



Committee of the Whole Revised Agenda

Monday, October 27, 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 and/or a Delegation Request Form.

- **To submit written correspondence**, please email your correspondence to the Office of the Town Clerk at clerk@whitby.ca by noon on the day of the meeting. Correspondence must include your full name, address, and the item on the agenda that your correspondence is related to.
- **To speak during the Committee meeting either in-person or virtually**, please submit a Delegation Request Form online to the Office of the Town Clerk by 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. **Call of the Roll: The Clerk**
 3. **Declarations of Conflict of Interest**
 4. **Consent Agenda**
 5. **Planning and Development**
 - 5.1 Presentations
 - 5.2 Delegations

- *5.2.1 Ashlee Andrews, Resident (In-Person Attendance)
Re: Crossing Guard at the Intersection of Dryden Boulevard and Brookwood Boulevard

Refer to Item 5.5.2

- *5.2.2 Adam Lamplugh, Resident (In-Person Attendance)
Re: Crossing Guard at the Intersection of Dryden Boulevard and Brookwood Boulevard

Refer to Item 5.5.2

5.3 Correspondence

5.4 Staff Reports

- 5.4.1 PDE 10-25, Planning and Development (Engineering Services) Department Report
Re: Update to Traffic By-law 8059-24, On-Street No Stopping and No Parking Restrictions

Recommendation:

1. That Council approve the proposed amendments to the Traffic By-law (8059-24) to incorporate the proposes changes to Schedule "A" and Schedule "B", as identified in Attachment 1 to Report PDE 10-25;
2. That a by-law to amend By-law 8059-24 be brought forward for the consideration of Council; and,
3. That Report PDE 10-25 be forwarded to Durham Student Transportation Services (DSTS).

5.5 New and Unfinished Business - Planning and Development

- 5.5.1 Pre-Review of Ontario Housing Design Catalogue Housing Options
Moved by: Councillor Mulcahy

Recommendation:

Whereas Housing, Infrastructure and Communities Canada has released its housing design catalogue helping Canada build smarter homes; and,

Whereas the Housing Design Catalogue provides tools to increase housing options within existing neighbourhoods through gentle density; and,

Whereas communities across Canada are looking for new and innovative ways to bring housing to all Canadians; and,

Whereas the Government of Canada is drawing inspiration from the Canada Mortgage and Housing Corporation's post-war housing design catalogue, first developed between the 1940s and 1970s. The modern catalogue draws on lessons from our history and applies them to the housing challenges of today; and,

Whereas the catalogue offers 7 models for Ontario housing projects including varieties of Accessory Dwelling Units, Fourplexes, Sixplexes, and Stacked Townhouses; and,

Whereas the designs prioritize energy efficiency, accessibility, and livability, and they have been developed by local architects and engineers to comply with regional building codes; and,

Whereas the Housing Design Catalogue helps municipalities, builders and homeowners build more homes faster, and is ideal for encouraging gentle density and infill development; and,

Whereas the Town of Whitby Planning and Development Department is already implementing similar planning policies under the Provincial Planning Act; and,

Whereas streamlining new housing will allow the Town of Whitby to build faster.

Now therefore it be resolved:

1. That Staff be directed to report to Council on the Ontario Housing Design Catalogue housing options and a process for the Town to incorporate the Housing Design Catalogue into the Town's Building Permit Review and Approval process; and,
2. That a copy of this motion be sent to MP Ryan Turnbull, MPP Lorne Coe, AMO, OBCM, the Region of Durham, and the local municipalities in Durham Region.

5.5.2 Crossing Guard at the Intersection of Dryden Boulevard and Brookwood Boulevard

Moved by: Councillor Leahy

Recommendation:

1. That a Crossing Guard for the intersection of Dryden Boulevard and Brookwood Boulevard be approved to start in 2025;
2. That the estimated 2025 cost for the Crossing Guard, in the amount of \$3,000, be funded from the Town's contingency reserve, if required at the end of 2025; and,
3. That the Mayor be requested to include the headcount and annual cost, in the amount of \$17,000, for this Crossing Guard in the 2026 operating budget.

6. General Government

6.1 Presentations

6.2 Delegations

- *6.2.1 Jessica Street, Resident (In-Person Attendance)
Re: Elexicon Corporation Board Compensation

Refer to Item 6.5.1

- *6.2.2 Lynda Yardley, Resident (In-Person Attendance)
Re: Elexicon Corporation Board Compensation

Refer to Item 6.5.1

- *6.2.3 Jessica Street, Resident (In-Person Attendance)
Re: Support for the Great Lakes Resilient Infrastructure Fund

Refer to Item 6.5.2

6.3 Correspondence

6.4 Staff Reports

- 6.4.1 FS 44-25, Financial Services Department Report
Re: Procurement Reporting – Quarter 3, 2025

Recommendation:

That Report FS 44-25, Procurement Reporting - Quarter 3, 2025 be received for information.

*6.4.2 LS 04-25, Legal and Enforcement Services Department Report
Re: Business Licensing Proposed Amendments - Lodging House and New
Proposed Boarding House Provisions

Note: Report LS 04-25 was referred to Staff at the March 24, 2025 Regular Council Meeting to further examine the proposed lodging house and boarding house regulations with a view to including provisions to limit the number of lodging and boarding houses in close proximity to each other.

See also Confidential Memorandum circulated on the Confidential Correspondence Agenda from B. Harasym, Associate Solicitor and A. Gratton, Sr. Manager of Enforcement Services, dated October 27, 2025 regarding Update for New and Unfinished Business Item GG-0043 and Report LS 04-25 Re: Business Licensing Proposed Amendments - Lodging House and New Proposed Boarding House Provisions

Recommendation (Revised):

1. That Report LS 04-25 be received for information;
2. That the proposed amendments in Report LS 04-25 to the Business Licensing By-law # 5545-04, Schedule 8 “Lodging House”, be brought forward to a future Council meeting for consideration and adoption, substantially in accordance with Attachment 1 to Report LS 04-25;
3. That the proposed new Schedule 10 “Boarding House” to Business Licensing By-law # 5545-04, be brought forward a future Council meeting for consideration and adoption, substantially in accordance with Attachment 2 to Report LS 04-25;
4. That the proposed amendments identified in Table # 2 and Attachment 3 of Report LS 04-25 to the general provisions of the Business Licensing By-law #5545-04 be brought forward to a future Council meeting for consideration and adoption;
5. That the proposed Fees By-law amendments identified in Table # 4 of LS 04-25 are brought forward to Council for consideration and adoption; and,
6. That New and Unfinished Business Item GG-0043 be removed.

6.5 New and Unfinished Business - General Government

*6.5.1 Elexicon Corporation Board Compensation
Moved by: Councillor Leahy

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 approximately \$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, resulting in the cessation of coupon interest payments to the Town; 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 represent a reasonable and responsible step until dividend payments are restored.

Therefore be it resolved:

1. That the Town of Whitby endorse the principle of temporarily reducing the compensation of Elexicon Corporation Board members until such time as dividend payments are restored; and,
2. 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 at the next Annual General Meeting of Shareholders to implement a temporary seventy-five percent (75%) reduction in Board member compensation, effective immediately and continuing until dividend payments to shareholders resume; and,

3. That the Town of Whitby shareholder representative be respectfully requested by Council to vote in favour of the above-noted resolution when it is presented at the Elexicon Annual General Meeting of Shareholders; and,
4. That the Clerk of the Town of Whitby communicate that the Council of the Town of Whitby officially requests that quarterly and annual financial statements of Elexicon Corporation be provided to all shareholders on an ongoing basis, and that such quarterly financial reports be shared with Whitby Council.

***6.5.2 Support for the Great Lakes Resilient Infrastructure Fund**
Moved by: Councillor Leahy

Recommendation:

Whereas the Great Lakes and St. Lawrence Cities Initiative is advocating for the establishment of a Great Lakes Resilient Infrastructure Fund (GLRIF) in partnership with the Government of Ontario to assist municipalities across the Great Lakes and St. Lawrence River Basin in adapting to the growing impacts of extreme weather and improving the health of the watershed; and,

Whereas communities throughout the basin, including the Town of Whitby, are experiencing increased urban and coastal flooding, shoreline erosion, and infrastructure strain due to more frequent and severe weather events; and,

Whereas the proposed GLRIF represents a timely and necessary response to address gaps in existing infrastructure funding programs, particularly for municipalities with populations under 200,000, by supporting innovative and cost-effective approaches to enhance stormwater and wastewater system resilience; and,

Whereas in the Town of Whitby, we are advancing key actions of our Climate Emergency Response Plan, which includes initiatives to address riverine and coastal flooding; and,

Whereas one major action within this plan is the construction of a flood berm between Highway 401 and adjacent residential properties to mitigate flooding risks in the Michael Boulevard and Flemington Court area, a project that requires substantial capital investment; and,

Whereas the GLRIF would be instrumental in helping the Town implement this project and demonstrate leadership in sustainable, climate-resilient infrastructure; and,

Whereas the GLRIF would further enable municipalities like Whitby to identify and implement nature-based and sustainable solutions that

safeguard communities, support housing and economic development, and protect the Great Lakes ecosystem.

Therefore be it resolved that:

1. The Town of Whitby hereby expresses its strong support for the Great Lakes and St. Lawrence Cities Initiative's proposal to establish a Great Lakes Resilient Infrastructure Fund (GLRIF) with the Government of Ontario; and,
2. That a copy of this resolution be forwarded to the Great Lakes and St. Lawrence Cities Initiative, Mayor Mat Siscoe, Co-Chair, Great Lakes and St. Lawrence Cities Initiative and Mayor, City of St. Catharines, the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks, the Honourable Kinga Surma, Minister of Infrastructure, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland–Peterborough South, Lorne Coe, MPP for Whitby, and the Region of Durham and all Durham Region municipalities, for their information and support.

7. Adjournment

Town of Whitby

Staff Report

whitby.ca/CouncilCalendar



Report Title: Update Traffic By-law 8059-24, On-Street No Stopping and No Parking Restrictions

Report to: Committee of the Whole

Date of meeting: October 27, 2025

Report Number: PDE 10-25

Department(s) Responsible:

Planning and Development Department
(Engineering Services)

Submitted by:

Roger Saunders, Commissioner,
Planning and Development

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

For additional information, contact:

Peter Angelo, Director, Engineering
Services, x4918

Tara Painchaud, Senior Manager,
Transportation Services, x4937

1. Recommendation:

1. That Council approve the proposed amendments to the Traffic By-law (8059-24) to incorporate the proposed changes to Schedule "A" and Schedule "B", as identified in Attachment 1 to Report No. PDE 10-25.
2. That a By-law to amend By-law 8059-24 be brought forward for the consideration of Council.
3. That Report No. PDE 10-25 be forwarded to Durham Student Transportation Services (DSTS).

2. Highlights:

- No Stopping or No Parking restrictions have been requested by businesses, residents, Durham Student Transportation Services (DSTS), or by other Town of Whitby departments/divisions to improve safety and to better support enforcement efforts.

- Where restrictions have been requested in residential areas to support DSTS bus movements, the proposed times have been provided by DSTS to correlate with their student drop-off and pick-up times.
- The costs to implement the proposed restrictions are in the order of \$14,500 and will be funded from the Traffic Signage and Pavement Marking Initiatives capital account.

3. Background:

No Parking or No Stopping restrictions are requested for a variety of reasons. Where there is a significant amount of on-street parking, or where there is heavy vehicle/bus routing, restrictions have been requested to support the safe movement of vehicles or to support enforcement by Parking Services.

No Stopping is more restrictive than No Parking. A No Stopping restriction indicates that the driver cannot stop, even briefly, for any reason other than to avoid a collision, make way for an emergency vehicle, or obey a traffic control signal. No Parking allows for temporary stopping to actively drop off or pick up passengers or goods. A driver cannot park in a signed No Parking area to wait.

4. Discussion:

No Parking/Stopping restrictions have been requested by area businesses, residents, and DSTS. Transportation Services staff have reviewed the requests received and propose implementing signed restrictions to improve safety and maneuverability as outlined below. Refer to Attachment 2 for the respective locations.

4.1. Blenheim Circle, Breezewood Court and Settlers Court

Durham Student Transportation Services has requested No Parking restrictions on Blenheim Circle, Breezewood Court and Settlers Court as their bus drivers have reported difficulties maneuvering when vehicles are parked on both sides of the roadway and around the court. Challenges are exacerbated in the winter when snow is piled in the centre of the court and vehicles are also parked along the curb. The restrictions requested by DSTS are identified in **Table 1** and take into consideration the anticipated student pick-up and drop-off times.

4.2. Champlain Court

Champlain Court is a local road adjacent to Highway 401. Frequent use of the road as an alternative to highway rest stops is creating difficulties for deliveries to businesses on the road and impeding winter maintenance. As well, on multiple occasions, trailers have been left on the road. Area businesses and Parking Services have requested that No Parking restrictions be implemented to reduce the daily on-street parking and improve the ability for Parking Services to provide enforcement more efficiently.

4.3. Conlin Road

Conlin Road has an on-road bike lane that is well used by cyclists. Staff have been advised that the bike lane is regularly blocked by heavy vehicles stopped in the vicinity of adjacent businesses. The high demand of cyclists and frequent conflicts with parked vehicles support the proposed No Stopping restriction.

4.4. Finnegan Place

Residents of Finnegan Place have requested that parking restrictions be enacted adjacent to Fallingbrook Street as parents are using the street for student drop-offs, creating congestion and unsafe conditions. Given the road alignment of Finnegan Place, residents feel that it is unsafe to navigate the bend when parking congestion limits the road to a single lane.

4.5. Garrard Road

The cycling facilities on Garrard Road are currently urban paved shoulders. Parking creates a situation where cyclists must leave the shoulder and enter into the travel lane to go around parked vehicles. Often the vehicles in this area are heavy vehicles, which increases the risk to cyclists. Garrard Road is identified in the Town's Active Transportation Plan for on-road bike lanes and will connect to the Kent Mills Road multi-use path providing broader connectivity across Whitby.

4.6. Mary Street

Mary Street is currently an urban paved shoulder that is well used by cyclists for east-west connectivity. Although there are currently some No Parking restrictions, it is inconsistent across the corridor. This update to the Traffic By-law proposes to standardize the No Parking restriction. As there are many homes along the corridor, a No Parking restriction is proposed to allow for deliveries, etc.

4.7. Water Street

Water Street currently has a No Stopping restriction on the north side of the road. As a result of parking on the south shoulder (rural cross section), they have been degraded and rutting and ponding is occurring. The south side is currently signed No Stopping through a temporary by-law. Therefore, it is recommended that the No Stopping restriction be extended to the south side of the road on a permanent basis. It is also noted that there is parking available in adjacent parking lots on the north and south sides of Water Street.

Further, the No Stopping restriction will support the future Water Street design and construction.

The proposed restrictions and rationale are provided in Table 1.

Location	Proposed Restriction	Rationale
Blenheim Circle East and south sides	No Parking Sept-June Mon-Fri 7:00 – 9:30 AM 2:00 – 4:30 PM	Requested by DSTS to support school bus movements
Breezewood Court Cul-de-sac bulb	No Parking Sept-June Mon-Fri 7:00 – 9:30 AM 2:00 – 4:30 PM	Requested by DSTS to support school bus movements
Champlain Court	No Parking Anytime	Requested by local businesses to facilitate deliveries. Trailers have been left on the road impeding winter maintenance.
Conlin Road Between Thickson Road and Oshawa City Limits	No Stopping Anytime	Support on-road cycling
Finnegan Place South side, from Fallingbrook Street to a point 60 metres west	No Parking Sept-June Mon-Fri 8:30 – 9:15 AM 11:30 – 12:30 AM 3:00 – 3:45 PM	Congestion due to adjacent school site circulation
Garrard Road Conlin Road to north terminus	No Stopping Anytime	Support on-road cycling

Location	Proposed Restriction	Rationale
Mary Street Both sides of road between Garden Street and Euclid Street, except where on-street parking is delineated	No Parking Anytime	Support on-road cycling, update existing restrictions to offer consistency across the corridor
Settlers Court Cul-de-sac bulb	No Parking Sept-June Mon-Fri 7:00 – 9:30 AM 2:00 – 4:30 PM	Requested by DSTS to support school bus movements
Water Street South side between Brock Street South and South Blair Street	No Stopping Anytime	Deteriorated shoulders of the rural cross-section and support future design and construction.

5. Financial Considerations:

The cost of manufacturing and installing the No Parking/No Stopping signage is estimated to be in the order of \$14,500 for all the locations identified in Table 1.

Subject to Council approval of the by-law amendments the required funds to supply and install the required signage will be funded from the capital budget Account No. 40236405 for Traffic Signage and Pavement Marking Initiatives. Budget in this project was approved through the 2025 capital budget process and funded by the Asset Management Reserve Fund.

6. Communication and Public Engagement:

Not Applicable.

7. Input from Departments/Sources:

Operational Services staff will be requested to install the No Stopping and No Parking signage. Where possible existing posts will be used for signage.

Parking Services staff have reviewed Staff Report PDE 10-25 and provided feedback. Enforcement of the proposed restrictions will be through Parking Services.

8. Strategic Priorities:

The recommendations of Report PDE 10-25 supports numerous Pillars. Pillar 1 and Pillar 2 of Whitby's Community Strategic Plan: "Whitby's neighbourhoods – Safe, Healthy and Inclusive" and "Whitby's Natural and Built Environment – Connected and Resilient" by facilitating student transportation, providing clear passage of active transportation facilities, and reducing congestion on Town roads. Pillar 4, which takes into consideration responding to the community while also considering the impact on the taxpayer, is also supported in the recommendations of the report.

In addition, sustainable transportation such as supporting cycling is a key sustainability principle.

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

9. Attachments:

Attachment 1 – Draft Traffic By-law

Attachment 2 – Location Drawings



Town of Whitby By-law # XXXX-25

Traffic By-law Amendment

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

Whereas the Council of The Corporation of the Town of Whitby has passed By-law # 8059-24 to regulate traffic and parking on highways in the Town of Whitby and considers it desirable to amend the provisions of the By-law;

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

1. General

1.1. That Schedule A, No Stopping, is hereby amended, as described in Schedule A hereto attached.

1.2. That Schedule B, No Parking, is hereby amended, as described in Schedule B hereto attached.

2. Effective Date

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

By-law read and passed this 10th day of November, 2025.

Elizabeth Roy, Mayor

Christopher Harris, Town Clerk

Schedule A

Schedule A, No Stopping, to By-law # 8059-24 is further amended by deleting therefrom the following:

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Water Street	North	Brock Street and South Blair Street	Anytime

Schedule A, No Stopping, to By-law # 8059-24 is further amended by adding thereto the following:

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Conlin Road	Both	Thickson Road and Whitby-Oshawa Boundary	Anytime
Garrard Road	Both	Conlin Road and north terminus	Anytime
Water Street	Both	Brock Street and South Blair Street	Anytime

Schedule B

Schedule B, No Parking, to By-law # 8059-24 is further amended by deleting therefrom the following:

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Mary Street East	North	Brock Street North and Garden Street	Anytime
Mary Street East	South	Pine Street and Garden Street	Anytime
Mary Street East	South	Perry Street and 27 m east	Anytime
Mary Street West	North	Brock Street North and Byron Street North	Anytime
Mary Street West	South	Byron Street North and Palace Street	Anytime

Schedule B, No Parking, to By-law # 8059-24 is further amended by adding thereto the following:

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Blenheim Circle	East and South Side	Ouellette Drive and Dagenham Circle	Sept-June Mon-Fri 7:00 – 9:30 AM and; 2:00 – 4:30 PM
Breezewood Court	Bulb of cul-de- sac	N/A	Sept-June Mon-Fri 7:00 – 9:30 AM and; 2:00 – 4:30 PM
Champlain Court	Both	Hopkins Street and west limit	Anytime

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Prohibited Times or Days
Finnegan Place	South	Fallingbrook Street and 60 m west	Sept-June Mon-Fri 8:30 – 9:15 AM 11:30 – 12:30 AM 3:00 – 3:45 PM
Mary Street	Both	Garden Street and Perry Street	Anytime
Mary Street	North	Perry Street and Byron Street	Anytime
Mary Street	Both	Byron Street and Euclid Street	Anytime
Mary Street	South	Euclid Street and Palace Street	Anytime
Settlers Court	Bulb of Cul- de-sac	N/A	Sept-June Mon-Fri 7:00 – 9:30 AM and; 2:00 – 4:30 PM



Legend:



No Parking
Sept - June
Mon - Fri
7:00 - 9:30 AM
2:00 - 4:30 PM



Proposed No Parking - Blenheim Circle

Attachment 2
PDE 10-2025



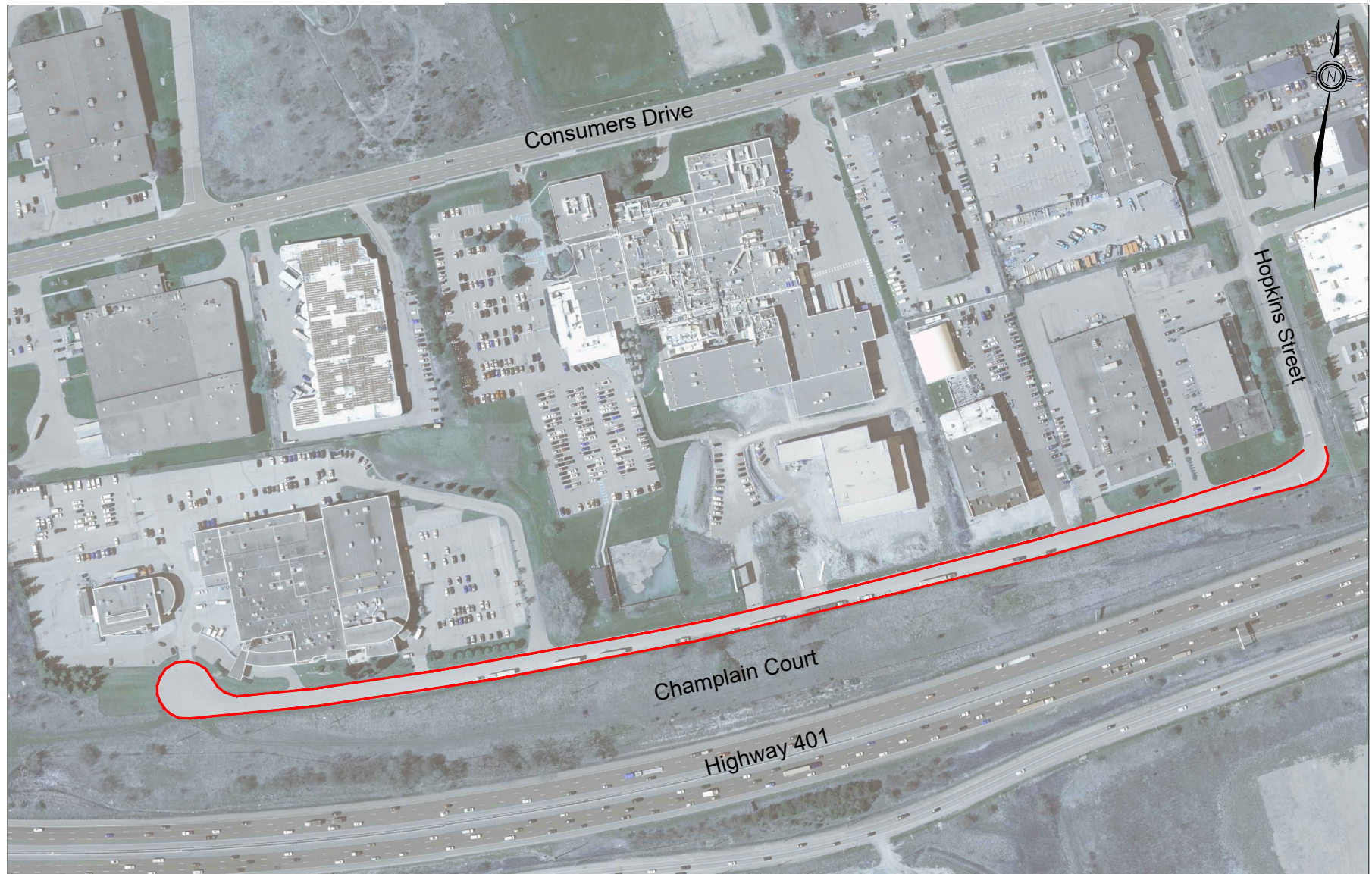
Legend:



No Parking
Sept - June
Mon - Fri
7:00 - 9:30 AM
2:00 - 4:30 PM

Proposed No Parking - Breezewood Court and Settlers Court

Attachment 2
PDE 10-2025



Legend:



No Parking Anytime



Proposed No Parking - Champlain Court

Attachment 2
PDE 10-2025



Legend:

 No Stopping Anytime

Proposed No Stopping - Conlin Road

Attachment 2
PDE 10-2025



Legend:



No Parking
 Sept - June
 Mon - Fri
 8:30 - 9:15 AM
 11:15AM - 12:45 PM
 3:00 - 3:45 PM

Proposed No Parking - Finnegan Place

Attachment 2
 PDE 10-2025

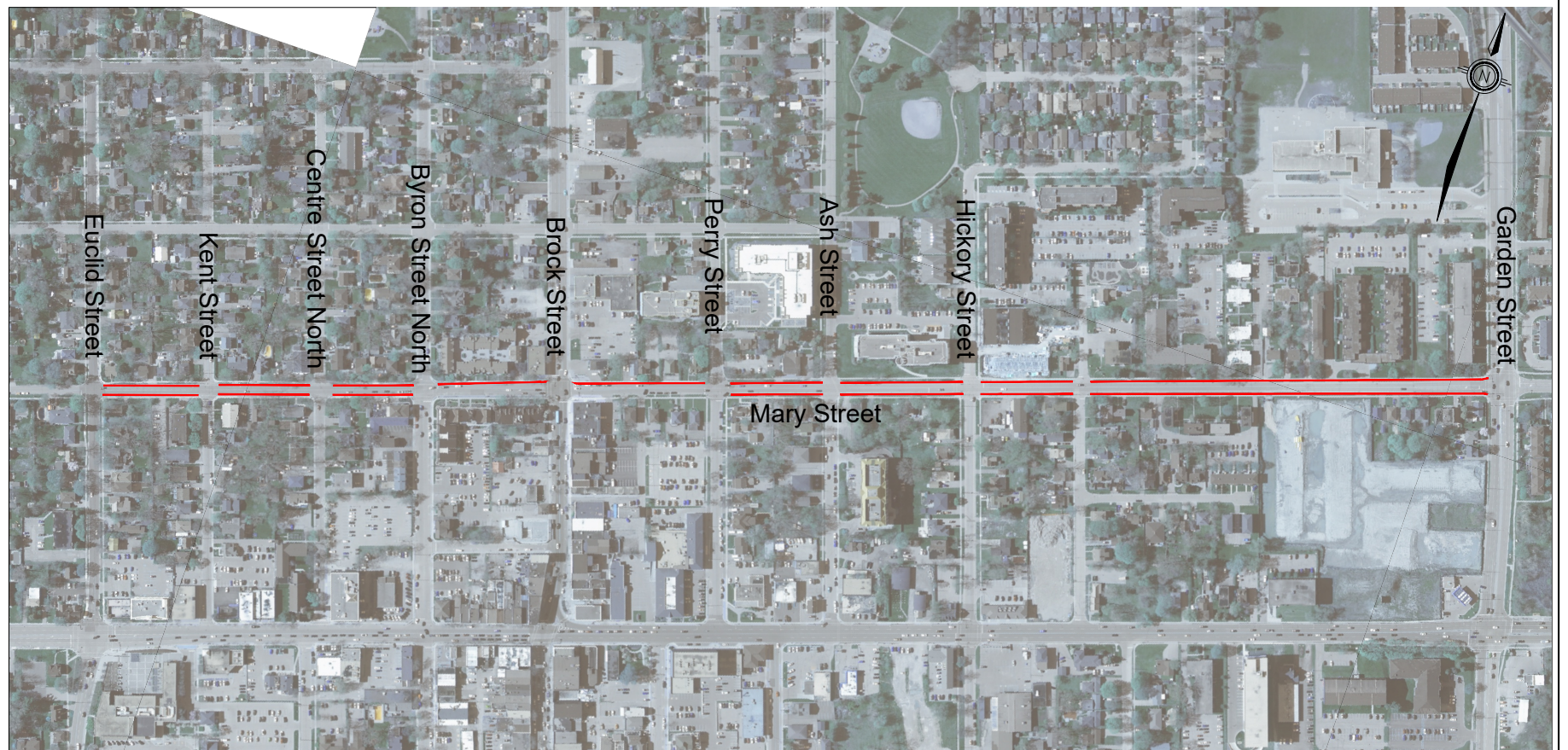


Legend:

— No Stopping Anytime

Proposed No Stopping - Garrard Road

Attachment 2
PDE 10-2025



Legend:

— No Parking Anytime

Proposed No Parking - Mary Street

Attachment 2
PDE 10-2025



Legend:

— No Stopping Anytime

Proposed No Stopping - Water Street

Attachment 2
PDE 10-2025

New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
P&D-0004	Automated Speed Cameras on Town Roads	That staff report to Council on the feasibility and cost of adopting an Automated Speed Enforcement program on Town Roads in School Safety Zones and Community Safety Zones.	29 Nov 2021	06 Mar 2023	27 Oct 2025	ASE is being considered through the Traffic Calming Policy. A Draft Traffic Calming Policy and Guidelines were brought forward in Report PDE 09-25. The Final Traffic Calming Policy and Guidelines will be brought to Council for consideration in Fall 2025
P&D-0005	Planning and Development (Engineering Services) Department Report, PDE 02-22 Re: Boulevard Permit Parking Program	That Report PDE 02-22 be referred to Staff to review concerns raised by the Committee.	28 Feb 2022	13 Mar 2023	24 Nov 2025	Boulevard parking will be reviewed and considered as part of the residential parking permit program.
P&D-0007	Thistledown Crescent Emergency Access Review	That Staff be directed to report on the following issues: c. Following the opening of Thistledown Crescent to Taunton Road, the implementation of a monitoring program with 24/7 traffic counter device to obtain traffic data on speed, volumes, and other metrics and report back to Council within one year of the road opening regarding the traffic impacts of the development and whether any additional traffic calming measures are required.	07 Mar 2022	TBD		The road has not been constructed. Monitoring, through Radar Message Boards, and observations will occur following the opening of the roadway. Timing is currently unknown. Date to report back will continue to be delayed until construction/opening is known.

New and Unfinished Business - Planning and Development

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
P&D-0019	PDE 05-24, Planning and Development (Engineering Services) Department Report Re: Update Traffic By-law - No Parking on Hunter Street	This item was deferred at the Committee of the Whole meeting on June 10, 2024 to a future meeting to allow Town Staff and affected residents an opportunity to meet and review.	24 Jun 2024	28 Oct 2024	27 Oct 2025	Further delay until planning pre-consultation resolved.

Town of Whitby Staff Report

whitby.ca/CouncilCalendar



Report Title: Procurement Reporting – Quarter 3, 2025

Report to: Committee of the Whole

Date of meeting: October 27, 2025

Report Number: FS 44-25

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 44-25, Procurement Reporting - Quarter 3, 2025 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.
- As shown in Table 1 in the Discussion section of this report, there were four (4) procurement awards \$250,000 or above in quarter 3, 2025.
- In accordance with report PDE 02-25, staff exercised delegated authority to award a single source contract to Stantec Consulting, in the amount of \$833,000, on October 9, 2025. The award is related to the Columbus Road Phase 1 (Country Lane to Ashburn Road) project which is partially grant-funded.

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.

4. Discussion:

As shown in Table 1, the following four (4) projects were competitively bid by the Procurement Division and awarded by staff in accordance with the Procurement Policy in Quarter 3 (July 1 – September 30), 2025:

Table 1 Q3 – Procurement awards \$250,000 or above

Project	Successful Bidder	Awarded Total Procurement Value (Before Tax)	Award Date
GPO-3-2024 - FIRE TRAINING TOWER	Jahnke & Sons Construction, Inc.	\$ 1,344,845.64	July 7, 2025
GPO-11-2025 - Supply & Delivery of One (1) Vacuum Street Sweeper	Joe Johnson Equipment	\$ 559,320.00	July 15, 2025
GPO-9-2025 - Supply & Delivery of Chipper Bucket Truck	Currie Truck Centre	\$ 361,037.00	July 15, 2025
T-30-2025 Utility Servicing – Columbus Road	Black & McDonald Limited	\$ 1,577,904.64	July 25, 2025

Additionally, staff exercised delegated authority by awarding a Single Source contract to Stantec Consulting in the amount of \$833,000 related to the Columbus Road Phase 1 (Country Lane to Ashburn Road) project. This award normally would require Council approval beforehand. However, to ensure this project adheres to the grant timing requirements, staff were provided delegated authority (in the May 12, 2025 [Staff Report PDE 02-25](#)) to award procurements related to this project that normally would require Council approval beforehand with the requirement to update Council at the earliest opportunity following the event.

On October 9, 2025, staff exercised the delegated authority noted above to award a single source contract to Stantec Consulting in the amount to \$833,000. In accordance with Schedule C – Limited Tendering: Single/Source of the Procurement Policy, the Engineering department provided the following rationale to support a single source aware:

- When the extension of an existing contract would prove more cost effective or beneficial if the change of supplier would cause significant inconvenience or duplication of costs.

- Efficiency in extending an existing contract – Stantec has been engaged by the Brooklin North Landowners Group (BNLG) to complete the detailed design for Columbus Road from Country Lane to Garrard Road. The Town and BNLG has entered into a funding agreement for BNLG to complete the detailed design and for the Town to reimburse BNLG for the detailed design costs. The extension of this contract to accelerate the detailed design for the Phase 1 work will achieve the timing restrictions of the Housing-Enabling Core Servicing (HECS) Grant (March 2028).
- Change in supplier would cause significant inconvenience or duplication of costs – A change in consultant at this stage of the detailed design will have a significant impact on the overall schedule and cost of the project, as the Town will require time to prepare an RFP and the new consultant would need to familiarize themselves on the project. This will impact the project schedule and timing requirements for the HECS grant. Utilizing Stantec to complete this accelerated work for Phase 1 will provide savings to the Town as well as adhere to the timing restrictions of the grant.

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: Business Licensing Proposed Amendments- Lodging House and New Proposed Boarding House provisions

Report to: Committee of the Whole

Date of meeting: March 3, 2025

Report Number: LS 04-25

Department(s) Responsible:

Legal and Enforcement Services

Submitted by:

Francesco Santaguida, Commissioner of
Legal and Enforcement Services/Town
Solicitor

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

For additional information, contact:

Andre Gratton, Sr. Manager of
Enforcement Services

1. Recommendation:

1. That Report LS 04-25 be received for information.
2. That the proposed amendments to Business Licensing By-law # 5545-04, Schedule 8 "Lodging House", be brought forward to the next Council meeting on March 24, 2025, for consideration and adoption, substantially in accordance with Attachment 1 to this Report.
3. That the attached proposed new Schedule 10 "Boarding House" to Business Licensing By-law # 5545-04, be brought forward to the next Council meeting on March 24, 2025, for consideration and adoption, substantially in accordance with Attachment 2 to this Report.
4. That the proposed amendments to the general provisions of the Business Licensing By-law captured in Table # 2 and Attachment 3, are brought forward to Council for consideration.
5. That the proposed Fees By-law amendments captured in Table # 4 are brought forward to Council for consideration.

6. That item number GG-0034 on the New and Unfinished Business – General Government listing be removed.

2. Highlights:

- The current Business Licensing By-law # 5545-04 (the “By-law”) which includes provisions to regulate Lodging Houses was enacted in 2004 and has been amended several times.
- The Town currently has two (2) licensed Lodging Houses.
- During the recent investigation of a Lodging House, staff identified concerns with the implementation of these provisions, as well as conflicts with applicable legislation.
- Proposed amendments to Schedule 8 of the By-law relating to the regulation of a “Lodging House” (“Schedule 8”) look to eliminate the identified conflicts between the *Municipal Act, 2001* and the *Ontario Fire Code, (O.Reg. 213/07)*.
- The proposed new Boarding House Schedule will look to regulate the room and board scenarios, establishing acceptable total units in a dwelling, the size, maximum occupancy etc.
- Staff estimate there are seven (7) properties that will be required to obtain a Boarding House Licence

3. Background:

The Town of Whitby enacted the Business Licensing By-law # 5545-04 in 2004. The By-law has been amended on several occasions for various required updates. In 2023/2024 while investigating a formal complaint about the operation of a Lodging House, staff identified conflicts between the by-law and legislation that governs Lodging Houses. This created confusion for the applicant/owner of the Lodging House, leading to several discussions/meetings about which provisions took precedence.

The Lodging House discussed above formally requested an exemption to the Business Licensing By-law. The result was Council adopted the below resolution. Items # 1-3 were actioned and resolved, and staff authored this report in response to items # 4-5.

Resolution #61-24

Re: Business Licensing Bylaw Exception Request - 417 Byron Street North

1. That this report be received for information;
2. That an exemption to Business Licensing By-law # 5545-04, as amended, be granted for 417 Byron Street upon the conditions set out in this Report;
3. That staff be directed to bring an amendment to the Business Licensing By-law # 5545-04, as amended, to codify this exemption and conditions for the March 18, 2024, Council meeting, save and except condition 2;

4. That Council direct staff to review the lodging house provisions within the Business Licensing by-law and report back on the merits of amending the By-law to ensure consistency with other applicable provincial legislation; and,
5. That Council direct staff to review the merits of adding provisions/schedules to the Business Licensing By-law to regulate Rooming Houses in the Town of Whitby.

4. Background:

Lodging House Schedule 8

Staff began by actioning item #4, collaborating with Whitby Fire and Emergency Services to review the provisions of Schedule 8. The review was meant to identify and resolve all conflicting provisions between the By-law and the *Fire Code*.

The principal conflict is that the Ontario Fire Code's ("OFC") definition of Boarding, Lodging and Rooming houses is built on the premise that the residents do not require personal care or treatment because of age, mental or physical limitations. This directly contradicts the definition of "personal care" and other provisions contained in the Schedule 8. Personal care within the OFC is based upon assistance with evacuation.

Please see definitions included below.

Schedule 8 definition: "personal care" means care, supervision and assistance in the routines of daily life required due to the effects of age or disability of body or mind and includes, but is not limited to, assistance with dressing, care and cleanliness of the body, mobility needs and administration of medication.

OFC definition: "personal care" means care, supervision and assistance to persons based on physical or cognitive limitations who require assistance evacuating.

Staff recommend the amendments proposed in Table #1, below, to the provisions in Schedule 8 to assist with reducing the conflicting terminology and harmonize the By-law with applicable legislation.

Table # 1

Current Section	Proposed section	Proposed Amendment/comments
N/A	To be amended as section 1 (a)	"home for special care" means a home for the care of persons requiring nursing, residential or sheltered care. Addition- to assist with differentiate personal care vs. residential care
N/A	To be added as section 1 (b)	"lodged for hire" means where logging is provided on a temporary or permanent basis in return for remuneration or the provision of services or both.

Current Section	Proposed section	Proposed Amendment/comments
		Addition- to harmonize with OFC and to add clarification.
1 (c) Schedule 8	1 (b) to be renumbered	"personal care" means care, supervision and assistance to persons based on physical or cognitive limitations who require assistance evacuating. Revision- Harmonized with OFC
3.1 (e)	Same	There shall be an adequate supply of clean linen and blankets for each bed. Bedsheets shall be changed at least once a week or with such greater frequency as may be necessary. The keeper shall maintain a log which demonstrates compliance with the aforementioned; and Revision- language added to assist with enforcement and hold owners/keepers accountable and hygiene provisions.
N/A	To be added as 5 (c)	Maintain a log/cleaning records to demonstrates compliance with subsection b) which are available forthwith to an Officer for inspection. Addition- Added language to assist with enforcement and hold owners/keepers accountable to health and hygiene provisions.
8 (d)	8 (d); and Amendment to add subsection (e).	(d) washed as frequently as necessary to maintain an odour free condition; and (e) kept on a portion of the property that is screened from public Revision- subsection d) Revised for consistency with Property Standards provisions. Addition- subsection e) to be added for consistency with Property Standards provisions.
Heading for Section 9	Same	<u>Personal Care to Care</u> Revision- revised due to changing of personal care definition to harmonize with OFC.
11.1	Same	less than five (5) residents vs. current less than four (4) Revision- Revised to harmonize OFC language.

Proposed General Provisions amendments

Table # 2

Current Section	Proposed section	Proposed Amendment/comments
1 j) of General provisions	Same	“Lodging house” means any house or other building or a portion of it that does not exceed 3 storeys, and the area does not exceed 600m² in which less than five (5) residents are lodged for hire but does not include a hotel, hospital, nursing home, home for the young or the aged or institution if it is licenced, approved or supervised under any act other than the Municipal Act, 2001, 5.0. 2001, c.25, as amended, or any successor legislation in substitution thereof. Revision- to harmonized with and for greater clarity
N/A	11.1	Administrative Penalty System (a) 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 “A” to this By-Law. (b) Tiered and Escalating Penalties: If a person receives a Penalty Notice in accordance with the Town’s Administrative Penalty By-law for an offence, the person shall be liable to pay to the Town a tier one (1) administrative penalty amount for that offence as specified in Schedule “A” to this By-law. If a person receives an additional Penalty Notice for the same offence within ninety (90) calendar days or less from the date of the Penalty Notice containing a tier one (1) administrative penalty amount, the person shall be liable to pay to the Town a tier two (2) administrative penalty amount for that offence as specified in Schedule “A” to this By-law. If the person receives a subsequent Penalty Notice for the same offence within ninety (90) calendar days or less of the Penalty Notice containing a tier two (2) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “A” to this By-law. If the person receives any subsequent Penalty Notices for the same offence within one hundred and eighty (180) calendar days or less from the date of the Penalty Notice containing a tier three (3) administrative penalty amount, the person shall be liable to pay to the Town a tier three (3) administrative penalty amount for that offence as specified in Schedule “A” to this By-law.

		(c) The making of a false or intentionally misleading recital of fact, statement or representation in any agreement, statutory declaration or application form required by this By-law shall be deemed to be a contravention of the provisions of this By-law. (d) Every person shall comply with the provisions of this by-law applicable to him/her whether or not he/she is licensed under this By-law.
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Boarding Houses

Staff began actioning item # 5 of Resolution #61-24, by consulting with the Planning and Development Department to determine what zoning provisions exist for Rooming Houses. As “Rooming House” is not a defined term within the Town’s Zoning By-law, staff proceeded with the term “Boarding House” which is mentioned within several definitions. In General, the terms Boarding, Lodging and Rooming Houses at times are used synonymously, although they can be different if defined as such.

Currently the term Boarding is integrated within several definitions and is linked to the term Lodging but it is not an exclusively defined term. As such, Boarding Houses would be permitted in all zones which permit Lodging Houses. In Zoning By-law # 2585 (Downtown Whitby), Boarding and Lodging Houses are permitted in the following zones: R4, R5, R3-DT, R4-DT, R5-DT, R6-DT. They are not permitted in Zoning By-Law # 1784 (Former Township of Whitby) or Zoning By-law # 5581-05 (Oak Ridges Moraine). Lodging is differentiated from Boarding in the Town of Whitby through the defined terms contained in the Business Licensing By-law.

Staff completed a review of comparative municipalities in the Region for applicable municipal by-laws and provisions to determine the merits of adding provisions/schedules to the Town’s Business Licensing By-law to regulate Boarding Houses in the Town of Whitby.

Staff discovered the following:

Table 3

Municipality	Regulates Rooming/Boarding Lodging House	Comments
Pickering	No	Pickering does not licence rooming houses. Will be included Comprehensive Zoning By-law Review in which rooming house will be defined and permitted zones will be established. Rooming houses need to conform to Building and Fire Code.
Oshawa	Yes, through Rental provisions contained in the Business Licensing By-law.	
Ajax	Yes, through stand alone by-law and through Zoning by-law	Definition of lodging house states – “includes, without limitation, a rooming house, and a boarding house, a fraternity house.
Clarington	Yes, Zoning alone	Regulated through Zoning. No business licensing for lodging, boarding/rooming houses.

Staff reviewed the applicable provisions contained within the regional municipalities to develop the attached proposed Boarding House By-law Schedule 10 based on the best practices and provisions of the neighbouring municipalities.

Staff also consulted recent metrics (complaints) about Boarding Houses, which revealed that seven (7) were reported to be in operation in 2024.

Staff recommend that amending the Business Licensing By-law by adding provisions to regulate Boarding Houses is in the best interest of the community and to ensure the health and safety of the occupants. Additionally, staff recommend that the By-law be enacted effective September 2, 2025, to allow for communication to stakeholders regarding the changes, and for staff to develop the administrative documents and facilitate technological improvements.

Staff recommend the below amendments are made to the Town's Fees and Charges By-law # 7220-17, as amended, to incorporate the new system of licensing Boarding Houses.

Table # 4

Category: Other Licences						
Fee No.	Fee Title	Fee Basis	HST	2025 Fee	2026 Proposed Fee	2027 Proposed Fee
BYL-34	Boarding House Licence	Per Licence	No	\$500.00	\$525.00	\$551.25
BYL-35	Boarding House Renewal	Per Licence	No	\$350.00	\$367.50	\$385.88
BYL-36	Boarding House Licence- Violation	Per Licence	No	\$1,000.00	\$1,050.00	\$1,102.50
BYL-37	Updated Boarding House Licence	Per Document	No	\$15.00	\$15.75	\$16.54
BYL-38	Replacement Licence	Per Document	No	\$15.00	\$15.75	\$16.54

5. Financial Considerations

The proposed new fees related to the licensing of Boarding Houses will recover the Town's costs to implement the Boarding House licensing program. Based on seven (7) Boarding House registrations, licensing revenue is projected to be \$3,500 (= 7 x \$500) and \$2,572, annually for license renewals.

6. Communication and Public Engagement:

The proposed changes are minor in nature and are meant to harmonize conflicting jurisdiction and improve conditions for residents of lodging and boarding houses. The By-law amendments do not change the fundamental premise of the Business License by-law. Staff will work with Corporate Communications regarding messaging these changes to stakeholders in this area.

7. Input from Departments/Sources:

Staff have discussed the recommendations contained in this Report with the Fire and Emergency Services Department and the Planning and Development Services Department.

8. Strategic Priorities:

4.4.1 Deliver services that respond to community needs while balancing the impact to taxpayers

9. Attachments:

Attachment # 1 – Amended Lodging House Schedule 8 provisions

Attachment # 2 – Proposed New Boarding House Schedule 10 provisions

Attachment # 3 – Schedule “A” Business Licensing Administrative Penalties

Schedule "8"

To

By-Law No. 5545-04

Relating to Lodging Houses

Whereas the Council of the Corporation of the Town of Whitby considers it desirable to licence and impose conditions on lodging houses for the purposes of health and safety and consumer protection;

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

1. In this Schedule,

(1) "home for special care" means a home for the care of persons requiring nursing, residential or sheltered care.

"lodging house" means any house or other building or a portion of it that does not exceed 3 storeys, and the area does not exceed 600m² in which less than five (5) residents are lodged for hire but does not include a hotel, hospital, nursing home, home for the young or the aged or institution if it is licenced, approved or supervised under any act other than the Municipal Act, 2001, 5.0. 2001, c.25, as amended, or any successor legislation in substitution thereof.

(2) "lodged for hire" means where logging is provided on a temporary or permanent basis in return for remuneration or the provision of services or both.

(revised b) "personal care" means care, supervision and assistance to persons based on physical or cognitive limitations who require assistance evacuating.

Lodging House Licence

2. No person shall establish, operate, maintain or keep a lodging house within the corporate limits of the Town of Whitby except under the authority of a licence issued under this by-law.
3. Every keeper of a lodging house shall provide accommodation and furnishing in and about the house in accordance with the following standards:
 - (1) Bedroom
 - (a) Every bedroom shall comply with the Building Code Act, 1992, and regulations made thereunder as may be amended from time to time and any successor legislation in substitution thereof;
 - (b) Not more than four unrelated residents shall occupy any one bedroom;
 - (c) Every bedroom shall be furnished with a bed, chair, closet and chest of drawers for each unrelated resident occupying the bedroom;
 - (d) No bed shall be closer than 75 centimetres (30 inches) to any other bed and bunk-beds and cots shall not be permitted;
 - (e) There shall be an adequate supply of clean linen and blankets for each bed. Bedsheets shall be changed at least once a week or with such greater frequency as may be necessary. The keeper shall maintain a log which demonstrates compliance with the aforementioned ; and,
 - (f) No cooking facilities shall be permitted in any bedroom.

(2) Dining Room

Every lodging house in which meals are provided shall contain a dining room which shall be separate from other rooms in the house and shall contain at least .95 square metres (10.2 square feet) of floor space for each resident to a maximum of 50% of the total number of permitted residents. Every dining room shall be capable of accommodating at one sitting at least 50% of the permitted residents of the house.

(3) Sitting Room

An indoor sitting room shall be provided in addition to bedroom space and dining room space.

(4) Outdoor Sitting Area

An outdoor sitting area shall be provided and such area shall be clean, accessible and partially shaded and contain seating adequate to accommodate at least 50% of the residents at any one time.

(5) First Aid Equipment

At least one first aid kit approved by the Medical Officer of Health shall be provided in every lodging house.

(6) Washing, Bathing and Toilet Facilities

Washing, bathing and toilet facilities shall comply with the Building Code Act, 1992, and regulations made thereunder as may be amended from time to time and any successor legislation in substitution thereof.

(7) Heating

Every lodging house shall be provided with a heating system capable of maintaining a room temperature of 21 degrees Celsius at .9 metres (3 feet) above floor level and .9 metres (3 feet) from the exterior walls in all habitable rooms, bathrooms and toilet rooms

when the temperature outside the lodging house is -21 degrees Celsius. A minimum temperature of 21 degrees Celsius shall be maintained in all habitable rooms, bathrooms and toilet rooms between the 1st day of October and the 31st day of May in each calendar year and a minimum temperature of 20 degrees Celsius shall be maintained in all such rooms at all other times of the year.

(8) Illumination

Every keeper of a lodging house shall provide and maintain illumination in accordance with the provisions of the Building Code Act, 1992, and regulations made thereunder as may be amended from time to time and any successor legislation in substitution thereof.

(9) Fire Safety

(a) Every keeper of a lodging house shall ensure that the lodging house and equipment contained in the house comply with the Fire Protection and Prevention Act, 1997 and regulations made thereunder as may be amended from time to time and any successor legislation in substitution thereof.

(b) Every keeper of a lodging house shall undergo an annual inspection in conjunction with **Processing and Issuance** Section 4 (1) (c) of this By-law.

(10) Telephone

Every keeper of a lodging house shall provide a telephone which is accessible at all times to residents for emergency use.

Records

4. (1) Every keeper of a lodging house shall keep and maintain in the house written records with respect to each resident showing,
- (a) the resident's full name;

- (b) the last place of residence of the resident; and,
 - (c) the date the resident took up residence at the lodging house.
- (2) Where a resident stays in a lodging house for more than seven days, the keeper of the lodging house shall also keep a record showing,
 - (a) the name, address and telephone number of next of kin or, where there is no next of kin, the name, address and telephone number of a close family or personal friend;
 - (b) the resident's Social Insurance Number;
 - (c) the resident's Ontario Health Insurance Plan Number; and,
 - (d) the date the resident left the lodging house, if applicable, and the new address of the former resident.
- (3) Every keeper of a lodging house shall post in a conspicuous place in the house a list of emergency telephone numbers.

Health and Hygiene

- 5. Every keeper of a lodging house shall,
 - (a) ensure that every resident maintains a satisfactory level of personal hygiene; and,
 - (b) ensure the cleaning and disinfection of all rooms, equipment, etc., are carried out in accordance with the provisions of the Health Protection and Promotion Act and regulations made thereunder as may be amended from time to time and any successor legislation in substitution thereof.
 - (c) Maintain a log/cleaning records to demonstrates compliance with subsection b) which are available forthwith to an Officer for inspection.

Nutrition

6. (1) Every keeper of a lodging house offering board shall provide each resident of the house with at least three meals per day which conform to the Canada Food Guide.
- (2) Every keeper of a lodging house in which meals are provided shall post in the dining room a menu of meals for the seven days following the date of posting. Every such menu shall bear the date of posting and the mealtimes. Menus shall be kept for six months following the date of posting.
- (3) The provisions of Subsection 6(1) of this Schedule are of general application and shall be modified by the lodging house keeper in individual cases when so instructed in writing by a physician.

Staff

7. Every keeper of a lodging house shall,
 - (a) have at least one person with a current first aid certificate on duty in the lodging house at all times; and,
 - (b) have sufficient staff on duty in the house at all times to provide adequate care and nutrition for the residents and to ensure the safety of the residents in emergencies and to maintain the house in a clean and sanitary condition.

Refuse Disposal

8. Every keeper of a lodging house shall insure rubbish and garbage are stored in receptacles which are,
 - (a) insect and rodent proof
 - (b) water tight;
 - (c) provided with a tight fitting cover; and,

- (d) washed as frequently as necessary to maintain an odour free condition; and
- (e) kept on a portion of the property that is screened from public

Care

9. Every keeper of a lodging house in which ~~personal~~ care is provided to the residents shall,

Service Contract

- (a) enter into a written service contract with each resident, in a form approved by the Medical Officer of Health, which contract shall contain provisions respecting,
 - (i) the services the keeper provides to the residents;
 - (ii) the rates for accommodation and services; and,
 - (iii) admission and discharge requirements.

Financial Records

- (b) where the keeper provides financial services to a resident, keep a financial record which shall include,
 - (i) all sums received from or on behalf of the resident and the dates on which the monies were received;
 - (ii) all sums given to the resident by the keeper and the dates on which the monies were given; and,
 - (iii) itemized receipts and invoices for each expenditure made onand such keeper shall provide the resident with a copy of his/her financial record monthly.

Medical Records

- (c) where the keeper provides medical services to a resident, keep a medical record which shall include,
 - (i) the examination and medical history, to be made and taken on admission to the lodging house and at least annually thereafter, by a duly qualified medical practitioner;
 - (ii) the name, address and telephone number of the resident's personal physician;
 - (iii) all accidents and illnesses happening to or suffered by a resident while living in the lodging house together with the treatment prescribed and administered; and,
 - (iv) with respect to prescription drugs dispensed by the keeper, the name and address of the prescribing doctor and the times and dates when the drug was administered to the resident.
- (d) exercise control of storage and administration of medications and without limiting the generality of this Clause shall,
 - (i) keep all prescription drugs in one or more locked drug cabinets;
 - (ii) ensure that prescription drugs are made available only to those residents for whom they have been prescribed, as directed by a physician; and,
 - (iii) ensure that all drug cabinets contain a detailed list of contents which is kept up to date on a daily basis and is available for inspection on request;
- (e) provide access to local home care programs to residents requiring minimal, short- term bed care;
- (f) where a resident's condition deteriorates, or where a resident requires continuing care, ensure, where appropriate, such resident is transferred to a facility where his/her care needs can be accommodated;

- (g) ensure that all personnel working in the lodging house are tuberculin tested and/or chest x-rayed at the commencement of employment and thereafter at least once every two years.

Activity Programs

- (h) make newspapers, magazines, books, a radio, a television set, stimulating games and playing cards available to the residents;
- (i) encourage in the residents an interest in crafts, community recreation and activities;
- (j) arrange for residents to participate in appropriate community recreation, activity, and training programs; and,
- (k) refer residents to appropriate persons or agencies for such guidance, information and counselling as may be required.

Lodging House Capacity

- 10. (1) No keeper of a lodging house shall harbour, receive or lodge more than ten residents in a lodging house.
- (2) Every keeper of a lodging house shall provide a minimum of 9.29 square metres (100 square feet) of habitable floor space in the lodging house for each resident.

Exceptions

- 11. (1) The provisions of this by-law shall not apply to a lodging house in which less than five (5) residents are harboured, received or lodged.
- (2) Despite the provisions of Subsection 10(1) of this Schedule,

- (a) a maximum of seventeen (17) residents shall be permitted at the lodging house located at 206 Byron Street South; and,
- (b) a maximum of twenty (20) residents shall be permitted at the lodging house located at 425 Dundas Street East,

provided the lodging house complies in all other respects with the provisions of this by-law governing lodging houses and it continues, without interruption, to be used as a lodging house.

- (3) For the property located at 417 Byron Street North, despite Section 10 (1) and 10 (2) of this Schedule,
 - (a) The total number of residents permitted at the lodging house shall not at any time exceed seventeen (17) residents;
 - (b) One (1) staff person shall be on site twenty-four (24) hours per day and seven (7) days per week;
 - (c) The owner of the property shall provide to the Manager of Enforcement Services, or designate, a letter indicating the number of residents living on the site as part of its annual business licence renewal and at any time requested by an Officer, demonstrating compliance with Section 7. (a) & (b) of Schedule 8 of Business Licensing By-law # 5545-04 and these conditions;
 - (d) The Owner shall maintain insurance related to the lodging house with a minimum liability of five (5) million dollars, and shall provide the Town with a Certificate of Insurance naming the Town as additional insured, on the Town's standard certificate and to the satisfaction of the Commissioner of Financial Services/Treasurer, or designate;
 - (e) The keeper of the lodging house shall provide and maintain emergency contact information for all employees to the Manager of Enforcement Services, or designate;
 - (f) The owner shall comply with Inspection Order Number: 23-100782-FP and all associated conditions of the Fire Protection and Prevention Act, 1997; and,

- (g) The owner shall provide the Town's Building Services Division with updated drawings of the structure of 417 Byron Street North, shall apply for a building permit if deemed necessary by the Chief Building Official, and undertake to complete any work related to the building permit within twelve (12) months of the date this exemption is approved by Council.

Schedule "10"
To By-Law No. 5545-04

1. Definitions

1.1 In this By-law,

- (a) "Adequate and suitable heat" means a minimum air temperature, in the part of the accommodation, which is normally heated, at least 20 degrees Celsius. Portable heaters may not be utilized to achieve adequate and suitable heat;
- (b) "Building" means a structure occupying an area greater than 1 square metres, except a shed accessory to a dwelling occupying an area equal to or greater than 15 square metres, consisting of any combination of walls, roof and floor, or a structural system serving the function thereof, including all associated works, fixtures and service systems used for shelter, accommodation or enclosure of persons, animals, goods or equipment.
- (c) "Boarder" means an individual, other than an owner, who resides in a boarding house.
- (d) "Boarding House" means a dwelling or part of a dwelling, containing a more than four (4) boarding units, licensed by the Town where the owner or lessee supplies for compensation, with or without meals, lodging to a boarder or boarders as the principal use, and may include one dwelling unit for the owner or caretaker but shall not include a hotel, a motel, a bed and breakfast establishment, an additional dwelling unit or any other residential use.
- (e) "Boarding Unit" means a room within a Boarding House that contains sleeping accommodation and may contain washroom facilities.
- (f) "Certified Technician" means a person who has met all the requirements set out in Division C, Article 1.2.2.2. of the Fire Code, O.Reg 213/07, for the purposes of performing tests, alterations, repairs of a smoke alarm.
- (g) " Dwelling" means a building containing one or more dwelling units.
- (h) "Dwelling Unit" means one or more rooms, designed, or intended for use by a person or persons, in which cooking and sanitary facilities are provided.
- (i) "Gross Floor Area (GFA)" means the aggregate of the floor area measured between the exterior faces of the exterior walls of the building or structure at the level of each floor, excluding any porches, verandas, sunrooms (unless habitable in all seasons of the year), unfinished basement, garage, or mechanical penthouse.
- (j) "Kitchen" means a room appropriate for cooking and food preparation for human consumption.
- (k) "Licence" means an authorization under this By-law to carry on the trade, calling, business or occupation specified herein, and licensee means the person to whom a licence has been issued.
- (l) "Licensing Officer" means a Municipal Law Enforcement Officer.
- (m) "Owner" includes the registered owner, owner in trust, a mortgagee in possession, the person for the time being who is managing or receiving the rent of the land or premises in connection with which the land is used whether on his account, or as agent or trustee of any

other person, or who would receive the rent if the land and premises were let, and shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of the property, and includes a person, firm, partnership, corporation, company, association, or organization of any kind and its principal(s);

- (n) "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.
- (o) "Property" means the lot on which a boarding house sits.
- (p) "Reasonable Time" means between the hours of 8 a.m. and 8 p.m. on the same day.
- (q) "Recreation Room" means a room contained in a boarding house and maintained for the purpose of passive enjoyment of the boarders, and includes, but is not limited to a games room, TV room, living room.
- (r) "Washroom" means that part of a building containing at least one toilet, at least one washbasin and at least one bathtub or shower.

2. General

- 2.1 No person shall own, use, operate, maintain, be keeper of, rent, offer for rent or permit to be used, operated, maintained, rented or offered for rent a boarding house, or any part thereof, as a business without first obtaining a licence therefore under the provisions of this By-law, and paying the licence fee in accordance with the Fees and Charges By-law.
- 2.2 Where a licence has been issued under this By-law for the use, operation or maintenance of a boarding house, no person or owner shall use, operate, maintain, be keeper of, rent, offer for rent or permit to be used, operated, maintained, kept, rented or offered for rent that boarding house, or any part thereof, except in conformity with the terms and provisions of the licence and this By-law, including any conditions imposed on the licence.
- 2.3 No person or owner shall own, use, operate, maintain, be keeper of, rent, offer for rent or permit to be used, operated, maintained, rented or offered for rent a boarding house, or any part thereof, except in compliance with the Town's Zoning By-law, as amended, the Town's Traffic By-law as amended, the Fire Protection and Prevention Act 1997 S.O. 1997, as amended and regulations thereto, the Building Code Act, 1992, S.O. 1992, c.23, as amended.
- 2.4 No person or owner shall knowingly or not knowingly, own, use, operate, maintain, be keeper of, rent, offer for rent or permit to be used, operated, maintained, rented or offered for rent a boarding house, or any part thereof, except in compliance with the provisions of this By-law.

3. Boarding House Regulations/ Prohibition/Provisions

- 3.1 No person or owner shall own, use, operate, maintain, be keeper of, rent, offer for rent, or permit to be used, operated, maintained, rented, or offered for rent a boarding house, or any part thereof except in compliance with the Town's Property Standards By-law. The Property Standards By-law dictates standards such as, ensuring the boarding house is;
 - a) kept free from dampness and moisture,

- b) kept free from pest infestation,
 - c) maintained in a clean and sanitary condition, and provided appliances and fixtures are kept in working order.
- 3.2 Every boarding house shall be provided with adequate and suitable heat between the 15th day of September and the 31st day of May in each calendar year and a minimum temperature of 20 degrees Celsius shall be maintained in all such rooms at all other times of the year.
- 3.3 No person or owner shall use or permit the use of an appliance in a boarding unit that may create a fire hazard.
- 3.4 No person or owner shall occupy or permit the occupancy of, for sleeping purposes, any unfinished basement or any space used or designed to be used as a lobby, hallway, closet, washroom, laundry room, stairway, or kitchen.
- 3.5 Every boarding unit shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space that admits natural light.
- 3.6 Boarding units shall only be occupied by one boarder maximum.
- 3.7 Boarding units shall provide a minimum of 7m² or (75 sq ft) per person.
- 3.8 Every corridor, passageway, doorway, stairway, washroom, kitchen, recreation room and storage rooms or other room used or designed to be used in common by boarders in a boarding house shall be provided with adequate light. Common areas will not be locked and will be accessible to boarders.
- 3.9 A functioning telephone shall be provided in the boarding house that is accessible to all boarders at all times for emergency use and the licensee shall post a list of local emergency numbers in close proximity to the telephone.
- 3.10 No person shall prepare, and no person or owner shall permit the preparation or cooking of food for human consumption in any area other than a kitchen.
- 3.11 Every person and owner shall ensure that all garbage that accumulates on the property of the boarding house, in anticipation of disposal, is stored in receptacles which are;
 - (a) insect and rodent proof;
 - (b) watertight;
 - (c) provided with a tight fitting cover;
 - (d) maintained in a clean condition;
 - (e) washed as frequently as necessary to maintain an odour free condition; and
 - (f) kept on a portion of the property that is screened from public view.
- 3.12 Every person and owner shall ensure that all garbage and waste generated on the property is prepared and disposed of in accordance with the Municipality's Waste Management By-law and policies. If the boarding house generates more waste than is collected, as dictated by their policies, waste and refuse shall be promptly removed and disposed of legally.

- 3.13 Where a licence is issued under this By-law, it shall be displayed in a prominent location inside the main entrance of the boarding house together with a list of any conditions imposed upon the licence.
- 3.14 The following written records shall be kept for each boarder and these records shall be made available for inspection forthwith, on the request of a Municipal Law Enforcement Officer;
- a) the full name of the boarder;
 - b) the name, address, and telephone number of the next of kin, or where there is no next of kin, the number of someone to contact in the event of an emergency; and
 - c) the make, model, and licence plate of any vehicles owned or operated by a boarder.
- 3.15 All of the records referred to in Subsection 3.14 are the property of the boarder and, where the boarder no longer resides in the boarding house, shall be returned to the boarder, forthwith, upon demand.
- 3.16 Every licence issued under this By-law is subject to the following conditions:
- (a) that the maximum number of boarding units as provided for in the licence is not exceeded;
 - (b) that all Federal and Provincial laws and Town By-laws, including this By-law, are complied with prior to and subsequent to licence issuance; and
 - (c) that no construction, renovation, alteration, or addition is carried out on the subject property except in compliance with all laws and upon the issuance of all applicable permits.
- 3.17 The Town may impose any special conditions deemed appropriate, to a licence, at any time during the term of the licence, to increase public safety or to minimize public nuisances.
- 3.18 No more than 1 boarding house is permitted per property.
- 3.19 Each boarding house will be equipped with a kitchen that contains a minimum of a refrigerator, a stove, and a sink, for use by boarders.
- 3.20 Every owner shall ensure that the property containing the boarding house complies with the minimum parking requirements of the Zoning By-law. If the Zoning By-law requires additional parking spaces due to additional uses of the property, the owner shall ensure all required parking spaces are provided.
- 3.21 Every owner shall ensure the size and location of the parking spaces comply with the Town's Zoning By-law, as amended.

4. Design Of Premises

- 4.1 No person shall maintain, rent or offer for rent, or permit the maintenance, renting or offering for rent, of boarding units in a boarding house, or any part thereof, in excess of the maximum number of boarding units permitted in the following table based on the gross floor area of the boarding house:

Gross Floor Area of Boarding House	Maximum Number of Boarding units Permitted
0-140 m ²	3
140.1 -186 m ²	4

186.1 -233 m ²	5
233.1 - 326 m ²	6
326.1 -465 m ²	8
465-600 m ²	10

- 4.2 Every boarding house shall be equipped with no less than one (1) washroom, for use by boarders, for every three (3) boarders. Washrooms shall be supplied with an adequate supply of common toiletries including toilet paper, hand soap, and paper or cloth towels. A waste basket shall be provided in each washroom. Each waste basket shall be emptied and cleaned as often as necessary for it to be maintained in a clean and sanitary condition.

5. Inspections

- 5.1 Upon receipt of an application for a licence or licence renewal, inspections of the boarding house will occur at the location named in the application to determine whether such boarding house complies with this By-law, and all other applicable legislation.
- 5.2 The signature of the registered owner and applicant (if different from the registered owner) on the application form shall be deemed as permission for authorized persons to enter the subject property (and buildings) named in the application at any reasonable time to carry out any inspections.
- 5.3 Every boarding house shall be subject to an annual Fire Services and Property Standards Inspection. Whitby Fire and Emergency Services require an annual inspection certificate from a Certified Technician verifying that;
- (a) the smoke alarms have been serviced within the preceding year;
 - (b) the smoke alarms are in working order;
 - (c) the fire extinguishers have been serviced within the preceding year;
 - (d) the fire extinguishers are in working order.
 - (e) the mailing address for the corporation; and
 - (f) a certificate of status issued by the Provincial or Federal Government, indicating that the corporation is active.
- 5.4 Every owner shall notify the Town of Whitby Fire and Emergency Services immediately should the number of boarders exceed five (5).



Schedule “A” Business Licensing Administrative Penalties

Town of Whitby By-law # 5545-04, as amended

Lodging House Penalties				
Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
Establish/operate/maintain/keep a Lodging house or any part thereof without a licence	2.	\$500.00	\$750.00	\$1000.00
Occupy bedroom with more than permitted residents	3. (b)	\$205.00	\$350.00	\$450.00
Allow cooking facilities in any bedroom	3. (f)	\$205.00	\$350.00	\$450.00
Fail to provide require floor space	3. (2)	\$205.00	\$350.00	\$450.00
Fail to provide suitable sitting room	3. (3)	\$205.00	\$350.00	\$450.00
Fail to provide suitable outdoor sitting Area	3. (4)	\$205.00	\$350.00	\$450.00
Fail to provide first aid equipment	3. (5)	\$205.00	\$350.00	\$450.00
Fail to maintain adequate and suitable heat	3. (7)	\$500.00	\$750.00	\$1000.00
Fail to provide functioning telephone	3. (10)	\$205.00	\$350.00	\$450.00

Lodging House Penalties continued				
Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
Fail to maintain required records	4 (1)	\$205.00	\$350.00	\$450.00
Fail to post emergency telephone numbers in conspicuous place	4. (3)	\$205.00	\$350.00	\$450.00
Fail to provide required meals	6. (1)	\$205.00	\$350.00	\$450.00
Fail to post menu in dinning room	6. (2)	\$205.00	\$350.00	\$450.00
Fail to have staff on duty with First Aid	7 (1)	\$205.00	\$350.00	\$450.00
Fail to have sufficient duty on staff	7 (2)	\$205.00	\$350.00	\$450.00
Fail to ensure provide acceptable refuse disposal	8. (a), (b), (c), (d)	\$205.00	\$350.00	\$450.00
Fail to maintain/provide service contract	9. (a)	\$205.00	\$350.00	\$450.00
Fail to maintain/provide financial records	9. (b)	\$205.00	\$350.00	\$450.00
Fail to maintain/provide medical records	9. (c)	\$205.00	\$350.00	\$450.00
Fail to control and administration of medications	9. (d)	\$500.00	\$750.00	\$1000.00
Fail to provide activity programs	9. (h), (i), (j), (k)	\$205.00	\$350.00	\$450.00
Keep/harbour/received more than ten residents	10. (1)	\$500.00	\$750.00	\$1000.00

Fail to provide minimum required space per resident	10. (2)	\$500.00	\$750.00	\$1000.00
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Boarding House Penalties					
Item	Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
1.	Own/use/operate/maintain/be keeper of/rent a boarding house or any part thereof without a licence	2.1	\$500.00	\$750.00	\$1000.00
2.	Own/use/operate/maintain/be keeper of/rent a boarding house or any part thereof in nonconformity with terms provisions of licence	2.2	\$205.00	\$350.00	\$450.00
3.	Fail to maintain adequate and suitable heat	3.2	\$500.00	\$750.00	\$1000.00
4.	Use/permit the use of appliance which may create a fire hazard	3.3	\$205.00	\$350.00	\$450.00
5.	Occupy/permit the use prohibited area for sleeping purposes	3.4	\$205.00	\$350.00	\$450.00
6.	All Boarding units to be occupied by more that one boarder.	3.6	\$500.00	\$750.00	\$1000.00
7.	Fail to provide minimum of 7m2 or (75 sq ft) per person	3.7	\$500.00	\$750.00	\$1000.00
6.	Fail to provide functioning telephone	3.10	\$205.00	\$350.00	\$450.00
7.	Fail to provide list of local emergency numbers	3.10	\$205.00	\$350.00	\$450.00
8.	Prepare/permit to be prepared food in prohibited area	3.11	\$205.00	\$350.00	\$450.00

9.	Cook food in prohibited area	3.11	\$205.00	\$350.00	\$450.00
10.	Store garbage in unacceptable receptacle	3.12	\$205.00	\$350.00	\$450.00
Boarding House Penalties continued					
Item	Description	By-law Section	Tier 1 (one)	Tier 2 (two)	Tier 3 (three)
11.	Fail to post licence in prominent location	3.13	\$205.00	\$350.00	\$450.00
12.	Fail to provide records forthwith after request	3.14	\$205.00	\$350.00	\$450.00
13.	Permit more than one Boarding House	3.18	\$350.00	\$500.00	\$1000.00
14.	Fail to provide refrigerator/stove/sink to boarders	3.19	\$350.00	\$500.00	\$1000.00

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0007	Community Services Department Report, CMS 19-21 Re: Unnamed West Whitby Park – Park Name Survey Results	3. That staff be directed to review the Municipal Property and Facility Naming Policy (MS 250) and report back with any recommended revisions to update the policy.	29 Nov 2021	16 Jan 2023	20 Oct 2025	
GG-0019	Refrigerated Outdoor Ice Rinks or Skating Trails	That following the tender results for the Whitby Sports Complex and as part of the development of the Parks and Recreation Master Plan, that Staff be directed to report on opportunities to install refrigerated outdoor ice rinks or skating trails in the Town	20 Mar 2023	25 Mar 2024	19 Jan 2026	Following the recommendations of the Parks and Recreation Master Plan.
GG-0021	Protecting Whitby's Urban Forest Canopy	That staff report back on the opportunity to protect trees of significance on private lands in order to preserve Whitby's urban forest canopy.	20 Mar 2023	04 Dec 2023	11 May 2026	This recommendation is to create a plan that will help guide a Tree Protection By-law
GG-0031	Requiring the Region of Durham to consult with the Town of Whitby prior to proposed expropriation requests or orders	That Staff report to Council through a memorandum on the Council Information Index on the legal feasibility of requiring Durham Region to consult with Town of Whitby Planning & Development Staff, CAO, and Council prior to a proposal of expropriation requests on private lands, or orders (for any buildings or lands) not being used for the purpose of providing utilities, (especially if the building is 70,000+ square feet). Which the purpose is to include a request for mandatory consultation with the Town and the Region.	18 Dec 2023	TBD		

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0037	FS 38-24, Financial Services Department Report Re: Declaration of Surplus - Town-owned lands at Cochrane Street and Highway 407	That FS 38-24, Financial Services Department Report re: Declaration of Surplus – Town-owned lands at Cochrane Street and Highway 407 be tabled.	28 Oct 2024			This item was tabled at the October 28, 2024 Committee of the Whole meeting.
GG-0041	Rental Renovation By-law and Renoviction Licence Program	1. That Staff be directed to investigate the feasibility, benefits, and cost of adopting a rental unit renovation by-law that would require landlords who issue an eviction notice (N-13) to a tenant to demolish, repair or renovate a unit to apply to the Town within a defined timeframe for a renovation licence prior to starting any work; and, 3. That Staff be directed to investigate the feasibility, benefits, and cost of a by-law and permitting program regarding the demolition or conversion to non-residential rental units of six (6) or more residential rental units pursuant to Section 99.1 of the Municipal Act, 2001.	03 Feb 2025			
GG-0042	Combatting Antisemitism and Hate Motivated Criminal Acts	That Town Council direct the Chief Administrative Officer to report on the possibility of establishing a protocol or policy to notify various human rights organizations when all hate motivated criminal acts are identified by Town staff and consult with DRPS. The intent of the protocol or policy is to assist them in the collection of empirical evidence related to hate crimes.	03 Feb 2025			

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0043	LS 04-25, Legal and Enforcement Services Department Report Re: Business Licensing Proposed Amendments - Lodging House and New Proposed Boarding House Provisions	That Report LS 04-25 be referred to Staff to further examine the proposed lodging house and boarding house regulations with a view to including provisions to limit the number of lodging and boarding houses in close proximity to each other.	24 Mar 2025	23 Jun 2025	24 Nov 2025	
GG-0044	CMS 03-25, Community Services Department Report Re: Animal Shelter and Enforcement Services Facility – Design and Approach Update	3. That staff be directed to report back to Council for direction following the completion of the detailed design including final construction cost estimate, prior to issuing tender documents.	28 Apr 2025	22 Sep 2025	23 Mar 2026	
GG-0045	CMS 04-25, Community Services Department Report Re: Community Engagement for the Proposed Future Use of Luther Vipond Memorial Arena	4. That Staff be directed to report back to Council with the recommended program options considering the feedback received through engagement on the project.	28 Apr 2025	22 Sep 2025	01 Dec 2025	
GG-0048	CMS 08-25, Community Services Department Report Re: Gateway Removal Grant Pilot Program	3. That staff report back with the results of the program and recommendations on continuation or conclusion of the one-year grant pilot program	23 Jun 2025	21 Sep 2026		
GG-0049	Request to Establish Protected Access Zones Around Sensitive Places	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.	23 Jun 2025			

New and Unfinished Business - General Government

Item Number	Description	Resolution	Meeting Date	Due Date	Revised Date	Explanation/Comments
GG-0050	Public Recognition of the Terry Fox Visit in Whitby	That the motion regarding Public Recognition of the Terry Fox Visit in Whitby be tabled.	22 Sep 2025			This item was tabled at the September 22, 2025 Committee of the Whole meeting.