street, looking east**



Photo 38 **Celebration Square, looking south**



Photo 39 **Secondary gateway at Trent Street and Henry Street, looking east**



Photo 40 **Secondary gateway at Trent Street and Brock Street, looking east**

4.4.2 Vegetation and Landscaping (Softscape)

4.4.2.1 Brooklin HCD

The Brooklin HCD contains a variety of tree species, including large areas of naturalized vegetation in the parks and open spaces near Lynde Creek (Photo 41). The back yards of many properties contain trees. While these trees are setback from the public realm, they contribute to the overall tree canopy of the HCD. The HCD also contains many examples of street trees (trees located on municipal property) with varying ages and

health conditions. Areas in the Brooklin HCD with high concentrations of street trees include the southwest corner of the intersection of Baldwin Street and Colston Avenue, in Grass Park, along Durham Street, Princess Street, and Cassels Road East (Photo 42). Many examples of street trees were noted within the Brooklin HCD, including the following types:

- Sugar maple (Photo 43)
- Honey locust
- Linden
- Norway maple
- Black walnut (Photo 44)
- Sycamore
- Colorado blue spruce
- Apple
- Hackberry
- Elm
- White pine
- Red oak
- Columnar English oak
- Austrian pine
- Hemlock
- Gingko
- Freeman maple

Based on the results of the field program, there is a lack of newly planted trees within the HCD. Planting trees now in preparation for future removals will offset canopy loss and develop a new urban canopy.



Photo 41 **Vegetation along Lynde Creek, looking west**



Photo 42 **Street trees along Cassels Road East, looking west**



Photo 43 **Mature sugar maples, looking north**



Photo 44 **Mature black walnut trees, looking north**

4.4.2.2 Werden's HCD

The Werden's HCD contains little to no naturalized areas of landscape and nearly all street trees are on residential properties or located within the District's public parks and civic buildings (Photo 45 to Photo 47). The back yards of many properties contain trees. While these trees are set back from the public realm, they contribute to the overall tree canopy and vegetation of the HCD. Many examples of mature trees were noted within the Werden's HCD, including the following types:

- Sugar maple
- Honey locust
- Linden
- Norway maple
- Black walnut
- Sycamore
- Colorado blue spruce
- Apple
- Hackberry
- Elm
- White pine
- Red oak
- Columnar English oak
- Austrian pine
- Hemlock
- Larch
- Ivory silk lilac
- Red maple
- Silver maple (Photo 48)

Based on the results of the field program, there is a lack of newly planted trees within the HCD. Only one newly planted tree was found, located on west side of Centre Street South of Pitt Street West.



Photo 45 **Street trees on Centre Street South, looking north**



Photo 46 **Trees within Rotary Centennial Park, looking south**



Photo 47 **Street trees at courthouse, looking north**



Photo 48 **Mature silver maple**

4.4.3 Hardscape, Street Furniture, and Signage

4.4.3.1 Introduction

Hardscape elements in the HCDs include paving surfaces on public and private properties, fencing, and street furniture. Together these elements can help to tie the landscape together, linking people and places with one another. They are not only integral to transportation and movement, but also the conduits through which much of public life passes and can play a fundamental role in the vitality of communities.

4.4.3.2 Brooklin HCD

Sidewalks and Boulevards: The Brooklin HCD contains a variety of sidewalk and boulevard configurations including areas with no curbs or sidewalks (Photo 49) and areas with concrete sidewalks on one or both sides of the street (Photo 50). Boulevards within residential parts of the HCD are comprised mostly of lawn with a mix of small to mature street trees (Photo 51). Boulevards along arterial roadways are typically narrow and have been paved with interlock pavers or asphalt (Photo 52).



Photo 49 **No sidewalks on part of Way Street, looking south**



Photo 50 **Concrete sidewalk on Baldwin Street, looking south**



Photo 51 **Boulevard with lawn and trees on Price Street, looking south**



Photo 52 **Boulevard with interlock pavers on Baldwin Street, looking south**

Municipal Lighting: Municipal streetlighting within the HCD is predominantly provided by LED luminaires affixed to utility poles by metal masts (Photo 53). There also examples of freestanding streetlighting, primarily in the predominantly commercial parts of the District along Baldwin Street, Campbell Street, Grass Park, and Roebuck Street. These are contemporary light fixtures with lantern style LED luminaires (Photo 54). Near the north boundary of the District on Carnwith Drive there are also examples of utilitarian freestanding octagonal streetlights with LED luminaires (Photo 55).



Photo 53 **Streetlight affixed to utility pole on Way Street, looking west**



Photo 54 **Freestanding streetlight with lantern style luminaire on Campbell Street**



Photo 55 **Freestanding octagonal pole on Carnwith Drive, looking east**

Street Furniture: Aside from trash receptacles decorated with the town's seal (Photo 56) along commercial parts of Baldwin Street, Vipond Road, and Campbell Street, most street furniture is located in a small parkette at the southwest corner of Campbell Street and Baldwin Street, within Grass Park, and along Roebuck Street. Street furniture in the parkette includes metal benches, bike racks, and a freestanding clock with a Roman numeral clockface and "Village of Brooklin" affixed atop the clockface (Photo 57). Street furniture within Grass Park includes benches constructed of wood and metal (Photo 58)

and a metal water fountain designed to accommodate people and pets. Roebuck Street is lined with the previously discussed trash receptacles, metal benches, and metal bike racks that are uniform in appearance (Photo 59). Parts of Baldwin Street contain street furniture consisting of ornamental posts topped with stylized letter Bs and banners; some utility poles within the HCD also contain banners (Photo 60 and Photo 61).



Photo 56 **Town seal on receptacle, representative photo**



Photo 57 **Parkette showing benches, clock, and bike rack, looking south**



Photo 58 **Metal and wood benches in Grass Park, looking northeast**



Photo 59 **Street furniture on Roebuck Street, looking southeast**

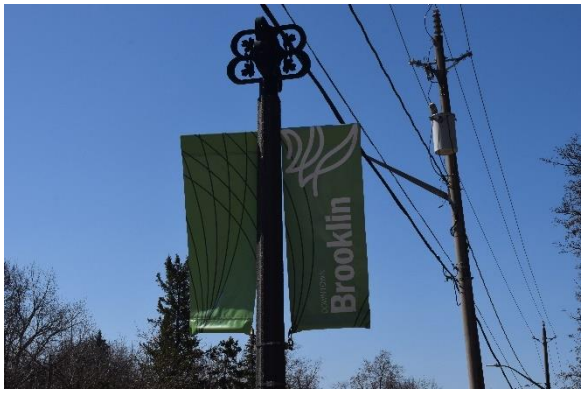


Photo 60 **Ornamental post with banner, representative photo**



Photo 61 **Utility pole with banner, representative photo**

Street Signage: Municipal street signage within the Brooklin HCD is comprised of a mix of signage. Many intersections contain street signs designed to evoke the “acorn” style signage popular in the mid-20th century. These signs contain acorn style finials with a green background and white lettering. They state “Village of Brooklin, Est. 1847” as well as the street name in a sans-serif capitalized typeface (Photo 62). Other intersections, most commonly along the District’s boundaries, contain utilitarian rectangular street signs with a blue background and white lettering with a sans-serif capitalized typeface (Photo 63).



Photo 62 **Acorn style street sign, representative photo**



Photo 63 **Utilitarian street sign, representative photo**

Building Signage: Building signage within the Brooklin HCD consists mostly of rectangular signs located above storefronts, including a mix of externally lit and backlit or unlit signs. Signage does not adhere to a typical style nor does it appear to be tailored to bring a sense of visual coherence to the HCD (Photo 64 and Photo 65).

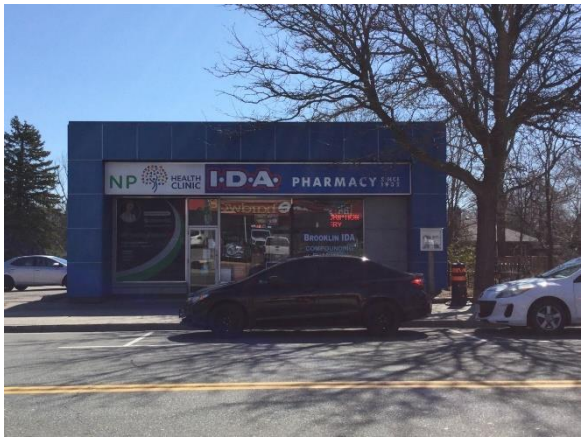


Photo 64 **Representative property with backlit or unlit sign**



Photo 65 **Representative property with externally lit signs**

4.4.3.3 Werden's Plan Neighbourhood HCD

Sidewalks and Boulevards: The streets encompassing the Werden's HCD contain concrete sidewalks on at least one side of each street. Not all streets within the HCD contain boulevards (Photo 66). In many cases, boulevards within the HCD are very narrow and are paved with interlock pavers or asphalt (Photo 67). Wider boulevards contain lawns. Due the narrow width of the boulevards within the HCD, the boulevards generally do not contain street trees (Photo 67 and Photo 68). However, Ontario Street West between King Street and Centre Street South contains a wider boulevard paved with interlock pavers and lined with street trees on its north side (Photo 68 and Photo 69). The roots of these trees are protected by metal guards stamped with the town's seal (Photo 70 and Photo 71).



Photo 66 **Representative example of street with no boulevards, looking south on Centre Street South**



Photo 67 **Representative example of narrow boulevard with paved with interlock bricks on Centre Street South**



Photo 68 **Representative example of a boulevard with a lawn on Byron Street, looking north**



Photo 69 **Boulevard on Ontario Street West, looking west**



Photo 70 **Tree root guard, representative photo**



Photo 71 **Town seal details**

Municipal Lighting: Municipal streetlighting within the District is predominantly provided by LED luminaires affixed to utility poles by metal masts (Photo 72). There also examples of freestanding streetlighting. This includes utilitarian octagonal poles with LED luminaires (Photo 73). The District also contains two examples of contemporary freestanding decorative streetlighting. This includes light fixtures with lantern style LED luminaires (Photo 74) and light fixtures with a distinctively modern design that complement the adjacent public library (Photo 75).



Photo 72 **LED streetlighting affixed to utility poles, representative photo**



Photo 73 **Representative freestanding octagonal streetlight**



Photo 74 **Representative freestanding streetlight with lantern luminaire**



Photo 75 **Modern freestanding streetlighting adjacent to the library**

Street Furniture: In general, there are limited examples of street furniture within the Werden's HCD. Much of the District's street furniture is located within or adjacent to the Whitby Public Library on Dundas Street and within the library's courtyard. This includes a glass and metal bus shelter, large circular planters, tables with metal umbrellas, benches and Muskoka chairs (Photo 76 and Photo 77).



Photo 76 **Bus shelter on Dundas Street, looking east**



Photo 77 **Library courtyard, looking south**

Street Signage: Municipal street signage within the Werden's HCD is comprised of a mix of signage. Many intersections contain ornamented street signs designed to evoke the "acorn" style signage popular in the mid-20th century. These signs contain acorn style finials with a green background and white lettering. They state "Downtown Whitby Inc. 1855" as well as the street name in a sans-serif capitalized typeface (Photo 78). Other intersections, most commonly along the District's boundaries, contain utilitarian rectangular street signs with a blue background and white lettering with a sans-serif capitalized typeface (Photo 79).



Photo 78 **Representative acorn style street sign**



Photo 79 **Representative utilitarian street sign**

Building Signage: Building signage within the Werden's HCD is not prevalent due to the predominantly residential character of the District. Signage present within the District is comprised mostly of freestanding signs located within a property's frontage or small signs affixed to a building (Photo 80 and Photo 81). Signage does not adhere to a typical style, nor does it appear to be tailored to bring a sense of visual coherence to the HCD.



Photo 80 **Representative freestanding sign, looking east**



Photo 81 **Representative freestanding sign and sign affixed to a building, looking west**

4.4.4 Public Art, Commemoration, and Interpretation

4.4.4.1 Brooklin HCD

The Brooklin HCD contains various commemorative and interpretive elements. This includes interpretive plaques commemorating former land uses and interpretive panels explaining the history of Brooklin and its properties (Photo 82). Many of these interpretive panels were prepared by the Brooklin Downtown Business Association (Photo 83).



Photo 82 **Interpretive plaque for 68 Way Street**



Photo 83 **Downtown Business Association interpretive panel in Grass Park**

4.4.4.2 Werden's Plan Neighbourhood HCD

The Werden's HCD contains various commemorative, interpretive, and public art elements. Two of these elements are located at the Whitby Public Library. This includes a statue honouring Sir William Stephenson, a Canadian military intelligence officer during the Second World War (Photo 84) and a commemorative walk built by the Whitby Rotary entitled "Wilkinson Way", dedicated to Wilfrid J. Wilkinson, the first Canadian president of Rotary International (Photo 85) Other elements include a model of the former Almonds United Church at St. Marks United Church (Photo 86), two examples of public art carved from tree trunks (Photo 87), two murals affixed to a wall at Rotary Centennial Park (Photo 88), and utility boxes that have been decorated with murals (Photo 89). Interpretation specific to the HCD includes interpretive panels located within the public park at 390 King Street South (Photo 90).



Photo 84 **Sir William Stephenson statue at 405 Dundas Street West, looking south**



Photo 85 **Wilkinson Walk at 405 Dundas Street West, looking north**



Photo 86 **Model church at 201 Centre Street South, looking south**



Photo 87 **Tree trunk carving at 409 Centre Street South, looking east**



Photo 88 **Mural affixed to building in Rotary Centennial Park, looking south**



Photo 89 **Representative decorated utility box**

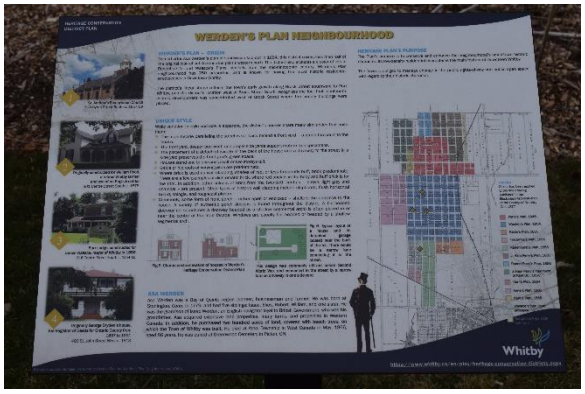


Photo 90 **Interpretive panel at 390 King Street, looking north**

4.4.5 Parks and Open Spaces

4.4.5.1 Brooklin HCD

Brooklin Kinsmen Park and Other Open Spaces along Lynde Creek: These areas are comprised mostly of riparian vegetation, deciduous trees, and coniferous trees in various stages of ecological succession. Numerous informal footpaths in Brooklin Kinsmen Park and Brooklin Kinsmen Open Space cross the area, connecting to the street network at Way Street and the parking lot at 8 Vipond Road (Photo 91). The

character of Way Street is heavily influenced by the surrounding open areas and contains a distinctly more rural character when compared to other streets within the District. East of Baldwin Street, the Cassels Road Open Space is narrower and more closely hugs the alignment of Lynde Creek. Overall, these open spaces contain strong contextual links to Lynde Creek. The influence of Lynde Creek is also evident to passing motorists and pedestrians on Cassels Road East and Baldwin Street as each street contains a concrete bridge that spans the creek. While the creek may not be directly visible to passing motorists, the surrounding dense naturalized vegetation stands in contrast with the suburban character of the surrounding areas (Photo 92).



Photo 91 **Footpath along Lynde Creek, looking west**



Photo 92 **Vegetation surrounding bridge on Baldwin Street, looking south**

Grass Park: Grass Park serves as the community of Brooklin's primary outdoor gathering space. It is a wedge-shaped park bounded by Baldwin Street North, Roebuck Street, and Cassels Road. During events, Roebuck Street is often closed to vehicle traffic and used as event space. Grass Park is mostly softscaped with lawn, garden beds, and a variety of small, intermediate, and mature trees (Photo 93). The park contains a pathway paved with interlock pavers that leads to a gazebo (Photo 94).



Photo 93 **Grass Park, looking north**



Photo 94 **Grass Park gazebo, looking south**

Other Spaces: Other open spaces within the Brooklin HCD include a small parkette on private property at 50 Baldwin Street and the Brooklin Pioneer Cemetery at 21 Albert Street. The parkette at 50 Baldwin Street contains benches, bike racks, and a freestanding clock (Photo 95). The Brooklin Pioneer Cemetery is a fenced-off area of naturalized vegetation that contains a closed burial ground. While the grave markers were moved, up to 100 people may remain interred (Photo 96) (Town of Whitby 2013).



Photo 95 **Parkette, looking west**



Photo 96 **Pioneer cemetery, looking south**

4.4.5.2 Werden's HCD

Rotary Centennial Park: Rotary Centennial Park is the primary park space within the District. It is a rectangular shaped parcel bounded by Trent Street West, Brock Street South, Burns Street East, and Byron Street South. The park is primarily softscaped and contains a large lawn, garden beds, and various small, intermediate, and mature deciduous and coniferous trees (Photo 97). The south end of the park contains a playground and two small buildings, and the north end contains a gazebo. Hardscaping in the park is comprised of concrete paved paths lined with benches and streetlighting with lantern style luminaires, and an area of concrete paving near the playground (Photo 98).



Photo 97 **Lawn, trees, and garden bed, looking north**



Photo 98 **Concrete path, looking south**

King Street Park: The King Street Park is comprised of a former road allowance. The park is relatively linear and contains an asphalt path, benches, areas of meadow and lawn, and an interpretive panel about the history of the Werden's HCD (Photo 99 and Photo 100).



Photo 99 **King Street Park, looking east**



Photo 100 **King Street Park, looking west**

4.5 Views and Vistas

4.5.1 Brooklin HCD

The existing Brooklin HCD Plan broadly identified views within the HCD based on general streetscapes within the District, views of Lynde Creek, and views of trees and landscaped yards between buildings. Within the Brooklin HCD, views of Lynde Creek are the most readily discernible view. Along Baldwin Street and Way Street, this view is supported by a general slope in elevation towards the creek, mature vegetation, and the bridge spanning the creek (Photo 101). Along Cassels Street East, the view of Lynde Creek is less pronounced but still notable (Photo 102). While the creek may not be visible to passing motorists, the surrounding vegetation and the bridge railings supports the viewscape. Pedestrians using both bridges have more prominent views of Lynde Creek. Aside from these previously identified views, the Brooklin HCD also contains notable views of the Brooklin United Church and former Brooklin Mill when looking west down Casels Road East from the Lynde Creek Bridge (Photo 103).



Photo 101 **View of Lynde Creek from Way Street, looking west**



Photo 102 **View of Lynde Creek from Cassels Street East, looking north**



Photo 103 View of mill and church, looking west

4.5.2 Werden's Plan Neighbourhood HCD

The existing Werden's HCD identified several views within the District. These views are mostly related to the District's landmarks. The most prominent view identified in the District are views of the All-Saints' Anglican Church (outside of the District) from Centre Street South and the Whitby Public Library. Generally, the spire of this church is prominently visible from Centre Street South and forms a readily discernible visual axis (Photo 104). The HCD Plan also identified views to the Centennial Building and the St. Arsenije Sremac Serbian Orthodox Church. Generally, these views are less readily discernible due to vegetation. More broadly, the HCD Plan also identified the Districts street trees as framing views along the HCD's streetscapes Goldsmith Borgal & Company 2017: 26; 29) (Photo 105).



Photo 104 **Representative photo of visual axis between Centre Street South and the church spire, looking north**



Photo 105 **Street trees framing views along King Street, looking south**

4.6 Transportation Infrastructure

4.6.1 Brooklin HCD

As discussed in Section 3.5 the Brooklin HCD contains two provincial highways: Highway 12 (Baldwin Street) and Highway 7 (Winchester Road East) that are main arterial roadways within the HCD. Baldwin Street transverses the HCD on a diagonal, while Highway 7 forms the southern border of the HCD. Baldwin Street is a two-lane asphalt roadway with a centre double yellow line, on street parking, concrete curbs, and sidewalks on both the west and east sides of the roadway. There are streetlights at the intersections of Highway 7 and Campbell Street. It is a heavy traffic roadway, with only the two pedestrian crossing lights.

Winchester Road East is currently being widened and rehabilitated by the Region, between Baldwin Street and Watford Street/Anderson. Between Baldwin Street and Durham Street, Winchester Road East is a four-lane roadway with a centre concrete boulevard, concrete curbs, and a sidewalk on north and south sides. Between Durham

Street and Simcoe Street, Winchester Road East merges down into a two-lane roadway.

Cassels Road West and East and Vipond Road are collector roads within the HCD, that are two-land roadways, with concrete curbs, sidewalks, and some street parking. Roebuck Street is a small collector roadway that gets closed for special Brooklin community events.

The HCD retains rural village streetscapes along Durham, Pearl, Church, and Way Streets that have an asphalt roadway with no asphalt shoulders or sidewalks. Princess Street and Cassels Road East of Lynde Creek are similar rural village streetscapes except for a sidewalk separated from the road by a grassed and treed boulevard that adds to the walkability of these residential streets.

4.6.2 Werden's HCD

The Werden's HCD contains a mix of roadway types, including arterial, collector, and local. The only arterial roadway partially located within the District is Dundas Street East, which forms part of the northern boundary of the District. Historically, this was part of King's Highway 2, a major provincial roadway that connected Windsor with Cornwall. Presently, this is a four-lane asphalt paved roadway with on-street parking, concrete sidewalks, and curbs (Photo 106). Collector roads within the Werden's HCD include Henry Street and Brock Street South. Both of these roads form parts of the east and west boundaries of the District. Both roads are asphalt paved roads with concrete sidewalks and curbs (Photo 107).

The remainder of the roads within the Werden's HCD are local roads. When the original HCD Plan was completed, many of these roads retained a rural profile with no curbs. Roads noted in the HCD Plan as remaining uncurbed in part of whole included Gilbert Street West, Ontario Street West, Trent Street West, Pitt Street West, King Street, and Centre Street South. Since the adoption of the HCD Plan, many of these streets have been upgraded to contemporary standards, including the installation of new curbs and



sidewalks. Road improvements have been completed on King Street, Centre Street South, Gilbert Street West, and Ontario Street West (Photo 108). Both Trent Street West and Pitt Street West remain uncurbed (Photo 109).



Photo 106 **Dundas Street East, looking east**



Photo 107 **Brock Street South, looking north**



Photo 108 **Curbed road at Centre Street South, looking south**



Photo 109 **Uncurbed road on Pitt Street West, looking west**

5 Evolution of the Heritage Conservation Districts

5.1 Introduction

This section reviews the available HPs and development applications and includes a comparison of the existing conditions to the 2006/2012 HCD study inventories as means of analyzing the amount and types of change that has occurred in each HCD over time. Understanding the evolution of each HCD will help determine if the current policies are effectively meeting the goals and objectives of the each HCD.

5.2 Brooklin HCD

5.2.1 Property Changes

The Brooklin HCD Plan has been in place for more than 17 years. The most dominant changes to the HCD are apparent approaching the HCD from the south at the intersection of Baldwin Street and Winchester Street East. Redevelopment has resulted in removal and replacement of buildings identified in the 2006 inventory with new commercial structures.

There has been several building removals and replacements with new commercial and town house developments between Baldwin Street and Cassels Road. Moving north of Cassels Road along Baldwin Street, most of the commercial properties have been altered since 2006 with painted exteriors or updated cladding, new light fixtures, and new signs. A new development along Baldwin Street involved the removal of six buildings from the 2006 inventory, with construction of new buildings and a rear parking lot. The northwest approach to the HCD at Carnwith Drive West and Way Street has been altered with the removal of a former farmstead, and the replacement with contemporary residences along Carnwith Drive West. The residential properties within the HCD have generally had minimal changes, and where changes have occurred, they are related to building upkeep, such as new roofing, cladding, windows, and doors.

A summary of property changes as identified through inventory review, fieldwork, and information supplied by the Town is presented below in Table 5-1.

Table 5-1 Summary of Brooklin HCD Property Changes Since 2007

Category	Details
Demolitions	• 13 structures with “no heritage value” have been demolished • Two residences identified as “very good, significant heritage value” have been demolished • Four structures classified as “good to very good” have been demolished
Relocations	• Two residences have been relocated
Signage and lighting	• 20 properties have had new signage or lighting installed
Landscaping	• One property has had tree removals
Façade and building improvements	• 11 properties have been reclad • Eight roof replacements or alterations • 10 porches or porticos have been modified, replaced, or built • 12 exteriors have been repainted or stained • 14 window replacements • Six door replacements
Additions	• Three side additions • One carport converted to a garage • One new garage completed • One rear addition • One accessory building completed

Category	Details
Civic and institutional improvements	• Improvements and renovations to Grass Park • Construction of Brooklin Community Centre and Library
New development/infill	• Proposed three storey condominium on vacant property
Change in use	• Three residences converted to commercial use
Sustainability and accessibility	• None proposed or completed

5.3 Werden's Plan Neighbourhood HCD

5.3.1 Property Changes

The Werden's HCD has been in effect since 2019. A summary of property changes as identified through inventory review, fieldwork, and information supplied by the Town is presented below in Table 5-2.

Table 5-2 Summary of Werden's HCD Property Changes Since 2019

Category	Details
Demolitions	• One residence demolished and replaced • One proposed demolition (residence remains as of May 2025)
Relocations	• No relocations proposed or completed
Signage and lighting	• Eight properties have had new signage or lighting installed
Landscaping	• 13 tree removals • One new fence
Façade and building improvements	• Five porches or porticos have been modified, replaced, or built

Category	Details
	• Four structures have had masonry work, including repointing, completed • Four window replacements • Three exteriors have been painted • Four door replacements • One property has been reclad • One roof replacement
Additions	• One second storey addition added • Two side additions have been completed • Two rear additions have been completed • Four new garages have been built
Civic and institutional improvements	• Replacement light posts at 800 Brock Street South • Furnace replacement at Lynde House Museum • New hard and softscaping with Town boulevard at 815 Centre Street South • Orange coloured crosswalk and plaque installation across King Street • New park and community garden at 300 King Street • One church window restored
New development/infill	• None proposed or completed
Change in use	• One conversion from residential to commercial use
Sustainability and accessibility	• One electric vehicle charging station installed • One new heat pump installed

6 Consultation

6.1 Municipal Consultation

6.1.1 Kick-Off Meeting

The kick-off meeting for the HCD Plan Review and Update was held virtually on January 15, 2025, with the Stantec Project Team and Town planning staff. The following were the main concerns that Town staff have experienced using and enforcing the HCD Plans:

- Some HCD policies conflict or are not in alignment with other Town planning policies
- Property owner concerns with the HP process
- Tree removals
- Demolition process and approvals
- Lot coverage concerns for new development
- Public concerns with owning a property in an HCD

6.1.2 Walking Tour

On February 3, 2025, the Stantec Project Team met with Town staff and completed a walking tour of each HCDs. During each HCD Plan tour, Town staff provided an overview of the background of the HCD, development changes or proposed changes, HPs, and issues/concerns with the HCD.

In the Brooklin HCD, the following observations were discussed between Town staff and Stantec:

- Highway 12 (Baldwin Street): This is a very busy highway through the core of Brooklin, especially on summer weekends. The traffic light at Highway 12 and Campbell Street tends to be backed up during busy times. There is a heavy amount of truck traffic along Highway 12.

- Infill development and changes that have occurred in the HCD since its establishment.
- Grass Park and Roebuck Street: These are key areas for community events. Roebuck Street is a Town Placemaking Project.
- Signs: There are a variety of signs in the HCD, including temporary and permanent.
- Large lots: There are large residential lots that back onto Lynde Creek.

In the Werden's Plan Neighbourhood HCD, the following observations were discussed between Town staff and Stantec:

- Landmark buildings are prominent in the HCD
- New development has occurred in the HCD since its establishment.
- Trees: There are many mature trees within the HCD. The town has a tree inventory that can be shared with the Stantec Project Team.
- Castle architecture: The HCD contains a couple unique buildings that resemble castles.
- Views north along Centre Street South to the All Saints' Church on Dundas Street West are important.
- Walkable Neighbourhoods: This is a popular neighbourhood for walking, however some of the sidewalks end at intersections.
- Public art used in the HCD.

6.1.3 Heritage Whitby Advisory Committee

Stantec attended the Heritage Whitby Advisory Committee (HWAC) meeting on March 11, 2025. Stantec presented an overview of the Brooklin and Werden's HCD studies and plans to the HWAC and identified the goals for this project to review and update the HCD Plans. The presentation was followed by a discussion period guided by questions. Table 6-1 contains a summary of the discussion.

Table 6-1 Discussion Questions from the Heritage Whitby Advisory Committee Meeting

Topics of Discussion	Responses/Discussion
1. In what ways could the HCD Plans be more user-friendly to the committee?	• A digital form/application that has the guidelines in a checklist format, for both guidance of committee members and property owners • Additional information be readily available for the HWAC to inform the public of the benefits of HCDs and property insurance; this material would be helpful in advance of the proposed Perry's Neighbourhood HCD • Tying the HCD Plan to the zoning by-law (legislative)
2. What do you feel are the Werden's Plan Neighbourhood HCD SWOT?	• The need for tighter controls for demolition and new development/infill • Since the inception of the HCD Plan, the HWAC has seen the removal of small footprint residences on large lots being replaced by large footprint residences that alter the character of the streetscape and open spaces • A walkable neighbourhood with beautiful mature trees, large lots, and a concept of openness • A lot of interest from people looking to live in the HCD neighbourhood • More specific detail needed on the character of the neighbourhood in the statement and its heritage attributes
3. What do you feel are the Brooklin HCD SWOT?	• The need for more architectural control over new development within or adjacent to the HCD, to allow for complementary infill • The need to keep the openness and airy character of the former rural village • More specific detail needed on the character of the neighbourhood in the statement and its heritage attributes

6.1.4 Technical Advisory Committee

Technical Advisory Committee (TAC) 1 was held at Town Hall on April 10, 2025. TAC members included Town Staff from the Planning and Policy team, Landscape Architecture team, and Urban Design team. The Stantec Project Team gave a PowerPoint presentation to TAC members to provide an overview on HCDs, the Brooklin and Werden's HCDs, and this Project. A discussion followed regarding the following topics in Table 6-2.

Table 6-2 Technical Advisory Committee Discussion Notes

Topics of Discussion	Responses/Discussion
Tree permits	• There is no Town tree permit for the Brooklin HCD • An Urban Forestry Management Plan is being prepared, and a draft can be shared with the Project Team • The updated HCD Plans should provide guidance on tree removals and compensation • The Town's forestry department does not have a list of replacement tree species, that is something that could be developed in the updated HCD plans
OP/Zoning updates	• The Town is currently undertaking a review of its OP and zoning by-law • The Werden's HCD tries to regulate land use and lot coverage, that is creating conflicts with planning approvals
Property insurance	• Recent examples of property owners within an HCD in the Town being denied property insurance

6.2 Public Consultation

6.2.1 Public Information Centre 1

Public Information Centre (PIC) 1 was held on April 10, 2025. The meeting took place at the Town Hall and was presented in an open house format. Display boards were organized into three stations. One station provided general information like what an HCD is, the project background and schedule, and how to get involved in the project. The other two stations were District-specific for the Brooklin HCD and Werden's HCD, providing information about the current objectives for each District, the characteristics that make the areas special, and items for the community to consider when providing comments about what they would like to see in the updated plans. These two stations included large, printed maps of the Districts for reference and discussion. The Stantec Project Team and Town planning staff were located at each station and throughout the room to answer questions and encourage the public to provide feedback. Seventeen members of the public attended the PIC.

The following is a summarized list of topics discussed at the PIC:

- Questions about HP process and when to contact the Town
- Comments about resident's connection to the HCD area (e.g. as property owners, from events, shared memories)
- The need for policies for garden suites and secondary units (accessory dwelling units)
- Concerns over adjacent land uses
- Desire to see development that is compatible with the HCD

6.2.2 Public Survey

A public survey was created to collect community input about the effectiveness of the current HCD Plans for protecting heritage resources, the current heritage permit process, and to identify buildings, features, or landscapes the public feel are important to the Districts. Surveys were available as printed copies at PIC 1 and the same surveys

were available online on the Town's project website from April 11 to May 2, 2025. A copy of the surveys is included in Appendix A. A total of nine responses were received and the results are summarized below.

6.2.2.1 Brooklin HCD Survey Results

There were two responses to the online version of the survey, and no hard copy responses related to Brooklin HCD. One respondent indicated they were a property owner within the HCD and other indicated that they were both a property owner and a business owner within the HCD. One respondent used the survey to indicate that they would like to speak in person. The other indicated that they felt unsure about the current Plan's effectiveness and that they felt it creates barriers to change and development. They indicated that the historic buildings on Baldwin Street were one of the HCD's most important features and said they felt that new construction detracts from the District's heritage character. They had previous experience with the HP process and described it as frustrating, time-consuming, and resulting in increased costs. They also indicated that necessary repairs and maintenance should be exempt from the permit process or that a streamlined process should be considered for these types of repairs.

6.2.2.2 Werden's Plan Neighbourhood HCD Survey Results

Two hard copies of the Werden's HCD survey were received at PIC 1 and five were provided online, for a total of seven responses. The respondents identified themselves as follows:

Table 6-3 Respondents from the Werden's HCD

Category of Respondent	Number of Respondents
A resident in the HCD	3
A property owner in the HCD	1
A resident in the HCD and a property owner in the HCD	2

Category of Respondent	Number of Respondents
A resident in the Town of Whitby who lives outside of the HCD	1

The respondents' feelings on the current Plan's effectiveness and whether it creates barriers to change and development were mixed. They identified several buildings, features, and landscapes within the District they felt were important including the Centennial Building (416 Centre Street South), Lynde House Museum (900 Brock Street South), Serbian Orthodox Church (508 Byron Street South), houses and buildings that are over 100 years old, Rotary Centennial Park, mature trees, green space, lack of street curbs, concentration of historic buildings, variety of historical architectural styles, and the current density/spacing of homes. The respondents identified modern infill, parking on lawns, and curbing the streets as items that do not contribute to the HCD character.

Two respondents had experience with the current heritage permit system and described the process as workable and smooth, noting that the Town was responsive. Multiple respondents offered thoughts related to permit requirements and exemptions. They indicated that changes to front façades, construction of driveways, tree removals, structural changes to residences or buildings that are over 100 years old, and construction of outbuildings like garages should require heritage permits. They also indicated that replacing windows and doors at the back of a structure, replacing siding using materials that are consistent with the HCD, paint colours, and planting additional trees or gardens should be exempt from the heritage permit process.

The respondent who was not a resident in the HCD indicated that they visit the District for walks, to visit businesses, and to use the Centennial Building.

7 Analysis of Heritage Conservation Districts

7.1 Effectiveness of Land Use Planning Policies and Municipal Policies

In general, the existing municipal policy framework supports HCDs through the presence of OP policies, Secondary Plan Policies, CIP incentives, urban design guidelines, and land use designations that reflect the characteristics of the HCDs. Where conflicts exist, they typically occur where HCD Plans predate other planning policies and may need to be updated to reflect the change in municipal direction.

The Zoning By-laws also provide zoning regulations that relate to the specific lot area, lot frontage, lot depth, Floor Space Index, parking, and landscaped open space for each parcel. Based on a preliminary analysis, the zoning in both HCDs is reflective of the existing character of each area, apart from the lot coverage and setbacks in a few zones. The majority of site-specific exceptions in both HCDs appear to minimize significant impacts on the surrounding scale and character.

7.2 Brooklin HCD

7.2.1 Review of Objectives

As outlined in Section 2.1, the Brooklin HCD contains objectives regarding landscape/streetscape, heritage buildings, new development, economic development, and community support. Table 7-1 to Table 7-5 summarize how the objectives of the Brooklin HCD Plan are being met and identifies areas where the objectives have not been satisfied.

Table 7-1 Review of Objectives for Landscape/Streetscape

Objective	Met (Yes/No)	Outcome
To encourage the retention and enhancement of existing tree-lined streetscapes	Yes	The Town has not received HPs for tree removals in the Brooklin HCD since 2020. Tree-lined streetscapes are being maintained.
To retain the existing street pattern without widening existing pavement and road allowances	Yes	The existing street pattern has been maintained within the HCD.
To municipally adopt Highway 12 (Baldwin Street) and substantially reduce heavy traffic on this route	No	Baldwin Street remains under MTO jurisdiction.
To preserve and reinforce existing views along the streets of landscape features such as mature street trees, Lynde Creek and Kinsmen Park, and of landmarks such as the United Church	Yes	Views of landscape features such as mature trees, Lynde Creek, Kinsmen Park, and the United Church have been preserved.
To ensure that municipal improvements to public infrastructure in the District's public realm, such as upgrades to public utilities, roadways and sidewalks, enhance the heritage character of the District	N/A	No significant public utility or transportation upgrades have been completed.
To restore or reinstate, where possible, previously existing landscape and streetscape features of heritage value, such as the street trees in front yard setbacks (Baldwin Street), and	N/A	No known efforts to reinstate previously existing landscape features have been completed.

Objective	Met (Yes/No)	Outcome
fences on front and side yards (e.g. Baldwin and Cassels)		

Table 7-2 Review of Objectives for Heritage Buildings

Objective	Met (Yes/No)	Discussion
To retain and conserve the heritage buildings identified in the District Study and evaluated as Excellent, Very Good, and Good	Yes and No	This objective is being met with mixed results. While the majority of Excellent, Very Good, and Good buildings have been retained in the HCD, there has been infill in the HCD since 2007 that included the removal of two Very Good properties, one Good to Very Good property, and three Good properties. In doing so, the removal of former single-detached residential properties has altered the development pattern and building footprints, particularly at the intersection of Baldwin Street and Winchester Street East.
To foster continuing use of heritage buildings and all measures available to the municipality to prevent their demolition	Yes and No	Alterations to heritage buildings in the HCD have been reviewed by municipal staff and HWAC through HPs and planning applications. Six buildings identified to be “heritage buildings” have been removed, and an additional 13 non-heritage buildings have also been removed to make way for new development since 2007. Two former residences along Winchester Street East were not demolished but relocated to Durham Street.

Objective	Met (Yes/No)	Discussion
To encourage retention and restoration of original features of heritage buildings, based on thorough archival and pictorial evidence and the assessment provided in the District Study	N/A	Alterations to heritage buildings in the HCD have been reviewed by municipal staff and HWAC through HPs. The HPs reviewed for this SWOT did not explicitly identify if the proposed works were related to retention or restoration of original features based on archival or pictorial evidence.
To encourage property owners to maintain the exteriors of heritage buildings to prevent deterioration as well as damage from fire or the elements.	Yes	Alterations to heritage buildings in the HCD have been reviewed by municipal staff and HWAC through HPs and planning applications. It does not appear that demolitions in the HCD have occurred as a result of fire or lack of maintenance.
To provide additional protection to heritage resources in the District, Council shall consider designating under Part IV of the *Ontario Heritage Act* individual buildings (including interior elements), structures, and cultural landscapes, as identified in further study	Yes	Five individual properties within the HCD have been designated under Part IV of the OHA since the establishment of the HCD Plan in 2007.
To address the option, but not encourage, the moving structures within the District, as an alternative to demolition, identify recipient sites for such structures within the District that will, once the structure has been relocated, support and enhance District character	Yes	Two former residences along Winchester Street East were relocated to Durham Street. These properties were identified as no heritage value in the 2006 inventory.

Table 7-3 Review of Objectives for New Development

Objective	Met (Yes/No)	Discussion
To encourage "heritage friendly development" that is compatible with the arrangement, scale, architectural styles, and materials that constitute the District's heritage character	Yes and No	Infill in the HCD has been mixed in this regard. While the new construction has been low-rise and consistent in setback to adjacent properties, the amount of new construction, particularly that which is visible at the south end of the HCD, is beginning to overwhelm the heritage resources of the HCD in some areas. The new commercial development on Winchester Street East implemented "heritage friendly development" through design, materials, and scale; however each property employs a different shade of red brick, design details, and windows. The new commercial and mixed use development to the north along Baldwin Street, between Winchester Street East and Cassels Road West/East, uses "heritage friendly development" that is more compatible in architectural design through gable rooflines, but each structure also has a different colour brick exterior and windows. On Baldwin Street, north of Campbell Street, both the new developments have a consistent setback from the streetscape and have a similar height. While one uses complementary red and buff brick, it reflects Second Empire design influences, which was not one of the historic architectural styles noted in the HCD Plan (Section 6.2). The other development is a contemporary vernacular structure of its own time. The development on Campbell Street has consistent setback from the streetscape and

Objective	Met (Yes/No)	Discussion
		is compatible in scale to adjacent properties; it is a contemporary structure with Edwardian design influences and utilizes brick cladding.
To provide a mix of land uses that will support and strengthen the existing commercial, residential and community service uses in the downtown core.	Yes	The Town OP and Restricted Area Zoning By-Law 1784 provide for a range of land use designations and zones within the HCD. Since the 2007 HCD Plan, individual zoning exceptions have been made for new mixed use and commercial developments.
To fully plan for the adaptive re-use of existing and the redevelopment of lands within the District, prepare an urban design plan for the District, with terms of reference that ensure harmonization of the urban design plan with policies and guidelines of the Heritage Conservation District Plan.	Yes	The Brooklin Urban Design and Sustainable Development Guidelines were prepared in 2018 by SvN Architects + Planners for the Town. The design guidelines were developed to provide a framework and inform approvals within the BCSP area for new and infill development, while preserving Brooklin's historic and distinct village-like character and natural setting.

Table 7-4 Review of Objectives for Economic Development

Objective	Met (Yes/No)	Discussion
To support revitalization of Brooklin's downtown core as a local service and regional speciality retail and tourism destination in ways that maintain the District's heritage character.	Yes and No	The Town has a Downtown Brooklin webpage on their Town website. The website notes it is home to restaurants, retail shops, spas, and unique local businesses, however none of these are highlighted on the website. Downtown Brooklin does not have a Business Improvement Area, like Downtown Whitby.

Table 7-5 Review of Objectives for Community Support

Objective	Met (Yes/No)	Discussion
To foster appreciation of the heritage character of the District through public consultation, dissemination of information on best conservation practices, and support for community events.	Yes and No	The Town has a Downtown Brooklin webpage on their Town website. The webpage highlights events and festivals, the Brooklin Community Centre and Library, and the HCD. Brooklin has a spring fair, an annual harvest festival and Christmas in the Village. The Town's HCD webpage does not have material available on best conservation practices.

7.2.2 Effectiveness of Policies and Guidelines

Overall, the Brooklin HCD Plan contains detailed policies and guidelines and HCD objectives are generally being met. Alterations to buildings in the commercial core and along residential streets have been minimal related to general upkeep. Two areas where Brooklin HCD objectives are not being met include the removal of heritage properties (Good, Very Good, and Excellent) and new infill that is not always complementary to adjacent heritage buildings.

An issue that was identified is that heritage properties that were identified in an appendix of the HCD Study are not clearly mapped or known to property owners or users of the HCD Plan. The updated HCD Plan would benefit from defined and mapped heritage properties. The HCD Plan Heritage Character Statement is also very short and broad, with a lack of detailed heritage attributes. Having a clearly defined Heritage Character Statement and heritage attributes is needed to articulate the identified cultural heritage value or interest of the HCD, such that decisions for alterations, additions, new development or demolition can be made in accordance with the CHVI.

7.3 Werden's HCD

7.3.1 Review of Objectives

As outlined in Section 2.2, the Werden's HCD contained objectives regarding land use, buildings, the public realm, and open space. Table 7-6 to Table 7-8 summarize how the objectives of the HCD Plan have been met and identify areas where the objectives have not been satisfied.

Table 7-6 Review of Objectives for Land Use

Objective	Met (Yes/No)	Discussion
To align land use designations with the neighbourhood's existing character	Yes	The Town OP includes a range of land use designations within the HCD that respect the existing built form and encourage infill development to complement the historic character. The heights and setbacks for these land uses are aligned with this same intent.
To maintain the low-density residential appearance prevalent across the neighbourhood	Yes	Since the completion of the HCD Plan, the District remains a predominantly low-density residential neighbourhood.
To recognize the place and function of five historic landmarks within the neighbourhood – St. Mark's United Church (Methodist Tabernacle), the former R.A. Sennett School (King Street School), the former Ontario County Registry Office, the Centennial Building (Ontario County Courthouse), and St. Arsenije Sremac Serbian Orthodox Church (St. Andrew's Church of Scotland) – and one contemporary landmark – Whitby Central Library – and to prefer uses having public	Yes	The District's historic landmarks remain *in situ* and in public use.

Objective	Met (Yes/No)	Discussion
benefit and minimal disruption of building fabric and grounds when new uses may be proposed for them		

Table 7-7 Review of Objectives for Buildings

Objective	Met (Yes/No)	Discussion
To protect the neighbourhood's historic residential streetscapes	Yes	In general, since the completion of the HCD plan, the historic residential streetscape has been conserved.
To maintain the neighbourhood's six landmarks	Yes	The six historic landmarks have been conserved.
To retain houses erected during Whitby's historic period, to retain exemplary houses which were built after the mid-20th century, and to favour the retention of the neighbourhood's remaining single-detached houses which to some degree complement houses erected during Whitby's historic period	Yes	Only one historic property within the HCD has been approved for demolition. This demolition was approved due to severe fire damage. One complementary property was demolished in 2023.
To consider buildings which are neither from the historic period nor are complementary to be candidates for demolition and replacement	N/A	No uncharacteristic properties have been proposed for demolition.
To encourage building maintenance and repair	Yes	Numerous properties have had maintenance and repair undertaken, mostly related to masonry work such as repointing.
To encourage restoration of lost or hidden features and materials on buildings from	N/A	No known instances of restoration of lost or hidden

Objective	Met (Yes/No)	Discussion
the historic period where it is based on documentary and as-found evidence about the building or on comparable local examples		features have been undertaken based on a review of HPs.
To avoid damaging wall cladding material and trim, comprising distinctive features, disguising facades with incongruous elements or otherwise diminishing a building's heritage attributes	Yes	No known instances of damages to wall cladding or other distinctive features have been reported.
To maintain the existing mix of single-detached house sizes as additions and new dwellings are accommodated in the neighbourhood	Yes	The HCD remains predominantly comprised of single detached homes. New additions or structures have not diminished this characteristic.
To keep an ample amount of open space in front yards, side yards, and back yards when new dwellings are constructed	Yes	The HCD retains ample amounts of open space comprised of front yards, side yards, and back yards. The one new development property retains a notable amount of open space in its front yard and back yard.
To limit the height of residential additions and new dwellings out of respect for the prevailing height of houses in the neighbourhood	Yes	New additions respect the prevailing height of the HCD. The new development property has a one storey height compatible with the HCD.
To favour gable or hip roof dwellings	Yes	The new development property has a hip roof.
To prefer locating floor space added onto an existing house away from public view	Yes	Additional floor space is generally located setback from public view.

Objective	Met (Yes/No)	Discussion
To acknowledge the prevailing front yard setback in the siting of new dwellings	Yes	The new development property contains a compatible setback.
To locate accessory buildings in side yards or back yards	Yes	New accessory buildings have been located in side or back yards.
To prefer red brick as the wall cladding material for a new dwelling	Yes	The new development property is partially clad in red brick

Table 7-8 Review of Objectives for the Public Realm and Private Open Space

Objective	Met (Yes/No)	Discussion
To discourage transforming District streets that show a rural section of shoulders or ditches into streets with a constructed urban section of curb and gutter	No	Since the completion of the HCD Plan, reconstruction of King Street, Centre Street South, Gilbert Street West, and Ontario Street West has included the construction of new curbs
To undertake a study of existing and proposed road character in advance of any public works projects proposed for the road right-of-way	N/A	No studies are known.
To facilitate the safe crossing of pedestrians from Werden's Plan Neighbourhood across major streets	N/A	Since completion of the HCD Plan, no new pedestrian crossings have been completed.
To support conditions suitable for the preservation of mature street trees	Yes	Trees have been preserved and tree removals within the HCD have generally been

Objective	Met (Yes/No)	Discussion
		limited to trees in declining or poor condition.
To coordinate the renewal of the street tree canopy, replanting with a variety of indigenous shade trees, and taking into consideration the placement of concrete sidewalks, the burial of hydro wires and the viewing of historic architecture	No	There is a lack of newly planted trees within the District; one newly planted tree was found, located on west side of Centre Street South of Pitt Street West.
To acknowledge, preserve and enhance public open space in Celebration Square, the unopened Gilbert Street West right-of-way and former R.A. Sennett schoolyard, the courthouse block, and Rotary Centennial Park	Yes	Since the adoption of the HCD, improvements have been undertaken at the Gilbert Street Road allowance.
To interpret in Rotary Centennial Park the history of Werden's Plan, the neighbourhood that has developed from it, and the Town's first purchase of property	No	No interpretive material related to the Werden's Plan Neighbourhood was noted in Rotary Centennial Park during the field program.
To maintain the neighbourhood's generous amount of private open space in lawn, trees, shrubs, and herbaceous plants	Yes	The HCD remains a neighbourhood characterized by generously sized lawns with trees, shrubs, and plants.
To minimize front yard parking	Yes and No	No significant new front yard parking has been added to the HCD, but there do not appear to have been measures made to actively reduce or minimize existing front yard parking.

Objective	Met (Yes/No)	Discussion
To locate a new driveway, the width of a single car, in a property's side yard	Yes	New driveways in the HCD have been located in side yards.
To discourage lot severance	Yes	No lot severances have occurred since adoption of the HCD.
To consider the merits of consolidating lots where buildings are neither from the historic period nor are complementary	N/A	No lot consolidations have been proposed.
To protect significant trees on private property	Yes and No	Tree removals within the HCD have generally been limited to trees in declining or poor condition. Town staff have expressed concern that they do not always have a way to verify the health or condition of private trees for removal and there is no existing tree protection by-law in the Town.

7.3.2 Effectiveness of Policies and Guidelines

Since the implementation of the Werden's HCD in May 2019, only two structures have been proposed for demolition, and little to no major alterations have been undertaken to historic or complementary properties within the HCD. It may be that the presence of the HCD in part deters property owners from making substantial changes (like additions or major restoration/alterations). Conversely, it may be that the presence of the HCD has encouraged minimal change to heritage resources. The HCD is also relatively new compared to the Brooklin HCD and came into effect only eight months before worldwide

shutdowns associated with COVID-19, so there is less data to consider and may be external forces impacting that data.

The streetscape and landscape of the Werden's HCD has generally been conserved and the HCD predominantly remains a collection of detached residential properties on tree lined streets. Many streets within the HCD have been upgraded with new curbs and sidewalks contrary to the objectives of the existing plan. However, the goal of conserving the HCD's identified character must also be balanced with evolving design standards and safety considerations regarding the installation of sidewalks and curbs.

8 Strengths, Weaknesses, Opportunities, and Threats

8.1 Introduction

Based on the review and analysis contained in the proceeding sections, a SWOT analysis was conducted for the Brooklin and Werden's HCDs. The SWOT analysis helps to determine the priorities and direction for next steps in the review and update of the HCD plans by identifying what is currently working well, what has not been effective, what the major threats to each HCD are, and how they can be mitigated through updated HCD Plans.

8.2 Brooklin Heritage Conservation District

8.2.1 Strengths

Conservation of Heritage Properties: As examined in Section 5.2.1, property changes, outside of new development, have been minimal including updates to exterior or roof cladding, paint, windows, and doors. Through HPs, alterations have been compatible to the HCD.

Adherence of New Development, Additions, and Alterations: New development has occurred since the creation of BCSP in 2020 and has largely followed the policies and guidelines of the BCSP and HCD Plan. Development is low-rise, retains a similar setback to adjacent properties, buildings mostly follow the orientation of the street, and use dormers.

Limited Alteration of Private Landscape: Private landscape throughout the HCD (consisting of front yards, side yards, and back yards) have largely retained the mature trees, shrubs, and lawns identified in the HCD Plan.

8.2.2 Weaknesses

Statement of Cultural Heritage Value and Heritage Attributes: The existing Heritage Character Statement for the HCD is very short, and the character defining elements are broad. The updated HCD Plan can include a more detailed description of the historic neighbourhood including a written description of the boundary, Statement of Cultural Heritage Value, and clear list of heritage attributes.

Property Classifications: The 2006 HCD Study inventory identified properties as being of four categories: no heritage value, Good, Very Good, and Excellent. These properties were not clearly mapped within the HCD Study or Plan. Some of the properties identified as no heritage value that have since been demolished or relocated were late 19th to early 20th century residences that could have been considered to have heritage value given their retained original massing, architectural details, and original building materials. The updated HCD Plans will include mapping of property classifications to assist Town staff, HWAC, and property owners when considering property alterations, additions, demolition, or new development proposals. Property classification terminology may be reviewed to crate consistencies between the HCDs, where appropriate.

Sympathetic Development and Infill: While the existing HCD Plan has guided new development to be “heritage friendly development” in design and scale, it has not always been complementary to adjacent properties in its selection of building materials, window, and door placement. The updated HCD Plan can include more specific policies and guidelines for new development.

Sustainability and Accessibility: The HCD Plan does not provide information regarding compatible sustainable design and accessibility improvements. The updated HCD Plan can provide information regarding appropriate sustainable components such as solar panels, heat pumps, and electric car infrastructure. The updated HCD Plan can also provide guidance on harmonizing the need for accessible street infrastructure such

as building ramps, sidewalks, curbs, and bike lanes with the objective of conserving the District's street pattern.

Signs: The HCD Plan does not have policies or guidelines for signs within the HCD, which contains many commercial properties. Signage for commercial properties within the HCD is an important aspect of the urban fabric. It has an impact on the atmosphere of the street, and it is very important for the well-being of businesses. The updated HCD Plan can include policies that adhere to the Town's Permanent Sign By-law, as well as specific polices and guidelines for signage in the HCD.

Demolition: The HCD Plan does not have policies or guidelines for demolition. The updated HCD Plan can provide policies and guidelines for demolition based on property classifications.

8.2.3 Opportunities

OHA Amendments: Amendments to the OHA that came into effect in 2023 can be incorporated into the HCD Plan Update process. An updated plan will be prepared in conformity with the OHA with regard to identifying the requirements for implementing new procedures and timelines for reviewing HPs.

HCD Statement of Cultural Heritage Value and Heritage Attributes: An updated HCD Plan can describe the CHVI and heritage attributes for the HCD that Town Staff and Council can use when making decisions regarding changes in the HCD. This can assist to determine whether streetscaping, public works, alterations, additions, demolitions, or new development have a positive or negative impact on the District's attributes.

HCD Plan Education and Application: Through consultation with the community, a request was brought forward for a digital form/application that has the guidelines in a checklist format to guide committee members and property owners. This option can be

discussed with Town staff as part of the HCD update. Community members and the Town also requested more readily available material regarding the benefits of HCDs.

Alignment of HCD Plan with Existing Policy Framework: Based on the review of the applicable policy framework, the HCD Plan can be updated to align with existing provincial and municipal planning policies. The updated HCD Plan can be updated to align with the BCSP and the *Brooklin Urban Design and Sustainable Development Guidelines*.

Tree Removal: The existing Brooklin HCD Plan contains policies for tree preservation and planting, but none regarding tree removals. An updated HCD Plan can provide more information and detailed policies regarding tree removal in the public realm and on private property.

Additional Dwelling Units (ADUs): In November 2024, O. Reg. 462/24 came into force that facilitates the construction of garden suites, which are defined as self-contained living accommodations located with a secondary building, typically within a backyard. The existing HCD Plan does not contain policies or guidelines regarding the construction of ADUs. A revised HCD Plan can provide policies and guidelines regarding the construction of garden suites in back yards of properties.

8.2.4 Threats

Development Pressures: As a target for development and growth since 1995, the Brooklin HCD will continue to experience development pressure for residential, commercial, and mixed use buildings.

Transportation Projects: The HCD contains two provincial highways that will continue to need improvements and ongoing maintenance that can affect the remnant character of the streetscape within the HCD.

8.3 Werden's Plan Neighbourhood Heritage Conservation District

8.3.1 Strengths

Conservation of Heritage Properties: Many of the heritage properties in the HCD have seen relatively little change since the establishment of the District. In this regard, their character, as was identified at the time of the original 2017 HCD Plan, has largely been conserved.

Adherence of New Development, Additions, and Alterations: New development or alteration that has occurred since the creation of the HCD and has largely followed the policies and guidelines of the HCD Plan. While only one new structure has been built since the completion of the HCD Plan, this structure is a low-rise residential property that maintains a landscaped front yard. Alterations and additions to properties, such as new driveways or accessory buildings, have followed the policies and guidelines of the HCD Plan.

Limited Alteration of Private Landscape: Private landscape throughout the HCD (consisting of front yards, side yards, and back yards) have largely retained the mature trees, shrubs, and lawns identified in the HCD Plan.

Public Realm: The streetscape and landscape of the public realm has generally been conserved and the HCD continues to contain tree lined streets. Improvements to the public realm have been completed since the adoption of the HCD Plan, including at the King Street Park, which converted a municipal right of way into a public park.

8.3.2 Weaknesses

Statement of Cultural Heritage Value and Heritage Attributes: The current HCD Plan does not strictly conform to the requirements of the OHA, as it does not clearly state heritage attributes of the HCD, but rather refers generally to, "Patterns among residential buildings, views of historic landmarks, character of the public realm and

features of private open space" (Goldsmith Borgal & Company 2017: 26). This makes articulating the specific elements that contribute to the CHVI of the Werden's HCD challenging and open for interpretation. A clear list of attributes could provide the framework from which alterations, additions, and new development can be assessed to determine if they will impact the HCD's character.

Sustainability and Accessibility: The HCD Plan does not provide information regarding compatible sustainable design and accessibility improvements. An updated HCD Plan can provide information regarding appropriate sustainable components such as solar panels, heat pumps, and electric car infrastructure. An updated HCD Plan can also provide guidance on harmonizing the need for accessible buildings and street infrastructure such as sidewalks, curbs, and bike lanes with the objective of conserving the District's street pattern.

Property Classifications: The existing inventory identified "historic", "complementary (exemplary)", "complementary", and "uncharacteristic" properties. In general, historic properties are those built before the mid-20th century, while complementary and uncharacteristic properties are those built from the mid-20th century until the present-day. This framework discounts many mid-20th century minimal traditional and ranch styles residences which support the identified CHVI of the Werden's HCD. Many mid-20th century residences along Byron Street are detached, low density, residential, and clad in red brick, all of which are considered to be defining characteristics of the HCD.

Demolition: The HCD Plan does not have policies or guidelines for demolition. The updated HCD Plan can provide policies and guidelines for demolition based on property classifications.

Lot Coverage Conflicts: The HCD Plan includes a policy for new development that contradicts the Zoning By-law. This policy within the HCD Plan will need to be reviewed and updated to conform with the Zoning By-law updates.



8.3.3 Opportunities

OHA Amendments: Amendments to the OHA and O. Reg. 9/06 concerning HCDs that came into effect in 2023 can be incorporated into the HCD Plan Update process. An updated Plan will be prepared to conform with the OHA regarding new procedure implementation and timelines related to HPs.

HCD Statement of Cultural Heritage Value and Heritage Attributes: An updated HCD Plan can describe the CHVI and heritage attributes that can be used by Staff and Council when making decisions regarding changes in the Werden's HCD. This can help to determine whether streetscaping, public works, alterations, additions, demolitions, or new development have a positive or negative effect on the HCD's attributes.

Mid-20th Century Properties: Many mid-20th century residences along Byron Street contain are detached, low density, residential, and clad in red brick, all of which are considered to be defining characteristics of the HCD. A review of properties may consider which mid-20th century properties contribute to the HCD's Statement of Cultural Heritage Value or Interest which would assist the Town and property owners when considering property alterations. The updated HCD Plans will include mapping of property classifications to assist Town staff, HWAC, and property owners when considering property alterations, additions, demolition, or new development proposals. Property classification terminology may be reviewed to crate consistencies between the HCDs, where appropriate.

Sympathetic Intensification: Development pressure is expected to increase within and adjacent to the HCD. An updated HCD Plan can provide specific guidelines concerning parts of the Werden's HCD where sympathetic intensification of existing land uses may be appropriate. This will be determined in conjunction with further community and municipal consultation.

Tree Planting and Removal: While the existing HCD Plan encourages the retention and planting of trees, based on the results of the field program, there is a lack of newly



planted trees within the HCD. Only one newly planted tree was found, located on west side of Centre Street South of Pitt Street West. An updated HCD Plan can provide guidelines on the appropriate planting of new trees, including a list of preferred species, and provide improved guidelines regarding the retention of existing trees in the public and private realm.

Tree Removal: The existing Werden's HCD Plan contain objectives encouraging the retention of mature trees. An updated HCD Plan can provide more information and detailed policies regarding tree removal in the public realm and on private property.

ADUs: In November 2024, O. Reg. 462/24 came into force that facilitates the construction of garden suites, which are defined as self-contained living accommodations located with a secondary building, typically within a backyard. The existing Werden's HCD Plan contain no policies or guidelines regarding the construction of ADUs. A revised HCD Plan can provide policies and guidelines regarding the construction of garden suites in back yards of properties.

HCD Plan Education and Application: Through community consultation, a request was brought forward for a digital form/application that has the guidelines in a checklist format, for both guidance of committee members and property owners. This option can be discussed with Town staff as part of the HCD update. Community members and the Town also requested more readily available material regarding the benefits of HCDs.

Alignment of HCD Plan with Existing Policy Framework: Based on the review of the applicable policy framework, the HCD Plan can be updated to align with existing provincial and municipal planning policies. There are current conflicts between the HCD Plan policies and guidelines and the Zoning By-law.

8.3.4 Threats

Development Pressures: The Town of Whitby, like much of southern Ontario, has experienced steady growth over the last decade. While it is acknowledged that limited

infill or new development has occurred in the HCD since its adoption, overall development trends and preferences can sometimes be at odds with the HCD Plan. For example, the HCD Plan favours the retention of large front, side, and rear yards. Today, many developers and homeowners prefer a residence with a larger driveway or overall footprint which encloses or paves formerly open space and limits the ability to landscape with mature trees and shrubbery. In addition, density targets to intensify neighbourhoods may conflict with the existing HCD Plan's preference for low density structures with generously sized front, side, and rear yards.

8.4 Conclusion

Overall, the policies and guidelines of both HCDs are generally being met. Both HCDs generally conform to the OHA and continue to meet the threshold for designation but could benefit from clear Statements of CHVI and heritage attributes to guide decision-making and managing change.

The Brooklin HCD Plan contains detailed policies and guidelines and the HCD objectives are generally being met. Alterations to buildings on residential streets have been minimal related to general upkeep. Development has occurred in the commercial core, generally of a height and scale appropriate to the HCD, however this has resulted in the removal of some heritage buildings which is discouraged in the HCD Plan.

The streetscape, structures, and landscape of the Werden's HCD has generally been conserved and the HCD predominantly remains a collection of detached residential properties on tree lined streets. Alterations to buildings have been minimal and only one property has been demolished and replaced since the HCD was adopted.

As per the findings of the SWOT analysis completed above, the Brooklin and Werden's HCD Plans should be updated to include:

- Inclusion of language and timelines to comply with changes to the OHA since 2023

- Review and clarifications to Statements of Cultural Heritage Value or Interest and identification of heritage attributes for each HCD
- Review and classification of properties that meet two or more criteria of *Ontario Regulation 9/06* for each HCD
- New policies and guidelines regarding new development, sustainability and accessibility, tree removal and planting, ADUs, and demolition
- Alignment of policies and guidelines with existing Town planning documents

9 Preliminary Recommendations

9.1 General Recommendations

9.1.1 Ontario Heritage Act Conformity

The existing Brooklin HCD Plan and Werden's HCD Plan conformed to most of the requirements of the 2005 amendment of the OHA. Subsequent amendments to the OHA that took effect on July 1, 2023, have not altered the requirements for HCD Plans.

However, the OHA amendments have introduced criteria for evaluating CHVI in HCDs using O. Reg. 9/06 (as amended by O. Reg. 569/22). Of this amendment, 25% of properties within a HCD must meet two or more criteria of O. Reg. 9/06. More than 43% of the properties in the Brooklin HCD and 69% of the properties in the Werden's Plan Neighbourhood HCD meet two or more criteria of the OHA. Therefore, the existing Brooklin HCD and Werden's Plan Neighbourhood HCD are considered to meet this threshold and both conform.

Both HCDs could benefit from clearer statements of significance and lists of heritage attributes that reflect the CHVI of the HCDs and serve to guide decision-making and change management in the HCDs.

9.1.2 Policy Framework Alignment

The policies and guidelines of the HCD Plans will need to be updated to align with the Region and Town's existing policy framework, including the current updates to the Town's OP and Zoning By-law. Policies and guidelines will need to adhere to the Region and Town's OP, the CIP, BCSP and DWCSP, and Zoning By-law. Specifically for Brooklin, the *Brooklin Urban Design and Sustainable Development Guidelines* will need to be cross implemented within the updated Brooklin HCD Plan.

9.1.3 Updated Statements of Cultural Heritage Value or Interest and Heritage Attributes

The existing Brooklin HCD Plan and Werden's Plan Neighbourhood HCD Plan both contain heritage character statements and descriptions of heritage attributes that do not clearly define or articulate the heritage value of the HCDs following the criteria of O. Reg. 9/06 as required by 2023 changes to the OHA. The Statements of CHVI and heritage attributes will need to be reviewed and clarified as part of the updated HCD Plans.

For the Brooklin HCD, the clarified statement may include:

- A summary of its historical and contextual associations with Baldwin Street that forms the layout of a mid-19th century plank road from which the village developed
- A summary of the representative architectural styles influenced by Brooklin's periods of development in the late 19th to early 20th century (Gothic Revival, Italianate, Edwardian) and post-Second War (Ranch, Modernist, and 20th Century Modern)
- A summary of unique or distinctive elements, such as decorative brickwork porches

Heritage attributes for the Brooklin HCD may include:

- Low-rise commercial and residential character between one and two- and one-half storeys in height
- Historic and contemporary landmarks: 90 Colston Avenue (Stephen Mede Thomas House), 58 Baldwin Street (Balfour Building), 56 Baldwin Street (Royal Canadian Legion), 6-8 Vipond Road (Brooklin Community Centre and Library), 19 Cassels Road East (Brooklin United Church), and 25 Cassels Road East (Brooklin Mill)
- Grass Park's historical association with the community of Whitby
- Cohesive use of setbacks along Baldwin Street
- The Brooklin Pioneer Cemetery's physical and historical connection to the village

For the Werden's HCD, the clarified statement may include:

- A summary of its historical associations with the Werden's Plan and subsequent phases of development
- A summary of the representative architectural styles within the HCD that demonstrate its periods of development, including Regency, Neoclassical, Georgian, Gothic Revival, Edwardian, Colonial Revival, Vernacular, Minimal Traditional, and Ranch styles
- A summary of the streetscape and landscape features that contribute to the CHVI of the HCD

Heritage attributes for the Werden's HCD may include:

- Low rise residential character between one and two- and one-half storeys in height
- Predominant use of brick as a building/cladding material, specifically red and buff brick
- Generous front and side yard setbacks
- Mature trees that provide a tree canopy in both the public and private realm
- Remaining rural village street cross sections
- Landmarks including
    - St. Mark's United Church (Methodist Tabernacle)
    - The former R.A. Sennett School (King Street School),
    - The former Ontario County Registry Office,
    - The Centennial Building (Ontario County Courthouse)
    - St. Arsenije Sremac Serbian Orthodox Church (St. Andrew's Church of Scotland)
    - Whitby Central Library – and to prefer uses having public benefit and minimal disruption of building fabric and grounds when new uses may be proposed for them

9.1.4 Alignment of Property Classifications

It is recommended that both the updated HCD Plans for Brooklin and the Werden's Plan Neighbourhood clearly articulate properties that meet two or more criteria of

O. Reg. 9/06 under the OHA and contribute to the Statement of CHVI. The classification of these properties will be discussed with Town staff as part of the HCD Plans update. The properties that contribute to the HCD statement and character will need to be clearly mapped with an address listing so property owners, Town staff, and Council can readily ascertain a property's status and follow the applicable policies and guidelines of the updated HCD Plans.

9.2 Policies and Guidelines

To create HCD Plans that are more user friendly, adhere to current regional and municipal planning frameworks, and manage change within each HCD, the updated policies and guidelines in each HCD Plan should include:

- Sustainability and accessibility
- Detailed guidance on new development with respective building elements, such as windows, doors, fenestration pattern, building materials
- Detailed guidance for alterations to existing structures on windows, doors, fenestration pattern, building materials
- Signs, including their type and placement
- Tree removals and replacement
- Construction and placement of ADUs
- Demolition

The updated HCD Plans will also need to include guidance on when a HP is not required (exempt) for a property within the HCD.

9.3 Public Education and Implementation

From the Phase 1 consultation, opportunities were developed that could enhance the understanding and implementation of the updated HCD Plans for the Town, property owners, and the public. The updated HCD Plans could include a digital form/application with the policies and guidelines in a checklist format.

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Appendix A Public Information Centre 1 Survey

Brooklin Heritage Conservation District Plan –

Public Information Centre #1 Comment Sheet

1. Are you (check all that apply):

   ☐ A business owner in the BHCD ☐ A resident in the BHCD ☐ A property owner in the BHCD ☐ A resident in the Town of Whitby who lives outside of the BHCD

2. Rate your familiarity with the current BHCD Plan (check the most appropriate response):

   ☐ Very Familiar ☐ Somewhat Familiar ☐ Not Familiar

3. What has been your experience living in or owning property in the BHCD (check the most appropriate response):

   ☐ Very positive ☐ Somewhat positive ☐ Neither ☐ Somewhat negative ☐ Very negative ☐ Not Applicable

4. Do you feel the BHCD is achieving its overall objective to conserve and enhance the heritage character of Brooklin?

   ☐ Yes ☐ No ☐ Unsure

5. Do you feel the BHCD is providing adequate protection for heritage buildings?

   ☐ Yes ☐ No ☐ Unsure

6. Do you feel the BHCD creates barriers to change or development?

   ☐ Yes ☐ No ☐ Unsure

7. What do you consider to be the most important buildings, features, or landscapes of the BHCD?

_____

_____

_____

8. What types of buildings or features **do not contribute** to BHCD's heritage character?

_____

_____

_____

9. Do you find the current BHCD Plan easy to use and understand?

   ☐ Yes ☐ No ☐ I'm not familiar with the plan

10. Have you had to obtain a heritage permit for making changes to a property in the BHCD?

☐ Yes ☐ No ☐ Not Applicable

11. If yes, how did you find the process?

_____

_____

_____

12. Are there particular actions you think **should** require a heritage permit?

_____

_____

_____

13. Are there particular actions you think **should be exempt** from requiring a heritage permit?

_____

_____

_____

14. If you are not a business owner, resident, or property owner within the BHCD, why do you visit the district?

_____

_____

_____

15. Do you have any general comments you would like to provide about the BHCD or the BHCD Plan Update?

_____

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_____

_____

_____

Please place your completed survey in the comment box. Thank you for your feedback!

For additional information or further questions, please contact:

Heritage Planning
Town of Whitby
Phone: 905-430-4306
Email: heritage@whitby.ca

Stantec Consulting Ltd.
Lashia Jones, Senior Heritage Consultant
Phone: 226-268-5392
Email: lashia.jones@stantec.com

Werden's Heritage Conservation District Plan –
Public Information Centre # 1 Comment Sheet

Changes to the established HCD Plan boundaries are not being considered as part of this review and update.

1. Are you (check all that apply):

☐ A resident in the WHCD ☐ A business owner in the WHCD ☐ A property owner in the WHCD ☐ A resident in the Town of Whitby who lives outside of the WHCD

2. Rate your familiarity with the current WHCD Plan (check the most appropriate response):

☐ Very Familiar ☐ Somewhat Familiar ☐ Not Familiar

3. What has been your experience living in or owning property in the WHCD (check the most appropriate response):

☐ Very positive ☐ Somewhat positive ☐ Neither ☐ Somewhat negative ☐ Very negative ☐ Not Applicable

4. Do you feel the WHCD is achieving its overall goal to preserve the neighbourhood's small-town historic character?

☐ Yes ☐ No ☐ Unsure

5. Do you feel the WHCD is providing adequate protection for heritage buildings?

☐ Yes ☐ No ☐ Unsure

6. Do you feel the WHCD creates barriers to change or development?

☐ Yes ☐ No ☐ Unsure

7. What do you consider to be the most important buildings, features, or landscapes of the WHCD?

_____

_____

_____

8. What types of buildings or features **do not contribute** to the WHCD's heritage character?

_____

_____

_____

9. Do you find the current WHCD Plan easy to use and understand?

☐ Yes ☐ No ☐ I'm not familiar with the plan

10. Have you had to obtain a heritage permit for making changes to a property in the WHCD?

☐ Yes ☐ No ☐ Not Applicable

11. If yes, how did you find the process?

_____

_____

_____

12. Are there particular actions you think **should** require a heritage permit?

_____

_____

_____

13. Are there particular actions you think **should be exempt** from requiring a heritage permit?

_____

_____

_____

14. If you are not a resident or property owner within the WHCD, why do you visit the district?

_____

_____

_____

15. Do you have any general comments you would like to provide about the WHCD or the WHCD Plan Update?

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_____

Please place your completed survey in the comment box. Thank you for your feedback!

For additional information or further questions, please contact:

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Town of Whitby
Phone: 905-430-4306
Email: heritage@whitby.ca

Stantec Consulting Ltd.
Lashia Jones, Senior Heritage Consultant
Phone: 226-268-5392
Email: lashia.jones@stantec.com

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: DEV-13-25: Zoning By-law Amendment to Remove Holding (H) Symbol, West Whitby Holdings Inc., 915 Rossland Road West, File No. Z-06-25

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 24-25**

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:

J. Taylor, Director of Planning, 905-444-2908

L. England, Planner I, 905-444-2822

1. Recommendation:

1. **That Council approve an Amendment to Zoning By-law 1784 (File No. Z-06-25) for the removal of the Holding (H) Symbol, as outlined in Planning Report PDP 24-25.**

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 GHD on behalf of West Whitby Holdings Inc., for the land municipally known as 915 Rossland Road West.
- The proposal is to remove the Holding (H) Symbol in order to permit the proposed mixed-use development of 5,811 square metres (62,551 square feet) of commercial space, and 7,218 square metres (90 units) of residential space.
- The proposed development complies with the existing zone provisions save and except for the Holding (H) Symbol provision.

3. Background:

3.1. Site and Area Description

The subject land is located at the southeast corner of the Des Newman Boulevard and Rossland Road West intersection, municipally known as 915 Rossland Road West (refer to Attachment #1). The subject land is approximately 2.87 hectares (7.08 acres) in size and is vacant.

The surrounding land uses include:

- Single detached and townhouse dwellings to the south;
- Vacant lands to the north and west; and,
- Open space & a storm pond to the east (refer to Attachment #2).

3.2. Application and Proposed Development

A Zoning By-law Amendment application (Z-06-25) has been submitted to remove the Holding (H) Symbol in order to permit the mixed-use development of 5,811 square metres of commercial space, and 7,218 square metres (90 units) of residential space (refer to Attachment #3).

A Site Plan application has been submitted and will proceed through the Commissioner of Planning and Development once all agency comments have been received and addressed.

3.3. Documents Submitted in Support

The following documents were submitted in support of the application:

- An Urban Design Plan prepared by GHD Limited, dated May, 2025.
- An Architectural Package prepared by Petroff Partnership Architects, dated February 21, 2025.

The above documents have been distributed to relevant internal departments and external agencies.

3.4. Urban Design Plan

The subject land is zoned Holding – Mixed Use One South (H-MX1S) under Zoning By-law 1784. The By-law states that the Holding (H) Symbol shall not be lifted until such time as an Urban Design Plan has been prepared and approved.

A pre-consultation application was submitted in 2023 for a Zoning By-law Amendment to remove a Holding (H) Symbol. The submitted Plan included a food store, commercial units, an urban square, vehicular access, and a future 6-storey apartment building.

The development will be phased with the first phase including the food store, commercial units, and urban square, while the second phase will include the residential apartment building.

The Urban Design Plan was circulated to Town of Whitby Engineering Services, Urban Design, and Landscape. The plan was also reviewed by the Durham Region Works Department. Through several rounds of review and revisions, the Planning and Development Department arrived at an acceptable plan which promotes modern design practices.

The final plan provides a pedestrian focused, mixed-use site offering higher-order retail amenities, such as a food store and commercial units. The range of retail unit sizes enhances the strength of the commercial proposal.

Landscaping and buffering strategies have been used to screen and visually integrate the parking along Rossland Road West to provide privacy for existing adjacent communities and provide visually appealing frontages along the major roads.

A landscaped urban square next to the retail area has been positioned close to a transit stop as a focal point and gathering area for the neighbourhood.

Landscaped outdoor amenity areas have been provided to the east of the residential building which has been designed to connect to the proposed urban square and the existing multi-use trail along Lynde Creek tributary which connects to the multi-use path along Rossland Road West.

The Urban Design Plan has been approved by the Commissioner of Planning & Development.

4. Discussion:

4.1. Whitby Official Plan

The subject land is designated Mixed Use as per the Town of Whitby Official Plan (refer to Attachment #4).

Lands designated Mixed Use encourages mixed residential and commercial development and redevelopment to ensure an intensive, transit-supportive, and efficient use of land, particularly in Intensification Areas and Intensification Corridors (4.6.1.1).

Mixed Use lands are to provide a transition between Mixed Use Areas and established residential neighbourhoods (4.6.2.3).

The subject land is designated Mixed Use One as per the West Whitby Community Secondary Plan (refer to Attachment #5).

Lands designated Mixed Use One are to provide community commercial uses and higher density uses in a mixed use setting in the Secondary Plan area (11.8.2.1.1.1).

Prior to any development occurring on the lands within the Mixed Use One designation, an Urban Design Plan must be prepared to the satisfaction of the Town (11.8.2.1.10).

4.2. Zoning By-law

The subject land is zoned Holding – Mixed Use One South (H-MX1S) under Zoning By-law 1784, which permits a variety of uses subject to removing the 'H' Holding Provision (refer to Attachment #6).

A Zoning By-law Amendment is required to lift the 'H' Holding Provision which was applied through Site Specific By-law 7252-17 until such time that an Urban Design Plan has been prepared and accepted by the Town of Whitby.

4.3. Conclusion

The subject land is designated Mixed Use One as per the West Whitby Community Secondary Plan. Mixed Use One lands are intended to support community commercial uses and higher density uses in a mixed use setting.

The proposed development will serve to increase the range of employment opportunities available within the community, as well as future residential units.

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 department and agency comments on the Urban Design Plan, it is concluded that the proposed development is in conformity with the Town's Official Plan. 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 and accepted the application.

- Town of Whitby Engineering Services;
- Town of Whitby Planning and Development – Urban Design;
- Town of Whitby Planning and Development – Landscape; and,
- Durham Region Works Department.

Detailed agency and stakeholder comments can be found in Attachment #7.

8. Strategic Priorities:

The proposed development is in accordance with the Community Strategic Plan and supports Strategic Pillar 3 – Whitby's Economy in creating partnerships that maximize opportunities for business and employment growth.

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

9. Attachments:

Attachment 1 – Location Sketch

Attachment 2 – Aerial Context Map

Attachment 3 – Proponents Proposed Site Plan

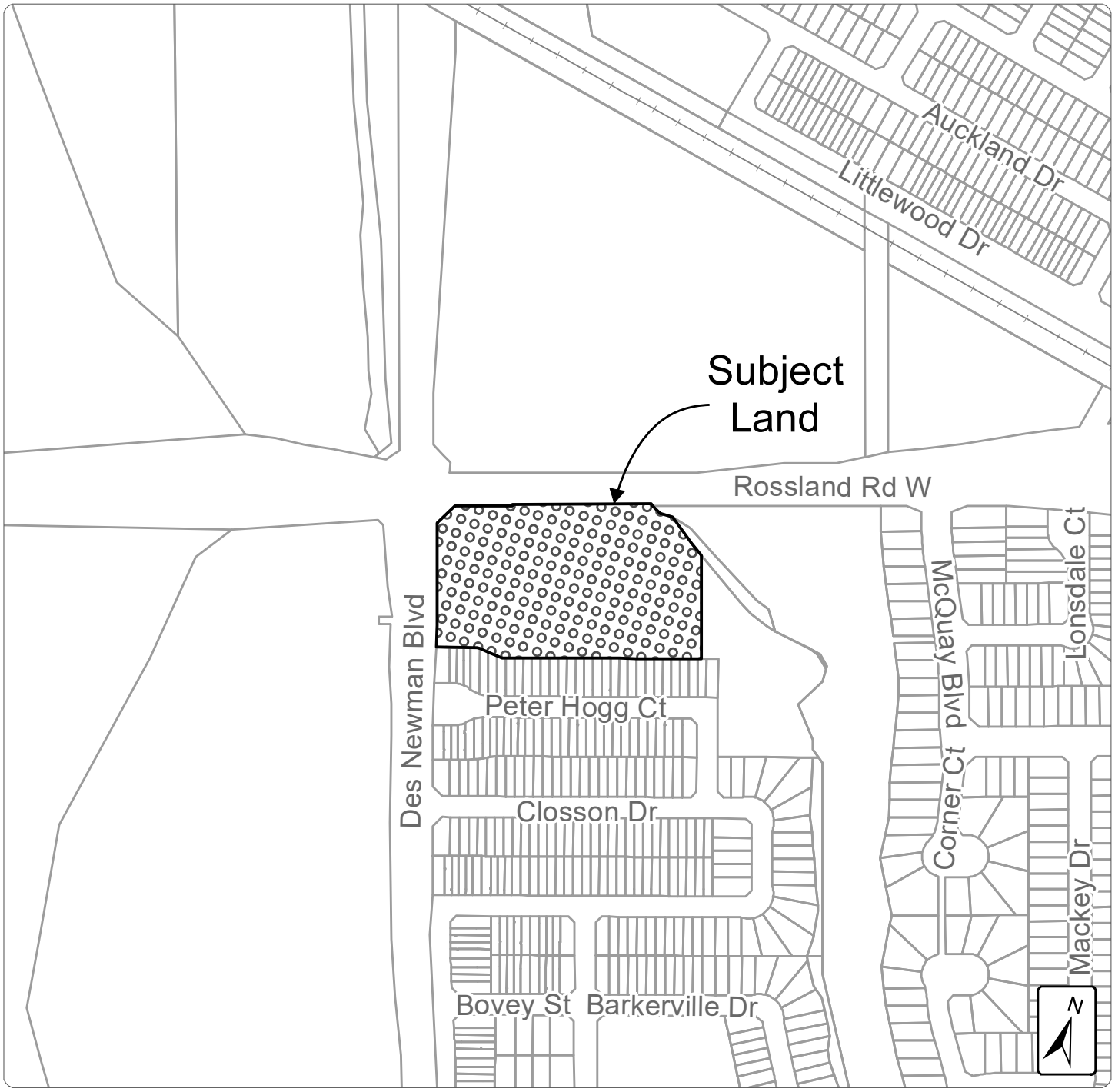
Attachment 4 – Excerpt from Town of Whitby Official Plan Schedule 'A' – Land Use

Attachment 5 – Excerpt from Town of Whitby Official Plan Schedule 'R' – West Whitby Community Secondary Plan

Attachment 6 – Excerpt from Zoning By-law 1784

Attachment 7 – Agency and Stakeholder Detailed Comments

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
West Whitby Holdings Inc.	DEV-13-25 (Z-06-25)	June 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

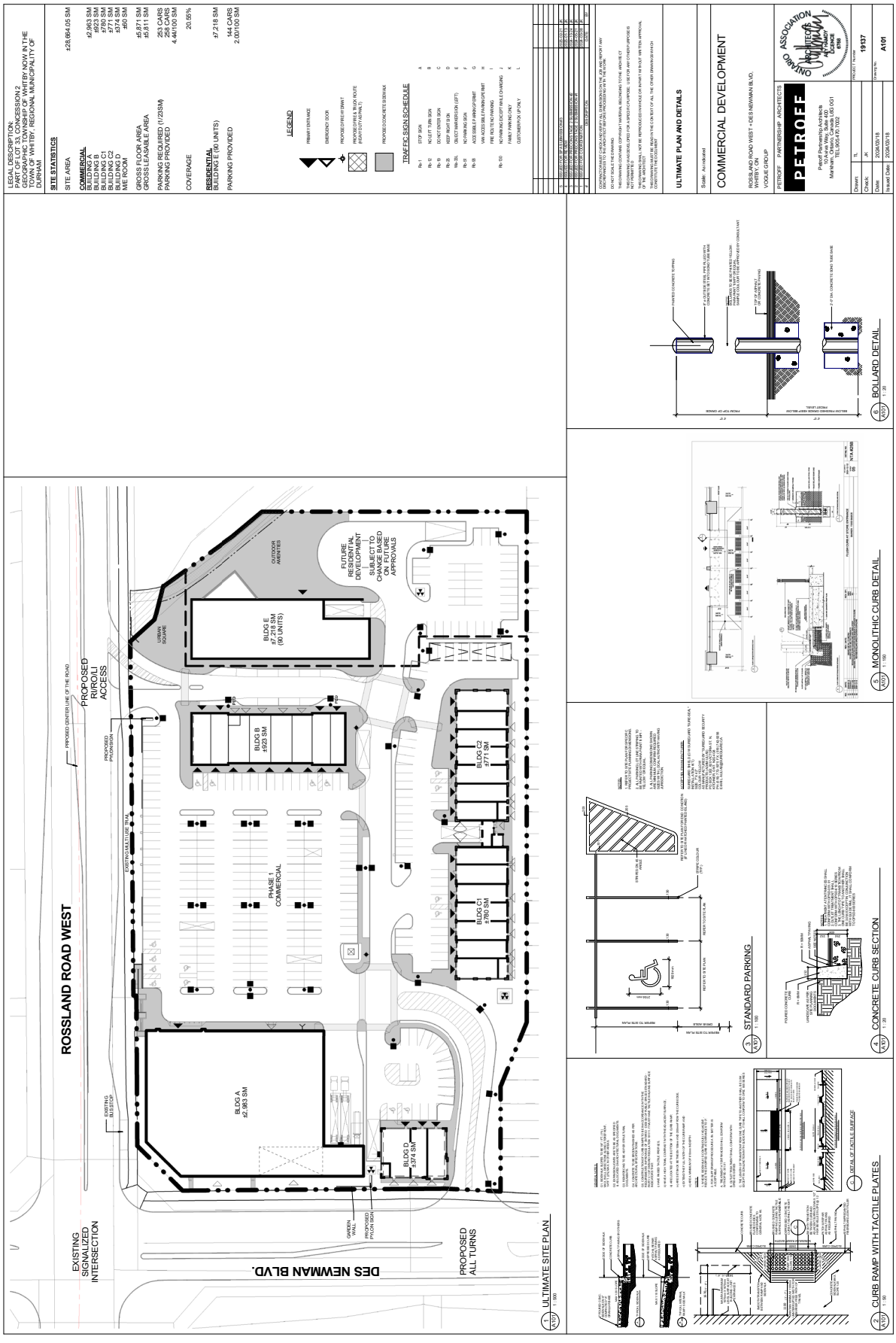
Proponent:	File Number:	Date:
West Whitby Holdings Inc.	DEV-13-25 (Z-06-25)	June 2025

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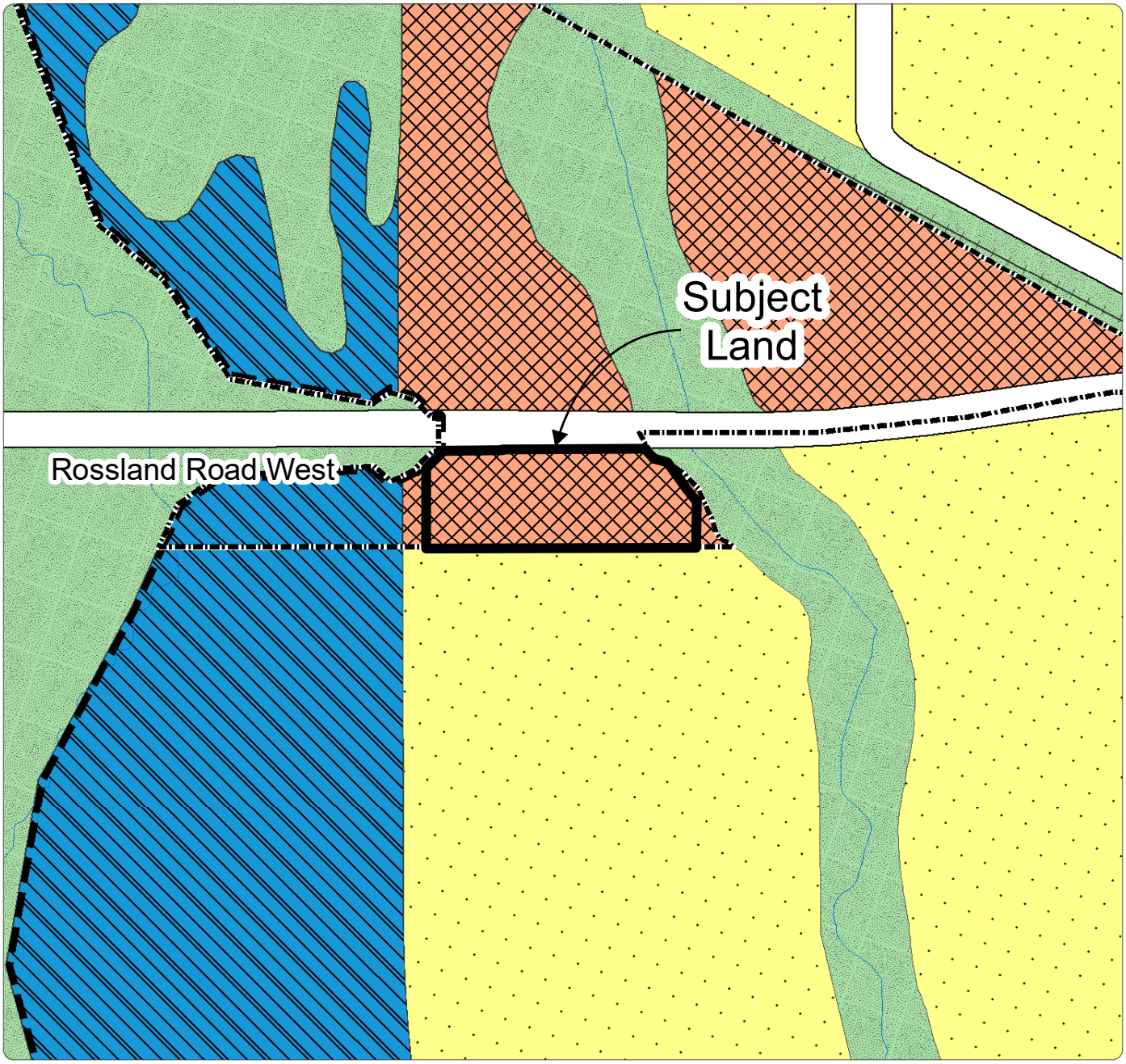
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Attachment #3
Proponent's Proposed Site Plan



Attachment #4
Excerpt from Town of Whitby Official Plan Schedule 'A' – Land Use



Legend

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

- Lands Subject to Durham Regional Official Plan Policy 14.13.7 — D3 (Deferred by Region of Durham)
- D — Deferred by the Region of Durham
- LC — Local Central Area
- Resource Extraction Area (See Section 4.12)
- U — Utility
- 2031 Urban Area Boundary
- Community Central Area Boundary
- Future Urban Development Area Boundary
- Greenbelt Protected Countryside Boundary
- Hamlet Boundary
- Major Central Area Boundary
- Municipal Boundary
- Southern Boundary of Oak Ridges Moraine
- Urban Central Area Boundary

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

Official Plan - Town of Whitby

Excerpt from Schedule 'A' Land Use

Schedule **A**

Whitby

N

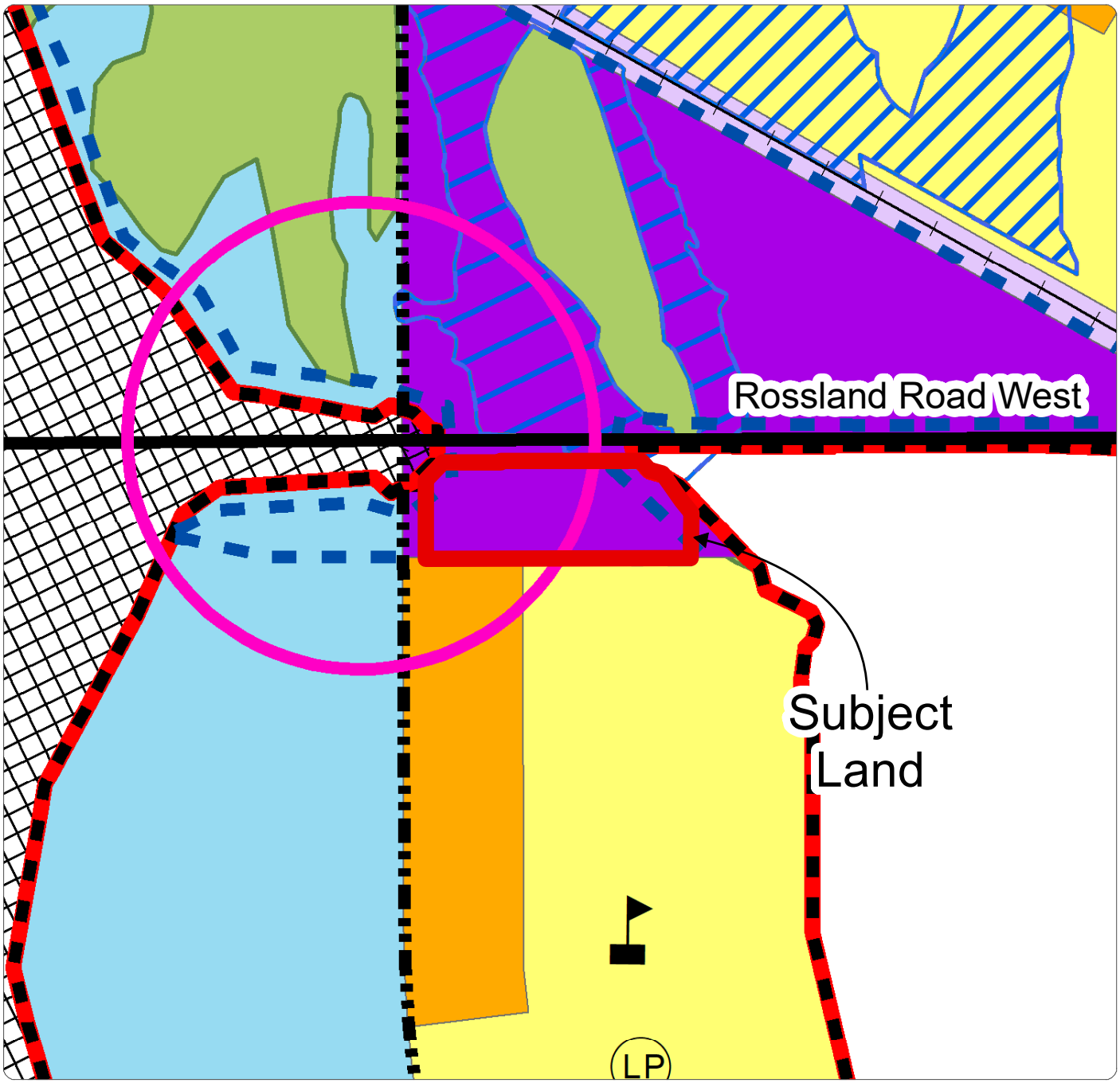
0 50 100

Metres

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.

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Attachment #5
Excerpt from Town of Whitby Official Plan Schedule 'R' – West Whitby Community Secondary Plan



Legend

Land Use Designations
- Prestige Industrial
- Environmental Protection Area
- Major Open Space
- Mixed Use One
- Mixed Use Two
- *Special Mixed Use Two Policy Areas (Refer to Section 11.12.2.2)*
- High Density Residential
- Medium Density Residential
- Low Density Residential
- Special Purpose Commercial
- Almond Village Special Policy Area

Boundaries
- Secondary Plan Boundary
- Greenbelt Plan Boundary
- Central Area Boundary

Transportation
- Existing Arterial Road Network
- Future Arterial Road Network
- Proposed Collector Road Network
- Railway
- West Durham Link (WDL)

Symbols and Overlays
- Separate Elementary Schools
- Public Elementary Schools
- Public Secondary Schools
- DP District Park
- LP Local Park
- Flood Policy Area
- Gateway Areas

Excerpt from: West Whitby Community Secondary Plan

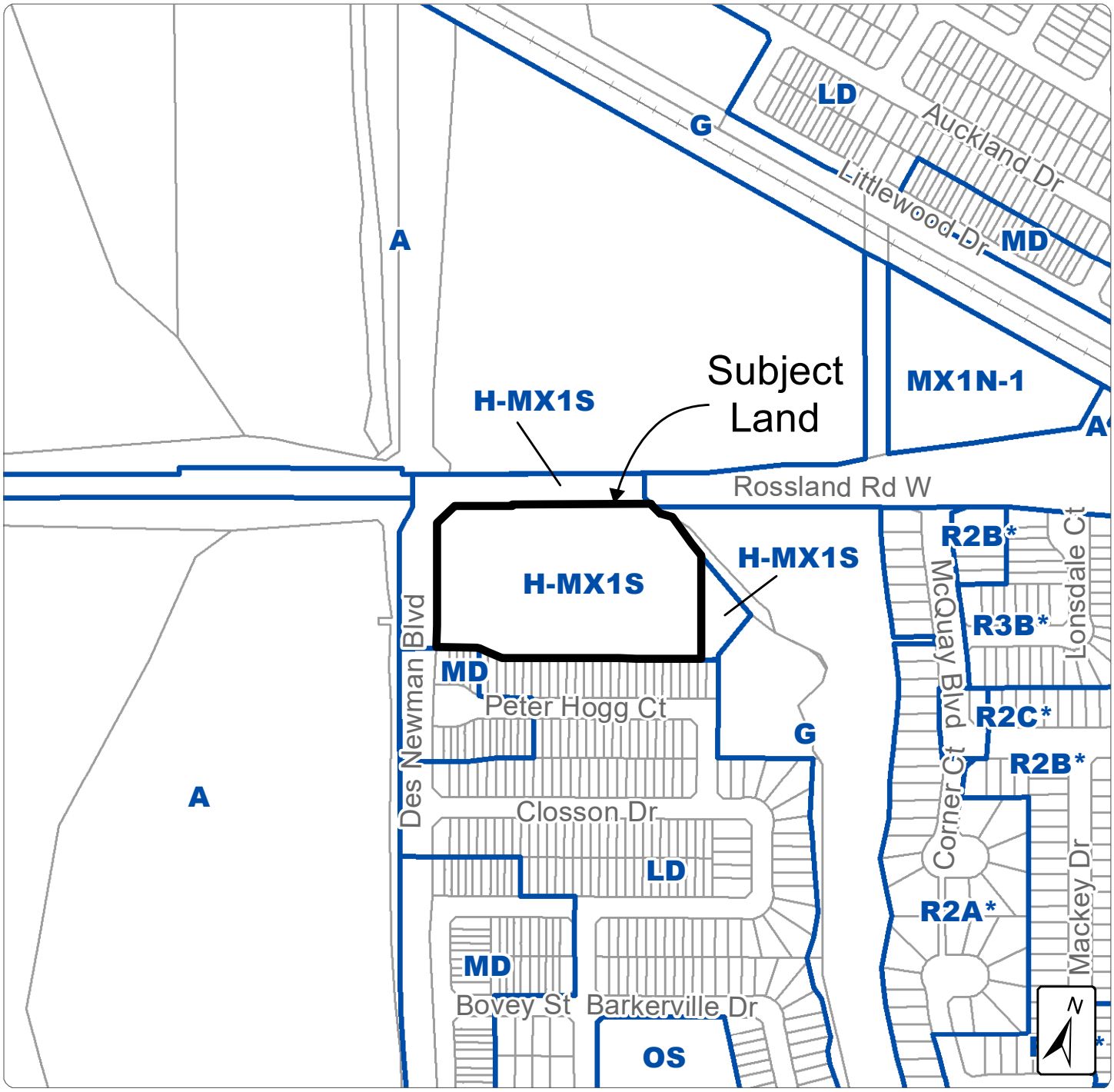
Schedule **R**

Town of Whitby

Whitby

0 30 60 120 Metres

Attachment #6
Excerpt from Zoning By-Law 1784



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
West Whitby Holdings Inc.	DEV-13-25 (Z-06-25)	June 2025

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Attachment #7
Agency and Stakeholder Detailed Comments

Internal Departments

Engineering Services

Engineering Services has no objection to the proposed Zoning By-law Amendment to remove the Holding Provision.

Urban Design & Landscape

Urban Design has completed an Urban Design Review for the UDP and have no further comments. However, we'd like to encourage the applicant to consider incorporating a public art feature into the design of the proposed urban square as part of the site plan review.

External Agencies

Durham Region Works Department

Regional Works have reviewed the latest Urban Design Plan and have no further comments. Regional Works comments related to the Urban Design Plan have been addressed.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Draft Plan of Subdivision & Zoning By-law Amendment Application, Minto Communities Inc. File No. DEV-27-22 (SW-2022-06 and Z-19-22)

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP-25-25**

Department(s) Responsible:

Planning and Development Department (Planning Services)

Submitted by:
Roger Saunders, Commissioner of Planning and Development, ext. 4309

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

J. Taylor, Director of Planning, 905-444-2908

L. Riviere-Doersam, Project Manager, 905-444-2895

1. Recommendation:

1. **That Council approve the Draft Plan of Subdivision (File No. SW-2022-06), subject to the comments included in Planning Report PDP 25-25 and the Conditions of Draft Plan Approval included in Attachment #9;**
2. **That Staff be authorized to prepare a Subdivision Agreement;**
3. **That Council approve the amendment to Zoning By-law #1784 (File No. Z-19-22) and that a Zoning By-law Amendment be brought forward for consideration by Council at a later date;**
4. **That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and**
5. **That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.**

2. Highlights:

- Minto Communities Inc. has submitted a Draft Plan of Subdivision Application and a Zoning By-law Amendment Application for a 11.04-hectare (27.28 acre) parcel of land located on the north side of Columbus Road, west of Baldwin Street North.
- The Draft Plan of Subdivision Application proposes to create 307 residential units which would be comprised of 134 low density units and 173 medium density units, four walkway blocks, a future right-of-way block and new public roads.
- The Zoning By-law Amendment Application proposes to change the current zoning from Agricultural (A) Zone to appropriate Zone categories to accommodate the proposed development.
- All commenting departments and external agencies have reviewed the Draft Plan of Subdivision Application and the Zoning By-law Amendment Application and have indicated their support for or no objection to the proposed development subject to their comments and conditions.

3. Background:

3.1. Site and Area Description

The subject land is located on the north side of Columbus Road, west of Baldwin Street North (refer to Attachment #1). The subject land is approximately 11.04 hectares (27.28 acres) in size.

The surrounding land uses include agricultural to the north, and the TransCanada Pipeline to the north (refer to Attachment #2). The lands to the west (SW-2025-01), east (SW-2020-01) and south (SW-2021-02) of the subject land are subject to development applications to facilitate the development of residential plans of subdivision.

3.2. Applications and Proposed Development

Draft Plan of Subdivision and Zoning By-law Amendment Applications have been submitted by Minto Communities Inc.

The Draft Plan of Subdivision Application proposes to create 307 residential units which would be comprised of 134 low density units and 173 medium density units, five walkway blocks, a future right-of-way block and new public roads.

The Zoning By-law Amendment Application proposes to change the current zoning from Agricultural (A) Zone to appropriate Zone categories to accommodate the proposed development.

3.3. Documents Submitted in Support

The following documents were submitted in support of the applications:

- An Arborist Report, prepared by Beacon Environmental, dated July 17, 2024;
- Entry into the Ontario Public Register of Archaeological Reports, prepared by the Ministry of Tourism, Culture and Sport, dated August 9, 2022;
- A Stage 2 Archaeological Assessment, prepared by Golder Associates Ltd., dated July 19, 2022;
- A Draft Plan of Subdivision, prepared by GHD Ltd., dated April 2025 (Revision #3) (refer to Attachment #3);
- An Environmental Impact Study, prepared by Beacon Environmental, dated August 2022, and revised February 2025;
- A Functional Servicing and Stormwater Management Report, prepared by SCS Consulting Group Ltd., dated August 2022 and revised February 2025;
- A Slope Stability Analysis and Setback Study for Proposed SWM Pond, prepared by B.I.G Consulting Inc., dated July 2024;
- A Preliminary Geotechnical Investigation for Proposed SWM Pond, prepared by B.I.G Consulting Inc., dated July 2024;
- A Geotechnical Investigation Report, prepared by B.I.G Consulting Inc., dated July 2024;
- A Preliminary Hydrogeological Investigation for Proposed SWM Pond, prepared by B.I.G Consulting Inc., dated June 2024;
- A Hydrogeological Investigation, prepared by B.I.G Consulting Inc., dated July 2024;
- A Preliminary Landscape Master Plan (L1) and Landscape Details (L2, L3), prepared by MHBC Planning, dated October 2023, and revised February 2025;
- A Noise Feasibility Study, prepared by Howe Gastmeier Chapnik Limited, dated August 2022 and revised February 2025;
- A Phase One Environmental Site Assessment, prepared by B.I.G Consulting Inc., dated March 2022;

- A Phase Two Environmental Site Assessment, prepared by B.I.G Consulting Inc., dated March 2022;
- A Planning Justification Report, prepared by Gatzios Planning and Development Consultants Inc., dated August 2022;
- A Land Use Planning Brief, prepared by GHD Ltd., dated July 2024 and revised February 2025;
- An Environmental Report Reliance Letter, prepared by B.I.G Consulting Inc., dated December 2022, and revised December 2024;
- A Brooklin Secondary Plan Area, Sub-Area Study, Sub-Area 3C, prepared by SCS Consulting Group Limited, dated October 2022, and revised July 2024;
- A Sustainability Report and Whitby Green Standard Checklist, prepared by GHD Ltd., dated August 2022, and revised July 2024;
- A Transportation Impact Study, prepared by BA Group, dated August 2022;
- A Traffic Study Addendum, prepared by BA Group, dated June 25, 2024 and revised February 2025;
- A Tree Canopy Cover Plan (L1.1), prepared by MHBC Planning, dated October 2023, and revised July 2024;
- An Urban Design Brief, prepared by MHBC Planning, dated August 2022 and revised February 2025;
- A Water Balance Assessment, prepared by R.J. Burnside & Associates Limited, dated July 2022 and revised July 2024; and,
- A Water Well Survey, prepared by B.I.G Consulting Inc., dated May 2023.

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

4. Discussion:

4.1. Envision Durham

The subject lands are designated “Community Areas” in the Envision Durham Official Plan. Columbus Road is designated as a “Regional Corridor.” Community Areas are intended to develop as complete communities, providing a range of housing, transportation, and lifestyle

choices, and creating opportunities for residents to live, shop, work and access services and amenities within their community. Regional Corridors are intended for higher-density, mixed use development.

4.2. Whitby Official Plan

The subject lands are designated Low Density Residential, Medium Density Residential, Natural Heritage System and Natural Hazards on Schedule 'J' Brooklin Community Secondary Plan of the Whitby Official Plan (refer to Attachment #4).

The Official Plan states that lands designated Low Density Residential shall include single detached, semi-detached, and duplex dwellings. The maximum building height shall not exceed 3 storeys, with a density range of 25 – 35 units per net hectare.

The Official Plan states that lands designated Medium Density Residential shall provide for residential development at increased densities along arterial and collector roads to support future transit and active transportation, and to function as a transition in density and intensity of uses between Low Density Residential Areas and higher density mixed-use and commercial areas.

Lands designated Medium Density Residential permit street and block townhouses, apartments and other forms of multiple residential dwellings not exceeding 4-storeys in height with a permitted density range of 30 to 65 upnh. The minimum building height is 3-storeys abutting arterial roads outside of mature residential neighbourhoods.

The Natural Heritage System designation is comprised of an interconnected system of key natural heritage and hydrologic features. The extent and boundary of the Natural Heritage System is conceptional and the exact boundary shall be determined through an Environmental Impact Study. The boundary of the Natural Heritage System may be refined with additions and deletions without an amendment to the Whitby Official Plan.

Lands designated as Natural Hazard include areas that are unstable, prone to flooding conditions, poor soils, steep slopes, and erosion hazards.

4.3. Zoning By-law

The subject land is zoned Agricultural (A) Zone within Zoning By-law No. 1784 (refer to Attachment #5). The Agricultural (A) Zone does not permit the proposed uses.

Therefore, a Zoning By-law Amendment is required to permit the proposed development.

4.4. Control Architect

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

4.5. Fire Break Lots

The proponent must submit a Firebreak Lot Plan for review and approval by the Town of Whitby Fire and Emergency Services Department. The Plan must be provided prior to any construction activity taking place on the site.

4.6. Composite Transportation Component Plan

The Engineering Services Division has provided a Composite Transportation Plan to identify the anticipated locations of traffic infrastructure, including sidewalks, multi-use paths and road right-of-way dimensions (refer to Attachment #6). These elements will be further refined and implemented through the future detailed engineering design process.

5. Financial Considerations:

With each new subdivision development approved by the Municipality, the Town of Whitby assumes assets requiring regular operational maintenance and eventually capital replacement. The following assets will be generated as a result of the subdivision and included in the Town's Asset Management Plan. The Capital replacement and annual operating costs would be included in future budgets. Further details regarding infrastructure costs would also be identified in the Financial Services Asset Management annual report.

Asset	**Quantity**
Roads	3.9 lane-km
Sidewalks/Multi-use paths	3.5 km
Storm Sewers	1.6 km

6. Communication and Public Engagement:

A Public Meeting was held on November 21, 2022 in accordance with the Town of Whitby Official Plan and the Planning Act. This Public Meeting provided the public, interested parties, and agencies the opportunity to make representation in respect

to the Draft Plan of Subdivision Application and the Zoning By-law Amendment Application. The meeting minutes are included in Attachment #7. There was one member of the public who spoke at the public meeting. The concerns and questions raised at the public meeting include the following:

- Landscaping of the proposed development;
- Concerns about the traffic impact on Camber Court located to the south; and
- The need for a Construction Management Plan to address construction traffic on the residential lands to the south.

A Landscaping Plan has been provided which includes the provision of trees on the Columbus Road West right-of-way.

Camber Court is not a thru-street, however the intersection at Camber Court and proposed “Street ‘E’” is proposed to be signalized. This will facilitate traffic turning left or right on Columbus Road West.

A Construction Management Plan will be required for the proposed development as a Condition of Draft Plan Approval.

All individuals who registered as an interested party at the statutory public meeting and any individuals who provided written correspondence to the Town have been provided notice of the June 2, 2025 Committee of the Whole Meeting.

The submissions made by the public have been considered in determining the recommendation for approval of the proposed Draft Plan of Subdivision and Zoning By-law Amendment Application.

7. Input from Departments/Sources:

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

- Bell Canada;
- Canada Post;
- Durham District School Board;
- Durham Catholic District School Board;
- French Public School Board;
- Enbridge Gas Inc.;
- Elexicon; and
- Rogers Communication.

Refer to Attachment #8 for Agency and Stakeholder Detailed Comments.

7.1. Internal Departments:

Community Services – Parks Planning and Development Division

Parks staff have provided supportive comments on the applications subject to Conditions of Draft Plan Approval.

Refer to Attachment #8 for detailed comments and Attachment #9 for Conditions of Draft Plan Approval.

Engineering Services

Comments provided by Engineering Services support approval of the applications, subject to a number of Conditions of Draft Plan Approval and technical comments that can be addressed through the Engineering Submission and Subdivision Agreement process.

As part of their comment letter, Engineering Services have attached a Composite Transportation Component Plan (CTCP) highlighting the anticipated locations of sidewalks and multi-use paths for reference. Engineering Services expects that the components of this plan will be further refined and implemented through the future detailed engineering design processes.

Refer to Attachment #8 for detailed comments and Attachment #9 for Conditions of Draft Plan Approval.

Financial Services

Comments provided by Financial Services staff outline the Town's standard requirements for the payment of development charges and cash-in-lieu of parkland.

Refer to Attachment #8 for detailed comments.

Strategic Initiatives (Sustainability)

Sustainability staff confirm that the Whitby Green Standard Checklist and Sustainability Rationale Report meet the Tier 1 requirements. Staff request more detail be provided as the application progresses into the detailed design phase.

Refer to Attachment #8 for detailed comments.

Whitby Fire and Emergency Services

Fire and Emergency Services staff have provided comments indicating a firebreak layout plan is required and also identified locations in proximity to the

laneway where fire hydrants are requested. The requirement for a firebreak layout has been added as a Condition of Draft Plan Approval and hydrant locations will be reviewed and approved through detailed design.

Refer to Attachment #8 for detailed comments and Attachment #9 for Conditions of Draft Plan Approval.

7.2. External Agencies:

Central Lake Ontario Conservation Authority

Staff from the Central Lake Ontario Conservation Authority (CLOCA) have advised that they have reviewed the submitted reports and plans and that any outstanding comments can be addressed through Conditions of Draft Plan Approval.

Refer to Attachment #8 for detailed comments and Attachment #9 for Conditions of Draft Plan Approval.

Region of Durham

The comments provided by the Region of Durham state that there is no objection to the applications, subject to the Conditions of Draft Plan Approval.

Refer to Attachment #8 for detailed comments and Attachment #9 for Conditions of Draft Plan Approval.

8. Strategic Priorities:

The development review process has provided an opportunity for public and agency input. The development of a residential subdivision contributes to meeting the priorities of the Community Strategic Plan, specifically:

Action Item 1.3.4 under Pillar 1: Whitby's Neighbourhoods by providing a variety of housing options;

Action Item 2.1.5 under Pillar 2: Whitby's Natural & Built Environment by meeting the Tier 1 requirements of the Whitby Green Standard; and,

Action Item 2.2.2 under Piller 2: Whitby's Natural & Built Environment implementing active transportation facilities including sidewalks, trails, and multi-use paths.

9. Attachments:

Attachment #1 – Location Sketch

Attachment #2 – Aerial Context Map

Attachment #3 – Applicant's proposed Draft Plan of Subdivision

Attachment #4 – Excerpt from Town of Whitby Secondary Plan Schedule 'J'

Attachment #5 – Excerpt from Zoning By-law 1784

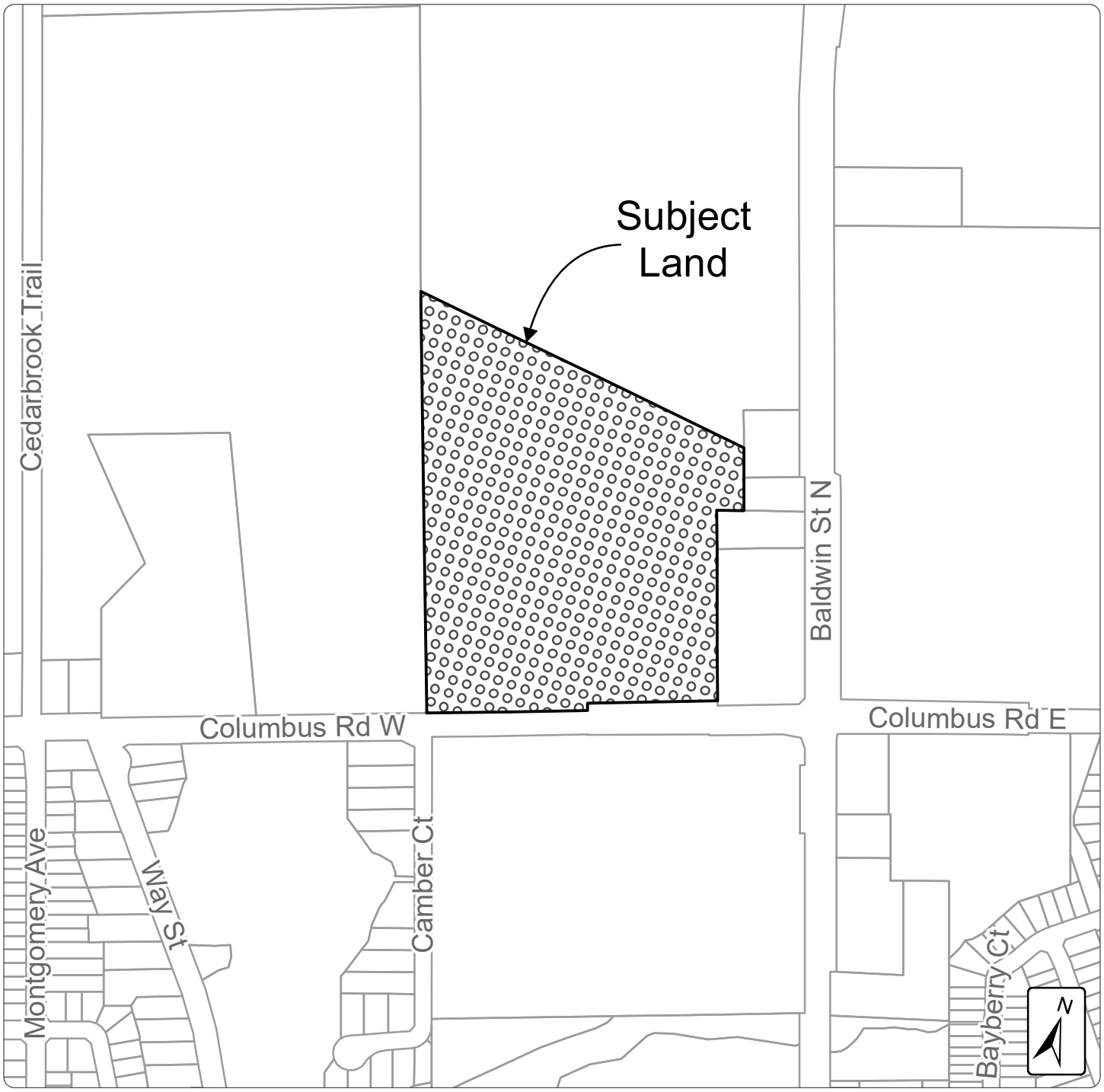
Attachment #6 – Preliminary Composite Transportation Component Plan

Attachment #7 – Public Meeting Minutes

Attachment #8 – Agency and Stakeholder Detailed Comments

Attachment #9 – Conditions of Draft Plan of Subdivision Approval

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
Minto Communities	DEV-27-22 (SW-2022-06 & Z-19-22)	June 2025

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Attachment #2
Aerial Context Map

PDP 25-25



Town of Whitby Planning and Development Department

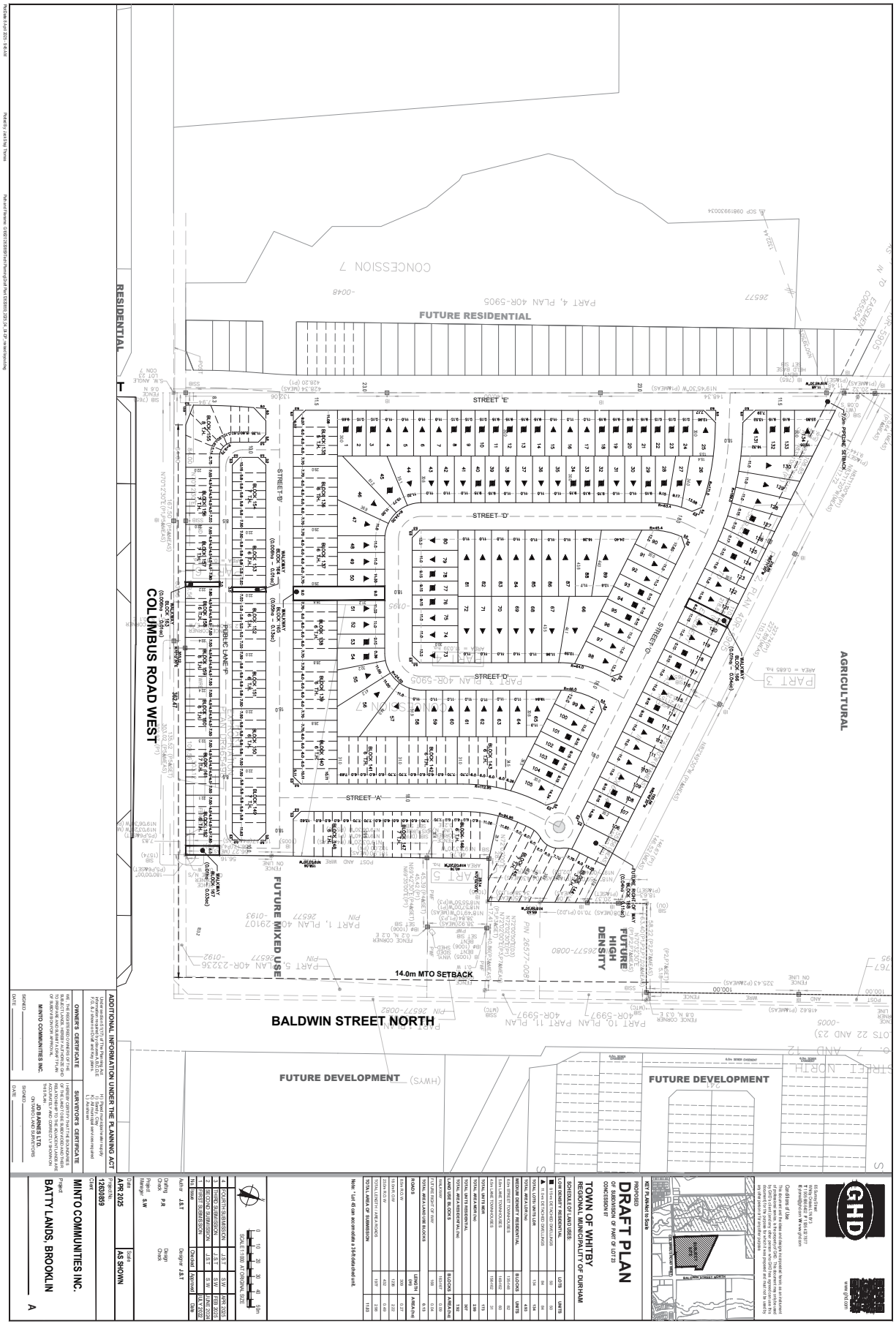
Proponent:	File Number:	Date:
Minto Communities	DEV-27-22 (SW-2022-06 & Z-19-22)	June 2025

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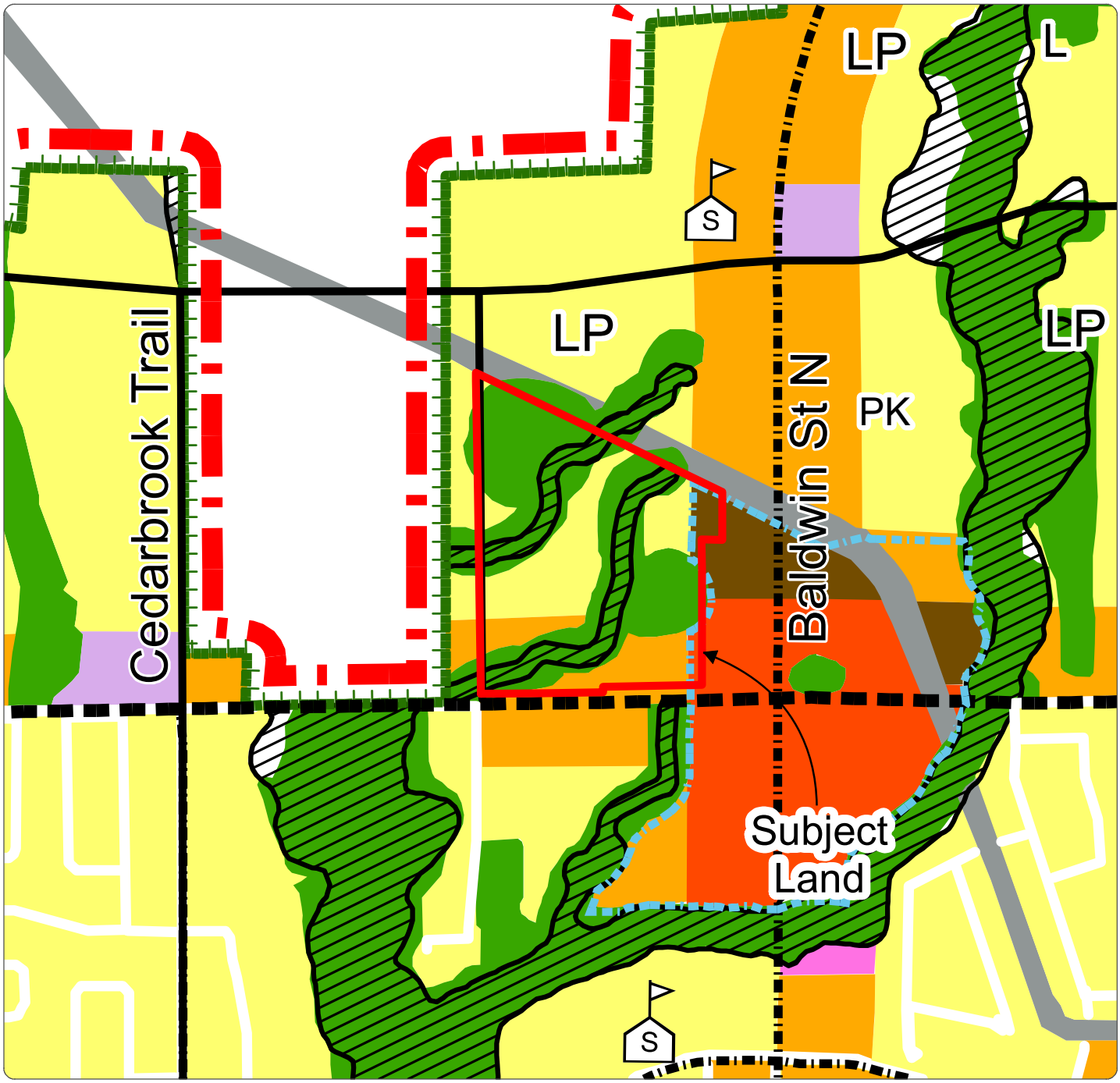
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Attachment #3
Applicant's Proposed Draft Plan of Subdivision



Attachment #4
Excerpt from the Town of Whitby Secondary Plan Schedule 'J'



LEGEND

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Local Commercial
- Special Purpose Commercial
- Heritage Commercial
- Major Commercial
- Major Commercial -1
- Mixed-Use 1 - Community Central Area
- Mixed-Use 2 - HCD
- Mixed-Use 3
- Prestige Industrial
- Business Park
- General Industrial
- Major Open Space
- DP District Park
- LP Local Park
- PK Parkette
- TP Town Park
- Institutional
- Secondary Schools
- Elementary Schools
- Natural Heritage System
- L Linkage in NHS
- D1 Deferred by the Region of Durham
- Lands subject to Durham Regional Official Plan Policy 14.13.7 - D2
- Natural Hazards
- Utility
- HP Health Precinct Special Policy Area
- Community Central Area
- Major Central Area
- Heritage Conservation District Boundary
- Secondary Plan Boundary
- Special Policy Area - Refer to Section 11.5.31.6
- Full Interchange
- Potential Interchange (Subject to Further Study)
- Grade Separation
- Potential Grade Separation
- Future Transitway Station
- Controlled Access Highway (Freeway)
- Type A Arterial
- Type B Arterial
- Type C Arterial
- Collector Road
- Greenbelt Plan Boundary

Excerpt from: Brooklin Community Secondary Plan

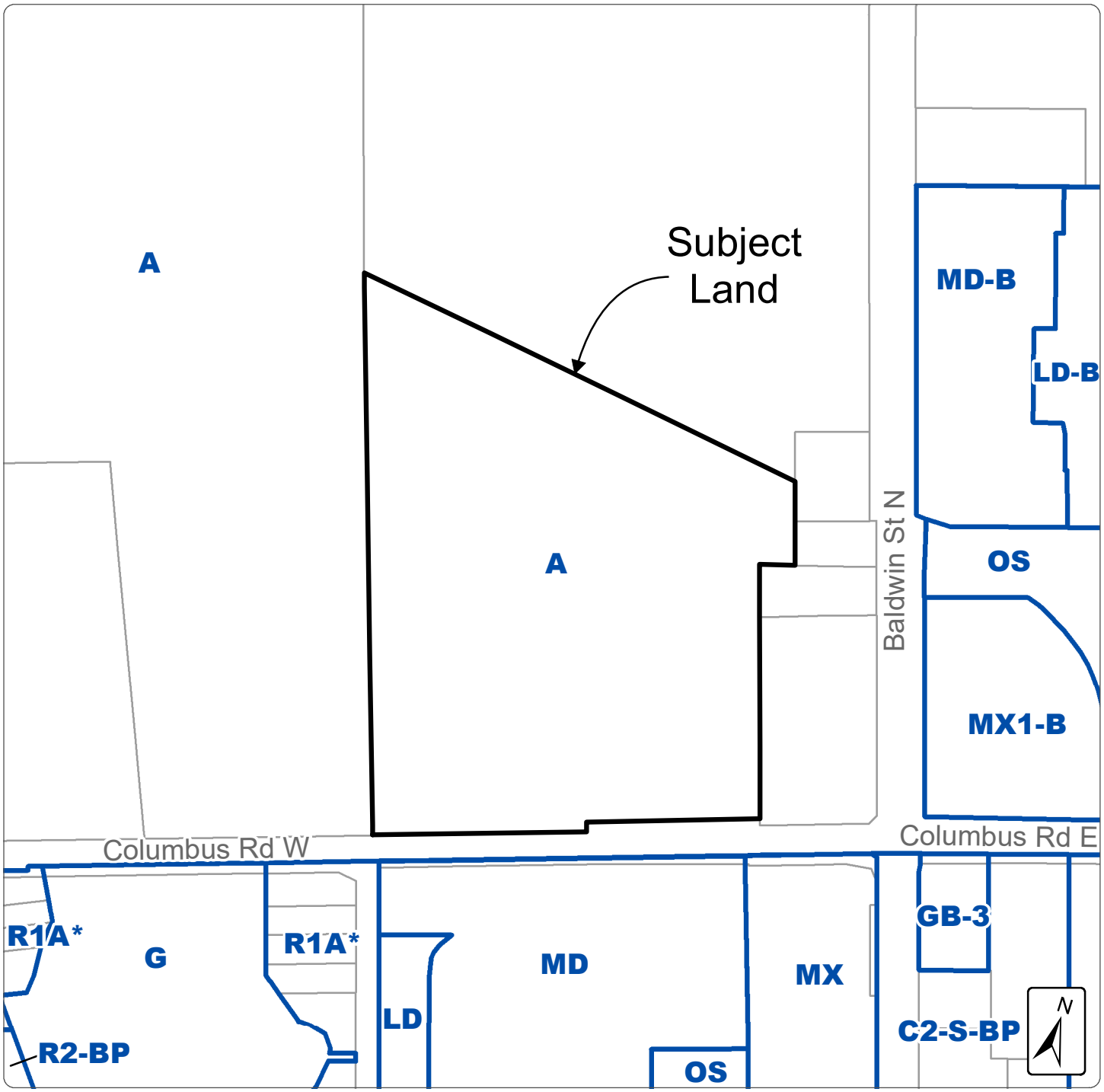
Schedule **J**

Town of Whitby

Whitby

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Attachment #5
Excerpt from Zoning By-Law 1784



Town of Whitby Planning and Development Department

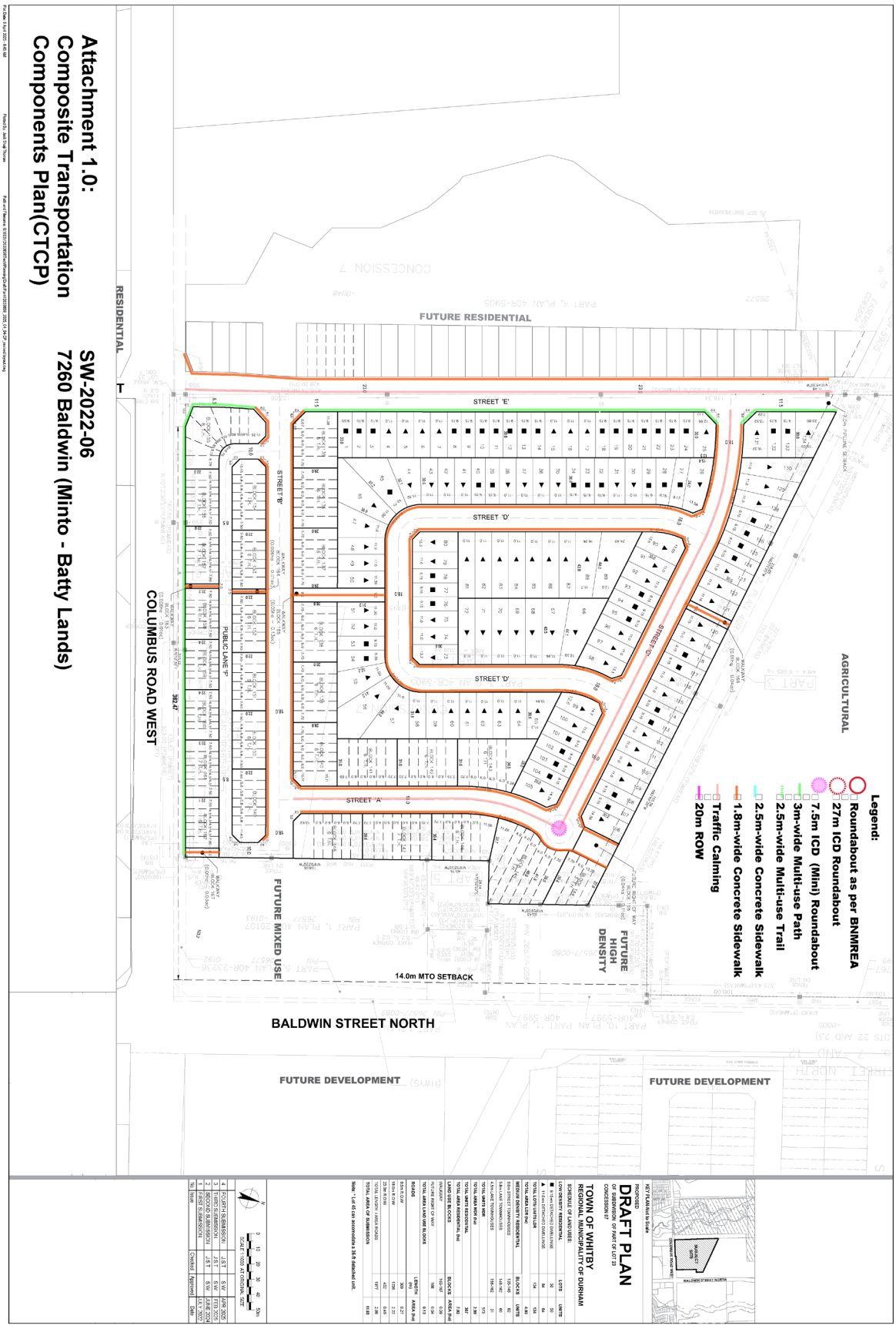
Proponent:	File Number:	Date:
Minto Communities	DEV-27-22 (SW-2022-06 & Z-19-22)	June 2025

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Attachment #6
Preliminary Composite Transportation Component Plan



Attachment #7

Public Meeting Minutes

DEV-27-22 (SW-2022-06 and Z-19-22)

November 21, 2022 Public Meeting

PDP 57-22, Planning and Development (Planning Services) Department Report

Re: Draft Plan of Subdivision and Zoning By-law Amendment Applications, Minto Communities Inc., Columbus Road West at Baldwin Street North, File Numbers: DEV-27-22 (SW-2022-06 and Z-19-22)

Carl Geiger, Principal Planner, provided a PowerPoint presentation which included an overview of the applications.

Peter Maleganovski, representing Minto Communities Canada, provided a PowerPoint presentation which included a detailed overview of the applications.

The Chair indicated that comments would now be received by members of the public.

Peter Ronson, representing the Camber Court Owners Association, stated that he was a resident of Camber Court. He noted that the residents like the extensive landscaping proposed as part of the storm water management pond located to the north of Camber Court and the transition from the larger lower density lots to the proposed higher density development. Mr. Ronson requested that the Town ensure that there would be significant landscaping including larger trees around the storm water management pond and throughout the new development beyond the landscape renderings. Mr. Ronson stated that the proposed plan aligns a new street D with Camber Court. He raised concerns about traffic, noting that despite several no-exit signs, vehicles regularly drive on Camber Court creating safety concerns for residents. He further noted that Camber Court does not have any sidewalks which has resulted in close calls with children and vehicles. Mr. Ronson requested that a review of the proposed street alignment take place. He suggested that it would make sense to align the new street D to the main entrance/exit street into the Treasure Hill development on the old Brooklin Concrete site, noting that there was a lot more housing proposed on that site. He requested that traffic calming measures be implemented on Camber Court should street D have to be aligned with Camber Court. Mr. Ronson requested that consideration be given to a construction management plan that would manage all the development in the area to ensure that construction vehicles would not be on residential streets.

There were no further submissions from the public.

Attachment #8

Agency and Stakeholder Detailed Comments

DEV-27-22 (SW-2022-06 and Z-19-22)

Internal Departments

Whitby Engineering Services

The Draft Plan of Subdivision proposes to develop 307 units compromised of 134 detached dwellings, 91 rear lane townhouse units, 82 street townhouse units and roads.

The subject lands are currently zoned Agricultural. The purpose of the Zoning By-Law Amendment application is to change the zoning to appropriate categories to implement the Draft Plan of Subdivision.

The Engineering Services and Development Engineering Section has conducted a preliminary review of the circulated materials outlined below for the draft plan of subdivision and zoning applications:

- Draft Plan of Subdivision, prepared by GHD, dated February 2025
- Functional Servicing and Stormwater Management Report (FSSR), prepared by SCS Consulting Group LTD, dated February 2025
- Environmental Impact Study, prepared by Beacon Environmental Limited, dated February 14, 2025
- Noise Feasibility Study, prepared by HGC, dated February 6, 2025.

We have reviewed the drawings and reports, and they are generally acceptable for a preliminary review. There are revisions, however, that will be required through the detailed design process in order for the proposed subdivision to conform to our Design Criteria and Engineering Standards.

Please provide a copy of these comments to the Subdivider.

A. Conditional Comments

The Engineering Services supports a favourable decision to the applications based on the following comments and conditions. To address the Town's Community Strategic Plan 2023 to 2026 and assist in providing a complete picture of the proposed subdivision's mobility provisions, Engineering Services has attached a Composite Transportation Component Plan (CTCP) as Attachment 1.0 highlighting the anticipated locations of sidewalks, multi-use trails, multi-use paths and dedicated biking facilities for reference.

Engineering Services expects that the components of this plan will be further refined and implemented through the future detailed engineering design processes following

draft approval. Engineering Services requires the following Financial Considerations to be identified within Section 7 of the Council Report:

With each new subdivision development approved by the Municipality, the Town of Whitby assumes assets requiring regular operational maintenance and eventually capital replacement. The following assets will be generated as a result of the subdivision and included in the Town's Asset Management Plan.The Capital replacement and annual operating costs would be included in future budgets. Further details regarding infrastructure costs would also be identified in the Financial Services Asset Management annual report.

Asset	**Quantity**
Roads	3.9 lane-km
Sidewalks/Multi-use paths	3.5 km
Storm Sewers	1.6 km

1. Engineering Services requires the following Conditions of Draft Approval:

1.1. The Subdivider shall convey the following to the Town:

a. Block 163 to 167 for walkway blocks;

b. Block 168 for municipal use block/future public right-of-way (ROW);

1.2. The Subdivider shall implement all changes to the plan for registration resulting from recommendations and findings of the Municipal Class Environmental Assessment Brooklin North Major Roads EA (BNMREA) and the on-going Columbus Road Detailed Design Project including but not limited to the final right-of-way widths, servicing, grading, alignments, and horizontal and vertical designs of Columbus Road West.

1.3. The Subdivider shall be responsible for concrete sidewalk and/or multi-use path installation in the following locations:

a. 3.0m-wide asphalt multi-use path on the east side of Street E;

b. 1.8m-wide concrete sidewalk on both sides of all other streets.

Further review and consideration of sidewalk placement is required and will be addressed through detail design/engineering.

1.4. The Subdivider shall be responsible for maintaining the existing Town roads in an acceptable condition throughout the duration of construction and/or until such time as the Town roads are reconstructed. The Subdivider may be required to provide the Town

with securities to ensure roads are maintained to the Town's satisfaction. This is to be reviewed further when information regarding the timing of construction of both the subdivision development and the reconstruction of the Town owned road(s) is known.

1.5. The Subdivider shall revise unit lot lines, if required, to meet Town Standards for Block 155 along the +/- 90° bend within the plan to confirm adequate driveway layout (refer to Standard 411) with or without the eyebrows per Standard 406 and 406.10. Note that the eyebrows are not preferred by the Town and will be accepted only where required. The plan for registration must be revised to accommodate any required changes.

1.6. A plan shall be provided showing all road allowance widths, centreline radii, streetline radii, curb lines (at bends, cul-de-sacs, and intersections with angles less than 90 degrees), tangents, intersection angles/skew, visibility triangles and driveway locations (at bends and intersections) to ensure conformance to street classifications, Transportation Association of Canada (TAC) and Town of Whitby. This should be provided prior to or with the submissions of the detailed engineering drawings.

The Subdivider shall be responsible for implementing any design elements and/or changes to the plan for registration required to address any sightline and/or alignment concerns.

1.7. The Subdivider shall provide a Pavement Marking and Signage plan and shall be responsible for providing both temporary and permanent signage and pavement markings for the development.

1.8. The Subdivider shall provide a composite Traffic Calming Plan for all roads in the plan that includes, but is not limited to, area specific speed limits, speed humps, and raised intersections, for review and acceptance by the Director of Engineering Services.

1.9. Should the Subdivider proceed in advance of the adjacent developer, they shall construct Street E to the full extents and the full cross-section.

1.10. The Subdivider shall not commence the installation of any Town services within this subdivision until such time as the adjacent/downstream Subdivider(s) has constructed the required services to the common property line.

1.11. In the event that Street E is not constructed with the first phase of development, the Subdivider shall construct a temporary full movement vehicular access, designed to Town standards, at an alternate location along Columbus Road West all to the satisfaction of the Director of Engineering Services.

1.12. The Subdivider shall provide a Construction Management Report and Plan(s) to the Town's satisfaction that includes, but is not limited to, a neighborhood communication strategy, construction traffic route, schedule and mud and dust control best management practices. Construction traffic shall be restricted to time windows that do not conflict with the typical peak school drop-off and pick-up times of the nearby school.

1.13. The Following Lots/Blocks shall be placed on hold:

a. Lots 1 to 25, 131 to 134 - until such time as the Street E is fully constructed;

b. Lot 106 or Block 144 – until such time as suitable municipal road frontage is constructed and available for use;

1.14. The Subdivider agrees that if at the time of detailed design, should the final traffic calming circle design identify need for additional property requirements, the Subdivider shall adjust property lines accordingly.

1.15. Due to the nature and design of the proposed traffic calming circle, driveway access may be restricted for some of the lots and units within the limits of the splitter islands. Purchase and sale agreements for the affected lots and units shall contain a warning clause to this effect to be registered on title.

1.16. The Subdivider shall implement all recommended noise control measures identified in the Environmental Noise Assessment report and revise the plan as required to accommodate recommended noise control measures prior to registration.

1.17. All non-regulatory fencing and acoustic barriers shall be installed wholly on private property and all operation and maintenance of said fencing shall be the responsibility of the private property owners. Purchase and sale agreements for the affected lots and units with acoustic barriers shall contain a warning clause to this effect to be registered on title.

1.18. The Subdivider shall design and construct all regulatory black vinyl chain link fences to delineate Town blocks, and open spaces from private property in accordance with the relevant engineering standards.

1.19. The Subdivider shall ensure all private properties are protected from flooding limits at low points and points of major system flow convergence along the municipal road system. If required, the plan for registration shall be revised accordingly to provide said flood protection.

1.20. Construction phasing of the development shall be to the satisfaction of the Engineering Services, shall consider adjoining developments, and shall provide for upstream and downstream road and servicing connectivity.

1.21. The Subdivider shall provide a detailed engineering submission in accordance with Sections A2.00 and A3.00 of the Town of Whitby’s Engineering Design Criteria. The engineering drawings must be set up as per the Town’s CAD layering standards and object data requirements set out in Appendix A of the Design Criteria. The engineering drawings will not be accepted until it is confirmed that the drawing set-up conforms to this requirement.

1.22. The Subdivider shall confirm the details of all existing above and below grade infrastructure relevant to the proposed design. Existing details shall be confirmed in the

field by a method determined by the Subdivider's consulting engineer in consultation with the Town. Acceptable methods include, but are not limited to, topographical surveys, locates, measure downs, sub-surface utility engineering (SUE) investigation Quality Level A (QL-A), also referred to as daylighting, to determine horizontal and vertical location. The Subdivider further acknowledges that any as-built information provided by the Town is for informational purposes only.

1.23. All plan and profile drawings shall indicate the seasonal high water table elevation and the corresponding Minimum Basement Elevation, all to be confirmed by Hydrogeological Consultant and accepted by Central Lake Ontario Conservation (CLOC). The Subdivider shall protect all proposed private dwellings from the seasonal high-water table where applicable.

1.24. The Subdivider shall be responsible for all hydro poles, luminaries and hydro requirements for this proposed subdivision and shall enter into a separate agreement with Elexicon accordingly.

1.25. The Subdivider shall provide the Town with a full electrical design (i.e. primary, secondary and streetlight design) for this development. All aspects of the secondary electrical design and street light design will be peer reviewed by the Town. The Subdivider will be financially responsible for the peer review cost including a 15 percent administrative fee. The street lighting design shall include all right-of-way components including active transportation facilities, shall comply with the latest version of the RP-8 Roadway Lighting Design standard and shall utilize LED technology.

1.26. Any concerns raised through future re-submissions of the geotechnical and hydrogeotechnical reports for the site shall be addressed by the Subdivider to the satisfaction of the Engineering Services. This includes, but is not limited to, long term slope stability, confirmation of design parameters and preliminary layout for LID measures (proposed infiltration trenches), proposed stormwater management pond elevations relative to groundwater levels and the need / thickness of the impervious membrane or synthetic clay lining, foundation construction requirements and recommended measures for Best Management Practices for municipal servicing construction. The plan must reflect changes required in this regard prior to registration.

1.27. The Subdivider shall provide the Town with a deposit for any necessary peer review costs with the amount to be determined at time of first peer review. The Town will administer payments to any Peer Review Consultant(s) and provide milestone billings back to the Subdivider. The Town may request additional deposits for the Peer Review funds if required. At the time of issuance of full engineering approvals, any remaining deposit will be returned to the Developer. This condition will be superseded at such time as the Town has a Peer Review By-law in place.

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

1.29. The Subdivider shall provide a copy of the approved individual lot grading plan (i.e. siting) to each lot purchaser prior to closing.

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

1.31. The Subdivider shall be responsible for satisfying any additional requirements identified by the Engineering Services not specifically listed above.

All other items related to the subdivision can be addressed through the subdivision agreement process subsequent to Draft Plan Approval.

B. Informational Comments

2. The following items can be addressed through the Engineering Submission and Subdivision Agreement process:

2.1. An initial deposit for the Engineering Review Fee in the amount of $9,686.50 or 50% of the Engineering Review Fee based the estimated cost of works, whichever is greater, shall be paid to the Town with the first engineering submission.

Any balance owing of the final Engineering Review Fee shall be paid at the earlier of, underground servicing approval or prior to final approval of the engineering drawings by the Town.

2.2. The required Pavement Marking and Signage plan should include “No Parking Fire Route” signage, spaced at no more than 30m apart, in laneways designated as fire access routes by Fire Services. If laneways are not signed as Fire Routes they shall be signed as No Parking, with signage installed at no more than 50m apart.

2.3. Repeat comment: Revise 90° Bend for Public Laneway ‘F’ as per the attached future new Standard 40x.

2.4. A detailed SWM Report is required at the detailed design stage which shall include pond design, pond and related structures drawings, clay liner information, overland flow route calculations, emergency spillway details (100-year uncontrolled flow), storm sewer design sheets.

The detailed SWM Report shall address the FSSR comments under Section 3 of the memo from Water Resources dated September 4, 2024 (Attachment 2.0) 0together with the following:

a. It is noted that the runoff coefficients specified within the Town’s Design Criteria and Engineering Standards are minimum values to be utilized for sizing of the storm sewer system. Sample calculations shall be provided for all housing types (not just single detached) and shall be demonstrated by the consultant that the use of these minimum values is appropriate for the subject development. If required, the values shall be increased to represent the actual development proposal.

b. Provide geotechnical analysis to confirm any recommendation for clay liner requirement and underground drainage systems to address the risk associated artesian pressure during pond cleanout times where the water is drawn down.

Figure 2.1. Proposed Storm and Sanitary Service Plan (FSSR)

c. The subdivider shall provide clarification regarding the usage of 0% impervious on all storm drainage boundary.

Figure 2.2

d. Provide clarification on the 0% imperviousness shown for the mixed-use and high-density blocks. Confirm if this assumption is appropriate, considering the site plan has not been approved and that the site is expected to control 100-year flows to the 5-year post-development levels, as noted in the storm sewer design sheet. Additionally, verify whether the imperviousness level will impact the pond sizing if on-site controls are implemented.

Figure 2.4

e. The feasibility of the proposed sewer and major overland flow crossings with the TransCanada Pipeline should be confirmed with sufficient details such as existing depths and expected clearances.

f. Remove sump pumps; it can be considered at the detailed design as a last resort unless basements are not proposed in that area.

g. There are proposed storm sewers outside of the subject lands within adjacent lands to the west (i.e., Mykinder Holdings). The Developer is responsible to obtain all permissions, easements or lands required to service the subject development unless an alternative solution is provided and accepted by the Town.

Figure 2.6

h. Show ponding limits on the road low point based on weir calculation at the boulevard high point and on the overland flow route based on Appendix D calculations.

i. Show cross-sectional locations on the detailed grading plan for the overland flow route consistent with Appendix D.

j. Limit major overland flow discharge to around 3.5 m^3/s.

k. Show major flow capture points.

l. Ponding calculations should assume 50% blockage of inlets.

Stormwater Management Design along Columbus Road West from Stantec

m. It is unclear if Pond L-32's proposed design captures the entire drainage area that was proposed in Columbus Road's 60% Design as a portion of Columbus Road appears to be included in Catchment 202 (Figure 2.2). Additionally, the future ROW limits and proposed high point (STA 13+540) for Columbus Road are not shown on the Figure making it unclear how the drainage boundary for Catchment 305 (Figure 2.2) was delineated.

n. Minor storm drainage area of 2.35 ha from Columbus Road ROW (from the highpoint at STA. 13+540 to Street E of the Draft Plan). Clarify if this full area is included in the pond design.

o. Confirm that the runoff from the external lots (within the proposed subdivision) that front/back on to Columbus Road (approximately 0.30 ha). are to be included in the pond design.

p. Confirm that runoff from Area Ext-18 (2.25 ha at 93% impervious) which is to have on-site controls (on-site controls need to be confirmed is included in the design.

q. Confirm where the runoff from Area Ext -19 (1.29ha @ 86% impervious) is included as it appears to be included in the pond design.

r. It was assumed that major flows with a drainage area of 1.25 ha from the north half of Columbus Road ROW (from the highpoint at STA. 13+540 to Street E of the Draft Plan) would outlet to Street E as no highpoint is shown to prevent runoff from flowing north. The 1.25 ha area may change when the Columbus Road and Baldwin Street intersection grading has been completed as part of the 90% submission. The FSSR assumes Catchment 305 (Figure 2.2) continues to Lynde Creek and does not enter the pond.

The future detailed design should be consistent with the Columbus Road Design project with respect to the drainage areas tributary to the pond and corresponding intersection grading.

s. Major flows from Area Ext-20 were assumed to outlet onto Columbus Road however due to a draft plan change, this area will be conveyed directly to Pond L-32.

t. As a side note, minor and major flows from Baldwin Street were not included as part of the Columbus Road storm sewer design as it was assumed the road would continue to have roadside ditches and flow south per current conditions. In the FSSMR, both minor and major flows from Baldwin Street are assumed to be conveyed to the pond.

u. The FSSR design assumes Columbus Road has an imperviousness of 59%. Per Columbus Road's 60% Design, the imperviousness should be 79%. Please update.

v. Similar to above, it is unclear how the drainage boundary for Catchment 303 (Figure 2.2) was delineated as the future ROW limits are not shown.

2.5. Lots and blocks serviced by laneways, regardless of housing type, shall have all roof leaders directly connected to the municipal storm sewer unless otherwise approved.

2.6. To address lot level low impact development (LID) recommendations, ensure that lots and areas where roof water leaders are proposed to be disconnected from the storm sewer connection are clearly noted and can accommodate the drainage without creating problems associated with winter ice accumulation. Ensure that storm drainage areas reflect the correct boundary location.

2.7. The consultant is to provide the Town with a dual drainage (minor/major system) storm model for the entire development using Personal Computer Stormwater Management Model (PCSWMM) as part of the detail design and confirmation of HGL elevations.

2.8. The use of Inlet Control Devices (ICDs) is discouraged and shall be limited to roadway sags, as per Town requirements, to the greatest extent possible. The model shall illustrate the implications of conventional ICD placement at CBs, per Town standards and documentation regarding the recommended use of ICDs within the proposed subdivision shall be provided.

2.9. Provide detailed ponding limits at overland flow low points, and any points of overland convergence to ensure that appropriate emergency access can be maintained to the area based on Town of Whitby Design Criteria and that private property has been protected from flooding. Ponding limits are to be shown for 100-year storm events. Low points are to be located at the appropriate block or intersection location.

2.10. For all overland flow outlet points, the following shall be provided: flow channel profile, cross-sections and erosion protection works at all locations i.e. across window street boulevard areas, within specific overland flow blocks, across SWM Pond Blocks and any direct outlets to Open Space areas.

2.11. Provide details and analysis for the routing of overland flow through the stormwater management ponds to ensure stability of the pond under major storm events.

2.12. In advance of any on-site work, provide recommendations for monitoring of the existing creek/tributary during construction (erosion and sediment controls, stormwater management, vegetation protection, stream protection in area of storm outfall(s), dewatering, access, storage and equipment maintenance requirements) and post construction (changes to vegetation or wildlife habitats and species).

2.13. On-road cycling facilities are to be integrated with the Community Services trails network at locations where off-road facilities are provided (e.g. signage, rest stops and/or other enhancements).

2.14. Noise fence/barrier design may need to accommodate surface drainage outlets depending on the lot type and grading design. At the design stage, once detailed

grading information is available, a letter will be required from the noise consultant to confirm that the recommendations of the Noise Report provided for the development remain relevant to the accepted grading.

Any transition in height of the noise barrier is to occur at lot lines so that the noise barrier height across individual lots is consistent.

2.15. The Town will not grant exemptions to half-load restrictions to facilitate construction of the proposed development. The Subdivider shall schedule construction activities in accordance with typical timing of load restrictions for the surrounding road network.

2.16. Per the recommendation within the FSSR report, topsoil thickness for landscaped areas within the development is to be increased to 300 mm.

2.17. The Subdivider shall provide the Town with a cash contribution in accordance with the by-lawed rate in force at the time of payment, for each newly installed streetlight for the relamping and cleaning of streetlights, representing typical maintenance costs prior to assumption.

2.18. The Subdivider shall provide the Town with a cash contribution in accordance with the by-lawed rate in force at the time of payment towards the installation of vertical control benchmarks.

Whitby Planning and Development

The Planning and Development Department has reviewed the submission materials and are satisfied, subject to addressing revisions and requirement outlined by other commenting agencies.

Whitby Landscaping

Landscaping conditions are as follows:

- The Subdivider shall provide a Tree Preservation Plan in coordination with an Erosion and Silt Control (ESC) fencing. The Tree protection fencing is to be inspected and approved by the Town in advance of any on-site grading works.

- The Subdivider shall ensure all municipal trees proposed for removal are appraised by an ISA Certified Arborist. The appraisal will be reviewed by the Town Forestry staff and will inform any requirements for compensation for the loss of these trees, including cash contribution to the town’s tree Reserve Fund.

- The Subdivider shall, in advance of any tree clearing, provide the Town with evidence of permission for proposed removals offsite and on neighboring properties.

- The Subdivider shall provide the Town with a detailed Compensation Planting Plan/ NHS Restoration and Enhancement Plan through a revised EIS. Once

approved, a cost estimate is to be provided so the town can secure these works through a Landscape LC. This LC must be provided in advance of the removal of any woodlots.

- The Subdivider shall agree to install all approved planting and restoration plans identified within the Natural Heritage Restoration and Enhancement Plan to the satisfaction of the Town of Whitby and CLOCA, within the shouldering growing season of any approved removals or impacts. All planted areas will be protected with appropriate fencing to avoid any disturbance to this area during subsequent construction.

- The Subdivider shall ensure the success and management of the Restoration Plan is monitored for a 3-year period by the Landscape Consultant. Annual inspections with and reporting to both the Town and CLOCA is required during this period.

- The Subdivider shall convey protected and undevelopable lands to the Town where, in public ownership, the lands will be protected in perpetuity. This includes the Greenbelt lands on the Mykinder property where compensation planting is proposed to occur. The Town requires the Subdivider to co-ordinate the submission of a 40R plan for these associated lands. Should the Subdivider and Mykinder not agree to convey the lands to the Town, cash-in-lieu shall be provided.

- The Subdivider shall ensure that hazardous trees along the edges of the limit of development are identified in advance and wherever adjacent to proposed development; on-site review with staff from the Town's Forestry staff (Operations) and landscape inspection (Planning) is required prior to anticipated removals and throughout the development process.

- The Subdivider shall ensure all adjacent boulevards are urbanized, top-soiled, fine-graded, sodded and provided with buffer tree planting.

- The Subdivider shall ensure all black vinyl chainlink fences are designed and constructed in accordance with the relevant Engineering Standards to delineate Town blocks and Open Spaces from private property.

Whitby Fire and Emergency Services

1. Clarify if there is access to Street E from Columbus Rd
2. Indicate location of fire hydrants on site plan.
3. Fire hydrants shall be installed at each end of "Public Lane F".
4. Submit a site plan indicating designated fire breaks for review and approval prior to construction

Whitby Strategic Initiatives

- No further information will be required at this time, and Strategic Initiatives can confirm that the Whitby Green Standard requirements for this Application have now been satisfied.

Whitby Parks Planning

The Parks Division of the Community Services Department has reviewed the third submission dated February 18, 2025. It is Parks Staff's understanding that the proposed development consists of:

- Zoning By-law Amendment and Draft Plan of Subdivision Applications to facilitate:
  - the development of 174 townhouses and 134 detached houses

Parks Comments:

Parks Planning has no further comments.

Conditions of Draft Plan Approval Conditions

The following conditions shall be incorporated into the Draft Plan agreement:

1. The Subdivider shall satisfy their obligations related to parkland dedication as required through a future North Brooklin Master Parks Agreement or other arrangement to the satisfaction of the Town. Parkland dedication will be calculated at a rate in accordance with the Town's Parkland Dedication By-Law and the Planning Act.

2. The Subdivider agrees to install a 1.2 metre black vinyl standard park fence where any open space and park blocks abut residential lots.

Whitby Financial Services – Development Charges

The following pertains to Town of Whitby Development Charges only, based on current Provincial legislation and Town of Whitby by-laws (subject to change). Additional information can be found at https://www.whitby.ca/en/work/development-charges.aspx. This development will also be subject to Region of Durham development charges and DDSB/DCDSB education development charges, please reach out to them directly with any questions.

Development Charges

- Will be owing for both the residential and non-residential development.
- Under Section 26.2 of the Development Charges Act.
  - The base DC rate(s) will be set as of the Zoning By-law Amendment application submission date.
  - Interest will accrue on the base DC rate(s), from the date of site plan application submission until the date of building permit issuance. Per the DC Act, the interest is set at Prime +1% adjusted quarterly.

    - The applicant has 18 months from the date of Zoning By-law application approval to obtain a building permit. Otherwise, Section 26.2 no longer applies, and instead the applicable DC rate(s) are the current posted rates in effect as of the building permit issuance date.
- If this development is a condo, development charges are payable prior to the issuance of the 1st building permit. If this development is entirely rental housing development charges shall be payable as per Section 26.1 of the DC Act.
- If this development includes affordable or attainable units (as defined in Section 4.1 of the DC Act), those units are eligible for DC exemptions.
- If this development includes rental housing or institutional development, Section 26.1(3) of the DC Act allows for development charges to be paid in equal annual installments over five years, upon the earlier of occupancy or issuance of an occupancy permit.
- If this development includes four or more rental housing units, Section 26.2 (1.1) of the DC Act allows for additional development charge reductions based on the number of bedrooms per unit.
- If a building is being demolished to make way for this redevelopment, the applicant has 5 years from the date that the demolition permit was issued, to obtain the new building permit to qualify for a redevelopment credit.

Parkland Dedication / Cash-in-Lieu Shall be applicable as per the Planning Act and Town of Whitby By-Law for both the residential and non-residential development.

- If utilizing a CIL, a land appraisal is required at the cost of the developer and will remain current for a maximum period of one (1) year.
- If CIL has previously been applied, a reduction in the amount owing will be applied.
- If CIL has not previously been applied, only the incremental residential units are used for the calculation of the CIL value.

External Agencies

Region of Durham

Proposed Revised Draft Plan of Subdivision

The proposed draft plan of subdivision has been revised to address agency comments. The proposed revised draft plan of subdivision would permit the development of a total of 307 residential units that consists of 134 single-detached dwellings, 173 townhouse units, 5 walkway blocks, a right-of-way block, and roads. The proposed changes have resulted in a decrease of one townhouse unit from the 174 units originally proposed.

Bill 23 Proclamation of the Region of Durham

Please be advised that effective January 1, 2025, the Region became an upper-tier municipality without planning responsibilities. As such, the comments pertaining to conformity and consistency with the Region of Durham Official Plan and provincial plans

and policies and those comments relating to the Region's delegated provincial plan review responsibilities now fall under the purview of the area municipalities.

The Region will continue to review Provincial Plan Review responsibilities for applications where we previously commented on prior to proclamation of the Region and required additional supporting information to be satisfied.

Provincial Plan Review

The Region's earlier comments and comments in our letter dated April 1, 2025 as they relates to Provincial Plan Review remain applicable to the proposed development. The applicant will be required to satisfy noise and archaeology requirements as conditions of draft approval of the subdivision application.

Regional Servicing

Municipal Water Supply

The subject lands are located within the proposed Zone 4 pressure district and can be serviced through the extension of a 300mm diameter Zone 4 watermain east of Baldwin Street.

The servicing for this development will need to be coordinated with the adjacent development at MyKinder Holdings and Jass Gill of Nihal and Lachhman Inc. (7030 Baldwin Street North) and including the lands west of Cedarbrook Trail.

All lots in Zone 4 with static pressure over 550 kPa (80 psi) will require individual private pressure reducing valves.

Sanitary Sewer Servicing

Sanitary servicing is available to service the proposed development from the existing 525 mm sanitary sewer on Camber Court and extend northerly along public Street 'E'. The servicing for this development will need to be coordinated with the adjacent development at MyKinder Holdings.

Conclusion

The proposed infill residential subdivision supports a mix of housing opportunities in Durham Region and would complement with the planned housing form proposed on the south side of the Columbus Road West corridor within this neighbourhood.

The Region is generally supportive of the proposed revised subdivision development. The Region's servicing comments can be addressed through detailed future engineering design submissions for the proposed development.

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

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

Conditions of Draft Approval of the Plan of Subdivision

1. The Subdivider shall prepare the final plan on the basis of the approved draft plan of subdivision, prepared GHD Ltd., dated April 8, 2025, identified as Project No.: 12630859, which shows 134 single-detached dwellings, 173 townhouse units, 5 walkway blocks, a right-of-way block, and roads.

2. The Subdivider shall name the road allowance included in this draft plan to the satisfaction of the Region of Durham and the Town of Whitby.

3. The Subdivider shall submit plans showing the proposed phasing to the Region of Durham and the Town of Whitby for review and approval if this subdivision is to be developed by more than one registration.

4. The Subdivider shall grant to the Region, any easements required to provide Regional services for this development. The easements shall be in locations and of such widths as determined by the Region of Durham.

5. The Subdivider shall agree in the Town of Whitby's Subdivision Agreement to implement the recommendations of the "Noise Feasibility Study," prepared by HGC Noise Vibration Acoustics, dated February 6, 2025, which specifies noise attenuation measures for the development. The measures shall be included in the subdivision agreement and must also contain a full and complete reference to the noise report (i.e. author, title, date and any revisions/addenda) and shall include any required warning clauses identified in the study.

6. The Subdivider shall carry out an archaeological assessment of the subject lands and mitigation and/or savage excavation of any significant heritage resources to the satisfaction of the Ministry of Citizenship and Multiculturalism. No grading or other soil disturbance shall take place on the subject land prior to a letter of clearance from the Ministry of Citizenship and Multiculturalism.

7. The Subdivider shall provide for the extension of such sanitary sewer and water supply facilities which are external to, as well as within, the limits of this plan that are required to service this plan. In addition, the Owner shall provide for the extension of sanitary sewer and water supply facilities within the limits of the plan which are required to service other developments external to this subdivision. Such sanitary sewer and water supply facilities are to be designed and constructed according to the standards and requirements of the Region of Durham. All arrangements, financial

and otherwise, for said extensions are to be made to the satisfaction of the Region of Durham, and are to be completed prior to final approval of this plan.

8. Prior to entering into a subdivision agreement, the Region of Durham shall be satisfied that adequate water pollution control plant and water supply plant capacities are available to the proposed subdivision.

9. The Subdivider shall satisfy all requirements, financial and otherwise, of the Region of Durham. This shall include, among other matters, the execution of a subdivision agreement between the Owner and the Region concerning the provision and installation of sanitary sewers, water supply, roads and other regional services.

Central Lake Ontario Conservation Authority

Thank you for circulating Central Lake Ontario Conservation Authority (CLOCA) on the above noted zoning by-law amendment and draft plan of subdivision applications. CLOCA staff have reviewed the circulated documents for consistency with the natural hazard policies of the Provincial Policy Statement (PPS) as well as for conformity with Ontario Regulation 41/24 of the Conservation Authorities Act.

The subject property is located within the Lynde Creek Watershed. The subject property does not appear to have any wetlands or natural hazards within or adjacent (within 30m) to these lands. As such, this property is not regulated through Ontario Regulation 41/24 of the Conservation Authorities Act and a permit from CLOCA would not be required for this development.

CLOCA staff have reviewed the submitted reports, plans and drawings and have appended comments that will be addressed through Conditions of Draft Plan Approval. Further comments may be provided through detailed design.

Zoning By-law Amendment (Z-19-22)

CLOCA staff have no objection to any approval of the proposed Zoning By-law Amendment.

Draft Plan of Subdivision (SW-2022-06)

CLOCA staff recommend that any approval of the proposed plan of subdivision be subject to the following draft plan conditions on behalf of Central Lake Ontario Conservation Authority:

1. That prior to any on-site grading or construction or final approval of the plan, the Subdivider shall submit to, and obtain approval from the Town of Whitby and the Conservation Authority for reports describing the following:

    a) The intended means of conveying stormwater flow from the site based on stormwater techniques which are appropriate and in accordance with provincial guidelines as well as in conformity with the recommendations found within the

Lynde Creek Master Drainage Plan and Brooklin Secondary Plan Sub-Area Study 3C.

b) The intended means to maintain appropriate water balance for the subject lands and to the adjacent hydrologic features as part of this development. This includes agreeing to an appropriate pre-development infiltration condition and providing effective post development infiltration techniques to match this target.

c) The intended means to design, install, access, maintain and monitor any proposed Low Impact Development (LID) measures as part of this development.

d) The intended means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction, in accordance with provincial guidelines. The report must outline all actions to be taken to prevent an increase in the concentration of suspended solids in any water because of on-site, or other related works.

e) A natural hazard constraints plan that clearly illustrates that all proposed development (including grading) is outside of these development limits to the satisfaction of Central Lake Ontario Conservation Authority.

2. The Subdivider agrees that Restoration Planting Plans will be provided and approved by the Town and Central Lake Ontario Conservation Authority to restore any disturbed areas and advance the establishment of native species within all former agricultural fields and buffer areas adjacent to natural hazard lands and related features.

3. That the Subdivider shall agree to install all approved planting and restoration plans identified within the Restoration Planting Plans to the satisfaction of the Town of Whitby and Central Lake Ontario Conservation Authority. All planted areas will be protected with appropriate fencing to avoid any disturbance to this area during subsequent construction.

4. The Subdivider shall obtain all necessary permits from Central Lake Ontario Conservation Authority required through Ontario Regulation 41/24, or any successor regulations made under the Conservation Authorities Act.

5. The Subdivider shall satisfy all financial requirements of the Central Lake Ontario Conservation Authority. This shall include Application Processing Fees and Technical Review Fees owing as per the approved Authority Fee Schedule.

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

a) The Subdivider agrees to carry out the works referred to in Condition 1 and 2 to the satisfaction of the Central Lake Ontario Conservation Authority.

b) The Subdivider agrees to maintain all stormwater management and erosion and sedimentation control measures operating and in good repair during the construction period, in a manner satisfactory to the Central Lake Ontario Conservation Authority.

c) The Subdivider agrees to advise the Central Lake Ontario Conservation Authority 48 hours prior to commencement of grading or the initiation of any on-site works.

d) In order to expedite clearance of Condition 6, a copy of the fully executed subdivision agreement between the area municipality and the owner should be submitted to the Authority.

Detailed Design

In addition to fulfilling the above noted conditions of draft plan approval, all comments within the attached memos and all previous outstanding comments must be addressed to our satisfaction as part of detailed design. Outstanding comments deferred to detailed design can be referenced in the applicant's submitted comments response matrix.

Durham Catholic District School Board

Planning staff at the Durham Catholic District School Board have reviewed the above noted revised planning applications and have no objections to the proposed development.

This development is located within the boundary of St. John Paul II C.S. Located at 160 Cachet Blvd, Brooklin. Whitby.

Durham District School Board

Staff has reviewed the information on the above noted and has the following comments:

1. Approximately 128 elementary pupils and 62 secondary pupils could be generated by the above noted application.
2. Students generated from this development will attend existing neighbourhood schools.

Under the mandate of the Durham District School Board, at this time, staff has no objection.

French Catholic District School Board

The French Catholic District School Board did not respond to the request for comments.

French Public District School Board

The CS Viamonde have no comments or concerns regarding the proposed development.

Elexicon

Further to the referenced File SW-2022-06, Z-19-22, subject to the caveats set out in this letter, Elexicon Energy Inc. has no objection to the proposed Subdivision Application to develop a residential development consisting of total 134 detached dwellings and townhouse units on subject land.

The applicant or its authorized representative shall consult with Elexicon Energy Inc. concerning the availability of supply voltage, service location, metering, costs and any other details. These requirements are separate from and in addition to those of the ESA. Elexicon Energy Inc. will confirm the characteristics of the available electrical supply and will designate the location of the supply point to the applicant. Elexicon Energy Inc. will also identify the costs that the applicant will be responsible for.

In some cases, an expansion of Elexicon's distribution system (as such term is defined in the Distribution System Code issued by the Ontario Energy Board) will be required in order to be able to connect the customer to Elexicon's distribution system. When an expansion is necessary, the Distribution System Code requires that a distributor perform an economic evaluation to determine if the future revenue from the customer(s) will pay for the capital cost and on-going maintenance costs of the expansion project. If a shortfall between the present value of the projected costs and revenues is calculated, the distributor may propose to collect all or a portion of that amount from the customer(s). The evaluation is basically a discounted cash flow calculation that brings all costs and revenues to their net present values. This model, in general, follows the methodology, the set of common elements and related assumptions provided in Appendix B of the Distribution System Code. Elexicon will provide an Offer to Connect once an official request for electric services is received.

The applicant or its authorized representative shall apply for new or upgraded electric services and temporary power service in writing. The applicant is required to provide Elexicon Energy Inc. with sufficient lead-time in order to ensure:

a) The timely provision of supply to new and upgraded premises; and/or

b) The availability of adequate capacity for additional loads to be connected in the existing premises

For all future applications and related correspondences kindly forward digital copies to: DevelopmentApplications@elexiconenergy.com

Bell Canada

We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

Bell Canada Condition(s) of Approval

1) The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

2) The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

Upon receipt of this comment letter, the Owner is to provide Bell Canada with servicing plans/CUP at their earliest convenience to planninganddevelopment@bell.ca to confirm the provision of communication/telecommunication infrastructure needed to service the development.

It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.

If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

Concluding Remarks:

To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculations.

If you believe that these comments have been sent to you in error or have questions regarding Bell's protocols for responding to municipal circulations and enquiries, please contact planninganddevelopment@bell.ca directly.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. However, all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP. WSP is not responsible for Bell's responses and for any of the content herein.

Rogers Communications

Rogers Communications Canada Inc. ("Rogers") has reviewed the application for the above Subdivision and has determined that it intends to offer its communications services to residents of the Subdivision. Accordingly, we request that municipal approval for the Subdivision be granted subject to the following conditions:

(1) The Owner shall agree in the Subdivision Agreement to (a) permit all CRTC-licensed telecommunications companies intending to serve the Subdivision (the "Communications Service Providers") to install their facilities within the Subdivision, and (b) provide joint trenches for such purpose.

(2) The Owner shall agree in the Subdivision Agreement to grant, at its own cost, all easements required by the Communications Service Providers to serve the Subdivision, and will cause the registration of all such easements on title to the property.

(3) The Owner shall agree in the Subdivision Agreement to coordinate construction activities with the Communications Service Providers and other utilities, and prepare an overall composite utility plan that shows the locations of all utility infrastructure for the Subdivision, as well as the timing and phasing of installation.

(4) The Owner shall agree in the Subdivision Agreement that, if the Owner requires any existing Rogers facilities to be relocated, the Owner shall be responsible for the relocation of such facilities and provide where applicable, an easement to Rogers to accommodate the relocated facilities.

(5) In addition, we kindly request to, where possible, receive copies of the following documents:

(1) the comments received from any of the Communications Service Providers during circulation;

(2) the proposed conditions of draft approval as prepared by municipal planners prior to their consideration by Council or any of its committees; and

(3) the municipal planners' report recommending draft approval before it goes to Council or any of its committees.

Enbridge Gas Distribution Inc.

Enbridge Gas Inc. does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions.

This response does not constitute a pipe locate, clearance for construction or availability of gas.

The applicant shall contact Enbridge Gas Inc.'s Customer Connections department by emailing AreaPlanning40@Enbridge.com to determine gas availability, service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving.

If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phased construction, all costs are the responsibility of the applicant.

In the event that easement(s) are required to service this development, and any future adjacent developments, the applicant will provide the easement(s) to Enbridge Gas Inc. at no cost.

Ministry of Transportation

Zoning By-Law Amendment

MTO has no concerns with the ZBA proposal.

Draft Plan of Subdivision

General Site Notes

The subject site is within MTO's Permit Control Area and as such, MTO Site Plan Approval and an MTO Permits will be required prior to any construction activities.

The site does not have frontage onto Highway 12.

Any noise mitigation is the responsibility of the landowner which includes the design and implementation. The Ministry will not be held liable for noise attenuation next to the highway which also includes its maintenance and upkeep.

Conditions of Subdivision

Stormwater Management Plan/Report

That prior to final approval, the owner shall submit to the Ministry of Transportation for their review and approval, a copy of a drainage/storm water management plan /report indicating the intended treatment of the calculated runoff.

Traffic Impact Study

Prior to final approval, the owner must submit to the Ministry of Transportation for their review and approval, a copy of a traffic impact study. MTO requires a Master Traffic Impact Study that complies with the Guidelines set forth in MTO's Guidelines for Traffic Impact Statements. As this area is being intensified, particular adherence to Part 2 – Multiple Development Traffic Impact Studies Information should be followed.

Please have the proponent confirm the reports have been carried out by RAQS approved contractors/consultants. All works within the Provincial right-of-way shall be carried out by RAQS qualified contractors.

Illumination Plan

That prior to final approval, the owner shall submit a Photometric Lighting Plan (in metric LUX units) for MTO review and approval. The plan must illustrate proposed lighting and any light spillage on the Provincial Highway lands & associated service roads ROW.

TransCanada Pipeline

MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) are the planning consultants for TransCanada PipeLines Limited (TCPL). This letter is in response to a notification and request for comments for the above-noted 3rd Submission for Draft Plan of Subdivision and Zoning By-law Amendment applications for a residential development located on the lands identified as 7260 Baldwin Street North in the Town of Whitby (the "Subject Lands"). TCPL has two (2) high pressure natural gas pipelines contained within a Right-of-Way abutting the Subject Lands.

TCPL's pipelines and related facilities are subject to the jurisdiction of the Canada Energy Regulator (CER) – formerly the National Energy Board (NEB). As such, certain activities must comply with the Canadian Energy Regulator Act ("Act") and associated Regulations. The Act and the Regulations noted can be accessed from the CER's website at www.cer-rec.gc.ca.

Based upon our initial review of the resubmission materials, we are providing the following comments and are requesting that the noted development and regulatory requirements be included as conditions in the Draft Plan approval and Subdivision Agreement between the Municipality and the Proponent. TCPL may submit additional requirements to be included in the Subdivision Agreement.

Draft Conditions:

1. For lots and blocks within 30 metres of the pipeline centreline (the "Prescribed Area"), the conditions, restrictions or covenants specified by TCPL shall be included in a separate agreement between TCPL and the Proponent, and the Proponent shall register such agreement against title to the Subject Lands prior to registration of the subdivision plan by way of application to register conditions, restrictions or covenants, as applicable, pursuant to the Land Titles Act, or any amendments thereto.
2. The Municipality shall circulate TCPL on the future Site Plan Applications for Blocks located within the Prescribed Area.

Subdivision Agreement:

1. No buildings or structures shall be installed anywhere on TCPL's Right-of-Way. Permanent buildings and structures are to be located a minimum of 7 metres from the edge of the right-of-way. Temporary, moveable or accessory structures, that are not affixed to the ground, are to be located a minimum of 3 metres from the edge of the TCPL Right-of-Way.
2. A minimum setback of 7 metres from the nearest portion of a TCPL pipeline Right-of-Way shall also apply to any parking are, loading spaces, stacking spaces, bicycle parking spaces, and any associated drive aisle or driveway.
3. Written consent must be obtained from TCPL prior to undertaking the following activities:
    a. Constructing of installing a facility across, on, along or under a TCPL pipeline Right-of-Way. A facility may include, but is not limited to: driveways, roads, access ramps, trails, pathways, utilities, berms, fences/fence posts;
    b. Conducting a ground disturbance (excavation or digging) on TCPL's pipeline Right-of-Way or within 30 metres of the centreline of TCPL's pipe (the "Prescribed Area");
    c. Driving a vehicle, mobile equipment or machinery across a TCPL pipeline Right-of-Way outside the travelled portion of a highway or public road;
    d. Using any explosives within 300 metres of TCPL's pipeline Right-of-Way; and

e. Use of TCPL's Prescribed Area for storage purposes.

How to apply for written consent:

- Determine the location of your work relative to a TCPL Pipeline Right-of-Way. o When planning, and before any work or activities, listed above, can begin, a request for written consent must be submitted to TCPL through its online application form
    - Location of the work is required, along with the proximity to a TCPL Pipeline Right-of-Way
    - This information can be obtained through survey plans, or through a locate request
- Make a locate request online to the One-Call Centre: ClickBeforeYouDig.com or ontarioonecall.ca
    - The One-Call Centre will notify owners of buried utilities in your area, who will send representatives to mark these facilities with flags, paint or other marks, helping you avoid damaging them. Often written consent for minor activities can be obtained directly from a regional TCPL representative through a locate request.
- Apply for written consent using TCPL's online application form: writtenconsent.tcenergy.com or call 1-877-872-5177.
- Application assessment and consent: Once your information has been assessed and potential impacts have been evaluated, TCPL may:
    - Grant consent without any conditions
    - Grant consent that requires certain conditions to be met to assure safety, or
    - Not grant consent

4. During construction of the site, temporary fencing must be erected and maintained along the limits of the right-of-way by the Proponent to prevent unauthorized access by heavy machinery. The fence erected must meet TCPL's specifications concerning type, height and location. The Proponent is responsible for ensuring proper maintenance of the temporary fencing for the duration of construction.
5. The Proponent shall install permanent fencing along the limits of TCPL's right-of-way. The fence erected must meet TCPL's and the municipality's specifications concerning type, location, and height. The Proponent must obtain written consent from TCPL prior to any fence construction.
6. Storage of materials and/or equipment on TCPL's right-of-way is not permitted.
7. Where provisions for future road crossings of TCPL's right-of-way are shown (Street A and E):
    a. The road end shall be restricted such that no travelled surface is within 7 metres from the edge of the right-of-way.
    b. All infrastructure related to future road crossings must be set back a minimum of 7 metres from the edge of the right-of-way. This includes grading and all structures including, curbs and gutters, signalization, and street lighting.

c. Provisions for required conditions shall be put in place to ensure that no unauthorized access to TCPL's right-of-way occurs.

8. Where TCPL consents to any ground disturbances in proximity to any TCPL pipeline, the original depth of cover over the pipelines within the TCPL Pipeline Right-of-Way shall be restored after construction. This depth of cover over the pipelines shall not be compromised due to rutting, erosion or other means.

9. Facilities shall be constructed to ensure that drainage is directed away from the TCPL Pipeline Right-of-Way so that erosion that would adversely affect the depth of cover over the pipelines does not occur. Catchment basins, drainage swales or berms are not permitted within the TCPL Pipeline Right-of-Way. All infrastructure associated with site servicing, grading, and stormwater management (e.g. subdrains, manholes, catchbasins, retention walls, storm ponds, culverts/riprap) shall be setback a minimum of 7 meters from the edge of the TCPL Pipeline Right-of-Way.
10. Should pooling of water or erosion occur on the TCPL Pipeline Right-of-Way as a result of any facility installation or landscaping, the Proponent will be responsible for the remediation to TCPL's satisfaction.
11. Any large-scale excavation adjacent to the right-of-way, which is deeper than the bottom of the pipe, must incorporate an appropriate setback from the TCPL Pipeline Right-of-Way and must maintain a slope of 3:1 away from the edge of the TCPL Pipeline Right-of-Way.
12. Mechanical excavation within 5 metres of the edge of a TCPL pipeline is prohibited. Hand or hydrovac excavation must be utilized within this distance.
13. In no event shall TCPL be held liable to the Proponent respecting any loss of or damage to the Proponent's Facility, which the Proponent may suffer or incur as a result of the operations of TCPL. The Proponent shall be responsible for all costs involved in replacing the Proponent's Facility damaged or removed during TCPL's operations and shall indemnify and save harmless TCPL from all actions, proceedings, claims, demands and costs brought against or incurred by TCPL as a result of the presence of or damage to the Proponent's Facility on the TCPL Pipeline Right-of-Way.
14. All display plans in the lot/home sales office shall identify the TCPL Pipeline Right-of-Way.
15. The Proponent shall include notice of the following in all offers of purchase and sale:
    a) Notice of the easement agreement registered against the property which may affect development activities on the property;
    b) Notice of the 30 metre Prescribed Area as regulated by the CER Act;
    c) The number of high-pressure natural gas pipelines within the easement and the location of the easement in relation to the development;
    d) The setback for all permanent structures and excavations from the limits of the TCPL Pipeline Right-of-Way; and,
    e) The local One Call number 1-800-400-2255 and website ClickBeforeYouDig.com or ontarioonecall.ca.

16. If TCPL's pipelines experience contact damage or other damage as a result of construction, stop work immediately and notify TCPL at once. The TCPL Emergency telephone number is: 1-888-983-7222.
17. All associated work, signage or any other engineering protection measures must be completed by TCPL or its qualified contractors at the sole expense of the Proponent. The complete scope of work that may be required is subject to other conditions that may be necessary related to a finalized design that is approved by TCPL. Additionally, prior to TCPL or its contractors conducting any associated work, TCPL and the Proponent must execute a reimbursement agreement, including financial assurances, which provides that the entire cost of conducting this associated work is 100% reimbursable to TCPL.
18. The Proponent shall ensure through all contracts entered into, that all contractors and subcontractors are aware of and observe the foregoing terms and conditions.

While we understand that the extension of Street 'E' crossing the TCPL Pipeline Right-of-Way does not form part of this application, we would also like to advise the Proponent of the following requirements at such time that this crossing is pursued.

1. The following provides design guidance for crossings:

General Requirements:

- The crossing shall occur as close as possible to 90 degrees.
- The crossing shall not occur at a bend in a TCPL pipeline.
- TCPL may require the installation of permanent protective measures depending on site-specific conditions and engineering analyses.

General Conditions for Crossings of TCPL Pipelines by Highways, Private Roads and Railways:

- A highway or private road shall be constructed so that the travelled surface is no less than 1.5 metres above the top of the pipeline.
- The bottom of the ditches adjacent to roads should not be less than 1.4 metres above the top of the pipeline.
- Minimum cover for railway crossings (below base of rail) is 3.05 m for uncased pipe.

General Conditions for Crossings of TCPL Pipelines by Utilities:

- TCPL shall retain the upper position in the crossing area.
- Minimum separation between buried facilities shall be 300mm (600mm during installation) for open cut excavations and 1000mm for horizontal directional drill installation methods.
- The utility depth shall be maintained for the entire width of the right-of-way.
- The utility shall have no bends within the pipeline right-of-way.
- The utility shall have no joints, splices or other connections within the TCPL pipeline right-of-way.

- Pipeline crossings should not be placed within 7 metres of a TCPL pipeline bend.

2. For road crossings, TCPL is required by the CER to prepare a detailed engineering assessment of all roads expected during the construction and operation of the crossing, and, if required, provide designs for appropriate mitigation. The cost of this engineering assessment, analysis and design work, the costs of any required mitigation or pipe modification required will be 100% the responsibility of the Proponent. It is recommended that the Proponent consult with TCPL as soon as possible by contacting MHBC at TCEnergy@mhbcplan.com.

Canada Post

Canada Post has no objections for the proposed development.

Service type and location.

1. Canada Post will provide mail delivery service to this development through Community Mailboxes.

2. Single Detached Dwelling, Semi Detached Units, Townhouses dwellings: Will be serviced through Community Mailbox. The location of these sites is determined between my department (Canada Post Delivery Planning) and the Developers appointed Architect and/or Engineering firm. Given an anticipated 292 units in the subdivision, we have estimated 7 Mailbox Sites are required.

3. Please see attached linked for delivery standards: http://www.canadapost.ca/cpo/mr/assets/pdf/business/standardsmanual_en.pdf

Municipal requirements

1. Please update our office if the project description changes so that we may determine the impact (if any).

2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.

Developer timeline, obligations and installation

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin.

2. If applicable, please ensure that any street facing installs have a depressed curb or curb cut. Contact Canada Post Corporation – Delivery Planning for further details.

3. If applicable please ensure that any condominiums apartments with more than 100 units, incorporates a mailroom with rear loading lock box assemblies (mailboxes).

4. Finally, please provide the expected first occupancy date and ensure the future site is accessible to Canada Post 24 hours a day.

5. It is recommended that the owners contact Canada Post as completion draws near so as to finalize the location and compartment they will be assigned to.

Attachment #9

Conditions of Draft Plan Approval

DEV-27-22 (SW-2022-06)

1. The Subdivider shall prepare the final plan and shall include a land use table on the basis of the approved draft plan of subdivision, prepared by GHD, identified as project number 12630859, dated April 8, 2025, which illustrates 134 single-detached units, 173 townhouse units, 5 walkway blocks, a future right-of-way block, and roads.

2. The Subdivider shall name road allowances included in this draft plan to the satisfaction of the Region of Durham and the Town of Whitby.

3. The Subdivider shall submit plans showing the proposed phasing to the Region of Durham and the Town of Whitby for review and approval, if this subdivision is to be developed by more than one registration.

4. The Subdivider shall grant to the Region, any easements required to provide Regional services for this development. The easements shall be in locations and of such widths as determined by the Region.

5. The Subdivider shall provide for the extension of such sanitary sewer and water supply facilities which are external to, as well as within, the limits of this plan that are required to service this plan. In addition, the Subdivider shall provide for the extension of sanitary sewer and water supply facilities within the limits of the plan which are required to service other developments external to this subdivision. Such sanitary sewer and water supply facilities are to be designed and constructed according to the standards and requirements of the Region of Durham. All arrangements, financial and otherwise, for said extensions are to be made to the satisfaction of the Region of Durham, and are to be completed prior to final approval of this plan.

6. Prior to entering into a Subdivision Agreement, the Region of Durham shall be satisfied that adequate water pollution control plant and water supply plant capacities are available to the proposed subdivision.

7. The Subdivider shall satisfy all requirements, financial and otherwise, of the Region of Durham. This shall include among other matters, the execution of a Subdivision Agreement between the Subdivider and the Region concerning the provision and installation of sanitary sewers, water supply, roads and other Regional services.

8. The Subdivider shall agree in the Town of Whitby's Subdivision Agreement to implement the recommendations of the "Noise Feasibility Study," prepared by HGC Noise Vibration Acoustics, dated February 6, 2025, which specifies noise attenuation measures for the development. The measures shall be included in the subdivision agreement and must also contain a full and complete reference to the noise report (i.e. author, title, date and any revisions/addenda) and shall include any required warning clauses identified in the study.

9. The Subdivider shall carry out an archaeological assessment of the subject lands and mitigation and/or savage excavation of any significant heritage resources to the satisfaction of the Ministry of Citizenship and Multiculturalism. No grading or other soil disturbance shall take place on the subject land prior to a letter of clearance from the Ministry of Citizenship and Multiculturalism.

10. That prior to any on-site grading or construction or final approval of the plan, the Subdivider shall submit to, and obtain approval from the Town of Whitby and the Conservation Authority for reports describing the following:

    a. The intended means of conveying stormwater flow from the site based on stormwater techniques which are appropriate and in accordance with provincial guidelines as well as in conformity with the recommendations found within the Lynde Creek Master Drainage Plan and Brooklin Secondary Plan Sub-Area Study 3C.

    b. The intended means to maintain appropriate water balance for the subject lands and to the adjacent hydrologic features as part of this development. This includes agreeing to an appropriate pre-development infiltration condition and providing effective post development infiltration techniques to match this target.

    c. The intended means to design, install, access, maintain and monitor any proposed Low Impact Development (LID) measures as part of this development.

    d. The intended means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction, in accordance with provincial guidelines. The report must outline all actions to be taken to prevent an increase in the concentration of suspended solids in any water because of on-site, or other related works.

    e. A natural hazard constraints plan that clearly illustrates that all proposed development (including grading) is outside of these development limits to the satisfaction of Central Lake Ontario Conservation Authority.

11. The Subdivider agrees that Restoration Planting Plans will be provided and approved by the Town and Central Lake Ontario Conservation Authority to restore any disturbed areas and advance the establishment of native species within all former agricultural fields and buffer areas adjacent to natural hazard lands and related features.

12. That the Subdivider shall agree to install all approved planting and restoration plans identified within the Restoration Planting Plans to the satisfaction of the Town of Whitby and Central Lake Ontario Conservation Authority. All planted areas will be protected with appropriate fencing to avoid any disturbance to this area during subsequent construction.

13. The Subdivider shall obtain all necessary permits from Central Lake Ontario Conservation Authority required through Ontario Regulation 41/24, or any successor regulations made under the Conservation Authorities Act.

14. The Subdivider shall satisfy all financial requirements of the Central Lake Ontario Conservation Authority. This shall include Application Processing Fees and Technical Review Fees owing as per the approved Authority Fee Schedule.

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

    a. The Subdivider agrees to carry out the works referred to in Condition 10 and 11 to the satisfaction of the Central Lake Ontario Conservation Authority.

    b. The Subdivider agrees to maintain all stormwater management and erosion and sedimentation control measures operating and in good repair during the construction period, in a manner satisfactory to the Central Lake Ontario Conservation Authority.

    c. The Subdivider agrees to advise the Central Lake Ontario Conservation Authority 48 hours prior to commencement of grading or the initiation of any on-site works.

    d. In order to expedite clearance of Condition 15, a copy of the fully executed subdivision agreement between the area municipality and the owner should be submitted to the Conservation Authority.

16. That prior to final approval, the Subdivider shall submit to the Ministry of Transportation for their review and approval, a copy of a drainage/storm water management plan /report indicating the intended treatment of the calculated runoff.

17. Prior to final approval, the owner must submit to the Ministry of Transportation for their review and approval, a copy of a traffic impact study. MTO requires a Master Traffic Impact Study that complies with the Guidelines set forth in MTO's Guidelines for Traffic Impact Statements. As this area is being intensified, particular adherence to Part 2 – Multiple Development Traffic Impact Studies Information should be followed. Please have the proponent confirm the reports have been carried out by RAQS approved contractors/consultants. All works within the Provincial right-of-way shall be carried out by RAQS qualified contractors.

18. Prior to final approval, the Subdivider must submit to the Ministry of Transportation for their review and approval, a copy of the Photometric Lighting Plan (in metric LUX units) for MTO review and approval. The plan must illustrate proposed lighting and any light spillage on the Provincial Highway lands & associated service roads ROW.

19. For lots and blocks within 30 metres of the pipeline centreline (the "Prescribed Area"), the conditions, restrictions or covenants specified by Trans Canada Pipeline (TCPL) shall be included in a separate agreement between TCPL and the Proponent, and the Proponent shall register such agreement against title to the Subject Lands prior to registration of the subdivision plan by way of application to register conditions, restrictions or covenants, as applicable, pursuant to the Land Titles Act, or any amendments thereto.

20. The Town of Whitby shall circulate TCPL on the future Site Plan Applications for Blocks located within the Prescribed Area.

21. The Subdivider shall convey the following to the Town:

    a. Block 163 to 167 for walkway blocks;

    b. Block 168 for municipal use block/future public right-of-way (ROW).

22. The Subdivider shall implement all changes to the plan for registration resulting from recommendations and findings of the Municipal Class Environmental Assessment Brooklin North Major Roads EA (BNMREA) and the on-going Columbus Road Detailed Design Project including but not limited to the final right-of-way widths, servicing, grading, alignments, and horizontal and vertical designs of Columbus Road West.

23. The Subdivider shall be responsible for concrete sidewalk and/or multi-use path installation in the following locations:

    a. 3.0m-wide asphalt multi-use path on the east side of Street E;

b. 1.8m-wide concrete sidewalk on both sides of all other streets.

Further review and consideration of sidewalk placement is required and will be addressed through detail design/engineering.

24. The Subdivider shall be responsible for maintaining the existing Town roads in an acceptable condition throughout the duration of construction and/or until such time as the Town roads are reconstructed. The Subdivider may be required to provide the Town with securities to ensure roads are maintained to the Town's satisfaction. This is to be reviewed further when information regarding the timing of construction of both the subdivision development and the reconstruction of the Town owned road(s) is known.

25. The Subdivider shall revise unit lot lines, if required, to meet Town Standards for Block 155 along the +/- 90° bend within the plan to confirm adequate driveway layout (refer to Standard 411) with or without the eyebrows per Standard 406 and 406.10. Note that the eyebrows are not preferred by the Town and will be accepted only where required. The plan for registration must be revised to accommodate any required changes.

26. A plan shall be provided showing all road allowance widths, centreline radii, streetline radii, curb lines (at bends, cul-de-sacs, and intersections with angles less than 90 degrees), tangents, intersection angles/skew, visibility triangles and driveway locations (at bends and intersections) to ensure conformance to street classifications, Transportation Association of Canada (TAC) and Town of Whitby. This should be provided prior to or with the submissions of the detailed engineering drawings.

    The Subdivider shall be responsible for implementing any design elements and/or changes to the plan for registration required to address any sightline and/or alignment concerns.

27. The Subdivider shall provide a Pavement Marking and Signage plan and shall be responsible for providing both temporary and permanent signage and pavement markings for the development.

28. The Subdivider shall provide a composite Traffic Calming Plan for all roads in the plan that includes, but is not limited to, area specific speed limits, speed humps, and raised intersections, for review and acceptance by the Director of Engineering Services.

29. Should the Subdivider proceed in advance of the adjacent developer, they shall construct Street E to the full extents and the full cross-section.

30. The Subdivider shall not commence the installation of any Town services within this subdivision until such time as the adjacent/downstream Subdivider(s) has constructed the required services to the common property line.

31. In the event that Street E is not constructed with the first phase of development, the Subdivider shall construct a temporary full movement vehicular access, designed to Town standards, at an alternate location along Columbus Road West all to the satisfaction of the Director of Engineering Services.

32. The Subdivider shall provide a Construction Management Report and Plan(s) to the Town's satisfaction that includes, but is not limited to, a neighborhood communication strategy, construction traffic route, schedule and mud and dust control best management practices. Construction traffic shall be restricted to time windows that do not conflict with the typical peak school drop-off and pick-up times of the nearby school.

33. The Following Lots/Blocks shall be placed on hold:

    a) Lots 1 to 25, 131 to 134 - until such time as the Street E is fully constructed;

    b) Lot 106 and Block 144 – until such time as suitable municipal road frontage is constructed and available for use;

34. The Subdivider agrees that if at the time of detailed design, should the final traffic calming circle design identify need for additional property requirements, the Subdivider shall adjust property lines accordingly.

35. Due to the nature and design of the proposed traffic calming circle, driveway access may be restricted for some of the lots and units within the limits of the splitter islands. Purchase and sale agreements for the affected lots and units shall contain a warning clause to this effect to be registered on title.

36. The Subdivider shall implement all recommended noise control measures identified in the Environmental Noise Assessment report and revise the plan as required to accommodate recommended noise control measures prior to registration.

37. All non-regulatory fencing and acoustic barriers shall be installed wholly on private property and all operation and maintenance of said fencing shall be the responsibility of the private property owners. Purchase and sale agreements for the affected lots and units with acoustic barriers shall contain a warning clause to this effect to be registered on title.

38. The Subdivider shall design and construct all regulatory black vinyl chain link fences to delineate Town blocks, and open spaces from private property in accordance with the relevant engineering standards.

39. The Subdivider shall ensure all private properties are protected from flooding limits at low points and points of major system flow convergence along the municipal road system. If required, the plan for registration shall be revised accordingly to provide said flood protection.

40. Construction phasing of the development shall be to the satisfaction of the Engineering Services, shall consider adjoining developments, and shall provide for upstream and downstream road and servicing connectivity.

41. The Subdivider shall provide a detailed engineering submission in accordance with Sections A2.00 and A3.00 of the Town of Whitby's Engineering Design Criteria. The engineering drawings must be set up as per the Town's CAD layering standards and object data requirements set out in Appendix A of the Design Criteria. The engineering drawings will not be accepted until it is confirmed that the drawing set-up conforms to this requirement.

42. The Subdivider shall confirm the details of all existing above and below grade infrastructure relevant to the proposed design. Existing details shall be confirmed in the field by a method determined by the Subdivider's consulting engineer in consultation with the Town. Acceptable methods include, but are not limited to, topographical surveys, locates, measure downs, sub-surface utility engineering (SUE) investigation Quality Level A (QL-A), also referred to as daylighting, to determine horizontal and vertical location. The Subdivider further acknowledges that any as-built information provided by the Town is for informational purposes only.

43. All plan and profile drawings shall indicate the seasonal high water table elevation and the corresponding Minimum Basement Elevation, all to be confirmed by Hydrogeological Consultant and accepted by Central Lake Ontario Conservation Authority (CLOCA). The Subdivider shall protect all proposed private dwellings from the seasonal high-water table where applicable.

44. The Subdivider shall be responsible for all hydro poles, luminaries and hydro requirements for this proposed subdivision and shall enter into a separate agreement with Elexicon accordingly.

45. The Subdivider shall provide the Town with a full electrical design (i.e. primary, secondary and streetlight design) for this development. All aspects of the secondary electrical design and street light design will be peer reviewed by the

Town. The Subdivider will be financially responsible for the peer review cost including a 15 percent administrative fee. The street lighting design shall include all right-of-way components including active transportation facilities, shall comply with the latest version of the RP-8 Roadway Lighting Design standard and shall utilize LED technology.

46. Any concerns raised through future re-submissions of the geotechnical and hydrogeotechnical reports for the site shall be addressed by the Subdivider to the satisfaction of the Engineering Services. This includes, but is not limited to, long term slope stability, confirmation of design parameters and preliminary layout for LID measures (proposed infiltration trenches), proposed stormwater management pond elevations relative to groundwater levels and the need / thickness of the impervious membrane or synthetic clay lining, foundation construction requirements and recommended measures for Best Management Practices for municipal servicing construction. The plan must reflect changes required in this regard prior to registration.

47. The Subdivider shall provide the Town with a deposit for any necessary peer review costs with the amount to be determined at time of first peer review. The Town will administer payments to any Peer Review Consultant(s) and provide milestone billings back to the Subdivider. The Town may request additional deposits for the Peer Review funds if required. At the time of issuance of full engineering approvals, any remaining deposit will be returned to the Subdivider. This condition will be superseded at such time as the Town has a Peer Review By-law in place.

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

49. The Subdivider shall provide a copy of the approved individual lot grading plan (i.e. siting) to each lot purchaser prior to closing.

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

51. The Subdivider shall be responsible for satisfying any additional requirements identified by the Engineering Services not specifically listed above.

52. The Subdivider shall satisfy their obligations related to parkland dedication as required through a future North Brooklin Master Parks Agreement or other arrangement to the satisfaction of the Town. Parkland dedication will be

calculated at a rate in accordance with the Town's Parkland Dedication By-Law and the Planning Act.

53. The Subdivider agrees to install a 1.2 metre black vinyl standard park fence where any open space and park blocks abut residential lots.

54. The Subdivider shall provide a Tree Preservation Plan in coordination with an Erosion and Silt Control (ESC) fencing. The Tree protection fencing is to be inspected and approved by the Town in advance of any on-site grading works.

55. The Subdivider shall ensure all municipal trees proposed for removal are appraised by an ISA Certified Arborist. The appraisal will be reviewed by the Town Forestry staff and will inform any requirements for compensation for the loss of these trees, including cash contribution to the town's tree Reserve Fund.

56. The Subdivider shall, in advance of any tree clearing, provide the Town with evidence of permission for proposed removals offsite and on neighbouring properties.

57. The Subdivider shall provide the Town with a detailed Compensation Planting Plan/NHS Restoration and Enhancement Plan through a revised EIS. Once approved, a cost estimate is to be provided so the Town can secure these works through a Landscape Letter of Credit (LC). This LC must be provided in advance of the removal of any woodlots.

58. The Subdivider shall agree to install all approved planting and restoration plans identified within the Natural Heritage Restoration and Enhancement Plan to the satisfaction of the Town of Whitby and CLOCA, within the shouldering growing season of any approved removals or impacts. All planted areas will be protected with appropriate fencing to avoid any disturbance to this area during subsequent construction.

59. The Subdivider shall ensure the success and management of the Restoration Plan is monitored for a 3-year period by the Landscape Consultant. Annual inspections with and reporting to both the Town and CLOCA is required during this period.

60. The Subdivider shall convey protected and undevelopable lands to the Town where, in public ownership, the lands will be protected in perpetuity, as part of registering the subdivision. This includes the Greenbelt lands on the Mykinder property where compensation planting is proposed to occur. The Town requires the Subdivider to co-ordinate the submission of a 40R plan for these associated

lands. Should the Subdivider and Mykinder not agree to convey the lands to the Town, cash-in-lieu shall be provided.

61. The Subdivider shall ensure all adjacent boulevards are urbanized, top-soiled, fine-graded, sodded and provided with buffer tree planting.

62. The Subdivider shall ensure all black vinyl chainlink fences are designed and constructed in accordance with the relevant Engineering Standards to delineate Town blocks and Open spaces from private property.

63. The Subdivider shall consult with Canada Post to determine suitable permanent locations for Community Mail Boxes. The Subdivider will indicate these locations on the appropriate servicing plans.

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

65. The required noise mitigation measures and warning clauses shall be included in the Subdivision Agreement and future Site Plan Agreements.

66. The Subdivider shall provide a tree preservation plan and install protective fencing in advance of any on-site grading works.

67. Through the Plan of Subdivision Agreement, the Subdivider shall complete the Whitby Green Standard performance measures as part of the construction of the approved development as detailed in Sustainability Rationale Report submitted by the proponent.

68. That the new home construction be designed to meet the Energy Star standards or equivalent.

69. The Subdivider shall prepare and implement the following reports and plans in accordance with the applicable guidelines to the satisfaction of the agencies noted:

Report	Town	Region	CLOCA
Functional Servicing and Stormwater Management Report	Yes	Yes	Yes
Geotechnical Investigation	Yes	Yes	Yes
Hydrogeological Study	Yes	Yes	Yes
Noise Impact Study	Yes	Yes	-
Phase One Environmental Site Assessment	Yes	Yes	-
Sustainability Report	Yes	-	-

Transportation Impact Study	Yes	Yes	-

70. The Subdivider shall satisfy all requirements, financial and otherwise, of the Town of Whitby, including among other matters, the execution of a subdivision agreement between the Subdivider and the Town of Whitby concerning the provision and installation of services, drainage and other local services.

71. That the Subdivider covenants and agrees to enter into the cost sharing agreement amongst the benefitting landowners in accordance with Section 11.4.31.5 e) as set out in the Town of Whitby Official Plan and that the Town will clear Condition No. 71 upon receipt of a letter of clearance from the “Trustee” representing the North Brooklin Cost Sharing Agreement.

72. Prior to final approval of this plan for registration, the Town of Whitby shall be advised in writing by:

    a) The Regional Municipality of Durham, how Conditions 1 to 9 have been satisfied.

    b) The Central Lake Ontario Conservation Authority, how Conditions 10 to 15 have been satisfied.

    c) The Ministry of Transportation (MTO), how Conditions 16 to 18 have been satisfied.

    d) The Trans Canada Pipeline (TCPL), how Condition 19 and 20 have been satisfied.

Note

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

If final approval is not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, draft approval will lapse under 51 (32) of the Planning Act, RSO, 1990, as amended. If the owner wishes to request an extension to the draft approval, a written request and explanation must be received by the Commissioner of Planning and Development 120 days prior to the lapsing date. A processing fee in effect at the time of request, shall apply.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: DEV-31-24: Official Plan Amendment Application, Draft Plan of Subdivision Application, and Zoning By-law Amendment Application, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File No: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 26-25**

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:

John Taylor, Director of Planning Services – 905-444-2908

Kerstin Afante, Planner II – x. 2836

1. Recommendation:

1. **That Council approve Official Plan Amendment Number 145 to the Whitby Official Plan (File: OPA-2024-W/10), as shown on Attachment #9, and that a By-law to adopt Official Plan Amendment Number 145 be brought forward for consideration by Council;**

2. **That Council approve the Draft Plan of Subdivision (File: SW-2024-04), subject to the comments included in Planning Report PDP 26-25 and the conditions of draft plan approval included in Attachment #13;**

3. **That Staff be authorized to prepare a Subdivision Agreement;**

4. **That Council approve an amendment to Zoning By-law 1784 (File: Z-15-24), and that a By-law to amend Zoning By-law 1784 be brought forward for consideration by Council; and,**

5. **That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.**

2. Highlights:

- The Biglieri Group on behalf of Anatolia Investments Corp. has submitted Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision applications to the Town of Whitby for the lands municipally known as 961 Conlin Road, 975 Conlin Road, 4605 Garard Road and 4625 Garrard Road.

- The Official Plan Amendment application proposes to delete the future Type C Arterial Road (east of Thickson Road North) in Schedule D – Transportation and Schedule L – Taunton North Community Secondary Plan.

- The Official Plan Amendment application also proposes to delete the future Type C Arterial Road (east of Thickson Road North) in Map 3b – Regional Network in Envision Durham.

- The Draft Plan of Subdivision application proposes to create various blocks consisting of two (2) employment blocks, two (2) open space blocks, and three (3) road widening blocks.

- The Zoning By-law Amendment Application proposes to change the current zone category from an Agricultural Zone (A) to appropriate zone categories to permit the proposed development of industrial warehouses.

- The applicant has also submitted a Site Plan Application which will be processed through the Commissioner of Planning and Development. The Site Plan materials will provide more detail on the proposed site layout including grading and servicing, lighting, landscaping and details of the building design. All the commenting departments and external agencies have indicated support for, or no objection to, the proposed development subject to their comments and conditions being addressed.

3. Background:

3.1. Site and Area Description

The subject lands are located at the southeast corner of Conlin Road and Garrard Road, municipally known as 961 Conlin Road, 975 Conlin Road, 4605 Garrard Road, and 4625 Garrard Road (refer to Attachment #1). The Subject Site has a site area of 43.2 hectares (106.75 acres).

The surrounding land uses include:

- An Amazon distribution centre to the north;

- A new industrial warehouse and the Region of Durham recycling and waste facility to the west, and surrounds existing residential uses at 4785 and 4725 Garrard Road;

- A self-storage facility, open space, and future industrial uses within the City of Oshawa to the east; and

- Commercial uses along Taunton Road to the south.

The property at 4625 Garrard Road (which also includes the lands municipally known as 4635 and 4655 Garrard Road) is currently vacant. The property at 961 Conlin Road has one single detached dwelling. The properties at 975 Conlin Road and 4605 Garrard Road are currently being used for agricultural purposes (refer to Attachment #2).

3.2. Applications and Proposed Development

An Official Plan Amendment application has been submitted to delete the future Type C Arterial Road (east of Thickson Road North) on Schedule D – Transportation, and Schedule L – Taunton North Community Secondary Plan of the Town of Whitby Official Plan, and on Envision Durham Map 3b – Regional Network.

A Draft Plan of Subdivision application has been submitted to create various blocks consisting of two (2) employment blocks, two (2) open space blocks, and three (3) road widening blocks (refer to Attachment #3).

A Zoning By-law Amendment Application has been submitted to change the current zone category from Agricultural (A) to appropriate zone categories to permit the proposed development of industrial warehouses.

3.3. Documents Submitted in Support

The applications were submitted with the following supporting documents:

- Draft Plan of Subdivision, prepared by The Biglieri Group Ltd., dated April 25, 2025 (Refer to Attachment #3);

- Planning Addendum Letter (including Weston Consulting Planning Justification Report as an Appendix), prepared by The Biglieri Group Ltd., dated September 27, 2024;

- Draft Official Plan Amendment, prepared by The Biglieri Group Ltd., dated March 21, 2025;

- Draft Zoning By-law Amendment, prepared by The Biglieri Group Ltd., dated April 21, 2025;

- Sustainability Rationale Report, prepared by The Biglieri Group Ltd., dated September 27, 2024;
- Whitby Green Standard – for DPS and SPA, prepared by The Biglieri Group Ltd., dated September 27, 2024;
- Architectural Drawing Package prepared by Powers Brown Architecture, dated September 18, 2024;
- Updated Conceptual Site Plan prepared by Powers Brown Architecture, dated March 17, 2025 (Refer to Attachment #4);
- Civil Drawing Package, prepared by WSP, dated September 6, 2024;
- Functional Servicing Report, prepared by WSP, dated September 6, 2024;
- Stormwater Management Report, prepared by WSP, dated September 6, 2024;
- Hydrogeological Assessment and Water Balance Study, prepared by WSP, dated June 3, 2024;
- Geotechnical Investigation Report, prepared by WSP, dated April 22, 2024;
- Environmental Impact Study, prepared by Beacon Environmental, dated March 2023;
- EIS Addendum Letter, prepared by Dillon Consulting Limited, dated May 2, 2025;
- Arborist Reports and Tree Preservation Plans, prepared by Dillon Consulting Limited, dated 2023/2024;
- Landscape Package, prepared by Dillon Consulting Limited, dated September 20, 2024;
- Storm Pond Drawings Package, prepared by Dillon Consulting Limited, dated September 20, 2024;
- Wetland Drawings Package, prepared by Dillon Consulting Limited, dated September 20, 2024;
- Compensation Area Drawings Package, prepared by Dillon Consulting Limited, dated September 20, 2024;
- Traffic Impact Study (TIS), and Addendum prepared by TYLin, dated April 2023 and September 25, 2024; which concluded that the future

arterial road is not necessary for the study network to operate and would play a significant role in providing an overall improvement to traffic operations within the study area;

- Pavement Marking and Signage Plan, prepared by TYLin, dated September 2024;
- Vehicle Maneuvering Drawings, prepared by TYLin, dated September 2024;
- Garrard Road Southbound Left-Turn Lane Design, prepared by TYLin, dated September 2024;
- Proposed Arterial Deletion Memo, prepared by TYLin, dated September 25, 2024;
- Lighting and Photometrics Plan, prepared by Design Works Engineering, dated September 11, 2024;
- Electrical Brief, prepared by Design Works Engineering, dated February 18, 2024;
- Mechanical Brief, prepared by Design Works Engineering, dated February 18, 2024;
- Energy Performance Study, prepared by Design Works Engineering, dated September 12, 2024;
- Construction Vibration Zone of Influence Study & Monitoring Plan, prepared by Aercoustics, dated September 12, 2023;
- Noise Impact Study, prepared by Aercoustics, dated September 24, 2024;
- Electrical Site Plan, prepared by Lapas Engineering, dated September 23, 2024;
- Stage 1 & 2 Archaeological Assessment, prepared by The Archaeologists Inc., dated July 17, 2022;
- Letter to Oshawa Executive Airport, prepared by Anatolia Investments Inc., dated September 24, 2024;
- Urban Design Brief, prepared by Weston Consulting, dated April 2023;
- Aeronautical Impact Assessment, prepared by WSP, dated June 13, 2023;
- Water Well Survey Summary, and Sampling Results, prepared by WSP, dated February 27, 2023;

- Plan of Survey and Topography, prepared by WSP, dated August 13, 2024;
- Phase 1 ESA, prepared by WSP, dated August 1, 2022;
- Phase 2 ESA, prepared by WSP, dated October 2022;
- ESA Reliance Letter, prepared by WSP, dated July 7, 2023; and
- Comment Response Matrix, prepared by The Biglieri Group Ltd., dated April 25, 2025.

The above documents have been circulated to the relevant internal departments and external agencies for review and comment.

4. Discussion:

4.1. Envision Durham

Pursuant to Bill 23, as of January 1, 2025, the Region of Durham is defined by the Province as an "upper-tier municipality without planning responsibilities". As such, the Town of Whitby has assumed approval authority for all Planning Act decisions, except as prescribed by the Ministry of Municipal Affairs and Housing (Ontario Regulation 525/97). Envision Durham, the former Regional Official Plan (ROP), has now become part of the Town of Whitby's Official Plan until such time that the Town has completed its Official Plan Review, currently underway. The Town has assumed responsibility for Envision Durham as it pertains to the area within its jurisdiction.

The subject lands are designated as Employment Areas and Major Open Space Areas on Map 1 - Regional Structure of Envision Durham. Employment Areas are intended for manufacturing, warehousing, storage, assembly and processing. Employment Areas are typically situated along or near major transportation corridors with separation and buffering from adjacent Community Areas. Major Open Space Areas are intended for environmental protection and conservation, while allowing for a range of agricultural uses and recreational uses, where appropriate. Envision Durham Map 3b – Road Network identifies a future Type C Arterial Road on the subject lands that would allow for a connection from Thickson Road North in Whitby to Stevenson Road North in Oshawa (refer to Attachment #5).

An Amendment to Envision Durham, as it relates to the Town of Whitby, is required to delete the future Type C Arterial Road.

4.2. Oshawa Official Plan Amendment 208

The proposed deletion of the arterial road in Whitby would be consistent with recent planning decision in the City of Oshawa. Oshawa adopted Official Plan Amendment 208 (OPA 208) in May 2022, which includes the removal of

the corresponding future Type C arterial road from the City of Oshawa Official Plan and was forwarded to the Region of Durham for approval (prior to removal of Regional Planning authority). At that time, the Region had requested that additional information regarding potential impacts of the road deletion on the road network, be provided and addressed through the ongoing Stevenson Road Environmental Assessment.

4.3. Stevenson Road Environmental Assessment

The Stevenson Road Environmental Assessment (EA) determined that the proposed arterial road would provide only minor relief to adjacent corridors and negligible travel time improvements, while posing potentially significant environmental impacts. It concluded that an arterial road connection between Stevenson Road North in Oshawa and Thickson Road in Whitby is not required from a transportation network or capacity perspective.

The conclusions of the EA reinforce that there is no functional need for a future road connection through this corridor, supporting the request to delete the subject road segment in Oshawa, as well as in Whitby.

4.4. Whitby Official Plan

The subject lands are designated as General Industrial on Schedule A – Land Use (refer to Attachment #6) and Schedule L – Taunton North Community Secondary Plan (refer to Attachment #7). Lands designated as General Industrial permit the manufacturing, processing, assembly, servicing, storing of goods and raw materials, warehousing, and uses for similar and related purposes such as utility yards and functions, and transportation terminals (4.7.3.1.1).

Small portions of the property near the eastern and southern limits are designated Natural Hazards and Natural Heritage System on Schedule C – Environment Management and Environmental Protection/Conservation Land on Schedule L – Taunton North Community Secondary Plan. Development is generally prohibited within the Natural Heritage System (Section 5.3.7.4) or Natural Hazards (Section 5.3.10.4). The boundaries of a Natural Hazard designation are to be determined through an Environmental Impact Study, in consultation with the Conservation Authority.

Schedule D – Transportation of the Whitby Official Plan, as well as Schedule L – Taunton North Community Secondary Plan, identify a future east-west Type C arterial road on the subject lands, south of Conlin Road, north of Taunton Road East, which would connect Thickson Road in Whitby to Stevenson Road in Oshawa (refer to Attachment #8).

An amendment to the Town of Whitby Official Plan is required to delete the future Type C Arterial Road (refer to Attachment #9). It is recommended that the application for Official Plan Amendment to delete the proposed Type ‘C’ Arterial Road be approved.

The applicant's detailed Transportation Impact Study, prepared by TYLin and reviewed by both the Town and Region, demonstrates that the future arterial road is not needed from a transportation or capacity perspective. The proposed industrial and warehousing development can be adequately served by the existing and planned road network, including Conlin Road, Taunton Road, and nearby Highway 407 access.

The proposed amendment is consistent with the Provincial Planning Statement, 2024, which promotes efficient development patterns and the use of existing infrastructure to support employment growth. It also supports the Town of Whitby's Official Plan objectives by enabling warehousing development within the General Industrial designation without introducing unnecessary new infrastructure. As such, removal of the proposed Type 'C' Arterial Road is both justified and appropriate.

4.5. Zoning By-law 1784

The subject land is currently zoned Agricultural (A) under Zoning By-law 1784 (Refer to Attachment #10). The A Zone would not permit the proposed industrial warehouse development. An Amendment to the Zoning By-law to change the existing Agricultural Zoning to an appropriate zone category is required to permit the proposed development.

4.6. Other Matters

The property municipally known as 949 Conlin Road is a land-locked parcel owned by a third party, which currently relies on access via an existing driveway located on the subject lands. This driveway provides access to Garrard Road. The applicant is required to ensure continued access to 949 Conlin Road by providing a registered easement over the existing driveway in favour of the owners of 949 Conlin Road. Any such easement will require land division approval and must be designed to the satisfaction of the Town.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

A Public Meeting was held on December 9, 2024, in accordance with the Town of Whitby Official Plan and the Planning Act. This meeting provided the public, as well as interested persons and agencies, with the opportunity to make representation regarding the Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision applications. An excerpt of the meeting minutes is included in Attachment #11.

Residents and stakeholders provided comments and raised concerns regarding such matters as:

- compatibility with surrounding land uses and impact on agricultural resources;
- long-term community benefits;
- environmental considerations;

- impact on well-water;
- construction period noise and dust; and
- potential soil contamination.

In consideration of the comments received, staff note the following:

- Although the subject land is zoned Agricultural currently, the subject land and surrounding lands have been designated in the Official Plan and intended for Industrial uses for decades. The proposed industrial development conforms to the Official Plan.
- The extent of environmental features/functions were determined through an EIS, and the limit of development will be detailed in the Zoning, including appropriate zone category(s) regarding environmental features/functions.
- The applicant has submitted Phase 1/Phase 2 Environmental Site Assessment which indicated the soil and groundwater quality meets the applicable MECP Table 1 SCS, as of the certification date, and that no additional environmental investigations are recommended.
- Two (2) stormwater management ponds will be constructed, and potential water table impacts will be monitored.
- A Construction Management Plan will be required as part of the Site Plan approval process and would include mitigative measures regarding noise, dust pollution, and privacy for adjacent properties during the construction period.

In particular, an adjacent property owner had requested several modifications, including:

- increased building setbacks;
- relocation of the snow storage area;
- privacy and trespassing measures;
- retaining wall to prevent soil erosion; and,
- a new public road through the subject property to connect their lands, in the City of Oshawa, to Garrard Road.

Staff note that building setbacks, snow storage, grading, erosion, stormwater management, and mitigation strategies will be considered through the Site Plan approval process.

As it relates to the request for a new public road, the applicant has indicated that they do not wish to construct a public road through the subject lands to connect to the private property in Oshawa, as the Traffic Impact Study and the Stevenson Road Environmental Assessment have concluded that there is no need for the east-west Arterial Road from a transportation network or capacity perspective to support the proposed development, nor a need for a [public] local road that would cross municipal boundaries to connect private properties.

Staff note that the applicant's TIS, as well as Oshawa EA materials have indicated that the proposed deletion of the future Type C Arterial Road within the Town of Whitby is acceptable and would align with Oshawa's adopted Official Plan Amendment (OPA 208) to likewise remove the future road symbol.

All individuals who registered as an interested party at the statutory public meeting and any individual who provided written correspondence to the Town have been provided notice of the June 2, 2025, Committee of the Whole Meeting.

7. Input from Departments/Sources:

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

- Bell Canada;
- Elexicon Energy;
- Trans Northern Pipelines; and,
- Rogers Communications.

Refer to Attachment #12 for additional detailed comments.

Internal Departments:

Community Services – Parks Planning and Development Division

Parks staff have no objections to the applications subject to the Conditions of Draft Approval. Parks Staff have provided Conditions of Draft Approval (refer to Attachment #13) which include a requirement for cash-in-lieu of parkland and a requirement that open space blocks 3 & 4 be conveyed to the Town of Whitby

Engineering Services

Whitby Engineering has no objections to the Official Plan and Zoning By-law Amendment applications. Whitby Engineering has no objections to the proposed Draft Plan of Subdivision subject to the Conditions of Draft Approval.

Financial Services

Comments provided by Financial Services staff outline the requirements for the payment of development charges and cash-in-lieu of parkland.

Fire and Emergency Services

Comments provided by Whitby Fire and Emergency Services confirm no objection to the applications, subject to clarification of Ontario Building Code (OBC) requirements, identification of principal entrances, compliance with fire access and water supply regulations, the potential requirement for an Integrated Testing Coordinator. These matters will be addressed through Site Plan approval process.

Landscape

Landscape staff have no objections to the applications, subject to the Conditions of Draft Approval. Requirements include revisions to landscape and compensation plans, coordination with tree protection measures, and compliance

with restoration and enhancement commitments. The subdivider must provide financial securities, ensure proper implementation and monitoring of compensation plans, and obtain necessary permissions for tree removals.

Strategic Initiatives

Strategic Initiatives staff have no objections to the proposal, recognizing its economic benefits and alignment with Whitby's strategic goals. The proponent is encouraged to engage with the Town's Concierge Program. Sustainability staff request an updated Whitby Green Standard Checklist to confirm compliance with Tier 1 requirements.

Refer to Attachment #12 for additional detailed comments and Attachment #13 for Conditions of Draft Plan Approval.

External Agencies:

Central Lake Ontario Conservation Authority (CLOCA)

CLOCA has no objections to the Official Plan and Zoning By-law Amendment applications. However, prior to the approval of the Site Plan and Draft Plan of Subdivision applications, CLOCA requires that detailed technical comments be fully addressed to their satisfaction. These comments relate to stormwater management, hydrogeology, and regulated features on the site, including wetlands.

City of Oshawa

The City of Oshawa has no objection to the proposed Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision applications.

Oshawa Airport

Oshawa Airport has no objections to the applications, subject to Conditions of Draft Approval. Comments provided by Oshawa Airport outline their requirements related to noise warning clauses, wildlife attractants, and a wildlife risk assessment for the stormwater management pond. The noise warning clauses and mitigation measures identified in the Noise Study will be registered on title through the future Site Plan Agreement.

Region of Durham

Durham Region has no objection to the proposed Official Plan Amendment, Zoning By-law Amendment, or Draft Plan of Subdivision applications. Regional staff met with Town staff on May 7, 2025, to discuss transportation concerns related to the proposed deletion of the planned east-west midblock Future Type 'C' Arterial Road east of Thickson Road. The Region confirmed that its previous transportation comments were advisory in nature and not conditions of draft approval, and it is satisfied that the Town of Whitby has adequately planned for the associated impacts.

Regional servicing and transit comments from February 2025 remain applicable

and will be addressed through future engineering submissions and the Site Plan approval process. A revised Functional Servicing Report is still required, and the applicant must provide a land use table prepared by an Ontario Land Surveyor to the satisfaction of the Region. Conditions of Draft Approval provided by the Region must be met prior to final clearance.

Refer to Attachment #12 for additional detailed comments and Attachment #13 for Conditions of Draft Plan Approval.

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 Corporate Strategic Plan.

The proposed development supports Strategic Pillar 3 – Whitby's Economy to ensure Whitby is clearly seen by all stakeholders to be business and investment friendly by being supportive and providing effective customer service through the development approval process.

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

9. Attachments:

Attachment #1 – Location Sketch

Attachment #2 – Aerial Context Map

Attachment #3 – Proponent's Proposed Draft Plan of Subdivision

Attachment #4 – Proponent's Proposed Concept Plan

Attachment #5 – Excerpt from Envision Durham – Map 3b – Regional Network

Attachment #6 – Excerpt from Town of Whitby Official Plan – Schedule A – Land Use

Attachment #7 – Excerpt from the Town of Whitby Official Plan – Schedule L – Taunton North Community Secondary Plan

Attachment #8 – Excerpt from the Town of Whitby Official Plan – Schedule D - Transportation

Attachment #9 – Draft Proposed Amendment #145 to the Town of Whitby Official Plan

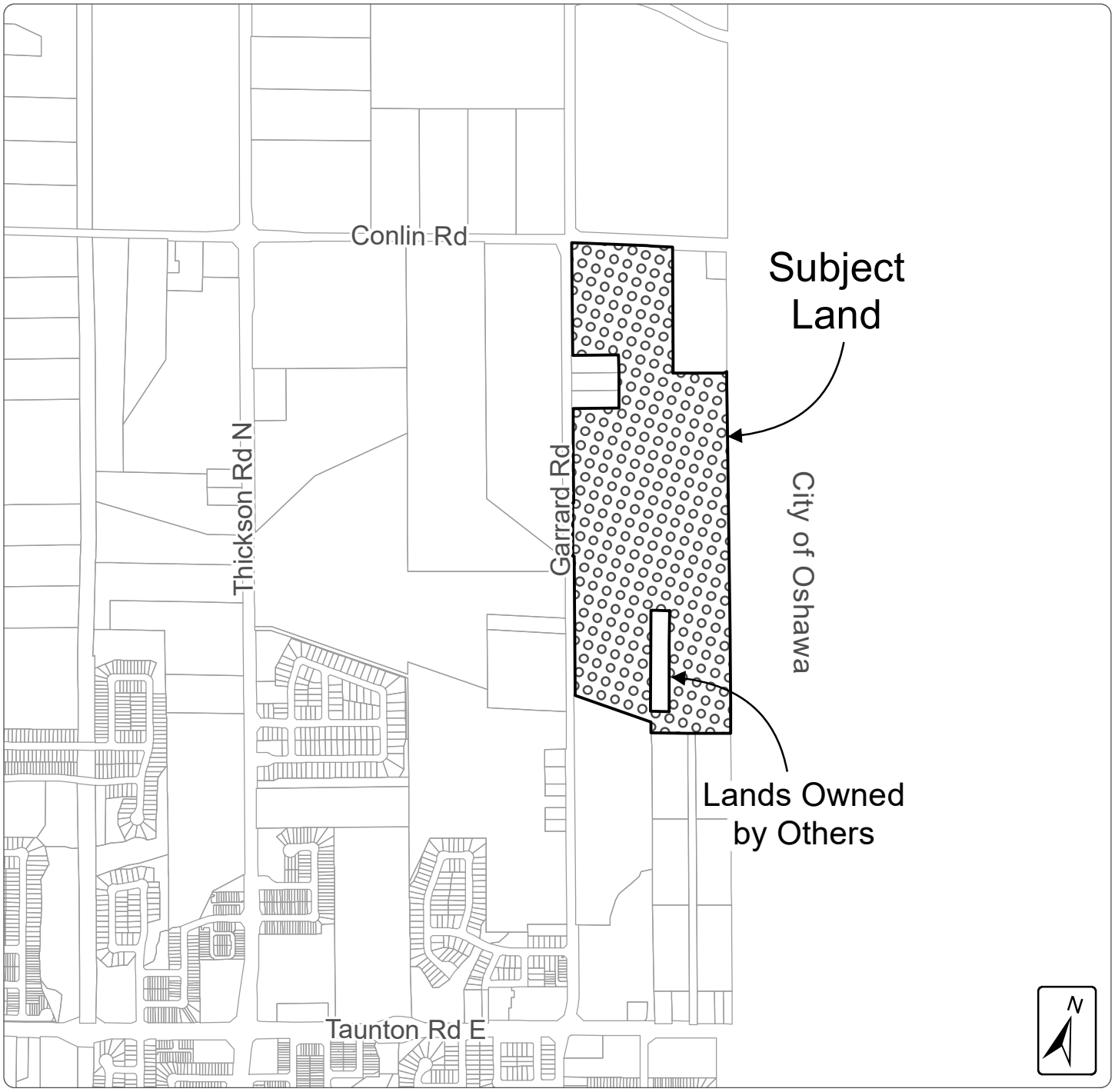
Attachment #10 – Excerpt from Zoning By-law No. 1784

Attachment #11 – Excerpt from Public Meeting Minutes from December 9, 2024

Attachment #12 – Agency and Stakeholder Detailed Comments

Attachment #13 – Conditions of Draft Plan of Subdivision Approval

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

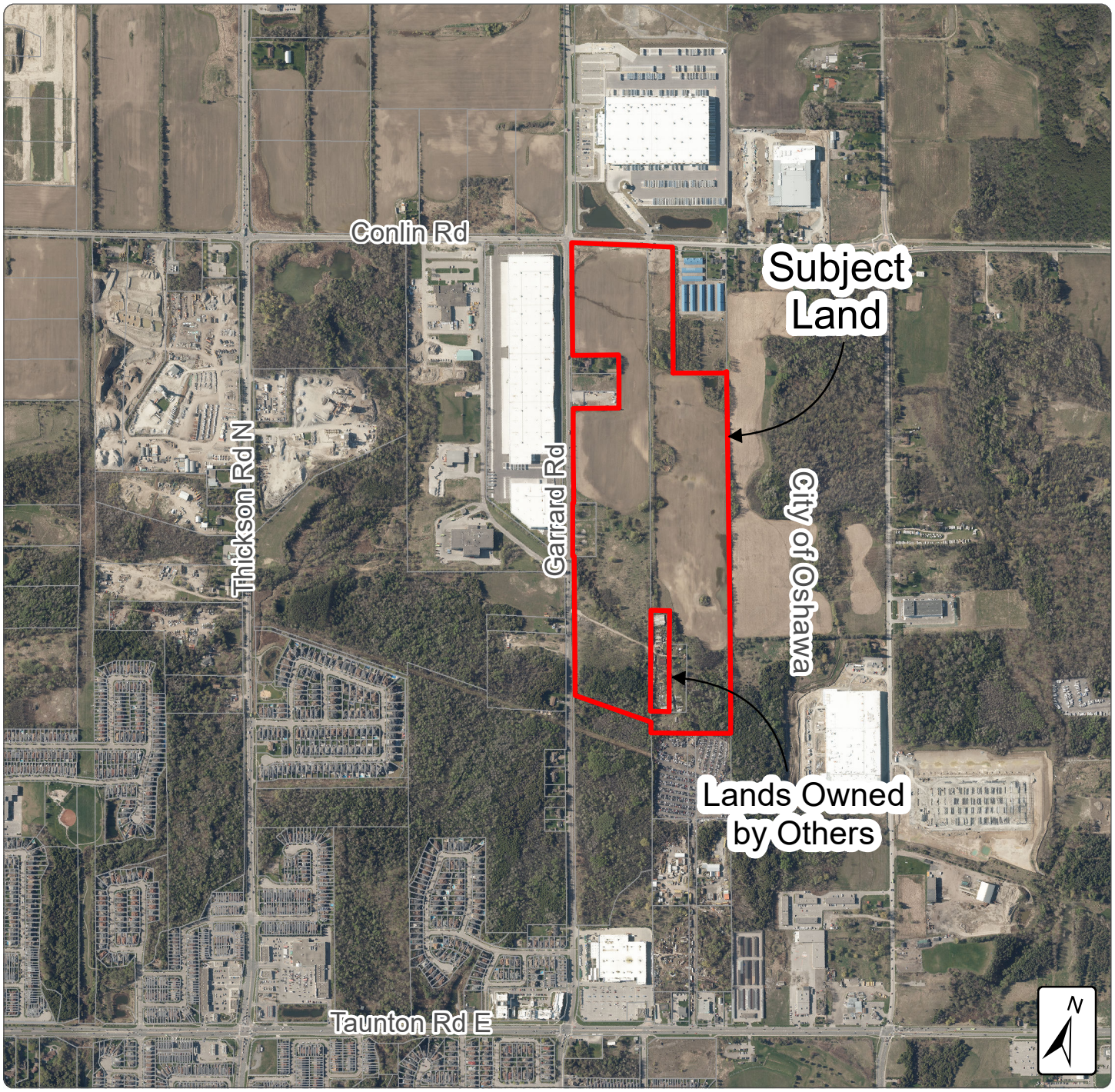
Proponent:	File Number:	Date:
The Biglieri Group c/o Anatolia Investments Corp	DEV-31-24 (OPA-2024-W/10, Z-15-24, SW-2024-04)	June 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

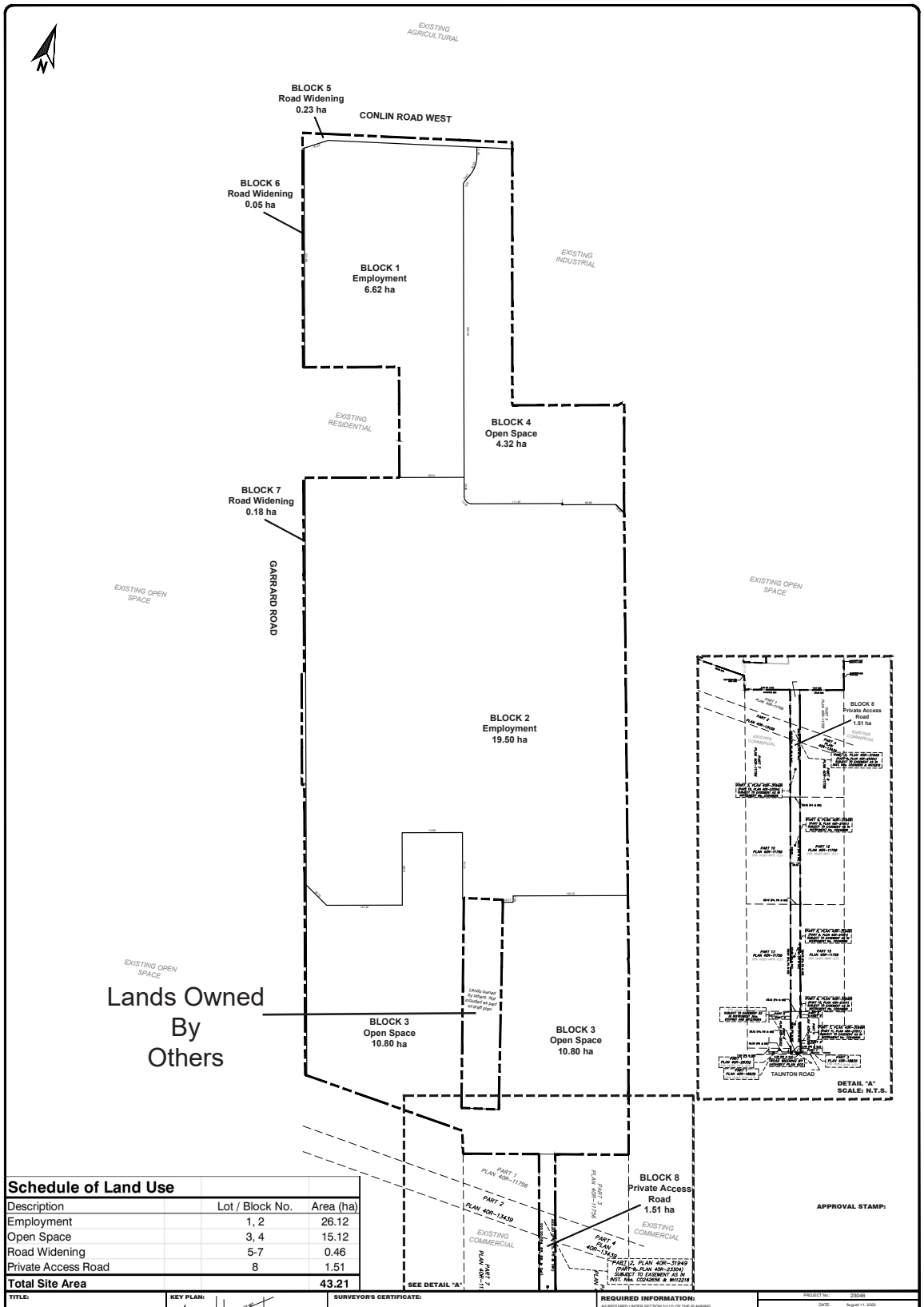
Proponent:	File Number:	Date:
The Biglieri Group c/o Anatolia Investments Corp	DEV-31-24 (OPA-2024-W/10, Z-15-24, SW-2024-04)	June 2025

External Data Sources:
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Attachment #3
Proponent's Proposed Draft Plan of Subdivision



Schedule of Land Use		
Description	Lot / Block No.	Area (ha)
Employment	1, 2	26.12
Open Space	3, 4	15.12
Road Widening	5-7	0.46
Private Access Road	8	1.51
Total Site Area		**43.21**

APPROVAL STAMP:

TITLE: DRAFT PLAN OF SUBDIVISION

LEGAL DESCRIPTION:
DRAFT PLAN OF SUBDIVISION
PART OF LOT 18
CONCESSION 4
GEOGRAPHIC TOWNSHIP OF WHITBY
TOWN OF WHITBY
REGIONAL MUNICIPALITY OF DURHAM

ANATOLIA

KEY PLAN: N.T.S. — SUBJECT PROPERTY

4605 Garrard Road and 975 Conlin Road, Whitby

SURVEYOR'S CERTIFICATE:
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATE AND CORRECTLY SHOWN IN ACCORDANCE WITH A PLAN OF SURVEY PREPARED BY RODNEY GETER

DATE

OWNER'S CERTIFICATE:
I HEREBY AUTHORIZE **THE BIGLIERI GROUP LTD.** TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE TOWN OF WHITBY

DATE

REQUIRED INFORMATION:
AS REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT R.S.O. 1990.

(a) SEE PLAN	(g) SEE PLAN
(b) SEE PLAN	(h) MUNICIPAL SERVICES AVAILABLE
(c) SEE KEY MAP	(i) SANDY SILTY CLAY TILL, SILTY CLAY WITH SAND TILL
(d) SEE SCHEDULE OF LAND USE	(j) SEE PLAN
(e) SEE PLAN	(k) MUNICIPAL SERVICES AVAILABLE
(f) SEE PLAN	(l) SEE PLAN
(f.1) N/A	

NOTE:
DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

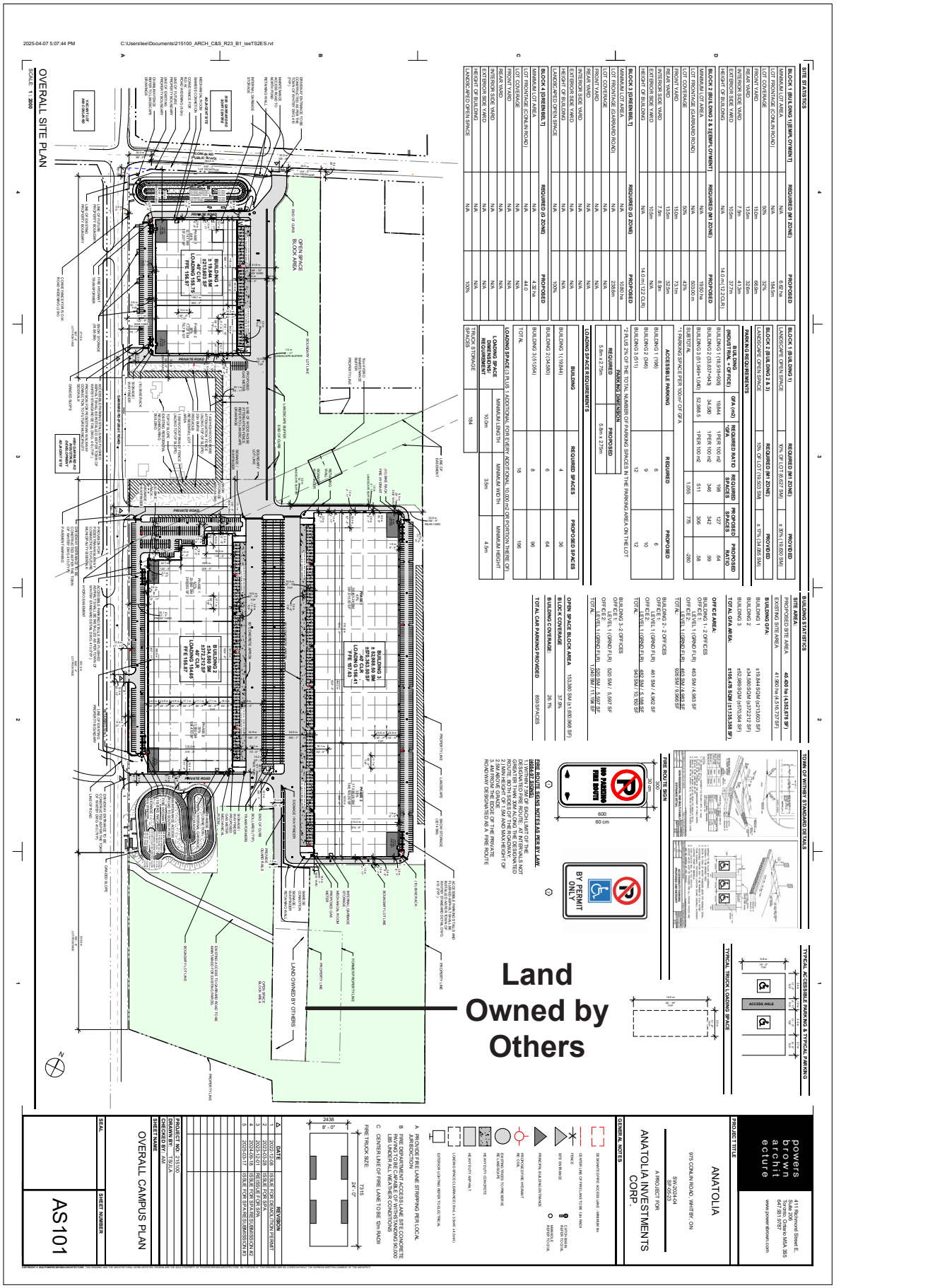
REVISIONS

No.	Description	Date	Init.
3			
2			
1	Revisions for 2nd Submission	09/19/24	EC

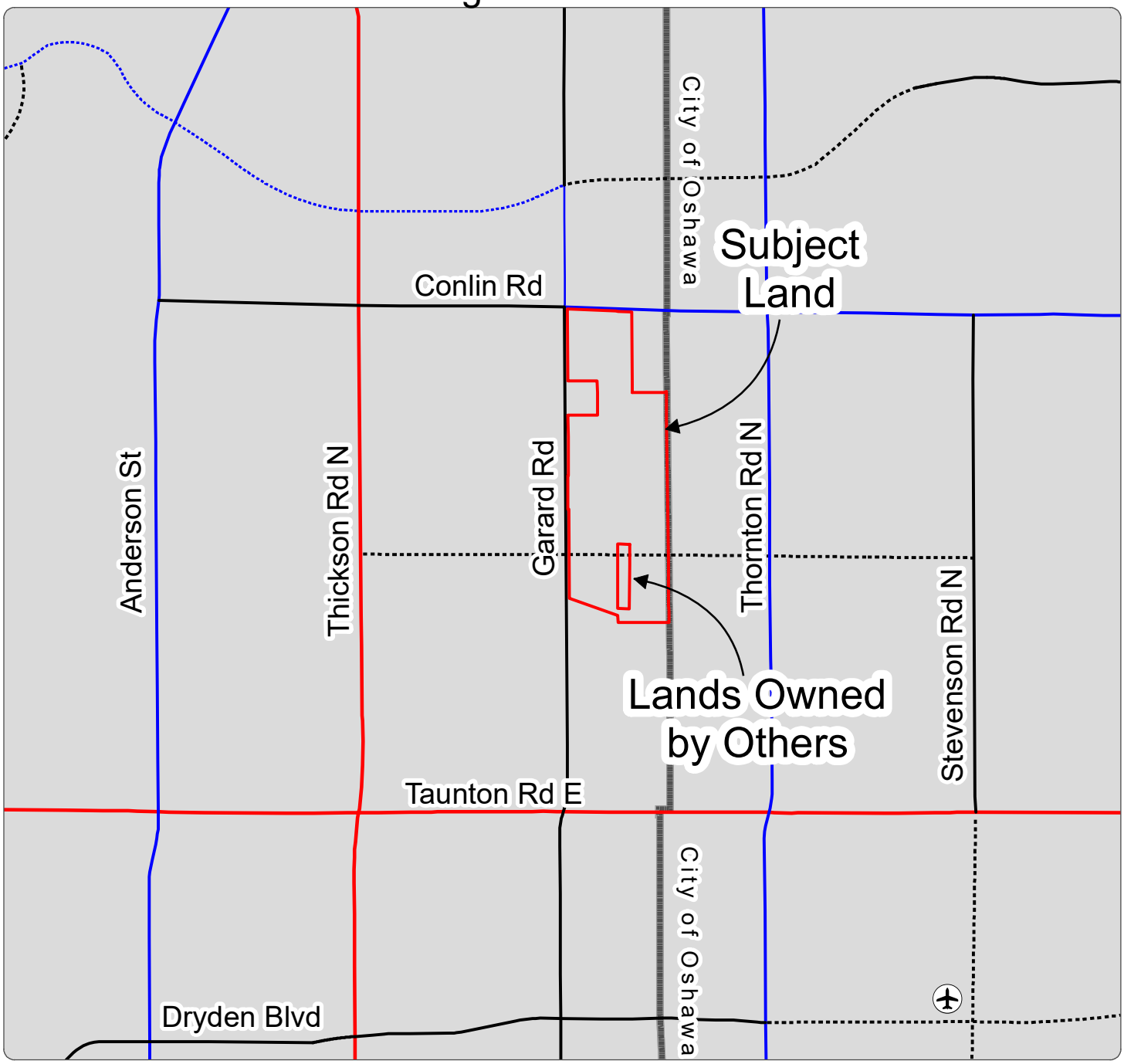
PROJECT No.: 23046
DATE: August 11, 2023
SCALE: 1:2000
DRAFTED BY: EC
CHECKED BY: MP
DRAWING No.: **DP-01**

BIGLIERI GROUP
3472 Kingston Road, Toronto
21 King Street W. Suite 1603, Hamilton
(416) 693-9150
thebiglierigroup.com

Attachment #4
Proponent's Proposed Concept Plan



Attachment #5
Excerpt from Envision Durham – Map 3b – Regional Network



Existing

- Freeway
- Type A Arterial
- Type B Arterial
- Type C Arterial
- Existing Interchange

Future

- Type A Arterial
- Type B Arterial
- Type C Arterial
- Refer to Policy 8.4.16
- Conceptual Future Interchange
- Existing Airport
- Future Airport
- Public Port
- Private Port
- Rail
- Protected Major Transit Station Area
- Hamlet
- Urban Area
- 2051 Urban Expansion Areas

Official Plan of the Regional Municipality of Durham

Map 3b. Road Network

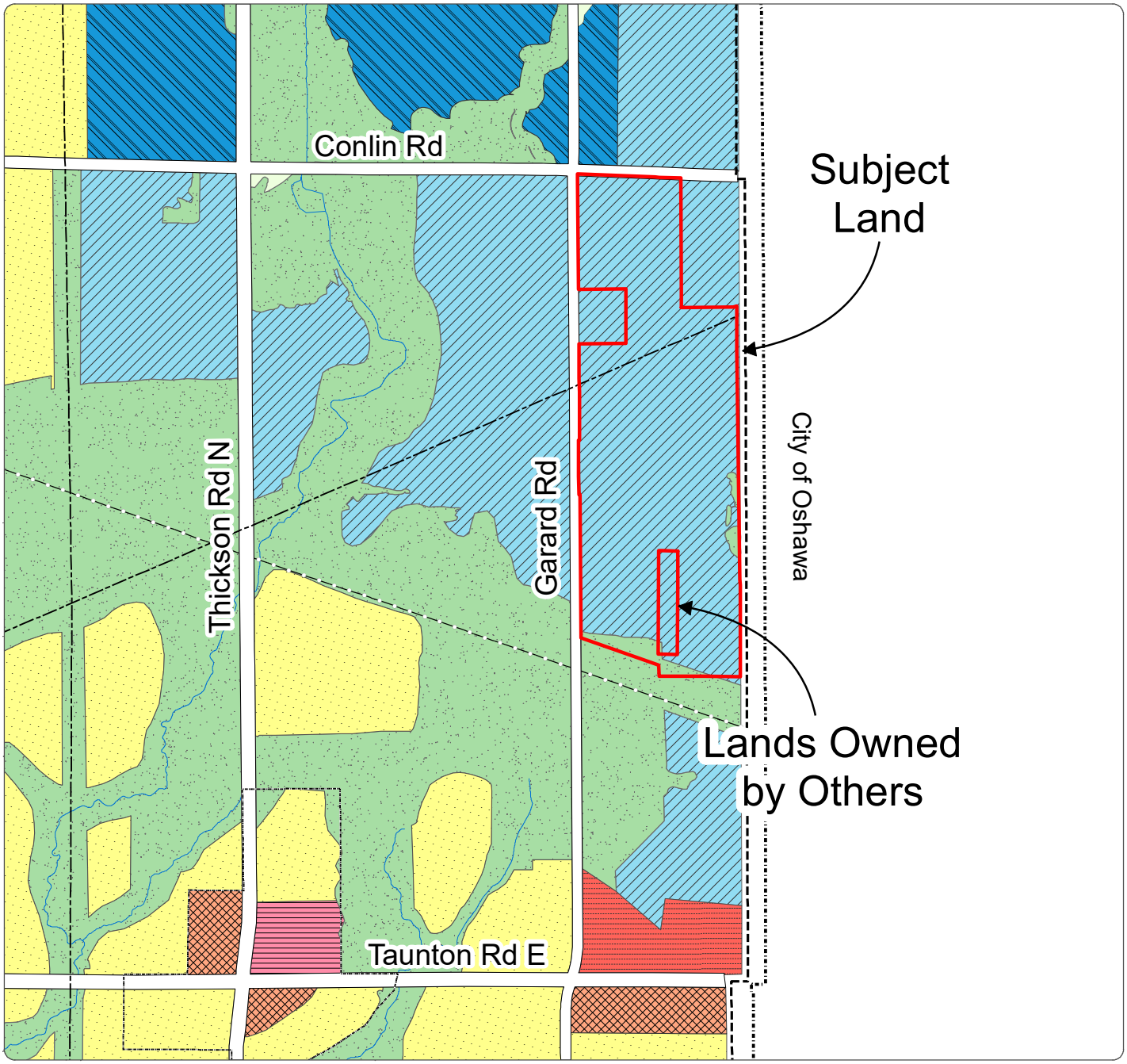
N

0 310 620

Metres

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



Legend

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

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

Official Plan - Town of Whitby

Excerpt from Schedule 'A' Land Use

Schedule **A**

Whitby

N

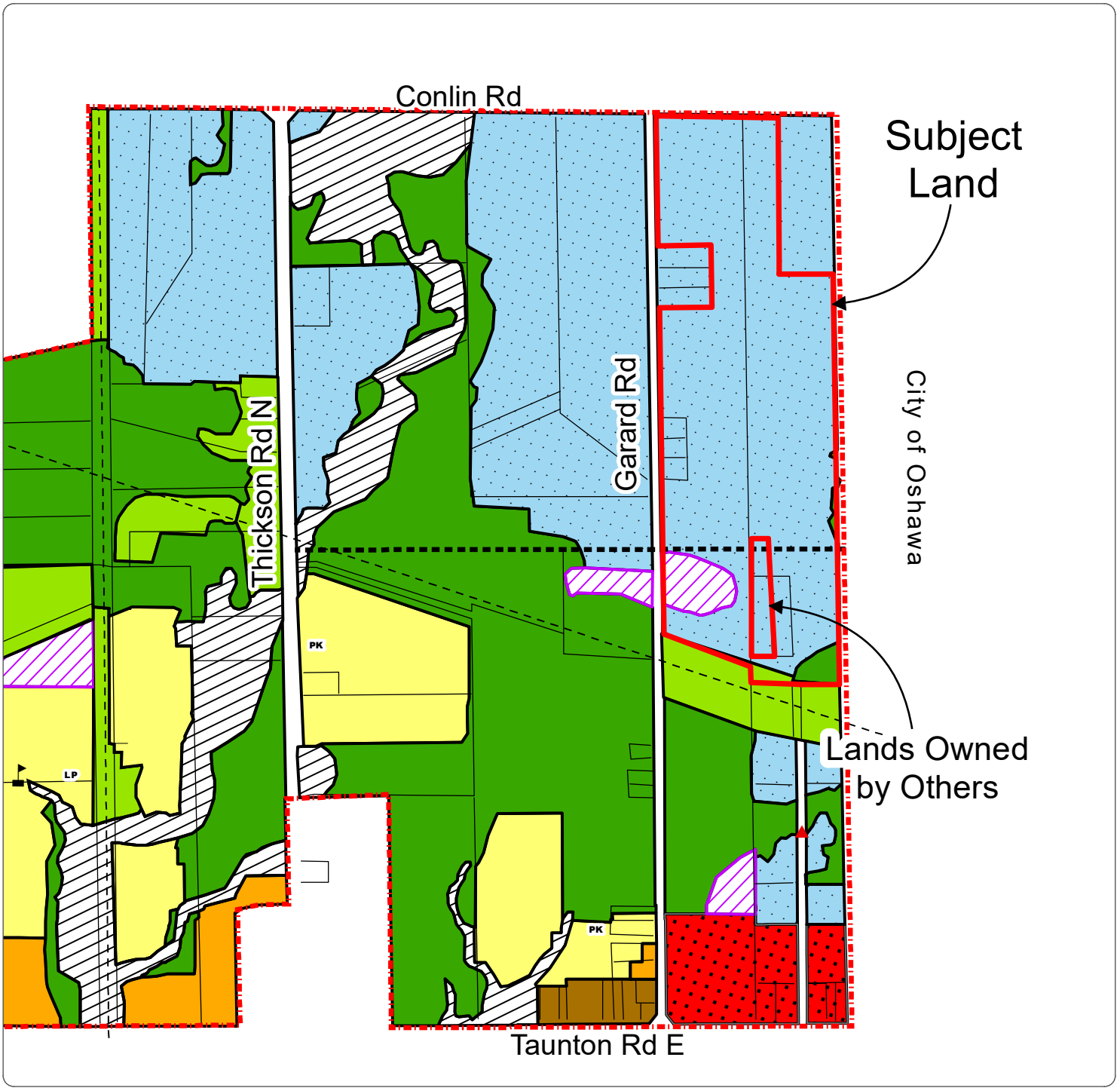
0 210 420

Metres

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Attachment #7
Excerpt from the Town of Whitby Secondary Plan Schedule 'L'



Legend

- Low Density Residential (LDR) (refer to text)
- Medium Density Residential (MDR) (refer to text)
- High Density Residential
- General Industrial
- Special Purpose Commercial (SPC) (refer to text)
- Major Open Space (MOS) (refer to text)
- Natural Hazard (NH)
- Natural Heritage System (NHS)
- Special Policy Area (SPA)
- Secondary Plan Boundary
- Utility Corridors
- Proposed Collector Road
- Proposed Arterial Road
- Former Waste Disposal Site D12 (Deferred by Region of Durham)
- Public Elementary School
- Seperate Elementary School
- DP District Park
- LP Local Park
- PK Parkette
- CC Convenience Commercial

Excerpt from: Taunton North Community Secondary Plan

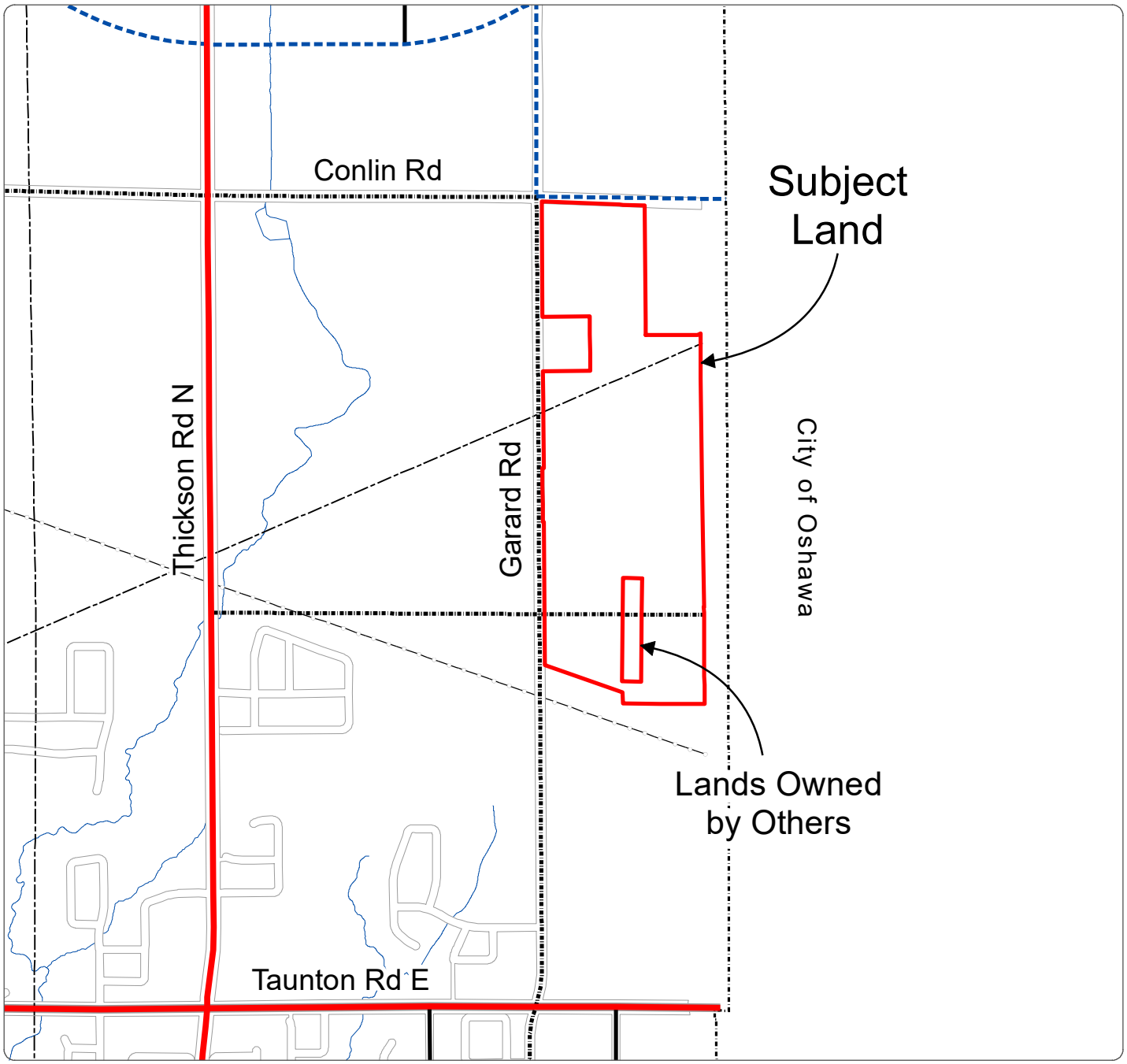
Town of Whitby

Schedule **L**

Whitby

0 95 190 380 Metres

Attachment #8
Excerpt from the Town of Whitby Official Plan Schedule 'D'



Legend

- Existing Interchange
- Proposed Interchange
- Proposed Grade Separation
- Hydro Corridor
- Municipal Boundary
- Pipeline Corridor
- Railway Corridor
- Deferred by the Region of Durham

Transit:

- Future Transitway Station
- Major Transit Station
- Commuter Rail
- Future Commuter Rail
- Transit Spine

- Lands Subject to Durham Regional Official Plan Policy 14.13.7 — D3 (Deferred by Region of Durham)
- Special Policy Area Refer to section 11.5.31.6

Road Network:
Note: Refer to Section 8.1.3.1.6 regarding alternative route to Baldwin Street for goods and people movement.

- 7 Provincial Highway
- 4 Regional Road
- Controlled Access Highway (Freeway)
- Type A Arterial Road
- Type B Arterial Road
- Type C Arterial Road
- Collector Road
- Local Road
- Unopened Road Allowance

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

Official Plan - Town of Whitby

Excerpt from Schedule 'D' Transportation

Schedule **D**

N

0 200 400
Metres

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Attachment #9
Draft Proposed Amendment #145 to the Town of Whitby Official Plan

Purpose: The purpose of this Amendment to the Town of Whitby Official Plan is to delete the future/proposed Type C Arterial Road (which would connect Thickson Road North in Whitby to Stevenson Road North in Oshawa) from Schedule 'D' – Transportation, Schedule 'L' – Taunton North Secondary Plan, and Map 3B – Regional Network – Envision Durham.

Location: The lands subject to the application for Official Plan Amendment are municipally known as 961 Conlin Road, 975 Conlin Road, 4605 Garrard Road, and 4625 Garrard Road in the Town of Whitby. The lands subject to the Amendment are generally located, east of Thickson Road North, south of Conlin Road, and north of Taunton Road East.

Basis: The Amendment is based on an application to amend the Town of Whitby Official Plan (File: DEV-31-24, OPA-2024-W/10, SW-2024-04, Z-15-24), as submitted by Anatolia Investments Corp, which seeks to remove the future Type C Arterial Road to permit the proposed development of a warehouse and industrial buildings with associated offices, having a total building gross floor area of up to 105,478 square metres and a building height up to 14 metres (46 ft).

The Amendment is consistent with the policies of the Provincial Planning Statement, 2024, in that there would be no negative impact to the existing transportation network as a result of the development of an industrial warehousing and goods movement use.

The Amendment meets the overall goals and intent of the Town of Whitby Official Plan in that the applicant has demonstrated that the future Type C Arterial Road is not required from a transportation network or capacity perspective to accommodate the proposed warehousing use.

Development of the subject lands would be subject to inclusion of appropriate provisions in the implementing Zoning By-law and Site Plan Control By-law.

DRAFT

Actual Amendment: The Town of Whitby Official Plan is hereby amended as follows:

1) By amending Schedule 'D' – Transportation, by deleting the future, east-west, Type C Arterial Road east of Thickson Road North and south of Conlin Road, as indicated on the attached Exhibit 'A'; and

2) By amending Schedule 'L' – Taunton North Community Secondary Plan, by deleting the Proposed Arterial Road, as indicated on the attached Exhibit 'B'.

Envision Durham, as it relates to the Town of Whitby, is hereby amended as follows:

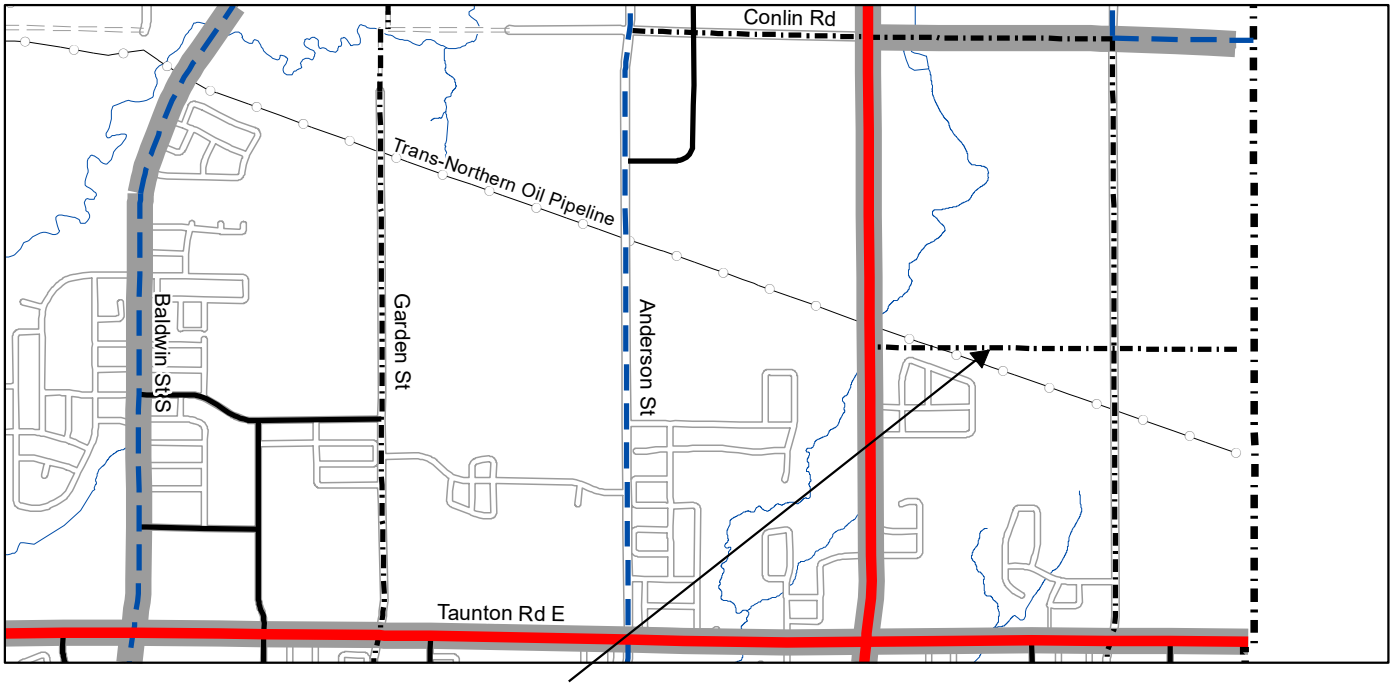
1) By amending Map 3B – Road Network, as it relates to the Town of Whitby, by deleting the Future Type C Arterial Road within the Town of Whitby, as indicated on the attached Exhibit 'C'.

Implementation: The provisions set forth in the Town of Whitby Official Plan, as amended, regarding the implementation of the Plan shall apply in regard to this amendment.

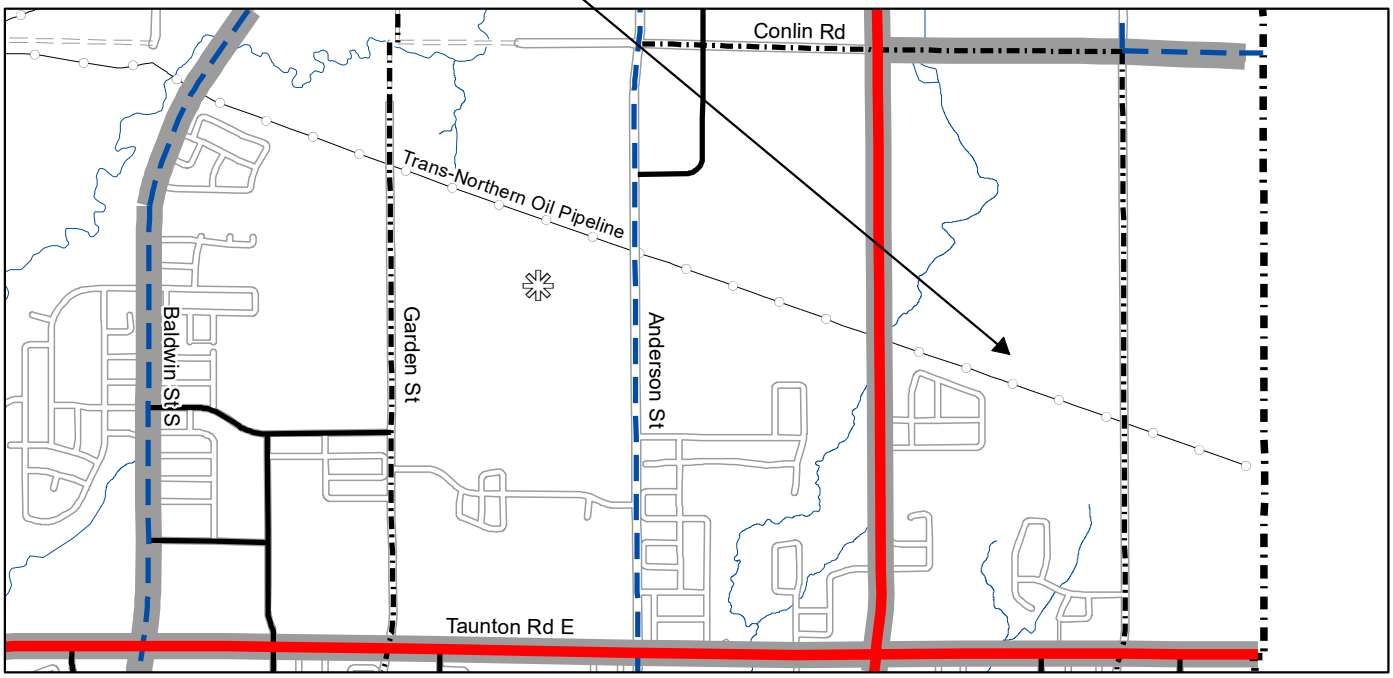
Interpretation: The provisions set forth in the Town of Whitby Official Plan, as amended, regarding the interpretation of the Plan shall apply in regard to this amendment.

DRAFT

Exhibit 'A' to Draft Proposed Official Plan Amendment #145 to the Town of Whitby Official Plan



Remove: Type C Arterial Road



Legend

- Existing Interchange
- Proposed Interchange
- Proposed Grade Separation
- Hydro Corridor
- Municipal Boundary
- Pipeline Corridor
- Railway Corridor
- Deferred by the Region of Durham

Transit:

- Future Transitway Station
- Major Transit Station
- Commuter Rail
- Future Commuter Rail
- Transit Spine

- Lands Subject to Durham Regional Official Plan Policy 14.13.7 — D3 (Deferred by Region of Durham)
- Special Policy Area Refer to section 11.5.31.6

Road Network:

Note: Refer to Section 8.1.3.1.6 regarding alternative route to Baldwin Street for goods and people movement.

- 7 Provincial Highway
- 4 Regional Road
- Controlled Access Highway (Freeway)
- Type A Arterial Road
- Type B Arterial Road
- Type C Arterial Road
- Collector Road
- Local Road
- Unopened Road Allowance

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

Official Plan - Town of Whitby

Excerpt from Schedule 'D' Transportation

Schedule **D**

Whitby

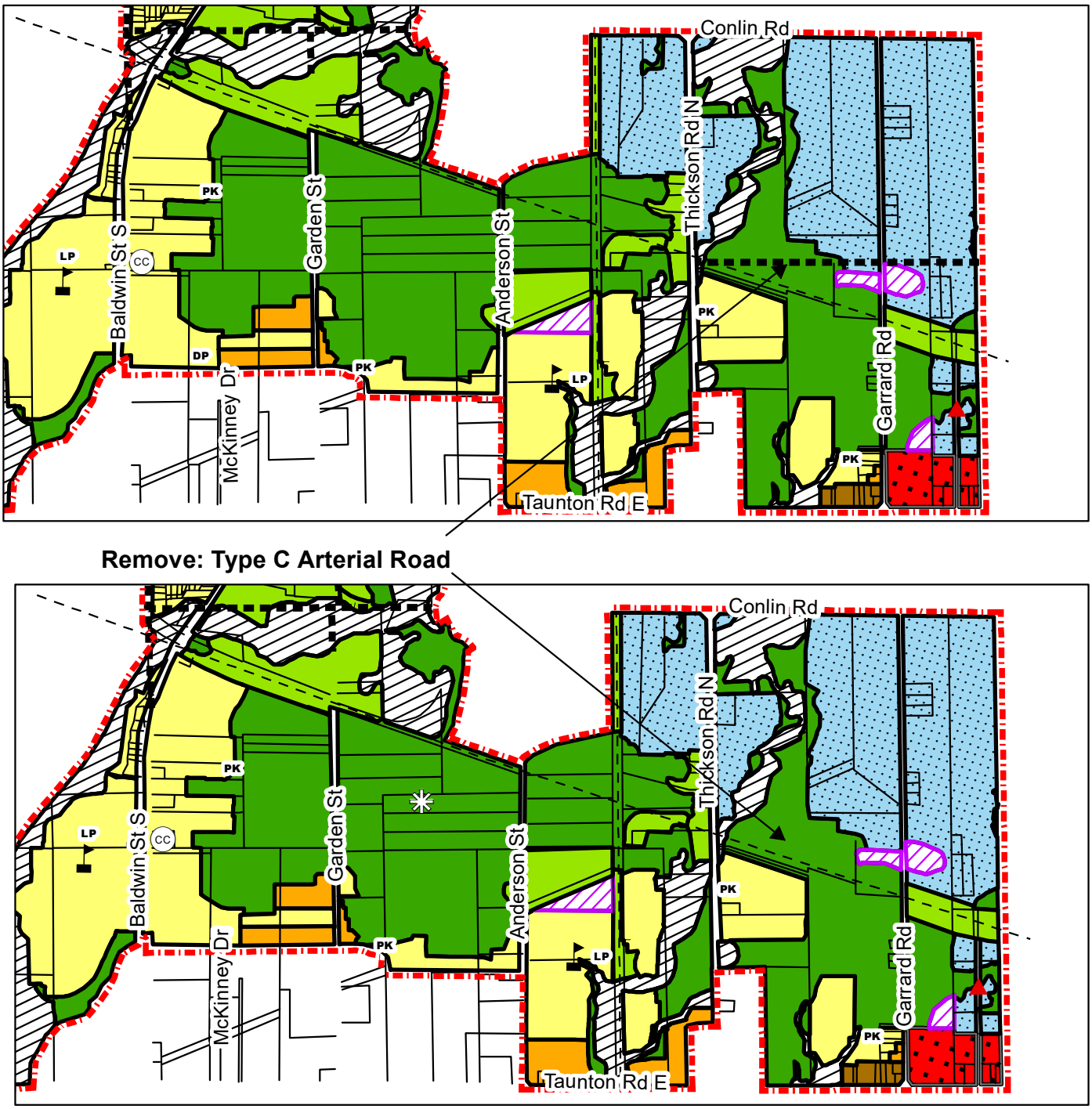
N

0 275 550

Metres

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.

Exhibit 'B' to Draft Proposed Official Plan Amendment #145 to the Town of Whitby Official Plan



Legend

- Low Density Residential (LDR) (refer to text)
- Medium Density Residential (MDR) (refer to text)
- High Density Residential
- General Industrial
- Special Purpose Commercial (SPC) (refer to text)
- Major Open Space (MOS) (refer to text)
- Natural Hazard (NH)
- Natural Heritage System (NHS)
- Special Policy Area (SPA)
- Secondary Plan Boundary
- Utility Corridors
- Proposed Collector Road
- Proposed Arterial Road
- Former Waste Disposal Site D12 (Deferred by Region of Durham)
- Public Elementary School
- Seperate Elementary School
- DP District Park
- LP Local Park
- PK Parkette
- CC Convenience Commercial

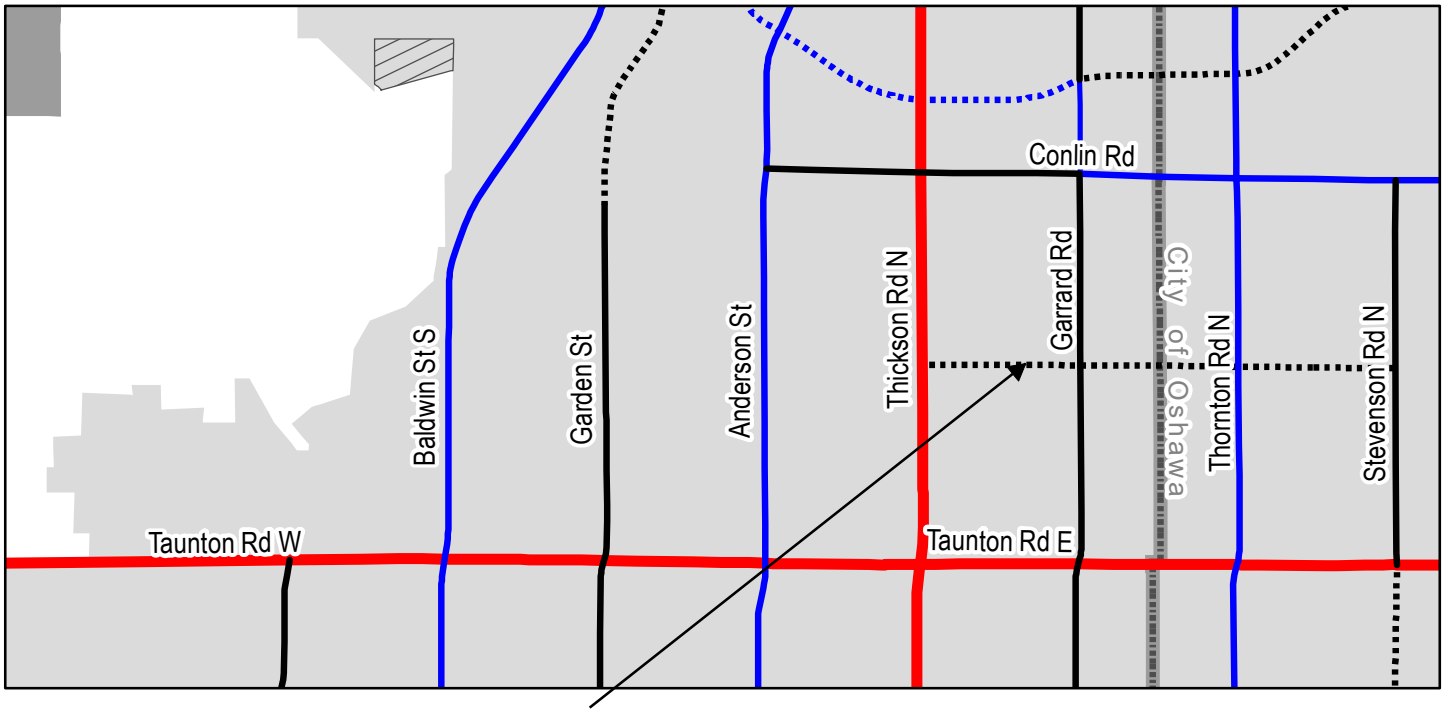
Excerpt from: Taunton North Community Secondary Plan

Town of Whitby

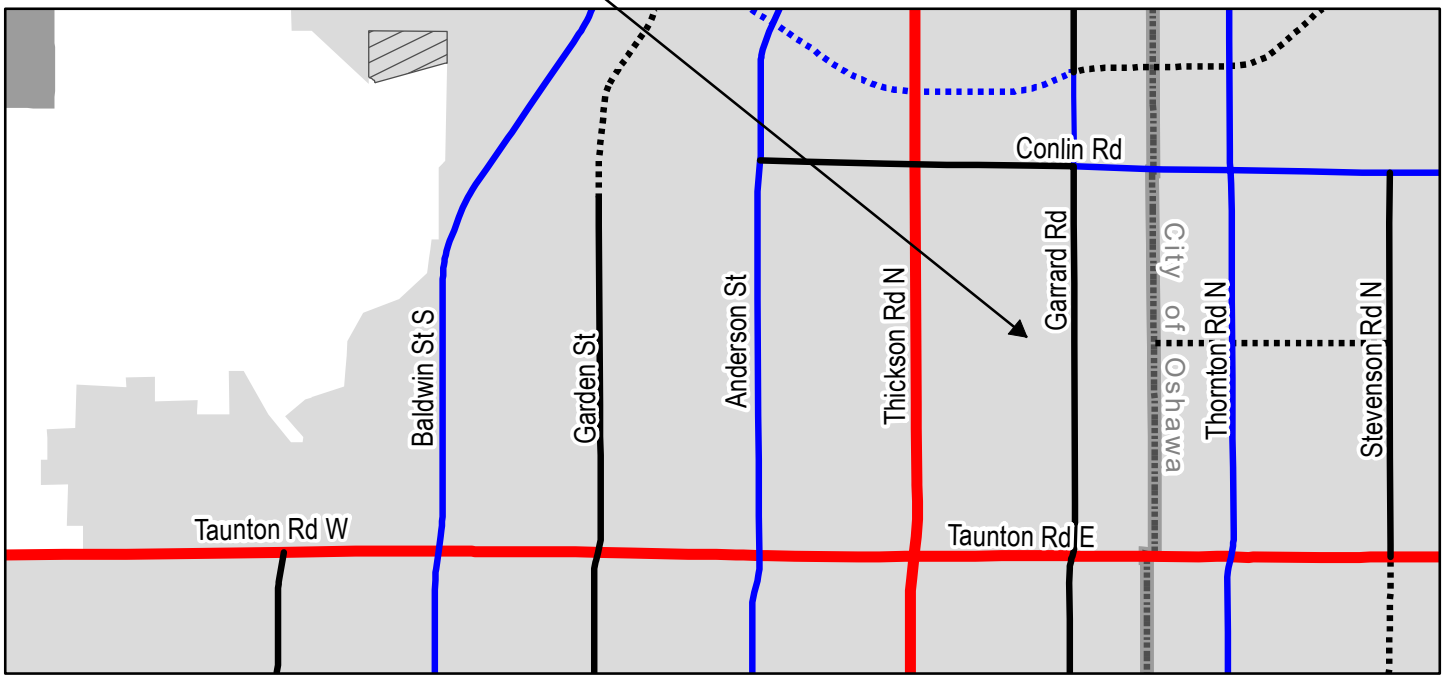
Schedule **L**

0 162.5 325 650 Metres

Exhibit 'C' to Draft Proposed Official Plan Amendment #145 to the Town of Whitby Official Plan



Remove: Future Type C Arterial Road



Existing

- Freeway
- Type A Arterial
- Type B Arterial
- Type C Arterial
- Existing Interchange

Future

- Type A Arterial
- Type B Arterial
- Type C Arterial
- Refer to Policy 8.4.16
- Conceptual Future Interchange

- Existing Airport
- Future Airport
- Public Port
- Private Port
- Rail
- Protected Major Transit Station Area
- Hamlet
- Urban Area
- 2051 Urban Expansion Areas

Excerpt From Official Plan of the Regional Municipality of Durham

Map 3b. Road Network

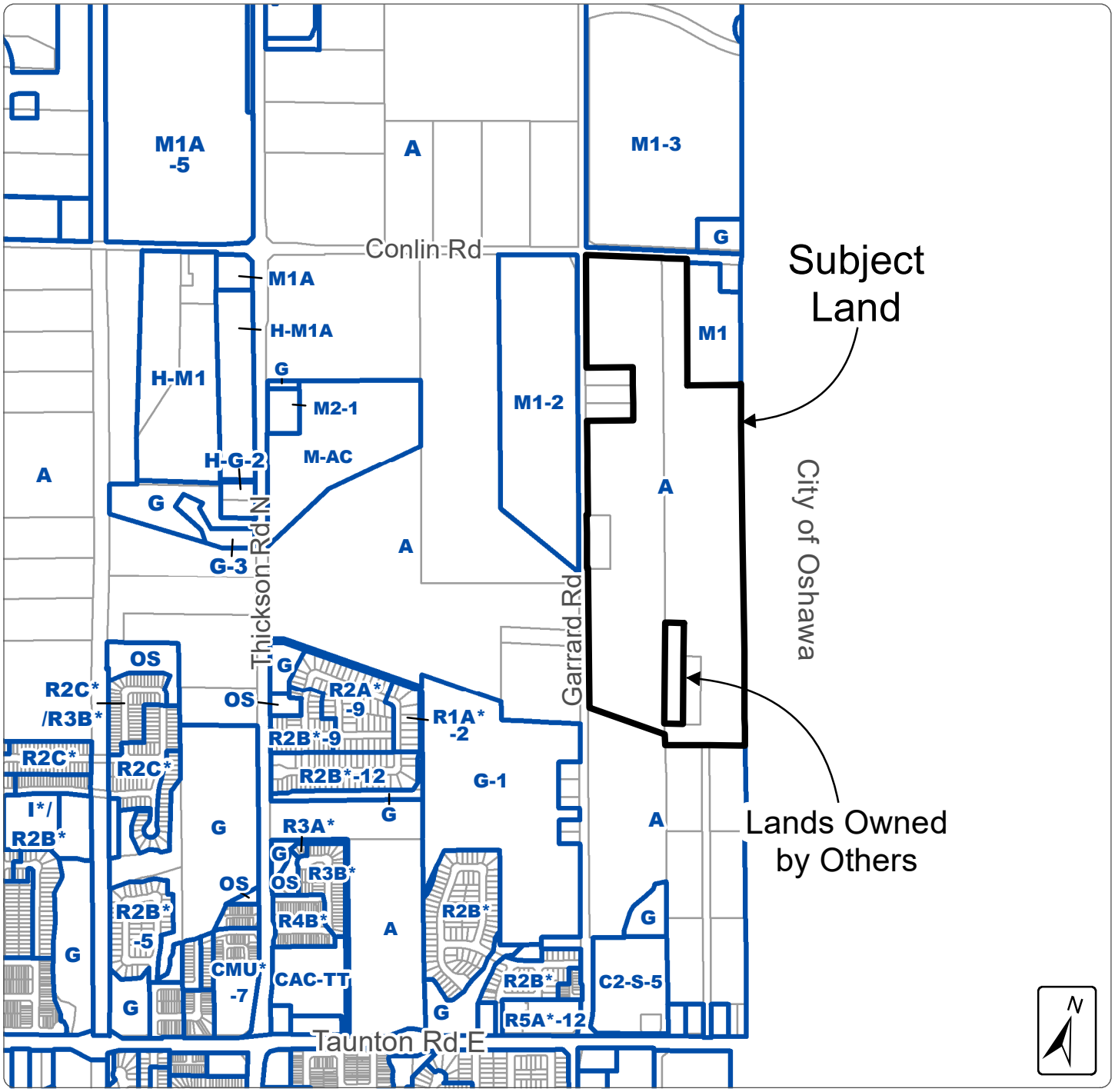
DURHAM REGION

N

0 500 1,000

Metres

Attachment #10
Excerpt from Zoning By-Law 1784



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
The Biglieri Group c/o Anatolia Investments Corp	DEV-31-24 (OPA-2024-W/10, Z-15-24, SW-2024-04)	June 2025

External Data Sources:
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Attachment #11
Excerpt from Public Meeting Minutes from December 9, 2024

Public Meetings Minutes

December 9, 2024, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:

Councillor Mulcahy, Chair of Planning and Development
J. Taylor, Director, Planning
K. Douglas, Sr. Legislative Specialist
H. Ellis, Council and Committee Coordinator (Recording Secretary)

Public Meetings - 7:00 p.m.

K. Douglas, Sr. Legislative Specialist, advised that the Public Meetings are being held in a hybrid meeting format with members of the public attending both in person and virtually. Ms. Douglas stated that Members of Council would receive a written record of all submissions upon publication of the minutes of the Public Meetings. Ms. Douglas provided an overview of the format of the public meetings. She advised that members of the public who wish to be notified of the next report related to any of the public meetings or who wish to be placed on an Interested Parties List for a matter should email the Town's Planning and Development Department at planning@whitby.ca or call 905.430.4306.

4. PDP 61-24, Planning and Development (Planning Services) Department Report
Re: Official Plan Amendment Application, Draft Plan of Subdivision Application, and Zoning By-law Amendment Application, Anatolia Investments Corp., 975 Conlin Road and 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)
Kerstin Afante, Planner II, Policy, provided a PowerPoint presentation which included an overview of the applications.
Mallory Nievas, representing Anatolia Investments Corp., provided a PowerPoint presentation which included a detailed overview of the applications.

The Chair indicated that comments would now be received by members of the public.

Daniel MacPherson, Resident, raised concerns regarding impacts to the quality of life for residents. He raised additional concerns regarding the compatibility of the proposed development with the surrounding land uses, long-term benefits of the community, the environment, and agricultural resources.

Mike Domovitch, representing 1654697 Ontario Inc., stated that 1654697 Ontario Inc. intends to develop the abutting parcel of land located at 1800 Thornton Road North, Oshawa. Mr. Domovitch provided several recommendations for amending the proposed development including:

- increasing the setback of Building 3 and the eastern parking area from the lot line;
- an alternate location for the snow storage area due to potential salt contamination to 1800 Thornton Road North;
- including trespassing and privacy protection measures between the proposed development and 1800 Thornton Road North;
- building a retaining wall between the proposed development and 1800 Thornton Road North to preserve existing elevations and prevent soil erosion;
- an environmental site assessment to investigate potential soil contamination at the south end of the subject lands;
- removing the arterial road near the south end of the subject lands;
- converting the private road between Building 1, 2, and 3 to a public road and widening the east end to 20 metres; and,
- increasing the number of parking spaces for the proposed development.

Mallory Nievas answered questions regarding:

- the timeline for construction;
- reviewing the construction management plan and mitigating the impacts on neighbouring properties;
- details about the designated land use within the Region and Town's Official Plan;
- details about the building setbacks from the east property line, the stormwater management plan, removal of the arterial road, and no plan to convert the private road into a public road;
- investigating the grading of the site and providing mitigation strategies to prevent soil erosion; and,
- information about the number of parking spaces in the proposed development.

Anto Bozic, representing the cultural club located at 4785 Garrard Road, raised concerns regarding his well water due to potential disturbances to the water table resulting from the proposed development. Mr. Bozic sought information regarding access to water and compensation should the well run dry. He requested that noise and dust pollution be addressed during the construction of the proposed development. Mr. Bozic raised concerns

regarding potential soil and water contamination from the salt stands on the proposed development. He sought information about proposed privacy measures for 4785 Garrard Road.

Mallory Nievas answered questions regarding:

- seeking additional information about potential impacts on the water table;
- proposed privacy and noise mitigation features for abutting properties; and,
- details about stormwater management including two stormwater ponds.

Staff answered questions regarding the removal of the private road through the subject lands and jurisdiction of the arterial road.

There were no further submissions from the public.

The meeting adjourned at 9:00 p.m.

Attachment #12
Agency and Stakeholder Detailed Comments

Internal Departments
Town of Whitby Engineering Department

Official Plan Amendment Application

Subject to the acceptance of the deletion by the Region of Durham, Transportation and Engineering Services has no objection to the proposed Official Plan Amendment.

Zoning By-law Amendment

Engineering Services has no objection to the proposed Zoning By-law Amendment.

Draft Plan of Subdivision

Engineering Services does not object to the proposed Draft Plan of Subdivision subject to the comments and Proposed Conditions of Draft Approval, as outlined further on Attachment #13.

Site Plan Application and Agreement Requirements

Engineering Services has provided additional comments to be addressed to their satisfaction prior to final acceptance of the Site Plan.

General Comments

1. The Consulting Engineer or Qualified Professional shall confirm the details of all existing above and below grade infrastructure relevant to the proposed design. Existing details shall be confirmed in the field by a method determined by the Consulting Engineer in consultation with the Town. Acceptable methods include, but are not limited to: topographical surveys, locates, measure downs, sub- surface utility engineering (SUE) investigation Quality Level A (QL-A) also referred to as daylighting to determine the horizontal and vertical location.

   The Consulting Engineer or Qualified Professional agrees that any as-built information provided by the Town is for informational purposes only. Items to be confirmed in the field by the consulting engineer shall include, but not be limited to:

   - Sewer slopes, inverts, depths, and diameter.
   - Utility depths and location
   - Location of catchbasin leads
   - Watermain and fire hydrant, depth, and locations
   - Hydro pole guy wires
2. Remove Town of Whitby logo on the Engineering Drawing Set title block.

3. Ensure that details for all OPSD and Town Standard references are included in the drawing package.
4. Fix overlapping and cut off texts.
5. Correctly identify all easements on all applicable plans. Easements shall be labelled on all engineering drawings. There currently is no “existing right-of-way” on this property.
6. Include the North and South Pond cross section drawings, found within the Stormwater Management Report, in the Engineering Drawing Set.

Grading Plan

7. It is recommended that the spot elevation font be made smaller to make the drawing more legible.
8. Identify and/or include in the legend what “BO” stands for (i.e. BO.155.96).
9. Show and label the following:
    - Line work for swales,
    - Swale inverts,
    - Internal walkways/sidewalks to be labelled or hatched.
10. Except for enhanced swales, the minimum swale slope is 2% as per Town Standards. Review and revise accordingly.
11. The minimum paved area slope is 0.5% as per Town Standards. Review and revise accordingly.
12. Any proposed retaining wall of more than 0.6m in height shall include a guard rail and be designed and approved by a Structural Engineer. Please refer to the Town of Whitby Design Criteria and Engineering Standards – Section ‘E2.00 Retaining Walls’. Provide elevations, wall details, and cross sections for all retaining walls.

    Note that the retaining wall design shall adhere to the following:

    - The retaining wall, including footing, shall be built completely within private property. Please add a note in the drawing stating that the retaining wall including its footing will be built completely within private property.
    - Demonstrate how the drainage from the retaining wall will be dealt with. If drainage is directed onto the adjacent property, a letter of consent from the neighbouring property owner will be required stating acceptance of the additional drainage to their property.
    - As identified in the stormwater management comments, the retaining wall is lower than the wetland within the proposed Open Space Block. The retaining wall design shall specify how the hydrostatic

pressures and other considerations will be addressed.

13. All external drainage that is currently draining onto the subject property under existing conditions shall be accounted for.
14. Minimum and maximum slopes of roadside ditches and embankments shall be as per Town of Whitby Design Criteria and Engineering Standard. Refer to Section C3.06 Ditch Criteria for roadside ditch design. Review and revise accordingly.
15. Clearly identify the curb termination location on driveway entrances and use the appropriate OPSD. OPSD details shall be included in the Engineering Drawing Set.
16. Include grades/spot elevations on the stormwater management ponds.

Servicing Plan

17. Service connections and work proposed within the Town's right-of-way shall be restored as per Town of Whitby Standard Drawing 404.50.
18. Provide the entire stormwater management system Operation and Maintenance Manuals.
19. Provide orifice plate details.
20. Confirm and note who is responsible for installing the proposed 300mm watermain along Garrard Road.

Erosion and Sediment Control Plan

21. A separate Erosion and Sediment Control Plan is required for various stages of construction – pre-grading, servicing, and post-servicing.
22. Provide site contact information (note 20 – Erosion and Siltation Control Plan General Notes).
23. Show proposed stockpile location, if any. Note, the maximum stockpile height is 5.0m.
24. Identify how the infiltration galleries are going to be protected during the duration of the construction works.
25. Mud Mat shall be as per the Town's Engineering Standard Drawing. See attached. Note, this standard may be subject to further revision by Engineering Services.

Southbound Left Turn Lane Preliminary Design

26. Through lane width to be increased to 3.5m, consistent with Town of Whitby Standards and lane widths to the north of the development.
27. Left turn lane width to be increased to 3.25m, consistent with Regional and Industry standards.

Stormwater Management Report

28. A revised Stormwater Management Report is required. See attached Storm Water Management Report (SWMR) comments from the Town's Water Resources Engineer.

Please include the following with your next submission:

- An itemized response matrix stating how the above comments have been addressed.

Town of Whitby Planning Services - Landscape

Subdivision Application (DEV-31-24, SW-2024-04):

The drawings in this package will reflect the Conditions of the Draft Plan Approval and will illustrate street tree planting within the public right of way and all works to be implemented on Town lands and lands to be conveyed to the Town, such as the Enhancement Plantings and Wetlands.

Cost Estimate:
These drawings should be accompanied by a cost estimate for all proposed landscape works with the Subdivision. Required landscape works are secured for at 100% of their estimated value.

Plans are required to be submitted directly to the landscape architect in the Planning Department for circulation, review, and approval.

General Comments:
Please provide a Cover Sheet, illustrating Viewports and Match Lines referencing all relevant drawings.

Storm Ponds Drawings(L1-L5)
Please refer to Markups provided.

Landscape Package (L6-L19):
Please refer to Markups provided.
TPZ and hoarding to be shown correctly.

Future R.O.W and features to be conceptually illustrated. Cash in lieu may be required for future Street Trees. To be included on the Cost Estimate.

Compensation Area Drawings (LC1-4, and LCD1):
The title block should read "Enhancement Planting" to match proposed approach by EIS. The EIS suggests an Enhancement Planting area at the Northeast corner of the site. This area has not been included in the drawings. Please refer to markups provided on LC-1.

Wetland Drawings (W1-W7):

Please refer to Markups provided.

Tree Inventory, Arborist Report & TPP:

1. Revise the TPP to eliminate unnecessary Tree Protection fencing proposed along Garrard Rd. Please refer to the Markup provided.
2. Coordinate and illustrate the full extent of the TPP with ESC fencing in all areas which are to be disturbed. This is particularly important on the east and south edge to protect the neighbouring trees and existing Natural Heritage Systems. Prior to any site alterations, all Tree Protection hoarding must be installed. Planning Department's Landscape Staff must be notified to inspect and confirm these installations.
3. As mentioned on the Addendum Memo, an appraisal is required for the 8 Municipal trees to be removed. This is to be generated by an ISA certified Arborist, reviewed and confirmed by Town's Forestry Department Arborists, in advance of any removals occurring on site.

Town of Whitby Landscaping has requested certain conditions, which have been incorporated into Proposed Conditions of Draft Approval, as outlined further on Attachment #13.

Town of Whitby Fire and Emergency Services

1. Clarify OBC Matrix 3.07 and 3.10 regarding number of streets building required to face vs design criteria.
2. Identify building Principal Entrances on site plan.
3. Indicate the distance from the proposed fire hydrants on site plan to the proposed fire department connections. Distances shall be in compliance with OBC 3.2.5.5.
4. The fire access route shall be provided in accordance with OBC 3.2.5.6.
5. A Water supply shall be provided to all three buildings as per OBC 3.2.5.7.
6. Please note an Integrated Testing Coordinator may be required to provide an integrating testing plan and date of integrated system testing as per CAN/ULC S1001 for all buildings containing more than one fire and life safety system within it that are integrated with each other.

Town of Whitby Development Finance

The following pertains to Town of Whitby Development Charges only, based on current Provincial legislation and Town of Whitby by-laws (subject to change).
This development will also be subject to Region of Durham development charges and DDSB/DCDSB education development charges.

Development Charges

- Will be owing for both residential and non-residential development.
- Under Section 26.2 of the Development Charges Act.
    - The base DC rate(s) will be set as of the Site Plan application **submission** date.
    - Interest will accrue on the base DC rate(s), from the date of site plan application submission until the date of building permit issuance. Per the DC Act, the interest is set at Prime +1% adjusted quarterly.
    - The applicant has 18 months from the date of Site Plan application **approval** to obtain a building permit. Otherwise, Section 26.2 no longer applies, and instead the applicable DC rate(s) are the current posted rates in effect as of the building permit issuance date.
- If a building is being demolished to make way for this redevelopment, the applicant has 5 years from the date that the demolition permit was issued, to obtain the new building permit to qualify for a redevelopment credit.

Parkland Dedication / Cash-in-Lieu

Shall be applicable as per the Planning Act and Town of Whitby By-Law for both residential and non-residential development.

- If utilizing a CIL, a land appraisal is required at the cost of the developer and will remain current for a maximum period of one (1) year.
- If CIL has previously been applied, a reduction in the amount owing will be applied.
- If CIL has not previously been applied, only the incremental residential units are used for the calculation of the CIL value.

Town of Whitby Planning Services – Urban Design

No comments.

Town of Whitby Strategic Initiatives

Economic Development Comments

Economic Development Staff continue to be fully supportive of this development proposal. The proposed industrial development is closely aligned to the Whitby Economic Development Strategic Plan and offers an excellent opportunity for Whitby to attract high-value employment generating uses to the North Whitby (Brooklin) Employment Area.

The Town of Whitby has launched a Concierge Program for qualifying non-residential development proposals that offer a significant economic opportunity for the community. Based on the proposal submission, this project may qualify for the Concierge Program. We encourage the proponent to reach out to the Economic Development Department to discuss further.

Staff actively work with businesses (new and existing) that are looking for this type of industrial space in the Town of Whitby. Staff are eager to work with the proponent to market the proposed space to businesses that align with our key economic sectors.

Sustainability Comments
Sustainability Staff acknowledge and appreciate the sustainability considerations outlined in both the Whitby Green Standard (WGS) Checklists that highlights the Applicant's intention to comply with Tier 1. We are happy to see a few Tier 2 criteria being considered.

Sustainability Staff will require an updated WGS Checklist based on the comments below to demonstrate that the requirements of Tier 1 have been satisfied:

Draft Plan of Subdivision
Plans and numbers are provided in the table in Section 3.1 of the Sustainability Rationale Report. However, a lot of these are missing from the Whitby Green Standard checklist in the Excel document. Please add the appropriate documentation to the plans and number column, where applicable.
SW1.1 – In Table 1 of the Sustainability Rationale Report, it appears the description of this Tier 1 criterion was not accurately reflected in this document.

Please ensure the description matches what's provided in the Draft Plan of Subdivision Checklist. Further comments were provided by Strategic Initiatives which shall be addressed prior to final acceptance of the Site Plan.

Town of Whitby Building Division

Unless other written direction is provided by the Town of Whitby to the Applicant or their Agents, it is the responsibility of the Applicant to ensure the comments provided by the Building Division are addressed prior to the submission of the building permit application.

Town of Whitby – Community Services – Parks Planning and Culture Division

Official Plan
The Town of Whitby Official Plan, as amended, does not identify the need for a park in

the location of the proposed development. As such, and as noted through the Town pre-consultation process, the Parks department will be seeking Cash-in-Lieu of parkland conveyance, discussed below.

Cash in Lieu of Parkland

The Town will be seeking Cash-in-lieu of Parkland in accordance with the Planning Act, as part of the subdivision agreement.

Open Space

All open space blocks (3 & 4) are to be dedicated to the Town as Open Space blocks and be free and clear of any encumbrances.

Parks Planning has requested certain conditions, which have been incorporated into Proposed Conditions of Draft Approval, as outlined further on Attachment #13.

External Agencies

Central Lake Ontario Conservation Authority (CLOCA)

CLOCA staff have reviewed this application for consistency with the natural hazard policies of the Provincial Policy Statement and for conformity with Ontario Regulation 41/24 of the Conservation Authorities Act. Based on our review of the circulated materials we offer the following comments on the applications submitted:

Official Plan Amendment and Zoning By-law Amendment
CLOCA Staff have no further comments at this time related to these applications.

Draft Plan of Subdivision
CLOCA staff recommend that any approval of the proposed plan of subdivision be subject to the draft plan conditions on behalf of Central Lake Ontario Conservation Authority (refer to Attachment #13).

Region of Durham (Planning and Works)

The planned future east-west Type ‘C’ Arterial Road connecting Thickson Road to Thornton Road as designated in the Whitby OP is also designated as a future east-west Type ‘C’ Arterial Road on Map 3b - Road Network in the recently approved Regional Official Plan (Envision Durham).

The Town of Whitby intends to amend Envision Durham to delete the future east-west Type ‘C’ Arterial Road as part of the OPA process. If Council approves the deletion of the arterial road, the OPA would need to address:

1. Amendments to Whitby OP Schedule ‘D’- Transportation and Schedule ‘P’- Taunton North Community Secondary Plan; and
2. Amendments to Envision Durham Map 3b-Regional Network.

Bill 23 Proclamation of the Region of Durham
Please be advised that effective January 1, 2025, the Region became an upper-tier municipality without planning responsibilities. As such, the comments pertaining to conformity and consistency with the Region of Durham Official Plan and provincial plans and policies and those comments relating to the Region’s delegated provincial plan review responsibilities now fall under the purview of the area municipalities.

Regional Servicing
Sanitary servicing capacity is allocated at the time of signing a servicing agreement and is available on a first come first served basis. In accordance with the Region’s Sewer Use By-Law, we will not permit foundation drains to connect to the sanitary sewer system.

The applicant must notify the Region of changes in the proposed intended manufacturing or processing uses.

The Region will require the applicant to provide information associated with the anticipated water consumption and the anticipated sanitary sewage to be discharged to the sanitary sewer system to determine if there is adequate capacity within the downstream sanitary sewer system or if any upgrades will be required.

Functional Servicing Report
The Region has reviewed the Functional Servicing Report, (FSR) prepared by WSP Canada Inc., dated September 6, 2024, submitted to support the proposed development. We offer comments on the FRS and servicing Mark-ups in Attachments 1 A through F to this letter.

Appendix C Sanitary Design Sheet
Due to downstream sanitary sewer constraints, the existing sanitary sewer was designed with a design flow rate of 0.92 l/s/ha gross area, for all of the contributing lands on the west and east side of Garrard Road. All sanitary sewers north of existing sanitary manhole M24-0012, should be designed using the Region's standard flow rate of 2.08 l/s/ha gross area. Regardless of the flow rate being used, no section of proposed sanitary sewer shall be greater than 300mm dia. The sanitary drainage area to be used in calculations shall be the size of the Block not the size of the buildings. Block 1 has a gross area of 6.89 ha and Block 2 has gross area of 20.29 ha.

Garrard Road 300 mm Watermain Extension and 200 mm Sanitary Sewer – Plan and Profile Drawings

- Update the drawings with hydrants spaced 75 metres, for a maximum hose length of 37.5 metres measured along the lengths of the watermain. Update the watermain data chart accordingly.
- Correct the direction of the proposed sanitary sewer inverts.
- Confirm sizes for the proposed sanitary sewer based on the criteria noted above.
- The proposed inverts for the proposed internal sanitary sewer to Buildings 1 and 2 shown on Figure 5 look to be incorrect and should be rechecked.

Drawing Number PP-1 STA 0+00 to 0+290
- Maintain a minimum watermain depth of 1.80 m to avoid the use of the proposed 45-degree vertical bends. Provide a minimum of 0.25m vertical clearance as the proposed watermain crosses over the proposed sanitary sewer.
- The proposed watermain location looks to conflict with the existing hydro poles.

Drawing Number PP-2 STA 0+260 to 0+570
- Riser connections as per S-100.020 are required for the residential properties of 4785, 4755 and 4725 Garrard Road.
- A safety platform is required in all maintenance holes greater than 5.0 metres in depth. Label the RIM elevation and size of the proposed sanitary maintenance holes MH-4 and MH-5.

Drawing Number PP-3 STA 0+440 to 0+707

- Lower the proposed sanitary sewer from SAN MH -6 to existing MHM24-0012 to meet the Region Standard minimum depth of 2.15 metres.
- Refer to the attached as-built drawing, label the RIM elevation and show the existing safety grate. A drop structure as per Region Standard S-100.080 into MH-M24-0012 will be required.
- Revise the drawing to reflect the existing downstream 300 mm dia. sanitary sewer as per the following existing inverts: W Inv.146.63, S Inv. 146.53.
- The pipe inverts are labelled south and east and they should be south and north.
- Refer to As-built drawings and report the sewer inverts pipe size, grade bedding information of the existing 300 mm dia. sanitary sewer @ 0.50%.
- A safety platform shall be required in all maintenance holes greater than 5.0 metres in depth. Label the RIM elevation and size of the proposed sanitary maintenance holes MH-5.
- Label the existing 200 PVC sanitary service extension and report the west invert at MH-M24-0012.

Site Servicing Plans

- The 300 mm watermain shown on drawings SS-1 and SS-2 along Garrard Road is not existing. This watermain should be part of this development.
- Label the proposed mechanical rooms and refer to the applicable Region's standard.
- The Region's comments are based on known information at this time and are subject to change. Additional comments will be provided upon subsequent submissions.

Transportation

The Region has reviewed the proposed applications from a transportation perspective.

The proposed Town of Whitby Official Plan Amendment to delete the east-west midblock Type 'C' Arterial Road from Thickson Road to the Whitby/Oshawa boundary was reviewed and assessed through the City of Oshawa's Stevenson Road North, from Taunton Road to Conlin Road, Class Environmental Assessment Study.

As part of the study, a Midblock Arterial Needs and Justification Assessment Report (September 2024) and Future Transportation Conditions Report (August 2024), were prepared by the City of Oshawa's consultant team (Gannett Fleming and TraffMobility) to review the east- west Type 'C' Arterial Road from Thickson Road to Stevenson Road. A Technical Advisory Committee (TAC) comprised of Regional, Town of Whitby, and City of Oshawa staff was formed as part of the Class EA, in part to review these studies as they progressed.

Transit

1. Durham Region Transit (DRT) is currently working with the Town of Whitby on stop locations at Conlin Road and Garrard Road. Ensure the following existing/ proposed transit stops are protected at locations:

a. Conlin Road eastbound at Garrard Road, east of Garrard Road.

b. Garrard Road northbound at Conlin Road, south of Conlin Road.

2. Ensure there is sufficient levelled space between Conlin Road and the proposed North pond to accommodate a bus stop. See the attached Drawing S-12 for detailed stop requirements

3. Sidewalks should be built along the south side of Conlin Road and the east side of Garrard Road to ensure pedestrian access to area transit stops.
4. Please ensure that all protected bus stop locations are indicated on future site plan submissions for clarity and accessibility.

5. TIS Section 3.2.2 - DRT Routes 920 and 409 now serve the Conlin Road and Garrard Road intersection. Please update the TIS accordingly.

Conclusion
The proposed amendment would permit the deletion of the planned east- west midblock Future Type ‘C’ Arterial Road, south of Conlin Road in the Town of Whitby Official Plan to facilitate the development of an industrial draft plan of subdivision for the purposes of and warehousing manufacturing uses. The Region is supportive of development which will facilitate the use of vacant employment lands for economic growth and employment opportunities.

The Region’s detailed review of the proposed development has identified some concerns and as such, we will require the applicant to submit a revised Functional Servicing Report and address all the Region’s servicing Mark-ups as set out in Attachment 1 A through F.

We have also identified that a reciprocal Regional Official Plan Amendment application is required to delete the future east-west midblock Type ‘C’ Arterial Road from Map 3b-Road Network in the Regional Official Plan. Post Bill 23, the Town of Whitby is responsible for processing such amendments and will now be the approval authority for making a decision on the related ROPA application.

Additional information regarding the Official Plan Amendment application was provided to the Region of Durham and they provided the following revised comments:

Further to the Region of Durham’s preliminary comments dated February 19, 2025, Regional and Town staff met on May 7, 2025, to discuss the Region’s transportation comments with regards to the proposed deletion of the planned east-west midblock Future Type ‘C’ Arterial Road from Thickson Road to Whitby/Oshawa boundary.

The purpose of the above noted meeting was to clarify the timing of future transportation infrastructure projects. As such, we offer updated transportation comments for the proposed development applications. The Region’s previous

comments, provided for the subdivision proposal with respect to Regional servicing and Transit remain applicable to the development.

As previously noted, the Region has been working in collaboration with the City of Oshawa in the review of the proposed deletion of the east-west midblock Type ‘C’ Arterial Road from Thickson Road to Stevenson Road. The Region is satisfied that the impacts stemming from the deletion of the midblock arterial road will be addressed by the Town of Whitby within their jurisdiction. As such, the Region can confirm that our previous comments were advisory in nature and were not intended to be conditions associated with the draft approval of the subject subdivision.

Conclusion
The Region is in support of the proposed industrial draft plan of subdivision which will facilitate the use of vacant employment lands for economic growth and promote new employment opportunities.

The Region has provided this update comment to clarify its broader transportation infrastructure requirements and to confirm we are satisfied that the Town of Whitby has adequately planned for the future requirements associated with the deletion of the Future Type ‘C’ Arterial Road. Moving forward, the Region will continue to provide detailed transportation comments for future submissions related to the proposed amendment to delete the planned east-west midblock Future Type ‘C’ Arterial Road from the respective official plans.

Also, with respect to the Region’s previous comment letter, we had indicated that a revised Functional Servicing Report would need to be provided, and all the Region’s servicing Mark-Ups must be addressed. We can confirm that the Region’s servicing concerns remain applicable to the proposed subdivision development and can be addressed as part of the review of the related future engineering submissions and through the approval of the Site Plan application.

Based on the foregoing, the Region has no objection to draft approval of the subdivision application. The conditions of draft approval must be complied with prior to clearance by the Region for registration of this plan (refer to Attachment #13).

Trans-Northern Pipeline
No comments.

Rogers Communications
No comments

Oshawa Executive Airport

1. Due to the site's proximity to the airport, a warning clause related to noise must be included in the tenant/ owner documentation and development agreement. City planning has the wording they have developed and used in the past.

2. The proponent shall ensure the new structure and associated refuge does not become a wildlife attractant due to its location in proximity to the airport.

3. Given that a storm water management pond is proposed, the applicant shall retain a wildlife expert to complete a wildlife risk assessment to ensure the risk of wildlife strikes is mitigated due to the proximity of the airport. Furthermore, the wildlife biologist must update the airport's wildlife risk assessment to include the addition of a pond.

City of Oshawa (Planning and Engineering Services)
No comments.

Elexicon Energy
Further to the referenced File # DEV-31-24 (OPA-2024-W/10 SW-2024-04 Z-15-24), subject to the caveats set out in this letter, Elexicon Energy Inc. has no objection to the proposed applications.

The applicant or its authorized representative shall consult with Elexicon Energy Inc. concerning the availability of supply voltage, service location, metering, costs and any other details. These requirements are separate from and in addition to those of the ESA. Elexicon Energy Inc. will confirm the characteristics of the available electrical supply and will designate the location of the supply point to the applicant. Elexicon Energy Inc. will also identify the costs that the applicant will be responsible for.

In some cases, an expansion of Elexicon’s distribution system (as such term is defined in the Distribution System Code issued by the Ontario Energy Board) will be required to be able to connect the customer to Elexicon’s distribution system. When an expansion is necessary, the Distribution System Code requires that a distributor perform an economic evaluation to determine if the future revenue from the customer(s) will pay for the capital cost and on-going maintenance costs of the expansion project. If a shortfall between the present value of the projected costs and revenues is calculated, the distributor may propose to collect all or a portion of that amount from the customer(s). The evaluation is basically a discounted cash flow calculation that brings all costs and revenues to their net present values. This model, in general, follows the methodology, the set of common elements and related assumptions provided in Appendix B of the

Distribution System Code. Elexicon will provide an Offer to Connect once an official request for electric services is received.

The applicant or its authorized representative shall apply for new or upgraded electric services and temporary power service in writing. The applicant is required to provide Elexicon Energy Inc. with sufficient lead-time in order to ensure:

a) The timely provision of supply to new and upgraded premises; and/or

b) The availability of adequate capacity for additional loads to be connected in the existing premises

Bell

No comments.

Attachment #13
Conditions of Draft Plan of Subdivision Approval

1. The Subdivider shall prepare the final plan on the basis of the approved draft plan of subdivision, prepared by The Biglieri Group Ltd., identified as Project No.: 23046, dated September 19, 2024, which shows 2 employment blocks, 2 open space blocks, 3 road widening blocks, and a block for a private access road.

2. The Subdivider shall submit plans showing the proposed phasing to the Region of Durham for review and approval, if this subdivision is to be developed by more than one registration.

3. The Subdivider shall grant to the Region of Durham, any easements required to provide Regional services for this development. The easements shall be in locations and of such widths as determined by the Region.

4. The Subdivider shall provide for the extension of such sanitary sewer and water supply facilities which are external to, as well as within, the limits of this plan that are required to service this plan. In addition, the Subdivider shall provide for the extension of sanitary sewer and water supply facilities within the limits of the plan which are required to service other developments external to this subdivision. Such sanitary sewer and water supply facilities are to be designed and constructed according to the standards and requirements of the Region of Durham. All arrangements, financial and otherwise, for said extensions are to be made to the satisfaction of the Region of Durham and are to be completed prior to final approval of this plan.

5. Prior to entering into a Regional Subdivision Agreement, the Region of Durham shall be satisfied that adequate water pollution control plant and water supply plant capacities are available to the proposed subdivision.

6. The Subdivider shall satisfy all requirements, financial and otherwise, of the Region of Durham. This shall include among other matters, the execution of a Subdivision Agreement between the Subdivider and the Region concerning the provision and installation of sanitary sewers, water supply, roads and other Regional services.

7. That prior to any on-site grading or construction or final approval of the plan, the Subdivider shall submit to, and obtain approval from the Town of Whitby and the Conservation Authority for reports describing the following:

    a. The intended means of conveying stormwater flow from the site based on stormwater techniques which are appropriate and in accordance with provincial guidelines.

    b. The intended means to maintain appropriate water balance for the subject lands and to the adjacent hydrologic features as part of this development. This includes agreeing to an appropriate predevelopment infiltration condition and providing effective post development infiltration techniques to match this target.

and providing effective post development infiltration techniques to match this target.

c. The intended means to design, install, access, maintain and monitor any proposed Low Impact Development (LID) measures as part of this development.

d. The intended means whereby erosion and sedimentation and their effects will be minimized on the site during and after construction, in accordance with provincial guidelines. The report must outline all actions to be taken to prevent an increase in the concentration of suspended solids in any water because of on-site, or other related works.

8. The Subdivider agrees that Compensation Planting Plans and Wetland Plans will be provided and approved by the Town and Central Lake Ontario Conservation Authority for the proposed wetland removals.

9. That the Subdivider shall agree to install all approved planting and restoration plans identified within the Compensation Planting Plans and Wetland Plans to the satisfaction of the Town of Whitby and Central Lake Ontario Conservation Authority. All planted areas will be protected with appropriate fencing to avoid any disturbance to this area during subsequent construction.

10. The Subdivider shall obtain all necessary permits from Central Lake Ontario Conservation Authority required through Ontario Regulation 41/24, or any successor regulations made under the Conservation Authorities Act.

11. The Subdivider shall satisfy all financial requirements of the Central Lake Ontario Conservation Authority. This shall include Application Processing Fees and Technical Review Fees owing as per the approved Authority Fee Schedule.

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

a. The Subdivider agrees to carry out the works referred to in Condition 7, 8 and 9 to the satisfaction of the Central Lake Ontario Conservation Authority.

b. The Subdivider agrees to maintain all stormwater management and erosion and sedimentation control measures operating and in good repair during the construction period, in a manner satisfactory to the Central Lake Ontario Conservation Authority.

c. The Subdivider agrees to advise the Central Lake Ontario Conservation Authority 48 hours prior to commencement of grading or the initiation of any on-site works.

d. To expedite clearance of Condition 12, a copy of the fully executed subdivision agreement between the area municipality and the owner should be submitted to the Authority.

13. Prior to final acceptance of the Draft Plan of Subdivision, the Functional Servicing and Stormwater Management Report must be updated to the satisfaction of Engineering Services.

14. The Subdivider acknowledges that the Wetland Compensation boundaries may change due to the Stormwater Management comments. These comments shall be addressed prior to Draft Plan approval.

15. The Subdivider shall convey the following to the Town:
    a. Blocks 3 and 4 for open space conveyance.
    b. Blocks 5, 6, and 7 for road widening conveyance along Conlin Road West and Garrard Road.

16. The Subdivider shall be responsible for bus transit stop installation and associated pedestrian facility connections along the frontage of the subject property at the intersection of Conlin Road and Garrard Road. The Subdivider shall coordinate with the Durham Region Transit for the exact location of the bus transit stops.

17. The Subdivider shall be responsible for maintaining the existing Town roads in an acceptable condition throughout the duration of construction and/or until such time as the Town roads are reconstructed. The Subdivider may be required to provide the Town with securities to ensure roads are maintained to the Town's satisfaction. This is to be reviewed further when information regarding the timing of construction of both the subdivision development and the reconstruction of the Town owned road(s) is known.

18. The Subdivider shall provide Cash-in-lieu of Parkland based on a rate of 2% of the development site area for commercial/industrial uses.

19. The Subdivider shall provide a certified land appraisal to the Town prior to executing the subdivision agreement, in order to calculate the cash-in-lieu of parkland to paid. The land appraisal and land value will be considered valid for up to one year. If the land appraisal is older than one year, then an updated appraisal or adjustment to the land value may be requested at the discretion of the Town.

20. The Subdivider agrees to convey open space blocks 3 & 4 to the Town in a physical condition to the satisfaction of the Parks Planning and Development Department, upon registration of the plan of subdivision.

21. The Subdivider shall ensure that a Letter of Credit is provided for all the Compensation Plans including the Wetlands and Enhancement Plantings.

22. The Subdivider shall ensure prior to any site alteration, that the Restoration and Enhancement Plan is approved by the Town and Central Lake Ontario Conservation Authority.

23. The Subdivider shall provide a Tree Preservation Plan in coordination with Erosion and Silt Control fencing. Fencing is to be inspected and approved by the Town of Whitby & CLOCA in advance of any on-site grading works.

24. The Subdivider shall, in advance of any tree clearing, provide the Town with evidence of permission for proposed removals offsite and on neighbouring properties.

25. The Subdivider shall, in advance of any tree clearing, provide the Town with an appraisal for the municipal trees to be removed. Town Forestry Staff to review and confirm the appraisal.

26. The Subdivider agrees that as soon as grading works are complete and prior to registration of the subdivision, the approved Compensation Plans will be implemented and stabilized to the satisfaction of Town of Whitby & CLOCA. Given that access may be restricted once construction of the buildings begins, it is recommended that implementation occur prior to construction commencing and access to these areas be restricted.

27. The Subdivider shall ensure the success and management of the Restoration Plan is monitored for a 3-year period by the Landscape Consultant. Annual inspections with and reporting to both the Town and CLOCA is required during this period.

28. The Subdivider shall ensure that any hazardous trees along the edges of the limit of development are identified in advance and wherever adjacent to proposed development; on-site review with staff from the Town's Forestry staff (Operations) and landscape inspection (Planning) is required prior to anticipated removals and throughout the development process.

29. The Subdivider shall convey protected and undevelopable lands to the Town where, in public ownership, the lands will be protected in perpetuity. This includes all areas where proposed NHS restoration is to occur (Block 3 & 4 on the Draft Plan).

30. The Subdivider shall ensure all adjacent boulevards are urbanized, topsoiled, fine-graded, sodded and provided with buffer tree planting. Should the Road Widening process not allow timely and coordinated planting of Street Trees, Cash in lieu could be contributed to the Town for future planting.

31. All black vinyl chain link fences to delineate Town blocks, and open spaces from private property shall be designed and constructed in accordance with the relevant engineering standards.

32. The Subdivider shall implement all recommended noise control measures identified in the Environmental Noise Assessment report and revise the plan as required to

accommodate recommended noise control measures prior to registration.

33. All non-regulatory fencing and acoustic barriers shall be installed wholly on private property and all operation and maintenance of said fencing shall be the responsibility of the private property owners.

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

35. The required noise mitigation measures and warning clauses shall be included in the Subdivision Agreement and future Site Plan Agreements.

36. The Subdivider shall provide a tree preservation plan and install protective fencing in advance of any on-site grading works.

37. Through the Plan of Subdivision Agreement, the Subdivider shall complete the Whitby Green Standard performance measures as part of the construction of the approved development as detailed in Sustainability Rationale Report submitted by the proponent.

38. The Subdivider shall prepare and implement the following reports and plans in accordance with the applicable guidelines to the satisfaction of the agencies noted:

Report	Town	Region	CLOCA
Functional Servicing and Stormwater Management Report	Yes	Yes	Yes
Geotechnical Investigation	Yes	Yes	Yes
Hydrogeological Study	Yes	Yes	Yes
Noise Impact Study	Yes	Yes	-
Phase One Environmental Site Assessment	Yes	Yes	-
Archaeological Assessment	Yes	Yes	-
Sustainability Report	Yes	-	-

Transportation Impact Study	Yes	Yes	-

39. A vehicular easement will be required to provide access to 949 Conlin Road. This easement will require land division approval and be designed to the Town's satisfaction.

40. The Subdivider shall satisfy all requirements, financial and otherwise, of the Town of Whitby, including among other matters, the execution of a subdivision agreement between the Subdivider and the Town of Whitby concerning the provision and installation of services, drainage and other local services

41. Prior to final approval of this plan for registration, the Town of Whitby shall be advised in writing by:

    a. The Regional Municipality of Durham, how conditions 1-6 have been satisfied.

    b. The Central Lake Ontario Conservation Authority, how conditions 7-12 have been satisfied.

Note

Please be advised that the approval of this draft plan will lapse three (3) years after the date the plan is draft approved. The approval may be extended pursuant to Section 51(33) of the Planning Act, but no extension can be granted once the approval has lapsed.
If final approval is not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, draft approval will lapse under 51 (32) of the Planning Act, RSO, 1990, as amended. If the owner wishes to request an extension to the draft approval, a written request and explanation must be received by the Commissioner of Planning and Development 120 days prior to the lapsing date. A processing fee in effect at the time of request, shall apply.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Sign By-law Variance to Permanent Sign By-law for 1655 Stellar Drive (Menkes Champlain Inc.) – SB-01-25

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 27-25**

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:

J. Takeuchi, Planner I, x.2807

1. Recommendation:

1. **That Council approve the request for a variance to the Town of Whitby Permanent Sign By-law #7379-18 for the Menkes Whitby Business Park, located at 1655 Stellar Drive.**

2. Highlights:

- The Planning and Development Department is in receipt of a Sign By-law Variance application to amend the Town's Permanent Sign By-law #7379-18 for the Menkes Whitby Business Park, located at 1655 Stellar Drive; and
- The variance application is required to permit one additional pylon sign that exceeds the maximum sign area and sign height permitted by the By-law.

3. Background:

The subject land is located on the south side of Stellar Drive and east of Champlain Avenue, municipally known as 1655 Stellar Drive (refer to Attachments #1 and #2).

The subject land is zoned Prestige Industrial (M1A-2) within Zoning By-law 1784, as amended, which permits a warehouse building.

A Site Plan (SP-08-24) for the development of a warehouse building was approved in January 2025.

4. Discussion:

The proponent is proposing to install an additional pylon sign on the southwest corner of the site (refer to Attachment #3).

On the basis of the industrial zoning, the Permanent Sign By-law permits one (1) ground sign or one (1) pylon sign per street frontage having:

a) a maximum sign area of 15.0 square metres;

b) in the case of a pylon sign, a maximum sign height of 7.5 metres;

c) a minimum setback from a street line of 1.0 metres;

d) a minimum set back from a vehicular entrance of 3.0 metres for a ground sign or pylon sign having a display surface equal to or greater than 3.0 metres above the ground; and,

e) a minimum set back from a vehicular entrance of 5.0 metres for a pylon sign having a display surface less than 3.0 metres above the ground.

The proposed pylon sign would have a sign area of 38.9 square metres and a height of 11 metres (refer to Attachment #4 and #5).

As per Section 1.3 of the Permanent Sign By-law, the “sign, pylon” means a sign advertising the use or occupancy of the premises on the same property on which the sign is located, supported by one (1) or more poles, or other support structure.

The Permanent Sign By-law permits one ground or one pylon sign per street frontage, subject to meeting the relevant provisions of the By-law. The subject land has two frontages; therefore, two signs are permitted. A third sign will require a variance.

The proposed variance is required to permit one additional pylon sign that exceeds the maximum sign area and height permitted by the By-law. The pylon sign would comply with the other relevant provisions of the By-law. As a result of environmental constraints on the subject property, the sign is required to be located further away from Champlain Avenue which necessitates a larger sign and area to be legible from the public road.

Therefore, it is recommended that Council approve the request for a variance to the Town of Whitby Permanent Sign By-law #7379-18 for Menkes Champlain Inc., located at 1655 Stellar Drive.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

Not applicable.

7. Input from Departments/Sources:

Not applicable.

8. Strategic Priorities:

Consideration of this application addresses Pillar 3 of the Community Strategic Plan – Whitby's Economy. Responding to the request of an additional pylon sign, will address Objective 3.2 that the Town will attract and retain business.

9. Attachments:

Attachment #1 – Location Sketch

Attachment #2 – Aerial Context Map

Attachment #3 – Proponent's Proposed Sign Location

Attachment #4 – Proposed Sign Mock Up

Attachment #5 – Proposed Pylon Sign Detail

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
Menkes Champlain Inc.	SB-01-25	June 2025

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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
Menkes Champlain Inc.	SB-01-25	June 2025

External Data Sources:
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Attachment #3
Proponent's Proposed Sign Location

SITE PLAN

Client | Menkes
Site Address | 1650 Champlain Ave Wharehouse Development Whitby, Ontario

Order # | 041392
Sales Rep | Alana
Designer | Dylan

ISSUED TO	DATE	DESCRIPTION
CLIENT	Apr 10/25	1st DRAWINGS

KWIK SIGNS
1279 Simcoe St. N., Oshawa
Ontario L1G 4X1
T: 905-985-4505
TF: 888-746-KWIK
F: 905-985-1119
kwiksigns.com
kwiksignscanada
@kwik_signs

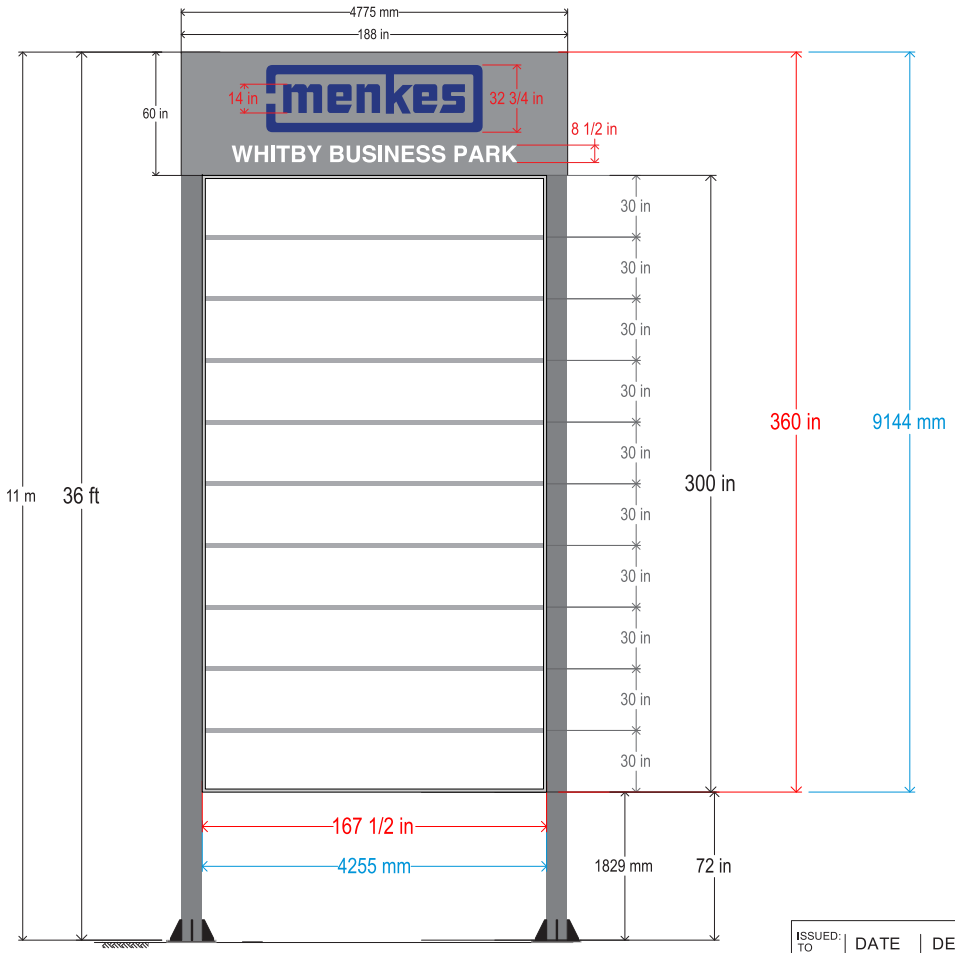
Attachment #4
Proposed Sign Mock Up

D/S PYLON SIGN RENDERING

Max Height: 36ft [10.97m]
Sign Area: 38.9 Sq M.



49568017
04-15-2025



Colours

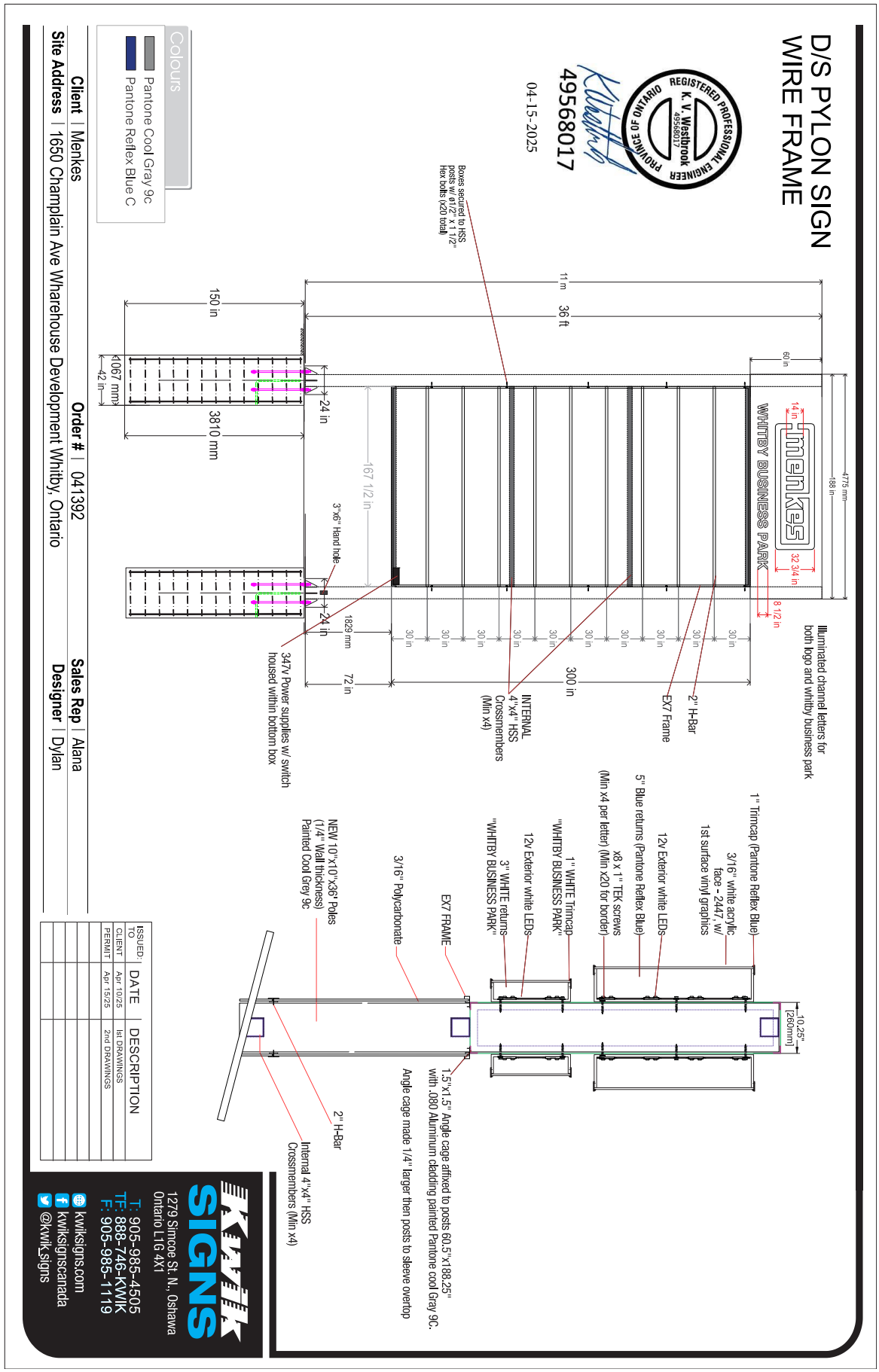
- Pantone Cool Gray 9c
- Pantone Reflex Blue C

Client | Menkes		**Order #** | 041392	**Sales Rep** | Alana
Site Address | 1650 Champlain Ave Wharehouse Development Whitby, Ontario			**Designer** | Dylan

ISSUED: TO	DATE	DESCRIPTION
CLIENT	Apr 10/25	Ist DRAWINGS

Kwik SIGNS
1279 Simcoe St. N., Oshawa
Ontario L1G 4X1
T: 905-985-4505
TF: 888-746-KWIK
F: 905-985-1119
kwiksigns.com
kwiksignscanada
@kwik_signs

Attachment #5
Proponent's Proposed Pylon Sign Detail



Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: DEV-34-24: Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File No. Z-16-24.

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 28-25**

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:

J. Taylor, Director of Planning Services, 905-444-2908

M. Guinto, Planner I, 905-444-1936

1. Recommendation:

1. **That Council approve an amendment to Zoning By-law No. 1784 (Z-16-24), subject to the comments included in Report PDP 28-25 and,**
2. **That a By-law to amend Zoning By-law #1784 be brought forward for consideration by Council at a future date.**

2. Highlights:

- A Zoning By-law Amendment Application has been submitted by MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc for the land municipally known as 5515 Garrard Road.
- The Zoning By-law Amendment Application proposes to change the current zoning from Agricultural (A) Zone to an appropriate industrial zone category to permit the proposed development of two industrial warehouse buildings with a total gross floor area of 48,742 square metres (524,671 square feet).

3. Background:

3.1. Site and Area Description

The subject land is located on the east side of Garrard Road, south of Highway 407. The subject land is municipally known as 5515 Garrard Road (refer to Attachment #1). The subject land is approximately 16.55 hectares (40.89 acres) in size. Approximately 11.27 hectares (27.84 acres) is proposed to be developed. The subject land currently contains a 2-storey single-detached dwelling, an outbuilding, and a barn, which are proposed to be removed. The lands to the north, east, and west are vacant, while the lands to the south contain two residential uses fronting Garrard Road. (refer to Attachment #2).

3.2. Application and Proposed Development

A Zoning By-law Amendment Application has been submitted by MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc to accommodate the development of two industrial buildings (refer to Attachment #3).

The Zoning By-law Amendment Application proposes to change the current zoning from Agricultural (A) Zone within Zoning By-law No. 1784, to an appropriate industrial zone category to accommodate the proposed industrial uses.

A future Site Plan Application will be required prior to development.

3.3. Documents Submitted in Support

The following documents were submitted in support of the proposed development:

- A Boundary and Topographic Survey, prepared by Speight, Van Nostrant & Gibson Limited, dated October 2023.
- A proposed Site Plan prepared by Ware Malcomb, dated October 2024 (refer to Attachment #3).
- A set of Architectural Plans prepared by Ware Malcomb, dated October 2024.
- An Arborist Report, prepared by MHBC Planning Limited, dated October 2024.
- A set of Landscape Plans including a Landscape Cost Estimate prepared by MHB Landscape, dated October 2024.
- A set of Building Elevations prepared by Ware Malcomb, dated October 2024 (refer to Attachment #4).

- A set of Archaeological Reports (Stages 1, 2, and 3), prepared by Lincoln Environmental Consulting, dated September 2024.
- A Functional Servicing & Stormwater Management Report including Civil Engineering Drawings, prepared by Crozier & Associates Inc., dated October 2024.
- A Construction Management Report, prepared by Leeswood Construction.
- A Compatibility Mitigation Study, Air Quality Report, prepared by SLR Consulting Ltd., dated October 2024.
- A Documentation & Salvage Report, prepared by MHBC Planning Limited, dated October 2024.
- An Environmental Impact Study, prepared by GHD, dated October 2024.
- A Hydrogeology Assessment, prepared by Pinchin, dated October 2024.
- An Initial Noise Impact Assessment prepared by SLR Consulting Ltd., dated October 2024.
- A Planning Justification Report, prepared by MHBC Planning Limited, dated November 2024.
- A Phase 1 Environmental Site Assessment Report, prepared by Pinchin, dated June 2023.
- A Photometric Site Plan & Exterior Lighting Specifications set, prepared by Inviro Engineered Systems, dated October 2024.
- A Transportation Impact Study prepared by Crozier & Associates Inc., dated October 2024

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

4. Discussion:

4.1. Whitby Official Plan

The subject land is designated “Prestige Industrial”, “General Industrial”, and “Natural Heritage System” on Schedule ‘J’ – Brooklin Community Secondary Plan (refer to Attachment #5).

Prestige Industrial

Prestige Industrial areas generally include light industrial uses within enclosed buildings, professional, corporate, and industrial oriented office buildings, major office uses within Business Parks, data processing centres, commercial or technical schools, postsecondary education facilities, research and development facilities, and incidental sales outlets within industrial buildings, provided such floor space is identified in the Zoning By-law and is compatible with adjacent land uses (4.7.3.2.2).

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 Highway 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.

General Industrial

Lands designated as General Industrial are to be used for the manufacturing, processing, assembly, servicing, storing of goods and raw materials, warehousing, and uses for similar and related purposes such as utility yards and functions, and transportation terminals (4.7.3.1.1).

The proposed Industrial uses conform to the policies of the Official Plan related to the Prestige and General Industrial designations.

Natural Heritage System

The Natural Heritage System is comprised of an interconnected system of key natural heritage and hydrologic features (5.3.7.1). The extent and exact location of the component natural heritage and hydrologic features of the Natural Heritage System are to be determined through appropriate environmental studies and in consultation with the local conservation authority (5.3.7.3).

The boundary of the Natural Heritage System may be refined with additions and deletions without an amendment to the Plan (11.4.25.3).

4.2. Zoning By-law

The subject land is currently zoned Agricultural (A) Zone within Zoning Bylaw 1784 (refer to Attachment #7). The Agricultural (A) Zone does not permit the proposed use. Therefore, a Zoning By-law Amendment is required to permit the proposed development.

As the subject land is located within the Brooklin Secondary Plan Area, the site-specific By-law for the subject property will be premised upon applicable zoning provisions outlined within the Brooklin Community Secondary Plan Area By-law (# 7959-23).

4.3. Conclusion

Considering the nature of the proposed Zoning By-law Amendment, it is concluded that the site can adequately accommodate the development of two industrial buildings. Therefore, it is recommended that Council approve an amendment to Zoning By-law No. 1784 to permit two industrial buildings on the subject land.

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

5. Financial Considerations:

Not applicable

6. Communication and Public Engagement:

A Statutory Public Meeting was held on February 10th, 2025, in accordance with the Town of Whitby Official Plan and the Planning Act. This meeting provided the public, interested persons, and agencies the opportunity to make representation in respect of the Zoning By-law Amendment Application. The meeting minutes are included in Attachment #7. There were no public comments or submissions made at the Public Meeting. All individuals who registered as an interested party at the statutory public meeting and any individual who provided written correspondence to the Town have been provided notice of the June 2nd, 2025, Committee of the Whole Meeting.

The proponent is a participating member and is in good standing of the Conlin Employment Landowner's Group. As part of the site plan approval process, the proponent will be required to provide a clearance letter from the Conlin Employment Landowner’s Group prior to the issuance of a building permit.

7. Input from Departments/Sources:

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

- Elexicon Energy Inc.; and,
- Enbridge.

Refer to Attachment #8 for full detailed comments.

Internal Departments

Whitby Planning and Development Department

EXP was retained to complete a peer review of the proponent's Noise Study as the Town does not have the expertise in-house to complete the review.

The comments provided by EXP state that there is no objection the application, subject to verification of the noise calculations. Refer to Attachment #8 for full detailed comments.

Whitby Fire and Emergency Services

The comments provided by Whitby Fire and Emergency Services request minor revisions that can be addressed through the future Site Plan application. Refer to Attachment #8 for full detailed comments.

Whitby Engineering Services

The comments provided by Whitby Engineering Services state there is no objection to the proposed application. Certain comments that were provided were informational and can be addressed through the future Site Plan application process. Refer to Attachment #8 for full detailed comments.

Whitby Financial Services

The comments provided by Whitby Financial Services state that there is no objection to the application, subject to submitting development charges and cash-in-lieu of parkland. Refer to Attachment #8 for full detailed comments.

External Agencies

Region of Durham Community Growth and Economic Development Department

The comments provided by the Region of Durham Community Growth and Economic Development Department state that there is no objection to the application, subject to the servicing and transportation comments being addressed through the future Site Plan application process. Refer to Attachment #8 for full detailed comments.

Central Lake Ontario Conservation Authority (CLOCA)

The comments provided by the Central Lake Ontario Conservation Authority (CLOCA) state that there is no objection to the application, subject to comments from their Environmental Engineering and Natural Heritage divisions being addressed through the future Site Plan Application process. Refer to Attachment #8 for full detailed comments.

8. Strategic Priorities:

The zoning application will permit the development of two industrial buildings subject to full services. The recommendations contained in this report align with Pillar 3 of the Community Strategic Plan to create jobs and drive local economic growth.

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

9. Attachments:

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Proponent's Proposed Site Plan

Attachment #4: Proponent's Proposed Building Elevations

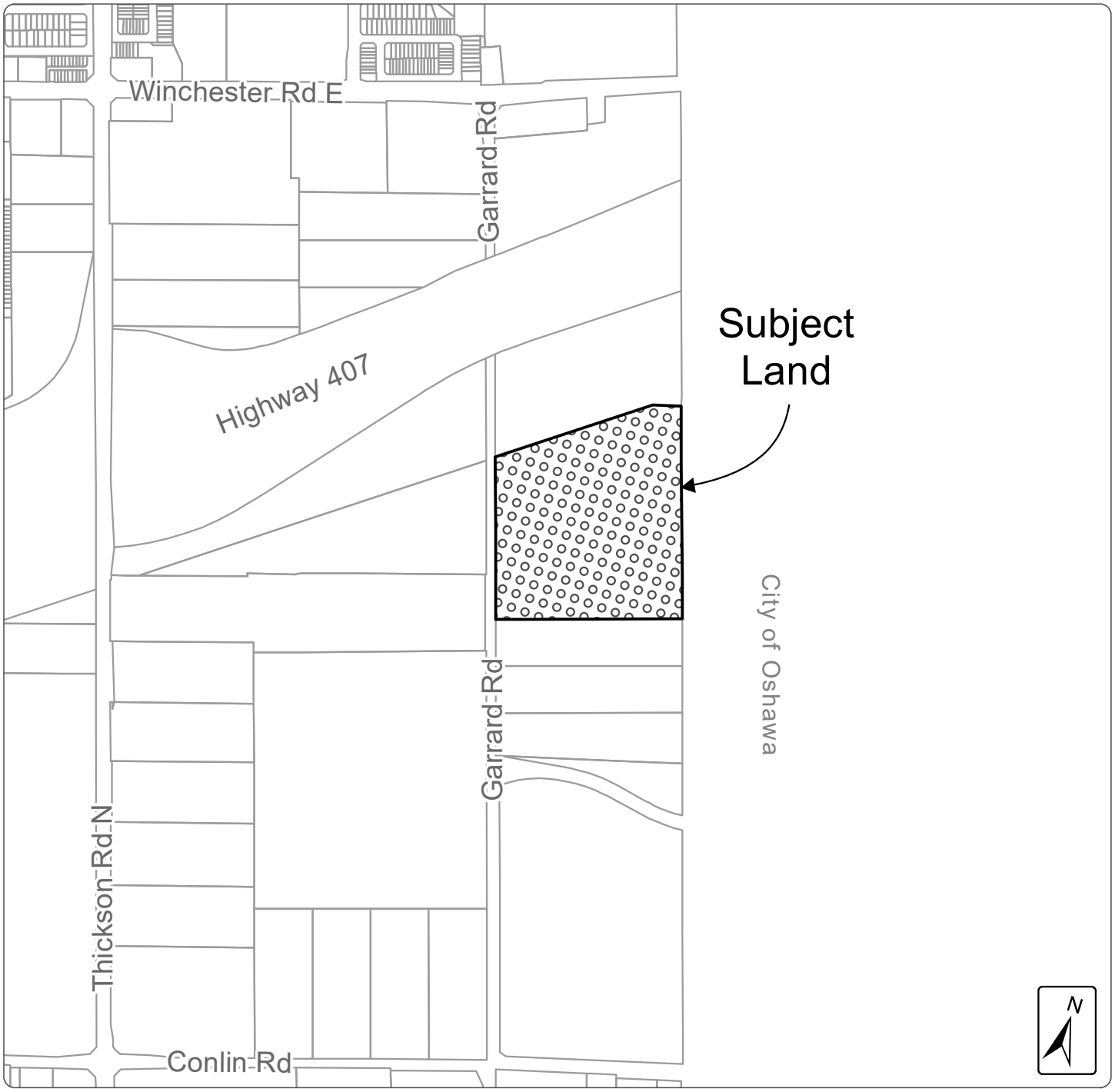
Attachment #5: Excerpt from the Town of Whitby Secondary Plan Schedule 'J'

Attachment #6: Excerpt from Zoning By-law 1784

Attachment #7: Public Meeting Minutes

Attachment #8: Agency & Stakeholder Detailed Comments

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

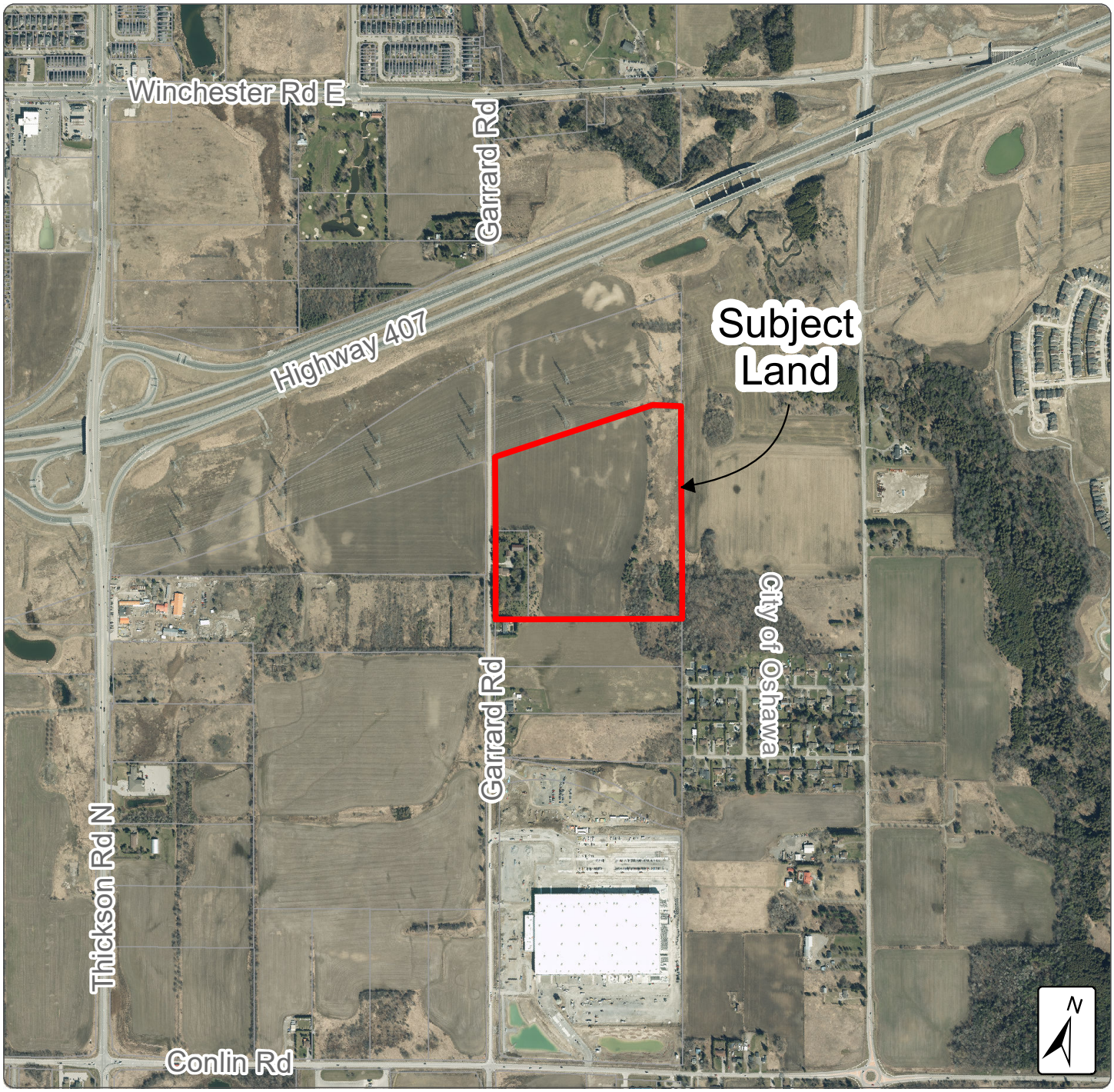
Proponent:	File Number:	Date:
MHBC PLANNING LIMITED c/o David McKay	DEV-34-24 / Z-16-24	June 2025

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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

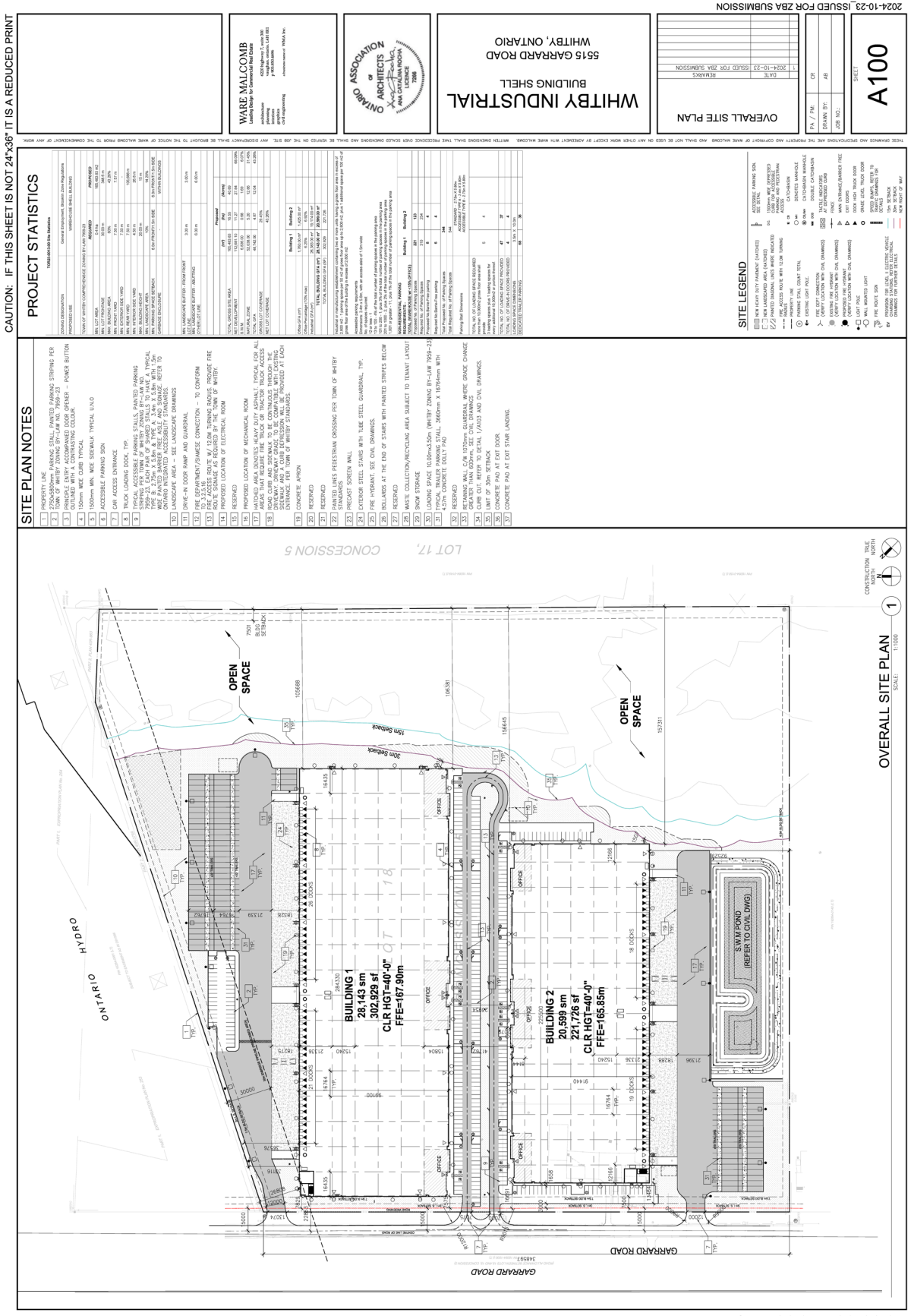
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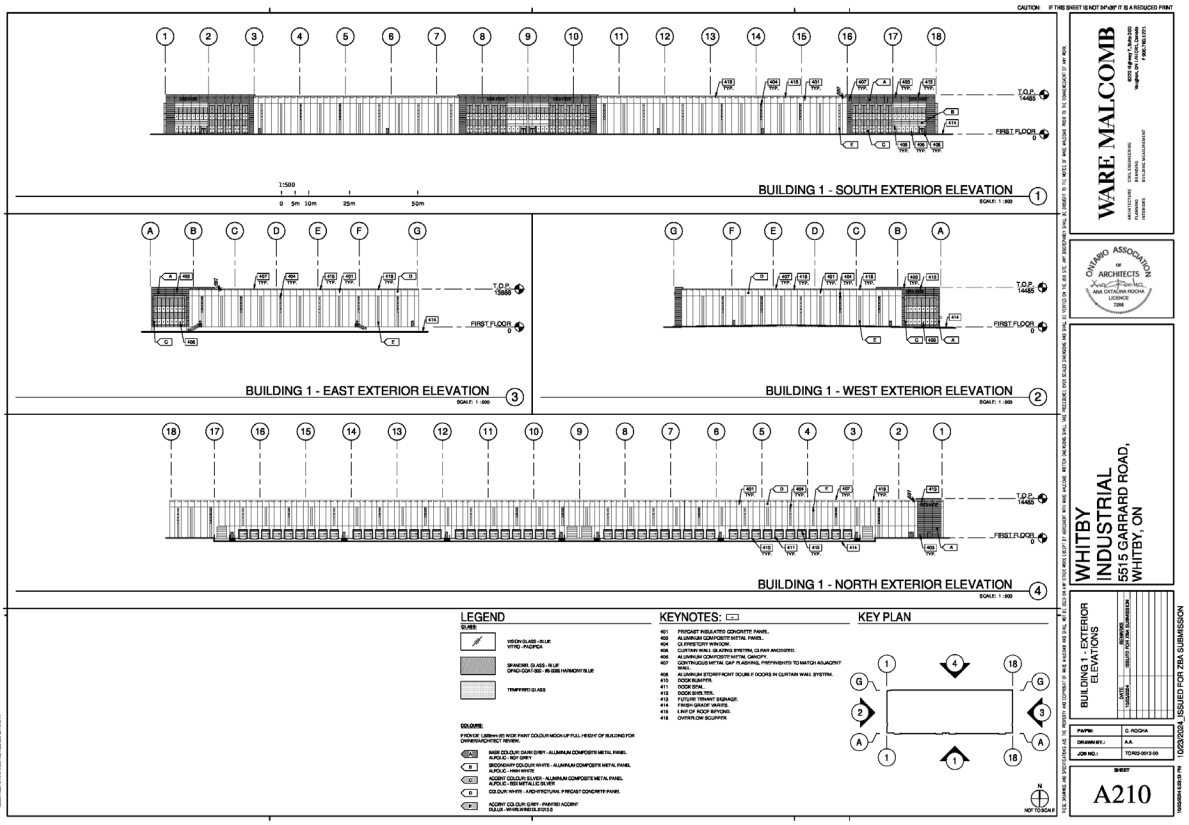
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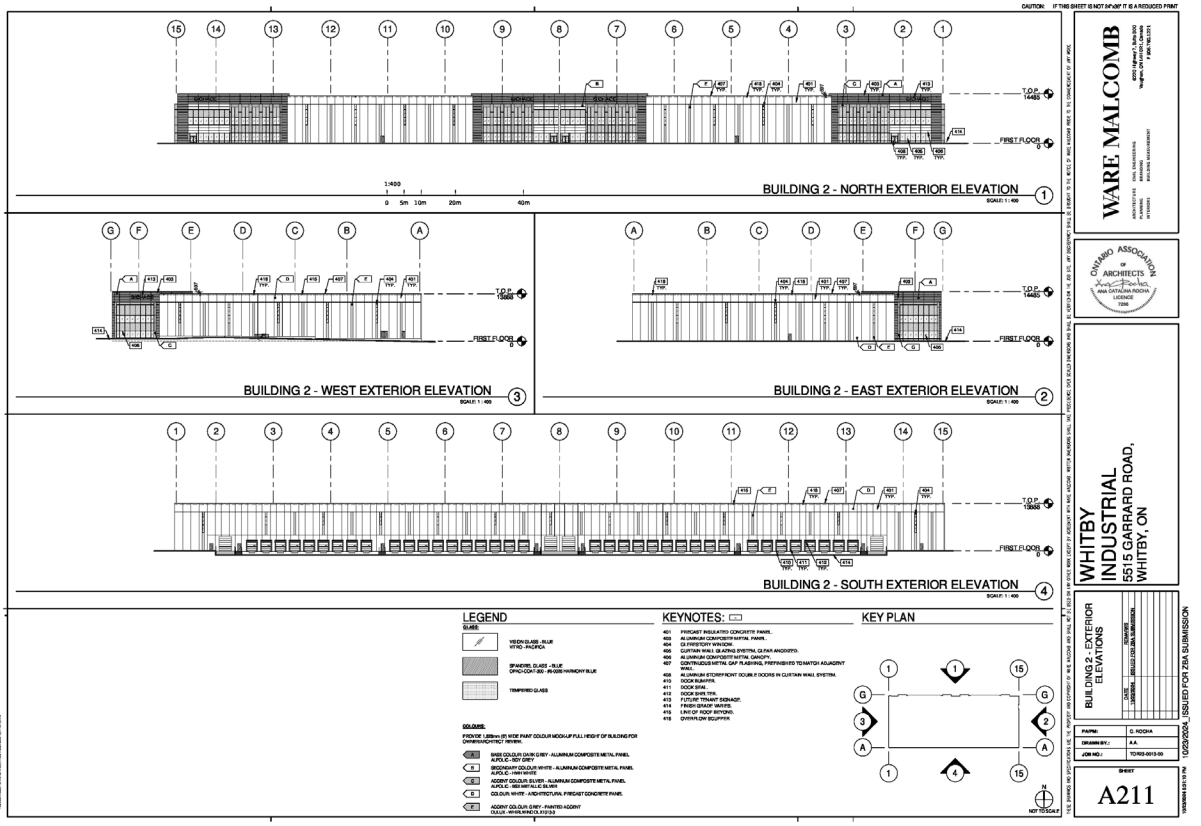
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Attachment #3
Proponent's Proposed Site Plan

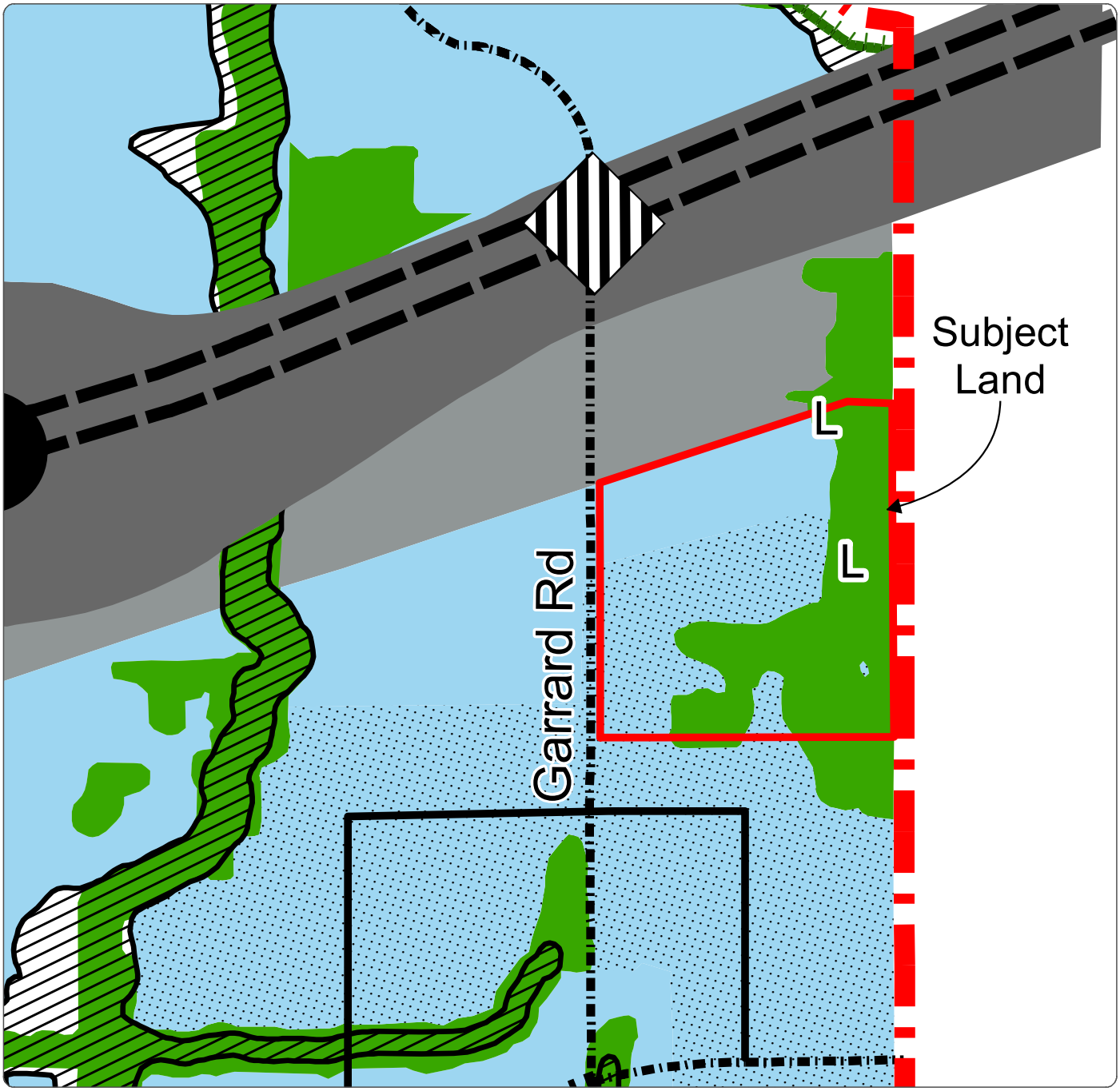


Attachment #4
Proponent's Proposed Building Elevations





Attachment #5
Excerpt from the Town of Whitby Secondary Plan Schedule 'J'



LEGEND

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Local Commercial
- Special Purpose Commercial
- Heritage Commercial
- Major Commercial
- Major Commercial -1
- Mixed-Use 1 - Community Central Area
- Mixed-Use 2 - HCD
- Mixed-Use 3
- Prestige Industrial
- Business Park
- General Industrial
- Major Open Space
- DP District Park
- LP Local Park
- PK Parkette
- TP Town Park
- Institutional
- Secondary Schools
- Elementary Schools
- Natural Heritage System
- L Linkage in NHS
- D1 Deferred by the Region of Durham
- Lands subject to Durham Regional Official Plan Policy 14.13.7 - D2
- Natural Hazards
- Utility
- HP Health Precinct Special Policy Area
- Community Central Area
- Major Central Area
- Heritage Conservation District Boundary
- Secondary Plan Boundary
- Special Policy Area - Refer to Section 11.5.31.6
- Full Interchange
- Potential Interchange (Subject to Further Study)
- Grade Separation
- Potential Grade Separation
- Future Transitway Station
- Controlled Access Highway (Freeway)
- Type A Arterial
- Type B Arterial
- Type C Arterial
- Collector Road
- Greenbelt Plan Boundary

Excerpt from: Brooklin Community Secondary Plan

Schedule **J**

Town of Whitby

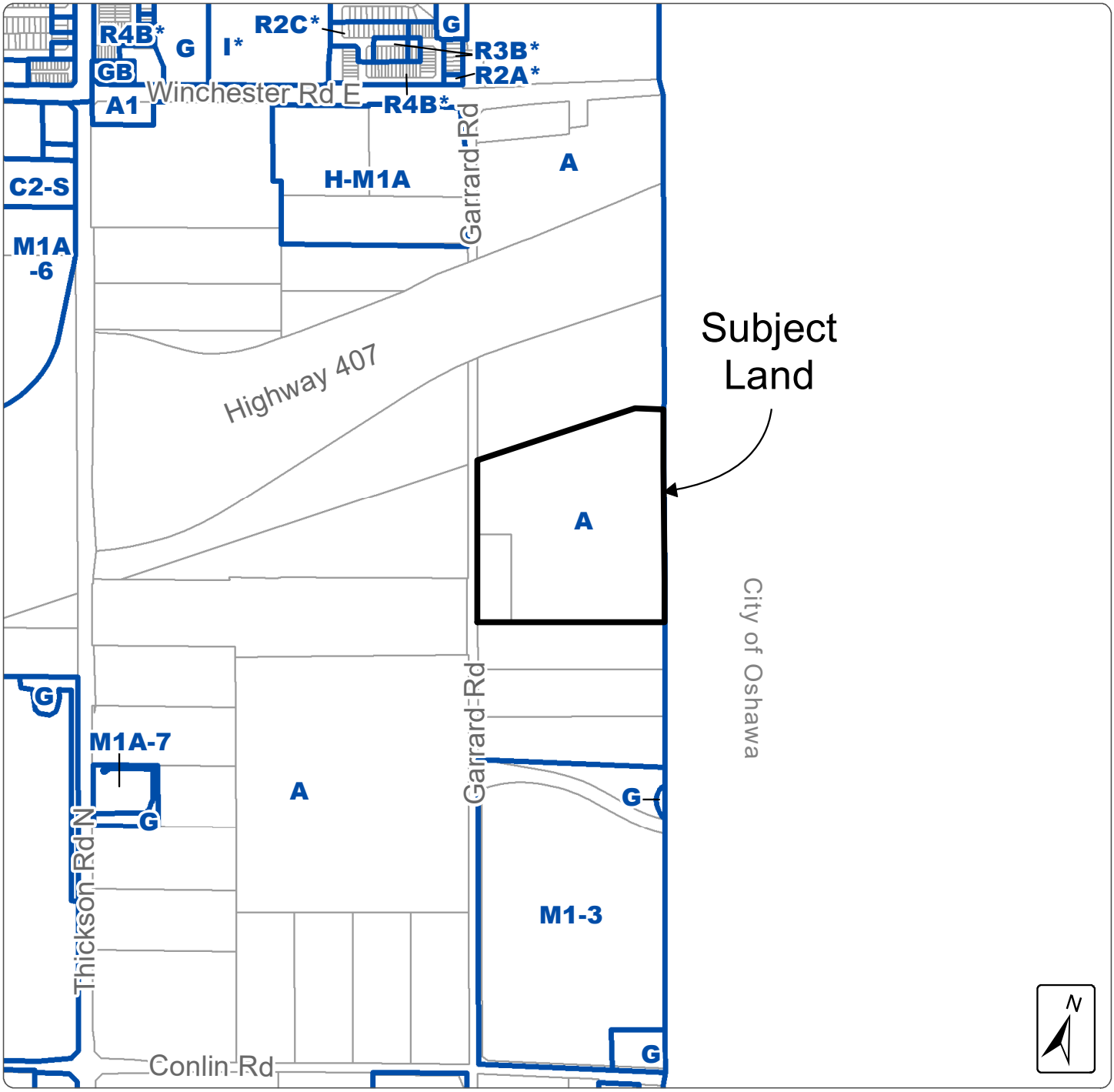
Whitby

N

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Metres

Attachment #6
Excerpt from Zoning By-Law 1784



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
MHBC PLANNING LIMITED c/o David McKay	DEV-34-24 / Z-16-24	June 2025

External Data Sources:
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Attachment #7

Public Meeting Minutes

DEV-34-24 (Z-16-24) – 5515 Garrard Road

PDP 11-25, Planning and Development (Planning Services) Department Report

Re: Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File Number: DEV-34-24 (Z-16-24)

Madrid Guinto, Planner I, Development, provided a PowerPoint presentation which included an overview of the application.

David McKay, representing 5515 Garrard Real Estate Inc., provided a Powerpoint presentation which included a detailed overview of the application.

The Chair indicated that comments would now be received by members of the public.

There were no submissions from the public.

A written letter from a resident in the Town of Whitby was received, in which the resident urges Council to reject the zoning change, emphasizing the importance of preserving agricultural land for food security, climate stability, and its role as a carbon sink, etc.

CLOCA has reviewed the application and has confirmed that the proposal can proceed with the proposed zoning by-law amendment.

Attachment #8
Agency & Stakeholder Detailed Comments
File DEV-34-24 (Z-16-24) – 5515 Garrard Road

Internal Departments

Engineering Services

Engineering Services – Development Division

Please find below Engineering Services' comments on the 1st Submission of the proposed Zoning By-law Amendment for the above noted property. Engineering Services has conducted a preliminary review of the circulated materials outlined below for the purpose of the Zoning By-law Amendment application:

- Phase 1 ESA, dated June 16, 2023, by Pinchin Limited.
- Phase 1 ESA (North Parcel), dated June 27, 2022, by GHD
- Transportation Impact Study, dated October 2024, by Crozier Consulting Engineers.
- Hydrogeological Assessment, dated October 30, 2024, by Pinchin Ltd.
- Plan of Survey, dated October 12, 2023, by Speight, Van Nostrand & Gibson Limited.
- Land Transfer Documents, dated December 29, 2022 & November 19, 2022
- Architectural Drawing Set, dated October 23, 2024, by Ware Malcomb
- Functional Servicing & Stormwater Management Report, dated October 2024, by Crozier Consulting Engineers
- Construction Management Report, undated, unsigned
- Comment Matrix, dated November, by Garrard Investments Inc.
- Planning Justification Report, dated November 1, 2024, by MHBC Planning Limited.

Zoning By-law Amendment

The Subject Land is currently zoned as "Agricultural (A)" under Zoning By-law 1784. The zoning amendment proposes to rezone from Agricultural (A) to Restricted Industrial Zone (M1-X), with site specific provisions to permit a warehouse distribution facility with accessory office. A warehouse distribution facility is not currently permitted under the existing Agricultural (A) Zone within the Town of Whitby Zoning By-law 1784. Therefore, a ZBA Application is required to rezone the Subject Lands from Agricultural to an appropriate Industrial zone.

The Subject Lands are located on the east side of Garrard Road and south of Highway 407/Hydro One corridor and are municipally addressed as 5515 Garrard Road, in the Town of Whitby. The lands are approximately 16.55 hectares (40.90 acres) in size and contain approximately 348 metres of frontage along Garrard Road. The lands are currently occupied by a single detached dwelling, a barn, and an outbuilding. Engineering Services does not object to the proposed Zoning By-law Amendment application.

Informational Comments

It is Engineering Services' understanding that a Site Plan application will be required upon approval of the Zoning By-law Amendment application. Detailed review comments will be provided at the Site Plan application stage.

Financial Services

PARKLAND DEDICATION / CASH-IN-LIEU

In accordance with the Planning Act and the Town of Whitby By-law, parkland dedication or cash-in-lieu ("**CIL**") of is applicable to the non-residential development.

If utilizing a CIL, a land appraisal is required at the cost of the developer and will remain current for a maximum period of one (1) year.

DEVELOPMENT CHARGES

The following pertains to Town of Whitby Development Charges ("**DCs**") only, based on current Provincial legislation and Town of Whitby by-laws (subject to change). Additional information can be found at https://www.whitby.ca/en/work/development-charges.aspx

This development will also be subject to Region of Durham DCs and DDSB/DCDSB education development charges, please contact those agencies directly with any questions pertaining to their policies, rates and charges.

DCs will be applicable to the non-residential development and must be paid prior to building permit issuance, unless all conditions of a provision from the Development Charges Act ("**DCA**") permitting alternative payment timing are met.

Calculation of Development Charges

- The 'relevant' application is considered the application for approval in a site plan control area. If there is no site plan control application, the relevant application is the application for an amendment to a by-law. In cases where there are multiple applications, the date of the later application is deemed the relevant application.
- Under Section 26.2 of the DCA, the rate(s) in effect on the date the relevant application is submitted, will be used to determine the applicable development charges. If there is no relevant application, the charges are based on the prevailing rates at the time of building permit issuance.
- If the first building permit is issued more than 18 months after the relevant application was approved, the charges are based on the prevailing rates at the time of permit issuance.
- Interest at Prime +1%, adjusted quarterly, will accrue on the development charges payable from the application date of the relevant application until the date development charges are paid.

Redevelopment Credit

If a building is being demolished to make way for this redevelopment, the applicant has five (5) years from the date that the demolition permit was issued, to obtain a building permit to qualify for a redevelopment credit. The credit will be equivalent to the applicable non-residential Gross Floor Area (GFA) being demolished, the number of residential units by type being demolished, or any combination of non-residential GFA and residential units, that would incur applicable development charges if constructed. For example, the demolition of a gas station canopy would not qualify for a credit, as the development of a gas station canopy does not attract any applicable development charges.

Whitby Fire and Emergency Services

Any comments will be provided at the site plan application stage.

External Agencies

Central Lake Ontario Conservation Authority

Thank you for circulating Central Lake Ontario Conservation Authority (CLOCA) on the above noted first submission. CLOCA staff have reviewed this submission for consistency with the natural hazard policies of the Provincial Planning Statement (PPS) and conformity with Ontario Regulation 41/24 of the Conservation Authorities Act. Other relevant watershed management guidelines and policies will also be included in our review, including those within the Town of Whitby and Region of Durham Official Plans.

The subject lands are partially within the Pringle Creek Watershed and partially within the Oshawa Creek Watershed. The eastern half of this property is regulated through Ontario Regulation 41/24 of the Conservation Authorities Act due to its proximity to a provincially significant wetland.

Based on our review of the circulated materials, we offer the following comments related to the Zoning By-law Amendment application. These comments must be addressed prior to their acceptance:

Zoning By-law Amendment Application

1. CLOCA staff find the submitted Zoning By-law schedule acceptable and have no further comments on the schedule. Please address comments related to the comments appended to this letter.

Environmental Engineering

2. A memo from our Environmental Engineering division related to their review of the submitted Functional Servicing and Stormwater Management Report (Crozier, Oct 2024). Comments found within this memo must be addressed to our satisfaction as part of future Site Plan application.
3. A memo from our Environmental Engineering division related to their review of the submitted Hydrogeological Assessment (Pinchin, Oct 2024). Comments found within this memo must be addressed to our satisfaction as part of future Site Plan application.

Environmental Impact Study

4. A memo from CLOCA technical staff related to their review of the submitted Environmental Impact Study (GHD, 2024) and Landscape Plan (MHBC Planning, 2024). Please address comments found within this memo to our satisfaction as part of future Site Plan application.

CLOCA Plan Review Fees

Appropriate plan review fees should be submitted to CLOCA for our review of any circulated Planning Act applications. Fees should be submitted in accordance with the CLOCA Fee Schedule in effect at the time of the application.

The following plan review fees must be submitted prior to approval of the submitted Planning Act applications:
Zoning By-law Amendment Application (base fee): $2,185

Region of Durham – Regional Works / Community Growth & Economic Development

The Region of Durham has completed its review of the above-noted proposed application and offers the following comments with regards to Regional servicing, transportation, and transit.

The subject site is located on the east side of Garrard Road and south of Highway 407. The subject site is approximately 17 hectares and is currently occupied by dwelling and outbuildings. The purpose of the proposed Zoning By-law amendment is to rezone the subject site to permit the development of 2 industrial warehouse buildings with a total gross floor area of 48,742m2 .

A future site plan application will be required for the proposed development.

Bill 23 Proclamation of the Region of Durham

Please be advised effective January 1, 2025, the Region is an Upper tier municipality without planning responsibilities. As such, the comments pertaining to conformity and consistency with the Region of Durham Official Plan and provincial plans and policies and those comments relating to the Region's delegated provincial plan review responsibilities will fall under the purview of the area municipalities.

Regional Servicing

The applicant shall extend the existing sanitary sewers and watermains to the subject site. This work should be coordination with other developments and Regional capital projects. As these projects move forward, their phasing and staging shall be coordinated to minimize their impact on Thickson Road, Garrard Road, and the MidBlock Arterial Road. These infrastructure projects include the 600 mm dia. feedermain constructed within the Garrard Road right-of-way (R.O.W) as well as the construction of all local services, sanitary sewers, and service connections. The applicants proposed sanitary and water infrastructure projects should also be coordinated with the proposed external road and intersection designs.

Water Supply

Servicing the proposed development is dependent upon the installation of new Zone 3 water pumps at the existing Garrard Road Pumping Station and the extension of the 600 mm dia. feedermain plugged south of the subject site. The servicing of this site will require the northerly extension of this feedermain. Its design and installation will need to be coordinated with all other construction along the Garrard Road R.O.W. in this area. The alignment of local watermains required to service the developable parcels needs to be coordinated with the latest concept plans for the surrounding development parcels.

Sanitary Servicing

There are no sanitary sewers along the frontage of the subject site. Servicing will require the extension of the existing 600 mm dia. Trunk Sanitary Sewer (TSS) from the Thickson Road and Glengowan Street intersection. This TSS will be extended northly to the Mid Block Arterial Road and continue easterly to Garrard Road. A local sanitary sewer shall be extended along Garrard Road to the Mid-Block Arterial Road. Sanitary servicing capacity is allocated at the time of signing a servicing agreement and is available on a first come first served basis. In accordance with the Region of Durham Sewer Use By-Law, we will not permit foundation drains to connect to the sanitary sewer system.

Functional Servicing & Stormwater Management Report

The Functional Servicing & Stormwater Management Report prepared by C.F. Crozier & Associates Inc., dated October 2024 refer to the subject site as one parcel. Include a note that the Region will only permit one sanitary service, one domestic water connection and one fire line.

- Since the subject site is to be developed as a single parcel, the Region will permit one sanitary service, one domestic water connection and one fire line. Please confirm if a 50mm dia. domestic water service is sufficient to service both Building 1 and 2. The applicant shall refer to its mechanical engineer to confirm the size of the domestic water service required.
- The applicant will be required to extend this infrastructure within the Garrard Road R.O.W. to service this proposed development. Plan and profile drawings of the required infrastructure will be required as part of the future engineering/ site plan application stage.

Transportation

Transportation Impact Study

We have reviewed the Transportation Impact Study, (TIS) prepared by C.F. Crozier & Associates Inc., dated October 2024 and offer the following comments:

- It is recommended that Section 12.4 Education/Promotion and Incentives (pg. 50) of the TIS be updated to specify that these materials will be provided by the responsibility of the applicant.
- It is recommended that Section 12.5 Carpool Priority Parking (pg. 50) of the TIS be updated to specify where carpool parking will be located and that these should be located near building entrances to help encourage employees to use sustainable transportation options.

The above comments can be addressed at the time of the review of the future related Site Plan Application.

Transit

We have reviewed the application from a transit perspective

1. Please note that the closest scheduled service route is located approximately 1 kilometre from the subject site.
2. Due to the area road network with dead-end roads, it is unlikely that scheduled service can be extended to the subject site at this time.

Conclusion

The Region's review of the proposed application has identified servicing and transportation concerns. The Region's comments can be addressed as part of the review of the future related Site Plan application.

EXP – Peer Review of Applicant's Noise Study

1 – Introduction

EXP has been retained to conduct a peer review of the Compatibility/Mitigation Study – Noise (Study) prepared by SLR Consulting (Canada) Ltd. and dated November 13, 2024. The Study is associated with a Zoning By-law Amendment (ZBA) application for a proposed warehouse distribution facility.

The purpose of this peer review is to examine and critique the engineering methodology used to reach the conclusion included in the Study. Independent verification of various calculations and analysis used in the report is beyond the scope of this work. Our comments of the peer review are presented below.

2 – Peer Review Comments

The Study has been reviewed for method, completeness and accuracy of the findings in the Study. Our comments are outlined as follows:

1.1 Applicable Environmental Noise Guidelines

1. EXP agrees with the application of NPC-300 and the general sound level limits for non-impulsive sources and impulsive sources. However, we do not agree that the noise receptors are considered to be in Class 1 Area. It is our opinion that the noise receptors are in Class 2 Area. The difference in exclusionary sound level limit between Class 1 Area and Class 2 Area is the outdoor point of reception in evening.
2. The specific sound level limits calculated based on traffic volume data are listed in Table 7 and are discussed in Section 2.3 below. EXP recommend comparing the calculated ambient sound levels with Class 2 Area exclusionary sound level limits.

1.2 Points of Reception

1. The addresses of POR2 and POR3 are the same in Table 5. The address of of POR3 should be 5305 Garrard Road.

1.3 Ambient Sound Levels and Applicable Guideline Limits

1. EXP generally agree with the traffic volume data in Table 6.
2. The applicable sound level limits are listed in Table 7, which indicates that most of the noise receptors have higher ambient sound levels than the exclusionary limits. However, EXP does not agree with the calculated ambient sound levels. We used STAMSON v5.04 and Cadna/A to verify the ambient sound level at selected critical noise receptors and obtained lower ambient sound levels. Note that Conlin Road, Thickson Road and Highway 407 are more than 500 m from the points of reception and separated with absorptive ground.

1.4 Stationary Source Assessment

1. The sound power level of tractor trailer coupling/uncoupling in the Sound Power Levels Table in Appendix C, based on SLR measurements from another site, is 120.1 dBA. EXP finds the sound power level reasonable. However, the impulsive sound power level in

the Line Sources Table in Appendix C is 105 dBA. No explanation or rationale is provided for the 15 dB reduction. Please provide explanation for the 15 dB reduction for the sound power level of impulsive noise.

2. Impulsive noise has been modeled as a line source along the façades of the buildings. However, impulsive noise may occur at the joint between the warehouse and the trailer as well as inside the trailers. It is EXP's opinion that modeling impulsive noise as an area source can better represent the characteristic of loading/unloading noise.
3. The sound level at POR1 would be higher without the 15 dB reduction and require additional noise control measures. In addition, the sound levels at some of the points of reception may exceed the sound level limits.

3 – Conclusion

EXP agrees with the methodology and approach in the Compatibility/Mitigation Study – Noise prepare by SLR in general. However, verification is required for ambient sound level calculations and impulsive noise calculations. Changes to the results will affect the noise control recommendations.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: **DEV-35-24: Zoning By-law Amendment Application, Whitby Curling Club, 815 Brock Street North**

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP 29-25**

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:

J. Taylor, Director of Planning Services, 905-444-2908

N. Kohek, Planner II, 905-444-2902

1. Recommendation:

1. **That Council approve an amendment to Zoning By-law # 2585 (File No. Z-17-24) as set out in Planning Report PDP 29-25; and,**
2. **That a By-law to amend Zoning By-law # 2585 be brought forward for consideration by Council.**

2. Highlights:

- The Whitby Curling Club has submitted a Zoning By-law Amendment Application for land municipally known as 815 Brock Street North.
- The Zoning By-law Amendment Application proposes to change a part of the current zoning on the property to an appropriate residential zone to permit the proposed development of five (5) single detached dwellings.
- Future Land Division applications will be required to create the proposed lots.

- All commenting departments and external agencies have indicated support for, or no objection to, the proposed development subject to their comments and conditions being addressed.

3. Background:

3.1. Site and Area Description

The subject land is located on the eastern portion of 815 Brock Street North. The existing parcel is on the east side Brock Street North, approximately 200 m south of Manning Road and Starr Avenue, with road frontage on Bradley Drive (refer to attachment #1). The subject property is 0.81 hectares (2 ac) in size and is used as a recreational centre (curling club). The area of the subject land proposed to be rezoned is used for overflow parking and storage for the curling club.

The surrounding land uses include:

- single detached dwellings to the north and east;
- open space (Bradley Park) to the south; and,
- commercial and residential uses to the west (refer to attachment #2).

3.2. Application and Proposed Development

A Zoning By-law Amendment Application has been submitted by the Whitby Curling Club, to change a portion of the existing zone category of the subject lands from Open Space (OS) in By-law 2585, to an appropriate residential zone to facilitate the development of five (5) single detached dwellings, three (3) storeys in height, fronting onto Bradley Drive (refer to attachments #3&4).

Future land division applications will be required in order to create the proposed lots.

3.3. Documents Submitted in Support

The documents submitted in support of the application include the following:

- A Site Plan, prepared by Cassidy & Co., dated June 2024 – revised April 17, 2025 (refer to Attachment #3).
- Preliminary Model Drawings, prepared by Cassidy & Co., dated October 2024.
- A Planning Justification Report, prepared by LANDx Developments Ltd., dated October 2024.
- A second submission Cover Letter, prepared by LANDx Developments Ltd., dated April 21, 2025.

- A Topographic Survey, prepared by J.D. Barnes Ltd., dated June 24, 2024.
- A Stormwater Management and Functional Services Report, prepared by D.G. Biddle & Associates, dated September 2024 – revised February 2025.
- A Civil Engineering Drawing Package, prepared by D.G. Biddle & Associates, dated September 2024 – revised April 2025.
- An Environmental Noise Assessment, prepared by YCA Engineering Ltd., dated October 2024.
- A Phase One Environmental Site Assessment, prepared by Cambium Inc., dated June 2024.
- A Phase Two Environmental Site Assessment, prepared by Cambium Inc., dated October 2024.
- A Record of Site Condition, dated March 14, 2025.
- A Tree Preservation and Landscaping Plan Package, prepared by Henry Kortekaas and Associates Inc., dated July 2024, revised April 2025.

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

4. Discussion:

4.1. Envision Durham

The subject land is designated as a “Community Area” and a “Regional Corridor” in the Envision Durham Official Plan. The permitted uses within Community Areas include a variety of housing types, sizes, and tenures.

The existing Curling facility is adjacent the Regional Corridor (Brock Steet), the area of land to be rezoned is not along the “Regional Corridor”.

4.2. Whitby Official Plan

The subject land is designated as a “Residential Area” (refer to attachment #5) in the Town of Whitby Official Plan. Residential Areas are intended to be predominantly used for residential purposes.

Where the proposal is not in a secondary plan, proposal for new residential development or redevelopment shall consider the policies, including locational criteria, identified in Sections 4.4.3.4 to 4.4.3.6 (4.4.3.2). Low Density Residential areas shall generally be located in the interior of residential neighbourhoods on local or collector roads (4.4.3.4.1.a.). Bradley Drive is a collector road under Schedule ‘D’ of the Official Plan.

The proposed development includes 5 residential lots on a 0.21 hectare area of land. As such, the proposed development is within the maximum density of 35 units per net hectare required by the OP for low density residential uses.

The subject land is not within the 'Mature Neighbourhoods' boundary.

The proposal is intended to serve as a transition from the adjacent mature neighbourhood to the intensification corridor. Relatively large setbacks have been maintained between the existing residential uses and the proposed residential dwellings. Lot sizes and frontages are comparable to the existing surrounding neighbourhood, and the proposed dwellings can be accommodated with comparable interior side yard and front yard setbacks. The proposal will involve maintaining several existing mature trees on the south and north lot lines of the subject land.

4.3. Zoning By-law

The subject land is presently zoned OS – Open Space by Zoning By-law 2585 (refer to attachment #6). The OS Zone does not permit residential uses.

A Zoning By-law Amendment is required to rezone the subject land to a residential Zone category to implement the proposed single detached dwellings.

4.4. Conclusion

The proposed application would provide additional residential uses on lands designated as a Community Area and conforms with the Envision Durham Official Plan.

The proposed application would provide additional single detached dwellings in an area designated as low density residential. The area of the proposal is not in a mature neighbourhood but is adjacent to the Mature Neighbourhood boundary. Staff worked with the applicant on comments and concerns regarding the massing and height of the proposed dwellings in the context of the surrounding neighbourhood. Additional rationale was provided by the applicant, noting large setbacks to existing residential uses, the preservation of existing trees, and the vision of the proposal as a "transition area" between the mature neighbourhood and the intensification corridor. It should also be noted that a public walkway is located between the proposed development and the existing residential uses to the north. Based on the additional justification provided, the proposed application conforms with the intent of the Official Plan.

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 being addressed, as outlined in Section 6.

Based on the detailed review of the application and consideration of public and agency comments and requirements, it is concluded that the proposed development is consistent with the Provincial Planning Statement and is in conformity with the Envision Durham Official Plan and the Town's Official Plan. Therefore, it is recommended that Council approve the proposed Zoning By-law Amendment.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

A Public Meeting was held on February 9, 2025, in accordance with the Town of Whitby Official Plan and the Planning Act. This Public Meeting provided the public, interested persons, and agencies the opportunity to make representation in respect of the Zoning By-law Amendment Application.

The meeting minutes are included in Attachment #7.

There were no oral submissions from the public; however, one written correspondence submission was received expressing skepticism over the need for the proposed development.

7. Input from Departments/Sources:

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

- Whitby Fire and Emergency Services; and,
- Durham District School Board.

Refer to Attachment #8 for Agency and Stakeholder Detailed Comments.

7.1. Internal Departments

Engineering Services

Engineering Services had no concerns with the zoning by-law amendment application, and further provided a list of required plans, reports, and materials to be provided as part of future land division applications.

Financial Services

Financial Services provided standard requirements with respect to development charges and cash in lieu of parkland.

7.2. External Departments

CPKC Railway

CPKC Railway provided a warning clause due to proximity to their nearby railway.

Region of Durham

The Region of Durham commented primarily on regional servicing and transportation, noting that there are site servicing concerns that will need to be addressed as part of the future land division applications.

8. Strategic Priorities:

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

The proposed residential development would support Community Strategic Plan Action Item 1.5.4, under Strategic Pillar #1: Whitby's Neighbourhoods, with respect to providing a diversity of housing options.

9. Attachments:

Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Proponent's Proposed Concept Plan

Attachment #4: Proponent's Proposed Elevations Plan

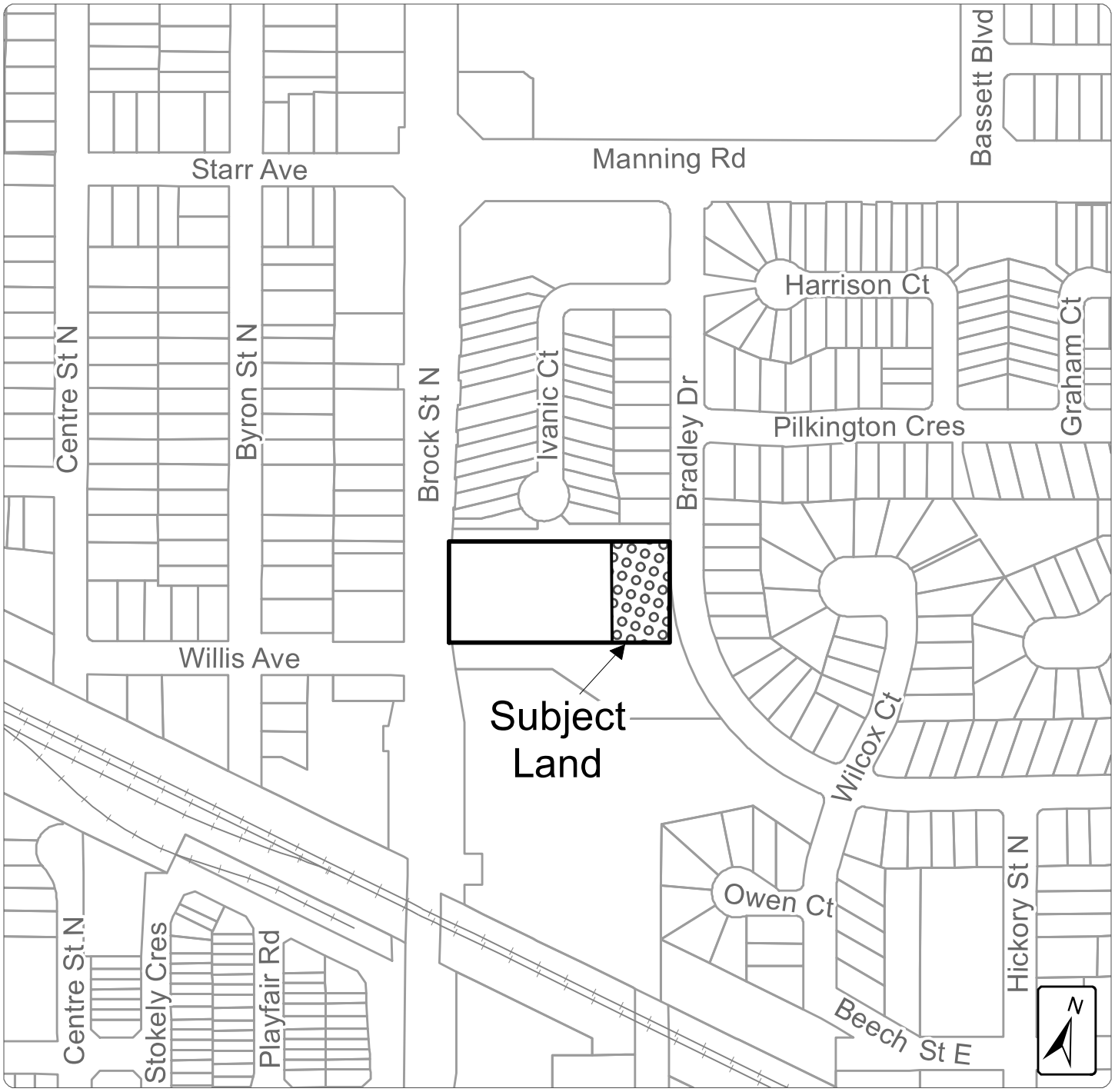
Attachment #5: Excerpt from the Town of Whitby Official Plan Schedule 'A'

Attachment #6: Excerpt from Zoning By-law 2585

Attachment #7: Public Meeting Minutes

Attachment #8: Agency Comments

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

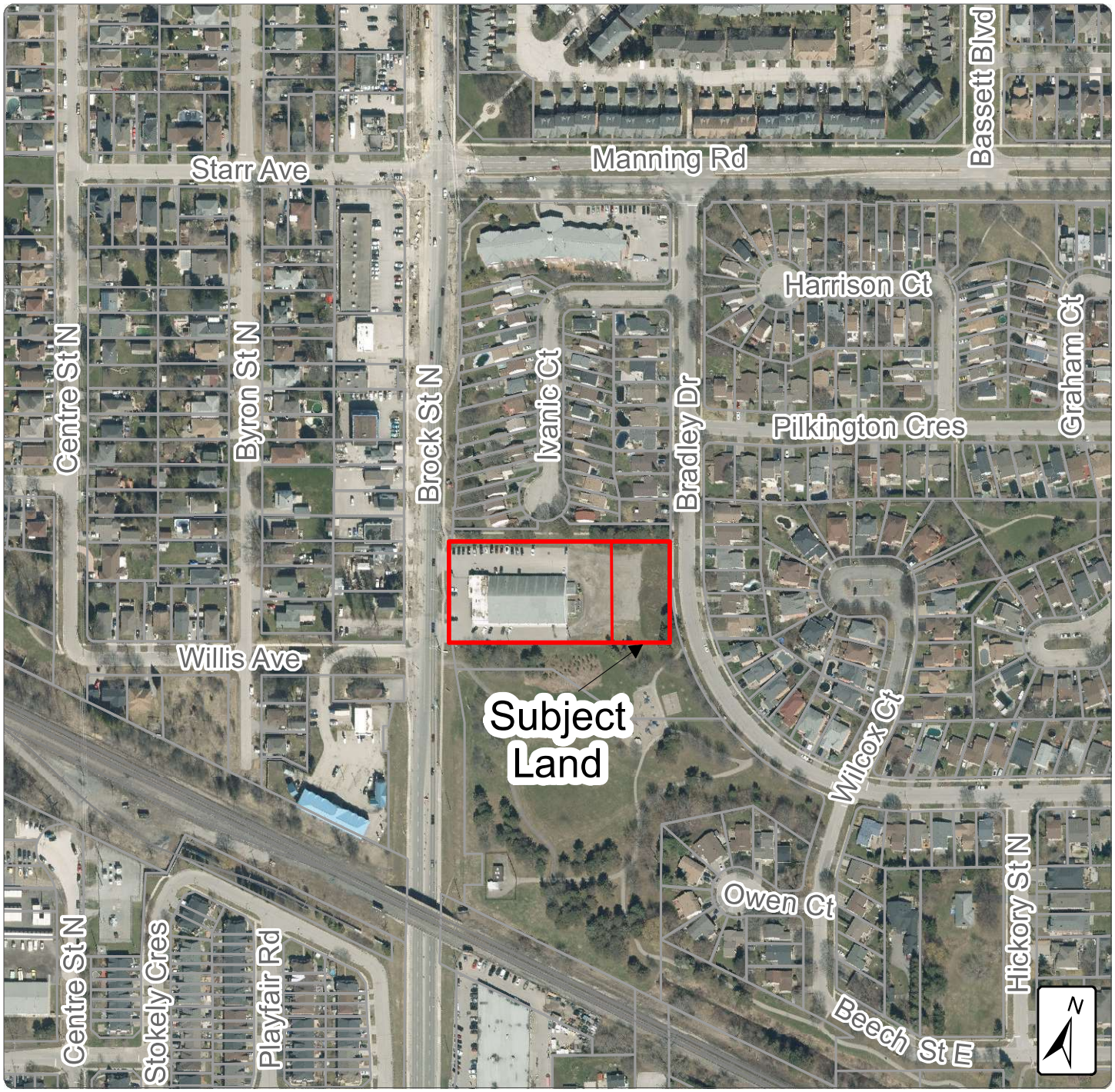
Proponent:	File Number:	Date:
Whitby Curling Club	DEV-35-24 (Z-17-24)	June 2025

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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

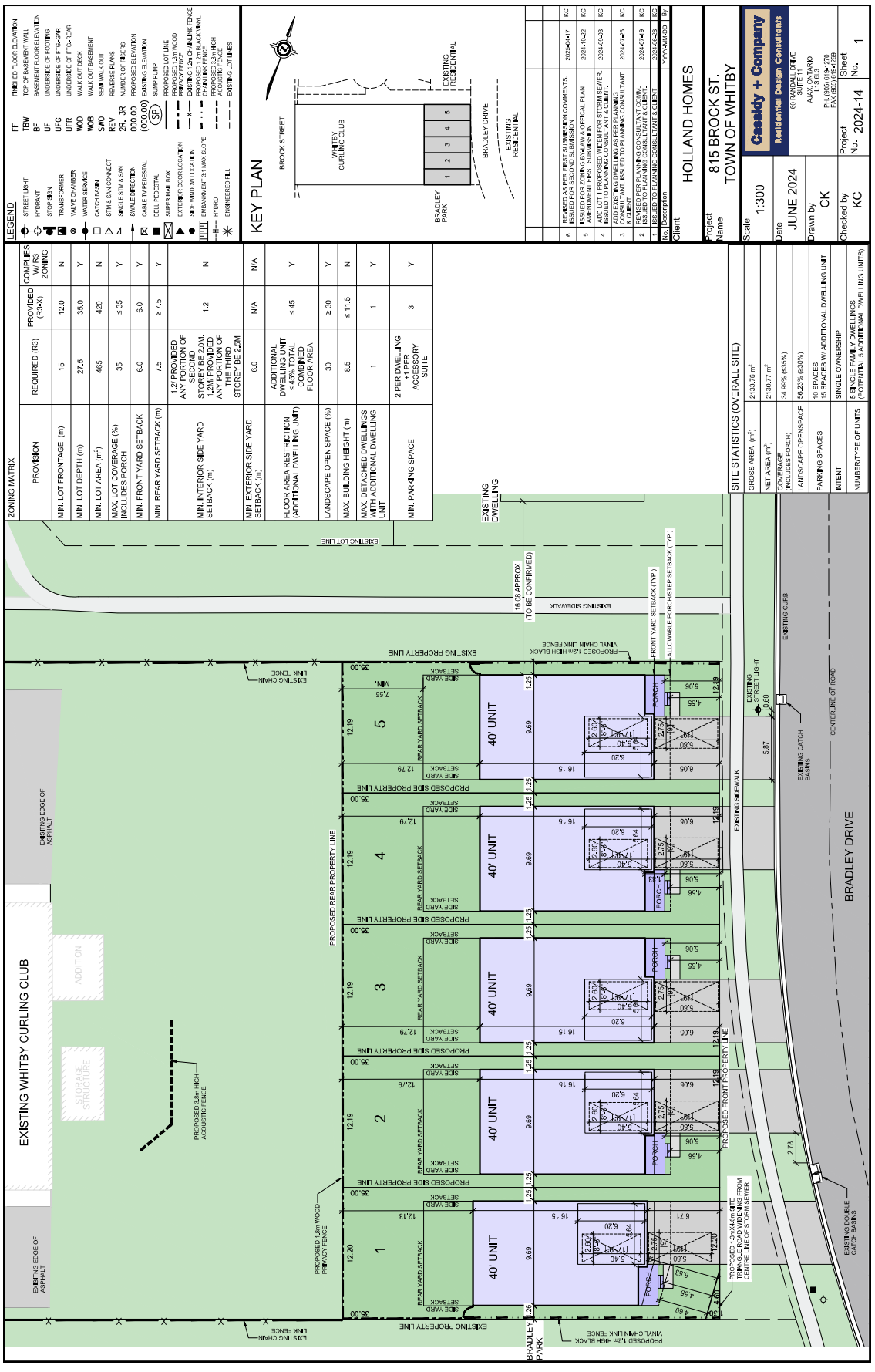
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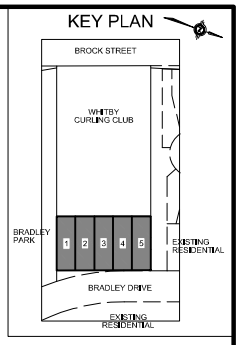
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Attachment #3
Proponent's Proposed Concept Plan



Attachment #4
Proponent's Proposed Elevation Plan

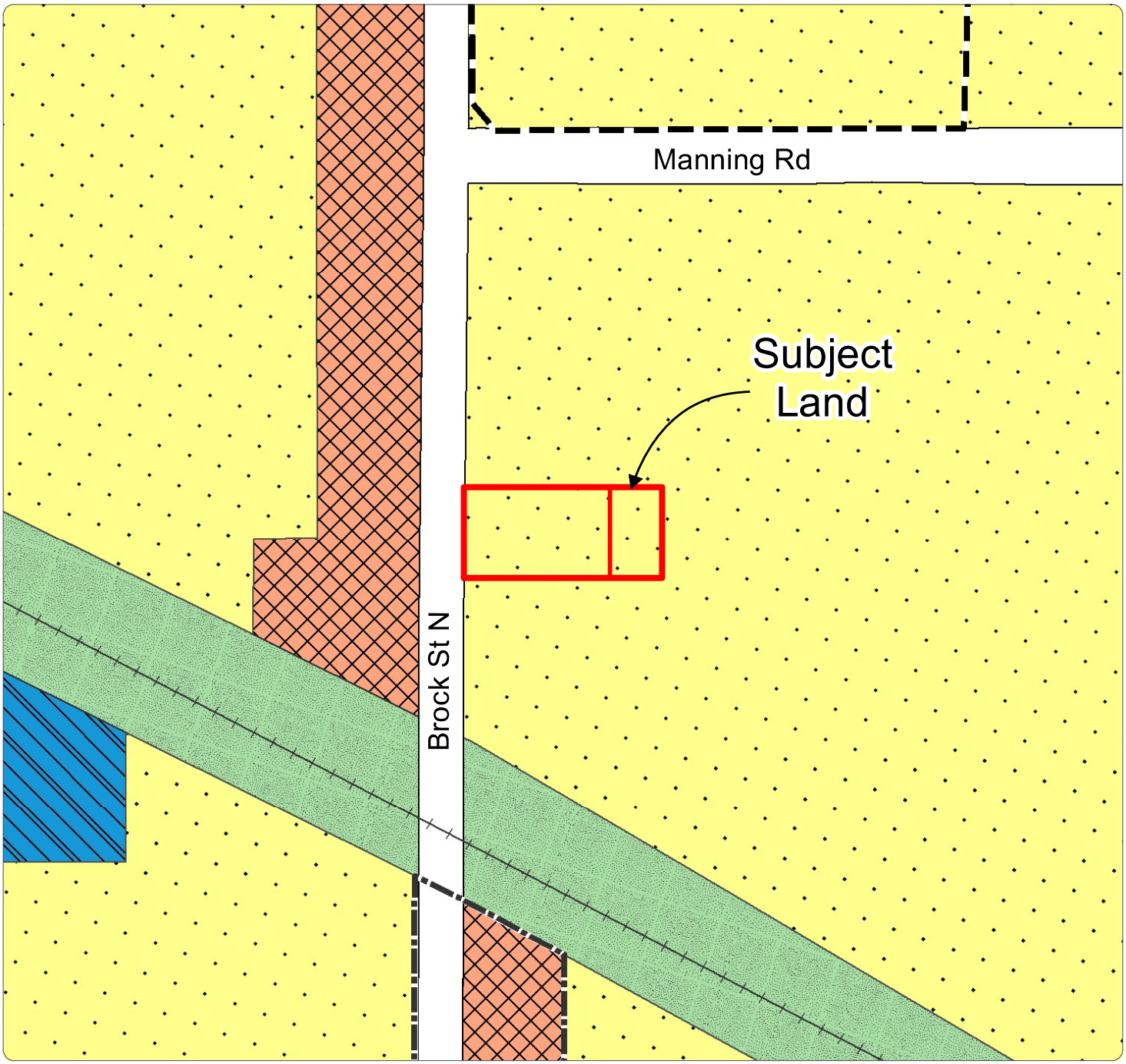




FRONT (EAST) ELEVATION 'B'

Client: HOLLAND HOMES	Total Area: ELEV. 'B' 4048 SF	Cassidy + Company Residential Design Consultants	Scale: 1/8"=1'-0"	Date Issued: APRIL 2025
Project: TOWN OF WHITBY 815 BROCK ST. N		60 RANDALL DRIVE SUITE 11 AJAX, ONTARIO, L1S 6L3 phone:(905) 619-1270	Project #: 2024-14	Drawing #: D10
Model / Unit: 40-1		web:www.cassidyco.com e-mail:design@cassidyco.com attn: KEN CAIN		

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



Legend

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

- Lands Subject to Durham Regional Official Plan Policy 14.13.7 — D3 (Deferred by Region of Durham)
- D — Deferred by the Region of Durham
- LC — Local Central Area
- Resource Extraction Area (See Section 4.12)
- U — Utility
- 2031 Urban Area Boundary
- Community Central Area Boundary
- Future Urban Development Area Boundary
- Greenbelt Protected Countryside Boundary
- Hamlet Boundary
- Major Central Area Boundary
- Municipal Boundary
- Southern Boundary of Oak Ridges Moraine
- Urban Central Area Boundary

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

Official Plan - Town of Whitby

Excerpt from Schedule 'A' Land Use

Schedule **A**

Whitby

N

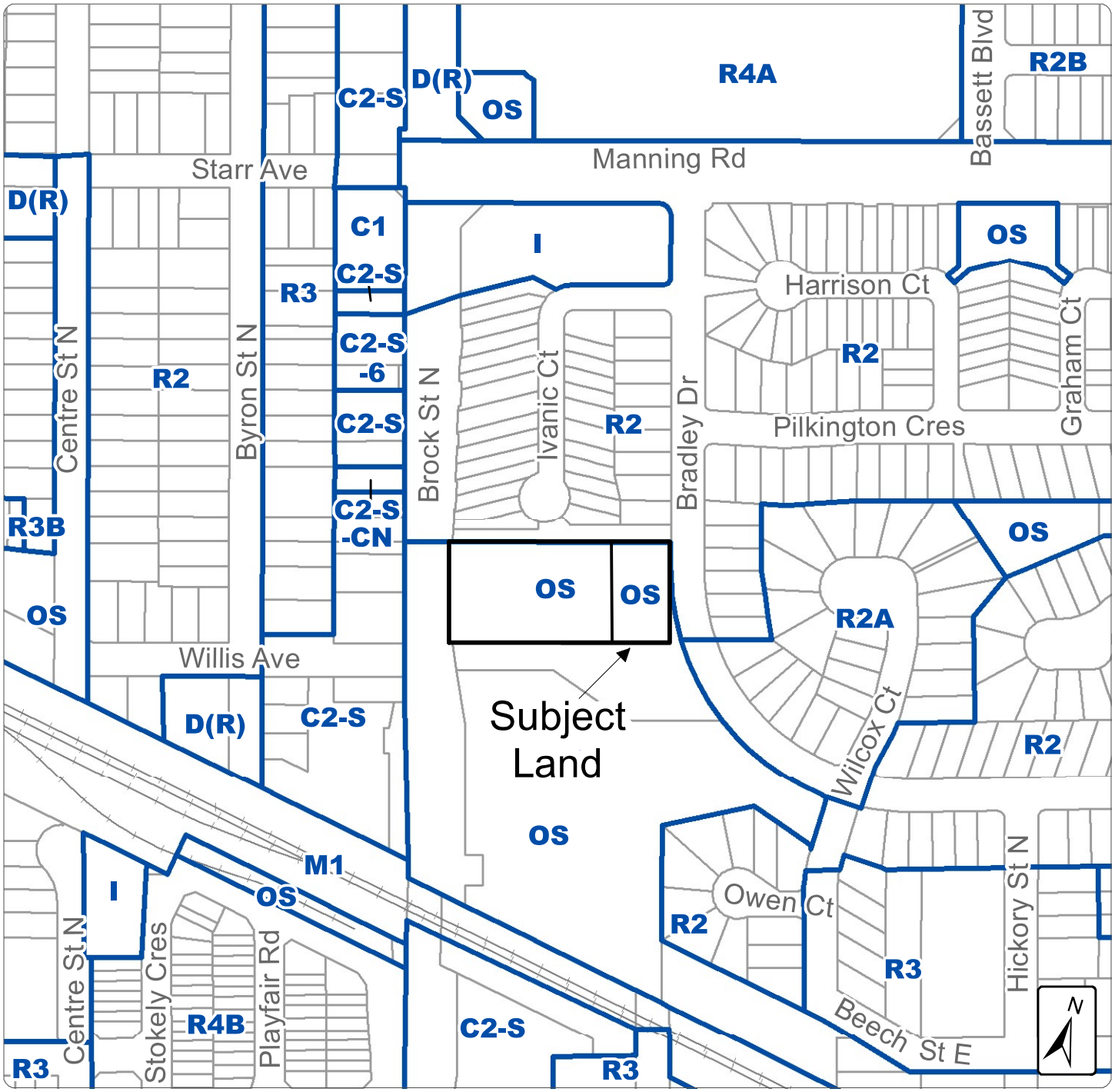
0 40 80

Metres

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.

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Attachment #6
Excerpt from Zoning By-Law 2585



Whitby **Town of Whitby Planning and Development Department**

Proponent:	File Number:	Date:
Whitby Curling Club	DEV-35-24 (Z-17-24)	June 2025

External Data Sources:
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Attachment #7

Public Meeting Minutes
File DEV-35-24 (Z-17-24)

Minutes of Public Meeting Monday February 10, 2025

Nikolas Kohek, Planner II, provided a PowerPoint presentation which included an overview of the application.

Brendan Graham, representing Whitby Curling Club, provided a PowerPoint presentation which included a detailed overview of the application.

The Chair indicated that comments would now be received by members of the public.

There were no submissions from the public.

One written submission was received from a member of the public expressing skepticism of the need for the proposed development.

Attachment #8
Agency & Stakeholder Detailed Comments
File DEV-35-24 (Z-17-24)

Whitby Engineering Services

It is Engineering Services' understanding that Land Division and Building Permit applications will be required upon approval of the Zoning By-law Amendment application. Detailed review comments will be provided at the Land Division and Building Permit application stages.

The following items are informational and can be addressed through the future Land Division and Building Permit application process:

1. Provide a Topographic Survey.
2. Submit a Draft R-Plan for review and approval as part of the Land Division application.
3. Site Grading/Servicing Plans will be required for review and approval including any erosion and sediment controls as required. Please refer to Section D5.00 of the Town's Design Criteria and Engineering Standards for more information.
4. Drainage shall be contained within the property and shall not impact adjacent neighbours. Detailed grading including cross-sections along the south property boundary will be required to insure no negative impact on adjacent lands.
5. Provide an acceptable Stormwater Management Brief for Engineering Services review and approval. The Brief shall demonstrate the feasibility of the proposal, calculate the additional flows from the increased lot coverage, and show how the additional flows will be accommodated. In-situ percolation test results are to be included within the brief or separate geotechnical report, supporting any infiltration measures.
6. A Construction Management Report shall be provided for review and acceptance. See attached guidelines for more information.
7. The Consulting Engineer or Qualified Professional shall confirm the details of all existing above and below-grade infrastructure relevant to the proposed design. Existing details shall be confirmed in the field by a method determined by the Consulting Engineer in consultation with the Town. Acceptable methods include, but are not limited to, topographical surveys, locates, measure downs, sub-surface utility engineering (SUE) investigation Quality Level A (QL-A) also referred to as daylighting to determine the horizontal and vertical location. The Consulting Engineer or Qualified Professional agrees that any as-built information provided by the Town is for informational purposes only. Items to be confirmed in the field by the consulting engineer shall include, but not be limited to:

a. Sewer slopes, inverts, depths, and diameter

b. Utility depths and location

c. Location of catchbasin leads

d. Watermain and fire hydrant, depth, and locations

e. Hydro pole guy wires

8. Rename “Proposed Site Triangle Road Widening” to “Storm Sewer Easement”.

9. Confirm the storm easement triangle to be of adequate size based on the comment above.

10. Sump pump discharge is to be to grade via splash pad. Provide a detail on the servicing plan.

11. Relocate the proposed rear yard swale currently shown through the proposed lots onto the curling club property to ensure external drainage does not adversely affect future properties.

12. Revise the rear yard swale noted at 1.5% to be at 2.0% minimum in accordance with Town Standards.

13. Revise the proposed driveway configuration for Lot 2 to allow for minimum 1.0m separation between the edge of driveway and the existing double catchbasin.

Whitby Financial Services

Parkland Dedication/Cash in Lieu

In accordance with the Planning Act and the Town of Whitby By-law, parkland dedication or cash-in-lieu (“CIL”) of is applicable to the residential development.

If utilizing a CIL, a land appraisal is required at the cost of the developer and will remain current for a maximum period of one (1) year.

Development Charges

The following pertains to Town of Whitby Development Charges (“DCs”) only, based on current Provincial legislation and Town of Whitby by-laws (subject to change). Additional information can be found at https://www.whitby.ca/en/work/development-charges.aspx

This development will also be subject to Region of Durham DCs and DDSB/DCDSB education development charges, please contact those agencies directly with any questions pertaining to their policies, rates and charges.

DCs will be applicable to the residential development and must be paid prior to building permit issuance, unless all conditions of a provision from the Development Charges Act ("DCA") permitting alternative payment timing are met.

Calculation of Development Charges

The 'relevant' application is considered the application for approval in a site plan control area. If there is no site plan control application, the relevant application is the application for an amendment to a by-law. In cases where there are multiple applications, the date of the later application is deemed the relevant application.

- Under Section 26.2 of the DCA, the rate(s) in effect on the date the relevant application is submitted, will be used to determine the applicable development charges. If there is no relevant application, the charges are based on the prevailing rates at the time of building permit issuance.
- If the first building permit is issued more than 18 months after the relevant application was approved, the charges are based on the prevailing rates at the time of permit issuance.
- Interest at Prime +1%, adjusted quarterly, will accrue on the development charges payable from the application date of the relevant application until the date development charges are paid.

Affordable, Attainable and Non-Profit Housing

- If this development includes affordable, attainable or non-profit housing units (as defined in Sections 4.1 and 4.2 of the Development Charges Act ("DCA"), those units are eligible for DC exemptions.

Whitby Fire and Emergency Services

Whitby Fire and Emergency Services confirmed that they had no comment on the application.

Whitby Planning Services

Official Plan Review

The Official Plan requires that new development be compatible with the scale of the existing built form, and that new development is compatible with existing surrounding well-established neighbourhoods.

Zoning By-law Review

Private Garage Dimensions

Private garages serving two cars are required to be a minimum width of 5.5 m and a minimum depth of 6.2 m, measured from foundation wall to foundation wall. Please be aware that both preliminary models provided do not meet minimum private garage dimensions.

Additional Dwelling Unit Option

Ensure that the additional dwelling unit option shows access through a common entrance or separate entrance. An additional dwelling unit accessed through the principal dwelling unit will not comply with the zoning by-law. An additional dwelling unit is not permitted to be accessed through the private garage.

Common Wall

The draft by-law submitted includes a table note for common wall. Please be aware that regulations for common wall will not be carried forward in the zoning by-law amendment, as the proposal is for single detached dwellings only.

Delegated Responsibilities

Please be aware that the Town of Whitby has taken over provincially delegated responsibilities from the Region of Durham as of January 1, 2025.

Soil and Groundwater Assessment

A Phase 1 Environmental Site Assessment (ESA) was completed by Cambium Inc. A Phase 2 Environmental Site Assessment (ESA) was recommended due to a change in use to a more sensitive use and due to nearby potentially contaminating activities. The Phase 2 Environmental Site Assessment (ESA) was completed by Cambium Inc, and involved an investigation of contaminants of potential concerns from the identified potentially contaminating activities through groundwater monitoring wells. The Phase 2 ESA found that concentrations of all contaminants of potential concern analyzed were found to meet site condition standards, and a record of site condition was recommended to be filed.

Completion of the *"Reliance letter"* and *"Certificate of Insurance"* will be required by the environmental consultant to extend reliance to the Town of Whitby for the environmental work.

Noise

An Environmental Noise Assessment was completed by YCA Engineering Inc. The Environmental Noise Assessment investigated stationary noise sources and traffic noise sources from Brock Street North and the CPKC Railway. Mechanical equipment used by the Whitby Curling Club in proximity to the proposed dwellings was found to be a stationary noise source requiring mitigation. Mandatory air conditioning units and upgraded windows and exterior walls will be required, as recommended in the

Attachment #8
Agency & Stakeholder Detailed Comments
File DEV-35-24 (Z-17-24)

Environmental Noise Assessment. Recommended warning clauses will be implemented by the Town of Whitby as a development agreement condition, and they shall be included in any Offers of Purchase and Sale or Lease.

The Noise Study recommended a 3.8 m tall acoustic fence to enclose the mechanical equipment used by the Whitby Curling Club outside of the subject land. The noise mitigation fence is to be installed in accordance with the Environmental Noise Assessment recommendations as part of the development agreement.

Development Standards

No issues were identified on this submission in relation to other development standards. Development standards will be further assessed when more information on the proposal is available and assessed under a forthcoming development agreement.

Other

- Four (4) Land Division applications will be required, to create five (5) lots containing the proposed single detached dwellings. A draft reference plan will be required for the applications.
- A development agreement is required to secure the approvals and any financials.
- In house architectural control review and approval of the sitings and models will be subject to a review fee.

Durham District School Board

Staff reviewed the submitted application and had no objective under the mandate of DDSB.

CPKC Railway

Please note that CPKC's Belleville Subdivision is classified as a principal mainline track.

Thank you for the recent notice respecting the captioned development proposal in the vicinity of CPKC. The safety and welfare of residents can be adversely affected by rail operations and CPKC is not in favour of residential uses that are not compatible with rail operations. CPKC freight trains operate 24/7 and schedules/volumes are subject to change. CPKC's approach to development in the vicinity of rail operations is encapsulated by the recommended guidelines developed through collaboration between the Railway Association of Canada and the Federation of Canadian Municipalities. The 2013 Proximity Guidelines can be found at the following website address: https://www.proximityinitiative.ca/.

In addition, all construction, continued maintenance, access, ingress and egress must be done without entering railroad right of way. This includes but is not limited to

maintenance of any equipment, lawn care, snow plowing and emergency exits via windows or doors.

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

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

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

Region of Durham

The Region has completed its review of the above-noted application and offers the following comments with regards to the Regional servicing, transportation, and transit.

The subject lands are approximately 0.80 hectares and are currently occupied by the Whitby Curling Club. The eastern portion of the lands fronting onto Bradley Drive, which is proposed for development is approximately 0.53 hectares. Subject to the approval of this Zoning By-law Amendment, the applicant is proposing to sever the eastern portion of the subject property to create five (5) residential lots to facilitate the development of five single-detached dwellings with the option for Accessory Apartments The existing function of the Whitby Curling Club will not change.

The proposed Zoning By-law amendment is required to change the existing zoning for the eastern portion of the subject property to permit single-detached dwellings. Accessory apartments are permitted with single-detached dwellings.

Bill 23 Proclamation

Please be advised effective January 1, 2025, the Region is an Upper-tier municipality without planning responsibilities. As such, the comments pertaining to conformity and consistency with the Region of Durham Official Plan and provincial plans and policies

and those comments relating to the Region's delegated provincial plan review responsibilities will fall under the purview of the area municipalities.

The Town of Whitby should be satisfied that the applicant has addressed the applicable matters of Provincial interests including site contamination and noise for the proposed development, and the proposed development is consistent with the Provincial Planning Statement, 2024.

Regional Servicing

Our Water and Sewer-Use-By-Law permit only one set of connections for each parcel of land. The proposed 5 lots are to be severed prior to the installation of the new connections and to obtain connection permits.

Water Supply

The subject property is located within the Zone 1 water pressure district of the water supply system for Whitby. The estimated static water pressure exceeds the maximum allowance of 550 kPa (80 psi); therefore, private pressure reducing valves will be required. Water servicing for the proposed development is available from the existing 300 mm DI watermain on Bradley Drive.

Sanitary Sewer Servicing

The Region does not expect that the increased sanitary drainage from the proposed development would negatively impact the capacity of the downstream sanitary sewers. Sanitary sewer servicing for the proposed development is available for the existing 400 mm AC sanitary sewer on Bradley Drive.

Please note that water and sanitary sewer capacity will not be allocated until a Development Agreement has been executed.

Site Servicing Plan (SS-1)

We have reviewed the Site Servicing Plan (SS-1) and offer the following comments.

1. Please include the Underside Footing Foundation (USF), Finished Floor Elevation (FFE) and sanitary lateral invert elevations to ensure the sanitary connections elevations are acceptable.

2. Please include the size and pipe material for the proposed water connections, and the grade, size, and pipe material for the proposed sanitary sewer connections.

3. Reference all proposed water and sanitary sewer connections to the Region's standards.

4. Provide a Plan and Profile drawing along Bradley Drive to include the existing watermain, storm and sanitary sewers, as well as the proposed sanitary sewer laterals at the locations that cross the storm sewer.

5. Confirm the sanitary sewer connection location for the existing building and show it on this drawing.

Other comments

1. A Regional Agreement may be required for the installations of the water and sanitary sewer connections.

2. Frontage charges may be applicable and will be determined later. The Region's servicing comments can be addressed as part of the review of the related future planning/engineering applications.

Transportation and Transit

The Region has reviewed the proposed application from a transportation and transit perspective and have no comments.

Conclusion

In our review of the proposed zoning by-law amendment, we have identified servicing issues that need to be resolved. The Region's comments can be addressed through the review of the related future planning/engineering applications.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Housing Monitoring Report

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **PDP-30-25**

Department(s) Responsible:

Planning and Development Department (Planning Services)

Submitted by:
Roger Saunders, Commissioner of Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

John Taylor, Director of Planning Services, 905-444-2908

Lauren Sauve - Project Manager, Policy & Heritage Planning, x2864

Danielle Coore – Planner 1, Policy & Heritage Planning x1946

1. Recommendation:

1. **That Report PDP- 30-25 be received for information.**
2. **That the Clerk forward a copy of Planning and Development Report PDP 30-25 to the Region of Durham, Community Growth and Economic Development.**

2. Highlights:

- An estimated 19,013 units were within Registered Unbuilt Plans, and Approved Plans of Subdivision and Site Plans, as of year end 2024. Based on a 10-year historical average of 898 building permits per year, this translates to an approximate 21-year supply, including over 10-years of supply for ground-related units – well above the three-year minimum requirement in the Provincial Planning Statement, 2024.
- Eleven Plans of Subdivision were Approved by Council in 2024, accounting for 10,923 units. This is over three times the next highest volume of Council

Approved units over the last ten years (3,178 in 2015). 83% of units Council Approved in 2024 were apartments (Note: the majority of those apartment units were within Nordeagle's proposed development).

- An estimated 8,008 units were Under Review as of year-end 2024, including 4,827 units in Plans of Subdivisions and 3,181 in Site Plans.
- Since 2019, there has been a significant increase in the number of permits issued for Additional Dwelling Units (ADUs). In 2024, 288 permits were issued, which accounted for almost half (46%) of all new dwelling units.
- The overall rental vacancy rate increased to 3.6% in 2024, up from 1.7% in 2023. This marks the first time the vacancy rate has been above 3.0% - a figure identified by the Canadian Mortgage and Housing Corporation as being indicative of a healthy rental market.
- As of year end, 2024, approximately 4,400 households in Durham Region were living in assisted housing units, with an additional 10,785 households on the waiting list.

3. Background:

Planning staff monitor and report on housing activity pursuant to Official Plan policies regarding housing supply, residential growth, and intensification.

The Housing Monitoring Report focuses on the following topics:

- Housing Supply:
  - Existing population and households;
  - New housing supply in Plans of Subdivision and Site Plans; and,
  - Housing mix in Plans of Subdivision and Site Plans.
- Residential Development Approvals:
  - Registered Plans of Subdivision;
  - Council Approved Plans of Subdivision;
  - Plans of Subdivision Under Review;
  - Commissioner Approved and Under Review Site Plans; and,
  - Building Permit Trends.
- Affordable and Special Needs Housing:
  - Housing Affordability:
  - Rental Housing:
  - Assisted Housing: and,
  - Seniors Housing.

The housing monitoring report provides summarized data and statistics, as well as limited time-series data and statistics over a ten-year period, where possible.

4. Discussion:

The Housing Monitoring Report (refer to Attachment #1) provides a comprehensive review of housing activity in the Town of Whitby between January 1, 2024 and December 31, 2024, and 10 years of historical data.

Attachment #2 provides a spatial overview of residential Plans of Subdivision and Site Plan applications throughout the Town and their status as of December 31, 2024.

The following is a summary of the Town's 2024 housing activity:

- Whitby had an estimated population of 155,000 and 49,795 households as of December 2024, as reported by the Region of Durham in their Monitoring of Growth Trends report.

- As of year-end 2024, there was an estimated total of 27,020 dwelling units in the development pipeline, which includes units in both Site Plans and Plans of Subdivision that are Under Review, Council Approved, and Registered but unbuilt. This includes 21,485 units within active Plans of Subdivision and 5,535 units within active Site Plans.

- A subset of the above, an estimated 19,013 units were within Registered unbuilt or Approved Plans of Subdivision or Site Plans. Based on a 10-year historical average of 898 annual building permits, this translates to an approximate 21-year supply, including over 10-years of supply for ground-related units (singles, semis, links, towns).

- Three new plans of subdivision and eight new Site Plan applications, proposing a total of 1,821 and 2,228 dwelling units respectively, were submitted to the Town in 2024. As of year-end 2024, there were nine Plans of Subdivision and nine Site Plans under review from 2024 and previous years, comprising 4,827 and 3,181 dwelling units, respectively.

- 630 new dwelling units were created by building permits issued in 2024, comprising 26% Single detached/Semi Detached/Linked Dwelling units (SSLs), 28% Townhouse units, and 46% Additional Dwelling Units (ADUs). This is similar to 2023 (671 units), however well below the 10-year historical average of 1,018 units per year. New greenfield subdivisions in Brooklin are expected to generate increased building permit activity in the coming years, as full municipal water and wastewater, and electrical infrastructure becomes available.

- In 2024, 288 permits were issued for ADUs, which accounted for 46% of all new dwelling units, in part due to the Town's incentives through the Housing Accelerator Fund (HAF). With recent changes to the Planning Act and subsequent Whitby Council resolution permitting up to three ADUs on a residential lot, it is anticipated that the volume and proportion of ADUs will continue to be higher than historical averages.

- While the long-term trend illustrates increasing prices since the mid 2010s, there has been a slight decline / stabilization since peak house prices were reached in 2021. According to the Toronto Region Real Estate Board (TRREB), the benchmark price of a single-detached home in Whitby was $1,084,300 in December 2024, a decrease of 1% from $1,100,400 in December 2023.

- The overall rental vacancy rate increased to 3.6% in 2024, up from 1.7% in 2023. This marks the first time the vacancy rate has been above the 3.0% target set by the Canadian Mortgage and Housing Corporation which is said to indicate a healthy rental market.

- As of December 31, 2024, approximately 4,400 households in Durham Region were living in assisted housing units with an additional 10,785 households on the waiting list. Applications for assisted housing have continued to increase Region-wide since 2011, including a 21% increase since 2023, with seniors' households forming an increasing portion of the waiting list.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

Copies of the Housing Monitoring Report can be made available for viewing by the public at the Planning and Development Department and on the Town's website.

7. Input from Departments/Sources:

Durham Region Housing Services Department provided information related to affordable and assisted housing for the preparation of the report.

8. Strategic Priorities:

This report aligns with Council's goals of enhancing transparency and accessibility of Town Hall by: providing housing, development application, and construction data in a concise, legible format; supporting the importance affordability and healthy, balanced communities by detailing the information and metrics regarding home affordability and core housing need in Whitby; and continually improving customer service and service delivery by modernizing internal data collection and analysis methods.

This report aligns with the Strategic Priorities of the Corporate Strategic Plan by incorporating new technologies and processes into ongoing data monitoring and analysis, and by providing development data for use by internal and external customers.

All documents for this report have been reviewed to ensure they are accessible to all readers.

9. Attachments:

Attachment #1 – Housing Monitoring Report

Attachment #2 – Map of Active Residential Development Applications as of December 31, 2024

Town of Whitby

2024 Housing Monitoring Report

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1.0 Introduction

The Town of Whitby regularly monitors residential development activity as required by Council-adopted Official Plan policy. This monitoring report provides a comprehensive review of housing activity in the Town of Whitby between January 1 and December 31, 2024, together with select time-series data.

All data and figures were gathered from permits and/or applications within the Town of Whitby Planning and Development Department, unless otherwise indicated. All figures are reported as of December 31, 2024, unless otherwise indicated.

Disclaimer:

While the Town of Whitby Planning and Development Department endeavours to be as accurate as possible, this report is based on information available at the time of its writing. The Town of Whitby assumes no responsibility for any errors or omissions and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained in this document. The Town of Whitby does not make any representations or warranty, express or implied, concerning the accuracy, quality, likely results or reliability of the use of the information contained in this document.

2.0 Key Findings

The following is a summary of the Town's 2024 housing activity and historical (ten-year) trends analysis:

- Whitby had an estimated population of 157,450 and 50,795 households in 2024, according to the Durham Region Monitoring of Growth Trends 2024 report.
- As of 2024, there were approximately 27,020 dwelling units in the development pipeline, which includes units in both Site Plans and Plans of Subdivision that are Under Review, Council Approved, and Registered but unbuilt.
- An estimated 19,013 units were within Registered unbuilt or Approved Plans of Subdivision or Site Plans as of year end 2024. Based on a 10-year historical average of 898 building permits per year, this translates to an approximate 21-year supply, including over 10-years of supply for ground-related units – well above the three-year minimum requirement in the Provincial Planning Statement, 2024.
- Eleven Plans of Subdivision were Approved by Council in 2024, accounting for 10,923 units. This is over three times the next highest volume of Council Approved units in the last ten years (3,178 in 2015). 83% of units Council Approved in 2024 were apartments, primarily in the Nordeagle development.
- Two Plans of Subdivisions were Registered in 2024 for a total of 520 units.
- Four Site Plans were Commissioner Approved in 2024, accounting for 261 units.
- Three new Plans of Subdivision and eight new Site Plan applications were submitted to the Town in 2024. As of year end 2024, there were nine Plans of Subdivision and nine Site Plans Under Review from 2024 and previous years, comprising 4,827 and 3,181 dwelling units, respectively.
- 630 dwelling units were created by building permits issued in 2024. While similar to the previous year (671 building permits issued), this is well below the 10-year historical average of 1,018 units per year. New greenfield subdivisions in Brooklin are expected to generate increased building permit activity in the coming years.
- Since 2019, there has been a significant increase in the number of permits issued for additional dwelling units (ADUs). In 2024, 288 permits were issued for ADUs, which accounted for almost half (46%) of all new residential units.
- While the long-term trend illustrates increasing prices since the mid 2010s, there has been a slight decline / stabilization since peak house prices were reached in 2021. According to the Toronto Region Real Estate Board (TRREB), the benchmark price of a single-detached home in Whitby was $1,084,300 in December 2024, a decrease of 1% from $1,100,400 in December 2023.
- The overall rental vacancy rate increased to 3.6% in 2024, up from 1.7% in 2023. This marks the first time the vacancy rate has been above 3.0% - a figure identified by the Canadian Mortgage and Housing Corporation as being indicative of a healthy rental market. According to CMHC, purpose-built rental supply in the

Greater Toronto Area has increased at its fastest pace since the early 1990s, particularly in suburban municipalities.

- As of December 31, 2024, approximately 4,400 households in Durham Region were living in assisted housing units with an additional 10,785 households on the Region's waiting list. Applications for assisted housing have continued to increase Region-wide since 2011, including a 21% increase since 2023.

3.0 Housing Supply

3.1 Existing Households

The Town's existing population and households are estimated using the latest Census (2021) and estimate of population and unit growth in the Region of Durham's Growth Monitoring reports.

Table 1 below illustrates Census of Canada existing population and households (occupied private dwellings) by structure type figures for the Town of Whitby.

Table 1: Census Population and Households (by Type of Dwelling)

Year		SSLs /	Towns	Apts	Acc Apts	Total	Population
2011	Households	30,585	4,855	4,800	725	41,000	122,000
	% of Total	74%	12%	12%	2%	100%	
2016	Households	31,670	5,530	5,475	835	43,520	128,400
	% of Total	73%	13%	12%	2%	100%	
2021	Households	33,700	6,135	5,735	870	46,460	138,500
	% of Total	73%	13%	12%	2%	100%	

Source: Statistics Canada Census Tables and Focus on Geography Series.
Totals may not add due to rounding in reported data.

Statistics Canada reported a total of 46,460 households and a population of 138,500 in Whitby as of May 2021. Broken down by structure type, the Town's 2021 occupied households consisted of 73% single-detached, semi-detached, and linked dwellings (SSLs), 13% townhouses (Towns), 13% apartments (Apts), and 2% accessory apartments (within SSLs). The total number of households grew by 6.8% between 2016 and 2021.

Durham Region Planning prepares Monitoring of Growth Trends reports, which include population and household estimates and short-term forecasts for each area municipality within the Region of Durham, as well as short-term forecasts. The Region of Durham forecast a population of 157,450 and 50,420 households for the Town of Whitby as of December 2024.

3.2 Unbuilt Housing Supply

The Town's Official Plan encourages the provision of a range of housing types and requires monitoring of whether the housing objectives in the Official Plan are being achieved.

Further, in accordance with the Provincial Planning Statement, 2024, the Town is required to maintain at all times:

- land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans; and
- the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development.

In Whitby, the majority of new housing is provided through Plans of Subdivision and Site Plans. Additional new housing units outside of Plans of Subdivision and Site Plans, such as additional dwelling units (ADUs) are discussed separately in this Report.

The supply of Registered Unbuilt and Approved units as of December 31, 2024, is indicated in **Table 2** and **Figure 1** below. These comprise units within:

- Plans of Subdivision which have been approved by Council in 2024 or earlier, but have not been registered as of December 31, 2024
- Plans of Subdivision that have been registered but not built (building permits have not been issued) as of December 31, 2024
- Site Plans which have been Approved by the Commissioner of Planning but for which building permits have not been issued as of December 31, 2024

It should be noted that in the past, Site Plans were not accounted for in the housing development pipeline, nor were they included in estimated years of supply. While they were discussed more generally and major projects highlighted, this is the first year comprehensive Site Plan data is being reported.

Table 2: Registered Unbuilt and Approved Units by Structure Type

	SSLs	Towns	Apartments	Total
Plans of Subdivision	3,344	2,856	10,459	16,659
Site Plans	8	850	1,496	2,354
Total	3,352	3,706	11,955	19,013
% Distribution	18%	19%	63%	100%

Figure 1: Registered and Approved Units by Structure Type



As of December 31, 2024, there was a total of 19,013 dwelling units within Plans of Subdivision or Site Plans that are either either Registered unbuilt or Approved. Based on a 10-year historical average of 898 building permits issued per year, the development pipeline translates to an overall supply of approximately 21 years of all new residential unit types, as shown in **Table 3**. This is well above the minimum three-year supply as prescribed in the 2024 Provincial Planning Statement and the Town of Whitby Official Plan. With respect to low and medium-density structure types (singles, semis, towns), the Town has an estimated 10-year supply in the development pipeline.

Table 3: Years' Supply

	SSLs	Towns	Apts	Total
2024 Registered Unbuilt and Draft Approved Units	3,352 (18%)	3,706 (19%)	11,955 (63%)	19,013 (100%)
10-year Average Annual Permits[1]	389 (43%)	313 (35%)	196 (22%)	898 (100%)
Approximate Residential Supply (years)	9	12	61	21

1. Permits for ADUs have not been included in the calculation of supply since they are additional units generally built in existing dwellings after development, and therefore not generally contemplated in Plans of Subdivision or Site Plans. **Section 6.6 & 6.7** discuss information ADUs.

As noted above, the calculation of years' supply reflects units within Council Approved and Registered unbuilt Plans of Subdivision and Commissioner Approved Site Plans. Additional residential supply is available within plans that are Under Review, through intensification and infill with approved zoning, as well as on lands designated for residential development but with no applications yet (e.g. Brooklin).

As of year-end 2024, there are approximately 8,008 units Under Review to complete what can be considered the Town's Development Pipeline. Applied against the average annual building permits issued, this translates to an additional 9 years of residential supply. Units in Plans of Subdivision and Site Plans that are still Under Review are discussed in Sections 6.3 and 6.4 of this report. It is important to note that units Under Review are subject to change.

The total number of units in the "development pipeline" fluctuates from year to year as new Plans of Subdivision are received by the Town, as units Under Review are approved by Council, as draft approved Plans of Subdivision are registered, and as registered plans are built out

4.0 Housing Supply in Plans of Subdivision

As illustrated in **Table 4**, as of 2024 there were approximately 21,485 units in active Plans of Subdivision, comprising 4,827 units Under Review, 14,601 units in Council approved subdivisions that weren't yet registered, and 2,058 units in registered subdivisions that weren't yet built. The mix of units in the development pipeline was approximately 26% SSLs, 22% Towns, and 52% Apts.

Table 4: Supply of Units in Plans of Subdivision by Unit Type as of December 31, 2024

Status	SSLs	Towns	Apts	Total
Under Review	2,264 (47%)	1,898 (39%)	665 (14%)	4,827 (100%)
Council Approved	3,056 (21%)	2,619 (18%)	8,926 (61%)	14,601 (100%)
Registered Unbuilt	288 (14%)	237 (12%)	1,533 (74%)	2,058 (100%)
2024 Total Unbuilt Supply	5,608 (26%)	4,754 (22%)	11,124 (52%)	21,485 (100%)

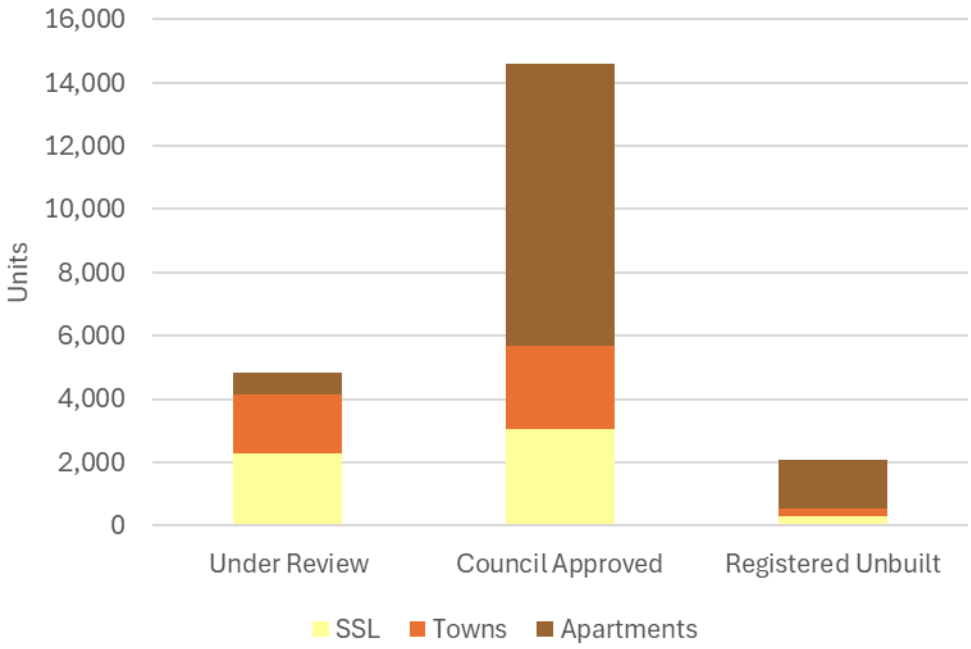
The significant supply of units can be attributed to two main factors:

- A high volume of ground-related (singles, semis, towns) in the Brooklin Secondary Plan Area which are either Under Review or Draft Approved, as well as Registered units in West Whitby that continue to build out.
- A large number of apartment units are attributed to the Draft Approval of Nordeagle (7,034 units) and Tribute (1,639) developments in 2024 as well as smaller scale high density residential blocks in larger mixed subdivisions which have been Council approved but not registered or remain Under Review.

It is important to note that a number of these apartment blocks, even once registered, will require subsequent approvals through the Site Plan process before building permits can be issued. The timeline for these developments is therefore uncertain and many will build out over the course of several years.

Figure 2 shows the supply of dwelling units in Plans of Subdivision by status and structure type.

Figure 2: Unbuilt Supply in Plans of Subdivision, 2024



5.0 Housing Supply in Site Plans

Different than Plans of Subdivisions, Provincial Legislation delegates the approval of Site Plans to Commissioners of Planning. It should also be noted that the Planning Act was recently amended to exempt developments comprised of less than 10 units, from Site Plan Control. The Town's Site Plan Control By-law generally exempts low density development (SSL's) from Site Plan approval.

Site Plans are often required to deliver medium or high-density blocks in Plans of Subdivision as well as developments in the form of intensification and infill within existing lots.

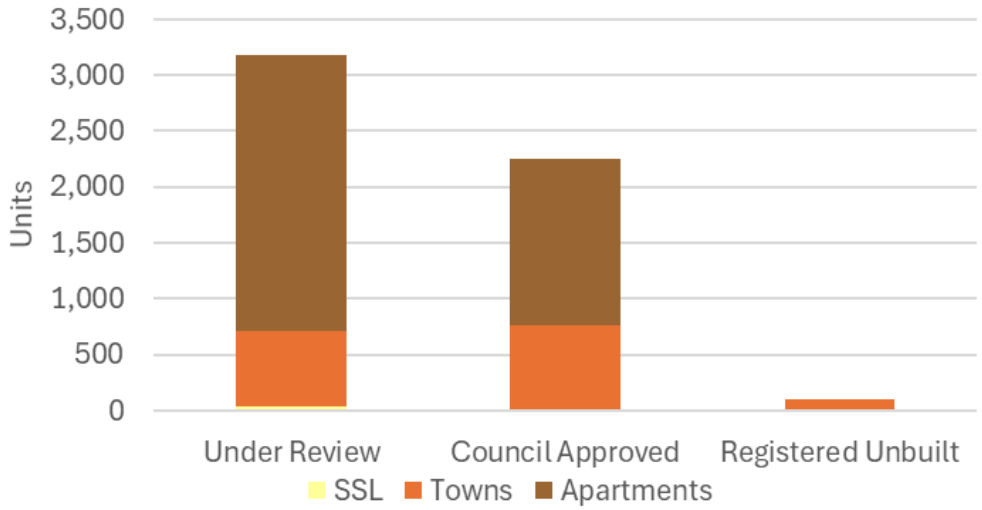
As illustrated in **Table 5**, as of year end 2024 there were 5,535 units in active Site Plans, comprising 3,181 units Under Review, 2,254 units in Commissioner Approved Site Plans that weren't yet registered, and 100 units in registered Site Plans (executed Site Plan Agreements) that weren't yet built.

Table 5: Supply of Units in Site Plans by Unit Type as of December 31, 2024

Status	SSLs	Towns	Apts	Total
Under Review	32 (1%)	674 (20%)	2,475 (79%)	3,181 (100%)
Commissioner Approved	8 (1%)	750 (33%)	1,496 (66%)	2,254 (100%)
Registered Unbuilt	0 (0%)	100 (100%)	0 (0%)	100 (100%)
2024 Total Unbuilt Supply	**40 (1%)**	**1,524 (27%)**	**3,971 (72%)**	**5,535 (100%)**

As shown in **Figure 3**, the majority of units within Site Plan applications are in the form of medium to high density, including 72% apartments.

Figure 3: Unbuilt Supply in Site Plans, 2024



The higher supply of apartments is largely attributable to Site Plans submitted for Phases of previously approved subdivisions. Examples include Brookfield's Dockside development (SW-2008-01), Tribute's Charles Street development (SW-2024-01), and the Nordeagle Development (SW-2018-01).

Site Plan applications for approved medium and high-density residential blocks in larger mixed subdivisions are also contributing a significant volume of townhouse units. Examples include blocks in subdivisions at the southwest corner of Baldwin and Columbus (SW-2021-02) in Brooklin.

Finally, infill applications in Downtown Whitby and other existing built-up areas are contributing primarily townhouse and apartment units.

Section 6.4 contains more detailed information on Site Plans.

6.0 Residential Development Approvals

6.1 Registered Plans of Subdivision

Table 6 shows the dwelling units within Plans of Subdivision that were Registered in 2024. A total of 520 units were within Plans of Subdivision registered in 2024, comprising 21% SSLs, 20% Towns, and 59% Apts.

Table 6: Registered Plans of Subdivision, 2024

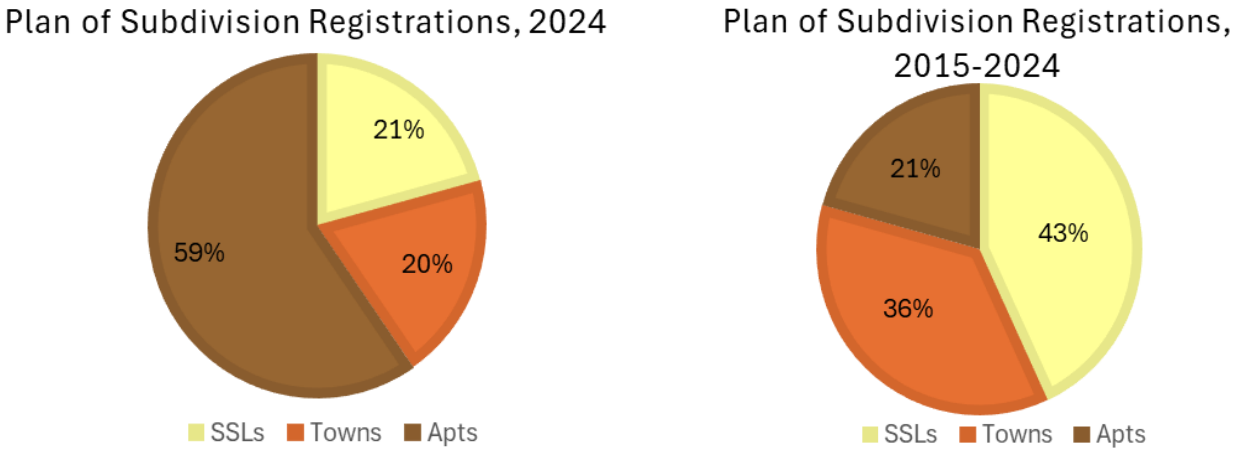
Developer	Subdivision File	Registered Plan #	SSLs	Towns	Apts	Total
Whitby Taunton Holdings	SW-2014-04; Ph 2A	40M-2766	108		190	298
Brookfield Residential Garden	SW-2021-09	40M-2777	0	102	120	222
Total			**108 (21%)**	**102 (20%)**	**310 (59%)**	**520 (100%)**

Table 7 illustrates the annual housing mix for all plans registered between 2015 and 2024. A total of 8,866 units were registered in the last ten years, comprising 43% SSLs, 36% Towns, and 21% Apts. This overall housing mix is illustrated in **Figure 4**. The higher number of registrations in 2019, 2020, and 2023, are attributed to subdivisions in West Whitby, which are currently being built or recently occupied.

Table 7: Units Registered Annually through Plans of Subdivisions (2015-2024)

Registration Year	SSLs	Towns	Apts	Total
2015	90	26	0	116
2016	154	581	300	1,035
2017	199	306	121	626
2018	642	171	36	849
2019	841	631	0	1,472
2020	1,086	501	236	1,823
2021	187	288	0	475
2022	252	378	0	630
2023	263	224	833	1,320
2024	108	102	310	520
10-year Total	**3,822**	**3,208**	**1,836**	**8,866**
10-year Average	382	321	184	887
10-year Unit Mix	**43%**	**36%**	**21%**	**100%**

Figure 4: Housing Mix in Registered Plans of Subdivision, 10-year Average and 2024



6.2 Council Approved Plans of Subdivisions

Dwelling units within Plans of Subdivision approved by Council in 2024 are shown in **Table 8**.

Table 8: Council Approved Plans of Subdivisions, 2024

Developer	File	SSLs	Towns	Apts	Total
See Path Group Inc	SW-2023-02	0	41	0	41
Frontdoor Developments (Palmerston) Inc	SW-2023-03	71	0	0	71
Icon Taunton Ltd.	SW-2023-04	0	158	0	158
Whitby Anderson Estates	SW-2021-04	0	111	63	174
Selvakumar Renuka	SW-2021-05	0	16	0	16
Brooklin (AD) Ltd. Partnership	SW-2021-12	104	148	0	252
Nordeagle Developments Ltd.	SW-2018-01	0	0	7,034	7,034
Tribute (Charles St)	SW-2024-01	0	0	1,639	1,639
CODR Holdings Limited	SW-2024-02	3	0	0	3
Lysyk George	SW-2022-05	310	238	46	594
1631057 Ontario Inc.	SW-2021-06	296	392	253	941
Total (% Mix)		**784 (7%)**	**1,104 (10%)**	**9,035 (83%)**	**10,923 (100%)**

Note – where applicants provided a range in the draft plan, the average has been reflected.

Eleven Plans of Subdivision were approved by Council in 2024 with a total of 10,923 units, comprising 784 SSLs, 1,104 Towns, and 9,035 Apts.

Table 9 shows the dwelling units within all Plans of Subdivisions approved by Council between 2015-2024.

Table 9: Units in Council Approved Plans of Subdivisions (2015-2024)

Year	SSLs	Towns	Apts	Total
2015	1,952	1,037	189	**3,178**
2016	291	283	75	**649**
2017	583	299	378	**1,260**
2018	317	105	89	**511**
2019	0	215	1,141	**1,356**
2020	299	113	98	**510**
2021	1,093	833	0	**1,926**
2022	737	1,758	126	**2,621**
2023	565	576	0	**1,141**
2024	784	1,104	9,035	**10,923**
10-year Total	**6,621**	**6,323**	**11,131**	**24,075**
10-year Average	662	632	1,131	**2,408**
10-year Housing Mix	**28%**	**26%**	**46%**	**100%**

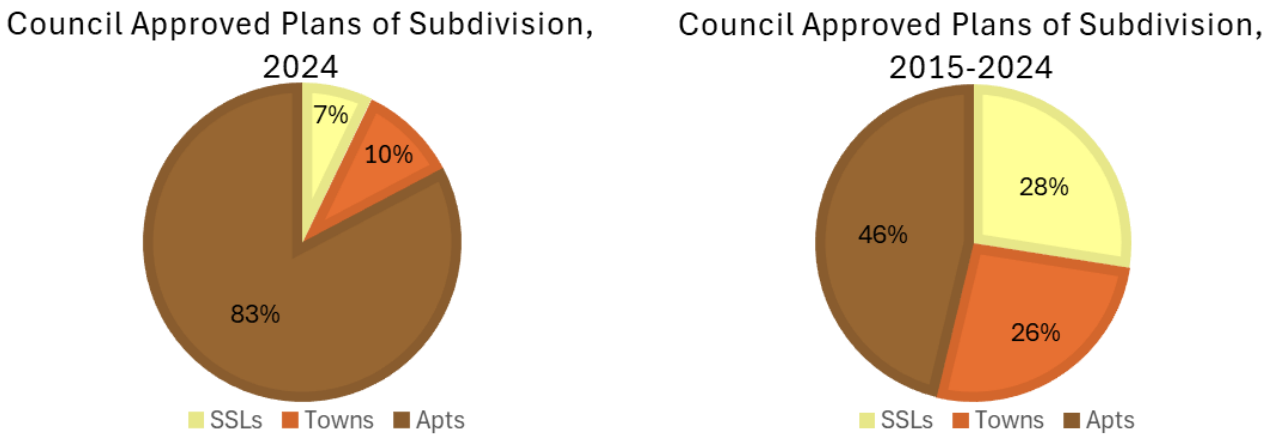
Over the ten-year period between 2015 and 2024, Council approved Plans of Subdivision containing a total of 24,075 new units, comprising approximately 28% SSLs, 26% Towns, and 46% Apts. This overall housing mix is illustrated in **Figure 5.**

The high number of both overall and apartment units approved in 2024 is largely attributed to the Nordeagle application at Victoria and Jim Flaherty Drive expected to deliver over 7,000 new apartment units over the coming years.

The highest number of SSLs and Townhouse units approved in 2015 represents the approvals of Plans of Subdivision within West Whitby.

The continuation of a high number of SSLs and Towns Council Approved in 2024 represents approvals in the expanded Brooklin Community Secondary Plan, including 1,115 units being approved near Anderson Street and Conlin Road (SW-2021-04 and SW-2021-06). It is expected that the number of approved units will continue to increase in the coming years as subdivisions are approved for Brooklin's designated greenfield areas.

Figure 5: Housing Mix in Council Approved Plans of Subdivisions, 2024 and 10-Year Average Total



As mentioned above, the higher proportion of apartments than normal in 2024 is primarily attributed to the Nordeagle and Tribute developments.

The rate at which units within Council approved Plans of Subdivision are subsequently absorbed in the housing marketplace depends on when those plans are registered, and when the registered plans are actually built.

6.3 Plans of Subdivision Under Review

The Planning and Development Department received three new residential Plans of Subdivision applications in 2024, for a total of 1,821 proposed dwelling units. Two of these Plans of Subdivision have since been Draft Approved (SW-2024-01 and SW-2024-02).

Table 10 shows the dwelling unit type and number of units for each plan of subdivision Under Review as of December 31, 2024. This includes subdivisions submitted prior to 2024, which have not yet been approved as well as SW-2024-03, submitted in 2024 and still Under Review.

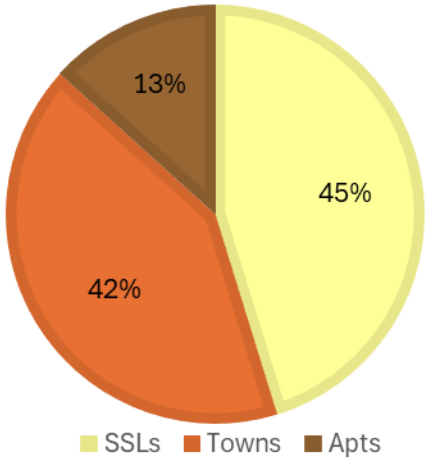
Table 10: Units in Plans of Subdivision Under Review (as of December 31, 2024)

File No	Address and Applicant	SSLs	Towns	Apts	Total
SW-2024-03	Strathdale Developments	0	179	0	179
SW-2022-01	Mattamy Thickson Limited	563	350	0	913
SW-2022-02	Mattamy (Monarch) Ltd.	224	100	0	324
SW-2022-04	Delpark Homes (Brooklin) Inc.	130	124	0	254
SW-2022-06	Minto Communities Inc.	134	158	0	292
SW-2022-07	Multiple Owners	974	550	414	1,938
SW-2021-08	1579894 Ontario Limited	34	44	0	78
SW-2021-10	XARCH Capital Corp.	169	203	251	623
SW-2021-11	Brooklin (AD) Ltd Partnership	37	369	0	406
Total		**2,264**	**2,077**	**665**	**5,006**
Housing Mix %		**45%**	**42%**	**12%**	**100%**

Note – where applicants provided a range in the draft plan, the average has been reflected.

As shown, there were nine Plans of Subdivision Under Review as of December 31, 2024, comprising a total of 5,006 units. The majority of these units (96%) are proposed within the Brooklin Secondary Plan. The overall housing mix within Plans of Subdivision Under Review is illustrated in **Figure 6**.

Figure 6: Housing Mix in Plans of Subdivision Under Review as of December 2024



6.4 Site Plan Approvals

Dwelling units within Site Plans approved by the Commissioner of Planning in 2024 are shown in **Table 11**.

Table 11: Commissioner Approved Site Plans, 2024

Developer	File	SSLs	Towns	Apts	Total
Madison Brooklin Developments	SP-04-24	0	100	0	100
See Path Group Inc	SP-02-24	0	41	0	41
Inuka Developer. Inc.	SP-11-22	8	0	60	68
Stylux Whitby	SP-15-21	0	52	0	52
Total (% Mix)		**8 (3%)**	**193 (74%)**	**60 (23%)**	**261 (100%)**

Four Site Plans were approved by the Commissioner of Planning in 2024 with a total of 261 units, comprising 8 SSLs, 193 Towns, and 60 Apts.

As of December 31, 2024, there were nine Site Plans Under Review from 2024 and previous years, comprising 3,181 dwelling units.

6.5 Other Residential Approvals

Not all potential housing production is achieved through the mix of dwelling unit types contained in Plans of Subdivisions and Site Plans. In addition to these units, other application types provide line of sight on additional residential units including official plan amendments and rezoning applications that will require future Site Plan approvals. Applications for land division also provide for a small number of new infill units. Notable residential re-zoning or official plan amendment applications and approvals during 2024 include:

- 110 Victoria St W - Official Plan and Zoning By-Law Amendments for 208 apartment units
- 3125 Garden St – Zoning By-Law Amendment for 250 apartment units

The applications and approvals listed above represent infill intensification and increased height / density outside a plan of subdivision.

This section does not include outstanding applications approved by Council in previous years, or concurrent applications (e.g Site Plans) that have been accounted for in other sections of this report.

6.6 Building Permit Trends

Table 12 below provides comparative data on building permits issued for new residential dwelling units between 2015 and 2024. This data provides an indication of housing production by the number, type, and percentage distribution of dwelling unit types. The total number of residential building permits issued includes all new dwelling units created through permits.

Table 12: Total Dwelling Units Generated by Building Permits, by Unit Type (2015-2024)

Year	SSLs	%	Towns	%	Apts	%	Acc Apts	%	Total Units
2015	199	43%	91	20%	129	28%	43	9%	462
2016	214	32%	272	40%	128	19%	61	9%	675
2017	80	21%	258	69%	0	0%	38	10%	376
2018	441	67%	109	16%	69	10%	44	7%	663
2019	704	57%	481	39%	2	0%	44	4%	1,231
2020	636	46%	417	31%	228	17%	86	6%	1,367
2021	1,070	46%	733	32%	385	16%	137	6%	2,325
2022	261	15%	516	29%	801	45%	198	11%	1,776
2023	116	17%	76	11%	218	33%	261	39%	671
2024	167	26%	175	28%	0	0%	288	46%	630
10-year total	**3,888**	**38%**	**3,128**	**31%**	**1,960**	**19%**	**1,200**	**12%**	**10,176**
10-year average	**389**		**313**		**196**		**120**		**1,018**

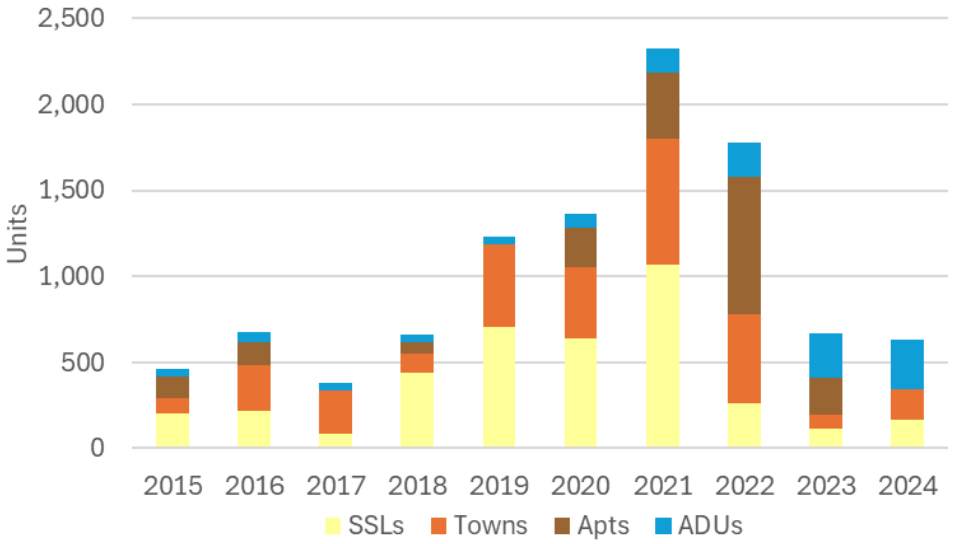
There has been a total of 10,176 new dwelling units created through building permits in the last 10 years (average 1,018 units per year), comprising 38% SSLs, 31% Towns, 19% Apts, and 12% ADUs. In 2024, there were 630 building permits issued for new dwelling units, comprising 26% SSLs, 28% Towns, 0% Apts, and 46% ADUs.

The large volume in permits issued between 2019 and 2021 reflects the development of newly approved subdivisions in the West Whitby Community Secondary Plan Area, which began construction in 2018.

Building permits in 2023 and 2024 were lower than previous years as a significant portion of West Whitby has built out and approvals are not yet in place for new ground-related product in Brooklin. That said, with recent Registrations in West Whitby in 2023 and subdivision approvals starting in Brooklin over the past few years, it is anticipated that building permit activity will steadily increase over the coming years, provided that the necessary infrastructure (water/wastewater; electricity) is provided in a timely manner.

Figure 7 provides a visual representation of annual residential building permits over the last 10 years.

Figure 7: Annual New Dwelling Units by Unit Type, 2015-2024



Based on the Region of Durham's 2023 Annual Building Permit Activity Review, permits issued for new residential units in all of Durham decreased by 10% to 5,870 units, compared to 6,530 in 2022. At the time of writing this report, the Region had not released its 2024 Annual Building Permit Activity Review.

Of all residential building permits for new dwelling units issued in Durham Region, an estimated 11% were for new dwelling units in Whitby; down from 27% in 2022. As discussed above, the Town has experienced a decrease in the number of building permits issue in 2023 compared to previous years. While the Region also experienced a decline, it was less significant than that of the Town.

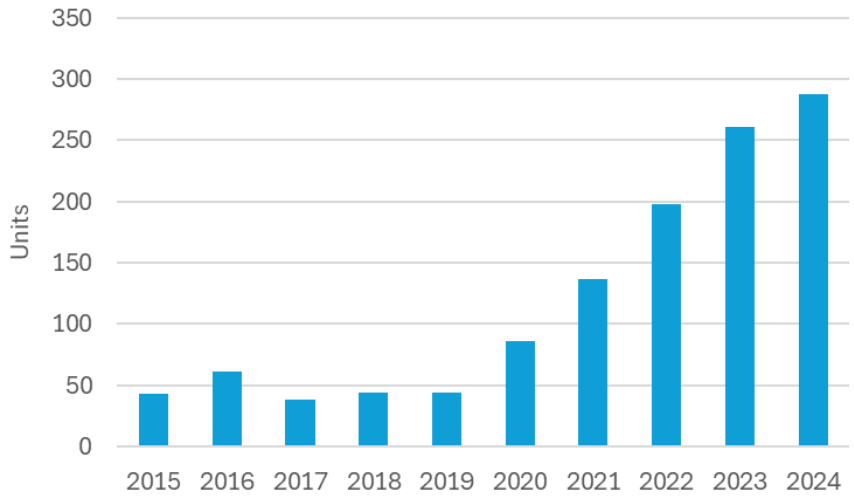
6.7 Additional Dwelling Units (ADUs)

The Town of Whitby permits ADUs within ground-related dwelling unit types, subject to the policies of the Official Plan, as implemented through the Zoning By-laws. The Official Plan policies also permit additional dwelling units within additional built forms and separate accessory structures.

Recent changes to the Planning Act and subsequent Whitby Council resolution, Official Plan Amendment and Zoning By-law Amendments, permit up to three ADUs on a residential lot. These changes are intended to support both the Town and the Province in meeting envisioned Provincial Housing targets (i.e. Town's 18,000 unit pledge), getting supply to market more quickly, and addressing housing affordability.

Figure shows the number of new registered ADUs by year for the past 10 years.

Figure 8: Annual Additional Dwelling Units, 2015-2024



In 2024, 288 building permits were issued for ADUs which accounted for close to half (46%) of all new residential building permits issued in the Town. As shown in **Figure 8**, there has been a significant increase in the number of ADU permits since 2021. The proportion of ADUs relative to other structure types has also been well above the average in 2023 and 2024, partially due to higher numbers of ADU permits but also resulting from lower permits overall. It is anticipated that the trend toward higher numbers of ADUs will continue for the foreseeable future as ADUs represent a more affordable housing option.

7.0 Residential Intensification

At its inception in 2006, the Provincial Growth Plan (A Place to Grow: Growth plan for the Greater Golden Horseshoe) identified an intensification target of 40% of all new residential development to occur within the Built Boundary (as defined by the Province) of each Upper Tier Municipality (Region of Durham) annually from 2015 to 2031. Through the previous Regional Official Plan, the Town was assigned an annual intensification target of 45%, 11,963 units, which previous iterations of this report monitored.

Since the intensification target first appeared in the Growth Plan, the Town achieved an average of 45% intensification, however with significant fluctuations on an annual basis.

With the recent removal of the Growth Plan and incorporation of specific policies into the Provincial Planning Statement, the Province has removed the delineated built-boundary as a means of tracking intensification. Instead, the Provincial Planning Statement 2024 continues to require municipalities to set minimum targets for intensification and redevelopment within existing built areas but does not specify a geographic boundary for which intensification is to apply, nor a quantitative minimum.

Through the Town's Official Plan Review and Update (currently underway), appropriate targets for intensification and infill as well as a geography for which it will apply will be considered. Once the Official Plan Review Amendment is approved, the Town will monitor intensification based on new/revised targets and geographic areas.

8.0 Affordable, Special Needs and Rental Housing

8.1 Affordability

The Provincial Planning Statement, 2024 states that planning authorities shall establish and implement minimum targets for the provision of housing which is “affordable”. This is defined as accommodation costs which do not exceed the lesser of 30 percent of gross household income of low- and moderate-income households or is a minimum of 10% below the average purchase price of resale unit in the municipality (ownership housing) or exceed 30% of gross annual household income for low- and moderate-income households (rental housing).

The Town of Whitby Official Plan includes a housing target of at least 25% of all new residential units produced within each area municipality to be affordable to low- and moderate-income households. The Region of Durham also has a comprehensive housing plan titled “At Home in Durham” that sets out goals and actions to improve access to housing, ensure affordability in housing, protect existing housing supply and build capacity in the housing system while encouraging housing diversity.

Detailed household income data is required to evaluate Whitby’s percentage of “affordable” housing generated yearly and is generally only available for Census years. Generally, the Town monitors vacancy rates, rental rates and house prices to generally assess affordability.

Household Income

The 2021 Census indicated that the median gross household income for 2020 was $123,000 in Whitby and $107,000 in Durham Region, and that approximately 21% of households in Whitby spent more than 30% of their total income on housing costs.

House Prices

While the long-term trend illustrates increasing prices since the mid 2010s, there has been a slight decline / stabilization since peak house prices were reached in 2021. According to the TRREB, the benchmark price of a single-detached home in Whitby was $1,084,300 in December 2024, a decrease of 1% from $1,100,400 in December 2023.

In new developments, the average price of a new single detached home in the Oshawa Census Metropolitan Area (CMA) and its associated municipalities (Whitby, Oshawa, and Clarington) was $1,287,532 in 2024, an increase of 8% over the average price in 2023 ($1,187,200) as reported by the Canadian Mortgage and Housing Corporation (CMHC).

Mortgage rates for 1-year terms remained stable at 7.24% over the 2024 calendar year, while the 5-year rate also held steady at 6.49% (TRREB Market Watch)

8.2 Rental Housing

CMHC publishes housing information on their website through the Housing Information Portal and the Housing Market Data tables, for the Oshawa CMA, which includes the

Town of Whitby. The following section relies on data from CMHC's Rental Market Survey tables, which include municipal-level data.

Vacancy Rates

CMHC considers a vacancy rate of 3.0% or higher to be indicative of a healthy rental market. **Table 13** below illustrates the residential vacancy rates by dwelling unit type for private apartments in Whitby for the period between 2015 and 2024 except where data is unavailable.

Table 13: Residential Vacancy Rates by number of bedrooms (2015 - 2024)

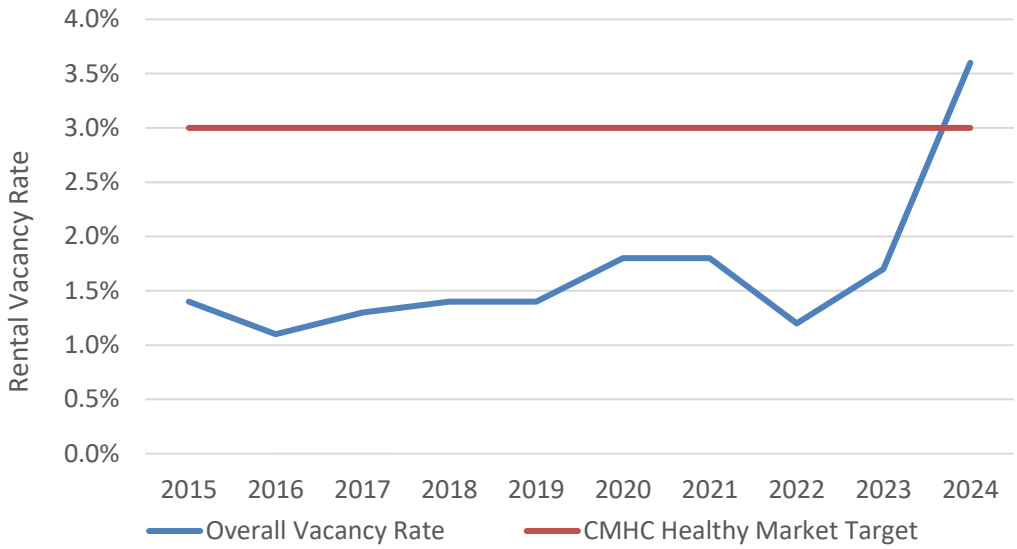
Year	Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom	Overall
2015	1.8%	0.8%	1.9%	0.40%	**1.4%**
2016	-*	0.8%	1.2%	-*	**1.1%**
2017	0.0%	1.3%	1.3%	1.6	**1.3%**
2018	0.0%	2.1%	1.1%	1.2	**1.4%**
2019	0.0%	2.4%	1.0%	0.4	**1.4%**
2020	-*	1.3%	1.8%	-*	**1.8%**
2021	0.0%	1.9%	-%	1.1%	**1.8%**
2022	0.0%	1.5%	1.1%	0.9%	**1.2%**
2023	**	2.9%	1.5%	0.4%	**1.7%**
2024	**	**	3.7%	3.1%	**3.6%**

Source: CMHC Rental Market Survey

Note * - CMHC indicates that data is suppressed to protect confidentiality, or data is not statistically reliable

Figure 9 illustrates the vacancy rates in Whitby from 2015-2024. According to the 2024 Primary Rental Market Statistics — Whitby tables, based on the 2024 CMHC Rental Market Survey, the overall vacancy rate for Whitby in October 2024 was 3.6%, which is higher than the 2023 rate of 1.7%, and marks the first time the vacancy rate was above 3.0% target since before 2015. According to CMHC, purpose-built rental supply in the Greater Toronto Area has increased at its fastest pace since the early 1990s, particularly in suburban municipalities. Growth in supply has outpaced growth in demand which was especially noticeable in Durham Region.

Figure 9: Residential Rental Vacancy Rate in Whitby, by year (2015-2024)



Source: CMHC Rental Housing Market Reports

Rental Costs

Table 14 shows the average monthly rental rates for bachelor, 1-bedroom, 2-bedroom, and 3-bedroom plus rental units in Whitby for the period between 2015 and 2024.

Table 14: Average Monthly Residential Rental Rates (2015 - 2024)

Year	Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom	Average
2015	$861	$963	$1,066	$1,152	**$1,020**
2016	-*	1,019	$1,103	$1,222	**$1,052**
2017	$895	$1,027	$1,124	$1,252	**$1,096**
2018	$905	$1,069	$1,152	$1,288	**$1,137**
2019	$1,036	$1,178	$1,251	$1,325	**$1,227**
2020	$1,022	$1,252	$1,330	$1,425	**$1,304**
2021	$890	$1,272	$1,390	$1,471	**$1,356**
2022	$ 1,010	$1,312	$1,393	$1,444	**$1,349**
2023	**	$1,287	$1,433	$1,533	**$1,397**
2024	$1,184	$1,525	$1,656	$1,746	**$1,641**

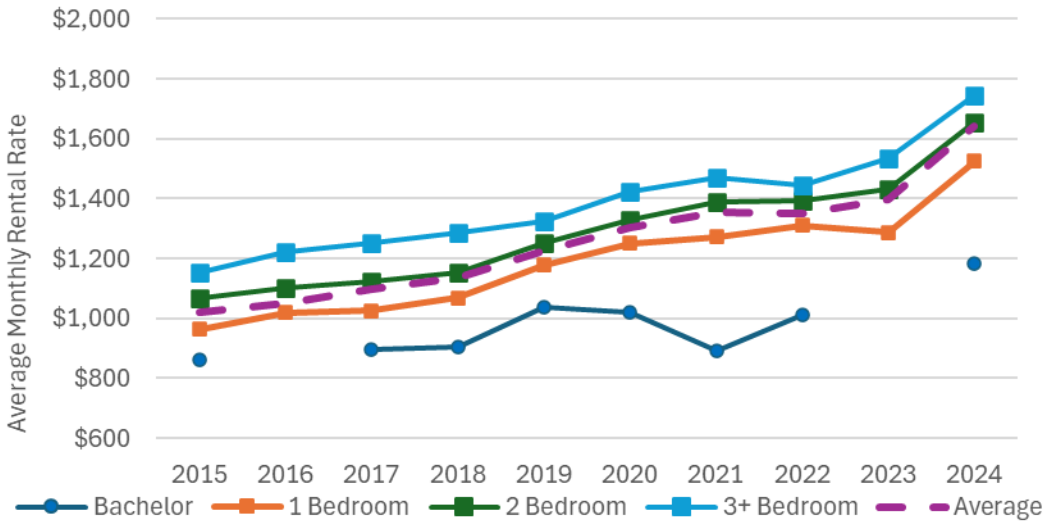
Source: Canadian Municipal Housing Corporation

Note – **CMHC indicates that data is suppressed to protect confidentiality, or data is not statistically reliable

In Whitby, the overall average monthly rent for all types of units in 2024 was $1,641 per month. From 2023 to 2024, the average rental rate increased slightly for all apartment types. The rest of the Oshawa CMA also experienced increases in rent compared to 2024. Average monthly rent in the whole CMA for all unit types was $1,666 in 2024. Rent in Whitby increased at a higher rate than its CMA, as Oshawa CMA saw a 6% increase and Whitby saw a 17% increase between 2023 and 2024.

Figure 10 below illustrates the increase of average rents between 2015 and 2024.

Figure 10: Average Monthly Residential Rental Rates in Whitby, by Year (2015-2024)



Source: Canadian Municipal Housing Corporation

8.3 Assisted Housing

In Whitby, housing assistance is offered through several programs, through all levels of government and through private providers. The Region of Durham funds and monitors most community housing providers in the region and also operates the Durham Regional Local Housing Corporation (DRLHC), the largest community housing provider in Durham. The most prevalent form of assistance for tenants is through the rent-geared-to-income (RGI) program, where the tenant pays rent relative to what generally amounts to 30% of their income. Other forms of rent assistance include supplements and the Durham Housing Benefit (DHB).

The following section relies on data from Durham Region Housing Services to summarize affordable housing supply and demand within Whitby.

Table 15 shows the supply of different types of Assisted Housing units in Whitby in 2024 compared to the year prior. As shown, there were 1,709 Assisted Housing units in Whitby in 2024, and increase from 2023. Among the 1,709 units, over half of these units receive RGI assistance.

Table 15: Supply of Assisted Housing Units in Whitby

Assisted Housing Type	Number of Units 2023	Number of Units 2024
Regional Community Housing Units	1,307	1,307
Affordable Housing	139	165
Federal Co-ops & Non-Profits (units outside Regional administration)	237	237
Private Landlords	-	-
TOTAL	**1,683**	**1,709**

Source: Durham Region Housing Services

-*: Region had agreements with some private landlords to provide RGI. This no longer exists.

There continued to be a number of households on the waiting list for RGI housing in Durham Region in 2024. The 'waitlist' is categorized by location, where applicants resided at time of application, while the 'housed' figures are categorized based on where households were found units. The waitlist for RGI in Durham was 10,785 households in 2024. This is a 21% increase in the number of applicants from 2023 which amounted to 8,920 applicants. Durham Region Housing Services reports that the current region-wide supply of RGI housing was approximately 4,400 units, which has remained largely unchanged since 2006.

This waitlist is only but a part of people in Durham waiting for some form of subsidized or assisted housing. Federal Co-ops and Non-profit housing providers will have their own waitlists.

It should be noted that the number on the waiting list fluctuates, as households find housing, and as new households are added to or removed from the waiting list. It is often advised that applicants find market housing while waiting for assisted housing, due to the length of the waitlist relative to available units.

8.4 Seniors' Housing

Since the early 2000's, there has been an increase in the number of development applications for housing specifically intended for senior citizens. The nature of this type of residential development usually falls somewhere between a fully licensed nursing home or home for the aged, and a seniors' rental apartment building such as Regency Villa or Durham Christian Homes. This is a form of housing that is satisfying a growing market niche.

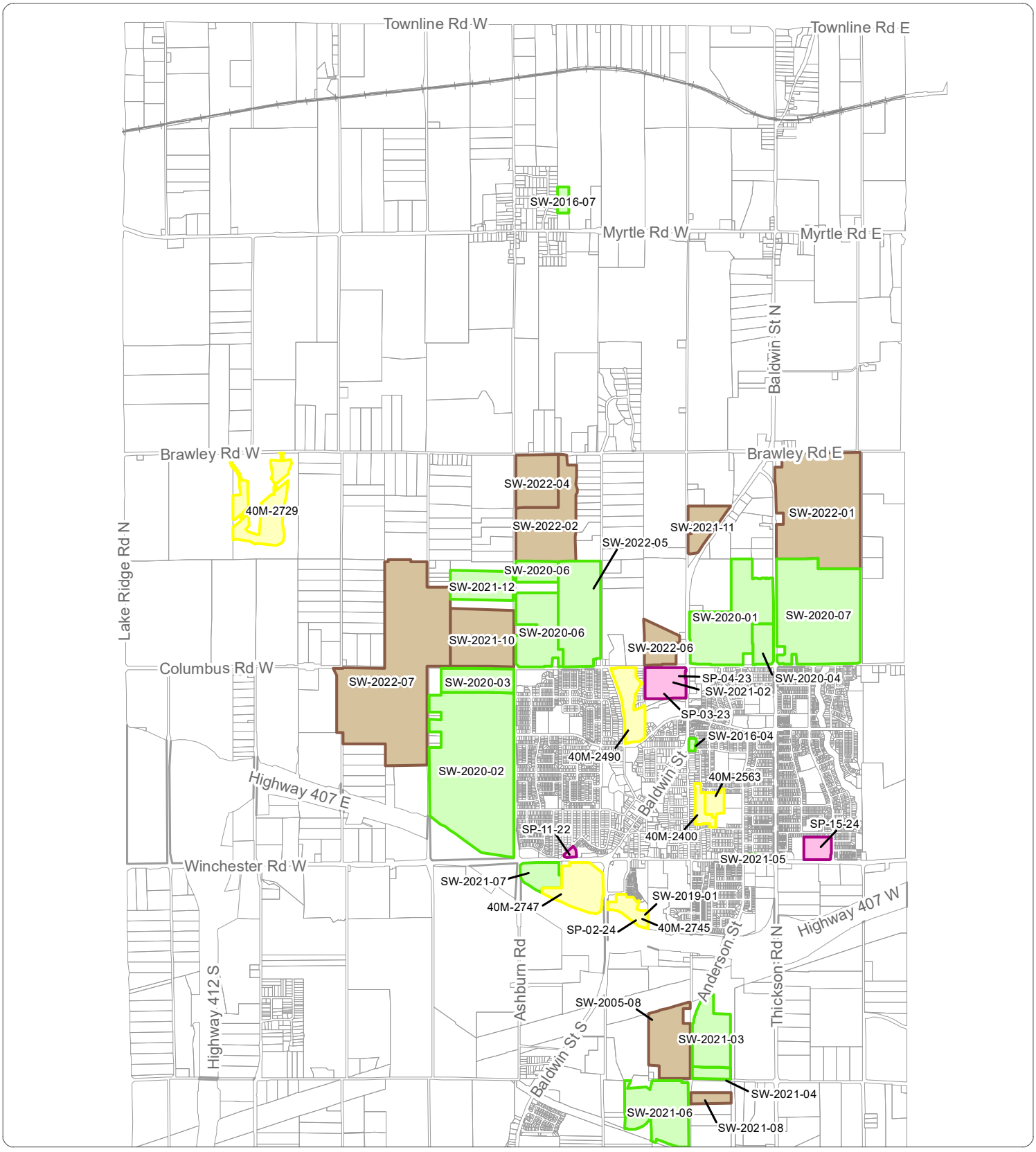
There appears to be a shift towards development proposals which incorporate a range of unit types and services within the same development, ranging from long-term care to supported living, to fully independent units.

Notable recent developments geared towards seniors include: Wellings of Whitby, at Garden St. and Taunton Rd. E., totalling 336 units, and an application for 263 units at 1 Scadding Ave.

9.0 Resources

The following list includes some of the sources used in the preparation of this report:

- Regional Municipality of Durham
    - Durham Region Housing Services
        - Rent-geared-to-income (RGI)
    - 2023 Annual Building Permit Activity Review
    - Monitoring of Growth Trends, 2024
- Canada Mortgage and Housing Commission (CMHC)
    - CMHC Rental Market Report
    - CMHC Rental Market Survey
    - CMHC Housing Market Information Portal
    - CMHC Housing Market Data
- Province of Ontario
    - Provincial Planning Statement (2024)
- Toronto Regional Real Estate Board (TRREB)
    - TRREB Market Watch
- Statistics Canada
    - Statistics Canada Census Profile, 2016 Census
    - Statistics Canada Census Profile, 2021 Census



Year End 2024 Housing Supply Pipeline

Legend

- Council Approved and Under Review Site Plans
- Registered Unbuilt MPlans
- Draft Approved Subdivisions
- Under Review Subdivisions

N

0 500 1,000
Metres

Date: May 2025
NAD83 UTM Zone 17N

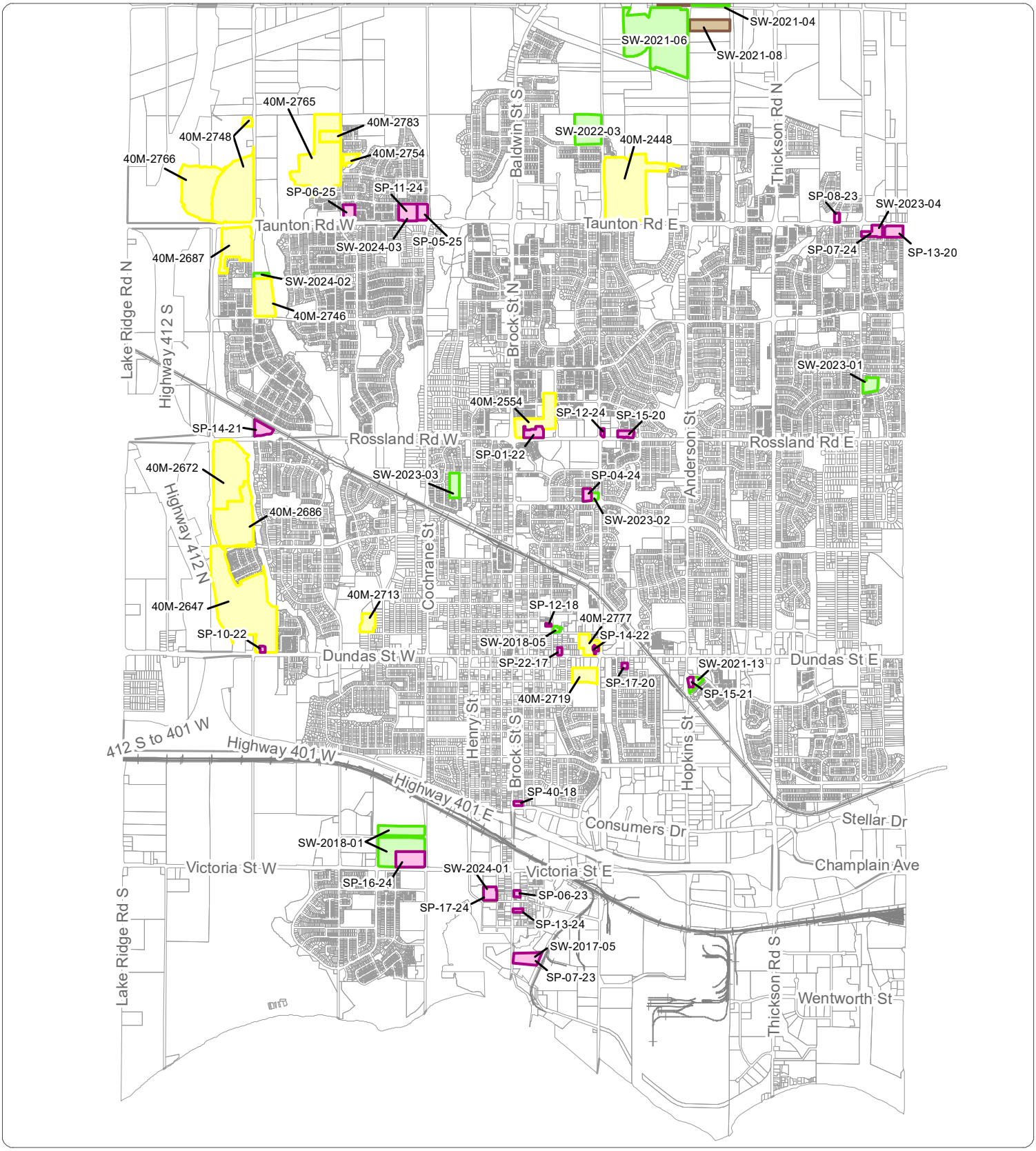
Whitby

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Year End 2024 Housing Supply Pipeline

Legend

- Council Approved and Under Review Site Plans
- Registered Unbuilt MPlans
- Draft Approved Subdivisions
- Under Review Subdivisions

0 500 1,000
Metres

Date: May 2025
NAD83 UTM Zone 17N

Whitby

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Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: PDE 05-25 Update Traffic By-law 8059-24, Stop Control

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **PDE 05-25**

Department(s) Responsible:

Planning and Development Department (Engineering Services)

Submitted by:
Roger Saunders, Commissioner, Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Peter Angelo, Director, Engineering Services, x4918

Tara Painchaud, Senior Manager Transportation Services, x4937

Chris Potvin, Manager, Transportation Services, x4940

1. Recommendation:

1. **That Council approve the proposed amendment to the Traffic By-law 8059-24 to incorporate changes to Schedule "N" of the By-law, as identified in Attachment No. 1**
2. **That a By-Law to amend By-law 8059-24 be brought forward for the consideration of Council.**

2. Highlights:

- Residents have requested increased stop control at a number of locations, as they feel that additional stop control will reduce travel speeds and improve neighbourhood safety.
- The signage and pavement markings required to change from two-way stop control to all-way stop control would be installed by Operational Services, where possible.

- If there are locations where Operational Services staff are not able to provide the changes, a contractor will be utilized.
- Some locations may require concrete sidewalk and curb alterations in addition to signage and pavement markings. These additional works would require a contractor to complete.
- Staff continue to receive requests for modifications to intersection stop control and will continue to review potential locations for Council consideration in future budget years.

3. Background:

Stop control assigns the right-of-way to the road users. The installation of stop control is guided by the thresholds identified in the Ontario Traffic Manual for Regulatory Signage and takes into consideration pedestrian and vehicle volumes, collision history and road geometry.

The municipality must update Traffic By-law 8059-24 for the new stop control signage to be legally enforceable.

4. Discussion

Homeowners in the vicinity of a number of intersections have requested that the current stop control be modified to all-way stop control. Although traffic data is not available, Engineering Services staff is agreeable to implementing the residents' requests. The following intersections are put forward for Council's consideration to be modified from two-way stop control to all-way stop control:

- Chestnut Street West and Euclid Street;
- Chestnut Street West and Palace Street;
- Coronation Road and Soltys Drive;
- Crawforth Street and Stewart Street;
- Green Street and St. John Street East;
- Palmerston Avenue and Centre Street North;
- Roan Drive and Kennett Drive;
- Stonemanor Avenue/Yorkshire Crescent and Forest Heights Street/Chiltern Place; and,
- Whitefish Street and Coho Drive.

To introduce an all-way stop control at an intersection, additional signage and pavement markings are required (i.e. additional stop signs, all-way signage tabs, stop bars, crosswalks, etc.). Sidewalk concrete work is required at Chestnut Street and Palace Street, as well as at the Crawforth Street/Stewart Street intersection.

The change in traffic control will be communicated with advance warning signage as identified in Ontario Traffic Manual - Book 6, Warning Signs. A temporary Stop Ahead sign and New Burst sign will be placed in advance of the intersection to notify drivers that they are approaching a new stop controlled intersection.

Depending on the road geometry, the stop ahead signage may be permanent. The temporary advance warning signage will remain in place for a period of at least thirty (30) days, or until drivers become familiar with the installation of the new traffic control device. Refer to Attachment 1 for the Draft Traffic By-law.

Staff will continue to receive and review requests for modifications to existing stop control.

5. Financial Considerations:

The cost to modify a two-way stop controlled intersection to an all-way stop is estimated to be in the order of $5,000 to $7,000 per intersection, depending on the signage and pavement needs, as well as any concrete work needed.

Subject to Council approval of the by-law amendment, the conversion of the nine intersections is estimated to cost approximately $60,000 - $65,000 (including manufacturing and installation of the signage and pavement markings).

The required funds for the all-way stop modifications will be funded from Project No. 40236405 for Traffic Signage and Pavement Marking Initiatives. Through the 2025 capital budget process $115,000 from the Asset Management Reserve Fund was approved by Council. At the time of this report there are no commitments against the 2025 approved Traffic Signage and Pavement Markings budget.

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

Transportation Services will work with Operational Services to consider their workload capacity. Should Operational Services not have the capacity to complete all or some of the proposed work, the remaining pavement markings and signage would be installed by a contractor.

8. Strategic Priorities:

The recommendations contained in Staff Report PDE 05-25 supports the Whitby Community Strategic Plan. Specifically, Pillar 1 which considers community safety and well-being, and Pillar 2 which reflects improving walkability. Pillar 4, which takes into consideration responding to the community while also considering the impact on the taxpayer, is also supported in the recommendations of the report. In addition, sustainable transportation such as supporting walkability is a key sustainability principle.

9. Attachments:

Attachment 1: Draft Traffic By-law, Schedule N

Town of Whitby
By-law # XXXX-25

Traffic By-law Amendment

Being a By-law to Amend By-law # 8059-24, being a By-law to Regulate Traffic and Parking on the Highways, Private and Municipal property within the Town of Whitby.

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 8059-24 to regulate traffic and parking on highways in the Town of Whitby and considers it desirable to amend the provisions of the By-law;

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

1. General

1.1. That Schedule N, Stop Control, 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 16th day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A

Schedule N, Stop Signs, to By-law 8059-24, as amended, is further amended by deleting thereto the following:

Column 1 Intersection	Column 2 Facing Traffic	Column 3 Comments
Centre Street North and Palmerston Avenue	Northbound and Southbound	None
Chestnut Street West and Euclid Street	Eastbound and Westbound	None
Chestnut Street West and Palace Street	Westbound	None
Chiltern Place and Stonemanor Avenue	Southbound	None
Heights Street and Yorkshire Crescent	Northbound	None
Roan Drive and Kennett Drive	Eastbound and Westbound	None
Stewart Street and Crawforth Street	Southbound	None
St. John Street East and Green Street	Eastbound and Westbound	None
Yorkshire Crescent and Forest Heights Street	Westbound	None

Table 1 - Schedule N, Stop Signs, to By-law 8059-24, as amended, deleting thereto

Schedule N, Stop Signs, to By-law 1862-85, as amended, is further amended by adding thereto the following:

Column 1 Intersection	Column 2 Facing Traffic	Column 3 Comments
Chestnut Street West and Euclid Street	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Chestnut Street West and Palace Street	Northbound, Southbound, and Westbound	All Way Stop
Coronation Road and Soltys Drive	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Crawforth Street and Stewart Street	Southbound, Eastbound and Westbound	All Way Stop
Green Street and St. John Street East	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Palmerston Avenue and Centre Street North	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Roan Drive and Kennett Drive	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Yorkshire Crescent/Stonemanor Avenue and Forest Heights Street /Chiltern Place	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Whitefish Street and Coho Drive	Northbound, Eastbound and Westbound	All Way Stop

Table 2 - Schedule N, Stop Signs, to By-law 8059-24, as amended, adding thereto

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: PDE 06-25 Whitburn Street, Consideration of Traffic Calming Adjustments

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **PDE 06-25**

Department(s) Responsible:

Planning and Development Department (Engineering Services)

Submitted by:
Roger Saunders, Commissioner, Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Peter Angelo, Director, Engineering Services, X4918

Tara Painchaud, Senior Manager, Transportation Services, x4937

Chris Potvin, Manager, Transportation Services, x4940

1. Recommendation:

1. **The Council provide direction to staff regarding any removals of or relocations to the speed humps on Whitburn Street.**

2. Highlights:

- Eight speed humps were installed on Whitburn Street in 2022.
- The cost of removing or relocating speed humps would be in the order of $7,500 (removal) to $16,000 (removal plus relocation) per location, respectively.
- The spacing of the speed humps is generally consistent with other streets within Whitby where speed humps have been installed.
- The Traffic Calming Policy and Guideline will include a process to address requests for removal of traffic calming elements.

3. Background:

In 2022, in response to residents' requests, a series of eight speed humps were installed along Whitburn Street, between Rossland Road and Whitburn Park.

The design of the humps considered industry standards for spacing, driveway locations, etc. The spacing of the speed humps is intentional to reduce travel speeds and limit drivers' ability to speed up between the speed humps. Since the installation of these speed humps, Members of Council have received request(s) to remove some, or all, of the speed humps. Upon receipt of this feedback, a survey of the residents was conducted to understand the preference of the neighbourhood.

In a September 2024 Memorandum to Council, staff reported the outcomes of the community survey. Table 1 shows the survey results.

Table 1 Whitburn Street Survey Results

Location and Feedback Received	Permanently Remove	Reduce in Number	Maintain	Total
Whitburn Street Resident	98 (42.4%)	52 (22.5%)	81 (35.1%)	231 (100%)
Non- Whitburn Street resident	134 (42.3%)	93 (29.3%)	90 (28.4)	317 (100%)
Combined	232 (42.3%)	145 (26.5%)	171 (31.2%)	548 (100%)

- A total of 548 responses were received. 231 responses were received from residents that live on Whitburn Street and 317 responses were received from others.
- The greatest number of responses received (42%) was to permanently remove the eight speed humps.
- There was no firm majority received from either Whitburn Street residents or non-Whitburn Street residents. Staff had proposed no modifications to the speed humps along Whitburn Street.

Staff were directed to report back to Council with information regarding the cost and other implications associated with removing the speed humps, reducing the number of speed humps, or maintaining the speed humps in their current configuration.

4. Discussion:

There are currently eight (8) speed humps on Whitburn Street between Rossland Road and Whitburn Park. Speed humps are generally installed considering intersection spacing, proximity to driveways, and a want to evenly space the speed humps along a corridor (approximately 100-200m apart) to encourage a consistent vehicle speed. Spacing speed humps too far apart will impact their effectiveness as drivers will speed up in between to make up for lost time.

The speed humps along Whitburn Street vary in spacing. The most closely spaced speed humps are between the first two speed humps north of Rossland Road (93m) and the greatest spacing between the speed humps occurs north and south of Montrose Crescent (195m). The speed humps on Whitburn Street located north and south of Lockridge Street/Kerrigan Drive are less than 100-200 metres from the all-way stop controlled intersection. However, this is not exceptional as several other streets within the Town have speed humps approaching stop control, including Willowbrook Drive, Darren Avenue and Reynolds Street.

4.1 Cost of Modifications to Speed Humps

The cost to install the speed humps including signage, asphalt work, and pavement markings was approximately $6,000 per location in 2022. As directed, staff have received estimates from contractors to remove, relocate, or install new speed humps as outlined in the Table 2. Should modifications be undertaken, Transportation Services would follow the Town's tender process.

Table 2 Cost of Speed Hump Modifications

Item	Cost	Description
Speed Hump Removal	$7,500 each	Cost to remove signage, grind asphalt to base, re-pave road.
Speed Hump installation	$8,500 each	Cost to grind asphalt to base, install new speed hump, install signage and pavement markings.
Speed hump relocation	$16,000 each	Cost of removal above, plus reconstruction at a new location.

4.2 Whitburn Street Traffic Data

Staff have conducted traffic studies to determine driver behaviour since the speed humps have been installed. Table 3 includes the data collected prior to the speed hump installation, as well as, following the installation. It is important to note that speed limit during the data collection was 50km/h. The Whitburn Street posted speed limit has been reduced to 40km/h.

Table 3 Whitburn Street Traffic Data

Whitburn Street Location of Data Collection	Date	Daily Volume (Vehicles)	Average Speed	85th Percentile Speed
Between Woodhaven Crescent and Woodhaven Crescent	November 2020	2,049	49 km/h	58 km/h
Between Montrose Crescent and Montrose Crescent	June 2023	1,286	38 km/h	48 km/h
Between Woodhaven Crescent and Maple Edge Lane	June 2023	1,768	27 km/h	42 km/h
Between Maple Edge Lane and Whitburn Park	October 2023	1,635	36 km/h	42 km/h
Between Lyndhurst Crescent and Lyndhurst Crescent	November 2024	1,070	38 km/h	45 km/h
Between Alexis Way and Valleywood Drive/Alexis Way	November 2024	2,983	36 km/h	42 km/h

As noted above, the installation of speed humps considers intersection spacing, driveway proximity, etc. Speed humps are generally spaced about 100-200 metres apart, taking into consideration these factors. Removal of some of the speed humps along Whitburn Street would result in inconsistent spacing and could result in increased speeds between the remaining speed humps.

4.3 Traffic Calming policy and Guidelines

The Town is developing a Traffic Calming Policy and Guidelines that will outline the process for considering traffic calming, including establishing criteria for evaluating resident requests, public consultation, the re-evaluation timeframe for subsequent requests and requests for removal. If speed humps on Whitburn Street were removed or reduced, it is being proposed that there be a minimum period of time before the street could be re-evaluated for any new traffic calming requests.

At this time, staff have received the request to remove speed humps on Whitburn Street, as well as comments on the removal of speed humps on Carnwith Drive, Cassels Road and Reynolds Street.

5. Financial Considerations:

Through the 2025 capital budget process, Council approved $450,000 for Capital Project No. 40236066, Traffic Calming Initiatives. The account also holds $108,373 of previous year carry over funds uncommitted for a total available budget of $558,373 (= $450,000 + $108,373).

If directed by Council to remove or to remove and relocate any speed humps, the costs would range from $60,000 (to remove 8 @ $7,500 each) to $128,000 (to remove and relocate 8 @ $16,000 each). This would leave approximately $430,373 to $498,373 of budget remaining in the capital project to install new traffic calming elements for the balance of 2025.

6. Communication and Public Engagement:

A resident survey was previously conducted through the Town's Connect Whitby platform to determine what residents of Whitburn Street would prefer the Town do regarding the speed humps. The Connect Whitby page will be updated notifying subscribers of Staff Report PDE 06-25.

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

The recommendations contained in Staff Report PDE 06-25 support the Whitby Community Strategic Plan. Specifically, Pillar 1 which considers community safety and well-being, and Pillar 4, which takes into consideration responding to the community while also considering the impact on the taxpayer.

9. Attachments:

N/A

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: E-scooter and E-bike By-law

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **PDE 07-25**

Department(s) Responsible:

Planning and Development Department (Engineering Services)

Submitted by:
Roger Saunders, Commissioner, Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Peter Angelo, Director, Engineering Services, x4918

Tara Painchaud, Sr. Manager, Transportation Services, x4937

Lalita Thakali, Transportation Engineer, Transportation Services, x5586

1. Recommendations:

1. **That the proposed E-scooter and E-bike By-law appended to this Report as Attachment 4 be brought forward for the consideration of Council.**

2. Highlights:

- The use of micromobility modes of transportation, such as electric bikes (e-bikes) and electric scooters (e-scooters), is emerging worldwide, particularly for short trips, as a personal transportation option.
- The Town has no by-law to govern the use of micromobility devices, such as e-bikes and e-scooters, within the Town-owned transportation network.
- It was recommended in the Active Transportation Plan (2021) that regulations to support the use of micromobility devices in Whitby be developed.
- In Ontario, an e-bike (referred to as a power-assisted bicycle) is defined as a traditional bicycle with some additional requirements, such as age limit, mandatory helmet use, maximum speed limit (32 km/hr) and maximum weight limit (120 kg).

- Ontario launched an e-scooter pilot program on January 1, 2020, which will end on November 27, 2029. To allow e-scooters, local municipalities must opt-in to the pilot program and have a by-law specific to e-scooters in their jurisdictions.
- Residents' opinions on the use of micromobility devices within the Town transportation network was obtained through public engagement completed in May 2024.
- The draft E-scooter and E-bike By-law, included as Attachment 4, outlines the conditions and facility types where various micromobility devices can be operated in Whitby.

3. Background:

The use of micromobility modes of transportation, such as electric bikes (e-bikes) and electric scooters (e-scooters), is emerging worldwide for personal transportation, particularly for shorter trips. These devices are typically low-speed, lightweight, and partially or fully motorized by electric power. They are also low-emission, affordable, convenient, and support urban mobility for short-distance trips. As the use of micromobility devices continues to expand and have unique operating characteristics compared to automobiles, it is crucial to establish a set of rules to ensure their safe integration into the current transportation system. Proper regulation governing the use of micromobility devices and enforcement can support their safe integration.

Under Provincial regulations, e-bikes are permitted where conventional bicycles are permitted, except on municipal roads, cycling facilities, multi-use paths / trails and sidewalks where they are prohibited by a municipal by-law. Currently, the Town has no by-law to govern the use of e-bikes within the Town-owned road network. Thus, the operation of e-bikes is guided by high-level policy, i.e., Highway Traffic Act (HTA)[1]. Accordingly, e-bikes are regulated as vehicles, and must obey all traffic laws, signs and signals as a traditional bicycle and motor vehicle.

Under Ontario's E-scooter Pilot Program[2], to allow e-scooters in their jurisdictions, local municipalities must opt-in to the pilot program and have a by-law specific to e-scooters in their jurisdictions. Currently, the Town has no by-law governing the operation of e-scooters within its jurisdiction. It is noted that the province launched its first five-year e-scooter pilot program on January 1, 2020, which was initially set to expire on November 28, 2024. This program has now been extended for another five years, with a new expiration date of November 27, 2029.

Apart from e-bikes and e-scooters, other examples of micromobility devices include electric hoverboards, electric skateboards, segways and electric unicycles. These devices are generally intended for recreational purpose rather than day to day use. Furthermore, they are not recognized as vehicles by the province and there is no current provincial pilot program for them.

[1] https://www.ontario.ca/laws/statute/90h08
[2] https://www.ontario.ca/page/electric-kick-style-scooters-e-scooters#section-1

A by-law specific to the operation of the micromobility devices within the Town's transportation network is proposed. The development of the proposed by-law has taken into consideration public consultation, a jurisdictional scan and stakeholder consultation, and is also supported by the following Town policy documents:

- Active Transportation Plan (2021), which recommends that a micromobility policy framework be developed to specify where and which micromobility devices can be operated on active transportation facilities, including sidewalks and multi-use paths.
- Official Plan (2018), which recommends increasing active transportation modes from the perspective of energy conservation, air quality improvement and sustainability.
- Climate Emergency Response Plan (2023), which sets a target to increase active transportation trips to 15% of all trips taken within Whitby by 2045. The active transportation mode share (including public transit), based on 2021 Statistics Canada data[3], is 8.7%.

4. Discussion:

4.1 Whitby Traffic By-law

As previously noted, the Town has no by-law to govern the use of micromobility devices such as e-bikes and e-scooters within the Town-owned road network. The operation of e-bikes is guided by high-level policy (i.e., Highway Traffic Act). Accordingly, e-bikes are regulated as vehicles, and must obey all traffic laws, signs and signals as a traditional bicycle and motor vehicle.

4.2 E-bikes and E-scooters – Provincial Definitions

E-bikes: An e-bike in Ontario[4], referred to as a power-assisted bicycle, is currently defined as a bicycle. However, e-bikes have additional requirements that do not apply to a conventional bicycle including a minimum operating/riding age of at least 16, mandatory approved helmet use, a maximum power-assisted speed of 32 km/h and a maximum weight of 120 kg.

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[3] Based on 2021 Statistics Canada data, Whitby's labour force aged 15 years and over with a usual place of work or no fixed workplace address has the following mode share for commute to and from work:

- 88.3% by private vehicles
- 6.0%by public transit,
- 0.2% by bike
- 2.5% by walking, and
- 3.0% by other methods.

There is a slight change in the mode share from 2016 to 2021, which could have been impacted by the 2019 Pandemic.

[4] Riding an e-bike | ontario.ca

"Power-assisted bicycle" is defined as a vehicle that:

a) has steering handlebars and is equipped with pedals;
b) is designed to travel on not more than three wheels in contact with the ground,
c) is capable of being propelled by muscular power;
d) has one or more electric motors that have, singly or in combination, the following characteristics:
    i. it has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
    ii. if it is engaged by the use of muscular power, power assistance immediately ceases when the muscular power ceases,
    iii. if it is engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
    iv. it is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground:
e) bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection: and
f) has one of the following safety features,
    i. an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
    ii. a mechanism that prevents the motor from being engaged before the bicycle attains a speed of 3 km/h.

Ontario's Power-Assisted Bicycle (E-Bike) Redefinition decision notice, updated on May 16, 2024, has confirmed that the Ontario Ministry of Transportation (MTO) has decided to no longer proceed with amendments from the Moving Ontarians More Safely Act, 2021 (MOMS Act). Therefore, currently, there is no classification for e-bikes in Ontario as stated in MOMS Act. The MTO has proposed the Safer Roads and Communities Act, 2024 on May 16, 2024, to improve e-bike safety by categorizing e-bikes into distinct classes with specific operator and vehicle safety requirements. Under this amendment, the MTO would create regulation-making powers under the HTA that would allow e-bikes to be categorized into distinct classes, with each class having prescribed operator and vehicle safety requirements.

It is noted that the limited-speed motorcycles and motor-assisted bicycles (mopeds), as defined by the HTA, are not classified e-bikes and are subject to different rules for use. They may be operated within Town roadways in accordance with the HTA.

E-scooters: An e-scooter in Ontario[5] is defined as a vehicle that has two wheels (one at the front and one at the back), a platform to stand on, a handlebar for steering, an electric motor that does not exceed 500 watts and a maximum speed of 24 km/h on a level surface.

To ride an e-scooter in Ontario, one must be 16 years old or older and wear a helmet. Most importantly, the municipalities where you live must have passed their own by-law

[5] Electric kick-style scooters (e-scooters) | ontario.ca

for e-scooter and participated in the Ontario's e-scooter pilot project. It is noted that Whitby has not participated in the pilot project.

4.3 E-bike and E-scooter Regulation – Jurisdiction Scan

4.3.1 Region of Durham

E-scooters and e-bikes are allowed on bike lanes on regional roads[6]. If bike lanes do not exist on regional roads, these micromobility devices are permitted to operate as close as practicable to the right-hand curb or edge of the roadway or within the paved shoulder on regional roads with posted speed limit of up to 60 km/hour. The Region's By-law regulating e-scooters on regional roads was enacted on April 27, 2022. It is noted that only approximately 11.11% of roads in Whitby are comprised of Regional roads, emphasizing the need for the Town specific by-law to expand the network for operation of e-scooters and e-bikes.

4.3.2 Ontario Municipalities

E-bikes and E-scooters are relatively the most popular forms of micromobility devices in Ontario municipalities and other parts of Canada. Municipalities are exploring the use of these devices and developing regulations to integrate them safely into their current transportation system. Staff conducted a jurisdictional scan of other municipalities in Ontario and found a wide range of policy decisions with respect to where e-scooters and e-bikes are permitted.

Jurisdictions such as the City of Pickering, City of Guelph, City of Hamilton, and City of Ottawa have a stand-alone by-law for e-scooters. The Town of Ajax has a by-law combined for e-scooters and bicycles/e-bikes. For other jurisdictions, such as the City of Mississauga, City of Brampton, City of Vaughan, City of Oshawa, the provision for e-scooters and e-bikes regulations are incorporated within their traffic and/or park by-laws.

For maximum operating speed limit, Ontario jurisdictions generally follow the guideline set by the province – e-scooter 24 km/hr and e-bikes 32 km/hr, with some exceptions. For example, the City of Oshawa has a 20 km/hr maximum speed limit for e-scooters. Similarly, the City of Brampton and Town of Ajax has a 20 km/hr maximum speed limit for their shared (rental) e-scooters and/or e-bikes. The City of Pickering allows e-bikes (pedal-assisted only) on trails with maximum speed limit of 20 km/hr.

Regulations regarding where e-bikes and e-scooters are allowed within the transportation network vary across jurisdictions. These regulations are specific to road speed limit and bike facility types such as bike lanes, multi-use paths and park trails (refer to Attachment 1 for bike facility types). Some municipalities have restrictions on e-bikes based on their weight or style and facility types where they can be operated (e.g. City of Toronto, Town of Ajax, City of Hamilton). None of the Ontario jurisdictions reviewed allow e-scooters or e-bikes on sidewalks.

[6] E-mobility - Region of Durham

Attachment 2 presents a jurisdiction scan of e-bike and e-scooter regulations in Ontario regarding where these devices are permitted. Please note that this review presents a sample list intended as a reference for best practices in Ontario.

E-bikes:

- Ontario municipalities such as the Region of Durham and Town of Ajax permits e-bikes on roads with speed limit up to 60 km/hr. It is noted that this condition does not apply to bicycle lanes regardless of the road speed limit. Other municipalities do not have any restriction in e-bikes operation based on the speed limit.
- All Ontario municipalities reviewed permit e-bikes in bike lanes, although some impose restrictions on the types of e-bikes allowed. For example, the City of Toronto allow only traditional and scooter styles e-bikes. Similarly, the Town of Ajax and City of Vaughan allow only traditional style e-bikes.
- All Ontario municipalities reviewed permit e-bikes on their multi-use paths with some restriction on e-bike style and/or weight. For example, the City of Toronto allows only traditional style e-bikes weighing less than 40 kg, while the Region of Waterloo allows e-bikes weighing less than 55 kg. Similarly, the Town of Ajax, City of Vaughan and City of Ottawa allow only traditional style e-bikes on their multi-use paths and/or multi-use trails.
- Most Ontario municipalities reviewed permit e-bikes on park trails with some restrictions on style and/or weight. For example, the City of Toronto and City of Mississauga allow only traditional style e-bikes weighing less than 40 kg, while the Region of Waterloo permits e-bikes weighing less than 55 kg. The Town of Ajax permits traditional style e-bikes only on paved trails wider than 2 m. Similarly, the City of Vaughan and City of Ottawa allows only traditional style e-bikes on their park trails. The City of Brampton, however, bans e-bikes on their trails.
- No municipalities reviewed allow e-bikes on their sidewalks.

E-scooters:

- Ontario municipalities such as the Region of Durham, City of Pickering and Town of Ajax permit e-scooters on roads with speed limit up to 60 km/hr. It is noted that this condition is not applicable to a bicycle lane regardless of the speed limit of the road.
- Most of the Ontario municipalities, such as City of Oshawa, Region of Waterloo (Cambridge, Kitchener and Waterloo), City of Hamilton, City of Ottawa, City of Brampton, City of Mississauga and City of Guelph permit e-scooter on roads with speed limit up to 50 km/hr. It is noted that this is not applicable to a bicycle lane regardless of the speed limit of the road.
- All Ontario municipalities that were reviewed and have opted in in the Province's E-scooter Pilot Program permit e-scooters on bike lanes.
- All Ontario municipalities that were reviewed, except the City of Pickering, have opted in in the Province's E-scooter Pilot Program to permit e-scooters on multi-use paths.

- Ontario municipalities such as the Town of Ajax, City of Oshawa, City of Ottawa, Region of Waterloo (Cambridge, Kitchener and Waterloo), City of Hamilton permit e-scooters on park trails. However, other municipalities such as the City of Pickering, City of Mississauga (excludes MUP trails along roadway) and City of Guelph prohibit e-scooters on park trails.
- No municipalities reviewed allow e-bikes on their sidewalks.
- It is noted that the City of Toronto is one of the jurisdictions in Ontario that chose not to opt-in in the Province's E-scooter Pilot Program. Staff recommended not participating in the pilot program until key issues, such as the need for the development and enforcement of technical vehicle safety standards by the Federal government, implementation of mandatory first and third-party insurance for micromobility vehicles and operators by the Provincial government, minimum maintenance standards for roads to accommodate e-scooter operations, provision of dedicated enforcement resources to curb illegal e-scooter operation on sidewalks, etc., are addressed.

Other Micromobility Devices:

- Other micromobility devices include electric hoverboard, electric skateboard, segway and electric unicycle, which are generally intended for recreational use. While operating requirements and safety standards for transportation vehicles are typically set by federal and provincial governments, no such provisions exist for these devices. Additionally, they are not recognized as vehicles or micromobility devices by the province and there are no current provincial pilot projects for them. Therefore, these other micromobility devices are not permitted on public rights-of-way.
- Most municipalities, including the City of Toronto, do not include these devices in their list of permitted micromobility devices. Only the City of Vaughan explicitly states that these devices are not allowed on roadways, bike lanes, cycle tracks, in-boulevard multi-use pathways, sidewalks, multi-use recreational trails, parks, and playgrounds within its jurisdiction.

4.4 Whitby Micromobility Public Engagement

Public engagement was conducted between May 8th and May 31st, 2024, via a set of survey questions. This online survey was intended to collect opinions from residents on the use of micromobility devices, e-bikes, e-scooters and other small micromobility devices, in the Town. The objective of the survey was to seek community's feedback on the following:

- community interest in micromobility;
- perceived risks and barriers related to the use of micromobility modes; and
- which/where micromobility devices should be allowed within the Town's transportation network

A summary of the key responses from the survey is listed below. The full report for Public Engagement results can be viewed in Attachment 3.

Where should E-scooters be allowed?

- 20% of the respondents are in favour of the use of e-scooters on all Town roadways including the major roads such as Brock Street and Dundas Street.
- Similarly, 41% support their use on local residential roads, 67% on bike lanes, 58% on multi-use paths, and 52% on multi-use trails.
- Only 35% of the respondents are in favour of their use on sidewalks.

Where should E-bikes be allowed?

- 44% of respondents are in favor of the use of e-bikes on all Town roadways, including major roads and local residential roads.
- Similarly, 67% support e-bikes on bike lanes, 48% on multi-use paths, and 40% on multi-use trails.
- Only 20% of respondents are in favor of their use on sidewalks.

Where should "Other" micromobility devices should be allowed?

- Only 12% of respondents are in favor of the use of "Other" micromobility devices on all Town roadways, including major roads.
- Similarly, 40% support their use on local residential roads, more than 50% support them on bike lanes, multi-use paths and multi-use trails.
- 38% of respondents are in favor of their use on sidewalks.

Shared Micromobility Program

- More than 54% of the respondents are either not interested (39%) or not sure (15%) about the micromobility shared program.
- If a shared micromobility program is to be implemented, residents prefer to have both e-scooter and e-bike shared programs (36%) rather than just one or the other (3% of e-scooters and 7% for e-bikes).
- Most comments about the shared micromobility program in Whitby were related to opposition, expressing concerns about improper parking based on observations in neighboring municipalities.

A total of 143 comments were received, which were mostly related to concerns with micromobility shared program as observed in neighbouring jurisdictions, potential violation of traffic rules by micromobility users, the need for additional cycling infrastructure, concerns over large sized e-bikes, potential safety risk of operating micromobility on major roadways, lack of secure parking and theft concerns as well as the need for enforcement and education.

4.5 Proposed E-scooter and E-bike Draft By-law

The proposed e-scooter and e-bike Draft By-law is included in Attachment 4, with key components discussed in this report. Staff have considered jurisdiction scan (refer to Attachment 2), public consultation (refer to Attachment 3) and input from stakeholders such as Parks Services staff, Legal and Enforcement Services staff, the Active

Transportation and Safe Rods Advisory committee, Accessibility Advisory Committee and Durham Regional Police Service (DRPS) to finalize the Draft By-law.

4.5.1 Draft By-law – Where Micromobility Should be Permitted in Whitby

Table 1 includes the proposed regulations regarding where e-bikes and e-scooters should be permitted within the Town's transportation network. Consideration is given to safety and accessibility of all road users. It is noted that other micromobility devices, such as electric hoverboards, electric skateboards, Segways, and electric unicycles, are not recommended in Whitby. As previously mentioned, these devices are not recognized as vehicles or micromobility devices by the province and are not permitted on public rights-of-way. Generally, the federal government sets vehicle safety standards, the provincial government establishes rules for the safe operation and maintenance of vehicles, and local (municipal) governments create by-laws regarding where vehicles/transportation devices may operate on municipal infrastructure. Given the lack of standards and guidelines by higher governments and limited best practice cases in Ontario, it would be challenging to incorporate these devices within the Town's transportation network at this time. The public engagement results indicate that only a small percentage of residents (3%) currently own these devices. Additional mobility devices will be considered at a later date, as needed, and the By-law updated accordingly.

Table 1: Proposed Micromobility Operating Regulation for Whitby

Facility Type[7]	**E-bike**	**E-scooter**
Roadway (vehicle lane) with speed limit over 50 km/hr	✓	✕ *
Roadway (vehicle lane) with speed limit up to 50 km/hr	✓	✓
Bike Lane or Paved Shoulder**	✓	✓
Cycle Track	✓	✓
Multi-Use Path	✓ (<55 kg)	✓
Park Trail	✓ (<55 kg)	✓ (paved only)
Sidewalk	✕	✕

*Not applicable to roads with bicycle lanes and paved shoulders with minimum width 1.2 m regardless of the road speed limit.
** paved shoulder with minimum width 1.2 m.

[7] Refer to Attachment 2: Facility Types

Roadways: It is recommended that e-bikes be treated as a traditional bicycle under the Whitby Traffic By-law and be permitted on Town roads. This recommendation aligns with policies in other Ontario municipalities, such as the City of Pickering, Region of Waterloo, City of Toronto, City of Ottawa, City of Brampton, City of Mississauga and others.

It is recommended that e-scooters be allowed on Town roads with a speed limit of 50 km/hr and less and be restricted on Town roads with speed limits higher than 50 km/h. However, this restriction would not apply to roads with a bicycle facility (e.g., bike lane, paved shoulder with minimum 1.2 m width), regardless of the speed limit. This recommendation to allow on roads with a bike lane aligns with policies in other Ontario municipalities, such as the City of Oshawa, City of Waterloo, City of Kitchener, City of Cambridge, City of Hamilton, City of Ottawa, City of Brampton, City of Mississauga, and City of Guelph.

Roads with speed limits over 50 km/h generally have more traffic and a significant speed difference between e-scooters and automobiles, making it potentially unsafe for riders. It is noted that most of the Town's road system has speed limits of 50 km/h or less, and roads with higher speed limits may have existing separated bike facilities (e.g., multi-use paths), providing cyclists with reasonable route options.

Bikes Lanes and Cycle Tracks: It is recommended that e-scooters and e-bikes be allowed in bike lanes and cycle tracks. This aligns with the practices in many other Ontario municipalities.

Paved Shoulders: It is recommended that e-scooters and e-bikes be allowed on paved shoulders. The Town currently has approximately 42.2 km of roadways with paved shoulders.

Multi-use Paths and Park Trails: It is recommended that e-scooters and e-bikes (less than 55 kg) be allowed on multi-use paths, and park trails (only paved trails for e-scooters). This aligns with practices in many other Ontario municipalities. The public engagement results show that most respondents (70%) feel safe or somewhat safe riding on bike facilities such as bike lanes, multi-use paths, and park trails.

Sidewalks: It is recommended that e-scooters and e-bikes be prohibited on sidewalks. This aligns with practices in other municipalities in Ontario and feedback from public engagement.

4.5.2 Draft By-law – Safety and Accessibility Considerations

It is recognized that the operation of micromobility devices on shared facilities such as multi-use paths and park trails could pose some safety and accessibility challenges to persons with disabilities. The following measures are considered in the Draft By-law to mitigate the impact:

- Riding e-scooters and e-bikes on sidewalks is prohibited.
- Maximum speed limit is 20 km/hr on multi-use paths and trails.
- The operator of an e-scooter or e-bike shall keep a safe distance of at least one metre from pedestrians and other users of the roadway or shoulder at all times and shall give way to a pedestrian or bicycle by slowing or stopping where

there is insufficient space for the pedestrian or bicycle and the e-scooter or power-assisted e-bike to pass.

- An e-scooter or e-bike shall not be operated on a trail, or in a park or multi-use pathway at a speed that is markedly greater than the speed of the pedestrians who are proximate to the e-scooter and e-bike.
- A person riding an e-scooter or e-bike on multi-use paths and trails shall yield the right of way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.
- Parking is prohibited on sidewalks.
- No parking unless designated by pavement markings and authorized signs, including within municipal boulevards.
- Weight limit for e-scooters is 45 kg as per the HTA.
- Weight limit for e-bikes on MUPs and park trails is 55 kg.
- Use of helmets, bells/horns, lights, reflectors, and other safety equipment is mandatory as per the HTA.
- Only persons with 16 years or over can operate e-scooter and e-bike operators as per the HTA.

4.5.3 Enforcement

Effective enforcement of the By-law is important to ensure compliance, maintain public safety, and promote responsible use of e-scooters and e-bikes. The proposed By-law can be enforced by Municipal Enforcement Officers or the Durham Regional Police Service (DRPS). Fines in Schedule “A” to the proposed By-law (Refer to Attachment 4) are proposed to align with the Town’s Administrative Penalty System Program. Accordingly, the fine for violating the By-law is $205 and increases up to $450 for subsequent offences.

It is recommended that enforcement efforts go hand-in-hand with education and awareness initiatives through the Whitby Cycling page and social media platforms.

4.6 Shared E-bike and E-scooter Program

Public engagement results (Refer to Attachment 3) shows that over 54% of respondents are either not interested (39%) or not sure (15%) about the shared micromobility program for e-scooter and/or e-bike program in the Town. Residents have expressed safety concerns, based on observations in neighboring municipalities, related to improper parking of devices, speeding, and other issues. Further research will be needed to provide additional recommendations for the shared micromobility program in Whitby.

4.7 Next Steps

To implement the proposed By-law specific to e-scooters, the Town must opt into the province's E-scooter Pilot Program. Accordingly, the Town is required to inform the Ministry of Transportation (MTO) of its participation by contacting REO@ontario.ca. Once the By-law is approved, Transportation Services staff will contact the MTO about the Town’s intention to participate in the pilot program and allow the operation of e-scooters as per its By-law. As part of the E-scooter Pilot Program, the Town will need

to investigate all e-scooter collisions on its roads and submit written reports, including details of each incident, to the Ministry.

To educate Whitby residents about the new By-law, staff will update the Whitby Cycling page to clarify the provisions of the E-scooter and E-bike By-law. Social media platforms will also be used to inform the public about the by-law and its regulations.

5. Financial Considerations:

N/A

6. Communication and Public Engagement:

Public engagement was held from May 8 to 31, 2024, via online survey to collect opinions from residents on the use of micromobility devices, e-bikes, e-scooters and other small micromobility devices, in the Town. The full report on Public Engagement is provided as Attachment 3.

Once the proposed By-law is approved, Transportation Services staff will update the Town's cycling safety webpage to include information on e-bike and e-scooter regulations.

7. Input from Departments/Sources:

The Town's Park Services staff, Legal and Enforcement Services staff and Active Transportation and Safe Road Advisory Committee were consulted in the preparation of survey questions for public engagement phase.

Similarly, Town's Park Services staff, Legal and Enforcement Services staff, Active Transportation and Safe Road Advisory Committee and Accessibility Advisory Committee were consulted on the Draft By-law for their feedback and input.

8. Strategic Priorities:

Community Strategic Plan Goal

Report PDE 07-25aligns with the Whitby's Neighbourhood and Government Pillars of the Community Strategic Plan. Whitby's Neighbourhoods Pillar aims to identify opportunities to improve road safety and reduce traffic congestion, while the Government Pillar recognizes responding to community needs.

Official Plan

Report PDE 07-25 aligns with the Transportation goal of the Town's Official Plan to encourage the use of active transportation modes to reduce traffic congestion, parking demands and air pollution.

9. Attachments:

Attachment 1: Bicycle Facility Types

Attachment 2: Jurisdiction Scan of E-bike and E-scooter Regulations in Ontario

Attachment 3: Public Engagement Report

Attachment 4: Draft E-scooter and E-bike By-law

Bicycle Facility Types

Bicycle Lane

Bicycle lanes are a portion of a roadway which has been designated for the exclusive use of cyclists and are separated from adjacent motor vehicle lanes by pavement markings that may have a horizontal buffer and separation elements to restrict encroachment of vehicular traffic. Bicycle lanes are designated with signage and pavement markings (diamond and bike symbols). The Whitby Traffic By-law prohibits driving in, parking in or stopping in bicycle lanes.



Bicycle Lane

Cycle Track

Cycle tracks are different than bike lanes as they are separated from vehicular traffic by a curb and buffer. Cycle tracks typically run parallel to a sidewalk and are designated exclusively for cycling.



Cycle Track

Multi-Use Path (MUP) and Off-Road Trail

Multi-use paths are a two-way path in a boulevard separated from the travelled portion of the roadway by a curb. Off-road trails are located within parks and open spaces. These multi-use facilities are shared by pedestrians and cyclists.



Multi-Use Path



Off-Road Trail

Paved Shoulder

Paved shoulders may be provided on rural roadways to accommodate stopped and emergency vehicles, pedestrians and cyclists. Green “Bike Route” signs may be provided along the corridor. In urban areas, paved shoulders are created by edge lines intended to reduce the width of traffic lanes, which helps with traffic calming and provides space for cyclists.



Paved Shoulder

Sharrow Marked Road

Roadways without cycling facilities may be marked with shared use symbols (sharrows) and specific signage to indicate a shared environment for bicycles and automobiles. Sharrows may be used to indicate the desired positioning of cyclists on the roadway.



Sharrow Marked Road

Jurisdictional Scan of E-bikes and E-scooters Regulation in Ontario

Where are E-bikes Permitted?

E-bikes on Roadways	
Operating Condition	**Municipality**
Permitted on roads with speed limit up to 60 km/hr; not applicable for a reserved bicycle lane regardless of the speed limit.	Region of Durham Town of Ajax (bicycle-style)
Permitted on all roads within the jurisdiction	City of Oshawa City of Mississauga City of Brampton Region of Waterloo City of Toronto City of Hamilton City of Ottawa City of Vaughan City of Peterborough

Note: City of Pickering and Municipality of Clarington do not have a by-law specific to e-bikes; HTA applies.

E-bikes in Bike Lanes	
Operating Condition	**Municipality**
Permitted	Region of Durham City of Oshawa Region of Waterloo City of Brampton City of Hamilton City of Ottawa City of Mississauga City of Peterborough Town of Ajax (bicycle-style) City of Vaughan (bicycle-style)* City of Toronto (excludes motorcycle style)

* Based on the information available on the City website.
Note: City of Pickering and Municipality of Clarington do not have a by-law specific to e-bikes; HTA applies.

E-bikes on Multi-Use Paths (MUP)	
Operating Condition	**Municipality**
Permitted	City of Oshawa City of Brampton City of Hamilton City of Mississauga City of Vaughan (bicycle-style)* City of Ottawa (bicycle-style)** Town of Ajax (bicycle-style) City of Peterborough (bicycle-style) City of Toronto (e-bikes < 40 kg defined as pedelec) Region of Waterloo (e-bikes <55 kg)***

** Based on the information available on the city website.
*** E-bikes with weight less than 55 kg are defined as motor assisted vehicle. MUPs are defined as multi-use trails in the by-law.

E-bikes on Park Trails	
Operating Condition	**Municipality**
Permitted	City of Oshawa City of Pickering (speed limit < 20 km/hr) City of Mississauga (e-bikes <40 kg) City of Toronto (e-bikes < 40 kg defined as pedelec; speed limit 20 km/hr) City of Ottawa (traditional style)** Town of Ajax (traditional style) (allowed on trails with width ≥ 2 m) Region of Waterloo (e-bikes <55 kg)
Prohibited	City of Brampton City of Toronto (e-bikes > 40 kg) City of Mississauga (e-bikes >40 kg) Region of Waterloo (e-bikes >55 kg)

** Based on the information available on the City website.

E-bikes on Sidewalks	
Operating Condition	**Municipality**
Prohibited	City of Oshawa Town of Ajax Region of Waterloo City of Brampton City of Mississauga City of Hamilton City of Toronto City of Vaughan City of Ottawa City of Peterborough

Where are E-scooters Permitted?

E-scooters on Roadways	
Operating Condition	**Municipality**
Permitted on roads with speed limit up to 60 km/hr; not applicable for a reserved bicycle lane regardless of the speed limit.	Region of Durham Town of Ajax City of Pickering
Permitted on roads with speed limit up to 50 km/hr; not applicable for a reserved bicycle lane regardless of the speed limit.	City of Oshawa Region of Waterloo (Cambridge, Kitchener and Waterloo) City of Hamilton City of Ottawa City of Brampton City of Mississauga City of Guelph
Prohibited	City of Toronto

E-scooters in Bike Lanes	
Operating Condition	**Municipality**
Permitted	Region of Durham Town of Ajax City of Oshawa City of Pickering Region of Waterloo City of Brampton City of Hamilton City of Ottawa City of Mississauga City of Vaughan
Prohibited	City of Toronto

E-scooters on Multi-Use Paths	
Operating Condition	**Municipality**
Permitted	Town of Ajax City of Oshawa Region of Waterloo (Cambridge, Kitchener and Waterloo) City of Hamilton City of Ottawa City of Brampton City of Mississauga City of Guelph
Prohibited	City of Pickering City of Toronto

E-scooters on Park Trails	
Operating Condition	**Municipality**
Permitted (paved trails only)	Town of Ajax (width >= 2 m) City of Oshawa* City of Ottawa* Region of Waterloo (Cambridge, Kitchener and Waterloo) City of Hamilton
Prohibited	City of Pickering City of Mississauga (excludes MUP trails along roadway) City of Guelph City of Toronto

* Prohibited if signed

E-scooters on Sidewalks	
Operating Condition	**Municipality**
Prohibited	Town of Ajax City of Pickering City of Oshawa Region of Waterloo (Cambridge, Kitchener and Waterloo) City of Hamilton City of Ottawa City of Brampton City of Mississauga City of Toronto

Other Micromobility Devices

The City of Vaughn restricts electric skateboard/hoverboard, Segway, unicycles on roadways, bike lanes, multi-use paths and sidewalks. Other municipalities do not explicitly mention this in their by-laws.

The City of Toronto “A Micromobility Strategy for Toronto” states that “under the HTA, e-skateboards, Segway personal transporters, and powered one wheels are not permitted, and there are no current provincial pilot projects for them.” Therefore, these devices have not been considered in the discussion of the potential micromobility devices.

Public Engagement Report



Project Name: Micromobility in Whitby (E-scooters, E-bikes and More)



Town of Whitby

September 2024

Public Engagement Approach

The Town of Whitby conducted public engagement to collect opinions from residents on the use of micromobility devices, e-bikes, e-scooters and other small micromobility devices, in the Town. The engagement was via a set of survey questions. The objective of the public survey was to seek community's feedback on:

- community interest in micromobility
- perceived risks and barriers related to the use of micromobility modes
- which/where micromobility devices should be allowed within the Town's transportation network

The Connect Micromobility in Whitby webpage was created. The page included the following:

- Background on Micromobility project.
- Frequently asked questions about the project.
- The online survey for the public to provide feedback on the micromobility in Whitby.

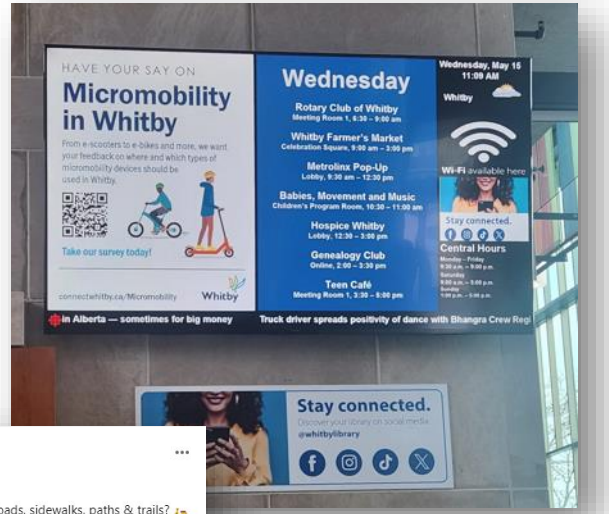
Survey questions were prepared with inputs from Park Services staff and Active Transportation and Safe Road Advisory Committee. The online survey was made available on connectwhitby.ca/micromobility between May 8th and May 31st, 2024. A total of 370 people responded to the survey, of which 95% were residents within the Whitby area.

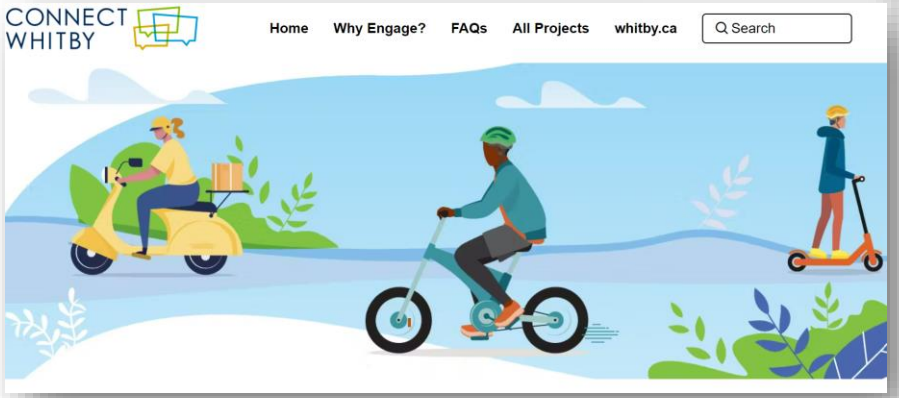
Public Engagement Approach (cont.)

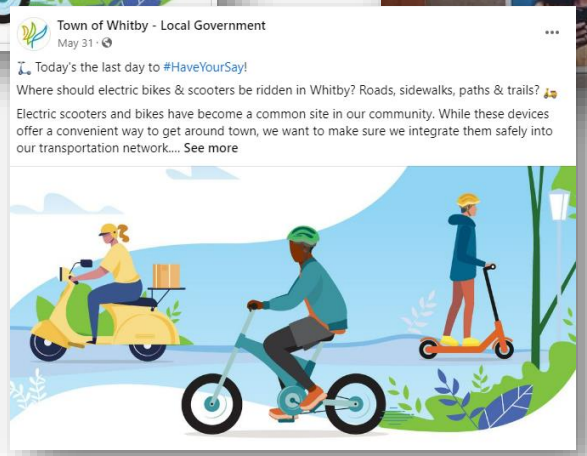
The tactics used to share the opportunity to complete the survey included digital and print advertising, curbex signage along paths and roadways, eNews, digital screens and social media messaging.











Summary of Survey Response

Demographic Information

- 95% of the survey respondents live in Whitby. Responses were fairly distributed across the Wards.
- The majority of respondents were from the 25 to 55 age group (56%), followed by those above 65 (20%)
- More than half of the participants learned about the survey through the Town's social media posts. Other means of survey notification included the Town's newsletter, emails, committee work, Curbex signs, community centers, and posters placed at various locations.

Ownership and Usage of Micromobility Devices

- Among micromobility devices, e-bikes are the most commonly owned device (22%), while the 'other' category of micromobility devices (e.g., electric hoverboards, electric skateboards, etc.) is the least owned (3%). The majority of respondents (60%) do not own or plan to own a micromobility device in the future.
- 84% of respondents would use micromobility devices for recreational purposes. Similarly, 48% would use them for commuting to/from work or school, and 26% to connect to transit.

Summary of Survey Response (cont.)

Ownership and Usage of Micromobility Devices (cont.)

- More than half of the respondent (55%) would ride their micromobility devices often (multiples times a week).
- 61% of respondents mentioned they have no reasons preventing them from either owning or using micromobility devices more frequently.

Micromobility Perceived Safety

- Lack of infrastructure (e.g., dedicated bike lanes, charging stations), feeling unsafe when riding the devices on roads, and the impact of weather were the top three reasons preventing Whitby residents from owning or using micromobility devices more frequently.
- The majority of respondents feel unsafe riding their micromobility devices on all roadways, including major roads (e.g., Dundas St., Brock St.) (55%), and sidewalks (44%).
- The majority of respondents feel safe or somewhat safe riding on bike facilities such as bike lanes, multi-use paths, and multi-use trails.

Summary of Survey Response (cont.)

Where should E-scooters be allowed?

- 20% of the respondents are in favour of the use of e-scooters on Town's all roadways including the major ones such as Brock Street and Dundas Street.
- Similarly, 41% support their use on local residential roads, 67% on bike lanes, 58% on multi-use paths, and 52% on multi-use trails.
- Only 35% of the respondents are in favour of their use on sidewalks.

Where should E-bikes be allowed?

- 44% of respondents are in favor of the use of e-bikes on all Town roadways, including major ones and local residential roads.
- Similarly, 67% support on bike lanes, 48% on multi-use paths, and 40% on multi-use trails. Only 20% of respondents are in favor of their use on sidewalks.

Where should "Other" micromobility devices should be allowed?

- Only 12% of respondents are in favor of the use of "Other" micromobility devices on all Town roadways, including major ones.
- Similarly, 40% support their use on local residential roads, more than 50% support on bike lanes, multi-use paths and multi-use trails.
- 38% of respondents are in favor of their use on sidewalks.

Summary of Survey Response (cont.)

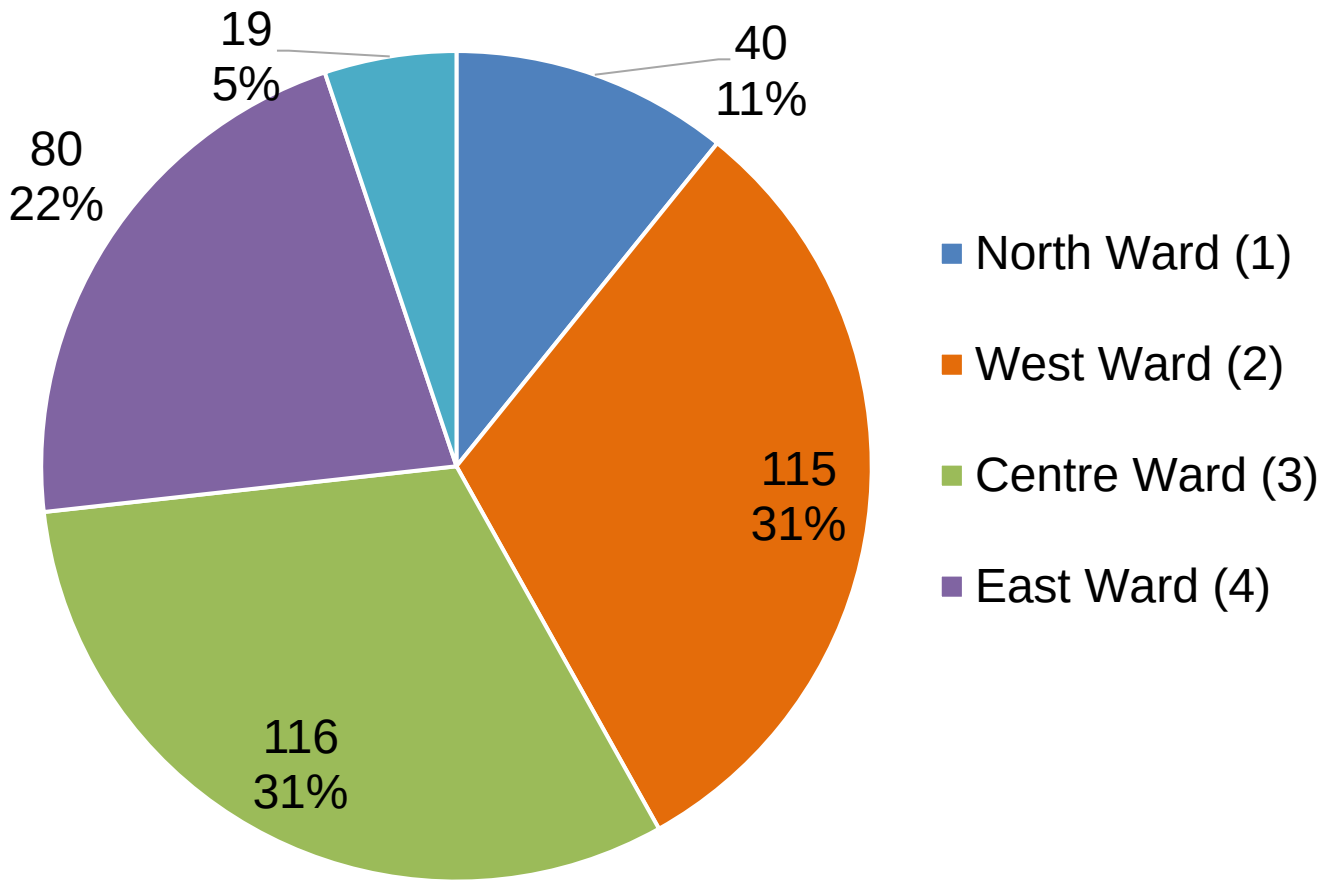
Shared Micromobility Program

- Residents prefer to have both e-scooter and e-bike shared programs rather than just one or the other.
- More than 54% of the respondents are either not interested (39%) or not sure (15%) about the micromobility shared program.
- Most comments (18 out of 21) about the shared micromobility program in Whitby were related to opposition, expressing concerns about the shared program based on observations in the neighboring municipalities.

Survey Responses

The following section provides analysis of survey responses for individual questions that were asked on **connectwhitby.ca/micromobility**.

Q 1: In which ward do you live in? Not sure, use the Find my Ward tool.

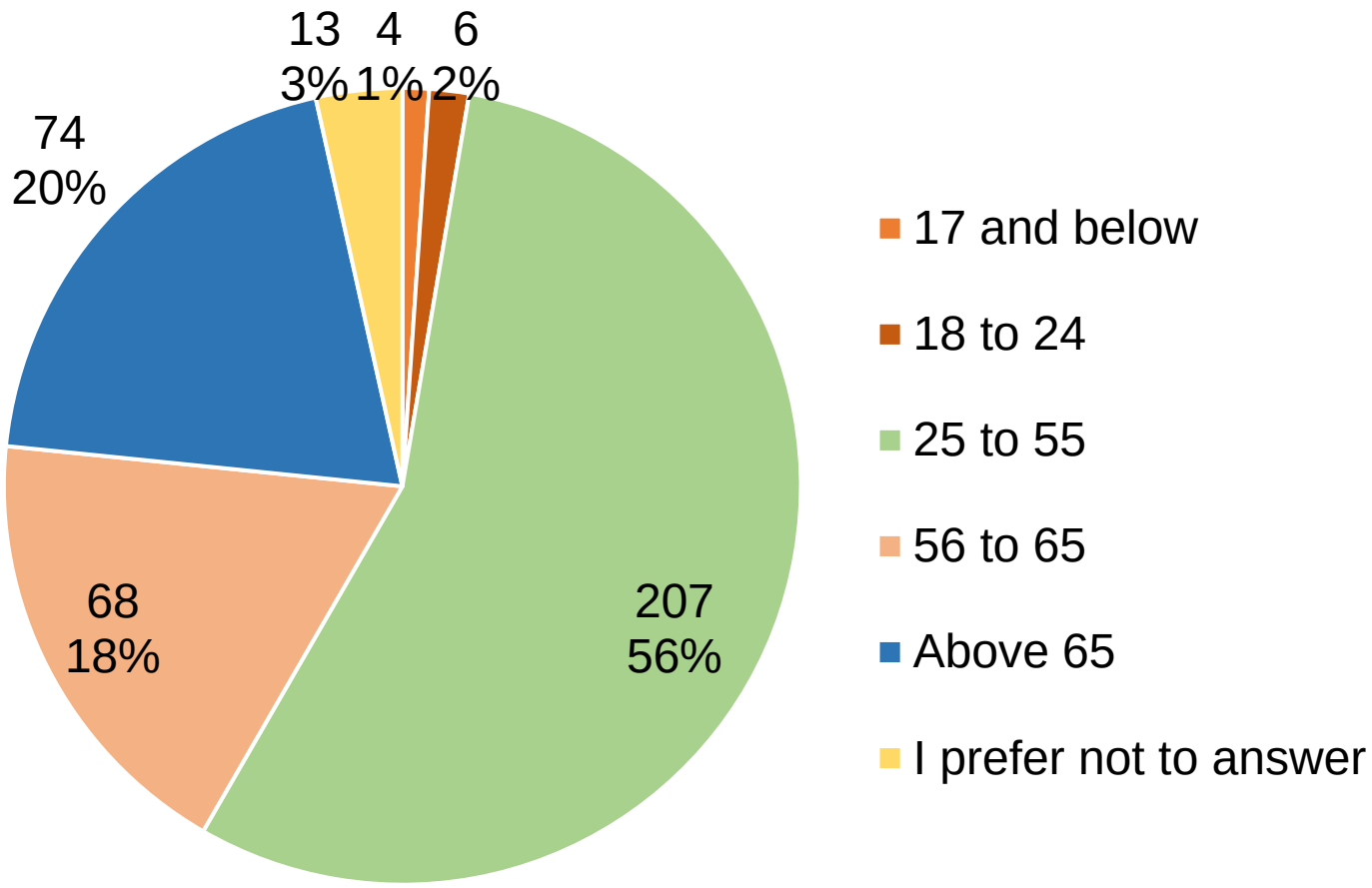


Response Summary:

- 95% of the survey responded live in Whitby.
- Responses were fairly distributed across the Wards.

Total response: 370

Q2. Please select your age range



Response Summary:

- The majority of respondents were from the 25 to 55 age group (56%), followed by those above 65 (20%)

Total response: 370

Whitby

Q3. How did you hear about this survey?

	Response Rate
Town of Whitby website (whitby.ca, connectwhitby.ca)	22%
Social media (Facebook, Twitter, Instagram, LinkedIn)	56%
Friends, family, or neighbour	5%
Other (please specify)	21%

Response Summary:

- More than half of the residents learned about the survey through the Town's social media posts.
- Other means of survey notification included the Town's newsletter, emails, committee work, Curbex signs, community centers, and signage at various locations.

Total response: 370

Q4. Which micromobility devices do you currently own?

	Response Rate
E-scooter	8%
E-bike	22%
Other micromobility devices	3%
I plan on buying a micromobility device	14%
I don't own or plan to own a micromobility device	60%

Response Summary:

- Among micromobility devices, e-bikes are the most commonly owned device (22%), while the 'other' category of micromobility devices (e.g., electric hoverboards, electric skateboards, etc.) is the least owned (3%).
- The majority of respondents (60%) do not own or plan to own a micromobility device in the future.

Total response: 370

Q5. Where do you travel to with your micromobility device(s) or where would you travel when you purchase your micromobility device(s)?

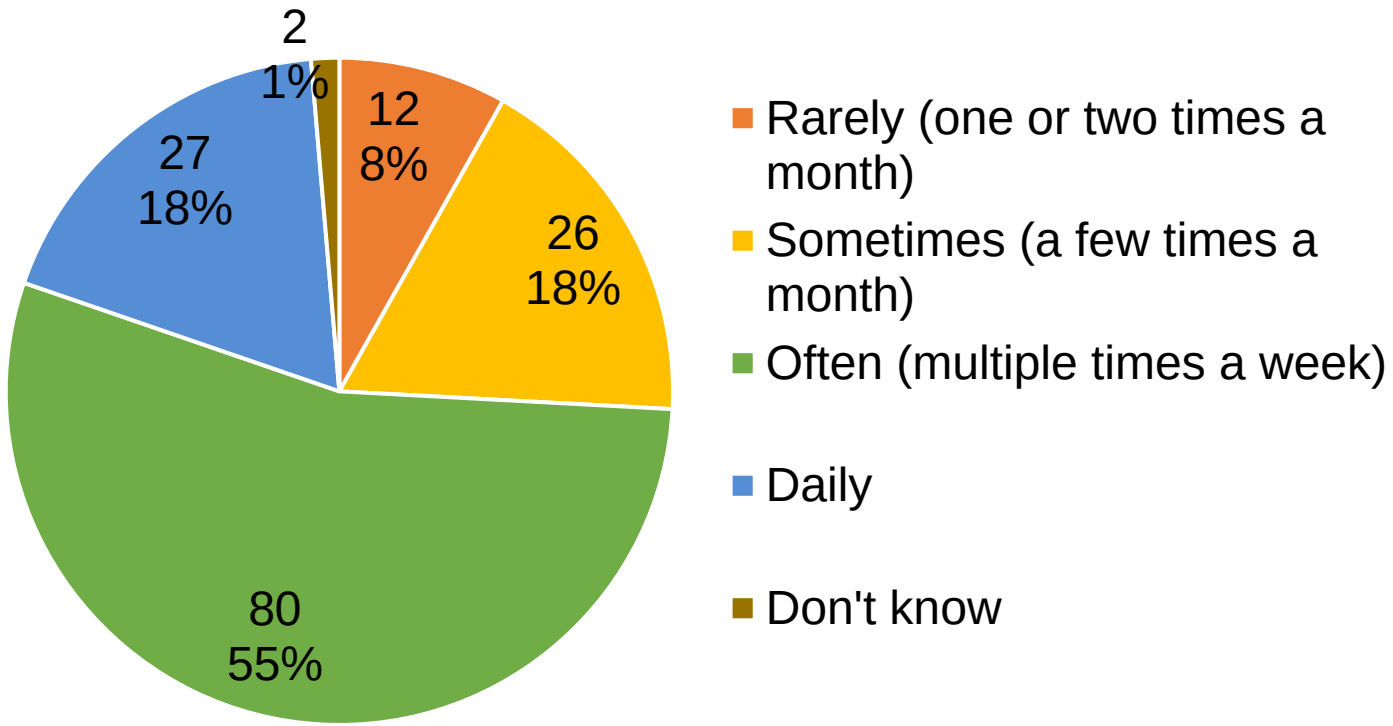
	Response Rate
Commute to/from work	38%
Commute to/from school	10%
Connect to transit	26%
Recreational purpose	84%
Other (please specify)	12%

Response Summary:

- 84% of respondents would use micromobility devices for recreational purposes. Similarly, 48% would use them for commuting to/from work or school, and 26% to connect to transit.

Total response: 147

Q6. How often do you ride or would you expect to ride your micromobility device(s)?

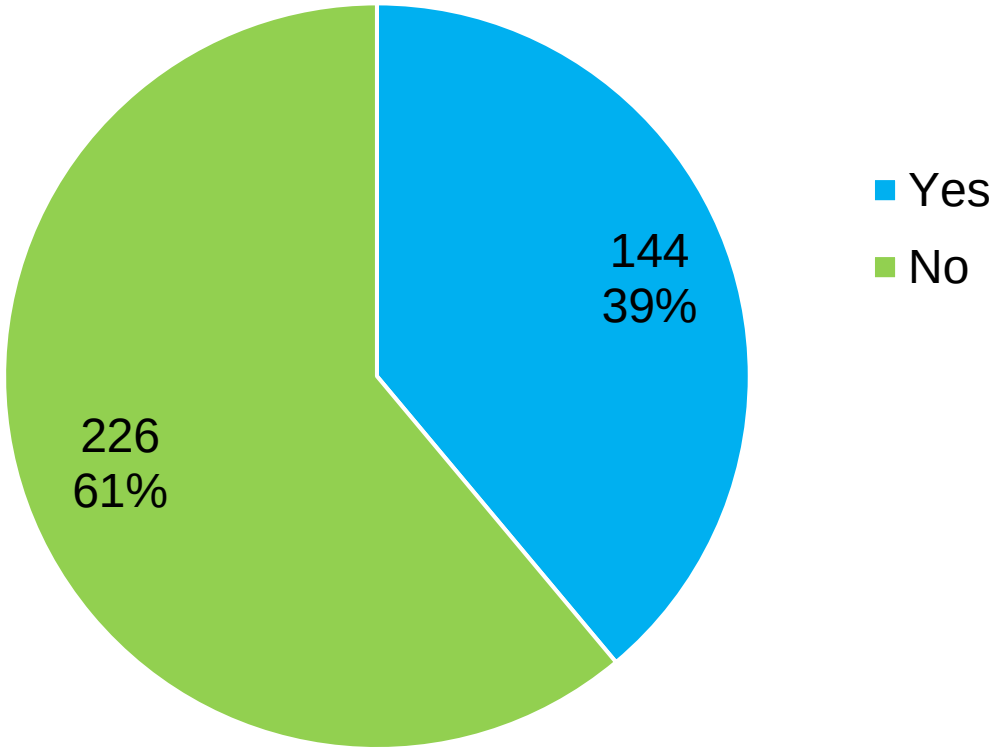


Response Summary:

- More than half of the respondent (55%) would ride their micromobility devices often (multiples times a week).

Total response: 370

Q7. Are there any reasons preventing you from either owning or using your micromobility device more frequently?



Response Summary:

- 61% of respondents said they have no reasons preventing them from either owning or using micromobility devices more frequently.

Total response: 370

Q 8. Please choose the top three reasons preventing you from either owning or using your micromobility device more frequently.

	Response Rate
Lack of infrastructure (e.g. a dedicated bike lane, charging infrastructure)	**56%**
Feeling unsafe when riding the device on roads	**63%**
Feeling uncomfortable riding the device	17%
Lack of training to ride the device	10%
Physically not able to ride the device	6%
Weather impact (snow, rain, wind, etc.)	**33%**
Other (please specify)	35%

Response Summary:

- Lack of infrastructure (e.g., dedicated bike lanes, charging stations), feeling unsafe when riding the devices on roads, and the impact of weather were the top three reasons preventing Whitby residents from owning or using micromobility devices more frequently.

Total response: 144

Q 9. Considering safety, please rate your feelings towards allowing micromobility devices to be used in the following locations.

	All roadways including major Roadways	Local Residential Roads	Bike Lane	Multi-Use Path and Trails	Sidewalk
Safe	5%	17%	40%	32%	18%
Somewhat safe	11%	25%	30%	22%	17%
Neither safe nor unsafe	6%	10%	6%	6%	8%
Somewhat unsafe	22%	23%	10%	15%	13%
Unsafe	55%	26%	13%	25%	44%
Don't know / unsure	1%	0%	0%	0%	0%

Note: Totals may differ slightly from 100% due to rounding.

Response Summary:

- The majority of respondents (55%) feel unsafe riding their micromobility devices on all roadways, including major roads (e.g., Dundas St., Brock St.) and sidewalks (44%).
- The majority of respondents feel safe or somewhat safe Riding on bike facilities such as bike lanes, multi-use paths, and multi-use trails.

Total response: 370

Q10. Where do you think **e-scooters** devices should be allowed to be ridden in the Town of Whitby transportation network?

Facility Type	E-scooter
All roadways including major Roadway (e.g., Dundas St, Brock St)	20%
Local Residential Roads	41%
Bike Lane	67%
Multi-Use Path	58%
Multi-UseTrail	52%
Sidewalk	35%



Response Summary:

- 20% of the respondents are in favour of the use of e-scooters on Town's all roadways including the major ones such as Brock Street and Dundas Street.
- Similarly, 41% support their use on local residential roads, 67% on bike lanes, 58% on multi-use paths, and 52% on multi-use trails.
- Only 35% of the respondents are in favour of their use on sidewalks.

Total response: 370

Q11. Where do you think **e-bikes** devices should be allowed to be ridden in the Town of Whitby transportation network?

Facility Type	E-bike
All roadways including major Roadway (e.g., Dundas St, Brock St)	44%
Local Residential Roads	44%
Bike Lane	67%
Multi-Use Path	48%
Multi-UseTrail	40%
Sidewalk	20%



Traditional Style



Scooter Style



Motorcycle Style

Response Summary:

- 44% of respondents are in favor of the use of e-bikes on all Town roadways, including major ones and local residential roads.
- Similarly, 67% support on bike lanes, 48% on multi-use paths, and 40% on multi-use trails. Only 20% of respondents are in favor of their use on sidewalks.

Total response: 370

Q12. Where do you think **other micromobility devices** should be allowed to be ridden in the Town of Whitby transportation network?

Facility Type	Other Devices
All roadways including major Roadway (e.g., Dundas St, Brock St)	12%
Local Residential Roads	40%
Bike Lane	51%
Multi-Use Path	51%
Multi-UseTrail	50%
Sidewalk	38%



Electric Hoverboard



Electric Skateboard



Segway



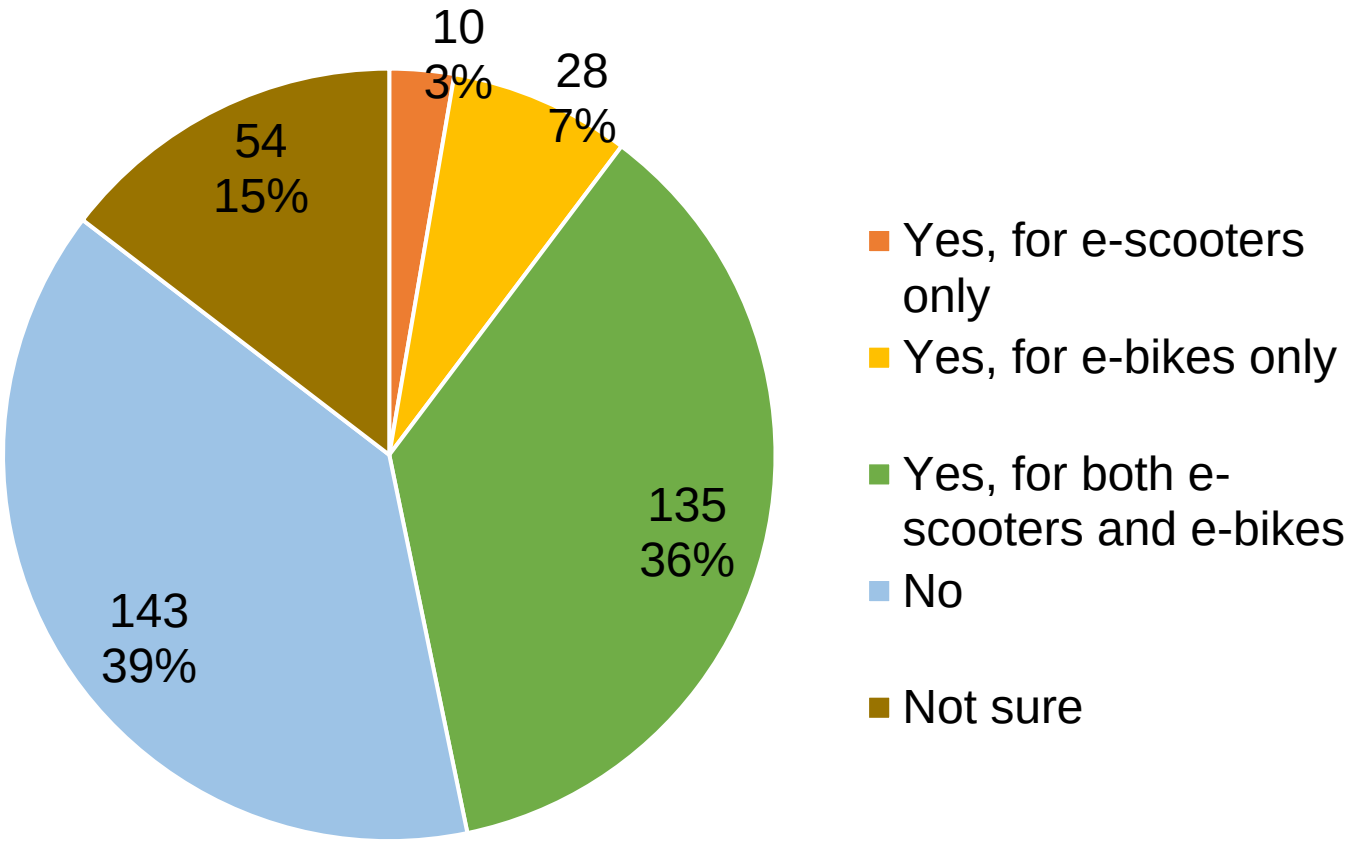
Electric Unicycle

Response Summary:

- Only 12% of respondents are in favor of the use of “Other” micromobility devices on all Town roadways, including major ones.
- Similarly, 40% support their use on local residential roads, more than 50% support on bike lanes, multi-use paths and multi-use trails.
- 38% of respondents are in favor of their use on sidewalks.

Total response: 370

Q13. Would you like to see a shared e-scooter or e-bike program in the Town?



Response Summary:

- Residents prefer to have both e-scooter and e-bike shared programs rather than just one or the other.
- More than 54% of the respondents are either not interested (39%) or not sure (15%) about the micromobility shared program.

Total response: 370

Town of Whitby
By-law # Insert Number

E-scooter and E-bike By-law

Being a by-law to regulate the operation and use of **electric kick- scooters (e-scooters**) and **power-assisted bicycles (e-bikes)** in the Town of Whitby]

Whereas Ontario Regulation 389/19 under the Highway Traffic Act provides that no person shall operate an e-scooter on a highway, sidewalk, trail, path or walkway or in a public park or exhibition ground under the jurisdiction of a municipality unless such operation is permitted by and in accordance with a municipal by-law;

And Whereas the Municipal Act, 2001, Highway Traffic Act and Ontario Regulation 389/19 allow municipalities to regulate the use of e-scooters;

And Whereas the Town of Whitby seeks to regulate the operation e-scooters or e-bikes on the Town's roadways, bike facilities on property owned or maintained by the Town, and certain Town owned properties and facilities;

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

1. Definitions

1.1 Except where provided in Subsection 1.2 to 1.25 of this By-law, the definitions included in the Highway Traffic Act (HTA), R.S.0. 1990, c.H.8, as amended, shall apply to this By-law.

In this By-law,

1.2 “Authorized sign” means any sign, other than official sign, placed upon a highway under the authority of this By-law for the purpose of guiding and directing traffic;

1.3 “Bicycle” means a bicycle with two laden wheels, propelled solely by human power, upon which typically one or two persons may travel. Includes a tricycle and unicycle but does not include a motor assisted bicycle;

1.4 “Bicycle lane” means a portion of a roadway, which has been designated by pavement markings and signage for the exclusive use of cyclists;

1.5 “Boulevard” means all the parts of the highway save and except any roadway, shoulder or sidewalk and,

i. “Outer Boulevard” means all the parts of the highway lying between any sidewalk and the roadway or the near edge of the shoulder where such exists; and,

ii. “Inner Boulevard” means that part of the highway lying between the property line and the edge of the sidewalk nearest to the property line and where there is no sidewalk, it means that part of the highway lying between the property line and the roadway or the edge of the shoulder where such exists, furthest from the roadway;

1.6 “Cargo” means goods carried on an electric kick-scooter by putting them on a platform, basket or container for carrying parcels or goods. Purses, backpacks or bags that are safely and securely attached to the operator are not considered cargo;

1.7 “Crosswalk” means, that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface;

1.8 “Cycle track” means a bikeway that is physically separated from the roadway by a curb. Cycle tracks often travel parallel to the sidewalk or in the boulevard;

1.9 “Electric kick- scooter” or “e-scooter” means a vehicle that has:

a) two wheels placed along the same longitudinal axis, one placed at the front of the kick-scooter and one at the rear,
b) a platform for the operator to stand on,
c) a steering handlebar that acts directly on the steerable wheel
d) an electric motor not exceeding 500 watts that provides a maximum speed of 24 kilometres per hour, and
e) a maximum weight of 45 kilograms (kg) and wheel diameter of not more than 430 millimetres,
f) equipped with a bell or horn;

1.10 “E-scooter or e-bike parking facilities” include ring and post racks, ring racks, charging stations, corrals that support e-scooters or e-bikes in an upright position or enable the frame to be secured, or an area designated by pavement marking or official or authorized sign for parking of e-scooters or e-bikes, and which facilities are predominantly located within the right-of-way or within a municipal parking lot and may be located in select designated and delineated on-street parking spaces, but do not include light standards, utility poles, sign posts, fences, street furniture, or similar infrastructure within the right-of-way;

1.11 “Highway Traffic Act” or "HTA" means the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended from time to time, any regulations passed in accordance with that Act, and any successor legislation thereto;

1.12 “Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

1.13 “Multi-use path” means a path located on the boulevard that is physically separated from motor vehicle traffic, designated for use by cyclists, pedestrians and people using other vehicles as per this By-law;

1.14 “Motor vehicle” includes an automobile, motorcycle, motor assisted bicycle unless otherwise indicated in this By-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car, or other motor vehicles running only upon rails, an e-bike, an e-scooter, a motorized snow Vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry, or a road building machine within the meaning of the Highway Traffic Act;

1.15 Municipal Law Enforcement Officer” means a Municipal Law Enforcement Officer appointed by the Town and an Officer of any Ontario Police Service;

1.16 “Official sign” means a sign as defined in the Highway Traffic Act or acceptable engineering guidelines or manuals;

1.17 “Park” includes playgrounds, sports fields, memorial squares, public squares, gardens, ponds, boat launches, trails, pathways, open spaces, green spaces, splash pads, tennis courts, multi-purpose courts, skateboard facilities, bocce courts, lawn bowling greens, off-leash dog parks, beaches, picnic shelters, picnic areas, and any other area owned or used by the municipality for active or passive recreational purposes, or for any purpose ancillary thereto;

1.18 “Pedestrian” means a person on foot or in a wheelchair or baby carriage;

1.19 “Pedestrian crossover” means any part of a Roadway, designated by By-law, and distinctly marked for pedestrian crossing by Signs on the Highway and lines or other markings on the surface of the Roadway;

1.20 “Power-assisted bicycle”, or “e-bike” means a bicycle that has,

i) a handlebar for steering, working pedals, two or three wheels, an electric motor, braking systems
ii) a maximum assisted speed of 32 km/h
iii) a maximum weight of 120 kg (includes the weight of the bike and battery)
iv) an electric motor not exceeding 500 watts
v) no modifications to the motor to allow it to exceed a power output greater than 500 watts and an assisted speed greater than 32 km/h
vi) battery and electric motor securely fastened to the bicycle frame to prevent them from moving while the e-bike is operating
vii) all electrical terminals properly insulated
viii) minimum wheel width of 35 mm and minimum diameter of 350 mm
ix) two independent braking systems that applies force to each wheel and is capable of bringing the e-bike, while being operated at a speed of 30 km/h, to a full stop within 9 metres, on a level asphalt surface, from the point at which the brakes were applied

1.21 "Sidewalk" means those parts of a highway set aside by the Region or the Town of Whitby for the use of pedestrians;

1.22 "Shoulder" means that part of a highway immediately adjacent to the roadway and having a surface which has been improved with asphalt, concrete or gravel;

1.23 "Town" means The Corporation of the Town of Whitby or the geographic limits of the Town of Whitby as context requires;

1.24 "Trails" means paved or non-paved areas of at least 2.5 m wide through parks and open spaces, which are utilized by a number of multiple different users such as bicyclists, walkers and runners for both transportation and recreation, and are designed to connect neighbourhoods, places of employment, public transport stops and other nodes;

1.25 "Walkway" means that part of a municipal right of way, outside of the roadway, set aside by the Town for the use of pedestrians.

2. Application and Interpretation

2.1. This By-law applies to the highways, sidewalk, trails, walkways, parks, multi-use paths or any other property under the jurisdiction of the Town of Whitby.

2.2. This By-law is subject to the provisions of the Highway Traffic Act.

3. Prohibition

3.1 No person shall operate, or cause to be operated, or use an e-scooter or e-bike on a highway, sidewalk, trail, path, walkway, park, multiuse pathway or any other property under the jurisdiction of the Town of Whitby unless:

a) Permitted by and in accordance with the provisions of the Highway Traffic Act and Ontario Regulation 389/19, as amended;
b) Permitted by and in accordance with any applicable traffic by-laws; and
c) Permitted by and in accordance with the provisions of this By-law.

3.2 No person shall operate, or cause to be operated, or use an e-scooter on a highway with a legal speed limit greater than 50 kilometer per hour, unless within a bicycle lane or paved shoulder of no less than 1.2 m width.

3.3 No person shall operate, or cause to be operated, or use an e-scooter or e-bike where cycling, skateboarding or rollerblading is prohibited.

3.4 No person shall operate, or cause to be operated any e-scooters or e-bikes on any sidewalk, unless permitted by an official or authorized sign.

3.5 No person shall operate motor vehicles on Town's off-road bicycle facilities such as multi-use paths, trails and cycle tracks.

3.6 Where bicycle lanes or paved shoulder of no less than 1.2 m width are provided on a highway, e-scooters shall only be operated in the bicycle lanes or paved shoulders.

3.7 No person shall operate other micromobility devices such as electric skateboards, electric hoverboards, electric unicycles and Segways on Town's off-road bicycle facilities such as multi-use paths, trails and cycle tracks.

4. General Regulation

4.1. The Director of Engineering Services for the Town of Whitby or his/her designate and the Commissioner of Community Services for the Town of Whitby or his/her designate are authorized to erect, place and maintain such official and authorized signs as are required to give effect to the provisions of this By-law.

4.2. No person under the age of 16 years shall operate an e-scooter or e-bike.

4.3. No person under the age of 18 years old shall fail to wear a helmet that complies with the HTA when operating an e-scooter.

4.4. No person shall fail to wear a helmet that complies with the HTA when operating an e-bike.

4.5. No operator of an e-bike or e-scooter is permitted to carry another person as a passenger, or otherwise.

4.6. No person operating an e-scooter or e-bike shall tow another person, vehicle or device.

4.7. No person operating an e-scooter shall operate it in any position other than while standing at all times.

4.8. No person operating an e-scooter shall carry cargo on an e-scooter.

4.9. No person shall park or stop or leave an e-scooter or e-bike or permit an e-scooter or e-bike to remain parked or stopped on a highway, roadway, sidewalk, trail, path, walkway, park, or multi-use pathway except where e-scooter or e-bike parking facilities are provided.

4.10. No person shall park or stop an e-scooter or e-bike or permit an e-scooter or e-bike to remain parked or stopped within a boulevard, unless authorized by the Town.

4.11. A person may operate an e-scooter on multi-use paths, paved trails, cycle tracks, bicycle lanes, paved shoulder no less than 1.2 m and Town roads that has a speed limit less than or equal to 50 kilometers per hour.

4.12. A person may operate an e-bike that is not over 55 kg on multi-use paths and trails.

4.13. A person may operate an e-bike on Town roads, bicycle lanes, paved shoulders and cycle tracks.

4.14. No person shall modify an e-scooter or e-bike to exceed the manufacturer's performance specifications.

5. Safe Operation

5.1. The operator of an e-scooter or e-bike shall keep a safe distance of at least one metre from pedestrians and other users of the roadway or shoulder at all times and shall give way to a pedestrian or bicycle by slowing or stopping where there is insufficient space for the pedestrian or bicycle and the e-scooter or e-bike to pass.

5.2. An e-scooter or e-bike shall not be operated on a trail, or in a park, or multi-use path at a speed that is markedly greater than the speed of the pedestrians who are proximate to the e-scooter and e-bike.

5.3. No person shall operate an e-scooter or e-bike within a crosswalk or pedestrian crossover, as defined in the HTA.

5.4. Every e-scooter and e-bike shall be equipped with a bell or horn which shall be kept in good working order and sounded to notify cyclists, pedestrians or others of its approach.

5.5. When operated at any time from one-half hour before sunset to one-half hour after sunrise and at any other time when, due to insufficient light or unfavorable atmospheric conditions, persons and vehicles are not clearly discernible at a distance of 150 metres or less, every e-scooter or e-bike shall carry a lighted lamp displaying a white or amber light at the front and a lighted lamp displaying a red light at the rear. The lamps may be attached to the e-scooter or e-bike or may be carried or worn by the operator.

5.6. Where bicycle lanes are not provided on a highway with a posted rate of speed of 50 kilometers per hours or less, the operator of an e-scooter shall,

a) if there is a shoulder on the highway, stay on the shoulder as close to the right edge of the shoulder as possible; and

b) if there is no shoulder on the highway, stay on the right side of the roadway as close to the edge of the roadway as possible.

5.7. A person riding an e-scooter or e-bike on multi-use paths and trails shall yield the right of way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.

5.8. The maximum rate of speed for e-scooters and e-bikes in multi-use paths and trails is 20 kilometres per hour.

5.9. No person shall use handheld devices when operating an e-scooter or e-bike.

6. Schedule(s)

6.1. Schedule “A” Administrative Penalties

7. Enforcement and Penalties

7.1 The provisions of this By-law may be enforced by:

a) a municipal law enforcement officer;

b) any person appointed for the purpose by a by-law of the Town.

7.2 Every person who is convicted of an offence is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

7.3 Every person who contravenes or fails to comply with a provision of this By-law is guilty of an offence and is liable to the penalty as set out in Schedule “A” to this By-law.

7.4 Tiered and Escalating Penalties: If a person receives a Penalty Notice in accordance with the Town's Administrative Penalty By-law for an offence, the person shall be liable to pay to the Town a tier one (1) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If a person receives an additional Penalty Notice for the same offence within ninety (90) calendar days or less from the date of the Penalty Notice containing a tier one (1) administrative penalty amount, the person shall be liable to pay to the Town a tier two (2) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If the person receives a subsequent Penalty Notice for the same offence within ninety (90) calendar days or less of the Penalty Notice containing a tier two (2) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If the person receives any subsequent Penalty Notices for the same offence within one hundred and eighty (180) calendar days or less from the date of the Penalty Notice containing a tier three (3) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule "A" to this By-law.

8. Short Title

8.1. This By-law may be referred to as the "E-scooter and E-bike By-law"

9. Effective Date

9.1. This By-law shall come into force on July 1, 2025, and the regulation related to e-scooter shall be repealed on the revocation of Ontario Regulation 389/19: Pilot Project – Electric Kick-Scooters.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule “A” – Administrative Penalties

Column 1 Item	Column 2 Subsection	Column 3 Description	Column 4 Tire one (1)	Column 5 Tire two (2)	Column 6 Tire three (3)
1	4.2	Operating an e-scooter on a highway with speed limit greater than 50 km/hr, unless within a bicycle lane or paved shoulder of no less than 1.2 m width.	205	350	450
2	4.3	Operating an e-scooter or e-bike where cycling, skateboarding or rollerblading is prohibited.	205	350	450
3	4.4	Operating an e-scooter or e-bike on sidewalks.	205	350	450
4	4.5	Operating a motor vehicle on Town’s off-road bicycle facilities such as multi-use paths, trails and cycle tracks.	205	350	450
5	4.6	Operating an e-scooter on a highway where a bicycle lane or paved shoulder of no less than 1.2 m exists.	205	350	450
6	4.7	Operating other micromobility devices such as electric skateboards, electric hoverboards, electric unicycles and Segways on Town’s off-road bicycle facilities such as multi-use paths, trails and cycle tracks.	205	350	450
7	5.2	E-scooter or e-bike operator under the age of 16 years old.	205	350	450
8	5.3	E-scooter operator under the age of 18 years old not wearing a helmet.	205	350	450
9	5.5	Operating an e-scooter or e-bike and carrying any other person thereon.	205	350	450
10	5.6	Operating an e-scooter or e-bike towing another person, vehicle or device.	205	350	450
11	5.7	Operating an e-scooter in a position other than while standing at all times.	205	350	450
12	5.8	Carrying cargo on an e-scooter.	205	350	450
13	5.9	Parking, stopping an e-scooter or e-bike in a prohibited area.	205	350	450
14	5.10	Parking an e-scooter or e-bike within a boulevard.	205	350	450

Column 1 Item	Column 2 Subsection	Column 3 Description	Column 4 Tire one (1)	Column 5 Tire two (2)	Column 6 Tire three (3)
15	5.12	Operating an e-bike over 55 kg in weight on multi-use paths and paved trails.	205	350	450
16	6.1	E-scooter or e-bike riders not keeping a safe distance of at least one metre from pedestrians.	205	350	450
17	6.2	Operating e-scooter or e-bike at a speed that is markedly greater than the speed of the nearby pedestrians.	205	350	450
18	6.3	Operating an e-scooter or e-bike within a crosswalk or pedestrian crossover.	205	350	450
19	6.4	Operating an e-scooter or e-bike without proper bell or horn	205	350	450
20	6.7	Operating an e-scooter or e-bike without proper lights	205	350	450
21	6.8	Operating e-scooter or e-bike in multi-use paths and trails above 20 km/hr	205	350	450
22	6.9	Person using handled devices when operating e-scooter or e-bike.	205	350	450

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: PDE 08-25 Garden Street Lay-by Parking

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: PDE 08-25

Department(s) Responsible:

Planning and Development Department (Engineering Services)

Submitted by:
Roger Saunders, Commissioner, Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Peter Angelo, Director, Engineering Services, x4918

Tara Painchaud, Senior Manager, Transportation Services, x4937

Chris Potvin, Manager, Transportation Services, x4940

1. Recommendation:

1. **That Staff Report PDE 08-25 be received; and,**
2. **That Council provide direction to Staff regarding the installation of Garden Street Lay-by Parking.**

2. Highlights:

- Previous staff reports (PDE 06-24 and PDE 01-25) contemplated the provision of public parking along Garden Street between Burns Street and Dundas Street.
- At the March 24th Council meeting, Council directed staff to proceed with lay-by parking on the west side of Garden Street between Burns Street and Dundas Street, considering opportunities to improve cost effectiveness.

- The project includes an Intersection Pedestrian Signal (IPS) and options for lay-by parking north and south of Colette Drive. Options which include 3 parking areas have been considered.

3. Background:

The traffic volumes along Garden Street have been increasing as the community population increases. In addition, the signalization of Dunlop Street, scheduled for fall 2025, is expected to further increase traffic volumes as well as change traffic patterns. Staff have identified the need to restrict on-street parking along Garden Street; however, as residents have previously been permitted to park on-street during off-peak periods, other opportunities for parking have been considered.

In 2024, staff developed functional plans showing a variety of options to provide additional parking in the vicinity of the homes along Garden Street and completed consultation with the Garden Street residents. Residents had the opportunity to express their preference between several parking options and chose lay-by parking along the west side of Garden Street as the preferred option.

At the March 24, 2025 Council meeting, staff were directed to review the proposed lay-by parking for a more economical approach in keeping within the $600,000 currently in the 2026 budget for this project. There is $100,000 budgeted for design and engineering.

4. Discussion:

Transportation staff worked with Infrastructure Engineering and Operations Parks staff to refine cost estimates and construction phasing for the Intersection Pedestrian Signal (IPS), and three lay-by parking areas along Garden Street, between Burns Street and Dundas Street.

4.1 Design Options

When additional parking was initially considered, the goal was to provide at least an equal number of parking spaces as there are homes along the Garden Street corridor between Burns Street and Dundas Street, or 16 parking spaces. At this time, the consideration of phasing the construction would result is less parking being considered initially. The various construction options will provide an opportunity to observe the parking demand, particularly as more recent developments have been providing reduced parking as active transportation and transit is encouraged.

There are four (4) options proposed, as outlined in Table 1. Refer to Attachment 1 for additional details.

Table 1 - Construction Options - Garden Street Lay-by Parking

Option Details	Intersection Pedestrian Signal (Note 1)	Parking Area North of Colette Drive (6 spaces)	Parking Area South of Colette Drive (7 spaces)	Most Northerly Parking Area (10 spaces)
Option 1	✔			
Option 2	✔	✔		
Option 3	✔	✔	✔	
Option 4	✔	✔	✔	✔

Note 1: An Intersection Pedestrian Signal (IPS) would provide a controlled pedestrian crossing of Garden Street. Visitors to the Garden Street homes could park on adjacent side streets. In Option 1, existing surplus neighbourhood parking is used, and no new parking is created.

It is notable that at full build-out (Option 4), the project would provide 23 parking spaces, which exceeds the original goal of 16 additional parking spaces.

4.2 Tree Impacts

The Town's Parks Operations staff reviewed the proposed design and identified costs associated with both the trees noted for removal, as well as those trees which are believed to be compromised enough to also be expected to be removed.

Replacement costs are approximate and consider the purchase price of a 50 mm caliper tree including delivery, installation, maintenance and warranty period. Replacement costs are being calculated at a 1:1 replacement ratio and do not reflect the current value of trees proposed for removed. If site conditions do not allow for tree planting, it is recommended that in the design phase compensation lands be identified to maintain the 1:1 tree replacement ratio.

Table 2 - Tree Impacts by Option

Option	Parking Spaces	Number of Impacted Trees	Estimated Replacement Cost ($700 Each)
1. IPS	0	0	$0
2. IPS and parking north of Colette Drive	6	15	$10,500
3. IPS and parking north and south of Colette Drive	13	24	$16,800
4. IPS and full buildout of parking North and South of Colette Drive	23	55	$38,500

Pricing for tree removal and tree replacement planting will vary based on the exact specifications of the work, and the companies that bid on the project, however, estimated costs have been included for the purposes of developing an overall project cost.

4.3 Design

Residents crossing Garden Street at the new IPS would be walking between 250m and 450m from the northernmost home on Garden Street to the nearest and farthest parking spaces respectively. By comparison, neighbourhood parking along Colette Drive and its side streets would have a similar walking distance for Garden Street visitors. However, it is noted that Colette Drive neighbourhood residents have expressed concerns regarding increased parking pressure on their street.

The design and implementation of traffic signals, including IPS installations, are generally completed by Durham Region staff, allowing the signals to be integrated into the Regional traffic control network. Whitby Staff will consult with the Region to determine their capacity for this project or consider a contractor design with Regional staff review and approval.

A period of approximately one year is required to complete detailed design, including IPS design and timing plans, the relocation of multi-use path, parking design, and retaining wall design, as necessary. Following design completion, any of the four options could be implemented in a single construction season. Constructing the lay-by parking in more than one phase provides an opportunity to evaluate the parking. Evaluation phases would allow staff to measure parking demand, safety performance, and operational impacts of the parking areas and Garden Street traffic impacts. These measures of performance may impact future implementation preferences.

4.4 Parking Option Costs

Engineering staff developed preliminary estimates using the most recent unit costs to determine what options could be considered within the available budget. The cost estimate (costs have been rounded), including tree replacement, is included in Table 3. Detailed design and construction will reveal more precise costs as such items as utility conflicts, grades, tree impacts, and retaining wall parameters are explored.

Table 3 - Implementation Cost Estimate

Option	New Parking Spaces	Incremental Cost	Total Cost
1. IPS	0	$250,000	$250,000
2. IPS and parking north of Colette Drive	6	$147,700	$397,700
3. IPS and parking north and south of Colette Drive	13	$211,800	$609,500
4. IPS and full buildout of parking North and South of Colette Drive	23	$422,300	$1,031,800

As part of refining the cost estimates for Report PDE 08-25, Transportation Services staff met with Parks Operations staff to better estimate impacts to trees along the Garden Street corridor due to the parking implementation. As the grading limits of the project and the retaining wall will impact most trees along the corridor, the replacement cost of all trees is included in the estimate. The cost estimate also includes typical contingencies to account for potential unknown impacts such as utility impacts.

It is possible to deliver Option 2 within the allotted budget of $600,000, with Option 3 just exceeding the available budget. Both options include the provision of an IPS and the construction of six parking spaces north of Colette Drive, while Option 3 includes an additional seven (7) parking spaces to the south of Collette Drive.

With no clear direction on which option to proceed with, design for the Garden Street lay-by will be put on hold. Should Council wish to proceed with the project, a motion to amend the recommendations to this report would be in order. For example, should Council wish to complete design for Option 2, the amendment would be as follows:

> “That Council direct staff to proceed Option 2 of the Garden Street Lay-by design, as outlined in Staff Report PDE 08-25, which includes an Intersection Pedestrian Signal at Colette Drive and the construction of six (6) parking spaces north of Colette Drive.”

5. Financial Considerations:

The 2025 Capital Budget, Account No. 35236002, includes $100,000 for design and engineering fees related to this project, and $600,000 for implementation is planned in 2026. This allows $700,000 in total project costs.

However, the majority of growth-related capital projects planned for 2026 and 2027 will likely need to be deferred (i.e. shifted to a future year) due to the low uncommitted balance of the Town's development charges ("DC") reserve funds and projected low DC revenues until 2027. As noted in the May 26, 2025 memo to Council accompanying Staff Report FS 26-25:

- the Town's projected uncommitted Development Charges Reserve Balance (in total) is relatively low at $16.3 million (May, 2025) after approval of:
    - $14 million for the construction of the new Fire Hall;
    - $4.3 million to match grant funding for the Columbus Road Phase 1 project; and,
    - 11.3 million related to payments for Des Newman Boulevard and Rossland Road works
- Significant DC revenues are not projected until 2027 due to a discretionary industrial DC deferral program implemented by the Town and a proposed legislated residential DC deferral program proposed by the Province, on May 12, 2025, in Bill 17 the "Protect Ontario by Building Faster and Smarter Act, 2025"; and
- Accordingly, the majority of the $83.3 million of growth-related/DC-funded projects in 2026 and 2027 that will need to be deferred

Based on the above and other priority growth-related projects, such as other phases of Columbus Road widening, mid-block arterial road, Heydenshore pavilion redevelopment, even if detailed design was completed in 2025, the construction phase of the project may be deferred beyond 2027 due to available DC funding.

Should Council wish to also proceed with construction of the Garden Street lay-by project following design, it is recommended that the budget for construction for the preferred option be approved now in order to secure (i.e. "commit") the funds and avoid deferring the project to a future year when DC revenues and DC reserves recover. Using the same Option 2 used in the sample wording, in the section above, an additional amendment to approve the funding for construction would be as follows:

> "That a 2025 Capital Project be established for the construction of Garden Street Lay-by Parking (Option 2) project, in the amount of $600,000, funded $300,000 from the Development Charges Roads Reserve Fund and $300,000 from the Growth Reserve Fund."

6. Communication and Public Engagement:

Garden Street homeowners were advised of Staff Report PDE 08-25. There has been no staff communication with property owners on the west side of Garden Street.

7. Input from Departments/Sources:

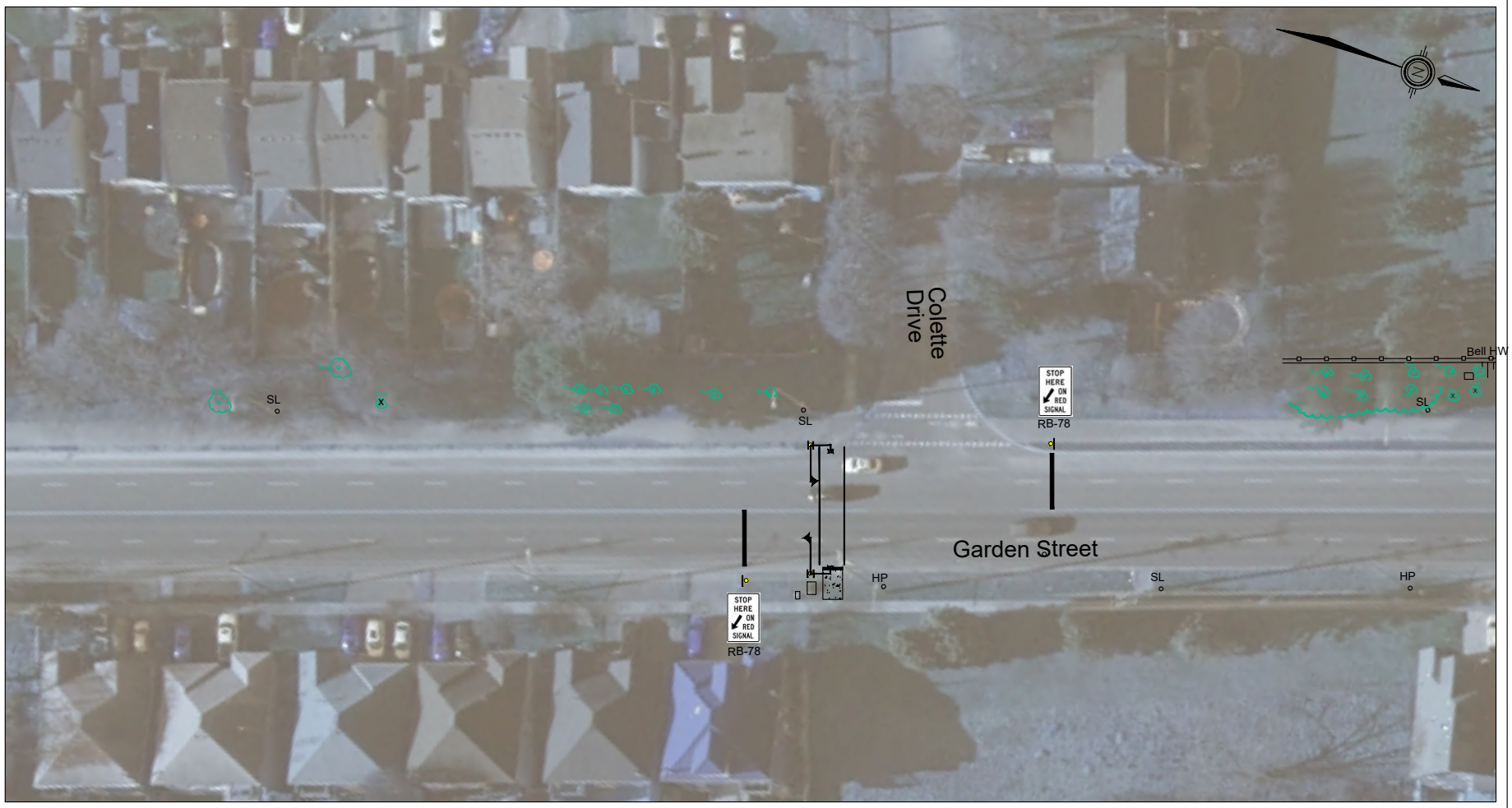
Parks Operations staff met with Transportation Services staff on site to discuss tree impacts, tree health, and opportunities to preserve trees along the corridor.

8. Strategic Priorities:

This report addresses Pillar 4 of Whitby's Strategic Plan – Whitby's Government – Accountable and responsive as it addresses residents' concerns over the costs of provision of parking and attempts to minimize impacts of the cost to construct these parking spaces.

9. Attachments:

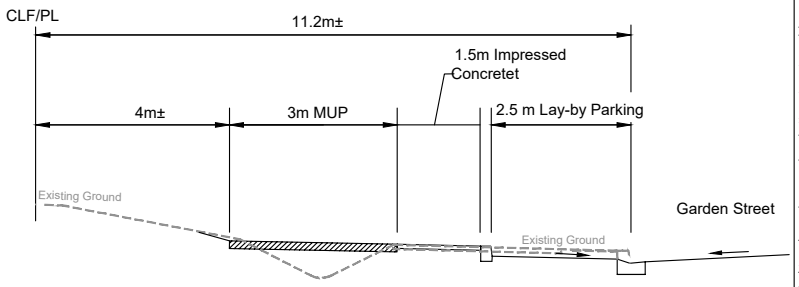
Attachment 1: Garden Street Lay-by Parking Options



Garden Street Lay-by Parking - Option 1
Intersection Pedestrian Signal (IPS)

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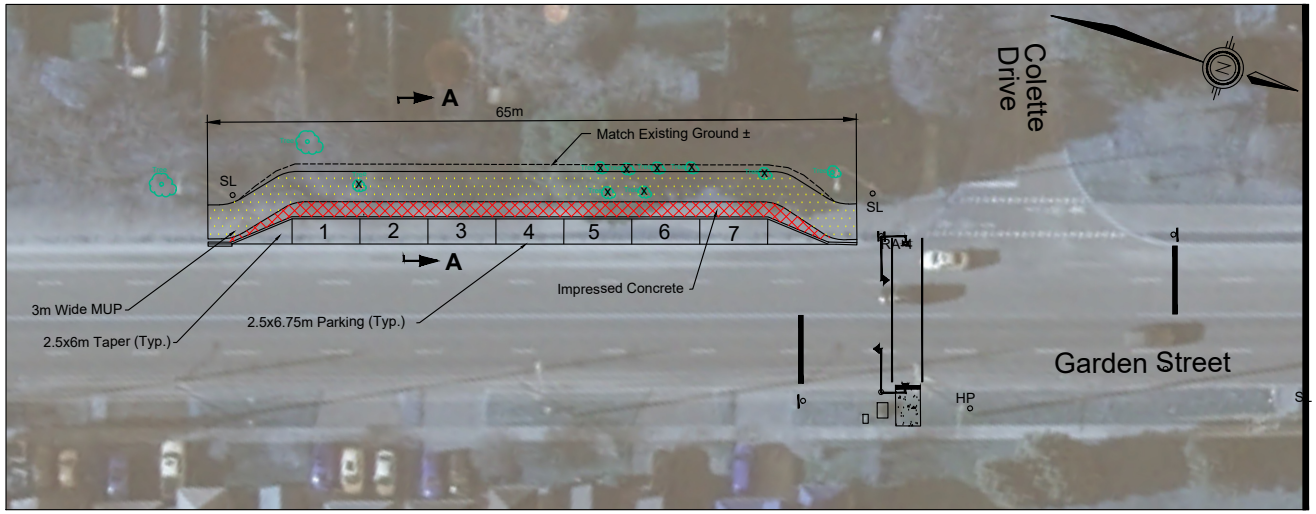


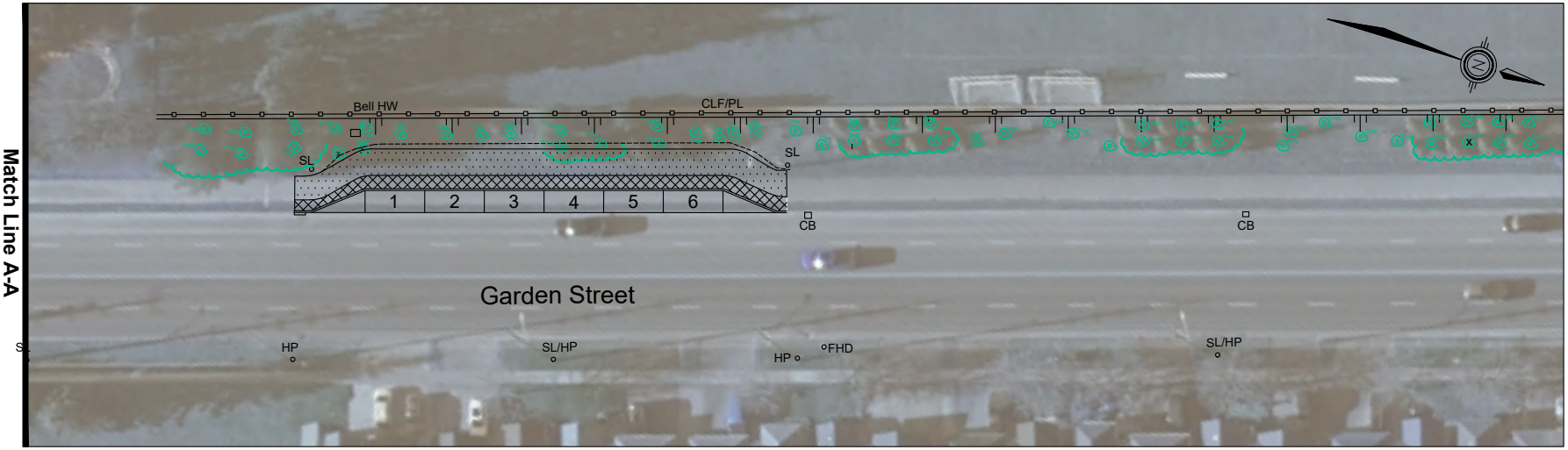


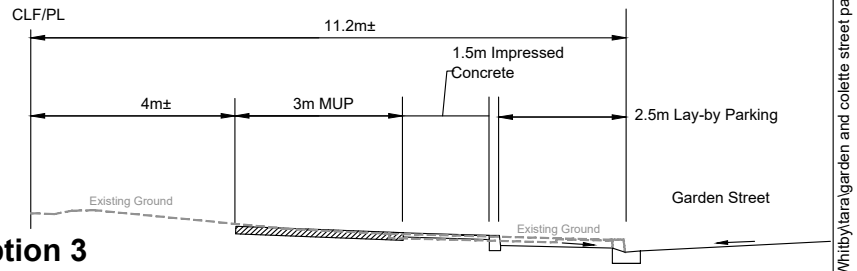
Typical Section A-A

Garden Street Lay-by Parking - Option 2
IPS and Parking North of Colette Drive

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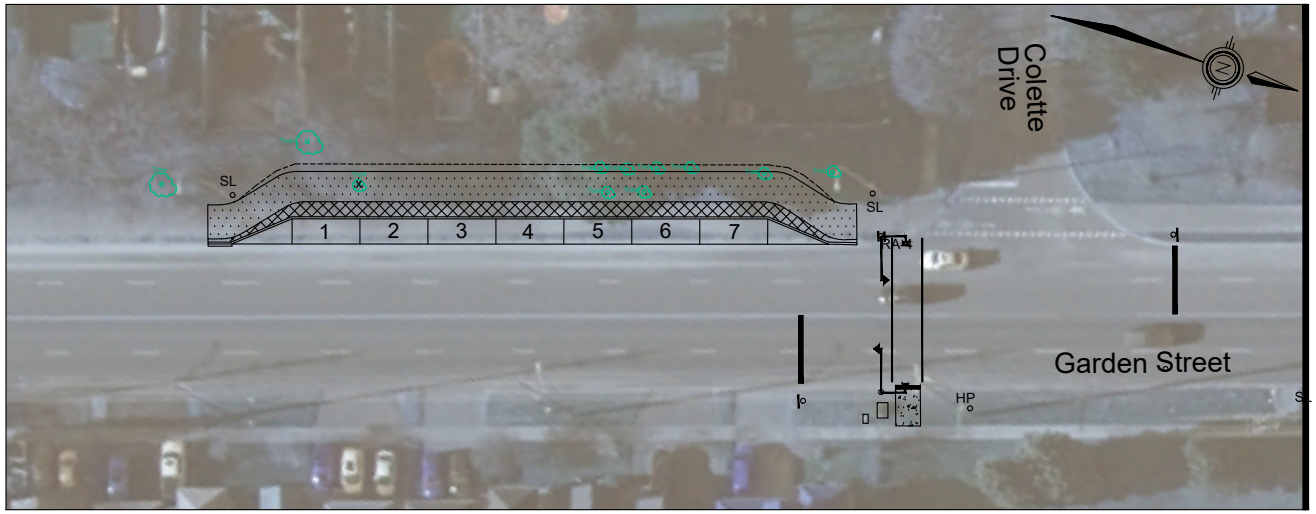


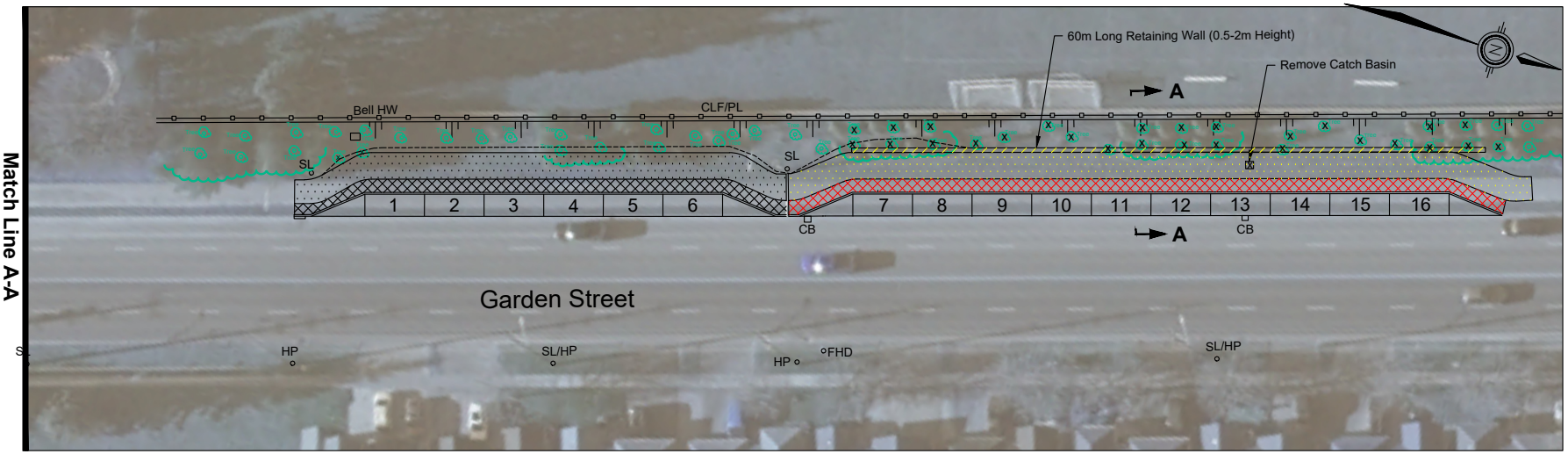


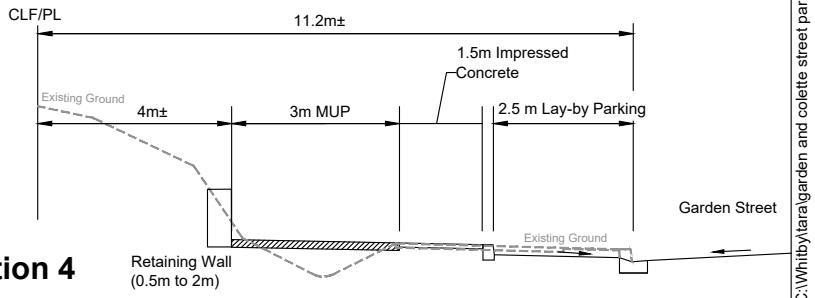
Garden Street Lay-by Parking - Option 3
IPS and Parking to the North and South of Colette Drive

Typical Section A-A

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Typical Section A-A

Garden Street Lay-by Parking - Option 4
Full Build Out

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Town of Whitby

Staff Report

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Report Title: Traffic Calming Policy and Guidelines

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **PDE 09-25**

Department(s) Responsible:

Planning and Development Department (Engineering Services)

Submitted by:
Roger Saunders, Commissioner, Planning and Development

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Peter Angelo, Director, Engineering Services, x4918

Tara Painchaud, Senior Manager, Transportation Services, x4937

Lalita Thakali, Transportation Engineer, Transportation Services, x5586

1. Recommendation:

1. **That the proposed Draft Traffic Calming Policy and Guidelines attached in Attachment 1 and Attachment 2 be received for information.**
2. **That staff consider the input received by Council and the Community and bring forward the Final Traffic Calming Policy and Guidelines in the fall.**

2. Highlights:

- To date, the streets for traffic calming have been chosen based on requests from the community, discussions with Ward Councillors and input from Fire Services. Each year, Traffic calming elements are being installed/planned on 10 streets.
- The proposed new Traffic Calming Policy (refer to Attachment 1) provides a framework for initiating, assessing, implementing, and monitoring traffic calming measures for Town of Whitby roads to consider traffic calming requests fairly and consistently across the Town. Screening and prioritization criteria are defined for the assessment.

- The proposed Traffic Calming Guidelines (refer to Attachment 2) serves as a toolkit to identify appropriate traffic calming measures based on the road class, site context, impact on road users and others.
- The development of the proposed Traffic Calming Policy and Guidelines was informed by a jurisdictional scan of current traffic calming practices in Ontario municipalities, as well as feedback from the public engagement and internal stakeholder consultations.
- The Traffic Calming Policy and Guidelines are a living document and may be updated, as needed, based on best practices and experience.

3. Background:

The **Town of Whitby's Official Plan** outlines goals to create a safe, efficient, and attractive environment for pedestrians, cyclists, and motorists across all types of roads. These goals align with the purpose of traffic calming, which seeks to improve road safety and enhance community livability by mitigating the negative impacts of motor vehicle use. Traffic calming measures focus on altering driver behavior and improving conditions for vulnerable road users, including pedestrians and cyclists.

Transportation Services staff receive numerous requests for traffic calming from residents each year. However, the Town of Whitby currently does not have a formal policy specific to traffic calming. In the absence of a formal policy, staff had been directed to implement traffic calming measures on ten (10) streets annually. Street selection has been based on community requests, along with input from Ward Councillors and Fire Services, but not on supporting traffic data or consultation with affected residents. The current approach of traffic calming has led to dissatisfaction among some residents regarding the placement of traffic calming measures with requests for removal for some locations.

Paradigm Transportation Solutions Limited and LURA Consulting have been retained through a competitive bidding process to develop a Traffic Calming Policy and Guidelines. The following key elements were considered in developing the Traffic Calming Policy and Guidelines:

- What streets and what measures;
- Toolkit of elements;
- Level of neighbourhood support;
- How to consider removal and modification requests; and
- Screening warrants and criteria requirements.

4. Discussion:

Traffic Calming may be physical measures, such as speed humps, speed cushions (modified traditional speed humps), in-road flexible bollards, raised crosswalks or raised intersections that alter driver behavior and make residential neighbourhood streets feel calmer and more livable. However, traffic calming measures may also come with drawbacks, such as increased emergency vehicle response times, longer transit operating times, restricted or impeded access to neighbourhood areas, traffic being diverted to other roadways, and higher maintenance costs for snow clearing. Careful

consideration, along with proper planning, design, and implementation, is essential for effective traffic calming.

The proposed Traffic Calming Program (refer to Attachments 1 and 2) consists of two components: Traffic Calming Policy; and Traffic Calming Guidelines. The Traffic Calming Policy establishes a transparent, standardized process for addressing resident concerns about speeding, excessive traffic volumes, and other road safety concerns on neighbourhood streets in Whitby. The policy guides Town staff in assessing and responding to citizen requests and sets out the method and criteria to identify and prioritize locations for traffic calming measures on Town roads. Traffic Calming Guidelines complement the Traffic Calming Policy, describing the different traffic calming measures to be considered in Whitby and providing direction on their application.

4.1 Recommended Traffic Calming Policy

The development of the draft Traffic Calming Policy was informed by a jurisdictional scan of current traffic calming practices in Ontario municipalities, as well as feedback from the public engagement and internal stakeholder consultations. Table 1 identifies key elements of the policy. It is noted that staff will continue to review identified safety concerns as they are brought to our attention, without the need for majority support or a petition.

Table 1 Traffic Calming Criteria

Criteria	Details for Consideration
Eligible Streets	Streets classified as Local Roads, Collector Roads or select Type C Arterial Roads are eligible for traffic calming. Collector Roads and Type C Arterial Roads that operate similarly to higher-order arterial roads may be limited by the traffic calming elements considered for implementation. The policy does not apply to roads under the jurisdiction of the Regional Municipality of Durham (Regional Roads), the Province of Ontario (Provincial Highways), or private roads.
Request and Petition Need	Residents with traffic-related concerns initiate the Traffic Calming Study process by submitting a request to the Town's Transportation Services along with a petition signed by residents of the subject street. The Mayor and Councillors can also request studies on behalf of their constituents. A minimum of 50% of residents living in the study area must sign the petition.
Screening Criteria	For a street to qualify for a Traffic Calming Study (not the implementation of traffic calming measures), the posted speed limit should be 50 km/h or lower. In addition, the street must meet minimum criteria related to either operating speed or shortcutting traffic, as well as road grade and segment length.

Criteria	Details for Consideration
40 km/h Neighborhood Speed Limit	During the screening process, the subject street and surrounding area will be reviewed for a 40 km/h Neighborhood Speed Limit based on the criteria specified in Appendix 4 of the Traffic Calming Policy.
Prioritization Criteria	The proposed policy outlines prioritization criteria to confirm the implementation of physical traffic calming measures, provided that the screening criteria is met. Factors considered in the analysis include vulnerable road user presence, availability of pedestrian and cycling facilities, shortcutting traffic volume, total traffic volume, speed levels, and collision history. A minimum of 35 points for Local Roads or 40 points for Collector Roads and 50 points for Type C Arterial Roads is required for a street to be considered for traffic calming measures. Streets will be selected based on prioritization scores, with top-ranked streets receiving priority.
Neighbourhood Support	In addition to meeting the minimum prioritization criteria, a minimum of 60% support from at least 50% of all eligible households within the study area is required to consider the implementation of traffic calming measures. A larger area may be considered depending on the road classification, connectivity and impact of traffic calming.
Removal requests	A petition signed by at least 51% of households directly fronting the subject street is required to initiate the removal process. The Town will assess the potential implications of removing the subject Traffic Calming measure. A minimum of 60% support from at least 50% of all eligible households within the study is needed for removal. A new traffic calming request for the same street will not be considered for five years from the date of removal.
Re-evaluation Timeframe	Unless there is a significant change in the traffic patterns, a street must wait at least three years before another request for traffic calming measures will be considered.

4.2 Recommended Traffic Calming Guidelines

The Traffic Calming Guidelines, which complements the Traffic Calming Policy, describes the different traffic calming measures to be considered in Whitby and provides direction on their application based on road category (Local, Collector or Type C Arterial) and context (urban vs rural). Examples of traffic calming measures include physical treatments such as speed humps, modified speed cushions (an adaptation of traditional speed humps), radar message speed feedback signage, in-road flexible bollards, raised crosswalks, and raised intersections. Not all traffic calming measures are suitable for every type of road. For example, speed humps are not appropriate for major roads. The Traffic Calming Guidelines serve as a toolkit, providing guidance on selecting appropriate treatments based on road context. The proposed Traffic Calming

Guidelines is included as Attachment 2. It is noted that Automated Speed Enforcement is considered as one of the enforcement measures in the traffic calming toolbox for potential future implementation.

4.3 Jurisdiction Review

The consultant reviewed traffic calming policies from various jurisdictions in Ontario to reference best practice policy and guidelines. This included a detailed review of five municipalities that are comparable to the Town of Whitby, including: the City of Peterborough, City of Oshawa, Town of Ajax, City of Cambridge, and City of Thorold. Policies were compared based on the following characteristics (see Attachment 3 for the comparison):

- Eligible Street Classification;
- Request Initiation;
- Screening Criteria;
- Evaluation Process;
- Resident Support/Surveys or Petitions and Threshold;
- Traffic Calming Toolbox;
- Public Engagement/Consultation;
- Monitoring and Evaluation; and
- Removal Criteria and Revaluation Timeframe.

In addition to the five detailed case studies, the consultant also reviewed traffic calming policies from 13 other Ontario municipalities as part of a broader jurisdictional scan. This supplemental review focused on key components such as initial screening, neighbourhood engagement, data assessment, evaluation process, and criteria for removal. Findings from this broader review are summarized in Attachment 3.

4.4 Community Engagement

Community engagement has been a key component of this study and was carried out in two phases using various methods. The first phase took place at the outset of the study and included two in-person drop-in sessions, one virtual meeting, and an online survey. In the virtual public meeting, the project team discussed what a traffic calming policy is, what traffic calming guidelines are, and examples of traffic calming measures. A series of questions were asked to participants to gather feedback on the policy components.

An online survey was hosted on the **Connect Whitby** page. Survey questions included the potential criteria to evaluate traffic calming requests, the level of resident support required to initiate a traffic calming study and implementation, and the types of traffic calming measures the Town should use to address traffic issues.

A total of 653 residents engaged in the first phase of community engagement. Residents supported the importance of a flexible, data-driven approach to addressing traffic issues, advocating for community input, expert guidance, and scalable solutions. They emphasized the need for traffic calming measures such as speed humps and automated speed enforcement while also emphasizing the need for balanced, well-communicated strategies that consider all transportation modes and urban planning goals. Overall, the community strongly desired ongoing public engagement and better

enforcement to ensure long-term, effective solutions to traffic issues. Attachment 4 is the first phase of community consultation report.

A total of nine (9) residents engaged in the second phase of community engagement. It was a hybrid Public Open House where residents could attend in person in the Town Hall Council Chambers or attend virtually. The project team presented the proposed draft policy, highlighting key components such as the screening criteria for initiating a traffic calming study, prioritization criteria for considering traffic calming measures, and the required level of neighbourhood support for implementation. Overall, residents expressed support for the proposed traffic calming process outlined in the Policy, with feedback regarding the resident support requirements. Specifically, having a resident initiate the process by submitting a petition was supported. However, there were concerns about obtaining support from at least 50% of residents within the study area, as this may be difficult to achieve. A similar concern was raised about the neighbourhood support requirement prior to the implementation step, which calls for at least 60% support from a minimum of 50% of all eligible households within the study area. This approach is consistent with most municipalities. Initial support from the community is less likely to result in requests for removal.

4.5 Stakeholder Consultation

The project team also consulted stakeholders, including staff from Operations Services, Fire and Emergency Services, Durham Region Transit, Durham Student Transportation Services, and Durham Regional Police Services, as well as two advisory committees — the Active Transportation and Safe Roads Advisory Committee and the Accessibility Advisory Committee— to discuss and gather feedback on the policy and guidelines components.

4.6 Next Steps

Transportation Services staff will receive comments on the Draft Policy and Guidelines until June 30th. All input received will be considered to finalize the documents. The Traffic Calming Policy and Guidelines are a living document and will be updated from time to time considering best practices and our experience with the documents.

Using the Draft Policy, staff will continue to consider the traffic calming requests received to date to determine whether each street meets the screening criteria. Traffic data will be collected if historical traffic data is unavailable. Streets that meet the screening criteria will undergo a detailed technical analysis and be scored accordingly for prioritization. The top-ranked streets will be selected for traffic calming projects on an annual basis depending on the resources available.

5. Financial Considerations:

Through the 2023 capital budget process Council approved $150,000 of additional property tax funding for the development of a Traffic Calming Action Plan. This resulted in a 2023 tax increase that was applied to fund:

- the 2023 one-time traffic calming study project noted above; and,
- an increase to the annual traffic calming implementation program from $300,000 to $450,000 per year starting in 2024.

Paradigm Transportation Solutions Limited was awarded the contract in 2024 to complete the Traffic Calming Policy and Guidelines study. To date the study work being undertaken remains within the approved $150,000 budget for Capital Project No. 40237105.

As noted above, there is an annual $450,000 program to implement traffic calming initiatives, Capital Project 40236066. Once completed and approved, future implementation of traffic calming initiatives will be guided by the final Traffic Calming Policy and Guideline study.

6. Communication and Public Engagement:

Public engagement was carried out in various forms, such as two in-person drop-in sessions, one virtual meeting, an online survey and one hybrid public open house. The development of the proposed Traffic Calming Policy and Guidelines solicited input from over 662 residents.

Connect Whitby page was created to host an online survey, update residents about the project specific progress and share project documents.

7. Input from Departments/Sources:

Staff from Operations Services, Fire and Emergency Services, Durham Region Transit, Durham Student Transportation Services, and Durham Regional Police Services were consulted to discuss and gather feedback on the policy and guidelines components.

8. Strategic Priorities:

Report PDE 09-25 supports Pillar 1 and Pillar 4 priorities of the Community Strategic Plan. Specifically, Pillar 1, Whitby's Neighbourhoods, focuses on community safety. Pillar 4, Whitby's Government, is premised on the best use of technology, transparent and open decision-making, meaningful engagement, and a commitment to continuous improvement. In addition, sustainable transportation such as supporting walkability is a key sustainability principle

9. Attachments:

Attachment 1: Draft Traffic Calming Policy

Attachment 2: Draft Traffic Calming Guidelines

Attachment 3: Jurisdiction Review of Traffic Calming Policies

Attachment 4: Traffic Calming Policy and Guidelines - Engagement Summary Report

Town of Whitby Policy

Policy Title:	Traffic Calming Policy
Policy Number:	TBD
Category:	Municipal Service Levels
Reference:	**Legislation, other Policies, Council Resolution #, etc.**
Date Approved:	TBD
Date Revised:	Not applicable
Approval:	Council
Point of Contact:	Transportation Services

Policy Statement

The Town of Whitby supports the use of Traffic Calming as a means of reducing motor vehicle speeding, decreasing shortcutting, decreasing traffic volumes, and encouraging safe driver behaviour on roads in residential areas.

Purpose

The purpose of this policy is to establish a transparent, standardized process for assessing and responding to citizen requests for Traffic Calming and set out the method and criteria to identify and prioritize locations for Traffic Calming measures on roads under the jurisdiction of the Town of Whitby. The policy also provides criteria for the introduction of 40 km/h Neighbourhood Speed Limits.

The policy aims to improve road safety and enhance community livability by reducing the negative effects of motor vehicle use, altering driver behaviour, and improving conditions for pedestrians and cyclists. Calming traffic also aligns with broader municipal objectives to foster accessibility, support active travel (walking and cycling), promote public health, and enrich “quality of life” – to name a few – demonstrating the interdependence between street design and strong, vibrant neighbourhoods.

When properly used, Traffic Calming can help reduce:

- Motor vehicle speeds;
- Neighbourhood traffic infiltration;
- Traffic volumes;
- Pedestrian crossing distances and times;
- Conflicts between roadway users; and
- The risk and severity of motor vehicle collisions.

While offering potential benefits, some Traffic Calming measures can be costly and time-consuming to install and if used inappropriately can also:

- Increase emergency vehicle response and transit operating times;
- Impede resident access to neighbourhoods;
- Divert traffic problems to other roads;
- Escalate costs for snow clearing, curbside waste collection, and other maintenance functions; and
- Intensify vehicle emissions and/or noise pollution.

Careful consideration and proper planning help to avoid unintended consequences and ensure successful implementation.

Scope

This policy applies to the implementation of Traffic Calming measures on Local Roads, Collector Roads, and select Type C Arterial Roads under the jurisdiction of the Town of Whitby in accordance with the criteria and process established in this policy. Collector Roads and Type C Arterial Roads that operate similarly to higher-order arterial roads may be limited by the traffic calming elements considered for implementation. The policy does not apply to roads under the jurisdiction of the Regional Municipality of Durham (Regional Roads), the Province of Ontario (Provincial Highways), or private roads.

The Town primarily applies Traffic Calming measures (and 40 km/h Neighbourhood Speed Limits) in residential areas of the municipality. Traffic Calming may also be used on rural roads in select locations.

This policy is intended to be a living document and will be reviewed and updated periodically to reflect emerging best practices and program outcomes.

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1. Definitions

1.1. **40 km/h Neighbourhood Speed Limit** means an area designated by municipal by-law to have a legal speed limit of 40 km/h for all roads within the defined boundaries, lower than the default 50 km/h speed limit prescribed in the *Highway Traffic Act*.

1.2. **85th Percentile Speed** means the speed at or below which 85% of motor vehicle drivers are traveling, with 15% of motorists traveling faster than this speed. It represents the speed at which the majority of motorists travel. The 85th Percentile Speed is used to determine if motorist are travelling at an excessive speed along a road.

1.3. **Average Daily Traffic (ADT)** means the average of daily traffic volumes over two or more days, but less than a year.

1.4. **Collector Road** means a road designated on Schedule “D” (Transportation) of the Town of Whitby Official Plan which is designed primarily to facilitate traffic movements within and between Residential areas and Central Areas (as designated in the Town of Whitby Official Plan), and between these areas and the overall arterial roadway network.

1.5. **Education and Enforcement** means techniques and strategies intended to raise awareness and influence motorist behaviour (education) or use the force of law to deter unsafe driving practices and ensure compliance with traffic regulations (enforcement). These measures do not change the design and/or configuration of the roadway (Traffic Calming).

1.6. **Horizontal Deflection** means a Traffic Calming measure that shifts the driving path, forcing the motorist to slow the vehicle to comfortably navigate the change in direction.

1.7. **Local Road** means a road designated on Schedule “D” (Transportation) of the Town of Whitby Official Plan which is designed to allow direct access to fronting properties and to allow for appropriate active transportation facilities.

1.8. **Operating Speed** means the observed speed at which motor vehicles generally operate on that road.

1.9. **Shortcutting Traffic** means motor vehicle traffic not destined for a road or the immediate area, which uses the neighbourhood street to by-pass congestion or delay on the arterial road network, or to make use of a more direct route.

1.10. **Speeding** means the act of driving a motor vehicle at rates of speed exceeding posted limits or driving too fast for conditions.

1.11. **Town** means The Corporation of the Town of Whitby.

1.12. **Traffic Calming** means the process and measures applied by road authorities to address concerns about the behavior of motorists travelling on streets within their jurisdictions. The measures applied change the design and/or

configuration of the roadway with the aim of forcing motorists to slow down or select different routes. This approach tends to be “self-enforcing”, reducing reliance on enforcement techniques to ensure compliance.

1.13. **Type C Arterial Road** means a road designated on Schedule “D” (Transportation) of the Town of Whitby Official Plan which is designed to move lower volumes of traffic at slower speeds (when compared to Type A and Type B Arterial Roads) over relatively short distances.

1.14. **Vertical Deflection** means a Traffic Calming measure that raises the height of the road surface, forcing the motorist to slow the vehicle to comfortably navigate the change in profile.

2. Responsibilities

2.1. Director of Engineering, or their delegate to:

- Approve adjustments to the Traffic Calming Policy and programs as required.
- Ensure adherence to this policy and any respective procedures.

2.2. Transportation Services to:

- Administer Council approved Traffic Calming programs and budget accordingly.
- Review Traffic Calming requests to assess conformity to the eligibility criteria.
- Advise the resident(s)/neighbourhood of the status of their request.
- Maintain the priority list of locations for future Traffic Calming installation.
- Liaise with other Town Departments and external agencies in the consideration of Traffic Calming requests.

3. Application of Traffic Calming Measures

3.1. The Town will consider the installation of Traffic Calming measures on Local Roads, Collector Roads, and select Type C Arterial Roads with demonstrated Speeding and/or excessive Shortcutting Traffic volumes at locations meeting the criteria set out in this policy. Engineering judgment will be applied to Collector Roads and Type C Arterial Roads that are operating similar to higher-order arterial roads, which may affect the Traffic Calming elements considered.

3.2. The Town will consider Education and Enforcement as a first step as traffic calming measures are being evaluated and if thresholds are not satisfied.

3.3. The Town will typically install Traffic Calming measures in a permanent manner. Permanent installation tends to:

- Eliminate on-going operational costs and resource requirements;
- Result in similar or lower overall implementation costs;
- Achieve greater effectiveness and better acceptance by residents;
- Improve aesthetics; and
- Reduce degradation of roadway surfaces, particularly if trial or seasonal measures are anchored into the roadway.

3.4. Before considering Traffic Calming measures on any road, the Town will explore methods to improve the surrounding road network operation, such as signal timing optimization, to alleviate identified traffic concerns, where possible.

3.5. The Town will implement Traffic Calming measures on an area-wide basis, as opposed to a single road (particularly for Collector Roads and Type C Arterial Roads), if traffic from the subject street is likely to divert to adjacent neighbourhood roads or roads not under municipal jurisdiction.

3.6. The Town will not entertain requests for Traffic Calming measures on unassumed roads in new subdivisions.

4. Trial and Seasonal Installations

4.1. The Town may implement Traffic Calming measures on a trial basis to:

- Assess the effectiveness of the measures and allow for refinement of the Traffic Calming Plan prior to permanent installation;
- Stage or defer full implementation (particularly for more costly measures); and/or
- Gauge community reaction.

4.2. The Town may implement Traffic Calming measures seasonally to:

- Alleviate anticipated operational or maintenance concerns (e.g., snow and ice removal in winter); and/or
- Target conditions specific to certain times of year (e.g., school area).

5. Removal of Traffic Calming Measures

5.1. The Town may remove Traffic Calming measures installed for at least three (3) years at the request of neighbourhood residents. The Town requires a

petition signed by at least 51% of households (dwelling units) directly fronting the subject street to initiate the process. Requests to eliminate part of a Traffic Calming Plan may necessitate removal of the entire plan.

5.2. The Town will assess the potential implications of removing the subject Traffic Calming Plan. If removal would not present a safety risk or create undesirable consequences, the Town will survey neighbourhood residents to assess support for removing the Traffic Calming Plan. The survey will describe the requested actions and any alternatives if more than one option exists.

5.3. Removal requests not receiving broad-based neighbourhood support (defined as a minimum of 60% support from at least 50% of all eligible households (dwelling units) within the study area) will not proceed. If multiple options are presented to the public, the minimum response rate must still be met and the option with the majority of respondents in agreement will be carried forward. If the Town considers the plan worthy to retain despite lack of resident support, it may choose to keep the Traffic Calming measures based on a clear need to address specific traffic safety issues or at the direction of Town Council.

5.4. If the Town removes Traffic Calming measures from a road(s), residents of the subject street must wait at least five (5) years before submitting another request for Traffic Calming.

5.5. The Town reserves the right to remove Traffic Calming measures deemed to be ineffective or that pose a safety risk, or if the measures have created unintended consequences that cannot be rectified. This may include the unintended diversion of traffic onto an adjacent residential street. The Town will notify households directly fronting the subject street if considering the removal of Traffic Calming measures.

6. Traffic Calming for New Development

6.1. The Town may require the provision of Traffic Calming measures on streets in new developments through the development approval process (generally as a condition of approval for Plan of Subdivision and Site Plan Control applications). Measures may also be requested on existing roads to mitigate anticipated traffic impacts on nearby communities.

6.2. Achieving calm streets in new developments may require deviations from typical Town standards and other traditional engineering design guidelines. Documentation submitted through the development approval process summarizing the proposed variances and potential risks should also confirm that the Traffic Calming measures will not adversely impact road user safety, emergency vehicle access, or transit movements.

7. Traffic Calming for Road Reconstruction Projects

7.1. The Town may implement Traffic Calming measures on streets that are prioritized for traffic calming through planned road, water, and sewer reconstruction projects. This approach offers potential financial benefits (e.g., minimize throwaway costs for interim solutions, lower prices for Traffic Calming measures through economies of scale) and helps to minimize construction impacts on the community. The Town will base the Traffic Calming Plan on current characteristics, constraints, and context of the subject street, and consultation with the community as needed.

8. Use of Regulatory Signs for Traffic Calming

8.1. The Town will not install All-Way Stop Control (stop signs on all approaches to an intersection) for the sole purpose of Traffic Calming. *Ontario Traffic Manual (OTM) Book 5 – Regulatory Signs* recommends against the use of these traffic control devices to discourage Speeding or deter the movement of through traffic in a residential area. Installing all-way stops at locations not meeting the warrants specified in *OTM Book 5* can cause several issues, including poor motorist compliance, a false sense of security for pedestrians, Speeding between intersections, longer emergency response times, and noise and air pollution. Even when justified, all-way stops can increase the risk of rear-end and fixed object collisions.

8.2. The Town may install regulatory signs intended to reduce vehicle speeds (i.e., maximum speed limit and Community Safety Zone) and/or restrict traffic movement (i.e., turn prohibition and one-way street) to reinforce desired driver behaviour but not for the sole purpose of Traffic Calming. These traffic control devices often require enforcement to ensure motorist compliance and effectiveness.

A Community Safety Zone means a designated stretch of highway, recognized under provincial and municipal legislation, marked with designated signs allowing the doubling of fines.

9. Traffic Calming Study Process

9.1. The Town's Traffic Calming Study process comprises five steps. Refer to Appendix 1 for the sequence of activities.

Step 1 – Request

9.2. Residents with traffic-related concerns initiate the Traffic Calming Study process by submitting a request to the Town's Transportation Services Section using the Traffic Calming Request Form in Appendix 2 along with a petition signed by residents of the subject street. The Mayor and Councillors can also request studies on behalf of their constituents. A minimum of 50% of households (dwelling units) living in the study area must sign the petition.

Step 2 – Initial Screening

9.3. The Town will conduct an initial assessment of the request using the screening criteria listed in Appendix 3 to determine if the subject street meets the threshold for Traffic Calming.

9.4. As part of this process, the Town will conduct speed surveys, traffic counts, and/or origin-destination surveys, unless recent data (typically collected within the last three (3) years) is available. New data will typically be collected in the spring, summer, and/or fall season. Requests received in the winter season may be investigated the following spring.

9.5. Requests on roads that do not meet the screening criteria set out in Appendix 3 will be denied. The Town will inform the originator that the subject street does not qualify for Traffic Calming but may be a candidate for Education and Enforcement measures subject to resource availability.

9.6. During screening, the Town will also consider the subject street and surrounding area for a 40 km/h Neighbourhood Speed Limit based on the criteria specified in Appendix 4. The review will include the following three (3) categories of roads in the subject neighbourhood:

- Category 1: Local Roads with No Traffic Infiltration – Implementation usually effective on Local Roads where most motorists live in the area.
- Category 2: Local Roads with Traffic Infiltration – Implementation may not be effective on Local Roads with significant volumes of Shortcutting Traffic using signs alone.
- Category 3: Collector Roads – Implementation not typically effective on Collector Roads without Traffic Calming measures.

Implementation of eligible locations will be prioritized and included in the Town's Annual Budget.

Step 3 – Technical Assessment

9.7. For requests satisfying the initial screening, the Town will conduct a technical assessment to evaluate the potential benefit of installing Traffic Calming measures and prioritize the subject street against other eligible locations in the Town for implementation. The assessment process involves assigning a point score to the warrant criteria set out in Appendix 5 using data on existing traffic and road conditions, with the maximum score based on this methodology being 100 points.

9.8. Locations scoring more than 35 points for Local Roads, 40 points for Collector Roads, or 50 points Type C Arterial Roads will qualify for Traffic Calming,

subject to any local considerations. The Town may consider Education and Enforcement measures for locations not meeting these criteria, as appropriate.

Step 4 – Plan Development

9.9. If Education and Enforcement proves ineffective, the Town will develop a Traffic Calming Plan (or options, if appropriate) to address identified traffic concerns. The Toolkit contained in the Town's **Traffic Calming Guidelines** (provided separately) and the Transportation Association of Canada's *Canadian Guide to Traffic Calming* will provide the basis for selecting the Traffic Calming measures and preparing the design concept(s).

9.10. The Town will define the study area for Traffic Calming Plan development. The study area will typically comprise the properties with direct frontage on the subject street but may be expanded to capture potentially impacted households on other roads, especially if Shortcutting Traffic is the primary concern and traffic diversion is a possible outcome.

9.11. The Town will invite input on the proposed Traffic Calming Plan(s) from residents and stakeholders in the study area. Typical stakeholders include emergency services (Town Fire and Emergency Services, Durham Regional Police Service, and Region of Durham Paramedic Services), Durham Region Transit, and Town Divisions. In some cases, stakeholders may also include Town committees and school boards.

9.12. The Town will refine the Traffic Calming Plan to address input received from residents and stakeholders. This process could be iterative, depending on the extent of issues and type of feedback received.

9.13. After finalizing the design concept(s), the Town will survey neighbourhood residents on the proposed Traffic Calming Plan. The survey may also identify the preferred alternative if more than one plan option exists.

9.14. Proposed Traffic Calming Plans not receiving broad-based neighbourhood support (defined as a minimum of 60% support from at least 50% of all eligible households (dwelling units) within the study area) may be modified or re-examined. If multiple options are presented to the public, the minimum response rate must still be met and the option with the majority of respondents in agreement will be carried forward. If the Town considers the plan worthy for implementation despite lack of resident support, it may choose to proceed based on a clear need to address specific traffic safety issues or at the direction of Town Council.

Step 5 – Implementation

9.15. The Town may identify Traffic Calming installation locations for the coming year as part of annual Capital Budget preparation. Locations will be selected from the list of completed Traffic Calming Plans based on the priority ranking

calculated through the technical assessment (Step 3). Some locations may require the preparation of detailed design and tender documents prior to construction.

9.16. In some circumstances, the Town may decide to install the Traffic Calming Plan on a trial basis (for a period of up to 24 months) or implement the Traffic Calming measures on a seasonal basis, following the guidance set out in Section 4. The Town will evaluate the success of the trial or seasonal implementation and identify potential refinements prior to considering permanent installation. The evaluation should be consistent with the investigations conducted prior to installation to allow “before/after” or “cause/effect” comparisons. The evaluation should also consider operations during winter conditions.

9.17. Following implementation, the Town may monitor traffic conditions on the subject street (or broader study area in some cases) to assess the effectiveness of the Traffic Calming Plan and its impact on the surrounding road network. As noted in Section 5, the Town may remove Traffic Calming measures deemed to be ineffective or to pose a safety risk, or if the treatments have created unintended consequences that cannot be rectified. However, as mentioned in Section 5, the residents of the subject street must wait at least five (5) years before submitting another request for Traffic Calming.

Appendices

Appendix 1 Traffic Calming Study Process

Appendix 2 Traffic Calming Request Form

Appendix 3 Screening Criteria

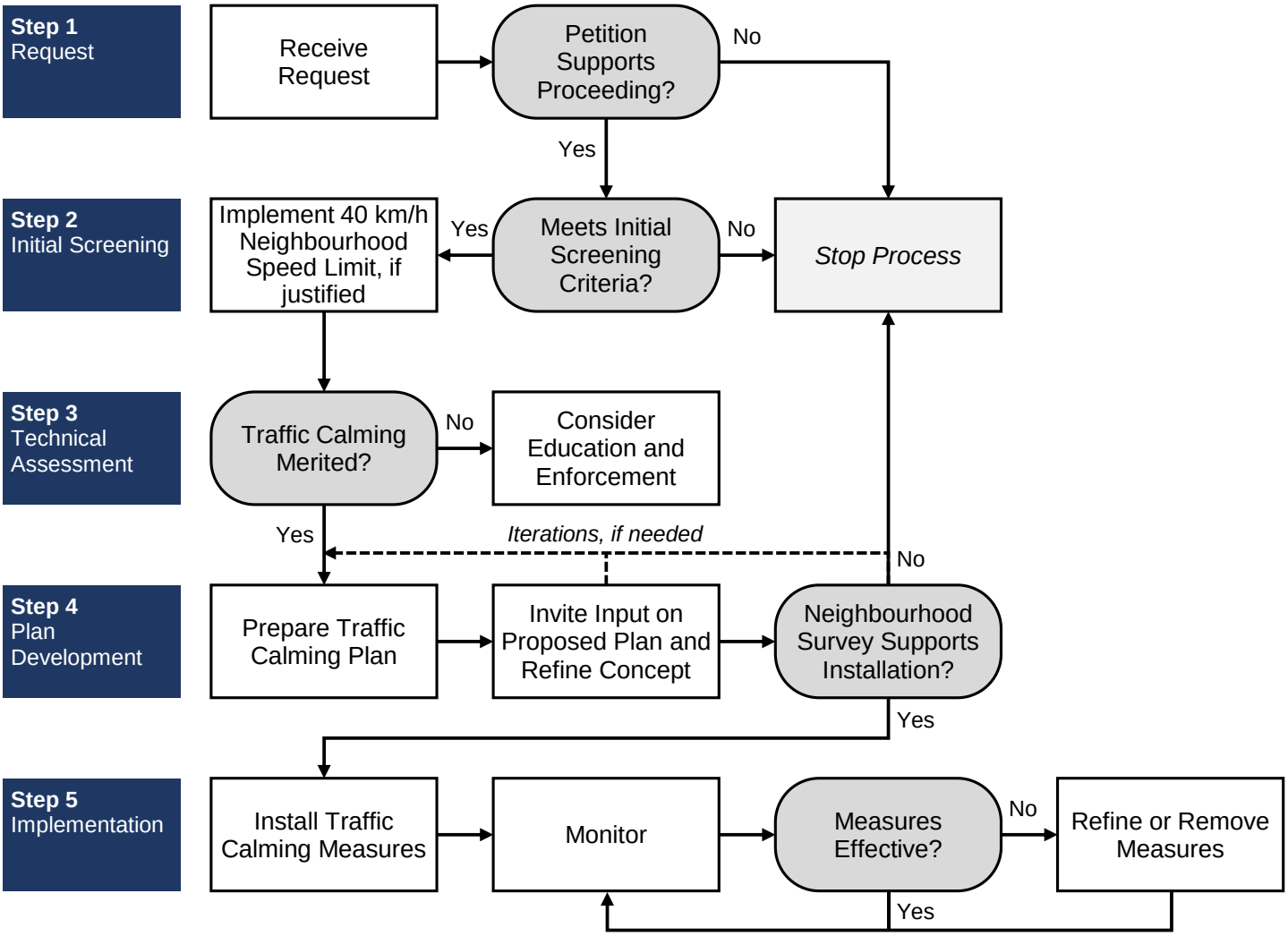
Appendix 4 40 km/h Neighbourhood Speed Limit Criteria

Appendix 5 Warrant Criteria

Appendix 6 Process for Estimating Shortcutting Traffic

This Policy is hereby approved by Council Resolution # Resolution Number from Council Meeting Minutes on this Day Number day of Month, 20Last Two Digits of Year Number.

Appendix 1 – Traffic Calming Study Process



Appendix 2 – Traffic Calming Request Form

What location (street) are you requesting a Traffic Calming Review for?

_____

Which of the following applies to you?

- ☐ I live on this street
- ☐ I work on this street
- ☐ My kids go to school on this street
- ☐ I live nearby and use this street frequently
- ☐ Other (please specify): _____

Please select the primary traffic concerns for the street in question:

- ☐ Speeding
- ☐ Shortcutting traffic
- ☐ Vehicle volumes
- ☐ Pedestrian and cyclist safety
- ☐ Other (please specify): _____

Is there a specific time of day when traffic is an issue?

- ☐ Morning
- ☐ Noon
- ☐ Afternoon
- ☐ Evening
- ☐ Overnight
- ☐ All day

Please provide any further comments:

_____

_____

Name: _____ Date: _____

Email: _____ Phone: _____

Address: _____

Preferred method of contact: ☐ Email ☐ Phone

Thank you for your Traffic Calming Review request. You will receive a confirmation email or phone call once your application has been processed. By initialing this request, you authorize your personal information to be shared with Durham Regional Police Service (DRPS) or Regional Municipality of Durham staff, as appropriate for the purpose of investigating this request. To address your request, traffic data collection may be undertaken in the area indicated above; if undertaken, data collection and evaluation can take up to six months. You will be notified of the outcome of the review.

Appendix 3 – Screening Criteria

Criteria	Traffic calming may be considered if:		
All criteria must be met:			
Previously Requested	The Town has not denied a request for Traffic Calming on the subject street in the past three (3) years.		
Measures Removed	The Town has not removed Traffic Calming measures from the subject street in the past five (5) years.		
Roadway Classification	The subject street is designated as a Local Road, Collector Road, or Type C Arterial Road on Schedule "D" (Transportation) of the Town of Whitby Official Plan.		
Speed Limit	The posted speed limit of the subject street is 50 km/h or less.		
Road Grade	The grade of the subject street is less than 8%.		
At least one criterion must be met:			
	Local Road	**Collector Road**	**Type C Arterial Road**
Operating Speed[1]	The 85th Percentile Speed is above the posted speed limit by more than 5 km/h	The 85th Percentile Speed is above the posted speed limit by more than 10 km/h	The 85th Percentile Speed is above the posted speed limit by more than 10 km/h
Shortcutting Traffic[2]	The percentage of Shortcutting Traffic is more than 30%	The percentage of Shortcutting Traffic is more than 60%	The percentage of Shortcutting Traffic is more than 60%

Notes:

1. The 85th Percentile Speed is calculated from data collected using automated traffic recorders (or similar units) over a minimum 24-hour period.
2. See Appendix 6 to estimate the percentage of Shortcutting Traffic.

Appendix 4 – 40 km/h Neighbourhood Speed Limit Criteria

Criteria	A 40 km/h Neighbourhood Speed Limit may be considered if:		
All criteria must be met:			
Previously Requested	The Town has not denied a request for a 40 km/h Neighbourhood Speed Limit for the subject neighbourhood in the past three (3) years.		
Defined Neighbourhood	The subject neighbourhood is bound by major roads (Collector Roads and/or arterial roads) and has defined entry/exit points.		
Speed Limit	The current posted speed limit for all Local Roads in the subject neighbourhood is 50 km/h or less.		
All criteria must be met for the applicable condition:			
	Category 1 Local Roads with No Traffic Infiltration	**Category 2 Local Roads with Traffic Infiltration**	**Category 3 Collector Roads**
Roadway Classification	Local Road	Local Road	Collector Road
Extent of Shortcutting Traffic[1]	Little to None (< 30%)	Significant (> 30%)	N/A
Key Characteristics: • Pedestrian Generator[2] within Walking Distance (400 metres or less) • Roadway Geometrics (vertical/horizontal curves) • Presence of Pedestrian Crossover(s) • Lack of Pedestrian Facilities (sidewalk, multi-use path)	N/A	At least two (2) characteristics present	At least three (3) characteristics present

Notes:

1. See Appendix 6 to estimate the percentage of Shortcutting Traffic.
2. Includes recreation centre, park/playground, place of worship, seniors' centre or residence, school, shopping area, library, transit route.

Appendix 5 – Warrant Criteria

Factor	Factor Scoring			Maximum Points
	Local Road	Collector Road	Type C Arterial Road	
Vulnerable Road Users	5 points for each adjacent pedestrian generator (e.g., recreation centre, park/playground, place of worship, seniors' centre or residence, school, shopping area, library, transit route)			20
Pedestrian Facilities	5 points if no sidewalks on either side	5 points if sidewalk on only one side	5 points if sidewalk on only one side	5
Cycling Facilities	5 points for on-road designated facilities			5
Residential Frontage	5 points for primarily residential frontage (> 10 entrances per km)			5
Speed Differential[1]	2 points for every 1 km/h the 85th Percentile Speed exceeds the posted speed limit	1 point for every 1 km/h the 85th Percentile Speed exceeds the posted speed limit	1 point for every 1 km/h the 85th Percentile Speed exceeds the posted speed limit	25
Excessive Speed[1]	5 points if the 85th Percentile Speed exceeds the posted speed limit by 20 km/h			5
Total Traffic Volume[2]	1 point for every 50 vpd over 1,000 vpd	1 point for every 100 vpd over 3,500 vpd	1 point for every 250 vpd over 5,000 vpd	15
Shortcutting Traffic[3]	5 points if more than 30% plus 5 points for each 10% increment thereafter	5 points if more than 60% plus 5 points for each 10% increment thereafter	5 points if more than 60% plus 5 points for each 10% increment thereafter	15
Collision History[4]	1 point for each qualifying collision over the last three (3) years			5
Maximum Total Score				**100**

Notes:

1. The 85th Percentile Speed is calculated from data collected using automated traffic recorders (or similar units) over a minimum 24-hour period.
2. Traffic volumes used in the evaluation are two-way ADT volumes over a 24-hour period (vehicles per day or vpd). Volume thresholds consistent with guidance contained in the Transportation Association of Canada's *Geometric Design Guide for Canadian Roads*, Table 2.6.5: Characteristics of Urban Roads.
3. See Appendix 6 to estimate the percentage of Shortcutting Traffic.
4. Includes all collisions along the subject street except for collisions occurring at intersections with arterial roads and collisions involving animals.

Appendix 6 – Process for Estimating Shortcutting Traffic

The percentage of Shortcutting Traffic on the subject street will be estimated using one of the following three methods, which are listed in order from least to most complex/ resource intensive/accurate. Select the technique providing the necessary level of precision for the least effort, with Method #1 or Method #2 typically used earlier in the review process (Step 2 – Initial Screening, Step 3 – Technical Assessment, and Step 4 – Plan Development) and Method #3 in the later stages for monitoring Step 5 – Implementation):

Method #1 – Simplified Trip Generation Calculation

Approximate the percentage of Shortcutting Traffic in predominately residential areas using the following formula:

$$Percentage\ Shortcutting\ Traffic = \frac{ADT - (10\ x\ Dwellings)}{ADT}$$

where,

ADT = Average Daily Traffic volume recorded (vehicles per day)
Dwellings = Number of houses on the subject street

Each dwelling on the subject street is assumed to generate 10 vehicle trips per day, roughly the weekday trip generation rate for a single-family detached dwelling cited in the Institute of Transportation Engineers (ITE) *Trip Generation Manual*.

Method #2 – Detailed Trip Generation Calculation

Determine the daily or peak hour trip generation potential based on ITE *Trip Generation Manual* rates. Compare the projected volume of trips to the recorded ADT or peak hour traffic counts to calculate the percentage of Shortcutting Traffic. Similar in approach to Method #1, this method can be used in areas that feature a mix of land uses, like residential, commercial, schools and parks, for example, or to provide a more precise estimate of Shortcutting Traffic.

The table below summarizes applicable trip generation rates from the ITE *Trip Generation Manual* (12th Edition). These values may change over time as the Manual is updated. Rates from the most current edition should be used. Additional dwelling units may increase the expected number of trips.

Land Use		Trip Generation Rate			
Description	ITE Manual Code	AM Peak Hour	PM Peak Hour	Daily	Variable
Detached House	210	0.70	0.94	9.34	per unit
Low-Rise Residential (Townhouse/Condominium/ Apartment) (2-3 floors)	220	0.40	0.51	6.74	per unit
Mid-Rise Residential (4 to 10 floors)	221	0.37	0.39	4.54	per unit
High-Rise Residential (more than 10 floors)	222	0.27	0.32	4.54	per unit
Elementary School	520	0.74	0.16	2.27	per student
High School	525	0.52	0.14	1.94	per student
Day Care Centre	565	0.78	0.79	4.09	per student

Method #3 – Origin-Destination Study

Record vehicle license plates at all entry and exit points to the study area manually or using digital technology. Match the license plates of vehicles entering and exiting to determine the percentage of vehicles passing through compared to those that begin or end their trip within the area.

TOWN OF WHITBY

Traffic Calming Guidelines

(DRAFT May 2025)

Whitby

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1 Introduction

1.1 Overview

The **Town of Whitby Traffic Calming Guidelines** provide guidance to Town staff in planning and designing traffic calming on Town roads. The Guidelines supplement information presented in the Transportation Association of Canada's (TAC) *Canadian Guide to Traffic Calming*[1], combining recommended practices in traffic calming with local "Whitby-specific" context. The Guidelines also consider relevant Provincial legislation including the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and *Highway Traffic Act* (HTA) as traffic calming installations must comply with these statutes.

The Guidelines focus on traffic calming for retrofits to existing roads but can also inform designs for new and reconstructed streets.

It should be emphasized that this document is a guide and should be used in conjunction with other technical/policy guidance combined with sound engineering judgment. The details of any traffic calming installation must comply with all relevant Town design and construction standards and specifications, unless otherwise noted.

The Guidelines are a living document that may be modified from time to time based on new and emerging best practices.

1.2 About Traffic Calming

The *Canadian Guide to Traffic Calming* describes traffic calming as:

> *The process and measures applied by road authorities to address concerns about the behaviour of motor vehicle drivers travelling on streets within their jurisdictions.*

Traffic calming aims to improve road safety and enhance community livability by reducing the negative effects of motor vehicle use, altering driver behaviour, and

[1] Transportation Association of Canada (TAC), *Canadian Guide to Traffic Calming,* 2nd ed. (2018)

improving conditions for pedestrians and cyclists. Calming traffic also aligns with broader municipal objectives to foster accessibility, support active travel (walking and cycling), promote public health, and enrich "quality of life" – to name a few – demonstrating the interdependence between street design and strong, vibrant neighbourhoods.

When properly used, traffic calming can help reduce:

- Motor vehicle speeds;
- Neighbourhood traffic infiltration;
- Pedestrian crossing distances and times;
- Conflicts between roadway users; and
- The risk and severity of motor vehicle collisions.

While offering potential benefits, some traffic calming measures can be costly and time-consuming to install and if used inappropriately can also:

- Increase emergency vehicle response and transit operating times;
- Impede resident access to neighbourhoods;
- Divert traffic problems to other roads;
- Escalate costs for snow clearing, curbside waste collection, and other maintenance functions; and
- Intensify vehicle emissions and/or noise pollution.

Careful consideration and proper planning – following these Guidelines – helps to ensure successful implementation, avoid unintended consequences, and allow for equitable and consistent treatment of all road users.

1.3 Traffic Calming in Whitby

The Town of Whitby Traffic Calming Policy establishes a transparent, standardized process for assessing and responding to citizen requests for traffic calming and sets out the method and criteria to identify and prioritize locations for traffic calming on

Town roads. Adopted by Town Council in 2025, the policy applies to Local Roads, Collector Roads, and select Type C Arterial Roads[2] under the municipality's jurisdiction. It does not apply to Durham Regional Roads or Provincial Highways.

The Town applies traffic calming measures mostly on roads in Residential neighbourhoods and Central Areas within the Town's Urban Area. Traffic calming may also be used on rural roads, primarily within Hamlets and Estate Residential areas.[3]

Traffic calming measures can be introduced on Town roads through:

- Individual, localized retrofit projects, following the completion of a Traffic Calming Study according to the process defined in the policy;
- A street re-design undertaken as part of a planned road, water, and/or sewer reconstruction project; or
- The land development process as a condition of approval, for both existing and new roads.

The Town and developers may have planned or ongoing projects for roads prioritized for traffic calming. Opportunities to coordinate efforts should be explored.

1.4 Use of Regulatory Signs for Traffic Calming

The Town will not install regulatory signs for the sole purpose of traffic calming. In most cases, signs alone will not discourage motorists from speeding or shortcutting on neighbourhood roads. Their use can also lead to other problems. For example, placing an all-way stop at an intersection not meeting the warrants specified in *Ontario Traffic Manual Book 5 – Regulatory Signs* for its installation can cause poor driver compliance, a false sense of security for pedestrians, speeding between intersections, longer emergency response times, and noise and air pollution. Even when justified, all-way stops can increase the risk of rear-end and fixed object collisions.

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2 As designated on Schedule D (Transportation) of the Town's Official Plan
3 Land use designations per Schedule A (Land Use) of the Town's Official Plan

2 Developing a Traffic Calming Plan

2.1 Approach

The development of a Traffic Calming Plan is a planning exercise involving both technical and communication activities. When the process works as intended, the resulting plan will effectively address resident and stakeholder interests and be sensitive to a broad range of factors and concerns, allowing the Town and its citizens to work towards a clearly defined common outcome.

The approach to developing a successful Traffic Calming Plan involves:

- Forming a clear understanding of the issue(s) requiring attention (e.g., speeding, shortcutting traffic) and identifying which of these concerns the plan intends to address.;
- Establishing both technical objectives (e.g., reduce speeding, limit shortcutting traffic, encourage appropriate driver behaviour, etc.) and project goals (e.g., help meet policy objectives, educate the public about the benefits and impacts of traffic calming, manage public expectations, develop community partnerships) for the plan;
- Identifying and communicating key deliverables and timelines to project participants; and
- Confirming availability and limitations of funding, staff, equipment, community, and other resources to prepare and implement the plan.

2.2 Study Area

The study area for a Traffic Calming Plan will depend on the specific approach strategy (per above), particularly the issue(s) requiring attention. For concerns primarily related to speeding, the study area will generally be more localized to the street segment(s) of concern. For concerns primarily related to shortcutting traffic, larger study areas may apply.

The following factors should be considered when defining the study area limits:

- Issue(s) requiring attention and problem context
- Neighbourhood size
- Key street segment(s) of concern
- Traffic and roadway data
- Location and context of sensitive land uses near, or adjacent to, streets of interest
- Town policies and guidelines (e.g., Transportation Master Plan, Official Plan)
- Potential opportunities and limitations such as available resources and partnerships
- Environmental factors (e.g. geographic features, major streets, key intersections)

2.3 Existing Conditions

It is important to understand existing conditions and context when developing a Traffic Calming Plan. Gaining a sound appreciation for the study area characteristics can help frame opportunities and constraints for the plan. This includes:

- Knowing the land uses within and adjacent to the study area (past, present, and future). This provides insight into the types of users frequenting the subject street(s), potential delivery and curbside loading needs, school and park related activity, and other considerations.
- Developing an understanding of the study area transportation network, including:
  - Street user volumes (by mode, peak and off-peak)
  - Motor vehicle traffic volumes (through and shortcutting)
  - Collision history (including all types of street users)
  - Vehicle speeds
  - Driveway access locations and configurations
  - Curbside regulations
  - Signs and pavement markings
  - Active transportation facilities
  - Road designations within the Official Plan
  - Traffic signals

- Maintenance class of subject street(s)
- Emergency response operations
- Streetlighting
- Transit

2.4 Data Collection

Traffic data collection helps in developing an understanding of the study area transportation network. The data provides objective information to make evidence-based decisions on where to implement traffic calming and the types of measures used. It also aids in assessing effectiveness and determining needed refinements to the Traffic Calming Plan after installing measures.

Speed surveys and traffic counts are the most common data collected when developing a Traffic Calming Plan and monitoring its implementation. This data provides prevailing vehicle speeds and traffic volumes on roads in the study area. In some instances, origin-destination surveys may be conducted to quantify the extent of shortcutting traffic.

Typically, the Town carries out speed surveys and traffic counts using Automatic Traffic Recorders (ATRs). These devices can take the form of black tubes laid across the road or video/detection units mounted to poles beside the street. ATRs typically record data 24 hours a day for at least seven (7) days. Origin-destinations surveys will involve either manual data recording or use digital technology to determine the percentage of vehicles passing through compared to those that begin or end their trip within the study area.

In some instances, the Town may already have traffic data for the subject street(s) from previous collection efforts. If the information is more than three (3) years old (or does not exist), the Town will schedule new traffic data collection at the earliest opportunity. Requests received in the winter season may be investigated the following spring.

2.5 Resident and Stakeholder Engagement

Resident and stakeholder involvement plays a vital role in the development of a successful Traffic Calming Plan. Active and robust participation helps foster support for potential traffic calming measures and ultimately aids in ensuring a positive outcome with the neighbourhood and Town Council.

The Town aims to build consensus on the preferred traffic calming strategy by involving residents and stakeholders in a consistent and meaningful manner at critical points throughout the planning process. Communication between the Town and project participants is key to developing a common understanding. Ensuring the process feels open, understandable, transparent, and inclusive involves:

- Providing convenient and accessible methods for interested parties to participate and offer feedback;
- Presenting relevant technical information and data to allow informed input;
- Inviting participants to contribute to identifying key issues and developing proposed solutions;
- Identifying areas of agreement as early as possible in the process and concentrate resources on areas of contention;
- Clearly defining what is (and is not) within the project scope; and
- Explaining how resident and stakeholder feedback influences the decision-making process, including why specific suggestions are (or are not) included.

A single method of resident and stakeholder involvement is not suitable for all situations. A variety of techniques may be employed to engage project participants, such as workshops, online presentations, pop-up information centres, surveys, meetings, and mailouts. More complex and contentious issues typically require greater levels of outreach and consultation.

There may be instances when traffic calming measures are warranted, but residents have conflicting opinions on the preferred approach to addressing the identified concerns. In these circumstances, additional community engagement and direct outreach to potentially impacted residents may be needed to resolve concerns.

The Town will communicate with residents throughout the Traffic Calming Plan development process, primarily through the **Connect Whitby** engagement site [https://connectwhitby.ca/]. The site will serve as a "one-stop portal" for all study-related information and online engagement efforts. The Town may also communicate through their social media feeds and in local newspapers, as deemed appropriate. Dissemination and distribution methods will depend on the size and nature of the study area.

Several Town departments and external agencies may become involved in the process, including emergency services (Town Fire and Emergency Services, Durham Regional Police Service, and Region of Durham Paramedic Services) and Durham Region Transit. In some cases, stakeholders may also include Town advisory committees and school boards.

Table 2.1 summarizes the public engagement activities that form part of the Traffic Calming Study Process set out in the Town's Traffic Calming Policy. The table:

- Lists typical engagement **activities**. These activities occur in the Plan Development (Step 4) phase of the study process;
- Describes the **approach** for engaging residents in this phase;
- Outlines the **purpose** and **key questions** for the engagement activities; and
- Details the **complimentary communications** supporting the activities.

TABLE 2.1: PUBLIC ENGAGEMENT ACTIVITIES FOR TRAFFIC CALMING STUDY

Activity	Approach	Purpose	Key Questions	Complimentary Communications
Invite Input on Proposed Plan	**Connect Whitby** will serve as the primary portal for capturing input on the proposed Traffic Calming Plan(s). Pop-up information centres and surveys may be used to supplement the information presented on the **Connect Whitby** portal. A **workshop** (virtual or in-person) may be held with study area residents to present the proposed Traffic Calming Plan (options) and solicit input. The workshop should include an educational component and provide opportunities for feedback.	To receive feedback on the proposed Traffic Calming Plan from residents of the study area. *If options:* To determine the Traffic Calming Plans to present as the proposed option(s) for the neighbourhood survey.	What do you like about the proposed Traffic Calming Plan (options)? *If options:* Do you have a preference between the alternatives presented? Do you have any questions or concerns about what is being recommended? Do you feel comfortable with the proposed solution? Is there anything that needs to change before this plan moves forward?	**Notice of Engagement**: • Mailed and/or handed out to the intended audience. Includes use of door hangers. • Posted on **Connect Whitby**, with notification via social media • Displayed on message signs and/or posters set up in the study area
Conduct Neighbourhood Survey	A **survey** (delivered by mail and returned online or by mail) will be sent to each household (dwelling unit) in the study area, regardless of the number of residents, to gauge support for implementing the proposed Traffic Calming Plan and determine the preferred plan alternative if more than one option exists. The survey package should include information about the proposed plan.	To determine if resident support exists to implement the proposed Traffic Calming Plan. *If options:* To determine the preferred Traffic Calming Plan to implement.	Do you support the installation of the proposed Traffic Calming Plan? • Yes • No • Unsure/neutral *If options:* Do you support the installation of proposed Traffic Calming Plan: • Option #1 • Option #2 • Option #n (typically no more than 3) • None of the options • Unsure/neutral	**Handouts** with information about the proposed Traffic Calming Plan (options): • Mailed and/or handed out to the intended audience • Posted on **Connect Whitby**, with notification via social media **Email correspondence** **Phone calls**

2.6 Accessibility, Equity, and Inclusion

Traffic Calming Plans should support use by all people in an inclusive and equitable manner. When developing the plan:

- Consider all individuals, groups, and stakeholders that may be affected by the traffic calming measures;
- Use different notification and consultation strategies and deployment timings to reach and engage diverse audiences;
- Evaluate plans through an equity and inclusion lens to better understand potential benefits and disadvantages from various user perspectives;
- Adhere to the principles of universal design and the Integrated Accessibility Standards (Design of Public Spaces) under the AODA;
- Balance competing interests as some traffic calming measures can introduce unintended barriers from an equity and inclusion perspective; and
- Document the rationale when deviating from the guidance in this document.

2.7 Design Concepts

A design concept is an illustration and description of the combination of traffic calming measures (and locations of those measures) intended to achieve the stated objectives. It helps communicate the form of a potential Traffic Calming Plan to the public in an easily understood format. Design concepts can be as detailed as necessary to achieve the project objectives.

When developing design concepts, consider the following factors:

- Effectiveness of the plan in meeting Town policy and neighbourhood objectives
- Effectiveness of the plan in addressing the problem or opportunity
- Transportation system effects (including active transportation, public transit, vehicle traffic, goods movement, emergency response, and street maintenance)
- Effects on persons with disabilities

- Potential changes to noise, vibration, aesthetics, and the environment
- Effects on pedestrians, cyclists, and vehicle occupants (e.g., comfort, familiarity, etc.)
- Effects on road safety
- Effects on transportation system efficiency and intersection operations
- Constructability and durability
- Lifecycle costs (including capital implementation, ongoing maintenance, and potential renewal)

Other planning tools used in concept development to aid in assessing potential viability and effectiveness include:

- Creating “mock-ups” using temporary materials;
- Inspecting the subject street(s) during inclement weather – particularly instructive in reviewing drainage conditions and vehicle tracking manoeuvres around corners; and
- Reviewing other similar locations with comparable traffic calming measures.

2.8 Monitoring

Monitoring helps to determine if the Traffic Calming Plan is functioning as intended. When conducted, the monitoring process typically involves developing evaluation criteria, collecting data, conducting site observations, gathering resident and stakeholder feedback, undertaking “before and after” analysis, and recommending refinements, if any, based on the comparative evaluation. In rare circumstances, this could also include removing some or all traffic calming measures. Reporting and public education following the monitoring process allows for the exchange of information and knowledge.

Typical evaluation criteria used to assess the impacts (positive and negative) of a Traffic Calming Plan may include:

- **Effectiveness**. For example, level of vehicle speed reduction.

- **Costs and/or Benefits**. For example, benefit of reduction in collision rate compared to cost of installation.
- **Stakeholder Feedback**. For example, the number of similar reported complaints or positive feedback received after installation.
- **Secondary Impacts or Benefits**. For example, vibration and noise level changes.

Preferably, evaluation criteria will be quantitative in nature but could be qualitative for difficult to measure factors.

3 The Toolkit

3.1 Basis

The *Canadian Guide to Traffic Calming* is the preeminent source of information and guidance about traffic calming in Canada. Originally published in 1998, the guide was updated in 2018 to incorporate the latest and best practices that evolved in the field over the 20 years since its original release. Much of the document is devoted to describing and providing information about the applicability, effectiveness, and design of different traffic calming measures.

From this catalogue of options, the Town has established a shortlist of potential traffic calming measures for use on roads in Whitby. This "toolkit" of measures captures a range of approaches to addressing different types of traffic problems (i.e., speeding, shortcutting traffic, collisions, pedestrian conflicts, etc.) in various contexts (i.e., on different road classifications, urban versus rural environments, etc.) and reflects input received from Town stakeholders.

3.2 Potential Traffic Calming Measures

Appendix A details the Toolkit of traffic calming measures applied in Whitby. The Toolkit includes a description and photo of each treatment along with detailed guidance on the applicability, design, potential benefits, and implementation considerations of each technique. Information on related signage, implementation timelines (permanent versus temporary), and indicative costs is also provided. The costs noted in the Toolkit were sourced primarily from the Institute of Transportation Engineers (ITE) *Traffic Calming Fact Sheets*[4] and adjusted to reflect Canadian dollars and inflation. Other municipal traffic calming guidelines were also referenced in deriving the cost data.

[4] Institute of Transportation Engineers. *Traffic Calming Fact Sheets*. https://www.ite.org/technical-resources/traffic-calming/traffic-calming-measures. Accessed July 29, 2021.

3.2.1 Categories of Measures

The Toolkit separates the shortlisted measures into two categories:

Education and Enforcement Measures

Education and enforcement techniques and strategies raise awareness and influence motorist behaviour (education) or use the force of law to deter unsafe driving practices and ensure compliance with traffic regulations (enforcement). Measures in this category do not change the design and/or configuration of the roadway and include the following:

- Radar Speed Feedback Signs
- Education Campaigns
- Targeted Enforcement
- Automated Speed Enforcement (ASE)

Physical Traffic Calming Measures

Physical traffic calming measures change the design and/or configuration of the roadway with the aim of forcing motorists to slow down or select different routes. These measures tend to be “self-enforcing”, reducing reliance on enforcement to ensure compliance. This category comprises four groups of measures:

- **Vertical deflection** measures raise the height of the road surface, forcing motorists to slow their vehicles to comfortably navigate the change in profile. This group includes:
  - Speed Hump
  - Speed Cushion
  - Raised Crosswalk
  - Raised Intersection
- **Horizontal deflection** measures shift the driving path, forcing motorists to slow their vehicles to comfortably navigate the change in direction. This group includes:
  - Curb Radius Reduction

- Chicane
- Mini (Neighbourhood) Roundabout

- **Road narrowing** measures reduce the road width, forcing motorists to slow their vehicles by constricting the available driving space. This group includes:
  - Curb Extension (Bump Out)
  - Raised Median Island
  - Gateway
  - Centreline Signage
  - Edgeline Bollards

- **Surface treatment and pavement marking** measures cause vibration, draw attention, or create optical effects, forcing motorists to slow their vehicles. This group includes:
  - Rumble Strips
  - Sidewalk Extension/Textured Crosswalk
  - Pavement Markings
  - Dragon's Teeth
  - On-Road 'Sign' Pavement Markings

Table 3.1 provides a simplified, visual comparison of the different measures, highlighting their applicable location, potential benefits, implementation considerations, and relative costs. This table provides useful information for the selection process discussed further below.

3.2.2 Indicative Costs

The indicative costs cited in the Toolkit provide order of magnitude estimates for planning purposes, but should be applied with caution given the many factors affecting actual implementation costs, such as:

- Width of roadway(s);
- Corner radii;
- Existing infrastructure and utilities (e.g., catch basins, maintenance holes, utility poles, streetlights);

- Dimensions of proposed feature(s) (e.g., island size, length of extensions, width/height of raised feature);
- Quantity (e.g., number of signs, length of pavement markings, numbers of signals);
- Property acquisition (if required);
- Landscaping;
- Labour and materials;
- Design and contingency.

Closer to implementation, the Town will typically estimate installation costs based on more detailed design plans and current unit/benchmark prices derived from recent contracts.

3.3 Selecting Measures from the Toolkit

Applying the Toolkit consistently will assist the Town in selecting the most effective traffic calming measures to address identified traffic concerns. It is important to remember that not all traffic calming measures are appropriate under all circumstances.

The selection and design of traffic calming measure(s) is the culmination of a series of sequential activities that depends directly on the type and magnitude of the traffic issue being addressed. The major planning considerations in this process – location and frequency of the devices, geometric design, and materials – will vary considerably by location, with the following site-specific factors influencing the measures selected:

- Roadway designation (Local Road, Collector Road, Type C Arterial Road)
- Roadway cross-section (rural, urban)
- Roadway geometric features (right-of-way, pavement widths, radii, parking, etc.)
- Presence of transit route
- Implications of diverting traffic to adjacent streets

- Cost (capital and operating)
- Presence of pedestrian facilities
- Presence of cycling facilities

The following outlines the typical decision process for selecting measures from the Toolkit. As noted above, other factors can influence selection:

- **Step 1** – Determine if the subject street is a candidate for traffic calming measures. Per the Traffic Calming Policy, locations meeting the technical assessment minimum score would be candidates for physical traffic calming measures. Roads not satisfying the minimum score will be considered for Education and Enforcement.
- **Step 2** – Identify the list of potential traffic calming measures based on roadway classification.
- **Step 3** – Confirm and rank (based on severity) the primary issue(s) to be addressed through the Traffic Calming Plan. Potential issues include:
  - Speeding
  - Shortcutting traffic
  - Vehicle and pedestrian/cyclist conflicts
  - Heavy vehicles
- **Step 4** – Shortlist the measures that address the issue(s) and severity/priority from the initial list assembled in Step 2.
- **Step 5** – Focus on/eliminate measures that would/would not be appropriate under the following conditions:
  - School Zones and Community Safety Zones
  - Active transportation (cycling) routes
  - Adjacent to park
  - High pedestrian generators, particularly more vulnerable users
  - Adjacent land uses (residential versus non-residential)
  - Planned reconstruction
  - Noise to surrounding area
  - Applicability for temporary installation

- **Step 6** – Confirm measures can be used under current roadway conditions. Factors to consider include:
  - Existing intersections and control
  - Midblock pedestrian/cyclist crossings and control
  - Cross-section width
  - Need for on-street parking
  - Roadway alignment (i.e., horizontal and vertical curvature)
  - Grade
  - Block length
  - Driveway density
  - Pavement condition and materials
  - Drainage
  - Utilities and street furniture (e.g., poles, boxes, benches)
  - Streetlighting

TABLE 3.1: TRAFFIC CALMING MEASURES FOR USE IN THE TOWN OF WHITBY

Measure	Applicable Location				Potential Benefit				Implementation Consideration						Relative Implementation Cost	Notes
	Local Roads	Collector Roads	Type C Arterial Roads	Outside Urban Area	Speed Reduction	Volume Reduction	Conflict Reduction	Natural Environment	Local Vehicle Access	Emergency Vehicle Response	Cycling Use	Traffic Enforcement	Vehicle Parking	Street Maintenance		
Education and Enforcement																
Radar Speed Feedback Sign	✓	✓	✓	✓	■	□	□	□	○	○	○	◉	○	○	$	Use prior to implementing physical traffic calming and/or compliments other measures
Education Campaign	✓	✓	✓	✓	◘	□	□	□	○	○	○	○	○	○	$-$$$	
Targeted Enforcement	✓	✓	✓	✓	◘	□	□	□	○	○	○	●	○	○	$-$$$	
Automated Speed Enforcement	✓	✓	✓	✓	■	□	□	□	○	○	○	◉	○	○	$$-$$$	
Vertical Deflection																
Speed Hump	✓	*	*		■	◘	■	◘	○	●	◉	○	◉	◉	$-$$	Conditional use only (see Legend notes)
Speed Cushion	✓	*	*		■	◘	■	◘	○	○	◉	○	◉	◉	$-$$	
Raised Crosswalk	✓	✓	✓		■	□	◘	◘	○	◉	◉	○	○	◉	$-$$	Implement to facilitate pedestrian connections
Raised Intersection	✓	✓	✓		■	□	◘	◘	○	◉	◉	○	○	◉	$$-$$$	Site specific, considered as part of road reconstruction projects or new development

Legend:

Applicable Location: ✓ Applicable, * Conditional (only on roads with traffic volumes less than 8,000 vehicles per day), + Seasonal
Potential Benefit: ■ Substantial, ◘ Moderate, □ None or Limited Data
Implementation Consideration: ● Substantial, ◉ Moderate, ○ None or Limited Data
Relative Implementation Cost: **$** Low ($0-$10,000), **$$** Moderate ($10,000-$100,000), **$$$** High ($100,000+)

TABLE 3.1: TRAFFIC CALMING MEASURES FOR USE IN THE TOWN OF WHITBY

Measure	Applicable Location				Potential Benefit				Implementation Consideration						Relative Implementation Cost	Notes
	Local Roads	Collector Roads	Type C Arterial Roads	Outside Urban Area	Speed Reduction	Volume Reduction	Conflict Reduction	Natural Environment	Local Vehicle Access	Emergency Vehicle Response	Cycling Use	Traffic Enforcement	Vehicle Parking	Street Maintenance		
Horizontal Deflection																
Curb Radius Reduction	✓	✓	✓		◘	□	□	◘	○	○	O	○	○	O	**$$-$$$**	
Chicane	✓				■	■	■	◘	○	O	O	○	●	O	**$$**	Implement under special circumstances
Mini (Neighbourhood) Roundabout	✓	✓			■	□	■	■	○	O	O	○	O	O	**$-$$$**	Implement to address intersection conflicts (where space permits)
Road Narrowing																
Curb Extension (Bump Out)	✓	✓	✓		◘	□	□	■	○	○	O	○	●	●	**$$-$$$**	
Raised Median Island	✓	✓	✓		◘	□	◘	□	O	○	○	○	O	O	**$$-$$$**	Implement where width permits and/or with reconstruction projects
Gateway	✓	✓	✓	✓	◘	□	□	■	○	○	○	○	○	●	**$-$$**	Site specific, compliments other measures
Centreline Signage	+	+	+		◘	□	□	□	○	○	○	○	○	O	**$**	Seasonal use only
Edgeline Bollards	+	+	+		◘	□	□	□	○	○	○	○	○	O	**$**	

Legend:

Applicable Location: ✓ Applicable, * Conditional (only on roads with traffic volumes less than 8,000 vehicles per day), + Seasonal
Potential Benefit: ■ Substantial, ◘ Moderate, □ None or Limited Data
Implementation Consideration: ● Substantial, O Moderate, ○ None or Limited Data
Relative Implementation Cost: **$** Low ($0-$10,000), **$$** Moderate ($10,000-$100,000), **$$$** High ($100,000+)

TABLE 3.1: TRAFFIC CALMING MEASURES FOR USE IN THE TOWN OF WHITBY

Measure	Applicable Location				Potential Benefit				Implementation Consideration						Relative Implementation Cost	Notes
	Local Roads	Collector Roads	Type C Arterial Roads	Outside Urban Area	Speed Reduction	Volume Reduction	Conflict Reduction	Natural Environment	Local Vehicle Access	Emergency Vehicle Response	Cycling Use	Traffic Enforcement	Vehicle Parking	Street Maintenance		
Surface Treatments and Pavement Markings																
Rumble Strips				✓	◘	□	□	□	○	○	◎	○	○	◎	$	
Sidewalk Extension/ Textured Crosswalk	✓	✓			◘	□	◘	◘	○	○	◎	○	○	●	$-$$	Implement to facilitate pedestrian crossings, streetscape projects
Lane Narrowing	✓	✓	✓	✓	◘	□	◘	□	○	◎	◎	○	◎	○	$-$$	
Dragon's Teeth	✓	✓	✓	✓	□	□	□	□	○	○	○	○	○	◎	$	
On-Road 'Sign' Pavement Markings	✓	✓	✓	✓	◘	□	□	□	○	○	○	○	○	◎	$	Compliments other measures

Legend:

Applicable Location: ✓ Applicable, * Conditional (only on roads with traffic volumes less than 8,000 vehicles per day), + Seasonal
Potential Benefit: ■ Substantial, ◘ Moderate, □ None or Limited Data
Implementation Consideration: ● Substantial, ◎ Moderate, ○ None or Limited Data
Relative Implementation Cost: **$** Low ($0-$10,000), **$$** Moderate ($10,000-$100,000), **$$$** High ($100,000+)

4 Design Considerations

4.1 Pertinent Guidelines and Manuals

The Town will generally follow the recommended design guidance provided in Chapter 4 of the *Canadian Guide to Traffic Calming* when implementing traffic calming measures. The TAC *Geometric Design Guide for Canadian Roads*[5] may also be referenced for broader street design practices.

The Ontario Traffic Manual (OTM) provides information relating to regulatory and warning signs (Books 5 and 6), pavement markings (Book 11), pedestrian crossing treatments (Book 15), and cycling facilities (Book 18). These manuals should be used to determine signage and pavement marking plans as well as integrating active transportation facilities. The use of non-standard or non-traditional signs and markings is discouraged in most instances.

Table 4.1 denotes the relevant guidebook and section to consult in traffic calming design. References are not provided for measures without available guidance (as indicated by "n/a") or for Education and Enforcement measures. The standard drawings in **Appendix B** (and described in **Section 4.6**) provide further design guidance specific to Whitby.

4.2 Specific Road User Considerations

Traffic Calming Plans should consider the needs of and effects on all road users and balance potential impacts against overall project objectives, recognizing some designs can improve conditions for certain groups while unintentionally hindering others. The following sections address design considerations for specific users or perspectives:

[5] TAC, *Geometric Design Guide for Canadian Roads*, (2017)

TABLE 4.1: DESIGN GUIDANCE FOR PHYSICAL TRAFFIC CALMING MEASURES

Traffic Calming Measure	Design Reference
Vertical Deflection	
Speed Hump	TAC s. 4.2.4
Speed Cushion	TAC s. 4.2.3
Raised Crosswalk	TAC s. 4.2.1
Raised Intersection	TAC s. 4.2.2
Horizontal Deflection	
Curb Radius Reduction	TAC s. 4.3.2
Chicane	TAC s. 4.3.1
Mini (Neighbourhood) Roundabout	TAC s. 4.3.4
Road Narrowing	
Curb Extension (Bump Out)	TAC s. 4.4.1
Raised Median Island	TAC s. 4.4.3
Gateway	n/a
Centreline Signage	OTM Book 6
Edgeline Bollards	n/a
Surface Treatments and Pavement Markings	
Rumble Strips	n/a
Sidewalk Extension/Textured Crosswalk	TAC s. 4.5.1
Lane Narrowing	OTM Book 11
Dragon's Teeth	n/a
On-Road 'Sign' Pavement Markings	OTM Book 11

4.2.1 Active Transportation

Specific design considerations for active transportation include:

- Understand the intended function of the street for active transportation per the Town's *Active Transportation Plan*
- Aim to reduce vehicle speeds near pedestrian crossings and locations of high crossing desire lines such as near schools, transit stops, parks, etc.
- Protect pedestrians to the extent possible through traffic calming designs that reduce vehicle speeds and create lateral buffer space between vehicle travel lanes and adjacent sidewalks
- Provide the safest environment possible for pedestrians in locations without sidewalks
- Buffer cyclists from motorists to the extent possible through design features

4.2.2 Maintenance Operations

Specific design considerations for maintenance operations include:

- Understand the implications of the Town's prescribed road maintenance standards/requirements for the traffic calming design, particularly provisions related to winter maintenance
- Minimize complexity to winter maintenance operations
- Accommodate regular maintenance and operational activities, including waste collection, street sweeping, pothole repair, shoulder and boulevard maintenance, sidewalk repair, catch basin cleaning, litter and debris clearing, signage repairs, pavement marking refresh, and streetscaping/ landscaping care
- Maintain the following clearance widths in locations where no additional maintenance resources are planned:
    - At least 1.8 m (preferably 2.0 m or more) clear width for sidewalks, cycling facilities (where segregated from vehicle traffic), adjacent sidewalk-cycle track facilities, and multi-use paths where present

    - A clear width for roadway surfaces that accommodates a typical snow plow used on the subject street plus 0.25 m buffers on both sides

- Accommodate road maintenance and operational vehicle turning requirements (can use turning movement templates for TAC HSU (Heavy Single-Unit Truck) design vehicle to confirm suitability)

4.2.3 Emergency Response

Specific design considerations for emergency response include:

- Avoid placing speed humps and introducing mountable curb on emergency response routes identified by Town Fire and Emergency Services
- Consider breaks/depressions in centre medians to allow emergency response vehicles to navigate around regularly occurring obstructions such as queued traffic
- Account for the dimensions of the largest fire truck that could use the subject street
- Use mountable curb instead of barrier curb where possible
- Avoid placing signs in the path of turning emergency vehicles at intersections
- Accommodate emergency vehicle turning requirements (can use turning movement templates for TAC HSU (Heavy Single-Unit Truck) design vehicle to confirm suitability)

4.3 Design Integration

4.3.1 Pinch Points

“Pinch points” – locations where a road becomes narrower than typical – can help calm traffic but need to provide sufficient width for school and transit buses, road maintenance equipment, waste collection trucks, and emergency vehicles to function properly and safely.

For the purposes of the Minimum Maintenance Standards for Municipal Highways (O.Reg. 239/02) under the *Municipal Act, 2001*, each municipal road in Ontario is assigned a classification based on its speed limit and average daily traffic volume. Class 1 roads (highest speeds and volumes) require the highest standard of maintenance and Class 5 the lowest.

Narrowing Class 1, 2, and 3 roads significantly at "pinch points" through traffic calming can hinder the Town's ability to maintain the road surface under winter storm events to the prescribed standards with current equipment while preserving continuous two-way traffic flow during plowing activities. Continuous two-way traffic flow is not as impacted on Class 4 and 5 roads given the lower frequency of plowing, road surface maintenance standards, and typical traffic volumes.

Considering the operational requirements of the Town's typical road maintenance equipment, minimum clearance widths (curb-to-curb) were established according to road class. For Class 1, 2, and 3 roads, the curb-to-curb roadway surface width (i.e., the narrowest "pinch point") should exceed:

- 7.0 m for two-way road segments
- 4.0 m for one-way road segments

For Class 4 and 5 roads, the curb-to-curb roadway surface width should exceed:

- 6.0 m for short two-way road segments serving more than 240 vehicles per hour (during the busiest hour) or 1,000 vehicles per day
- 4.0 m for short two-way road segments serving 240 vehicles per hour or less (during the busiest hour) or 1,000 vehicles per day or less
- 4.0 m for single lane roads

Additional width beyond the 4.0 m minimum roadway surface widths stated above should be provided in cases where the typical road maintenance equipment used on the subject street exceeds 3.5 m in width.

4.3.2 Corner Radius

Reducing the *effective turning radius* encourages lower turn speeds, which helps to calm traffic but may challenge operations for school and transit buses, road maintenance equipment, waste collection trucks, and emergency vehicles. The corner radii should allow the design vehicle[6] to make permitted turns into large private accesses and onto intersecting streets:

- Within the road surface area intended for vehicular operation;
- Without mounting the curb; and
- Without encroaching onto or traversing adjacent street side features, such as sidewalks, multi-use paths, cycling facilities, transit stop waiting areas, street furniture, or streetscaping.

Corner radii should be designed based on analysis of effective turning radii. **Figure 4.1** illustrates the difference between corner radius and effective turning radius at an intersection. **Table 4.2** provides the effective turning radius for different intersection contexts to consider as a starting point when developing designs for traffic calming plans.

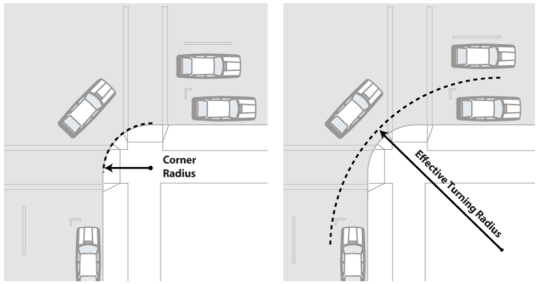


FIGURE 4.1 CORNER RADII AND EFFECTIVE TURNING RADIUS
(Source: *Geometric Design Guide for Canadian Roads* (TAC, 2017)

[6] A typical vehicle type permitted to use the subject street that generally requires the largest turning radius or space to make a right turn at an intersection. Designs typically consider the heavy single-unit truck (HSU), tractor semitrailer (WB-20), or passenger car (P) as defined in the *Geometric Design Guide for Canadian Roads*. See Town's *Engineering Design Criteria* for further information.

TABLE 4.2: INITIAL MINIMUM EFFECTIVE TURNING RADII

(Source: Traffic Calming Design Guide (City of Ottawa, 2019)

Land Use Context	Functional Classifications of Connecting Roads	Minimum Effective Turning Radius
Residential	Local to Local	5.0 m
	Local to Collector	5.0 m
	Local to Arterial	9.0 m
	Collector to Collector	12.0 m[1]
	Collector to Arterial	12.0 m[1]
Commercial	Local to Local	9.0 m
	Local to Collector	12.0 m[1]
	Collector to Collector	15.0 m[2]
	Collector to Arterial	15.0 m[2]
Industrial	Local to Collector	12.0 m[1]
	Collector to Collector	15.0 m[2]
	Collector to Arterial	15.0 m[2]

Notes:

1. The 12 m effective turning radius accommodates single-axle delivery trucks and transit buses where there is a high probability that these vehicle types will be frequent users.
2. The 15 m effective turning radius accommodates the large tractor semi-trailer vehicles (TAC WB-20) where there is a high probability that these vehicle types will be reasonably frequent users.

The target effective turning radius can be determined in addition to service vehicle operational considerations after selecting the initial minimum effective turning radius. Under unconstrained conditions (i.e., streets and areas with abundant right-of-way, good visibility, limited street side activity, greater distances between intersections, and/or high operating speeds), the radius selected should aim to reduce the potential for excessive vehicle speed differential between through and turning vehicles. Measures may be required on the approach street to reduce operating speeds in advance of the subject turning movement. In constrained

environments, trade-offs may be needed to balance competing service vehicle operation and traffic calming objectives.

Reductions from the minimum curb radius dimensions specified in Table C3.03 of the Town's *Engineering Design Criteria* may be considered for any intersection corner exceeding the minimum effective turning radius listed in **Table 4.2**. In locations where physical reductions are not feasible, traffic calming designs may consider measures like mountable curbs or aprons, pavement markings, textured pavement, and/or flexible bollards to "psychologically" tighten effective turning radii. This treatment can create a calming effect for smaller vehicles while still allowing larger vehicles to complete the turning movement unimpeded. Extending the crosswalk towards the barrier curb can indicate to pedestrians, cyclists, and visually impaired individuals that the textured/painted area is not intended as a waiting area or space to reduce crossing distance.

4.3.3 Surface Drainage

Traffic calming designs need to consider the effects on roadway and sidewalk drainage to avoid ponding and ice build-up and the related adverse effects on road user safety and roadway maintenance. Catch basin location and placement is particularly important in siting traffic calming features. Catch basins should be located on the uphill side of measures installed on a grade, where the device does not include gaps for drainage.

4.3.4 Underground Utilities

Traffic calming designs need to consider service access to underground utilities and the potential effect of roots from a heavily landscaped measure on underground utility plant.

4.3.5 Streetscaping/Landscaping

While some traffic calming designs can introduce new streetscaping opportunities, construction of the measures can damage existing landscaping (such as trees) when done within or close to the root zone.

When implementing new streetscaping/landscaping:

- Select new trees, where applicable, from the Town's recommended species list
- Apply treatments that require low levels of ongoing maintenance, provide sufficient opportunity to thrive, and/or intercept stormwater run-off (also known as low-impact development (LID) techniques)
- Explore formal partnerships (e.g., with residents' associations or business groups) to maintain the landscaping

For hard surface plantings (i.e., planting surrounded by hard surface materials that water cannot penetrate):

- Raise the soil bed and landscaping base above the adjacent surfaces (e.g. sidewalk) to provide greater protection from maintenance activities
- Offset plantings from the adjacent sidewalk and road edge to reduce the impacts of road maintenance activities

4.3.6 Accessibility, Equity, and Inclusion

When designing from an accessibility, equity, and inclusion perspective:

- Adhere to the requirements set out in the Integrated Accessibility Standards (Design of Public Spaces) under the AODA
- Consider implications for curbside loading/unloading of accessible vehicles (e.g., Durham Region Transit Specialized Transit vehicles, taxis, vans, etc.)
- Avoid introducing designs that increase potential for criminal danger, eliminate the possibility of casual surveillance, create excessive darkness, or create a general sense of discomfort for vulnerable road users
- Place poles, signage, and landscaping in a manner that avoids path-of-travel obstructions
- Use colour contrasting to emphasize path-of-travel and presence of hazards, particularly for individuals with low vision. Where used, follow a standard approach

4.3.7 Signs

While some traffic calming measures require signs to advise street users of their location, the introduction of signs to provide advance warning of each feature should be avoided in the interest of maintaining community aesthetics. None of the traffic calming measures described in these Guidelines represent a hazard to motorists operating their vehicles at appropriate speeds, hence signing can be minimized without compromising safety. Please refer to the OTM Books, the *Canadian Guide to Traffic Calming*, and the TAC *Manual of Uniform Traffic Control Devices for Canada*[7] for exact sign information.

4.4 Temporary and Seasonal Installations

As noted in the Town's Traffic Calming Policy, the Town may implement traffic calming measures on a temporary (trial) basis to:

- Assess the effectiveness of the measures and allow for refinement of the Traffic Calming Plan prior to permanent installation;
- Stage or defer full implementation (particularly for more costly measures); and/or
- Gauge community reaction.

The Town may also implement traffic calming measures seasonally to:

- Alleviate anticipated operational or maintenance concerns (e.g., snow and ice removal in winter); and/or
- Target conditions specific to certain times of year (e.g., school area).

Temporary and seasonal traffic calming installations will typically feature some combination of:

- Removable rubber products (e.g., curbing, speed humps, tables, cushions)
- Removable/flexible posts and bollards

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7 TAC, *Manual of Uniform Traffic Control Devices for Canada,* 6th ed. (2021)

- Signs and pavement markings
- Temporary speed display boards

Other materials, such as precast concrete, wood, and/or plastic planters, offer potential opportunities but should be used with consideration of ongoing maintenance requirements.

Measures that require a significant number of anchors (e.g., rubber speed humps) should only be considered in locations planned for rehabilitation or reconstruction in the near term.

Temporary and/or seasonal materials can be used for longer term traffic calming installations that are not removed and re-installed regularly. Potential impacts to, and appropriate mitigation for (where applicable), any interaction with road maintenance operations and the durability and longevity of the materials used under varying exposure conditions should be considered in these circumstances.

4.5 Design Exceptions

Situations may arise where these Guidelines may not be sensitive to the nuance of a unique context and require deviation from the specified guidance. The following factors should be considered when exploring potential design exceptions:

- **Turning, Routing, and Access of Design Vehicles** – Ability to perform permitted turns and access land uses where intended
- **Maintenance Operations and Routing** – Ability to perform required functions
- **Road User Volume and Vehicle Speed Characteristics** – Potential risk/likelihood of incident
- **Visibility and/or Advanced Warning for Road Users** – Ability to safely negotiate the location
- **Contingency Options** – Ability to adjust or potentially remove traffic calming measures necessitating exception
- **Key Emergency Response Streets and School Zones** – Potential impacts to identified locations

- **Community/Urban Design and Public Realm Objectives** – Potential impacts to the broader built environment (refer to the Town's Official Plan and relevant guidelines for further information)
- **Use of Temporary/Seasonal Materials to Test Exception**– Ability to trial measures prior to committing to a permanent installation
- **Public Input** – Potential impacts to the public, particularly where access or turning restrictions are proposed
- **Other Locations with Similar Installations** – Ability to learn from experience at another location

All design exceptions should be documented in the project file.

4.6 Standard Drawings

Appendix B provides a series of standard drawings specific to Whitby for the design and construction of select traffic calming measures.

Appendix A – Toolkit of Traffic Calming Measures

Radar Speed Feedback Sign

A radar speed feedback sign is an interactive sign that displays vehicle speeds as oncoming motorists approach. Vehicle speed is captured using radar and can trigger the display board to show when vehicles approach at predetermined undesirable speeds. Can be used upstream of targeted speed enforcement.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Can be used as curve advisory systems
- Can be used on a weather-related basis
- Can be very effective if occassionally used with manned enforcement downstream

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed between 3 and 14 km/h
- **Conflicts** – Reduction in speed related collisions

Implementation Considerations

- **Enforcement** – Drivers may become immune to devices; May be less effective or less accurate on multi-lane or heavily trafficked roads
- **Maintenance** – Requires regular maintenance and a source of power



City of Ottawa

Primary Purpose
Speed Reduction

Indicative Cost
$4,000 – $7,500
(Temporary and Permanent)

Timeline
Temporary or Permanent

Signage



Education Campaign

Targeted education campaigns are initiatives to raise awareness of road safety issues. Education campaigns can address multiple types of driver awareness. In some cases, these will be an integral component of an overall strategic road safety program.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Works better when combined with other prevention efforts

Potential Benefits

- May be effective at raising awareness and changing self-reported attitudes and perceptions

Implementation Considerations

- More successfully influence behaviour with a solid theoretical and data foundation
- More effective with messages delivered through personal communications or at the roadside
- Effectiveness is linked to its duration



Town of Whitby

Primary Purpose
Raise Awareness

Indicative Cost
Minimal

Timeline
Temporary

Signage
N/A

Targeted Enforcement

Targeted enforcement involves employing additional police enforcement in locations when speed, collision, citation, resident comments, or other sources of information suggest that the site is unusually hazardous due to illegal driving practices.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Avoid at the bottom of hills or corners, or 200 m upstream of speed limit ahead signage
- Site should safely accommodate enforcement vehicle/operator

Potential Benefits

- **Vehicle Speeds –** Reduction in average speed between 2 and 6 km/h
- **Conflicts** – Reduction in overall and speed related collisions

Implementation Considerations

- Possible disfavour from local residents/community



Waterloo Regional Police Service

Primary Purpose
Speed Reduction

Indicative Cost
N/A

Timeline
Temporary

Signage
N/A

Automated Speed Enforcement

Automated Speed Enforcement (ASE) is an automated system that uses a camera and a speed measurement device to enforce speed limits in identified areas. ASE is designed to work in tandem with other road safety measures, such as engineering activities, education initiatives, and police enforcement, to help improve safety for people of all ages by increasing speed compliance, altering driver behaviour, and increasing public awareness about the consequences of inappropriate vehicle operating speeds and the critical need for drivers to slow down.



Durham Region

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – 70 km/h or less
- **Average Daily Traffic** – All volumes

Design

- Can only be used in Community Safety Zones and School Zones
- Avoid speed transition zones
- Avoid at the bottom of hills or corners, or 200 m upstream of speed limit ahead signage

Potential Benefits

- **Vehicle Speeds –** Reduction in average speed between 8 and 14 km/h within enforced area
- **Conflicts** – Substaintial reduction in speed related collisions at camera location

Implementation Considerations

- Drivers may start to use alternate routes to avoid ASE cameras

Primary Purpose
Speed Reduction

Indicative Cost
N/A

Timeline
Temporary or Permanent

Signage



Speed Hump

A speed hump is a raised area of a roadway, which causes the vertical upward movement of a traversing vehicle. The purpose of a speed hump is to cause discomfort for drivers travelling at higher speeds and to reduce vehicle speeds.

Applicability

- **Road Classification** – Local Roads, Collector Roads and Type C Arterial Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – Maximum 8,000 vpd

Design

- Series of speed humps is more effective
- **Spacing** – 100 to 200 m depending on the desired 85th percentile speed
- **Grade** < 8%
- **Maximum Block Length** (between controlled intersections) – 200 m

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed between 6 and 13 km/h
- **Traffic Volumes** – Reduction between 15% and 27%
- **Conflicts** – Reduction in conflict reduction has been reported

Implementation Considerations

- **Emergency Response** – 2.3 to 15 s delay in emergency vehicle response times
- **Active Transportation** – Cyclists may experience loss of control at higher speeds
- **Transit** – Negative effects on transit route travel times
- **Maintenance** – Negative effects on snow plowing/removal



City of Surrey

Primary Purpose
Speed Reduction

Indicative Cost
$7,000 – $10,000 (Permanent)
$6,000 (Temporary)

Timeline
Temporary or Permanent

Signage



Speed Cushion

A raised area on a road, like a speed hump, but does not cover the entire width of the road. The width is designed to allow a large vehicle, such as a fire truck or bus, to "straddle" the cushion, while light vehicles will have at least one side of the vehicle deflected upward.

Speed cushions are intended to produce sufficient discomfort to limit passenger vehicle travel speeds yet allow the driver to maintain vehicle control, while allowing larger vehicles to pass without difficulty.

Applicability

- **Road Classification** – Local Roads, Collector Roads and Type C Arterial Roads
- **Roadway Cross-Section** – Primarily urban
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – Maximum 8,000 vpd

Design

- Series of speed cushions is more effective
- **Spacing** – 100 to 200 m depending on the desired 85th percentile speed
- **Grade** < 8%
- **Maximum Block Length** (between controlled intersections) – 200 m

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 8 km/h
- **Traffic Volumes** – Reduction of approximately 30%
- **Conflicts** – Reduction in conflict reduction has been reported

Implementation Considerations

- **Emergency Response** – May slightly affect vehicle response times
- **Transit** – May slightly affect transit routes and increase travel time
- **Maintenance** – Negative effects on snow plowing/removal



City of Calgary

Primary Purpose
Speed Reduction

Indicative Cost
$6,000 – $10,000 (Permanent)
$8,500 (Temporary)

Timeline
Temporary or Permanent

Signage



Raised Crosswalk

A raised crosswalk is a marked pedestrian crosswalk at an intersection or midblock location constructed at a higher elevation than the adjacent roadway.

The purpose of a raised crosswalk is to reduce vehicle speeds, improve pedestrian visibility, and reduce pedestrian–vehicle conflicts.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban, sidewalk on at least one side of road
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – Maximum 8,000 vpd

Design

- Not recommended unless there is a controlled crossing
- Not recommended in limited right-of-way
- Consistent configuration throughout a community is desirable
- **Grade** ≥ 1%, but ≤ 8%

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up from 5 km/h to 13 km/h
- **Traffic Volumes** – Reduction of up to 26%, increase of up to 7% on neighbouring streets
- **Conflicts** – Reduction for pedestrians
- Benefits pedestrians in crossing the road and aids accessibility

Implementation Considerations

- **Emergency Response** – Impacts and delays to emergency vehicles
- **Active Transportation** – May cause false sense of pedestrian security; Cyclists may experience loss of control at higher speeds
- **Transit** – May slightly affect transit routes and increase travel time
- **Maintenance** – Negative effects on snow plowing/removal



Federal Highway Administration

Primary Purpose
Speed Reduction

Indicative Cost
$5,000 – $20,000 (Permanent)

Timeline
Permanent

Signage



Raised Intersection

A raised intersection is an intersection, that may include crosswalks, constructed at a higher elevation than the adjacent approach roadways.

The purpose of a raised intersection is to reduce vehicle speeds, better define crosswalk areas, and reduce pedestrian–vehicle conflicts.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – Maximum 8,000 vpd

Design

- Install at controlled intersections
- Implement in commericial areas and business districts with high pedestrian activity
- **Grade** ≥ 1%, but < 8%

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 10 km/h
- **Conflicts** – Improvement in drivers yielding to pedestrians

Implementation Considerations

- **Emergency Response** – Slows emergency vehicles to approximately 25 km/h
- **Active Transportation** – Cyclists may experience loss of control at higher speeds
- **Transit** – May slightly affect transit routes and increase travel time
- **Maintenance** – Snow clearing time may be increased



Transit Utopia

Primary Purpose
Speed Reduction

Cost Estimate
$30,000 – $150,000 (Permanent)

Timeline
Permanent

Signage



Curb Radius Reduction

A curb radius reduction is the reconstruction or modification of an intersection corner with a smaller radius, usually between the 3.0 m to 5.0 m range.

The purpose is to slow down right-turning vehicles, reduce crossing distances for pedestrians, and to improve visibility of pedestrians. This measure will not be considered where there is frequent bus/truck turning.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Emergency services will not be impacted if sufficient road width for turning radius is provided
- Implication of chosen radius on larger vehicles (e.g., transit bus) must be checked

Potential Benefits

- **Vehicle Speeds –** Speed reduction for right-turning vehicles
- **Traffic Volumes** – No effect
- **Conflicts** – Reduced pedestrian crossing distance and improved visibility

Implementation Considerations

- **Active Transportation** – Large vehicles and buses possibly mounting the curb could increase maintenance and pedestrian conflicts
- **Transit** – May increase transit times
- **Maintenance** – Negative effects on snow plowing/removal



Richard Drdul

Primary Purpose
Speed Reduction

Indicative Cost
$60,000 – $125,000 (Permanent)
$10,000 (Temporary)

Timeline
Temporary or Permanent

Signage

Only in combination with curb extension



Chicane

A chicane is a series of curb extensions on alternating sides of a roadway, which narrow the roadway and require drivers to steer from one side of the roadway to the other to travel through the chicane. Multiple series of curb extensions can be used.

The purpose of this measure is to discourage shortcutting or through traffic and reduce overall speeds by forcing the lateral shifting of vehicles travelling through the chicane.

Applicability

- **Road Classification** – Local Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – ≥ 750 vpd

Design

- Traffic volumes in each direction should be similar
- May be combined with other traffic calming tools
- Proper advance warning signage is important
- Use with caution on roads with significant bicycle volumes
- **Grade** < 8%

Potential Benefits

- **Vehicle Speeds –** Reduction between 6 and 10 km/h for one-lane, and between 6 and 11 km/h for two-lane
- **Traffic Volumes** – Reduction of up to 47% for one-lane, and 22% for two-lane
- **Conflicts** – Collistion rate reduction up to 40% for one-lane
- **Environment** – Traffic noise may be reduced; Air quality may be improve

Implementation Considerations

- **Emergency Response** – May affect vehicle response times
- **Parking** – Loss of on-street parking
- **Transit** – May increase transit times
- **Maintenance** – Negative effects on snow plowing/removal



City of Alexandria

Primary Purpose
Speed Reduction

Indicative Cost
$16,000 – $62,500 (Permanent)
$25,000 (Temporary)

Timeline
Temporary or Permanent

Signage





Needed for two-way one lane chicane



Mini (Neighbourhood) Roundabout

A mini (neighbourhood) roundabout is an island located at the centre of an intersection, which requires vehicles to travel in a counter-clockwise direction around the island.

Mini roundabouts have a smaller diameter and traversable islands compared to full-size roundabouts. The turning radius for left-turning trucks, buses, or emergency vehicles may require a diameter which would be larger than the intersection space available. Consequently, vehicles may turn left in front of the traffic circle or mount the centre raised island rather than travelling around the measure. Yield traffic control is recommended.



City of Vancouver

Applicability

- **Road Classification** – Local Roads and Collector Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – < 1500 vpd

Design

- Avoid emergency and transit routes
- Avoid intersections with high pedestrian volumes
- Preferred with textured crosswalks
- Series of mini roundabouts is more effective
- Sight lines should be respected

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 14 km/h
- **Traffic Volumes** – Reduction of up to 20%
- **Conflicts** – Reduction of vehicle conflicts compared to other locations
- **Environment** – Traffic noise reduction of 3 dBA

Implementation Considerations

- **Emergency Response** – Delay between 1.3 and 10.7 s
- **Maintenance** – Minor effects on winter maintenance

Primary Purpose
Speed Reduction

Indicative Cost
$20,000 – $125,000 (Permanent)
$10,000 - $15,000 (Temporary)

Timeline
Temporary or Permanent

Signage



Curb Extension (Bump Out)

A curb extension (also known as bump out, neckdown, choker, curb bulb, or bulb-out) is a horizontal intrusion of the curb into the roadway resulting in a narrow section of roadway. The curb is extended on one or both sides of the roadway to reduce its width to as a little as 6.0 m for two-lane, two-way traffic. In urban environments, it is possible to implement curb extensions by removing existing parking spaces.

The purpose of a curb extension is to reduce vehicle speeds, reduce crossing distance for pedestrians, increase visibility of pedestrians, and prevent parking close to an intersection.



City of Surrey

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – 60 km/h or less
- **Average Daily Traffic** – All volumes

Design

- Increased effectiveness when combined with other traffic calming measures
- Often used with on-street parking
- May require drainage system adjustments
- Should be marked with signs or other objects
- Sight lines should be respected
- Pavement markings may be required

Potential Benefits

- **Vehicle Speeds –** Reduction between 2 and 8 km/h
- **Conflicts –** May reduce pedestrian-vehicle conflicts
- **Environment** – Landscaped curb extensions can improve street appearance

Implementation Considerations

- **Active Transportation** – Not compatible with bicycle lanes
- **Maintenance** – Increased snow removal cost; reduced effective roadway width between snow removals in winter

Primary Purpose
Speed Reduction

Indicative Cost
$3,000 – $50,000 (Permanent)
$10,000 (Temporary)

Timeline
Temporary or Permanent

Signage



Raised Median Island

A raised median island is an elevated median constructed on the centerline of a two-way roadway to reduce the overall width of the adjacent travel lanes.

The purpose of a raised median island is to reduce vehicle speeds and to reduce pedestrian–vehicle conflicts.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural, two-lane
- **Speed Limit** – 60 km/h or less
- **Average Daily Traffic** – All volumes

Design

- More effective if combined with curb extensions before and/or after raised median islands
- Bicycle lanes can be included, if required
- Median lanscaping should not negatively impact pedestrian visibility

Potential Benefits

- **Vehicle Speeds –** Reduction between 3 and 8 km/h
- **Conflicts –** Can reduce pedestrian-vehicle conflicts
- **Environment** – Aesthetic benefit

Implementation Considerations

- **Local Access** – May restrict access to driveways
- **Active Transportation** – Cyclists may feel squeezed
- **Parking** – May require additional right-of-way and/or removal of on-street parking



PED BIKE SAFE

Primary Purpose
Speed Reduction

Indicative Cost
$3,000 – $125,000 (Permanent)

Timeline
Permanent

Signage



Gateway

A Gateway is the combination of traffic calming devices, that help to provide an entry or “gateway” which identifies transitional zones such as between commercial/rural areas and urban/rural residential zones, villages, or hamlets.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Best be placed in the speed transition zones
- Most effective on infrequent users of the corridor
- Should meet clear-zone, structual, and protection requirements
- Needs to be large enough to attract drivers attention

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 10 km/h
- **Environment** – May improve aesthetics

Implementation Considerations

- **Maintenance** – Requires ongoing maintenance



Washington State Department of Transportation

Primary Purpose
Speed Reduction

Indicative Cost
$10,000 – $50,000 (Permanent)
$5,000 (Temporary)

Timeline
Permanent

Signage
N/A

Centreline Signage

The use of vertical treatments such as flexible post-mounted delineators or raised pavement markers to create a centre median. This could be used to give drivers a perception of lane narrowing and create a sense of constriction.

Flexible post-mounted delineators are similar in appearance to bollards. They are commonly used in work zones, high-occupancy vehicle (HOV) lanes, and on-ramp exits to direct vehicles or prevent certain movements.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural, two-lane
- **Speed Limit** – 80 km/h or less
- **Average Daily Traffic** – All volumes

Design

- Typically are between 450 and 900 mm (18 and 36 inches) tall
- May be used in conjunction with edgeline bollards

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 5 km/h
- **Conflicts** – Potential reduction in collisions due to separation of traffic

Implementation Considerations

- **Maintenance** – May require regular maintenance; May cause difficulty of snow removal



City of Ottawa

Primary Purpose
Speed Reduction

Indicative Cost
$2,500 – $4,000 (per km)
(Temporary and Permanent)

Timeline
Temporary or Permanent

Signage



Edgeline Bollards

Edgeline bollard narrowing is a traffic management technique involving the placement of bollards along the road's edge to create a narrowed lane width, which helps slow traffic and improve safety by reducing available road space.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural, two-lane
- **Speed Limit** – 80 km/h or less
- **Average Daily Traffic** – All volumes

Design

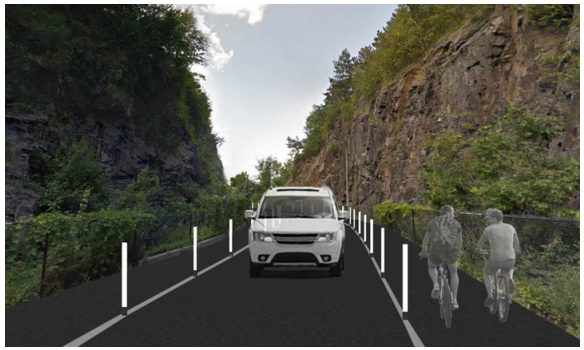
- Typically are between 450 and 900 mm (18 and 36 inches) tall
- May be used in conjunction with centreline signage
- May be used to reinforce curb radius reductions and curb extensions

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 5 km/h
- **Conflicts** – Potential reduction in collisions due to separation of traffic

Implementation Considerations

- **Maintenance** – May require regular maintenance; May cause difficulty of snow removal



Ville de Montreal

Primary Purpose
Speed Reduction

Indicative Cost
$2,500 – $4,000 (per km)
(Temporary and Permanent)

Timeline
Temporary or Permanent

Signage

Rumble Strips

Transverse rumble strips are raised buttons, bars or grooves closely spaced at regular intervals on the roadway that create both noise and vibration in a moving vehicle.

The purpose of a rumble strip is to alert motorists to a traffic control device which is associated with unusual or changing conditions ahead. Rumble strips are sometimes incorrectly used in a standalone mode as a speed control device.

With rumble strips, motorists are alerted by minor vertical deflection of vehicle wheels and audible warning created as vehicles wheels pass over.



Iowa State University Institute for Transportation

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads outside the urban area
- **Roadway Cross-Section** – Rural (usually one lane per direction)
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Intended for changing conditions ahead
- Use only when standard warning or regulatory signing has been shown to be ineffective
- Most commonly used on approaches to Stop signs
- Not considered in locations adjacent to homes

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed between 3 and 8 km/h

Implementation Considerations

- **Active Transportation** – Negative impact on cyclists
- **Maintenance** – Negative effects on snow plowing operations

Primary Purpose
Speed Reduction

Indicative Cost
$3,000 – $4,000 (Permanent)
$6,000 (Temporary)

Timeline
Temporary or Permanent

Signage
N/A

Sidewalk Extension/Textured Crosswalk

A sidewalk extension is a sidewalk continued across a local street intersection at the level of the roadway. Textured/patterned elements that contrast the roadway can be incorporated into the sidewalk extension.

The purpose of a sidewalk extension is to visually enhance a pedestrian crossing location so drivers become more aware of its presence. It is not intended to indicate whether drivers or pedestrians are required to yield (traffic must comply with local or provincial regulations governing the type of pedestrian crossing system being enhanced by the sidewalk extension / textured crosswalk).

With a sidewalk extension/textured crosswalk the continuation of the surface and enhanced visual/tactile identification of the crosswalk area emphasizes pedestrian priority.



West Side Action

Applicability

- **Road Classification** – Local Roads and Collector Roads
- **Roadway Cross-Section** – Urban, sidewalks on both sides
- **Speed Limit** – 50 km/h or less
- **Average Daily Traffic** – All volumes

Design

- May be used in combination with other measures
- Only used at controlled locations

Potential Benefits

- **Conflicts** – May reduce pedestrian-vehicle conflict
- **Environment** – Enhance appearance of streets

Implementation Considerations

- **Active Transportation** – May result in a false sense of pedestrian safety; May create traction and/or stability problems
- **Maintenance** – Requires ongoing maintenance

Primary Purpose
Speed Reduction

Indicative Cost
$12,000 – $30,000 (Permanent)

Timeline
Permanent

Signage
N/A

Lane Narrowing

Lane narrowing is the process of reducing lane widths using pavement markings or other features (for example, bicycle lanes, street beautification programs, pavement texture).

The intention is for drivers to perceive the roadway to be less comfortable at higher speeds due to the narrowing of the lanes and ultimately reduce operating speeds.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban
- **Speed Limit** – 60 km/h or less
- **Average Daily Traffic** – All volumes

Design

- Physical lane narrowing is more effective than simple pavement markings
- Ensure consistency to avoid driver confusion

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed up to 10 km/h
- **Conflicts** – May reduce pedestrian-vehicle conflicts

Implementation Considerations

- **Active Transportation** – Cyclists can feel squeezed closer to vehicles if no bike lanes are provided
- **Maintenance** – Pavement markings requires regular maintenance, and may be less effective in winter due to snow/ice cover



Township of King

Primary Purpose
Speed Reduction

Indicative Cost
$12,000 – $20,000 (Permanent)

Timeline
Temporary or Permanent

Signage
N/A

Dragon's Teeth

Dragon's teeth are a series of triangular pavement markings along the edge of the travelled lanes. They may be painted with increasing size to give the impression of roadway narrowing. They provide a visual change of the roadway and alert drivers that they are entering a rural community.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- Primarily used as a gateway feature to alert drivers they are entering a rural community

Potential Benefits

- **Vehicle Speeds –** Reduction in 85th percentile speed

Implementation Considerations

- **Maintenance** – Pavement markings requires regular maintenance, and may be less effective in winter due to snow/ice cover



Road Safety Toolkit

Primary Purpose
Speed Reduction

Indicative Cost
$4,000 (Temporary and Permanent)

Timeline
Temporary or Permanent

Signage
N/A

On-Road 'Sign' Pavement Markings

On-road 'sign' pavement markings provide information that would typically be shown to drivers through signage but are painted on the roadway to provide a larger image, and one that is directly in the driver's line of sight. Some examples could be speed limit, 'SLOW', 'Stop ahead, etc.

Applicability

- **Road Classification** – Local Roads, Collector Roads, and Type C Arterial Roads
- **Roadway Cross-Section** – Urban and rural
- **Speed Limit** – All speed limits
- **Average Daily Traffic** – All volumes

Design

- May be used as part of gateways

Potential Benefits

- **Vehicle Speeds –** Reduction between 6 and 14 km/h
- **Environment** – No increase in noise

Implementation Considerations

- **Maintenance** – Require regular maintenance; Less effective in winter due to snow/ice cover



Sherwin Industries

Primary Purpose
Speed Reduction

Indicative Cost
$150 – $200 (per symbol)
(Temporary and Permanent)

Timeline
Temporary or Permanent

Signage
N/A

Appendix B – Standard Drawings

IN DEVELOPMENT

COMPARISON OF SELECTED ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Element		City of Peterborough	City of Oshawa	Town of Ajax	City of Cambridge	City of Thorold
Eligible Street Classification		Local, Low-Capacity Collectors, High-Capacity Collectors in residential neighbourhoods	Does not distinguish for application of policy. Differentiates for criteria and types of measures.	Local, Collector, Type C Arterial	Local, Collector	Local, Residential Collector
Initiation		Resident or Council	Resident or Stakeholder	Resident or Council	Resident or Council	Resident or Council
Screening		▸ Road Classification ▸ Location ▸ Speed Limit ▸ Grade ▸ Segment Length ▸ Short-Cutting Traffic	▸ City Road ▸ Road Type (not rural) ▸ Road Length ▸ History ▸ Nature of Concern	▸ Road Classification ▸ Grade ▸ Block Length ▸ Collision History ▸ Previous Evaluation	▸ Traffic Volume ▸ Speed ▸ Neighbourhood Petition	▸ Road Classification ▸ Emergency Vehicle Access ▸ Transit Routes ▸ Zoning ▸ Pavement Status (Unpaved or Paved) ▸ Speed Limit ▸ Grade ▸ Block Length ▸ Number of Lanes ▸ Heavy Vehicle Percentage
Evaluation Process	**Type**	Warrant	Warrant	Warrant	Review by Emergency Services and Public Works	Warrant
	Operating Speed	▸ If 85th percentile speed is greater than 10 km/h above posted speed limit, and greater than 51% support for study, speed control request continues ▸ If 85th percentile speed is greater than 10 km/h above posted speed limit, but less than 51% support, forward request to police for enforcement	▸ For posted speed limit of 50 km/h or less: Observed 85th percentile speed exceeds posted speed limit by 10 km/h OR ▸ For posted speed limit of 60 km/h or more: Observed 85th percentile speed exceeds posted speed limit by 12 km/h	▸ Each 1% of vehicles either 5 km/h (local) or 10 km/h (high capacity collector) over posted speed limit	▸ >10 km/h over posted speed limit AND A minimum of 55 km/h (except in school/park zones)	▸ Local: 85th percentile speed is greater than 5 km/h above posted limit ▸ Collector: 85th percentile speed is greater than 10 km/h above posted speed limit
	Volume	▸ Not applicable	▸ Local: > 500 vpd ▸ Collector: > 8,000 vpd ▸ Arterial: > 20,000 vpd AND ▸ Peak hour traffic infiltration exceeds 20% (based on observed traffic volumes and estimated trip generation using typical rates)	▸ Every 50 vehicles over 1,000 vehicles/day OR 5 vehicles over 100 vehicles/hour (local) ▸ Every 50 vehicles over 2,000 vehicles/day (low capacity collectors) ▸ Every 50 vehicles over 5,000 vehicles/day (high-capacity collectors)	▸ 1000+ vehicles per day on local road OR ▸ 2500+ vehicles per day on collector road	▸ Local: > 750 vpd ▸ Collector: > 2,000 vpd

COMPARISON OF SELECTED ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Element		City of Peterborough	City of Oshawa	Town of Ajax	City of Cambridge	City of Thorold
	Collision History	▸ Not applicable	▸ Not applicable	▸ Point per qualifying collision in previous 3 years	▸ Not applicable	▸ Separate criteria for signalized intersections, unsignalized intersections, and midblock locations
	Sidewalks	▸ Not applicable	▸ Not applicable	▸ No points if sidewalk does not exist (local/low-capacity collector) ▸ Points if sidewalks are present (high-capacity collector)	▸ Not applicable	▸ Not applicable
	Pedestrian Generators	▸ Not applicable	▸ Not applicable	▸ Points for each pedestrian generator	▸ Not applicable	▸ Not applicable
	Bicycle Facilities or Routes	▸ Not applicable	▸ Not applicable	▸ Points if cycling facilities are present	▸ Not applicable	▸ Not applicable
	Other Factors	▸ Not applicable	▸ Not applicable	▸ Points per increment of short-cutting traffic ▸ Points for adjacent land use ▸ Points for resident support of traffic calming plans	▸ Not applicable	▸ > 5% heavy vehicles ▸ A pattern of greater than two years of parking infractions related to the subject roadway
Resident Support/ Surveys or Petitions	**Type**	Petition (resident initiated) or survey (Council initiated) after screening process. Petition/ survey limits defined by City.	Survey by City Staff	Surveys by City Staff to determine best design after technical assessment.	Survey by City Staff for Level 2 Traffic Calming	Survey may be used by City staff
	Support Threshold	At least 51% in support	Minimum 25% of total residents in the neighbourhood responding with 60% of responses in support	Minimum 51% support from minimum 15-25% of eligible households	At least 51% in support	Not specified
Traffic Calming Toolbox		▸ Raised Crosswalk ▸ Raised Intersection ▸ Speed Cushion ▸ Speed Hump/Speed Table ▸ Sidewalk Extension ▸ Textured Crosswalk ▸ Directional Closure ▸ Diverter ▸ Full Closure ▸ Intersection Channelization ▸ Chicane (1-Lane or 2-Lane) ▸ Curb Radius Reduction	▸ Raised Intersection ▸ Speed Cushion ▸ Speed Hump ▸ Chicane ▸ Curb Extension ▸ Curb Radius Reduction ▸ On-Street Parking ▸ Raised Median Island ▸ Traffic Circle ▸ Flexible Bollards ▸ Directional Closure ▸ Diverter	▸ Raised Crosswalk ▸ Raised Intersection ▸ Speed Cushion ▸ Speed Hump/Speed Table ▸ Sidewalk Extension ▸ Textured Crosswalk ▸ Directional Closure ▸ Diverter ▸ Full Closure ▸ Intersection Channelization ▸ Chicane (1-Lane or 2-Lane) ▸ Curb Radius Reduction	▸ Not specified	▸ Speed Humps

COMPARISON OF SELECTED ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Element		City of Peterborough	City of Oshawa	Town of Ajax	City of Cambridge	City of Thorold
		▶ Lateral Shift ▶ Flexible Bollards ▶ Curb Extension ▶ Neckdown ▶ Lane Narrowing ▶ On-street Parking ▶ Raised Median Island ▶ Road Diet	▶ Full Closure ▶ Community Safety Zone ▶ 40 km/h Speed Limit Area ▶ Pavement Markings ▶ Radar Message Board	▶ Lateral Shift ▶ Flexible Bollards ▶ Curb Extension ▶ Neckdown ▶ Lane Narrowing ▶ On-street Parking ▶ Raised Median Island ▶ Road Diet		
Public Engagement/ Consultation		Public engagement held after screening criteria to gauge support, again after plan design, and finally to determine trial implementation.	Public consultation on preferred design option after designing traffic calming and circulating to other City departments	Public meeting held after evaluation/warrant process and development of preliminary design	Public consultation to determine best design for Level 2 Traffic Calming	Public meeting held after evaluation/warrant process, and development of speed control plan
Prioritization Process	**Type**	Point System ▶ Maximum 100 points More points = higher priority	Point System ▶ Maximum 70 points More points = higher priority	Point System ▶ Maximum 100 points More points = higher priority	Discretion of City Staff/Council	First come, first serve
	Criteria	▶ Speed ▶ Volume ▶ Collision History ▶ Pedestrian Generators ▶ Sidewalks ▶ Community Support	▶ Speed ▶ Peak Hour Traffic Infiltration ▶ Truck Volume ▶ Collision Rate ▶ Vulnerable Road Users	▶ Speed ▶ Volume ▶ Collision History ▶ Pedestrian Generators ▶ Sidewalks ▶ Community Support	Not specified	Issues impacting schools, Town District Parks and multi-unit seniors' residences/ dwellings are prioritized over all other requests.
Monitoring and Evaluation	**Timeline**	Six months after installation	One year after implementation	Not specified	Not specified	Not specified
	Criteria	▶ Maximum Permissible Traffic Increase on Surrounding Roads ▶ Local Street: 15% or 150 vehicles (whichever is greater) in a 24-hour period ▶ Collector Road: 15% or 300 vehicles (whichever is greater) in a 24-hour period	▶ Based on Technical Warrant and Ranking Worksheet	▶ Speed Surveys ▶ Volume data ▶ Cut-through traffic ▶ Increased volume above 15% on parallel or adjacent streets		
Removal		▶ Removal from resident request at City discretion with Council approval ▶ City can initiate removal with Council approval	▶ Not specified	▶ Not specified	▶ Requires 51% support for removal ▶ If removed, street must wait five years before submitting new request	▶ No sooner than two years after installation, and with 51% support for removal ▶ If removed, street must wait three years before submitting new request

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Barrie (Jan. 2011) Population – 147,800	▶ Road Grade <5% ▶ Street Length > 120 m ▶ Sidewalks on at least one side of street ▶ 85th percentile speed > 10 km/h above speed limit ▶ AADT > 900 vehicles ▶ Not on transit route	▶ Not Specified	**Point System** ▶ Highest points = highest priority **Criteria** ▶ Pedestrian Generators ▶ Speed ▶ Collision History ▶ AADT Pre-Screening Criteria determines whether traffic calming measures are permanent or temporary. Temporary measures include speed cushions and radar speed boards.	▶ Not Specified	▶ Not Specified
Bradford West Gwillimbury (Sep. 2015) Population – 35,300	▶ See Warrant 1 of Technical Process ▶ Policy limited to the installation of speed cushions	▶ **Petition** from residents (60% of affected homes must support speed cushions). Number of affected homes determined by Town staff.	**Three Warrant System** ▶ **Warrant 1**: Petition ▶ **Warrant 2**: Safety Requirements (Prescence of Sidewalks, Road Grade, Emergency Response Route, Minimal Impacts to Non-Motorized Uses) ▶ **Warrant 3**: Technical Requirements (Road Classification, Minimum Speed, 85th Percentile Speed, Traffic Volumes, Maximum Block Length) Warrants 1, 2, and 3 must be met for Speed Cushion installation.	▶ Not Specified	▶ Not Specified

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Caledon (May 2020) Population – 76,500	▶ Road Grade less than 8% ▶ Road Length greater than 110 m ▶ AADT greater than 750 vehicles ▶ Greater than six collisions over previous three years ▶ 85th percentile speed greater than 15 km/h above speed limit	▶ Not Specified (consultation completed during development of Traffic Calming Policy)	**Point System** (maximum 100 points) ▶ Highest points = highest priority **Criteria** ▶ 85th Percentile Speeds ▶ Volumes ▶ Collisions ▶ Pedestrian Generators ▶ Bike Facilities or Routes ▶ Adjacent Land Uses Driveway Density (rural locations only)	▶ Town staff to complete speed study six months after installation	▶ Not Specified
Clearview (Jul. 2019) Population – 14,800	▶ Must be a local or collector road under Township jurisdiction ▶ Minimum length of 150 m	▶ **Neighbourhood Petition (after Initial Screening and Data Assessment)** (minimum 51% support from households with direct frontage for pursuing a Traffic Calming Plan (TCP)). Petition occurs only if the location meets the point threshold. ▶ **Neighbourhood Survey (after development of TCP)** (minimum 25% response rate, minimum 60% in support of proposed Traffic Calming Plan Design) ▶ **Public Meeting** (optional). Need determined based on comments/opinions provided in the Neighbourhood Petition and Neighbourhood Survey.	**Point System** (maximum 115 points) ▶ Local Road (min. 35 points) ▶ Collector Road (min. 52 points) **Criteria** ▶ Speed ▶ Volume ▶ Short Cutting Traffic ▶ Collision History ▶ Sidewalks ▶ Pedestrian Generators ▶ Sight Lines ▶ Road Allowance Limitations Input from Township agencies (e.g., emergency services, transit services) Neighbourhood consultation via comments provided in the petition.	▶ If a location fails to meet the minimum point threshold, or the **Neighbourhood Petition** and/or **Neighbourhood Survey** do not indicate support, residents will be notified and the investigation for traffic calming discontinued. Staff may continue to address resident concerns through more traditional mitigation measures (e.g., enforcement, radar speed boards, signage). Council can overrule the decision to discontinue the study are direct moving forward with a traffic calming measure or study ▶ New traffic volume and speed data collected no later than three months after installation	▶ Traffic calming measures may be removed at the request of residents provided that more than the level of support exists to remove them as was measured for installation (i.e., minimum 25% response rate, with over 60% of respondents supporting removal). Survey to be delivered to same residents as the **Neighbourhood Survey**. Traffic calming must be installed for a minimum of three months before considering removal. ▶ Request to remove one device, may result in all devices being removed ▶ If removed, must wait two years to request new plan

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Grimsby (Aug. 2016) Population – 27,300	▶ Must be a local or collector street under Town jurisdiction ▶ Minimum segment length of 250 m ▶ Road grade less than 8% ▶ No previous request within previous five years	▶ Not Specified (Development of Traffic Calming Plan to be outsourced to traffic consultant)	Eight Warrants ▶ **Warrant 1:** 85th percentile speed > 9 km/h above speed limit ▶ **Warrant 2:** > 5% of vehicles travel more than 15 km/h above speed limit ▶ **Warrant 3:** AADT > 1,500 vehicles (local street) or 4,500 (collector street) ▶ **Warrant 4:** Short cutting traffic is > 15% of total traffic (local street) or 40% of total traffic (collector street) ▶ **Warrant 5:** Pedestrian or cycling generators exist on the street ▶ **Warrant 6:** No sidewalk on at least one side of the street ▶ **Warrant 7:** Police reported more than 2.2 traffic collision per year based on previous three years ▶ **Warrant 8:** 85th percentile speed > 15 km/h above speed limit A Traffic Calming Plan will be developed if: a) A minimum of four warrants (Warrants 1 through 7) are met; or b) Warrant 8 is met regardless of the results of Warrants 1 through 7	▶ Not Specified (Development of Traffic Calming Plan to be outsourced to traffic consultant)	▶ Not Specified (Development of Traffic Calming Plan to be outsourced to traffic consultant)

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Halton Hills (2022) Population – 62,900	▶ Must be a local or collector road under Town jurisdiction ▶ Minimum 30% cut-through traffic ▶ AADT greater than 1500 vehicles ▶ Operating speed greater than: • 10 km/h above posted speed limit on local and collectors with a school, playground, or retirement centre; or • 15 km/h above posted speed limit on all other local and collectors (40 km/h or 50 km/h); or ▶ 20 km/h above posted speed limit on all other local and collectors posted at 60 km/h	▶ **Public Information Centre** to receive input on Traffic Calming Plan design	**Point System** (maximum 100 points) ▶ Highest points = highest priority **Criteria** ▶ Speed ▶ Volume ▶ Collisions ▶ Pedestrian Generators The Traffic Calming Plan relies on non-intrusive traffic calming measures (community road watch program, radar message boards, enforcement, signage, pavement markings, education) for a period of six months. If the non-intrusive measures produce the desired results, the process is concluded.	▶ If the location does not meet **Initial Screening** criteria, the investigation will be terminated, and residents advised. ▶ Monitored after first year of installation	▶ Not Specified
Innisfil (Mar. 2023) Population – 43,300	▶ Road grade less than 5% ▶ Minimum block length of 120 m ▶ Roadway not used by fixed-route transit ▶ 85th percentile vehicle speed greater than 15 km/h above speed limit ▶ Volume must be greater than 400 vehicles per day ▶ Must be a local road, minor collector roadway, or downtown commercial street ▶ Limited impacts to Emergency Services (determined through consultation)	▶ Not Specified	**Point System** ▶ Highest points = highest priority ▶ Collector Road (52 points) **Criteria** ▶ Speed ▶ Volume ▶ Collision History ▶ Pedestrian Generators On-Road Cycling Facilities	▶ Town staff to monitor installation of temporary and permanent measures for a period of six months to one year after implementation ▶ Information report to be published by the Traffic Safety Advisory Committee (TSAC)	▶ Removal may be requested by a citizen, agency, or stakeholder(s). ▶ May be removed if 60% of study area residents, agencies, businesses and property owners support removal. Minimum response rate not defined. ▶ If removed, must wait three years to request a new traffic calming study.

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Milton (Mar. 2023) Population – 113,300	▶ Must be a local or collector roadway under Town jurisdiction ▶ Posted speed limit not greater than 50 km/h ▶ Minimum AADT of 500 vehicles ▶ Residential Zoning	▶ **Petition (after Initial Screening)** (minimum 51% of households with direct frontage must support pursuing investigation) ▶ **Public Open House (after development of the TCP)** ▶ **Survey (after development of the TCP, and Public Meeting)** (minimum 25% response rate, minimum 60% support the proposed Traffic Calming Plan)	**Point System** ▶ Local Road (35 points) ▶ Collector Road (52 points) **Criteria** ▶ Speed ▶ Volume ▶ Short Cutting Traffic ▶ Collisions ▶ Sidewalks ▶ Pedestrian Generators Input from Emergency, Transit, and Maintenance Services	▶ If the **Petition** does not indicate minimum support (>51%), residents will be notified, and the investigation terminated. Meeting the required support threshold will trigger a traffic calming investigation. ▶ If the traffic calming investigation indicates the location does not meet the minimum point thresholds, residents will be notified, and the investigation terminated. The location will not be eligible for re-evaluation for a period of three years after notification. Staff will continue to address resident concerns by means of more traditional mitigating measures (e.g., signage, enforcement, radar speed signs). ▶ If the **Community Support Survey** does not yield minimum support for the proposed Traffic Calming Plan Design, the investigation will be terminated, and residents notified ▶ Conduct speed study four to six months after installation	▶ May be removed after two years if 60% of responses (minimum 25% response rate) support removal ▶ Request to remove one device, may result in all devices being removed ▶ If removed, must wait three years to request new plan

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Orillia (No Date) Population – 33,400	▶ Must be a residential local or collector road ▶ Posted speed not greater than 50 km/h ▶ Minimum length of 150 m ▶ AADT > 500 vehicles	▶ **Petition** (**after Initial Screening**) (>51% of households with direct frontage must support pursuing investigation) ▶ **Public Meeting (after development of a TCP)** (receive comments on the proposed Traffic Calming Plan) ▶ **Community Support Survey (after development of a TCP, and Public Meeting)** (minimum 25% response, minimum 60% support Plan)	**Point System** ▶ Local Road (min. 35 points) ▶ Collector Road (min. 52 points) **Criteria** ▶ Speed ▶ Volume ▶ Traffic Generators ▶ Collision History ▶ Sidewalks ▶ Pedestrian Generators Input from Fire, Transit, Police, etc. and Resident Input at a Public Meeting	▶ If the **Petition** does not indicate minimum support (>51%), residents will be notified, and the investigation terminated. Meeting the required support threshold will trigger a traffic calming investigation. ▶ If the traffic calming investigation indicates the location does not meet the minimum point thresholds, residents will be notified, and the investigation terminated. The location will not be eligible for re-evaluation for a period of three years after notification. Staff will continue to address resident concerns by means of more traditional mitigating measures (e.g., signage, enforcement, radar speed signs). ▶ If the **Community Support Survey** does not yield minimum support for the proposed Traffic Calming Plan Design, the investigation will be terminated, and residents notified ▶ Speed studies conducted four to six months after implementation	▶ Traffic calming measures may be removed at the request of residents provided that at least the same level of support exists to remove them as was measured for installation (i.e., minimum 25% response rate, with over 60% of respondents supporting removal). Survey to be delivered to same residents as the **Community Support Survey**. Traffic calming must be installed for a minimum of two years before considering removal. ▶ Request to remove one device, may result in all devices being removed ▶ If removed, must wait three years to request new plan

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Springwater (Feb. 2020) Population – 21,700	▶ Must be a local or collector road under Township jurisdiction ▶ Minimum length of 150 m ▶ Posted speed limit less than 50 km/h	▶ **Neighbourhood Petition (after Initial Screening)** (minimum 60% in support from households with direct frontage for pursuing development of a Traffic Calming Plan) ▶ **Community Support Survey (after development of TCP)** (minimum 25% response rate, minimum 60% in support of proposed Traffic Calming Plan Design)	**Point System** (maximum 110 points) ▶ Local Road (min. 35 points) ▶ Collector Road (min. 52 points) **Criteria** ▶ Speed ▶ High Speed ▶ Volume ▶ Short Cutting Traffic ▶ Collision History ▶ Sidewalks ▶ Pedestrian Generators Input from Township agencies (e.g., emergency services, transit services)	▶ If the **Neighbourhood Petition** does not indicate minimum support (60%), residents will be notified, and the investigation terminated ▶ If the location fails to meet the minimum point threshold, residents will be notified, and the investigation terminated. Staff may continue to address resident concerns through more traditional mitigation measures (e.g., enforcement, radar speed boards, signage). ▶ If the **Community Support Survey** does not yield minimum support for the proposed Traffic Calming Plan Design, the investigation will be terminated, and residents notified ▶ Post installation evaluation not specified	▶ Traffic calming measures may be removed at the request of residents provided that at least the same level of support exists to remove them as was measured for installation (i.e., minimum 25% response rate, with over 60% of respondents supporting removal). Survey to be delivered to same residents as the **Community Support Survey**. Traffic calming must be installed for a minimum of three months before considering removal. ▶ Request to remove one device, may result in all devices being removed ▶ If removed, must wait three years to request new plan

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

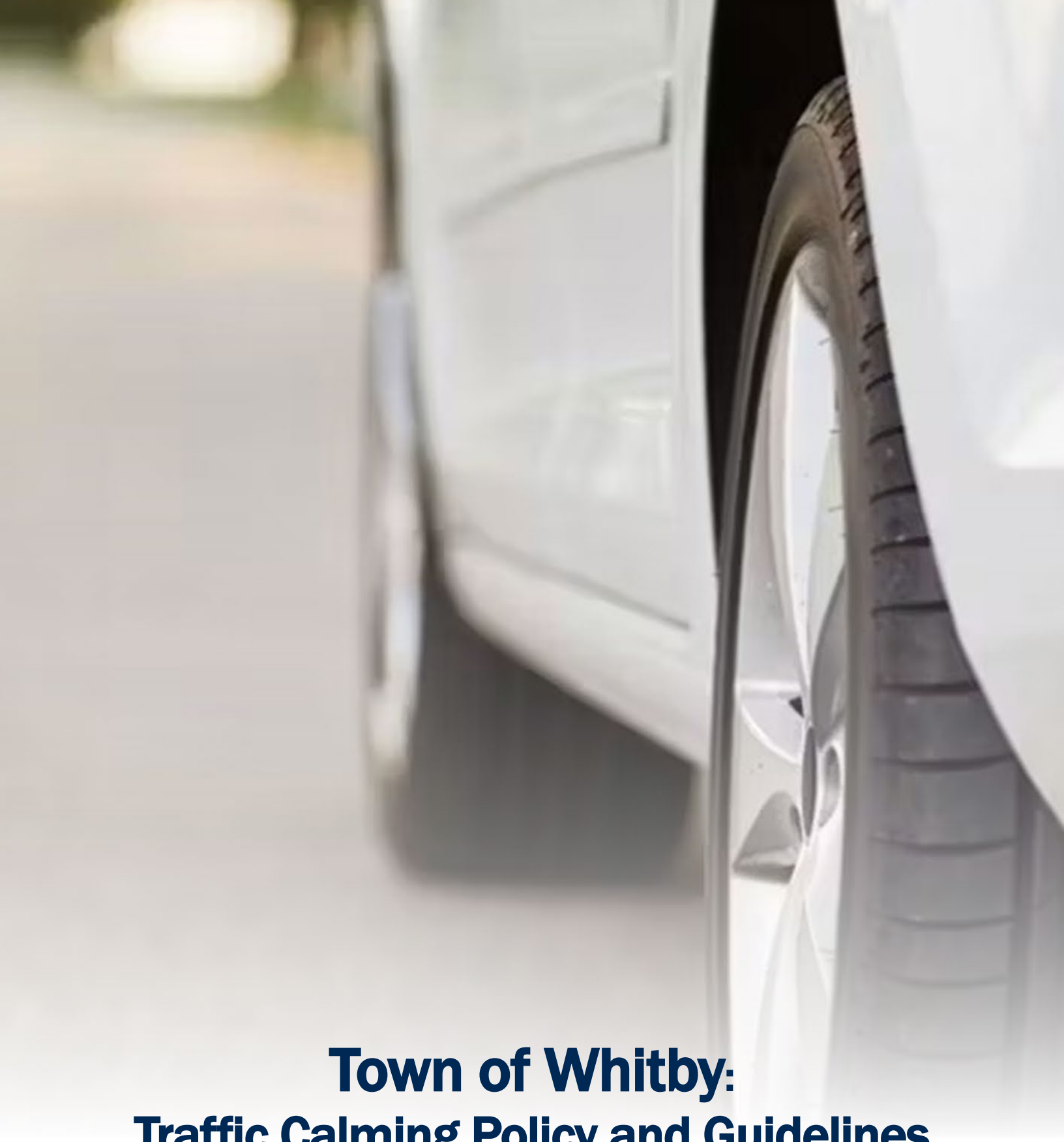
Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Wasaga Beach (2017) Population – 24,800	▶ Must be a local or collector road under Township jurisdiction ▶ Minimum length of 150 m	▶ **Neighbourhood Petition (after Initial Screening and Data Assessment)** (minimum 51% support from households with direct frontage for pursuing development of a Traffic Calming Plan). Petition occurs only if the location meets the point threshold. ▶ **Neighbourhood Survey (after development of a TCP)** (minimum 25% response rate, minimum 60% in support of proposed Traffic Calming Plan Design) ▶ **Public Meeting** (optional). Need determined based on comments/ opinions provided in the Neighbourhood Petition and Neighbourhood Survey.	**Point System** (max. 110 points) ▶ Local Road (min. 35 points) ▶ Collector Road (min. 52 points) **Criteria** ▶ Speed ▶ High Speed ▶ Volume ▶ Short Cutting Traffic ▶ Collision History ▶ Sidewalks ▶ Pedestrian Generators Input from Township agencies (e.g., emergency services, transit services)	▶ If a location fails to meet the minimum point threshold, or the **Neighbourhood Petition** and/or **Neighbourhood Survey** does not indicate support, residents will be notified and the investigation for traffic calming will discontinue. Staff may continue to address resident concerns through more traditional mitigation measures (e.g., enforcement, radar speed boards, signage). Council can overrule the decision to discontinue the study and direct moving forward with a traffic calming measure or study. ▶ New traffic volume and speed data collected no later than three months after installation	▶ Traffic calming measures may be removed at the request of residents provided that more than the level of support exists to remove them as was measured for installation (i.e., minimum 25% response rate, with over 60% of respondents supporting removal). Survey to be delivered to same residents as the **Neighbourhood Survey**. Traffic calming must be installed for a minimum of three months before considering removal. ▶ Request to remove one device, may result in all devices being removed ▶ If removed, must wait two years to request new plan

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Vaughan (Jun. 2010) Population – 323,000	▶ Traffic calming not considered on collectors or arterials with a ROW > 26 m ▶ Additional criteria depending on traffic calming measure to be installed	▶ **Survey** (75% response rate, 75% in support of pursuing study), number of affected homes determined by Town staff ▶ **Community Meeting (after development of the TCP)** (minimum 75% support through vote at meeting)	**Warrants** ▶ Speed Humps/Raised Crosswalks ▶ Medians, Curb Extensions, Chicanes ▶ Raised Intersections, Roundabouts and/or Traffic Circles **Criteria** ▶ 85th Percentile Speed ▶ Speed Limit ▶ Traffic Volume ▶ Street Length ▶ Collision History ▶ Volume ▶ Traffic Generators ▶ Collision History ▶ Sidewalks ▶ Pedestrian Generators Input from Fire, Transit, Police, etc. and Resident Input at a Public Meeting	▶ Engineering Services Department to complete evaluation between one to two years after installation.	▶ Cannot be removed for at least five years unless a health or safety issue is presented.

SUMMARY OF OTHER ONTARIO MUNICIPAL TRAFFIC CALMING POLICIES

Municipality (Last Update)	Initial Screening	Neighbourhood Engagement	Data Assessment/ Technical Process	Evaluation	Removal
Essa (Sept. 2018) Population – 22,900	▸ Must be a local or collector road under Township jurisdiction ▸ Minimum length of 150 m	▸ **Neighbourhood Petition (after Initial Screening and Data Assessment)** (minimum 51% support from households with direct frontage for pursuing development of a Traffic Calming Plan). Petition occurs only if the location meets the point threshold ▸ **Neighbourhood Survey** (**after development of TCP)** (minimum 25% response rate, minimum 60% in support of proposed Traffic Calming Plan Design) ▸ **Public Meeting** (optional). Need determined based on comments/opinions provided in the Neighbourhood Petition and Neighbourhood Survey	**Point System** (maximum 115 points) ▸ Local Road (35 points) ▸ Collector Road (52 points) **Criteria** ▸ Speed ▸ Volume ▸ Short Cutting Traffic ▸ Collision History ▸ Sidewalks ▸ Pedestrian Generators ▸ Sight Lines ▸ Road Allowance Limitations Input from Township agencies (e.g., emergency services, transit services)	▸ If a location fails to meet the minimum point threshold, or the **Neighbourhood Petition** and/or **Neighbourhood Survey** do not indicate support, residents will be notified and the investigation for traffic calming discontinued. Staff may continue to address resident concerns through more traditional mitigation measures (e.g., enforcement, radar speed boards, signage). Council can overrule the decision to discontinue the study and direct moving forward with a traffic calming measure or study. ▸ New traffic volume and speed data collected no later than three months after installation	▸ Traffic calming measures may be removed at the request of residents provided that more than the level of support exists to remove them as was measured for installation (i.e., minimum 25% response rate, with over 60% of respondents supporting removal). Survey to be delivered to same residents as the **Neighbourhood Survey**. Traffic calming must be installed for a minimum of three months before considering removal. ▸ Request to remove one device, may result in all devices being removed ▸ If removed, must wait two years to request new plan



Town of Whitby:
Traffic Calming Policy and Guidelines

Engagement Summary Report

February/March 2025

LURA
Listen·Understand·Relate·Advance

Whitby

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Executive Summary

Development of the Town of Whitby's Traffic Calming Policy and Guidelines solicited input from over 650 residents through two in-person drop-in sessions, one virtual public meeting, and an online survey. Residents stressed the importance of a flexible, data-driven approach to addressing traffic issues, advocating for community input, expert guidance, and scalable solutions. They emphasized the need for traffic calming measures such as speed humps and automated speed enforcement while stressing the need for balanced, well-communicated strategies that consider all transportation modes and urban planning goals. Overall, the community strongly desired ongoing public engagement and better enforcement to ensure long-term, effective solutions to traffic issues.

This report was written by LURA Consulting, the independent team retained to deliver community engagement. It summarizes the community's input to shape recommendations for the Town of Whitby's Traffic Calming Policy and Guidelines.

1: Project Overview

The Town of Whitby is working to support safe roads in neighbourhoods by developing a new Traffic Calming Policy and Guidelines.

Traffic calming measures are things like speed humps, raised crosswalks, mini (neighbourhood) roundabouts, and more intended to slow traffic and support safe roads.

The goal of the new policy and guidelines is to establish a clearer and more consistent process for how requests related to traffic calming measures are assessed and prioritized for Town roads.

Every year, the Town receives many requests to install traffic calming on residential streets. However, without a clear policy, traffic calming resulting from these requests hasn't always been based on traffic data or included community consultation. This has led to some dissatisfaction and requests for their removal.

The new policy will create a fair and data-driven process to assess and prioritize requests for traffic calming, ensuring resources are used effectively. It will also ensure that all requests are treated equally and that consultation happens before any changes are made.

Community engagement is important in developing Whitby's new Traffic Calming Policy and Guidelines.

Specifically, the Town sought feedback to help inform the:

- Criteria that will be used by staff to evaluate a traffic calming request from a resident;
- Level of resident support and engagement required to initiate and implement traffic calming measures; and,
- Types of traffic calming measures should be used in Whitby to address traffic issues.

2: Engagement Methods

In-Person Drop-In Sessions

On February 25, 2025, from 3:00 to 6:00 p.m. and February 27, 2025, from 9:00 a.m. to 12:00 p.m., drop-in events were held at both the Central Branch of the Whitby Public Library and the Brooklin Community Centre and Library to raise awareness of the project and gather input to inform the development of the new policy and guidelines. Display boards were used to gather feedback. Forty (40) people attended the drop-in sessions.

Virtual Public Meeting

On March 4, 2025, from 6:00 p.m. to 8:00 p.m., project team members hosted a virtual public meeting. Eight people attended the online event. The project team discussed what a traffic calming policy is, what traffic calming guidelines are, and examples of traffic calming measures. Participants were asked a series of questions to gather feedback and invited to ask the project team questions.

Online Survey

From February 13 to March 14, 2025, the Town of Whitby hosted an online survey on the Connect Whitby site. Survey questions included the criteria used by staff to evaluate traffic calming requests, the level of resident support required to initiate a traffic calming study and implementation, and the types of traffic calming measures Whitby should use to address traffic issues. Six hundred and four (604) people responded to the survey, providing their thoughts and preferences to inform the development of the new policy and guidelines. Survey respondents' demographic details are in the **Who Participated** section below.

Engagement Reach

Table 1 shows the reach of engagement throughout the engagement period.

Table 1 - Summary of engagement activities.

Engagement Activity	Date	Location or Format	Participant or Response Count
In-Person Drop-In Sessions	February 25, 2025 3:00 – 6:00 p.m.	In-person at the Central Branch of the Whitby Public Library (405 Dundas St. W.)	**27**
	February 27, 2025 9:00 a.m. – 12:00 p.m.	In-person at the Brooklin Community Centre and Library (8 Vipond Rd.)	**14**
Virtual Public Meeting	March 4th, 2025, 6:00 – 8:00 p.m.	Online via Zoom	**8**
Online Survey	February 13, 2025 - March 14, 2025	Online via Connect Whitby	**604**
TOTAL			**653**

Data Analysis Methodology

Input was gathered through in-person drop-in sessions, the virtual Public Information Centre, and the online survey. Where responses were received to a quantitative question, results have been quantified. All qualitative responses are analyzed thematically. This involves summarizing and categorizing qualitative data to capture important concepts with the data set.

Given the engagement was voluntary process, results do not necessarily represent the views of all Whitby residents. Residents were invited to participate through multiple engagement formats, therefore response counts may be impacted. Decision-making will be guided by this limitation.

3: What We Heard

This section provides a high-level summary of the key themes heard throughout the community engagement. In the following summary, "*n*" represents the number of survey respondents who answered each specific quantitative question, visually depicted in the associated graph.

Top Neighbourhood Traffic Concerns

Participants were asked if they agree with the following top five traffic-related concerns in Whitby - that were identified in a 2023 **survey and mapping exercise**:

- Speeding
- Traffic volume
- Dangerous driving
- Cut-through traffic (ex., Number of vehicles passing through the neighbourhood without a local destination)
- School areas

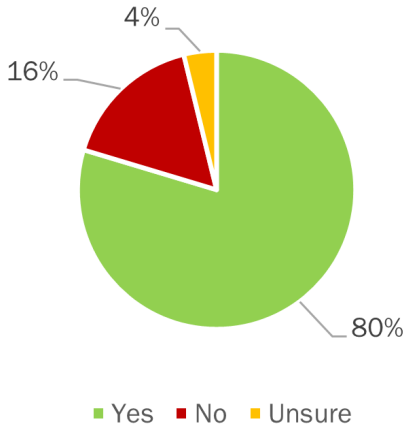


Figure 1 - Survey participants' agreement with the top traffic-related concerns in Whitby.N = 604

Figure 1 shows 80% of survey respondents agreed Whitby's top five traffic-related concerns. 16% did not agree, and 4% were unsure.

Online respondents who disagreed with the top traffic-related concerns in Whitby noted these additional considerations:

- **Parking Issues**
  - Street parking narrowing roads, especially in residential areas

  - Illegal parking in school zones and near intersections
  - Congested parking due to inadequate home parking spaces
  - Parking on both sides of streets, reducing lanes to a single passage
- **Pedestrian and Cyclist Safety**
  - Lack of safe crossings in downtown Brooklin and residential areas
  - Inadequate bike lanes with abrupt starts and stops
  - Poor street lighting
- **Road Conditions and Maintenance**
  - Degrading roads, potholes, and sunken sewer grates
  - Poorly designed intersections that create confusion and near accidents
  - Need for better road signage, especially at sharp bends

Most virtual public meeting participants agreed with the top five traffic-related concerns, adding that flow issues, type of traffic (trucks and heavy vehicles in residential communities), and parking on busy side streets are other topics of concern.

Evaluation Criteria

Participants were provided a list of potential criteria and were asked to select the top five choices they felt were the most important for the Town to consider when evaluating a traffic calming request from a resident.

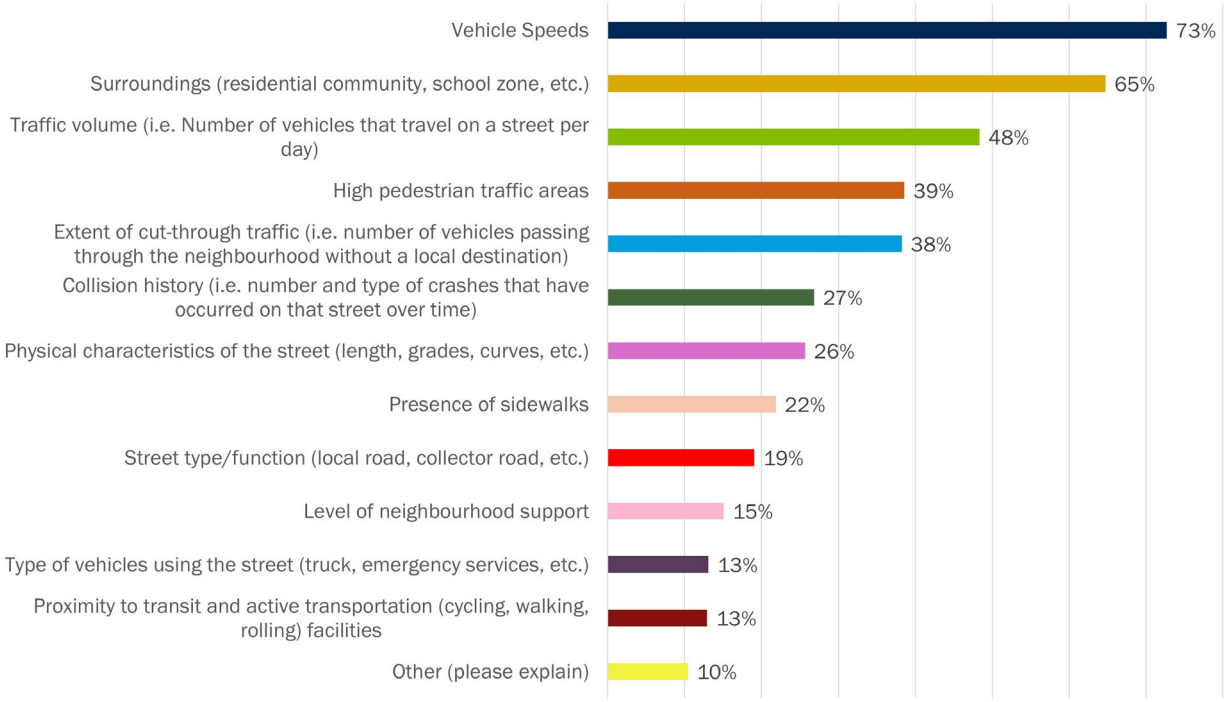


Figure 2 - Summary of participants' feedback on the most important criteria for evaluating a traffic calming request. N = 604

Figure 2 shows vehicle speeds (73%) as the most important criteria for evaluating a traffic calming request. Surroundings (65%) and traffic volume (48%) were also seen as

important. Some respondents noted that traffic calming requests should be evaluated based on engineering and urban planning analysis to avoid potentially exaggerated complaints from individuals with preferences.

Additional criteria suggested by online survey respondents who selected “other” include:

- Street size.
- Street age and condition.
- Level of noise pollution.
- Amount of illegal and long-term parking blocking access to side streets and driveways.

All options received some level of support from virtual public meeting participants and drop-in participants. The top criteria options selected include the following; vehicle speed, surroundings, high pedestrian traffic areas, and traffic volume.

Required Support to Begin Study

Participants were asked if the Town should seek the support of the broader neighbourhood before looking into a resident traffic calming request.

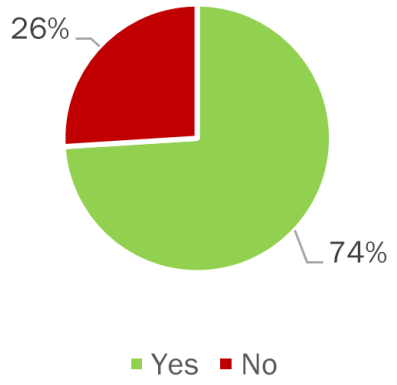


Figure 3 – Percentage of respondents that agree or disagree that neighbourhood support should be required to begin a traffic calming study. N = 604

Figure 3 shows that 74% of survey respondents felt the Town should seek broader neighbourhood support before considering a resident traffic calming request.

Online respondents who felt neighbourhood support should be required noted these additional considerations:

- Gather input from local stakeholders, including residents, business owners, and local organizations, to understand the community's subjective experience of traffic issues.
- Engage the public through workshops, surveys, and feedback sessions to gather various opinions.

- Ensure marginalized and vulnerable groups have a voice in the process.

Online respondents who felt neighbourhood support was not required noted these additional considerations:

- Identify each neighbourhood's specific problems and needs, considering factors such as population density, school zones, demographics, and the presence of community hubs like parks or shops.
- Conduct a thorough analysis of traffic conditions, including speed limits, accident rates, pedestrian and cyclist safety, and overall traffic flow.

All virtual public meeting participants agreed that the Town should seek broader neighbourhood support, while most drop-in participants disagreed. Virtual public meeting participants noted that measuring neighbourhood support for traffic studies is challenging, as engagement varies, and that a lack of complaints does not necessarily mean there is no problem. They emphasized the need for a flexible, data-driven approach that includes petitions, online forms, and ongoing trend analysis rather than relying on a single voice.

Drop-in participants emphasized that the Town should consider all requests, regardless of the quantifiable support. Many participants supported a scalable, cost-effective process, suggesting that initial data collection (e.g., speed sign monitoring) could help determine whether a full study is needed, particularly in high-traffic areas like school zones.

Required Support to Implement Solution

Participants were asked if the Town should seek additional neighbourhood support for the recommended traffic solution once a study is complete before implementation.

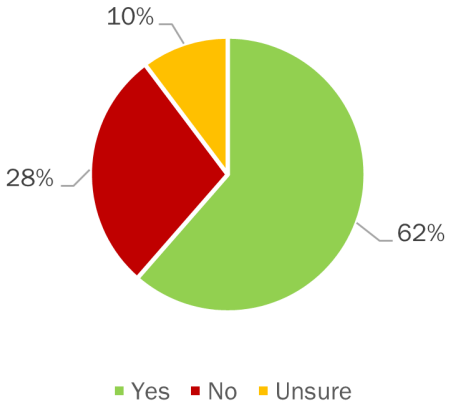


Figure 4 – Percentage of survey respondents that agree or disagree that neighbourhood support should be required for a recommended traffic calming solution. N = 604

Figure 4 shows that 62% of survey respondents felt the Town should seek neighbourhood support for a recommended traffic calming solution before

implementation. In contrast, 28% disagreed, and 10% were unsure if neighbourhood support for the recommended traffic solution was needed.

Online respondents who felt that neighbourhood support should be required noted these additional considerations:

- Consider using continued public engagement processes where residents help co-create traffic solutions that best address their concerns and needs.
- Clearly outline the expected timeline for the implementation of each traffic calming measure.
- Incorporate flexible strategies that allow adjustment based on resident feedback and traffic data post-implementation.
- Regularly conduct surveys and hold meetings with residents to gauge satisfaction and identify areas for further improvement.

Online respondents who felt that neighbourhood support should be required noted these additional considerations:

- Introduce pilot programs to test different traffic calming measures on a smaller scale before full implementation.
- Involve local government officials, law enforcement, public health professionals, and urban planners, when identifying appropriate traffic calming measures.
- Communicate the benefits and challenges of each measure, including cost, feasibility, and long-term impact on traffic flow and safety.

Virtual public meeting participants equally agreed or were unsure if the Town should seek out additional support for recommended traffic solutions, while most drop-in participants agreed. Virtual public meeting participants noted that while gathering neighbourhood support is important, experts should ultimately guide decision-making. Comments highlighted that support for solutions can be complex, as any change may face pushback, making expert judgment crucial. Some expressed concerns about ensuring all perspectives – such as those of park users, local businesses, and schools – are considered to avoid overlooking key needs.

Drop-in participants highlighted the significance of residents remaining involved in the process and ensuring that the implementation fits their community’s unique needs.

Wait Time Before New Request

Participants were asked how long the Town should wait before considering a new request about the same traffic concern if a resident's request for a traffic calming measure does not meet the set criteria to proceed.

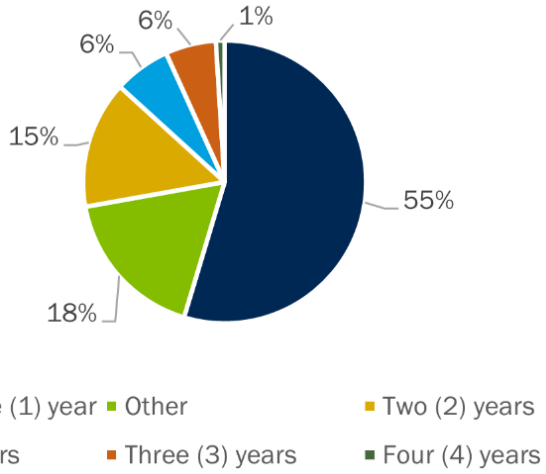


Figure 5 - Summary of survey responses on the required wait time for the Town between evaluating the same traffic calming request twice. N = 604

Figure 5 shows most survey respondents selected "at least one year" (55%). 18% selected "other," 15% selected "two years," 6% selected "five years," 6% selected "three years", and the final 1% selected "four years."

Additional comments made by online survey respondents who selected “other” are the following:

- **Case-by-Case Approach**
  - The waiting period should depend on the specifics of the request, issue, or local changes.
  - If the problem persists (e.g., continued speeding, accidents, or increased traffic), it should be reassessed.
  - Evidence such as speed data, collision reports, or traffic growth should be undertaken to justify repeated requests that do not fit the critera.
- **Immediate Review**
  - Delays could lead to accidents or injuries, particularly in school zones.
  - Immediate action ranging from 1-6 months.
  - Residents should be able to voice concerns at any time, with no arbitrary waiting period.
- **Regular Criteria Review**
  - Revisit the traffic calming guidelines every 3-5 years to reflect changing community needs.
  - If the criteria change, past requests should be reconsidered.

Most virtual public meeting and drop-in participants selected "at least one year", followed by "two years." Virtual public meeting participants emphasized that wait times for re-evaluating the same traffic request should be flexible, considering factors like rapid population growth and changing usage needs rather than relying solely on a fixed

timeframe. If circumstances change significantly, adjustments should be made regardless of the designated waiting period, especially for serious concerns.

Potential Solutions to Traffic Concerns

Participants were given a list of potential solutions to traffic concerns and asked to rank them from 1 to 9, indicating which solutions the Town should use the least (9) to the most (1) when addressing traffic issues on a neighbourhood street.

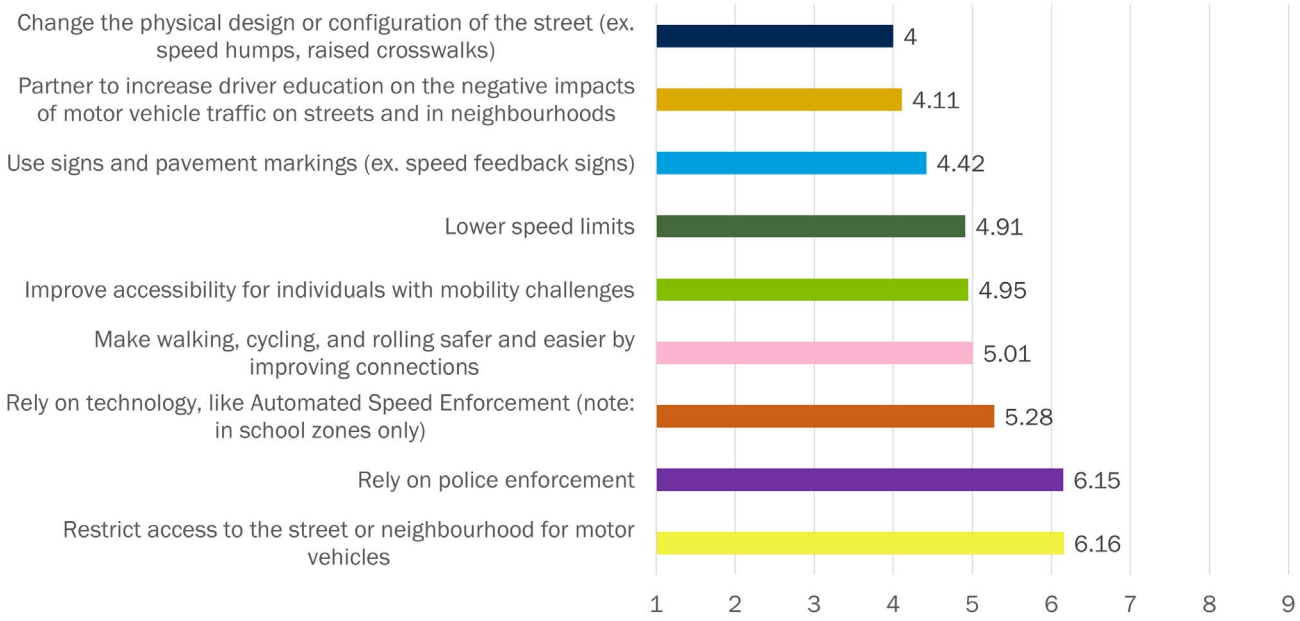


Figure 6 - Median average of survey respondents' ranking on potential solutions to traffic concerns. N=604

Figure 6 shows the top-ranked potential solution is "change the physical design or configuration of the street", followed by "partner to increase driver education on the negative impacts of motor vehicle traffic on street and in neighbourhoods," and "use signs and pavement markings."

Additional comments made by online survey respondents include the following:

- Consider temporary and permanent solutions, such as using traffic cones or temporary signage for quick changes, versus permanent infrastructure like concrete traffic circles or pedestrian islands.
- Analyze the impact of measures on different transportation modes (cars, bicycles, pedestrians, and public transit) and ensure that the solution addresses the needs of all users.
- Collect data on public health and environmental factors, such as air quality and noise pollution, to implement traffic calming measures that promote sustainability and livability.

- Investigate successful case studies of traffic calming measures in similar neighbourhoods or cities to learn from their experiences.
- Analyze current zoning regulations and future urban development plans to ensure traffic calming measures align with broader urban planning goals.

Most virtual public meeting participants and drop-in participants selected "change the physical design or configuration of the street" and "rely on technology like automated speed enforcement. Virtual public meeting participants emphasized the need for expert guidance, as many residents lack technical knowledge to assess the impact of various measures. There was discussion on the difference between traffic calming and traffic control, with concerns about stop signs being ineffective for speed reduction and environmentally harmful. Participants also highlighted the need for better enforcement, communication between Town staff and residents, and community collaboration.

Who Participated

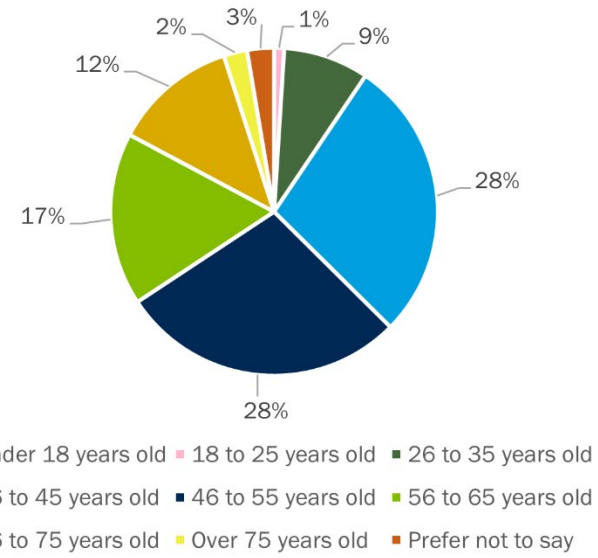


Figure 7 – Summary of survey respondents' ages. N = 604

Figure 7 shows most survey respondents were between the ages of 36 to 55 years old with:

- 28% being 36 to 45 years old
- 28% being 46 to 55 years old
- 17% being 56 to 65 years old
- 12% being 66 to 75 years old
- 9% being 26 to 35 years old
- 3% prefer not to say
- 2% being over 75 years old
- 1% being 18 to 25 years old

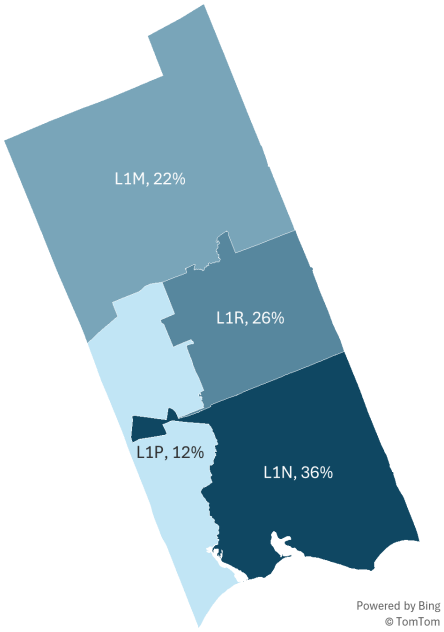


Figure 8 - Summary of survey respondents' postal codes. N = 604

Figure 8 shows most survey respondents live in the L1N, L1R, and L1M postal code areas. 36% live in the L1N postal code area, 26% live in the L1R postal code area, 22% live in the L1M postal code area, and 12% live in the L1P postal code area. The remaining 4% were respondents from other postal code areas in the Town.

4: Next Steps

The project team will review and consider input from this engagement in developing Whitby's new Traffic-Calming Policy and Guidelines.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: CUPE 53 Whitby Naming Rights Sponsorship of Arena 5 at Iroquois Park Sports Centre

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **CAO 10-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Sarah Klein, Deputy CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Karol Murillo Corrigan, Senior Manager of Economic Development, murillocorrigank@whitby.ca

Chris Reed, Acting Advertising and Sponsorship Sales Manager, reedc@whitby.ca

1. Recommendation:

1. **That Council approve entering into a third one (1) year sponsorship agreement effective until May 1, 2026 with CUPE 53 Whitby for a Naming Rights Sponsorship at Iroquois Park Sports Centre (IPSC), including keeping Arena 5 as "CUPE 53 Whitby Arena 5", based on the sponsorship package and other terms and conditions identified in Report CAO 10-25.**

2. Highlights:

- The Advertising and Sponsorship Division of Economic Development actively solicits the community for sponsorship participation in Town recreational facilities. Top-level sponsorship packages include 'Naming Rights' to certain facilities, subject to Council approval.
- The purpose of this report is to seek Council's approval to continue with the proposed Naming Rights Sponsorship by CUPE 53 for Arena 5 at Iroquois Park Sports Centre (IPSC) for a one (1) year term.

- The sponsorship of Arena 5 at IPSC has been occupied by CUPE 53 Whitby since May 1, 2022.
- Subject to Council's approval, IPSC Arena 5 would remain "CUPE 53 Whitby Arena 5" for the term of the sponsorship. The total revenue that would accrue to the municipality over the term of the sponsorship would be $15,000 + HST.
- The proposed name, "CUPE 53 Whitby Arena 5", would continue to be used in Town of Whitby publications, promotional materials, rental permits, and the website as appropriate.
- CUPE 53 Whitby is responsible for the production and installation costs associated with any updates to the sponsorship materials. This is standard practice with the Town's sponsorship program. Along with the naming rights, a suite of signage and other marketing benefits form part of the naming rights sponsorship package.

3. Background:

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

Advertising and Sponsorship, part of the Economic Development Division, Strategic Initiatives, is responsible for sponsorship sales initiatives, which include naming rights (title) to certain Town property features. This program began in 2000 at IPSC and expanded to include the Civic Recreation Complex in 2003, McKinney Centre in 2024, the new Port Whitby Marina (PWM) Clubhouse banquet room and the McKinney Youth Drop-in Centre in 2005, and the new Brooklin Community Centre and Library in 2010.

In February 2009, Council approved the naming of Scotiabank Arena 1 at IPSC, which remained active until 2024. As approved by Council previously, it is anticipated upon a signed agreement that Okanagan Hockey will be moving their naming from Arena 4 to Arena 1 in the next month.

The balance of the arenas at IPSC currently have the following naming rights sponsorships: Whitby Orthodontics Arena 2, Owasco Arena 3, and Booster Juice Arena 6.

4. Discussion:

CUPE 53 Whitby represents over 500 full-time and part-time Town of Whitby employees. Town of Whitby staff represented by CUPE 53 Whitby serve valuable occupations throughout our municipality and specifically within our facilities as clerks, lifeguards, gardeners, labourers, program coordinators, and many other professions, ensuring that the facilities are welcoming, fun, and safe for the community to enjoy. CUPE 53 Whitby annually supports many charitable organizations, mainly focusing on local charities and groups within our community,

including Feed the Need Durham, the Bethesda House, the Denise House, and the Whitby Toy Drives.

The proposed fee for the sponsorship package reflects current market conditions and is in line with the sponsorship range of fees currently available and sold within IPSC. The proposed CUPE 53 Whitby naming rights sponsorship package is the same as the current package, which includes the following components at IPSC:

Arena 5 Corporate Branding:

- Two (2) 7’ x 7’ full-door graphics wrapped on each set of double arena entrance doors;
- One (1) illuminated logo above each set of entrance doors;
- One (1) 8’ x 16’ backlit sign in featured position under score clock;
- One (1) 4’ x 12’ backlit sign behind visitors’ bench wall;
- Full graphics wrap on IPSC Zamboni; (McKinney)
- One (1) 30” x 192” double-size, premium placement rink board sign;
- One (1) Center Ice 35’ x 20’ in-ice logo;
- Two (2) Neutral Zone Logos 15’ x 2’ in-ice logos; and
- Four (4) 11” x 17” dressing room door signs.

*Note: CUPE has the option to choose as few or as many branded items from this list. Production costs are additional and are covered by the sponsor.

Additional Exposure and Benefits:

- Host one (1) free public community skate (open to the first 250 participants) per year, promoted on the Town’s corporate channels;
- Five (5) CUPE Rink board signs. One in each of the remaining rinks at IPSC;
- Two (2) CUPE Rink board signs (if available). One in each of the two hockey rinks at McKinney Centre;
- One (1) complimentary, 20-second digital ad displayed on IPSC lobby TVs;
- CUPE logo and sponsorship recognition on Town of Whitby website; and
- Promotion on the Town’s social media platforms. i.e., Promotion of free public skate.

The sponsorship package, as summarized, would be incorporated into the Town's standard Sponsorship Agreement and follow all guidelines and requirements outlined in the Paid Advertising and Sponsorship Policy MS 390.

5. Financial Considerations:

The total revenue over the one (1) year sponsorship term would be $15,000 + HST. The client is responsible for the cost of the design, production and installation of the sponsorship signage and materials.

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

6. Communication and Public Engagement:

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

7. Input from Departments/Sources:

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

8. Strategic Priorities:

This initiative is consistent with the Town's Community Strategic Plan, specifically Strategic Pillar 4: Whitby's Government. It addresses Objective 4.1 - Address community needs through collaboration and strategic partnerships, specifically Action 4.1.2 - Strengthen existing and build new partnerships. It also addresses Objective 4.4 - Ensure fiscal accountability and responsibly plan for growth, specifically Action 4.4.1 - Deliver services that respond to community needs while balancing the impact to the taxpayers.

This initiative takes sustainability and accessibility standards into account when determining locations of advertising and sponsorship materials.

9. Attachments:

Not Applicable

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: 2024 Annual Sustainability and Climate Change Report

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **CAO 14-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Sarah Klein, Deputy CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Sarah Shields, Project Manager, Sustainability and Climate Change

1. Recommendation:

1. **That Report CAO 14-25 be received as information; and**
2. **That the Clerk's office forward a copy of Staff Report CAO 14-25 to the Region of Durham's Sustainability Department.**

2. Highlights:

- The 2024 Annual Sustainability Report (Attachment 1) highlights the Town of Whitby's sustainability and climate change actions and successes in 2024.
- This report allows the Town to meet its climate change commitments, including disclosing corporate greenhouse gas (GHG) emissions and Carbon Disclosure Project (CDP) score requirements as a member of the Global Covenant of Mayors and signatories on the C40 Cities Race to Resilience and Race to Zero campaigns.
- Key achievements in 2024 include:
    - The West Lynde neighbourhood was approved as Whitby's first Sustainable Neighbourhood Action Program (SNAP) in partnership with Central Lake Ontario Conservation Authority and Durham Region;

- Whitby community members planted over 800 trees through the LEAF spring and fall community planting events and 38 trees were planted through the Backyard tree planting program;
- Fourteen new EV chargers were installed throughout Whitby including the first level 3 – DC fast charging station; and
- The Town offered an additional incentive of up to $5,000 through the Federal Housing Accelerator Fund grant for Whitby residents participating in the Durham Greener Homes Program to support home energy retrofits.

3. Background:

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

Community Strategic Plan (2023)

The Community Strategic Plan provides a shared vision and objectives for how the Town Council and Staff will work together to deliver on community priorities. Within Whitby's Community Strategic Plan are four strategic pillars with the second strategic pillar focusing on Whitby's Natural and Built Environment. The actions outlined in this report specifically align with the first objective of this pillar: Demonstrate environmental leadership in sustainability and addressing climate change.

Climate Emergency Response Plan

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

- Phase 1: Resilience
- Phase 2: Mitigation

Phase 1 – Resilience (2022)

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

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

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

Phase 2 – Mitigation (2023)

In December 2023, Climate Emergency Response Plan, Phase 2: Mitigation was completed and endorsed by Council. Phase 2 focused on climate mitigation and identified the sources of GHG emissions in Whitby and provided recommendations to reduce GHG emissions. The Mitigation Plan was developed to help prevent climate change from occurring in the future through the elimination of community greenhouse gas (GHG) emissions.

The development of the Mitigation Plan included modelling the size of the climate challenge in Whitby. The Mitigation Plan provides low-carbon pathway and recommendations to meet the Town's community-wide GHG emissions reduction targets. Implementing the Mitigation Plan's low-carbon scenario will result in improved energy efficiency in all sectors (i.e., residential, institutional, commercial, and industrial buildings; transportation; and municipal operations) and will create opportunities for economic growth and community development.

Whitby Green Standard (2020)

The Whitby Green Standard was endorsed by Council in September 2020 and is aimed to develop a more sustainable community and support Whitby's goal to reduce GHG emissions. It applies to all new development in the Town that requires a Site Plan or Draft Plan of Subdivision Application.

Council endorsed that all new Town Facilities are built to achieve Tier 3 of the Whitby Green Standard.

Zero Carbon Whitby (2021)

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

Zero Carbon Whitby has been developed as a framework for implementing a low carbon decision mechanism across the organization. The Plan derives the amount of emissions that Whitby's corporate operations have to reduce to support global GHG emission reduction targets. Embedded in this framework, the Town of Whitby has identified the following short, medium, and long-term corporate GHG emissions reduction targets (relative to 2019 levels):

1. 20% GHG emissions reduction by 2025
2. 40% GHG emissions reduction by 2030
3. 100% GHG emissions reduction by 2045

These targets were developed to reflect the Town's contribution to limiting the global annual average temperature increase to 1.5°C.

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

Zero Carbon Costing Study (2022)

As the first step of the implementation of the Zero Carbon Whitby Framework, the Zero Carbon Whitby Costing Study was completed. The Study was one of the main recommendations of the Zero Carbon Whitby Framework. The Zero Carbon Costing Study provides a detailed implementation plan for the Town to remain within its carbon budget and reach zero emissions by 2045. The Zero Carbon Costing Study outlines a schedule and incremental budget for the Zero Carbon Whitby Plan that optimizes the Town's corporate carbon budget with its existing capital budget and asset management plans. It also provides guidance on the establishment of the Zero Carbon Revolving Reserve Fund. Council endorsed the Zero Carbon Whitby Costing Study in September 2022.

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

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

Reporting Commitments

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

Global Covenant of Mayors

The Town of Whitby joined the Global Covenant of Mayors (GCoM) in 2019. GCoM is a global network of more than 10,000 cities spanning 139 countries worldwide. These local governments all recognize that ambitious climate initiatives in their communities need to be taken to keep global temperatures from rising more than 1.5°C.

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

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

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

Race to Zero and Race to Resilience

Race to Resilience and Race to Zero are global campaigns run by the COP26 Presidency and high-level Climate Champions. The purposes of these campaigns are to rally leadership and support from cities, regions, businesses, and investors to help frontline communities build resilience and adapt to the impacts of climate change while

also reducing GHG emissions to stay within the 1.5°C global temperature increase, as outlined in the 2016 Paris Agreement.

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

Carbon Disclosure Project

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

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

4. Discussion:

In 2024 several actions were taken towards achieving the goals and objectives of the Council-endorsed strategic plans discussed above. The following provides a brief summary of the progress made in 2024 on some of the key actions.

Community Strategic Plan

The Community Strategic Plan actions under Objective 2.1; *Demonstrate environmental leadership in sustainability and addressing climate change* that were implemented in 2024 include:

2.1.1 Develop community climate mitigation measures to achieve zero-carbon emissions by 2045

> From the Climate Emergency Response Plan – Phase 2: Mitigation, 10 new actions were started in 2024, and six actions were completed.

2.1.2 Explore partnership opportunities to advance alternate energy systems designed to reduce Green House Gas (GHG) emissions of new developments.

> The Geothermal Exchange System has been incorporated into the construction of the Whitby Sports Complex to provide heating and cooling for the facility.

2.1.3 Implement actions to increase community resilience to the impacts of climate change

> From the Climate Emergency Response Plan – Phase 1: Resilience, 12 actions were started in 2024, and one action was completed.

2.1.6 Promote the use of electric vehicles and lead by example by implementing electric vehicles in the Town's municipal fleet.

> 14 EV charging stations were installed, including the Town's first Level 3 DC fast-charging stations at the Operations Centre and Iroquois Park Sports Centre.

2.3.4 Implement enhanced street design to improve walkability.

The new enhanced street design standard is in place and has been consistently applied to all new developments.

Climate Emergency Response Plan

Phase 1 – Resilience

In 2024, 10 of the 106 total actions in the Phase 1 – Resilience Implementation Plan were started. In addition, 11 actions are currently in progress, having been initiated during the first year of implementation in 2023. Two actions were completed in 2023, and six actions were completed in 2024. This reflects a total of 29 actions with progress to date.

The key actions from the Phase 1 – Resilience Plan that were implemented in 2024 are listed below along with a high-level summary of the progress to date.

1.1.1 Update the asset management policy and plan to incorporate climate risk and mitigation into asset management, following the province's asset management mandate.

The updated Town's Asset Management Plan includes a Climate Change section with a focus on strategies for climate resilience and mitigation, and Whitby's Zero Carbon Budget.

1.5.1 Develop a communications strategy that includes a baseline assessment of knowledge and identifies education needs.

A communications strategy was finalized in 2024 based on the Emergency Preparedness and Climate Change survey that was released in Fall 2023.

2.1.2 Utilizing the 'Durham Region Climate Resilience Standard for New Houses', develop education materials and support programs for residents to complete resilience upgrades in their home to protect against basement flooding and extreme heat. Priorities should include actions that can be completed within existing buildings such as:

- Cool roof guidelines
- Landscaping guidelines including maintaining existing trees and adding addition trees and native plant species
- Energy efficiency upgrades including insulation, windows, doors, and high-efficiency heat pumps
- Sealing foundations
- Foundation drainage, sump pump, and downspout drainage and discharge

In 2024, Durham Region, in consultation with Whitby and other Local Area Municipalities, worked to expand the Durham Greener Homes program to include a

resilience (Weather Ready) component, which will offer residents opportunities to assess and improve their homes' ability to withstand extreme weather events.

2.1.4 Evaluate the need and ability to provide additional incentives and funding programs for energy-efficient new buildings and building upgrades.

Through the Housing Accelerator Fund, the Town of Whitby offered to match Region funding, up to an additional $5,000 top-up, bringing the total incentive to $10,000 for Whitby residents participating in the Durham Greener Homes program.

2.9.6 Incentivize and encourage the installation of high-efficiency heating and cooling options, such as heat pumps to minimize disruptions stemming from over peaking.

The Town promoted the Durham Greener Homes program, which provides incentives for homeowners to improve energy efficiency through upgrades such as heat pumps.

3.1.1 Assess current canopy cover in the Town, as a whole and separately in more and less developed areas of Whitby, and with an equity lens (e.g. are there at-risk communities with less canopy cover that could lead to increased heat risk?).

Whitby's canopy cover was assessed to help inform the development of the Urban Forestry Management Plan.

3.1.4 Develop an urban forest management strategy with recommendations on the following:

- Meeting the canopy cover target and number of trees planted, focusing on both individual plantings (street trees) and opportunities for creating new urban forests.
- Identifying trees resilient to expected changes in climate and build resilience through diversified plantings throughout the Town.
- Maintaining a town wide inventory and monitoring and tracking tree conditions.
- Introducing improved soil standards for new plantings for trees, as well as other plants.
- Monitoring for and managing climate-related risks to trees such as diseases, pests, invasive species, and heat stress and identifying the introduced species that can be planted to maintain canopy targets, as well as ways to manage habitat loss for birds and animals reliant on current tree species in Whitby.
- Identifying roles for the Town, local organizations, and citizen scientists including considering a collaborative tree monitoring program throughout the community.

The Town is working on developing an Urban Forestry Management Plan. The recommendations mentioned above have been considered during its development.

Phase 2 – Mitigation

In 2024, 12 of the 61 total actions in the Phase 2 – Mitigation Implementation Plan were started, and one action was completed. In addition, eight actions were already in progress prior to the plan's formal approval in 2023, and one action was completed at the time of Council's approval. In total, 22 actions have seen progress to date.

The key actions from the Phase 2 – Mitigation Plan that were implemented in 2024 are listed below along with a high-level summary of the progress to date.

2.1.2 Investigate the development of a residential Property Assessed Clean Energy (PACE) program. Similar programs have been implemented across Canada, including the City of Edmonton's Residential Clean Energy Improvement Program (CEIP), Toronto's Home Energy Loan Program (HELP), and Nova Scotia PACE, which can be used as a guide and precedent for the creation of a Whitby PACE program. Allow building owners to stack PACE loans with the Durham Greener Homes program.

> In 2024, Durham Region, in consultation with Whitby and other Local Area Municipalities, developed a PACE/ Local Improvement Charge (LIC) program to support the implementation of the Durham Greener Homes program. In April 2025, Regional Council provided approval to move forward and implement the PACE/LIC program. Whitby will work with Durham Region to promote this program to residents to increase the number of households completing deep energy retrofits.

2.1.3 Investigate additional financing opportunities for residents to make retrofits and potentially stack with the Durham Greener Homes Program.

> Through the Housing Accelerator Fund, the Town offered an additional $5,000 top-up, bringing the total incentive up to $10,000 for Whitby residents applying to the Durham Greener Homes program.

2.1.5 Educate residents on energy retrofits that can be completed in their homes, and the benefits of energy retrofits and heat pumps. For example, education materials/initiatives could include a video series of community members successfully undertaking home retrofits.

> In December 2024, Durham Region and Windfall Ecology Centre hosted a Durham Greener Homes Heat Pump Workshop in Whitby to educate residents about the program and the energy retrofits they can take. There were 42 people in attendance, participating both online and in-person.

2.5.1 Complete construction of three new facilities (the Whitby Sports Complex, the Fire Station Training Tower/Fire Training Complex, and new Animal Services Building). Complete the Operations Centre Phase 2 Expansion to a net-zero standard as identified in the Zero Carbon Whitby: Costing Study to Eliminate Greenhouse Gas Emissions 2022-2045.

> The construction of the Whitby Sports Complex, which will be LEED (Leadership in Energy and Environmental Design) Gold and CaGBC Zero Carbon Building Design certified, started in 2023 and continued in 2024.

In 2024, the final design of the Fire Training Tower project was completed. Construction is planned to commence in spring of 2025. As this project is not a building and has no occupancy the Whitby Green Standard does not apply.

The design process for the Operations Centre Phase 2 Expansion started in 2024. An update was provided to Council in October 2024, stating that the expansion will achieve Tier 3 of the Whitby Green Standard and will use CaGBC Zero Carbon Building Design Standard. The contract document phase will be occurring in spring 2025 and tendering is planned to occur in the fall of 2025.

In 2025, the Design Development phase for the Animal Service Building Project will be commencing. The Animal Service Building will be designed to Tier 3 of the Whitby Green Standard and to the CaGBC Zero Carbon Building Design Standard.

Whitby Green Standard

In 2024, Sustainability reviewed 91 unique Tier 1 Whitby Green Standard applications at various stages in the development application process. In addition, the Whitby Sports Complex is the first development in Whitby constructed to achieve Tier 3 of the Whitby Green Standard.

Zero Carbon Whitby

The net total GHG emissions reduction is 509.7 tCO2e. This accounts for 46% of the Town's short-term 2025 reduction goal of 1,105 tCO2e of GHG emissions.

To support progress toward the Town's medium-term GHG reduction target, a Deep Energy Feasibility Pathway Study is scheduled for 2025. This study will focus on seven of the Town's highest-emitting facilities. As a result, a more substantial decrease in greenhouse gas emissions is expected in the following years, positioning the Town to make significant strides toward achieving the 2030 goal of a 40% reduction.

2025 Key Projects

In 2025, the Town's Sustainability priorities include the following:

- Developing a Corporate Waste Management Strategy;
- Delivering emergency preparedness workshops;
- Implementing Zero Carbon Whitby projects;
- Completing a Deep Energy Feasibility Pathway Study; and
- Developing an incentive program to support the implementation of the Whitby Green Standard.

5. Financial Considerations:

The Town has identified approximately $247,550 in the Sustainability capital budget to support sustainability projects in 2025.

In support of Zero Carbon Whitby, a Zero Carbon Revolving Reserve Fund (ZCRRF) was established in September 2022 to facilitate the implementation of zero carbon projects. The ZCRRF provides funding towards zero carbon retrofits, pilot projects and incremental retrofit project costs of zero carbon options. Operational savings from

completed projects, as well as session fees received from use of the Town's Electric Vehicle charging stations, are directed into the fund. The current uncommitted balance in the ZCRRF is approximately $136,000.

In partnership with the Region on the Durham Greener Homes Retrofit Program, Staff allocated $250,000 in 2024 from the Housing Accelerator Fund (HAF capital project # 55247606 that is fully grant funded) towards this multi-year rebate partnership with the Region. This program will run until December 2027.

Funds from the HAF are also planned for a Pilot Financial Program to support the Whitby Green Standard to advance sustainable development across the Town.

Town staff strive to seek additional funding support for sustainability initiatives. A detailed list of the funding that the Town was successful in securing is included in Appendix A of the 2024 Sustainability Annual Report (Attachment 1).

6. Communication and Public Engagement:

Public education and engagement are critical to the success of becoming a sustainable community. The following initiatives highlight the public engagement carried out in 2024:

- In support of the West Lynde neighbourhood SNAP, a survey was conducted that asked residents for feedback on what sustainability actions are the most important to them in their neighbourhood.
- To support the development of Version 2 of the Whitby Green Standard, a survey was conducted, and a public meeting was held to understand what sustainable building practices that the community believes are the most important for new developments. In addition, two meetings were held with the development community to obtain their specific input on the standard.

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

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

7. Input from Departments/Sources:

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

8. Strategic Priorities:

The initiatives outlined in this report directly align with the priorities of the Community Strategic Plan endorsed by Council in 2023. Specifically, with Objective 2.1: "Demonstrate environmental leadership in sustainability and addressing climate change" of Strategic Pillar 2: Whitby's Natural & Built Environment. As stated in Section 4 several, actions were implemented in 2024 to achieve Objective 2.1.

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

The 2024 Sustainability Annual Report describes how the Town is meeting its goals of becoming a healthy and sustainable community while addressing climate change through a mitigation and adaptation lens.

9. Attachments:

Attachment 1 – 2024 Annual Sustainability Report

2024

SUSTAINABILITY ANNUAL REPORT



Summary

The Town of Whitby (Town) is committed to sustainability and environmentally responsible practices at both the community and corporate levels. Many sustainability projects and initiatives were accomplished in 2024. Key highlights include:

- The West Lynde neighbourhood was approved as Whitby's first Sustainable Neighbourhood Action Program (SNAP) in partnership with Central Lake Ontario Conservation Authority and Durham Region;
- In 2024 Whitby community members planted over 800 trees through the LEAF spring and fall community planting events and 38 trees were planted through the Backyard tree planting program;
- Fourteen new EV chargers were installed throughout Whitby in 2024 including the first level 3 – DC fast charging station; and
- In 2024, the Town offered an additional incentive of up to $5,000 through the Federal Housing Accelerator Fund grant for Whitby residents participating in the Durham Greener Homes Program to support home energy retrofits.

A key Zero Carbon Whitby Project that has been completed in 2025 includes the transition of the Combined Heat and Power (CHP) unit at the Whitby Civic Recreation Centre to backup heating. This will save 454.4 tCO2e of GHG emissions annually, which is equivalent to taking 98 cars off the road.

Additional actions to support Whitby's sustainability journey will be undertaken in 2025 with some of the priority initiatives including:

- Developing a Corporate Waste Management Strategy;
- Delivering emergency preparedness workshops;
- Implementing Zero Carbon Whitby projects; and
- Developing an incentive program to support the implementation of the Whitby Green Standard.

Introduction

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

Community Strategic Plan (2023)

The Community Strategic Plan provides a shared vision and objectives for how the Town Council and Staff will work together to deliver on community priorities. Within Whitby's Community Strategic Plan are four strategic pillars with the second strategic pillar focusing on Whitby's Natural and Built Environment. The actions outlined in this report specifically align with the first objective of this pillar: Demonstrate environmental leadership in sustainability and addressing climate change.

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

- Phase 1: Resilience
- Phase 2: Mitigation

Phase 1 – Resilience (2022)

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

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

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

Phase 2 – Mitigation (2023)

In December 2023, Climate Emergency Response Plan, Phase 2: Mitigation was completed and endorsed by Council. Phase 2 focused on climate mitigation and identified the sources of GHG emissions in Whitby and provided recommendations to reduce GHG emissions. The Mitigation Plan was developed to help prevent climate

change from occurring in the future through the elimination of community greenhouse gas (GHG) emissions.

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

Zero Carbon Costing Study (2022)

As the first step of the implementation of the Zero Carbon Whitby Framework, the Zero Carbon Whitby Costing Study was completed. The Study was one of the main

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

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

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

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

Reporting Framework

The Climate Emergency Response Plan and Zero Carbon Whitby Framework both have stipulated annual reporting requirements. This Annual Report is the mechanism for reporting on the Town's progress towards those plans and on other sustainable actions taken across the organization.

This Annual Report follows the 10 principles of the One Planet Living Planning Framework. This international framework consists of the following ten simple principles, which provide clear goals and guidance to help ensure that the Town advances all aspects of social, environmental, and economic sustainability:

Health and Happiness	Encouraging active, social, meaningful lives to promote good health and well-being.
Equity and local economy	Creating safe, equitable places to live and work, which support local prosperity and international fair trade.
Culture and Community	Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.
Land and Nature	Protecting and restoring land and marine systems for the benefit of people and wildlife.
Sustainable Water	Using water efficiently, protecting local water resources and reducing flooding and drought.
Local and Sustainable Food	Promoting sustainable, humane farming and healthy diets, which are high in local, seasonal organic food and vegetable protein.
Travel and Transport	Reducing the need to travel, encouraging walking, cycling and low-carbon transport.
Materials and Products	Using materials from sustainable sources and promoting products that help people reduce consumption.
Zero Waste	Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.
Zero Carbon Energy	Making buildings and manufacturing energy efficient and supplying all energy with renewables.

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

2024 Accomplishments

The following section discusses the Town's accomplishments towards the Council-endorsed strategic plans discussed above.

Community Strategic Plan

The Community Strategic Plan actions under Objective 2.1; *Demonstrate environmental leadership in sustainability and addressing climate change* that were completed in 2024 include:

2.1.2 Explore partnership opportunities to advance alternate energy systems designed to reduce Green House Gas (GHG) emissions of new developments.

The Geothermal Exchange System has been incorporated into the construction of the Whitby Sports Complex to provide heating and cooling for the facility. More information on the Whitby Sports Complex can be found in the Health and Happiness section of the Report on page 16.

2.1.6 Promote the use of electric vehicles and lead by example by implementing electric vehicles in the Town's municipal fleet.

14 EV charging stations were installed, including the Town's first Level 3 DC fast-charging stations at the Operations Centre and Iroquois Park Sports Centre. More information on the expansion of the Town's EV Charging network can be found in Travel and Transport section of this Report on Page 32.

2.3.4 Implement enhanced street design to improve walkability.

The new enhanced street design standard is in place and has been consistently applied to all new developments. More information on the enhanced street design standard can be found in Travel and Transport section of this Report on page 32.

Actions 2.1.1 and 2.1.3 of the Community Strategic Plan were also both achieved in 2024 as the associated measures of progress have annual targets that have been met.

The measures of progress for Action 2.1.1 is to implement a minimum of one action annually from the Climate Emergency Response Plan – Phase 2: Mitigation. As further discussed below in 2024, 10 new actions were started in 2024, and six actions were completed.

The measures of progress for Action 2.1.3 is to implement a minimum of three actions annually from the Climate Emergency Response Plan – Phase 1: Resilience. As further discussed below in 2024, 12 actions were started, and one action was completed.

Climate Emergency Response Plan

Phase 1 – Resilience

In 2024, 10 of the 106 total actions in the Phase 1 – Resilience Implementation Plan were started. In addition, 11 actions are currently in progress, having been initiated during the first year of implementation in 2023. Two actions were completed in 2023, and six actions were completed in 2024. This reflects a total of 29 actions with progress to date.

Further information on the 11 actions started and the two actions completed in 2023 can be found in the 2023 Sustainability Annual Report.

In 2024, the actions from the Phase 1 – Resilience Plan listed below were implemented. The actions reflect several of the 10 principles of the One Planet Living Planning Framework, as such are discussed throughout the report. The following provides a high-level summary of the progress to date for each action started in 2024, and where further information in this Report can be found on the action.

1.1.1 Update the asset management policy and plan to incorporate climate risk and mitigation into asset management, following the province's asset management mandate.

The updated Town's Asset Management Plan includes a Climate Change section with a focus on strategies for climate resilience and mitigation, and Whitby's Zero Carbon Budget. More information on the Asset Management Plan can be found in the Materials and Products section of this Report on page 34.

1.5.1 Develop a communications strategy that includes a baseline assessment of knowledge and identifies education needs.

A communications strategy was finalized in 2024 based on the Emergency Preparedness and Climate Change survey that was released in Fall 2023. More information can be found in the Culture and Community section of this Report on page 22.

1.5.3 Develop proactive education and information campaigns with partners the public trusts and who can distribute information (libraries, non-profits, businesses, radio stations, etc.).

1.5.4 Complete a review of existing emergency communication protocols and identify strengths and weaknesses and assess the need for new communication tools such as an app that alerts residents of climate- and weather-related risks and closures.

1.5.5 Develop a community-level education program on the importance of developing emergency preparedness plans for a variety of climate emergencies.

These actions were considered in the development of the communications strategy for Action 1.5.1 above. More information can be found in the Culture and Community section of this Report on page 22.

2.1.1 Utilizing the ‘Durham Region Climate Resilience Standard for New Houses’, develop policies and site plan permitting requirements that direct development applicants to address basement flooding and extreme heat protection. Priorities include:

- Sewer backflow prevention policy/requirement
- Site grading, drainage, and low impact development requirements
- Limiting and sealing foundation openings guidelines
- Foundation drainage, sump pump, and downspout drainage and discharge policies and guidelines
- Net-zero run-off guidelines and/or policy
- Design guidelines for passive cooling including siting, shading, glazing, and window operability
- Cool roof guidelines
- Landscaping guidelines including maintaining existing trees and adding addition trees and native plant species
- Energy efficiency components including insulation, windows, doors, and high-efficiency heat pumps (overlaps with Whitby Green Standard)

In 2024, a consult was hired to develop Version 2 of the Whitby Green Standard. A criterion has been included that requires measures related to flood risk reduction and extreme heat. More information can be found in the Zero Carbon Energy section of this Report on page 37.

2.1.2 Utilizing the ‘Durham Region Climate Resilience Standard for New Houses’, develop education materials and support programs for residents to complete resilience upgrades in their home to protect against basement flooding and extreme heat. Priorities should include actions that can be completed within existing buildings such as:

- Cool roof guidelines
- Landscaping guidelines including maintaining existing trees and adding addition trees and native plant species
- Energy efficiency upgrades including insulation, windows, doors, and high-efficiency heat pumps

- Sealing foundations
- Foundation drainage, sump pump, and downspout drainage and discharge (see more in Action 2.4)

In 2024, Durham Region, in consultation with Whitby and other Local Area Municipalities, worked to expand the Durham Greener Homes program to include a resilience (Weather Ready) component, which will offer residents opportunities to assess and improve their homes' ability to withstand extreme weather events. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.1.3 Include climate resilience measures as part of the mandatory tier of the Whitby Green Standards and note the adaptation benefits for efficiency actions such as landscaping, air tightness, windows and doors, insulation, and efficient heating and cooling systems.

In 2024, a consult was hired to develop Version 2 of the Whitby Green Standard. A climate resilience measures has been included as part of the baseline tier of Version 2 of the standard. More information can be found in the Zero Carbon Energy section of this Report on page 37.

2.1.4 Evaluate the need and ability to provide additional incentives and funding programs for energy-efficient new buildings and building upgrades.

Through the Housing Accelerator Fund, the Town of Whitby offered to match Region funding, up to an additional $5,000 top-up, bringing the total incentive to $10,000 for Whitby residents participating in the Durham Greener Homes program. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.3.4 Provide guidelines and incentives for lot-level stormwater management including rain barrels, native species planting, and grass swales.

This action is currently being considered as part of the new resilience component within the Durham Greener Homes program. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.6.2 Utilizing the 'Durham Region Climate Resilience Standard for New Houses', develop site plan permitting requirements that direct development applicants to address basement flooding.

In 2024, a consult was hired to develop Version 2 of the Whitby Green Standard. Version 2 which will direct development applications to mitigate basement flooding

through its increased performance measures. More information can be found in the Zero Carbon Energy section of this Report on page 37.

2.8.1 Complete detailed calibration and cost-analysis studies for flood mitigation measures in neighbourhoods identified as being at risk of flooding and integrate findings into the Town's Asset Management Plan.

A five-year stormwater flow monitoring study was ongoing in 2024, including recommendations for detailed monitoring and calibration of flow rates at several critical areas vulnerable to flooding. The final study is to be completed by the end of 2025. The implementation of this five-year monitoring program is to commence in 2026, subject to approval of budget.

2.9.6 Incentivize and encourage the installation of high-efficiency heating and cooling options, such as heat pumps to minimize disruptions stemming from over peaking.

The Town promoted the Durham Greener Homes program, which provides incentives for homeowners to improve energy efficiency through upgrades such as heat pumps. More information can be found in the Zero Carbon Energy section of this Report on page 38.

3.1.1 Assess current canopy cover in the Town, as a whole and separately in more and less developed areas of Whitby, and with an equity lens (e.g. are there at-risk communities with less canopy cover that could lead to increased heat risk?).

Whitby's canopy cover was assessed to help inform the development of the Urban Forestry Management Plan. More information can be found in the Land and Nature section of this Report on page 26.

3.1.3 Set an urban canopy cover target of at least 40% and an overall natural cover target that includes wetlands and tall grass prairies of 60%.

An urban canopy target will be determined through the development of the Urban Forestry Management Plan. More information can be found in the Land and Nature section of this Report on page 26.

3.1.4 Develop an urban forest management strategy with recommendations on the following:

- Meeting the canopy cover target and number of trees planted, focusing on both individual plantings (street trees) and opportunities for creating new urban forests.
- Identifying trees resilient to expected changes in climate and build resilience through diversified plantings throughout the Town.

- Maintaining a town wide inventory and monitoring and tracking tree conditions.
- Introducing improved soil standards for new plantings for trees, as well as other plants.
- Monitoring for and managing climate-related risks to trees such as diseases, pests, invasive species, and heat stress and identifying the introduced species that can be planted to maintain canopy targets, as well as ways to manage habitat loss for birds and animals reliant on current tree species in Whitby.
- Identifying roles for the Town, local organizations, and citizen scientists including considering a collaborative tree monitoring program throughout the community.

The Town is working on developing an Urban Forestry Management Plan. The recommendations mentioned above have been considered during its development. More information can be found in the Land and Nature section of this Report on page 26.

Phase 2 – Mitigation

In 2024, 12 of the 61 total actions in the Phase 2 – Mitigation Implementation Plan were started, and one action was completed. In addition, eight actions were already in progress prior to the plan's formal approval in 2023, and one action was completed at the time of Council's approval. In total, 21 actions have seen progress to date.

In 2024 the actions from the Phase 2 – Mitigation Plan listed below were implemented. The actions reflect several of the 10 principles of the One Planet Living Planning Framework, as such are discussed throughout the report. The following provides a high-level summary of the progress to date for each action started in 2024, and where further information in this Report can be found on the action.

1.2.3 Track, update, and share annual progress and reporting on CERP Phase 2: Mitigation Plan's implementation. Activities can include tracking the annual progress on each of the Implementation Plan's tracking metrics and GHG inventories in the Annual Sustainability Report, investigating opportunities to update implementation actions, and submitting applications for third-party certification programs (i.e., Carbon Disclosure Project).

The Town of Whitby is tracking the annual progress on each of the Implementation Plan's tracking metrics through this Report. In addition, all actions are being submitted through the Carbon Disclosure Project, a third-party certification program.

1.3.1 The Town's Climate Change Coordinator position will monitor and apply for funding and grant opportunities.

The Climate Change Coordinator along with Senior Manager of Government Relations & Grants actively monitors funding and grant opportunities. A list of grants that the Town was successful in securing in 2024 are included in Appendix A.

2.1.2 Investigate the development of a residential Property Assessed Clean Energy (PACE) program. Similar programs have been implemented across Canada, including the City of Edmonton's Residential Clean Energy Improvement Program (CEIP), Toronto's Home Energy Loan Program (HELP), and Nova Scotia PACE, which can be used as a guide and precedent for the creation of a Whitby PACE program. Allow building owners to stack PACE loans with the Durham Greener Homes program.

In 2024, Durham Region, in consultation with Whitby and other Local Area Municipalities, developed a PACE/ Local Improvement Charge (LIC) program to support the implementation of the Durham Greener Homes program. In April 2025, Regional Council provided approval to move forward and implement the PACE/LIC program. Whitby will work with Durham Region to promote this program to residents to increase the number of households completing deep energy retrofits.

2.1.3 Investigate additional financing opportunities for residents to make retrofits and potentially stack with the Durham Greener Homes Program.

Through the Housing Accelerator Fund, the Town offered an additional $5,000 top-up, bringing the total incentive up to $10,000 for Whitby residents applying to the Durham Greener Homes program. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.1.5 Educate residents on energy retrofits that can be completed in their homes, and the benefits of energy retrofits and heat pumps. For example, education materials/initiatives could include a video series of community members successfully undertaking home retrofits.

In December 2024, Durham Region and Windfall Ecology Centre hosted a Durham Greener Homes Heat Pump Workshop in Whitby to educate residents about the program and the energy retrofits they can take. There were 42 people in attendance, participating both online and in-person. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.1.6 Clearly communicate and promote existing programs and incentive stacking opportunities that residents can take advantage of to complete energy retrofits through federal, provincial, regional, utility, and other local government programs.

Throughout 2024, the Town communicated and promoted incentive opportunities such as Durham Greener Homes and the Oil to Heat Pump Affordability Program via social media channels to its residents. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.3.2 Support the Region of Durham in investigating opportunities to expand the Durham Greener Homes and Durham Greener Buildings Program incentives and funding for heat pump and electric water heater retrofits.

Through the Housing Accelerator Fund, the Town of Whitby offered an additional $5,000 top-up, bringing the total incentive to $10,000 for Whitby residents for the Durham Greener Homes program. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.3.4 Develop and implement a communications and engagement plan to educate the community about the benefits and feasibility of electric heat pumps and water heaters, and federal, provincial, and regional rebates and grant programs. For example, engagement events and campaigns can include open houses hosted at locations with electric heat pumps and water heaters, speaker-series and educational webinars, and social media campaigns.

Throughout 2024, the Town communicated and promoted incentive opportunities such as Durham Greener Homes program and the Oil to Heat Pump Affordability Program via social media channels to its residents. In addition, Durham Region and Windfall Ecology Centre hosted a Durham Greener Homes Heat Pump Workshop to educate residents about the program and the energy retrofits they can take. More information can be found in the Zero Carbon Energy section of this Report on page 38.

2.4.2 By end of 2024, update the Whitby Green Standard's (WGS) minimum requirements to Tier 2 and develop a Terms of Reference (TOR) outlining specific requirements for each performance criteria.

A consultant was hired in 2024 to update the Whitby Green Standard to Version 2, in which Tier 2 will become the baseline performance measure. Staff are working to finalize the Whitby Green Standard Version 2 documents, including the Terms of Reference. Pending Council approval, it is anticipated that version 2 of the Whitby Green Standard will come into effect in late 2025. More information can be found in the Zero Carbon Energy section of this Report on page 37.

2.4.3 Educate developers, planners, and builders on the WGS and opportunities to achieve higher performance standards.

During the update of the Whitby Green Standard Version 2, developers, planners and builders were engaged to inform the updates and changes happening to the standard and the requirements needed to achieve higher performance standards. More information can be found in the Zero Carbon Energy section of this Report on page 37.

2.5.1 Complete construction of three new facilities (the Whitby Sports Complex, the Fire Station Training Tower/Fire Training Complex, and new Animal & Community Services Building). Complete the Operations Centre Phase 2 Expansion to a net-zero standard as identified in the Zero Carbon Whitby: Costing Study to Eliminate Greenhouse Gas Emissions 2022-2045.

The construction of the Whitby Sports Complex, which will be LEED (Leadership in Energy and Environmental Design) Gold and CaGBC Zero Carbon Building Design certified, started in 2023 and continued in 2024. More information on the Whitby Sports Complex can be found in the Health and Happiness section of this Report on pages 16 and 17.

In 2024 the final design of the Fire Training Tower project was completed. Construction is planned to commence in spring of 2025. As this project is not a building and has no occupancy the Whitby Green Standard does not apply.

The design process for the Operations Centre Phase 2 Expansion started in 2024. An update was provided to Council in October 2024, stating that the expansion will achieve Tier 3 of the Whitby Green Standard and will use CaGBC Zero Carbon Building Design Standard. The contract document phase will be occurring in spring 2025 and tendering is planned to occur in the fall of 2025.

In 2025, the Design Development phase for the Animal & Community Services Building Project will be commencing. The Animal Service Building will be designed to Tier 3 of the Whitby Green Standard and to the CaGBC Zero Carbon Building Design Standard.

4.6.3 Promote active transportation and educate residents on the benefits. Promote new routes, trails, programs and initiatives.

In 2024, the Town of Whitby promoted active transportation and educated residents on the benefits through its social media channels.

Whitby Green Standard

In 2024, Sustainability reviewed 91 unique Tier 1 Whitby Green Standard applications at various stages in the development application process. Further information on the Whitby Green Standard can be found in the Zero Carbon Energy section of this Report

on page 37. In addition, the Whitby Sports Complex is the first development in Whitby be constructed to achieve Tier 3 of the Whitby Green Standard.

Zero Carbon Whitby

The net total GHG emissions reduction is 509.7 tCO2e. This accounts for 46% of the Town's short-term 2025 reduction goal of 1,105 tCO2e of GHG emissions.
To support progress toward the Town's medium-term GHG reduction target, a Deep Energy Feasibility Pathway Study is scheduled for 2025. This study will focus on seven of the Town's highest-emitting facilities. As a result, a more substantial decrease in greenhouse gas emissions is expected in the following years, positioning the Town to make significant strides toward achieving the 2030 goal of a 40% reduction.
Further information on Zero Carbon Whitby can be found in the Zero Carbon Energy section of this Report on pages 39 to 43.

The following is a list of Town wide 2024 accomplishments grouped by the 10 principles of the One Planet Living Planning Framework:

Health and Happiness

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

Park and Playground Redevelopments
To support exercise and play, several park redevelopment projects were in the planning, construction or design stages in 2024, including:

- Baycliffe Park Multi-skills Court Redevelopment – design underway
- College Downs Park Playground Redevelopment – design underway
- Cullen Central Park – Led by CLOCA (Central Lake Ontario Conservation Authority) Lynde Creek concrete dam removal and creek rehabilitation completed in summer 2024 to improve fish habitat through the removal of a physical barrier within the creek.
- D'Hillier Park North Playground Redevelopment – design completed, scheduled for construction in spring 2025
- Jeffrey Park Practice Cricket Pitch – construction completed and open to the public in September 2024
- Glenayr Park Redevelopment – design completed, scheduled for construction in spring 2025
- Grass Park Accessibility Improvements – construction completed and open to the public in May 2024
- Myrtle Station Half Basketball Court Installation – design completed, scheduled for construction in summer 2025
- Powell Park Playground Redevelopment – design completed, scheduled for construction in spring 2025
- Sato Park Playground Redevelopment – design underway
- Vipond Park Playground Redevelopment – design underway

New Parks
The Town oversaw the development of the following new parks:

- Lazy Dolphin Park completed in March 2024
- The design of West Whitby Holdings Park is underway; construction has been scheduled to commence in 2028

Whitby Sports Complex ($)
In the fall of 2023, the construction on the Whitby Sports Complex officially started to help meet our growing community's immediate and future recreational needs. The new complex will be located on the west side of Baldwin Street South, south of Highway 407, and will include the Town's largest park investment to date. Park facilities include a full-size lit outdoor artificial turf sports field, three (3) lit tennis courts, fourteen (14) lit

pickleball courts, a skateboard park and pump track, three (3) lit multipurpose courts, a playground, open greenspace, plazas, extensive native meadow, and tree plantings.

In terms of sustainability, the Whitby Sports Complex will be one of the first of its kind in Canada to achieve Zero Carbon Building Design & Leadership in Energy and Environmental Design (LEED) Gold Certified. Additionally, the complex will be the first building in Whitby constructed to Tier 3 of the Whitby Green Standard. Constructing the Whitby Sports Complex to achieve LEED Gold and Tier 3 of the Whitby Green Standard supports Action 2.5.1 of CERP Phase 2 – Mitigation and aligns with the Zero Carbon Whitby Plan. In 2023 the Town was awarded $25,000,000 through the Green and Inclusive Community Buildings Program from to fund sustainable and accessible features included in the design, including the construction of the geothermal system.

The construction of the geothermal system will achieve Action 2.1.2 of the Community Strategic Plan, as the measure of progress for this Action 2.1.2 is “one alternate energy system introduced”.

Further funding was provided by Zero Emission Vehicle Infrastructure Program (ZEVIP) and EV Charge ON Program to offset the cost of the EV charging stations that will be installed as part of the construction of the Whitby Sports Complex.

As of December 2024, the arena and gym structural work and pool foundations have been completed (Figure 1). Mechanical and electrical work is still underway and progressing. One of the larger milestones regarding the geothermal system has been achieved with the vertical piping being installed.



Figure 1. Construction of the Whitby Sports Complex

Parks, Trails and Wayfinding Signage Design Project

The Wayfinding and Signage Study was adopted by Council in 2022. In 2024 the Town has installed seven (7) park signs using the new standard. The Town will continue installing wayfinding signage in parks and along trails in 2025, 2026 and 2027.

Parks and Recreation Master Plan

The Town completed a Parks and Recreation Master Plan to identify actions to support future recreational services and infrastructure. The Plan contains 79 recommendations that will guide decision making related to parks and recreation services in the Town for the next 10 years. This Plan was finalized and approved by Council in October 2024.

It addresses:

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

The Plan considers sustainability throughout, such as:

- Ensuring the standards established for the design of parks, trails and open spaces support and include climate change mitigation and adaptation measures, such as standards for shade structures and use of permeable paving for hard surface areas;
- Examining current operations and maintenance practices for parks, trails and forestry to identify and implement changes to facilitate reduction of greenhouse gas emissions and improved climate change mitigation and adaptation; and
- Specifying that consideration should be given to designing splash pad amenities such as shade structures and integrating water-saving measures.

Culture and Community

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

Whitby Sustainability Advisory Committee
The Whitby Sustainability Advisory Committee (WSAC) is a community-based committee of Council, whose role is to promote sustainability, support environmental management, and respond to climate change. In 2024, WSAC achieved various initiatives, including a presentation to staff and Senior Leadership on sustainable procurement, exhibitors at the Official Tree Event in April and Harvest Festival in September, and gave a delegation to Council requesting Council support the Ontario Energy Board's Decision to end the Gas Pipeline Subsidy. Members also attended the Durham Climate Roundtable Fall forum to support the Town in talking to participants and providing information about the committee.

Alveole Beekeepers Presentations ($)
As a part of the Town's Urban Rooftop Beehive Program sponsored by Elexicon Energy, Alveole Beekeepers delivered a hands-on educational workshop. The workshop was titled *Bee the movement: an introduction to the urban agriculture movement* and was held to celebrate World Bee Day (May 20), the Town partnered with the Whitby Public Library's Rossland Branch, to deliver a program. An Alveole Beekeeper shared their knowledge on rooftop gardening, vertical farming and community building. The participants were invited to ask questions and engage in discussions throughout the presentation.



Figure 2. Participants listening to the Bee the movement presentation presented by Alveole.

Earth Week Themed Programming

Throughout Earth Week (April 21 – April 27, 2024), in partnership with the Whitby Public Library, several activities were available to help residents and family members learn about ways to help our Earth and to get involved, including:

- Earth Day Storytime and Craft
- Garden Club: Read, Know, Grow!

Bird Conservation Presentation

In celebration of Earth Month, on April 16, 2024, the Town partnered with the Whitby Public Library's Rossland Branch, to deliver a program on bird conservation. Kawartha Bird Control provided information on best practices for helping keep wild birds safe and thriving in Whitby's local community and beyond, while also bringing in a live bird of prey, Steve Rogers, the kestrel. 35 participants attended the event.

Durham Climate Roundtable Fall Forum

On October 19, 2024, the Town of Whitby attended the Durham Climate Roundtable Fall Forum at the Regional Municipality of Durham Headquarters as an exhibitor booth. This event brought together leaders, sustainability advocates, and Durham residents to create a resilient, climate-conscious future for Durham Region. At least 50 participants visited the Town's booth. They had the opportunity to talk with staff about sustainability initiatives while also taking home resources such as native seed packets and portable chargers.

The Hive

In the spring of 2024, the Town commissioned tree carver Ryan Locke, to bring his expertise and passion to turn the trunk of a dead century-old black walnut tree in Whitby's historic downtown into a honeycomb with intricately carved bees (Figure 3).

This piece of public art celebrates environmental conservation and recognizes Whitby's designation as an official Bee City in 2022. Further information about Whitby being an official Bee City can be found on Page 25 in the Land and Nature section.



Figure 3. The carved honeycomb bee art in downtown Whitby.

Climate Emergency Response Plan – *Phase 1 – Resilience*

Sustainable Neighbourhood Action Plan

As identified in Whitby's Climate Emergency Response Plan, Phase 1: Resilience, the Town started developing a Sustainable Neighbourhood Action Plan (SNAP) Program in partnership with the Central Lake Ontario Conservation Authority and Durham Region. This project is a neighbourhood-scale community resilience and engagement program involving the community in identifying and developing an action plan for neighbourhood revitalization to integrate local community interests and sustainability objectives.

In October 2024, Whitby Council endorsed the West Lynde neighbourhood as Whitby's first pilot SNAP project. This community is home to over 7,000 residents living in blocks of single-family, semi-detached houses, townhomes and high-rise buildings. Staff distributed a survey asking residents for feedback on what sustainability actions are important to them. Over 130 residents participated and identified the following priorities, ranked in order of importance:

1. Sustainability improvement to parks, roads, and other public spaces
2. Stormwater management and flood protection
3. Water and energy conservation programs
4. Local food production
5. Health and wellness

Whitby's Community Wide Education Campaign on Climate Risks, Preparedness and Recovery

Identified as Action 1.5 in Whitby's Climate Emergency Response Plan (CERP), Phase 1: Resilience, the Town initiated an education campaign on climate risks, preparedness and recovery in the fall of 2023. As the first step, a community survey was conducted to establish a baseline assessment of Whitby's knowledge and educational needs of climate risks, preparedness, and recovery.

The results of this survey informed the development of a communication strategy (Action 1.5.1), which outlines specific actions such as workshops, webinars, social media campaigns, and the use of available communication channels and partners. It also includes key performance indicators to track the strategy's impact.

The strategy integrates relevant actions from the CERP, specifically Actions 1.5.3, 1.5.4, and 1.5.5, to ensure a coordinated and comprehensive approach to the overall goal of creating a community wide education campaign.

Land and Nature

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

Local Enhancement & Appreciation of Forests (LEAF) Backyard Tree Planting Program

2024 was the start of the fifth year of the Council approved five-year contract for the subsidized Backyard Tree Planting Program to property owners of Whitby. This program is delivered by the not-for-profit organization LEAF and is in partnership with the Region of Durham. From July 2023 to June 2024, 37 trees were planted in Whitby and from July 2024 to December 2024, 20 trees were planted (Table 1). Since July 1, 2020, Whitby has the highest cumulative number of trees planted in Durham Region at 384 compared to other local municipalities.

Table 1. By the numbers - LEAF Backyard Tree Planting Program

Planting Season	Trees Planted	Sequestered CO2 (kg)	Stormwater Mitigation (L)	Air Pollution Removed (kg)	Equivalent Gas Vehicles Taken Off the Road*
July 2023 to June 2024	37	101,784	14,028,475	2,022	23
July 2024 to December 2024	20	46,545	7,694,775	1,155	10

* Based on an average of 4.6 metric tons of carbon dioxide produced per year.

LEAF Community Greening Program

2024 was the second year of implementing the Community Greening Program, which involved partnering with LEAF to deliver the following events:

- LEAF Earth Day Tree and Shrub Planting at Whitby Civic Park on April 20, 2024, through which, 140 participants planted 300 trees and shrubs.
- LEAF Community Stewardship Maintenance event at Rosedale Park on June 22, 2024, through which, 28 bags of unwanted/invasive plants were collected and approximately 100 trees/shrubs were mulched. At this event there were four (4) LEAF volunteers, six (6) community participants and four (4) staff (LEAF and Whitby combined).
- An in-person LEAF Tree Tour at Whitby Civic Park was conducted on April 20, 2024, with a total of 30 participants. The attendees were led on a guided walk through the park where they were given the opportunity to learn more about native tree species, their invaluable benefits, and the ways that they can help the

urban forest thrive. The tour taught about the difference between native, non-native, and invasive species and how to identify them.

- The LEAF Tree and Shrub Planting event at Kelloryn Park on September 28, 2024, during National Forest Week included 140 participants who planted 510 trees and shrubs (Figure 4).

The total 867 trees planted as part of LEAF programs in 2024 will save approximatley 3,737 tCO2e through sequestration and reduced air pollution. This is equivalent to taking 812 cars off the road for one year.



Figure 4. Participants planting trees at Kelloryn Park on September 28, 2024.

National Forest Week and National Tree Day

The Town celebrated National Forest Week (September 22 to 28, 2024) by promoting the LEAF Native Tree and Shrub Planting Event at Kelloryn Park, a Forest Therapy Walk at Heber Down Conservation Area and encouraging residents to plant trees in their backyard through the LEAF's Backyard Tree Planting Program.

The Forest Therapy Walk was held on September 21, 2024, Kristie Virgoe, a Certified Forest Therapy Guide, through the Association of Nature and Forest Therapy Guides, led 24 participants on a guided walk. This event was held in partnership with the Whitby Public Library, Rossland Branch.

Town of Whitby's Official Tree

In the fall of 2023, Whitby residents were invited to cast their vote for one of the four following native tree species: Tamarack, Tulip tree, Kentucky coffee tree, and Honey locust. The trees were selected based on their abundance and significance in Whitby while also taking into consideration species that are not already recognized as official trees nationally, provincially, or near neighboring communities.

On April 20, 2024, Whitby residents were invited to attend the official tree planting event at Town Hall. At this event, the Tulip Tree was announced as Whitby's Official Tree and was planted behind Town Hall (Figure 5).



Figure 5. Planting a Tulip Tree Town's Official Tree.

Free Conservation Lands and Ontario Park Passes
In partnership with CLOCA and Ontario Parks, the Whitby Library lends passes that grant free day-use access to the conservation areas and provincial parks. These loans encourage residents to explore and appreciate our local natural assets and sustainable outdoor activities.

Durham Meadoway
The Meadoway is a regional trail network proposed to link Greater Toronto Area communities between the Don River and Oshawa. The Region of Durham Planning Division (Transportation Planning Section) is coordinating the Durham Meadoway Visioning Study in partnership with the City of Pickering, the Town of Ajax, the Town of Whitby and the City of Oshawa. One of the preliminary guiding principles of the Study is the Natural Environment. The Meadoway will protect sensitive plant and animal habitats and seek opportunities to enhance biodiversity, provide opportunities for visitors to learn about the natural environment and encourage community stewardship. In 2023, the Durham Meadoway Visioning Study involved identifying a preferred route, and developing a concept plan while engaging with the community. The Visioning Study was approved by the Regional Council on June 26, 2024.

Bee City
In 2018, Whitby was designated the 10th Bee City in Canada and the first in Durham Region. The Bee City designation is awarded to municipalities that declare to protect pollinators and their habitat through action and education. In 2024, the Town undertook several measures identified in this report to maintain the Bee City status including

educational seminars, community plantings, and provided native wildflower seed packets.

Pollinator Week
Pollinator Week (June 17 to 23, 2024) is a time to celebrate the vital role of pollinators like bees, birds, bats, and butterflies in our local ecosystem and support global food production. The Town is committed to protecting pollinators and their habitat through action and education as a designated Bee City of Canada. As part of that commitment, the Town planned one stewardship event in partnership with LEAF and one staff event to support the Seeds to Bees program. Further information regarding these initiatives can be found throughout the Land and Nature section.

Tree Cities of the World
Tree Cities of the World is an international effort through the Arbor Day Foundation, the Food and Agriculture Organization of the United Nations, alongside its Canadian partner, Tree Canada, to recognize cities and towns committed to ensuring that urban forests and trees are properly maintained, sustainably managed, and duly celebrated. When the program launched in 2019, Whitby was one of only 59 cities worldwide to receive this designation. Since then, the program has increased to 200 cities Worldwide. Whitby was successful in our 2024 Tree Cities of the World application as we continued to maintain, manage and celebrate our forest and trees through several initiatives that can be found in the Land and Nature section of this report.

Urban Forest Management Plan
In late 2023, the Town started developing its first Urban Forest Management Plan (UFMP), directly responding to Action 3.1.4 in CERP, Phase 1. This comprehensive plan will offer recommendations aimed at enhancing tree health and diversity, increasing tree cover, addressing the challenges posed by climate change, mitigating risks to public safety, and maximizing the benefits of a sustainable, healthy, and secure urban forest. As part of this process, in 2023 the consultants completed an inventory of the Town's trees. While a street tree inventory was previously conducted, a park tree inventory had not been completed. This inventory supports CERP, Phase 1 Action 3.1.1 and 3.1.3, which calls for setting an urban canopy target.

In June 2024, consultants engaged with First Nations, Councillors, Town staff, external organizations, and members of the Whitby community to shape the UFMP's vision, guiding themes, and strategic goals. Public input opportunities included an online survey conducted from June 3 to 24 and a public engagement session held on June 12, 2024. The first draft of the UFMP is currently underway with the UFMP expected to be finalized in early 2026.

Seeds to Bees
The Seed to Bees native plant nursery has been growing this past year. One staff event was planned during pollinator week (June 17 to 23, 2024) to assist the Horticultural Team with the nursery. On June 18, 2024, Town Staff helped repot 1134 native plants. These plants were then planted in the fall at Lynde Creek Park, Chelsea Hill and Guthrie Park. Each of the 22 staff who participated were gifted with a native plant to plant in their own garden.

Mayors' Monarch Pledge

The Town continued their efforts to protect pollinators through participation in the Mayors' Monarch Pledge in 2024. This is a program led by the National Wildlife Federation. Through this initiative, Whitby is committed to creating habitat for the monarch butterfly and pollinators and educating residents about how they can make a difference at home and in their community. To participate, the Town must commit to at least three action items (out of 30) that the community will initiate throughout the year. In 2024 the Town committed to the following actions:

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

Sustainable Water

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

Harbour Dredging/Flooding Mitigation
The federally owned Whitby Harbour and provincially owned Pringle Creek are contaminated with dioxins and furans at levels above provincial and federal standards. The source of contaminants is not fully known; however, they are believed to have entered the harbour via Pringle Creek in approximately the 1970s. The Department of Fisheries and Oceans Canada (DFO) began remedial dredging in the fall of 2024 based on a Remedial Action Plan (RAP) developed in 2023 and the project is expected to be completed in the first half of 2026. The remediation is intended to reduce potential risks to the health of people, fish and wildlife, that are associated with long term exposure to Whitby Harbour contaminants. An overview of the remediation project can also be found on the DFO website: Whitby Harbour Remediation Project.

Local and Sustainable Food

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

King Street Cooperative Community Garden

The King Street Cooperative Community Garden (KSCCG) celebrated its second season in 2024. This year, KSCCG received a generous grant from the Mayor's Community Development Fund and was awarded a grant from TreeMobile Toronto. The grant from TreeMobile Toronto came in the form of grapevines, raspberries, strawberries, asparagus plants as well as a pear tree and two cherry trees. KSCCG also planted annual vegetables and donated nearly 60 pounds of fresh produce to Feed the Need Durham and to the Muslim Welfare Home in Whitby.

In 2024, KSCCG held an Earth Day cleanup event in April and a Summer Celebration Event in August. Funding received from ParkPeople/Amies des Parcs was used to support the Summer Celebration event which included music by Brian Gordon and face painting by GoFacepaint. Over 50 people attended this.

The season concluded in December with a workshop by Sayeh Beheshti on Winter Sowing Native Plants held at the Whitby Public Library. Extra planting kits were donated to the Whitby Public Library's seed bank program.

The focus for 2025 will be introducing more native plants into the garden to promote biodiversity and pollinator health.

Whitby Civic Community Garden

The Town of Whitby received a community garden application from Mannahelp which is a registered non-profit organization operating in Canada and Nigeria, focused on providing food support to Durham Region residents. Through their Food Program, they assist local families in need by supplying essentials such as breakfast items, healthy snacks, fresh produce, canned protein, and hygiene products. The purpose and goals of the proposed garden include fostering community engagement, promoting sustainability, enabling community access to fresh produce and provide youth with learning opportunities. Mannahelp will oversee all aspects of the community garden, including planning, construction, maintenance, and resource management, ensuring the space remains functional and sustainable. They will also engage the community through volunteer programs, workshops, and events while providing regular updates to stakeholders on the garden's progress and impact. The community garden will be located west of the Whitby Civic Recreation Centre's parking lot and construction will begin in June of 2025.

We Grow Food Cooperative Community Gardens

We Grow Food is a grassroots organization that promotes the importance of growing food and connecting community members to each other through growing and sharing natural, fresh produce in an urban environment. Supported by the Mayor's Community

Development Fund, in May 2024 they planted gardens at Perry Terrace, 220 Perry Street and Dryden Heights, 90 Waller St and 1635 Dundas Street East. The gardens enable community members to cultivate their own food by establishing a shared space where everyone can contribute to enhancing their own food security. We Grow Food also hosted community workshop and a cooking class in 2024.

Whitby Public Library Seed Share

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

Durham Master Gardeners

The Town of Whitby, in partnership with the Durham Masters Gardeners, delivered a webinar series in 2024 featuring the following topics: Edible Flowers on March 6, Garden Myths on March 13, and Seed Saving on April 3.

Brooklin Whitby Garden Club

The Town of Whitby, in partnership with the Brooklin Whitby Garden Club, delivered an in-person speaker series in 2024 featuring the following topics: Rethinking Beauty: Inspiring Gardeners in a Changing World on March 27, 2024 The Language of Gardening on April 24, 2024 and Little Forests – Big Results on May 22, 2024.

Urban Rooftop Beehive ($)

The Town has an urban beehive (Figure 6) on the rooftop of the Whitby Civic Recreation Centre, sponsored by Elexicon Energy and maintained by Alveole Urban Beekeepers. The Town extracts approximately 10 kilograms of honey from its rooftop beehive each year. The honey is bottled into 100 small jars and gifted to volunteers and handed out as prizes during community events.



Figure 6. Bees on the Town's urban rooftop beehive.

Travel and Transport

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

Active Transportation Plan
The Town's Active Transportation Plan (ATP) encourages people to use transit, walk and cycle more often and strives to make our community more connected, accessible, and safer for everyone. The Town's ATP identifies the active transportation facilities to support pedestrians, cyclists, etc. The projects in the program are for roadway active transportation facilities, which include on-road bike lanes, sharrows, paved shoulders, and in-boulevard multi-use paths. In 2024, the following projects were completed:

- Installation of Pedestrian Crossovers (PXO) at 10 locations
- Installation of centerline, users' symbols and signage on Multi-Use Paths (MUP)
- Design and construction of Multi-Use Path (approx. 150 m) along Garden Street between Julie Payette Public School driveway and Mary Street.
- Design and construction of a cycle track (approx. 150 m) on Cochrane Street south of Taunton Road West, to transition cyclists between on-road and a MUP.

New Enhanced Street Design
The new enhanced street design standard is in place and has been consistently applied to all new developments. Developers reconstructing major roads are also adhering to the new standard by placing sidewalks on both sides of all new subdivision roads. Additionally, in areas where schools, parks, and high-density residential areas exist, all sidewalks have been made wider to accommodate larger pedestrian volumes. This is also happening for multi-use paths and cycling facilities (on and off road) identified in the Transportation Master Plan. In 2025, the priority will be adding new sidewalks and multi-use paths through new developments without impact on the Town's capital budget.

Electric Vehicle Charging Stations ($)
In 2024 The Town of Whitby installed 14 new electric vehicle charging stations as part of the Zero Emission Vehicle Infrastructure Program (ZEVIP) administered by Natural Resources Canada. Combined with the existing 10 charging stations, the Town now possesses 24 EV charging stations with 47 ports in total. Among these new installations are Whitby's first level 3 charging stations. These stations offer much faster charging capability than level 2 stations.

Between January 1, 2024, and December 31, 2024, there have been 2,091 charging sessions across the 24 EV chargers. These sessions have resulted in 25.6 tCO2e GHG savings.

Grant Funding was secured via Elexicon Energy Sponsorship to help offset the cost of operations and maintenance of the stations.



Figure 7. EV Charging Station at a Town of Whitby facility.

Trail Construction, Improvements and Expansion ($)
In 2024, the Town constructed new trails and made several trail improvements to Whitby's existing active transportation infrastructure projects, including:

- Lynde Creek Trail – construction has started in West Whitby to connect Bonacord Road and Rossland Road.
- Trails of Country Lane in northwest Whitby – trail construction within this new neighbourhood is underway and will be ongoing into 2025. Opening date is to be determined.
- Great Lakes Waterfront trail safety enhancements:
    - A centreline was installed on over 4 km of existing waterfront trail to enhance community safety and encourage trail users to share the trail.
    - Trail safety signs have been designed and are planned to be installed along the waterfront trail in 2025.
- Great Lakes Waterfront Trail – Corbett Creek Waterfront Trail Improvements Project:
    - In September 2024, Whitby began upgrading the eastern section of the Great Lakes Waterfront Trail in the Corbett Creek area. Improvements include an 80-meter pedestrian bridge, a 145-meter boardwalk, and widening over 600 metres of trail from 3 to 4 metres. The enhanced trail, funded in part by a $2.6 million Federal Active Transportation grant, will reopen in Spring 2025.

Water St. Environmental Assessment (EA)
An EA has been undertaken to access road re-alignment options, streetscape enhancement and geometric modifications to address parking and drainage issues and to promote active transportation to attract more Whitby residents to enjoy the waterfront. The EA study is anticipated to be completed by the end of 2025.

Materials and Products

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

World Sustainable Procurement Day

World Sustainable Procurement Day (March 21) is a day to empower and equip Procurement Practitioners with knowledge, best practices, and practical solutions to sustainable procurement challenges. To celebrate this day, Whitby Staff were invited to a one-hour lunch and learn presented by Bob Willard from Sustainability Advantage.

Asset Management Plan

In 2024, the Municipal Asset Management Plan was updated to provide a high-level overview of the condition of Town infrastructure, the levels of services the Town is providing through its infrastructure, risk assessments as a means of prioritizing capital spending, and projected financial needs over the short, medium, and long-terms. As part of the update, a section on climate change including resilience and mitigation was incorporated per Action 1.1.1 in CERP, Phase 1: Resilience. Specifically, the Plan examined challenges and opportunities for climate resilience and mitigation on various assets such as road surfaces, stormwater systems, facilities, and more. It also accounted for Whitby's Zero Carbon Budget recognizing that carbon output reduction is crucial for capital project planning.

Zero Waste

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

Provincial Day of Action on Litter

In Ontario, the Provincial Day of Action on Litter is celebrated on the second Tuesday of May. In recognition of this day, in 2024 community members were encouraged to complete a one-time cleanup or to adopt public spaces through the Anti-litter App: www.whitby.ca/cleanup.

Earth Week Staff Lunch and Learn

On April 24, 2024, Sustainability partnered with the Waste Division to deliver a 30-minute presentation at the Town of Whitby's Operations Facility on the new enhanced green bin program (Figure 8).

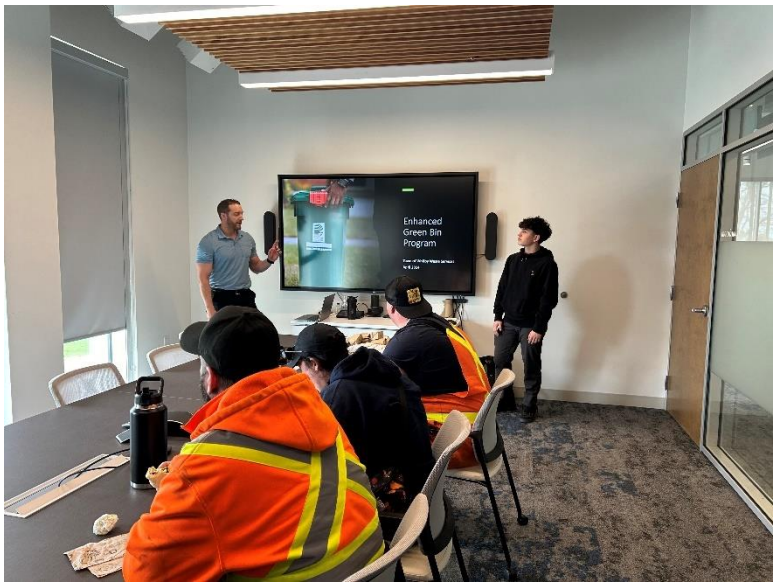


Figure 8. Waste Staff delivering a presentation on the new Enhanced Green Bin program in April.

Waste Reduction Story and Craft Time

The Town, in partnership with the Whitby Public Library, hosted a waste-themed story time on October 26, 2024, that focused on the importance of reducing waste, reusing items, and recycling materials. After the story time, children were provided with an opportunity to put their new knowledge to work by taking part in a reuse craft to repurpose waste materials and prevent them from going to landfills.

Repair Café

The Town hosted two pop-up Repair Cafés at the Whitby Central Library. The first occurred on April 27, 2024, during Earth Month with 22 participants in attendance. The

second Repair Café occurred on October 26, 2024, during Waste Reduction Week with 15 participants in attendance. The Repair Café consisted of volunteers who shared their repair knowledge and helped community members fix their household items such as computers, electronics, small appliances, small furniture, clothes, jewellery, books, bikes and more. This event created a platform for knowledge sharing and prevented items from ending up in landfills.

Waste Diversion Drop-off
In partnership with the Rotary Club of Whitby and the Whitby Public Library, on April 27, 2024, and October 26, 2024, members of the community were invited to recycle “hard-to-recycle” items and help reduce their impact on our planet. Items such as Brita filters, printer ink cartridges, disposable razors, and pens, markers and highlighters were collected to be recycled through Terracycle.

Community Cleanups
The Town launched the Anti-Litter App in May of 2021 to support the Provincial Day of Action on Litter. The app allowed residents to pre-register for a one-time community cleanup or make a longer-term commitment to adopt and clean a road, park or trail. From April to November 2024, a total of 60 parks were cleaned up, along with 9 adopted parks. Throughout this period, 2,373 volunteers participated, with volunteer numbers ranging from 2 to 600 per park. Notably, one group contributed to the cleanup of 14 separate parks with a total of 390 volunteers.

Curbside Giveaway Pilot
Following a successful pilot that the Town ran in partnership with the Region of Durham in 2023, the Town ran two Curbside Giveaway/Swap Days in 2024. This initiative invites residents to place unwanted items in good condition – clearly marked FREE – on their curb for anyone to pick up. At the end of the Giveaway Day, residents were instructed to return unclaimed items to their home. These Giveaway Days were on May 4, 2024, and September 14, 2024, and were promoted in the community using large curbside signage and social media. Similar to the previous year, this program received great community feedback about the opportunity for residents to reduce waste and take part in the circular economy.

Curbside Battery Collection Pilot
In the fall of 2024, the Region collected over 9,000 lbs of batteries in the Town through their curbside pilot collection.

Enhanced Green Bin Program
Starting July 1, 2024, the Town’s green bin program was expanded to include additional materials such as pet waste and diapers. These items are now sent to an anaerobic digester, where they contribute to generating electricity and nutrient-rich fertilizers. By diverting more materials through the green bin stream, residents can significantly reduce waste sent to the Durham-York Energy Waste facility and continues to offset energy production resources sustainably.

Zero Carbon Energy

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

Community Mitigation

Whitby Green Standard

The Whitby Green Standard is an existing framework that allows for a flexible approach for addressing climate change and sustainable design criteria in all new buildings. In 2024, Sustainability reviewed 91 unique Whitby Green Standard applications at various stages in the development application process.

In addition, the Town worked closely with a consultant to update the Whitby Green Standard to Version 2. The purpose of this update is to reflect new policies and plans at, while also aligning with industry best practices in environmental and social sustainability. For example, as part of CERP, Action 2.1.1, the updated Whitby Green Standard includes measures related to flood risk reduction and extreme heat, incorporating components such as green infrastructure and stormwater management to enhance climate resilience in new developments. Additional updates respond to several other key actions in CERP, Phase 1 and 2, including:

- CERP, Phase 1 - Action 2.1.3: Version 2 incorporates climate resilience measures into the baseline performance tier, with co-benefits such as improved landscaping, air tightness, and energy efficiency.
- CERP, Phase 1 - Action 2.6.2: Version 2 will ensure that new development applications address basement flooding risks.
- CERP, Phase 2 - Actions 2.4.2 and 2.4.3: The Whitby Green Standard proposes updating the baseline performance requirements to Tier 2 and developing a Terms of Reference. Additionally, developers, planners and builders were educated on opportunities to achieve higher performance standards, and this work will continue in 2025.

Furthermore, throughout this process, Town staff, the building industry, neighbouring municipalities and other stakeholders were consulted on the updates for their feedback to strengthen the standard. The Whitby Green Standard Version 2 is anticipated to be completed in late 2025.

Durham Greener Homes Residential Retrofit Program ($)

Since 2022, 472 homes in Whitby have enrolled in the Durham Greener Homes Program. This program aims to stimulate energy retrofits in existing residential buildings, encouraging homeowners to improve energy efficiency through upgrades such as insulation, windows, and heating systems. This supports CERP, Phase 1 Action 2.9.6, by incentivizing and promoting the installation of high efficiency heating and cooling options.

In 2024, the Town offered an additional $5,000 top-up through the Housing Accelerator Fund, bringing the total incentive up to $10,000 for Whitby residents aligning with Action 2.1.4 in CERP, Phase 1 and Action 2.1.3 and 2.3.2 in CERP, Phase 2. In 2024, 256 Whitby residents signed up for the program and 28 heat pumps were installed in Whitby through the program.

The Town continued to promote and encourage Whitby residents to participate using its social media channels supporting Action 2.1.6 and 2.3.4 in CERP, Phase 2.

The Regional Municipality of Durham also conducted a Durham Greener Homes Heat Pump Workshop in Whitby on December 2, 2024, with a total of 42 people participating online and in-person. This workshop aligns with Action 2.1.5 and 2.3.4 in CERP, Phase 2.

Furthermore, Durham Region, in collaboration with Windfall Ecology Centre, is working to expand the Durham Greener Homes program to include a resilience-focused component (Weather Ready). This program will support residents in Durham Region assess and improve their homes' ability to withstand extreme weather events. This project aligns directly with Action 2.1.2 and 2.3.4 in CERP, Phase 1.

Race to Resilience and Race to Zero

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

In 2021, Council endorsed joining these campaigns. By joining Race to Resilience and Race to Zero, Whitby joined cities worldwide in committing to be catalysts for change while also demonstrating the commitment to and delivery of the goals of the Paris Agreement and COP26. In 2024, to meet the requirements of this campaign, Whitby reported all its climate actions through the Carbon Disclosure Project.

Oil to Heat Pump Affordability Program

The Oil to Heat Pump Affordability (OHPA) program is administered by Natural Resources Canada and helps homeowners who are currently heating their homes with oil, transition to eligible electric heat pump systems. Eligible homeowners can receive a grant of up to $10,000. The Town communicated this program to residents online through its available social media channels. Promoting this program to residents helps support Action 2.1.6 and 2.3.4 in CERP, Phase 2.

Corporate Mitigation

Global Covenant of Mayors

The Town joined the Global Covenant of Mayors (GCoM) in 2019. GCoM is a global network of more than 10,000 cities spanning 139 countries worldwide. These local governments all recognize that ambitious climate initiatives need to be taken to keep global temperatures from rising more than 1.5°C. Whitby's participation in the Global Covenant of Mayors commits the community and Town to the following milestones:

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

As part of the annual Broader Public Sector (BPS) Reporting, a GHG emissions inventory has been developed and is updated annually. Further information about BPS reporting can be found below under Energy Star Portfolio Manager section on page 43.

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

Zero Carbon Whitby

The Zero Carbon Whitby Plan indicates Whitby's 2019 GHG emissions (baseline) were 5,525 tCO2e. Accordingly, Whitby's short-term GHG reduction goal is 1,105 tCO2e by 2025.

The implementation of the Zero Carbon Whitby Plan and its associated projects began in 2023, with twelve Zero Carbon projects being carried out. These projects collectively resulted in an estimated GHG savings of 99.1 tCO2e[1].

Please refer to Table 2 for details on the Zero Carbon Whitby projects scheduled for 2024. One 2024 Zero Carbon Whitby project has been completed, with a projected GHG savings of 2.6 tCO2e. There are several projects that were scheduled for 2024 that are still in progress that are projected to result in GHG emissions savings of 206.2 tCO2e once fully implemented. In addition, there are Zero Carbon Whitby projects that were scheduled for 2023 that are anticipated to be completed by the end of 2025 that are projected to result in an additional GHG emissions savings of 19.5 tCO2e.

In addition to the Zero Carbon Whitby projects below, in 2024, 14 new electric vehicle charging stations were installed throughout the Town. This was a significant project that was prioritized as it was funded through the federal Zero Emission Vehicle Infrastructure Program (ZEVIP) which has a set project completion date that had to be met. Staff's involvement in this project limited their ability to implement additional Zero Carbon Whitby projects included in the 2024 carbon budget. Although this project does not result in initial GHG savings, the use of the chargers will result in future GHG savings at a corporate level and across the community.

[1] In 2023 there were GHG emissions savings as the CHP system at the CRC was offline for most of the year due to the construction at the CRC. The savings from the CHP at the CRC were initially included in the 2023 Annual Sustainability Report. However, the CHP system was permanently transitioned to serve as a back-up power system in March 2025which resulted in an estimated savings of 454.4 tCO2e. The reporting of GHG emissions reductions from the CHP has been moved from 2023 to 2025. This adjustment ensures clarity and prevents any double counting of emissions savings associated with the CHP.

Table 2. 2024 Zero Carbon Whitby Projects and Initiatives

Facility	Project	GHG Emission Savings (tCO2e) *Annualized over a calendar year	Status
Lynde House	Furnace replaced with Heat Pump	(2.6)[2]	Complete
Civic Recreation Centre	Site Lighting Conversion and Bollard Lights	(5.9)	Ongoing
Iroquois Park Sports Complex	Cold-Water Flooding System	(152)	Ongoing
McKinney Centre	Cold-Water Flooding System	(25.6)	Ongoing
Brooklin Community Centre and Library	VFDs For Heating Pumps(S)	(0.2)	Cancelled
Lynde House	Design and Construction of New Parking Lot Lighting	(0.5)	Cancelled
Port Whitby Marina	Air Source Heat Pumps - Materials & Installation	(11.1)	Ongoing
Fire Hall #4	Air Source Heat Pump - Materials & Installation	(10.2)	Ongoing
Fire Hall #5 (Headquarters)	Solar PV - Materials/Installation	(1.4)	Deferred
Town Hall	Solar PV - Materials/Installation	(1.5)	Ongoing
	Completed Project Total	**(2.6)**	
	Ongoing Project Total	**(206.2)**	
	Cancelled Project Total	**(0.7)**	
	Deferred Project Total	**(1.4)**	

[2] This figure varies from the 2024 budget book because the initial model showed savings related to the use of a heat pump to support the domestic hot water tank on site. This building does not have domestic hot water tank, so these savings have been subtracted.

Progress Towards 2025 GHG Emissions Reduction Target

Table 3 compares the yearly GHG emissions savings identified in the Carbon Budget based on the proposed projects and the savings from the projects that have been implemented since 2023.

Table 3. Zero Carbon Whitby – GHG Emissions Savings (tCO2e) Listed in the Carbon Budget Compared to the Savings from the Implemented Net Zero Projects

	GHG Emissions Savings from Projects Proposed in Carbon Budget (tCO2e)			GHG Emissions Savings from Implemented Projects (tCO2e)		
Year	**GHG Emissions Savings from Approved Projects**	**Fleet Growth Related GHG Emission Increases**	**Net GHG Emissions**	**GHG Emissions Savings from Implemented Net Zero Projects**	**Fleet Growth Related GHG Emission Increases**	**Net GHG Emissions**
2023	**(165.3)**	**14.5**	**(150.8)**	**(99.1)**	**14.5**	**(84.6)**
2024	**(213.6)**	**22.8**	**(190.8)**	**(2.6)**	**22.8**	**20.2**
2025 (CHP Unit Transition at CRC)	**(548.8)**	**9.1**	**(539.7)**	**(454.4)** [3]	**9.1**	**(445.3)**
Total	**(927.7)**	**46.4**	**(881.3)**	**(556.1)**	**46.4**	**(509.7)**

In March of 2025, the Combined Heat and Power (CHP) system at the Civic Recreation Centre (CRC) was permanently transitioned to serve as a back-up power system which resulted in an estimated savings of 454.4 tCO2e (Table 3). The large savings from CHP transition to back-up power has contributed significantly towards the Town's 2025 GHG emissions reduction target.

As shown in Table 3, the total net GHG emissions savings to date is 509.7 tCO2e. This accounts for 46% of the Town's short-term 2025 reduction goal of 1,105 tCO2e of GHG emissions (Table 4). If the remainder of the 2023 and 2024 are implemented by the end of

[3] 2025 actuals include only one Zero Carbon Whitby project approved in the 2025 Carbon Budget- the transition of the CHP unit to back up at the Civic Recreation Centre that was completed in March of 2025. The savings from the additional Zero Carbon Whitby projects scheduled for 2025 and have not been included as the data will not be available until the end of 2025.

2025 the Town would achieve approximately 75% of our 2025 short-term GHG reduction target.

Table 4. Zero Carbon Whitby – GHG Emissions Reduction Progress Towards Short-Term Target

	GHG Emission Savings (tCO2e)
2025 Target	**1,105**
Savings to Date (2023-2025)	**(509.7)**
Progress to 2025 Target (%)	**46%**

Pathway Forward to 2030 Target

While the Town will not be meeting the ambitious short-term target of a 20% GHG emissions reduction by 2025, significant upfront investments have been made in analysis and design projects. These efforts are crucial in informing future initiatives and moving the Town toward the 40% GHG emissions reduction target by 2030. For example, a deep energy retrofit design and feasibility analysis of the Iroquois Park Sports Centre is underway and a GHG savings of approximately 639 tCO2e is projected to be realized in 2027 and beyond, subject to project funding. In addition, a Deep Energy Feasibility Pathway Study is planned to take place in 2025 for seven of our largest GHG emitting facilities. Consequently, a larger decrease in GHG emissions is anticipated in the coming years, aiming to move us closer to our 2030 target of a 40% reduction compared to 2019 levels.

Furthermore, in 2026 the Zero Carbon Whitby Plan will be updated to determine the projects that need to be prioritized and other actions that should be taken to progress towards the target of 40% GHG emissions reduction by 2030. Through this update, the anticipated project costs will be reviewed to ensure the budgets put forth for the projects are realistic so they can be carried out within budget. The update will establish the pathway required to achieve the ultimate goal of net Zero Carbon by 2045.

Measurement and Verification Strategy (M&V)

Measurement and verification strategies are used to confirm the accuracy of the initially projected greenhouse gas emission reductions from completed Zero Carbon Whitby projects. Given the unique characteristics of each project and facility, a variety of strategies are required to conduct this analysis.

Initial energy and GHG savings estimates for Zero Carbon Whitby projects were taken from a series of 2019 Energy Audits conducted by Efficiency Engineering (3rd party consultant) on all municipally owned properties. When possible, individual project savings were verified using submeter or utility bill data to determine energy and GHG savings pre and post project implementation. In facilities where submeter data or a large enough sample size of utility data was not available an alternate approach was taken using RETScreen energy modelling software. By inputting building design specifications, the software can model energy consumption and GHG emissions savings. By isolating the

specific building systems/equipment of the project a base and proposed case can be created to determine energy and GHG savings.

Zero Carbon Revolving Reserve Fund (ZCRRF)

In support of Zero Carbon Whitby, a Zero Carbon Revolving Reserve Fund (ZCRRF) was established in September 2022 to facilitate the implementation of the zero carbon projects. The ZCRRF provides a way to help pay for zero carbon retrofits, pilot projects and to fund incremental retrofit project costs of zero carbon options. Operational savings from 2024 Zero Carbon projects will be directed into the fund to help pay for future projects. The current uncommitted balance in the ZCRRF is approximately $136,000.

Energy Sub Metering

The submeters installed at Iroquois Park Sports Centre, McKinney Centre and Town Hall continue to provide real-time monitoring of utility consumption at the equipment/system level to give an in-depth overview of energy consumption at each facility. Sub-meters will continue to be installed at all main Town facilities. These submeters will help to track and monitor Zero Carbon Whitby initiatives at these facilities.

Energy Star Portfolio Manager

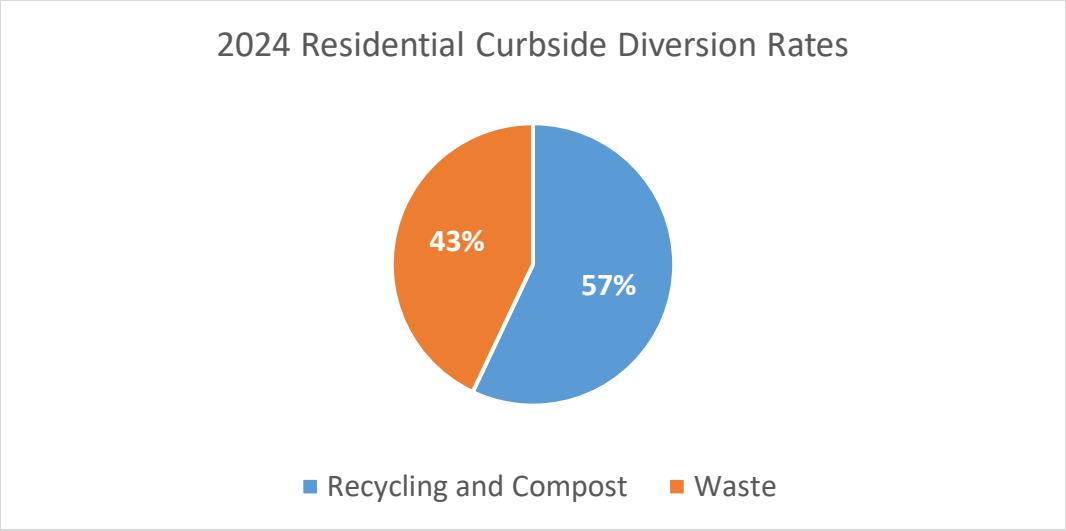
In 2022, the Town began tracking energy consumption data through Energy Star Portfolio Manager for all major Town facilities. Energy Star accounts were continually updated throughout 2024 to monitor utility consumption and flag anomalies. Energy Star Portfolio Manager is also used to report under Ontario Regulation 25/23 Broader Public Sector. This regulation helps to identify energy and greenhouse gas saving opportunities, establish benchmarks, and measure improvements over time. This platform is an interactive resource management tool that benchmarks the energy use of any building and allows users to:

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

Appendix A: Funding Received in 2024

Grant Name	Town of Whitby Project	Grant Value Awarded	Funder Type
Elexicon Energy Sponsorship	Urban Rooftop Beehive Program (Including Alveole Beekeepers Presentation)	$5,000	Local Distribution Company
Elexicon Energy Sponsorship	Operation of Existing EV Charging Stations	$10,000	Local Distribution Company
ZEVIP Round 4	EV Charging Station Installation	$350,000	Federal
EV ChargeON Program 2023-2024	EV Charging Station Installation at the Whitby Sports Complex	Up to $300,000	Provincial
Housing Accelerator Fund	Durham Greener Homes Retrofit Incentive Top Up	$250,000 of the total HAF grant $24,990,435	Federal
Green and Inclusive Community Buildings Program	Whitby Sports Complex	$25,000,000	Federal
Federal Active Transportation Grant	Corbett Creek Waterfront Trail Improvements Project	$2,599,377	Federal

Appendix B - Residential Waste Diversion Rates



2019-2024 Residential Curbside Diversion Rates

Year	Total Waste Generated (MT)	Total Waste Diverted (MT)	Curbside Diversion Rate (MT)
2019	37,674	21,372	57%
2020	41,489	23,894	58%
2021	41,312	23,798	58%
2022	36,894	20,964	57%
2023	37,604	20,243	54%
2024	39,048	22,268	57%

Appendix C - Greenhouse Gas & Energy Consumption

Town of Whitby Buildings

Corporate Buildings - Energy Consumption*

Energy Type	ekWh 2019	ekWh 2024	Difference between ekWh 2019 and 2024	% Difference between 2019 and 2024
Electricity	12,944,006	12,670,247	(273,759)	(2%)
Natural Gas	18,174,969	15,971,595	(2,203,374)	(12%)
Total	31,118,975	28,641,842	(2,477,133)	(8%)

Corporate Buildings - Greenhouse Gas (GHG) Emissions

GHG (tCO^2e) 2019	GHG (tCO^2e) 2024	GHG Change (tCO^2e) 2019-2024	% Change 2019-2024
3,782	3,150	(632)	(17%)

2024 Corporate Waste

Waste Generated (MT)	Recycling (MT)	Organic Waste (MT)	Diversion Rate (%)	GHG (tCO^2e) 2024
358	47	13	14%	107.56

2024 Corporate Fleet GHG Emissions

GHG (tCO^2e) 2019	Diesel (L) 2019	Gasoline (L) 2019	GHG (tCO^2e) 2024	Diesel (L) 2024	Gasoline (L) 2024	GHG Change (tCO^2e) 2019-2024	GHG % Change 2019-2024
2,233	543,507	333,037	1,874	511,831	256,845	(359)	(16%)

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: 2026 Workforce Plan Review

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **CAO 15-25**

Department(s) Responsible:

Organizational Effectiveness
Human Resource Services

Submitted by:
Jacqueline Long, Head, Organizational Effectiveness

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Jacqueline Long, longj@whitby.ca

Theresa Bickle, Manager, Organizational Effectiveness, bicklet@whitby.ca

1. Recommendation:

1. That Council receive report CAO 15-25 regarding the 2026 Workforce Plan Review for information.

2. Highlights:

- Typically, the output of the workforce plan review is a recommended list of positions for consideration in the following year's budget. However, **considering other budget pressures faced by the Town for 2026, Staff's recommendation is to not put forth any tax-funded positions for consideration in the 2026 budget.**
- In 2022, staff worked with a third-party consultant to undertake a strategic workforce planning study including benchmarking staff count to comparator municipalities based upon number of staff per 1,000 households. In 2025, staff updated the benchmark data based upon 2023 Financial Information Returns (FIR) for the same group of comparator municipalities.
- The updated benchmark average staff complement was determined to be 12.75 full-time staff per 1,000 households.

- To maintain staffing at the updated benchmark levels, the 2025 review has determined that approximately 18.8 FTE, on average, would need to be added to the Town's staff complement annually between 2026 and 2031.
- For 2025, based upon the benchmark analysis compared to the Town's staff per thousand households, the full-time complement deficit for 2025 has been offset due to the approved increased staffing levels for firefighters and the Whitby Sports Complex.
- The Workforce Plan also develops a preliminary list of position needs on a three-year cycle. For 2026, staff have identified the need to add 23.85 FTE at an estimated value of $3.3 million, and for 2027, 28.81 FTE at an estimated value of $3.8 million, and for 2028, 7.5 FTE at an estimated value of $1.0 million.
- Further to Staff's recommendation to not put forward any tax-funded positions in the 2026 budget, the 23.85 FTE identified for 2026 will be carried forward to the 2027 workforce planning review.

3. Background:

In 2022, staff worked with a third-party consultant to undertake a strategic workforce planning study. The 2022 Workforce Planning Project used sixteen (16) municipalities as the Town's comparator group. The 2022 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.

In 2025, staff updated the benchmark data and forecast staffing needs. The 2025 Review of Workforce Staffing Trends used fifteen (15) municipalities instead of the original sixteen (16), due to one municipality not filing their Financial Information Return (FIR) with the Province of Ontario at the time of analysis. The updated 2025 benchmark average is determined to be 12.75 full-time staff per 1,000 households, up slightly from the 12.2 full-time staff per 1,000 households identified in 2022. With the estimated total households in Whitby in 2031 remaining unchanged at 58,670 and applying the updated benchmark of 12.75, the Town requires an average of 18.8 FTE per year from 2026 to 2031 to respond to growth.

The 2025 refresh of the benchmark data indicates that the Town's staff count per 1,000 households has increased to 12.9 and has offset the previously identified staffing deficit. This is largely due to the approval of resources for the Whitby Sports Complex and increase to firefighter complement. This significant influx of full-time resources may distort existing deficits and give the impression previously identified deficits are no longer a concern. Staff continue to undertake an annual review, led by Organizational Effectiveness, that engages all departments in preliminary planning for staffing and technology needs. In 2025, the list of positions in the budget process were limited to those roles that were aligned to the staffing needs for the Whitby Sports Complex and addition of twenty (20) firefighters, excluding the identified gaps in other departments. The 2025 recommendation included twenty-one (21) positions representing 52.8 FTE for the Whitby Sports Complex and twenty (20) full-time firefighters. Any positions that were not considered are carried forward to future years or deleted.

4. Discussion:

The fourth iteration of the annual Workforce Planning Review began in March 2025 and concluded in May 2025. This review enables management to consider any new inputs that may impact the need for positions, and new or unforeseen considerations. This process includes consultations with all departments to review the 2026 workforce plan submission, identify the changes and carry over positions since the prior year's review, and finalize the identified needs for 2026.

The output of the workforce plan review in 2025 is a recommended list of positions for consideration in the 2026 budget process. For the review, the use of the same objective ranking system used in the past has been applied. This prioritizes the position requests based upon primary drivers and impact if not achieved. The result for 2026 is 28 positions with a total FTE count of 23.85, at an estimated cost of $3.3M. However recognizing the fiscal pressures on the Town, it was decided to apply greater rigour and include only those positions that are in response to legislative or regulatory changes, are needed to mitigate risk, or are council mandated. This reduced the list to 12 positions with a total FTE count of 10.99 and an estimated cost of $1.3M.

Despite the rigour applied in ranking the position requests, upon final review by the Senior Leadership Team (SLT), and in consideration of other budget pressures facing the Town, the recommendation by SLT is to not include any tax-funded positions in the 2026 budget. The Workforce Planning Review also forecasts projected staffing needs for 2027 and 2028. When the review is completed for the upcoming years, the modified objective ranking system will continue to be applied. In addition, with the Community Strategic Plan concluding in 2026, it will be necessary to determine the alignment and appropriate weighting be applied if deemed applicable.

5. Financial Considerations:

There are no immediate financial considerations related to this report as staff are recommending that 0.0 FTE tax-funded positions will be included in the preliminary 2026 budget for consideration.

Normally the full list of ranked positions that have gone through the Work Force Plan process of detailed review, analysis, objective scoring, and SLT discussion would be provided to Council in quarter 2 and then a subset of the positions would be included in budget discussions in quarter 4 of each year. However, staff are recommending that none of the tax-funded positions will be considered in for the fiscal 2026 budget due to other budget pressures, including:

- Economic uncertainty due to the trade/tariff war: this is one of the causes for lower development activity and is projected to increase prices of goods and services that the Town purchases (e.g. salt for winter maintenance and service contracts linked to the consumer price index);
- Annualization and phase-in of 2025 staffing: The 20 firefighters and Whitby Sports Complex positions were included in the 2025 budget part way through the year in terms of funding the positions. Accordingly, there is a 2026 annualization or funding phase-in impact of over $1.5 million; and,

- Lower assessment growth revenues projected due to a slow-down in development activity: economic uncertainty and higher interest rates (compared to the pre-COVID-19 pandemic period) have impacted both consumers and developers resulting in lower development activity (see also item 10.2 of the Regular Council Meeting Agenda for May 26, 2025, memorandum titled *Status of Development Charges Reserve Funds and Impact on 2026 and Future Budgets*). Further, a current lag in electricity infrastructure keeping pace with proposed development has delayed major residential development at the Town.

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 staff needs.

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.

8. Attachments:

Appendix A – Workforce Plan Position List for 2026

2026 Workforce Plan Review

Position List for 2026

Budget Year	Status	Position Title	Department	New or Additional Complement?	Funding Source
2026	Carry-Over Request	Asset Management Technician	Financial Services	Additional Complement	Tax base
2026	Carry-Over Request	Fire Prevention Officer	Fire & Emergency Services	Additional Complement	Tax base
2026	Carry-Over Request	Development Finance Clerk - Financial Services Clerk	Financial Services	Part-time to Full-time	Tax base
2026	Carry-Over Request	Senior Manager, Government Relations & Grants	Strategic Initiatives	Capital to Permanent	Tax base
2026	New	Service Whitby Associate	Town Clerk	Additional Complement	Tax base
2026	Carry-Over Request	Special Events Clerk	Strategic Initiatives	New Position	Tax base
2026	New	Community Placemaker	Strategic Initiatives	New Position	Tax base
2026	New	Business Analyst	Strategic Initiatives	New Position	Tax base
2026	New	Climate Change Coordinator	Strategic Initiatives	New Position	Tax base
2026	Carry-Over Request	Senior Compensation Specialist	Organizational Effectiveness	Capital to Permanent	Tax base
2026	Carry-Over Request	Fire Services Clerk	Fire & Emergency Services	Additional Complement	Tax base
2026	Carry-Over Request	IT Asset Mgmt Coord	Organizational Effectiveness	New Position	Tax base
2026	Carry-Over Request	Senior GIS Coordinator	Organizational Effectiveness	Additional Complement	Tax base
2026	Carry-Over Request	Summer Student, Economic Development	Strategic Initiatives	New Position	Tax base
2026	Carry-Over Request	Project Manager, Technology Capital Projects	Organizational Effectiveness	New Position	Tax base
2026	Carry-Over Request	Supervisor, Property Tax	Financial Services	New Position	Tax base
2026	Carry-Over Request	Animal Services Officer	Legal & Enforcement Services	Additional Complement	Tax base
2026	Carry-Over Request	Enforcement Services Officer	Legal & Enforcement Services	Additional Complement	Tax base
2026	Carry-Over Request	Enforcement Services Clerk	Legal & Enforcement Services	Additional Complement	Tax base
2026	Carry-Over Request	Animal Services Attendant	Legal & Enforcement Services	New Position	Tax base
2026	Carry-Over Request	Technology Analyst	Organizational Effectiveness	New Position	Tax base
2026	Carry-Over Request	Facilities Clerk (Coordinator)	Community Services	Part-time to Full-time	Tax base

Budget Year	Status	Position Title	Department	New or Additional Complement?	Funding Source
2026	Carry-Over Request	Buyer	Financial Services	Temporary to Permanent	Tax base
2026	Carry-Over Request	Marina Clerk	Community Services	Part-time to Full-time	Marina Reserve
2026	Carry-Over Request	Sign Compliance Officer	Legal & Enforcement Services	New Position	Tax base
2026	Carry-Over Request	Legislative Specialist - Electronic Records Management	Town Clerk	Additional Complement	Tax base
2026	Carry-Over Request	GIS Facilities (Operational) Services Technologist	Community Services	Additional Complement	Tax base
2026	New	Screening Officer	Legal & Enforcement Services	Part-time to Full-time	Tax base

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: The IDEA Project, Journey to Inclusivity Status Update 2025

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **CAO-16-25**

Department(s) Responsible:

Organizational Effectiveness

Human Resources Services

Submitted by:
Jacqueline Long, Head of Organizational Effectiveness

Acknowledged by M. Gaskell, Chief Administrative Officer

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Amanda Morrow, Sr. IDEA Specialist, morrowa@whitby.ca

1. Recommendation:

That Council receive Report CAO-16-25 The IDEA Project, Journey to Inclusivity Status Update 2025 for information.

2. Highlights:

- The Town embarked on the IDEA Project as an opportunity to understand the current state of diversity and inclusion at the Town of Whitby, both as an employer and a public service organization.
- An outcome of the IDEA Project, Journey to Inclusivity is a commitment from staff to provide Council with an annual status report on actions taken throughout the prior year that advance IDEA at the Town.

- This year's report provides an updated status on the continued implementation of the recommendations outlined in The IDEA Project, Journey to Inclusivity, Final Report.

- The Corporate IDEA Specialist continues to address the recommendations from the IDEA Report. This report highlights the ongoing internal efforts and advancements made since the recommendations were presented to Council in 2022.

3. Background:

- *CAO-01-22 The IDEA Project, Whitby's Journey to Inclusivity, Final Report* was presented to Council in January 2022 and recommended forty-one (41) actions, across five (5) priority categories, to be implemented over a five-year period.

- The *IDEA Project, Whitby's Journey to Inclusivity, Final Report* also recommended two (2) new dedicated staff resources to lead and support the recommended IDEA actions.

- Included in the 2022 budget was the creation of a Corporate IDEA Specialist. The intent of this role is to provide support to the Town as employer as it creates structural change across the full range of services as identified in the action items. This may include training, mentoring, research on best practices, and guidance on matters related to IDEA.

- *CAO-01-22 The IDEA Project, Journey to Inclusivity, Final Report* recommended an annual status update report to Council on work undertaken to advance IDEA at the Town.

4. Discussion:

Report *CAO-01-22 The IDEA Report, Journey to Inclusivity, Final Report* included a recommendation to establish two (2) staff resources that would steward and lead the work required to respond to the forty-one (41) recommendations in the report as well as advance and support all IDEA efforts at the Town.

Approved by Council in the 2022 budget was the creation of a Corporate IDEA Specialist, whose role is to support the employer in creating structural changes across the full range of services as recommended. This includes training, mentoring, researching best practices, and providing guidance on IDEA-related matters.

Proposed in the 2022 and 2023 budgets were the creation of a Community Idea Specialist to focus on community facing work associated with diversity, equity, inclusion and anti-racism. In accordance with Council resolution *#48-23,* passed at the special Council meeting on February 16, 2023, the decision was made to not approve the creation of the Community IDEA

Specialist position and remove this position from the 2023 Operating and Capital budget. Consequently, the associated projects for this position have been suspended until appropriate resource levels are achieved. This includes addressing the externally focused recommendations from the IDEA Project.

Attached is *Appendix A-Annual IDEA Status Update* detailing the status of each action item. In summary, of the forty-one (41) recommendations in the IDEA Report, eleven (11) are internally focused and designated to be led by the Corporate IDEA Specialist, nineteen (19) are externally focused, ten (10) are shared, that is, require the support and leadership of both an internally and externally focused specialist, and one (1) is not applicable.

Status on the internally facing recommendations from the *IDEA Project, Journey to Inclusivity*, *Final Report* is on-going and is supported by staff across the organization. Work completed to date includes, but is not limited to:

- **Recommendation J2I:2:** 2SLGBTQ+ education session held in March 2025 to help staff understand key terms, concepts, and allyship**.**
- **Recommendation J2I:2:** IDEA lens being applied to Career Development, Talent Acquisition Strategy, and Recognition Project.
- **Recommendation J2I:5:** Development of the IDEA Equity Assessment Tool (IEIAT). The tool is designed to support the Corporation by embedding the principles of equity and inclusion from design to implementation of corporate policies, procedures, programs, projects, plans, services, and budget decisions. Planned release at the end of June 2025.
- **Recommendation J2I:8**: An internal working group, led by Strategic Initiatives, has been formed to develop Indigenous Consultation guidelines for Town of Whitby staff. In addition, several projects in 2024/2025 have included consultation with Indigenous partners including
    - Urban Forestry Master Plan
    - National Indigenous Peoples Day Culture Pop-up event
    - Downie and Wenjack Fund Legacy Space
- **Recommendation J21:10:** The Town has joined the Durham Region Indigenous Collaborative Circle (DRICC).
- **Recommendation J21:11:** The Town participated in the Durham Region Black History Month celebration and will march in the 2025

PRIDE parade in June. In addition, Creative Communities introduced Cultural Pop-up public events including:

- National Indigenous People's Day Celebration at Whitby Waterfront.
- Bollywood on the Pier
- Greek Summer Night
- Boots and Beats
- Rhythms of Africa

- **Recommendation J2I:13:** Inclusive Recruitment facilitated workshop for HR and hiring managers to launch in June 2025**.**
- **Recommendation J2I:13:** An Inclusive Futures Program is in development. This is an initiative to increase representation of people with disabilities with disabilities, people receiving Ontario Disability Support Program, and Ontario Works. A report to Council is planned for September 2025.
- **Recommendation J2I:13:** Talent Acquisition Strategy is in development. A cross-functional committee of people leaders was established to provide recommendations and advice from each of the business areas. Anticipated launch: Q4 2025.
- **Recommendation J21:16:** Diversity, Equity and Inclusion training for municipal leaders scheduled for Senior Leadership Team on May 26, 2025.
- **Recommendation J21:18:** The Town procured TELUS Health as a new EAP provider, offering a broader variety and more accessible services for staff.
- **Recommendation J21:21:** In March 2025, Council received *PDP 15-25, Planning and Development (Planning Services) Department Report* recommending that Inclusionary Zoning within the Town's Protected Major Transit Station Area not be implemented at this time and that alternative means of creating affordable housing units be explored.
- **Recommendation J21:28:** Service Whitby launched in Spring 2025 – providing a one-window approach, enhancing accessibility in customer service for residents.
- **Recommendation J21:30:** The Town is participating in a LEAD review facilitated by the Abilities Centre. Recommendations are expected to be released in Summer 2025.
- **Recommendation J21:30:** Accessibility design standards are

applied to all new and renovated spaces. For example, The Whitby Sports Complex is a multi-purpose gathering space for inclusive sport and community programming - a place for residents of all ages and abilities to connect, play and get active. The complex includes IDEA considerations, including:

- Barrier-free design incorporated accessibility guidelines and considerations for inclusion
- Barrier-free spaces throughout, gender-neutral and family-friendly washrooms and changerooms, accessibility ramps and elevators.
- Accessible way-finding

Beyond the recommendations of the *IDEA Report, Journey to Inclusivity*:

In addition to advancing the recommendations outlined in the *IDEA Report, Journey to Inclusivity*, the Corporate IDEA Specialist will:

- Continue to partner with Communications and Creative Services (CCS) to consistently reinforce the value of IDEA through ongoing, comprehensive media campaigns across multiple appropriate channels, ensuring sustained visibility and impact.
- Continue to advance the cultural calendar to include more significant days and events, ensuring broader representation. Improved communication strategies by integrating multimedia content such as videos and infographics. Increased outreach by leveraging internal partnerships and offering educational webinars around these significant days to further develop staff.
- Provide ongoing support and expert advice to existing and future Employee Resource Groups (ERGs). The Town currently supports four ERGs:
  - WOW (Women of Whitby),
  - Qween (Queer Whitby Employees Educational Network [formerly GLOW]),
  - TOWN (Transitions of Whitby Now), and
  - NewBees (recently hired employees), with initiatives to foster cross-collaboration between these ERGs to enhance their effectiveness.
- Lead the Town's Diversity and Inclusion Taskforce. There are approximately seventeen (17) staff from across the organization

participating in this taskforce. They are committed to advancing IDEA at the Town.

- Advance the annual planning, administration, and implementation of the Corporate Diversity and Inclusion training plan. This has included comprehensive research and updates to existing IDEA eLearning modules on the Town's Learning Management System (LMS), as well as the development and introduction of new training programs to address emerging equity and inclusion topics.
- Provide advice to various stakeholders regarding IDEA as it pertains to staff programs.

5. Financial Considerations:

Not applicable

6. Communication and Public Engagement:

Not Applicable

7. Input from Departments/Sources:

Not Applicable

8. Strategic Priorities:

Advancing IDEA at the Town of Whitby directly reinforces/sustains the Corporate Mission: "Together, we deliver services that make a difference in our community," and responds to the Community Strategic Plan's Objectives of increasing opportunities to acknowledge and celebrate the diversity of the community (1.2.1 Enhance Town-led and community-based events and festivals that celebrate diversity) and being the organization that people want to join and build their future (4.2.3 Identify opportunities and take steps to establish a more diverse and inclusive workplace).

9. Attachments:

Attachment 1: CAO-16-25-Appendix A-Annual IDEA Status Update

CAO-16-25 The IDEA Project, Journey to Inclusivity Status Update

Appendix A: Status Update on the IDEA Project, Journey to Inclusivity Recommendations

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
Corporate Leadership Action Items					
J2I:1	Create a project plan to implement the actions in this Inclusivity Report and fulfill the obligations of membership in the Canadian Coalition of Inclusive Municipalities. The project should be phased to include hiring of new dedicated resources, address current staff capacity to address IDEA, and development of actionable key performance indicators by the end of five years.	Community Survey	On-going	Internal and External	Initial internally focused plan completed and presented to SLT in 2023. The plan is reviewed from time to time, adjusting as resources allow.
J2I:2	Adopt and promote the IDEA definitions created by the IDEA Project and connect them to other policies, practices, and strategies that discuss DEI.	SLT Interviews	On-going	Internal	**2025:** ▪ The Town is participating in a LEAD review facilitated by the Abilities Centre. LEAD stands for Leading Equitable and Accessible Delivery. It is a methodology whereby trained leaders from the Abilities Centre facilitate a process with organizations to evaluate and rate their

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					accessibility and inclusions strategies, policies and best practices. ▪ Sr. IDEA Specialist is leading collaboration between the Employee Resource Groups and Employee Committees to bring consistency to efforts, policies, practices, and strategies that discuss DEI. ▪ Holocaust Remembrance education event for staff held in January 2025. ▪ 2SLGBTQIA+ education session held in March 2025 to help staff understand key terms, concepts, and allyship. ▪ IDEA lens being applied to Career Development, Talent Acquisition Strategy and Recognition Project. **Prior Years:** ▪ Policy 400-065-Gender Identity and Expression Policy released May 2024. ▪ Continued integration and promotion of the IDEA definitions from the IDEA Project into existing policies, practices, and strategies,

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					specifically focusing on areas such as leadership accountability, organizational development, customer service, recruitment, and policy development. ▪ Inclusion statement endorsed and adopted by SLT in mid-2023. Inclusion Statement plaques posted throughout Town facilities.
J2I:3	Include IDEA championship, change management, and outcomes in Senior Leadership and People Leader performance evaluations, budget, workforce planning strategy and corporate strategic plan priorities.	Multiple	On-going	Internal	In Progress
J2I:4	Adopt AMO Resolution recognizing September 30 as National Day for Truth and Reconciliation.	KJI	September 2022	External	**Complete** Council proclaimed National Day for Truth and Reconciliation Day in 2022, 2023, 2024, and 2025.
J2I:5	Adopt the IDEA-based service lens developed for Whitby's IDEA Project and use it for the continuous improvement and review of service delivery planning, policy, and practice.	KJI	On-going	Internal & External	**2025:** ▪ An Equity Assessment Impact Tool has been developed to integrate equity and inclusion principles across all corporate policies, procedures, programs, and budgetary decisions. Planned release in June 2025.

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					▪ An Artificial Intelligence (AI) Acceptable Use policy is planned to be released July 2025. A component of this policy/procedure is an AI Impact Assessment Tool that tests for bias in the applicable AI solution.
J2I:6	Encourage the use of an Indigenous land acknowledgement that affirms reconciliation is all our responsibility for formal internal meetings and events (for example all staff meetings, staff town hall meetings), public meetings hosted by Town staff and in physical acknowledgements in the community.	Service Review	April 2023	Internal	**Complete** ▪ Policy 400-072-Indigenous Land. Acknowledgement released April 2023.
Council Representation Action Items					
J2I:7	Expand outreach in advance of the 2022 elections to support a broad diversity of candidates to consider running for office or applying to sit on committees of Council. Taking care to ensure that municipal staff are not influencing the election, this work will	Service Review	To Be Determined (TBD)	External	No longer applicable. No further action required.

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	include outreach to diverse communities in Whitby to provide information and resources for accessing the election campaign and understanding the committee application and membership process. The Town should add a commitment to the IDEA principles in the application for membership on Town committees.				
J2I:8	Maintain a corporate list of Indigenous groups who are to be informed of Whitby projects (Environmental Assessments, Planning projects etc.) with up-to-date contact names and information. Ensure responsibility for currency is assigned appropriately.	Service Review	On-going	External	**2025:** ▪ An internal working group, led by Strategic Initiatives, has been formed to develop Indigenous Consultation guidelines for Town of Whitby staff in response to additional planning authority and responsibilities downloaded to lower tier municipalities. ▪ Several projects in 2024/2025 have included consultation with Indigenous partners: ▪ Urban Forestry Master Plan ▪ National Indigenous Peoples Day Culture Pop-up event ▪ Downie & Wenjack Fund Legacy Space

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
J2I:9	Create the permanent ability to choose virtual or in-person delegations to Council and Committee meetings.	Service Review	2021	External	**Complete** ▪ This option was approved at a Regular Council Meeting on November 29, 2021 (Resolution #313-21).
Cultural Services Action Items					
J2I:10	Build a government to nation relationship with First Nations who have traditional and legal rights pertaining to shared territory using United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission recommendations and identify specific actions for reconciliation.	Service Review	TBD	Internal & External	**2025:** ▪ An internal working group, led by Strategic Initiatives, has been formed to develop Indigenous Consultation guidelines for Town of Whitby staff in response to additional planning authority and responsibilities downloaded to lower tier municipalities. ▪ The Sr. IDEA Specialist has: ▪ Joined the Durham Region Indigenous Collaborative Circle (DRICC) ▪ The Town of Whitby joined the Legacy Spaces program supported by the Downie & Wenjack Fund. A cross-functional working group has been struck to install a Legacy Space at the Operations Centre.
J2I:11	Create a program to expand expressions of cultural identity in the community including art, events,	Service Review	On-going	External	**2025:** ▪ Indigenous art application for new Whitby

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	projects, or programs in accordance with the implementation of the Culture Plan.				recreation centre through STEPS art. Art installation chosen. ▪ Participated in Durham Region's Black History Month celebration. ▪ In partnership with the Diversity, Inclusion, Anti-Racism Committee, the Town launched 'A Seat at the Table' – an online recipe page for Whitby residents. 2025 Cultural Pop-ups: ▪ National Indigenous People's Day Celebration at Whitby Waterfront. ▪ Bollywood on the Pier ▪ Greek Summer Night ▪ Boots and Beats ▪ Rhythms of Africa 2025 planned PRIDE Event participation: ▪ Rainbow Roots Planting on May 30 ▪ Youth PRIDE Durham event on June 1 ▪ Durham Pride Parade on June 7 ▪ Staff Pride Celebration and Baking Contest on June 26 **Prior years:** ▪ *The Hive*, Wood Carving by Ryan Locke

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					installed across from Whitby's historic Centennial Building and Courthouse Theatre in June 2024 ▪ *Welcome Home*, 2022 and *Dancing in the Light*, 2021 murals by Indigenous artist, Emily Kewageshig, installed at Rotary Park Q3, 2024. ▪ Canada Day (2023) included an interactive map where residents and visitors could indicate where they are from around the world. ▪ PRIDE Banners hung for the month of June at various Town facilities. ▪ Culture Pop-Ups to promote diverse cultures (i.e. Bollywood on the Pier, Greek Summer Night, Sunset Tango). ▪ Food Tours highlighting Whitby's diverse culinary restaurants. ▪ New Third Party Events hosted within the community (i.e. India Day, Tiki Festival, Chanukah).
Human Resources Action Items					
J2I:12	Create two dedicated staff positions with expertise and leadership in	People Leader	Corporate IDEA	Not applicable	Partially Complete Community IDEA Specialist position has been

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	IDEA principles and practice to provide support to the corporation and to staff for the implementation of the action plan and the ongoing change management. One resource would be for internal supports and one for external supports.	Focus Group	Specialist hired October 2022		removed from consideration. No further action required.
J2I:13	Develop a recruitment and retention strategy that increases the interest of people from diverse backgrounds to apply for and remain in employment with Whitby that includes outreach to communities, onboarding, mentoring, IDEA compliant job descriptions, internal policies that remove bias, barriers and practices, succession planning and evaluation, and physical spaces that are welcoming. This item will include J2I:36.	Community Survey	2024-2025	Internal	**2025:** ▪ Talent Acquisition Strategy is in development. A cross-functional committee of people leaders was established to provide recommendations and advice from each of the business areas. Anticipated launch: Q4 2025 ▪ Inclusive Futures Program in development. This is a partnership with employment agencies located in Durham Region that specialize in recruitment for people with disabilities, people receiving Ontario Disability Support Program, and Ontario Works. A report to Council is planned for September 2025. ▪ 'Inclusive Recruitment' facilitated training developed for hiring managers. Anticipated launch Q4 2025. **Previous Years:** ▪ Unconscious Bias Recruitment Guide: Developed

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					for Hiring Managers to be incorporated into current and future hiring processes, procedures, and onboarding guides for supervisors and management.
J2I:14	Ensure consequences for conduct not supportive of IDEA are clearly defined and enforced through the Respectful Workplace Policy. Consider opportunities to increase the transparency of the complaints and investigation process while protecting the confidentiality of the parties with a view to improving the sense of trust and safety in the process.	Internal Survey	On-going	Internal	**Complete**
J2I:15	Build on existing mentorship, personal stories, safe person, safe space, and allyship to build a leadership program on IDEA.	SLT Interviews	On-going	Internal	**2025:** ▪ IDEA lead facilitated Vision and Mission development workshop for Town Employee Resource Groups (ERGs) and committees to help clarify goals and create partnerships ▪ Career Development program pilot program launched May 2025. The program will be open to all employees. ▪ Inclusive Leadership training module in

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					development and planned for release in Q4 2025. **Previous Years:** ▪ IDEA concepts and principles incorporated into formal and informal leadership development and mentoring programs, for example, Inclusive Leadership summit for all People Leaders April 2024, Speed Mentoring, and Employee Resource Groups (ERGs).
J2I:16	As a follow up to the comprehensive DEI awareness training for Staff delivered in 2021-22, provide training and support for having IDEA-based conversations and developing personal IDEA practices with Council and Committees, colleagues, and members of the community. Tactics can include stories of success related to IDEA, benefits of IDEA, modelling good practices in leadership, resources, tools, and communities of practice across the Town.	Multiple	Q2 2025-2026	External	**2025:** ▪ Diversity, Equity and Inclusion training for the Senior Leadership Team conducted on May 26, 2025. ▪ The Town is participating in a LEAD review facilitated by the Abilities Centre. LEAD stands for Leading Equitable and Accessible Delivery. It is a methodology whereby trained leaders from the Abilities Centre facilitate a process with organizations to evaluate and rate their accessibility and inclusions strategies, policies and best practices.
J2I:17	Develop a diversity indicator data collection and analysis strategy through which the Town can review	Service Review	On hold	Internal	**2025:** ▪ A plan is being developed to undertake an

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	data on diversity over time, comparing those numbers appropriately with the general population, other municipalities, and organizations, and sharing them with the Senior Leadership Team, People Leaders, and the community to inform decisions that address gaps in the workplace.				internal census. The plan will be ready for consideration is Q3 2025.
J2I:18	Review, develop, and implement stronger mental health and wellness programs, policies and resources that support all staff, with a focus on unique challenges facing minority and equity seeking groups.	Service Review	May 2025	Internal	**2025:** ▪ Town of Whitby procured TELUS Health as a new Employee Assistance Program provider offering a broader variety of, and more accessible, services focused on staff mental health and wellness.
Roads Action Item					
J2I:19	Provide support for more choice in uniforms for diverse staff.	Service Review	Ongoing	External	**Complete** Gender-friendly choices now available.
Communication Action Item					
J2I:20	Develop an IDEA-based public engagement strategy for services which removes barriers to	Both Surveys	TBD	External	On Hold

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	participation, encourages timely, genuine, and authentic desire for input and transparently communicates information, results, and outcomes. The strategy may include multiple methods, tactics, and approaches, and should consider the experience of consultation fatigue of community members and groups. This project will require the hiring of a dedicated external IDEA staff resource.				
Land Use Planning Action Items					
J2I:21	Review Land Use plans (e.g., Official Plan, secondary plans, zoning bylaw, etc.) for systemic barriers or unconscious bias in the understanding of household types, built forms, neighborhood design, employment choices and access, growth patterns and transportation referring to best practices from the Canadian Institute of Planners.	KJI	Nov 2022 to Ongoing	External	**2025:** ▪ In March 2025, Council received the PDP 15-25, Planning and Development (Planning Services) Department Report and recommended that Inclusionary Zoning within the Town's Protected Major Transit Station Area not be implemented at this time and that alternative means of creating affordable housing units be explored. **Previous Years:**

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
					▪ The Town of Whitby undertook a five-year legislated review of the Whitby Official Plan. See PDP 35-24 Town-Initiated Official Plan Review - Special Meeting of Council.
J2I:22	Utilize IDEA compliant transportation system planning practices that consider complete streets, accessibility, community connection, neighbourhood boundaries, and income inequality when the Road, Sidewalk, Path, or Trail system is being developed, constructed, or changed or when there are opportunities to improve regional transit access in Whitby.	Community Survey	On-going	External	Ongoing Accessibility considerations are a best practice and part of the normal course of business for the Active Transportation group. **Previous Years:** ▪ Brock Street Redesign Project (2023/2024) will include review of the public right-of-way to ensure new design is accessible (i.e. accessible parking opportunities, access to businesses) as well as looking at opportunities to incorporate Whitby's history and culture, including Indigenous recognition.
J2I:23	Review the Town of Whitby's current street names and street naming policy with reference to emerging best practices at the City of Toronto following their review of ceremonial practices.	Steering Committee	TBD	External	See Memo to Council dated April 14, 2023. See Memo to Council dated June 9, 2023.

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
Asset Management Action Item					
J2I:24	Review asset management policies including asset service levels with an IDEA lens for barriers or bias in the identification of service levels and prioritization of life cycle management that may result in lower asset quality in some parts of the community.	KJI	TBD	Internal & External	On Hold
Business Attraction and Retention Action Item					
J2I:25	Strengthen pathways to employment in the community for equity seeking groups by committing to the recommendation in the Economic Development Strategy to create a one-year post-graduate (master's and above). Paid Internship program for BIPOC youth working on the development of a policy position for the municipality with the goal of increasing diverse talent pipelines for the Town of Whitby and the larger community.	Service Review	TBD	Internal	On Hold
Grants Action Item					

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
J2I:26	Review corporate and community grant policy for IDEA principles and unconscious bias in granting criteria. Create outreach, workshops, and education sessions to help people understand the process and be successful at obtaining grants.	Service Review	TBD	External	Strategic Initiatives shares grant opportunities with relevant organizations as applicable.
Customer Service Action Items					
J2I:27	Provide training for front line Town staff on the application of the Public Code of Conduct and develop a review process for disciplinary action with respect to members of the public that protects against unconscious bias in application or overt discrimination (noting that actions such as facility bans are a form of discipline). Develop a practice of keeping records of code breaches and incidents and conduct a regular analysis for continuous improvement.	KJI	TBD	Internal & External	**2025:** ▪ Town of Whitby participates in Durham Region's Anti-Racism Taskforce (DRART) and Durham Region Police 'See the hate, stop the hate' reporting process. **Previous Years:** ▪ Customer Service Training for frontline staff delivered to Clerks and Organizational Effectiveness teams which emphasized effective interaction with the increasingly diverse community, including customers from various cultural and religious backgrounds, strategies for managing challenging customer interactions, and highlights of the Public Code of Conduct.

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
J2I:28	Implement the recently adopted Customer Service Strategy in alignment with the IDEA Project: Whitby's Journey to Inclusivity.	Service Review	March 2025	Internal & External	**2025:** ▪ Service Whitby launched providing a one-window approach, enhancing accessibility in customer service for residents **Previous Years:** ▪ The 2024 budget funded key resources required to proceed with the recommendations in the Customer Service Strategy.
J2I:29	Provide more visibility and better education for Town staff and community members on the availability of Language Line and 211 and provide information on Town services in newcomer languages. This should also align to the Customer Service Strategy.	Service Review	TBD	Internal & External	**Complete** Service Whitby Staff have been advised of 211 services and a link to 211 is included on the Town's website: https://www.whitby.ca/en/index.aspx
Recreation Facility Access / Rental Action Item					
J2I:30	Include IDEA-based design standards for indoor and outdoor Town of Whitby physical space and include them in new facility build design criteria. On an ongoing basis,	Community Survey	On-going	Internal & External	Accessibility design standards applied to all new and renovated space. **2025:** ▪ The Whitby Sports Complex is a multi-purpose gathering space for inclusive sport and community

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	when practical, audit existing facilities using these standards acknowledging that this may take several years.				programming - a place for residents of all ages and abilities to connect, play and get active. The complex includes IDEA considerations, including: ▪ Barrier-free design incorporated accessibility guidelines and considerations for inclusion ▪ Barrier-free spaces throughout, gender-neutral and family-friendly washrooms and changerooms, accessibility ramps and elevators. ▪ Accessible way-finding ▪ Custom art installation by local Indigenous artist, Kathryn Corbiere. **Previous Years:** ▪ Redesigned the First Aid Room at Town Hall into a dual-purpose First Aid & Quiet Room to support staff well-being.
Recreation Programming Action Items					
J2I:31	Identify opportunities to expand recreation offerings by Town staff and partners that expose participants to non-traditional sports, emerging sports, arts, and	Service Review	TBD	External	On Hold

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	recreation activities.				
J2I:32	Create opportunities or processes for people to recommend or request new forms of recreation.	Service Review	TBD	External	On Hold
Financial Management Action Item					
J2I:33	Develop and obtain Council endorsement of a municipal user fee policy that balances cost recovery from the benefiting party and burden on all taxpayers while addressing the issue of fairness. This should be built into existing user fee review projects (e.g., Recreation Master Planning project) and rolled out across other user fee-based services such as licensing, sponsorships, and promotions, etc. Each type of user fee will have unique IDEA considerations.	Community Survey	TBD	External	On Hold
Fire Inspection and Enforcement Action Item					
J2I:34	Acknowledge the role of Whitby By-law, Building and Fire Inspection and Enforcement Staff as a form of	Community Survey	TBD	External	On Hold

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	policing and review best practices in IDEA informed policing including appropriate data collection methods that are compliant with Ontario standards.				
J2I:35	Develop an IDEA-based emergency management planning tool to be used when planning and evaluating emergency responses. This project will be phased to start with improving communications to diverse communities and expand to reviewing differential impacts of emergencies on geographical locations, individuals, and diverse groups.	KJI	TBD	Internal & External	On Hold
J2I:36	Grow the interest in the community for people to become fire fighters and create opportunities for people to access training to prevent the cost of education from making the profession inaccessible. This item will be managed in conjunction with	Service Review	TBD	External	On Hold

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	J2I:13.				
Information Management Action Item					
J2I:37	Review technology business application requirements to ensure that IDEA principles are incorporated in choices and development of technology (infrastructure, devices, applications / solutions), including ability to accommodate names, genders, etc.	KJI	On-going	Internal	In Progress **Previous Years:** ▪ Developed the IDEA Technology and Business Applications Requirements Guide, to be incorporated into the IT Requirements Standardization Refresh & Configuration Standards, with a planned release in Q4 2024.
Library Action Item					
J2I:38	Develop an IDEA protocol for the collection of information and management of records that documents the history and experience of diverse populations in Whitby and adopt the Ontario Data Standards for the Identification and Monitoring of Systemic Racism. This project would be done in partnership with archives and library.	KJI	TBD	External	On Hold
Procurement Action Item					

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
J2I:39	Create processes in procurement that enable purchasers in the Town to incorporate IDEA principles in the definition of product or service specifications, the choice of supplier (and supplier base), and/or the requirement for suppliers to have similar expectations regarding health and safety, insurance, or WSIB.	Service Review	TBD	External	On Hold
Professional Advisory Action Item					
J2I:40	Follow up on the consultant review from the IDEA project and adopt a process of continuous improvement reviewing policies and practices for compliance with the IDEA principles regularly in a phased process.	Internal Survey	Ongoing	Internal	In Progress
Risk Management Action Item					
J2I:41	Review Risk Management practices and policies with an IDEA lens for potential unconscious bias in determining risk levels, impacts and	KJI	TBD	Internal & External	On Hold

No.	Action Item Description	Source	Forecasted Timeline	Focus	Status
	mitigation strategies that reinforce stereotypes or create barriers to participation in Town activities.				

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: 2026 Council, Committee, and Public Meetings Schedule

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **CLK 07-25**

Department(s) Responsible:

Office of the Town Clerk

Submitted by:
C. Harris, Director, Legislative Services/Town Clerk

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

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

1. Recommendation:

That Council approve the 2026 Council, Committee, and Public Meetings Schedule appended to this Report as Attachment 1.

2. Highlights:

- The proposed 2026 Council, Committee, and Public Meetings schedule continues the four-week meeting cycle originally introduced in 2024, where possible, consisting of two Committee of the Whole Meetings, generally followed by a Public Meeting or Statutory Holiday (no meetings scheduled), followed by a Regular Council meeting. However, due to the 2026 Municipal Election the meeting cycle has been condensed in September and in November/December.
- As the 2026 municipal election is on October 26, 2026, the final Council meeting of the 2022-2026 Term of Council is scheduled for September 28, 2026 and the Inaugural Meeting of the 2026-2030 Term of Council is scheduled for November 16, 2026.
- Dates for consideration of the 2027 budget have not been included on the 2026 Council, Committee, and Public Meetings schedule. It is anticipated that presentation of the 2027 budget by the Mayor will occur between January 1,

2027 and February 1, 2027 in accordance with section 7 of Ontario Regulation 530/22 under the Municipal Act, 2001.

3. Background:

Subsection 8.7 of Procedure By-law # 8081-24 requires Council to adopt a schedule for its meetings to be held in the following year. The Town Clerk is responsible for publishing the meeting schedule on the Town's website.

4. Discussion:

The 2026 Council, Committee, and Public Meetings schedule generally continues the four-week meeting cycle introduced in 2024 for Committee of the Whole, Public Meetings, and Council Meetings. In the four-week cycle, Committee of the Whole Meetings are scheduled on the first and second weeks. In the third week of the cycle, either a Public Meeting is scheduled or there is no meeting. Week four of the cycle is then the Regular Council meeting to consider the recommendations stemming from the week one and week two Committee of the Whole meetings.

Moving to a four-week schedule has provided the following benefits:

- Council is provided with a two-week period to consider discussion, debate, and recommendations from Committee of the Whole Meetings prior to making decisions at Regular 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 information and consideration.
- The public is provided with additional time to submit correspondence regarding matters being considered at Council.

No meetings are scheduled during the weeks of Family Day, March Break, the Ontario Good Roads Association annual conference, Easter Monday, Victoria Day, and Thanksgiving. Further no meetings are scheduled in July and August and during the December holiday break. A meeting is scheduled on Monday during the week for the National Day for Truth and Reconciliation due to that public holiday falling on a Wednesday in 2026.

As is past practice, in instances where time-sensitive reports require urgent consideration, reports may be presented directly at Regular Council Meetings or the Mayor may call Special Council Meetings, including meetings during July and August. Further, in accordance with subsection 8.8 of the Procedure By-law, the date, time, and location of regular meetings of Council may subsequently be amended by consent of Mayor, and the Clerk shall note the change on the Town's website and shall give notice of the revised date, time and/or location to all Members and the public in accordance with Section 8.9 and Section 8.10 of the by-law.

2026 Municipal Election Considerations

In consideration of the 2026 municipal election on October 26, 2026, the final Council meeting of the 2022-2026 Council term will be on September 28, 2026.

The Inaugural Meeting of the new term of Council is scheduled for November 16, 2026 in accordance with subsection 6(1) of the Municipal Election Act and section 230 of the Municipal Act.

As the last cycle of Committee of the Whole and Regular Council meetings (September 21, 2026 and September 28, 2026) take place after Nomination Day for the 2026 municipal election which is August 21, 2026, there are restrictions prescribed on Council in accordance with Section 275 of the Municipal Act for these meetings if it can be determined that there is the possibility of less than three-quarters of the Members of the outgoing Council being on the incoming Council. This is referred to as the 'Lame Duck' period.

There are two different scenarios provided for in the Municipal Act when a lame duck situation could be in effect:

1. After nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; and,
2. After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation. (**Note:** This situation will not present itself since there are no Council meetings scheduled after voting day until the inaugural meeting of the 2026-2030 Council.)

For Whitby Council, three-quarters of the outgoing Council is seven of the nine current members.

The acts of Council that are restricted under the Municipal Act during a lame duck period are as follows:

- the appointment or removal from office of any officer of the municipality;
- the hiring or dismissal of any employee of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal; and,
- making any expenditures or incurring any other liability which exceeds $50,000 (unless the disposition or liability was included in the 2025 budget adopted by Council).

Despite these provisions, Council is not prohibited from delegating authority to another person or body to exercise any authority of a municipality and nothing prevents Council from taking action in the event of an emergency.

Policy G 020, Delegation of Powers and Duties, provides that during the duration of a 'Lame Duck Council' the CAO has the emergency power to make any expenditure or incur any other liability which exceeds $50,000. Further, if Council were in a lame duck situation, there are no restrictions on receiving reports for information or continuing with regular Town business if such business does not fall within the restricted acts noted above. As Nomination Day approaches, should a lame duck situation occur, the Clerk will provide more detailed information to Council and Staff in this regard.

2027 Budget Dates

Dates for the 2027 budget have not been included on the 2026 Council, Committee, and Public Meetings schedule. It is anticipated that presentation of the 2027 budget by the Mayor will occur between January 1, 2027 and February 1, 2027 in accordance with section 7 of Ontario Regulation 530/22 under the Municipal Act, 2001. Subsequent consideration of the budget by Council will occur after presentation of the budget in accordance with the regulation.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

The 2026 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. Additionally, the schedule will be shared with candidates running in the 2026 Municipal Election.

7. Input from Departments/Sources:

The Senior Leadership Team was consulted when developing the 2026 Schedule and the Commissioner of Planning and Development has reviewed the proposed Public Meetings dates.

8. Strategic Priorities:

Publishing the 2026 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 – 2026 Council, Committee, and Public Meetings Schedule

2026 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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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			1	2	3	4
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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
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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
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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
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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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
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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.
Committee of the Whole: 7:00 p.m.
Public Meetings: 7:00 p.m.
2026 Election: Election Day (October 26), Inaugural Meeting of Council (November 16)
Weekends and Statutory Holidays: Offices Closed

2026 Whitby Council and Committee Meeting Schedule

January 2026
January 12: Committee of the Whole 7:00 p.m.
January 19: Committee of the Whole 7:00 p.m.
January 26: Public Meetings 7:00 p.m.

February 2026
February 2: Council 7:00 p.m.
February 9: Committee of the Whole 7:00 p.m.
February 23: Committee of the Whole 7:00 p.m.

March 2026
March 2: Public Meetings 7:00 p.m.
March 9: Council 7:00 p.m.
March 23: Committee of the Whole 7:00 p.m.

April 2026
April 13: Committee of the Whole 7:00 p.m.
April 20: Council 7:00 p.m.
April 27: Public Meetings 7:00 p.m.

May 2026
May 4: Committee of the Whole 7:00 p.m.
May 11: Committee of the Whole 7:00 p.m.
May 25: Council 7:00 p.m.

June 2026
June 1: Committee of the Whole 7:00 p.m.
June 8: Committee of the Whole 7:00 p.m.
June 15: Public Meetings 7:00 p.m.
June 22: Council 7:00 p.m.

September 2026
September 14: Public Meetings 7:00 p.m.
September 21: Committee of the Whole 7:00 p.m.
September 28: Council 7:00 p.m.

October 2026
October 26: Election Day

November 2026
November 16: Inaugural Meeting of Council
November 23: Public Meetings 7:00 p.m.
November 30: Committee of the Whole 7:00 p.m.

December 2026
December 7: Committee of the Whole 7:00 p.m.
December 14: Council 7:00 p.m.

Town of Whitby

Staff Report

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Report Title: Whitby Fire & Emergency Services – 2024 Annual Report

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **FES 02-25**

Department(s) Responsible:

Fire and Emergency Services

Submitted by:
Fire Chief Michael Hickey

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Fire Chief Michael Hickey, ext. 4331

1. Recommendation:

That Council receives, for information, and reviews Whitby Fire & Emergency Services (WFES) 2024 annual report.

2. Highlights:

- WFES' annual report focuses on showcasing the dedicated efforts of our staff to protect the lives and property of Whitby's citizens/community, through both reactive (suppression and rescue/emergency medical care, etc.) and proactive (fire prevention, fire inspections, public education etc.) measures.

- Notable sections presented within the annual report include:
  - Message(s) from WFES Leadership Team;
  - Celebrating accomplishments in innovation, education and leadership as well as key staff milestones (promotions, transfers, retirements);
  - Remembering those we have lost;
  - WFES Bob Mowat Leadership Award recipient;
  - WFES Meritorious Service Award recipients;
  - WFES participation within the community;
  - Emergency Response Statistics;
  - Thanks to all Community Partners; and,
  - Testimonials from the public.

3. Background:

As per the *Fire Department Establishing and Regulating By-law (#7263-17)*, the Fire Chief is responsible and required to prepare and present an annual report to members of Council.

4. Discussion:

The annual report provides an opportunity to celebrate and reflect upon the amazing work of the dedicated men and women who serve WFES' throughout its' five (5) divisions: Suppression, Risk Management & Education, Professional Development & Training, Asset Management and Administration & Leadership.

WFES has a long-standing history of providing quality emergency services and educational programs to the community we serve. WFES stands committed to continuous improvement of our emergency response services and skills through collaborative interactions with internal departments and external community partners.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

The Whitby Fire & Emergency Services 2024 annual report (Attachment 1) will be posted on the Town of Whitby's public website, under the Fire Services page.

There are no further communication or public engagement considerations associated with this report.

7. Input from Departments/Sources:

Aside from regular collaboration with Whitby Fire & Emergency Services' community partners, no further input from other departments and/or sources was required for this report.

8. Strategic Priorities:

The recommendation contained in this report aligns with the following Strategic Pillars and Actions identified in the Town's Community Strategic Plan:

- Whitby's Neighbourhoods – Safe, Healthy, & Inclusive
    - Objective 1.1 – Improve community safety, health, and wellbeing

The attached annual report provides an informative and photographic summary of WFES' continued dedication of improving strategic and tactical skills and/or methods, to ensure efficient emergency responses throughout the community we serve. In addition, the annual report demonstrates the multiple ways WFES' gives back to the community through various fundraisers and/or public events. These engagements provide WFES staff the opportunity to educate and inform residents on important fire and life safety skills.

9. Attachments:

Attachment 1 – Whitby Fire & Emergency Services – 2024 Annual Report

2024

Annual Report

WHITBY FIRE AND EMERGENCY SERVICES



2024 Highlights

Responded to a total of **7,383** emergency calls across 5 Fire Stations



Responded to **4,012** emergency medical calls





Conducted **942** fire prevention inspections, **279** building permit inspections and **138** site plan reviews

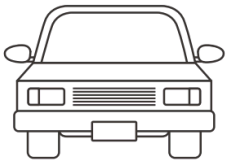


Responded to **89** structural fire incidents with dollar loss

Promoted **3** Acting Platoons Chiefs to Platoon Chiefs, **3** Captains to Acting Platoons Chiefs, **4** Acting Captains to Captains and **3** Firefighters to Acting Captains

Visited over **3,080** homes as part of the Ever Alert Public Education Program





Responded to **798** accidents

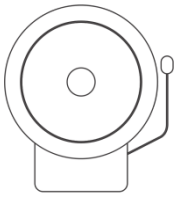


Presented the Learn not to Burn Public Education program to **684** Grade 2 and **1,028** Grade 7 classes

Completed **40,373** staff training hours



Responded to **1,243** fire and emergency alarm calls



Message from Your WFES Leadership Team



Michael Hickey
Fire Chief



Glenn Green
Deputy Chief



Mike Tucker
Deputy Chief



Mallory George
Manager, Administration

On behalf of the dedicated women and men of Whitby Fire and Emergency Services (WFES), we are pleased to present the Annual Report for 2024.

WFES is a proud organization serving the Town of Whitby and its citizens since 1851. Utilizing innovation, leadership and education we are dedicated to protecting the lives and property of our citizens through the reactive emergency response operations of fire suppression, rescue and emergency medical care and the proactive measures of fire prevention, inspections, code enforcement and life safety education.

WFES is the second-largest fire department in Durham Region, with 144 employees serving a population of over 147,000 citizens and protecting 146 km^2. The Town of Whitby, which also includes the community of Brooklin, has two (2) traditional downtown cores, high- and low-density residential areas, large commercial and industrial business districts, and significant dedicated parkland and green spaces. In addition to various infrastructure, the Town is also uniquely comprised of multiple major transportation routes of Ontario Provincial highways 401, 407 and 412, four (4) Provincial railways and is home to two (2) large recreational marinas along 13kms of the Lake Ontario shoreline.

WFES is structured into five (5) divisions each staffed by dedicated, highly trained, motivated staff. The Town of Whitby values the commitment and efforts our staff members make on a daily basis to support those in need alongside our partner emergency responders from Durham Region Paramedic Services and the Durham Regional Police Services. Each division within WFES is critical to our collective success. These divisions include:

- Suppression;
- Professional Development and Training;
- Risk Management and Education;
- Asset Management; and,
- Administration and Leadership

WFES has a long standing history of providing quality service and programs to the community. We stand committed to expanding on this tradition in our future endeavors through collaborative community interaction with the Mayor and Council, the CAO and Town Senior Leadership as well as the Whitby Professional Firefighters Association Local 2036 in order to provide enhanced delivery of emergency services.

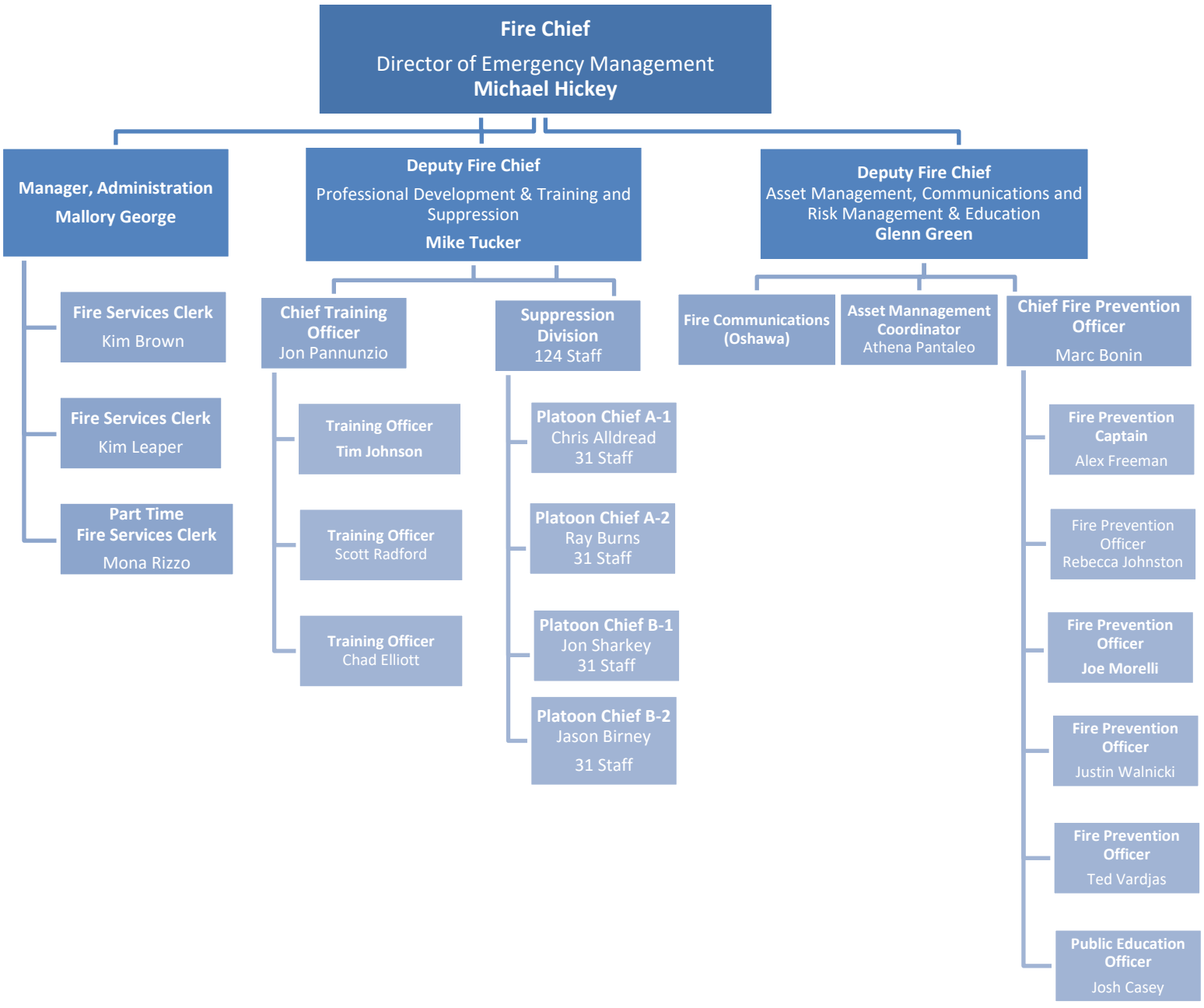
In closing, as always, we remain “Ever Alert”, positioned to respond to your needs while adhering to our core values of compassion, integrity and excellence.

Yours truly,

WFES Leadership Team

Your Fire Service

Organizational Structure



Whitby Fire at a Glance



Suppression

- Comprised of 124 personnel who respond to emergency calls on a 24/7 basis. When not responding to calls, they spend much of their time delivering public education programs, engaging in daily training activities, and maintaining equipment.

Risk Management & Education

- Comprised of 7 personnel tasked with fire code inspections, plans examination and inspection of new fire safety systems, public education program development, delivery, coordination and training.

Professional Development & Training

- Consists of 4 personnel who are responsible for keeping the Department on the leading edge of emergency-related knowledge and techniques, as well as ensuring that WFES personnel are equippe with the skills and abilities to provide the highest level of quality services to the public.

Administration, Asset Management & Leadership

- Houses 8 personnel including the Fire Chief, 2 Deputy Chiefs, 1 Manager of Administration, 3 Fire Services Clerks, and 1 Asset Management Coordinator. Administration, Asset Management & Leadership provides the strategic direction for the Department and coordinates and processes the information needed to keep the Department operating effectively and efficiently.

The Work We Do

"Through **innovation**, **education and leadership**, we are dedicated to protecting life and property" - *Whitby Fire and Emergency Services Mission Statement.*

Innovation

Suppression Division

To address emerging safety concerns, WFES proactively put new measures in place to mitigate emergencies involving electric vehicles and other lithium-ion battery equipment such as e-scooters, e-bikes and tools. Examples of these new measures include: Aqueous Vermiculite Dispersion (AVD) potable fire extinguishers, fire blankets and EV emergency plugs.

Lithium ion powered equipment and appliances, when used improperly or involved in a motor vehicle collision, present new and unique life safety concerns as they are very difficult to extinguish once ignited, requiring specialized equipment and training while also addressing the safety concerns for the firefighter when working in close proximity to this electrically charged equipment.

Specifically, Aqueous Vermiculite Dispersion (AVD) is a fire extinguishing agent that is specifically designed to tackle the particular threat posed by lithium battery fires. It is the only agent that contains, cools and extinguishes lithium battery fires, and all first response apparatus have been equipped with an AVD portable extinguisher.

In addition to the AVDs, WFES purchased fire blankets specifically designed to tackle the unique challenges of electric vehicle fires. The fire blankets contain flames, smoke, and toxic fumes in seconds, offering an effective solution for managing fires in electric vehicles. Rescue 35 has been equipped with a car fire blanket for operational use when required.

Rescue 35 has also been equipped with an EV plug and associated equipment. The EV plug prevents unpredictable movement or propulsion by a full or hybrid electric vehicle, enhancing the safety of all WFES personnel operating at an emergency scene.



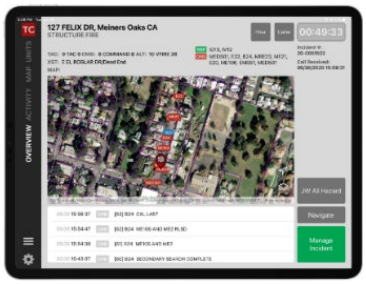




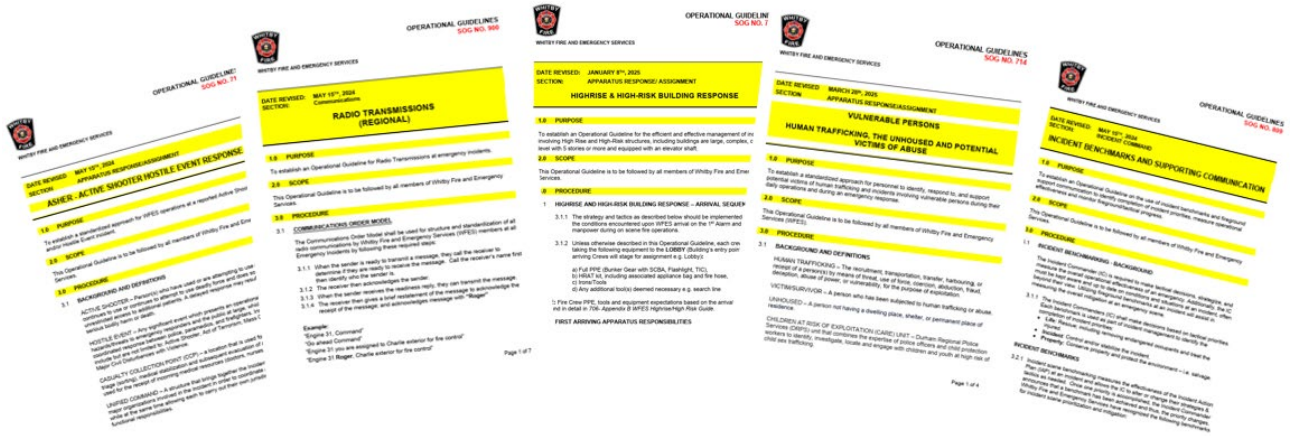
From an emergency medical standpoint, in a trauma related emergency such as a car accident, major bleed or a violent crime, WFES staff are now trained and proficient in the use of tourniquets, self clotting and Israeli bandages. These medical response items greatly aid in mitigating traumatic injuries such as a major bleed.



Another proactive measure put in place by WFES was the expansion of our Tablet Command platform. Through collaboration between our Suppression Division and Risk Management & Education Divisions, WFES was able to expand its use of technology to make hazardous material identification and preplans only a touch screen away via Tablet Command. By completing building familiarizations for new and existing buildings, our firefighters are better equipped to meet the needs of the community through a thorough understanding of the complex building designs and construction.



In addition, led primarily by the efforts of our Standard Operating Guidelines Committee, comprised of representatives from all WFES Divisions, conducted a comprehensive review of all our department's policies, guidelines and procedures. Some newly developed operational guidelines included topics such as Active Shooter Hostile Event Response (ASHER), Highrise/High-Risk, Human Trafficking, Radio Transmission and Incident Benchmarking. In total, over 200 living documents were updated, revised or created to provide staff the guidance for performing within current legislation and industry best practices to reflect today's types of emergencies.



Asset Management

All of WFES is supported daily through the hard work of the Asset Management division. Aside from the daily coordination of equipment repairs, maintenance and supplies, and oversight on consumables, considerable advances were made that will have ongoing positive impacts on the department.

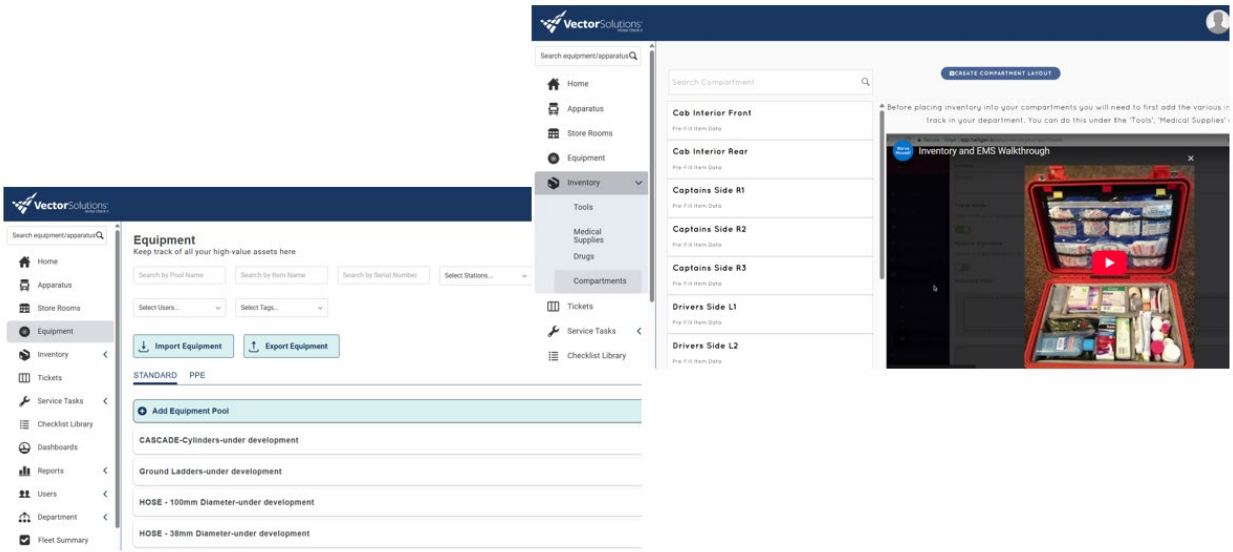


Technology formed the basis for two (2) of these advancements, with the first being the completion of the Radio Frequency Identification (RFID) program. This program allows for supplies of commonly used items by firefighters to be tracked remotely. It will facilitate the restocking of these supplies in a timely manner, ensuring that firefighters have what they need to protect our community.



In partnership with Technology and Information Services (TIS), Whitby Fire and Emergency Services was able to outfit each fire station with its own multi-media training space. These spaces will provide an inclusive environment where staff can train in a virtual formal when required and have the most up to date equipment and experience in doing so.

In a final effort to harness the power of technology, the implementation of an equipment maintenance database was initiated called Vector Check It. Through its development to date, this platform has proven to be user friendly, customizable and scalable, all things needed for the fire service. We look forward to the first implementation phase rolling out in 2025.



Education

Professional Development & Training Division (PD&T)

As a Regional Training Centre (RTC) for the Ontario Fire College (OFC), WFES was once again active in facilitating education and training as part of the OFC curriculum. WFES hosted fire services from across the province in delivering the following courses in 2024:



- Courtroom Procedures
- NFPA 1521 Incident Safety Officer Blended
- NFPA 1006 Surface Water Rescue Blended
- NFPA 1006 Auto Extrication Blended
- NFPA 1035 Fire Life Safety Educator II

Throughout the year, WFES hosted fifty-five (55) external students generating revenue for the Town, while simultaneously training thirty-five (35) of our own staff in a cost neutral manner.



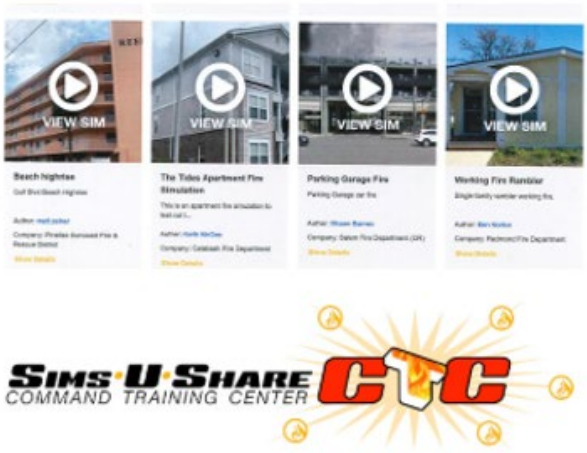
WFES also hosted Krystal Snider of Collaborative Community Solutions to educate and train staff about human trafficking. Staff were introduced to provincial and local statistics on human tracking, understanding the scope, trends and the impact of trafficking on communities. Ms. Snider also highlighted the significance of collaboration between firefighters, law enforcement, social services and anti-tracking organizations. The Leadership Team took the valuable insights from Ms. Snider's training to inform the development of an internal operating guidelines for crews.

Throughout 2024, our Professional Development & Training division also had the opportunity to train our firefighters using acquired structures and completed large area search and rescue utilizing a vacant ice pad at the McKinney arena.



These training opportunities provide firefighters valuable hands-on experience to develop new strategies and fine tune existing skills as it relates to strategic and tactical emergency responses.

In 2024 WFES also purchased the SimsUshare software package to further expand learning opportunities for staff and enhance incident command training and emergency mitigation strategies. This fire and emergency simulation software provides a number of innovative benefits including the ability for firefighters to create realistic simulations using personalized photos and videos from the Town they serve, the ability to create custom simulations, add effects like smoke, fire, and explosions, and embed simulations in learning management systems. WFES is excited to continue to utilize this software to provide staff with innovative learning opportunities.





Certification Achievements

WFES wishes to offer a special congratulations to the following staff on their certification achievements in 2024:

- **Fire Service Instructor Level III Certification**
  - Johnson, Tim – Training Officer
- **Hazardous Materials Technician Certification**
  - Johnson, Tim – Training Officer
- **NFPA 1006 Common Passenger Vehicle Technician Certification**
  - Beatty, Ryan – Firefighter
  - Beukeboom, David – Firefighter
  - Prentice, Dan – Firefighter
  - Roy, Josh – Captain
  - Van De Ven, Brad – Firefighter
  - Warham, Christopher - Firefighter
- **Fire Inspector I Certification**
  - Elliott, Chad – Fire Prevention Officer
- **NFPA 1521 Incident Safety Officer Certification**
  - Bragg, Mike – Captain
  - Campbell, Dan – Captain
  - Curry, Christopher – Captain
  - Garnett, Jordan – Captain
  - Latendresse, Jarrett – Firefighter
  - Meringer, Chris – Captain
  - Ronfeld, Jason – Captain
  - Roy, Josh – Captain
  - Villeneuve, Derek – Captain
  - Williamson, Lee – Captain/APC
- **NFPA 1006 Surface Water Ops Technician Certification**
  - Allen, Dave – Firefighter
  - Campbell, Dan – Captain
  - Cannon, Rob – Firefighter
  - Lavelle, Andrea – Firefighter
  - Mackenzie, Derek – Firefighter
  - O'Rourke, Kieran – Firefighter
  - Streeter, Adam - Firefighter
- **Ontario Building Code Qualification Exam in Fire Protection**
  - Morelli, Joe – Fire Prevention Officer



Risk Management & Education Division

Risk Management & Education continued to be a hub of activity and engagement for WFES. The team has worked collaboratively with firefighters to continue with educating the public on fire safety. Some of our most popular programs include fire station tours, fire truck requests and the annual Ever Alert program. Specifically, fire station tours and fire truck requests provide the opportunity for WFES to engage directly with citizens and in turn provides the public with an opportunity to get exposure to life saving equipment and tools while learning important fire safety information about home escape planning, smoke alarms and carbon monoxide detectors.



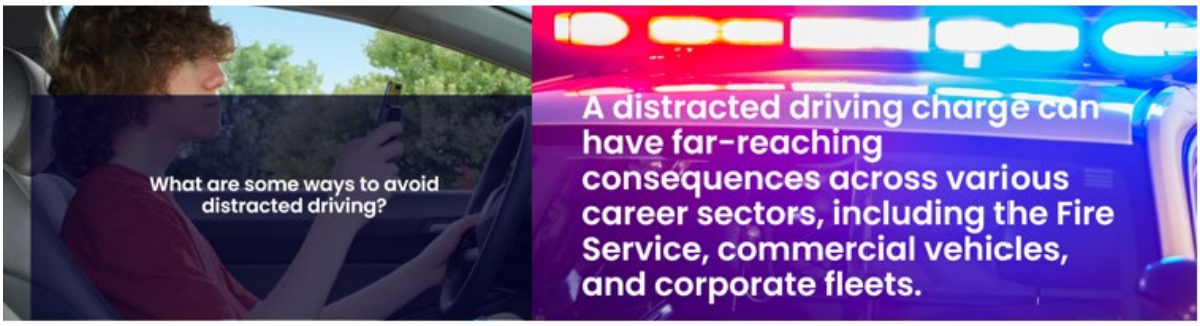
Further to the above engagements with the public, WFES' primary annual public education program is Ever Alert. This door to door campaign allowed the department to visit over 3,000 homes throughout the Town, providing fire safety and emergency preparedness education to residents of all ages. Through these interactions, families are able to learn about the importance of working smoke alarms and carbon monoxide detectors as well as a home escape plan. Each household is provided with an educational pamphlet and encouraged to review the information regularly to ensure everyone in the household is aware of these important life saving tips and devices.



WFES also had the opportunity to partner with local elementary schools to deliver the Learn Not to Burn program to grade 2 and 7 students across the Town. In 2024, WFES presented to over 2,000 elementary students, sharing vital fire safety knowledge while providing a unique opportunity. Under the supervision of the RM&E division, this program is presented with the assistance of WFES' four (4) high school co-op students who in turn gain invaluable experience within the fire services and the role of a fire prevention officer in educating on public safety throughout the community.



The RM&E division also presented safe driving training to local teenagers. This unique training opportunity is provided utilizing computer-based driving simulator to demonstrate the impact of distracted driving, with an emphasis on not texting while operating a vehicle.





In addition to group focused public education opportunities within the community, the Risk Management & Education Division attended and organized presentations at various 55+ events and living facilities. Specifically, WFES attended the Active Living Fair, which resulted in hundreds of visitors to our educational booth. WFES also conducted fire safety presentations, including fire drills, at Durham Housing locations and Lynde Creek Village.

Another key area of focus for this Division is the annual Emergency Preparedness Week. In 2024, WFES marked this week with a series of initiatives, including a video featuring Mayor Roy and Chief Hickey who shared valuable tips to the community for staying prepared. This video was widely promoted via social media and was partnered with other emergency preparedness campaigns throughout the Durham Region.



The Risk Management & Education Division was also happy to have the opportunity to be involved in several Town supported events like Youth Pride Durham Region, Brooklin Spring Fair, Harvest Festival, Santa Clause parade and Food Truck Frenzy. We also supported our community partners by attending the Durham Regional Police Services Community Day BBQ and Youth in Policing events.





Lastly, in 2024 the RM&E division was not only able to meet the Ontario Fire Marshal mandated inspections, but they were also able to provide proactive inspections as well. The proactive focus in 2024 was Industrial Buildings and the downtown core. We are proud to say that the hard work has paid off and the team is moving forward with a 2025 focus on low and high rise residential as well as assembly buildings.





Emergency Management Exercise

Led by Chief Hickey as the Town's Director of Emergency Management, on May 8, 2024, the Town participated in Durham Emergency Management Office's (DEMO) regional wide emergency exercise. This exercise triggered the opening of the Town's Emergency Operations Center (EOC) located at Fire Headquarters and resulted in the Municipal Control Group (MCG) participating in a mock heat emergency. The MCG consists of multiple staff representatives from various departments across the Town, including the Mayor and the CAO, who assumes the role of the EOC Manager. The MCG operates the EOC and provides the coordination and support necessary to respond, to mitigate, and to recover from an emergency situation.

Specifically for the 2024 exercise, DEMO began advising participating Municipalities of a forecasted heat dome emergency that was set to strike in the upcoming weeks. As a result of the extreme heat dome coupled with no precipitation, the Town's EOC had to navigate through multiple emergency situations such as the evacuation of Fairview Lodge, grass fires, multiple calls and social media posts from concerned citizens, opening of cooling centers, failed generators, civil unrest and loss of fibre optic network infrastructure.

The MCG successfully navigated through the mock emergency and Chief Hickey led participants through a debrief and discussion of key learnings from the exercise. Through completion of this mock exercise, coupled with the submission of the Town's mock emergency documentation, Emergency Management Plan and After-Action Report, the Town successfully met the Provincially legislative requirements for emergency management.



Following the mock exercise, WFES hosted the Basic Emergency Management course for multiple MCG participants to attend and gain additional learnings of overall emergency management as well as key responsibilities of their assigned MCG roles.

Furthermore, on September 23, 2024, Chief Hickey developed and instructed emergency management training for all members of Council. During this training session, Chief Hickey educated members of Council on the five (5) pillars of emergency management, the Town's emergency management plan, the Hazard Identification & Risk Assessment (HIRA), the MCG, process for activation and termination of the EOC, dos and don'ts during an emergency, and the Town's plan for future exercises.

Leadership

Through internal promotions, WFES has had the pleasure of welcoming several new incumbents into its' senior officer team within the Suppression Division. These individuals bring a vast variety of skills and experience within their area of focus and strive to lead by example for their respective crews:

Promotion – Platoon Chief

- Burns, Raymond



- Birney, Jason



- Sharkey, John



Promotion – Acting Platoon Chief

- Giroux, Joseph



- Sluman, Craig



- Williamson, Lee



Leadership Continued

Promotion - Captain

- Bragg, Michael



- Campbell, Dan



- Garnett, Jordan



- Ronfeld, Jason



Promotion – Acting Captain

- Dunham, Nicholas



- Eldon, Jonathan



- Henry, Tyler



WFES Bob Mowat Leadership Award



Annually, WFES staff are provided with an opportunity to nominate their peers who they feel embody retired Deputy Chief Bob Mowat's legacy of positive energy and commitment to WFES.

Following numerous nominations from his peers, Captain Josh Gostlin was selected as the 2024 recipient of the Bob Mowat Leadership Award.



In reference to Captain Gostlin, the following statements and themes were consistently noted among his peer nominations: humble, professional, selfless, trustworthy, empathetic, strong moral compass and supportive husband and father.

One statement from a new firefighter really resonated with the Selection Panel which noted "*I believe Captain Gostlin sets a great standard and example of a Captain and person, to other staff. As a new firefighter, Captain Gostlin is someone I strive to be like*." As a Leadership Team we could not agree more.

Captain Gostlin has enthusiastically participated in multiple initiatives across the Department, including being a founding Officer on Ladder 35 and Rescue 35 and he was an internal part in building enthusiasm on the deployment of this new service delivery model. In addition, Captain Gostlin is a seasoned member of the Peer Support Team and served over ten (10) years on the Association's negotiations committee.

Congratulations to Captain Gostlin and we wish to thank him for his continued dedicated service to WFES and the community.

Retirements

Ray Richardson – 1st Class Firefighter



After thirty-four (34) years of service to the Town of Whitby, Ray Richardson retired from WFES on May 31, 2024.

Ray started as a volunteer fire fighter with Whitby on December 4, 1989, and became full-time on March 13, 1995. Ray progressed through the classes ending as a respected Senior Firefighter; as well as being a long serving Local 2036 executive member.

WFES thanks Ray for his years of service to our community and congratulates him on his retirement.

John Harrison – Platoon Chief



After thirty-six (36) years of service to the Town of Whitby, Platoon Chief John Harrison retired from WFES on June 30, 2024.

John started as a volunteer Firefighter with Whitby on September 24, 1988. He then became a full-time Dispatcher on February 5, 1990, and transferred to a full-time probationary Firefighter on November 5, 1990. Throughout his career within the Suppression division, John progressed through the classes, achieving the rank of Captain on July 22, 2013, and Platoon Chief on October 1, 2020.

In 2023, PC Harrison was the inaugural recipient of WFES' Bob Mowat Leadership Award and continues to be a role model for all staff.

WFES thanks John for his years of service to our community and congratulations him on his retirement.

2024 Milestone Awards

5 Year Milestone Award

- Anderson, Cameron
- Canfield, Stephanie
- Donnelly, Clare
- Gallant, Dylan
- Johnston, Rebecca
- Patterson, James
- Robson, Brad
- Walnicki, Justin

10 Year Milestone Award

- Campbell, Craig
- Eldon, Jonathan
- Grant, Kevin
- Leufkens, Wesley

15 Year Milestone Award

- Barker, Chris
- Mavor, Kevin
- McLeod, Corey
- Pescador, Adrian

25 Year Milestone Award & 25 Year Provincial Medal

- Burns, Raymond

30 Year Milestone Award & 30 Year Federal and Provincial Medal(s)

- Gilchrist, Todd

35 Year Milestone Award & 35 Year Provincial Bar

- Gaylor, Steve



Whitby Fire & Emergency Services – Meritorious Service Award



In 2024, the Leadership Team had the honor of establishing the Whitby Fire & Emergency Services Meritorious Service Medal.

The creation of the WFES Meritorious Service Medal not only recognizes and provides individual accolades for outstanding service to our community but also provides an opportunity to recognize the collective bravery and professionalism exhibited by staff, while out in the community.

As recommended by Officers, and endorsed by the Senior Officers Group and approved by the Fire Chief, the Medal is presented to any staff member, crew, division or Platoon
who has had a significant achievement and/or has demonstrated excellence, courage or exceptional service, in ways that bring special credit to the Department, in an emergency setting.

The WFES Meritorious Service Award, consists of a meritorious service medal and bar, and recipients will have their names forever engraved on the Meritorious Service Award plaque, to be displayed at Station 5, Headquarters.

The Medal dawns a Maltese cross, a long-time symbol synonymous within the fire service. The WFES Meritorious Service Award medal was fashioned after the Maltese cross because of what the Maltese cross represents.

The Maltese cross is an eight-point symbol which originated during the Crusades. When fire was used against the Knights of St. John's, in a battle on the island of Malta, they banded together to fight the flames and rescue the injured. They were later said to be awarded a badge of honor similar to the Maltese cross.

The eight (8) points of the four (4) arms of the Maltese cross, symbolize the eight (8) obligations of the knights of St. John's:

1. To live in truth,
2. To have faith,
3. To repent sins,
4. To give proof of humility,
5. To love justice,
6. To be merciful,
7. To be sincere and whole-hearted; and,
8. To endure persecution

The Maltese cross has forever been used to symbolize the bravery and selflessness of those who fight fire; hence why, it was chosen to represent this significant Award.

On August 20, 2024, multiple units responded to a house fire on Hickory Street North in the Town of Whitby. Upon arrival, the two-storey single family dwelling was marred by heavy flames and smoke, with multiple fires set throughout the home, it became clear that there was a confirmed victim trapped on the second floor.

Throughout the rescue, the Captain of Pump 34 and his two (2) firefighters faced heavy fire, smoke and heat as well as deteriorating conditions during their search and successful rescue of the victim.

The heroic actions taken by the Pump 34 Captain and two (2) firefighters during this incident, highlights their bravery, dedication and commitment to saving lives while facing significant dangers.

These actions embody the true essence of the WFES' Meritorious Service Medal, and it was an honour to award these deserving individuals:

- Captain Chris Curry,
- Firefighter Terry Williams and
- Firefighter Adonis Perez

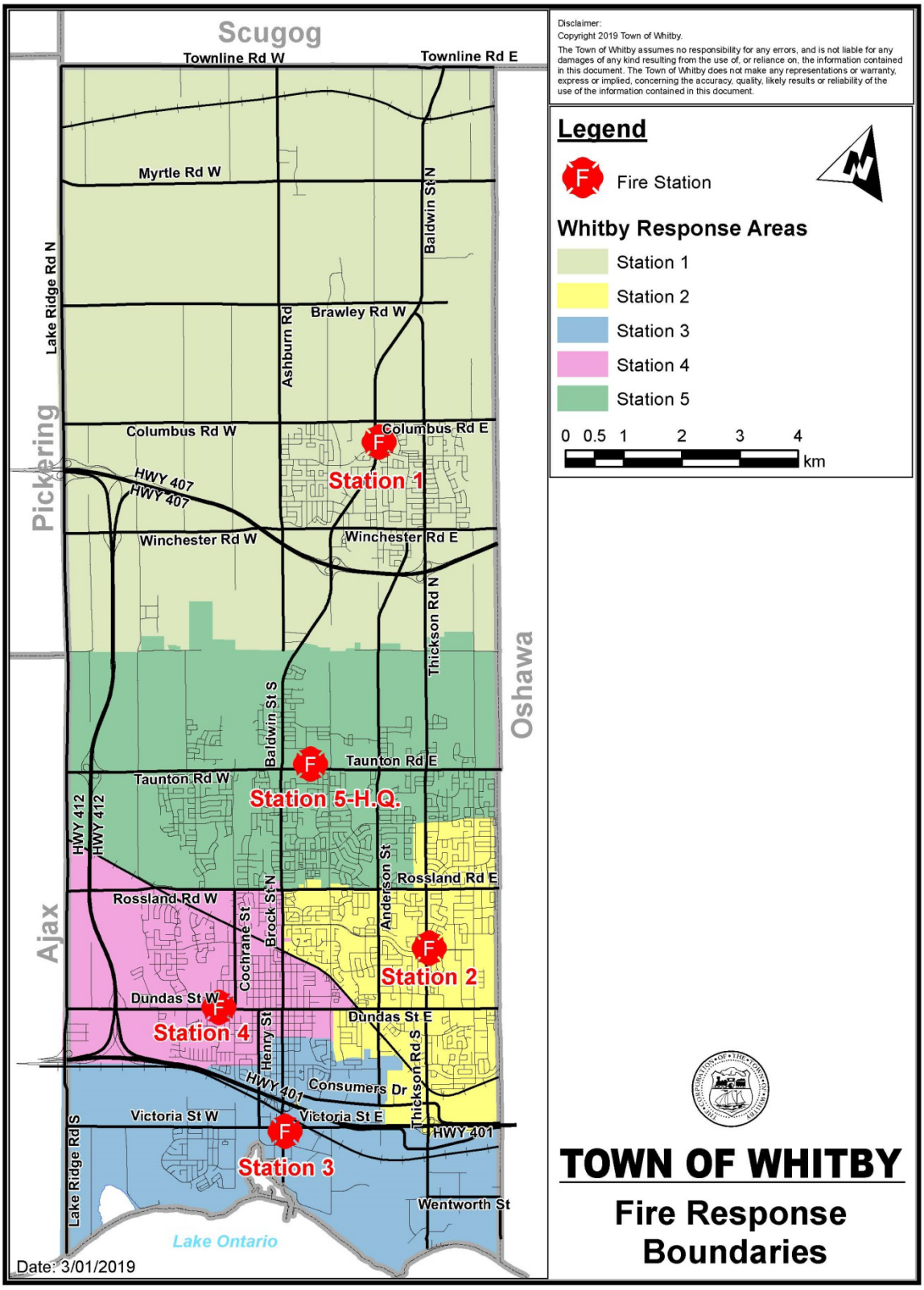
In addition, WFES will be moving forward with an application to the Province for consideration that these same firefighters be awarded the Ontario Firefighter Medal of Bravery.

Congratulations once again to Captain Curry, Firefighter Williams and Firefighter Perez and thank you for your dedication to our community.





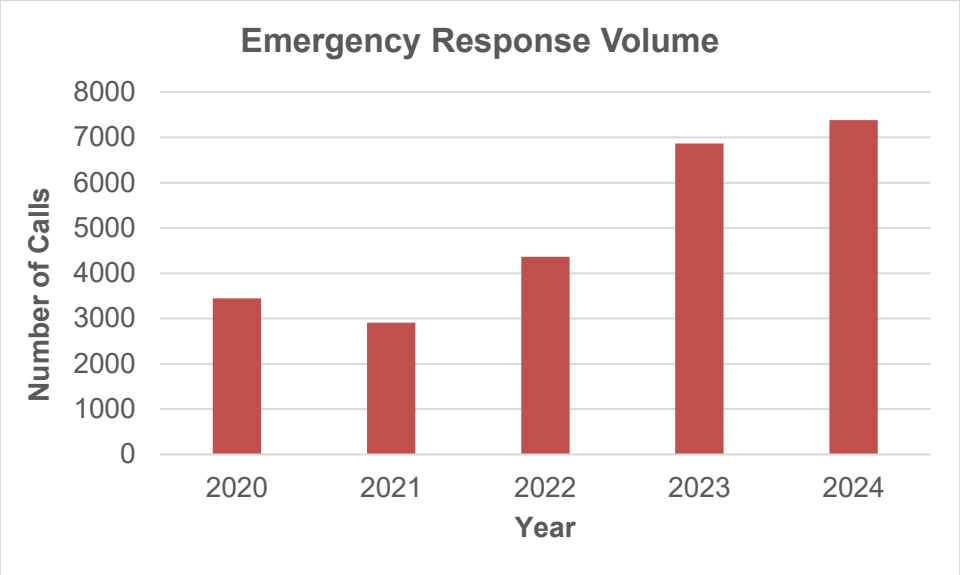
Emergency Response Boundaries



Emergency Response Statistics

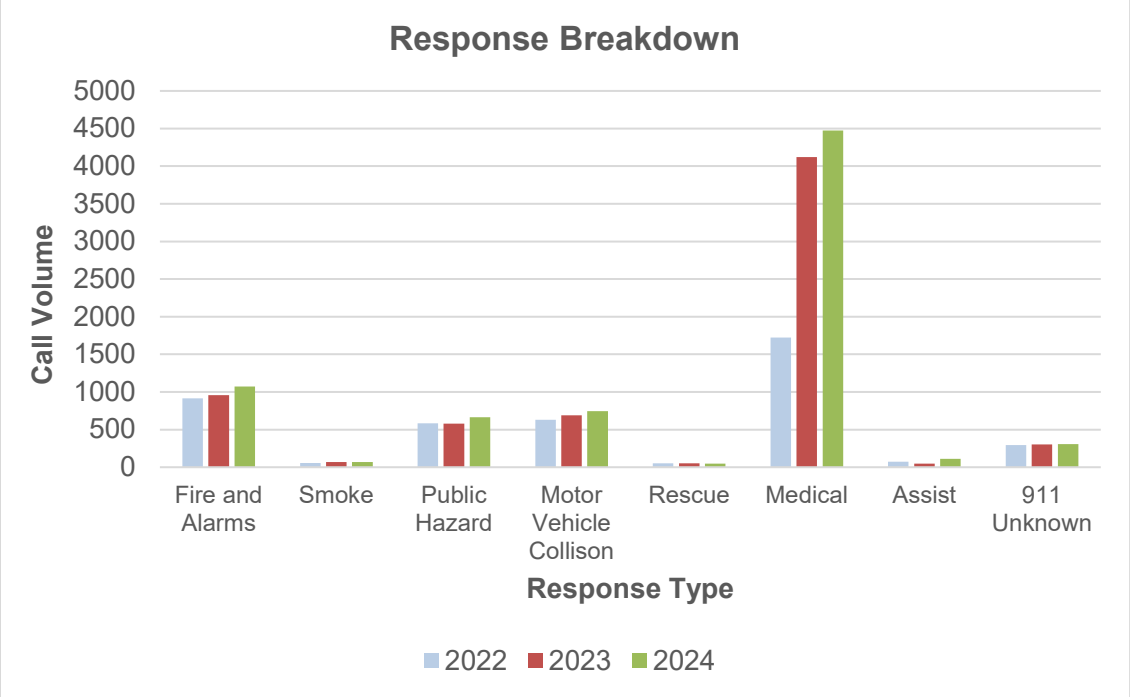
Response Summary

WFES responded to 7,383 emergency calls in 2024: representing a **7.6%** increase in call volume year over year.



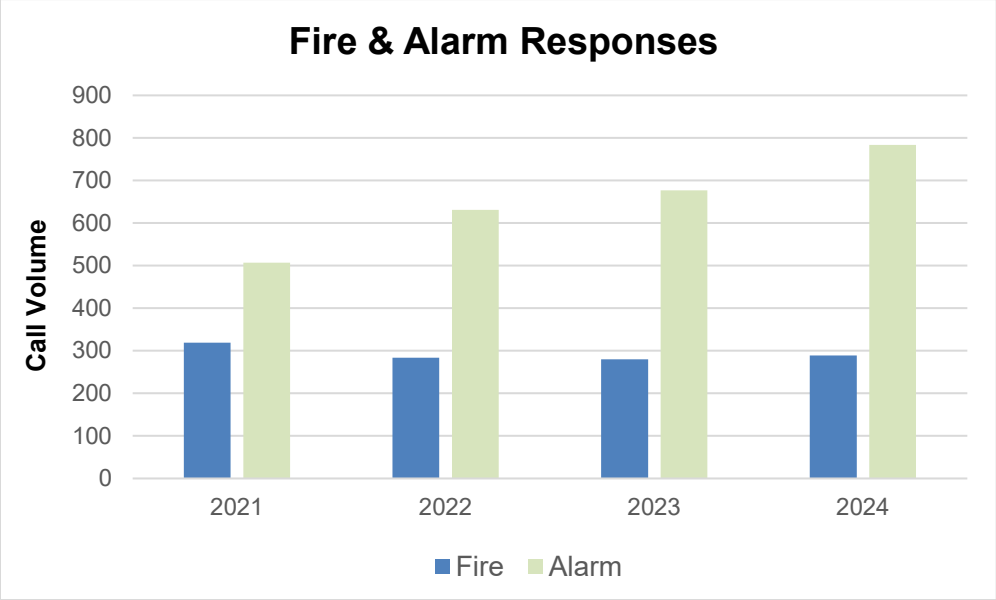
Response Breakdown

WFES experienced a **12.1%** increase, year over year, in fire and alarm calls and **8.5%** increase, year over year, in medical calls. Furthermore, in 2024 WFES responded to **7.9%** more motor vehicle collisions in comparison to 2023.

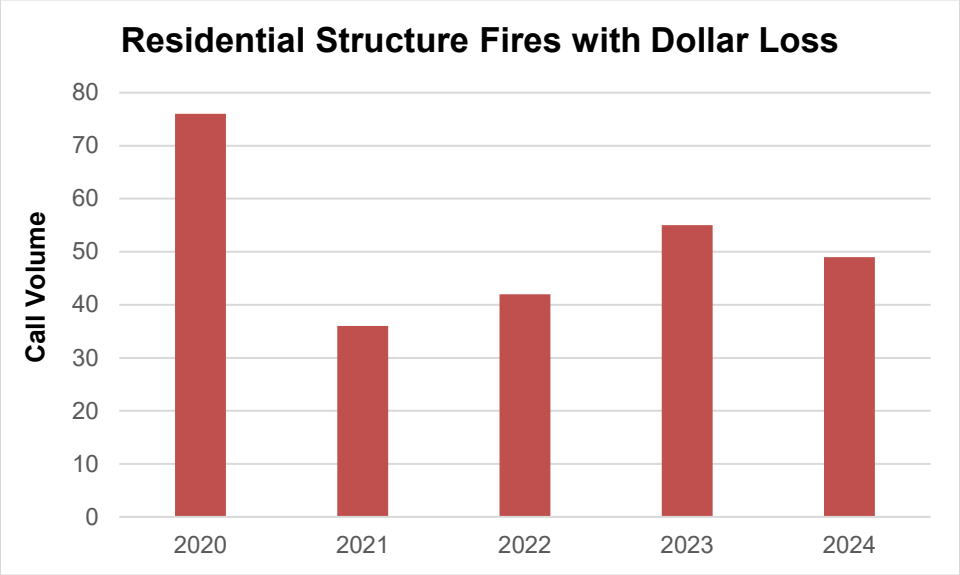


Fire and Alarm Response Data

WFES responded to 289 fire incidents in 2024, representing 3.9% of overall call volume and a **3.2%** increase year over year. Fire incidents are defined as fires/explosions structural and non-structural.



The overall fire incidents in 2024 included 49 residential structure fires with dollar loss, which is slight decrease in comparison to the previous year.



In the Community

Bell Let's Talk



WFES is committed to fostering a safe space for everyone to openly discuss their mental health without fear of judgement. Together we can create a world where mental health is treated with the same importance as physical health.

Community Gardens

Throughout the year, Whitby Fire and Emergency Services filled the water tanks at the St. Johns Port Whitby Community Garden and the Whitby Ajax Garden Project. These gardens were developed to allow for individuals and organizations to work together to raise fruit and vegetables for individuals and families in need. Each year, these gardens and its volunteers donate a portion of what they grow to local food banks within the Durham Region.



Fill the Boot Campaign

Annually, Whitby Professional Fire Fighters Association (WPFFA) with the support of WFES, heads out with thousands of Fire Fighters across Canada to participate in the Fill the Boot campaign to raise funds for Muscular Dystrophy Canada (MDC).



Junior Fire Chief

Each year a stand-out camper from our Junior Fire Camp is selected by counsellors to represent WFES as the Junior Fire Chief. They enjoy many activities and interactions throughout the department and community. Congratulations to Colin Lepre, WFES' 2024 Junior Fire Chief!



Emergency Preparedness Week



Led by the Risk Management & Education division, emergency preparedness week is all about getting out into the community to educate residents on how to keep their family and home safe from fire hazards and to be adequately prepared in the event of an emergency.

Emergency Preparedness Week Continued



WFES had the pleasure of partnering with the Humane Society of Durham Region, and Ripley the dog, to educate on the importance of including pets within your emergency plans!

School Presentations

WFES enjoys the opportunity to engage with youth throughout the community, whether it be at public events, school presentations or station and truck tours.



Medical Emergency Survivor

The crew of B1 Ladder 35 alongside Region of Durham Paramedic Service celebrated an incredible moment with a medical survivor who suffered a cardiac episode and was successfully resuscitated by the firefighters and paramedics that attended that day.



It's always great to celebrate the positive outcomes that we respond to.

Tim Horton's Camp Day



WFES is proud to partner with Tim Horton's and participate in their annual Camp Day to raise proceeds for the Tim Horton Children's Foundation.

McHappy Day



Every year, members of WFES joins forces at McDonald's locations through Whitby, serving food and collecting donations for Ronald McDonald House and Grandview Children's Centre in Durham.

Rededication Ceremony - Cenotaph



On June 2, 2024, WFES attended the rededication ceremony of the 100-year-old Whitby Cenotaph, hosted by the Royal Canadian Legion Branch 112. Lest we forget those who lost their lives in WWI and WWII, and the many men and women who served in all world conflicts and returned home forever changed.

Remembrance Day



WFES Firefighters past and present, alongside our Honour Guard, took part in the Remembrance Day ceremony to honour our men and women in uniform, our veterans and those we have lost.
Lest we forget.

The Santa Clause Parade

Once again, Santa stopped by the Town of Whitby to make sure things were ready for his visit on Christmas. As always, he enlisted the help of the Whitby Fire and Emergency Services and Firefighter Elfie to take him around town to bring cheer and holiday spirit to all.



Community Partnerships

Whitby Fire & Emergency Services is thankful for our long-standing community partnerships with DKI-CRCS, Enbridge Gas, the Rotary Club of Whitby and the Rotary Club of Whitby Sunrise. DKI-CRCS has been active donators towards WFES' Ever Alert public education program and without their generosity, the department would not have been able to continue to expand our Ever Alert program offerings and educational materials throughout the community. A sincere thank you to DKI-CRCS for your continued support and generous donation.

Each year, WFES is thrilled to participate in multiple emergency preparedness initiatives with Enbridge Gas. In 2024, Enbridge Gas partnered with WFES for the Safe Community Project Zero, which aimed at reducing fire and carbon monoxide-related deaths. Through this initiative, Enbridge Gas donated over 400 smoke and CO alarms to WFES which crews were able to provide to residents. Enbridge Gas also partnered with multiple local fire departments, including WFES, for the 12 Days of Holiday Safety Campaign! Through this campaign, WFES was able provide key fire safety educational messaging across the community. A sincere thank you to Enbridge Gas for the continued support and generous donations.





Over the last several years, the Rotary Club of Whitby and the Rotary Club of Whitby Sunrise have been key donators to the WFES' Junior Fire Camp. This Camp holds a significant place in our community, with a history dating back to 1972, marking this year as our 52nd anniversary. It was founded with a clear vision: to educate and inspire young minds about fire safety and emergency response. Over more than five decades, this camp has played a crucial role in shaping the future of our fire service, nurturing countless young individuals, some of whom have gone on to become employees of our department. WFES extends its' deepest gratitude to the sponsors whose unwavering support has sustained this program. A sincere thank you to each Rotary Club for the continued support and generous donations.



WFES is also excited to announce some new community partnerships we were able to foster 2024. In partnership with Durham College, for the exchange of the use of one of our backup fire trucks, Durham College has created the WFES Inclusivity and Excellence Scholarship to be awarded annually to two deserving local high school students from underrepresented demographics within the fire service, who will be entering into a Pre-Service Fire Suppression program or the Fire Prevention Officer program.

WFES are also proud to announce through a partnership with the Sobey's Distribution Warehouse, located in south Whitby, that Sobey's generously donated the funding required to expand our hazardous materials mitigation program through the purchase of an ammonia detector. This piece of equipment will allow WFES to detect the presence of ammonia to determine whether evacuation or other measures are required. Ammonia is present in many of our pools, arenas and industrial facilities across the Municipality.

Sobeys Canada's Family Grocery Store

GERDAU
Shape the future

Given our long-standing and great relationship with the Gerdau Steel Mill in south Whitby, they have agreed to provide WFES with scrap vehicles required to train on auto extrication to meet the provincially mandated certification for staff. Gerdau has eliminated a major financial stumbling block as one and a half vehicles are required per firefighter to meet provincial certification. Currently, scrap vehicles for the purposes of firefighter training can cost up to $1000.00 each.

We wish to acknowledge and thank all our community partnerships who donated to the Department, which in turn allowed us to continue to provide vital services to our community.



In Memory of Those We've Lost

Retired Volunteer Firefighter James (Jim) Hopkins



WFES received the unfortunate news that retired volunteer Firefighter James (Jim) Hopkins passed on February 21, 2024.

Jim Hopkins served as a volunteer firefighter for Whitby Fire & Emergency Services for over twenty-five (25) years.

We wish to extend our sincere condolences to the friends and family of Jim Hopkins and thank him for his years of service to our community.

Retired Captain Alan (Al) Marchand – Line of Duty Death



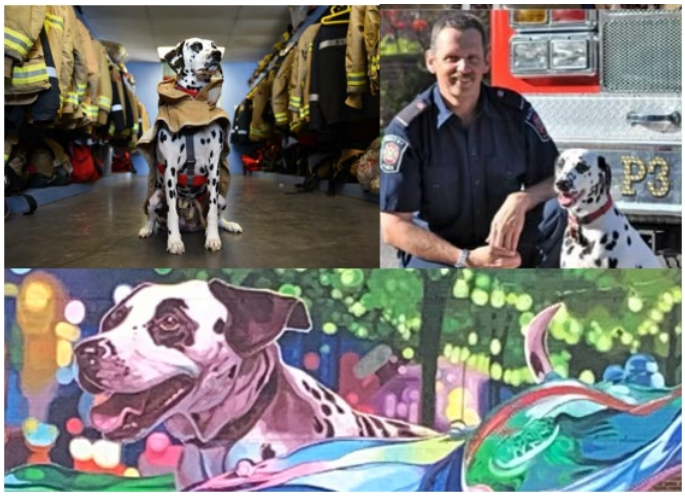
WFES received the unfortunate news that retired Captain Alan (Al) Marchand passed away on October 4, 2024, after a long battle with a job related cancer.

Al began his career with Whitby Fire & Emergency Services on September 24, 1988, as a volunteer Firefighter. On October 10, 1989, he became a full-time Dispatcher and on March 5, 1990, Al transferred to become a full-time Firefighter with the Town of Whitby.

After twenty-nine (29) years of service, Al Marchand retired as a Captain from Whitby Fire & Emergency Services on July 25, 2017.

We wish to extend our sincere condolences to the friends and family of Captain Marchand and thank him for his years of service to our community.

Molly the Fire Dog



In March 2024, WFES received the unfortunate news that retired Fire Prevention Office Von Zuben's longtime service dog and fire service partner, Molly the fire dog had passed away. Retired FPO Von Zuben and Molly dedicated countless hours to supporting and attending community events to educate citizens of all ages on fire safety.

As a means to pay tribute to Molly and the tremendous effect she had on the community from a public safety perspective; a mural titled "Molly's Way" was unveiled on the side of the new Brookfield Residential Station No. 3. Condominiums in downtown Whitby.

We wish to extend our sincere condolences to the friends and family of Molly and thank her for her years of service to our community.

2024 - Testimonials from the Public

Williamsburg Public School Kindergarten Students extend their gratitude to Station 5 A1 & B2 Platoons for their fire truck visits on June 10 and June 11.

Good morning Chief Bonin:

Can I also take this opportunity to let you know how wonderful your Fire Prevention staff are. They are professional, respectful, and so helpful in their interactions with businesses. They truly inspire employers to take fire prevention seriously.

Several months ago, Ted Vardjas attended a local business to set up a fire inspection. He was polite, respectful, and positive and it was a great way to be introduced to Whitby Fire. Then Rebecca Johnston performed the inspection. She was nothing short of amazing. She made it such a positive and educational experience. She was approachable if we had questions and gave us great advice for cost effective solutions; I truly felt she was there to help us make our workplace safer. With her expert guidance, we have made some positive changes regarding fire prevention.

As a result, Whitby Fire Service has become a very valuable resource to the local business! Thank you for building such a strong team. They are a credit to the Town of Whitby.

A thank you to Station 5, A1 platoon and thanks so much for setting that up Josh! James was an amazing tour guide! You have at least one recruit for 2038 in my 5 year old! Hot pepper plants were delivered to the firefighters, grown by the company's young gardeners!

I wanted to call and let you know how amazing a job Craig Sluman did two weeks ago. My father passed away at home peacefully and Craig Sluman was on the truck that responded. I wanted you to hear from me how incredible, empathetic, and compassionate he was. He explained everything as it was happening. He and the rest of the crew did an absolutely fantastic job. On behalf of my entire family, thank you so much.

Well done Captain Sluman and B1 Pump 32 Crew

Wow, that was awesome! Thank you so much again for coordinating the fire fighters to come to our event today. The firefighters were amazing and let our members learn about different tools they use, see all over their truck and sit inside. Both the kids and parents loved it - thank you!

- *Durham Down Syndrome Association's Community Support event*

Well done A2 Pump 33 Crew

2024 - Testimonials from the Public Continued

Thank you to the Firefighters that responded to the accident in front of the Brooklin High School on November 13. Their calm and soothing voices kept everything on an even keel and made me know the everything would be alright. I am so grateful to them. Thank you.

Well done A1 Pump 33 Crew

From the bottom of my heart, my deepest appreciation is inadequate to express the gratitude our gardeners feel for all your support. We are able to impact literally hundreds of lives each summer with our produce, making improvements in our production and contributions to food banks, thru your water security.

We are proudly anticipating our 10th year this year and are reflecting back to how far we've come!!! With the biggest thank you to the heroes that fill our tanks! We could not have done it without your help.

You are the most impressive bunch of humans, and I wanted to touch base and express our appreciation before this season began again.

- *St. John's Port Whitby Community Garden*

I wanted to thank you, B1 – Station 2, on behalf of my Den and Leader Moms for putting together this wonderful experience for us. Our girls as well as we leaders thoroughly enjoyed the demos and learning about safety and your roles. Adrian and the team were very amazing.

- *FNE Explorers*

I am writing to express my deepest gratitude and appreciation for your incredible response to the fire on the night of April 10th. Your swift action and dedication undoubtedly saved lives and prevented what could have been a catastrophic event.

Your team's professionalism and efficiency were evident from the moment you arrived on the scene. Despite the chaos and urgency of the situation, your members remained calm, focused, and worked tirelessly to ensure the safety of everyone involved.

I have spoken with my neighbors, and we all share the same sentiment of immense gratitude towards you and your team. Your bravery and quick response undoubtedly made a significant difference that night.

Please accept this email as a small token of our appreciation for your selfless service to our community. We are forever grateful for your commitment to keeping us safe.

Thank you once again for everything you do.

Well done PC Birney and B2 Platoon

A Year in Photographs







A Year in Photographs Continued





Whitby Fire and Emergency Services
111 McKinney Drive
Whitby, ON L1R 3M2
905-668-3312
fire@whitby.ca
whitby.ca/fire

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Update on Property Tax Assessment Appeals and Adjustments

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **FS 05-25**

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:

Crystal Doucette, Senior Manager of Revenue and Taxation ext. 2815

1. Recommendation:

That Report FS 05-25 be received as information.

2. Highlights:

- The Town of Whitby is required to process adjustments to the assessment values of properties where such adjustments are warranted as a result of one of the following:
    - Assessment Review Board Decision,
    - Minutes of Settlement,
    - Post Roll Amended Notice or one of the other adjustments allowed for under legislation and confirmed by the Town.
- These adjustments are necessary to maintain fair current value assessments for property owners within the Town of Whitby.

- A listing of properties with adjustments processed in 2024 is provided in Schedule A to this report.

- The adjustments result in a recalculation of property taxes and generally a reduction or refund to taxpayers. The Town portion of these adjustments processed in 2024 is $484,800.59 (net).

- At the end of December 2024, there were seven (7) outstanding property tax appeals for previous years at the Assessment Review Board.

3. Background:

Changes to the property tax class or property assessment can be initiated by the Municipal Property Assessment Corporation (**MPAC**), property owners and/or the municipality using one or more of these methods.

- Under 19.1(5) and (7) of the Assessment Act, if a change is made to the current value other than a change resulting from a general reassessment, the assessment corporation shall make any adjustment required and notify the person whom the land is assessed and the municipality. These are processed as an Advisory Notice of Adjustment (**ANA**).
- Under Section 32.(1) of the Assessment Act, despite the delivery of any notice provided for under this Act, the assessment corporation at any time before the time fixed for the return of the assessment roll may correct any defect, error, omission, or misstatement in any assessment and alter the roll accordingly. These are processed as a Post Roll Amended Notice (**PRAN**).
- Under Section 32.(3) of the Assessment Act, if a property becomes exempt from taxation for a year or for part or all of the preceding year, the assessor shall make any assessment necessary to change the tax liability for the property. These are processed as a Special Amended Notice (**SAN**).
- Under Section 33.(1) of the Assessment Act, if land liable for assessment has been in whole or part omitted from the tax roll for the current year or for all or part of either or both of the last two preceding years the assessment corporation shall make any assessment necessary to correct the omission.
- Under Section 39.1 of The Assessment Act, the owner of a property or a person who has received or would be entitled to receive a notice of assessment under this act may request the assessment corporation to reconsider the assessment including the classification of the property by the dates as specified in the legislation.
- Under Section 40.1 of The Assessment Act, any person, including a municipality or a school board, may appeal in writing to the Assessment Review Board (**ARB**) that,
  a) the current value of the person’s land or another person’s land is incorrect;
  b) the person or another person was wrongly placed on or omitted from the assessment roll;

c) the person or another person was wrongly placed on or omitted from the roll in respect of school support; these adjustments have net zero affect on property taxes, it is a simple redirection of school support to another board.
d) the classification of the person's land or another person's land is incorrect;
e) for land, the portions of which are in different classes of real property, the determination of the share of the value of the land that is attributable to each class is incorrect.

These requests for appeals are resolved through the ARB process which results in resolutions either through Minutes of Settlement between the parties or by an Assessment Review Board Decision. Along with the board chairperson, the parties involved in this process would include the property owners and/or their representatives, the Municipal Property Assessment Corporation and the Town.

Under Section 357 of The Municipal Act, upon application to the Treasurer, the local municipality may cancel, reduce, or refund all or part of the taxes levied in the year if:

(a) the property or portion of the property is eligible to be reclassified in a different class of property;

(b) the land has become vacant land or excess land;

(c) the land has become exempt from taxation;

(d) a building on the land was razed or damaged by fire, demolition or otherwise;

d(1) the applicant is unable to pay taxes because of sickness or extreme poverty;

(e) a mobile unit on the land was removed;

(f) a person was overcharged due to a gross or manifest error in assessing the property;

Under Section 358 of The Municipal Act, upon application to the Treasurer, the local municipality may cancel, reduce, or refund all or part of the taxes levied on land in one or both of the two years preceding the year in which the application is made for any overcharge caused by a gross or manifest error in the preparation of the assessment roll.

In the situation where the adjustment is a result of either a Section 357 or Section 358 application then MPAC would advise the Town on the impact(s) the change would have on the assessment value(s) and tax class(es) of the property.

Town staff are proactively managing the assessment base, monitoring properties that were assessed too low, or have had a recent "change in use" / additions by reviewing permitting and building permit details. This information is provided to MPAC and result in more accurate values being placed on the assessment roll. This has included regular communication and information flow with MPAC, as well as proactive consultation to help ensure accuracy. In some cases when timing does not allow for any other options, the Town will file assessment appeals with the ARB directly.

4. Discussion:

Staff have delegated authority related to property tax and assessment matters heard by the ARB pursuant to the Uninsured Claims and Legal Matters Policy (Town Policy # CA 240). The delegated authority includes authority to settle/execute documents to settle ARB property tax or assessment matters on behalf of the Town. The policy also requires an annual report to Council outlining the status of outstanding and resolved claims.

Property Tax Appeals and Adjustments Processed in 2024:

Schedule A, attached to this report, lists the properties with tax adjustments that were processed in the 2024 calendar year under Sections 19.1(5) and (7), 32.(1), 32.(3), 33.(1), 39.1, and 40.1 of the Assessment Act, and Sections 357 and 358 of the Municipal Act.

At the end of December 2024, there were seven (7) outstanding appeals at the Assessment Review Board representing 7 Whitby properties. These outstanding appeals (in addition to any new appeals filed in 2025) will continue to be scheduled by the ARB in 2025 and may impact the Town's tax adjustment budget and on-going property tax assessment base.

The number of outstanding appeals continue to decline due mainly from the postponement of province-wide re-assessments. The current value assessments being used for the 2024 and 2025 taxation years continue to be the fully phased in assessment values from the last reassessment in 2016. This has allowed the Assessment Review Board to deal with a previously large backlog of cases/appeals.

Impact of Province-wide Assessments and Outstanding Property Tax Appeals:

Properties in Ontario are normally reassessed by the Municipal Property Assessment Corporation every four years. The last two province-wide Assessment Updates/re-assessments took place in 2016 and 2012, based on January 1, 2016, valuation date and January 1, 2012 valuation date, respectively. Due to the COVID19 pandemic, the province postponed the planned 2020 province-wide Assessment Update, and 2016 assessment values have been/will continue to be used for the taxation years 2021, 2022, 2023, 2024, 2025 and 2026. The March 26, 2024, Ontario Provincial budget deferred the next property tax reassessment indefinitely while the Province conducts a review focusing on fairness, affordability and business competitiveness in order to enhance the transparency and equity of future assessments.

Typically, with each MPAC province-wide reassessment cycle, there is an increased number of new appeals started by property owners and their tax

agents. The Assessment Review Board (ARB) adjudicates assessment appeals on behalf of municipalities in Ontario.

While there is some concern with having MPAC assessment values from 2016 (approximately 9 years old) as the basis of calculating current property taxes, one benefit is that there were fewer new assessment appeals filed in recent years. All of the 7 appeals that remain outstanding relate to the 2016 reassessment cycle and relate to the taxation year 2024.

5. Financial Considerations:

Schedule A is a list of all of the tax adjustments that were processed in 2024. These adjustments are for the taxation years 2019 to 2024, inclusive.

The Town's portion of the Schedule A adjustments is a (net) $484,800.59 in property tax reductions/refunds, comprised of the following:

$568,773.91	Town portion of reduction/refunds from write-off adjustments
($83,973.32)	Incremental taxes - due to tax class changes in development lands
$484,800.59	

Although the Town will continue to manage the assessment base to maintain equity and fairness, the annual write off totals will fluctuate depending on the accuracy of the assessment roll, decisions rendered by the Assessment Review Board, approved Requests for Reconsiderations (RfRs), Post Roll Amended Notices (PRANs), Advisory Notices of Adjustment (ANAs), Special Amended Notices (SANs) and changes to legislation. The annual budget for write-offs is based on estimated annual impacts over several years, as well as the special provision identified above to address the ARB backlog. The adjustments processed in 2024 will not affect the 2025 write off budget of $750,000.

Variances may occur in both reassessment and non-reassessment years, and significant write offs are offset by other operating budget surpluses where possible. In the event other operating budget surpluses are not available to fund material write offs and refunds in a year, the contingency reserve will be utilized to fund the shortfall. The contingency reserve may also be used to phase in a higher write-off budget, if required, in the future.

6. Communication and Public Engagement:

All affected property owners have been notified of these cancellations, reductions, adjustments, and/or refund of taxes through a personalized letter.

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

   N/A

8. **Strategic Priorities:**

   N/A

9. **Attachments:**

   Schedule A – Town of Whitby 2024 Tax Write-Off Listing

Schedule A

TOWN of WHITBY

2024 Tax Write-Off Listing

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
1	010 037 00943	47 CLARIDGE CRES	7,738.98	PRAN
2	020 004 11650	110 OGSTON CRES	2,946.05	PRAN
3	020 004 11938	22 O'REILLY ST	3,781.13	PRAN
4	020 004 12024	26 THELMA DR	1,805.96	PRAN
5	940 030 29800	1635 DUNDAS ST	47,386.85	SECT 357 (1)(c)
6	040 034 08200	83 ELIZABETH CRES S	322.59	PRAN
7	010 037 00943	47 CLARIDGE CRES	-8,085.50	PRAN
8	020 004 11650	110 OGSTON CRES	-3,192.89	PRAN
9	020 004 12024	26 THELMA DR	-2,781.84	PRAN
10	040 034 08200	83 ELIZABETH CRES S	-151.42	PRAN
11	040 034 08200	83 ELIZABETH CRES S	1,594.44	PRAN
12	040 034 08200	83 ELIZABETH CRES S	-1,594.44	PRAN
13	040 034 08200	83 ELIZABETH CRES S	562.06	PRAN
14	040 034 08200	83 ELIZABETH CRES S	172.53	PRAN
15	040 034 08200	83 ELIZABETH CRES S	-263.83	PRAN
16	040 034 08200	83 ELIZABETH CRES S	-109.26	PRAN
17	040 034 08200	83 ELIZABETH CRES S	1,343.37	PRAN
18	040 034 08200	83 ELIZABETH CRES S	-947.65	PRAN
19	010 037 38900	17 ROBMAR ST	786.02	MOS

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
20	010 041 09067	51 ST AUGUSTINE DR	415.47	SECT 357 (1)(f)
21	010 041 09042	53 ST AUGUSTINE DR	526.37	SECT 357 (1)(f)
22	020 001 20525	500 JEFFREY ST	1,718.17	SEC 357 (1)(d)(i)
23	010 037 38900	17 ROBMAR ST	-131.37	MOS
24	010 041 09042	53 ST AUGUSTINE DR	665.30	SECT 357 (1)(f)
25	020 001 20525	500 JEFFREY ST	1,743.41	SEC 357 (1)(d)(i)
26	010 041 09067	51 ST AUGUSTINE DR	424.42	SECT 357 (1)(f)
27	020 002 73076	1 STEAMBOAT WAY	2,649.75	MOS
28	020 002 73076	1 STEAMBOAT WAY	-79.86	MOS
29	010 036 24951	29 STEAMBOAT WAY	338.93	SECT 357 (1)(f)
30	010 036 24952	27 ICEMAKER WAY	322.93	SECT 357 (1)(f)
31	010 036 24953	25 ICEMAKER WAY	238.86	SECT 357 (1)(f)
32	010 036 24954	23 ICEMAKER WAY	379.36	SECT 357 (1)(f)
33	010 036 24955	21 ICEMAKER WAY	266.96	SECT 357 (1)(f)
34	010 036 24957	17 ICEMAKER WAY	249.41	SECT 357 (1)(f)
35	010 037 07925	3 KLEIN WAY	73.10	SECT 357 (1)(f)
36	010 037 07927	7 KLEIN WAY	73.10	SECT 357 (1)(f)
37	020 004 11574	35 FRUITFUL CRES	2,859.62	SECT 357 (1)(f)
38	010 036 24951	29 ICEMAKER WAY	-265.24	SECT 357 (1)(f)
39	010 036 24952	27 ICEMAKER WAY	-252.73	SECT 357 (1)(f)
40	010 036 24953	25 ICEMAKER WAY	-140.50	SECT 357 (1)(f)
41	010 036 24954	23 ICEMAKER WAY	-323.16	SECT 357 (1)(f)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
42	010 036 24955	21 ICEMAKER WAY	-56.21	SECT 357 (1)(f)
43	010 036 24957	17 ICEMAKER WAY	-146.72	SECT 357 (1)(f)
44	020 004 11574	35 FRUITFUL CRES	-2,665.09	SECT 357 (1)(f)
45	010 041 42400	680 WINCHESTER RD W	3,862.18	MOS
46	010 041 09042	53 ST AUGUSTINE DR	695.68	SECT 357 (1)(f)
47	020 001 20525	500 JEFFREY ST	1,798.07	SEC 357 (1)(d)(i)
48	010 041 09067	51 ST AUGUSTINE DR	443.79	SECT 357 (1)(f)
49	040 030 23103	100 NORTHRVIEW AVE	7,275.73	SECT 357 (1)(f)
50	040 030 23104	104 NORTHVIEW AVE	8,158.45	SECT 357 (1)(f)
51	040 030 23103	100 NORTHRVIEW AVE	-7,061.75	SECT 357 (1)(f)
52	040 030 23104	104 NORTHVIEW AVE	-5,911.54	SECT 357 (1)(f)
53	040 030 08400	1702 TRICONT AVE	3,281.50	ARB DECISION
54	040 030 08400	1702 TRICONT AVE	7,362.02	ARB DECISION
55	040 030 08400	1702 TRICONT AVE	7,474.95	ARB DECISION
56	040 030 08400	1702 TRICONT AVE	9,037.93	ARB DECISION
57	040 030 31500	1903 DUNDAS ST E	527.41	ARB DECISION
58	030 012 20700	220 WATER ST	84,620.44	SEC 357 (1)(d)(i)
59	020 004 11458	LIMOGES ST	19.52	SECT 357 (1)(c)
60	020 004 11464	LIMOGES ST	141.96	SECT 357 (1)(c)
61	020 004 11465	LIMOGES ST	141.96	SECT 357 (1)(c)
62	020 004 11466	LIMOGES ST	141.96	SECT 357 (1)(c)
63	020 004 11467	LIMOGES ST	141.96	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
64	020 004 11468	LIMOGES ST	141.96	SECT 357 (1)(c)
65	020 004 11469	LIMOGES ST	141.96	SECT 357 (1)(c)
66	020 004 11470	LIMOGES ST	146.11	SECT 357 (1)(c)
67	020 004 11471	LIMOGES ST	146.11	SECT 357 (1)(c)
68	020 004 11472	PLAN 40 M2686 LOT 196	144.32	SECT 357 (1)(c)
69	020 004 11473	PLAN 40 M2686 LOT 197	144.32	SECT 357 (1)(c)
70	020 004 11474	PLAN 40 M2686 LOT 198	144.32	SECT 357 (1)(c)
71	020 004 11475	PLAN 40 M2686 LOT 199	144.32	SECT 357 (1)(c)
72	020 004 11476	PLAN 40 M2686 LOT 200	144.32	SECT 357 (1)(c)
73	020 004 11477	PLAN 40 M2686 LOT 201	140.78	SECT 357 (1)(c)
74	020 004 11478	PLAN 40 M2686 LOT 202	140.78	SECT 357 (1)(c)
75	020 004 11479	PLAN 40 M2686 LOT 203	144.32	SECT 357 (1)(c)
76	020 004 11480	PLAN 40 M2686 LOT 204	148.47	SECT 357 (1)(c)
77	020 004 11481	PLAN 40 M2686 LOT 205	146.69	SECT 357 (1)(c)
78	020 004 11482	PLAN 40 M2686 LOT 206	153.20	SECT 357 (1)(c)
79	020 004 11483	PLAN 40 M2686 LOT 207	160.89	SECT 357 (1)(c)
80	020 004 11484	PLAN 40 M2686 LOT 208	156.15	SECT 357 (1)(c)
81	020 004 11485	PLAN 40 M2686 LOT 209	152.01	SECT 357 (1)(c)
82	020 004 11486	PLAN 40 M2686 LOT 210	154.97	SECT 357 (1)(c)
83	020 004 11487	PLAN 40 M2686 LOT 211	162.07	SECT 357 (1)(c)
84	020 004 11488	PLAN 40 M2686 LOT 212	154.97	SECT 357 (1)(c)
85	020 004 11489	PLAN 40 M2686 LOT 213	146.69	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
86	020 004 11490	PLAN 40 M2686 LOT 214	145.51	SECT 357 (1)(c)
87	020 001 11491	PLAN 40 M2686 LOT 215	145.51	SECT 357 (1)(c)
88	020 004 11492	PLAN 40 M2686 LOT 216	145.51	SECT 357 (1)(c)
89	020 004 11493	PLAN 40 M2686 LOT 217	150.83	SECT 357 (1)(c)
90	020 004 11494	PLAN 40 M2686 LOT 218	159.12	SECT 357 (1)(c)
91	020 004 11495	PLAN 40 M2686 LOT 219	159.71	SECT 357 (1)(c)
92	020 004 11496	PLAN 40 M2686 LOT 220	152.01	SECT 357 (1)(c)
93	020 004 11497	PLAN 40 M2686 LOT 221	146.11	SECT 357 (1)(c)
94	020 004 11498	PLAN 40 M2686 LOT 222	146.11	SECT 357 (1)(c)
95	020 004 11499	PLAN 40 M2686 LOT 223	146.11	SECT 357 (1)(c)
96	020 004 11500	PLAN 40 M2686 LOT 224	146.11	SECT 357 (1)(c)
97	020 004 11501	PLAN 40 M2686 LOT 225	146.11	SECT 357 (1)(c)
98	020 004 11502	PLAN 40 M2686 LOT 226	144.32	SECT 357 (1)(c)
99	020 004 11503	PLAN 40 M2686 LOT 227	140.78	SECT 357 (1)(c)
100	020 004 11504	PLAN 40 M2686 LOT 228	140.78	SECT 357 (1)(c)
101	020 004 11505	PLAN 40 M2686 LOT 229	140.78	SECT 357 (1)(c)
102	020 004 11506	PLAN 40 M2686 LOT 230	140.78	SECT 357 (1)(c)
103	020 004 11507	PLAN 40 M2686 LOT 231	140.78	SECT 357 (1)(c)
104	020 004 11508	PLAN 40 M2686 LOT 232	144.92	SECT 357 (1)(c)
105	020 004 11509	PLAN 40 M2686 LOT 233	144.32	SECT 357 (1)(c)
106	020 004 11510	PLAN 40 M2686 LOT 235	144.32	SECT 357 (1)(c)
107	020 004 11511	PLAN 40 M2686 LOT 235	144.32	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
108	020 004 11512	PLAN 40 M2686 LOT 236	144.32	SECT 357 (1)(c)
109	020 004 11513	CISCO DR	144.32	SECT 357 (1)(c)
110	020 004 11514	CISCO DR	144.92	SECT 357 (1)(c)
111	020 004 11515	CISCO DR	144.92	SECT 357 (1)(c)
112	020 004 11516	CISCO DR	144.92	SECT 357 (1)(c)
113	020 004 11517	CISCO DR	144.92	SECT 357 (1)(c)
114	020 004 11518	CISCO DR	140.78	SECT 357 (1)(c)
115	020 004 11519	CISCO DR	141.36	SECT 357 (1)(c)
116	020 002 00600	811 DUNDAS ST W	785.25	SEC 357 (1)(d)(i)
117	010 036 27800	470 LYNDEBROOK RD	255.53	SEC 357 (1)(d)(i)
118	010 036 24956	19 ICEMAKER WAY	238.32	SECT 357 (1)(f)
119	010 043 42900	1270 MYRTLE RD W	377.08	SEC 357 (1)(d)(i)
120	010 036 24956	19 ICEMAKER WAY	-154.21	SECT 357 (1)(f)
121	010 041 38700	330 WINCHESTER RD W	125,657.75	ARB DECISION
122	020 004 11458	LIMOGES ST	416.75	SECT 357 (1)(c)
123	020 004 11464	LIMOGES ST	3,030.86	SECT 357 (1)(c)
124	020 004 11465	LIMOGES ST	3,030.86	SECT 357 (1)(c)
125	020 004 11466	LIMOGES ST	3,030.86	SECT 357 (1)(c)
126	020 004 11467	LIMOGES ST	3,030.86	SECT 357 (1)(c)
127	020 004 11468	LIMOGES ST	3,030.86	SECT 357 (1)(c)
128	020 004 11469	LIMOGES ST	3,030.86	SECT 357 (1)(c)
129	020 004 11470	LIMOGES ST	3,119.26	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
130	020 004 11471	LIMOGES ST	3,119.26	SECT 357 (1)(c)
131	020 004 11472	PLAN 40 M2686 LOT 196	3,081.37	SECT 357 (1)(c)
132	020 004 11473	PLAN 40 M2686 LOT 197	3,081.37	SECT 357 (1)(c)
133	020 004 11474	PLAN 40 M2686 LOT 198	3,081.37	SECT 357 (1)(c)
134	020 004 11475	PLAN 40 M2686 LOT 199	3,081.37	SECT 357 (1)(c)
135	020 004 11476	PLAN 40 M2686 LOT 200	3,081.37	SECT 357 (1)(c)
136	020 004 11477	PLAN 40 M2686 LOT 201	3,005.61	SECT 357 (1)(c)
137	020 004 11478	PLAN 40 M2686 LOT 202	3,005.61	SECT 357 (1)(c)
138	020 004 11479	PLAN 40 M2686 LOT 203	3,081.37	SECT 357 (1)(c)
139	020 004 11480	PLAN 40 M2686 LOT 204	3,169.78	SECT 357 (1)(c)
140	020 004 11481	PLAN 40 M2686 LOT 205	3,131.89	SECT 357 (1)(c)
141	020 004 11482	PLAN 40 M2686 LOT 206	3,270.81	SECT 357 (1)(c)
142	020 003 11483	PLAN 40 M2686 LOT 207	3,434.98	SECT 357 (1)(c)
143	020 004 11484	PLAN 40 M2686 LOT 208	3,333.95	SECT 357 (1)(c)
144	020 004 11485	PLAN 40 M2686 LOT 209	3,246.25	SECT 357 (1)(c)
145	020 004 11486	PLAN 40 M2686 LOT 210	3,308.68	SECT 357 (1)(c)
146	020 004 11487	PLAN 40 M2686 LOT 211	3,460.23	SECT 357 (1)(c)
147	020 004 11488	PLAN 40 M2686 LOT 212	3,308.68	SECT 357 (1)(c)
148	020 004 11489	PLAN 40 M2686 LOT 213	3,131.89	SECT 357 (1)(c)
149	020 004 11490	PLAN 40 M2686 LOT 214	3,106.64	SECT 357 (1)(c)
150	020 004 11491	PLAN 40 M2686 LOT 215	3,106.64	SECT 357 (1)(c)
151	020 004 11492	PLAN 40 M2686 LOT 216	3,106.64	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
152	020 004 11493	PLAN 40 M2686 LOT 217	3,220.29	SECT 357 (1)(c)
153	020 004 11494	PLAN 40 M2686 LOT 218	3,397.09	SECT 357 (1)(c)
154	020 004 11495	PLAN 40 M2686 LOT 219	3,409.71	SECT 357 (1)(c)
155	020 004 11496	PLAN 40 M2686 LOT 220	3,245.54	SECT 357 (1)(c)
156	020 004 11497	PLAN 40 M2686 LOT 221	3,119.26	SECT 357 (1)(c)
157	020 004 11498	PLAN 40 M2686 LOT 222	3,119.26	SECT 357 (1)(c)
158	020 004 11499	PLAN 40 M2686 LOT 223	3,119.26	SECT 357 (1)(c)
159	020 004 11500	PLAN 40 M2686 LOT 224	3,119.26	SECT 357 (1)(c)
160	020 004 11501	PLAN 40 M2686 LOT 225	3,119.26	SECT 357 (1)(c)
161	020 004 11502	PLAN 40 M2686 LOT 226	3,081.37	SECT 357 (1)(c)
162	020 004 11503	LIMOGES ST	3,005.61	SECT 357 (1)(c)
163	020 004 11504	LIMOGES ST	3,005.61	SECT 357 (1)(c)
164	020 004 11505	LIMOGES ST	3,005.61	SECT 357 (1)(c)
165	020 004 11506	LIMOGES ST	3,005.61	SECT 357 (1)(c)
166	020 004 11507	LIMOGES ST	3,005.61	SECT 357 (1)(c)
167	020 004 11508	LIMOGES ST	3,094.00	SECT 357 (1)(c)
168	020 004 11509	CISCO DR	3,081.37	SECT 357 (1)(c)
169	020 004 11510	CISCO DR	3,081.37	SECT 357 (1)(c)
170	020 004 11511	CISCO DR	3,081.37	SECT 357 (1)(c)
171	020 004 11512	CISCO DR	3,081.37	SECT 357 (1)(c)
172	020 004 11513	CISCO DR	3,081.37	SECT 357 (1)(c)
173	020 004 11514	CISCO DR	3,094.00	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
174	020 004 11515	CISCO DR	3,094.00	SECT 357 (1)(c)
175	020 004 11516	CISCO DR	3,094.00	SECT 357 (1)(c)
176	020 004 11517	CISCO DR	3,094.00	SECT 357 (1)(c)
177	020 004 11518	CISCO DR	3,005.61	SECT 357 (1)(c)
178	020 004 11519	CISCO DR	3,018.23	SECT 357 (1)(c)
179	010 036 03372	MICKLEFIELD AVE	3,923.96	SECT 357 (1)(c)
180	010 036 03373	MICKLEFIELD AVE	141.71	SECT 357 (1)(c)
181	010 036 03376	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
182	010 036 03377	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
183	010 036 03378	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
184	010 036 03379	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
185	010 036 03380	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
186	010 036 03381	MICKLEFIELD AVE	896.21	SECT 357 (1)(c)
187	010 036 03382	PLAM 40M2621 BLK 272	920.43	SECT 357 (1)(c)
188	010 036 03383	PLAM 40M2621 BLK 274	920.43	SECT 357 (1)(c)
189	010 036 03384	PLAM 40M2621 BLK 275	920.43	SECT 357 (1)(c)
190	010 036 03385	PLAM 40M2621 BLK 276	932.55	SECT 357 (1)(c)
191	010 036 03386	PLAM 40M2621 BLK 277	968.88	SECT 357 (1)(c)
192	010 036 03387	PLAM 40M2621 BLK 278	932.55	SECT 357 (1)(c)
193	010 036 03388	PLAM 40M2621 BLK 279	932.55	SECT 357 (1)(c)
194	010 036 03389	PLAM 40M2621 BLK 280	908.33	SECT 357 (1)(c)
195	010 036 03390	PLAM 40M2621 BLK 281	908.33	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
196	010 036 03391	PLAM 40M2621 BLK 282	908.33	SECT 357 (1)(c)
197	010 036 03392	PLAM 40M2621 BLK 283	908.33	SECT 357 (1)(c)
198	010 036 03394	PLAM 40M2621 BLK 285	908.33	SECT 357 (1)(c)
199	010 036 03395	PLAM 40M2621 BLK 286	908.33	SECT 357 (1)(c)
200	010 036 03396	PLAM 40M2621 BLK 287	920.43	SECT 357 (1)(c)
201	010 036 03397	PLAM 40M2621 BLK 288	956.77	SECT 357 (1)(c)
202	010 036 03398	PLAM 40M2621 BLK 289	1,005.22	SECT 357 (1)(c)
203	010 036 03399	PLAM 40M2621 BLK 290	968.88	SECT 357 (1)(c)
204	010 036 03400	PLAM 40M2621 BLK 291	932.55	SECT 357 (1)(c)
205	010 036 03401	PLAM 40M2621 BLK 292	908.33	SECT 357 (1)(c)
206	010 036 03402	PLAM 40M2621 BLK 293	908.33	SECT 357 (1)(c)
207	010 036 03403	PLAM 40M2621 BLK 294	908.33	SECT 357 (1)(c)
208	010 036 03404	PLAM 40M2621 BLK 295	920.43	SECT 357 (1)(c)
209	010 036 03405	PLAM 40M2621 BLK 296	944.66	SECT 357 (1)(c)
210	010 036 03406	PLAM 40M2621 BLK 297	1,005.22	SECT 357 (1)(c)
211	010 036 03407	PLAM 40M2621 BLK 298	968.88	SECT 357 (1)(c)
212	010 036 03408	PLAM 40M2621 BLK 299	932.55	SECT 357 (1)(c)
213	010 036 03409	PLAM 40M2621 BLK 300	908.33	SECT 357 (1)(c)
214	010 036 03410	PLAM 40M2621 BLK 301	908.33	SECT 357 (1)(c)
215	010 036 03411	PLAM 40M2621 BLK 302	908.33	SECT 357 (1)(c)
216	010 036 03412	PLAM 40M2621 BLK 303	908.33	SECT 357 (1)(c)
217	010 036 03413	PLAM 40M2621 BLK 304	944.66	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
218	010 036 03414	PLAM 40M2621 BLK 305	980.99	SECT 357 (1)(c)
219	010 036 03415	PLAM 40M2621 BLK 306	956.77	SECT 357 (1)(c)
220	010 036 03416	PLAM 40M2621 BLK 307	920.43	SECT 357 (1)(c)
221	010 036 03417	PLAM 40M2621 BLK 308	896.21	SECT 357 (1)(c)
222	010 036 03418	PLAM 40M2621 BLK 309	920.43	SECT 357 (1)(c)
223	010 036 03419	PLAM 40M2621 BLK 310	908.33	SECT 357 (1)(c)
224	010 036 03420	PLAM 40M2621 BLK 311	920.43	SECT 357 (1)(c)
225	010 036 03421	PLAM 40M2621 BLK 312	908.33	SECT 357 (1)(c)
226	010 036 03422	PLAM 40M2621 BLK 313	896.21	SECT 357 (1)(c)
227	010 036 03423	PLAM 40M2621 BLK 314	896.21	SECT 357 (1)(c)
228	010 036 03424	PLAM 40M2621 BLK 315	908.33	SECT 357 (1)(c)
229	020 004 17056	MASKELL CRES	141.11	SECT 357 (1)(c)
230	020 004 17057	MASKELL CRES	999.94	SECT 357 (1)(c)
231	020 004 17058	MASKELL CRES	988.82	SECT 357 (1)(c)
232	020 004 17059	MASKELL CRES	988.82	SECT 357 (1)(c)
233	020 004 17060	MASKELL CRES	988.82	SECT 357 (1)(c)
234	020 004 17061	MASKELL CRES	988.82	SECT 357 (1)(c)
235	020 004 17092	MASKELL CRES	999.94	SECT 357 (1)(c)
236	020 004 17063	MASKELL CRES	977.71	SECT 357 (1)(c)
237	020 004 17064	MASKELL CRES	977.71	SECT 357 (1)(c)
238	020 004 17065	MASKELL CRES	988.82	SECT 357 (1)(c)
239	020 004 17066	MASKELL CRES	988.82	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
240	020 004 17067	MASKELL CRES	1,011.04	SECT 357 (1)(c)
241	020 004 17068	MASKELL CRES	1,055.50	SECT 357 (1)(c)
242	020 004 17069	MASKELL CRES	1,011.04	SECT 357 (1)(c)
243	020 004 17070	MASKELL CRES	1,044.38	SECT 357 (1)(c)
244	020 004 17071	MASKELL CRES	1,099.93	SECT 357 (1)(c)
245	020 004 17072	MASKELL CRES	1,066.59	SECT 357 (1)(c)
246	020 004 17073	MASKELL CRES	1,011.04	SECT 357 (1)(c)
247	020 004 17074	MASKELL CRES	1,055.50	SECT 357 (1)(c)
248	020 004 17075	MASKELL CRES	1,122.15	SECT 357 (1)(c)
249	020 004 17076	MASKELL CRES	1,066.59	SECT 357 (1)(c)
250	020 004 17077	MASKELL CRES	1,011.04	SECT 357 (1)(c)
251	020 004 17078	MASKELL CRES	988.82	SECT 357 (1)(c)
252	020 004 17079	MASKELL CRES	988.82	SECT 357 (1)(c)
253	020 004 17080	MASKELL CRES	988.82	SECT 357 (1)(c)
254	020 004 17081	MASKELL CRES	999.94	SECT 357 (1)(c)
255	020 004 17082	MASKELL CRES	1,044.38	SECT 357 (1)(c)
256	020 004 17083	MASKELL CRES	1,077.71	SECT 357 (1)(c)
257	020 004 17084	MASKELL CRES	1,022.16	SECT 357 (1)(c)
258	020 004 17085	MASKELL CRES	988.82	SECT 357 (1)(c)
259	020 004 17086	MASKELL CRES	988.82	SECT 357 (1)(c)
260	020 004 17087	MASKELL CRES	988.82	SECT 357 (1)(c)
261	020 004 17088	MASKELL CRES	977.71	SECT 357 (1)(c)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
262	020 004 17089	MASKELL CRES	977.71	SECT 357 (1)(c)
263	020 004 17090	MASKELL CRES	977.71	SECT 357 (1)(c)
264	020 004 17091	MASKELL CRES	999.94	SECT 357 (1)(c)
265	020 004 17092	CORONATION RD	999.94	SECT 357 (1)(c)
266	020 004 17093	CORONATION RD	977.71	SECT 357 (1)(c)
267	020 004 17094	CORONATION RD	977.71	SECT 357 (1)(c)
268	020 004 17095	CORONATION RD	977.71	SECT 357 (1)(c)
269	020 004 17096	CORONATION RD	977.71	SECT 357 (1)(c)
270	020 004 17097	CORONATION RD	977.71	SECT 357 (1)(c)
271	020 004 17100	CORONATION RD	977.71	SECT 357 (1)(c)
272	020 00417101	CORONATION RD	1,071.84	SECT 357 (1)(c)
273	020 004 17102	CORONATION RD	977.71	SECT 357 (1)(c)
274	020 004 17103	CORONATION RD	988.82	SECT 357 (1)(c)
275	020 004 17098	CORONATION RD	988.82	SECT 357 (1)(c)
276	020 004 17099	CORONATION RD	977.71	SECT 357 (1)(c)
277	010 040 84502	7 BRADDOCK CRT	275.30	SEC 357 (1)(d)(i)
278	010 036 27800	470 LYNDEBROOK RD	681.95	SEC 357 (1)(d)(i)
279	010 040 15912	27 STRANDMORE CIR	416.75	MOS
280	010 040 81600	30 CENTRE ST W	7,512.42	SEC 357 (1)(d)(i)
281	010 041 42400	680 WINCHESTER RD W	4,066.40	PRAN
282	010 043 42900	1270 MYRTLE RD W	947.15	SEC 357 (1)(d)(i)
283	020 002 72642	47 SCADDING AVE	1,998.48	SEC 357 (1)(d)(i)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
284	020 002 00600	811 DUNDAS ST W	2,601.49	SEC 357 (1)(d)(i)
285	020 004 17328	31 LAING DR	63.14	PRAN
286	020 007 14800	408 FAIRVIEW DR	265.20	PRAN
287	030 021 08623	FRANK LLOYD WRT ST	322.03	PRAN
288	030 021 08624	DUNLOP ST E	205.84	PRAN
289	030 021 08698	700 DUNLOP ST E	315.61	PRAN
290	030 024 06926	14 GREENLANDS CRT	1,012.82	PRAN
291	040 035 13554	38 SABLE CRES	126.28	PRAN
292	010 040 84502	7 BRADDOCK CRT	287.86	SEC 357 (1)(d)(i)
293	010 040 84502	7 BRADDOCK CRT	303.09	SEC 357 (1)(d)(i)
294	010 037 11500	4725 ANDERSON ST	-32,957.44	PRAN
295	020 004 09765	159 CLOSSON DR	-63.14	PRAN
296	020 004 11650	110 OGSTON CRES	-303.09	PRAN
297	040 035 02421	74 BRAEBROOK DR	-2,664.63	PRAN
298	040 035 02422	78 BRAEBROOK DR	-3,018.23	PRAN
389	040 035 02512	80 BRAEBROOK DR	-2,715.14	PRAN
300	040 026 18714	111 INDUSTRIAL DR	246.41	SEC 357 (1)(g)
301	040 026 19510	321 HOPKINS ST	143.23	SEC 357 (1)(d)(i)
302	040 030 09627	1751 WENTWORTH ST	2,227.69	SECT 357 (1)(a)
303	010 041 04115	BALDWIN ST N	0.00	MOS
304	030 012 20700	220 WATER ST	192,804.48	PRAN
305	030 022 12401	220 TRENT ST E	570.30	PRAN

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
306	040 030 08400	1702 TRICONT AVE	9,384.64	PRAN
307	040 030 09901	1621 MCEWEN DR 1	-1,699.46	PRAN
308	040 030 29800	1635 DUNDAS ST E	118,938.46	PRAN
309	040 030 31500	1903 DUNDAS ST E	771.68	PRAN
310	040 030 38400	2000 CHAMPLAIN AVE	13,267.93	PRAN
311	040 030 39015	1400 VICTORIA ST E	122,498.16	PRAN
312	020 004 09742	22 BERTRAM GATE	1,765.44	PRAN
313	020 004 09763	126 CLOSSON DR	208.97	PRAN
314	020 004 09932	134 CLOSSON DR	257.03	PRAN
315	020 004 12098	6 ARMILIA PL	833.62	PRAN
316	020 004 17368	28 VELVET DR	8.84	PRAN
317	020 004 09742	22 BERTRAM GATE	-1,741.58	PRAN
318	020 004 09763	126 CLOSSON DR	-245.84	PRAN
319	020 004 09932	134 CLOSSON DR	-218.48	PRAN
320	020 004 12098	6 ARMILIA PL	-924.97	PRAN
321	010 036 03393	PLAN 40M2621 BLK 284	908.33	PRAN
322	010 036 24959	13 ICEMAKER WAY	2,705.69	PRAN
323	010 037 09747	65 KLEIN WAY	109.33	MOS
324	030 024 05300	26 HILLCOURT AVE	2,475.20	MOS
325	010 036 24959	13 ICEMAKER WAY	-2,411.29	MOS
326	020 001 23709	179 WHITBY SHORE	202.06	MOS
327	030 024 06409	33 DISNEY CRT	467.26	PRAN

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
328	030 023 01825	180 CONSUMERS DR	11,746.35	ARB DECISION
329	020 002 71150	HENRY ST	1,370.70	SECT 357 (1)(c)
330	030 012 04002	1453 HENRY ST	849.04	SECT 357 (1)(c)
331	010 037 36602	67 WINCHESTER RD E	798.64	SECT 357 (1)(c)
332	020 002 71125	500 VICTORIA ST W	9,989.54	SECT 357 (1)(c)
333	020 002 71150	HENRY ST	5,585.97	SECT 357 (1)(c)
334	030 012 04002	1453 HENRY ST	3,460.11	SECT 357 (1)(c)
335	030 023 01825	180 CONSUMERS DR	12,130.49	SECT 357 (1)(c)
336	010 040 03300	11 GEORGE ST	1,303.67	MOS
337	020 004 11662	24 SIGFORD ST	36.80	PRAN
338	020 004 12137	12 VAN WART ST	363.07	PRAN
339	010 036 25319	15 MORRISON CRES	934.63	PRAN
340	010 041 34800	7340 COUNTRY LANE	1,431.76	PRAN
341	010 041 34900	7380 COUNTRY LANE	1,371.60	PRAN
342	020 002 64728	228 MICHAELS BLVD	-214.69	PRAN
343	030 024 06708	17 GREENLANDS CRT	-265.20	PRAN
344	030 024 06927	16 GREENLANDS CRT	-265.20	PRAN
345	030 024 06928	18 GREENLANDS CRT	-265.20	PRAN
346	010 036 25239	74 DEER RIDGE CRES	5,661.47	PRAN
347	040 035 10278	8 DEVERELL ST	454.62	PRAN
348	010 036 25239	74 DEER RIDGE CRES	-6,492.33	PRAN
349	010 040 03300	11 GEORGE ST	1,464.91	MOS

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
350	020 004 12137	12 VAN WART ST	-463.92	PRAN
351	040 035 04705	53 MOUNTAINSIDE CRES	328.34	PRAN
352	040 035 04709	69 MOUNTAINSIDE CRES	429.37	PRAN
353	040 035 04710	73 MOUNTAINSIDE CRES	429.37	PRAN
354	040 035 04712	81 MOUNTAINSIDE CRES	328.34	PRAN
355	040 035 04765	20 MOUNTAINSIDE CRES	429.37	PRAN
356	040 035 04766	16 MOUNTAINSIDE CRES	429.37	PRAN
357	040 035 04767	12 MOUNTAINSIDE CRES	530.40	PRAN
358	040 035 04768	8 MOUMTAINSIDE CRES	429.37	PRAN
359	040 035 04769	4 MOUNTAINSIDE CRES	530.40	PRAN
360	040 035 04770	72 MOUNTAINSIDE CRES	429.37	PRAN
361	040 035 04771	76 MOUNTAINSIDE CRES	328.34	PRAN
362	040 035 04772	80 MOUNTAINSIDE CRES	429.37	PRAN
363	040 035 04773	84 MOUNTAINSIDE CRES	328.34	PRAN
364	040 035 04774	90 MOUNTAINSIDE CRES	606.17	PRAN
365	040 035 04783	51 MOUNTAINSIDE CRES	429.37	PRAN
366	040 035 04785	55 MOUNTAINSIDE CRES	429.37	PRAN
367	040 035 04791	67 MOUNTAINSIDE CRES	429.37	PRAN
368	040 035 04793	71 MOUNTAINSIDE CRES	429.37	PRAN
369	040 035 04795	75 MOUNTAINSIDE CRES	378.86	PRAN
370	040 035 04799	83 MOUNTAINSIDE CRES	429.37	PRAN
371	040 035 04822	18 MOUNTAINSIDE CRES	328.34	PRAN

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
372	040 035 04824	14 MOUNTAINSIDE CRES	429.37	PRAN
373	040 035 04828	6 MOUNTAINSIDE CRES	429.37	PRAN
374	040 035 04830	2 MOUNTAIINSIDE CRES	606.17	PRAN
375	040 035 04832	74 MOUNTAINSIDE CRES	429.37	PRAN
376	040 035 04834	78 MOUNTAINSIDE CRES	328.34	PRAN
377	040 035 04836	82 MOUNTAINSIDE CRES	530.40	PRAN
378	040 035 04838	86 MOUNTAINSIDE CRES	429.37	PRAN
379	040 035 04840	88 MOUNTAINSIDE CRES	429.37	PRAN
380	030 023 01825	180 CONSUMERS DR	12,595.83	ARB DECISION
381	040 030 00526	75 CONSUMERS DR	6,572.91	ARB DECISION
382	040 030 00526	75 CONSUMERS DR	44,239.53	ARB DECISION
383	040 030 00526	75 CONSUMERS DR	44,263.54	ARB DECISION
384	040 030 00526	75 CONSUMERS DR	44,942.56	ARB DECISION
385	040 030 39000	1 GERDAU CRT	15,240.71	MOS
386	040 030 00526	75 CONSUMERS DR	45,412.29	ARB DECISION
387	040 030 42210	1751 VICORTIA ST E	20,425.24	ARB DECISION
388	040 030 00526	75 CONSUMERS DR	48,192.73	ARB DECISION
389	040 030 09627	1751 WENTWORTH ST	2,362.70	PRAN
390	040 030 42210	1751 VICORTIA ST E	21,208.77	ARB DECISION
391	040 030 39000	1 GERDAU CRT	15,892.42	MOS
392	040 030 39000	1 GERDAU CRT	6,481.12	SEC 357 (1)(d)(i)
393	040 034 03688	111 FENCEROW DR	618.80	ARB DECISION

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
394	010 036 03103	440 TAUNTON RD W	11,411.94	MOS
395	040 026 19510	321 HOPKINS ST	500.13	MOS
396	010 036 06920	10 PHILIPS RD	3,843.23	SEC 357 (1)(d)(i)
397	010 039 02300	40 HEBER DOWN CRES	1,604.95	SEC 357 (1)(d)(i)
398	010 040 07904	20 MONTANA CRES	1,768.00	MOS
399	040 030 05000	2802 THICKSON RD S	4,386.88	SECT 357 (1)(c)
400	010 039 02300	40 HEBER DOWN CRES	2,336.28	SEC 357 (1)(d)(i)
401	030 012 20700	220 WATER ST	-84,620.44	ARB DECISION
402	030 012 20700	220 WATER ST	139,140.97	ARB DECISION
403	030 012 20700	220 WATER ST	21,339.88	ARB DECISION
404	010 041 42400	680 WINCHESTER RD W	3,469.67	TIA
405	010 041 42400	680 WINCHESTER RD W	3,654.61	TIA
406	010 041 04774	52 SORBARA WAY	1,244.93	PRAN
407	010 041 04774	52 SORBARA WAY	137.12	PRAN
408	010 041 04774	52 SORBARA WAY	-1,370.19	PRAN
409	040 030 27205	413 POWELL RD	1,376.52	MOS
410	010 037 01840	36 ARCHSTONE ST	1,704.86	MOS
411	010 037 03700	4440 GARDEN ST	-59,745.81	PRAN
412	010 037 05016	92 EMMA'S WAY	2,139.00	PRAN
413	020 001 23709	179 WHITBY SHORE	183.53	SECT 357 (1)(f)
414	020 004 16300	4 PARDON AVE	-467.26	PRAN
415	020 004 17587	49 VELVET DR	1,862.94	PRAN

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
416	010 037 05016	92 EMMA'S WAY	-2,987.79	PRAN
417	020 001 23709	179 WHITBY SHORE	191.91	SECT 357 (1)(f)
418	020 004 17587	49 VELVET DR	-2,706.54	PRAN
419	040 030 38412	1651 STELLAR DR	59,654.50	ARB DECISION
420	040 030 38412	1651 STELLAR DR	-30,072.40	ARB DECISION
421	040 026 19510	321 HOPKINS ST	-143.23	ARB DECISION
422	040 029 19510	321 HOPKINS ST	1,417.96	ARB DECISION
423	010 036 24536	43 CONARTY CRES	-126.28	PRAN
424	010 037 36722	1 IBERVILLE RD	63.14	PRAN
425	010 036 10000	35 WARD ST	1,224.98	ARB DECISION
426	010 037 24400	5365 GARRARD RD	1,608.73	SEC 357 (1)(d)(i)
427	010 037 24300	5305 GARRARD RD	864.26	SEC 357 (1)(d)(i)
428	010 036 13925	REIGATE AVE	13,900.62	SECT 357 (1)(c)
429	010 037 06708	VISITA CRT	1,415.59	PRAN
430	010 037 34704	870 TAUNTON RD E	334.88	ARB DECISION
431	030 014 01100	128 BROCK ST S	2,724.00	SECT 357 (1)(c)
432	030 017 03800	513 BROCK ST N	1,244.64	PRAN
433	010 037 34704	870 TAUNTON RD E	59,756.54	ARB DECISION
434	010 037 34704	870 TAUNTON RD E	62,517.45	ARB DECISION
435	010 037 34704	870 TAUNTON RD E	65,862.03	ARB DECISION
436	030 016 00500	314 BROCK ST N	534.79	SECT 357 (1)(a)
437	030 016 00500	314 BROCK ST N	961.90	SECT 357 (1)(a)

ID	ROLL NUMBER	Location	TOTAL TAX ADJUSTMENT Taxes owed to/ (owed from) Property Owner	ADJ. REASON
438	030 016 00500	314 BROCK ST N	984.83	SECT 357 (1)(a)
439	010 041 22309	60 TUNNEY PL	189.43	PRAN
440	040 031 08600	66 GARRARD RD	3,346.57	PRAN
441	040 031 08600	66 GARRARD RD	-1,603.83	PRAN

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Annual Insured Claims Report

Report to: **Committee of the Whole**

Date of meeting: June 2, 2025

Report Number: **FS 25-25**

Department(s) Responsible:

Financial Services Department

Submitted by:
Fuwing Wong, Commissioner Financial Services and Treasurer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Patrick Meyer-Erlach, Risk Management and Insurance Analyst, 905.706.0297

1. Recommendation:

1. **That report FS 25-25 regarding Annual Insured Claims be received as information.**

2. Highlights:

- In accordance with the Town's Claims Handling Policy and Insurance Reserve Fund policy the purpose of this report is to provide Council with a summary of the insured claims activity for 2024, the status of open claims and the year end balance of the Insurance Reserve Fund.

- This report provides Council with an update on the Durham Municipal Insurance Pool and the Town's insurance and risk management program.

- The Town continues to benefit from being a member of the DMIP by continuing to receive protection against significant rising insurance costs.

3. Background:

The Town is a member of the Durham Municipal Insurance Pool ("**DMIP**") which consists of seven of the other Area Municipalities and the Region of Durham in an integrated insurance program to achieve greater control over the insurance coverage and costs.

The DMIP administers the insured claims for all members. The Town is responsible for claims within its local deductible of $10,000 per claim and shares in the pool claims that are beyond the local deductible of pool members and within the pool's deductible of $500,000. Claims beyond $500,000 are insured by Intact Public Entities (IPE). By agreeing to share the claims and expenses of the integrated insurance program, pool members achieve a more stable supply of insurance coverage to meet the unique requirements of the municipal marketplace.

4. Discussion:

Insured Claims

The Town of Whitby receives claims from individuals most generally because of damage to private property or bodily or personal injury. A claim is submitted when the individual who suffered the loss or the injury believes that the loss was a result of some negligence on behalf of the Town or its employees.

The Town carries insurance through the DMIP to protect its employees, volunteers, and officers from such claims in addition to insuring Town-owned property. The types of insured claims include:

- **Motor Vehicle Accident** – includes claims relating to winter road maintenance, pothole claims, road debris
- **Operations Action/Inaction** – includes claims relating to damage to property in the course of performing work e.g., utility cable/wires during construction, projectiles from work equipment, trees falling
- **Falls** – includes claims for trips and falls or slips and falls on municipal property e.g., sidewalks, parking lots, trails, inside facilities and at playgrounds
- **Professional Error** – claims for financial losses due to error, misstatement or omission e.g., negligence in building inspection, zoning, planning, passing by-laws, failing to enforce by-laws
- **Automobile** – includes claims from third parties relating to property/bodily injury and property coverage for Town-owned vehicle damage
- **Property** – claims for damage to Town-owned insured property e.g., facilities

The insurance coverage includes costs incurred in responding to a claim including investigation and defence and any third-party awards/settlements, in instances where it is determined the Town is liable for damages.

Claims with Costs Incurred within Deductible

The Town is responsible for the first $10,000 on each claim. Currently for claims occurring in the calendar year of 2024, the Town has incurred costs totaling approximately $100,344 in deductible expenses. As liability claims can carry a long tail, actual costs are not necessarily fully realized in the same year the claims occur, and this number will grow as claims develop to settlement. Oftentimes there is a lengthy delay from the date of the incident until the claim is ultimately settled, and its full cost is realized. To illustrate this delay, in 2024 out of 94 claims closed 58 (62%) of them did not occur in 2024, and one claim closed this year had an incident date in the year 2012, 13 years ago.

In addition to settlement costs, deductible expenses also include external legal and external adjuster fees, investigation charges and other. Any claim that is reported has a cost to the Town whether it is liable or not as every claim must be investigated and/or defended which incurs cost. The Town has budgeted $180,000 for insurance expenses in 2024 and 2024 expenditures of $100,344 (outlined above) are within budget.

Open Claims at Year-End 2024

There were 58 open claims at the beginning of 2024 and 39 at the end of 2024. Claim activity during the year is as follows:

58	Insurance claims open at the beginning of 2024
75	new claims were received as Whitby claims during the year
(94)	claims were closed in 2024
39	Insurance claims open at the end of the year

The number of claims received in 2024 was lower than the previous year. In 2023, there were a total of 121 new claims received. This means in 2024 there was a year-to-year decrease of 38% in claims reported. Overall, this is a positive trend as 2023 saw an increase of 31% in claims reported from the prior year. The largest decrease in reported claim types from 2023 were in Automobile – Owned decreasing from 21 reported in 2023 to 4 in 2024 (a decrease of 81%) and Operations Action/Inaction decreasing from 41 reported in 2023 to 23 reported in 2024 (a decrease of 44%). A large decrease in these claims is a positive sign the Town's risk management is trending in the right direction. It is important to continue putting risk management to the forefront by implementing proper procedures and risk education to continue this positive trend.

The 75 reported claims in 2024 are categorized by type in Table 1.

Table 1

Total # of Reported Claims	Motor Vehicle Accidents	Operations Action/Inaction	Falls	Professional Error	Property	Misc Liability	Automobile Owned
75	19	23	18	2	4	5	4

Risk Management Strategies

The Town of Whitby is continuing to work with the DMIP on mitigating the Town's insurance related risks as follows:

- Ensuring procedures, training, documentation, including the use of AVL/GPS technology, complies with Minimum Maintenance Standards (MMS);
- The Town has an annual sidewalk inspection program;
- The DMIP conducts annual inspections of a number of Town facilities to identify building and property hazards. A written risk control inspection report including recommendations is provided and staff follow up on completing recommendations;
- Town staff review agreements, certificates of insurance, programs, and procedures i.e., include insurance and indemnity clauses to transfer risk and potential future liability from the Town to the appropriate party;
- The DMIP and Intact Public Entities provide proactive/preventative risk management seminars to educate staff on mitigating risk to the Town;
- Procuring additional insurance coverages, as required, including volunteer accident benefit coverage;
- The Town has a facility user liability program. The facility user liability insurance program minimizes risk to the facility rental user and the municipality by providing an option to purchase insurance for the facility rental for those who do not have the required insurance;
- Obtaining insurance coverage for specific programs and events including the Town's Adult Hockey League Program and various amateur performers at Town events.

Renewal of Insurance Contract for 2025/2026

At the time of writing this report, the DMIP has not yet received renewal quotation information from IPE. The 2025/2026 renewal application has been completed and

there is a board meeting scheduled for June 13, 2025 in which the renewal will be further discussed.

The Town's 2025 budget assumed an overall 8% increase for corporate insurance premium and deductible costs. If the renewal exceeds the budget estimate the pressure will be reflected in the 2025 year-end operating budget projection and staff will look to offset this with other operating budget savings from across the corporation. If there are no other 2025 year-end operating savings to help offset this budget pressure, then the Insurance Reserve Fund may be used to offset an overall operating budget deficit.

Insurance Reserve Fund

The Town's insurance reserve fund, as per policy (F160), may be used to fund expenditures beyond the budgeted deductible and premium amounts, claims payments in excess of insurance coverage, payments required under the Town's indemnification by-law and additional insurance/risk management related expenditures/studies.

Industry experts anticipate that the trend is for municipal insurance premiums to continue to rise and experience upward pressures on rates throughout the remainder of 2025 due to the hard market. There is a cycle of hard and soft markets in the insurance industry. A soft market allows for more competition in the marketplace, lower rates, and more favourable terms whereas a hard market results in less competition, higher rates, and more restrictive terms. The DMIP met with the pool's insurer and was advised the hard market will continue and that the trend is for municipal insurance premiums to continue to rise. They advised the hard market is reflective of the following factors:

- increasing costs of claims due to increase in judicial awards and increasing litigious nature of society
- significant property loss claims related to weather events and climate change including wildfires, fires, flooding, ice storms

At the end of 2024 the balance of the Insurance Reserve Fund adjusted for budgetary commitments is $1,776,762.

5. Financial Considerations:

The financial considerations are outlined throughout this report.

6. Communication and Public Engagement:

An electronic claims intake form was launched March 1, 2022 on the Town's website, where residents/other claimants receive automatic notification of receipt of a claim. The DMIP and Town staff are immediately notified and can begin the claims investigation process**.**

7. Input from Departments/Sources:

Claims and in particular those going through the litigation process require considerable staff resources. Staff resources from across the organization are involved in the investigation of claims, preparing and participating in the claims litigation process and identifying and implementing lessons learned. Further, staff work together to mitigate the Town's risks by establishing/updating policies and procedures and keeping records that demonstrate such and ensuring appropriate transfer of risk when procuring goods and services and permitting Town facilities and special events.

8. Strategic Priorities:

N/A

9. Attachments:

N/A

Memorandum to Council

Financial Services Department

Procurement & Risk Division

To:	Mayor and Members of Council
CC:	
From:	Christine Wood, Senior Manager, Procurement & Risk
Date:	June 23, 2025
File #:	
Subject:	Follow-up response to Inquiry on FS 25-25

Acknowledged by M. Gaskell, Chief Administrative Officer

At the June 2, 2025 Committee Meeting, there was an inquiry, related to Staff Report FS 25-25 – "Annual Insured Claims Report", on why in-year claims dropped from 121 in 2023 to 75 in 2024.

In reviewing the historical claims data and discussions with the Durham Municipal Insurance Pool (DMIP) and other departments, 2023 appears to be an anomalous year with a higher-than-average number of claims. DMIP reported the Town's increase in frequency of claims overall in 2023 is consistent with their pool data for 2023.

Memorandum to Council

Office of the Chief Administrative Officer

To:	Mayor and Members of Council
CC:	Jacqueline Long, Head of Organizational Effectiveness Erica Mittag, Manager, 55+ Recreation, Accessibility, and Diversity Amanda Morrow, Sr. IDEA Specialist
From:	Matt Gaskell, Chief Administrative Officer
Date:	June 16, 2025
File #:	Text
Subject:	Update on Anti-Hate Initiatives

Acknowledged by M. Gaskell, Chief Administrative Officer

The intent of this memorandum is to respond to Council's direction to staff, provided at the Committee of the Whole meeting on June 2, 2025, to share on-going efforts to partner with the Region of Durham on anti-hate initiatives.

On May 29, 2025, the Region of Durham announced they had received a grant from the Canadian Race Relations Foundation's National Anti-Racism Fund to mobilize communities to advocate against hate. As part of the grant application, the Region identified three key project deliverables of the Together Against Hate campaign:

Coalition building: The first step will be to form a steering committee of committed partners to collaborate on recommendations for public awareness, policy reform, and actionable strategies to combat hate in our communities.

Public Campaign: Next, will be the development and launch of a public awareness campaign focused on education, outreach, and capacity-building. This effort will include developing resources and tools to support local communities and partners.

Anti-Hate Conference: To conclude the initiative, an Anti-Hate conference will be held in Fall 2025, bringing together coalition members to reflect on progress and shape policy recommendations and advocacy goals.

Durham Region sent out a call to municipal partners expressing interest in collaborating on this initiative. Two staff members of the Town of Whitby will be participating: Erica Mittag, Manager, 55+ Recreation, Accessibility, and Diversity, and, Amanda Morrow, Senior IDEA Specialist.

Staff have reached out to Region staff about a presentation to Council regarding the work of the Together Against Hate campaign, as well as other efforts by the Region of Durham addressing hate in our community.

Staff are working with Clerks to schedule a special council meeting on September 15, 2025, for a comprehensive presentation from Region of Durham staff.

If you have any questions, please do not hesitate to contact me or Jacqueline Long, Head of Organizational Effectiveness (longj@whitby.ca).

Town of Whitby

Staff Report

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Report Title: Hotel Feasibility Study

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CAO 11-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Sarah Klein, Deputy CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:
Karol Murillo Corrigan, Senior Manager Economic Development, x4312

1. Recommendation:

1. **That Report CAO 11-25 Hotel Feasibility Study be received for information; and,**
2. **That Council endorse Attachment 2 of this report to support staff in advancing and promoting the proposed hotel and conference centre in the Town of Whitby.**

2. Highlights:

- As identified in the 2022-2026 Economic Development Strategy, Action 1.6 aims to attract a hotel and conference centre to Whitby.
- HVS Consulting & Valuation Services was contracted in July 2024 to complete a Hotel Feasibility Study for hotel development purposes.
- The purpose of the Hotel Feasibility Study was to assess the potential development for a hotel and conference centre in Whitby in order to share detailed metrics and analysis when promoting this opportunity to the hospitality investment community.
- This study addresses this action and provides the analysis to support the investment of a hotel and conference centre in Whitby.

- Following the approval of the report, Town of Whitby staff will market the hotel and conference centre opportunities to potential hospitality investors.

3. Background:

The Town of Whitby 2022-2026 Economic Development Strategy outlines Pillar 1: Strengthening Economic Development Capacity, which includes Action 1.6 – Attract a hotel and conference centre to Whitby by 2026. The desire for a large-scale meeting and event venue has been a long-standing need for Whitby, as facilities in neighbouring municipalities currently absorb the demand. In July 2024, the Town of Whitby engaged HVS Consulting & Valuation Services to conduct a feasibility study and market analysis for hotel development purposes. The scope of the work included the following:

- Assessment of the local hospitality market conditions and research on comparable facilities in Durham Region.
- Supply and Demand Analysis of Whitby's local lodging market.
- 10-year projections for demand and revenue for the optimal proposed development.

The work was undertaken in two phases:

- Phase One: Desktop research, including consulting with various staff members for engagement and statistical data review.
- Phase Two: Market analysis and revenue projections based on the data and information collected in Phase One. Based on these findings, recommendations were developed for a hotel with a conference centre, including detailed projections, location considerations, and occupancy forecasts.

Study Approach

As a part of this study, the consultants conducted a review of various sites in the Town of Whitby to identify the most financially viable approach for establishing a new hotel and conference centre. It should also be noted that this report refers to "conference centre" instead of "convention centre." A convention centre is typically located in major cities or near airports, and hosts large-scale events, accommodating thousands of people. A conference centre is smaller in scale and can hold a few hundred to several thousand attendees, and is more appropriate for the Whitby market.

This study did not include construction and land costs, as the goal was to review the market conditions to advance this type of development project in Whitby. Specifically, the study highlights the market conditions and projection of income to share with the private sector for further discussions and to serve as a promotion and attraction tool.

4. Discussion:

The following summarizes the key findings of the Feasibility Study, outlining the ideal parameters and recommended approach for developing a new hotel and conference centre in Whitby.

Market Analysis

The economic vitality of Whitby and, to a larger extent, Durham Region is a key consideration for forecasting the demand and future income of a new hotel and conference centre. The Town of Whitby is one of the fastest-growing communities in Canada with an excellent transportation infrastructure and steady economic growth. Situated in Ontario's Golden Horseshoe, Whitby is a part of one of the most important economic hubs in the country and an appealing place for public and private investment.

Tourism Trends
Whitby's strategic location, strong economic fundamentals, and growing workforce make it a prime destination for businesses seeking long-term growth. Specifically, there are numerous opportunities in the hospitality, retail, and tourism sectors, due to the following key factors:

- Conference Activity—Whitby does not currently have a conference centre. The Ajax Convention Centre is the closest convention centre and offers 13,000 square feet of rentable space, holding up to 600 attendees.
- Major Projects —The Whitby Sports Complex, the new Lakeridge Health hospital in Whitby, and Dockside Whitby Development are just a few of the projects that will significantly impact Whitby's local economy.
- Growth – The current Official Plan Review estimates by the year 2031, the Town of Whitby is anticipated to reach a population of 176,360 people, 63,760 jobs and 58,670 households.
- Tourist Attractions - Whitby offers various attractions, including the Whitby Pier, Port Whitby Marina, Station Gallery, the longest entertainment centrum east of Toronto, Abilities Centre, award-winning events, two heritage downtowns, Thermea Spa Village, golf courses, a robust arts, culture and food scene and over 100 parks with playgrounds, splash pads, and sports fields.
- Airport Traffic—Airport Passenger Counts are an important indicator of lodging demand. Toronto Pearson International Airport anticipates 65 million passengers by the early 2030s, with various international events taking place in the coming years.

Supply and Demand
A review of the existing accommodation supply and demand was conducted to assess the need for a proposed hotel and conference centre in Whitby. The Greater Durham Region lodging market includes 14 branded hotels and motels with about 1,400 rooms,

4 of which, totaling 441 rooms, are in Whitby. These hotels (Attachment 1 – Figure 1) were used as the future competition for the proposed hotel based on proximity, price point, age, and product type.

Supply is measured by the number of guestrooms available, and demand is measured by the number of rooms occupied, with the net effect of supply and demand being represented by a prevailing price or average daily rate (ADR). The RevPAR or revenue per available room, is a metric that considers the ADR and occupancy rate.

Essentially, the RevPAR provides a comprehensive view of a hotel's performance. A review of national and provincial figures highlighted a drop in room supply and demand, which was growing steadily from 2010, but collapsed in 2020 due to the COVID-19 pandemic.

Occupancy was back in line with pre-pandemic levels, and the country finished 2022 with record-high RevPAR, supported by higher room rates. In addition, Ontario sustained continuous growth in RevPAR from 2010 to 2018, and with recent trends (2022-2024), the market has continued to make gains with higher room rates and occupancy (Attachment 1 - Figure 2).

After evaluating all fourteen hotels in Durham Region, five were identified and are expected to be the primary competition for the proposed hotel and conference centre. The other nine hotels are projected to play a secondary role in the competitive landscape (Attachment 1 - Figure 3).

The following summarizes key highlights from the five primary comparators:

- Four of the five hotels are located in Oshawa, with the remaining hotel in Ajax.
- Occupancy penetration index in 2023 was 100.4%. This index is a performance metric that compares a property's occupancy to the average occupancy in a competitive market. With an index over 100, these five properties are outperforming the market (i.e. room for more competition).
- Four of the five are located along Highway 401 and close to the waterfront.

It should be noted that this analysis was limited as most of the area conference centres, banquet halls, and event centres are owner-managed properties without a brand affiliation, making it difficult to collect industry supply and demand data. For this analysis, the consultants reviewed the physical attributes and operating performance where available.

Target market and group segments

The report identified the following top segments for existing demand in this growing market: commercial, leisure, and meeting & group segments.

The commercial segment, consisting mainly of individual business people passing through the market area, is the largest source of demand in the Whitby and Durham Region. This 55% represents business travellers visiting companies in manufacturing, technology, health and the many diverse sectors in Whitby.

The leisure segment consists of families and individuals focused on sightseeing, recreation and visiting family and friends. At 24%, this is a smaller, yet still substantial source of demand for the Whitby/Durham Region market. The leisure market has grown considerably over the last two years as Whitby benefits from being more affordable for travellers coming to Toronto. New attractions, such as Thermae Spa Village, have brought new demand to the segment. Sports tourism is also associated with this segment and is a significant impact in Whitby as it involves individuals or groups taking sports-focused vacations.

The meeting and group segment market is the smallest group at 21%, representing meetings, seminars, conferences, trade shows and other small gatherings. Sports teams, bus tours, social events and conferences are this group's primary sources of demand. Sports tourism can also be included in this segment as it involves organized groups attending large sporting events or large-scale sporting conferences and events (i.e. hockey tournaments).

Seasonality and Occupancy Rates

The market's seasonality trends indicate that the high season is from June to October, where the occupancy rates are in the low 80% range, with an average rate of $167.14, and RevPAR is $134.79. The most popular days are Fridays and Saturdays (>80% occupancy), with Mondays to Thursdays ranging from 70 – 76% occupancy rates.

Business travel, including commercial travellers and corporate groups, is the predominant source of demand from Monday to Thursday nights, with leisure and non-business groups taking up the demand on Fridays and Saturdays. Sundays consistently see the lowest demand year-round.

Locational Analysis

The consultants reviewed selected sites to determine the most suitable approach for a new hotel and conference centre in Whitby. Overall, the research suggests that the ideal location for a hotel and conference centre is near the waterfront, while an extended stay hotel would be best situated in North Whitby. The following provides an overview of these two opportunities:

<u>Opportunity 1 - Hotel and Conference Centre</u>

Close to the Whitby Waterfront

- Close to corporate offices, industrial zones and a growing residential base.
- Key drivers included the Whitby GO Station, Durham College, and the Iroquois Park Sports Centre, which hosts large sporting events.

- Growing retail hub with restaurants and entertainment options.
- Easy access to major arterial highways, including Highway 401, Highway 412, and connectivity to the GTA.
- This location would have the ideal visibility and accessibility, making it a unique opportunity for a conference centre.
- Internationally recognized upscale brands such as Four Points by Marriot, Hyatt Place by Hyatt, or Wyndham Garden by Wyndham should be targeted.

Opportunity 2 - Extended Stay Hotel

North Whitby

- An extended stay hotel offers long-term accommodation for guests (e.g. a week or longer stay).
- The number of guestrooms would be 100.
- Nearby commercial and industrial developments.
- Key projects such as Lakeridge Health's new hospital location in Whitby and multiple business parks under planning and construction would make the extended-stay hotel format the most suitable option.
- Internationally recognized midscale/upper mid-scale branding should be targeted at these sites.

Recommendations for Hotel and Conference Centre – Opportunity 1

Based on the market research and analysis, the following recommendations were formed:

Size and Branding
The hotel and conference centre should have approximately 150 rooms and be associated with an internationally recognized brand such as Four Points Marriott, Hilton Garden Inn by Hilton IHG, or Wyndham Garden by Wyndham. The conference centre or banquet hall should feature 11,000 square feet of meeting space and accommodate large events with up to 550 attendees, as well as 370 surface parking stalls. Depending on the building layout, the site required for the recommended facilities is estimated to range between 4 and 6 acres.

Type/Amenities
The hotel should include a restaurant, fitness centre, pool, market pantry, and laundry area. Ideally, an integrated design approach would physically connect the hotel and conference space, making it convenient for guests using both facilities.

Approach

A waterfront location has been identified as the optimal site for a potential hotel and conference centre. Given the analysis that highlighted the transportation infrastructure (i.e. GO Transit train service) and additional locational factors make this a unique destination. While the waterfront location is considered ideal, staff will also work with property owners of the other potential sites to explore opportunities for hospitality investment.

Financial Feasibility – Opportunity 1

Projection of Occupancy and Average Rate

A hotel's penetration factor measures how well a hotel is performing compared to its competitors in the same market area. Attachment 1 - Figure 4 depicts the Occupancy Forecast for the Proposed Facility for the years 2026 – 2029 and demonstrates that the proposed subject hotel is projected to stabilize with an occupancy level of 79% and a penetration rate of 100% by 2029. Occupancy shows how full a hotel is, with 65–75% considered healthy. A penetration rate of 100% or higher indicates the property is outperforming the market.

The study concluded that the Average Daily Rate (ADR) forecast for the proposed hotel, based on measuring existing target market and group segments, projected a market-wide ADR growth of 2.5%. This project's positioning based on location, brand affiliation, and new-build status was the basis for a higher-than-average projection.

Projected Revenue

The proposed hotel would begin with a base-year ADR of $185.00, which is above many of the five primary competitors attained in 2023. This occupancy level is projected at 78% and an ADR of $209.30 in 2029. Attachment 1 - Figure 5 summarizes the ADR forecast for the hotel and conference centre.

Based on the limited data for a conference centre, the 2029/2030 projected figures indicate an estimated 41,830 attendees, $63.67 average revenue per attendee, and $242.13 revenue per rentable square foot (Attachment 2 – p.9).

10-year Income Forecast

In order to project future income, the operating statements from the five hotels were chosen for their similarity to the proposed subject hotel and conference centre. In these statements, the following common measures of industry performance were reviewed and included: ratio to sales (RTS), amounts per available room (PAR), and amounts per occupied room night (POR). These statements and analysis (Attachment 1 - Figure 6A and 6B) indicate favourable revenue performance levels to share with hospitality investors.

It should be noted that this initial study did not address construction and land costs, as this will be the next stage in any future discussions with the development and investment community. Staff will engage with property owners to determine their interest in continuing discussions and advancing this potential investment opportunity.

Financial Feasibility – Opportunity 2

Projection of Occupancy and Average Rate

A hotel's penetration factor measures how well it performs compared to its competitors in the same market area. The Occupancy Forecast for the Proposed Extended Stay for the years 2026 – 2029 demonstrates that the proposed subject hotel is projected to stabilize with an occupancy level of 80% and a penetration rate of 106% by 2029. Occupancy shows how full a hotel is, with 65–75% considered healthy. A penetration rate of 100% or higher indicates the property is outperforming the market.

The study concluded that the Average Daily Rate (ADR) forecast for the proposed hotel, based on measuring existing target market and group segments, projected a market-wide ADR growth of 2.5%. This project's positioning based on location, brand affiliation, and new-build status was the basis for a higher-than-average projection.

Projected Revenue
The proposed hotel would begin with a base-year average daily rate (ADR) of $168.70. This occupancy level is projected at 85% and an ADR of $186.70 in 2029. Attachment 2 highlights the financial feasibility figures for Opportunity 2.

This initial study focused on the hotel and conference center and did not provide additional revenue metrics for an extended-stay hotel.

Economic Impact

A hotel and conference centre will deliver long-term economic value to the Town of Whitby. The proposed development will create jobs, increase tax revenue, and align with economic development, community, and tourism strategies. Job creation would be seen through the construction of this hotel and the resulting permanent positions associated with this project. Once established, indirect employment will result from this new development in a growing part of the Town. Once completed, this project will require the remittance of the Municipal Accommodation Taxes (MAT).

The MAT was established in July 2024, where all hotels and motels pay a 4% MAT to the Town of Whitby. The revenue from the MAT is allocated 50% to the Whitby Tourism Development Corporation, which is a municipal services corporation that supports the tourism industry and promotes the Town of Whitby. The remaining 50% is allocated to the Town of Whitby to fund tourism-related initiatives, including infrastructure. Additional municipal revenue potential includes development charges (one-time fees) to help pay for growth-related infrastructure and incremental property taxes once the hotel is built.

This investment opportunity is identified in the Town of Whitby 2022-2026 Economic Development Strategy outlines Pillar 1: Strengthening Economic Development Capacity, which recommended Action 1.6 – Attract a hotel and conference centre to Whitby by 2026. The investment would be a catalyst for development along the

waterfront and encourage investment in infrastructure, transit, and other public amenities.

Next Steps

To advance the hotel and conference centre investment opportunity, staff will follow up with the property owners of the reviewed sites and explore other potential sites that meet the parameters outlined in the feasibility study. Staff will also consider any appropriate Town-owned sites that could fulfill these requirements. The goal is to assess interest and promote the opportunity for investment with the data and analysis provided through this study.

Staff will also actively market the opportunity to potential investors in the hospitality sector, using Attachment 2 as a key promotional tool to support outreach efforts to the broader hospitality market. This marketing brochure will highlight the benefits of locating in Whitby, showcase potential amenities and attractions, and emphasize the market potential for hospitality investment.

Any recommendations resulting from these discussions will be brought back to Council for consideration and approval. In parallel, the Economic Development team will develop a communications plan to share the investment opportunity with the hospitality sector and generate broader awareness. Additionally, staff will reach out to the Whitby Tourism Development Corporation (WTDC) Board to identify further outreach opportunities and determine how this initiative aligns with their strategic planning process.

5. Financial Considerations:

The cost of the Hotel Feasibility Study was $23,049, funded through the Economic Development Operating Account.

6. Communication and Public Engagement:

Economic Development will develop a communications plan to share this investment opportunity with the hospitality sector. Staff will also engage with the WTDC Board to explore additional outreach opportunities and assess how this investment initiative aligns with their strategic planning priorities. Attachment 2 will be used to pitch this investment opportunity to the greater hospitality market.

7. Input from Departments/Sources:

The internal review committee included the Senior Manager of Economic Development, the Senior Manager of Creative Communities, and the Manager of Events, Culture, and Tourism. Staff reviewed all draft reports and this final report.

8. Strategic Priorities:

This initiative is consistent with the Town's Community Strategic Plan, specifically Strategic Pillar 3: Whitby's Economy – Innovative and Competitive and focused on Objective 3.1 – Accelerate progress, create jobs, and drive economic growth. In addition, under Objective 3.2 - Attract and retain businesses and industry, Action 3.2.1 directly cites attracting a hotel and conference centre as a key action and deliverable.

9. Attachments:

Attachment 1 – Feasibility Study - Figures 1-6
Attachment 2 – Hotel marketing brochure

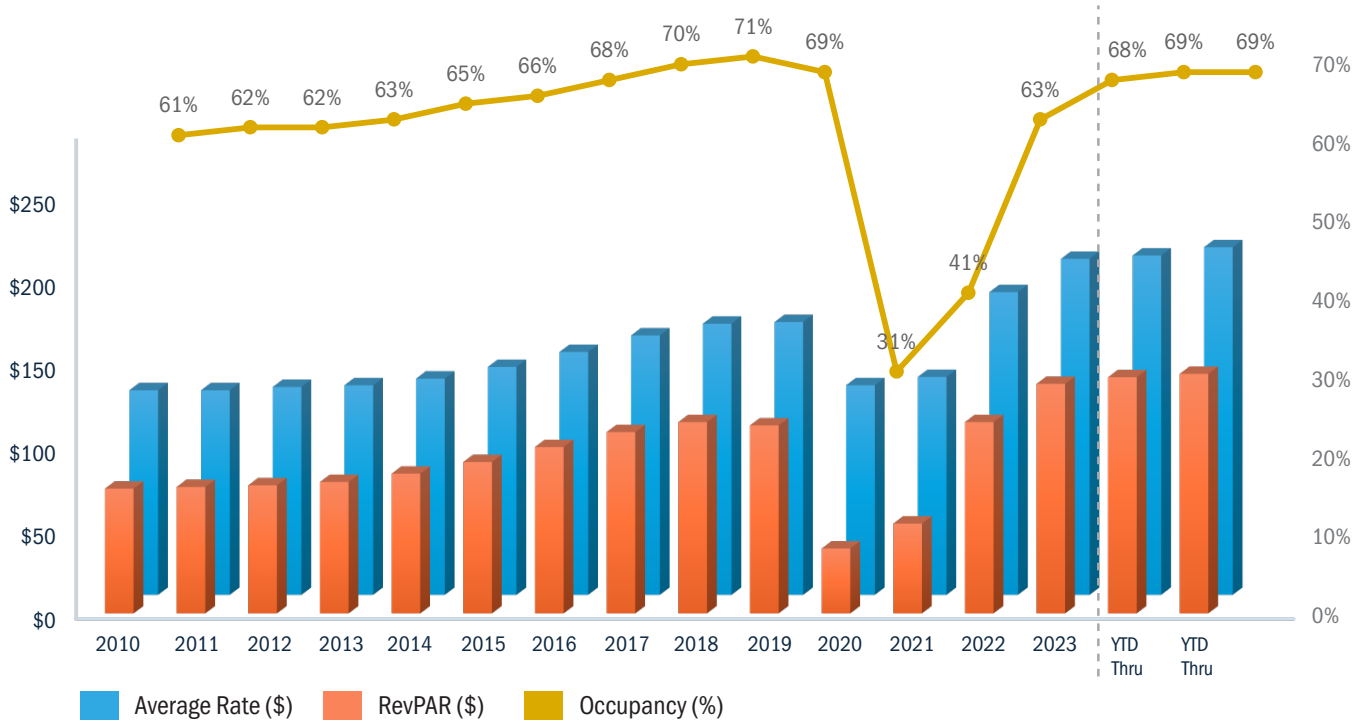
Attachment 1 - Figure 1

Primary Competitors by Year Opened

Hotels Included in Sample	Class	Competitive Status	Number of Rooms	Year Opened
Courtyard Oshawa	Upscale	Primary	115	November 2019
TownePlace Suites Oshawa	Upper Midscale	Secondary	96	November 2019
Holiday Inn Express & Suites Oshawa Downtown	Upper Midscale	Primary	125	March 2016
Homewood Suites by Hilton Ajax	Upscale	Secondary	104	May 2014
La Quinta Inns & Suites Oshawa	Upper Midscale	Secondary	59	November 2013
Hilton Garden Inn Ajax	Upscale	Primary	134	May 2006
Residence Inn Whitby	Upscale	Secondary	122	February 2005
Super 8 Ajax	Economy	Secondary	64	January 2003
Motel 6 Whitby	Economy	Secondary	123	June 2000
Holiday Inn Express Whitby	Upper Midscale	Primary	92	January 2000
Quality Suites Whitby	Midscale	Secondary	104	November 1990
Travelodge by Wyndham Oshawa	Economy	Secondary	114	November 1989
Comfort Inn Oshawa	Upper Midscale	Secondary	77	June 1984
Best Western Plus Durham Hotel & Conference Centre Oshawa	Upper Midscale	Primary	84	June 1960
			Total: 1,413	

Attachment 1 - Figure 2

Ontario Occupancy and Average Rate Trends



Attachment 1 - Figure 3

Primary Competitors

Property	Number of Rooms	Commercial	Leisure	Meetings & Groups	WARC	Occupancy	Average Rate	RevPAR	Occupancy Penetration	Yield Penetration
Best Western Plus Durham Hotel & Conference Centre	84	40%	25%	35%	84	60-65%	$140 - 150	$90 - 95	80 - 85%	70 - 75%
Holiday Inn Express & Suites Oshawa Downtown	125	40%	25%	35%	125	65-70%	$160 - 170	$110 - 115	90 - 95%	85 - 90%
Holiday Inn Express Whitby	92	65%	20%	15%	92	85 - 90%	$160 - 170	$140 - 150	110 - 120%	110 - 120%
Hilton Garden Inn Ajax	134	60%	25%	15%	134	80 - 85%	$170 - 180	$150 - 160	110 - 120%	120 - 130%
Courtyard by Marriott Oshawa	115	50%	20%	30%	115	65 - 70%	$170 - 180	$120 - 125	90 - 95%	95 - 100%
Sub-Totals / Averages	**550**	**52%**	**25%**	**23%**	**550**	**74.8%**	**$168.41**	**$125.98**	**100.4%**	**102.0%**
Secondary Competitors	863	60%	14%	25%	342	74.1%	$161.31	$119.47	99.4%	96.7%
Totals / Averages	**1,413**	**55%**	**21%**	**24%**	**892**	**74.5%**	**$165.71**	**$123.49**	**100.0%**	**100.0%**

Specific occupancy and average rate data are used in our analysis, but ranges are presented in the above table to preserve confidentiality.

Attachment 1 - Figure 4

Occupancy Forecast by Market Segment

Market Segment	2026	2027	2028	2029
Commercial				
Demand	167,838	174,106	178,122	181,598
Market Share	3.5%	11.3%	12.3%	12.8%
Capture	5,851	19,613	21,838	23,158
Penetration	76%	87%	96%	100%
Leisure				
Demand	81,893	85,276	87,168	88,858
Market Share	2.6%	9.3%	9.6%	9.8%
Capture	2,125	7,907	8,338	8,682
Penetration	61%	73%	75%	77%
Meeting and Group				
Demand	61,673	65,037	66,532	67,800
Market Share	4.3%	13.3%	15.9%	16.9%
Capture	2,630	8,637	10,578	11,461
Penetration	92%	103%	125%	133%
Total Room Nights Captured	10,606	36,156	40,753	43,301
Available Room Nights	18,300	54,750	54,750	54,750
Subject Occupancy	**58%**	**66%**	**74%**	**79%**
Market-wide Available Room Nights	366,964	417,603	429,788	429,788
Fair Share	5%	13%	13%	13%
Market-wide Occupied Room Nights	280,463	318,299	331,822	338,256
Market-wide Occupancy	76%	76%	77%	79%
Total Penetration	**76%**	**87%**	**96%**	**100%**

Attachment 1 - Figure 5

ADR Forecast

Positioned Historical 2023		2024	2025	2026	2027	2028	2029
Commercial							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights				5,851	19,613	21,838	23,158
Rooms Revenue				$1,161,422	$3,990,317	$4,553,981	$4,950,100
Average Rate	$188.92	$188.92	$193.65	$198.49	$203.45	$208.54	$213.75
Leisure							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights				2,125	7,907	8,338	8,682
Rooms Revenue				$466,354	$1,778,890	$1,922,797	$2,052,289
Average Rate	$208.92	$208.92	$214.15	$219.50	$224.99	$230.61	$236.38
Meeting and Group							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights				2,630	8,637	10,578	11,461
Rooms Revenue				$439,070	$1,478,091	$1,855,548	$2,060,736
Average Rate	$158.92	$158.92	$162.90	$166.97	$171.14	$175.42	$179.81
Total							
Average Rate Growth		0.0%	2.5%	2.8%	2.9%	2.0%	2.4%
Captured Room Nights				10,606	36,156	40,753	43,301
Rooms Revenue				$2,066,846	$7,247,297	$8,332,325	$9,063,125
Average Rate	**$185.00**	**$185.00**	**$189.63**	**$194.88**	**$200.44**	**$204.46**	**$209.30**
Average Rate Penetration	111.6%	111.6%	111.6%	111.9%	112.3%	111.8%	111.6%
Market-wide ADR Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Market-wide ADR	**$165.71**	**$165.71**	**$169.85**	**$174.10**	**$178.45**	**$182.91**	**$187.48**

Attachment 1 - Figure 6

Three-Year Income Forecast | Figure 6A

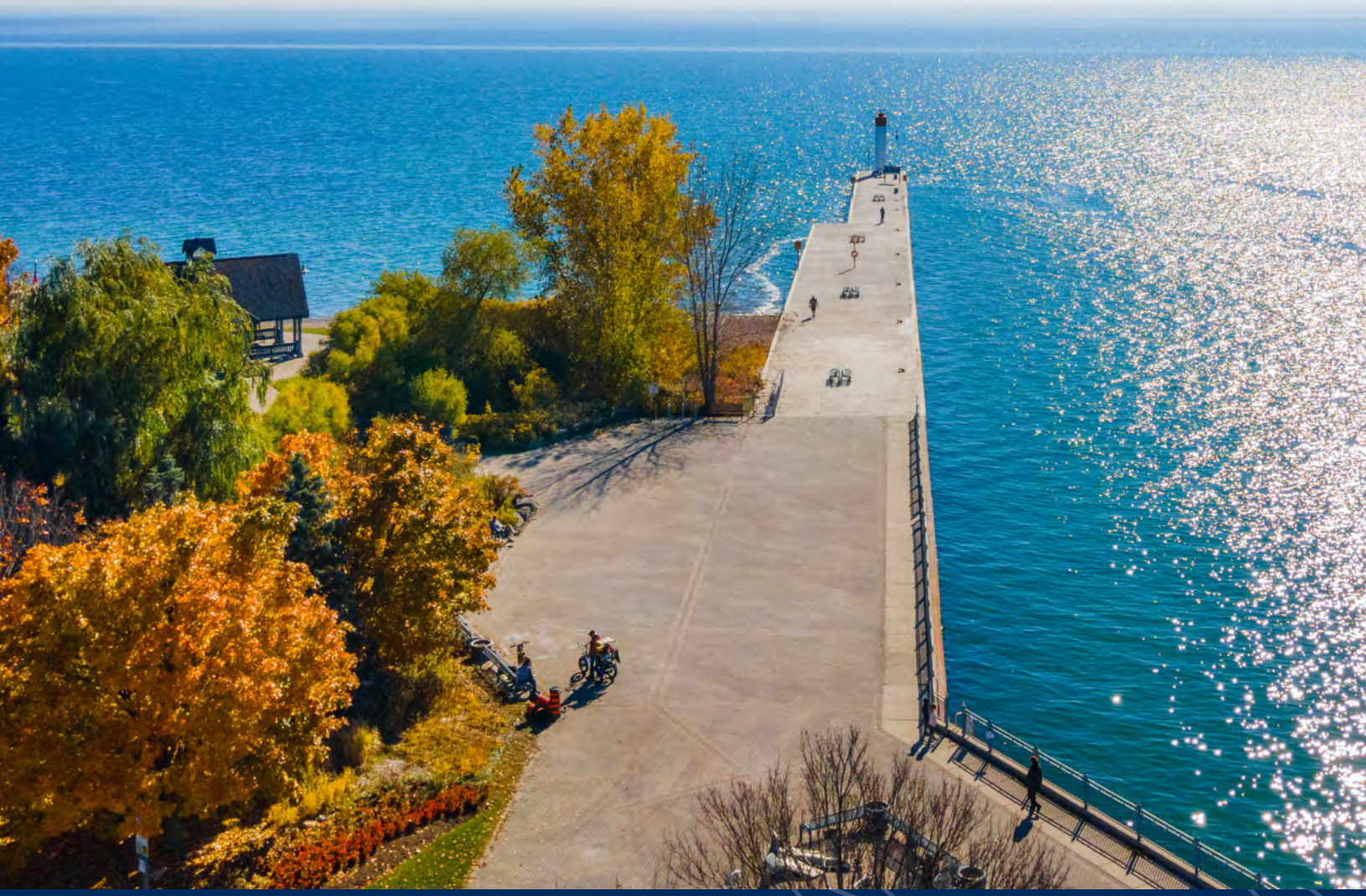
	2026/27		2027/28		2028/29	
Number of Rooms	150		150		150	
Occupied Rooms	34,493		39,420		42,705	
Occupancy	63%		72%		78%	
Average Rate (% of)	$198.58	% of	$203.12	% of	$207.68	% of
RevPAR (Gross)	$125.11	Gross	$146.24	Gross	$161.99	Gross
Operating Revenue (in $000)						
Rooms	$6,850	67.8%	$8,007	69.3%	$8,869	69.3%
Food and Beverage	$3,079	30.5%	$3,459	29.2%	$3,744	29.2%
Other Operated Department	$87	0.9%	$92	0.8%	$96	0.7%
Miscellaneous Income	$87	0.9%	$92	0.8%	$96	0.7%
Total Operating Revenues	$10,103	100%	$11,649	100%	$12,805	100%

10-Year Income Forecast | Figure 6B

	2026/27		2030/31		2035/36	
Number of Rooms	150		150		150	
Occupied Rooms	34,493		42,705		42,705	
Occupancy	63%		78%		78%	
Average Rate (% of)	$198.58	% of	$216.07	% of	$238.56	% of
RevPAR (Gross)	$125.11	Gross	$168.54	Gross	$186.08	Gross
Operating Revenue (in $000)						
Rooms	$6,850	67.8%	$9,227	69.3%	$10,188	69.3%
Food and Beverage	$3,079	30.5%	$3,895	29.2%	$4,300	29.2%
Other Operated Department	$87	0.9%	$100	0.7%	$110	0.7%
Miscellaneous Income	$87	0.9%	$100	0.7%	$110	0.7%
Total Operating Revenues	$10,103	100%	$13,322	100%	$14,709	100%

Whitby's Hotel Opportunities: Discover Something New

Presented by the Town of Whitby



whitby.ca/Invest

Whitby


RIOT

A Destination for Business, Culture, and Community

Whitby is a community with vision. We are a forward-thinking municipality committed to championing projects that reflect our growth and support the community's economic vitality, cultural diversity, and strategic significance. Attracting a hotel and conference centre has been identified as a key objective in the Town's 2023–2026 Community Strategic Plan, highlighting our commitment to bringing this long-standing community priority to life.

There is a significant opportunity for a new hotel and conference centre in the Town of Whitby. With our beautiful waterfront, close proximity to Whitby GO Station, and convenient access to Highway 401, this development offers a unique and well-positioned investment opportunity in a thriving corner of the Greater Toronto Area.



Whitby Entertainment Centrum


Historic Downtown Whitby


Station Gallery Art Gallery

Community Overview



An aerial view of the Whitby Marina and the waterfront community

Whitby is one of Canada's fastest growing communities located in the heart of Durham Region in southern Ontario. Whitby combines a small town welcoming atmosphere with the amenities of a larger urban centre. Whitby is known for its built and natural heritage, including the waterfront, parks, trails and greenspaces, two historic downtowns, and productive agricultural areas. Whitby currently has a variety of tourism assets including places like Station Gallery, Port Whitby Marina, the largest entertainment centrum east of Toronto, Abilities Centre, Iroquois Park Sports Centre, numerous award-winning events, golf courses, restaurants, and Canadian owned wellness attraction, Thermëa Spa Village.

QUICK FACTS

By **2031**, the Town of Whitby is expected to grow to a **population of 176,360**, with 63,760 jobs and 58,670 households.

The median household income is $131,600, which is **18% higher than the National average**. In a 2024 community survey, 87% reported overall quality of life in Whitby as excellent or good.

We continue to be **a community of choice for development** as permit values exceeded over $500 million in 2023. And our detached house prices are approximately 30 to 45% lower than other western and northern GTA communities.

Whitby's diverse economy is supported by growth in the following sectors **advanced manufacturing, healthcare, technology, and retail.**

Location Advantage





- 45 minutes from the City of Toronto
- 13 million customers within an hour's drive
- Connected to three 400-series highways (Highways 401, 407, and 412)
- GO Train service into Toronto and major markets

International Airport

Shipping Port

Highway

Commuter Train

Market Trends

The Town's strategic location makes it an ideal destination for businesses and visitors, offering diverse opportunities in the hospitality, retail, and tourism sectors. Several new projects include:

- The Whitby Sports Complex
- Lakeridge Health hospital
- Dockside Whitby Development
- Waterfront restaurant, park, and visitors centre



Artist's concept of the Whitby Sports Complex

Market Analysis in Greater Durham Region



A conference centre would stimulate the economy, draw visitors, and support major events.

Whitby currently lacks a conference centre. To assess the demand for a proposed hotel and conference centre, a review of existing accommodation supply and demand was conducted. Within the Greater Durham Region, the lodging market comprises 14 branded hotels and motels, offering approximately 1,400 rooms. Of these, Whitby accounts for 4 properties with a total of 441 rooms.

Primary Competitors by Year Opened

Hotels Included in Sample	Class	Competitive Status	Number of Rooms	Year Opened
Courtyard Oshawa	Upscale	Primary	115	November 2019
TownePlace Suites Oshawa	Upper Midscale	Secondary	96	November 2019
Holiday Inn Express & Suites Oshawa Downtown	Upper Midscale	Primary	125	March 2016
Homewood Suites by Hilton Ajax	Upscale	Secondary	104	May 2014
La Quinta Inns & Suites Oshawa	Upper Midscale	Secondary	59	November 2013
Hilton Garden Inn Ajax	Upscale	Primary	134	May 2006
Residence Inn Whitby	Upscale	Secondary	122	February 2005
Super 8 Ajax	Economy	Secondary	64	January 2003
Motel 6 Whitby	Economy	Secondary	123	June 2000
Holiday Inn Express Whitby Oshawa	Upper Midscale	Primary	92	January 2000
Quality Suites Whitby	Midscale	Secondary	104	November 1990
Travelodge by Wyndham Oshawa	Economy	Secondary	114	November 1989
Comfort Inn Oshawa	Upper Midscale	Secondary	77	June 1984
Best Western Plus Durham Hotel & Conference Centre Oshawa	Upper Midscale	Primary	84	June 1960
			Total: 1,413	

Target Market and Group Segments

The primary demand segments in the growing Whitby market include the commercial, meeting and group, and leisure sectors.

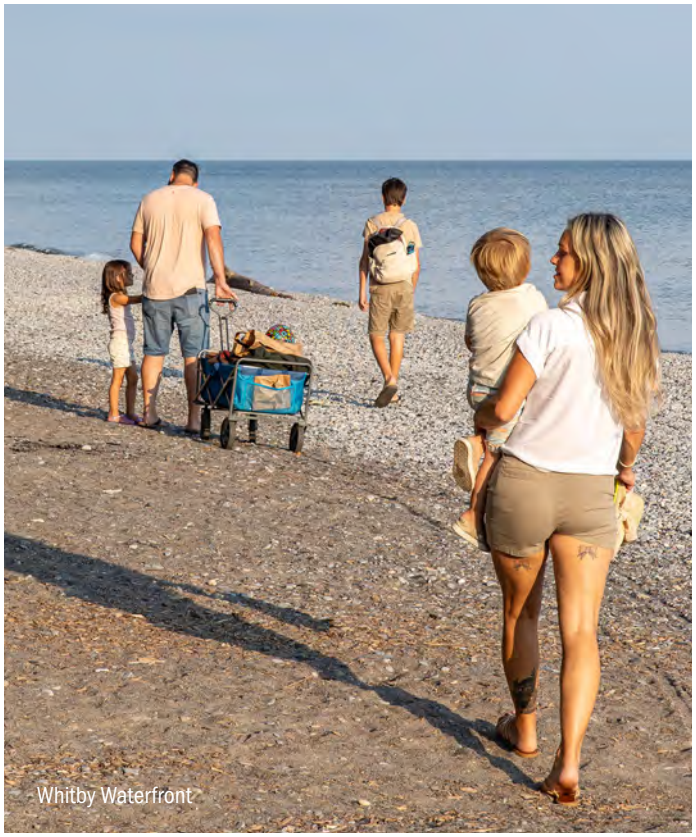
Commercial
The commercial segment, consisting mainly of individual business people passing through the market area, is the largest source of demand (55%) in the Whitby and Durham Region.

Leisure
The leisure segment consists of families and individuals focused on sightseeing, recreation, and visiting family and friends (24%).

Meeting and Group
The meeting and group segment market is the smallest group (21%) includes meetings, seminars, conventions, trade shows, and other small gatherings.







Whitby's market includes a variety of user groups from personal to business

Hotel and Conference Centre

A new hotel and conference centre would elevate Whitby as a key destination, offering a unique location to drive local economic growth.

- **Key nearby amenities:** Whitby GO Station, Durham College, Abilities Centre, and the Iroquois Park Sports Centre, which hosts large sporting events.
- **Cultural hub:** New restaurants, entertainment options, dockside events, and programming.
- **Locational Advantages:** Easy access to major arterial highways, including Highway 401, Highway 412, and connectivity to the GTA.
- **Prime Opportunity:** Location would have the ideal visibility and accessibility, making it a unique opportunity for a conference centre.





Town Brewery Pump House



Whitby's expansive waterfront area

Conference Centre Outlook

Projected Revenue

The proposed conference centre features 11,000 square feet of versatile event space, with the capacity to host up to 550 attendees. Designed to support a wide range of events, the facility is anticipated to require 4 to 6 acres, depending on the final building layout. The following table outlines the projected revenue metrics for the conference centre, providing insight into its strong potential as a high-performing, revenue-generating asset.

Projected Revenue | Hotel and Conference Centre

	Number of Attendees Estimated		Average Revenue Per Attendee Estimated		Revenue Per Rentable Square Foot	
Year	Total	% Change	Total	% Change	Total	% Change
2026/27	25,098		$60.00		$136.90	
2027/28	33,464	33.3%	$61.20	2.0%	$186.18	36.0%
Stabilized	41,830	25.0%	$62.42	2.0%	$237.38	27.5%
2029/30	41,830	0.0%	$63.67	2.0%	$242.13	2.0%



A Profitable Vision

The proposed hotel and conference centre presents a compelling investment opportunity, backed by strong market fundamentals and projected performance. With anticipated high occupancy levels, average daily rate (ADR) growth, and a strategic location, the development is well-positioned to deliver attractive returns and long-term value for hospitality investors.

Occupancy and ADR Projections

The figure below forecasts that the proposed hotel will stabilize at 79% occupancy with a 100% penetration rate by 2029, indicating strong market performance. A 2.5% annual ADR growth is projected, with above-average rates expected due to the hotel's location, brand, and new-build status. Demand refers to the overall market segmented by travel type, indicating the projected number of room nights a hotel can sell.

Occupancy Forecast by Market Segment | Hotel and Conference Centre

Market Segment	2026	2027	2028	2029
Commercial				
Demand	167,838	174,106	178,122	181,598
Market Share	3.5%	11.3%	12.3%	12.8%
Capture	5,851	19,613	21,838	23,158
Penetration	76%	87%	96%	100%
Leisure				
Demand	81,893	85,276	87,168	88,858
Market Share	2.6%	9.3%	9.6%	9.8%
Capture	2,125	7,907	8,338	8,682
Penetration	61%	73%	75%	77%
Meeting and Group				
Demand	61,673	65,037	66,532	67,800
Market Share	4.3%	13.3%	15.9%	16.9%
Capture	2,630	8,637	10,578	11,461
Penetration	92%	103%	125%	133%
Total Room Nights Captured	10,606	36,156	40,753	43,301
Available Room Nights	18,300	54,750	54,750	54,750
Subject Occupancy	**58%**	**66%**	**74%**	**79%**
Market-wide Available Room Nights	366,964	417,603	429,788	429,788
Fair Share	5%	13%	13%	13%
Market-wide Occupied Room Nights	280,463	318,299	331,822	338,256
Market-wide Occupancy	76%	76%	77%	79%
Total Penetration	**76%**	**87%**	**96%**	**100%**

Market Outlook

Projected Revenue

The proposed hotel and conference centre would begin with a base-year ADR of $185.00, which is above many of the five primary competitors attained in 2023. This occupancy level is projected at 78% and an ADR of $209.30 in 2029.

ADR Forecast | Hotel and Conference Centre

Positioned Historical 2023		2024	2025	2026	2027	2028	2029
Commercial							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	5,851	19,613	21,838	23,158
Rooms Revenue		–	–	$1,161,422	$3,990,317	$4,553,981	$4,950,100
Average Rate	$188.92	$188.92	$193.65	$198.49	$203.45	$208.54	$213.75
Leisure							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	2,125	7,907	8,338	8,682
Rooms Revenue		–	–	$466,354	$1,778,890	$1,922,797	$2,052,289
Average Rate	$208.92	$208.92	$214.15	$219.50	$224.99	$230.61	$236.38
Meeting and Group							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	2,630	8,637	10,578	11,461
Rooms Revenue		–	–	$439,070	$1,478,091	$1,855,548	$2,060,736
Average Rate	$158.92	$158.92	$162.90	$166.97	$171.14	$175.42	$179.81
Total							
Average Rate Growth		0.0%	2.5%	2.8%	2.9%	2.0%	2.4%
Captured Room Nights		–	–	10,606	36,156	40,753	43,301
Rooms Revenue		–	–	$2,066,846	$7,247,297	$8,332,325	$9,063,125
Average Rate	**$185.00**	**$185.00**	**$189.63**	**$194.88**	**$200.44**	**$204.46**	**$209.30**
Average Rate Penetration	111.6%	111.6%	111.6%	111.9%	112.3%	111.8%	111.6%
Market-wide ADR Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Market-wide ADR	**$165.71**	**$165.71**	**$169.85**	**$174.10**	**$178.45**	**$182.91**	**$187.48**

Three-Year Income Forecast

To project future income, operating statements from five comparable hotels were analyzed using key industry metrics: ratio to sales (RTS), per available room (PAR), and per occupied room night (POR). The results in the figure below show strong revenue performance, supporting investor interest.

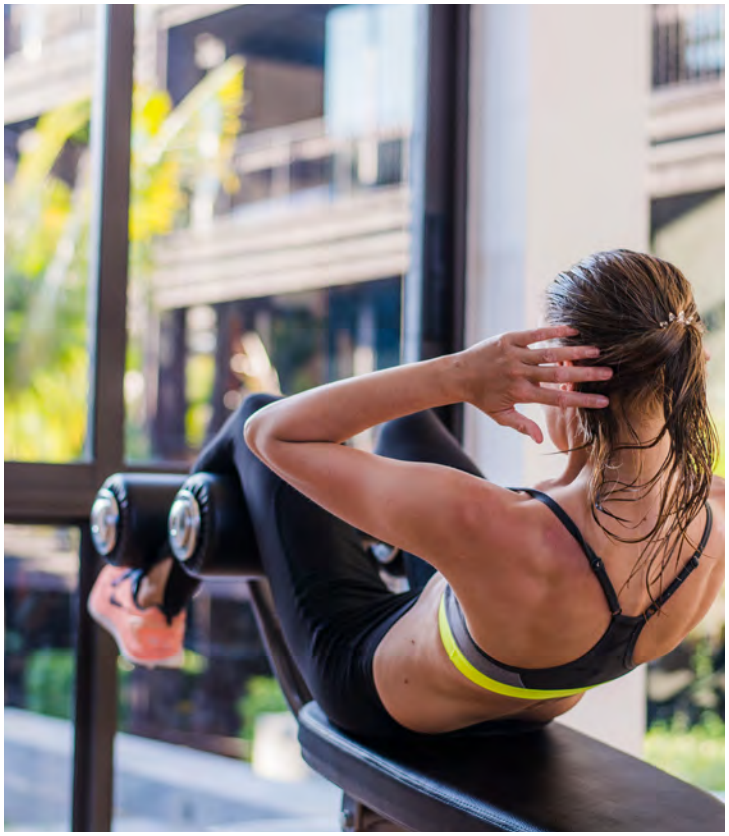
Three-Year Income Forecast | Hotel and Conference Centre

	2026/27		2027/28		2028/29	
Number of Rooms	150		150		150	
Occupied Rooms	34,493		39,420		42,705	
Occupancy	63%		72%		78%	
Average Rate (% of)	$198.58	% of	$203.12	% of	$207.68	% of
RevPAR (Gross)	$125.11	Gross	$146.24	Gross	$161.99	Gross
Operating Revenue (in $000)						
Rooms	$6,850	67.8%	$8,007	69.3%	$8,869	69.3%
Food and Beverage	$3,079	30.5%	$3,459	29.2%	$3,744	29.2%
Other Operated Department	$87	0.9%	$92	0.8%	$96	0.7%
Miscellaneous Income	$87	0.9%	$92	0.8%	$96	0.7%
Total Operating Revenues	$10,103	100%	$11,649	100%	$12,805	100%



Bistro '67





Extended-Stay Hotel

An extended-stay hotel would address a key gap in Whitby's accommodations, serving business and leisure travelers and aiding economic growth.

- **Lifestyle and Leisure Amenities:** Access to renowned golf courses, Thermëa Spa Village, new Whitby Sports Complex, and an emerging culinary scene make Whitby an attractive destination for multi-day stays.
- **Post-Secondary Institutions:** Proximity to Durham College, Ontario Tech University, and Trent University Durham generates demand from visiting faculty, students, and families.
- **Locational Advantages:** Centrally positioned in Durham Region with easy access to Highways 401, 412, and 407, and served by GO Transit, Whitby offers convenient regional and GTA connectivity.





Thermëa Spa Village | Whitby



Royal Ashburn Golf Club

A Profitable Vision

The proposed extended-stay hotel presents a compelling investment opportunity. The following forecasts that the proposed hotel will stabilize at 85% occupancy with a 106% penetration rate by 2029, indicating strong market performance. A 2.5% annual ADR growth is projected, with above-average rates expected due to the hotel's location, brand, and new-build status.

Occupancy Forecast by Market Segment | Extended-Stay Hotel

Market Segment	2026	2027	2028	2029
Commercial				
Demand	112,187	115,795	118,625	120,958
Market Share	1.8%	6.8%	7.5%	7.7%
Capture	2,049	7,855	8,911	9,373
Penetration	51%	68%	76%	79%
Leisure				
Demand	64,376	66,376	67,877	69,212
Market Share	3.0%	9.4%	10.0%	10.2%
Capture	1,901	6,237	6,815	7,046
Penetration	90%	95%	102%	103%
Meeting and Group				
Demand	46,593	48,053	49,105	50,072
Market Share	2.0%	6.5%	6.9%	7.4%
Capture	946	3,114	3,385	3,684
Penetration	57%	65%	70%	75%
Extended-Stay				
Demand	52,102	53,665	55,275	56,380
Market Share	4.7%	17.5%	18.7%	19.4%
Capture	2,456	9,377	10,359	10,934
Penetration	136%	175%	190%	197%
Total Room Nights Captured	7,352	26,583	29,471	31,037
Available Room Nights	12,200	36,500	36,500	36,500
Subject Occupancy	**60%**	**73%**	**81%**	**85%**
Market-wide Available Room Nights	319,254	357,743	369,928	369,928
Fair Share	4%	10%	10%	10%
Market-wide Occupied Room Nights	250,112	277,710	290,881	296,622
Market-wide Occupancy	78%	78%	79%	80%
Total Penetration	**77%**	**94%**	**103%**	**106%**

Market Outlook

Projected Revenue

The proposed extended-stay hotel would begin with a base-year ADR of $168.71. This occupancy level is projected at 85% and an ADR of $186.70 in 2029.

ADR Forecast | Extended-Stay Hotel

Positioned Historical 2023		2024	2025	2026	2027	2028	2029
Commercial							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	2,049	7,855	8,911	9,373
Rooms Revenue		–	–	$363,126	$1,427,175	$1,659,489	$1,789,172
Average Rate	$168.71	$168.71	$172.93	$177.25	$181.68	$186.22	$190.88
Leisure							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	1,901	6,237	6,815	7,046
Rooms Revenue		–	–	$376,907	$1,267,541	$1,419,594	$1,504,315
Average Rate	$188.71	$188.71	$193.43	$198.26	$203.22	$208.30	$213.51
Meeting and Group							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	946	3,114	3,385	3,684
Rooms Revenue		–	–	$157,809	$532,182	$593,047	$661,495
Average Rate	$158.71	$158.71	$162.68	$166.74	$170.91	$175.19	$179.57
Extended-Stay							
Average Rate Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Captured Room Nights		–	–	2,456	9,377	10,359	10,934
Rooms Revenue		–	–	$383,739	$1,501,646	$1,700,439	$1,839,712
Average Rate	$148.71	$148.71	$152.43	$156.24	$160.14	$164.15	$168.25
Total							
Average Rate Growth		0.0%	2.5%	3.1%	2.0%	2.5%	2.4%
Captured Room Nights		–	–	7,352	26,583	29,471	31,037
Rooms Revenue		–	–	$1,281,581	$4,728,544	$5,372,570	$5,794,694
Average Rate	**$165.00**	**$165.00**	**$169.13**	**$174.31**	**$177.88**	**$182.30**	**$186.70**
Average Rate Penetration	97.1%	97.1%	97.1%	97.7%	97.2%	97.2%	97.2%
Market-wide ADR Growth		0.0%	2.5%	2.5%	2.5%	2.5%	2.5%
Market-wide ADR	**$169.85**	**$169.85**	**$174.10**	**$178.45**	**$182.91**	**$187.48**	**$192.17**



Royal Ashburn Golf Club

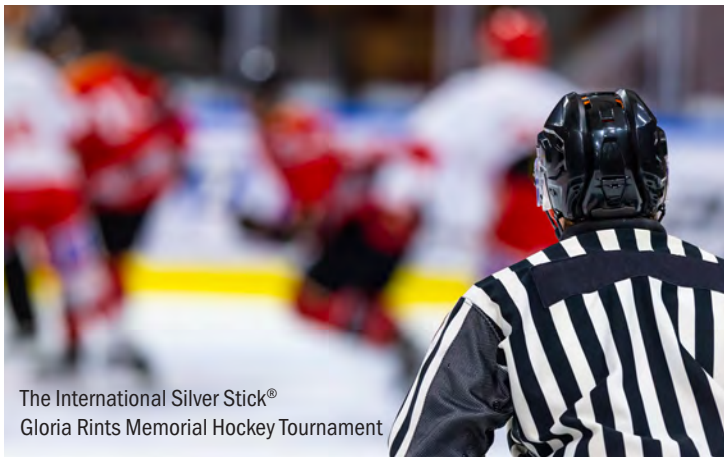
Sports Tourism

Whitby is a dynamic destination for athletic travel, hosting events in hockey, lacrosse, and curling. With impressive facilities like the Abilities Centre and Iroquois Park Sports Centre, it attracts athletes and teams year-round. Soon, Whitby will feature Canada's first Zero Carbon building and LEED Gold facility, including a twin pad arena, gymnasium, and aquatics facility.

- Whitby welcomes 5.7 million guests annually. The Durham Parasport Games brought $702,853 in economic impact to the region.
- The annual International Silver Stick hockey tournaments generated over $5 million in economic impact for the community in 2023.
- The Town works with Sport Durham to attract larger sports tourism events.
- Whitby's marina hosts more than 200 fishing charters annually, with postal code data revealing strong interest from visitors coming from Quebec.



Iroquois Park Sports Centre


The International Silver Stick®
Gloria Rints Memorial Hockey Tournament

Historic Downtowns

Our downtowns are the heart of our community, embodying our past, present, and future. These vibrant hubs of creativity and economic diversity draw visitors, businesses, and talent alike. Whitby proudly boasts **two** historic downtowns - Downtown Whitby and Downtown Brooklin - each full of character and charm. Here, you'll find:

- A rich mix of unique restaurants, boutique shops, spas, fitness studios, and lively entertainment options.
- Farmers' Markets brimming with fresh produce, homemade baked goods, and artisan creations.
- Year-round events and programming, from the lively Music in the Park and Culture in the Square to festive holiday markets and beyond.
- Stunning public art, including murals, sculptures, and creative placemaking to immerse yourself in our arts and culture scene.



Bohemian Bliss Yoga class at Jacked Up Coffee


Balti Indian Restaurant


Downtown Brooklin Harvest Festival


Whitby Farmers' Market


Whitby's Waterfront


The Lake Grill


Culture Pop-Up event at the Whitby Pier


Waterfront Trail

Discover Something New

Whitby's waterfront is a lively destination, featuring the award-winning Whitby Marina and the scenic Waterfront Trail. Whether you're kayaking on Lake Ontario, enjoying a craft brew at Town Brewery Pump House, or dining at The Lake Grill, Port Whitby offers a perfect mix of relaxation and recreation.

Reconnect with your mind and body through wellness experiences in Whitby. The luxurious Thermëa Spa Village offers the widest selection of wellbeing experiences in North America, while the Town has over 100 parks with playgrounds, splash pads, and sports fields.



Enjoying the Waterfront Trail

Choose Whitby
Let's Grow Together

Whitby is a vibrant and growing hub where innovation, tourism, and economic opportunity come together. Investing in a hotel here means more than opening your doors to guests—it means becoming part of a forward-thinking community with a bright future. From planning to opening day and beyond, we're here to support you every step of the way.



For more information please contact:

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whitby.ca/Invest

Whitby

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: 2025 Economic Development Strategy Update

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CAO 12-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Sarah Klein, Deputy CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Karol Murillo Corrigan, Senior Manager, Economic Development, x4312

1. Recommendation:

1. **That Report CAO 12-25 be received for information; and,**
2. **That Council approve the recommended updates to the Economic Development Strategy.**

2. Highlights:

- As part of the 2022-2026 Economic Development Strategy (EDS), staff provides an 18-month review to indicate progress to date and completed actions.
- The report highlights a list of recommended updates to the strategy that would shift, add, or remove action items based on feedback mechanisms and changes to the economic development portfolio.
- Recommended additions include a tariff-focused initiative and the recent Invest Whitby launch. Staff are recommending removing the Action related to designating Whitby as a centre for government technology.
- With these modifications, the Economic Development Strategy would include 24 Actions: one-third of which are complete, one-quarter currently underway, and the remainder scheduled to be addressed over the next 18 months.

3. Background:

In November 2021, the Town of Whitby adopted a 5-year Economic Development Strategy, "Shaping the Future: 2022 to 2026 Economic Development Strategy." A Key Action in the plan recommended the establishment of an 18-month Economic Development Strategy Review. This review ensures that the Economic Development Strategy (outlined below) continues to meet the needs of the community and Council.

Economic Development Strategy Overview

The Economic Development team is responsible for the implementation and tracking of the EDS and consists of the following positions:

- Senior Manager, Economic Development
- Economic Development Officer (2 positions)
- Advertising and Sponsorship Sales Manager

The Town of Whitby's Economic Development Strategy identified the following Mission, Vision, Sectors of Interest, and Strategic Pillars for the work undertaken by the Economic Development team.

Mission
"To inspire a strong local economy and economic growth, which is vibrant, sustainable, diverse and inclusive."

Vision
"The Town of Whitby will create a strong local economy through collaboration to facilitate innovation, productivity, inclusion and balanced economic growth."

Sectors of Interest

- Information and Communications Technology (ICT);
- Professional, Scientific and Technical Services;
- Advanced Manufacturing; and
- Downtowns and Lifestyle.

Strategic Pillars

- Pillar 1: Strengthen Economic Development Capacity
- Pillar 2: Become Storytellers
- Pillar 3: Embrace and Inspire Community Economic Development
- Pillar 4: Foster Municipal Innovation

Town of Whitby's 2023 Community Strategic Plan (CSP)

The development of a Community Strategic Plan was identified as a top priority for

Whitby Council. The CSP provides a roadmap for how Town Council and staff work together to deliver on community priorities over the next four years. In the 2024 update, 11 actions from the Community Strategic Plan were incorporated into the Economic Development Strategy.

4. Discussion:

18-month Economic Development Strategy Review

The last 18-month Economic Development Strategy Review to Council was in January 2024. At the conclusion of that reporting period, significant progress was underway with 23 actions requiring support to move forward and be successfully implemented.

Over the past 18 months, progress has continued and both priorities and economic pressures have evolved. As a result, staff recommend adding two Actions and removing one Action from the Economic Development Strategy, as outlined below. Pending Council approval, this will bring the total number of Actions in the EDS to 24. This review provides an update on the progress of the Actions, highlights those completed over the past 18 months, and outlines future key areas of focus.

Economic Development Strategy – Action Plan Progress Update – June 2025

Total Actions: 24

Completed: 8 actions (33%)
In Progress: 6 actions (25%)
Outstanding: 10 actions (42%)

One-third of actions have been completed, reflecting significant progress in the strategy. An additional 25% are in progress with continued efforts to advance them with 10 actions remaining outstanding. To maintain momentum, staff will be focused on accelerating progress items and addressing outstanding actions to ensure the remaining 16 items are completed within the next 18-month period.

Completed Actions

Below are some of the highlights of the 2024/2025 accomplishments in the EDS to date:

1.1 Develop an Advertising and Sponsorship Strategy

- The Advertising and Sponsorship Strategy was approved in January 2025 and focused on revenue generation opportunities related to the naming rights of the new and existing facilities and the opportunity to enhance operational experience.

1.3 Develop a Business Crisis Response Protocol

- In 2024, emergency information materials were developed and distributed to local businesses. Staff will work towards improving materials and revising any key information related to emergency information and protocols.

1.4 Establish 18-month Economic Development Strategy Review

- This is the second 18-month review completed as directed in the last review update in January 2024. This review enables staff to review, realign or make alterations to the EDS if needed and/or based on the changing economic climate.

2.4 Establish a Local Business Week

- Whitby Local Business Week was held from June 17-21, 2024 where 230 Whitby businesses were surveyed. Businesses were visited and surveys were conducted by Economic Development staff along with the Mayor and members of Council, representatives from Fire, Building, and Strategic Initiatives, as well as the Business Advisory Centre of Durham (BACD) and the Whitby Chamber of Commerce.

- Survey respondents rated Whitby as a place to do business positively, with an average score of 4.2 out of 5, reflecting general satisfaction with the local business environment. The state of individual businesses was rated at 3.9, indicating that most businesses consider themselves to be in stable or good condition. However, respondents expressed concerns about the broader Canadian economy, which received a much lower average score of 2.3, suggesting significant uncertainty or dissatisfaction at the national level. Public transit service to businesses was rated at 3.6, pointing to moderate satisfaction but also potential areas for improvement in transportation accessibility.

3.1 Host Community Job Fairs

- The Economic Development team, in partnership with the Whitby Chamber of Commerce, MP Turnbull's office, and the Durham Region Unemployed Help Centre, hosted a job fair on September 14, 2024 at the Abilities Centre. Over 500 job seekers attended with over 21 businesses from Whitby and Durham Region registered for this event.

- Due to the success of the event, staff will work with community partners to deliver and improve the second offering of a Whitby Job Fair as this initiative continues to strengthen relationship with local businesses and provide opportunities for job seekers.

3.3 Develop tools to support collaborative workspaces and home-based businesses

- Launched a home-based business toolkit with a dedicated website to help expand and support these businesses.

Business Retention and Expansion Program

The Whitby Business Retention & Expansion (BRE) Program helps local businesses looking to expand or relocate within the Town of Whitby. Since launching in 2022, the Economic Team met with over 107 local businesses to gain valuable insight and feedback from established local businesses to help shape economic development programs and services. The following highlights from 2024 include:

- 38 businesses met in 2024
- Launched our Business Webinar Series in response to feedback from businesses through BRE meetings
  - Enbridge Webinar
  - Succession Planning Webinars
- 40 connections to external organizations made

Recommended Changes to Economic Development Strategy

Staff are recommending the addition of the following two Actions to the Economic Development Strategy, in order to be responsive to current economic trends and the pressures faced by the business community. These two Actions will also be marked as completed.

Tariff Initiatives

In February 2025, the Economic Development team reoriented their work plans to ensure local businesses were supported in response to the tariffs imposed by the United States government on Canada, and the resulting impacts on trade, businesses, and the local economy. Economic Development launched a new business-focused Tariff webpage to share available funding and supports for impacted businesses. In addition, working with Mayor Roy, staff have worked to establish the Mayor's Tariffs Task Force to examine tariff-related issues affecting Whitby businesses and provide recommendations to ensure competitiveness and economic resilience. Task Force members include representatives from the Whitby Chamber of Commerce, Downtown Whitby BIA, non-profit and six Whitby business leaders from industry sectors affected by the tariffs. The Task Force has released the Whitby Tariff Business Survey and current efforts include advocacy efforts to ensure Whitby can withstand challenges brought on by the tariffs. Staff recommend adding Action 3.5: Launch Tariff Response Initiative.

Launch of Invest Whitby

Previously, Economic Development's leading social platform was a dedicated X (formerly Twitter) channel, which was discontinued in March 2025. As a result, in late May, Economic Development launched the Invest Whitby LinkedIn social channel. This new channel will help reach a more relevant audience of entrepreneurs, business leaders, developers, and stakeholders. More importantly, it will enhance the ability to share timely information on business resources, supports, investment opportunities, market trends (e.g., impacts of U.S. tariffs), and local success stories. This new channel will grow a relevant economic audience, strengthen Whitby's competitive position, present a professional and cohesive brand, and deliver consistent, high-impact messaging. Staff recommend addition Action 2.5 Establish new social marketing channel – Invest Whitby.

Staff recommend removing one Action from the Economic Development Strategy to better align with current needs and economic trends, while also considering staffing capacity given the addition of two new Actions.

Action 4.1 Designate Whitby as a centre for government technology to be removed from the Economic Development Strategy. While positioning Whitby as a centre of government technology was once a prominent trend, aligning more closely with the region's broader messaging of innovation may resonate better with Whitby's growing technology firms and ecosystem.

Areas of Focus

To continue to advance the Economic Development Strategy, several key areas of focus will guide efforts over the next 18 months. Priority initiatives include continued progress on attracting a hotel and conference centre, which will enhance Whitby's tourism and business travel capacity. Advancing the Intelligent Cities Strategy is also a central focus, aimed at leveraging technology and innovation to improve infrastructure, connectivity, and service delivery while boosting technology adoption in Whitby's local business community. In addition, physician recruitment remains a critical deliverable, supporting both economic growth and community well-being by helping to ensure access to essential healthcare services for residents and a strong quality of life that attracts and retains talent. The other key focus area is a review of municipal tools to attract high-value employment-generating businesses with a focus on industrial development. Attachment 1 provides detailed information on the 16 outstanding and in-progress EDS Actions.

These initiatives reflect a strategic approach to building a resilient, competitive, and future-ready economy.

Administrative Changes

Attachment 1 outlines the EDS actions list with completed actions, actions in progress and the remaining outstanding action items. Once this report is approved, Action items will be added or removed from the existing list of action items. Staff will make the changes to the Strategy within six weeks of this report's adoption and then update and circulate to Council and will be uploaded to the Town's website.

5. Financial Considerations:

To continue implementing the Economic Development strategy, any future budget requests to support the remaining actions of the EDS will be presented to the Council for their consideration as part of the 2026 budget process.

6. Communication and Public Engagement:

The 5-year Economic Development Strategy was developed with engagement from the Town of Whitby's business community. The work was led by a Steering Committee comprised of local businesses and support organizations. The 2024 strategy update was influenced by the Town's 2023 Community Strategic Plan, which was developed with feedback provided by over 3,000 individuals, as well as the Business Retention and Expansion survey, which has consulted with over 100 local businesses since its launch in 2022.

Economic Development continues to collaborate with external teams to support the implementation of the 5-year Economic Development Strategy. Further, the development of the e-newsletter was supported by content provided by the Whitby Chamber of Commerce, the Business Advisory Centre of Durham, as well as other local post-secondary institutions and partners.

With the recent addition of the Invest Whitby LinkedIn page, staff will be able to provide additional metrics on the delivery of programs and initiatives. This business-focused platform will enhance the Economic Development team's outreach efforts.

7. Input from Departments/Sources:

The economic development team continues to collaborate with internal teams to support the implementation of the 5-year Economic Development Strategy. Several key actions (e.g., Intelligent City Strategy) will work with an internal cross-functional team to evaluate and deliver priority projects. Other actions completed to date and/or in progress involve
partnerships with Planning and Development, Creative Communities, Recreation, Facilities, and the Whitby Public Library. In addition, Economic Development staff will continue to work with external organizations such as the Whitby Chamber of Commerce, Downtown Whitby BIA, 1855 Accelerator, the Region of Durham, and the Business Advisory Centre of Durham to implement the strategy.

8. Strategic Priorities:

The Economic Development Strategy is consistent with the Town of Whitby's Community Strategic Plan, specifically Strategic Pillar 3: Whitby's Economy. As identified in the previous update, key elements of Economic Development touch upon each of the three Objectives:

- 3.1 Accelerate progress, create jobs, and drive local economy
- 3.2 Attract and retain businesses and industry
- 3.3 Promote innovation and build competitive advantage.

Action 3.1.1 centers on continuing to implement the Economic Development Strategy which focuses on the following sectors: information and communications technology, professional, scientific, and technical services, advanced manufacturing, and downtowns and lifestyle. This directly links to the implementation of the Town's 5-year Economic Development Strategy.

9. Attachments:

Attachment 1: Economic Development Strategy Updated Action Items - June 2025

Economic Development Strategy Updated Action Items - June 2025

Table 1: Goal 1 - Strengthen Economic Development Capacity – Investing in people, processes and relationships.

Item Number	Action	Description	Investment Type & Cost	Output/Outcome	Status and/or Completion Deadline
1.1	Develop an Advertising and Sponsorship Strategy	Hiring of a consultant to support the development of an Advertising and Sponsorship Strategy to determine appropriate value of assets and the development of a robust asset inventory.	Capital ($$$)	OUTPUT: Completion. Total value of available sponsorships, municipal revenue, % of assets sold OUTCOME: Strengthening economic development tools and processes to better serve our clients	Completed: Advertising and Sponsorship Strategy approved by Council in January 2025 through CAO Report 01-25.
1.2	Sponsorship Activation Fulfillment and Renewal Plan	Development of a plan that focuses on the best way to fully activate our sponsors. Develop tools and process to track the outcome of sponsorship fulfilment post investment. This information will be used to better understand our partners' needs. Optimize and measure the sponsorship impacts, build, sustain and solidify their renewal(s). Utilize the sponsorship package(s) to guide and outline opportunities.	Operating ($)	OUTPUT: Completion of Plan, increase sponsorship activations and track partner satisfaction OUTCOME: Strengthening economic development tools and processes to better serve our clients	In Progress

($) – Anticipated to fit in operationally. ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Item Number	Action	Description	Investment Type & Cost	Output/Outcome	Status and/or Completion Deadline
1.3	Develop a Business Crisis Response Protocol	Working with WFES to support small businesses that have been affected by fire or other localized emergencies.	Operating ($$)	OUTPUT: Development of protocol OUTCOME: Strengthening economic development tools and processes to better serve our clients	Completed: Economic Development developed materials for local businesses with emergency information.
1.4	Establish an 18-month Economic Development Strategy Review	Establishing an 18-month strategy review schedule. Will provide an update to Council at the same time. These reviews could adjust, add or remove action items to ensure the strategy will continue to meet the needs of the community and Council.	Operating ($)	OUTPUT: Number of projects completed, number of new projects, number of projects removed/altered OUTCOME: Strengthening economic development tools and processes to better serve our clients	Completed: Two reports have been presented to Council providing 18-month updates (Report CAO 04-24 and Report CAO 12-25).
1.5	Implement and streamline municipal tools and processes to attract high-value, employment-generating businesses	Undertake a review of municipal tools currently utilized to attract high-value employment-generating businesses and make recommendations on improvements.	Operating ($)	OUTPUT: Completion of review and implementation of recommendations OUTCOME: Strengthening economic development tools and processes to better serve our clients	2025 – Q4

($) – Anticipated to fit in operationally. ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Item Number	Action	Description	Investment Type & Cost	Output/Outcome	Status and/or Completion Deadline
1.6	Attract a hotel and convention centre to Whitby by 2026	Working with local landowners and developers to support the investment of a hotel and convention centre in Whiby.	Operating ($)	OUTPUT: New Hotel and Convention centre in Whitby OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	In Progress

($) – Anticipated to fit in operationally. ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Table 2: Goal 2 - Become Storytellers – Identify and celebrate businesses, people and programs that will lead Whitby into the future.

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
2.1	Facilitate conversations with landlords to animate vacant storefronts	Work with the Downtown Whitby BIA to animate vacant storefronts with art installations.	Operating ($)	OUTPUT: Number of conversations, number of landlords interested in partnership, number of months available OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	In Progress
2.2	Create a Film Location Directory	Establish a directory with photos of public and private locations suitable for filming to support the film industry.	Operating ($)	OUTPUT: Number of locations; number of distributions; number of permits issued OUTCOME: Strengthening economic development tools and processes to better serve our clients	2026 – Q1
2.3	Develop Business Webinar Series	Create and distribute webinars that focus on topics identified as business community needs: • Municipal Procurement • Succession Planning • Keys to starting a business in Whitby	Operating ($)	OUTPUT: Number of webinars created, attendance OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	In Progress

($) – Anticipated to fit in operationally. ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
2.4	Establish a Local Business Week	Establish a series of promotional events that celebrate the local business community.	Operating ($$)	OUTPUT: Number of visits during the week; social engagement OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	Completed: Local business week was held on June 17-21, 2024, and 230 Whitby businesses were surveyed and rated Whitby as a place to do business positively, with an average score of 4.2 out of 5.
2.5 *NEW	Establish new social channel – Invest Whitby	Launch a new social media channel designed to inform, engage and connect with Whitby's business community, showcasing local success stories, innovative programs, and the people shaping the town's economic future.	Operating ($)	OUTPUT: Number of visits; social engagement. OUTCOME: Strengthening economic development tools and processes to better serve our clients	Completed: Launched in May 2025.

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Table 3: Goal 3 – Embrace and Inspire Community Economic Development – Focus on building communities as well as profits.

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
3.1	Host Community Job Fairs	Host Job Fairs for members of various equity-deserving communities, including but not limited to new Canadians, the BIPOC community, and individuals with a disability.	Operating ($$)	OUTPUT: Number of employers present, number of community groups engaged, number of attendees OUTCOME: Creating new opportunities for equity-deserving groups	Completed: In partnership with community partners, hosted the Whitby Job Fair in September 2025 with over 500 job seekers and 21 businesses participating from Whitby and Durham Region.
3.2	Launch programming to support green economy, agriculture, and agri-business	Undertake a review of available programs and supports that are available to the identified sectors and identify an action plan to support the sectors.	Operating ($)	OUTPUT: Completion and implementation of review OUTCOME: Creating new opportunities for local businesses	2026– Q3
3.3	Develop tools to support collaborative workspaces and home-based businesses	Undertake a review of available programs and supports for home-based and collaborative workspace businesses and identify an action plan to support these businesses.	Operating ($)	OUTPUT: Launch a home-based business toolkit with a dedicated website OUTCOME: Creating new opportunities for local businesses	Completed: Launched a dedicated website and toolkit in 2024.

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
3.4	Work with partners to increase access to family physicians	Successfully attract 10 family physicians to serve Whitby residents. Support the implementation of Durham Region's Family Physician Recruitment Strategy.	Operating ($$)	OUTPUT: Attract 10 family physicians and implement the Regional Family Physician Recruitment Strategy OUTCOME: More residents have access to family physicians	In Progress.
3.5 *NEW	Launch Tariff Response Initiative	Collaborate with Whitby businesses to identify challenges and deliver targeted supports in response to tariff impacts.	Operating ($)	OUTPUT: Develop business survey; advocacy efforts. OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	Completed: Developed Tariff Landing Page and Mayor's Tariff Task Force.

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Table 4: Goal 4 - Foster Municipal Innovation – Championing innovation within the Town of Whitby.

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
4.1	Designate Whitby as a centre for government technology	Investigate the feasibility of establishing a marketing identity around Whitby as a centre innovation in government as outlined in programs of 4.4, 4.5, and 4.6.	Operating ($$)	OUTPUT: Development of Brand and marketing materials OUTCOME: Growing the Innovation Economy in Whitby	Recommend removing
4.2	Increase supports offered to tech-based businesses in partnership with Whitby's technology accelerator (1855 Whitby)	Partner with 1855 to develop programming that supports the local innovation-based ecosystem.	Operating ($)	OUTPUT: Number of programs, number of attendees OUTCOME: Growing the Innovation Economy in Whitby	In Progress
4.3	Establish formal referral process for local companies	Establish a talent flow from local post-secondary institutions to either the Spark Centre or 1855 Whitby based on organizational stage/need.	Operating ($)	OUTPUT: Number of referrals annually OUTCOME: Growing the Innovation Economy in Whitby	2025 – Q4
4.4	Develop Entrepreneur in residence program	Work with local entrepreneurs to partner on proof of concept for technological innovations. The municipality wouldn't pay for these services but	Operating ($$)	OUTPUT: Number of projects completed OUTCOME: Growing the Innovation	To be implemented as part of Action 4.7 (2025 – Q3)

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

		could let the organization test it out. It could be a feeder for the Innovation Challenge		Economy in Whitby	
4.5	Develop a Municipal Innovation Challenge	Host an annual municipal challenge process to find new solutions to existing and long-term municipal problems. The municipal challenge process is a recognized form of government procurement.	Operating ($$)	OUTPUT: Number of applicants; number of projects proposed, number of projects completed OUTCOME: Growing the Innovation Economy in Whitby	To be implemented as part of Action 4.7 (2025 – Q3)
4.6	Public/Private Pilot Project Program	Develop a formal process for the Town of Whitby to engage in pilot projects with established private organizations to test new proofs of concepts.	Operating ($)	OUTPUT: Completion of formal process; number of projects completed OUTCOME: Growing the Innovation Economy in Whitby	To be implemented as part of Action 4.7 (2025 – Q3)
4.7	Develop and implement Intelligent City Strategy and Action Plan that leverages collaboration and technology to support innovative solutions	Develop an Intelligent City Strategy for the Town of Whitby.	Capital ($$$)	OUTPUT: Development of Strategy OUTCOME: Growing the Innovation Economy in Whitby	2025 – Q3

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Item Number	Action	Description	Investment Type & Cost	Output / Outcome	Status and/or Completion Deadline
4.8	Leverage grant funding to support broadband and Smart City initiatives	Apply to available grant programs to support the implementation of the Intelligent City Strategy.	Operating ($)	OUTPUT: Value of grants received; number of projects completed OUTCOME: Growing the Innovation Economy in Whitby	2026 – Q1
4.9	Develop a Climate Awareness Preparedness Education Campaign	Working with Sustainability to develop an educational campaign to help businesses to ensure they are prepared for severe weather events.	Operating ($$)	OUTPUT: Number of businesses reached; number of plans created OUTCOME: Building stronger and more meaningful relationships between the Town and the business community	2026 – Q2

($) – Anticipated to fit in operationally ($$) – $10,000 to $50,000 ($$$) – $50,001 to $100,000 ($$$$) – $100,001+

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Update on Provincially Owned Employment Lands

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CAO 13-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Sarah Klein, Deputy CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Karol Murillo Corrigan, Senior Manager Economic Development, x4312

1. Recommendation:

1. **That Report CAO 13-25 be received for information.**

2. Highlights:

- This report provides an update on provincially owned employment lands within the Town of Whitby.
- As a part of Economic Development staff's ongoing business attraction efforts, there is a need to have a high-level understanding of the development potential of these provincially owned lands. A significant portion of these lands are strategically located along Highway 412 and Highway 407.
- This report identifies six priority sites with a total of 108.31 acres of developable Provincially owned employment lands. Of these, two sites totaling 51.01 acres provide the most opportunity in the immediate future and will be Economic Development's staff focus with MTO for development opportunities.
- Recent projects by the Town of Whitby, such as the new firehall on Des Newman Boulevard, situated on provincially owned lands, indicate that the Province is open to development opportunities.

- The recent removal of Highway 407 tolls in Whitby has further increased development interest in these lands.

3. Background:

The Economic Development division continues to provide updates regarding the availability of the Town of Whitby's employment lands that are critical for facilitating economic growth and job creation.

In recent years, staff have noted and discussed the limited supply of large parcels of serviced employment lands in Whitby. In CAO Report 01-20, staff identified 76.7 hectares (190 acres) of provincially owned developable lands located along Highway 412 and Highway 407. These lands represent a significant opportunity for development, subject to being declared surplus and subsequent availability for municipal or private sector investment.

Staff have maintained ongoing discussions with the Provincial Ministry of Transportation (MTO), which maintains ownership of vacant provincially owned parcels within the Town of Whitby. In 2023, the MTO real estate team indicated that there could be less provincially owned employment land available than originally anticipated. This reduction is attributed to several factors:

- Potential future use requirements by the provincial government;
- Site-specific constraints such as access limitations and parcel configurations;
- Environmental constraints, including the updated Lynde Creek floodplain mapping by the Central Lake Ontario Conservation Authority (CLOCA), which has significant implications, given the creek flows through a substantial portion of the identified provincial lands. The most recent update was completed in April 2025.

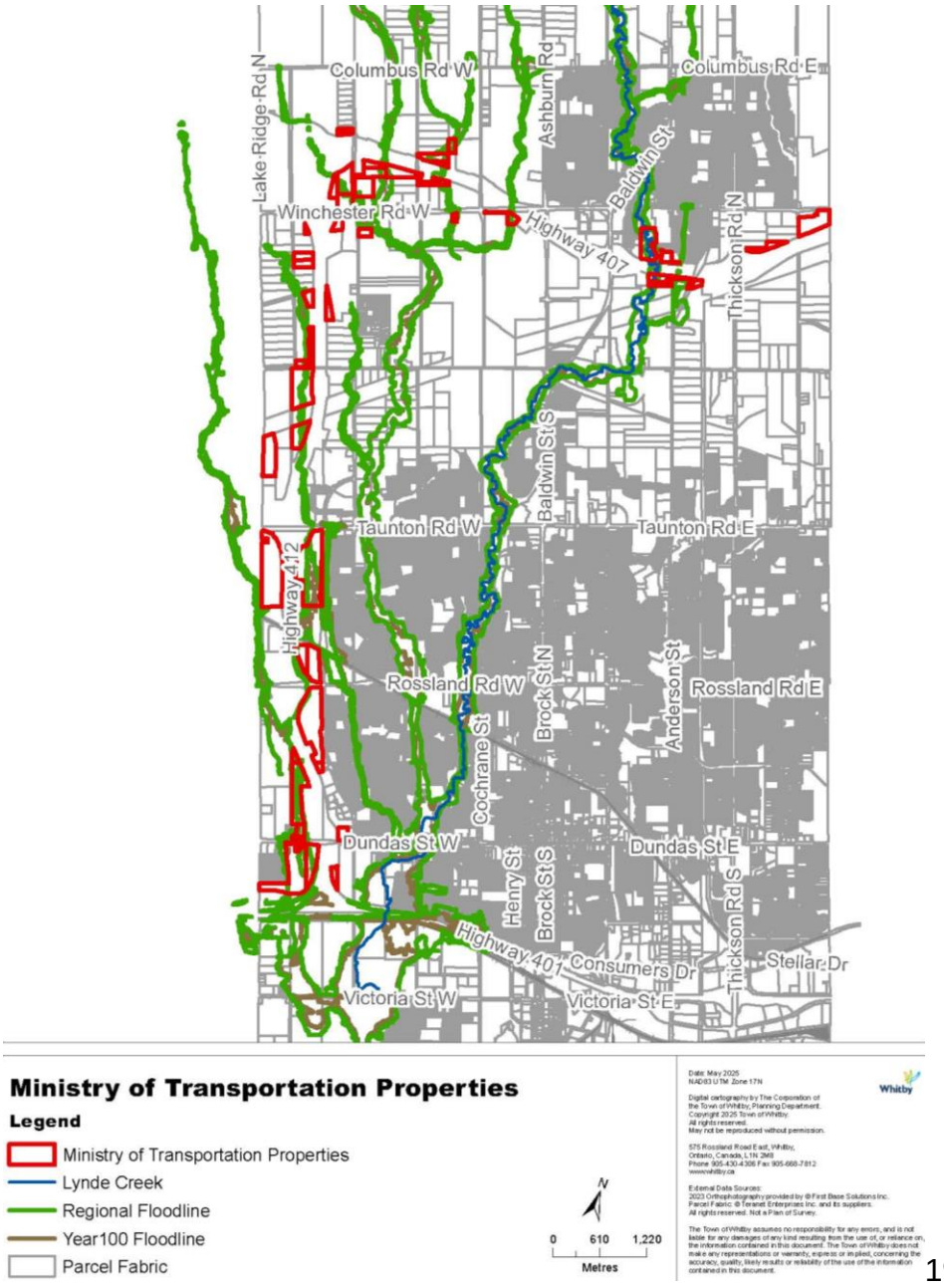
In addition, the Town of Whitby is engaged in its five-year Official Plan Review, which will provide updated policy direction and guidance regarding employment land designations and their future use. This review will also consider recent amendments to the 2024 Provincial Policy Statement, which introduces new restrictions on certain employment areas and influences the Town's long-term planning framework and strategic growth objectives. It is important to note that the entire MTO land area encompasses approximately 595 acres, the majority of which is situated in the Greenbelt and therefore, not able to be developed for employment areas.

This report will provide an update on the current development potential of the MTO lands located outside the boundaries of CLOCA or Greenbelt areas in order to identify parcels of developable land that Economic Development can explore for investment inquiries and opportunities.

4. Discussion:

Figure 1 highlights Ministry of Transportation (MTO) properties located primarily along the Highway 412 and Highway 407 corridors along with the recently updated Lynde Creek Floodplain mapping. The total area of all MTO lands shown in red amounts to approximately 595 acres. After subtracting land within the Provincial Greenbelt Plan area as well as land within CLOCA's regulated area, approximately 179 acres remain as potentially developable.

Figure 1



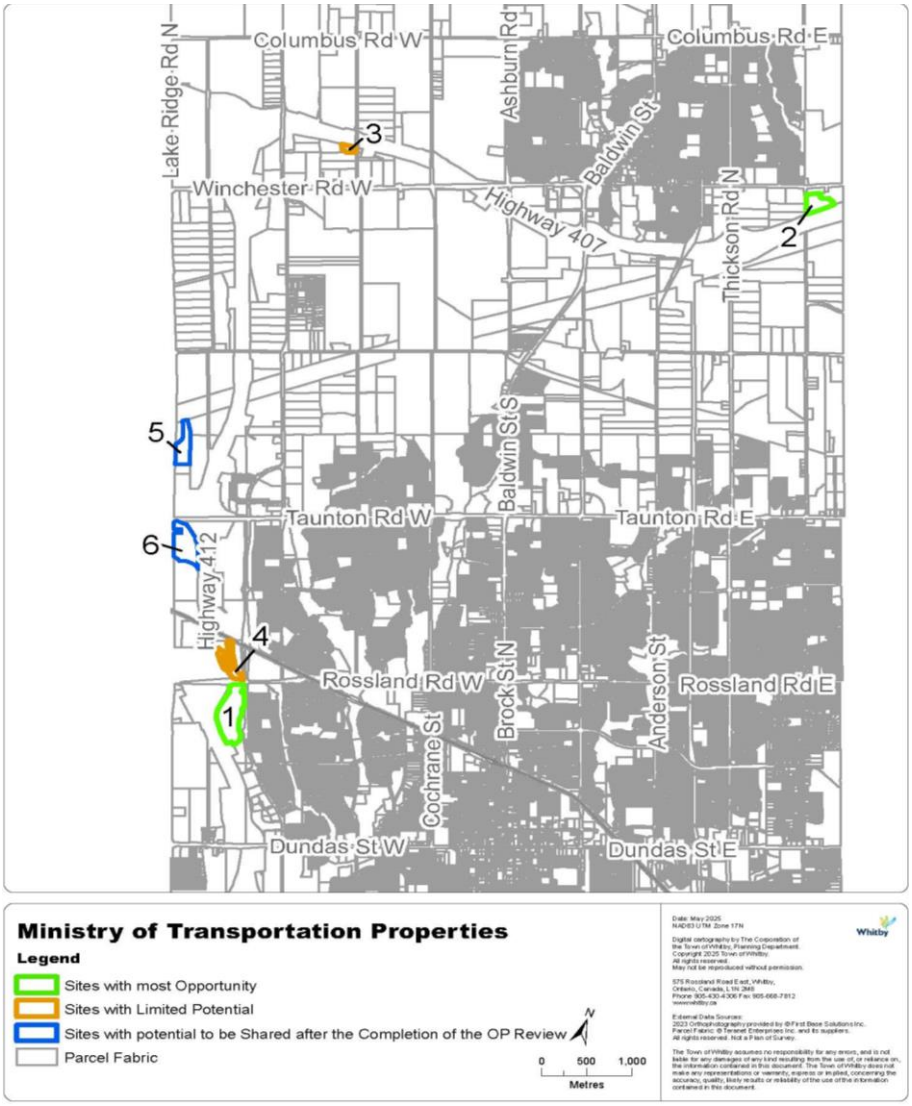
To narrow down and identify development potential for larger tracts of land, staff applied specific criteria to determine developable parcels, where feasible. Criteria included parcels larger than 10 acres, locations outside of CLOCA regulated areas and the Greenbelt, and proximity to recent or planned development activities, such as the new Town of Whitby's Firehall #6.

The result was a selected group of MTO surplus lands (108.31 acres) that fall into the following categories:

- Most Opportunity
- Limited Opportunity
- Potential Opportunity (pending completion of the Official Plan Review)

Figure 2 identifies six MTO Properties with the highest development potential.

Figure 2



Most Opportunity

The combined total potential developable area for sites with the most opportunity is approximately 51.01 acres(ac) once all the greenbelt and CLOCA areas are removed.

Property	Recommendation/Notes
Site 1: Rossland Road West and Des Newman Boulevard • 38.84 acres developable • This site spans a total of 52.91 acres • Designated Prestige Industrial in West Whitby Secondary Plan • Some CLOCA reg. area and some new Lynde Creek floodplain along the northwest edge 	Entire parcel designated Prestige Industrial. Small areas affected by the new Lynde Creek Floodplain and CLOCA. Services are in the area but would need to collaborate with Regional Works to confirm timing/cost related to servicing.
Site 2: 5945 Garrard Road • 12.17 acres developable • This site spans 21.56 acres • A significant portion outside of greenbelt but some additional CLOCA regulated area • Designated Prestige Industrial, Natural Heritage System and Natural Hazard in Brooklin Secondary Plan 	Approximately 15 acres designated Prestige Industrial with some CLOCA reg. area. Services are in the area but would need to collaborate with Regional Works to confirm timing/cost related to servicing.

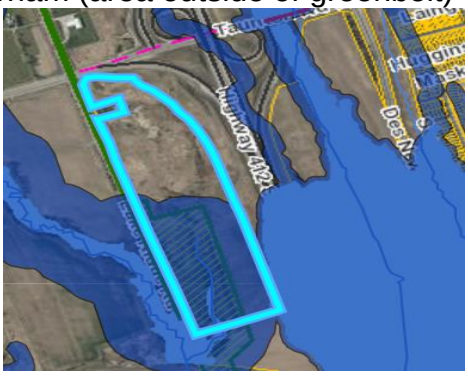
Limited Opportunity

The combined total potential developable area with limited opportunity sites is approximately 13.75 acres once all the greenbelt and CLOCA areas are removed.

Property	**Recommendation/Notes**
Site 3: 6292 Country Lane • 2.80 acres developable • This site spans 11.49 acres • 6 acres outside of the greenbelt, but some CLOCA regulated areas • Designated Prestige Industrial in Brooklin Secondary Plan (area outside of greenbelt) 	Limited potential, less than half the property is outside of the Greenbelt and CLOCA reg. area. Servicing constraints.
Site 4: 1100 Rossland Road West • 10.95 acres developable • This site spans 26.82 acres • Small portions designated Prestige Industrial in West Whitby Secondary Plan, majority designated Environmental Protection • Access issues, CLOCA regulated area 	Very limited potential, there are access issues due to grade separation as well as environmental issues.

Potential Opportunity (pending completion of OP Review)

The combined total developable area for sites with potential opportunity is approximately 43.55 acres once all the greenbelt and CLOCA areas are removed. The OP Review is expected to be complete by 2026.

Property	**Recommendation/Notes**
Site 5: Lake Ridge Road (north of Taunton Road) • 16.57 acres developable • The site spans 21.28 acres • Some CLOCA regulated areas • Outside of current urban boundary • Employment Area in Envision Durham 	Future potential, after the completion of OP Review. Servicing may be an issue.
Site 6: 945 Taunton Road West • 26.98 acres developable • The site spans 58.47 acres • Approximately 38 acres outside the Greenbelt • Outside of current urban boundary • Designated Employment Area in Envision Durham (area outside of greenbelt) 	Future potential, after the completion of OP Review. Servicing may be an issue.

While numerous smaller parcels are available, the primary focus of this exercise was not directed toward these areas. Economic development staff remains open to these smaller redevelopment opportunities should a suitable investment opportunity arise.

Next Steps

Until the completion of the Official Plan review in 2026, economic development staff will focus on the sites with the most opportunity – 51.01 acres. In particular, the MTO parcel located at the southwest intersection of Rossland Road West and Des Newman Boulevard. The Town of Whitby's new Fire Station #6 will be located on these lands. With the recent addition of the Whitby Health Clinic, located just south of this site, the next 3-5 years may present opportunities for professional, scientific, and technical industry sector companies, as well as other development opportunities.

During this exercise, economic development staff spoke with the MTO real estate team to discuss the municipality's interest in releasing particular sites. Staff will share the findings of this report with MTO and formally request that the lands with the greatest development potential be declared surplus to enable future development opportunities. In addition, this report will be shared with Invest Ontario, which has expressed an interest in large tracts of land for development inquiries. On the advocacy side, this report will be shared to highlight the significance of employment land potential, and how it aligns with provincial growth and job creation. The report's findings will also inform the department's work in supporting the private sector and stakeholders in the development of industrial lands across the Town of Whitby.

5. Financial Considerations:

The release of these MTO lands offers significant development potential and economic development opportunities for Whitby and Durham region. Further, any disposition of and subsequent development of surplus MTO-owned lands would result in a productive use for these properties and incremental property tax revenues.

6. Communication and Public Engagement:

Not Applicable.

7. Input from Departments/Sources:

The economic development team continues to work closely and collaborate with Planning and Development. Planning staff reviewed and provided the mapping for this report.

8. Strategic Priorities:

The information in this report supports the Town of Whitby's Community Strategic Plan, specifically Strategic Pillar 3: Whitby's Economy. It addresses the following Objectives:

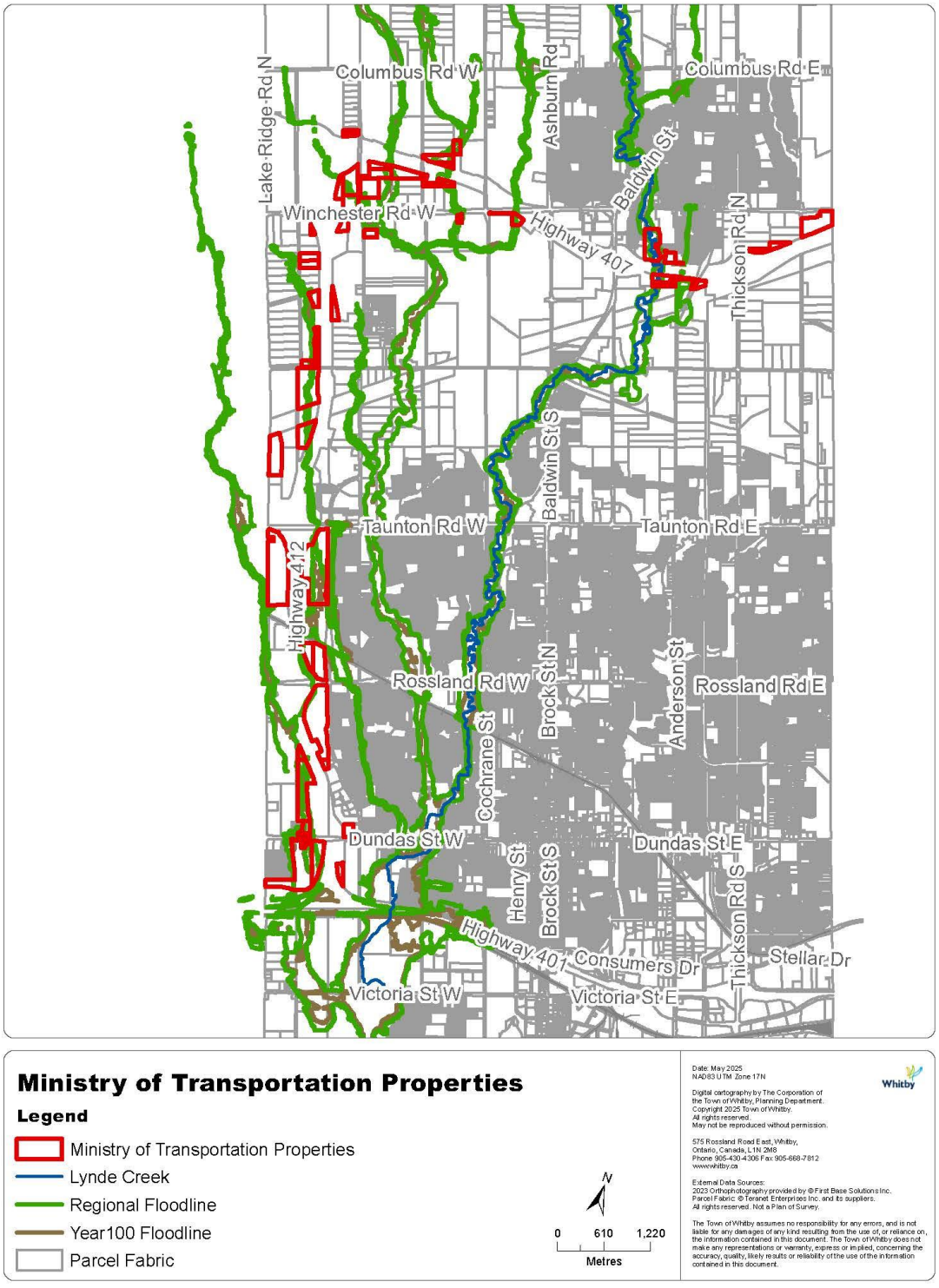
- 3.1. Accelerate progress, create jobs, and drive local economic growth
- 3.2 Attract and retain businesses and industry

Specifically, Action 3.1.2 focuses on expanding Whitby's commercial and industrial tax base.

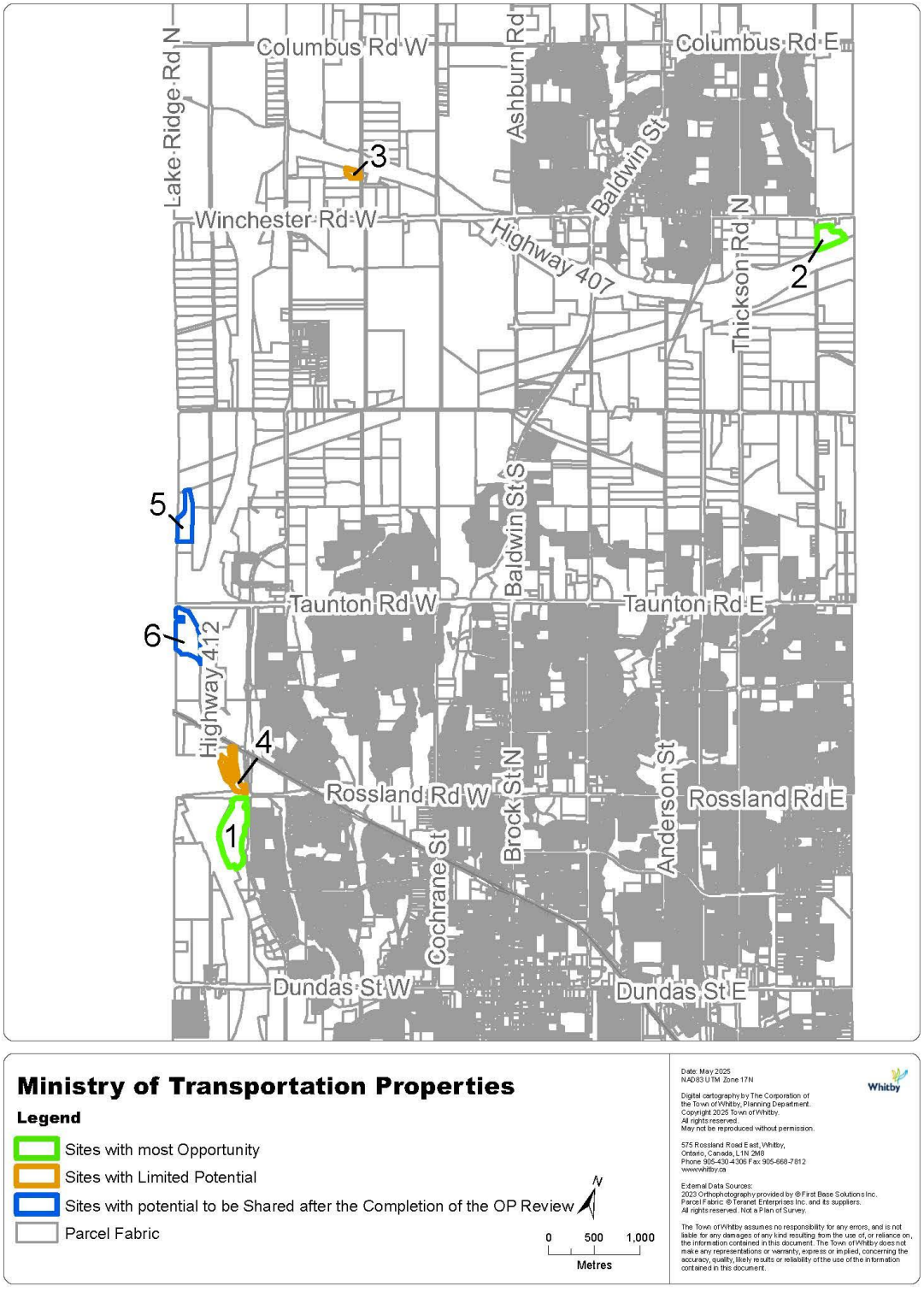
9. Attachments:

Attachment 1: Figure 1 - MTO Properties in the Town of Whitby
Attachment 2: Figure 2 - Six MTO Properties with Development Potential

Attachment 1 – Figure 1 - Ministry of Transportation (MTO) Properties in the Town of Whitby



Attachment 2 - Figure 2 - Six Ministry of Transportation (MTO) Properties with Development Potential



Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Amendments to the Records Classification & Retention By-law

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CLK 04-25**

Department(s) Responsible:

Office of the Town Clerk

Submitted by:
Chris Harris, Director, Legislative Services/Town Clerk

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Jackie Bennett, Manager, Records & Privacy

1. Recommendation:

1. **That Report CLK 04-25 of the Office of the Town Clerk be received for information;**

2. **That the Clerk be directed to bring forward a by-law to repeal By-law #7707-20 and replace it with the draft Records Classification & Retention By-law substantially in the form appended as Attachment # 1 to Report CLK 04-25.**

2. Highlights:

- The purpose of this report is to recommend updates to the Records Classification and Retention By-law as shown in Attachment 1.

- Following adoption of the revised By-law, the Office of the Town Clerk will collaborate extensively with internal stakeholders to provide training and education in preparation of rolling out more robust electronic records management within the organization.

3. Background:

In accordance with the requirements set forth in the Municipal Act, 2001, a municipality and its local boards are mandated to retain and preserve their records in a secure and accessible manner. The Act further specifies that records may only be destroyed either after a retention period has expired or if the record is a copy of the original. Municipalities have the authority to establish retention periods for their records, and Whitby has done so through the Records Classification and Retention By-law.

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) also sets principles for records management, including providing public access to information while limiting exemptions, and protecting the privacy of personal information held by institutions.

Over the last few months, Staff undertook a review of the Records Classification and Retention By-law (#7707-20) primarily to align recordkeeping practices with operational needs and to prepare for the implementation of its Enterprise Content Management (ECM) project.

Enterprise Content Management (ECM) is defined as the methods and technology used to manage electronic content and documents related to organizational processes, supporting them through their entire lifecycle. ECM is needed because managing the ever-growing volume of unstructured digital data in an increasingly complex information landscape presents significant challenges. An ECM will manage the findability, delivery, and risk of content across organizational processes and is vital for ensuring compliance with statutory responsibilities and regulatory requirements, such as those under the Municipal Act, 2001 for retaining and preserving records securely and accessibly, and under MFIPPA for access and privacy.

4. Discussion:

The Enterprise Content Management (ECM) project is a strategic initiative between the Office of the Town Clerk, Technology & Innovation Services (TIS), and Legal & Enforcement Services. As a critical first step in the broader ECM initiative, it is necessary to ensure that the Records Classification & Retention By-law reflects current business functions, aligns with legislative obligations, and prepares the organization for the transition to electronic records management.

Reviewing the By-law's Schedule A led to meaningful updates as shown in Attachment 1, including the removal of six outdated record series, the addition of nine new series, and aligning the classification structure with how Town staff currently create, manage, and access information, resulting in a grand total of 197 record series.

The review process began with outreach to each department, resulting in fifteen initial interviews. In total, twenty-seven consultations were conducted to build a comprehensive understanding of current practices. These consultations focused on how

records are managed, where they are stored, and in what formats—covering both physical storage (on-site and off-site) and digital environments such as network drives, email, and corporate applications (both on-premises and cloud-based).

Furthermore, to align with industry standards, a municipal scan was undertaken. This included independent research to gather publicly available retention schedules and direct outreach to Records and Information Management (RIM) leads in other Ontario municipalities. The scan focused on classification methods, coding structures, descriptions, and legislative references found in File Retention and Classification Systems (FRCS). These findings, combined with legislative requirements and internal consultation feedback, informed the revised Schedule A in Attachment 1 that is more tailored to the Town's operational, compliance, and governance needs.

The proposed changes to the By-law will serve as a cornerstone of the ECM project, in which the classification scheme will be directly embedded into Microsoft SharePoint, which has been identified as the Town's ECM solution. Records will be automatically categorized based on their location and metadata, initiating system-driven retention and disposition workflows. Importantly, while these processes will be largely automated, staff will retain final review authority to maintain appropriate oversight and control.

To ensure flexibility going forward, delegated authority has been maintained for the Town Clerk to approve updates to descriptions or scope within Schedule A when no structural changes are required. However, more substantial changes, such as adding or removing record series or changes to retention periods will continue to be brought to Council for approval.

Ultimately, this review reaffirmed the Town of Whitby's critical need for a modernized records management program, which includes a centralized repository for electronic records management. The revised By-law which will be embedded in the proposed ECM solution will enhance oversight by the Records and Information Management team, enable timely and defensible disposition of electronic records, support efficient eDiscovery for Legal Services, and ensure consistent and comprehensive capture of the Town's official records.

5. Financial Considerations:

Not applicable. The proposed updates to the Town's Records Classification and Retention By-law was completed by Town Staff.

6. Communication and Public Engagement:

As management of the Town's records is primarily a consideration for Town Staff and is required to ensure legislative compliance, no public communication or engagement is proposed. Should the public require to access Town records, they can contact departments to request access through a routine disclosure process or file a freedom of information request.

7. Input from Departments/Sources:

The review of the Records Classification & Retention By-law took place over an eight-week period and involved consultation with each department. This process included a series of meetings and opportunities for feedback to ensure that the proposed changes accurately reflect the operational and records management needs of the organization.

8. Strategic Priorities:

Amending By-law #7707-20 aligns with Strategic Pillar 4 of the Community Strategic Plan – Accountable and Responsive Government. These updates to the Records Classification and Retention By-law support streamlined operations and readiness for future technological advancements, ultimately strengthening the Town of Whitby's information governance framework for greater efficiency and effectiveness.

9. Attachments:

Attachment 1 – Revised Schedule "A" - Records Classification and Retention By-law

Functional Areas, Records Classification & Retention Schedule

Records Classification & Retention By-law

By-Law Number xxxx-25

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RECREATION & CULTURE SERVICES (RC) 45

OVERVIEW

The records retention and classification structure is a valuable tool to manage the records and information created or received by the Town of Whitby and as such, it is an important strategic business resource. The systematic application of managing information through a classification structure allows for the control of information assets throughout their lifecycle. By consistently identifying information, regardless of where it is held, the structure removes barriers to access (assuming appropriate permissions) while also protecting privacy and allows information to be available in a timely fashion to those who need it. This access is essential for supporting decision-making and sharing the knowledge developed through collaboration efforts. Such a system also supports accountability and good governance, protects personal and confidential information, captures and preserves the corporate memory and the history of the Town of Whitby while improving organization efficiencies and mitigating risk.

The Town of Whitby's Records Classification and Retention By-law provides staff with the authority to manage records in accordance with relevant policies, legislation and regulations. The Town of Whitby has adopted the standard of a functionally based classification structure to provide a framework for the organization and description of records. The structure is based on the content of the document and applies to all records, regardless of whether they are in paper, digital, image, audio or video format. Each classification category is accompanied by a retention timeframe that reflects applicable legislation and business need. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among departments;
- Maintains business functions as independent of organizational structure. Changes in organizational structure do not affect the classification scheme and therefore do not result in a need for reassessment;
- Provides integrity and thus reliability when searching for information within the central repository because all "like" things are filed together rather than "classified" under different departments;
- Recognizes that the vast majority of a municipality's functions remain constant, even though department and business area names may change;
- Reduces silos of information.

This document first outlines broad organizational functional areas, then the activities that take place within each function, and finally the record series that belong within each function.

FUNCTIONAL AREAS

Administration & Collaboration *Function Code - AC*	The function of managing the administrative activities of the departments. Records relating to widely referenced and general office information such office administration records, internal and staff committee meetings, minutes, agendas, contact lists, and blank template/forms.
Asset & Infrastructure Management *Function Code - AM*	The function of managing and maintaining the physical assets of Whitby relating to the renovation, replacement, operation, and maintenance of assets, infrastructure, property and equipment, which it owns or leases, and the associated professional standards. This may include linear infrastructure as well as buildings, facilities, lands, vehicles, traffic signals, parks, parking lots, bridges, culverts, street light assets, water mains, stormwater ponds, garages and related work orders. This includes periodic condition assessment and inspections.
Communications, Promotion & Stakeholder Relations *Function Code - CS*	The function of providing internal and external communications, promotions and management of stakeholders. Inclusive of publications and communications that support business objectives, such as advertising of Whitby services (e.g., achievement and recognition awards and liaison activities with external groups). Includes all corporate communications, and advertising ~~and promotion~~. Also includes inquiries and complaints, market research, social media, news releases and media relations. Stakeholder relations for adopt-a-programs at the Town. Management of community services for the Animal Shelter and Arena Concession stands
Environment & Sustainability *Function Code - ES*	The function of managing the environment, including conservation, energy management, and water protection activities. Comprises material involved in developing and implementing policies, strategies, action plans and tools related to environmental management, sustainability and climate change. Records may include the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Also includes records on environmental programs and policies, environmental approvals and compliance, air and water records, pollution, conservation and energy efficiency, hazardous materials and waste recycling.

Financial Management *Function Code - FM*	The function of managing the financial resources of Whitby through the execution of financial transactions and accounting processes including the receipt, budget control and expenditure of funds, the reporting and auditing of results, and the procurement of goods and services. Records include accounting and revenues administration from property taxes, assessment and appeals, financial planning and reporting, payroll and procurement of goods and services.
Fire & Emergency Services *Function Code - FS*	The function of promoting and protecting the wellbeing of the community through prevention, emergency services, and specialized training for Fire Services staff. Includes records on emergency response, fire response, and fire safety/prevention.
Governance *Function Code - GV*	The function of governing the organization and exercising authority and control to ensure transparency and accountability. Records relating to the ways in which the Corporation of the Town of Whitby is governed and regulated to ensure efficiency, effectiveness and compliance with statutory requirements including records of Council and requests under the Municipal Freedom of Information and Privacy (MFIPPA) legislation. Includes records of Whitby's legislative process, bylaws and agendas and minutes of Council, its Committees and related policies and procedures and Mayoral Decisions. Includes information received from federal, provincial and other municipal governments. Also includes the management of the lifecycle of information through records management services such as records classification and retention systems, disposition, and security classification.
Human Resources *Function Code - HR*	The function of managing Whitby's employees and their relationship with the organization. Records relate to organization charts and job descriptions, recruitment, benefits administration, disability management, labour relations and employee training.

Information Technology *Function Code - IT*	The function of applying and managing information and communications technology to support the business needs of the organization by means of capturing, storing, retrieving, transferring, communicating and disseminating information through electronic systems, including wide-area networks and local-area networks. Includes planning, determining requirements, developing, acquiring, modifying, evaluating and disposing of applications and databases. Also includes communication systems, such as video-conferencing, voice mail, mobile devices, email, instant chat messenger, and the technical aspects of the internet, intranet, and websites.

Legal, Compliance, Licensing & Enforcement *Function Code - LC*	The function of providing legal, enforcement, property management and risk management services to the organization. Records may include various transactional documents, agreements, legal opinions, insurance policies and certificates, third party insurance claim materials and litigation pleadings and appraisals. Also includes by-law enforcement and inspection and the issuance of business permits and licences.

Planning, Engineering, Development & Building *Function Code - PB*	The function of managing physical growth and development within Whitby. Activities include reviewing and amending the official plan and development regulations, preparing appeals and representing Whitby at appeal hearings, handling development inquiries and pre-consultation, issuing building permits, street naming and numbering, heritage planning, review of all development applications, including internal studies to support statutory regulations, planning of parks and open spaces, urban policy and transportation. Also includes administration of subdivision, development, construction and site plans such as quality assurance control, security administration and the final acceptance of new municipal infrastructures. Also includes planning, design, and construction of transportation-related capital infrastructure.

Recreation & Cultural Services *Function Code - RC*	This function of managing, operating and supporting sports and other recreational activities, the arts, social and cultural organizations. Records relate to program registrations and memberships, program monitoring and evaluation, cultural activities such as performances, public art and exhibits and facility reservations.

TABLE HEADINGS

Code
A four digit code composed of the two letter coding associated with the functional filing area of the Records Series and the two digit number associated with the Records Series.

Record Series
Record series are defined as a group of related records that have the same form and function, are filed as a unit and are maintained together for retention scheduling purposes. Record series are destroyed as a unit when the retention period is up unless there is a specific reason that requires Whitby to keep these records (e.g., due to pending legislation, current or anticipated litigation, audits, investigations).

Description
Includes the scope of Official Records contained within a records series. Official records serve as evidence of a business transaction, as such these are the records to which retention is applied. The types of documentation found in each record series are described in what is referred to as a scope note under this description field which in some cases lists specific records, while in others refers more generally to work processes.

Business Retention
This column specifies the length of time records must be kept. An event such as the termination of an agreement or project close may be used to indicate when the retention calculation begins. Retention will be triggered by the relevant date of the record unless the trigger for retention is event based. Retention is listed in years unless another measurement is specifically listed (e.g. days/months).

Retention Coding: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

SUMMARY OF RECORD FUNCTIONS & SERIES

ADMINISTRATION & COLLABORATION (AC)

Collaboration • Internal Meetings & Committees	Corporate Management • Disaster/Emergency Management & Recovery • Advice & Recommendations • Policies ~~& Procedures~~ • Standard Operating Procedures	Office Management • ~~Courier, Mail & Postage Services~~ • ~~Supplies & Office Equipment~~ • Templates & Forms
Projects & Planning • Official Departmental Action Plans • Projects & Project Management • Strategic Corporate		

ASSET & INFRASTRUCTURE MANAGEMENT (AM)

Asset Management • Cemetery Records, Town Owned • Pest Management • Tree Case Records • Vehicle/Equipment Operation & Maintenance	Fleet • ~~Administration, Planning, Management~~ • Daily Vehicle Inspection Report • Fueling Services	Infrastructure Management • Inspections, Transportation Infrastructure • Maintenance • Parking Operations • Street Lighting, Signs & Fences • Winter Maintenance
Stormwater • Emergency Incidents, Flooding & Monitoring • System Drawings, Specifications, Stormwater Management & Study Reports	Town Facility • Construction, Renovation & Drawings • Ice Surface Management • Operations & Maintenance • Property Fire Administration • Property & Corporate Security Administration • Repair Requests & Work Orders	

ASSET & INFRASTRUCTURE MANAGEMENT (AM)		

COMMUNICATIONS, PROMOTION AND STAKEHOLDER RELATIONS (CS)		
Communications • Materials • ~~Social Media~~	Community • Animal Shelter Operations • Awards & Greetings • Education & Engagement • Public Complaint Management • Support Programs & Resources	Economy • Economic Development Management
~~Promotion~~ • ~~Merchandising~~ • ~~Promotional Materials~~ Stakeholder • Adopt-a-Park/Trail/Road Programs • Advertising • Advertising, Skate Club/Hockey Association • Commemorative Tree & Bench Program • Food/Beverage Concessions	~~Stakeholder~~ • ~~Adopt-a-Park/Trail/Road Programs~~ • ~~Advertising~~ • ~~Advertising, Skate Club/Hockey Association~~ • ~~Commemorative Tree & Bench Program~~ • ~~Food/Beverage Concessions~~	

ENVIRONMENT & SUSTAINABILITY (ES)		
Environment • Application & Approvals • Conservation & Energy Management • Environmental Assessments • Incident Management	Waste • Landfill Management • Load Management • Waste Management	

ENVIRONMENT & SUSTAINABILITY (ES)		
• Monitoring, Control & Reporting • Waterfront Maintenance		

FINANCIAL MANAGEMENT (FM)		
Auditing • Financial Statement and Financial Reports, Working Papers • Financial Statements and Financial Reports, Final	General • Purchase Cards	Payments • ~~Payment Reduction/~~Rebate Programs • Payment Relief Administration, Tax • Pre-Authorized Payment Plans • Property Tax Payments
Planning & Accounting • Budget, Final Approved • Budget, Working Papers • Capital Assets & Tangible Capital Assets • Grants & Funding, from the Town • Grants & Funding, to the Town • Investment Management • Market Evaluations, Town Properties • Trial Balance, Final • Trial Balance, Working Papers	Procurement • Files	Tax • Assessments, Write Offs & Appeals • Authorizations • MPAC Assessment Rolls • Provincial Tax Requisitions • Registration Liens • ~~Status &~~ Tax Certificate Inquiries • Tax Roll Billing & Tax Account Administration • Tax Roll Billing & Tax Account Administration, Additions to the Roll

FINANCIAL MANAGEMENT (FM)		
Transactions • Accounts Payable/Receivable & Journal Vouchers • Banking Institutions & Petty Cash • Borrowing • Development Related Application Fees~~Charges~~ & Financial Securities • Donations & Charitable Tax Receipts • Reserve & Reserve Fund Management • Growth Related Development Fees		

``FIRE & EMERGENCY SERVICES (FS)		
Fire • Decontamination & Containment • Inspections • Management • Response Planning • Specialized Equipment/Vehicle Care & Maintenance • Specialized Training • Station Operations		

GOVERNANCE (GV)		
Access & Privacy • Freedom of Information Requests	Council Administration • Committee & Board Records, Advisory Committees, Boards & Task Forces – General Records	Election • Planning & Management • Results Report & Ward Boundary Review

GOVERNANCE (GV)		
	• Committee & Board Records, Advisory Committees, Boards & Task Forces - Minutes • Committee & Board Records, Committee of Adjustments • Council & Standing Committees Meeting Records • Council & Standing Committees Meeting Videos • Council Correspondence • Mayoral Decisions – Strong Mayor Powers & Duties	• Specific Election Records
Government Relations • Annexation & Amalgamation • Intergovernmental & Agency Relations	Legislative Administration • By-laws, Final Signed	Records & Document Management • Disposition • Program Management • Retention Schedule

HUMAN RESOURCES (HR)		
Employee File • Contract Staff • Disability Plan • Fire • Regular Staff (Full and Part Time) & Seasonal Staff	Labour & Employee Relations • Grievances • Personnel Investigations • Position Management • Union Negotiation & Settlement • ~~Memorandum of Agreement (Without Precedent)~~	Payroll Files & Benefits • Fire Staff • Regular, Contract & Seasonal Staff

HUMAN RESOURCES (HR)		
Safety • Health Screening, Widespread Illness Management • Project Files • Occupational Health	~~Structure & Recruitment~~ Workforce Management • Job Recruitment Administration • ~~Staffing~~ Planning & Recruitment • Employee Analytics • Pay Equity • Training & Education • Work Scheduling & Shift Assignments	~~Workforce Management~~ • ~~Employee Analytics~~ • ~~Memorandum of Agreement (Without Precedent)~~ • ~~Original Agreements, Plans & Policies~~ • ~~Pay Equity~~ • ~~Training & Education~~ • ~~Work Scheduling & Shift Assignments~~

INFORMATION TECHNOLOGY (IT)		
Asset Management • Technologies	Computer & Information Security • Business Continuity • IT Infrastructure, Platform & Security • Cyber Security Management	Operations & Support • Client Services • Business Solutions/Systems development, Support & Maintenance • Database, Datasets & Sensor Data • Website & Intranet

LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)		
Agreements & Contracts • Individual Participant Waivers & Releases	Civil Marriage • ~~Ceremonies and~~ Marriage Licence Application Administration	Enforcement • Enforcement Actions • Paid Parking Tickets

LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)		
• Subject to Financial Terms • Town Facility Rental Agreements, Waivers & Insurance	• ~~Registry of Marriages~~	
Intellectual Property • Copyrights, Trademarks, Logos & Patents	Legal Affairs • General • Legal Opinions	Litigation & Claims • Court & Tribunal Proceedings • Inquests • ~~Local Planning Appeal Tribunal (LPAT)~~Ontario Land Tribunal (OLT) • Provincial Offences
Permits & Licensing • Animal Licensing • Engineering & Building Permits • ~~Issuance~~ General	Policies, Renewals & Certificates • Certificate of Insurance • Insurance Policies, Final • Insurance Policies, Management • Motor Vehicle Licensing & Driver Information, Fleet	Real Estate • Compliance/Tax Matters • Land Transactions
Regulatory & Compliance • Delegated Authority & Commissioner of Oaths • Reporting to Regulators • Vital Statistics	Risk Management • Accident/Incident & Vehicle Collision Reports, Minor/Incapable Person • Accident/Incident, Vehicle Collision & Property Damage Reports • Insurance Claims • Insurance Claims, Minor/Incapable Person • Property Appraisal /Inspections • Town's Insurer, Reports	

PLANNING, ENGINEERING, DEVELOPMENT & BUILDING (PB)		
Applications & Approvals • Street Naming & Addressing • Condominium Planning • Land Division • Part Lot Control • Pre-Consultation Files • Signage • Site Plan Approvals • Building	Design & Construction • External Engineering Projects • Guidelines & Standards • Subdivision Technical Files • Transportation Infrastructure	Development • Applications • Subdivision
Heritage • Heritage Designations • Plaque Management • Registry	Park & Trail • Development • Planning	Planning Policy & Research • Strategic Community Improvement Plans • Grading and Drainage • Heritage Conservation District Plans • Traffic Analysis • Traffic Operational Reviews • ~~Zoning & Official Plan, Final~~ • ~~Zoning & Official Plan, Working Papers~~
Zoning Regulations • **Zoning & Official Plan, Working Papers** • **Zoning & Official** Plan**, Final**		

RECREATION & CULTURE SERVICES (RC)		
Culture • Proclamations & Flag Raising • Special Event Management	Program Administration • Development • Memberships • Participant, Subsidy Program • Participants • Volunteer Management	

EXPANDED RECORD SERIES WITH RETENTION

Code	Records Series	Description	Business Retention
ADMINISTRATION & COLLABORATION (AC)			
AC01	**Collaboration - Internal Meetings & Committees**	Includes records relating to the activities of staff committees, task forces, and staff meetings. Includes notices of meetings, agendas, minutes, etc.	O
AC10	**Corporate Management - Disaster/Emergency Management & Recovery**	All records related to the setup and establishment of a disaster relief application centre or Emergency management centre following a Provincial-jurisdiction disaster or emergency event.	15
AC11	**Corporate Management - Advice & Recommendations**	Comments, obligations, recommendations, or other forms of advice prepared for Town departments or parties outside the Town, related to Departmental areas of expertise.	CY+7
AC12	**Corporate Management - Policies & Procedures**	~~Includes all policies and or procedures that have been created, adopted and implemented by the Town, including Standard Operating Procedures (SOPs). Supporting documents for the creation of the policy or procedure would be filed in this classification.~~ All policies created, adopted and implemented by the Town. Includes supporting documents for the creation of the policy OR All policies providing directions to staff to support the governance and operational infrastructure for the town, includes all records relating to the creation, formal approval of policy and policy tracking.	~~S/O+5~~ P
AC13	**Corporate Management - Standard Operating Procedures**	Standard operating procedures (SOP) to guide staff on how to carry out routine operations for efficiency and uniformity. Includes records relating to creation of SOP.	S/O + 5
~~AC20~~	~~**Office Management - Courier, Mail & Postage Services**~~	~~Services related to couriers, postage, and mail, internal and external. Records include delivery routes and pickup schedules, package tracing, etc.~~	~~CY~~
~~AC21~~	~~**Office Management - Supplies & Office Equipment**~~	~~Order notes, invoices, supply request forms and service.~~	~~CY~~
AC22	**Office Management - Templates & Forms**	Records that relate to standardized documents used in support of business, which provide a standard format for data collection and formatting, or provide a best practice format for document creation.	~~S/O~~ CY + 5

Code	Records Series	Description	Business Retention
AC30	**Projects & Planning - Official Departmental Action Plans**	Official departmental plans created by various departments, such as the Accessibility Plans, Emergency & Disaster Plans, Energy Management Plans, Environmental Plans, Parks & Sustainability Plans. Records include, but are not limited, to studies, drafts and final plans.	~~S/O+5~~ E+10; Event = Plan executed to completion
AC31	**Projects & Planning - Projects & Project Management**	Administration, planning and management Town projects. Records may include all project related documentation such as a project charter, status reports, design documents, communication plans, meeting agendas and minutes.	CY+7
AC32	**Projects & Planning - Strategic Corporate**	Records related to the planning of~~regarding~~ annual reports, corporate strategic plans, business plans, etc. Can include financial / economic analysis of ~~various issues~~various issues facing the Town, ~~-~~revenue analysis, fare evasion studies, tax (GST) planning and records related to analysis related correspondence. May include records regarding service area audits, Town related reviews and benchmarking. Note: For final Staff Reports, See GV12.	10
ASSET & INFRASTRUCTURE MANAGEMENT (AM)			
AM01	**Asset Management - Cemetery Records, Town Owned**	Records pertaining to Town owned cemeteries. Records of the Cemetery also include plot records, burials, cremations, internment, certificates and permits.	P
AM02	**Asset Management - Pest Management**	All records related to pest management. Includes records related to planning, the purchase of pesticides, application, logging logs, monitoring reports, placement of pesticide and warning flags and other related records.	10
AM03	**Asset Management - Tree Case Records**	Records related to the history of any tree(s) based on a numbered address grouping. Tracking of all identified trees on Town-owned land, planning and planning of new trees, removal of diseased trees.	EOL+2
AM04	**Asset Management - Vehicle/Equipment ~~Operation, & Maintenance~~Operation, Maintenance & Administration**	~~Any r~~Records relating to the operation and maintenance of vehicles/equipment. Records include information about specially built or modified equipment, delivery, warranties, and technical manuals/information sheets. In addition, records pertaining to the acquisition, stocking, usage, and inventorying of spare parts, components, subsystems and consumables for equipment. Includes records related to the planning, management, and administration of the fleet program.	EOL+5
~~AM10~~	~~**Fleet - Administration, Planning, Management**~~	~~General records regarding the planning, management, and administration of the fleet program.~~	~~CY+7~~

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Code	Records Series	Description	Business Retention
AM11	**Fleet - Daily Vehicle Inspection Report**	Daily vehicle inspection report (For CVOR Rated Only) of a commercial motor vehicle or trailer drawn by it. Often contained within a book of daily inspection reports that is kept in the commercial motor vehicle and to which the operator has regular access.	6 Months
AM12	**Fleet - Fueling Services**	Records related to the purchase and consumption of fuel. Includes bulk fuel purchases, storage capacities and usage tracking, consumption tracking reports & forecasts of future consumption.	2
AM20	**Infrastructure Management - Inspections, Transportation Infrastructure**	Inspection reports and documents/reports related to the inspection of all transportation infrastructure including roads, bridges, culverts, pedestrian bridges, pedestrian pathways, retaining walls, boulevards, etc. Records related to the tracking, measurement, and analysis of road and sidewalk conditions. Records include the data entered into any tracking databases or software, and any reports generated by the software, and related analysis, conclusions as well as, any related correspondence.	25
AM21	**Infrastructure Management - Maintenance**	Any records regarding the maintenance of any Town Asset. Records can include, but are not limited to information about grading gravel roads and shoulders, ditching, roadside grass mowing, brushing and grubbing, application of dust suppressants on gravel roads, asphalt patching, line marking, curb repairs, debris and litter pick-up.	EOL+2
AM22	**Infrastructure Management - Parking Operations**	The management, planning, and operation of all Town-owned parking facilities, municipal parking passes, including parking lots, parking meters, downtown parking lots. Records include the planning and administration of all parking operations, as well as records regarding tracking and administration of commercial and residential parking petitions, reports and related correspondence with ratepayers or businesses regarding parking petitions and spaces.	5
AM23	**Infrastructure Management - Street Lighting, Signs & Fences**	The planning, administration, inspection and maintenance of light poles, street lights, traffic signals, road fences, park fences and all Town owned signs.	10
AM24	**Infrastructure Management - Winter Maintenance**	The snow clearing activities for clearing snow from roads, sidewalks, fire hydrants, bus shelters, senior residences, and mail boxes. Records include service standard, schedules, plans and maps, and tracking/logging of snow clearing activities and budget expenditures.	10

Code	Records Series	Description	Business Retention
AM30	**Stormwater - Emergency Incidents, Flooding & Monitoring**	Records regarding an unplanned and unscheduled repair or maintenance, such as a breakage, blockage, or backup. This includes all records related to the incident such as plans, remedial actions, reports, etc. Each incident to be uniquely identified. Records related to riverine and urban flooding. Records can include river systems, flood plain management, flood protection, urban flooding (basement & roadway), related studies and reports, flood damage reduction program, etc. Documents related to the testing of Stormwater (storm Sewer) for any reported incident (odder or suspected cross connection) and sediment & water in the stormwater pond (before cleaning) the purpose of ensuring regulated and applicable measures are within permitted tolerance levels. Records include investigation and monitoring of Stormwater quality through collection, drainage, treatment, lab test analysis and reports. Records can also include lab reports, tests, analysis, evaluations, monitoring results and company or industry information.	10
AM31	**Stormwater - System Drawings, Specifications, Stormwater Management & Study Reports**	All documents related to the location, nature, design, technical specifications, of all storm system components including Stormwater pipes, maintenance holes, catch basins, Stormwater ponds, pumping system, Stormwater reports and most recent master drainage plan study reports of the Lynde, Pringle and Corbett creek systems.	P
AM40	**Town Facility - Construction, Renovation & Drawings**	Records relating to construction and renovation of Town owned facilities or other Town Building Asset, including all drawings and plans. Plans are of a mechanical, electrical, structural nature and are inclusive of floor plans, site plans, aerial plans, etc.	P
AM41	**Town Facility - Ice Surface Management**	The design, planning, and production of annual ice surface(s) at arenas. Includes operation of ice making and refrigeration equipment, supply and usage of chemicals required for the equipment, application of paint patterns, logos, and ads in the ice, testing and monitoring of ice quality, ice coverage materials for special events, etc.	5
AM42	**Town Facility - Operations & Maintenance**	Records related to the monitoring and maintenance of property systems and equipment. Property systems may include, but are not limited to: heating and cooling systems, elevating devices, electrical wiring, plumbing, fire alarms, emergency backup (power generators), pools, arenas, janitorial services, snow removal and inspections Maintenance Management Sheets (MMS) and daily fitness equipment logs submitted by staff and members, etc.	5

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Code	Records Series	Description	Business Retention
AM43	**Town Facility - Property Fire Administration**	The planning and preparation necessary so that individual Town owned buildings will comply with required fire provisions, such as fire equipment locations, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, and firefighting equipment inspection and maintenance. Records include fire safety plan reports, self-compliance surveys, risk assessments and all supporting/related correspondence.	5
AM44	**Town Facility - Property Security Administration**	All records regarding the management and control of physical security of Town owned facilities and properties. Records include access control system specifications, badge issuance photos, sign in/out registers, staff identification data key control system, computer security, security and camera monitoring (including maps and plans), video surveillance tapes (CCTV). May also include records regarding general security and alarm systems, authorized use of keys and access cards, security clearance files, security logs.	5
AM45	**Town Facility - Repair Requests & Work Orders**	Requests regarding various service/repair needed near, in or on Town owned facilities. Records relating to the creation and processing of Work Orders (W/O). W/O are issued and indicate what tasks need to be performed. These could include cyclical, emergency, preventive, non-emergency repairs and/or maintenance. Records also include completed W/O, estimates, summaries and final charges.	5

Code	Records Series	Description	Business Retention
COMMUNICATIONS, PROMOTION AND STAKEHOLDER RELATIONS (CS)			
CS01	**Communications - Materials**	~~Communications materials are developed to both protect the Town's reputation and promote the Town's many services and programs. By meeting with business partners the communications team develops strategies to support Town narratives and develops the accompanying materials and/or assets to support this outreach through earned, owned and paid channels leveraging both traditional and digital means. This planning includes mandated statutory obligations, like tax due dates. Materials may include, but are not limited to, releases, public notices, social media assets, infographics, speeches, quotes, stakeholder engagement, media pitching, e-news updates, direct mail campaigns, web banners, newspaper advertising, videos and photos. This includes materials sent via email. As such, it includes email databases, Canada's Anti-Spam Legislation (CASL) compliance activities, CASL reports and statistics, and records relating to the collection, administration and management of express and implied consents to receive commercial electronic messages from the Town.~~ Communications materials are created to protect and promote the Town's reputation, services, and programs. In collaboration with internal partners, the Communications team develops strategies and supporting assets to share key messages through traditional and digital channels, including earned, owned, and paid media, as well as the Town's digital ~~engagement~~engagement tool, Connect Whitby. These materials may support both ongoing outreach and mandated obligations (e.g., tax due notices), website updates, and can include—though are not limited to—media releases, web storis, public notices, social media content, infographics, speeches, stakeholder engagement tools, media pitches, e-newsletters, direct mail, advertising, web banners, website content, videos, and photography. Engagement also can ~~inlcude~~include surveys, focus groups, etc. Records include Social Media related assets. Records may also include materials distributed via email, including related email distribution lists, Canada's Anti-Spam Legislation (CASL) compliance documentation, and records related to the collection and management of express or implied consent to receive electronic communications from the Town.	S/O +5

Code	Records Series	Description	Business Retention
~~CS02~~	~~**Communications - Social Media**~~	~~Communications materials are developed to both protect the Town's reputation and promote the Town's many services and programs. By meeting with business partners the communications team develops strategies to support Town narratives and develops the accompanying materials and/or assets to support this outreach digital channels. This also includes managing reactive requests and customer inquiries. Social media records live on in perpetuity and are controlled by the third-party.~~	~~S/O~~
CS10	**Community - Animal Shelter Operations**	Day-to-day operations of the animal shelter and management of animals including adoption and veterinary services (vaccines, spay, neuter, euthanasia) on or off-site.	5
CS11	**Community - Awards & Greetings**	Records about awards, recognition and acknowledgements, made to or from the Town.	2
CS12	**Community - Education & Engagement**	Records related to community education programs, outreach, workshops, community discussions, focus groups, surveys, and in relation to any community engagement activities. Educational programs provided by Town departments on services and promoting awareness of items that impact the provision of services by the Town. Includes public education content and multi-media materials.	10
CS13	**Community - Public Complaint Management**	~~Records relating to an occurrence or complaint made by the public regarding a Town service.~~ Records relating to an occurrence or complaint made by the public regarding a Town service. Records related to occurrences or complaints submitted by members of the public concerning the delivery of Town services. This includes general citizen inquiries (e.g., to Mayor and Council) and complaints regarding dissatisfaction with how a service is administered, including those filed under the Public Complaint Policy. Also includes records that relate to complaints received by social media or by resident to a council member when shared with Town of Whitby staff for ~~resolutiion~~resolution.	5
CS14	**Community ~~-~~ Support Programs & Resources**	Records relating to the Town's community resources that ~~which~~ provide programs and services for Whitby residents. This may also include records concerning community support initiatives such as homelessness services, food banks, low-income support programs, and shelters or warming centres. Note: Windrow program application: Annual qualification.	~~E+1 Event = Expiry~~ CY+2
CS20	**Economy - Economic Development Management**	Records regarding the planning and projects related to the promotion and expansion of the Town's tax base and growth.	5
~~CS30~~	~~**Promotion - Merchandising**~~	~~Records related to the operation and administration of the retail gift/merchandise shops of the Arenas, Marina, or any Town facility.~~	~~1~~

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Code	Records Series	Description	Business Retention
~~CS31~~	~~**Promotion - Promotional Materials**~~	~~Records related to the design ordering, production, inventory, and distribution of marketing and promotional materials such as banners, annual reports, brochures, pop-up displays, clothing, swag, visual identity guide.~~	~~S/O~~
CS32	**Stakeholder - Adopt-a-Park/Trail/Road Programs**	Records regarding the donation or~~,~~ collection of funds ~~or volunteer service~~ for the adoption of a park, trail or road~~. Includes volunteer tracking, collection of donations, provision of volunteer tool kits (safety vests, garbage bags, etc.)~~ and all other records related to the program. program. Note: For Volunteer Management, see RC14.	E+2 Event= Expiry
CS33	**Stakeholder - Advertising**	The provision of advertising opportunities for outside organizations to promote their goods and services at Town facilities such as benches, rink boards, etc. Records include all supporting and ancillary documents related to the agreement, including drafts, amendments, renewals, etc.	CY+7
CS34	**Stakeholder - Advertising, Skate Club/Hockey Association**	Correspondence with the Whitby Minor Hockey League and the Whitby Skate Club regarding the placement, approval, installation of advertising within the Arena.	CY+ 7 ~~10~~
CS35	**Stakeholder - Commemorative Tree & Bench Program**	All records related to the construction of and supply of commemorative benches and trees including planting locations. Also includes tracking, collection of donations, supply and placement of bench plaques or any other related records.	10
CS36	**Stakeholder - Food/Beverage Concessions**	The arrangement for the provision of food and beverages (alcohol and non-alcohol) through third parties, via contract. Records include copies of contracts and all related/ancillary documents such as menus and price lists. Each contract with each supplier forms a case consisting of the contract and all related records. Each case will have a unique name.	5
ENVIRONMENT & SUSTAINABILITY (ES)			
ES01	**Environment - Application & Approvals**	Applications for incentive programs and approval/rejection of a Certificate of Approval for any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste. Records include applications and approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals, applications and requirements, and approvals from all other federal, provincial or municipal governments.	10

Code	Records Series	Description	Business Retention
ES02	**Environment - Conservation & Energy Management**	Records pertaining to conservation program(s) or conservation of wetlands, woodlots, waterways, creeks/trails, etc. As well as records about the Central Lake Ontario Conservation Authority (CLOCA) or any Regional Conservation Authority.	15
ES03	**Environment - Environmental Assessments**	Environmental assessments within and outside the Town boundaries. Studies of environmental issues and impacts relating to soil, tree preservation and mitigation, geotechnical, infrastructure expansion, water, air, and other environmental issues, as required by legislation.	20
ES04	**Environment - Incident Management**	Any environmental-related occurrence such as a spill of toxic materials, a release into the atmosphere of a hazardous material, leakage into water of hazardous or toxic materials, or an occurrence of monitored levels outside allowable/acceptable limits. Records include test results, actions taken, public notices issued, remediation efforts, studies and reports, etc.	25
ES05	**Environment - Monitoring, Control & Reporting**	The monitoring of and reporting upon various environmental factors such as pollution levels, air quality, noise levels and any other environmental concern.	25
ES06	**Environment - Waterfront Maintenance**	Records related to major harbour maintenance and repair, monitoring physical condition of harbour, marine safety and environment.	25
ES10	**Waste - Landfill Management**	Includes all records on historical, current and any potential future landfills within the Town limits. Records could include water and gas level reports or any documentation that are set out by the Ministry of Environment (MOE).	P
ES11	**Waste - Load Management**	Records related to the management and administration of waste loads. Records include weighing of waste hauling vehicles, customer data collection, assessment of load contents, periodic load inspections, special loads (manifests, permits, etc.) and collection of fees assessed for waste loads.	10
ES12	**Waste - Waste Management**	Records related to the collection of household solid waste and organics (green bin, yard/leaf waste, Xmas trees) and management of resources to provide collection services. Includes both regular collections and those that exceeds maximum allowable collection limits, "special" waste items, special consideration program and permits for CFC-containing items. Records include administration and management records for bag tags and CFC stickers and related correspondence about residual garbage and special collections.	5

Code	Records Series	Description	Business Retention
FINANCIAL MANAGEMENT (FM)			
FM01	**Auditing - Financial Statement and Financial Reports, Working Papers**	Records pertaining to the annual activity of auditing the Town's financial statements and Financial Information Returns. This would include the related annual ~~-~~ working papers.	CY+7
FM02	**Auditing - Financial Statements and Financial Reports, Final**	Final version of Town's financial statements and Financial Information Returns.	P
FM10	**General - Purchase Cards**	Records regarding the purchase card (p-card) program, changes to card status and any personal documentation from staff for set-up.	E+2 Event = P-Card Cancelled
FM20	**Payments - ~~Payment Reduction /~~Rebate Programs**	All records related to Rebate P~~p~~rograms offered by the Town ~~for payment reduction~~, whereby the Town reduces program fees and property taxes for eligible residents, charities and properties with no repayment. Applications, supporting documents and correspondence relating to the programs and requests are included for each participant. Also includes property tax related rebate programs, such as Charity Rebates~~, CIP Rebates~~, Low Income Senior, and Disabled property owner rebates, Heritage Rebate, Regional Rebate for housing, ~~Vacancy Rebates~~ etc.	CY+7
FM21	**Payments - Payment Relief Administration, Tax**	All records related to the administration of the tax relief program offered by the Town for payment relief, where it will be paid back upon the sale of the property. Applications, supporting documents and correspondence relating to the programs and requests are included for each participant.	E+7 Event= Sale of Property
FM22	**Payments - Pre-Authorized Payment Plans**	Records regarding installment payment plans paid to the Town, including the pre-authorize payment (PAP) program, sign up documentation, void cheques, correspondence, inquiries, database records. May also include other related records.	E+2 Event= PAP Cancelled
FM23	**Payments - Property Tax Payments**	Records ~~Includes materials~~ related to Tax payment and Tax payment Journals, including supporting documents.	CY+7
FM30	**Planning & Accounting - Budget, Final Approved**	Annual operating and capital budget as approved by council, or by a board.	25
FM31	**Planning & Accounting - Budget, Working Papers**	Records that relate to the preparation of the annual operating or capital budget.	E+10 Event = Expiry of Budget

Code	Records Series	Description	Business Retention
FM32	**Planning & Accounting - Capital Assets & Tangible Capital Assets**	Records that relate to accounting for capitalization, disposal, and amortization of fixed assets. Records may include an asset register for auditing purposes, capital depreciation schedules and capital asset reports as necessary for Public Sector Accounting Board (PSAB) purposes.	E+7 Event = Disposal of Asset, Records of Mortgages 10 years
FM33	**Planning & Accounting - Grants & Funding, from the Town**	All and any records related to grants and funding as budgeted, from initial application through to the close of grant.	CY+7
FM34	**Planning & Accounting - Grants & Funding, to the Town**	All records about grants and funding to the Town, from initial application through to the close of grant.	~~CY+7~~ E+7; Event = Close of Grants
FM35	**Planning & Accounting - Investment Management**	Records related to Town investment of funds in an investment vehicle such as GIC, Municipal fund, etc.	E+7 Event = Date of Maturity
FM36	**Planning & Accounting - Market Evaluations, Town Properties**	Records regarding properties and their market reports (containing information such as market information, certificate of title number, date, legal description, selling price, building income information (e.g. rent) and assessed values), summary documents and calculation documents. Records may also include any relevant reports printed off from any financial system.	25
FM37	**Planning & Accounting - Trial Balance, Final**	Final trial balance (~~ie~~i.e.: records in the books of original entry).	P
FM38	**Planning & Accounting - Trial Balance, Working Papers**	Records and working papers that relate to the preparation of the final trial balance/general ledger (including payroll)	CY+7

Code	Records Series	Description	Business Retention
FM40	**Procurement - Files**	Documentation relating procurement contracts and the management of the engagement with bidders, whether competitive, sole-source (directed) or by negotiation. Records include Request for Proposals (RFP), Request for Quotation's (RFQ), Requests for Tender (RFT), Informal Quotation (IQ), Request for Information (RFI) responses, Request for Pre-Qualification (RFPQ), Co-Operative purchasing documents (including OECM/VOR contracts), bid submission documents, evaluation matrices, business cases, questions & answers, purchase justification, Sole Source submissions and approvals, contract correspondence and award documentation (including drafts), vendor information, engagement plan, purchase order and related documentation including insurance documentation, information related to disposal of surplus Town goods at auction.	E+7 Event = End Date
FM50	**Tax - Assessments, Write Offs & Appeals**	Reports showing all properties and their tax assessments, notices, payment adjustment records to tax liability, penalties and information from MPAC for assessment growth. Records also include write-offs (including ARB decisions) due to assessment changes and working documents. Includes records on a property by property basis for tax appeals, as well as records related to the MPAC appeal process. Also includes documentation for tracking and verifying Assessment Growth.	E+7 Event = Decision Date
FM51	**Tax - Authorizations**	Documentation from Property owners, such as Financial Power of Attorney for Individuals, Wills, or Corporate Profile Reports, or Articles of Incorporation for business properties indicating who has the legal authority to act for the property owner.	E+7 Event = End Date
FM52	**Tax - MPAC Assessment Rolls**	Annual Final assessment rolls from Municipal Property Assessment Corporation (MPAC) showing all property and their tax assessments. Includes tax roll books any supplement tax rolls.	Permanent~~25~~
FM53	**Tax - Provincial Tax Requisitions**	Requisitions received from third parties such as intergovernmental (Region of Durham, Province of Ontario and Federal), setting out required tax collection obligations. Records also include requisition calculations and related correspondence, payment schedules (for both linear and CVA based levies), ~~etc. Also includes~~ and supplementary requisitions.	CY+7
FM54	**Tax - Registration Liens**	All documents and files related to the Tax Registration Liens and redemptions under the Ontario Municipal Act. Note: If property sold in tax sale, see LC71.	25
FM55	**Tax - ~~Status &~~ Tax Certificate Inquiries**	Inquiries from Mortgage companies and legal representatives or residents about the tax status of properties, responses, related correspondence and any other related records, such as Tax Certificates.	CY+7

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Code	Records Series	Description	Business Retention
FM56	**Tax - Tax Roll Billing & Tax Account Administration**	All records related to property tax billing (Interim, Final and Supplemental~~) ,~~), including Collectors Rolls. As well as all documents related to changes in property ownership ~~(~~ ~~lawyers~~(lawyers deeds and MPAC Sales Listings. Also includes any adjustments to tax accounts, including ADJ Journals, Apportionments, ~~EPost,~~ Tax Collection Notes, Tax Overpayment and refunds etc. Also includes Month End and Year End Reports as well as monthly penalty listings.	CY+7
FM57	**Tax - Tax Roll Billing & Tax Account Administration, Additions to the Roll**	Documentation and backup related to any charges and fees added to the tax accounts, including Bylaw Charges, Region of Durham Water charges, Provincial Offences Act Fines, etc.	~~E+7~~ ~~Event = End Date~~ CY+7
FM60	**Transactions - Accounts Payable/Receivable & Journal Vouchers**	Records related to the payment of accounts along with supporting documentation which triggered the payment. Also includes processing (collection, counting, tracking & refundable deposit) of accounts receivable for all revenue generating activities and the issuance of related receipts (including p card reconciliations and receipts).	CY+7
FM61	**Transactions - Banking Institutions & Petty Cash**	Records relating to financial transactions with banking institutions such as the cheque control register, bank deposit slips, stop payments, bank transfers/requests, bank statements, reconciliation's, new account set-up, voided/NSF cheque's, ~~blank cheque's~~ and petty cash.	CY+7
FM62	**Transactions - Borrowing**	Records relating to debentures and any other form of borrowing instruments used by the Town.	E+7 Event = Debt Retirement
FM63	**Transactions - Development Related ~~Charges~~ Application Fees & Financial Securities**	Fees collected from developers for any service related to land/property development, such as rezoning, site plan, etc. Records related to financial securities received from a developer as a condition of a subdivision or development agreement~~, developments charge forms and letters of credit~~. Financial Securities records may also include surety bonds and cash/cheque security deposits.	~~CY+7~~ E+7; Event= Financial securities released
FM64	**Transactions - Donations & Charitable Tax Receipts**	Records related to the processing of donations and~~-~~ the CRA Income Tax Receipts issued for charitable donations to the Town.	~~10~~ CY+7

Code	Records Series	Description	Business Retention
FM65	**Transactions - Reserve & Reserve Fund Management**	Documents that record transactions within a reserve fund (including trust accounts) such as deposits, withdrawals, etc. Includes payments related to financial contributions (subdivision and site plans).	CY+7 Trust Funds = E+7 Event = Close of the Account
FM66	**Transactions – Growth Related Development Fees**	Records related to cash in lieu of park land dedication or other public recreational purposes as condition of development or redevelopment of land. Records also include development charges receipts and forms.	P
FIRE & EMERGENCY SERVICES (FS)			
FS01	**Fire - Decontamination & Containment**	~~New category needed for cleaning and containing~~ Records pertaining to decontamination, which includes engineering controls (ventilation), decontamination, personal protective equipment (respiratory protection devices, gloves) and hygiene practices (in consultation with the joint health and safety committee).	75
FS02	**Fire - Inspections**	Sites inspections records include but are not limited to compliance with safety fire codes, inspection forms, reports, deficiency reports, rechecks and New Building Permit Fire Inspections.	E+15 Event= Structure no longer exists
FS03	**Fire - Management**	Fire Response reports, including fire, investigation and medical responses, from the Crisys system, issued notebooks and any other related records.	25
FS04	**Fire - Response Planning**	Any records regarding Fire Prevention, includes production and maintenance of building audits and pre-plan fire safety documentation.	S/O+5
FS05	**Fire - Specialized Equipment/Vehicle Care & Maintenance**	Care and maintenance of specialized fire/rescue equipment and vehicle apparatus such as breathing apparatus, bunker suits, "man-down" alarms, aerial ladders, pumps, etc. (as contracted out to third party firms), etc. Preventative maintenance, inspections, checks, both mandatory, and non-mandatory.	10
FS06	**Fire - Specialized Training**	Records related to the provision of and attendance at specialized fire and emergency training.	25
FS07	**Fire - Station Operations**	Daily operations inclusive of reports on duties and scheduling, which includes daily shift reports categorized by station and truck~~.~~	10

Code	Records Series	Description	Business Retention
GOVERNANCE (GV)			
GV01	**Access & Privacy - Freedom of Information Requests**	Any record related to processing and completion of Freedom of Information requests, correction of personal information and privacy breach incidents which contain personal information. Inclusive of records of Appeals and Complaints involving the Information Privacy Commissioner (IPC) and related correspondence.	E+5 Event = Close of Request
GV09	**Council Administration - Committee & Board Records, Advisory Committees, Boards & Task Forces – General Records**	Documents regarding any advisory committee, board or task force of the Town, such as calendars of meetings, related correspondence and recruitment ~~slection~~selection of new board/Committee members. Records include agendas.	E+8; Event =End of Council term
GV10	**Council Administration - Committee & Board Records, Advisory Committees, Boards & Task Forces - Minutes**	~~Documents regarding any advisory committee, board or task force of the Town, such as calendars of meetings, related correspondence and recruitment selection of new board/Committee members. Decisions, original signed minutes and agendas are kept within this category.~~ Original approved minutes for any advisory committee, board or task force of the Town.	~~8~~ P
GV11	**Council Administration - Committee & Board Records, Committee of Adjustments**	Committee of Adjustment files (Minor Variance Application) including original (signed) documentation, application forms, ~~correspondence,~~ agendas, approved minutes, ~~decisions and~~ final binding letters and records relating to decisions by the Committee of Adjustment under the Planning Act. May also include reports, drawings, etc. Includes severances, consents, and minor variances to zoning by-law.	P
GV12	**Council Administration - Council & Standing Committees Meeting Records**	All records regarding Town Council and Standing Committees meetings, decisions, original approved ~~signed~~ minutes and agendas, calendars of meetings, related correspondence, staff reports and, briefing notes to Council.	P
GV13	**Council Administration - Council & Standing Committees Meeting Videos**	Videos of Council and Standing Committee Meetings where they have been recorded.	~~8~~ E+8; Event = End of Council term
GV14	**Council Administration - Council Correspondence**	Records regarding inbound correspondence addressed specifically to a Council Member or Mayor. Records include original correspondence and any outgoing responses, and related correspondence.	5

Code	Records Series	Description	Business Retention
GV16	**Mayoral Decisions – Strong Mayor Powers and Duties**	Records related to mayoral decisions and directives under Strong mayor Powers in accordance with the Municipal Act.	P
GV20	**Election - Planning & Management**	Includes records relating to the planning and management of a general election, by-election and vote on a question.	~~8~~ E + 8; Event = End of Council term
GV21	**Election - Results Report & Ward Boundary Review**	~~Elections Results Report, Ward Boundaries and Reviews~~ Records relating to election results, Town Clerk's official declaration of election results, poll by poll results, as well as records related to Election recounts. Includes records relating to assignment of wards, boundaries and reviews. This may include historical information and ward profiles. Documents may include background information, boundary descriptions and maps. For Amalgamation records, see GV30.	P
GV22	**Election - Specific Election Records**	Election b~~B~~allots used and cast by voters in Municipal elections; includes~~,~~ copies of the Voters' List, unofficial results tallies, forms completed by electors and poll workers, and other election records ~~are to be destroyed within 120 days following the election~~ retained in accordance with the Municipal Elections Act.	~~Within~~ 120 days
GV30	**Government Relations - Annexation & Amalgamation**	All records relating to the activity of annexation or amalgamation of either land or a municipality at large. Annexation records may include but are not limited to land title changes, annexation studies and/or applications, public hearings, implementation documents and other.	P
GV31	**Government Relations - Intergovernmental & Agency Relations**	~~Records relating to any communications and correspondence with/to other government organizations or agencies. Includes general correspondence not covered elsewhere in specific categories.~~ Records related to Federal and Ontario Government bodies, as well as the Region of Durham and other area municipalities, whose functions may impact the Town's governance, management, or operations. Records may include documentation such as information exchanges, program details, routine notifications, inquiries, and offers of service.	5
GV40	**Legislative Administration - By-laws, Final Signed**	~~The final signed By-law documents.~~ The Town's final signed By-laws, as well as the amendments and attachments that are legally part of by-laws. Includes by-laws from the former Township of Whitby.	P
GV50	**Records & Document Management - Disposition**	Records detailing which records have met their retention and have been/will be destroyed or sent for archival selection; when, how, by whom, and their adherence to the retention schedule. Includes destruction certificates, departmental sign offs and any other related documentation.	P

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Code	Records Series	Description	Business Retention
GV51	**Records & Document Management - Program Management**	All records related to the ~~-~~implementation and maintenance of the Corporate Records Management Program, inclusive of the file transfer records, records ~~and supplies~~ requests, ~~archival selection administration,~~ file inventory tracking and storage management.	~~5~~ 10
GV52	**Records & Document Management - Retention Schedule**	Records that relate to the Records Classification and Retention Schedule (RCRS) used to identify all Town of Whitby records.	~~S/O+10~~ P
HUMAN RESOURCES (HR)			
HR01	**Employee File - Contract Staff**	All records relating to a contract employee's work history and status throughout their employment with the Town. Services rendered for individuals that are not on payroll but are paid through contracted services with budget/project funding.	E+3 Event = Termination
HR02	**Employee File - Disability Plan**	Working file for the disability plan up until the payout through the plan.	~~E+2~~ ~~Event = Payout~~75
HR03	**Employee File- Fire**	All records relating to a Fire employee's work history and status throughout their employment with the Town.	E+75 Event = Termination
HR04	**Employee File- Regular Staff (Full and Part Time) & Seasonal Staff**	All records relating to an employee's work history and status throughout their employment with the Town.	E+25 Event = Termination
HR10	**Labour & Employee Relations - Grievances**	~~All records related to any official grievance under a collective agreement.~~ Records that relate to complaints and the investigations to identify and resolve the complaint or issue, as well as grievance settlements. Records may include information on addressing and resolving the grievances, grievance step meetings and arbitrations, completed grievance forms, meeting minutes, adjudication or arbitration hearing schedules, arbitration notices, solicitor's correspondence, minutes of settlements, memorandum of settlement and all supporting correspondence.	~~E+50~~ ~~Event = Settlement Date~~ P
HR11	**Labour & Employee Relations - Personnel Investigations**	Records related to investigations of Town personnel, for reasons, including complaints and all related and subsequent documentation. May also include any other records regarding disciplinary measures.	E+25 Event = Termination

Code	Records Series	Description	Business Retention
HR12	**Labour & Employee Relations - Position Management**	~~Various records dealing with job. May includes records about assigning a value to job functions for the purposes of objective comparison of different positions.~~ All records related to a specific position, including evaluations and assigning a value to job functions for the purposes of objective comparison of different positions. Includes job ~~evalution~~evaluation information, job information and questionnaire results and appeals.	10
HR13	**Labour & Employee Relations - Union Negotiation & Settlement**	All records related to the negotiation and settlement of union contracts (e.g., CUPE 53), including drafts, related notes, contributing/supporting documents, etc.	75
HR20	**Payroll Files & Benefits- Fire Staff**	All records related to fire employee wages, benefits (legislated/non-legislated) and other total compensation entitlements or programs	E+75 Event = Termination
HR21	**Payroll Files & Benefits - Regular, Contract & Seasonal Staff**	All records related to regulator, contract and seasonal employee wages, benefits (legislated/non-legislated) and other total compensation entitlements or programs	~~10~~ 25
HR30	**Safety - Health Screening, Widespread Illness Management**	Health screening results, questionnaires and forms of staff, contractors and the public who work in, attend or participate in programs at Town owned properties and facilities. Information is collected to screen for admission. Records will be kept allowing contact tracing and notification. Records will be destroyed as soon as they no longer of value in contact tracing/notification.	O
HR31	**Safety - Project Files**	Research, information, industrial hygiene testing, audits, policy impacts and changes related to occupational health and safety matters within the Town of Whitby.	E+15; Event =Termination ~~10~~
HR32	**Safety - Occupational Health**	Includes records regarding the occupational health and safety of employees. Includes incident reports, Workers Safety and Insurance Board (WSIB) reports and claims, information on health and safety programs for staff, and records regarding violence and harassment. Records include files that do not result in claims. Note: For Disability Claims, see HR02	E+15; Event = Termination
HR40	**~~Structure & Recruitment~~Workforce Management - Job Recruitment Administration**	All resumes for applicants considered for the role, interview scores and notes, assessment tools and results and correspondence regarding the recruitment.	10

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Code	Records Series	Description	Business Retention
HR41	**Workforce Management – Planning ~~Structure~~ & Recruitment ~~- Staffing Planning~~**	Proposals and planning related to the creation or consideration of employment positions at the Town. Records include general matters, such as restructuring, research and others.	10
HR42	**Workforce Management - Employee Analytics**	Any records related to the collection and analysis of employee-related data such as various demographic criteria, attendance/absenteeism, turnover, compensation, as well as survey related data.	~~S/O~~10
HR43	**Workforce Management - Memorandum of Agreement (Without Precedent)**	Memorandum of Agreement (Without Precedent) are maintained for the life of the intention of the agreement.	S/O
HR44	~~**Workforce Management**~~ **Labour & Employee Relations -- Original Agreements, Plans ~~&~~ Policies & Procedures**	~~Any final agreements or Human Resource policies that direct the management and relationship with workforce including, collective agreements, memorandum of agreements (with precedent), benefit plans or disability plans.~~ Final agreements that direct the management and relationship with workforce such as collective bargaining agreements, memorandum of agreements (with precedent) benefit and disability plans. Includes all policies and procedures relating to general and overall administration of human resources (or organizational effectiveness). May include federal and provincial guidelines, related supporting documents and correspondence.	75
HR45	**Workforce Management - Pay Equity**	Records relating to the evaluation of job positions by comparing duties, skills and responsibilities of similar positions. Documents may include ~~copies of hiring reports,~~ classification ratings, job evaluation information, position description questionnaires, action plans and information about designated worker groups. - Reword to Job evaluation Administration	20
HR46	**Workforce Management - Training & Education**	Training related records for training attended by staff offered internally or externally including compliance based training. Course materials, attendance and participation records. May include correspondence relating to training and development and list of credits obtained by employees for taking courses.	~~10~~ E+5; Event= Termination
HR47	**Workforce Management - Work Scheduling & Shift Assignments**	Various work shift assignment programs records within the Town. ***NOTE: Departments should confirm with HR prior to destruction.***	~~5~~10

Code	Records Series	Description	Business Retention
INFORMATION TECHNOLOGY (IT)			
IT01	**Asset Management - Technologies**	Any records relating to the asset details for technology items. Records include information about records pertaining to the acquisition, asset tags, usage, components, subsystems, consumables, warranties and technical manuals/information sheets for these items.	EOL +5
IT10	**Computer & Information Security - Business Continuity**	All information and documents (including copies) related to systems, databases, applications, logs, directories and other key pieces of information needed for business continuity, disaster recovery and/or for restoring from inadvertent records destruction.	S/O +5
IT11	**Computer & Information Security - IT Infrastructure, Platform & Security**	All information and documents related to the design, setup, configuration and protection of the Town's IT infrastructure, technology and/or security platforms, services and tools. For Cyber Security Management, see IT12.	S/O +1
IT12	**Computer & Information Security - Cyber Incident Management**	All records related to incidents, problems, or proactive monitoring activities that reveal an attempted or actual cybersecurity breach—whether identified before, during, or after resolution—are included. This includes documentation of efforts to investigate, determine, and eliminate the root cause. Records may also pertain to responses involving IT assets or broader cybersecurity incidents, ranging from password compromises to large-scale events such as ransomware attacks or global cyber threats impacting the Town of Whitby.	10
IT19	**Operations & Support - Client Services**	All records related to the intake, tracking and actioning of support service request tickets.	E+5; Event=Resolution of request
IT20	**Operations & Support – Business Solutions/Systems development, Support & Maintenance**	All information and documents related to any non-security solution/system. This would include information on the decision to purchase, implement, upgrade, maintain, configure and retire the technology	S/O +1
IT21	**Operations & Support - Database, Datasets & Sensor Data**	All information, documents and data that is collected and retained in databases, applications (on premise or cloud) or in file directories linked to these databases or applications. This includes GIS and non-spatial data.	S/O +1
IT22	**Operations & Support - Website & Intranet**	All the discreet documents and photos/multimedia uploaded to the Town of Whitby external-facing websites and internal facing intranet sites. Also includes any documentation related to how the website is produced or maintained.	S/O

Code	Records Series	Description	Business Retention
LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)			
LC01	**Agreements & Contracts - Individual Participant Waivers & Releases**	Signed waivers/releases (paper and/or digital) for individual participation in courses, special events, volunteer activities, environmental clean-up, or other programs offered by the Town. Waivers in most cases at Whitby are embedded within a program registration form.	Adults: E+15~~20~~ and Minors: E+ 25; Event = Registration
LC02	**Agreements & Contracts - Subject to Financial Terms**	Contract or agreement records, with external parties that are subject to financial terms. Records also include agreements covering the provision of third-~~-~~party equipment and/or services to the Town such as the provision of consultation, equipment and/or Services.	E+15~~0~~ Event = Expiry
LC03	**Agreements & Contracts - Town Facility Rental Agreements, Waivers & Insurance**	The rental of Town facilities such as rooms, kitchen, ice rinks, pools, or the entire facility itself. Rentals include rooms within a facility, as well as outside "facilities" such as soccer pitches, etc. Records include booking agreements, rental price sheets, event description sheet, specifications, rental promotion, inquiries, rental permit contracts and all related correspondence including waivers, liability and insurance.	~~CY+7~~ 15
LC05	**Civil Marriage - ~~Ceremonies and~~ Marriage Licence Application ~~Administration~~**	~~Records relating to the coordination and execution of civil marriage ceremonies, whether on Town property or not, including the completed marriage licence applications.~~ Applications for Provincial Marriage licence and receipt of payment. Includes supporting documents for previously annulled/dissolved marriages, required proof of identity. Note: Marriage Licence are sent to Registrar General. See LC82 for Vital Statistics.	2
~~LC06~~	~~**Civil Marriage - Registry of Marriages**~~	~~Master Registry of Marriages.~~	~~P~~
LC10	**Enforcement - Enforcement Actions**	Enforcement actions carried out against a person, business or property and the complaint if any, that led to such enforcement. Includes all records relating to compelling a person or business to act in accordance with legislated or by-law requirements; to order or to restrain a person from preventing or interfering with the Town designated officer's entry, inspection enforcement or action and animal enforcement. As well as requiring the person to produce anything to assist the designated officer in the inspection, remedy, enforcement or action.	10
LC11	**Enforcement - Paid Parking Tickets**	Records related to an issued parking ticket that has been paid in full.	5 ~~2~~

Code	Records Series	Description	Business Retention
LC20	**Intellectual Property - Copyrights, Trademarks, Logos & Patents**	Any records regarding copyrights, trademarks, logos or patents held by the Town. Records may also include copyrights certificate registrations, application for registration, correspondence, intellectual property, etc.	P
LC30	**Legal Affairs - General**	Includes material of a general or administrative nature on legal matters between the Town and individuals, institutions, or groups of companies. Includes Legal Inquiries.	15 ~~2~~
LC31	**Legal Affairs- Legal Opinions**	Records relating to all types of advice/opinions of a major/significant nature from private sector law firms relating to interpretations of legislation; matters of public interest or controversy, matters which are precedent-setting in nature or matters resulting in significant change to the Town's policy and/or procedures. May include advice associated with conflict of interest.	P ~~S/O~~
LC40	**Litigation & Claims - Court & Tribunal Proceedings**	Records are related to Court and Tribunal cases involving the Town including supportive documentation, Notices, Decisions and Orders. Includes records related to Appeal proceedings as well as records of Appeals to the Ontario Conservation Review Board (OCRB).	~~20~~ E+ 10; Event= appeal period expiry or all appeals have been exhausted
LC41	**Litigation & Claims - Inquests**	Includes records relating to coroner's inquests involving the Town	P
LC42	**Litigation & Claims ~~-~~ Ontario Land Tribunal (OLT) ~~Local Planning Appeal Tribunal (LPAT)~~**	Includes all transcriptions and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, Committee of Adjustments ~~and Ontario~~and Ontario Land Tribunal (OLT). ~~Local Planning Appeal Tribunal appeals~~ .	~~P~~25
LC43	**Litigation & Claims - Provincial Offences**	Records relating to the operation and administration of the Provincial Offences Act (POA), POA court support and collections. Records include ticket charges and payments under the POA, collections files, related statistics, court records including exhibits, dockets and digital recordings of court proceedings, and all other records required for retention according to Ministry of the Attorney General guidelines.	CY+7
LC50	**Permits & Licensing - Animal Licensing**	The animal identification database and licensing information for all animals issued a license within the Town of Whitby. Note: Lifetime Licences, without expiry, were issued in 2009-2010.	Expiry +5

Code	Records Series	Description	Business Retention
LC51	**Permits & Licensing - Engineering & Building Permits**	~~Permits~~ Records related to new buildings, or alterations to existing structures, including footing and foundation permits. This includes ~~buildings.~~ Engineering Permits and~~, including~~ all technical records related to the design, development, construction, and completion of building ~~pojects~~projects. Also includes Building Permits granted to builders, contractors, and residents for construction, renovation, occupancy or demolition activities. ~~Inclusive of~~ Heritage property~~ies~~ records are included where applicable, encompassing ~~dealing with~~ the review of proposed site changes, granting of permits for changes, the issuance of permits for demolition or alterations ~~(demolition, alterations, etc.)~~ and Heritage Impact Assessments~~. records.~~ For Supporting Building application records, see PB08.	P
LC52	**Permits & Licensing - ~~Issuance~~ General**	~~All permits and licences issued to or from the Town. Records include all documentation supporting the approval/denial of the permit/licence.~~ Records include all permits and licences administered to or from the Town, such as business licences, refreshment vehicle permits, special event permits, lottery licences, liquor licences, and similar types. These records also include all documentation related to the application process, supporting materials, and any information leading to the approval or denial of the permit or licence. This also includes Compliance Letters issued by Building Division. Includes records of permits or licences that the Town has applied for or received in the course of its business operations. This includes both the issued permit or licence and any associated documentation. Note: For Animal Licensing, see LC50; For Engineering & Building Permits, see LC51.	CY+7
LC60	**Policies, Renewals & Certificates - Certificate of Insurance**	Includes all Certificate of Insurance records received when the Town is named "additionally insured". Also includes certificates issued.	~~CY+7~~ E+7; Event=End of Transaction
LC61	**Policies, Renewals & Certificates - Insurance Policies, Final**	Includes policy, policy renewals, endorsements and/or replacements.	P
LC62	**Policies, Renewals & Certificates - Insurance Policies, Management**	Negotiating polices, selecting vendors, finalizing contracts. Includes correspondence with vendor/underwriter, broker, etc.	CY+7

Code	Records Series	Description	Business Retention
LC63	**Policies, Renewals & Certificates - Motor Vehicle Licensing & Driver Information, Fleet**	Records regarding provisions and renewals of motor vehicle operating licensing and drivers license information. Records include license applications, Commercial Vehicle Operator's Registration(CVORs), ~~vehicle registrations~~ and renewals.	5
LC70	**Real Estate - Compliance/Tax Matters**	Includes records relating to the processing of requests from lawyers, individuals and corporations whether or not a property is in compliance with municipal by-laws and development agreements and legal tax matters	CY+7
LC71	**Real Estate - Land Transactions**	All records relating to land transactions, including purchase, sale, leases, encroachments, easements, subdivision agreements, site plan agreements, road closures and land ~~expropriation .~~expropriation. Includes files related to properties the Town sold through the Tax Registration process.	P
LC80	**Regulatory & Compliance - Delegated Authority & Commissioner of Oaths**	~~Documents pertaining to the delegation of power or authority to designated staff by an authorized party under any Act or By-law. Also includes all applications and appointment approval records for a Commissioner of Oath~~. Records related to the delegation of authority to staff by an authorized party under applicable legislation or by-laws. Includes applications and approvals for appointments such as Commissioner of Oaths, as well as documentation supporting delegated authority in accordance with Council policies. Also includes appointments made under legislative requirements such as the Vital Statistics Act, Marriage Act, Building Code Act, Fire Prevention Act, and others.	S/O+2
LC81	**Regulatory & Compliance - Reporting to Regulators**	All Whitby submissions to regulators (Federal, Provincial, other) for compliance purposes. Each filing consists of the actual document(s) submitted to the regulator, such as a report or other records, in order to satisfy the requirements of the regulator and any supporting documents, drafts, and related email and correspondence.	10
LC82	**Regulatory & Compliance - Vital Statistics**	~~Records relating to the reporting of vital statistics (e.g. births, deaths, marriages) to the Ontario Registrar.~~ Records relating to the reporting of vital statistics (e.g. deaths, marriages) to the Office of the Registrar General of ~~Ontarion~~Ontario (ORG). Records related to Marriage and Death registrations are permanent, legal records of marriage and death, which constitute key data as registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act. Records also include Master Registry of Marriages. The ORG, not the Town, maintains the master records after processing is completed. NOTE: For Marriage licence applications, see LC05.	P

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
LC90	**Risk Management - Accident/Incident & Vehicle Collision Reports, Minor/Incapable Person**	Accident/ Incident Reports are to be completed in the event of an injury to someone or damage to someone else's property which could or has resulted in a claim. Vehicle collision reports are completed when Town owned vehicles are involved in a loss involving damage to another vehicle, private property or a single vehicle accident.	20
LC91	**Risk Management - Accident/Incident, Vehicle Collision & Property Damage Reports**	Accident/ Incident Reports are to be completed in the event of an injury to someone or damage to someone else's property which could or has resulted in a claim. Vehicle collision reports are completed when Town owned vehicles are involved in a loss involving damage to another vehicle, private property or a single vehicle accident. Property Damage reports are completed when damage to Town owned property has occurred as a result of an insurable loss such as fire, theft, flood, significant vandalism, sudden boiler breakdown.	CY+7
LC92	**Risk Management - Insurance Claims**	Claims for reimbursement against insurance policies. Records relating to the administration of and consultation for, legal matters and litigation affecting or initiated by other parties or the Town for insured matters. Includes supporting documentation collected by the Town that may arise in a claim.	15
LC93	**Risk Management - Insurance Claims, Minor/Incapable Person**	Any insurance claims, or records supporting a potential claim related to an identified minor or an incapable person, who may be unable to submit a claim due to a physical, mental or psychological reason.	~~20~~50
LC94	**Risk Management - Property Appraisal /Inspections**	Records relating to the scheduling, arranging and any related recording appraisals that may be required, as well as records regarding Town assets appraised by the Town's insurer.	S/O+2
LC95	**Risk Management - Town's Insurer, Reports**	Reporting records that summarize key aspects of risk management such as claims and experience reports.	CY+7
PLANNING, ENGINEERING, DEVELOPMENT & BUILDING (PB)			
PB01	**Applications & Approvals -– Street Naming & Addressing**	All records related to the defining and creating of street naming, addresses and numbering. Excludes any records on site plan(s) and/or land division approvals.	P
PB02	**Applications & Approvals - Condominium Planning**	Condominium Approvals. Records include drawings, technical reports, working notes, background/reference materials, and related correspondence. Can also include private street naming.	P

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
PB03	**Applications & Approvals - Land Division**	Applications for permission to sever land. Records include applications, grant of permission, denials, and related correspondence from commenting agencies or the Region of Durham. Note: Applications submitted for Land Division are reviewed by Committee of Adjustment.	P
PB04	**Applications & Approvals - Part Lot Control**	Records regarding part lot control, which is the transfer or sale of part of a lot or block within a registered plan of subdivisions. Records include the application and any supporting documentation necessary.	P
PB05	**Applications & Approvals - Pre-Consultation Files**	Includes any pre-consultation and pre-application records with consultants/builders. Records may include but are not limited to, consultants/builders preliminary proposals, drawings, reports as well as Town planner's comments. A pre-consult file could turn into an official file in the future and does not contain any official application records.	5
PB06	**Applications & Approvals - Signage**	Records pertaining to the applications for and approvals of public signage in accordance with the Permanent Sign By-law or Variance.	P
PB07	**Applications & Approvals - Site Plan Approvals**	A site plan establishes both the design and technical aspects of development proposals. It also ensures that the project meets the Town's requirements for site servicing. All site plans records include but are not limited to industrial, institutional, telecommunication and commercial studies, plans, drawings and reports. Can also include Planning Act applications, staff reports and related correspondence.	P
PB08	**Applications & Supporting Documentation - Building**	Supporting documents include, but are not limited to: engineering calculations; engineering assessments and reports; permit application forms; title documents or proof of ownership (if applicable); construction specifications; staff review and communication records generated during the permitting process (e.g., deficiency letters or review comments, responses and revisions, email or written correspondence); and inspection records created during construction (e.g., inspector's reports, correction notices, and final inspection or approval reports).	E+15; Event = Completion of Project
PB10	**Design & Construction – External Engineering Projects**	Includes records relating to planning, design, construction and reconstruction projects by/with external organizations and agencies where the Town plays a role in the project.	20
PB11	**Design & Construction - Guidelines & Standards**	Any records regarding any aspect of the design, construction and landscape guidelines as updated and approved by Council.	S/O+2

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
PB12	**Design & Construction - Subdivision Technical Files**	Subdivision Technical Files inclusive of all records supporting the application for subdivision. Files will also include stamped accepted drawings. Also includes records relating to approving an application for subdivision.	P
PB13	**Design & Construction - Transportation Infrastructure**	Includes material relating to the planning design, construction and reconstruction of roads, sidewalks, multi-use paths, major guiderails, bridges, culverts, retaining walls and noise attenuations walls. Level rail crossing records and information are included within these files.	EOL +2
PB19	**Development Applications**	All applications related to the Official Plan, Zoning, Pre-Consultation, Subdivision and Site Plan.	P
PB20	**Development - Subdivision**	The approval, construction, and planning/development of a named subdivision. Records include application, approval, notice of decision, servicing agreement. Multiple contracts for different phases. Records include project schedules, deficiency lists, status reports, compliance reports, photos, and all correspondence. Each construction project is for a named subdivision/phase, forming a case. Includes records regarding the approval of plans of subdivision (both residential & commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, street naming, draft approved plans, and "red line" revisions, applications, registered plans, and change to approved plans. Design and planning of a named subdivision. A set of contracts for services. Multiple contracts for different phases. All development plans, geotechnical analysis, infrastructure. Includes all technical records related to design and development, construction, and completion of a subdivisions in the Town.	P
PB30	**Heritage - Heritage Designations**	Applications and submissions for heritage designation. Records include applications and approvals or denials, and related records. If approved, records become part of the heritage registry.	P
PB31	**Heritage - Plaque Management**	Records dealing with the plaques produced for the purpose of displaying the historical significance of designated properties through Whitby.	5
PB32	**Heritage - Registry**	Registry (list) of cultural heritage sites in Whitby. The registry includes listed and designated property under the Ontario Heritage Act.	P
PB40	**Park & Trail - Development**	Park design/redesign records, park construction drawings, re-use or re-purposing plans and related documents, routine upgrades and the refurbishment/replacement of park structures. May also include other records related to the activity.	~~S/O+1~~ P

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
PB41	**Parks & Trail - Planning**	Records related to park land usage, creating development standards and others. Includes drafts, related correspondence and documents that contribute to parks land planning such as drawings, lot plans, etc. Also includes initial park design concepts created during subdivision planning and development process that occurs prior to park block dedication and the creation of a unique park identifier.	15
PB50	**Planning Policy & Research - Community Improvement Plans**	All community improvement plan records including studies, statistics and any required background information on community improvement.	P
PB51	**Planning Policy & Research - Grading and Drainage**	The planning and management of grading and drainage of lands within the Town and lands that drain onto the Town properties. Records include 40M Site Approvals and As Built drawings, letters of certification and consultant release, inspections and reports, etc.	10
PB52	**Planning Policy & Research - Heritage Conservation District Plans**	Records regarding studies & plans related to the preservation of heritage sites and districts and their management. Records include planning documents produced by the internal project team and any outside consultants, workshops and open houses, annual monitoring of heritage plans, and other correspondence related to the studies and plans.	~~S/O+20~~ P
PB53	**Planning Policy & Research - Traffic Analysis**	The collection and analysis of statistical data regarding automobile traffic. Includes data on traffic volume and turning movements, as collected from machines, human counters, police, or any other source. Includes analysis carried out on the data, and reports and conclusions.	10
PB54	~~**Planning Policy & Research**~~ **Zoning Regulations- Traffic Operational Reviews**	The analysis of requests from the public for a review of traffic operations. Each request is a case consisting of the request, the Town's responsive investigation, any operational changes put into place as a result of the investigation, as well as any correspondence records with various parties.	10
PB55	~~**Planning Policy & Research**~~ **Zoning Regulations- Zoning & Official Plan, Final**	Final approved versions of Zoning and Official Plans inclusive of any approved amendments and any records pertaining to legal surveying.	P

Code	Records Series	Description	Business Retention
PB56	**Planning Policy & Research - Zoning & Official Plan, Working Papers**	Records related to Zoning and Official Plan amendments. Records relating to approving an application for a change (variance) in land use zoning/designation. Records include rezoning applications, proposed rezoning maps, a document detailing the purpose of the rezoning, advertising in local newspaper, submissions to Council, decisions by Council and supporting information including research of related development files. The Official Plan (OP) is a statutory document that sets out the policy directions for planning and land use matters regarding long-term growth and development in a municipality. The OP is the lead planning document at the municipal level and is used to guide decision making on matters such as land use and development, as well as the delivery of infrastructure, services, and facilities. Records include the OP, all revisions/drafts, and all related studies including demographic studies. Studies of the demographics of the Town. Includes records regarding trends in population growth, census reports, demographics, vacancy rates, and intensification and density studies. Can also include records regarding the type, level and rate of growth of employment, unemployment statistics, and composition of the workforce.	P~~10~~
RECREATION & CULTURE SERVICES (RC)			
RC01	**Culture - Proclamations & Flag Raising**	Town's official recognition of dates, occasions, and contributions of individuals by designation through a proclamation period (day, week, and month) or through a flag raising. Inclusive in this category is any applications, correspondence, approvals/denials and signed certificates.	~~10~~CY+5
RC02	**Culture - Special Event Management**	Community and special events planned and conducted by various functions of the Town. Includes all records related to the event including plans, scheduling, attendance, speaking notes, facilitators and workshops, and correspondence related to the provision of services.	5
RC10	**Program Administration - Development**	Town public programs of a recreational, social, or similar nature to the public. Records include the planning, management/provision, promotion and marketing, assessment, including, Aquatics pool coordinator reports and swim program report cards, evaluation, scheduling of the program, funding, and operation of the program and evaluation (surveys, general feedback).	2

Code	Records Series	Description	Business Retention
RC11	**Program Administration - Memberships**	Records of Membership for all recreational and cultural programs offered by the Town Youth Room membership: Valid from 12-18 years old. Inclusion services membership: Valid for 2 year periods. Marina Membership: Annual Renewal	E+1 Event= Expiry
RC12	**Program Administration - Participant, Subsidy Program**	Subsidy Program participant case records. Records include application (approved and denied), supporting documents, correspondence, records of program participation and cancellations.	CY+1
RC13	**Program Administration - Participants**	Town public program participant records for any recreational, social, or any other similar nature offered to the public. Records include, but are not limited to application (approved and denied), supporting documents, approval and/or denial correspondence, records of program participation (attendance and drop-in sheets), cancellations, etc. Note: ActiveNet files are kept for the life of the client.	CY
RC14	**Program Administration - Volunteer Management**	Records related to volunteer programs interview and training.	E+2 Event = Expiry

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Gateway Removal Grant: One-Year Pilot Program

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CMS 08-25**

Department(s) Responsible:

Community Services Department

Submitted by:
John Romano, Commissioner, Community Services

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Paul Thistle, Director, Operational Services, 905.430.4333

Ryen Carleton, Manager, Right of Way Services 905.430.4928

1. Recommendation:

1. **That Report CMS 08-25 be received for information;**
2. **That Council approve the Gateway Removal Grant: One-Year Pilot Program, as outlined in Staff Report CMS 08-25, and direct Staff to implement this program commencing in the first quarter of 2026;**
3. **That staff report back with the results of the program and recommendations on continuation or conclusion of the one-year grant pilot program; and,**
4. **That NUB Item #GG-0039 "That Staff be directed to report back on the opportunity for a grant program for homeowners to offset their costs of removing gateway and masonry features and columns located on private property prior to the introduction of the 2026 Strong Mayor Budget" be removed from the New and Unfinished Business Listing.**

2. Highlights:

- There are 63 masonry gateway or masonry fences located throughout the Town as well as over 600 masonry piers (columns).

- The Town will remove and sod over any failing masonry features located on the Town's right-of-way.
- The Town does not maintain the 32 masonry features located on private property or Regional right-of-ways.
- Staff provided a report to Council in September 2024 on options to maintain private and regional masonry features. Council adopted Option #1 to continue with status quo however requested that staff report back on opportunities for a grant program to offset costs for homeowners to remove such features if deemed structurally unsafe.
- A grant program framework has been proposed for the Town to cover 50% of the cost of removing masonry features up to $14,000 per property.
- The total available annual funding would be capped at $28,000 and would be granted on a first-come, first-serve basis.
- The funds would be drawn from the annually funded Capital project of Fence Replacement, in Right-of-way Services.

3. Background:

On September 23, 2024, staff reported to Council on options for a Town-wide gateway feature maintenance program in Staff Report CMS 10-24. This report was completed as directed under the closed NUB item GG-0022,

> "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".

In 2024, staff conducted an audit of all masonry gateway features within the Town, which included a high-level assessment of their condition. In all, there are 63 masonry gateway features or sections of decorative masonry fences. This total does not include masonry features that are located on private commercial property. Of the 63 masonry features, 31 are located within the Town's right-of-way or on the property line. The remaining 32 features are located either on the Region's right-of-way or completely within private property. Additionally, there are nearly 600 masonry piers (columns) incorporated into various fencing throughout the Town, both within the Town's right-of-way, Region's right-of-way, or private property.

Of the 32 decorative masonry features, 23 are located on Regional right-of-way's and 9 are located solely on private property. Of the features:

- 15 are in excellent or very good condition
- 3 are in fair condition
- 12 have considerable cosmetic damage
- 2 locations are structurally failing

Current and past practice has been that masonry features and columns which are placed on Town property or property line, and which are structurally unsafe and failing, the features are removed and replaced with sod. Effective January 2009, the practice of

the Town conducting regional road fence maintenance ended, including all masonry features and columns located on Regional roadways. The Region of Durham has advised that they do not maintain fencing on regional right-of-ways including masonry features. The Town does not maintain fencing, or masonry features located on Regional or private property.

In Report CMS 10-24, Staff presented three options for consideration.

- Option 1: Maintain the current fence and masonry feature maintenance program (Status-quo).
- Option 2: Expand the removal of failing/unsafe fences, masonry columns and masonry features. This option would expand the current program to include decorative iron fencing, masonry features and columns located on Regional or private property, to remove those features which are structurally failing or have considerable cosmetic damage and replace them with sod. This option required one-time funding of $579,000 and an ongoing annual expense of $106,000.
- Option 3: Expand the fence and masonry feature maintenance program to include full replacement. This option would extend the fence maintenance program and to increase service levels for all masonry features, columns and iron fencing located on Town, Regional or private property to include full restoration or replacement if they are structurally failing or have considerable cosmetic damage. This option required one-time funding of $2,272,500 and an ongoing annual cost of $420,000.

During the September 23, 2024, Council meeting, the recommendation to maintain status quo (Option 1), was approved. Staff were directed “to report back on the opportunity for a grant program for homeowners to offset their costs of removing gateway and masonry features and columns located on private property prior to the introduction of the 2026 Strong Mayor Budget”. As the known structurally failing masonry features are located within the regional right-of-way, the grant program proposed herein will also include masonry features located on the regional right-of-way as eligible locations.

4. Discussion:

As per Council direction, staff have proposed a grant program designed to provide matching dollars to homeowners for the costs associated with the removal of masonry gateway features including masonry columns and decorative masonry fences that are failing or have significant cosmetic damage. The grant program would be a one-year pilot program to ensure that Town staff understand the demand for the program and potential budgetary impact in the longer term.

Program eligibility would be restricted to features located on private residential property or features located on regional right-of-ways that are adjacent to residential property. The program would not include features located on commercial property, multi-residential condominium or apartment building property, or features located solely on regional right-of-ways adjacent to such properties.

Eligible masonry features, including decorative masonry fences and columns, must have been constructed by the developer as a part of the original development. These features shall be in a state of disrepair requiring removal and will be subject to confirmation by Town staff that removal is required.

The scope of work eligible for the grant is solely the removal and disposal of the feature, replacement fill as needed and sod to cover the footprint of the pre-existing feature.

The landowner is required to obtain any permissions/approvals as required if any portion of the feature is located on the regional right-of-way or third-party property. The permissions/approvals shall be completed exclusively between the landowner and third parties, must be obtained prior to applying for the grant. The landowner would be required to provide proof of agreement with any third party landowner.

Landowners would need to submit an application to the Town, which will be located on the Town's website. The landowner will need to provide two quotes for the work to be completed satisfactory to the Town. The Town will commit to paying 50% of the cost to an upset limit of $14,000 per property. This will include associated costs for all necessary permits and fees associated with performing the work.

The approved grant payment for construction costs will be issued to the applicant when construction is completed and the final bill providing proof of payment has been submitted. Payment will be based on the actual cost of the work and subject to the dollar upset limits of the program.

Upon Council approval of the Gateway Removal Grant: One-Year Pilot Program, staff will finalize the application, approval process and agreements with grant recipients, working with Financial Services, Communications and Creative Services, Legal Services and Technology and Innovation Services. The grant program will be implemented in Q1, 2026. Results from the pilot will be shared with Council following a one-year period at the conclusion of the pilot.

5. Financial Considerations:

The pilot program will be financed through the 2026 Capital Budget for Fence Replacements. This capital project is part of a $400,000 annual program in the Right-of-way Services division for the repair and replacement of fences/acoustic fences on the Town's right-of-way (i.e., not fences on private property). The available funds will be capped at $14,000 per property and a total of $28,000 out of the $400,000 budget and will be made available on a first-come, first-serve basis during the one-year pilot program.

The $400,000 annual fence replacement program is funded from the property-tax-based Asset Management Reserve Fund. As noted in the June 9, 2025 Special Council Meeting Staff Report FS 29-25, a report on the Town's Municipal Asset Management Plan, the Town requires property tax increases over the next several years to have adequate annual funding and an Asset Management Reserve capable of funding the repair, maintain, and replace existing assets/Town infrastructure (such as fences on Town-owned property). Accordingly, utilizing this capital project to fund the pilot program will result in a reduction of available funds, in 2026, for acoustic fence

replacements on Town property. Further, should Council wish to continue the program after the pilot, a separate property tax increase to fund a private property fence grant program should be considered in order to maintain asset management funding to keep municipally-owned infrastructure in a state of good repair at the levels of service approved by Council in the Municipal Asset Management Plan.

6. Communication and Public Engagement:

If the Gateway Removal Grant: One-Year Pilot Program is approved by Council, staff will work with Communications and Creative Services to ensure that the program is promoted on appropriate media channels i.e. Town website.

7. Input from Departments/Sources:

Right-of-way Services has consulted with Communications and Creative Services, Legal Services and Financial Services.

8. Strategic Priorities:

This Report supports the Town's Community Strategic Plan under:

Pillar 4: Whitby's Government, Accountable & Responsive

- Objective 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

Report Title: Commemorative Waterfront Dedication Feature

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **CMS 09-25**

Department(s) Responsible:

Community Services Department

Submitted by:
John Romano, Commissioner, Community Services

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Mattson Meere, Supervisor, Parks Planning, 905.444.1829

Sean Malby, Sr. Manager, Parks, Parks Planning & Development, 905.444.1830

1. Recommendation:

1. **That Report CMS 09-25 be received;**
2. **That Council provide direction to Staff regarding the development of a waterfront dedication feature by selecting one of the two options identified in this report; and,**
3. **That GG-0035, related to staff investigating the installation of a commemorative dedication feature at the waterfront, be removed from the New and Unfinished Business List.**

2. Highlights:

- Council Resolution #78-24 directed Staff to investigate the installation of a commemorative dedication feature at the waterfront and report back to Council.
- Two options have been developed for a new waterfront dedication feature to address high demand for commemorative opportunities.
- Option 1 proposes cost-effective fish-shaped plaques mounted along Lions Promenade railing, requiring no capital investment.

- Option 2 proposes a public art installation with capacity for multiple dedications, requiring upfront capital funding.
- Option 2 would be developed through a public art process with community engagement to inform theme, location, and design.

3. Background:

The Commemorative Tree and Bench Policy was updated in April 2024 through Recommendation Report CMS 04-24, which noted the ongoing popularity of waterfront locations for commemorative dedications. Currently, over 70 benches and 8 trees have been dedicated along the waterfront. However, very few existing benches remain available.

Given that the waterfront is already well-served by benches, additional bench installations will generally be limited to park redevelopment projects. While tree dedications remain an option, they have historically been less popular, likely due to a public preference for physical elements—such as benches—that provide a place for reflection.

To address continued demand, CMS 04-24 identified the potential for a new dedication feature, such as a monument or public art installation. Similar initiatives have been successfully implemented in other communities (see Attachment 1). In addition, the 2022 Tree and Bench Program Survey found that over 86% of respondents were either very supportive or somewhat supportive of a new dedication feature at the waterfront.

In response, Council Resolution #78-24 directed staff to investigate options and report back.

4. Discussion:

A waterfront dedication feature offers a placemaking opportunity to establish a new engaging focal point along Whitby's waterfront. In addition to increasing the number of available dedication opportunities, such a feature would provide residents with a unique way to commemorate a person, event, or moment—or to share an uplifting message—while enhancing the visual and cultural identity of the waterfront and provide a space for discovery and connection.

Staff investigations have resulted in two potential options for a waterfront dedication feature as described below. A summary comparison of key characteristics for both options is provided in Table 1, with conceptual imagery included in Attachment 2 and 3 that illustrate the potential scale and placement of the installations.

Option 1 - Fish Plaque Installation along Lions Promenade Railing

Option 1 proposes the installation of metal plaques in the shape of stylized fish, affixed to the existing railing along Lions Promenade. The fish motif was selected for its strong symbolic and visual connection to the Lake Ontario waterfront. As illustrated in Attachment 2, the plaques would be arranged in a flowing, organic pattern to evoke the movement of a school of fish—animating the promenade and enriching the waterfront experience for both residents and visitors.

This installation presents an opportunity to introduce a subtle yet distinctive placemaking element that reflects the Town's natural setting. With more than 400 metres of railing available, the installation could accommodate over 2000 plaques. Over time, it could become a recognizable and cherished part of the waterfront, offering visual interest as well as a unique commemorative opportunity.

A key advantage of this option is that it leverages existing infrastructure, requiring no capital investment from the Town. This significantly reduces implementation costs and provides an affordable commemorative option for residents. Preliminary estimates indicate each fish plaque could be fabricated and installed for a fee of approximately $500 to $750 to be paid by the purchaser. This fee would ensure all costs are fully recovered and sufficient funds are set aside to cover the cost of any future maintenance, repairs or replacements of plaques. By comparison, the most affordable bench dedication option is $2,782 for the dedication of an existing bench.

Consistent with the Town's Commemorative Tree and Bench Dedication Program, each fish plaque would include a personalized inscription, offering community members a meaningful way to honour loved ones, celebrate milestones, or contribute to the vibrancy of the public realm. Program administration could be seamlessly integrated into the existing commemorative program structure, allowing for efficient and timely implementation. Similar to the Tree and Bench Dedication Program, the plaques would be warrantied for a period of ten years, with the Town providing one replacement plaque if it is damaged or vandalized during the warranty period. If after ten years a plaque is no longer serviceable, the Town will remove the item. Town staff shall make every effort to contact the donor who may then apply to have the item replaced at cost. If the original applicant chooses not to renew or cannot be contacted, the space would be made available for a new dedication by another applicant.

From an asset management perspective, the railing and pier are currently owned by the Department of Fisheries and Oceans (DFO). The DFO has expressed support for the initiative, contingent upon the Town assuming full responsibility for the ongoing maintenance and upkeep of the plaques.

This option offers a creative, cost-effective, and visually engaging way to enhance the waterfront while expanding commemorative opportunities for the community.

Timing: If approved, this option could see the first plaques sold and installed by spring 2026.

Refer to Attachment 2 for a conceptual image of this option.

Option 2 – Public Art Dedication Feature

Option 2 proposes the creation of a new, permanent public art installation along the waterfront, designed to accommodate a large number of dedications over time. The individual dedication pieces could take the form of engraved pavers, plaques, or other integrated design elements that are incorporated directly into the artwork. As illustrated in Attachment 3, potential locations include the south end of Lions Promenade near the pier entrance, or other prominent locations and rest areas along the waterfront trail.

The feature would be designed by an artist or design team to create a visually compelling and meaningful focal point. The goal is to establish an inspiring, reflective space that enhances the waterfront's identity while serving as a lasting tribute to the community's stories and values.

At this preliminary stage, the design, theme, materials, and exact location have not been finalized. Should Council approve Option 2, these elements would be developed through a multi-phase public engagement process, following the format used for the Thickson Road Public Art Project and aligned with the Town's Public Art Policy.

Unlike Option 1, this option would require an upfront capital investment by the Town (see Financial Considerations for further details). For estimation purposes, staff have assumed the feature would be designed to accommodate approximately 250 dedication plaques which could be purchased by interested applicants for a fee ranging from $950 to $1400 per dedication. These assumptions are subject to refinement based on community feedback and the final design vision.

The final fee would be set to recover the full cost of the dedication pieces, as well as setting aside sufficient funds to cover the cost of any maintenance and replacement of the dedication pieces over the warranty period and partially offset the costs of additional waterfront art pieces. Similar to the Tree and Bench Dedication Policy, the dedication pieces would be warrantied for a period of 10 years, with the Town providing one replacement plaque if it is damaged or vandalized during the warranty period. If after ten years a dedication piece is no longer serviceable, the Town will remove the item. Town staff shall make every effort to contact the donor who may then apply to have the item replaced at cost. If the original applicant chooses not to renew or cannot be contacted, the space would be made available for a new dedication by another applicant.

Dedication pricing would be set to balance affordability with maintenance and replacement costs. Program uptake would be monitored closely, and adjustments could be made—such as revising dedication fees or implementing targeted marketing strategies—to support sales and ensure long-term viability. The Town receives approximately 10 applications for dedications at the waterfront each year. At this rate, it would take approximately 25 years for all the dedication spaces to be filled. If the fee for purchasing a dedication piece was offered at a lower price point, there is potential that the number of dedications per year would increase.

Once constructed, the dedication component of the art feature would be administered as part of the Town's Commemorative Tree and Bench Dedication Program. As dedication space fills, this model could be replicated at other waterfront locations, creating a series of public art focal points that collectively establish a unique waterfront public art trail celebrating Whitby's sense of place and community spirit.

Timing: If approved, this option would be subject to funding availability through the Town's Municipal Accommodate Tax ("MAT"). Currently, the MAT has allocated funding for a number of tourism and public art projects until 2027. Therefore, should Council consider this option, the Call for Art on the proposed public art dedication feature could be launched in 2027 and fabricated and installed by summer 2028. In accordance with Council's

direction, the appropriate recommendation below would be required to moved and approved.

1. That Council direct staff to proceed with implementing Option 1 (as outlined in Staff Report CMS 09-25), offering fish shaped plaques which would be mounted on the Loins Promenade Railing in addition to the existing Tree and Bench Dedication Program; OR,
2. That Council direct staff to proceed with implementing Option 2 (as outlined in Staff Report CMS 09-25), a Public Art Dedication Feature with design and construction to be deferred until sufficient Municipal Accommodation Tax (MAT) funding becomes available and is incorporated into the Town's budget.

See Attachment 3 for conceptual imagery of this option. To assist with visualization, a transparent placeholder box has been added to the imagery to illustrate the potential scale of the installation.

Table 1: Comparison of Waterfront Dedication Feature Options

Feature	**Option 1: Fish Plaques**	**Option 2: Public Art Dedication Feature**
Description	Metal fish-shaped plaques affixed to existing railing in a flowing pattern	New permanent public art installation designed to accommodate multiple dedications
Location	Lions Promenade railing (existing infrastructure)	Potentially at south end of Lions Promenade or along the waterfront trail
Cost	No capital funding required $500 - $750 per plaque (full recovery of costs)	$100,000 - $150,000 investment through the MAT. $950 - $1400 per plaque (full recovery of costs + contribution to offset a future art installation)
Capacity	High capacity – over 400m of railing available could accommodate 2000 plaques.	250 minimum - Capacity depends on final design; expandable to other sites over time

Feature	Option 1: Fish Plaques	Option 2: Public Art Dedication Feature
Design Process	Minimal – uses existing infrastructure and standardized plaque design	Custom design by artist or design team, informed by public engagement
Public Engagement	Not required	Required in alignment with Public Art Policy
Implementation Timeline	Short-term – 2026	Medium- to long-term - 2028
Integration with Existing Program	Easily integrated into current Commemorative Tree and Bench Program	Will be integrated upon completion
Placemaking Value	Subtle, whimsical visual interest	Strong visual impact; creates new focal point and destination
Scalability	High – railing offers long-term growth	Medium – model could be replicated along the waterfront

5. Financial Considerations:

Option 1 – Fish Plaque Installation

Option 1 requires no capital funding. Community Services Staff estimate the fee for each fish motif plaque will be $500 to $750, which would be paid directly by the applicant. The fee will be set based on a cost recovery basis similar to the existing Tree and Bench Program. As with existing tree and bench dedications, these plaques would not be eligible for a donation receipt for income tax purposes.

Option 2 – Public Art Dedication Feature

Option 2 would require an upfront investment by the Town, with preliminary costs estimated at approximately $100,000 to $150,000. Community Services Staff prepared the estimate based on comparable projects and accounted for public engagement, artist/design consultant fees, conceptual and detailed design, and construction.

As noted earlier in this report, the Town's portion of the Municipal Accommodation Tax, which was established to fund projects that support tourism, could be used to fund this project. Total MAT revenues are projected to be $350,400 to $525,600 annually of which the Town's (50%) portion is projected to be $172,046 to $258,070 per year (as outlined

in the CAO 13-24). However, the Town's portion of MAT revenues are committed until 2027 to fund items such as a public art fund (at $50,000 per year), a tourism strategy, the new Town Signature Event (i.e. $20,000 for the Home Sweet Home Festival), and a summer tourism ambassador. Should Council choose to proceed with Option 2, design and construction of the public art would be subject to sufficient funds in the Town's MAT reserve fund and approval of a capital project to proceed. In the interim Staff could also investigate other external funding sources, such as grants or partnerships, to offset the capital cost of the public art dedication feature.

The cost of the individual dedication pieces for option 2 is excluded from the capital cost of the public art feature noted above. Community Services Staff estimate the fee to be $950 to $1,400 per dedication piece to cover the cost of fabricating, inscribing, installing, and replacing (during the warranty period) the dedication pieces and to contribute towards an additional public art dedication feature in the future:

Revenue Model and Assumptions:

- **Estimated dedication fee:** $950 to $1,400 per dedication.
- **Total potential revenue:** $237,500 to $350,000 (based on full subscription of 250 dedications).
- **Use of revenue:**
  - $300 to $600 of the estimated dedication fees would be applied toward the cost of supplying and inscribing the dedication pieces and warranty replacements.
  - The balance of the estimated dedication fees, i.e. $650 to $800, could be considered as a donation to be set aside for a future public art feature by the waterfront for additional dedications. Based on 250 dedications, this could generate $162,500 to $200,000 for an additional future public art feature.
  - Note: the above fees and allocations between dedication pieces and funding for a future art feature are preliminary estimates at this time. Should Council wish to proceed with Option 2, the final dedication fee, revenues, and allocation will be subject to design and total number of subscriptions available based on the design.
- **Donation Receipts:** Subject to final allocation between the cost of the dedication pieces and donation to a future public art feature, a portion of the dedication fees may be eligible for a donation receipt for income tax purposes. In accordance with Canada Revenue Agency rules, if the cost of the dedication piece is not more than 80% of the proposed dedication fee, the difference between the dedication fee and cost of the dedication piece may be eligible for a donation receipt for income tax purposes. Residents and businesses paying the dedication fees for Option 2, will receive a dedication piece attached to the first public art feature and will not have any rights related to the future public art feature (e.g. no ability to approve the design, location of the future art feature

and no right to have an additional dedication piece on the second/future art feature).

6. Communication and Public Engagement:

The 2022 Tree and Bench Program survey revealed strong community interest in a waterfront dedication feature, with over 86% of respondents supportive.

- **Option 1**: No further engagement required.
- **Option 2**: Will include a Call for Art that incorporates a public engagement process led by internal staff teams from Community Services, Strategic Initiatives, and Corporate Communications, using the Connect Whitby platform. The engagement approach will follow the successful format of the Thickson Road Public Art Project and comply with the Town's Public Art Policy. No additional budget impact is anticipated for this engagement.

7. Input from Departments/Sources:

Various internal departments were consulted in the development of options for the waterfront dedication feature, including Finance, Parks Planning and Development, Parks Operations and Strategic Initiatives.

8. Strategic Priorities:

The recommendations of this report advance the Town's Strategic Pillars and Actions identified in the Community Strategic Plan, including increasing opportunities to acknowledge and celebrate the diversity of the community, enhancing community connectivity and beautification and delivering services that respond to community needs while balancing the impact to taxpayers.

9. Attachments:

Attachment 1 – Dedication Features from Other Jurisdictions

Attachment 2 – Visualizations of Fish Plaques (Option 1)

Attachment 3 – Visualizations of Public Art Dedication Feature (Option 2)

Attachment 1 – Dedication Features from Other Jurisdictions





Fish Dedication Plaques - Woonasquatucket River Watershed Council, Rhode Island





The Landmark Project – Paver Dedications - University of Toronto



Balboa Park donor recognition sculpture by Rachel Rodi Mosaics



Life Rings Sculpture by Elmgreen & Dragset - Trondheim, Norway

Attachment 2 – Visualizations of Fish Plaques (Option 1)



Dedication fish plaque - concept

Attachment 3 – Visualizations of Public Art Dedication Feature (Option 2)



Public art dedication feature - concept



Public art trail node - concept

Town of Whitby
Staff Report

whitby.civicweb.net

Report Title: Proposed New Fence By-law

Report to: Committee of the Whole

Date of meeting: June 9, 2025

Report Number: LS-08-25

Department(s) Responsible:

Legal and Enforcement Services

Submitted by:
Frank Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Kate Novia, Supervisor of By-law and Animal Services

1. Recommendation:

1. That report LS-08-25 be received for information;
2. That the proposed new Fence By-law, be brought forward to Council on October 6, 2025 for consideration and adoption, substantially in accordance with Attachment #1 to this Report;.
3. That Council grant delegated authority for consideration of minor height exemptions (up to 10%) to the Commissioner of Legal and Enforcement Services/Town Solicitor;
4. That Council delegate the authority for consideration of additional height exemptions to the Municipal Licensing and Standards Committee in accordance with the Fence By-law Exemption Process outlined in Schedule “A” of the proposed New Fence By-law;
5. That the Clerk be directed to amend the Terms of Reference for the Municipal Licensing and Standards Committee to include consideration of Fence By-law Exemptions;

6. That staff be directed to bring forward a By-law to amend Fees and Charges By-law # 7220-17, as amended, for Minor Fence Height Exemptions and to add a new tier fee for Fence By-law Exemptions as noted in Section 5 of Report LS 08-25; and,
7. That item number GG-0038 be removed from the New and Unfinished Business List.

2. Highlights:

- The current Town of Whitby Fence By-law ## 4394-99 was enacted in 1999 and has been amended six times since its adoption. Through application of the current Fence By-law, the need to amend the Towns fence regulations has come to the forefront.
- The Towns' current Fence By-law lacks modern safety provisions and creates limitations for residents who wish to construct more modern pool enclosures.
- A new Fence By-law is required to respond to changing community needs.
- Provisions have been added to the new fence by-law to regulate privacy screens and safety netting. These include regulations related to golf course safety nets and requirements for their ongoing maintenance. Defined terms have been expanded to promote greater understanding.
- Updates completed to ensure consistency with applicable zoning regulations that are applicable to fences.
- Permit applications regulations pertaining to permit expiry in the event permits are obtained but action not taken to commence installation of pool.
- The proposed by-law contains a tiered exemption process to permit residents to seek variance from the permitted maximum heights.
- The proposed Fence By-law contains provisions of enforcement for the Administrative Penalties System.
- Enforcement provisions enhanced allowing for Orders to be issued for fences found in non-compliance.

3. Background:

The Fence By-law regulates the maximum height for fences and establishes specific standards for fences surrounding swimming pools. The current Fence By-law has not had a comprehensive review since it was passed in 1999 and as such, the language and provisions fail to adequately address current issues in the community, such as:

- Limited fence exemption process
- Lack of privacy fence provisions

- Non-existent provisions for modern fencing materials, such as glass or horizontal fencing.
- Sightline concerns created by front yard fences
- Use of snow fences on residential properties
- Lack of provisions relating to timeframes for pool permits to be completed

The proposed new Fence By-law (Attachment #1) will effectively address the above community needs, discrepancies with provincial legislation, safety concerns and will allow for the use of modern fence materials when constructing pool enclosures.

4. Discussion:

Fence By-law concerns, updates, and modernization

As noted, the current by-law has been amended on several occasions and staff and residents have identified issues that cannot be effectively addressed due to the current provisions. These issues include,

- Addressing safety concerns through use of pool enclosure materials
- Limited exemption authorities
- A lack of provisions that establish regulations pertaining to swim spa's.
- Outdated provisions related to pool enclosures;
- Discrepancies between Province regulations in relation to pool enclosure / divisional fencing adjacent Town of Whitby properties;
- A lack of privacy screen provisions which may assist with neighborly disputes and pools adjacent Town of Whitby Parks;
- Provisions to protect Heritage attributes;
- Lack of enforcement provisions to address non-compliance matters

The proposed updated fence by-law attached to this report encompasses provisions which seek to address the above noted concerns and are reflective of modern safety standards and aligns with the adaptability our community has expressed they wish to see. The proposed new by-law contains the following provisions:

1. A section which outlines Orders to address non-compliance matters.
2. A maintenance section to establish general maintenance standards.
3. Provisions which protect heritage features and create municipal by-law contraventions for not obtaining permits.
4. Provisions to better regulate the use of privacy screens and address related concerns.
5. Established tiered exemption authorities to allow residents to seek exemptions maximum height provisions contained in the Fence By-law.
6. Regulations to better control sight lines obstructions caused by front yard fences;

7. Addition of regulations permitting the use of various types fence materials
8. Regulation pertaining to the use of snow fencing and a standard timeline when it can be used; and
9. Restrictions on pool permit applications which include expiry of permits.

The regulations of the new By-law are intended to align with those of our neighbouring municipalities to provide relative consistency between Whitby and its neighbours.

Fence By-law Exemptions and Appeals

The proposed New Fence By-law contains a tiered exemption section offering greater ability for residents to seek maximum height exemptions. Staff recommend that delegated authority for minor fence exemptions (up to 10%, or a maximum height of 2.2 metres) continue with the Commissioner of Legal and Enforcement Services. Where a resident or business seeks a fence height variance greater than 2.2 metres are directed to the Town's Municipal Licensing and Standards Committee. The decision of the Municipal Licensing and Standards Committee will be final and binding.

Based on the complexity to be reviewed and reviewing Council's comments, Staff recommend a $350.00 fee for minor fence exemptions and a $500.00 for exemption requests which are to be reviewed by the Town's Municipal Licensing and Standards Committee. Staff recommend an overall cap of 3 metres or approximately 9 feet 10 inches maximum height be delegated to the Committee.

In addition to the above, staff recommend the Fence By-law Exemption process outlined in Schedule "A" of the proposed New Fence By-law for a fair and efficient exemption process.

5. Financial Considerations:

The financial impacts of the new Fence By-law Exemption process are limited as only five to ten exemption requests are received each year. However, the amount of Staff time required to prepare for and consider an exemption request is significant. Requests for exemptions above a 10% variance are currently heard by Council at Committee of the Whole and Council meetings, resulting in Members of Council and senior Staff engaging in lengthy hearings.

The new Fence By-law Exemption Process will create efficiencies by removing Council as the adjudicating body for these matters and delegating authority for hearing exemption requests to the Municipal Licensing and Standards Committee.

Members of the Municipal Licensing and Standards Committee receive remuneration of $100 per meeting and the Committee consists of five citizen members, meaning that total remuneration per meeting is $500. The Committee is scheduled to meet on an as needed basis, and Staff attempt to coordinate so that multiple files can be considered by the Committee at the same meeting. Based on the comments received by Council at a previous consideration of the Fence By-law, staff have reduced the application fees for a fence height exemption. Establishing a two-tier Fence By-law Exemption application fee of $350 and $500 provides for a better recovery of Town costs (e.g. offsets the remuneration paid to Committee Members and helps to offset Staff time involved in administering hearings, circulating notices to adjacent property owners regarding exemption requests, and preparing briefing documents for the Committee's review).

Based on the proposed delegation of authority recommended in this report, the number of applications requiring Council consideration is expected to be greatly reduced. In the rare instance of a fence exemption for a fence in excess of 3 metres is requested, it is recommended that the fee be set at $2,500 to recover the costs of additional resources to review any necessary engineering reports, for staff to review the application and draft a Council report, and for relevant staff attend the Committee and Council meetings.

6. Communication and Public Engagement:

The implementation of the new by-law will be shared with the public through updates to our online resources, as well as through public communications shared through our communications team.

7. Input from Departments/Sources:

The Parks Division of Operational Services, the Heritage and Planning Division of the Towns Planning and Development Department were consulted and reviewed the recommendations contained.

8. Strategic Priorities:

The recommendations contained in this report align with Council goals to make neighborhoods safer and stay connected with the community. The new fence by-law encompasses modern safety standards while balancing the communities expressed desire to incorporate more modern fence designs.

9. Attachments:

Attachment # 1- Proposed New Fence By-law

Town of Whitby
By-law # Draft XXXX-24

Fence By-law

Being a By-law to prescribe the height and description of lawful fences in the Town of Whitby and to require the owners of privately owned outdoor swimming pools to erect and maintain fences and gates around such swimming pools

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, allows a municipality to pass by-laws with regard to structures, including fences and signs.

And Whereas the Ontario Heritage Act, R.S.O. 1990. c.O. 18 authorizes Council to pass a By-law prescribing minimum standards for the maintenance of heritage attributes of designated property or properties situated in a heritage conservation district

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

1. Definitions

In this By-law:

1.1. “Council” means the Council for The Corporation of the Town of Whitby.

1.2. “CLOCA” means The Central Lakes Ontario Conservation Authority.

1.3. “Commissioner” means the Commissioner of Legal and Enforcement Services/Town Solicitor, or such delegate as they may appoint from time to time.

1.4. “Corner lot" means a lot situated at the intersection of and abutting upon two or more streets or two portions of the same street, provided that the angle of intersection of such streets, or the bend in such street, is not more than 135 degrees.

1.5. "Division fence" means a fence marking the boundary between adjoining parcels of land.

1.6. "Electrical fence" means a fence through which electricity passes.

1.7. "Enclosed" means when the property is enclosed in a way that can be relied on to prevent entry of the general public.

1.8. "Erect" means alter, construct, place, locate, install or relocate.

1.9. "Expense" means the cost of carrying out the work to be done, together with an administrative fee as outlined in the Town of Whitby Fees By-law.

1.10. "Fence" means and includes but is not limited to a guard, line of posts, wire, gate, boards or other similar items, used to enclose or divide in whole or in part a yard or other land or to establish a property boundary, but does not include a privacy screen.

1.11. “Fence height” means the vertical distance between the finished grade of the ground and the top of the fence, The height of the fence shall be measured from the higher adjacent grade where there is a grade difference on each side of the fence.

1.12. "Front lot line" means the lot line that divides the lot from the street, provided that, in the case of a corner lot, the shorter lot line that abuts a street shall be deemed to be the front lot line; On a through lot, the lot line abutting the wider street right of way shall be deemed the front lot line.

1.13. “Hazardous condition” means a condition that is subject to the provisions of this by-law which exists on a property and is identified by an officer as posing an immediate threat to the safety or health of persons or animals and includes, but is not limited to, conditions identified by an officer as negatively impacting neighbouring properties

1.14. “Heritage attributes” means the attributes of a property and the buildings and structures on the property that contribute to the cultural heritage value and the elements, features or building components that support or protect the heritage attributes that are described in,

(i) a by-law designating a property passed under the Ontario Heritage Act, that identifies the heritage attributes, values and reasons for designation; or
(ii) a Minister’s Order made under the Ontario Heritage Act, that identifies the heritage attributes, values and reasons for designation; or
(iii) a by-law designating a heritage conservation district passed pursuant to the Ontario Heritage Act, that identifies the heritage attributes, values and reasons for designation.
(iv) A property subject to a Heritage Easement Agreement that outlines the protected heritage attributes

1.15. "Heritage permit" means an authorization or permit issued by the Municipality as per Section 33(1) or 42(1) of the Ontario Heritage Act that provides permission to alter or demolish a designated heritage property.

1.16. "Highway" means a common and public highway, whether assumed or unassumed, and includes a bridge, trestle, viaduct, or other structure forming part of the highway which is under the jurisdiction of the Town or the Regional Municipality of Durham Region.

1.17. "Grade" means the surface of the ground below a fence at each location where a structural support is imbedded in the ground.

1.18. “Industrial zone” means an industrial or employment zoned property as per the Town of Whitby zoning by-laws.

1.19. "Invisible safety nets” means a black, dark green, or white net made of knotted monofilament nylon mesh or other similar materials, with a 90% or greater porosity, with a spacing between the mesh not to exceed 20mm and a minimum thickness

of 1.7mm, primarily used to absorb the impact of a golf ball. The netting shall be constructed in a way to have minimal intrusive visual impact.

1.20. “Non-climbable” means a 1.2 m vertical face presented to the exterior of a swimming pool enclosure. For an enclosure of chain link construction, means a mesh which is no greater than 38mm square for a minimum of 1.2m vertically. For all other enclosures, means that there is no horizontal opening or step greater than 38mm in width for 1.2m vertically, or where horizontal components are a minimum of 1.2m apart there shall be no opening greater than 100mm.

1.21. "Lot” means a parcel or contiguous parcels of land in one ownership which is capable of being legally conveyed in accordance with the Planning Act as amended or replaced or is described in accordance with a registered Plan of Condominium and includes a Parcel of Tied Land (POTL).

1.22. “Municipal Licensing and Standards Committee” means the committee that Council has delegated its powers and authorities to for the purposes of the by-law

1.23. "Municipal Law Enforcement Officer" means a Municipal Law Enforcement Officer appointed by the Town of Whitby.

1.24. "Ontario Heritage Act" means the Ontario Heritage Act, R.S.O 1990, Chapter 0.18.

1.25. "Ornamental pond" means, but is not limited to, any body of water in or above the ground located outdoors on privately-owned property, contained in part or in whole by artificial means, in which the depth of the water at any point can exceed 0.6m, and is used as a decorative feature in a yard, and kept for its' esthetic value rather than a useful purpose;

1.26. Owner" means the person or persons registered as the owner of a subject property in the most recent municipal tax records and/or in accordance with the records of the land registry office.

1.27. "Part IV heritage property" means property, including all buildings and structures thereon, which has been designated by the Town of Whitby under section 29 of the Ontario Heritage Act, or which has been designated by the Minister under section 34.5 of the Ontario Heritage Act.

1.28. "Part V heritage property " means property, including all buildings and structures thereon, located within a heritage conservation district, which has been designated by the Town of Whitby under section 41 of the Ontario Heritage Act.

1.29. “Penalty Notice” means an administrative penalty issued for an alleged contravention of a provision of this by-law, and which meets the requirements as set out in Section 3 of the Administrative Penalty By-Law # 8056-24.

1.30. "Person" means a natural individual, and their heirs, executors, administrators or other legal representatives, a corporation, partnership or other form of business association or a receiver or mortgagee in possession.

1.31. "Planning Act" means the Ontario Planning Act, R.S.O.1990. c.P13, as amended.

1.32. "Privacy screen" means a visual barrier used to shield any part of a yard from view from any adjacent parcel of land or any highway.

1.33. "Sight triangle" means a "sight triangle" or a "visibility triangle" as defined in the Town's Zoning by-laws.

1.34. "Rear lot line" means the farthest lot line opposite the front lot line, or in the case of a triangular lot, shall be that point formed by the intersection of the side lot lines.

1.35. "Side lot line" means a lot line other than a front or rear lot line.

1.36. "Street line" means the dividing line between a lot and a street.

1.37. "Swimming pool" means any body of water in or above the ground contained by artificial means, in which the depth of the water at any point can exceed 0.6m and is used or is capable of being used for swimming, wading or bathing and shall include an ornamental pond if it is capable of containing a water depth of 0.6m, but does not include, hot tubs, whirlpools or spas.

1.38. "Swimming pool enclosure" means a fence, wall or other structure including doors and gates, surrounding a privately-owned outdoor swimming pool.

1.39. "Swimming pool enclosure permit" means a permit issued under this By-law.

1.40. "Town" means The Corporation of the Town of Whitby.

1.41. "Yard" means an open, uncovered space on a lot appurtenant to a building,

(i) "Front yard" means a yard extending across the full width of a lot between the front lot line and front walls of the nearest building or structure on the lot.

(ii) "Exterior side yard" means the yard of a corner lot that extends from the front yard to the rear yard between the exterior side lot line and the nearest part of any main building on the lot.

(iii) "Interior side yard" means a side yard other than an exterior side yard, that extends from the front yard to the rear yard between the interior side lot line and the nearest part of any main building on the lot.

(iv) "Rear yard" means a yard extending across the full width of a lot between the rear lot line and the nearest wall or walls of any main building on the lot for which the yard is required.

(v) "Side yard" means a yard extending from the front yard to the rear yard between the side lot line and the nearest wall of any building or structure on the lot for which the yard is required;

2. Heritage Properties

No person shall erect, alter, or remove, and no owner shall permit the erection, alteration, or removal of a fence wholly or partially on a Part IV heritage property or a Part V heritage property unless a heritage permit has been issued and all work is completed in accordance with the specifications of the heritage permit, or unless the Town has waived the requirement for a heritage permit in writing. For the purposes of this section a fence partially on a Part IV heritage property or a Part V heritage property includes a division fence located on the boundary between a Part IV heritage property or a Part V heritage property and a property without a Part IV heritage property or Part V heritage property designation.

3. Swimming Pool Enclosure Permits

3.1 No person shall excavate for or erect, or cause to be excavated for or erected, a privately owned outdoor swimming pool, or ornamental pond without first obtaining a swimming pool enclosure permit in connection therewith from the Town.

3.2 Every application for a swimming pool enclosure permit shall be made in the approved form.

3.3 Every application for a swimming pool enclosure permit shall be accompanied by:

(a) A detailed accurate site plan that illustrates the location of and the setback measurements of the fencing, easements, pool and all buildings.
(b) If the property is not assumed by the Town, an approval letter from the builder, as well as proof that deposits were collected from the developer, must be provided.
(c) Confirmation from the Towns planning department that the property's zoning category allows for the installation of a pool.
(d) Any relevant documents required by the Officer / Town staff; and
(e) Pool Enclosure Permit Fees in the amount described in Schedule "D" in the Town of Whitby Fees and Charges By-law # 7220-17, as amended.

3.4 Any lot within the CLOCA screening area must obtain CLOCA approval for installation of the pool. Approval shall be included with application submission.

3.5 A swimming pool enclosure permit shall not be issued by the Town, unless the swimming pool enclosure application complies with all relevant provisions of this By-law and all other relevant regulations.

3.6 The Town may impose any conditions it deems appropriate for the permit.

3.7 A pool enclosure permit shall be valid for 1 year after issuance.

3.8 In the event physical construction of the pool or ornamental pond has not started within the 1-year timeframe, the pool permit application fee shall be forfeited, and a new pool permit application with accompanied fees shall be required.

(a) Visual indications that pool / pond construction has been initiated shall be present. Such as evidence of excavation of the area.
(b) Any such other indications found satisfactory by the Officer.

3.9 The Senior Manager of Enforcement Services shall have the authority to make exceptions to section 3.8.

4. Swimming Pool Enclosures

4.1 Every owner of a privately-owned outdoor swimming pool or ornamental pond shall erect, and maintain, or cause to be erected and maintained, a swimming pool enclosure completely around the privately-owned outdoor swimming pool or ornamental pond.

4.2 The enclosure shall extend to a height, measured from the outside of the enclosure, of not less than 1.2 metres.

(a) Have every support post securely imbedded in the ground and be structurally adequate for the intended use.

4.3 The enclosure shall be constructed of;

(a) Chain-link not greater than 38 millimeter diamond mesh, and galvanized steel wire not less than 12 gauge;

(i) galvanized steel supporting posts spaced at no more than 3 meter intervals

(ii) end posts and corner posts at least 48 millimeters in diameter

(iii) intermediate posts at least 38 millimeters in diameter; and

(iv) top and bottom rails made of galvanized steel pipe having a minimum diameter of 32 mm, however a 5 mm galvanized steel tension rod may be substituted for the bottom rail; or

(b) Vertical wood or composite board on board spaced not more than 38mm apart where horizontal rails are spaced less than 1.2m apart; or

(i) Spaced not more than 100 millimeters apart where horizontal rails are spaced 1.2 meters apart or more and;

(ii) Attached to horizontal rails that are supported on substantial posts that are at least 89 millimeters by 89 millimetres, spaced not more than 2.4 meters apart, securely fastened to the ground and structurally sound.

(c) Horizontal wood or composite boards shall be:

(i) at least 19 millimetres by 89 millimeters lumber;

(ii) Spaced not more than 20 millimeters apart;

(iii) Offset or protruding not more 15 millimeters from the board immediately above or below; and

(iv) not more than 2.4 meters in length.

(d) Wrought iron fencing with at least 1.2 meters between horizontal members and with no greater than 100 millimeters of spacing between vertical bars;

(i) Horizontal rails shall be supported on substantial posts that are spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound.

(e) Any glass panel fence that is used in or as part of a Swimming Pool Enclosure shall be constructed as follows:

(i) glass panels shall be located so there is no opening of more than 38 millimetres between the panel and the post where horizontal elements are spaced less than 1.2 metres apart, and not more than 100 millimetres apart where horizontal elements are spaced more than 1.2 metres apart.

(ii) horizontal elements shall be supported on posts that are spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound; and

(iii) glass panels used in Swimming Pool Enclosures shall be:

(a) safety glass of the laminated or tempered type conforming to CAN/CGSB-12.1-M "Tempered or Laminated Safety Glass"; or

(b) wired glass conforming to CAN/CGSB-12.1-M "Wired Safety Glass".1

(f) All pool fence enclosures shall be constructed in a professional manner.

(g) Any combination thereof as provided in this By-law or such other material design or construction as will provide an equivalent or greater degree of safety and which is approved in writing by the Senior Manager of Enforcement Services

4.4 May incorporate all or a portion of the wall of a building, but no entrances to the pool area shall be permitted through such wall unless the entrance is set back a minimum distance of 1 meter from the water's edge of the swimming pool.

4.5 No Swimming Pool Enclosure shall have any unprotected openings larger than 100 millimetres.

4.6 No person shall place water in or cause water to be placed in a privately-owned outdoor swimming pool or ornamental pond, or allow water to remain therein, until such time as the swimming pool enclosure as prescribed by this By-law has been erected completely around the swimming pool or ornamental pond and the enclosure has been signed off by an Officer.

4.7 Pool enclosure design shall be non-climbable from outside of the enclosure.

4.8 Despite the provisions of Subsection 4.6 of this by-law, whereby reason of the nature of construction of a privately-owned outdoor swimming pool it is necessary to fill the swimming pool with water during the construction of the swimming pool, the owner, in lieu of a swimming pool enclosure prescribed herein, shall erect and maintain, or cause to be erected and maintained, a temporary fence in accordance with section 7.1.

4.9 The means of entry within the Swimming Pool Enclosure shall be kept secured when the pool is not in use.

4.10 The use of private property pools is at the risk of the property owner, not the Town.

4.11 The Commissioner shall have the authority to apply any conditions they deem appropriate to a swimming pool enclosure permit.

5. Above Ground Pool Enclosures

5.1 For an above-ground swimming pool, the exterior side of the above-ground swimming pool structure and any rail or Guard attached thereto may constitute a swimming pool Enclosure and the provisions of this by-law shall apply to such sides of the Swimming Pool.

5.2 Notwithstanding any other provisions of this by-law, the combined height of the exterior sides of the Swimming pool structure and any rail or guard attached thereto shall be a minimum of 1.2m and may be a maximum of 2.6 m in height above the adjacent grade; and

5.3 The outside of the swimming pool structure and any guard shall not be climbable.

5.4 Where the means of entry to the Swimming Pool is with a ladder, such ladder shall be removable from the vicinity of the pool or be designed to be lifted and locked or be designed to have a lockable cover when the pool is not in use.

5.5 The pool, platform and/or deck shall be setback from the lot lines in accordance with the Town's Zoning By-law

(i) and if required a building permit shall be obtained.

6. Swimming Pool Enclosure Gates

6.1 May incorporate one or more gates of equivalent material and construction as the swimming pool enclosure, and every such gate shall not be less than 1.2 m in height, measured from the outside of the gate, be supported on substantial hinges, be self-closing and equipped with self-latching devices placed on the inside of the gate and contain a locking mechanism.

(a) Such gates shall be closed and locked by a padlock or equivalent lock at all times when the pool is not in use.

(b) Any gate opening/closing mechanism located on the exterior of the pool enclosure shall be located a minimum of 1.2meters above grade and shall not contain any element that can cause the gate to open within the 1.2meters. Such as a pull cord or latch.

(c) Have no element or attachment between 100 mm and 1.2 meters above grade that may facilitate climbing the outside of the enclosure;

(d) Shall be constructed in such a manner that a space of not more than 100 mm shall be permitted at any point between the bottom of the gate? and the ground.

(e) Shall not contain any openings greater then 100mm.

6.2 Double swing gates shall;

(a) Have one gate that is self-closing and equipped with a lockable, self-latching device located on the of the gate.

(b) Have one gate that is equipped with a lockable drop bolt that extends down securely into concrete, asphalt, or paving stones.

(i) Lockable drop bolt shall be kept in the down position and secured at all times, except when the enclosed area is in use.

(c) Both gates shall comply with section 6.1

7. Temporary Pool Enclosure

7.1 Where by reason of the nature of construction of a privately-owned swimming pool it is necessary to fill the swimming pool with water during construction, the owner in lieu of the prescribed enclosure, shall erect and maintain, or cause to be erected and maintained a temporary fence completely around the swimming pool until construction is complete, and upon completion of such construction the owner shall immediately replace or cause to be replaced the temporary fence with a swimming pool enclosure prescribed in this by-law. A temporary Swimming Pool Enclosure shall:

(a) consist of plastic mesh not greater than 38mm.

(b) not be less than 1.2m in height.

(c) be supported by steel T-bar posts spaced at no more than 3m intervals.

(d) have 9 gauge galvanized steel wire secured along the top and bottom of the fence.

(e) Not have any members or attachments that would facilitate climbing on the exterior face of the enclosure

7.2 Temporary fencing shall be erected in a professional manner

7.3 Notwithstanding section 7.1(a) Temporary Pool Enclosure may be constructed in a manner that in the opinion of the Senior Manger of Enforcement Services will provide a satisfactory degree of safety, provided such is approved by the Senior Manager of Enforcement Services in writing prior to its construction.

8. Hot tubs, Whirlpools, and Spas

8.1 The fencing provisions of this by-law relating to privately-owned outdoor swimming pools shall not apply to a privately-owned outdoor hot tub, whirlpool or spa provided the owner of the hot tub, whirlpool or spa, has equipped the hot tub, whirlpool or spa with a secure, locking cover.

8.2 Every owner of a privately-owned outdoor hot tub, whirlpool or spa shall have the outdoor hot tub, whirlpool or spa covered and locked at all times when not in use.

9. Fences on Residential Property

9.1 No person shall erect or cause to be erected in a side yard or rear yard on any residential property a fence which is higher than 2 meters above grade.

9.2 Any fence post or decorative fence post feature may project a maximum of 200mm above the maximum fence height.

(a) The fence gate shall not exceed the maximum permitted height of the fence, and any decorative gate feature located above the gate may project a maximum of 500mm above the maximum fence gate height.

(b) The decorative feature may not be solid and shall contain openings to allow for the passage of light.

9.3 No person shall erect or cause to be erected a fence that uses or wholly or partially consists of materials not usually intended for use in permanent fencing, including, without limitation, adhesive tape, cloth, textile, cardboard, plywood, corrugated metal, metal sheets, and paper, unless specifically permitted by this bylaw or another by-law.

9.4 No person shall erect or cause to be erected in a front yard on any residential property a fence which is higher than 1 meter above grade.

(a) Any fence within 2.4 m of any driveway shall be of open construction for at least 2.4m from the lot line at which the driveway begins so as not to obstruct the view of the boulevard, sidewalk or highway

(b) No vegetation shall be permitted to grow or object permitted to be placed in such a way as to obstruct the view through a fence under subsection “a”

9.5 Section 9 shall not apply where the fence is;

(a) Erected and used to enclose or delineate an area required for and lawfully used as a tennis court, provided the fence is of chain link construction.

(b) A noise control barrier erected by or as a requirement of a government agency acting pursuant to statutory authority.

(c) Located on land abutting land used for industrial or commercial purposes, railway right of way or utility installations when the abutting owner is responsible for the construction and/or maintenance of the fence; or

(d) an invisible safety net, as approved in writing by the Town to determine structural stability, solely located on the owner's property, on any property abutting or located within 25m of a golf course, constructed for the purposes of the personal protection of persons and/or property.

9.6 Where a rear yard of a lot is adjacent to the front yard of another lot, Section 9.1 shall apply

9.7 Where the front yard depths of two abutting residentially zoned properties vary, the front yard shall be determined by the abutting property with the lesser front yard depth, for the purpose of establishing the maximum permitted fence height in accordance with sections 9.4.

9.8 In the case of a corner lot where the larger usable yard is located in the interior side yard rather than the rear yard, as defined herein, a fence on that portion of the front yard adjacent to the interior side yard may be 2 metres above grade in height.

9.9 In circumstances where a property abuts an arterial road as defined in either the Town of Whitby or Region of Durham Official Plan, the maximum fence height shall be 2.5m for the portion of the fence that abuts the arterial road.

9.10 Snow fencing may be used on private property between November 15 to April 15th and shall be of plastic mesh and installed and maintained in a good and acceptable quality.

9.11 No residential fence shall contain a gate which grants access onto Town of Whitby property, unless a permit has been granted.

9.12 No person shall construct a fence that creates an unsafe condition.

9.13 Notwithstanding other provisions of this By-law, any other fencing that is approved in writing by the Senior Manager of Enforcement Services may be permitted.

10. Privacy Screens

10.1 No person shall erect, or cause to be erected, a privacy screen in a front yard.

10.2 No person shall erect, or cause to be erected, a privacy screen in a side or rear yard except in accordance with the following provisions:

(a) the privacy screen is located at least 1 meter from any side or rear lot line;

(b) the privacy screen is no more than 2.63m in height above grade; and

(c) the collective total of all the privacy screens within the property is no more than 6m in length and

10.3 No person shall erect, have, permit or maintain on any residential property a privacy screen which is not in a good state of repair or has an inferior appearance or quality on the side of the privacy screening which faces the adjoining property.

10.4 Privacy Screens shall be constructed of structurally sound material and erected in a professional manner.

10.5 Where a privacy screen is constructed on a raised deck, the maximum combined height of the deck and the privacy screen shall be no more than 3.5m.

10.6 No person shall construct a privacy screen that creates an unsafe condition.

11. Fences on non residential properties

11.1 No person shall erect, have, permit, or maintain on any non-residential property a fence greater than 2 meters in height except for industrial properties where the maximum fence height shall be 3 meters.

11.2 The use of barbed wire on non-residential property shall be limited to property primarily used for industrial purposes and shall be limited to a maximum of three strands above a chain link fence, provided that such barbed wire does not project over any adjacent property.

11.3 The use of any device for projecting an electrical current through a fence in a non-residential property is prohibited.

11.4 For the purpose of determining fence height where a residential property abuts a non-residential property, the less restrictive provision shall apply to the common lot line.

11.5 No person shall erect, have, permit or maintain on any non-residential property a fence located a distance closer than 3 metres to an intersection. For purposes of this subsection, intersection shall mean the point of intersection of two or more property lines that abut a street.

11.6 No person shall construct a fence that creates an unsafe condition.

12. Fences on Rural Properties

12.1 No person shall erect, have, permit or maintain a fence greater than 2 meters in height on land primarily used for farming purposes.

12.2 The use of barbed wire and electrical fencing shall be permitted for farming purposes.

12.3 No person shall erect, have, permit or maintain on any land primarily used for farm purposes a fence located a distance closer than 3 meters to an intersection. For

purposes of this subsection, intersection shall mean the point of intersection of two or more property lines that abut a street.

12.4 No person shall construct a fence that creates an unsafe condition.

13. Visibility and Sight Triangles

13.1 No person shall erect or cause to be erected any fence within a visibility triangle or sight triangle, or in any location which obstructs the vision of motorists or pedestrians either when leaving a highway or entering a highway from another highway or driveway or of any traffic sign or control device or which for any other reason constitutes a hazard.

14. Highways and Other Public Lands

14.1 A fence separating land owned by the Town, except for any land that constitutes a public highway, including land abutting a public highway that is held as a reserve by the Town or other public authority to separate land from the highway, or to land that is being held by the Town or other public authority as an unopened road allowance or for future public highway purposes, shall be constructed in accordance with the specifications contained in the Town of Whitby Engineering Design Criteria and Standard Drawings Manual. (Schedule "B").

14.2 No person shall erect or maintain, or permit to be erected or maintained, a fence wholly on any lands under the ownership of the Town, including a highway.

14.3 A fence erected as a noise control or attenuation barrier shall be maintained by the owner of the land on which the fence is erected and shall be of the same construction, provided the material is available. In the event the material is no longer available an equivalent material will be utilized. If the barrier abuts land owned by or under the control of the Town, the Town shall not be required to maintain the barrier or incur any costs with respect to the maintenance of the barrier.

15. Maintenance

15.1 The owner of the land on which a fence, swimming pool enclosure, privacy screen or invisible safety net is erected shall maintain such fence, swimming pool enclosure, privacy screen or invisible safety net in a good state of repair.

15.2 For the purposes of this By-law "good state of repair" shall mean;

(a) The fence, swimming pool enclosure, privacy screen, or invisible safety net is complete and in a structurally sound condition, plumb and securely anchored.

(b) The fence, swimming pool enclosure, privacy screen, or invisible safety net and its components are protected by weather-resistant materials.

(c) Fence, swimming pool enclosure, privacy screen, or invisible safety net components are not broken, rusted, rotten or in a hazardous condition.

(d) All stained or painted fences, swimming pool enclosures, privacy screens, or invisible safety net are maintained free of peeling paint or stain; and

(e) That the fence, swimming pool enclosure, privacy screen, or invisible safety net does not present an unsightly appearance, deleterious to abutting land or to the neighbourhood.

15.3 Whenever a fence, including a noise barrier, has been required or regulated by the Town or other public authority, through a plan of subdivision, plan of condominium or site plan agreement, as a condition of development or redevelopment, such features shall be maintained, without alteration, in a good state of repair, by the owner, so as to ensure continuous compliance with the Town's or other public authority's requirements.

15.4 No person shall construct or caused to be constructed a fence, swimming pool enclosure, privacy screen or invisible safety net that creates an unsafe condition.

16. Hazardous Fences

16.1 No person shall erect or cause to be erected a fence containing barbed wire or razor wire or any other hazardous materials, on any lands.

16.2 No person shall erect or cause to be erected an electrical fence, except a fence used for the containment of animals in connection with a farming operation

17. Hazardous Conditions

17.1 Notwithstanding Section 17 of this by-law, an officer who finds a hazardous condition may enter onto any property to remove or control such hazardous condition or to limit the negative impact on neighbouring properties without the requirement of first sending a work order, but a work order shall be sent as soon as practical after the removal or control of the hazardous condition or after limiting the negative impact on neighbouring properties.

17.2 The Town may recover the costs of doing any work undertaken pursuant to this by-law, together with an administration charge equal to 25 percent of the total costs, from the owner or occupant by legal action or by adding the costs and administration charge to the tax roll and collecting them in the same manner as property taxes.

17.3 An order issued after the hazardous condition is remedied shall set out: (1) that the hazardous condition has been remedied; (b) the manner in which the hazardous condition was remedied; (c) any other contraventions of the by-law; and (d) any costs payable and shall otherwise comply with the provisions of Sections 17.

18. Delegation of Authority for Fence By-law Exemptions

Minor Fence Height Exemptions

18.1 The Commissioner is delegated the authority to approve exemptions from the 2-metre fence height maximum noted Sections 9.1, 9.4, and 11.1 of this By-law subject to the following:

(i) The height exemption being sought is no more than a maximum 10% variance;

(ii) The applicant provides the required information, as determined by the Commissioner, with their application and payment of the application fee as set out in the Town's Fees and Charges By-law;

(iii) The Commissioner circulates notice of the application for an exemption to adjacent property owners directly affected by the application to determine if there are objections to the application;

(iv) Upon receipt of an objection, the Commissioner shall review the objection, and if reasonable grounds for the objection are provided, the exemption request will be denied;

(v) In instances where a fence that is subject to an application for an exemption abuts or may otherwise potentially impact Town property, the Commissioner shall circulate the application for an exemption to relevant Town departments for review and comment;

(vi) Fences that are approved for exemptions to the height maximums of the Fence By-law remain subject to the provisions of the Division Fence By-law# 3657-95, as amended, and the Line Fences Act, R.S.O. 1990, c. L.17, as amended;

(vii) The Commissioner may impose any conditions which may be reasonable to the granting of a fence height exemption under this Section 18.1; and,

(viii) The Commissioner may provide for any matter that, in the Commissioner's opinion, is necessary for the assessment and determination of fence height exemption requests in accordance with this By-law.

18.2 The decisions of the Commissioner under this By-law shall be considered final and binding, and not subject to appeal or review to Town Council, a Court or other Tribunal.

18.3 The Commissioner, in their sole discretion, may refer a request under Section 18.1 to the Municipal Licensing and Standards Committee for its review and approval.

Additional Fence Height Exemptions

18.4 Any property owner may make an application to the Municipal Licensing and Standards Committee for an exemption from provisions contained in this By-law, in accordance with the following:

(a) Completed application shall be submitted by the owner of the land on the prescribed form.

18.5 The application shall contain:

(a) the name and address of the applicant, including the legal description of the property

(b) a description of the fence including type of materials to be used for construction.

(c) written permission/authority to act on behalf of the adjoining owner if the matter involves a divisional fence.

(d) the reasons why the exemption is being sought; and

(e) an application fee as set out in the Town's Fees and Charges By-law.

18.6 The Municipal Licencing and Standards Committee may consider, and grant or refuse to grant, an exemption request between 2.2-metres to a maximum of 3.0 metres (3.5 metres for an industrial property) and may impose conditions as may be appropriate.

18.7 The Municipal Licencing and Standards Committee may grant or refuse to grant any exemption request and may impose conditions as may be appropriate.

18.8 The decisions of the Municipal Licensing and Standards Committee under this By-law shall be considered final and binding, and not subject to appeal or review to Council, a Court or other Tribunal.

18.9 Where an exemption is granted, breach of any condition of the exemption will immediately render the exemption null and void.

18.10 When an exemption request is submitted notice shall be sent to all property owners directly adjacent to the fence for which the exemption is being sought.

18.11 Any request for a fence height beyond the authority set out in Section 18.5 of this By-law shall be considered by Council and subject to a fee as set out in the Town's fee by-law.

19. Ornamental Ponds

19.1 Every owner of a privately owned ornamental pond must meet the same requirements of sections 4, 6, 7,15, 17 ,18,20 and 21 for a swimming pool enclosure.

20. General Exemptions

20.1 The provisions of this by-law relating to fences and swimming pool enclosures shall not apply to fences and swimming pool enclosures lawfully erected prior to the final passing of this by-law.

20.2 The provisions of this by-law shall not apply to acoustical fences or other similar fences which may be required by the Region of Durham from time to time.

20.3 Any federal, provincial or municipal fencing shall be exempt from the provisions of this by-law

20.4 If a person is required to erect a specified fence under a site plan agreement, a subdivision agreement, another Town by-law or any law, statute or regulation of a provincial or federal authority having jurisdiction, the fence is exempt from the provisions of this By-law with which it does not comply.

20.5 Any fence or swimming pool enclosure for which a fence exemption as outlined in section 17 has been granted, is deemed to comply with this article until it is replaced, and any replacement fence or swimming pool enclosure shall comply with this article.

21. Orders

21.1 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order, requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention.

21.2 An Order shall set out;

(a) The location of the land where the contravention occurred; and

(b) Reasonable particulars of the contravention and the work to be done;

(c) The date by which the work must be done; and

(d) Notification that if the work is not done by the deadline, the municipality may have the work done at the expense of the owner and the expense may be recovered by adding the costs and any administration charge to the tax roll and collecting in the same manner as municipal property taxes.

21.3 An Order may be served;

(a) personally, to whom it is directed;

(b) by regular mail to the last known address of the person;

(c) by registered mail to the last known address of the person; or

(d) by posting the Order on the property it pertains to.

21.4 If an Order is served personally or by way of posting at the property, service is deemed to have occurred on the date of the personal service or the date it is posted.

21.5 If an Order is served by regular or registered mail service is deemed to have occurred 3 business days after the day it was sent.

21.6 If a person fails to comply with an Order the Town may, with its servants or agents enter upon the property and affect such compliance at the expense of the defaulting person and may recover the cost, together with an administration charge equal to 25 percent of the total costs, by adding the expense to the tax roll and collecting it in the same manner as municipal taxes.

(a) The expense in relation to a division fence shall be determined in accordance with the Town of Whitby Division Fence By-law.

22. Offences

22.1 No person shall fail to comply with any provision of this by-law;

22.2 No person shall fail to comply with an Order.

22.3 No person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with an inspection or investigation undertaken by an officer.

23. Enforcement and Penalties

23.1 Municipal Law Enforcement Officers shall be responsible for the administration and enforcement of the By-law.

23.2 Any owner or any person who fails to comply with an Order is liable to a fine or penalty for each offence, exclusive of costs as prescribed by the Provincial Offences Act, R.S.O. 1990 c.P33.

Administrative Penalty System

23.3 Every person who contravenes or fails to comply with a provision if this By-Law is guilty of an offence and is liable to the penalty as set out in Schedule “B” to this By-Law.

23.4 Tiered and Escalating Penalties: If a person receives a Penalty Notice in accordance with the Town’s Administrative Penalty By-law for an offence, the person shall be liable to pay to the Town a tier one (1) administrative penalty amount for that offence as specified in Schedule “B” to this By-law. If a person receives an additional Penalty Notice for the same offence within ninety (90) calendar days or less from the date of the Penalty Notice containing a tier one (1) administrative penalty amount, the person shall be liable to pay to the Town a tier two (2) administrative penalty amount for that offence as specified in Schedule “B” to this By-law. If the person receives a subsequent Penalty Notice for the same offence within ninety (90) calendar days or less of the Penalty Notice containing a tier two (2) administrative penalty amount, the

person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “B” to this By-law. If the person receives any subsequent Penalty Notices for the same offence within one hundred and eighty (180) calendar days or less from the date of the Penalty Notice containing a tier three (3) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “B” to this By-law.

23.5 Where there is a conflict between this By-law and any other by-law of the Town, the provisions of this By-law shall prevail.

24. Severability

24.1 If a court of competent jurisdiction declares any section, or any part of any section of this by-law to be invalid or to be of no force or effect, it is the intention of the Town that every other provision of this by-law be applied and enforced in accordance with its terms to the extent possible according to law.

25. Short Title

25.1 This By-law may be referred to as the “Fence By-law”

26. Repeal of Existing By-law

26.1 By-laws 4394-99 and any amending by-laws thereto, are hereby repealed

27. Effective Date

27.1 This By-law shall come into force on January 1, 2026.

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

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule “A” Fence By-law Exemption Process

Overview

The Municipal Act, 2001 allows municipalities to pass by-laws regulating structures, including fences. The Council of the Town of Whitby adopted Fence By-law # 4394-99, as amended (the Fence By-law), for the purpose of prescribing the height and description of fences.

The provisions of the Fence By-law are absolute, however there are circumstances where flexibility from certain provisions contained in the Fence By-law are appropriate.

The purpose of this Schedule is to outline the process for seeking exemptions to the provisions of the Fence By-law, the types of exemptions that may be granted, and to provide an overview of the administration of the exemption process.

Responsibilities

The Municipal Licensing and Standards Committee (MLSC) shall be responsible for considering all Fence By-law exemption applications between the heights above 2.2 metres (7 feet 2 inches) and 3.0 metres (9 feet 10 inches).

The MLSC is an independent quasi-judicial body appointed by Council. Council does not ratify and cannot appeal a decision of the MLSC related to Fence By-law exemptions.

The MLSC is authorized to provide the following exemptions from the provisions of the Fence By-law:

- Exemptions from the height maximums in the Fence By-law, noting that exemptions for minimum fence heights required for pool enclosures or other minimum fence heights identified in other Town By-laws (e.g., salvage yard fencing) are not eligible for exemptions; and,
- Exemptions from the setback distances of fences from an intersection in the Fence By-law, noting that fences that create unsafe conditions, obstruct the visibility of motorists, or obstruct traffic signs or control devices are not eligible for exemptions.

Requests for exemptions from other provisions of the Fence By-law are not available and shall not be considered by the MLSC.

Applications

An owner may apply for an exemption from the height maximums and/or the setback distances from an intersection in the Fence By-law by providing the following to the Town’s Legal and Enforcement Services Department:

- A Fence By-law exemption application on a form to the satisfaction of the Commissioner, Legal and Enforcement Services/Town Solicitor, or their designate;
- The applicable fee for an exemption application as identified in the Town of Whitby Fees and Charges By-law, as amended, has been paid in full;
- A description of the fencing, the exemption being sought, and any circumstances, including the grading of surrounding lands, that support the request for an exemption;
- A drawing of the property clearly identifying the location of the fence;
- In the case of an existing fence, photographs of the fence; and,
- Any other information that, in the opinion of the Commissioner of Legal and Enforcement Services/Town Solicitor, or their designate, is necessary for the assessment of the exemption application.

Circulation of Applications

Upon receipt of a complete Fence By-law exemption application, the Commissioner of Legal and Enforcement Services/Town Solicitor, or their designate shall circulate notice of the application to adjacent property owners directly affected by the application to determine if there are objections to the application.

In instances where a Fence By-law exemption application abuts or may otherwise potentially impact Town property, the Commissioner of Legal and Enforcement Services/Town Solicitor, or their designate, shall circulate the application to relevant Town departments for review and comment.

Hearing of Applications, Guiding Principles and Limitations

When considering exemptions from the provisions of the Fence By-law, the MLSC shall:

- Review the application and any supporting documents;
- Review any related staff reports and written submissions, including any objections;
- Meet in a public forum (in-person or virtual format) and hear presentations by applicants and any other interested party; and,
- Make a decision based on the reports, submissions, and public presentations to approve with or without conditions, refuse, or table the application.

Further to the section above, an exemption shall not be granted as a matter of course, or as-of-right. In determining whether an exemption shall be granted, the MLSC shall take the following into consideration when assessing the appropriateness of exemptions from the provisions of the Fence By-law:

- Whether there is a need for the exemption, or whether an exemption is desirable for the lands in question;
- Whether the exemption maintains the general intent and purpose of the Fence By-law;
- Whether an exemption would create a negative impact on adjacent property owners and residents; and,
- For exemptions from the height maximums, the grading of surrounding land and the perceived height of fencing from the perspective of neighbouring properties.

When considering exemptions from the height maximums in the Fence By-law, maximum fence heights of up to 3 metres in total height may be provided by the MLSC where deemed appropriate, in consideration of the factors noted above. Maximum fence heights of 3 metres shall generally be reserved for exterior side yard, interior side yard, and rear yard fencing. Fence height exemptions above 3 metres in total height are not available.

When considering exemptions from the setback distances from an intersection in the Fence By-law, only open fencing located wholly on private property that provides sufficient visibility through the fence structure to maintain pedestrian and motorist sight lines shall be permitted.

Applicability of Other Legislation

Fences that are approved for exemptions to the Fence By-law remain subject to the provisions of the Division Fence By-law # 3657-95 and the Line Fences Act, R.S.O. 1990, c. L.17.

Final and Binding

The decisions of the MLSC shall be considered final and binding, and not subject to appeal or review to Town Council, a Court or other Tribunal.

Schedule “B” Administrative Penalties

Town of Whitby By-law # XXXX-25

Item	Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
1.	Excavate for or erect swimming pool without permit	3.1	$500.00	$750.00	$1000.00
2.	Alter, erect or remove a fence on a heritage property without a heritage permit	2.1	$500.00	$750.00	$1000.00
3.	Failure to maintain pool enclosure	4.1	$500.00	$750.00	$1000.00
4.	Place water in swimming pool without complete pool enclosure	4.6	$500.00	$750.00	$1000.00
5.	Failure to kept pool enclosure secured when the pool is not in use	4.9	$500.00	$750.00	$1000.00
6.	Failure to remove or lock ladder of above ground pool when not in use	5.4	$500.00	$750.00	$1000.00
7.	Failure to lock swimming pool enclosure gates when pool is not in use	6.1	$500.00	$750.00	$1000.00
8.	Failure to erect or maintain temporary fencing around swimming pool	7.1	$500.00	$750.00	$1000.00

9.	Failure to lock hot tub, whirlpool or swim spa when not in use	8.2	$500.00	$750.00	$1000.00
10.	Have fence greater than 2 meters in height on residential property	9.1	$500.00	$750.00	$1000.00
11.	Erect or cause to be erected a fence of materials not usually intended for use in permanent fencing	9.3	$500.00	$750.00	$1000.00
12.	Erect or cause to be erected a fence in a front yard higher than 1 meter	9.4	$500.00	$750.00	$1000.00
13.	Erect or cause to be erected a fence which obstructs the vision of motorist of pedestrians	13.1	$500.00	$750.00	$1000.00
14.	Erect, maintain or permit a fence on any lands under the ownership of the Town	14.2	$500.00	$750.00	$1000.00
15.	Fail to maintain pool enclosure or privacy screen or invisible safety net in good state of repair	15.1	$500.00	$750.00	$1000.00
16.	Erect or cause to be erected a hazardous fence	16.1	$500.00	$750.00	$1000.00
17.	Fail to comply with an Order	22.2	$500.00	$750.00	$1000.00
18.	Prevent, hinder or interfere or attempt to prevent, hinder or interfere with an inspection or investigation undertaken by an officer.	22.3	$500.00	$750.00	$1000.00

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Proposed Traffic By-law amendment- Provisions to address chronic repeat offenders

Report to: **Committee of the Whole**

Date of meeting: June 9, 2025

Report Number: **LS 09-25**

Department(s) Responsible:

Legal and Enforcement Services

Submitted by:
Francesco Santaguida, Commissioner of Lega and Enforcement Services/Town Solicitor

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Andre Gratton, Senior Manager of Enforcement Services

1. Recommendation:

1. **That Report LS 09-25 be received for information.**
2. **That the proposed amendments to the Town's Traffic By-law #8059-24, as amended, appended to this report as Attachment # 1 be brought forward to Council for consideration.**
3. **That the proposed amendment to the Town's Fees and Charges By-law #7220-17 appended to this Report as Attachment # 2 be brought forward to Council for consideration.**

2. Highlights:

- The Town enacted a new Traffic By-law #8059-24, as amended (the "**Traffic By-law**") on September 16, 2024.
- The new Traffic By-law was adopted along with the Town's new Administrative Penalty System By-law #8056-24 (the "**APS By-law**").
- The Traffic By-law contains a three-tier escalation fine structure to deter repeat offences.
- Staff continue to encounter multiple issues with parking non-compliance.

- Staff recommend that the Traffic By-law be further amended to add additional repercussions, including fines specifically for commercial vehicles, as well as the towing and impounding of a vehicle or trailer which has received multiple parking notices, for those who ignore ticketing.
- Staff recommend provisions for towing be inserted into the Town's Traffic By-law to clearly articulate the circumstances in which a trailer or vehicle may be towed.
- Staff recommend that a towing fee be inserted into Schedule "D" of the Town's Fees and Charges by-law 7220-17, as amended.

3. Background:

The Town of Whitby enacted the Traffic By-law on September 16th, 2024. The Traffic By-law # 8059-24, as amended was enacted with a new system of penalties and dispute resolution through the Town's APS By-law. The new Traffic By-law contains a three-tier escalating system of penalties meant to deter repeat offenders, as violations of the same provision result in increased fines with each occurrence. The tier system also has a time elapsed forgiveness policy.

4. Discussion:

Since the adoption of the new Traffic By-law and APS By-law, staff have noted positive improvements with compliance and have heard the same from the community. Staff believe the tiered and escalating system is progressively resolving most parking complaints. Staff have noted some continuing challenges with chronic offenders who despite the tiered system continue to ignore Penalty Notices and the associated escalating fines.

The Town's APS By-law allows the municipality to send registered owners to plate denial for unpaid fines. This means that when someone attempts to renew their free Ontario licence validation sticker, they are forced to pay the unpaid fines. Unfortunately, this means a wait time of 1-2 years for cost recovery, depending on the length of renewal selected by the registered vehicle owner. This can be problematic should owners amass multiple Penalty Notices.

One challenge faced to date are vehicle owners with multiple unpaid Penalty notices which go ignored. In one ongoing circumstance, a registered owner has received twenty-one (27) Penalty Notices since the adoption of the new Traffic and APS By-laws, all of which remain twelve (12) have been sent to plate denial and 15 remain outstanding.

Another challenge that Enforcement Services has faced is dealing with commercial vehicles or businesses that the cost of the penalty notices at the 3rd tier are treated as the "cost of doing business", as the cost of the fine is less than the cost of the proper storage of a vehicle. To address this challenge, staff recommend that the existing fines for **Parked commercial vehicle/motor vehicle on a highway** in the Traffic By-law be increased to $75.00, $150.00 and $300.00 to assist to further encourage compliance with the Town's parking regulations.

To address challenges related to chronic offenders, staff recommend the Traffic By-law and the Town's Fees By-law be amended to establish additional authority for towing and impounding vehicles and the fines that go with that authority and increased Administrative Fees.

The proposed changes are outlined in the table, below.

Table 1.1 (Traffic By-law # 8059-24 amendments)

Current Section	Proposed section	Proposed Amendment/comment
N/A	24.11	A Municipal Law Enforcement Officer appointed for the carrying out of the provisions of this By-law, upon discovery of any trailer or vehicle parked, stopped or standing in contravention of this By-law may cause it to be moved or taken to and placed or stored in a suitable place and all fees for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by Repair and Storage Liens Act, R.S.O. 1990, c. R.25, as amended. The towing of the vehicle and fees are subject to the geographical limit set out in section 24.1, and the fees set out in sections 24.5 or 24.6 and 24.7 of this by-law.
N/A	24.12	The registered owner of a trailer or vehicle which have been towed under sections 24.11 shall be subject to additional administrative Towing fees as outlined in Schedule "D" of the Town's Fees and Charges By-law # 7220-17 as amended. The fees constitute a debt of the Person to the Town.
Schedule "X" Item 11 **Parked commercial vehicle/motor vehicle on a highway**	Same	Administrative Penalties for commercial vehicles be increased to $75.00 in Tier one (1), $150.00 Tier two (2) and $300.00 Tier three (3).

Table 1.2 (Fees and Charges By-law # 7220-17 amendments)

N/A	Inserted as Item 29 **Description of Services and Activities**	**Town of Whitby Highway Towing:** This fee is charged when a Town Municipal Law Enforcement Officer (MLEO) initiates the removal of a vehicle or trailer from Highway in accordance with the Traffic By-law # 8059-24. Cost includes staff labour to remove a vehicle.				
LES-XX	Town of Whitby Highway Towing	Per Vehicle Towed	No	$250.00	$250.00	$250.00

5. Financial Considerations:

Staff forecast minor increases in revenue while mostly creating efficiencies and greater compliance with the Traffic By-law provisions.

6. Communication and Public Engagement:

Staff will work with Corporate Communications and the information will be included within regular messaging pushed out to residents.

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

The recommendations contained in Report LS 09-25, support 4.4.1 Deliver services that respond to community needs while balancing the impact to taxpayers. The proposed amendments will assist with cost recovery and free up staff time to address other concerns in the community.

9. Attachments:

Attachment # 1- Proposed amendments to the Town's Traffic By-law

Attachment # 2- Proposed amendments to the Town's Fees and Charges By-law

Town of Whitby
By-law # Draft XXXX-25

Amendment to Traffic By-law # 8059-24

Being a By-law to amend Traffic By-law # 8059-24, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report LS 09-25 regarding the proposed amendments to Traffic By-law # 8059-24, as amended at the Committee of Whole meeting on June 9, 2025; and,

Whereas Council deems it necessary to amend Traffic By-law # 8059-24, as amended to add provisions for towing, to insert cost recovery measures and to amend the Administrative Fees in Schedule "X" for commercial vehicles in accordance with the recommendations contained in Report LS 09-25.

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

1. General

1.1. That the following is inserted into the Traffic By-law #8059-24 as Section 24.11.

A Municipal Law Enforcement Officer appointed for the carrying out of the provisions of this By-law, upon discovery of any trailer or vehicle parked, stopped or standing in contravention of this By-law may cause it to be moved or taken to and placed or stored in a suitable place and all fees for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25, as amended. The towing of the vehicle and fees are subject to the geographical limit set out in section 24.1, and the fees set out in sections 24.5 or 24.6 and 24.7 of this by-law.

1.2. That the following is inserted into the Traffic By-law as Section 24.12.

The registered owner of a trailer or vehicle which have been towed under section 24.11 shall be subject to additional administrative Towing fees as outlined in Schedule "D" of the Town's Fees and Charges By-law # 7220-17, as amended. The fees constitute a debt of the Person to the Town.

1.3. That the Administrative Penalties of Item 11 on Schedule "X", noted in Column 4, Column 5 and Column 6 be deleted and replaced with the following.

$75.00 in Tier one (1),

$150.00 Tier two (2) and

$300.00 Tier three (3).

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # Draft XXXX-25

Amendment to Fees and Charges By-law #7220-17

Being a By-law to amend Fees and Charges By-law #7220-17, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report LS 09-25 regarding the proposed amendments to Fees and Charges By-law #7220-17, as amended at the Committee of Whole meeting on June 9, 2025; and,

Whereas Council deems it necessary to amend Fees and Charges By-law #7220-17, as amended to insert a fee into **Schedule D: Legal and Enforcement Services Department Fees** for towing initiated by a Municipal Law Enforcement Officer in accordance with the recommendations contained in Report LS 09-25.

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

1. General

1.1. That the following description is added as item 29 to **Description of Services and Activities** contained in the **Schedule D: Legal and Enforcement Services Department Fees**.

Town of Whitby Highway Towing: This fee is charged when a Town Municipal Law Enforcement Officer (MLEO) initiates the removal of a vehicle or trailer from a Highway in accordance with the Traffic By-law 8059-24. Cost includes staff labour to remove a vehicle.

1.2. That the following is inserted as a new row into **the Schedule D: Legal and Enforcement Services Department Fees**.

LES-83	Town of Whitby Highway Towing	Per Vehicle Towed	No	$250.00	$250.00	$250.00

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Committee of the Whole Minutes

June 2, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski Councillor Cardwell Councillor Leahy (Virtual Attendance, In-Person Attendance at 7:33 p.m. Councillor Lee Councillor Lundquist (Virtual Attendance) Councillor Mulcahy Councillor Shahid (Virtual Attendance) Councillor Yamada
Also Present:	M. Gaskell, Chief Administrative Officer M. Hickey, Fire Chief S. Klein, Deputy Chief Administrative Officer J. Long, Head of Organizational Effectiveness J. Romano, Commissioner of Community Services F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor R. Saunders, Commissioner of Planning and Development F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk K. Narraway, Sr. Manager of Legislative Services/Deputy Clerk L. MacDougall, Council and Committee Coordinator (Recording Secretary)

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1. Call To Order: The Mayor

2. Call of the Roll: The Clerk

3. Declarations of Conflict of Interest

There were no declarations of conflicts of interest.

4. Consent Agenda

5. Planning and Development

Councillor Lee assumed the Chair.

5.1 Presentations

5.1.1 Andrew Grunda, Chief Executive Officer, Watson and Associates Economists Ltd. (In-Person Attendance)

Re: PDP 23-25, Planning and Development (Planning Services) Department and Financial Services Department Joint Report Development Fees Review Study Update

Refer to Item 5.4.1, PDP 23-25

Andrew Grunda, Chief Executive Officer, Watson and Associates Economists Ltd., appeared before the Committee and provided a PowerPoint Presentation regarding the Development Fees Review Study. Highlights of the presentation included:

- the scope and objectives of the Development Fees Review Study;
- the statutory authorities governing fees for the recovery of costs for processing planning applications, building permit fees, and other fees such as development engineering fees, and the legislative requirements for development fees in accordance with the Planning Act, the Building Code Act, and the Municipal Act;
- the utilization of activity-based costing methodology to determine the full cost of services, and the full-cost recovery activity-based costing definitions; and,
- detailed information about the Development Fees Review Study process and the Development Fees Review Study findings including annual costs by service for restricted service levels and unrestricted service levels, and the Development Fees Review Study conclusions.

It was the consensus of the Committee to hear Item 5.2.1, Delegation by Victoria Mortelliti and Stacey Hawkins, representing Building Industry and Land Development Association and Durham Region Homebuilders Association, at this time.

5.1.2 Lashia Jones and Laura Walter representing Stantec Consulting Ltd. (Virtual Attendance)

Re: PDP 31-25, Planning and Development (Planning Services) Department Report
Heritage District Review and Update: Status Report

Refer to Item 5.5.1, PDP 31-25

Lashia Jones, representing Stantec Consulting Ltd., appeared before the Committee and provided a PowerPoint presentation. Highlights of the presentation included:

- the purpose of the Heritage District Review;
- details about and the completion timelines for Phase 1 and Phase 2 of the Heritage District Review;
- an outline of the objectives and evolution of the Brooklin Heritage Conservation District and the Werden's Plan Neighbourhood Heritage Conservation District;
- a summary of the consultation process including a presentation and discussion with the Whitby Heritage Advisory Committee in March 2025, the Public Information Centre 1 in April 2025, and an online survey following the Public Information Centre;
- details about the strengths, weaknesses, opportunities and threats for the Heritage Conservation Districts; and,
- the preliminary recommendations for Phase 2: Heritage Conservation Districts Plan Updates.

5.2 Delegations

5.2.1 Victoria Mortelliti and Stacey Hawkins representing Building Industry and Land Development Association and Durham Region Homebuilders Association (In-Person Attendance)

Re: PDP 23-25, Planning and Development (Planning Services) Department and Financial Services Department Joint Report
Development Fees Review Study Update

Refer to Item 5.4.1, PDP 23-25

Victoria Mortelliti and Stacey Hawkins, representing Building Industry and Land Development Association (BILD) and Durham Region Homebuilders Association, appeared before the Committee and expressed concerns regarding the lack of industry consultation and limited stakeholder awareness throughout the review process, noting that the background information related to the report was only provided to the industry upon request to staff, leaving less than a week to review and prepare comments. Ms. Mortelliti advised that due to time constraints, BILD engaged Daryl Keleher of Keleher Planning and Economic Consulting to conduct a detailed analysis on behalf of the industry. She noted that even with Mr. Keleher's expertise he needed additional time to fully evaluate the potential impacts of the proposed changes. Ms. Mortelliti stated that the fee increases impact essential parts of the approval process and need to be supported by fair assumptions, scenarios, models and forecasts which was the type of review Mr. Keleher undertakes on behalf of the industry. She stated that this level of detail was best discussed with Town Staff in person. She stated that this review has taken place at a time of housing challenges, noting rising construction costs, concerns about tariffs, and deteriorating affordability. Ms. Mortelliti stated that these pressures have to be considered when decisions around fees and cost recovery were being made. She requested that Town Staff meet with industry representatives before the recommendations moved forward to Council for consideration. Ms. Mortelliti further requested that Report PDP 23-25 be deferred to September 2025 to permit engagement to take place.

It was the consensus of the Committee to hear Item 5.4.1, PDP 23-25, at this time.

5.2.2 Daniel MacPherson, Resident (In-Person Attendance)

Re: PDP 26-25, Planning and Development (Planning Services) Department Report
Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-

law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

Refer to Item 5.5.4, PDP 26-25

Daniel MacPherson, Resident, appeared before the Committee and stated that he was opposed to the proposed development. He raised concerns about the impact of the proposed development on his quality of life and property value, the prolonged construction disruption, environmental and health concerns, road conditions and safety, and the additional burden on traffic and infrastructure. He requested that he be fairly compensated for the devaluation of his property and for the negative impact that the proposed development would have on his retirement home and lifestyle should the proposed development be approved.

5.2.3 Mike Domovitch representing 1654697 Ontario Inc. (Virtual Attendance)

Re: PDP 26-25, Planning and Development (Planning Services) Department Report
Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

Refer to Item 5.5.4, PDP 26-25

Mike Domovitch was not in attendance when called upon to provide a delegation.

5.2.4 Mallory Nievas and Josh Berry representing Anatolia Investments Corp. (In-Person Attendance)

Re: PDP 26-25, Planning and Development (Planning Services) Department Report
Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

Refer to Item 5.5.4, PDP 26-25

Mallory Nievas, representing Anatolia Investments Corp., appeared before the Committee and provided a PowerPoint presentation. Highlights of the presentation included:

- the location of the proposed development, the current designation of the subject lands, and details about the surrounding land uses;
- the proposed deletion of the future Type C Arterial Road (east of Thickson Road North) in Schedule D - Transportation, and Schedule L – Taunton North Community Secondary Plan of the Town of Whitby Official Plan, and on Envision Durham Map 3b – Regional Network;
- the creation of various blocks consisting of two employment blocks, two open space blocks and three road-widening blocks;
- the proposed change to the current zone category from an Agricultural Zone to permit the employment uses;
- site specific zoning provisions including building heights, reducing parking consistent with nearby industrial developments and relief on the maximum driveway and aisle widths;
- the proposed zoning for the open-space blocks and dedication of the open space blocks to the Town upon their creation; and,
- images of and details about the proposed Draft Plan of Subdivision, the site plan, and the proposed renderings for Buildings 1, 2 and 3.

Ms. Nievas advised that she was in support of the Staff recommendation and the conditions of Draft Plan of Subdivision Approval. She advised that she was available to answer questions.

A brief question and answer period ensued between Members of Committee and Ms. Nievas regarding the timeline for construction, details about the construction management plan, and mitigation measures to address the concerns raised by the previous delegate.

5.2.5 Mallory Nievas representing Menkes Champlain Inc. (In-Person Attendance)

Re: PDP 27-25, Planning and Development (Planning Services) Department Report
Sign By-law Variance to Permanent Sign By-law for 1655 Stellar Drive (Menkes Champlain Inc.) File Number: SB-01-25

Refer to Item 5.5.5, PDP 27-25

Mallory Nievas, representing Menkes Champlain Inc., was in attendance, however she did not provide a delegation due to Item 5.5.5, Report PDP 27-25, being approved during the consent agenda portion of the meeting.

5.2.6 David McKay representing MHBC Planning Limited on behalf of 5515 Garrard Restate Inc. (Virtual Attendance)

Re: PDP 28-25, Planning and Development (Planning Services) Department
Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File Number: DEV-34-24 (Z-16-24)

Refer to Item 5.5.6, PDP 28-25

David McKay, representing MHBC Planning Limited on behalf of 5515 Garrard Restate Inc., was in attendance, however he did not provide a delegation due to Item 5.5.6, Report PDP 28-25, being approved during the consent agenda portion of the meeting.

5.2.7 Brendan Graham representing Whitby Curling Club (Virtual Attendance)

Re: PDP 29-25, Planning and Development (Planning Services) Department Report
Zoning By-law Amendment Application, Whitby Curling Club, 815 Brock Street North, File Number: DEV-35-24 (Z-17-24)

Refer to Item 5.5.7, PDP 29-25

Brendan Graham, representing Whitby Curling Club, appeared before the Committee and stated that he was in support of the Staff recommendation and was available to answer questions.

A brief question and answer period ensued between Members of Committee and Mr. Graham regarding the timeline for the commencement of construction.

5.3 Correspondence

There was no correspondence.

5.4 Public Meetings

Chair Lee advised that the Public Meeting was being held pursuant to the Building Code Act. He stated that the purpose of the meeting was to hear and receive public comments regarding the Development Fees Review Study Update, which proposes changes and adding new fees related to building, planning, and engineering services. He advised that written comments submitted in advance of the meeting had been shared with Members of Council. Chair Lee indicated that prior to Council considering Report PDP 23-25 regarding the Development Fees Review Study, he would invite members of the public to speak to provide their comments. The Chair advised that verbal and written comments made at the public meeting would be considered prior to Council's final consideration of Report PDP 23-25 at the June 23, 2025 Regular Council meeting.

There were no further submissions from the public related to Report PDP 23-25.

5.4.1 PDP 23-25, Planning and Development (Planning Services) Department and Financial Services Department Joint Report

Re: Development Fees Review Study Update

A question and answer period ensued between Members of Committee and Staff regarding:

- facilitating a meeting with the Building Industry and Land Development Association and the Durham Region Homebuilders Association prior to the Council meeting on June 23, 2025 regarding Report PDP 23-25 and the Development Fee Review Study findings;
- the opportunity to defer Report PDP 23-25 to the fall of 2025 following discussions with the Building Industry and Land Development Association and Durham Region Homebuilders Association;

- whether there would be a revenue shortfall should consideration of Report PDP 23-25 be deferred until the fall of 2025;
- the rationale for the outcome of the fee assessment indicating that the Town was under charging for fees;
- confirmation that processing applications would be delayed should the volume of planning applications increase prior to the increase in Staff resources, and the impact of not having the revenue from fees to offset the cost of hiring of Staff; and,
- whether the impact on revenue from fees would be significant should Report PDP 23-25 be deferred until the fall or deferring the report to a Special Council meeting during the summer of 2025.

Recommendation:

Moved by Mayor Roy

1. That the Development Fees Review Study prepared by Watson and Associates Economists Ltd. (Attachment 1) be received for information;
2. That the proposed amendments to the Planning Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
3. That the proposed amendments to the Building Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
4. That the proposed amendments to the Engineering Services Fees included in Attachment #2 of Report PDP 23-25 be approved;
5. That the recommended fees take effect on July 1, 2025;
6. That all Planning, Building and Engineering Services Fees be indexed January 1st, annually, based on the Consumer Price Index – All Items, for the Province of Ontario published by Statistics Canada in the month of May of the previous year;

7. That the Town Clerk be directed to bring forward a by-law to amend the Fees and Charges By-law to give effect to the recommendations contained in Report PDP 23-25;

8. That Council approve additional staff resources for each of the following full-time positions, including the associated capital and operating costs:

    - Planner II, Development Review (Planning Services);
    - Planner II, Zoning & Regulation (Planning Services);
    - Water Resource Engineer (Engineering Services);
    - Program Manager, Development Infrastructure (Engineering Services);
    - 2 Building Inspector II's (Building Services);
    - 1 Senior Plans Examiner (Building Services); and,

9. That P&D-0012 be removed from the New and Unfinished Business List.

Note: The disposition of this matter, Item 5.4.1, was determined through the deferral motion below.

Recommendation:

Moved by Mayor Roy

That consideration of Report PDP 23-25 be deferred to the June 23, 2025 Council meeting to allow time for consultation to take place with the Building Industry and Land Development Association and the Durham Region Homebuilders Association.

Carried

It was the consensus of the Committee to hear Item 5.1.2, Delegation by Lashia Jones and Laura Walter representing Stantec Consulting Ltd., at this time.

5.5 Staff Reports

5.5.1 PDP 31-25, Planning and Development (Planning Services) Department Report

Re: Heritage District Review and Update: Status Report

A question and answer period ensued between Members of Committee and Staff regarding;

- methods to increase public engagement for Phase 2 of the project;
- the alignment of the Heritage Conservation District Plans with the updated Ontario Heritage Act and the impact on the heritage districts and individual designated properties related to additions, new design, or major alterations to buildings, and,
- whether the heritage permit system would be less complicated.

Recommendation:

Moved by Mayor Roy

That Report PDP 31-25 be received for information, as an update to the on-going Review and Update of the Brooklin HCD Plan and the Werden's Plan Neighbourhood HCD Plan.

Carried

5.5.2 PDP 24-25, Planning and Development (Planning Services) Department Report

Re: Zoning By-law Amendment to Remove Holding (H) Symbol, West Whitby Holdings Inc., 915 Rossland Road West, File Number: DEV-13-25 (Z-06-25)

Recommendation:

Moved by Councillor Lee

1. That Council approve an Amendment to Zoning By-law 1784 (File No. Z-06-25) for the removal of the Holding (H) Symbol, as outlined in Planning Report PDP 24-25; and,
2. That a by-law to amend Zoning By-law 1784 be brought forward for Consideration by Council.

Carried

5.5.3 PDP 25-25, Planning and Development (Planning Services) Department Report

Re: Draft Plan of Subdivision and Zoning By-law Amendment Application, Minto Communities Inc., Columbus Road West at Baldwin Street North, File Numbers: DEV-27-22 (SW-2022-06 and Z-19-22)

Recommendation:

Moved by Councillor Leahy

1. That Council approve the Draft Plan of Subdivision (File Number: SW-2022-06), subject to the comments included in Report PDP 25-25 and the Conditions of Draft Plan Approval included in Attachment #9;
2. That Staff be authorized to prepare a Subdivision Agreement;
3. That Council approve the amendment to Zoning By-law #1784 (File Number: Z-19-22) and that a Zoning By-law Amendment be brought forward for consideration by Council at a later date;
4. That Williams and Stewart Associates Ltd. be appointed as the Control Architect for the Draft Plan of Subdivision; and,
5. That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.

Carried

5.5.4 PDP 26-25, Planning and Development (Planning Services) Department Report

Re: Official Plan Amendment, Draft Plan of Subdivision, and Zoning By-law Amendment Applications, Anatolia Investments Corp., 975 Conlin Road, 961 Conlin Road, 4605 and 4625 Garrard Road, File Number: DEV-31-24 (OPA-2024-W/10, SW-2024-04, Z-15-24)

A question and answer period ensued between Members of Committee and Staff regarding:

- concerns from the cyclist community about the number of vehicle access point onto Garrard Road and Conlin Road;

- mitigating concerns about accessing bike lanes during construction through the construction management plan for the proposed development;
- whether concerns about sidewalk maintenance and transit bus stops would be addressed through the site plan approval process;
- mitigation measures to address the impact of noise, truck traffic, vibration, construction, and dust during the construction of the proposed development; and,
- the number of years the subject land and surrounding lands have been designated in the Official Plan and intended for industrial uses.

Recommendation:

Moved by Councillor Shahid

1. That Council approve Official Plan Amendment Number 145 to the Whitby Official Plan (File: OPA-2024-W/10), as shown on Attachment #9, and that a By-law to adopt Official Plan Amendment Number 145 be brought forward for consideration by Council;
2. That Council approve the Draft Plan of Subdivision (File: SW-2024-04), subject to the comments included in Planning Report PDP 26-25 and the conditions of draft plan approval included in Attachment #13;
3. That Staff be authorized to prepare a Subdivision Agreement;
4. That Council approve an amendment to Zoning By-law 1784 (File: Z-15-24), and that a by-law to amend Zoning By-law 1784 be brought forward for consideration by Council; and,
5. That the Clerk forward a Notice to those parties and agencies who requested to be notified of Council's decision.

Carried

5.5.5 PDP 27-25, Planning and Development (Planning Services) Department Report

Re: Sign By-law Variance to Permanent Sign By-law for 1655 Stellar Drive (Menkes Champlain Inc.) File Number: SB-01-25

Recommendation:

Moved by Councillor Lee

That Council approve the request for a variance to the Town of Whitby Permanent Sign By-law #7379-18 for the Menkes Whitby Business Park, located at 1655 Stellar Drive.

Carried

5.5.6 PDP 28-25, Planning and Development (Planning Services) Department

Re: Zoning By-law Amendment Application, MHBC Planning Limited on behalf of 5515 Garrard Real Estate Inc., 5515 Garrard Road, File Number: DEV-34-24 (Z-16-24)

Recommendation:

Moved by Councillor Lee

1. That Council approve an amendment to Zoning By-law No. 1784 (Z-16-24), subject to the comments included in Report PDP 28-25; and,
2. That a by-law to amend Zoning By-law #1784 be brought forward for consideration by Council at a future date.

Carried

5.5.7 PDP 29-25, Planning and Development (Planning Services) Department Report

Re: Zoning By-law Amendment Application, Whitby Curling Club, 815 Brock Street North, File Number: DEV-35-24 (Z-17-24)

Recommendation:

Moved by Councillor Lee

1. That Council approve an amendment to Zoning By-law # 2585 (File No. Z-17-24) as set out in Planning Report PDP 29-25; and,

2. That a by-law to amend Zoning By-law # 2585 be brought forward for consideration by Council.

Carried

5.5.8 PDP 30-25, Planning and Development (Planning Services) Department Report

Re: Housing Monitoring Report

A question and answer period ensued between Members of Committee and Staff regarding:

- the areas in Brooklin that do not have full municipal water, wastewater, electrical, telecommunications and natural gas infrastructure;
- the cost for the additional funding for the infrastructure required in Brooklin and the impact of the legislated deferral of development charges on funding the required infrastructure in Brooklin;
- the total number of permits issued in 2024 and the percentage of the permits issued that were for additional dwelling units (ADUs);
- whether the majority of permits issued for ADUs were for single detached dwellings; and,
- the anticipated number of permits for ADUs annually.

Recommendation:

Moved by Mayor Roy

1. That Report PDP 30-25 be received for information; and,
2. That the Clerk forward a copy of Planning and Development Report PDP 30-25 to the Region of Durham, Community Growth and Economic Development.

Carried

5.6 New and Unfinished Business - Planning and Development

There was no new and unfinished business.

6. General Government

Councillor Lundquist assumed the Chair.

6.1 Presentations

There were no presentations.

6.2 Delegations

There were no delegations.

6.3 Correspondence

There was no correspondence.

6.4 Staff Reports

6.4.1 CAO 10-25, Office of the Chief Administrative Officer Report

Re: CUPE 53 Whitby Naming Rights Sponsorship of Arena 5 at Iroquois Park Sports Centre

Recommendation:

Moved by Mayor Roy

That Council approve entering into a third one (1) year sponsorship agreement effective until May 1, 2026 with CUPE 53 Whitby for a Naming Rights Sponsorship at Iroquois Park Sports Centre (IPSC), including keeping Arena 5 as “CUPE 53 Whitby Arena 5”, based on the sponsorship package and other terms and conditions identified in Report CAO 10-25.

Carried

6.4.2 CAO 14-25, Office of the Chief Administrative Officer Report

Re: 2024 Annual Sustainability and Climate Change Report

Recommendation:

Moved by Councillor Lundquist

1. That Report CAO 14-25 be received as information; and,
2. That the Clerk’s office forward a copy of Staff Report CAO 14-25 to the Region of Durham’s Sustainability Department.

Carried

6.4.3 CAO 15-25, Office of the Chief Administrative Officer Report

Re: 2026 Workforce Plan Review

A question and answer period ensued between Members of Committee and Staff regarding:

- whether the Workforce Plan Review aligns with Council directives including the Community Strategic Plan or any significant approved projects;
- confirmation that the increase in Staff for the new Fire Hall and the Whitby Sports Complex have been incorporated into the Workforce Plan; and,
- the impact of hiring 21 positions for the Whitby Sports Complex on the budget, and the total current budget increase for 2026.

Recommendation:

Moved by Mayor Roy

That Council receive report CAO 15-25 regarding the 2026 Workforce Plan Review for information.

Carried

6.4.4 CAO 16-25, Office of the Chief Administrative Officer Report

Re: The IDEA Project, Journey to Inclusivity Status Update 2025

Recommendation:

Moved by Councillor Shahid

That Council receive Report CAO-16-25 The IDEA Project, Journey to Inclusivity Status Update 2025 for information.

Carried

6.4.5 CLK 07-25, Office of the Town Clerk Report

Re: 2026 Council, Committee, and Public Meetings Schedule

Recommendation:

Moved by Councillor Lundquist

That Council approve the 2026 Council, Committee, and Public Meetings Schedule appended to this Report as Attachment 1.

Carried

6.4.6 FES 02-25, Whitby Fire and Emergency Services Report

Re: Whitby Fire and Emergency Services – 2024 Annual Report

Recommendation:

Moved by Councillor Lundquist

That Council receives, for information, and reviews Whitby Fire and Emergency Services (WFES) 2024 Annual Report.

Carried

6.4.7 FS 05-25, Financial Services Department Report

Re: Update on Property Tax Assessment Appeals and Adjustments

A question and answer period ensued between Members of Committee and Staff regarding:

- whether Staff anticipated an increase in appeals following the Municipal Property Assessment Corporation's (MPAC) re-assessment; and,
- whether staff have received any notification with respect to the date(s) for the re-assessment of property values.

Recommendation:

Moved by Councillor Leahy

That Report FS 05-25 be received as information.

Carried

6.4.8 FS 25-25, Financial Services Department Report

Re: Annual Insured Claims Report

A question and answer period ensued between Members of Committee and Staff regarding:

- the rationale for the decrease in claims in 2024; and,
- whether there have been any concerns about the rising costs within the Durham Municipal Insurance Pool.

Recommendation:

Moved by Councillor Leahy

That report FS 25-25 regarding Annual Insured Claims be received as information.

Carried

6.5 New and Unfinished Business

There was no new and unfinished business.

6.5.1 Condemning and Combatting Islamophobia and Hosting an Interfaith Event

A detailed discussion ensued between Members of Committee regarding:

- information about the efforts undertaken with respect to Islamophobia by Durham Region and the Durham Region Anti-Racism Task Force;
- referring the motion to Staff to consult and collaborate with Durham Region Staff;
- the feedback received from Durham Region Staff regarding collaboration to address racism across municipalities in Durham;
- delaying hosting an interfaith event until healing has occurred for the impacted groups and communities and consultation that has taken place between the Region, the Town, community groups, and the Durham Regional Police Service;
- the status of the Durham Regional Police Service Anti-Hate Task Force;

- the necessity for Council to take a strong position to condemn all acts of hate, and concerns about the impact of acts of hate on the community;
- responding appropriately to the needs of the community by engaging with the public;
- deferring consideration of the motion to Council on June 23, 2025 to obtain additional information from the Region of Durham regarding ongoing anti-hate initiatives; and,
- the possibility of a public information campaign focused on combatting hate.

Recommendation:

Moved by Councillor Leahy

1. That the Town of Whitby Council condemn in the strongest terms possible the recent acts of Islamophobic vandalism and hate and restate its commitment to an inclusive and welcoming town for all;
2. That Council express its support for the past National Summit on Islamophobia with the participation of the Federal, Provincial and local governments;
3. That Council commit to looking for ways to educate residents about Islamophobia and ways to combat Islamophobia including a possible public information campaign;
4. That Council direct the CAO to support Muslim community members on how to report hate crimes; and,
5. That the Mayor and CAO consider hosting an interfaith event that would bring groups together and help symbolize our shared commitment to acceptance and tolerance in the spirit of cooperation and cohesion.

See following motions

Recommendation:

Moved by Mayor Roy

That Items 4 and 5 of the motion be referred to the Council meeting of June 23, 2025 to prepare a memorandum to share ongoing efforts in partnership with the Region and request that Regional Staff provide and update in the form of a presentation to Whitby Council on anti-hate initiatives.

Carried

Items 1, 2, and 3 of the main motion were then before Committee for consideration as follows:

Recommendation:

Moved by Councillor Leahy

1. That the Town of Whitby Council condemn in the strongest terms possible the recent acts of Islamophobic vandalism and hate and restate its commitment to an inclusive and welcoming town for all;
2. That Council express its support for the past National Summit on Islamophobia with the participation of the Federal, Provincial and local governments; and,
3. That Council commit to looking for ways to educate residents about Islamophobia and ways to combat Islamophobia including a possible public information campaign.

Carried later in the meeting (see following motions)

Moved by Councillor Yamada

That Items 1 and 3 of the main motion be amended to read as follows:

1. That the Town of Whitby Council condemn in the strongest terms possible the recent acts of Islamophobic vandalism and hate in all its forms and restate its commitment to an inclusive and welcoming town for all;
3. That Council commit to looking for ways to educate residents about Islamophobia and ways to combat all forms of hate through a coordinated public information campaign.

	For	Against	Conflict
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada	X		
Results	**9**	**0**	**0**

Carried Unanimously on a Recorded Vote (9 to 0)

Items 1, 2, and 3 of the main motion, as amended, were then carried as follows:

Moved by Councillor Leahy

1. That the Town of Whitby Council condemn in the strongest terms possible the recent acts of Islamophobic vandalism and hate in all its forms and restate its commitment to an inclusive and welcoming town for all;
2. That Council express its support for the past National Summit on Islamophobia with the participation of the Federal, Provincial and local governments; and,
3. That Council commit to looking for ways to educate residents about Islamophobia and ways to combat all forms of hate through a coordinated public information campaign.

	For	Against	Conflict
Mayor Roy	X		

Councillor Bozinovski	X		
Councillor Cardwell	X		
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada	X		
Results	**9**	**0**	**0**

Carried Unanimously on a Recorded Vote (9 to 0)

7. Adjournment

Recommendation:

Moved by Councillor Leahy

That the meeting adjourn.

Carried

The meeting adjourned at 10:03 p.m.

Committee of the Whole Minutes

June 9, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski Councillor Leahy Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada
Regrets:	Councillor Cardwell
Also Present:	M. Gaskell, Chief Administrative Officer M. Hickey, Fire Chief S. Klein, Deputy Chief Administrative Officer J. Long, Head of Organizational Effectiveness J. Romano, Commissioner of Community Services F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor R. Saunders, Commissioner of Planning and Development F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk C. Des Granges, Legislative Specialist - Elections, Policy and Project Management H. Ellis, Council and Committee Coordinator L. MacDougall, Council and Committee Coordinator (Recording Secretary)

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1. Call To Order: The Mayor

2. Call of the Roll: The Clerk

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Consent Agenda

5. Planning and Development

Councillor Lee assumed the Chair.

5.1 Presentations

5.1.1 Gene Chartier and Heather Hector representing Paradigm Transportation Solutions Limited (Virtual Attendance)

Re: PDE 09-25, Planning and Development (Engineering) Services Department Report
Traffic Calming Policy and Guidelines

Refer to Item 5.4.5, PDE 09-25

Gene Chartier and Heather Hector, representing Paradigm Transportation Solutions Limited, provided a PowerPoint presentation. Highlights of the presentation included:

- details about the Project Work Plan including Part 1: Research and Policy Development, Part 2: Traffic Calming Guide: and Part 3: Community and Stakeholder Engagement;
- the purpose of the proposed Traffic Calming Policy and Guidelines;
- the definition and goals of traffic calming measures;
- details about the policy, table of contents and structure, and traffic calming criteria;
- detailed information about the five-step Traffic Calming Study process;
- the recommended Traffic Calming Guidelines including its purpose, the development of a traffic calming plan, the toolkit of traffic calming measures, and the design considerations; and,

- the next steps including receiving and reviewing feedback from the public, refining the policy, and presenting the recommended policy and guidelines.

A question and answer period ensued between Members of Committee, Mr. Chartier, and Ms. Hector regarding:

- confirmation that a petition with 60 percent support from at least 50 percent of eligible households would be required to consider implementation of traffic calming measures;
- processes in other municipalities that have worked well to ensure accurate survey results from residents;
- how traffic data could be used to determine the need for traffic calming measures;
- whether reducing the number of speed humps on a street would increase the risk of not meeting the target speed, and the distance between and number of speed humps needed to keep vehicles at the target speed;
- whether there were other traffic calming measures that would reduce the average speed as effectively as speed humps;
- addressing concerns about the increase in emergency response time due to traffic calming measures such as speed humps;
- the anticipated timeline for completion of the five-step Traffic Calming Study process;
- confirmation that the six-step decision process and comparison matrix was to assist in selecting the appropriate traffic calming measures;
- following the removal of traffic calming measures on a street, the average amount of time required for a street to be eligible for consideration of new traffic calming measures in other municipalities; and,
- the rationale for the proposed Traffic Calming Request Form.

5.2 Delegations

5.2.1 Jim Dickson, Resident (In-Person Attendance)

Re: PDE 06-25, Planning and Development (Engineering Services) Department Report
Whitburn Street, Consideration of Traffic Calming Adjustments

Refer to Item 5.4.2, PDE 06-25

Jim Dickson and Mitch Martin, Residents, appeared before the Committee and stated that the installation of speed humps on Whitburn Street was due to the construction on Brock Street north of Rossland Road. Mr. Dickson advised that the increase in traffic and vehicles speeding in the neighbourhood has subsided since the completion of construction. Mr. Dickson stated that the results of the survey indicated that 70 percent of respondents wanted the number of speed humps reduced or removed. Mr. Dickson noted the cost to remove the speed humps and inquired whether the cost of $7,500 was for the removal of all speed humps or one speed hump. He stated that a speed hump located at 111/113 Whitburn Street was removed, noting that he was advised that the removal of the speed hump was due to the speed hump sinking. Mr. Dickson indicated that there were 492 roads maintained by the Town with a total of 108 speed humps and that 8 of those speed humps were located on Whitburn Street. He stated that he has to drive over the speed humps daily and that his vehicles have sustained damage due to the speed humps. Mr. Dickson requested that Council approve the removal of the speed humps on Whitburn Street.

A brief question and answer period ensued between Members of Committee, Mr. Dickson, and Mr. Martin regarding whether the preference was to remove all of the speed humps on Whitburn Street, and confirmation that Mr. Dickson does not reside on Whitburn Street.

5.2.2 Bernie Pyra, Resident (In-Person Attendance)

Re: PDE 06-25, Planning and Development (Engineering Services) Department Report
Whitburn Street, Consideration of Traffic Calming Adjustments

Refer to Item 5.4.2, PDE 06-25

Bernie Pyra, Resident, appeared before the Committee and stated that it was critical for the speed humps to remain in place for the safety of residents, noting that younger families with children have moved onto Whitburn Street and that it was important to maintain slower speeds and lower traffic volumes. He stated there has been a decrease in speed and volume of traffic since the installation of the speed humps in 2023. Mr. Pyra noted that there has been a 14 percent reduction in vehicles on Whitburn Street per day, and that the 85th percentile speed was reduced from 58 km/h to 42 km/h between 2020 and 2023. He noted that Report PDE 06-25 indicated that the speed limit on Whitburn Street was reduced from 50 km/h to 40 km/h, but that the speed limit posted on the north and south portions of Whitburn Street remained at 50 km/h.

A question and answer period ensued between Members of Committee and Mr. Pyra regarding:

- whether the delegate was part of the consultation process when the speed humps were initially installed;
- whether the construction on Brock Street had an impact on the traffic volume and vehicle speeds on Whitburn Street;
- confirmation that the delegate resides on Whitburn Street and that there was a speed hump in close proximity to his property; and,
- whether the delegate has received any feedback from his neighbours regarding maintaining or removing the speed humps.

5.2.3 Christine Burns, Resident (Virtual Attendance)

Re: PDE 06-25, Planning and Development (Engineering Services) Department Report
Whitburn Street, Consideration of Traffic Calming Adjustments

Refer to Item 5.4.2, PDE 06-25

Christine Burns, Resident, was not in attendance when called upon to provide a delegation.

5.2.4 Kirsty March, Resident (In-Person Attendance)

Re: PDE 06-25, Planning and Development (Engineering Services) Department Report
Whitburn Street, Consideration of Traffic Calming Adjustments

Refer to Item 5.4.2, PDE 06-25

Kirsty March, Resident, appeared before the Committee and stated that she was not a resident of Whitburn Street but the only way to enter and exit her street was via Whitburn Street. Ms. March advised that her children take the school bus on Whitburn Street. She stated that her priority was safety, noting that the speed humps have worked to reduce traffic speed and volume. She stated that about a year prior to the installation of the speed humps three vehicles went off the road due to unsafe driving which has not occurred following the installation of the speed humps. Ms. March advised that the neighbourhood around Whitburn Street consisted of young families and elderly residents. She noted that removing the speed humps on Whitburn Street would require 13 percent of the allocated budget for traffic calming initiatives for 2025. She stated that it was difficult to comprehend the rationale for using the traffic calming budget funds to remove effective traffic calming measures that have increased safety in the community. She questioned the results of the survey regarding the speed humps noting that there was not any verification of the respondents, and that there were 98 respondents that supported the removal of speed humps even though Whitburn Street only has 77 homes. She inquired about the threshold for the removal of speed humps within the proposed Traffic Calming Policy and Guidelines.

A question and answer period ensued between Members of Committee and Ms. March regarding:

- whether the delegate feels safer due the installation of the speed humps;
- whether the delegate's friends living on Whitburn Street want a reduction in or removal of the speed humps; and,
- confirmation that Whitburn Street was the only way in and out of Briargreen Court, and whether the delegate has sustained damage to her vehicle due to the speed humps.

5.2.5 Michael Jefferies, Resident (In-Person Attendance)

Re: PDE 06-25, Planning and Development (Engineering Services) Department Report
Whitburn Street, Consideration of Traffic Calming Adjustments

Refer to Item 5.4.2, PDE 06-25

Michael Jefferies, Resident, appeared before the Committee and stated that he has lived on Briargreen Court for ten years. He advised that he has two young children that regularly use Whitburn Street for various reasons. Mr. Jefferies noted that prior to the installation of speed humps, Whitburn Street was used as a bypass from Taunton Road to Rossland Road, noting that motorists would drive at high speeds. He stated that the traffic calming measures have reduced the volume of traffic using Whitburn Street as a bypass. Mr. Jefferies indicated that removal of the speed humps would turn Whitburn Street into a busier road which would be dangerous and would not be beneficial to the community. He stated that the safety of children should not be at risk due to residents inconvenienced by slowing down as they drive through a family neighbourhood. Mr. Jefferies stated that a study was undertaken with recommendations to install the speed humps on Whitburn Street, and inquired about the Town's liability for ignoring safety studies and removing traffic calming measures knowing the number of vehicles and speed of motorists using the street. He advised that there was a cost to install the speed humps and that the cost to remove the speed humps could be used for other priorities of the Town. Mr. Jefferies advised that the speed limit posted on portions of Whitburn Street was 50 km/h. He stated that the speed humps should not be removed.

A question and answer period ensued between Members of Committee and Mr. Jefferies regarding:

- confirmation that the delegate was not a resident of Whitburn Street, but that using Whitburn Street was the only way out of his street;
- whether his vehicle has sustained damage due to the speed humps; and,
- whether the delegate was advised about the study undertaken on Whitburn Street prior to the installation of the speed humps.

5.2.6 Paul Mason, Resident (In-Person Attendance)

Re: PDE 08-25, Planning and Development (Engineering Services) Department Report
Garden Street Lay-by Parking

Refer to Item 5.4.4, PDE 08-25

Paul Mason, Resident, appeared before the Committee and stated that in 2020 he received correspondence from the Town indicating that traffic signals would be installed and on-street parking on Garden Street would be removed. He stated that the solution offered at that time was to park on Collette Drive and Hyland Street. He advised that in 2024 the Town presented options for the residents on Garden Street to vote on new parking alternatives, noting that the majority of residents chose Option 2, lay-by parking on the west side of Garden Street which was recommended to Council at the Committee of the Whole meeting on March 3, 2025. Mr. Mason stated that Staff were currently proposing four options, noting that Option 1 was the same parking recommendation made five years ago that the residents of Garden Street, Collette Drive and the surrounding area did not support and should not be considered. He stated that moving forward with a phased in approach with the lay-by parking would only delay the project further with a potential increase in cost. He stated that Option 4 exceeded the original goal of 16 parking spaces. He noted the increase in cost for Option 4 over a period of approximately one year. Mr. Mason advised that Options 2 and 3 provide parking spaces below the original goal. He suggested that a new design with the 16 original parking spaces or a parking lot between the two sets of homes on Garden Street should be considered. Mr. Mason noted that residents requested that on-street parking on Garden Street not be removed until a parking alternative has been constructed, noting that it would be unfair to residents not to have any parking options.

A question and answer period ensued between Members of Committee and Mr. Mason regarding:

- the number of parking spaces on the delegate's property, and whether the delegate currently parks his vehicle on Garden Street; and,

- whether the delegate would be comfortable with proceeding with Option 3.

5.2.7 Sarah Darbani, Resident (In-Person Attendance)

Re: PDE 09-25, Planning and Development (Engineering) Services Department Report
Traffic Calming Policy and Guidelines

Refer to Item 5.4.5, PDE 09-25

Sarah Darbani, Resident, appeared before the Committee and stated that she was advocating for the installation of speed humps on Christine Elliott Avenue. She stated that Christine Elliott Avenue was a collector road, but that it functions as a major connector road. Ms. Darbani advised that Christine Elliott Avenue links Country Lane and Cochrane Street and runs parallel to Taunton Road which was one of the busiest corridors in Durham Region. She stated that the eastern edge of Christine Elliott Avenue was anchored by Thermea Spa, noting that Thermea Spa has approximately 500 visitors per day Monday to Friday and up to 1,000 visitors per day on Saturday and Sunday. Ms. Darbani indicated that there was a significant and consistent influx of traffic passing through the residential community. Ms. Darbani advised that Christine Elliott Avenue was used as a detour due to traffic congestion on Taunton Road. She stated that there were approximately 85 children living on Christine Elliott Avenue that walk to bus stops during peak traffic hours. Ms. Darbani stated that they have roundabouts in the neighbourhood which are intended to calm traffic but they often do the opposite. She advised that she had reviewed traffic data for Christine Elliott Avenue and cited the data on the number of vehicles and the 85th percentile speed. Ms. Darbani stated that speed humps provide protection creating a neighbourhood where children can play safely and where motorists drive appropriately in a residential area.

A question and answer period ensued between Members of Committee and Ms. Darbani regarding:

- whether the traffic data that the delegate cited was provided by Town Staff;

- whether the delegate would be willing to lead engagement with residents to obtain the percentage of support required to initiate a traffic calming review;
- whether the delegate resides on Christine Elliott Avenue; and,
- whether residents on Christine Elliott Avenue support the implementation of traffic calming measures on the street.

5.3 Correspondence

There was no correspondence.

5.4 Staff Reports

5.4.1 PDE 05-25, Planning and Development (Engineering Services) Department Report

Re: Update to Traffic By-law 8059-24, Stop Control

A question and answer period ensued between Members of Committee and Staff regarding:

- confirmation that the requests for increased stop control noted in Report PDE 05-25 were based on complaints received from residents, and whether there were other streets in Whitby where requests for all-way stops have been received;
- confirmation that there were not any other commitments for the 2025 Traffic Signage and Pavement Markings budget, and that there would not be any pavement markings for crosswalks at the intersections for the all-way stop controls;
- notifying the Durham Regional Police Service of the new four-way stop control intersections; and,
- whether there were any residents in the East Ward requesting stop signs and whether they could be included with the intersections noted in Report PDE 05-25.

Recommendation:

Moved by Councillor Leahy

1. That Council approve the proposed amendment to the Traffic By-law 8059-24 to incorporate changes to Schedule “N” of the By-law, as identified in Attachment 1; and,

2. That a by-law to amend By-law 8059-24 be brought forward for the consideration of Council.

Carried

5.4.2 PDE 06-25, Planning and Development (Engineering Services) Department Report

Re: Whitburn Street, Consideration of Traffic Calming Adjustments

A question and answer period ensued between Members of Committee and Staff regarding:

- whether there was a past report from Staff regarding the speed hump on Whitburn Street that was removed due to it sinking;
- verification of survey respondents by household in the future through the proposed Traffic Calming Policy and Guidelines;
- confirmation that the cost of removing the speed humps on Whitburn Street would impact the funding to install speed humps on other streets in Whitby in 2025;
- whether removing speed humps installed on Whitburn Street would increase the liability of the Town;
- confirmation that the traffic data collected in 2020 was prior to the installation of the speed humps on Whitburn Street and whether it could be used as a comparison to the traffic data that was collected in 2023/2024;
- deferring the consideration of Report PDE 06-25 to the June 23, 2025 Council meeting to allow the Ward Councillor to participate in the discussion and consideration of the report;
- whether the survey provided an option for a reduction in the number of speed humps on Whitburn Street;
- the rationale for not installing speed humps in front Jack Miner Public School; and,

- the minimum and maximum distance between speed humps for installation on a road.

Recommendation:

Moved by Councillor Leahy

1. The Report PDE 06-25 be received for information; and,
2. That future requests to modify the traffic calming measures on Whitburn Street be referred to the process outlined in the future Traffic Calming Policy and Guidelines.

Note: The disposition of this matter was determined through the referral motion below.

Recommendation:

Moved by Councillor Lundquist

That consideration of Report PDE 06-25 be referred to the June 23, 2025 Council meeting.

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski	X		
Councillor Leahy		X	
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**6**	**2**	**0**

Carried on a Recorded Vote (6 to 2)

It was the consensus of the Committee to hear Item 5.4.4, PDE 08-25, at this time.

5.4.3 PDE 07-25, Planning and Development (Engineering Services) Department Report

Re: E-scooter and E-bike By-law

A question and answer period ensued between Members of Committee and Staff regarding:

- confirmation that e-bikes and e-scooters would be permitted on multi-use-paths (MUPs) and park trails in Whitby as long as they meet the weight and speed requirements, and that other micromobility devices such as electric hoverboards, skateboards and unicycles were not permitted on MUPs and park trails in Whitby;
- the challenges associated with enforcement of micromobility devices and whether other municipalities were successful in the enforcement of these micromobility devices;
- concerns about the weight restriction of 55 kg for e-bikes permitted on MUPs and park trails;
- communication to the public about the modes of transportation permitted on sidewalks;
- the rationale for choosing restrictions on weight versus classification for micromobility devices such as e-bikes; and,
- whether there were any exemptions for accessibility vehicles in the proposed by-law.

Recommendation:

Moved by Councillor Leahy

That the proposed E-scooter and E-bike By-law appended to this Report as Attachment 4 be brought forward for the consideration of Council.

Carried

5.4.4 PDE 08-25, Planning and Development (Engineering Services) Department Report

Re: Garden Street Lay-by Parking

A question and answer period ensued between Members of Committee and Staff regarding:

- confirmation that 13 parking spaces was the maximum number of parking spaces that could be provided to remain within budget;
- the timeline to complete the implementation of Option 3;
- confirmation that the traffic signals located at the extension of Dunlop Street and Garden Street would be activated in the fall of 2025;
- concerns about vehicles visiting the homes on the east side of Garden Street parking on streets on the west side of Garden Street creating an overflow of parking on those streets; and,
- the opportunity to implement Option 3 and observe whether on-street parking was impacting the adjacent neighbourhood to determine whether additional parking was needed.

Recommendation:

Moved by Councillor Leahy

1. That Staff Report PDE 08-25 be received;
2. That Council direct staff to proceed Option 3 of the Garden Street Lay-by design, as outlined in Staff Report PDE 08-25, which includes an Intersection Pedestrian Signal at Colette Drive and parking north and south of Colette Drive; and,
3. That a 2025 Capital Project be established for the construction of Garden Street Lay-by Parking (Option 3) project, in the amount of $609,500, funded $304,750 from the Development Charges Roads Reserve Fund and $304,750 from the Growth Reserve Fund.

Carried later in the meeting (See following motions)

Recommendation:

Moved by Councillor Lundquist

That the motion for the previous question be called.

Carried

The main motion was then carried, as follows:

Recommendation:

Moved by Councillor Leahy

1. That Staff Report PDE 08-25 be received;
2. That Council direct staff to proceed Option 3 of the Garden Street Lay-by design, as outlined in Staff Report PDE 08-25, which includes an Intersection Pedestrian Signal at Colette Drive and parking north and south of Colette Drive; and,
3. That a 2025 Capital Project be established for the construction of Garden Street Lay-by Parking (Option 3) project, in the amount of $609,500, funded $304,750 from the Development Charges Roads Reserve Fund and $304,750 from the Growth Reserve Fund.

	For	**Against**	**Conflict**
Mayor Roy	X		
Councillor Bozinovski		X	
Councillor Leahy	X		
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada	X		
Results	**7**	**1**	**0**

Carried on a Recorded Vote (7 to 1)

5.4.5 PDE 09-25, Planning and Development (Engineering) Services Department Report

Re: Traffic Calming Policy and Guidelines

A question and answer period ensued between Members of Committee and Staff regarding:

- whether there was any flexibility with respect to the minimum threshold to initiate a Traffic Calming Study process;
- the opportunity for Council to provide further feedback when the Final Traffic Calming Policy and Guidelines were presented to Council in the fall;
- the opportunity to re-evaluate the proposed Traffic Calming Policy and Guidelines should there not be any streets that meet the 51 percent threshold within a one-year timeline;
- concerns about the timeline for eligibility to request new traffic calming measures following removal of traffic calming measures on the same street;
- whether the annual allocated budget could be utilized for prioritizing the implementation of traffic calming measures on streets in front of parks and schools should there not be any streets considered for traffic calming measures;
- the timeline to complete the five-step Traffic Calming Study process;
- whether the initiation of the Traffic Study process would be led by Staff or residents;
- concerns about the shift in focus on the implementation of traffic calming measures in the vicinity of parks and schools;
- the timelines for the implementation of speed humps for streets currently on the traffic calming list;
- confirmation that the streets on the traffic calming list would be expedited following the approval of the Traffic Calming Policy and Guidelines; and,
- the priority for the implementation of traffic calming measures on Christine Elliott Avenue.

Recommendation:

Moved by Councillor Leahy

1. That the proposed Draft Traffic Calming Policy and Guidelines attached in Attachment 1 and Attachment 2 be received for information; and,

2. That staff consider the input received by Council and the Community and bring forward the Final Traffic Calming Policy and Guidelines in the fall.

Carried

It was the consensus of the Committee to hear Item 5.4.3, PDE 07-25, at this time.

5.5 New and Unfinished Business - Planning and Development

There was no new and unfinished business.

6. General Government

Councillor Lundquist assumed the Chair.

6.1 Presentations

There were no presentations.

6.2 Delegations

There were no delegations.

6.3 Correspondence

There was no correspondence.

6.4 Staff Reports

6.4.1 CAO 11-25, Office of the Chief Administrative Officer Report

Re: Hotel Feasibility Study

A question and answer period ensued between Members of Committee, Mr. Shi, HVS Consulting & Valuation Services, and Staff regarding:

- whether the occupancy penetration index in 2023 at 100.4 percent indicated that there was enough demand for a new hotel in Whitby;
- the rationale for the three previous potential hotels in Whitby not being developed;

- the possibility of partnering a hotel with the Canada Event Centre located in the Canada Christian College at 300 Water Street;
- whether north Whitby was considered as a location for a hotel/conference centre; and,
- the feedback received from property owners and hotel owners.

Recommendation:

Moved by Councillor Leahy

1. That Report CAO 11-25 Hotel Feasibility Study be received for information; and,
2. That Council endorse Attachment 2 of this report to support staff in advancing and promoting the proposed hotel and conference centre in the Town of Whitby.

Carried

6.4.2 CAO 12-25, Office of the Chief Administrative Officer Report

Re: 2025 Economic Development Strategy Update

A brief question and answer period ensued between Members of Committee and Staff regarding Staff resources to support the remaining actions in the Economic Development Strategy and whether any new positions would be requested as part of the 2026 budget process.

Recommendation:

Moved by Councillor Leahy

1. That Report CAO 12-25 be received for information; and,
2. That Council approve the recommended updates to the Economic Development Strategy.

Carried

6.4.3 CAO 13-25, Office of the Chief Administrative Officer Report

Re: Update on Provincially Owned Employment Lands

A question and answer period ensued between Members of Committee and staff regarding:

- confirmation that Staff's focus with the Ministry of Transportation (MTO) would be on Site 1 and Site 2 for development opportunities, and confirmation that Site 1 and Site 2 were serviced; and,
- whether other developable lands were available in Whitby should the MTO lands not be released.

Recommendation:

Moved by Councillor Leahy

That Report CAO 13-25 be received for information.

Carried

6.4.4 CLK 04-25, Office of the Town Clerk Report

Re: Amendments to the Records Classification and Retention By-law

Recommendation:

Moved by Councillor Lundquist

1. That Report CLK 04-25 of the Office of the Town Clerk be received for information; and,
2. That the Clerk be directed to bring forward a by-law to repeal By-law #7707-20 and replace it with the draft Records Classification & Retention By-law substantially in the form appended as Attachment # 1 to Report CLK 04-25.

Carried

6.4.5 CMS 08-25, Community Services Department Report

Re: Gateway Removal Grant - Pilot Program

A question and answer period ensued between Members of Committee and Staff regarding:

- the possibility of removing more than two decorative masonry features as part of the Gateway Removal Grant Pilot Program;
- whether utilizing funds from the Capital Project for Fence Replacement for the removal of decorative masonry features would impact the amount of fencing installed in 2026; and,
- the rationale for the Town's cost cap of 50%, or $14,000.00 for the removal of decorative masonry features.

Recommendation:

Moved by Councillor Leahy

1. That Report CMS 08-25 be received for information;
2. That Council approve the Gateway Removal Grant: One-Year Pilot Program, as outlined in Staff Report CMS 08-25, and direct Staff to implement this program commencing in the first quarter of 2026;
3. That staff report back with the results of the program and recommendations on continuation or conclusion of the one-year grant pilot program; and,
4. That NUB Item #GG-0039 “That Staff be directed to report back on the opportunity for a grant program for homeowners to offset their costs of removing gateway and masonry features and columns located on private property prior to the introduction of the 2026 Strong Mayor Budget” be removed from the New and Unfinished Business Listing.

Carried

6.4.6 CMS 09-25, Community Services Department Report

Re: Commemorative Waterfront Dedication Feature Report

A question and answer period ensued between Members of Committee and Staff regarding:

- sourcing materials that were low maintenance to upkeep and that provide protection from vandalism; and,

- the opportunity to have different options for the size of the commemorative plates and pricing them accordingly.

Recommendation:

Moved by Councillor Leahy

1. That Report CMS 09-25 be received;
2. That Council approve the installation of metal plaques of a nautical or fish theme, to be selected by Staff, with the plaques to be affixed to the existing railing along Lions Promenade as a waterfront dedication feature; and,
3. That GG-0035, related to staff investigating the installation of a commemorative dedication feature at the waterfront, be removed from the New and Unfinished Business List.

Carried

6.4.7 LS 08-25, Legal and Enforcement Services Department Report

Re: Proposed New Fence By-law

A question and answer period ensued between Members of Committee and Staff regarding:

- the rationale for the $350.00 fee versus the $500.00 fee for a Fence By-law Exemption request and how the fees and recovery of Town costs were determined;
- whether the four outstanding Fence By-law Exemption requests have been resolved;
- whether a Fence By-law Exemption request for a fence over three metres in height would be presented to Council for consideration; and,
- whether a decision of the Municipal Licensing and Standards Committee would be the final decision.

Recommendation:

Moved by Councillor Leahy

1. That report LS-08-25 be received for information;

2. That the proposed new Fence By-law, be brought forward to Council on October 6, 2025 for consideration and adoption, substantially in accordance with Attachment #1 to this Report;

3. That Council grant delegated authority for consideration of minor height exemptions (up to 10%) to the Commissioner of Legal and Enforcement Services/Town Solicitor;

4. That Council delegate the authority for consideration of additional height exemptions to the Municipal Licensing and Standards Committee in accordance with the Fence By-law Exemption Process outlined in Schedule “A” of the proposed New Fence By-law;

5. That the Clerk be directed to amend the Terms of Reference for the Municipal Licensing and Standards Committee to include consideration of Fence By-law Exemptions;

6. That staff be directed to bring forward a By-law to amend Fees and Charges By-law # 7220-17, as amended, for Minor Fence Height Exemptions and to add a new tier fee for Fence By-law Exemptions as noted in Section 5 of Report LS 08-25; and,

7. That item number GG-0038 be removed from the New and Unfinished Business List.

Carried

6.4.8 LS 09-25, Legal and Enforcement Services Department Report

Re: Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders

A question and answer period ensued between Members of Committee and Staff regarding:

- whether there was an increase in the penalty costs or whether provisions for towing were being introduced for repeat offenders that meet a certain threshold;

- the threshold for determining when towing would occur; and,

- whether repeat offenders parked in school zones would be subject to the towing provisions.

Recommendation:

Moved by Councillor Leahy

1. That Report LS 09-25 be received for information;
2. That the proposed amendments to the Town's Traffic By-law #8059-24, as amended, appended to this report as Attachment # 1 be brought forward to Council for consideration; and,
3. That the proposed amendment to the Town's Fees and Charges By-law #7220-17 appended to this Report as Attachment # 2 be brought forward to Council for consideration.

Carried

6.5 New and Unfinished Business - General Government

There was no new and unfinished business.

7. Adjournment

Recommendation:

Moved by Councillor Shahid

That the meeting adjourn.

Carried

The meeting adjourned at 10:52 p.m.

Town of Whitby
By-law # 8199-25

Records Classification and Retention By-law Amendment

Being a By-law to amend Records Classification and Retention By-law # 7707-20.

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 7707-20 to establish classification structures and retention periods for records of The Corporation of the Town of Whitby; and,

Whereas Council considered Report CLK 04-25 regarding amendments to classification structures and retention periods for records of The Corporation of the Town of Whitby at the Committee of the Whole meeting on June 9, 2025; and,

Whereas the Council of The Corporation of the Town of Whitby deems it necessary to revise the classification structures and retention periods for records of The Corporation of 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 A – Functional Areas, Records Classification & Retention Schedule to Records Classification and Retention By-law # 7707-20 be repealed and replaced with Schedule A attached hereto.

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Functional Areas, Records Classification & Retention Schedule

Records Classification & Retention By-law

By-Law # 8199-25

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OVERVIEW

The records retention and classification structure is a valuable tool to manage the records and information created or received by the Town of Whitby and as such, it is an important strategic business resource. The systematic application of managing information through a classification structure allows for the control of information assets throughout their lifecycle. By consistently identifying information, regardless of where it is held, the structure removes barriers to access (assuming appropriate permissions) while also protecting privacy and allows information to be available in a timely fashion to those who need it. This access is essential for supporting decision-making and sharing the knowledge developed through collaboration efforts. Such a system also supports accountability and good governance, protects personal and confidential information, captures and preserves the corporate memory and the history of the Town of Whitby while improving organization efficiencies and mitigating risk.

The Town of Whitby's Records Classification and Retention By-law provides staff with the authority to manage records in accordance with relevant policies, legislation and regulations. The Town of Whitby has adopted the standard of a functionally based classification structure to provide a framework for the organization and description of records. The structure is based on the content of the document and applies to all records, regardless of whether they are in paper, digital, image, audio or video format. Each classification category is accompanied by a retention timeframe that reflects applicable legislation and business need. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among departments;
- Maintains business functions as independent of organizational structure. Changes in organizational structure do not affect the classification scheme and therefore do not result in a need for reassessment;
- Provides integrity and thus reliability when searching for information within the central repository because all "like" things are filed together rather than "classified" under different departments;
- Recognizes that the vast majority of a municipality's functions remain constant, even though department and business area names may change;
- Reduces silos of information.

This document first outlines broad organizational functional areas, then the activities that take place within each function, and finally the record series that belong within each function.

FUNCTIONAL AREAS

Administration & Collaboration *Function Code - AC*	The function of managing the administrative activities of the departments. Records relating to widely referenced and general office information such office administration records, internal and staff committee meetings, minutes, agendas, contact lists, and blank template/forms.
Asset & Infrastructure Management *Function Code - AM*	The function of managing and maintaining the physical assets of Whitby relating to the renovation, replacement, operation, and maintenance of assets, infrastructure, property and equipment, which it owns or leases, and the associated professional standards. This may include linear infrastructure as well as buildings, facilities, lands, vehicles, traffic signals, parks, parking lots, bridges, culverts, street light assets, water mains, stormwater ponds, garages and related work orders. This includes periodic condition assessment and inspections.
Communications, Promotion & Stakeholder Relations *Function Code - CS*	The function of providing internal and external communications, promotions and management of stakeholders. Inclusive of publications and communications that support business objectives, such as advertising of Whitby services (e.g., achievement and recognition awards and liaison activities with external groups). Includes all corporate communications, and advertising. Also includes inquiries and complaints, market research, social media, news releases and media relations. Stakeholder relations for adopt-a-programs at the Town. Management of community services for the Animal Shelter and Arena Concession stands
Environment & Sustainability *Function Code - ES*	The function of managing the environment, including conservation, energy management, and water protection activities. Comprises material involved in developing and implementing policies, strategies, action plans and tools related to environmental management, sustainability and climate change. Records may include the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Also includes records on environmental programs and policies, environmental approvals and compliance, air and water records, pollution, conservation and energy efficiency, hazardous materials and waste recycling.

Financial Management *Function Code - FM*	The function of managing the financial resources of Whitby through the execution of financial transactions and accounting processes including the receipt, budget control and expenditure of funds, the reporting and auditing of results, and the procurement of goods and services. Records include accounting and revenues administration from property taxes, assessment and appeals, financial planning and reporting, payroll and procurement of goods and services.
Fire & Emergency Services *Function Code - FS*	The function of promoting and protecting the wellbeing of the community through prevention, emergency services, and specialized training for Fire Services staff. Includes records on emergency response, fire response, and fire safety/prevention.
Governance *Function Code - GV*	The function of governing the organization and exercising authority and control to ensure transparency and accountability. Records relating to the ways in which the Corporation of the Town of Whitby is governed and regulated to ensure efficiency, effectiveness and compliance with statutory requirements including records of Council and requests under the Municipal Freedom of Information and Privacy (MFIPPA) legislation. Includes records of Whitby's legislative process, bylaws and agendas and minutes of Council, its Committees and related policies and procedures and Mayoral Decisions. Includes information received from federal, provincial and other municipal governments. Also includes the management of the lifecycle of information through records management services such as records classification and retention systems, disposition, and security classification.
Human Resources *Function Code - HR*	The function of managing Whitby's employees and their relationship with the organization. Records relate to organization charts and job descriptions, recruitment, benefits administration, disability management, labour relations and employee training.

Information Technology *Function Code - IT*	The function of applying and managing information and communications technology to support the business needs of the organization by means of capturing, storing, retrieving, transferring, communicating and disseminating information through electronic systems, including wide-area networks and local-area networks. Includes planning, determining requirements, developing, acquiring, modifying, evaluating and disposing of applications and databases. Also includes communication systems, such as video-conferencing, voice mail, mobile devices, email, instant chat messenger, and the technical aspects of the internet, intranet, and websites.
Legal, Compliance, Licensing & Enforcement *Function Code - LC*	The function of providing legal, enforcement, property management and risk management services to the organization. Records may include various transactional documents, agreements, legal opinions, insurance policies and certificates, third party insurance claim materials and litigation pleadings and appraisals. Also includes by-law enforcement and inspection and the issuance of business permits and licences.
Planning, Engineering, Development & Building *Function Code - PB*	The function of managing physical growth and development within Whitby. Activities include reviewing and amending the official plan and development regulations, preparing appeals and representing Whitby at appeal hearings, handling development inquiries and pre-consultation, issuing building permits, street naming and numbering, heritage planning, review of all development applications, including internal studies to support statutory regulations, planning of parks and open spaces, urban policy and transportation. Also includes administration of subdivision, development, construction and site plans such as quality assurance control, security administration and the final acceptance of new municipal infrastructures. Also includes planning, design, and construction of transportation-related capital infrastructure.
Recreation & Cultural Services *Function Code - RC*	This function of managing, operating and supporting sports and other recreational activities, the arts, social and cultural organizations. Records relate to program registrations and memberships, program monitoring and evaluation, cultural activities such as performances, public art and exhibits and facility reservations.

TABLE HEADINGS

Code
A four digit code composed of the two letter coding associated with the functional filing area of the Records Series and the two digit number associated with the Records Series.

Record Series
Record series are defined as a group of related records that have the same form and function, are filed as a unit and are maintained together for retention scheduling purposes. Record series are destroyed as a unit when the retention period is up unless there is a specific reason that requires Whitby to keep these records (e.g., due to pending legislation, current or anticipated litigation, audits, investigations).

Description
Includes the scope of Official Records contained within a records series. Official records serve as evidence of a business transaction, as such these are the records to which retention is applied. The types of documentation found in each record series are described in what is referred to as a scope note under this description field which in some cases lists specific records, while in others refers more generally to work processes.

Business Retention
This column specifies the length of time records must be kept. An event such as the termination of an agreement or project close may be used to indicate when the retention calculation begins. Retention will be triggered by the relevant date of the record unless the trigger for retention is event based. Retention is listed in years unless another measurement is specifically listed (e.g. days/months).

Retention Coding: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

SUMMARY OF RECORD FUNCTIONS & SERIES

ADMINISTRATION & COLLABORATION (AC)

Collaboration • Internal Meetings & Committees	Corporate Management • Disaster/Emergency Management & Recovery • Advice & Recommendations • Policies • Standard Operating Procedures	Office Management • Templates & Forms
Projects & Planning • Official Departmental Action Plans • Projects & Project Management • Strategic Corporate		

ASSET & INFRASTRUCTURE MANAGEMENT (AM)

Asset Management • Cemetery Records, Town Owned • Pest Management • Tree Case Records • Vehicle/Equipment Operation & Maintenance	Fleet • Daily Vehicle Inspection Report • Fueling Services	Infrastructure Management • Inspections, Transportation Infrastructure • Maintenance • Parking Operations • Street Lighting, Signs & Fences • Winter Maintenance
Stormwater • Emergency Incidents, Flooding & Monitoring • System Drawings, Specifications, Stormwater Management & Study Reports	Town Facility • Construction, Renovation & Drawings • Ice Surface Management • Operations & Maintenance • Property Fire Administration • Property & Corporate Security Administration • Repair Requests & Work Orders	

COMMUNICATIONS, PROMOTION AND STAKEHOLDER RELATIONS (CS)		
Communications • Materials	Community • Animal Shelter Operations • Awards & Greetings • Education & Engagement • Public Complaint Management • Support Programs & Resources	Economy • Economic Development Management
Stakeholder • Adopt-a-Park/Trail/Road Programs • Advertising • Advertising, Skate Club/Hockey Association • Commemorative Tree & Bench Program • Food/Beverage Concessions		

ENVIRONMENT & SUSTAINABILITY (ES)		
Environment • Application & Approvals • Conservation & Energy Management • Environmental Assessments • Incident Management • Monitoring, Control & Reporting • Waterfront Maintenance	Waste • Landfill Management • Load Management • Waste Management	

FINANCIAL MANAGEMENT (FM)

Auditing • Financial Statement and Financial Reports, Working Papers • Financial Statements and Financial Reports, Final	General • Purchase Cards	Payments • Rebate Programs • Payment Relief Administration, Tax • Pre-Authorized Payment Plans • Property Tax Payments
Planning & Accounting • Budget, Final Approved • Budget, Working Papers • Capital Assets & Tangible Capital Assets • Grants & Funding, from the Town • Grants & Funding, to the Town • Investment Management • Market Evaluations, Town Properties • Trial Balance, Final • Trial Balance, Working Papers	Procurement • Files	Tax • Assessments, Write Offs & Appeals • Authorizations • MPAC Assessment Rolls • Provincial Tax Requisitions • Registration Liens • Tax Certificate Inquiries • Tax Roll Billing & Tax Account Administration • Tax Roll Billing & Tax Account Administration, Additions to the Roll
Transactions • Accounts Payable/Receivable & Journal Vouchers • Banking Institutions & Petty Cash • Borrowing • Development Related Application Fees & Financial Securities • Donations & Charitable Tax Receipts • Reserve & Reserve Fund Management • Growth Related Development Fees		

FIRE & EMERGENCY SERVICES (FS)		
Fire • Decontamination & Containment • Inspections • Management • Response Planning • Specialized Equipment/Vehicle Care & Maintenance • Specialized Training • Station Operations		

GOVERNANCE (GV)		
Access & Privacy • Freedom of Information Requests	Council Administration • Committee & Board Records, Advisory Committees, Boards & Task Forces – General Records • Committee & Board Records, Advisory Committees, Boards & Task Forces - Minutes • Committee & Board Records, Committee of Adjustments • Council & Standing Committees Meeting Records • Council & Standing Committees Meeting Videos • Council Correspondence • Mayoral Decisions – Strong Mayor Powers & Duties	Election • Planning & Management • Results Report & Ward Boundary Review • Specific Election Records

GOVERNANCE (GV)		
Government Relations • Annexation & Amalgamation • Intergovernmental & Agency Relations	Legislative Administration • By-laws, Final Signed	Records & Document Management • Disposition • Program Management • Retention Schedule

HUMAN RESOURCES (HR)		
Employee File • Contract Staff • Disability Plan • Fire • Regular Staff (Full and Part Time) & Seasonal Staff	Labour & Employee Relations • Grievances • Personnel Investigations • Position Management • Union Negotiation & Settlement	Payroll Files & Benefits • Fire Staff • Regular, Contract & Seasonal Staff
Safety • Health Screening, Widespread Illness Management • Project Files • Occupational Health	Workforce Management • Job Recruitment Administration • Planning & Recruitment • Employee Analytics • Pay Equity • Training & Education • Work Scheduling & Shift Assignments	

INFORMATION TECHNOLOGY (IT)		
Asset Management • Technologies	Computer & Information Security • Business Continuity • IT Infrastructure, Platform & Security • Cyber Security Management	Operations & Support • Client Services • Business Solutions/Systems development, Support & Maintenance • Database, Datasets & Sensor Data • Website & Intranet

LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)		
Agreements & Contracts • Individual Participant Waivers & Releases • Subject to Financial Terms • Town Facility Rental Agreements, Waivers & Insurance	Civil Marriage • Marriage Licence Application Administration	Enforcement • Enforcement Actions • Paid Parking Tickets
Intellectual Property • Copyrights, Trademarks, Logos & Patents	Legal Affairs • General • Legal Opinions	Litigation & Claims • Court & Tribunal Proceedings • Inquests • Ontario Land Tribunal (OLT) • Provincial Offences
Permits & Licensing • Animal Licensing • Engineering & Building Permits • General	Policies, Renewals & Certificates • Certificate of Insurance • Insurance Policies, Final • Insurance Policies, Management • Motor Vehicle Licensing & Driver Information, Fleet	Real Estate • Compliance/Tax Matters • Land Transactions

LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)		
Regulatory & Compliance • Delegated Authority & Commissioner of Oaths • Reporting to Regulators • Vital Statistics	Risk Management • Accident/Incident & Vehicle Collision Reports, Minor/Incapable Person • Accident/Incident, Vehicle Collision & Property Damage Reports • Insurance Claims • Insurance Claims, Minor/Incapable Person • Property Appraisal /Inspections • Town's Insurer, Reports	

PLANNING, ENGINEERING, DEVELOPMENT & BUILDING (PB)		
Applications & Approvals • Street Naming & Addressing • Condominium Planning • Land Division • Part Lot Control • Pre-Consultation Files • Signage • Site Plan Approvals • Building	Design & Construction • External Engineering Projects • Guidelines & Standards • Subdivision Technical Files • Transportation Infrastructure	Development • Applications • Subdivision
Heritage • Heritage Designations • Plaque Management • Registry	Park & Trail • Development • Planning	Planning Policy & Research • Strategic Community Improvement Plans • Grading and Drainage • Heritage Conservation District Plans • Traffic Analysis • Traffic Operational Reviews

PLANNING, ENGINEERING, DEVELOPMENT & BUILDING (PB)		
Zoning Regulations • Zoning & Official Plan, Working Papers • Zoning & Official Plan, Final		

RECREATION & CULTURE SERVICES (RC)		
Culture • Proclamations & Flag Raising • Special Event Management	Program Administration • Development • Memberships • Participant, Subsidy Program • Participants • Volunteer Management	

EXPANDED RECORD SERIES WITH RETENTION

Code	Records Series	Description	Business Retention
ADMINISTRATION & COLLABORATION (AC)			
AC01	**Collaboration - Internal Meetings & Committees**	Includes records relating to the activities of staff committees, task forces, and staff meetings. Includes notices of meetings, agendas, minutes, etc.	O
AC10	**Corporate Management - Disaster/Emergency Management & Recovery**	All records related to the setup and establishment of a disaster relief application centre or Emergency management centre following a Provincial-jurisdiction disaster or emergency event.	15
AC11	**Corporate Management - Advice & Recommendations**	Comments, obligations, recommendations, or other forms of advice prepared for Town departments or parties outside the Town, related to Departmental areas of expertise.	CY+7
AC12	**Corporate Management - Policies & Procedures**	All policies created, adopted and implemented by the Town. Includes supporting documents for the creation of the policy OR All policies providing directions to staff to support the governance and operational infrastructure for the town, includes all records relating to the creation, formal approval of policy and policy tracking.	P
AC13	**Corporate Management - Standard Operating Procedures**	Standard operating procedures (SOP) to guide staff on how to carry out routine operations for efficiency and uniformity. Includes records relating to creation of SOP.	S/O + 5
AC22	**Office Management - Templates & Forms**	Records that relate to standardized documents used in support of business, which provide a standard format for data collection and formatting or provide a best practice format for document creation.	CY + 5
AC30	**Projects & Planning - Official Departmental Action Plans**	Official departmental plans created by various departments, such as the Accessibility Plans, Emergency & Disaster Plans, Energy Management Plans, Environmental Plans, Parks & Sustainability Plans. Records include, but are not limited, to studies, drafts and final plans.	E+10; Event = Plan executed to completion

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
AC31	**Projects & Planning - Projects & Project Management**	Administration, planning and management Town projects. Records may include all project related documentation such as a project charter, status reports, design documents, communication plans, meeting agendas and minutes.	CY+7
AC32	**Projects & Planning - Strategic Corporate**	Records related to the planning of annual reports, corporate strategic plans, business plans, etc. Can include financial / economic analysis of various issues facing the Town, revenue analysis, fare evasion studies, tax (GST) planning and records related to analysis related correspondence. May include records regarding service area audits, Town related reviews and benchmarking. Note: For final Staff Reports, See GV12.	10
ASSET & INFRASTRUCTURE MANAGEMENT (AM)			
AM01	**Asset Management - Cemetery Records, Town Owned**	Records pertaining to Town owned cemeteries. Records of the Cemetery also include plot records, burials, cremations, internment, certificates and permits.	P
AM02	**Asset Management - Pest Management**	All records related to pest management. Includes records related to planning, the purchase of pesticides, application, logging logs, monitoring reports, placement of pesticide and warning flags and other related records.	10
AM03	**Asset Management - Tree Case Records**	Records related to the history of any tree(s) based on a numbered address grouping. Tracking of all identified trees on Town-owned land, planning and planning of new trees, removal of diseased trees.	EOL+2
AM04	**Asset Management - Vehicle/Equipment Operation, Maintenance & Administration**	Records relating to the operation and maintenance of vehicles/equipment. Records include information about specially built or modified equipment, delivery, warranties, and technical manuals/information sheets. In addition, records pertaining to the acquisition, stocking, usage, and inventorying of spare parts, components, subsystems and consumables for equipment. Includes records related to the planning, management, and administration of the fleet program.	EOL+5

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
AM11	**Fleet - Daily Vehicle Inspection Report**	Daily vehicle inspection report (For CVOR Rated Only) of a commercial motor vehicle or trailer drawn by it. Often contained within a book of daily inspection reports that is kept in the commercial motor vehicle and to which the operator has regular access.	6 Months
AM12	**Fleet - Fueling Services**	Records related to the purchase and consumption of fuel. Includes bulk fuel purchases, storage capacities and usage tracking, consumption tracking reports & forecasts of future consumption.	2
AM20	**Infrastructure Management - Inspections, Transportation Infrastructure**	Inspection reports and documents/reports related to the inspection of all transportation infrastructure including roads, bridges, culverts, pedestrian bridges, pedestrian pathways, retaining walls, boulevards, etc. Records related to the tracking, measurement, and analysis of road and sidewalk conditions. Records include the data entered into any tracking databases or software, and any reports generated by the software, and related analysis, conclusions as well as, any related correspondence.	25
AM21	**Infrastructure Management - Maintenance**	Any records regarding the maintenance of any Town Asset. Records can include but are not limited to information about grading gravel roads and shoulders, ditching, roadside grass mowing, brushing and grubbing, application of dust suppressants on gravel roads, asphalt patching, line marking, curb repairs, debris and litter pick-up.	EOL+2
AM22	**Infrastructure Management - Parking Operations**	The management, planning, and operation of all Town-owned parking facilities, municipal parking passes, including parking lots, parking meters, downtown parking lots. Records include the planning and administration of all parking operations, as well as records regarding tracking and administration of commercial and residential parking petitions, reports and related correspondence with ratepayers or businesses regarding parking petitions and spaces.	5

Code	Records Series	Description	Business Retention
AM23	**Infrastructure Management - Street Lighting, Signs & Fences**	The planning, administration, inspection and maintenance of light poles, street lights, traffic signals, road fences, park fences and all Town owned signs.	10
AM24	**Infrastructure Management - Winter Maintenance**	The snow clearing activities for clearing snow from roads, sidewalks, fire hydrants, bus shelters, senior residences, and mail boxes. Records include service standard, schedules, plans and maps, and tracking/logging of snow clearing activities and budget expenditures.	10
AM30	**Stormwater - Emergency Incidents, Flooding & Monitoring**	Records regarding an unplanned and unscheduled repair or maintenance, such as a breakage, blockage, or backup. This includes all records related to the incident such as plans, remedial actions, reports, etc. Each incident to be uniquely identified. Records related to riverine and urban flooding. Records can include river systems, flood plain management, flood protection, urban flooding (basement & roadway), related studies and reports, flood damage reduction program, etc. Documents related to the testing of Stormwater (storm Sewer) for any reported incident (odder or suspected cross connection) and sediment & water in the stormwater pond (before cleaning) the purpose of ensuring regulated and applicable measures are within permitted tolerance levels. Records include investigation and monitoring of Stormwater quality through collection, drainage, treatment, lab test analysis and reports. Records can also include lab reports, tests, analysis, evaluations, monitoring results and company or industry information.	10
AM31	**Stormwater - System Drawings, Specifications, Stormwater Management & Study Reports**	All documents related to the location, nature, design, technical specifications, of all storm system components including Stormwater pipes, maintenance holes, catch basins, Stormwater ponds, pumping system, Stormwater reports and most recent master drainage plan study reports of the Lynde, Pringle and Corbett creek systems.	P
AM40	**Town Facility - Construction, Renovation & Drawings**	Records relating to construction and renovation of Town owned facilities or other Town Building Asset, including all drawings and plans. Plans are of a mechanical, electrical, structural nature and are inclusive of floor plans, site plans, aerial plans, etc.	P

Code	Records Series	Description	Business Retention
AM41	**Town Facility - Ice Surface Management**	The design, planning, and production of annual ice surface(s) at arenas. Includes operation of ice making and refrigeration equipment, supply and usage of chemicals required for the equipment, application of paint patterns, logos, and ads in the ice, testing and monitoring of ice quality, ice coverage materials for special events, etc.	5
AM42	**Town Facility - Operations & Maintenance**	Records related to the monitoring and maintenance of property systems and equipment. Property systems may include, but are not limited to: heating and cooling systems, elevating devices, electrical wiring, plumbing, fire alarms, emergency backup (power generators), pools, arenas, janitorial services, snow removal and inspections Maintenance Management Sheets (MMS) and daily fitness equipment logs submitted by staff and members, etc.	5
AM43	**Town Facility - Property Fire Administration**	The planning and preparation necessary so that individual Town owned buildings will comply with required fire provisions, such as fire equipment locations, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, and firefighting equipment inspection and maintenance. Records include fire safety plan reports, self-compliance surveys, risk assessments and all supporting/related correspondence.	5
AM44	**Town Facility - Property Security Administration**	All records regarding the management and control of physical security of Town owned facilities and properties. Records include access control system specifications, badge issuance photos, sign in/out registers, staff identification data key control system, computer security, security and camera monitoring (including maps and plans), video surveillance tapes (CCTV). May also include records regarding general security and alarm systems, authorized use of keys and access cards, security clearance files, security logs.	5

Code	Records Series	Description	Business Retention
AM45	**Town Facility - Repair Requests & Work Orders**	Requests regarding various service/repair needed near, in or on Town owned facilities. Records relating to the creation and processing of Work Orders (W/O). W/O are issued and indicate what tasks need to be performed. These could include cyclical, emergency, preventive, non-emergency repairs and/or maintenance. Records also include completed W/O, estimates, summaries and final charges.	5
COMMUNICATIONS, PROMOTION AND STAKEHOLDER RELATIONS (CS)			
CS01	**Communications - Materials**	-Communications materials are created to protect and promote the Town's reputation, services, and programs. In collaboration with internal partners, the Communications team develops strategies and supporting assets to share key messages through traditional and digital channels, including earned, owned, and paid media, as well as the Town's digital engagement tool, Connect Whitby. These materials may support both ongoing outreach and mandated obligations (e.g., tax due notices), website updates, and can include—though are not limited to—media releases, web storis, public notices, social media content, infographics, speeches, stakeholder engagement tools, media pitches, e-newsletters, direct mail, advertising, web banners, website content, videos, and photography. Engagement also can include surveys, focus groups, etc. Records include Social Media related assets. Records may also include materials distributed via email, including related email distribution lists, Canada's Anti-Spam Legislation (CASL) compliance documentation, and records related to the collection and management of express or implied consent to receive electronic communications from the Town.	S/O +5
CS10	**Community - Animal Shelter Operations**	Day-to-day operations of the animal shelter and management of animals including adoption and veterinary services (vaccines, spay, neuter, euthanasia) on or off-site.	5
CS11	**Community - Awards & Greetings**	Records about awards, recognition and acknowledgements, made to or from the Town.	2

Code	Records Series	Description	Business Retention
CS12	**Community - Education & Engagement**	Records related to community education programs, outreach, workshops, community discussions, focus groups, surveys, and in relation to any community engagement activities. Educational programs provided by Town departments on services and promoting awareness of items that impact the provision of services by the Town. Includes public education content and multi-media materials.	10
CS13	**Community - Public Complaint Management**	Records relating to an occurrence or complaint made by the public regarding a Town service. Records related to occurrences or complaints submitted by members of the public concerning the delivery of Town services. This includes general citizen inquiries (e.g., to Mayor and Council) and complaints regarding dissatisfaction with how a service is administered, including those filed under the Public Complaint Policy. Also includes records that relate to complaints received by social media or by resident to a council member when shared with Town of Whitby staff for resolution.	5
CS14	**Community – Support Programs & Resources**	Records relating to the Town's community resources that provide programs and services for Whitby residents. This may also include records concerning community support initiatives such as homelessness services, food banks, low-income support programs, and shelters or warming centres. Note: Windrow program application: Annual qualification.	CY+2
CS20	**Economy - Economic Development Management**	Records regarding the planning and projects related to the promotion and expansion of the Town's tax base and growth.	5
CS32	**Stakeholder - Adopt-a-Park/Trail/Road Programs**	Records regarding the donation or collection of funds for the adoption of a park, trail or road and all other records related to the program. program. Note: For Volunteer Management, see RC14.	E+2 Event= Expiry

Code	Records Series	Description	Business Retention
CS33	**Stakeholder - Advertising**	The provision of advertising opportunities for outside organizations to promote their goods and services at Town facilities such as benches, rink boards, etc. Records include all supporting and ancillary documents related to the agreement, including drafts, amendments, renewals, etc.	CY+7
CS34	**Stakeholder - Advertising, Skate Club/Hockey Association**	Correspondence with the Whitby Minor Hockey League and the Whitby Skate Club regarding the placement, approval, installation of advertising within the Arena.	CY+ 7
CS35	**Stakeholder - Commemorative Tree & Bench Program**	All records related to the construction of and supply of commemorative benches and trees including planting locations. Also includes tracking, collection of donations, supply and placement of bench plaques or any other related records.	10
CS36	**Stakeholder - Food/Beverage Concessions**	The arrangement for the provision of food and beverages (alcohol and non-alcohol) through third parties, via contract. Records include copies of contracts and all related/ancillary documents such as menus and price lists. Each contract with each supplier forms a case consisting of the contract and all related records. Each case will have a unique name.	5
ENVIRONMENT & SUSTAINABILITY (ES)			
ES01	**Environment - Application & Approvals**	Applications for incentive programs and approval/rejection of a Certificate of Approval for any facility that releases emissions to the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste. Records include applications and approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals, applications and requirements, and approvals from all other federal, provincial or municipal governments.	10

Code	Records Series	Description	Business Retention
ES02	**Environment - Conservation & Energy Management**	Records pertaining to conservation program(s) or conservation of wetlands, woodlots, waterways, creeks/trails, etc. As well as, records about the Central Lake Ontario Conservation Authority (CLOCA) or any Regional Conservation Authority.	15
ES03	**Environment - Environmental Assessments**	Environmental assessments within and outside the Town boundaries. Studies of environmental issues and impacts relating to soil, tree preservation and mitigation, geotechnical, infrastructure expansion, water, air, and other environmental issues, as required by legislation.	20
ES04	**Environment - Incident Management**	Any environmental-related occurrence such as a spill of toxic materials, a release into the atmosphere of a hazardous material, leakage into water of hazardous or toxic materials, or an occurrence of monitored levels outside allowable/acceptable limits. Records include test results, actions taken, public notices issued, remediation efforts, studies and reports, etc.	25
ES05	**Environment - Monitoring, Control & Reporting**	The monitoring of and reporting upon various environmental factors such as pollution levels, air quality, noise levels and any other environmental concern.	25
ES06	**Environment - Waterfront Maintenance**	Records related to major harbour maintenance and repair, monitoring physical condition of harbour, marine safety and environment.	25
ES10	**Waste - Landfill Management**	Includes all records on historical, current and any potential future landfills within the Town limits. Records could include water and gas level reports or any documentation that are set out by the Ministry of Environment (MOE).	P

Code	Records Series	Description	Business Retention
ES11	**Waste - Load Management**	Records related to the management and administration of waste loads. Records include weighing of waste hauling vehicles, customer data collection, assessment of load contents, periodic load inspections, special loads (manifests, permits, etc.) and collection of fees assessed for waste loads.	10
ES12	**Waste - Waste Management**	Records related to the collection of household solid waste and organics (green bin, yard/leaf waste, Xmas trees) and management of resources to provide collection services. Includes both regular collections and those that exceeds maximum allowable collection limits, "special" waste items, special consideration program and permits for CFC-containing items. Records include administration and management records for bag tags and CFC stickers and related correspondence about residual garbage and special collections.	5
FINANCIAL MANAGEMENT (FM)			
FM01	**Auditing - Financial Statement and Financial Reports, Working Papers**	Records pertaining to the annual activity of auditing the Town's financial statements and Financial Information Returns. This would include the related annual working papers.	CY+7
FM02	**Auditing - Financial Statements and Financial Reports, Final**	Final version of Town's financial statements and Financial Information Returns.	P
FM10	**General - Purchase Cards**	Records regarding the purchase card (p-card) program, changes to card status and any personal documentation from staff for set-up.	E+2 Event = P-Card Cancelled
FM20	**Payments - Rebate Programs**	All records related to Rebate Programs offered by the Town, whereby the Town reduces program fees and property taxes for eligible residents, charities and properties with no repayment. Applications, supporting documents and correspondence relating to the programs and requests are included for each participant. Also includes property tax related rebate programs, such as Charity Rebates, Low Income Senior, and Disabled property owner rebates, Heritage Rebate, Regional Rebate for housing, etc.	CY+7

Code	Records Series	Description	Business Retention
FM21	**Payments - Payment Relief Administration, Tax**	All records related to the administration of the tax relief program offered by the Town for payment relief, where it will be paid back upon the sale of the property. Applications, supporting documents and correspondence relating to the programs and requests are included for each participant.	E+7 Event= Sale of Property
FM22	**Payments - Pre-Authorized Payment Plans**	Records regarding installment payment plans paid to the Town, including the pre-authorize payment (PAP) program, sign up documentation, void cheques, correspondence, inquiries, database records. May also include other related records.	E+2 Event= PAP Cancelled
FM23	**Payments - Property Tax Payments**	Records related to Tax payment and Tax payment Journals, including supporting documents.	CY+7
FM30	**Planning & Accounting - Budget, Final Approved**	Annual operating and capital budget as approved by council, or by a board.	25
FM31	**Planning & Accounting - Budget, Working Papers**	Records that relate to the preparation of the annual operating or capital budget.	E+10 Event = Expiry of Budget
FM32	**Planning & Accounting - Capital Assets & Tangible Capital Assets**	Records that relate to accounting for capitalization, disposal, and amortization of fixed assets. Records may include an asset register for auditing purposes, capital depreciation schedules and capital asset reports as necessary for Public Sector Accounting Board (PSAB) purposes.	E+7 Event = Disposal of Asset, Records of Mortgages 10 years
FM33	**Planning & Accounting - Grants & Funding, from the Town**	All and any records related to grants and funding as budgeted, from initial application through to the close of grant.	CY+7
FM34	**Planning & Accounting - Grants & Funding, to the Town**	All records about grants and funding to the Town, from initial application through to the close of grant.	E+7; Event = Close of Grants
FM35	**Planning & Accounting - Investment Management**	Records related to Town investment of funds in an investment vehicle such as GIC, Municipal fund, etc.	E+7 Event = Date of Maturity

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Code	Records Series	Description	Business Retention
FM36	**Planning & Accounting - Market Evaluations, Town Properties**	Records regarding properties and their market reports (containing information such as market information, certificate of title number, date, legal description, selling price, building income information (e.g. rent) and assessed values), summary documents and calculation documents. Records may also include any relevant reports printed off from any financial system.	25
FM37	**Planning & Accounting - Trial Balance, Final**	Final trial balance (i.e.: records in the books of original entry).	P
FM38	**Planning & Accounting - Trial Balance, Working Papers**	Records and working papers that relate to the preparation of the final trial balance/general ledger (including payroll).	CY+7
FM40	**Procurement - Files**	Documentation relating procurement contracts and the management of the engagement with bidders, whether competitive, sole-source (directed) or by negotiation. Records include Request for Proposals (RFP), Request for Quotation's (RFQ), Requests for Tender (RFT), Informal Quotation (IQ), Request for Information (RFI) responses, Request for Pre-Qualification (RFPQ), Co-Operative purchasing documents (including OECM/VOR contracts), bid submission documents, evaluation matrices, business cases, questions & answers, purchase justification, Sole Source submissions and approvals, contract correspondence and award documentation (including drafts), vendor information, engagement plan, purchase order and related documentation including insurance documentation, information related to disposal of surplus Town goods at auction.	E+7 Event = End Date
FM50	**Tax - Assessments, Write Offs & Appeals**	Reports showing all properties and their tax assessments, notices, payment adjustment records to tax liability, penalties and information from MPAC for assessment growth. Records also include write-offs (including ARB decisions) due to assessment changes and working documents. Includes records on a property by property basis for tax appeals, as well as records related to the MPAC appeal process. Also includes documentation for tracking and verifying Assessment Growth.	E+7 Event = Decision Date

Code	Records Series	Description	Business Retention
FM51	**Tax - Authorizations**	Documentation from Property owners, such as Financial Power of Attorney for Individuals, Wills, or Corporate Profile Reports, or Articles of Incorporation for business properties indicating who has the legal authority to act for the property owner.	E+7 Event = End Date
FM52	**Tax - MPAC Assessment Rolls**	Annual Final assessment rolls from Municipal Property Assessment Corporation (MPAC) showing all property and their tax assessments. Includes tax roll books any supplement tax rolls.	Permanent
FM53	**Tax - Provincial Tax Requisitions**	Requisitions received from third parties such as intergovernmental (Region of Durham, Province of Ontario and Federal), setting out required tax collection obligations. Records also include requisition calculations and related correspondence, payment schedules (for both linear and CVA based levies), and supplementary requisitions.	CY+7
FM54	**Tax - Registration Liens**	All documents and files related to the Tax Registration Liens and redemptions under the Ontario Municipal Act. Note: If property sold in tax sale, see LC71.	25
FM55	**Tax - Tax Certificate Inquiries**	Inquiries from Mortgage companies and legal representatives or residents about the tax status of properties, responses, related correspondence and any other related records, such as Tax Certificates.	CY+7
FM56	**Tax - Tax Roll Billing & Tax Account Administration**	All records related to property tax billing (Interim, Final and Supplemental), including Collectors Rolls. As well as all documents related to changes in property ownership (lawyers deeds and MPAC Sales Listings. Also includes any adjustments to tax accounts, including ADJ Journals, Apportionments, Tax Collection Notes, Tax Overpayment and refunds etc. Also includes Month End and Year End Reports as well as monthly penalty listings.	CY+7

Code	Records Series	Description	Business Retention
FM57	**Tax - Tax Roll Billing & Tax Account Administration, Additions to the Roll**	Documentation and backup related to any charges and fees added to the tax accounts, including Bylaw Charges, Region of Durham Water charges, Provincial Offences Act Fines, etc.	CY+7
FM60	**Transactions - Accounts Payable/Receivable & Journal Vouchers**	Records related to the payment of accounts along with supporting documentation which triggered the payment. Also includes processing (collection, counting, tracking & refundable deposit) of accounts receivable for all revenue generating activities and the issuance of related receipts (including p card reconciliations and receipts).	CY+7
FM61	**Transactions - Banking Institutions & Petty Cash**	Records relating to financial transactions with banking institutions such as the cheque control register, bank deposit slips, stop payments, bank transfers/requests, bank statements, reconciliation's, new account set-up, voided/NSF cheques, and petty cash.	CY+7
FM62	**Transactions - Borrowing**	Records relating to debentures and any other form of borrowing instruments used by the Town.	E+7 Event = Debt Retirement
FM63	**Transactions - Development Related Application Fees & Financial Securities**	Fees collected from developers for any service related to land/property development, such as rezoning, site plan, etc. Records related to financial securities received from a developer as a condition of a subdivision or development agreement. Financial Securities records may also include surety bonds and cash/cheque security deposits.	E+7; Event= Financial securities released
FM64	**Transactions - Donations & Charitable Tax Receipts**	Records related to the processing of donations and the CRA Income Tax Receipts issued for charitable donations to the Town.	CY+7
FM65	**Transactions - Reserve & Reserve Fund Management**	Documents that record transactions within a reserve fund (including trust accounts) such as deposits, withdrawals, etc. Includes payments related to financial contributions (subdivision and site plans).	CY+7 Trust Funds = E+7 Event = Close of the Account

Code	Records Series	Description	Business Retention
FM66	**Transactions – Growth Related Development Fees**	Records related to cash in lieu of park land dedication or other public recreational purposes as condition of development or redevelopment of land. Records also include development charges receipts and forms.	P
FIRE & EMERGENCY SERVICES (FS)			
FS01	**Fire - Decontamination & Containment**	Records pertaining to decontamination, which includes engineering controls (ventilation), decontamination, personal protective equipment (respiratory protection devices, gloves) and hygiene practices (in consultation with the joint health and safety committee).	75
FS02	**Fire - Inspections**	Sites inspections records include but are not limited to compliance with safety fire codes, inspection forms, reports, deficiency reports, rechecks and New Building Permit Fire Inspections.	E+15 Event= Structure no longer exists
FS03	**Fire - Management**	Fire Response reports, including fire, investigation and medical responses, from the Crisys system, issued notebooks and any other related records.	25
FS04	**Fire - Response Planning**	Any records regarding Fire Prevention, includes production and maintenance of building audits and pre-plan fire safety documentation.	S/O+5
FS05	**Fire - Specialized Equipment/Vehicle Care & Maintenance**	Care and maintenance of specialized fire/rescue equipment and vehicle apparatus such as breathing apparatus, bunker suits, "man-down" alarms, aerial ladders, pumps, etc. (as contracted out to third party firms), etc. Preventative maintenance, inspections, checks, both mandatory, and non-mandatory.	10
FS06	**Fire - Specialized Training**	Records related to the provision of and attendance at specialized fire and emergency training.	25

Code	Records Series	Description	Business Retention
FS07	**Fire - Station Operations**	Daily operations inclusive of reports on duties and scheduling, which includes daily shift reports categorized by station and truck.	10
GOVERNANCE (GV)			
GV01	**Access & Privacy - Freedom of Information Requests**	Any record related to processing and completion of Freedom of Information requests, correction of personal information and privacy breach incidents which contain personal information. Inclusive of records of Appeals and Complaints involving the Information Privacy Commissioner (IPC) and related correspondence.	E+5 Event = Close of Request
GV09	**Council Administration - Committee & Board Records, Advisory Committees, Boards & Task Forces – General Records**	Documents regarding any advisory committee, board or task force of the Town, such as calendars of meetings, related correspondence and recruitment selection of new board/Committee members. Records include agendas.	E+8; Event =End of Council term
GV10	**Council Administration - Committee & Board Records, Advisory Committees, Boards & Task Forces - Minutes**	Original approved minutes for any advisory committee, board or task force of the Town.	P
GV11	**Council Administration - Committee & Board Records, Committee of Adjustment**	Committee of Adjustment files (Minor Variance Application) including original (signed) documentation, application forms, agendas, approved minutes, final binding letters and records relating to decisions by the Committee of Adjustment under the Planning Act. May also include reports, drawings, etc. Includes severances, consents, and minor variances to zoning by-law.	P
GV12	**Council Administration - Council & Standing Committees Meeting Records**	All records regarding Town Council and Standing Committees meetings, decisions, original approved minutes and agendas, calendars of meetings, related correspondence, staff reports and, briefing notes to Council.	P

Code	Records Series	Description	Business Retention
GV13	**Council Administration - Council & Standing Committees Meeting Videos**	Videos of Council and Standing Committee Meetings where they have been recorded.	E+8; Event = End of Council term
GV14	**Council Administration - Council Correspondence**	Records regarding inbound correspondence addressed specifically to a Council Member or Mayor. Records include original correspondence and any outgoing responses, and related correspondence.	5
GV16	**Mayoral Decisions – Strong Mayor Powers and Duties**	Records related to mayoral decisions and directives under Strong mayor Powers in accordance with the Municipal Act.	P
GV20	**Election - Planning & Management**	Includes records relating to the planning and management of a general election, by-election and vote on a question.	E + 8; Event = End of Council term
GV21	**Election - Results Report & Ward Boundary Review**	Records relating to election results, Town Clerk's official declaration of election results, poll by poll results, as well as records related to Election recounts. Includes records relating to assignment of wards, boundaries and reviews. This may include historical information and ward profiles. Documents may include background information, boundary descriptions and maps. For Amalgamation records, see GV30.	P
GV22	**Election - Specific Election Records**	Election ballots used and cast by voters in Municipal elections; includes copies of the Voters' List, unofficial results tallies, forms completed by electors and poll workers, and other election records retained in accordance with the Municipal Elections Act.	120 days
GV30	**Government Relations - Annexation & Amalgamation**	All records relating to the activity of annexation or amalgamation of either land or a municipality at large. Annexation records may include but are not limited to land title changes, annexation studies and/or applications, public hearings, implementation documents and other.	P

Code	Records Series	Description	Business Retention
GV31	**Government Relations - Intergovernmental & Agency Relations**	Records related to Federal and Ontario Government bodies, as well as the Region of Durham and other area municipalities, whose functions may impact the Town's governance, management, or operations. Records may include documentation such as information exchanges, program details, routine notifications, inquiries, and offers of service.	5
GV40	**Legislative Administration - By-laws, Final Signed**	The Town's final signed By-laws, as well as the amendments and attachments that are legally part of by-laws. Includes by-laws from the former Township of Whitby.	P
GV50	**Records & Document Management - Disposition**	Records detailing which records have met their retention and have been/will be destroyed or sent for archival selection; when, how, by whom, and their adherence to the retention schedule. Includes destruction certificates, departmental sign offs and any other related documentation.	P
GV51	**Records & Document Management - Program Management**	All records related to the implementation and maintenance of the Corporate Records Management Program, inclusive of the file transfer records, records requests, file inventory tracking and storage management.	10
GV52	**Records & Document Management - Retention Schedule**	Records that relate to the Records Classification and Retention Schedule (RCRS) used to identify all Town of Whitby records.	P
HUMAN RESOURCES (HR)			
HR01	**Employee File - Contract Staff**	All records relating to a contract employee's work history and status throughout their employment with the Town. Services rendered for individuals that are not on payroll but are paid through contracted services with budget/project funding.	E+3 Event = Termination
HR02	**Employee File - Disability Plan**	Working file for the disability plan up until the payout through the plan.	75

Code	Records Series	Description	Business Retention
HR03	**Employee File- Fire**	All records relating to a Fire employee's work history and status throughout their employment with the Town.	E+75 Event = Termination
HR04	**Employee File- Regular Staff (Full and Part Time) & Seasonal Staff**	All records relating to an employee's work history and status throughout their employment with the Town.	E+25 Event = Termination
HR10	**Labour & Employee Relations - Grievances**	Records that relate to complaints and the investigations to identify and resolve the complaint or issue, as well as grievance settlements. Records may include information on addressing and resolving the grievances, grievance step meetings and arbitrations, completed grievance forms, meeting minutes, adjudication or arbitration hearing schedules, arbitration notices, solicitor's correspondence, minutes of settlements, memorandum of settlement and all supporting correspondence.	P
HR11	**Labour & Employee Relations - Personnel Investigations**	Records related to investigations of Town personnel, for reasons, including complaints and all related and subsequent documentation. May also include any other records regarding disciplinary measures.	E+25 Event = Termination
HR12	**Labour & Employee Relations - Position Management**	All records related to a specific position, including evaluations and assigning a value to job functions for the purposes of objective comparison of different positions. Includes job evaluation information, job information and questionnaire results and appeals.	10
HR13	**Labour & Employee Relations - Union Negotiation & Settlement**	All records related to the negotiation and settlement of union contracts (e.g., CUPE 53), including drafts, related notes, contributing/supporting documents, etc.	75
HR20	**Payroll Files & Benefits- Fire Staff**	All records related to fire employee wages, benefits (legislated/non-legislated) and other total compensation entitlements or programs.	E+75 Event = Termination

Code	Records Series	Description	Business Retention
HR21	**Payroll Files & Benefits - Regular, Contract & Seasonal Staff**	All records related to regulator, contract and seasonal employee wages, benefits (legislated/non-legislated) and other total compensation entitlements or programs.	25
HR30	**Safety - Health Screening, Widespread Illness Management**	Health screening results, questionnaires and forms of staff, contractors and the public who work in, attend or participate in programs at Town owned properties and facilities. Information is collected to screen for admission. Records will be kept to allow contact tracing and notification. Records will be destroyed as soon as they no longer of value in contact tracing/notification.	O
HR31	**Safety - Project Files**	Research, information, industrial hygiene testing, audits, policy impacts and changes related to occupational health and safety matters within the Town of Whitby.	E+15; Event =Termination
HR32	**Safety - Occupational Health**	Includes records regarding the occupational health and safety of employees. Includes incident reports, Workers Safety and Insurance Board (WSIB) reports and claims, information on health and safety programs for staff, and records regarding violence and harassment. Records include files that do not result in claims. Note: For Disability Claims, see HR02.	E+15; Event = Termination
HR40	**Workforce Management - Job Recruitment Administration**	All resumes for applicants considered for the role, interview scores and notes, assessment tools and results and correspondence regarding the recruitment.	10
HR41	**Workforce Management – Planning & Recruitment**	Proposals and planning related to the creation or consideration of employment positions at the Town. Records include general matters, such as restructuring, research and others.	10
HR42	**Workforce Management - Employee Analytics**	Any records related to the collection and analysis of employee-related data such as various demographic criteria, attendance/absenteeism, turnover, compensation, as well as survey related data.	10

Code	Records Series	Description	Business Retention
HR43	**Workforce Management - Memorandum of Agreement (Without Precedent)**	Memorandum of Agreement (Without Precedent) are maintained for the life of the intention of the agreement.	S/O
HR44	**Labour & Employee Relations -- Original Agreements, Plans Policies & Procedures**	Final agreements that direct the management and relationship with workforce such as collective bargaining agreements, memorandum of agreements (with precedent) benefit and disability plans. Includes all policies and procedures relating to general and overall administration of human resources (or organizational effectiveness). May include federal and provincial guidelines, related supporting documents and correspondence.	75
HR45	**Workforce Management - Pay Equity**	Records relating to the evaluation of job positions by comparing duties, skills and responsibilities of similar positions. Documents may include classification ratings, job evaluation information, position description questionnaires, action plans and information about designated worker groups. - Reword to Job evaluation Administration.	20
HR46	**Workforce Management - Training & Education**	Training related records for training attended by staff offered internally or externally including compliance based training. Course materials, attendance and participation records. May include correspondence relating to training and development and list of credits obtained by employees for taking courses.	E+5; Event= Termination
HR47	**Workforce Management - Work Scheduling & Shift Assignments**	Various work shift assignment programs records within the Town. ***NOTE: Departments should confirm with HR prior to destruction.***	10
INFORMATION TECHNOLOGY (IT)			
IT01	**Asset Management - Technologies**	Any records relating to the asset details for technology items. Records include information about records pertaining to the acquisition, asset tags, usage, components, subsystems, consumables, warranties and technical manuals/information sheets for these items.	EOL +5
IT10	**Computer & Information Security - Business Continuity**	All information and documents (including copies) related to systems, databases, applications, logs, directories and other key pieces of information needed for business continuity, disaster recovery and/or for restoring from inadvertent records destruction.	S/O +5

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
IT11	**Computer & Information Security - IT Infrastructure, Platform & Security**	All information and documents related to the design, setup, configuration and protection of the Town's IT infrastructure, technology and/or security platforms, services and tools. For Cyber Security Management, see IT12.	S/O +1
IT12	**Computer & Information Security - Cyber Incident Management**	All records related to incidents, problems, or proactive monitoring activities that reveal an attempted or actual cybersecurity breach—whether identified before, during, or after resolution—are included. This includes documentation of efforts to investigate, determine, and eliminate the root cause. Records may also pertain to responses involving IT assets or broader cybersecurity incidents, ranging from password compromises to large-scale events such as ransomware attacks or global cyber threats impacting the Town of Whitby.	10
IT19	**Operations & Support - Client Services**	All records related to the intake, tracking and actioning of support service request tickets.	E+5; Event=Resolution of request
IT20	**Operations & Support – Business Solutions/Systems development, Support & Maintenance**	All information and documents related to any non-security solution/system. This would include information on the decision to purchase, implement, upgrade, maintain, configure and retire the technology.	S/O +1
IT21	**Operations & Support - Database, Datasets & Sensor Data**	All information, documents and data that is collected and retained in databases, applications (on premise or cloud) or in file directories linked to these databases or applications. This includes GIS and non-spatial data.	S/O +1
IT22	**Operations & Support - Website & Intranet**	All the discreet documents and photos/multimedia uploaded to the Town of Whitby external-facing websites and internal facing intranet sites. Also includes any documentation related to how the website is produced or maintained.	S/O

Code	Records Series	Description	Business Retention
LEGAL, COMPLIANCE, LICENSING & ENFORCEMENT (LC)			
LC01	**Agreements & Contracts - Individual Participant Waivers & Releases**	Signed waivers/releases (paper and/or digital) for individual participation in courses, special events, volunteer activities, environmental clean-up, or other programs offered by the Town. Waivers in most cases at Whitby are embedded within a program registration form.	Adults: E+15 and Minors: E+ 25; Event = Registration
LC02	**Agreements & Contracts - Subject to Financial Terms**	Contract or agreement records, with external parties that are subject to financial terms. Records also include agreements covering the provision of third-party equipment and/or services to the Town such as the provision of consultation, equipment and/or Services.	E+15 Event = Expiry
LC03	**Agreements & Contracts - Town Facility Rental Agreements, Waivers & Insurance**	The rental of Town facilities such as rooms, kitchen, ice rinks, pools, or the entire facility itself. Rentals include rooms within a facility, as well as outside "facilities" such as soccer pitches, etc. Records include booking agreements, rental price sheets, event description sheet, specifications, rental promotion, inquiries, rental permit contracts and all related correspondence including waivers, liability and insurance.	15
LC05	**Civil Marriage - Marriage Licence Application**	Applications for Provincial Marriage licence and receipt of payment. Includes supporting documents for previously annulled/dissolved marriages, required proof of identity. Note: Marriage Licence are sent to Registrar General. See LC82 for Vital Statistics.	2
LC10	**Enforcement - Enforcement Actions**	Enforcement actions carried out against a person, business or property and the complaint if any, that led to such enforcement. Includes all records relating to compelling a person or business to act in accordance with legislated or by-law requirements; to order or to restrain a person from preventing or interfering with the Town designated officer's entry, inspection enforcement or action and animal enforcement. As well as requiring the person to produce anything to assist the designated officer in the inspection, remedy, enforcement or action.	10
LC11	**Enforcement - Paid Parking Tickets**	Records related to an issued parking ticket that has been paid in full.	5

Business Retention: S/O = Superseded (S) or Obsolete (O), E = Event, EOL = End of Life, P = Permanent, CY = Current Year

Code	Records Series	Description	Business Retention
LC20	**Intellectual Property - Copyrights, Trademarks, Logos & Patents**	Any records regarding copyrights, trademarks, logos or patents held by the Town. Records may also include copyrights certificate registrations, application for registration, correspondence, intellectual property, etc.	P
LC30	**Legal Affairs - General**	Includes material of a general or administrative nature on legal matters between the Town and individuals, institutions, or groups of companies. Includes Legal Inquiries.	15
LC31	**Legal Affairs- Legal Opinions**	Records relating to all types of advice/opinions of a major/significant nature from private sector law firms relating to interpretations of legislation; matters of public interest or controversy, matters which are precedent-setting in nature or matters resulting in significant change to the Town's policy and/or procedures. May include advice associated with conflict of interest.	P
LC40	**Litigation & Claims - Court & Tribunal Proceedings**	Records are related to Court and Tribunal cases involving the Town including supportive documentation, Notices, Decisions and Orders. Includes records related to Appeal proceedings as well as records of Appeals to the Ontario Conservation Review Board (OCRB).	E+ 10; Event= appeal period expiry or all appeals have been exhausted
LC41	**Litigation & Claims - Inquests**	Includes records relating to coroner's inquests involving the Town.	P
LC42	**Litigation & Claims – Ontario Land Tribunal (OLT)**	Includes all transcriptions and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, Committee of Adjustments and Ontario Land Tribunal (OLT).	25
LC43	**Litigation & Claims - Provincial Offences**	Records relating to the operation and administration of the Provincial Offences Act (POA), POA court support and collections. Records include ticket charges and payments under the POA, collections files, related statistics, court records including exhibits, dockets and digital recordings of court proceedings, and all other records required for retention according to Ministry of the Attorney General guidelines.	CY+7

Code	Records Series	Description	Business Retention
LC50	**Permits & Licensing - Animal Licensing**	The animal identification database and licensing information for all animals issued a license within the Town of Whitby. Note: Lifetime Licences, without expiry, were issued in 2009-2010.	Expiry +5
LC51	**Permits & Licensing - Engineering & Building Permits**	Records related to new buildings, or alterations to existing structures, including footing and foundation permits. This includes Engineering Permits, and all technical records related to the design, development, construction, and completion of building projects. Also includes Building Permits granted to builders, contractors, and residents for construction, renovation, occupancy or demolition activities. Heritage property records are included where applicable, encompassing the review of proposed site changes, granting of permits for changes, the issuance of permits for demolition or alterations and Heritage Impact Assessments. Note: For Supporting Building application records, see PB08.	P
LC52	**Permits & Licensing - General**	Records include all permits and licences administered to or from the Town, such as business licences, refreshment vehicle permits, special event permits, lottery licences, liquor licences, and similar types. These records also include all documentation related to the application process, supporting materials, and any information leading to the approval or denial of the permit or licence. This also includes Compliance Letters issued by Building Division. Includes records of permits or licences that the Town has applied for or received in the course of its business operations. This includes both the issued permit or licence and any associated documentation. Note: For Animal Licensing, see LC50; For Engineering & Building Permits, see LC51.	CY+7
LC60	**Policies, Renewals & Certificates - Certificate of Insurance**	Includes all Certificate of Insurance records received when the Town is named "additionally insured". Also includes certificates issued.	E+7; Event=End of Transaction
LC61	**Policies, Renewals & Certificates - Insurance Policies, Final**	Includes policy, policy renewals, endorsements and/or replacements.	P

Code	Records Series	Description	Business Retention
LC62	**Policies, Renewals & Certificates - Insurance Policies, Management**	Negotiating polices, selecting vendors, finalizing contracts. Includes correspondence with vendor/underwriter, broker, etc.	CY+7
LC63	**Policies, Renewals & Certificates - Motor Vehicle Licensing & Driver Information, Fleet**	Records regarding provisions and renewals of motor vehicle operating licensing and drivers license information. Records include license applications, Commercial Vehicle Operator's Registration (CVORs), and renewals.	5
LC70	**Real Estate - Compliance/Tax Matters**	Includes records relating to the processing of requests from lawyers, individuals and corporations whether or not a property is in compliance with municipal by-laws and development agreements and legal tax matters.	CY+7
LC71	**Real Estate - Land Transactions**	All records relating to land transactions, including purchase, sale, leases, encroachments, easements, subdivision agreements, site plan agreements, road closures and land expropriation. Includes files related to properties the Town sold through the Tax Registration process.	P
LC80	**Regulatory & Compliance - Delegated Authority & Commissioner of Oaths**	Records related to the delegation of authority to staff by an authorized party under applicable legislation or by-laws. Includes applications and approvals for appointments such as Commissioner of Oaths, as well as documentation supporting delegated authority in accordance with Council policies. Also includes appointments made under legislative requirements such as the Vital Statistics Act, Marriage Act, Building Code Act, Fire Prevention Act, and others.	S/O+2
LC81	**Regulatory & Compliance - Reporting to Regulators**	All Whitby submissions to regulators (Federal, Provincial, other) for compliance purposes. Each filing consists of the actual document(s) submitted to the regulator, such as a report or other records, in order to satisfy the requirements of the regulator and any supporting documents, drafts, and related email and correspondence.	10

Code	Records Series	Description	Business Retention
LC82	**Regulatory & Compliance - Vital Statistics**	Records relating to the reporting of vital statistics (e.g. deaths, marriages) to the Office of the Registrar General of Ontario (ORG). Records related to Marriage and Death registrations are permanent, legal records of marriage and death, which constitute key data as registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act. Records also include Master Registry of Marriages. The ORG, not the Town, maintains the master records after processing is completed. NOTE: For Marriage licence applications, see LC05.	P
LC90	**Risk Management - Accident/Incident & Vehicle Collision Reports, Minor/Incapable Person**	Accident/ Incident Reports are to be completed in the event of an injury to someone or damage to someone else's property which could or has resulted in a claim. Vehicle collision reports are completed when Town owned vehicles are involved in a loss involving damage to another vehicle, private property or a single vehicle accident.	20
LC91	**Risk Management - Accident/Incident, Vehicle Collision & Property Damage Reports**	Accident/ Incident Reports are to be completed in the event of an injury to someone or damage to someone else's property which could or has resulted in a claim. Vehicle collision reports are completed when Town owned vehicles are involved in a loss involving damage to another vehicle, private property or a single vehicle accident. Property Damage reports are completed when damage to Town owned property has occurred as a result of an insurable loss such as fire, theft, flood, significant vandalism, sudden boiler breakdown.	CY+7
LC92	**Risk Management - Insurance Claims**	Claims for reimbursement against insurance policies. Records relating to the administration of and consultation for, legal matters and litigation affecting or initiated by other parties or the Town for insured matters. Includes supporting documentation collected by the Town that may arise in a claim.	15
LC93	**Risk Management - Insurance Claims, Minor/Incapable Person**	Any insurance claims, or records supporting a potential claim related to an identified minor or an incapable person, who may be unable to submit a claim due to a physical, mental or psychological reason.	50

Code	Records Series	Description	Business Retention
LC94	**Risk Management - Property Appraisal /Inspections**	Records relating to the scheduling, arranging and any related recording appraisals that may be required, as well as, records regarding Town assets appraised by the Town's insurer.	S/O+2
LC95	**Risk Management - Town's Insurer, Reports**	Reporting records that summarize key aspects of risk management such as claims and experience reports.	CY+7
PLANNING, ENGINEERING, DEVELOPMENT & BUILDING (PB)			
PB01	**Applications & Approvals – Street Naming & Addressing**	All records related to the defining and creating of street naming, addresses and numbering. Excludes any records on site plan(s) and/or land division approvals.	P
PB02	**Applications & Approvals - Condominium Planning**	Condominium Approvals. Records include drawings, technical reports, working notes, background/reference materials, and related correspondence. Can also include private street naming.	P
PB03	**Applications & Approvals - Land Division**	Applications for permission to sever land. Records include applications, grant of permission, denials, and related correspondence from commenting agencies or the Region of Durham. Note: Applications submitted for Land Division are reviewed by Committee of Adjustment.	P
PB04	**Applications & Approvals - Part Lot Control**	Records regarding part lot control, which is the transfer or sale of part of a lot or block within a registered plan of subdivisions. Records include the application and any supporting documentation necessary.	P

Code	Records Series	Description	Business Retention
PB05	**Applications & Approvals - Pre-Consultation Files**	Includes any pre-consultation and pre-application records with consultants/builders. Records may include but are not limited to, consultants/builder's preliminary proposals, drawings, reports as well as Town planner's comments. A pre-consult file could turn into an official file in the future and does not contain any official application records.	5
PB06	**Applications & Approvals - Signage**	Records pertaining to the applications for and approvals of public signage in accordance with the Permanent Sign By-law or Variance.	P
PB07	**Applications & Approvals - Site Plan Approvals**	A site plan establishes both the design and technical aspects of development proposals. It also ensures that the project meets the Town's requirements for site servicing. All site plans records include but are not limited to industrial, institutional, telecommunication and commercial studies, plans, drawings and reports. Can also include Planning Act applications, staff reports and related correspondence.	P
PB08	**Applications & Supporting Documentation - Building**	Supporting documents include, but are not limited to: engineering calculations; engineering assessments and reports; permit application forms; title documents or proof of ownership (if applicable); construction specifications; staff review and communication records generated during the permitting process (e.g., deficiency letters or review comments, responses and revisions, email or written correspondence); and inspection records created during construction (e.g., inspector's reports, correction notices, and final inspection or approval reports).	E+15; Event = Completion of Project
PB10	**Design & Construction – External Engineering Projects**	Includes records relating to planning, design, construction and reconstruction projects by/with external organizations and agencies where the Town plays a role in the project.	20
PB11	**Design & Construction - Guidelines & Standards**	Any records regarding any aspect of the design, construction and landscape guidelines as updated and approved by Council.	S/O+2

Code	Records Series	Description	Business Retention
PB12	**Design & Construction - Subdivision Technical Files**	Subdivision Technical Files inclusive of all records supporting the application for subdivision. Files will also include stamped accepted drawings. Also includes records relating to approving an application for subdivision.	P
PB13	**Design & Construction - Transportation Infrastructure**	Includes material relating to the planning design, construction and reconstruction of roads, sidewalks, multi-use paths, major guiderails, bridges, culverts, retaining walls and noise attenuations walls. Level rail crossing records and information are included within these files.	EOL +2
PB19	**Development Applications**	All applications related to the Official Plan, Zoning, Pre-Consultation, Subdivision and Site Plan.	P
PB20	**Development - Subdivision**	The approval, construction, and planning/development of a named subdivision. Records include application, approval, notice of decision, servicing agreement. Multiple contracts for different phases. Records include project schedules, deficiency lists, status reports, compliance reports, photos, and all correspondence. Each construction project is for a named subdivision/phase, forming a case. Includes records regarding the approval of plans of subdivision (both residential & commercial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, street naming, draft approved plans, and "red line" revisions, applications, registered plans, and change to approved plans. Design and planning of a named subdivision. A set of contracts for services. Multiple contracts for different phases. All development plans, geotechnical analysis, infrastructure. Includes all technical records related to design and development, construction, and completion of a subdivisions in the Town.	P
PB30	**Heritage - Heritage Designations**	Applications and submissions for heritage designation. Records include applications and approvals or denials, and related records. If approved, records become part of the heritage registry.	P

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Code	Records Series	Description	Business Retention
PB31	**Heritage - Plaque Management**	Records dealing with the plaques produced for the purpose of displaying the historical significance of designated properties through Whitby.	5
PB32	**Heritage - Registry**	Registry (list) of cultural heritage sites in Whitby. The registry includes listed and designated property under the Ontario Heritage Act.	P
PB40	**Park & Trail - Development**	Park design/redesign records, park construction drawings, re-use or re-purposing plans and related documents, routine upgrades and the refurbishment/replacement of park structures. May also include other records related to the activity.	P
PB41	**Parks & Trail - Planning**	Records related to park land usage, creating development standards and others. Includes drafts, related correspondence and documents that contribute to parks land planning such as drawings, lot plans, etc. Also includes initial park design concepts created during subdivision planning and development process that occurs prior to park block dedication and the creation of a unique park identifier.	15
PB50	**Planning Policy & Research - Community Improvement Plans**	All community improvement plan records including studies, statistics and any required background information on community improvement.	P
PB51	**Planning Policy & Research - Grading and Drainage**	The planning and management of grading and drainage of lands within the Town and lands that drain onto the Town properties. Records include 40M Site Approvals and As Built drawings, letters of certification and consultant release, inspections and reports, etc.	10
PB52	**Planning Policy & Research - Heritage Conservation District Plans**	Records regarding studies & plans related to the preservation of heritage sites and districts and their management. Records include planning documents produced by the internal project team and any outside consultants, workshops and open houses, annual monitoring of heritage plans, and other correspondence related to the studies and plans.	P

Code	Records Series	Description	Business Retention
PB53	**Planning Policy & Research - Traffic Analysis**	The collection and analysis of statistical data regarding automobile traffic. Includes data on traffic volume and turning movements, as collected from machines, human counters, police, or any other source. Includes analysis carried out on the data, and reports and conclusions.	10
PB54	**Zoning Regulations-Traffic Operational Reviews**	The analysis of requests from the public for a review of traffic operations. Each request is a case consisting of the request, the Town's responsive investigation, any operational changes put into place as a result of the investigation, as well as, any correspondence records with various parties.	10
PB55	**Zoning Regulations-Zoning & Official Plan, Final**	Final approved versions of Zoning and Official Plans inclusive of any approved amendments and any records pertaining to legal surveying.	P
PB56	**Planning Policy & Research - Zoning & Official Plan, Working Papers**	Records related to Zoning and Official Plan amendments. Records relating to approving an application for a change (variance) in land use zoning/designation. Records include rezoning applications, proposed rezoning maps, a document detailing the purpose of the rezoning, advertising in local newspaper, submissions to Council, decisions by Council and supporting information including research of related development files. The Official Plan (OP) is a statutory document that sets out the policy directions for planning and land use matters regarding long-term growth and development in a municipality. The OP is the lead planning document at the municipal level and is used to guide decision making on matters such as land use and development, as well as the delivery of infrastructure, services, and facilities. Records include the OP, all revisions/drafts, and all related studies including demographic studies. Studies of the demographics of the Town. Includes records regarding trends in population growth, census reports, demographics, vacancy rates, and intensification and density studies. Can also include records regarding the type, level and rate of growth of employment, unemployment statistics, and composition of the workforce.	P

Code	Records Series	Description	Business Retention
RECREATION & CULTURE SERVICES (RC)			
RC01	**Culture - Proclamations & Flag Raising**	Town's official recognition of dates, occasions, and contributions of individuals by designation through a proclamation period (day, week, and month) or through a flag raising. Inclusive in this category is any applications, correspondence, approvals/denials and signed certificates.	CY+5
RC02	**Culture - Special Event Management**	Community and special events planned and conducted by various functions of the Town. Includes all records related to the event including plans, scheduling, attendance, speaking notes, facilitators and workshops, and correspondence related to the provision of services.	5
RC10	**Program Administration - Development**	Town public programs of a recreational, social, or similar nature to the public. Records include the planning, management/provision, promotion and marketing, assessment, including, Aquatics pool coordinator reports and swim program report cards, evaluation, scheduling of the program, funding, and operation of the program and evaluation (surveys, general feedback).	2
RC11	**Program Administration - Memberships**	Records of Membership for all recreational and cultural programs offered by the Town Youth Room membership: Valid from 12-18 years old. Inclusion services membership: Valid for 2-year period. Marina Membership: Annual Renewal.	E+1 Event= Expiry
RC12	**Program Administration - Participant, Subsidy Program**	Subsidy Program participant case records. Records include application (approved and denied), supporting documents, correspondence, records of program participation and cancellations.	CY+1

Code	Records Series	Description	Business Retention
RC13	**Program Administration - Participants**	Town public program participant records for any recreational, social, or any other similar nature offered to the public. Records include but are not limited to application (approved and denied), supporting documents, approval and/or denial correspondence, records of program participation (attendance and drop-in sheets), cancellations, etc. Note: ActiveNet files are kept for the life of the client.	CY
RC14	**Program Administration - Volunteer Management**	Records related to volunteer programs interview and training.	E+2 Event = Expiry

Town of Whitby
By-law # 8200-25

Council Composition By-law

Being a By-law to confirm the composition of the Council for The Corporation of the Town of Whitby (the "Whitby Council") as nine (9) members and change the method of election for the Town's four (4) Regional Councillors from at large to by ward.

Whereas Section 217(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act") authorizes a local municipality to change the composition of Whitby Council; and,

Whereas the Whitby Council considered potential changes to the composition of Whitby Council through Report CLK 06-25 at the Regular Council meeting on May 26, 2025; and,

Whereas the Whitby Council directed through Resolution # 108-25 at the Regular Council meeting on May 26, 2025 that a by-law be brought forward to change the method of election for the Town's four (4) Regional Councillors from at large to by ward.

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

1. General

1.1. Whitby Council shall be comprised of nine (9) members of as follows:

1.1.1. A Head of Council for Whitby Council, called 'Mayor' who shall be elected at large in accordance with the provisions of the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched., as amended (the "Municipal Elections Act, 1996") and shall have the duties and the responsibilities of the head of council as set out in the Municipal Act. By virtue of holding the office of Head of Council, the Mayor shall serve on the Council of the Regional Municipality of Durham.

1.1.2. Four (4) Regional Councillors, who shall serve on both Whitby Council and the Council of the Regional Municipality of Durham, and who shall be elected by ward vote in accordance with the provisions of the Municipal Elections Act, 1996, as follows:

- North Ward One – One (1) Regional Councillor elected by the eligible electors in North Ward One.
- West Ward Two – One (1) Regional Councillor elected by the eligible electors in West Ward Two.
- Centre Ward Three – One (1) Regional Councillor elected by the eligible electors in Centre Ward Three.
- East Ward Four – One (1) Regional Councillor elected by the eligible electors in East Ward Four.

1.1.3. Four (4) Ward Councillors, who shall be elected by ward vote to serve on Whitby Council, in accordance with the provisions of the Municipal Elections Act, 1996, as follows:

- North Ward One – One (1) Ward Councillor elected by the eligible electors in North Ward One.
- West Ward Two – One (1) Ward Councillor elected by the eligible electors in West Ward Two.
- Centre Ward Three – One (1) Ward Councillor elected by the eligible electors in Centre Ward Three.
- East Ward Four – One (1) Ward Councillor elected by the eligible electors in East Ward Four.

1.2. Pursuant to Section 217(4) of the Municipal Act, the provisions of this By-law shall first serve as the basis for conducting the 2026 Municipal Election.

2. Effective Date

2.1. Pursuant to Section 217(3) of the Municipal Act, this by-law shall come into effect on the day the new council is organized after the first regular election following the passing of the by-law, that being the 2026 Municipal Election.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8201-25

Amendment to Fees and Charges By-law # 7220-17

Being a By-law to amend Fees and Charges By-law # 7220-17, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report PDP 23-25 regarding proposed amendments to the Fees and Charges By-law # 7220-17, at its meeting on June 23, 2025; and,

Whereas Council deems it necessary to repeal and replace Schedules M, N and T of Fees and Charges By-law # 7220-17, as amended, in accordance with the recommendations contained in Report PDP 23-25.

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

1. General

1.1 That Schedules M, N and T of By-law # 7220-17, as amended, be repealed and replaced with Schedules M, N and T attached hereto and forming part thereof.

2. Effective Date

2.1 The provisions of this By-law shall come into force and take effect on the final passing of the By-law.

By-law read and passed this 23rd day of June, 2025.

Appendices

Schedule M to By-law # 7220-17

Schedule N to By-law # 7220-17

Schedule T to By-law # 7220-17

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule M

To By-Law # 7220-17

Planning Services Fees

(Effective July 1, 2025)

All fees to be indexed annually on January 1, based on Consumer Price Index.

Flat fees to be rounded to the nearest whole dollar.

Fee No.	Fee Title	Fee Basis	HST	2025 Fee
Category: Plan of Subdivision				
PAP- 1	Residential	Base Charge	No	$44,661.29
PAP- 2	Residential	$/lot/block	No	$892.70
PAP- 3	Residential	Max. lot/block	No	500 (units not $)
PAP- 4	Non-Residential	Flat Fee	No	$75,000.00
PAP- 5	Major Redline	Base Charge	No	$8,291.00
PAP- 6	Major Redline	$/lot/block	No	$512.32
PAP- 7	Minor Redline	Base Charge	No	$8,291.00
PAP- 8	Minor Redline	$/lot/block	No	$360.00
PAP- 9	Subdivision Agreement	Flat Fee	Yes	$7,500.00
PAP- 10	Subdivision / Condominium Release	Flat Fee	No	$3,943.00
Category: Minor Variance				
PAP- 11	Residential	Flat Fee	No	$1,500.00
PAP- 12	Non-Residential	Flat Fee	No	$3,001.00
PAP- 13	Tabling by Applicant	Flat Fee	No	$892.00
PAP- 14	Draft Approved and Registered Plans of Subdivision	Base Charge	No	$6,181.17
PAP- 15	Draft Approved and Registered Plans of Subdivision	$/lot/block	No	$624.06
PAP- 16	Draft Approved and Registered Plans of Subdivision	Maximum	No	$30,905.84
Category: Official Plan Amendment (includes preparation of By-law)				
PAP- 17	Simple (See Note 1)	Flat Fee	No	$40,382.00
PAP- 18	Complex	Flat Fee	No	$55,022.00
PAP- 19	Combined Applications for OPA/ZBA Simple	Flat Fee	No	$64,611.00
PAP- 20	Combined Applications for OPA/ZBA Complex	Flat Fee	No	$73,652.00
Category: Condominium				

PAP- 21	Standard	Flat Fee	No	$10,666.00
PAP- 22	Condominium Conversion	Base Charge	No	$10,666.00
PAP- 23	Condominium Conversion	$/unit	No	$501.65
PAP- 24	Condominium Agreement	Flat Fee	No	$2,625.00
Category: Zoning Bylaw Amendment (includes preparation of By-law)				
PAP- 25	Simple (See Note 2)	Flat Fee	No	$30,000.00
PAP- 26	Complex	Flat Fee	No	$50,000.00
PAP- 27	Lifting an 'H' Holding Symbol	Flat Fee	No	$10,000.00
PAP- 28	Temporary Use	Flat Fee	No	$14,627.00
PAP- 29	Temporary Use for Second Residence	Flat Fee	No	$7,313.00
PAP- 30	Temporary Use Extension	Flat Fee	No	$6,856.00
Category: Site Plan				
PAP- 32	Residential (including Retirement Home with self-contained units)	Base Charge	No	$11,521.00
PAP- 33	Residential (including Retirement Home with self-contained units)	$/unit (first 25)	No	$512.32
PAP- 34	Residential (including Retirement Home with self-contained units)	$/unit (next 75)	No	$294.79
PAP- 35	Residential (including Retirement Home with self-contained units)	$/unit (> 100)	No	$140.27
PAP- 36	Residential (including Retirement Home with self-contained units)	Maximum	No	$76,804.56
PAP- 37	Retirement Home (retirement units are not self-contained)	Flat Fee	No	$43,161.00
PAP- 38	Commercial/Industrial	Base Charge	No	$11,521.00
PAP- 39	Commercial/Industrial	$/sq.mt.	No	$3.65
PAP- 40	Commercial/Industrial	Maximum	No	$76,804.56
PAP- 41	Institutional	Base Charge	No	$11,521.00
PAP- 42	Institutional	$/sq.mt.	No	$8.90
PAP- 43	Institutional	Maximum	No	$76,804.56
PAP- 44	Commissioner's Approval (minor amendment to plan and/or building up to 300 square metres)	Flat Fee	No	$2,500.00
PAP- 45	Expansion to an existing building greater than 300 square metres	Flat Fee	No	$11,099.00
PAP- 46	Sales Trailer/Model Home	Flat Fee	No	$7,431.00
PAP- 47	Environmental/Hazard Land designation in accordance with the Official Plan and Oak Ridges Moraine in accordance with By-law 5581-05, as amended	Flat Fee	No	$5,943.00

PAP- 48	Site Plan Agreement (all types) (+ legal expenses)	Flat Fee	No	$3,500.00
PAP- 49	Amending Agreement (+ legal expenses)	Flat Fee	No	$1,426.00
PAP- 50	Communication Tower	Flat Fee	No	$8,982.00
Category: Other Fees				
PAP- 53	Part Lot Control	$unit/lot/block	No	$1,734.00
PAP- 54	Additional Public Meetings	Flat Fee	No	$1,280.00
PAP- 55	Sign Variance	Flat Fee	No	$6,194.00
PAP- 56	Sign By-law Amendment	Flat Fee	No	$14,092.00
PAP- 57	Annual Administrative Fee	Flat Fee	No	$1,783.00
PAP- 58	Street Name Change Request (external)	Base Charge	No	$4,924.00
PAP- 59	Street Name Change Request (external)	Per address	No	$128.37
PAP- 60	Stage 1 Pre-consultation - Minor (see Note 3)	Flat Fee	No	$1,500.00
PAP- 72	Stage 1 Pre-consultation - Major (see Note 3)	Flat Fee	No	$3,500.00
PAP- 61	Architectural Review (Working drawings / site plan / elevations / exterior colours)	$/hr	No	$178.30
PAP- 62	Extend Draft Approval	Flat Fee	No	$5,000.00
PAP- 63	Letter of Undertaking	Flat Fee	No	$1,000.00
PAP- 65	Stage 2 Pre-Consultation Review	Flat Fee	No	$7,500.00, Optional, fees paid to be credited towards formal application
PAP- 73	Tree Removal Permit	Flat Fee	No	$5,990.00
Category: Land Division				
PAP- 66	Application	Flat Fee	No	$3,000.00
PAP- 67	Review	Flat Fee	No	$513.00
PAP- 68	Release	Flat Fee	No	$986.00
PAP- 69	Tabling by Applicant	Flat Fee	No	$892.00
PAP- 70	Deed Stamping	Flat Fee	No	$1,000.00
PAP- 71	Deed Re-Stamping	Flat Fee	No	$256.00

Note 1:
Complex amendment – A proposal involving a change in land use designation or policy which requires major technical studies and extensive analysis and consultation.

Simple amendment – A site specific proposal which is small in scale and involves a land use with minor and predictable impacts.

Note 2:
Complex amendment – associated with an Official Plan Amendment, Plan of Subdivision Application, an application that requires the review of technical support documents or studies or any amendment deemed to be complex by the Commissioner of Planning and Development.

Note 3:
Minor - includes small scale building additions, temporary use by-laws, telecommunication towers, accessory structures, amendments to site plan agreements for alterations to site works and related plans. May also include other small-scale developments as determined by the Commissioner of Planning and Development.

Major - All other forms of development and application types.

Peer Review:
An applicant is responsible for 100% of the Municipality's full costs of undertaking a Peer Review of a development application study/report. The review fees are to be paid in advance of any work being undertaken.

Schedule N

To By-Law # 7220-17

Building Services Fees

(Effective July 1, 2025)

All fees to be indexed annually on January 1, based on Consumer Price Index.

Flat fees to be rounded to the nearest whole dollar.

Fee No.	Fee Title	Fee Basis	HST	2025 Fee
Category: Assembly				
BGP- 1	All Assembly Occupancies – New / Additions	Per m^2	No	$35.67
BGP- 2	All Assembly Occupancies - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18
BGP- 3	Assembly (Pools) - New/Addition	Per m^2	No	$13.18
Category: Care & Detention				
BGP- 4	Institutional – New / Additions	Per m^2	No	$37.93
BGP- 5	Institutional - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18
Category: Residential				
BGP- 6	Residential (SFD, Semi, Townhouse, Link, Duplex & Live/Work) – New / Additions	Per m^2	No	$22.00
BGP- 7	Residential (Pre-Approved Model) – New / Additions	Flat	No	$593.00
BGP- 8	Residential (Model) – New	Per m^2	No	$22.00
BGP- 9	Residential (Repeat) – New	Per m^2	No	$15.91
BGP- 10	Residential (ADU) – Alterations	Per m^2	No	$10.47
BGP- 11	Residential (SFD, Semi, Town, Link, Duplex, Live/Work) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$10.47
BGP- 12	Residential (Apt./Condo & Hotel/Motel) – New / Additions	Per m^2	No	$22.00
BGP- 13	Residential (Apt./Condo & Hotel/Motel) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$10.47
BGP- 14	Residential - Decks/Ramps	Flat	No	$300.00
BGP- 15	Residential - Garages, Carport, Porch, Accessory Structure	Per m^2	No	$10.47

Category: Business and Personal Services				
BGP- 16	Business & Personal Services – New / Additions (Finished)	Per m^2	No	$24.97
BGP- 17	Business & Personal Services – New / Additions (Shell)	Per m^2	No	$20.27
BGP- 18	Business & Personal Services - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18
Category: Mercantile				
BGP- 19	Mercantile – New / Additions (Finished)	Per m^2	No	$27.34
BGP- 20	Mercantile – New / Additions (Shell)	Per m^2	No	$21.29
BGP- 21	Mercantile - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$13.18
Category: Industrial				
BGP- 22	Industrial – New / Additions (Finished)	Per m^2	No	$17.13
BGP- 23	Industrial – New / Additions (Shell)	Per m^2	No	$14.45
BGP- 24	Industrial - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$11.45
BGP- 25	Industrial (Gas Station / Car Wash) - New/Additions	Per m^2	No	$19.09
BGP- 65	Industrial (Gas Station / Car Wash) - Alteration/Fire Damage/Vehicle Impact	Per m^2	No	$11.43
BGP- 26	Industrial (Canopy / Parking Garage) - New/Additions	Per m^2	No	$9.99
BGP- 27	Industrial (Canopy / Parking Garage) - Alterations/Fire Damage/Vehicle Impact	Per m^2	No	$7.36
Category: Miscellaneous				
BGP- 28	Farm Buildings/Accessory Storage Facility – New / Additions/Alterations	Per m^2	No	$4.77
BGP- 29	Air Supported Structures	Per m^2	No	$13.18
BGP- 30	Tent	Flat	No	$300.00
BGP- 31	Repair / Reclad Wall	Per m2	No	$0.60
BGP- 32	Sales Pavilion/Temporary Building / Sales Trailer	Per m2	No	$27.43
BGP- 33	Portable Classroom	Flat	No	$356.00
BGP- 34	Solar Panels (Res)	Flat	No	$300.00
BGP- 35	Solar Panels (ICI) (Maximum of $5,000)	Per 10 panels	No	$161.00

BGP- 36	Fire Alarm / Sprinklers - Part 9	Flat	No	$593.00
BGP- 37	Fire Alarm / Sprinklers - Part 3	Flat	No	$1,189.00
BGP- 38	Fire Alarm/ Sprinklers - Alterations Part 3 & 9	Flat	No	$300.00
BGP- 39	Kitchen Exhaust/Spray Booth/Dust Collector	Flat	No	$593.00
BGP- 40	Electromagnetic Locks	Per Item	No	$178.00
BGP- 41	Communication Tower / Wind Turbine	Flat	No	$300.00
BGP- 66	Storage Tanks	Flat	No	$300.00
BGP- 67	Fireplace/Woodstove	Flat	No	$300.00
BGP- 68	Balcony Guard Replacement	Flat	No	$300.00
BGP- 69	Retaining Wall	Flat	No	$300.00
Category: Signs				
BGP- 42	Signs	Flat	No	$300.00
Category: Demolition				
BGP-43	Demolition (ICI)	Per m2	No	$0.19
BGP- 70	Demolition - Accessory Structures (includes all categories)	Flat	No	$300.00
BGP- 44	Demolition (Residential)	Flat	No	$300.00
Category: Other				
BGP- 45	Change of Use (includes all categories)	Flat	No	$300.00
BGP- 71	Mezzanine/Racking System (including Shelf and Rack Storage System)/Demountable Stage/Demountable support structure	Flat	No	$300 each; Maximum cap @ $2,047
BGP- 72	Foundation for relocated building	Flat	No	$300.00
BGP- 73	Below Grade Entrance/Underpinning	Flat	No	$300.00
BGP- 74	Demising Wall	Flat	No	$300 each; Maximum cap @ $2,038
BGP- 46	Alternative Solutions (+ any 3rd Party Consultants costs)	Flat	No	$1,189.00
BGP- 47	Conditional Permit	Flat	No	$1,781.00
BGP- 75	Amendment to Conditional Permit Agreement	Flat	No	$1,239.00
BGP- 48	Resubmission of Application Found to be Incomplete	% of Appl. Fee	No	25% of Application Fee
BGP- 49	Revision to Permit - Minor	Flat	No	$300.00
BGP- 76	Revision / Re-examination to Permit - Major	Flat	No	$1,378.00

BGP- 77	Phased Permit	Flat	No	$1,239.00
BGP- 50	Transfer of Permit	Flat	No	$300.00
BGP- 51	Additional Inspection (Residential)	Flat	No	$300.00
BGP- 52	Occupancy Permit / Certificate, Agency Letter or OBC Compliance Letter	Flat	No	$400.00
BGP- 78	Spatial Separation Agreement	Flat	No	$1,780.00
BGP- 53	Work Commenced Prior to Building Permit Application Submission	% of Appl. Fee	No	Greater of $100.00 or 25%
BGP- 54	Work Commenced Prior to Building Permit Application Issued	% of Appl. Fee	No	Greater of $100.00 or 15%
BGP- 55	Minimum Permit Fee	Flat	No	$300.00
BGP- 56	Refund - Application Administrative Functions Performed	% of Appl. Fee	No	75%
BGP- 57	Refund - Application Reviewed but not Issued	% of Appl. Fee	No	60%
BGP- 58	Refund - Permit Issued but no Construction Commenced	% of Appl. Fee	No	40%
Category: Plumbing				
BGP- 59	Plumbing Fixtures – ICI / Residential	Per Fixture	No	$27.34
BGP- 60	Plumbing Drain Work/Water Main	Per Linear Meter	No	$11.89
BGP- 61	Manholes / Catchbasins / Interceptors / Sump Pump	Per Item	No	$120.00
BGP- 62	Backflow Preventors (each)	Per Item	No	$238.00
Category: Mechanical				
BGP- 79	Mechanical - Duct work only	Flat	No	$1,152.00
BGP- 80	Mechanical - Mechanical Penthouse	Flat	No	$3,889.00
BGP- 81	Mechanical - Geothermal system or earth energy system	Flat	No	$1,018.00
BGP- 82	Mechanical - System add-ons (space heater, roof top unit, etc.)	Flat	No	$1,751.00
Category: Report				
BGP- 63	Building Permit Activity Report	Per Month	Yes	$14.00
BGP- 64	Building Permit Activity Report	Per Year	Yes	$90.46

Schedule T

To By-Law # 7220-17

Engineering Services Fees

(Effective July 1, 2025)

All fees to be indexed annually on January 1, based on Consumer Price Index.

Flat fees to be rounded to the nearest whole dollar.

1. **Town Benchmark Contribution:** This fee is applied to all new residential subdivision developments to assist in establishing/reestablishing local survey benchmarks (vertical and horizontal) throughout the Town. The established fee is meant to recover staff time and other costs associated with the annual Benchmark contract and are based on the actual contract costs from the previous year and the averaged residential building permits issued for the previous two years.
2. **Engineering Peer Review Administration Fee:** This fee is intended to recover staff time and costs for managing and administering Engineering Peer Review undertakings funded by the Developer/Subdivider which are not collected through other Town mechanisms.
3. **Engineering Structure Inspection Fee:** This fee is applied to all new developments where municipally owned structures (e.g. retaining walls, culverts, bridges, etc.) with a span equal to 3.0m or greater will be constructed. The established fee is to recover the costs associated with completing the mandatory inspection of each structure in accordance with the requirements of the Ontario Structures Inspections Manual. Structures of this size are required to be inspected every two years regardless of the timing for assumption through the subdivision process.
4. **Site Alteration Permit:** A permit issued by the Commissioner pursuant to the provisions of the Site Alteration By-law 7425-18 and the Site Alteration Guidelines for the purpose of dumping, removing of topsoil from land, or the alteration of the grade of land by any means including placing fill, clearing and grubbing, the compaction of soil or the creation of impervious surfaces, or any combination of these activities.
5. **Permit Condition Amendment Fee:** Where the total permitted fill quantity is made up of multiple sources and/or the fill source is not initially confirmed at the time of permit issuance, the approved permit conditions may be amended with each accepted source site, up to the maximum permitted fill quantity. A Permit Condition Amendment Fee would apply for each request to amend the permit conditions.
6. **Permit Extension Fee:** A Permit Renewal Fee shall be required should additional time be required to complete the original approved scope of work, the approved permit may be extended one (1) time to double the permit term.
7. **Site Alteration Overfill Fee:** If through a site alteration permit, it has been determined that an applicant has placed more fill than what was approved, an additional fee shall be paid by the Applicant(s). Refer to Guidelines to Site Alterations in the Town of Whitby, Appendix E.

8. **Road Damage Contribution / Inspection Fee:** A per cubic meter of imported/exported material fee for degradation/long term damages of public infrastructure and staff inspection cost may be required prior to final approval of the Site Alteration Permit. Land developers are required to provide a financial security equivalent to the applicable road damage contribution / inspection fee in lieu of the road damage contribution / inspection fee.
9. **Road Replacement Fee (Inc. Inspection and Administration):** If it is determined by the Town that the roads will not support the projected trucking activity, the Applicant will be required to pay a Road Replacement Fee which will cover the cost to reconstruct the roadway following completion of the trucking activities.
10. **Immediate Road Damage Refundable Deposit:** A refundable security is required for the potential repair/replacement of the roadway and entrance immediately in the vicinity of the site works due to trucking activity within the public right of way.
11. **Development Site Area:** The total area disturbed due to construction works.
12. **Residential Infill Development (or Infill Lot):** The development of a new or re-development of an existing lot with a new building or structure beyond that of the original footprint, that includes an increase of the lot imperviousness, altering of drainage pattern and/or grading of the lots. These developments are subject to a Grading, Servicing and Drainage Permit application as per the Town's Infill Development By-law 8067-24 and a Building Permit Application where an Engineering Review Fee and refundable deposits are required, as per the Town's Consolidated Fees & Charges By-law.

Fee No.	Fee Title	Fee Basis	HST	2025 Fee
Category: Refundable Deposits for Private Works				
ENG-1	Lot Grading/Soding Deposit (Semi, Link and Street Townhouses)	Each	No	$2,694.73
ENG-2	Lot Grading/Soding Deposit (Detached)	Each	No	$4,308.08
ENG-3	Infiltration Trench Deposit	Per m^3	No	$512.50
Category: Town Benchmark Contribution (per new residential lot)				
ENG-4	Town Benchmark Contribution (per new residential lot)	Per New Residential Unit	No	$16.30
Category: Administration Fee				
ENG-5	Engineering Peer Review Administration Fee	Each	Yes	15 % of the total cost of the Peer Review Fee
Category: Engieering Structure Inspection Fee				
ENG-7	Engineering Structure Inspection Fee	Per Inspection	Yes	$1,230.00
Category: Permit Condition Amendment Fee				

ENG-8	Permit Condition Amendment Fee (e.g. Additional source site)	Per Amendment	No	$304.43
Category:Permit Extension Fee				
ENG-9	One Time Permit Extension	Each	No	50% Initial Application Fee
Category: Site Alteration Overfill Fee				
ENG-10	Site Alteration Overfill Fee	Per m^3	No	$2.26
Category: Road Damage Contribution Fee				
ENG-11	Road Damage Contribution / Inspection Fee for Imported/Exported Material	Per m^3	No	$2.26
Category: Road Replacement Fee (Incl. Inspection and Administration)				
ENG-12	Road Reconstruction Low Class Bituminous (LCB) Roads	Per m^2	No	$19.58
ENG-13	Road Resurfacing High Class Bituminous (HCB) Roads	Per m^2	No	$88.15
ENG-14	Road Reconstruction High Class Bituminous (HCB) Roads	Per m^2	No	$346.25
Category: Immediate Road Damage Refundable Deposit				
ENG-15	< 500 m3	Each	No	$3,075.00
ENG-16	≥ 500 m3	Each	No	$5,125.00
Category: Subdivision Design Review and Inspection Fees				
ENG-17	Engineering Design Review Fee	Each	Yes	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements Minimum fee $20,354.00
ENG-18	Engineering Inspection Fee Up to $200,000.00	Each	Yes	8.93% of the estimated cost of services

ENG-19	Engineering Inspection Fee $200,000.01 to $500,000.00	Each	Yes	7.9% of the estimated cost of services within current tier, plus previous tier
ENG-20	Engineering Inspection Fee $500,000.01 to $1,000,000.00	Each	Yes	6.69% of the estimated cost of services within current tier, plus previous tier
ENG-21	Engineering Inspection Fee $1,000,000.01 to $2,000,000.00	Each	Yes	5.67% of the estimated cost of services within current tier, plus previous tier
ENG-22	Engineering Inspection Fee $2,000,000.01 to $3,000,000.00	Each	Yes	4.98% of the estimated cost of services within current tier, plus previous tier
ENG-23	Engineering Inspection Fee $3,000,000.01 and over	Each	Yes	4.46% of the estimated cost of services within current tier, plus previous tier
ENG-24	Underground Servicing Approval Only	Each	Yes	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee Minimum combined Fee $19,815.00
Category: Subdivision Design Review Fee Surcharge				
ENG-25	Additional Surcharge for a Fourth Engineering Submission review	Each	Yes	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)

ENG-26	Additional Surcharge for each Engineering Submission review after the fourth submission	Each	Yes	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)
Category: Delayed Assumption Charge				
ENG-27	Delayed Assumption Surcharge (issued 1 year from the issuance of Final Deficiency Report, and each anniversary date thereafter)	Each	No	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed Minimum $5,519.00
Category: Subdivision Assumption Fee				
ENG-28	Subdivision Assumption Fee	Each	No	$8,340.00
Category: Site Plan Engineering Fees				
ENG-29	Tier 1 Development Site Area: ≤ 1,000 m2	Each	Yes	$2,795.00
ENG-30	Tier 2 Development Site Area: 1,001 to 3,000 m2	Each	Yes	$8,321.00
ENG-31	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works Up to $200,000.00	Each	Yes	12.87% of the estimated cost of services
ENG-32	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $200,000.01 to $500,000.00	Each	Yes	11.38% of the estimated cost of services within current tier, plus previous tier
ENG-33	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $500,000.01 to $1,000,000.00	Each	Yes	9.65% of the estimated cost of services within current tier, plus previous tier
ENG-34	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $1,000,000.01 to $2,000,000.00	Each	Yes	8.17% of the estimated cost of services within current tier, plus previous tier

ENG-35	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $2,000,000.01 to $3,000,000.00	Each	Yes	7.17% of the estimated cost of services within current tier, plus previous tier
ENG-36	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works $3,000,000.01 and over	Each	Yes	6.43% of the estimated cost of services within current tier, plus previous tier
Category: Site Plan Engineering Fee Surcharge				
ENG-37	Site Plan Engineering Fee Surcharge: Tier 1 per submission for 4th Submission and beyond	Each	Yes	$4,150.00
ENG-38	Site Plan Engineering Fee Surcharge: Tier 2 per submission for 4th Submission and beyond	Each	Yes	$12,232.00
ENG-39	Site Plan Engineering Fee Surcharge: Tier 3 for 4th Submission	Each	Yes	33% of the initial Site Plan Engineering Fee
ENG-40	Site Plan Engineering Fee Surcharge: Tier 3 for each submission after the 4th	Each	Yes	20% of the initial Site Plan Engineering Fee
Category: Grading, Servicing, and Drainage Permit (GSDP) Application Fees and Deposits				
ENG-41	Engineering Review Fee for Grading, Servicing, and Drainage Permit Applications	Each	No	$4,961.00
ENG-49	Grading, Servicing and Drainage Permit Extension fee	Each	No	50% of the original Application Fee (Engineering Review for Residential Infill Lots)
ENG-50	Grading, Drainage & Erosion Control Works Deposit	Per unit	No	Total Building size is < 2500 ft2 (232 m2) - $20,000. Total Building size is > 2500 ft2 (232 m2) - $40,000.
Category: Site Alteration Permits Application Fees				
ENG-44	Small Site Alteration < 500 m3	Each	No	$2,880.00

ENG-45	Large Site Alteration ≥ 500 m3	Each	No	$5,759.00
Category: Consolidated Linear Infrastructure - Environmental Compliance Approval (CLI-ECA) Fees				
ENG-47	Review and approval of ECAs for storm sewer networks	Each	Yes	$3,000.00
ENG-48	Review and approval of ECAs for SWM facilities	Each	Yes	$6,000.00

Town of Whitby
By-law # 8202-25

Part Lot Control By-law

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2017-06) as not being subject of Part Lot Control.

Whereas subsection 50(7) of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Act"), provides that the council of a local municipality may by by-law provide that the part-lot control provisions in subsection 50(5) of the Act, do not apply to the land that is within a registered plan of subdivision as is designated in the by-law;

And whereas, the Council of The Corporation of the Town of Whitby considers it appropriate to pass such a by-law relating to the lands hereinafter described.

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

1. General

1.1. That subsection 50(5) of the Act shall not apply to the following lands, all situated in the Town of Whitby, Regional Municipality of Durham:

(a) Block 72, Plan 40M-2746, being all of PIN 26548-5619 (LT);

(b) Block 73, Plan 40M-2746, being all of PIN 26548-5620 (LT); and,

(c) Block 74, Plan 40M-2746, being all of PIN 26548-5621 (LT).

1.2. That a copy of this By-law be registered in the appropriate Land Registry Office on title on the lands set out herein.

2. Effective Date

2.1. The by-law shall be in force and effect upon final passage thereof, and shall remain in force and effect for a period of two (2) years from the date of its passing, ending June 23, 2027.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8203-25

Part Lot Control By-law

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2014-04) as not being subject of Part Lot Control.

Whereas subsection 50(7) of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Act"), provides that the council of a local municipality may by by-law provide that the part-lot control provisions in subsection 50(5) of the Act, do not apply to the land that is within a registered plan of subdivision as is designated in the by-law;

And whereas, the Council of The Corporation of the Town of Whitby considers it appropriate to pass such a by-law relating to the lands hereinafter described.

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

1. General

1.1. That subsection 50(5) of the Act shall not apply to the following lands, all situated in the Town of Whitby, Regional Municipality of Durham:

(a) Lot 16, Plan 40M-2766, being all of PIN 26570-2586 (LT).

1.2. That a copy of this By-law be registered in the appropriate Land Registry Office on title on the lands set out herein.

2. Effective Date

2.1. The by-law shall be in force and effect upon final passage thereof, and shall remain in force and effect for a period of two (2) years from the date of its passing, ending June 23, 2027.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # Draft 8204-25

Amendment to Traffic By-law # 8059-24

Being a By-law to amend Traffic By-law # 8059-24, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report LS 09-25 regarding Proposed Traffic By-law Amendment - Provisions to Address Chronic Repeat Offenders at the Committee of Whole meeting on June 9, 2025; and,

Whereas Council deems it necessary to amend Traffic By-law # 8059-24, as amended to add provisions for towing, to insert cost recovery measures, and to amend the Administrative Penalties in Schedule "X" for commercial vehicles in accordance with the recommendations contained in Report LS 09-25.

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

1. General

1.1. That the following be added to the Traffic By-law # 8059-24, as amended, as Section 24.11.

24.11. A Municipal Law Enforcement Officer appointed for the carrying out of the provisions of this By-law, upon discovery of any trailer or vehicle parked, stopped or standing in contravention of this By-law may cause it to be moved or taken to and placed or stored in a suitable place and all fees for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25, as amended.

1.2. That the following be added to the Traffic By-law # 8059-24, as amended, as Section 24.12.

24.12. The registered owner of a trailer or vehicle which has been towed under section 24.11 shall be subject to additional administrative towing fees as outlined in Schedule "D" of the Town's Fees and Charges By-law # 7220-17, as amended. The fees constitute a debt of the Person to the Town.

1.3. That the Administrative Penalties of Item 11, *Parked commercial vehicle/motor vehicle on a highway* on Schedule "X", noted in Column 4, Column 5 and Column 6 be deleted and replaced with the following:

Column 1 Item	Column 2 Section	Column 3 Description	Column 4 Tier one (1)	Column 5 Tier two (2)	Column 6 Tier three (3)
11	4.5	Parked commercial vehicle/motor vehicle on a highway	$75.00	$150.00	$300.00

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Memorandum to Council

Legal and Enforcement Services

Enforcement Services Division

To:	Mayor and Members of Council	
CC:	Francesco Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor	**Acknowledged by M. Gaskell, Chief Administrative Officer**
From:	Andre Gratton, Sr. Manager of Enforcement Services	
Date:	June 13, 2025	
File #:	LS-M-03-2025	
Subject:	Follow up to Report LS 09-25 to proposed Traffic by-law amendments for towing fees	

The purpose of this memorandum is to provide the Mayor and Members of Council with information on a required revision to the proposed amendments contained in Report LS 09-25 regarding applicable towing fees.

On January 1, 2024, the Province declared amendments to the *Towing and Storage Safety and Enforcement Act, 2001.* The amendments transferred the jurisdiction for the licensing of tow truck drivers and tow truck businesses from municipalities to the province. At the same time, the province implemented an approval system for fees associated with towing on all highways. As such, towing companies must apply and have their fees approved by the province.

Due to this provincial change, staff and Council are not able to recommend, establish or enact towing fees which apply to local highways. The registered owners of any trailers or vehicles which have been ordered to be towed by a Municipal Law Enforcement Officer will be subject to the provincially approved fees of the Town's approved contractor.

Staff recommend that the proposed amendment to the fees by-law remain for cost recovery purposes as the Town's contractor does charge the Town a service fee.

Due to the above, the proposed amendment and addition of Section 24.11 will need to be modified. The highlighted section will be removed from the amending by-law.

Current Section	Proposed section	Proposed Amendment/comment
N/A	24.11	A Municipal Law Enforcement Officer appointed for the carrying out of the provisions of this By-law, upon discovery of any trailer or vehicle parked, stopped or standing in contravention of this By-law may cause it to be moved or taken to and placed or stored in a suitable place and all fees for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by Repair and Storage Liens Act, R.S.O. 1990, c. R.25, as amended. ~~The towing of the trailer or vehicle and fees are is subject to the geographical limit set out in section 24.1, and the fees set out in sections~~ **~~24.5 or 24.6 and 24.7~~** ~~of this by-law.~~

Any questions related to this matter may be directed to the author of this report or the Commissioner of Legal and Enforcement Services/Town Solicitor.

Town of Whitby
By-law # Draft 8205-25

Amendment to Fees and Charges By-law # 7220-17

Being a By-law to amend Fees and Charges By-law # 7220-17, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report LS 09-25 regarding the Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders at the Committee of Whole meeting on June 9, 2025; and,

Whereas Council deems it necessary to amend Fees and Charges By-law # 7220-17, as amended to insert a new fee into Schedule D: Legal and Enforcement Services Department Fees for towing initiated by a Municipal Law Enforcement Officer in accordance with the recommendations contained in Report LS 09-25.

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

1. General

1.1. That the following description be added to the Description of Services and Activities contained in Schedule D: Legal and Enforcement Services Department Fees.

29. **Town of Whitby Highway Towing:** This fee is charged when a Town Municipal Law Enforcement Officer (MLEO) initiates the removal of a vehicle or trailer from a Town roadway in accordance with the Traffic By-law # 8059-24, as amended. Cost includes staff labour to remove a vehicle.

1.2. That the following new fee be added to Schedule D: Legal and Enforcement Services Department Fees – Category: Towing:

Fee No.	Fee Title	Fee Basis	HST	2025 Fee	2026 Proposed Fee	2027 Proposed Fee
LES-83	Town of Whitby Highway Towing	Per Vehicle Towed	No	$250.00	$250.00	$250.00

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8206-25

Subdivision Assumption By-law (Pinegate Place)

Being a By-law to accept and assume certain municipal services in respect of Greyrock Commercial Construction Limited Subdivision and to assume Pinegate Place as shown on Plan 40M-2665 as a public highway.

Whereas subsection 31(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Act"), requires a municipality to enact a by-law in order to assume a road allowance, highway, street, or lane that is shown on a registered plan of subdivision for public use, and that section 44 of the Act respecting maintenance of highways does not apply until such time as the municipality has passed such a by-law;

And whereas The Corporation of the Town of Whitby (the "Town") entered into a subdivision agreement with respect to the lands contained within registered Plan 40M-2665 (the "Plan") with Greyrock Commercial Construction Limited dated June 14, 2018 (the "Subdivision Agreement"), which provides that the Town will assume ownership, operation, and maintenance of certain municipal services as set out in the Subdivision Agreement;

And whereas the Council of The Corporation of the Town of Whitby deems it necessary and expedient to assume the municipal services and highways within the Plan.

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

1. General

1.1. That the Town hereby accepts and assumes ownership, operation and maintenance of the municipal services as contained in the Subdivision Agreement for Plan 40M-2665.

1.2. That the following lands in the Town of Whitby, Regional Municipality of Durham, be and are hereby assumed as a highway by the Town for public use:

a. Pinegate Place, Plan 40M-2665**,** being all of PIN 26549-1371 (LT).

1.3. That, if applicable, a copy of this By-law be registered in the appropriate Land Registry Office on title to lands and highways set out herein.

1.4. That this By-law shall come into full force and effect upon final passage thereof.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8207-25

Subdivision Assumption By-law (Armilia Place, Soltys Drive, Fruitful Crescent, Thelma Drive, Coronation Road, Walter Clifford Nesbitt Drive, Beasley Street, Arksey Street, Marcel Brunelle Drive, Auckland Drive, Yvette Street, Dumaine Street, Ogston Crescent, Hahn Street, Batty Lane, Guzman Lane, Rostek Lane, Cross Lane, Moles Lane, and Imrie Lane)

Being a By-law to accept and assume certain municipal services in respect of TFP Whitby Developments Inc. and 3125 Coronation Developments Limited Subdivision (Phase 1) and to assume Armilia Place, Soltys Drive, Fruitful Crescent, Thelma Drive, Coronation Road, Walter Clifford Nesbitt Drive, Beasley Street, Arksey Street, Marcel Brunelle Drive, Auckland Drive, Yvette Street, Dumaine Street, Ogston Crescent, Hahn Street, Batty Lane, Guzman Lane, Rostek Lane, Cross Lane, Moles Lane, and Imrie Lane as shown on Plan 40M-2644 as public highways.

Whereas subsection 31(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”), requires a municipality to enact a by-law in order to assume a road allowance, highway, street, or lane that is shown on a registered plan of subdivision for public use, and that section 44 of the Act respecting maintenance of highways does not apply until such time as the municipality has passed such a by-law;

And whereas The Corporation of the Town of Whitby (the “Town”) entered into a subdivision agreement with respect to the lands contained within registered Plan 40M-2644 (the “Plan”) with TFP Whitby Developments Inc. and 3125 Coronation Developments Limited dated October 16, 2018 (the “Subdivision Agreement”), which provides that the Town will assume ownership, operation, and maintenance of certain municipal services as set out in the Subdivision Agreement;

And whereas the Council of The Corporation of the Town of Whitby deems it necessary and expedient to assume the municipal services and highways within the Plan.

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

1. General

1.1. That the Town hereby accepts and assumes ownership, operation and maintenance of the municipal services as contained in the Subdivision Agreement for Plan 40M-2644, save and except for Block 288, Block 292, Block 300, Block 301, Block 304, Block 307, Block 309, Block 310, and Lots 219 to 221 on Plan 40M-2644.

1.2. That the following lands in the Town of Whitby, Regional Municipality of Durham, be and are hereby assumed as a highway by the Town for public use:

a. Armilia Place, being all of PIN 26548-4001 (LT);

b. Soltys Drive, being all of PIN 26548-4002 (LT);

c. Fruitful Crescent, being all of PIN 26548-4003 (LT) and all of PIN 26548-4004 (LT);

d. Thelma Drive, being all of PIN 26548-4005 (LT);

e. Coronation Road, being all of PIN 26548-4006 (LT);

f. Walter Clifford Nesbitt Drive, being all of PIN 26548-4007 (LT);

g. Beasley Street, being all of PIN 26548-4008 (LT);

h. Arksey Street, being all of PIN 26548-4009 (LT);

i. Marcel Brunelle Drive, being all of PIN 26548-4010 (LT), all of PIN 26548-4011 (LT), and all of PIN 26548-4012 (LT);

j. Auckland Drive, being all of PIN 26548-4013 (LT);

k. Yvette Street, being all of PIN 26548-4014 LT);

l. Dumaine Street, being all of PIN 26548-4015 (LT);

m. Ogston Crescent, being all of PIN 26548-4016 (LT)

n. Hahn Street, being all of PIN 26548-4017 (LT);

o. Batty Lane, being all of PIN 26548-4018 (LT);

p. Guzman Lane, being all of PIN 26548-4019 (LT);

q. Rostek Lane, being all of PIN 266548-4020 (LT);

r. Cross Lane, being all of PIN 26548-4021 (LT);

s. Moles Lane, being all of PIN 26548-4022 (LT); and,

t. Imrie Lane, being all of PIN 26548-4023 (LT).

1.3. That, if applicable, a copy of this By-law be registered in the appropriate Land Registry Office on title to lands and highways set out herein.

1.4. That this By-law shall come into full force and effect upon final passage thereof.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8208-25

Traffic By-law Amendment

Being a By-law to Amend By-law # 8059-24, as amended, being a By-law to Regulate Traffic and Parking on the Highways, Private and Municipal property within the Town of Whitby.

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 8059-24, as amended to regulate traffic and parking on highways in the Town of Whitby and considers it desirable to amend the provisions of the By-law;

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

1. General

1.1. That Schedule N, Stop Control, 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 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A

Schedule N, Stop Signs, to By-law 8059-24, as amended, is further amended by deleting thereto the following:

Column 1 Intersection	Column 2 Facing Traffic	Column 3 Comments
Centre Street North and Palmerston Avenue	Northbound and Southbound	None
Chestnut Street West and Euclid Street	Eastbound and Westbound	None
Chestnut Street West and Palace Street	Westbound	None
Chiltern Place and Stonemanor Avenue	Southbound	None
Heights Street and Yorkshire Crescent	Northbound	None
Roan Drive and Kennett Drive	Eastbound and Westbound	None
Stewart Street and Crawforth Street	Southbound	None
St. John Street East and Green Street	Eastbound and Westbound	None
Yorkshire Crescent and Forest Heights Street	Westbound	None

Table 1 - Schedule N, Stop Signs, to By-law 8059-24, as amended, deleting thereto

Schedule N, Stop Signs, to By-law 1862-85, as amended, is further amended by adding thereto the following:

Column 1 Intersection	Column 2 Facing Traffic	Column 3 Comments
Chestnut Street West and Euclid Street	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Chestnut Street West and Palace Street	Northbound, Southbound, and Westbound	All Way Stop
Coronation Road and Soltys Drive	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Crawforth Street and Stewart Street	Southbound, Eastbound and Westbound	All Way Stop
Green Street and St. John Street East	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Palmerston Avenue and Centre Street North	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Roan Drive and Kennett Drive	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Yorkshire Crescent/Stonemanor Avenue and Forest Heights Street/Chiltern Place	Northbound, Southbound, Eastbound and Westbound	All Way Stop
Whitefish Street and Coho Drive	Northbound, Eastbound and Westbound	All Way Stop

Table 2 - Schedule N, Stop Signs, to By-law 8059-24, as amended, adding thereto

Town of Whitby
By-law # 8209-25

E-scooter and E-bike By-law

Being a By-law to regulate the operation and use of electric kick-scooters (e-scooters) and power-assisted bicycles (e-bikes) in the Town of Whitby.

Whereas Ontario Regulation 389/19 under the Highway Traffic Act provides that no person shall operate an e-scooter on a highway, sidewalk, trail, path or walkway or in a public park or exhibition ground under the jurisdiction of a municipality unless such operation is permitted by and in accordance with a municipal by-law; and,

Whereas the Municipal Act, 2001, Highway Traffic Act and Ontario Regulation 389/19 allow municipalities to regulate the use of e-scooters; and,

Whereas the Town of Whitby seeks to regulate the operation e-scooters and e-bikes on the Town's roadways, bike facilities on property owned or maintained by the Town, and certain Town owned properties and facilities.

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

1. Definitions

1.1 Except where provided in Subsection 1.2 to 1.25 of this By-law, the definitions included in the Highway Traffic Act (HTA), R.S.0. 1990, c.H.8, as amended, shall apply to this By-law.

In this By-law,

1.2 “Authorized sign” means any sign, other than official sign, placed upon a highway under the authority of this By-law for the purpose of guiding and directing traffic;

1.3 “Bicycle” means a bicycle with two laden wheels, propelled solely by human power, upon which typically one or two persons may travel and includes a tricycle and unicycle but does not include a motor assisted bicycle;

1.4 “Bicycle lane” means a portion of a roadway, which has been designated by pavement markings and signage for the exclusive use of cyclists;

1.5 “Boulevard” means all the parts of the highway save and except any roadway, shoulder or sidewalk, and,

i. “Outer Boulevard” means all the parts of the highway lying between any sidewalk and the roadway or the near edge of the shoulder where such exists; and,

ii. “Inner Boulevard” means that part of the highway lying between the property line and the edge of the sidewalk nearest to the property

line, and where there is no sidewalk, it means that part of the highway lying between the property line and the roadway or the edge of the shoulder where such exists, furthest from the roadway;

1.6 “Cargo” means goods carried on an electric kick-scooter by putting them on a platform, basket or container for carrying parcels or goods. Purses, backpacks or bags that are safely and securely attached to the operator are not considered cargo;

1.7 “Crosswalk” means that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface;

1.8 “Cycle track” means a bikeway that is physically separated from the roadway by a curb. Cycle tracks often travel parallel to the sidewalk or in the boulevard;

1.9 “Electric kick-scooter” or “e-scooter” means a vehicle that has:

a) two wheels placed along the same longitudinal axis, one placed at the front of the kick-scooter and one at the rear,
b) a platform for the operator to stand on,
c) a steering handlebar that acts directly on the steerable wheel,
d) an electric motor not exceeding 500 watts that provides a maximum speed of 24 km/r
e) a maximum weight of 45 kilograms (kg) and wheel diameter of not more than 430 millimetres; and,
f) equipped with a bell or horn;

1.10 “E-scooter or e-bike parking facilities” include ring and post racks, ring racks, charging stations, corrals that support e-scooters or e-bikes in an upright position or enable the frame to be secured, or an area designated by pavement marking or official or authorized sign for parking of e-scooters or e-bikes, and which facilities are predominantly located within the right-of-way or within a municipal parking lot and may be located in select designated and delineated on-street parking spaces, but do not include light standards, utility poles, sign posts, fences, street furniture, or similar infrastructure within the right-of-way;

1.11 “Highway Traffic Act” or "HTA" means the Highway Traffic Act, R.S.O. 1990, c. H.8, as amended from time to time, any regulations passed in accordance with that Act, and any successor legislation thereto;

1.12 “Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

1.13 “Multi-use path” means a path located on the boulevard that is physically separated from motor vehicle traffic, designated for use by cyclists, pedestrians and people using other vehicles as per this By-law;

1.14 “Motor vehicle” includes an automobile, motorcycle, motor assisted bicycle unless otherwise indicated in this By-law, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car, or other motor vehicles running only upon rails, an e-bike, an e-scooter, a motorized snow Vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry, or a road building machine within the meaning of the Highway Traffic Act;

1.15 Municipal Law Enforcement Officer” means a Municipal Law Enforcement Officer appointed by the Town and an Officer of any Ontario Police Service;

1.16 “Official sign” means a sign as defined in the Highway Traffic Act or acceptable engineering guidelines or manuals;

1.17 “Park” includes playgrounds, sports fields, memorial squares, public squares, gardens, ponds, boat launches, trails, pathways, open spaces, green spaces, splash pads, tennis courts, multi-purpose courts, skateboard facilities, bocce courts, lawn bowling greens, off-leash dog parks, beaches, picnic shelters, picnic areas, and any other area owned or used by the municipality for active or passive recreational purposes, or for any purpose ancillary thereto;

1.18 “Pedestrian” means a person on foot or in a wheelchair or baby carriage;

1.19 “Pedestrian crossover” means any part of a Roadway, designated by By-law, and distinctly marked for pedestrian crossing by Signs on the Highway and lines or other markings on the surface of the Roadway;

1.20 “Power-assisted bicycle”, or “e-bike” means a bicycle that has,

a) a handlebar for steering, working pedals, two or three wheels, an electric motor, braking systems,
b) a maximum assisted speed of 32 km/h,
c) a maximum weight of 120 kg (includes the weight of the bike and battery),
d) an electric motor not exceeding 500 watts,
e) no modifications to the motor to allow it to exceed a power output greater than 500 watts and an assisted speed greater than 32 km/h,
f) a battery and electric motor securely fastened to the bicycle frame to prevent them from moving while the e-bike is operating,
g) all electrical terminals properly insulated,
h) a minimum wheel width of 35 mm and minimum diameter of 350 mm; and,
i) two independent braking systems that apply force to each wheel and is capable of bringing the e-bike, while being operated at a speed of 30 km/h, to a full stop within 9 metres, on a level asphalt surface, from the point at which the brakes were applied;

1.21 "Sidewalk" means those parts of a highway set aside by the Region or the Town of Whitby for the use of pedestrians;

1.22 "Shoulder" means that part of a highway immediately adjacent to the roadway and having a surface which has been improved with asphalt, concrete or gravel;

1.23 "Town" means The Corporation of the Town of Whitby or the geographic limits of the Town of Whitby as context requires;

1.24 "Trails" means paved or non-paved areas of at least 2.5 m wide through parks and open spaces, which are utilized by a number of multiple different users such as bicyclists, walkers and runners for both transportation and recreation, and are designed to connect neighbourhoods, places of employment, public transport stops and other nodes; and,

1.25 "Walkway" means that part of a municipal right of way, outside of the roadway, set aside by the Town for the use of pedestrians.

2. Application and Interpretation

2.1. This By-law applies to the highways, sidewalk, trails, walkways, parks, multi-use paths or any other property under the jurisdiction of the Town of Whitby.

2.2. This By-law is subject to the provisions of the Highway Traffic Act.

3. Prohibition

3.1 No person shall operate, or cause to be operated, or use an e-scooter or e-bike on a highway, sidewalk, trail, path, walkway, park, multiuse pathway or any other property under the jurisdiction of the Town of Whitby unless:

a) Permitted by and in accordance with the provisions of the Highway Traffic Act and Ontario Regulation 389/19, as amended;
b) Permitted by and in accordance with any applicable traffic by-laws; and,
c) Permitted by and in accordance with the provisions of this By-law.

3.2 No person shall operate, or cause to be operated, or use an e-scooter on a highway with a legal speed limit greater than 50 km/h, unless within a bicycle lane or paved shoulder of no less than 1.2 m width.

3.3 No person shall operate, or cause to be operated, or use an e-scooter or e-bike where cycling, skateboarding or rollerblading is prohibited.

3.4 No person shall operate, or cause to be operated any e-scooter or e-bike on any sidewalk, unless permitted by an official or authorized sign.

3.5 No person shall operate motor vehicles on the Town's off-road bicycle facilities such as multi-use paths, trails and cycle tracks.

3.6 Where bicycle lanes or paved shoulders of no less than 1.2 m width are provided on a highway, e-scooters shall only be operated in the bicycle lanes or paved shoulders.

3.7 No person shall operate other micromobility devices such as electric skateboards, electric hoverboards, electric unicycles and Segways on the Town's off-road bicycle facilities such as multi-use paths, trails and cycle tracks.

4. General Regulation

4.1. The Director of Engineering Services for the Town of Whitby or his/her designate and the Commissioner of Community Services for the Town of Whitby or his/her designate are authorized to erect, place and maintain such official and authorized signs as are required to give effect to the provisions of this By-law.

4.2. No person under the age of 16 years shall operate an e-scooter or e-bike.

4.3. No person under the age of 18 years old shall fail to wear a helmet that complies with the HTA when operating an e-scooter.

4.4. No person shall fail to wear a helmet that complies with the HTA when operating an e-bike.

4.5. No operator of an e-bike or e-scooter is permitted to carry another person as a passenger, or otherwise.

4.6. No person operating an e-scooter or e-bike shall tow another person, vehicle or device.

4.7. No person operating an e-scooter shall operate it in any position other than while standing at all times.

4.8. No person operating an e-scooter shall carry cargo on an e-scooter.

4.9. No person shall park or stop or leave an e-scooter or e-bike or permit an e-scooter or e-bike to remain parked or stopped on a highway, roadway, sidewalk, trail, path, walkway, park, or multi-use pathway except where e-scooter or e-bike parking facilities are provided.

4.10. No person shall park or stop an e-scooter or e-bike or permit an e-scooter or e-bike to remain parked or stopped within a boulevard, unless authorized by the Town.

4.11. A person may operate an e-scooter on multi-use paths, paved trails, cycle tracks, bicycle lanes, paved shoulder no less than 1.2 m and Town roads that has a speed limit less than or equal to 50 km/h.

4.12. A person may operate an e-bike that is not over 55 kg on multi-use paths and trails.

4.13. A person may operate an e-bike on Town roads, bicycle lanes, paved shoulders and cycle tracks.

4.14. No person shall modify an e-scooter or e-bike to exceed the manufacturer's performance specifications.

5. Safe Operation

5.1. The operator of an e-scooter or e-bike shall keep a safe distance of at least one metre from pedestrians and other users of the roadway or shoulder at all times and shall give way to a pedestrian or bicycle by slowing or stopping where there is insufficient space for the pedestrian or bicycle and the e-scooter or e-bike to pass.

5.2. No person shall operate an e-scooter or e-bike on a trail, or in a park, or multi-use path at a speed that is markedly greater than the speed of the pedestrians who are proximate to the e-scooter and e-bike.

5.3. No person shall operate an e-scooter or e-bike within a crosswalk or pedestrian crossover, as defined in the HTA.

5.4. Every person operating an e-scooter and e-bike shall ensure that the e-scooter or e-bike is equipped with a bell or horn which shall be kept in good working order and sounded to notify cyclists, pedestrians or others of its approach.

5.5. When operated at any time from one-half hour before sunset to one-half hour after sunrise and at any other time when, due to insufficient light or unfavourable atmospheric conditions, persons and vehicles are not clearly discernible at a distance of 150 metres or less, every person operating an e-scooter or e-bike shall ensure the e-scooter or e-bike is equipped with a lighted lamp displaying a white or amber light at the front and a lighted lamp displaying a red light at the rear. The lamps may be attached to the e-scooter or e-bike or may be carried or worn by the operator.

5.6. Where bicycle lanes are not provided on a highway with a posted rate of speed of 50 km/h or less, the operator of an e-scooter shall,

a) if there is a shoulder on the highway, stay on the shoulder as close to the right edge of the shoulder as possible; and,

b) if there is no shoulder on the highway, stay on the right side of the roadway as close to the edge of the roadway as possible.

5.7. A person riding an e-scooter or e-bike on multi-use paths and trails shall yield the right of way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.

5.8. The maximum rate of speed for e-scooters and e-bikes on multi-use paths and trails is 20 km/h.

5.9. No person shall use handheld devices when operating an e-scooter or e-bike.

6. Schedule(s)

6.1. Schedule “A” Administrative Penalties

7. Enforcement and Penalties

7.1 The provisions of this By-law may be enforced by:

a) a municipal law enforcement officer;

b) any person appointed for the purpose by a by-law of the Town.

7.2 Every person who is convicted of an offence is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

7.3 Every person who contravenes or fails to comply with a provision of this By-law is guilty of an offence and is liable to the penalty as set out in Schedule “A” to this By-law.

7.4 Tiered and Escalating Penalties: If a person receives a Penalty Notice in accordance with the Town's Administrative Penalty By-law for an offence, the person shall be liable to pay to the Town a tier one (1) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If a person receives an additional Penalty Notice for the same offence within ninety (90) calendar days or less from the date of the Penalty Notice containing a tier one (1) administrative penalty amount, the person shall be liable to pay to the Town a tier two (2) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If the person receives a subsequent Penalty Notice for the same offence within ninety (90) calendar days or less of the Penalty Notice containing a tier two (2) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule "A" to this By-law. If the person receives any subsequent Penalty Notices for the same offence within one hundred and eighty (180) calendar days or less from the date of the Penalty Notice containing a tier three (3) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule "A" to this By-law.

8. Short Title

8.1. This By-law may be referred to as the "E-scooter and E-bike By-law".

9. Effective Date

This By-law shall come into force on July 1, 2025, and the regulations contained within this by-law related to e-scooters shall be repealed upon the revocation of Ontario Regulation 389/19: Pilot Project – Electric Kick-Scooters.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule “A” – Administrative Penalties

Column 1 Item	Column 2 By-law Section	Column 3 Description	Column 4 Tire one (1)	Column 5 Tire two (2)	Column 6 Tire three (3)
1.	3.3	Operating an e-scooter or e-bike where cycling, skateboarding or rollerblading is prohibited.	$205	$350	$450
2.	3.4	Operating an e-scooter or e-bike on sidewalks.	$205	$350	$450
3.	3.5	Operating a motor vehicle on Town’s off-road bicycle facilities such as multi-use paths, trails and cycle tracks.	$205	$350	$450
4.	3.6	Operating an e-scooter on a vehicle lane where a bicycle lane or paved shoulder of no less than 1.2 m exists.	$205	$350	$450
5.	3.7	Operating other micromobility devices such as electric skateboards, electric hoverboards, electric unicycles and Segways on the Town’s off-road bicycle facilities such as multi-use paths, trails and cycle tracks.	$205	$350	$450
6.	4.2	E-scooter or e-bike operator under the age of 16 years old.	$205	$350	$450
7.	4.3	E-scooter operator under the age of 18 years old not wearing a helmet.	$205	$350	$450
8.	4.5	Operating an e-scooter or e-bike and carrying any other person thereon.	$205	$350	$450
9.	4.6	Operating an e-scooter or e-bike towing another person, vehicle or device.	$205	$350	$450
10.	4.7	Operating an e-scooter in a position other than while standing at all times.	$205	$350	$450
11.	4.8	Carrying cargo on an e-scooter.	$205	$350	$450
12.	4.9	Parking, stopping an e-scooter or e-bike in a prohibited area.	$205	$350	$450
13.	4.10	Parking an e-scooter or e-bike within a boulevard.	$205	$350	$450

Column 1 Item	Column 2 By-law Section	Column 3 Description	Column 4 Tire one (1)	Column 5 Tire two (2)	Column 6 Tire three (3)
14.	4.11	Operating an e-scooter on a highway with speed limit greater than 50 km/h, unless within a bicycle lane or paved shoulder of no less than 1.2 m width.	$205	$350	$450
15.	4.12	Operating an e-bike over 55 kg in weight on multi-use paths and paved trails.	$205	$350	$450
16.	5.1	E-scooter or e-bike riders not keeping a safe distance of at least one metre from pedestrians.	$205	$350	$450
17.	5.2	Operating an e-scooter or e-bike at a speed that is markedly greater than the speed of the nearby pedestrians.	$205	$350	$450
18.	5.3	Operating an e-scooter or e-bike within a crosswalk or pedestrian crossover.	$205	$350	$450
19.	5.4	Operating an e-scooter or e-bike without a proper bell or horn.	$205	$350	$450
20.	5.5	Operating an e-scooter or e-bike without proper lights.	$205	$350	$450
21.	5.8	Operating an e-scooter or e-bike on multi-use paths and trails above 20 km/h.	$205	$350	$450
22.	5.9	Person using handled devices when operating an e-scooter or e-bike.	$205	$350	$450

Town of Whitby
By-law # 8210-25

Zoning By-law Amendment

Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law for the Town of Whitby.

Whereas pursuant to Section 34 and 36 of the Planning Act R.S.O. 1990 c.P13, as amended, Council has imposed the Holding Symbol “H” in conjunction with a zoning category though By-law # 7252-17 on the Subject Land shown on Schedule “A-1” attached thereto;

And whereas, Council is satisfied that the conditions related to removing the Holding Symbol have been satisfied and notice has been given of the intention to pass an amending By-law to remove the Holding Symbol in respect of the Subject Land;

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

1. General

1.1. Schedule “B” to By-law # 1784 is hereby amended by removing the Holding Symbol “H” and changing the zoning from H-MX1S to MX1S for the Subject Land shown on Schedule “A-1” attached to and forming part of the By-law.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

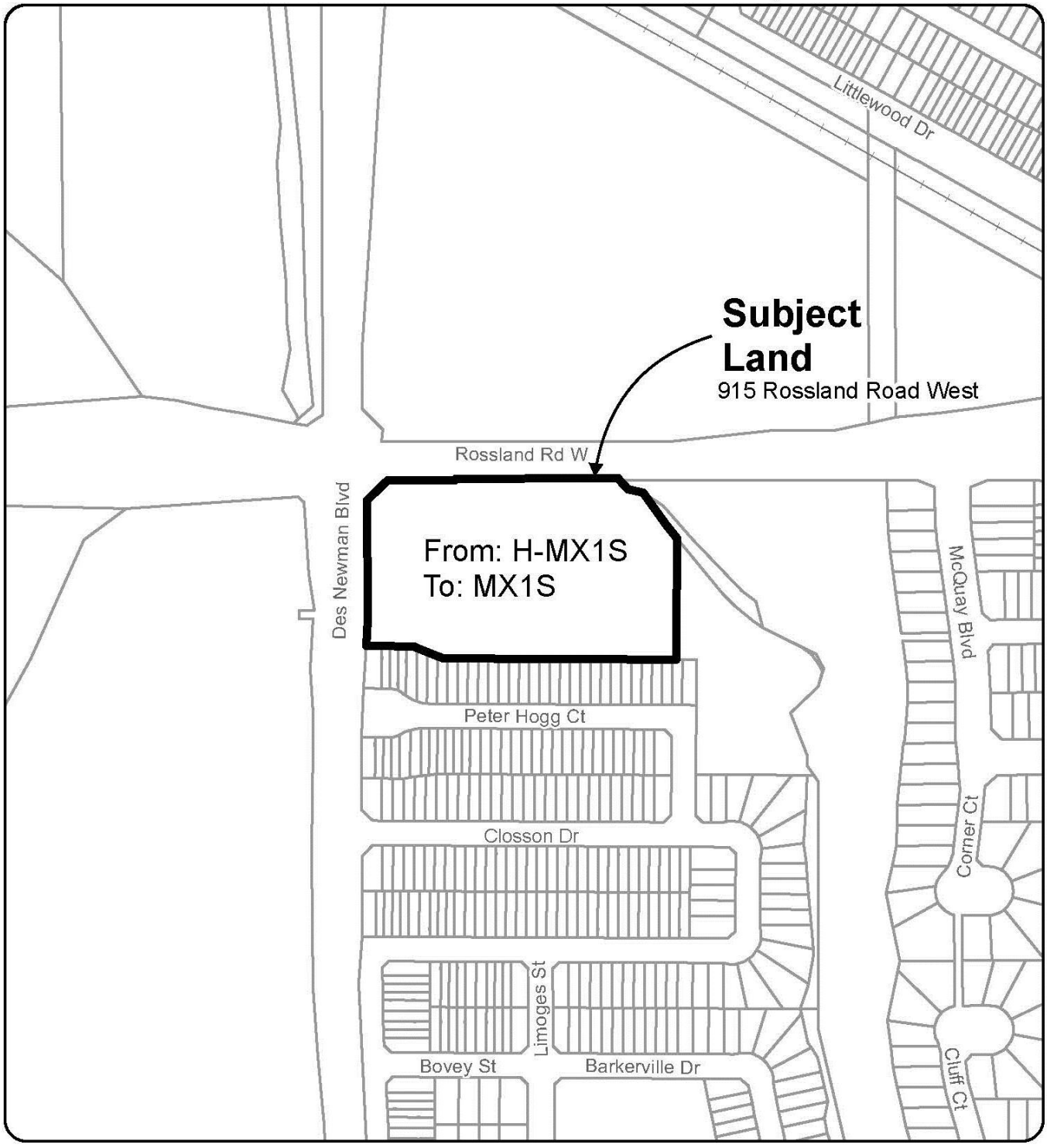
To By-law # 8210-25

This is Schedule A-1 to By-law # 8210-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8211-25

Zoning By-law Amendment

Being a By-law to amend By-law #2585, as amended, being the Zoning By-law of the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend By-law #2585.

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

1. General

1.1. Schedule “A” to By-law #2585 is hereby amended by changing the zoning from H-R6-DT to R6-DT-24 for the land shown as the Subject Land on Schedule “A-1” attached to and forming part of this By-law amendment.

1.2. Subsection 26.8.3 Residential Type 5 – Downtown Zone (R6-DT) – Exceptions to By-law #2585, as amended, is hereby further amended by adding thereto the following Exception:

26.8.3.24 Exception 24 (R6-DT-24)
301, 315 & 317 Colborne Street East
304 & 320 Dunlop Street East
205 and 207 Athol Street

1. Defined Area

The land located east of Athol Street and south of Colborne Street East and zoned R6-DT-24 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #2585.

2. Uses Permitted

No person shall within any R6-DT-24 Zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

(a) Residential Uses

- apartment building
- live work dwelling where the non-residential component within the unit is a use listed in provision (b) below
- mixed use building

(b) Non-Residential Uses

- animal care establishment
- art gallery
- bakeshop or confectionary shop
- clinic
- day care establishment
- eating establishment
- eating establishment – take out
- financial institution
- food store
- office
- personal service establishment
- retail store
- studio

Provided however that an apartment building and/or live-work dwelling shall only be permitted adjacent to Colborne Street East when developed in conjunction with a mixed-use building.

3. Zone Provisions

No person shall within any R6-DT-24 Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

(a) Determination of Lot

Notwithstanding the definition of Lot in Section 2 and any other provisions of By-law #2585 and notwithstanding the obtaining of any severance by way of a consent under the provisions of the Planning Act, R.S.O. 1990, C. P.13 as amended from time to time, or the registration at any time of any Condominium Declaration, a Plan of Subdivision, or conveyance with respect to any portion of the said land, the land zoned R6-DT-24 by this By-law shall be considered to be one lot.

(b) Lot Line Determination

The lot line abutting Athol Street shall be deemed the front lot line and the lot line furthest from and opposite to the front lot line shall be deemed the rear lot line. The lot lines abutting Colborne Street East and Dunlop Street East shall be deemed exterior side lot line. All other lot lines shall be deemed interior side lot lines.

(c) Height of Building
Maximum 6 storeys

(d) Determination of First Storey

Notwithstanding the definition of Storey and First Storey in Subsection 26.1 of By-Law #2585, any dwelling unit with two floor levels or less situated at or within 0.6 metres above finished grade level and any non-residential floor space situated at or within 0.6 metres above finished grade level shall be deemed to be only one storey of building height.

(e) Roof Top Appurtenances

The maximum height of any roof top appurtenances such as an elevator penthouse, mechanical room, stair tower, roof top access room, amenity space and any architectural features shall not exceed 6 metres.

(f) Building Setbacks
Minimum

(i)	Front Yard (Athol Street)	1.2m
(ii)	Rear Yard	2.0m
(iii)	Exterior Side Yard (Colborne Street)	1.0m
(iv)	Exterior Side Yard (Dunlop Street)	2.0m
(v)	Interior Side Yard	3.0m

(g) Projections

Any ornamental or architectural structure such as a canopy or a colonnade and any decks, porches, steps, patios and balconies may project to within 0.3 m of a street line and property line and to within 0.0 m of a visibility triangle.

(h) Non-Residential Provisions

(i) Non-residential uses shall only be permitted in buildings that are adjacent to Athol Street and Colborne Street East.

(ii) The minimum gross floor area devoted to non-residential uses shall be 500m2 excluding any outdoor deck or patio related to non-residential uses.

(iii) Non-residential uses shall only be permitted on the first and second storey or on a floor below the first storey of a building.

(iv) The minimum top of floor slab to top of floor slab height of the first storey for all non-residential uses shall be 3.5m.

(v) No drive through facilities are permitted.

(i) Live-Work Dwelling Provisions

(i) Live-work dwellings shall only be permitted in buildings that are adjacent to Athol Street and Colborne Street East.

(ii) The minimum top of floor slab to top of floor slab height of the first storey of all live-work dwelling units shall be 3.1m.

(iii) The non-residential gross floor area component of a live-work dwelling unit shall not be used in determining the minimum required non-residential gross floor area required in provision 3(h)(ii) above.

(j) Common Amenity Space Minimum $5m^2$/unit

(k) Parking and Loading Requirements

(i) Number of Resident Parking Spaces

Minimum 1.0 space per dwelling unit

(ii) Number of Visitor Parking Spaces

Minimum 0.15 spaces per dwelling unit

(iii) Number of Non-Residential Parking Spaces

Minimum 1 space per $30m^2$ of gross floor area

(iv) Tandem parking spaces shall be permitted and be counted as two parking spaces only where used by an owner or tenant of one dwelling unit.

(v) The parking space dimensions for a perpendicular parking space shall be as per the Table below:

Type of Space	**Min Length**	**Min Width**	**Min Height**
Perpendicular Parking Space	5.6m	2.6m	2.1m
Tandem	11.0m	2.6m	2.1m

(vi) The parking space dimensions for an accessible parking space shall be as per the Table below:

Type of Space	Min Length	Min Width	Min Height
Perpendicular Parking Space	5.6m	3.4m	2.1m

(vii) Where 50 or more parking spaces are provided on a lot the minimum parking space dimensions for up to 20% of any parking spaces supplied may be as per the Table below:

Type of Space	Min Length	Min Width	Min Height
Small Vehicle Parking Space	5.1m	2.4m	2.0m

(viii) Any parking structure either below finished grade or up to a height of 1.2m above finished grade may encroach into a required yard provided the parking structure is located no closer than 0.0m to a street line or lot line. This provision shall also apply to ventilation shafts, stairways and other similar facilities associated with a parking structure

(ix) Driveway and Aisle Widths

The minimum width of any two-way driveway or aisle shall be 6.0m.

4. Definitions

For the purpose of the interpretation of the various zone provisions set forth above, the following definitions shall apply and where there is a conflict between the definitions set forth hereunder and those set forth in Section 2 of By-law #2585, the following definitions shall apply:

(a) **Animal Care Establishment** means a building or part of a building where pets and domestic animals are groomed and or cared for during the day and may include ancillary retail sales of grooming products, but shall not include the breeding of animals, a kennel or the boarding of animals, or a veterinary clinic.

(b) **Day Care Establishment** means:

(i) Premises where more than 5 children are provided with temporary care and/or guidance for a continuous period but does not provide overnight accommodation and are licensed in accordance with the applicable Provincial Act; or,

(ii) Premises in which temporary care is provided or supplied on a regular schedule to adults for a portion of a day but does not provide overnight accommodation.

(c) **Dwelling, Live Work** means a dwelling unit where the first storey, or part thereof, is designed, constructed and used for non-residential uses.

(d) **Food Store** means a building or part of a building having a gross leasable area of less than 2,000 square metres wherein various food, foodstuffs, groceries and other products used within the household are sold and may include specialty floor areas stores such as, but not limited in kind to health food, a vegetable market, or other specialty goods.

5. Zone Provisions That Do Not Apply

The following provisions shall not apply to the lands zoned R6-DT-24 by this By-law amendment:

6.2.(h) Accessory Uses – Satellite Dish
6.14. Planned Width of Street Allowance
6.18. Sight Triangles
6.23. Yard Encroachments Permitted
7.8. Apartment Dwelling House or Dwelling Unit in a portion of a Non-Residential building
26.2.7. Height Exceptions
26.2.9. Sight Triangles

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

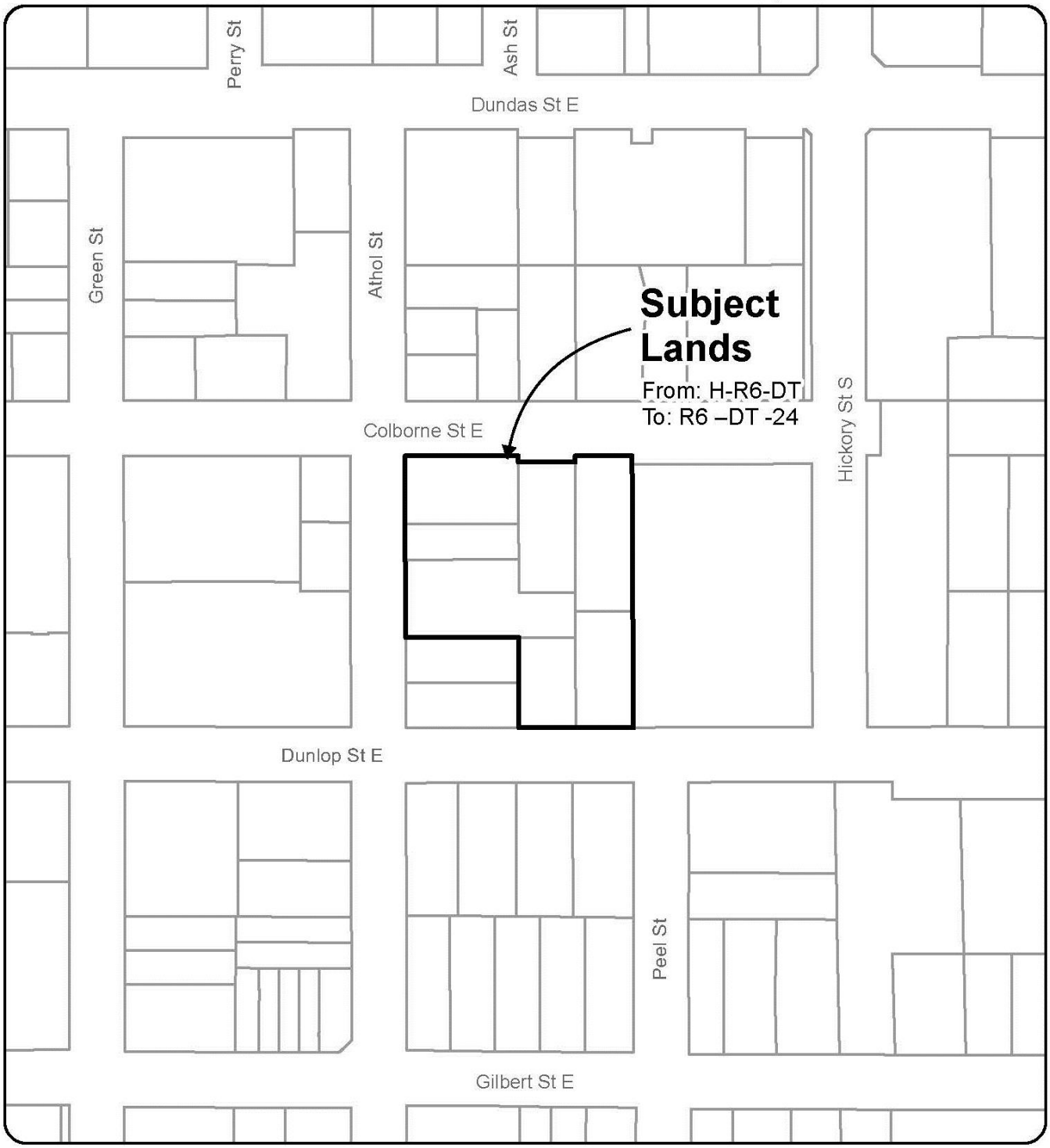
To By-law # 8211-25

This is Schedule A-1 to By-law # 8211-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8212-25

Zoning By-law Amendment

Being a By-law to amend By-law #2585, as amended, being the Zoning By-law of the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend By-law #2585;

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

1. General

1.1. Schedule “A” to By-law # 2585 is hereby amended by changing the zoning from OS to R2-9 for the land shown as the Subject Land on Schedule “A-1” attached to and forming part of this By-law amendment.

1.2. Subsection 9(3) – Residential Type 2 (R2) Zone – Exceptions to By-law # 2585, as amended, is hereby further amended by adding thereto the following Exception:

Exception 9 (R2-9)
East Side of 815 Brock Street North

1. Defined Area

The lands located south of Manning Road and west of Bradley Drive and zoned R2-9 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #2585.

2. Uses Permitted

No person shall within any R2-9 Zone use any lot or erect alter or use any building or structure except for one or more of the following uses:

- single detached dwelling

3. Zone Provisions

Notwithstanding any provisions of this By-law to the contrary, in any R2-9 Zone, the following provisions shall apply:

(a)	Lot Frontage Minimum	12 m
(b)	Lot Area Minimum	410 m^2

(c)	Interior Side Yard Minimum	1.2 m
(d)	Building Height Maximum	11.5 m

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

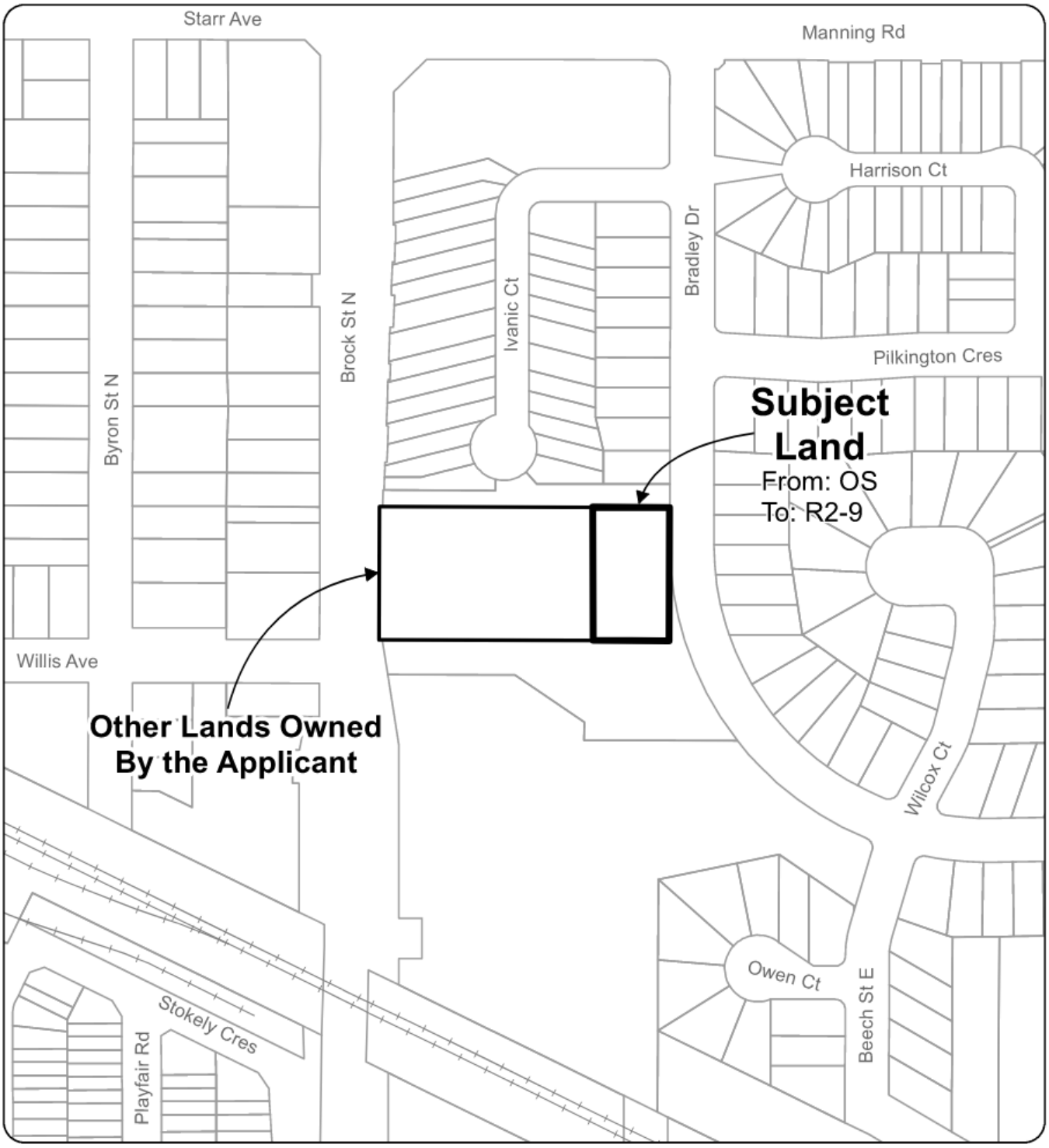
To By-law # 8212-25

This is Schedule A-1 to By-law # 8212-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8213-25

Zoning By-law Amendment

Being a By-law to amend By-law #1784, as amended, being the Zoning By-law of the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend By-law #1784;

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

1. General

1.1. Schedule “B” to By-law #1784 is hereby amended by changing the zoning from H-C2-S and R2A* to CMU*-18 for the land shown as the Subject Land on Schedule “A-1” attached to and forming part of this By-law amendment

1.2. Subsection 5P(iv) – Commercial Mixed Use (CMU*) Zone – Exceptions to By-law #1784, as amended, is hereby further amended by adding thereto the following Exception:

(17) CMU*-18: Exception 18
935 & 945 Taunton Road East, 3557 Garrard Road

1. Defined Area

The lands located at the southwest corner of Taunton Road East and Sebastian Street and zoned CMU*-18 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #1784.

2. Uses Permitted

No person shall within any CMU*-18 Zone use any lot or erect alter or use any building or structure except for one or more of the following uses:

(a) Non-Residential Uses

- All non-residential uses permitted in the CMU* Zone
- one residential sales office

(b) Residential Uses

- block townhouse dwelling
- back-to-back stacked townhouse dwelling
- mixed use building

Provided however that residential uses shall only be permitted when developed with one or more non-residential buildings on the site except a residential sales office.

3. Zone Provisions

No person shall within any CMU*-18 Zone use any lot or erect, alter or use any building or structure for any purpose except in accordance with the following provisions:

(a) Determination of Lot

Notwithstanding the definition of Lot in Section 2 and any other provisions of By-law #1784 and notwithstanding the obtaining of any severance by way of a consent under the provisions of the Planning Act, R.S.O. 1990, C. P.13 as amended from time to time, or the registration at any time of any Condominium Declaration, a Plan of Subdivision, or conveyance with respect to any portion of the said land, the land zoned CMU*-18 by this By-law amendment shall be considered to be one lot.

(b) Lot Line Determination

The lot line abutting Taunton Road East shall be deemed the front lot line and the lot line furthest from and opposite to the front lot line shall be deemed the rear lot line. The lot line abutting Garrard Road and the lot line abutting Sebastian Street shall be deemed the exterior side lot lines and all other lot lines shall be deemed interior side lot lines.

(c) Height of Building

Minimum	2 storeys
Maximum	
– block townhouse dwelling	3 storeys
– back-to-back stacked townhouse dwelling	4 storeys
– mixed use building	4 storeys

(d) Location of Back-to-Back Stacked Townhouse Dwellings or Mixed-Use Building

No back-to-back stacked townhouse dwelling or mixed-use building shall be situated any further than 80 m from the Taunton Road East street line.

(e) Roof Top Appurtenances

The maximum height of any roof top appurtenances such as an elevator penthouse, mechanical room, stair tower, roof top access room, indoor activity space and any architectural features shall not exceed 3.5 metres.

(f) Front Yard
Minimum 0.0 m

(g) Rear Yard
Minimum 7.5 m

(h) Interior Side Yard
Minimum 2.0 m

(i) Exterior Side Yard
Minimum

- block townhouse dwelling 3.0 m
- back to back stacked townhouse dwelling 2.2 m
- mixed use building 2.2 m

(j) Setback to a Visibility Triangle
Minimum 0.0 m

(k) Landscaped Open Space
Minimum 25% of the lot area

(l) Decks, Porches, Steps, Patios and Balconies

(i) Decks, porches, steps, patios and balconies are permitted to project from the front exterior wall of a dwelling unit at the first storey into the minimum required exterior side yard a maximum distance of 2.2 m.

(ii) Decks, porches, patios and balconies are permitted to project from the front exterior wall of a dwelling unit at the first storey provided they are setback a minimum distance of 1.5 m to an internal roadway.

(iii) Steps are permitted to project, provided they are setback a minimum distance of 0.6 m from an internal roadway.

(iv) Decks and balconies are permitted to project from the rear exterior wall of a dwelling unit at or below the level of the first storey a maximum distance of 3.5 m.

(v) Decks and balconies are permitted to project from the second storey or third storey of a dwelling unit a maximum distance of 1.5 m from the front or rear exterior wall of a dwelling unit.

(m) Accessory Structures

(i) Notwithstanding the definition of Accessory Structure in Section 2 Definitions of this By-law to the contrary, an accessory structure may be attached to a main building and may be used for such activities as the storage of equipment and utility devices related to the principal uses on the lot.

(ii) The maximum height of an accessory structure measured from grade level to the mid-point of any roof structure shall be 4.5 m.

(iii) Any accessory structure used to house and store equipment and utility devices may be situated in any yard provided that such structure is located no closer than 1.4 m to any street line.

(n) Special Provisions – Block Townhouse Dwelling

(i) The minimum width of each dwelling unit shall be 5.5 m.

(ii) The minimum separation distance between block townhouse dwellings on the same lot shall be 2.4 m for an end wall to end wall condition, 15 m for a rear wall to rear wall condition, and 15 m for a front wall to front wall condition.

(iii) The minimum distance from an end wall to an internal roadway shall be 1.8 m.

(iv) The minimum distance from a wall other than an end wall to an internal roadway shall be 4.5 m.

(v) The minimum distance from an integral private garage to an internal roadway shall be 5.8 m.

(o) Special Provisions – Back-to-Back Stacked Townhouse Dwelling

(i) The minimum separation distance between back-to-back stacked townhouse dwellings shall be 12 m for a front wall to front wall condition, and 7 m for an end wall to any other building wall.

(ii) The minimum distance from a wall to an internal roadway shall be 1.8 m.

(p) Special Provisions – Mixed Use Building

(i) The minimum separation distance between mixed use buildings shall be 12 m for a front wall to front wall condition, and 7 m for an end wall or rear wall to any other building wall.

(ii) Non-residential uses shall be permitted only in a mixed use building.

(iii) The minimum distance from a wall to an internal roadway shall be 1.8 m.

(iv) The minimum gross floor area devoted to non-residential uses shall be 480 m^2 excluding outdoor patios related to non-residential uses.

(v) Non-residential uses shall only be permitted on the first storey.

(vi) The minimum floor to ceiling height of a non-residential use shall be 3.5 m.

(vii) The maximum elevation of the ground floor of the first storey above finished grade level at the entrance door to the non-residential use shall be 0.3 m.

(viii) No drive through facilities are permitted.

(q) Parking and Loading Provisions

(i) The minimum number of parking spaces required shall be:

(a) Block Townhouse Dwelling	2 spaces/unit
(b) Back-to-Back Stacked Townhouse Dwelling	1 space/unit
(c) Visitor and non-residential parking	0.25 spaces/unit

(ii) No parking spaces shall be permitted in the Front Yard or the Exterior Side Yard.

(iii) Subsection 3.9 of Section 4A of By-law 1784 shall not apply.

4. Definitions

For the purposes of the interpretation of the various zone provisions set forth above, the following definitions shall apply and where there is a conflict between the definitions set forth hereunder and those set forth in Section 2 of By-law No. 1784, the following definitions shall apply:

(a) **Back-to-Back Stacked Townhouse Dwelling** means a building containing more than six dwelling units, each dwelling unit being separated from the other vertically which may include a common rear wall and horizontally and whereby each dwelling unit has an independent entrance either directly from the outside or through a common vestibule.

(b) **Back-to-Back Stacked Townhouse Dwelling Unit** means a dwelling unit in a back-to-back stacked townhouse dwelling.

(c) **Mixed Use Building** means a building containing residential uses and at least one other non-residential use.

5. Zoning Provisions That Do Not Apply

The following subsections of Section 4 — General Provisions shall not apply to the lands zoned CMU*-18 by this By-law amendment:

4(g) Sight Triangles
4(m) Ten Percent of Every Lot
4(w) Satellite Dishes

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

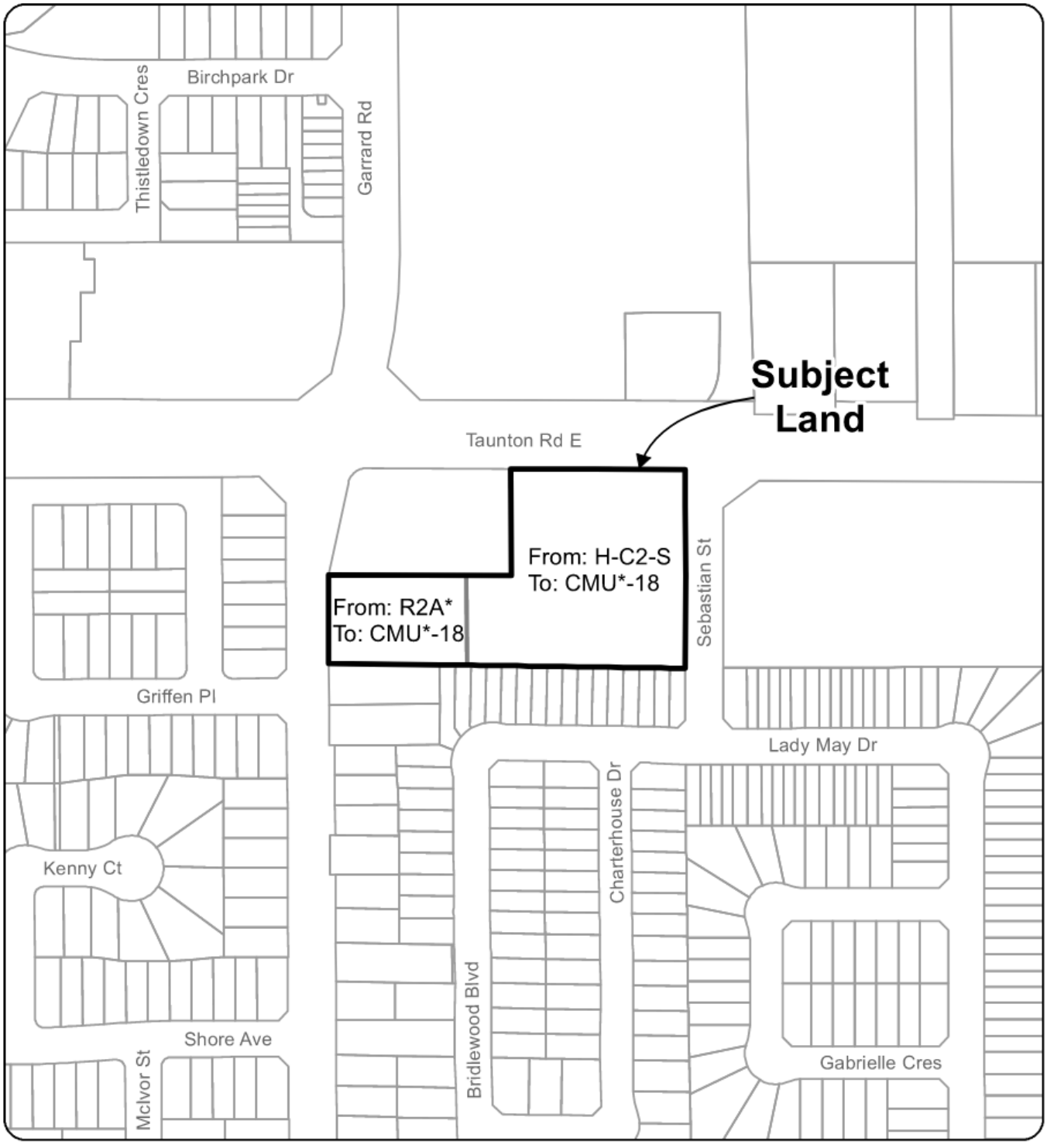
To By-law # 8213-25

This is Schedule A-1 to By-law # 8213-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8214-25

Official Plan Amendment Number 145

Being a By-law to adopt Amendment Number 145 to the Official Plan of the Town of Whitby.

Whereas Sections 17 and 21 of the Planning Act, R.S.O. 1990, c.P.13, as amended, provide that the Council of a municipality may by By-law adopt amendments to its Official Plan;

And whereas Section 70.13(2) of the Planning Act, R.S.O. 1990, c.P.13, as amended, provides that Envision Durham is deemed to constitute an Official Plan of the Town of Whitby;

And whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend the Official Plan of the Town of Whitby;

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

1. General

1.1. Amendment Number 145 to the Official Plan of the Town of Whitby and Envision Durham as it relates to the Town of Whitby, attached as Schedule “A” to this By-law, is hereby adopted.

1.2. This By-law shall come into force and take effect in accordance with the provisions of the Planning Act.

By-law read and passed this 23rd day of June 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule ‘A’ to By-law 8214-25

Amendment #145 to the Town of Whitby Official Plan

Purpose:

The purpose of this Amendment to the Town of Whitby Official Plan and Envision Durham as it relates to the Town of Whitby, is to delete the future/proposed Type C Arterial Road, which is intended to connect Thickson Road North in Whitby to Stevenson Road North in Oshawa, from Schedule ‘D’ – Transportation, Schedule ‘L’ – Taunton North Secondary Plan, and Envision Durham Map 3B – Road Network.

Location:

The lands subject to the application for Official Plan Amendment are municipally known as 961 Conlin Road, 975 Conlin Road, 4605 Garrard Road, and 4625 Garrard Road in the Town of Whitby. The lands subject to the Amendment are generally located, east of Thickson Road North, south of Conlin Road, and north of Taunton Road East.

Basis:

The Amendment is based on an application to amend the Town of Whitby Official Plan (File: DEV-31-24, OPA-2024-W/10, SW-2024-04, Z-15-24), as submitted by Anatolia Investments Corp, which seeks to remove the future Type C Arterial Road to permit the proposed development of warehouses and industrial buildings with associated offices, having a total building gross floor area of up to 105,478 square metres and a building height up to 14 metres (46 ft).

The Amendment is consistent with the policies of the Provincial Planning Statement, 2024, in that there would be no negative impact to the existing transportation network as a result of the development of industrial warehousing and goods movement use.

The Amendment meets the overall goals and intent of the Town of Whitby Official Plan and Envision Durham as it relates to the Town of Whitby, in that the applicant has demonstrated that the future Type C Arterial Road is not required from a transportation network or capacity perspective to accommodate the proposed warehousing use.

Development of the subject lands would be subject to inclusion of appropriate provisions in the implementing Zoning By-law and Site Plan Control.

Actual Amendment: The Town of Whitby Official Plan is hereby amended as follows:

1) By amending Schedule 'D' – Transportation, by deleting the future, east-west, Type C Arterial Road east of Thickson Road North and south of Conlin Road as indicated on the attached Exhibit 'A'; and

2) By amending Schedule 'L' – Taunton North Community Secondary Plan, by deleting the Proposed Arterial Road, as indicated on the attached Exhibit 'B'.

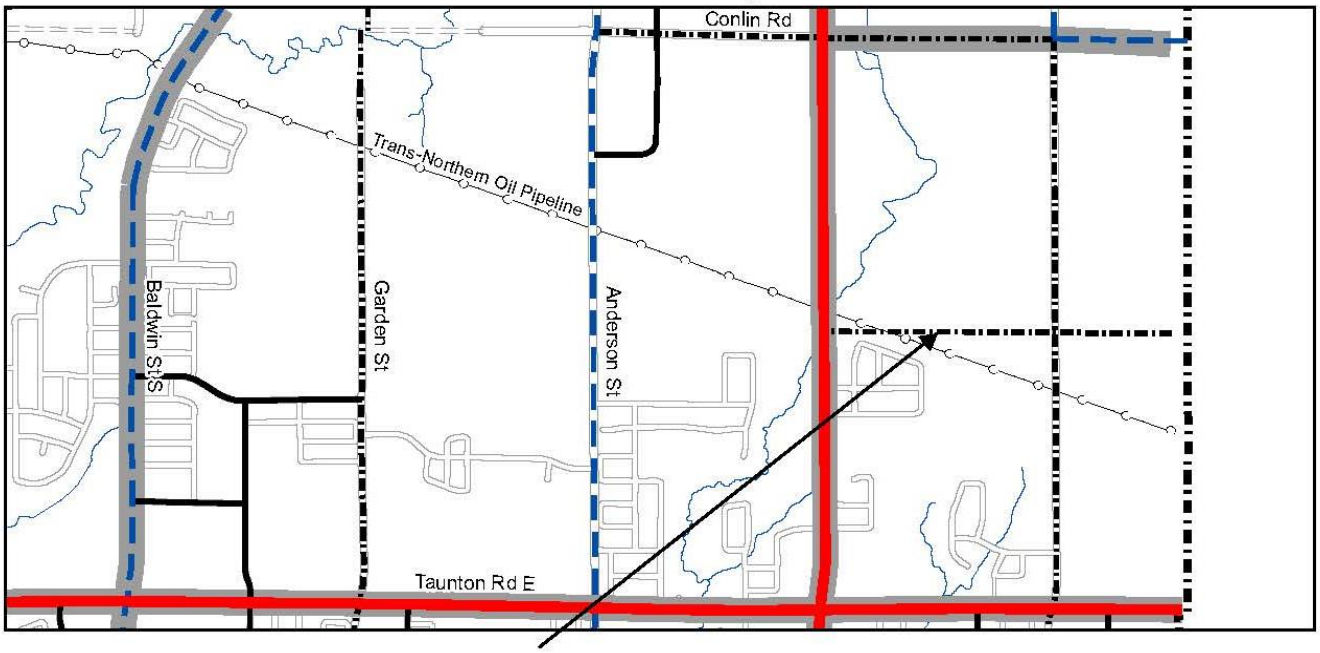
Envision Durham, as it relates to the Town of Whitby, is hereby amended as follows:

1) By amending Map 3B – Road Network, as it relates to the Town of Whitby, by deleting the Future Type C Arterial Road within the Town of Whitby, as indicated on the attached Exhibit 'C'.

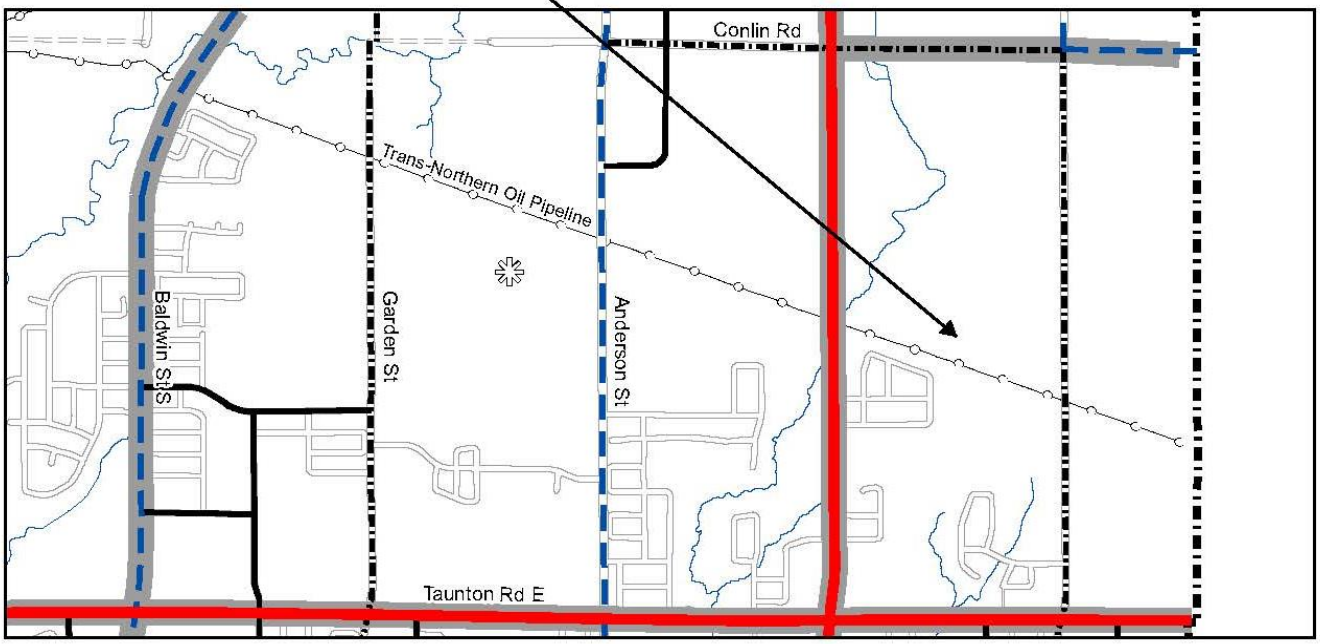
Implementation: The provisions set forth in the Town of Whitby Official Plan, as amended, regarding the implementation of the Plan shall apply in regard to this amendment.

Interpretation: The provisions set forth in the Town of Whitby Official Plan, as amended, regarding the interpretation of the Plan shall apply in regard to this amendment.

Exhibit 'A' to Official Plan Amendment #145 to the Town of Whitby Official Plan



Remove: Type C Arterial Road



Legend

- Existing Interchange
- Proposed Interchange
- Proposed Grade Separation
- Hydro Corridor
- Municipal Boundary
- Pipeline Corridor
- Railway Corridor
- Deferred by the Region of Durham

Transit:

- Future Transitway Station
- Major Transit Station
- Commuter Rail
- Future Commuter Rail
- Transit Spine

- Lands Subject to Durham Regional Official Plan Policy 14.13.7 — D3 (Deferred by Region of Durham)
- Special Policy Area Refer to section 11.5.31.6

Road Network:
Note: Refer to Section 8.1.3.1.6 regarding alternative route to Baldwin Street for goods and people movement.

- Provincial Highway
- Regional Road
- Controlled Access Highway (Freeway)
- Type A Arterial Road
- Type B Arterial Road
- Type C Arterial Road
- Collector Road
- Local Road
- Unopened Road Allowance

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

Official Plan - Town of Whitby

Excerpt from Schedule 'D' Transportation

Schedule **D**

Whitby

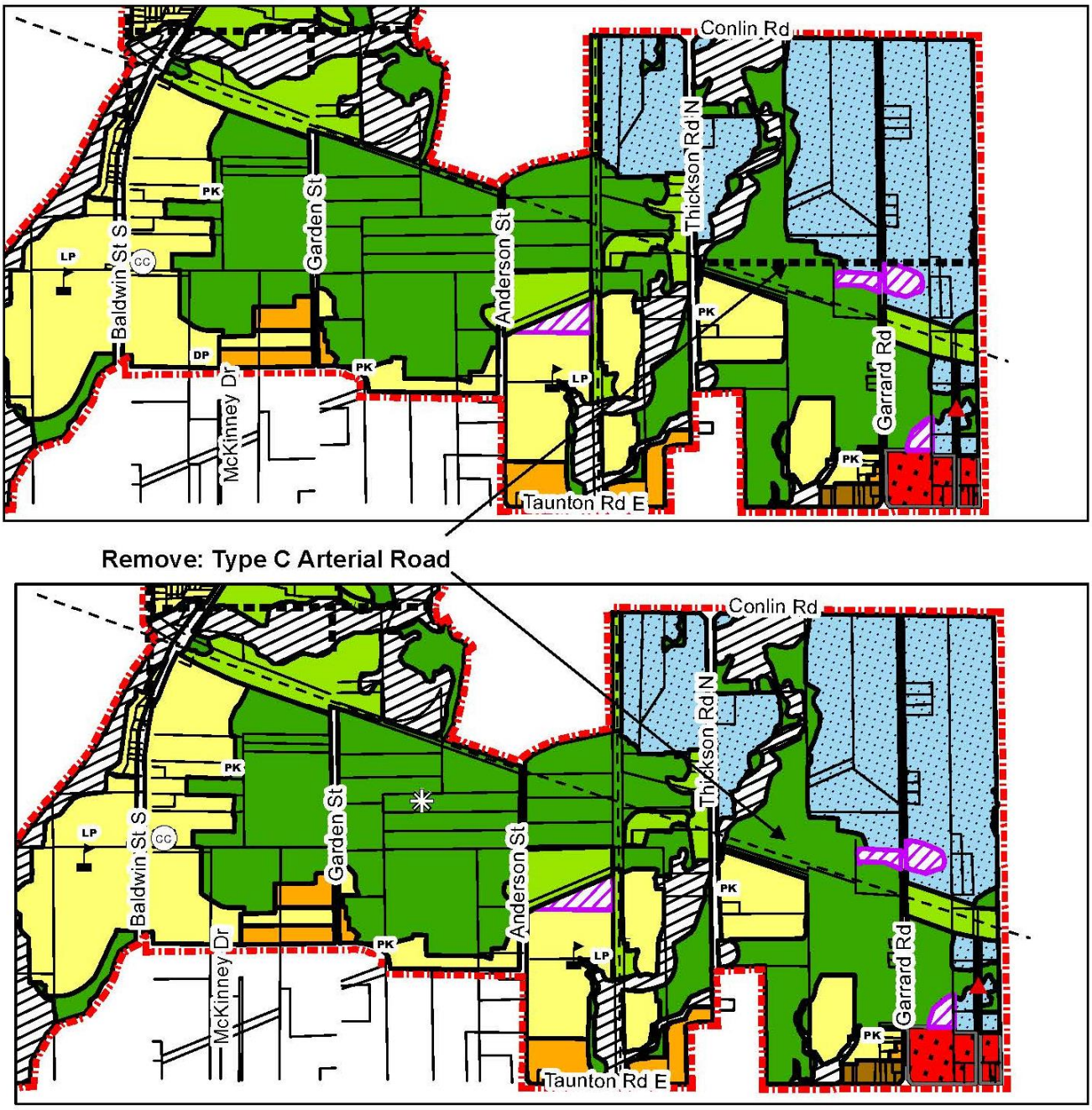
N

0 275 550

Metres

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.

Exhibit 'B' to Official Plan Amendment #145 to the Town of Whitby Official Plan



Legend

- Low Density Residential (LDR) (refer to text)
- Medium Density Residential (MDR) (refer to text)
- High Density Residential
- General Industrial
- Special Purpose Commercial (SPC) (refer to text)
- Major Open Space (MOS) (refer to text)
- Natural Hazard (NH)
- Natural Heritage System (NHS)
- Special Policy Area (SPA)
- Secondary Plan Boundary
- Utility Corridors
- Proposed Collector Road
- Proposed Arterial Road
- Former Waste Disposal Site D12 (Deferred by Region of Durham)
- Public Elementary School
- Seperate Elementary School
- DP District Park
- LP Local Park
- PK Parkette
- CC Convenience Commercial

Excerpt from: Taunton North Community Secondary Plan

Town of Whitby

Schedule **L**

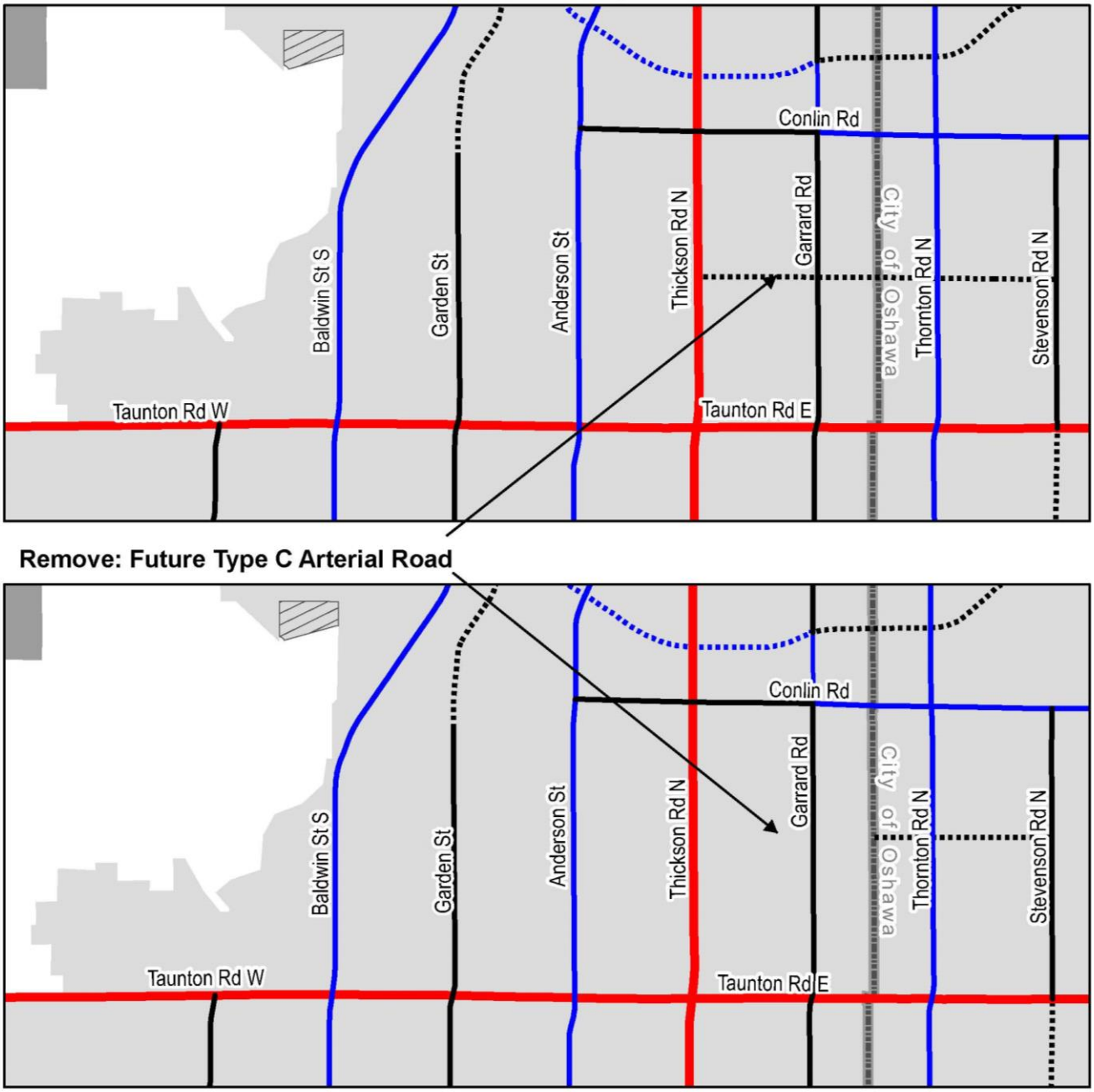
N

Whitby

0 162.5 325 650 Metres

By-law Name: Official Plan Amendment #145
By-law # 8214-25

Exhibit 'C' to Official Plan Amendment #145 to the Town of Whitby Official Plan



Existing

- Freeway
- Type A Arterial
- Type B Arterial
- Type C Arterial
- Existing Interchange

Future

- Type A Arterial
- Type B Arterial
- Type C Arterial
- Refer to Policy 8.4.16
- Conceptual Future Interchange
- Existing Airport
- Future Airport
- Public Port
- Private Port
- Rail
- Protected Major Transit Station Area
- Hamlet
- Urban Area
- 2051 Urban Expansion Areas

Excerpt From Official Plan of the Regional Municipality of Durham

DURHAM REGION

Map 3b. Road Network

N

0 500 1,000

Metres

By-law Name: Official Plan Amendment #145
By-law # 8214-25

Town of Whitby
By-law # 8215-25

Zoning By-law Amendment

Being a by-law to amend By-law #1784, as amended, being the Zoning By-law for the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby now deems it advisable to amend By-law #1784;

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

1. General

1.1. Schedule “B” to By-law #1784 is hereby amended by changing the zoning from “A” to M1-5 and G-11 for the Subject Land shown on Schedule “A-1” attached to and forming part of this By-law amendment.

1.2. That Section 8(c) - Restricted Industrial Zone – Exceptions to By-law #1784, as amended, is hereby further amended by adding thereto the following Exception:

Exception 5: M1-5
961 & 975 Conlin Road, 4605 & 4625 Garrard Road

1. Defined Area

The lands located south of Conlin Road and east of Garrard Road and zoned M1-5 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #1784.

2. Uses Permitted

Notwithstanding the uses permitted in the M1 Zone, in any M1-5 Zone, the following additional uses shall be permitted:

- warehouse distribution facility
- warehouse facility

3. Zone Provisions

Notwithstanding any zone provisions of this By-law to the contrary, in any M1-5 Zone the following provisions shall apply:

(a) Height of Building
Maximum 15 m

(b) Roof Top Appurtenances

Maximum height of any roof top appurtenances such as an elevator penthouse, mechanical room, stair tower, roof top access room and any architectural features shall not exceed 6 metres.

(c) Parking

(i) Number of Parking Spaces

Use or Purpose	**Minimum Number of Parking Spaces Required (per building)**
• Warehouse Distribution Facility • Warehouse Facility	1 parking space per 50m² of gross floor area up to 2800 m² plus 1 additional parking space per 250m² of gross floor area of the building in excess of 2,800m².

(ii) Location of Parking Spaces

Any parking area and parking spaces are permitted in all yards.

(iii) Driveway Width
Minimum 12m

Provided however that the maximum width for a driveway intended primarily for a truck access to the site shall be 26m.

(d) Outside Storage

Notwithstanding the Industrial Uses Permitted in subsection 8(a)(i), accessory outside storage including any outside storage of vehicles including commercial vehicles and motor vehicles and any trailers shall be permitted in the rear yard and in the interior side yard provided that such outside storage is not readily visible from the streetline.

4. Zone Provisions That Do Not Apply

The following provisions shall not apply to the lands zoned M1-5 by this By-law amendment:

4A 4.5 Aisle Width Serving a Parking Area of a Non-Residential Use

4(g) Sight Triangles

4(m) Ten Percent 10% of Every Lot

4(w) Satellite Dishes

1.3. Subsection 10(d) Greenbelt (G) Zone – Exception to By-law #1784, as amended, is hereby further amended by adding the following Exception:

Exception 11 – (G-11)
961 Conlin Road, 975 Conlin Road & 4605 Garrard Road

1. Defined Area

The lands located south of Conlin Road and east of Garrard Road and zoned G-11 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #1784.

2. Uses Permitted

Notwithstanding the uses permitted in the Greenbelt (G) Zone in any G-11 Zone only the following uses shall be permitted:

- passive recreational use that does not involve the erection of any buildings or structures and that preserves and conserves the natural environment, soil, topography, and wildlife of the land.

1.4. By-law 8215-25 shall not come into force and effect until Amendment #145 to the Town of Whitby Official Plan has received final approval.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

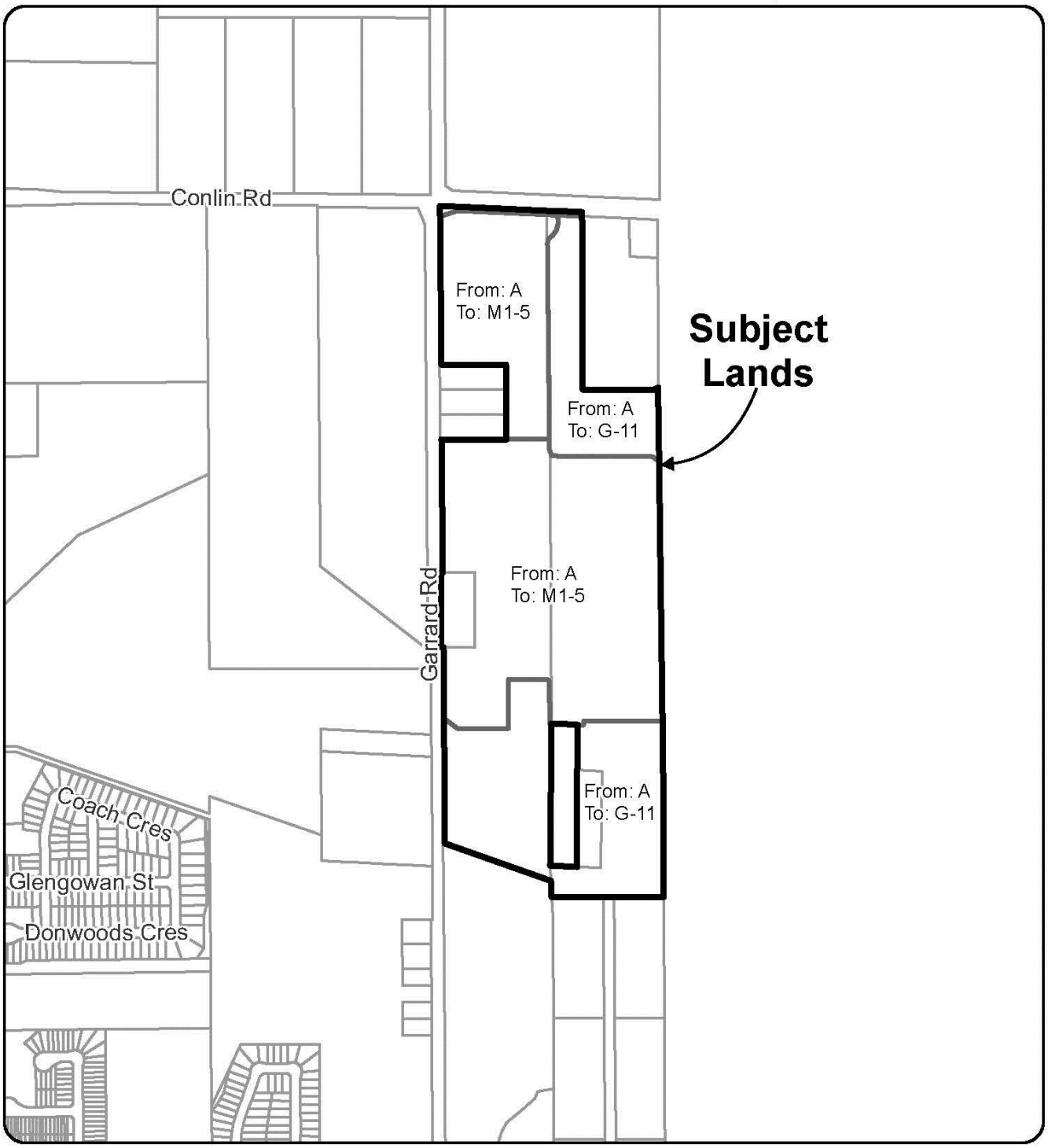
To By-law # 8215-25

This is Schedule A-1 to By-law # 8215-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8216-25

Part Lot Control By-law

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2020-05) as not being subject of Part Lot Control.

Whereas subsection 50(7) of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Act"), provides that the council of a local municipality may by by-law provide that the part-lot control provisions in subsection 50(5) of the Act, do not apply to the land that is within a registered plan of subdivision as is designated in the by-law;

And whereas, the Council of The Corporation of the Town of Whitby considers it appropriate to pass such a by-law relating to the lands hereinafter described.

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

1. General

1.1. That subsection 50(5) of the Act shall not apply to the following lands, all situated in the Town of Whitby, Regional Municipality of Durham:

(a) Block 2, Plan 40M-2792, being all of PIN 26569-2027 (LT).

1.2. That a copy of this By-law be registered in the appropriate Land Registry Office on title on the lands set out herein.

2. Effective Date

2.1. The by-law shall be in force and effect upon final passage thereof, and shall remain in force and effect for a period of two (2) years from the date of its passing, ending June 23rd, 2027.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8217-25

Zoning By-law Amendment

Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law of the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend By-law # 1784;

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

1. General

1.1. Schedule “B” to By-law # 1784 is hereby amended by changing the zoning from A to LD-B, MD-B, OS, SPC-B, NHS-B and I-B/LD-B and from A-13 to SPC-B for the Subject Land shown on Schedule “A-1” attached to and forming part of this By-law.

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

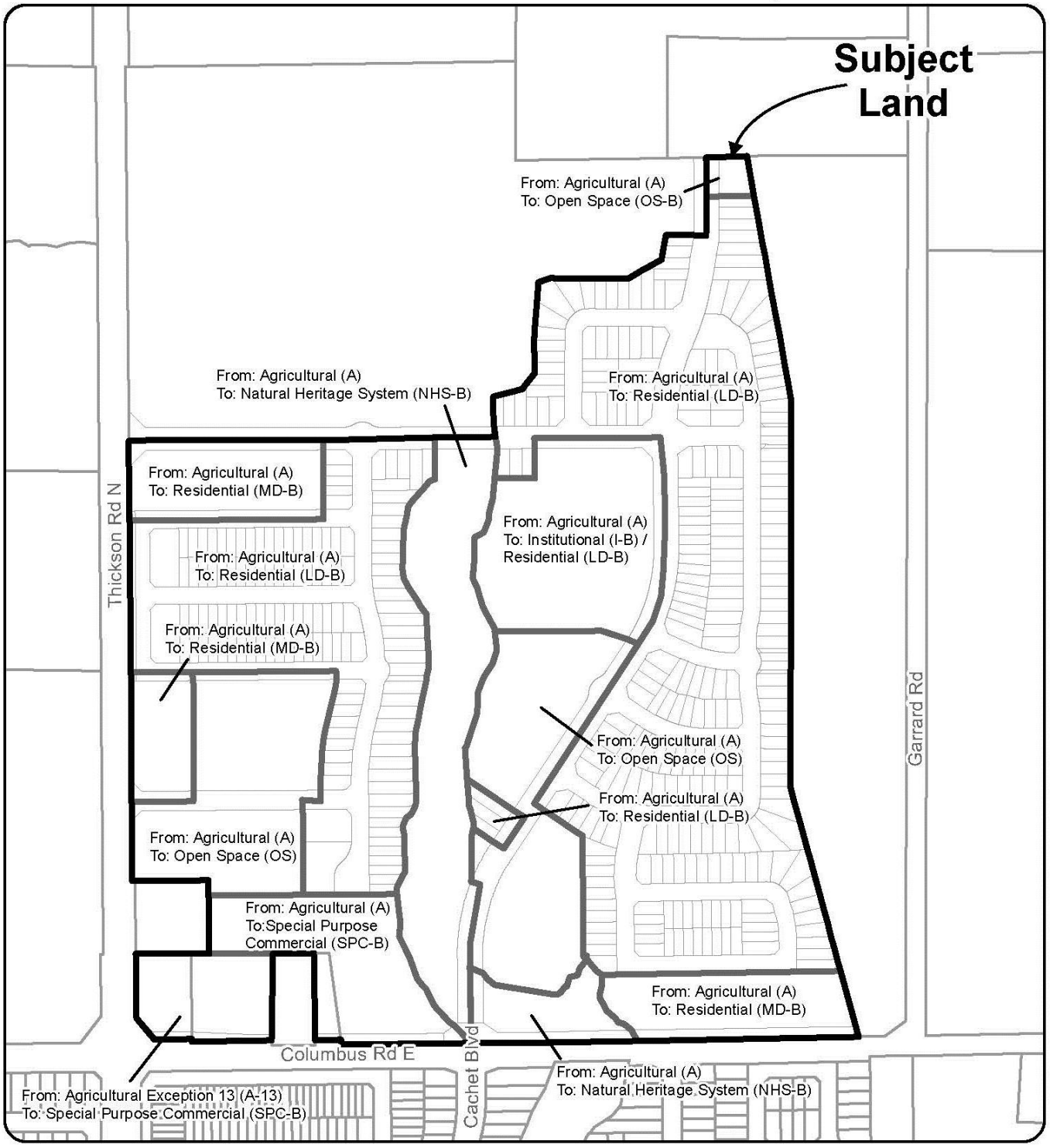
To By-law # 8217-25

This is Schedule A-1 to By-law # 8217-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor



By-law Name: Zoning By-law Amendment

By-law # 8217-25

Town of Whitby
By-law # 8218-25

Amendment to Private Transportation Services By-law

Being a By-law to amend Private Transportation Services By-law # 7398-18, as amended.

Whereas the Council of The Corporation of the Town of Whitby considered Report CMS 07-25 regarding Proposed Amendments to the Private Transportation Services By-law, Accessible Taxis at the Council meeting on May 26, 2025; and,

Whereas Council deems it necessary to amend Private Transportation Services By-law # 7398-18, as amended to include an exemption to assist in providing greater accessible taxicab service in accordance with the recommendations contained in Report CMS 07-25.

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

1. General

1.1. That the following be added as subsections 15.3. and 15.4 to Private Transportation Services By-law # 7398-18, as amended.

Administrative Penalty System

15.3. Every person who contravenes or fails to comply with a provision of this By-law is guilty of an offence and is liable to the penalty as set out in Schedule “3” to this By-law.

15.4. Tiered and Escalating Penalties: If a person receives a Penalty Notice in accordance with the Town’s Administrative Penalty By-law for an offence, the person shall be liable to pay to the Town a tier one (1) administrative penalty amount for that offence as specified in Schedule “3” to this By-law. If a person receives an additional Penalty Notice for the same offence within ninety (90) calendar days or less from the date of the Penalty Notice containing a tier one (1) administrative penalty amount, the person shall be liable to pay to the Town a tier two (2) administrative penalty amount for that offence as specified in Schedule “3” to this By-law. If the person receives a subsequent Penalty Notice for the same offence within ninety (90) calendar days or less of the Penalty Notice containing a tier two (2) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “3” to this By-law. If the person receives any subsequent Penalty Notices for the same offence within one hundred and eighty (180) calendar days or less from the date of the Penalty Notice containing a tier three (3) administrative penalty amount, the person shall be liable

to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “3” to this By-law.

1.2. That the following be added as Section 16 to Private Transportation Services By-law # 7398-18, as amended and that the remaining sections of the by-law be renumbered accordingly.

Exemptions

16. No provision in this By-law shall restrict, limit, or prevent the owners and drivers of a licensed accessible taxicab licensed in any lower-tier municipality in Durham Region from engaging in conveyances within any of the eight (8) Durham Region lower-tier municipalities when the purpose of the conveyance is to transport persons with a disability as defined in the *Accessibility for Ontarians with Disabilities Act, 2005* S.O. 2005, chapter 11, as amended.

1.3. That Schedule 3 be added to Private Transportation Services By-law # 7398-18, as amended as described in Appendix # 1 hereto attached.

2. Effective Date

2.1. This by-law shall come into force and effect on the date of its passing.

By-law read and passed this 23rd day of June, 2025.

Appendices

Appendix 1

Schedule 3 – Administrative Penalties

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule 3 – Administrative Penalties

Town of Whitby By-law # 7398-18, as amended

Item	Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
1.	Operate a Vehicle-for-Hire without Licence	2.1.	$500.00	$750.00	$1000.00
2.	Operate a Vehicle-for-Hire with suspended/revoked Licence	2.2.	$500.00	$750.00	$1000.00
3.	Obstruct Officer performance of a duty	2.4	$350.00	$500.00	$750.00
4.	Operate vehicle in excess of time permitted	7.1.1	$350.00	$500.00	$750.00
5.	Smoke/light product while driving passenger	7.1.2.	$350.00	$500.00	$750.00
6.	Fails to take shortest route possible without agreement	7.1.3.	$350.00	$500.00	$750.00
7.	Exceed total number of passengers permitted by vehicle	7.2.	$350.00	$500.00	$750.00
8.	Operate Motor Vehicle not clean/in good repair	8.1.1.	$350.00	$500.00	$750.00
9.	Operate Motor Vehicle with mechanical/safety defect	8.1.2.	$350.00	$500.00	$750.00
10	Operate Motor vehicle without seatbelts or hidden/not accessible	8.1.3.	$350.00	$500.00	$750.00
11.	Operate Motor Vehicle without functioning air-conditioning/heating system	8.1.4.	$350.00	$500.00	$750.00
12.	Operate Motor Vehicle with major rust/body damage	8.1.5.	$350.00	$500.00	$750.00
13	Broker fails to maintain records	9.2.	$350.00	$500.00	$750.00
14.	Fail to produce records in 48 hour period	9.3.	$350.00	$500.00	$750.00
15.	Taxicab fails to display sticker on rear bumper	10.1.1	$350.00	$500.00	$750.00
16.	Taxicab fails to display valid driver's identification/tariff card	10.1.2.	$350.00	$500.00	$750.00
17.	Taxicab fails to contain working taximeter	10.1.3.	$350.00	$500.00	$750.00
18.	Operate Taxicab without roof light/operational roof light	10.2.	$350.00	$500.00	$750.00
19.	Fails to display decal supplied by Transportation Network Company (TNC)	12.1.2.	$350.00	$500.00	$750.00

Town of Whitby
By-law # 8219-25

Zoning By-law Amendment

Being a By-law to amend By-law #1784, as amended, being the Zoning By-law of the Town of Whitby.

Whereas, the Council of The Corporation of the Town of Whitby deems it advisable to amend By-law #1784;

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

1. General

1.1. Schedule “B” to By-law #1784 is hereby amended by changing the zoning from A to GE-B-1 and NHS for the land shown as the Subject Land on Schedule “A-1’ attached to and forming part of this By-law amendment.

1.2. Section 15.9 General Employment – Brooklin Regulations to By-law #1784, as amended, is hereby amended by adding a new subsection 15.9.3. – Exceptions and adding thereto the following Exception.

15.9.3. Exceptions

(1) Exception 1: GE-B-1
5515 Garrard Road

1. Defined Area

The lands located east of Garrard Road and south of Highway 407 and zoned GE-B-1 shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law amendment shall be governed by the relevant provisions of By-law #1784.

2. Zone Provisions

Notwithstanding any zone provisions of this By-law to the contrary, in any GE-B-1 Zone the following provisions shall apply:

(a) Determination of Lot

Notwithstanding the definition of Lot in Section 2 and any other provisions of By-law #1784, and notwithstanding the obtaining of any severance by way of a consent under the provisions of the Planning Act, R.S.O. 1990, C. P. 13 as amended from time to time, or the registration at any time of any Condominium Declaration, a Plan of Subdivision, or conveyance with respect to any portion of the said land, the land zoned GE-B-1 by this By-law shall be considered to be one lot.

(b) Parking

(i) Number of Parking Spaces

Use or purpose	**Minimum Number of Parking Spaces Required (per building)**
• Warehouse Distribution Facility • Warehouse Facility • Wholesale Distribution Centre	1 parking space per 50m^2 of gross floor area up to 2800 m^2 plus 1 additional parking space per 250m^2 of gross floor area of the building in excess of 2,800m^2.

(ii) Location of Parking Spaces

Any parking area and parking spaces are permitted in all yards.

(iii) Driveway Width
Minimum 12m

Provided however that the maximum width for a driveway intended primarily for a truck access to the site shall be 26m.

(c) Outside Storage

Notwithstanding any provisions of this By-law to the contrary, outside storage including any outside storage of vehicles including commercial vehicles and motor vehicles and any trailers shall be permitted in the rear yard and in the interior side yard provided that such outside storage is not readily visible from the streetline.

3. Zone Provisions That Do Not Apply

The following provisions shall not apply to the lands zoned GE-B-1 by this By-law amendment:

4A(4.5) Aisle Width Serving a Parking Area of a Non-Residential Use

By-law read and passed this 23rd day of June, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

To By-law # 8219-25

This is Schedule A-1 to By-law # 8219-25 passed by the

Council of the Town of Whitby this 23rd day of June, 2025.

Clerk

Mayor

