Regular Council Meeting Revised Agenda

Monday, October 6, 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 - June 23, 2025

Special Council - June 26, 2025 (Confidential Minutes Under Separate Cover)

Special Council - July 16, 2025

Special Council - July 25, 2025 (Confidential Minutes Under Separate Cover)

Special Council - August 13, 2025 (Confidential Minutes Under Separate Cover)

Special Council - September 15, 2025

Recommendation:
That the Regular Council Minutes of June 23, 2025, and the Special Council Minutes of June 26, July 16, July 25, August 13, and September 15 be approved.

6. Presentations

7. Delegations

7.1 Drew Elliott, Director of Sales, Moose Power Inc. (In-Person Attendance)
Re: Municipal Support Resolutions – Rooftop Solar Projects

Refer to Item 8.2, Memorandum from S. Klein, Deputy CAO, dated October 6, 2025 regarding Municipal Support Resolutions – Rooftop Solar Projects

8. Correspondence

8.1 Correspondence
That the following requests be endorsed:

- Child Care Worker and Early Childhood Educator Appreciation Day - October 21, 2025
- World Polio Day - October 24, 2025
- World Polio Day - Flag Raising - October 20 to 25, 2025

Recommendation:
That the proclamations for Child Care Worker and Early Childhood Educator Appreciation Day and World Polio Day and the flag raising for World Polio Day be endorsed.

8.2 Memorandum from S. Klein, Deputy CAO, dated October 6, 2025 regarding Municipal Support Resolutions – Rooftop Solar Projects

Recommendation:
Support for Dream Industrial Canada Solar Inc. Long-Term Energy Project – 220A and 220B Water Street

Whereas Dream Industrial Canada Solar Inc. is proposing to construct and operate a

Long-Term Energy Project located on Municipal Project Lands, as defined and with the characteristics outlined below, under the Long-Term 2 Energy Supply (Window 1) Request for Proposals ("LT2(e-1) RFP") issued by the Independent Electricity System Operator ("IESO");

And whereas capitalized terms not defined herein have the meanings ascribed to them in the LT2(e-1) RFP;

And whereas Dream Industrial Canada Solar Inc. has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Legal name of the Proponent: Dream Industrial Canada Solar Inc.

Name of the Long-Term Energy Project: Dream Industrial Rooftop Solar Project H

Technology of the Long-Term Energy Project: Solar

Maximum potential Contract Capacity of the Long-Term Energy Project: 5.5 MW

Property Identification Number (PIN): 26486-0026 (LT)

And whereas, pursuant to the LT2(e-1) RFP, if the Long-Term Energy Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation, which may be in the form of a Municipal Resolution in Support of Proposal Submission.

Therefore, be it resolved:

1. That the Council of the Town of Whitby supports the submission of a Proposal for the Long-Term Energy Project located on the Municipal Project Lands.
2. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(e-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Energy Project or for any other purpose.
3. That Dream Industrial Canada Solar Inc. has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Energy Project to the satisfaction of the Town of Whitby.
4. That the Municipal Project Lands do not include lands designated as Prime Agricultural Areas in the Town of Whitby's Official Plan.

Recommendation:
Support for Dream Industrial Canada Solar Inc. Long-Term Energy Project – 1602

Tricont Avenue

Whereas Dream Industrial Canada Solar Inc. is proposing to construct and operate a Long-Term Energy Project located on Municipal Project Lands, as defined and with the characteristics outlined below, under the Long-Term 2 Energy Supply (Window 1) Request for Proposals ("LT2(e-1) RFP") issued by the Independent Electricity System Operator ("IESO");

And whereas capitalized terms not defined herein have the meanings ascribed to them in the LT2(e-1) RFP;

And whereas Dream Industrial Canada Solar Inc. has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Legal name of the Proponent: Dream Industrial Canada Solar Inc.

Name of the Long-Term Energy Project: Dream Industrial Rooftop Solar Project G

Technology of the Long-Term Energy Project: Solar

Maximum potential Contract Capacity of the Long-Term Energy Project: 2.75 MW

Property Identification Number (PIN): 16392-0021 (LT) and 16392-0028 (LT)

And whereas, pursuant to the LT2(e-1) RFP, if the Long-Term Energy Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation, which may be in the form of a Municipal Resolution in Support of Proposal Submission.

Therefore, be it resolved:

1. That the Council of the Town of Whitby supports the submission of a Proposal for the Long-Term Energy Project located on the Municipal Project Lands.
2. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(e-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Energy Project or for any other purpose.
3. That Dream Industrial Canada Solar Inc. has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Energy Project to the satisfaction of the Town of Whitby.
4. That the Municipal Project Lands do not include lands designated as Prime Agricultural Areas in the Town of Whitby's Official Plan.

9. Committee of the Whole Report - Planning and Development

Planning and Development - September 15 and 22, 2025

9.1 PDP 46-25, Planning and Development (Planning Services) Department Report Re: 618 Athol Street - Notice of Intention to Designate Property Under Part IV, Section 29 of the Ontario Heritage Act

Recommendation:

1. That Council authorize staff to issue a Notice of Intention to Designate the property identified as the Graydon Goodfellow House, located at 618 Athol Street as being of Cultural Heritage Value and Interest, in accordance with the Ontario Heritage Act and the Town's Notification Policy;

2. That Council pass a by-law designating the property under Part IV, Section 29 of the Ontario Heritage Act if no objection to the Intention to Designate is received during the 30-day objection period; and,

3. That if no appeals of the Designation By-law are received during the 30-day appeal period, that a commemorative plaque be installed in a form and location to the satisfaction of the Commissioner of Planning and Development or designate.

9.2 PDP 47-25, Planning and Development (Planning Services) Department Report Re: 725, 740 & 835 Columbus Road West – Notice of Intention to Designate Properties Under Part IV, Section 29 of the Ontario Heritage Act

Recommendation:

1. That Council authorize staff to issue Notices of Intention to Designate to each of the properties located at 725 Columbus Road West, 740 Columbus Road West and 835 Columbus Road West, in accordance with the Ontario Heritage Act and the Town's Notification Policy;

2. That Council pass by-laws designating each of the properties under Part IV, Section 29 of the Ontario Heritage Act if no objection(s) to any Notice of Intention to Designate is received within the 30-day objection period;

3. That if no appeals of the Designation By-laws are received during the 30-day appeal period, that a commemorative plaque be installed at each of the properties, in a form and location to the satisfaction of the Commissioner of Planning and Development or designate;

4. That Council mutually agree to the owner's request for an extension of the 90-day deadline under the Ontario Heritage Act, for passing the Part IV Heritage Designation By-laws; and

5. That the extension outlined in Recommendation 4 be in effect until May 31, 2026.

9.3 PDP 48-25, Planning and Development (Planning Services) Department Report Re: Town of Whitby Street Naming Policy

Recommendation:
That Council adopt the Street Naming Policy appended to Report PDP 48-25 as Attachment #1.

9.4 PDP 49-25, Planning and Development (Planning Services) Department Report Re: Zoning By-law Amendment Application, Mario and Teresea Palumbo, 6680 Coronation Road, File Number: DEV 25-25 (Z-14-25)

Recommendation:

1. That Council approve an amendment to Zoning By-law No.1784 (File: Z-14-25) as set out in Planning Report PDP 49-25;
2. That a By-law to amend Zoning By-law No.1784 be brought forward for consideration by Council; and,
3. That upon the amending Zoning By-law becoming final and binding, the letter of credit in the amount of $25,000 be returned to the applicant.

9.5 New and Unfinished Business - Item P&D-0004

Recommendation:
That Staff be directed to send a letter to the Premier of Ontario and the Minister of Transportation, copied to the Region of Durham and Ontario Big City Mayors, prior to the Provincial legislature reconvening on October 20, 2025, that highlights the effectiveness of Automated Speed Enforcement (ASE) in Whitby and provides the following information and data:

- a copy of the Town's draft Traffic Calming Policy and information about how ASEs are identified in the policy as one tool that is available as part of a suite of traffic calming measures;
- the use of ASEs in the community, noting that they are currently deployed only on Regional roads and in limited numbers;
- community support for ASEs along with other traffic calming measures; and,
- the effectiveness of ASEs in community safety zones and school zones including data demonstrating the effectiveness of ASEs versus other traffic calming measures such as digital speed boards.

9.6 PDP 50-25, Planning and Development (Planning Services) Department Report Re: Temporary Use Zoning By-law Amendment Application, 1320 Brawley Road West and 8100, 8200, and 8300 Coronation Road. File Number: DEV-30-25 (Z-16-25)

Recommendation:

1. That Council approve an amendment to Zoning By-law 1784 for a temporary use (Z-16-25) as outlined in Planning Report PDP 50-25; and,

2. That the amending By-law be brought forward for Council's consideration.

10. Committee of the Whole Report - General Government

General Government - September 15 and 22, 2025

10.1 Memorandum from S. Shields, Project Manager, Sustainability and Climate Change, dated September 15, 2025 regarding Enhancements to the Durham Greener Homes Program

Recommendation:
That Council endorse the expansion of the Durham Greener Homes Program to include the weather ready assessment services and the direct municipality-to-homeowner loan financing program and that the Town provide a letter of support for the Region's application for FCM funding.

10.2 FS 03-25, Financial Services Department Report
Re: 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards

Recommendation:
That Report FS 03-25 regarding 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards be received for information.

10.3 CLK 10-25, Office of the Town Clerk Report
Re: Use of Council Chambers Policy

Recommendation:
That Council approve the Use of Council Chambers Policy appended to this Report as Attachment 1.

10.4 FS 28-25, Financial Services Department and Legal and Enforcement Services Department Joint Report
Re: Elexicon Corporation 2025 Update

Recommendation:

1. That the Mayor be requested to phase-out Elexicon dividend revenue from the Town's operating budget over three years as outlined in Staff Report FS 28-25 and as follows:

    a. remove $2,009,643 of Elexicon dividend revenue from the 2026 budget;

    b. include a $1,339,762 draw from the Contingency Reserve Fund in the 2026 budget;

    c. reduce the draw from the Contingency Reserve Fund to $669,881 in the 2027 budget; and,

    d. remove the $669,881 draw from the Contingency Reserve in the 2028 budget;

2. That the Mayor be requested to phase-out Elexicon promissory note interest revenue from the operating budget over three years as outlined in Staff Report FS 28-25 and as follows:

    a. remove $1,170,357 of Elexicon interest revenue from the 2026 budget;

    b. include a $780,238 draw from the Contingency Reserve Fund in the 2026 budget;

    c. reduce the draw from the Contingency Reserve Fund to $390,119 in the 2027 budget; and

    d. remove the $390,119 draw from the Contingency Reserve Fund from the 2028 budget;

3. That future Elexicon dividend revenues be allocated to the Long-Term Financing Reserve (also known as the One-Time Reserve) to be used for capital or other one-time projects/expenditures.

10.5 CAO 18-25, Office of the Chief Administrative Officer Department Report
Re: New 9-1-1 System Agreement

Recommendation:

1. That Report CAO 18-25 be received for information;

2. That the Mayor and Clerk be authorized to sign the new 9-1-1 System Agreement as described in the Memorandum of Elaine Baxter-Trahair, CAO dated August 28, 2025; and,

3. That a copy of this motion be sent to the Region of Durham and other signatories to the 9-1-1 System Agreement.

10.6 Tracking Motions that Result in Requests to the Mayor to Consider an Increase to the Tax Levy

Recommendation:
Whereas municipal councils regularly consider motions that may have financial implications which could contribute to an increase in the annual tax levy; and,

Whereas residents have expressed growing concern about rising property taxes and the need for greater transparency and accountability in how fiscal decisions are made throughout the year; and,

Whereas improved tracking of motions that impact the Town's tax-supported budget would provide more informed decision-making and better alignment with the Town's financial priorities;

Now therefore, be it resolved:

1. That all future motions brought forward to Council or Committee include, where applicable, a projected property tax impact that has been reviewed by Finance staff prior to debate;
2. That staff be directed to track and report on all Council-approved motions throughout the year that requests the Mayor to consider a net increase to the tax levy at budget time; and
3. That Finance staff be directed to include a summary of cumulative financial impacts from such motions as part of the annual budget process, to ensure full visibility of year-round Council decisions influencing the tax rate.

10.7 Supporting a Healthy and Inclusive Democratic Environment

Recommendation:
Whereas democracy is healthy when everyone is able to participate fully, safely, and without discrimination, contributing to the well-being of their community; and,

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and,

Whereas Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats, intimidation, and harassment, which undermine not only personal safety but also public confidence in democratic institutions; and,

Whereas social media platforms have amplified both legitimate criticism and, at times, abusive or threatening conduct, with disproportionate effects on women, racialized candidates, Indigenous peoples, LGBTQ+ persons, and persons with disabilities, discouraging them from seeking office; and,

Whereas freedom of expression is a cornerstone of democracy and must be safeguarded alongside efforts to combat unlawful harassment, discrimination, and

violence; and,

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientations, ages, and abilities are heard and represented around municipal council tables; and,

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and,

Whereas initiatives such as the Elect Respect campaign www.electrespect.ca, developed by HER (Halton Elected Representatives), and the Canadian Association of Feminist Parliamentarians' Parliamentary Civility Pledge demonstrate a growing movement to foster safe, inclusive, and respectful environments for elected representatives;

Now Therefore Be It Resolved:

1. That Whitby Council supports the Elect Respect campaign and pledges to:
    - Uphold freedom of expression while rejecting unlawful harassment, threats, discrimination, and personal abuse;
    - Reject and call out harassment, abuse, and personal attacks;
    - Treat others with dignity and respect in all spaces, including public, private, and online;
    - Focus debate on policies and ideas, not personal attacks;
    - Help build a culture of safety, inclusion, and respect where people of all backgrounds feel safe and empowered to run for and hold office;
    - Call on relevant authorities to investigate and respond to threats or harassment targeting elected officials, consistent with the law; and,
    - Model integrity and accountability by holding one another to the highest, clear, and transparent and legally grounded standards of conduct.
2. That Whitby Council encourages elected officials, organizations, and community members to support the Elect Respect campaign and sign the pledge at www.electrespect.ca; and,
3. That a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario's Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, Whitby's MP and MPP, the Region of Durham, the local municipalities in Durham, the Durham Regional Police Service, the Ontario Provincial Police, and the Royal Canadian Mounted Police.

10.8 CMS 10-25, Community Services Department Report
Re: Ontario Lacrosse Festival

Recommendation:
That Staff Report CMS 10-25 be received for information.

10.9 CMS 11-25, Community Services Department Report
Re: Pool and Gymnasium Allocation Policies

Recommendation:

1. That Council approve the proposed Pool Allocation Policy, (Attachment 1); and,

2. That Council approve the proposed Gymnasium Allocation Policy, (Attachment 2), of Report CMS 11-25.

10.10 FS 21-25, Financial Services Department Report
Re: Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024

Recommendation:
That Report FS 21-25, the Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024, be received for information.

10.11 FS 37-25, Financial Services Department Report
Re: Building Permit Fees Annual Financial Report 2024

Recommendation:
That Report FS 37-25 on Building Permit Fees Annual Financial Report 2024 be received as information.

10.12 FS 34-25, Financial Services Department Report
Re: Procurement Reporting – Quarter 1, Quarter 2, and Council Recess

Recommendation:
That Report FS 34-25, Procurement Reporting - Quarter 1, Quarter 2, and Council Recess, be received for information.

10.13 FS 41-25, Financial Services Department Report
Re: Proposed Improvements in Property Tax Collections, Fees, and Due Dates

Recommendation:

1. That Property Tax due dates for the 2026 and future Interim and Final tax bills be set to be the last day of the month they fall due within, to allow residents more time to pay and to establish a due date that is consistently applied to all taxpayers;

2. That a grant equivalent to one month of late payment charges be approved for Qualifying Residential Property Owners subject to the residential property owner enrolling in one of the Town's Pre-authorized Payment plans, as outlined in Staff Report FS 41-25; and,

3. That Staff be authorized to waive the tax bill reprint fee subject to a Qualifying Property Owner enrolling in the Town's electronic tax bill program, as outlined in Staff Report FS 41-25.

10.14 FS 43-25, Financial Services Department and Community Services Department Joint Report
Re: Palmerston Park and Folkstone Park Tennis Court Reconstruction Project

Recommendation:

1. That a new 2025 Capital Project, for the reconstruction of tennis courts at Palmerston Park and Folkstone Park, in the amount of $300,000, be approved and funded as follows:

   a. $100,000 from the National Bank Play Your Court Program sponsorship funding; and,

   b. $200,000 from the Town's Asset Management Reserve Fund.

2. That the Mayor and Clerk be authorized to sign the National Bank Play Your Court Program sponsorship agreement included in the memo entitled "Palmerston Park and Folkstone Park Tennis Court Sponsorship Agreement" on the Confidential Correspondence Agenda; and,

3. That the tennis courts at Palmerston Park and Folkstone Park be renamed the National Bank Tennis Courts.

10.15 CAO 19-25, Office of the Chief Administrative Officer Report
Re: Efficiency Initiatives Report

Recommendation:
That Council receive CAO 19-25 Efficiency Initiatives for information.

11. For information only - Committee of the Whole Minutes of September 15 and 22, 2025

12. Notice of Motion

12.1 Support for a Mental Health and Addictions Urgent Care Clinic and Emergency Department
Moved By: Councillor Shahid

Seconded By: Councillor Mulcahy

Recommendation:
Whereas a 24/7 Mental Health and Addictions (MHA) Urgent Care Clinic and Emergency Department is needed in Durham Region to address a critical system gap by ensuring individuals in crisis receive immediate, specialized care and to reduce the pressures on emergency departments and first responders; and,

Whereas Lakeridge Health has developed a comprehensive, Ontario Health-endorsed proposal to establish an MHA Urgent Care Clinic, an MHA Emergency Department, an After-Care team, and an MHA Hub at Lakeridge Health Oshawa, supported by satellite services in priority neighbourhoods; and,

Whereas Lakeridge Health has identified a site and a commitment to advance this project, which will require significant provincial investment; and,

Whereas the Region of Durham and community partners have expressed strong commitment to seeing this project realized; and,

Whereas residents of Whitby and across Durham Region would benefit from improved access to urgent mental health and addictions care, reduced ER wait times, and better recovery outcomes.

Therefore be it resolved:

1. That the Town of Whitby express its full support for the establishment of a Mental Health and Addictions Urgent Care Clinic and Emergency Department in Durham Region, and urge the Province of Ontario to prioritize and fund this initiative as a matter of urgent public health need; and,

2. That a copy of this resolution be forwarded to the Premier, the Minister of Health, the Associate Minister of Mental Health and Addictions, the Minister of Finance, Lakeridge Health, all Durham Region municipalities, and all Durham Region MPPs.

12.2 Extended Producer Responsibility for Blue Box Recycling Collection and Impacts to Small Businesses located in Mixed-Use Properties
Moved By: Mayor Roy

Seconded By: Councillor Lundquist

Recommendation:
Whereas in 2016 the Waste-Free Ontario Act was enacted, which also enacted the Resource Recovery and Circular Economy Act (RRCEA) and the Waste Diversion Transition Act; and,

Whereas the RRCEA and its associated regulations focus on strengthening Extended Producer Responsibility for materials like used tires and blue box recycling; and,

Whereas on November 23, 2020, Town Staff submitted comments to the Environmental Registry of Ontario on the proposed blue box regulation, which highlighted concerns about the lack of a requirement for blue box recycling collection for certain “non-eligible” sources like small businesses located in mixed-use properties which are prevalent in Business Improvement Areas; and,

Whereas in the Town of Whitby there are approximately 200 small businesses in mixed-use properties who currently receive blue box collection and are impacted by the blue box regulation and will potentially lose blue box collection services; and,

Whereas in June 2021 the Province of Ontario released Blue Box Regulation O. Reg. 391/21, under the RRCEA which transitions the financial and operational responsibility of recycling from municipalities to the producers of packaging and paper products; and,

Whereas Circular Materials Ontario (CM) was named the Producer Responsibility Organization taking on all blue box recycling responsibilities in Ontario over a three-year transition period; and,

Whereas the Region of Durham has indicated that the estimated costs to continue to provide blue box recycling for small businesses after the 2026 transition date to CM was exorbitant and no longer a core responsibility of the Region pursuant to Provincial legislation; and,

Whereas on July 1, 2024, the Town of Whitby and all local area municipalities in Durham Region transitioned from the Regional blue box program to the CM blue box program; and,

Whereas the Region of Durham and CM negotiated a temporary agreement to continue providing blue box collection services to small businesses in mixed-use properties during the blue box transition period from June 30, 2024 to December 31, 2025, however, CM will not service these small businesses or any non-residential properties effective January 1, 2026, as they are not included as “eligible sources” under Blue Box Regulation 391/21; and,

Whereas on October 17, 2024, Mayor Roy sent a letter to the Honourable Andrea Khanjin, who was at that time the Minister of Environment, Conservation and Parks, advocating for changes to the blue box regulation as it related to blue box collection

for small businesses; and,

Whereas on June 4, 2025, the Ministry of Environment, Conservation and Parks proposed amendments to the RRCEA through the Environmental Registry of Ontario and staff comments were submitted jointly to the Municipal Waste Association and Regional Public Works Commissioners of Ontario on June 13, 2025 highlighting concerns with the blue box regulation and impacts to small businesses located in mixed-use properties; and,

Whereas on August 15, 2025, CM hosted a municipal engagement session with members of a Municipal Working Group, reviewing a proposal for blue box recycling for non-eligible sources; and,

Whereas it is not clear how the recycling collector will differentiate commercial recycling from residential recycling at mixed-residential locations as they are typically set out together; and,

Whereas the proposal submitted by CM must be agreed to with two other Producer Organizations before it will be considered by the Ministry of Environment, Conservation and Parks.

Now therefore, be it resolved:

1. That the Council of the Town of Whitby requests that the Ministry of Environment, Conservation and Parks amend Blue Box Regulation 391/21 to require Producers to provide blue box collection services to businesses located in mixed-use properties; and,

2. That the Mayor be requested to author a letter to the Minister of Environment, Conservation and Parks advocating for changes to Blue Box Regulation 391/21, and that a copy of this letter be forwarded to all Ontario Municipalities, Ontario Big City Mayors (OBCM), the Association of Municipalities of Ontario (AMO), and the Ontario Business Improvement Area Association (OBIAA).

12.3 Elexicon Corporation Board Compensation
Moved By: Councillor Leahy

Seconded By: Councillor Yamada

Recommendation:
Whereas the Town of Whitby is facing significant fiscal challenges due to the reduction and eventual suspension of dividend payments and coupon payments historically received from its ownership interest and debt instruments associated with Elexicon Corporation; and,

Whereas these foregone dividend and interest payments have created an unanticipated shortfall in revenues that directly impacts the Town’s ability to deliver

core municipal services without increasing the tax burden on Whitby ratepayers; and,

Whereas the lost revenue was calculated and reported in Report FS 28-25 at the Committee of the Whole meeting of September 15, 2025 to be in the amounts of $1,170,357 in lost interest payments and $2,009,643 in lost dividend payments, or $12.8 million over four years; and,

Whereas the Town of Whitby agreed to convert its debt instrument into an equity position in Elexicon Corporation so that coupon payments of interest will no longer be received by the Town of Whitby; and,

Whereas the board members of Elexicon Corporation are, under applicable provincial legislation, duty bound to act in the best interests of shareholders, including the Town of Whitby, which is a principal shareholder; and,

Whereas the lack of dividend distributions and interest payments has resulted in tangible financial strain for the Town of Whitby, while the current level of compensation for Elexicon board members has remained unaffected by these shareholder impacts; and,

Whereas a temporary reduction in board member compensation would demonstrate alignment with shareholder interests, reflect the principle of shared sacrifice during times of financial constraint, and provide a reasonable and rational step until dividend payments are restored.

Therefore be it resolved:

1. That the Clerk of the Town of Whitby be directed to communicate this decision of Council to the Corporate Secretary of Elexicon Corporation, requesting that a resolution be placed before the Elexicon Board of Directors at its next scheduled meeting to implement a temporary 75% reduction in board member compensation, effective immediately, continuing until dividend payments to shareholders are restored.

2. That the Mayor of the Town of Whitby be directed and compelled by this Council resolution to vote in favour of the above-noted resolution when it is presented to the Elexicon Board of Directors.

3. That the Clerk of Town of Whitby communicate that the Council of the Town of Whitby officially requests that quarterly and annual financial statements be provided to all shareholders on an ongoing basis, and said quarterly financial reports be shared with Whitby Council.

13. New and Unfinished Business

*13.1 CAO 17-25, Office of the Chief Administrative Officer Report
Re: Naming Rights Sponsorship of Whitby Sports Complex

Recommendation:

1. That Council approves entering a ten (10) year sponsorship agreement with Fieldgate Land Development Limited (Fieldgate) for the facility Naming Rights Sponsorship of the Whitby Sports Complex and naming the facility 'Fieldgate Sports Complex' based on the sponsorship package and other terms and conditions identified in Attachment 1 of Report 17-25;

2. That Council approves naming the outdoor field at the Whitby Sports Complex 'Roybrook Field' in recognition of the donation of land by Roy Ormiston; and,

3. That Council approves entering into an agreement in perpetuity to name a Multipurpose room in Whitby Sports Complex 'Mitchell Room' in recognition of the Mitchell family and the history of the land on which the facility is built.

14. By-laws

Note: Regarding the referral for Establishing a Defined Process in the Procedure By-law for Notices of Motion that are Substantially Similar in Content, see the Confidential Memorandum from F. Santaguida, dated October 6, 2025 circulated on the confidential Council and Standing Committee correspondence agenda.

Recommendation:
That leave be granted to introduce By-laws # 8225-25 to # 8234-25 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 # 8225-25

Being a By-law to authorize the conveyance of the land legally described as FIRSTLY part of Lots 16 and 32, Second Double Range, Plan H-50031, and the 33 foot reserve, Second Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33100, being a portion of PIN 26503-0129 (LT), and SECONDLY part of Lots 15, 16 and 31, all of Lot 32, and part of the 33 foot reserve, Third Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33101, and part of the 33 foot reserve, Third Double Range, Plan H-50031, and part of Lot 25, Concession 1, designated as Part 2 on Plan 40R-33101, subject to an easement as in Instrument No. D88313, being a portion of PIN 26503-0273 (LT), in the Town of Whitby, Regional Municipality of Durham (the "Lands") to Habitat For Humanity Greater Toronto Area or its associated company.

Refer to FS 09-24, Declare Surplus – Town-owned Lands, at Hickory and Colborne, and at Dunlop and Hickory Street South, for the Purpose of Conveyance to Habitat for Humanity Greater Toronto Area

14.2 By-law # 8226-25

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2013-02) as not being subject of Part Lot Control.

14.3 By-law # 8227-25
Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2013-02 & SW-2013-05) as not being subject of Part Lot Control.

14.4 By-law # 8228-25
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.

Refer to LS 08-25, Proposed New Fence By-law

14.5 By-law # 8229-25
Being a By-law to amend Fees and Charges By-law # 7220-17, as amended.

Refer to LS 08-25, Proposed New Fence By-law

14.6 By-law # 8230-25
Being a By-law to accept and assume certain municipal services in respect of Chelseahill Holding Corp. subdivision and to assume Olerud Drive, Auckland Drive, Soltys Drive, Hornchurch Street, Toulouse Street, Lidget Lane, Marcel Brunelle Drive, and Littlewood Drive as shown on Plan 40M-2662 as public highways.

14.7 By-law # 8231-25
Being a By-law to amend By-law #2585, as amended, being the Zoning By-law for the Town of Whitby.

Refer to PDP 07-24, Zoning By-law Amendment Application, 300 High Street, 2622974 Ontario Inc., File DEV-05-19 (Z-03-19)

14.8 By-law # 8232-25
Being a By-law to amend By-law #1784, as amended, being the Zoning By-law for the Town of Whitby.

Refer to PDP 49-25, Zoning By-law Amendment Application, Mario and Teresea Palumbo, 6680 Coronation Road, File Number: DEV 25-25 (Z-14-25)

14.9 By-law # 8233-25
Being a By-law to amend By-law # 1784, as amended, being the Zoning By-law of the Town of Whitby.

Refer to PDP 25-25, 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)

14.10 By-law # 8234-25
Being a By-law to amend By-law #1784, as amended, being the Zoning By-law for the Town of Whitby.

Refer to PDP 50-25, Temporary Use Zoning By-law Amendment Application, 1320 Brawley Road West and 8100, 8200, and 8300 Coronation Road. File Number: DEV-30-25 (Z-16-25)

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 special meeting held on August 13, 2025 and its regular meeting held on October 6, 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

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

Present:	Mayor Roy Councillor Bozinovski Councillor Cardwell Councillor Leahy (Left the meeting at 9:54 p.m.) Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada (Left the meeting at 9:49 p.m.)
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 J. Taylor, Director, Planning 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.

5. Adoption of Minutes

Regular Council - May 26, 2025
Special Council - June 9, 2025

Moved by Councillor Bozinovski
Seconded by Councillor Leahy

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

Carried later in the meeting (See following motions)

Moved by Councillor Shahid
Seconded by Councillor Mulcahy

That the motion for the previous question be called.

See following motions

Councillor Leahy indicated that he felt that the above-noted motion was out of order, noting there should be discussion and debate about the May 26, 2025 Regular Council minutes. Mayor Roy indicated that the minutes were only available for amendment in instances of factual error or omissions.

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)

The motion for the previous question to be called was then immediately before Council as follows:

Moved by Councillor Shahid
Seconded by Councillor Mulcahy

That the motion for the previous question be called.

	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 # 116-25

Moved by Councillor Bozinovski
Seconded by Councillor Leahy

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

Carried

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

Paul Seguin, Senior Vice President, Pickering Nuclear and Luca Ceccato, Senior Vice President, Nuclear Projects, appeared before Council and provided a PowerPoint presentation regarding an update about the Pickering Nuclear Generating Station. Highlights of the presentation included:

- information about units 5 to 8 at the Pickering Nuclear Generating Station, the amount of electricity produced by the station, and the current licence for the station which extends until the end of 2026;
- the amount of Cobolt-60 produced by the station, noting the importance of this medical isotope and that 20% of the world's supply is produced at the Pickering location;
- the number of direct and indirect jobs supported by the station;
- the planned refurbishment of units 5 to 8 beginning in late 2026, pending regulatory approval;
- updated electricity demand forecasts for the Province and how the Pickering station can play a key role in meeting Ontario's growing electricity demands;

- the expected 30-year extended lifecycle of units 5 to 8 after they undergo refurbishment;
- an overview of the various stages involved in the refurbishment project and the timelines for completion; and,
- details about how Ontario Power Generation engages with the community including though tours and presentations, and through community partnerships.

A question and answer period ensued between Members of Council, Paul Seguin, and Luca Ceccato regarding:

- timing for the shutdown of units 5 to 8 to launch the refurbishment project and the timeline to complete the project;
- confirmation that the existing staff at the station will be retained during the refurbishment project and that staffing levels will increase during the project;
- details about how Ontario Power Generation supports community organizations; and,
- how Ontario Power Generation has responded to tariffs imposed by the United States, noting that the organization relies heavily on products sourced from Ontario and Europe.

7. Delegations

A discussion ensued between Members of Council and Staff regarding the rules of procedure for hearing delegates and between Members of Council regarding the merits and appropriateness of hearing delegations related to Item 9.11, Report PDE 06-25 regarding Whitburn Street, Consideration of Traffic Calming Adjustments and Item 14.2, By-law # 8200-25, being a by-law to confirm the composition of Council and change the method of election for the Town's four Regional Councillors from at large to by ward, in consideration of having previously heard delegations on both matters.

Moved by Councillor Leahy
Seconded by Councillor Yamada

That the rules of procedure be suspended to hear delegations regarding Item 9.11, Planning and Development (Engineering Services) Department Report PDE 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	**4**	**5**	**0**

Motion Lost on a Recorded Vote (4 to 5)

Moved by Councillor Leahy
Seconded by Councillor Yamada

That the rules of procedure be suspended to hear delegations regarding Item 14.2, By-law # 8200-25.

	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	**4**	**5**	**0**

Motion Lost on a Recorded Vote (4 to 5)

8. Correspondence

8.1 Correspondence

That the following request be endorsed:

- National Dental Care Day - October 10, 2025

Resolution # 117-25

Moved by Councillor Cardwell
Seconded by Councillor Mulcahy

That the proclamation for National Dental Care Day be endorsed.

Carried

9. Committee of the Whole Report - Planning and Development

Planning and Development - June 2 and 9, 2025

It was the consensus of Council to consider Item 9.11, Planning and Development (Engineering Services) Department Report PDE 06-25, at this time.

9.1 PDP 23-25, Planning and Development (Planning Services) Department and Financial Services Department Joint Report

Re: Development Fees Review Study Update

A brief question and answer period ensued between Members of Council and Staff about the impacts of delaying approval of the proposed development fee changes.

Resolution # 118-25

Moved by Councillor Shahid
Seconded by Councillor Lundquist

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.

Carried

9.2 PDP 31-25, Planning and Development (Planning Services) Department Report

Re: Heritage District Review and Update: Status Report

Resolution # 119-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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)

Resolution # 120-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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)

Resolution # 121-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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)

A brief discussion ensued between Members of Council about safeguarding active transportation routes surrounding the development during and after construction.

Resolution # 122-25

Moved by Councillor Lee
Seconded 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

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

Resolution # 123-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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)

Resolution # 124-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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)

Resolution # 125-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

9.9 PDP 30-25, Planning and Development (Planning Services) Department Report

Re: Housing Monitoring Report

A brief question and answer period ensued between Members of Council and Staff regarding hesitation from the development industry to begin construction at this time and timelines associated with upcoming development projects.

Resolution # 126-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

9.10 PDE 05-25, Planning and Development (Engineering Services) Department Report

Re: Update to Traffic By-law 8059-24, Stop Control

Resolution # 127-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

9.11 PDE 06-25, Planning and Development (Engineering Services) Department Report

Re: Whitburn Street, Consideration of Traffic Calming Adjustments

A discussed ensued between Members of Council regarding:

- considering traffic safety through a variety of different lenses and not focusing on singular solutions;
- the validity of the survey data collected and referenced in the report;
- waiting to consider changes to the traffic calming measures on Whitburn Street until the new Traffic Calming Policy is in effect;
- challenges associated with evaluating subjective information and impassioned opinions from area residents; and,
- waiting to see the effectiveness of the new 40 km/h speed limit on the street prior to removing any speed humps.

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

- confirmation that stop signs are not installed as traffic calming measures;
- confirmation that there have been no insurance claims received for vehicle damage due to the speed humps on Whitburn Street; and,
- how future survey data will be collected pursuant to the new Traffic Calming Policy.

Moved by Councillor Mulcahy
Seconded by Councillor Cardwell

That Staff be directed to proceed with the removal of speed humps 3 and 4 on Whitburn Street, as shown on the map of the Whitburn Street speed humps provided by Transportation Services, at a cost of $15,000 funded through the existing Traffic Calming Initiatives capital project 40236066.

Carried later in the meeting (See following motions)

At this point in the meeting, Councillor Leahy requested that a video in his possession be shown on the projectors in the Council Chambers while he spoke on the subject. Mayor Roy indicated that Members of Council were permitted to speak on the matter, but could not play videos during discussions. Councillor Leahy indicated that he felt that this ruling from the Mayor 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	**7**	**2**	**0**

Carried on a Recorded Vote (7 to 2)

The main motion was then immediately before Council as follows:

Resolution # 128-25

Moved by Councillor Mulcahy
Seconded by Councillor Cardwell

That Staff be directed to proceed with the removal of speed humps 3 and 4 on Whitburn Street, as shown on the map of the Whitburn Street speed humps provided by Transportation Services, at a cost of $15,000 funded through the existing Traffic Calming Initiatives capital project 40236066.

	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)

It was the consensus of Council to consider Item 9.1, Planning and Development (Planning Services) Department and Financial Services Department Joint Report PDP 23-25, at this time.

9.12 PDE 07-25, Planning and Development (Engineering Services) Department Report

Re: E-scooter and E-bike By-law

A brief question and answer period ensued between Members of Council and Staff regarding how the E-scooter and E-bike By-law would be managed and enforced.

Resolution # 129-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

9.13 PDE 08-25, Planning and Development (Engineering Services) Department Report

Re: Garden Street Lay-by Parking

Resolution # 130-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

9.14 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 Council and Staff regarding:

- surveying residents about potential traffic calming measures and ensuring that residents are engaged in order to meet the 51% response threshold criteria noted in the Traffic Calming Policy;
- how Staff are handling existing requests for traffic calming measures and how residents on those streets will be surveyed;
- how future requests for traffic calming measures will be initiated;
- timing for surveying the residents who live on streets that have been prioritized for evaluation of traffic calming measures; and,
- confirmation that data collection and survey responses will be handled by Town Staff who have expertise in traffic calming best practices.

Resolution # 131-25

Moved by Councillor Lee
Seconded by Councillor Shahid

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

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

Resolution # 132-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.2 CAO 14-25, Office of the Chief Administrative Officer Report

Re: 2024 Annual Sustainability and Climate Change Report

Resolution # 133-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.3 CAO 15-25, Office of the Chief Administrative Officer Report

Re: 2026 Workforce Plan Review

Resolution # 134-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

Carried

10.4 CAO 16-25, Office of the Chief Administrative Officer Report

Re: The IDEA Project, Journey to Inclusivity Status Update 2025

Resolution # 135-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

Carried

10.5 CLK 07-25, Office of the Town Clerk Report

Re: 2026 Council, Committee, and Public Meetings Schedule

Resolution # 136-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

Carried

See following motion

After Item 10.5, Office of the Town Clerk Report CLK 07-25 was adopted through the consent agenda portion of the Committee of the Whole Report - General Government, a discussion ensued between Members of Council about adding Council and Committee meeting cycles in July and August to the 2026 Council, Committee, and Public Meetings Schedule, noting that while formal meeting cycles are not included in the schedule, the Mayor has the ability to call Special Council Meetings as necessary to address urgent Town business during the summer months.

Given that this item was adopted previously through the consent agenda portion of the Committee of the Whole Report - General Government, a motion to reconsider this item was required prior to considering amendments to the 2026 Council, Committee, and Public Meetings Schedule.

Moved by Councillor Leahy
Seconded by Councillor Yamada

That Council reconsider Item 10.5, Office of the Town Clerk Report CLK 07-25.

	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	**3**	**6**	**0**

Motion Lost on a Recorded Vote (3 to 6)

10.6 FES 02-25, Whitby Fire and Emergency Services Report

Re: Whitby Fire and Emergency Services – 2024 Annual Report

Resolution # 137-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

Carried

10.7 FS 05-25, Financial Services Department Report

Re: Update on Property Tax Assessment Appeals and Adjustments

Resolution # 138-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

That Report FS 05-25 be received as information.

Carried

10.8 FS 25-25, Financial Services Department Report

Re: Annual Insured Claims Report

Resolution # 139-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

Carried

10.9 Condemning and Combatting Islamophobia and Hosting an Interfaith Event

A brief discussion ensued between Members of Council recognizing the work of the Durham Region Anti-Racism Taskforce and key initiatives of the taskforce including the upcoming Anti-Hate Conference and a presentation to Whitby Council in the fall of 2025.

Resolution # 140-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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.

Carried

10.10 CAO 11-25, Office of the Chief Administrative Officer Report

Re: Hotel Feasibility Study

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

- next steps for promoting the proposed hotel and conference centre including working with developers and potential operators;
- confirmation that the Canada Event Centre is currently marketed as an events centre by Economic Development Staff, however there is still a demonstrated need for a hotel with an associated convention centre;
- how land appraisals would be conducted for Town property and private property; and,
- confirmation that there are limited Town-owned lands available for a hotel and convention centre.

Resolution # 141-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.11 CAO 12-25, Office of the Chief Administrative Officer Report

Re: 2025 Economic Development Strategy Update

Resolution # 142-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

1. That Report CAO 12-25 be received for information; and,
2. That Council approve the recommended updates to the Economic Development Strategy.

Carried

10.12 CAO 13-25, Office of the Chief Administrative Officer Report

Re: Update on Provincially Owned Employment Lands

Resolution # 143-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

That Report CAO 13-25 be received for information.

Carried

10.13 CLK 04-25, Office of the Town Clerk Report

Re: Amendments to the Records Classification and Retention By-law

Resolution # 144-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.14 CMS 08-25, Community Services Department Report

Re: Gateway Removal Grant - Pilot Program

Resolution # 145-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.15 CMS 09-25, Community Services Department Report

Re: Commemorative Waterfront Dedication Feature Report

Resolution # 146-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.16 LS 08-25, Legal and Enforcement Services Department Report

Re: Proposed New Fence By-law

Resolution # 147-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

10.17 LS 09-25, Legal and Enforcement Services Department Report

Re: Proposed Traffic By-law amendment - Provisions to Address Chronic Repeat Offenders

Resolution # 148-25

Moved by Councillor Lundquist
Seconded by Councillor Bozinovski

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

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

Councillor Lee introduced a motion regarding maintaining the naming recognition of Luther Vipond regardless of the future community use identified for the Luther Vipond Memorial Arena and site.

A brief discussion ensued between Members of Council about maintaining the word, "memorial" in addition to the naming recognition of Luther Vipond for the future use of the arena and site.

Resolution # 149-25

Moved by Councillor Lee
Seconded by Mayor Roy

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 along with the term “memorial” remain key features.

Carried

12.2 Request to Establish Protected Access Zones Around Sensitive Places

Councillor Leahy introduced a motion regarding establishing protected access zones around sensitive places.

A brief discussion ensued among Members of Council regarding identifying libraries and municipal facilities as sensitive locations and concerns about restricting civic space too broadly and the potential to overstep and infringe on fundamental rights and freedoms.

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

- receiving an information report from Staff prior to considering a draft by-law and the timing for a potential report;
- how a by-law to protect access zones around sensitive places may be enforced;
- ongoing legal reviews and court challenges of similar municipal by-laws in other municipalities; and,
- consultation regarding the proposed by-law, including consultation with stakeholders including the Durham Regional Police Service.

Moved by Councillor Leahy
Seconded by Councillor Yamada

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.

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

Resolution # 150-25

Moved by Councillor Lundquist
Seconded by Councillor Shahid

That the motion regarding Establishing Protected Access Zones around Sensitive Places be referred to Staff to prepare a report on the matter in the fall of 2025 prior to consideration of a draft by-law.

Carried

12.3 Strengthening Canada’s Economy by Diversifying Trade

Moved By: Councillor Shahid
Seconded By: Mayor Roy

Councillor Shahid introduced a motion regarding strengthening Canada's economy by diversifying trade.

Resolution # 151-25

Moved by Councillor Shahid
Seconded by Mayor Roy

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.

Carried

12.4 Supporting Canadians through a Stronger Canada Disability Benefit

Moved By: Councillor Shahid
Seconded By: Mayor Roy

Councillor Shahid introduced a motion regarding supporting Canadians through a stronger Canada Disability Benefit.

Resolution # 152-25

Moved by Councillor Shahid
Seconded by Mayor Roy

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.

Carried

13. New and Unfinished Business

13.1 Reconsideration of Council Resolution # 190-24

Councillor Leahy introduced a motion to reconsider Council Resolution # 190-24 which adopted the 2025 Council, Committee, and Public Meetings Schedule at the Special Council meeting on October 9, 2024.

A discussion ensued between Members of Council about adding Council and Committee meeting cycles in July and August into the 2025 Council, Committee, and Public Meetings Schedule, noting that while formal meeting cycles are not included in the schedule, the Mayor has the ability to call Special Council Meetings as necessary to address urgent Town business during the summer months and that Staff schedule their reports and develop annual workplans based on the approved meeting schedule.

Resolution # 153-25

Moved by Councillor Leahy
Seconded by Councillor Yamada

That Council Resolution 190-24 be reopened for reconsideration.

The resolution was passed after consideration of Office of the Town Clerk Report CLK 07-24.

The purpose of reconsideration is to direct Staff to schedule Committee and Council meetings for the months of July and August on the 2025 Council and Committee meeting calendar.

	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	**2**	**7**	**0**

Motion Lost on a Recorded Vote (2 to 7)

14. By-laws

Moved by Councillor Mulcahy
Seconded by Councillor Cardwell

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.

Carried later in the meeting (See following motions)

Moved by Councillor Mulcahy
Seconded by Councillor Shahid

That the motion for the previous question be called.

	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 # 154-24

Moved by Councillor Mulcahy
Seconded by Councillor Cardwell

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.

	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)

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

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

Resolution # 155-25

Moved by Councillor Yamada
Seconded by Councillor Mulcahy

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.

Carried

16. Announcements

Councillor Cardwell rose on a question of privilege noting that there was a comment made at the June 9, 2025 Committee of the Whole meeting from a Member of Council regarding his absence at that meeting. Councillor Cardwell clarified that he was absent due to a personal trip with his extended family and that the nature of the comments from the Member of Council were potentially damaging and unfair.

Members of Council then highlighted various community events and activities and recognized the passing of former Mayor Des Newman and the visitation service for the former mayor at the Abilities Centre.

17. Adjournment

Moved by Councillor Lundquist
Seconded by Councillor Cardwell

That the meeting adjourn.

Carried

The meeting adjourned at 9:58 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

June 26, 2025, 3:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski (Virtual Attendance) Councillor Cardwell Councillor Leahy (Virtual Attendance, In-Person Attendance at 3:06 p.m.) Councillor Lee Councillor Mulcahy (Virtual Attendance) Councillor Shahid Councillor Yamada (Virtual Attendance)
Regrets:	Councillor Lundquist
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 J. Taylor, Director of Planning F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk K. Douglas, Supervisor, Legislative Services (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. 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 30-25

E. Watson, Senior Manager, Financial Planning & Deputy Treasurer and M. 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 revised 2025 Asset Management Plan financial strategy;
- the projected annual financial requirements based on the proposed levels of service;
- the projected impact of the revised financial strategy on the condition of assets;
- service areas most affected by the reduced service levels due to decreased funding, including roads right-of-way assets, fleet services, and facilities;
- an overview of the funding reductions for service areas most significantly impacted by the revised financial plan;
- assets, such as roads, that may degrade to fair or poor condition due to the revised financial strategy;
- the proportion of annual funding allocated for asset replacement relative to the total replacement cost of all assets; and,
- the reinvestment rates of neighbouring municipalities.

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

- clarification regarding the revised funding level and sources for asset renewal and replacement from 2030 onward;
- calculation of the projected impact of the revised financial strategy on the condition of assets over 10 years;

- clarification regarding the annual $1.8 million and $2.7 million in Asset Management funding for 2026 and 2027 included in the 2025 approved multi-year budget, and whether this funding will be allocated toward the management of assets in poor and very poor condition;
- Town assets that are currently in poor or very poor condition;
- factors impacting the increased funding requirements projected for 2027 and 2030;
- forecasting asset management needs through ongoing re-evaluation and asset condition assessments; and,
- whether funding can be added to the 2028 and 2029 budgets in addition to the $1.8 million and $2.7 million in Asset Management funding included for 2026 and 2027 in the 2025 multi-year budget.

5. Delegations

There were no delegations.

6. Items for Consideration

6.1 FS 30-25, Financial Services Department Report

Re: Town of Whitby Asset Management Plan Update

Resolution # 156-25

Moved by Councillor Shahid
Seconded by Councillor Cardwell

1. That Council endorse the Town's revised 2025 Asset Management Plan (as outlined in and attached to Staff Report FS 30-25), 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 30-25:
    a. Adopt the proposed levels of service across the Town's portfolio of assets;

b. Adopt the 10-year financial strategy, based on the adopted 2025 multi-year budget, which recommends an average annual reinvestment of $36.9 million to maintain the assets in accordance with the approved levels of service.

Carried

6.2 FS 39-25, Financial Services Department Report

Re: Delegated Authority for Section 27 Agreements to Defer Payment of Residential Development Charges to Occupancy

Resolution # 157-25

Moved by Councillor Shahid
Seconded by Councillor Leahy

1. That the Treasurer be granted temporary delegated authority to enter into agreements under Section 27 of the *Development Charges Act, 1997,* S.O. 1997, c. 27, as amended, for the purposes of providing residential developments the ability to defer the payment of development charges to the occupancy stage of new residential development, as outlined in Staff Report FS 39-25; and

2. That the Treasurer's delegated authority to enter into Section 27 residential deferral agreements remain in place until the provisions in Schedule 4, section 4 of the *Protect Ontario by Building Faster and Smarter Act, 2025*, S.O. 2025, 2025, c. 9, Sched. 4, (Bill 17) come into force.

Carried

7. Closed Session

This portion of the minutes are closed to the public. [Refer to the Closed Minutes - Town Clerk has control and custody.]

Moved by Councillor Cardwell
Seconded by Councillor Shahid

That Council move in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, (d) labour relations or employee negotiations, (e) litigation or potential

litigation, including matters before administrative tribunals, affecting the municipality or local board, (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and, (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

7.1 Confidential Verbal Report from M. Gaskell, Chief Administrative Officer, and J. Long, Head of Organizational Effectiveness

Re: Collective Bargaining – International Association of Fire Fighters (IAFF) Local 2036

Note: This portion of the meeting was held in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(d) labour relations or employee negotiations.

7.2 LS 10-25, Confidential Legal and Enforcement Services Department Report

Re: Authorization to Continue Retainer of External Council

Note: This portion of the meeting was held in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and, (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

7.3 FS 40-25, Confidential Financial Services Department and Legal and Enforcement Services Joint Report

Re: 405 Dundas Street Lease

Note: This portion of the meeting was held in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board, (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, (f) advice that is subject to

solicitor-client privilege, including communications necessary for that purpose, and, (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

8. Rising and Reporting

Motion to Rise

Moved by Councillor Cardwell
Seconded by Councillor Shahid

That Council rise from the closed portion of the meeting.

Carried

8.1 Reporting Out

Mayor Roy advised that during the closed portion of the meeting Council received advice that is subject to solicitor-client privilege regarding matters of litigation, discussed the disposition of land and negotiations concerning the lease of 405 Dundas Street West, and received a verbal update from Staff regarding collective bargaining with the IAFF Local 2036.

Confidential Verbal Report from M. Gaskell, Chief Administrative Officer, and J. Long, Head of Organizational Effectiveness

Re: Collective Bargaining – International Association of Fire Fighters (IAFF) Local 2036

Resolution # 159-25

Moved by Councillor Lee
Seconded by Councillor Shahid

That Council ratify the renewal of the Collective Agreement between The Corporation of the Town of Whitby and the International Association of Fire Fighters (IAFF) Local 2036, dated June 25, 2025, for the period of January 1, 2024 to December 31, 2028.

Carried

FS 40-25, Confidential Financial Services Department and Legal and Enforcement Services Joint Report

Re: Litigation Related to 405 Dundas Street Café Lease

Resolution # 160-25

Moved by Councillor Leahy
Seconded by Councillor Cardwell

1. That a new five-year lease agreement for café space at 405 Dundas Street West be awarded to Rohailla Hospitality Inc. and 1862568 Ontario Inc. upon the terms outlined in Confidential Memorandum LS-M-05-2025; and

2. That the Mayor and Clerk be authorized to execute the lease agreement in a form satisfactory to the Commissioners of Financial Services and Treasurer and Legal and Enforcement Services/Town Solicitor.

Carried

9. By-laws

Resolution # 161-25

Moved by Councillor Shahid
Seconded by Councillor Lee

That leave be granted to introduce By-laws # 8221-25 and # 8222-25 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

9.1 By-law # 8221-25

Being a By-law to approve the expropriation of a portion of lands by The Corporation of the Town of Whitby (the “Corporation”) located in the Town of Whitby, Regional Municipality of Durham as described in Schedule “A” herein (the “Subject Property Interests”) and the taking of all steps necessary to obtain the possession of those lands for the municipal purpose of the Columbus Road Phase 1 Project including the construction, use, maintenance, and widening of Columbus Road West, and works ancillary thereto.

Refer to LS 05-25, Columbus Road Phase 1 Project – Land Acquisitions for the Widening of Columbus Road West

9.2 By-law # 8222-25

Being a By-law to authorize the amicable acquisition of all right, title and interest (fee simple), and/or temporary limited interest (temporary construction easement) of a portion of lands by the Corporation of the Town of Whitby located in the Town of Whitby, Regional Municipality of Durham as described in Schedule “A” herein (the “Lands”) for the municipal purpose of the Columbus Road Phase 1 Project including the construction, use, maintenance and widening of Columbus Road West, and works ancillary thereto.

Refer to LS 05-25, Columbus Road Phase 1 Project – Land Acquisitions for the Widening of Columbus Road West

10. Confirmatory By-law

Resolution # 162-25

Moved by Councillor Leahy
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 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

11. Adjournment

Moved by Councillor Cardwell
Seconded by Councillor Shahid

That the meeting adjourn.

Carried

The meeting adjourned at 4:05 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

July 16, 2025, 9:00 a.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski (Virtual Attendance) Councillor Cardwell (Virtual Attendance) Councillor Leahy (Virtual Attendance, In-Person Attendance at 9:02 a.m.) Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada (Virtual Attendance, In-Person Attendance at 9:10 a.m.)
Also Present:	M. Gaskell, Chief Administrative Officer M. Hickey, Fire Chief J. Romano, Commissioner of Community Services M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk K. Douglas, Supervisor, Legislative Services (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. Education and Training

   4.1 Presentation from Town Staff

   Re: Recent Heat Wave and the Town's Response to Heat Events

M. Gaskell, Chief Administrative Officer, noted that while the Town has not declared a state of emergency in response to recent heat events, several programs and services are in place to support the community. These include the Town's Climate Emergency Response Plan, the emergency response plan for heat events included in the Town's Emergency Management Plan, facilities open to the public that offer air conditioning and respite from extreme heat, a comprehensive Heat Stress Program for staff, and the use of the Air Quality Health Index to guide decision-making and ensure public and employee safety during extreme weather conditions.

J. Romano, Commissioner of Community Services, provided an overview of the relevant Climate Emergency Response Plan action items and advised that the Town has implemented a comprehensive approach to managing extreme heat events. Mr. Romano advised that strategically located cooling centres across the municipality provide residents with access to air conditioning, drinking water, and free Wi-Fi. Additionally, the Town operates 17 public splash pads and offers scheduled public swim and skate times to help residents stay cool. He noted that these services are actively promoted through social media to ensure timely and widespread communication. Mr. Romano advised that the Town continuously reviews its heat response measures to ensure they align with community needs. Prior to 2022 the Town offered extended facility hours, extended public swim times, and supplied clean drinking water, however, there has been no significant increase in demand or formal service requests in recent years. Mr. Romano explained that summer camp programs are adjusted in response to heat alerts issued by Environment Canada or the Region of Durham, with modifications made to ensure participant and staff safety. He advised that a robust Heat Stress Program is in place for Town staff, including daily reminders, safety chats, a heat stress awareness guide, and scheduling strenuous activities and break time according to weather conditions. Mr. Romano noted that air filtration and HVAC systems in Town facilities meet or exceed indoor air quality standards to maintain healthy indoor environments.

R. Jessup, CEO and Chief Librarian of the Whitby Public Library, provided an overview of the heat stress mitigation strategies in place at each of the Town’s three library branches. While the libraries offer a cool and comfortable environment and extended operating hours for patrons during extreme heat events, Ms. Jessup noted that it remains challenging to

determine whether individuals are specifically visiting the library to escape the heat.

M. Hickey, Fire Chief and Community Emergency Management Coordinator, provided an overview of the sub-plan within the Town's Emergency Management Plan that would be activated in the event of a declared emergency related to extreme heat. He noted that he maintains regular communication with Environment Canada, the Provincial Emergency Management Office, and the Durham Region Emergency Management Office, which typically leads the response to heat-related emergencies. Mr. Hickey also highlighted the Town's participation in a 2024 emergency management exercise with the Region of Durham that focused on a heat dome scenario, which informed the development of the Town's current sub-plan.

M. Gaskell emphasized that the Town regularly shares heat mitigation measures through its website and social media channels, and encouraged Members of Council to help amplify these messages by sharing them through their own social media platforms. He reported that the Region of Durham Paramedic Services (RDPS) has confirmed there has been no increase in emergency calls related to heat events this summer. Mr. Gaskell noted that the Town offers a range of services comparable to, if not exceeding, those provided by neighbouring municipalities. He referenced the City of Toronto's pilot project, which supplies a limited number of air conditioning units to vulnerable populations. Staff believe that the Town's current programs effectively address community needs during extreme heat events.

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

- whether staff met regularly with relevant groups and stakeholders prior to summer 2025 to develop strategies for mitigating emergencies related to extreme heat events;
- clarification regarding the steps for responding to extreme heat events and notifying residents accordingly;
- whether the Town receives data collected by Durham Region Public Health concerning heat-related fatalities;
- whether the Town partners with the private sector, such as malls, to provide refuge from extreme heat;

- whether there has been an increase in emergency medical calls during the current heat wave;
- strategies for communicating information to seniors and other vulnerable populations;
- clarification regarding the roles and responsibilities of the Regional Street Outreach Program and the Primary Care Outreach Program;
- whether the protocols in place for addressing extreme heat conditions for staff also apply to the general public, or if separate protocols have been established for each group;
- whether there is any risk that staff may be unable to perform their duties during extreme heat events, potentially resulting in the temporary withdrawal or reduction of services;
- clarification regarding the specific criteria or events that trigger public messaging related to extreme heat;
- exploring the development of a policy or framework that automatically initiates communication to residents when predefined heat-related thresholds are met;
- whether the Town maintains an inventory of apartment buildings that are not air conditioned;
- clarification regarding the decision in 2022 to reduce extended services during heat events, such as longer facility hours and additional public amenities;
- whether Durham Region Public Health is responsible for outreach to residents living in apartment buildings without air conditioning;
- whether staff may be paid overtime to extend hours of operation and services, rather than closing facilities or cancelling services due to extreme heat events;
- whether the Town, in communication with Environment Canada, is aware of extreme weather events in advance of the event;
- whether Council may bring forward a motion to request that Staff create a policy for addressing extreme weather events;
- confirmation that the Town's Joint Health and Safety Committee reviews programs such as the Heat Stress Program;

- the opportunity to enhance public awareness by increasing signage for cooling centres and other Town facilities equipped with air conditioning, encouraging greater use by residents during extreme heat events;
- confirmation that the Town will extend services and facility hours when necessary during a state of emergency;
- clarification regarding the responsibilities of the upper and lower tier municipalities to provide cooling centres and respond to heat related medical emergencies;
- whether the Region of Durham may investigate implementing a similar program to the City of Toronto's pilot project that provides limited number of air conditioning units to vulnerable populations;
- a desire for Staff to review the potential implementation of a policy or procedures for addressing extreme heat events;
- partnering with the Regional Street Outreach Program and the Primary Care Outreach Program to engage the community and assess their needs;
- a comparison of Whitby's services and facilities with those of neighbouring municipalities;
- factors that prompted the Town to issue communications about municipal services during a recent extreme heat event;
- whether the Town's response to extreme heat events is consistent with the approaches taken by other lower-tier municipalities under the Region of Durham's guidance;
- coordination and exchange of information among municipalities;
- strategies for effectively delivering communications tailored to Durham Region and the Town of Whitby;
- exploring the potential for the Town to implement targeted mail-outs concerning heat-related emergencies to specific apartment buildings or neighbourhoods;
- whether the Town is working in partnership with the Province to support northern communities in addressing wildfire threats;

- whether the Region of Durham has requested the Town's support in responding to heat-related emergencies;
- whether the Town receives direct communication from Durham Region Public Health regarding water quality at public beaches;
- sharing emergency protocols with Council and delivering refresher training;
- whether the Region of Durham has documented its response to climate change and emergency management needs, and whether these materials can be shared with Members of Council for educational purposes; and,
- informal community-based supports, such as neighbours checking in on one another.

5. Adjournment

Moved by Councillor Lundquist
Seconded by Councillor Shahid

That the meeting adjourn.

Carried

The meeting adjourned at 10:29 a.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

July 25, 2025, 9:00 a.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski (Virtual Attendance) Councillor Cardwell (Virtual Attendance) Councillor Leahy (Virtual Attendance) Councillor Lundquist Councillor Mulcahy (Virtual Attendance) Councillor Shahid Councillor Yamada (Virtual Attendance)
Regrets:	Councillor Lee
Also Present:	M. Gaskell, Chief Administrative Officer F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk K. Douglas, Supervisor, Legislative Services (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. Closed Session

   This portion of the minutes are closed to the public. [Refer to the Closed Minutes - Town Clerk has control and custody.]

Moved by Councillor Lundquist
Seconded by Councillor Shahid

That Council move in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

4.1 Confidential Verbal Update from Staff

Re: Elexicon Corporation

5. Rising and Reporting

Moved by Councillor Lundquist
Seconded by Councillor Shahid

That Council rise from the closed portion of the meeting.

5.1 Reporting Out

Mayo Roy advised that during the closed portion of the meeting, Council discussed commercially sensitive and legal matters pertaining to Elexicon Corporation. Council received advice subject to solicitor client privilege and discussed a position to be applied to potential negotiations carried on by the municipality.

6. Adjournment

Moved by Councillor Shahid
Seconded by Councillor Lundquist

That the meeting adjourn.

Carried

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

August 13, 2025, 9:45 a.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Cardwell (Virtual Attendance) Councillor Leahy (Virtual Attendance) Councillor Lee (Arrived at 9:47 a.m.) Councillor Lundquist Councillor Mulcahy (Virtual Attendance) Councillor Shahid Councillor Yamada (Arrived at 9:49 a.m.)
Regrets:	Councillor Bozinovski
Also Present:	M. Gaskell, Chief Administrative Officer F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor F. Wong, Commissioner of Financial Services/Treasurer M. Dodge, Executive Advisor to the Mayor C. Harris, Town Clerk 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 conflict of interest.

4. Closed Session

   This portion of the minutes are closed to the public. [Refer to the Closed Minutes - Town Clerk has control and custody.]

Moved by Councillor Shahid
Seconded by Councillor Lundquist

That Council move in-camera in accordance with Procedure By-law # 8081-24, Closed Meeting Policy G 040, and the Municipal Act, 2001, Section 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

4.1 LS 11-25, Confidential Financial Services Department and Legal and Enforcement Services Department Joint Report

Re: Elexicon Corporation Update

5. Rising and Reporting

Moved by Councillor Lundquist
Seconded by Councillor Shahid

That council rise from the closed portion of the meeting.

Carried

5.1 Reporting Out

Mayor Roy advised that during the closed portion of the meeting, Council discussed commercially sensitive and legal matters pertaining to Elexicon Corporation. Council also received advice subject to solicitor client privilege.

LS 11-25, Confidential Financial Services Department and Legal and Enforcement Services Department Joint Report
Re: Elexicon Corporation Financial and Governance Changes

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

- the timeline for when Council will be informed of the decisions made by other municipalities that are also being asked to approve changes to Elexicon's governance and Financing Strategy;
- a request that a joint statement to the public be provided on the Council decision to explain the rationale; and,
- addressing the financial implications of approving Elexicon's financing strategy and governance changes.

Resolution # 163-25

Moved by Councillor Lundquist
Seconded by Councillor Yamada

1. That this Report LS 11-25 be received for Information.
2. That Council delegate authority on a continuing basis to the Chief Administrative Officer, as Shareholder Representative on behalf of The Corporation of the Town of Whitby, to undertake the negotiation and execution of documents and provide for the necessary approvals and actions as detailed in Confidential Report LS 11-25, its attachments, and in a form satisfactory to the Commissioners of Financial Services and Treasurer and Legal and Enforcement Services/Town Solicitor for the following:
    a. the Memorandum of Understanding between Elexicon and its shareholders;
    b. the changes to the Unanimous Shareholders' Agreement of Elexicon Corporation; and,
    c. changes to By-law No. 1 of Elexicon Corporation.
3. That Staff be directed to prepare a report on the Financial Impact of the Elexicon Financing Strategy to the Town of Whitby in September 2025.

	For	**Against**	**Conflict**
Mayor Roy	X		

Councillor Cardwell	X		
Councillor Leahy		X	
Councillor Lee	X		
Councillor Lundquist	X		
Councillor Mulcahy	X		
Councillor Shahid	X		
Councillor Yamada		X	
Results	**6**	**2**	**0**

Carried (6 to 2)

6. Adjournment

Moved by Councillor Shahid
Seconded by Councillor Lundquist

That the meeting adjourn.

Carried

The meeting adjourned at 10:55 a.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Special Council Minutes

September 15, 2025, 5:30 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski (Virtual Attendance) Councillor Cardwell (Virtual Attendance) Councillor Leahy (Virtual Attendance) Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada (Virtual Attendance)
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. Douglas, Supervisor, Legislative Services (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. Presentations

4.1 Nilo Honarbakhsh, Patricia Hines, and Allison Hector-Alexander, Diversity, Equity & Inclusion Division, Office of the CAO, Region of Durham (In-Person Attendance)

Re: Together Against Hate Campaign

Nilo Honarbakhsh, Patricia Hines, and Allison Hector-Alexander, Diversity, Equity & Inclusion Division, Office of the CAO, Region of Durham provided an introduction to the Region of Durham's anti-hate initiatives and presented a PowerPoint regarding the Together Against Hate Campaign. Highlights of the presentation included:

- a grant received from the Canadian Race Relations Foundation through their National Anti-Racism Fund to launch a public awareness and education initiative to combat hate activity, titled the Together Against Hate Campaign;
- the three phases of the campaign, including coalition building, public education, awareness and capacity building, and the anti-hate conference;
- an overview of the project timeline;
- the project themes, objectives and results;
- details of the coalition building phase of the project, including coalition partners;
- details of the public engagement campaign, including videos, a poster, and brochures;
- details of the Anti-Hate Conference occurring in November 2025, followed by a summary and project report with recommendations to be presented to Regional Council;
- mobilizing a coalition of community organizations to champion the project and drive advocacy efforts; and,
- Regional anti-hate initiatives, including development of a community healing toolkit, a community-based mechanism for reporting hate activity for Durham residents, and a CityStudio Durham partnership with Ontario Tech University.

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

- clarification regarding the objectives and intended outcomes of the Anti-Hate Conference;
- the timeline for project completion and whether the community-based reporting mechanism will remain available following the project's conclusion;
- community partners invited to participate in the conference;
- strategies to enhance collaboration between the Region of Durham and lower tier municipalities;
- confirmation of the conference date;
- criteria used to determine the list of coalition partners;
- monitoring and addressing inappropriate online comments related to the campaign;
- ensuring the campaign message effectively reaches communities most impacted by hate;
- approaches for implementing feedback received through the community-based reporting mechanism; and,
- the Region of Durham’s response protocols when racialized groups are targeted by hate incidents.

5. Adjournment

Moved by Councillor Mulcahy
Seconded by Councillor Shahid

That the meeting adjourn.

Carried

The meeting adjourned at 6:05 p.m.

Christopher Harris, Town Clerk

Elizabeth Roy, Mayor

Memorandum to Council

Strategic Initiatives

To:	Mayor and Members of Council	
CC:	Kathryn Kram, Senior Manager, Zoning & Regulation	**Acknowledged by M. Gaskell, Chief Administrative Officer**
From:	Sarah Klein, Deputy CAO	
Date:	October 6, 2025	
File #:	n/a	
Subject:	Municipal Support Resolutions – Rooftop Solar Projects	

Purpose

The purpose of this memo is to provide background on Moose Power's proposal for rooftop solar projects in Whitby and to seek Council's consideration of Municipal Support Resolutions (Attachments 1 and 2) for each of the proposed projects. Staff are supportive of Moose Power's requests, as the projects will contribute to new electricity generation and increase capacity in the provincial grid, while also aligning with the Town's climate change goals and net-zero carbon target.

Background

The Independent Electricity System Operator (IESO) has launched the Long-Term 2 Energy Supply Request for Proposals (LT2 RFP) to procure new electricity resources in Ontario. The purpose of the LT2 RFP is to secure new clean electricity projects that will provide reliable power to meet Ontario's growing energy needs. A mandatory submission requirement is municipal support resolutions for each project.

Moose Power, on behalf of Dream Industrial REIT (a subsidiary of Dream Unlimited, one of Canada's largest real estate companies with over $22B in assets under management), is proposing rooftop solar projects at the following locations in Whitby:

- 220A Water Street
- 220B Water Street
- 1602 Tricont Avenue

Each project would generate 2.75 MW of solar energy, equivalent to powering approximately 500 homes. If successful in securing a contract, Moose Power will be responsible for engineering, procurement, and construction. Dream Industrial REIT owns the proposed project sites.

These projects align with Whitby's Climate Emergency Response Plan and net-zero carbon goal by 2045. The local utility, Elexicon Energy, has confirmed support, and Moose Power has committed to undertaking Indigenous consultation if successful.

It is important to note that the IESO's RFP process is competitive and awarded based on the lowest price per MWh. Submission of municipal support resolutions does not guarantee that the projects will proceed. Should Moose Power be successful, the projects will remain subject to all standard municipal permitting and licensing processes, including but not limited to:

- Renewable Energy or Environmental Compliance Approvals
- Grid connection approvals
- Building permits and site plan approvals
- Community benefit and emergency management planning

If awarded, contracts would be announced by April 2026, with projects to be completed between April 2026 and April 2030.

The proposed rooftop solar projects have been reviewed by the Planning and Development Department related to land use and zoning. The proposed projects are in conformity with the Town of Whitby Official Plan and in compliance with the relevant Zoning By-laws.

Next Steps
Attached for Council's review and consideration are draft Municipal Resolutions in support of the proposals. Staff recommend Council's approval of these resolutions to enable Moose Power and Dream Industrial REIT to submit their proposals into the LT2 RFP process.

Town of Whitby
Motion Form

Council ☒ Special Council ☐ Committee of the Whole ☐

Date of Meeting: October 6, 2025

Moved By: Councillor
Seconded By: Councillor

Support for Dream Industrial Canada Solar Inc. Long-Term Energy Project – 220A and 220B Water Street

Recommendation:

Whereas Dream Industrial Canada Solar Inc. is proposing to construct and operate a Long-Term Energy Project located on Municipal Project Lands, as defined and with the characteristics outlined below, under the Long-Term 2 Energy Supply (Window 1) Request for Proposals ("LT2(e-1) RFP") issued by the Independent Electricity System Operator ("IESO");

And whereas capitalized terms not defined herein have the meanings ascribed to them in the LT2(e-1) RFP;

And whereas Dream Industrial Canada Solar Inc. has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Legal name of the Proponent: Dream Industrial Canada Solar Inc.

Name of the Long-Term Energy Project: Dream Industrial Rooftop Solar Project H

Technology of the Long-Term Energy Project: Solar

Maximum potential Contract Capacity of the Long-Term Energy Project: 5.5 MW

Property Identification Number (PIN): 26486-0026 (LT)

And whereas, pursuant to the LT2(e-1) RFP, if the Long-Term Energy Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation, which may be in the form of a Municipal Resolution in Support of Proposal Submission.

Therefore, be it resolved:

1. That the Council of the Town of Whitby supports the submission of a Proposal for the Long-Term Energy Project located on the Municipal Project Lands.

2. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(e-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Energy Project or for any other purpose.

3. That Dream Industrial Canada Solar Inc. has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Energy Project to the satisfaction of the Town of Whitby.

4. That the Municipal Project Lands do not include lands designated as Prime Agricultural Areas in the Town of Whitby's Official Plan.

Outcome: Choose an item.
Recorded Vote? Choose an item.
In Favour:
Opposed:

Town of Whitby
Motion Form

Council ☒ Special Council ☐ Committee of the Whole ☐

Date of Meeting: October 6, 2025

Moved By: Councillor
Seconded By: Councillor

Support for Dream Industrial Canada Solar Inc. Long-Term Energy Project – 1602 Tricont Avenue

Recommendation:

Whereas Dream Industrial Canada Solar Inc. is proposing to construct and operate a Long-Term Energy Project located on Municipal Project Lands, as defined and with the characteristics outlined below, under the Long-Term 2 Energy Supply (Window 1) Request for Proposals ("LT2(e-1) RFP") issued by the Independent Electricity System Operator ("IESO");

And whereas capitalized terms not defined herein have the meanings ascribed to them in the LT2(e-1) RFP;

And whereas Dream Industrial Canada Solar Inc. has, no later than sixty (60) days prior to the Proposal Submission Deadline, delivered a Pre-Engagement Confirmation Notice to an applicable Local Body Administrator in respect of the Municipal Project Lands that includes the details outlined below, except for the Unique Project ID which should only be required as part of the Pre-Engagement Confirmation Notice if available.

Legal name of the Proponent: Dream Industrial Canada Solar Inc.

Name of the Long-Term Energy Project: Dream Industrial Rooftop Solar Project G

Technology of the Long-Term Energy Project: Solar

Maximum potential Contract Capacity of the Long-Term Energy Project: 2.75 MW

Property Identification Number (PIN): 16392-0021 (LT) and 16392-0028 (LT)

And whereas, pursuant to the LT2(e-1) RFP, if the Long-Term Energy Project is proposed to be located in whole or in part on Municipal Project Lands, the Proposal must include Municipal Support Confirmation, which may be in the form of a Municipal Resolution in Support of Proposal Submission.

Therefore, be it resolved:

1. That the Council of the Town of Whitby supports the submission of a Proposal for the Long-Term Energy Project located on the Municipal Project Lands.

2. This resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(e-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Energy Project or for any other purpose.

3. That Dream Industrial Canada Solar Inc. has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Energy Project to the satisfaction of the Town of Whitby.

4. That the Municipal Project Lands do not include lands designated as Prime Agricultural Areas in the Town of Whitby's Official Plan.

Outcome: Choose an item.
Recorded Vote? Choose an item.
In Favour:
Opposed:

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: 618 Athol Street – Notice of Intention to Designate Property Under Part IV, Section 29 of the Ontario Heritage Act

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **PDP 46-25**

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 x2908

Dave Johnson, Planner II – Heritage, x3166

1. Recommendation:

1. **That Council authorize staff to issue a Notice of Intention to Designate the property identified as the Graydon Goodfellow House, located at 618 Athol Street as being of Cultural Heritage Value and Interest, in accordance with the Ontario Heritage Act and the Town's Notification Policy;**

2. **That Council pass a by-law designating the property under Part IV, Section 29 of the Ontario Heritage Act if no objection to the Intention to Designate is received during the 30-day objection period; and**

3. **That if no appeals of the Designation By-law are received during the 30-day appeal period, that a commemorative plaque be installed in a form and location to the satisfaction of the Commissioner of Planning and Development or designate.**

2. Highlights:

- 618 Athol Street, known as the Graydon Goodfellow House, has been identified by the Town's heritage consultant LHC Heritage Planning and Archaeology Inc. (LHC), the Heritage Whitby Advisory Committee (HWAC), and Heritage staff, as a potential candidate for Part IV designation under the Ontario Heritage Act (the Act).
- A Cultural Heritage Evaluation Report (CHER) and a Statement of Significance have been prepared by LHC, which indicates that the Graydon Goodfellow House meets two (2) or more criteria required for designation under the Ontario Heritage Act and its associated Ontario Regulation 9/06.
- Staff have consulted with the property owner who is amenable to designating the existing building under the Act to help ensure that properties of Cultural Heritage Value and Interest (CHVI) such as this, are protected, preserved, and maintained for future generations.

3. Background:

In October 2022, the Provincial Government introduced Bill 23: the *More Homes, Built Faster Act* (Bill 23), which received Royal Assent on November 28, 2022. Bill 23 introduced broad changes to the land use planning system in Ontario and included amendments to several pieces of legislation, including changes to the Ontario Heritage Act (the Act).

One of the key changes to the Act stipulates that if properties are not designated by the deadline in the legislation, then those properties will be removed from the Town's Municipal Heritage Register.

In 2024, in response to Bill 23, LHC undertook a review of the Town's Municipal Heritage Register and identified a preliminary, short-list of priority candidate properties to be considered for designation under Part IV of the Act, including 618 Athol Street (refer to Attachments #1 and #2).

LHC then undertook a Cultural Heritage Evaluation Report (CHER) for the Graydon Goodfellow House located at 618 Athol Street (refer to Attachment #3). The CHER indicates that the Graydon Goodfellow House was constructed in 1914, and is described as a single detached, two-and-a-half storey, red brick rectangular building with side wing additions on its northwest and southeast elevations. It was constructed in the Tudor Revival architectural style and the structure also has Arts and Crafts and Edwardian Classicism characteristics.

4. Discussion:

LHC's CHER for 618 Athol Street evaluated the Graydon Goodfellow House using the nine (9) criteria for determining cultural heritage value or interest of a property, listed in Ontario Regulation 9/06 of the Ontario Heritage Act (refer to Attachment #3). In order for a property to be eligible for designation under Part IV of the Ontario Heritage Act, a minimum of two (2) out of nine (9) criteria must be met. LHC's assessment concludes that the property at 618 Athol Street meets three (3) of the nine (9) criteria as summarized in Table 1 below:

Table 1 – 618 Athol Street – Evaluation using O. Reg. 9/06 Criteria

Criteria in O.Reg. 9/06	Criterion Met	Justification
1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.	Yes	This criterion is met. The Property has design value or physical value because it is a rare and unique house built with influences from the Tudor Revival architectural style in the Town of Whitby. Characteristics common of the Tudor Revival style include the house's massing; brick walls; steeply pitched gable roof with plain vergeboard; dormers with false half timbering; large chimneys; narrow casement windows, with several arranged in banks; and bay windows. In addition to specific architectural characteristics, the house – including all alterations – displays a high degree of craftsmanship and build quality. The house on the Property is the only house in the Town of Whitby that exhibits Tudor Revival design influences at such a degree. Its uniqueness means that it is an early version of a house built with influences from the Tudor Revival architectural style in the Town of Whitby. However, at the provincial scale, the house is not an early example of the style. In Ontario, the Tudor Revival style gained popularity earlier in the 20th century.

		The house on the Property is not a representative example of the Tudor Revival architectural style. Representative means that a building is a 'portrayal' or 'symbol' of a style. Because the house also has influences from the Arts and Crafts and Edwardian Classicism styles, it cannot be ascertained as a representative example of the Tudor Revival style. The application of characteristics of the Arts and Crafts and Edwardian Classicism architectural styles is not rare, unique, or early. The characteristics are also not applied at an intensity that make the house a representative example of either style (see Section 5.3).
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	Yes	This criterion is met. The Property has design value or physical value because it displays a high degree of craftsmanship in a greater than normal quality or at an intensity well above an industry standard. The house displays a high degree of craftsmanship and build quality. This is primarily evidenced when observing the current conditions of the house. All external materials appear to be in good repair with no obvious or significant damage or deterioration (i.e., spalled or cracked bricks or stone/concrete, cracked/worn mortar joints, cracked stucco, deteriorated wood). This suggests that the house was built with high quality materials and workmanship. The quality of materials and workmanship connect to the house's Arts and Crafts architectural influences. The quality of craftmanship also extends to the alterations that have been made to the house. The upper half storey dormers and southeast

		addition have enhanced the house's legibility as a Tudor Revival and Arts and Crafts inspired building. In addition to supporting the house's general architectural characteristics, the alterations display a high degree of craftsmanship and build quality (see Section 5.2 and Section 5.3.4).
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No	This criterion is not met. The Property does not have design value or physical value because it demonstrates a high degree of technical or scientific achievement. The house on the Property does not demonstrate technical expertise in construction methods; scientific achievement in the use or adaptation of materials, forms, and spatial arrangement; or breakthroughs in design or construction techniques (see Section 5.2).
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.	Yes	This criterion is met. The Property has historical or associative value because it is directly associated with Graydon Goodfellow and Charles Leslie McFarlane. The Property is most closely associated with Graydon Goodfellow, who lived on the Property from 1914 until 1929. The house on the Property was built for Graydon Goodfellow and Olive Florence Wilkins as a wedding present in 1914. At the time, Goodfellow was working alongside his father at 'C. A. Goodfellow and Son' – a printing company that published the 'Whitby Gazette and Chronicle'. Goodfellow's significance to the Town of Whitby extended to political, social, and educational affairs. When living at 618 Athol Street, Graydon Goodfellow was a member of Whitby Town Council (1917) and became the head of 'C. A. Goodfellow and Son' in 1919. Goodfellow was also high-ranking

		member of the Masonic Order, Chairman for the Board of Education, and served on the Board of Governors of the Ontario Ladies' College. The Property is also associated with Charles Leslie McFarlane, who lived on the Property for eleven months between 1936-1937. McFarlane wrote books, short stories, novelettes, and serials in magazines. Notably, he wrote the manuscripts for the first eighteen books in the 'Hardy Boys' series. One 'Hardy Boys' book, 'A Figure in Hiding', was written while he lived on the Property. The Property is also associated with Dr. George Herbert Stevenson, a prominent psychiatrist who worked at the Ontario Hospital, and Rev. Hugh Gibson Crozier. The directness and general importance of these parties – particularly when considering connections to the Property – could not be ascertained (see Section 4.4.1).
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.	No	This criterion is not met. The Property does not have historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture. The history of the Town of Whitby is well understood, and the Property does not offer new information. There is no evidence to suggest that this criterion is met (see Section 4.4).
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist	No	This criterion is not met. The Property does not have historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community. An architect, artist, builder, designer, or theorist associated with the development of the house was not identified. There is no evidence to

who is significant to a community.		suggest that this criterion is met (see Section 4.4).
7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.	No	This criterion is not met. The Property does not have contextual value because it is important in defining, maintaining, or supporting the character of an area. The Property's immediate vicinity is predominantly composed of single-detached residential houses. The height, materials, setbacks, and landscaping differ considerably between properties. Accordingly, there is little uniformity in the Property's immediate vicinity and a specific character does not exist. There is no evidence to suggest that this criterion is met (see Section 5.1).
8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.	No	This criterion is not met. The Property does not have contextual value because it is physically, functionally, visually, or historically linked to its surroundings. The Property has a historical connection to the nearby property at 221 Trent Street East, which was owned by Charles A. and Mary Louisa Goodfellow; however, there are no discernable historical connections between this nearby property and the Property (see Section 4.4.3).
9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.	No	This criterion is not met. The Property does not have contextual value because it is a landmark, which is defined as: "…a recognizable natural or human-made feature used for a point of reference that helps orienting in a familiar or unfamiliar environment; it may mark an event or development; it may be conspicuous." There is no evidence to suggest that this criterion is met (see Section 5).

Based on the review conducted by LHC, the subject site has design, physical and historical value and would warrant Part IV designation under the Ontario Heritage Act. LHC's review also includes a Statement of Cultural Heritage Value or Interest, which is required to be included in a Notice of Intention to Designate, and a Designation By-law.

A Part IV designation under the Ontario Heritage Act would not only ensure that the property would not be removed from the Register, but more importantly, it would provide further protection for the existing building and would require a heritage permit for any future work on the existing building that may impact its significant heritage attributes.

Next Steps

Notice of Intention to Designate:

Should Council decide to designate the property, a Notice of Intention to Designate (NOID) will be served on the property owner and the Ontario Heritage Trust and published on the Town's public notice website. The NOID is subject to a 30-day objection period to Council.

Notice of Intention Objection Period:

Should the Town receive an objection to the Intention to Designate during the 30-day objection period, Council would need to consider such objection and then decide to either withdraw the NOID or pass the Designation By-law.

By-law to Designate:

Should there be no objection to the Intention to Designate, then it is recommended that a by-law to designate be brought forward for Council's consideration (refer to Attachment #4).

By-law Appeal Period:

Should Council decide to pass the Designation By-law, a further 30-day appeal period to the Ontario Land Tribunal would commence. If no appeals are received during that period, the by-law will be deemed to be in full force and effect, and the property would be designated under Part IV of the Ontario Heritage Act.

Once designated, staff would also arrange for a plaque to be installed on site to provide an understanding of this historic place.

5. Financial Considerations:

Budget for preparation of CHERs for the short list of candidate properties for designation, including 618 Athol Street, was included in the 2024 capital budget related to Bill 23 Municipal Heritage Register review.

Budget for the designation process (including NOID and designation plaque) is included within the annual operating budget for the Heritage Whitby Advisory Committee.

6. Communication and Public Engagement:

Staff have consulted the property owner regarding the designation process, and the owner is amenable to designation, and has provided additional information to assist LHC with the preparation of the CHER.

Should Council support designation of 618 Athol Street, then the Town of Whitby is required to issue a Notice of Intention to Designate under Section 29(1.1) of the Ontario Heritage Act as part of the designation process.

7. Input from Departments/Sources:

At its meeting of June 10th, 2025, LHC presented the findings of the CHER to Heritage Whitby Advisory Committee (HWAC) and responded to questions from Committee.

HWAC then passed the following motion:

> "That the Heritage Whitby Advisory Committee supports the Heritage Designation under Part IV of the Ontario Heritage Act, for 618 Athol Street."

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:

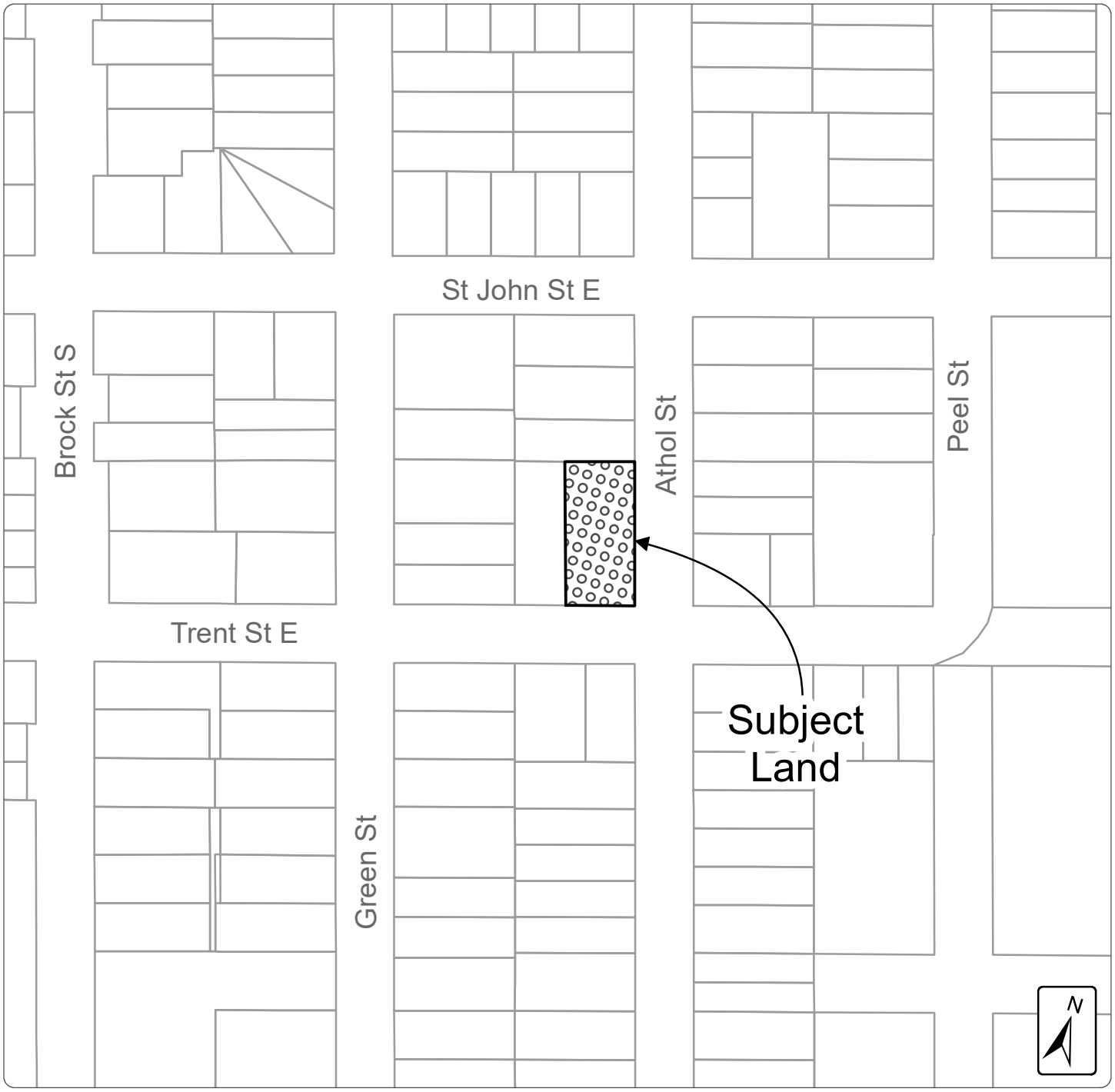
Attachment #1: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Cultural Heritage Evaluation Report and Statement of Significance

Attachment #4: Draft Designation By-law

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

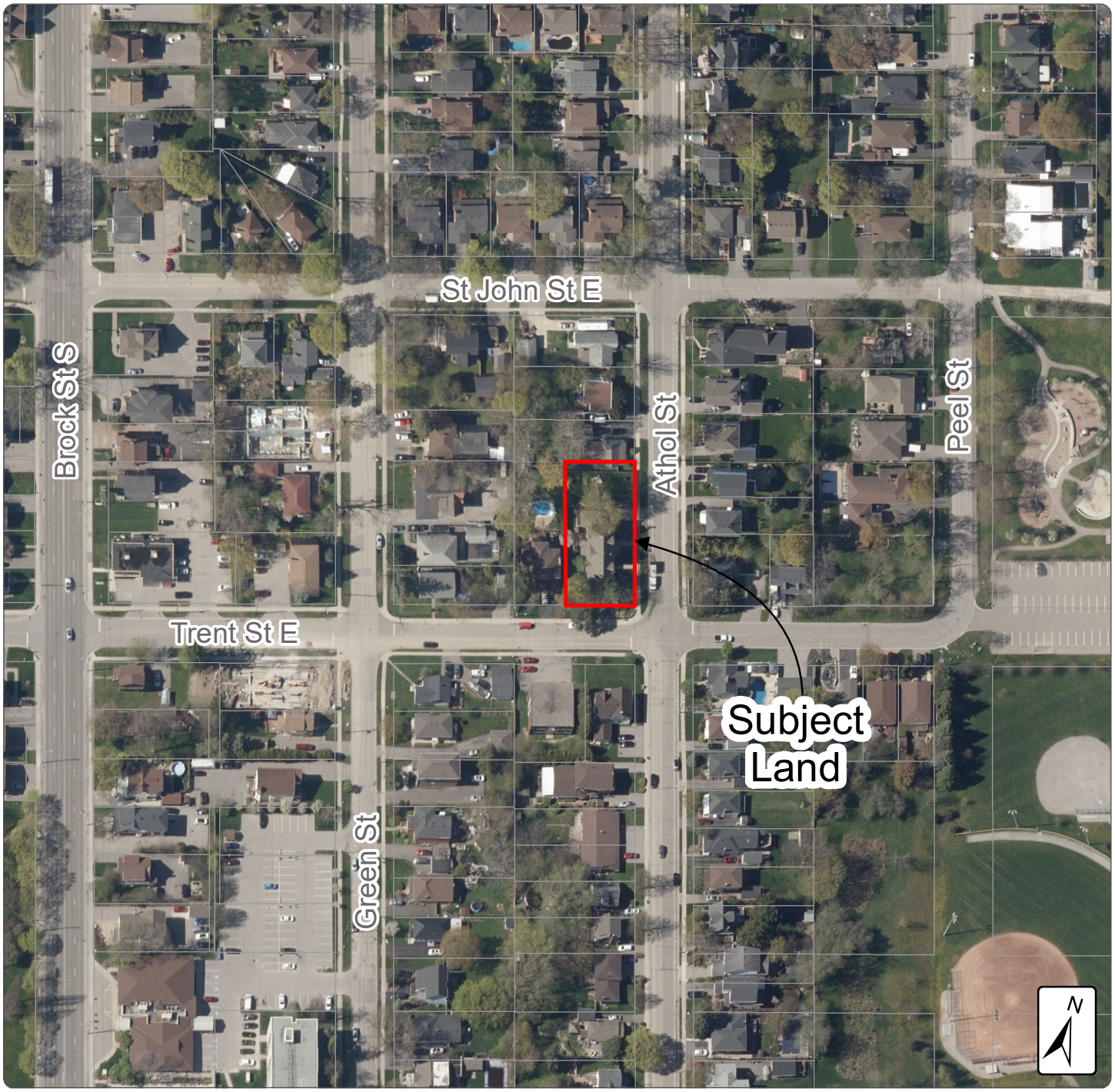
Proponent:	Date:
618 Athol Street	September 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

Proponent:	Date:
618 Athol Street	September 2025

External Data Sources:
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CULTURAL HERITAGE EVALUATION REPORT

618 Athol Street, Town of Whitby, ON



FINAL REPORT

Date: 21 April 2025
Project #: LHC0509

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HERITAGE PLANNING & ARCHAEOLOGY

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RIGHT OF USE

The information, recommendations, and opinions expressed in this report are for the sole benefit of the Municipality. Any other use of this report by others without permission is prohibited and is without responsibility to LHC. The report, all plans, data, drawings, and other documents as well as all electronic media prepared by LHC are considered its professional work product and shall remain the copyright property of LHC, who authorizes only the Municipality and approved users (including municipal review and approval bodies) to make copies of the report, but only in such quantities as are reasonably necessary for the use of the report by those parties.

REPORT LIMITATIONS

The qualifications of the heritage consultants who authored this report are provided in Appendix A. This report reflects the professional opinion of the authors and the requirements of their membership in various professional and licensing bodies.

All comments regarding the condition of any buildings on the Property are based on a superficial visual inspection and are not structural engineering assessments unless directly quoted from an engineering report. The findings of this report do not address any structural or physical condition related issues associated with any buildings on the Property or the condition of any heritage attributes.

Concerning historical research, the purpose of this report is to evaluate the Property for cultural heritage value or interest. The authors are fully aware that there may be additional historical information that has not been included. Nevertheless, the information collected, reviewed, and analyzed is sufficient to assess the Property for cultural heritage value or interest using *Ontario Regulation 9/06* under the *Ontario Heritage Act*.

The review of policy and legislation was limited to information directly related to cultural heritage management and is not a comprehensive planning review. Additionally, soundscapes, cultural identity, and sense of place analyses were not integrated into this report.

EXECUTIVE SUMMARY

The Executive Summary only provides key points from the report. The reader should examine the complete report including background, results, as well as limitations.

LHC Heritage Planning & Archaeology Inc. (**LHC**) was retained on 12 February 2025 by the Corporation of the Town of Whitby (the '**Municipality**') to prepare a Cultural Heritage Evaluation Report (**CHER**) for the property at 618 Athol Street (the **'Property'**) in the Town of Whitby (the '**Town**'), Ontario.

This CHER evaluates the Property for Cultural Heritage Value or Interest (**CHVI**) using *Ontario Regulation 9/06* (***O. Reg. 9/06***) under the *Ontario Heritage Act* (***OHA***). It has been prepared in response to the Municipality's request for a third-party evaluation of the Property related to municipal interest in designation under Part IV Section 29 of the *OHA*.

It is LHC's professional opinion that the Property at 618 Athol Street **meets** criteria 1, 2, and 4 of *O. Reg. 9/06*. The Property meets criterion 1 for its design value or physical value because the house is a rare and unique house built with influences from the Tudor Revival architectural style in the Town of Whitby. The Property meets criterion 2 because it displays a high degree of craftsmanship and build quality. The Property meets criterion 4 for its historical or associative value because it is directly associated with Graydon Goodfellow and Charles Leslie McFarlane. The Property meets three criteria, it is therefore **eligible** for individual designation under Section 29 Part IV of the *OHA*.

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1 INTRODUCTION

LHC Heritage Planning & Archaeology Inc. (**LHC**) was retained on 12 February 2025 by the Corporation of the Town of Whitby (the '**Municipality**') to prepare a Cultural Heritage Evaluation Report (**CHER**) for the Property at 618 Athol Street (the **'Property'**) in the Town of Whitby (the '**Town**'), Ontario.

This CHER evaluates the Property for Cultural Heritage Value or Interest (**CHVI**) using *Ontario Regulation 9/06* (***O. Reg. 9/06***) under the *Ontario Heritage Act* (***OHA***). It has been prepared in response to the Municipality's request for a third-party evaluation of the Property related to municipal interest in designation under Part IV Section 29 of the *OHA*.

This CHER was prepared in accordance with the *Town of Whitby Official Plan* (December 2024 Office Consolidation). It follows cultural heritage best practices drawing upon applicable frameworks, such as the Ministry of Citizenship and Multiculturalism's (**MCM**) *Ontario Heritage Tool Kit, Heritage Property Evaluation* (2006).

1.1 LOCATION OF THE PROPERTY

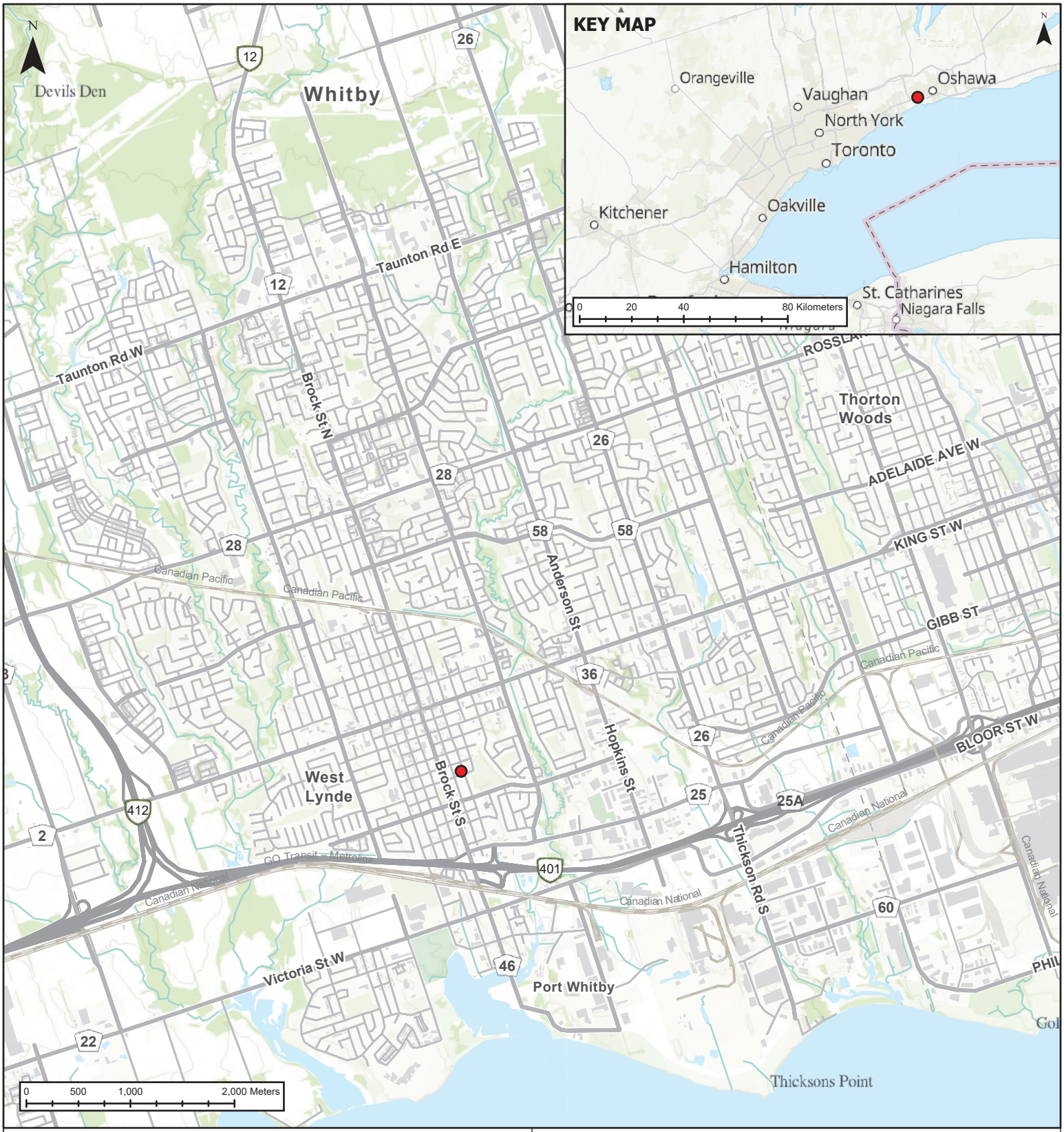
The Property is in the geographic Township of Whitby in the Town of Whitby. It is on the southwest side of Athol Street to the northwest of the intersection of Athol Street and Trent Street East (Figure 1). The legal description is, 'PT LT 23 6TH DOUBLE RANGE PL H50031 WHITBY; PT LT 24 6TH DOUBLE RANGE PL H50031 WHITBY AS IN D423835; WHITBY (PIN: 26504-0093)'.

1.2 DESCRIPTION OF THE PROPERTY

The Property is rectangular, measuring approximately 50.0 metres wide by 24.0 metres deep with an approximate area of 1,200 square metres (1.2 hectares). It is bound by Athol Street to the northeast, Trent Street East to the southeast, the residential property at 220 Trent Street East to the southwest, and the residential property at 610 Athol Street to the northwest. It includes a two-and-a-half-storey red brick house built in 1914 (Figure 2).

1.3 HERITAGE RECOGNITION

The Property is *Listed* on the *Town of Whitby – Municipal Heritage Register* (July 2023) (***MHR***) under Section 27 Part IV of the *OHA*.



Legend

- PropertyPoint

NOTE(S) 1. All locations are approximate.
REFERENCE(S) 1. Esri, CGIAR, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

TITLE
Location of the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

LHC HERITAGE PLANNING & ARCHAEOLOGY

YYYY-MM-DD 2025-03-07

FIGURE # 1



Legend

Property

TITLE
Current Conditions of the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

NOTE(S) 1. All locations are approximate.
REFERENCE(S) 1. First Base Solutions Inc., Maxar, Microsoft
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LHC HERITAGE PLANNING & ARCHAEOLOGY

YYYY-MM-DD 2025-03-07

FIGURE # 2

2 STUDY APPROACH

LHC follows a three-step approach to understanding and planning for cultural heritage resources based on the understanding, planning, and intervening guidance from Canada's Historic Places' *Standards and Guidelines for the Conservation of Historic Places in Canada* and the *Ontario Heritage Tool Kit*.[1] Understanding the cultural heritage resource involves:

- Understanding the significance of the cultural heritage resource (known and potential) through research, consultation, and evaluation–when necessary.
- Understanding the setting, context, and condition of the cultural heritage resource through research, site visit, and analysis.
- Understanding the heritage planning regulatory framework around the cultural heritage resource.

This CHER is guided by the *Ontario Heritage Tool Kit, Heritage Property Evaluation*. The evaluation considers the Property against the Criteria for Determining Cultural Heritage Value or Interest from *O. Reg. 9/06* under the *OHA* and is based on historical research on the history of the area and Property along with a site visit to understand the design, construction, and current conditions of the Property.

A glossary of terms used in this CHER is provided in Appendix B.

2.1 LEGISLATION AND POLICY CONTEXT REVIEW

This CHER includes a review of provincial legislation, plans and cultural heritage guidance, and relevant municipal policy and plans. This review outlines the cultural heritage legislative and policy context that applies to the Property (Section 3).

2.2 HISTORICAL RESEARCH

Historical research for this CHER included local history research. LHC consulted primary and secondary research sources including:

- Local histories;
- Historic maps;
- Aerial photographs; and,

[1] Canada's Historic Places, "Standards and Guidelines for the Conservation of Historic Places in Canada", 2010, accessed 24 February 2025, https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf, 3; Ministry of Citizenship and Multiculturalism (MCM), "Heritage Property Evaluation, Ontario Heritage Tool Kit," Queens Printer for Ontario, Toronto, 18.

- Online sources about local history.

Online sources consulted included (but were not limited to):

- The Archives of Ontario;
- Library and Archives Canada;
- The Ontario Council of University Libraries, Historical Topographic Map Digitization Project;
- The Canadian County Atlas Digital Project;
- Whitby Public Library;
- Western University Archives and Research Collections Centre;
- Ancestry;
- FamilySearch; and,
- The Internet Archive.

2.3 ENQUIRIES

LHC contacted:

- The Property's owners; and,
- The archive department at the Whitby Public Library.

2.4 SITE VISIT

A site visit was conducted on 26 February 2025 by Intermediate Heritage Planner, Lisa Coles and Heritage Planner, Diego Maenza. The purpose of the site visit was to document the current conditions of the Property, adjacent properties, and their surrounding context. Unless otherwise attributed all photographs in this CHER were taken during the site visit. A selection of photographs that document the Property are included in Section 5.

The site visit included an interview with the Property owners about its history.

2.5 HERITAGE INTEGRITY

In a heritage conservation and evaluation context, the concept of integrity is associated with the ability of the physical features of a property to represent or support its cultural heritage value or interest or to covey its heritage significance.[2] It is understood as the 'wholeness' or

[2] MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 2006, prepared by the Ministry of Culture, (Ottawa: Queen's Printer for Ontario), 26.;

'honesty' of a place[3] or if the heritage attributes continue to represent or support the CHVI of the property.[4] It is described as a measure of the wholeness or intactness of the cultural heritage and its attributes.[5] Heritage integrity can be understood through how much of the resource is 'whole', 'complete', changed, or unchanged from its original or 'valued subsequent configuration'.[6] Changes or evolution to a place that have become part of its cultural heritage value become part of the heritage integrity; however, if the cultural heritage value of a place is linked to another structure or environment that is gone the heritage integrity is diminished.[7] Heritage integrity is not necessarily related to physical condition or structural stability.

Understanding and assessing heritage integrity is an iterative process. Preliminary assessment of the wholeness or completeness of the place will inform evaluation for cultural heritage value or interest while an understanding of a place's cultural heritage value or interest will inform a more detailed assessment of heritage integrity.

There are few tools describing a methodology to assess historic integrity. One of the tools comes from the U.S. National Park Service (**NPS**). The NPS states that "Heritage properties either retain integrity or they do not."[8] They identify seven aspects of integrity, degrees and combinations of which can be used to determine if a site has heritage integrity. The seven aspects include: Location; Design; Setting; Materials; Workmanship; Feeling; and Association.[9]

Detailed understanding of heritage integrity is based on understanding the CHVI of the place. The draft *Ontario Heritage Tool Kit* describes a building with value for its association with a

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MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 2021 draft, prepared by the Ministry of Culture, (Ottawa: Queen's Printer for Ontario), https://prod-environmental-registry.s3.amazonaws.com/2021-05/HPE_FINAL%20DRAFT-compressed.pdf, 30-31; National Park Service, "How to Evaluate the Integrity of a Property," Chapter VIII in National Register Bulletin, How to Apply the National Register Criteria for Evaluation, U.S. Department of the Interior, National Park Service, Cultural Resources, 1997, 44.

[3] English Heritage, "Conservation Principles: Policies and Guidance for the Sustainable Management of the Historic Environment," 2008, https://historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/.,45.

[4] MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 26; MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 30-31.

[5] UNESCO, 2024, "Operational Guidelines for the Implementation of the World Heritage Convention," 2024, section 88. Pdf, 31.

[6] English Heritage, "Conservation Principles: Policies and Guidance for the Sustainable Management of the Historic Environment," p. 45.; Kalman, H. and Marcus R. Létourneau, 2021. Heritage Planning: Principles and Process. 2nd Ed, Routledge, New York, 314.

[7] MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 26; MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 30-31.

[8] National Park Service, "How to Evaluate the Integrity of a Property," 44.

[9] National Park Service, "How to Evaluate the Integrity of a Property," 44.

significant architect and if surviving features of the building no longer represent that architect's design the integrity is lost.[10] Guidance from Alberta outlines a three step process for evaluating historic places that includes: determining if the place is eligible for designation, followed by evaluating its significance, and then assessing its integrity.[11] These guidance documents demonstrate that assessing integrity is based on first understanding the historic significance of the place.

Assessing heritage integrity includes review of the existing conditions for the feeling of intactness, completeness, or wholeness of the known or potential historic place followed by evaluation or a detailed understanding of its CHVI then further assessment for heritage integrity.

2.6 UNDERSTANDING OF CULTURAL HERITAGE VALUE OR INTEREST

This report evaluates the Property against the criteria described in *O. Reg. 9/06* under the *OHA*. *O. Reg. 9/06* has nine criteria. They are:

1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

[10] MCM, "Heritage Property Evaluation: A Guide to Listing, Researching, and Evaluating Cultural Heritage Property in Ontario Communities," 31

[11] Government of Alberta, "Evaluating Historic Places; Eligibility, Significance and Integrity," 2010, Pdf, 4 and 9.

7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.
8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.
9. The property has contextual value because it is a landmark.[12]

2.7 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

If the evaluation finds that the Property meets any of the criteria from *O. Reg. 9/06* a Statement of Cultural Heritage Value or Interest (SCHVI) will be prepared. The SCHVI will follow guidance from the *Ontario Heritage Tool Kit, Designating Heritage Properties* and will include information required by the *OHA* and *Ontario Regulation 385/21* that must be included in a Notice of Intention to Designate (NOID).

[12] Province of Ontario, "Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest," last modified 1 January 2023, accessed 24 February 2025, https://www.ontario.ca/laws/regulation/060009.

3 LEGISLATIVE AND POLICY CONTEXT

3.1 ONTARIO HERITAGE ACT CONTEXT

Since the Property is *Listed* on the *MHR* the Town has until 1 January 2027 to decide whether to *Designate* it under Section 29 of the *OHA* or to remove it from the *MHR*. This section describes relevant sections of the *OHA* and its regulation for property evaluation and preparation of a SCHVI (if required) for this CHER.

Section 29 Part IV of the *OHA* allows municipalities to designate, by by-law, individual properties in the municipality to be of cultural heritage value or interest. This requires that the property meets provincially prescribed criteria which are described in Section 1 of *O. Reg 9/06.* To be eligible for designation a property must meet at least two of the nine criteria for determining CHVI. Designation applies to real property.

The *OHA* requires that designation follow a process, which it outlines. For properties eligible for designation, Municipal Council must cause notice of intention to designate (a NOID) to be served to the owner(s) and to the Ontario Heritage Trust. The NOID must also be published according to municipal notification policy. The *OHA* requires the NOID served on the owner and Ontario Heritage Trust to contain:

1. an adequate description of the property so that it may be readily ascertained;
2. a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property; and
3. a statement that notice of objection to the notice of intention to designate the property may be served on the clerk within 30 days after the date of publication of the notice of intention in a newspaper of general circulation in the municipality under clause (3) [Section 29(4)].

Note, a municipal policy adopted under clause 270 of the *Municipal Act* enables the municipality to publish the NOID in a format other than a newspaper.

The published NOID must also contain “a statement that further information respecting the notice of intention to designate the property is available from the municipality” [Section 29(4.1)].

Objections to the proposed designation must be served on the Clerk of the municipality within thirty days of the date of publication of the NOID. An objection must set out the reasons for the objection and all relevant facts [Section 29(5)].

If there are no objections or Municipal Council proceeds with designation, then Council must pass a by-law to designate the property. The by-law must include a statement explaining the

cultural heritage value or interest of the property and a description of the heritage attributes of the property and must comply with prescribed requirements from Section 3 of *Ontario Regulation 385/21* (*O. Reg. 385/21*).

The requirements for a heritage designation By-law from Section 3 of *O. Reg. 385/21* are:

(1) The following requirements are prescribed for the purpose of paragraph 2 of subsection 29 (8) of the Act:

1. The by-law must identify the property by,
    i. the municipal address of the property, if it exists,
    ii. the legal description of the property, including the property identifier number that relates to the property, and
    iii. a general description of where the property is located within the municipality, for example, the name of the neighbourhood in which the property is located and the nearest major intersection to the property.
2. The by-law must contain one or more of the following that identifies each area of the property that has cultural heritage value or interest:
    i. A site plan.
    ii. A scale drawing.
    iii. A description in writing.
3. The statement explaining the cultural heritage value or interest of the property must identify which of the criteria set out in subsection 1 (2) of *Ontario Regulation 9/06* (Criteria for Determining Cultural Heritage Value or Interest) made under the Act are met and must explain how each criterion is met.
4. The description of the heritage attributes of the property must explain how each heritage attribute contributes to the cultural heritage value or interest of the property.

(2) Nothing in subsection (1) prevents a by-law from identifying any physical features of a property that are not heritage attributes.

A SCHVI prepared in this CHER will include information required by the *OHA* for a NOID and information required by *O. Reg. 385/21* for a designation By-law (as appropriate).

3.2 LOCAL POLICY CONTEXT

This CHER is intended to support local policy guidance for cultural heritage identification and protection. Relevant plans and policies are outlined as follows.

3.2.1 ENVISION DURHAM REGIONAL OFFICIAL PLAN (2024)

It is understood that regional policy – from the *Envision Durham Regional Official Plan* (***ROP***, adopted by Regional Council on 17 May 2023 and approved by the Ministry of Municipal Affairs and Housing on 13 December 2024) – has been adopted by all local area municipalities as official planning guidance.

Relevant cultural heritage policies found in policy 3.3.41 encourage area municipalities to:

- Adopt policies to protect and enhance cultural heritage resources in their official plans, including the use of heritage impact assessments where development is proposed adjacent to properties designated under the Ontario Heritage Act, heritage conservation districts and provincial heritage properties;
- Utilize the Ontario Heritage Act to conserve, protect and enhance the built and cultural heritage resources of the municipality;
- Update municipal heritage registers on a regular basis.[13]

3.2.2 TOWN OF WHITBY OFFICIAL PLAN (DECEMBER 2024 OFFICE CONSOLIDATION)

The *Town of Whitby Official Plan* (***OP***) (December 2024 Office Consolidation) was adopted by Municipal Council in 1995, most recently updated in 2018, and most recently consolidated in December 2024. Policies pertaining to cultural heritage resources are included in Section 6.1 of the *OP*, entitled 'Cultural Heritage Resources and Archaeological Resources'. The goal of this section of the *OP* is to:

> 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.[14]

Among the objectives set out in Section 6.1 is to:

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

[13] Region of Durham, "Envision Durham Regional Official Plan," last modified 13 December 2024, accessed 25 February 2025, https://www.durham.ca/OfficialPlan, 59-60.
[14] Town of Whitby, "Town of Whitby Official Plan," December 2024 Office Consolidation, accessed 25 February 2025, https://www.whitby.ca/Whitby-Official-Plan-Text-2024-Dec.pdf, 105.

> the development approval process in accordance with applicable legislation, plans, programs, and guidelines.[15]

The following policies are relevant to this CHER:

> The Municipality shall protect and conserve cultural heritage resources in accordance with applicable legislation, policies, and recognized heritage protocols. In this regard, the Municipality shall use applicable Federal, Provincial, and municipal legislation and guidelines to conserve and maintain all designated properties on the Heritage Register.[16]

3.2.3 DOWNTOWN WHITBY COMMUNITY SECONDARY PLAN

The Property is in the area governed by the *Downtown Whitby Community Secondary Plan* (*DWCSP*). Policies pertaining to the *DWCSP* are included in Section 11.3 of the City's *OP*. Among the objectives of the *DWCSP* is to:

> Conserve and Enhance Cultural Heritage Resources [t]o enhance Downtown Whitby's historic character and respect cultural heritage resources through protection, adaptive re-use, sensitive integration with new developments, preservation of views and mature trees and appropriate built form transitions.[17]

[15] Town of Whitby, "Town of Whitby Official Plan," 105.
[16] Town of Whitby, "Town of Whitby Official Plan," 106.
[17] Town of Whitby, "Town of Whitby Official Plan," 202.

4 HISTORIC CONTEXT

4.1 PRE-CONTACT

The pre-European contact (pre-contact) history of this area is long and diverse. Archaeologists generally divide the chronology of pre-European contact land use in Southern Ontario into three primary periods based on characteristics of settlement patterns and material culture: Palaeo-Indian; Archaic; and Woodland.

The cultural history of southern Ontario began around 11,000 years ago, following the retreat of the Laurentide Ice Sheet at the end of the Wisconsinan Glacial Period. During this archaeological period, known as the Paleo-Indian period (9500-8000 BCE), the climate was like the modern sub-arctic; and vegetation was dominated by spruce and pine forests. The initial occupants of the province were nomadic big-game hunters (i.e., caribou, mastodon, and mammoth) living in small groups and travelling over vast areas, possibly migrating hundreds of kilometers in a single year.[18]

During the Archaic archaeological period (8000-1000 BCE) the occupants of southern Ontario continued to be migratory in nature, although they lived in larger groups and covered smaller territories – possibly remaining within specific watersheds.[19]

The Woodland period in southern Ontario (1000 BCE–CE 1650) represents a marked change in subsistence patterns, burial customs and tool technologies, as well as the introduction of pottery making. The Woodland period is sub-divided into the Early Woodland (1000–400 BCE), Middle Woodland (400 BCE–CE 500), and Late Woodland (500-1650 CE). During the Early and Middle Woodland periods, communities grew and were organized at a band level. Subsistence patterns continued to be focused on foraging and hunting. There is evidence for incipient horticulture in the Middle Woodland as well as the development of long-distance trade networks. The Late Woodland period (ca. 500-1650 CE) is marked by the establishment of larger village sites, sometimes containing dozens of longhouses and fortified with palisade walls. Agriculture increased during this period, as did regional warfare.[20]

[18] Ellis, C. and Deller, D.B. “Paleo-Indians,” in The Archaeology of Southern Ontario to A.D. 1650, ed. Christopher Ellis and Neal Ferris (London, ON: Ontario Archaeological Society, London Chapter, 1990).
[19] Toronto Region Conservation Authority. “Chapter 3: First Nations,” in Greening Our Watersheds: Revitalization Strategies for Etobicoke and Mimico Creeks. prepared by the Toronto Region Conservation Authority (Toronto, ON, 2001); Watson, G., “Prehistoric Peoples of the Rideau Waterway,” in Archaeological Historical Symposium: October 2-3, 1982, Rideau Ferry, Ontario, edited by F.C.L. Wyght, pp. 24–55. Lombardy, Ontario.
[20] Jackson, L., “Dawson Creek: An Early Woodland Site in South-Central Ontario,” Ontario Archaeology 33:12–32; Parker, L.R.B. The Fitzgerald Site: A Non-Meadowood Early Woodland Site in Southwestern Ontario. Canadian Journal of Archaeology 21(2):121–148; Toronto Region Conservation Authority. “Chapter 3: First Nations.”

4.2 TREATIES

The Property lies on land included in the Johnson-Butler Purchase. This treaty is also known as the 'Gunshot Treaty' and was entered into in 1788 by the Crown and certain Anishinaabe peoples.[21] The Treaty contained no exact description of the land covered and was meant to cover land as far as one can hear a gunshot from the shoreline of Lake Ontario.

A second set of treaties, the Williams Treaties, were entered into on 31 October and 15 November 1923 by the Crown and seven Anishinaabe First Nations. Land included in the Williams Treaties included an area of approximately 52,000 square kilometres between Lake Ontario and Lake Nipissing. The Williams Treaties overlapped land included in the Johnson-Butler Purchase.[22]

4.3 SURVEY AND EUROPEAN SETTLEMENT

In 1788, the Province of Quebec's government created districts and counties to serve as administrative bodies at the local level. The first Districts – in what would become Ontario – were Hesse, Nassau, Mecklenburg, and Lunenburg. These four Districts would be renamed Western, Home, Midland, and Eastern, respectively, in 1792. The Property is located in the former Nassau/Home district.[23]

The Township of Whitby and Township of East Whitby (now Oshawa) were surveyed between 1792 and 1795. The survey divided the townships into ten concessions (including a Broken Front along the north shore of Lake Ontario) and thirty-five lots.[24] Euro-Canadian settlement of the townships was concurrent with the surveying process. In 1793, a large-scale settlement plan was developed by William Willcocks, who was granted 1,000 acres of land in Whitby Township on the condition that he brings settlers from Ireland. Despite his efforts, he was unable to meet the established conditions, and he resorted to selling land to migrants from the United States. Willcocks was required by the Government of Upper Canada to forfeit his land because he did not uphold the conditions of the land grant.[25] While Willcocks' attempt to settle Whitby Township was ongoing, other settlers moved into the town. Benjamin Wilson, a United Empire Loyalist who settled around 1794, is credited as being the first settler in the

[21] Government of Ontario, "Map of Ontario treaties and reserves," last modified 23 April 2024, accessed 14 March 2025, https://www.ontario.ca/page/map-ontario-treaties-and-reserves.
[22] Government of Ontario, "Map of Ontario treaties and reserves."
[23] Ontario Ministry of Public and Business Service Delivery, "The Changing Shape of Ontario: Early Districts and Counties," n.d., accessed 14 March 2025, https://www.archives.gov.on.ca/en/maps/ontario-districts.aspx.
[24] Winter, B., "Chronicles of a County Town: Whitby Past and Present," 1999, self-published, https://archive.org/details/chroniclesofcoun0000bria/mode/2up?q=hospital.
[25] Winter, B., "Chronicles of a County Town: Whitby Past and Present."

Township of East Whitby (near Oshawa Harbour).[26] Settlement in the Township of Whitby was slow in the late 1790s and early 1800s. A census of the Township of Whitby from 1804 revealed 88 that it had inhabitants.[27]

Whitby Harbour – first known as 'Windsor' or 'Windsor Harbour' was the first main settlement area in the Township of Whitby. Windsor Harbour was founded in 1819 by John Scadding who was granted 1,000 acres of land in 1802 in the Township of Whitby by John Graves Simcoe.[28] Windsor Harbour developed as a shipping port and experienced moderate growth, reaching a population of 505 by 1820. By the mid-1820s, a second settlement area – Hamer's Corners – was beginning to attract settlers. Hamer's Corners was first known as 'Crawford's Corners' after Caleb Crawford who purchased land in the area in 1807. The first post office, initially called 'Windsor', was established in Crawford's Corners in 1824 in John B. Warren's general store. The Windsor post office was the first to have been developed between York (Toronto) and Port Hope.[29]

Settlement and immigration – primarily from the British Isles – remained consistent through the 1830s. Many immigrants worked in the mercantile and commercial sector that had been expanding through Whitby Harbour. The growth and development of Whitby Harbour as an important port is evidenced in its declaration as a Point of Entry and Customs Collector in 1831. Development also continued inland during the early 1830s. In 1833, Peter Perry purchased land around the intersection of Dundas Street and Brock Street, and by 1836 he had built a general store. This location, known as 'Perry's Corners,' was the third main settlement area in the Township of Whitby. Perry strategically purchased this land because of its location on Dundas Street – the main inland transportation route – and Brock Street – the main inland transportation route to Whitby Harbour. In 1837, Perry formed the Windsor Road Company with the intention of developing a road from Whitby Harbour to Georgian Bay. In addition to his road building enterprise, Perry also had part of his land holdings surveyed into a town plan in 1846. This survey, prepared by John Shier, was the first plan of subdivision in the Township of Whitby.[30]

The Province of Canada's (formerly Province of Quebec) Districts were dissolved in 1849, and the County of Ontario was established in 1852 as a subsection of the United Counties of York, Ontario, and Peel. Ontario County was composed of the Townships of Brock, East Whitby, Mara, Pickering, Rama, Reach, Scott, Scugog, Thorah, Uxbridge, and Whitby. The Township of

[26] Farewell, J.E., "Short Notes as to the Early Settlement and Progress of Ontario County," 1907, Gazette-Chronicle Press, https://www.canadiana.ca/view/oocihm.81578/1.
[27] Winter, B., "Chronicles of a County Town: Whitby Past and Present."
[28] Winter, B., "Chronicles of a County Town: Whitby Past and Present."
[29] Winter, B., "Chronicles of a County Town: Whitby Past and Present."
[30] Winter, B., "Chronicles of a County Town: Whitby Past and Present."

Whitby was selected as the County Seat – the County's administrative centre – which initiated a building boom, predominantly in the Perry's Corners area. In addition to the ongoing building boom, Whitby Harbour was among the most active on the north shore of Lake Ontario at the time. In 1854, a second plan of subdivision known as 'Werden's Plan' was surveyed. In 1855, Whitby Harbour, Hamer's Corners, and Perry's Corners, along with land in their immediate vicinity, were incorporated as the Town of the Whitby.[31]

In 1856, the Grand Trunk Railway (GTR) was completed. Arrival of the GTR reduced the viability of Whitby Harbour because it enabled reliable, year-round transportation of goods; there was no longer substantial reliance on the Great Lakes. Also, in the mid- to late-19th century, the Port Whitby and Port Perry Railway (later renamed the Whitby, Port Perry and Lindsay Railway) (1869) and the Ontario and Quebec Railway (1883/1884) were built. Ongoing development of the railway network, which further enabled year-round transportation of goods, alongside the *McKinley Tariff Act* in 1890, which reduced the shipping of goods to the United States, continued to lessen Whitby Harbour's commercial viability. In 1902, a second track on the GTR was built and by 1914, a diversion line of the Canadian Pacific Railway – known as the Campbellford, Lake Ontario & Western Railway – had been built through Whitby.[32]

In 1968, the Town of Whitby and the Township of Whitby were amalgamated to form one municipality. In 1974, Ontario County was dissolved, and Whitby was incorporated into the new Regional Municipality of Durham.[33]

4.4 PROPERTY HISTORY

The Property is on Plan H50031Part Lot 23 and Part Lot 24 6th Double Range, which is on Part Concession 1 Lot 26 in the Geographic Township of Whitby. Table 1 includes the Property's history. Land registry abstract indexes (LRAI), historic maps, air photos, previous studies, and information gathered from the Property's owners and the City's archive were reviewed.

[31] Winter, B., "Chronicles of a County Town: Whitby Past and Present."
[32] Winter, B., "Chronicles of a County Town: Whitby Past and Present."
[33] Stortz, G.J., "Whitby," in the Canadian Encyclopedia, last modified 29 September 2022, accessed 14 March 2025, https://www.thecanadianencyclopedia.ca/en/article/whitby.

Table 1. Property History

Date	Data Medium	Notes
1802 (17 May)	LRAI Book 252	Crown Patent for Lot 26 Concession 1 was issued to John Scadding.[34]
1820 (24 April)	LRAI Book 252	John Scadding sold the north half of Lot 26 Concession 1 to Joseph S. Losie.[35]
1824 (2 July)	LRAI Book 252	Joseph S. Losie sold the north half of Lot 26 Concession 1 to Asa Werden.[36]
1854	Previous Study	Plan 50031 created (Werden's Plan).[37]
1860	Historic Map (Figure 3)	The block where the Property located is depicted (Athol Street, Trent Street East, Green Street, and St. John Street East). No development is depicted.
1865 (28 September)	LRAI Book 252	A will associated with Asa Werden is listed for all of Plan H50031 Lot 23 and Lot 24 6th Double Range.[38]
1874 (29 April)	LRAI Book 289	Robert B. Werden et al. sold Plan H50031 Lot 17 to Lot 24 6th Double Range to Frederick Mudge for $1,000.00.[39]
1877 (22 March)	LRAI Book 289	Frederick Mudge sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Gideon Striker for $1.00.[40]
1877 (3 May)	LRAI Book 289	Gideon Striker sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Annie Mudge for $1.00.[41]

[34] Durham County Land Registry Office (LRO 40), "DURHAM (40), WHITBY, Book 252, CONCESSION 1; LOT 21 TO 35," n.d., accessed 25 February 2025, https://www.onland.ca/ui/40/books/60709/viewer/62107688?page=221, Instrument No. Patent.
[35] LRO 40, Book 252, Instrument No. 653.
[36] LRO 40, Book 252, Illegible Instrument No.
[37] GBCA Architects et al., "Downtown Whitby Heritage Conservation District Study: Phase 1 Report," January 2013, accessed 28 February 2025, pdf.
[38] LRO 40, Book 252, Instrument No. 25895.
[39] LRO 40, "DURHAM (40), DURHAM, Book 289, PLAN H50031; RANGE 5 TO 7," n.d., accessed 25 February 2025, https://www.onland.ca/ui/40/books/60479/viewer/28553736?page=190, Instrument No. 1384.
[40] LRO 40, Book 289, Instrument No. 2141.
[41] LRO 40, Book 289, Instrument No. 2142.

Date	Data Medium	Notes
1877	Historic Map (Figure 3)	Lot 23 and Lot 24 6th Double Range are depicted. No development is depicted. No owner(s) is depicted.
1886 (11 August)	LRAI Book 289	Annie & F. Mudge sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Kelly Hill for an unidentified amount.[42]
1889 (1 February)	LRAI Book 289	Kelly Hill sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Rebecca Hill for an unidentified amount.[43] Both properties were transferred back to Kelly Hill through a quit claim deed.
1898 (7 November)	LRAI Book 289	Kelly Hill and Wife sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Eliza Smith for $150.00.[44]
1907 (22 January)	LRAI, Book 289	Eliza Smith sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Eliza Kelley for $350.00.[45]
1910 (10 March)	LRAI Book 289	Eliza Kelley sold Plan H50031 Lot 23 and Lot 24 6th Double Range to James Long for $275.00.[46]
1910 (30 April)	LRAI Book 289	James Long and Wife sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Eliza Kelley for $275.00.[47]
1911 (30 June)	LRAI Book 289	Eliza Kelley sold Plan H50031 Lot 23 and Lot 24 6th Double Range to James Long for $300.00.[48]
1912 (3 January)	LRAI Book 289	James Long and Wife sold Plan H50031 Lot 23 and Lot 24 6th Double Range to Eleanor L. McCann for $400.00.[49]
1913 (23 August)	LRAI Book 289	Eleanor L. McCann sold Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Thomas

[42] LRO 40, Book 289, Instrument No. 3865.
[43] LRO 40, Book 289, Instrument No. 4295.
[44] LRO 40, Book 289, Instrument No. 5285.
[45] LRO 40, Book 289, Instrument No. 6037.
[46] LRO 40, Book 289, Instrument No. 6530.
[47] LRO 40, Book 289, Instrument No. 6560.
[48] LRO 40, Book 289, Instrument No. 6707.
[49] LRO 40, Book 289, Instrument No. 6776.

Date	Data Medium	Notes
		Wilkins for $1,000.00.[50] Thomas Wilkins was Olive Goodfellow's (Wilkins) father.
1914	Archival Records	The house on the Property was built. No architect, builder, or designer could be identified with its construction.[51]
1915 (20 October)	LRAI Book 289	Thomas Wilkins sold Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Olive Goodfellow for $1.00.
1929 (30 March)	LRAI Book 289	Olive Goodfellow granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Nellie N. MacConnell for $10,500.00. MacConnell acquired a $4,000.00 mortgage from Goodfellow.[52]
1930	Topographic Map (Figure 4)	A building is depicted in the approximate location of the house.
1932 (30 May)	LRAI Book 289	MacConnell issued Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Olive Goodfellow through a quit claim deed. The exact nature or reason for this transfer is not made clear in LRAI records.[53]
1934 (23 April)	LRAI Book 289	Olive Goodfellow granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to George H. Stevenson for $6,000.00.[54]
1934 (12 December)	LRAI Book 289	George H. Stevenson granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Lilias C. Stevens for $6,000.00.[55]

[50] LRO 40, Book 289, Instrument No. 7114.
[51] Whitby Public Library Archives, "Charles A. Goodfellow Family Records," n.d., accessed 7 March 2025, pdf.
[52] LRO 40, Book 289, Instrument No. 10266.
[53] LRO 40, Book 289, Instrument No. 10875.
[54] LRO 40, Book 289, Instrument No. 11048.
[55] LRO 40, Book 289, Instrument No. 11138.

Date	Data Medium	Notes
		Stevens acquired two mortgages from parties with illegible names in LRAI records, including $4000.00 on 28 March 1936 and $200.00 on 3 April 1836.[56] It is possible that the house's side wing additions were built using the mortgage funds.
1911 Rev. 1934	Fire Insurance Plan (Figure 5)	A two-and-a-half storey brick house is shown on the Property. One version of this plan shows the building with the northwest (garage) side wing addition, and one does not. This suggests that this addition was built sometime around the production of the plan.
1936 (2 September)	Archival Records	Lilias C. Stevens rented Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Leslie McFarlane for a term of eleven months (October 1936 – September 1937).[57]
1936 (16 September)	Archival Records, LRAI Book 289	Lilias C. Stevens granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Hugh G. Crozier for $6,000.00.[58] The first visual evidence of the southeast side wing addition dates to Crozier's ownership. At the time, the first storey was an open verandah (see Section 4.4.2.1). It is, however, possible that it was built during Stevens' ownership.
1952	Topographic Map (Figure 4)	A building is depicted in the approximate location of the house. Additional development on the northeast side of Athol Street.
1954	Air Photo (Figure 6)	A building is present on Plan H50031 Lot 23 and Lot 24 6th Double Range.
1964	Air Photo (Figure 6)	A building is present on Plan H50031 Lot 23 and Lot 24 6th Double Range. The northwest (garage) and

[56] LRO 40, Book 289, Instrument No. 11284; 11292.
[57] Property Owners' Collection, letter from Brian McFarlane dated 26 April 1995.
[58] LRO 40, Book 289, Instrument No. 11384.

Date	Data Medium	Notes
		southeast wings appear to be present.
1965 (22 April)	LRAI (Book 289, Instrument No. 130117)	Hugh G. Crozier granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Roald C. Deeth, Melvin O. Goreski, and John L. Miller for $25,900.[59]
1965 (26 November)	LRAI Book 289	Roald C. Deeth, Melvin O. Goreski, and John L. Miller granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Whitby-Trent Limited for $2.00 etc.[60] Whitby-Trent Limited acquired a $60,000.00 mortgage from Roald C. Deeth, Melvin O. Goreski, and John L. Miller on 26 November 1965.[61] It is possible that the dormers on the upper half storey of the house's northeast elevation and cupola were added under this ownership. The amount acquired through the mortgage – which was much higher than previous sale costs – suggests that modifications were made to the house.
1969	Air Photo (Figure 6)	A building is present on Plan H50031 Lot 23 and Lot 24 6th Double Range. Few details are visible due to image quality.
1973 (23 January)	LRAI Book 289	Whitby-Trent Limited granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Gwynne C. Barnes and Shirley M. Barnes for $49,000.00.[62] The Barnes' acquired a $25,000.00 mortgage from the Victoria & Grey Trust Company on 25 January 1973.[63]

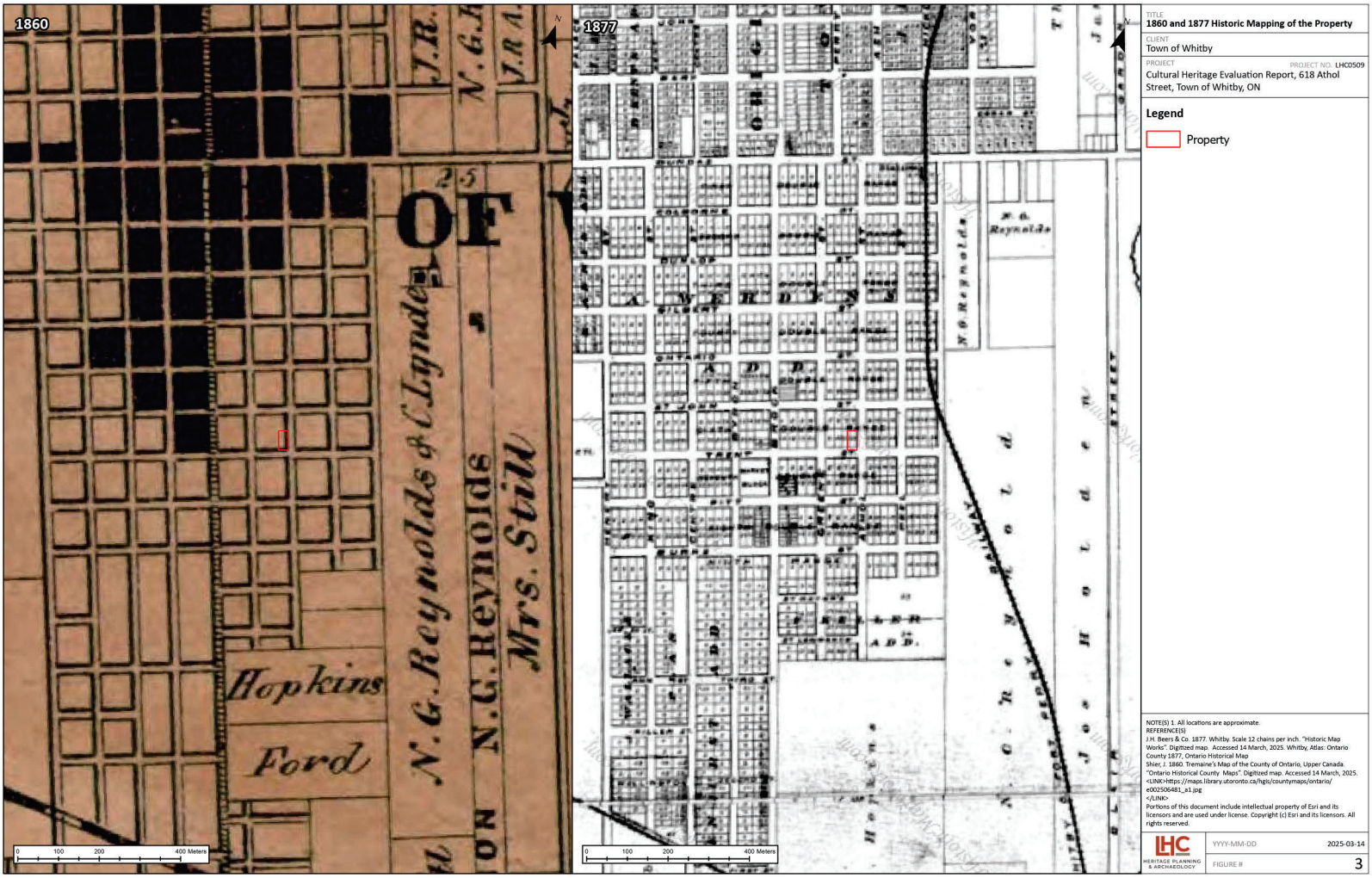
[59] LRO 40, Book 289, Instrument No. 130117.
[60] LRO 40, Book 289, Instrument No. 137122.
[61] LRO 40, Book 289, Instrument No. 137123.
[62] LRO 40, Book 289, Instrument No. 234258.
[63] LRO 40, Book 289, Instrument No. 234190.

Date	Data Medium	Notes
1974 (29 April)	LRAI Book 289	Gwynne C. Barnes and Shirley M. Barnes granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Gordon W. Gilbert for $80,000.00.[64] Gilbert acquired a $35,000.00 mortgage from the Victoria & Grey Truste Company on 30 April 1974.[65]
1974	Air Photo (Figure 6)	A building is present on Plan H50031 Lot 23 and Lot 24 6th Double Range. Few details are visible due to image quality; however, the dormers in the upper half storey of the house's northeast elevation are present.
1978	Topographic Map (Figure 4)	Property and its immediate vicinity depicted a being developed. Individual buildings are not depicted. Additional development is depicted to the southeast of the Property.
1982 (27 January)	LRAI Book 289	Gordon W. Gilbert and Lynn Gordon granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Steven J. Gearing and Lexine E. Gearing for an unidentified amount.[66] Two mortgages were acquired by the Gearings, including an unidentified amount from Gordon W. Gilbert and Lynn Gordon on 27 January 1983 and $32,000.00 from the Canadian Royal Bank of Commerce on 20 July 1983.[67]
1983 (5 April)	LRAI Book 289	Steven J. Gearing and Lexine E. Gearing granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Michael James Delsey and Patricia Ann Delsey for an unidentified amount.[68] The Delseys acquired a $127,249.90 mortgage from the Bank of Nova Scotia on 5 April 1983.[69]

[64] LRO 40, Book 289, Instrument No. 255116.
[65] LRO 40, Book 289, Instrument No. 255117.
[66] LRO 40, Book 289, Instrument No. D134775.
[67] LRO 40, Book 289, Instrument No. D134776; D141857.
[68] LRO 40, Book 289, Instrument No. D153908.
[69] LRO 40, Book 289, Instrument No. D153909.

Date	Data Medium	Notes
1985 (28 June)	LRAI Book 289	Michael James Delsey and Patricia Ann Delsey granted Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Roy Richard Hillman and Diane Elizabeth Hillman for an unidentified amount.[70] Two mortgages were acquired by the Hillmans, including $255,000.00 from the Royal Bank of Canada on 13 July 1988 and $50,400.00 from Margaret Jensen and Shirley Scott on 13 June 1988.[71]
1993 (3 December)	Archival Records, LRAI Book 289	Roy Richard Hillman and Diane Elizabeth Hillman transferred Plan H50031 Lot 23 and Lot 24 6th Double Range (except north 10 feet) to Natalie Marcia Fraser for $280,000.00.[72] The owners opened a law practice on the Property. In doing so, the first storey of the house's southeast wing addition was enclosed and served as the foyer/waiting room for the practice. The house's living room was used also used for the law practice. The stairs and tile floor of the portico and chimney were redone. All windows were replaced aside from those on the main house's northeast elevation. The stairs to the basement in the living room were constructed.
1994	Topographic Map (Figure 4)	Property and its immediate vicinity depicted as being developed. Individual buildings are not depicted. Additional development is depicted to the northeast of the Property.
2017	Archival Records	The law practice closed. The foyer/waiting room in the first storey of the house's southeast wing addition was transitioned into a sunroom.

[70] LRO 40, Book 289, Instrument No. D199071.
[71] LRO 40, Book 289, Instrument No. D281595; 281645.
[72] LRO 40, Book 289, Instrument No. D423835.



TITLE
1860 and 1877 Historic Mapping of the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

Legend

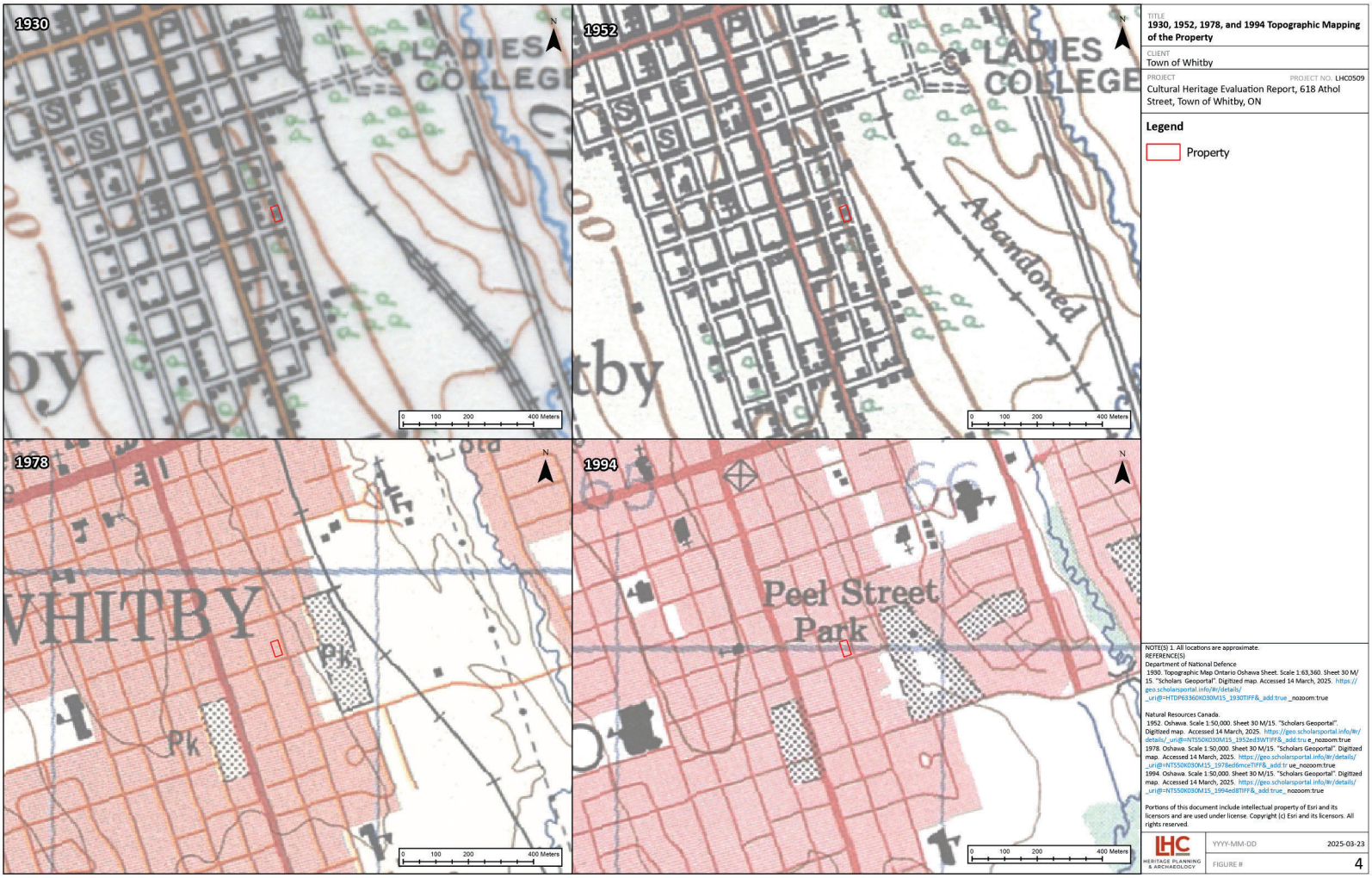
Property

NOTE(S) 1. All locations are approximate.
REFERENCE(S)
J.H. Beers & Co. 1877. Whitby. Scale 12 chains per inch. "Historic Map Works". Digitized map. Accessed 14 March, 2025. Whitby, Atlas: Ontario County 1877, Ontario Historical Map
Shier, J. 1860. Tremaine's Map of the County of Ontario, Upper Canada. "Ontario Historical County Maps". Digitized map. Accessed 14 March, 2025. <LINK>https://maps.library.utoronto.ca/hgis/countymaps/ontario/e002506481_a1.jpg</LINK>
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LHC HERITAGE PLANNING & ARCHAEOLOGY

YYYY-MM-DD 2025-03-14

FIGURE # 3



TITLE
1930, 1952, 1978, and 1994 Topographic Mapping of the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

Legend

Property

NOTE(S) 1. All locations are approximate.

REFERENCE(S)

Department of National Defence. 1930. Topographic Map Ontario Oshawa Sheet. Scale 1:63,360. Sheet 30 M/15. "Scholars Geoportal". Digitized map. Accessed 14 March, 2025. https://geo.scholarsportal.info/#/details/_uri@=HTDP63360K030M15_1930TIFF&_add:true _nozoom:true

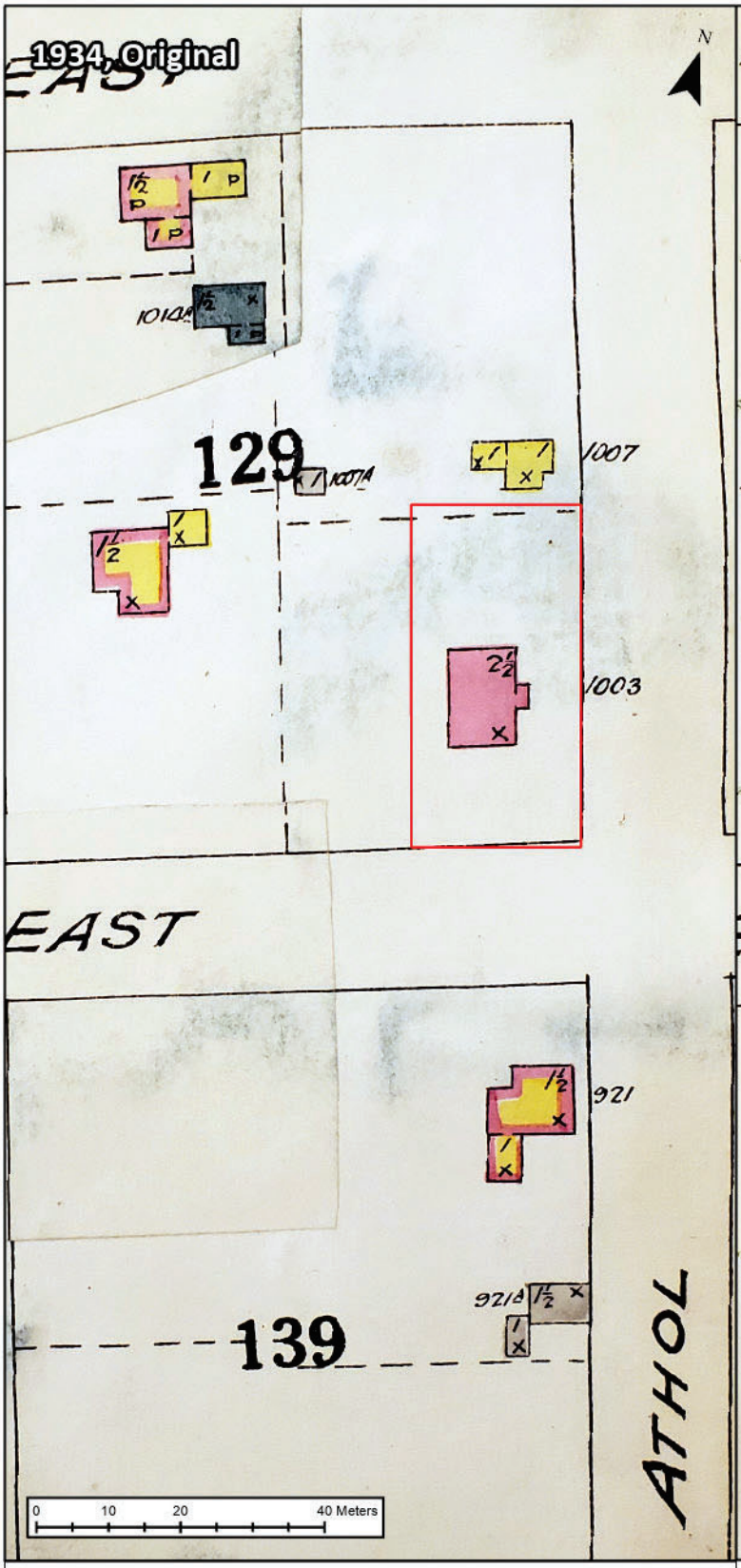
Natural Resources Canada. 1952. Oshawa. Scale 1:50,000. Sheet 30 M/15. "Scholars Geoportal". Digitized map. Accessed 14 March, 2025. https://geo.scholarsportal.info/#/details/_uri@=NTS50K030M15_1952ed3WTIFF&_add:tru e_nozoom:true 1978. Oshawa. Scale 1:50,000. Sheet 30 M/15. "Scholars Geoportal". Digitized map. Accessed 14 March, 2025. https://geo.scholarsportal.info/#/details/_uri@=NTS50K030M15_1978ed6mceTIFF&_add:tr ue_nozoom:true 1994. Oshawa. Scale 1:50,000. Sheet 30 M/15. "Scholars Geoportal". Digitized map. Accessed 14 March, 2025. https://geo.scholarsportal.info/#/details/_uri@=NTS50K030M15_1994ed8TIFF&_add:true_ nozoom:true

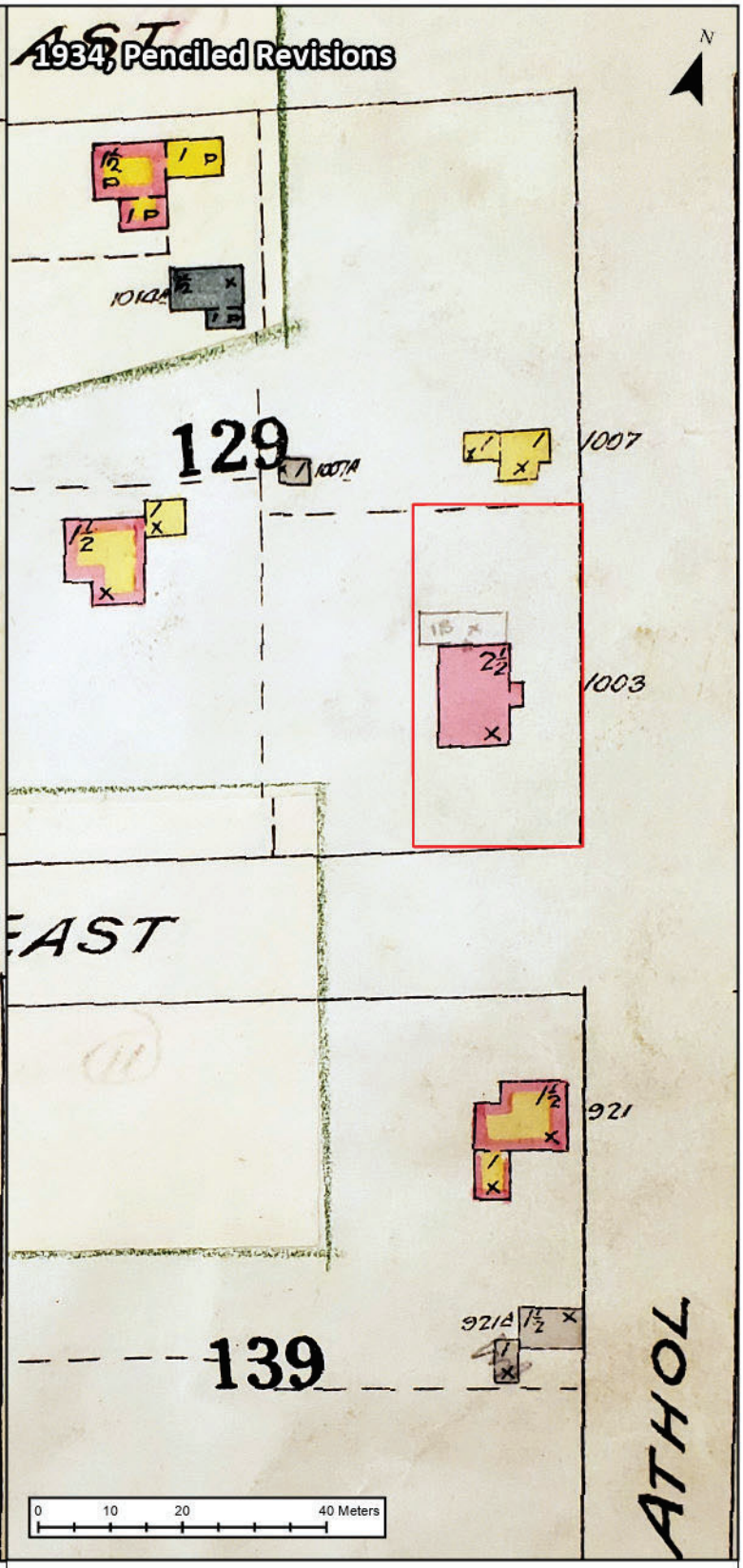
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YYYY-MM-DD 2025-03-23

FIGURE # 4





Legend

Property

TITLE
1911 Rev. 1934 Fire Insurance Plan of the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

NOTE(S) 1. All locations are approximate.
REFERENCE(S)
Underwriters Survey Bureau. Whitby, Ont. Sheet 10. Scale 1:600. Provided by Western University Archives.
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YYYY-MM-DD 2025-03-26

FIGURE # 5



TITLE
1954, 1964, 1969, and 1974 Air Photos Showing the Property

CLIENT
Town of Whitby

PROJECT
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

PROJECT NO. LHC0509

Legend

Property

NOTE(S) 1. All locations are approximate.
REFERENCE(S)

National Air Photo Library.
1964. A18587-078. Scale 1:20,000. "Trent University Air Photo Viewer". Accessed 26 March, 2025. https://trentuniversity.maps.arcgis.com/apps/instant/sidebar/index.html?appid=9c55e21a a0d44894b8af8aa540e8f6a9&center=-79.3405;44.5415&level=8
1969. A20263-025. Scale 1:25,000. "Trent University Air Photo Viewer" Accessed 26 March, 2025. https://trentuniversity.maps.arcgis.com/apps/instant/sidebar/index.html?appid=9c55e21a a0d44894b8af8aa540e8f6a9&center=-79.3405;44.5415&level=8
1974. A23664-217. Scale 1:25,000. "Trent University Air Photo Viewer". Accessed 26 March, 2025. https://trentuniversity.maps.arcgis.com/apps/instant/sidebar/index.html?appid=9c55e21a a0d44894b8af8aa540e8f6a9&center=-79.3405;44.5415&level=8

University of Toronto. 1954. 437.784. "1954 Air Photos of Southern Ontario". Digitized air photo. Accessed 19 March, 2025. 1954 Air Photos of Southern Ontario | Map and Data Library

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YYYY-MM-DD 2025-03-26

FIGURE # 6



Legend

Property

Date of Change to Property

1914 1993

1934 2017

TITLE
Property Morphology

CLIENT
Town of Whitby

PROJECT PROJECT NO. LHC0509
Cultural Heritage Evaluation Report, 618 Athol Street, Town of Whitby, ON

NOTE(S) 1. All locations are approximate.
REFERENCE(S) 1. First Base Solutions Inc., Maxar, Microsoft
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YYYY-MM-DD 2025-03-23

FIGURE # 7

4.4.1 NOTABLE OWNERS/OCCUPANTS

4.4.1.1 GRAYDON AND OLIVE GOODFELLOW

Graydon Goodfellow was born on 9 January 1891 to Charles A. Goodfellow (1865-1919) and Mary Louisa Magee (1869-1950) in Toronto, Ontario. Charles A. Goodfellow moved to Whitby in 1903 and opened a publishing company called the 'Keystone'. In 1906, Charles A. Goodfellow purchased the other publishing companies in Whitby – the 'Whitby Gazette' and the 'Whitby Chronicle' – from S. M. Newton. In 1912, Charles A. Goodfellow amalgamated the two publications under the name of 'Whitby Gazette and Chronicle'. Graydon Goodfellow worked in the printing plant when in high school and during vacation periods when he was attending McMaster University. Graydon Goodfellow graduated with a Bachelor of Arts from McMaster University in 1913 and immediately began working with his father in the firm called 'C. A. Goodfellow and Son' – who printed the 'Whitby Gazette and Chronicle'.[73]

Goodfellow married Olive Florence Wilkins on 21 May 1914 at her parents' house at 24 Elm Avenue in the City of Toronto. Olive Wilkins was the daughter of Thomas Wilkins, a wholesale merchant.[74] A newspaper excerpt from 28 May 1914 indicates that their house – located at the intersection of Trent Street and Athol Street – was under active construction at the time. Graydon and Olive Goodfellow lived at this site – 618 Athol Street – until 30 March 1929. When living at 618 Athol Street, Graydon Goodfellow was a member of Whitby Town Council (1917); became the head of 'C. A. Goodfellow and Son' following his father's death in 1919; became Worshipful Master of Composite Lodge No. 30 AF and AM for the Masonic Order in 1923 and was appointed District Deputy Grand Master for Ontario District in 1928; served as a Chairman for the Board of Education (1929-1948); and served on the Board of Governors of the Ontario Ladies' College for over 25 years (exact dates unknown).[75]

In 1926, Graydon and Olive Goodfellow had a new house built at 406 Dundas Street West. The reason for their move is cited as Olive Goodfellow's deafness, which prompted her doctor to suggest moving to a busier street to stimulate hearing. On 30 March 1929, the Goodfellows sold 618 Athol and moved to 406 Dundas Street West.[76]

In September 1929, C.A. Goodfellow and Son amalgamated with Mundy Printing Company Limited in Oshawa, creating the Moody-Goodfellow Printing Company Limited. Goodfellow

[73] Whitby Public Library Archives, "Charles A. Goodfellow Family Records."
[74] Library and Archives Canada, "Census of Canada, 1911: Wilkins, Thomas," n.d., accessed 7 March 2025, https://recherche-collection-search.bac-lac.gc.ca/eng/Home/Record?app=census&IdNumber=14488364&ecopy=e002027715.
[75] Whitby Public Library Archives, "Charles A. Goodfellow Family Records."
[76] Whitby Public Library Archives, "Residence of Graydon Goodfellow, 1950," n.d., accessed 7 March 2025, https://images.ourontario.ca/whitby/2316219/data.

was vice president and managing director. In April 1943, Times Publishing Company was reorganized, and the name was changed to Goodfellow Printing Company Limited. At the same time, he became director of the Oshawa Times Limited (publisher of Oshawa Times-Gazette).[77]

Goodfellow was also the president of the Rotary Club (1933), member of the Whitby Boy Scout Association, Director of the Printing Trades Division of the Industrial Accident Prevention Association for Central Ontario, and was associated with the development of the Whitby Citizens' Band.[78]

Graydon Goodfellow died in Mobile, Alabama on 7 February 1950 at age 60.[79]

4.4.1.2 DR. GEORGE HERBERT STEVENSON

George Herbert Stevenson was born on 20 March 1884 to Frederick Yates Stevenson and Mary Jane Craig in Toronto, Ontario. Stevenson was a medical doctor who graduated from the University of Toronto in 1918. Prior to completing his medical training, he served during the First World War as a member of the 34th Battalion, CEF. In 1915, he was stationed at No. 3 Stationary Hospital, Lemnos, Greece.[80]

Stevenson's post-graduate medical training took place at Toronto Western Hospital, Harvard University, and Boston Psychopathic Hospital. He first practiced at the Newmarket Military Hospital between 1918 and 1919. Between 1919 and 1920, he worked at Ontario Hospital in Toronto before moving to London, Ontario where he worked at the Ontario Hospital between 1920 and 1927. In 1927, he moved to Whitby where he worked at the Ontario Hospital, serving as superintendent. In 1934, Stevenson relocated to London, Ontario where he once again worked at the Ontario Hospital. He also became a Professor of Psychiatry at the University of Western Ontario. Between 1953 and 1956, Stevenson was a Research Professor in Psychiatry and director of drug addiction research at the University of British Columbia.[81]

Stevenson was a Member of London Academy of Medicine, Ontario County Medical Association (served as president), Ontario Neuropsychiatric Association (served as president), Ontario Medical Association, American Psychiatric Association (served as president and chairman; he was the first Canadian president). He was the co-author of "Personality and its Deviations" (1947). Outside of his professional endeavors, Stevenson served as the first

[77] Whitby Public Library Archives, "Charles A. Goodfellow Family Records."
[78] Whitby Public Library Archives, "Charles A. Goodfellow Family Records."
[79] Whitby Public Library Archives, "Charles A. Goodfellow Family Records."
[80] Whitby Public Library Archives, "Dr. George H. Stevenson Family Records," n.d., accessed 7 March 2025, pdf.
[81] Whitby Public Library Archives, "Dr. George H. Stevenson Family Records."

president of the Whitby Rotary Club (1933).[82]

Stevenson died in St. Petersburg, Florida on 1 June 1976 at age 83.[83]

4.4.1.3 CHARLES LESLIE MCFARLANE

Charles Leslie McFarlane was born on 25 October 1902 to John Henry McFarlane and Rebecca Barnett in Carleton Place, Ontario. McFarlane wrote books, short stories, novelettes, and serials in magazines. Notably, he wrote the manuscripts for the first eighteen books in the 'Hardy Boys' series. McFarlane wrote the manuscripts under the pseudonym 'Franklin W. Dixon', which was assigned to him by the Edward Stratemeyer Syndicate (the series' publisher). McFarlane also wrote, directed, and produced films and plays.[84]

McFarlane first worked as a reporter for various news agencies in Welland, Ontario; Sudbury, Ontario; Ottawa, Ontario; North Bay, Ontario; Montreal, Quebec; Springfield, Massachusetts; and Madison, New Jersey. In 1926, McFarlane began his professional writing career after agreeing to write six books in the 'Dave Fearless' series. McFarlane's following contract was to write the 'Hardy Boys' series. He wrote this series until 1944. While writing the 'Hardy Boys' books, McFarlane moved to Whitby. While living at 618 Athol Street, he wrote at least one book in the series entitled 'A Figure in Hiding'.[85]

In 1943, he began working with the Canadian National Film Board, where he worked until 1958. During this time, he also worked as an Extension Lecturer in Creative Writing at Carleton College in Ottawa. Beginning in 1958, McFarlane was the story editor in chief in the drama writing department of the Canadian Broadcasting Corporation.[86]

McFarlane died on 6 September 1977 at age 74.[87]

4.4.1.4 REV. HUGH GIBSON CROZIER

Hugh Gibson Crozier was born on 19 March 1873 to Hugh Crozier and Lucinda Turner in Holstein, Ontario. Crozier was a Minister in United Church, ordained in Manitoba in 1899. When in Manitoba, he was the chairman of the Presbyteries of Minnedosa and Winnipeg and represented the Synod of the Presbyterian Church of Manitoba on the Foreign Mission Committee of the General Assembly. Crozier also served in Tavistock, Thamesford, Pickering, Cedardale, and Oshawa. Crozier retired to Whitby in 1937. Crozier died on 15 October 1965 at age 92.[88]

[82] Whitby Public Library Archives, "Dr. George H. Stevenson Family Records."
[83] Whitby Public Library Archives, "Dr. George H. Stevenson Family Records."
[84] Whitby Public Library Archives, "Leslie McFarlane Family Records," n.d., accessed 7 March 2025, pdf.
[85] Whitby Public Library Archives, "Leslie McFarlane Family Records."
[86] Whitby Public Library Archives, "Leslie McFarlane Family Records."
[87] Whitby Public Library Archives, "Leslie McFarlane Family Records."
[88] Whitby Public Library Archives, "Crozier Family Records," n.d., accessed 7 March 2025, pdf.

4.4.2 HISTORIC PHOTOGRAPHS

4.4.2.1 REV. HUGH G. CROZER CARD (C. 1940)

Image 1 and Image 2 show the house on the Property when Hugh G. Crozier owned it. The exact date the photographs were taken is unknown.



Image 1. 1940 photograph of the northeast elevation of the house on the Property



Image 2. c. 1940 photograph of the southwest elevation of the house on the Property

4.4.2.2 1973 REAL ESTATE LISTING

Image 3 shows the house on the Property when Whitby-Trent Limited owned it. It is most likely that the real estate listing relates to their sale of the Property. The dormers in the upper half storey of the house's northeast elevation had been constructed.



Image 3. 1973 photograph of the northeast elevation of the house on the Property

4.4.2.3 1976 NEWS REPORT

Image 4 shows the house on the Property when Gordon W. Gilbert owned it. The cupola first appears in this photo; however, it was likely built earlier.



Image 4. 1976 photograph of the northeast elevation of the house on the Property

4.4.2.4 1985 REAL ESTATE LISTING

Image 5 shows the house on the Property when Michael James and Patricia Ann Delsey or Roy Richard and Diane Elizabeth Hillman owned it. The first storey of the southeast side wing addition remained open.



Image 5. 1985 photograph of the northeast and southeast elevations of the house on the Property

4.4.2.5 1993 PHOTOS

Image 6 shows the house on the Property under its current ownership. The southeast side wing addition was enclosed and used as a foyer/waiting room for the owners' law practice.



Image 6. 1993 photograph of the northeast elevation of the house on the Property

4.4.3 HISTORIC CONNECTION TO 221 TRENT STREET EAST

The property at 221 Trent Street East, located to the southwest of the intersection of Athol Street and Trent Street East, was purchased by Charles A. Goodfellow in 1913.[89] On 8 April 1914 Charles A. Goodfellow sold the property to his wife, Mary Louisa Goodfellow.[90] Mary Louisa Goodfellow retained ownership of the property until her death in 1950. On 4 September 1959, Eleanor H. Toll (née Goodfellow) and Leroy Toll, trustees of Mary Louisa Goodfellow's will) granted the property to Mary Matheson.[91]

Charles A. and Mary Louisa Goodfellow's ownership of 221 Trent Street East coincides with Graydon M. and Olive Florence Goodfellow's ownership of 618 Athol Street.

[89] LRO 40, Book 289, Instrument No. [illegible].
[90] LRO 40, Book 289, Instrument No. 7248.
[91] LRO 40, Book 289, Instrument No. 79127.

5 ASSESSMENT OF EXISTING CONDITIONS

5.1 SURROUNDING CONTEXT

The Property is in the geographic Township of Whitby in the Town of Whitby. It is in the Town's downtown area and is on the southwest side of Athol Street, northwest of the intersection of Athol Street and Trent Street East. It is bound by Athol Street to the northeast, Trent Street East to the southeast, the residential property at 220 Trent Street East to the southwest, and the residential property at 610 Athol Street to the northwest.

Athol Street is a collector road providing access between Clemence Avenue to the southeast and Dundas Street East to the northwest. Near the Property, it has one northwest- and one southeast-bound lane, painted bicycle lanes, concrete curbs, boulevards with manicured grass, and concrete sidewalks. Wood utility poles with streetlights are set into boulevards along the northeast side of the road (Image 7). Trent Street is a local road that provides access between Henry Street to the southwest and Peel Street to the northeast. Near the Property, it has one northeast- and one southwest-bound lane, concrete curbs, and concrete sidewalks. Wood utility poles are on the northwest side of the street and a boulevard with manicured grass is on the southeast side of the street (Image 8).

The property at 220 Trent Street East is a rectangular lot with an approximate area of 860 square metres. It is occupied by a single detached two-story house (Image 9). The property at 610 Athol Street is a rectangular lot with an approximate area of 600 square metres. It is occupied by a single detached one-storey house and detached garage (Image 10).

The topography in the area is generally flat; however, Trent Street East slopes downward on both sides of its intersection with Athol Street (Image 8 and Image 11). The character around the Property is residential. Single detached houses are most common, with some multi-suite apartments in the area. Single detached houses range from one to two-and-a-half storeys and use a range of materials including brick, board and batten siding, shiplap siding, and stone veneer (Image 12). Multi-suite apartment buildings in the vicinity are typically two-and-a-half to three storeys and are clad in brick (Image 13). Residential properties typically have a front lawn composed of manicured grass and some arrangement of trees, hedges, shrubs, and gardens with perennial flowers. Overall, there is quite a variety of building age, architectural styles, heights, materials, and landscaping around the Property.



Image 7. View southeast showing Athol Street near the Property



Image 8. View southwest showing Trent Street East near the Property



Image 9. View northwest showing the adjacent property at 220 Trent Street East



Image 10. View southwest showing the adjacent property at 610 Athol Street



Image 11. View southeast showing Trent Street East to the northeast of Athol Street



Image 12. View northeast showing residential properties on the northeast side of Athol Street



Image 13. View southeast showing a multi-unit residential property near the Property

5.2 THE PROPERTY

The Property is a rectangular lot with an approximate area of 1,200 square metres. It is occupied by a single detached, rectangular house clad in red brick that has a side wing addition on its southeast and northwest elevations (Image 14 through Image 16). Two landscape brick and paving stone footpaths and an asphalt driveway provide access to the house. Both footpaths connect to the sidewalk on the southwest side of Athol Street. The northmost footpath provides access to the main house's primary entrance (Image 17). The southmost footpath provides access to the southeast side wing addition (Image 18). The driveway occupies part of the Property's front yard and extends along the main house's northwest elevation, terminating at the northwest (garage) side wing addition (Image 19). A second asphalt parking area is located in the Property's southeast side yard and is accessed from Trent Street East. The Property's front yard and southeast side yard are composed of manicured grass with extensive landscaping. Flowerbeds with hedges, shrubs, and perennial flowers extend along the house's northeast elevation, the northmost walkway, and the parking area connected to Trent Street East. A short retaining wall composed of landscape brick separates the front/side yard from the asphalt parking area. A large garden with hedges, shrubs, perennial flowers, and a mature deciduous tree is in the Property's southeast corner

(Image 20). The Property's backyard is composed of manicured grass, hedges, shrubs, and a mature deciduous tree (Image 21). The backyard connects directly to the Property's northwest side yard. The northwest side yard is located in between the house on the Property and the house on the adjacent property at 610 Athol Street. The northwest side yard is composed of manicured grass, a mature deciduous tree near its centre, and several deciduous and coniferous trees along its perimeter (Image 22 and Image 23).



Image 14. View southwest showing the primary, northeast elevation of the house on the Property



Image 15. View northwest showing the southeast elevation of the house on the Property – the southeast wing addition is visible



Image 16. View south showing the northwest elevation of the house on the Property – the northwest wing addition is visible



Image 17. View southwest showing the northmost footpath



Image 18. View west showing the southmost footpath and entrance to the southeast side wing addition



Image 19. View southwest showing the driveway



Image 20. View west showing the landscaping in the front (northeast) and side (southeast) yards



Image 21.View southeast showing the backyard



Image 22. View northeast towards Athol Street showing the side (northwest) yard



Image 23. View west towards Green Street showing the side (northwest) yard

5.2.1 HOUSE EXTERIOR

The house is a single detached, rectangular building with side wing additions on its northwest and southeast elevations (Image 14 through Image 16). The main house is two-and-a-half storeys, has a three-bay façade composed of a central entrance with windows on both sides and bay windows, and has a full below grade basement. The main exterior wall of the main house is clad in red common bond brick, where every fourth brick course is composed of alternately laid stretcher and header bricks (Image 24).

The main house has a steep bellcast side gable roof with returned eaves (Image 25). Along the northeast elevation, southwest elevation, and returned eaves, the roof has a wood soffit, plain frieze, and exposed rafters. Along the northwest and southeast elevations, the roof has a plain frieze obscured by plain fascia (Image 26). The house has five dormers on its northeast elevation and three on its southwest elevation. Two broken eave, gable dormers are located on the second storey of both the northeast and southwest elevation. They each have plain soffit and fascia, brackets, and vertical half timbering (Image 27). Two gable dormers are located on the upper half storey of the northeast elevation. These dormers have projecting eaves, plain soffit and fascia, exposed rafters, brackets, and vertical half timbering. One swept

gable dormer is centrally located on the upper half storey of both the northeast and southwest elevation. The swept dormer on the northeast elevation has plain fascia and half timbering (Image 28). The swept dormer on the southwest elevation has plain soffit and fascia and is clad in cedar shakes (Image 29). The house has chimneys that partially extrude from its exterior walls on its northwest and southeast elevations. Both chimneys are slightly offset to the west from the centre of their respective elevations, have a single stack massing composed of red brick set in stretcher bond, shallow corbel, and stone/concrete cap. The northwest chimney has two flues (Image 30), and the southeast chimney has three flues (Image 31). A cupola is offset to the north of the roof's crest (Image 32).

Typical windows in the main house have flathead openings, multi-sashed and multi-paned windows, and projecting stone/concrete lug sills. One common style has plain wood trim inside and outside the structural opening. Another common style has plain wood trim inside the structural opening and stone/concrete eared header (Image 33). Bay windows are also present, including the outermost bays of the first storey of the house's northeast elevation and the eastmost first storey window on the house's northwest elevation. These three windows have a corbelled wood header (Image 34). A fourth bay window, centrally located on the second storey of the house's southwest elevation, has plain wood trim outside the structural opening (Image 35).

The main entrance is centrally located on the northeast elevation and is accessed from a closed portico (Image 36). The portico entrance has a flatheaded opening and plain wood trim outside of the structural opening. The portico entrance has a two-leaf door, each with twelve glass panes on their upper halves and shaped panels on their lower halves. It has a tiled floor (Image 37). The portico has a hipped bellcast hip roof with projecting eaves and exposed rafters. One single sash, nine pane window is located on either side of the portico door. Two single sash, nine pane windows are located on the northwest and southeast sides of the closed portico.

The northwest side wing addition is a one-car garage offset to the west (rear) side of the main house (Image 16). The northwest addition is one storey, clad in red brick set in common bond, and has a low gable roof with projecting eaves and exposed rafters. It has one window, located on its southwest elevation, which has a segmentally arched opening, header-coursed jack arch, and stone/concrete lug sill. The window is composed of two mulled six-over-one windows (Image 38). The northwest addition is accessible from a garage door on its northeast elevation or door on its southeast elevation. The garage door has a flatheaded opening and plain wood trim on all sides (Image 39). The door has four shaped panels. The uppermost panel has decorative glazing. The door on the southeast elevation has a segmentally arched opening, header-coursed jack arch, and a solid shaped panel door.

The southeast side wing addition extends the full width of the main house's southeast wall. It is clad in stucco with half timbering. The eastmost half is one storey and has a low hipped roof with projecting eaves and exposed rafters. The westmost section is two storeys and has a medium bellcast hipped roof with projecting eaves and exposed rafters (Image 15). Windows are typically flatheaded with plain trim on all sides. First storey windows are composed of two mulled units with ten panes, where one unit is fixed and the other has a casement mechanism. Second storey windows have a six-over-one arrangement and single-hung mechanism. The southeast addition is accessed from a door on its northeast elevation. The door has a flatheaded opening, sidelights, and has a glazed two-leaf door (Image 18).



Image 24. View south showing the common bond brick pattern of the main house



Image 25. View south showing the roof profile of the main house



Image 26. View southeast showing the eaves and supporting rafters on the main house



Image 27. View southwest showing a typical engaged dormer



Image 28. View southwest showing the dormers on the main house



Image 29. View east showing the dormer in the upper half storey of the southwest elevation



Image 30. View southeast showing the northwest chimney



Image 31. View southeast showing the cap of the southeast chimney



Image 32. View southwest showing the cupola



Image 33. View northeast showing two typical window styles on the main house



Image 34. View southwest showing the bay window on the outermost bay of the first storey



Image 35. View southeast showing the bay window that is centrally located on the second storey of the southwest elevation



Image 36. View southwest showing the closed verandah and main entrance



Image 37. View southeast showing the closed verandah



Image 38. View east showing the northwest side wing addition



Image 39. View southwest showing the northwest side wing addition

5.2.2 HOUSE INTERIOR

The first storey of the house comprises a foyer, living room, dining room, kitchen, bathroom, mudroom, sunroom, and hallway. The foyer is accessed from the house's main entrance. The living room, dining room, and hallway are to the southeast, northwest, and southwest of the foyer, respectively. The kitchen is in the house's northwest corner and is accessed from the dining room and hallway. The bathroom and mudroom are located to the southeast of the kitchen. The sunroom is located to the southeast of the living room. Materials used in the foyer, living room, dining room, and hallway remain generally consistent. Unless otherwise noted, they have wood floors, wood baseboards, smooth painted walls with timbering, and smooth painted ceilings. Radiators are also common beneath windows in these rooms (Image 40 through Image 43). The window on the south wall of the living room and north wall of the dining room have stained glass. The living room also has a fireplace with a brick firebox and surround, tiled hearth, and decorative wood mantle. The kitchen has a wood floor, wood baseboards, smooth painted walls, crown moulding, and stipple brushed ceiling (Image 44). The bathroom has a tiled floor, wood baseboards, smooth painted walls, stipple brushed ceiling, and white fixtures (Image 45). The mudroom has a tiled floor, wood baseboards, smooth painted walls, crown moulding, and a smooth painted ceiling (Image 46). The

sunroom has a tiled floor, wood baseboards, smooth painted walls, crown moulding, and a popcorn ceiling (Image 47).

The second storey is accessed from a “U” shaped stairway connected to the foyer and an “L” shaped stairway connected to the kitchen (Image 43 and Image 48). The “U”shaped stairway has carpeted treads, wood stringer, wood newel post, wood balusters, and wood handrail. The stairway has a wide landing with an integrated bench. The “L” shaped stairway has wood treads with central carpet and wood stringer. The “L” shaped stairway terminates at the “U” shaped stairway’s landing. The second storey comprises three bedrooms, living room, office, and two bathrooms. All three bedrooms have wood floors, wood baseboards, smooth painted walls, and smooth painted ceiling (Image 49 and Image 50). The living room has a carpeted floor, wallpapered walls with wainscotting, smooth painted ceiling, and fireplace with a brick firebox and surround, tiled hearth, and decorative wood mantle (Image 51 and Image 52). The office has a carpeted floor, smooth painted walls, crown moulding, and painted wood lath ceiling (Image 53). The bathrooms have tiled floors, smooth painted walls and ceiling, and white fixtures.

The upper half storey is accessed from a “U” shaped stairway to the north of the “U” shaped stairway providing access between the first and second storey. The stairway has carpeted treads and a wood stringer (Image 54). The upper half storey comprises a bedroom, living room, and bathroom. The bedroom and living room have carpeted floors, wood baseboards, and smooth painted walls and ceiling (Image 55 and Image 56). The bathroom has a tiled floor, wood baseboards, smooth, painted walls with wallpaper in certain locations, smooth, painted ceiling, and white fixtures (Image 57).

The basement was not accessed during LHC’s site visit. It is accessed from a straight-run stairway located along the east wall of the living room in the first storey and a straight-run staircase accessed from the hallway near the kitchen (Image 58 and Image 59).



Image 40. View north showing the foyer



Image 41. View southwest showing the living room



Image 42. View northwest showing the dining room



Image 43. View southwest showing the hallway and “U” shaped stairway



Image 44. View south showing the kitchen

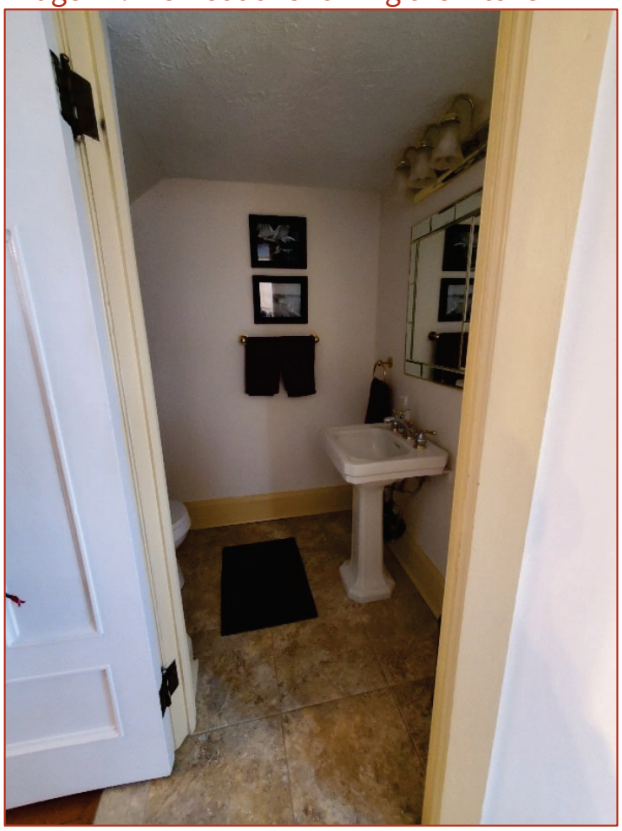


Image 45. View southeast showing the first storey bathroom



Image 46. View southwest showing the mudroom



Image 47. View northeast showing the sunroom



Image 48. View northeast showing the “L” shaped stairway connected to the kitchen



Image 49. View northeast showing the bedroom in the northeast corner of the second storey



Image 50. View southeast showing the bedroom in the southeast corner of the second storey



Image 51. View north showing the living room



Image 52. View southeast showing the fireplace in the living room



Image 53. View southeast showing the office



Image 54. View west showing the “U” shaped stairway providing access to the upper half storey



Image 55. View southeast showing the bedroom in the upper half storey



Image 56. View northeast showing the living room



Image 57. View showing the bathroom in the upper half storey



Image 58. View northeast showing the basement stairway accessed from the living room



Image 59. View southwest showing the basement stairway accessed from the kitchen

5.3 ARCHITECTURAL ANALYSIS

The house on the Property primarily exhibits influences from the Tudor Revival architectural style, with additional influences from the Arts and Crafts and Edwardian Classicism styles. It should be noted that architectural design characteristics are generally not exclusive to one particular style.

5.3.1 TUDOR REVIVAL

The Tudor Revival style was most popular in the early 1900s. It was inspired by a popular nostalgia for British history and attempted to reflect the architectural style of Tudor-era England (1485-1603), relating to the reign of Medieval monarchs Henry VII, Henry VIII, Edward VI, Jane Grey, Mary I, and Elizabeth I. It also includes the Jacobean-era under the reign of James I (1603-1625). The architecture of the Tudor era reflects the diminishing importance of the Church in the lives of British people and the growing tendency towards residential properties for wealthy individuals, manifesting in the rural cottages and country houses situated within the relative safety of English Picturesque landscapes.[92] The Tudor Revival style was influenced by late Gothic Revival architecture and the Arts and Crafts movement.[93]

Typical design elements include:

- locating houses in a picturesque setting;
- boxy, asymmetrical massing;
- stone or brick walls, often with a projecting upper floor;
- false half timbering of upper floors;
- steeply-pitched gable or clipped-gable (jerkinhead) roofs, sometimes ornamented with prominent gable-ends and/or solid vergeboard;
- cross gables and dormers often covered in shingles to simulate a Medieval thatched roof;
- large chimney pots;
- asymmetrically placed windows;
- narrow casement windows with leaded panes often arranged in banks;

[92] Kalman, H., “A History of Canadian Architecture,” Vol. 2, Toronto, ON: Oxford University Press, 1994.
[93] Fram, M., “Well-Preserved: The Ontario Heritage Foundation’s Manual of Principles and Practice for Architectural Conservation,: Third Revised Edition, 2003, accessed 24 March 2025, https://www.heritagetrust.on.ca/pages/publications/well-preserved.

- bay and/or oriel windows;
- window lintels that imitate stone or hewn timbers;
- drip moulds; and,
- Tudor arched entrance that was often recessed.[94]

5.3.2 ARTS AND CRAFTS

The Arts and Crafts movement, which was most common from 1910 to 1930, can best be described as an approach to design, rather than an architectural style. It is most often expressed through residential architecture. The movement emerged in Late Victorian Britain – in response to industrial mass production – in the ideals of architects William Morris and Philip Webb, who combined "a deep respect for traditional domestic building forms and craft practices with a commitment to design in a modern manner."[95] Craft practices – utilizing the skill of the individual craftsmen involved in the construction – was central to this style. Ricketts *et. al.* describes the appeal of Arts and Crafts homes as laying in the "bold composition of projecting volumes, steeply pitched roofs and massive irregularly placed chimneys" as well as their picturesque overhanging eaves.[96] Simple, asymmetrical massing patterns and a variety of materials are also common of this style.[97]

Typical design elements include:

- Simple, asymmetrical massing;
- horizontal massing;
- steeply-pitched gable roofs;
- organically shaped façade and details;
- masonry, stucco, board and batten, clapboard, drop lap, shiplap, or shake cladding;
- false half timbering;
- exposed structural members;

[94] Kalman, H., "A History of Canadian Architecture,", 153.
[95] Kalman, H., "A History of Canadian Architecture," 619.
[96] Ricketts, S. et. al., "A Guide to Canadian Architectural Styles," 2nd ed. North York: University of Toronto Press, 2011, 139-140.
[97] Royal Institute of British Architects, "Arts and Crafts," n.d., accessed 24 March 2025, https://www.architecture.com/explore-architecture/Arts-and-Crafts?srsltid=AfmBOormFW_xM3UqjeGmwVj_vKlr4FRSioc6cod_flrqRjAPeRDXUZF0.

- gable or hip roof; and,
- use of multiple window types, generally using small panes.

5.3.3 EDWARDIAN CLASSICISM

The Edwardian Classicism architectural style became popular starting in the early 20th century and became favoured for its adherence to classical design motifs and general simplicity. Because of the style's simplicity, buildings in the Edwardian Classicism style were easy to build and were favoured by developers, making them common in domestic, residential settings.[98]

Typical design elements include:

- simple, formal massing;
- balanced façade;
- smooth brick cladding with fine joints;
- monochromatic colour use;
- simple, large roofs often with cornice or returned eave;
- bellcast roofs;
- roof eaves supported with block or cantilevered brackets;
- dormers that match the overall roof shape/style of the main roof;
- simple, tall chimneys;
- generous use of fenestration;
- flat, brick arches or stone/concrete lintels and sills;
- voussoirs over windows;
- frontispiece or portico over main entrance;
- subdued pilasters and piers on portico; and
- full-length glass doors.

[98] Blumenson, J., "Ontario Architecture: A Guide to Styles and Building Terms 1874 to the Present," Fitzhenry & Whiteside, 1990.

5.3.4 APPLICATION TO THE HOUSE

The house on the Property exhibits several design characteristics common of the Tudor Revival architectural style, including its boxy massing; brick walls; steeply pitched gable roof with plain vergeboard; dormers with false half timbering; large chimneys; narrow casement windows, with several being arranged in banks; and bay windows. Architectural characteristics associated with the Arts and Crafts style are generally limited to the house's asymmetrical massing; use of a variety of materials including brick, stone/concrete, wood, and false half timbering (more closely associated with the Tudor Revival style); and exposed rafters. In addition to specific architectural characteristics, the house displays a high degree of craftsmanship and build quality. This is primarily evidenced when observing the current conditions of the house. All external materials appear to be in good repair with no obvious or significant damage or deterioration (i.e., spalled or cracked bricks or stone/concrete, cracked/worn mortar joints, cracked stucco, deteriorated wood). This suggests that the house was built with high-quality materials and workmanship valued in the Arts and Crafts movement. Architectural characteristics of the Edwardian Classicism style include the house's balanced façade; smooth brick cladding with fine joints; large bellcast roof with returned eaves; simple, tall chimneys; and stone/concrete lintels and sills.

5.3.5 ASSESSMENT OF HERITAGE INTEGRITY

Heritage integrity is associated with the ability of the physical features of a property to represent or support its cultural heritage value or interest or covey its heritage significance and is understood as the 'wholeness' or 'honesty' of a place (see Section 2.5). Analysis of the Property from Section 4 and 5 of this CHER suggests that it has remained 'whole' and 'complete'. The alterations that have been made to the house have changed its original configuration; however, they have been executed with a high level of respect for the original building and its architectural influences. Notably, the upper half storey dormers and southeast addition have enhanced the house's legibility as a Tudor Revival and Arts and Crafts inspired building. In addition to supporting the house's general architectural characteristics, the alterations display a high degree of craftsmanship and build quality.

6 EVALUATION OF CULTURAL HERITAGE VALUE ON INTEREST

The Property was evaluated against *O. Reg. 9/06* under the *OHA* using research and analysis presented in Section 4 and Section 5 of this CHER. The findings are presented in Table 2.

Table 2. *Ontario Regulation 9/06* Evaluation for 618 Athol Street

Criteria	Criteria Met	Justification
1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.	Yes	This criterion is met. The Property has design value or physical value because it is a rare and unique house built with influences from the Tudor Revival architectural style in the Town of Whitby. Characteristics common of the Tudor Revival style include the house's massing; brick walls; steeply pitched gable roof with plain vergeboard; dormers with false half timbering; large chimneys; narrow casement windows, with several arranged in banks; and bay windows. In addition to specific architectural characteristics, the house – including all alterations – displays a high degree of craftsmanship and build quality. The house on the Property is the only house in the Town of Whitby that exhibits Tudor Revival design influences at such a degree. Its uniqueness means that it is an early version of a house built with influences from the Tudor Revival architectural style in the Town of Whitby. However, at the provincial scale, the house is not an early example of the style. In Ontario, the Tudor Revival style gained popularity earlier in the 20th century than in 1914. The house on the Property is not a representative example of the Tudor Revival architectural style. Representative means that a building is a 'portrayal' or 'symbol' of a style.[99] Because the

[99] Ministry of Citizenship and Multiculturalism, "Standards & Guidelines for Conservation of Provincial Heritage

Criteria	Criteria Met	Justification
		house also has influences from the Arts and Crafts and Edwardian Classicism styles, it cannot be ascertained as a representative example of the Tudor Revival style. The application of characteristics of the Arts and Crafts and Edwardian Classicism architectural styles is not rare, unique, or early. The characteristics are also not applied at an intensity that make the house a representative example of either style (see Section 5.3).
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	Yes	This criterion is met. The Property has design value or physical value because it displays a high degree of craftsmanship in a greater than normal quality or at an intensity well above an industry standard. The house displays a high degree of craftsmanship and build quality. This is primarily evidenced when observing the current conditions of the house. All external materials appear to be in good repair with no obvious or significant damage or deterioration (i.e., spalled or cracked bricks or stone/concrete, cracked/worn mortar joints, cracked stucco, deteriorated wood). This suggests that the house was built with high quality materials and workmanship. The quality of materials and workmanship connect to the house's Arts and Crafts architectural influences. The quality of craftmanship also extends to the alterations that have been made to the house. The upper half storey dormers and southeast addition have enhanced the house's legibility as a Tudor

properties, Heritage Identification & Evaluation Process," last updated 28 April 2010, accessed 10 February 2025, 15.

Criteria	Criteria Met	Justification
		Revival and Arts and Crafts inspired building. In addition to supporting the house's general architectural characteristics, the alterations display a high degree of craftsmanship and build quality (see Section 5.2 and Section 5.3.4).
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No	This criterion is not met. The Property does not have design value or physical value because it demonstrates a high degree of technical or scientific achievement. The house on the Property does not demonstrate technical expertise in construction methods; scientific achievement in the use or adaptation of materials, forms, and spatial arrangement; or breakthroughs in design or construction techniques (see Section 5.2).
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.	Yes	This criterion is met. The Property has historical or associative value because it is directly associated with Graydon Goodfellow and Charles Leslie McFarlane. The Property is most closely associated with Graydon Goodfellow, who lived on the Property from 1914 until 1929. The house on the Property was built for Graydon Goodfellow and Olive Florence Wilkins as a wedding present in 1914. At the time, Goodfellow was working alongside his father at 'C. A. Goodfellow and Son' – a printing company that published the 'Whitby Gazette and Chronicle'. Goodfellow's significance to the Town of Whitby extended to political, social, and educational affairs. When living at 618 Athol Street, Graydon Goodfellow was a member of Whitby Town Council (1917) and became the head of 'C. A. Goodfellow and Son' in 1919. Goodfellow was also high-ranking member of the Masonic

Criteria	Criteria Met	Justification
		Order, Chairman for the Board of Education, and served on the Board of Governors of the Ontario Ladies' College. The Property is also associated with Charles Leslie McFarlane, who lived on the Property for eleven months between 1936-1937. McFarlane wrote books, short stories, novelettes, and serials in magazines. Notably, he wrote the manuscripts for the first eighteen books in the 'Hardy Boys' series. One 'Hardy Boys' book, 'A Figure in Hiding', was written while he lived on the Property. The Property is also associated with Dr. George Herbert Stevenson, a prominent psychiatrist who worked at the Ontario Hospital, and Rev. Hugh Gibson Crozier. The directness and general importance of these parties – particularly when considering connections to the Property – could not be ascertained (see Section 4.4.1).
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.	No	This criterion is not met. The Property does not have historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture. The history of the Town of Whitby is well understood, and the Property does not offer new information. There is no evidence to suggest that this criterion is met (see Section 4.4).
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is	No	This criterion is not met. The Property does not have historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community. An architect, artist, builder, designer, or theorist associated with the development of the house was not identified.

Criteria	Criteria Met	Justification
significant to a community.		There is no evidence to suggest that this criterion is met (see Section 4.4).
7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.	No	This criterion is not met. The Property does not have contextual value because it is important in defining, maintaining, or supporting the character of an area. The Property's immediate vicinity is predominantly composed of single-detached residential houses. The height, materials, setbacks, and landscaping differ considerably between properties. Accordingly, there is little uniformity in the Property's immediate vicinity and a specific character does not exist. There is no evidence to suggest that this criterion is met (see Section 5.1).
8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.	No	This criterion is not met. The Property does not have contextual value because it is physically, functionally, visually, or historically linked to its surroundings. The Property has a historical connection to the nearby property at 221 Trent Street East, which was owned by Charles A. and Mary Louisa Goodfellow; however, there are no discernable historical connections between this nearby property and the Property (see Section 4.4.3).
9. The property has contextual value because it is a landmark.	No	This criterion is not met. The Property does not have contextual value because it is a landmark, which is defined as: "…a recognizable natural or human-made feature used for a point of reference that helps orienting in a familiar or unfamiliar environment; it may mark an event or development; it may be

Criteria	Criteria Met	Justification
		conspicuous."[100] There is no evidence to suggest that this criterion is met (see Section 5).

6.1 SUMMARY OF EVALUATION

In LHC's professional opinion, the Property at 618 Athol Street **meets** criteria 1, 2, and 4 of *O. Reg. 9/06* for its design value or physical value and historical or associative value. Because the Property meets three criteria, it is **eligible** for individual designation under Section 29 Part IV of the *OHA*. A proposed SCHVI and list of heritage attributes has been prepared.

Per Part 3.(1).4 of *Ontario Regulation 385/21*, "[t]he description of heritage attributes must explain how each heritage attribute contributes to the cultural heritage value or interest of the property."[101] Part of the Property's historical value or associative value is linked to its historical association with Charles Leslie McFarlane, and more specifically McFarlane's importance as an author. There are no tangible, physical characteristics present on the Property that illustrate the association of the Property with Charles Leslie McFarlane. Accordingly, no heritage attributes connected with him exist.

6.2 PROPOSED STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

6.2.1 DESCRIPTION OF THE PROPERTY

The Property comprises a rectangular lot on the southwest side of Athol Street to the northwest of the intersection of Athol Street and Trent Street East. It includes a two-and-a-half storey red brick house built in 1914. Its legal description is, 'PT LT 23 6TH DOUBLE RANGE PL H50031 WHITBY; PT LT 24 6TH DOUBLE RANGE PL H50031 WHITBY AS IN D423835; WHITBY (PIN: 26504-0093)'.

6.2.2 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

The house at 618 Athol Street has design value or physical value because it demonstrates a combination of design characteristics common of the Tudor Revival architectural style. It is the only house in the Town of Whitby that exhibits Tudor Revival design influences to a high

[100] Ministry of Citizenship and Multiculturalism, "Standards & Guidelines for Conservation of Provincial Heritage properties, Heritage Identification & Evaluation Process," 17.
[101] Province of Ontario, "Ontario Regulation 385/21: GENERAL," last modified 31 May 2021, accessed 10 February 2025, https://www.ontario.ca/laws/regulation/r21385, Section 3.(1).4.

degree and is therefore a rare example of the style. Tudor Revival influences present on the house include its boxy massing; brick walls; steeply pitched gable roof with plain vergeboard; dormers with false half timbering; large chimneys; narrow casement windows, with several being arranged in banks; and bay windows. The house also demonstrates features consistent with the Arts and Crafts and Edwardian Classicism architectural styles. The combination of these stylistic influences make the house a unique building.

The house also has design value or physical value because it displays a high degree of craftsmanship consistent with the Arts and Crafts architectural style. The quality of craftsmanship is evident in the house's external materials including brick, stone/concrete, stucco, and wood. The application of these materials display workmanship at a greater than normal quality. The quality of craftmanship also extends to alterations that have been made to the house including the northwest (garage) wing addition composed of brick, the southeast wing addition clad in false half timbering, and the dormers with false half timbering. The additions carefully match and demonstrate architectural influences from the Tudor Revival architectural style consistent with the oldest part of the building.

618 Athol Street has historical value or associative value because it is directly associated with Graydon Goodfellow. The house was built for Goodfellow and Olive Florence Wilkins as a wedding present in 1914. Goodfellow was deeply involved business, political, educational, and social affairs in the community. He was an important figure in Whitby's printing and publishing sector and held high ranking positions at 'C.A. Goodfellow and Son' who published the 'Whitby Gazette and Chronicle', Mundy Printing Company Limited, and Oshawa Times Limited. Goodfellow was also a member of Whitby Town Council (1917); Worshipful Master and District Deputy Grand Master in the Masonic Order; chairman for the Board of Education; board member for the Ontario Ladies' College; president of the Rotary Club; member of the Whitby Boy Scout Association; Director of the Printing Trades Division of the Industrial Accident Prevention Association for Central Ontario; and was associated with the development of the Whitby Citizens' Band.

The Property is also directly associated with Charles Leslie McFarlane. McFarlane was a prominent author of books, short stories, novelettes, and serials in magazines. He wrote manuscripts for several early books in the 'Hardy Boys' series, including 'A Figure in Hiding', which he wrote while living at 618 Athol Street.

6.2.3 HERITAGE ATTRIBUTES

Heritage attributes that convey the Property's design value or physical value as a rare and unique building with influences from the Tudor Revival architectural style in the Town of Whitby (criterion 1 of *O. Reg. 9/06*) include:

- The house's form and massing, including the main house's two-and-a-half storey height and boxy form;
- The house's red common bond brick, where every fourth brick course is composed of alternately laid stretcher and header bricks;
- The house's steeply pitched, bellcast gable roof with exposed rafters on its northeast and southwest elevations and return eaves and plain vergeboard on its northwest and southeast elevations;
- The house's dormers, including broken eave dormers and upper half storey dormers on the building's northeast and southwest elevations, and their false half timbering composed of white stucco and painted boards, wood brackets, and roof profiles;
- The house's two chimneys that partially extrude from its exterior walls on its northwest and southeast elevations including their stretcher bond brick composition, single stack massing and shape, shallow corbels, and stone/concrete caps.
- The house's narrow casement windows on all elevations including their wood detailing inside and/or outside of their structural openings, wood or stone/concrete headers, stone/concrete lug sills, and glazing patterns;
- The house's bay windows on the outermost bays of the first storey of the house's northeast elevation and the eastmost first storey window on the house's northwest elevation including their wood detailing inside and outside of their structural openings, corbelled wood headers, stone/concrete lug sills, and glazing patterns; and,
- The house's bay window on its southwest elevation, including its wood trim.

Heritage attributes that convey the Property's design value or physical value as a building that displays a high degree of craftsmanship (criterion 2 of *O. Reg. 9/06*) include:

- The main house's smooth, finely jointed brick structure composed of red common bond brick, where every fourth brick course is composed of alternately laid stretcher and header bricks;
- The northwest (garage) wing addition's smooth, finely jointed brick structure composed of red common bond brick, window voussoir (southwest elevation), and door voussoir (southeast elevation);
- The fit and finish of the southeast wing addition's false half timbering composed of white stucco and painted boards; and,
- The fit and finish of the dormers in the house's upper half storey, including their false half timbering composed of white stucco and painted boards, wood brackets, and roof profiles.

Heritage attributes that convey the Property's historical value or associative value pertaining to its direct association with Graydon Goodfellow (criterion 4 of *O. Reg. 9/06*) include:

- The house with its Tudor-Revival, Arts and Crafts and Edwardian influences.

The Property's heritage attributes do not include:

- Any of the house's interior features;
- The Property's driveways and footpaths; and,
- Landscaping, including all gardens.

7 CONCLUSION

LHC was retained on 12 February 2025 by the Corporation of the Town of Whitby to prepare a CHER for the Property at 618 Athol Street in the Town of Whitby, Ontario.

The purpose of this CHER is to evaluate the Property for CHVI using *O. Reg. 9/06* under the *OHA*. It has been prepared in response to the Municipality's request for a third-party evaluation of the Property for CHVI.

It is LHC's professional opinion that the Property at 618 Athol Street **meets** criteria 1, 2, and 4 of *O. Reg. 9/06*. The Property meets criterion 1 for its design value or physical value because the house is a rare and unique house built with influences from the Tudor Revival architectural style in the Town of Whitby. The Property meets criterion 2 because it displays a high degree of craftsmanship and build quality. The Property meets criterion 4 for its historical or associative value because it is directly associated with Graydon Goodfellow and Charles Leslie McFarlane. The Property meets three criteria, it is therefore **eligible** for individual designation under Section 29 Part IV of the *OHA*.

8 SIGNATURES

Sincerely,



Ben Daub, MA RPP MCIP CAHP Intern
Intermediate Heritage Planner



Benjamin Holthof, MPl MMA RPP MCIP CAHP
Senior Heritage Planner

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APPENDIX A Qualifications

Ben Daub, MA RPP MCIP CAHP Intern – Intermediate Heritage Planner

Ben Daub is an intermediate heritage planner with LHC. He holds a Bachelor of Applied Technology in Architecture – Project and Facility Management from Conestoga College and a Master of Arts in Planning from the University of Waterloo. His master's thesis analyzed the relationship between urban intensification and the ongoing management of built heritage resources using a mixed methods approach. During his academic career, Ben gained a detailed understanding of the built environment through exposure to architectural, engineering, and urban planning principles and processes. His understanding of the built environment ranges from building specific materials and methods to large scale planning initiatives.

Ben has been the primary or contributing author of over 60 technical cultural heritage reports with LHC. He has worked on Heritage Impact Assessments, Cultural Heritage Evaluation Reports, Environmental Assessments, Heritage Conservation District Studies, and Municipal Heritage Register Reviews. He has worked with properties with cultural heritage value recognized at the municipal, regional, provincial, and federal levels and has prepared reports for urban, suburban, and rural sites.

In addition to his work at LHC, Ben instructs the Urban and Community Planning course in Conestoga College's Architecture – Project and Facility Management degree program and has presented his master's thesis research at ICOMOS Canada's Next Generation: Research from Canadian Emerging Professionals event. Ben is a Registered Professional Planner (RPP), full member with the Ontario Professional Planners Institute (OPPI), full member with the Canadian Institute of Planners (MCIP), and an intern member of the Canadian Association of Heritage Professionals (CAHP).

Benjamin Holthof, MPl MMA RPP MCIP CAHP – Senior Heritage Planner

Ben Holthof is a heritage consultant, planner and marine archaeologist with experience working in heritage consulting, archaeology and not-for-profit museum sectors. He holds a Master of Urban and Regional Planning degree from Queens University; a Master of Maritime Archaeology degree from Flinders University of South Australia; a Bachelor of Arts degree in Archaeology from Wilfrid Laurier University; and a certificate in Museum Management and Curatorship from Fleming College.

Ben has consulting experience in heritage planning, cultural heritage screening, evaluation, heritage impact assessment, cultural strategic planning, cultural heritage policy review, historic research and interpretive planning. He has been a project manager for heritage consulting projects including archaeological management plans and heritage conservation district studies. Ben has also provided heritage planning support to municipalities including work on heritage permit applications, work with municipal heritage committees, along with review and advice on municipal cultural heritage policy and process. His work has involved a wide range of cultural heritage resources including on cultural landscapes, institutional, industrial, commercial, and residential sites as well as infrastructure such as wharves, bridges and dams. Ben was previously a Cultural Heritage Specialist with Golder Associates Ltd. from 2014-2020.

Ben is experienced in museum and archive collections management, policy development, exhibit development and public interpretation. He has written museum policy, strategic plans, interpretive plans and disaster management plans. He has been curator at the Marine Museum of the Great Lakes at Kingston, the Billy Bishop Home and Museum, and the Owen Sound Marine and Rail Museum. These sites are in historic buildings, and he is knowledgeable with extensive collections that include large artifacts including, ships, boats, railway cars, and large artifacts in unique conditions with specialized conservation concerns.

Ben is also a maritime archaeologist having worked on terrestrial and underwater sites in Ontario and Australia. He has an Applied Research archaeology license from the Government of Ontario (R1062). He is a professional member of the Canadian Association of Heritage Professionals (CAHP).

Christienne Uchiyama, MA CAHP - Principal LHC

Christienne Uchiyama MA CAHP is Principal and Manager of Heritage Consulting Services with LHC. She is a Heritage Consultant and Professional Archaeologist (P376) with more than two decades of experience working on cultural heritage aspects of planning and development projects. She received her MA in Heritage Conservation from Carleton University School of Canadian Studies. Her thesis examined the identification and assessment of impacts on cultural heritage resources in the context of Environmental Assessment.

Chris has provided archaeological and heritage conservation advice, support and expertise as a member of numerous multi-disciplinary project teams for projects across Ontario, including such major projects as: all phases of archaeological assessment at the Canadian War Museum site at LeBreton Flats, Ottawa; renewable energy projects; natural gas pipeline routes; railway lines; hydro powerline corridors; and highway/road realignments. She has completed more than 300 cultural heritage technical reports for development proposals at all levels of

government, including cultural heritage evaluation reports, heritage impact assessments, and archaeological licence reports and has a great deal of experience undertaking peer reviews. Her specialties include the development of Cultural Heritage Evaluation Reports, under both O. Reg. 9/06 and 10/06, and Heritage Impact Assessments.

Jordan Greene, BA (Hons) – Mapping Technician

Jordan Greene, BA joined LHC as a mapping technician following the completion of her undergraduate degree. In addition to completing her B.A. in Geography at Queen's University, Jordan also completed certificates in Geographic Information Science and Urban Planning Studies. During her work with LHC Jordan has been able to transition her academic training into professional experience and has deepened her understanding of the applications of GIS in the fields of heritage planning and archaeology. Jordan has contributed to over 100 technical studies and has completed mapping for projects including, but not limited to, cultural heritage assessments and evaluations, archaeological assessments, environmental assessments, hearings, and conservation studies. In addition to GIS work she has completed for studies Jordan has begun developing interactive maps and online tools that contribute to LHC's internal data management. In 2021 Jordan began acting as the health and safety representative for LHC.

APPENDIX B Glossary

Definitions are based on those provided in the *Provincial Planning Statement* (*PPS*), *Ontario Heritage Act* (*OHA*), the *Envision Durham Regional Official Plan* (*ROP*), and *Town of Whitby Official Plan* (*OP*). In some instances, documents have different definitions for the same term, all definitions have been included and should be considered.

Adjacent Lands for the purposes of policy 4.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan (*PPS*).

Alter means to change in any manner and includes to restore, renovate, repair or disturb and "alteration" has a corresponding meaning; ("transformer", "transformation") (*OHA*).

Built Heritage Resource means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. (*PPS*).

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

Built Heritage Resources means One or more buildings, structures, monuments, installations, or remains associated with architectural, cultural, social, political, economic, or military history, and identified as being important to a community (*OP*).

Conserved means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments (*PPS*).

Conserved means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the

implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches can be included in these plans and assessments (*ROP*).

Conserve/Conserved means, as it relates to cultural heritage resources, means the identification, protection, management, and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the *Ontario Heritage Act*. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or Heritage Impact Assessment (*OP*).

Cultural Heritage Resources means built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation (*ROP*).

Cultural Heritage Resources means resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, event, or a people and include built heritage, cultural heritage landscapes, archaeological resources, and documentary heritage left by people (*OP*).

Heritage Attributes means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest; (“attributs patrimoniaux”) (*OHA*).

Heritage Attributes means, as defined under the *Ontario Heritage Act*, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest. (*PPS*).

Protected Heritage Property means property designated under Part 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 IV of the *Ontario Heritage Act*; property identified by a provincial ministry or a prescribed public body as a 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 (*PPS*).

Significant means in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the *Ontario Heritage Act* (*PPS*).

Town of Whitby
By-law # XXXX-25

Designation of Graydon Goodfellow House as being of Cultural Heritage Value and Interest

Being a By-law to to designate the Graydon Goodfellow House on the property municipally known as 618 Athol Street, and legally described as PLAN H-50031 PT LOT 23,24, as being of Cultural Heritage Value and Interest.

Whereas, in accordance with the provisions of Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended, the Council of The Corporation of the Town of Whitby considers it desirable to designate the property known as the 618 Athol Street hereinafter described to be of Cultural Heritage Value and Interest;

And whereas, the Council of the said Corporation has caused to be served on the owners of the property municipally known as 618 Athol Street, Whitby, Ontario, and upon the Ontario Heritage Trust, Notice of Intention to Designate the property at the aforesaid address to be of Cultural Heritage Value and Interest and has caused such notice to be published in accordance with the the Town of Whitby's Notification Policy;

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

1. General

The property, and building known as the Graydon Goodfellow House, municipally known as 618 Athol Street, legally described as PLAN H-50031 PT LOT 23,24, is generally located on the west side of Athol Street, at the northwest corner of Athol Street and Trent Street East and more particularly described in Schedule 'A' attached to and forming part of this by-law is designated as a property of cultural heritage value and interest in the Town of Whitby, under Part IV, Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended.

This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building provided that any changes shall be in keeping with the current character of the building and shall be carried out in accordance with the applicable Heritage Permit processes at the Town of Whitby.

2. Schedule(s)

Schedule 'A' – Legal Description

Schedule 'B' – Statement of Cultural Heritage Value or Interest for 618 Athol Street, Town of Whitby

3. Effective Date

The provisions of this by-law shall come into force and take effect on the day of the final passing thereof.

By-law read and passed this Select date day of Insert Month, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

[Schedule “A” Inserted Here]

SCHEDULE “A”

TO

BY-LAW NO. XXXX-25

LEGAL DESCRIPTION

PLAN H-50031 PT LOT 23,24, Town of Whitby

SCHEDULE 'B'

TO

BY-LAW NO. XXXX-25

DESCRIPTION OF PROPERTY – 618 Athol Street

The property and building known as the Graydon Goodfellow House, municipally known as 618 Athol Street in Whitby, is generally located on the southwest side of Athol Street, at the northwest of the corner of Athol Street and Trent Street East and more particularly described in Schedule 'A', on PLAN H-50031 PT LOT 23,24

STATEMENT OF CULTURAL HERITAGE VALUE AND INTEREST

The Graydon Goodfellow House (the house) at 618 Athol Street has design value or physical value because it demonstrates a combination of design characteristics common of the Tudor Revival architectural style. It is the only house in the Town of Whitby that exhibits Tudor Revival design influences to a high degree and is therefore a rare example of the style. Tudor Revival influences present on the house include its boxy massing; brick walls; steeply pitched gable roof with plain vergeboard; dormers with false half timbering; large chimneys; narrow casement windows, with several being arranged in banks; and bay windows. The house also demonstrates features consistent with the Arts and Crafts and Edwardian Classicism architectural styles. The combination of these stylistic influences make the house a unique building.

The house also has design value or physical value because it displays a high degree of craftsmanship consistent with the Arts and Crafts architectural style. The quality of craftsmanship is evident in the house's external materials including brick, stone/concrete, stucco, and wood. The application of these materials display workmanship at a greater than normal quality. The quality of craftmanship also extends to alterations that have been made to the house including the northwest (garage) wing addition composed of brick, the southeast wing addition clad in false half timbering, and the dormers with false half timbering. The additions carefully match and demonstrate architectural influences from the Tudor Revival architectural style consistent with the oldest part of the building.

618 Athol Street has historical value or associative value because it is directly associated with Graydon Goodfellow. The house was built for Goodfellow and Olive Florence Wilkins as a wedding present in 1914. Goodfellow was deeply involved business, political, educational, and social affairs in the community. He was an important figure in Whitby's printing and publishing sector and held high ranking positions at 'C.A. Goodfellow and Son' who published the 'Whitby Gazette and Chronicle', Mundy Printing Company Limited, and Oshawa Times Limited. Goodfellow was also a member of Whitby Town Council (1917); Worshipful Master and District Deputy Grand Master in the Masonic Order; chairman for the Board of Education; board member for the Ontario Ladies' College; president of the Rotary Club; member of the Whitby Boy Scout Association; Director of the Printing Trades Division of the Industrial

Accident Prevention Association for Central Ontario; and was associated with the development of the Whitby Citizens' Band.

The Property is also directly associated with Charles Leslie McFarlane. McFarlane was a prominent author of books, short stories, novelettes, and serials in magazines. He wrote manuscripts for several early books in the 'Hardy Boys' series, including 'A Figure in Hiding', which he wrote while living at 618 Athol Street.

DESCRIPTION OF HERITAGE ATTRIBUTES

Heritage attributes that convey the Property's design value or physical value as a rare and unique building with influences from the Tudor Revival architectural style in the Town of Whitby (criterion 1 of O. Reg. 9/06) include:

- The house's form and massing, including the main house's two-and-a-half storey height and boxy form;
- The house's red common bond brick, where every fourth brick course is composed of alternately laid stretcher and header bricks;
- The house's steeply pitched, bellcast gable roof with exposed rafters on its northeast and southwest elevations and return eaves and plain vergeboard on its northwest and southeast elevations;
- The house's dormers, including broken eave dormers and upper half storey dormers on the building's northeast and southwest elevations, and their false half timbering composed of white stucco and painted boards, wood brackets, and roof profiles;
- The house's two chimneys that partially extrude from its exterior walls on its northwest and southeast elevations including their stretcher bond brick composition, single stack massing and shape, shallow corbels, and stone/concrete caps.
- The house's narrow casement windows on all elevations including their wood detailing inside and/or outside of their structural openings, wood or stone/concrete headers, stone/concrete lug sills, and glazing patterns;
- The house's bay windows on the outermost bays of the first storey of the house's northeast elevation and the eastmost first storey window on the house's northwest elevation including their wood detailing inside and outside of their structural openings, corbelled wood headers, stone/concrete lug sills, and glazing patterns; and,
- The house's bay window on its southwest elevation, including its wood trim.

Heritage attributes that convey the Property's design value or physical value as a building that displays a high degree of craftsmanship (criterion 2 of O. Reg. 9/06) include:

- The main house's smooth, finely jointed brick structure composed of red common bond brick, where every fourth brick course is composed of alternately laid stretcher and header bricks;

- The northwest (garage) wing addition's smooth, finely jointed brick structure composed of red common bond brick, window voussoir (southwest elevation), and door voussoir (southeast elevation);
- The fit and finish of the southeast wing addition's false half timbering composed of white stucco and painted boards; and,
- The fit and finish of the dormers in the house's upper half storey, including their false half timbering composed of white stucco and painted boards, wood brackets, and roof profiles.

Heritage attributes that convey the Property's historical value or associative value pertaining to its direct association with Graydon Goodfellow (criterion 4 of O. Reg. 9/06) include:

- The Property is directly associated with Graydon Goodfellow.
- The house was built for Goodfellow and Olive Florence Wilkins as a wedding present in 1914.
- Goodfellow was deeply involved in business, political, educational, and social affairs in the community.
- Goodfellow was an important figure in Whitby's printing and publishing sector and held high ranking positions at 'C.A. Goodfellow and Son' who published the 'Whitby Gazette and Chronicle', Mundy Printing Company Limited, and Oshawa Times Limited.
- Goodfellow was also a member of Whitby Town Council (1917); Worshipful Master and District Deputy Grand Master in the Masonic Order; chairman for the Board of Education; board member for the Ontario Ladies' College; president of the Rotary Club; member of the Whitby Boy Scout Association; Director of the Printing Trades Division of the Industrial Accident Prevention Association for Central Ontario; and, was associated with the development of the Whitby Citizens' Band.
- The Property is also directly associated with Charles Leslie McFarlane. McFarlane was a prominent author of books, short stories, novelettes, and serials in magazines. He wrote manuscripts for several early books in the 'Hardy Boys' series, including 'A Figure in Hiding', which he wrote while living at 618 Athol Street.

The Property's heritage attributes do not include:

- Any of the house's interior features;
- The Property's driveways and footpaths; and,
- Landscaping, including all gardens.

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: 725, 740 & 835 Columbus Road West – Notice of Intention to Designate Properties Under Part IV, Section 29 of the Ontario Heritage Act

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **PDP-47-25**

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

Dave Johnson
Planner II – Heritage x3166

1. Recommendation:

1. **That Council authorize staff to issue Notices of Intention to Designate to each of the properties located at 725 Columbus Road West, 740 Columbus Road West and 835 Columbus Road West, in accordance with the Ontario Heritage Act and the Town's Notification Policy;**

2. **That Council pass by-laws designating each of the properties under Part IV, Section 29 of the Ontario Heritage Act if no objection(s) to any Intention to Designate is received within the 30-day objection period;**

3. **That if no appeals of the Designation By-laws are received during the 30-day appeal period, that a commemorative plaque be installed at each of the properties, in a form and location to the satisfaction of the Commissioner of Planning and Development or designate;**

4. **That Council mutually agree to the owner's request for an extension of the 90-day deadline under the Ontario Heritage Act, for passing the Part IV Heritage Designation By-laws; and**

5. **That the extension outlined in Recommendation 4 be in effect until May 31, 2026.**

2. Highlights:

- Each of the properties municipally addressed as 725 Columbus Road West, 740 Columbus Road West and 835 Columbus Road West Rd. W. (refer to Attachments #1 and 2), have been identified by the property owner's heritage consultant Archaeological Services Inc. (ASI), the Heritage Whitby Advisory Committee (HWAC) and Heritage staff, as a potential candidates for Part IV designation under the Ontario Heritage Act (the Act).

- Staff have consulted with the developer who is amenable to designating each of the properties which exhibit cultural heritage value under the Act and consulted with the Heritage Whitby Advisory Committee (HWAC), to ensure that properties of Cultural Heritage Value and Interest such as these, are protected, preserved, and maintained for future generations.

- The Cultural Heritage Evaluation Reports (CHERs) and Statements of Significance indicate that each of the properties meet two (2) or more criteria required for designation under the Ontario Heritage Act and its associated Ontario Regulation 9/06 (refer to Attachment #3).

- The owner is seeking an extension to the 90-day deadline for passing a Designation By-law, through mutual agreement between the owner and Whitby Council, which is permitted under the Ontario Heritage Act, and associated Ontario Regulation, to allow for the associated plan of subdivision process to be substantially completed, and to identify appropriate blocks for each of the properties to be designated through that process.

3. Background:

In the fall of 2022, Fieldgate Developments submitted a Plan of Subdivision application (DEV-30-22; SW-2022-07) to permit the proposed development of a mixed-use neighbourhood containing approximately 1,356 residential units, schools, commercial buildings, and parkland (refer to Attachment #4). The subdivision application was introduced at a Statutory Public Meeting in November 2022.

Currently, the property at 740 Columbus Rd. W. Road West is listed on the Town's Municipal Heritage Register. The properties at 725 and 835 Columbus Rd. W. Road West are not listed on the Town's Municipal Heritage Register. The applicant is proposing to retain each of these three (3) properties as separate parcels within the proposed plan of subdivision.

In October 2022, the Provincial Government introduced Bill 23: the *More Homes, Built Faster Act* (Bill 23), which received Royal Assent on November 28, 2022. Bill 23 introduced broad changes to the land use planning system in Ontario and included amendments to several pieces of legislation, including changes to the Ontario Heritage Act (the Act). One of the key changes to the Act was that if

properties were not designated by the deadline in the legislation, then those properties would be removed from the Town's Municipal Heritage Register.

Properties that are listed on the Register, but not yet designated are afforded less protection than properties that are designated. Properties that are not listed on the Register are afforded no protection. Part IV designations under the Act would provide further protection for the existing properties and would require heritage permits for any future work on the existing buildings that may impact significant heritage attributes.

4. Discussion:

Cultural Heritage Evaluation Reports (CHER):

The CHERs prepared by the developer's heritage consultant (ASI) in support of the proposed draft plan of subdivision application have identified that each of the three (3) properties have Cultural Heritage Value and Interest, and each of the properties would meet at least two (2) of the criteria required for designation under the Ontario Heritage Act.

The CHER's include a Statement of Significance evaluating the properties using the nine (9) criteria contained in Ontario Regulation 9/06 of the Ontario Heritage Act for determining Cultural Heritage Value or Interest of a property (refer to Attachment #3). In order for a property to be eligible for designation under Part IV of the Ontario Heritage Act, a minimum of two (2) out nine (9) criteria must be met.

725 Columbus Road West:

ASI's assessment concludes that the property at 725 Columbus Rd. W. meets two (2) of the nine (9) criteria as summarized in Table 1 below.

Table 1 – 725 Columbus Rd. W. - Evaluation using O.Reg. 9/06 Criteria

Criteria in O.Reg. 9/06	Criterion Met	Justification
1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.	Yes	The property at 725 Columbus Road West meets this criterion. The property is a representative example of a mid-nineteenth-century farm complex in Southern Ontario. It includes a farmhouse, bank barn, silo, entrance drive and windbreaks. The farmhouse was constructed c. 1862-69. The bank barn was reclad in 1961 however the gambrel roof and fieldstone foundation date it to the 1880s. The 1871 Census

Criteria in O.Reg. 9/06	Criterion Met	Justification
		indicates that the property owner William Nichols was actively farming on it.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	No	The property at 725 Columbus Road West does not meet this criterion. The residence and barns used common construction materials of the era and were built with similar levels of craftsmanship as other vernacular farmhouses and barns in the Town of Whitby.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No	The property at 725 Columbus Road West does not meet this criterion. The property and its components do not demonstrate a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.	No	The property at 725 Columbus Road West does not meet this criterion. While the property was owned by members of the Nichols family from 1839 to c. 1921, the Nichols family is not known to have any particular significance to the community and the property was not occupied by the Nichols for the entire time that they owned it. Census records indicated that William Nichols was a merchant who subsequently became a successful farmer. He served as the Deputy Reeve of Whitby Township in 1862, but this was only for one year and it cannot be confirmed that he was living on the subject property at the time.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an	No	The property at 725 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.

Criteria in O.Reg. 9/06	Criterion Met	Justification
understanding of a community or culture.		
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.	No	The property at 725 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. The house is simple in its design and has limited detailing. It is therefore likely that the subject property did not have an architect to design the residence. Barns typically were not architect-designed and were often constructed by their owners. It is likely that William Nichols built the barns on the property, but he is not known to be a builder who is significant to the community.
7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.	Yes	The property at 725 Columbus Road West meets this criterion. The property retains its historical rural agricultural function as it retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a nineteenth-century farmstead in the former Township of Whitby. Further, surrounding properties nearby also retain their agricultural functions. As such, the subject property maintains and supports the historical agricultural character of the area.
8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.	No	The property at 725 Columbus Road West does not meet this criterion. The property does not have strong or significant links to its surroundings. The Nichols family, who owned the property from 1839 to c. 1921, is not known to have specific links to the village of

Criteria in O.Reg. 9/06	Criterion Met	Justification
		Brooklin during the time that they owned the property.
9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.	No	The subject property at 725 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject property is also not considered to be a gateway structure.

Based on the assessment by ASI, the property at 725 Columbus Rd. W. has design and associative value and would warrant Part IV designation under the Ontario Heritage Act. ASI's assessment also includes a statement of cultural heritage value or interest, which is required for a Notice of Intention to Designate (NOID), and for a Designation By-law. A draft Designation By-law for 725 Columbus Rd. W. has been prepared for Council's consideration (Refer to Attachment #5).

740 Columbus Road West:

ASI's assessment concludes that the property at 740 Columbus Rd. W. meets 4 (four) of the nine (9) criteria as summarized in Table 2 below.

Table 2 – 740 Columbus Rd. W. - Evaluation using O.Reg. 9/06 Criteria

Criteria in O.Reg. 9/06	Criterion Met	Justification
1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.	Yes	The property at 740 Columbus Road West meets this criterion. The residence on the property is a representative example of a mid-nineteenth-century vernacular farmhouse built as part of a farm complex. While no longer part of a complete farmstead, the orientation of the house facing the concession road, entrance drive, windbreak of mature trees screening the house from Columbus Road and mature tree plantings west of the house are all

Criteria in O.Reg. 9/06	Criterion Met	Justification
		vestiges of a typical nineteenth-century agricultural property.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	No	The property at 740 Columbus Road West does not meet this criterion. The residence used common construction materials of the era and was built with similar levels of craftsmanship as other vernacular farmhouses structures in the Town of Whitby. While the house does feature decorative elements such as the front entrance and the returned eaves, these are not considered to be outstanding in terms of ornamentation.
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No	The property at 740 Columbus Road West does not meet this criterion. The farmhouse does not demonstrate a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.	Yes	The property at 740 Columbus Road West meets this criterion. The property was owned by the Spencer family from 1848 to c. 1895 and occupied by members of the family until c. 1911. The property was purchased in 1848 by John Spencer. John's son, Henry H. Spencer, grew up on the property and it was likely him who built the farmhouse along with his father in 1860. H.H. Spencer was a leading livestock breeder and importer, known locally, nationally and internationally for his Southdown and Shropshire sheep, Shorthorn cattle and Clydesdale horses that he bred on the subject property which was known as Dorset Farm. He was noted as a long-time successful exhibitor at local and provincial exhibitions. His efforts to improve breeding stock would have contributed to local agricultural growth and development and activities centred

Criteria in O.Reg. 9/06	Criterion Met	Justification
		in Brooklin. H.H. Spencer's wife, Agnes Burns Spencer, was a poet who grew up in a log house on a neighbouring farm. While she didn't publish widely, her published poem "The Lament of the Logs" portrayed pioneer life on the rural edges of Brooklin, and was published while living at Dorset Farm. A school master named Samuel Dillworth is also documented as living with the Spencers in the 1860s. Given the property's proximity to the Spencer Schoolhouse, it is likely that Dillworth taught at this school which was a pillar of the local community's life and growth.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.	No	The property at 740 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.	No	The property at 740 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. While architect-designed Classical Revival residences are found throughout Ontario, the prevalence of the style is owed more to the availability of plans and forms set in pattern books that were popular with the middle-class, farmers, and other rural settlers (Mikel, 2004). Furthermore, the house is simple in its design and has limited detailing. It is therefore likely that the subject property did not have an architect to design the residence.

Criteria in O.Reg. 9/06	Criterion Met	Justification
7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.	Yes	The property at 740 Columbus Road West meets this criterion. Though the farmhouse is no longer part of a functioning farmstead, it continues to be visible from the road and is legible as a nineteenth-century rural residence. As such, the property supports and maintains the character of Columbus Road as a historically surveyed route and roadway.
8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.	Yes	The property at 740 Columbus Road West meets this criterion. The property has significant historical links to the nearby village of Brooklin. Dorset Farm's successful livestock breeding and crop farming operations would have had a physical, social, economic and functional relationship to Brooklin, as the nearest settlement centre. Spencer would also have exhibited at the local fall fairs held in Brooklin, and prospective buyers of Spencer's livestock would have taken the train to the nearest stop in Brooklin before proceeding to his farm.
9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.	No	The subject property at 740 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject property is also not considered to be a gateway structure.

Based on the assessment by ASI, the property at 740 Columbus Rd. W. has design, associative and contextual value and would warrant Part IV designation under the Ontario Heritage Act. ASI's assessment also includes a Statement of Cultural Heritage Value or Interest, which is required for a NOID, and for a Designation By-law. A draft Designation By-law for 740 Columbus Rd. W. has been prepared for Council's consideration (Refer to Attachment #6).

835 Columbus Road West:

ASI's assessment concludes that the property at 835 Columbus Rd. W. meets 4 (four) of the nine (9) criteria as summarized in Table 3 below.

Table 3 – 835 Columbus Rd. W. – Evaluation using O.Reg. 9/06 Criteria

Criteria in O.Reg. 9/06	Criterion Met	Justification
1. The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method.	Yes	The property at 835 Columbus Road West meets this criterion. The property contains a one-and-a-halfstorey brick farmhouse that is representative of the vernacular Classical Revival style. It features a centre hall plan with a symmetrical three-bay façade, large window openings with flat brick arches and classical details including overhanging returned eaves, a wide cornice, and a front entrance with side lights and a wide transom. Based on available documentation, the house was built in the early 1850s. The subject property is also a representative example of a mid-nineteenth century farm complex in Southern Ontario. It includes a farmhouse, bank barn, silo, treelined entrance drive, pond and agricultural fields. The bank barn has been reclad in aluminum, however the gambrel roof and fieldstone foundation date it to as early as the 1880s. Historical documentation indicates that the property was farmed by owner Hiram Campbell starting in the early 1850s.
2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	No	The property at 835 Columbus Road West does not meet this criterion. The residence and barn used common construction materials of the era and were built with similar levels of craftsmanship as other vernacular farmhouses and barns in the Town of Whitby.

Criteria in O.Reg. 9/06	Criterion Met	Justification
3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No	The property at 835 Columbus Road West does not meet this criterion. The property and its components do not demonstrate a high degree of technical or scientific achievement.
4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization, or institution that is significant to a community.	Yes	The property at 835 Columbus Road West meets this criterion. The property has direct associations with the Campbell pioneer family and with the significant themes of early community development in and around Brooklin, and agricultural land use and development. The property was owned from 1846 to 1870 by John Campbell, who moved to Whitby Township in the 1830s. He established himself as a community leader, building an early mill and store in Winchester (later renamed Brooklin) with his brother Robert and helping to lay out the village. While it is unlikely that John Campbell ever lived on the property, his son Hiram Campbell moved onto the property, likely by the early 1850s. The 1851 census indicates that prior to becoming a farmer, Hiram Campbell was a blacksmith who owned a blacksmith shop and a wagon shop, likely in Brooklin. As a blacksmith, Campbell was likely an important and well-known member of the community. Following his move onto the subject property, Hiram Campbell established a successful farm and lived and farmed on the property with his family until 1870. The residence on the property was likely built by Hiram Campbell in the early 1850s. The 1861 census lists Hiram Campbell as a farmer with 130 acres under cultivation and the farm's valuation is among the highest in the

Criteria in O.Reg. 9/06	Criterion Met	Justification
		vicinity. The property continued to be noted as a valuable farm under its subsequent ownership by the Green family. In the 1920s it became known as Greendale Farm and continued to be farmed by subsequent owners. The property's continuous and ongoing use as a farm starting in the mid-nineteenth century strengthens its associations with the theme of agricultural land use and development.
5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.	No	The property at 835 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.
6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer, or theorist who is significant to a community.	No	The property at 835 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. While architect-designed Classical Revival residences are found throughout Ontario, the prevalence of the style is owed more to the availability of plans and forms set in pattern books that were popular with the middleclass, farmers, and other rural settlers (Mikel, 2004). It is therefore likely that the subject property did not have an architect to design the residence. Barns typically were not architect-designed and were often constructed by their owners. It is likely that Hiram Campbell built the barn on the property, but he is not known to be a builder who is significant to the community.

Criteria in O.Reg. 9/06	Criterion Met	Justification
7. The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.	Yes	The property at 835 Columbus Road West meets this criterion. The property retains its historical rural agricultural roots as it retains its farmhouse; and until recently was actively used as a farm. Further, surrounding properties nearby also retain their agricultural functions. As such, the subject property maintains and supports the historical agricultural character of the area.
8. The property has contextual value because it is physically, functionally, visually, or historically linked to its surroundings.	Yes	The property at 835 Columbus Road West meets this criterion. The property has significant historical links to the village of Brooklin. Both John and his son Hiram Campbell would have been well-known members of the Brooklin community, as a founder of the village and a blacksmith, respectively. The successful farm Hiram Campbell operated on the subject property from the early 1850s to 1870 had a high valuation and would have had a physical, social, economic and functional relationship to Brooklin as part of Brooklin's agricultural neighbourhood. The farm's success continued under the subsequent ownership of the property by William Green. An auction of the farm estate in 1902 suggests that this was a valuable operation for its time. The property's links to Brooklin continued into the twentieth century as it continued to operate as a farm.
9. The property has contextual value because it is a landmark. O. Reg. 569/22, s. 1.	No	The subject property at 835 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject

Criteria in O.Reg. 9/06	Criterion Met	Justification
		property is also not considered to be a gateway structure.

Based on the assessment by ASI, the property at 835 Columbus Rd. W. has design, associative and contextual value and would warrant Part IV designation under the Ontario Heritage Act. ASI's assessment also includes a Statement of Cultural Heritage Value or interest, which is required for a NOID, and for a designation By-law. A draft Designation By-law for 835 Columbus Rd. W. has been prepared for Council's consideration (Refer to Attachment #7).

Designation of these properties, prior to the December 31, 2026 deadline under the Act for passing designation by-laws, or prior to an extended deadline upon agreement of the owner and Council, would ensure that these properties would not be removed from the Register per the changes to the Act under Bill 23.

Draft Plan of Subdivision:

Fieldgate's Draft Plan of Subdivision proposes to retain each of the three (3) heritage properties as separate parcels. The farmstead complex containing the farmhouse, silos and barns at 725 Columbus Rd. W. will be retained in situ. The existing building at 740 Columbus Rd. W. containing a farmhouse will be retained in situ. The farmstead complex at 835 Columbus Rd. W. will largely be re-developed, save and except for the farmhouse. (Refer to Attachment #4)

Staff have consulted with the developer regarding the designation of the properties under Part IV of the Ontario Heritage Act, who is amenable to designation under Part IV of the Act.

Should Council support the designation of each of the properties, a brass plaque would be installed on each of the sites to provide passersby an understanding of this heritage resource.

Request for Extension for Passing Designation By-law:

Should Council decide to Designate each of the properties, the Town is required to pass a Designation By-law within 90 days of the NOID. However, Section 29(8) of the Ontario Heritage Act, and associated Section 1(2) of Ontario Regulation 385/21 enables consideration of extending the 90-day timeline for passing a Designation By-law, upon mutual agreement of the owner and Council.

The owner is seeking an extension to the 90-day deadline for passing a Designation By-law to allow for the associated plan of subdivision process to be substantially completed, and to identify appropriate blocks for each of the properties to be designated through that process (refer to Attachment #8).

Next Steps:

Notice of Intention to Designate:

Should Council decide to designate the properties, a Notice of Intention to Designate (NOID) will be served on the property owner and the Ontario Heritage Trust and published on the Town's public notice website. The NOIDs are subject to a 30-day objection period to Council.

Notice of Intention Objection Period:

Should the Town receive an objection to any Intention to Designate during the 30-day objection period, Council would need to consider such objection and then decide to either withdraw the NOID or pass the Designation By-law.

By-law to Designate:

Should there be no objection to the Intention to Designate, then it is recommended that a By-laws to designate each of the properties be brought forward for Council's consideration (refer to Attachment #'s 5, 6 and 7).

By-law Appeal Period:

Should Council decide to pass the Designation By-law, a further 30-day appeal period to the Ontario Land Tribunal would commence. If no appeals are received during that period, the by-law will be deemed to be in full force and effect, and the property would be designated under Part IV of the Ontario Heritage Act.

Once designated, staff will arrange for plaques to be installed on each of the properties to provide an understanding of this historic place.

5. Financial Considerations:

Costs for the designation process (including NOID and designation plaque) are included within the annual budget for the Heritage Whitby Advisory Committee.

6. Communication and Public Engagement:

Staff have consulted with the developer regarding the designation process, who is amenable to designation.

7. Input from Departments/Sources:

At its meeting of June 10th, 2025, HWAC passed the following motion:

> "That the Heritage Whitby Advisory Committee supports the Heritage Designations for 725, 740, and 835 Columbus Road West under Part IV of the Ontario Heritage Act."

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: Location Sketch

Attachment #2: Aerial Context Map

Attachment #3: Excerpt of Cultural Heritage Evaluation Report and Statement of Significance

Attachment #4: Proposed Draft Plan of Subdivision

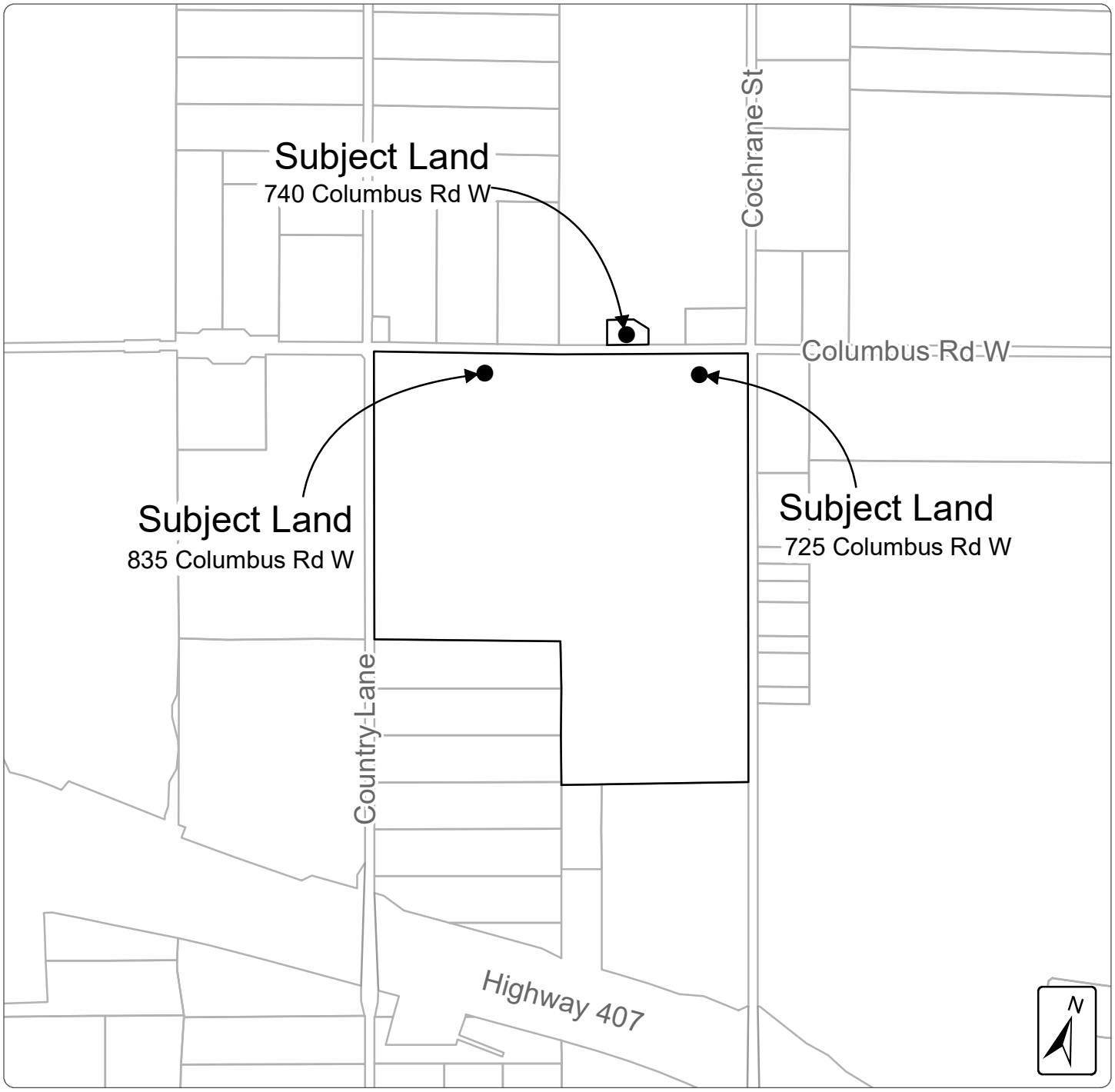
Attachment #5: Draft Designation By-law for 725 Columbus Road West

Attachment #6: Draft Designation By-law for 740 Columbus Road West

Attachment #7: Draft Designation By-law for 835 Columbus Road West

Attachment #8: Owner's Request for Extension by Mutual Agreement for Passing of the Designation By-law

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

Proponent:	Date:
725, 740 and 835 Columbus Rd W	September 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

Proponent:	Date:
725, 740 and 835 Columbus Rd W	September 2025

External Data Sources:
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An evaluation using the criteria outlined in *Ontario Regulation 9/06* determined that the property at 710 Columbus Road West does not retains cultural heritage value or interest at the local level.

4.5 725 Columbus Road West

4.5.1 Comparative Analysis - Residence

The property at 725 Columbus Road West includes a one-and-a-half storey frame residence with a fieldstone foundation built c. 1862-1869 that has some elements of the Gothic Revival cottage style, namely in its massing, plan and centre gable with window.

An analysis of the examples of the Gothic Revival cottages presented in Section 4.1.1 suggests that the house at 725 Columbus Road West is not a representative example of the Gothic Revival style, as while it displays some basic elements of the style such as the one-and-a-half-storey height, centre plan and centre gable with window, the gable window is flat-headed instead of pointed or round-headed, and the house lacks any decorations that are typical of the style. The pitch of the roof and pitch of the centre gable are also shallower than typical Gothic Revival cottages. It is also not an early example of the style.

4.5.2 Comparative Analysis - Farmstead

In addition to the farmhouse, the property at 725 Columbus Road West also includes components of a typical nineteenth-century southern Ontario farmstead, including a bank barn and silo, a long entrance drive and tree-line windbreaks, and agricultural fields. The house is set well back from Columbus Road West and is oriented to face it. The barn and silo are located to the rear of the house. The gambrel roof bank barn likely dates to the 1880s and was reclad in 1961. Taken together, these components constitute a representative example of a typical nineteenth-century Southern Ontario farm complex that is comparable to the examples presented in Section 4.2.1.

4.5.3 Ontario Regulation 9/06 Evaluation

Table 7, Table 8, and Table 9 contain the evaluation of 725 Columbus Road West within the framework set out in *Ontario Regulation 9/06*. *Ontario Regulation 9/06* is the prevailing evaluation tool when determining if a heritage resource has cultural heritage value at the local level.

Table 7: Evaluation of 725 Columbus Road West using Criteria 1 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method;	The property at 725 Columbus Road West meets this criterion. The property is a representative example of a mid-nineteenth-century farm complex in Southern Ontario. It includes a farmhouse, bank barn, silo, entrance drive and windbreaks. The farmhouse was constructed c. 1862-69. The bank barn was reclad in 1961 however the gambrel roof and fieldstone foundation date it to the 1880s. The 1871 Census indicates that the property owner William Nichols was actively farming on it.
ii. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit, or;	The property at 725 Columbus Road West does not meet this criterion. The residence and barns used common construction materials of the era and were built with similar levels of craftsmanship as other vernacular farmhouses and barns in the Town of Whitby.
iii. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	The property at 725 Columbus Road West does not meet this criterion. The property and its components do not demonstrate a high degree of technical or scientific achievement.

Table 8: Evaluation of 725 Columbus Road West using Criteria 2 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;	The property at 725 Columbus Road West does not meet this criterion. While the property was owned by members of the Nichols family from 1839 to c. 1921, the Nichols family is not known to have any particular significance to the community and the property was not occupied by the Nichols for the entire time that they owned it. Census records indicated that William Nichols was a merchant who subsequently became a successful farmer. He served as the Deputy Reeve of Whitby Township in 1862, but this was only for one year and it cannot be confirmed that he was living on the subject property at the time.
ii. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or;	The property at 725 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.
iii. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The property at 725 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. The house is simple in its design and has limited detailing. It is therefore likely that the subject property did not have an architect to design the residence. Barns typically were not architect-designed and were often constructed by their owners. It is likely that William Nichols built the barns on the property, but he is not known to be a builder who is significant to the community.

Table 9: Evaluation of 725 Columbus Road West using Criteria 3 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has contextual value because it is important in defining, maintaining or supporting the character of an area;	The property at 725 Columbus Road West meets this criterion. The property retains its historical rural agricultural function as it retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a nineteenth-century farmstead in the former Township of Whitby. Further, surrounding properties nearby also retain their agricultural functions. As such, the subject property maintains and supports the historical agricultural character of the area.
ii. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings, or;	The property at 725 Columbus Road West does not meet this criterion. The property does not have strong or significant links to its surroundings. The Nichols family, who owned the property from 1839 to c. 1921, is not known to have specific links to the village of Brooklin during the time that they owned the property.
iii. The property has contextual value because it is a landmark.	The subject property at 725 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject property is also not considered to be a gateway structure.

An evaluation using the criteria outlined in *Ontario Regulation 9/06* determined that the property at 725 Columbus Road West retains cultural heritage value or interest at the local level.

4.5.4 725 Columbus Road West – Proposed Statement of Significance

The property at 725 Columbus Road West is located at the southwest corner of Columbus Road West and Cochrane Street, near the village of Brooklin. The rural agricultural property contains a nineteenth-century farm complex comprised of a farmhouse built c. 1862-69, a c. 1880s bank barn, a silo, as well as landscape features. The property is significant for its design/physical and contextual value.

In regards to its design and physical value, the property is a representative example of a mid-nineteenth century Southern Ontario farm complex, as expressed through its collection of buildings and landscape features. Its components include a c. 1862-69 farmhouse, a c. 1880s bank barn, silo, entrance drive, creek, and agricultural fields. The organization of the site with the farmhouse set far back from, and oriented to face the concession road and accessed via a long entrance drive that continues to the barn and silo located behind the house is representative of the site layout and arrangement of buildings and functional work areas that would have been typical on nineteenth-century farm complexes.

The property has contextual value because it maintains and supports the historical agricultural character of the area. The property retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a typical nineteenth-century farmstead in the former Township of Whitby.

Heritage Attributes:

The c. 1862-69 farmhouse

- The location, orientation and massing of the farmhouse

- The fieldstone foundation
- The two-over-two wooden sash windows
- The side gable roof
- The centre gable with flat-headed window

The c. 1880s wooden bank barn

- The location, orientation and massing of the barn
- The fieldstone foundation
- The gable roof
- The earthen ramp

Landscape Elements

- The nineteenth-century agricultural character of the property as defined by the c. 1862-69 farmhouse, the c. 1880s barn and paddock, the concrete silo, the long entrance drive connecting the property to Columbus Road West, the creek flowing through the property, the mature tree line windbreaks located to the north of the house and along the creek, and the agricultural fields.

Views

- View looking down the driveway from Columbus Road West towards the barn, silo and of vegetation screening the house from the road.

4.6 740 Columbus Road West

4.6.1 Comparative Analysis

The property at 740 Columbus Road West includes a one-and-a-half storey frame residence with a fieldstone foundation built in 1860 that has representative elements of the Classical Revival style. The house at 740 Columbus Road West is a modest, vernacular interpretation of the style, as expressed through its massing, centre hall plan with a symmetrical façade, large window openings, and classical

details including returned eaves and a front entrance with a plain entablature and side lights and projecting cornice.

An analysis of the examples of the Classical Revival style presented in Section 4.1.2 suggests that the house at 740 Columbus Road is a modest expression of the style in comparison to the examples, and is not an early example of the style.

4.6.2 Ontario Regulation 9/06 Evaluation

Table 10, Table 11, and Table 12 contain the evaluation of 740 Columbus Road West within the framework set out in *Ontario Regulation 9/06*. *Ontario Regulation 9/06* is the prevailing evaluation tool when determining if a heritage resource has cultural heritage value at the local level.

Table 10: Evaluation of 740 Columbus Road West using Criteria 1 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method;	The property at 740 Columbus Road West meets this criterion. The residence on the property is a representative example of a mid-nineteenth-century vernacular farmhouse built as part of a farm complex. While no longer part of a complete farmstead, the orientation of the house facing the concession road, entrance drive, windbreak of mature trees screening the house from Columbus Road and mature tree plantings west of the house are all vestiges of a typical nineteenth-century agricultural property.
ii. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit, or;	The property at 740 Columbus Road West does not meet this criterion. The residence used common construction materials of the era and was built with similar levels of craftsmanship as other vernacular farmhouses structures in the Town of Whitby. While the house does feature decorative elements such as the front entrance and the returned eaves, these are not considered to be outstanding in terms of ornamentation.
iii. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	The property at 740 Columbus Road West does not meet this criterion. The farmhouse does not demonstrate a high degree of technical or scientific achievement.

Table 11: Evaluation of 740 Columbus Road West using Criteria 2 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;	The property at 740 Columbus Road West meets this criterion. The property was owned by the Spencer family from 1848 to c. 1895 and occupied by members of the family until c. 1911. The property was purchased in 1848 by John Spencer. John's son, Henry H. Spencer, grew up on the property and it was likely him who built the farmhouse along with his father in 1860. H.H. Spencer was a leading livestock breeder and importer, known locally, nationally and internationally for his Southdown and Shropshire sheep, Shorthorn cattle and Clydesdale horses that he bred on the subject property which was known as Dorset Farm. He was noted as a long-time successful exhibitor at local and provincial exhibitions. His efforts to improve breeding stock would have contributed to local agricultural growth and development and activities centred in Brooklin. H.H. Spencer's wife, Agnes Burns Spencer, was a poet who grew up in a log house on a neighbouring farm. While she didn't publish widely, her published poem "The Lament of the Logs" portrayed pioneer life on the rural edges of Brooklin, and was published while living at Dorset Farm. A school master named Samuel Dillworth is also documented as living with the Spencers in the 1860s. Given the property's proximity to the Spencer Schoolhouse, it is likely that Dillworth taught at this school which was a pillar of the local community's life and growth.
ii. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or;	The property at 740 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.

iii. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The property at 740 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. While architect-designed Classical Revival residences are found throughout Ontario, the prevalence of the style is owed more to the availability of plans and forms set in pattern books that were popular with the middle-class, farmers, and other rural settlers (Mikel, 2004). Furthermore, the house is simple in its design and has limited detailing. It is therefore likely that the subject property did not have an architect to design the residence.

Table 12: Evaluation of 740 Columbus Road West using Criteria 3 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has contextual value because it is important in defining, maintaining or supporting the character of an area;	The property at 740 Columbus Road West meets this criterion. Though the farmhouse is no longer part of a functioning farmstead, it continues to be visible from the road and is legible as a nineteenth-century rural residence. As such, the property supports and maintains the character of Columbus Road as a historically surveyed route and roadway.
ii. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings, or;	The property at 740 Columbus Road West meets this criterion. The property has significant historical links to the nearby village of Brooklin. Dorset Farm's successful livestock breeding and crop farming operations would have had a physical, social, economic and functional relationship to Brooklin, as the nearest settlement centre. Spencer would also have exhibited at the local fall fairs held in Brooklin, and prospective buyers of Spencer's livestock would have taken the train to the nearest stop in Brooklin before proceeding to his farm.
iii. The property has contextual value because it is a landmark.	The subject property at 740 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject property is also not considered to be a gateway structure.

An evaluation using the criteria outlined in *Ontario Regulation 9/06* determined that the property at 740 Columbus Road West retains cultural heritage value or interest at the local level.

4.6.3 740 Columbus Road West – Proposed Statement of Significance

The property at 740 Columbus Road West is located at the northwest corner of Columbus Road West and Cochrane Street, near the village of Brooklin. The rural property contains a farmhouse constructed in 1860, accessed from a short entrance drive off Columbus Road West. The farmhouse formerly formed part of a larger farm complex, but the associated barn has been demolished and the property has been severed from its agricultural fields. The property is significant for its design/physical, historical/associative, and contextual value.

With regards to its design and physical value, the one-and-a-half-storey frame residence on the property is a representative example of a mid-nineteenth-century vernacular farmhouse built as part of a Southern Ontario farm complex. The orientation of the house to face the concession road is typical of a nineteenth-century agricultural property, as are the entrance drive, windbreak of mature trees screening the house from Columbus Road West and mature tree plantings west of the house. The residence expresses elements of the Classical Revival style, though it is a modest, vernacular interpretation of the style.

The property's historical and associative value lies in its association with Henry Herbert (H.H.) Spencer (1831-1894), who grew up on the property and was likely the builder of the farmhouse along with his father, John Spencer, who owned the property until H.H. Spencer inherited it c. 1875. The farm became the centre of H.H. Spencer's successful livestock breeding operations and was known as Dorset Farm. Spencer was noted as a leading livestock breeder and importer in his time. He was known locally, nationally and internationally for his Southdown and Shropshire Sheep, Shorthorn cattle and Clydesdale horses. He exhibited his livestock at local and provincial exhibitions and his sheep in particular were noted as being prizewinners at leading Canadian fairs. Spencer was active as a breeder during a period starting in the 1860s and 1870s that saw increased livestock

farming in Southern Ontario as farmers diversified from wheat crops. His efforts to improve breeding stock would have contributed to local agricultural growth and development and activities centred in Brooklin. H.H. Spencer's wife, Agnes Burns Spencer, was a poet who grew up in a log house on a neighbouring farm. While she didn't publish widely, her published poem "The Lament of the Logs" portrayed pioneer life on the rural edges of Brooklin and was published while living at Dorset Farm.

The property is also associated with a school master named Samuel Dillworth, who is documented as living with the Spencers in the 1860s. Given the property's proximity to the Spencer Schoolhouse at 7035 Country Lane, it is likely that Dillworth taught at this school, which was a pillar of the local community's life and growth.

The property's contextual value lies in its significant historical links to the nearby village of Brooklin. Dorset Farm's livestock breeding and crop farming operations would have had a physical, social, economic and functional relationship to Brooklin as the nearest settlement centre. Spencer would also have exhibited at the local fall fairs held in Brooklin, and prospective buyers of Spencer's livestock would have taken the train to the nearest stop in Brooklin before proceeding to his farm. The farmhouse also maintains and supports the character of Columbus Road as a historically surveyed route and roadway. Though the farmhouse is no longer part of a complete farmstead, it continues to be visible from the road and is legible as a nineteenth-century rural residence.

Heritage Attributes:

The 1860 farmhouse

- The location, orientation and massing of the farmhouse
- The fieldstone foundation
- The side gable roof
- Window and door openings
- The classical front entrance with plain entablature, side lights and projecting cornice
- The overhanging returned eaves

- Symmetrical end brick chimneys

Landscape Elements

- Entrance drive connecting the house to Columbus Road West
- Mature tree line windbreak along south property line that screens the house from Columbus Road West
- Mature tree plantings west of the house

4.7 835 Columbus Road West

4.7.1 Comparative Analysis – Residence

The property at 835 Columbus Road West includes a one-and-a-half-storey red brick farmhouse with a fieldstone foundation and a one-storey tail that has representative elements of the Classical Revival style. Likely constructed in the early 1850s, the house is a vernacular interpretation of the style, as expressed through its massing, centre hall plan with a symmetrical three-bay façade, large window openings and classical details including overhanging returned eaves, wide cornice, and a front entrance with side lights and a wide transom. Fenestration is topped with flat brick arches.

An analysis of the examples of the Classical Revival style presented in Section 4.1.2 suggests that the house at 835 Columbus Road is a modest representative example of the Classical Revival style and is not a particularly early example of the style.

4.7.2 Comparative Analysis - Farmstead

In addition to the farmhouse, the property at 835 Columbus Road West also includes components of a typical nineteenth-century farmstead, including a barn and concrete silo, a tree lined drive with fieldstone gateposts at the entrance, a pond and agricultural fields. The house is set back from Columbus Road and is oriented to face it. The barn and silo are located to the rear of the house. The bank barn has been reclad in aluminum but the gambrel roof and fieldstone

foundation date it to the 1880s at the earliest. The farmstead's components and configuration constitute a representative example of a nineteenth century farm complex that is comparable to the examples presented in Section 4.2.1.

4.7.3 Ontario Regulation 9/06 Evaluation

Table 13, Table 14 and Table 15 contain the evaluation of 835 Columbus Road West within the framework set out in *Ontario Regulation 9/06*. *Ontario Regulation 9/06* is the prevailing evaluation tool when determining if a heritage resource has cultural heritage value at the local level.

Table 13: Evaluation of 835 Columbus Road West using Criteria 1 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method;	The property at 835 Columbus Road West meets this criterion. The property contains a one-and-a-half-storey brick farmhouse that is representative of the vernacular Classical Revival style. It features a centre hall plan with a symmetrical three-bay façade, large window openings with flat brick arches and classical details including overhanging returned eaves, a wide cornice, and a front entrance with side lights and a wide transom. Based on available documentation, the house was built in the early 1850s. The subject property is also a representative example of a mid-nineteenth century farm complex in Southern Ontario. It includes a farmhouse, bank barn, silo, tree-lined entrance drive, pond and agricultural fields. The bank barn has been reclad in aluminum, however the gambrel roof and fieldstone foundation date it to as early as the 1880s. Historical documentation indicates that the property was farmed by owner Hiram Campbell starting in the early 1850s.
ii. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit, or;	The property at 835 Columbus Road West does not meet this criterion. The residence and barn used common construction materials of the era and were built with similar levels of craftsmanship as other vernacular farmhouses and barns in the Town of Whitby.
iii. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	The property at 835 Columbus Road West does not meet this criterion. The property and its components do not demonstrate a high degree of technical or scientific achievement.

Table 14: Evaluation of 835 Columbus Road West using Criteria 2 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;	The property at 835 Columbus Road West meets this criterion. The property has direct associations with the Campbell pioneer family and with the significant themes of early community development in and around Brooklin, and agricultural land use and development. The property was owned from 1846 to 1870 by John Campbell, who moved to Whitby Township in the 1830s. He established himself as a community leader, building an early mill and store in Winchester (later renamed Brooklin) with his brother Robert and helping to lay out the village. While it is unlikely that John Campbell ever lived on the property, his son Hiram Campbell moved onto the property, likely by the early 1850s. The 1851 census indicates that prior to becoming a farmer, Hiram Campbell was a blacksmith who owned a blacksmith shop and a wagon shop, likely in Brooklin. As a blacksmith, Campbell was likely an important and well-known member of the community. Following his move onto the subject property, Hiram Campbell established a successful farm and lived and farmed on the property with his family until 1870. The residence on the property was likely built by Hiram Campbell in the early 1850s. The 1861 census lists Hiram Campbell as a farmer with 130 acres under cultivation and the farm's valuation is among the highest in the vicinity. The property continued to be noted as a valuable farm under its subsequent ownership by the Green family. In the 1920s it became known as Greendale Farm and continued to be farmed by subsequent owners. The property's continuous and ongoing use as a farm starting in the mid-nineteenth century strengthens its associations with the theme of agricultural land use and development.

ii. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or;	The property at 835 Columbus Road West does not meet this criterion. The property does not appear to yield or have the potential to yield information that would contribute to an understanding of the community or a specific culture.
iii. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The property at 835 Columbus Road West is not known to meet this criterion. An architect of the existing house has not been identified. While architect-designed Classical Revival residences are found throughout Ontario, the prevalence of the style is owed more to the availability of plans and forms set in pattern books that were popular with the middle-class, farmers, and other rural settlers (Mikel, 2004). It is therefore likely that the subject property did not have an architect to design the residence. Barns typically were not architect-designed and were often constructed by their owners. It is likely that Hiram Campbell built the barn on the property, but he is not known to be a builder who is significant to the community.

Table 15: Evaluation of 835 Columbus Road West using Criteria 3 of *Ontario Regulation 9/06*

Ontario Heritage Act Criteria	Analysis
i. The property has contextual value because it is important in defining, maintaining or supporting the character of an area;	The property at 835 Columbus Road West meets this criterion. The property retains its historical rural agricultural function as it retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The size of the property and the location and setback of the residence and barn retains legibility as a nineteenth-century farmstead in the former Township of Whitby. Further, surrounding properties nearby also retain their agricultural functions. As such, the subject property maintains and supports the historical agricultural character of the area.
ii. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings, or;	The property at 835 Columbus Road West meets this criterion. The property has significant historical links to the village of Brooklin. Both John and his son Hiram Campbell would have been well-known members of the Brooklin community, as a founder of the village and a blacksmith, respectively. The successful farm Hiram Campbell operated on the subject property from the early 1850s to 1870 had a high valuation and would have had a physical, social, economic and functional relationship to Brooklin as part of Brooklin's agricultural neighbourhood. The farm's success continued under the subsequent ownership of the property by William Green. An auction of the farm estate in 1902 suggests that this was a valuable operation for its time. The property's links to Brooklin continued into the twentieth century as it continued to operate as a farm.
iii. The property has contextual value because it is a landmark.	The subject property at 835 Columbus Road West does not meet this criterion. The subject property is not considered to be a landmark within the community at large, or to motorists along Columbus Road. The subject property is also not considered to be a gateway structure.

An evaluation using the criteria outlined in *Ontario Regulation 9/06* determined that the property at 835 Columbus Road West retains cultural heritage value or interest at the local level.

4.7.4 835 Columbus Road West – Proposed Statement of Significance

The property at 835 Columbus Road West is located on the south side of Columbus Road West, west of Cochrane Street, near the village of Brooklin. The rural agricultural property contains a nineteenth-century farm complex comprised of a Classical Revival style farmhouse built in the early 1850s, a c. 1880s bank barn, a silo, as well as landscape features. The property is significant for its design/physical, historical/associative and contextual value.

With regards to its design and physical value, the one and-a-half-storey brick farmhouse is representative of the Classical Revival style. Features typical of the style include its centre hall plan with a symmetrical three-bay façade, large window openings with flat brick arches and classical details including overhanging returned eaves, a wide cornice, and a front entrance with side lights and a wide transom.

The property as a whole is also a representative example of a mid-nineteenth century Southern Ontario farm complex, as expressed through its collection of buildings and landscape features. Its components include a farmhouse, a c. 1880s bank barn, silo, tree-lined entrance drive, pond, creek and agricultural fields. The organization of the farmhouse set far back from, and oriented to face the concession road and accessed via a long tree-lined entrance drive that continues to the barn and silo located behind the house is representative of the site layout and arrangement of buildings and functional work areas that would have been typical on nineteenth-century farm complexes.

The property's historical and associative value lies in its association with the Campbell pioneer family and with the significant themes of early community development in and around Brooklin, and agricultural land use and development. The property was owned from 1846 to 1870 by John Campbell,

who moved to Whitby Township in the 1830s. He established himself as a community leader, building an early mill and store in Winchester (later renamed Brooklin) with his brother Robert and helping to lay out the village. While it does not appear that John Campbell ever lived on the property, his son Hiram Campbell moved onto the property likely by the early 1850s. The 1851 census indicates that prior to becoming a farmer, Hiram Campbell was a blacksmith who owned a blacksmith shop and a wagon shop, likely in Brooklin. As a blacksmith, Campbell was likely an important and well-known member of the community. Hiram Campbell lived and farmed successfully on the property with his family until 1870. The residence on the property was likely built by Hiram Campbell in the early 1850s. Historical documentation indicates that Hiram Campbell had a large farm operation with a high valuation. The property continued to be noted as a valuable farm under its subsequent ownership by the Green family. In the 1920s it became known as Greendale Farm and continued to be farmed by subsequent owners. The property's continuous and ongoing use as a farm starting in the mid-nineteenth century strengthens its associations with the theme of agricultural land use and development.

The property's contextual value lies in its significant historical links to the village of Brooklin. Both John and his son Hiram Campbell would have been well-known members of the Brooklin community, as a founder of the village and a blacksmith, respectively. The successful farm operated on the subject property from the early 1850s into the twentieth century would have had a physical, social, economic and functional relationship to Brooklin as part of Brooklin's agricultural neighbourhood. The property has contextual value because it maintains and supports the historical agricultural character of the area. The property retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a typical nineteenth-century farmstead in the former Township of Whitby.

Heritage Attributes:

The early 1850s farmhouse

- The location, orientation and massing of the farmhouse
- The fieldstone foundation
- The side gable roof
- The overhanging returned eaves and wide cornice
- The window openings with flat brick arches
- The classical front entrance with side lights and wide transom
- The two internal brick chimneys

The c. 1880s wooden bank barn

- The location, orientation and massing of the barn
- The fieldstone foundation
- The gable roof
- The earthen ramp

Landscape Elements

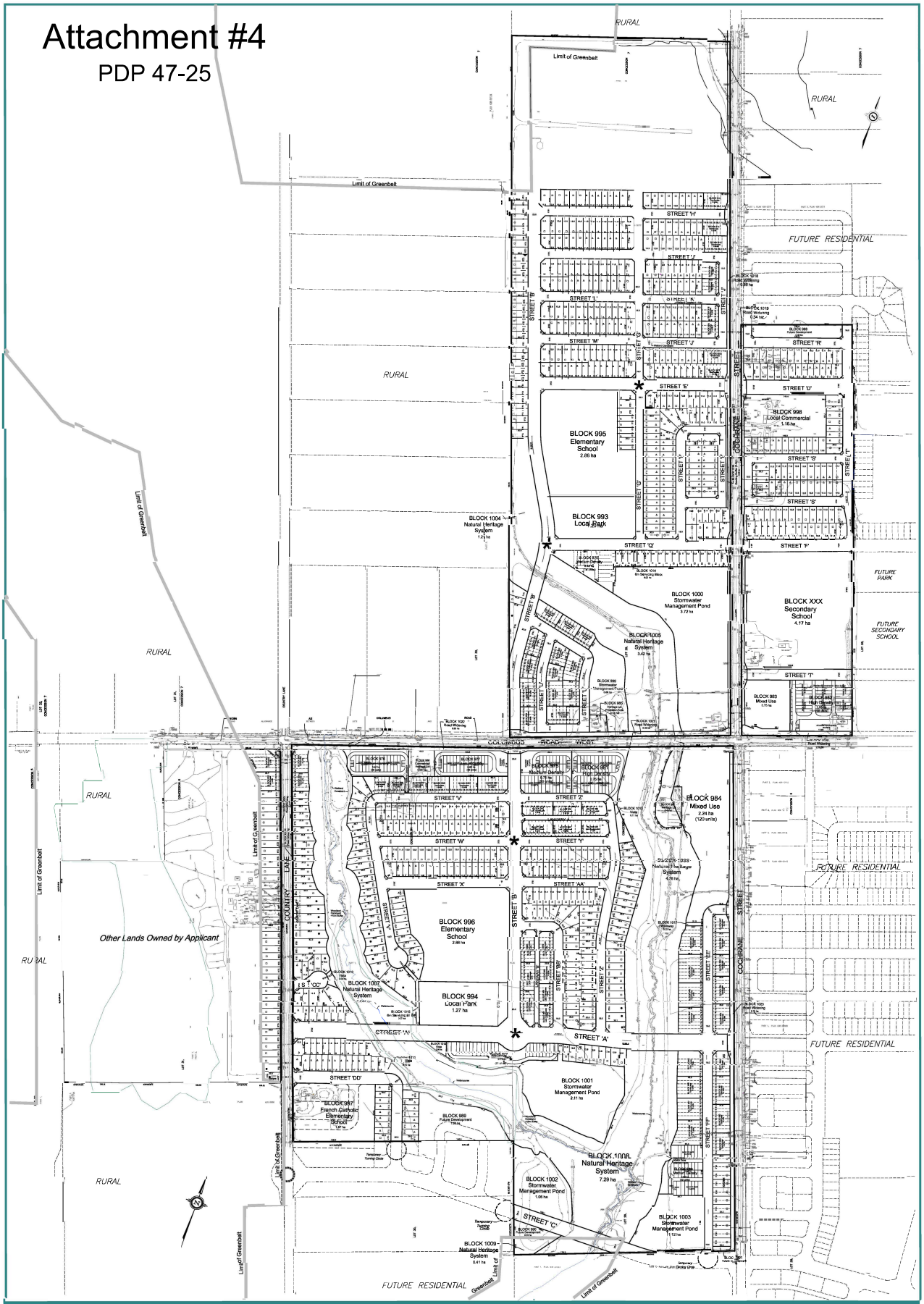
- The nineteenth-century agricultural character of the property as defined by the early 1850s farmhouse, the c. 1880s barn, the concrete silo, the long tree-lined entrance drive with stone gate posts connecting the property to Columbus Road West, the creek flowing through the property lined by mature trees, the pond and the agricultural fields.

Views

- View looking down the driveway from Columbus Road West towards the barn, with mature trees lining the east side of the driveway and stone gateposts where the driveway meets Columbus Road West.

Attachment #4

PDP 47-25



DRAFT PLAN OF SUBDIVISION

Part of Lots 30 and 31
Concession 6
Part of Lots 28 and 29
Concession 7
(Geographic Township of Whitby)
Now in the
Town of Whitby
Regional Municipality of Durham

Scale: 1:2500

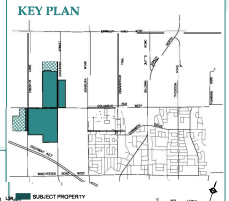
0 50 100 150 200m

Prepared For:
Whitby Corn. Seven Developments Limited
Whitby Country Lane Developments Limited,
6800 Country Lane Developments Limited,
7321 Cochrane Developments Limited,
7261 Cochrane Developments Limited,
Riverside/to Estate Corp.,
7051 Cochrane Developments Limited, and
710 Columbus Holdings Limited

MGP
Malone Given Parsons Ltd.
140 Renfrew Drive, Suite 201, Markham, ON L3R 6B3
905 513 0170

MGP File: 21-2961

KEY PLAN



SUBJECT PROPERTY
OTHER LANDS OWNED BY APPLICANT

SCHEDULE OF LAND USE

LOT/BLK #	LAND USE	UNITS	AREA (ha)
Lots 1-12	Single Detached Residential		
	±10.4m Single Detached	24	36.25
	±12.2m Single Detached	26	
	±12.8m Single Detached	295	
	±11.0m Single Detached	429	
	±12.8m Semi-Detached	122	
Lots 1-207	6.0m Street Townhouses	207	6.02
Lots 208-301	6.0m Lane Townhouses	94	1.65
Lots 302-309	Back-to-Back Townhouses	52	0.85
Lots 310-312	Medium Density 'B'	(282)	3.70
Lots 313-314	Live/Work Units	514	1.83
Lots 315-316	Mixed Use	(120)	2.39
Lots 317-318	Heritage Lot/Relocation Area		0.10
Lots 319-320	Commercial Block, Big Lot		0.22
Lots 321-322	Commercial Block		0.65
Blocks 323-327	Future Development - Rear		1.45
Blocks 328-329	Local Parks	2.83	3.44
Blocks 330-331	Elementary Schools (Blocks 330 & 331)	1,327	7.99
Block 332	Local Commercial		1.16
Blocks 333-342	Stormwater Management Ponds		8.92
Blocks 343-352	Natural Heritage System		20.85
Blocks 353-355	Valleys		0.30
Blocks 356-361	Servicing Blocks		0.09
Blocks 362-364	Grading Block		0.05
Block 365	Walkway		0.02
Blocks 366-369	Road Widenings - Blocks 366 & 367 - Various Lots 7	1,904	2.30
	Blocks 368 & 369 - Various Lots 1		23.37
	TOTAL	1,904	122.96

Road Lengths	
30m Road R.O.W.	780m
26m Road R.O.W.	140m
23m Road R.O.W.	2,280m
20m Road R.O.W.	970m
18m Road R.O.W.	5,630m
16m Road R.O.W.	390m
8.5m Lane R.O.W.	330m
Total Road Len. (ft)	11,510m

* Proposed Roundabout for Traffic Calming and Inscribed Turing Circle

OWNER'S AUTHORIZATION

I hereby authorize Malone Given Parsons Ltd. to prepare and submit this Draft Plan of Subdivision to the Town of Whitby

Whitby Corn. Seven Developments Limited
Whitby Country Lane Developments Limited,
6800 Country Lane Developments Limited,
7321 Cochrane Developments Limited,
7261 Cochrane Developments Limited,
Riverside/to Estate Corp.,
7051 Cochrane Developments Limited, and
710 Columbus Holdings Limited

Date

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 accurately and correctly shown.

Gabriel Lafrenboise, O.L.S.
J.D. Barnes Limited

Date

ADDITIONAL INFORMATION

AS REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT CHAPTER P.13 (R.S.O. 1990)

(a),(e),(f),(g),(i),(j) - As shown on the Draft Plan.
(b),(c) - As shown on the Draft and Key Plan.
(d) - Land to be used in accordance with the Schedule of Land Use.
(i) - Soil is silty sand/till, silty clay till, sandy silt till, and sand.
(h),(k) - Full municipal services to be provided.

NOTE: Contours relate to Canadian Geodetic Datum
Contour interval is 1m with .25m interpolated.

Date: April 9, 2025
Project No: 21-2961

Date	Revision

Town of Whitby
By-law # XXXX-25

Designation of 725 Columbus Road West as being of Cultural Heritage Value and Interest

Being a By-law to to designate the property municipally known in 2025 as 725 Columbus Road West, and legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, as being of Cultural Heritage Value and Interest.

Whereas, in accordance with the provisions of Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended, the Council of the Corporation of the Town of Whitby considers it desirable to designate the property municipally known in 2025, as the 725 Columbus Road West, hereinafter described to be of Cultural Heritage Value and Interest;

And whereas, the Council of The Corporation of The Town of Whitby has caused to be served on the owners of the property municipally known in 2025, as 725 Columbus Road W, Whitby, Ontario, and upon the Ontario Heritage Trust, Notice of Intention to Designate the property at the aforesaid address to be of Cultural Heritage Value and Interestand Notice was published in accordance with the Town's Public Notice Policy;

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

1. General

The property, municipally known in 2025 as 725 Columbus Road West, and legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, generally located on the south side of Columbus Road West, west of Cochrane Street, and more particularly described in Schedule 'A' attached to and forming part of this by-law, is designated as being a property of Cultural Heritage Value and Interestin the Town of Whitby, under Part IV, Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended.

This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building provided that any changes shall be in keeping with the current character of the building and shall be carried out in accordance with the applicable Heritage Permit processes at the Town of Whitby.

DRAFT

2. Schedule(s)

Schedule ‘A’ – Legal Description

Schedule ‘B’ – Statement of Cultural Heritage Value or Interest and Description of Heritage Attributes for 725 Columbus Road West, Town of Whitby.

3. Effective Date

The provisions of this by-law shall come into force and take effect on the day of the final passing thereof.

By-law read and passed this Select date day of Insert Month, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

[Schedule “A” Inserted Here]

SCHEDULE “A”

TO

BY-LAW NO. XXXX-25

LEGAL DESCRIPTION

PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645,
NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, Town of Whitby

SCHEDULE 'B'

TO

BY-LAW NO. XXXX-25

DESCRIPTION OF PROPERTY – 725 Columbus Street

The property municipally known in 2025 as 725 Columbus Road West in Whitby, is located at the southwest quadrant of Columbus Road West and Cochrane Street, near the village of Brooklin, legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____,

The rural agricultural property contains a nineteenth-century farm complex comprised of a farmhouse built c. 1862-69, and c. 1880's bank barn, a silo, as well as landscape features. The property is significant for its design/physical and contextual value.

STATEMENT OF CULTURAL HERITAGE VALUE AND INTEREST

The property has design or physical value because it is a representative example of a mid-nineteenth century Southern Ontario farm complex, as expressed through its collection of buildings and landscape features. Its components include a c. 1862-69 farmhouse, and c. 1880s bank barn, silo, entrance drive, creek, and agricultural fields. The organization of the site with the farmhouse set far back from, and oriented to face the concession road and accessed via a long entrance drive that continues to the barn and silo located behind the house is representative of the site layout and arrangement of buildings and functional work areas that would have been typical on nineteenth century farm complexes.

The property has contextual value because it maintains and supports the historical agricultural character of the area. The property retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a typical nineteenth-century farmstead.

DESCRIPTION OF HERITAGE ATTRIBUTES

Heritage attributes related to its agricultural property as a nineteenth-century farm complex are comprised of:

The cottage/farmhouse constructed c. 1862-69

- The location, orientation and massing of the farmhouse
- The fieldstone foundation
- The two-over-two wooden sash windows
- The side gable roof
- The centre gable with flat-headed window

The c. 1880's wooden bank barn

- The location, orientation and massing of the barn
- The fieldstone foundation
- The gable roof
- The earthen ramp

Landscape elements

- The nineteenth century agricultural character of the property as defined by the c. 1862-69 Gothic Revival cottage/farmhouse, the c.1880's barn and paddock, the concrete silo, the long entrance drive connecting the property to Columbus Road West, the creek flowing through the property, the mature tree line windbreaks located to the north of the house and along the creek, and the agricultural fields.

Town of Whitby
By-law # XXXX-25

Designation of 740 Columbus Road West as being of Cultural Heritage Value and Interest

Being a By-law to to designate the property municipally known as 740 Columbus Road West, and legally described as PART OF LOT 29, CONCESSION 7, as being of Cultural Heritage Value and Interest.

Whereas, in accordance with the provisions of Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended, the Council of The Corporation of the Town of Whitby considers it desirable to designate the property known as the 740 Columbus Road West hereinafter described to be of Cultural Heritage Value and Interest;

And whereas, the Council of the said Corporation has caused to be served on the owners of the property municipally known as 740 Columbus Road West, Whitby, Ontario, and upon the Ontario Heritage Trust, notice of its intention to designate the property at the aforesaid address to be of cultural heritage value and interest and has caused such notice to be published in accordance with the the Town of Whitby's Notification Policy;

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

1. General

The property, municipally known as 740 Columbus Road West, legally described as PART OF LOT 29, CONCESSION 7, Block ___, Plan 40M-____, Part ___, Plan 40R-_____, is generally located on the north side of Columbus Road West, in between Country Lane and Cochrane Street, and more particularly described in Schedule 'A' attached to and forming part of this by-law is designated as a property of Cultural Heritage Value and Interestin the Town of Whitby, under Part IV, Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended.

This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building provided that any changes shall be in keeping with the current character of the building and shall be carried out in accordance with the applicable Heritage Permit processes at the Town of Whitby.

DRAFT

2. Schedule(s)

Schedule ‘A’ – Legal Description

Schedule ‘B’ – Statement of Cultural Heritage Value or Interest for 740 Columbus Road West, Town of Whitby

3. Effective Date

The provisions of this by-law shall come into force and take effect on the day of the final passing thereof.

By-law read and passed this Select date day of Insert Month, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

[Schedule “A” Inserted Here]

SCHEDULE “A”

TO

BY-LAW NO. XXXX-25

LEGAL DESCRIPTION

PART OF LOT 29, CONCESSION 7, Block __, Plan 40M-____, Part __, Plan 40R-_____ , Town of Whitby

SCHEDULE 'B'

TO

BY-LAW NO. XXXX-25

DESCRIPTION OF PROPERTY – 740 Columbus Street

The property municipally known as 740 Columbus Road West in Whitby, is located on the north side of Columbus Road West, between Country Lane and Cochrane Street, near the village of Brooklin, on PART OF LOT 29, CONCESSION 7, Block ___, Plan 40M-____, Part ___, Plan 40R-____

The rural agricultural property contains a nineteenth-century farm complex comprised of a farmhouse built c. 1862-69, a c. 1880s bank barn, a silo, as well as landscape features. The property is significant for its design/physical and contextual value.

STATEMENT OF CULTURAL HERITAGE VALUE AND INTEREST

The property has design or physical value because it is a representative example of a mid-nineteenth century Southern Ontario farm complex, as expressed through its collection of buildings and landscape features. Its components include a c. 1862-69 farmhouse, a c. 1880s bank barn, silo, entrance drive, creek, and agricultural fields. The organization of the site with the farmhouse set far back from, and oriented to face the concession road and accessed via a long entrance drive that continues to the barn and silo located behind the house is representative of the site layout and arrangement of buildings and functional work areas that would have been typical on nineteenth century farm complexes.

The property has contextual value because it maintains and supports the historical agricultural character of the area. The property retains its agricultural lands, barn, silo, and farmhouse; and it is currently actively used as a farm. The location and setback of the residence and barns on the subject property retain legibility and visibility from the public road right-of-way as a typical nineteenth-century farmstead in Whitby.

DESCRIPTION OF HERITAGE ATTRIBUTES

Attributes related to its agricultural property as a nineteenth-century farm complex are comprised of:

The cottage/farmhouse constructed c. 1862-69

- The location, orientation and massing of the farmhouse
- The fieldstone foundation
- The two-over-two wooden sash windows
- The side gable roof
- The centre gable with flat-headed window

Town of Whitby
By-law # XXXX-25

Designation of 835 Columbus Road West as being of Cultural Heritage Value and Interest

Being a By-law to to designate the property municipally known in 2025 as 835 Columbus Road West, and legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, as being of cultural heritage value and interest.

Whereas, in accordance with the provisions of Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended, the Council of the Corporation of the Town of Whitby considers it desirable to designate the property known as the 835 Columbus Road West hereinafter described to be of Cultural Heritage Value and Interest;

And whereas, the Council of The Corporation of the Town of Whitby has caused to be served on the owners of the property municipally known in 2025 as 835 Columbus Road West, Whitby, Ontario, and upon the Ontario Heritage Trust, Notice of Intention to Designate the property at the aforesaid address to be of Cultural Heritage Value and Interest and notice was published in accordance with the Town's Public Notification Policy;

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

1. General

The property, municipally known in 2025 as 835 Columbus Road West, and legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, generally located on the south side of Columbus Road West, east of Country Lane, and more particularly described in Schedule 'A' attached to and forming part of this by-law, is designated as a property of Cultural Heritage Value and Interest in the Town of Whitby, under Part IV, Section 29 of the Ontario Heritage Act, R.S.O. 1990, c. 0.18, as amended.

This designation shall not preclude any changes that may be deemed necessary for the efficient use of the building provided that any changes shall be in keeping with the current character of the building and shall be carried out in accordance with the applicable Heritage Permit processes at the Town of Whitby.

DRAFT

2. Schedule(s)

Schedule ‘A’ – Legal Description

Schedule ‘B’ – Statement of Cultural Heritage Value or Interest for 835 Columbus Road West, Town of Whitby

3. Effective Date

The provisions of this by-law shall come into force and take effect on the day of the final passing thereof.

By-law read and passed this Select date day of Insert Month, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

[Schedule “A” Inserted Here]

SCHEDULE “A”

TO

BY-LAW NO. XXXX-25

LEGAL DESCRIPTION

PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645,

NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____, Town of Whitby

SCHEDULE 'B'

TO

BY-LAW NO. XXXX-25

DESCRIPTION OF PROPERTY – 835 Columbus Street

The property municipally known in 2025 as 835 Columbus Road West in Whitby, is located at the south east quadrant of Columbus Road West and Country Lane, near the village of Brooklin, legally described as PART OF LOTS 29 and 30, CONCESSION 6, PART 1, PLAN 40R-4645, NOW PART ____, PLAN 40R- _____, BLOCK ___, PLAN 40M-_____,

The rural agricultural property contains a nineteenth-century farm complex comprised of a Classical Revival style farmhouse built in the early 1850s, a c. 1880s bank barn, a silo, as well as landscape features. The property is significant for its design/physical, historical and associative value, and contextual value.

STATEMENT OF CULTURAL HERITAGE VALUE AND INTEREST

The property has design or physical value because the one and-a-half-storey brick red brick farmhouse is representative of the Classical Revival style. The farmhouse was built with a fieldstone foundation and a one-storey tail that has representative elements of the Classical Revival style. Likely constructed in the early 1850s, the house is a vernacular interpretation of the style, as expressed through its massing, and its features including a centre hall plan with a symmetrical three-bay façade, large window openings and classical details including overhanging returned eaves, wide cornice, and a front entrance with side lights and a wide transom. Fenestration is topped with flat brick arches. The property as a whole was a representative example of a mid-nineteenth century Southern Ontario farm complex, as expressed through its collection of buildings and landscape features. Its components include the farmhouse and the organization of the farmhouse set far back from, and oriented to face the concession road and accessed via a long tree-lined entrance drive.

The property has historical and associative value because of its association with the Campbell pioneer family and with the significant themes of early community development in and around Brooklin, and agricultural land use and development. The property was owned from 1846 to 1870 by John Campbell, who moved to Whitby Township in the 1830s. He established himself as a community leader, building an early mill and store in Winchester (later renamed Brooklin) with his brother Robert and helping to lay out the village. While it does not appear that John Campbell ever lived on the property, his son Hiram Campbell moved onto the property likely by the early 1850s. The 1851 census indicates that prior to becoming a farmer, Hiram Campbell was a blacksmith who owned a blacksmith shop and a wagon shop, likely in Brooklin. As a blacksmith, Campbell was likely an important and well-known member of the community. Hiram Campbell lived and farmed successfully on the property with his

family until 1870. The residence on the property was likely built by Hiram Campbell in the early 1850s. Historical documentation indicates that Hiram Campbell had a large farm operation with a high valuation. The property continued to be noted as a valuable farm under its subsequent ownership by the Green family. In the 1920s it became known as Greendale Farm and continued to be farmed by subsequent owners. The property's continuous and ongoing use as a farm starting in the mid-nineteenth century strengthens its associations with the theme of agricultural land use and development.

The property has contextual value which lies in its significant historical links to the village of Brooklin. Both John and his son Hiram Campbell would have been well-known members of the Brooklin community, as a founder of the village and a blacksmith, respectively. The successful farm operated on the subject property from the early 1850s into the twentieth century would have had a physical, social, economic and functional relationship to Brooklin as part of Brooklin's agricultural neighbourhood. The property has contextual value because it maintains and supports the historical agricultural character of the area.

DESCRIPTION OF HERITAGE ATTRIBUTES

Heritage attributes related to its agricultural property as a nineteenth-century farm complex are comprised of:

The 1850s farmhouse

- The location, orientation and massing of the farmhouse
- The fieldstone foundation
- The side gable roof
- The overhanging returned eaves and wide cornice
- The window openings with flat brick arches
- The classical front entrance with side lights and wide transom
- Two internal brick chimneys

FIELDGATE
DEVELOPMENTS

5400 Yonge Street, Suite 501
Toronto, ON M2N 5R5
Tel.: (416) 227-9005
Fax: (416) 227-9007

August 26, 2025

The Corporation of the Town of Whitby
Clerks Department
575 Rossland Road East
Whitby, ON
L1H 2M8

Attention: Clerk, and Members of Committee of Whole

Reference: **Committee of the Whole Meeting September 15, 2025**
Whitby Con Seven Developments Limited
725, 740 & 835 Columbus Road West

Dear Clerk and Members of Committee:

We are writing to you as it relates to the properties located at 725, 740 & 835 Columbus Road West which will be considered by Committee on September 15, 2025.

We are amenable to the heritage designation of the current dwellings at 725, 740 & 835 Columbus Road West and are formally requesting an extension of the passage of the Designation By-law. We would appreciate Council's cooperation and assistance in delaying the passage of the Designation By-law.

Thank you for the opportunity to provide these comments to the Committee for their review. We look forward to working collaboratively on these matters.

Yours very truly,
Whitby Con Seven Developments Limited

Karen Liu, BES
Development Manager

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: Town of Whitby Street Naming Policy

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **PDP 48-25**

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

K. Kram, Senior Manager Zoning & Regulation, 905-444-2851

1. Recommendation:

1. **That Council adopt the Street Naming Policy appended to Report PDP 48-25 as Attachment #1.**

2. Highlights:

- The Planning Division maintains a street name reserve list of pre-approved street names. Land developers can choose from these names when advancing through the Draft Plan of Subdivision process.
- Pre-approved street names have been vetted by Whiby Fire and Emergency Services as well as the Region of Durham.
- Based on a 1998 resolution of Council, the street name reserve list has mainly been populated with the names of war dead from World War I, World War II and the Korean War.
- Land developers as well as members of the public frequently submit requests for street names which are processed on an ad hoc basis by the Planning Division.
- The proposed Street Naming Policy in Attachment #1 has been drafted to formalize the process for street naming as well as to make the process more efficient.

- The proposed new policy continues to include honoring war dead, veterans and Peter Perry Award winners; it also establishes technical requirements and thematic criteria for street names.
- Moving forward, a Street Name Request Form will be required to be submitted with any proposed new street names for consideration.
- Proposed street names will be reviewed and circulated to Whitby Fire and Emergency Services and the Region of Durham for approval bi-annually.

3. Background:

The Municipal Act gives the Town authority to apply street names to highways (public streets) and private roads. In 1998, Whitby Council adopted a resolution to permit the names of individuals who had perished in World War I, World War 2 and the Korean War, including names engraved on the Whitby Cenotaph, to be used for street naming within the Town of Whitby.

In 1998 these names were added to a street name reserve list. The street name reserve list is a list of pre-approved potential street names. Land developers can choose street names from the street name reserve list when progressing through the draft plan of Subdivision approval process.

The Town of Whitby also has a past practice of street naming in recognition of Peter Perry Award recipients. The Peter Perry Award is endowed annually to an individual who has made significant contributions to the community. Peter Perry Award recipients are afforded the opportunity to have their names placed on the Town of Whitby street name reserve list.

The addition of names to the reserve list is subject to the approval of the Town of Whitby Fire and Emergency Services Department and the Region of Durham Community Growth and Economic Development Department.

In the past, certain land developers have requested specific street names unrelated to war dead or Peter Perry Award recipients. In addition, street name requests are occasionally submitted by members of the public. In such cases, the Planning Division has reviewed the requests in conjunction with the Town of Whitby Fire and Emergency Services Department and the Region of Durham Community Growth and Economic Development Department. These requests are received frequently throughout the year and are dealt with on an ad hoc basis.

The Town of Whitby's population is forecasted to experience significant growth by 2051. Such growth will be accompanied by new development, including new streets. A formal street naming policy is necessary as the current procedures are outdated. A formal policy will also provide criteria for the review and approval of names submitted by developers and members of the public.

4. Discussion:

In drafting the Street Naming Policy, a review was conducted of street naming policies from other Municipalities, including the Town of Ajax, the City of Oshawa, and the Municipality of Clarington. The City of Toronto's Street Commemoration policy was also reviewed.

4.1. Town of Ajax

In 1958, the Town of Ajax adopted a Street Naming By-law with a unique street naming practice. The Town of Ajax is named in honour of the HMS Ajax, one of the three allied British warships that fought in the Battle of the River Plate during the Second World War. To honour those who served on the HMS Ajax, the Town of Ajax names streets after the sailors who served on the ship during the Battle of the River Plate. The Town's Street Naming Reserve List was later expanded to include names of veterans who served on the HMS Exeter and HMS Achilles during the Battle of the River Plate, and those who served on the 8th HMS Ajax during its visit to the Town in 1976.

The Town of Ajax is currently undertaking a review of their Street Naming By-law.

4.2. City of Oshawa

In 2003, the City of Oshawa adopted a Street Naming Policy to honour the memory of individuals from Oshawa who fought in war or served in peacekeeping duties.

The City of Oshawa recently updated their Street Naming Policy in 2024. The updated policy continues to include naming streets in honour of local war dead and war veterans. However, new criteria were also added to allow street naming in honour of:

- Local individuals/families who have had a considerable relationship with Oshawa;
- Local individuals/families who have made a significant social, political or cultural contribution to Oshawa;
- Former Mayors and members of City Council; and,
- Names or persons of historic significance which could include significance other than of a local nature.

4.3. Municipality of Clarington

In 2001, the Municipality of Clarington Council approved a Street Naming Policy to name new streets in honour of Canadians who fought in war or served in peacekeeping duties. The policy provides direction for the Municipality to promote the use of war dead and war veteran names; especially those who were residents of the Municipality of Clarington at the time of their enlistment.

The Municipality encourages the use of war dead and war veteran names in accordance with the following defined order of priority:

1. Soldiers killed or missing in action;
2. War veterans who have died; and,
3. War veterans who are still living.

The Municipality of Clarington updated their Street Naming Policy and related procedures in 2024 to include honouring past and present Mayors and Members of Council.

4.4. City of Toronto

The City of Toronto recently completed a Recognition Review, where a new framework was adopted to guide how the city commemorates public figures and events in street names, place names, and monuments. As a result of the Recognition Review, updates were made to Toronto's Street Naming Policy. If a proposed street name seeks to commemorate one or more individuals, communities, organizations, events or ideas significant to Toronto, Ontario or Canada, the name must follow the new Guiding Principles for Commemoration. The guiding principles include being informed by historical research and connecting to Toronto, Ontario or Canada's histories and cultures.

When naming streets in a Draft Plan of Subdivision, a proponent must provide background information on their chosen names. If a name is of a commemorative nature, a proponent must provide a description of alignment with the Guiding Principles for Commemoration.

4.5. Proposed Town of Whitby Street Naming Policy

The proposed Street Naming Policy (refer to Attachment #1) continues the past practice of naming streets to honour war dead, veterans and Peter Perry Award winners. These names will continue to be added to the Street Name Reserve list administratively by staff.

The proposed Street Naming Policy also establishes the technical requirements and thematic criteria for street names in the Town of Whitby. Technical requirements include prohibiting street names that are considered discriminatory or prejudicial, and consideration of the length of name (i.e. # of characters) and use of symbols. Thematic criteria for street names include:

- Recognizing the Town of Whitby's Heritage;
- Recognizing landowners and development themes; and,
- Recognizing public service members including past and present Mayors and Members of Council

Any names submitted under the above thematic criteria will be required to be approved by Council.

The process for submitting a street name request will now include the proponent submitting a Street Name Request Form. Requests will be reviewed by the Planning Division for compliance with the Street Naming Policy and forwarded for input and approval from other Town Departments and the Region of Durham prior to final approval. Requests will be reviewed and presented to Council for approval bi-annually, as necessary.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

Not applicable.

7. Input from Departments/Sources:

Whitby Engineering Services (Operations)

Street signs within the Town of Whitby shall not exceed twenty-three characters, which includes spaces, letters and symbols.

The standard street sign blade includes blue backgrounds with white letters. For streets located within heritage areas, sign blades are permitted to have green backgrounds with white lettering.

In recognition of war veterans, a poppy symbol is permitted on sign blades. The poppy symbol occupies three characters.

Whitby Fire and Emergency Services

Street name requests are forwarded to the Town of Whitby Fire and Emergency Services Department for review and comments.

The Fire and Emergency Services Department does not support street names that are phonetically similar in nature or difficult to pronounce. Such characteristics may cause confusion from a caller when conversing with emergency dispatch or during radio communications between emergency dispatch and responding emergency service personnel.

Region of Durham Community Growth and Economic Development Department

The Region of Durham Community Growth and Economic Development Department is responsible for approving street name requests from lower tier municipalities. All street name requests are reviewed in consultation with the Durham Regional Police Services to avoid the use of similar surrounding street names.

Durham Regional Police Services will make the final determination as to whether a name is acceptable or needs conditions (certain numbering to avoid duplication).

8. Strategic Priorities:

Adopting a formal Street Naming Policy supports Strategic Pillar 4 of the Community Strategic Plan: Whitby's Government – Accountable and Responsive. Formalizing the street naming process will provide clear direction to staff. It will result in a consistent and accountable process to add street names to the reserve list. Introducing a Street Name Request Form and bi-annual reviews will result in efficiencies compared to the current ad-hoc process.

9. Attachments:

Attachment #1: Proposed Town of Whitby Street Naming Policy

Town of Whitby Policy

Policy Title:	Street Naming Policy
Policy Number:	To be assigned following Council approval
Reference:	Legislation, other Policies, Council Resolution #, etc.
Date Approved:	Click here to enter a date.
Date Revised:	Click here to enter a date.
Approval:	Council
Point of Contact:	Kathryn Kram, Senior Manager, Zoning and Regulation

Policy Statement

The Town of Whitby recognizes that due to the highly visible nature of street names and how heavily embedded they are in the daily lives of its residents, it is important to have directives for carefully selecting street names. Inappropriately chosen street names can have lasting repercussions. The selection of street names is important towards promoting a sense of place, safety, inclusion, civic pride, and heritage conservation. The Town of Whitby has encouraged naming its streets in honour of Canadians who perished at war as well as recipients of the Peter Perry Award, an award given to those who have made significant contributions to the community. With this policy, the Town of Whitby continues to recognize the value of selecting street names that commemorate local individuals, in addition to street names that will recognize the Town of Whitby's heritage, culture, and unique features.

Purpose

The purpose of this policy is to implement a comprehensive policy on street naming including:

- Establishing the technical and thematic requirements for street names in the Town of Whitby; and,
- Establishing the process for street name requests.

Scope

This policy applies to the naming of future Town-owned public streets and private streets within the Town of Whitby.

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2. Responsibilities	2
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4. Street Name Technical Requirements	3
5. Street Name Thematic Requirements	3

Definitions

“War dead” refers to individuals who perished while serving in active military duty during any war, or any peacekeeping mission in which Canada played an active military role, and who was a resident of the Town of Whitby at the time of their enlistment.

“War veteran” refers to individuals who served within the Canadian Forces during any war, military action, or peacekeeping mission in which Canada played an active military role, and who was a resident of the Town of Whitby at the time of their enlistment.

“Public service member” refers to individuals who have served as a municipal politician, public civil servant, local Member of Parliament, or local Member of Provincial Parliament.

“Peter Perry award winner” refers to recipients of the Peter Perry award. The Peter Perry award is given annually by the Whitby Chamber of Commerce to an outstanding individual in Whitby who has made significant contributions to the community.

1. Responsibilities

1.1. The Planning and Development Department shall:

- Maintain the street name reserve list.
- Review proposed street names submitted by applicants to the Town via the Street Name Request Form.
- Circulate proposed street names to the Region of Durham and the Town of Whitby Fire and Emergency Services for comments prior to approval. As identified by the street naming requirements, certain street names will also require being presented to Town of Whitby Council.

2. Street Naming Request Process

2.1. The Town shall maintain a street name reserve list with street names that have been reviewed and approved. Applicants are encouraged to select street names that are already listed on the Town’s street name reserve list.

2.2. In cases where an applicant is proposing a street name not on the street name reserve list, a Street Name Request Form shall be completed and submitted to the Planning and Development Department for review.

2.3. Street Naming Request Forms will be reviewed on a semi-annual basis by the Planning and Development Department. Requested street names that comply with the street naming requirements will then be forwarded to the Region of Durham Planning Department and the Town of Whitby Fire and Emergency Services for review prior to final approval. As identified by the street naming requirements, certain street names will require Council review and approval.

3. Street Name Technical Requirements

4.1 It shall be prohibited for street names to:

(a) be discriminatory or derogatory from the point of view of sex, race, colour, creed, national origin, sexual orientation, religion or other social factors.

(b) include sexual overtones, inappropriate humour, parody, or slang.

(c) promote religious or political messages that might be deemed prejudicial to other religious or political groups.

4.2 The following will be strongly discouraged:

(a) Street names that include hyphens, apostrophes, or dashes.

(b) Street names that are difficult to spell or pronounce.

(c) Street names that exceed twenty-three (23) characters, including symbols, spaces, and the suffix.

(d) Street names that exceed three (3) words, including the suffix.

5. Street Name Thematic Requirements

5.1 Street names shall be chosen with the aim to:

(a) Honour local individuals who have fought in war or served in peacekeeping duties (War dead and War veterans).

War dead and War veteran street names shall apply to those individuals who were residents of the Town of Whitby at the time of their enrolment within the Canadian Forces. Municipal staff will work with the Royal Canadian Legion in identifying individuals that qualify for street naming recognition. Street signs honouring War dead and War veterans will contain a poppy symbol on the sign blade.

(b) Recognize Peter Perry Award Winners.

(c) Recognize the Town of Whitby's heritage.

Heritage themed street names shall recognize the Town of Whitby's heritage. Such names may recognize local historical figures, events, activities, geographic features, natural landscape features, cultural heritage features, and historic landowners.

Proposed names in an Indigenous language or recognizing an Indigenous individual, organization, event or concept will require consultation with Indigenous communities and adherence to appropriate Indigenous practices or protocols.

Development proposals that create one (1) or more new streets, and which are in proximity to a geographic feature, natural landscape feature, or cultural heritage feature, shall be encouraged to implement street names that relate to such feature(s).

These street names are required to be approved by Council prior to going through the formal agency review process.

(d) Recognize landowners and development themes.

Street names that recognize the names of landowners are permitted. Such names shall be considered for approval by Council.

Street names that adhere to a development theme for the purpose of establishing the image or identity of the new development will also be considered. Street names that pertain to "development themes" shall be considered for approval by Council.

(e) Recognize public service members.

5.2 Street names that do not comply with the street naming policies herein may be considered by Council on a case-by-case basis. Special consideration of street name requests shall be made by completing and submitting a Street Name Request Form to the Planning and Development Department.

This Policy is hereby approved by Council Resolution #_____ on this _____ day of _____, 2025.

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: Zoning By-law Amendment Application, 6680 Coronation Road. File No. DEV-25-25 (Z-14-25)

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **PDP 49-25**

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

J. Takeuchi Planner I, 905-444-2807

1. Recommendation:

1. **That Council approve an amendment to Zoning By-law No.1784 (File: Z-14-25) as set out in Planning Report PDP 49-25;**
2. **That a By-law to amend Zoning By-law No.1784 be brought forward for consideration by Council; and,**
3. **That upon the amending Zoning By-law becoming final and binding, the letter of credit in the amount of $25,000 be returned to the applicant.**

2. Highlights:

- A Zoning By-law Amendment Application has been submitted to amend Zoning By-law No. 1784 to increase the maximum size of an Additional Dwelling Unit (ADU) from 75 square metres to 142.9 square metres and to permit an ADU in an accessory building in the front yard of the subject property.

3. Background:

3.1 Site and Area Description

The subject land is located on the west side of Coronation Road, south of Columbus Road West (refer to Attachment #1). It is municipally known as 6680 Coronation Road and is approximately 1.47 hectares (3.65 acres) in size.

The surrounding land uses include:

- Residential to the north and south; and
- Agricultural to the east and west (refer to Attachment #2)

3.2 Application and Proposed Development

The Zoning By-law Amendment Application has been submitted by Mario and Teresea Palumbo to increase the maximum size of a proposed detached Additional Dwelling Unit (ADU) from 75.0 square metres to 142.9 square metres and to permit an ADU in the front yard of the subject property.

The proposed Additional Dwelling Unit (ADU) is an existing dwelling on the subject land. The applicant was granted permission to retain the existing structure on the property while constructing a new dwelling with the commitment that the original dwelling would be removed upon completion of the new dwelling. The applicant posted a letter of credit with the Town to secure the demolition of the original house once the new dwelling was completed. As a result of recent changes to Town of Whitby policies and by-laws regarding ADUs, the applicant is now seeking approval to retain the original dwelling and use it as an accessory dwelling.

3.3 Documents Submitted in Support

A Proposed Concept Plan, prepared by K & I Architecture, was submitted in support of the application (refer to Attachment #3). The Plan has been distributed to relevant internal departments and external agencies for review and comment.

4. Discussion:

4.1 Whitby Official Plan

The subject land is designated Agricultural on Schedule A – Land Use of the Town of Whitby Official Plan (refer to Attachment #4). The predominant use of lands designated Agricultural for agriculture and agriculture related uses. Notwithstanding, residential uses are also permitted on existing lots of record, subject to appropriate provisions in the Zoning By-law.

Policy 4.4.3.9.5 of Town of Whitby Official Plan permits ADU’s within any single detached, semi-detached, townhouse dwelling, and/ other forms of ground related dwellings, as well as within accessory structures thereto, in all land use designations that permit residential uses. On lands outside of the Urban Area, a maximum of one ADU may be permitted within a principal dwelling or within an accessory building on the same lot.

4.2 Zoning By-law

The subject land is currently zoned Agricultural within Zoning By-law No. 1784 (refer to Attachment #5). The Town wide ADU By-law No. 8141-24 was passed on December 16, 2024. The effect of the zoning change permits up to three (3) ADU's on parcels of residential urban land, within single detached, semi-detached, linked and townhouse dwelling units, whereby one of the three permitted ADU's may be situated in an accessory structure. In addition, where lands are situated outside of the urban area and are not impeded by sensitive environmental features, up to one ADU may be permitted within a residential dwelling or within an accessory structure.

In accordance with By-law 8141-24, where an ADU is located within an accessory structure, the maximum Gross Floor Area shall not exceed 75.0 square metres and this use shall be located within a rear or side yard.

The gross floor area of the original structure proposed as an ADU is approximately 142.9 square metres and it is situated in the front yard. As such, an amendment to the By-law is required in order to permit the proposed use.

4.3 Conclusion

The applicant has submitted a Zoning By-law Amendment Application to use the existing single detached dwelling as an ADU. The rezoning amendment is to increase the maximum size of the ADU from 75 square metres to 142.88 square metres and to permit an ADU in an accessory structure in the front yard.

The proposed rezoning amendment conforms and is consistent with the Town of Whitby Official Plan which allows for one ADU outside of the urban area. The proposed Zoning By-law Amendment also maintains the general intent of the Town wide Zoning By-law 8141-24.

The commenting departments and external agencies have indicated support for or no objection to the proposed rezoning amendment. Therefore, it is recommended that Council approve the rezoning amendment.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

A Statutory Public Meeting was held on June 16, 2025, in accordance with the Town of Whitby Official Plan and the Planning Act. This meeting provided the public and interested persons and agencies an opportunity to comment on the Zoning By-law Amendment application.

The meeting minutes are included in Attachment #6. The applicant Mario Palumbo attended the meeting to answer any questions from the public. There were no submissions or comments from the public.

7. Input from Departments/Sources:

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

- Whitby Financial Services;
- Whitby Fire and Emergency Services;
- Whitby Engineering Services;
- Durham Region Planning and Economic Development Department; and,
- Central Lake Ontario Conservation Authority (CLOCA).

Refer to Attachment #7 for detailed comments.

8. Strategic Priorities:

The recommendations contained in the staff report will support Strategic Pillar 1 in the Community Strategic Plan to provide increased diversity in housing.

This report is in a fully accessible format, which addresses the Town's strategic priority on diversity of housing approvals.

9. Attachments:

Attachment #1 Location Sketch

Attachment #2 Aerial Context Map

Attachment #3 Proponent's Proposed Concept

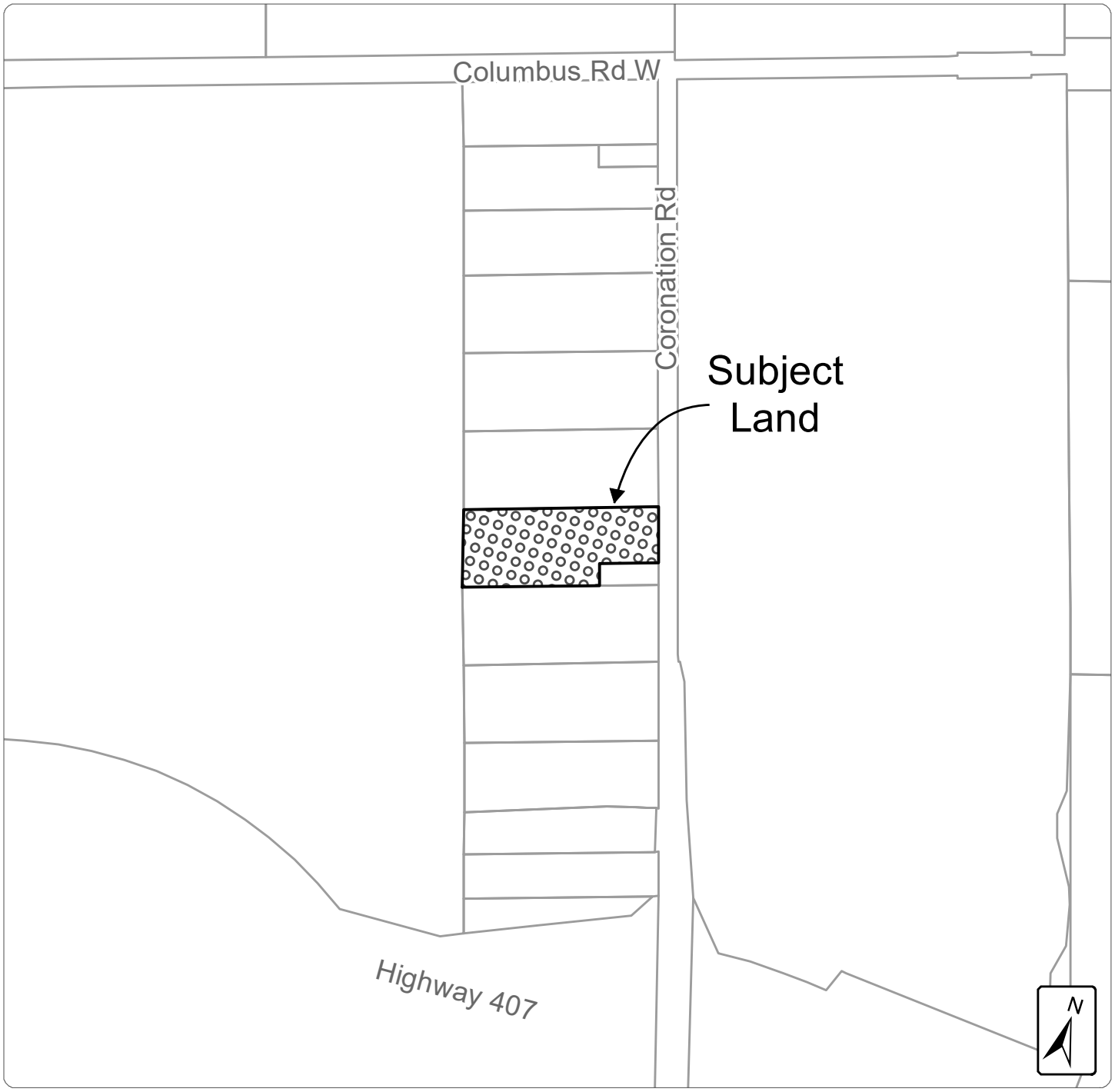
Attachment #4 Excerpt from the Town of Whitby Official Plan – Schedule 'A'

Attachment #5 Excerpt from Zoning By-law No. 1784

Attachment #6 June 16, 2025, Public Meeting Minutes

Attachment #7 Agency and Stakeholder Detailed Comments

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

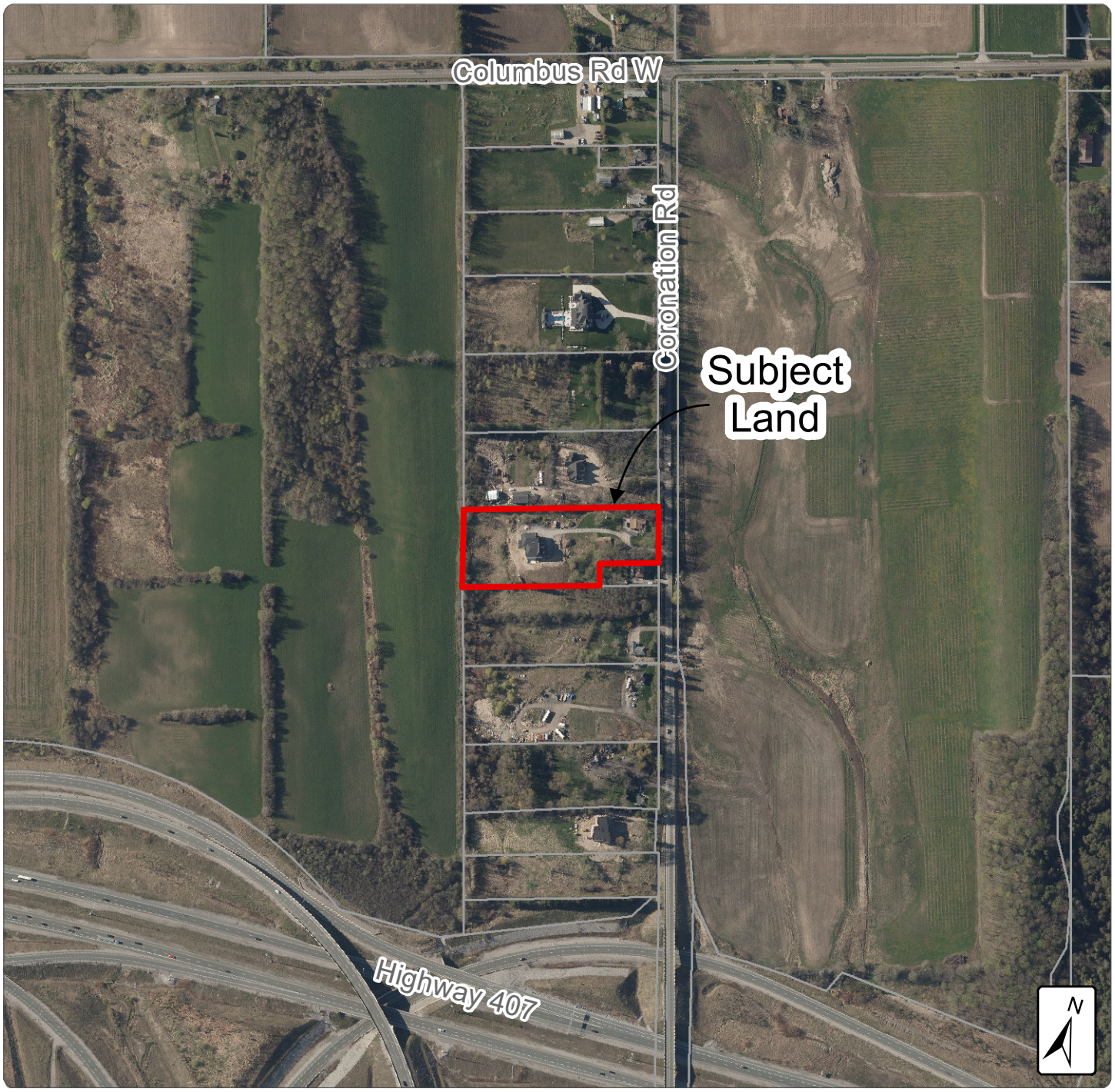
Proponent:	File Number:	Date:
Mario/Teresa Palumbo	DEV-25-25 (Z-14-25)	September 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

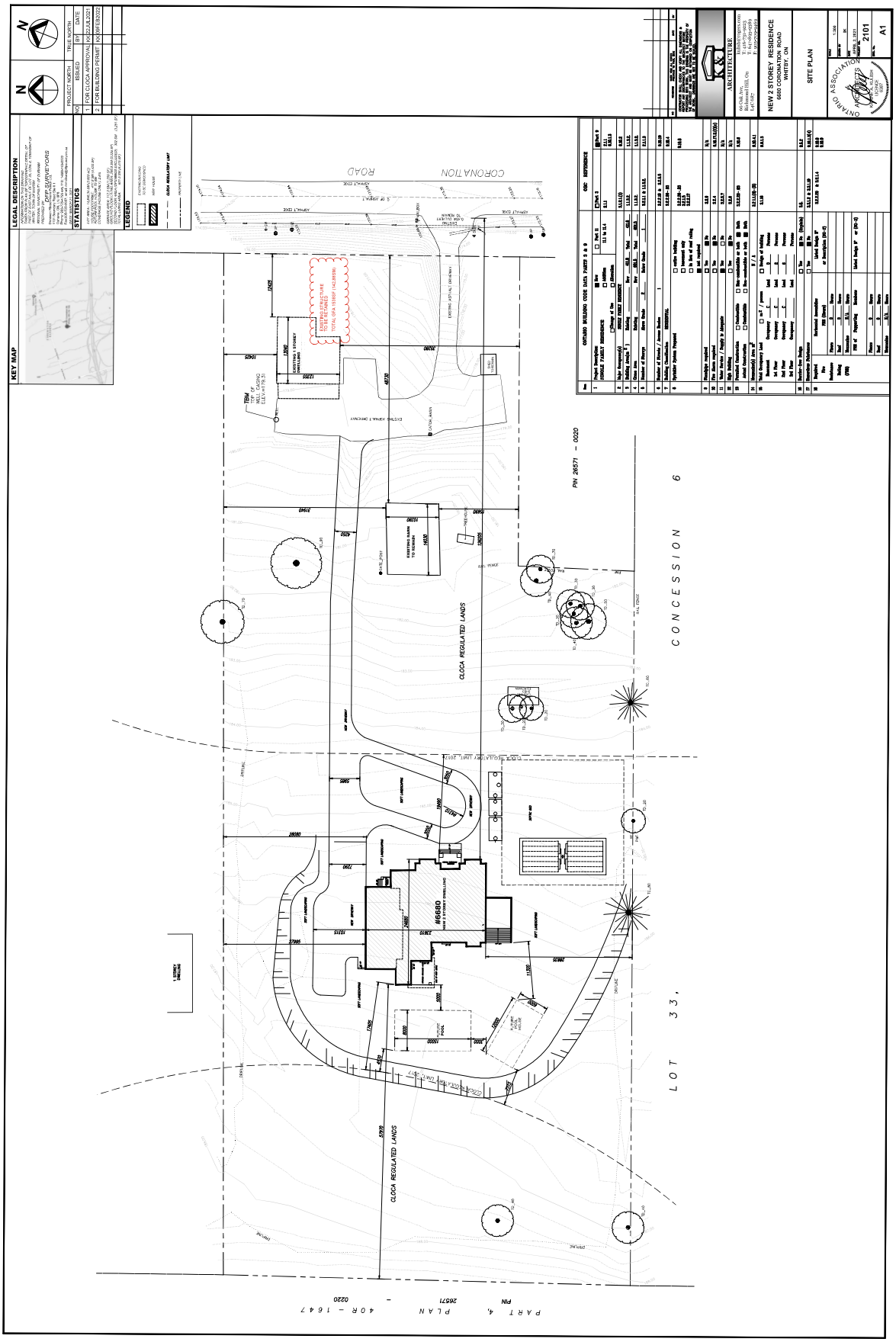
Proponent:	File Number:	Date:
Mario/Teresa Palumbo	DEV-25-25 (Z-14-25)	September 2025

External Data Sources:
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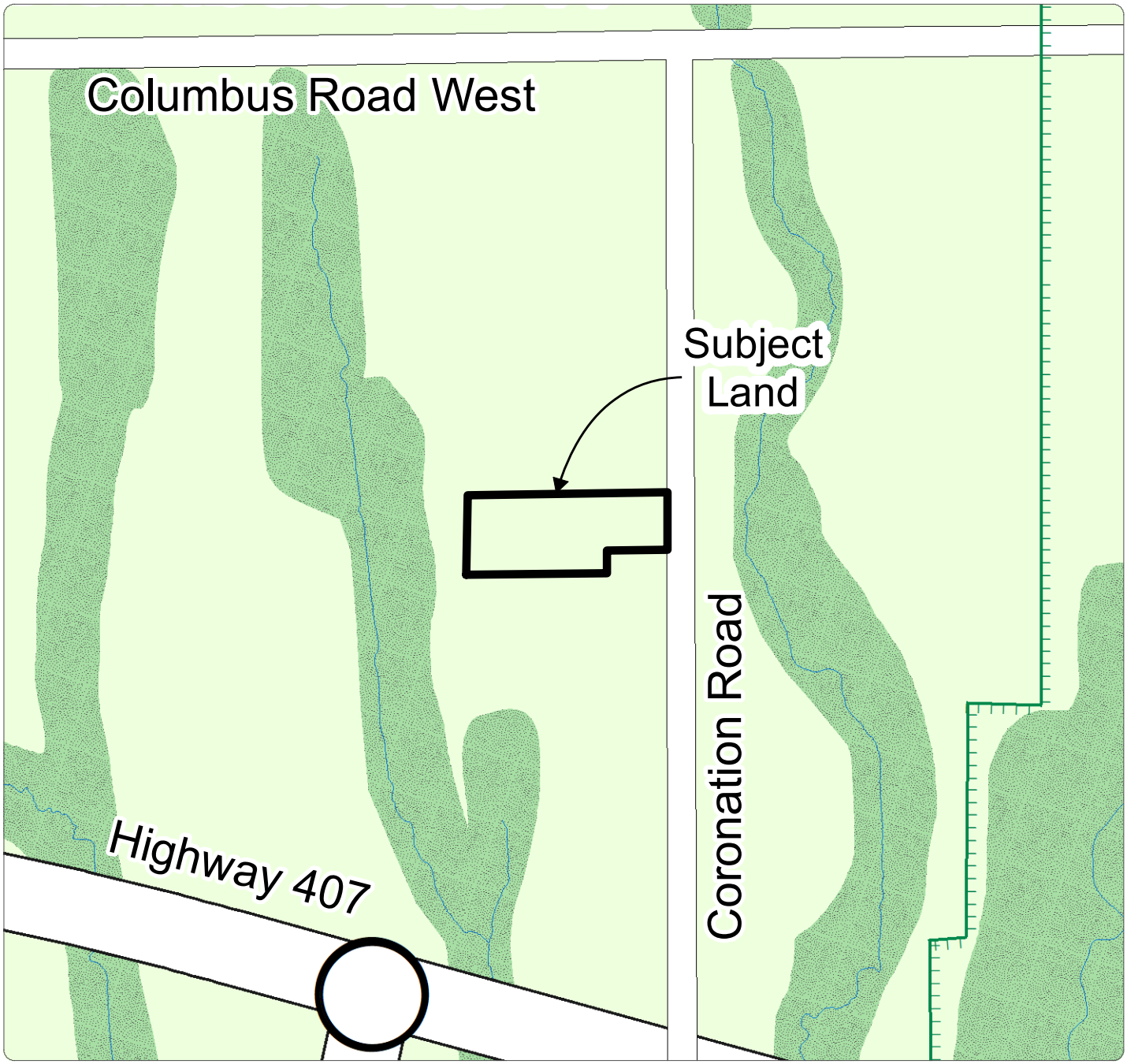
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Attachment #3
Proponent's Proposed Concept Plan



Attachment #4
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

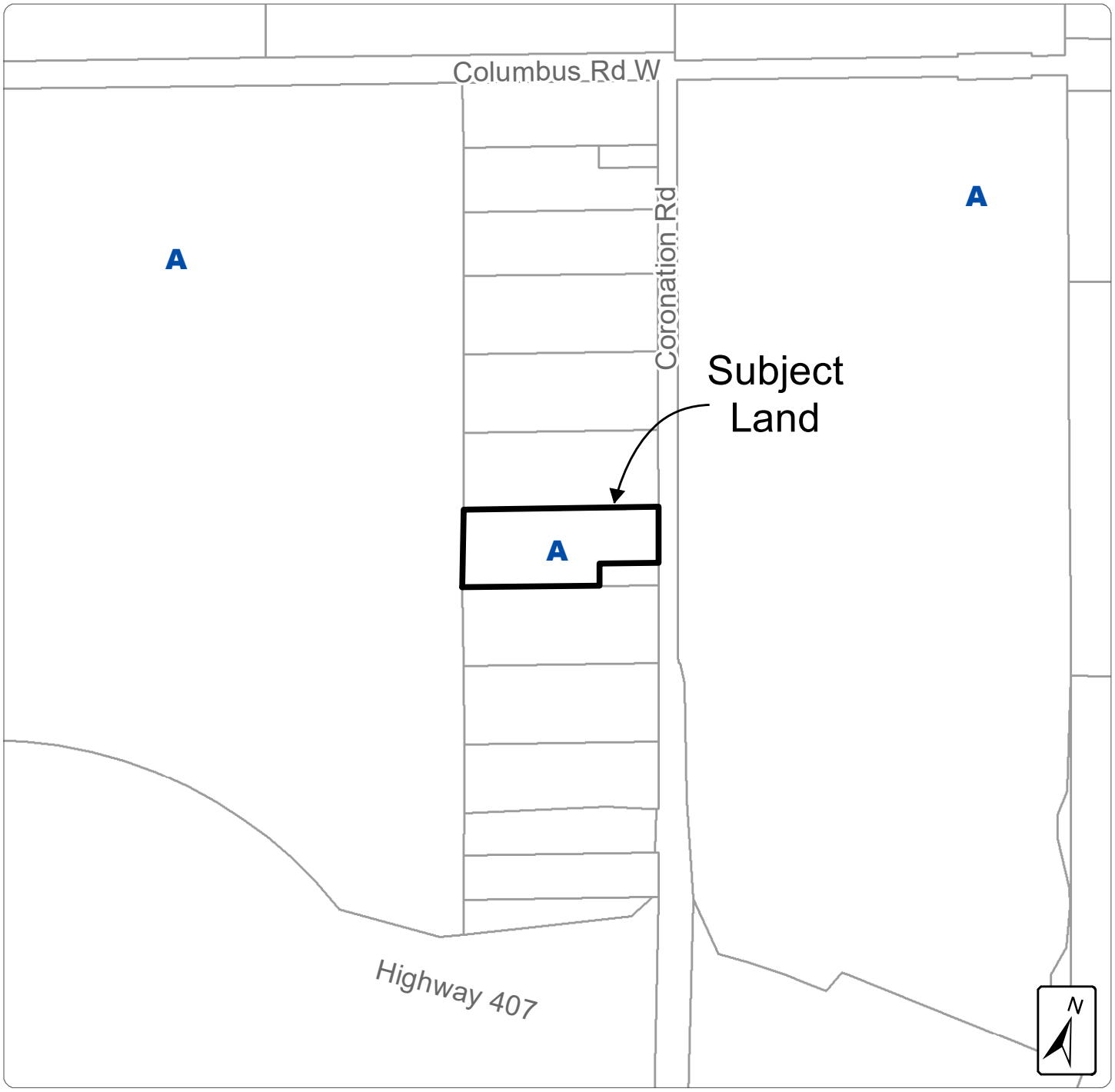
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Metres

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 Zoning By-Law 1784



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
Mario/Teresa Palumbo	DEV-25-25 (Z-14-25)	September 2025

External Data Sources:
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Attachment #6

Public Meeting Minutes – June 16th, 2025

DEV-25-25 (Z-14-25)

Monday June 16th, 2025, Public Meeting

Jeffrey Takeuchi, Planner I, Development, provided a PowerPoint presentation which included an overview of the application.

Mario Palumbo, Owner, advised that he was available to answer questions.

The Chair indicated that comments would now be received by members of the public.

There were no submissions from the public.

Attachment #7

Internal and External Agency Comments

DEV-25-25 (Z-14-25)

Whitby Engineering Services

Engineering Services does not object to the proposed Zoning By-Law Amendment.

Note: A Grading, Servicing, and Drainage Permit (GSDP) shall not be required for this development. It is assumed that the development was constructed as per the approved Grading Plan dated January 2023.

Whitby Fire and Emergency Services

Signage shall be installed to make it clear to emergency responders' location and address of ADU.

Whitby Financial Services

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 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.

Region of Durham Planning and Economic Development

The Region of Durham has completed its review of the above-noted application and offers the following comments with regards to Regional servicing and Transit.

The subject site is located on the west side of Coronation Road, between Columbus Road West to the north and Highway 407 to the south.

The subject site is currently zoned Agricultural (A) in the Town of Whitby Zoning By-law No. 1784. The maximum ground floor area for an Additional Dwelling Unit (ADU) is 75sqm. The proposed Zoning By-law Amendment application is required to permit an increase to the maximum size of the detached ADU from 75 sqm to 142.88 sqm.

Private Servicing

The subject site is located outside of the Whitby Urban Area Boundary with no municipal water supply and sanitary sewer services available to the property.

The Regional Health Department has reviewed the application and has no objection to the proposal.

Transit

The Region has reviewed the proposed application from a transit perspective, and we have no comment.

The proposed application will permit an increase to the maximum size of the detached ADU from 75 sqm to 142.88 sqm. The proposed application supports new housing opportunities and compact built form. We have no objection to the proposed application.

Central Lake Ontario Conservation Authority (CLOCA)

CLOCA staff have no comments about this Planning Act application.

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: Temporary Use Zoning By-law Amendment Application, 1320 Brawley Road West and 8100, 8200, 8300 Coronation Road. File No. DEV-30-25 (Z-16-25)

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **PDP 50-25**

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

J. Takeuchi, Planner I, 905-444-2807

1. Recommendation:

1. **That Council approve an amendment to Zoning By-law 1784 for a temporary use (Z-16-25) as outlined in Planning Report PDP 50-25; and,**

2. **That the amending by-law be brought forward for Council's consideration.**

2. Highlights:

- An application for a temporary use Zoning By-law Amendment has been submitted by Rita Shepard and Durwin Oram for land municipally known as 1320 Brawley Road West and 8100, 8200, 8300 Coronation Road.

- The proposal is to amend Zoning By-law 1784 to permit a Seasonal Outdoor Commercial Event (Halloween Haunt Walk) on the subject land for a three (3) year period through a temporary use By-law.

3. Background:

3.1. Site and Description

The subject land is located on the north side of Brawley Road West, west of the Coronation Road unopened road allowance (refer to Attachment #1). The subject property is municipally known as 1320 Brawley Road West and 8100, 8200, 8300 Coronation Road and is approximately 16.33 hectares (40.34 acres) in size.

The surrounding land uses include:

- Agriculture to the north, east and west; and
- A golf course to the south (refer to Attachment #2).

3.2. Application and Proposed Development

A Temporary Zoning By-law Amendment Application has been submitted by Rita Shepard and Durwin Oram to permit a Seasonal Outdoor Commercial Event (Halloween Walk) from October 1st to November 3rd for a three (3) year period.

The Halloween Walk is proposed to be held on all four (4) properties, which will include a limestone pathway. Along the pathway will include Halloween decorations with scare actors to entertain visitors and Halloween scenes and displays to provide ambiance. Parking is proposed to be provided at 8200 and 8300 Coronation Road with two (2) accessible parking spots.

The applicant is proposing to have assigned staff to manage traffic flow and ensure that no guests park on Coronation Road and Brawley Road West. This will allow for the emergency access route to be available at all times.

The applicant is looking to legalize an event that has grown over the years.

3.3. Documents Submitted in Support

A proposed Sketch and Fire Evacuation Plan was submitted in support of the application (refer to Attachment #3).

4. Discussion:

4.1. Whitby Official Plan

The subject land is designated “Major Open Space” and “Agricultural” on Schedule A – Land Use of the Town of Whitby Official Plan (refer to Attachment #4).

The subject land is also located within the Natural Heritage System (NHS) and Greenbelt Boundary, with portions of the site located within Natural Hazard lands as identified in Schedule ‘C’ of the Town of Whitby Official Plan (refer to Attachment #5). Development is not permitted within the NHS and should not encroach onto the Natural Hazards.

On-farm diversified uses are permitted on lands designated as Major Open Space in accordance with the relevant provisions of Section 4.10. In addition, the establishment of major recreational uses, commercial kennels, small-scale landscape industry uses, and non-farm related home industries may be considered subject to the provisions of Sections 4.9.3.10 to 4.9.3.17, as applicable, and the relevant policies of the Durham Regional Official Plan (4.9.3.5)

Permitted uses in areas designated as Agricultural on Schedule "A" are agricultural uses, agriculture-related uses, and on-farm diversified uses. In the Agricultural designation, all types, sizes, and intensities of agricultural uses and normal farm practices are permitted (4.10.3.2).

A Seasonal Outdoor Commercial Event use is not permitted in either the Major Open Space or Agricultural designations. However, as outlined within Section 10.1.9.1 of the Town's Official Plan, Council may pass a by-law to permit the temporary use of land(s), building(s), or structure(s), for any purpose which is otherwise prohibited by the Zoning By-law, without an amendment to this Plan for a period of up to three years.

Upon the expiry of the time period authorized by the Temporary Use By-law, the use of land, buildings, or structures that were permitted under such By-law shall cease to exist and cannot be considered as non-conforming uses (10.1.9.6).

Further, Section 10.1.9.3 of the Official Plan states that Council may pass a temporary use by-law subject to Council being satisfied that:

a) The site can adequately accommodate the proposed use, considering such matters as site layout, parking, traffic circulation, access, landscaping, and servicing;

b) The use will be compatible with, and note adversely affect, any surrounding land uses, roads, or the natural environment that currently exists;

c) The use will not prejudice the future development or redevelopment of the subject lands and the surrounding areas as set out in this Plan; and,

d) No new building or expansion of existing buildings, except for temporary moveable structures shall be permitted.

The proposal to include a Seasonal Outdoor Commercial Event adequately addresses the above criteria.

The applicant will be required to have traffic controllers to direct traffic into the Seasonal Outdoor Commercial Event.

4.2. Zoning By-law

The subject land is currently zoned Agricultural (A) within Zoning By-law No. 1784 (refer to Attachment #6). The Agricultural Zone does not permit the use of Seasonal Outdoor Commercial Events. Therefore, a successful Temporary Use Zoning By-law Amendment is required to permit the proposed use for a period of up to three years, in accordance with Section 10.1.9.1 of the Official Plan.

4.3. Use of the Unopened Coronation Road Allowance

The Town permitted the use of the unopened Coronation Road Allowance, north of Brawley Road to provide the applicant with an alternative road access to their properties owned north of Brawley Road, as well as the temporary use of the roadway to access the 2024 Halloween Event.

The use of the access was subject to the owner providing the Town with coverage for the use of the unopened road allowance and ensuring that no vehicles would be parked within the unopened road allowance. The use of the road was granted through the authority delegated to the Commissioners of Financial Services/Treasurer and Legal and Enforcement Services/Town Solicitor by Council Resolution #205-16 (See Policy G020). Should Council approve the Zoning By-law amendment subject to this Report, the Commissioners of Financial Services/Treasurer and Legal and Enforcement Services/Town Solicitor will subsequently extend permissions to continue the use of the unopened road allowance.

4.4. Condition

The Town will require the applicant to retain traffic personnel to manage traffic flow, parking, and direct guests to enter and exit the event for all events permitted under the proposed temporary use zoning.

5. Financial Considerations:

Not applicable.

6. Communication and Public Engagement:

A Statutory Public Meeting was held on September 9, 2025, in accordance with the Town of Whitby Official Plan and the Planning Act. This meeting provided public and interested persons an opportunity to comment on the Temporary Use Zoning By-law Amendment application.

The meeting minutes are included in Attachment #7. One member of the public spoke at the Public Meeting expressing concern with parking along Brawley Road West last year causing difficulties entering his property. The applicant has spoken to complainant to resolve the concern.

The Planning Department received a second submission expressing concern about last year’s Halloween Walk event related to noise (i.e. screams and air

honking); buildings and tents used conforming to the Ontario Building Code; and traffic.

The applicant has advised staff that they will address these concerns by having trained traffic controllers stationed at Coronation Road, which will allow cars to properly enter and exit the site. The trained staff will not allow parking along Brawley Road West and Coronation Road during this event.

From a noise perspective, the applicant will not use air horns and will ensure that the event is kept within reasonable noise limits. The applicant has provided information to confirm that they have fire safety, emergency access and operational safety procedures in place. The tents used during the event will have Ontario Building Code permits. The Halloween Haunt operates only 15 days per year (Friday, Saturday and Sunday), totalling 11 hours each weekend and will shut down at 11pm each night.

7. Input from Departments/Sources:

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

- Durham Region Planning and Economic Development Department;
- Central Lake Ontario Conservation Authority;
- Whitby Engineering Services;
- Whitby Financial Services; and,
- Whitby Fire and Emergency Service.

Refer to Attachment #8 for detailed comments.

8. Strategic Priorities:

The recommendations contained in the staff report will support Strategic Pillar 1 in the Community Strategic Plan to enhance community-based events within the Town of Whitby.

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 Concept Plan

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

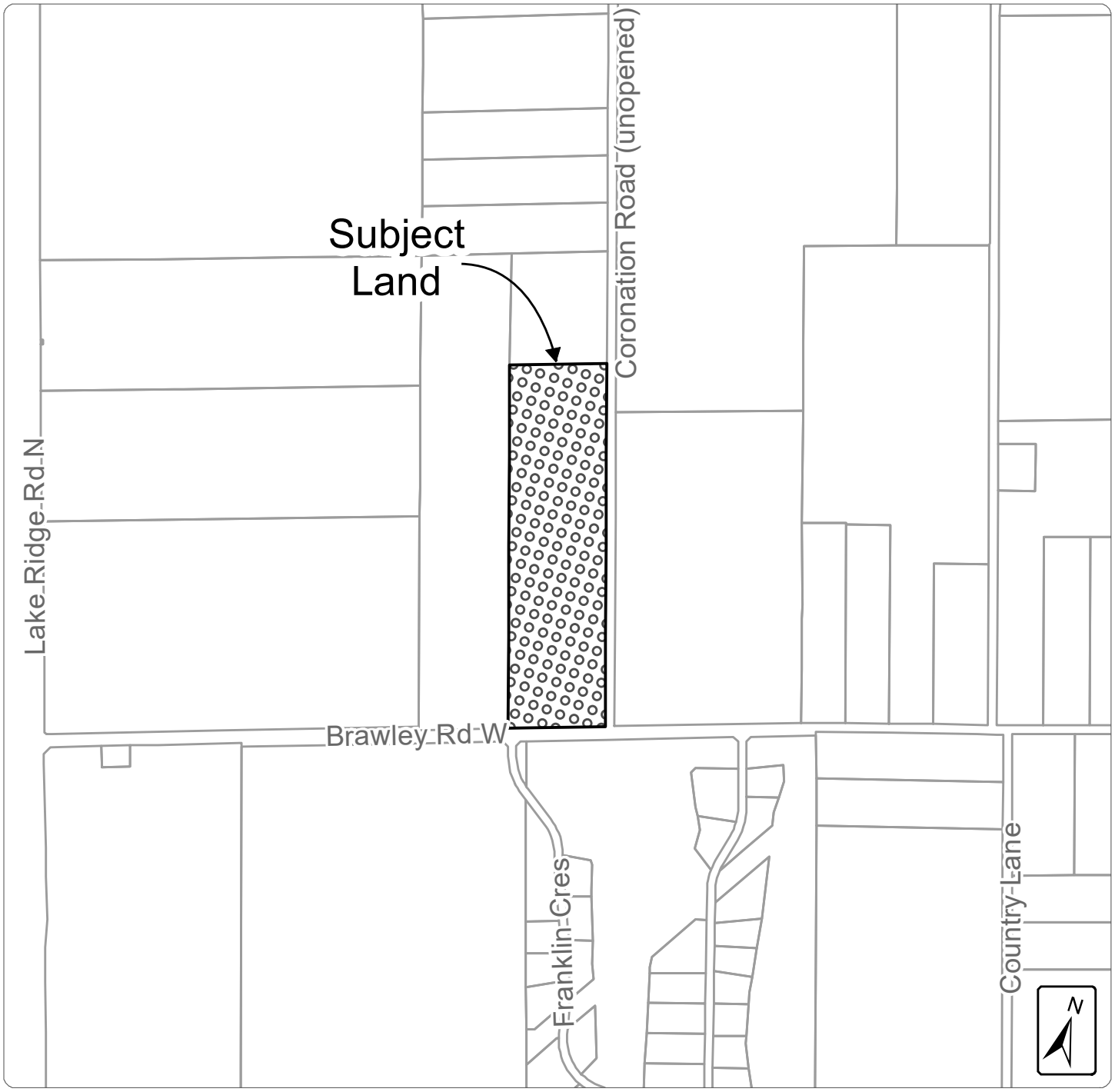
Attachment #5 – Excerpt from the Town of Whitby Official Plan Schedule C

Attachment #6 – Excerpt from Zoning By-law No. 1784

Attachment #7 – Public Meeting Minutes

Attachment #8 – Agency and Stakeholder Detailed Comments

Attachment #1
Location Sketch



Town of Whitby Planning and Development Department

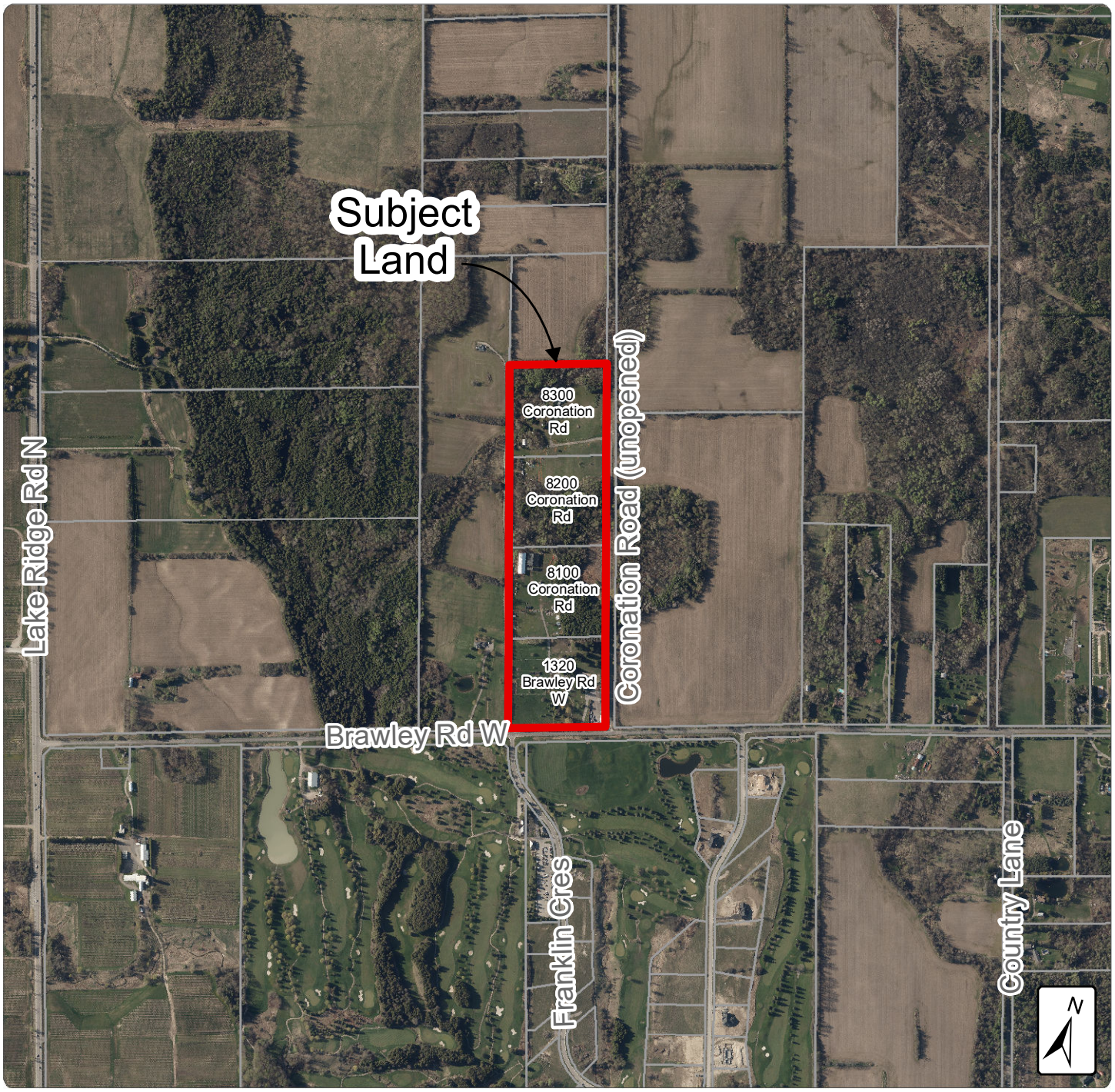
Proponent:	File Number:	Date:
Rita Shepard and Durwin Oram	DEV-30-25 (Z-16-25)	September 2025

External Data Sources:
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Attachment #2
Aerial Context Map



Town of Whitby Planning and Development Department

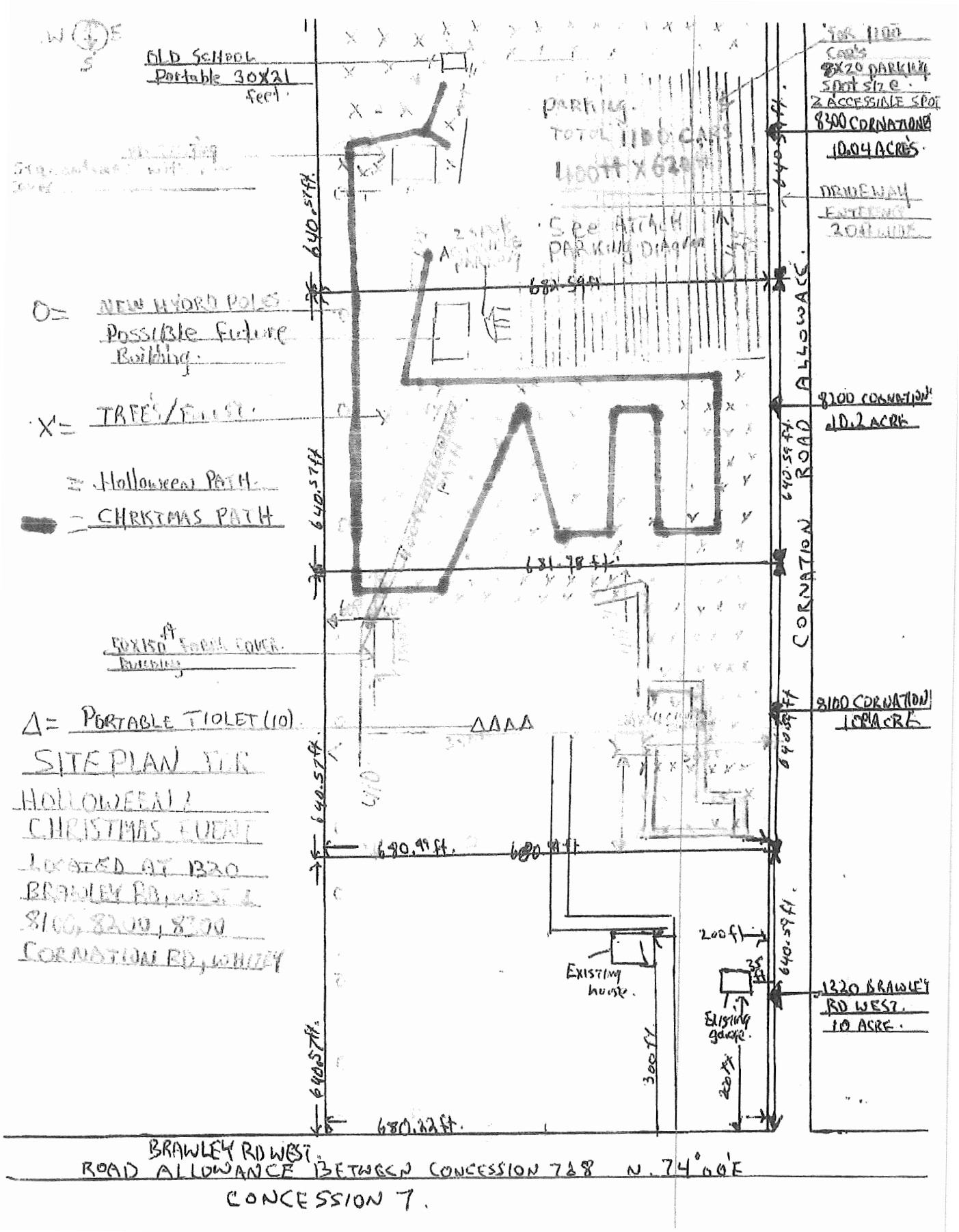
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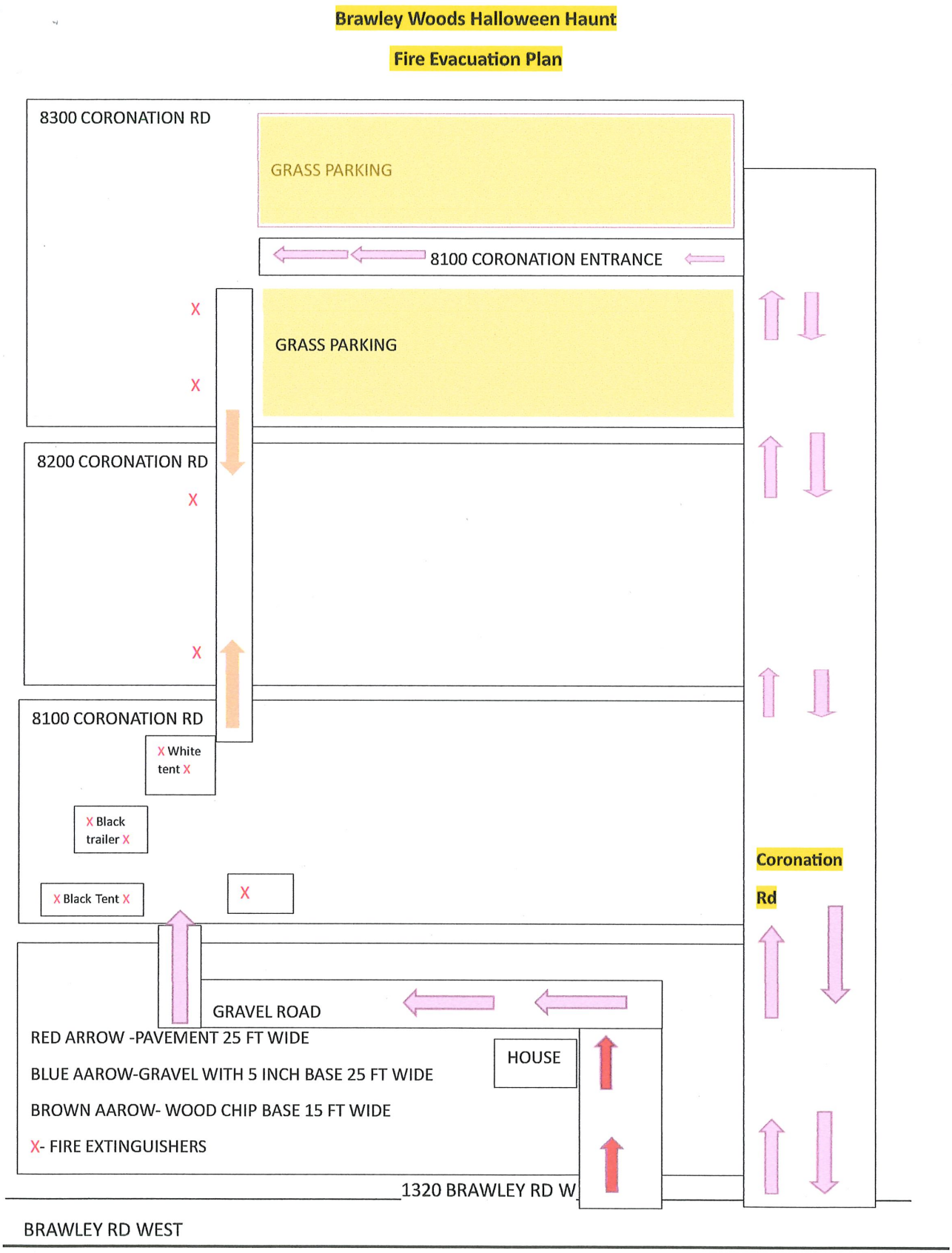
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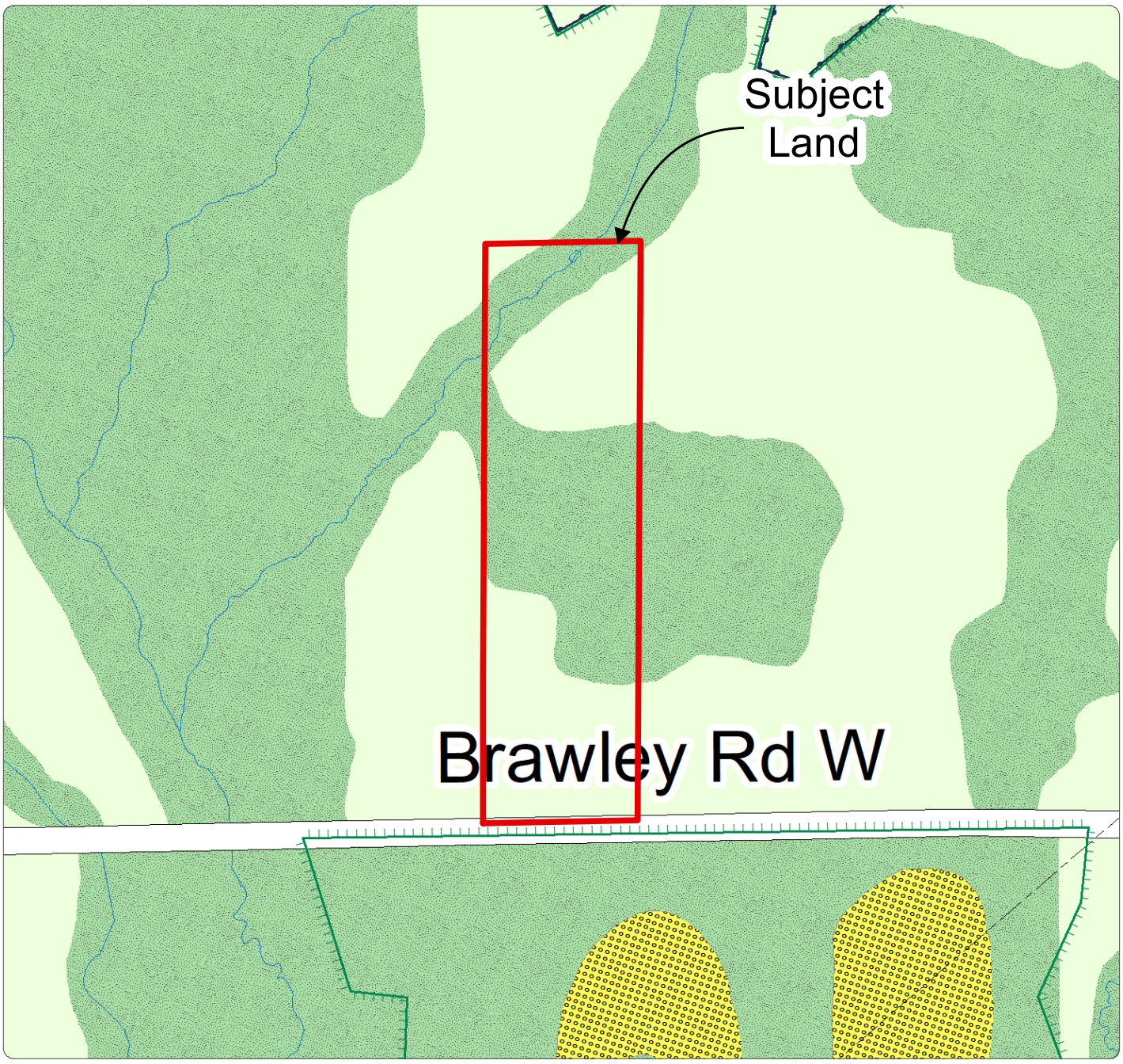
Attachment #3
Proponent's Proposed Concept Plan



Attachment #3
Proponent's Proposed Concept Plan



Attachment #4
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

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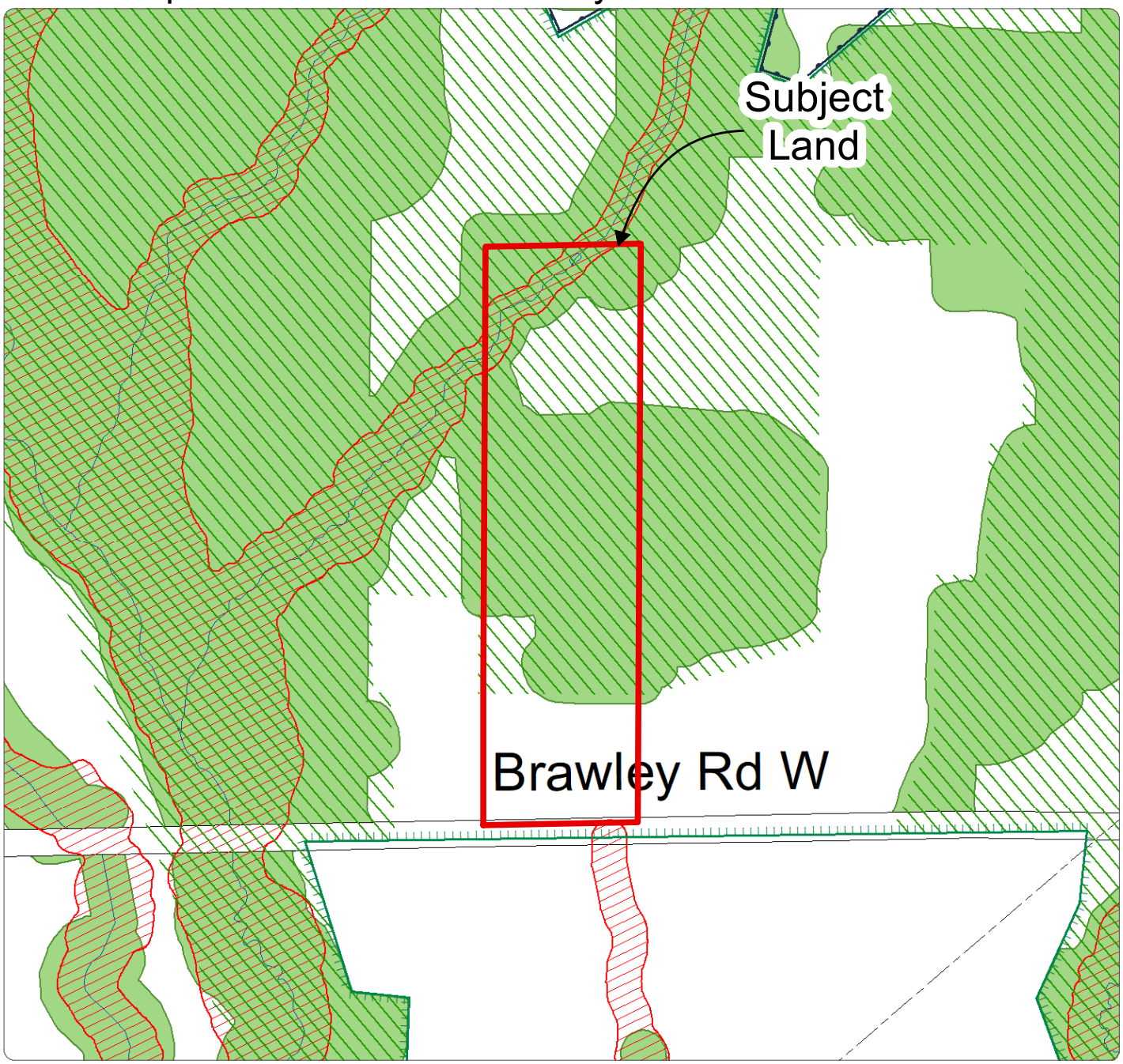
Metres

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Attachment #5

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



Legend

- Former Waste Disposal Site
- D12 (Deferred by Region of Durham)
- 1 km Lake Ontario Shoreline Limit
- Greenbelt Protected Countryside Boundary
- Municipal Boundary
- Southern Boundary of Oak Ridges Moraine
- Former Lake Iroquois Beach
- Natural Heritage System
- Greenbelt Natural Heritage System
- Natural Hazards

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

Official Plan - Town of Whitby

Excerpt from Schedule 'C' Environmental Management

Schedule **C**

N

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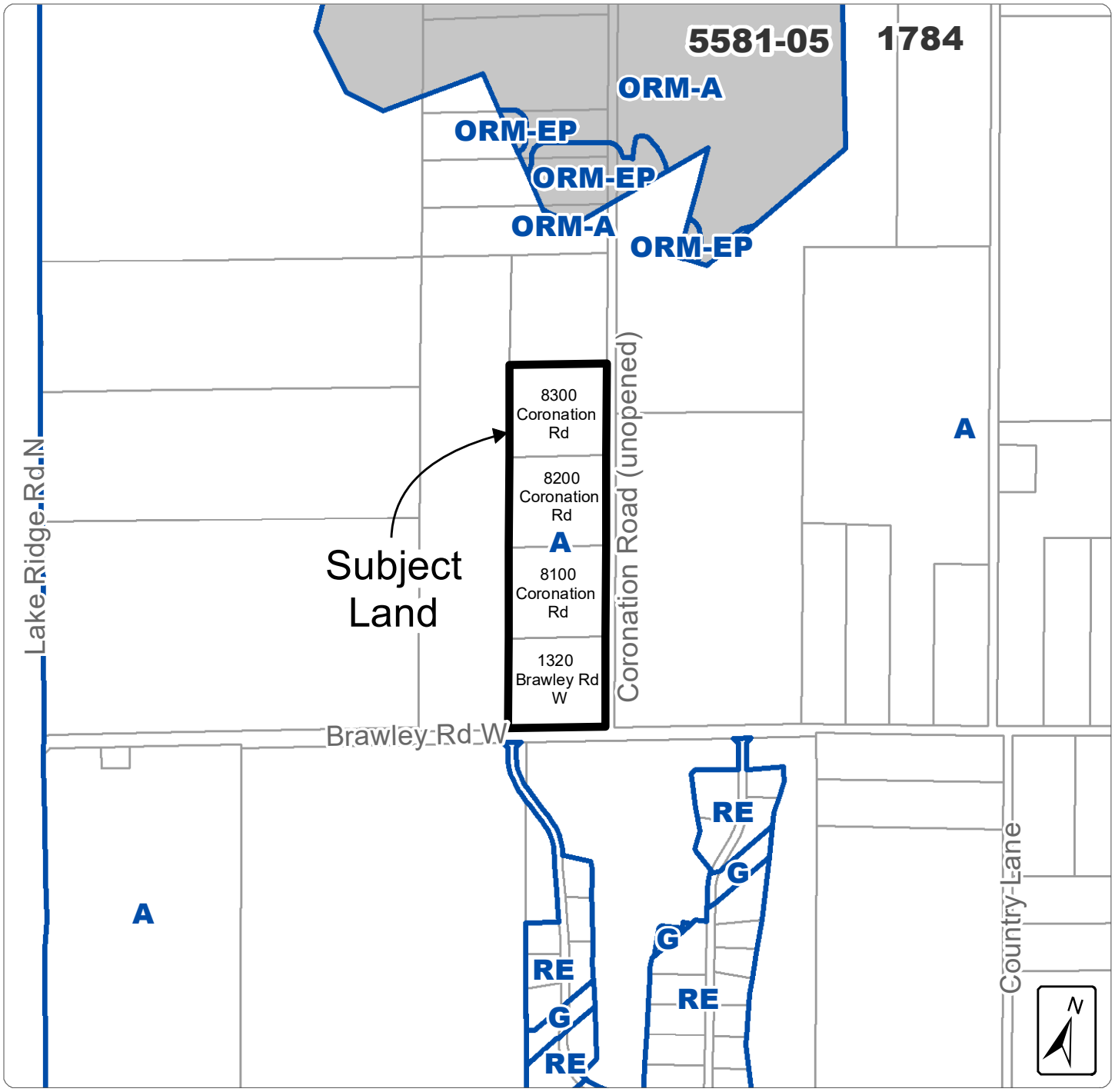
Metres

Whitby

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Attachment #6
Excerpt from Zoning By-Law 1784



Town of Whitby Planning and Development Department

Proponent:	File Number:	Date:
Rita Shepard and Durwin Oram	DEV-30-25 (Z-16-25)	September 2025

External Data Sources:
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Attachment #7

Public Meeting Minutes – September 9th, 2025

DEV-30-25 (Z-16-25)

Monday September 9th, 2025, Public Meeting

Jeffrey Takeuchi, Planner I, Development, provided a PowerPoint presentation which included an overview of the application.

Rita Shepard and Durwin Oram, Owner, provided detailed information about the application. Ms. Sheppard highlighted that the Halloween Haunt is a tradition that defines the Whitby community and attracts many people from outside the Town. They further expressed that the Halloween Haunt is more than an attraction event it is a Whitby Tradition and deserves to stay.

The Chair indicated that comments would now be received by members of the public.

John Ordanis, Resident, stated that he has no objection to the Halloween Haunt. However, he indicated last year that there was an issue with people parking along Brawley Road West. He has expressed difficulty entering his own property.

There were no further submissions from the public.

Attachment #8

Internal and External Agency Comments

DEV-30-25 (Z-16-25)

Durham Region
The Region of Durham has completed its review of the above-noted application and offers the following comments with regards to Private Servicing.

The subject lands are located on the north side of Brawley Road and consists of agricultural properties: 1320 Brawley Road and 8100, 8200, 8300 Coronation Road.

The applicant is proposing a temporary Halloween Event for the period between October 1st to November 3rd on the subject lands. The subject lands are currently zoned Agricultural (A) within Zoning By-law 1784, which does not permit the proposed use. The purpose of the proposed Zoning By-law Amendment application is to amend the Town of Whitby Zoning By-law No. 1784 to permit a temporary Halloween Event on the subject lands between October 1st to November 3rd.

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.

Private Servicing
The subject lands are located outside of the Whitby Urban Area where no municipal water and sanitary sewers are available.

The Regional Health Department has no objection to the proposed application as the Coordinator will be providing portable toilets to service the proposed temporary use. However, please note the following:

If food or personal services are offered to the public for this special event, we require applications to be submitted as part of our approval process.

Events/markets must comply with the current Requirements for Community Special Events, the Food Premises Regulation 493/17, under the Health Protection and Promotion Act, R.S.O., 1990 as amended, Part 8 of the Building Code, under the Building Code Act, R.S.O., 1992, Smoke-Free Ontario Act, 2017, Durham Smoke and Vape By-Law, and all other applicable legislation and by-laws. The coordinator of this event is required to complete an application at least **45 days prior** the event.

Community Special Events and Farmers' Markets Event Coordinator/Organizer Application Form:
https://forms.durham.ca/Health/Special-Events-and-Farmers-Markets-Coordinators

The food and personal services vendors are required to submit applications at least 30 days prior to the event.

Community Special Events and Farmers' Markets Vendor Application Form:
https://forms.durham.ca/Health/Special-Events-and-Farmers-Markets-Vendor Personal Service Settings Vendor Application Form link:

Completed applications must be sent to ehl@durham.ca

Please see our "Community Special Events Requirements" for your reference:
https://www.durham.ca/en/health-and-wellness/resources/Documents/PublicHealthInspectionsandInvestigations/DUHEV-590-Req-Community-Special-Events.pdf

Feel free to contact Carol Latendresse at Carol.Latendresse@Durham.ca or (905) 668-4113 ext. 4648 for any questions regarding our special event process.

Conclusion
The proposed application would permit a temporary Halloween Event on the subject lands. The Region has no objection to the proposed application subject to the applicant satisfying all the applicable Regional Health Department's requirements as noted above.
Please contact me at Vannitha.Chanthavong@Durham.ca or at (905) 668-4113, ext. 2543 if you have any questions regarding our comments.

Central Lake Ontario Conservation Authority
We have no comments on the application.

Whitby Engineering Department
Please note the following comments of Engineering Services regarding the above noted application. Please provide a copy of this Memorandum to the Applicant. The following materials submitted have been reviewed for the purpose of this application:

- Concept Plan prepared by Rita Shepard and Durwin Oram
- Brawley Woods - Excavation Plan
- Cover Letter prepared by Rita Shepard and Durwin Oram

The subject land is a 1.63-hectare site that is located within the Town's Zoning By-law 1784 area and is designated as Agricultural Zone (A). The purpose of the Temporary Use is to permit a Halloween Event and the construction of a Haunted Walk the current zoning (Agricultural "A") does not permit the proposed use.

Engineering Services does not object to the proposed Zoning By-Law Amendment.

Informational Comments

1. The Applicant shall provide a letter report outlining the anticipated event operations, including site access, circulation, and parking management.
2. The Applicant shall provide detailed parking statistics with required and provided amounts.
3. Applicants are advised to conduct vehicle counts and keep records during events to better understand traffic impacts for future events.
4. As discussed at the meeting dated August 13, 2025, the Applicant referred to red/green lights at the access at Brawley Road. Illumination can not be such that it might be misunderstood by drivers as traffic signals. The Applicant cannot control traffic on the roadway (i.e. cannot stop vehicles on Brawley Road).

This concludes the comments of Engineering Services for Zoning By-Law Amendment Application Z-16-25.

Whitby Finance Department
There are no applicable CILP or DCs related to this application.

Whitby Fire Department
Please find the attached approved fire safety plan. Please provide comments to applicant (resubmission of FSP not required for these items):

- Site manager or delegate to meet emergency responders and escort / provide information if 911 is called.
- Flashlights to be provided to fire watch

In addition, the following applies:

1. OBC permits shall be obtained for applicable tents to ensure acceptable means of egress, clearances from flammable materials, flame resistance, and suitable fire extinguishers.
2. Access shall be provided and maintained to all tents for the purpose of firefighting.
3. Combustible materials (such has hay, straw, shavings) shall not be contained within a tent.
4. Smoking or cooking operations shall not take place beneath a tent.

5. Structures on the premises are not to be used in association with this event unless approved for use as an Assembly Occupancy.

Memorandum to Council

Strategic Initiatives

Sustainability & Climate Change

To: Mayor and Members of Council

CC: Sarah Klein, Deputy CAO

From: Sarah Shields, Project Manager, Sustainability and Climate Change

Date: September 15, 2025

File #: Text

Subject: Enhancements to the Durham Greener Homes Program

Acknowledged by M. Gaskell, Chief Administrative Officer

Background

The Durham Greener Homes program was introduced in 2022 and aims to stimulate energy retrofits and reduce Greenhouse Gas (GHG) emissions in existing residential buildings, encouraging homeowners to improve energy efficiency through upgrades such as insulation, windows, and heating systems. The program is led by Durham Region and is delivered by a non-profit program administrator, Windfall Ecology Centre. The program offers free energy coaching, access to preferred lending through credit partners, helps navigate available incentives, and direct incentives of up to $5,000 through a grant Durham Region received from Federation of Canadian Municipalities (FCM). Since 2022, 603 homes in Whitby have enrolled in the Durham Greener Homes Program, with close to 50 homeowners completing their home energy retrofits. In 2024, the Town introduced an additional $5,000 top-up through the Housing Accelerator Fund, bringing the total incentive up to $10,000 for Whitby residents. So far, 13 Whitby residents have taken advantage of the additional incentive available which is available until June 30, 2026.

Updates and Expansion

On April 23, 2025, Regional Council endorsed enhancements to the Durham Greener Homes Program (Report #2025-COW-17). The enhancements included the launch of “weather-ready” assessment services and the introduction of a direct municipality-to-homeowner loan financing program led by the Region, using the Local Improvement Charge (LIC) mechanism.

Weather-Ready Assessment Services

The “weather-ready” assessment services will support home and landscape improvements that reduce the impacts and potential costs associated with extreme weather events (i.e. flooding, extreme heat and wind) on homes through expert advice, program funding supports, industry training, and community engagement. Home and landscape improvements may include measures like downspout redirection and disconnection, installation of rain barrels, rain gardens, soakaway pits, certified sustainable landscape designs, and permeable pavement. Through this program, home assessments (either in-person or online) will be provided as the first step to help residents understand the improvements, they should be making to their homes to make them more resilient to the impacts of climate change.

The “weather-ready” services support the following two actions from the Town’s Climate Emergency Response Plan, Phase 1: Resilience:

- 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.

- 2.3.4 Provide guidelines and incentives for lot-level stormwater management including rain barrels, native species planting, and grass swales.

Windfall Ecology Centre has been retained by the Region to deliver the proposed weather-ready services through the existing Durham Greener Homes Program for a period of up to four years (April 2025-March 2029).

Regional Council have directed Region staff to prepare and submit a funding proposal through FCM’s Local Leadership for Climate Adaptation program Financing Adaptation Stream that will open in Fall 2025 to support the expansion of the Durham Greener Homes Program to include weather-ready components. This funding would support additional incentives for residents and industry, enhanced marketing and communications, and community education and engagement.

Direct Municipality-to-Homeowner Loan Financing Program

Local Improvement Charges (LICs) financing, also known as Property Assessed Clean Energy (PACE) financing are special voluntary temporary charges added to a property tax bill to pay for improvements that benefit the property owners. Enabled by the Municipal Act and O. Reg 586/06, the LIC program will provide homeowners with a voluntary loan to retrofit their properties to make them more efficient. The homeowner will repay the loan via a surcharge added to their property tax bill. The total cost of the program, including all associated administration costs and interest charges, will be included in the loan. The benefits of LIC program include low upfront costs for the owners and availability of long-term low-interest loans with an option to pay it back at any time. The loans are tied to the property and are also available to low-income homeowners.

In terms of scale, the Region is projecting 45-90 loans across Durham Region with an average of $20,000 to $40,000 per loan. Based on the number of households in Whitby, this translates to an estimated 9 to18 homes participating in the loan. The Region is working one-on-one with all local area municipal Treasurers, including Whitby, to:

- ensure there are no local municipal (property tax) system/technical limitations;
- design the administration process (including roles/responsibilities of the Region and locals related to payment default, calculation of late payment charges upon default, how the loan will be disclosed on property tax certificates);
- mitigate any risks; and,
- explore a potential administration fee to recover local municipal costs to administer the loan billing/statement and collection program on behalf of the Region.

In addition, this loan program is anticipated to increase participation in the Durham Greener Homes Program as it addresses one of the main barriers that residents have, which is the high upfront costs of home retrofits.

Next Steps

The Region has renegotiated the existing Grant and Loan Loss Reserve funding agreement with FCM through their Community Efficiency Financing (CEF) program to enable funds to be redirected to the loan program. The next step will be passing a bylaw at Regional Council that would authorize the loan to be used for this program.

The Region will start promotion of the “weather-ready” services to the existing Durham Greener Homes participants in the fall and will commence a larger media campaign in the spring of 2026 to also promote the new loan program.

Town of Whitby Sustainability staff recommend Council endorsement of the expansion of the Durham Greener Homes Program to include the weather ready assessment services and the direct municipality-to-homeowner loan financing program and that the Town provides a letter of support for the Region’s application for FCM funding.

Staff will continue to work with the Region to promote the existing services provided to residents through the Durham Greener Homes Program, provide input into the design of the loan administration process, and will work with Communications and Creative Services to notify residents of the new weather ready assessment services and the loan financing option once it is launched.

Town of Whitby
Staff Report

whitby.ca/CouncilCalendar

Report Title: 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards

Report to: Council

Date of meeting: April 14, 2025

Report Number: FS 03-25

Department(s) Responsible:

Financial Services Department

Submitted by:
Fuwing Wong, Commissioner, Financial Services/Treasurer x4314

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Erika Watson, Sr. Manager of Financial Planning, Deputy Treasurer, Financial Services 289-356-2659

Valerie Mayers-Griffith, Senior Financial Analyst, Financial Services

1. Recommendation:

That Report FS 03-25 regarding 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards be received for information.

2. Highlights:

- Attached in Appendices are summaries of the remuneration and expenses for the Mayor, Members of Council, and Council appointees to boards for the year 2024, including remuneration paid by the Town and recovered from the Region of Durham. All Regional remuneration for the Mayor and Regional Councillors is also reported separately by the Region of Durham along with the Region's direct reimbursement for eligible (Regional) business expenses.

3. Background:

The Municipal Act, S.O. 2001, c.25, Section 283 governs Council remuneration and reimbursement of expenses. Section 284 of the Municipal Act requires the

Treasurer to provide Council with a statement of remuneration and expenses that include the following:

(1) An itemized statement on remuneration and expenses paid in the previous year to:

(a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a Member of Council;

(b) each Member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and

(c) each person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

(2) The by-law(s) under which the remuneration or expenses were authorized to be paid.

Applicable By-laws and Council resolutions

- Mayor and Members of Council - By-law No. 6500-11, as amended by By-law No. 6576-12.
- Committee of Adjustment - By-law No. 8045-24.
- Municipal Licensing and Standards Committee Remuneration By-law No. 7893-22.
- Election Compliance Audit Committee - Council Resolution #36-22

In addition, Council Expense Policy G050 provides Members of Council with guidelines for eligible expenses incurred when fulfilling his or her duties.

4. Discussion:

Not Applicable.

5. Financial Considerations:

By-law No. 6500-11 (as amended by By-law No. 6576-12) outlines that annual remuneration increases for the Mayor and Councillors are based upon the average remuneration paid to the Mayors and Councillors, respectively, in other lakeshore urban communities in Durham region.

6. Communication and Public Engagement:

Not Applicable.

7. Input from Departments/Sources:

The Human Resources division provided remuneration details, including salary, statutory and other benefit costs for Members of Council (listed in Appendix A). In addition, expense reimbursement amounts for Members of Council were verified by the Office of Mayor and Council staff.

Remuneration for all Quasi-Judicial Committee Members (shown in Appendix B) was reviewed and confirmed by the respective staff liaison from the Office of the Town Clerk and Planning & Development.

Remuneration or expenses paid to or on behalf of Members of Council by external organizations, such as Elexicon Corporation and CLOCA, and reported to the Town in accordance with the Municipal Act are reported in Appendix C to this report.

8. Strategic Priorities:

Not Applicable.

9. Attachments:

Appendix A: Summary of Remuneration and Expenses Paid to Members of Council for 2024

Appendix B: Quasi-Judicial Committee Members

Appendix C: Remuneration for Directors of Elexicon Corporation and CLOCA

Appendix A to Staff Report FS 03-25

The Town of Whitby
Mayor and Councillors' Remuneration and Expenses for 2024

Name	Remuneration Town $	2023 Retro Remuneration Town[1] $	Statutory Benefits (CPP and EHT) $	Pension Costs (OMERS) $	Other Benefit Costs[2] $	Car Allowance $	Durham Region Remuneration[3] $	Corporate Conf/Seminars Education/ Meetings $	Office/ Administration $	Participation in Community Events $	Communication/ Advertising $
Mayor Elizabeth Roy	129,617	1,058	5,781	18,177	11,451	16,953	80,904	302	1,386	2,446	4,038
Councillor Rhonda Mulcahy	50,742	4,656	3,703	7,025	10,040	8,273	74,537	122	373	2,023	34
Councillor Chris Leahy	50,742	4,656	3,697	7,057	10,040	8,496	74,554	2,310	1,319	2,099	6,751
Councillor Steve Yamada[4]	50,742	4,656	3,734	7,128	10,040	9,911	74,703	-	938	2,515	9,542
Councillor Maleeha Shahid	50,742	4,656	3,523	6,181	10,040	8,336	74,064	1,013	492	3,931	2,446
Councillor Steve Lee	50,742	4,656	5,498	7,025	10,040	8,273	-	2,614	929	3,582	604
Councillor Matt Cardwell	50,742	4,656	4,903	6,181	10,040	8,273	-	3,065	393	1,666	34
Councillor Niki Lundquist[5]	50,742	4,656	5,516	7,160	10,261	8,924	-	880	480	811	34
Councillor Victoria Bozinovski	50,742	4,656	4,903	6,181	3,762	8,273	-	-	386	4,465	34
Total	**535,556**	**38,303**	**41,259**	**72,116**	**85,715**	**85,712**	**378,762**	**10,307**	**6,697**	**23,538**	**23,519**

Notes:
The 2024 remuneration increases for Members of Council are in accordance with By-law No. 6500-11 (as amended by By-law No. 6576-12).
(1) Retroactive remuneration for 2023 increases, calculated in accordance with the above by-law, was paid in 2024 due to a labour disruption at the Town in 2023.
(2) Other benefits costs consist of costs such as Group Life Insurance, Health and Dental, Accidental Death, Dismemberment Insurance & Other Taxable Benefits. Those not enrolled in OMERS or Health and Dental plans are entitled to compensation in lieu as per By-Law 6500-11.
(3) Durham Region amounts consist of Remuneration, Pension Costs, Life Insurance, Accidental Death & Dismemberment Insurance and Statutory Benefits (CPP and EHT). These costs are initially paid by the Town of Whitby and are subsequently recovered from the Region of Durham. Regional business expenses are reported by the Region of Durham directly in addition to the Durham Region remuneration shown in this Appendix.
(4) Deputy Mayor January 1 to June 24, 2024.
(5) Deputy Mayor October 9 to December 31, 2024.

Appendix B: Quasi- Judicial Committee Members

Remuneration for the Year 2024

Municipal Licensing and Standards Committee[1]	**Amount**
Frank Mielewczyk	$200.00
Gowri Shakhi	$200.00
Brandon Walker	$200.00
Heather Harty	$200.00
Justin Crichlow	$100.00

The above payments were authorized under By-law #7893-22, pursuant to the *Municipal Act*, 2001, c. 25, s. 283 (1).

Committee of Adjustment	**Amount**
Jerry Cardwell	$1,375.00
John Rinella	$1,500.00
Kathryn Docherty	$1,250.00
Scott Haslam	$1,650.00
Nestor Chornobay	$1,525.00

The above payments were authorized under By-law #8045-24, pursuant to the *Planning Act*, R.S.O. 1990, c. P.13, s. 44 (9).

Election Compliance Audit Committee	**Amount**
	-

The were no payments to an Election Compliance Audit Committee.

Appendix C

Elexicon Corporation - January 1 to December 31, 2024

Board of Directors Retainer

Mayor Elizabeth Roy	$17,434.73

Board of Directors Meetings

Mayor Elizabeth Roy	$6,900.00

TOTAL	**$24,334.73**

CLOCA Board of Directors - January 1 to December 31, 2024

Appointees	Per Diem	Other Honorarium	Mileage	Statutory Benefits (EHT)	TOTAL
Mayor Elizabeth Roy	$400.00	$2,500.00	$156.80	$56.55	$3,113.35
Councillor Chris Leahy	$400.00	-	$70.00	$7.81	$477.81
Councillor Maleeha Shahid	$400.00	-	$50.96	$7.81	$458.77
Councillor Rhonda Mulcahy	$400.00	-	$0.00	$7.81	$407.81
TOTAL	**$1,600.00**	**$2,500.00**	**$277.76**	**$79.98**	**$4,457.74**

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Use of Council Chambers Policy

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **CLK 10-25**

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:

1. **That Council approve the Use of Council Chambers Policy appended to this Report as Attachment 1.**

2. Highlights:

- There is currently no policy in place to provide guidance about suitable uses of the Council Chambers.
- The Council Chambers is equipped to support hybrid meetings and requests from staff and Council to use the Council Chambers have increased as the space supports both in-person and virtual participation.
- A policy is needed to govern the acceptable use of the Council Chambers and set out reasonable parameters for its use.
- The draft Use of Council Chambers Policy appended to this report provides guidance about the suitable use of the Council Chambers while maintaining its priority use for meetings of Council and Committees of Council.

3. Background:

The Council Chambers space is emblematic of governance and the democratic process of the Town, and as such, requires reasonable conditions outlining the acceptable and respectful use of the space.

The primary use of the Council Chambers is for meetings of Council and Committees of Council, however certain secondary uses are appropriate, provided they can be supported by staff.

The Council Chambers contains a comprehensive audio/video equipment and technology solution to support hybrid meetings of Council. Use of the space is coordinated by the Office of the Town Clerk to ensure the space is maintained, that audio/video and technology equipment is serviced and in working order, and that security is coordinated for after-hours uses such as public meetings, open houses, and engagement sessions.

4. Discussion:

As noted above, the primary use of the Council Chambers is for meetings of Council and Committees of Council. Acceptable secondary uses of the Council Chambers identified within the policy include the following:

- Civil marriage ceremonies
- Public meetings, open houses, and engagement sessions organized by staff
- Staff training sessions, staff meetings, and meetings organized by staff with external stakeholders
- Program or funding announcements by other levels of government
- Civic engagement presentations, tours, or visits organized by staff
- Recognitions of individuals or organizations by the Mayor
- Corporately supported town hall style meetings or task force meetings
- Hearings by provincial adjudicative bodies such as the Local Planning Appeal Tribunal and Assessment Review Board
- Use of the meeting room area in the Council Chambers by Members of Council for the purpose of conducting meetings with constituents

The draft policy requires requestors seeking to book the Council Chambers to submit requests to the Office of the Town Clerk. This will allow staff in the Office of the Town Clerk to avoid conflicts for use of the space, arrange for cleaning and maintenance between uses, determine if use of the audio/video and technology equipment is required, make arrangements for Town Hall security if required, and work through meeting support and physical setup and takedown needs.

5. Financial Considerations:

There are no financial impacts associated with the proposed policy.

The policy sets out acceptable uses of the Council Chambers that can be supported by staff within business hours and on weeknights for traditional uses such as Council and Committee meetings, public meetings, open houses, and engagement sessions.

The policy maintains civil marriage ceremonies as a secondary permitted use of the Council Chambers. Civil marriage ceremonies are conducted during daytime

hours by staff in the Office of the Town Clerk and generate approximately $50,000 in revenue annually.

6. Communication and Public Engagement:

The Use of Council Chambers Policy will be made available to the public through the Policy Manual portal and to staff through the corporate intranet.

Requests for use of the Council Chambers will be evaluated against the policy and staff will communicate with requestors to determine if proposed bookings of the Council Chambers meet with the policy objectives.

7. Input from Departments/Sources:

The draft Use of Council Chambers Policy was developed based on a review of historic uses of the space and with consideration to acceptable secondary uses of the space considering its primary purpose of supporting meetings of Council and Committees of Council.

8. Strategic Priorities:

Not applicable.

9. Attachments:

Attachment 1 – Draft Use of Council Chambers Policy

Town of Whitby Policy

Policy Title:	Use of Council Chambers
Policy Number:	G ###
Category:	Governance
Reference:	Council Resolution # XX-25
Date Approved:	Click here to enter a date.
Date Revised:	n/a
Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

The Use of Council Chambers Policy provides guidelines and criteria that identify suitable uses for the Council Chambers located in Town Hall.

The Council Chambers space is emblematic of governance and the democratic process of the Town, and as such, requires reasonable conditions outlining the acceptable and respectful use of the space.

Purpose

The purpose of this policy is to establish guidelines and a set of criteria to assist in evaluating requests for the use and booking of Council Chambers and to determine whether requests meet the criteria outlined within the policy.

Scope

This policy applies to all requests, bookings, and the overall use of the Council Chambers, including the attached meeting room area.

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1. Definitions 2
2. General 2
3. Acceptable Uses of the Council Chambers 3
4. Procedures for Requesting Use of the Council Chambers 3

1. Definitions

1.1. **Council Chambers** means the room on the main level of Town Hall, 575 Rossland Road East, Whitby, where meetings of Council and Standing Committees are regularly held.

1.2. **Requestor** means a Town Staff member, a Member of Council, or another level of government requesting use of the Council Chambers in accordance with this policy.

2. General

2.1. The Council Chambers shall only be used for Town business purposes along with other acceptable uses as noted in Section 3 of this policy.

2.2. Staff in the Office of the Town Clerk are required to be made aware of bookings of the Council Chambers in advance of its use for the following reasons:

2.2.1. Determining whether requests meet the criteria outlined in this policy;

2.2.2. Protecting the security of the Town's property and technology within the Council Chambers;

2.2.3. Managing booking requests for the Council Chambers to ensure that bookings are coordinated and that security can be arranged with Corporate Security for after-hours use of the space;

2.2.4. Ensuring that cleaning and maintenance services are provided as necessary; and,

2.2.5. Ensuring the availability of the space for Council and Committee meetings and safeguarding the confidentiality of closed meetings.

2.3. Use of the audio/video and technology equipment in the Council Chambers is limited to Town Staff unless otherwise approved by Staff in the Office of the Town Clerk. Prior to using the audio/video equipment and technology in the Council Chambers, requestors must make arrangements with Staff in the Office of the Town Clerk to receive instructions on the operation of the equipment.

2.4. Weekend or holiday bookings of the Council Chambers is prohibited unless otherwise approved by the Chief Administrative Officer and arrangements are made to have Facilities Staff and security present.

2.5. The Office of the Town Clerk reserves the right to reschedule or cancel Council Chambers bookings if the Council Chambers is needed for urgent,

unscheduled, or emergency Town business. Staff in the Office of the Town Clerk will make reasonable efforts to notify Requestors of such conflicts.

3. Acceptable Uses of the Council Chambers

3.1. Priority use of the Council Chambers will be given to meetings of Council and any of its related Committees.

3.2. Other permitted uses of the Council Chambers include:

3.2.1. Civil marriage ceremonies officiated by Staff in the Office of the Town Clerk.

3.2.2. Public meetings, open houses, and engagement sessions organized by Town Staff.

3.2.3. Staff training sessions, Staff meetings, and meetings organized by Town Staff with external stakeholders.

3.2.4. Program or funding announcements by other levels of government with prior notification to the Chief Administrative Officer (see also Grant Announcement Procedure F 270-002).

3.2.5. Civic engagement presentations, tours, or visits to the Council Chambers organized by the Office of the Town Clerk or Staff in the Mayor and Councillors' Office.

3.2.6. Recognitions of individuals or organizations by the Mayor (see also Standard Operating Procedures CLK-MOC 005: Recognitions by Mayor and Council and CLK-MOC 007: Tree Dedication Ceremonies).

3.2.7. Corporately supported town hall style meetings or task force meetings organized by the Chief Administrative Officer or the Mayor and Councillors' Office.

3.2.8. Provincial adjudicative bodies for hearings, including the Local Planning Appeal Tribunal and Assessment Review Board.

3.2.9. Members of Council booking the meeting room area in the Council Chambers in accordance with Section 4 of this policy for the purpose of conducting meetings with constituents.

3.2.10. Other uses of the Council Chambers that relate to the business of the Town if approved by the Chief Administrative Officer.

4. Procedures for Requesting Use of the Council Chambers

4.1. Requestors to:

4.1.1. Submit requests to book the Council Chambers by adding the space as a meeting room through the Town's corporate Outlook directory or by sending an email with information about the request to clerk@whitby.ca.

4.1.2. Indicate whether use of the audio/video equipment and technology in the Council Chambers is required.

4.1.3. Working with Staff in the Office of the Town Clerk, identify any physical setup requirements for the Council Chambers and provide that information to the Town Hall Building Attendants by email.

This Policy is hereby approved by Council Resolution # Resolution Number from Council Meeting Minutes on this Day Number day of Month, 2025.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Elexicon Corporation 2025 Update

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **FS 28-25**

Department(s) Responsible:

Financial Services Department
Legal and Enforcement Services

Submitted by:
Fuwing Wong, Commissioner, Financial Services / Treasurer;
Francesco Santaguida, Commissioner, Legal and Enforcement Services / Town Solicitor

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Fuwing Wong, 905.430.4314;

Francesco Santaguida, 905.430.4342

1. Recommendation:

1. **That the Mayor be requested to phase-out Elexicon dividend revenue from the Town's operating budget over three years as outlined in Staff Report FS 28-25 and as follows:**
    a. **remove $2,009,643 of Elexicon dividend revenue from the 2026 budget;**
    b. **include a $1,339,762 draw from the Contingency Reserve Fund in the 2026 budget;**
    c. **reduce the draw from the Contingency Reserve Fund to $669,881 in the 2027 budget; and,**
    d. **remove the $669,881 draw from the Contingency Reserve in the 2028 budget;**

2. **That the Mayor be requested to phase-out Elexicon promissory note interest revenue from the operating budget over three years as outlined in Staff Report FS 28-25 and as follows:**

    a. **remove $1,170,357 of Elexicon interest revenue from the 2026 budget;**

    b. **include a $780,238 draw from the Contingency Reserve Fund in the 2026 budget;**

    c. **reduce the draw from the Contingency Reserve Fund to $390,119 in the 2027 budget; and**

    d. **remove the $390,119 draw from the Contingency Reserve Fund from the 2028 budget;**

3. **That future Elexicon dividend revenues be allocated to the Long-Term Financing Reserve (also known as the One-Time Reserve) to be used for capital or other one-time projects/expenditures.**

2. Highlights:

- In July 2024, the City of Pickering and the Town of Ajax announced their intention to explore the potential sale of their combined (49.708%) stake in Elexicon Corporation;
- In 2024, Town of Whitby Council decided that the Town of Whitby's 32% ownership of Elexicon Corporation will be retained as a long-term investment;
- In July 2025, the City of Pickering and the Town of Ajax issued a joint statement announcing the termination of the process regarding the potential sale of their shares in Elexicon;
- Town of Whitby Council approved execution of a Memorandum of Understanding with Elexicon Corporation which includes governance improvements and an (Elexicon) financing strategy with the goal of increasing the value of the Town's long-term investment in Elexicon. This financing strategy has financial implications for the Town, including:
    - The temporary suspension dividends starting in 2025; and,
    - The conversion of promissory notes (payable to municipal shareholders) to additional ownership shares.

3. Background:

The purpose of this report is to provide Council an update on:

1) The joint Request For Proposal process initiated by Pickering and Ajax related to the potential sale of their shares of Elexicon Corporation;

2) The financial implications of a Memorandum of Understanding recently signed between Elexicon Corporation and other municipal shareholders (including Whitby).

In 2019, Veridian Corporation (which was jointly owned by the City of Pickering, Town of Ajax, Municipality of Clarington, and the City of Belleville) merged with Whitby Hydro (which was wholly owned by the Town of Whitby) to form Elexicon Corporation.

Elexicon Corporation ("**Elexicon**") is a holding company that is owned by five municipal shareholders, the Town of Whitby, the City of Pickering, the Town of Ajax, the Municipality of Clarington, and the City of Belleville (the "**Municipal Shareholders**"). Elexicon wholly owns a subsidiary operating company, Elexicon Energy Inc., which is a regulated local electricity distribution company that delivers electricity to more than 180,000 customers in ten (10) municipalities.

Currently, ownership of Elexicon is as follows:

Table 1

Elexicon Shareholder	% Ownership
Town of Ajax	21.828%
City of Belleville	9.044%
The Municipality of Clarington	9.248%
City of Pickering	27.880%
Town of Whitby	**32.000%**
Total	100%

Financial Statements for Elexicon for the 2024 fiscal year are provided as Attachment 1 to this report.

2021/2022: Pickering to potentially sell its stake in Elexicon

As reported in the January 17, 2022 Staff Report FS 06-22 (**Attachment 2**), the City of Pickering ("**Pickering**") Council approved a Staff Report FIN 15-21, entitled "City Centre Financial and Legal Implications", on October 21, 2021, which included approval of its City Centre project to a maximum of $207.7 million. At that time, Pickering expressed interest to sell their 27.88% ownership of Elexicon to partially fund the City Centre project.

2024: Pickering and Ajax to potentially sell their stake in Elexicon

On July 3, 2024, the City of Pickering and the Town of Ajax ("**Ajax**") issued a joint statement (see **Attachment 3**) that noted:

- Pickering and Ajax have jointly retained Borden Ladner Gervais LLP to undertake a confidential non-binding Request for Proposal to explore the potential sale of their combined (49.708%) stake in Elexicon Corporation; and,
- An update will be provided once the Request for Proposal process is completed.

On July 4, 2024, local media[1] published the following joint statement related to the sale of their share of Elexicon Corporation on behalf of Pickering and Ajax, "We're undertaking the RFP process to explore the potential sale of our municipally-owned holdings/shares. Valuation of shares will occur as part of the RFP process. If a sale does happen, then the final purchase price will be made public."

2024: Town of Whitby to Retain Elexicon Ownership as a Long-Term Investment

Prior to the joint Pickering and Ajax announcement, other Municipal Shareholders were asked if they also wanted to participate the RFP process to sell their ownership stake in the electricity utility. On April 8, 2024 the Town of Whitby Council passed Resolution # 67-24, confirming the Town's intention retain the Town's 32% ownership of Elexicon as a long-term investment:

Resolution # 67-24

1. That the Town of Whitby's 32% ownership of Elexicon Corporation be retained as a long-term investment;
2. That the Town of Whitby reserves its right to purchase a pro-rata portion of Pickering's/other shareholders' shares subject to receipt of a Purchase Notice; and,
3. That the Town phase-out Elexicon dividend revenue from the annual operating budget over the next 10 years (2026 to 2035).

The remaining Municipal Shareholders, the Municipality of Clarington and the City of Belleville, also decided to retain their shares of Elexicon.

Elexicon Shareholders' Agreement & Next Steps after receiving a Selling Notice

The April 1, 2019, Elexicon Shareholders' Agreement (the "**Shareholders' Agreement**") outlines Elexicon/other shareholders' rights, responsibilities, and prescriptive timelines / sequence of events that must occur when one or more shareholders wish to sell their shares. Details from the Shareholders' Agreement were provided in the 2022 Staff Report FS 06-22 (Attachment 2) and are summarized below:

[1] Durham Post article published July 4, 2024 entitled "Ajax, Pickering explore sale of their 49.7% stake in Elexicon" written by DP Staff.

- **Selling Notice** – provided from selling shareholder(s) to include purchaser information, terms, conditions, and price;
- **Right of First Refusal** – remaining shareholders and Elexicon have a right to purchase the shares at the same price, terms, and conditions;
- **"Piggyback" Right** – if the sale of shares results in any third-party having control (e.g. greater than 50% of the shares), the remaining shareholders have the right to elect also sell at the same terms, conditions, and price.

2025: Pickering and Ajax terminate RFP Process to sell their Elexicon shares

Since the original joint Pickering and Ajax announcement in July 2023, Pickering and Ajax did not issue a Selling Notice to Elexicon (or other Municipal Shareholders). On July 18, 2025, Pickering and Ajax issued another joint announcement noting their formal termination of the Request for Proposal process regarding the potential sale of their shares in Elexicon.

4. Discussion:

The Town of Whitby, as one of the municipal shareholders in Elexicon Corporation, is vested in the continued improvement and efficiency of Elexicon to maximize the Town's value in the corporation for our current and future residents. Accordingly, Town Council approved Elexicon Corporation's proposal to improve governance and an (Elexicon) financing strategy that will result in a greater investment in infrastructure (growth and renewal). The Chief Administrative Officer was authorized to execute a Memorandum of Understanding ("**MOU**") with Elexicon at a Special Council Meeting on August 13, 2025.

At the August 13, 2025, Special Council Meeting, Council also directed Staff to prepare a public report on the financial implications of the MOU/Elexicon's financing strategy for the municipality. There are two main financial implications for the Town of Whitby:

1) **Suspension of dividends** to all shareholders starting in 2025; and,
2) **Conversion of Promissory Notes** to Elexicon shares (i.e. conversion of debt owed to the municipalities to an ownership stake) as of September 2025.

Currently, the Town of Whitby has $3.2 million in the Town's Operating Budget Revenues related to Elexicon ($2.0 million in dividends and $1.2 million in promissory note interest). More details on the suspension of Elexicon dividends and promissory note conversions is included in the Financial Considerations section below.

5. Financial Considerations:

Although the Town's Operating Budget is mainly funded from Property Taxes, $3.2 million (or $3,180,000 rounded) of the Town's 2025 budget is still funded from Elexicon revenues:

$2,009,643	Elexicon Dividends
$1,170,357	Elexicon Interest Revenue from promissory notes ($28,337,942 principal payable to the Town, Interest rate of 4.13% per annum)
$3,180,000	

Operating budget revenues (including property taxes and the Elexicon revenues, above) pay for the cost for essential Town services like winter maintenance, Fire services, parks maintenance, etc. Accordingly, any reduction in non-tax revenues would mean an increase to property taxes or reduction in services to offset.

Elexicon dividend revenues have fluctuated in recent years, and the Town started a multi-year phase-out of dividend revenues from the operating budget to mitigate the impact to property taxes:

- As noted in the 2022 Staff Report FS 06-22, the Town's Elexicon revenues in 2022 were $4.3 million;
- Since 2022, $1.1 million has already been removed/phased-out of the Town's operating budget and $3.2 million of Elexicon revenues remain in the 2025 budget.

The phase-out of Elexicon revenues from the Town's operating budget will require property tax increases and/or a reduction in expenses (i.e. removal of $3.2 million of current services provided to the community that was previously offset by Elexicon revenues) as the Town must present a balanced budget annually.

Impact of Elexicon Dividend suspension:

The suspension of Elexicon dividend revenue starting in 2025 will result in a revenue shortfall of $2.0 million ($2,009,643 rounded) in 2025 and a $2.0 million budget pressure in the 2026 budget for the Town. For fiscal 2025, it is expected that the $2.0 million revenue shortfall can be offset by 2025 Workplace Safety and Insurance Board ("WSIB") premium rebates. To date, WSIB has provided the Town $1.1 million in premium rebates and an additional $1.1 million is expected before the end of the year.

Further, the suspension of Elexicon dividends will result in a $2.0 million budget pressure for 2026 representing a potential budget/property tax increase of approximately 1.5%. As noted above, the Town had already started to phase-out Elexicon dividend revenue from the operating budget. With the 2025 dividend suspension, it is recommended that the Mayor, through the 2026 Mayor's Budget

Memo, consider phasing out the $2.0 million dividend revenue from the Town's operating budget over three years (2026, 2027, and 2028) in the following manner:

- 2026 Budget:
  - removal of Elexicon dividend revenues from the Operating Budget, $2,009,643;
  - budget for a draw of $1,339,762 from the Contingency Reserve to offset two-thirds of the impact in 2026. This will phase-out $669,881 (= $2,009,643 - $1,339,762) of Elexicon dividend revenue in 2026;
  - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an increase property taxes of $669,881 for 2026;

- 2027 Budget:
  - Reduce the $1,339,762 budgeted draw from the Contingency Reserve to $669,881 in the 2027 budget;
  - This will phase-out an additional $669,881 of the Elexicon dividend revenue in 2027;
  - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an additional increase in property taxes of $669,881 for 2027;
- 2028 Budget:
  - Reduce the remaining $669,881 budgeted draw from the Contingency Reserve to $0 in the 2028 budget;
  - This will phase-out the remaining $669,881 of the Elexicon dividend revenue in 2028;
  - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an additional increase in property taxes of $669,881 for 2028.

When Elexicon dividend distributions resume in the future, Staff further recommend that the dividend revenues be transferred to the Long-Term Financing Reserve Fund (also known as the "One-Time Reserve") and used to fund Town infrastructure projects in the capital budget and/or one-time projects to avoid future impacts/fluctuations to the Operating Budget and property taxes.

Impact of Elexicon conversion of Promissory Notes (Elexicon Interest Revenue)

The Town currently holds $28,337,942 of promissory notes issued by Elexicon Energy. The annual interest rate on the promissory notes is 4.13%. Accordingly, the projected annual financial impact of the conversion of the Town's promissory notes would be a loss of $1,170,357 million of interest revenue per year and corresponding budget pressure. For 2025, interest will be calculated up-to August, so the financial impact for 2025 is a loss of Elexicon interest income for four months (from September to December) or $390,119 (= [$1,170,357 / 12] * 4). Staff will look to offset the 2025 interest revenue pressure from other operating budget surpluses corporate-wide.

The conversion of the promissory notes into equity (i.e. an increase in ownership share of Elexicon) could mean higher dividend revenues in the future as Elexicon re-starts dividend distributions. Similar to the recommendations related to Elexicon dividends, it is recommended that the Mayor consider phasing-out Elexicon Interest Revenues over three years by removing the $1,170,357 of Elexicon Interest Revenue from the 2026 multi-year operating budget as follows:

- 2026 Budget:
    - remove $1,170,357 of Elexicon interest revenue from the Town's operating budget;
    - budget for a draw of $780,238 from the Contingency Reserve to offset two-thirds of the impact in 2026. This will phase-out $390,119 (= $1,170,357 - $780,238) of Elexicon interest revenue in 2026;
    - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an increase to property taxes of $390,119 for 2026;

- 2027 Budget:
    - Reduce the $780,238 budgeted draw from the Contingency Reserve to $390,119 in the 2027 budget;
    - This will phase-out an additional $390,119 of the Elexicon interest revenue in 2027;
    - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an additional increase in property taxes of $390,119 for 2027;
- 2028 Budget:
    - Reduce the remaining $390,119 budgeted draw from the Contingency Reserve to $0 in the 2028 budget;
    - This will phase-out the remaining $390,119 of the Elexicon interest revenue in 2028;
    - Note: if no offsetting decreases to other operating budget expenditures are identified, this may result in an additional increase in property taxes of $390,119 for 2028.

Additional Impact of Elexicon Conversion of Promissory Notes (Return of Principal)

As part of the conversion of promissory notes to equity, the Town (like other Municipal Shareholders) will receive a return on the principal. The Town will receive $760,763.76 as a return of principal which will be invested in accordance with the Town's Investment Policy.

External Legal assistance

As part of the January 17, 2022, Staff Report FS 06-22 (Attachment 2), Council approved the establishment of a $100,000 capital project (Project #13227004) to

provide assistance with the then City of Pickering's proposed sale of its shares. The Town retained the services of McCarthy Tétrault LLP ("**McCarthy**"), the external legal firm that also assisted with the Town of Whitby's merger of Whitby Hydro with Veridian to form Elexicon. To-date, the Town has spent $111,082.57 since 2022 with McCarthy to obtain assistance and their electricity industry experience-backed advice related to Elexicon. This capital budget has been increased by $35,000 (funded from the Long-Term Financing Reserve Fund) to account for McCarthy's advice/work on the potential sale of Elexicon shares by Pickering and Ajax, and in reviewing the governance improvements / memorandum of understanding.

Reserve Fund Balances

The Contingency Reserve Fund currently has an uncommitted balance of $3.9 million. This report recommends potentially drawing up-to $3.18 million over the next three years to phase-out Elexicon Dividend and Interest Revenues from the Town's Operating Budget, as summarized below:

Draw From Contingency Reserve to Phase-out Elexicon:

	Dividends	Interest	Total
2026	$1,339,762	$780,238	$2,120,000
2027	$669,881	$390,119	$1,060,000
2028	$0	$0	$0
	$2,009,643	**$1,170,357**	**$3,180,000**

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

N/A

9. Attachments:

Attachment 1 – Elexicon Corporation's 2024 Audited Financial Statements

Attachment 2 – January 17, 2022, Staff Report FS 06-22 – "City of Pickering's Proposed Sale of Elexicon Shares"

Attachment 3 – July 3, 2024 "Joint statement from the City of Pickering and the Town of Ajax regarding Elexicon holdings."

Consolidated Financial Statements of

ELEXICON CORPORATION

And Independent Auditor's Report thereon

Year ended December 31, 2024

KPMG LLP
Bay Adelaide Centre
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INDEPENDENT AUDITOR'S REPORT

To the Shareholders of Elexicon Corporation

Opinion

We have audited the consolidated financial statements of Elexicon Corporation (the Entity), which comprise:

- the consolidated balance sheet as at December 31, 2024
- the consolidated statement of income and comprehensive income for the year then ended
- the consolidated statement of changes in equity for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of material accounting policy information

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2024, its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with IFRS Accounting Standards as issued by the International Accounting Standards Board.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. Other information comprises:

- the information, other than the financial statements and the auditor's report thereon, included in Management's Discussion and Analysis.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in Management's Discussion and Analysis as at the date of this auditor's report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS Accounting Standards as issued by the International Accounting Standards Board, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Toronto, Canada

March 27, 2025

ELEXICON CORPORATION

Consolidated Balance Sheet
(In thousands of dollars)

As at December 31, 2024, with comparative information for 2023

	Notes	2024	2023
Assets			
Current assets:			
Cash		$ 4,196	$ 3,806
Accounts receivable	4, 13, 24(c)	106,439	97,658
Materials and supplies		10,800	12,403
Income taxes recoverable		175	362
Prepaid expenses		2,704	2,425
Total current assets		124,314	116,654
Non-current assets:			
Property, plant and equipment	5, 23	702,819	648,000
Intangible assets	6, 23	18,874	8,379
Goodwill	3(g), 6	64,348	64,348
Other assets		701	708
Total non-current assets		786,742	721,435
Total assets		911,056	838,089
Regulatory balances	7	53,757	56,310
Total assets and regulatory balances		$ 964,813	$ 894,399
Liabilities and Shareholders' Equity			
Current liabilities:			
Accounts payable and accrued liabilities	9	$ 77,928	$ 60,967
Short-term debt	10	94,332	89,132
Deferred revenue	11	3,397	5,179
Deferred contributions	15	4,441	3,836
Deposits and developer obligations	12	13,458	16,702
Long-term debt	14	2	2
Other liabilities	20	95	124
Total current liabilities		193,653	175,942
Non-current liabilities:			
Long-term debt	10, 14	283,463	253,465
Deferred contributions	15	180,677	159,354
Employee future benefits	16	6,389	6,355
Unrealized loss on interest rate swap derivatives	24(e)	12,289	11,081
Deferred tax liabilities	8	19,085	19,842
Other liabilities	20	115	210
Total non-current liabilities		502,018	450,307
Total liabilities		695,671	626,249
Shareholders' equity:			
Share capital	17	97,692	97,692
Contributed capital		25	25
Contributed surplus		79,301	79,301
Accumulated other comprehensive income		2,420	2,511
Retained earnings		75,025	77,239
Total shareholders' equity		254,463	256,768
Total liabilities and shareholders' equity		950,134	883,017
Regulatory balances	7	14,679	11,382
Total liabilities, shareholder's equity and regulatory balances		$ 964,813	$ 894,399

Commitments and contingencies (Notes 10, 18, 19)

Subsequent events (Note 13(c))

See accompanying notes to the consolidated financial statements.

On behalf of the Board:

Chair,
Board of Directors

Chair,
Audit, Finance and Risk Management Committee

ELEXICON CORPORATION

Consolidated Statement of Income and Comprehensive Income
(In thousands of dollars)

Year ended December 31, 2024, with comparative information for 2023

	Notes	2024	2023
Revenues:			
Commodity revenue	21	$ 464,462	$ 421,522
Distribution revenue	21	100,500	97,459
Other income	21	10,929	9,945
		575,891	528,926
Expenses:			
Commodity cost		454,320	412,905
Operating and maintenance	22	22,802	17,726
Administration	22	43,905	39,751
Depreciation and amortization		27,337	26,021
		548,364	496,403
Finance costs	14	(15,294)	(15,375)
Unrealized loss on interest rate swap derivatives		(1,208)	(11,081)
		(16,502)	(26,456)
Income before income taxes		11,025	6,067
Income tax recovery (expense)	8	458	(1,828)
Net income		11,483	4,239
Net movements in regulatory balances, net of tax:	7		
Net movements in regulatory balances		(3,409)	(9,088)
Income tax on net movements in regulatory balances		(2,441)	5,473
		(5,850)	(3,615)
Net income after net movements in regulatory balances		5,633	624
Other comprehensive loss, net of tax:			
Remeasurements of employee future benefits		(91)	(619)
Total comprehensive income		$ 5,542	$ 5

See accompanying notes to the consolidated financial statements.

ELEXICON CORPORATION

Consolidated Statement of Changes in Equity
(In thousands of dollars)

Year ended December 31, 2024, with comparative information for 2023

	Balance, December 31, 2023	Net income after net movements in regulatory balances	Other comprehensive loss	Dividends paid	Balance, December 31, 2024
Share capital	$ 97,692	$ –	$ –	$ –	$ 97,692
Contributed capital	25	–	–	–	25
Contributed surplus	79,301	–	–	–	79,301
Accumulated other comprehensive income (loss)	2,511	–	(91)	–	2,420
Retained earnings	122,437	5,633	–	–	128,070
Dividends	(45,198)	–	–	(7,847)	(53,045)
Total equity	$ 256,768	$ 5,633	$ (91)	$ (7,847)	$ 254,463

	Balance, December 31, 2022	Net income after net movements in regulatory balances	Other comprehensive loss	Dividends paid	Balance, December 31, 2023
Share capital	$ 97,692	$ –	$ –	$ –	$ 97,692
Contributed capital	25	–	–	–	25
Contributed surplus	79,301	–	–	–	79,301
Accumulated other comprehensive income (loss)	3,130	–	(619)	–	2,511
Retained earnings	121,813	624	–	–	122,437
Dividends	(39,083)	–	–	(6,115)	(45,198)
Total equity	$ 262,878	$ 624	$ (619)	$ (6,115)	$ 256,768

See accompanying notes to the consolidated financial statements.

ELEXICON CORPORATION

Consolidated Statement of Cash Flows
(In thousands of dollars)

Year ended December 31, 2024, with comparative information for 2023

	Notes	2024	2023
Cash provided by (used in):			
Operating activities:			
Net income after net movements in regulatory balances		$ 5,633	$ 624
Net movements in regulatory balances		5,850	3,615
Adjustments:			
Depreciation and amortization		27,337	26,021
Amortization of deferred contributions		(3,400)	(2,936)
Loss on disposal/retirement of property, plant and equipment		1,950	3,255
Employee future benefits		(57)	(79)
Unrealized loss on interest rate swap derivatives		1,208	11,081
Realized gain on interest rate swap derivatives		–	(694)
Finance income		(520)	(397)
Finance costs		15,814	15,772
Income tax expense		(458)	1,828
Other		(879)	54
Capital contributions received		25,445	39,846
Deposits and developer obligations	12	(3,244)	(1,799)
Income taxes paid		(473)	(839)
Income taxes recovered		362	–
		74,568	95,352
Changes in operating working capital	23	(4,015)	(14,016)
Net cash provided by operating activities		70,553	81,336
Financing activities:			
Interest received		520	397
Repayment of short-term debt		–	(22,500)
Repayment of long-term debt		(2)	(927)
Proceeds from short-term debt		5,200	–
Proceeds from long-term debt		30,000	53,000
Proceeds from settlement on interest rate swap derivatives		–	3,529
Dividends paid	18	(7,847)	(6,115)
Interest paid		(15,814)	(15,772)
Net cash provided by financing activities		12,057	11,612
Investing activities:			
Additions to property, plant and equipment	23	(77,364)	(89,444)
Additions to intangible assets	23	(5,043)	(3,839)
Proceeds from disposal of property, plant and equipment		177	428
Investment in joint venture	13(a)	10	10
Net cash used in investing activities		(82,220)	(92,845)
Increase in cash		390	103
Cash, beginning of year		3,806	3,703
Cash, end of year		$ 4,196	$ 3,806

See accompanying notes to the consolidated financial statements.

Elexicon Corporation (the "Corporation") was incorporated on April 1, 2019 under the Business Corporations Act (Ontario) by amalgamation of the former entities: Veridian Corporation ("Veridian") and Whitby Hydro Energy Corporation ("Whitby Hydro"). The Corporation was formed to conduct electricity distribution and non-regulated utility service ventures through its subsidiaries. The Corporation's non-regulated ventures include: solar electricity generation facilities and systems, energy management and procurement consulting services, as well as combined heat and power solutions. The Corporation's registered office is located at 55 Taunton Road East, Ajax, Ontario L1T 3V3.

1. Basis of preparation:

(a) Basis of accounting:

These consolidated financial statements have been prepared in accordance with IFRS Accounting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB") and include the accounts of the Corporation and its subsidiaries, Elexicon Energy Inc. ("EE") and Elexicon Group Inc. ("EG") from the date that control commences until the date that control ceases. The Corporation controls a subsidiary if it is exposed, or has rights, to variable returns from its investment in the subsidiary and has the ability to affect those returns through its power over the subsidiary.

All intercompany accounts and transactions have been eliminated on consolidation.

The Corporation has evaluated the events and transactions after the consolidated balance sheet date through March 27, 2025 when the Corporation's consolidated financial statements were authorized for issuance by the Corporation's Board of Directors and identified the events and transactions which required recognition in the consolidated financial statements and/or disclosure in these notes to the consolidated financial statements (note 18).

(b) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Corporation's functional currency. All amounts have been rounded to the nearest thousand, unless otherwise indicated.

(c) Basis of measurement:

The financial statements have been prepared on the historical cost basis, except for employee future benefits and certain financial instruments that are measured at fair value.

1. Basis of preparation (continued):

(d) Use of judgements and estimates:

The preparation of the consolidated financial statements requires management to make estimates, judgments and assumptions: within reasonable limits of materiality and within the framework of the material accounting policies, that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenue and expenses during the year. Due to inherent uncertainty involved in making such estimates, actual results reported in future years could differ from those estimates recorded in preparing these consolidated financial statements, including changes as a result of future decisions made by the OEB or the Minister of Energy.

Information about assumptions and estimation uncertainties that have a significant risk of resulting in a material adjustment is included in the following financial notes:

(i) Note 3(b)(i) - recognition and measurement of unbilled revenue; and

(ii) Note 3(b)(i) and note 24(c) - expected credit losses.

Management is required to make significant judgments in the area of:

(i) Note 3(e), (f) - determination of useful lives of property, plant and equipment (PP&E) and intangible assets;

(ii) Note 2, 3(b)(i) and note 7 - recognition and measurement of regulatory balances;

(iii) Note 3(k)(ii), (iii) and note 16 - measurement of employee future benefits: key actuarial assumptions;

(iv) Note 3(m) - recognition and measurement of provisions and contingencies; and

(v) Note 3(l) and note 8 - recognition of deferred tax assets - availability of future taxable profit against which deductible temporary differences and tax losses carried forward can be used.

Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected. Estimates and underlying assumptions are reviewed on an ongoing basis and are based on historical experience and other factors that are considered to be relevant.

2. Regulated environment:

EE is an electricity distributor licensed by the OEB. It is regulated by the OEB under authority of the *Ontario Energy Board Act, 1998*. The OEB is charged with the responsibility of approving or setting rates for the distribution of electricity and the responsibility of ensuring that distribution companies fulfill obligations to connect and service customers.

Electricity distribution rates:

Electricity distribution rates include both fixed monthly rates per customer and variable rates per kWh usage or kW demand. These distribution rates are subject to regulation by the OEB.

The OEB's regulatory framework for electricity distributors is designed to support the cost-effective planning and operation of the electricity distribution network and to provide an appropriate alignment between a sustainable, financially viable electricity sector and the expectations of customers for reliable service at a reasonable price.

Revenue requirement is typically established during a Cost of Service ("COS") rate application. Due to the merger between Veridian Connections and Whitby Hydro on April 1, 2019, Elexicon is currently in a 10-year deferred rebasing period.

Between COS applications, the OEB regulates electricity rates for distributors through two different rate setting options: Price Cap Incentive Rate-setting ("Price Cap IR") and Annual IR Index. These incentive rate-setting mechanisms establish rates for a given year by mechanistically adjusting the prior year's rates to account for inflationary changes reduced by an amount to incent productivity. EE has two distinct rate zones for Veridian and Whitby with the rate year effective January 1 and follows the Price Cap IR rate setting option.

Prior to the merger, Veridian Connections Inc. filed a COS application in October 2013 for rates effective May 1, 2014. Whitby Hydro Electric Corporation filed a COS in January 2010 for rates effective May 1, 2010, and, through settlement, received approval for rates effective January 1, 2011. Pursuant to the completion of amalgamation on April 1, 2019 after receiving OEB approval, the Corporation intends to defer a COS rate application for a period of up to 10 years from the date of the merger closing.

2. Regulated environment (continued):

In December 2022, the OEB approved annual IRM rate applications under the Price Cap IR process for both Veridian and Whitby rate zones for changes to distribution rates effective January 1, 2023. EE had also applied for Incremental Capital Module ("ICM") funding for its Whitby Smart Grid ("Smart Grid") Project and Sustainable Brooklin Project.

In June 2023, the OEB approved recovery of $4,100 in restoration costs associated with a major windstorm that occurred within EE's service territory on May 21, 2022.

In July 2023, the OEB approved $8,800 in ICM funding for 2025 for the proposed Smart Grid Project. The OEB's funding approval is contingent on Natural Resources Canada funding of $4,000 which in turn requires project completion by March 31, 2025.

In December 2024, the OEB approved annual IRM applications under the Price Cap IR process for both rate zones for changes to distribution rates effective January 1, 2025.

3. Material accounting policies:

(a) Regulatory balances:

On January 30, 2014, the IASB issued an interim standard, IFRS 14, Regulatory Deferral Accounts ("IFRS 14") to enhance the comparability of financial reporting by entities that are engaged in rate-regulated activities. IFRS 14 describes regulatory deferral account balances as amounts of expense or income that would not be recognized as assets or liabilities in accordance with other standards, but that qualify to be deferred in accordance with this standard because the amount is included, or is expected to be included, by the rate regulator in establishing the prices that an entity can charge to customers for rate regulated goods or services.

These amounts arising from timing differences are recorded as regulatory debit and credit balances on the Corporation’s balance sheet, and represent existing rights and obligations regarding cash flows expected to be recovered from or refunded to customers, based on decisions and approvals by the OEB.

The Corporation regulatory debit balances represent certain amounts receivable from customers or future customers and costs that have been deferred for accounting purposes because it is probable that they will be recovered in future rates. In addition, the Corporation has recorded regulatory credit balances, which represent obligations that are expected to be refunded to customers or future customers.

3. Material accounting policies (continued):

(b) Revenue recognition:

(i) Electricity distribution and sale:

Revenue from the sale of electricity is recognized over time as the performance obligations are satisfied as the electricity is transferred to the customer. The value is determined on the basis of cyclical meter readings plus the estimated customer usage since the last meter reading date to the end of the year.

Revenue from the sale of electricity includes an estimate of unbilled revenue accrued in respect of electricity delivered but not yet billed at year end. Unbilled revenue is calculated based on OEB-approved rates for electricity consumption and electricity demand driven by number of days between a customer's last meter reading in the year and December 31. Actual billed revenue could differ from estimates due to energy demand, weather, line losses and changes in the composition of customer classes.

The difference between the amounts charged to customers, based on regulated rates, and the corresponding cost of electricity and non-competitive electricity service costs billed monthly by the IESO, is recorded as a settlement variance. In accordance with IFRS 14, the settlement variance represents future amounts to be recovered from or refunded to customers through future billing rates approved by the OEB and is presented within regulatory balances on the balance sheet and within net movements in regulatory balances, net of tax on the statement of income and comprehensive income.

Distribution revenue is recorded based on OEB-approved distribution rates to recover the costs incurred by the Corporation in delivering electricity to customers. There is also a fixed rate component to distribution revenue which is a fixed monthly charge per customer. Distribution revenue also includes revenue related to collection of specific OEB-approved rate riders.

The carrying amount of accounts receivable, including unbilled revenue is measured at amortized cost and reduced through an allowance for doubtful accounts equal to the lifetime expected credit losses to be recognized at the reporting date.

3. Material accounting policies (continued):

(ii) Other income:

Other income, which includes revenue from electricity distribution-related services, is recognized as services are rendered. Capital contributions received from electricity customers to construct or acquire property, plant and equipment ("PP&E") for the purpose of connecting a customer to a network fall within the scope of IFRS 15, Revenue from Contracts with Customers ("IFRS 15"). The contributions are received to obtain a connection to the distribution system in order to receive ongoing access to electricity. The Corporation has concluded that the performance obligation is the supply of electricity over the life of the relationship with the customer which is satisfied over time as the customer receives and consumes the electricity. Revenue is recognized on a straight-line basis over the term of the contract with the customer.

Developers are required to contribute towards the capital cost of construction of distribution assets in order to provide ongoing service. The developer is not a customer and therefore the contributions are scoped out of IFRS 15. Cash contributions, received from developers are recorded as deferred contributions. When an asset other than cash is received as a capital contribution, the asset is initially recognized at its fair value, with a corresponding amount recognized as deferred contributions. The deferred contributions, which represents the Corporation's obligation to continue to provide the future customers access to the supply of electricity, is amortized to income on a straight-line basis over the term of the contract with the customer.

Government grants and the related performance incentive payments under Conservation and Demand Management ("CDM") programs are recognized as income in the year when there is reasonable assurance that the program conditions have been satisfied and the payment will be received. Revenues and costs associated with CDM programs are presented using the net basis of accounting and recorded in other income.

(iii) Deferred revenue:

Amounts received in advance but not yet earned in relation to the IESO supported CDM initiatives and other unearned revenue are presented as deferred revenue (note 11).

The Corporation, through its unregulated subsidiary, EG, may promise to provide distinct goods or services within a contract, in which case the contract is separated into the associated performance obligations as assessed from the customer's perspective.

3. Material accounting policies (continued):

If a contract contains multiple performance obligations, the Corporation allocates the total transaction price to each performance obligation in an amount based on the estimated relative standalone selling prices of the promised goods or services underlying each performance obligation. When the Corporation is contracted to construct projects, the budgets and overall transaction prices are built up using the Corporation's best estimate of costs associated to complete the project using the appropriate overhead and subcontractor rates for a given project and location. This approach to estimate the overall costs and associated revenue is considered the most appropriate assessment of the standalone selling price for the associated performance obligations. Where costs are determined to be greater than total revenue, losses from any construction contracts are recognized in full in the income statement in the year the loss becomes known.

Contract revenue is recognized in the consolidated statement of income and comprehensive income as the Corporation satisfies the performance obligations under contract. This satisfaction occurs when control of good or service transfer to the customer.

For each performance obligation satisfied over time, the Corporation recognizes revenue by measuring progress towards complete satisfaction of that performance obligation. Using output or input methods based on the type of contract, the Corporation recognizes revenue based on progress towards complete satisfaction of the transfer of control of the promised goods or services to the customer. Revenue from fixed price and cost-plus contracts is recognized using the input method with reference to costs incurred. For agency relationships, such as construction management contracts, where the Corporation acts as an agent for its customers, fee revenue only is recognized, generally in accordance with the contract terms. Some contracts, particularly maintenance and service contracts, do not specify the amount of fixed consideration at contract inception, but will have a transaction price assigned to it once a work order is issued.

For the purpose of revenue recognition and disclosure, only the transaction price of secured work, as evidenced by work orders, would be included in revenue.

Revenue from contract modifications, commonly referred to as change orders and claims, is recognized to the extent that the contract modifications have been approved by the customer and the amount can be measured reliably.

3. Material accounting policies (continued):

(c) Cash and bank indebtedness:

Cash is defined as cash in bank and bank indebtedness defined as obligations paid by the Corporation and outstanding as at year end.

(d) Materials and supplies:

Materials and supplies, which consists of parts and supplies acquired for internal construction or consumption, are valued at the lower of cost and net realizable value. Cost is determined on a weighted moving average basis.

Any write-downs taken on materials and supplies are reversed if and when net realizable value subsequently recovers. Major spare parts and standby equipment are recorded as part of PP&E and depreciated once they are available for use.

An amount of $nil (2023 - $292) was written down due to obsolescence in the year.

(e) Property, plant and equipment:

PP&E purchased or constructed by the Corporation are recorded at cost less accumulated depreciation. Costs include contracted services, materials, labour, engineering costs, directly attributable overheads and capitalized borrowing costs during construction when applied. Subsequent costs are capitalized only when it is probable that the future economic benefits associated with the costs will flow to the Corporation and the costs can be measured reliably.

Depreciation of PP&E is charged to net income on a straight-line basis over their estimated service lives at the following annual rates:

3. Material accounting policies (continued):

Land rights with fixed term	2.0%
Buildings	2.0% - 6.7%
Distribution station equipment	1.7% - 4.0%
Distribution system	1.7% - 10.0%
Meters	4.0% - 6.7%
Office equipment	10.0%
Computer hardware	20.0% - 33.3%
Vehicle fleet	6.7% - 16.7%
Renewable power generation	4.0%

The depreciation method, useful lives, and residual values are reviewed each financial year-end with the effect of any changes in estimate being accounted for on a prospective basis. Estimated useful lives reflect the best estimate and actual lives of assets may vary from estimated useful lives.

Assets are derecognized at their carrying value upon retirement or when no remaining economic benefits are expected from its use. The related gain or loss arising on the disposal or retirement is determined as the difference between the proceeds from sale and the carrying value of the asset and is included in net income for the related fiscal year. The cost of replacing a part of an item of PP&E is recognized as an addition to the carrying amount of the asset and the carrying amount of the replaced part is derecognized. The cost of the day-to-day servicing of PP&E assets is recognized in net income as incurred.

(f) Intangible assets:

Intangible assets are carried at cost, net of any accumulated amortization and accumulated impairment losses.

Amortization of intangible assets is provided on a straight-line basis over the estimated service lives at the following annual rates:

Application software and intellectual property	33.3%
Internally generated software	20.0%

3. Material accounting policies (continued):

Software in development is not subject to amortization. The above-noted amortization rates apply to assets held within the application software and other intangible asset grouping (note 6). The amortization method, useful lives, and residual values are reviewed each financial year-end with the effect of any changes in estimate being accounted for on a prospective basis. Estimated useful lives reflect the best estimate and actual lives of assets may vary from estimated useful lives.

(g) Goodwill:

Goodwill represents the future economic benefits arising from other assets acquired in a business combination that are not individually identified and separately recognized. It is allocated from the acquisition date to the Corporation's rate regulated cash generating unit ("CGU") that is expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the acquiree are assigned to those units or groups of units.

Goodwill is measured at cost less accumulated impairment losses, if any, and not amortized. Impairment testing for goodwill is carried out at each reporting date in the context of the CGU by comparing carrying amount with its recoverable amount. The recoverable amount of an asset or CGU is the greater of an asset's or CGU's fair value less costs of disposal and its value in use.

Impairment losses are recognized in net income. Impairment losses relating to the CGU are allocated first to reduce the carrying amount of any goodwill allocated to the CGU and then to reduce the carrying amounts of the other assets in the CGU on a pro rata basis. An impairment loss in respect of goodwill is not reversed.

(h) Financial assets/liabilities measured at amortized cost:

Accounts receivable (including unbilled revenue), cash, customer deposits, accounts payable, credit facilities, long-term debt and leases are measured at amortized cost.

A loss allowance for expected credit losses on financial assets measured at amortized cost is recognized at the reporting date. The loss allowance is measured at an amount equal to the lifetime expected credit losses for that asset.

3. Material accounting policies (continued):

(i) Impairment of non-financial assets:

The carrying costs of non-financial assets: PP&E and finite lives intangible assets are reviewed for impairment at each reporting date to determine whether there is any indication of impairment, in which case, the asset's recoverable amount is estimated.

Goodwill and intangible assets with indefinite lives are tested for impairment annually and when circumstances indicate that the recoverable amount of an asset or CGU may be below their carrying value. The recoverable amount of an asset or CGU is the greater of its value in use and fair value less costs of disposal. The value in use calculation requires an estimate of the future cash flows expected to arise from the CGU, a suitable discount rate in order to calculate a present value as a basis for determining impairment and an estimated terminal value calculated by discounting the final year in perpetuity.

For the regulated business, the carrying costs of most of the Corporation's non-financial assets are included in rate base (the aggregate of approved investment in PP&E and intangible assets, excluding work in progress, less accumulated depreciation and amortization and unamortized capital contributions from customers, plus an allowance for working capital) where they earn an OEB-approved rate of return. Asset carrying values and the related return are recovered through approved rates. As a result, such assets are tested for impairment in the event that the OEB disallows recovery, in whole or in part, or if such a disallowance is judged to be probable.

Impairment is tested at the CGU level, which is the smallest identifiable group of assets that generates independent cash flows. An impairment loss is recognized if the carrying amount of an asset or CGU exceeds its recoverable amount and is recognized in net income.

(j) Customer deposits and advance payments:

Customer deposits are cash collections from customers to secure electricity or other services. Customer deposits in excess of unpaid account balances are refundable to individual customers upon termination of their electricity distribution services.

The Corporation receives advance payments from customers in relation to construction projects and recognizes them as a liability until the projects are completed.

3. Material accounting policies (continued):

(k) Employee benefits:

(i) Short-term employee benefits:

The Corporation provides short-term employee benefits, such as: salaries, employment insurance, short-term compensated absences, health and dental care. These benefits are recognized as the related service is rendered and is measured on an undiscounted basis. Short-term employee benefits are recognized as an expense unless they qualify for capitalization as part of the cost of an item of materials and supplies, PP&E, intangible assets or recoverable projects. A liability is recognized in respect of any unpaid short-term employee benefits for services rendered in the reporting year.

The Corporation recognizes a current liability for the expected cost of accumulated non-vested sick leave benefits at the end of the reporting year. The assumptions used for estimating the amount of the liability are analogous to those used in the valuation of employee future benefits.

(ii) Multi-employer pension plan:

The Corporation accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan.

OMERS plan is a multi-employer defined benefit plan providing pension to employees of municipalities, local boards, public utilities and school boards. It is funded by equal contributions from participating employers and employees, as well as by investment earnings of the plan. OMERS does not track its investments by employer and actuarial assumptions are developed based on the entire plan membership on a commingled basis and, therefore, information for individual plans cannot be determined. As a result, the Corporation accounts for the OMERS plan as a defined contribution plan and contributions to the plan are recognized as an employee benefit expense.

(iii) Employee future benefits:

The Corporation provides all employees with life insurance benefits, as well as pays certain medical benefits on behalf of some of its retired employees.

3. Material accounting policies (continued):

The Corporation actuarially determines the cost of employee future benefits offered to employees. These unfunded plans are accounted for as defined benefit obligations. The Corporation applies the projected benefit method, prorated on service and based on management's best estimates and assumptions. Under this method, the projected employee future benefits is deemed to be earned on a pro rata basis over the years of service in the attribution year commencing at date of hire, and ending at the earliest age the employee could retire and qualify for benefits.

Remeasurements of the net benefit liability comprise actuarial gains or losses that are recognized in the consolidated balance sheet with a credit or charge to other comprehensive income or loss. Current service costs are allocated to operating, maintenance and administration expenses and to capital recognized on the consolidated balance sheet.

(l) Income taxes:

The Corporation is currently exempt from taxes under the Income Tax Act (Canada) and the Corporations Tax Act (Ontario). Under the *Electricity Act, 1998*, the Corporation and EE are required to make payments in lieu of corporate income taxes ("PILs") to the Ontario Electricity Financial Corporation. These payments are calculated in accordance with the rules for computing income and other relevant amounts contained in the Income Tax Act (Canada) and the Corporations Tax Act (Ontario) as modified by the *Electricity Act, 1998*, and related regulations. References in these consolidated financial statements to income taxes are with respect to PILs for the Corporation and EE.

The Corporation uses the asset and liability method of accounting for the tax effect of temporary differences between the carrying amount and the tax bases of the Corporation's assets and liabilities. Temporary differences arise when the realization of an asset or the settlement of a liability would give rise to either an increase or decrease in the Corporation's income taxes payable in the year or a later year.

Deferred tax assets and liabilities are measured using enacted or substantively enacted tax rates, at the reporting date, expected to apply to taxable income in the year in which those temporary differences are expected to be recovered or settled. The effect on deferred tax assets and liabilities of a change in tax rates is recognized in the consolidated statement of income and comprehensive income in the year that includes the date of enactment or substantive enactment.

3. Material accounting policies (continued):

The carrying amount of deferred tax assets is reviewed at each consolidated balance sheet date and reduced to the extent that it is no longer probable that the related tax benefits will be realized. Previously unrecognized deferred tax assets are reassessed at each consolidated balance sheet date and are recognized to the extent that it is probable that future taxable profits will be available against which the temporary difference can be utilized. A valuation allowance is recorded against a deferred tax asset to the extent that the Corporation determines that it is probable that a deferred income tax asset will not be realized in the future.

Where the Corporation expects the deferred taxes to be recovered from or refunded to customers as part of the rate setting process, the deferred income tax assets and liabilities result in regulatory deferral debit balances or credit balances, respectively. Deferred tax assets that are not included in the rate-setting process result in a deferred tax provision that is charged or credited to the consolidated statement of income and comprehensive income.

(m) Provisions and contingencies:

A provision is recognized in the financial statements when the Corporation has a legal or constructive obligation as a result of past events and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of obligation.

A contingent liability is disclosed when the Corporation has a possible obligation as a result of past events, the existence of which will be confirmed only by the occurrence or non-occurrence, of one or more uncertain future events, not wholly within the control of the Corporation; or when the Corporation has a present legal or constructive obligation, that arises from past events, but it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation, or the amount of the obligation cannot be measured with sufficient reliability.

The evaluation of the likelihood of the contingent events requires judgment by management as to the probability of exposure to potential gain or loss. Actual results could differ from these estimates.

3. Material accounting policies (continued):

(n) Non-derivative financial instruments:

All non-derivative financial assets are classified as loans and receivables and all non-derivative liabilities are classified as other liabilities. These financial instruments are recognized initially at fair value plus any directly attributable transaction costs. Subsequently, they are measured at amortized costs using the effective interest method less any impairment for the financial assets, as described in notes 3(h) and 24(c).

(o) Derivative financial instruments:

Derivative financial instruments are measured at their fair value upon initial recognition and on each subsequent reporting date.

The Corporation has not elected to apply hedge accounting for its interest rate swap derivative contracts and does not enter into derivative agreements for speculative purposes. Changes in the fair value of the derivatives are recorded each year in the consolidated statement of income and comprehensive income, as described in note 24(e).

(p) Capital disclosures:

The Corporation's objectives with respect to its capital structure are to maintain effective access to capital on a long-term basis, at reasonable rates, and to deliver the appropriate financial returns. The Corporation's definition of capital includes shareholders' equity, short-term debt, bank indebtedness and long-term debt, less cash.

During the year, there have been no changes to how the Corporation assesses its capital structure.

(q) Changes in accounting policies:

(i) Classification of Liabilities as Current or Non-current (Amendments to IAS 1 Presentation of Financial Statements ("IAS 1")):

In January 2020, the IASB issued amendments to IAS 1 relating to the classification of liabilities as current or non-current. In October 2022, the IASB issued Non-current Liabilities with Covenants (Amendments to IAS 1), reconfirming that only covenants with which a company must comply on or before the reporting date affect the classification of a liability as current or non-current. The amendments are effective for

3. Material accounting policies (continued):

annual reporting periods beginning on or after January 1, 2024, with early adoption permitted.

The Corporation has adopted the new amendment, and it does not have a significant impact on the Corporation's financial statements.

(r) New standards and interpretations not yet adopted:

The IASB issues new standards, amendments and interpretations which do not have to be adopted in the current year. The Corporation is currently assessing the financial statement impact of adopting the following amendments which will be effective on January 1, 2026 or later to existing accounting standards:

(i) Classification of financial assets (Amendments to IFRS 9 (“Financial instruments”) and IFRS 7 (“Financial Instruments: Disclosure”)):

The IASB has now amended IFRS 9 following its post-implementation review of the classification and measurement requirements. The amendments include guidance on the classification of financial assets, including those with contingent features.

The IASB has also amended IFRS 7. Companies will now be required to provide additional disclosures on financial assets and financial liabilities that have certain contingent features.

(ii) Settlement by electronic payments (Amendments to IFRS 9):

Companies that recognize or derecognize financial assets or financial liabilities on the payment initiation date could see a change to their accounting following amendments to IFRS 9.

However, companies may be permitted to derecognize financial liabilities settled by an electronic payment system earlier than their settlement date, subject to certain criteria being met.

(iii) Annual improvements process (Amendments to IFRS 1, IFRS 7, IFRS 9, IFRS 10 and IAS 7):

The annual improvements process aims to improve the clarity and internal consistency of IFRS Accounting Standards. In this volume of improvements, the IASB makes minor

3. Material accounting policies (continued):

amendments to IFRS 9 and to a further four accounting standards.

The amendments to IFRS 9 address:

- a conflict between IFRS 9 and IFRS 15 ("Revenue from Contracts with Customers") over the initial measurement of trade receivables; and
- how a lessee accounts for the derecognition of a lease liability under paragraph 23 of IFRS 9.

The amendment on trade receivables may require some companies to change their accounting policy.

(iv) Presentation and Disclosure in Financial Statements ("IFRS 18"):

In April 2024 the IASB issued IFRS 18, which replaces IAS 1 and introduces new requirements for presentation and disclosure in financial statements, effective for annual periods beginning on or after 1 January 2027, with early adoption permitted. This new standard is the result of the so-called primary financial statements project and aims at improving how entities communicate in their financial statements, primarily the following:

- the introduction of categories and defined subtotals in the statement of profit or loss that aim at additional relevant information and provide a structure for the statement of profit or loss that is more comparable between entities;
- The introduction of requirements to improve aggregation and disaggregation that aim at additional relevant information and ensure that material information is not obscured;
- The introduction of disclosures on Management-defined Performance Measures (MPMs) in the notes to the financial statements that aim at transparency and discipline in the use of such measures and disclosures in a single location; and
- The targeted improvements to Statement of Cash Flows ("IAS 7") which aims at improved comparability between entities.

In May 2024, the IASB issued IFRS 19 ("Subsidiaries without Public Accountability") which simplifies financial reporting for eligible subsidiaries by allowing them to apply IFRS Accounting Standards with reduced disclosure requirements.

4. Accounts receivable:

	2024	2023
Energy revenue	$ 47,089	$ 42,562
Unbilled revenue	48,749	46,856
Project expenditures recoverable	11,826	11,544
Other	4,076	1,971
	111,740	102,933
Less: expected credit losses	5,301	5,275
	$ 106,439	$ 97,658

Accounts receivables do not contain a significant financing component, and lifetime expected credit losses ("ECLs") are recognized as the maturities are typically 12 months or less. A provision matrix is used to determine ECLs on trade receivables. The amount of credit losses recognized is based on forward looking estimates that reflect current and forecast credit conditions.

Unbilled revenue represents amounts for which the Corporation has a contractual right to receive cash through future billings and are unbilled at the year end.

5. Property, plant and equipment:

December 31, 2024

	December 31, 2023	Additions/ depreciation	Disposals/ retirements	December 31, 2024
Cost				
Land	$ 2,386	$ –	$ –	$ 2,386
Land rights	4,302	–	–	4,302
Buildings	33,032	613	–	33,645
Distribution station equipment	72,834	5,399	(1,068)	77,165
Distribution system	565,538	30,838	(1,138)	595,238
Meters	28,330	2,033	(235)	30,128
Office equipment	2,865	75	(115)	2,825
Computer hardware	12,141	1,586	–	13,727
Vehicle fleet (a)	17,269	877	(458)	17,688
Renewable power generation	2,539	–	(1,287)	1,252
Construction in progress	73,931	39,931	–	113,862
	$ 815,167	$ 81,352	$ (4,301)	$ 892,218

5. Property, plant and equipment (continued):

	December 31, 2023	Additions/ depreciation	Disposals/ retirements	December 31, 2024
Accumulated depreciation				
Land rights	$ 116	$ 12	$ –	$ 128
Buildings	14,112	1,389	–	15,501
Distribution station equipment	15,517	2,173	(422)	17,268
Distribution system	99,625	15,754	(438)	114,941
Meters	18,464	1,183	(175)	19,472
Office equipment	2,105	153	–	2,258
Computer hardware	7,715	1,744	–	9,459
Vehicle fleet (a)	8,758	1,285	(257)	9,786
Renewable power generation	755	104	(273)	586
	$ 167,167	$ 23,797	$ (1,565)	$ 189,399
Net book value	$ 648,000	$ 57,555	$ (2,736)	$ 702,819

December 31, 2023

	December 31, 2022	Additions/ depreciation	Disposals/ retirements	December 31, 2023
Cost				
Land	$ 2,190	$ 196	$ –	$ 2,386
Land rights	4,302	–	–	4,302
Buildings	31,742	1,290	–	33,032
Distribution station equipment	67,804	5,073	(43)	72,834
Distribution system	519,334	48,121	(1,917)	565,538
Meters	26,707	1,664	(41)	28,330
Office equipment	2,728	140	(3)	2,865
Computer hardware	10,607	1,534	–	12,141
Vehicle fleet (a)	15,758	2,022	(511)	17,269
Renewable power generation	2,269	270	–	2,539
Construction in progress	50,668	25,402	(2,139)	73,931
	$ 734,109	$ 85,712	$ (4,654)	$ 815,167

5. Property, plant and equipment (continued):

	December 31, 2022	Additions/ depreciation	Disposals/ retirements	December 31, 2023
Accumulated depreciation				
Land rights	$ 104	$ 12	$ –	$ 116
Buildings	12,771	1,341	–	14,112
Distribution station equipment	13,479	2,054	(16)	15,517
Distribution system	85,515	14,830	(720)	99,625
Meters	16,431	2,072	(39)	18,464
Office equipment	1,935	170	–	2,105
Computer hardware	6,169	1,546	–	7,715
Vehicle fleet (a)	7,543	1,332	(117)	8,758
Renewable power generation	597	158	–	755
	$ 144,544	$ 23,515	$ (892)	$ 167,167
Net book value	$ 589,565	$ 62,197	$ (3,762)	$ 648,000

Right-of-use assets related to the leased properties that do not meet the definition of investment property are presented as PP&E.

(a) Includes $1,658 (2023 - $1,658) vehicle right-of-use assets and $1,448 (2023 - $1,324) accumulated amortization.

During the year, borrowing costs of $974 (2023 - $887) were capitalized to PP&E and credited to finance costs. Weighted average cost of long-term borrowings in EE (note 14) is used for capitalizing borrowing costs as part of PP&E with an average rate of 4.61% (2023 - 4.66%).

Additions to construction in progress are net of transfers to other PP&E categories.

6. Intangible assets and goodwill:

(a) Intangible assets:

December 31, 2024

	December 31, 2023	Additions/ amortization	Disposals/ retirements	December 31, 2024
Cost				
Application software and other	$ 25,415	$ 3,922	$ (7)	$ 29,330
Construction in progress related to application software and other	2,217	2,060	–	4,277
Capital contributions (note 19(b))	2,135	7,306	–	9,441
	$ 29,767	$ 13,288	$ (7)	$ 43,048
Accumulated amortization				
Application software and other	$ 20,813	$ 2,356	$ –	$ 23,169
Capital contributions	575	430	–	1,005
	$ 21,388	$ 2,786	$ –	$ 24,174
Net book value	$ 8,379	$ 10,502	$ (7)	$ 18,874

December 31, 2023

	December 31, 2022	Additions/ amortization	Disposals/ retirements	December 31, 2023
Cost				
Application software and other	$ 22,822	$ 2,593	$ –	$ 25,415
Construction in progress related to application software and other	1,145	1,072	–	2,217
Capital contributions (note 19(b))	2,135	–	–	2,135
	$ 26,102	$ 3,665	$ –	$ 29,767
Accumulated amortization				
Application software and other	$ 18,458	$ 2,355	$ –	$ 20,813
Capital contributions	411	164	–	575
	$ 18,869	$ 2,519	$ –	$ 21,388
Net book value	$ 7,233	$ 1,146	$ –	$ 8,379

6. Intangible assets and goodwill (continued):

No borrowing costs were capitalized on intangible assets under development in 2024 or 2023.

Application software and other includes externally acquired, as well as internally generated computer software. The remaining amortization period is between one to five years.

(b) Goodwill:

	December 31, 2023	Additions	Impairment	December 31, 2024
Goodwill	$ 64,348	$ –	$ –	$ 64,348

(c) Impairment test:

Goodwill with carrying amount of $64,348 was allocated to the Corporation's rate regulated CGU as a result of business acquisition and amalgamation. Impairment testing was carried out for December 31, 2024 by comparing the recoverable amount with the carrying amount. The recoverable amount of this CGU is based on its value in use, determined by discounting the future cash flows to be generated from the continuing operation of the CGU. The key assumptions used in the estimation of value in use were as follows.

Discount rate	5.8%
Terminal value growth rate	2.0%

The cash flow projections included specific estimates for five years and a terminal growth rate thereafter. Revenue growth was projected based on the average growth rate, the estimated sales volume and expected price increases for the next five years.

The discount rate was a post-tax measure based on the return of equity rate issued by OEB on October 31, 2024, and the rates of long-term and short-term debts that EE currently holds.

The terminal growth rate was determined based on management's estimate of the long-term compounded annual earnings before interest, taxes, depreciation and amortization growth rate, consistent with the assumptions that a market participant would make.

6. Intangible assets and goodwill (continued):

The impairment test was performed by considering the latest developments and economic conditions. The estimated recoverable amount of the CGU was determined to be higher than its carrying amount, therefore no impairment was recorded.

7. Regulatory balances:

Debit balances comprise the following:

	December 31, 2023	Balances arising in the year	Recovery/ reversal	Other movements	December 31, 2024	Remaining recovery/ reversal period (years)
Deferred taxes (a)	$ 27,115	$ (487)	$ –	$ –	$ 26,628	Note 2
Collection of account (b)	3,812	2,940	–	–	6,752	Note 1
IFRS transitional adjustments (c)	5,006	1,027	–	–	6,033	Note 1
Approved settlement variances (d)	1,025	14,969	(15,270)	–	724	1 year
Future settlement variances - RSVA (d)	14,821	4,674	(14,712)	–	4,783	Note 1
OEB cost assessment (e)	2,069	818	–	–	2,887	Note 1
Estimated useful life (f)	722	362	–	–	1,084	Note 1
Future settlement variances - RCVA (g)	752	43	–	–	795	Note 1
Locates (h)	446	345	–	–	791	Note 1
Cloud (i)	–	632	–	–	632	Note 1
One-time IFRS conversion costs (j)	542	20	–	–	562	Note 1
Other	–	2,086	–	–	2,086	Note 1
	$ 56,310	$ 27,429	$ (29,982)	$ –	$ 53,757	

	December 31, 2022	Balances arising in the year	Recovery/ reversal	Other movements	December 31, 2023	Remaining recovery/ reversal period (years)
Deferred taxes (a)	$ 22,188	$ 4,927	$ –	$ –	$ 27,115	Note 2
Collection of account (b)	2,856	956	–	–	3,812	Note 1
IFRS transitional adjustments (c)	4,028	978	–	–	5,006	Note 1
Approved settlement variances (d)	60	12,337	(11,545)	173	1,025	1 year
Future settlement variances - RSVA (d)	22,484	940	(8,430)	(173)	14,821	Note 1
OEB cost assessment (e)	1,616	453	–	–	2,069	Note 1
Estimated useful life (f)	406	316	–	–	722	Note 1
Future settlement variances - RCVA (g)	725	27	–	–	752	Note 1
Locates (h)	–	446	–	–	446	Note 1
LRAM	3,690		(3,690)	–		
One-time IFRS conversion costs (j)	520	22	–	–	542	Note 1
	$ 58,573	$ 21,402	$ (23,665)	$ –	$ 56,310	

7. Regulatory balances (continued):

Credit balances comprise the following:

	December 31, 2023	Balances arising in the year	Recovery/ reversal	Other movements	December 31, 2024	Remaining recovery/ reversal period (years)
Tax related variances (k)	$ 7,312	$ 729	$ –	$ –	$ 8,041	Note 1
Pole attachment (l)	2,945	610	–	–	3,555	Note 1
Deferred taxes (a)	1,089	1,954	–	–	3,043	Note 2
Other	36	4	–	–	40	Note 1
	$ 11,382	$ 3,297	$ –	$ –	$ 14,679	

	December 31, 2022	Balances arising in the year	Recovery/ reversal	Other movements	December 31, 2023	Remaining recovery/ reversal period (years)
Tax related variances (k)	$ 5,957	$ 1,355	$ –	$ –	$ 7,312	Note 1
Pole attachment (l)	2,403	542	–	–	2,945	Note 1
Deferred taxes (a)	1,637	(548)	–	–	1,089	Note 2
Other	32	4	–	–	36	Note 1
	$ 10,029	$ 1,353	$ –	$ –	$ 11,382	

Note 1 The Corporation intends to seek recovery or refund in future rate applications to the OEB.

Note 2 The Corporation will not seek disposition of the balance since it will be reversed through timing differences in the recognition of deferred tax assets or liabilities.

The balances arising in the period column are new additions (for both debits and credits). The recovery/reversal column are amounts collected or refunded through rate riders, disposition of OEB-approved regulatory balances, or other transactions which reduce existing regulatory balances. The other movements column consists of impairment (if the OEB disallowed certain amounts), and reclassification between the regulatory debit and credit balances. There is no impairment recorded for 2024 or 2023.

7. Regulatory balances (continued):

Regulatory balances descriptions:

(a) Deferred taxes:

The Corporation records deferred tax assets or liabilities with a corresponding regulatory tax liability or asset. The Corporation will not seek disposition of these balances as they will be reversed through timing differences in the recognition of deferred tax assets or liabilities.

The regulatory debit balance is the expected future electricity distribution rate increase for customers arising from timing difference in the recognition of deferred tax assets and the regulatory credit balance is the deferred tax amount reclassified under IFRS 14.

The deferred tax amount related to the expected future electricity distribution rate increase for customers was $26,628 (2023 - $27,115) as at December 31, 2024.

The amounts reclassified under IFRS 14 include the deferred tax liability related to regulatory balances of $3,043 (2023 - $1,089) as at December 31, 2024.

(b) Collection of account:

On March 14, 2019, the OEB issued the *Notice of Amendments to Codes* regarding the non-payment of account service charges for electricity distributors in which the OEB eliminated the Collection of Account charge.

Elexicon requested a new Deferral and Variance Account for Veridian Rate Zone in its 2020 IRM application (EB-2019-0252) to record the lost revenues associated with the elimination of the Collection of Account charge. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

7. Regulatory balances (continued):

(c) IFRS transitional adjustments:

Commencing in 2014, the Corporation's Veridian rate zone has recorded regulatory debit balances arising from derecognition of assets under IFRS. The Whitby rate zone dealt with the derecognition of assets under IFRS in a 2019 OEB proceeding. If the Whitby rate zone calculated value exceeds the approved materiality threshold in its 2019 OEB rate decision, it may request the establishment of a new deferral and variance account.

The Corporation's Veridian rate zone also records the capitalized borrowing costs difference between weighted average long-term borrowing costs under IFRS and the capitalization rate prescribed by the OEB. The Whitby rate zone is not required to record this difference based on the settlement agreement approved in its 2019 rate application.

This regulatory balance will be sought for disposition in the Corporation's first COS rebasing application under IFRS or in a future stand-alone application.

(d) Settlement variances:

Approved settlement

For the 2024 rate year, the OEB approved:

- Disposition of cost pass-through accounts "Group 1 Deferral and Variance Accounts" for both Veridian and Whitby rate zones. Group 1 accounts represent the variance(s) of the differences between purchased and billed power costs.

Future settlement

The amounts include the variances between the amount charged by the IESO for the operation of the markets and grid, as well as various wholesale market settlement charges and transmission charges, as compared to the amount billed to consumers based on the OEB-approved rates. This amount also includes variances between the amounts charged by Hydro One Networks Inc. ("Hydro One") for low voltage services and the amount billed to consumers based on the OEB-approved rates.

7. Regulatory balances (continued):

(e) OEB cost assessment:

The Board issued guidance on February 9, 2016, permitting effective April 1, 2016 the use of Account 1508 Other Regulatory Asset – Sub Account - OEB Cost Assessment Variance to record any material differences between OEB cost assessments currently built into rates and cost assessments that will result from the application of the new Cost Assessment Model (“CAM”), until the utility’s next rebasing application.

(f) Estimated useful life:

In Whitby’s 2019 Annual IR Application EB-2018-0079, the OEB approved the use of a new deferral Account 1508, Sub-account - Changes in Estimated Useful Lives, to record the impact of accounting changes to depreciation as a direct result of changes in estimated useful lives resulting from Whitby Hydro’s annual review required under IFRS, per the depreciable asset section of IAS 16 – Property, Plant and Equipment. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

(g) Retail cost variance account (RCVA):

The Corporation is recording the differences between the revenue charged to retailers and the incremental costs associated with providing the retail services. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

(h) Locates:

In 2023, the OEB established a generic, sector-wide variance account, the Getting Ontario Connected Act ("GOCA") variance account, to specifically track incremental costs of locates in 2023 and future years arising from the implementation of recent provincial

legislation: Bill 93 (the *Getting Ontario Connected Act*, S.O. 2022). This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

7. Regulatory balances (continued):

(i) Cloud:

In a letter dated November 2, 2023 the OEB established a deferral account relating to incremental cloud computing implementation costs. The generic deferral account is effective December 1, 2023 and is used to record incremental cloud computing implementation costs incurred by utilities and any related offsetting savings, if applicable. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

(j) One-time IFRS conversion costs:

In accordance with an OEB directive, a deferral account has been established for the one-time administrative costs during transition to IFRS for the Veridian rate zone. These amounts will be sought for disposition in the Corporation's first COS rebasing application under IFRS or in a future stand-alone application.

(k) Tax-related variances:

The regulatory balance relates to the revenue requirement impact of accelerated capital cost allowance deductions from the Accelerated Investment Incentive tax measure which received Royal Assent on June 21, 2019. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application. This regulatory balance also includes the revenue requirement impact of additional capital cost allowance deductions from the Immediate Expensing tax measure which received Royal Assent in June 2022.

(l) Pole attachment:

On March 22, 2018 the OEB issued the Report of the Ontario Energy Board: Wireline Pole Attachment Charges (EB-2015-0304). The report established a new variance Account 1508 – Sub – Account – Pole Attachment Revenue Variance to be used for recording the incremental revenue arising from the changes to the pole attachment charge applicable to all licensed electricity distributors. This regulatory balance will be sought for disposition in the Corporation's next COS rebasing application or in a future stand-alone application.

8. Income taxes:

The provision for income taxes differs from the amount that would have been recorded using the combined Canadian federal and Ontario statutory income tax rate. The reconciliation between the statutory and effective tax rates is provided as follows:

	2024	2023
Income before income taxes	$ 11,025	$ 6,067
Federal and Ontario statutory income tax rate	26.50%	26.50%
Provision for income taxes at statutory rate	$ 2,922	$ 1,608
Increase (decrease) resulting from:		
Temporary differences expected to be recovered from customers	(3,847)	(4,113)
Current period losses for which no deferred tax asset is recognized	313	976
Under provided in prior periods	73	409
Other	2,522	(2,525)
Income taxes recorded in regulatory balances movements	(2,441)	5,473
Income tax (recovery) expense	$ (458)	$ 1,828
Effective income tax rate	(4.2%)	30.1%
Allocated:		
Current expense	$ 299	$ 446
Deferred expense (recovery)	1,684	(4,091)
Income taxes recorded in regulatory balances movements	(2,441)	5,473
Total income tax (recovery) expense	$ (458)	$ 1,828

8. Income taxes (continued):

Deferred tax assets and liabilities arise from differences between the carrying amounts and tax bases of the Corporation's assets and liabilities. The tax effects of these differences are as follows:

	2024	2023
Deferred tax assets (liabilities):		
Property, plant and equipment and intangible assets	$ (39,156)	$ (31,925)
Employee future benefits	2,304	2,291
Sick leave liability	353	405
Non-capital losses	14,209	8,049
Unrealized loss on interest rate swap derivatives	3,256	2,936
Deferred revenue and others	3,535	1,373
	(15,499)	(16,871)
Valuation allowance	(3,586)	(2,971)
	(19,085)	(19,842)
Deferred tax liabilities:		
Regulatory balances	3,043	1,089
Moved to regulatory deferral account credit balances	(3,043)	(1,089)
	–	–
Deferred tax liabilities	$ (19,085)	$ (19,842)

The Corporation has non-capital losses for income tax purposes of $13,519 available to reduce future years' income for tax purposes that will expire between 2037 and 2045. The potential deferred tax benefit of these losses has not been recognized since management has determined that it is probable that these amounts will not be realized in the foreseeable future.

9. Accounts payable and accrued liabilities:

	2024	2023
Cost of power accrual	$ 32,518	$ 31,798
Accounts payable	17,547	15,387
Accrued liabilities	14,811	5,142
Customer credit balances	5,724	5,364
Non-vested sick leave liability	1,008	1,094
Other	6,320	2,182
	$ 77,928	$ 60,967

10. Credit facilities:

As at December 31, 2024, the Corporation had the following external credit facilities with a Canadian chartered bank (the "Bank"):

(a) Uncommitted revolving demand credit facility. The facility is required to be no greater than $60,000, with a letter of credit ("L/C") carve-out availability;

(b) Committed or demand revolver facility (note 14) with a combined total no greater than $353,645; and

(c) Uncommitted revolving demand credit facility with a credit limit of $5,000.

The financial covenants for the above facilities require a Consolidated Interest Coverage Ratio ("ICR") of not less than 1.75 for the fourth quarter of 2023 and stepping down to 1.40 for the first quarter of 2024 and thereafter, stepping up to 1.75 for the first quarter of 2026. The financial covenants are tested on a consolidated basis of the Corporation. The Corporation is compliant with all bank covenants as at December 31, 2024.

As at December 31, 2024, $5,200 (2023 - $nil) was drawn out of facility (a); $283,390 (2023 - $253,390) was outstanding from facility (b), and $nil (2023 - $nil) was drawn out of facility (c) above (note 14). To cover the risk of fluctuating interest rates, $253,390 of facility (b) was structured with interest rate swap derivative agreements with the Bank, effectively converting the obligations into two fixed interest rate loans of 5.096% and 4.84%, respectively. During 2024, the Corporation withdrew $30,000 out of this facility.

10. Credit facilities (continued):

The Corporation utilized facility (a) for: $100 to issue an irrevocable L/C in favour of the Ministry of Environment and $3 to issue an irrevocable L/C in favour of the City of Belleville.

The Ministry of Environment requires security to ensure adequate funds are available, to effect suitable remedial action, if an event occurs resulting in a health and safety hazard to any person, or the natural environment.

The City of Belleville requires security for land site development for the building in the City of Belleville, and it could draw on the L/C if the Corporation does not fulfill the obligations of the site plan agreement.

Short-term debt:

As at December 31, 2024, the Corporation had $89,132 (December 31, 2023 - $89,132) notes payable due to the Corporation's shareholders on demand at a rate of 4.13%. The noteholders have a right to demand repayment of these notes together with any accrued interest, in whole or part, with 60 days' prior written notice to the Corporation. As the Corporation does not have any unconditional right to defer settlement of this liability for at least twelve months after the reporting period, the notes issued to the shareholders of $89,132 are classified as short-term debt.

As at December 31, 2024 the Corporation also utilized $5,200 (December 31, 2023 - $nil) of the uncommitted revolving demand credit facility above and recognized it as a short term debt.

11. Deferred revenue:

(a) As at December 31, 2024, $nil (2023 - $1,620) of deferred revenue represents the balance of unearned revenue from funding received from the IESO to deliver CDM programs.

An agreement was entered with the IESO on December 16, 2014 and on June 8, 2015, whereby the IESO conditionally approved a CDM plan that was jointly submitted by the Corporation (Veridian and Whitby Hydro) to deliver CDM programs covering the period from January 1, 2015 to December 31, 2020. This CDM plan was most recently updated on April 18, 2017 and conditionally approved by the IESO on May 12, 2017.

All programs under the IESO agreement and all relevant wind down costs are expected to be fully funded and paid by the IESO. The IESO is invoiced monthly for the costs incurred on various CDM programs and wind down expenditures. The Corporation received some initial funding in the form of a pre-payment from the IESO for the delivery of CDM programs under the energy conservation agreement. Amounts received but not yet earned are presented on the consolidated balance sheet under current liabilities as deferred revenue. During 2024, the Corporation received notice from the IESO with respect to bringing the wind-down of the CDM programs to a close. A reconciliation was performed and the pre-funding amounts were returned to the IESO.

(b) As at December 31, 2024, $3,397 (2023 - $3,476) of deferred revenue represents the balance of unearned revenue related to the ICM projects.

12. Deposits and developer obligations:

	2024	2023
Advance payments - construction deposits	$ 312	$ 190
Customer deposits	5,351	5,550
Developer obligations	7,795	10,962
Deposits and developer obligations	$ 13,458	$ 16,702

13. Related party transactions:

The Corporation provides electricity and services to its principal shareholders, the Town of Ajax, the Municipality of Clarington, the City of Pickering, the City of Belleville and the Town of Whitby (collectively, the "shareholders"). Electrical energy is sold to the shareholders at the same prices and terms as other electricity customers consuming equivalent amounts of electricity.

Summary of transactions with the shareholders:

	Town of Ajax	Town of Whitby	City of Pickering	City of Belleville	Municipality of Clarington	Total
Electricity and services revenue	$ 2,710	$ 1,841	$ 2,342	$ 1,687	$ 479	$ 9,059
Finance costs on the notes payable	810	1,171	1,035	322	343	3,681
Property taxes paid	253	251	46	122	36	708

	Town of Ajax	Town of Whitby	City of Pickering	City of Belleville	Municipality of Clarington	Total
Accounts receivable balance	$ 239	$ 264	$ 330	$ 319	$ 39	$ 1,191

	Town of Ajax	Town of Whitby	City of Pickering	City of Belleville	Municipality of Clarington	Total
Dividends paid	$ 1,713	$ 2,511	$ 2,188	$ 709	$ 726	$ 7,847

	2024	2023
Compensation paid to key management personnel[(i)]	$ 4,657	$ 4,708

[(i)] Comprising the senior management team and members of the Board of Directors. The compensation includes salaries, performance pay and taxable benefits. This includes OMERS contributions of $400 (2023 - $421).

13. Related party transactions (continued):

The Corporation has renewable generation projects and holds interest in the following entities, joint operations:

(a) Claremont Community Centre Solar:

EE, TREC SolarShare Co-Operative (No. 1) Inc. and Solera Sustainable Energies Company Limited are parties to a joint operation agreement with an equity interest of 39%, 51% and 10%, respectively, to build, own, operate and maintain a solar generation project at Claremont Community Centre owned by the City of Pickering, located at 4941 Old Brock Road, Pickering, Ontario L1V 7E2. This project is approved under the Feed-in Tariff government program.

The joint venture started operation in July 2015. In 2024, the Corporation included its share of net income $6 (2023 - $7) in the consolidated financial statements.

In 2016, the Corporation financed the above project for an amount of $264 for a 15-year term at an interest rate of 5.00%. An amount of $56 (2023 - $62) (net of repayments and intercompany funding) is included in other assets of the Corporation as at December 31, 2024. The funding provided by the Corporation was in the same proportion as the equity interest: EE 39%, TREC Solar Share Co-Operative (No. 1) Inc. 51% and Solera Sustainable Energies Company Limited 10%.

(b) EE, Lakefront, Solera Joint Operation:

EE, Lakefront Utility Services Inc. and Solera Sustainable Energies Company Limited entered into a joint operation agreement with an equity interest of 42.5%, 42.5% and 15% respectively, to build, own, operate and maintain a solar generation project at the property owned by The Corporation of the Town of Cobourg, located at 739 D'Arcy Street, Cobourg, Ontario (Building 13).

The joint venture started operations in 2019. In 2024, the Corporation included its share of negligible loss in the financial statements.

In 2019, the Town of Cobourg Holding Inc. financed the above project for an amount of $202 for a 25-year term at an interest rate of 5.75%. An amount of $75 (2023 - $77) is included in the Corporation's long-term-debt as at December 31, 2024 (note 14). The funding provided by the Corporation of the Town of Cobourg was in the same proportion as

13. Related party transactions (continued):

the equity interest: EE 42.5%, Lakefront Utility Services Inc. 42.5% and Solera Sustainable Energies Company Limited 15%.

EE, as a joint operator accounts for the assets, liabilities, revenue and expenses relating to its interest in the joint operations in accordance with the IFRS applicable to the particular assets, liabilities, revenue and expenses.

(c) EVSTART Inc.:

The Corporation's subsidiary, EG, and Wyse Metering Solutions both hold a 50% equity interest respectively in EVSTART Inc. ("EVSTART"), incorporated to own, operate and maintain projects related to electric vehicle infrastructure and own chargers as a service.

This joint venture was created in November of 2021 with a twenty dollar capital injection by EG as at December 31, 2021. In 2022 EG issued a $500 promissory note to EVSTART with no set repayment terms. The note bears an interest rate of prime plus 3% and the interest is accrued monthly.

EVSTART began operations in 2022 and incurred a loss. These losses have not been accounted for in the Corporation's financial statements since this would reduce the Corporation's interest to below zero. Management has assessed that there is no legal or constructive obligation that exists for the Corporation in relation to EVSTART. The Corporation will record its share of profits, only after its share of losses in EVSTART have been recognized.

The Corporation, as a joint venturer accounts for the assets, liabilities, revenue and expenses relating to its interest in the joint operations in accordance with the IFRS applicable to the particular assets, liabilities, revenue and expenses.

On January 31, 2025, EG sold its Rate Switch business and shares in EVSTART to Wyse Metering Solutions for total proceeds of $1,059. Pursuant to the terms of the agreement, the sale included the repayment of EG’s promissory note to EVSTART, with accrued interest, and all outstanding EVSTART receivables for additional proceeds of $1,726. EG has 120 days after the transaction date to assign remaining contracts over to Wyse for additional consideration. Once the 120-day period has ended, the activity in EG is expected to be minimal as the restructuring plan will have been completed.

14. Long-term debt:

	2024	2023
Loan payable to Town of Cobourg Holding Inc., maturing on February 1, 2044, at a rate of 5.75%	75	77
Long-term debt from the Bank, maturing on November 2, 2028, at a rate of 5.096% (note 10(b))	33,390	33,390
Long-term debt from the Bank, maturing on August 2, 2028, at a rate of 4.84% (note 10(b))	220,000	220,000
Long-term debt from the Bank, maturing on June 29, 2026 (note 10(b))	30,000	–
	283,465	253,467
Less: current portion	2	2
	$ 283,463	$ 253,465

Scheduled principal repayments for the next five years and thereafter as of December 31, 2024:

2025	$ 2
2026	30,002
2027	2
2028	253,392
2029	3
Thereafter	64
	283,465
Less: current portion	2
	$ 283,463

14. Long-term debt (continued):

Scheduled interest payments for the next five years and thereafter as of December 31, 2024:

2025	$ 13,554
2026	13,554
2027	12,354
2028	8,662
2029	4
Thereafter	27
	$ 48,155

Expected weighted average borrowing costs:

2025	4.78%
2026	5.05%
2027	4.87%
2028	6.83%
2029	5.72%

Finance costs related to short-term debt, long-term debt and other comprise:

	2024	2023
Interest on:		
Notes payable and loans	$ 16,324	$ 15,829
Customer deposits and other	464	830
	16,788	16,659
Less:		
Capitalized borrowing costs	974	887
Finance income	520	397
	$ 15,294	$ 15,375

15. Deferred contributions:

Deferred contributions are the capital contributions received from electricity customers and developers, which have not yet been recognized into other income.

The continuity of deferred contributions is as follows:

	2024	2023
Deferred contributions, beginning of year	$ 163,190	$ 126,360
Contributions received	25,445	39,846
Contributions amortized as other income	(3,400)	(2,936)
Contributions removed with asset disposals	(117)	(80)
Deferred contributions, end of year	185,118	163,190
Less: current portion	4,441	3,836
Non-current	$ 180,677	$ 159,354

Customer and developer contributions for the acquisition or construction of PP&E are considered to be deferred contributions and amortized over the useful lives of the related assets as other income.

16. Employee future benefits:

(a) Pensions:

During the year, the Corporation made contributions totaling $3,746 (2023 - $3,385) to OMERS. These contributions have been recognized as an operational expenditure net of the amount capitalized in assets. The expected payment for 2025 is $3,920, representing less than 1% of the group plan contributions. As at December 31, 2024, and subject to the estimates, assumptions and valuations of OMERS, the plan obligations are 98% (2023 - 97%) funded by its assets. OMERS has a strategy to return the plan to a fully funded position. The Corporation is not able to assess the implications, if any, of this strategy or of the withdrawal of other participating entities from the OMERS plan on its future contributions.

(b) Post-retirement benefits other than pension:

The Corporation pays certain benefits on behalf of its retired employees and recognizes these post-retirement costs in the year in which the employees render the services.

Information about the Corporation's non-contributory defined benefit plan to fund life insurance, health and dental care benefits and a retiree Health Care Spending Account ("HCSA"), is as follows:

	2024	2023
Accrued benefit liability recognized, beginning of year	$ 6,355	$ 5,816
Current service costs	135	120
Interest costs	286	286
Benefit payments	(475)	(432)
Remeasurements recognized in other comprehensive income	88	565
Accrued benefit liability recognized, end of year	$ 6,389	$ 6,355

The amounts presented are based upon an actuarial valuation performed as at December 31, 2022 with an update to the accounting extrapolations for the year ending December 31, 2024.

16. Employee future benefits (continued):

(c) Significant assumptions:

	2024 %	2023 %
Discount rate used	4.7	4.6
Health care costs rate increase for next year	5.3	4.9
Dental care costs rate increase for next year	5.6	5.1

(c) Sensitivity analysis:

Changes in key assumptions would have had the following effect on the benefit obligation:

	Estimated value of future payments	% difference
Base (4.70%)	$ 6,389	–
Discount rate:		
(3.70%) or -1.00%	7,498	17%
(5.70%) or +1.00%	5,527	(14%)
Health and dental cost trend rates:		
- 1.00%	5,973	(7%)
+1.00%	6,900	8%

17. Share capital:

	2024	2023
Authorized:		
Unlimited Common Shares		
Issued:		
100,000 Common Shares	$ 97,692	$ 97,692

18. Dividends:

On February 29, 2024 the Board of Directors of the Corporation declared dividends of $7,357 on the issued and outstanding Common shares in respect of the 2023 fiscal year.

Dividends and dividend advances paid in 2024 were $7,847 and include the following:

- 2023 Q4 dividends of $2,384
- 2024 Q1, Q2, Q3, and Q4 dividend advances of $5,463

On March 27, 2025, the Board of Directors of the Corporation declared dividends of $4,797 on the issued and outstanding Common shares in respect of the 2024 fiscal year. Dividend advances of $5,463 were paid during 2024 with the excess of $666 to be deducted from dividends to be paid in the future.

19. Commitments and contingencies:

(a) Insurance claims:

The Corporation is a member of the Municipal Electric Association Reciprocal Insurance Exchange ("MEARIE"), which was created on January 1, 1987. A reciprocal insurance exchange may be defined as a group of persons formed for the purpose of exchanging reciprocal contracts of indemnity or inter-insurance with each other. MEARIE provides general liability insurance to member electric utilities. MEARIE also provides vehicle and property insurance to the Corporation.

19. Commitments and contingencies (continued):

Insurance premiums charged to each member electric utility consist of a levy per $1 of service revenue subject to a credit or surcharge based on each electric utility's claims experience.

(b) Contractual obligation - Hydro One Networks Inc.:

Whitby transformer station:

The Corporation's subsidiary, EE, is party to a connection and cost recovery agreement with Hydro One related to the construction by Hydro One of a transformer station designated to meet EE's anticipated electricity load growth. Construction of the project was completed during 2007 and EE connected to the transformer station during 2008.

To the extent that the cost of the project is not recoverable from future transformation connection revenue, EE is obligated to pay a capital contribution equal to the difference between this revenue and the construction costs allocated to EE. The construction costs allocated to EE for the project are $19,950.

Hydro One has performed the final true-up based on actual load at the end of the fifteenth anniversary of the in-service date and the Corporation accrued $4,062 for the shortfall of connection transformation revenue for Hydro One, as at December 31, 2024 (December 31, 2023 - $nil) and recognized this amount as an intangible asset.

Seaton transformer station:

The Corporation constructed a transformer station designated to meet the Corporation's anticipated electricity load growth and connected the transformer station to Hydro One’s transmission system in December 2022. The Corporation entered into a connection and cost recovery agreement with Hydro One for the 230kV transmission supply to the transformer station. The construction costs allocated to the Corporation for the transmission supply project are $10,003 and a capital contribution of $3,244 was required due to increase in cost and lower incremental load forecast. The Corporation accrued $3,244 as at December 31, 2024 (December 31, 2023 - $nil) and recognized this as an intangible asset.

19. Commitments and contingencies (continued):

To the extent that the cost of the project is not recoverable from future transformation connection revenue, the Corporation is obligated to pay additional capital contributions equal to the difference between this revenue and the construction costs allocated to the Corporation. Hydro One will perform a true-up based on actual load at the end of the fifth, tenth and fifteenth anniversary of the in-service date.

(c) Contractual obligation - Cloud Computing Arrangements

The Corporation entered into a cloud computing arrangement in December 2024 with an established Canadian supplier for licensing and to implement an integrated technology platform solution implementing electrical utility industry leading standard operating models and business processes for a 10-year term with a cost of $48,799.

(d) Prudential support:

Purchasers of electricity in Ontario, through the IESO, are required to provide security to mitigate the risk of default based on their expected activity in the market. The IESO could draw on this security if the Corporation fails to make the payment required on a default notice issued by the IESO. The Corporation has provided a $64,000 guarantee to the IESO on behalf of EE.

(e) General claims:

From time to time, the Corporation is involved in various lawsuits, claims and regulatory proceedings in the normal course of business. In the opinion of management, the outcome of such matters will not have a material adverse effect on the Corporation's consolidated financial position and results of operations or cash flows.

20. Leases:

The Corporation is committed to lease agreements for various vehicles.

When measuring the lease liabilities for leases, the Corporation discounted lease payments using the implicit rate of each lease agreement with a range of 5.65% to 7.20%.

20. Leases (continued):

Future minimum non-cancellable lease payment obligations under finance leases are as follows:

2025	$ 95
2026	71
2027	44
	$ 210

As at December 31, 2024, a lease obligation of $95 (December 31, 2023 - $124) is recorded as a current liability and $115 (December 31, 2023 - $210) is recorded as a non-current liability.

The Corporation has also recognized $16 (2023 - $25) in interest costs (recognized as finance costs in the consolidated statement of income and comprehensive income and the consolidated statement of cash flows) and $124 (2023 - $177) in lease repayments (recognized as changes in operating working capital in the consolidated statement of cash flows).

21. Revenue and other income:

	2024	2023
Commodity revenue	$ 464,462	$ 421,522
Distribution revenue	100,500	97,459
Other income:		
Late payment charges	$ 1,467	$ 1,474
Customer charges (a)	779	789
Pole rentals	1,174	1,100
Amortization of deferred contributions	3,400	2,936
Consulting	3,826	4,644
Renewable energy	495	604
Other	(212)	917
Project write-off	–	(2,519)
	$ 10,929	$ 9,945

(a) Includes reconnection/disconnection, collection and change of occupancy charges from customers.

21. Revenue and other income (continued):

Energy sales and distribution revenue by customer class are as follows:

	2024	2023
Residential service	$ 277,759	$ 245,343
General service	266,868	251,395
Large users	20,335	22,243
Total commodity and distribution revenue	$ 564,962	$ 518,981

22. Operating, maintenance and administration expenses:

	Operating and maintenance	Administration	Total 2024	Total 2023
Salaries and benefits	$ 11,378	$ 21,155	$ 32,533	$ 30,724
External services	9,808	19,672	29,480	23,358
Materials and supplies	131	343	474	443
Vehicle	1,289	118	1,407	1,452
Other	196	2,617	2,813	1,500
	$ 22,802	$ 43,905	$ 66,707	$ 57,477

23. Consolidated statement of cash flows:

Changes in operating working capital provided by (used in) include the following:

	2024	2023
Accounts receivable	$ (8,282)	$ (9,682)
Materials and supplies	1,603	(3,582)
Prepaid expenses	(279)	513
Accounts payable and accrued liabilities	4,725	(1,319)
Deferred revenue	(1,782)	54
	$ (4,015)	$ (14,016)

23. Consolidated statement of cash flows (continued):

Reconciliation between the amount presented in the consolidated statement of cash flows and total additions to PP&E and intangible assets:

	2024	2023
Purchase of PP&E, cash basis	$ 77,364	$ 89,444
Net change in accruals related to PP&E	3,988	(3,732)
Total additions to PP&E	$ 81,352	$ 85,712
Purchase of intangible assets, cash basis	$ 5,043	$ 3,839
Net change in accruals related to intangible assets	8,245	(174)
Total additions to intangible assets	$ 13,288	$ 3,665

24. Financial instruments and risk management:

(a) Market risk:

Market risk refers primarily to risk of loss that results from changes in commodity prices, foreign exchange rates and interest rates. The Corporation does not have commodity risk due to the flow-through nature of energy purchases and costs. All variances due to timing of customer billing or regulated pricing are recorded in retail settlement variance accounts and are recovered from or returned to customers in accordance with regulatory directives. The foreign exchange risk is considered not material and is limited to U.S. dollar cash holdings of $22 (2023 - $209) as at December 31, 2024.

(b) Interest rate risk:

The Corporation enters into fixed interest rate long-term debt agreements to minimize cash flow and interest rate fluctuation exposure. During 2023, the Corporation unwound its interest rate swap derivative maturing March 2, 2045. The Corporation then entered into a new interest rate swap derivative agreement of $33,390 maturing on November 2, 2028. Additionally, the Corporation entered into a new interest rate swap derivative agreement of $220,000 maturing on August 2, 2028. The Corporation entered into interest rate swap derivative agreements with the Bank to exchange interest rate cash flows.

24. Financial instruments and risk management (continued):

Under these agreements, the Corporation and the Bank have the periodic exchange of payments without exchanging the notional principal amount on which the payments are based. This effectively provided the Corporation with a fixed rate loan, which reduces the impact of fluctuating interest rates on long-term debt. The Corporation does not enter into any such financial instrument for speculative purposes.

The Corporation is also exposed to fluctuations in interest rates as the regulated rate of return for the Corporation's distribution business is derived using a formulaic approach which is in part based on the forecast for long-term Government of Canada bond yields. This rate of return is approved by the OEB as part of the approval of distribution rates.

(c) Credit risk:

Financial assets create credit risk that a counterparty will fail to discharge an obligation, causing a financial loss. The Corporation's distribution revenue is earned on a broad base of customers. As a result, the Corporation did not earn a significant amount of revenue from any individual customer.

The inflationary pressures and a higher interest rate environment create a higher degree of uncertainty due to economic and business disruption. Management considers current economic and credit conditions in revising the estimates and judgments used in preparation of the expected credit losses provision on its accounts receivable balances. The Corporation applies provision rates based on recent and changing trends to customer aging balances, customer collection patterns and risk of customer default and has recorded an increase to the expected credit loss allowance of $26. The impact of the OEB's moratorium on disconnections impacted the Corporation's ability to mitigate credit risk from customer accounts receivable balances.

The Corporation manages counterparty credit risk through various techniques, including limiting total exposure levels with individual counterparties consistent with the Corporation's policies and monitoring the financial condition of counterparties.

Management believes that the credit risk of accounts receivable is limited due to the following reasons:

(i) There is a broad base of customers with no one customer that accounts for revenue or an accounts receivable balance in excess of 10% of the respective balance.

24. Financial instruments and risk management (continued):

(ii) The Corporation, as permitted by the OEB's Retail Settlement and Distribution System Code, may obtain a security deposit or L/C from customers to mitigate risk of payment default.

(iii) The percentage of accounts receivable that is outstanding more than 90 days is approximately 7.5% (2023 – 6.7%) of the total net outstanding balance.

(iv) The Corporation includes an amount of accounts receivable write-offs within net income for rate-setting purposes.

Expected credit risk losses:

2023	$ 5,275
Additional allowances	1,920
Write-offs	(1,894)
	26
2024	$ 5,301

Pursuant to their respective terms, accounts receivable are aged as follows as at December 31:

	2024	2023
Total accounts receivable	$ 111,740	$ 102,933
Less: expected credit losses	5,301	5,275
Total accounts receivable, net	$ 106,439	$ 97,658
Of which:		
Unbilled revenue	$ 48,749	$ 46,856
Outstanding less than 30 days	47,835	43,511
Outstanding 31 days but not more than 60 days	4,990	4,211
Outstanding 61 days but not more than 90 days	2,206	1,821
Outstanding 91 days but not more than 120 days	1,497	1,223
Outstanding more than 120 days	6,463	5,311
	111,740	102,933
Less: expected credit losses	5,301	5,275
	$ 106,439	$ 97,658

24. Financial instruments and risk management (continued):

(d) Liquidity risk:

Liquidity risk is the risk that the Corporation will not be able to meet its financial obligations as they become due. The Corporation has access to credit facilities and monitors cash balances daily. Short-term liquidity is provided through cash on hand, funds from operations and a revolving credit facility. Short-term liquidity is expected to be sufficient to fund normal operating requirements.

The current challenging economic climate affected by factors including but not limited to uncertain macroeconomic conditions like a global recession may lead to material adverse changes in cash flows, working capital levels and/or debt balances, which may also have a direct negative impact on the Corporation's operating results and financial position in the future. Accordingly, the Corporation continues to monitor and adapt its response plan as the economic climate evolves.

The liquidity risks associated with financial commitments are as follows:

Financial commitments as of December 31, 2024:

	Due within one year	Due between one and five years	Due past five years
Financial liabilities:			
Accounts payable and accrued liabilities - undiscounted	$ 77,928	$ –	$ –
Short-term debt - undiscounted (note 10)	94,332	–	–
Long-term debt - undiscounted	2	283,399	64
Leases - discounted	95	115	–
	$ 172,357	$ 283,514	$ 64

24. Financial instruments and risk management (continued):

Financial commitments as of December 31, 2023:

	Due within one year	Due between one and five years	Due past five years
Financial liabilities:			
Accounts payable and accrued liabilities - undiscounted	$ 60,967	$ –	$ –
Short-term debt - undiscounted (note 10)	89,132	–	–
Long-term debt - undiscounted	2	253,398	67
Leases - discounted	124	210	–
	$ 150,225	$ 253,608	$ 67

(e) Fair values:

The Corporation included $12,289 of unrealized loss (2023 - $11,081) in its consolidated financial statements. This is the fair value, using a discounted cash flow model, of the interest rate swap derivatives which represents the amount that the Corporation would pay if it decided to settle its interest rate swap obligations as at December 31, 2024.

Fair value measurements recognized in the consolidated statement of income and comprehensive income are categorized using a fair value hierarchy that reflects the significance of inputs used in determining the fair values.

- Level 1 - unadjusted quoted prices in active markets for identical assets or liabilities;
- Level 2 - inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 - inputs for assets and liabilities that are not based on observable market data.

The interest rate swap derivatives are all Level 2 as at December 31, 2024.

There were no transfers between levels during the year.

24. Financial instruments and risk management (continued):

The carrying amounts of all financial instruments, except the short-term debt and long-term debt approximate fair values due to the immediate or short-term maturity of these financial instruments.

The estimated fair values of the loans payable, including related party loans, are as follows:

	2024		2023	
Instrument	Fair value	Carrying value	Fair value	Carrying value
Town of Ajax promissory notes, due on demand	$ 19,610	$ 19,610	$ 19,610	$ 19,610
Town of Whitby promissory note, due on demand	28,338	28,338	28,338	28,338
City of Pickering promissory notes, due on demand	25,069	25,069	25,069	25,069
City of Belleville promissory notes, due on demand	7,794	7,794	7,794	7,794
City of Clarington promissory notes, due on demand	8,321	8,321	8,321	8,321
Loan payable to the Town of Cobourg Holding Inc., maturing on February 1, 2044	80	75	84	77
Long-term debt from the Bank, maturing on November 2, 2028	35,374	33,390	35,282	33,390
Long-term debt from the Bank, maturing on August 2, 2028	230,305	220,000	229,189	220,000
Long-term debt from the Bank, maturing on June 29, 2026	29,811	30,000	–	–
Short-term debt	5,200	5,200	–	–
Total	$ 389,902	$ 377,797	$ 353,687	$ 342,599

24. Financial instruments and risk management (continued):

(f) Capital management:

The Corporation considers its capital structure to consist of shareholders' equity, short-term debt, long-term debt, bank indebtedness, less cash. The Corporation's capital structure was as follows:

	2024	2023
Cash	$ (4,196)	$ (3,806)
Short-term debt	94,332	89,132
Long-term debt	283,465	253,467
	377,797	342,599
Share capital	97,692	97,692
Retained earnings	75,025	77,239
Contributed surplus	79,301	79,301
Contributed capital	25	25
Accumulated other comprehensive income	2,420	2,511
	254,463	256,768
Total capital	$ 628,064	$ 595,561

Town of Whitby
Staff Report

whitby.civicweb.net

Report Title: City of Pickering's Proposed Sale of Elexicon Shares

Report to: **Committee of the Whole**

Date of meeting: January 17, 2022

Report Number: **FS 06-22**

Department(s) Responsible:

Financial Services Department

Submitted by:
Fuwing Wong, Commissioner, Financial Services & Treasurer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Fuwing Wong, Commissioner, Financial Services & Treasurer, x4314

1. Recommendation:

1. **That a new capital project for the Town's consulting costs related to the City of Pickering's proposed sale of Elexicon shares be established, in the amount of $100,000, funded from the 2021 Operating Budget;**
2. **That the Chief Administrative Officer and Treasurer be provided delegated authority, within the overall approved funding for the project, to obtain consulting and other services required to develop a recommended course of action for the Town, in a timely manner, related to the proposed sale of Elexicon shares; and**
3. **That staff be authorized to pay the Municipality of Clarington the Town's proportionate share of consulting costs to perform valuation and other analysis related to the proposed sale of Elexicon shares.**

2. Highlights:

- This report provides some background and options available to the Town of Whitby and other Elexicon shareholders if/when the City of Pickering provides an official Selling Notice to sell their shares of Elexicon;

- Due to timelines, outlined in the Elexicon shareholders agreement, for the Town to consider options and act following Elexicon's receipt of a Selling Notice, it is recommended that a capital project be established for the Town's consulting costs related to the City of Pickering's proposed sale of Elexicon shares. It is further recommended that the CAO and Treasurer be provided delegated authority to obtain consulting and other services required to develop a recommended course of action for the Town, in a timely manner, related to the proposed sale of Elexicon shares.

3. Background:

Elexicon Corporation ("**Elexicon**") is a holding company that is owned by five municipal shareholders, the Town of Whitby, the City of Pickering, the Town of Ajax, the Municipality of Clarington, and the City of Belleville. Elexicon consists of two wholly owned subsidiary operating companies:

1) Elexicon Energy Inc., a regulated electricity or local distribution company that delivers electricity to homes and businesses located in east-central Ontario. Elexicon Energy Inc. also operates a non-regulated small business focused on renewable energy generation.

2) Elexicon Group Inc., a non-regulated energy services business offering energy management and procurement consulting services, combined heat and power solutions, and specialty metering.

Elexicon was created in 2019 by the merger of Whitby Hydro Energy Services and Veridian Corporation (previously owned by the City of Pickering, the Town of Ajax, the Municipality of Clarington, and the City of Belleville). As noted above, Elexicon is currently 100% municipally owned by the following municipalities:

Shareholder	Common Shares	Other Share Classes		Percentage
Town of Ajax	21,828	21,828	Class A Special	21.828%
Town of Belleville	9,044	9,044	Class A Special	9.044%
The Municipality of Clarington	9,248	9,248	Class A Special	9.248%
City of Pickering	27,880	27,880	Class A Special	27.880%
Town of Whitby	32,000	32,000	Class B Special	32.000%
	100,000	**100,000**		**100.000%**

On October 21, 2021 the City of Pickering ("**Pickering**") Council approved staff report FIN 15-21, entitled "City Centre Financial and Legal Implications" which included approval of the project at a maximum of $207.7 million. According to reporting in the media, Pickering anticipates to utilize the proceeds from the Elexicon sale to fund/partially fund their share of the downtown project, that was planned to be debt-financed. The new debt-financing portion of the project listed in Pickering report FIN 15-21 is $204.13 million, which the report notes is allocated between Development Charge Funded Debt of $110.13 million and City Share Debt of $94.00 million.

A Special Purpose Elexicon Corporation Board meeting was held on November 4, 2021 to discuss the City of Pickering's recent announcement to sell their Elexicon shares where the following was shared:

- Pickering currently does not have a purchaser for the shares but has hired the consulting firm, Deloitte, to conduct some valuation and other financial analysis work;
- Official notice, known as a Selling Notice, in accordance with the Elexicon Shareholders' Agreement has not been provided yet by Pickering. This means that timelines for the remaining shareholders (including the Town of Whitby) to conduct their own due diligence and act, if appropriate, has not started yet.

4. Discussion:

The April 1, 2019 Elexicon Shareholders' Agreement (the "**Agreement**") outlines Elexicon/other shareholders' rights, responsibilities, and prescriptive timelines / sequence of events that must occur when one or more shareholders wish to sell their shares. As noted above, Pickering currently does not have an offer from a purchaser for their Elexicon shares and, as a result, has not formally provided Elexicon a Selling Notice in accordance with the Agreement.

Selling Notice:

In accordance with the Agreement, notice (known as a "**Selling Notice**") must be provided by the selling shareholder to Elexicon containing the following information: Purchaser information, Terms, Conditions, and Price. Note: the offer to the selling shareholder must be for all of the selling shareholder's shares.

Right of First Refusal (120 days):

Once a Selling Notice is received:

- Elexicon has 15 business days to notify the non-selling shareholders (the "**Remaining Shareholders**") and provide an offer to the Remaining

Shareholders a right of first refusal to purchase the selling shareholder's shares, (at the same price, terms, and conditions), in proportion to the number of shares that they each already own;

- Any Remaining Shareholder may accept the offer to purchase pro-rata shares within **120 days from the date Elexicon was notified**; and
- The Agreement also provides for:
    - The Right of First Refusal only applying if all of the seller's shares are purchased by the Remaining Shareholders/Elexicon;
    - Remaining Shareholders able to purchase more than their pro-rata share if other Remaining Shareholders decide not purchase their pro-rata share;
    - Elexicon to purchase some or all of the seller's shares as part of the right of first refusal (if directed by the Remaining Shareholders); and
    - Special provisions before any shareholder may obtain control or greater than 50% of Elexicon shares

Piggyback Right:

In a situation where the sale of Elexicon shares results in any third party having control over Elexicon (e.g. greater than 50% of the shares), the Remaining Shareholders have a right to elect to "**Piggyback**" on the deal that the original seller negotiated and also sell at the same price, terms and conditions to the third party purchaser. Shares are sold on a pro-rata basis if the purchaser does not wish to purchase all of the shares being offered in a Piggyback right situation.

Options

Following Pickering's submission of a Selling Notice, the Town of Whitby has several options, including:

1. Provide notice to purchasing some of Pickering's Elexicon shares;

2. Doing nothing (e.g. not responding with a Purchase Notice) – in this case, the other Remaining Shareholders may purchase Whitby's pro-rate portion, per the Right of First Refusal section of the Agreement, of Pickering's Elexicon shares;

3. Exercise the Piggyback Right and sell Whitby's shares at the same price, terms, and conditions, also. Note: Pickering's shares alone, at 27.88%, would not trigger the Piggyback Right option. This option is available if the purchaser could potentially obtain over 50% of the shares from Pickering and a combination of some of the Remaining Shareholders following no purchase by the Remaining Shareholders through the Right of First Refusal.

The Town would have only 120 days to proceed with Option 1. Otherwise, the Town is defaulted with Option 2, i.e. not wishing to exercise our Right of First Refusal. To help form the Town's decision, an independent valuation of the Elexicon shares and comparing that value to a future Selling Notice would be prudent.

Recommended Next Steps

As noted above, Pickering is currently conducting work to determine valuation of their Elexicon shares, costs of selling / net proceeds. While there is a risk to expend funds to conduct valuation and other analysis before receiving a Selling Notice from Pickering (e.g. Pickering may not proceed with their sale of Elexicon), the remaining shareholders (Ajax, Belleville, Clarington, Whitby) only have 120 days, or approximately 4 months, from Elexicon receiving Pickering's Selling Notice to complete analysis and determine which option to exercise. Accordingly, it is recommended that the Town complete due diligence (including determination of a fair valuation of the Elexicon shares, costs, etc.) in advance. Further, the Town may obtain independent legal and or financial advice on the implications and complexities of other municipalities potentially electing to Piggyback on Pickering's proposed sale (should the situation arise). Subject to Council approval of this report, a capital project, in the amount of $100,000, funded from the 2021 operating budget, will be established for review of Pickering's Proposed Sale of Elexicon shares. The $100,000 funding to establish this capital project will reduce the dividend and interest income received from Elexicon in 2021 and included in the Town's 2021 operating budget (see the Financial Considerations section for more information).

It is further recommended that the Chief Administrative Officer and the Treasurer be provided delegated authority to obtain consulting and other services required to develop a recommended course of action for the Town, in a timely manner, related to the proposed sale of Elexicon shares. The Town's Purchasing Policy requires that contract awards, in excess of $250,000, related to tenders/request for proposal and sole source awards, in excess of $50,000, be approved by Council prior to the award. Delegated authority is being sought as the Town's timeline to complete analysis, formulate a recommendation, and inform/obtain Council authorization is limited to 120 days (or approximately 4 months) from the Selling Notice date and the Town of Whitby generally has one Council meeting per month.

The Municipality of Clarington has offered to take the lead on hiring a consultant to perform valuation and other analysis related to the proposed sale of Elexicon shares. Since the Remaining Shareholders (namely, the Town of Clarington, the Town of Ajax, the Town of Belleville and the Town of Whitby) would likely all be conducting the same work to determine the value of Pickering's shares related to Right of First Refusal or Piggyback Right considerations, staff recommend that the

Town of Whitby participate in Clarington's valuation work and pay the Municipality of Clarington directly for a proportionate share of the consulting costs.

5. Financial Considerations:

The Town's operating budget includes $4.3 million in revenues from Elexicon annually (approximately $3.1 dividend revenue through the Town's 32% ownership and approximately $1.2 million interest revenue from Elexicon promissory notes).

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

This report was prepared in consultation with Legal staff.

8. Strategic Priorities:

Proactively initiating and conducting comprehensive due diligence on Pickering's proposed sale of Elexicon shares continues Whitby tradition of responsible financial management and respect for taxpayers; and to understand the importance of affordability to a healthy, balanced community.

9. Attachments:

N/A

Joint statement from the City of Pickering and the Town of Ajax regarding Elexicon holdings

July 03, 2024

- News and Announcements (/news/categories/news-and-announcements/)

“Together, we have retained Borden Ladner Gervais LLP to undertake a confidential non-binding Request for Proposal (RFP) to explore the potential sale of our municipally-owned holdings in Elexicon Corporation. As the electricity landscape continues to evolve and transform, we believe the time is right to assess our role in the sector and explore the financial value of our investment in a competitive manner. This is a responsible step to ensure we secure optimum value of our investment for our long-term financial objectives and needs. Once the RFP process is complete, the City and Town will provide an update on any next steps.”

About Elexicon Energy

Elexicon Energy, a subsidiary of Elexicon Corporation, is the local distribution utility that delivers electricity to Pickering, Ajax, Clarington, Whitby, Belleville, Port Hope, Brock, Scugog, Uxbridge and Gravenhurst. Elexicon Corporation and its predecessor firm, Veridian Corporation, has existed since the Ontario electricity sector was restructured in 2000. As a regulated electricity distribution utility, Elexicon Energy’s rates are approved by the Ontario Energy Board.

Media Contacts

BLG - Mark Rodger, 416.367.6190, mrodger@blg.com

City of Pickering – Mark Guinto, 905.767.2670, mguinto@pickering.ca

Town of Ajax – Christie McLardie, 905.999.8254, christie.mclardie@ajax.ca

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Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: New 9-1-1 System Agreement

Report to: **Committee of the Whole**

Date of meeting: September 15, 2025

Report Number: **CAO 18-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
M. Gaskell, CAO

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Chief Mike Hickey, WFES

1. Recommendation:

1. **That Report CAO 18-25 be received for information;**
2. **That the Mayor and Clerk be authorized to sign the new 9-1-1 System Agreement as described in the Memorandum of Elaine Baxter-Trahair, CAO dated August 28, 2025; and**
3. **That a copy of this motion be sent to the Region of Durham and other signatories to the 9-1-1 System Agreement.**

2. Highlights:

- The Town of Whitby has been a signatory to the 9-1-1 Joint Powers Agreement for the 9-1-1 emergency Telephone Reporting System since its inception. Periodically changes are recommended and the area municipalities are required to approve by Council resolution any amendments to the agreement and corresponding policy and procedures.
- The parties have been developing a new modernized System Agreement on the governance and responsibilities of the 9-1-1 system within Durham Region for several years.

- The changes to the agreement shift operational responsibility to the Durham Regional Police Service as service provider and defines expectations and related funding.
- The new form of System Agreement attached hereto as Appendix "A" has been developed by the Region's Treasurer and Regional Solicitor. The form of this agreement has been reviewed and approved by the Town's Treasurer and Town Solicitor.

3. Background:

Consideration and approval of the negotiation and preparation of a new form of System Agreement with the Durham Regional Police Service was addressed by the Region of Durham Council on May 25, 2022.

Correspondence from Elaine Baxter-Trahair, CAO of the Regional Municipality of Durham dated August 28, 2025 has been received requesting the Town's approval, by Council resolution of the new 9-1-1 System Agreement. Attached hereto as Appendix "B".

4. Discussion:

Staff have reviewed the draft System Agreement and are in agreement with its terms recognizing that it reflects the direction given to the Region of Durham CAO to negotiate the final System Agreement for the operation of the 9-1-1 Emergency System based upon the intent provide in The Regional Municipality of Durham Report 2022-F-10, Attached hereto as Appendix "C".

5. Financial Considerations:

Not Applicable.

6. Communication and Public Engagement:

Not Applicable.

7. Input from Departments/Sources:

The Chief Hickey of the Whitby Fire and Emergency Services Department has reviewed the documentation attached hereto and concurs with the signing of the new 9-1-1 System Agreement by the Mayor and Clerk.

8. Strategic Priorities:

The information in this report supports the Town of Whitby's Community Strategic Plan, specifically Strategic Pillar.

9. Attachments:

Appendix A: New 911 System Agreement
Appendix B: Correspondence from Elaine Baxter-Trahair, CAO of the Regional Municipality of Durham, August 28, 2025
Appendix C: The Regional Municipality of Durham Report 2022-F-10

REGIONAL MUNICIPALITY OF DURHAM 9-1-1 SYSTEM AGREEMENT

This Agreement is made as of the ____ of _____, 2025 ("Effective Date").

BETWEEN:

THE REGIONAL MUNICIPALITY OF DURHAM
("**Durham Region**")

- and -

DURHAM REGIONAL POLICE SERVICES BOARD
("**DRPS Board**" or "**DRPS**")

- and -

THE CORPORATION OF THE TOWN OF AJAX,
THE CORPORATION OF THE TOWNSHIP OF BROCK,
THE CORPORATION OF THE MUNICIPALITY OF CLARINGTON,
THE CORPORATION OF THE CITY OF OSHAWA,
THE CORPORATION OF THE CITY OF PICKERING,
THE CORPORATION OF THE TOWNSHIP OF SCUGOG,
THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE,
THE CORPORATION OF THE TOWN OF WHITBY
(Collectively "**Area Municipalities**" and individually "**Area Municipality**")

WHEREAS:

A. Municipalities may establish, maintain and operate a centralized communication system for emergency response purposes pursuant to the Municipal Act, 2001, S.O. 2001, c. 25;

B. Durham Region is responsible for providing ambulance services and establishing a police services board for the provision of policing within the municipal limits of Durham Region;

C. The Area Municipalities are responsible for fire services within each of their respective municipalities within Durham Region;

D. Durham Region has approved the creation and implementation of a central communication system providing an emergency reporting service for police, fire and ambulance services known as the 9-1-1 EMERGENCY TELEPHONE REPORTING SYSTEM ("9-1-1 System") for the persons within its municipal limits;

E. The creation and implementation of the 9-1-1 System does not oblige Durham Region and the Area Municipalities to provide 9-1-1 System service to persons not residing within the municipal limits of Durham Region but who may nevertheless have access to the 9-1-1 System; and,

F. The Parties have participated in the development of operating procedures, technical requirements, financial obligations and management structure of the 9-1-1 System.

NOW THEREFORE in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1.0 PROVISION OF 9-1-1 SYSTEM

1.1 Durham Region agrees to maintain a 9-1-1 Primary Public Safety Answering Point (the "PPSAP") for the police, ambulance and fire services ("User Agencies") operated by the Parties within Durham Region for the purposes of providing a 9-1-1 System.

1.2 The PPSAP shall be located in the Communications Centre of the DRPS, subject to the terms and conditions of this Agreement and the terms of a separate service agreement between Durham Region and the DRPS Board respecting funding considerations of the PPSAP.

1.3 Durham Regional Council may alter the manner in which the 9-1-1 System service is delivered or terminate the delivery of the service at its sole discretion.

1.4 The Parties agree that a board as depicted in Appendix "A" to this Agreement shall be established for the purposes of administering the operation and delivery of the 9-1-1 System service (the "9-1-1 Board").

1.5 The service delivery provisions and related funding responsibilities and obligations for the administration, operation and delivery of the 9-1-1 System shall be set out in a separate service agreement between Durham Region and the DRPS Board.

1.6 The capital assets, software licenses, logos, and literature relating to the 9-1-1 System shall remain the property or under the responsibility of Durham Region.

1.7 Each User Agency operating a Secondary Public Safety Answering Point (SPSAP) for the 9-1-1 System agrees to participate in the operation and implementation of the 9-1-1 System and to promptly handle calls received on the 9-1-1 System and relayed to it.

1.8 Each User Agency agrees to submit an annual report to the 9-1-1 Board by March 1st of each calendar year that attests to their compliance with the 9-1-1 System Policy Manual approved by the 9-1-1 Board and summarizes the public complaints received by the User Agency relating to the 9-1-1 System and feedback of the User Agency and/or public on the operations of the 9-1-1 System and the PPSAP for the previous calendar year.

1.9 Each User Agency agrees to be accountable for their own privacy responsibilities related to their SPSAP, including but not limited to: incident and breach management response policies and procedures, risk and privacy impact assessments and mitigations, audits, software safeguards and security configurations.

1.10 In the event a User Agency becomes aware of a threat to the security of the PPSAP or personal or confidential information associated therein, a User Agency will immediately notify the Durham Regional Police Service ("DRPS") and Durham Region.

2.0 DESCRIPTION OF THE 9-1-1 PPSAP FUNCTION

2.1 The 9-1-1 System Policy Manual provides specifics of all policies which will govern the operations of the PPSAP.

2.2 The basic function of the PPSAP shall be the initial screening of the 9-1-1 calls from the public and the immediate transfer of those calls to the appropriate User Agency or User Agencies. "Immediate Transfer" means that the 9-1-1 caller would be put in communication with the appropriate User Agency as soon as is reasonably practicable. In the case of those calls requesting police service, the 9-1-1 Call Taker will continue with the call and obtain all information as required by DRPS. In the case of fire services, the call will be directed to the Oshawa Fire SPSAP to be transferred to the Brock, Clarington, Oshawa, Scugog, Uxbridge, Whitby, Ajax and Pickering fire services, as applicable. In the case of ambulance services, the call will be directed to Durham's Central Ambulance Communications Center (CACC), operated by the Ministry of Health.

2.3 The Parties agree that the performance expectation for the PPSAP shall be the National Emergency Number Association (NENA) Call Answering Standard/Model Recommendation NENA-STA-0.20.1-2020, as amended from time to time.

2.4 All User Agencies shall have access at no cost to review digital audio recordings and time records of the PPSAP pertaining to any 9-1-1 situation that involves the User Agency. The Parties hereby specifically consent, each with the other, to the release of such information for the purposes of this Agreement and such consent

shall operate as a specific consent to disclosure in accordance with any legislation governing the access to and release of such information. Any further dissemination of such information shall be in accordance with any requirements of the law and subject to the specific agency policy.

2.5 The PPSAP function is subject to alteration as required by the 9-1-1 Board and approved by Durham Regional Council or its designate.

3.0 9-1-1 BOARD

3.1 The 9-1-1 Board shall be responsible to ensure that the DRPS Board, through the DRPS, carries out its responsibilities for the normal day-to-day operation of the 9-1-1 System and PPSAP together with development and training of 9-1-1 System personnel. The 9-1-1 Board shall submit a written annual report and an annual operating budget and forecast to Durham Regional Council and such other reports as are requested of it from time to time by Durham Regional Council.

3.2 The 9-1-1 Board shall approve the 9-1-1 System Policy Manual, which shall contain the full particulars of the performance expectations, together with all operational and administration considerations for the 9-1-1 System. The 9-1-1 Board shall review the 9-1-1 System Policy Manual on an annual basis and may amend the manual as needed.

3.3 Administrative liaison between the 9-1-1 Board and the governing authority of any particular User Agency shall be the responsibility of the Board member representing the User Agency group of which that particular User Agency is a member.

3.4 The 9-1-1 Board shall meet every three months, at a minimum.

4.0 THE PPSAP MANAGER

4.1 The DRPS Inspector of the DRPS Communications/9-1-1 Unit shall be designated as the PPSAP Manager and shall be responsible to the 9-1-1 Board for the functioning of the PPSAP. The DRPS Inspector shall ensure that the PPSAP operates in accordance with the 9-1-1 System Policy Manual approved by the 9-1-1 Board.

4.2 The DRPS Inspector may delegate such operational responsibilities and duties relating to the PPSAP to managers or supervisors within the DRPS Communications/9-1-1 Unit as the DRPS Inspector deems appropriate with the exception of financial approval authorities as defined in the separate service agreement between Durham Region and the DRPS Board. These duties are in addition to the Inspector’s DRPS role as defined by the DRPS Chief of Police.

4.3 The DRPS Inspector shall report to and be responsible to the 9-1-1 Board and shall be present or shall appoint a delegate to be present at all 9-1-1 Board meetings to respond to questions or inquiries.

4.4 The DRPS Inspector shall be responsible for the efficient operation of the PPSAP and the rapid and accurate discharge of the duties of the PPSAP. The DRPS Inspector's duties include:

a) through the DRPS Technical Manager, provide reports to 9-1-1 Board on compliance on call taking standards;

b) through the DRPS Technical Manager, provide reports on complaints from the public and recommendations to remedy any issues;

c) provide recommendations in response to complaints by User Agencies when brought to the 9-1-1 Board;

d) liaise with Communications Training Coordinator for Call Takers, their selection, and training;

e) through the DRPS Technical Manager meet with User Agencies as needed to share technical information on changes to the 9-1-1 network;

f) provide recommendations for change to the PPSAP to the 9-1-1 Board;

g) provide recommendations for changes to the 9-1-1 System Policy Manual to the 9-1-1 Board; and,

h) such other duties as are assigned by the 9-1-1 Board, in consultation with the DRPS Chief of Police.

5.0 TERM

5.1 This Agreement will commence as of the Effective Date and will renew annually on the anniversary of the Effective Date unless this Agreement is terminated in accordance with the provisions of this Agreement.

5.2 Any amendment to this Agreement must be in writing and signed by all Parties, unless otherwise stated in this Agreement.

5.3 Durham Region or the DRPS Board may terminate this Agreement with 24 months written notice to all other Parties.

5.4 An Area Municipality may terminate its participation with 12 months written notice to the Parties. The decisions of an Area Municipality to terminate its participation

in this Agreement shall not affect the application of the Agreement with respect to the remaining Parties.

6.0 DISPUTE RESOLUTION

6.1 Administration or operational disputes between any or all of the Parties hereto concerning the 9-1-1 System or the PPSAP (excluding any such dispute arising from a claim by any person who is not a Party hereto against Durham Region or any User Agency or Agencies) shall be finally decided by the Durham Regional Council or its delegate.

7.0 INDEMNIFICATION

7.1 The DRPS Board shall defend, indemnify and save harmless Durham Region, the Area Municipalities, the User Agencies and their respective past, current and future elected or appointed officials, officers, employees and agents from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs, interest or damages of every nature and kind whatsoever, arising out of or allegedly attributable to the negligent acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the DRPS Board, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall survive the termination or expiration of this Agreement.

8.0 GENERAL

8.1 The recitals and paragraph headings form part of this Agreement.

8.2 Appendices “A” and “B” form part of this Agreement.

8.3 The 9-1-1 System Policy Manual is determinative, and for the purposes of this Agreement, of such matters as are contained therein but which are not otherwise addressed in the body of this Agreement.

8.4 This Agreement may be executed in any number of counterparts with the same effect as if all Parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same Agreement. With the exception of Appendix “B” which can change without total execution of this document.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement under the hands of their authorized signing officers as of the Effective Date:

Date:

THE REGIONAL MUNICIPALITY OF DURHAM

Name:
Title:

I have the authority to bind the Corporation

Date:

DURHAM REGIONAL POLICE SERVICES BOARD

Name:
Title:

I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE TOWN OF AJAX

Name:
Title:

I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE TOWNSHIP OF BROCK

Name:
Title:

I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE MUNICIPALITY OF CLARINGTON

Name:
Title:
I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE CITY OF OSHAWA

Name:
Title:
I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE CITY OF PICKERING

Name:
Title:
I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE TOWNSHIP OF SCUGOG

Name:
Title:
I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE

Name:
Title:

I have the authority to bind the Corporation

Date:

THE CORPORATION OF THE TOWN OF WHITBY

Name:
Title:

I have the authority to bind the Corporation

APPENDIX 'A'

Administration of the Durham Regional 9-1-1 Telephone System is the responsibility of a Seven (7) Member Board.

Board Members are appointed as follows:

REPRESENTATIVE	APPOINTED BY
Regional Council (elected official)	Durham Regional Council
Police (Inspector, Communications / 9-1-1 Unit)	Police Chief, DRPS
Police (Technical Manager, Communications 9-1-1 Unit)	Police Chief, DRPS
Fire Agency (appointee)	Fire Chief's Committee
Ambulance Communications Centre (Province)	Ministry of Health
Paramedic Services	Commissioner & Medical Officer of Health, Region of Durham
Regional Council (Finance Department staff member)	Regional Council, Region of Durham

The Chairperson will be a representative of either the Police or Fire Agencies, on a rotating annual basis.

The list of current 9-1-1 Board Members is identified in Appendix "B".

APPENDIX 'B'

Councilor Garrod **Regional Council representative** (as appointed by Council)	416-788-5388 bgarrod@uxbridge.ca
Gord O'Blenes (Superintendent, DRPS)	905-579-1520 Ext. 6420 683@drps.ca
Shaun Carter (Inspector, DRPS)	905-579-1520 scarter@drps.ca
Jerrett Wichman (Technical Manager, DRPS)	905-579-1520 Ext. 3327 jwichman@drps.ca
Stephen Boyd (Chief, Pickering Fire Services Department)	905-420-4660 Ext.8101 sboyd@pickering.ca
Wayne Spindler (Manager, Oshawa CACC)	905-430-0205 wayne.spindler@ontario.ca
Troy Cheseboro (Chief, Region of Durham Paramedic Services)	905-665-6313 Ext. 2250 905-444-2042 FAX troy.cheseboro@durham.ca
Mary Simpson (Director of Risk Management, Economic Studies and Procurement, Finance Department, Region of Durham)	905-668-7711 Ext. 2301 mary.simpson@durham.ca

Interoffice Memorandum

The Regional Municipality of Durham

CAO's Office

605 ROSSLAND RD. E.
LEVEL 5
PO BOX 623
WHITBY, ON L1N 6A3
CANADA

905-668-7711
1-800-372-1102

durham.ca

Elaine Baxter-Trahair
Chief Administrative Officer

Date: **August 28, 2025**

To: **Area Municipal CAO's and Bill Clancy, Executive Director, DRPS Board**

From: **Elaine Baxter-Trahair, Chief Administrative Officer**

Subject: **9-1-1 System Agreement for Execution**

Further to my memo of March 7, 2024, which provided the draft modernized 9-1-1 System Agreement, please find attached the final copy of the new System Agreement between the Region of Durham (the Region), The Durham Regional Police Services Board (the DRPS Board) and the Area Municipalities (Attachment #1) for execution.

As you may recall, the modernized System Agreement focuses on the governance and responsibilities of the 9-1-1 system within Durham Region, while the new Service Agreement between the Region and the DRPS Board sets out the expectations for performance and delivery of such services and addresses financial matters. The new approach reflects modern service levels, incorporates best practice board governance practices, shifts operational responsibilities to the service provider (DRPS) and defines service delivery expectations and related funding. This new service agreement also sets out the budget process and financial approvals for the 9-1-1 system to define appropriate roles, reporting responsibilities and accountability.

Please note that membership of the 9-1-1 Board remains unchanged. Participation of the local municipalities continues to occur through the long-standing membership of a local Fire Chief. The local Fire Chief remains as an appointee of the Fire Chiefs' Committee to ensure that all first responders and local PSAPs are directly involved.

For your information, this agreement was prepared with the assistance of DRPS staff, the Corporate Privacy Officer, both the Region's and DRPS' Legal Services and Regional Finance staff, including the Internal Auditor. All parties are recommending these agreements be executed.

Thank you for your assistance in modernizing the 9-1-1 system agreement for this essential service.

Elaine Baxter-Trahair

Elaine Baxter-Trahair

Chief Administrative Officer

Cc Nancy Taylor, Commissioner, Finance, Durham

Mary Simpson, Director of Risk Management, Economic Studies and Procurement, Durham

Jason Hunt, Director, Legal Services and Regional Solicitor, Durham

Robert Woon, Solicitor, Legal Services, Durham

Gord O'Blenes, Superintendent, DRPS

Shaun Carter, Inspector, Communications – 911 Unit, DRPS

Teresa Fetter, Director, Business Services, DRPS

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2304

The Regional Municipality of Durham Report

To:	Finance and Administration Committee
From:	Commissioner of Finance
Report:	#2022-F-12
Date:	May 10, 2022

Subject:

Modernization of the 9-1-1 Agreement with the Region of Durham, User Agencies and the Area Municipalities and Introduction of a Service Agreement between the Region of Durham and the Durham Region Police Services Board

Recommendation:

The Finance and Administration Committee recommend to Regional Council that the legacy 9-1-1 agreement be replaced and a new service agreement be established while maintaining Regional Council's responsibility for the 9-1-1 Emergency System with Durham Regional Police Services to continue to provide the 9-1-1 operations through the following actions:

A) The draft modernized system agreement be circulated to the Area Municipal CAOs by the Regional CAO for their input and presentation to their Councils for execution as users of the 9-1-1 system through the fire services and the Regional CAO be authorized to negotiate the final language of the agreement, while maintaining the intent as outlined in this report;

B) The Regional CAO be authorized to negotiate with the DRPS CAO to finalize the new service agreement and present to the DRPS Board for execution, while maintaining the intent as outlined in this report; and

C) The Regional Chair and Clerk be authorized to execute the modernized system agreement between the Region, the Durham Regional Police Services Board and the Area Municipalities, and a new service agreement between the Region and the Durham Regional Police Services Board, in a form satisfactory to the Regional Treasurer and Solicitor.

Report:

1. Purpose

1.1 The purpose of this report is to provide an update to the Finance and Administration Committee and Regional Council regarding the need to replace the legacy 9-1-1 Agreement between the Region of Durham (the Region), the Durham Regional Police Services Board (the DRPS Board) and the Area Municipalities and obtain authorization to enter into new agreements with the parties. It is proposed that the legacy agreement be replaced with a modern system agreement complimented by a service agreement between the Region and the DRPS Board and an updated Policy Manual. The modernized System Agreement would focus on the governance and responsibilities of the 9-1-1 system within Durham Region, while the new Service Agreement between the Region and the DRPS Board would set out the expectations for performance and delivery of such services and address financial matters. The Policy Manual would set out the operational and procedural aspects and continue to be approved by the 9-1-1 Board and used by DRPS and User Agencies (i.e. police, fire, ambulance services) in the provision of 9-1-1 services.

2. Background

2.1 In 1989, on the recommendations of an inter-municipal task force, an emergency 9-1-1 telephone dialing system was established as a separate organization (Report #A/15-89), with the commitment of 100% Regional funding. It was created using the existing DRPS emergency answering bureau under the direction of an implementation committee of police, fire, ambulance services and the Region.

2.2 On April 3, 1991, Regional Council approved the execution of the 1991 agreement with the DRPS Board and the Area Municipalities (Report #91-A-14), which established the current 9-1-1 Board, along with the following provisions:

- Regional Council is responsible for the 9-1-1 Emergency Telephone Reporting System within the Durham Region boundaries with the 9-1-1 operations to be within the DRPS' Communication Service; and
- The voting representatives on the 9-1-1 Board were one Regional Councilor; one Regional staff member; the 9-1-1 Manager (from DRPS); and one each of DRPS, Fire and Ambulance (then Ministry of Health).

2.3 That agreement approved via Report #91-A-14 continues largely intact today including the statements of responsibility and funding for 9-1-1 as the following:

"1.4 The 9-1-1 system shall be operated as a Durham function with the ultimate responsibility resting with the Council of the Regional Municipality of Durham and the 9-1-1 PPSAP [Primary Public Safety Answering Point] shall be, for budgetary

purposes, an entity of Durham and shall adhere to the financial management policies and practices thereof."; and

"1.5 Durham shall pay to the Durham Regional Police Service the annual cost of those persons whose employment is necessary for the delivery of 9-1-1 service together with any Bell Canada charges related to the 9-1-1 service for which the Durham Regional Police Service is billed direct".

2.4 The 9-1-1 Agreement has been updated over the years to add a board position for Region of Durham Paramedic Services (after transfer of those responsibilities from the Ministry of Health to the Region) and periodic updates for signing authorities and other technical updates.

2.5 A working group of senior Regional and DRPS staff have undertaken a comprehensive review of the existing agreement and current practices. As a result of that review, staff are recommending to the Regional Finance and Administration Committee and Council that these long standing arrangements be modernized. These modernized agreements will include an updated System Agreement between the Region (responsible for the provision and funding of 9-1-1 system as well as police and paramedic services), and the Area Municipalities (on behalf of the fire services and related dispatch services) as well as a Service Agreement between the Region and the DRPS Board as the service provider. The Ministry of Health (which still provides dispatch from the 9-1-1 system to the RDPS) would remain a Board member and participate in the oversight of the service but would continue not to be a signatory agency. Renewal of the legacy agreement is required to reflect modern service levels, incorporate best practice board governance practises; shift operational responsibilities to the service provider (DRPS) and define service delivery expectations and related funding through a new service agreement between the Region and the DRPS Board. This new service agreement will also more clearly set out the budget process and financial approvals for the 9-1-1 system to reflect appropriate roles, reporting responsibilities and accountability.

3. Proposed 9-1-1 System Agreement with the Region and the User Agencies of RDPS, DRPS and Area Municipalities

3.1 The proposed 9-1-1 System Agreement will preserve and clarify the following general terms and conditions:

- The parties agree to maintain a 9-1-1 Primary Public Safety Answering Point (the PPSAP) in the Communications Centre of the DRPS, subject to the terms of the separate Service Agreement between the Region and the DRPS Board.
- Regional Council may alter the way the 9-1-1 System service is delivered or terminate the delivery of the service at its sole discretion.
- The 9-1-1 Board would remain as currently constituted as three Regional representatives (one Councilor, one appointed by the Commissioner of Health

to represent Paramedics and one senior Finance staff); two DRPS representatives; a representative appointed by the local Fire Chiefs and a representative of the Ambulance Communication Centre appointed by the Ministry of Health;

- The 9-1-1 Board will remain responsible to oversee that the DRPS carries out its responsibilities for the operation of the PPSAP and 9-1-1 System including the development and training of 9-1-1 System personnel and the periodic updating of the 9-1-1 Policy Manual.
- The 9-1-1 Board would remain responsible for approval of the 9-1-1 System Policy Manual, which shall contain the full particulars of the performance expectations, together with all operational and administration considerations for the 9-1-1 System.
- The 9-1-1 Board would now be required to submit a written annual report as well as the existing annual operating budget and forecast to Regional Finance and Administration Committee and Council along with such other reports that maybe requested of it from time to time by Regional Council;
- The proposed agreement would more explicitly establish the responsibility of the DRPS Inspector of the DRPS Communications/9-1-1 Unit as the PPSAP Manager who is responsible to the 9-1-1 Board for the functioning of the PPSAP. The DRPS Inspector shall ensure that the PPSAP operates in accordance with the 9-1-1 System Policy Manual approved by the 9-1-1 Board.
- Sets out responsibility of each User Agency to participate in the operation and implementation of the 9-1-1 System and to promptly handle calls received on the 9-1-1 System as well as to provide annual reports to the 9-1-1 Board: and
- The proposed system agreement would also set out modern performance standards for the 9-1-1 system, ensure regular performance measurement reporting, provide for dispute resolution, and permit termination with notice.

4. Proposed Service Agreement with the DRPS Board

4.1 The proposed Service Agreement between the Region and the DRPS Board will establish the following general terms and conditions:

- The Region is retaining DRPS to staff and operate the PPSAP, as part of the DRPS Communications/9-1-1 Unit, with funding being provided by the Region through the annual Regional budget process.
- DRPS will provide 9-1-1 services within Durham Region, with service to be at the minimum (or greater) of the approved standards for call taking and record keeping.
- Sets out the formula for the sharing of capital, operating and administrative costs related to assets and services jointly used by DRPS Communications and 9-1-1.
- DRPS with the Regional Finance Department will prepare an annual budget for approval by the 9-1-1 Board and then presentation for approval by the Finance and Administration Committee and Regional Council.

- Provides that procurement shall be undertaken in accordance with the DRPS Board policies.
- DRPS will ensure that costs remain within the approved annual spending and any use of the 9-1-1 Regional Reserve will be on the recommendation of the Regional Treasurer and with the approval of Regional Council.
- Any non-staff related expenditure greater than $100,000 must be pre-approved by the Regional Treasurer.
- Any unbudgeted expenditure greater than $50,000 must be pre-approved by the Regional Treasurer.
- Any long-term financial obligations, including leases and maintenance agreements, will be pre-approved by the Regional Treasurer.
- The Region shall have a right to inspect the records of DRPS and the right to conduct an audit, by external and/or internal regional auditors, of DRPS' operation of the PPSAP, including the cost allocation.
- Sets out reporting requirements to the 9-1-1 Board regarding operating performance, system complaints, budget status and capital projects: and
- The proposed agreement also provides for indemnification causes, termination rights and prohibits the sub-contracting of the service.

5. Relationship to Strategic Plan

5.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

Service Excellence - to provide exceptional value to Durham taxpayers through responsive, effective, and fiscally sustainable service delivery.

6. Next Steps

6.1 An overview of this modernization initiative has been presented to the April meeting of the 9-1-1 Board for their information.

6.2 It is recommended that these two agreements be endorsed in principle and the Regional CAO be authorized to discuss the particulars with the local CAO's and then circulate the final agreement, assuming it is in keeping with those principles and the Regional Treasurer and Solicitor concur, to the Area Municipalities for execution.

6.3 The proposed service agreement between the Region and the DRPS Board has been agreed to in principle by senior management for both parties. It is recommended that the Regional CAO be authorized to finalize the agreement with the DRPS CAO and presentation to the DRPS Board for execution, while maintaining the intent outlined in this report and with the concurrence of the Regional Treasurer and Solicitor.

7. Conclusion

7.1 This report has been prepared with the assistance of the DRPS and Regional staff representative on the 9-1-1 Board and the Region's Corporate Services - Legal Services.

Respectfully submitted,

Original signed by

N. Taylor, BBA, CPA, CA
Commissioner of Finance

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Ontario Lacrosse Festival

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **CMS 10-25**

Department(s) Responsible:

Community Services Department

Submitted by:
John Romano, Commissioner, Community Services

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Sarah Lamb-Kirby, Manager, Client Services
Kim Evans, Director, Recreation

1. Recommendation:

1. **That Staff Report CMS 10-25 be received for information.**

2. Highlights:

- The Town has a long-standing partnership with the Ontario Lacrosse Association (OLA) and hosting of the Ontario Lacrosse Festival.
- 2025 marked the 20th Anniversary of the Annual Ontario Lacrosse Festival (August 1 – 10) in Durham.
- According to a recent Economic Impact Assessment conducted by Sport Tourism Canada, the economic impact of the ten-day Festival is significant, bringing in over 9 million dollars of visitor spending to Durham Region.

3. Background:

The Ontario Lacrosse Association (OLA), established in 1897, is the oldest sport organization in Ontario and the largest provincial governing body for lacrosse in Canada. Its mission is to improve, foster, perpetuate, and govern all levels and disciplines of lacrosse across the province. The OLA has played a central role in organizing provincial championships, developing youth programs, and promoting lacrosse as Canada's national summer sport.

OLA and the Town of Whitby have a long-standing relationship, with the Town supporting the Association and the sport of lacrosse through facility access, event hosting, and infrastructure investment and with the OLA promoting the sport and giving advice to local minor organizations and to the Town's facility development.

In 2024, the Town and OLA collaborated on the purchase and installation of artificial turf at Iroquois Park Sports Centre (IPSC) resulting in elevated lacrosse experience for community partners and amplified sports tourism in Whitby. Artificial turf was purchased from another organization and was installed on the concrete pad of arena one for multi-sport use in the summer months. The OLA partnered in the acquisition by contributing $25,000 toward line modifications and logo removal. The installation of the turf floor increased demand for arena one by approximately 130 hours in 2025 and generated an incremental increase in revenue of $19,971.73.

All of the Town's arenas, Iroquois Park Sports Centre, McKinney Centre and Luther Vipond Memorial Arena, host lacrosse play once ice is removed, including OLA qualifying events and the OLA's largest sporting event, the Ontario Lacrosse Festival.

4. Discussion:

The Ontario Lacrosse Festival is a ten-day celebration of Canada's national sport, hosted annually in Durham Region. It features 433 teams and approximately 8,000 athletes and coaches competing for 34 provincial championships. With an estimated attendance of 50,000, it is the world's largest youth lacrosse event, showcasing players aged 6–21.

Celebrating 20 years

2025 marks the 20th Anniversary of the Festival, a milestone that underscores its enduring legacy and growing popularity. This year, the event was held from August 1 – August 10 in Whitby and neighbouring locations in Durham Region. Games and festivities take place at all of the Town of Whitby arenas IPSC, McKinney and Luther Vipond.

Each year, the ten-day event brings together teams from across the province, showcasing players aged 6-21 vying for provincial titles in their respective categories of skill. The festival draws an estimated 50,000 attendees, offering a vibrant atmosphere with thrilling lacrosse action, a Festival Fun Zone, vendors, sponsors, and other exciting entertainment.

Town Support:

The OLA provides many volunteers and onsite support for the tournament. The Town also provides additional staffing during the event for cleaning, maintenance, and customer support, resulting in approximately 700 additional part-time staffing hours. In 2025, the OLA permitted 864.5 hours for the event (including qualifying games) generating total revenue of $75,865.01.

Community Benefits of the Festival include:

- Youth Engagement – The event encourages active participation in sport, fostering teamwork, discipline, and community pride.
- Volunteerism **–** The event mobilizes hundreds of volunteers, enhancing civic engagement.
- Tourism Promotion **–** The event positions Whitby and Durham Region as premier destinations for sport tourism.
- Local Business Support **–** The event drives traffic to restaurants, hotels, shops, and services.
- Facility Utilization – The event maximizes use of local recreation infrastructure.
- Cultural Exchange – The event brings together diverse communities from across Ontario.

Economic Impact:

Recently, an independent Economic Impact Assessment was conducted through Sport Tourism Canada, which measured the positive change in economic activity from hosting the festival. It calculated the amount of new money spent in the host community as a direct result of hosting the events and the impact on regional, provincial, and national economies. (See Attachment 1).

Three factors were considered: 1) The spending of out-of-town visitors while attending the event; 2) The expenditure of the event organizers in producing the event; and 3) the capital construction costs that were directly attributed to hosting the event. They used a predictive model called SteamPro to predict, collect, measure, and analyze event data. A post-event survey was delivered to all registered participants and their families. 1,136 confirmed attendee responses were collected resulting in a 95% confidence level.

Sport Tourism Canada Insights – the following data was collected through the Economic Impact Assessment of the Ontario Lacrosse Festival.

Visitor Characteristics:

- The event brought in 38,400 out-of-town visitors
- The average travel party size was 3.7 people
- 80% of visitors stayed overnight
- Visitors stayed an average 3.1 days
- 73% of visitors stayed in hotels
- 80% of visitors came solely for the Festival

Attendee Spending:

- Aggregate attendee spending was just under $9.3 million
- $3.1 Million was spent by attendees on accommodations
- $2.2 Million was spent by attendees on restaurants
- $1.46 Million was spent in retail/shopping

- $2.53 Million was spent on other expenses such as groceries, entertainment, transportation and vehicle expenses.

Economic Contribution:

According to the report, the hosting of the Ontario Lacrosse Festival in Durham Region contributed just under $8 million in GDP to the Canadian economy through direct and spin-off impacts.

5. Financial Considerations:

n/a

6. Communication and Public Engagement:

Communication for the Festival is done primarily through the OLA. The Town works in partnership by installing promotional items in front of IPSC, advertising in the OLA program, informing the public about the event and any program changes on social media and through website notifications.

7. Input from Departments/Sources:

Input from Facilities was consulted for this report as staff from Facilities and Recreation work together with the OLA to support the Ontario Lacrosse Festival.

8. Strategic Priorities:

The partnership with OLA and hosting the Ontario Lacrosse Festival supports the Community Strategic Plan and connects to the following pillars:

- Pillar 1 - Whitby's Neighbourhoods - Safe, Healthy, and Inclusive by ensuring there are opportunities for lacrosse and other activities to ensure residents have access to recreational sporting opportunities.
- Pillar 3 – Whitby's Economy – Innovative and Competitive by supporting major sporting events, like the Lacrosse Festival, to provide opportunities for Sports Tourism.

9. Attachments:

Attachment 1 – SteamPro Economic Impact Assessment – Ontario Lacrosse Festival





Economic Impact Assessment

Final Report – Ontario Lacrosse Festival – Durham Region, ON

Prepared by: Derek Mager, STC EI Consultant
December 17, 2024

WHAT IS EI?

Economic Impact Assessment (EIA) studies measure the positive change in economic activity resulting from hosting an event in a specific city/town. There are three factors:

1. The spending of out-of-town visitors while they attend the event(s);
2. The expenditures of the event organizers in producing the event(s);
3. Capital construction costs that are directly attributed to hosting the event(s).

An EI study calculates the amount of new money being spent in the host community as a direct result of hosting the event(s), and then the impact these new monies have on the regional, provincial and national economies as a whole.



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HOW DO WE MEASURE EI?

Sport Tourism Canada (formerly the Canadian Sport Tourism Alliance) has developed three tools called **STEAM**, **STEAMPRO** and **FESTPRO** to predict, collect, measure and analyze event data across the three primary channels.

STEAM is designed specifically as a predictive model to determine the expected economic impact of hosting a sport event, while **STEAMPRO** is utilized to generate the economic impact from actual spending data during the sport event itself.

STC's latest tool, called **FESTPRO**, is the sister model to **STEAMPRO**. It measures the economic impact of non-sport events like festivals, exhibitions and fairs using actual spending data collected during the event.

Our economic impact services empower event organizers and host cities to accurately assess economic impact resulting from hosting a specific event in a specific location.

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RELIABILITY OF THE MODEL

In order to produce economic contribution assessments that are robust and reliable, STC has partnered with the **Canadian Tourism Research Institute (CTRI)** at **The Conference Board of Canada**. The CTRI serves the travel and tourism industry in providing sound economic forecasts and models with timely and insightful interpretation of data specifically relevant to travel.

The findings in this report make use of the most current and detailed input-output tables and multipliers available from Statistics Canada and leverages the credibility and robustness of sector specific tax data available from Statistics Canada's Government Revenues Attributable to Tourism (GRAT) report.

The Conference Board of Canada

Statistics Canada

Government Revenues Attributable to Tourism



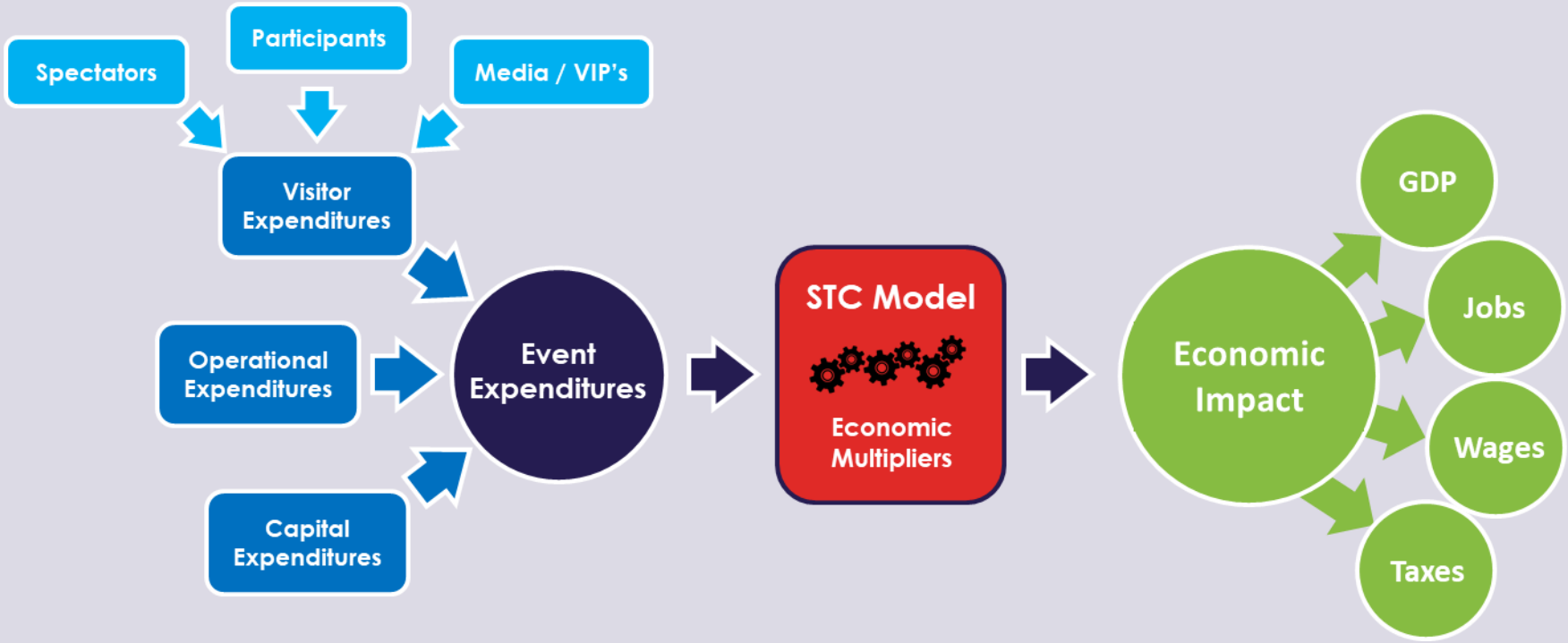
MODEL OUTPUTS

The elements (outputs of the model) used to measure the economic impacts are:

- Gross Domestic Product (GDP)
- Wages & Salaries
- Employment
- Taxes
- Industry Output

STC's **STEAMPRO** measures the direct, indirect & induced effects for each of these elements and the **total impacts** are conveyed throughout this report.

HOW IT WORKS



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METHODOLOGY

The visitor statistics cited in this report were derived from a post-event survey that was delivered to all registered participants and their families. The survey was developed by STC, in conjunction with the client, specifically for this event and was administered via email by the Ontario Lacrosse Association.

A total of **1,136** valid attendee responses were collected during this process resulting in a margin of error of +/-2.9% at the 95% confidence level.

The survey included a variety of questions for the participants and spectators with regards to their age, place of residence, days attended, etc., while respondents from out-of-town were asked about their length of stay in the local area, and the amount of money spent in various categories while in the area.







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THE EVENT

The Ontario Lacrosse Festival is a ten-day celebration of Canada's National Sport hosted in Durham Region featuring 447 teams and approximately 8,000 coaches and athletes competing for thirty-six Ontario provincial lacrosse championships.

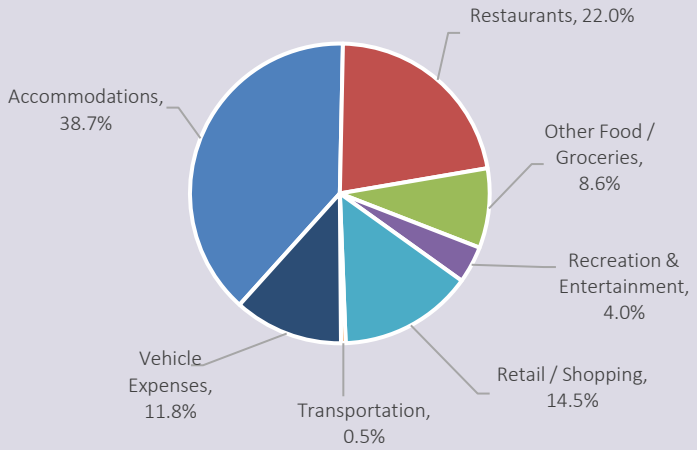
Fuelled by television exposure, expanding programs and services, new technology and the growth of professional leagues, Ontario Lacrosse has seen significant membership expansion over the last two decades. This surge in interest paved the way for the inception of the Ontario Lacrosse Festival in 2004. Positioned as a premier youth sports property, the Festival is hosted annually in Durham Region, over ten days. It attracts 447 teams and roughly 8,000 coaches and athletes, making it the world's largest youth lacrosse event with an attendance of around 50,000. The event showcases competitions across thirty-six provincial championships for participants aged 6-21 years.

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ATTENDEE SPENDING

	Per Party	Overall
Accommodations	$451.22	$3,103,365
Restaurants	$256.61	$2,217,212
Other Food / Groceries	$99.80	$862,353
Recreation & Entertainment	$46.90	$405,253
Retail / Shopping	$169.33	$1,463,030
Transportation	$5.83	$50,382
Vehicle Expenses	$137.49	$1,188,004
Total	**$1,167.19**	**$9,289,599**

Aggregate attendee spending was just under $9.3 million



** All spending figures shown in this report are those directly attributable to this event influencing visitation to the local area.*

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OVERALL VISITOR SPENDING

Attendee spending was $9,289,599

+

Other visitor* spending was $168,252

=

Aggregate visitor spending was $9,457,851

** Other visitors include participants, team support personnel, and volunteers*

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OPERATIONAL & CAPITAL EXPENDITURES

To ensure the successful operation and staging of this event, the combined purchase of **goods and services** by the event organizers were just under **$474,000**.

Additionally, **$1,200** was spent on furniture & fixtures (**capital expenditures)** related to the future of hosting of this event.

Operational	Capital
$473,666	$1,200

These operational expenditures include, but are not limited to staff salaries, facility rentals, marketing and advertising services, professional services, insurance, communication, food and beverage, accommodations, merchandise, transportation, and storage.

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THE EI RESULTS

The combined spending of out-of-town participants, delegates, spectators and other people who visited the Durham Region for the Ontario Lacrosse Festival, in combination with the expenditures made by the event organizers, totalled over $9.9 million, supporting just under $15.7 million in overall economic activity in Ontario, including over $13.4 million of economic activity in the Durham Region.

These expenditures supported nearly $4.3 million in wages and salaries in the province through the support of 94 jobs, of which 86 jobs and over $3.6 million in wages and salaries were supported regionally.

The total net economic activity (GDP) generated by the 2024 Ontario Lacrosse Festival was:

- $8.0 million for Canada as a whole
- $6.9 million for the province of Ontario
- $5.6 for the Region of Durham

The 2024 Ontario Lacrosse Festival supported tax revenues totaling $3.3 million across Canada.

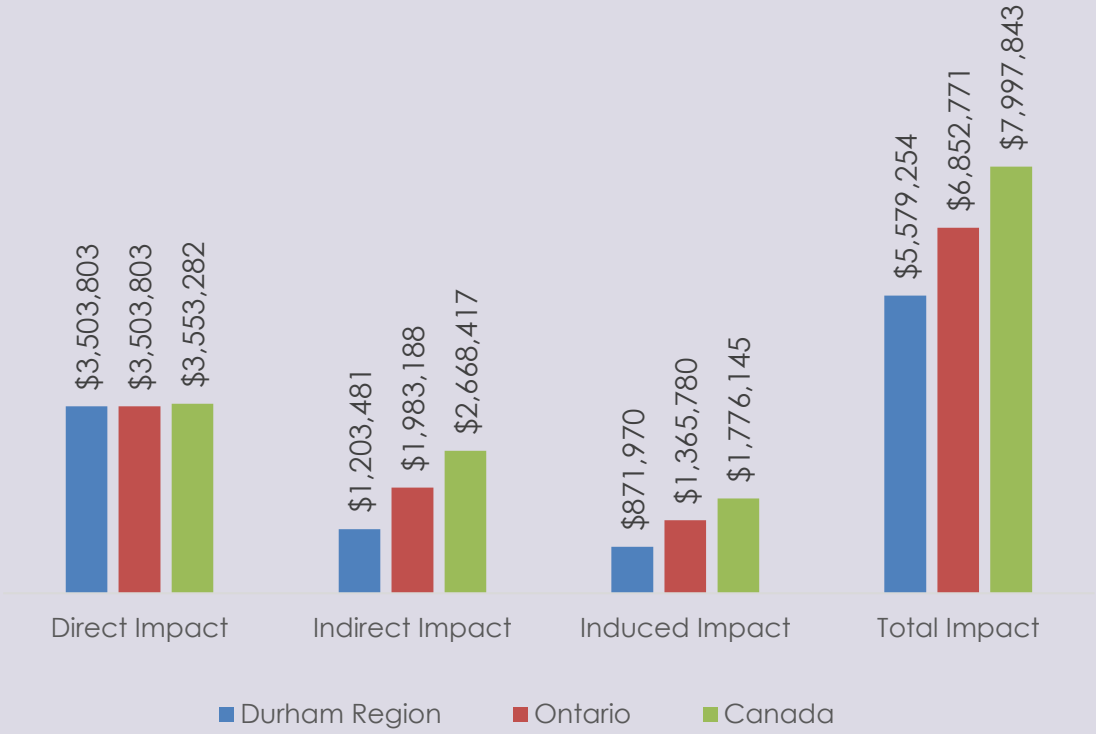
	Durham Region	Ontario	Canada
Initial Expenditure	$9,932,717	$9,932,717	$9,932,717
GDP	$5,579,254	$6,852,771	$7,997,843
Wages & Salaries	$3,623,725	$4,294,160	$4,904,850
Employment	86.1	94.3	104.0
Total Taxes	$2,510,604	$2,930,241	$3,300,694
Federal	$1,153,399	$1,337,020	$1,480,698
Provincial	$1,140,654	$1,395,627	$1,589,372
Municipal	$216,551	$197,594	$230,624
Industry Output	**$13,404,937**	**$15,684,058**	**$18,085,033**

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GROSS DOMESTIC PRODUCT

GDP (at basic prices)

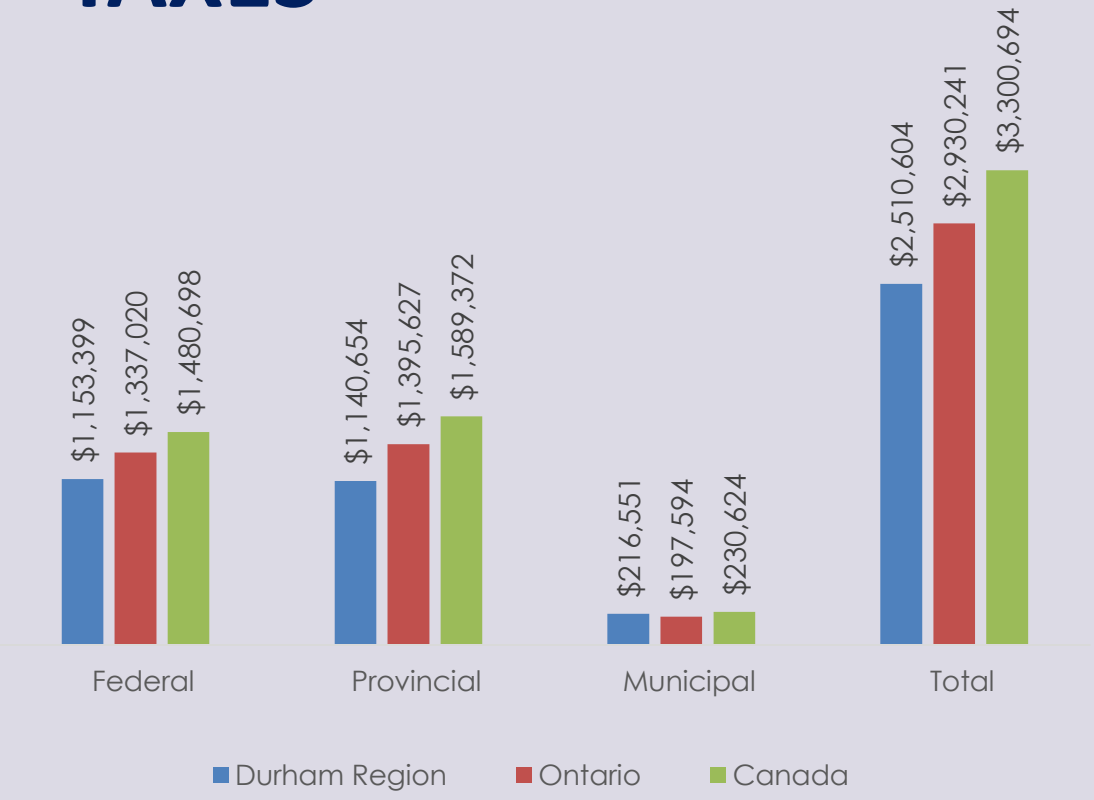
The hosting of the **Ontario Lacrosse Festival** in the **Durham Region** contributed just under **$8.0 million** in GDP to the Canadian economy through direct and spin-off impacts.



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TAXES

The **2024 Ontario Lacrosse Festival** hosted in the **Durham Region** contributed just over **$3.3 million** in federal, provincial, and local **taxes** through direct and spin-off effects throughout Canada.



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ADDITIONAL QUESTIONS







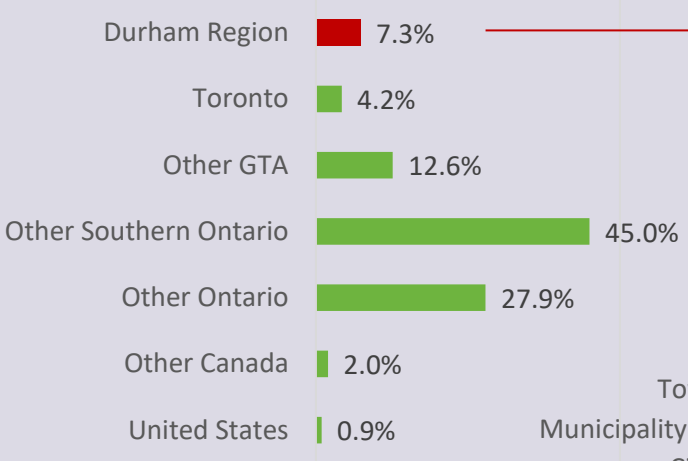


The following pages summarize the results from questions that were included as part of the survey but were not all necessarily required for the economic impact analysis calculations.

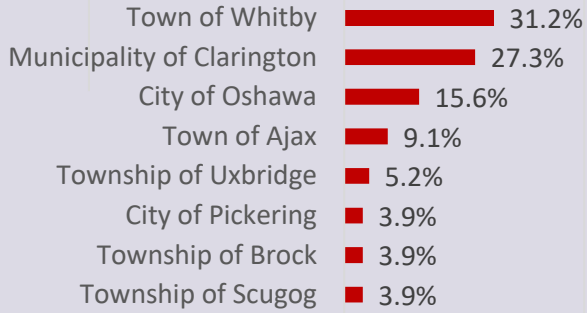
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DEMOGRAPHICS

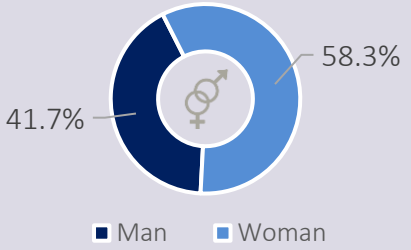
Place of Residence



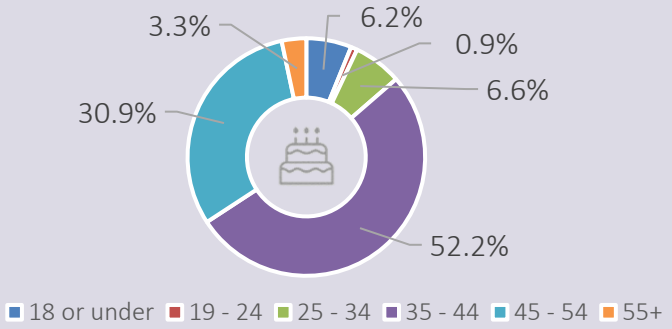
Durham Region



Gender



Age Range



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TRAVEL CHARACTERISTICS

80% of out-of-town attendees stayed overnight during their visit to the Durham Region



Of those staying overnight…

- 73% Stayed in a hotel / motel
- 8% Camped
- 7% Used a short-term rental
- 6% Stayed with friends/family
- 6% Made other arrangements

Average nights in the Durham Region = 3.1



Average travel party size = 3.7 people



80% of attendees indicated that this event was the sole reason for their visit to the Durham Region.

Overall, the importance of this event in influencing visitation to the Durham Region was 9.4/10.

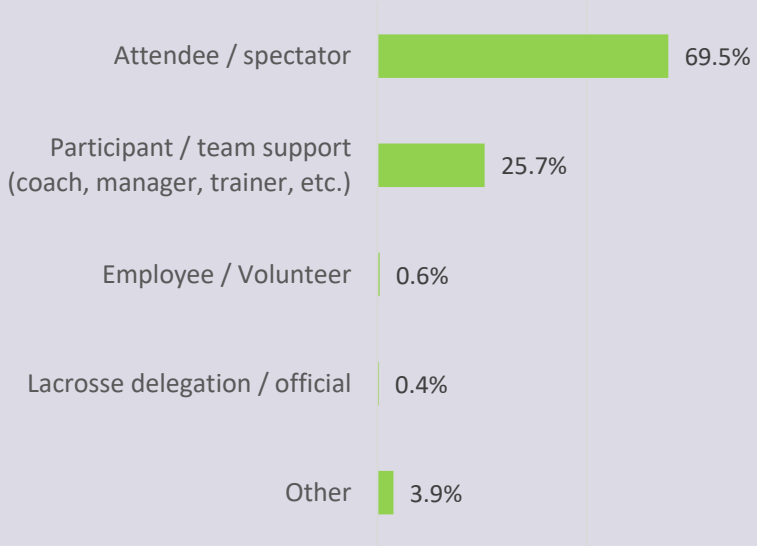


20% of out-of-town attendees made an average of 3.4 day-trips to the Durham Region

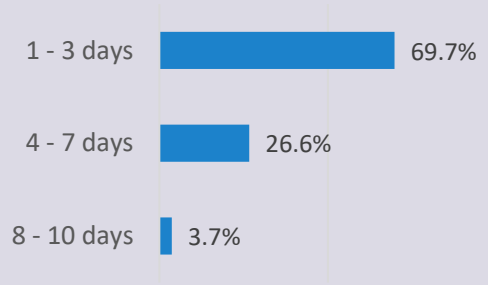
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ATTENDANCE CHARACTERISTICS

Role at Event



Days Attended



Average days at event = 3.2

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SUMMARY | BY THE NUMBERS

Ontario Lacrosse Festival – Key Facts & Figures			
$9.9 million of initial expenditures	**$9.5 million** of visitor spending	**86** local jobs supported by the event	**$15.7 million** overall economic activity in the province
38,400 out of town visitors* in the Durham Region	**$3.6 million** of wages and salaries supported locally	**$6.9 million** boost to provincial GDP	**$3.3 million** in taxes supported across Canada

** Visitors derived from attendance figures obtained from event organizers combined with results from the survey.*

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APPENDIX – GLOSSARY OF TERMS

Initial Expenditure - This figure indicates the amount of initial expenditures used in the analysis. This heading indicates not only the total magnitude of the spending but also the region in which it was spent (thus establishing the "impact" region).

Direct Impact - Relates ONLY to the impact on "front-line" businesses. These are businesses that initially receive the operating revenue or tourist expenditures for the project under analysis. From a business perspective, this impact is limited only to that particular business or group of businesses involved. From a tourist spending perspective, this can include all businesses such as hotels, restaurants, retail stores, transportation carriers, attraction facilities and so forth.

Indirect Impact - Refers to the impacts resulting from all intermediate rounds of production in the supply of goods and services to industry sectors identified in the direct impact phase.

Induced Impact - These impacts are generated as a result of spending by employees (in the form of consumer spending) and businesses (in the form of investment) that benefited either directly or indirectly from the initial expenditures under analysis.

Gross Domestic Product (GDP) - This figure represents the total value of production of goods and services in the economy resulting from the initial expenditure under analysis (valued at market prices). GDP (at factor cost) - This figure represents the total value of production of goods and services produced by industries resulting from the factors of production. The distinction to GDP (at market prices) is that GDP (at factor cost) is less by the amount of indirect taxes plus subsidies.

Wages & Salaries - This figure represents the amount of wages and salaries generated by the initial expenditure. This information is presented by the aggregate of direct, indirect, and induced impacts.

Employment - Depending upon the selection of employment units (person-years or equivalent full-year jobs) these figures represent the employment generated by the initial expenditure. "Equivalent Full-Year Jobs", if selected, include both part-time and full-time work in ratios consistent with the specific industries.

Industry Output - These figures represent the direct & indirect and total impact (including induced impacts) on industry output generated by the initial tourism expenditure. It should be noted that the industry output measure represents the sum total of all **economic activity** that has taken place and consequently could involve some double counting on the part of the intermediate production phase. Since the Gross Domestic Product (GDP) figure includes only the net total of all economic activity (i.e. considers only the value added), the industry output measure will always exceed or at least equal the value of GDP.

Taxes - These figures represent the amount of taxes contributed to municipal, provincial, and federal levels of government relating to the project under analysis.

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CONTACT INFORMATION

If you have any questions concerning the findings in this report, please contact:

Derek Mager, STC EI Consultant

derek@thedatajungle.com

604.787.3605

If you would like to conduct another EI study using **STEAM** ,**STEAMPRO** or **FESTPRO** on any other type of event, please contact research@sporttourismcanada.com



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Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Pool and Gymnasium Allocation Policies

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **CMS 11-25**

Department(s) Responsible:

Community Services Department

Submitted by:

John Romano, Commissioner, Community Services

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Jackie Illes, Manager, Aquatics and Fitness Services, 905.444.1851

Cathy Oliviera, Acting Supervisor, Recreation and Community Programs, 905.655.2890

Kim Evans, Director, Recreation, 905-444-1808

1. Recommendation:

1. **That council approve the proposed Pool Allocation Policy, (Attachment 1); and,**
2. **That Council approve the proposed Gymnasium Allocation Policy, (Attachment 2), of Report CMS 11-25.**

2. Highlights:

- The newly developed policies will guide distribution of current and future pool and gymnasium facilities.
- The developed policies formalize the current business procedures for allocation of pool and gymnasium time for community user groups, residents and commercial users.

- The newly created policies align with the Town's other facility allocation policies and were created to ensure Whitby residents are prioritized and ensured access to Town facilities.

3. Background:

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in aquatic and gymnasium-based sports and activities to the benefit of the whole community. The development of pool and gymnasium allocation policies provide for the equitable, reasonable, and fair distribution of these facilities for community use, and the ongoing management of these facilities within the Town.

The purpose of these policies is to establish priorities for allocation and to outline the allocation processes and responsibilities of the Town and community user organizations with respect to distribution of pool and gymnasium time. They were developed to ensure the priorities, process and responsibilities are clear and transparent, which will help with management of current demand, projected growth, shifting demographics, and market supply. It will also assist in successful and efficient management of the Town's inventory of aquatic and gymnasium facilities.

4. Discussion:

These new policies complement and align with the approved Sportsfield, Court, and Ice allocation policies which govern the fair distribution of the Town's facilities.

The Pool and Gymnasium Allocation policies were created to ensure fair distribution of pool and gymnasium activities. The policy follows the framework created for previous allocation policies to prioritize fair access for Whitby residents and sports groups. Implementing these policies formalized the allocation processes clearly.

The following highlights the procedures contained within the policies:

Allocation Priorities

All pool and gymnasium time at the Town of Whitby will be allocated according to the following priority levels:

1. Town of Whitby programs, leagues and Town of Whitby run special events – programming offered through Community Services and Special Events departments.
2. Town of Whitby affiliated minor sporting clubs and organizations – Whitby not-for-profit, resident-based aquatic and sporting groups for children and youth under the age of eighteen.
3. Boards of Education – publicly funded or not-for-profit schools who utilize the space for high school and elementary aquatics and sports use.
4. Town of Whitby affiliated adult Sports Partners – Whitby not-for-profit, resident-based aquatic and sporting groups for adults age eighteen or older.
5. Residents – weekly rental contracts and casual use.
6. Commercial and Non-Resident Users.

Residency Requirement

To ensure taxpayers have fair and equitable access to the Town of Whitby indoor pool and gymnasium facilities for organized sports, sports clubs meeting the residency requirement of 80% will be prioritized in the allocation of pools and gymnasiums. Residency becomes a critical factor when demand exceeds capacity. This percentage also aligns with the residency requirements noted within the Town's other recently approved allocation Policies and is common practice within municipalities.

Feedback

The draft Pool and Gymnasium policies were circulated to existing Community Aquatic Clubs and Gymnasium users including Durham Swim Club, Durham Artistic Swimming Club, members of the 55+ Sports Leagues and members of Youth Council. Feedback received was positive by all. Groups appreciated that Town Programming and Youth Sports Clubs were considered first in the priority guidelines.

Administrative Requirements

Administrative requirements of the department were also formalized in the policies to ensure that users are informed of the need for signed permits, signed user permit agreements, and the recognition that we are held to a chart of user fees that are approved by council on an annual basis as part of the budget process. This ensures all organizations are aware of the requirements and treated equally.

5. Financial Considerations:

There are no direct financial implications related to this report and proposed policies.

6. Communication and Public Engagement:

Community Services staff met with and provided Town of Whitby current swim and gymnasium user groups with the opportunity to provide comments and suggested edits to the developed policies. Feedback was given and incorporated into the developed policies to ensure it reflects current practices and meets the needs of participating organizations. Once the policy is approved it will be shared with relevant user groups by email or hard copy upon request and available online in the Town's policy database. Input from Departments/Sources:

7. Input from Departments/Sources:

The policies were circulated and reviewed by the Town of Whitby's internal Policy Review Committee.

8. Strategic Priorities:

The Pool and Gymnasium Allocation Policies support the Community Strategic Plan and connect them to the following pillars:

- Pillar 1 – Whitby's Neighbourhoods – Safe, Healthy, and Inclusive by ensuring fair distribution of Town of Whitby facilities to ensure residents have access to recreational sporting opportunities.

- Pillar 2 – Accountable & Responsive by ensuring Community Services staff can use the policy to govern their decision making and respond to inquiries in an efficient manner to provide excellent customer service.

9. Attachments:

Attachment 1 – Pool Allocation Policy

Attachment 2 – Gymnasium Allocation Policy

Town of Whitby Policy

Policy Title:	Pool Allocation Policy
Policy Number:	To be assigned following Council or CAO approval
Category:	Facility Management and Operational Services
Reference:	Legislation, other Policies, Council Resolution #, etc.
Date Approved:	Click here to enter a date.
Date Revised:	Click here to enter a date.
Approval:	Council
Point of Contact:	Director of Recreation

Policy Statement

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in aquatic activities. It is the policy of the Town to provide equitable, reasonable and fair allocation of facility usage time at Town of Whitby aquatic facilities.

The Community Services Department is responsible for the operation and management of the Town's pool facilities.

Purpose

The purpose of this policy is to outline the allocation process and responsibilities of the Town of Whitby with respect to the fair and equitable allocation of Town aquatic facilities. This policy ensures that access to the Town's aquatic facilities supports community needs, encourages active participation in aquatic activities, and aligns with municipal priorities.

Scope

This policy applies to all pool users, including but not limited to Town programs, affiliated organizations, private groups, and individual bookings at municipal aquatic facilities.

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3. Allocation Priorities 3
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5. Swim Meets and Competitions 5
6. Residency Requirements 5
7. New Community Groups 5
8. Permitting Requirements 6
9. Fee Structure 6
10. Audits 7

1. Definitions

1.1. **Allocation** means pool time assigned to an organization.

1.2. **Aquatic Facility** means a physical structure designed for recreational water activities.

1.3. **Board of Education** means a publicly funded school or a not-for-profit school **recognized** by the Province of Ontario as an education institution located in the Town of Whitby.

1.4. **Cancellation** means cancelling one or more bookings from a permit.

1.5. **Commercial** means organizations or individuals that book facilities with the intent of generating positive net income (profit) and/or businesses providing recreational opportunities for their employees or registrants.

1.6. **In Good Standing** means any organization or person that is not involved in any legal proceeding (litigation or prosecution) with the Town or does not have any outstanding debts or payments owed to the Town.

1.7. **Local means** originates within the Town of Whitby.

1.8. **Non-Resident** means individuals, youth and adult user groups that are comprised of non-Whitby residents.

1.9. **Not-for-Profit Organization** means a local organization operated and controlled by a duly elected Board of Directors that does not make profit for its members and uses any surplus revenue to further the organization's mandate.

1.10. **Rental Permit** means a legal contract issued by the Town for exclusive use of **designated** municipal spaces/property for an agreed upon date and time.

1.11. **Resident** means **anyone** who lives permanently in Whitby.

1.12. **Swim Meet or Competition** means a competitive swim event where swimmers from different teams or clubs race against each other in various swimming events.

1.13. **Town means** the Corporation of the Town of Whitby.

1.14. **Town of Whitby Affiliated Sports Partners** means not-for-profit sports organizations that operate within the Town of Whitby. Groups must be in good standing and provide staff annually with a complete list of players, season schedules, Board executive lists, annual financial statements, copies of minutes from the most recent Annual General Meeting, proof of Commercial General Liability insurance and proof of not-for-profit status.

2. Responsibilities

2.1. The Community Services Department is responsible for the administration of this policy.

2.2. The Manager, Aquatic and Fitness Services is responsible for implementing and overseeing the procedures identified in this policy.

2.3. It is the responsibility of the Director of Recreation to regularly monitor the effectiveness of this policy.

3. Allocation Priorities

3.1. Pool time will be allocated on the following priority framework, listing in descending order:

3.1.1. Town of Whitby Programs and Initiatives

3.1.1.1. Learn to Swim programs, leadership courses, Aquafit classes, and other municipally offered aquatic programing.

3.1.1.2. Public swimming sessions (e.g. Open swims, family swims, lane swims).

3.1.1.3. Special events and municipally sponsored activities.

3.1.2. Community Aquatic Clubs

3.1.2.1. Affiliated local aquatic clubs, including competitive swim teams, synchronized swimming, etc. Child/Youth aquatic groups will have priority over Adult aquatic groups.

3.1.2.2. To be affiliated with the Town, clubs must be recognized as a not-for-profit organization and operate within the Town of Whitby.

3.1.3. Board of Education Programs

3.1.3.1. Local schools requiring pool access for curriculum-based programs (e.g. physical education, water safety training).

3.1.4. Private Rentals

3.1.4.1. Rentals for individual and recreational group use, such as birthday parties, family gatherings, and personal activities not tied to an organization. Priority will be given to Residents.

3.1.4.2. Rentals for community use, such as not-for-profit groups hosting aquatic activities, community events, fundraisers and workshops.

3.1.4.3. Rentals for commercial purposed, including businesses and for-profit groups offering events or other activities.

4. Annual Allocation Process

4.1. Pool time will be allocated on an annual basis with requests due for review from June 1 – June 15, for the season September 1 – August 31.

4.2. Requests will be reviewed and allocations will be confirmed by June 30.

4.3. Deadlines will be communicated via the Town of Whitby's website and through direct outreach to existing user groups.

4.4. If scheduling conflicts arise, priority will be given based on the allocation framework. Efforts will be made to accommodate as many groups as possible, including exploring alternate times or shared-use scenarios.

4.5. The Town reserves the right to reallocate pool time due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.

5. Swim Meets and Competitions

5.1. Allocations for swim meets and competitions will follow the same deadlines as regular allocation applications, including the submission of a list of requested competition dates.

5.2. Requests made after the deadline will only be considered/accommodated if there is no impact to programming and other users.

5.3. Final decisions on meet dates will rest with Community Services Staff to minimize disruption to regular season use. Staff will strive to reach an equitable balance between regular users and meet organizers.

6. Residency Requirements

6.1. The Town recognizes the tax-based contributions of Whitby residents toward the development, operation and ongoing capital maintenance of the Town's aquatic facilities and as such Whitby residents have been identified with a higher priority for access to facility usage.

6.2. The Town reserves the right to impose residency requirements and/or limit the allocation of time to organizations whose member rosters reflect less than an 80% Whitby resident majority.

6.3. The Town will accommodate non-resident applications for use of aquatic facilities when space is available and resident demand has been satisfied. Non-resident user group applications will be considered only on an "as available" basis and any accommodation will not form a historical precedence.

7. New Community Groups

7.1. The Town will make best efforts to assign pool allocation based on past use, however, to ensure maximization of available pool time the Town reserves the right to reduce, re-assign or reallocate time particularly when demand exceeds supply.

7.2. Requests from new community pool users and additional requests from existing community groups will be accommodated as capacity allows or if new capacity is coming online.

8. Permitting Requirements

8.1. Insurance – All user groups must provide proof of insurance coverage with a minimum of $2 million liability, naming the Town of Whitby as an additional insured. Additional Insurance may be required based on the nature of the event, at the sole discretion of the Town.

8.2. Agreements – All user groups must sign a Pool User Agreement outlining responsibilities, rules and compliance with health regulations.

8.3. Permit Cancellations by User Groups – Cancellations must be submitted in writing at least fourteen (14) days in advance. Late cancellations may be subject to fees.

8.4. Permit Cancellations by the Town – The Town reserves the right to cancel pool permits due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.

8.5. Permit cancellations may also occur if a user group or representative:

- Conducts themselves in a manner which is not considerate of other users within the facility, or violates the Town of Whitby Public Code of Conduct;
- Fails to make payment for pool bookings as per the payment policy;
- Fails to provide proof that they have obtained the insurance required by this Policy, or other agreement with the Town, no later than fourteen (14) days prior to the date of the permit.
- Causes damage to the pool and/or equipment therein;
- Fails to adhere to permit start and end times;
- Makes false representation of the user group's purpose, membership or affiliations;
- Sublets, sells and/or exchanges pool use to another organization without preauthorization from the Town.

9. Fee Structure

9.1. On an annual basis, Community Services staff will establish a schedule of rates and fees for all facilities and pools as part of the Town budget process.

9.2. These rates and fees will be considerate of current market trends and budget requirements.

9.3. User groups will receive notification of the fee schedule upon approval by Council.

10. Audits

10.1. Regular audits will be conducted to ensure compliance with policies and efficient use of allocated time.

This Policy is hereby approved by Council Resolution # **Resolution Number from Council Meeting Minutes** **on this** **Day Number** **day of** **Month**, **20****Last Two Digits of Year Number**.

Town of Whitby Policy

Policy Title:	Gymnasium Allocation Policy
Policy Number:	To be assigned following Council or CAO approval
Category:	Facility Management and Operational Services
Reference:	Legislation, other Policies, Council Resolution #, etc.
Date Approved:	Click here to enter a date.
Date Revised:	Click here to enter a date.
Approval:	Council
Point of Contact:	Director of Recreation

Policy Statement

The Town of Whitby recognizes and promotes the value of an active and engaged community and encourages participation in gymnasium sports and activities. It is the policy of the Town to provide equitable, reasonable and fair allocation of facility usage time at Town of Whitby gymnasium facilities.

The Community Services Department is responsible for the operation and management of the Town's gymnasium facilities.

Purpose

The purpose of this policy is to outline the allocation process and responsibilities of the Town of Whitby with respect to the fair and equitable allocation of Town gymnasium facilities. This policy ensures that access to the Town's gymnasium facilities supports community needs, encourages active participation in sports and activities, and aligns with municipal priorities.

Scope

This policy applies to all gymnasium users, including but not limited to Town programs, affiliated organizations, private groups, and individual bookings at municipal gymnasium facilities.

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8. Permitting Requirements 6
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10. Audits 7

1. Definitions

1.1. **Allocation** means gymnasium time assigned to an organization.

1.2. **Gymnasium** means a large room used for various indoor sports and physical activities.

1.3. **Board of Education** means a publicly funded school or a not-for-profit school **recognized** by the Province of Ontario as an education institution located in the Town of Whitby.

1.4. **Cancellation** means cancelling one or more bookings from a permit.

1.5. **Commercial** means organizations or individuals that book facilities with the intent of generating positive net income (profit) and/or businesses providing recreational opportunities for their employees or registrants.

1.6. **In Good Standing** means any organization or person that is not involved in any legal proceeding (litigation or prosecution) with the Town or does not have any outstanding debts or payments owed to the Town.

1.7. **Local** means originates within the Town of Whitby.

1.8. **Non-Resident** means individuals, youth and adult user groups that are comprised of non-Whitby residents.

1.9. **Not-for-Profit Organization** means a local organization operated and controlled by a duly elected Board of Directors that does not make profit for its members and uses any surplus revenue to further the organization's mandate.

1.10. **Facility Rental Permit means a legal contract issued by the Town for** exclusive use of designated municipal spaces/property for an agreed upon date and time.

1.11. **Resident** means anyone who lives permanently in Whitby.

1.12. **Tournaments or Competitions** means a competitive indoor sporting event where participants from different teams play against each other in various gymnasium sporting events (e.g. Pickleball tournament).

1.13. **Town means** the Corporation of the Town of Whitby

1.14. **Town of Whitby Affiliated Sports Partners** means not-for-profit sports organizations that operate within the Town of Whitby. Groups must be in good **standing** and provide staff annually with a complete list of players, season schedules, Board executive lists, annual financial statements, copies of minutes from the most recent Annual General Meeting, proof of Commercial General Liability insurance and proof of not-for-profit status.

2. Responsibilities

2.1. The Community Services Department is responsible for the administration of this policy.

2.2. The Supervisor of Recreation and Community Programs is responsible for implementing and overseeing the procedures identified in this policy.

2.3. It is the responsibility of the Director of Recreation to regularly monitor the effectiveness of this policy.

3. Allocation Priorities

3.1. Gymnasium time will be allocated based on the following priority framework, listing in descending order:

3.1.1. Town of Whitby Programs and Initiatives

3.1.1.1. Town of Whitby children's, youth, 55+, and adult sports leagues and drop-in sport programs, fitness programs and active preschool programs.

3.1.1.2. Learn to Play sports programs.

3.1.1.3. Special events and municipally sponsored activities.

3.1.2. Town of Whitby Affiliated Minor Sports Partners

3.1.2.1. This includes child/youth sports leagues where the players are under the age of eighteen.

3.1.3. Board of Education Programs

3.1.3.1. Local schools requiring gymnasium access for curriculum-based physical education programs.

3.1.4. Town of Whitby Affiliated Adult Sports Partners

3.1.4.1. This includes adult sports leagues where the players are over the age of eighteen.

3.1.5. Private Rentals

3.1.5.1. Rentals for individual and recreational group use, such as birthday parties, family gatherings, and personal activities not tied to an organization. Priority will be given to residents.

3.1.5.2. Rentals for community use, such as not-for-profit groups hosting sports activities, community events, fundraisers and workshops.

3.1.5.3. Rentals for commercial purposed, including businesses and for-profit groups offering events or other activities.

4. Annual Allocation Process

4.1. Gymnasium time will be allocated on an annual basis, with applications opening each fall for the upcoming year.

4.2. Deadlines will be communicated via the Town of Whitby's website and through direct outreach to existing user groups. All requests shall be received by permit application by the deadlines set out.

4.3. Each organization shall assign a designate to represent their interests regarding facility needs. Community Services staff will work with the designate as the authority to confirm their organization's facility requirements.

4.4. Requests will be reviewed and confirmed by October 31 for the next year.

4.5. Once facility times have been allocated, the designate will be required to sign permits, provide proof of appropriate liability insurance, where required to make full payment by the respective deadlines. Failure to comply may result in loss of permit.

4.6. If scheduling conflicts arise, priority will be given based on the allocation framework. Efforts will be made to accommodate as many groups as possible, including exploring alternate times or shared-use scenarios.

4.7. The Town reserves the right to reallocate gymnasium time due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.

5. Tournaments

5.1. Allocations for tournaments will follow the same deadlines as regular allocation applications, including the submission of a list of requested competition dates.

5.2. Requests made after the deadline will only be considered/accommodated if there is no impact to programming and other users.

5.3. Final decisions on tournament dates will rest with Community Services Staff to minimize disruption to regular season use.

6. Residency Requirements

6.1. The Town recognizes the tax-based contributions of Whitby residents toward the development, operation and ongoing capital maintenance of the Town's gymnasium facilities and as such Whitby residents have been identified with a higher priority for access to facility usage.

6.2. The Town reserves the right to impose residency requirements and/or limit the allocation of time to organizations whose member rosters reflect less than an 80% Whitby resident majority.

6.3. The Town will accommodate non-resident applications for use of gymnasium facilities when space is available and resident demand has been satisfied. Non-resident user group applications will be considered only on an "as available" basis and any accommodation will not form a historical precedence.

7. New Community Groups

7.1. The Town will make best efforts to assign gymnasium allocation based on past use, however, to ensure maximization of available gymnasium time the Town reserves the right to reduce, re-assign or reallocate time particularly when demand exceeds supply.

7.2. Requests from new community gymnasium users and additional requests from existing community groups will be accommodated as capacity allows or if new capacity is coming online.

8. Permitting Requirements

8.1. Insurance – All user groups must provide proof of insurance coverage with a minimum of $2 million liability, naming the Town of Whitby as an additional insured. Additional insurance may be required based on the nature of the event, at the sole discretion of the Town.

8.2. Agreements - All user groups must sign a Facility Permit Agreement outlining responsibilities of permit users.

8.3. Permit Cancellations by User Groups – Cancellations must be submitted in writing at least 14 days in advance. Late cancellations may be subject to fees.

8.4. Permit Cancellations by the Town – The Town reserves the right to cancel permits due to unforeseen circumstances, such as maintenance, emergency repairs, or municipal events.

8.5. Permit cancellations may also occur if a user group or representative:

8.5.1. Fails to make payment for permit bookings as per the payment policy;

8.5.2. Fails to provide proof that they have obtained the insurance required by this Policy, or other agreement with the Town no later than fourteen (14) days prior to the date of the permit;

8.5.3. Conducts themselves in a manner which is not considerate of other users within the facility, or violates the Town of Whitby Public Code of Conduct;

8.5.4. Causes damage to the facility and/or equipment therein;

8.5.5. Fails to adhere to permit start and end times;

8.5.6. Makes false representation of the user group's purpose, membership or affiliations;

8.5.7. Sublets, sells and/or exchanges gym use to another organization without preauthorization from the Town.

9. Fee Structure

9.1. On an annual basis, Community Services staff will establish a schedule of rates and fees for all facilities and gyms as part of the Town budget process.

9.2. These rates and fees will be considerate of current market trends and budget requirements.

9.3. User groups will receive notification of the fee schedule upon approval by Council.

10. Audits

10.1. Regular audits will be conducted to ensure compliance with policies and efficient use of allocated time.

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.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **FS 21-25**

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:

Raymond Law, Manager, Development Finance, 905.444.2909

1. Recommendation:

That Report FS 21-25, the Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024, be received for information.

2. Highlights:

- This report outlines the required statutory statements and financial details for the Town of Whitby's Development Charge ("**DC**") Reserve Funds, in accordance with the Development Charges Act, 1997 ("**DCA**"), as well as the Parkland Dedication Cash-in-Lieu ("**Parks**") Reserve Fund.
- Overall, the Town's DC reserve fund balances decreased by $5.6 million from December 31, 2023 to December 31, 2024, closing at $171.7 million.
    - A net decrease of $5.6 million means that the Town's DC outflows exceeded DC inflows for 2024. That is, the Town's spending on DC/ growth-related infrastructure in 2024 exceeded the rate of DC inflows/ collections.
    - DC Inflows $27.5 million: comprised of DCs collected in 2024 and interest earned.

  - DC Outflows $33.2 million: the amount drawn from DC reserve funds in 2024 to pay for growth-related infrastructure (including the Whitby Sports Centre over $20 million of the $33.2).
- Accounting for approved DC-funded projects that are still in progress (e.g. DC funds not spent yet) and DC-funded projects in the Town's 10-year capital forecast (collectively "**Commitments**") The Town has more projects/ commitments than current reserve fund balances.
- **As of August 2025, only $8.1 million remains uncommitted, indicating a significant funding challenge for new future growth-related infrastructure.**
- **Based on the current $8.1 million uncommitted DC Reserve Balance, DC-Funded capital budget targets for 2026 and 2027 have been set at $0 (e.g. as development slows, new infrastructure to support growth will be deferred).**
- The Parks Reserve Fund grew by $3.36 million in 2024, reaching a year-end balance of $14.8 million.

3. Background:

Under section 43(1) of the DCA "The treasurer of a municipality shall each year on or before such date as the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33. 1997, c. 27, s. 43 (1)." This statement must include:

- The opening and closing balances of the reserve funds, including all related transactions;
- A list of capital assets that were funded during the year by DCs. Where a project was not fully funded by DCs, identify the amount not funded by DCs and the alternative funding source;
- A statement of compliance confirming adherence to subsection 59.1(1), which prohibits municipalities from imposing, directly or indirectly, a charge related to a development or a requirement to construct a service to development except as permitted by the DCA or another Act.

The Planning Act outlines specific requirements for the handling, use and reporting of cash-in-lieu of parkland dedication funds:

- Section 42(15) requires that these funds be held in a special account and only used for purposes as permitted under the Planning Act.
- Section 42(17) requires "a council of a municipality that passes a by- law under this section shall provide the prescribed reports and information to the prescribed persons or classes of persons at such times, in such manner and in accordance with such other requirements as may be prescribed. 2019, c. 9, Sched. 12, s. 12 (9)."

4. Discussion:

This report provides statutory annual reporting in accordance with the DCA related to the Town's DCs and DC by-law, and statutory annual reporting on cash-in-lieu of parkland dedication funds in accordance with the Planning Act.

4.1. Statutory Annual Statement of Development Charge Reserve Funds

DCs are collected from developers to fund infrastructure required to service growth resulting from increased population and employment. These funds support the expansion of services such as transportation networks, recreation and library facilities, parks and fire protection.

Upon collection, DCs are allocated to designated reserve funds corresponding to each service category, in accordance with the allocations specified in the Town's Development Charges Background Study.

As capital projects related to growth are approved through the Town's budget process and initiated, funds are drawn from the appropriate DC reserve funds to fully or partially finance these projects.

DC Reserve Fund Activity and Balances

The Town of Whitby's DC reserve fund balance was $177,357,541 as at January 1, 2024. Over the course of the year, the reserve funds experienced a net decrease of $5,623,342, resulting in a closing balance of $171,734,199 as at December 31, 2024. An overview of the net change is provided in Table 1 and a detailed summary is included as Attachment 1.

Table 1

Overview of Change in DC Reserve Funds		**Total**
Consolidated DC Reserve Fund Balance as at Jan. 1, 2024		$177,357,541
Inflows from DC collections and interest income	*$27,534,892*	
Outflows from capital project draws and DC credits	*($33,158,234)*	
Net increase / (decrease) to DC Reserve Funds		($5,623,342)
Consolidated DC Reserve Fund Balance as at Dec. 1, 2024		**$171,734,199**

Commitments and Allocations

Attachment 1 also outlines that $878,335,134 of DC reserve funds are committed to ongoing capital projects already approved ($122,202,060) or allocated to projects included in the Town's 10-Year Capital Forecast, endorsed in principle by Council as part of the 2025 Budget ($756,133,074). This level of committed and allocated funds exceeds the available consolidated balance of DC reserve funds, indicating that current DC funds are insufficient to fully support future growth-related capital needs.

Deferred DC Payments

Legislative amendments to the DCA, effective January 1, 2020, introduced Section 26.1, which defers DC payments for certain development types until first occupancy. These payments may be made in six (6) equal annual installments, with interest accruing from the date of first building permit issuance.

Reporting and tracking of deferred balances are reflected in Attachment 1.

As at December 31, 2024, $5,862,173 of DCs are scheduled for future collection under Section 26.1, relating to four developments. The timing of these collections is contingent upon occupancy dates.

Capital Project Funding

Attachment 2 provides a detailed breakdown of the $53,069,595 in funding transferred to growth-related capital projects in 2024. Of this amount:

- $32,997,911 was funded through DCs
- $20,071,684 was funded through non-DC sources

Front Funding Agreement

In accordance with the Front Funding Agreement for the construction of Des Newman Boulevard and Rossland Road, DC credits are tracked and payable to the West Whitby Landowners Group based on reconciled costs of completed works. The Town is obligated to repay a minimum of 50% of “Roads and Related – Town Wide Infrastructure” DCs collected from the developments within the West Whitby development area, up to the value of the front-funded costs. In 2024, the Town set aside $160,323 in accordance with this agreement. Additional payments remain subject to reconciliation and approval.

Legislated Spending or Allocating Requirements

Section 35.2 of the DCA, requires municipalities to spend or allocate at least 60% of reserve fund balances for priority services (i.e., water, wastewater, and roads). As a lower-tier municipality, Whitby is responsible only for roads under this provision. Table 2 illustrates how the Town has committed more than the required 60% of available DC funds for Roads & Related services, reflecting Council’s approval of the 2025 Budget and long-term capital planning. Future project timing will be adjusted based on growth trends, available uncommitted reserve funds, and debt servicing capacity.

Table 2

Roads & Related DC Reserve Fund Commitments (Townwide + Alternate Route combined)	**Total**
Total DC Roads & Related funds available as at Dec. 31, 2024	$116,695,522
Committed Funds for Capital Projects ($75,437,301 + $1,581,638 of projects approved in 2024 and prior years but not complete as at Dec. 31, 2024)	($77,018,939)
Allocated Funds for Capital Projects ($532,632,791 + $43,369,088 of projected approved in the 10-year Capital Forecast)	($576,001,879)
Percentage of DC Funds Allocated/Committed	560%

Statement of Compliance

The Town of Whitby affirms that it is compliance with subsection 59.1(1) of the DCA for the 2024 reporting period, whereby it has not imposed directly or indirectly a charge related to development or a requirement to construct a service related to development, except as permitted by the DCA or another Act.

4.2. Statutory Annual Statement of the Parks Reserve Fund

Under the provisions of Sections 42, 51.1 and 53 of the Planning Act, municipalities may require the conveyance of land for park or other public recreational purposes as a condition of development or redevelopment. In lieu of land dedication, developers may provide a monetary contribution, referred to as a cash-in-lieu of parkland dedication payment, which is allocated to the Town's Parks Reserve Fund to finance future park and recreational infrastructure.

Attachment 3 of this report provides a detailed summary of the Parks Reserve Fund activity for the 2024 fiscal year. As at January 1, 2024, the fund balance stood at $11,444,336. Over the course of the year, the fund experienced a net increase of $3,357,585, resulting in a closing balance of $14,801,921 as at December 31, 2024.

Section 47 of the Planning Act requires municipalities to spend or allocate a minimum of 60% of cash-in-lieu parkland dedication reserve funds. In alignment with this requirement, Attachment 3 outlines that $9,417,165 or 64% of the year-end balance has been committed or allocated to approved capital projects and initiatives included in the Town's 10-Year Capital Forecast. These projects were endorsed in principle by Council as part of the Town's 2024 Budget.

5. Financial Considerations:

Low Uncommitted Reserve Balances:

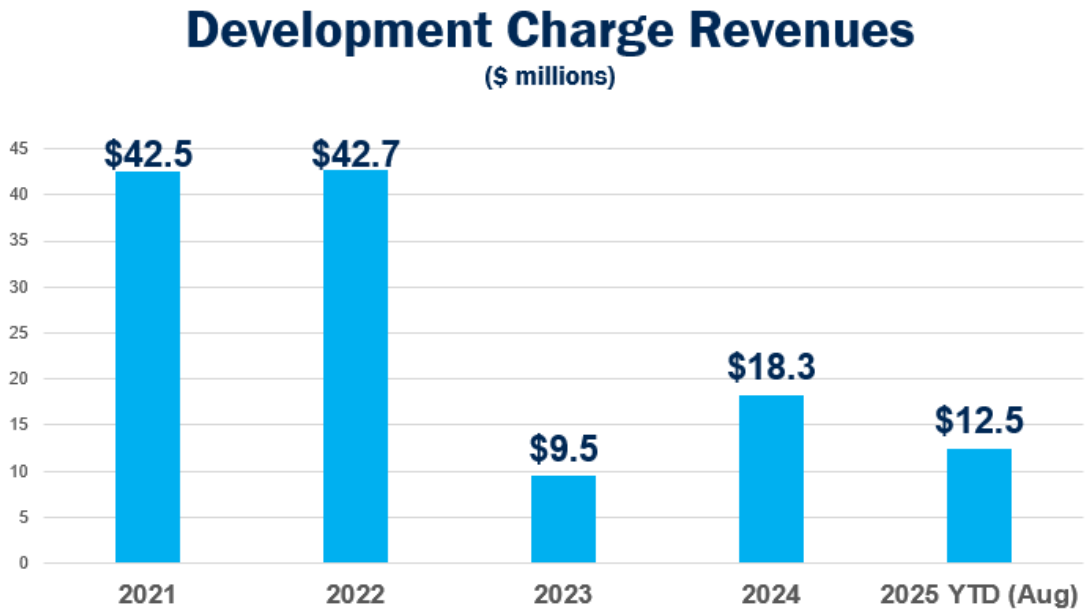
In 2024, the Town of Whitby collected $18.3 million in DCs representing a second consecutive year of suppressed DC revenue. While this reflects an improvement over the $9.5 million collected in 2023, it remains significantly below the levels recorded in 2022 and 2021, which totaled $42.7 million and $42.5 million, respectively.

The decline in DC revenues is directly linked to reduced building activity in Whitby, as evidenced by a lower volume of building permits issued. This slowdown in development has resulted in diminished uncommitted DC reserve fund balances and staff will be proceeding with a 2026 budget with the temporary deferral of growth-related capital projects identified in the Town's Development Charges Background Study.

Although the primary focus of this report is to provide annual (2024) year-end information in accordance with legislation, a significant decrease in development and construction activity over recent years has resulted in a low uncommitted DC Reserve Fund Balance of $8.1 million as at the end of August 2025.

As outlined in the chart below, Town DC revenues (inflows) have decreased from approximately $42 million in 2021 and 2022 to less than half in recent years:

Chart 1 – Annual Development Charges Revenues



The lower DC revenues is directly related to a slowdown in development activity, which is due to a combination of factors, including:

- the current economic uncertainty related to the Trade War (e.g. tariffs and counter tariffs imposed by the United Sates and Canada), an increase in interest rates post-COVID-19 pandemic, and pending Federal legislation (Bill C-4) for a First-Time Home Buyers' GST Rebate; and
- a current lack of electrical infrastructure to support the electricity demands from more homes and businesses;

With lower DC revenue inflows, the Town will continue to work on completing DC-related capital projects already approved which will continue to reduce the overall DC Reserve Funds held by the Town. As detailed in Table 3, the total uncommitted DCs currently held in reserve funds amounts to only $8.1 million at the end of August, 2025 (inclusive of collections January to August 2025 and DC capital projects approved in-year, 2025):

Table 3

Current Uncommitted DC Reserve Fund Balance	**Total**
Balance as of December 31, 2024	$171,734,199
DC Collections Jan to Aug, 2025	$12,055,958
2024 Carry Forward Commitments *(Projects approved in 2024 & prior that are still in progress)*	($122,202,060)
2025 Approved Capital Budget	($17,210,372)
2025 Projects Approved In-Year (After the Capital Budget) *(includes the following projects approved in May/June: Fire Hall #6 Construction, Columbus Road, West Whitby, Garden St. Layby Parking)*	($36,246,789)
Uncommitted DC Reserve Funds (August 2025)	**$8,130,936**

Based on the low uncommitted DC Reserve Funds ($8.1 million, August 2025) outlined in Table 3 (above), and projected low DC revenues for the next 18-24 months (see next section), **Staff have set a target of no new DC-Funded capital projects for the 2026 and 2027 capital budgets. This essentially defers new capital projects (not already approved) for approximately two (2) years.** Staff will continue to monitor and report on DCs and will look at re-prioritizing existing approved and investigating debt-financing should financials and economic conditions improve.

It is important to note, though, that Debt-financing DC-related projects is not recommended at this time as the decrease in DC inflows (outlined in Chart 1, above) means that the amount of DCs revenues may not be sufficient to cover even annual debt servicing costs (i.e. principal and interest payments). An example of this was outlined in the Financial Considerations section of the May 5, 2025 Staff Report FS-26-25.related to the construction of a new fire station, Fire Hall 6, in Whitby.

Bill 17 and Impact on DC Revenues / Collections

The Protecting Ontario by Building Faster and Smarter Act ("**Bill 17**") introduced a significant amendment to the Development Charges Act, allowing residential developments the option to defer Development Charge payments from the time of building permit issuance to the time of first occupancy.

To proactively support "housing construction starts" and mitigate potential delays in construction while awaiting the legislation's formal enactment, Council approved a temporary program (Staff Report FS 39-25) that mirrors the proposed deferral provisions. Under this program, developers are permitted to enter into DC deferral agreements with the Town.

This initiative serves two key purposes:

- It aligns with the intent of the legislation by encouraging housing starts; and
- It accelerates development activity, thereby enabling the Town to collect DCs earlier than would otherwise occur under the legislated deferred payment timing.

While this legislative change and the Town's temporary deferral program may encourage construction starts during this downturn in the market, it will result in a delay of 18 to 24 months in the collection of DCs, meaning that funding for growth-related infrastructure may not be received until after the associated growth has occurred. As a result, even if development activity levels improve in 2025, the Town's available DC funding is expected to remain constrained over the next several years (as DC revenues will be collected 18 to 24 months later, at time of occupancy – i.e. late 2027).

Bill 185

The Cutting Red Tep to Build More Homes Act ("**Bill 185**") was introduced in April 2024 and received Royal Assent on June 6, 2024. This bill would revise or reverse some of the proposed changes to the DCA brought forward by the More Homes Built Faster Act ("**Bill 23**"). The changes to the DCA from Bill 185 can be summarized as:

- Removing the mandatory five-year phase-in of development charge ("DC") rates;
- Reinstating studies as an eligible capital cost for DCs;
- Streamlining the process for extending DC by-laws;
- Reducing the time limit on the DC freeze; and
- Proclaiming the exemption of affordable residential units into force as at June 1, 2024.

The Town of Whitby was not immediately impacted by the changes introduced under Bill 23, as no new DC Background Study or DC by-law was adopted following its enactment. However, the legislative revisions under Bill 185 are expected to enhance the Town's ability to support growth-related infrastructure through DC funding in future years.

It is important to note that the exemption for affordable residential units, now in force, may have a negative impact on DC reserve fund balances. This exemption was not

accompanied by an alternative mechanism to recover growth-related costs associated with exempted developments. As at the writing of this report, no developments in Whitby have qualified for this exemption.

One of the key amendments introduced through Bill 23 that remains in effect following the passage of Bill 185 is the legislated cap on the amount of land developers are required to convey for municipal parkland purposes, or the equivalent cash-in-lieu contributions.

Based on the quotes issued in 2024, this legislative change has resulted in an estimated reduction of approximately $0.3 million in anticipated revenue. Specifically, quotes prepared under the Bill 23 framework total $0.9 million, compared to an estimated $1.2 million that would have been collected under the previous legislative regime.

6. Communication and Public Engagement:

In accordance with Ontario Regulation 82/98, the Town is required have the Treasurer's Annual Statement available to the public. A copy of this report and the attachments will be posted to the Town's Development Charges webpage.

7. Input from Departments/Sources:

Not Applicable

8. Strategic Priorities:

Whitby's Community Strategic Plan identified key priorities under the Government Pillar, including value for money, financial sustainability, and transparent reporting. Among these, timely and transparent reporting was recognized as the highest priority, with long-term financial planning ranked third.

This report directly supports these strategic objectives by enhancing fiscal transparency and contributing to the Town's long-term financial sustainability. It reflects Council's commitment to responsible governance and aligns with the broader goals outlined in the Strategic Plan.

9. Attachments:

Attachment 1 – Statement of Development Charge Reserve Funds as at December 31, 2024

Attachment 2 – Capital Projects Funded from DC Reserve Funds in 2024 as at December 31, 2024

Attachment 3 – Statement of the Parks Reserve Fund as at December 31, 2024

The Town of Whitby
Statement of Development Charges Reserve Funds
For the Period January 1, 2024 to December 31, 2024

Attachment 1

	Libraries	Parks and Recreation	Fire	Waste Management	By-Law Enforcement	Development Related Studies	Operations	Roads & Related - Town Wide Infrastructure	Roads & Related - Alternate Route	Storm Water Management	Parking (Note 1)	Non-Administrative Operational Facilities (Note 1)	Total Reserves	DC Installment Receivable (DCA Section 26.1)
Balance as of January 1, 2024	**$ 1,220,919**	**$ 56,127,726**	**$ 4,298,902**	**$ 986,880**	**$ 25,984**	**$ 5,900,458**	**$ 4,157,356**	**$ 82,201,502**	**$ 21,368,156**	**$ (942,386)**	**$ 1,147,199**	**$ 864,845**	**$ 177,357,541**	**$ 5,905,527**
Revenues														
Developer Contributions	$ 467,637	$ 3,245,669	$ 422,923	$ 46,751	$ 19,843	$ 245,249	$ 468,453	$ 11,260,256	$ 1,715,518	$ 352,389	$ 23,531	$ 22,543	$ 18,290,761	$ -
Non-Statutory DC Exemptions Paid	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment Income	$ 89,387	$ 1,930,700	$ 242,316	$ 54,717	$ 2,426	$ 324,469	$ 226,450	$ 5,041,393	$ 1,221,977	$ 1,346	$ 61,975	$ 46,976	$ 9,244,131	$ -
Development Charge Installments Receivable (section 26.1 DCA)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (481,247)
Accrued Interest on DC Installments Due	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 437,893
Total Revenue	**$ 557,024**	**$ 5,176,369**	**$ 665,239**	**$ 101,468**	**$ 22,269**	**$ 569,718**	**$ 694,904**	**$ 16,301,649**	**$ 2,937,495**	**$ 353,735**	**$ 85,506**	**$ 69,518**	**$ 27,534,892**	**$ (43,354)**
Expenditures														
Front Funding Agreement Credits Payable (below)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (160,323)	$ -	$ -	$ -	$ -	$ (160,323)	$ -
Capital Expenditures including Annual LTD Repayment (Attachment 2)	$ (272,119)	$ (25,354,319)	$ (216,793)	$ -	$ (2,028)	$ (170,877)	$ (470,895)	$ (5,952,957)	$ -	$ (186,096)	$ (18,875)	$ (352,952)	$ (32,997,911)	$ -
Total Expenditures	**$ (272,119)**	**$ (25,354,319)**	**$ (216,793)**	**$ -**	**$ (2,028)**	**$ (170,877)**	**$ (470,895)**	**$ (6,113,280)**	**$ -**	**$ (186,096)**	**$ (18,875)**	**$ (352,952)**	**$ (33,158,234)**	**$ -**
											$ -			
Balance as of December 31, 2024	**$ 1,505,824**	**$ 35,949,775**	**$ 4,747,349**	**$ 1,088,347**	**$ 46,225**	**$ 6,299,299**	**$ 4,381,365**	**$ 92,389,870**	**$ 24,305,652**	**$ (774,747)**	**$ 1,213,830**	**$ 581,411**	**$ 171,734,199**	**$ 5,862,173**
Commitments														
Commitments for Capital Projects Approved as of December 31, 2024	$ (3,459)	$ (40,142,334)	$ (882,033)	$ -	$ (54,144)	$ (1,781,242)	$ (870,804)	$ (75,437,301)	$ (1,581,638)	$ (598,547)	$ (716,913)	$ (133,644)	$ (122,202,060)	
Allocations for Capital Projects Approved in 10 Year Capital Forecast	$ (19,692,500)	$ (96,761,433)	$ (24,064,948)	$ (2,556,925)	$ (944,881)	$ (4,712,644)	$ (20,093,711)	$ (532,632,791)	$ (43,369,088)	$ (11,256,153)	$ -	$ (48,000)	$ (756,133,074)	
Total Commitments & Allocations	**$ (19,695,959)**	**$ (136,903,767)**	**$ (24,946,981)**	**$ (2,556,925)**	**$ (999,025)**	**$ (6,493,886)**	**$ (20,964,515)**	**$ (608,070,092)**	**$ (44,950,726)**	**$ (11,854,700)**	**$ (716,913)**	**$ (181,644)**	**$ (878,335,134)**	
Balance as of December 31, 2024 after Commitments	**$ (18,190,135)**	**$ (100,953,992)**	**$ (20,199,632)**	**$ (1,468,578)**	**$ (952,800)**	**$ (194,587)**	**$ (16,583,150)**	**$ (515,680,222)**	**$ (20,645,074)**	**$ (12,629,448)**	**$ 496,917**	**$ 399,767**	**$ (706,600,934)**	

West Whitby Landowners Front Funding Agreement (Note 2)	**Front Funding Credit AP Account**
AP Balance as of January 1, 2024	$ (3,216,962)
Front End Recovery Development Charge Collection Due to Landowners for 2022 Building Activity (Roads & Related - Town Wide Infrastructure)	$ (160,323)
Development Charge Credit Reimbursement Paid to Landowners	$ -
AP Balance as of December 31, 2024	**$ (3,377,285)**

Note:
(1) Reserves included in the 2017 DC By-Law but are not included in the 2021 DC By-Law
(2) This statement does not reflect the development charge credit commitment with respect to the repayment of the DC Roads & Related Town wide Infrastructure amount to developers under the West Whitby Landowners Front Funding Agreement for the construction of the agreed upon roads projects

The Corporation of the Town of Whitby
Growth-Related Capital Projects Funded from Development Charges Reserve Funds and Other Sources
For the Year Ended December 31, 2024

Attachment 2

Project Number	Project Description	Development Charges Reserve Funds	Reserve & Reserve Funds	Other Funding Sources	Total
DC - Libraries Reserve Funds					
90234002	Library Collection Expansion	$ (255,000)	$ -	$ -	$ (255,000)
90237002	Library Strategic Plan	$ (17,119)	$ (20,578)	$ -	$ (37,697)
	Total DC - Libraries Reserve Funds	**$ (272,119)**	**$ (20,578)**		**$ (292,697)**
DC - Parks and Recreation Reserve Funds					
30211305	OPC - Expansion Phase 2	$ (79,084)	$ (159,449)	$ -	$ (238,533)
30222006	MECH - Van (Additional) T-52-2022	$ (72,617)	$ -	$ -	$ (72,617)
55208001	EV Joint Venture (charging stations)	$ 21,108	$ 39,172	$ (50,000)	$ 10,280
70200002	King Street Park Improvements	$ (2,968)	$ (696)	$ -	$ (3,663)
70200103	Grass Park Redevelopment	$ (53,533)	$ (191,750)	$ -	$ (245,284)
70200217	Kiwanis Heydenshore Redevelopment	$ (949)	$ 949	$ -	$ -
70200225	Mattamy District Park	$ (5,210)	$ -	$ -	$ (5,210)
70200226	Cullen Central Park Redevelopment - Phase 2	$ (4,125)	$ (32,945)	$ -	$ (37,070)
70210215	Lazy Dolphin Local Park	$ (1,146,888)	$ -	$ -	$ (1,146,888)
70210216	TFP Whitby District Park	$ (4,681)	$ -	$ -	$ (4,681)
70220110	Minto Development Trails	$ 7,542	$ -	$ (7,542)	$ -
70230108	Waterfront Trail - Corbett Creek Pedestrian Bridge / Trail Widening and Expansion	$ (118,688)	$ (322,219)	$ -	$ (440,907)
70230217	Whitby Sports Complex Park Development	$ 8,264	$ -	$ -	$ 8,264
70247301	CPROS Update	$ (32,237)	$ (10,746)	$ -	$ (42,982)
70250102	Waterfront Trail Boardwalk	$ (92,070)	$ (817,132)	$ -	$ (909,203)
70280211	West Whitby Holdings Local Park	$ (21,596)	$ -	$ -	$ (21,596)
71201016	IPSC - Air Conditioning Pad 1	$ 6,155	$ 7,522	$ -	$ 13,676
71201033	New Whitby Sports Complex	$ (22,503,834)	$ -	$ -	$ (22,503,834)
71201045	RFP-71-2020 North Whitby Sports Complex Prime Consultant/Arc	$ (817,232)	$ (70,089)	$ -	$ (887,321)
71211026	RFP-39-2021 Prime Consultant (Architect) for CRC Rehabilitation and Renovations	$ (96,120)	$ (153,106)	$ (254,035)	$ (503,261)
71221040	Whitby Sports Complex Prime Consultant for Park Design	$ (75,336)	$ -	$ -	$ (75,336)
71221137	CRC Renovation - Growth Related (Grant Funded)	$ (82,497)	$ (13,527)	$ (242,975)	$ (338,999)
74301101	PWM - F10 Staff Work Building	$ (6,806)	$ (547,458)	$ -	$ (554,264)
N/A	Repayment of Operations Centre Expansion Loan (2021)	$ (180,918)	$ -	$ -	$ (180,918)
	Total DC - Parks and Recreation Reserve Funds	**$ (25,354,319)**	**$ (2,271,474)**	**$ (554,552)**	**$ (28,180,345)**
DC - Fire Reserve Funds					
55208001	EV Joint Venture (charging stations)	$ 3,281		$ (3,281)	$ -
70200217	Kiwanis Heydenshore Redevelopment	$ 948	$ (948)	$ -	$ -
71221217	FH (All) - Storage Sheds	$ (16,717)	$ (2,770)	$ -	$ (19,487)
71291201	Fire Training Complex	$ (76,654)	$ (1,827,533)	$ -	$ (1,904,187)
N/A	Repayment of Land - Future Fire Hall Loan (2021)	$ (110,951)	$ -	$ -	$ (110,951)
N/A	Repayment of Land - Future Fire Training Complex Loan (2021)	$ (16,701)	$ -	$ -	$ (16,701)
	Total DC - Fire Reserve Funds	**$ (216,793)**	**$ (1,831,251)**	**$ (3,281)**	**$ (2,051,325)**
DC - By-law Enforcement Reserve Funds					
54238001	LES - Ballistic Vests (additional)	$ (2,028)	$ -	$ -	$ (2,028)
	Total DC - By-law Enforcement Reserve Funds	**$ (2,028)**	**$ -**	**$ -**	**$ (2,028)**
DC - Development Related Studies Reserve Funds					
10227001	GIS Master Plan	$ (13,052)	$ (75,391)	$ -	$ (88,443)
13217002	DC By-Law Appeal	$ (2,366)	$ -	$ -	$ (2,366)
30207102	Parks & Urban Forestry Analysis and Strategy	$ (13,985)	$ (215,469)	$ -	$ (229,453)
50217001	Workforce Planning Study	$ (12,221)	$ (86,361)	$ -	$ (98,582)
55237602	Sustainable Development Guidelines Update	$ (61,033)	$ -	$ -	$ (61,033)
80060308	Comprehensive Zoning By-Law	$ (66,464)	$ (211,536)	$ (164,337)	$ (442,337)
81152301	Town Accessible Signage Standards (Interior & Exterior)	$ (1,756)	$ (9,195)		$ (10,951)
	Total DC - Development Related Studies Reserve Funds	**$ (170,877)**	**$ (597,951)**	**$ (164,337)**	**$ (933,165)**
DC - Non-Administrative Operational Facilities Reserve Funds					
10140502	Enterprise Resource Planning	$ (336,175)	$ (7,349,679)	$ -	$ (7,685,854)
10152401	Growth Related IT Infrastructure Prep	$ (14,326)	$ 998	$ -	$ (13,328)
10205603	RFP-50-2020 Enterprise Resource Planning	$ (2,451)	$ (33,217)	$ -	$ (35,668)
	Total DC - Non-Administrative Operational Facilities Reserve Funds	**$ (352,952)**	**$ (7,381,898)**	**$ -**	**$ (7,734,850)**
DC - Operations Reserve Funds					
30211305	OPC - Expansion Phase 2	$ (116,712)	$ (121,822)	$ -	$ (238,534)
30212701	TRAF - Sidewalk Plow and Sander (additional)	$ (12,563)	$ -	$ -	$ (12,563)
30240002	Stand Up Blower (Parks)	$ (21,833)	$ -	$ -	$ (21,833)
55208001	EV Joint Venture (charging stations)	$ 6,446		$ (6,446)	$ -
N/A	Repayment of Land - Future Satellite Facility Loan (2021)	$ (105,111)	$ -	$ -	$ (105,111)
N/A	Repayment of Operations Centre Expansion Loan (2021)	$ (221,122)	$ -	$ -	$ (221,122)
	Total DC - Operations Reserve Funds	**$ (470,895)**	**$ (121,822)**	**$ (6,446)**	**$ (599,163)**

The Corporation of the Town of Whitby
Growth-Related Capital Projects Funded from Development Charges Reserve Funds and Other Sources
For the Year Ended December 31, 2024

Attachment 2

Project Number	Project Description	Development Charges Reserve Funds	Reserve & Reserve Funds	Other Funding Sources	Total
DC - Roads & Related - Townwide Infrastructure Reserve Funds					
35186001	Garden/Burns Corridor Safety Review	$ (3,457)	$ (1,677)	$ -	$ (5,134)
35226304	On-Street Metres / Pay and Display (additional)	$ 1,990	$ (66,988)	$ -	$ (64,998)
35226411	Pedestrian Crossovers	$ 1,571	$ (622,225)	$ -	$ (620,655)
35236401	Dryden Boulevard at the HEPC Trail - Pedestrian Crossing	$ (34,538)	$ -	$ -	$ (34,538)
40091730	Water Street 1. EA	$ (148,968)	$ (30,558)	$ -	$ (179,526)
40101722	Desmond Newman Blvd - Rossland to Taunton (MUP)	$ 17,421	$ -	$ (20,493)	$ (3,072)
40130201	Des Newman/CP Rail Grade Separation - Phase 1 (Embankments)	$ (28,398)	$ -	$ -	$ (28,398)
40140502	Ferguson Avenue Environmental Assessment	$ (2,880)	$ (8,390)	$ -	$ (11,270)
40141709	Brock St - LT Lanes Palmerston Ave	$ 217,963	$ (5,675)	$ -	$ 212,288
40141710	Desmond Newman Blvd - Dundas to Rossland (MUP)	$ (52,149)	$ -	$ (90,015)	$ (142,164)
40160502	EA Study - Highway 7/12 Alternate Route	$ (32,980)	$ -	$ -	$ (32,980)
40171806	RR4 Taunton - Coronation Rd to Baycliffe Ave	$ 35,108	$ -	$ (35,108)	$ -
40186009	Mid Arterial Roadway - Ashburn to Anderson 1. EA	$ (36,402)	$ -	$ -	$ (36,402)
40187102	Brock/Colborne Pedestraian Traffic Signal	$ 53,850	$ -	$ (53,850)	$ -
40196107	CU A07 01 - Ashburn Culvert	$ (58)	$ (3,421)	$ -	$ (3,480)
40197102	Corbett Creek Master Drainagae Plan Update & Floodplain Mapping Update	$ 27,415		$ (27,415)	$ -
40206015	Brock St Widening (Curling Club to Manning) including MUP	$ 1,154,954	$ 203,815	$ -	$ 1,358,769
40206111	BR A08 02 - White Bridge	$ (365,334)	$ (859,117)	$ -	$ (1,224,451)
40216019	Garden St - Martinet to Manning	$ (26,327)	$ (1,673,072)	$ -	$ (1,699,399)
40216030	Mid Arterial Roadway - Ashburn to Anderson 2. Design	$ (52,083)	$ -	$ -	$ (52,083)
40216105	Des Newman/CP Rail Grade Separation - Environmental	$ (14,431)	$ -	$ -	$ (14,431)
40226020	Mid Arterial Roadway - Ashburn to Garden Reimbursement Agreement	$ (1,302,308)	$ (67,809)	$ -	$ (1,370,117)
40226028	Burns - Annes to Brock	$ 46,668	$ (105,023)	$ -	$ (58,355)
40226040	Garden St - Consumers Dr to 180m South of Burns St	$ (15,712)	$ (482,962)	$ -	$ (498,674)
40226053	Future Design - Road Intersection Improvements	$ (19,420)	$ (66,877)	$ -	$ (86,297)
40226064	Harbour Street Extension	$ (197,314)	$ (56,369)	$ -	$ (253,683)
40226606	Taunton Rd Coronation to Baycliffe	$ (256,320)	$ (43,320)	$ -	$ (299,640)
40230301	CU A07 02 - Brawley Road Culvert (Monitoring)	$ (339)	$ (4,000)	$ -	$ (4,339)
40236028	Bonacord Ave - Mackey Dr to McQuay Blvd	$ 27,366	$ (75,756)	$ -	$ (48,391)
40236054	Mid Arterial Roadway - Garden Ext to Thickson	$ (62,264)	$ (45,992)	$ -	$ (108,256)
40236055	Columbus Road - TransCanada Pipelines	$ (3,642,728)	$ (900,000)	$ -	$ (4,542,728)
40236066	Traffic Calming Initiatives	$ (275,360)	$ (375,000)	$ -	$ (650,360)
40236111	Design Future Work - Bridges & Structural Culverts	$ (88,714)	$ -	$ -	$ (88,714)
40236405	Traffic Signage and Pavement Marking Initiatives	$ (17,446)	$ (81,965)	$ -	$ (99,411)
40236406	Urban Mobility Amenities (ie bike repair stands, bike parking)	$ (440)	$ (16,726)	$ -	$ (17,166)
40237106	Traffic & Transportation Study	$ (22,556)	$ -	$ -	$ (22,556)
40237107	Municipal Engineering Growth Studies/Design Reviews	$ (18,218)	$ -	$ -	$ (18,218)
40246022	Water Street 3. Property	$ (76,014)	$ (56,255)	$ -	$ (132,269)
40246050	Cochrane St at Taunton Rd - Bike Lane Transitions	$ (73,166)	$ (45,079)	$ -	$ (118,245)
40246059	Mid Arterial Roadway - Ashburn to Garden - Property	$ (82,704)	$ -	$ -	$ (82,704)
40246211	Garden - Mary to 160m North	$ (85,056)	$ -	$ -	$ (85,056)
40246216	Taunton Rd - Country Lane to Cochrane (north side)	$ (119,555)	$ (230,536)	$ -	$ (350,091)
40256047	Columbus Road - EA and Detailed Design Studies	$ (326,437)	$ (725,685)	$ -	$ (1,052,121)
40306054	Mid Arterial Roadway - Thickson to Oshawa	$ (14,787)	$ (25,780)	$ -	$ (40,567)
55217401	Downtown Whitby Brock St. Streetscape Design Study	$ (14,985)	$ (69,163)	$ -	$ (84,148)
	Total DC - Roads & Related - Townwide Infrastructure Reserve Funds	**$ (5,925,542)**	**$ (6,541,604)**	**$ (226,881)**	**$ (12,694,027)**
DC - Stormwater Management Reserve Funds					
40216501	Garden St Snow Storage Facility - Phase 2	$ (213,512)	$ (349,607)	$ -	$ (563,119)
	Total DC - Stormwater Management Reserve Funds	**$ (213,512)**	**$ (349,607)**	**$ -**	**$ (563,119)**
DC - Parking Reserve Funds					
15211601	Land Purchase - 112 Colborne St W	$ (18,875)	$ -	$ -	$ (18,875)
	Total DC - Parking Reserve Funds	**$ (18,875)**	**$ -**		**$ (18,875)**
	Total	**$ (32,997,911)**	**$ (19,116,187)**	**$ (955,497)**	**$ (53,069,595)**

Summary	
Capital Projects Expenditures (Attachment 2)	$ (32,997,911)
Front Funding Agreement Credits Payable (Attachment 1)	$ (160,323)
Total Expenditures (Attachment 1)	**$ (33,158,234)**

The Corporation of the Town of Whitby
Statement of the Park Reserve Fund
For the Period January 1, 2024 to December 31, 2024

Attachment 3

		Park Reserve Fund (Note 1)
Balance as of January 1, 2024	**$**	**11,444,336**
Revenues		
Developer Contributions	$	2,654,582
Investment Income	$	746,353
Total Revenue	**$**	**3,400,934**
Expenditures		
Capital Funding (see below)	$	(43,349)
Total Expenditures	**$**	**(43,349)**
Balance as of December 31, 2024	**$**	**14,801,921**
Commitments		
Commitments for Capital Projects Approved as of December 31, 2024	$	(2,519,597)
Commitments for Capital Projects Approved in 10 Year Capital Forecast	$	(6,897,568)
Total Commitments	**$**	**(9,417,165)**
Balance as of December 31, 2024 after Commitments	**$**	**5,384,756**

Capital Funding	Park Reserve Fund	Other Sources	Total
70200223 Heathwood Park	$ (8,800)	$ -	$ (8,800)
70200226 Cullen Central Park Redevelopment - Phase 2	$ (32,945)	$ (4,125)	$ (37,070)
70210309 Trail Rest Stops and Benches	$ (1,605)	$ (3,236)	$ (4,840)
	$ (43,349)	**$ (7,361)**	**$ (50,710)**

Note (1) Special account for the Parkland Dedication Cash-in-Lieu payments as collected under the Planning Act

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Building Permit Fees Annual Financial Report 2024

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **FS 37-25**

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:

Laura Pinto, Senior Financial Analyst, pintola@whitby.ca

1. Recommendation:

That Report No. FS 37-25 on Building Permit Fees Annual Financial Report 2024 be received as information.

2. Highlights:

- As required by the *Building Code Act 1992*, this report contains the Town's annual reporting, for the year ended December 31, 2024, of building permit fees, related costs, and the Building Permit Reserve Fund related to the Town's administration and enforcement of the Ontario *Building Code Act.*

3. Background:

In accordance with the Ontario Building Code Division C Part 1, Article 1.9.1.1 which specifies what is to be included in the annual report, attached is a summary of the building permit fees and related costs and Statement of Reserve Fund for the year ended December 31, 2024.

4. Discussion:

- The Town conducts regular reviews of its fees for planning applications, building permit applications, and engineering review and inspection services to help offset the costs associated with development-related activities.

- The most recent review and update of Building Permit (and development application) fees was completed earlier this year and communicated via the June 2, 2025, Staff Report PDP 23-25 the Development Fees Review Study Update. All fees in the Staff Report became effective on July 1, 2025. This update incorporated key considerations including legislative compliance, market competitiveness, and alignment with applicable by-laws for Planning, Building and Engineering Service Fees.

- The Building Permit Fees Annual Financial Report 2024, (Attachment 1), outlines the fees and costs that are directly and indirectly attributable to the costs and associated fees permitted in accordance with the *Building Code Act.*

- The annual report includes information regarding the revenues and total costs and Building Permit Reserve Fund transactions/balances.

5. Financial Considerations:

Building permit fees were established to fully recover the Town's cost of providing building permit services, including an allocation of administrative overhead/indirect costs. Any surplus of revenue from building permit fees is transferred to a reserve fund, the Building Permit Reserve Fund.

This reserve fund is used to ensure continued building permit service delivery during an economic downturn (e.g., building permit inspections that may take place year(s) after a building permit is pulled). Since the establishment of the Building Permit Reserve Fund in 2006, the Building Department has contributed to growing the reserve when revenues exceeded annual expenditures and has drawn from the reserve fund during temporary market downturns.

As shown in Attachment 1, the unaudited balance in the Building Permit Reserve Fund, as of December 31, 2024, is $15,127,907. Based on the Development Fees Review Study Update (Staff Report PDP 23-25), the target for the Building Permit Reserve Fund is three (3) times the total annual costs of the Building Department (including direct, indirect, and capital costs). This means that the Building Permit Reserve Fund has a target balance to keep the Building Department operational (e.g., inspections and other work related to building permits already issued and still open) for 3 years if there is an economic downturn and no new building permit applications/revenues are received.

At $15.1 million, the Building Permit Reserve Fund balance is at 2.58 times (and within the target of 3.0 times). Development and building permit activity are showing signs of slowing down due to a combination of factors, including:

- The current economic uncertainty related to the Trade War (e.g. tariffs and counter tariffs imposed by the United Sates and Canada), an increase in interest rates post-COVID-19 pandemic, and pending Federal legislation (Bill C-4) for a First-Time Home Buyers' GST Rebate; and,
- A current lack of electrical infrastructure to support the electricity demands from more homes and businesses.

As shown in Attachment 1, $110,059 was drawn from the Building Permit Reserve Fund in 2024 due to a revenue shortfall (i.e. expenditures exceeded revenues). If the development slowdown continues, more draws from the Building Permit Reserve Fund may occur in future years as mandatory Building Department work (e.g. inspections) continues on the developments/permits issued in prior years.

In the past, an extended economic downturn that started in 2008 resulted draws from Building Permit Reserve Fund to maintain operations (e.g. continue to complete inspections) for several years when there were low building permit activity/revenues. By 2013, the Building Permit Reserve Fund was out of money and required temporary borrowing from the (tax-based) Long Term Finance Reserve. As development activity increased:

- Annual Building Permit revenues (net of expenditures) was used to repay the Long-Term Finance Reserve and to grow the Building Permit Reserve Fund again; and,
- By 2019, all remaining funds loaned to the Building Permit Reserve Fund were repaid to the Long-Term Finance Reserve.

Staff will continue to monitor and report on Building Permit Fees/revenues, expenditures, and reserve balances.

6. Communication and Public Engagement:

The *Building Code Act* requires that the Town of Whitby shall give notice of the preparation of a report under subsection 7(4) of the Act to every person and organization that has requested that the Town of Whitby provide the person or organization with such notice and has provided an address for the notice. To date, no person or organization has requested for such notice.

7. Input from Departments/Sources:

The report was reviewed with the Building Services division within the Planning and Development Department

8. Strategic Priorities:

This report supports Strategic Objective 4.4 – Ensure fiscal accountability and responsibly plan for growth of the Town of Whitby's Community Strategic Plan.

9. Attachments:

Attachment 1: Building Permit Fees Annual Financial Report, December 31, 2024

The Town of Whitby
Building Permit Fees Annual Financial Report
Results for the 12 Months Ended December 31, 2024 (Unaudited)

	2024 Actuals
Revenue	
Fees	$3,566,419
Capital Wage Recoveries	$122,130
Contribution from Reserve Fund	$110,059
Total Revenues	**$3,798,608**
Expenses	
Direct	$2,531,919
Indirect	$1,266,689
Total Expenses	**$3,798,608**
Net Revenue	**$0**

Building Permit Reserve Fund
Balance as of December 31, 2024 (Unaudited)

	2024 Actuals
Opening Balance (January 1, 2024)	$16,515,583
Capital Project Funding Commitments	($2,065,291)
Interest Earned	$787,673
2024 Contribution from Reserve Fund	($110,059)
Closing Balance (December 31, 2024)	**$15,127,907**

Town of Whitby

Staff Report

whitby.ca/Council Calendar

Report Title: Procurement Reporting – Quarter 1, Quarter 2, and Council Recess

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: FS 34-25

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:

Christine Wood, Senior Manager, Procurement & Risk

1. Recommendation:

1. That Report FS 34-25, Procurement Reporting - Quarter 1, Quarter 2, and Council Recess, be received for information.

2. Highlights:

- In accordance with the Town's Procurement Policy, Council is to be provided with a quarterly information report on procurements valued at $250,000.00 or above, awarded by staff under delegated authority. (see table 1 & 2 in the Discussion Section of this report)
    - Table 1 (Quarter 1) – there was one (1) procurement award $250,000 or above
    - Table 2 (Quarter 2) – there were seven (7) procurement awards $250,000 or above

- Staff are provided with additional delegated authority to award procurement contracts, that normally would require Council approval beforehand, during a Council Recess or any Council lame duck period.
    - There were no awards approved by staff under the additional delegated authority during the 2025 Council Recess period.

3. Background:

The Town of Whitby's Procurement Policy, Policy Number F 080 (the "**Policy**"), provides delegated authority for staff to award procurement contracts subject to all of the following conditions (excerpt from sub-section 5.3 of the Policy):

a. There is sufficient funding in the Approved Budget, which is approved by Council and subject to adjustments provided for in the Town's Budget Monitoring Policy;

b. The procurement process was conducted in accordance with the Procurement Policy and all applicable procedures;

c. For all Open Competition procurements, the Award is made to either the highest-ranking bidder or lowest priced (as applicable) Compliant Bidder in accordance with Town procurement procedures;

d. The legal agreement, if required by the procurement, and any ancillary documents have been prepared in a form satisfactory to the Town Solicitor and Risk Management; and

e. The Vendor has provided the required insurance, any required surety, Workplace Safety, and Insurance Board certificates and satisfied the Town's AODA and Sustainability requirements, all in a form satisfactory to the Town.

The delegated authority provision allows for a more streamlined and efficient procurement process that allows projects to proceed in a timely manner, subject to procurements meeting the conditions above. To maintain transparency and accountability, the Procurement Policy also requires quarterly information reporting on procurements, valued at $250,000.00 or above, awarded by staff under delegated authority.

Further, section 6 of the Policy provides staff additional delegated authority to award procurement contracts, that normally would require Council approval, during a Council Recess or any Council lame duck period with reporting following the recess/lame duck period. The additional delegated authority is to ensure the continuous provision of Town services and timely construction/delivery of various projects during these periods. There were no awards approved by staff under the additional delegated authority provided for in sub-section 6.2 during the 2025 council recess period.

4. Discussion:

As shown in Table 1, the following one (1) project was competitively bid by the Procurement Division and awarded by staff in accordance with the Procurement Policy in Quarter 1 (Jan 1 – March 30), 2025:

Table 1 Q1 – Procurement awards $250,000 or above

Project	Successful Bidder	Awarded Total Procurement Value (Before Tax)	Award Date
Canoe-4-2025 - Two (2) Side Loading Garbage Packer Trucks	Joe Johnson Equipment	1,116,424.70	February 18, 2025

As shown in Table 2, the following seven (7) projects were competitively bid by the Procurement Division and awarded by staff in accordance with the Procurement Policy in Quarter 2 (April 1 to June 30), 2025:

Table 2 Q2 – Procurement awards $250,000 or above

Project	Successful Bidder	Awarded Total Procurement Value (Before Tax)	Award Date
RFP-7-2025 – Water Street Reconstruction	Ainley & Associates	$699,999.00	April 17, 2025
T-501-2025 – Urban Road Resurfacing	DIG CON International Ltd	$1,253,800.80	May 1, 2025
T-4-2025 – Supply and Installation of Pedestrian Crossovers at Various Locations	Atlas Paving	$336,437.52	May 8, 2025

T-512-2025 - Replacement and Installation of Wood Acoustic & Wood Screen Fences	Everest Masonry Corp	$315,580.36	May 22, 2025
T-2-2025-Columbus Road Culvert Repair (CU_A07_07)	2585284 Ontario Inc. o/a Beton	$278,800.80	June 3, 2025
T-24-2025 – Right of Way General Repairs and Utility Cut Restorations	PTR Paving	$764,022.50	June 5, 2025
T-204-2025 - Pavement Routing and Crack Sealing	Right Seal	$427,875.00	June 20, 2025

5. Financial Considerations:

N/A

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

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

Action Item 4.3.5 – Provide timely and transparent reporting; and

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

9. Attachments:

N/A

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Proposed Improvements in Property Tax Collections, Fees, and Due Dates

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **FS 41-25**

Department(s) Responsible:

Financial Services Department

Submitted by:
Fuwing Wong, Commissioner of Finance, Treasurer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Crystal Doucette, Senior Manager, Revenue and Taxation

1. Recommendation:

1. **That Property Tax due dates for the 2026 and future Interim and Final tax bills be set to be the last day of the month they fall due within, to allow residents more time to pay and to establish a due date that is consistently applied to all taxpayers;**
2. **That a grant equivalent to one month of late payment charges be approved for Qualifying Residential Property Owners subject to the residential property owner enrolling in one of the Town's Pre-authorized Payment plans, as outlined in Staff Report FS 41-25; and,**
3. **That Staff be authorized to waive the tax bill reprint fee subject to a Qualifying Property Owner enrolling in the Town's electronic tax bill program, as outlined in Staff Report FS 41-25.**

2. Highlights:

- Historically, property tax instalment due dates ("**Due Dates**") have been set for the week of the 24th day in the months of February, April, June, and September.

The Due Dates are adjusted if the 24th day of these months is not a weekday or is a statutory holiday where Town Hall is closed;

- Staff recommend that, starting in 2026, the Due Dates be moved to the end of each month (February, April, June, and September) to provide all property owners more time to pay their property taxes and to set a Due Date that is consistently applied to taxpayers.
- Further, to provide some financial relief for taxpayers, it is recommended that:
    - A new Late Payment Charges relief program be established where one month of late payment charges is removed from the account for Qualifying Residential Property Owners subject to the property owner signing up for one of the Town's pre-authorized payment plans; and,
    - The Tax Bill Reprint fee be waived one-time for a property and the current property owner subject to the property owner signing up for the Town's electronic property tax bill ("**e-Bill**") program.

3. Background:

The property tax Due Date refers to the date the payment must be received by the Town. Several payment methods are available, including cash, debit, cheque and an afterhours drop box for in person visits to Townhall, postdated cheques can be mailed or delivered in advance of the Due Date, pre-authorized payment plans, and online or telephone bill payment methods at financial institutions. Regular reminders are provided on various communication platforms to remind taxpayers of upcoming property tax instalment due dates, payment options, and to advise taxpayers to allow sufficient time for their payment to reach the Town by the Due Date in order to avoid Late Payment Charges. In 2024, the Town implemented a program to assist taxpayers in more significant arrears (e.g. years in arrears). However, there are times where residential taxpayers, who are normally current with their property tax payments, miss an instalment payment due to various reasons, including misplacing their tax bill, other events happening in their life at the time, a death of a family member who normally handles the finances, hospitalization around the Due Date, etc.

All past due Property Taxes are subject to penalties and interest charges ("**Late Payment Charges**") in accordance with Section 345 of the Municipal Act (the "**Act**"):

1. A penalty charge of 1.25% of the instalment amount on the first day of default (i.e. the first day after the Due Date); and,
2. An interest charge of 1.25% on the total balance of property taxes outstanding on the first calendar day of each month.

The Town collects property taxes for the Town services and services provided by the Region of Durham and School Boards. In total, the Town bills and remits over $278 million on behalf of the Region and School Boards ($216 million + $62 million, respectively). When a property account is in tax arrears, the Town upfronts the instalment payments to the Region and School Boards on behalf of the property owner and applies Late Payment Charges to offset financing costs incurred (if any) or opportunity costs of upfronting the funds.

Staff, including the Treasurer, do not have authority to waive or alter Late Payment Charges applied to the tax roll in accordance with legislation except in circumstances where the Town made an error (e.g. applied payment to the incorrect roll number) or if there is an adjustment to the taxes owing from an appeal/request for reconsideration.

Pre-Authorized Payment Plan for Taxpayers in Arrears Approved in 2024:

Prior to 2024, the Town only had one Pre-Authorized Payment ("**PAP**") where property taxes were withdrawn from taxpayer's financial institution accounts over 11 months (January to November) each year.

In May 2024, Council approved two additional PAP plans to provide taxpayers more payment options and since then, 360 taxpayers have signed up for the new plans:

- 175 taxpayers have enrolled in the (4-month) Instalment Due Date PAP plan which withdraws the full amount of the instalment on the due date indicated on the tax bill (e.g. February, April, June, and September); and,
- 185 taxpayers have enrolled in the (12-month) Arrears PAP plan which was established to help those taxpayers in arrears make monthly payments (comprised of arrears, current taxes and penalties) and bring their account current within 3 years. While on the Arrears PAP plan, the Town will not register the property for property tax sale.

Pre-Authorized Payment Plans help taxpayers avoid Late Payment Charges and the Arrears PAP plan, specifically, provides taxpayers a plan to become current with their property taxes over a period of 3 years.

4. Discussion:

Move Due Dates from the 24th to the End of the Month:

Historically, property tax instalment due dates have been set to be in the week of the 24th day in the months of February, April, June, and September with adjustments to next business day if the 24th day of these months is not a weekday or is a statutory holiday where Town Hall is closed.

If the Due Date lands on the 24th of the month, the legislation on Late Payment Charges outlined in the Background section above would require a penalty charge of 1.25% of the unpaid instalment amount on the 25th day (e.g. the first day after the Due Date) and a further 1.25% on the (cumulative) unpaid property taxes on the first of the following month and each successive month. Despite the legislation, the Town's practice has been to apply Late Payment Charges only on the first day of the month following the Due Date. This practice does not comply with legislation and created an unofficial "grace period". While the majority of taxpayers pay by the Due Date listed on the property tax bill, some taxpayers have been benefiting from the unofficial "grace period" by paying after the Due Date but before the first of the following month without incurring any Late Payment Charges. This is unfair to the taxpayers that pay by the Due Date.

Staff recommend that, starting in 2026, the Due Date be moved from the week of the 24th day in the months of February, April, June, and September to the last non-holiday business day (e.g. Monday to Friday) in those months – e.g. all taxpayers will benefit from the current unofficial past practice. The proposed change will:

- Provide all taxpayers a few more days to pay their property tax instalments ensuring their payments reach the Town by the Due Dates (e.g. up-to 7 more days if the 24th day and the 31st day are business days);
- Ensure that the Due Date is consistent for all taxpayers; and,
- Bring the Town in compliance with legislation.

<u>One Month of Late Payment Charges Relief Program for Eligible Residential Taxpayers Who Sign-up for Pre-Authorized Payment Plans:</u>

There are many reasons why taxpayers, who are normally current with their property tax payments, may miss one property tax instalment payment. As noted in the Background Section of this report, the Municipal Act does not permit the Town to waive or reduce Late Payment Charges in these situations. Subject to Council approval of this report, the Town would provide a grant to Qualifying Residential Property Owners, in an amount equivalent to one month of Late Payment Charges on the missed instalment payment, subject to the residential property owner enrolling in one of the Town's Pre-authorized Payment plans (i.e. either the four (4)-month plan where withdrawals coincide with the property tax instalment due dates or the 11-month plan, January to November). Details of the proposed One-Month Late Payment Charges relief program are as follows:

1. For the purpose of this new program, "**Qualifying Residential Property Owners**" are Residential Property Owners who:
    a) are otherwise current in their property tax payments (i.e. the missed instalment payment (and any associated Late Payment Charges associated with this instalment payment) is the only outstanding item on the tax account);
    b) are not currently on a Pre-Authorized Payment plan; and
    c) have not already benefited from this program previously. That is, this is a one-time grant per property ownership. Taxpayers who sign onto the PAP program and then cancel will not be eligible for another grant in the future. Also, property tax accounts with multiple owners are only eligible for one grant as long as the owners are on title.

2. If the property is assessed in residential and non-residential property tax classes, the grant is only applicable to the Late Payment Charges on the residential portion of the property.
3. Despite being called a grant, there is no exchange of cash/fund between the Town and Qualifying Residential Property Owner. Instead, the grant will be applied to the Late Payment Charge in the property tax system thereby reducing that amount on the property tax account.
4. Except in cases where there is a transfer of ownership, the grant (i.e. the one month of Late Payment Charges) will be added back to the property tax account if the Residential Property Owner in the program cancel their PAP plan before

December of the following year. As noted in 1 (a), taxpayers who have previously benefited from this program, are not eligible for any additional grants as long as they own the property.

The proposed program provides assistance to taxpayers, regardless of the reason for missing an instalment payment, in exchange for signing up for a PAP plan. Further, the automatic tax payment withdrawals of the PAP plan helps the taxpayers avoid missing payments at future tax instalment due dates.

Waiving Tax Bill Reprint Fee

For taxpayers who have not signed up for e-Billing, property tax bills are mailed out twice a year:

- Interim Property Tax Bills (representing 50% of the previous year's property taxes) are mailed out in January of each year*;
- Final Property Tax Bills are mailed out in May of each year.

*Interim Property Tax Bills are not mailed out for tax accounts paid by the taxpayer's mortgage company or for accounts enrolled in the monthly PAP plan.

Property taxpayers who have discarded or misplaced their Property Tax Bills regularly call or email asking for the amount due for the next instalment date or to ask for a re-print of their tax bill. Staff provide amounts due over the phone at no charge but collect $16.25 for tax bill reprints to recover the costs (including supplies and payment processing costs).

Subject to Council approval of this report, Staff will be authorized to waive the Tax Bill Reprint Fee subject to the Property Owner signing up for the Town's e-Bill service. The advantages of this program include:

1. Providing another no-cost option for taxpayers who do not wish to pay the Tax Bill Reprint Fee;
2. Allows taxpayers to view and re-print their tax bills at any time (by accessing the bill from their own email system/email account); and
3. Reduction in Town costs: budget savings from not having to mail-out over 40,000 paper tax bills twice a year will be accounted for as a "budget efficiency" to help keep property taxes low and supports a more sustainable method of distributing bills.

The waiving of the Tax Bill Reprint Fee will be noted on the property tax account and no further waivers will be provided related to the property unless there is a change in ownership.

5. Financial Considerations:

In addition to the Financial Considerations noted in other sections of this report, it is estimated that the One-Month Late Payment Charges relief program will cost an average of $21.00 per property, calculated as follows:

- The average residential property in Whitby has an assessment of $503,000;
- Annual property taxes would total $6,700.78 (Town, Region, and School Boards);
- Instalment amounts would be approximately $1,675.20 (= $6,700.78 / 4) four times a year;
- Therefore, Late Payment Charges for one month would total approximately $21 (or $20.94 calculated $1,675.20 * 1.25%).

6. Communication and Public Engagement:

- Engage with the public through social media
- Service Whitby staff will be provided training so they may offer the new programs outlined in this report to qualifying residents/taxpayers

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

These proposed payment solutions are consistent with Action 4.3.1." Continually improve the customer experience through the use of technology, more flexible payment and service options, and the implementation of a consolidated customer contact centre" of Whitby's Community Strategic Plan.

9. Attachments:

N/A

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Palmerston Park and Folkstone Park Tennis Court Reconstruction Project

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **FS 43-25**

Department(s) Responsible:

Financial Services Department
Community Services Department

Submitted by:
Fuwing Wong, Commissioner, Financial Services & Treasurer;
John Romano, Commissioner, Community Services

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Sean Malby, Senior Manager, Parks Planning & Development, 905.444.1830

1. Recommendation:

1. **That a new 2025 Capital Project, for the reconstruction of tennis courts at Palmerston Park and Folkstone Park, in the amount of $300,000, be approved and funded as follows:**
    a. **$100,000 from the National Bank Play Your Court Program sponsorship funding; and,**
    b. **$200,000 from the Town's Asset Management Reserve Fund.**
2. **That the Mayor and Clerk be authorized to sign the National Bank Play Your Court Program sponsorship agreement included in the memo entitled "Palmerston Park and Folkstone Park Tennis Court Sponsorship Agreement" on the Confidential Correspondence Agenda; and,**
3. **That the tennis courts at Palmerston Park and Folkstone Park be renamed the National Bank Tennis Courts.**

2. Highlights:

- In accordance with Town Policy, urgent capital projects without prior Council approval over $100,000 must be approved by Council;
- The Town is the successful recipient of a $100,000 National Bank Play Your Court Program sponsorship for the reconstruction of the tennis courts at Palmerston Park and Folkstone Park;
- A new capital project is recommended for this project, in the amount of $300,000, funded $100,000 from the sponsorship and $200,000 from the Town's (tax funded) Asset Management Reserve Fund ("**AMRF**");
- As the tennis court reconstruction project is an unexpected 2025 draw from the AMRF, staff will mitigate the impact on the AMRF by deferring the already approved (but not started) 2025 Capital Project for the Kinsmen Park Parking Lot Asphalt Surfacing and returning $175,000 of unspent funding back to the AMRF.

3. Background:

3.1. Tennis Courts and Palmerston Park and Folkstone Park

The anticipated serviceable life of asphalt tennis court surfaces is approximately 20 years under typical conditions. Both Palmerston Park (installed over 30 years ago) and Folkstone Park (installed 20 years ago) courts have reached or exceeded this expected lifespan.

The general aging of asphalt tennis courts is primarily caused by oxidation and UV exposure, which gradually dry out the asphalt, making it brittle and more susceptible to damage. Over time, this brittleness is compounded by seasonal freeze-thaw cycles and heat expansion, leading to cracking, surface delamination, and structural instability.

Despite previous lifecycle maintenance, including acrylic coating in 2021, recent winters have accelerated deterioration due to increased freeze-thaw cycles and moisture infiltration. The courts now exhibit widespread acrylic delamination, color fading, and open cracks, creating safety hazards and reducing play quality.

Structural issues include:

- Subbase weakness and poor bonding in previously repaired areas.
- Subgrade movement indicated by circular cracking.
- Inadequate drainage due to shallow or obstructed swales.
- Surface pooling and frost damage from settled subgrades.

3.2. Town Policy for New Capital Projects

The Town's Capital Budget Management and Control Policy (Policy # F 170) requires Council approval for capital projects that exceed $100,000, are unplanned (e.g. capital project has not been previous approved by Council),

and urgent. The proposed capital project recommended in this report is projected to be $300,000 and is urgent due to the associated grant funding.

4. Discussion:

4.1. National Bank Play Your Court Program Grant

The Town was approached by Tennis Canada ("**TC**") with a National Bank of Canada ("**NBC**") sponsorship opportunity related to the reconstruction of tennis courts that aligns with the needs at both parks. Advancing the project in 2025 allows the Town to leverage external funding and deliver improved recreational infrastructure sooner. There is a confidentiality clause in the Sponsorship Agreement Relevant so the terms and conditions are provided via a confidential memo that accompanies this report. Staff can report that the Term of the Agreement is 10-years (to June 1, 2026) and Town will be committing to changing the name of the tennis courts to the "National Bank Tennis Courts".

4.2. New Capital Project for Tennis Court Reconstruction

Reconstruction is the most cost-effective and sustainable solution, addressing root causes such as subgrade instability and drainage deficiencies. The proposed Palmerston Park and Folkstone Park tennis court reconstruction work includes:

- Removal of existing asphalt.
- Granular base and drainage improvements.
- Two-lift asphalt pavement structure.
- Colored acrylic surface coating and line markings.

Undertaking reconstruction at this time, rather than waiting, will address current safety issues; including trip hazards and compromised play quality; much sooner. This approach also avoids the cost and inefficiency of interim patches or temporary fixes, which would not resolve the underlying problems and would only provide short-term relief.

Subject to Council approval of this report, the Town will have a capital project and funding for the Town's share of the project. Accordingly, staff will execute the funding agreement with National Bank of Canada and Canadian Tennis Association. Following execution of the agreement, staff will proceed with the design, tendering, and re-construction of the four tennis courts.

5. Financial Considerations:

Subject to Council approval of this report, a new in-year/2025 capital project will be created, in the amount of $300,000, funded $100,000 from the National Bank

Your Court sponsorship funding and $200,000 from the Town's (tax funded) Asset Management Reserve Fund.

The tennis court reconstruction project is an unexpected 2025 draw from the AMRF. The Town has developed a municipal asset management plan that includes lifecycle projections, repair/replacement costs, and (property tax) funding/funding increases to keep the Town's assets/infrastructure in a state of good repair. In order to mitigate the impact on the AMRF, staff will defer the Kinsmen Park Parking Lot Asphalt Surfacing capital project (Project #70230104) to 2029. This capital project was approved in 2025, in the amount of $175,000, funded from the AMRF but has not started yet. Parks Development staff noted that deferring the Kinsmen Park Parking Lot Asphalt Surfacing project to 2029:

- aligns with broader redevelopment plans for Kinsmen Park, including playground and splashpad renewal; and that,
- bundling these improvements is expected to yield cost efficiencies in the future.

The deferral of Kinsmen Park Parking Lot Asphalt Surfacing capital project will result in the return $175,000 of unspent funding back to the AMRF for use towards the proposed tennis court reconstruction project.

6. Communication and Public Engagement:

Public notice of the tennis court reconstruction will be posted on the Town's website and shared through local media. Signage will be installed at both parks to inform residents of upcoming construction.

7. Input from Departments/Sources:

N/A

8. Strategic Priorities:

This initiative aligns with the Town of Whitby Council approved Community Strategic Plan:

- Strategic Pillar 2: Whitby's Natural & Built Environment – Connected & Resilient
  Objective 2.1: Invest in quality infrastructure and green spaces to support the needs of a growing and changing community.
- Strategic Pillar 4: Organization Excellence – Accountable & Responsive
  Objective 4.2: Demonstrate sound financial management and stewardship of Town resources.

The reconstruction of the tennis courts at Palmerston and Folkstone Parks is consistent with these strategic priorities, ensuring safe, accessible, and high-quality recreational infrastructure for Whitby residents, while also demonstrating responsible financial management and effective use of Town resources.

9. Attachments:

N/A

Town of Whitby

Staff Report

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Report Title: Efficiency Initiatives Report

Report to: **Committee of the Whole**

Date of meeting: September 22, 2025

Report Number: **CAO 19-25**

Department(s) Responsible:

Office of the Chief Administrative Officer

Submitted by:
Matt Gaskell, Chief Administrative Officer

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

1. Recommendation:

1. **That Council receive CAO 19-25 Efficiency Initiatives for information.**

2. Highlights:

- Through a review of various processes staff have implemented 77 separate improvements to service delivery and or reductions to operating and capital budget requirements resulting in the following:
  - $1,252,650 released back to Capital Reserve Funds;
  - $1,477,039 in annual operating savings;
  - $ 489,586 in annual labour avoidance or savings;
  - $60,658,667 in increased revenue or received grants
- Efficiencies across the Town undertaken by staff have resulted in improvements totalling approximately $63,877,942, equivalent to approximately 47% of the Town's property tax levy (e.g. the portion of the Town's operating budget funded from the annual collection of property taxes).

3. Background:

The Whitby Community Strategic Plan identifies as a priority the importance of effective service delivery that minimizes the impact to the taxpayer. Strategic Pillar 4 – Whitby's Government Accountable and Responsive, identifies 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.

As guided through this strategic pillar, objective and action items, staff have undertaken several process and service delivery reviews to ensure services are being delivered as possible.

Since 2013, the $6.2 million has been reduced from the Town's annual Operating Budget mainly through line-by-line reviews of the budget as part of the annual budget process. Some of these reductions are noted in this report. Other reductions noted in this report resulted in more efficient use of resources and better service delivery to the community. In some of these cases, budget increases were avoided (e.g. we did not need to increase the budget that year by changing the way we deliver the service or utilizing alternate revenue sources). While savings from budget avoidance initiatives are not included in the $6.2 million noted above, such savings play an important role in keeping essential Town services affordable for the community.

4. Discussion:

Staff reviewed a variety of services and developed 77 opportunities to reduce costs and or improve services. These improvements can be categorized in four groups, utilization of scheduling flexibility, efficiency or service delivery improvements, cost saving or avoidance, and revenue generation. The number of initiatives in each category are as follows:

- Scheduling Flexibility: 8 improvements and $346,076 in savings
- Efficiency/Service Delivery Enhancements: 41 improvements and $550,939 in savings
- Cost Savings or Avoidance:15 improvements and $5,087,304 in savings
- Revenue Generation: 12 improvements and $57,893,623 in savings
- Future Initiatives: 6 initiatives identified to explore at a minimum

The 77 initiatives are detail below by category. As most of the realized efficiencies cross over multiple types of improvements, the following icons are provided to indicate the various types of enhancements or optimizations realized in addition to the main driver:

Scheduling	Service	Financial	Process
Equipment	Technology	Environmental	Safety

Scheduling Flexibility

These initiatives utilize the new scheduling language to improve service delivery and or reduce the cost of providing the service.

Parks Garbage Weekend Shift

In 2023, one full time employee (FTE), Garbage Collector – Parks, was approved in the 2024 Operating Budget. This position was funded along with a funding for a park's garbage truck with crane. The position was funded effective July 1, 2024, however

management postponed filling the position until an evaluation of the parks waste collection schedule could be completed under the lens of the new scheduling language, made available through the most recent round of bargaining.

Upon review, it was determined that the new position would be best suited to cover a weekend schedule. This would ensure better coverage and improve equipment utilization. By also condensing the existing parks waste employee schedules during the week, and shifting corresponding student schedules in the summer, it was determined that the new capital equipment expense was no longer required. Leveraging the new scheduling language also will provide more flexibility and ability to respond during Town sanctioned special events on weekends.

As a result, with multiple crews now available, seven days per week, and with improved equipment utilization, the new truck was not required and the amount of **$270,000** was released back into the reserve fund in November 2024.

Roads Afternoon Shift

Historically, winter maintenance (plowing and salting) has come with its own unique set of challenges. The Town has had two winter maintenance shifts with schedule gaps Monday to Friday late afternoons and evenings, as well as weekends. Compounding this challenge are the legislated Hours of Service (HOS) requirements that restrict drivers from operating plows for more than 13 hours over a 14-hour period. As overtime is not mandatory under current collective agreement language, it can be difficult to ensure that equipment is always filled during winter events. This is especially true during back-to-back winter events as operators run out of available working hours. Also, the process of organizing callouts is cumbersome and time consuming, and results in additional delays.

In the summer of 2024, staff identified that the Town was trending towards having enough staff that would be subject to the new scheduling language, to incorporate a new afternoon shift in time for the 2024/2025 winter season. Staff proceeded accordingly and implemented the new afternoon shift for winter maintenance beginning in December of 2024.

With the new afternoon shift in place, there have been several noticeable improvements. The Town has been able to, for the first time, provide continuous operation of plowing and salting, as needed, throughout the week when responding to winter events. There have been no issues filling the trucks during the week and the addition of the afternoon shift has increased staff's ability to respond quickly and effective when dealing with general cleanups post-event and when responding to resident or Council concerns.

Throughout the 2024/2025 winter season, staff overtime acceptance rates have improved considerably for weekend callouts and has resulted in quicker response times overall, better service and safer roads for the residents of Whitby.

Lastly, there have been savings in the amount of **$35,000** in overtime costs from December 5th to March 7th whereby the new afternoon shift had completed winter maintenance work that otherwise would have been an overtime callout.

As the Town continues to grow, staff intend to further utilize the new scheduling language to eventually include scheduled weekend winter maintenance coverage with the objective of 24 hour a day, 7 day a week coverage.

Road Patrol Position Conversion

The Town of Whitby Road Patrol positions are responsible for maintaining roadway safety throughout the year. During the summer, the patrol team focuses on road inspections, pothole repairs, sidewalk maintenance, debris clearing, and ensuring right-of-way inspections as mandated by the Minimum Maintenance Standards. These efforts are essential for keeping roads safe and well-maintained for motorists, cyclists, and pedestrians.

In winter, the team continues many of its summer duties but shifts its focus to snow and ice control. The team monitors weather conditions and collaborates with Supervisors to deploy resources as needed, ensuring the town's streets remain clear and safe.

Historically, the Town has had two full-time and three part-time Road Patrol positions to ensure nearly 24-hour coverage, 7 days a week. The reality is that the part-time positions have chronically been vacant due to a lack of qualified applicants who are interested in working part time hours. This resulted in excess overtime needed to ensure coverage and made it challenging for the Town to meet Minimum Maintenance Standards regarding the primary functions of the Road Patrol role, throughout the year.

With the newly available scheduling language, staff decided to merge two of the part-time positions into one full-time position as there is now the ability to schedule a full-time role over the weekend, on afternoons or as needed with four weeks notice. The result has been that the role has been filled for the first time in over two years. This has assisted greatly in ensuring the timely reporting of weather and roadway conditions throughout the Town. It has also resulted in better communication, quicker dispatching of equipment and greater confidence in winter maintenance decision making.

Street Sweeping

The Street Sweeping Program commences in April and continues until December, dependent upon weather conditions. This program removes unsightly and hazardous debris from street surfaces and prevents obstructions of catch basins and gutters that restrict the flow of surface water runoff.

One considerable challenge for street sweeping operators is keeping up with the work in the fall season. A significant volume of leaves, especially in our downtown cores, fall over a short period of time resulting in clogged catch basins and poor roadway water drainage.

Currently there are three street sweepers that are operated during regular daytime hours, however the new scheduling language allows for more flexibility in scheduling the work and can achieve better equipment utilization.

In 2025, in advance of the new afternoon winter maintenance shift, two positions will be brought onto the afternoon shift no less than four weeks earlier starting in October, to augment the street sweeping program. As street sweeping generally creates minimal

noise and is exempt from the Noise Bylaw, running these pieces of equipment on afternoons will greatly assist with keeping the streets clear of obstructions.

Moving forward, staff will continue to evaluate options to better provide services and to increase equipment utilization in the Street Sweeping Program while leveraging the newly available hours under the new scheduling language.

Recreation Schedules

Implementation of new schedules that extend staff coverage on evening and weekends, providing a significant customer service and program quality improvement within the Recreation Division. Implementation of new schedules that extend staff coverage on evening and weekends provides a significant customer service and program quality improvement within the Recreation Division. Currently, there are four full-time positions working within the new schedule in the Aquatics, 55+ Recreation, Client Services and Active Living Sections.

Having these positions available beyond 8:30am to 4:30pm, and able to provide support during evenings and weekends, has resulted in several operational efficiencies including enhanced coverage during peak hours, improved staff oversight and support, and improved communication with customers.

Animal Services Officer Shift Schedules

Over the past five years, the standard Animal Services Officer (“ASO”) shift has been either 8:00am to 4:30pm or 8:30am to 4:30pm depending on the officer and their week in the schedule rotation. With the retirement of a shift - “grand-parented” ASO in late 2024, the new ASO who joined Animal Services in 2025 is now subject to the new shift scheduling language within the Collective Agreement. This has allowed Animal Services to implement an ASO afternoon shift from 10:00am to 6:00pm or 10:00am to 8:00pm, depending on the week in the schedule rotation.

As a result of the schedule, Animal Services uses standby and overtime to provide residents with animal pick-up, disposal and care services for after-hours calls. Officers are either on standby or take overtime to respond to these matters.

For the past five years, Animal Services has had an average annual overtime and stand-by cost for after-hours calls of approximately $97,800 (or $48,900 after six months). After undertaking an analysis of the overtime necessary from January to the end of June 2025, approximately $28,200 has been spent on overtime and standby costs in Animal Services. This represents a 42% decrease in standby and overtime costs resulting from the addition of one officer working an afternoon shift and represents how a small schedule change in staff scheduling can have an outsized impact on standby and overtime costs resulting in **$41,076** in annual overtime savings.

Service Whitby Hours of Work

With the launch of Phase 1 of Service Whitby in February 2025, the new Service Whitby Associate Job Analysis Questionnaire (JAQ) introduced a future-focused hours-of-work framework. This framework supports the Town's long-term vision of expanded service hours, with the ability to schedule coverage as needed within a 6:30 a.m. to 10:00 p.m., seven-day-a-week window, as Whitby continues to grow and resident needs evolve. Subject to resourcing decisions for future phases, this flexibility positions Service Whitby to deliver an even higher standard of customer service, ensuring all residents can access Town services at times that work best for them.

In the short term, Service Whitby has already begun leveraging this flexibility by adjusting hours of work and implementing staggered shift start times. This ensures Associates are ready to serve customers promptly at 8:30 a.m. across in-person, phone, and online channels. Staggered end times further support operational efficiency by reducing overtime and maintaining seamless service coverage throughout the day. Together, these changes enhance the Town's ability to deliver exceptional, innovative, and accessible customer service—connecting with residents wherever they live, work, and explore.

Construction Inspection Hours of Work

Traditionally the hours of work for Construction Inspection staff worked 7 hours per day from 8:30 to 4:30. This was not optimal from a customer service perspective as contractors generally start earlier and work later in the day. In November 2023, the hours of work for Inspectors were modified to 8 hours per day to better respond to the needs of the contactors in the field. This has resulted in improved customer service and a reduction in overtime.

Efficiency / Service Delivery Improvements

These initiatives are driven by a review of process to remove waste.

Facility Operations, After Hours Supervision and On Call process

To improve support for Facility Operations, Facilities Management Supervisors transitioned from their previous 8:30 AM to 4:30 PM schedule to a rotating seven-day-a-week schedule, now covering afternoons and weekends. This adjustment has strengthened support for front-line staff and enhanced customer service across all facilities and programs.

Extending the coverage of the facility supervisors and providing increased in-person support through evenings and weekends, has led to several operational efficiencies, such as enhanced coverage during peak hours, improved staff oversight and support, improved communication with customers, and increased operational efficiencies.

This change realized efficiency equates to a savings of **$50,000** in overtime costs each year across the Town's facilities.

Position Conversions $

To increase efficiency there are number of split positions which have a primary function in Parks for eight months (i.e. Grass Cutting Crew Leader) and a complimenting role in Roads for four months as either a Labourer or Equipment Operator Grade 1 (EQ1). The EQ1 is higher paid position, and it is expected to operate equipment for the majority of their shift. Both positions require a class DZ license and staff are trained as needed on roadway plows and/or sidewalk machines.

When a Labourer is assigned to equipment requiring a DZ licence, they are upgraded to the EQ1 rate. During a review of positions, it was determined that some of the positions were not being classified efficiently with some EQ1 performing their core responsibilities less than 40% of the shift. Since Labourers can be upgraded as needed, it was determined that any EQ1 positions that are not meeting at least approximately 85% of their shift performing the EQ1 duties should be converted if deemed appropriate.

As positions have become vacant in 2025, an evaluation is being completed each time. To date, four positions have been converted from an EQ1 split to a Labourer split position and two year-round positions have been converted to a Labourer position. This will result in up to **$18,700** in efficiency savings, depending on how often these positions are upgraded. Each position, as it becomes vacant, will continue to be evaluated ensuring the appropriate balance of Labourer and EQ1 positions.

Parking Services Modernization ☺ ⚙ 💻

In partnership with Legal and Enforcement Services, the Technology and Innovation Services (TIS) team undertook a project to modernize the tools used for ticket issuance, management, and permitting. Prior to this initiative, four (4) separate and non-integrated solutions were used to manage these processes. The Town replaced the Gtechna legacy system, implemented in 2015, Ticket Tracer (a Ticket Management Solution), myWhitby (an in-house developed permitting solution), and paytickets.ca (a ticket payment service). These four (4) systems were replaced by one integrated, hosted solution Gtechna Online. Moving to this hosted solution reduces the TIS hours needed to support the four (4) disparate systems by **approximately 400 hours per year** (valued at approximately **$30,000** per year). In addition, five (5) legacy servers were decommissioned removing the need to provide updates and maintenance and reducing risk of failure and interruption of services. Gtechna Online, a fully integrated solution, also improved internal workflows within Legal and Enforcement services by eliminating the need for manual data entry across four (4) systems. From the resident perspective, they can now apply for parking exemptions, purchase permits and pay parking tickets through one portal.

AMANDA Residential Portal ☺ ⚙ 💻

The Town received funding under the Streamline Development and Approval Fund & The Housing Accelerator Fund (SDAF and HAF). The funding was used to implement a building permit portal, fully integrated into our Permitting and Licensing system, AMANDA. Residents can now apply for residential permits, including:

- Additional Dwelling Unit (ADU) - Detached, ADU - Principal Residence,
- Single Family Dwelling - Infill (Duplex, Link,
- Semi-Detached, Single Detached, Townhouse,
- Residential Decks,
- Finished Basement [not ADU, for family use],
- Accessory Structures (Detached garage, Attached garage/Existing dwelling.

They can also apply for planning applications, including pre-consultation, heritage permits, and sign bylaw variance/amendments. Along with permitting applications, residents can now pay fees directly through this portal which is integrated with our Enterprise Resource Planning (ERP) planning application (Workday).

With this funding TIS also worked with Building Services to implement an AMANDA mobile application, which now allows inspectors to conduct inspections in the field via their mobile devices allowing for real-time updates to AMANDA.

Web, Forms, and Social Media Training Materials

Communications and Creative Services (CCS) developed training videos to support staff in their use of key digital tools, including the website content management system, online forms, and social media scheduling platforms. The materials were created in response to recurring questions, onboarding needs, and the desire to provide more consistent, on-demand support across teams. While the training resources are currently hosted outside of the LMS, we are exploring opportunities to integrate them into Workday to centralize access and better align with corporate learning tools. This also supports broader efforts to standardize training and improve self-serve resources for staff. This improvement has created **approximately 120 hours per year** of staff capacity (valued at approximately **$8,000**) and enables staff to strategically focus on digital media.

Candidate Interview Scheduling & Employment Offer Modernization

As part of the Workday Implementation project, Human Resources (HR) has modernized candidate interview scheduling as well as the candidate offer letter experience. Prior to this initiative, four (4) to five (5) separate solutions were used to implement and manage the interview scheduling and employment offer process.

Workday Self-Scheduling reduced the required systems to 1 (one), for in-person interviews or 2 (two), for virtual interviews. Replacing the manual, multi-step process with this automated solution creates additional staff capacity. From the candidate perspective, they now have the ability to view all available time slots, self-schedule at their convenience, and receive automatic confirmation upon booking. The Self - Scheduling tool minimizes the risk of miscommunication, provides greater flexibility and contributes to streamlining the overall recruitment process resulting in a shorter time to hire.

Similarly, the implementation of Workday, in conjunction with Adobesign, has modernized the employee offer letter process. Prior to Adobesign, the offer letter process was manual and time-consuming with high potential for error. Since implementing Workday and Adobesign the inefficiencies of the old process have been eliminated and candidates are able to seamlessly review and sign their offer letter directly within their Workday account, allowing for a consistent and expedited process. This new process reduces errors, accelerates offer acceptance, reduces the time to fill a vacancy, creates staff capacity, and ultimately contributes to a smoother, more efficient onboarding experience.

These improvements create **additional staff capacity of approximately 860 hours per year** (valued at approximately **$47,000** per year). The modernization of these facets of the recruitment process allows the HR team to reallocate time to focus on additional talent acquisition tasks. These include attending career fairs and events, managing social media outreach and engagement along with other proactive sourcing efforts that were previously deprioritized due to staff capacity and enhanced support to hiring managers in the development of recruitment plans and the associated supports.

Grass Cutting Optimization ☺ ⚙

Parks staff have conducted a review of the grass cutting schedule and routes to increase operational efficiencies and to improve service levels for park users. Beginning in 2025, cut cycles will be reduced from a 16-day cut cycle to a 10-12 day cut cycle. This will allow for additional parks and opens spaces to come online the need for fewer additional resources.

The improvements were developed by reviewing routing while considering geographical data, adjusting scheduling and setting clear goals for cut crews. As the new routes are implemented, clear performance expectations and strengthened oversight in the field is set to occur. Grass cutting Key Performance Indicators will be implemented, tracking performance, equipment, weather, cut cycles and resident complaints/feedback to ensure data-driven decision-making processes in the future. This work combines to create additional capacity for more grass cutting as the Town grows.

Residential Curbside Waste Collection Strategy ☺ $ ⚙

As per Council Report CMS 14-2024, Council approved the implementation plan for providing municipal waste collection services at private townhomes and multi-residential locations. As per Council Report CMS 14-2024, Council approved the implementation plan for providing municipal waste collection services at private townhomes and multi-residential locations. To facilitate this plan, a re-route of the Town’s collection boundaries is necessary to evenly distribute the total number of homes (existing and future) over each collection day.

Staff have completed this exercise and in the process of doing so, have maximized routing efficiencies for both in-house and contracted services. With routing efficiencies realized, in-house resources can absorb 1582 stops with no additional staffing or equipment resources needed. Only the proportionate increase in fuel and maintenance

costs is required. This realized efficiency equates to a saving of **$125,000** in contractor costs each year.

Special Collections

The Special Collections program in the Waste Services division is continuing to see efficiencies from changes implemented as part of a continuous improvement Lean Review initiative. Overall annual Operating program costs have been steadily reducing year-over-year from $229,000 in 2019 down to $57,000 in 2024.

The following benefits or efficiencies have been realized:

- Over 280 hours equating to **$14,200** of clerical labour annually have been reallocated due to mapping integration and by reducing phone bookings from an approximate 5000 per year to less than 500 per year;
- The intensification of routes has resulted in an estimated reduction of fuel consumption by over 10,000 litres per year, reducing operating expenses by **$13,000** per year and assisting with the reduction of greenhouse gas emissions.
- An increase in revenue generated, in 2024 to program generated **$117,000**.

Lastly, based on efficiencies realized and the resulting improvements to equipment utilization, it was determined that one of the budgeted waste collection vehicles did not need to be replaced at the end of its lifecycle. The capital project funds in the amount of **$380,000** were released back into the reserve fund.

Considering ongoing budgetary pressures, and considering the new scheduling language available, one vacant full-time position in the Waste Services Special Collections Program is currently on hold until a fulsome evaluation of staffing needs has been completed and all opportunities to improve efficiencies have been realized.

Modernization of Cityworks Application

Working in collaboration with Operations, Technology and Innovation Services (TIS) undertook a project to modernize our aging Cityworks application. The original Cityworks system, implemented in 2011 was replaced with Cityworks Online, a modern, flexible hosted solution that provides new tools that assist in streamlining workflows. The move to a cloud hosted solution has reduced the support need from TIS. This increased staff capacity by **approximately 400 hours per year** (valued at approximately **$26,000** per year) and will be redeployed to other priority projects focused on technological modernization of service delivery. The old solution required significant maintenance from TIS staff, including, Database Administration, Infrastructure Architecture, and Senior Systems Analyst support.

The new platform provides tools such as Cityworks Online for mobile devices. The mobile solution was deployed to staff at Operations, allowing them to receive and update service requests, in real -time, replacing a largely manual and paper-based process. Cityworks Online also provides a robust Work Order Management system. Work Orders are currently being implemented by our Facilities team, which will

replace the existing, manual process of capturing and actioning asset repair and maintenance requests.

Electronic Transfers for Payments to the Town ☺ 💻 $

In recent years, the Town implemented Interac eTransfers as a means for customers to pay for Town services electronically. Originally piloted at the Marina, eTransfers has resulted in more efficient use of resources: prior to the implementation of eTransfers, marina customers had the option of calling in credit card payments over the phone which resulted in a marina staff person processing credit card transactions throughout the day instead of assisting with other marina duties. The eTransfer/ online method of payment also provided marina users a more efficient method of payment (e.g. no wait times on the phone or in line; payments can be made at any time of the day and on any day; payments are processed through the user's own online banking portal or app). Further, unlike payments by credit card, there are no fees deducted on the payments received by the Town via eTransfer.

Following the successful pilot program at the Marina, Interac eTransfer payments is accepted for any Town-issued customer invoice. In 2024, nearly 600 Town payments were processed via eTransfer saving the Town over **$12,000** annually in credit card processing fees.

Crossing Guard Efficiencies $ 📅

Each year during the spring and fall, the number of elementary students crossing at School Crosswalks are counted at all crossings over a two-day period. Based on the recorded student counts, several crossings are selected for further assessment to determine if the number of students crossing, combined with any relevant traffic risk factors, warrants a change to the level of service provided. In some cases, some schools have little to no crossings during the lunch hour. By reducing some crossings, while augmenting others, staff have been able to better utilize the budgeted staffing compliment in a way that reduces the overall hours paid. Guards are paid a minimum base hours per shift, and as a result, hours paid does not necessarily translate into hours worked. By compounding the shifts per guard, it allows for the maximization of hours worked per each hour paid. This efficiency realization has resulted in a decrease of labour costs in the amount of **$38,000** per year while having very minimal impact to coverage.

Use of The Marina as Base for Parks Maintenance Staff $ ⚙ 🍃

Staff providing maintenance at the waterfront including collecting waste/recycling along the waterfront trail are now based at the marina during the summer months. This seasonal use of the marina facility improves efficiency by allowing staff to store equipment, take breaks, and utilize other marina staff areas near their work areas. In the past, staff providing this service were based out of the Operations Centre at McKinney Boulevard. Use of the marina as a seasonal base for staff has resulted in annual fuel savings of approximately **$4,000** along with a labour efficiency of over 200 labour hours per year. This is labour that otherwise would have been used for transportation to and from the operations yard and is equivalent to **$6,000** in value.

Boat Pressure Washing During Haul-Out ☺ $

This service was previously contracted out to a truck wash service, and boats were washed once blocked in the marina yard. A new system using two pressure wash machines was fully implemented in 2024, and boats are now washed by marina staff while in the travel lift. This change was implemented without adding staffing and has resulted in a savings of **$8,000** per year while improving quality/customer satisfaction.

Shrink Wrap Recycling

Approximately 50 boats stored at the marina are shrink wrapped each winter to protect boats from snow/ice/pests/UV damage. A new program was set up to maximize the marinas Clean Marine Environmental Audit rating by diverting used plastic from landfill. A third-party recycling service was implemented and is expected to recover and recycle the equivalent of 2 x 40-yard bin loads of plastic. The cost savings for the marina resulting from this program is expected to exceed **$1,000** per year.

Road Occupancy Permit (ROP)

A ROP is required for any work that causes traffic disruptions, such as blocking lanes with material, or equipment, or modifying roadways, sidewalks, curbs or for an upcoming event. This also applies to any cutting, excavating, boring, filling, adding, or altering an area within the right-of-way.

Historically, permit forms were filled by hand and were hand delivered or mailed into the office. Once requests were received, approved, stamped, scanned and sent back either by mail or email, the work could commence. Additionally, multiple permit requests would need to be duplicated for each permit and insurance had to be documented with the initial permit and then monitored for expiration. This process was cumbersome, time consuming and resulted in delays for those requesting the permits.

In the spring of last year, the new on-line ROP application process went live. This change has greatly improved the user experience making the application process easier and has resulted in the quicker turnaround of approvals. Town staff now have the ability to readily view digital drawings in the field and can approve permits while on-site, in real time. Next steps to utilize the on-line portal will be to fully digitalize curb-cut applications followed by Municipal Consent applications. Staff are aiming to have this completed by winter 2025/2026.

Radio Communications

The Town of Whitby takes part in a municipal radio communications pool that is facilitated by the Region of Durham. Local area municipalities including their respective emergency services, subscribe to the NextGen Radio Communications Interoperability Project and are invoiced their proportionate share for radio communications by the Region. These radios facilitate seamless and reliable information sharing during emergencies and other critical events. The radios have historically been installed in all Operations vehicles and have been used for daily communications within each workgroup.

Recently, the Town has digitalized all legislated Hours of Service tracking (driving hours) and pre/post-trip vehicle inspections. As such, all staff who drive vehicles or

equipment have been assigned a cell phone for this purpose. Given the unique communications needs of heavy equipment and truck operators, cellular phone communications are not ideal. To take advantage of changing communication needs, staff have identified a push-to-talk cell phone app that functions like two-way radio system however at a fraction of the cost.

If an emergency scenario occurs whereby cellular communications go down, Town staff would still require a reliable means of communication. It has, however been identified that a more cost-efficient option is available for day-to-day use. As such, the Town has kept some NextGen radios for equipment where appropriate and have unsubscribed all other radio's (Fire excluded), effective March 2025. This efficiency will result in a reduction of NextGen radio subscription costs of approximately **$60,000** per year cutting costs by nearly 75%.

Contracted Security

The cost of security guard services in 2024 was spread out over multiple department budgets, Enforcement Services, Transportation Services, and Facilities Services. The total costs billed in 2024 to these various budgets for planned and unplanned security was approximately $147,000.

Combining the planned 2025 funding for security services from across all budgets provided enough funding for one Mobile Guard, 24 hours a day, 7 days a week. In addition to completing all scheduled tasks having 24/7 Mobile Security also increases the general security presence at all sites and provides the added ability to respond to Alarms with no increase to existing budgets. This change allows for the avoidance of overtime to respond to these calls and improves response time. In 2024, the Town received 75 alarm calls and paid approximately **$18,000** in overtime to respond to the alarms.

AVL Route Completion

Automated Vehicle Location (AVL) is a technology that tracks the position of a vehicle or other assets on the surface of the earth using satellite Global Positioning Systems (GPS).

During this past winter season, staff have been trained in the use of Geotab electronic route completion to help ensure that streets are not missed and to improve routing efficiencies. In addition to supervisors having the software available to them, forepersons, operators, and contracted staff can now confirm the number of passes made on each street to ensure route completion on interactive platforms, in real time.

The utilization of this tool has helped to improve the quality and timeliness of service for residents. Town staff continue to explore opportunities to further leverage this technology for routing efficiencies and/or cost savings.

Digitization of Catch Basin Cleanout Seniors' Windrow Program

There are over 11,000 catchbasins located throughout the Town. Each catchbasin requires a cleanout from every year to every four years. The catch basin cleaning program occurs from April to June, and October to December, weather permitting. The West Nile Virus larvicide progam restricts the cleaning of catch basins during the months of July, August and September.

Historically, cleanouts were documented manually using paper forms. To improve this process, staff looked to digitilize documentation. This year, staff have piloted a mobile application which allows staff to document all cleanings and repairs in the field, in one dataset which is updated live. Additionally, a dashboard has been created for live monitoring of cleanout progress. This has eliminated the need for time consuming paper filing and makes the entire process easier, quicker and allows for better record keeping, better program monitoring an a more modern approach to scheduling and organizing the work.

Seniors' Windrow Program ⚙💻

The Senior Windrow's Program was digitilized for the 2024/2025 winter season. This has resulted in the ability to show live route completion, permits in-field route sharing among operators, and allows the operator to leave notes and capture images as necessary in the event that the windrow is blocked or has been previously cleared by the homeowner. These improvements have greatly improve the ability to effectively manage the Towns response to winter events and allows for a more organized and adaptable operation overall.

Seasonal Registration Process Improvements ☺⚙

As the population increases, the demand for Recreation programs is also increasing, causing pressures at our customer service desks and on our registration systems. In the Spring of 2025, there were 4300+ registered enrollments in Aquatic programs and 4700+ registered enrollments in other Recreation activities. To address this demand, staff split each seasonal registration into two days, creating separate Aquatics and Recreation program registration days. This immediately resulted in:

- shorter line ups at customer service desk counters allowing staff to respond to customer registration questions and issues faster;increased ability for staff to promptly answer phone call inquiries and assist customers who need help with online registration; and
- decreased the pressure on registration servers creating less technical slowdowns on the system.

Customers have expressed their contentment with this new registration format, especially seniors and residents with language barriers that require in-person assistance.

Tracking of Consumables ⚙$💻📅

To enhance inventory management, WFES implemented a Radio Frequency Identification (RFID) program. This system enables remote tracking of commonly used

firefighter supplies, facilitating timely restocking and providing control measures to monitor consumable usage. This program also eliminated the requirement for firefighters to submit inventory requests/reports to the Logistics Division and for the Logistics Coordinator to have to run multiple separate reports to obtain the information. This efficiency has assisted in gaining some capacity for staff and they can now refocus that time to training or other daily duties.

Check It – Vector Solutions

WFES adopted the Check It equipment maintenance database to streamline maintenance processes and improve record keeping. This initiative aligns with TIS' objective to phase out the MyWhitby software platform. Phase 2 of implementation is currently underway.

SimsUShare

In 2024, WFES acquired the SimsUShare software package to enhance incident command training and emergency mitigation strategies. This tool allows staff to expand training opportunities while remaining in their stations.

Response Model

Effective May 21, 2025, the Durham Provincial Ambulance Communications Centre migrated over to the Medical Priority Dispatch System (MPDS). Specifically, MPDS uses a sophisticated dispatch triage tool which generates more detailed questioning to assign patients into one (1) through six (6) priorities, with five (5) priorities being used for emergency calls. In light of the MPDS changeover, coupled with consideration for the wellbeing of personnel and longevity of assets, WFES amended its existing response model and transitioned to Level A of the *Fire Tiered Response Criteria*, in line with other fire departments within the Region, with the exception of Pickering. The change to a Level A added only one (1) additional criteria to WFES' existing services, in that WFES now only responds to acute chest pain and/or shortness of breath/difficulty breathing when a paramedic response time is anticipated to be greater than ten (10) minutes. With this slight adjustment, WFES resources are now not unnecessarily dispatched to certain lower priority calls, ultimately decreasing overall wear and tear on staff, equipment, vehicles, fuel, and consumables. With transitioning to Level A of the *Fire Tiered Response Criteria*, WFES anticipates a low end conversative estimate of approximately **$25,337** savings in fuel and approximately **$36,702** savings in associated maintenance costs of its' six (6) front run apparatus.

Leadership Team Support

To improve internal efficiencies, the Admin Division was restructured to provide direct support to each Division Commander and Deputy Chief, streamlining communication and assistance for staff.

Public Information/Education Officer

In 2024, WFES created a dedicated Public Education Officer role by repurposing a Fire Prevention Officer vacancy. This role has enhanced outreach on social media platforms and allowed existing FPOs to focus on inspections and community engagement.

Flexible Work Arrangements – Professional Development & Training

WFES entered into a trial memorandum of agreement to allow the Professional Development and Training division to flex work schedules. This change has extended coverage from Tuesday–Friday to Monday–Friday, increasing training availability and improving work-life balance for Training Officers.

Online Applications for Events

The events team has established several online application forms to assist Third Party Event organizers, vendors and performers with various event processes. These include:

- Special Events Permit Application
- Special Events Permit Application – Walks, Runs and Cycles
- Vendor Form – For Events
- Performance Agreements
- Photography Waiver/Consent Form
- Artists, Artisans and Makers Application

The online forms create a more efficient and user-friendly process and allows staff to track information in a central location, creating a streamlined and better customer service environment.

Proactive Measures – Lithium-ion Hazards

To address risks associated with lithium-ion powered batteries and equipment, WFES deployed Aqueous Vermiculite Dispersion (AVD) fire extinguishers, fire blankets, and EV emergency plugs. A robust public education package to ensure the citizens of Whitby are aware of the dangers of lithium-ion powered equipment and batteries when not utilized as per the manufacturer's recommendations.

Proactive Measures – Emergency Medical Trauma

WFES staff are now trained in the use of tourniquets, self-clotting bandages, and Israeli bandages. These new tools and training significantly improve service delivery and outcomes in traumatic injury scenarios such as major bleeds.

Tablet Command

WFES expanded its use of its navigation and incident management system, Tablet Command, to provide quick access to hazardous material identification and preplans. WFES also led regional discussions which resulted in other fire departments adopting Tablet Command as part of the recent Hexagon launch. This collaboration and shared

licensing fees will save the Town approximately **$10,000** in 2024 and up to $14,000 annually in future years.

Standard Operating Guidelines

WFES conducted a comprehensive review of departmental guidelines, policies and procedures. New operational guidelines were developed for 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.

Online Planning Application and Building Permitting Systems

With the support of the Federal Housing Accelerator Fund (HAF), the Town has implemented an online permitting system. The introduction of the new online portal has transformed the Town's traditional paper-based building permit submission process into a fully digitized workflow. Applicants can now submit various residential permit applications and process payments through a secure, user-friendly interface accessible remotely at any time. This shift has already resulted in several measurable benefits, including reduced manual errors, increased operational efficiency, improved resource allocation, and lower administrative overhead through decreased paper usage and physical storage needs. Additionally, the digital system has enhanced the overall customer experience by offering real-time application tracking and more responsive communication channels.

The current development phase is focused on enabling online processing for builder applications. Progress is on track, with the successful integration of the Pre-Approved Model (PAM) Program. This feature allows builders to reuse pre-approved plans for multiple lots without undergoing repeated code reviews. By eliminating redundant steps, the PAM integration accelerates approval timelines, lowers costs for applicants, and significantly improves the efficiency of permit processing. Although PAM has been an established practice within Building Services, embedding it within the online platform amplifies its effectiveness, allowing both Town staff and applicants to benefit from faster turnaround times and streamlined workflows.

The Town remains committed to expanding the system to cover all development application and building permit types, with the goal of establishing a fully digital permitting environment.

The Town has also moved from an entirely paper-based development approvals process to digital application intake via email. It has also eliminated in person pre-consultation meetings in favour of a virtual process. This has resulted in significant efficiencies in advancing development application reviews by allowing for more timely coordination amongst multiple departments and external agencies at the beginning of the process.

Utilization of Digital Building Code

First initiated in 2024, the Building Services Division has successfully transitioned to a fully digital Building Code system through the adoption of Trax Code, an advanced platform designed to support more efficient and effective Ontario Building Code (OBC) reviews. This initiative aligns with broader efforts to streamline building permit review/inspection processes and improve staff access to essential regulatory information.

The implementation of Trax Code was driven by the objective to accelerate Code review timelines and reduce dependency on the hard copy version of the OBC. The platform provides staff with instant, remote access to the most current versions of the OBC and related documents, supporting faster and more informed decision-making. In addition to enhancing operational efficiency, the digital format reduces administrative overhead and contributes to cost savings by eliminating the need for physical publications and manual updates.

Implementation of Mobile Field Technology

Building Services and Construction Services have introduced mobile field technology to support a more efficient and responsive inspection processes. Inspectors are now equipped with tablets that provide real-time access to essential digital tools, significantly improving field operations and service delivery.

These mobile devices allow inspectors to access the AMANDA mobile app, daily task lists, approved permit drawings, and the digital Building Code (Trax Code) directly from the field, enabling timely, informed decision-making during site visits. Integrated GIS mapping tools assist in route planning and navigation, while digital pens and built-in audio input features enable quick on-site recording of inspection notes. Inspectors can also capture photos and videos on-site and upload them directly to AMANDA in real-time, improving the accuracy and timeliness of records.

The use of mobile field technology has delivered many other benefits. It has enhanced data management practices and significantly reduced reliance on paper-based documentation. The shift to digital tools has resulted in cost savings by eliminating the need to print drawings, daily task lists, and other inspection-related materials. These efficiencies have translated into faster inspection processes, more consistent reporting, and improved customer satisfaction through quicker response times and clearer communication.

Adoption of Electronic Plans Review Technology

The Planning and Development Department has successfully integrated electronic plan review technology through the implementation of Bluebeam Revu. This initiative marks a significant step toward eliminating paper-based processes and improving the speed, accuracy, and transparency of plan and permit reviews. Coupled with the expansion of the Town’s online application and permitting portal, the adoption of Bluebeam Revu has fundamentally modernized the way planning and building permit applications are submitted, reviewed, and approved.

By transitioning to a digital review process, staff can now conduct detailed review more quickly and with greater precision, reducing overall review cycle times and streamlining

internal workflows. The platform also supports enhanced collaboration across teams, ensuring greater consistency and more effective communication during the review process. In addition to these performance benefits, the elimination of printed plan sets significantly reduces paper consumption and physical storage needs. Applicants also have benefited from this shift with the ability to submit digital plans, which eliminates the costs and time associated with printing and physical delivery. The increased use of digital tools has helped improve the customer experience by delivering faster turnaround times and more transparent interactions.

Introduction of Pre-approved ADU Designs

Through the efforts of the Housing Accelerator Fund (HAF) initiative, and in collaboration with the City of Pickering, the Town has made a pre-approved Additional Dwelling Unit (ADU) design catalogue available to the residents since December of 2024. These designs are pre-designed plans for secondary suites that have already undergone Building Code review and approval by the municipality.

Similar to Pre-Approved Model (PAM) used in builder permits, these pre-approved ADU plans can be applied to multiple properties without requiring repeated building code reviews. Property owners can access the catalogue via the Town's website and engage directly with the designers to initiate their projects.

Construction Notices

Construction Services has reduced the amount of hand delivered construction notices to residents during the capital works program by including QR codes in initial notices. These QR codes are linked to the Town of Whitby Construction projects web page, which provide updates to the various active capital works projects and any specific information relevant to the area.

Transportation Services – High School Co-op

Transportation Services has worked with an area high school to provide a co-op opportunity each semester, resulting in reduced data collection costs, reduced workload for full-time staff, and improved transportation visibility and collaboration with community partners.

Cost Savings or Avoidance

These initiatives focus on opportunities to change service delivery in an effort to reduce costs.

Office Modernization

In May/June 2025 the Town invested approximately $205,000 in renovations (including communications infrastructure) at 117 King and 316 Colborne to allow for the relocation of staff that were previously located in leased space at 3000 Garden (Suite 212 & 100B). The relocation of staff will result in more Town presence in Downtown Whitby and realize lease cost savings of approximately **$105,000** annually.

Asset Management Planning

The repair, replacement, and rehabilitation of existing aging infrastructure is guided by the Town Municipal Asset Management Plan, which is:

- A systematic way taking inventory of the asset/infrastructure that the Town owns and maintains;
- Objectively noting the condition of those assets; and then
- projecting the costs and year that funds are required to keep the infrastructure in a state of good repair.

Objectively measuring the condition of the Town's infrastructure, such as obtaining pavement condition index for roads, Ontario Structure Inspection Manual ratings for bridges, building condition assessments, helps to ensure that tax dollars are efficiently and effectively allocated to infrastructure with the greatest need. As announced earlier this year, the Town is utilizing StreetScan technology to assist in the assessment of all Town roads including identifying potholes, cracks, and surface wear on Town roads. Information collected through StreetScan will be used to budget repairs, maintenance, and more substantive rehabilitation projects.

Keeping infrastructure in a state of good repair helps to ensure that assets are safe and continue to be used and serve the Whitby community.

Road's Asphalt Repair

Staff have recently reviewed equipment needs related to pothole repairs, roadway patching and driveway aprons or roadway repairs required for culvert installations. Approved in a previous Capital budget were funds in the amount of $236,250 for a cab and chassis to replace the current vehicle which is at the end of its lifecycle. This vehicle holds a large hot patcher which is used to complete larger asphalt repairs. Upon further review, it has been determined that this unit is underutilized, and it would be more cost efficient to replace it with a hot patch trailer instead. A hot patch trailer will effectively do the same job at an estimated cost of $65,000 and can be pulled as needed using existing equipment. In March of this year, the $236,250 was released back into the Capital reserve fund and the cost of the hot patch trailer in the amount of $65,000 will be incorporated into a future budget year resulting in an estimated savings of **$171,250**. Also, the residual value of the cab/chassis and hot patcher will be realized once the retired items are sold as surplus.

Additional Capital Efficiencies

Through vehicle optimization, changing work demand and right sizing of equipment, staff have identified an additional **$337,400** worth of approved equipment to be released back into the Capital reserve funds. This equipment includes a crane truck, two

vibratory rollers and a shouldering box attachment for shoulder repairs which has since been contracted out.

Rebate of WSIB Premiums $

In November 2024, the Workplace Safety and Insurance Board (WSIB) announced that it would return almost $2 billion in surplus funds to eligible businesses. In February 2025, the Town of Whitby received notice that the surplus distribution credited to our WSIB account was $1,109,672. This represents approximately 60% of our 2023 premiums paid. The funds have been used to offset WSIB premium payments throughout 2025, in essence, taking a premium holiday for approximately four (4) months. In Early September 2025, WSIB announced a further rebate of 61% of the Town's 2024 WSIB premiums paid. The additional premium rebate is projected to be $1,470,372. The projected 2025 WSIB savings, totaling **$2,580,044**, will be offset by an operating budget pressure related to the loss of Elexicon dividend and interest revenues.

WSIB Excellence Program $

The Town, led by the Human Resources (HR) department, registered to participate in the Workplace Safety and Insurance Board (WSIB) Excellence Program throughout 2024. This program provides opportunities to obtain rebates on premiums through the development of various occupational health and safety programs.

The Town submitted five (5) topics/areas of focus that could have a meaningful impact on injury prevention, potential cost reduction, increased legislative compliance and due diligence across the entirety of the Town's operations. The five (5) topics/areas chosen, and approved by WSIB, were:

1. Occupational and Incident Reporting
2. Safe and Early Return to Work
3. Workplace First Aid CPR & AED
4. Hearing Protection and Conservation
5. Building Emergency Procedures

The work included the development of policies and procedures to support on-going attention to these matters with the goal of mitigating any workplace incidents. Based upon the information provided by WSIB, if successful, we estimated that the maximum rebate could be greater than $150K. The Senior Leadership Team endorsed that any rebate be used to improve health and safety programming, alleviating the need to pursue increases to operational budgets. In May 2025, the Town was informed that our participation in the WSIB Excellence Program throughout 2024 resulted in a rebate of **$185,000.00.**

The rebate will be used to strengthen our occupational health and safety program without needing to increase operational budgets. A number of projects will be supported and targeted for improvement including the development of standard operation

procedures, strengthening our Workplace Hazardous Materials Information System (WHMIS), training, and testing.

Review of Phone Lines, Services, and Contracts with Bell Canada

Technology and Innovation Services (TIS) is taking a strategic approach to renewing existing agreements to ensure that services are lean and appropriately resourced. TIS identified approximate cost savings of **$10,000** per year through a review of phone lines, services, and contracts at all Fire Halls post the NG911 cutover. These savings will be reflected in the 2025 operating budget as a surplus and as reductions for

2026 and beyond.

Corporate Cyber Training Platform Renewal

Technology and Innovation Services (TIS) undertook a review of the contract for KnowBe4, a corporate cyber training and phishing simulation platform, and identified opportunities to remove unused features resulting in savings of approximately **$20,000 per year.** These savings will be reflected in the 2025 operating budget as a surplus and as reductions for 2026 and beyond.

Application Delivery Modernization

In early 2025, Technology and Innovation Services (TIS) completed the retirement of the Citrix Application Virtualization Platform. This was made possible with the implementation of Workday (Finance) and the ability to reduce our legacy applications. Finance staff can now leverage Workday rather than needing to access legacy systems that required additional software to support remote access. This results in a savings of approximately **$60,000 per year** for licensing fees. These savings will be reflected in the 2025 operating budget as a surplus and as reductions for 2026 and beyond.

Rationalization of Research Services

Technology and Innovations Services (TIS) accesses various research and development libraries to support the innovation and on-going improvement of our use of technology. In 2024, TIS undertook a review of its use of various research library services to determine which provided the best value for money. This review led to the discontinuation of various services and resulted in savings of **$53,000** per year.

Reduction of Consulting Services

Prior to engaging external consultants, the Technology and Innovation Services (TIS) team reviews the need for engaging external consultants. For two projects in particular, the Station Gallery Technology Segmentation project and the Incident Response Plan project, TIS leveraged inhouse expertise negating the need to engage external third-party consultants. In each case, the TIS team identified dependencies and architectural vulnerabilities that posed operational and/or security risks. Over these two projects, the

approach of not engaging third party consultants resulted in approximately **$94,000** released back to capital reserve funds.

Marketing of Group Benefits Contract $

Concurrent with our April 1, 2024, renewal of the group benefits contract, a marketing of the Group Benefits Program was undertaken to ensure the Town's costs remain competitive. This competitive process resulted in savings for 2024 of $923,475 when compared to the expected and budgeted renewal costs for April 1, 2024. In addition to the 2024 savings, we secured rate guarantees for the 2025 contract renewal which resulted in a **cost avoidance of $881,000 for 2025** and a 15% renewal cap for the extended health and dental care costs at the end of the rate guarantee.

PhotoShelter Platform Cancellation $ ⚙

PhotoShelter is a digital asset management and content distribution application which is intended to support organizations to securely organize and distribute their digital and creative assets. A Corporate Communications and Creative Services (CCS) review of the PhotoShelter platform confirmed that it is no longer required by the Town as media requests for digital assets have declined considerably due to changes in the media landscape. CCS has continued to leverage existing methods available at the Town to save photos and organize digital and creative assets. The PhotoShelter platform was not providing the expected efficiency gains and was duplicating existing processes. Therefore, the contract has been cancelled, and CCS will continue to manage and administer requests for photos leveraging existing methods. This results in approximate **savings of $22,000 per year,** and will be reflected, partially, in 2025 and fully in the 2026 budget and beyond.

Distribution of the Whitby Perspective ☺ $ ⚙ 💻

In 2022, the Communications and Creative Services (CCS) group conducted t he Town's Communications Survey. Responses showed a significant decline in the use of print as an effective communications channel. Only 11 per cent of survey participants indicated that they have read the printed Whitby Perspective and only 12 per cent have read the Town's weekly advertisement in the local paper, known as the Town Page. Nearly all survey participants (98 per cent) selected digital channels as the primary way they want to receive Town news and updates. Informed by this feedback, in 2025, the Town cancelled the community-wide mail-out of the summer edition of the Whitby Perspective newsletter resulting in an **approximate annual savings of $13,000**. In 2026, the Town will move to eliminate the community-wide distribution of both the winter and summer editions, resulting in an approximate annual savings of $25,000 starting in 2026. A limited number of copies of the Whitby Perspective (1,000 copies) will continue to be made available in the Town's 55+ Centre and recreational facilities (Iroquois Park Sports Centre, Brooklin Community Centre and Library, etc.) to reach specific audiences.

Launch of Whitby Wares ☺ $ ⚙ 💻

In 2024, Communications and Creative Services (CCS) launched the Whitby Wares online storefront. This resulted in a reduced need to stock various branded items on site and provided an easy -to-use online store whereby individuals could order branded

items. Departments can now order the branded items they need, when they need them, through the portal. The Town partnered with Monster Teamwear and Corporate Promotions, a Town of Whitby local business, to develop and establish the online store. In 2024, 1,373 items were sold through the portal; to date, in 2025, approximately 700 items have been sold. This partnership has reduced staff time to administer the ordering and distribution of various branded items creating additional **staff capacity of approximately 160 hours per year** and **approximate annual savings in 2025 of $10,000**. These savings will be realized in 2025 and beyond.

Revenue Generation

These initiatives focused on finding new sources of one-time or ongoing revenue.

Municipal Accommodation Tax ⚙ ☺ $

The introduction of the Municipal Accommodation Tax (MAT) in June 2024 provides funding to the Town of Whitby through a 4% tax on transient accommodations such as hotels and motels. The purpose of the tax is to generate revenue to support local tourism initiatives. The Board is looking to increase this to 6% in August to align with other municipalities across Ontario which wil bring in an additional revenue.

Fifty percent of the MAT revenues are allocated to the municipality to support tourism development, while the remaining 50% is provided to the Whitby Tourism Development Corporation to promote and market tourism in Whitby.

The Town will utilize its share of MAT funding to enhance Whitby's tourism offerings, including sports, arts, music, heritage, and cultural experiences. These investments will improve the quality of life for residents while attracting more visitors through new programs and infrastructure that elevate the overall visitor experience.

In the first twelve (12) months since implementation, the MAT generated approximately **$600,000** - supporting the growth of tourism in Whitby without increasing costs to taxpayers. This investment benefits both local businesses and the broader community.

Grant Applications ⚙ ☺ $

In recent years, the Town of Whitby has significantly strengthened its approach to identifying and securing grant funding—resulting in enhanced service delivery, expanded community programs, and reduced reliance on the tax base.

Process improvements, including a more strategic and coordinated approach to grant submissions and reporting, have positioned the Town to proactively pursue funding aligned with Council priorities. A key enabler of this success has been the addition of a dedicated contract position focused on grants and government relations. This role provides expert, in-house support across departments, ensuring timely, high-quality applications and effective reporting that meet funder requirements.

As a result, the Town secured a record-breaking **$56 million** in grant commitments in 2024 to support major initiatives in housing, sustainability, and community infrastructure. Building on this momentum, Whitby has already secured over $21 million in grants in

2025, continuing to offset project costs and enabling the delivery of enhanced services without increased costs to taxpayers.

These efforts have delivered a clear financial advantage to the community while supporting long-term investments in priority projects and outcomes.

Carbon Reduction Incentives

In addition to grants provided by the Federal and Provincial government to reduce GHG emissions, there are agencies providing incentives to those undertaking energy retrofits projects. The Independent Electricity System Operator (IESO) has a Save on Energy Retrofit Program and Enbridge has their Savings by Design Program that municipalities can receive incentives for once a GHG emission reduction project has been completed. In addition, Enbridge has their Municipal Climate Action Offer of up to $10,000 for studies that have the potential to reduce the consumption of natural gas directly or indirectly within the borders of the municipality. The Town has applied for and received the **$10,000** incentive and directed it back into the Zero Carbon Whitby Revolving Reserve Fund to fund future Zero Carbon Whitby Projects.

Event Signage and Asset Optimization

The events team has strategically reviewed all events signage (i.e. chloroplast A-frame inserts) as there was an abundance of signs in storage that were no longer applicable to some events. A total of 200 signs were recycled with the sign company, and a credit is applied to the account from the vendor. This practice supports a more sustainable process for event signs and saves the Town a few dollars when we use a recycled sign for re-print.

In addition, the events team has also included the use of QR codes on signs to help reduce the number of signs needed at each event, as information can be directed to the QR code. This also provides efficiency in event set-up/tear down as fewer signs are required per event.

The events team has also worked with the Mayor’s Office and other Departments in the Town to create event kits which include tablecloths, tear drop Whitby branded signage and standardized welcome signs for use by Council or staff at their events.

Furthermore, a new pick-up / drop-off location for event tents has been established to create an easier system. This access also cuts down on time Parks Operations staff having to wait for tent pick-up after hours and allows all divisions to have access to branded event assets.

Sponsorship and Advertising Asset Valuation

To support long-term financial sustainability, the Town of Whitby completed a sponsorship and advertising asset valuation in 2025 to better understand the revenue potential of naming rights and advertising opportunities at municipal facilities. This work has resulted in a more streamlined and strategic process for securing sponsorships.

The asset valuation provides clear, market-informed guidance on the value of sponsorship opportunities—enabling the Advertising and Sponsorship Division to more

effectively package and promote assets to potential partners. This includes high-value offerings such as facility naming rights, which remain subject to Council approval.

Over a six-year period, the program is projected to generate $3.4 million in net revenue. These funds directly offset the costs of facility operations, reducing the financial burden on taxpayers while supporting enhanced service delivery for residents and visitors.

New sponsorship sales documents and fulfillment reports, in collaboration with the communications team have been developed to share benefits, build exposure and outline fees to prospective investors.

The development and creation of the new signature festival – Home Sweet Home – has raised close to **$20,000** in net new sponsorship revenue. In addition, the focus on shorter terms for digital advertising has resulted in new advertisers who have renewed for longer terms.

DRPS Marine Winter Dockage ☺ $ ⊕

The marina assisted DRPS in setting up year-round dockage and re-fuelling including during the winter. This change in the marina service level allows DRPS Marine to offer 12-month capability to patrol and respond to emergencies on Lake Ontario. DRPS Marine is relied upon to support other agencies including OPG (nuclear emergency response), Transport Canada, Canada Border Services Agency, RCMP, and OPP. Normally the DRPS Marine vessel (Hike) is stored indoors off site and therefore the marina revenue has increased by over **$7,000**. No additional staffing was required to offer this service.

Contracted Parking Enforcement 🗓 💻 $

The Town has undertaken a large, yet measured, update of its parking enforcement over the past few years. This includes the creation of an Administrative Penalty System (“APS”) to streamline the parking penalty appeal and fine collection process, the implementation of upgrades to the Town’s parking enforcement technology with the addition of a license plate recognition system on one Town vehicle and new parking enforcement software, and lastly the transition from dedicated Parking Enforcement Officers (“PEO”) to more generalized Enforcement Services Officers (“ESO”).

In November 2024, the Town made the decision and undertook the process of eliminating the dedicated PEO position and absorbing those responsibilities within other existing sections of Enforcement Services. While the process was difficult, the process did not result in any lay-offs and the three PEOs remain employed with the Town. Since February 2025, the Town continues to provide parking enforcement services in-house through our ESOs. Enforcement Services also supplements ESO parking enforcement with contracted parking enforcement through Knights on Guard.

Since the winding down of the Parking Section and the implementation of contracted parking enforcement in February 2025, the Town has saved approximately $196,700 in salary/benefits costs and spent approximately $43,090 in contracted parking enforcement services saving **$153,610** in labour cost. In that time, parking penalties

issued by contracted parking enforcement has generated approximately **$111,000** in paid fines.

Commemorative Tree and Bench Dedication Program ⚙ ☺ $

Bench Dedications: Previously, staff fabricated and installed custom concrete pedestals for each bench plaque. The updated policy now rivets plaques directly to bench backrests - improving aesthetics, visibility, and reducing installation time. This results in an estimated 8 hours of staff time saved per existing bench dedication and generates approximately $2,610 toward the Tree and Bench Reserve. New bench dedications similarly save 8 hours and contribute approximately $560 to the reserve, compared to a $1,915 subsidy under the former model. Reserve funds support maintenance, vandalism repair, and future bench replacements.

Tree Dedications: While tree plaque pedestals are still used, their fabrication has shifted from in-house to outsourced, lowering internal labour demands and unit costs. The Town now recovers approximately $400 more per new tree dedication than under the previous program, though no reserve contribution is made as the Town covers installation.

The program now includes dedication of existing trees, a new and popular option, contributing approximately $473 per dedication to the reserve. These funds support maintenance, vandalism response, and be directed to other tree planting initiatives in high-priority areas.

So far this year, the Town has processed 30 existing bench dedications and 6 existing tree dedications, resulting in approximately **$80,000** in reserve contributions and saving 240 staff hours for other priorities a value of **$12,000**. These updates create a sustainable, cost-recoverable model aligned with municipal best practices and support long-term asset stewardship.

Improved Service Delivery through Online Application System
The Town has also modernized program intake with a online application system (whitby.ca/commemorative-program), replacing the former manual process.

The platform allows residents to:

- Select dedication type and level,
- Choose from available locations, and
- Submit personalized plaque wording—through a user-friendly interface.

This shift has improved turnaround times, submission accuracy, and applicant experience, while reducing administrative workload. It supports the Town's broader goals of modernization, efficiency, and high-quality customer service.

Community Partnerships ☺ $ ⊕ 🚚

WFES continues to strengthen its long-standing community partnerships, which play a vital role in supporting our programs and services. DKI-CRCS contributes $5,000 annually to the Ever-Alert program, while Enbridge Gas has donated 400 smoke and CO alarms through the Safe Community Project Zero initiative. The Rotary Club of Whitby and the Rotary Club of Whitby Sunrise each donate **$2,500** annually to support the Junior Fire Camp.

In addition to these established relationships, WFES has successfully cultivated new partnerships. Durham College has collaborated with us to create the WFES Inclusivity and Excellence Scholarship, providing $15,000 annually to two (2) deserving local high school students from underrepresented demographics entering fire-related programs. Sobey's Distribution Warehouse donated **$5,000** to expand our hazardous materials mitigation program, including the purchase of an ammonia detector. Furthermore, Gerdau Steel Mill is contributing scrap vehicles valued at **$54,000** annually to support auto extrication training required for provincial certification. Without Gerdau's generous donation, this was a significant financial hurdle for WFES to overcome in the efforts to meet provincially mandated certifications.

Regional Training Centre (RTC)

WFES remains committed to delivering mandated OFC curriculum training. In 2024, WFES hosted 55 external students, generating revenue for the Town, while training 35 internal staff in a cost-neutral manner. WFES now have a cadre of OAFC adjunct instructors trained by the OFC, enabling internal training delivery and reducing external training costs. In 2024, the revenue generated coupled with the training of WFES staff internally through the RTC, resulted in **$23,000** of savings and revenue.

Grant Submissions

WFES was successful in its grant application to the Fire Safe Grant, receiving over **$41,000**, which funded cancer prevention equipment such as balaclavas and post-fire decontamination systems.

Cost Recovery

By restructuring the Admin Division, WFES designated a Clerk to focus on invoicing and cost recovery. As a result, department generated revenue increased by 168% in 2024, totaling **$823,123**.

Future Initiatives

Staff will continue to examine operations to find opportunities to enhance service and or reduce the requirement for tax-based funding. Some areas the department is reviewing are:

- Options for a fleet motor pool
- Further implementation for building automation systems

- The use of GPS data to inform decisions about work planning, equipment utilization and the need for additional resources.

Burn Tower

Construction of the Burn Tower began in 2025. This four-storey structure will provide a realistic, controlled training environment that reflects the Town's infrastructure. By having a burn tower onsite, it will eliminate the requirement of sending WFES staff to other municipalities to obtain this specialized training and the incurred rental and operational costs of doing so. It will also offer future revenue-generating opportunities. Durham College has expressed interest in using the Burn Tower for its pre-service fire suppression program, creating a new revenue stream, with a low end conversative estimate of approximately **$10,000** of additional revenue generated per year.

Grant Opportunities ☺ $

The Town of Whitby continues to actively pursue potential grant opportunities to support community growth and development. Most recently, the Town applied for a **$150,000** Legacy Fund Grant to help advance the Fallen Firefighters Memorial project, which will serve as a lasting tribute. In addition, the Town has applied for a **$2 million** Skills Development Fund – Grow Program Grant, aimed at enhancing workforce development and training opportunities within the community.

5. Financial Considerations:

The financial implications are outlined throughout this report. For the 2026 budget, the Town faces budget pressures including the continued phase-in of the cost of 20 firefighters for the new Fire Hall in West Whitby (Fire Hall #6) and operating costs related the Whitby Sports Complex, the loss of Elexicon dividend and interest revenues, in addition to inflationary pressures on essential services currently provided to the community. Town staff will continue to find budget savings/efficiencies and alternate revenue sources (i.e. non-tax revenues) in order to maintain essential municipal services in an affordable manner. In order to keep taxes low in future budgets, the Town will also be assessing and benchmarking services / service levels as part of the core services review currently underway.

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

The report was shared with all departments to ensure a full and accurate understanding of the impacts of the measures described within the report.

8. Strategic Priorities:

The improvements and efficiencies identified within this Report, align with the following pillars of the Community Strategic Plan:

- Pillar 1: Whitby's Neighbourhoods – Safe, Healthy & Inclusive

1.1.5 Review and plan for fire services to address growth of community

- Pillar 2: Whitby's Natural & Built Environment
  2.3 Invest in infrastructure and assets
  2.3.6 Invest in upgrades at the Marina

- Pillar 4: Whitby's Government - Accountable and Responsive
  4.3: Deliver exceptional customer service and community engagement
  4.3.2 Identify, establish, and report on service levels of interest to the community
  4.3.3 Implement new technologies and systems that modernize business tools to increase efficiencies and engagement.
  4.4: Ensure fiscal accountability and responsibility plan for growth
  4.4.1 Deliver services that respond to community needs while balancing the impact to taxpayers.

9. Attachments:

N/A

Committee of the Whole Minutes

September 15, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Mayor Roy Councillor Bozinovski 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 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

Recommendation:

Moved by Councillor Leahy

That the rules of procedure be suspended to hear delegations from Jessica Street, Resident, regarding Items 6.5.2 and 6.5.3, Supporting a Healthy and Inclusive Democratic Environment, and Item 6.5.4, Establishing a Defined Process in the Procedure By-law for Notices of Motion that are Substantially Similar in Content.

	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**

Motion Lost on a Two Thirds Recorded Vote (5 to 4)

5. Planning and Development

Councillor Lee assumed the Chair.

5.1 Presentations

There were no presentations.

5.2 Delegations

There were no delegations.

5.3 Correspondence

There was no correspondence.

5.4 Staff Reports

5.4.1 PDP 46-25, Planning and Development (Planning Services) Department Report

Re: 618 Athol Street - Notice of Intention to Designate Property Under Part IV, Section 29 of the Ontario Heritage Act

Recommendation:

Moved by Councillor Lee

1. That Council authorize staff to issue a Notice of Intention to Designate the property identified as the Graydon Goodfellow House, located at 618 Athol Street as being of Cultural Heritage Value and Interest, in accordance with the Ontario Heritage Act and the Town's Notification Policy;
2. That Council pass a by-law designating the property under Part IV, Section 29 of the Ontario Heritage Act if no objection to the Intention to Designate is received during the 30-day objection period; and,
3. That if no appeals of the Designation By-law are received during the 30-day appeal period, that a commemorative plaque be installed in a form and location to the satisfaction of the Commissioner of Planning and Development or designate.

Carried

5.4.2 PDP 47-25, Planning and Development (Planning Services) Department Report

Re: 725, 740 & 835 Columbus Road West – Notice of Intention to Designate Properties Under Part IV, Section 29 of the Ontario Heritage Act

Recommendation:

Moved by Councillor Lee

1. That Council authorize staff to issue Notices of Intention to Designate to each of the properties located at 725 Columbus Road West, 740 Columbus Road West and 835 Columbus Road West, in accordance with the Ontario Heritage Act and the Town's Notification Policy;

2. That Council pass by-laws designating each of the properties under Part IV, Section 29 of the Ontario Heritage Act if no objection(s) to any Notice of Intention to Designate is received within the 30-day objection period;

3. That if no appeals of the Designation By-laws are received during the 30-day appeal period, that a commemorative plaque be installed at each of the properties, in a form and location to the satisfaction of the Commissioner of Planning and Development or designate;

4. That Council mutually agree to the owner's request for an extension of the 90-day deadline under the Ontario Heritage Act, for passing the Part IV Heritage Designation By-laws; and

5. That the extension outlined in Recommendation 4 be in effect until May 31, 2026.

Carried

5.4.3 PDP 48-25, Planning and Development (Planning Services) Department Report

Re: Town of Whitby Street Naming Policy

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

- an overview of the allocation of street names;
- the number of Peter Perry Award recipients that do not have a street allocated;
- the method of communication with residents about the allocation of their names to a street;
- whether staff were working with the Royal Canadian Legion Branch 152 (Brooklin) and Royal Canadian Legion Branch

112 (Whitby) to ensure that the Street Name Reserve List was up to date;

- opportunities to recognize individuals who have made significant social, political or cultural contributions to the community;
- how the street signs named after Veterans without a poppy symbol on the sign blades would be addressed, and whether there would be a report on the cost of adding poppy symbols to the street signs; and,
- researching historic landowners prior to allocating street names to ensure the appropriateness of the names.

Recommendation:

Moved by Mayor Roy

That Council adopt the Street Naming Policy appended to Report PDP 48-25 as Attachment #1.

Carried

5.4.4 PDP 49-25, Planning and Development (Planning Services) Department Report

Re: Zoning By-law Amendment Application, Mario and Teresea Palumbo, 6680 Coronation Road, File Number: DEV 25-25 (Z-14-25)

Recommendation:

Moved by Councillor Lee

1. That Council approve an amendment to Zoning By-law No.1784 (File: Z-14-25) as set out in Planning Report PDP 49-25;
2. That a By-law to amend Zoning By-law No.1784 be brought forward for consideration by Council; and,
3. That upon the amending Zoning By-law becoming final and binding, the letter of credit in the amount of $25,000 be returned to the applicant.

Carried

5.5 New and Unfinished Business - Planning and Development

5.5.1 New and Unfinished Business - Item P&D-0004

Mayor Roy stated that Item P&D-0004 on the New and Unfinished Business list regarding automated speed enforcement (ASEs) on Town Roads was being considered through the Traffic Calming Policy and that the final Traffic Calming Policy and Guidelines would be brought to Council for consideration in the fall of 2025. She advised that the Premier of Ontario commented on and gave direction to municipalities to remove ASEs, noting that the ASEs in Whitby were only located on Regional roads. Mayor Roy advised of the opportunity to validate the use of ASEs to the Premier of Ontario due to their effectiveness in school and community safety zones. She requested that Staff prepare and send correspondence to the Premier of Ontario and the Minister of Transportation illustrating how the Town of Whitby has effectively utilized ASEs, how ASEs benefit the community, and that ASEs were being considered as one component of the Town of Whitby's Traffic Calming Policy.

A brief question and answer period ensued between Members of Committee and Staff regarding short term plans for the implementation of automated speed enforcement cameras.

Recommendation:

Moved by Mayor Roy

That Staff be directed to send a letter to the Premier of Ontario and the Minister of Transportation, copied to the Region of Durham and Ontario Big City Mayors, prior to the Provincial legislature reconvening on October 20, 2025, that highlights the effectiveness of Automated Speed Enforcement (ASE) in Whitby and provides the following information and data:

- a copy of the Town’s draft Traffic Calming Policy and information about how ASEs are identified in the policy as one tool that is available as part of a suite of traffic calming measures;

- the use of ASEs in the community, noting that they are currently deployed only on Regional roads and in limited numbers;
- community support for ASEs along with other traffic calming measures; and,
- the effectiveness of ASEs in community safety zones and school zones including data demonstrating the effectiveness of ASEs versus other traffic calming measures such as digital speed boards.

Carried

6. General Government

Councillor Lundquist assumed the Chair.

6.1 Presentations

6.1.1 Shannon Logan, Policy Advisor, Environment & Climate and Ian McVey, Director, Environment & Climate, Region of Durham (Virtual Attendance)

Re: Durham Greener Homes Program

Refer to Item 6.3.1, Memorandum from S. Shields, Project Manager, Sustainability and Climate Change, dated September 15, 2025 regarding Enhancements to the Durham Greener Homes Program

Shannon Logan, Policy Advisor, Environment & Climate and Ian McVey, Director, Environment & Climate, Region of Durham, provided a PowerPoint presentation. Highlights of the presentation included:

- the launch of the Durham Greener Homes Program in 2022, and detailed information including how the program assists homeowners making home energy retrofits to reduce energy use and costs, and access to a free home energy coach;
- details about Durham Greener Homes performance including the number of homes in the Region and in Whitby enrolling and completing deep home energy retrofits to date;

- the success of energy coaching services through Windfall Ecology Centre and the impact on participating homes resulting in 40% greater emissions reductions than the average home retrofit;
- information about the new Virtual Home Energy Audit Tool and the increase in enrolment since it was launched;
- detailed information about the proposed Durham Greener Homes Program Enhancements including weather-ready services and Durham Greener Homes Financing;
- the cost pressures on home and building owners due to extreme weather, and the cost of extreme weather impacts in Durham Region;
- details about opportunities to leverage new Federation of Canadian Municipalities (FCM) funding and municipal lending;
- detailed information about the proposed program including home assessment and expert advice, rebates and financing incentives, targeted communication and community engagement, and industry collaboration; and,
- the request to Council to endorse the Durham Greener Homes Program updates and provide a letter of support to include in the Region's fall FCM funding application.

A question and answer period ensued between Members of Committee, Ms. Logan and Mr. McVey regarding:

- confirmation that a homeowner would repay a loan for a home retrofit through their property tax bill payments, and clarification about whether a loan would be was transferable to a new property owner should the property be sold or whether the loan would be paid at the time of sale;
- the timeline for submission and approval of an application for a loan for a retrofit project; and,
- the anticipated number of loans for retrofit projects that would be eligible within the Region of Durham through the FCM funding amount of $2 million.

6.2 Delegations

There were no delegations.

6.3 Correspondence

6.3.1 Memorandum from S. Shields, Project Manager, Sustainability and Climate Change, dated September 15, 2025 regarding Enhancements to the Durham Greener Homes Program

Recommendation:

Moved by Councillor Lundquist

That Council endorse the expansion of the Durham Greener Homes Program to include the weather ready assessment services and the direct municipality-to-homeowner loan financing program and that the Town provide a letter of support for the Region's application for FCM funding.

Carried

6.4 Staff Reports

6.4.1 FS 03-25, Financial Services Department Report

Re: 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards

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

- the rationale for the public sector salary disclosure through the Province of Ontario reporting the remuneration for the Whitby Mayor and Regional Councillors as substantially higher than in other municipalities in the Region of Durham due to the Town paying the Mayor and Regional Councillors both the Town and Regional components of their salaries; and,
- whether it was possible for the combined local and regional remuneration for the Mayors and Regional Councillors in other municipalities to be reported to the Province of Ontario through public sector salary disclosure.

Recommendation:

Moved by Mayor Roy

That Report FS 03-25 regarding 2024 Remuneration and Expenses for Members of Council and Council Appointees to Boards be received for information.

Carried

6.4.2 CLK 10-25, Office of the Town Clerk Report

Re: Use of Council Chambers Policy

Discussion ensued between Members of Committee regarding:

- the utilization of the Council Chambers for the primary purpose of Council and Committee meetings and secondary uses including but not limited to civil marriage ceremonies, staff training and meetings, recognition of individuals or organizations by the Mayor, Town Hall or task force meetings, and open houses and engagement sessions;
- the meeting room at the back of the Council Chambers for Members of Council not being adequate for meeting with constituents, and the need for an accessible, well lit and safe space in a central location;
- the difficulties associated with meeting constituents at coffee shops or in their homes; and,
- the ability for constituents to contact Councillors at Town Hall.

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

- whether Councillors could book one of the two meeting rooms along the ramp at Town Hall and whether they could be made more private; and,
- whether Councillors were previously provided with private offices at Town Hall.

Recommendation:

Moved by Mayor Roy

That Council approve the Use of Council Chambers Policy appended to this Report as Attachment 1.

Carried

6.4.3 FS 28-25, Financial Services Department and Legal and Enforcement Services Department Joint Report

Re: Elexicon Corporation 2025 Update

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

- a detailed explanation of the financial implications to the operating budget due to the execution of a Memorandum of Understanding with Elexicon, the suspension of dividends until 2031, and the conversion of promissory notes to Elexicon shares;
- whether there was an option for the Town not to convert the promissory notes to Elexicon shares to reduce the impact to the operating budget;
- confirmation that the one percent tax impact on the current budget was $1.3 million;
- the impact on the operating budget should the Staff recommendation be approved, and whether approval of the Staff recommendation would lessen the immediate impact on taxpayers;
- whether there was a communication plan in place and the method of communication to the community;
- whether phasing out Elexicon promissory note interest revenue from the operating budget over a longer period would result in less of an impact on property taxes;
- whether the conversion of promissory notes to Elexicon shares would mean higher dividend revenue in the future; and,
- the rationale for the City of Pickering not participating and whether they would receive any dividends from 2025 to 2031.

Recommendation:

Moved by Mayor Roy

1. That the Mayor be requested to phase-out Elexicon dividend revenue from the Town's operating budget over three years as outlined in Staff Report FS 28-25 and as follows:
    a. remove $2,009,643 of Elexicon dividend revenue from the 2026 budget;
    b. include a $1,339,762 draw from the Contingency Reserve Fund in the 2026 budget;
    c. reduce the draw from the Contingency Reserve Fund to $669,881 in the 2027 budget; and,
    d. remove the $669,881 draw from the Contingency Reserve in the 2028 budget;
2. That the Mayor be requested to phase-out Elexicon promissory note interest revenue from the operating budget over three years as outlined in Staff Report FS 28-25 and as follows:
    a. remove $1,170,357 of Elexicon interest revenue from the 2026 budget;
    b. include a $780,238 draw from the Contingency Reserve Fund in the 2026 budget;
    c. reduce the draw from the Contingency Reserve Fund to $390,119 in the 2027 budget; and
    d. remove the $390,119 draw from the Contingency Reserve Fund from the 2028 budget;
3. That future Elexicon dividend revenues be allocated to the Long-Term Financing Reserve (also known as the One-Time Reserve) to be used for capital or other one-time projects/expenditures.

	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)

6.4.4 CAO 18-25, Office of the Chief Administrative Officer Department Report

Re: New 9-1-1 System Agreement

Recommendation:

Moved by Councillor Lundquist

1. That Report CAO 18-25 be received for information;
2. That the Mayor and Clerk be authorized to sign the new 9-1-1 System Agreement as described in the Memorandum of Elaine Baxter-Trahair, CAO dated August 28, 2025; and,
3. That a copy of this motion be sent to the Region of Durham and other signatories to the 9-1-1 System Agreement.

Carried

6.5 New and Unfinished Business - General Government

6.5.1 Tracking Motions that Result in Requests to the Mayor to Consider an Increase to the Tax Levy

Councillor Shahid introduced a motion regarding tracking motions that result in requests to the Mayor to consider an increase to the tax levy.

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

- confirmation that Staff currently track decisions of Council that result in an increase to the budget as part of the budget process;
- the difference between tracking regular decisions of Council that result in budget increases and the request to track Council-initiated motions that result in budget increases;
- confirmation that there were some budget items for 2025 that were divided between the 2025/2026 budget and/or phased in over a number of years;
- whether tracking future motions includes Staff reports that have an impact on the budget;
- the amount of time Staff would require compiling information about the impact of motions on the budget and whether Staff would have enough time to prepare this information when Members of Council bring forward notices of motion; and;
- whether there was a risk of Staff utilizing time compiling information for motions that may not be supported by Council.

Recommendation:

Moved by Councillor Shahid

Whereas municipal councils regularly consider motions that may have financial implications which could contribute to an increase in the annual tax levy; and,

Whereas residents have expressed growing concern about rising property taxes and the need for greater transparency and accountability in how fiscal decisions are made throughout the year; and,

Whereas improved tracking of motions that impact the Town's tax-supported budget would provide more informed decision-making and better alignment with the Town’s financial priorities;

Now therefore, be it resolved:

1. That all future motions brought forward to Council or Committee include, where applicable, a projected property tax impact that has been reviewed by Finance staff prior to debate;
2. That staff be directed to track and report on all Council-approved motions throughout the year that requests the Mayor to consider a net increase to the tax levy at budget time; and
3. That Finance staff be directed to include a summary of cumulative financial impacts from such motions as part of the annual budget process, to ensure full visibility of year-round Council decisions influencing the tax rate.

	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)

6.5.2 Supporting a Healthy and Inclusive Democratic Environment

Councillor Shahid introduced a motion regarding supporting a healthy and inclusive democratic environment.

Discussion ensued between Members of Committee regarding:

- the need and importance to call out harassment, abuse, personal attacks, threats, discrimination and racism in a respectful way; and,
- the adoption of the pledge at the Association of Municipalities of Ontario Conference, the number of elected officials that have signed the pledge, and the opportunity for Members of Whitby Council to sign the pledge.

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

- clarification about the process for the Office of the Town Clerk upon receiving substantially similar notices of motion from Members of Council; and,
- whether the proposed amendment to add the words “and legally grounded” prior to the words “standards of conduct” in the last bullet point of Item 1 alters the intent of the main motion, clarification about whether the proposed amendment would eliminate other standards of conduct that may not be legally grounded, and the legal authority that was being referred to by the proposed amendment.

Recommendation:

Moved by Councillor Shahid

Whereas democracy is healthy when everyone is able to participate fully, safely, and without discrimination, contributing to the well-being of their community; and,

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and,

Whereas Ontario’s municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats,

intimidation, and harassment, which undermine not only personal safety but also public confidence in democratic institutions; and,

Whereas social media platforms have amplified both legitimate criticism and, at times, abusive or threatening conduct, with disproportionate effects on women, racialized candidates, Indigenous peoples, LGBTQ+ persons, and persons with disabilities, discouraging them from seeking office; and,

Whereas freedom of expression is a cornerstone of democracy and must be safeguarded alongside efforts to combat unlawful harassment, discrimination, and violence; and,

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientations, ages, and abilities are heard and represented around municipal council tables; and,

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and,

Whereas initiatives such as the Elect Respect campaign www.electrespect.ca, developed by HER (Halton Elected Representatives), and the Canadian Association of Feminist Parliamentarians' Parliamentary Civility Pledge demonstrate a growing movement to foster safe, inclusive, and respectful environments for elected representatives;

Now Therefore Be It Resolved:

1. That Whitby Council supports the Elect Respect campaign and pledges to:
    - Uphold freedom of expression while rejecting unlawful harassment, threats, discrimination, and personal abuse;
    - Reject and call out harassment, abuse, and personal attacks;
    - Treat others with dignity and respect in all spaces, including public, private, and online;
    - Focus debate on policies and ideas, not personal attacks;

- Help build a culture of safety, inclusion, and respect where people of all backgrounds feel safe and empowered to run for and hold office;
- Call on relevant authorities to investigate and respond to threats or harassment targeting elected officials, consistent with the law; and,
- Model integrity and accountability by holding one another to the highest, clear, and transparent standards of conduct.

2. That Whitby Council encourages elected officials, organizations, and community members to support the Elect Respect campaign and sign the pledge at www.electrespect.ca; and,
3. That a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario's Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, Whitby's MP and MPP, the Region of Durham, the local municipalities in Durham, the Durham Regional Police Service, the Ontario Provincial Police, and the Royal Canadian Mounted Police.

Carried later in the meeting (See following motion)

Recommendation:

Moved by Councillor Leahy

That the last bullet in Item 1 of the main motion be amended by adding the words "and legally grounded" prior to the words "standards of conduct".

Carried

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

Recommendation:

Moved by Councillor Shahid

Whereas democracy is healthy when everyone is able to participate fully, safely, and without discrimination, contributing to the well-being of their community; and,

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and,

Whereas Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats, intimidation, and harassment, which undermine not only personal safety but also public confidence in democratic institutions; and,

Whereas social media platforms have amplified both legitimate criticism and, at times, abusive or threatening conduct, with disproportionate effects on women, racialized candidates, Indigenous peoples, LGBTQ+ persons, and persons with disabilities, discouraging them from seeking office; and,

Whereas freedom of expression is a cornerstone of democracy and must be safeguarded alongside efforts to combat unlawful harassment, discrimination, and violence; and,

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientations, ages, and abilities are heard and represented around municipal council tables; and,

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and,

Whereas initiatives such as the Elect Respect campaign www.electrespect.ca, developed by HER (Halton Elected Representatives), and the Canadian Association of Feminist Parliamentarians' Parliamentary Civility Pledge demonstrate a growing movement to foster safe, inclusive, and respectful environments for elected representatives;

Now Therefore Be It Resolved:

1. That Whitby Council supports the Elect Respect campaign and pledges to:
    - Uphold freedom of expression while rejecting unlawful harassment, threats, discrimination, and personal abuse;

- Reject and call out harassment, abuse, and personal attacks;
- Treat others with dignity and respect in all spaces, including public, private, and online;
- Focus debate on policies and ideas, not personal attacks;
- Help build a culture of safety, inclusion, and respect where people of all backgrounds feel safe and empowered to run for and hold office;
- Call on relevant authorities to investigate and respond to threats or harassment targeting elected officials, consistent with the law; and,
- Model integrity and accountability by holding one another to the highest, clear, and transparent and legally grounded standards of conduct.

2. That Whitby Council encourages elected officials, organizations, and community members to support the Elect Respect campaign and sign the pledge at www.electrespect.ca; and,
3. That a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario's Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, Whitby's MP and MPP, the Region of Durham, the local municipalities in Durham, the Durham Regional Police Service, the Ontario Provincial Police, and the Royal Canadian Mounted Police.

	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)

6.5.3 Supporting a Healthy and Inclusive Democratic Environment

This motion was deemed out of order based on the consideration and approval of the motion adopted under Item 6.5.2, Supporting a Healthy and Inclusive Democratic Environment.

6.5.4 Establishing a Defined Process in the Procedure By-law for Notices of Motion that are Substantially Similar in Content

Councillor Lee introduced a motion regarding establishing a defined process in the Procedure By-law for notices of motion that are substantially similar in content.

Discussion ensued between Members of Committee regarding:

- concerns about the wording of the proposed motion authorizing the Mayor or Chair to rule on the admissibility of duplicative motions; and,
- referring the motion to the Council meeting on October 6, 2025, to allow Staff time to provide Council with a legal opinion about the framework of the motion.

A brief question and answer period ensued between Members of Committee and Staff about providing clarification to Members of Council about the degree of similarity of motions.

Recommendation:

Moved by Councillor Lee

That the Clerk be directed to prepare and bring forward an amendment to the Procedure By-law to establish a defined process for managing notices of motion that are substantially similar in

content, and to confer authority upon the Mayor or Chair to rule on the admissibility of such duplicative motions.

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

Recommendation:

Moved by Councillor Lee

That the matter be referred to the October 6, 2025 Regular Council meeting under the By-laws portion of the agenda, and that the Clerk be directed to place a by-law on the agenda to amend the Procedure By-law to establish a defined process for managing notices of motion that are substantially similar in content, and to confer authority upon the Mayor or Chair to rule on the admissibility of such duplicative motions.

Carried

7. Adjournment

Recommendation:

Moved by Councillor Shahid

That the meeting adjourn.

Carried

The meeting adjourned at 9:16 p.m.

Committee of the Whole Minutes

September 22, 2025, 7:00 p.m.
Council Chambers
Whitby Town Hall

Present:	Councillor Bozinovski (Virtual Attendance) Councillor Cardwell Councillor Leahy Councillor Lee Councillor Lundquist Councillor Mulcahy Councillor Shahid Councillor Yamada
Regrets:	Mayor Roy
Also Present:	M. Gaskell, Chief Administrative Officer G. Green, Deputy 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 conflict of interest.

4. Consent Agenda

5. Planning and Development

Councillor Lee assumed the Chair.

5.1 Presentations

There were no presentations.

5.2 Delegations

There were no delegations.

5.3 Correspondence

There was no correspondence.

5.4 Staff Reports

5.4.1 PDP 50-25, Planning and Development (Planning Services) Department Report

Re: Temporary Use Zoning By-law Amendment Application, 1320 Brawley Road West and 8100, 8200, and 8300 Coronation Road. File Number: DEV-30-25 (Z-16-25)

Recommendation:

Moved by Councillor Lee

1. That Council approve an amendment to Zoning By-law 1784 for a temporary use (Z-16-25) as outlined in Planning Report PDP 50-25; and,

2. That the amending By-law be brought forward for Council's consideration.

Carried

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

6.1.1 Shaun Collier, Chair, and Gary Cubitt, Vice Chair, Durham Regional Police Service Board (In-Person Attendance)

Re: Community Safety in our Region

Gary Cubitt, Vice Chair, Durham Regional Police Service Board, appeared before the Committee and provided a PowerPoint presentation regarding Community Safety in our Region. Highlights of the presentation included:

- the composition of the Durham Regional Police Service Board (DRPSB);
- detailed information about the responsibilities and requirements of the DRPSB in accordance with the Community Safety and Policing Act, 2019;
- details about the current areas of focus and priority community safety issues; and,
- where to locate information about board meetings, agendas, and minutes, the Durham Regional Police Service Strategic Plan, Diversity Plan, and budget documents.

A detailed question and answer period ensued between Members of Committee, Mr. Cubitt, and Chief Moreira regarding:

- an increase in vehicles driven on sidewalks and/or the wrong way on roads and steps that DRPSB and Durham Regional Police Service (DRPS) were taking to respond quickly to these types of incidents when they occur, and whether the DRPSB would be allocating resources for proactive patrolling and public education related to these incidents;
- how the quality of policing related to issues surrounding diversity was measured;
- advocacy for funding from the Province of Ontario to support the increase in mental health crises and intimate partner violence;
- confirmation that statistics reported about the number of firearms discharged does include the number of firearm-

related crime, and DRPS's coverage area and the impact on response time related to firearm-related incidents in Whitby;

- the challenges associated with increasing the size of the DRPS police force;
- the position of the DRPSB and the DRPS about the recommendations from the Solicitor General and Attorney General to the Federal Government related to bail and sentencing reform including but not limited to the removal of bail for serious offences, the restoration of mandatory minimum offences, the implementation of a 'three-strikes' rule for repeat offenders, and making more crimes subject to the reverse onus principle;
- the percentage of overall crime committed in Whitby by individuals released on bail;
- whether there has been an increase in the percentage of vehicle thefts in Whitby and how the community may assist to reduce vehicle thefts in Whitby;
- the number of hours police officers spend on attending mental health crises;
- whether the DRPSB was engaged in advocating for support/resources to reduce the number of hours spent on mental health crises and intimate partner violence; and,
- the position of the DRPSB and the DRPS with respect to releasing the report from the Ontario Civilian Police Commission on DRPS related to allegations of corruption and wrongdoing, and the impact of not releasing the report on transparency, trust and, confidence in policing services.

6.1.2 Ron MacSpadyen, Program Director, Ontario Lacrosse Association (In-Person Attendance)

Re: CMS 10-25, Community Services Department Report Ontario Lacrosse Festival

Refer to Item 6.4.1, CMS 10-25

Ron MacSpadyen, Program Director, Ontario Lacrosse Association, appeared before the Committee and provided a PowerPoint

presentation regarding the Ontario Lacrosse Festival. Highlights of the presentation included:

- the launch of the Ontario Lacrosse Festival in Whitby in 2004, and the number of Provincial and National championships hosted at Iroquois Park Sports Centre since 2004;
- information about the scope and growth of the Ontario Lacrosse Festival between 2004 and 2025 including but not limited to the number of teams, participants, games and championships, and budget for the festival;
- the differences in the sport tourism impact between the Ontario Lacrosse Festival and other sport tournaments that take place in in Ontario;
- a detailed overview of the Economic Impact Assessment conducted through Sport Tourism Canada which measured the positive change in economic activity from hosting the Ontario Lacrosse Festival; and,
- the expansion plans for the Ontario Lacrosse Festival.

A question an answer period ensued between Members of Committee and Mr. MacSpadyen regarding:

- the vision for the expansion of the Ontario Lacrosse Festival in Whitby;
- whether the Town could do anything differently to support the festival in making it more successful; and,
- methods and strategies to attract large scale events to take place in Whitby.

6.2 Delegations

6.2.1 Melissa Heckbert, Resident (In-Person Attendance)

Re: Public Recognition of the Terry Fox Visit in Whitby

Refer to Item 6.5.1, Public Recognition of the Terry Fox Visit in Whitby

Melissa Heckbert, Resident, appeared before the Committee and requested that Whitby recognize and honour Terry Fox by naming

the new Whitby Sports Complex after him. She stated that Terry Fox was a Canadian icon and was proof that courage, resilience, and determination can move a nation into action. Ms. Heckbert stated Terry Fox's mother joined him on his journey in Whitby and that moment bound our community to his Marathon of Hope. She indicated that reasons to honour Terry Fox included health and wellness, community pride, and legacy and leadership. Ms. Heckbert requested that Council consider a monument of Terry Fox located in Downtown Whitby should it not be possible to name the Whitby Sports Complex after him. She stated there was an opportunity for Whitby to connect the community's future in sport with one of the most inspiring people Canada has known.

A question and answer period ensued between Members of Committee and Mr. Heckbert regarding:

- the delegate's vision for commemorating Terry Fox in Whitby, and the location for a plaque or monument; and,
- whether the delegate thought commemorating Terry Fox in Whitby would provide a model of inspiration for Whitby's youth.

6.3 Correspondence

There was no correspondence.

6.4 Staff Reports

6.4.1 CMS 10-25, Community Services Department Report

Re: Ontario Lacrosse Festival

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

- opportunities in the future to provide grants to established organizations to ensure success, to attract other festivals to Whitby as part of a sports tourism strategy, and leveraging the Municipal Accommodation Tax revenue as a possible investment tool;
- utilizing potential breaks in the Town's programming at facilities throughout the year to attract and host other festivals;

- the accuracy and reliability of a predictive model for an Economic Impact Assessment;
- clarification about the funding for the 700 additional part-time staffing hours to support the festival; and,
- whether the 2015 Whitby Sports Facility Strategy would be updated.

Recommendation:

Moved by Councillor Leahy

That Staff Report CMS 10-25 be received for information.

Carried

6.4.2 CMS 11-25, Community Services Department Report

Re: Pool and Gymnasium Allocation Policies

A brief question and answer period ensued between Members of Committee and Staff confirming that programming for women's only swimming would be accommodated at the Whitby Sports Complex.

Recommendation:

Moved by Councillor Shahid

1. That Council approve the proposed Pool Allocation Policy, (Attachment 1); and,
2. That Council approve the proposed Gymnasium Allocation Policy, (Attachment 2), of Report CMS 11-25.

Carried

6.4.3 FS 21-25, Financial Services Department Report

Re: Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024

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

- clarification about the balance of the Development Charge Reserve Funds (DC Reserve Funds), the uncommitted $8

million in the DC Reserve Funds, and funding for projects approved prior to and in 2024/2025; and,

- whether there was an opportunity to debenture funds given that the Town would continue to collect DC revenue to direct into the DC Reserve Fund should the DC Reserve Funds be depleted, and an explanation of the risks should the Town debenture funds.

Recommendation:

Moved by Councillor Leahy

That Report FS 21-25, the Annual Statement of Development Charge and Parkland Dedication Cash-in-Lieu Reserve Funds as at December 31, 2024, be received for information.

Carried

6.4.4 FS 37-25, Financial Services Department Report

Re: Building Permit Fees Annual Financial Report 2024

A brief question and answer period ensued between Members of Committee and staff regarding the ability to utilize or borrow funds from the Building Permit Reserve Fund to offset costs of other unrelated Town projects.

Recommendation:

Moved by Councillor Leahy

That Report FS 37-25 on Building Permit Fees Annual Financial Report 2024 be received as information.

Carried

6.4.5 FS 34-25, Financial Services Department Report

Re: Procurement Reporting – Quarter 1, Quarter 2, and Council Recess

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

- where Council could review the value of procurement awards and the actual cost of completed projects; and,
- the value of a procurement award that may be awarded by Staff under delegated authority.

Recommendation:

Moved by Councillor Leahy

That Report FS 34-25, Procurement Reporting - Quarter 1, Quarter 2, and Council Recess, be received for information.

Carried

6.4.6 FS 41-25, Financial Services Department Report

Re: Proposed Improvements in Property Tax Collections, Fees, and Due Dates

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

- the difference between the Pre-Authorized Payment Plan and the Pre-Authorized Instalment Plan, the number of residents enrolled in the pre-authorized plans and methods to encourage residents to enrol in one of the plans;
- clarification about the One Month of Late Payment Charges Relief Program and providing a grant for one month of late payment charges for qualifying residential property owners who may miss one property tax instalment and enrol in one of the Town's Pre-authorized Payment plans; and,
- the rationale for most residential property owners not being enrolled in one of the pre-authorized payment plans.

Recommendation:

Moved by Councillor Leahy

1. That Property Tax due dates for the 2026 and future Interim and Final tax bills be set to be the last day of the month they fall due within, to allow residents more time to pay and to establish a due date that is consistently applied to all taxpayers;

2. That a grant equivalent to one month of late payment charges be approved for Qualifying Residential Property Owners subject to the residential property owner enrolling in one of the Town's Pre-authorized Payment plans, as outlined in Staff Report FS 41-25; and,

3. That Staff be authorized to waive the tax bill reprint fee subject to a Qualifying Property Owner enrolling in the Town's electronic tax bill program, as outlined in Staff Report FS 41-25.

Carried

6.4.7 FS 43-25, Financial Services Department and Community Services Department Joint Report

Re: Palmerston Park and Folkstone Park Tennis Court Reconstruction Project

Recommendation:

Moved by Councillor Lundquist

1. That a new 2025 Capital Project, for the reconstruction of tennis courts at Palmerston Park and Folkstone Park, in the amount of $300,000, be approved and funded as follows:

    a. $100,000 from the National Bank Play Your Court Program sponsorship funding; and,

    b. $200,000 from the Town's Asset Management Reserve Fund.

2. That the Mayor and Clerk be authorized to sign the National Bank Play Your Court Program sponsorship agreement included in the memo entitled "Palmerston Park and Folkstone Park Tennis Court Sponsorship Agreement" on the Confidential Correspondence Agenda; and,

3. That the tennis courts at Palmerston Park and Folkstone Park be renamed the National Bank Tennis Courts.

Carried

6.4.8 CAO 19-25, Office of the Chief Administrative Officer Report

Re: Efficiency Initiatives Report

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

- whether the review for efficiencies would continue on an ongoing basis;
- confirmation that most of the unbudgeted revenue from the last year was from grants received from the Federal and Provincial Governments; and,
- whether the $3.2 million savings from improvements to service delivery and or reductions to operating and capital budget requirements occurred equally in 2024 and 2025.

Recommendation:

Moved by Councillor Shahid

That Council receive CAO 19-25 Efficiency Initiatives for information.

Carried

6.5 New and Unfinished Business - General Government

6.5.1 Public Recognition of the Terry Fox Visit in Whitby

Councillor Leahy introduced a motion regarding public recognition of the Terry Fox visit in Whitby.

Discussion ensued between Members of Committee and Staff regarding:

- the need for respectful consultation and collaboration with the Terry Fox Foundation and the Fox family and the importance of community consultation;
- challenges related to the cost of various recognition options including but not limited to renaming a portion of the waterfront trail where Terry Fox ran, a monument, a plaque, or a donation to the Terry Fox Foundation;
- confirmation that the community undertook the fundraising for the sculpture of Sir William Stephenson and that the

Town took on the cost for the installation and long-term maintenance of the sculpture; and,

- whether the cost to commemorate Terry Fox should be included in the Town's budget or fundraising through the community.

Recommendation:

Moved by Councillor Leahy

Whereas Terry Fox is a national hero and should be remembered forever, and 2025 is the 45th anniversary of Terry Fox's visit to Durham Region; and,

Whereas Terry Fox was reunited with his mother Betty for the first time since he had started his Marathon of Hope in Whitby on July 10, 1980. Whitby has a special place in the heart of the Fox family; and,

Whereas Terry Fox's legacy has had an immeasurable impact on the life of Canadians and our understanding of what it is to be a giving, caring, and kind society; and,

Whereas the annual Terry Fox run and other fundraising efforts have generated over $900 million in the past 45 years; and,

Whereas here in the Town of Whitby, All Saints Catholic Secondary School has twice been recognized as the most successful fundraising high school in all of Canada; and,

Whereas no other Canadian is more deserving of a place of honour in Whitby; and,

Whereas, next year, June 28, 2026 will be the 45th anniversary of Terry Fox's passing;

Now therefore be it resolved:

1. That Council direct Staff to work with the Terry Fox Foundation and the Fox family on a suitable installation to acknowledge Terry Fox's visit to Whitby and to honour his legacy; and,
2. That the recognition could range anywhere from, a full-size representative sculpture, to a plaque, or place marker; and,

3. That Staff report on possible budget implications and timing of installation.

See following motions:

Recommendation:

Moved by Councillor Lee

That the motion regarding Public Recognition of the Terry Fox Visit in Whitby be tabled.

Note: Councillor Lee advised that the intent of the motion to table was to allow time to explore potential community fundraising opportunities for the initiative and to consult with the Terry Fox Foundation.

Councillor Bozinovski indicated that she felt that all Members of Committee should have an opportunity to speak to the motion regarding the Public Recognition of the Terry Fox Visit in Whitby prior to consideration of the motion to table.

The Chair indicated that the motion to table was not debatable and that there would be no further speaking opportunities.

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

Chair Lundquist put the following vote to Committee:

Will the ruling of the Chair be sustained?

	For	**Against**	**Conflict**
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**	**3**	**0**

Carried on a Recorded Vote (5 to 3)

The motion to table was then immediately before Committee as follows:

Recommendation:

Moved by Councillor Lee

That the motion regarding Public Recognition of the Terry Fox Visit in Whitby be tabled.

	For	**Against**	**Conflict**
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**	**3**	**0**

Carried on a Recorded Vote (5 to 3)

7. Adjournment

Recommendation:

Moved by Councillor Mulcahy

That the meeting adjourn.

Carried

The meeting adjourned at 9:34 p.m.

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar

Report Title: Naming Rights Sponsorship of Whitby Sports Complex

Report to: **Council**

Date of meeting: October 6, 2025

Report Number: **CAO 17-25**

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 approves entering a ten (10) year sponsorship agreement with Fieldgate Land Development Limited (Fieldgate) for the facility Naming Rights Sponsorship of the Whitby Sports Complex and naming the facility 'Fieldgate Sports Complex' based on the sponsorship package and other terms and conditions identified in Attachment 1 of Report 17-25;**

2. **That Council approves naming the outdoor field at the Whitby Sports Complex 'Roybrook Field' in recognition of the donation of land by Roy Ormiston; and,**

3. **That Council approves entering into an agreement in perpetuity to name a Multipurpose room in Whitby Sports Complex 'Mitchell Room' in recognition of the Mitchell family and the history of the land on which the facility is built.**

2. Highlights:

- The Advertising and Sponsorship Division of Economic Development actively solicits the community for sponsorship participation in Town-owned facilities. Top-level sponsorship packages include the 'Naming Rights' to certain facilities are subject to Council approval.
- The initial purpose of this report is to seek Council's approval of the proposed Naming Rights Sponsorship by Fieldgate for Whitby Sports Complex for an initial ten (10) year term with an option for a second ten (10) year term. Subject to Council's approval, Whitby Sports Complex would become 'Fieldgate Sports Complex' for the term of the sponsorship. The total revenue that would accrue to the municipality over the term of the sponsorship would be $1,500,000 + HST (see Table 1 - Financial Considerations).
- This report seeks Council's approval to grant the Ormiston family naming rights of the Artificial Turf Field, in recognition of Roy Ormiston's generous donation of 23.09 acres of land for a community use. If approved, the field would be named 'Roybrook Field' in perpetuity. No fees would be payable to the Town.
- Thirdly, this report seeks approval from Council for the proposed Naming Rights Sponsorship by the Mitchell family of one of the Multipurpose/Meeting rooms. The total revenue that would accrue to the municipality over the term of the sponsorship would be $50,000 + HST (see Table 1 - Financial Considerations). Subject to Council's approval, the designated room would become 'Mitchell Room' in perpetuity, complete with a plaque in the room outlining the history of the family association with the area.

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 Iroquois Park Sport Centre (IPSC) and expanded to include the Civic Recreation Complex (CRC) in 2003, McKinney Centre in 2024, the Port Whitby Marina (PWM) and the McKinney Centre in 2005, and the Brooklin Community Centre and Library (BCCL) in 2010.

Fieldgate Naming Rights

In January 2025, Council received Report CAO 1-25, an Asset Valuation Report prepared by the external agency Interkom. Following its presentation, Council directed staff to pursue Naming Rights opportunities for the Whitby Sports Complex and other municipal facilities, in accordance with the Municipal Property and Facility Naming Policy (Policy MS 250). Staff are now reporting back to Council to seek approval for the proposed naming of the Whitby Sports Complex with Fieldgate as the facility naming rights sponsor.

Ormiston Family Recognition

In 2006, Mr. Roy Ormiston donated 23.09 acres of land on the east side of Baldwin to the Town of Whitby. The Ministry of Transportation Ontario expropriated 10.52 acres of property in 2011 for its Highway 407 expansion project. The remainder of the donated land, on the east side of Baldwin, was part of a land exchange with Fieldgate for lands on the west side of Baldwin, which are now being used to develop the Whitby Sports Complex. There is a covenant on the lands that were transferred from the east side of Baldwin that states that the lands shall be used for a hospital or community use and that the name Roybrook or Ormiston will be used for a component of the facility.

Mitchell Family Recognition

The Mitchell family has a long history in Brooklin. Jane and John Mitchell moved to Brooklin in 1939 when they purchased a farm and orchard at 5455 Ashburn Road, now the western lands of the Whitby Sports Complex. This land remained in the Mitchell family until 2021. John Mitchell worked at Tip Top Tailors in Toronto until 1952 when he opened Mitchells Men's Wear in downtown Brooklin. Their two sons (Bruce and Don) raised their families in Brooklin, owned and operated Mitchell Bros Building Supplies and were active in the local sports community.

4. Discussion:

Naming rights represent one of the most valuable opportunities for a municipality to secure long-term, sustained revenue. While these agreements often require significant time and effort to negotiate (typically 6–18 months), their long-term nature provides stable funding with less ongoing servicing and renewal work compared to smaller sponsorship agreements.

For over a year, staff have actively pursued a naming rights sponsor for the Whitby Sports Complex. While traditional sectors such as automotive, financial institutions, and real estate showed interest, timing and financial circumstances made a partnership challenging. Staff are pleased to present a proposed agreement with Fieldgate, a company with deep ties to Whitby and a longstanding commitment to the local community.

Fieldgate Homes has a proud tradition of over 65 years of homebuilding across the GTA, known for innovative designs, high-quality products, and careful attention to detail. In Whitby, they have been active supporters of events such as the Mayor and Council Golf Classic and the Harvest Festival, demonstrating their ongoing investment in the town.

This proposed naming rights agreement reflects a strong, long-term partnership with Fieldgate and aligns with Whitby's commitment to fostering meaningful relationships with trusted local organizations. It represents a significant achievement in securing a high-profile sponsor in the current economic climate and will provide lasting benefits to the Whitby Sports Complex and the broader community.

Fieldgate is an ideal naming rights partner given their ongoing and planned developments in the surrounding area. This facility naming, along with the associated

benefits, will provide them with a prominent and lasting presence in the Whitby community.

The proposed name, 'Fieldgate Sports Complex', would be used in Town of Whitby publications, promotional materials, rental permits, and the website as appropriate.

Along with the naming rights, a suite of signage and other marketing benefits form part of the naming rights sponsorship package.

The Ormiston and Mitchell families have each played an important role in the history of Whitby, particularly in relation to the lands associated with the Whitby Sports Complex. The Ormiston family, in recognition of their generous donation of 23.09 acres of land, will be honoured through the naming of the multipurpose field as 'Roybrook Field', celebrating their legacy and long-standing connection to the area. The Mitchell family, who are making a financial contribution as noted in the financial section of this report, will be recognized through the naming of a multipurpose room as the 'Mitchell Room', acknowledging their continued support and connection to the site. Both assets and names have been reviewed with and supported by the respective families. These namings serve to celebrate both families' heritage, contributions, and lasting impact on the Whitby community.

The proposed names, 'Fieldgate Sports Complex', 'Roybrook Field' and 'Mitchell Room', would be used in Town of Whitby publications, promotional materials, rental permits, and the website, as appropriate.

The next phase will involve a targeted approach to secure Naming Rights for additional areas within the facility, including the Rinks, Aquatic Centre, Gymnasium, and other key spaces. This continued effort will support the Town's broader objectives for revenue generation and community engagement, while aligning with the Municipal Property and Facility Naming Policy.

5. Financial Considerations:

The Fieldgate payments would commence upon the facility opening and would be at a rate of $150,000/year (+HST) for a 10-year term. Assuming a facility opening date of June 2026, there would be a partial half-year fees payment in Year 1 - 2026 (June – Dec), full payments in years 2027-2035, and followed by a partial (1/2) payment in 2036.

The Mitchell payment schedule would have an initial payment upon facility opening of $20,000 (+HST) followed by two successive annual payments of $15,000 (+HST) on the anniversary date of opening. After these initial payments, there would not be any further financial considerations with respect to revenue. The Town will cover the minimal cost of a plaque outlining the historical significance of the family name to the area.

There are no financial considerations for naming Roybrook Field other than the minimal cost of signage for naming recognition in the area, which will be borne by the Town.

A summary of projected revenues is outlined in Table 1, below. Actual invoices/revenues for 2026 and 2036 will be pro-rated based on facility opening date.

Table 1 – Facility Naming Rights Fees

	2026 (partial)	**2027**	**2028**	**2029-2035**	**2036** (partial)	**TOTAL**
Term year	June-Dec	2	3	4-10	Jan-June	10 full years
Fieldgate naming rights fees	$75,000	$150,000	$150,000	$1,050,000	$75,000	$1,500,000
Mitchell Room naming rights fees	$20,000	$15,000	$15,000	$0	$0	$50,000
Grand Total **(excl. HST)**	$95,000	$165,000	$165,000	$1,050,000	$75,000	$1,550,000

6. Communication and Public Engagement:

The Advertising and Sponsorship Division will engage the Communications and Creative Services department to incorporate appropriate sponsorship opportunities such as free skating, communications, and a social media calendar.

7. Input from Departments/Sources:

This report has been reviewed by internal departments, including Community Services, the Communications and Creative Services Division, Legal, and Finance.

8. Strategic Priorities:

This initiative is consistent with the Town's Community Strategic Plan, Pillar 4:

- Objective 4.1 Address community needs through collaborative and strategic partnerships
    - Action 4.1.2 Strengthen existing and build new partnerships
- Objective 4.4 Ensure fiscal accountability
    - Action 4.4.1 Deliver services that respond to community needs while balancing the impact to the taxpayers.

9. Attachments:

Attachment 1: Summary of proposed sponsorship benefits

Attachment 2: Map of facilities, courts, fields

Attachment 1

Rights to name facility as 'Fieldgate Sports Complex'

EXTERIOR Corporate Branding:

1. **Exterior Entrance Sign #1** 'Fieldgate Sports Complex" illuminated sign installed at front (South) entrance utilizing standard lettering shown in Schedule "D". Exact size TBD (approximately 1500mm or less). See Schedule "D" for positioning.
2. **Exterior Entrance Sign #2** 'Fieldgate Sports Complex" illuminated sign installed on West side building utilizing standard lettering shown in Schedule "D". Exact size TBD (approximately 1500mm or less). See Schedule "D" for positioning.

Note: **Main exterior entrance sign #1 is mandatory. Exterior entrance sign #2 and all other interior branding is optional. **Production for all signage is additional and paid for by naming rights partner including the supply and install costs for the exterior sign and associated electrical and illumination.***

INTERIOR Corporate Branding:

1. **Digital Ad:** One (1) 20 second commercial displayed looping at all locations; Whitby Sports Complex, McKinney Centre, Iroquois Park Sports Centre and Brooklin Community Centre and Library
2. **Signage:** One (1) rinkboard sign in each of the two (2) arenas at the Premises
3. **Exclusivity:** Home Development Category Exclusivity within the Premises

Community Engagement Initiatives:

1. **Grand Opening Event:** Sponsor representative invited to attend ribbon cutting event.
2. **Free Public Skate:** One (1) free public skate is offered once annually. No registration is required. Date to be mutually agreed upon.
3. **Meeting Room Space:** Three (3) times annually. Dates and times to be mutually agreed upon.

Additional Benefits:

1. **Enhanced/Expanded Digital Presence**: Inclusion of Naming rights partner on the digital screens within the facility front entrance area. Sponsor will receive two (2) 20 second spots on digital screen(s) as part of the general content trafficked loop giving an expanded presence for patrons entering the facility.

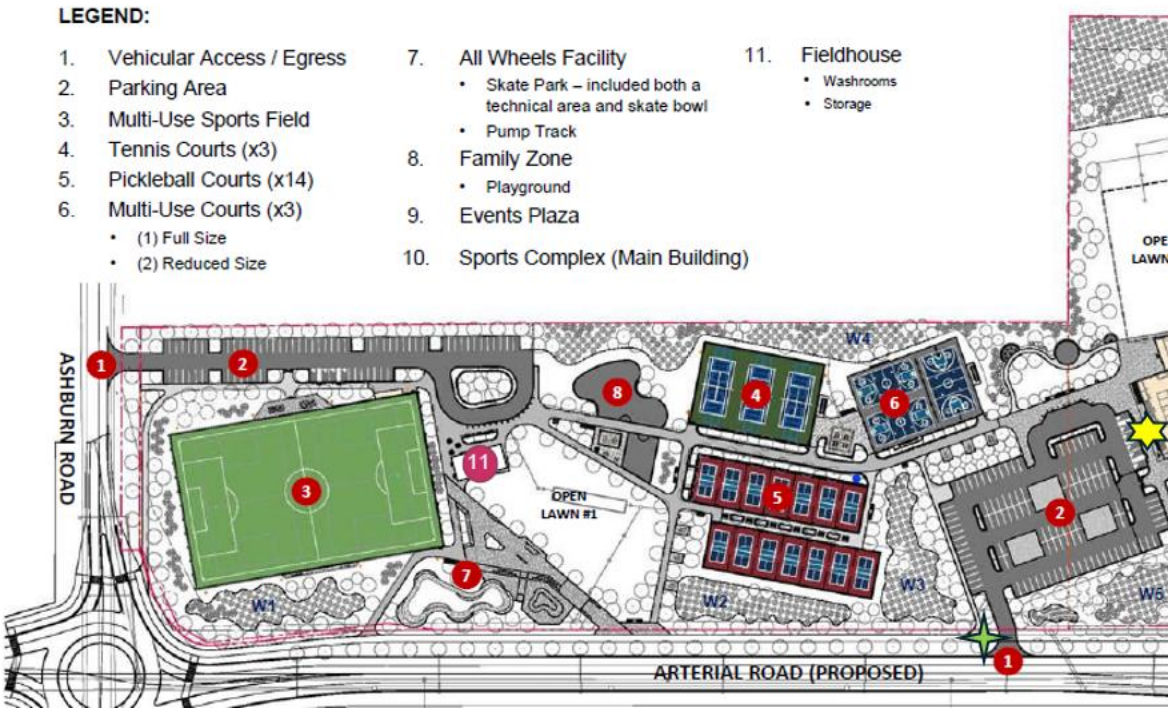
2. **Host Events at the Facility**: Sponsor would have the opportunity for one (1) annual event within/at Premises on a mutually agreed upon date. Fieldgate can host their own company branded event, product launch, or client event within the facility. Sponsor would be responsible for the planning, production and execution of the event.
3. **Enhanced Corporate Social Responsibility (CSR) / Sustainability and Social Impact Opportunities** – Inclusion as lead sponsor with one of our sustainability programs – e.g. EV charging stations at the venue.
4. **Premise naming text branding on two (2) pylon signs at South/east and South entrances to facility property** (see Schedule "D")
5. **Opportunity, subject to availability, for inclusion on Canadian Tourism Oriented Directional Signage on 407 West and East exits** (annual fee payable by sponsor to Canadian TODS Limited which is responsible for the administration and operation of Ontario's Logo Sign Program for the Province of Ontario's Ministry of Transportation.)

Other

- Identification of Fieldgate Developments in all appropriate signage, publications, promotional materials and website recognition
- Category exclusivity within the Premises

Attachment 2

Roybrook Fields – see area 3 below



Town of Whitby
By-law # 8225-25

By-law to Authorize the Conveyance of Lands to Habitat For Humanity Greater Toronto Area

Being a By-law to authorize the conveyance of the land legally described as FIRSTLY part of Lots 16 and 32, Second Double Range, Plan H-50031, and the 33 foot reserve, Second Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33100, being a portion of PIN 26503-0129 (LT), and SECONDLY part of Lots 15, 16 and 31, all of Lot 32, and part of the 33 foot reserve, Third Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33101, and part of the 33 foot reserve, Third Double Range, Plan H-50031, and part of Lot 25, Concession 1, designated as Part 2 on Plan 40R-33101, subject to an easement as in Instrument No. D88313, being a portion of PIN 26503-0273 (LT), in the Town of Whitby, Regional Municipality of Durham (the "Lands") to Habitat For Humanity Greater Toronto Area or its associated company.

Whereas Section 9 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants municipalities the capacity, rights, power and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas the Council of The Corporation of the Town of Whitby has authorized the conveyance of the Lands to Habitat For Humanity Greater Toronto Area or its associated company in accordance with Financial Services Department Report, FS 09-24;

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

1. General

1.1. That the following Lands in the Town of Whitby, Regional Municipality of Durham, be conveyed to Habitat For Humanity Greater Toronto Area, or its associated company:

1.1.1. the land legally described as part of Lots 16 and 32, Second Double Range, Plan H-50031, and the 33 foot reserve, Second Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33100, being a portion of PIN 26503-0129 (LT); and,

1.1.2. the land legally described as part of Lots 15, 16 and 31, all of Lot 32, and part of the 33 foot reserve, Third Double Range, Plan H-50031, designated as Part 1 on Plan 40R-33101, and part of the 33 foot reserve, Third Double Range, Plan H-50031, and part of Lot 25, Concession 1, designated as Part 2 on Plan 40R-33101, subject to an easement as in Instrument No. D88313, being a portion of PIN 26503-0273 (LT).

1.2. That the Mayor and Clerk are hereby authorized to execute all documents to effect the conveyance of the Lands.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8226-25

Part Lot Control By-law

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2013-02) 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 308, Plan 40M-2644, being all of PIN 26548-3998 (LT) and Block 221, Plan 40M-2662, being all of PIN 26548-4532 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Parts 8 and 9 on Reference Plan 40R-32992; and,

ii. Part 10 on Reference Plan 40R-32992.

(b) Block 309, Plan 40M-2644, being all of PIN 26548-3999 (LT) and Block 222, Plan 40M-2662, being all of PIN 26548-4533 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Parts 4 and 6 on Reference Plan 40R-32992; and,

ii. Parts 5 and 7 on Reference Plan 40R-32992.

(c) Block 310, Plan 40M-2644, being all of PIN 26548-4000 (LT) and Block 223, Plan 40M-2662, being all of PIN 26548-4534 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Part 1 on Reference Plan 40R-32992; and,

ii. Parts 2 and 3 on Reference Plan 40R-32992.

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 October 6, 2027.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8227-25

Part Lot Control By-law

Being a By-law to designate certain portions of a registered Plan of Subdivision (SW-2013-02 & SW-2013-05) 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) Lot 89, Plan 40M-2694, being all of PIN 26548-4915 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Part 8 on Reference Plan 40R-33057; and,
ii. Part 9 on Reference Plan 40R-33057.

(b) Block 114, Plan 40M-2694, being all of PIN 26548-4940 (LT) and Block 224, Plan 40M-2662, being all of PIN 26548-4535 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Parts 1 and 3 on Reference Plan 40R-33057; and,
ii. Part 2 and 4 on Reference Plan 40R-33057.

(c) Block 115, Plan 40M-2694, being all of PIN 26548-4941 (LT) and Block 225, Plan 40M-2662, being all of PIN 26548-4536 (LT) for the purpose of creating two (2) lots for residential development, subject to easements, as follows:

i. Part 5 and 6 on Reference Plan 40R-33057; and,
ii. Part 7 on Reference Plan 40R-33057.

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 October 6, 2027.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8228-25

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*, as amended, 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 Lake 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 to 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 charge equal to 25 percent of the total costs, to a

maximum of $5,000, 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.

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 a Municipal Law Enforcement 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 a Municipal Law Enforcement 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; or

(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.

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, and includes an Enforcement Services Officer.

1.24. "*Ontario Heritage Act*" means the *Ontario Heritage Act,* R.S.O 1990, Chapter 0.18*,* as amended*.*

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 Town’s 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

2.1 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 Municipal Law Enforcement 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 Municipal Law Enforcement 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 millimetres diamond mesh, and galvanized steel wire not less than 12 gauge;

(i) galvanized steel supporting posts spaced at no more than 3 metres intervals

(ii) end posts and corner posts at least 48 millimetres in diameter

(iii) intermediate posts at least 38 millimetres in diameter; and

(iv) top and bottom rails made of galvanized steel pipe having a minimum diameter of 32 millimetres , however a 5 millimetre galvanized steel tension rod may be substituted for the bottom rail; or

(b) Vertical wood or composite board on board spaced not more than 38 millimetres apart where horizontal rails are spaced less than 1.2 metres apart; or

(i) Spaced not more than 100 millimetres apart where horizontal rails are spaced 1.2 metres apart or more and;

(ii) Attached to horizontal rails that are supported on substantial posts that are at least 89 millimetres by 89 millimetres, spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound.

(c) Horizontal wood or composite boards shall be:

(i) at least 19 millimetres by 89 millimetres lumber;

(ii) Spaced not more than 20 millimetres apart;

(iii) Offset or protruding not more 15 millimetres from the board immediately above or below; and

(iv) not more than 2.4 metres in length.

(d) Wrought iron fencing with at least 1.2 metres between horizontal members and with no greater than 100 millimetres 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 metre 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 a Municipal Law Enforcement 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 1.2 metres and may be a maximum of 2.6 metres 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

(a) 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 metres 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 1.2metres above grade and shall not contain any element that can cause the gate to open within the 1.2metres. Such as a pull cord or latch.

(c) Have no element or attachment between 100 millimetres and 1.2 metres 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 millimetres shall be permitted at any point between the bottom of the gate and the ground.

(e) Shall not contain any openings greater then 100 millimetres.

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 38 millimetres.

(b) not be less than 1.2 metres in height.

(c) be supported by steel T-bar posts spaced at no more than 3 metre 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 metres above grade.

9.2 Any fence post or decorative fence post feature may project a maximum of 200 millimetres 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 500 millimetres 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 by-law 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 metre above grade.

(a) Any fence within 2.4 metres of any driveway shall be of open construction for at least 2.4 metres 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 25 metres 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 2.5 metres 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 0.6 metres from any side or rear lot line;

(b) the privacy screen is no more than 2.63 metres in height above grade; and

(c) the collective total of all the privacy screens within the property is no more than 6 metres in length.

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 3.5 metres.

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 metres in height except for industrial properties where the maximum fence height shall be 3 metres.

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 metres 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 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.

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, a Municipal Law Enforcement 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 twenty-five percent (25%) 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:

(a) 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, as amended;

(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 #7220-17, as amended.

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 18.1 or 18.6 of this By-law shall be considered by Council.

19. Ornamental Ponds

19.1 Every owner of a privately owned ornamental pond must meet the same requirements of sections 3, 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 a Municipal Law Enforcement Officer is satisfied that a contravention of this By-law has occurred, the Municipal Law Enforcement 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;

(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 three (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 twenty-five percent (25%) of the total costs, to a maximum of $5,000, 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 a Municipal Law Enforcement 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-law 4394-99, and any amending by-laws thereto, are hereby repealed upon the effective date of this By-law.

27. Effective Date

27.1 This By-law shall come into force on January 1, 2026.

By-law read and passed this 6th day of October, 2025.

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 # 8228-25, 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 height of 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, as amended.

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 # 8228-25

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 metres 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 metre	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

Item	Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
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 a Municipal Law Enforcement Officer.	22.3	$500.00	$750.00	$1000.00

Town of Whitby
By-law # 8229-25

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 08-25 regarding the proposed new Fence By-law at the Council meeting on June 23, 2025; and,

Whereas Council deems it necessary to amend the Fees and Charges By-law to amend Schedule D, Legal and Enforcement Services Department Fees in accordance with Resolution # 147-25 and the recommendations contained in Report LS 08-25.

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

1. General

1.1. That Fee LES-73 and its associated Category title to Schedule D, Legal and Enforcement Services Department Fees, be repealed and replaced as follows:

Category: Fence Height Exemption Applications

Fee No.	Fee Title	Fee Basis	HST	2026 Fee
LES-73	Minor Fence Height Exemption Application (Up to 10% or a maximum height of 2.2 metres)	Per Application	No	$350.00

1.2. That the following new fees be added to Schedule D, Legal and Enforcement Services Department Fees:

Category: Fence Height Exemption Applications

Fee No.	Fee Title	Fee Basis	HST	2026 Fee
LES-84	Appeal to Municipal Licensing and Standards Committee (Fence Exemptions up to a maximum height of 3 metres)	Per Application	No	$500.00
LES-85	Fence Height Exemption Application (More than 3 metres)	Per Application	No	$2,500.00

2. Effective Date

2.1. The provisions of this By-law shall come into force and take effect on January 1, 2026.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8230-25

Subdivision Assumption By-law (Olerud Drive, Auckland Drive, Soltys Drive, Hornchurch Street, Toulouse Street, Lidget Lane, Marcel Brunelle Drive, and Littlewood Drive)

Being a By-law to accept and assume certain municipal services in respect of Chelseahill Holding Corp. subdivision and to assume Olerud Drive, Auckland Drive, Soltys Drive, Hornchurch Street, Toulouse Street, Lidget Lane, Marcel Brunelle Drive, and Littlewood Drive as shown on Plan 40M-2662 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-2662 (the "Plan") with Chelseahill Holding Corp. dated October 2, 2019 (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-2662.

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. Olerud Drive, being all of PIN 26548-4546 (LT),

b. Auckland Drive, being all of PIN 26548-4549, and all of PIN 26548-4548 (LT),

c. Soltys Drive, being all of PIN 26548-4551 (LT),

d. Hornchurch Street, being all of PIN 26548-4547 (LT),

e. Toulouse Street, being all of PIN 26548-4550 (LT),

f. Lidget Lane, being all of PIN 26548-4554 (LT),

g. Marcel Brunelle Drive, being all of PIN 26548-4552 (LT), and,

h. Littlewood Drive, being all of PIN 26548-4553 (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 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Town of Whitby
By-law # 8231-25

Zoning By-law Amendment

Being a By-law to amend By-law #2585, as amended, being the Zoning By-law for 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. Section 26.3.3.1 Exception 1 (R1-DT-1) 300 High Street to By-law #2585 as amended, is hereby further amended by repealing and replacing the exception text with the following:

26.3.3.1 EXCEPTION 1 (R1-DT-1) 300 HIGH STREET

Notwithstanding any provisions of this By-law to the contrary, any lot within an R1-DT-1 Zone may be used for all of the uses in the R1-DT-1 Zone, plus the following use:

26.3.3.1.1 Apartment Building

Notwithstanding any provisions of this By-law to the contrary, any apartment building within an R1-DT-1 Zone, shall be established in accordance with the following provisions:

26.3.3.1.2	Lot Frontage (Minimum)	55m
26.3.3.1.3	Lot Coverage (Maximum)	21%
26.3.3.1.4	Landscape Open Space (Minimum)	30%
26.3.3.1.5	Front Yard Setback (Minimum)	
	4 Storey Apartment Building	33m
	3 Storey Apartment Building	6.0m
26.3.3.1.6	Rear Yard Setback (Minimum)	
	4 Storey Apartment Building	22m
	3 Storey Apartment Building	40m

26.3.3.1.7	Interior Yard Setback (North) (Minimum)	
	4 Storey Apartment Building	15m
	3 Storey Apartment Building	30m
26.3.3.1.8	Interior Yard Setback (South) (Minimum)	
	4 Storey Apartment Building	18m
	3 Storey Apartment Building	2.7m
26.3.3.1.9	Building Height (Maximum)	4 Storeys
26.3.3.1.10	Apartment Dwelling Units (Maximum)	38
26.3.3.1.11	Parking (Minimum)	1.13 / Per Dwelling Unit (Inclusive of Visitor Parking)

26.3.3.1.12 Notwithstanding anything in this by-law to the contrary, a maximum of one parking space may be 5.8 m in length and 2.4 m in width, provided that such parking space is clearly signed as being reserved for the parking of small vehicles only.

26.3.3.1.13 Notwithstanding anything in this by-law to the contrary, an unenclosed porch, balcony, steps, and patios, covered or uncovered projecting from a 4 storey Apartment Building may encroach into a required yard a maximum distance of 6.1 m

26.3.3.1.14 Notwithstanding anything in this by-law to the contrary, the total combined lot coverage of all accessory structures shall be 120 m^2.

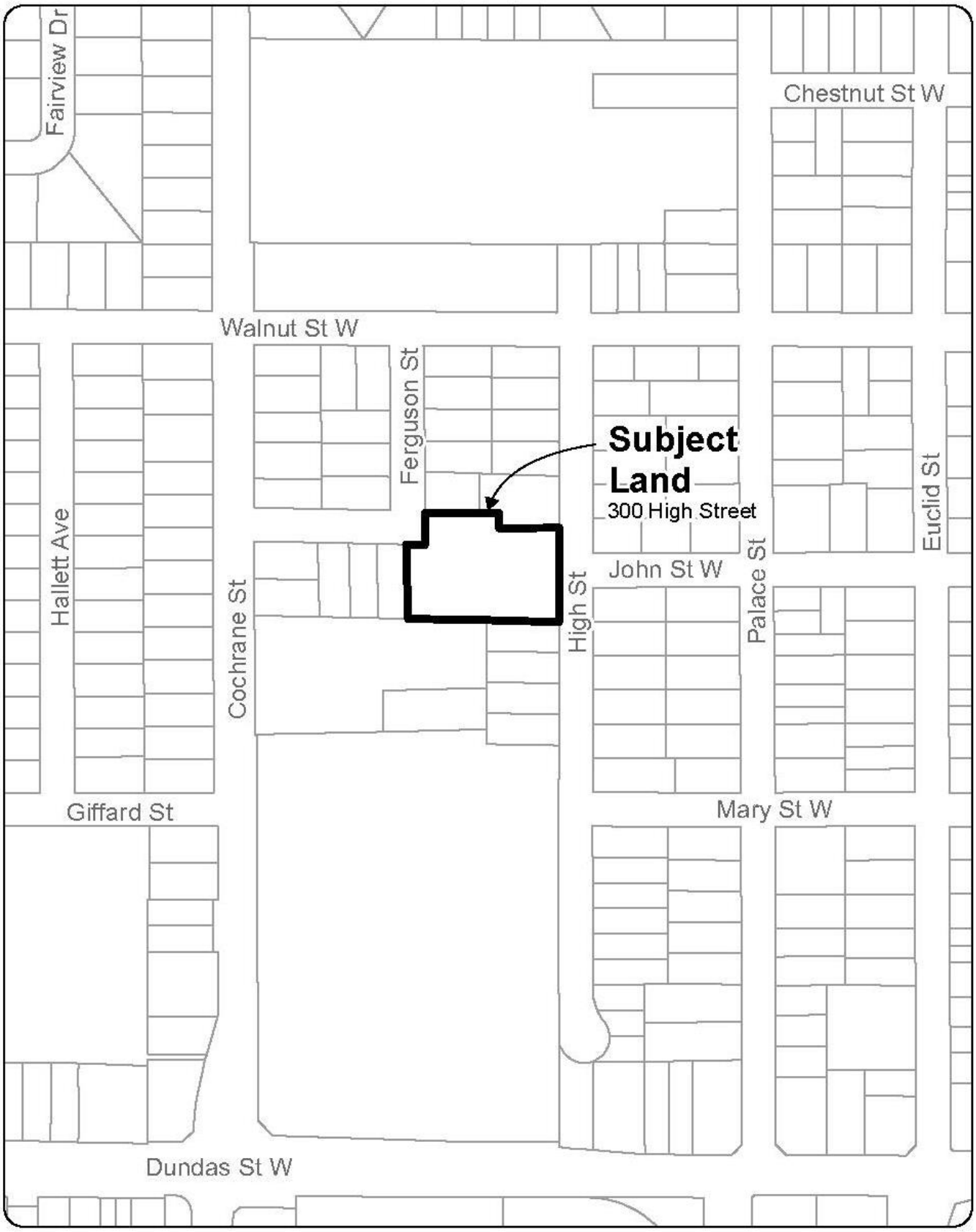
By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Whitby

Key Map to By-Law # 8231-25



By-law Name: Zoning By-law Amendment
By-law # 8231-25

Town of Whitby
By-law # 8232-25

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 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 A-17 for the land shown as the Subject Land on Schedule “A-1” attached to and forming part of this By-law.

1.2. Subsection 11(h) – Agricultural (A) Zone – Exceptions to By-law #1784, as amended, is hereby further amended by adding thereto the following Exception:

Exception 17 – A-17
6680 Coronation Road

1. Defined Area

The lands located west of Coronation Road, south of Columbus Road West and zoned A-17 shall be subject to the provisions 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 subsection 4 (dd) Additional Dwelling Units of this By-law to the contrary, in any A-17 Zone where an additional dwelling unit is located within an accessory structure the following provisions shall apply:

(a) Maximum Gross Floor Area 145 m^2.

(b) Location of Accessory Structure

One additional dwelling unit may be situated in an accessory structure existing at the date of this By-law amendment which is located in the front yard of the main building.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

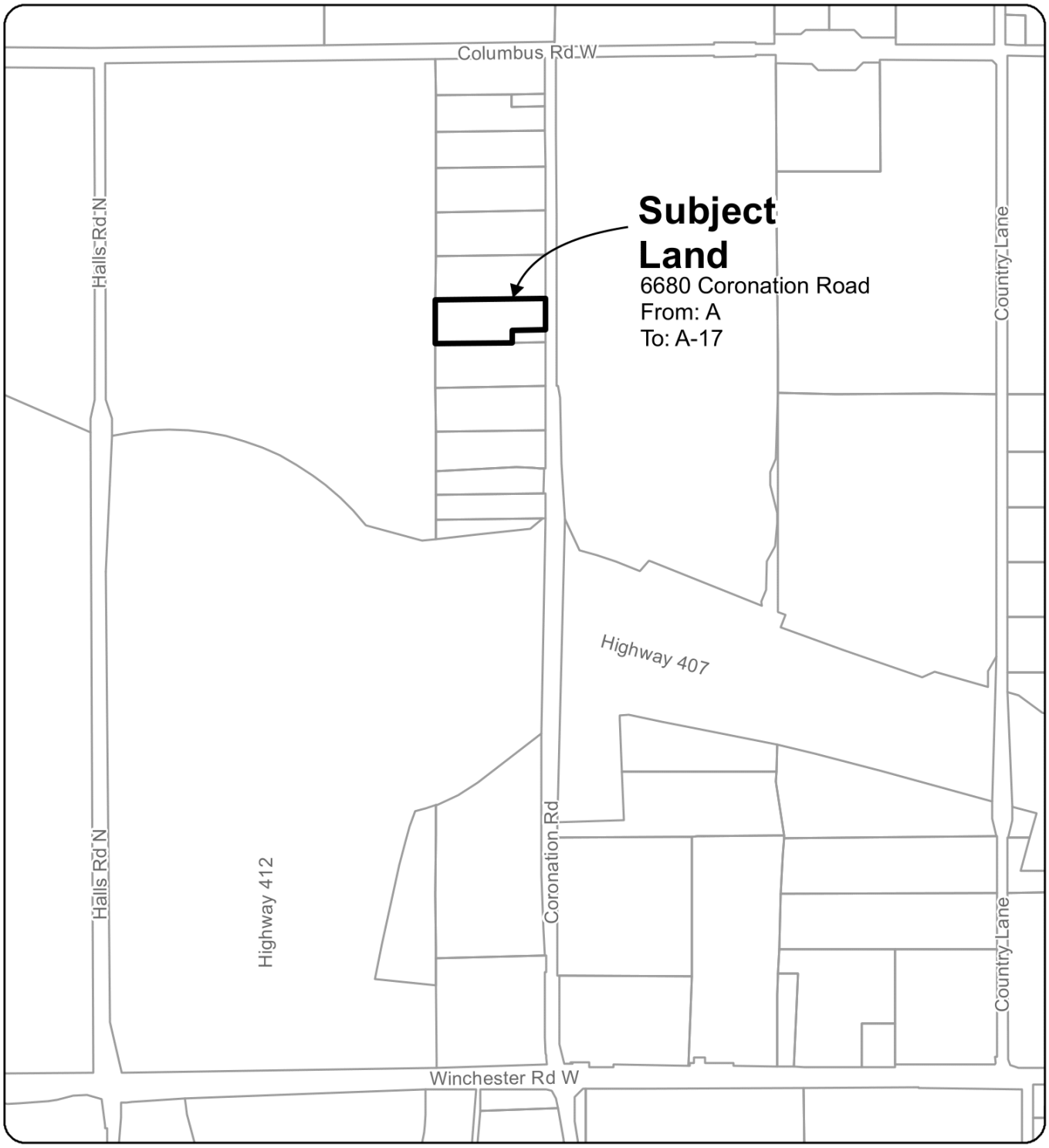
To By-law # 8232-25

This is Schedule A-1 to By-law # 8232-25 passed by the

Council of the Town of Whitby this 6th day of October, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8233-25

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”, and “MD-B-2” for the Subject Land shown on Schedule “A-1” attached to and forming part of this By-law.

1.2. Section 15.4.3 Residential – Brookin Zone Regulations to By-law # 1784 as amended, is hereby further amended by adding the following Exception to subsection 15.4.3 (c):

15.4.3 (c) Exceptions

(2) Exception 2: MD-B-2
7260 Baldwin Street North

1. Defined Area

The lands located at 7260 Baldwin Street North and zoned Medium-Density – Brooklin Zone Exception 2 (MD-B-2) shall be subject to the provisions as hereinafter contained. Matters not specifically dealt with in this By-law shall be governed by the relevant provisions of By-law #1784.

2. Uses Permitted

No person shall within any MD-B-2 Zone use any lot or erect, alter or use any building or structure except for one or more of the following uses:

All uses permitted within the MD-B Zone in accordance with Table 15.4(1) Uses Permitted in Residential – Brooklin Zones.

3. Zone Provisions

Notwithstanding any provisions of the By-law to the contrary, including any provisions of the MD-B Zone, for any use, building or structure in an MD-B-2 Zone, the following provisions shall apply to a Street Townhouse Dwelling Unit with an Integral Rear Garage:

Lot Area Minimum	95 m^2/unit
Lot Frontage Minimum	4.5 m/unit
Minimum Outdoor Private Amenity Space	9.0 m^2/unit

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

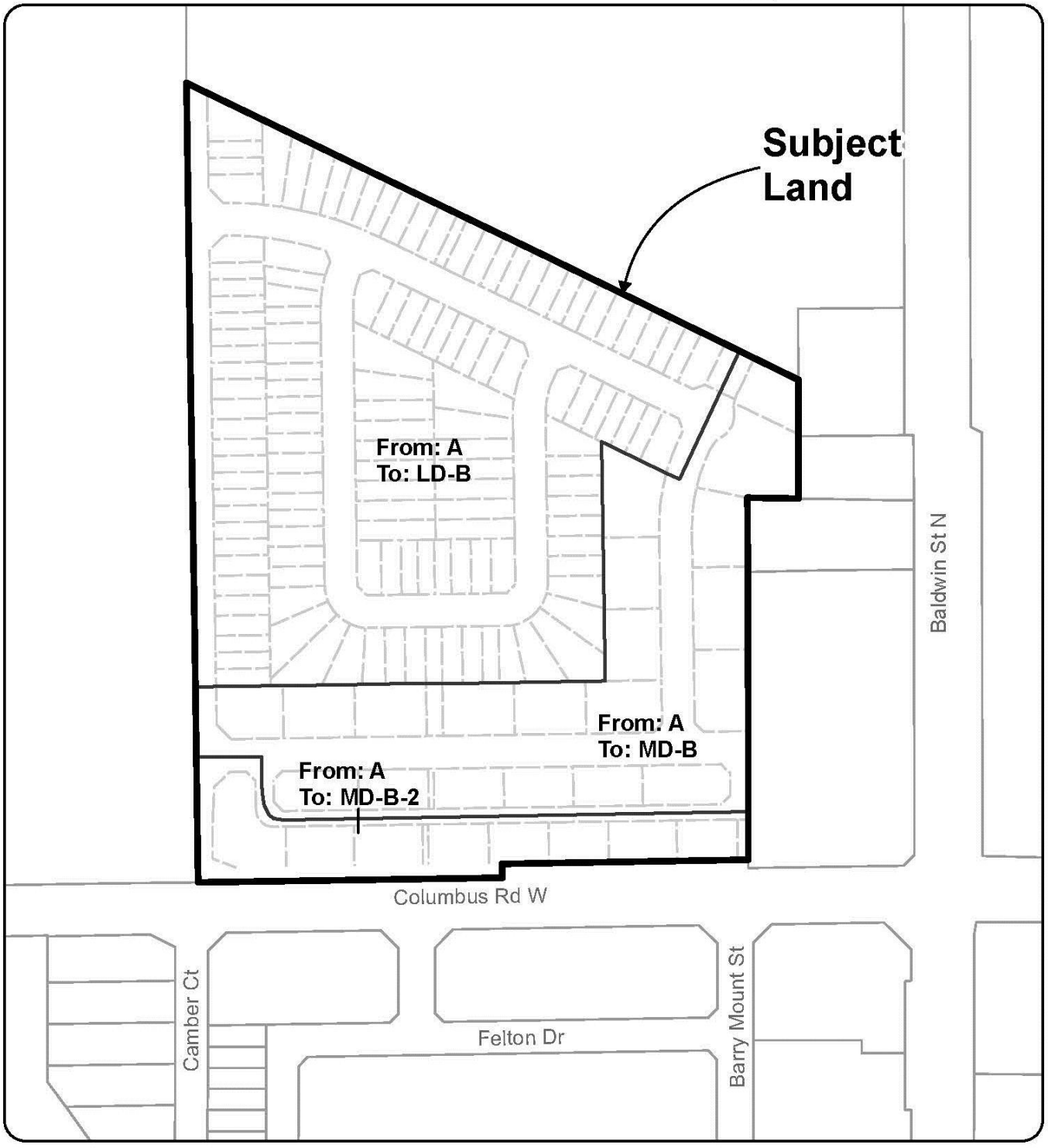
To By-law # 8233-25

This is Schedule A-1 to By-law # 8233-25 passed by the

Council of the Town of Whitby this 6th day of October, 2025.

Clerk

Mayor



Town of Whitby
By-law # 8234-25

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 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 A-18 for the land shown as the Subject Land on Schedule “A-1” attached to and forming part of this By-law.

1.2. Subsection 11(h) – Agricultural (A) Zone – Exceptions to By-law #1784, as amended, is hereby further amended by adding thereto the following Exception:

Exception 18 – A-18
1320 Brawley Road and 8100, 8200, 8300 Coronation Road

1. Defined Area

The lands located north of Brawley Road, west of an unopened portion of Coronation Road and zoned A-18 shall be subject to the provisions 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 subsection 11(a), the temporary use of a Seasonal Outdoor Commercial Events Venue/Facility for uses and/or activities such as a Halloween Walk shall be permitted on the property municipally known as 1320 Brawley Road and 8100, 8200, 8300 Coronation Road for the months of October to November in any calendar year.

3. Definition(s):

The following definition shall apply:

“Seasonal Outdoor Commercial Events Venue/Facility” means an area of land that is maintained and used for active and/or passive recreation or entertainment purposes including related incidental and accessory uses.

4. Zone Provisions That Do Not Apply

The following provisions shall not apply to the lands zoned A-18 by this By-law Amendment:

4 e) Frontage on a Public Street

5. Expiry Date

The temporary use of Seasonal Outdoor Commercial Events Venue/Facility shall cease to be in effect as of October 6th, 2028.

By-law read and passed this 6th day of October, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A-1

To By-law # 8234-25

This is Schedule A-1 to By-law # 8234-25 passed by the

Council of the Town of Whitby this 6th day of October, 2025.

Clerk

Mayor

