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## Budget Summary

The Town of Whitby is in a good financial position, provides services that are valued by its citizens and when surveyed, residents considered they received good value for their tax dollars. In order to sustain this position, the proposed 2023 budget includes investments of:

- \$4.1 million to maintain services
- \$3.6 million to maintain infrastructure in a state of good repair
- \$2.3 million to plan for growth/future vision

The cost of these investments are reduced by \$3.3 million of assessment growth. This results in a \$6.7 million budgetary increase to maintain services, take care of our assets, address growth and plan for our community.

The proposed net budget increase of \$6.7 million will result in a 6% Town increase or an estimated 2% increase on the overall residential bill for Town services when regional and educational taxes are considered. That is, given the Town's portion of the total property tax bill is approximately 34%, the proposed budgetary increase results in a 2.0% impact on the total property tax bill.

## Building the 2023 Budget

The Town's budget has been affected by a number of pressures including:

- contractual and inflationary pressures;
- providing for the full-year operating impacts of the prior year decisions;
- the impact the Town's growth has on services and programs;
- the impacts of the economy, and,
- other external influences.

The revenues and expenditure changes from 2022 Budget to 2023 Budget are summarized in the table below by the nature of their change.

## Summary of Budget Changes

Values in the chart below are in millions of dollars

Description	Item	Expenditures	Revenues	Net Budgetary Increase
<b>2022 Budget</b>	-	<b>\$153.3</b>	<b>(\$153.3)</b>	<b>\$0</b>
Base Budget Changes:	-	.	.	.
Prior Decisions	(a)	\$0.4	\$0.6	\$1.1
Inflationary Adjustments	(a)	\$6.1	(\$1.1)	\$5.0
<b>Subtotal Base Budget Changes</b>	-	<b>\$6.6</b>	<b>(\$0.4)</b>	<b>\$6.1</b>
Program Changes:	-	.	.	.
Other Changes	(a)	(\$1.9)	\$0.2	(\$1.7)
Capital Maintenance	(b)	\$3.6	.	\$3.6
Capital Growth/Plan for Future	(c)	\$1.9	.	\$1.9
Assessment Growth	(d)	.	(\$3.3)	(\$3.3)
<b>Subtotal Other Changes</b>	-	<b>\$3.6</b>	<b>(\$3.1)</b>	<b>\$0.5</b>
Decision Items Included in Recommended Budget				
Positions	(c)	\$1.6	(\$0.2)	\$1.4
Non-Position	(c)	\$0.0	(\$1.0)	(\$1.0)
Proposed User Fee Changes	(a)	\$0.1	(\$0.4)	(\$0.3)
<b>Subtotal Decision Items Included in Recommended Budget</b>	-	<b>\$1.7</b>	<b>(\$1.6)</b>	<b>\$0.1</b>
<b>2023 Budget</b>	-	<b>\$165.2</b>	<b>(\$158.5)</b>	<b>\$6.7</b>

The above budget changes are organized into the following areas of focus and may not add due to rounding.

Budget Change Summary	Expenditures	Revenues	Net Budgetary Increase
Maintain Services - sum of item (a's)	\$4.8	(\$0.7)	\$4.1
Maintain Infrastructure – item (b)	\$3.6	.	\$3.6
Planning for Growth/Future – sum of item (c's)	\$3.5	(\$1.2)	\$2.3
Assessment Growth – item (d)	.	(\$3.3)	(\$3.3)
<b>Total Budget Change</b>	<b>\$11.9</b>	<b>(\$5.2)</b>	<b>\$6.7</b>

Values in the chart above are in millions of dollars

## Maintain Services

In order to maintain services, the 2023 budget has an overall financial impact of \$4.1 million and is a result of the budget adjustments made to address each of the following components.

## Inflation

The Town’s inflationary pressures are affected by contractual labour agreements, and rising prices for purchased services, operating supplies, insurance and fuel.

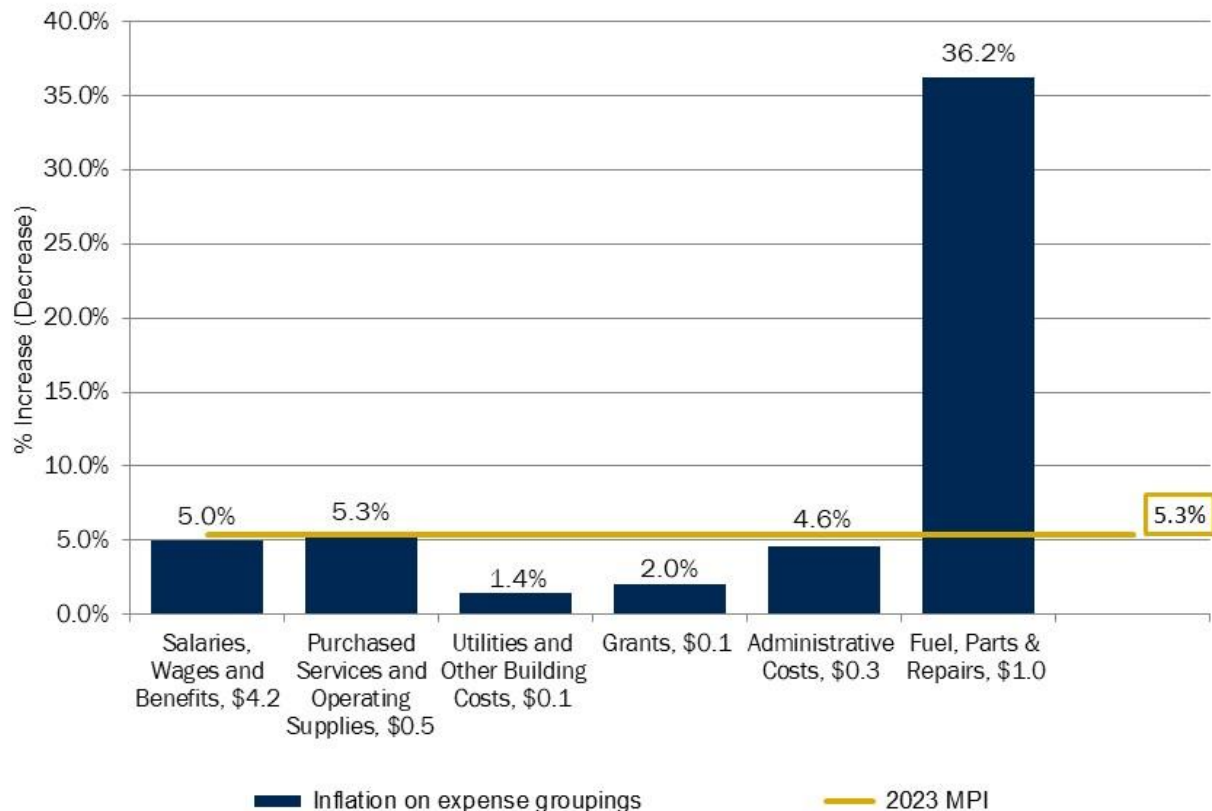
These pressures differ from the commonly quoted Statistics Canada Consumer Price Index (CPI) that is based on purchasing patterns of individual / household consumer goods vs those of a municipal corporation. The basket of goods used to calculate CPI (i.e., food, clothing etc.) is not comparable to the Town’s basket of goods (i.e., labour, energy costs) that are required to provide community services. As a result, the inflationary impacts facing a municipality are typically greater than the household CPI. However, given the significant inflationary pressures coming out of the pandemic on certain consumer items (e.g., food) the recent CPI is not typical.

The inflationary increase on operating expenses is \$6.2 million, which primarily relates to:

- salaries and benefits,
- an unusually low inflationary budget impact in utilities
- purchased services and operating supplies;
- significantly increased fuel costs, and
- insurance.

As shown below, the inflationary increase from the previous year is 5.3%.

### 2023 Forecasted Municipal Price Index Inflation impact \$6.2 Million



The cost of fuel is the most significant area of inflationary increase in terms of the percentage impact. The Town’s budgeted blended rate for unleaded and diesel is \$1.815/litre for 2023 which is significantly higher than the 2022 budget rate of \$1.00/litre given the price increases seen in the market in 2022 and projections for 2023.

The increase in purchased services and operating supplies is driven by increasing Winter Control costs in Operational Services for equipment rentals and supplies such as salt/brine, as well as in Fire Services due to the latest joint dispatch services agreement with the City of Oshawa.

Salaries and benefits include assumed economic adjustments as well as impacts for job evaluations, position step changes and assumed benefit rate increases.

The increase in administrative costs primarily relates to the Town’s insurance program and is reflective of the hard municipal insurance market, although the Town has limited the impact through the Durham Municipal Insurance Pool, and fortunately has not experienced the double-digit rate increases in the traditional municipal insurance market.



The budget also includes (\$1.1 million) in additional revenues related to inflationary revenue adjustments. This includes incremental revenues of (\$0.4 million) based on approved user fee increases to date. The remaining (\$0.7 million) revenue inflationary adjustments are primarily reflected in Corporate Revenue and Expenses and include (\$1.6 million) in additional interest income due to the increase in interest rates experienced in 2022 and anticipated to continue in 2023. This is offset however, by a \$0.9 million reduction in dividends based on Elexicon's forecasted financial plans presented to shareholders in June 2022.

Both the Elexicon dividend revenue pressure and the fuel inflationary pressure present a significant budget impact and there is a proposed Decision Item included in the proposed budget to phase these two pressures into the Town's base operating budget over a period of time by utilizing reserve funds as a budget impact mitigation measure (please refer to Decision Item #32).

In addition, there are proposed user fee increases included as a Decision Item offsetting the inflationary impact in the 2023 budget that net to a (\$0.3 million) tax-based savings. Please refer to Decision Item #34 for a summary of the proposed changes and revenue implications and to Appendix 1 for a complete listing of the Town's current and proposed/approved Fees, Rates and Charges.

### **Prior Decisions**

The 2023 budget includes \$0.4 million for the reversal of the prior year's overall anticipated one-time net revenues and expenses included in the 2022 budget. In addition, the budget includes \$0.7 million from the annualization of the prior year's decision items for which the full year impact was not incorporated in the 2022 budget (e.g., positions approved in 2022 that had a start date other than the beginning of the year).

### **Other Changes**

As part of the budget process, efficiencies are realized through the annual line-by-line budget review. In the 2023 budget, (\$0.8 million) of reductions have been achieved without affecting service levels across the corporation with more than half within Operational Services relating to consumption savings in both fuel and hydro for streetlights and various other savings in supplies, equipment and maintenance contracts. The Town has realized a total of \$5.5 million in efficiencies since 2012 as shown in a chart at the end of this summary.

The budget also includes adjustments to address program/service delivery as a result of population growth, approved changes to service levels, and operating budget impacts as a result of new capital infrastructure, which results in an overall budget (\$0.5 million) decrease.

This is comprised of increased revenues primarily from engineering fees and tax penalties of (\$1.0 million) offset by an anticipated reduction in building permit related fees of \$0.7 million. The reduction in building permit revenues however does not have a tax impact as this reduction has been offset by eliminating the transfer to the Building Permit Reserve Fund by (\$0.7 million). There is an overall \$0.3 million increase relating to several service level adjustments including removing one time funding for pilot programs introduced in 2022 and improved functionality relating to technology applications. Capital impacts of \$0.2 million overall reflect phasing in \$0.4 million for both Project Wisdom technology costs and vehicle

operating costs associated with the capital growth program. This is offset by the increased Canada Community Building Fund revenues the Town receives due to biennial indexing of (\$0.2 million).

In addition, a number of anticipated non-recurring or one-time revenues and expenses are included resulting in an overall budget reduction of (\$0.4 million). This overall reduction represents the one-time gapping estimate related to benefits which is reviewed each year for the premium savings between family benefit rates and actual expenditures that reflect single benefit rates.

These other changes total a budget reduction of (\$1.7 million) and are summarized in the table below. Values in table are in millions of dollars.

Drivers of Other Changes	Expense	Revenue	Total
Growth	(\$0.6)	(\$0.4)	(\$1.0)
Service Level	\$0.2	\$0.1	\$0.3
Capital Impacts	(\$0.1)	\$0.3	\$0.2
Non-Recurring Items	(\$0.5)	\$0.1	(\$0.4)
Efficiencies	(\$0.8)	\$0	(\$0.8)
<b>Total Other Changes</b>	<b>(\$1.9)</b>	<b>\$0.2</b>	<b>(\$1.7)</b>

Note: numbers may not add due to rounding

## Maintain Infrastructure

The Town owns approximately \$2.6 billion of public assets. We rely on these assets to provide residents, businesses, employees, and visitors with safe access to important services, such as transportation, recreation, culture, economic development and much more. The Town’s Asset Management Plan (MAMP) is vital in ensuring the Town manages these assets by making the strategic investments in our assets at the right time, to help extend the life of assets and lower the overall cost of ownership, while ensuring assets remain current and safe for public use.

Like other municipalities, the funding requirements outlined in the Asset Management Plan exceed the Town’s current funding. This is often referred to as the Infrastructure Gap. This gap will continue to be monitored through the annual update of the Town’s Asset Management Plan and the Long-Range Financial Plan (LRFP).

The Town’s policy for annual asset management reserve fund contributions recognizes the importance of appropriately funding the maintenance of assets so that pressures from inflation and growth do not erode the current level of asset management infrastructure funding. As a result, the investment to maintain existing infrastructure requires a \$3.6 million increase providing an Asset Management Funding Allocation as shown in the tables below.

## 2023 Asset Management Envelope Calculation

Values in the table below are in millions of dollars and may not add due to rounding.

Asset Category	2022 AM Envelope (Revised)	Increase for 2021 Assumptions and Acquisitions	Increase for Inflation	2023 Calculated Draft Envelope
Facilities	\$4.5	\$0.0	\$0.7	\$5.2
Parks	\$2.1	\$0.1	\$0.3	\$2.5
Roads & Related	\$12.8	\$0.2	\$1.9	\$14.9
Fleet & Equipment	\$4.0	\$0.1	\$0.2	\$4.3
<b>Total</b>	<b>\$23.4</b>	<b>\$0.5</b>	<b>\$3.1</b>	<b>\$27.0</b>

The funding of the Asset Management envelope is primarily a tax-based contribution, however it also includes the annual Canada Community Building Fund (formerly known as the Federal Gas Tax Fund) the Town receives that has been dedicated for asset management related projects only. In addition, through the Town's fee studies related to the Development Application Approval Process, the fees are set to recover the entire cost of the process including capital related costs and based on the most recent Engineering Fee Study the annual fees collected for this component is \$0.3 million. The contribution from each source is outlined in the table below.

## 2023 Asset Management Envelope Funding

Values in the table below are in millions of dollars

Funded By	2022 AM Envelope (Revised)	Increase for 2021 Assumptions and Acquisitions	Increase for Inflation	2023 Calculated Draft Envelope
Tax Based	\$19.3	\$0.5	\$2.6	\$22.4
Development Related Fees	\$0	\$0	\$0.3	\$0.3
Canada Community Building Annual Contribution	\$4.1	\$0.0	\$0.2	\$4.2
<b>Total Funding</b>	<b>\$23.4</b>	<b>\$0.5</b>	<b>\$3.1</b>	<b>\$27.0</b>

## Planning for Future Population Growth

The Town has entered a period of sustained growth that is expected to increase Whitby's population to approximately 192,860 by 2031. As the Town grows, it incurs additional growth-

related costs to pay for the acquisition of additional capital assets/infrastructure, the maintenance of those assets, and costs to provide services to the growing population base. The Town receives revenues through the collection of development charges (DCs) and taxes from new assessment revenue due to growth related development; however, as identified in previous DC reports, Cost of Growth studies, and in the Long-Range Financial Plan, growth does not pay for the full cost of growth.

The tax-based cost of growth has been further impacted by Bill 23. In late October 2022, the Province introduced Bill 23, Mores Homes Built Faster Act which received Royal Assent on November 28, 2022 with limited consultation from the municipal sector. The omnibus bill includes amendments to various acts, most notably from a financial impact perspective, the Development Charges Act and the Planning Act.

Bill 23 significantly reduces development charges and parkland dedication requirements collected from developers to pay for infrastructure required to support growth (more households/residents and businesses). Given the timing and the financial implications associated with Bill 23 and the other pressures the recommended 2023 Budget addresses, the financial implications of Bill 23 are not included, however, Decision Item #50 discusses this new pressure for municipalities further and proposes a Bill 23 Financial Impact Tax Levy for Council's consideration.

### **Funding Capital Growth Program**

The Town must pay for growth related capital costs that are legislatively not fully recovered through development charges. To fund this tax-based cost, Council's Growth Reserve Fund policy requires the annual contribution to this reserve, when combined with other financing strategies (i.e., long-term debt), be sufficient to pay for the Town's legislative share of Capital Growth Projects. Based on the 10-year Capital Growth Program included in the 2023 budget, an increased contribution of \$1.9 million is required. Please note as discussed above this contribution amount is based on legislation prior to Bill 23. In the absence of the Province providing funding to offset the pressures related to Bill 23, future tax-based contributions will need to significantly increase, defer or scope down the required infrastructure to support growth or a combination of these two measures.

### **Planning for Growth**

However, beyond what is planned in the capital growth program, there is a significant level of uncertainty related to pressures mainly beyond the control of Council such as:

- Risks inherent in DC collections, especially the non-residential DC revenues which historically have fallen short of the forecasted growth plan.
- Operating and capital cost increases that are significantly above the typical rate of inflation and are susceptible to economic and/or trade pressures.
- Risks from assessment appeals.

- Potential impacts on the Town's funding sources from the economic and political environment especially the financial impact of changes to the Development Charges Act, and Planning Act because of the Province of Ontario's Bill 23.

### Assessment Growth

Assessment growth is comprised of both positive changes, from new development added during the year, and negative changes, including results from appeals, demolitions, etc. The total of these in-year changes is the net assessment growth, and the 2023 budget includes \$3.25 million of assessment growth revenue.

## Operating Budget Decision Items Included

### Positions

Investment in staff resources enables the Town to maintain and modernize service delivery to meet our growing community and the increasing service delivery expectations. This year's Long Range Financial Plan forecasts 180 FTE's to address future growth requirements over the next 10 years, both in terms of providing services and maintaining our assets.

This modelling does not capture existing staffing capacity shortfalls or service level changes and is driven by growth requirements. The Town has undertaken a Workforce Planning Study where these additional factors are considered. Based on the Workforce Planning Study results shared with Council at a Special Council Meeting on Monday January 16, the additional FTE's required for 2023 to 2025 totaled 81.7 FTE's based on the survey benchmark of 12.2 FTE per 1000 households and projected household growth, representing 27.23 FTE's per year. Further refinement of the Workforce Plan will be completed over the coming months and will be brought forward to Council later this year and will be an input to the 2024 Budget process.

In 2020 an additional 1,084 homes were developed and occupied. Despite this pressure from growth, in order to limit the 2021 budgetary increase there were no new additional positions requested that had a tax impact, thus putting an even further strain on existing staff resources.

During 2021 the Town grew by another 782 households. Given the Town could no longer sustain the deferral of essential additional staff resources, Council approved an additional 21.74 FTE through the 2022 budget process to aid with staff capacity constraints.

The Town experienced even higher growth in 2022 with an additional 1,841 homes developed and occupied. The Town can not defer required additional staff resources in 2023 if we are to maintain services valued by our community and deliver on the community priorities as we grow.

The recommended budget includes funding for 23.01 FTE position requests at a net tax-based cost of \$1.4 million in 2023.

### Non-Position Related

The 2023 budget includes a number of non-position related operating decision items that relate to service level impacts for Council's consideration. These include both service level reductions that result in savings, as well as new service offerings requiring additional funding. Also included in the non-position related decision item requests are a number of new and increased user fees proposed as part of the 2023 Recommended Budget, as well as a draw from reserves to phase 2023 pressures as a budget impact mitigation. In total these decision items reduce the 2023 budgetary impact by (\$1.3 million).

### Operating Budget Decision Items Not Included

Given other budget pressures, such as inflationary pressures on the Town's expenditures and staffing required to maintain existing services and service levels as the Town continues to grow, the resources required to support a number of new programs and service levels have been deferred and are shown in the decision items section of the budget book as decision items not included in the recommended budget. The 2023 proposed budget does not include 13 operating decision items which Council may consider for inclusion in the budget. Three of the items include partial FTE changes (net 0.76 FTE increase). Almost all include requests for additional funding, including six resulting in operational impacts from capital decision items and one related to the financial impact of provincial Bill 23 on the Town's tax levy. One of the decision items describes consideration of a service level decrease in Recreation Services.

### Capital Budget Decision Items

The **budget includes three (3) recommended capital budget decision items**, relating to community or corporate initiatives. Two of the projects are dependent on external grant funding and one project has a relatively minimal impact to the taxbase.

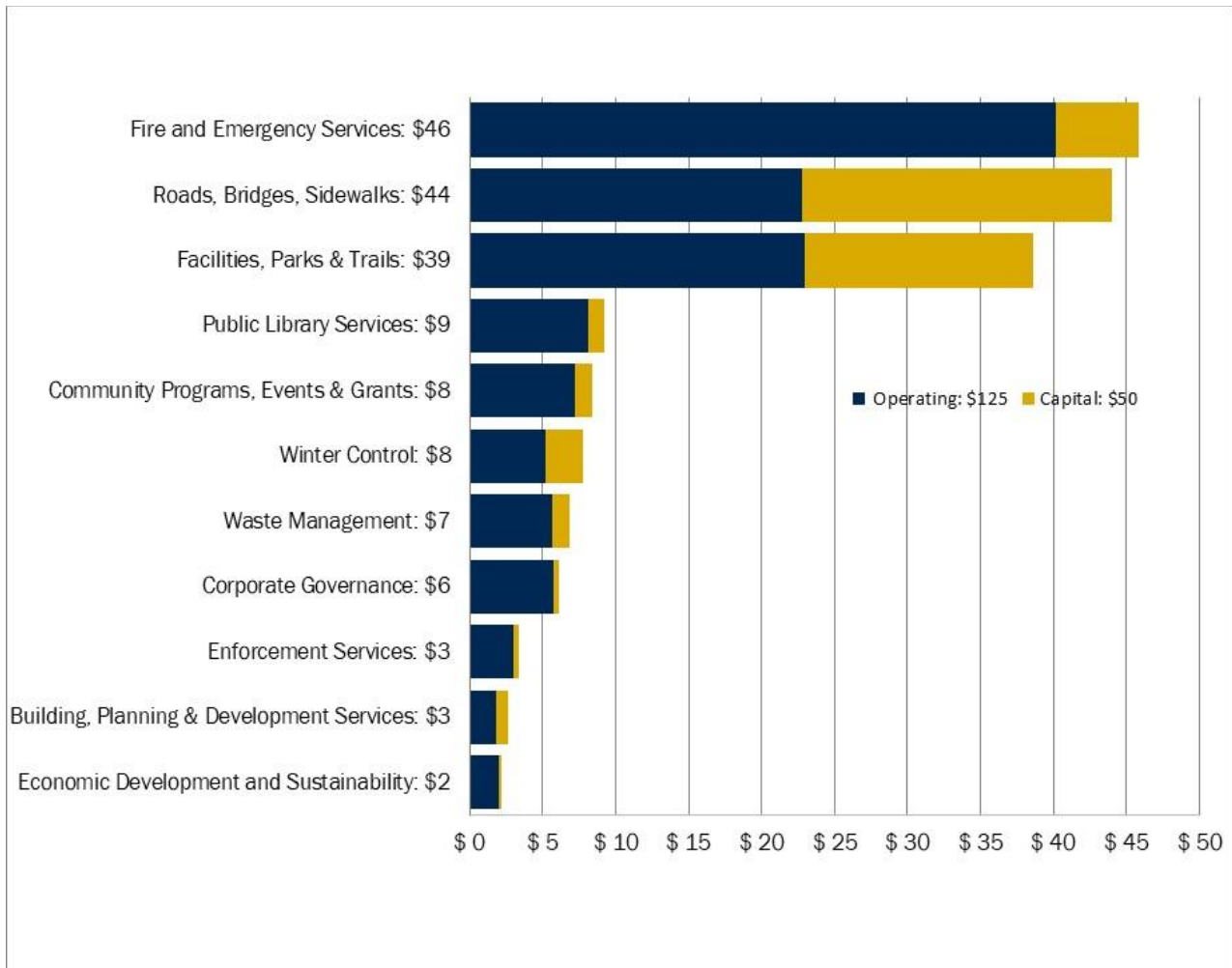
There are also **several other capital decision items** that have **not been included in proposed budget** that also relate to community or corporate initiatives. These decisions have a more significant impact to the taxbase, and if approved would result in an increase to the overall budget.

Please **refer to the Decisions Tab for additional information** regarding the operating and capital decision items **included** in the recommended budget and those operating, and capital decision items **not included** in the recommended budget.

### Overall Budget Related Property Tax Impact

The proposed 2023 budget reflects a 6% Town increase which results in a 2% increase as the Town's impact on the total residential property tax bill. This represents an increase of approximately \$9.83 per month per household\*.

## What Services Taxpayers Receive for their Monthly 2023 Town Taxes\*



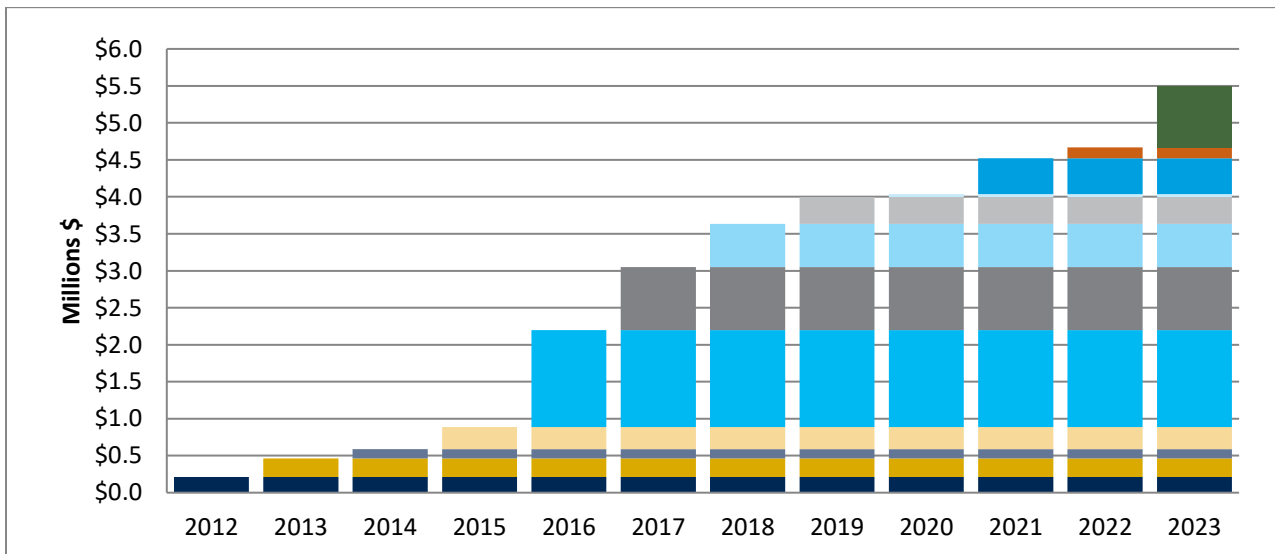
Service	Monthly Operating	Monthly Capital	Monthly Total
Fire and Emergency Services	\$40.21	\$5.66	\$45.87
Roads, Bridges, Sidewalks	\$22.79	\$21.27	\$44.06
Facilities, Parks and Trails	\$22.96	\$15.64	\$38.60
Public Library Services	\$8.13	\$1.05	\$9.18
Community Programs	\$7.23	\$1.16	\$8.39
Winter Control	\$5.20	\$2.58	\$7.78
Waste Management	\$5.69	\$1.17	\$6.86
Corporate Governance	\$5.75	\$0.36	\$6.11

Service	Monthly Operating	Monthly Capital	Monthly Total
Enforcement Services	\$3.02	\$0.31	\$3.33
Building, Planning & Development Services	\$1.83	\$0.82	\$2.65
Economic Development and Sustainability	\$2.01	\$0.16	\$2.17
<b>Total</b>	<b>\$124.82</b>	<b>\$50.18</b>	<b>\$175.00</b>

\* Based on the 2022 average assessment value of \$503,000 as identified by MPAC Property Notice Assessment (January 1, 2016).

The capital budget allocated to various services fluctuates year to year based on current capital program requirements (i.e., life of equipment, age of fleet, building maintenance schedule, etc.)

### Continuing Efficiencies and Cost Savings 2012 to 2023 - \$5.5 Million

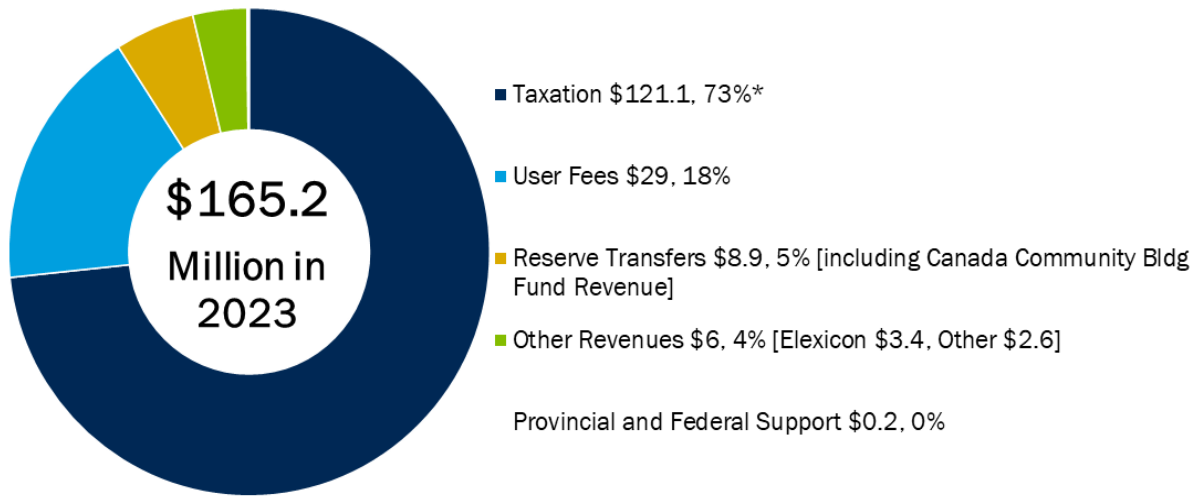


### 2023 Budget Financial Highlights

The recommended 2023 Operating Budget is \$165.2 million and the Capital Budget is \$184.3 million. The following charts depict the revenues, expenditures and funding sources.

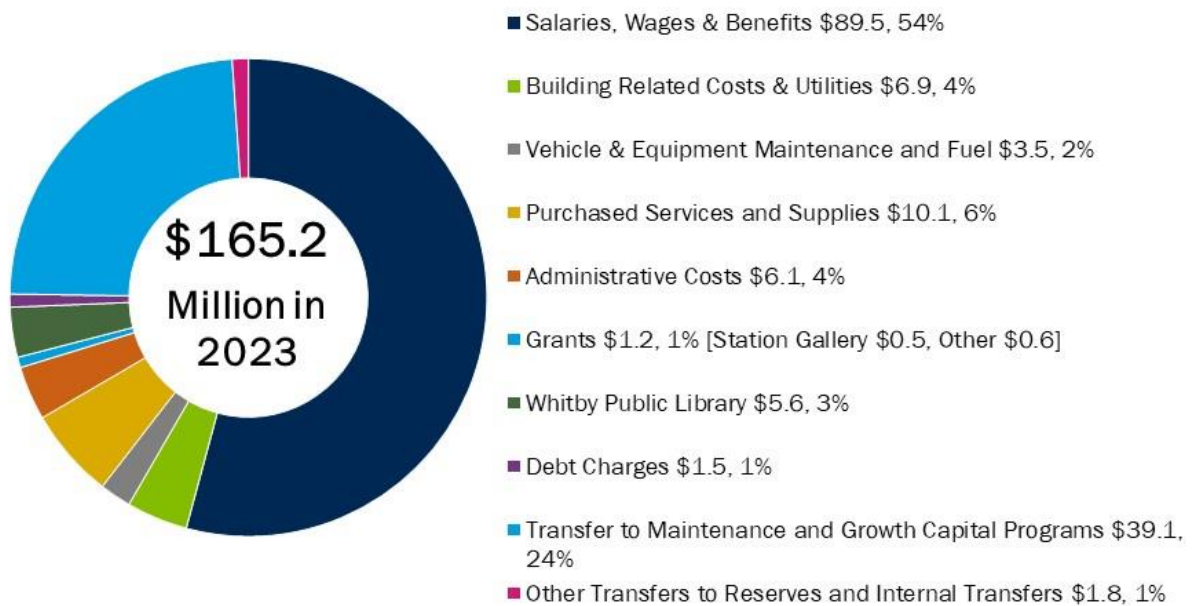


### 2023 Operating Budget Revenues by Category



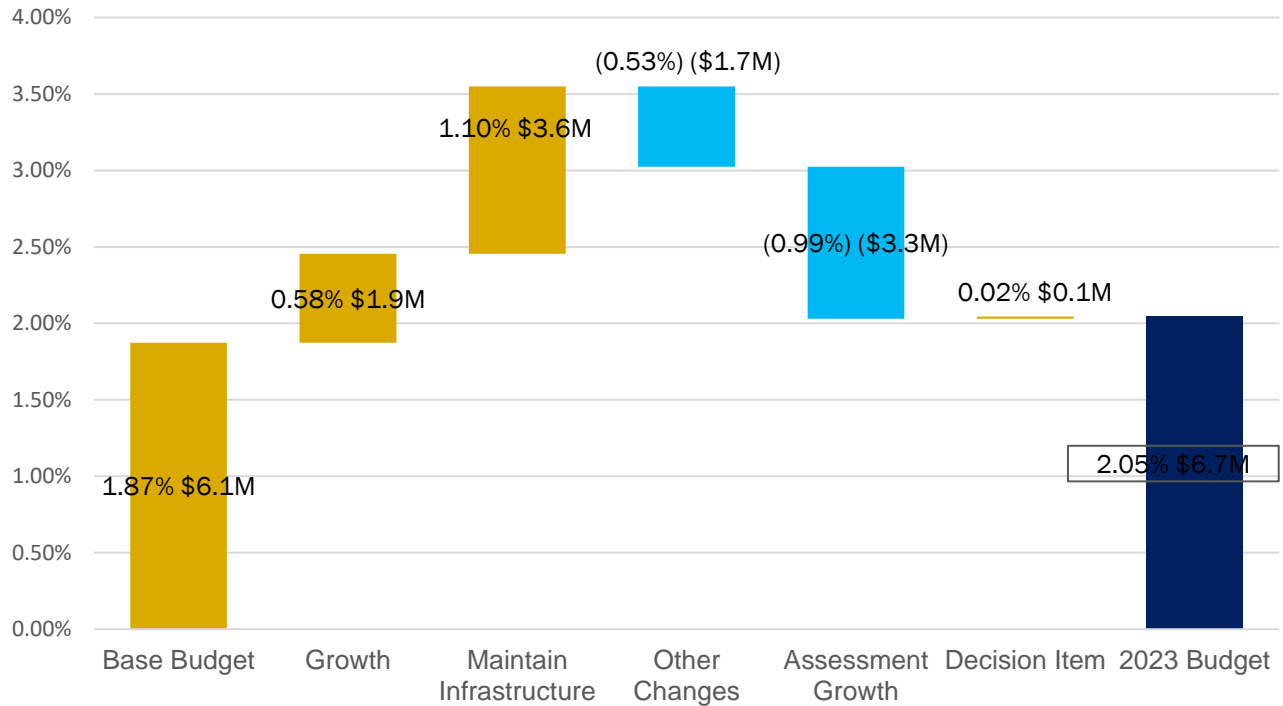
\* Taxation includes the General Tax Levy, Payments In-Lieu and Supplemental Taxes

### 2023 Operating Budget Expenditures by Category



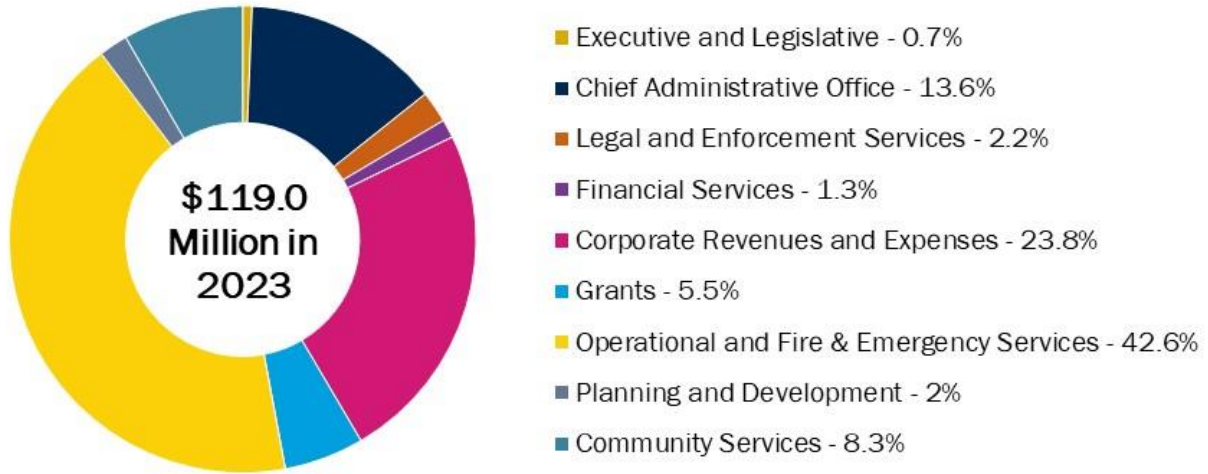
### 2023 Town of Whitby Budget Change

The chart and table below are in millions of dollars.



Overall Budget Impacts	Budget	Overall tax impact % for Town Services on Total Property Tax Bill
Maintain Services	.	.
Base Budget	\$6.1	1.87%
Other Changes	(\$1.7)	(0.53%)
Total Maintain Services	\$4.4	1.35%
Maintain Infrastructure	\$3.6	1.10%
Capital Growth Investment	\$1.9	0.58%
Assessment Growth	(\$3.3)	(0.99%)
Decision Items	\$0.1	0.02%
<b>Total 2023 Budget Impacts</b>	<b>\$6.7</b>	<b>2.05%</b>

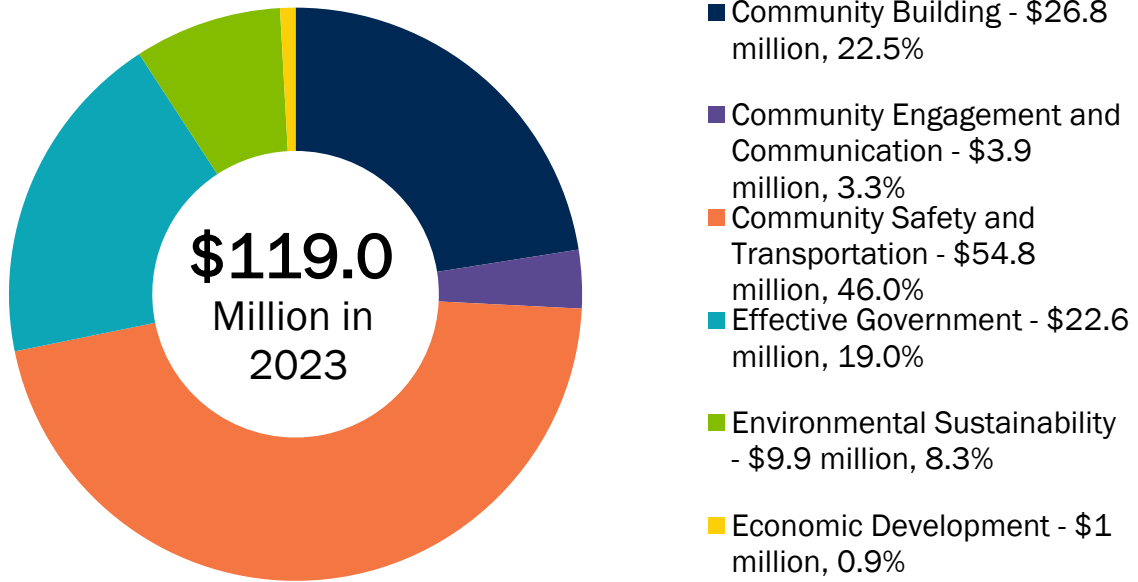
Departmental Net Budget Supported by Proposed Tax Levy



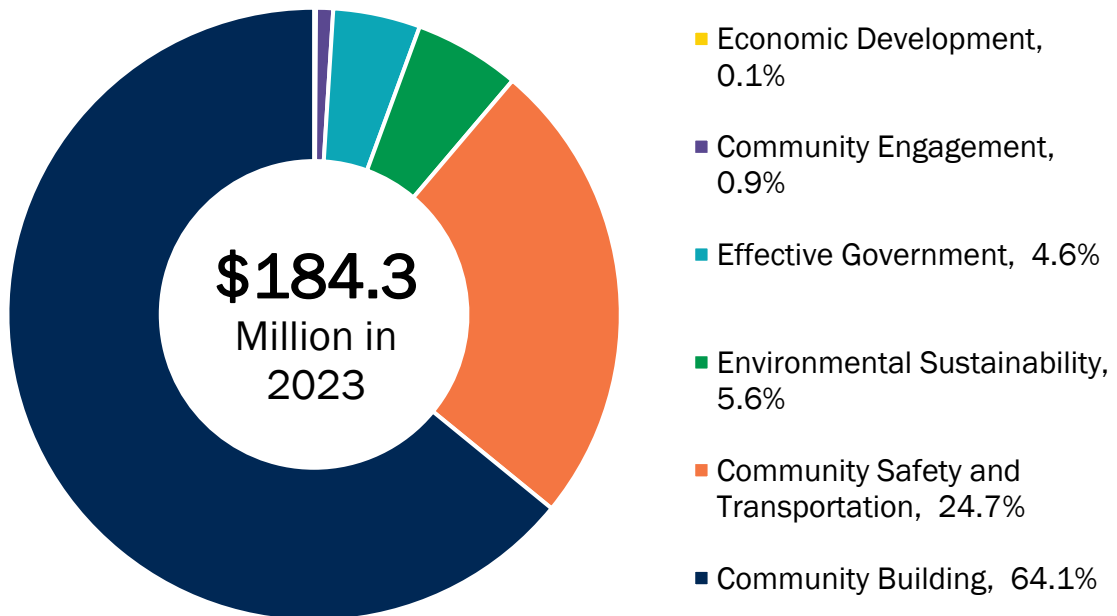
Department	As Percentage of Tax Levy	Millions of Dollars
Executive and Legislative	0.7%	\$0.8
Chief Administrative Office	13.6%	\$16.2
Legal and Enforcement Services	2.2%	\$2.6
Financial Services	1.3%	\$1.5
Corporate Revenue and Expenses	23.8%	\$28.3
Grants	5.5%	\$6.6
Operational and Fire & Emergency Services	42.6%	\$50.7
Planning and Development	2.0%	\$2.4
Community Services	8.3%	\$9.9
<b>Total</b>	<b>100.0%</b>	<b>\$119.0</b>

Note: Values have been rounded to the nearest percentage and dollar amounts

### 2023 Total Property Taxes Invested by Business Plan Theme

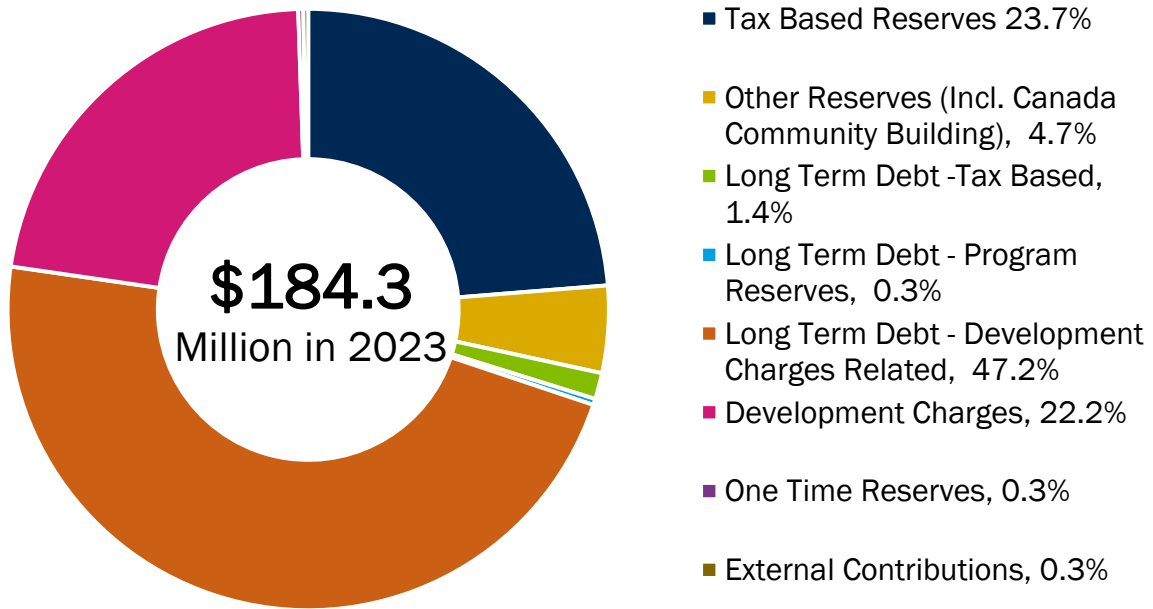


### 2023 Capital Budget by Business Plan Theme



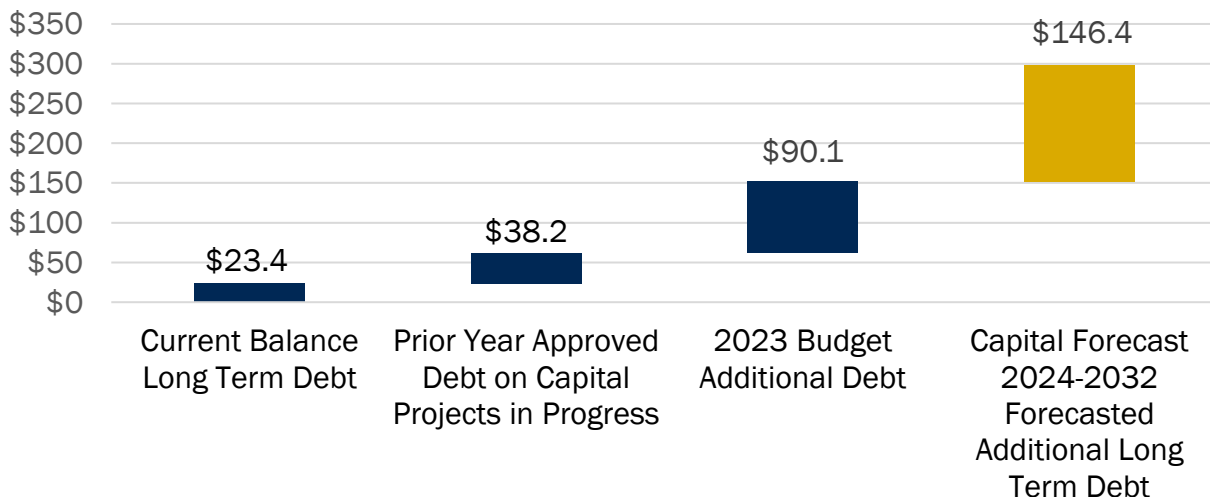
The 2023 Capital Budget allocation is 18% for asset management projects, 79% for growth related projects and 3% for strategic initiatives and community enhancements.

### 2023 Capital Budget by Financing Source



### Long Term Debt - Committed and Forecasted

The graph below represents millions of dollars and excludes any annual debt payments. Whitby, like other growing municipalities, requires debt as part of the long-term financing strategy. The Current Balance below does not include any unpaid commitments in the West Whitby Landowner’s Agreement for the construction of Des Newman Boulevard.



## Corporate Reserve Forecast – 2023 Budgeted Reserve Receipts and Draws

The table below is in millions of dollars and is based on the projected 2022 year-end reserve and reserve fund balances. At the time of preparation, the 2022 fiscal year-end process was still in progress and the 2022 year-end balances have been estimated based on best information available.

Reserve Category	Forecasted Opening Balance (1)	2023 Receipts	2023 Draws	Estimated 2023 Year End Balance
Asset Management	\$56.5	\$28.6	(\$35.8)	\$49.3
Growth	\$34.1	\$12.9	(\$13.8)	\$33.2
Development Charges	\$112.9	\$51.8	(\$41.5)	\$123.2
Program	\$46.5	\$3.6	(\$3.3)	\$46.8
Stabilization	\$11.2	\$0.0	(\$1.1)	\$10.1
One-Time	\$3.8	\$0.6	(\$0.6)	\$3.7
<b>Total</b>	<b>\$265.0</b>	<b>\$97.5</b>	<b>(\$96.2)</b>	<b>\$266.4</b>

(1) The balances reflect the cash balance of the reserve/reserve fund adjusted/reduced for any projects that have been previously approved, but funds not yet spent. The balances also reflect the current projection and may differ from report FS 63-22.

For details of each of the reserve and reserve funds within the above six reserve categories refer to the Corporate Revenue and Expenses section.

## Downtown Whitby Business Improvement Area

The Downtown Whitby Business Improvement Area is overseen by a Board of Management. The board is responsible for the improvement, beautification and maintenance of municipally owned land, buildings and structures in the Business Improvement Area (BIA), beyond that provided at the expense of the municipality generally and to promote the area as a business or shopping area.

The BIA prepares its own budget and presents it to its membership. The Board approved budget and the BIA tax levy is then recommended to Council for approval prior to March 31<sup>st</sup>. The Town’s Operating Budget includes only the Town Programs and Services and excludes the BIA.

## 2022 Budget Restatements

There are several restatements to the 2022 approved budget based on approved changes throughout the 2022 calendar year. These changes have no overall impact on the 2022 approved budget and are mainly reallocations or reclassifications. The 2022 restatements in the 2022 budget include:

- Reallocation of what was shown in the 2022 Budget Book as Public Works – Engineering to Planning and Development
- Reallocation of what was shown in the 2022 Budget Book as Public Works – Operational Services to Operational and Fire and Emergency Services
- Reallocation of Asset Management Services from Operational Services, Roads & Traffic to Financial Services
- Reallocation of Crossing Guards from Planning & Development to Operational Services, Corridor Management

## Staff Complement

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Chief Administrative Office	78.00	2.37	7.00	0.33	1,2,3
Legal and Enforcement Services	25.00	5.65	1.00	0.00	2,3
Financial Services	36.00	4.30	0.00	1.38	1,3
Fire and Emergency Services	141.00	0.69	0.00	0.00	1
Operational Services	129.06	45.76	4.00	0.00	1,2,3
Planning and Development	88.70	2.60	7.00	0.00	1,2,3
Community Services	86.00	80.73	2.00	0.30	1,2,3
<b>Town of Whitby Total</b>	<b>583.76</b>	<b>142.10</b>	<b>21.00</b>	<b>2.01</b>	

- (1) FTE's were adjusted to reflect changes due to reallocations and for the one additional position Council approved in-year.
- (2) Includes new position approved in 2022 Budget. See Departmental Summaries for details.
- (3) See Decision Item tab for proposed position details.

Operating Budget

Corporate Summary

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Taxation	(\$111,171)	\$0	\$0	(\$3,255)	\$0	(\$114,426)
Grants	(\$166)	\$3	\$0	(\$67)	\$0	(\$230)
Program Revenues, Fees and Fines	(\$25,065)	(\$626)	(\$425)	(\$7)	(\$406)	(\$26,530)
Miscellaneous Revenue & External Recoveries	(\$2,727)	\$632	(\$242)	(\$83)	(\$8)	(\$2,429)
Other Revenues	(\$5,211)	(\$115)	(\$681)	\$0	\$0	(\$6,006)
Transfers from Reserves & Internal Recoveries	(\$8,993)	\$755	\$251	\$333	(\$1,202)	(\$8,857)
<b>Total Revenues</b>	<b>(\$153,333)</b>	<b>\$649</b>	<b>(\$1,097)</b>	<b>(\$3,079)</b>	<b>(\$1,616)</b>	<b>(\$158,478)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$83,658	\$1,015	\$4,209	(\$787)	\$1,432	\$89,527
Building Related Costs & Utilities	\$6,824	\$162	\$98	(\$238)	\$0	\$6,847
Vehicle & Equipment Maintenance and Fuel	\$2,733	\$27	\$1,000	(\$229)	\$4	\$3,534
Purchased Services and Supplies	\$9,396	(\$340)	\$477	\$562	\$5	\$10,100
Administrative Costs	\$5,895	(\$106)	\$267	(\$18)	\$15	\$6,054
Grants	\$6,530	(\$38)	\$132	\$19	\$104	\$6,747
Debt Charges	\$1,935	\$0	\$0	(\$479)	\$0	\$1,456
Transfers to Reserves and Internal Transfers	\$36,362	(\$288)	(\$39)	\$4,776	\$92	\$40,902
<b>Total Expenditures</b>	<b>\$153,333</b>	<b>\$432</b>	<b>\$6,144</b>	<b>\$3,606</b>	<b>\$1,652</b>	<b>\$165,167</b>
<b>Net Operating Budget</b>	<b>\$0</b>	<b>\$1,081</b>	<b>\$5,047</b>	<b>\$525</b>	<b>\$35</b>	<b>\$6,689</b>
Executive and Legislative	\$772	\$0	\$11	(\$8)	\$0	\$775
Chief Administrative Office	\$14,618	\$162	\$458	\$560	\$443	\$16,243
Legal and Enforcement Services	\$2,459	\$121	\$145	(\$56)	(\$59)	\$2,610
Financial Services	\$1,514	\$11	\$133	(\$169)	\$35	\$1,522
Corporate Revenues and Expenses	(\$84,489)	\$215	\$245	\$960	(\$981)	(\$84,049)
Grants	\$6,327	\$7	\$132	\$19	\$105	\$6,589
Operational and Fire & Emergency Services	\$47,034	\$513	\$3,203	(\$244)	\$170	\$50,675
Planning and Development	\$2,300	\$296	\$150	(\$640)	\$281	\$2,386
Community Services	\$9,462	(\$246)	\$569	\$107	\$46	\$9,939
<b>Net Operating Budget</b>	<b>(\$0)</b>	<b>\$1,081</b>	<b>\$5,047</b>	<b>\$525</b>	<b>\$35</b>	<b>\$6,689</b>

Note: Numbers may not add due to rounding



## Decision Items

The recommended budget includes decision items for Council’s consideration and approval. Decision items are split between “**included**” in the recommended budget and “**not included**” in the recommended budget:

- Decision Items **included** in the recommended budget - mainly decision items recommended to support existing service levels and programs as the Town grows (e.g. resources required to support new homes, parks, roads, etc.); and
- Decision Items **not included** in the recommended budget - mainly decision items that introduce new services, service levels, or programs to the Town.

Operating Budget Decision Items are changes to the base operating budget that have not been previously approved by Council including position, other non position related resources and operating impacts associated with capital budget decision items.

Capital Budget Decision Items include capital projects related to position requests and new strategic initiatives and community enhancements.

The tables below list both the operating and capital budget decision items. Details regarding each of the requests are found following these summary tables (presented in request order number).

### Operating Budget Decision Items Included in the Recommended Budget

	Request	FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
1	Convert PT Admin Assistant & Customer Service Specialist to FT (Mayor and Councillors Office)	0.40	\$31,555	\$23,666	\$7,889
2	Customer Service Analyst	1.00	\$109,060	\$54,530	\$54,530
3	Public Relations Coordinator (Mayor and Councillors Office)	1.00	\$120,560	\$60,280	\$60,280
4	Community Engagement Specialist	1.00	\$108,928	\$54,464	\$54,464
5	Data Architect	1.00	\$146,300	\$73,150	\$73,150
6	Labour Relations Coordinator	1.00	\$90,500	\$45,250	\$45,250
7	Convert Economic Development Officer to Permanent	1.00	\$122,851	\$122,851	\$0
8	Summer Student, Records Management	0.31	\$14,379	\$14,379	\$0

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
9	Summer Student, Digital Communications	0.31	\$17,356	\$17,356	\$0
10	Summer Student, Corporate Communications	0.31	\$21,074	\$21,074	\$0
11	Compliance & Service Level Coordinator	1.00	\$138,936	\$66,500	\$72,436
12	Purchasing Buyer PT	0.69	\$69,158	\$34,579	\$34,579
13	Accounting Clerk PT	0.69	\$69,158	\$34,579	\$34,579
14	Human Resources Associate (Whitby Public Library)	N/A	\$102,870	\$51,435	\$51,435
15	Manager, Community Engagement & Communications (Whitby Public Library)	N/A	\$105,970	\$52,985	\$52,985
16	Equipment Operator	1.00	\$101,361	\$45,518	\$55,843
17	Inspector - Corridor Management	1.00	\$100,752	\$51,876	\$48,876
18	General Labourer	1.00	\$85,348	\$42,674	\$42,674
19	Facilities Attendant	1.00	\$100,212	\$51,606	\$48,606
20	Senior Manager, Infrastructure Services	1.00	\$199,438	\$101,219	\$98,219
21	Supervisor, Capital Construction	1.00	\$0	\$0	\$0
22	Senior Planners	3.00	\$348,516	\$178,758	\$169,758
23	Building Inspector II	1.00	\$0	\$0	\$0
24	Senior Plans Examiner	1.00	\$0	\$0	\$0
25	Community IDEA Specialist	1.00	\$165,322	\$84,161	\$81,161
26	Capital Project Supervisor, Sustainability	1.00	\$150,600	\$76,800	\$73,800
27	Summer Student - Recreation	0.30	\$16,276	\$16,276	\$0
28	IT Related Costs for 2023 Position Requests	N/A	\$110,000	\$0	\$110,000
29	OE – Communications - Proposed Efficiency with service level changes	N/A	(\$12,568)	(\$9,426)	(\$3,142)
30	Strategic Initiatives - Events - New Events	N/A	(\$12,998)	(\$12,998)	\$0
31	Finance Proposed Efficiency with service level changes	N/A	(\$8,560)	(\$8,560)	\$0

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
32	Draw from Reserves to Phase 2023 Pressures as a Budget Impact Mitigation	N/A	\$0	(\$995,000)	\$995,000
33	Menstrual Products at Pilot Program Locations	N/A	\$3,164	\$3,164	\$0
34	Proposed User Fee Increases	N/A	(\$493,001)	(\$329,262)	(\$163,739)
41	Operating Budget impact for Capital Decision Item #41 Lupin Park Pickleball Line Removal one time funding	N/A	\$0	\$14,000	(\$14,000)
<b>Total</b>		<b>23.01</b>	<b>\$2,122,517</b>	<b>\$37,884</b>	<b>\$2,084,633</b>

**Operating Budget Decision Items Not Included in the Recommended Budget**

Given other budget pressures, such as inflationary pressures on the Town’s expenditures and staffing required to maintain existing services and service levels as the Town continues to grow, the resources required to support new programs and service levels have been deferred and presented below as decision items not included in the recommended budget.

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
35	OE – Communications - Community Engagement Tools	N/A	\$14,000	\$14,000	\$0
36	Active Transportation Safe Roads Advisory Committee (ATSRAC) and Event	N/A	\$51,000	\$51,000	\$0
37	Outdoor Recreational Ice Skating - Peel Park and Brooklin Memorial Park	0.65	\$47,453	\$47,453	\$0
38	Service Level Reductions in Seniors, Youth Services and CRC Health Club	(0.13)	(\$23,380)	(\$23,380)	\$0
39	Menstrual Products at Additional Locations beyond Pilot Program	N/A	\$850	\$5,450	(\$4,600)
40	Outdoor Recreational Ice Skating – Willow Park	0.24	\$22,590	\$36,790	(\$14,200)

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
44	Operating Budget impact for Capital Decision Item #44 – Annual funding to new program reserve “Creative Communities Reserve”	N/A	\$85,000	\$85,000	\$0
45	Operating Budget impact for Capital Decision Item #45 – Annual funding to new program reserve “Economic Development Reserve”	N/A	\$240,000	\$240,000	\$0
46	Operating Budget impact for Capital Decision Item #46 - Special Events Equipment and Van one time funding and annual vehicle operating costs	N/A	\$3,163	\$138,163	(\$135,000)
47	Operating Budget impact for Capital Decision Item #47 – Traffic Calming Action Plan one time funding	N/A	\$0	\$150,000	(\$150,000)
48	Operating Budget impact for Capital Decision Item #48 – Waterfront Kiwanis Heydenshore Parking Lot Concession Vehicle Area one time funding	N/A	\$0	\$25,000	(\$25,000)
49	Operating Budget impact for Capital Decision Item #49 - Zero Carbon Whitby One-Time Funding to Zero Carbon Revolving Reserve Fund for 2023 projects	N/A	\$0	\$721,080	(\$721,080)
50	Provincial Bill 23 Financial Impact Tax Levy	N/A	\$6,800,000	\$3,400,000	\$3,400,000
<b>Total</b>		<b>0.76</b>	<b>\$7,240,676</b>	<b>\$4,890,556</b>	<b>\$2,350,120</b>

**Capital Budget Decision Items Included in the Recommended Budget**

Request		2023 Budget Request	2024-2032 Forecast*	Total
41	Lupin Park Pickleball Line Removal (70230110)	\$14,000	\$0	\$14,000
42	IPSC – GSHP Design & Engineering (71231032) Grant Dependent	\$326,779	\$0	\$326,779

Request		2023 Budget Request	2024-2032 Forecast*	Total
43	OPC – GSHP Feasibility & Design (71231304) Grant Dependent	\$100,725	\$0	\$100,725
<b>Total</b>		<b>\$441,504</b>	<b>\$0</b>	<b>\$441,504</b>

The capital decision items included in the recommended budget are financed by the following sources:

Funding Source	2023 Funding	2024-2032 Funding	Total
Grants	\$427,504	\$0	\$427,504
Tax Based Contribution (for request #41)	\$14,000	\$0	\$14,000
<b>Total</b>	<b>\$441,504</b>	<b>\$0</b>	<b>\$441,504</b>

**Capital Budget Decision Items Not Included in the Recommended Budget**

Request		2023 Budget Request	2024-2032 Forecast	Total
44	Creative Communities Initiatives Annual Funding of \$85,000 & Establishment of a Creative Communities Reserve	\$85,000	\$765,000	\$850,000
45	Economic Development Program Annual Funding of \$240,000 & Establishment of an Economic Development Reserve	\$240,000	\$2,160,000	\$2,400,000
46	Special Events Equipment -Events Assets (10238101) & Van (30232005)	\$135,000	\$380,000	\$515,000
47	Traffic Calming Action Plan & Implementation Program (includes Speed Reduction) (40237105)	\$150,000	\$0	\$150,000
48	Waterfront – Kiwanis Heydenshore Parking Lot Concession Vehicle Area	\$25,000	\$0	\$25,000
49	Zero Carbon Whitby One-Time Funding to fund proposed 2023 Projects	\$721,080	\$0	\$721,080
<b>Total</b>		<b>\$1,356,080</b>	<b>\$3,305,000</b>	<b>\$4,661,080</b>

Approval of capital projects included in the 2024-2032 capital forecast will come forward for Council’s consideration in a future budget year. Any approvals are for only the 2023 capital projects.

The capital decision items **Not Included** in the recommended budget if approved would be financed by the following sources:

Funding Source	2023 Funding	2024-2032 Funding	Total
Annual Tax Based Contribution to new Program Reserves (for request #44 and 45)	\$325,000	\$2,925,000	\$3,250,000
One Time Tax Based Contribution (for request #46, 47 and 48)	\$310,000	\$380,000	\$690,000
One Time Tax Based Contribution to Zero Carbon Revolving Reserve Fund (for request #49)	\$721,080	\$0	\$721,080
<b>Total</b>	<b>\$1,356,080</b>	<b>\$3,305,000</b>	<b>\$4,661,080</b>

## Operating Decision Item #1 Included in Recommended Budget Details

### Convert Part Time Admin Assistant & Customer Service Specialist to Full Time (FTE = 0.40)

Implementation Date: 04/01/2023

Department: Office of the Chief Administrative Officer

Division: Office of the Town Clerk (Mayor & Councillors Office)

#### Function of Role:

The Administrative Assistant & Customer Service Specialist position in the Mayor and Councillors Office is responsible for handling customer service and various administrative functions for Members of Council and the Office. This position plays a key role in ensuring the effective support of the Mayor and Councillors as a customer facing ambassador for the Town and Council.

#### Why this request is necessary:

Converting the existing part-time position to a full-time position will ensure that Staff are able to maintain expectations and provide excellent customer service when it comes to handling constituent inquiries directed through the Mayor and Councillors’ Office. Further to the chart below, the number of MOC CityWorks has been growing in volume on an annual basis. MOC Cityworks is the process for the Mayor and Councillors to submit inquiries and service requests to Staff on behalf of constituents. This position is further necessary as the volume of work assigned to the Administration Coordinator in the Mayor and Councillors’ Office is exceeding capacity and approving full-time for this position will allow a rebalancing of workload within the Office.

Year	2014	2015	2016	2017	2018	2019	2020	2021
MOC CityWorks	454	376	518	670	725	1015	716	840

#### Consequences of not funding this request:

Increased demands and volume of work means that it is difficult for existing Staff to manage inquiries within established service levels. It is necessary to be able to continue to respond to inquiries promptly to meet the public and Council’s expectations.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$31,555	\$23,666	\$7,889
<b>Net Request Impact – Growth</b>	\$31,555	\$23,666	\$7,889



## **Operating Decision Item #2 Included in Recommended Budget Details**

### **Customer Service Analyst (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Office of the Chief Administrative Officer

Division: Office of the Town Clerk

#### **Function of Role:**

#### **Why this request is necessary:**

The Customer Service Analyst will support delivery of the actions and recommendations within the Customer Service Strategy. As a corporate asset, this position will work with departments and Technology and Innovation Services to transform the way the Town delivers customer service by ensuring that a customer first approach is embedded within key transformational projects that are currently underway or planned. In the near term, the Customer Service Analyst will support the upgrade of the Cityworks software to ensure that customer and work management processes adhere to the Strategy's recommendations, and consideration is given to a future integration with a Customer Relationship Management (CRM) software and creation of a Service Whitby framework. While supporting corporate projects, the Customer Service Analyst will begin the necessary work of reviewing process mapping, knowledgebase development, software integration requirements, and identifying phasing for the implementation of a CRM and creation of Service Whitby to support a centralized point of contact for customers.

#### **Why this request is necessary:**

The need for a Customer Service Analyst was identified in the 2021 Customer Service Strategy to support delivery of the Strategy's recommendations. Further, the Corporate Strategic Plan identified the "Customer" as a Strategic Priority. The Customer Service Analyst as a corporate resource is required to fully realize the customer service vision articulated within the Customer Service Strategy and Corporate Strategic Plan.

#### **Consequences of not funding this request:**

Not filling this position will mean that without a dedicated resource, Staff will not be able to deliver on the recommendations within the Customer Service Strategy and Corporate Strategic Plan and transform the customer experience for Whitby residents.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$109,060	\$54,530	\$54,530
<b>Net Request Impact – Growth</b>	<b>\$109,060</b>	<b>\$54,530</b>	<b>\$54,530</b>

## Operating Decision Item #3 Included in Recommended Budget Details

### Public Relations Coordinator (FTE = 1.00)

Implementation Date: 07/01/2023

Department: Office of the Chief Administrative Officer

Division: Office of the Town Clerk (Mayor and Councillors Office)

#### Function of Role:

The Public Relations Coordinator will be responsible for supporting communications and constituent engagement for the Mayor and Members of Council. This includes supporting community outreach, organizing town hall meetings, writing speeches, developing key messages, providing media relations support, creating content for Mayor and Councillors' social media channels, and managing the Mayor's social media channels. The position will work closely with Corporate Communications and Creative Services to ensure political messaging is aligned to corporate messaging.

#### Why this request is necessary:

There is not existing Staff capacity to support Council in achieving more effective community outreach, constituent engagement, and communications as part of their representative role. Further, it is necessary to provide additional support to Members of Council so that they can manage engagement with a growing number of constituents due to the Town's rapid growth in population.

#### Consequences of not funding this request:

Without a dedicated resource to support engagement and communications for Members of Council, it will not be possible to achieve a more broad based and effective public outreach. Ensuring that Council can stay connected with the community and has the proper resources to support their responsibilities as elected officials is a necessary precondition to maintaining proper governance.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$120,560	\$60,280	\$60,280
<b>Net Request Impact – Growth</b>	<b>\$120,560</b>	<b>\$60,280</b>	<b>\$60,280</b>

## **Operating Decision Item #4 Included in Recommended Budget Details**

### **Community Engagement Specialist (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Corporate Communications

#### **Function of Role:**

Community Engagement is a Business Plan priority for the Town and this role will play a significant role in cultivating meaningful conversations, strong relationships, trust, and overall engagement with the Town's internal and external stakeholders. The Community Engagement Specialist will ensure that the Town is fully engaging the community to receive their feedback in order to inform the municipal decision-making process and council priorities. The Specialist will work with internal partners to ensure best practices in community engagement and the Town's overall commitments within the Council-endorsed Community Engagement Strategy and Action Plan are being met. The role will support staff from across the organization in the planning, design, and delivery of industry-leading community engagement strategies and activities that broaden and enhance the Town's current online engagement activities to reach target audiences and even more people – where and how they want to be engaged. The Specialist will work with staff on corporate projects to help set appropriate engagement goals and objectives, as well as identify appropriate tools and tactics to help staff meet these objectives. The Specialist will also be responsible for training partners to use the tools, how to interpret that data, and develop reports. The role will support the development of key messaging and storytelling on engagement projects to drive participation. The role will also be responsible for overseeing and managing the Town's current digital engagement Connect Whitby platform.

#### **Why this request is necessary:**

The purpose of engagement is to enrich and inform our decision-making, and Council continues to prioritize engagement on significant projects, highlighting the need for this position. We also know that the Whitby community is a highly engaged one; our engagement vendor, Bang the Table, advised that Whitby has a 21 per cent higher overall participation rate for engagement over other communities the same size. This position is necessary to provide the expected levels of engagement on projects as our community grows and resident expectations continue to evolve. In an effort to support continuous improvement, the Communications team developed a new intake process to track and report data. Through this process, we know that to-date this year, our team has received more than 800 requests for communications support, including a +400% increase in requests for Connect Whitby project support alone. Due to the increase in project support requests and lack of capacity, we are seeing projects being delayed or postponed, some by as much as two months. If the Specialist role is not approved we will need to continue to move out timelines or not deliver the expected levels of engagement. This likely will erode trust, as the

community expects this level of service and transparency when important decisions are being made. We also know from our engagement vendor, that we are just scratching the surface of engagement through the Connect Whitby platform and that the 2019 Council-endorsed Community Engagement Strategy and Action Plan includes many recommendations and best practices to engage the community, like focus groups and community open houses, workshops and roundtables, which help increase transparency, and build trust along the way. The purpose of engagement is to enrich and inform our decision making. Engagement tools and training enable the Town to be flexible in its engagement efforts, better meet the expectations of our community on an annual basis and continue to enable the Town to be responsive in its engagement processes. Decision Item #35 requests tax-based operational funding of \$14K for new Community Engagement Tools to support the work required for this role.

**Consequences of not funding this request:**

Coupled with the previous lack of approval for a dedicated resource to support this Council-approved Business Plan priority, there is no staff capacity to continue to support the growing number of engagement projects and variety of tactics (in-person, virtual) needed to meaningfully engage our diverse community. In addition, not approving this role poses a reputational risk to the Town and Council. We know community expectations are high related to engagement in Town and Council decision-making. Failure to properly engage can create unintended consequences for the Town. If the Specialist role is not approved we will need to continue to move out timelines or not deliver the expected levels of engagement. This likely will erode trust, as the community expects this level of service and transparency when important decisions are being made. Without this role, we are also limited in our ability to report back on engagement results and properly close the loop with residents who took the time to participate in projects – further eroding trust in how resident feedback impacts Council decision-making. Lastly, without this role we cannot provide important training to our partners on how to do more fulsome online, in-person, community engagement, as was recommended in the council-approved strategy.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$108,928	\$54,464	\$54,464
<b>Net Request Impact – Growth</b>	<b>\$108,928</b>	<b>\$54,464</b>	<b>\$54,464</b>

## Operating Decision Item #5 Included in Recommended Budget Details

### Data Architect (FTE = 1.00)

Implementation Date: 07/01/2023

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Technology Information Services

#### Function of Role:

The Data Architect is accountable for setting data architecture principles and creating models of data that enables the implementation of the intended business architecture. The Data Architect defines how the data will be stored, consumed, integrated, and managed by the various IT systems and applications using or processing that data. The Data Architect focuses on the data itself and how it will be used, by looking at the big picture and how the corporation will make use of it. This role contributes to the overall construction of logical, functional, physical database and application designs, features, and ensures adherence to project deadlines, specifications, and budget; This role assess and cultivate long-term strategic goals for data warehousing in conjunction with data users, department managers, clients, and other key stakeholders This role installs and tests new versions and patches of corporate database management systems. This role develops, implements and maintains routine backup, recovery and disaster recovery procedures, as well as develops, implements and maintains safeguards to ensure integrity of corporate data.

#### Why this request is necessary:

This position is necessary to help ensure digital modernization initiatives such as the CityWorks upgrade and corporate data integrations into future systems such as CRM, are planned and executed from a data base design, data integrity and security perspective. This role is critical to ensuring all corporate databases are maintained and upgraded to ensure availability and security.

#### Consequences of not funding this request:

Planned workplans, ad hoc client requests for support and planned maintenance to ensure security of data, would be delayed as the existing staff member in this role is at capacity.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$146,300	\$73,150	\$73,150

## 2023 Budget

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Description	Annual	2023 Impact	2024 Impact
Net Request Impact – Growth	\$146,300	\$73,150	\$73,150

## Operating Decision Item #6 Included in Recommended Budget Details

### Labour Relations Coordinator (FTE = 1.00)

Implementation Date: 07/01/2023

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Human Resources

#### Function of Role:

The Labour Relations Coordinator position will contribute to the maintenance of positive labour relations by being a reliable point of contact for all parties involved and providing analytical, technical, strategic administrative support and co-ordination to a wide range of policy and labour relations initiatives for all union groups.

#### Why this request is necessary:

The Town of Whitby strives for harmonious labour/management relations, productive work environments and fair and equitable treatment of employees through the consistent application of collective agreements, labour relations legislation and workplace policy.

#### Consequences of not funding this request:

Risks of not filling this position would contribute to delayed, inefficient grievance management resulting in negative organizational outcomes such as damage to labour/management relations, reduced productivity, absenteeism, insubordination, and reduced quality of work. Additionally, increased costs would result due to contracting out of work to legal, poor decision-making, human error, and increased conflict between labour/management.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$90,500	\$45,250	\$45,250
<b>Net Request Impact – Growth</b>	<b>\$90,500</b>	<b>\$45,250</b>	<b>\$45,250</b>



## Operating Decision Item #7 Included in Recommended Budget Details

### Convert Economic Development Officer to Permanent (FTE = 1.00)

Implementation Date: 01/01/2023

Department: Office of the Chief Administrative Officer

Division: Strategic Initiatives – Economic Development

#### Function of Role:

The Economic Development Officer serves a vital function on the Economic Development team. The role is responsible for the execution of initiatives identified in the 2022-2026 Economic Development Strategy and Action Plan. Economic growth and jobs are a priority for the community as evidenced by the budget engagement results and a focus for Council. Revitalization of the downtown was the top budget priority and more local jobs was the fifth budget priority from the 2022 budget engagement results.

#### Why this request is necessary:

The Economic Development Officer position is required to support enhanced workloads because of the Council approved 2022-2026 Economic Development Strategy. The role is responsible for implementing both the ongoing Business Retention and Expansion program as well as the implementation of the new Concierge Program. Over 43% of respondents to the Town’s budget engagement survey supported an increase in annual taxation to enhance the delivery of economic development services.

#### Consequences of not funding this request:

If the position is not filled, staff will not be able to proceed with the implementation of the Concierge program. It will also result in the economic development team stopping the Business Retention and Expansion Program. If the position is continued on a contractual basis, staff are concerned with their ability to attract high quality staff members.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$122,851	\$122,851	-
<b>Net Request Impact - Growth</b>	<b>\$122,851</b>	<b>\$122,851</b>	-

## Operating Decision Item #8 Included in Recommended Budget Details

### Summer Student, Records Management (FTE = 0.31)

Implementation Date: 05/01/2023

Department: Office of the Chief Administrative Officer

Division: Office of the Town Clerk

#### Function of Role:

This position will assist with the management of corporate physical and electronic records in addition to supporting ongoing projects related to privacy, information governance, and content management. Given the influx of physical file management and records transfer requests from departments that occurs over the summer period, this position is necessary to ensure those processes occur without unnecessary delay.

#### Why this request is necessary:

Due to the nature of physical file management and other work demands, many departments take the opportunity to manage their records during the summer because of the increased capacity provided by summer students throughout departments to complete records management tasks. The addition of a summer student within the Privacy, Records and Information Management section during the summer will provide for smoother transactions with departments and eliminate wait times, ensuring that summer student capacity is well utilized in other areas of the organization.

#### Consequences of not funding this request:

The routine tasks that could be completed by a summer student reduce delays in service to departments. Additionally, the summer student would free up the existing staff resource to contribute meaningfully to other pressing corporate projects such as the electronic document management.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits Recovery from Capital	\$14,379	\$14,379	-
<b>Net Request Impact - Growth</b>	<b>\$14,379</b>	<b>\$14,379</b>	<b>-</b>

## **Operating Decision Item #9 Included in Recommended Budget Details**

### **Summer Student, Digital Communications (FTE = 0.31)**

Implementation Date: 05/01/2023

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Corporate Communications

#### **Function of Role:**

The function of the Digital Media Summer Student role is to provide support to the Digital Media team; creating content such as videos, supporting the content audit of whitby.ca, the Whitby Wire intranet, the engagement platform Connect Whitby, monitor and draft content for social media channels, and update social media influencer lists.

#### **Why this request is necessary:**

Over the last year, the communications team has received over 800 communications support requests, including significantly increased video creation support (for external and internal videos). With the increased request for digital support, there is an increase in the need to leverage video. In the last quarter, video views were up over 300% on our owned channels. In addition, since launching Connect Whitby, the Town's engagement platform in 2020, the communications team has increased its workload substantially, with proactive engagement planning accounting for approximately 900 additional hours of communications work annually, including creative content creation for digital channels. The summer sStudent role will be critical in capturing videos that can be used throughout the year.

#### **Consequences of not funding this request:**

Due to Communications' reactive nature and the digital team's current capacity, not having the additional support of a digital media summer student will mean we cannot proactively review and index the content we have on our digital channels or proactively create additional videos. These priorities will continue to be pushed back as other more pressing issues come up that require immediate support.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$17,356	\$17,356	-
<b>Net Request Impact – Growth</b>	<b>\$17,356</b>	<b>\$17,356</b>	-

## **Operating Decision Item #10 Included in Recommended Budget Details**

### **Summer Student, Corporate Communications (FTE = 0.31)**

Implementation Date: 05/01/2023

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Corporate Communications

#### **Function of Role:**

The function of the Corporate Communications Summer Student role is to provide support to the corporate communications and creative services team; writing materials such as video scripts, web stories, key messages, publications, creating content for internal and external audiences, organizing and tagging the photo library, and helping organize and audit the Town's branded promotional items.

#### **Why this request is necessary:**

Over the last year, communications has received more than 800 requests for communications support to-date and has seen a 75% increase in support for internal communications support to build comprehensive plans to communicate the many modernization initiatives the Town is undertaking. This will only increase as the Town has a dedicated internal IDEA specialist who will also require communications support. In addition, since launching Connect Whitby in 2020, the communications team has increased its workload substantially, with proactive engagement planning accounting for approximately 900 additional hours of communications work annually, including creative writing and content creation.

#### **Consequences of not funding this request:**

Due to the reactive nature of communications work and the current workload, having the additional support of a summer student will help the team fulfil priorities that are often delayed due to other more pressing issues that require immediate support. The ability to organize the photo library, for example, will help save the team time and improve efficiencies in the future when seeking imagery to support campaigns, and the ability to proactively draft materials for cyclical programs and services will enable the team to have more time and flexibility for proactive planning.

#### **Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$21,074	\$21,074	-
<b>Net Request Impact – Growth</b>	<b>\$21,074</b>	<b>\$21,074</b>	-

## Operating Decision Item #11 Included in Recommended Budget Details

### Compliance & Service Level Coordinator (FTE = 1.00)

Implementation Date: 07/01/2023

Department: Legal and Enforcement Services

Division: By-Law Section

#### Function of Role:

The Compliance and Service Level Coordinator role is to ensure consistent training of new and existing staff, to assist with the development of individual, onboarding and Divisional training plans. Divisional Standard Operating Procedures and to monitor Officer task lists to ensure the Division is meeting established Department Service Levels.

#### Why this request is necessary:

This position is necessary to ensure the current Department's service level response times do not continue to increase. This position is essential due to the growth of the Division and for the development of the Municipal Law Enforcement Officers. Additionally, this position will assist to ensure a consistent approach to enforcement, assist in developing divisional procedures to evenly distribute and streamline workloads. This position will also assist with the growing safety concerns of being a uniformed position.

#### Consequences of not funding this request:

Should the position not be filled, the Division will continue to attempt to complete the above noted functions on an as needed/reactionary basis. Not filling the position will result in the Division not being able to maintain reasonable reactionary times and ensure a consistent approach of enforcement.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$133,000	\$66,500	\$66,500
Vehicle Related Expenses	\$5,936	-	\$5,936
<b>Net Request Impact – Growth</b>	<b>\$138,936</b>	<b>\$66,500</b>	<b>\$72,436</b>

**Capital Budget Request:**

<b>Capital Project</b>	<b>Funding Source</b>	<b>2023 Budget</b>	<b>2024-2032 Forecast</b>	<b>Total</b>
54232002 BYLW - Vehicle and Equipment (additional)	Development Charges	\$49,854	\$0	\$49,854



## **Operating Decision Item #12 Included in Recommended Budget Details**

### **Purchasing Buyer Part-Time (FTE = 0.69)**

Implementation Date: 07/01/2023

Department: Financial Services

Division: Purchasing

#### **Function of Role:**

Whitby has a centralized purchasing group that work to ensure the purchasing process is maintained as open and fair, in accordance with the purchasing policy, ensures legislative requirements are met corporately to minimize risk and works collaboratively with staff to deliver the expectations of our residents and Council. The Buyer role typically manages corporate commodities (such as office supplies, janitorial, stationery, etc.) purchase requisitions, manages less complex bidding projects and supports the Senior Buyer(s) and Purchasing Analyst in larger projects. The Buyer handles a higher volume of transactions and processes required in the procurement and disposal of assets. This role would work closely with the Purchasing team to support the requirements of the Town's Enterprise Resource Planning (ERP) system implementation, Project WISDOM.

#### **Why this request is necessary:**

The growth across the Corporation has had an impact on the project workload within the Purchasing division, resulting in higher-than-normal over-time costs. There is a risk of "burn-out" for staff and retention of the purchasing team if the continued high workload and tight timelines of our clients is not further supported. The current complement in Purchasing is over-capacity, consistently working additional time to keep pace with the demand for purchasing services (e.g. assisting other departments procure goods and services). The WISDOM project has indicated that Purchasing Subject Matter Experts (SME) contributions are required throughout 2023 in order to seamlessly integrate procurement data (e.g. open/balance on purchase orders, commitments) into reports and dashboards for project managers (from across the Corporation) to effectively manage their projects and budgets in the new ERP system. To deal with current and impending workload associated with growth and project WISDOM, the Purchasing division will require Buyer assistance to maintain service levels. This role will support the Team specifically as it works towards the ERP implementation, a growing number of procurements related to Town growth, and more complex procurement issues as multiple commodity sectors experiencing supply chain and labour shortages.

#### **Consequences of not funding this request:**

Failing to fill this position will have an impact on the level of service that Purchasing Services can continue to deliver and may impact the timely procurement of goods and services required to service the community. Continuing to increase work levels without consideration to the capacity of our available resources will degrade the service being provided and reduce the Town's ability to respond to projects required in a timely manner. Additional resources

are key to maintaining service levels (e.g. continuing to procure goods and services in a timely, fair, open, and transparent manner) and to the success of the ERP implementation.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$69,158	\$34,579	\$34,579
<b>Net Request Impact - Growth</b>	<b>\$69,158</b>	<b>\$34,579</b>	<b>\$34,579</b>

## **Operating Decision Item #13 Included in Recommended Budget Details**

### **Accounting Clerk Part-Time (FTE = 0.69)**

Implementation Date: 07/01/2023

Department: Financial Services

Division: Treasury

#### **Function of Role:**

This role will be responsible for providing support to various Treasury Services accounting functions (Accounts Payable, Capital Accounting, etc.), especially during the implementation of the Town's Enterprise Resource Planning (ERP) system implementation, Project WISDOM.

#### **Why this request is necessary:**

The ability to provide accurate and timely financial information for both external and internal stakeholders will continue to decline if additional resources are not available to address both the increasing overall workload and increasing time commitment for a successful implementation of the ERP system. The Accounting Clerk Part-Time position will support and backfill for Subject Matter Experts (SME's) within Treasury Services during the implementation of Project WISDOM. Treasury Services SME's will be required to prioritize their time to help implement the ERP system (including design, data extraction/rationalization, and testing) in 2023. This position will provide backfill support to ensure that Treasury Services accounting functions continue. Further, given the rapid population growth of the Town and the many exciting projects that the Treasury team is supporting, Treasury Services continues to experience increasing requirements for overtime to complete day-to-day work at minimal levels and struggle to complete month-end closing/reporting on a timely basis.

#### **Consequences of not funding this request:**

The compounding demands on the team from supporting Project WISDOM implementation and growth experienced by the Town has put further pressures on existing staff that are already over-committed. Not filling the position will result in excessive overtime and potential "burnout" of existing resources, which in turn, may result in a delay to the implementation of ERP system and reduced levels of Treasury/accounting services provided to Town staff, vendors, customers and other stakeholders.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$69,158	\$34,579	\$34,579
<b>Net Request Impact - Growth</b>	<b>\$69,158</b>	<b>\$34,579</b>	<b>\$34,579</b>

## **Operating Decision Item #14 Included in Recommended Budget Details**

### **Human Resources Associate (Whitby Public Library)**

Implementation Date: 07/01/2023

Department: Grants

Division: Whitby Public Library

#### **Function of Role:**

A dedicated HR person has been needed for several years but the recent certification of library staff by CUPE in 2022 has greatly increased the immediacy of this need. HR functions are presently handled as part of a larger portfolio by members of the management team. Certification brings an increased need for compliance, formal policies and procedures, as well as an exponential need dealing with labour relations (LR) issues. There will also be larger projects in 2023 as we progress through our recent certification - such as negotiating and dealing with a new collective agreement. Not having this position will likely result in grievances and other compliance issues if we do not have the proper resources to assist with the increased demands on HR/LR. They are also needed to assist with ongoing recruitment and retention planning, and ongoing training, due to increased turnover from retirements within our own system and with the increase in opportunities caused by turnover across public libraries in general. This role is also integral to assist in planning and coordination of diversity and inclusion efforts at the Library. Having this dedicated HR Associate will also allow us to better handle administrative HR functions like payroll and benefits which are done by another member of the management team as part of a larger portfolio - having the HR Associate will mean that we will have a back-up who can be fully trained to assist them. Hiring this person will assist with succession planning as 80% of the management team will be eligible to retire within the next 6 years.

#### **Why this request is necessary:**

Library staff unionized in 2022 and we require additional HR support to meet legislative and labour management requirements. We will not be able to manage the increased workload created by certification and ongoing turnover with existing resources.

#### **Consequences of not funding this request:**

The main consequence is not being able to manage labour relations in the new environment. We do not have the capacity to dedicate resources to grievances, discipline, etc. We risk incurring increased legal fees, as well as damage to the reputation of the Library.

This individual is also needed for recruitment efforts as having only one person doing all hiring slows down the process and leads to longer gaps in being able to staff open positions which in turn negatively affects service levels, and possibly lead to grievances if collective agreement timelines are not met.

Our payroll and benefits person is also eligible for retirement. This position is needed to have a back-up in place so that we are not without someone who can take on these duties should that individual decide to retire in 2023.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$102,870	\$51,435	\$51,435
<b>Net Request Impact - Growth</b>	<b>\$102,870</b>	<b>\$51,435</b>	<b>\$51,435</b>

## **Operating Decision Item #15 Included in Recommended Budget Details**

### **Manager, Community Engagement & Communications (Whitby Public Library)**

Implementation Date: 07/01/2023

Department: Grants

Division: Whitby Public Library

#### **Function of Role:**

This position will manage the Library's community engagement efforts, communications and community engagement staff, as well as our virtual branch. Community Engagement is not only a Council goal, but also a priority for all public services, including libraries. Currently our Director, Community and Service Development, Director, Technology and Operations and Manager, Children's and Adult Fiction share oversight of these diverse areas.

#### **Why this request is necessary:**

This position is needed to support and manage the additional workload needed to maintain service levels to a growing and increasingly diverse community and communicate our value to new residents. Library users have embraced new ways to connect with us. Virtual visits and social media communications are an integral part of our service delivery model and an important way to improve the customer experience. The expectation of our growing community is for robust 24/7 access. With Whitby's current and planned growth, the ability to manage these efforts with more focus, with time for more fulsome evaluation will ensure that we are positioned to keep our finger on the pulse of community needs and communicate our value. This focus will improve use of Library services and increase the return on the investment on the operating grant the Town provides. Moving these tasks to a new portfolio will allow current managers to dive deeper into areas such as improved customer service and technology initiatives that will improve direct service to our customers and ensure that services are operating as efficiently as possible. In 2023 the Library will craft a new strategic plan to guide our service delivery through further growth and change in the community and the organization. Strategic and effective engagement and communication will be crucial to the effectiveness of this planning process. Library staff unionized in 2022. It is important for the Library to have a management position to ensure communications and access to our virtual branch in the event of future possible labour disruptions.

#### **Consequences of not funding this request:**

Our current communications staff (.8 FTE) covers branding, marketing, graphics and social media for the Library. In comparable and smaller organizations, these roles are filled by multiple positions. Though we have made strides increasing our reach since this position was created in 2016, the increased demands of communicating our value to our growing community, coupled with the challenge of navigating increasingly complex online engagement, create the need for focused and intentional management of our

communications and online presence. Maintaining the status quo means additional that projects deferred due to staff capacity will continue to be deferred. Examples of projects deferred for this reason include additional marketing campaigns to increase our reach to underserved populations, an accessibility audit of our website, and a communications sharepoint to increase staff efficiency and ensure the integrity of the Library’s brand. Without this position, we will not be able to more fully connect with the community to ensure they are taking full advantage of the services and resources funded by their tax dollars. We will be able to fill fewer identified gaps in our communication efforts and not build in effective cross-training and backup for unexpected absences. It is important to connect with the continued influx of new residents where they work, live and play, including online spaces. This position will take the lead on our social media presence and website content authoring and editing. The latter role is now split between communications and systems staff. Having the work expanded into this new role will also allow for cross-training and backup during absences. The more residents know about their Library, the more effectively they will use it, and the greater is the return on the Town’s investment in our services.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$105,970	\$52,985	\$52,985
<b>Net Request Impact - Growth</b>	<b>\$105,970</b>	<b>\$52,985</b>	<b>\$52,985</b>



## **Operating Decision Item #16 Included in Recommended Budget Details**

### **Equipment Operator (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Operational Services

Division: Roads & Traffic

#### **Function of Role:**

The Equipment Operator position is responsible for roadway /roadside winter and summer maintenance activities. In the winter months, this position provides roadway salting and ploughing for all road classes from primary, secondary and tertiary network to meet the Town winter maintenance service levels. In addition, during significant winter events, this position is vital to the clearing and removal of snow at dead ends and cul-de-sacs throughout the Town. During the spring, summer and fall months, this position is key to maintaining roadway/roadside activities including street sweeping, flushing, asphalt repairs, potholes, gravel pit operations, roadside ditching, roadside grass, brushing and grubbing and culvert maintenance and new installations

#### **Why this request is necessary:**

To provide formal and consistent winter and summer maintenance on Town growth roadway and roadside network in order to meet approved levels of service for both winter and summer activities and maintain Town road network infrastructure in state of good repairs in accordance with the provincial minimum maintenance standards.

#### **Consequences of not funding this request:**

The additional maintenance required to meet the infrastructure growth on roads, laneways, ploughing, salting, snow removal, culvert maintenance and installation on new infill homes, catch basin/ service holes maintenance cannot be completed during regular hours and all activities would depend on ongoing overtime. As overtime is not mandatory, existing routes would take priority leaving streets with snow or unattended for prolonged periods of times during a winter event and delays meeting service levels on streets sweeping, flushing, road patching and pothole repairs overloading the system and increasing safety hazards for motorists and all road users that could result in increasing claims. Alternatives could include reducing the service levels or outsourcing these activities to contracted services. If these activities are outsourced, the Town would lose its ability to react to any service calls all year round and become dependent on the ability of contracted services to be put on standby at a significant cost increase.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$91,036	\$45,518	\$45,518
Vehicle Related Expenditures	\$10,325	-	\$10,325
<b>Net Request Impact - Growth</b>	<b>\$101,361</b>	<b>\$45,518</b>	<b>\$55,843</b>

**Capital Budget Request:**

Capital Project	Funding Source	2023 Budget	2024-2032 Forecast	Total
30222102 RDSR - 1 Ton Truck with Dump (additional)	Development Charges	\$84,767	-	\$84,767

## **Operating Decision Item #17 Included in Recommended Budget Details**

### **Inspector - Corridor Management (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Operational Services

Division: Right of Way Services

#### **Function of Role:**

The function of this role will be predominantly inspection of maintenance contracts to ensure that they adhere to the Town of Whitby design criteria. This will include, but not limited to, Sidewalk Contracts, Patching Contracts (both currently being inspected by Engineering Development and Construction Inspectors). They will also be responsible for gathering locations for maintenance of all types of Town of Whitby assets for repairs.

#### **Why this request is necessary:**

The position is necessary as the Sidewalk and Patching Contracts will now be the responsibility of the Right of Way services department to inspect. These contracts include maintenance of cuts performed by the utilities as well as general maintenance of Road, Sidewalk, and Curb and Gutter. Currently there are 2 inspectors in Engineering being used to inspect these contracts during the construction season. We have been gathering locations and putting the contracts together to this point with Engineering performing the inspection only.

This position will compliment our current staff and department needs to assist with the inspection of multiple other maintenance contracts including but not limited to, Pond Cleaning, MH CB Adjustments, Crack sealing, Polylevelling, Surface Treatment/Slurry Sealing, etc.

Currently there are approximately 1700 locations of sidewalk discontinuity identified each year. With the additional staffing we will be able to attend to more locations which will assist with a decrease in claims from slip, trips, and falls.

Some of the original MUP's are beginning to show signs of deterioration, the additional staffing will be able to assist with ensuring that a maintenance program will be implemented accordingly. With the expansion of West Whitby and Brooklin, we will experience an increase in infrastructure maintenance throughout the Town. Inspection of our assets is necessary to ensure the best quality control and quality assurance

#### **Consequences of not funding this request:**

The consequences would be lack of performing legislated minimum maintenance of repairs for Town of Whitby assets. Increased claims and liability to the Town of Whitby when

deteriorating infrastructure is not properly maintained. Increased overtime and eventual sick time of current employees that will need to fill operational requirements to meet legislated requirements.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$97,752	\$48,876	\$48,876
Other Operating Expenses	\$3,000	\$3,000	-
<b>Net Request Impact - Growth</b>	<b>\$100,752</b>	<b>\$51,876</b>	<b>\$48,876</b>

## **Operating Decision Item #18 Included in Recommended Budget Details**

### **General Labourer (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Operational Services

Division: Roads & Traffic

#### **Function of Role:**

The position would be responsible for winter and summer maintenance on trails, multi-use-paths (MUP), seniors programs and sidewalks throughout the Town. In the winter months, this position would provide winter maintenance on trails, MUP's, and sidewalks network aligned with the Towns active transportation strategy routes. During the summer months, this position is key to the maintenance and installation of pavement makings, signs, guiderail, pothole repairs, boulevard maintenance (such as sod replacement), downtown Whitby and Brooklin vegetation removal and litter collection, traffic control and assist in special events set ups throughout the year.

#### **Why this request is necessary:**

To provide formal summer and winter maintenance on additional growth on trails, MUP's, Sidewalks, storm water management ponds and meet approved levels of service for both winter and summer activities in order to maintain the Town infrastructure in state of good repairs in accordance with provincial minimum maintenance standards.

#### **Consequences of not funding this request:**

The additional maintenance required to meet the infrastructure growth with sidewalks, MUP and storm water management ponds cannot be completed during regular hours and would depend on ongoing overtime. As overtime is not mandatory and other routes would take priority, the systems of inspection and maintenance would not be completed within the approved Levels of Service, overloading the system and increasing safety hazards. This could result in increased claims related to slip and falls which could impact the mobility of our residents, lack of storm water management ponds maintenance, and could also increase harmful effects on wildlife and environmental washouts into storm sewers entering waterways. Alternatives could include reducing the service levels or to outsource these activities to contracted services. Currently the Town does not have an external contract for sidewalks/trail and pond maintenance.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$85,348	\$42,674	\$42,674
<b>Net Request Impact - Growth</b>	<b>\$85,348</b>	<b>\$42,674</b>	<b>\$42,674</b>

## **Operating Decision Item #19 Included in Recommended Budget Details**

### **Facility Attendant (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Community Services

Division: Facilities

#### **Function of Role:**

The Facility Attendant is responsible for the cleaning and general maintenance/repair of assigned Town of Whitby buildings, providing customer service, mitigate risks and ensure the safety of all users and staff within the facility.

#### **Why this request is necessary:**

In 2019, the expansion of the existing Operations Centre was completed which resulted in an additional 14,000 sq ft of staff spaces that are required to be maintained, however, no additional facility staff were hired. The Facilities Division assumed responsibility for the cleaning and maintenance of the Operations Centre and the Fire Headquarters Administration in 2020 and immediately received concerns over the cleanliness of the building. Based on the concerns, an evaluation was completed and determined that an additional full-time Facility Attendant position was required to support this space. To address the shortfall, one (1) Facility Attendant was redeployed from Civic Recreation Complex (CRC) who was deemed surplus due to the closure of the pool during the pandemic and ongoing construction. In 2023, the construction at the CRC will be completed and the redeployed staff will be required to return to support the facility operations at the CRC.

#### **Consequences of not funding this request:**

The ongoing maintenance of Town Facilities is a priority to ensure the facilities are in a state of good repair. It is a Health and Safety concern if Town buildings are not managed or maintained appropriately.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Part Time Salaries, Wages and Benefits	\$97,212	\$48,606	\$48,606
Other Operating Expenses	\$3,000	\$3,000	\$0
Net Request Impact - Growth	<b>\$100,212</b>	<b>\$51,606</b>	<b>\$48,606</b>



## **Operating Decision Item #20 Included in Recommended Budget Details**

### **Senior Manager, Infrastructure Services (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Planning and Development

Division: Capital Engineering & Infrastructure Services

#### **Function of Role:**

The Senior Manager, Infrastructure Services will be responsible for the overall management and delivery of the capital programming within the Engineering division, including major and minor road expansions/rehabilitation, bridge emplacements/replacements/restorative works, and stormwater improvement/flood mitigation initiatives. Reporting to the Director, the duties will include preparing multi-year capital and operating budgets/forecasts, commissioning investigative and design studies/reports/master plans, oversight/leading MECP self-approval stormwater licensing program, coordination with municipal asset management functions, supervision and direction of infrastructure staff, and all other elements necessary for the safe and continued operation/expansion of road and stormwater assets to support planned growth throughout Whitby.

#### **Why this request is necessary:**

The position is necessary to provide day-to-day leadership and expertise within an accomplished group of diverse engineering professionals to enable the timely and effective delivery of capital programming. As a leader who champions continuous improvement and innovation, the Senior Manager will provide oversight and advice on engineering solutions, financial matters, property acquisitions and legal implications, and support the Town at all organizational levels in areas of responsibility. The Manager will be accountable for setting the pace and positive example in the delivery of services to the community, will perform outreach and meet with residents and stakeholders in matters of concern or interest, will coach and develop others to be the best they can be and will exemplify the values of integrity, trust, care and accountability in alignment with Whitby's core values. The Manager will be responsible for creating an atmosphere conducive to achieving high levels of service delivery, quality of life and health and safety, and through their responsiveness, will assist in workload management issues by assuming project management functions where applicable and assistive to the division.

#### **Consequences of not funding this request:**

The Engineering division has four distinct groups of service delivery: Development, Transportation, Construction and Infrastructure. Each group has a manager except for Infrastructure which has been without one since 2019. This absence strains the group's ability to deliver capital programs in an effective manner and leads to a situation wherein only the highest asset priorities are receiving attention, postponing lessor deterioration matters, which ultimately leads to substantively shorter asset lifespans. Workload within the group is extremely high with only two engineers and one technologist, stormwater and flood

mitigation works have all been deferred, ongoing bridge deterioration matters are not being addressed and environmental commitments and wetland compensation works that are coming due have little means of realization. The group requires an experienced professional engineering manager to lead, assess and prioritize the issues and risks and to develop a firm strategy to bend the downward trend. On the immediate horizon is a \$90 million Columbus Road widening which will take 10 years plus, an \$80 million midblock arterial road c/w a new bridge across Lynde Creek, a \$40million Des Newman bridge crossing CP Rail, \$10 million replacement of White Bridge, numerous structural rehabilitations/storm sewer improvements/flood mitigation projects in the forecast and other transportation initiatives which have been deferred. The new Senior Manager, Infrastructure Services will be an essential member of the Engineering division to lead the capital group towards positive change.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$196,438	\$98,219	\$98,219
Other Operating Expenses	\$3,000	\$3,000	\$0
Net Request Impact - Growth	<b>\$199,438</b>	<b>\$101,219</b>	<b>\$98,219</b>

## **Operating Decision Item #21 Included in Recommended Budget Details**

### **Supervisor, Capital Construction (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Planning and Development

Division: Capital Engineering & Infrastructure Services

#### **Function of Role:**

The Supervisor, Capital Construction will be responsible to supervise the construction of capital projects activity from the start to completion of capital projects. Reporting to the Manager of Construction, duties performed would include supervising capital construction staff and performing required contract administration on urban, rural, sidewalk and complete road rehabilitation projects, new and repair bridge contracts, water course improvement projects, Active Transportation improvement contracts, patching contracts, other construction projects and emergency repair contracts. Administration duties will include, proposing contract specification changes and new contract specification writing, review and first approval of payment certificates, review and recommendation of contract extra works submissions by the contractor, administration of contracts in accordance with contract specifications, Ontario Prompt Payment legislation, and holdback release legislation. In addition, this role would assist the Manger of Construction in preparing year over year construction contracts and supervising joint Town/Region contracts and joint Developer/Town contracts as well as payment certificate approvals that the Town is responsible to reimburse.

#### **Why this request is necessary:**

This position is required to provide day to day leadership, guidance and support to the capital inspection staff on Town capital projects. The Town of Whitby's capital program has grown considerably year over year, and with increased CLOCA, Ministry of the Environment and changes to legal acts, it has become increasingly more complex and time sensitive to administer. Joint Developer and Region contracts have increased in size and frequency with considerable financial impacts to the Town requiring direct, immediate decision making on construction issues. To support Council's goal of "ensuring that Whitby is clearly seen by all stakeholders to be business and investment friendly and supportive; and to strive to continuously improve the effectiveness and efficiency of service delivery" an increased presence and availability on construction sites is required to maintain our service level commitments to the development community, municipal partners and Town of Whitby residents.

#### **Consequences of not funding this request:**

Brooklin is expected to add 8,000 residential units in the next few years adding considerable major capital projects such as the mid block arterial and Columbus Road Urbanization as a start. The size of Whitby's capital program is also expanding as Whitby's population steadily increases. The absence of this position would not allow for adequate

supervision and timely construction decision making on construction projects. The Construction division requires an experienced Construction Supervisor to protect the Town’s interests financially and legally on these various construction projects moving into the future.

**Savings and/or additional revenues:**

The cost of this position is fully offset by recovery from capital construction projects.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$162,322	\$81,161	\$81,161
Other Operating Expenses	\$3,000	\$3,000	\$0
Capital Recovery – Construction Projects	(\$165,322)	(\$84,161)	(\$81,161)
Net Request Impact - Growth	\$0	\$0	\$0

## **Operating Decision Item #22 Included in Recommended Budget Details**

### **Senior Planners (FTE = 3.00)**

Implementation Date: 07/01/2023

Department: Planning and Development

Divisions: Zoning & Regulation, Long Range Planning & Heritage, and Development Control, Design & Technical Services

#### **Function of Role:**

The position researches, analyzes, prepares and presents reports to Committee of the Whole and Council on a wide variety of planning matters with a particular emphasis on processing complex and/or high profile development applications (i.e. concierge service applications), developing planning policies and regulations, leading a variety of special studies and project management, including managing external consultants. The Senior Planner provides professional advice and strategic input to senior management and Council. The Senior Planner will mentor junior Planners within the Division, providing technical guidance and advice on work assignments, and, provide training, as required. The Senior Planner will defend Council decisions on complex development applications before the Ontario Land Tribunal, by preparing Witness Statements, evidence and appearing as an expert Planning Witness. Other responsibilities include the development of planning recommendations for departmental consideration, presentation and discussion with other internal staff, developers and politicians and the subsequent implementation of planning decisions.

#### **Why this request is necessary:**

The Town of Whitby is currently going through a time of unprecedented growth in West Whitby and the Brooklin Expansion Area as well as processing infill development proposals which are neighbourhood sensitive. In addition, the Region of Durham has identified future growth areas beyond the Town's current urban boundary through their Municipal Comprehensive Review. In order to process and review the development applications in a timely manner, especially with the punitive cost recovery timelines set out in Bill 109, senior planner positions are required to meet statutory requirements and to mentor junior staff. In addition, Bill 23 (recently approved) will require additional staff to process Land Division applications which will be handed down from the Region of Durham to the local municipalities. The new reporting process associated with Bill 23 and Bill 109 will likely increase the frequency of the Town's Planning and Development staff to attend Ontario Land Tribunal (OLT) hearings. The OLT hearings are time consuming in terms of preparation, negotiation and actual hearing attendance.

#### **Consequences of not funding this request:**

Service delivery will be severely compromised by not filling the requested positions. The new Provincial Bills (Bill 109 and 23) will add additional time sensitive responsibilities to staff that could have application fee recovery costs if legislative timelines for processing the

applications are exceeded. In addition, OLT hearings are expected to increase which will have major staff resource allocation issues. With new responsibilities being transferred to the local municipality from the Region of Durham, there will be an additional workload for staff that is already compromised. Staff retention is a major issue based on the current workload and expectations placed on staff which are trying to do more with less.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$339,516	\$169,758	\$169,758
Other Operating Expenses	\$9,000	\$9,000	\$0
Net Request Impact - Growth	<b>\$348,516</b>	<b>\$178,758</b>	<b>\$169,758</b>

## **Operating Decision Item #23 Included in Recommended Budget Details**

### **Building Inspector II (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Planning and Development

Division: Building Services

#### **Function of Role:**

The Building Inspector II is responsible for representing the Town of Whitby at major public/private sites and performing site inspections to ensure compliance with, and to enforce, the Ontario Building Code and Building Code Act. The Building Inspector II is responsible for performing legislated building inspections for all facets of the Ontario Building Code, including but not limited to houses, residential buildings, small buildings as well as all ICI (Industrial, Commercial, Institutional) projects.

#### **Why this request is necessary:**

The Building Services Division fulfills legislated mandate related to the administration and enforcement of the Building Code Act, Building Code and its applicable laws. Under the Building Code Act, municipalities must ensure that adequate staffing levels are maintained to inspect buildings within mandated timelines. The Building Services Division has hit record high numbers for permit issuance in consecutive years, resulting in more inspections than the current complement can handle. We have seen a large increase in the amount of ICI construction permits, including the anticipation of the Hospital project. We need the additional support in continuing to provide optimal service to the public, to better manage workloads, maintain the quality of inspections and ensure that legislative inspection timelines are met. Building Inspector II would also possess the appropriate Ministry qualification to perform the duties of a Building Inspector I, creating the ability to step in where needed while sharing knowledge and experience with peers.

#### **Consequences of not funding this request:**

With the influx of ICI permits and projected increases in the upcoming years, the current staff complement will not be able to sustain adequate service levels. The result will add increased liability to the Corporation if the duty of care and quality of inspections cannot be maintained. In addition, without the additional resource, the Town will not be able to comply with the legislative timelines as set out by the Ontario Building Code. Municipalities not complying with legislative timelines are subject to legal, financial and reputational risk. This position was identified to fulfill the staffing requirements of FTE as recommended in the 2018 DAAP study.

**Savings and/or additional revenues:**

The position is funded through increased Building Permit Fees.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$113,152	\$56,576	\$56,576
Vehicle Related Expenditures	\$4,954	\$3,723	\$1,231
Other Operating Expenses	\$3,000	\$3,000	\$0
Transfer from Building Permit Reserve Fund	(\$121,106)	(\$63,299)	(\$57,807)
Net Request Impact - Growth	\$0	\$0	\$0

**Capital Budget Request:**

Capital Project	Funding Source	2023 Budget	2024-2032 Forecast	Total
30232006 BLDG - Building Inspector Vehicle Hybrid SUV	Building Permit Reserve Fund	\$48,500	\$0	\$48,500



## **Operating Decision Item #24 Included in Recommended Budget Details**

### **Senior Plans Examiner (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Planning and Development

Division: Building Services

#### **Function of Role:**

The main function of the Senior Plans Examiner is to provide OBC review for residential and all ICI buildings in the Town of Whitby. They also consult with outside agencies, internal agencies, owners, applicants, engineers and architects. They also provide assistance and guidance on technical matters and building code interpretations to applicants and the general public.

#### **Why this request is necessary:**

In 2021, Building did over \$1 billion worth of construction. The volume of permits that are taken in for review far exceeds most of the municipalities in Durham Region. Our permit intake was 2,735 for the 2021 calendar year. In 2020 the permit intake was 1,681 for the calendar year. Currently our staff for Plans Examiners is one (1) Senior Plans Examiner and two (2) Plans Examiner 2's. The one (1) staffed Senior Plans Examiner is responsible for all ICI building permit applications and currently has no assistance from the other Plans Examiners. Every calendar year the Building Division does a Municipal Performance Measurement Program (MPMP) report. This report outlines the prescribed timelines outlined in the OBC. In 2021 we only met 34.36% for small commercial buildings that had a completed application, and the due date is 15 days of issuance or refusal of issuance.

#### **Consequences of not funding this request:**

The Building Division has to comply with the prescribed timelines in the OBC. If we do not meet these timelines we are not complying with the OBC. Example is a complete residential Part 3 building is 20 business days that we have to review and approve or deny the permit in writing. At this time, we are not meeting the timeframes for all the permits that are in the queue for review.

**Savings and/or additional revenues:**

The position is funded through increased Building Permit Fees.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$113,164	\$56,582	\$56,582
Other Operating Expenses	\$3,000	\$3,000	\$0
Transfer from Building Permit Reserve Fund	(\$116,164)	(\$59,582)	(\$56,582)
Net Request Impact - Growth	\$0	\$0	\$0

## **Operating Decision Item #25 Included in Recommended Budget Details**

### **Community IDEA Specialist (FTE = 1.00)**

Implementation Date: 07/01/2023

Department: Community Services

Division: Recreation

#### **Function of Role:**

This role is designed to assist the Town of Whitby build relationships and trust with diverse communities that will support continuous improvement of services and lead important community initiatives. The role will focus on developing Diversity Equity and Inclusion (DEI) partnerships, planning and leading community education as well as well as community initiatives. This position will be the staff liaison to the Whitby Diversity and Inclusion Advisory Committee (DIAC) as well as provide DEI advice and guidance to all Advisory Committees and Council. This position will liaise with Municipal, Regional and Provincial DEI counterparts to collaborate and share resources. This resource will have significant experience in community development with equity deserving communities.

#### **Why this request is necessary:**

In 2021, Council passed resolution (CMS-03-21) to join the Coalition of Inclusive Municipalities. Shortly after, the IDEA (Inclusion, Diversity, Equity, Anti-Racism) Project was launched and identified unique issues, barriers and initiatives within the community related to diversity, equity and inclusion. The IDEA Project identified the need for a trained staff resource to lead community focused action items, which are expected by community members, and which align with Common Commitments as identified by the Coalition of Inclusive Municipalities. DEI issues and initiatives continue to be in the forefront and there are community expectations for the Town to advance actions that will eliminate systemic barriers, build relationships with Indigenous communities and to actively oppose racism. Whitby's population is increasing, and community demographics are changing. The Town needs to ensure that programs and services are fully inclusive and that community DEI initiatives are made a priority. The Town must be prepared to recognize and understand the changes and resources that are required to ensure diversity and inclusion is a priority and is resourced to ensure actions undertaken are both timely and appropriate.

#### **Consequences of not funding this request:**

The ability to further diversity, equity and inclusion work and IDEA Project recommended actions will be limited by current staff capacities and experience. The Town does not have a community-facing subject matter expert for leadership and development of best practices related to diversity, equity, and inclusion (DEI) nor to develop important community relationships needed for success.

**Savings and/or additional revenues:**

N/A

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$162,322	\$81,161	\$81,161
Other Operating Expenses	\$3,000	\$3,000	\$0
Net Request Impact – Service Level	<b>\$165,322</b>	<b>\$84,161</b>	<b>\$81,161</b>

## Operating Decision Item #26 Included in Recommended Budget Details

### Capital Project Supervisor, Sustainability (FTE = 1.00)

Implementation Date: 07/01/2023

Department: Community Services

Division: Facilities

#### Function of Role:

Capital Project Supervisor, Sustainability will focus on advancing key actions identified in Whitby's Corporate Climate Change Plan and Zero Carbon Whitby and will support the Town of Whitby's net zero by 2045 goal.

#### Why this request is necessary:

The Capital Projects Supervisor, Sustainability will focus on the decarbonization of existing buildings including but not limited to, program design, delivery and coordination, and will ensure ongoing coordination with the Facilities Asset Management Plan.

#### Consequences of not funding this request:

Dedicated resources are required to manage the size and scope of this program. If not approved, there is a risk of the Town of Whitby not meeting its goal of net zero by 2045.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$147,600	\$73,800	\$73,800
Other Operating Expenses	\$3,000	\$3,000	\$0
Net Request Impact – Service Level	\$150,600	\$76,800	\$73,800

## Operating Decision Item #27 Included in Recommended Budget Details

### Summer Student - Client Services (FTE = 0.30)

Implementation Date: 05/01/2023

Department: Community Services

Division: Recreation

#### Function of Role:

Summer student position will support the Recreation Client Services Division. The position will assist with monitoring permits issued against actual field/park use to ensure park spaces are being utilized as permitted and gather information on resident inquiries/complaints regarding unpermitted park activities. This position will work afternoon/evening and weekend hours when permits and events are occurring. This position will also assist with general administration (collections of statistics and user fees data related to field, ice, and floor rentals).

#### Why this request is necessary:

Assist with growth of permitted activities within the Town of Whitby and collection of field/park data to assist with future permitting decisions.

#### Consequences of not funding this request:

Staff will be unable to complete a review of what is occurring on fields/parks (unpermitted use, permits who are not using permitted time), data will be limited to permits issued.

#### Savings and/or additional revenues:

N/A

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Full Time Salaries, Wages and Benefits	\$16,276	\$16,276	\$0
Net Request Impact – Growth	\$16,276	\$16,276	\$0

## Operating Decision Item #28 Included in Recommended Budget Details

### IT Related Costs for 2023 Position Requests

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness - Technology and Innovation Services

#### Request Details:

Based on 2023 budget estimates, this expense reflects the average cost per position with job requirements for technology hardware and software licences.

#### Why this request is necessary:

Operating budget increase is required or the necessary tools for the job function will not be provided.

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Purchased Services and Supplies	\$110,000	-	\$110,000
<b>Net Operating Cost</b>	<b>\$110,000</b>	-	<b>\$110,000</b>

## Operating Decision Item #29 Included in Recommended Budget Details

### OE –Communications Proposed Efficiency with service level changes

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Corporate Communications

#### Request Details:

In an effort to find efficiencies in support of the corporation, the Communications and Creative Services team has reduced its advertising budget by one per cent. In order to meet this reduction, the weekly Whitby This Week Town Page print advertisement will move from weekly to bi-weekly publication.

#### Why this request is necessary:

Reducing the weekly Whitby This Week Town page print advertisement to bi-weekly will save the corporation more than \$12,000 annually and enables creative alignment to the current bi-weekly advertising agreement in place with the Brooklin Town Crier.

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Purchased Services and Supplies	(\$12,568)	(\$9,426)	(\$3,142)
<b>Total Operating Cost</b>	<b>(\$12,568)</b>	<b>(\$9,426)</b>	<b>(\$3,142)</b>



## **Operating Decision Item #30 Included in Recommended Budget Details**

### **Strategic Initiatives - Events - New Events**

Department: Office of the CAO

Division: Strategic Initiatives/Creative Communities

#### **Request Details:**

Over the past two years and based on community feedback, the Special Events section has introduced three new events/programs that have been very well received by the community. These include the Brooklin Farmers' Market (Saturdays June to October), National Indigenous People's Day (June 21) and Ghost Walks of Whitby (various evenings throughout October). These events and programs were offered within the current budget envelope as other special events were not offered due to COVID resulting in funds being available to offer these additional events.

In order to be able to continue to offer the same service level to the public with these new events and not increase the operating budget, staff are recommending cancelling Open Streets Whitby which results in a reduction of (\$33,198) and reallocating these funds to continue to operate the Brooklin Farmers' Market, National Indigenous People's Day and Ghost Walks of Whitby for a total increase of \$24,700. In addition, revenue from ticket sales and a Sponsor is anticipated for Ghost Walks resulting in an additional \$5,500 in revenue. The net impact to the 2023 Event budget of these reallocations is a decrease of \$13,998 to the overall Events budget.

#### **Why this request is necessary:**

The request to reallocate the budget is necessary to provide ongoing support to the Farmers' Market in Whitby and Brooklin, National Indigenous People's Day and Ghost Walks of Whitby.

A Lease Agreement is signed every three years with the Farmers' Market association for use of the designated Town property (Celebration Square and Parking Lot 9). Access to a washroom facility is not available in Brooklin and a port-a-pottie is provided by the Town for the duration of the market. For the last two years, there is no existing budget to support this infrastructure need in the Brooklin Parking lot and therefore operating budget is required. The Farmers' Market have proposed additional items that would affect the operating budget (i.e. signage). The change is necessary to maintain the service levels we have been providing over the past few years through reallocation of existing budget as other events were cancelled due to COVID. In order to maintain this service level moving forward, the funds to support the Farmers' Market need to be properly allocated and budgeted to also address any new requests that may come forward during the contract renewal.

Similarly, to support the service level expectation of two newly established and popular events, National Indigenous People's Day and Ghost Walks of Whitby, proper allocation of budget is also necessary. Both events were identified in the Culture Plan and Special Events Strategy and help to support heritage, diversity, equity and inclusion and have proved to be a resident favourite. There are expectations to continue to present these events and

operating budget is needed to support the programming, communication pieces and event assets for each.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
National Indigenous People's Day	\$11,200	\$11,200	\$0
Ghost Walks of Whitby	\$7,000	\$7,000	\$0
Whitby Farmers' Market	\$6,500	\$6,500	\$0
Ghost Walks of Whitby (ticket sales 300 @ \$10)	(\$3,000)	(\$3,000)	\$0
Ghost Walks of Whitby sponsorship	(\$2,500)	(\$2,500)	\$0
Cancellation of Open Street Whitby	(\$32,198)	(\$32,198)	0
<b>Net Operating Cost</b>	<b>(\$12,998)</b>	<b>(\$12,998)</b>	<b>\$0</b>

## Operating Decision Item #31 Included in Recommended Budget Details

### Finance Proposed Efficiency with service level changes

Department: Financial Services

Division: Taxation Services

#### Request Details:

Currently the Town mails out Interim Tax Bills in January and Final Tax Bills in May of each year. The Property Tax Bills includes outstanding taxes/tax arrears, if any. In addition to these mailings, Notices of Past Due Taxes are mailed 5 times per year: March, May, July, October, and December (the month after each of the regular scheduled tax due dates and December each year). While the multiple mailings of past due tax notices serve as timely reminders for taxpayers that may have missed a tax payment, each mailing is costly for the Town (with costs borne by all taxpayers) and the Municipal Act only requires municipalities to send out Notices of Past Due Taxes a minimum of once per year. The proposal is to reduce this the number of times that the Town mails out the Notices of Past Due Taxes from 5 to 3 times per year (removing May and December mailings). The proposal is meant to reduce Town costs with a minor decrease to current service levels – That is, reminders will still be sent out multiple times during the year but less than before. Only taxpayers have missed a tax payment/are in arrears will be impacted by the reduction in this service. Taxpayers that are current in their property taxes will not be impacted by this service level reduction (e.g. reduction in number of past due notices mailed out annually).

#### Why this request is necessary:

Staff have already identified budget efficiencies with reductions that have no service level impacts via line-by-line review of operating budget expenditure lines. In order to offset other inflationary/budget pressures and keep taxes low for 2023, staff have reviewed other cost reduction measures that impact currently levels of service. The proposed reduction in mailing of Notice of Past Due Taxes will reduce the Town’s postage costs and result in a minor service level reduction to taxpayers who have missed a payment or who are in tax arrears. As outlined below, the Town will save approximately \$9,000 a year with this service level change and still meet the requirements for past due tax notices in the Municipal Act. Paper and postage associated with the mailout of Notice of Past Due Notices will continue to be subject to inflationary pressures in future years (e.g. annual increase in postage). Accordingly, the proposed service level reduction will also avoid future costs related to two mailouts.

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Purchased Services and Supplies	(\$8,560)	(\$8,560)	-
<b>Net Operating Cost</b>	<b>(\$8,560)</b>	<b>(\$8,560)</b>	-

## **Operating Decision Item #32 Included in Recommended Budget Details**

### **Draw from Reserves to Phase 2023 Pressures as a Budget Impact Mitigation**

Department: Corporate Revenue and Expenses

Division: Reserve and Reserve Fund Transfers

#### **Request Details:**

In an effort to balance affordability and service delivery, the 2023 budget includes measures to mitigate the 2023 Budgetary increase. This decision item proposes that draws from reserves be included to address two specific budget pressures that are due to external pressures beyond the Town's control.

#### ***Ellexicon Dividend Revenue Pressure***

Ellexicon informed shareholders of a decrease in dividends, starting in 2023 based on Ellexicon's forecasted financial plans (presented June, 2022 to shareholders). The 2023 impact to the Town's dividend revenues (included in the Operating Budget) is a \$0.9 million revenue loss compared to the Town's previous base budget of \$4.3 million.

Prior to 2022, Ellexicon had previously projected a decrease in dividends over 2022 and 2023 only. Based on previous Ellexicon guidance on declining dividends, Council approved (via 2021 Report FS 01-21) that any Ellexicon revenues, received in 2020, in excess of the \$4.3 million base budget be transferred to the Tax Rate Stabilization Reserve to be used to smooth out the budget impact of lower forecasted 2022 and 2023 Ellexicon revenue. As a result, \$0.4 million was transferred to the Tax Rate Stabilization Reserve. The 2022 budget included a draw of \$0.1 million from the Tax Rate Stabilization Reserve for this purpose.

However, given the dividend revenue loss has increased to \$0.9 million beginning in 2023 and not expected to return to the \$4.3 million base budget level over Ellexicon's forecasting horizon (2026), it is proposed that the \$0.9 million Ellexicon revenue pressure be phased in over 3 years, whereby a draw totaling \$0.9 million from Tax Rate Stabilization Reserve be done by including a draw of \$0.6 million in 2023 and then a draw of \$0.3 million in 2024. This smoothing approach results in a \$0.3 million budget impact in year 2023, 2024 and 2025. As per the reserve forecast included in the budget book the Tax Rate Stabilization balance is \$1 million at the start of 2023 and therefore after the draws in 2023 and 2024 there would be \$0.1 million remaining in the Tax Rate Stabilization Reserve.

#### ***Fuel Inflationary Pressure***

As discussed in the budget summary, the inflationary impact due to rising fuel costs has a budget impact of \$0.8 million. To partially offset the fuel inflation impact it is proposed to draw from the Contingency Reserve to phase in the impact of fuel inflation over two years. The proposed draw of \$0.4 million will reverse in 2024 and this will be either offset by a reduction in fuel prices by that time or this will be an added pressure in 2024 if fuel prices do not decrease.

**Why this request is necessary:**

These draws from reserves will help phase or smooth out the financial impact of 2023 budget pressures in an effort to mitigate the budgetary increase.

**Consequences of not funding this request:**

Without these measures the budgetary increase would be close to another 1% tax impact.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Draw from Tax Rate Stabilization Reserve to offset Elexicon Revenue Pressure	\$0	(\$600,000)	\$600,000
Draw from the Contingency Reserve to offset Fuel Inflationary Impact	\$0	(\$395,000)	\$395,000
Net Request Impact- Non-Recurring	\$0	(\$995,000)	\$995,000

## Operating Decision Item #33 Included in Recommended Budget Details

### Menstrual Products at Pilot Program Locations

Department: Community Services

Division: Facilities

#### Request Details:

In May 2022, Facilities Services installed new menstrual dispensers and products at the Central Public Library (CPL), Brooklin Community Centre and Library (BCCL) and McKinney Centre as a pilot project. The free menstrual product pilot program was well received by visitors and it is proposed that this be added as an ongoing level of service provided by the Town at these locations.

#### Why this request is necessary:

People who menstruate need adequate and appropriate access to menstrual products so that they can experience their full health potential, maintain dignity, and participate fully in the community. According to a Plan Canada International study, one-third of Canadian women under the age of 25 struggle to afford menstrual products, creating a health equity issue. There is a need to provide access to low or no cost menstrual products. As a result of the successful pilot program and to further demonstrate Whitby’s commitment to inclusion, staff are recommending a new service level program for Menstrual Products at the existing locations.

#### Consequences of not funding this request:

Women will not have access to free menstrual products at these locations.

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Estimated annual cost to supply menstrual products	\$3,164	\$3,164	\$0
Net Request Impact – Service Level	\$3,164	\$3,164	\$0

## **Operating Decision Item #34 Included in Recommended Budget Details**

### **Proposed User Fee Increases**

Department: Various across the Corporation

Division: Various

#### **Request Details:**

User fees, rates and charges are charged to individuals or groups for the use of a program or services which provides a direct benefit to the user. There are a number of new and increased fees proposed as part of the 2023 Recommended Budget. User fees are reviewed annually and recommended changes are coordinated as part of the budget process and brought forward for approval as part of the budget. Considerations taken into account when reviewing user fees are the local economy, inflation, Ontario legislation and competition in the market. Revenue increases resulting from fees that are automatically indexed each year as per Council approved fee by-law, including Building Permit fees and Planning and Engineering fees, and therefore as already approved, are not included in the Table below and the incremental revenues have already been reflected in the recommended budget as a base budget adjustment and not a decision item.

#### **Why this request is necessary:**

Town services have a varying degree of user fees and property tax support. User fees play a role in equitably distributing cost of services between individuals and society at large, limiting tax increases, more efficiently allocating government dollars, and helping to achieve Council's priorities. In certain areas across the Town, it has been a number of years since fees have been increased. As a support to residents and recovery from the pandemic, Council considered Recreational user fees in 2021 and approved a 0% increase for the 2021/2022 year (refer to CMS 11-21). It is also important to note that proposed changes to membership rates at the CRC Health Club are to streamline membership types and terms which will make purchasing a membership a simpler process for customers and allow staff to clearly market and promote membership options to the community. The proposed pricing framework also ensures that we remain competitive within the market and is in-line with other municipal and local providers of similar services. Also, while a 10% increase in parking rates as identified in Schedules H and I of Appendix 1 may seem high, these fees still remain relatively low once you consider parking fees have not been increased since 2017. Parking fees will be included as part of the annual review of all fees going forward.

#### **Consequences of not approving this request:**

For many of these services, user fees alone are not sufficient to recover the full cost of providing the service and they are funded through a combination of user fees and taxes. Not approving these user fee increases would shift \$493 thousand on an annual ongoing basis to provide these services to the tax base, representing a 0.44% additional tax impact. Increases to Parking and Marina user fees have no immediate impact on the tax base, given that any excess of fees over the operating costs in each division is transferred to the respective program reserve. The purpose of these reserves is to provide a funding source for

the capital costs associated with the infrastructure required for the Parking and Marina programs. However, there may be a future tax impact if these program reserves balances are not sufficient to fund the normal lifecycle maintenance of assets, thus requiring additional funding from property taxes.

**Impact:**

Description	Annual Impact	2023 Impact	2024 Impact
<b>Schedule A – Office of Town Clerk and General Fees</b>			
User Fee Revenue Increase	(\$27,812)	(\$20,859)	(\$6,953)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	<b>(\$27,812)</b>	<b>(\$20,859)</b>	<b>(\$6,953)</b>
<b>Schedule B – Business License Fee</b>			
User Fee Revenue Increase	(\$73,890)	(\$55,418)	(\$18,472)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	<b>(\$73,890)</b>	<b>(\$55,418)</b>	<b>(\$18,472)</b>
<b>Schedule C – Operational Services Department Fees</b>			
User Fee Revenue Increase	(\$23,028)	(\$17,271)	(\$5,757)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	<b>(\$23,028)</b>	<b>(\$17,271)</b>	<b>(\$5,757)</b>
<b>Schedule D – Legal and Enforcement Services Department</b>			
User Fee Revenue Increase	(\$92,229)	(\$69,172)	(\$23,057)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	<b>(\$92,229)</b>	<b>(\$69,172)</b>	<b>(\$23,057)</b>
<b>Schedule E – Fire and Emergency Services Department Fees</b>			
User Fee Revenue Increase	(\$5,000)	(\$5,000)	\$0
Offsetting Transfer to Reserve	\$0	\$0	\$0



Description	Annual Impact	2023 Impact	2024 Impact
Net Request Impact	(\$5,000)	(\$5,000)	\$0
<b>Schedule F - Sports Field, Lacrosse Box, Courts, Lighting, Arena Floors</b>			
User Fee Revenue Increase	(\$15,707)	\$0	(\$15,707)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	(\$15,707)	\$0	(\$15,707)
<b>Schedule G - Hall and Facility Rental Fees</b>			
User Fee Revenue Increase	(\$10,538)	(\$5,088)	(\$5,450)
Offsetting Transfer to Marina Reserve	\$2,340	\$516	\$1,824
Net Request Impact	(\$8,198)	(\$4,572)	(\$3,626)
<b>Schedule H - Municipal Parking Lot Rates</b>			
User Fee Revenue Increase	(\$29,250)	(\$22,519)	(\$6,731)
Offsetting Transfer to Parking Reserve	\$29,250	\$22,519	\$6,731
Net Request Impact	\$0	\$0	\$0
<b>Schedule I - On Street Parking Rates</b>			
User Fee Revenue Increase	(\$29,100)	(\$16,488)	(\$12,612)
Offsetting Transfer to Parking Reserve	\$29,100	\$16,488	\$12,612
Net Request Impact	\$0	\$0	\$0
<b>Schedule J - Membership Fees and Admission Fees</b>			
User Fee Revenue Increase	(\$18,785)	(\$14,820)	(\$3,965)
Offsetting Transfer to Reserve	\$0	\$0	\$0
Net Request Impact	(\$18,785)	(\$14,820)	(\$3,965)
<b>Schedule K - Marina and Harbour Facilities Division Fees</b>			
User Fee Revenue Increase	(\$49,317)	(\$38,701)	(\$10,616)
Offsetting Transfer to Marina Reserve	\$49,317	\$38,701	\$10,616
Net Request Impact	\$0	\$0	\$0
<b>Schedule O - Recreation Program Fees</b>			

Description	Annual Impact	2023 Impact	2024 Impact
User Fee Revenue Increase	(\$88,184)	(\$74,508)	(\$13,676)
Offsetting Transfer to Reserve	\$0	\$0	\$0
<b>Net Request Impact</b>	<b>(\$88,184)</b>	<b>(\$74,508)</b>	<b>(\$13,676)</b>
<b>Schedule Q - Arena Ice and Aquatic Pool Fees</b>			
User Fee Revenue Increase	(\$105,618)	(\$41,727)	(\$63,891)
Offsetting Transfer to Reserve	\$0	\$0	\$0
<b>Net Request Impact</b>	<b>(\$105,618)</b>	<b>(\$41,727)</b>	<b>(\$63,891)</b>
<b>Schedule R - Financial Services Department</b>			
User Fee Revenue Increase	(\$34,550)	(\$25,915)	(\$8,635)
Offsetting Transfer to Reserve	\$0	\$0	\$0
<b>Net Request Impact</b>	<b>(\$34,550)</b>	<b>(\$25,915)</b>	<b>(\$8,635)</b>
<b>Grand Totals</b>			
<b>User Fee Revenue Increase</b>	<b>(\$603,008)</b>	<b>(\$407,486)</b>	<b>(\$195,522)</b>
<b>Offsetting Transfer to Reserve</b>	<b>\$110,007</b>	<b>\$78,224</b>	<b>\$31,783</b>
<b>Net Request Impact</b>	<b>(\$493,001)</b>	<b>(\$329,262)</b>	<b>(\$163,739)</b>

## **Operating Decision Item #35 Not Included in Recommended Budget Details**

### **OE - Communications - Community Engagement Tools**

Department: Office of the Chief Administrative Officer

Division: Organizational Effectiveness – Corporate Communications

#### **Request Details:**

The Town of Whitby's Community Survey confirmed residents want more transparency, a say in the municipal decision-making process and to communicate digitally. To help address these needs, in 2020 communications launched the Town's first digital engagement platform, "Connect Whitby". This platform creates an easy way for the community to participate in the municipal decision-making process, when and where they want. Overall, in the last year alone, the communications team has seen a 400 per cent increase in support for engagement projects. In addition, the team was awarded a Silver Achieving Communications Excellence (ACE) Award from the Canadian Public Relations Society in its Brand Development Campaign of the Year category for its budget engagement strategy, by using strategic public relations to reposition how the Town communicates about the Budget and now engages the community and we want to continue to do this kind of work for all of our projects across the Town. Engagement tools have typically been funded through a capital project financed by the one-time reserve. Upon further review, it is now recommended that the funding for this work be moved from the capital budget to tax-based operational funding.

#### **Why this request is necessary:**

The Whitby community is a highly engaged one; we know from our engagement vendor, Bang the Table, that Whitby has a 21 per cent higher overall participation rate for engagement over other communities of the same size. The community expects this level of service and transparency when important decisions are being contemplated. We also know from our engagement vendor, that we are just scratching the surface of engagement through the Connect Whitby platform and that the 2019 Council endorsed Community Engagement Strategy and Action Plan includes many recommendations and best practices to engage the community, increase transparency and build trust along the way. Engagement tools and training enable the Town to be flexible in its engagement efforts, better meet the expectations of our community on an annual basis and continue to enable the Town to be responsive in its engagement processes.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Purchased Services and Supplies	\$14,000	\$14,000	-
<b>Total Operating Cost</b>	<b>\$14,000</b>	<b>\$14,000</b>	-

## **Operating Decision Item #36 Not Included in Recommended Budget Details**

### **Active Transportation Safe Roads Advisory Committee (ATSRAC) and Event**

Department: Planning and Development

Division: Transportation Engineering and Parking Services

#### **Request Details:**

There are two new budget items being requested:

1. An annual budget of \$1,000 to support the Active Transportation and Safe Roads Advisory Committee (ATSRAC).
2. A \$50,000 budget (estimate) to provide an Open Streets event during Bike Month

#### **Why this request is necessary:**

The ATSRAC does not currently have a budget and they have requested an annual budget, similar to other Committees, to be able to purchase items for events, books, or attend conferences, etc.

The Committee has also requested that the Town provide an Open Streets event(s) during Bike Month. Although the Town has provided an Active Whitby event that is similar, the Committee has requested a larger event. The ATSRAC has requested a closure of Manning Road between Brock Street and Thicksen Road, to occur over several weekends during Bike Month (typically June). The closure would require Road Occupancy Permit from the Region, development of a Traffic Control Plan, pay duty officers at signalized intersections for the duration of the event, traffic control contractor to do the setup and tear down; detour plan that includes the manufacturing, installing and removing the detour signs, signal timing modifications and advance warning signs to be installed prior to the event.

#### **Consequences of not funding this request:**

If the request for annual funding for the Committee is not approved, the ATSRAC will not have budget to purchase items for events, attend conferences, purchase books/literature, etc. If the funding for the for an Open Street event is not provided the event would not be provided.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
ATSRAC committee budget (purchase items for events, books, or attend conferences, etc.)	\$1,000	\$1,000	\$0
Open Streets event(s) during Bike Month	\$50,000	\$50,000	\$0
<b>Net Request Impact – Service Level</b>	<b>\$51,000</b>	<b>\$51,000</b>	<b>\$0</b>

## Operating Decision Item #37 Not Included in Recommended Budget Details

### Outdoor Recreational Ice Skating – Pilot Program Locations

Department: Community Services

Division: Facilities

#### Request Details:

During the winter of 2021/22, staff received a number of requests for outdoor ice-skating opportunities due to pandemic related limitations and restrictions on indoor arena opportunities. As a pilot program two natural ice surfaces, one at Peel Park and the other at Brooklin Memorial Park, were installed.

#### Why this request is necessary:

This request is to introduce this as an ongoing level of service at these two locations which requires additional ongoing funding for the estimated annual operating costs outlined below. As discussed in CMS 10-22, the rinks would be installed in late December or early January (weather pending) and be open until March (weather pending) from 10:00 a.m. to 10:00 p.m.

#### Consequences of not funding this request:

The natural ice surfaces at Peel Park and Brooklin Memorial Park would not be available for residents.

#### Impact:

Description	FTE	Annual	2023 Impact	2024 Impact
Part Time Facility Attendant	0.65	\$40,653	\$40,653	\$0
Utilities and Maintenance	N/A	\$6,800	\$6,800	\$0
<b>Net Request Impact – Service Level</b>	<b>0.65</b>	<b>\$47,453</b>	<b>\$47,453</b>	<b>\$0</b>

## **Operating Decision Item #38 Not Included in Recommended Budget Details**

### **Service Level Reductions in Seniors, Youth Services and CRC Health Club**

Department: Community Services

Division: Recreation

#### **Request Details:**

The following are potential service level reductions to identify cost-savings opportunities:

- 1. Eliminate Sit-down Dinner for 55+ Recreation Volunteer Appreciation Event:** For 55+ Recreation, the Volunteer Appreciation event has been a sit-down dinner for many years. To reduce costs for this event staff are proposing a format change from a sit-down meal/dinner to an Appreciation Tea with the focus on celebrating volunteers with a lighter/lower cost menu. When looking at how other 55+ centres recognize volunteers, many have gone in this direction. This suggestion has also been made by some members who understand that the costs for a sit-down dinner for 200 people is high. A Volunteer Appreciation Tea would continue to be held during National Volunteer Week in April.
- 2. Discontinuation of Whitby Idol and Youth Fair:** The Youth Services portfolio operates youth centres, youth programs, the Youth Council and four signature youth events (Youth week, Whitby Idol, Celebrating Youth Awards, Art Attack). To reduce costs, youth events could be reduced to two events per year eliminating the Youth Fair and Whitby Idol events. The Youth Fair is a part of larger Youth Week activities that take place each year in May. It is possible to continue with Youth Week activities without the Youth Fair which was a one day event, that saw students bused from local Whitby high schools. This event does require the participation of local high schools to be effective. This event has not returned since the pandemic as event planning was hindered by pandemic uncertainty in late 2021/early 2022 and school boards have not yet agreed to participate in a 2023 event. The Whitby Idol event began in 2005 and the number of Whitby Idol applicants had been slowly decreasing each year prior to the pandemic. This event has not occurred since 2020. Staff believe this event may have run its course and 2023 would be an appropriate time to discontinue the event and look to develop new youth opportunities that can be implemented with available resources.
- 3. Reduction in the hours of operation at the Civic Recreation Centre, Health Club:** Prior to COVID-19 the Health Club at the Civic Recreation Complex operated 104.5 hours/week. (Mon-Fri 5:30am-10pm, Sat 7am-6pm, Sun 7am-6pm). Following COVID-19, membership numbers are reduced, and as a result, as a cost savings measure, staff temporarily adjusted hours of operation to align with the most popular participation times. Current hours of operation are 85 hours/week (Mon-Fri 6am-9pm, Sat 6:30am-4:30pm, Sun closed). While demand for greater hours is increasing with the growth of the membership base, hours of operation could be reduced from pre-pandemic levels by 7 hours/week to 97.5 hours/week to reduce costs without a significant impact to service.



**Impact:**

Description	FTE	Annual	2023 Impact	2024 Impact
Eliminate Sit-down Dinner for 55+ Recreation Volunteer Appreciation Event	N/A	(\$4,000)	(\$4,000)	\$0
Discontinuation of Whitby Idol and Youth Fair	N/A	(\$10,000)	(\$10,000)	\$0
Reduction in the hours of operation at the Civic Recreation Centre, Health Club	(0.13)	(\$9,380)	(\$9,380)	\$0
<b>Net Request Impact – Service Level</b>	<b>(0.13)</b>	<b>(\$23,380)</b>	<b>(\$23,380)</b>	<b>\$0</b>

## Operating Decision Item #39 Not Included in Recommended Budget Details

### Menstrual Products at Additional Locations beyond Pilot Program

Department: Community Services

Division: Facilities

#### Request Details:

As discussed in decision item #33, in May 2022, Facilities Services installed new menstrual dispensers and products at the Central Public Library (CPL), Brooklin Community Centre and Library (BCCL) and McKinney Centre as a pilot project. The free menstrual product pilot program was well received by visitors and it is proposed that this be added as an ongoing level of service provided by the Town at these locations. Decision item #33 if approved would make the pilot program an ongoing service level at these specific locations. This decision item is to introduce this level of service at additional locations beyond the pilot program locations.

#### Why this request is necessary:

To expand the level of service beyond the pilot program locations and include the Civic Recreation Complex (CRC) and Iroquois Park Sports Complex (IPSC).

#### Consequences of not funding this request:

Women will not have access to free menstrual products at these additional locations.

#### Impact:

Description	Annual	2023 Impact	2024 Impact
Estimated annual cost to supply menstrual products	\$850	\$850	\$0
Net Request Impact – Service Level	<b>\$850</b>	<b>\$850</b>	<b>\$0</b>

#### Capital Budget Request:

Capital Project	Funding Source	2023 Budget	2024-2032	Total
Additional Dispenser Units	One time Tax Based Contribution from Operating	\$4,600	\$0	\$4,600

## Operating Decision Item #40 Not Included in Recommended Budget Details

### Outdoor Recreational Ice Skating at Additional Location beyond Pilot Program

Department: Community Services

Division: Facilities

#### Request Details:

During the winter of 2021/22, staff received a number of requests for outdoor ice-skating opportunities due to pandemic related limitations and restrictions on indoor arena opportunities. As a pilot program two natural ice surfaces, one at Peel Park and the other at Brooklin Memorial Park, were installed.

#### Why this request is necessary:

This request is to expand this beyond the two pilot program locations as an ongoing level of service at an additional location, Willow Park. This requires additional ongoing funding for the estimated annual operating costs outlined below. As discussed in CMS 10-22, the rinks would be installed in late December or early January (weather pending) and be open until March (weather pending) from 10:00 a.m. to 10:00 p.m. It should be noted that no lighting is available at this location, resulting in an increased cost to rent temporary lighting and additional one-time costs are required to install the rink and winterize an outdoor bunker for water.

#### Consequences of not funding this request:

The natural ice surface at Willow Park would not be available for residents.

#### Impact:

Description	FTE	Annual	2023 Impact	2024 Impact
Part Time Facility Attendant	0.24	\$15,090	\$15,090	\$0
Utilities and Maintenance	N/A	\$7,500	\$7,500	\$0
Net Request Impact - Service Level	0.24	\$22,590	\$22,590	\$0

**Capital Budget Request:**

Capital Project	Funding Source	2023 Budget	2024-2032	Total
Materials (lumber/tarps)	One time Tax Based Contribution from Operating	\$14,200	\$0	\$14,200

## Capital Decision Item #41 Included in Recommended Budget Details

### Lupin Park Pickleball Line Removal

Capital Project #: 70230110

Parent ID: 70PA0201

Budget Category: Parks Assets

Department: Community Services - Parks, Parks Planning & Culture

Project Type: Strategic Initiative

#### Project Details:

In 2021 when the two tennis courts at Lupin Park were reconstructed, they were also lined to allow for pickleball play. Soon after the courts opened Town staff received complaints about excessive noise generated by pickleball play. Adjustments were made to court hours of operation to reduce the disturbance, however the complaints continued. Subsequent research by staff revealed that the high levels of noise generated from pickleball play is a growing and recently documented issue across North American municipalities following the rapid rise of the sport.

Racquet and paddle sports like tennis and badminton, each produce a distinctive sound when the racquet or paddle hits the ball. In pickleball the “ping, ping” sound generated is louder, sharper and at a higher pitch than tennis and can be perceived as more than 4 times as loud.

It was determined that there was no reasonable solution to attenuate the noise issue with pickleball play at Lupin Park as the courts are too close to the residences. Consequently, the courts were closed to pickleball at the end of this season. This closure was communicated to users through signage at the park and on the Town website and social media channels.

This budget request is for the removal of the existing pickleball lines at Lupin Park.

The two decommissioned pickleball courts at Lupin Park will be offset by the opening of four dedicated pickleball courts at Des Newman Whitbee Park in 2023.

Town staff will ensure that the location of any future pickleball facilities is carefully considered.

#### Budget Request:

One -Time Tax Based Contribution in 2023 of \$14,000 has been included in the recommended budget.

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Tax Based Contribution	\$14,000	\$0	\$14,000

## Capital Decision Item #42 Included in Recommended Budget Details

### IPSC – GSHP Design & Engineering

Capital Project #: 71231032

Parent ID: 55PO1601 Zero Carbon – Grant Low Carbon Economy Fund (Challenge Stream)

Budget Category: Facility Assets

Department: Community Services - Facilities

Project Type: Strategic Initiative

#### Project Details:

The Zero Carbon Whitby Plan calculated the fair portion of the global carbon budget for the Town of Whitby's corporate operations to be 62.6 kilo-tonnes from 2022 to 2045. To remain within this budget, the Plan established the following short, medium, and long-term greenhouse gas (GHG) emissions reduction targets (relative to 2019 levels):

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

As part of the Zero Carbon Whitby Costing Study, Iroquois Park Sports Centre was identified as one of the highest energy consumers in the Town of Whitby's portfolio of buildings. The facility includes, six ice arenas and two swimming pools. In order to achieve the Town of Whitby's GHG emissions reduction targets outlined above, the study proposed substantial energy efficiency projects for this facility.

Corporate Energy Audits were completed in October 2020 to identify preliminary decarbonization and energy saving projects for twenty of the Town's major facilities. One of the recommended measures in the 'Facility Energy Audit Report' included the replacement of all roof top units used for heating and cooling at the Iroquois Park Sports Centre with a ground-source heat pump (GSHP) loop system.

A detailed feasibility study will be completed to determine the technology required to achieve the reduction targets. The feasibility study will also identify and propose timing for the replacement of all the major mechanical systems in the building that will aid in the reduction of the building's carbon footprint and energy usage.

Upon Completion of the feasibility study the 'GSHP Design and Engineering' will focus on the detailed design and project documentation.

Iroquois Park Sports Centre currently produces approximately 964 Tonnes of GHG emissions annually. This project proposes an estimated annual reduction of GHG emissions by 47% for the Centre. This project proposes a substantial savings of GHG emissions and is a critical step in achieving Whitby's corporate GHG emissions reduction targets.

The Low Carbon Economy Fund (LCEF) supports projects that help to reduce Canada’s GHG emissions, build resilient communities, and create good jobs for Canadians. The Town has applied for funding under the LCEF in the amount of \$326,779 to complete the GSHP Design and Engineering for the Iroquois Park Sports Centre.

### **Budget Request:**

Approval of the grant is required to proceed with this 2023 project.

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Low Carbon Economy Fund (Challenge Stream) Grant – Pending Approval	\$326,779	\$0	\$326,779

## Capital Decision Item #43 Included in Recommended Budget Details

### OPC – GSHP Feasibility & Design

Capital Project #: 71231304

Parent ID: 55PO1601 Zero Carbon – Grant Low Carbon Economy Fund (Challenge Stream)

Budget Category: Facility Assets

Department: Community Services - Facilities

Project Type: Strategic Initiative

#### Project Details:

Zero Carbon Whitby Plan calculated the fair portion of the global carbon budget for the Town of Whitby's corporate operations to be 62.6 kilo-tonnes from 2022 to 2045. To remain within this budget, the Plan established the following short, medium, and long-term greenhouse gas (GHG) emissions reduction targets (relative to 2019 levels):

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

The Town of Whitby Operations Centre is made up of Town offices for administration and services areas for operations, and fleet maintenance. The facility amenities include mechanical/vehicle service bays that store Town owned vehicles. The Zero Carbon Whitby plan identified that the Operations Centre produces 321 tonnes of GHG emissions annually. The majority of GHG emissions are attributed to natural gas consumption associated with the heating, ventilation, and air conditioning (HVAC) equipment serving the office spaces and the vehicle bay area.

The project proposes a ground-source heat pump (GSHP) Feasibility and Design study that will focus on understanding the feasibility of installing a GSHP loop and the required technologies for the Operation Centre building. The study will also identify the system's associated energy, GHG emission savings, implementation, and lifecycle costs. This project will look to replace the existing natural gas-powered rooftop units that generate approximately 111 tonnes of GHG emissions annually.

The installation of low carbon energy efficient systems such as ground source heat pump loop at the Operations Centre proposes an estimated annual reduction of GHG emissions of 38% for the facility. Once completed this project will look to realize substantial savings on GHG emissions and energy use.

The Low Carbon Economy Fund (LCEF) supports projects that help to reduce Canada's GHG emissions, build resilient communities, and create good jobs for Canadians. The Town has applied for funding under the LCEF in the amount of \$100,725 to complete the feasibility study and conceptual design for the GSHP loop at the Town of Whitby Operations Centre.



**Budget Request:**

Approval of the grant is required to proceed with this 2023 project.

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Low Carbon Economy Fund (Challenge Stream) Grant – Pending Approval	\$100,725	\$0	\$100,725

## **Capital Decision Item #44 Not Included in Recommended Budget Details**

### **Creative Communities Initiatives Annual Funding of \$85,000 & Establishment of a Creative Communities Reserve**

Capital Project #: Various (see Table 2 below)

Parent ID: 55P07402

Budget Category: Studies, Strategic Initiatives and Community Enhancements

Department: Strategic Initiatives – Creative Communities

Project Type: Strategic Initiative

#### **Request Details:**

The top budget priority from the community budget engagement was revitalization of the downtowns. The Creative Communities reserve will support this priority through the implementation of Council approved plans – including the Culture Plan and Tourism Strategy. Both of these strategic documents outlined a number of projects including the development of a public art policy and the need to establish a fund to support the acquisition of public art within municipal spaces and facilities; the opportunity to enhance the downtowns through placemaking initiatives to support more walkable, pedestrian-friendly spaces; the inclusion of a ‘Whitby’ sign that can be lit up to support destination development and create identity within the community; the creation of a seasonal visitor’s centre along the Whitby Waterfront to support the growing tourism sector; the development of tourism wayfinding signage; and the implementation of an accessible public washroom facility in Downtown Whitby.

Implementation of these strategies are what contributes to Whitby’s high quality of life as they create a visitor-friendly, welcoming, inclusive, vibrant and accessible destination rooted in economic, social and cultural connectivity and serve to position arts and culture as a key economic driver through investing in people, programs, services and facilities to promote and strengthen relationships with local arts, culture, heritage and the creative sector. Funding to support the implementation of these strategies is integral to achieving these goals and responding to residents’ priority of revitalizing downtowns.

#### **Budget Request:**

Establishment of an annual reserve contribution of \$85,000 to be funded by a tax-based contribution from the operating budget to the new program reserve Creative Communities Reserve. The associated annual tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

Table 1

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Tax Based Contribution	\$85,000	\$765,000	\$850,000

Approval of the following 2023 capital projects and the future inclusion of the proposed projects in the capital forecast for 2024-2032 are dependent on approval of the annual tax based funding contribution:

Table 2

Project	2023 Budget	2024 Budget	2025-2032 Budget	Total Budget
Culture Plan - Whitby Sign (55227002)	\$0	\$150,000	\$0	\$150,000
Downtown Future Placemaking Spaces (55257401)	\$0	\$10,000	\$40,000	\$50,000
Public Art Fund (55247401)	\$10,000	\$0	\$365,000	\$375,000
Tourism Strategy - Downtown Washroom (55277401)	\$0	\$0	\$115,000	\$115,000
Tourism Strategy - Future Implementation (55287401)	\$0	\$0	\$50,000	\$50,000
Tourism Strategy - Visitor Centre (55257402)	\$0	\$0	\$25,000	\$25,000
Tourism Strategy - Wayfinding Sign (55247402)	\$0	\$0	\$25,000	\$25,000
Total	\$10,000	\$160,000	\$620,000	\$790,000

## Capital Decision Item #45 Not Included in Recommended Budget Details

### Economic Development Program Annual Funding of \$240,000 & Establishment of an Economic Development Reserve

Capital Project #: Various (see Table 2 below)

Parent ID: 55PA7501

Budget Category: Studies, Strategic Initiatives and Community Enhancements

Department: Strategic Initiatives – Economic Development

Project Type: Strategic Initiative

#### Request Details:

Economic Development services emerged as one of the top community priorities through the municipality’s Citizen Budget tool. Over 43% of residents wanted to see an enhancement to current funding levels. The development of an Economic Development Reserve supports this priority by providing annual funding to implement the 2022-2026 Economic Development Strategy and Action Plan. The strategy was developed in consultation with the local business community to ensure that it reflects their needs.

This strategy outlines over 40 initiatives to be completed over the life of the strategy. Some of these initiatives include the development of an Innovation Challenge to support procurement of innovative products through the establishment of a Centre for GovTech; the development of BIPOC fellowship programs; maintaining new digital tools; and the development of future action plans to support resident attraction, promotion of Whitby’s business community, and the enhancement of Whitby as a ‘smart city’.

The annual commitment was calculated by fully costing the implementation of the 2022-2026 Economic Development Strategy and Action Plan. The total funding envelope was then averaged over the implementation period to provide a stable annual funding request. Without these funds, the municipality would be unable to implement much of the 2022-2026 Economic Development strategy.

#### Budget Request:

Establishment of an annual reserve contribution of \$240,000 to be funded by a tax-based contribution from the operating budget to the new program reserve Economic Development Reserve. The associated annual tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

Table 1

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Tax Based Contribution	\$240,000	\$2,160,000	\$2,400,000

Approval of the following **2023** capital projects and the future inclusion of the proposed projects in the capital forecast for **2024-2026** are dependent on approval of the annual tax-based funding contribution:

Table 2

Project	2023 Budget	2024 Budget	2025 Budget	2026 Budget	Total Budget
Advertising Strategy (55247504)	\$75,000	\$0	\$0	\$0	75,000
BIPOC Accelerator (55267501)	\$0	\$0	\$0	\$75,000	75,000
BIPOC Fellowship Program (55237507)	\$0	\$100,000	\$100,000	\$100,000	300,000
Business Crisis Protocol (55247501)	\$0	\$10,000	\$0	\$0	10,000
Centre of Gov Tech (55237509)	\$10,000	\$10,000	\$10,000	\$10,000	40,000
Community Job Fairs (55237508)	\$0	\$5,000	\$5,000	\$5,000	15,000
Crowdsource Popup (55247503)	\$0	\$10,000	\$10,000	\$10,000	30,000
Define, Brand, and Market Industrial Areas (55237503)	\$0	\$100,000	\$0	\$0	100,000
Economic Indicators Page (55237506)	\$10,000	\$10,000	\$10,000	\$10,000	40,000
Innovation Challenge (55237510)	\$10,000	\$10,000	\$10,000	\$10,000	40,000
Local Business Week (55247502)	\$0	\$5,000	\$5,000	\$5,000	15,000
Resident Attraction Strategy (55237505)	\$0	\$0	\$100,000	\$0	100,000
Smart Cities Strategy (55237502)	\$0	\$100,000	\$0	\$0	100,000
Social Media and Public Relations Strategy - Economic Development (55237504)	\$0	\$50,000	\$0	\$0	50,000
<b>Total</b>	<b>105,000</b>	<b>410,000</b>	<b>250,000</b>	<b>225,000</b>	<b>990,000</b>

## **Capital Decision Item #46 Not Included in Recommended Budget Details**

### **Special Events Equipment (Events Assets & Van)**

Capital Project #: 10238101 (Event Assets) and 30232005 (Van)

Parent ID: 55PA2901 Special Events Equipment

Budget Category: Fleet and Equipment Assets

Department: Strategic Initiatives – Events, Culture & Tourism

Project Type: Strategic Initiative

#### **Project Details:**

The Town is committed to delivering quality events and programming for the community and visitors. The implementation of the Special Events Strategy will require investments in core event assets that promote a visitor friendly infrastructure including, but not limited to, bicycle racks, accessibility mats, water refill stations, storage containers, larger light installations, signage, generators, PPE and rebranding assets such as tents. These assets will enhance accessibility and wayfinding of events. Potential grant opportunities to fund event asset costs will be actively pursued.

In addition, staff require the use of a Town van/vehicle to transport event assets from various storage areas within the municipality (i.e. Town Hall, Operations Centre) to event sites throughout the community. The van will provide a safe, secure and efficient way to transport event assets. With over 50 different events annually throughout all seasons of the year, and over 30 requests annually for internal use of event assets, the van would support staff's ability to be more efficient and effective in the delivery of special events and reduce the requirement of the use of personal vehicles.

The Council endorsed Special Events Strategy identified these actions and assets in order to strengthen the planning, delivery, permitting and support of vibrant and innovative festivals and ensure events have a positive benefit on the wider local economy. Funding to support the implementation of this strategy is integral to achieving these goals.

#### **Budget Request:**

One -Time Tax Based Contribution in 2023 of \$135,000, to fund just the proposed 2023 projects. The budget request for the Special Events assets is \$60,000 and the Van is \$75,000. The van would also require \$3,163 for the annual vehicle operating costs. The associated annual tax-based contribution and one-time tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

The proposed projects from 2024-2032 are for the purchase of additional Special Events assets and will come forward in a future budget year for Council's consideration

Funding Source	2023 Budget	2024-2032 Forecast	Total Work Plan
Tax Based Contribution	\$135,000	\$380,000	\$515,000

## Capital Decision Item #47 Not Included in Recommended Budget Details

### Traffic Calming Action Plan & Implementation Program (includes Speed Reduction)

Capital Project #: 40237105

Parent ID: 81PA7001

Budget Category: Studies, Strategic Initiatives and Community Enhancements

Department: Planning & Development – Transportation Services

Project Type: Strategic Initiative

Project Details: In an effort to improve roadway safety for all road users and reduce vehicle speed, Transportation Services has identified a need to develop a Traffic Calming Action Plan and Implementation Program. This consultant assignment study is expected to identify where, when, and how traffic calming is considered and implemented. Elements of traffic calming to include speed humps, speed cushion, pedestrian crossovers, raised crosswalks, speed feedback signage, curb extensions, neighbourhood reduced speed limits, etc.

#### Budget Request:

One -Time Tax-based Contribution in 2023 of \$150,000. The associated one-time tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

Funding Source	2023 Budget	2024-2032 Funding	Total Funding
One Time Tax based	\$150,000	\$0	\$150,000



## **Capital Decision Item #48 Not Included in Recommended Budget Details**

### **Waterfront – Kiwanis Heydenshore Parking Lot Concession Vehicle Area**

Capital Project #: 70230109

Parent ID: 70PA0201

Budget Category: Parks Assets

Department: Community Services - Parks, Parks Planning & Culture

Project Type: Strategic Initiative

#### **Project Details:**

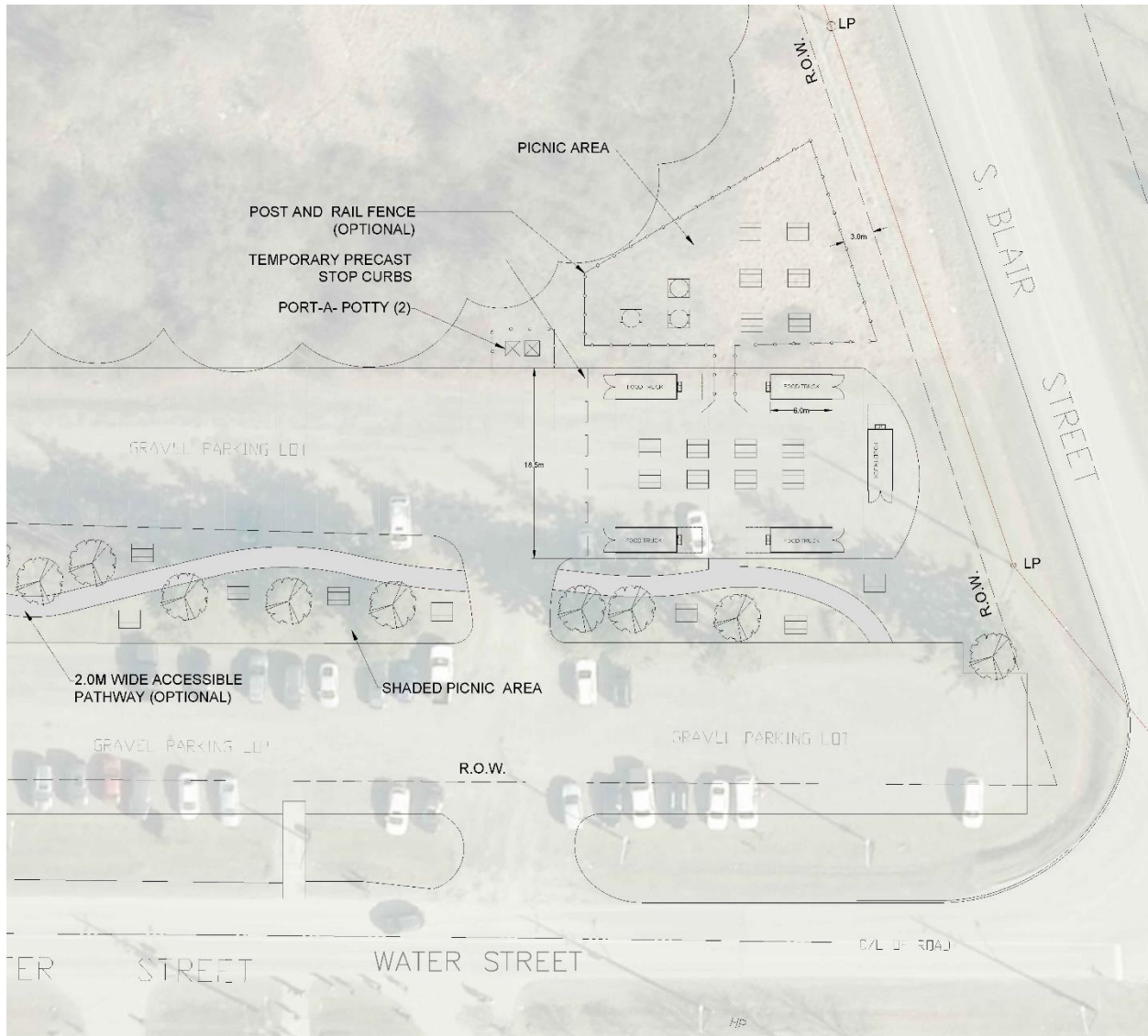
In June 2020 staff reported to Council, through CMS 04-20, on the Waterfront Master Plan/Survey Update. This public survey obtained community feedback about the current use and future vision of Whitby's waterfront as proposed in the 2016 Waterfront Masterplan. The main conclusions of the Waterfront Survey were found to be consistent with the vision and main objectives of the Waterfront Masterplan.

The report included a recommendation, supported by Council, for staff to review the potential for a food truck area to be located within the existing parking lot at 580 Water Street. This proposed concession area is intended to meet the need, identified by survey respondents, for more waterfront food and beverage opportunities.

The proposed food truck area would consist of approximately 5 concession vehicles (truck/trailers) with a variety of food and beverage services located in the northeast corner of the parking lot at 580 Water Street (see sketch – 1 below.) A Request for Proposals (RFP) would be issued by the Town Purchasing Department and interested food service vendors could bid on the opportunity. This initiative would replace the current Town practice to issue an RFP for concession vehicles at three Waterfront locations: Rotary Sunrise Park, adjacent to Water Street, Heydenshore Park, in the central parking lot and at the Victoria Fields parking lot. The last RFP, now expired, was issued in 2020 for a three-year term whereby two of the three locations were successfully leased generating an annual combined revenue of approximately \$11,000 during the 5-month operating season.

This budget request is to fund basic improvements needed to establish a safe and accessible food truck/refreshment vehicle area within the parking lot at 580 Water Street. These improvements would include grading and topping up of the gravel parking area, installation of concrete curbs to define the food service area and the provision of electrical servicing for the vendors. Picnic tables for visitors to the food service area would be supplied by existing Town stock and installed by Parks Operations. If this initiative moves forward the food service area would benefit from portable toilets and a garbage service that would be funded through an in-year request to the Parks Operating Budget.

Community Services Staff believe the proposed food truck/refreshment vehicle area would become a community destination and an attractive place for local businesses to operate along the waterfront while generating revenue for the Town. The improvements would not be undertaken until contracts were signed with vendors following the issue of the RFP. The capital investment would likely be recovered by the end of the second year and the project would not preclude future uses or development of the property.



**Budget Request:**

One -Time Tax Based Contribution in 2023 of \$25,000. The associated one-time tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

2023 Budget

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Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Tax Based Contribution	\$25,000	\$0	\$25,000

## Capital Decision Item #49 Not Included in Recommended Budget Details

### Zero Carbon Whitby One-Time Funding Request

Capital Project #: Various (see Table 2 below)

Parent ID: 55PA7501

Budget Category: Facility Assets

Department: Strategic Initiatives – Sustainability & Climate Change

Project Type: Strategic Initiative

#### Request Details:

Zero Carbon Whitby Plan calculated the fair portion of the global carbon budget for the Town of Whitby's corporate operations to be 62.6 kilotonnes from 2022 to 2045. To remain within this budget, the Plan established the following short, medium, and long-term greenhouse gas (GHG) emissions reduction targets (relative to 2019 levels):

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

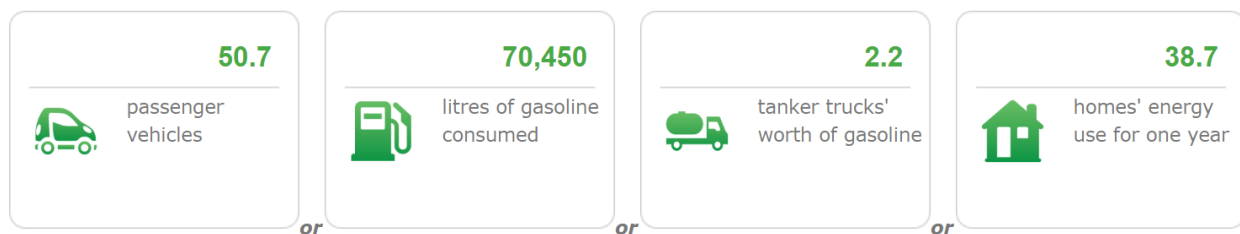
In 2022, the Zero Carbon Whitby Costing Study was completed as per the recommendation of the Council approved Zero Carbon Whitby Plan. The Costing Study provides a long-range capital forecast and asset management plan to include a zero-carbon pathway for buildings, fleet, lighting, and waste. A list of projects that would need to be completed to meet the corporate GHG emissions reduction targets was established. The anticipated cost, savings and reduction of GHG emissions for each project were determined and a proposed schedule was developed that outlines when each project would need to occur to align with the Town's Asset Management Plan, and to optimize cost and GHG emissions savings. The Costing Study also provided guidance regarding funding options, and the establishment of the Zero Carbon Revolving Reserve Fund.

The estimated incremental cost of this work between 2022 and 2045 is \$63.7 million. Over the same period, it will return \$75.3 million in savings and avoided costs, and from 2045 to 2050, a further \$30.3 million of savings will be realized. As a result, the ultimate return on investment between 2022 and 2050 is \$1.66 for every \$1 invested. The Costing Study determined that the estimated incremental cost (the difference between business-as-usual lifecycle replacements and zero carbon solutions) could be paid for entirely from a Zero Carbon Revolving Reserve Fund. This Fund would need to be seeded with an initial \$34.8 million in funding received by 2025 and then would utilize the cost savings from energy, carbon tax, and select capital projects to fund the balance of the program in later years.

Funding opportunities are being investigated and grants and incentive programs have been applied for to start to develop/seed the Zero Carbon Revolving Reserve Fund to pay for the incremental cost of the Zero Carbon projects. However, the Fund will not be able to cover the costs of completing all the Zero Carbon projects identified as a priority for 2023.

The **Zero Carbon Whitby One Time Funding** of **\$721, 080** will enable the priority Zero Carbon projects identified for 2023 that do not have grant funding to be completed. This will allow the Town to stay on track to achieve its corporate short, medium, and long-term GHG emissions reduction targets. As well, the completed Zero Carbon projects will result in operational savings that will help to grow the Zero Carbon Revolving Reserve Fund.

Some of the Zero Carbon projects identified for 2023 that do not have grant funding include, zero carbon options for the replacement of the boilers at the McKinney Centre, the power washers at Operations and the recommissioning of building automation system at the Brooklin Community Centre and Library. The total estimated GHG emissions savings resulting from these projects is 165,373 KgCO<sub>2e</sub>. This savings in is equivalent to CO<sub>2</sub> emissions from approximately 50.7 passenger vehicles or the energy use for 38.7 homes in one year.



As mentioned above, the schedule for Zero Carbon projects was developed in alignment with the Town's Asset Management Plan to allow infrastructure to be replaced with a zero carbon option at the end of its life. The **Zero Carbon Whitby One Time Funding** will allow the scheduled 2023 asset management lifecycle replacement projects to be upgraded to a zero carbon option, such as the replacement of the boilers at the McKinney Centre and the HVAC system at Fire Hall 3. It is crucial that these lifecycle replacements projects scheduled for 2023 are replaced with zero carbon solutions so that the opportunity for the substantial GHG emissions reduction associated with these projects are not missed.

The **Zero Carbon Whitby One Time Funding** will also allow the design and feasibility elements to occur in 2023 for projects that are scheduled to be implemented in 2024. This is critical to ensure that the GHG savings of these projects are realized in 2024, for the Town to achieve 20 percent GHG emissions reduction by 2025. For example, the design and structural analysis of the solar photovoltaics project for Firehall 5 is to occur in 2023, which will result in 4,500 kgCO<sub>2e</sub> of savings when the solar photovoltaics system is installed in 2024.

The one-time funding to support the implementation of the Zero Carbon Whitby Plan and the recommendations of the Costing Study as the Zero Carbon Revolving Reserve Fund is integral to the Town achieving its GHG emissions reduction targets. Achieving these targets is key to mitigate the Town's climate change impacts and to ensure that the Town remains a leader in sustainability and addressing climate change.

**Budget Request:**

One-time request of \$721,080 to be funded by tax-based contribution The associated one-time tax-based contribution has not been included in the recommended budget and the listing of Operating Decision Items Not Included reflects this request.

Table 1

Funding Source	2023 Funding	2024-2032 Funding	Total Funding
Tax Based Contribution	\$721,080	\$0	\$721,080

Approval of the following 2023 capital projects is dependent on approval of the funding contribution:

Table 2

Project	Requested 2023 One-Time Funding	Asset Management Reserve Fund (portion deemed to be lifecycle)	Total 2023 Budget
117 King - Design / Feasibility of Recommended Zero Carbon Upgrades (71231632)	\$13,489	\$0	\$13,489
117 King - Furnace (71231633)	\$60,000	\$0	\$60,000
1710 Charles - D2024 Hot Water Tank (71231625)	\$8,700	\$6,300	\$15,000
1710 Charles - D3020 Unit Heaters (71221610)	\$13,575	\$12,075	\$25,650
55+ - LED Fixtures, Lamps, Drivers & Ballasts (71231129)	\$39,414	\$0	\$39,414
BCCL - Recommissioning of Building Automation System (71231128)	\$15,000	\$0	\$15,000
BCCL - Rooftop Units Refine Schedule (71231127)	\$920	\$0	\$920
FH3 - Replace R22 HVAC with Heat Pump (71231213)	\$213,734	\$0	\$213,734

Project	Requested 2023 One-Time Funding	Asset Management Reserve Fund (portion deemed to be lifecycle)	Total 2023 Budget
FH4 - HVAC Air Source Heat Pump, Design Analysis / Structural (71231216)	\$31,664	\$0	\$31,664
FH5 - GSHP Feasibility & Design (71231209)	\$50,363	\$0	\$50,363
FH5 - Solar PV Design & Structural Analysis (71231218)	\$21,000	\$0	\$21,000
HEY - Washroom Exhaust Controls (71231131)	\$447	\$0	\$447
IPSC - Submetering (71231033)	\$130,000	\$0	\$130,000
LHAC - HVAC Air Source Heat Pump Design Analysis / Structural (71231132)	\$10,024	\$0	\$10,024
MCK - D3020 Boilers (71221030)	\$35,009	\$18,113	\$53,122
OPC - E10 Pressure Washers (30231302)	\$36,608	\$0	\$36,608
PWM - HVAC Air Source Heat Pump Design Analysis / Structural (74231106)	\$17,008	\$0	\$17,008
WMB - Solar PV Design & Structural Analysis (71231409)	\$24,125	\$0	\$24,125
<b>Total</b>	<b>\$721,080</b>	<b>\$36,488</b>	<b>\$757,568</b>

## **Operating Decision Item #50 Not Included in Recommended Budget Details**

### **Provincial Bill 23 Financial Impact Tax Levy**

Department: All Departments across the Corporation

Division: All divisions across the Corporation

#### **Request Details:**

The Province introduced Bill 23, Mores Homes Built Faster Act in late October, 2022 and received Royal Assent on November 28, 2022 with limited consultation from the municipal sector. The omnibus bill includes amendments to various acts, most notably from a financial impact perspective the Development Charges Act and the Planning Act.

#### **Why this request is necessary:**

Bill 23 reduces one-time development-related fees the Town collects from developers to pay for infrastructure required to support growth (more households/residents and businesses). Development charges are one-time fees collected from residential and non-residential land developers that pay for roads, recreational facilities, libraries and other Town services in neighbourhoods. In addition, developers are required, under the Planning Act, to convey parkland to the Town, or pay cash-in-lieu of parkland dedication as part of the development process.

Based on a goal of having more homes built, Bill 23 significantly reduces development charges and parkland dedication requirements paid by developers. The Town's high-level projection of the financial impact of Bill 23 cuts to these one-time contributions is estimated at \$34 million each year to pay for infrastructure at the levels currently enjoyed by the community.

Municipalities are required by law to operate with a balanced budget. In the absence of these one-time contributions from development or the Province making up the shortfall, the Town must make up the shortfall by either reducing service levels to all residents of the Town or increase property taxes or a combination of both.

Although the projected impact is \$34 million annually, such an increase to the budget would represent an approximately 30 per cent property tax increase. This decision item proposes to begin to phase in the Bill 23 estimated Financial Impact, starting with \$3.4 million in 2023. This amount is expected to increase in future years as further information (e.g. regulations) regarding Bill 23 becomes available and the Town can refine development charges/cash-in-lieu of parkland dedication fee shortfall projections due to Bill 23. Municipalities across Ontario have requested that the Provincial government provide funding for proposed Bill 23 cuts to development charges and parkland dedication requirements in order to "make municipalities whole". At this time, no alternative funding has been announced so a phase-in of the projected impact of Bill 23 into the property tax base is recommended to mitigate the impact to service levels across the Town.



**Consequences of not funding this request:**

Without this additional revenue the new infrastructure required to accommodate the growth anticipated in our community will need to be deferred and/or cancelled which will impact the quality of life all residents and businesses have enjoyed and come to expect.

**Impact:**

Description	Annual	2023 Impact	2024 Impact
Provincial Bill 23 Financial Impact Tax Levy	\$6,800,000	\$3,400,000	\$3,400,000
Net Request Impact – Service Level	<b>\$6,800,000</b>	<b>\$3,400,000</b>	<b>\$3,400,000</b>

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## Executive and Legislative

Town Council is the governing body for the Town of Whitby with nine members elected by the residents of Whitby for a four-year term of office through the municipal election process. The Mayor and four Regional Councilors are elected at large. The four remaining Councilors are elected by electors in the four Wards: North, West, Centre, and East.

### 2022 to 2026 Term

#### Mayor

Elizabeth Roy

#### Regional Councillors

Rhonda Mulcahy

Chris Leahy

Steve Yamada

Maleeha Shahid

#### Ward Councillor

Steve Lee – North Ward 1

Matt Cardwell – West Ward 2

Niki Lundquist – Centre Ward 3

Victoria Bozinovski – East Ward 4

### Whitby Town Council

Council conducts its business by receiving and considering reports from Staff at Committee of the Whole, which are then ratified at Council meetings. Decisions of Council require support from a majority of the members present at a meeting and Council must have at least five (5) members present to conduct its business.

Council is the legislated governing body for the municipality and Council is responsible for many aspects of the Town's governance, including:

- Setting policy direction for the Town
- Authorizing revenues and expenditures to provide Whitby residents with municipal services that meet the needs and expectations of the community
- Making decisions regarding land use and development proposals

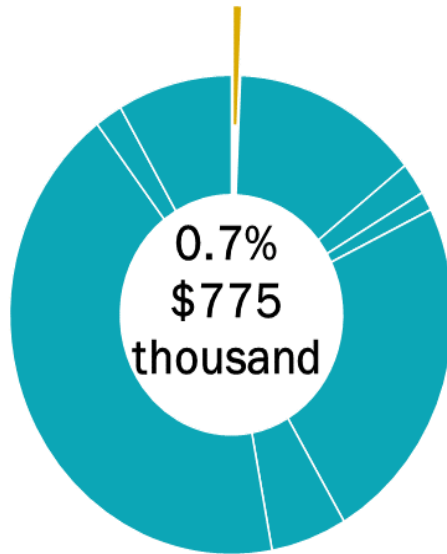
The Mayor, as Head of Council, is the Council spokesperson and is responsible for the following additional duties as specified in the Municipal Act, 2001 s. 225:

- To act as chief executive officer of the municipality
- To preside over Council meetings
- To provide leadership to Council
- To provide information and recommendations to Council with respect to their role regarding procedures, accountability, and transparency
- To represent the municipality at official functions
- To carry out the duties of the head of Council under the Municipal Act or any other act

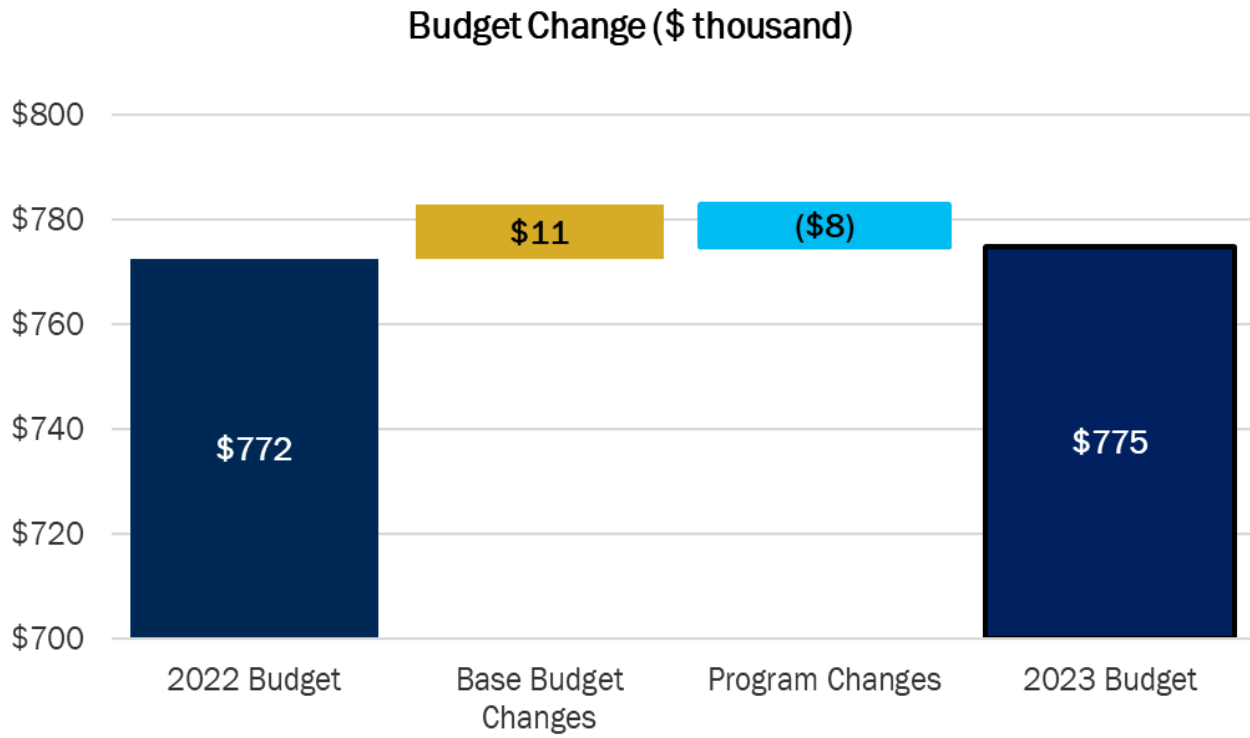
As specified in the Municipal Act, s. 224, the role of Council is as follows:

- To represent the public and to consider the well-being and interests of the municipality
- To develop and evaluate the policies and programs of the municipality
- To determine which services the municipality provides
- To ensure administrative practices and procedures are in place to implement the decisions of Council
- To ensure the accountability and transparency of the operations of the municipality including the activities of senior management of the municipality
- To maintain the financial integrity of the municipality
- To carry out the duties of Council under the Municipal Act or any other act

Department as % of Tax Levy

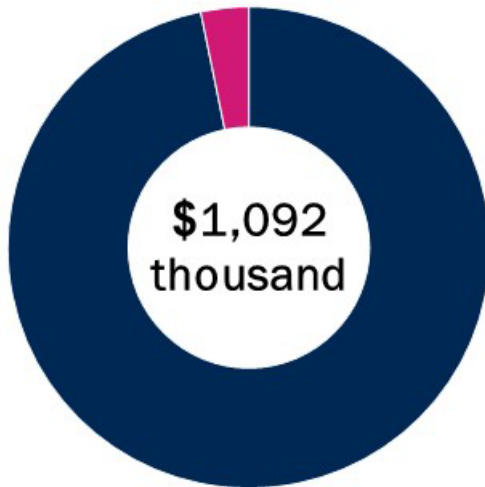


Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Executive and Legislative	0.7%	\$775
Other Departments	99.3%	\$118,254
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



Budget Change	(\$ in thousands)
2022 Budget	\$772
Add: 2023 Base Budget Changes	\$11
Add: 2023 Program Changes	(\$8)
<b>Total 2023 Budget</b>	<b>\$775</b>

### Expenditure



- Salaries, Wages & Benefits \$1,057
- Administrative Costs \$35

### Revenue



- Miscellaneous Revenue & External Recoveries \$317

# Operating Budget

## Executive and Legislative

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Miscellaneous Revenue & External Recoveries	(\$317)	\$0	\$0	\$0	\$0	(\$317)
<b>Total Revenues</b>	(\$317)	\$0	\$0	\$0	\$0	(\$317)
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$1,046	\$0	\$11	\$0	\$0	\$1,057
Administrative Costs	\$43	\$0	\$0	(\$8)	\$0	\$35
<b>Total Expenditures</b>	\$1,089	\$0	\$11	(\$8)	\$0	\$1,092
<b>Net Operating Budget</b>	<b>\$772</b>	<b>\$0</b>	<b>\$11</b>	<b>(\$8)</b>	<b>\$0</b>	<b>\$775</b>
Mayor & Council	\$772	\$0	\$11	(\$8)	\$0	\$775
<b>Net Operating Budget</b>	<b>\$772</b>	<b>\$0</b>	<b>\$11</b>	<b>(\$8)</b>	<b>\$0</b>	<b>\$775</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases: \$11 thousand

#### Program Changes:

Growth – (\$8 thousand)

- Savings are related to expected administrative efficiency reductions for 2023.



## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	<b>2023 Budget Request</b>
<b>Mayor &amp; Council</b>				
Revenues				
Miscellaneous Revenue & External Recoveries	(\$317)	(\$317)		(\$317)
<b>Total Revenues</b>	(\$317)	(\$317)		(\$317)
Expenditures				
Salaries, Wages & Benefits	\$1,046	\$1,046	\$11	\$1,057
Administrative Costs	\$43	\$43	(\$8)	\$35
<b>Total Expenditures</b>	\$1,089	\$1,089	\$3	\$1,092
<b>Net Operating Budget</b>	<b>\$772</b>	<b>\$772</b>	<b>\$3</b>	<b>\$775</b>
<b>Total Executive and Legislative</b>	<b>\$772</b>	<b>\$772</b>	<b>\$3</b>	<b>\$775</b>

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# Office of the Chief Administrative Officer (CAO)

## Office of the Town Clerk

### Department Overview

The Office of the Town Clerk acts as secretariat to Council and its standing committees. The Office is responsible for fulfilling the statutory requirements of the Municipal Clerk, which includes collecting and managing records pursuant to the *Municipal Act*, the *Vital Statistics Act*, the *Marriage Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*. Specific responsibilities of the Municipal Clerk include maintaining the Town's corporate records, conducting municipal elections, coordinating Committee, Council, and Statutory Public Meetings, administering lottery licensing, maintaining corporate policies, coordinating certain special events, performing civil marriage ceremonies, responding to Freedom of Information requests, and advancing customer services across the organization. The Office also provides Commissioner of Oaths services and maintains all of the Town's administrative and regulatory by-laws.

### Key Services

#### Legislative Services

The Legislative Services section is responsible for providing a variety of statutory and legislated services to Members of Council and the public such as Council secretariat support, vital statistics, special events, Commissioner of Oaths services, and lottery licensing.

#### Privacy, Records and Information Management

The Records and Information Management section is responsible for corporate records management and information governance. This includes following records through their life cycle of creation, maintenance, use, and disposal. Records of enduring value are preserved. Serves as a corporate resource on privacy matters and information management for data created, collected and used by the Town.

#### Mayor and Council Office

The Office of the Mayor and Council is responsible for supporting the Mayor and Members of Council in coordinating resident inquires and providing administrative support, including the

scheduling of meetings and issues tracking for the Mayor, coordination of Councillor calendars, and formal recognition programs for resident milestones (birthdays and anniversaries).

### Contribution to Mission

The Office of the Town Clerk makes a difference in our community by providing excellent customer service to the public, Staff, and Council. We are a team of professionals with expertise in elections management, access to information and privacy, legislative operations, records management, Council secretariat support, and customer service. The Office of the Town Clerk builds public trust through transparency and by ensuring access to the Town of Whitby.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Building

Name of Project	Description	% Completed
Customer Service Opportunities	Following the delivery of the Customer Service Strategy in June 2021, in 2022 the focus will be on exploring partnerships with the Region's 311/MyDurham project, in addition to continuing to review and implement the Strategy's recommendations, including identification of opportunities that support the eventual creation of ServiceWhitby and implementation of a CRM.	50%

### Effective Government

Name of Project	Description	% Completed
eScribe Migration	Migrate from Civicweb to eScribe in order to provide, enhanced livestream integration and improve the staff report consultation and approval process. In 2021, Staff worked with the vendor to receive training on the program and create workflows and templates for Whitby's deployment.	80%
Election Administration	Finalize planning and administer the October 24, 2022 Municipal Election in accordance with the Municipal Elections Act. In 2021, the Office of the Town Clerk undertook work to secure vendors, prepare forms, create a communications plan, and identify voting locations.	100%

Name of Project	Description	% Completed
Council Orientation	Following the Inaugural Council meeting for the 2022-2026 Council Term, Staff will facilitate an orientation for new and returning Councillors that will focus on governance, elected official responsibilities, review of departmental mandates, and the priorities of the Town.	75%
Information Governance Program Build Out	Finalize policies and create new procedures to promote effective information management within the Town. Work to educate employees and increase awareness.	60%

## Proposed New 2023 Work Plan Items

### Effective Government

Name of Project	Description
Film Permit Procedure	Create a procedure to streamline process for film permit intake and internal consultation with departments. Review technology options for intake through Municipal 511 Permit solution. Coordinate with Durham Region municipalities to synchronize permit requirements where possible.
Closed Meeting Policy Review and Refresh	Review best practices and update in consultation with the Town's Closed Meeting Investigator.
Review of Delegated Authority related to the approval of Policies and Procedures	Review sections of the policy manual to determine opportunity to provide further delegated authority for policy approval to the administration in order to streamline the policy areas that require Council's consideration.

Name of Project	Description
Council and Board and Advisory Committees Codes of Conduct review	Work with newly appointed Integrity Commissioner (Principles Integrity) to ensure Codes of Conduct continue to meet best practices.
eScribe	eScribe Meeting Manager launch for agenda and minutes (anticipated for November 15, 2022 Inaugural Council meeting), with Boards and Committees being on-boarded to Meeting Manager in 2023.
B&C DEI Recruitment	Generate a Diversity, Equity and Inclusion (DEI) board and committee recruitment report providing an overview of applicants to boards and committees and comparison to community demographics.
Councillors in the Classroom	Launch of “Councillors in the Classroom” program that was put on hold due to the COVID-19 Pandemic.
Election Summary and Overview	2022 Election Summary Report and 2026 Election Method Recommendation
Information Governance Build Out	Finalize policies and create new procedures to promote effective information management within the Town. Work to educate employees and increase awareness.
Electronic content management governance (Office 365)	Report on results of Sharepoint pilot to house permanent governance records (agendas, minutes, and by-laws) and the retirement of HP Records Manager. Undertake process to build out content management governance in Office 365.
FOI Tracking software review	Assess opportunities for FOI tracking through software, and potentially begin procurement process.

**Community Building**

Name of Project	Description
Integration with Regional 311 (tied to BP customer service action item)	Continue to explore a Service Level Agreement and the opportunity for software and telephony integration between the Town of Whitby and Region’s MyDurham 311
Creation of ServiceWhitby (tied to BP customer service action item)	Confirmation of phasing with departments and commencement of process reviews to facilitate launch of ServiceWhitby, with the goal to be the Town’s primary contact point and resolve a high number of customer requests on first contact.
CRM (tied to BP customer service action item)	Procure and configure a CRM concurrently with the launch of ServiceWhitby.
Customer Service Policy (tied to BP customer service action item)	Review existing Customer Service Policy, and update to align with best practices and the 2021 Customer Service Strategy.



# Organizational Effectiveness

## Department Overview

The Organizational Effectiveness team is comprised of Corporate Communications and Creative Services, Human Resources, and Technology and Innovation Services. Working together, these divisions align services to support corporate projects and processes more efficiently. Expertise in Technology, Communications, and Human Resources is underpinned by strong organizational change practices focused on processes and procedures, creating efficiencies, delivering messages, and services that align with Council's Goals, the Corporate Strategic Plan and the Town's mission, values (CARE-Collaborative, Accountable, Respectful, Engaged) and culture and, by doing so, enhances the employee experience and supports the Town in the delivery of services to our community.

## Contribution to Mission

The Organizational Effectiveness team promotes and protects the Town brand both internally and externally through strategic alignment, positive storytelling, and engagement with staff and the community. Utilizing its many touchpoints to showcase success stories, the team often profiles members of the Town's talented staff – making emotional connections with the community. The goal externally is to build trust and awareness with residents, business partners, and Council about the Town policies, programs, services, and initiatives that make Whitby a great place to work and live.

Through internal partnerships, Organizational Effectiveness strengthens corporate alignment, connects staff to the Town's purpose and corporate objectives, and empowers them to positively contribute to the mission. It ensures business units have accurate and timely information, proper resources and effective processes and systems to deliver services that make a difference in our community.

## Key Services

### **Corporate Communications & Creative Services**

Through storytelling, our mission is to create connected, engaging and meaningful experiences for both internal and external audiences. Provide strategic and innovative communications advice to stakeholders, manage complex issues, and develop content creation strategies to build awareness of Town programs and services and ultimately build trust with residents and taxpayers.

### **Human Resources**

Fostering innovative programs and systems that support people, strengthen teams, and enable the organization to deliver on the Corporate Strategic Plan and Council goals. Ensuring a positive, fulfilling and rewarding employee experience by having modern total

rewards programs, robust talent management, health and wellness strategies, and employee/labour relations. Services support almost 1,200 individuals across the Town, its retirees, and Town agencies.

Within Human Resources, lead the planning, execution, and completion of strategic projects. Through collaboration, project management best practices and advice, provide support to the Town in delivering important outcomes and services that require interdisciplinary and interdepartmental effort with complex interdependencies. By implementing improvements and managing the resulting change, project management ensures outcomes achieved meet the goals and objectives of the organization.

### **Technology and Innovation Services**

The Technology and Innovation Services team provides leadership, user education, maintenance and support of information technology devices and technology platforms to enable Town services and drive efficiencies. These services include: computer systems application development, programming, software support and maintenance; systems integration and interoperability; project planning and security related initiatives, data management, and information technology education.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Engagement and Communications

Name of Project	Description	% Completed
Implementation of Community Engagement Framework	Digital engagement platform “Connect Whitby” and “Citizen Budget” simulator tool launched.  Resources were not previously approved to support full development of the implementation plan, toolkit and training.	25%
Corporate Rebrand – Final Phase	Undertake a brand audit of how and where the old Town logo and crest is still being utilized to understand where the new brand/logo needs to be added and updated to be visible and create a cohesive brand identity.	100%

### Effective Government

Name of Project	Description	% Completed
Allyship Program	Through the work of the Diversity and Inclusion Taskforce, implemented the Town of Whitby Allyship Program where staff can declare an expression of commitment to being a Town of Whitby Ally. This program will contribute to creating a supportive and safe environment for all people regardless of gender, gender identity, sexual orientation, faith, race, ethnic background, age and ability. The bulk of this program was developed in 2021 with the formal launch of the program in 2022.	100%

Name of Project	Description	% Completed
Business Continuity Framework	Leverage the work done for pandemic planning and the labour disruption plan to begin to develop a comprehensive business continuity framework, plan, resources and training to ensure continuity of operations and services in the event of both short and long-term disruption.	25%
CARE Award Development & Implementation	Support our culture evolution by reinforcing the Town’s core values (Collaborative, Accountable, Respectful, Engaged) through the development and implementation of a “CARE” Awards program that recognizes staff that live our values day-to-day. The program was developed and launched in 2021, and the nomination process has been completed. Adjudication and announcement of winners occurred in the first quarter of 2022. Following this, the process for nominations for the next cycle began.	100%
Create a Corporate Continuous Improvement Team, Framework & Training	Through the newly established Continuous Improvement (CI) Team, began to develop a framework that enables the corporation to undertake CI initiatives in a consistent manner, increase staff knowledge of lean practices and tools, and develop tracking and reporting tools for CI projects. Using Lean methods, engage staff to focus on improvements that improve the customer experience, create capacity for value-added work, and lower costs. In 2021, the team was trained as Green Belt lean facilitators, outlined the framework, and began working on the components. In addition, Human Resources developed and launched lean eLearning modules to all staff. The framework is targeted to be completed in and launched in 2023.	50%

Name of Project	Description	% Completed
CUPE Job Evaluation Modernization Project	An outcome of Collective Bargaining with CUPE Local 53, Full-time in 2018, the parties will work jointly to modernize and replace the current pay equity compliant job evaluation tools. This project was completed in 2022.	100%
CUPE Job Evaluation Modernization Project - Part Time	An outcome of Collective Bargaining with CUPE Local 53, Part-time in 2019, the parties will work jointly to modernize and replace the current pay equity compliant job evaluation tools following CUPE FT JE Modernization Project.	0%
CXN Curriculum Implementation - Year 2 Foundations	Continue to implement the Town's Integrated Talent Management Framework through the implementation of year two of the Town's multi-year leadership development program, delivering two programs: Project and Continuous Improvement Leadership and Change Management to non-unionized people leaders. Courses and vendors were identified in 2021 with a launch to the leadership team executed in 2022.	100%
Develop and Implement Hybrid Work Models	Developed and implemented a continuum of hybrid work models for the Town to ensure the smooth transition of staff back into the workplace post pandemic. Identifying how positions fit into the work models continued the transition to a more modern work environment and began to set the foundation for a more permanent hybrid workforce in the future. This project was completed in 2022.	100%

Name of Project	Description	% Completed
Develop a Healthy Workplace Framework	Develop a Healthy Workplace framework to support the physical, mental health, social and psychosocial needs of employees to enhance the Town's current commitment to employee health, safety and wellness. In 2021, the organization underwent an assessment completed by Excellence Canada to identify recommendations for the development of a framework. Work has been ongoing and will continue into 2023.	50%
Develop Change Management Learning/ Resources	Support the speed and quantity of change in the organization by developing and providing Change Management training, tools and resources that support both leaders of change and implementers of change, to ensure the Town is effectively and efficiently evolving to meet future needs, while maintaining employee commitment and morale. A standard toolkit outlining the Town's approach and process for change management, along with supplementary templates and resources were developed and piloted in 2021. The finalized toolkit and accompanying training will be released in Q1 2023 including templates to utilize when leading and navigating change.	80%

Name of Project	Description	% Completed
Diversity, Equity, and Inclusion Training Program	Completed the mandatory, all staff learning program with the launch of Call to Action – Allyship, the final program from the 2021 - 2022 training plan,. The goal of this program was to provide education about what inclusivity and equity mean, and how individuals can contribute to achieving it, to create safe spaces in which employees can have conversations that explore diversity and inclusion, and to create a compelling call to action that provides staff will opportunities to practice newly learned skills and behaviours. In addition, Human Resources also facilitated month long learning in September for Truth & Reconciliation month including weekly learning opportunities on the Doctrine of Discovery, webinars on various topics, and a unique facilitated learning experience to encourage a personal commitment to truth and reconciliation.	100%
Launch of Employee Resource Groups (ERGs)	Employee Resource Groups (ERGs) are employee-led groups whose aim is to foster a diverse, inclusive workplace aligned with the organization they serve formed around common interests, common bonds, or similar backgrounds. ERGs provide long-term business benefits for TOW and professional/personal development for members. Three (3) Employee Resource Groups were piloted in 2022 under a formal structure, annual work plan, appropriate support from the Diversity & Inclusion Taskforce, resources, and a Senior Leadership Team (SLT) Sponsor. The goal will be to continue to launch and support new ERGs in 2023 and beyond.	100%

Name of Project	Description	% Completed
Implement Enhancements to the Onboarding Process	Continue to implement the Town's Integrated Talent Management Framework through the implementation of enhanced content and a new process for onboarding new employees to the Town. Develop programs that will better integrate new employees into the Town's culture and operations, as well as enable and empower them to begin active contributing right away. In 2021, the transition of part-time and temporary orientations to a virtual self-directed orientation began with full implementation in 2022.	100%
Internal Training Intake Process	Implemented an intake process for internal training/learning requests to strengthen partnerships, contribute to higher quality learning for staff, better communicate requirements, roles, and responsibilities, and streamline requests for learning development. The intake form and resources were started in 2021. The process and resources were finalized and launched in the first quarter of 2022.	100%



Name of Project	Description	% Completed
Learning & Development Modernization and Enhancements	A key focus for 2022 was the modernization and enhancement of the Town’s learning culture, content, processes, and access. In addition to the training intake process implementation, Human Resources updated three (3) eLearning modules to be more modern, engaging and accessible, audited the Learning Management System to ensure a more up-to-date and efficient learning experience for users, streamlined reporting for Supervisors, enhanced corporate reporting, onboarded the use of iPad kiosks for locations with majority part-time and outside workers, and implemented full year People Leader programming communications and registration and semi-annual all staff programming communications and registration.	100%
Leave of Absence Lean Process Review	Utilize Lean best practices to review the current Leave of Absence process and establish a streamlined approach for employees to navigate a leave of absence at the Town of Whitby. Ensure the process facilitates information to notify, track, monitor and the action required for people who are on a leave. The process was reviewed, improvements identified, and majority of the kaizens were executed in 2021. Remaining kaizens were completed in 2022 along with a launch of the enhanced process and resources. The reengineered process was piloted throughout 2022 and further improvements will be implemented in 2023.	70%

Name of Project	Description	% Completed
Messages Without Barriers - Phase 1	Implementation of TV screens at various work locations, focusing on work groups that have limited technology access, to display corporate messaging, updates, and news to promote more effective internal communication. The first phase in 2021 will include Operations, IPSC, and Fire Halls. In 2021, facility site locations were identified with input from local staff and a vendor for the hardware and software was identified. Departmental staff were trained in the use of the new software, Tv's were installed and the program was launched in early 2022.	100%
Organizational Culture Team Initiatives	Continue the evolution of the Town's organizational culture and alignment to the CARE core values through the ongoing development and implementation of projects and initiatives from the Culture Team that aim to enhance professional development, inclusion and belonging, internal communication, corporate social responsibility, awards and recognition, health and wellness, and social connection.	100%
Performance Management Research & Development	Continue to implement the Town's Integrated Talent Management Framework through the creation of a new performance discussion process and resources for piloting and testing to ensure consistent, enhanced and development-focused performance management. In 2021, the Quick Connect performance discussion was developed and tested with the Advisory Group and Union Executive. The Quick Connect was soft launched in 2022 with Hybrid Work Models. A corporate wide launch is scheduled for 2023.	100%

Name of Project	Description	% Completed
Revise and implement Updated Flexible Work Arrangement Policy, Process and Resources	In response to pandemic and the shift to remote work for a large portion of the Town's workforce, the current Flexible Work Arrangement policy was revised and automated to reflect the global movement to flexible work arrangements and to ensure continued service excellence to our community. The policy has been revised with a supporting online process to facilitate an individual's experience in a more automated and streamlined way. The policy and tools were relaunched in 2022 in alignment with the Town's Hybrid Work Models.	100%
Safety Excellence Program – WSIB	The WSIB Health and Safety Excellence program will support the Corporation's Healthy Workplace program by enhancing safety programs across the organization. This includes a self-assessment and clear roadmap to improve workplace safety. This program is in alignment with the organizations commitment to providing a safe working environment for employees. The application for the program was completed in 2021. In 2022, the focus was the development/revision of four (4) key policies related to workplace health and safety; work will be on-going throughout 2023 to strengthen workplace health and safety.	100%

Name of Project	Description	% Completed
Workforce Planning Project	Human Resources engaged a consultant to undertake and assist with a strategic workforce review to identify near-term growth-related staffing needs, current staffing capacity needs, and forecasted needs for the coming 5-10 years. In addition to a comprehensive analysis of staffing needs, the project included the development of a framework to standardize process, templates, and tools to facilitate regular workforce planning updates on a pre-determined or as needed cycle. This project was completed in 2022 and the outputs will be shared with Council in early 2023.	100%
Backup Solution Modernization	Technology initiative that encompassed upgrading the backup solution which was nearing end of life. This solution ensures town data can be duplicated and restored if needed. This project involved new business processes and technologies. The technology solution has been identified, procured, and implemented.	90%
Enterprise Resource Planning (ERP) System Implementation-Project WISDOM Phase 1 & 2	Implementation of a modern and integrated set of Financial and HRIS solutions which will facilitate the flow of information across the Town and enables staff to have more holistic view of the organization to better support informed and timely decision making.  Phase 1 of the project was an RFP to select an ERP technology platform, this was completed in Q1 2022. The ERP platform chosen is Workday for HR and Financials. Phase 2 of the project is the selection of a implementation partner (IP) to assist in the implementation of the ERP. Negotiations regarding scope of project with IP are expected to be finalized by Q4 2022.	100%

Name of Project	Description	% Completed
FMW Upgrade	Technology initiative that upgraded the Town's financial reporting tool to the most current vendor supported version. This upgrade remediated approximately 200 security vulnerabilities.	100%
Parking solution replacement RFP and award	Technology initiative that defined organizational needs and selection criteria for a new parking solution, with the goal of improving online services, enhanced integration, and reporting functionality. RFP has been released and is in the process of evaluation. Award expected by end of 2022.	100%
Microsoft 365 Security and operational impact review	TIS and our business partners have completed both operational and security related aspects for using Microsoft Cloud solutions. An initial audit of security protocols and resulting remediation activities have been completed.	100%
Network Attached Storage refresh	Asset Replacement project that replaced the Town's existing Network Attached Storage technologies that were at end-of-life. Scheduled to be completed by end of Q1 2023.	100%
Server Lifecycle Refresh	Asset Replacement project that replaced servers that were at end-of-life status, to remediate security risks and in support of changes in service delivery requirements.	85%
Storage Array Network (SAN) Modernization	Implemented and modernized the Town's network storage solution (SAN) that is used for storing all the town's servers, databases and documents.	100%

Name of Project	Description	% Completed
Digital Literacy Education - a variety of programs designed to enhance the skills and competencies of staff using modern technologies	Technology initiative to help increase staff understanding and readiness for technology change impacts related to the implementation of modern technologies. The 2022 focus was on readying staff for MS Office 365, multifactor authentication. A custom e-learning module focused on digital literacy and readying staff for digital transformation was developed in 2022 and ready to launch in early 2023.	100%

## Proposed New 2023 Work Plan Items

### Community Engagement and Communications

Name of Project	Description
Implementation of Community Engagement Framework	Resources were not previously approved to support full development of the implementation plan, toolkit, and training as recommended in the Community Engagement Framework approved by Council in 2019. Further implementation is dependent upon Council approval of additional resources in 2023 budget.
Newsroom – Corporate Storytelling Platform	Build corporate newsroom storytelling platform online.
Community Survey	Bi-annual research to gauge resident satisfaction in Town services and programs. Recommend contract of min. 5 years to ensure data is consistent by using the same research firm (survey every two years)
Council Training - Media Relations and Social Media Training	Coordinate media relations and social media training for council members to support their position as active ambassadors sharing messaging about the Town.

Name of Project	Description
Strategic Communications Roadmap	2023 will mark the last year of the first strategic communications roadmap. Engage an agency to help coordinate internal stakeholder research with staff and council, to update goals and objectives to action in 2024.

**Community Safety and Transportation**

Name of Project	Description
EOC digital modernization	EOC architecture refresh leveraging cloud and SaaS tools such as Bell Total Connect and Microsoft 365 to provide hybrid and modern digital capabilities to the EOC/AEOC.  Current EOC operates on legacy myWhitby technology and should be migrated to the new solutions.

**Effective Government**

Name of Project	Description
Vailtech Mortgage Report Modernization	Current reports need to be re-developed to support the business in delivering this essential service.
Cityworks Application Upgrade	Upgrade Cityworks to current version
Single Sign-on for Intranet	Single sign on for the Wire to provide increased security and provide staff efficiencies.
SharePoint records management modernization	This project to include automated rules-based records management to properly apply records and information management policies on all data stored in SharePoint to reduce the amount of digital landfill in our MS365 environment.
365 platform expansion	Expansion of 365 Platform.  Leverage modern automation tools for device management, security, and deployment through Microsoft Intune and Autopilot.

Name of Project	Description
My Whitby Platform replacement	Decommissioning the existing myWhitby application and associated reports- replacement with MS365 modules.
Whitby Wire Update	Phase One – determine scope needs for refresh or new platform to determine associated costs. Exploring alternative solutions (MS365)
Project WISDOM: Enterprise Resources Planning (ERP)	Implementation of a modern and integrated set of Financial and HRIS solutions which will facilitate the flow of information across the Town, enables staff to have more holistic view of the organization to better support informed and timely decision making. Working with the selected implementation partner, 2023 will focus on the configuration, testing, and cut-over for HR and financial systems.
Endpoint Protection Refresh	Upgrade/refresh of security tool providing antivirus and endpoint security protection .
Network Asset Refresh	Network switch and WiFi access point asset replacements and expansion.
Incident Management Response plan	Security initiative required for Business Continuity, Disaster Recovery, Insurance Goal to develop comprehensive incident response plan.
Security Strategy	Cyber security strategy in order to ensure cyber protection and response
IDEA Action Plan	The IDEA Project, Whitby’s Journey to Inclusivity Final Report provided recommendations for action, both internally and externally.
Continued support, dependent upon resource capacity, of Town Modernization projects	There are dozens of modernization and transformation projects underway or about to launch at the Town. To support and ensure success of these projects across the organization, there is a need to coordinate and support project and change management.
Workforce modernization support	Expanding M365 to all employees by providing with email accounts, allowing them to participate in digital initiatives



Name of Project	Description
	such as ERP, CRM, Email, and utilize collaboration platform such as Microsoft Teams.
Compensation/Market Review	Informed by the Strategic Workforce Planning Project and aligned to our People Strategy’s pillar of supporting people, in 2023, undertake a comprehensive market review for all positions to inform recommended revisions to the compensation administration policies and support on-going maintenance of the compensation plans.
Employee Assistance Program (EAP) Contract Replacement	Prepare to go to market for a new Employee Assistance Program (EAP) to ensure the Town is accessing a wide variety of services for the best price.
People Strategy Update (2023-2026)	In alignment with the update to the Corporate Strategic Plan (CSP), and a new Community Strategic Plan, the People Strategy will be updated to reflect the achievements of the current People Strategy (2020-2023) and direction set out in the updated Corporate and Community Strategies related to people programs and support, organizational culture and employee engagement.
Recruitment Strategy	Support development of recruitment strategy that addresses the recent 100% increase in recruitment activity, more competitive job market, high demand hard to fill positions, etc.
Annual IDEA Training Plan	The IDEA Project, Whitby’s Journey to Inclusivity Final Report presented to Council in Q1, 2022 included on-going annual training offerings to staff on a variety of topics.
Collective Bargaining (CUPE)	Collective Bargaining for a renewal collective agreement with C.U.P.E. Local 53, Full-time (contract expiry date is March 31, 2023) and Part-time (contract expiry date is May 31, 2023).
Storefront Apparel Solution	Build a webstore to manage branded merchandise needs for staff.

# Strategic Initiatives

## Department Overview

The Strategic Initiatives Division is responsible for leading special corporate and community projects, serving as an intergovernmental relations advisor and delivering programs and services related to Sustainability, Economic Development, Downtowns, Culture, Events and Tourism.

## Contribution to Mission

The Strategic Initiatives Division contributes to the Mission of “Together we deliver services that make a difference in our community” both at a strategic level and at a program level. This Division is responsible for implementing the Corporate Strategic Plan across the municipality so that all Departments align with accomplishing the mission, delivering on the Strategic Priorities and objectives while living the core values. The Strategic Initiatives Division focuses on collaboration across the Corporation and therefore strengthens the “together” aspect of achieving our mission. Furthermore, many of the programs and services that are delivered through Strategic Initiatives make a significant difference in the community. Economic Development focuses on providing meaningful work close to home for residents while focusing on programs that strengthen our businesses and ensure we have thriving and welcoming downtowns. Sustainability projects focus on making a difference in our community both today and for the future by implementing programs that reduce the impacts of climate change and ensure we are a sustainable corporation. Events, tourism and culture all provide services that make a difference in our community and contribute to the high quality of life Whitby residents enjoy. This Division balances strategic planning and everyday services and programs to make a difference in the lives of staff, community members and businesses.

## Key Services

### Strategic Initiatives

Strategic Initiatives leads, monitors and reports on the implementation of the Town’s Corporate Strategic Plan and co-leads and coordinates the development and implementation of the Town’s Business Planning process. This Section also serves as the lead on special projects, intergovernmental relations and the Staff Liaison to the Grants Review Committee.

### Sustainability

This Section leads Whitby’s sustainability, climate change, and energy management initiatives, policies, associated funding applications, and monitors the Town’s progress in becoming a sustainable corporation and community. This includes the implementation of the Zero Carbon Whitby Plan, Whitby Green Standard, and Phase 1 of the Climate

Emergency Response Plan. Sustainability also supports the implementation of Durham Community Energy Plan and Durham Community Climate Change Plan and serves as the Staff Liaison to Whitby Sustainability Advisory Committee. This Section is also responsible for leading the Corporate Sustainability Team, and the Corporate Energy Team, and supporting all Town departments on decision making processes for sustainability and energy management initiatives.

### **Economic Development**

Economic Development leads investment attraction, business retention and expansion through liaising with key stakeholders including the business community, real estate industry, marketing partners and investment intermediaries. This Section networks and partners with organizations such as the Whitby Chamber of Commerce, Spark Innovation Centre, 1855 Whitby Accelerator, and the Business Advisory Centre Durham and provides marketing support for economic development opportunities. This Section also focuses on revenue generation opportunities through sponsorship and advertising at municipal facilities and events.

### **Creative Communities – Downtowns, Culture, Events & Tourism**

This section supports downtown revitalization through strategies, plans and programs including, Downtown Whitby Action Plan, Community Improvement Plans, and financial incentive programs. Staff in this Section also serve as the Staff Liaison to Whitby's Downtown Steering Committees (Downtown Brooklin and Downtown Whitby) and the Downtown Whitby Business Improvement Area (BIA). This team is responsible for the overall management and development of Whitby's cultural sector and places as community builders and as economic drivers and the implementation of Whitby's Culture Plan. This section also develops and delivers special events through the Special Events Strategy, is responsible for Third Party special events permitting and the Event Volunteer Program. New to the division is the implementation of Whitby's first Tourism Strategy to guide the municipality in future tourism support, promotion, planning and development in partnership with economic development.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Building

Name of Project	Description	% Completed
Downtown Whitby Brock St. Design Study	An action item of the Downtown Whitby Action Plan, the terms of reference will be developed in early 2023 to retain a consultant for Downtown Whitby Brock St. Design Study. This project will incorporate the design plans developed as part of the Downtown Gateways project. These enhancements are intended to create a welcoming environment into the downtown while also addressing a pedestrian friendly streetscape.	10%
Implementation of Culture Plan	The Culture Plan has been developed to provide strategic direction for the provision of arts and culture programs, services and facilities in the Town of Whitby. In 2022 the implementation of the following projects will occur: expansion of the Public Space Performance Program; continuation of Story Walk; 'Brooklin' mural as part of the Roebuck Street Placemaking project; launch of Whitby's Digital Food Guide; development of a QR code program for the Whitby Arts Trail with launch in 2023; and a 1-year anniversary celebration event of the Culture Plan.	100%
Thickson Road Placemaking	The goal of this project is to consider beautification opportunities along Thickson Road from Highway 401 to Dundas Street. The project could include providing welcoming signage, public art, banners and working with supporting partners like the Region of Durham, CP Rail and private property owners on beautification efforts.	25%
Downtown Placemaking	This project is two-fold: Downtown Whitby placemaking enhancements to an existing outdoor public space at Dundas and Byron Streets to add planters, checkerboard/chess table, additional	100%

Name of Project	Description	% Completed
	seating and a stage area to support public performances and musicians. The second project is the closure of Roebuck Street in Downtown Brooklin to extend Grass Park for the summer months by adding street furniture (picnic tables, Adirondack Chairs) and activating the space through cultural pop-ups that will in turn support the local economy and provide additional resting areas in the heart of Downtown Brooklin.	

**Community Engagement and Communications**

Name of Project	Description	% Completed
Special Events Strategy	The Special Events Strategy is being developed to provide strategic direction for strengthening the planning, delivery and permitting of vibrant and innovative festivals and events in our community. In 2021 extensive community and stakeholder consultation took place to inform the development of the Special Events Strategy. This Strategy was presented to Council in early 2022 and included a vision and strategic directions related to event delivery and management from 2022 through 2024.	100%

**Community Safety and Transportation**

Name of Project	Description	% Completed
Event Volunteer Program - implement new COVID-19 and Health and Safety Training	Enhance the current volunteer training to include information on COVID-19 and additional Health and Safety policies. This training was developed in 2021 and will be delivered in 2022.	100%

**Economic Development**

Name of Project	Description	% Completed
<p>1855 Landing Pad (312 Colborne St Refurbishment)</p>	<p>Office space was renovated at 312 Colborne Street and is ready for graduating companies from 1855. Staff are working on finalizing legal agreements with 1855 to begin transitioning into the space when companies are ready and it is safe to do so.</p> <p>UPDATE: Office space was renovated at 312 Colborne Street and was ready to support graduating companies from 1855. Since the completion of the renovations, the COVID-19 pandemic has had a great effect on the Town’s ability to negotiate an agreement with 1855. Many of the businesses that are members of 1855 continue to work remotely on a regular basis, and this space is not currently required by 1855. Economic Development staff will work with other municipal departments to find an alternative use for the site.</p>	<p>50%</p> <p>Discontinued</p>
<p>Whitby Community Tourism Strategy and Action Plan</p> <p>Update: Renamed to: Whitby Tourism Strategy 2022 - 2025</p>	<p>Research, community and stakeholder engagement on the Whitby Community Tourism Strategy was completed in 2021. The Strategy was presented to Council for approval in early 2022 including an Action Plan for 2022-2025 to identify how Whitby’s unique natural assets and business ecosystem can be leveraged to support tourism and economic growth. In addition, staff will begin implementation of the Action Plan in 2022.</p>	<p>100%</p>
<p>Explore naming rights for NWSC and other Town facilities</p>	<p>Explore the opportunity to secure a naming rights sponsor as a revenue generator for the new North Whitby Sports Complex and the opportunity to seek naming rights agreements for other Town facilities.</p> <p>UPDATE: In 2023, Economic Development will undertake an Advertising and Sponsorship Strategy that will support this work and ensure that we are maximizing the value of these assets.</p>	<p>25%</p>

Name of Project	Description	% Completed
Economic Development Strategy Implementation	Staff will continue the implementation of the 2022-2027 economic development strategy that was approved at the end of 2021. Major priorities will include the launch of the Town's Concierge Program, developing sector-based meetups and launching partnership programs that support the local tech community. In 2023 the Economic Development team will also launch the first of two planned revisions to the 2022 Economic Development Strategy to ensure that it continues to meet the expectations of Council.	20%

**Environmental Sustainability**

Name of Project	Description	% Completed
Climate Change Master Plan – Phase 1, Phase 2	Whitby's Climate Change Master Plan was initiated in 2021. A consultant was secured for Phase 1: Climate Change Adaptation Plan. This Phase will be completed mid 2022 and will identify the risks to the community and a framework to address these risks. In 2022, staff will initiate Phase 2: Climate Change Mitigation Plan. Phase 2 will focus on greenhouse gas emission reduction. This work will include the development of a community wide greenhouse gas inventory and a framework with Low Carbon Actions to support Whitby's transition to a zero carbon community.	75%

Name of Project	Description	% Completed
District Energy - Brooklin	A net zero District Energy system is an action identified in the Brooklin Secondary Plan and the Durham Community Energy Plan. In 2021, a pre-feasibility Study was completed for the consideration of District Energy at Baldwin and 407 and a partnership was developed with Elexicon Group to undertake a Feasibility Study which will be completed in early 2022 and include recommendations regarding potential next steps and ownership model.	100%
Durham Climate Change Adaptation Programs	The Town will collaborate to develop and implement programs and initiatives that support the Durham Community Climate Adaptation Plan. Planned activities include a road culvert and flooding study, developing a Prioritize Restoration Tool, launching the Rural Tree Planting Program, and piloting a Sustainable Neighbourhood Action Plan.	60%
Durham Community Energy Programs	The Durham Community Energy Plan is essential in meeting the goal of reducing greenhouse gas emissions by 100% by 2045. The Town will support the development and promotion of programs and monitor their uptake and success in Whitby. Planned activities include completion of the Region Wide District Energy Study, scoping the Durham HQ micro grid project, and launching Energy Retrofit Programs in partnership with the Region of Durham.	50%
Energy Sub-Meters Installation – Town Hall	Localized energy sub-meters to be installed at Town Hall to monitor energy usage and inform energy management recommendations.	100%



Name of Project	Description	% Completed
Whitby Green Standard Implementation	The Whitby Green Standard was approved in 2020. Work in 2021 has focused on supporting internal departments, the development industry and other interested stakeholders to implement the Whitby Green Standard, research incentives, and model cost savings of advanced sustainability performance and explore the role of an internal Urban Design Review Committee. In 2022, partial funding was secured for a demonstration project and legal agreements were developed. In 2023, modelling will be completed and incentives will be developed.	80%
Zero Carbon Whitby Costing Study	The Zero Carbon Costing Study will cross-reference asset management lifespan and climate change opportunities to identify incremental costs of a low carbon pathway, with recommended schedules for upgrades to achieve the Corporation’s goal to become net-zero by 2045. The corporation will then be able to incorporate the analysis to inform timing, scope, engineering, and design work for each project.	100%

**Proposed New 2023 Work Plan Items  
by Business Theme**

**Community Building**

Name of Project	Description
Culture Plan Implementation	The Culture Plan has been developed to provide strategic direction for the provision of arts and culture programs, services and facilities in the Town of Whitby. In 2023, the following initiatives will be undertaken including culture pop-ups, networking events, workshops and speaker series; culture inventory; PRIDE initiative; enhancement of the food

Name of Project	Description
	and drink scene; source Indigenous art opportunities; and implementation of a “Whitby” sign.
Public Art Policy	Implement Official Plan Policy 6.2.3.19.5 to “develop a public art policy and guidelines, in consultation with the community, to guide the acquisition, funding, location, and integration of public art in public and private spaces in the community. Art policies and guidelines shall involve artists and the community in the decision-making process.”
Tourism Strategy Implementation – Year 2	The Tourism Strategy has been developed to guide the municipality in future tourism support, promotion, planning and development. In 2023, implementation of the following actions will be undertaken: developing tourism metrics; work destination and product development with a focus on the six key tourism sectors; invest in helping local businesses and stakeholders become tourism ready through online resources; host Tourism Ambassador Training, Safe Travels stamp and Green Step Sustainable Tourism program; create digital newsletter and marketing plan including social media.
Special Events Strategy Implementation – Year 2	The Special Events Strategy has been developed to strengthen the planning, delivery, permitting and support of vibrant and innovative festivals and events. In 2023, implementation of the following actions will be undertaken: host a Third Party Event organizers meeting; develop and implement environmentally sustainable practices and visitor friendly infrastructure including a diversity, equity and inclusion focus at Town Events; undertake exit surveys; and look into storage container options for event assets.
New Town of Whitby Signature Event Business Plan	Develop a business plan in 2023 to host a new Signature Event in 2025 that showcases the diversity and uniqueness of Whitby and collaborate with the Town’s Advisory Committee’s and the community to obtain input and feedback.
Downtown Whitby Brock St. Design Study	Work with a consultant to implement the Downtown Whitby Brock St. Design Study project deliverables. This project will include a review of background documents, site assessment of local streetscape conditions, develop a cohesive vision for the streetscape, provide recommendations for improvements within the municipal right-of-way, undertake

Name of Project	Description
	public consultation on design concepts, and provide a final costing and phasing plan for capital works improvements.

**Effective Government**

Name of Project	Description
Special Event Permitting Optimization	Streamline and consolidate Third Party special event permits to modernize business practices and optimize customer service.
Sponsorship Opportunities, Inventory Asset Identification Study	The Sponsorship Opportunities, Inventory Asset Identification Study will enumerate municipal assets, naming rights, and will identify pricing models that maximize value to the municipality.
Strategic Plan	Develop and seek Council's approval of the 2023-2026 Community Strategic Plan including measurable accomplishments for this term of Council. Update the Corporate Strategic Plan and/or incorporate it into the Community Strategic Plan.

**Economic Development**

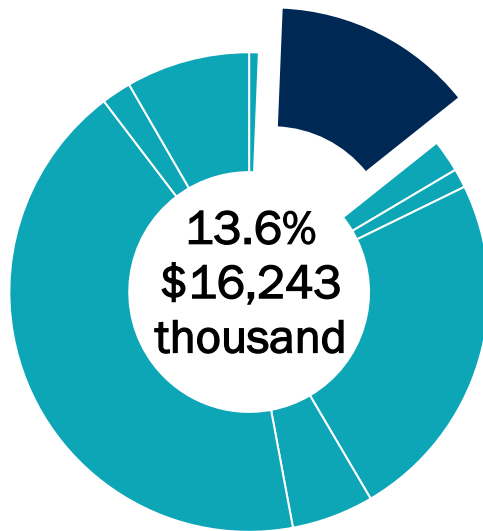
Name of Project	Description
Launch Expedited Concierge Program	Staff will launch a dedicated concierge service that enables the fast-tracking of major non-residential development applications.
Designate Whitby as a centre for government technology	Investigate the feasibility of establishing a marketing identity around Whitby as a centre for innovation in government technology by developing: an Entrepreneur in Residence Program, Municipal Innovation Challenge and Public/Private Pilot Partnership Program.

**Environmental Sustainability**

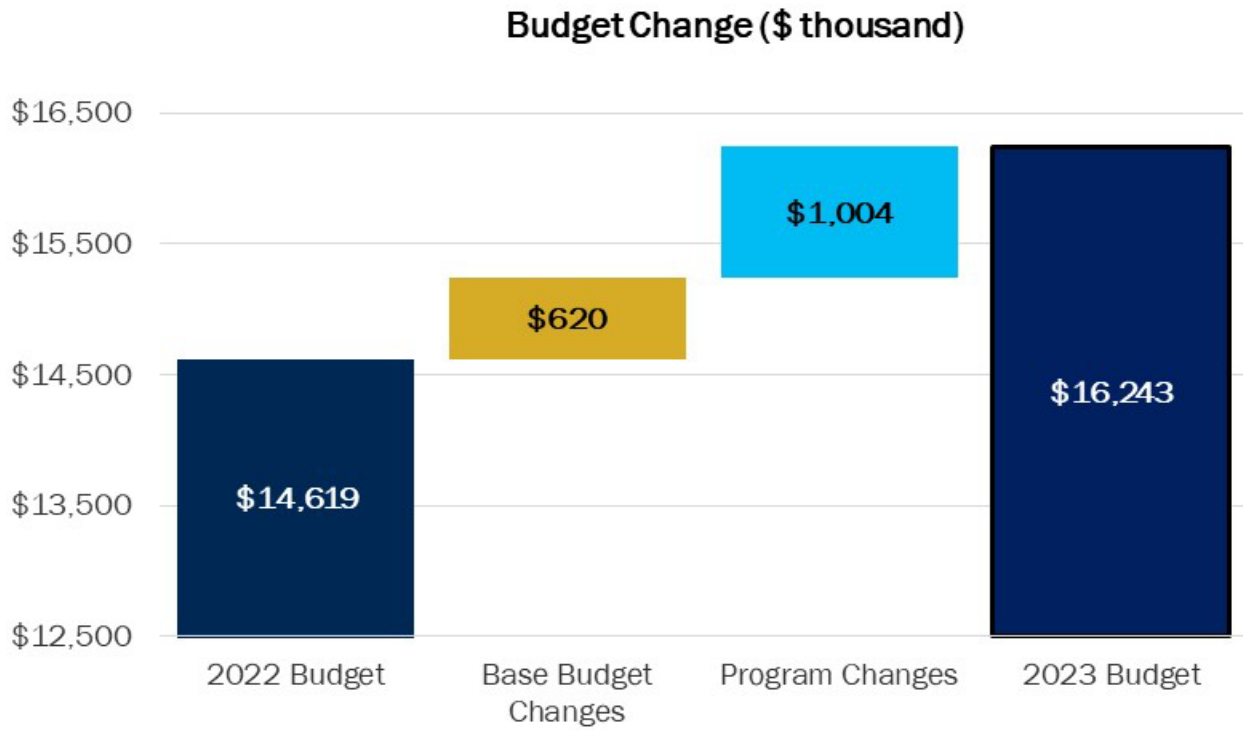
Name of Project	Description
Sub meters	Localized energy sub-meters to be installed at IPSC to monitor energy usage and inform energy management recommendations and support access to future incentive programs.
Corporate Waste Management Strategy	The Corporate Waste Audits will be completed to develop a Corporate Waste Management Strategy that will identify how waste can be eliminated through municipal operations to support goals identified in both the Corporate Sustainability Plan and Zero Carbon Whitby.
Implementation of Climate Emergency Response Plan – Phase 1: Resilience	2023 will be the first year of implementing the action items from the Climate Emergency Response Plan. This will include developing and implementing a community wide education campaign on climate risks, preparedness and recovery.
Climate Emergency Response Plan – Phase 2: Mitigation	In 2023, the Climate Emergency Response Plan – Phase 2: Mitigation will be presented to Council for approval. This will outline how as a community, Whitby will reduce its greenhouse gas emissions to meet net-zero by 2045.
Whitby Green Standard Update	Retain a consultant in late 2023 to prepare the update to the Whitby Green Standard to advance performance requirements for implementation in September 2024.
Whitby Green Standard Demo Project – Phase 1	Design and modelling of buildings for the Whitby Green Standard demo project will occur in 2023.
District Energy	<p>Brooklin - Continue to support the design of a net-zero geo exchange district energy system that connects to the Whitby Sports Complex and surrounding development. 2023 actions include detailed design and execution of a land-use access agreement.</p> <p>Port Whitby - Work with Brookfield Development and the Region of Durham to support the development of a sewer waste heat recovery district energy system to support the new residential development in Port Whitby. 2023 actions</p>

Name of Project	Description
	include preliminary investigation, exploration of funding options and policy development to support connectivity.
Durham Climate Change Adaptation Programs	The Town will collaborate to develop and implement programs and initiatives that support the Durham Community Climate Adaptation Plan. Planned activities include implementing the Community Greening program and piloting a Sustainable Neighbourhood Action Plan.
Durham Community Energy Plan	<p>The Durham Community Energy Plan is essential in meeting the goal of reducing greenhouse gas emissions by 100% by 2045. The Town will support the development and promotion of programs and monitor their uptake and success in Whitby.</p> <p>Planned activities in 2023 include: the exploration of enhanced financial mechanism options to support greater uptake of the Durham Green Homes retrofit program and pilot the implementation of a Regional incentive program to support green development standards.</p>

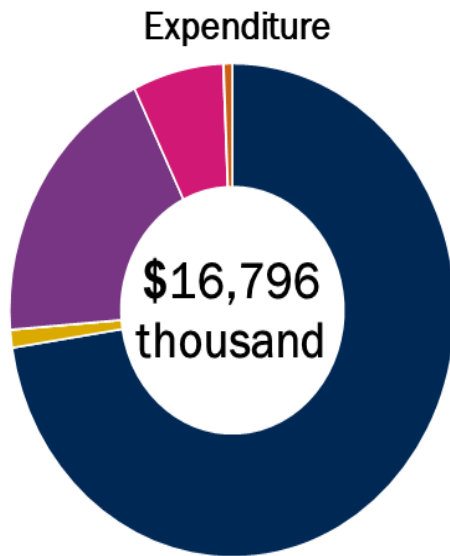
### Department as % of Tax Levy



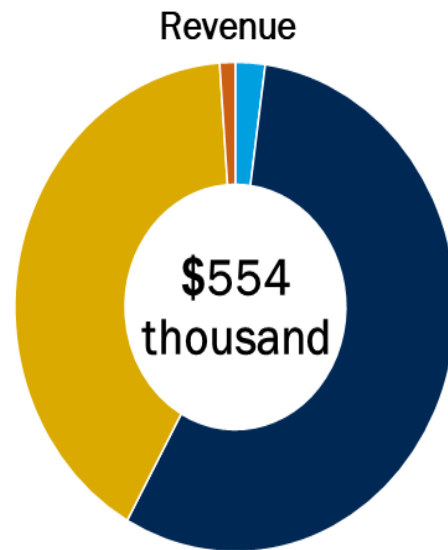
Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Chief Administrative Office	13.6%	\$16,243
Other Departments	86.4%	\$102,787
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



Budget Change	(\$ in thousands)
2022 Budget	\$14,619
Add: 2023 Base Budget Changes	\$620
Add: 2023 Program Changes	\$1,004
<b>Total 2023 Budget</b>	<b>\$16,243</b>



- Salaries, Wages & Benefits \$12,189
- Building Related Costs & Utilities \$196
- Vehicle & Equipment Maintenance and Fuel \$1
- Purchased Services and Supplies \$3,194
- Administrative Costs \$1,103
- Grants \$9
- Transfers to Reserves and Internal Transfers \$104



- Grants \$12
- Program Revenues, Fees and Fines \$310
- Miscellaneous Revenue & External Recoveries \$225
- Transfers from Reserves & Internal Recoveries \$6



# Operating Budget

## Chief Administrative Office

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Grants	(\$12)	\$0	\$0	\$0	\$0	(\$12)
Program Revenues, Fees and Fines	(\$293)	\$0	\$0	\$8	(\$25)	(\$310)
Miscellaneous Revenue & External Recoveries	(\$230)	\$5	\$0	\$0	\$0	(\$225)
Transfers from Reserves & Internal Recoveries	(\$546)	\$546	\$0	(\$6)	\$0	(\$6)
<b>Total Revenues</b>	<b>(\$1,081)</b>	<b>\$551</b>	<b>\$0</b>	<b>\$2</b>	<b>(\$25)</b>	<b>(\$553)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$11,329	\$4	\$350	\$29	\$477	\$12,189
Building Related Costs & Utilities	\$208	\$0	\$5	(\$17)	\$0	\$196
Vehicle & Equipment Maintenance and Fuel	\$1	\$0	\$0	\$0	\$0	\$1
Purchased Services and Supplies	\$2,791	(\$251)	\$79	\$573	\$1	\$3,194
Administrative Costs	\$1,219	(\$112)	\$24	(\$18)	(\$10)	\$1,103
Grants	\$34	(\$25)	\$0	\$0	\$0	\$9
Transfers to Reserves and Internal Transfers	\$117	(\$5)	\$0	(\$9)	\$0	\$104
<b>Total Expenditures</b>	<b>\$15,699</b>	<b>(\$389)</b>	<b>\$458</b>	<b>\$558</b>	<b>\$468</b>	<b>\$16,796</b>
<b>Net Operating Budget</b>	<b>\$14,619</b>	<b>\$162</b>	<b>\$458</b>	<b>\$560</b>	<b>\$444</b>	<b>\$16,243</b>
Office of the CAO	\$502	\$0	\$13	(\$11)	\$0	\$503
Office of the Town Clerk	\$1,970	(\$21)	\$65	(\$7)	\$133	\$2,141
Strategic Initiatives	\$2,287	(\$83)	\$69	\$12	\$109	\$2,395
Human Resource Services	\$2,982	\$127	\$102	\$9	\$45	\$3,265
Technology and Innovation	\$5,621	\$138	\$172	\$550	\$73	\$6,553
Corporate Communications and Creative Services	\$1,257	\$0	\$38	\$8	\$84	\$1,387
<b>Net Operating Budget</b>	<b>\$14,619</b>	<b>\$162</b>	<b>\$458</b>	<b>\$560</b>	<b>\$444</b>	<b>\$16,243</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$620 thousand

Program Changes: \$1,004 thousand

#### Growth - \$49 thousand

- TIS growth related costs increased \$50 thousand in software/IT maintenance for additional Microsoft 365 licenses and \$29 thousand for various other software, partially offset (\$30 thousand) from Zoom licensing being phased out due to implementation of Microsoft 365 applications.
- Human Resources has increased \$8 thousand to re-purpose and expand the current employee Assistance Program.
- Corporate Communications has added software \$8 thousand for the Citizen Budget tool that was previously budgeted as an annual capital project.
- Clerk's Office includes \$2 thousand for additional staff training.
- Strategic Initiatives decreased (\$18 thousand) for the following:
  - Events increased advertising/sponsorship (\$14 thousand) mainly for Christmas Tree Lighting and Family Day, and permit fee revenue. This is partially offset by additional costs of \$5 thousand for administrative expenses such as seminars/education.
  - Electric Vehicle Charging stations, installed at the end of 2021, are expected to continue with lower usage than originally considered with an anticipated revenue decrease of \$15 thousand offset by utility savings and a draw from the reserve totalling (\$24 thousand).

#### Efficiencies – (\$43 thousand)

- Office of the CAO has savings in professional services, employee development and corporate training (\$8 thousand).
- Clerk's Office reflects savings of (\$18 thousand) in contracted services, overtime, and administrative expenses.
- Human Resources savings has of (\$2 thousand) in administrative expenses.
- Strategic Initiatives savings (\$15 thousand) include operating supplies mainly from Events, building/grounds maintenance contracts and administrative expenses.

#### Service - \$204 thousand

- Clerk's Office increased \$10 thousand for ongoing accountability and transparency initiatives, including continued education and training for elected officials and senior leaders
- Strategic Initiatives increased \$43 thousand for the following:
  - Net salary and benefits increase \$29 thousand due to replacing the Senior Manager Community Advancements role with two coordinator positions (Climate Change Coordinator and Coordinator of Cultural and Tourism) per approval of CAO 12-22 Strategic Initiative Restructuring

- Downtown placemaking \$12 thousand for Roebuck Street operating maintenance (mural paint supplies, cleaning, signage, mural artist, etc.)
- Sustainability increased \$3 thousand for training and workshops associated with Zero Carbon Whitby per CAO 19-22 Zero Carbon Costing Study
- TIS has increased in software/IT Maintenance \$150 thousand (mainly for the CityWorks upgrade \$120 thousand).

**Capital - \$260 thousand**

- TIS increased software/IT Maintenance costs \$260 thousand annually per report FS 11-22 Award of Negotiated RFP 78-2021 – Enterprise Resource Planning Solution as the annual ongoing cost of Workday to be phased over 4 years (2023 estimate is \$1,031,580).

**Non-Recurring - \$90 thousand**

- TIS has one-time professional consulting costs of \$50 thousand for development of a security strategy and \$50 thousand for the CityWorks upgrade related to vendor and project management assistance. This is offset (\$10 thousand) by non-recurring savings in Corporate Computer Training deferred to 2024.

**Operating Budget Decision Items Included In Recommended Budget - \$444 thousand**

	Request	FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
1	Convert PT Admin Assistant & Customer Service Specialist to FT (Mayor and Council Office Support)	0.40	\$31,555	\$23,666	\$7,889
2	Customer Service Analyst	1.00	\$109,060	\$54,530	\$54,530
3	Public Relations Coordinator (Mayor and Council Office Support)	1.00	\$120,560	\$60,280	\$60,280
4	Community Engagement Specialist	1.00	\$108,928	\$54,464	\$54,464
5	Data Architect	1.00	\$146,300	\$73,150	\$73,150
6	Labour Relations Coordinator	1.00	\$90,500	\$45,250	\$45,250
7	Convert Economic Development Officer to Permanent	1.00	\$122,851	\$122,851	\$0
8	Summer Student, Records Management	0.31	\$14,379	\$14,379	\$0
9	Summer Student, Digital Communications	0.31	\$17,356	\$17,356	\$0
10	Summer Student, Corporate Communications	0.31	\$21,074	\$21,074	\$0

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
28	IT Related Costs for 2023 Position Requests	N/A	\$110,000	\$0	\$110,000
29	OE - Communications Proposed Efficiency with service level changes	N/A	(\$12,568)	(\$9,426)	(\$3,142)
30	Strategic Initiatives - Events - New Events	N/A	(\$12,998)	(\$12,998)	\$0
34	Proposed Office of Town Clerk and General User Fee Changes	n/a	(\$27,812)	(\$20,859)	(\$6,953)
<b>Total Requests</b>		<b>7.33</b>	<b>\$839,185</b>	<b>\$443,717</b>	<b>\$395,468</b>

For details of the above decision items refer to the Decision Items tab

## Staff Complement

### Chief Administrative Office

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Office of the CAO	2.00	0.00	0.00	0.00	
Office of the Town Clerk	15.00	0.60	3.00	-0.29	1,8,9,10,11
Strategic Initiatives	9.50	0.35	1.00	0.00	2,12
Strategic Initiatives - Events	4.00	0.42	0.00	0.00	3
OE - Human Resource Services	16.00	0.31	1.00	0.00	4,5,7
OE - Technology and Innovation	24.00	0.69	1.00	0.00	6,16
OE - Corporate Communications	7.50	0.00	1.00	0.62	13,14,15
<b>Chief Administrative Office Total</b>	<b>78.00</b>	<b>2.37</b>	<b>7.00</b>	<b>0.33</b>	

### Notes:

FTEs were adjusted to reflect changes throughout the year

- (1) Includes a PT Administrative Assistant & Customer Service Specialist 0.6 FTE to assist members of council approved in the 2022 budget.
- (2) Includes Senior Manager Community Advancement 1.0 FTE converted to two coordinators 2.0 FTEs per CAO 12-22 (a Climate Change Coordinator in Strategic Initiatives and a Coordinator Culture & Tourism in Events).
- (3) Includes a new Coordinator Culture & Tourism 1.0 FTE per CAO 12-22.
- (4) Includes HR Assistant 1.0 FTE and Corporate IDEA Specialist 1.0 FTE approved in the 2022 Budget.
- (5) The Head of Organizational Effectiveness (OE) is 100% reflected in this section however has responsibility for Human Resources, Technology and Innovation, and Corporate Communications.
- (6) Includes a Senior Systems Analyst approved in the 2022 Budget.

### Proposed New Positions

- (7) Includes decision item # 6 Labour Relations Coordinator
- (8) Includes decision item # 2 Customer Service Analyst
- (9) Includes decision item # 3 Public Relations Coordinator – Mayor and Councillors Office
- (10) Includes decision item # 8 Summer Std, Records Management
- (11) Includes decision item # 1 Convert PT Admin Assistant & Customer Service Specialist to FT – Mayor and Councillors Office
- (12) Includes decision item # 7 Convert Temp Economic Development Officer to Permanent
- (13) Includes decision item # 4 Community Engagement Specialist
- (14) Includes decision item # 10 Summer Student, Corporate Communications
- (15) Includes decision item # 9 Summer Student, Digital Communications
- (16) Includes decision item # 5 Data Architect

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Office of the CAO</b>				
Revenues				
Expenditures				
Salaries, Wages & Benefits	\$449	\$449	\$12	\$461
Building Related Costs & Utilities	\$29			
Purchased Services and Supplies	\$18	\$18	(\$3)	\$15
Administrative Costs	\$35	\$35	(\$8)	\$27
<b>Total Expenditures</b>	<b>\$531</b>	<b>\$502</b>	<b>\$1</b>	<b>\$503</b>
<b>Net Operating Budget</b>	<b>\$531</b>	<b>\$502</b>	<b>\$1</b>	<b>\$503</b>
<b>Office of the Town Clerk</b>				
Revenues				
Program Revenues, Fees and Fines	(\$176)	(\$181)	(\$20)	(\$201)
Transfers from Reserves & Internal Recoveries	(\$576)	(\$442)	\$442	
<b>Total Revenues</b>	<b>(\$752)</b>	<b>(\$623)</b>	<b>\$422</b>	<b>(\$201)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,857	\$1,920	\$223	\$2,143
Building Related Costs & Utilities	\$6			
Purchased Services and Supplies	\$472	\$406	(\$323)	\$83
Administrative Costs	\$269	\$242	(\$126)	\$116
Grants	\$40	\$25	(\$25)	
<b>Total Expenditures</b>	<b>\$2,644</b>	<b>\$2,593</b>	<b>(\$251)</b>	<b>\$2,342</b>
<b>Net Operating Budget</b>	<b>\$1,892</b>	<b>\$1,970</b>	<b>\$171</b>	<b>\$2,141</b>
<b>Strategic Initiatives</b>				
Revenues				
Grants	(\$2)	(\$12)		(\$12)
Program Revenues, Fees and Fines	(\$45)	(\$113)	\$4	(\$109)
Miscellaneous Revenue & External Recoveries	(\$223)	(\$211)	\$5	(\$206)
Transfers from Reserves & Internal Recoveries	(\$1)		(\$6)	(\$6)
<b>Total Revenues</b>	<b>(\$271)</b>	<b>(\$336)</b>	<b>\$3</b>	<b>(\$333)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,805	\$1,983	\$112	\$2,095
Building Related Costs & Utilities	\$25	\$43	(\$17)	\$26
Vehicle & Equipment Maintenance and Fuel	\$1	\$1		\$1
Purchased Services and Supplies	\$306	\$298	\$20	\$318

## Financial Summary

### By Division:

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
Administrative Costs	\$172	\$172	\$3	\$175
Grants	\$9	\$9		\$9
Transfers to Reserves and Internal Transfers	\$133	\$117	(\$13)	\$104
<b>Total Expenditures</b>	<b>\$2,451</b>	<b>\$2,623</b>	<b>\$105</b>	<b>\$2,728</b>
<b>Net Operating Budget</b>	<b>\$2,180</b>	<b>\$2,287</b>	<b>\$108</b>	<b>\$2,395</b>

### Human Resource Services

#### Revenues

Miscellaneous Revenue & External Recoveries

Transfers from Reserves & Internal Recoveries

#### **Total Revenues**

#### Expenditures

Salaries, Wages & Benefits

Purchased Services and Supplies

Administrative Costs

#### **Total Expenditures**

#### **Net Operating Budget**

(\$1)				
(\$353)	(\$104)	\$104		
<b>(\$354)</b>	<b>(\$104)</b>	<b>\$104</b>		
\$2,674	\$2,371	\$145	\$2,516	
\$448	\$338	\$11	\$349	
\$495	\$377	\$23	\$400	
<b>\$3,617</b>	<b>\$3,086</b>	<b>\$179</b>	<b>\$3,265</b>	
<b>\$3,263</b>	<b>\$2,982</b>	<b>\$283</b>	<b>\$3,265</b>	

### Technology and Innovation

#### Revenues

Miscellaneous Revenue & External Recoveries

Transfers from Reserves & Internal Recoveries

#### **Total Revenues**

#### Expenditures

Salaries, Wages & Benefits

Building Related Costs & Utilities

Purchased Services and Supplies

Administrative Costs

#### **Total Expenditures**

#### **Net Operating Budget**

(\$19)	(\$19)		(\$19)	
(\$268)				
<b>(\$287)</b>	<b>(\$19)</b>		<b>(\$19)</b>	
\$3,770	\$3,594	\$241	\$3,835	
\$145	\$165	\$6	\$171	
\$1,782	\$1,732	\$689	\$2,421	
\$149	\$149	(\$4)	\$145	
<b>\$5,846</b>	<b>\$5,640</b>	<b>\$932</b>	<b>\$6,572</b>	
<b>\$5,559</b>	<b>\$5,621</b>	<b>\$932</b>	<b>\$6,553</b>	

### Corporate Communications and Creative Services

#### Revenues

#### Expenditures

Salaries, Wages & Benefits

Purchased Services and Supplies

\$1,013	\$1,013	\$125	\$1,138	
		\$8	\$8	

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	<b>2023 Budget Request</b>
Administrative Costs	\$246	\$244	(\$3)	<b>\$241</b>
<b>Total Expenditures</b>	<b>\$1,259</b>	<b>\$1,257</b>	<b>\$130</b>	<b>\$1,387</b>
<b>Net Operating Budget</b>	<b>\$1,259</b>	<b>\$1,257</b>	<b>\$130</b>	<b>\$1,387</b>
 <b>Total Chief Administrative Office</b>	 <b>\$14,684</b>	 <b>\$14,619</b>	 <b>\$1,625</b>	 <b>\$16,244</b>



# Legal and Enforcement Services

## Department Overview

The Legal and Enforcement Services Department is primarily responsible for providing both internal legal support and external resident-facing enforcement services for the Corporation. The Legal and Enforcement Services Department consists of the following divisions: Animal Services, By-law Services, Legal Services, and Parking Services.

## Contribution to Mission

Legal and Enforcement Services staff assist in carrying out Council's key objectives directly through advice to Council and enforcement of the Town's by-laws, and through supporting the Town's departments in achieving their Council objectives. Legal and Enforcement Services provides comprehensive legal advice, by-law education and enforcement services, defends and enhances the Town's legal authorities, safeguards the Town's assets and investments, and supports the delivery of high-quality service both within and outside of the Town.

## Key Services

### Legal Services Division

The Town's Legal Services Division provides legal support to the Town as a corporation, including Council, Committees and internal Town Departments. The division provides professional legal services, including:

- legal direction, interpretation, advice and opinions pertaining to the Town's rights, duties, powers and obligations in accordance with provincial and federal legislation, its own by-laws and policies, as well as pertinent case law
- Advising of changes to legislation and case law
- preparation and/or review of agreements
- preparation and/or review of by-laws
- protecting and defending the Town's interests in litigation by attending hearings, dispute resolution sessions and other proceedings before the courts and tribunals, including the Ontario Land Tribunal
- comprehensive corporate and commercial services and advice on issues relating to procurement, technology, finance and capital projects
- advice and support for heritage and land use planning matters
- preparing and reviewing by-laws and documentation with respect to the acquisition, disposition, easements, operation and leasing of Town lands
- minimizing corporate risk.

### **Enforcement Services Division**

Enforcement Services Division enforces a number of Town by-laws related to a wide range of municipal services. The Division is organized into three sections: Animal Services, Parking and By-law. Each section has specialized staff that handle specific enforcement matters at the Town.

#### **Animal Services Section**

The Animal Services Division provides animal control and animal adoption services for the residents of Whitby. The Division helps to minimize risks to humans from aggressive, sick, or injured animals, including domestic animals and wildlife.

The Animal Services Centre provides animal care and sheltering services for the residents of Whitby and until the end of 2022. Staff work with corporate and community partners to support responsible pet ownership and to help animals find new homes.

#### **By-law Services**

The Town's By-law Services Division is responsible for providing education and enforcing a variety of the Town's regulatory and licensing by-laws. The Town employs a staff of Municipal Law Enforcement Officers whose first goal is compliance with municipal by-laws by providing information and education to residents and business owners, and if required, through enforcement.

The Division also assists with policy research and by-law development to address emerging issues within the Town, and to ensure that municipal by-laws, regulations, and policies are up-to-date and effective at meeting the needs of Council, residents, and businesses.

The By-law Services team administers several programs and by-laws at the Town, including (but not limited to):

- Permits for pool enclosures
- Mobile Signs
- Registration of Accessory Dwelling Units (or Accessory Apartment)
- Property Standards and the Municipal Licensing Appeal Committee
- Business Licensing
- Fence By-law Exemptions

#### **Parking Services**

The Town's Parking Services Section is responsible for providing education and enforcement of the Traffic By-law to maintain the safe and efficient parking and movement of vehicular and pedestrian traffic for the residents, businesses, and visitors of the Town.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Building

Name of Project	Description	% Completed
Comprehensive Zoning Review	<p>A multi-year project in association with Planning and Development Services, Legal and Enforcement Services will be working with that team in reviewing the Town's new comprehensive zoning by-law.</p> <p>This matter is ongoing and will be included in our 2023 Work Plan as well.</p>	60%

### Community Safety and Transportation

Name of Project	Description	% Completed
Development of a new Noise By-law	<p>Further to the direction of Council at its meeting on September 28, 2020, Staff have undertaken a best practice review and are in the process of developing a new Noise By-law that incorporates objective and subjective unreasonable noise standards that allows By-law Services to meet community needs and expectations regarding noise limits in the Town.</p> <p>Addressed in April 2022 with update to Noise By-law.</p>	100%
Mid-Block Arterial Roadway	Working with Public Works to support the Mid-Block Arterial Roadway EA process, Legal Services will be facilitating all agreements and completing transfers of land and easements.	80%

Name of Project	Description	% Completed
New Short-Term Rental Accommodation Regulations	In response to the increasing use of residential dwellings as short-term rental accommodations (e.g., Airbnb, VRBO), Legal and Enforcement Services are developing a licencing regulatory regime to regulate short-term rentals in the Town. Also, staff are working with neighbouring municipalities in the Region to undertake a coordinated approach to the regulation of short-term rentals.	75%

### Effective Government

Name of Project	Description	% Completed
Implement Encroachment Process	With the Town's adoption of the Encroachment By-law, staff will complete the establishment of the encroachment process to protect municipal lands and begin formally processing applications.	60%
Parking Enforcement - Move to Administrative Monetary Penalties (AMPs)	In order to assist with improving parking enforcement and the related prosecution function, and to improve fine collection, this project will investigate, plan, and implement the transition from prosecuting parking tickets in POA court, and move towards the internal prosecution of parking tickets through an administrative monetary penalty system. This has been implemented in other municipalities, with positive results for fine collection and enforcement efficiency. This project will take place in multiple phases over the next few years. In 2021, Staff began the initial investigation and planning phase.	30%

Name of Project	Description	% Completed
Subdivision Agreement Process and Registrations	In support of Planning and Development, Legal Services will continue its review of the subdivision and other development agreement processes for preparation and registration. This will allow for consistency in the process, alleviate resource needs in Planning, and while redirecting an existing revenue stream to improve customer service to the development industry.	35%

## Proposed New 2023 Work Plan Items by Business Theme

### Community Safety and Transportation

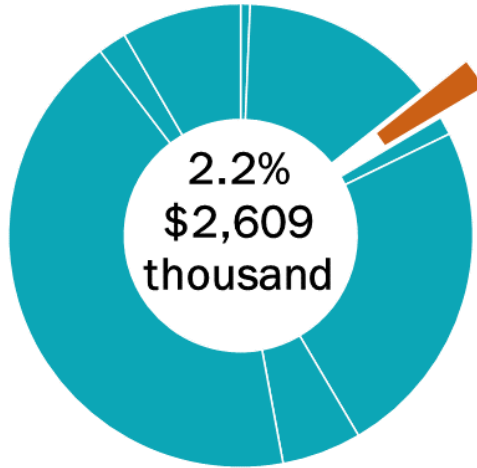
Name of Project	Description
Waterfront Management Plan	Given the increased usage of our waterfront, staff look to create a coordinated approach to addressing issues that are the Town's waterfront. Issues to investigate and address include waste management, paid parking, and use of BBQs.

### Effective Government

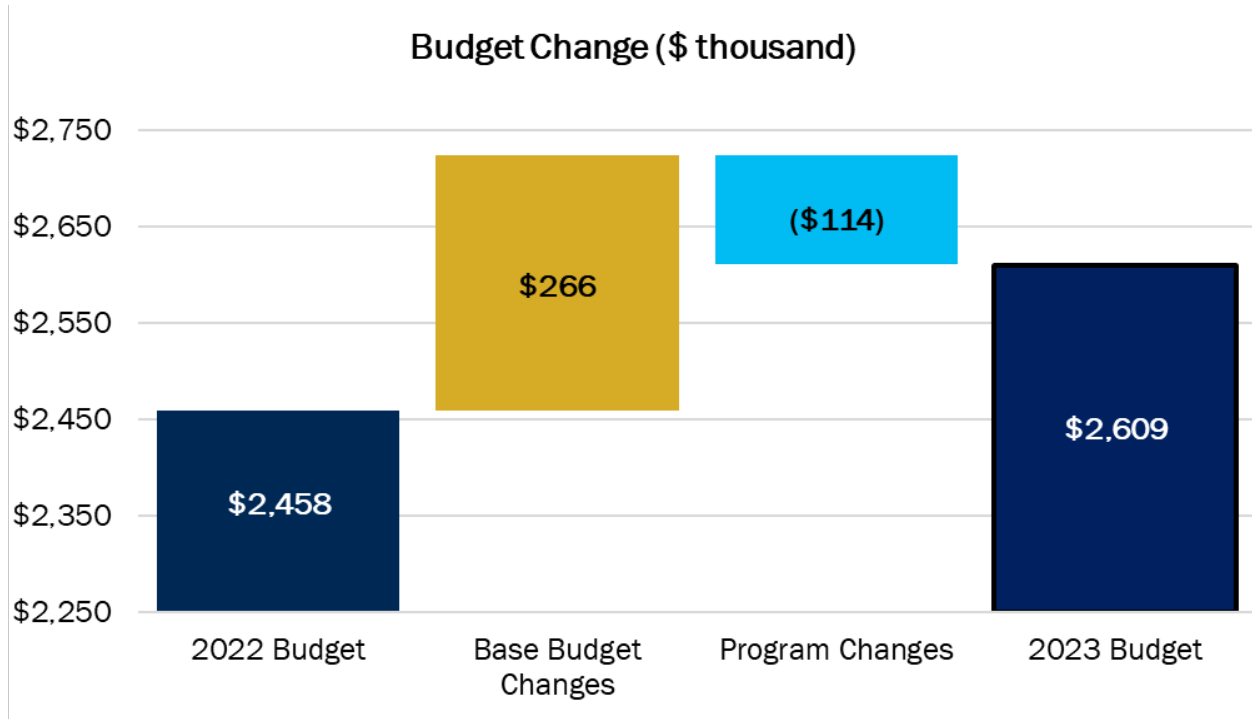
Name of Project	Description
Legal Services and Enforcement Services Master Plans	Develop a Master Plan for both branches of the Commission to crystallize goals, direction and resources to accommodate the Town's future growth and maintain service levels.
Investigation of Co-ordinated Animal	As the Town of Ajax will no longer be sheltering animals at the Whitby Animal Services Centre, staff will be consulting

Name of Project	Description
Sheltering Services with other municipalities	with other neighbouring municipalities to explore new opportunities for shared sheltering services.

### Department as % of Tax Levy



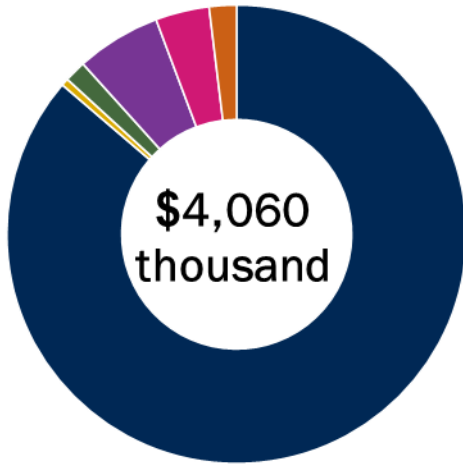
Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Legal and Enforcement Services	2.2%	\$2,609
Other Departments	97.8%	\$116,420
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



Budget Change	(\$ in thousands)
2022 Budget	\$2,458
Add: 2023 Base Budget Changes	\$266
Add: 2023 Program Changes	(\$114)
<b>Total 2023 Budget</b>	<b>\$2,609</b>

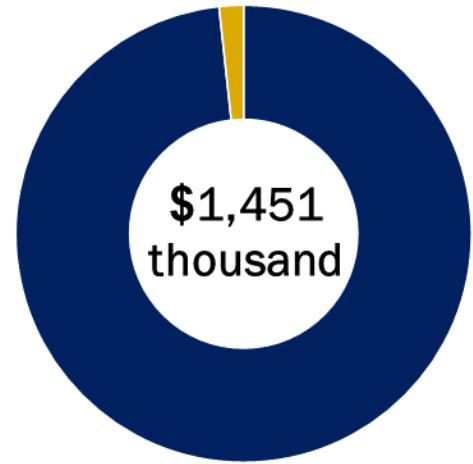


### Expenditure



- Salaries, Wages & Benefits \$3,644
- Building Related Costs & Utilities \$22
- Vehicle & Equipment Maintenance and Fuel \$64
- Purchased Services and Supplies \$252
- Administrative Costs \$160
- Transfers to Reserves and Internal Transfers -\$81

### Revenue



- Program Revenues, Fees and Fines \$1,426
- Miscellaneous Revenue & External Recoveries \$25

## Operating Budget

### Legal and Enforcement Services

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Program Revenues, Fees and Fines	(\$1,283)	\$0	\$0	(\$18)	(\$125)	(\$1,426)
Miscellaneous Revenue & External Recoveries	(\$146)	\$121	\$0	\$0	\$0	(\$25)
<b>Total Revenues</b>	<b>(\$1,429)</b>	<b>\$121</b>	<b>\$0</b>	<b>(\$18)</b>	<b>(\$125)</b>	<b>(\$1,451)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$3,489	\$0	\$119	(\$30)	\$66	\$3,644
Building Related Costs & Utilities	\$21	\$0	\$1	(\$1)	\$0	\$22
Vehicle & Equipment Maintenance and Fuel	\$46	\$0	\$23	(\$4)	\$0	\$64
Purchased Services and Supplies	\$252	\$0	\$0	\$0	\$0	\$252
Administrative Costs	\$159	\$0	\$2	(\$1)	\$0	\$160
Transfers to Reserves and Internal Transfers	(\$79)	\$0	\$0	(\$2)	\$0	(\$81)
<b>Total Expenditures</b>	<b>\$3,888</b>	<b>\$0</b>	<b>\$145</b>	<b>(\$38)</b>	<b>\$66</b>	<b>\$4,060</b>
<b>Net Operating Budget</b>	<b>\$2,459</b>	<b>\$121</b>	<b>\$145</b>	<b>(\$56)</b>	<b>(\$58)</b>	<b>\$2,609</b>
Legal Services	\$877	\$0	\$21	(\$1)	(\$7)	\$889
Enforcement Services	\$1,582	\$121	\$124	(\$56)	(\$50)	\$1,721
<b>Net Operating Budget</b>	<b>\$2,459</b>	<b>\$121</b>	<b>\$145</b>	<b>(\$56)</b>	<b>(\$58)</b>	<b>\$2,609</b>

Note: Numbers may not add due to rounding

**Explanation of Changes**

**Base Budget Changes:**

Prior decisions and inflationary increases (refer to Budget Summary) – \$266 thousand

**Program Changes: (\$114 thousand)**

**Growth – (\$50 thousand)**

- Parking Enforcement Services decreased (\$32 thousand) in salaries and benefits due to the reallocation of a portion of an Equipment Operator role to Operational Services that previously was responsible for issuing parking tickets.
- By-Law and Enforcement Services increased revenue (\$18 thousand) mainly due to higher volumes for re-inspection fees, animal adoptions and other administration fees.

**Efficiencies – (\$6 thousand)**

- Reduced fuel consumption (\$4 thousand) in By-Law vehicles.
- There are savings of (\$1 thousand) in telephone costs at the Animals Services and (\$1 thousand) of administrative expenses in Legal and By-Law.

**Operating Budget Decision Items Included In Recommended Budget – (\$58 thousand)**

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
11	Compliance & Service Level Coordinator	1.00	\$138,936	\$66,500	\$72,436
34	Proposed Business License and Legal and Enforcement Services User Fee Changes	n/a	(\$166,119)	(\$124,590)	(\$41,529)
	<b>Total Requests</b>	<b>1.00</b>	<b>(\$27,183)</b>	<b>(\$58,090)</b>	<b>\$30,907</b>

For details of the above decision items refer to the Decision Items tab

## Staff Complement

### Legal and Enforcement

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Legal Services	4.00	0.00	0.00	0.00	
Enforcement Services	15.00	3.15	1.00	0.00	1, 2
Parking Services	6.00	2.50	0.00	0.00	
<b>Legal and By-Law Services Total</b>	<b>25.00</b>	<b>5.65</b>	<b>1.00</b>	<b>0.00</b>	

#### Notes:

- (1) Includes Summer Student .31 FTE Waterfront By-Law Enforcement approved in 2022 Budget.

#### Proposed New Position

- (2) Includes decision item # 11 Compliance & Service Level Coordinator

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Legal Services</b>				
Revenues				
Program Revenues, Fees and Fines	(\$16)	(\$17)	(\$7)	(\$24)
<b>Total Revenues</b>	<b>(\$16)</b>	<b>(\$17)</b>	<b>(\$7)</b>	<b>(\$24)</b>
Expenditures				
Salaries, Wages & Benefits	\$495	\$705	\$20	\$725
Purchased Services and Supplies	\$145	\$145		\$145
Administrative Costs	\$42	\$44	(\$1)	\$43
<b>Total Expenditures</b>	<b>\$682</b>	<b>\$894</b>	<b>\$19</b>	<b>\$913</b>
<b>Net Operating Budget</b>	<b>\$666</b>	<b>\$877</b>	<b>\$12</b>	<b>\$889</b>
<b>Enforcement Services</b>				
Revenues				
Program Revenues, Fees and Fines	(\$960)	(\$1,267)	(\$135)	(\$1,402)
Miscellaneous Revenue & External Recoveries	(\$167)	(\$146)	\$121	(\$25)
<b>Total Revenues</b>	<b>(\$1,127)</b>	<b>(\$1,413)</b>	<b>(\$14)</b>	<b>(\$1,427)</b>
Expenditures				
Salaries, Wages & Benefits	\$2,836	\$2,784	\$135	\$2,919
Building Related Costs & Utilities	\$18	\$21	\$1	\$22
Vehicle & Equipment Maintenance and Fuel	\$53	\$46	\$18	\$64
Purchased Services and Supplies	\$144	\$107		\$107
Administrative Costs	\$125	\$116	\$1	\$117
Transfers to Reserves and Internal Transfers	(\$470)	(\$79)	(\$2)	(\$81)
<b>Total Expenditures</b>	<b>\$2,706</b>	<b>\$2,995</b>	<b>\$153</b>	<b>\$3,148</b>
<b>Net Operating Budget</b>	<b>\$1,579</b>	<b>\$1,582</b>	<b>\$139</b>	<b>\$1,721</b>
<b>Total Legal and Enforcement Services</b>	<b>\$2,245</b>	<b>\$2,459</b>	<b>\$151</b>	<b>\$2,610</b>

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# Financial Services

## Department Overview

The Financial Services Department serves internal and external clients by providing professional corporate-based financial, procurement, risk management, asset management planning, property tax services and advice. External services are provided primarily through the Taxation, Development Finance, and Town Property divisions.

## Contribution to Mission

The Financial Services Department supports departments within the Town of Whitby in carrying out Council's key objectives and the Town's business operations by providing the financial resources and processes needed for service delivery, both now and in the future. Financial Services includes internal services to facilitate delivery of services to the public by other departments as well as direct services to the public.

## Key Services

### Taxation Services

The division is responsible for property tax billing, collections, inquiries, and managing the Town's property tax assessment base (e.g., ensuring growth is reflected on the tax rolls in a timely manner and representing the Town's interests in assessment appeals). The division issues approximately 44,000 property tax bills twice a year (interim and final tax billing), supplementary tax bills, and processes property tax payments over four (4) annual installments. The division also processes pre-authorized payment plans and applications for various property tax rebates, including Heritage, Charity, and rebates for eligible low-income seniors and low-income persons with a disability.

### Financial Planning and Risk Management

Team of professionals leading processes and providing advice related to budget development and ongoing financial monitoring in order to enable informed decision making on balancing service delivery with affordability. The division also oversees risk management for the Town, including co-ordinating insurance claims and incorporating risk management into decision making by supporting various risk mitigation initiatives, such as ensuring adequate insurance coverage, funding for risk programs, promoting appropriate risk transfer or risk reduction strategies.

### **Treasury Services**

The Treasury Services Division supports the payment vendors and customers through a centralized accounts payable function. Town-issued invoicing is also centralized for many Town services. The division prepares audited financial statements, statutory report of Council remuneration and expenses, other financial reports and ad-hoc financial analysis for various stakeholders. Other responsibilities include investments, cashflow forecasting, and capital asset accounting. In addition, Treasury staff maintain the Town's financial records, ensure compliance with and improve policies/procedures related to financial transactions internal controls.

### **Purchasing Services**

The division is responsible for the centralized procurement of goods, services and construction in a fair, open and transparent manner. The division manages the competitive bid process and provides advisory services to internal stakeholders and vendor community.

### **Development Finance**

The division provides timely information to internal stakeholders and developers related fees to be collected by the Town/financial matters related to development, including Development Charges, Irrevocable Standby Letters of Credit, Cash-in-Lieu of Parkland dedication. The division is also responsible for co-ordinating the necessary studies related to development-related fees and long-term projection of the Town's reserves / debt-financing required to fund municipal infrastructure.

### **Asset Management**

The division is responsible for the development of the Town's Municipal Asset Management Plan in accordance with Provincial legislation. Guiding the Town's long-term plans related to infrastructure renewal/replacement of aging infrastructure, the Town's Municipal Asset Management Plan is developed based on the collection of asset conditions, update on asset/municipal infrastructure constructed, assumed, or disposed of by the Town annually, industry best practices, and approved funding levels for the Town's existing assets.

### **Town Property**

The Treasurer and Administrative Assistant within the Financial Services department manages the acquisition of property for municipal purposes, the declaration of surplus and disposal of Town-owned property process, lease administration of Town-owned properties, and other property-related matters.



## 2022 Work Plans by Business Plan Theme and Current Status

### Effective Government

Name of Project	Description	% Completed
Business Plan Process	Provide progress report on 2022 Business Plan (BP) and update of BP for 2023 to 2025. <b>Update:</b> Mid year (2022) progress report provided via memo to Council and the update of the BP for 2023 to 2025 has been deferred to Q2 2023 for a 2024 to 2026 period.	100%

<p>Development Charge Process Changes</p>	<p>Due to Bill 108 legislation, subsequent Bill 197 legislation and the resulting changes to the Development Charges Act, 1997, modified policies, procedures and tools were developed. This work entails internal staff teams as well as opportunities to collaborate with Durham Area Municipalities and best practice research committee work with MFOA.</p> <p>In 2021, the Amanda system was updated to enable auto-calculation for DC fees for all residential development types based on current Provincial Legislation. The system can now create DC quotations / track DC payments for all building permit applications. Reporting for DC analytics and statistics reports were also developed</p> <p>In 2022, Phase 2 of Amanda development includes the semi-automation of the DC forms that are required to be sent to the Region of Durham and DDSB / DCDSB for every applicable building permit; the auto-calculation for non-residential DC Fees; and, better connectivity between Amanda and the Treasury system to upload journal entries etc.</p> <p><b>Update: DISCONTINUED</b> The phase 2 Amanda development was not worked on in 2022 due to required TIS resources and other priorities. In particular, resources were dedicated to implementing an unplanned Provincial grant-funded project, the Streamline Development Application project, which had a deadline of February 2023 in order to be eligible for the grant funding. Connectivity between the Amanda system and the Town’s financial system will be included in the Project Wisdom project. Other deliverables within Phase 2 will be deferred to 2024 given other priority projects in 2023 for both Financial Services and TIS. Further, the introduction of Bill 23, the More Homes Built Faster Act, 2022, on October 25, 2022 introduced additional changes to the Development Charges Act that will require additional updates to the Amanda system.</p>	<p>0%</p>
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Name of Project	Description	% Completed
<p>Enterprise Resource Planning (ERP) System - Financial Services Implementation</p>	<p>In 2021, Finance team resources were heavily involved in this BP initiative. Members include Co-Project Sponsor, Advisory Committee team member and numerous sub-committee subject matter expert related topics. Developed Request for Proposal, demo scripts, completed evaluation process and selected ERP solution.</p> <p>In 2022 - Award contract for technology implementation partner. Implementation of ERP system configuration, training, testing and validation. Implement effective change management plans to increase speed of adoption, proficiency and utilization of new ERP tool.</p> <p><b>Update:</b> Contract award to implementation partner signed in late 2022. A planned 14-month implementation to commence January 2023 with core ERP functionality anticipated to “Go Live” in 2024.</p>	<p>20%</p>
<p>Long Range Financial Planning (LRFP)</p>	<p>In collaboration with Parks Development staff full review and update of the Parkland Cash in Lieu Policy and By-law in conjunction with Culture, Parks, Recreation and Open Space Plan (CPROS) update.</p> <p><b>Update: DISCONTINUED</b> The CPROS is expected to be completed in 2023-2024 timeframe and it is recommended that the Parks Study (Parkland Dedication By-Law review) be rolled up into the next DC Study update and the Community Benefits Charge study since all three components rely on the same foundational pieces. Most municipalities are moving to grouping these studies together. Further, Bill 23, the More Homes Built Faster Act, 2022, has introduced changes to legislation guiding the collection of development-related fees that will need to be further reviewed and incorporated into Town studies, policies, and fees. It is anticipated that Provincial Regulations related to Bill 23 will be available in 2023.</p>	<p>0%</p>

Name of Project	Description	% Completed
<p>New PSAB Standards - ARO and FI</p>	<p>Under the Public Sector Accounting Board’s (PSAB) PS 3280 accounting standard on Asset Retirement Obligations (ARO), the Town will be required to determine and quantify/recognize a future liability, if applicable, legal obligations associated with the retirement of tangible capital assets. Further, PSAB accounting standard PS 3450 on Financial Instruments (FI) will have a major impact on the Town’s future financial reporting, particularly disclosure requirements.</p> <p>In 2021 a resource to lead this project was hired and the project plan to meet the fiscal 2023 reporting deadline has been developed. Initial training with staff across the corporation has taken place regarding asset inventory and ARO implications.</p> <p>In 2022 will continue working with municipal partners to share learnings and update project plans and co-ordinate reviews with external auditors regarding project plan, assumptions, new policies and procedures.</p> <p><b>Update:</b> In 2022, an Asset Retirement Obligation (ARO) policy was created, ARO scoping completed, consultant engaged to assess the scoped in ARO’s, and the measurement of the ARO will be applied upon completion of the consultant assessment.</p> <p>In addition, a Financial Instruments (FI) procedure was created, a contract repository is being updated to include a complete listing of all Town contracts 2023 and beyond.</p> <p>The Town’s ARO policy and FI procedure was reviewed and approved by the Town’s external auditor. Council approved the Town’s ARO policy on September 26, 2022.</p>	<p>100%</p>

Name of Project	Description	% Completed
Procurement Education Plan	<p>In 2021 developed a multi-level Procurement Education Plan framework for all levels of Procurement clients. Collaborated with Human Resources to ensure the final plan will serve to guide the content creation and provision of information in various formats for internal client as well as buyer training. Online content created and access provided to staff through the Whitby Wire.</p> <p><b>Update:</b> Completion of the Procurement Education Plan; and plan to include vendor education on how to do business with the Town.</p>	50%
Purchasing Policy and Procedures	<p>In 2021 developed new Purchasing Policy and Procedures.</p> <p><b>Update:</b> Policy has been reviewed, updated, and approved at a staff level. The proposed policy update will be brought to the new Council in 2023 for review and approval. Education/ training program and procedures are still being worked on.</p>	50%

Name of Project	Description	% Completed
Province-wide Reassessments for 2020	<p>Communicate impact of 2020 Province-wide reassessment, by the Municipal Property Assessment Corporation (MPAC), to Council and taxpayers. Implement changes in current value assessments (CVA's).</p> <p><b>Update: Project on hold.</b> Due to the COVID-19 pandemic, the Province delayed the Province-wide reassessment. The Province has not provided a new reassessment date, but has stated that, overall, January 1, 2016 assessment values will continue to be used for the 2022 and 2023 taxation years.</p> <p>When available, Town Staff will analyze the next province wide reassessment values to help understand the impacts to the Town / our property owners and to communicate to Council and taxpayers.</p>	0%
Asset Management Report	<p>Update the seven Service Area Asset Management Plan (SAAMP) and Municipal Asset Management Plan (MAMP) reports for the asset types.</p> <p><b>Update:</b> Council approval of the Town of Whitby's 2022 Municipal Asset Management Plan received June 20, 2022. The Town is compliant with MAMP legislation, O.Reg 588/17, and has submitted the 2022 MAMP to the Association of Municipalities of Ontario for Canada Community-Building Fund (formerly Federal Gas Tax) purposes.</p>	100%

## Proposed New 2023 Work Plan Items by Business Theme

### Community Engagement and Communications

Name of Project	Description
Refine Carbon Budgeting Program and initiate Participatory Budgeting Pilot Program	<p>Refine the Carbon Budgeting Program by establishing/revising processes, reports, presentations to incorporate climate change and the Town’s progress toward greenhouse gas emission reduction targets as part of the annual budget process.</p> <p>Research and initiate a participatory budget pilot program in 2023 that directly involves local people in making decisions on the spending priorities for a defined public budget/project for the 2024 budget.</p>

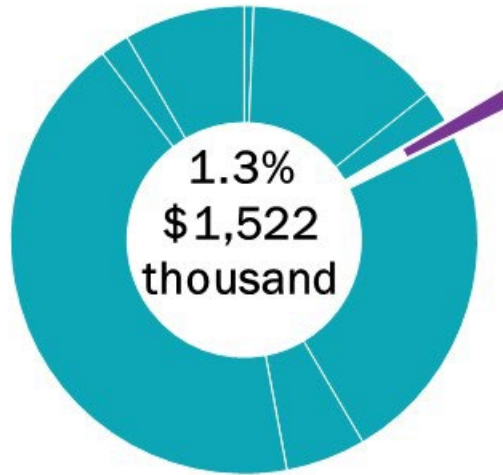
### Effective Government

Name of Project	Description
Business Plan Process	Co-lead with Strategic Initiatives to provide a Business Plan (BP) mid-year update and BP for 2024 to 2026 following an update of strategic plans.
Enterprise Resource Planning (ERP) System - Financial Services Implementation	<p>Data cleansing, set-up/configuration and end-to-end testing to be significantly completed (80%) by the end of 2023 for Financial components of the ERP system, including Purchasing, Budgeting, Accounts Payable, Accounts Receivable.</p> <p>Additional resources in Purchasing and Treasury to back-fill full-time staff that will assisting with various components of ERP implementation Full-time staff resources to work on the implementation will maximize likelihood of a successful implementation by utilizing existing subject matter experts and ensuring that knowledge remains within the corporation post implementation.</p>

Name of Project	Description
Development Application Approval Process (DAAP) Study	Comprehensive Development Application Approval Process fee review in co-operation with Planning and Development department. The review will result in revised Building, Planning, and Engineering fees that better reflect a cost recovery of Town resources required to service development applications.
Financial Planning Policy Update Phase 1	Updates to and new Financial Policies (Phase 1) by the end of Q3. New policies include Town grant policy; Updates include review of existing reserve policies. Phase 2 of policy update to be completed in 2024.
New PSAB Standards - ARO and FI	To complete project plan for 2023 Financial Statements to incorporate and meet the 2 new PSAB standards for Asset Retirement Obligation (ARO) and Financial Instruments (FI)
Cyber Protective Association	In collaboration with Region and other local municipalities, explore the possibility of a Protective Association to mitigate the risk related to a cyber incident.
Initiate Development Charges (DC) Background Study to initiate a DC by-law update	<p>The terms of reference for the Development Charges Background Study will be drafted in Q3-Q4 of 2023 assuming 2051 population figures have been allocated and upon confirmation that the Transportation Master Plan update and CPROS are on schedule. The RFP will be issued in 2023, with a goal of having the new by-laws / rates in place for 2025 to better recover costs of growth-related infrastructure from developers.</p> <p>Staff will consider an update of the Town's Parkland Dedication/Cash-in-Lieu of Parkland by-law and implementation of a Community Benefits Charge by-law (e.g. to support infrastructure related to high-density development of at least five storeys in height and at least ten residential units) based on the same background information required for the DC by-law update.</p>

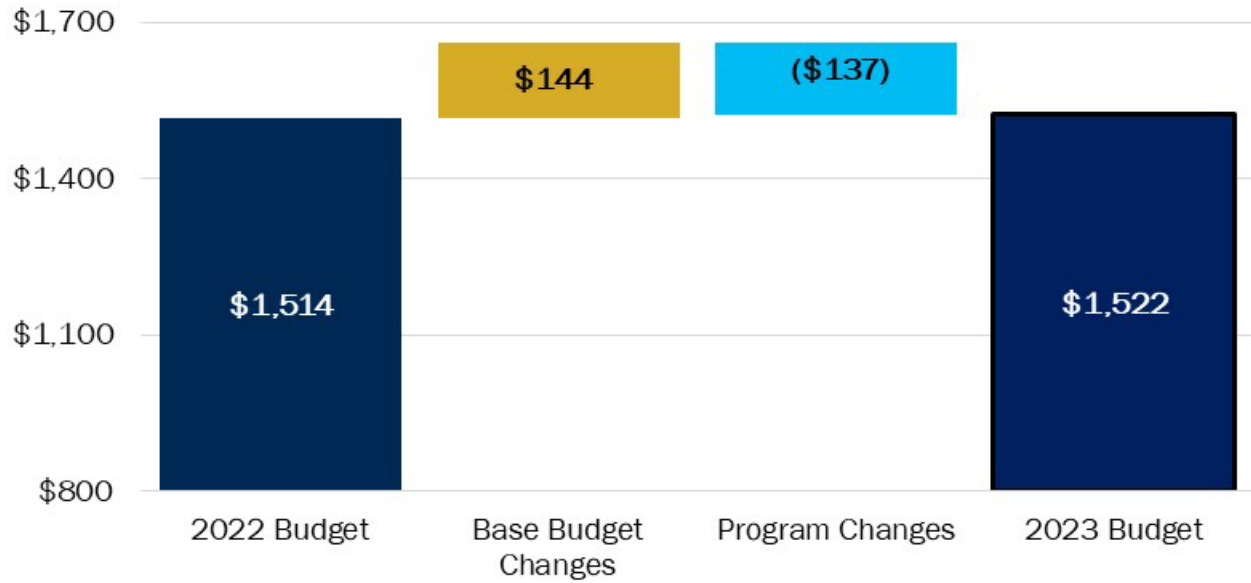


### Department as % of Tax Levy



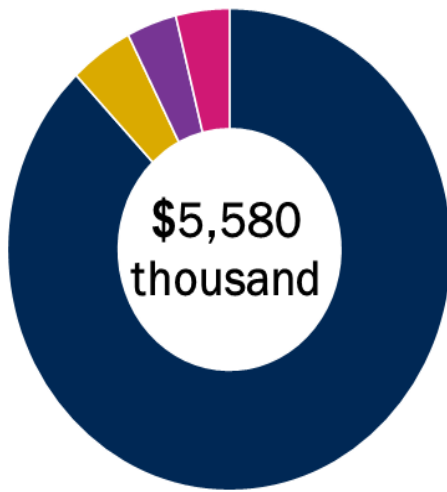
Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Financial Services	1.3%	\$1,522
Other Departments	98.7%	\$117,507
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>

Budget Change (\$ thousand)



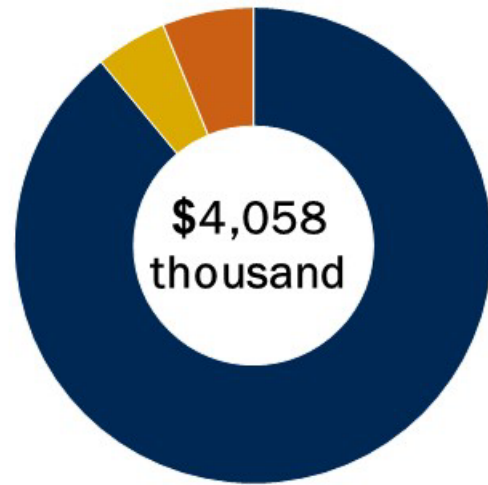
Budget Change	(\$ in thousands)
2022 Budget	\$1,514
Add: 2023 Base Budget Changes	\$144
Add: 2023 Program Changes	(\$137)
<b>Total 2023 Budget</b>	<b>\$1,522</b>

Expenditures



- Salaries, Wages & Benefits \$4,903
- Building Related Costs & Utilities \$257
- Purchased Services and Supplies \$203
- Administrative Costs \$217

Revenue



- Program Revenues, Fees and Fines \$3,611
- Miscellaneous Revenue & External Recoveries \$196
- Transfers from Reserves & Internal Recoveries \$251

## Operating Budget

### Financial Services

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Program Revenues, Fees and Fines	(\$3,352)	\$0	(\$38)	(\$196)	(\$25)	(\$3,611)
Miscellaneous Revenue & External Recoveries	(\$169)	\$0	(\$11)	(\$16)	\$0	(\$196)
Transfers from Reserves & Internal Recoveries	(\$340)	\$94	(\$5)	\$0	\$0	(\$251)
<b>Total Revenues</b>	<b>(\$3,861)</b>	<b>\$94</b>	<b>(\$54)</b>	<b>(\$212)</b>	<b>(\$25)</b>	<b>(\$4,057)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$4,726	(\$63)	\$171	\$0	\$69	\$4,903
Building Related Costs & Utilities	\$236	\$0	\$9	\$12	\$0	\$257
Purchased Services and Supplies	\$189	(\$20)	\$0	\$34	\$0	\$203
Administrative Costs	\$224	\$0	\$7	(\$5)	(\$9)	\$217
<b>Total Expenditures</b>	<b>\$5,375</b>	<b>(\$83)</b>	<b>\$187</b>	<b>\$41</b>	<b>\$60</b>	<b>\$5,580</b>
<b>Net Operating Budget</b>	<b>\$1,514</b>	<b>\$11</b>	<b>\$133</b>	<b>(\$172)</b>	<b>\$35</b>	<b>\$1,522</b>
Financial Planning and Risk Management	\$1,480	\$31	\$62	(\$2)	\$0	\$1,571
Town-owned Property	(\$308)	\$0	(\$46)	(\$25)	\$0	(\$379)
Treasury Services	\$1,164	\$0	\$28	(\$10)	\$35	\$1,216
Purchasing Services	\$805	(\$20)	\$33	\$50	\$35	\$903
Taxation Services	(\$2,024)	\$0	\$44	(\$184)	(\$35)	(\$2,199)
Asset Management Services	\$397	\$0	\$13	(\$1)	\$0	\$410
<b>Net Operating Budget</b>	<b>\$1,514</b>	<b>\$11</b>	<b>\$133</b>	<b>(\$172)</b>	<b>\$35</b>	<b>\$1,522</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$144 thousand

#### Program Changes: (\$137 thousand)

##### Growth – (\$195 thousand)

- Taxation revenue increases include (\$200 thousand) in tax penalties to reflect past years experience and a trend of higher penalties as total taxes levied are increased, and (\$9 thousand) for ownership changes. These increases are offset by a reduction of \$15 thousand in mortgage company fees due to fewer property owners paying their taxes through their mortgage company and \$15 thousand for fewer purchases of Statements of Account. Administrative service contracts are expected to increase \$5 thousand for tax bill printing related to paper and envelope costs.
- Town-owned Properties has increased rents (\$17 thousand) for a new lease of 128 Brock Street. Related net recoveries for utilities and property tax are (\$7 thousand). Hydro costs are higher by \$3 thousand at 190 Myrtle St E. per FS 37-21 for Facilities and Fire & Emergency Services to use that location for additional storage.

##### Efficiencies – (\$27 thousand)

- Treasury reflects (\$4 thousand) of expected savings in purchased services for audit fees, (\$3 thousand) in professional services and (\$3 thousand) in administrative expenses.
- Town-owned Properties has (\$4 thousand) of savings in purchased services for survey and appraisal fees.
- Professional Services are reduced in and Taxation (\$10 thousand) due to right-sizing the budget.
- Net administrative expenses are lower by (\$3 thousand) in Financial Planning and Asset Management.

##### Non-Recurring – \$50 thousand

- Purchasing has increased \$50 thousand one-time for development of a procurement template to streamline the purchasing process.

**Operating Budget Decision Items Included In Recommended Budget - \$35 thousand**

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
12	Purchasing Buyer PT	0.69	\$69,158	\$34,579	\$34,579
13	Accounting Clerk PT	0.69	\$69,158	\$34,579	\$34,579
31	Finance Non-Position Request (Efficiency SL)	n/a	(\$8,560)	(\$8,560)	\$0
34	Proposed Financial Services User Fee Changes	n/a	(\$34,550)	(\$25,915)	(\$8,635)
<b>Total Requests</b>		<b>1.38</b>	<b>\$95,206</b>	<b>\$34,683</b>	<b>\$60,523</b>

**For details of the above decision items refer to the Decision Items tab**

## Staff Complement

### Financial Services

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Administration	3.00	0.00	0.00	0.00	
Financial Planning and Development Finance	8.00	1.38	0.00	0.00	1
Asset Management Services	3.00	0.62	0.00	0.00	2
Taxation Services	6.00	1.68	0.00	0.00	
Treasury Services	9.00	0.31	0.00	0.69	3
Purchasing Services	7.00	0.31	0.00	0.69	4
<b>Financial Services Total</b>	<b>36.00</b>	<b>4.30</b>	<b>0.00</b>	<b>1.38</b>	

Notes: FTEs were adjusted to reflect changes throughout the year

- (1) Includes PT Development Finance Clerk .69 FTE and a new PT Financial Analyst .69 FTE approved in 2022 Budget
- (2) Reallocation of Asset Management Services from Operational Services to Financial Services

#### Proposed New Positions

- (3) Includes decision item # 13 Accounting Clerk PT
- (4) Includes decision item # 12 Purchasing Buyer PT

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Financial Planning and Risk Management</b>				
Revenues				
Transfers from Reserves & Internal Recoveries	(\$165)	(\$246)	(\$5)	(\$251)
<b>Total Revenues</b>	<u>(\$165)</u>	<u>(\$246)</u>	<u>(\$5)</u>	<u>(\$251)</u>
Expenditures				
Salaries, Wages & Benefits	\$1,676	\$1,674	\$98	\$1,772
Purchased Services and Supplies	\$3	\$3		\$3
Administrative Costs	\$35	\$49	(\$2)	\$47
<b>Total Expenditures</b>	<u>\$1,714</u>	<u>\$1,726</u>	<u>\$96</u>	<u>\$1,822</u>
<b>Net Operating Budget</b>	<u><b>\$1,549</b></u>	<u><b>\$1,480</b></u>	<u><b>\$91</b></u>	<u><b>\$1,571</b></u>
<b>Town-owned Property</b>				
Revenues				
Program Revenues, Fees and Fines	(\$466)	(\$424)	(\$55)	(\$479)
Miscellaneous Revenue & External Recoveries	(\$164)	(\$149)	(\$27)	(\$176)
<b>Total Revenues</b>	<u>(\$630)</u>	<u>(\$573)</u>	<u>(\$82)</u>	<u>(\$655)</u>
Expenditures				
Salaries, Wages & Benefits	\$9	\$6	(\$6)	
Building Related Costs & Utilities	\$232	\$236	\$21	\$257
Purchased Services and Supplies	\$69	\$22	(\$4)	\$18
Administrative Costs	\$1	\$1		\$1
<b>Total Expenditures</b>	<u>\$311</u>	<u>\$265</u>	<u>\$11</u>	<u>\$276</u>
<b>Net Operating Budget</b>	<u><b>(\$319)</b></u>	<u><b>(\$308)</b></u>	<u><b>(\$71)</b></u>	<u><b>(\$379)</b></u>
<b>Treasury Services</b>				
Revenues				
Grants	(\$2)			
Program Revenues, Fees and Fines		(\$1)		(\$1)
Miscellaneous Revenue & External Recoveries	(\$38)	(\$20)		(\$20)
Transfers from Reserves & Internal Recoveries		(\$94)	\$94	
<b>Total Revenues</b>	<u>(\$40)</u>	<u>(\$115)</u>	<u>\$94</u>	<u>(\$21)</u>
Expenditures				
Salaries, Wages & Benefits	\$1,075	\$1,160	(\$32)	\$1,128
Purchased Services and Supplies	\$146	\$83	(\$7)	\$76
Administrative Costs	\$28	\$36	(\$3)	\$33
<b>Total Expenditures</b>	<u>\$1,249</u>	<u>\$1,279</u>	<u>(\$42)</u>	<u>\$1,237</u>



## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Net Operating Budget</b>	<b>\$1,209</b>	<b>\$1,164</b>	<b>\$52</b>	<b>\$1,216</b>
Purchasing Services				
Revenues				
Expenditures				
Salaries, Wages & Benefits	\$738	\$773	\$68	\$841
Purchased Services and Supplies		\$20	\$30	\$50
Administrative Costs	\$12	\$12		\$12
<b>Total Expenditures</b>	<b>\$750</b>	<b>\$805</b>	<b>\$98</b>	<b>\$903</b>
<b>Net Operating Budget</b>	<b>\$750</b>	<b>\$805</b>	<b>\$98</b>	<b>\$903</b>
Taxation Services				
Revenues				
Grants	(\$2)			
Program Revenues, Fees and Fines	(\$3,217)	(\$2,926)	(\$205)	(\$3,131)
<b>Total Revenues</b>	<b>(\$3,219)</b>	<b>(\$2,926)</b>	<b>(\$205)</b>	<b>(\$3,131)</b>
Expenditures				
Salaries, Wages & Benefits	\$732	\$729	\$36	\$765
Purchased Services and Supplies	\$50	\$60	(\$5)	\$55
Administrative Costs	\$121	\$113	(\$1)	\$112
<b>Total Expenditures</b>	<b>\$903</b>	<b>\$902</b>	<b>\$30</b>	<b>\$932</b>
<b>Net Operating Budget</b>	<b>(\$2,316)</b>	<b>(\$2,024)</b>	<b>(\$175)</b>	<b>(\$2,199)</b>
Asset Management Services				
Revenues				
Grants	(\$4)			
<b>Total Revenues</b>	<b>(\$4)</b>			
Expenditures				
Salaries, Wages & Benefits	\$384	\$384	\$14	\$398
Administrative Costs	\$10	\$13	(\$1)	\$12
<b>Total Expenditures</b>	<b>\$394</b>	<b>\$397</b>	<b>\$13</b>	<b>\$410</b>
<b>Net Operating Budget</b>	<b>\$390</b>	<b>\$397</b>	<b>\$13</b>	<b>\$410</b>
<b>Total Financial Services</b>	<b>\$1,263</b>	<b>\$1,514</b>	<b>\$8</b>	<b>\$1,522</b>

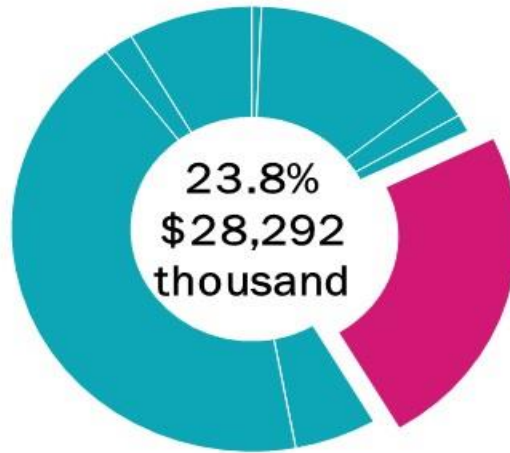
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## Corporate Revenues and Expenses

This section of the budget contains revenues and expenditures of a nature which are not tied to a specific service delivery program but do affect the entire Corporation. The primary examples include:

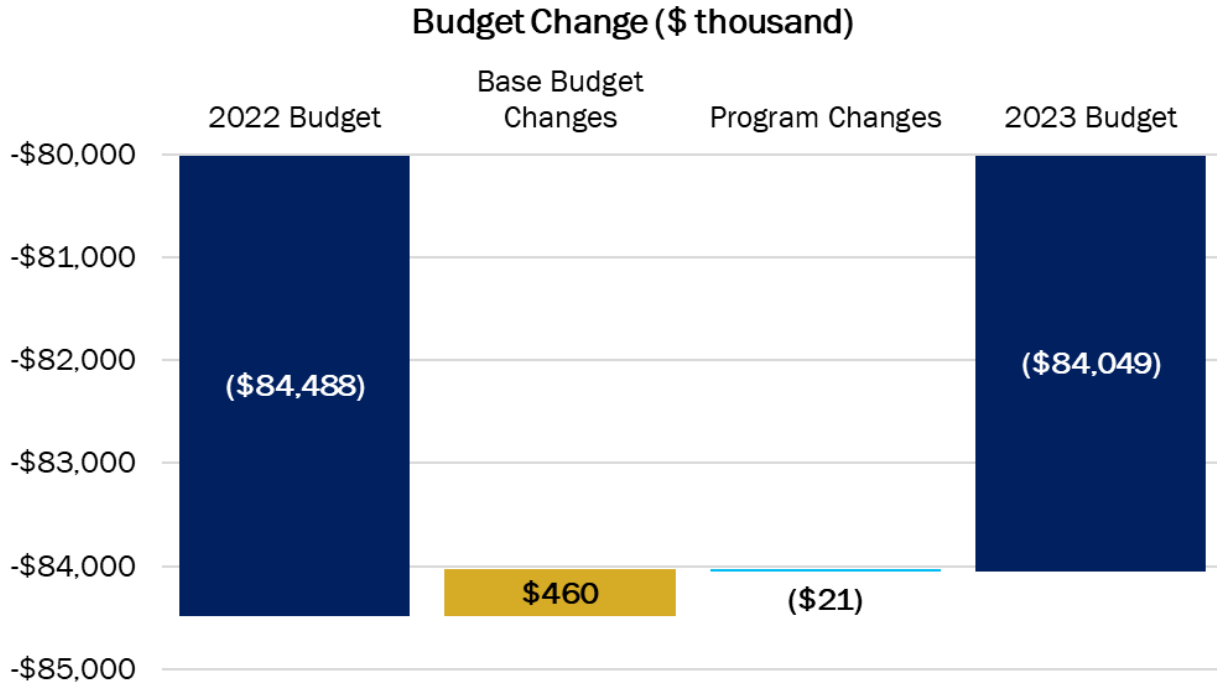
- Taxation Revenues and revenues of a corporate nature including Elexicon dividends and interest, Canada Community-Building Fund revenues (formerly known as Federal Gas Tax revenues), other investment income and amounts drawn from corporate reserves.
- Expenses pertaining to risk management and the Town's insurance program.
- Expenditures related to property tax levies such as appeals.
- Funding of the Town's capital program and repayment of outstanding debt.
- Contributions to reserves, for instance Election Reserve.

### Department as % of Tax Levy



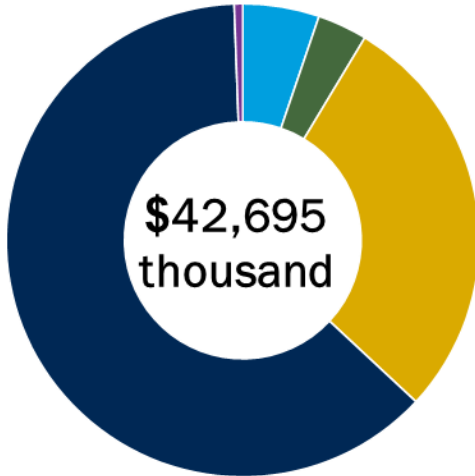
\*Impact on the Tax Levy is calculated on the Corporate Revenue and Expenses items excluding Taxes Levied

Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Corporate Revenue and Expenses	23.8%	\$28,292
Other Departments	76.2%	\$90,738
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



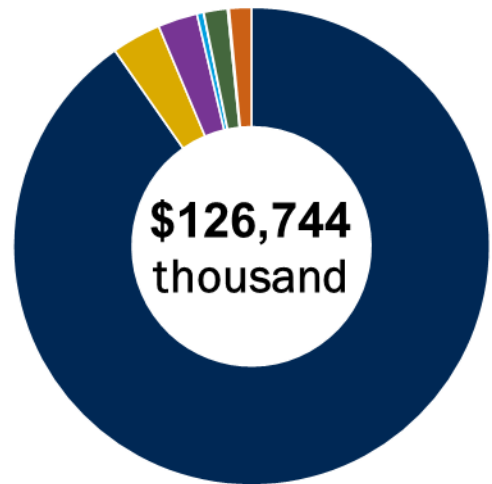
Budget Change	(\$ in thousands)
2022 Budget	(\$84,488)
Add: 2023 Base Budget Changes	\$460
Add: 2023 Program Changes	(\$21)
<b>Total 2023 Budget</b>	<b>(\$84,049)</b>

Expenditure



- Administrative, Bldg Related & Utilities, Purchased Services & Wage Gapping \$2,229
- Debt Charges \$1,456
- Growth Capital Reserve Contribution \$12,084
- Asset Management Capital Reserves Contribution \$26,677
- Transfers to Reserve Funds - Other \$249

Revenue



- Taxation \$114,426
- Canada Community Bldg Reserve Fund \$4,249
- Elexicon Dividends & Interest \$3,400
- Soccer Club \$569
- Program Revenues, Fees and Fines \$25
- Interest Income \$2,038
- Miscellaneous Revenue & External Recoveries \$130
- Transfers from Reserves & Internal Recoveries \$1,908

# Operating Budget

## Corporate Revenue and Expenses

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Taxation	(\$111,171)	\$0	\$0	(\$3,255)	\$0	(\$114,426)
Program Revenues, Fees and Fines	\$0	(\$25)	\$0	\$0	\$0	(\$25)
Miscellaneous Revenue & External Recoveries	(\$330)	\$200	\$0	\$0	\$0	(\$130)
Other Revenues	(\$5,211)	(\$115)	(\$681)	\$0	\$0	(\$6,006)
Transfers from Reserves & Internal Recoveries	(\$5,579)	\$115	\$0	\$302	(\$995)	(\$6,157)
<b>Total Revenues</b>	<b>(\$122,291)</b>	<b>\$175</b>	<b>(\$681)</b>	<b>(\$2,953)</b>	<b>(\$995)</b>	<b>(\$126,744)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	(\$737)	\$400	\$724	(\$780)	\$0	(\$393)
Building Related Costs & Utilities	(\$23)	\$0	\$23	\$0	\$0	\$0
Purchased Services and Supplies	\$4	\$0	\$0	\$0	\$0	\$4
Administrative Costs	\$2,456	\$0	\$162	\$0	\$0	\$2,618
Debt Charges	\$1,935	\$0	\$0	(\$479)	\$0	\$1,456
Transfers to Reserves and Internal Transfers	\$34,167	(\$360)	\$17	\$5,172	\$14	\$39,010
<b>Total Expenditures</b>	<b>\$37,802</b>	<b>\$40</b>	<b>\$926</b>	<b>\$3,913</b>	<b>\$14</b>	<b>\$42,695</b>
<b>Net Operating Budget</b>	<b>(\$84,488)</b>	<b>\$215</b>	<b>\$245</b>	<b>\$960</b>	<b>(\$981)</b>	<b>(\$84,049)</b>
Taxation	(\$110,421)	\$0	\$0	(\$3,255)	\$0	(\$113,676)
Corporate Financial Revenue/Expenses	(\$4,022)	\$460	\$228	(\$780)	\$0	(\$4,114)
Debt Payments	\$0	\$0	\$0	\$0	\$0	\$0
Reserve and Reserve Fund Transfers	\$29,955	(\$245)	\$17	\$4,995	(\$981)	\$33,740
<b>Net Operating Budget</b>	<b>(\$84,488)</b>	<b>\$215</b>	<b>\$245</b>	<b>\$960</b>	<b>(\$981)</b>	<b>(\$84,049)</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$460 thousand

#### Program Changes: (\$21 thousand)

##### Growth – (\$1,322 thousand)

- The tax levy increase of (\$3,255 thousand) represents the 2022 assessment growth estimate of (\$3,250 thousand) representing a 2.9% increase, plus (\$5 thousand) additional Payment In Lieu of tax revenues.
- As per the Growth Reserve Fund Policy F050, staff are to calculate the annual contribution amount when combined with other financing strategies sufficient to pay for the tax based portion of the Capital Growth Program. As per the Budget Summary, and based on the 10 year capital forecast, this year's funding is increased by \$1,899 thousand.
- Contribution to the Election Reserve increased by \$34 thousand due to anticipated population increase for 2026 election and based on 2022 election costs.

##### Capital – \$3,062 thousand

- Each year the Town adjusts the contribution to the Asset Management Reserve Fund (AMRF) for the impact of inflation and new assets as per the Maintenance Reserve Policy F040. As per the Budget Summary report, this year's increase represents \$3,131 thousand for inflation due to the significant increase in non-residential construction price index and \$452 thousand for new and acquired assets. However the tax based funding has been reduced by (\$345 thousand) based on the 2021 Engineering Fee Study that identified the amount of capital costs funded through fees (see the \$345 thousand contribution in Planning and Development department).
- Increased transfer from Canada Community Building Fund Reserve Fund representing biennial indexing amount (\$177 thousand).
- The debt payments related to the Central Public Library facility ended in 2022 and as such there is a (\$479 thousand) reduction in the debt charges and a corresponding



decrease of \$479 thousand in the draw from the Development Charges Libraries Reserve Fund that was the funding source for the debt payments.

**Non-Recurring – (\$780 thousand)**

- One-time gapping savings for single vs. family benefits – (\$400 thousand)
- One-time Fire and Emergency overtime savings due to staff over complement in 2023 (\$380 thousand).

**Operating Budget Decision Items Included In Recommended Budget – (\$981 thousand)**

	Request	FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
32	Draw from Reserves to Phase 2023 Pressures as a Budget Impact Mitigation	N/A	\$0	(\$995,000)	\$995,000
41	Operating Budget impact for Capital Decision Item #41 Lupin Park Pickleball Line Removal one time funding	N/A	\$0	\$14,000	(\$14,000)
<b>Total Requests</b>		N/A	<b>\$0</b>	<b>(\$981,000)</b>	<b>\$981,000</b>

**For details of the above decision items refer to the Decision Items tab**

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Taxation</b>				
Revenues				
Taxation	(\$113,079)	(\$111,171)	(\$3,255)	(\$114,426)
<b>Total Revenues</b>	<b>(\$113,079)</b>	<b>(\$111,171)</b>	<b>(\$3,255)</b>	<b>(\$114,426)</b>
Expenditures				
Administrative Costs	\$1,000	\$750		\$750
<b>Total Expenditures</b>	<b>\$1,000</b>	<b>\$750</b>		<b>\$750</b>
<b>Net Operating Budget</b>	<b>(\$112,079)</b>	<b>(\$110,421)</b>	<b>(\$3,255)</b>	<b>(\$113,676)</b>
<b>Corporate Financial Revenue/Expenses</b>				
Revenues				
Program Revenues, Fees and Fines	(\$36)		(\$25)	(\$25)
Miscellaneous Revenue & External Recoveries	(\$130)	(\$330)	\$200	(\$130)
Other Revenues	(\$5,310)	(\$4,642)	(\$796)	(\$5,438)
<b>Total Revenues</b>	<b>(\$5,476)</b>	<b>(\$4,972)</b>	<b>(\$621)</b>	<b>(\$5,593)</b>
Expenditures				
Salaries, Wages & Benefits	(\$293)	(\$737)	\$344	(\$393)
Building Related Costs & Utilities		(\$23)	\$23	
Purchased Services and Supplies	\$4	\$4		\$4
Administrative Costs	\$1,716	\$1,706	\$162	\$1,868
<b>Total Expenditures</b>	<b>\$1,427</b>	<b>\$950</b>	<b>\$529</b>	<b>\$1,479</b>
<b>Net Operating Budget</b>	<b>(\$4,049)</b>	<b>(\$4,022)</b>	<b>(\$92)</b>	<b>(\$4,114)</b>
<b>Debt Payments</b>				
Revenues				
Other Revenues	\$1	(\$569)		(\$569)
Transfers from Reserves & Internal Recoveries	(\$1,366)	(\$1,366)	\$479	(\$887)
<b>Total Revenues</b>	<b>(\$1,365)</b>	<b>(\$1,935)</b>	<b>\$479</b>	<b>(\$1,456)</b>
Expenditures				
Debt Charges	\$1,935	\$1,935	(\$479)	\$1,456
<b>Total Expenditures</b>	<b>\$1,935</b>	<b>\$1,935</b>	<b>(\$479)</b>	<b>\$1,456</b>
<b>Net Operating Budget</b>	<b>\$570</b>			
<b>Reserve and Reserve Fund Transfers</b>				
Revenues				
Transfers from Reserves & Internal Recoveries	(\$4,212)	(\$4,212)	(\$1,058)	(\$5,270)
<b>Total Revenues</b>	<b>(\$4,212)</b>	<b>(\$4,212)</b>	<b>(\$1,058)</b>	<b>(\$5,270)</b>
Expenditures				
Transfers to Reserves and Internal Transfers	\$34,167	\$34,167	\$4,843	\$39,010
<b>Total Expenditures</b>	<b>\$34,167</b>	<b>\$34,167</b>	<b>\$4,843</b>	<b>\$39,010</b>
<b>Net Operating Budget</b>	<b>\$29,955</b>	<b>\$29,955</b>	<b>\$3,785</b>	<b>\$33,740</b>
<b>Total Corporate Revenues and Expenses</b>	<b>(\$85,603)</b>	<b>(\$84,488)</b>	<b>\$438</b>	<b>(\$84,050)</b>

## Reserve and Reserve Fund Transfers

### 2023 Budgeted Transfers

#### Asset Management Reserve Fund Transfers

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Receipts due to Canada Community Building Reserve Fund	(\$4,071)	(\$177)	(\$4,249)	-
Contributions to Asset Management Reserve Fund	\$23,438	\$3,583	\$27,021	3
<b>Total Asset Management Reserve Fund Transfers</b>	<b>\$19,367</b>	<b>\$3,406</b>	<b>\$22,773</b>	-

#### Growth Reserve Fund Transfers

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Contribution to Growth Reserve Fund	\$10,185	\$1,899	\$12,084	-
<b>Total Growth Reserve Transfers</b>	<b>\$10,185</b>	<b>\$1,899</b>	<b>\$12,084</b>	-

#### Program Reserve/Reserve Fund Transfers

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Draw from Municipal Elections	(\$442)	\$442	\$0	3
Draw from Community Development Grants Reserve	(\$110)	\$0	(\$110)	1,3
Draw from Performing Arts Community Development Fund Reserve	(\$40)	\$0	(\$40)	1,3
Draw from Building Permit Reserve Fund	\$0	(\$146)	(\$146)	3
Draw from Zero Carbon Revolving Reserve Fund	\$0	(\$13)	(\$13)	3
Contribution to Election Reserve	\$109	\$51	\$160	-
Contribution to Mayor Community Development Reserve	\$110	\$0	\$110	1,3
Contribution to Parking Reserve Fund	\$327	\$25	\$352	3

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Contribution to Marina Reserve Fund	\$267	\$46	\$313	3
Contribution to Building Permit Reserve Fund	\$705	(\$705)	\$0	3
Contribution to Façade Grant Reserve	\$75	\$0	\$75	-
Contribution to Gravel Pit Rehabilitation Reserve	\$4	\$0	\$4	3
Contribution to Road Infrastructure Repair Reserve	\$300	\$0	\$300	3
Contribution to Arena Reserve	\$475	\$0	\$475	3
<b>Total Program Reserve/Reserve Fund Transfers</b>	<b>\$1,780</b>	<b>(\$299)</b>	<b>\$1,481</b>	-

**Stabilization Reserve/Reserve Fund Transfers**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Draw from Insurance Reserve Fund	(\$26)	\$0	(\$26)	-
Draw from Tax Rate Stabilization Reserve	(\$115)	(\$485)	(\$600)	-
Draw from Contingency Reserve	\$0	(\$395)	(\$395)	-
<b>Total Stabilization Reserve/Reserve Fund Transfers</b>	<b>(\$141)</b>	<b>(\$880)</b>	<b>(\$1,021)</b>	-

**One-Time Reserve Transfers**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Draw for 2022 Budget Decision Item #22	(\$8)	\$8	\$0	3
Draw for 2022 Budget Decision Item #23	(\$35)	\$35	\$0	3
Contribution for 2022 One Time Budget Savings	\$360	(\$360)	\$0	
Contribution for 2023 Decision Item #41	\$0	\$14	\$14	

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Strategic Initiatives – Sustainability (represents EV charging fees and the LTFR is a budget placeholder until proposed new Reserve is approved by Council in 2022)	\$7	(\$7)	\$0	3
<b>Total One-time Reserve Transfers</b>	<b>\$324</b>	<b>(\$310)</b>	<b>\$14</b>	-

**Debt Related Transfers**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Draw from Marina Reserve Fund	(\$69)	\$0	(\$69)	-
Draw from Development Charges - Library	(\$479)	\$479	\$0	-
Draw from Growth Reserve Fund	(\$183)	\$0	(\$183)	-
Draw from Development Charges – Fire Services	(\$128)	\$0	(\$128)	-
Draw from Development Charges - Operations	(\$326)	\$0	(\$326)	-
Draw from Development Charges – Parks & Recreation	(\$181)	\$0	(\$181)	-
<b>Total Debt Related Transfers</b>	<b>(\$1,366)</b>	<b>\$479</b>	<b>(\$887)</b>	2

**Net Reserve and Reserve Fund Transfers (positive=net contribution, negative=net draw)**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget	Note
Asset Management Reserve Fund Transfers	\$19,367	\$3,406	\$22,773	-
Growth Reserve Fund Transfers	\$10,185	\$1,899	\$12,084	-
Program Reserve/Reserve Fund Transfers	\$1,780	(\$299)	\$1,481	-
Stabilization Reserve/Reserve Fund Transfers	(\$141)	(\$880)	(\$1,021)	-
One-time Reserve Transfers	\$324	(\$310)	\$14	-
Debt Related Transfers	(\$1,366)	\$479	(\$887)	-
<b>Net Reserve and Reserve Fund Transfers</b>	<b>\$30,149</b>	<b>\$4,295</b>	<b>\$34,443</b>	-

Numbers may not add due to rounding

**Notes:**

**1** - Estimated \$60 thousand in funds raised from the Mayor's Annual Golf Tournament and \$50 thousand in funds raised from the Mayor's Fundraising Event are contributed to the Mayor's Community Development reserve and is anticipated to be used annually to support lead causes or charities and other community initiatives that benefit Whitby residents. Funds are to be disbursed by community grants as approved by the Grants Review Committee; therefore amounts offset each other.

In 2017 Council established the Performing Arts Community Development Fund (CMS 16-17). The Performing Arts Community Development Fund utilizes net revenues from the 2008-2012 Mayor's Galas to provide financial support to Whitby based community groups/organizations with a presence in Whitby for performing arts programs, events, initiatives and projects. 2023 amount is forecasted at (\$40 thousand).

**2**- Relates to debt payments.

**Town of Whitby Debt Payments and Sources of Funding for Debt Payments**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget Request
Whitby Football Club Contributions	(\$569)	(\$0)	(\$569)
Reserve and Reserve Fund Transfers	(\$1,366)	\$479	(\$887)
<b>Total Revenues</b>	<b>(\$1,935)</b>	<b>\$479</b>	<b>(\$1,456)</b>
Debt Charges:	.	.	.
Whitby Public Library	\$479	(\$479)	\$0
Marina Piers 5&7	\$37	\$0	\$37
Soccer Dome and Turf	\$569	\$0	\$569
Operations Centre Expansion	\$423	\$0	\$423
400 Centre St	\$103	\$0	\$103
Land Acquisition- Operations Satellite, Fire Hall & Training Complex	\$292	\$0	\$292
Marina Pier 4	\$32	\$0	\$32
<b>Total Expenditures</b>	<b>\$1,935</b>	<b>(\$479)</b>	<b>\$1,456</b>

**3** - This report summarizes all draws from and contributions to Town Reserves. While the majority of these amounts are recorded within Corporate Revenues and Expenses, transfers are also done within other Town departments/divisions as summarized below.

**Total Corporate Reserve and Reserve Fund Transfers**

(\$ in thousands)	2022 Budget	Budget Change	2023 Budget Request
Draws from Reserves/Reserve Funds for Debt Payments	(\$1,366)	\$479	(\$887)
Other Reserve and Reserve Fund Transfers within Corporate Revenue and Expenses Division	\$29,955	\$3,785	<b>\$33,740</b>
Outside Corporate Revenue and Expenses Division	\$1,560	\$30	<b>\$1,590</b>
<b>Total Corporate Reserve and Reserve Fund Transfers</b>	<b>\$30,149</b>	<b>\$4,294</b>	<b>\$34,443</b>

## Forecasted Corporate Reserves and Reserve Fund Balances

The estimated 2023 year-end reserve and reserve fund balances below are based on the 2022 year-end reserve and reserve fund balances (net of approved budget expenditures). The current projection has been included which may differ from Council Report FS 63-22. At the time of preparation, the 2022 fiscal year end process was in progress and the 2022 year-end balances have been estimated.

Amounts below are in thousands of dollars.

Asset Management Reserves	Forecasted Opening Balance	2023 Receipts	2023 Draws	Est 2023 Year End Balance
Asset Management	\$37,182	\$23,880	(\$30,136)	\$30,926
Canada Community Building	\$19,350	\$4,732	(\$5,709)	\$18,373
Total	\$56,532	\$28,612	(\$35,845)	\$49,299

Growth Reserves	Forecasted Opening Balance	2023 Receipts	2023 Draws	Est 2023 Year End Balance
Growth	\$34,065	\$12,935	(\$13,753)	\$33,247

Development Charges	Forecasted Opening Balance	2023 Receipts	2023 Draws	Est 2023 Year End Balance
By-Law Enforcement (1)	(\$269)	\$54	(\$56)	(\$271)
Development Related Studies	\$3,505	\$426	(\$866)	\$3,065
Fire Services	\$3,482	\$1,158	(\$688)	\$3,951
Library	\$1,137	\$1,139	(\$280)	\$1,996
Non-Administrative Facilities	\$946	\$24	(\$704)	\$266
Operations	\$3,136	\$1,134	(\$1,542)	\$2,728
Parking	\$108	\$3	\$0	\$111
Parks & Recreation	\$50,607	\$9,214	(\$21,011)	\$38,811
Roads & Related - Alternate Route	\$18,236	\$4,824	(\$1,151)	\$21,908
Roads & Related - Townwide Infrastructure	\$31,589	\$32,749	(\$14,260)	\$50,078



Development Charges	Forecasted Opening Balance	2023 Receipts	2023 Draws	Est 2023 Year End Balance
Stormwater Management (1)	(\$457)	\$934	(\$989)	(\$512)
Waste Management	\$915	\$126	\$0	\$1,041
Total	\$112,937	\$51,783	(\$41,546)	\$123,174

(1) As permitted under the Development Charges Act (section 35) and as approved by Council (report CS 38-15) the Town can borrow (and repay with interest) between DC reserve funds as required to finance the development charge portion of the Council approved growth-related projects.

Program Reserves	Forecasted Opening Balance	2023 Receipts	2023 Draws	Est 2023 Year End Balance
Arena	\$2,409	\$475	(\$299)	\$2,585
Building Permit	\$11,110	\$278	(\$276)	\$11,112
Corporate Development	\$761	\$0	(\$393)	\$368
Dedications	\$16	\$0	(\$16)	\$0
Employee Related Benefits	\$1,071	\$27	\$0	\$1,097
Engineering Development Fee	\$510	\$0	\$0	\$510
Environmental Guide	\$24	\$0	\$0	\$24
Façade Grant	\$3	\$75	(\$75)	\$3
Future Specified – Subdivision Contributions	\$10,614	\$265	(\$27)	\$10,853
Gravel Pit Rehab	\$91	\$4	\$0	\$95
Groveside Burial Options	\$153	\$4	\$0	\$157
Groveside Equipment	\$115	\$3	\$0	\$118
Groveside Future Development	\$99	\$2	\$0	\$101
Harbour Maintenance	\$10	\$10	\$0	\$20
Information Technology	\$0	\$0	\$0	\$0
Lynde Shores	\$158	\$4	\$0	\$162
Marina	\$913	\$336	(\$251)	\$998
Mayor's Community Development	\$88	\$110	(\$110)	\$88

<b>Program Reserves</b>	<b>Forecasted Opening Balance</b>	<b>2023 Receipts</b>	<b>2023 Draws</b>	<b>Est 2023 Year End Balance</b>
Municipal Election	\$7	\$160	\$0	\$167
Parking	\$4,366	\$461	(\$1,459)	\$3,368
Parks Cash in Lieu	\$6,756	\$899	\$0	\$7,655
Performing Arts Community Development Fund	\$79	\$0	(\$40)	\$39
Planning Development Fee	\$931	\$0	\$0	\$931
Road Infrastructure Repair	\$396	\$300	(\$300)	\$396
Roadwatch	\$19	\$0	\$0	\$19
Seniors Centre Transportation	\$83	\$2	\$0	\$85
Seniors Committee	\$54	\$1	\$0	\$56
Town Property	\$4,405	\$110	\$0	\$4,515
Tree Planting	\$571	\$0	\$0	\$571
Whitby Library Fundraising	\$19	\$0	\$0	\$19
Whitby Public Library	\$234	\$0	\$0	\$234
Whitby Soccer Dome	\$367	\$45	\$0	\$412
Whitby Station Gallery	\$30	\$0	\$0	\$30
Zero Carbon Revolving Fund	\$43	\$0	(\$42)	\$1
<b>Total</b>	<b>\$46,507</b>	<b>\$3,572</b>	<b>(\$3,289)</b>	<b>\$46,790</b>

<b>Stabilization Reserves</b>	<b>Forecasted Opening Balance</b>	<b>2023 Receipts</b>	<b>2023 Draws</b>	<b>Est 2023 Year End Balance</b>
Bad Debt Allowance	\$365	\$0	\$0	\$365
Contingencies	\$4,828	\$0	(\$400)	\$4,428
Insurance	\$1,458	\$36	(\$26)	\$1,468
Tax Rate Stabilization	\$955	\$0	(\$600)	\$355
Winter Control	\$1,607	\$0	\$0	\$1,607
Working Funds	\$1,008	\$0	\$0	\$1,008
WSIB / NEER	\$993	\$25	(\$127)	\$891
<b>Total (2)</b>	<b>\$11,214</b>	<b>\$61</b>	<b>(\$1,153)</b>	<b>\$10,122</b>

(2) The estimated 2023 year-end balance is within the target range for the total stabilization reserves category of a minimum of 5% and a maximum of 10% of gross expenditures (policy F 020).

<b>One-Time Reserve</b>	<b>Forecasted Opening Balance</b>	<b>2023 Receipts</b>	<b>2023 Draws</b>	<b>Est 2023 Year End Balance</b>
Long Term Finance	\$3,760	\$562	(\$589)	\$3,734

<b>All Reserves</b>	<b>Forecasted Opening Balance</b>	<b>2023 Receipts</b>	<b>2023 Draws</b>	<b>Est 2023 Year End Balance</b>
Total	\$265,015	\$97,512	(\$96,161)	\$266,366

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## Grants

The Town provides various grants to residents and community organizations in order to promote a high quality of life, sustain our heritage and natural environment and foster a strong sense of community identity. The Town's grant program is comprised of three components: the Community Development Funds (MCDF, PACDF and AIG), Municipal Grants to External Agencies and the Town Grant and Rebate Program.

### Community Development Funds

#### Mayor's Community Development Fund (MCDF)

Funds raised from the Mayor's Annual Golf Tournament and Fundraiser Event are used to support lead causes, local community groups and other community initiatives that benefit Whitby residents.

#### Performing Arts Community Development Fund (PACDF)

In 2017, Council established the Performing Arts Community Development Fund (report CMS 16-17). The Performing Arts Community Development Fund (PACDF) utilizes net revenues from the 2008-2012 Mayor's Galas to provide financial support to Whitby based community groups/organizations with a presence in Whitby for performing arts programs, events, initiatives and projects.

#### Accessibility Improvement Grant (AIG)

The Accessibility Improvement Grant program (report CMS 07-21) has been finalized in 2021 to utilize a dedicated portion from annual revenue from Transportation Network Companies' licensing fees to provide financial assistance to improve accessibility within Whitby for non-profit community groups, not-for-profit organizations and small businesses.

### Town Grant and Rebate Programs

#### Seniors Tax Grant

The Town of Whitby offers a \$472 Property Tax Rebate program to assist low-income senior homeowners who live in Whitby. The rebate is indexed annually (\$462 in 2022) and one of the main qualifications is that the homeowner is in receipt of the Guaranteed Income Supplement provided under the Old Age Security Act (Canada).

#### Persons with Disabilities Tax Grant

The Town of Whitby offers a \$472 Property Tax Rebate program to assist low-income homeowners with disabilities who live in Whitby. The rebate is indexed annually (\$462 in

2022) and one of the main qualifications is that the homeowner is in receipt of the Ontario Disability Support Program provided through the Ministry of Community and Social Services.

### **Heritage Tax Rebate Program**

The Town of Whitby offers a 40 percent heritage property tax rebate for eligible heritage properties (or portion of the property) for the Town and school board portions only.

### **Charity Rebates**

In accordance with the Municipal Act, municipalities are required to provide eligible charities with rebates of at least 40% of their property tax, unless a different percentage is prescribed by the Minister of Finance.

### **Access Program**

The Access Program provides funding for Town of Whitby recreation programs. Eligibility is based on financial need, and applicants must be Whitby residents.

### **Affordable Housing Tax Grant**

Tax incentive led by the Region of Durham for affordable housing that has been approved/matched for the Town portion.

## **Municipal Grants to External Agencies**

### **Burn's Burns Presbyterian Church Cemetery**

Grass cutting, ongoing filling of areas with soil and general maintenance of cemetery.

### **Brooklin-Whitby Garden Club (formerly known as the Brooklin Horticultural Society)**

Provides and maintains flower beds in the Downtown and at the Brooklin Horticultural Park at the corner of Carnwith Drive and Montgomery Road, and at the public Butterfly Meadow gardens at the entrance of the Lions Trail.

### **Santa Clause Parade Event Organizer**

Whitby Santa Claus parade held the first Saturday in December.

### **Waterfront Regeneration Trust**

Promotes waterfront trail, installation of signs, attract public and private investment for the expansion, enhancement and promotion of the trail.

### **Whitby Brass Band**

Operation of brass band, honorariums for conductors of senior and junior band and librarian, band room supplies, instrument repairs and minor uniform costs. Performances in Whitby include concerts in Rotary Park, Heritage Day, Santa Claus parade.

### **Groveside Cemetery Board**

Grant offsets operating costs associated with maintaining four cemeteries and a monument on behalf of the Town of Whitby.

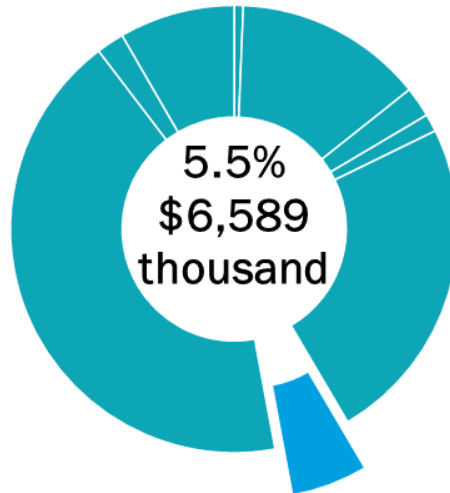
### **Whitby Arts Inc. (Station Gallery)**

Non-profit art gallery and cultural center which offers a variety of exhibitions, child, youth, adult and family art programs, classes, workshops, performances and special events. Additional programming is being offered at the Brooklin Community Centre and Library in order to reach an increased number of residents. For more information visit their webpage at: [whitbystationgallery.com](http://whitbystationgallery.com).

### **Whitby Public Library**

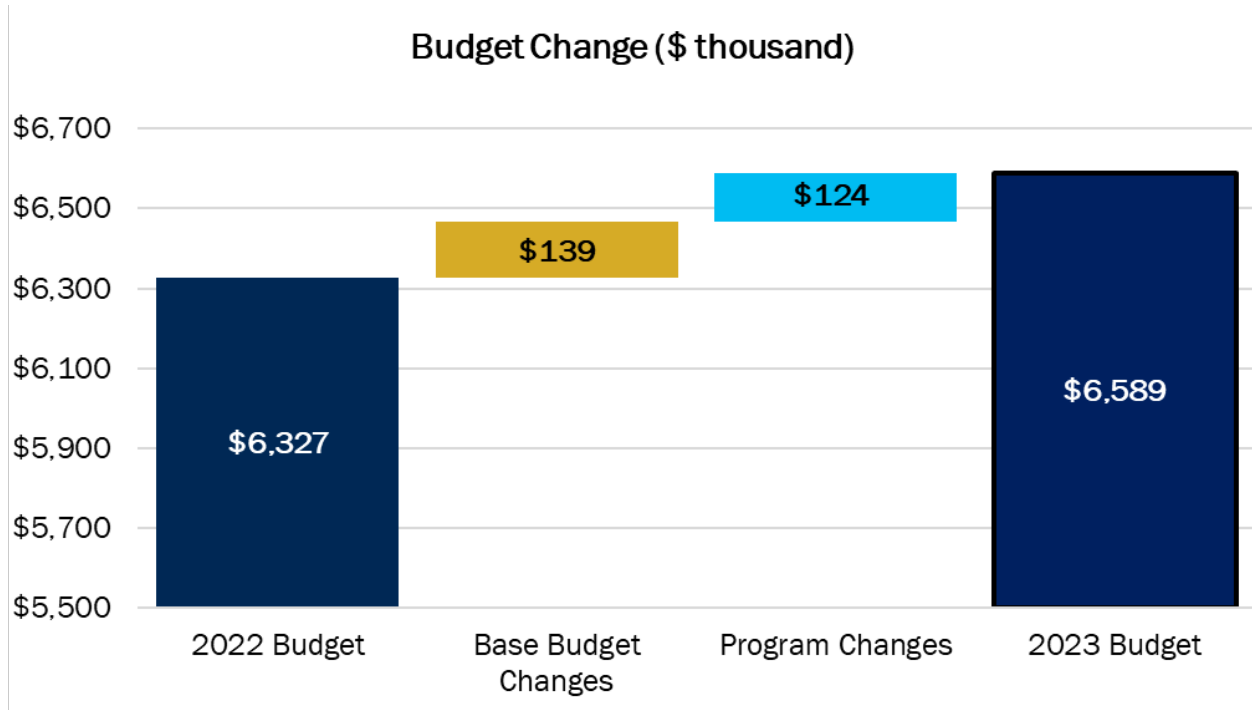
The Town of Whitby is the primary funding source for the library services and resources provided at the Central Library and 2 branch locations. For more information visit their webpage at: [whitbylibrary.ca](http://whitbylibrary.ca).

Department as % of Tax Levy



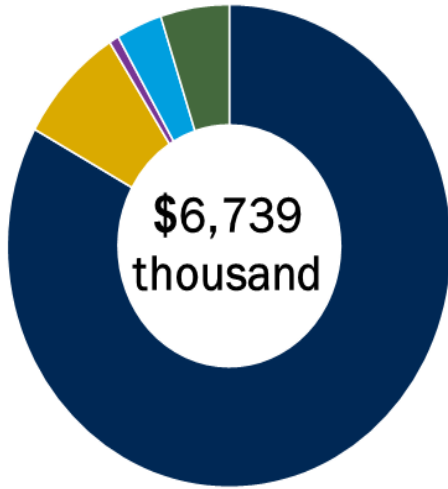
Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Grants	5.5%	\$6,589
Other Departments	94.5%	\$112,441
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>





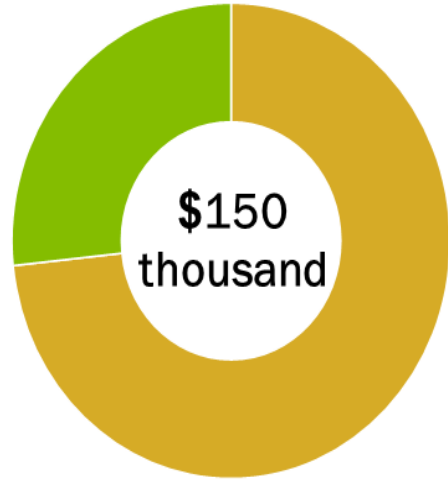
Budget Change	(\$ in thousands)
2022 Budget	\$6,327
Add: 2023 Base Budget Changes	\$139
Add: 2023 Program Changes	\$123
<b>Total 2023 Budget</b>	<b>\$6,589</b>

Expenditures



- Library \$5,594
- Station Gallery \$535
- Groveside Cemetery \$47
- Municipal Grants \$226
- Town Grant Program \$337

Revenue



- Mayor's Community Development \$110
- Performing Arts Community Development \$40

## Operating Budget

### Grants

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Program Revenues, Fees and Fines	(\$20)	\$20	\$0	\$0	\$0	\$0
Transfers from Reserves & Internal Recoveries	(\$150)	\$0	\$0	\$0	\$0	(\$150)
<b>Total Revenues</b>	<b>(\$170)</b>	<b>\$20</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$150)</b>
<b>Expenditures</b>						
Grants	\$6,497	(\$13)	\$132	\$19	\$105	\$6,739
<b>Total Expenditures</b>	<b>\$6,497</b>	<b>(\$13)</b>	<b>\$132</b>	<b>\$19</b>	<b>\$105</b>	<b>\$6,739</b>
<b>Net Operating Budget</b>	<b>\$6,327</b>	<b>\$7</b>	<b>\$132</b>	<b>\$19</b>	<b>\$105</b>	<b>\$6,589</b>
Grants	\$6,307	\$7	\$132	\$19	\$104	\$6,569
Community Development Grants	\$20	\$0	\$0	\$0	\$0	\$20
<b>Net Operating Budget</b>	<b>\$6,327</b>	<b>\$7</b>	<b>\$132</b>	<b>\$19</b>	<b>\$104</b>	<b>\$6,589</b>

Note: Numbers may not add due to rounding

**Explanation of Changes**

**Base Budget Changes:**

Prior decisions and inflationary increases (refer to Budget Summary) – \$139 thousand

**Program Changes: \$123 thousand**

**Growth – \$3 thousand**

- Affordable Housing Tax Incentive increased \$2 thousand
- Groveside Cemetery Board increased \$1 thousand

**Service Level – \$64 thousand**

- Whitby Public Library grant increased \$64 thousand due to elimination of adult fine revenue

**Efficiencies – (\$51 thousand)**

- Grants to Taxable Charities has reduced (\$11 thousand) based on historical trend
- Whitby Public Library (\$40 thousand) net savings mainly from staff related savings and office supplies

**Capital Impact – \$3 thousand**

- Whitby Public Library software costs increased \$3 thousand for Adobe Creative Cloud subscriptions from the capital project to implement the MakerSpace. Patrons will be able to use this software to create and edit photos, music and videos for personal and professional projects on specialty computers at the Central Library.

**Operating Budget Decision Items Included In Recommended Budget - \$104 thousand**

	Request	FTE	Ongoing Annual Tax Based Impact \$	2022 Tax Based Impact \$	2023 Tax Based Impact \$
14	Human Resources Associate (Whitby Public Library)	n/a	\$102,870	\$51,435	\$51,435
15	Manager, Community Engagement & Communications (Whitby Public Library)	n/a	\$105,970	\$52,985	\$52,985
	<b>Total Requests</b>	<b>n/a</b>	<b>\$208,840</b>	<b>\$104,420</b>	<b>\$104,420</b>

For details of the above decision items refer to the Decision Items tab

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Grants</b>				
Revenues				
Expenditures				
Grants				
Town Grant Programs				
Access Program	\$60	\$93	\$7	\$100
Elderly Pensioners' Tax Grant	\$100	\$100	\$2	\$102
Low Income Disabled Tax Grant	\$4	\$4		\$4
Grants to Taxable Charities	\$28	\$41	(\$11)	\$30
Heritage Tax Rebate Program	\$30	\$41		\$41
Affordable Housing Tax Incent	\$58	\$58	\$2	\$60
<b>Total Town Grant Programs</b>	<b>\$280</b>	<b>\$337</b>		<b>\$337</b>
Municipal Grants				
Burns Presbyterian Church Cem.	\$1	\$1		\$1
Santa Clause Parade Event Org	\$7	\$7		\$7
Waterfront Regeneration Trust	\$3	\$3		\$3
Whitby Brass Band	\$16	\$19		\$19
Brooklin-Whitby Garden Club	\$3	\$3		\$3
Municipal Grants	\$25	\$25		\$25
<b>Total Municipal Grants</b>	<b>\$55</b>	<b>\$58</b>		<b>\$58</b>
Groveside Cemetery	\$21	\$46	\$1	\$47
Station Gallery	\$526	\$526	\$9	\$535
Whitby Public Library	\$5,343	\$5,343	\$251	\$5,594
<b>Total Grants</b>	<b>\$6,225</b>	<b>\$6,310</b>	<b>\$261</b>	<b>\$6,571</b>
<b>Total Expenditures</b>	<b>\$6,225</b>	<b>\$6,310</b>	<b>\$261</b>	<b>\$6,571</b>
<b>Net Operating Budget</b>	<b>\$6,225</b>	<b>\$6,310</b>	<b>\$261</b>	<b>\$6,571</b>
<b>Community Development Grants</b>				
Revenues				
Program Revenues, Fees and Fines		(\$20)	\$20	
Transfers from Reserves & Internal Recoveries	(\$125)	(\$150)		(\$150)
<b>Total Revenues</b>	<b>(\$125)</b>	<b>(\$170)</b>	<b>\$20</b>	<b>(\$150)</b>
Expenditures				
Grants	\$145	\$190	(\$20)	\$170
<b>Total Expenditures</b>	<b>\$145</b>	<b>\$190</b>	<b>(\$20)</b>	<b>\$170</b>
<b>Net Operating Budget</b>	<b>\$20</b>	<b>\$20</b>		<b>\$20</b>
<b>Total Grants</b>	<b>\$6,245</b>	<b>\$6,327</b>	<b>\$262</b>	<b>\$6,589</b>

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# Operational Services

## Department Overview

The Operational Services Department is comprised of six (6) Divisions, which deliver the following services: administration, sidewalks/multi-use paths and trails maintenance, forestry services, road and traffic operations, waste management, winter control program, parks/grounds maintenance, fleet maintenance, stormwater management and right of way services.

## Contribution to Mission

Operational Services provides the services required to create and support a sustainable, healthy and safe community environment, carrying out Council's goals and priorities in an inclusive and collaborative manner.

## Key Services

### Administration and Technical Services

The Technical and Administrative Services is responsible for leading the administrative elements of the Division including but not limited to:

Financial Management - This Division assists with the development/monitoring and the quarterly reporting of Operational Services Operating and Capital Budgets. Purchasing, invoices and payroll and attendance management for Operational Services are managed through this Division.

Standard Operating Procedures and Divisional Policies – Policies and procedures are reviewed annually. Any areas of concern or need for new/refined policies are identified and revised to be consistent with Divisional or Corporate objectives along with legislative and/or health and safety protocols.

Service Level Standards - The regular review of key performance indicators (KPIs) and service levels to best implement short and long term objectives for the development and delivery of effective Operational Services.

Management of Customer Services (including after hours incidents and emergencies) - On average, Operational Services receives approximately 26,000 calls for services per year. These complaints range from waste complaints, pothole repairs, street lighting issues and winter snow clearing. This Division also manages approximately 2,500 e-mail inquiries/concerns and the creation of approximately 7,000 Cityworks annually.

Geographical Information Systems – This Division provides oversight, development, and maintenance of Operational Services and Fire Department Geographical Information Systems (GIS).

**Records Management** - This Division manages and maintains the records system for all Operational Services Budgets, Standard Operating Procedures, Service Level Standards, Freedom of Information Requests (FOIs), and Time and Attendance.

### Fleet Operations

Fleet Services has several areas of responsibility for the various types of vehicles and equipment owned by the Town, including:

- Vehicle tendering, purchase, and licensing;
- Scheduled and non-scheduled maintenance and repair;
- Vehicle and equipment training and collision prevention management;
- Stock room management;
- Fuel management;
- Up fitting;
- Vehicle disposal.

Fleet Services maintains and repairs all vehicles and equipment used and owned by the Town so that essential services, such as Fire and Emergency Services, Waste Collection and Winter Road Maintenance are provided. Fleet Services also provides contracted maintenance services for the Township of Scugog and Durham College.

The Town of Whitby Fleet includes:

- 218 licensed vehicles, 94 are Commercial Vehicle Operator's Registration (CVOR) rated. Licensed vehicles include waste collection vehicles, snow plows, Emergency Response Fire vehicles and vehicles utilized by Animal Services, By-law, Building, Construction, Mechanical Services and Arenas;
- 150 pieces of equipment varying from front end loaders, trailers and sidewalk maintenance equipment;
- Contracted maintenance services 55 vehicles, equipment and trailers;
- 163 drivers and operators that require continual training to reinforce safe driving practices.

Fleet Services ensures that vehicles and equipment meet the needs of the user departments and that operators are trained to operate safely in accordance with legislative requirements and best practices.

Fleet is governed by regulations including but not limited to the

- Ministry of Transport (MTO)
- Highway Traffic Act (HTA)
- National Safety Code (NSC)
- Occupational Health and Safety (OHS)
- Technical Standards and Safety Authority (TSSA)
- American National Standards Institute (ANSI)
- National Fire Protection Association (NFPA)
- Town of Whitby Standards



Training is provided to drivers and operators through Fleet, reducing the risk to the Town by ensuring drivers/operators are trained in the safe operation of equipment that they may be required to use. Various methods are used to provide this training from classroom, practical and online.

In order for repairs to be conducted in an efficient manner, Fleet carries a stock of vehicle and equipment parts. Fuel is monitored through software for proper record keeping and compliance with TSSA.

External clients are a source of revenue for the Town with additional fees on parts and repair costs.

The Fleet Services section continues to prepare for the future and how we will deliver fleet services. Please see some examples below:

### Changing technologies and green fleet

- emission and vehicle control systems
- Diagnostic systems, alternate fuel methods including hybrid, full electric, natural gas and future fuels such as hydrogen systems

### Capital costs management

- Additional costs associated to electric/alternate fuel vehicles
- Growth related capital costs
- Timelines to meet changes

### Procurement of vehicles and equipment

- Current vehicle and equipment shortages
- Government discounts no longer applying
- Keeping older vehicles longer to bridge gap

### Parts

- Increased lead times on parts
- Increased costs of parts

### Staff

- Lack of skilled staff for replacement
- Increased staff requirements for growth

### Fuel, Materials, Dollar

- Fuel prices continue to increase
- Materials such as steel increase thus impacting capital and operating costs of projects
- Canadian dollar value

## **Waste Management Services**

Waste collection – residential residual garbage, green bin organics, yard waste and special collection program. Landfill management. Special events support.

## **Fleet Services**

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- emission and vehicle control systems
- Diagnostic systems, alternate fuel methods including hybrid, full electric, natural gas and future fuels such as hydrogen systems

### Capital costs management

- Additional costs associated to electric/alternate fuel vehicles
- Growth related capital costs
- Timelines to meet changes

### Procurement of vehicles and equipment

- Current vehicle and equipment shortages
- Government discounts no longer applying
- Keeping older vehicles longer to bridge gap

### Parts

- Increased lead times on parts
- Increased costs of parts

### Staff

- Lack of skilled staff for replacement
- Increased staff requirements for growth

### Fuel, Materials, Dollar

- Fuel prices continue to increase
- Materials such as steel increase thus impacting capital and operating costs of projects
- Canadian dollar value

## Parks Operations

### General Parks Maintenance:

- Parks garbage collection and litter pick up
- Inspection, maintenance and repair of playground equipment and other park amenities
- Inspection, maintenance and repair of hard courts (includes tennis, pickleball, basketball, lacrosse, skate parks, etc.)
- Splash pad maintenance and repair
- Portable toilet and fieldhouse washroom maintenance
- Outdoor sports facility lighting
- Provide assistance for Special Events

### Additional Information:

- Whitby has almost as many splash pads (17) as Oshawa (9), Ajax (6) and Pickering (3) combined
- In the summer there are four crews that look after parks garbage collection, seven days a week, emptying cans in some parks up to five times per week. Counting both wire basket and inground containers, there are close to 400 waste receptacles to collect
- In the summer, additional garbage cans are put out at sportsfields to accommodate increased park usage. In the winter, those cans are removed and remaining cans are brought closer to park entrances to facilitate collection and for safety of staff

### Horticulture/Turf Maintenance:

- Design, plant, and maintain floral and shrub displays in parks, at facilities, and in right of ways (including round-a-bouts)
- Maintenance and repair of high-profile turf and sports fields, including cutting grass, turf repairs, grooming baseball diamond infields, weeding, litter picking and repairs
- Maintenance of trails, including inspections, sweeping, clearing of vegetation, weed spraying

### Additional information:

- The Town plants, weeds, waters, and removes approximately 200,000 square feet of gardens
- Maintains Whitby's 80 km of recreational trails
- Maintains 90 sports fields in the Town
- Sports fields are occasionally closed due to wet conditions, for the safety of players and to protect the integrity of the playing surface
- Giant hogweed and wild parsnip are most prevalent in mid summer. They are only treated if they are within 3 m of a maintained walkway or trail

### Forestry Division:

- Boulevard trees are pruned on a five year cycle, over the winter months
- Tree stumping and re-planting program in spring and fall
- Newly planted trees are mulched and watered regularly
- Pruning, inspections and maintenance of Town owned trees, in parks, on trails, at facilities, in woodlots and open space areas and on other Town owned property
- Removal of dead, damaged, or diseased trees
- Tree pest and disease management

### Additional information:

- Certified arborists look after the 60,000 trees on the Town's boulevards and in parks. This does not include trees in woodlots and open spaces
- Forestry staff receive about 1,500 service requests each year

- Service requests are prioritized based on level of safety concern/risk
- Use of pesticides is limited to those situations where the health of the tree is in jeopardy
- Wood debris from pruning and removals in woodlots and open spaces is left on site to naturalize and decompose and to provide habitat for wildlife

### Grounds Maintenance:

- Grass maintenance in parks, along trails, around facilities, on Town and Regional boulevards and in some open space areas, which includes mowing, litter picking, and spring and fall clean up of leaves and debris
- Frequency of cut varies:
  - High profile areas (i.e. facilities and high profile parks) are cut once every 8 days
  - Parks are cut once every 16 days
  - Town and Regional boulevards are cut once every 12 days in the spring, and then once every 16 days thereafter
  - Hydro corridors with recreational trails, and designated open spaces are cut 3 times per year
- Winter maintenance of Town owned parking lots, including plowing, sanding and salting

### Additional information:

- Grass crews maintain around 700 acres of grass
- Regional and Town boulevards totalling around 240 acres are maintained by a contractor

## Right of Way Services

Road Occupancy Permits - This Division is responsible for the review, approval and quality control of applications to utilize the public right-of-ways for utility infrastructure, development needs, oversized load requirements, noise exemption, weight restrictions etc.

Utility Co-ordination - Right of Way Services represents the Town of Whitby on the Utilities Co-ordination Committee and prepares/negotiates Municipal Access Agreements and updates as required. Reviews and approves Municipal Consents and coordinates with other jurisdictions, departments and third party stakeholders.

Maintenance Contracts - Right of Way Services is responsible for creating, maintaining, coordinating, administering and inspecting a maintenance program for the Town's infrastructure and right of way assets through contracted services. These contracted services include but are not limited to, street lights and street light poles, sidewalk, curb, roadway, catch basin, maintenance holes, guiderails, multi-use paths, storm water management ponds, culverts and fences.

Crossing Guard Program - The Town of Whitby employs 85 school crossing guards to assist students to and from elementary schools. Crossing guards are provided for the Durham District School Board and the Durham Catholic District School Board. The Town currently maintains 63 school crossings for 35 schools.

### Roads Operations

The front-line maintenance of Town-owned right-of-way assets is the responsibility of the Roads Operations Division. Emergency response and setup for Town of Whitby special events fall within the purview of the Roads Operations Division. The activities carried out by the Roads Operations Division are listed below.

#### Winter Services:

- Winter maintenance for 1200 lane km roads (plowing, salting, sanding, anti-icing, etc.)
- Winter maintenance for 350 km sidewalks and trails (plowing, salting, sanding, Windrow Program, etc.)
- Snow removal (remove snow near downtowns parking meters, downtown parking lots and community centers, cul-de-sac, etc.)

#### Summer Services and Maintenance:

- Stormwater maintenance of ponds (40), sewer systems (cleaning of over 3000 catch basins annually), creeks and streams
- Line marking of roads, trails, and Town parking lots
- Signs and safety devices
- Road surface maintenance (sweeping, flushing, pothole repairs, crack sealing, etc.)
- Bridge maintenance (inspection, repair, graffiti removal, etc.)
- Fence maintenance (capital replacement, operating repairs, graffiti removal, etc.)
- Road patrol to inspect for deficiencies and road conditions
- Debris removal (downtowns, rural, illegal dumping, etc.)
- Roadside maintenance (ditching, shoulders, brushing, tree trimming, etc.)
- Sidewalk maintenance (grinding, ramping, etc.)
- Culvert maintenance (replacement, install, repairs, etc.)
- Insurance claim response (investigation, reporting, discovery)
- Gravel road conversion (surface treatment and slurry seal)
- Emergency response (road closures, liaise with Fire, Police and other groups)

### Waste Services

The Waste Services Division is responsible for the curbside collection of residential solid waste. This includes weekly Green Bin Organics, bi-weekly Residual Garbage, seasonal bi-weekly Yard Waste and Special Bulky Item Collection. The Town also provides contracted waste collection services for over 4500 multi-residential apartment units in the Town. The Town works cooperatively with the Region of Durham, which is presently responsible for the Blue Box Recycling Program. Together, the Town and the Region provide an integrated waste management program.

Green Bin Organics – In 2006, Whitby was one of the first municipalities to launch a curbside Source Separated Organics (SSO) green bin collection program. This program

allows residents to compost their kitchen scraps, meat, and dairy products as well as paper tissue and other soiled paper fibers. The Town of Whitby and the Region of Durham co-host Compost Giveaway days where the finished compost, from the green bin and yard waste programs, is given back to residents for their gardens.

**Residual Garbage** – In 2006, as part of the integrated waste management program, Whitby introduced a 4-bag limit for residual garbage, every other week. This “best practice” helped to shift residents’ behavior to utilize their blue box and green bin more as those streams were collected more frequently (weekly) in comparison to garbage (bi-weekly).

**Yard Waste** – Whitby offers residents bi-weekly leaf and yard waste collection from April to December.

**Special Bulky Item Collections** – In January of 2022, the Special Collections program was updated in response to recommendations made from a departmental Waste Service review from 2018. Changes included the introduction of a collection fee, along with operational optimizations and the implementation of an online booking and payment tool. This updated program allows residents to conveniently book up to 12 large items for \$25. Items like toilets and electronic waste are collected free of charge.

**Backyard composting** – In addition to the curbside Green Bin program, residents are encouraged to use a backyard composter for overflow vegetable scraps and yard trimmings.

**Blue Box Recycling** – Collection is provided to Whitby residents weekly. The Recycling program is presently managed by the Region of Durham, however, this program is scheduled to transition to a full Extended Producer Responsibility model by 2024. The Town and Region are working cooperatively during this change to ensure a smooth transition.

**Closed Landfill Monitoring** – The Town is responsible for the perpetual care and monitoring of three closed landfill sites. Through a hired geotechnical consulting company, the Town submits an annual monitoring report to the MECP and is directed by the Ministry to address any adverse findings identified in the monitoring reports.

## 2022 Work Plans by Business Plan Theme and Current Status

### Effective Government

Name of Project	Description	% Completed
Fleet Strategic Master Plan	The Fleet Strategic Master Plan will address long term fleet needs. The plan was finalized in 2021 and will be reviewed and presented to Council, along with recommendations in 2022.	90%
Sand and Salt Dome	<p>Replacement of skin roof coverings, paving, surface and ventilation to address structural issues with textile and health and safety concerns.</p> <p>Engaged consultant services to undertake the review of the two (2) salt dome structures, foundation walls, ventilation, steel frame and fabric roof covering evaluation.</p> <p>The consultant prepared an evaluation and produced an engineering estimate to repair foundation walls, steel frame and fabric roof coverings, surface paving and ventilation. Consultant is in the process of developing specs for tender.</p>	50%
Special Collections In-take, Routing and Equipment Utilization	<p>Overview of existing Special Collections program for bulky goods, metal, CFC appliances, electronic waste and porcelain to include: collection strategy, equipment usage and utilization, administrative processes and the incorporation of an e-commerce option to compliment on-line bookings.</p> <p>In 2021 the Waste By-law was reviewed and updated, an e-commerce solution was acquired for implementation of the updated Special Collections program, and a communications plan established. The new program launched January 1, 2022.</p>	100%



**Environmental Sustainability**

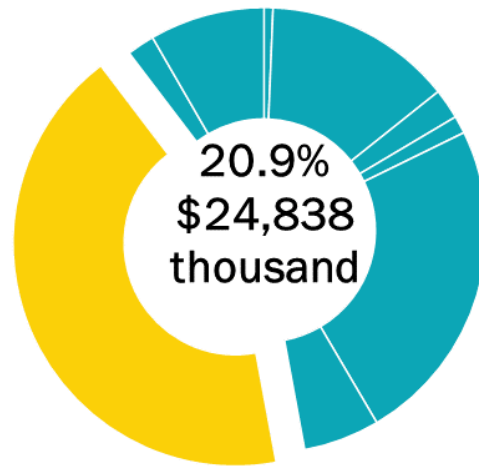
Name of Project	Description	% Completed
Urban Forest Management Plan	<p>To engage a consultant to review the Town’s current practices and existing management of the urban forest, and recommend improvements for its stewardship.</p> <p>The Terms of Reference for the project have been finalized and staff preparations have been undertaken to issue a Request for Proposal to engage a consultant to begin work. Timeline for completion of the project once initiated is up to eighteen (18) months. Pending timelines provided by the successful consultant, it is anticipated that Phases 1 and 2 of the plan, including an analysis of the urban forest and current practices, will be completed in 2023. Remaining phases, including the consultation process and finalization of the plan, will take place in 2024.</p>	30%

**Proposed New 2023 Work Plan Items by Business Theme**

**Effective Government**

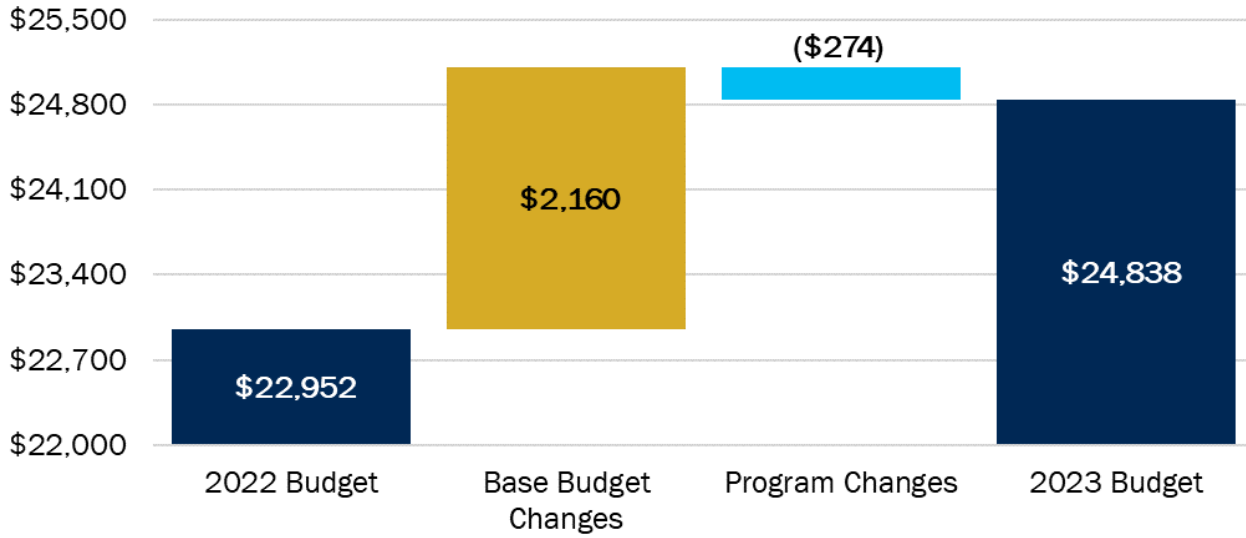
Name of Project	Description
Service Level Standards Review	Review of existing service level standards within Operational Services. Report to Council in Spring 2023 identifying service levels that can be achieved with existing staff levels.
Work Management Software Upgrade	Upgrade Cityworks system to improve in-field deployment of work orders, modernize processes, improve complaint resolution response times and to improve communications between staff, residents and stakeholders.

Department as % of Tax Levy



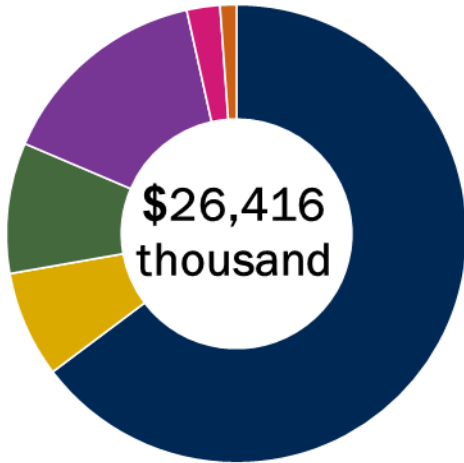
Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Operational Services	20.9%	\$24,838
Other Departments	79.1%	\$94,191
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>

Budget Change (\$ thousand)



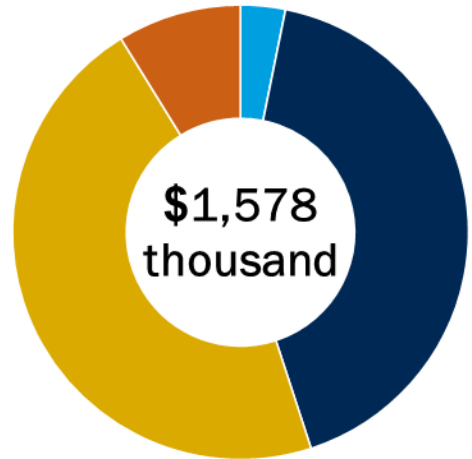
Budget Change	(\$ in thousands)
2022 Budget	\$22,952
Add: 2023 Base Budget Changes	\$2,160
Add: 2023 Program Changes	(\$274)
<b>Total 2023 Budget</b>	<b>\$24,838</b>

### Expenditure



- Salaries, Wages & Benefits \$17,095
- Building Related Costs & Utilities \$1,983
- Vehicle & Equipment Maintenance and Fuel \$2,434
- Purchased Services and Supplies \$3,986
- Administrative Costs \$615
- Transfers to Reserves and Internal Transfers \$304

### Revenue



- Grants \$50
- Program Revenues, Fees and Fines \$660
- Miscellaneous Revenue & External Recoveries \$730
- Transfers from Reserves & Internal Recoveries \$139

# Operating Budget

## Operational Services

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Grants	(\$20)	(\$3)	\$0	(\$27)	\$0	(\$50)
Program Revenues, Fees and Fines	(\$831)	\$225	(\$4)	(\$33)	(\$18)	(\$660)
Miscellaneous Revenue & External Recoveries	(\$690)	\$0	(\$9)	(\$30)	\$0	(\$730)
Transfers from Reserves & Internal Recoveries	(\$158)	\$0	(\$1)	\$20	\$0	(\$139)
<b>Total Revenues</b>	<b>(\$1,699)</b>	<b>\$222</b>	<b>(\$14)</b>	<b>(\$70)</b>	<b>(\$18)</b>	<b>(\$1,578)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$16,002	\$171	\$707	\$30	\$186	\$17,095
Building Related Costs & Utilities	\$2,149	\$29	(\$17)	(\$179)	\$0	\$1,983
Vehicle & Equipment Maintenance and Fuel	\$1,874	\$9	\$688	(\$137)	\$0	\$2,434
Purchased Services and Supplies	\$3,723	\$113	\$229	(\$79)	\$0	\$3,986
Administrative Costs	\$598	\$0	\$23	(\$13)	\$6	\$615
Transfers to Reserves and Internal Transfers	\$304	\$0	\$0	\$0	\$0	\$304
<b>Total Expenditures</b>	<b>\$24,650</b>	<b>\$322</b>	<b>\$1,630</b>	<b>(\$378)</b>	<b>\$192</b>	<b>\$26,416</b>
<b>Net Operating Budget</b>	<b>\$22,952</b>	<b>\$544</b>	<b>\$1,616</b>	<b>(\$448)</b>	<b>\$174</b>	<b>\$24,838</b>
Technical & Administrative Services	\$3,501	\$57	(\$395)	(\$180)	\$52	\$3,034
Roads & Traffic	\$3,787	\$43	\$164	(\$44)	\$88	\$4,039
Winter Control	\$3,142	(\$7)	\$240	\$10	\$0	\$3,385
Waste Management	\$3,207	\$120	\$309	\$0	\$0	\$3,635
Fleet & Safety	\$2,675	\$9	\$547	(\$137)	\$0	\$3,095
Parks Maintenance	\$5,692	\$97	\$387	(\$85)	\$0	\$6,092
Corridor Management	\$947	\$225	\$364	(\$12)	\$34	\$1,559
<b>Net Operating Budget</b>	<b>\$22,952</b>	<b>\$544</b>	<b>\$1,616</b>	<b>(\$448)</b>	<b>\$174</b>	<b>\$24,838</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$2,160 thousand

#### Program Changes: (\$274 thousand)

##### Growth – (\$61 thousand)

- Volume growth for Subdivision assumption fees and other administrative fees revenues (\$35 thousand)
- Increased Federal Summer Student Grant for Parks (\$26 thousand)
- Increased external recoveries due to additional culvert installations scheduled (\$30 thousand)
- Reallocation of Salaries and Benefits from Enforcement back to Winter Control due to new division of duties \$30 thousand

##### Efficiencies – (\$438 thousand)

- Fuel consumption savings in existing fleet vehicles (\$127 thousand)
- Streetlight consumption savings (\$174 thousand)
- Savings in miscellaneous expenses including operating supplies, equipment and maintenance contracts (\$137 thousand)

##### Service Level Changes – \$21 thousand

- Engage external contractors to clean Catch Basins on main streets \$16 thousand
- New external platform STRIPE for Waste Special Collections booking and payments \$5 thousand

##### Capital Impact – \$84 thousand

- Upgrade Permitting Portal software for collection of Permit Fees \$14 thousand; annual subscription fee for Municipal 511 GPS mapping service \$9 thousand
- Operating expenses (Parts & Repairs, Fuel, Data Communications and Licensing Fee) associated with new capital growth vehicles \$61 thousand

##### Non-Recurring – (\$53 thousand)

- One-time savings of operating expenses associated with new capital growth vehicles to reflect delayed delivery in late 2023 (\$53 thousand)

Operating Budget Decision Items Included In Recommended Budget - \$174 thousand

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
16 18	Equipment Operator and General Labourer	2.00	\$186,708	\$88,192	\$98,516
17	Inspector	1.00	\$100,753	\$51,877	\$48,876
19	Facilities Attendant	1.00	\$100,212	\$51,606	\$48,606
34	Proposed User Fee Changes	n/a	(\$23,028)	(\$17,271)	(\$5,757)
<b>Total Requests</b>		<b>4.00</b>	<b>\$364,645</b>	<b>\$174,404</b>	<b>\$190,241</b>

For details of the above decision items refer to the Decision Items tab

Note: Decision Item #19 Facilities Attendant reports to Supervisor, Facilities (Community Centres), but the FTE is currently allocated under the Operations Department given this position is located out of the Operations Centre

## Staff Complement

### Operational Services

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Technical & Administrative Services	7.50	3.37	1.00	0.00	1,10,11,12,19
Fleet Services	14.50	0.00	0.00	0.00	12,13
Parks Maintenance Services	40.71	14.19	0.00	0.00	2,3,4,5,8,9,11,14
Roads Maintenance Services	41.78	4.53	2.00	0.00	6,14,15,17
Waste Management Services	19.27	2.58	0.00	0.00	7
Corridor Management	5.30	21.09	1.00	0.00	10,13,16,18
<b>Total Operational Services</b>	<b>129.06</b>	<b>45.76</b>	<b>4.00</b>	<b>0.00</b>	

#### Notes:

FTE's were adjusted to reflect changes throughout the year

- (1) Includes Driver Trainer 0.5 FTE approved in 2022 Budget
- (2) Includes Grass Cutting Crew – West Whitby Parks and Trails which includes Grass Cutting Crew Leader 0.75 FTE, Temporary Labourer 0.75 FTE and Summer Students 0.90 FTE approved in 2022 Budget
- (3) Includes Horticulture Students 0.90 FTE approved in 2022 Budget
- (4) Includes Irrigation / Splash Pad Technician 1.0 FTE approved in 2022 Budget
- (5) Includes Mower Operator Sports Fields 0.75 FTE approved in 2022 Budget
- (6) Includes Road Patrol which includes Road Patroller / Road Inspector 1.0 FTE and Part Time Road Patroller 0.50 FTE approved in 2022 Budget
- (7) Includes Side Loader Operator 0.5 FTE approved in 2022 Budget
- (8) Includes FT Labourer 0.75 FTE, PT Temporary Labourer 0.25 FTE and PT Summer Student Parks 0.30 FTE approved in 2022 Budget
- (9) Includes Forestry Crew Person / Turf Technician 1.0 FTE approved in 2022 Budget
- (10) Reallocation of Operations Technicians 2.0 FTE from Technical & Administration to Corridor Management
- (11) Executive Assistant, Commissioner of PW 1.0 FTE converted to Parks Supervisor position and reallocated from Technical & Administration to Parks
- (12) Reallocation of Driver Trainer 0.5 FTE from Technical & Administration to Fleet
- (13) Reallocation of Operations Clerk 0.56 FTE from Fleet to Corridor Management
- (14) Reallocation of portion of Side Loader Operator 0.20 FTE from Parks to Roads/Traffic. Position should be working 10 months in Waste Management and 2 months in Winter Control (Roads/Traffic)
- (15) Conversion of Garbage Collector position to Side Loader Operator in Waste Management. Reallocation of portion of Side Loader Operator 0.33 FTE from Waste Management to Winter Control (Roads/Traffic) as this position is shared



(16) Reallocation of Crossing Guards from Planning & Development to Operational Services, Corridor Management 23.52 FTE. Note that a correction was made to the FTE calculation for 2023 Budget reducing the reallocation to 21.39 FTE

Proposed growth related positions include:

- (17) Includes Decision Item #16 and #18 Equipment Operator/General Labourer 2.0 FTE
- (18) Includes Decision Item #17 Inspector - Corridor Management 1.0 FTE
- (19) Includes Decision Item #19 Facilities Attendant 1.0 FTE. Position reports to Supervisor, Facilities (Community Centres), but the FTE is currently allocated under the Operations Department given this position is located out of the Operations Centre

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Technical &amp; Administrative Services</b>				
Revenues				
Miscellaneous Revenue & External Recoveries	(\$25)	(\$13)		(\$13)
<b>Total Revenues</b>	<b>(\$25)</b>	<b>(\$13)</b>		<b>(\$13)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,849	\$1,668	(\$302)	\$1,366
Building Related Costs & Utilities	\$1,232	\$1,487	(\$182)	\$1,305
Vehicle & Equipment Maintenance and Fuel	\$65			
Purchased Services and Supplies	\$724	\$174	\$7	\$181
Administrative Costs	\$186	\$185	\$10	\$195
<b>Total Expenditures</b>	<b>\$4,056</b>	<b>\$3,514</b>	<b>(\$467)</b>	<b>\$3,047</b>
<b>Net Operating Budget</b>	<b>\$4,031</b>	<b>\$3,501</b>	<b>(\$467)</b>	<b>\$3,034</b>
<b>Roads &amp; Traffic</b>				
Revenues				
Grants	(\$15)			
Miscellaneous Revenue & External Recoveries	(\$43)	(\$23)	(\$30)	(\$53)
Transfers from Reserves & Internal Recoveries	(\$75)	(\$128)	\$20	(\$108)
<b>Total Revenues</b>	<b>(\$133)</b>	<b>(\$151)</b>	<b>(\$10)</b>	<b>(\$161)</b>
Expenditures				
Salaries, Wages & Benefits	\$2,704	\$3,195	\$248	\$3,443
Building Related Costs & Utilities	\$71	\$64	\$3	\$67
Vehicle & Equipment Maintenance and Fuel	\$8	\$1		\$1
Purchased Services and Supplies	\$741	\$661	\$10	\$671
Administrative Costs	\$13	\$13	\$1	\$14
Transfers to Reserves and Internal Transfers	\$4	\$4		\$4
<b>Total Expenditures</b>	<b>\$3,541</b>	<b>\$3,938</b>	<b>\$262</b>	<b>\$4,200</b>
<b>Net Operating Budget</b>	<b>\$3,408</b>	<b>\$3,787</b>	<b>\$252</b>	<b>\$4,039</b>
<b>Winter Control</b>				
Revenues				
Miscellaneous Revenue & External Recoveries	(\$373)	(\$83)		(\$83)
<b>Total Revenues</b>	<b>(\$373)</b>	<b>(\$83)</b>		<b>(\$83)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,346	\$1,256	\$133	\$1,389
Vehicle & Equipment Maintenance and Fuel	\$97	\$40	\$33	\$73

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
Purchased Services and Supplies	\$2,113	\$1,928	\$77	\$2,005
Administrative Costs	\$1	\$1		\$1
<b>Total Expenditures</b>	<b>\$3,557</b>	<b>\$3,225</b>	<b>\$243</b>	<b>\$3,468</b>
<b>Net Operating Budget</b>	<b>\$3,184</b>	<b>\$3,142</b>	<b>\$243</b>	<b>\$3,385</b>

Waste Management

Revenues

Program Revenues, Fees and Fines	(\$3)	(\$5)	\$2	(\$3)
Miscellaneous Revenue & External Recoveries	(\$195)	(\$201)		(\$201)
<b>Total Revenues</b>	<b>(\$198)</b>	<b>(\$206)</b>	<b>\$2</b>	<b>(\$204)</b>

Expenditures

Salaries, Wages & Benefits	\$2,353	\$2,449	\$52	\$2,501
Building Related Costs & Utilities			\$1	\$1
Vehicle & Equipment Maintenance and Fuel	\$802	\$611	\$240	\$851
Purchased Services and Supplies	\$281	\$281	\$132	\$413
Administrative Costs	\$75	\$72	\$1	\$73
<b>Total Expenditures</b>	<b>\$3,511</b>	<b>\$3,413</b>	<b>\$426</b>	<b>\$3,839</b>
<b>Net Operating Budget</b>	<b>\$3,313</b>	<b>\$3,207</b>	<b>\$428</b>	<b>\$3,635</b>

Fleet & Safety

Revenues

Miscellaneous Revenue & External Recoveries	(\$268)	(\$271)	(\$4)	(\$275)
<b>Total Revenues</b>	<b>(\$268)</b>	<b>(\$271)</b>	<b>(\$4)</b>	<b>(\$275)</b>

Expenditures

Salaries, Wages & Benefits	\$1,450	\$1,426	\$97	\$1,523
Building Related Costs & Utilities			\$1	\$1
Vehicle & Equipment Maintenance and Fuel	\$1,272	\$1,187	\$293	\$1,480
Purchased Services and Supplies	\$225	\$205	\$26	\$231
Administrative Costs	\$130	\$128	\$7	\$135
<b>Total Expenditures</b>	<b>\$3,077</b>	<b>\$2,946</b>	<b>\$424</b>	<b>\$3,370</b>
<b>Net Operating Budget</b>	<b>\$2,809</b>	<b>\$2,675</b>	<b>\$420</b>	<b>\$3,095</b>

Parks Maintenance

Revenues

Grants	(\$70)	(\$20)	(\$30)	(\$50)
Program Revenues, Fees and Fines		(\$10)		(\$10)

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
Miscellaneous Revenue & External Recoveries	(\$88)	(\$99)	(\$5)	(\$104)
Transfers from Reserves & Internal Recoveries	(\$30)	(\$30)	(\$1)	(\$31)
<b>Total Revenues</b>	<b>(\$188)</b>	<b>(\$159)</b>	<b>(\$36)</b>	<b>(\$195)</b>
<b>Expenditures</b>				
Salaries, Wages & Benefits	\$4,417	\$4,721	\$453	\$5,174
Building Related Costs & Utilities	\$543	\$598	\$11	\$609
Vehicle & Equipment Maintenance and Fuel	\$29	\$35	(\$6)	\$29
Purchased Services and Supplies	\$439	\$466	(\$12)	\$454
Administrative Costs	\$50	\$31	(\$10)	\$21
<b>Total Expenditures</b>	<b>\$5,478</b>	<b>\$5,851</b>	<b>\$436</b>	<b>\$6,287</b>
<b>Net Operating Budget</b>	<b>\$5,290</b>	<b>\$5,692</b>	<b>\$400</b>	<b>\$6,092</b>
<b>Corridor Management</b>				
<b>Revenues</b>				
Program Revenues, Fees and Fines	(\$1,909)	(\$816)	\$168	(\$648)
<b>Total Revenues</b>	<b>(\$1,909)</b>	<b>(\$816)</b>	<b>\$168</b>	<b>(\$648)</b>
<b>Expenditures</b>				
Salaries, Wages & Benefits	\$1,245	\$1,287	\$412	\$1,699
Purchased Services and Supplies	\$28	\$8	\$23	\$31
Administrative Costs	\$178	\$168	\$9	\$177
Transfers to Reserves and Internal Transfers	\$950	\$300		\$300
<b>Total Expenditures</b>	<b>\$2,401</b>	<b>\$1,763</b>	<b>\$444</b>	<b>\$2,207</b>
<b>Net Operating Budget</b>	<b>\$492</b>	<b>\$947</b>	<b>\$612</b>	<b>\$1,559</b>
<b>Total Operational Services</b>	<b>\$22,527</b>	<b>\$22,951</b>	<b>\$1,888</b>	<b>\$24,839</b>

# Fire and Emergency Services

## Department Overview

Whitby Fire and Emergency Services (WFES) responds to approximately 6,000 calls per year comprised of water rescues, carbon monoxide calls, motor vehicle extrications, medical emergencies, hazardous material incidents, fires, industrial accidents, and more. Pro-active services include delivering relevant, modern, technical internal training, engaging the community in fire safety public education, inspecting properties to ensure they are safe and in compliance with the Ontario Fire Code, and ensuring Administration efforts are as efficient and effective as possible.

## Contribution to Mission

Through the delivery of innovative safety, prevention and education initiatives, WFES strives to pro-actively protect the community by decreasing the number of fires that occur year over year. Through leading edge training and professional development programs, WFES equips personnel with modern fire ground tools and techniques to limit fire loss and reduce suffering.

## Key Services

### Risk Management and Education

In line with its Mission Statement, WFES strives to protect the community by decreasing the number of emergencies that occur year over year. Through the development and delivery of innovative programs, an ever-increasing use of social media, and increased community involvement, all employees within WFES are engaged in promoting fire safe behaviours. Programs include:

- Junior Firefighter community summer program (50 years)
- Learn not to burn school program
- Fire Prevention Week activities
- The Arson prevention program for children
- Think Ahead community program
- Special needs program for high school students
- On-line fire safety classes and education programs

WFES provides technical services to the public to ensure buildings are maintained in a fire safe condition.

Services include:

- Conducting in excess of 1000 fire inspections each year of existing buildings to ensure they are safe, and that they comply with the Ontario Fire Code
- Conducting 100's of plans examinations for new buildings compliance within the Ontario Building Code
- Delivering technical training, and hands-on fire extinguisher training to community unity groups
- Issuing permits for outdoor fires and fireworks

### **Professional Development and Training**

WFES personnel receive in excess of 30,000 hours annually in up-to-date, technical training to ensure they provide a high level of service to the public. Training topics include:

- Search and rescue
- Offensive and defensive fire ground tactics
- Defensive driving
- First aid, CPR and defibrillation
- Fire ground safety,
- Hazardous materials
- Vehicle extrication
- Water rescue
- Advanced fire ground techniques
- Fire pump operations
- Forcible Entry
- Rail incidents
- Incident command
- Mental health and wellness
- Fire ground survival

### **Operations**

WFES has five fire stations with 6 fully staffed fire apparatus responding to approximately 6,000 calls per year. These stations are strategically located throughout the Town of Whitby so that a fire truck and crew can respond to an emergency with a travel time of 4 minutes or less in most locations.

Crews respond to:

Fires, motor vehicle collisions (mvcs), hazardous materials incidents, carbon monoxide incidents, medical incidents, elevator rescues, entrapment rescues, water rescues, ice rescues, slope rescues, industrial incidents, natural gas leaks, weather related incidents, etc.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Building

Name of Project	Description	% Completed
Diversity and Inclusion	Ensure programs, plans, and recruitment efforts are geared to an increasingly ethnically and culturally diverse community. Due to Covid, progress with this was delayed in 2021 as restrictions prevented much of the in-person efforts from occurring. There are plans to move forward in 2022 after restrictions are eased to allow for in-person interactions.  Update: Review changes to Fire Halls and PPE needs to address inclusivity.	75%

Community Safety and Transportation

Name of Project	Description	% Completed
Fire Training Facility	Provide the ability for practical training for Firefighters to develop and refine their skills related to firefighting, Incident Command, Firefighter Survival and various other disciplines through live fire training.	50%
Expand traditional pro-active scope based upon community risk	Expand our traditional pro-active focus from fire safety to prevention of all emergencies we respond to including road and driver safety, health and wellness education, bicycle safety, etc. Reach out to DRPS to join in pro-active health and wellness program. In 2021, we established a safe driver program to be delivered to teenage drivers (texting and driving simulator). Covid restrictions prevented in school practical courses from being delivered and this will be a project for 2022 when in-school presentations resume.	100%
Expand use of Suppression for Pub Ed delivery	Improve public education effectiveness through an increased focus on public education delivery by Suppression personnel. Public education program delivery expectations will be communicated to Suppression on a quarterly basis, along with training to ensure consistent delivery.	100%
Promote wellness and fitness	Coordinate the delivery of the full 7 hour course and/or family course to all WFES personnel.	100%
Promote wellness and fitness	Pursue the creation of a Combat Challenge Team to continue to support and encourage fitness within Department.	50%



**Community Engagement and Communication**

Name of Project	Description	% Completed
Improve effectiveness of external communications	Develop and implement a Communications strategy tied into the Corporate branding message. Work with Town’s Communication Department to leverage their expertise. In 2021, expanded our social media platform for WFES message delivery. Planned for 2022 is working to complete how this program will remain effective going forward.	100%
Improve inter-agency relationships	Coordinate interagency EMS/OPP training scenarios.	0%
Improve inter-agency relationships	Coordinate interagency EMS/DRP-Marine training scenarios.	0%

**Effective Government**

Name of Project	Description	% Completed
Improve asset valuations and related costs	Improve apparatus valuations/tracking and produce semi-annual reports (downtime, costs, reliability, etc.).	85%
Improve daily equipment tracking	Introduce trial barcoding and scanning on a portion of WFES equipment.	100%

Name of Project	Description	% Completed
Improve internal administration efficiencies	Conduct an internal information mapping process to review information flow throughout the Department and to identify refined responsibilities of Administration staff. The review of information flow was completed in 2021 with efficiencies found. For 2022, the focus will be to complete the mapping process and have these implemented into our daily work procedures.	100%

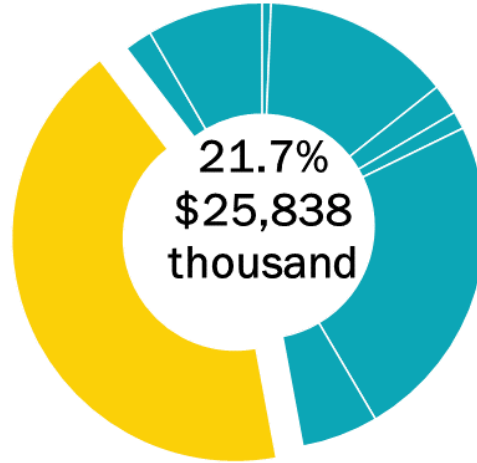
## Proposed New 2023 Work Plan Items by Business Theme

### Effective Government

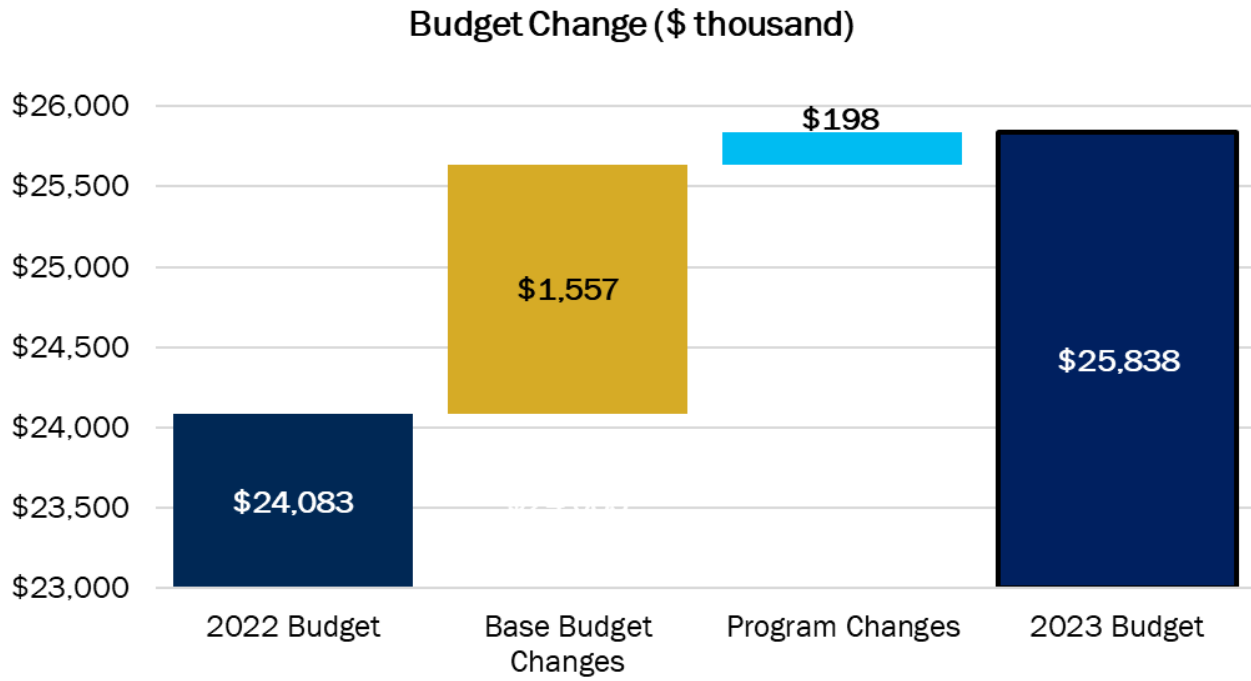
Name of Project	Description
Renovations to Captain's Office (old Fire Prevention Office) BP Action Item: IDEA	In partnership with Facilities (Part of DEI modifications – Station 1, 3, 4) Seeking to re-locate existing Captain's Office and incorporate study and sleeping area for the Captain to ensure individual rooms are available from a DEI perspective as identified by WFES staff who are members of the IDEA committee
Renovations to Training/Self Study Rooms (old Captain's Office)	In partnership with TIS and Facilities (Part of DEI modifications) - Stations 1, 3, 4) WFES is seeking Training/Study rooms in each of the Fire Stations to assist with training and professional development in an environment that promotes both in-house, virtual and remote learning. This ensures WFES apparatus remain in their designated response areas.
Renovations to PC Office (existing EOC) / Captain's Office (existing PC Office / Media Room	In partnership with Facilities (Part of DEI Modifications) – Station 5 Seeking to re-locate existing Platoon Chief's Office and incorporate study and sleeping area for the Captain's offices to ensure individual rooms are available from a DEI

Name of Project	Description
	<p>perspective as identified by WFES staff who are members of the IDEA committee.</p> <p>Provide Training/Study room to assist with training and professional development in an environment that promotes both in-house, virtual and remote learning.</p>
<p>Radio Frequency Identification. (RFID) (passive scanners)</p>	<p>Looking to put 1 passive scanner and shelving in each station (5) to reduce manual labour required to physically count consumable inventories. Scanners will provide a real time tracking of consumables remotely in each room.</p>

Department as % of Tax Levy

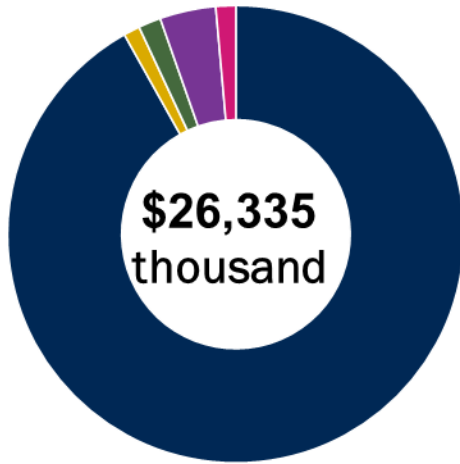


Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Fire and Emergency Services	21.7%	\$25,838
Other Departments	78.3%	\$93,192
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



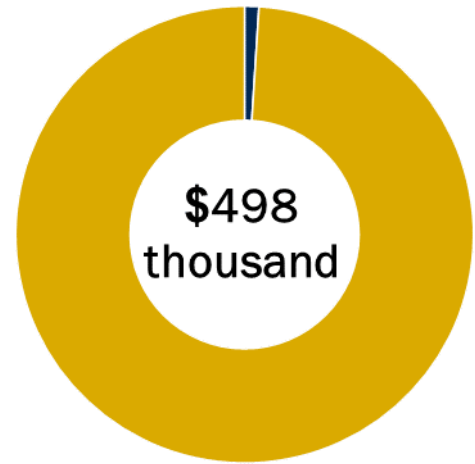
Budget Change	(\$ in thousands)
2022 Budget	\$24,083
Add: 2023 Base Budget Changes	\$1,557
Add: 2023 Program Changes	\$198
<b>Total 2023 Budget</b>	<b>\$25,838</b>

### Expenditure



- Salaries, Wages & Benefits \$24,196
- Building Related Costs & Utilities \$303
- Vehicle & Equipment Maintenance and Fuel \$419
- Purchased Services and Supplies \$1,045
- Administrative Costs \$372

### Revenue



- Grants \$0
- Program Revenues, Fees and Fines \$5
- Miscellaneous Revenue & External Recoveries \$493

## Operating Budget

### Fire and Emergency Services

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Grants	(\$5)	\$0	\$0	\$5	\$0	\$0
Program Revenues, Fees and Fines	(\$41)	\$0	(\$5)	\$41	\$0	(\$5)
Miscellaneous Revenue & External Recoveries	(\$549)	\$283	(\$214)	(\$8)	(\$5)	(\$493)
<b>Total Revenues</b>	<b>(\$595)</b>	<b>\$283</b>	<b>(\$219)</b>	<b>\$38</b>	<b>(\$5)</b>	<b>(\$498)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$22,765	(\$328)	\$1,555	\$205	\$0	\$24,196
Building Related Costs & Utilities	\$286	\$1	\$18	(\$2)	\$0	\$303
Vehicle & Equipment Maintenance and Fuel	\$406	\$11	\$90	(\$87)	\$0	\$419
Purchased Services and Supplies	\$946	\$1	\$111	(\$12)	\$0	\$1,045
Administrative Costs	\$277	\$0	\$33	\$61	\$0	\$372
<b>Total Expenditures</b>	<b>\$24,679</b>	<b>(\$315)</b>	<b>\$1,807</b>	<b>\$165</b>	<b>\$0</b>	<b>\$26,335</b>
<b>Net Operating Budget</b>	<b>\$24,084</b>	<b>(\$31)</b>	<b>\$1,588</b>	<b>\$203</b>	<b>(\$5)</b>	<b>\$25,838</b>
Fire Administration	\$1,261	\$0	\$56	(\$11)	\$0	\$1,306
Fire Operations	\$19,313	(\$45)	\$1,539	\$237	\$0	\$21,045
Fire Professional Development and Training	\$644	\$13	\$45	(\$22)	\$0	\$680
Fire Risk Management and Education	\$963	\$0	(\$273)	(\$3)	(\$5)	\$682
Fire Asset Management	\$1,903	\$0	\$221	\$2	\$0	\$2,125
<b>Net Operating Budget</b>	<b>\$24,084</b>	<b>(\$31)</b>	<b>\$1,588</b>	<b>\$203</b>	<b>(\$5)</b>	<b>\$25,838</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$1,557 thousand

#### Program Changes: \$198 thousand

##### Growth – (\$8 thousand)

- Increased other external recoveries associated with fire prevention – (\$8 thousand)

##### Efficiencies – (\$83 thousand)

- Vehicle and equipment repairs and maintenance savings on parts – (\$78 thousand)
- Savings in miscellaneous expenses, including conferences and seminars, operating supplies, wellness initiatives, legal fees and honorariums – (\$14 thousand)
- Offset by transfer of Jr. Firefighter Programs to Recreation – \$9 thousand

##### Capital Impact – \$7 thousand

- Fleet maintenance associated with new fire vehicle - \$7 thousand

##### Non-Recurring – \$287 thousand

- One-time overlap for new recruits and upcoming retirees – \$224 thousand
- One-time training costs and uniforms and clothing for new recruits – \$67 thousand
- One-time WPPFA Health Trust Spending for 1 Fire Prevention Officer - \$12 thousand
- One-time savings for training canisters due to delayed new fire training complex – (\$11 thousand)
- One-time savings for fleet maintenance associated with new fire vehicle to reflect delivery in late 2023 – (\$5 thousand)



Operating Budget Decision Items Included In Recommended Budget – (\$5 thousand)

Request	FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
34   Proposed User Fee Changes	n/a	(\$5,000)	(\$5,000)	-
<b>Total Requests</b>	n/a	<b>(\$5,000)</b>	<b>(\$5,000)</b>	<b>-</b>

**For details of the above decision items refer to the Decision Items tab**

## Staff Complement

### Fire and Emergency Services

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Administration	7.00	0.69	0.00	0.00	
Risk Management and Education	7.00	0.00	0.00	0.00	1
Operations	124.00	0.00	0.00	0.00	
Professional Development and Training	3.00	0.00	0.00	0.00	
<b>Fire and Emergency Services Total</b>	<b>141.00</b>	<b>0.69</b>	<b>0.00</b>	<b>0.00</b>	

Notes:

FTE's were adjusted to reflect changes throughout the year

- (1) Reallocation of Jr Firefighter Program from Fire & Emergency Services to Community Services (0.77 FTE)

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Fire Administration</b>				
Revenues				
Miscellaneous Revenue & External Recoveries	(\$175)	(\$254)		(\$254)
<b>Total Revenues</b>	(\$175)	(\$254)		(\$254)
Expenditures				
Salaries, Wages & Benefits	\$2,007	\$1,451	\$53	\$1,504
Building Related Costs & Utilities	\$10			
Purchased Services and Supplies	\$20	\$15	(\$5)	\$10
Administrative Costs	\$39	\$49	(\$3)	\$46
<b>Total Expenditures</b>	\$2,076	\$1,515	\$45	\$1,560
<b>Net Operating Budget</b>	<b>\$1,901</b>	<b>\$1,261</b>	<b>\$45</b>	<b>\$1,306</b>
<b>Fire Operations</b>				
Revenues				
Program Revenues, Fees and Fines	(\$5)			
Miscellaneous Revenue & External Recoveries	(\$145)	(\$283)	\$69	(\$214)
<b>Total Revenues</b>	(\$150)	(\$283)	\$69	(\$214)
Expenditures				
Salaries, Wages & Benefits	\$20,398	\$19,586	\$1,662	\$21,248
Administrative Costs	\$10	\$10	\$1	\$11
<b>Total Expenditures</b>	\$20,408	\$19,596	\$1,663	\$21,259
<b>Net Operating Budget</b>	<b>\$20,258</b>	<b>\$19,313</b>	<b>\$1,732</b>	<b>\$21,045</b>
<b>Fire Professional Development and Training</b>				
Revenues				
Grants	(\$10)			
<b>Total Revenues</b>	(\$10)			
Expenditures				
Salaries, Wages & Benefits	\$519	\$519	\$15	\$534
Building Related Costs & Utilities	\$14	\$4	(\$1)	\$3
Vehicle & Equipment Maintenance and Fuel	\$4	\$4		\$4
Purchased Services and Supplies	\$1	\$1		\$1
Administrative Costs	\$115	\$116	\$22	\$138
<b>Total Expenditures</b>	\$653	\$644	\$36	\$680
<b>Net Operating Budget</b>	<b>\$643</b>	<b>\$644</b>	<b>\$36</b>	<b>\$680</b>

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Fire Risk Management and Education</b>				
Revenues				
Grants	(\$19)	(\$5)	\$5	
Program Revenues, Fees and Fines	(\$46)	(\$41)	\$36	(\$5)
Miscellaneous Revenue & External Recoveries	(\$17)	(\$12)	(\$13)	(\$25)
<b>Total Revenues</b>	<b>(\$82)</b>	<b>(\$58)</b>	<b>\$28</b>	<b>(\$30)</b>
Expenditures				
Salaries, Wages & Benefits	\$967	\$984	(\$302)	\$682
Building Related Costs & Utilities	\$7			
Purchased Services and Supplies	\$6	\$6	(\$5)	\$1
Administrative Costs	\$31	\$31	(\$2)	\$29
<b>Total Expenditures</b>	<b>\$1,011</b>	<b>\$1,021</b>	<b>(\$309)</b>	<b>\$712</b>
<b>Net Operating Budget</b>	<b>\$929</b>	<b>\$963</b>	<b>(\$281)</b>	<b>\$682</b>
<b>Fire Asset Management</b>				
Revenues				
Expenditures				
Salaries, Wages & Benefits	\$225	\$225	\$3	\$228
Building Related Costs & Utilities	\$281	\$282	\$18	\$300
Vehicle & Equipment Maintenance and Fuel	\$378	\$402	\$13	\$415
Purchased Services and Supplies	\$952	\$924	\$109	\$1,033
Administrative Costs	\$70	\$70	\$79	\$149
<b>Total Expenditures</b>	<b>\$1,906</b>	<b>\$1,903</b>	<b>\$222</b>	<b>\$2,125</b>
<b>Net Operating Budget</b>	<b>\$1,906</b>	<b>\$1,903</b>	<b>\$222</b>	<b>\$2,125</b>
<b>Total Fire &amp; Emergency Services</b>	<b>\$25,637</b>	<b>\$24,084</b>	<b>\$1,754</b>	<b>\$25,838</b>

# Planning and Development

## Department Overview

The Planning and Development Department is comprised of the following three divisions: Planning Services; Engineering Services; and Building Services.

The Planning and Development Department assists Town Council and members of the public in matters related to land use planning and community development.

## Contribution to Mission

The Planning and Development Department provides land use planning, engineering and building services to the community that address issues related to growth management, community development, environmental and heritage protection through effective public consultation and engagement to support a sustainable, complete and healthy community. Planning and Development staff provide information and assistance to internal departments, external agencies, other stakeholders and the public.

## Key Services

### Planning Services Division

Planning Services is comprised of three Sections which provide land use planning functions to the Town. Land use planning affects almost every aspect of life in the Town. It helps determine how our community should be shaped, where homes and businesses should be built, where parks and schools should be located, and where and how other essential services should be provided. The Division also provides a coordinating role of the administrative support for various Committees of Council, including the Committee of Adjustment and Heritage Whitby Advisory Committee (HWAC).

### Development Control, Design and Technical Services

The review and processing of development applications, including plans of subdivision, plans of condominium, zoning amendments, site plans, part lot control, and land division comments in accordance with the Planning Act. The preparation of development agreements and the securing of all conditions of approval. The review and processing of sign by-law variances. The preparation and review of urban design guidelines, and architectural review. The preparation and implementation of landscape guidelines for subdivision and site plan applications.

### **Policy and Heritage Planning**

Maintenance, review, and update of the Official Plan, including Secondary Plans. Evaluation and formulation of planning policy, including planning research, data collection and analysis, and special studies. Evaluation of Whitby and Durham Regional Official Plan amendment applications. Preparation of monitoring reports. Review of legislative changes and Provincial and Regional land use policy directives that impact the Town.

### **Zoning and Regulation**

Zoning By-law maintenance, review and special studies. Property and application data management and mapping. Committee of Adjustment (minor variance applications), Mapping and technical services.

### **Engineering Services Division**

Engineering Services is comprised of four Sections which deliver capital infrastructure, development review/approvals, construction administration/inspection, and transportation/parking/planning operations and services.

### **Development Services**

Engineering review and design approval for residential developments, subdivisions and commercial and industrial site plans. Engineering review for Committee of Adjustment and Land Division Applications. Engineering review and approval of Site Alteration Permits and house sittings. Stormwater Management Studies and storm sewer engineering design and analysis. Review and input on Development Agreements.

### **Transportation Services**

Administration of major transportation planning initiatives, management of traffic calming programs (i.e. traffic control devices, signage, lane marking, speed humps), active transportation program delivery, master planning and operational management of on-street and off-street municipal parking lots/assets and Road Watch program.

### **Capital Infrastructure Services**

Management of all major capital programs including new road and bridge construction, infrastructure renewal projects, storm water management initiatives, coordination with external agencies (i.e. MTO, Durham Region, CNR/CPR), street lighting, cycle and active transportation facilities, and sidewalks. Environmental assessments and engineering studies for roads and road related infrastructure.

**Construction Administration Services**

Administration, Project management and inspection of major and minor capital infrastructure contracts, tenders and major emergency infrastructure repairs. Coordination, administration and inspection of Site plan and Subdivision developments for on-site/off-site works. Administration, project management and inspection of joint Town/ Development infrastructure projects.

**Building Services Division**

The Building Services Division is comprised of two sections and is responsible for enforcing Ontario Building Code requirements, as mandated under the Building Code Act. Ensuring all buildings conform to the Ontario Building Code, including minimum standards for health, safety, accessibility, structural integrity and energy efficiency.

**Plans Examination**

Review and processing building permit applications and, issuing building permits.

**Building Inspections**

Performing building inspections.

**2022 Work Plans by Business Plan Theme and Current Status**

**Community Building**

Name of Project	Description	% Completed
Architectural Review Guidelines - Town wide	Preparation of Town-wide Architectural Review Guidelines.  Due to increased development pressures and a shortage of staff, this project will not be advanced until 2024.	15%

Name of Project	Description	% Completed
AVIN Autonomous Shuttle	Partnership with Durham Region Transit, Smart Cone, AutoGuardian, Metrolinx, and others, to pilot an autonomous shuttle. The off-peak route is the first time in Canada that an autonomous shuttle and smart infrastructure is fully integrated into an existing transit service. Shuttle testing and mapping initiated in August 2021 and public ridership began in November 2021. The pilot project concluded in mid-December 2021.	100%
Brooklin Zoning By-law	<p>Prepare new Zoning By-law provisions for urban expansion areas in Brooklin.</p> <p>In 2021, the Town - with some input from the Brooklin Landowners Group - prepared a draft Zoning By-law for review.</p> <p>Comments on the Draft By-law have been received from interested parties, internal departments, and external agencies. The final draft of the Zoning By-law is anticipated to be completed and brought forward for Council approval by Q4 of 2022.</p>	100%



Name of Project	Description	% Completed
Comprehensive Zoning By-law	<p>Review and Update existing Town Zoning By-laws. The project was initiated in 2020 with the engagement of a consultant and initiation of Phase 1 (Background Investigation).</p> <p>Update: To date, all tasks associated with Phase 1 (Background Investigation) have been completed. Phase 2 of the study, which included public engagement surveys and a virtual Community Engagement session (open house) were completed. Furthermore, the Phase 2 Analysis and Strategic Direction Reports have also been completed and a Strategic Direction/Summary Report will be presented to Council in Q4 of 2022.</p> <p>The next major milestone of this study will be the preparation of the first draft of the Comprehensive Zoning By-law, followed by additional stakeholder and public engagement. This milestone is anticipated to begin in Q1 of 2023.</p>	100%

Name of Project	Description	% Completed
<p>Downtown Whitby Secondary Plan Update</p>	<p>Review and update of the Downtown Whitby Secondary Plan, aims to:</p> <ul style="list-style-type: none"> <li>- guide future population and job growth, land use, and development in Downtown Whitby;</li> <li>- maintain and enhance the area’s unique cultural heritage, economic strengths and sense of place;</li> <li>- support a range of housing options and a mix of uses;</li> <li>- improve access to transit and active transportation options;</li> <li>- enhance public open space, walkability, and the natural environment; and</li> <li>- promote a healthy, vibrant and sustainable downtown core, providing a high quality of life for local residents, businesses, and visitors to the area.</li> </ul> <p>The Review and Update of the Downtown Whitby Secondary Plan was initiated in 2020, with the engagement of a consultant. During 2020 to 2022, Phase 1 was completed and included the development of a Background Review and Analysis, and Phase 2 was completed, including the development of two Land Use Concept options, and Phase 3 was completed, including the presentation of a preliminary draft Preferred Concept. Virtual Community Open Houses occurred during each of the 3 Phases to obtain important public and stakeholder feedback. The current major milestone is Phase 4, where the final recommended Secondary Plan has been brought forward for a Statutory Public Meeting, and will include future Council Consideration as an Official Plan Amendment, targeted for late 2022.</p>	<p>100%</p>

Name of Project	Description	% Completed
Envision Durham	<p>Provide ongoing input and recommendations to Durham Region’s Municipal Comprehensive Review (MCR) of the Durham Regional Official Plan exercise, entitled Envision Durham.</p> <p>Staff have been working with Regional staff since 2018 to provide input and preliminary comments on the Region of Durham Municipal Comprehensive Review – Envision Durham. During 2021, staff provided comments on the Land Needs Assessment, Employment Area Conversion Requests, Protected Major Transit Station Area policies, and policy directions for the final Envision Durham Regional Official Plan Amendment (ROPA). The Region’s process was stalled, due to Regional Council directing Regional staff to provide and evaluate Alternative Land Needs Scenarios. In 2022, Whitby staff provided comments regarding the Province’s Prime Agricultural System; the Region’s Natural Heritage System; MTSA ROPA; proposed Policy Directions; Regional Centre /Corridor delineations; and, Alternative Land Needs Scenarios. The Region is not expected to release the final recommended ROPA, until Q4 2022/Q1 2023. Staff will continue to report back to Council on outstanding Envision Durham information and final ROPA as it becomes available.</p>	100%

Name of Project	Description	% Completed
Mature Neighbourhoods Study	<p>Co-ordinate the Mature Neighbourhood Study as required by the implementation of Interim Control By-laws 7699-20 and 7700-20.</p> <p>In 2021, Town staff created a link to the ICBL's on the Planning Department web page that explained what they are, what they regulate, and how to apply for an exemption. Town staff processed 28 exemption requests during 2021 prior to the by-laws lapsing on December 7, 2021.</p> <p>In December 2021 Interim Control By-laws 7699-20 and 7700-20 lapsed, and Council did not enact an extension to the By-law's. In Q3 of 2021 Staff conducted an online public engagement survey and hosted a virtual open house to obtain feedback from residents and stakeholders on the Mature Neighbourhood Study. In Q2 of 2022 Town staff along with the project consultant presented a study update report to Council as well as preliminary recommendations.</p> <p>The draft Official Plan Amendment as well as zoning and urban design recommendations to best implement the overall findings of the Mature Neighbourhood Study are scheduled in Q4 of 2022.</p>	100%
OLT - ROPA 128	<p>Resolution of deferred Employment Area lands in Brooklin, currently subject to Durham Regional Official Plan policy 14.13.7.</p> <p>In 2021 and 2022, Planning and Legal Services had ongoing discussions with the Region of Durham and party to the appeal, and it was agreed amongst the parties that the matter be considered as part of the Region's ongoing Envision Durham Municipal Comprehensive Review exercise during 2022.</p>	100%

Name of Project	Description	% Completed
Review Building By-law	<p>Update Building By-Law.</p> <p>Due to record-level workload pressures and a shortage of staff, this project will not be advanced until 2023.</p>	80%
Secondary Plans Review	<p>The review and update of existing Secondary Plans will consider retention/deletion/revision of certain Secondary Plans, as well as minor revisions to certain parent Official Plan policies.</p> <p>Staff have prepared a preliminary draft proposed OPA to be brought forward seeking Council's authorization to initiate community engagement and public consultation, after Council's consideration of the draft proposed OPA and ZBLA for the Mature Neighbourhoods Study.</p>	100%
Urban Design Guidelines - Town Wide	<p>Preparation of Town-wide Urban Design Guidelines.</p> <p>Due to increased development pressures and a shortage of staff, this project will not be advanced until 2024.</p>	50%

**Community Safety and Transportation**

Name of Project	Description	% Completed
Des Newman CP Rail Grade Separation Embankment Design	<p>Design of embankments for a new grade separation for Des Newman Blvd at CP Rail, north of Rossland Road.</p>	100%

Name of Project	Description	% Completed
Highway 7/12 Alternate Route Environmental Assessment	Environmental Assessment and preliminary design for an alternate road for Hwy7/12 through Brooklin. The project includes a public consultation component to receive input and feedback. In July 2021 Community Open House No. 3 and online survey were conducted. Technical reports were available on Connect Whitby and a staff report was presented to Council in October 2021. Additional work is being undertaken to reconsider the use of existing corridors. The next steps include Community Open House No. 4 in early 2023.	80%

**Effective Government**

Name of Project	Description	% Completed
Road Rationalization	In 2021 discussions regarding Phase 1 of Road Rationalization were reinitiated. On July 1, 2022 the Town will assume ownership of Cochrane Street between Dundas Street and Rossland Road, and also Henry Street. The Region will assume Rossland Road between Cochrane Street and Lake Ridge Road.	100%

**Environmental Sustainability**

Name of Project	Description	% Completed
Water St. Environmental Assessment (EA) – Property Acquisition	Update: Road re-alignment, streetscape enhancement and geometric modifications to address parking and drainage issues and to promote active transportation in order to attract more Whitby residents to enjoy the waterfront. Potential land acquisition is ongoing and is planned to be completed in 2022. The EA study is anticipated to be completed by the end of 2023.	100%

## Proposed New 2023 Work Plan Items by Business Theme

### Community Building

Name of Project	Description
Downtown Whitby Secondary Plan Update	Final approval by Region of Durham of Downtown Secondary Plan OPA
Envision Durham	<p>Provide ongoing input and recommendations to Durham Region’s Municipal Comprehensive Review (MCR) of the Durham Regional Official Plan (Envision Durham) exercise.</p> <p>Provide comments and seek Council position regarding Region’s proposed ROPA for Envision Durham, anticipated for Q1 2023.</p> <p>Staff will continue to report back to Council on outstanding Envision Durham information and final ROPA as it becomes available.</p>
OLT - ROPA 128	<p>Resolution of deferred Employment Area lands in Brooklin, currently subject to Durham Regional Official Plan policy 14.13.7.</p> <p>The Town, Region of Durham and parties to appeal have agreed to consider the matter as part of the Region’s ongoing Envision Durham Municipal Comprehensive Review (ROPA anticipated for Q1 2023) and resolution at OLT in March 2023, subsequent to the Region’s Envision Durham ROPA.</p>
Secondary Plans Review	<p>The review and update of existing Secondary Plans will consider retention/deletion/revision of certain Secondary Plans, as well as minor revisions to certain parent Official Plan policies.</p> <p>Following Council’s authorization in 2022 to initiate community engagement and public consultation, staff will bring forward a Final Recommended OPA for Council adoption in 2023.</p>

Name of Project	Description
Werdens HCD Plan Review and Update	<p>A review and update of the Werdens HCD Plan will be required following the update of the Downtown Secondary Plan.</p> <p>Deliverables in 2023 will include consultant selection and retention, Background review, community consultation, and proposed and final recommended revisions to the HCD Plan for Council consideration.</p>
Comprehensive Zoning By-law	<p>Preparation of the first draft of the Comprehensive Zoning By-law for review which will include updated map schedules. Public consultation will be required throughout the process. The draft by-law is planned to be completed by Q4.</p>

**Effective Government**

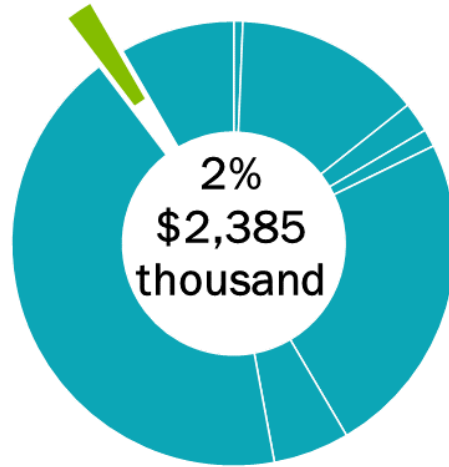
Name of Project	Description
Official Plan (Minor Review)	<p>A (minor) review and update of the Town of Whitby Official Plan will be required to address land use policy changes at the Provincial and Regional level, and in particular as it relates to conformity with Envision Durham Regional Official Plan Amendment (ROPA). The update will help ensure the Town’s land use planning policies remain current, reflect and implement upper tier policy changes to effectively manage future growth and development.</p> <p>Staff have continued ongoing monitoring of policy development and changes at various levels of government to determine potential implications for the future minor OP Review project to be commenced following Envision Durham in late 2022/early 2023.</p>
DAAP Study	<p>A Development Application Approval Process (DAAP) Fee Review will be conducted to ensure development fees reflect processing and service delivery costs, legislative compliance, and market competitiveness.</p>



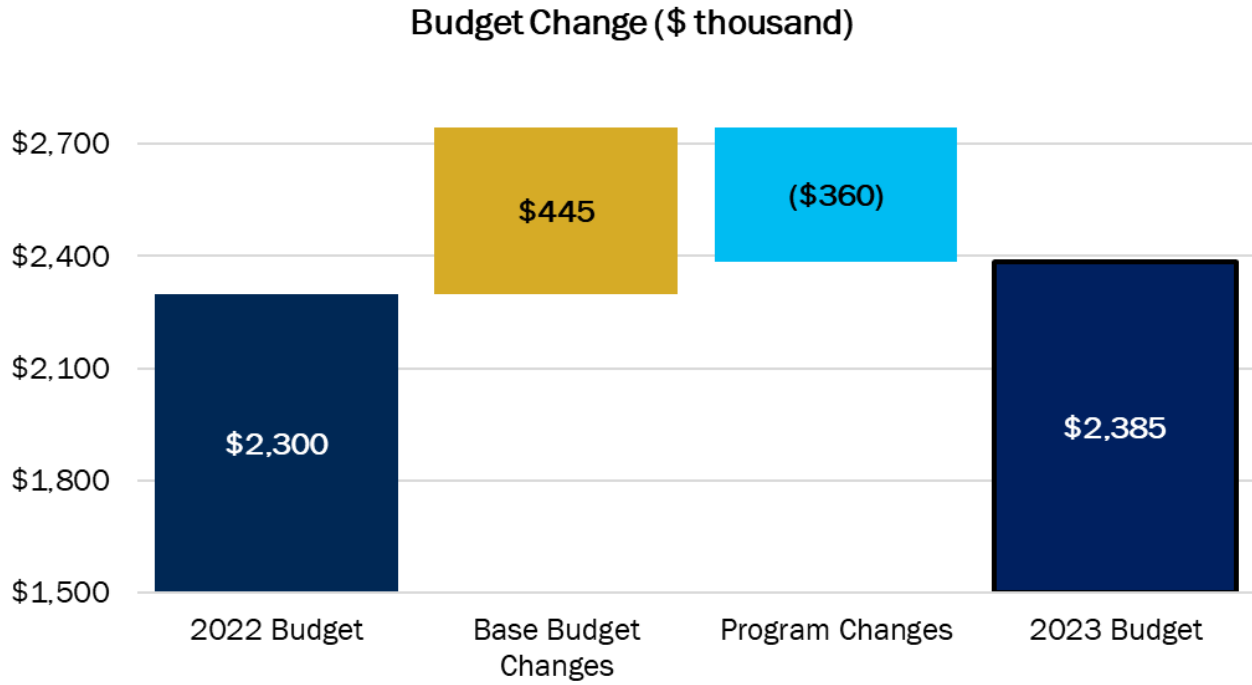
**Environmental Sustainability**

Name of Project	Description
Water St. Environmental Assessment (EA)	Road re-alignment, streetscape enhancement and geometric modifications to address parking and drainage issues and to promote active transportation in order to attract more Whitby residents to enjoy the waterfront. The EA study is anticipated to be completed by the end of 2023.
Town Gravel Pit Study	A study is being undertaken to evaluate the gravel pit resources, costs to retire the pit, and switch the use to store, test and manage excess soils in accordance with Ontario legislation.

Department as % of Tax Levy

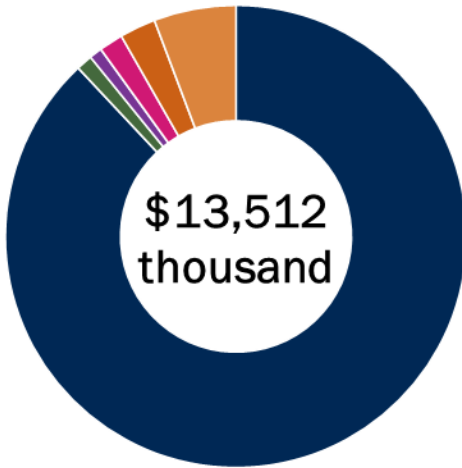


Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Planning and Development	2.0%	\$2,385
Other Departments	98.0%	\$116,644
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



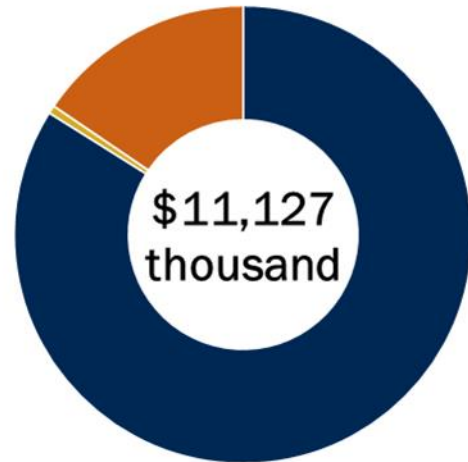
Budget Change	(\$ in thousands)
2022 Budget	\$2,300
Add: 2023 Base Budget Changes	\$445
Add: 2023 Program Changes	(\$360)
<b>Total 2023 Budget</b>	<b>\$2,385</b>

### Expenditure



- Salaries, Wages & Benefits \$11,891
- Building Related Costs & Utilities \$153
- Vehicle & Equipment Maintenance and Fuel \$121
- Purchased Services and Supplies \$227
- Administrative Costs \$343
- Transfers to Reserves and Internal Transfers \$778

### Revenue



- Program Revenues, Fees and Fines \$9,338
- Miscellaneous Revenue & External Recoveries \$64
- Transfers from Reserves & Internal Recoveries \$1,725

## Operating Budget

### Planning and Development

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Program Revenues, Fees and Fines	(\$9,201)	\$234	(\$190)	(\$141)	(\$39)	(\$9,338)
Miscellaneous Revenue & External Recoveries	(\$77)	\$48	\$0	(\$34)	\$0	(\$64)
Transfers from Reserves & Internal Recoveries	(\$1,762)	\$0	\$270	(\$26)	(\$207)	(\$1,725)
<b>Total Revenues</b>	<b>(\$11,040)</b>	<b>\$282</b>	<b>\$80</b>	<b>(\$201)</b>	<b>(\$246)</b>	<b>(\$11,127)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$11,313	\$139	\$73	(\$97)	\$463	\$11,891
Building Related Costs & Utilities	\$141	\$0	\$12	\$0	\$0	\$153
Vehicle & Equipment Maintenance and Fuel	\$78	\$3	\$33	\$3	\$4	\$121
Purchased Services and Supplies	\$366	(\$205)	\$0	\$65	\$0	\$227
Administrative Costs	\$331	\$0	\$5	(\$14)	\$21	\$343
Transfers to Reserves and Internal Transfers	\$1,111	\$77	(\$53)	(\$396)	\$39	\$778
<b>Total Expenditures</b>	<b>\$13,340</b>	<b>\$14</b>	<b>\$70</b>	<b>(\$439)</b>	<b>\$527</b>	<b>\$13,512</b>
<b>Net Operating Budget</b>	<b>\$2,300</b>	<b>\$296</b>	<b>\$149</b>	<b>(\$640)</b>	<b>\$280</b>	<b>\$2,385</b>
Planning Administration	\$1,384	\$139	\$62	(\$6)	\$59	\$1,639
Heritage Whitby	\$20	\$0	\$1	\$0	\$0	\$21
Long Range Planning and Strategic Design	\$667	\$0	\$22	\$0	\$60	\$749
Development Control, Design and Technical Services	(\$790)	\$209	(\$1)	(\$92)	\$60	(\$614)
Building	(\$1,205)	\$0	(\$31)	\$0	\$0	(\$1,236)
Capital Engineering & Infrastructure Services	\$964	\$0	\$46	(\$496)	\$101	\$616
Transportation Engineering & Parking Services	\$552	\$0	\$15	(\$10)	\$0	\$558
Development Engineering & Environmental Services	\$707	(\$52)	\$35	(\$38)	\$0	\$654
<b>Net Operating Budget</b>	<b>\$2,300</b>	<b>\$296</b>	<b>\$149</b>	<b>(\$640)</b>	<b>\$280</b>	<b>\$2,385</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$445 thousand

#### Program Changes: (\$360 thousand)

##### Growth – (\$398 thousand)

- Increased operating supplies and printing costs as a result of higher volumes – \$2 thousand
- External consultants required to help with increased volumes and allow the Town to meet service delivery targets and reduce backlog – \$48 thousand
- Increased Development Engineering fees of (\$239 thousand) are partially offset by a transfer to the Asset Management Reserve Fund of \$191 thousand for the recovery of capital costs incurred by Development Engineering staff
- Increase in engineering inspection subdivision fees of (\$554 thousand) are partially offset by a transfer to the Asset Management Reserve Fund of \$154 thousand for the recovery of capital costs incurred by Construction Inspection staff
- Reduction in building permits of \$554 thousand and occupancy permits of \$214 thousand due to lower projected volumes for 2023
- Increased consulting fees to help Building staff with the review of complex plans - \$10 thousand
- Reduced scanning costs as a result of lower Building Plan volumes – (\$14 thousand)
- Adjusted transfers to the Building Permit Reserve Fund of (\$764 thousand) based on reduced revenues

##### Efficiencies – (\$119 thousand)

- Reduction in administrative type expenses- (\$22 thousand)
- Salary and benefits savings as a result of repurposing the former Commissioner, Public Works position – (\$97 thousand)

##### Capital – \$13 thousand

- Increased fleet operating costs as a result of additional Construction Inspection staff vehicles – \$13 thousand

##### Non-Recurring – (\$136 thousand)

- Increased volume for planning fees as a result of development in Brooklin (\$117 thousand) and one-time requirement for external consulting to help with increased development applications \$25 thousand
- One-time reduction in fleet operating costs to account for delay in vehicle delivery – (\$10 thousand)
- One-time external recovery of Development Engineering staffing and overhead costs related to West Whitby – (\$34 thousand)

**Operating Budget Decision Items Included In Recommended Budget - \$280 thousand**

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
20	Senior Manager, Infrastructure Services	1.00	\$199,438	\$101,219	\$98,219
21	Supervisor, Capital Construction	1.00	\$0	\$0	\$0
22	Senior Planners	3.00	\$348,516	\$178,758	\$169,758
23	Building Inspector II	1.00	\$0	\$0	\$0
24	Senior Plans Examiner	1.00	\$0	\$0	\$0
<b>Total Requests</b>		<b>7.00</b>	<b>\$547,954</b>	<b>\$279,977</b>	<b>\$267,977</b>

For details of the above decision items refer to the Decision Items tab

## Staff Complement

### Planning and Development

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Planning Administration	5.00	0.00	0.00	0.00	
Zoning & Regulation	8.00	0.00	1.00	0.00	1, 4
Long Range Planning & Heritage	5.00	0.66	1.00	0.00	5
Development Control, Design & Technical Services	11.00	0.00	1.00	0.00	6
Building Services	21.00	0.31	2.00	0.00	7, 8
Capital Engineering & Infrastructure Services	19.00	0.62	2.00	0.00	9, 10
Transportation Engineering and Parking Services	5.70	1.01	0.00	0.00	2, 3
Development Engineering & Environmental Services	14.00	0.00	0.00	0.00	
<b>Planning and Development Total</b>	<b>88.70</b>	<b>2.60</b>	<b>7.00</b>	<b>0.00</b>	

Notes: Public Works - Engineering Services Department has been eliminated and all of Engineering Services has been moved under the Planning and Development Department.

FTEs were adjusted to reflect changes throughout the year

- (1) Includes new Principal Planner approved in 2022 Budget 1.0 FTE
- (2) Reallocation of Crossing Guards from Transportation Engineering to Operational Services (23.52 FTE) - Note that a correction was made to the FTE calculation for 2023 Budget reducing the reallocation to (21.39 FTE) as reflected in the Operational Services Department Overview section
- (3) Elimination of Project Manager, Special Projects (1.0 FTE)

### **Proposed New Positions**

- (4) Includes Decision Item #22 Senior Planner, Zoning and Regulation 1.0 FTE
- (5) Includes Decision Item #22 Senior Planner, Long Range 1.0 FTE
- (6) Includes Decision Item #22 Senior Planner, Development Control, Design & Technical Services 1.0 FTE
- (7) Includes Decision Item #23 Building Inspector II 1.0 FTE
- (8) Includes Decision Item #24 Senior Plans Examiner 1.0 FTE
- (9) Includes Decision Item #20 Senior Manager, Infrastructure Services 1.0 FTE
- (10) Includes Decision Item #21 Supervisor, Capital Construction 1.0 FTE



## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Planning Administration</b>				
Revenues				
Program Revenues, Fees and Fines	(\$70)	(\$95)	(\$2)	(\$97)
Transfers from Reserves & Internal Recoveries	(\$151)	(\$151)	\$151	
<b>Total Revenues</b>	(\$221)	(\$246)	\$149	(\$97)
Expenditures				
Salaries, Wages & Benefits	\$1,550	\$1,569	\$108	\$1,677
Administrative Costs	\$51	\$61	(\$2)	\$59
<b>Total Expenditures</b>	\$1,601	\$1,630	\$106	\$1,736
<b>Net Operating Budget</b>	<b>\$1,380</b>	<b>\$1,384</b>	<b>\$255</b>	<b>\$1,639</b>
<b>Heritage Whitby</b>				
Revenues				
Grants	(\$2)			
<b>Total Revenues</b>	(\$2)			
Expenditures				
Salaries, Wages & Benefits	\$16	\$16	\$1	\$17
Purchased Services and Supplies	\$3	\$3		\$3
Administrative Costs	\$1	\$1		\$1
<b>Total Expenditures</b>	\$20	\$20	\$1	\$21
<b>Net Operating Budget</b>	<b>\$18</b>	<b>\$20</b>	<b>\$1</b>	<b>\$21</b>
<b>Long Range Planning and Strategic Design</b>				
Revenues				
Grants	(\$2)			
<b>Total Revenues</b>	(\$2)			
Expenditures				
Salaries, Wages & Benefits	\$557	\$658	\$79	\$737
Administrative Costs	\$9	\$9	\$3	\$12
<b>Total Expenditures</b>	\$566	\$667	\$82	\$749
<b>Net Operating Budget</b>	<b>\$564</b>	<b>\$667</b>	<b>\$82</b>	<b>\$749</b>
<b>Development Control, Design and Technical Services</b>				
Revenues				
Program Revenues, Fees and Fines	(\$2,137)	(\$2,137)	\$70	(\$2,067)
Miscellaneous Revenue & External Recoveries	(\$20)			

## Financial Summary

### By Division:

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Total Revenues</b>	(\$2,157)	(\$2,137)	\$70	(\$2,067)
Expenditures				
Salaries, Wages & Benefits	\$943	\$1,284	\$102	\$1,386
Purchased Services and Supplies	\$70	\$50		\$50
Administrative Costs	\$13	\$13	\$4	\$17
<b>Total Expenditures</b>	\$1,026	\$1,347	\$106	\$1,453
<b>Net Operating Budget</b>	(\$1,131)	(\$790)	\$176	(\$614)
Building				
Revenues				
Program Revenues, Fees and Fines	(\$7,846)	(\$4,563)	\$673	(\$3,890)
Transfers from Reserves & Internal Recoveries			(\$146)	(\$146)
<b>Total Revenues</b>	(\$7,846)	(\$4,563)	\$527	(\$4,036)
Expenditures				
Salaries, Wages & Benefits	\$2,126	\$2,379	\$198	\$2,577
Vehicle & Equipment Maintenance and Fuel	\$48	\$49	\$24	\$73
Purchased Services and Supplies	\$117	\$127	(\$84)	\$43
Administrative Costs	\$88	\$98	\$9	\$107
Transfers to Reserves and Internal Transfers	\$4,261	\$705	(\$705)	
<b>Total Expenditures</b>	\$6,640	\$3,358	(\$558)	\$2,800
<b>Net Operating Budget</b>	(\$1,205)	(\$1,205)	(\$31)	(\$1,236)
Capital Engineering & Infrastructure Services				
Revenues				
Grants	(\$4)			
Program Revenues, Fees and Fines	(\$628)	(\$853)	(\$576)	(\$1,429)
Miscellaneous Revenue & External Recoveries	(\$30)	(\$30)		(\$30)
Transfers from Reserves & Internal Recoveries	(\$775)	(\$817)	(\$103)	(\$920)
<b>Total Revenues</b>	(\$1,437)	(\$1,700)	(\$679)	(\$2,379)
Expenditures				
Salaries, Wages & Benefits	\$1,999	\$2,522	\$150	\$2,672
Vehicle & Equipment Maintenance and Fuel	\$23	\$26	\$19	\$45
Purchased Services and Supplies	\$32	\$32	\$3	\$35
Administrative Costs	\$77	\$84	\$5	\$89
Transfers to Reserves and Internal Transfers			\$154	\$154
<b>Total Expenditures</b>	\$2,131	\$2,664	\$331	\$2,995

## Financial Summary

**By Division:**

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Net Operating Budget</b>	<b>\$694</b>	<b>\$964</b>	<b>(\$348)</b>	<b>\$616</b>
Transportation Engineering & Parking Services				
Revenues				
Grants	(\$2)			
Program Revenues, Fees and Fines	(\$448)	(\$584)	(\$39)	(\$623)
Transfers from Reserves & Internal Recoveries	(\$345)	(\$529)	\$143	(\$386)
<b>Total Revenues</b>	<b>(\$795)</b>	<b>(\$1,113)</b>	<b>\$104</b>	<b>(\$1,009)</b>
Expenditures				
Salaries, Wages & Benefits	\$626	\$1,029	(\$128)	\$901
Building Related Costs & Utilities	\$146	\$141	\$12	\$153
Vehicle & Equipment Maintenance and Fuel	\$3	\$3		\$3
Purchased Services and Supplies	\$51	\$55	(\$7)	\$48
Administrative Costs	\$28	\$31	(\$2)	\$29
Transfers to Reserves and Internal Transfers	\$262	\$406	\$27	\$433
<b>Total Expenditures</b>	<b>\$1,116</b>	<b>\$1,665</b>	<b>(\$98)</b>	<b>\$1,567</b>
<b>Net Operating Budget</b>	<b>\$321</b>	<b>\$552</b>	<b>\$6</b>	<b>\$558</b>
Development Engineering & Environmental Services				
Revenues				
Program Revenues, Fees and Fines	(\$1,512)	(\$969)	(\$263)	(\$1,232)
Miscellaneous Revenue & External Recoveries	(\$123)	(\$48)	\$14	(\$34)
Transfers from Reserves & Internal Recoveries	(\$191)	(\$265)	(\$8)	(\$273)
<b>Total Revenues</b>	<b>(\$1,826)</b>	<b>(\$1,282)</b>	<b>(\$257)</b>	<b>(\$1,539)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,618	\$1,855	\$69	\$1,924
Purchased Services and Supplies	\$175	\$100	(\$52)	\$48
Administrative Costs	\$30	\$34	(\$4)	\$30
Transfers to Reserves and Internal Transfers	\$543		\$191	\$191
<b>Total Expenditures</b>	<b>\$2,366</b>	<b>\$1,989</b>	<b>\$204</b>	<b>\$2,193</b>
<b>Net Operating Budget</b>	<b>\$540</b>	<b>\$707</b>	<b>(\$53)</b>	<b>\$654</b>
<b>Total Planning and Development</b>	<b>\$1,180</b>	<b>\$2,300</b>	<b>\$85</b>	<b>\$2,385</b>

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# Community Services

## Department Overview

The Community Services Department is responsible for providing recreational services, facility rentals, operation of marina and harbour, parks and trails design and construction, maintenance of all Town facilities. The Department provides corporate guidance and direction related to accessibility, ensuring compliance with the Accessibility for Ontarians with Disability Act as well as externally facing diversity initiatives.

The Department plans and executes all projects related to maintaining and constructing municipally owned facilities. Community Services manages and provides oversight of the leased Whitby harbour (federally owned), as well as oversight of the food and beverage operations, and other arena and community centre tenants.

The Community Services Department provides administrative support and staff advice/expertise for six Committees of Council - Diversity and Inclusion Advisory Committee, 55+ Recreation Advisory Committee, Youth Council, Accessibility Advisory Committee, Community Connection and Active Transportation and Safe Roads Advisory Committee.

## Contribution to Mission

The values of Collaboration, Accountability, Respect and Engagement (CARE) are fundamental to how Community Services delivers services in the Town. Community Services strives to create a healthy Town for all. Everyone has opportunities to expand their potential and contribute to the social, economic, civic, and cultural life of the Town of Whitby. Together we deliver services that make a difference to our Community.

## Key Services

### Recreation

This division provides opportunities to participate in many recreation, sport and leisure activities in outdoor spaces and at recreation centres throughout Whitby. Service areas include swimming lessons, recreational and lane swims as well as aquafit. A Health Club providing strength and free weight areas as well as cardio and stretching spaces along with a variety of group fitness classes.

Recognized as a Youth Friendly Community, providing registered and drop-in programs, offering four youth centres, youth special events in partnership with the Whitby Youth Council as well as many day camp and seasonal recreational opportunities for children is an area of focus. Working in partnership with Community Connection to offer programming at

10 community school locations. As well as oversight of the Access Program to provide registration fee assistance for low-income residents.

The division assists adults 55+ improve their quality of life through the Whitby 55+ Activity Centre and many programs, services, special events and drop-in activities and is responsible for implementing the Age-Friendly Plan

### **Parks Development and Design**

This division is responsible for the planning, design, development and re-development of all Town's parks, open spaces, waterfront, trail systems and specializes in park and trail design and construction, special projects, beautification, environmental initiatives and all aspects of park and open space project management. Parks Planning and Development is also responsible for long range park planning and studies, including the Sports Facility Strategy, Waterfront Parks and Open Space Master Plan, Parks and Recreation Master Plan and the Cycling and Leisure Trails Study and manages the Town wide park playground retrofit and renewal program, asset management related to park infrastructure and amenities, public/private projects, community gardens, memorial dedication programs and adopt a park/trail programs.

### **Marina and Harbour Facilities**

This division offers management of Federal and Municipal facilities within Whitby Harbour including Port Whitby Marina, the Gordon Street Public Boat Ramp and Pier/Warf at Promenade Lake Park. Port Whitby Marina is one of the largest facilities of its kind in Ontario offering a full range of services for boaters and the community. Services include dockage, storage, boat and mast handling, fuel/merchandise sales, and hall rentals. The Gordon Street public boat ramp, the largest in the Durham Region is a popular gateway for boaters to access Whitby Harbour to launch small craft including power, sail, kayaks, canoes, fishing boats, etc. This division also administers the water lot lease for the Whitby Yacht Club. Routine maintenance within the harbour includes collecting fees, maintaining grounds and facilities, maintaining safety equipment, and providing portable toilets. Larger projects within the harbour include dredging, dock replacement, protection from shoreline erosion, weed control and facility upgrades. This division is involved with signage and enforcement related to by-laws and other regulations.

### **Facilities**

The Facilities Division is responsible for Operation and Maintenance of Municipal Facilities, the Division is also responsible for Maintenance, Security, Mechanical Services (Electrical, HVAC, Plumbing related services) and Capital Projects for all Municipal Facilities and Town-owned properties (Municipal Building, Fire Halls, Operations Centre, Community Centres, Arenas, Leased Properties, Libraries, Station Gallery, Parks, etc.).

The Division works with the Sustainability and Accessibility Teams to facilitate sustainability (energy reduction and zero carbon initiatives) and accessibility programs and projects within facilities.

The Capital Projects Section of the Facilities Division provides project management for the design, construction and administration of new municipal facilities and building alterations and management of the Facilities Asset Management Plan for over sixty Town-owned buildings. The Division also provides Municipal oversight and coordination with arena tenants including the pro-shop, food and beverage operations and other ancillary operations. Provides support to various Town Departments to help manage Town initiatives and special events.

## 2022 Work Plans by Business Plan Theme and Current Status

### Community Building

Name of Project	Description	% Completed
Accessibility - Internal and External Signage and Wayfinding	Preparation of the full inventory and standard development for all interior and exterior signs within the Town of Whitby. These signs include street signs and Town owned buildings (exterior and interior).	100%
Civic Recreation Complex Accessible Family Change rooms	Construction of the Public Washrooms at the Civic Recreation Centre to provide accessible Family Change rooms.  Upgrade existing end of life infrastructure in the Aquatic's Hall to align with the pool closure.	80%
Cullen Central Park Master Plan	The Cullen Central Park Master Plan will determine the park needs and design for the remaining lands within Cullen Central Park. In 2022, a consultant will be engaged, and public consultation will begin.	5%
Implementation of the Council approved <a href="#">Youth Strategy</a>	Recruit and place Youth Council members on Committees of Council and Advisory Boards.	90%

Name of Project	Description	% Completed
Mattamy District Park	The Mattamy District Park property is located north of Dundas Street West and fronts onto Des Newman Boulevard and will be constructed in 2022.	75%
Whitby Sports Complex	Present conceptual design for approval. Once approved, begin detailed design and contract document preparation.  Complete detailed design based on approved concept  Pre-qualify General Contractors to bid on project tender.	100%
TFP District Park	The TFP District Park property is located north of Rossland Road and east of Coronation Road will be constructed in 2022.	75%

**Community Engagement and Communications**

Name of Project	Description	% Completed
Whitby Harbour Communication Plan	Continue to engage with Fisheries and Oceans to develop and implement a public communications plan for Whitby Harbour.  The first phase of public communication has been completed with information provided via a DFO remediation website.	100%

**Community Safety and Transportation**



Name of Project	Description	% Completed
Parks Trails Wayfinding Signage Design	The Parks Trails and Wayfinding Signage Design project would develop and create a coordinated sign design to the Town's parks and trails signs to improve wayfinding.	0%

**Effective Government**

Name of Project	Description	% Completed
Create an HVAC registry which includes Sustainability in our Request For Proposal Process	Create a registry of HVAC contractors that can provide installations and overflow service.	75%
Development of Sport Field Allocation Policy	Modelled after the Ice Facility Allocation Policy, this policy will formalize and govern how sport field facilities are allocated.	100%
Parks and Recreation Master Plan	The Parks and Recreation Master Plan will update the Parks, Recreation and Marina portion of the 2006 CPROS to further understand the community needs and trends for parks and recreation services. In 2022, a consultant will be engaged, and public consultation will begin.	100%
Park Cash in Lieu of Parkland Dedication Study	The Park Cash in Lieu of Parkland Dedication Study would be undertaken to review and provide analysis of the Towns current practice and make recommendations for revisions if required.	0%

## Proposed New 2023 Work Plan Items by Business Theme

### Community Building

Name of Project	Description
Whitby Sports Complex	<p>Complete construction contract documents and pretender cost estimates.</p> <p>Present final design and cost estimates to Council for approval.</p> <p>Once approved the project will be issued for tender to the prequalified list of General Contractors.</p> <p>If approved construction of the building and site will begin.</p>
<p>IDEA</p> <p>Community Building</p>	<p>Develop Job Analysis Questionnaire and onboard Community IDEA Specialist</p> <p>Develop an implementation plan and timeline for Community action items from the IDEA Project</p> <p>Develop a corporate list of Indigenous, Ethno-cultural and Accessibility organizations with up-to-date contact names and information and begin connection meetings.</p>

### Effective Government

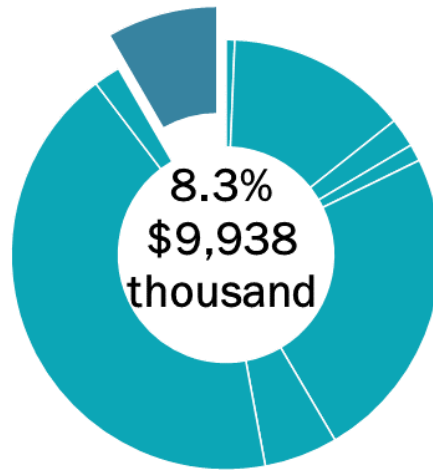
Name of Project	Description
Office Modernization Project	Implementation of the New Hybrid Work Models throughout Town Facilities
<p>Operations / Fire Training Tower – Detailed Design</p> <p>Effective Government</p>	<p>Develop the conceptual design for approval. Once approved, begin detailed design and contract document preparation.</p> <p>Complete pre-qualification of general contractors.</p>

Name of Project	Description
Facilities Work Order and Asset Management Software Implementation Effective Government	Implementation of the software solution to manage Facilities Work Orders this will support the day-to-day request for all Facility related services and assist with proactive performance management on all facility assets. In alignment with the work order system the proposed solution should also review a module for Asset Management tracking for Facility Assets.

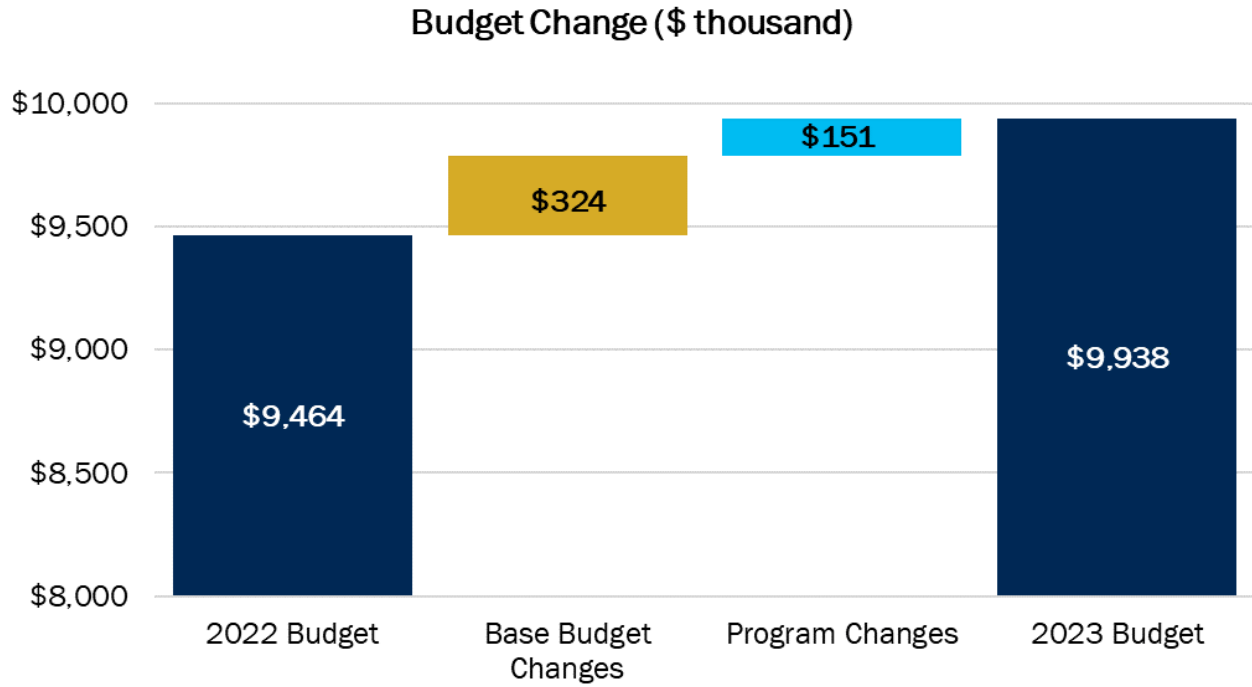
**Environmental Sustainability**

Name of Project	Description
IPSC Zero Carbon Feasibility Study	Retain a consultant to explore options to decarbonize IPSC to align with the Town’s goals of Net Zero by 2045.
EV Charging Stations Town Wide	Building upon Phase 1 and 2 of the Electric Vehicle (EV) charging station implementation. The Phase 3 project will expand the existing installations at Municipal Facilities

Department as % of Tax Levy

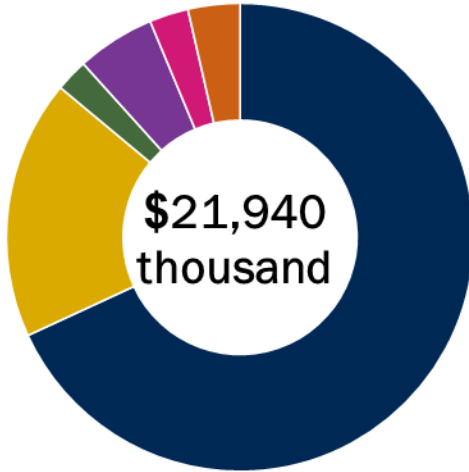


Department	As Percentage of Tax Levy (%)	(\$ in thousands)
Community Services	8.3%	\$9,938
Other Departments	91.7%	\$109,091
<b>Total</b>	<b>100.0%</b>	<b>\$119,029</b>



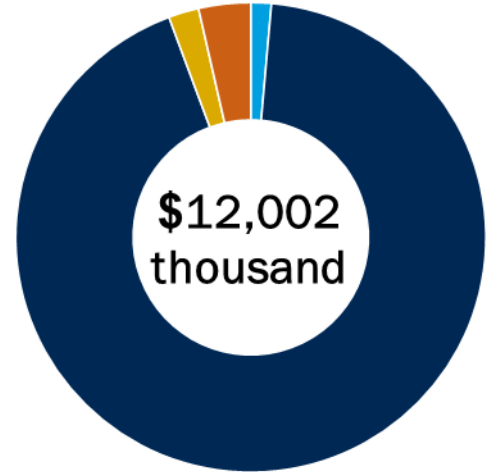
Budget Change	(\$ in thousands)
2022 Budget	\$9,464
Add: 2023 Base Budget Changes	\$323
Add: 2023 Program Changes	\$153
<b>Total 2023 Budget</b>	<b>\$9,938</b>

### Expenditure



- Salaries, Wages & Benefits \$14,946
- Building Related Costs & Utilities \$3,932
- Vehicle & Equipment Maintenance and Fuel \$494
- Purchased Services and Supplies \$1,190
- Administrative Costs \$591
- Transfers to Reserves and Internal Transfers \$788

### Revenue



- Grants \$168
- Program Revenues, Fees and Fines \$11,155
- Miscellaneous Revenue & External Recoveries \$250
- Transfers from Reserves & Internal Recoveries \$429

# Operating Budget

## Community Services

Financial Account Category Followed by Division (\$ in Thousands)	Base Budget Changes			Program Changes		2023 Budget
	2022 Budget	Prior Decisions	Inflation	Other Changes	Decision Items	
<b>Revenues</b>						
Grants	(\$129)	\$6	\$0	(\$45)	\$0	(\$168)
Program Revenues, Fees and Fines	(\$10,045)	(\$1,080)	(\$188)	\$329	(\$171)	(\$11,155)
Miscellaneous Revenue & External Recoveries	(\$218)	(\$26)	(\$8)	\$5	(\$3)	(\$250)
Transfers from Reserves & Internal Recoveries	(\$459)	\$0	(\$13)	\$43	\$0	(\$429)
<b>Total Revenues</b>	<b>(\$10,851)</b>	<b>(\$1,100)</b>	<b>(\$209)</b>	<b>\$332</b>	<b>(\$174)</b>	<b>(\$12,002)</b>
<b>Expenditures</b>						
Salaries, Wages & Benefits	\$13,725	\$692	\$501	(\$143)	\$171	\$14,946
Building Related Costs & Utilities	\$3,804	\$131	\$46	(\$51)	\$0	\$3,932
Vehicle & Equipment Maintenance And Fuel	\$328	\$3	\$166	(\$3)	\$0	\$494
Purchased Services and Supplies	\$1,125	\$22	\$57	(\$19)	\$4	\$1,190
Administrative Costs	\$589	\$6	\$11	(\$20)	\$6	\$591
Transfers to Reserves and Internal Transfers	\$742	\$0	(\$3)	\$11	\$39	\$788
<b>Total Expenditures</b>	<b>\$20,313</b>	<b>\$854</b>	<b>\$778</b>	<b>(\$225)</b>	<b>\$220</b>	<b>\$21,940</b>
<b>Net Operating Budget</b>	<b>\$9,464</b>	<b>(\$245)</b>	<b>\$569</b>	<b>\$106</b>	<b>\$45</b>	<b>\$9,938</b>
Administration	\$363	\$0	\$11	\$0	\$0	\$374
Recreation Services	\$1,953	(\$463)	\$229	\$105	\$13	\$1,837
Parks Development and Design	\$856	\$52	\$23	(\$8)	\$0	\$923
Marina and Harbour Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	\$6,291	\$166	\$306	\$10	\$31	\$6,804
<b>Net Operating Budget</b>	<b>\$9,464</b>	<b>(\$245)</b>	<b>\$569</b>	<b>\$106</b>	<b>\$45</b>	<b>\$9,938</b>

Note: Numbers may not add due to rounding

### Explanation of Changes

#### Base Budget Changes:

Prior decisions and inflationary increases (refer to Budget Summary) – \$324 thousand

#### Program Changes: \$151 thousand

##### Growth – (\$6 thousand)

- Junior Firefighter Program reallocated from Fire and Emergency Services to the Recreation division – (\$8 thousand)
- Increased federal grants for summer students related to camps – (\$35 thousand)
- Reduced sponsorship revenue primarily due to COVID-19 – \$34 thousand
- Increased cleaning services and supplies - \$3 thousand

##### Efficiencies – (\$26 thousand)

- Reduction in building maintenance contract costs because of process improvements – (\$12 thousand)
- Reduced mileage, education and conference costs primarily due to shift towards remote learning and right-sizing of budget – (\$14 thousand)
- Port Whitby Marina savings of (\$10 thousand) due to reduced credit card processing fees and a shift to encouraging e-transfer as an alternative form of payment, resulting in an increased contribution to the Marina Reserve Fund of \$10 thousand

##### Service – (\$11 thousand)

- Ongoing operating costs associated with the Town assuming James Rowe House – \$15 thousand
- Discontinuation of birthday party programs resulting in lost revenue – \$24 thousand
- Discontinuation of locker rentals at the Civic Recreation Centre – \$9 thousand
- Reduced net fundraising receipts due to elimination of Cozy Corner – \$1 thousand
- Closure of White Oaks Youth Centre happening as a result of lease change from Community Connections to Carea Health – (\$60 thousand)
- Reversal of one-time funding from the Long-Term Finance Reserve of \$8 thousand for the menstrual product pilot project offset by elimination of pilot project costs of (\$8 thousand)

##### Non-Recurring – \$149 thousand

- One-time Revenue losses of \$299 thousand, partially offset by (\$148 thousand) in savings on utilities, part time staff and other building related costs due to the Civic Recreation Complex pool closure for Q1 2023 during renovations
- Whitby Courthouse Theatre temporary leasing storage space at Centennial Building – (\$1 thousand)
- One-time reduction of consultant testing service not required in 2023 – (\$1 thousand)



**Operating Budget Decision Items Included In Recommended Budget - \$45 thousand**

Request		FTE	Ongoing Annual Tax Based Impact \$	2023 Tax Based Impact \$	2024 Tax Based Impact \$
25	Community IDEA Specialist	1.00	\$165,322	\$84,161	\$81,161
26	Capital Project Supervisor, Sustainability	1.00	\$150,600	\$76,800	\$73,800
27	Summer Student – Recreation	0.30	\$16,276	\$16,276	\$0
33	Menstrual Products at Town Facilities	n/a	\$3,164	\$3,164	\$0
34	Proposed CMS User Fee Changes	n/a	(\$236,493)	(\$135,627)	(\$100,866)
<b>Total Requests</b>		<b>2.30</b>	<b>\$98,869</b>	<b>\$44,774</b>	<b>\$54,095</b>

Note: Decision Item #19 Facilities Attendant reports to the Supervisor, Facilities (Community Centres), but the FTE is currently allocated under the Operations Department given this position is located out of the Operations Centre.

**For details of the above decision items refer to the Decision Items tab**

## Staff Complement

### Community Services

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
<b>Administration</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
55+ Services	6.00	3.38	0.00	0.00	
Recreation (Aquatics)	1.67	13.93	0.00	0.00	
Recreation (Child/Youth)	4.00	24.74	0.00	0.00	1, 2
Recreation Services (Fitness & Admin)	4.33	10.10	1.00	0.30	8, 9
<b>Recreation and 55+ Services</b>	<b>16.00</b>	<b>52.15</b>	<b>1.00</b>	<b>0.30</b>	
Facilities (Administration)	10.00	0.60	1.00	0.00	3, 4, 10
Facilities (Arenas)	24.08	17.53	0.00	0.00	4
Facilities (Community Centres)	12.92	7.42	0.00	0.00	4, 11
Mechanical Services	6.00	0.00	0.00	0.00	5
Accessibility	1.00	0.00	0.00	0.00	
<b>Facilities</b>	<b>54.00</b>	<b>25.55</b>	<b>1.00</b>	<b>0.00</b>	
<b>Parks Development and Design</b>	<b>9.00</b>	<b>0.31</b>	<b>0.00</b>	<b>0.00</b>	6, 7
<b>Marina and Harbour Facilities</b>	<b>5.00</b>	<b>2.72</b>	<b>0.00</b>	<b>0.00</b>	
<b>Community Services Total</b>	<b>86.00</b>	<b>80.73</b>	<b>2.00</b>	<b>0.30</b>	

#### Notes:

FTEs were adjusted to reflect changes throughout the year

- (1) Reallocation of Jr Firefighter Program from Fire & Emergency Services to Community Services 0.77 FTE
- (2) Reduction in PT Youth & Children Program Leader hours due to Closure of White Oaks Youth Centre (1.24 FTE)
- (3) Includes new PT Facilities Clerk approved in 2022 Budget 0.6 FTE
- (4) Working Foreperson positions reallocated from Community Centres (1.95 FTE) and Arenas (0.05 FTE) and converted to Supervisor of Facilities roles under Facilities Administration 2.0 FTE

- (5) Includes new Journeyman Plumber approved in 2022 Budget 1.0 FTE
- (6) Includes new Parks Planner approved in 2022 Budget 1.0 FTE
- (7) Includes new Parks Landscape Architect approved in 2022 Budget 1.0 FTE

### **Proposed New Positions**

- (8) Includes Decision Item #25 Community IDEA Specialist 1.0 FTE
- (9) Includes Decision Item #27 Summer Student, Recreation 0.3 FTE
- (10) Includes Decision Item #26 Capital Projects Supervisor, Sustainability 1.0 FTE
- (11) Decision Item #19 Facilities Attendant reports to the Supervisor, Facilities (Community Centres), but the FTE is currently allocated under the Operations Department given this position is located out of the Operations Centre.

## Financial Summary

By Division:

Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Administration</b>				
Revenues	\$0	\$0	\$0	\$0
Expenditures				
Salaries, Wages & Benefits	\$354	\$350	\$12	\$362
Building Related Costs & Utilities	\$23			
Administrative Costs	\$13	\$13		\$13
<b>Total Expenditures</b>	<u>\$390</u>	<u>\$363</u>	<u>\$12</u>	<u>\$374</u>
<b>Net Operating Budget</b>	<u><b>\$390</b></u>	<u><b>\$363</b></u>	<u><b>\$12</b></u>	<u><b>\$374</b></u>
<b>Recreation, Youth and 55+ Recreation Services</b>				
Revenues				
Grants	(\$212)	(\$129)	(\$39)	(\$168)
Program Revenues, Fees and Fines	(\$1,822)	(\$2,579)	(\$877)	(\$3,456)
Miscellaneous Revenue & External Recoveries	(\$8)	(\$21)	(\$21)	(\$42)
<b>Total Revenues</b>	<u>(\$2,042)</u>	<u>(\$2,729)</u>	<u>(\$937)</u>	<u>(\$3,666)</u>
Expenditures				
Salaries, Wages & Benefits	\$3,628	\$3,939	\$699	\$4,638
Vehicle & Equipment Maintenance and Fuel	\$17	\$17	(\$1)	\$16
Purchased Services and Supplies	\$369	\$503	\$77	\$580
Administrative Costs	\$179	\$223	\$46	\$269
<b>Total Expenditures</b>	<u>\$4,193</u>	<u>\$4,682</u>	<u>\$821</u>	<u>\$5,503</u>
<b>Net Operating Budget</b>	<u><b>\$2,151</b></u>	<u><b>\$1,953</b></u>	<u><b>(\$116)</b></u>	<u><b>\$1,837</b></u>
<b>Parks Development and Design</b>				
Revenues				
Grants	(\$2)			
Program Revenues, Fees and Fines	(\$7)	(\$7)		(\$7)
Transfers from Reserves & Internal Recoveries	(\$219)	(\$265)	(\$9)	(\$274)
<b>Total Revenues</b>	<u>(\$228)</u>	<u>(\$272)</u>	<u>(\$9)</u>	<u>(\$281)</u>
Expenditures				
Salaries, Wages & Benefits	\$840	\$1,032	\$85	\$1,117
Building Related Costs & Utilities	\$84	\$63		\$63
Purchased Services and Supplies	\$2	\$2	(\$2)	
Administrative Costs	\$31	\$31	(\$7)	\$24
<b>Total Expenditures</b>	<u>\$957</u>	<u>\$1,128</u>	<u>\$76</u>	<u>\$1,204</u>
<b>Net Operating Budget</b>	<u><b>\$729</b></u>	<u><b>\$856</b></u>	<u><b>\$67</b></u>	<u><b>\$923</b></u>

## Financial Summary

By Division:

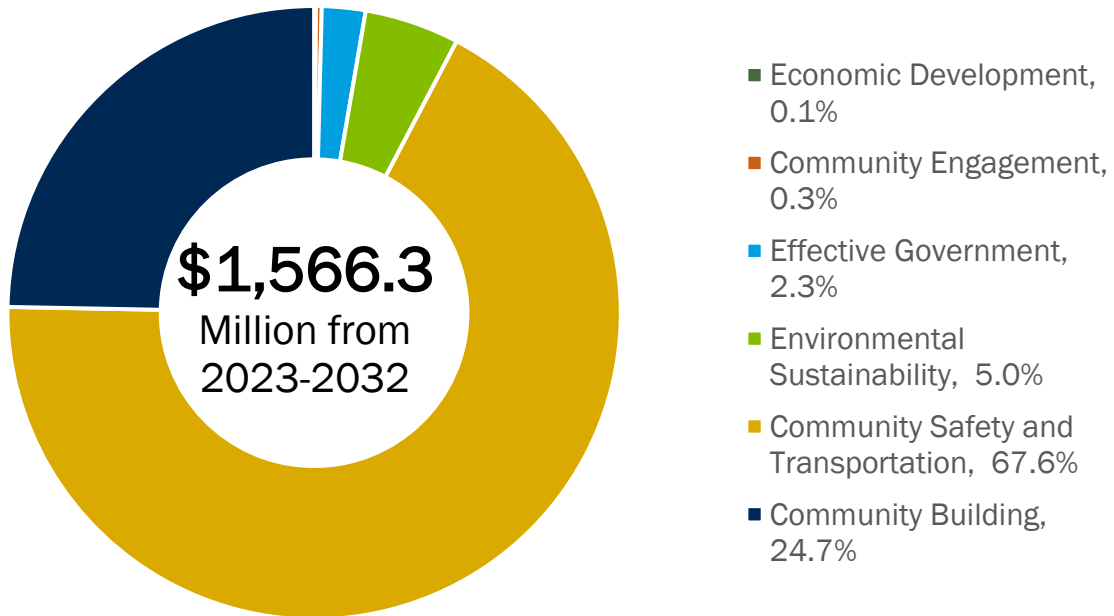
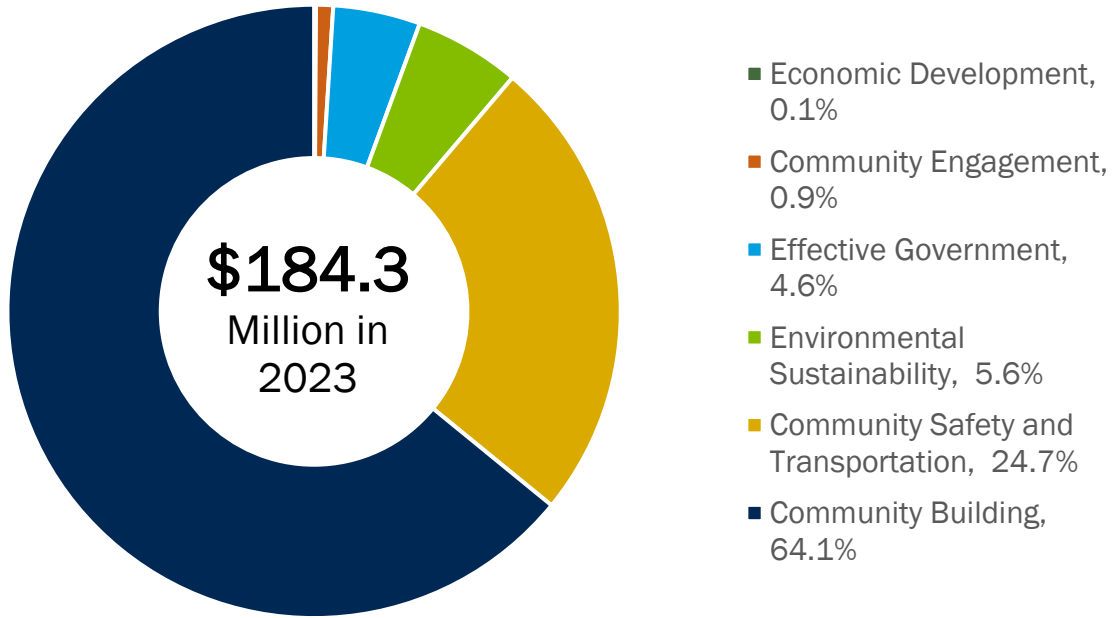
Note: Numbers may not add due to rounding.

Financial Account Category (\$ in 000's)	2022 Year End Projection	2022 Budget	Budget Change	2023 Budget Request
<b>Marina and Harbour Facilities</b>				
Revenues				
Grants	(\$11)			
Program Revenues, Fees and Fines	(\$1,559)	(\$1,664)	(\$213)	(\$1,877)
Miscellaneous Revenue & External Recoveries	(\$99)	(\$99)	(\$3)	(\$102)
<b>Total Revenues</b>	<b>(\$1,668)</b>	<b>(\$1,764)</b>	<b>(\$214)</b>	<b>(\$1,978)</b>
Expenditures				
Salaries, Wages & Benefits	\$686	\$806	\$27	\$833
Building Related Costs & Utilities	\$254	\$263	\$2	\$265
Vehicle & Equipment Maintenance and Fuel	\$184	\$212	\$148	\$360
Purchased Services and Supplies	\$63	\$63		\$63
Administrative Costs	\$112	\$153	(\$9)	\$144
Transfers to Reserves and Internal Transfers	\$369	\$267	\$46	\$313
<b>Total Expenditures</b>	<b>\$1,668</b>	<b>\$1,764</b>	<b>\$214</b>	<b>\$1,978</b>
<b>Net Operating Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Facilities</b>				
Revenues				
Program Revenues, Fees and Fines	(\$4,791)	(\$5,795)	(\$21)	(\$5,816)
Miscellaneous Revenue & External Recoveries	(\$96)	(\$98)	(\$8)	(\$106)
Transfers from Reserves & Internal Recoveries	(\$147)	(\$194)	\$38	(\$156)
<b>Total Revenues</b>	<b>(\$5,034)</b>	<b>(\$6,087)</b>	<b>\$9</b>	<b>(\$6,078)</b>
Expenditures				
Salaries, Wages & Benefits	\$6,937	\$7,597	\$400	\$7,997
Building Related Costs & Utilities	\$3,377	\$3,479	\$125	\$3,604
Vehicle & Equipment Maintenance and Fuel	\$104	\$99	\$19	\$118
Purchased Services and Supplies	\$491	\$558	(\$11)	\$547
Administrative Costs	\$165	\$170	(\$29)	\$141
Transfers to Reserves and Internal Transfers	\$397	\$475		\$475
<b>Total Expenditures</b>	<b>\$11,471</b>	<b>\$12,378</b>	<b>\$504</b>	<b>\$12,882</b>
<b>Net Operating Budget</b>	<b>\$6,437</b>	<b>\$6,291</b>	<b>\$513</b>	<b>\$6,804</b>
<b>Total Community Services</b>	<b>\$9,706</b>	<b>\$9,464</b>	<b>\$474</b>	<b>\$9,938</b>

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# Capital Budget and Forecast Summary

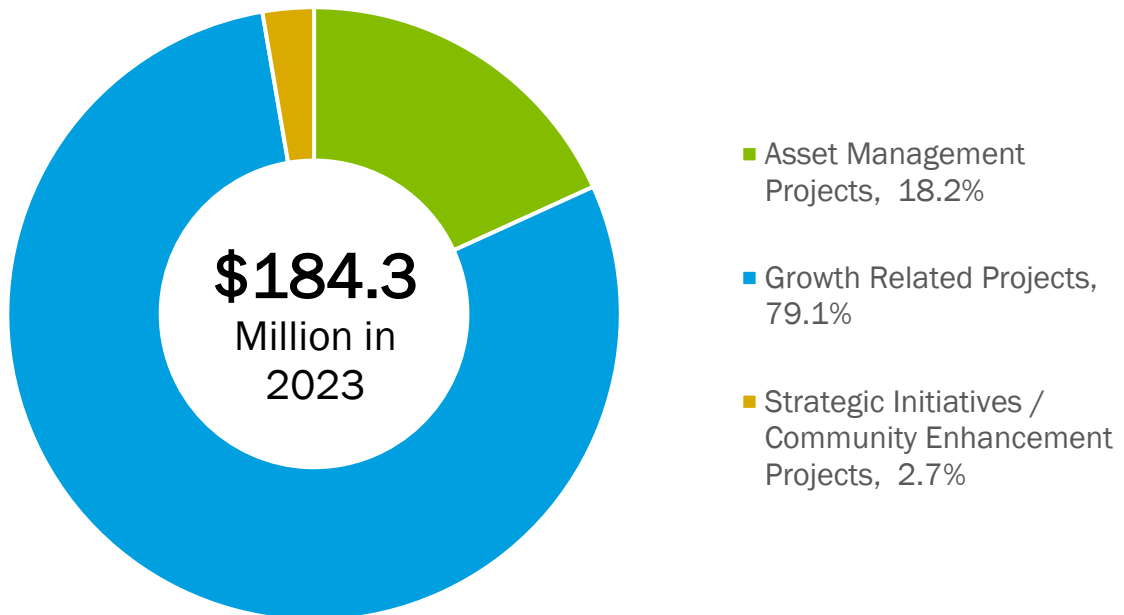
## Capital Budget and Forecast by Business Plan Theme



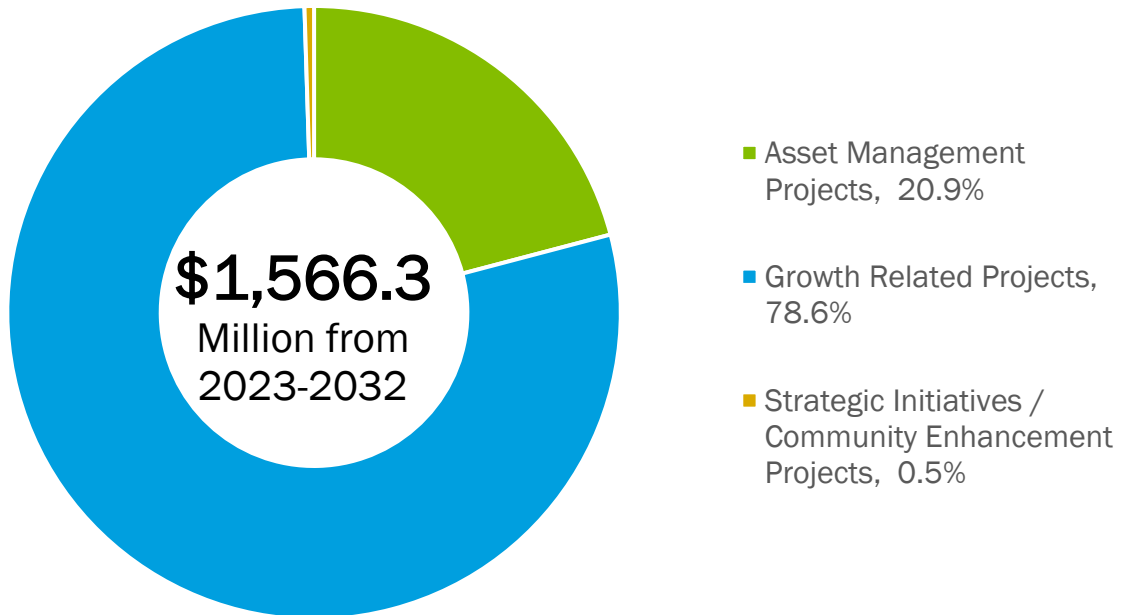
### Capital Budget and Forecast by Asset Category

Numbers in the table below are in millions of dollars and may not add due to rounding.

Asset Category	2023	2024	2025	2026 to 2032	Total \$	Total %
Facility Assets	\$113.3	\$20.1	\$19.6	\$114.3	\$267.3	17.1%
Park Assets	\$8.6	\$15.6	\$25.7	\$87.4	\$137.2	8.8%
Roads and Related Assets	\$39.5	\$83.5	\$143.6	\$760.5	\$1,027.1	65.5%
Fleet and Equipment Assets	\$17.7	\$11.4	\$11.0	\$70.1	\$110.2	7.0%
Studies, Strategic Initiatives and Community Enhancement	\$5.3	\$3.3	\$2.1	\$13.8	\$24.5	1.6%
<b>Total</b>	<b>\$184.3</b>	<b>\$133.9</b>	<b>\$201.9</b>	<b>\$1,046.1</b>	<b>\$1,566.3</b>	<b>100.0%</b>







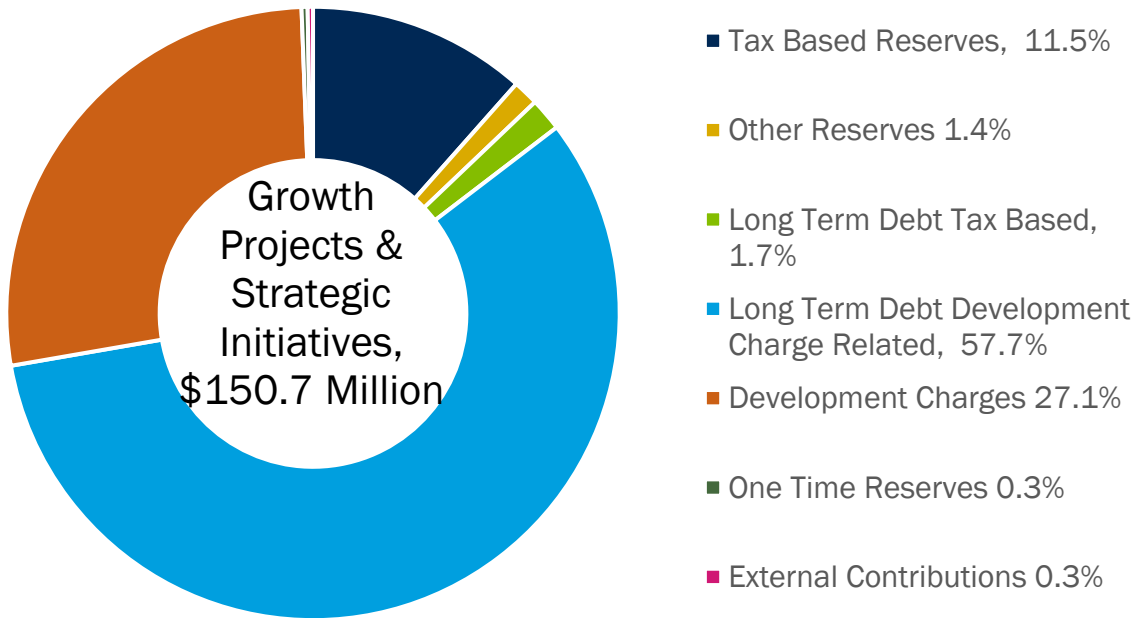
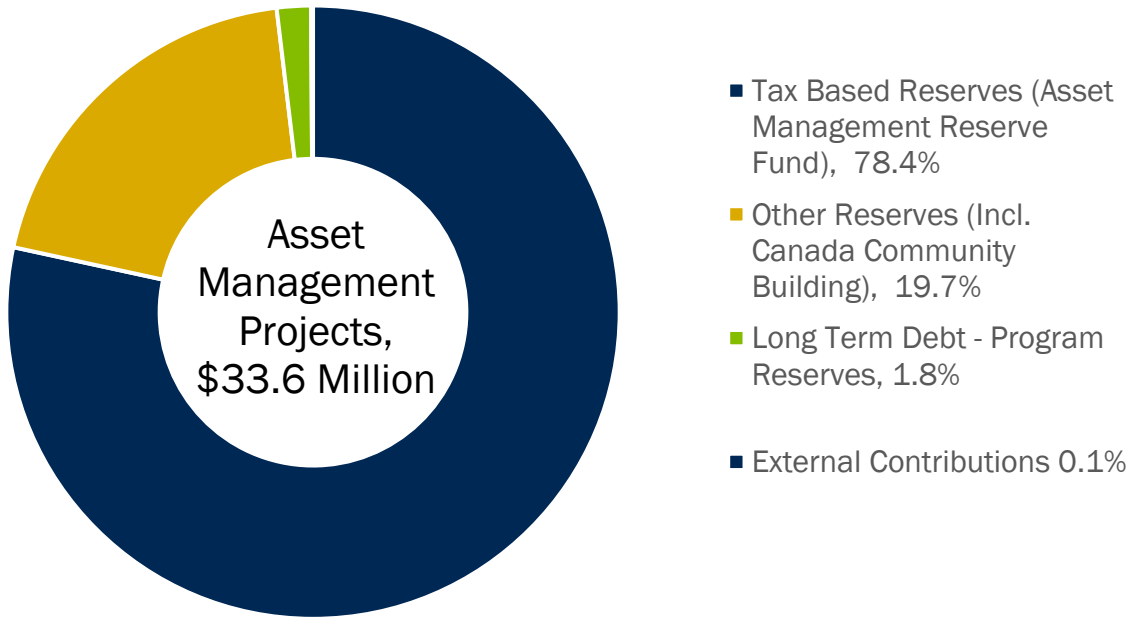
### Capital Budget and Forecast by Financing Source

Numbers in the table below are in millions of dollars and may not add due to rounding.

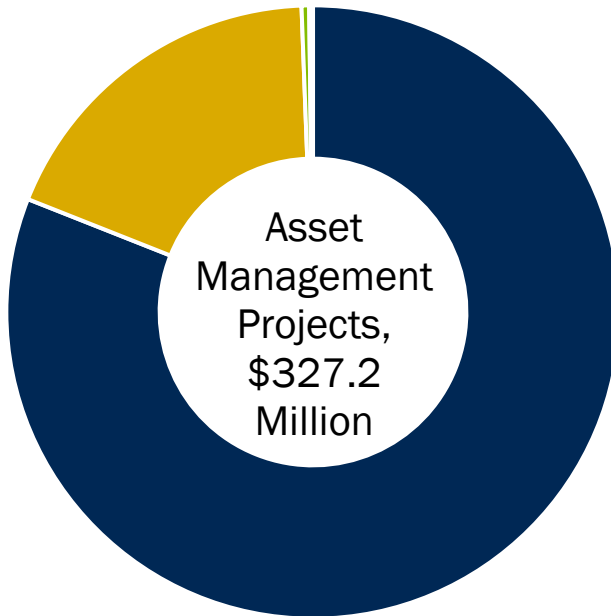
Financing Source	2023	2024	2025	2026 to 2032	Total \$	Total %
Asset Management Reserves	\$35.8	\$44.6	\$43.2	\$208.1	\$331.8	21.2%
Growth Reserve Fund	\$13.6	\$14.0	\$20.3	\$131.7	\$179.7	11.5%
Development Charges	\$40.9	\$59.1	\$121.3	\$564.1	\$785.4	50.1%
Program Reserves	\$2.9	\$3.9	\$3.9	\$18.2	\$28.9	1.8%
One-Time Reserve Fund	\$0.5	\$0.3	\$0.3	\$1.9	\$3.0	0.2%
Long Term Debt	\$90.1	\$11.9	\$12.8	\$121.7	\$236.5	15.1%
External Contributions	\$0.5	\$0.1	\$0.1	\$0.5	\$1.1	0.1%
<b>Total</b>	<b>\$184.3</b>	<b>\$133.9</b>	<b>\$201.9</b>	<b>\$1,046.1</b>	<b>\$1,566.3</b>	<b>100.0%</b>

### Financing of Proposed 2023 Capital Budget of \$184.3 Million

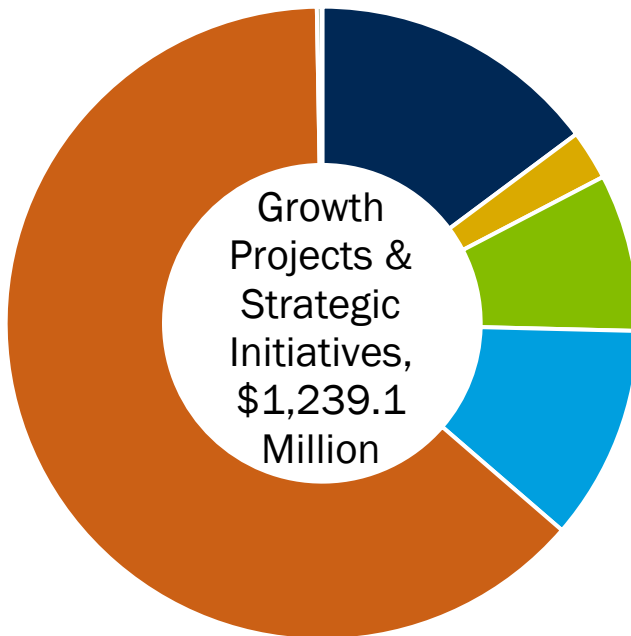
Tax Based Reserves, unless specified, include the Growth Reserve Fund and the Asset Management Reserve Fund (which is also funding the lifecycle replacement portion of the Zero Carbon Whitby Strategic Initiative).



Financing of Proposed 2023-2032 Capital Forecast of \$1,566.3 Million



- Tax Based Reserves (Asset Management Reserve Fund), 81.0%
- Other Reserves (Incl. Canada Community Building), 18.4%
- Long Term Debt - Program Reserves 0.4%
- External Contributions 0.2%



- Tax Based Reserves, 14.8%
- Other Reserves 2.5%
- Long Term Debt Tax Based, 8.0%
- Long Term Debt Development Charge Related, 11.0%
- Development Charges 63.4%
- One Time Reserves 0.2%
- External Contributions 0.0%

## Corporate Long Term Debt Summary

- As of December 31, 2022, the Town has \$7.1 million of internally financed long-term debt and \$16.3 million of externally financed long-term debt, for a total of \$23.4 million of long-term debt.
- The West Whitby Landowners Agreement for the construction of Des Newman Boulevard has not been included in the long-term debt total above.
- This agreement is to be repaid through development charge credits on approved development, with a sunset repayment date in 2027.
- The Town previously approved \$38.2 million of additional long-term debt for projects currently in progress.
- An additional \$90.1 million of long-term debt is requested in the 2023 Capital Budget.
- From 2023-2032 an additional \$236.5 million of long-term debt is forecasted over the 10-year planning horizon.

The numbers in the tables below are in millions of dollars and may not add due to rounding.

Current Long-Term Debt – Internal	Ends	Balance on Dec 31/22	Annual Repayment Source(s)
Central Public Library	2022	\$0	Development Charges
Marina Piers	2030	\$0.3	Marina Reserve Fund
Soccer Dome #1	2024	\$0.3	Whitby Football Club
Artificial Turf Field	2034	\$0.4	Whitby Football Club
Abilities Centre	2051	\$6.1	Abilities Centre
<b>Total Current Internal Long-Term Debt</b>		<b>\$7.1</b>	

Current Long-Term Debt - External	Ends	Balance on Dec 31/22	Annual Repayment Source(s)
Soccer Dome #2	2038	\$3.4	Whitby Football Club
400 Centre St South	2040	\$1.6	Tax Base Reserves
Land – Fire Hall	2040	\$1.7	Development Charges
Land – Fire Training Complex	2040	\$1.1	Tax Base Reserves and Development Charges
Land – Operations Satellite Facility	2040	\$1.6	Development Charges
Operations Centre Expansion	2040	\$6.4	Development Charges and Tax Based Reserves

Current Long-Term Debt - External	Ends	Balance on Dec 31/22	Annual Repayment Source(s)
Marina Pier #4	2040	\$0.5	Marina Reserve Fund
<b>Total Current External Long-Term Debt</b>		<b>\$16.3</b>	

Previously Approved Long-Term Debt for Capital Projects in Progress	Amount	Annual Repayment Source(s)
Mid Arterial Roadway – Ashburn to Anderson	\$17.7	Development Charges and Tax Based Reserves
Des Newman CP Rail Grade Separation	\$14.7	Development Charges
White Bridge (1)	\$5.8	Tax Based Reserves and Development Charges
<b>Total Additional Long-Term Debt for Capital Projects in Progress</b>	<b>\$38.2</b>	

(1) This project is a multi-year project; please refer to the 2023 Additional Long-Term Debt Request table for the additional long-term debt amount requested.

2023 Additional Long Term Debt Request	Amount	Annual Repayment Source
Whitby Sports Complex	\$85.0	Development Charges
White Bridge	\$3.5	Tax Based Reserves and Development Charges
Operations Centre Expansion (2)	\$1.0	Development Charges and Tax Based Reserves
Marina Pier #2	\$0.6	Marina Reserve Fund
<b>Total Additional Long-Term Debt Requested in 2021</b>	<b>\$90.1</b>	

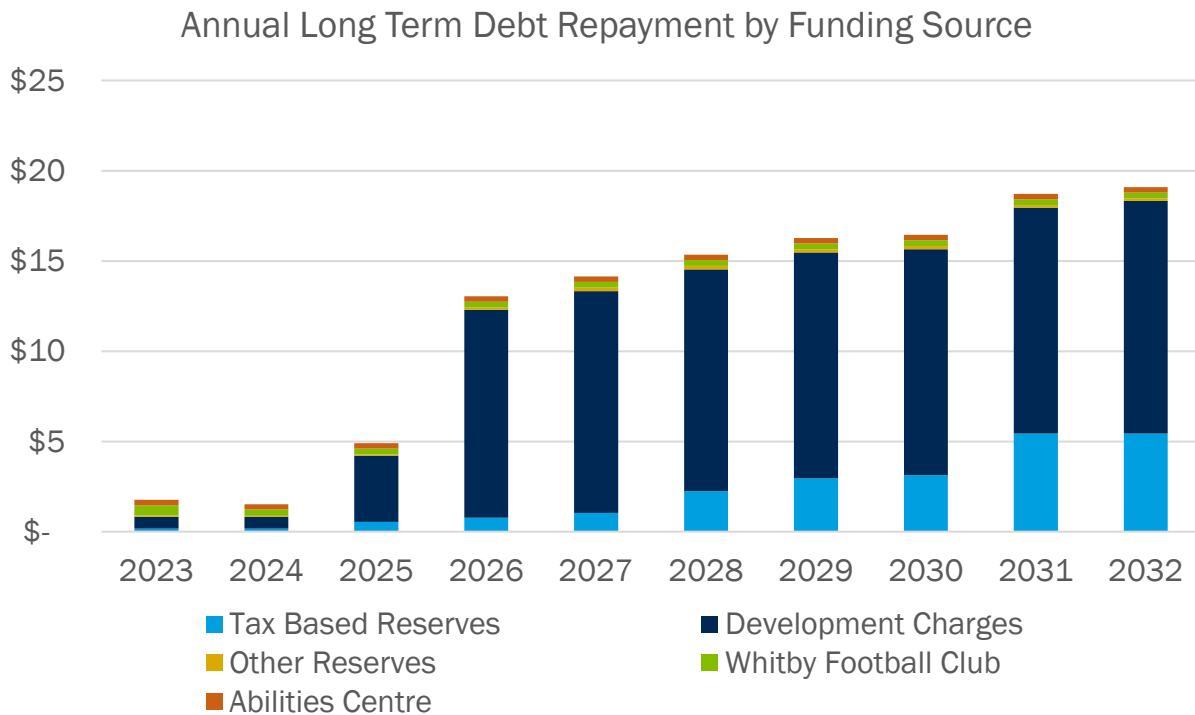
(2) Project is a multi-year budget project; please refer to the 2024-2032 Forecasted Future Long-Term Debt table for the additional long-term debt amount proposed.

2024-2032 Forecasted Future Long-Term Debt	Amount	Annual Repayment Source(s)
Columbus – Ashburn to Baldwin (2024-2025) (4)	\$4.5	Tax Based Reserves
Operations Centre Expansion – Phase 2 (2024) (3)	\$9.0	Development Charges and Tax Based Reserves

2024-2032 Forecasted Future Long-Term Debt	Amount	Annual Repayment Source(s)
Marina Pier #6 (2024)	\$0.6	Marina Reserve Fund
Luther Vipond Repurpose / Conversion (2025) (4)	\$8.1	Tax Based Reserves
Parking Structure (2025-2028)	\$23.6	Tax Based Reserves
Brooklin Memorial Park (2026)	\$6.6	Tax Based Reserves and Development Charges
Heydenshore Pavilion Redevelopment (2026) (4)	\$3.0	Tax Based Reserves
Garden Street – Robert Attersley to Mid Arterial Roadway (2027-2028) (4)	\$3.8	Tax Based Reserves
Future Operations Satellite Facility (2029)	\$3.6	Development Charges
Alternate Route Construction (2031)	\$34.5	Development Charges
Whitby Civic Centre - Municipal Building (2031-2032)	\$48.9	Tax Based Reserves
<b>Total Forecasted Future Long-Term Debt</b>	<b>\$146.4</b>	

(3) This is a multi-year project; please refer to the 2023 Additional Long Term Debt Request table for the additional long-term debt.

(4) These amounts do not represent the entire budget request for these projects. Overall, only the portion of total project cost is being recommended to be financed from long term debt for cash flow purposes, the remaining budget that is not financed by debt will be financed directly from reserves or reserve funds.



The graph above is in millions of dollars and does not include the estimated repayment of the West Whitby Landowner’s Agreement.

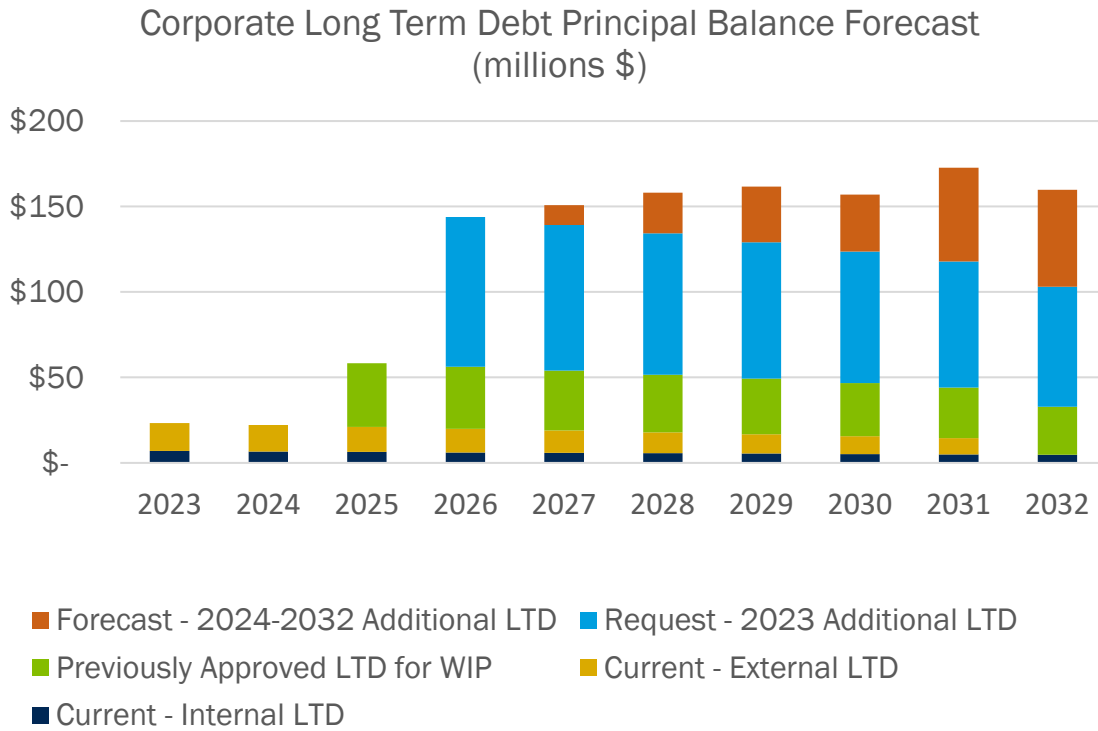
The graph above also does not include any future impact to development charges collections and parkland dedication because of the Province of Ontario’s Bill 23, *More Homes Built Faster Act, 2022* which received Royal Assent on November 28, 2022, and occurred after the development of the 2023 Capital Budget.

### Corporate Long Term Debt Principal Balance Forecast

The long-term debt forecast assumes, for all new debt issuances, a 20-year term and different applicable interest rates based on the year of debt issuance (i.e., debt issuance in 2023 is 5.95% and debt issuance in 2032 is 8.20%). Interest rates are projected to continue to increase over the planning horizon.

Debt is forecasted to be issued 2 years after the capital budget is approved.

The numbers in the graph below are the forecasted balances as of January 1st of each fiscal year and do not include any development related front funding agreements.



### Corporate Long Term Debt Capacity Thresholds

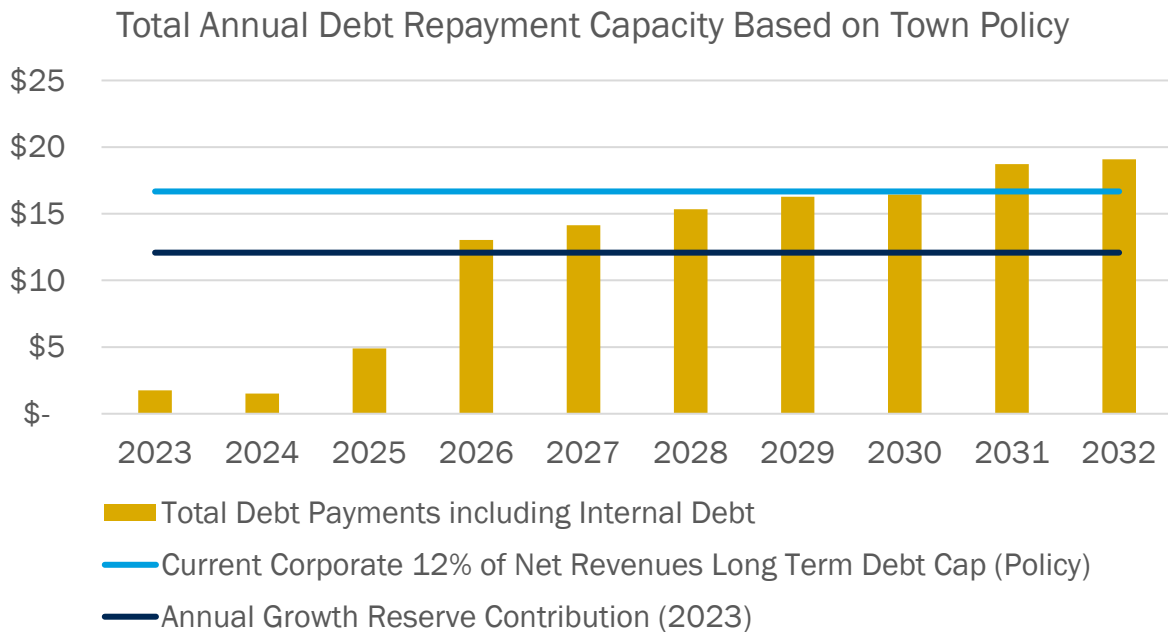
Debt capacity thresholds are established in the Council approved Debt Management Policy F-290.

#### Debt Measurement #1 – Total Annual Debt Repayment Capacity

Although the Province has set a debt capacity limit of 25% of net revenues, as identified in the MMAH annual Financial Information Return (FIR), the Town recognizes that long term debt to that magnitude could impact the financial sustainability of the Town in future years. The Town has chosen to set a debt capacity limit of 12% of net revenues (which is in line with other municipalities).

In addition to the overall debt capacity limit, the Growth Reserve Fund Policy F-050, clause 4.1.2 sets the minimum annual tax-based contribution into the Growth reserve fund equal to the Town’s total annual long term debt repayment amount. This contribution minimum was established to mitigate the tax base risk of development charge eligible debt, in periods of economic downturn or slow growth.



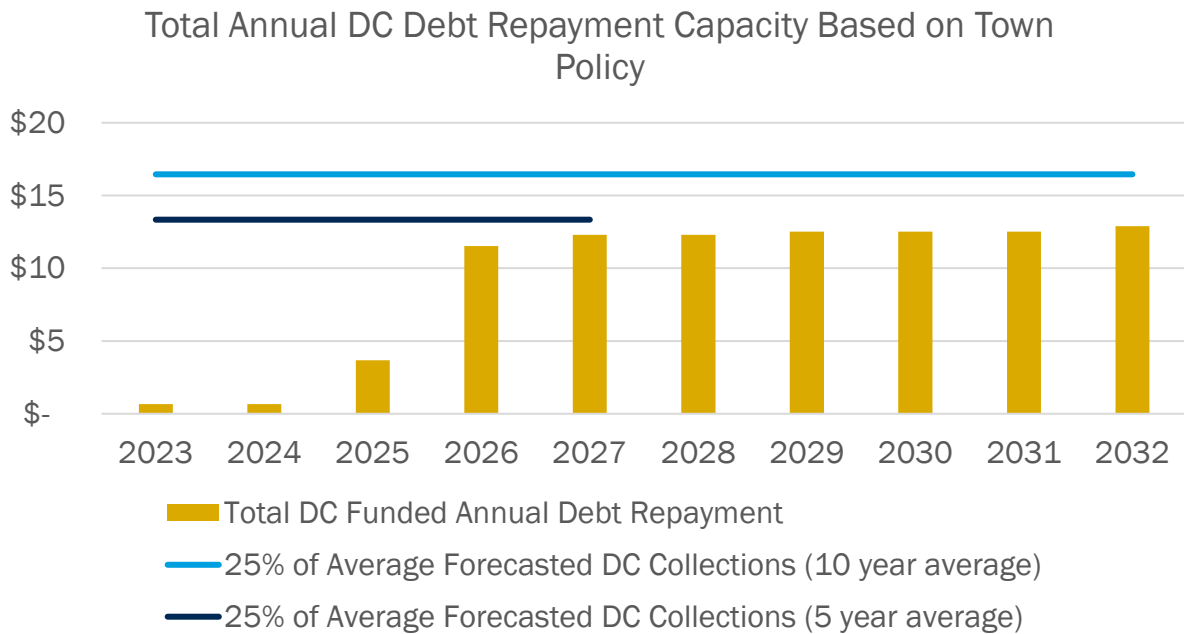


- The graph above is in millions of dollars and does not include the annual repayment of the Front Funding agreement.
- The graph above also assumes that the annual contribution to the Growth Reserve Fund (GRF) as proposed in the 2023 budget is maintained.
- The forecasted debt level currently meets both policy requirements in the near term.
- The GRF contribution is reviewed annually, and the line shown above in the graph does not include future increases assumed where the debt payments in years 2026 to 2032 exceed the current contribution. Increased contributions to the Growth Reserve Fund will be required in future budget years.
- The graph also shows that the 12% of Net Revenues line (based on the 2022 valuation) is exceeded in the later years of the forecast. It is expected that as the Town continues to grow, the annual net revenue will increase, thereby accommodating the current projected overage.

### Debt Measurement #2 – Total Annual Development Charge Repayment Capacity

To further mitigate the tax-based risk in periods of economic slowdown, the Town has set a limit for development charge annual debt payments to 25% of the projected development charge collections over the next 10 years.

Since the majority of Official Plan growth target for the Town of Whitby is expected to occur in the later half of the 10-year forecast, the graph below shows the 25% limit line for both the 10-year average and 5-year average forecasted development charge collections to provide a better short/mid term view.



- The graph above is in millions of dollars and does not include the annual repayment of the Front Funding agreement.
- The graph above also assumes that forecasted development rate and forecasted development charge collections will be fully achieved in the ten-year period, with no economic slowdowns.
- The forecasted debt level should meet the policy requirement, and there may be the possibility for room in the future to address unforeseen issues.

### Corporate Reserve Balance Forecast

The reserve / reserve fund balances by category for the capital budget and 10-year forecast are shown below (years 1, 2, 3, 5, 7 and 10). The actual future usage of these funds may be restricted to a specific use based on Provincial legislation and Town of Whitby Council Approved Policy.

### Overall Assumptions / Considerations

- The forecast is a continuation of the 2022 projected year end reserve and reserve fund balances (Budget Summary section) which reflect the cash balance of the reserve/reserve fund, adjusted for any projects that have been previously approved, but funds not yet spent.
- The timing and expenditures are based on the 2023 Budget and Forecast.
- Additional tax based long term debt payments are paid from the Growth Reserve (tax-based reserve) and program reserves.

The following tables are in thousands of dollars and may not add due to rounding.

Asset Management Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Asset Management	\$30,926	\$18,861	\$14,061	\$4,511	(\$2,749)	\$367
Canada Community Building	\$18,373	\$14,256	\$3,841	\$989	\$832	\$581
Total	\$49,299	\$33,117	\$17,902	\$5,500	(\$1,917)	\$948

Growth Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Growth (1)	\$33,247	\$31,952	\$23,987	\$16,751	\$5,146	(\$42,747)
Total	\$33,247	\$31,952	\$23,987	\$16,751	\$5,146	(\$42,747)

(1) The Growth reserve assumes the proposed 2023 budget tax-based contribution is maintained every year. Although based on the Long-Range Financial Plan model, this annual tax-based contribution will need to increase by 2.8% annually on average over the next 5 years (2024-2028) to fund the cost of tax-based, growth-related infrastructure as identified in the 2021 Development Charge Background Study and in the 2023-2032 Capital Budget and Forecast.

Development Charges (2)	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
By-Law Enforcement (3)	(\$271)	(\$222)	(\$170)	(\$137)	\$43	(\$461)
Development Related Studies	\$3,065	\$3,301	\$3,631	\$4,080	\$4,329	\$4,562
Fire Services	\$3,951	\$4,713	\$5,630	\$7,547	\$4,188	\$9,056
Library	\$1,996	\$2,919	\$3,883	\$6,823	\$10,970	\$6,171
Non-Administrative Facilities	\$266	\$273	\$268	\$273	\$283	\$288
Operations	\$2,728	\$2,908	\$1,824	(\$539)	(\$1,976)	(\$5,277)
Parking	\$111	\$114	\$117	\$123	\$129	\$139
Parks & Recreation	\$38,811	\$35,698	\$20,289	\$6,066	\$3,308	\$8,279

Development Charges (2)	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Roads & Related - Alternate Route	\$21,908	\$22,920	\$17,186	\$18,244	\$22,442	(\$14,703)
Roads & Related - Townwide Infrastructure	\$50,078	\$38,346	(\$14,995)	(\$30,685)	(\$7,646)	(\$104,828)
Stormwater Management (3)	(\$512)	(\$162)	(\$2,100)	(\$3,832)	(\$3,163)	(\$2,676)
Waste Management	\$1,041	\$1,172	\$620	\$974	\$484	\$445
Total (4)	\$123,174	\$111,980	\$36,183	\$8,937	\$33,391	(\$99,006)

(2) The Development Charge collection forecast is based on the growth forecast included in the 2021 Development Charge Background Study.

(3) As permitted under the Development Charges Act (section 35), and as approved by Council (report CS 38-15), the Town can borrow (and repay with interest) between DC reserve funds as required, to finance the development charge portion of the Council approved growth-related projects.

(4) The Capital Forecast is updated annually, to reflect expected development growth and the resulting forecasted development charge collections. Any overall negative development charge reserve fund balances will need to be addressed in a future budget and may possibly result in the deferral of projects.

Program Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Arena	\$2,585	\$1,190	\$942	\$1,013	\$1,483	\$574
Building Permit	\$11,112	\$11,355	\$11,490	\$11,704	\$12,113	\$12,836
Corporate Development	\$368	\$341	\$283	\$92	\$7	(\$188)
Dedications	\$0	\$0	\$0	\$0	\$0	\$0
Employee Related Benefits	\$1,097	\$1,125	\$1,153	\$1,211	\$1,273	\$1,371
Engineering Development Fee	\$510	\$510	\$510	\$510	\$510	\$510
Environmental Guide	\$24	\$24	\$24	\$24	\$24	\$24

Program Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Façade Grant	\$3	\$3	\$3	\$3	\$3	\$3
Future Specified – Subdivision Contributions	\$10,853	\$10,759	\$10,916	\$11,102	11,287	\$11,196
Gravel Pit Rehab	\$95	\$99	\$103	\$111	\$119	\$131
Groveside Burial Options	\$157	\$161	\$165	\$174	\$182	\$196
Groveside Equipment	\$118	\$121	\$124	\$130	\$137	\$147
Groveside Future Development	\$101	\$104	\$106	\$112	\$117	\$127
Harbour Maintenance	\$20	\$10	\$20	\$20	\$20	\$10
Information Technology	\$0	\$0	\$0	\$0	\$0	\$0
Lynde Shores	\$162	\$166	\$171	\$179	\$188	\$203
Marina	\$998	\$1,036	\$871	\$911	\$455	\$38
Mayor’s Community Development	\$88	\$88	\$88	\$88	\$88	\$88
Municipal Election	\$167	\$327	\$487	\$160	\$480	\$320
Parking	\$3,368	\$2,834	\$3,116	\$1,232	\$1,760	\$1,557
Parks Cash in Lieu	\$7,655	\$8,576	\$7,652	\$8,744	\$10,358	\$11,854
Performing Arts Community Development Fund	\$39	\$0	\$0	\$0	\$0	\$0
Planning Development Fee	\$932	\$932	\$932	\$932	\$932	\$932
Road Infrastructure Repair	\$396	\$396	\$396	\$396	\$396	\$396
Roadwatch	\$19	\$19	\$19	\$19	\$19	\$19
Seniors Centre Transportation	\$85	\$87	\$90	\$94	\$99	\$107

Program Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Seniors Committee	\$56	\$57	\$59	\$61	\$65	\$70
Town Property	\$4,515	\$4,628	\$4,744	\$4,984	\$5,237	\$5,639
Tree Planting	\$571	\$571	\$571	\$571	\$571	\$571
Whitby Library Fundraising	\$19	\$20	\$20	\$21	\$22	\$24
Whitby Public Library	\$234	\$234	\$234	\$234	\$234	\$234
Whitby Soccer Dome	\$412	\$458	\$505	\$603	\$706	\$870
Whitby Station Gallery	\$30	\$30	\$30	\$30	\$30	\$30
Zero Carbon Revolving FUND	\$1	\$1	\$1	\$1	\$1	\$1
<b>Total</b>	<b>\$46,790</b>	<b>\$46,261</b>	<b>\$45,824</b>	<b>\$45,466</b>	<b>\$48,915</b>	<b>\$49,888</b>

Stabilization Reserves (4)	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Bad Debt Allowance	\$365	\$365	\$365	\$365	\$365	\$365
Contingencies	\$4,428	\$4,428	\$4,428	\$4,428	\$4,428	\$4,428
Insurance	\$1,468	\$1,479	\$1,490	\$1,513	\$1,536	\$1,575
Tax Rate Stabilization	\$355	\$55	\$55	\$55	\$55	\$55
Winter Control	\$1,607	\$1,607	\$1,607	\$1,607	\$1,607	\$1,607
Working Funds	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008
WSIB / NEER	\$891	\$786	\$679	\$583	\$613	\$660
<b>Total</b>	<b>\$10,122</b>	<b>\$9,728</b>	<b>\$9,632</b>	<b>\$9,559</b>	<b>\$9,612</b>	<b>\$9,698</b>

(5) Based on the long-range financial plan forecast, the reserve fund category balance is within the target balance established under the Contingency Reserves Category policy F-020. The consolidated target is a set range, with a minimum of 5% and a maximum of 10% of gross expenditures.

One Time Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Long Term Finance (5) (6)	\$3,734	\$3,483	\$3,161	\$2,667	\$1,910	\$1,290
Total	\$3,734	\$3,483	\$3,161	\$2,667	\$1,910	\$1,290

(6) Included in the long-range forecast are the payment and/or release of the pre-committed annual loan payments for the Soccer Dome, and the annual repayment of the Abilities Centre loan by the Abilities Centre.

(7) The one-time reserve is utilized by the Town as a funding source for the non-statutory development charge exemptions as identified in the DC By-Law. Under legislation, the Town must pay for any non-statutory exemptions it offers. In 2023, this initiative is estimated to cost the Town of Whitby \$200 thousand.

All Reserves	1 Year 2023	2 Years 2024	3 Years 2025	5 Years 2027	7 Years 2029	10 Years 2032
Grand Total	\$266,366	\$236,520	\$136,689	\$88,881	\$97,058	(\$79,929)

### Pre-Budget Approval

The following \$8.97 million of 2023 capital projects received pre-budget approval through Council’s approval of report FS 57-22.

The following tables are in thousands of dollars and may not add due to rounding.

Facility Assets	Report	2023 Budget
CPL – D20 Pond Repair (71231504)	FS 57-22	\$10
FH5 – G20 Sidewalk Repairs (71231204)	FS 57-22	\$20
IPSC - D3040 Pad 1 Header Trench Cover (71231028)	FS 57-22	\$60
IPSC - D50 A/C Pad 1 Connection to 6000e (71231026)	FS 57-22	\$65
PWM - E10 Fuel Pumps (74221107)	FS 57-22	\$40
WCB – C3020 Carpet Rehearsal Room (71231118)	FS 57-22	\$10
<b>Total</b>		<b>\$215</b>

Parks Assets	Report	2023 Budget
Waterfront Trail - Corbett Creek Pedestrian Bridge / Trail Widening and Expansion (70230108)	FS 57-22	\$2,910
<b>Total</b>		<b>\$2,910</b>

Roads & Related Assets	Report	2023 Budget
CU A07 05 Columbus Culvert Repair (40236109)	FS 57-22	\$200
<b>Total</b>		<b>\$200</b>

Fleet and Equipment Assets	Report	2023 Budget
Corporate IT Infrastructure (10235503)	FS 57-22	\$822
FIRE - P33 Pumper #2016147 (30242302)	FS 57-22	\$1,716
PKSG - Wide Cut Mower #7316798 (30232401)	FS 57-22	\$114
PKSG - Wide Cut Mower #7318892 (30242401)	FS 57-22	\$114
PKSG - Wide Cut Mower #7616799 (30232402)	FS 57-22	\$114
PKSG - Wide Cut Mower #7616800 (30232403)	FS 57-22	\$114
PKSG - Wide Front Mount Mower (additional) (30212401)	FS 57-22	\$170
RDSR - Single Axle Dump / Plow & Wing #3314714 (30248705)	FS 57-22	\$282
RDSR - Single Axle Dump / Plow & Wing #3314715 (30248706)	FS 57-22	\$282
RDSR - Single Axle Dump / Plow & Wing #3314716 (30248707)	FS 57-22	\$282
RDSR - Tandem Axle Dump / Plow & Wing #3314540 (30248703)	FS 57-22	\$339
RDSR - Tandem Axle Dump / Plow & Wing #3314541 (30248704)	FS 57-22	\$339
RDSR - Tandem Dump c/w Plow & Wing 3315743 (30258702)	FS 57-22	\$339
RDSR - Tandem Dump c/w Plow & Wing 3315744 (30258703)	FS 57-22	\$339
RDSU - Single Axle Dump Truck (30222108)	FS 57-22	\$282
<b>Total</b>		<b>\$5,648</b>

### Zero Carbon Budget

The Zero Carbon Whitby Costing Study was endorsed by Council in report CAO 19-22. Whitby’s allotted portion of the global carbon budget was determined as 62.6 kilotonnes from 2021-2045. To remain within this budget, Zero Carbon Whitby sets short, medium, and long-term greenhouse gas (GHG) reduction targets of:



- 20 percent GHG emission reduction by 2025, below 2019 levels,
- 40 percent GHG emission reduction by 2030, below 2019 levels,
- 100 percent GHG emission reduction by 2045, below 2019 levels.

Whitby’s 2019 (baseline) GHG emissions were 5,525 tCO<sub>2</sub>e. Accordingly, Whitby’s interim GHG reduction goal is 1,105 tCO<sub>2</sub>e (or 1,105,000 KgCO<sub>2</sub>e) by 2025. The following budget tracks Whitby’s progress to this goal. 2023 is the first year this goal is being tracked, the following is a list of items in the 2023 budget that have a +/- impact to that goal.

The KgCO<sub>2</sub>e (Savings)/Increase shown in the table below, are estimates provided by the Sustainability Division. Actual results will be tracked in their ongoing Departmental reporting to Council.

**Impact of Proposed 2023 Capital Budget towards 2025 Zero Carbon Whitby Goal**

The following table shows the proposed capital budget results in a net increase in GHG emissions of 14,527 KgCO<sub>2</sub>e based on growth-related capital assets projected to increase the Town’s GHG emissions by 87,477 KgCO<sub>2</sub>e and Asset Management/Zero Carbon Projects estimated to decrease the Town’s GHG emissions by 72,950 KgCO<sub>2</sub>e:

Description	KgCO <sub>2</sub> e (Savings) / Increase
<b>2025 Zero Carbon Whitby Reduction Goal</b>	<b>(1,105,000)</b>
<i><b>2023 Growth-related Capital Projects</b></i>	
54232002 BYLW – Vehicle and Equipment (additional)	4,094
30232302 FIRE – ¾ Ton and Accessories (Non-Electric) Clean Cab Program	3,209
30222105 FORE – 1 Ton Truck (additional)	4,252
30212401 PKSG – Wide Front Mount Mower (additional)	807
30222102 RDSR – 1 Ton Truck with Dump (additional)	6,891
30222104 RDSU – Hook Lift with 3 bodies (additional)	253
30232101 RDSU – Portable Vactor (additional)	14,435
30222108 RDSU – Single Axle Dump Truck (additional)	6,487
30242702 RDSU – Single Axle Dump Truck (additional)	15,687
30202201 RDSU – Tri-Axle Trailer (additional)	9,961
30222005 STRM – ½ Ton Pickup Truck (additional)	5,966
30222103 STRM – Crane Truck 5 Ton (additional)	7,098

Description	KgCO2e (Savings) / Increase
54232001 WAS – Van with Equipment (additional)	8,340
71201033 Whitby Sports Complex	0
<b>(A) Increase in GHG Emissions Related to Growth-Related Projects</b>	<b>87,477</b>
<i>2023 Asset Management &amp; Zero Carbon Capital Projects</i>	
71231604 1710 Charles – B2010 – Exterior Wall Cladding Replacement	(6,400)
71221609 1710 Charles – B3010 Flat Roof Replacement	(3,700)
71221606 1712 Charles – B2010 Exterior Walls (Warehouse)	(2,800)
71231634 1855 Innovation Hub Accelerator – LED Lighting	(300)
71231412 ALL – Low Flow Faucet Aerators, Tank Toilets & Showerheads	(8,500)
71231411 ALL – Occupancy Sensors	(2,300)
71231410 ALL – Vending Machine Controls	(580)
71241117 CB – D5020 Lighting Conversion	(1,200)
71231126 CB – Windows	(10,000)
30232003 CONS – ½ Ton 4x4 Truck (Electric)	(1,340)
30232004 CONS – ½ Ton 4x4 Truck (Electric)	(1,340)
71231507 CPL – Schedule Exterior Water Fountain	(500)
71231506 CPL – Weatherstripping	(40)
71231034 CRC – LED Lighting Conversion (Interior)	(2,500)
71238801 FACI – ½ Ton Truck #7413653 (Electric)	(1,340)
71231212 FH1 – Main Building Windows	(5,400)
71261201 FH2 – B2020 Exterior Windows	(2,500)
71231214 FH4 – Bay Doors Weatherstripping	(300)
71231215 FH4 – LED Retrofit Lamps and Fixtures	(500)
71251201 FH5 – B3010 Roofing (Flat)	(4,600)
71231217 FH5 – LED Retrofit Lamps and Fixtures	(1,200)
71231018 MCK – D5020 Lighting (Exterior Site Lighting)	(1,100)
71231019 MCK – D5020 Lighting (LED interior)	(500)
71238803 MECH – Van #7513648 (Electric)	(1,340)
71238802 MECH – Van #7513649 (Electric)	(1,340)

Description	KgCO2e (Savings) / Increase
74231105 PWM – LED Fixtures, Lamps, Drivers & Ballasts	(3,200)
74231107 PWM – Windows	(500)
71231130 SCC – Windows	(530)
71231404 WMB – B3010 Roofing	(7,000)
71251126 WSG – B2010 Exterior Walls (Brick)	(100)
<b>(B) Reduction in GHG Emissions Related to Asset Management and Zero Carbon Projects</b>	<b>(72,950)</b>
<b>Net Increase/(Decrease) in GHG Emissions Resulting from Proposed Capital Budget (A – B)</b>	<b>14,527</b>

As noted in the table above, the Town’s 2025 Zero Carbon Whitby Goal is a reduction of 1,105,000 KgCO2e of GHG. However, after accounting for additional carbon emissions from net new assets (e.g. growth-related Fleet and Facility projects) and asset management/zero carbon Whitby projects that will reduce GHG, the proposed 2023 capital budget is not expected to contribute towards the achievement of the 2025 Zero Carbon Whitby goal. In fact, the proposed capital budget increases the 2025 goal by 14,527 (from 1,105,000 to 1,119,527 KgCO2e). This means that in 2024 and 2025, the Town will need to invest in capital projects that will result in a net reduction of 1,119,527 (= 1,105,000 + 14,527) kgCO2e to achieve the 2025 Zero Carbon Whitby goal of 20% GHG emission reduction below 2019 levels.

**Decrease to the 2025 Goal –2023 Decision Item for Additional Zero Carbon Projects (Currently Unfunded)**

The Decision Item section of the budget book lists a number of capital projects, to upgrade various Town Facility assets to zero carbon, requiring additional funding of \$721,080 (Decision Item #49). Although, the projects are projected to result in a 165,375 GHG reduction for the Town (see table below), due to other budget pressures, Decision Item #49 is not included in the proposed 2023 budget.

Description	KgCO2e (Savings) / Increase
<b><i>2023 Capital Decision Item Funding for Additional Projects (projects currently unfunded)</i></b>	
71231633 117 King - Furnace	(7,700)
71231625 1710 Charles - D2024 Hot Water Tank	(67,300)
71221610 1710 Charles - D3020 Unit Heaters	(20,900)

Description	KgCO2e (Savings) / Increase
71231129 55+ - LED Fixtures, Lamps, Drivers & Ballasts	(1,800)
71231128 BCCL - Recommissioning of Building Automation System	(10,114)
71231127 BCCL - Rooftop Units Refine Schedule	(979)
71231213 FH3 - Replace R22 HVAC with Heat Pump	(5,600)
71231131 HEY - Washroom Exhaust Controls	(980)
71221030 MCK - D3020 Boilers	(43,800)
30231302 OPC - E10 Pressure Washers	(6,200)
<b>Reduction in GHG Emissions (Decision Item requiring Additional Funding).</b>	<b>(165,373)</b>

If the 2023 Capital Decision Item #49 for additional funding is approved, it will result in a 2023 overall decrease of 150,846 KgCO2e (= 14,527 increase from the section above less 165,373). The 2023 decision item also includes funding for preliminary planning projects that are required in advance of future planned projects which have greater KgCOe savings.

## 2023 Capital Budget with Financing Source

### Facility Assets

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Centennial Building</b>									
71231118 CB - C3020 Carpet	10,000	10,000	-	-	-	-	-	-	-
<b>Centennial Building Subtotal</b>	<b>10,000</b>	<b>10,000</b>	-	-	-	-	-	-	-
<b>Civic Recreation Complex</b>									
71201030 CRC - B2010 Exterior Walls (Brick)	30,000	30,000	-	-	-	-	-	-	-
71231025 CRC - D2020 Storage Tank (Tank #1 Heat Exchanger)	19,550	19,550	-	-	-	-	-	-	-
71231007 CRC - F1040 Chemical Feeders (Pool and Spa)	14,490	14,490	-	-	-	-	-	-	-
71231106 CRC - Heat Exchanger #2 (S)	17,250	17,250	-	-	-	-	-	-	-
71231035 CRC - Waterslide Pump	25,000	25,000	-	-	-	-	-	-	-
<b>Civic Recreation Complex Subtotal</b>	<b>106,290</b>	<b>106,290</b>	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Iroquois Park Sports Centre</b>									
71231117 AOP - C10 Aquatics Hall Rehabilitation	75,000	75,000	-	-	-	-	-	-	-
71211021 IPSC - A1030 Pad 2 Awnings and Slab	8,050	8,050	-	-	-	-	-	-	-
71231023 IPSC - C30 Finishes Pad Renewal	9,085	-	-	-	-	9,085	-	-	-
71221031 IPSC - C3020 Flooring (Rubber)	18,000	-	-	-	-	18,000	-	-	-
71211014 IPSC - C3020 Flooring (Zamboni Concrete) Pad 3&4	51,750	-	-	-	-	51,750	-	-	-
71231012 IPSC - D3020 Hot Water Heater (Pad 1)	19,200	-	-	-	-	19,200	-	-	-
71231016 IPSC - D3030 Compressor Control Panel (North Plant)	96,600	-	-	-	-	96,600	-	-	-
71231028 IPSC - D3040 Pad 1 Header Trench	60,000	-	-	-	-	60,000	-	-	-
71231003 IPSC - D4010 Sprinkler System Flushing/Repair	18,113	18,113	-	-	-	-	-	-	-
71231026 IPSC - D50 A/C Pad 1 Connection to 6000e	65,000	65,000	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
71201008 IPSC - E2010 Fixed Seating (Pad 1)	5,750	-	-	-	-	5,750	-	-	-
71231004 IPSC - F1010 Structural Inspections	9,660	9,660	-	-	-	-	-	-	-
71221009 IPSC - G2040 Signage (Electronic Message Board)	5,000	5,000	-	-	-	-	-	-	-
<b>Iroquois Park Sports Centre Subtotal</b>	<b>441,208</b>	<b>180,823</b>	-	-	-	<b>260,385</b>	-	-	-
<b>McKinney Centre</b>									
71231010 MCK - B2010.2a Exterior Walls - Sealants	20,528	20,528	-	-	-	-	-	-	-
71221019 MCK - C3020 Flooring (Rubber)	10,000	-	-	-	-	10,000	-	-	-
71211019 MCK - D5030 Score/Shot/Time Clock	28,980	-	-	-	-	28,980	-	-	-
71231020 MCK - E10 AED Unit	2,875	2,875	-	-	-	-	-	-	-
<b>McKinney Centre Subtotal</b>	<b>62,383</b>	<b>23,403</b>	-	-	-	<b>38,980</b>	-	-	-
<b>Operations Centre</b>									
71231301 OPC - D50 Site Lighting	15,000	15,000	-	-	-	-	-	-	-
30231305 OPC - E20 Office Furniture	40,000	40,000	-	-	-	-	-	-	-
30211305 OPC - Expansion Phase 2	1,000,000	-	-	-	-	-	-	-	1,000,000

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
71231303 OPC - G20 Stormceptor	25,000	25,000	-	-	-	-	-	-	-
30231306 OPC - Storage Blocks	10,000	10,000	-	-	-	-	-	-	-
<b>Operations Centre Subtotal</b>	<b>1,090,000</b>	<b>90,000</b>	-	-	-	-	-	-	<b>1,000,000</b>
<b>Other Administrative / Operational Facilities</b>									
30251303 BPS - G2041 Fencing	14,490	14,490	-	-	-	-	-	-	-
30221603 Landfill Inspection and Monitoring	120,000	120,000	-	-	-	-	-	-	-
30231601 Landfill Sites Upgrades	37,375	37,375	-	-	-	-	-	-	-
71231302 SSD - D50 Panel Replacement	10,000	10,000	-	-	-	-	-	-	-
<b>Other Administrative / Operational Facilities Subtotal</b>	<b>181,865</b>	<b>181,865</b>	-	-	-	-	-	-	-
<b>Other Community Centres</b>									
71231103 ACC - D2020 Well Pump	7,245	7,245	-	-	-	-	-	-	-
71231119 ACC - D3020 Electric Furnace	15,000	15,000	-	-	-	-	-	-	-
71231120 SCC - D3020 Electric Furnace	15,000	15,000	-	-	-	-	-	-	-



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Other Community Centres Subtotal</b>	<b>37,245</b>	<b>37,245</b>	-	-	-	-	-	-	-
<b>Other Town Property</b>									
71231603 14 Church - B3010 Balcony (Entrance)	6,037	6,037	-	-	-	-	-	-	-
71221608 1710 Charles - B2030 Overhead Doors	120,000	120,000	-	-	-	-	-	-	-
71231628 1710 Charles - D5010 Electrical Panel	34,200	34,200	-	-	-	-	-	-	-
71231629 1712 Charles - D5010 Electrical Panel	13,700	13,700	-	-	-	-	-	-	-
71231609 400 Centre - B30 Roof	200,000	200,000	-	-	-	-	-	-	-
71231624 400 Centre St - G2040 Exterior Signage	26,000	26,000	-	-	-	-	-	-	-
71221615 ALL - Building Envelope Assessments	130,000	130,000	-	-	-	-	-	-	-
71231612 ALL - D30 HVAC Refurbishment	20,000	20,000	-	-	-	-	-	-	-
71231613 ALL - D50 Electrical Panels	15,000	15,000	-	-	-	-	-	-	-
71231614 ALL - D5030 Meeting Room AV	80,000	80,000	-	-	-	-	-	-	-
55231601 ALL - Utility Sub-meters in Town Facilities	57,500	57,500	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Other Town Property Subtotal</b>	<b>702,437</b>	<b>702,437</b>	-	-	-	-	-	-	-
<b>Park Structures</b>									
71231635 Brooklin Memorial - Gate Restoration	15,000	15,000	-	-	-	-	-	-	-
<b>Park Structures Subtotal</b>	<b>15,000</b>	<b>15,000</b>	-	-	-	-	-	-	-
<b>Port Whitby Marina</b>									
71231622 PWM - B20 Windows	60,000	60,000	-	-	-	-	-	-	-
74231102 PWM - E10 AED Unit	2,875	-	-	-	-	2,875	-	-	-
74221107 PWM - E10 Fuel Pumps	50,000	-	-	-	-	50,000	-	-	-
71231621 PWM - E50 Panel Replacement	15,000	-	-	-	-	15,000	-	-	-
71231620 PWM - G10 Sea Wall Restoration	25,000	25,000	-	-	-	-	-	-	-
74241101 PWM - G20 Pier #2	603,750	-	-	-	-	-	-	-	603,750
74231103 PWM - G20 Pier Anchor Repairs	23,000	-	-	-	-	23,000	-	-	-
74231104 PWM - Pier / Grounds Electrical Repairs	12,075	-	-	-	-	12,075	-	-	-
<b>Port Whitby Marina Subtotal</b>	<b>791,700</b>	<b>85,000</b>	-	-	-	<b>102,950</b>	-	-	<b>603,750</b>

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Station Gallery</b>									
71231112 WSG - D3020 (Storage Tank Maintenance)	12,075	12,075	-	-	-	-	-	-	-
71231121 WSG - D50 Lighting	5,000	5,000	-	-	-	-	-	-	-
<b>Station Gallery Subtotal</b>	<b>17,075</b>	<b>17,075</b>	-	-	-	-	-	-	-
<b>Whitby Fire Facilities</b>									
71231206 FH (1,3,4 & 5) - C30 DEI Retrofits	50,000	50,000	-	-	-	-	-	-	-
71221218 FH (All) - C30 Interior Safety Line Painting	39,000	39,000	-	-	-	-	-	-	-
71221217 FH (All) - Storage Sheds	17,500	-	-	-	17,500	-	-	-	-
20231201 FH(All) E10/20 Appliances & Furnishings	16,904	16,904	-	-	-	-	-	-	-
71231205 FH2 - C3010 Apparatus Bay Painting	25,000	25,000	-	-	-	-	-	-	-
71221204 FH3 - F1040 Oil separator	73,750	73,750	-	-	-	-	-	-	-
71231207 FH5 - D20 Plumbing	25,000	25,000	-	-	-	-	-	-	-
71231202 FH5 - D3030 Condenser (Data Room)	17,075	17,075	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
71231208 FH5 - E20 Furnishings	40,000	40,000	-	-	-	-	-	-	-
71231204 FH5 - G20 Sidewalk Repairs	20,000	20,000	-	-	-	-	-	-	-
71231211 FH5 - G2030 Exterior Pavers	103,500	103,500	-	-	-	-	-	-	-
71291201 Fire Training Complex	600,000	-	-	132,000	468,000	-	-	-	-
<b>Whitby Fire Facilities Subtotal</b>	<b>1,027,729</b>	<b>410,229</b>	-	<b>132,000</b>	<b>485,500</b>	-	-	-	-
<b>Whitby Library Branches</b>									
55231501 CPL - Banner Maintenance	2,000	2,000	-	-	-	-	-	-	-
71231504 CPL - D20 Pond Repairs	10,000	10,000	-	-	-	-	-	-	-
71201507 CPL - D2020 Pump (Outdoor Pool)	24,150	24,150	-	-	-	-	-	-	-
71201505 CPL - D3040 HVAC Veri-Cell Filters	8,050	8,050	-	-	-	-	-	-	-
90231501 CPL - D3050 Perimeter Fan	9,056	9,056	-	-	-	-	-	-	-
71231505 CPL - D5020 Display Lighting	5,000	5,000	-	-	-	-	-	-	-
71231501 CPL - D5020 Interior Lighting to LED	37,490	37,490	-	-	-	-	-	-	-
<b>Whitby Library Branches Subtotal</b>	<b>95,746</b>	<b>95,746</b>	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Whitby Municipal Building</b>									
71231114 ALL - 360 Virtual Platform - Online Viewing for all Halls, Meeting Rooms and Picnic Shelters	40,250	40,250	-	-	-	-	-	-	-
71231407 All Town Wide Security Access Control Systems	130,000	130,000	-	-	-	-	-	-	-
71231408 CORP - E20 Office Furniture (Lifecycle)	40,000	40,000	-	-	-	-	-	-	-
71231406 Office Modernization Implementation	1,000,000	-	-	1,000,000	-	-	-	-	-
71221408 WMB - D3040 Exhaust Fans	24,150	24,150	-	-	-	-	-	-	-
71231401 WMB - E20 Furniture (Foyer & Waiting Areas)	28,980	28,980	-	-	-	-	-	-	-
<b>Whitby Municipal Building Subtotal</b>	<b>1,263,380</b>	<b>263,380</b>	-	<b>1,000,000</b>	-	-	-	-	-
<b>Whitby Sports Complex</b>									
71201033 New Whitby Sports Complex	103,165,612	-	-	-	18,165,612	-	-	-	85,000,000
<b>Whitby Sports Complex Subtotal</b>	<b>103,165,612</b>	-	-	-	<b>18,165,612</b>	-	-	-	<b>85,000,000</b>

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Zero Carbon - FCM Green Community Building Retrofit Initiative</b>									
71231018 MCK - D5020 Lighting (Exterior Site Lighting) (S)	20,858	20,858	-	-	-	-	-	-	-
71231019 MCK - D5020 Lighting (LED interior) (S)	16,394	16,394	-	-	-	-	-	-	-
<b>Zero Carbon - FCM Green Community Building Retrofit Initiative Subtotal</b>	<b>37,252</b>	<b>37,252</b>	-	-	-	-	-	-	-
<b>Zero Carbon - Grant Low Carbon Economy Fund (Challenge Stream)</b>									
71231126 CB - Windows	344,848	344,848	-	-	-	-	-	-	-
71231032 IPSC - GSHP Design & Engineering	326,779	-	-	-	-	-	-	326,779	-
71231304 OPC - GSHP Feasibility & Design	100,725	-	-	-	-	-	-	100,725	-
74231107 PWM - Windows	62,277	62,277	-	-	-	-	-	-	-
<b>Zero Carbon - Grant Low Carbon Economy Fund (Challenge Stream) Subtotal</b>	<b>834,629</b>	<b>407,125</b>	-	-	-	-	-	<b>427,504</b>	-
<b>Zero Carbon Whitby</b>									

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
71231604 1710 Charles - B2010 - Exterior Wall Cladding Replacement	521,150	521,150	-	-	-	-	-	-	-
71221609 1710 Charles - B3010 Flat Roof Replacement	97,750	97,750	-	-	-	-	-	-	-
71221606 1712 Charles - B2010 Exterior Walls (Warehouse)	521,150	521,150	-	-	-	-	-	-	-
71231634 1855 Innovation Hub Accelerator - LED Lighting	16,058	16,058	-	-	-	-	-	-	-
71231412 ALL - Low Flow Faucet Aerators, Tank Toilets & Showerheads	14,272	-	-	-	-	14,272	-	-	-
71231411 ALL - Occupancy Sensors	22,538	-	-	-	-	22,538	-	-	-
71231410 ALL - Vending Machine Controls	5,000	-	-	-	-	5,000	-	-	-
71241117 CB - D5020 Lighting Conversion	38,057	38,057	-	-	-	-	-	-	-
71231507 CPL - Schedule Exterior Water Fountain	2,302	2,302	-	-	-	-	-	-	-
71231506 CPL - Weatherstripping	284	284	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
71231034 CRC - LED Lighting Conversion (Interior)	25,000	25,000	-	-	-	-	-	-	-
71231212 FH1 - Main Building Windows	41,156	41,156	-	-	-	-	-	-	-
71261201 FH2 - B2020 Exterior Windows	37,155	37,155	-	-	-	-	-	-	-
71231214 FH4 - Bay Doors Weatherstripping	545	545	-	-	-	-	-	-	-
71231215 FH4 - LED Retrofit Lamps and Fixtures	10,887	10,887	-	-	-	-	-	-	-
71251201 FH5 - B3010 Roofing (Flat)	351,220	351,220	-	-	-	-	-	-	-
71231217 FH5 - LED Retrofit Lamps and Fixtures	21,111	21,111	-	-	-	-	-	-	-
74231105 PWM - LED Fixtures, Lamps, Drivers & Ballasts	61,833	61,833	-	-	-	-	-	-	-
71231130 SCC - Windows	6,824	6,824	-	-	-	-	-	-	-
71231404 WMB - B3010 Roofing	1,607,443	1,607,443	-	-	-	-	-	-	-
71251126 WSG - B2010 Exterior Walls (Brick)	7,350	7,350	-	-	-	-	-	-	-
<b>Zero Carbon Whitby Subtotal</b>	<b>3,409,085</b>	<b>3,367,275</b>	-	-	-	<b>41,810</b>	-	-	-



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Total Facility Assets</b>	<b>113,288,636</b>	<b>6,030,145</b>	-	<b>1,132,000</b>	<b>18,651,112</b>	<b>444,125</b>	-	<b>427,504</b>	<b>86,603,750</b>

### Park Assets

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Parks Program</b>									
70210207 Ashburn Community Centre Playground / Accessibility	184,160	184,160	-	-	-	-	-	-	-
70230003 Bench and Tree Dedications	16,279	-	-	-	-	16,279	-	-	-
70230213 Brooklin Memorial Park Cricket Mat Improvements	30,000	30,000	-	-	-	-	-	-	-
70230103 D'Hillier Park Parking Lot North Resurfacing (PA23-02)	275,000	275,000	-	-	-	-	-	-	-
70230207 D'Hillier Park Playground / Accessibility	397,095	397,095	-	-	-	-	-	-	-
70230206 D'Hillier Park Tennis Lighting	103,590	103,590	-	-	-	-	-	-	-
30210003 Fleet to Trees Program	11,510	11,510	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
70250209 Glenayr Park Playground / Accessibility	235,955	235,955	-	-	-	-	-	-	-
70200103 Grass Park Redevelopment	850,000	-	-	637,500	212,500	-	-	-	-
70230215 Iroquois Park Diamond 1 Safety Netting	25,000	25,000	-	-	-	-	-	-	-
70210305 Kelloryn Park Baseball Lighting	644,560	644,560	-	-	-	-	-	-	-
70230104 Kinsmen Park Parking Lot Asphalt Surfacing	175,000	175,000	-	-	-	-	-	-	-
70230110 Lupin Park Pickleball Line Removal	14,000	-	-	-	-	-	14,000	-	-
70210212 Lynde House Museum - Playground/Accessibility	158,838	158,838	-	-	-	-	-	-	-
70220002 Monarch Pledge & Bee City Naturalization Project	5,755	5,755	-	-	-	-	-	-	-
70230214 Myrtle Station Basketball Court Reconstruction	90,000	90,000	-	-	-	-	-	-	-
30230303 Park Benches and Waste Receptacles	28,000	28,000	-	-	-	-	-	-	-
70220303 Park Signs	66,758	66,758	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30230201 Park Sports Facility Repairs	40,000	40,000	-	-	-	-	-	-	-
30230302 Parks - Park Chain Link Fence Replacement	40,000	40,000	-	-	-	-	-	-	-
30230301 Parks - Splash Pad and Irrigation Maintenance	10,000	10,000	-	-	-	-	-	-	-
70230305 Parks Accessibility Playground Communication Boards	25,000	-	-	25,000	-	-	-	-	-
70230303 Parks Lighting Condition Assessment	30,000	30,000	-	-	-	-	-	-	-
70230002 Parks Misc Surveys / Geotechnical	23,020	23,020	-	-	-	-	-	-	-
70210210 Powell Park Playground / Accessibility / Drainage	292,354	292,354	-	-	-	-	-	-	-
70230304 Rotary Centennial Park Gazebo Repairs / Accessibility Improvements	150,000	150,000	-	-	-	-	-	-	-
70210214 Rotary Centennial Park Playground / Accessibility	228,474	228,474	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
70210206 Rotary Park Accessibility Improvements	430,474	430,474	-	-	-	-	-	-	-
30230202 Small Replacement Projects - Parks	29,000	29,000	-	-	-	-	-	-	-
70210211 Spencer Community Centre Playground/Accessibility	178,405	178,405	-	-	-	-	-	-	-
30230001 Town Tree Maintenance & Management	40,285	40,285	-	-	-	-	-	-	-
30230002 Town Tree Replacement	63,305	63,305	-	-	-	-	-	-	-
70230307 Waterfront - Life Safety Equipment	10,000	10,000	-	-	-	-	-	-	-
70230111 Waterfront - Trail Striping	16,000	16,000	-	-	-	-	-	-	-
<b>Parks Program Subtotal</b>	<b>4,917,817</b>	<b>4,012,538</b>	-	<b>662,500</b>	<b>212,500</b>	<b>16,279</b>	<b>14,000</b>	-	-
<b>Recreational Trails Program</b>									
70230106 Ashburn CC to Ashburn Park - Boardwalk Replacement	50,000	50,000	-	-	-	-	-	-	-
70200112 HEPC Trail (Longwood Park to Thicksen)	122,000	-	-	36,600	85,400	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
70220113 John Hulley Trail Rehab	245,000	245,000	-	-	-	-	-	-	-
70230105 Parks and Trails Misc Pathway Rehab	295,000	295,000	-	-	-	-	-	-	-
30230101 Recreational Trails Minor Repairs	25,000	25,000	-	-	-	-	-	-	-
70230308 Waterfront - Trail Safety Signs	10,000	10,000	-	-	-	-	-	-	-
70230108 Waterfront Trail - Corbett Creek Pedestrian Bridge / Trail Widening and Expansion	2,910,000	-	-	873,000	2,037,000	-	-	-	-
<b>Recreational Trails Program Subtotal</b>	<b>3,657,000</b>	<b>625,000</b>	-	<b>909,600</b>	<b>2,122,400</b>	-	-	-	-
<b>Total Park Assets</b>	<b>8,574,817</b>	<b>4,637,538</b>	-	<b>1,572,100</b>	<b>2,334,900</b>	<b>16,279</b>	<b>14,000</b>	-	-

### Roads and Related Assets

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
Alternate Route for Highway 7/12									

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40206041 Alternate Route for Hwy 7/12 - 1. EA Mod. & Design	1,151,000	-	-	-	1,151,000	-	-	-	-
<b>Alternate Route for Highway 7/12 Subtotal</b>	<b>1,151,000</b>	-	-	-	<b>1,151,000</b>	-	-	-	-
<b>Bridges and Culverts Program</b>									
40206111 BR A08 02 - White Bridge	3,500,000	-	-	-	-	-	-	-	3,500,000
40236107 BR A08 03 - Coronation Bridge (Rehabilitation)	200,000	200,000	-	-	-	-	-	-	-
40236108 BR A08 06 - Way Bridge (Rehabilitation)	200,000	200,000	-	-	-	-	-	-	-
40230301 CU A07 02 - Brawley Road Culvert (Monitoring)	5,000	-	-	4,000	1,000	-	-	-	-
40236110 CU A07 05 - Columbus Culvert (Monitoring)	4,000	4,000	-	-	-	-	-	-	-
40236109 CU A07 05 - Columbus Culvert (Repair)	200,000	200,000	-	-	-	-	-	-	-
40236111 Design Future Work - Bridges & Structural Culverts	150,000	-	-	-	150,000	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236112 Inspection Program - Bridges and Culverts (OSIM)	50,000	50,000	-	-	-	-	-	-	-
40236052 Inspection Program - Retaining Walls	35,000	35,000	-	-	-	-	-	-	-
40236106 Rehabilitation - Bridges	350,000	350,000	-	-	-	-	-	-	-
40236113 Rehabilitation - Bridges & Culverts	400,000	400,000	-	-	-	-	-	-	-
30236101 Structural Maintenance - Bridge	147,000	147,000	-	-	-	-	-	-	-
<b>Bridges and Culverts Program Subtotal</b>	<b>5,241,000</b>	<b>1,586,000</b>	-	<b>4,000</b>	<b>151,000</b>	-	-	-	<b>3,500,000</b>
<b>Columbus Road Widening</b>									
40256047 Columbus Road - EA and Detailed Design Studies	3,000,000	-	-	450,000	2,550,000	-	-	-	-
40236055 Columbus Road - TransCanada Pipelines	6,000,000	-	-	900,000	5,100,000	-	-	-	-
<b>Columbus Road Widening Subtotal</b>	<b>9,000,000</b>	-	-	<b>1,350,000</b>	<b>7,650,000</b>	-	-	-	-
<b>Mid Arterial Roadway</b>									
40236054 Mid Arterial Roadway - Garden Ext to Thickson	2,000,000	-	-	22,996	1,977,004	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Mid Arterial Roadway Subtotal</b>	<b>2,000,000</b>	-	-	<b>22,996</b>	<b>1,977,004</b>	-	-	-	-
<b>Multi-Use Paths and Cycling Facilities Program</b>									
40236211 Ashburn Road @ Hwy 407	40,000	-	-	12,000	28,000	-	-	-	-
40236212 Cycling Misc. Facility Improvements	195,670	-	-	58,701	136,969	-	-	-	-
40236209 Mary Street - High to Garden	400,000	-	-	120,000	280,000	-	-	-	-
40236065 Misc Striping and Signage	40,285	-	-	11,945	28,340	-	-	-	-
40226044 RR 26 Thickson - Hwy 401 Structure	460,400	-	-	136,513	323,887	-	-	-	-
35326204 RR 26 Thickson - Winchester to Carnwith	70,000	-	-	20,756	49,244	-	-	-	-
40236210 RR3 Victoria - South Blair to Thickson	95,000	-	-	28,500	66,500	-	-	-	-
40236406 Urban Mobility Amenities (ie bike repair stands, bike parking)	34,530	-	-	10,238	24,292	-	-	-	-
<b>Multi-Use Paths and Cycling Facilities Program Subtotal</b>	<b>1,335,885</b>	-	-	<b>398,653</b>	<b>937,232</b>	-	-	-	-
<b>Municipal Parking Program</b>									



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
35228002 PKEN - On Street Parking Meters	126,610	-	-	-	-	126,610	-	-	-
35226305 Parking Inventory Inspection Program (Meters)	12,201	-	-	-	-	12,201	-	-	-
35236301 Parking Lot #2 - PA24-03 Resurfacing (Byron & Elm)	54,385	-	-	-	-	54,385	-	-	-
35236302 Parking Lot #5 - PA15-02 Reconstruction (Green & Colborne)	1,266,100	-	-	-	-	1,266,100	-	-	-
<b>Municipal Parking Program Subtotal</b>	<b>1,459,296</b>	-	-	-	-	<b>1,459,296</b>	-	-	-
<b>Region of Durham Assets</b>									
40236402 Lake Ridge Road at Churchill Avenue Traffic Signal	200,000	-	-	-	200,000	-	-	-	-
<b>Region of Durham Assets Subtotal</b>	<b>200,000</b>	-	-	-	<b>200,000</b>	-	-	-	-
<b>Road Intersection Improvement Program</b>									
40216040 Brock/Burns Turning Lanes	200,000	-	-	100,000	100,000	-	-	-	-
40226053 Future Design - Road Intersection Improvements	100,000	-	-	50,000	50,000	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236407 Future Traffic Signals / Traffic Control Devices	28,775	-	-	-	28,775	-	-	-	-
40236066 Traffic Calming Initiatives	300,000	-	-	150,000	150,000	-	-	-	-
<b>Road Intersection Improvement Program Subtotal</b>	<b>628,775</b>	-	-	<b>300,000</b>	<b>328,775</b>	-	-	-	-
<b>Road Reconstruction Program</b>									
40236067 Future Design - Road Reconstruction	115,100	115,100	-	-	-	-	-	-	-
<b>Road Reconstruction Program Subtotal</b>	<b>115,100</b>	<b>115,100</b>	-	-	-	-	-	-	-
<b>Road Surface Treatment &amp; Slurry Seal Program</b>									
30236001 Almond Ave - Lake Ridge Rd to Queens Rd	32,631	32,631	-	-	-	-	-	-	-
30236002 Churchill Ave - Lake Ridge Rd to Queens Rd	32,631	32,631	-	-	-	-	-	-	-
30236003 Cresser Ave - Lake Ridge Rd to Queens Rd	32,631	32,631	-	-	-	-	-	-	-
30236004 Queens Rd - Churchill Rd to Cresser Ave	26,588	26,588	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Road Surface Treatment &amp; Slurry Seal Program Subtotal</b>	<b>124,481</b>	<b>124,481</b>	-	-	-	-	-	-	-
<b>Roads Maintenance Program</b>									
30236009 Boulevards in Downtown Whitby	10,877	10,877	-	-	-	-	-	-	-
30236010 Catch Basin / Maintenance Hole Repair Program	151,069	151,069	-	-	-	-	-	-	-
30236402 Community Organization Signs	5,755	5,755	-	-	-	-	-	-	-
30236011 Crack Seal Pavement Program - Fall	61,003	61,003	-	-	-	-	-	-	-
30236006 Crack Seal Pavement Program - Spring	302,138	302,138	-	-	-	-	-	-	-
30236403 Downtown Banner Installation / Maintenance	39,134	39,134	-	-	-	-	-	-	-
30236404 Fence Replacement Program	230,200	230,200	-	-	-	-	-	-	-
30236014 Guiderail Replacement	57,550	57,550	-	-	-	-	-	-	-
30246010 Handrails	7,251	7,251	-	-	-	-	-	-	-
30236015 Misc Road Resurfacing	57,550	57,550	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236068 Misc Signage and Pavement Markings	230,200	230,200	-	-	-	-	-	-	-
13236002 Pavement Management Inspection/Assessment	24,171	24,171	-	-	-	-	-	-	-
30246009 Retaining Wall	30,214	30,214	-	-	-	-	-	-	-
30236005 Road Patching Program	362,565	62,565	-	-	-	300,000	-	-	-
30256004 Road Shoulders Program	143,875	143,875	-	-	-	-	-	-	-
30236008 Roads - Purchase of Replacement Catchbasin and Manhole Frames, Grates and Lids	28,000	28,000	-	-	-	-	-	-	-
30236007 Roads - Traffic Deleniation Devices	10,000	10,000	-	-	-	-	-	-	-
30236013 Roads Surface Treatment Program	153,486	153,486	-	-	-	-	-	-	-
13236001 Roadways Sign Inventory/Inspection Program	12,086	12,086	-	-	-	-	-	-	-
30236012 Slurry Seal Minor Maintenance Program	60,428	60,428	-	-	-	-	-	-	-
30236401 Streetscape Replacements	24,171	24,171	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Roads Maintenance Program Subtotal</b>	<b>2,001,723</b>	<b>1,701,723</b>	-	-	-	<b>300,000</b>	-	-	-
<b>Sidewalk Program</b>									
40236202 Euclid St - Mary to John (WS)	36,861	36,861	-	-	-	-	-	-	-
40236203 Future Sidewalk Block Replacements	622,403	622,403	-	-	-	-	-	-	-
40236204 New Sidewalk Installations	120,855	-	-	-	120,855	-	-	-	-
13236201 Sidewalk Inventory/Inspection Program	12,086	12,086	-	-	-	-	-	-	-
30236201 Sidewalk Misc Bay Replacement Program	483,420	483,420	-	-	-	-	-	-	-
30236202 Sidewalk Misc PolyLevel Repairs	17,265	17,265	-	-	-	-	-	-	-
40216213 Torian - Heber Down to Vipond	199,411	-	-	179,470	19,941	-	-	-	-
<b>Sidewalk Program Subtotal</b>	<b>1,492,301</b>	<b>1,172,035</b>	-	<b>179,470</b>	<b>140,796</b>	-	-	-	-
<b>Storm Water Program</b>									
30236506 Channel Cleanout	36,257	36,257	-	-	-	-	-	-	-
40236505 Creek Erosion Restoration Works	500,000	500,000	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236502 Future Storm Sewer Replacements - 5 Year Monitoring Program	57,550	57,550	-	-	-	-	-	-	-
40216501 Garden St Snow Storage Facility - Phase 2	2,400,000	-	-	1,440,000	960,000	-	-	-	-
30236507 PD-32-02 (Gloria Cres)	467,500	467,500	-	-	-	-	-	-	-
30236508 PD-36-05 (Glen Dhu Pond)	168,102	168,102	-	-	-	-	-	-	-
30236509 PD-66-04 (Adalan)	145,940	145,940	-	-	-	-	-	-	-
40236503 SWM Facility Rehabilitation Analysis	72,513	-	-	43,508	29,005	-	-	-	-
30236504 Storm Sewer Calcite Removal	120,855	120,855	-	-	-	-	-	-	-
13236501 Storm Sewer Inspection and Flushing	172,650	172,650	-	-	-	-	-	-	-
30236505 Storm Sewer Structural Repairs	115,100	115,100	-	-	-	-	-	-	-
<b>Storm Water Program Subtotal</b>	<b>4,256,467</b>	<b>1,783,954</b>	-	<b>1,483,508</b>	<b>989,005</b>	-	-	-	-
<b>Street Light Program (RMD Initiated)</b>									
40216603 Lake Ridge - Victoria to Dundas	920,800	-	-	241,411	652,705	26,684	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236603 Rossland/Garden intersection	150,000	-	-	15,000	135,000	-	-	-	-
40226609 Thickson - Wentworth to C.N. Rail	300,000	-	-	300,000	-	-	-	-	-
40226611 Thickson/ Burns Intersection	50,000	-	-	5,000	45,000	-	-	-	-
40236604 Thickson/Rossland intersection	200,000	-	-	20,000	180,000	-	-	-	-
<b>Street Light Program (RMD Initiated) Subtotal</b>	<b>1,620,800</b>	-	-	<b>581,411</b>	<b>1,012,705</b>	<b>26,684</b>	-	-	-
<b>Street Lighting Program</b>									
40236605 Major Streetlight Replacement/Relocation	115,100	115,100	-	-	-	-	-	-	-
30236602 Street Light Maintenance	108,770	108,770	-	-	-	-	-	-	-
30236601 Street Lights - Street Light Dark Spot Review (Minor locations one to three street lights)	100,000	100,000	-	-	-	-	-	-	-
<b>Street Lighting Program Subtotal</b>	<b>323,870</b>	<b>323,870</b>	-	-	-	-	-	-	-
<b>Traffic Signals Program</b>									
40236403 Future Traffic Signage and Pavement Markings	35,000	-	-	-	35,000	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
35226411 Pedestrian Crossovers	316,525	-	-	158,263	158,262	-	-	-	-
40236404 Pedestrian Traffic Signal - Dundas / Centre	210,000	-	-	-	210,000	-	-	-	-
40236405 Traffic Signage and Pavement Marking Initiatives	138,120	-	-	69,060	69,060	-	-	-	-
40236053 Traffic Signals - Replace/Upgrade/Emerg Tech	408,605	408,605	-	-	-	-	-	-	-
<b>Traffic Signals Program Subtotal</b>	<b>1,108,250</b>	<b>408,605</b>	-	<b>227,323</b>	<b>472,322</b>	-	-	-	-
<b>Transportation Infrastructure Resilience Program</b>									
35226403 Traffic Signal Cabinet Wrapping Program	11,510	11,510	-	-	-	-	-	-	-
<b>Transportation Infrastructure Resilience Program Subtotal</b>	<b>11,510</b>	<b>11,510</b>	-	-	-	-	-	-	-
<b>Urban Road Resurfacing Program</b>									
40236056 Barow Ct - Holliday Dr to Holliday Dr	231,000	23,100	207,900	-	-	-	-	-	-



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236057 Beecroft Ct - McQuay to Cul de Sac	122,000	122,000	-	-	-	-	-	-	-
40236028 Bonacord Ave - Mackey Dr to McQuay Blvd	724,000	-	586,440	65,160	72,400	-	-	-	-
40256001 Bonneta Ct - McQuay Blvd to Cul-de-sac	92,000	92,000	-	-	-	-	-	-	-
40226028 Burns - Annes to Brock	951,000	-	770,310	85,590	95,100	-	-	-	-
40226027 Crawforth St - Thickson Rd to Kathleen St	348,500	34,850	313,650	-	-	-	-	-	-
40226016 Draper Ct - Resolute Cres to end	142,000	142,000	-	-	-	-	-	-	-
40236058 Dundas - Brock St to Byron St	140,000	140,000	-	-	-	-	-	-	-
40226609 Thickson - Wentworth to C.N. Rail	300,000	-	-	300,000	-	-	-	-	-
40236022 Gadsby Dr - Evergreen Dr to Garrard Rd	530,500	53,050	477,450	-	-	-	-	-	-
40236059 Goldring Dr - Goodfellow St to McQuay Blvd	404,000	40,400	363,600	-	-	-	-	-	-
40236060 Goodfellow St - McQuay Blvd to Cul de Sac	334,000	33,400	300,600	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40236061 Habitant Cres - Holliday Dr to Holliday Dr	561,000	56,100	504,900	-	-	-	-	-	-
40226024 Hialeah Cres - Canadian Oaks Dr to Canadian Oaks Dr	831,300	83,130	748,170	-	-	-	-	-	-
40226031 Kathleen St - Dundas St E to Crawford St	270,100	27,010	243,090	-	-	-	-	-	-
40276022 Kenyon Ct - Stafford Cres to Cul-de-sac	229,800	22,980	206,820	-	-	-	-	-	-
40236062 Mattawa Ct - Frost to Cul de Sac	178,000	178,000	-	-	-	-	-	-	-
40226019 McClintock Ct - Resolute Cres to end	320,000	32,000	288,000	-	-	-	-	-	-
40236064 Resurfacing - Soils, Surveys, Lands	63,305	63,305	-	-	-	-	-	-	-
40236063 Rothean Dr - McQuay Blvd to Roan Dr	776,000	77,600	698,400	-	-	-	-	-	-
40236035 Toms Ct - Gadsby Dr to Cul-de-sac	138,100	138,100	-	-	-	-	-	-	-
<b>Urban Road Resurfacing Program Subtotal</b>	<b>7,386,605</b>	<b>1,359,025</b>	<b>5,709,330</b>	<b>150,750</b>	<b>167,500</b>	-	-	-	-
<b>Total Roads and Related Assets</b>	<b>39,457,063</b>	<b>8,586,303</b>	<b>5,709,330</b>	<b>4,698,111</b>	<b>15,177,339</b>	<b>1,785,980</b>	-	-	<b>3,500,000</b>

**Fleet & Equipment Assets**

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Enterprise Resource Planning Project</b>									
10140502 Special Project - Financial System/ERP	4,000,000	-	-	3,360,000	640,000	-	-	-	-
<b>Enterprise Resource Planning Project Subtotal</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>3,360,000</b>	<b>640,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Events Equipment</b>									
55237801 Special Events Assets (Replacement)	10,530	10,530	-	-	-	-	-	-	-
<b>Events Equipment Subtotal</b>	<b>10,530</b>	<b>10,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire and Emergency Services Fleet and Equipment</b>									
10233101 Audio Visual Equipment	2,106	2,106	-	-	-	-	-	-	-
20233102 Emergency Response Equipment	71,604	71,604	-	-	-	-	-	-	-
20233103 FH(All) - Fitness Equipment	3,159	3,159	-	-	-	-	-	-	-
20231302 FH5 - Bunker Gear Extractor	11,688	11,688	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30232302 FIRE - 3/4 Ton and Accessories (Non Electric) Clean Cab Program	75,000	-	-	-	75,000	-	-	-	-
30242302 FIRE - P33 Pumper #2016147	1,762,942	1,762,942	-	-	-	-	-	-	-
20233104 Fire Protection Gear	87,610	87,610	-	-	-	-	-	-	-
20233101 Radio Frequency Identification Equipment	45,000	45,000	-	-	-	-	-	-	-
20233106 SCBA Air Cylinders	1,725	1,725	-	-	-	-	-	-	-
<b>Fire and Emergency Services Fleet and Equipment Subtotal</b>	<b>2,060,834</b>	<b>1,985,834</b>	-	-	<b>75,000</b>	-	-	-	-
<b>Information Technology - Business Solutions</b>									
71231617 ALL - Facilities Software Implementation	75,000	75,000	-	-	-	-	-	-	-
10235604 IT Business Solutions Existing - Corporation	465,000	465,000	-	-	-	-	-	-	-
10235605 IT Business Solutions New/Expanded - Corporation	240,000	-	-	240,000	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
10235502 Integration Platform for Enterprise System	250,000	-	-	250,000	-	-	-	-	-
10235603 Special Project - Asset Management System Update	100,000	100,000	-	-	-	-	-	-	-
10225601 Special Project - Future Technology Impacts	257,000	257,000	-	-	-	-	-	-	-
10235606 Special Project - Website Redevelopment	257,500	257,500	-	-	-	-	-	-	-
10225604 Special Project - Work Order Module	350,000	-	-	294,000	56,000	-	-	-	-
10235602 Special Project - eServices Modules	50,000	-	-	42,000	8,000	-	-	-	-
<b>Information Technology - Business Solutions Subtotal</b>	<b>2,044,500</b>	<b>1,154,500</b>	-	<b>826,000</b>	<b>64,000</b>	-	-	-	-
<b>Information Technology - Infrastructure</b>									
10235503 Corporate IT Infrastructure (Asset Management)	821,800	821,800	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
10235201 Fire halls - Training Laptops and Screen	100,000	-	-	100,000	-	-	-	-	-
10235505 New Technology Assets	20,000	20,000	-	-	-	-	-	-	-
10225202 Operations Centre Training Room Computers	150,000	-	-	150,000	-	-	-	-	-
10235501 Special Project - Fibre Optic	15,000	15,000	-	-	-	-	-	-	-
20235401 Special Project - Fire Portable Radio Replacement	721,895	721,895	-	-	-	-	-	-	-
<b>Information Technology - Infrastructure Subtotal</b>	<b>1,828,695</b>	<b>1,578,695</b>	-	<b>250,000</b>	-	-	-	-	-
<b>Legal and Enforcement Services Fleet and Equipment</b>									
54238001 LES - Ballistic Vests (additional)	6,318	-	-	-	6,318	-	-	-	-
54238003 LES - Ballistic Vests (replacement)	2,106	2,106	-	-	-	-	-	-	-
<b>Legal and Enforcement Services Fleet and Equipment Subtotal</b>	<b>8,424</b>	<b>2,106</b>	-	-	<b>6,318</b>	-	-	-	-
<b>Library Collection and Information Technology</b>									

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
90235301 Computing Devices - Central	32,000	32,000	-	-	-	-	-	-	-
90235302 Computing Devices - Rossland	5,800	5,800	-	-	-	-	-	-	-
90235101 Domain Controller	10,200	10,200	-	-	-	-	-	-	-
90234002 Library Collection Expansion	255,000	-	-	-	255,000	-	-	-	-
90234001 Library Collection Material Replacement	851,700	801,700	-	-	-	-	-	50,000	-
90235102 Mail Server - Webserver/Digital Signage/Intranet Server	5,100	5,100	-	-	-	-	-	-	-
90215306 Meeting Room TV - Brooklin	4,200	4,200	-	-	-	-	-	-	-
90205601 Network Switches License (5-year) - Central	2,100	2,100	-	-	-	-	-	-	-
90235601 Network Switches License (5-year) - Rossland	500	500	-	-	-	-	-	-	-
90235602 Network Switches Licenses (5-year) - Brooklin	900	900	-	-	-	-	-	-	-
<b>Library Collection and Information Technology Subtotal</b>	<b>1,167,500</b>	<b>862,500</b>	-	-	<b>255,000</b>	-	-	<b>50,000</b>	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Low Carbon Fleet Vehicles</b>									
30232006 BLDG - Building Inspector Vehicle Hybrid SUV	48,500	-	-	-	-	48,500	-	-	-
54232002 BYLW - Vehicle and Equipment (additional)	49,854	-	-	-	49,854	-	-	-	-
30232003 CONS - 1/2 Ton 4x4 Truck (Electric)	75,000	-	-	-	75,000	-	-	-	-
30232004 CONS - 1/2 Ton 4x4 Truck (Electric)	75,000	-	-	-	75,000	-	-	-	-
71238801 FACI - 1/2 Ton Truck #7413653 (Electric)	75,000	75,000	-	-	-	-	-	-	-
30232002 FIRE - FP 35 Vehicle #2013011	49,854	49,854	-	-	-	-	-	-	-
71238803 MECH - Van #7513648 (Electric)	75,000	75,000	-	-	-	-	-	-	-
71238802 MECH - Van #7513649 (Electric)	75,000	75,000	-	-	-	-	-	-	-
<b>Low Carbon Fleet Vehicles Subtotal</b>	<b>523,208</b>	<b>274,854</b>	-	-	<b>199,854</b>	<b>48,500</b>	-	-	-
<b>Operations Centre Fleet and Equipment</b>									
30232801 FLEE - Fleet Shop Equipment	28,431	28,431	-	-	-	-	-	-	-



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30232904 FLEE - Scan tool Diagnostics	14,000	14,000	-	-	-	-	-	-	-
<b>Operations Centre Fleet and Equipment Subtotal</b>	<b>42,431</b>	<b>42,431</b>	-	-	-	-	-	-	-
<b>Parks, Forestry and Horticulture Services Fleet and Equipment</b>									
30232104 FORE - Chipper Truck #TBD (Formerly #7112596) & bucket	320,000	320,000	-	-	-	-	-	-	-
30232405 HORT - 2 Ton Truck with Dump #7613672	108,920	108,920	-	-	-	-	-	-	-
30232407 PARK - Small Equipment	22,113	22,113	-	-	-	-	-	-	-
30232401 PKSG - Wide Cut Mower #7316798	113,724	113,724	-	-	-	-	-	-	-
30242401 PKSG - Wide Cut Mower #7318892	113,724	113,724	-	-	-	-	-	-	-
30232402 PKSG - Wide Cut Mower #7616799	113,724	113,724	-	-	-	-	-	-	-
30232403 PKSG - Wide Cut Mower #7616800	113,724	113,724	-	-	-	-	-	-	-
30212401 PKSG - Wide Front Mount Mower (additional)	169,533	-	-	-	169,533	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30238601 PKSM - 2 Ton Garbage Truck/Crane/Litter Loader #7015762	203,229	203,229	-	-	-	-	-	-	-
30232406 PKSM - Aerator	20,000	20,000	-	-	-	-	-	-	-
<b>Parks, Forestry and Horticulture Services Fleet and Equipment Subtotal</b>	<b>1,298,691</b>	<b>1,129,158</b>	-	-	<b>169,533</b>	-	-	-	-
<b>Recreation, Facilities and Mechanical Services Fleet and Equipment</b>									
71232606 CRC - Equipment	34,538	34,538	-	-	-	-	-	-	-
71212604 MCK - Ride-on Floor Scrubber	27,641	27,641	-	-	-	-	-	-	-
74212201 PWM - Y20 Trailer	78,406	-	-	-	-	78,406	-	-	-
71232607 REC - Program Equipment	2,843	2,843	-	-	-	-	-	-	-
<b>Recreation, Facilities and Mechanical Services Fleet and Equipment Subtotal</b>	<b>143,428</b>	<b>65,022</b>	-	-	-	<b>78,406</b>	-	-	-
<b>Roads, Construction &amp; Storm Water Services Fleet and Equipment</b>									

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30222102 RDSR - 1 Ton Truck with Dump (additional)	84,767	-	-	-	84,767	-	-	-	-
30238803 RDSR - 3/4 Ton 4WD Truck #3313658	67,919	67,919	-	-	-	-	-	-	-
30238802 RDSR - Extended Cab Truck #3313659	84,767	84,767	-	-	-	-	-	-	-
30248705 RDSR - Single Axle Dump / Plow & Wing #3314714	282,204	282,204	-	-	-	-	-	-	-
30248706 RDSR - Single Axle Dump / Plow & Wing #3314715	282,204	282,204	-	-	-	-	-	-	-
30248707 RDSR - Single Axle Dump / Plow & Wing #3314716	282,204	282,204	-	-	-	-	-	-	-
30248703 RDSR - Tandem Axle Dump / Plow & Wing #3314540	339,066	339,066	-	-	-	-	-	-	-
30248704 RDSR - Tandem Axle Dump / Plow & Wing #3314541	339,066	339,066	-	-	-	-	-	-	-
30258702 RDSR - Tandem Dump c/w Plow & Wing 3315743	339,066	339,066	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30258703 RDSR - Tandem Dump c/w Plow & Wing 3315744	339,066	339,066	-	-	-	-	-	-	-
30232203 RDSU - Crash Trailer	30,000	-	-	-	30,000	-	-	-	-
30238401 RDSU - Cube Van #3413639	124,254	124,254	-	-	-	-	-	-	-
30232902 RDSU - Debris Vacuum #3406414	81,608	81,608	-	-	-	-	-	-	-
30232903 RDSU - Debris Vacuum Unit #3406413	81,608	81,608	-	-	-	-	-	-	-
30232101 RDSU - Portable Vactor (additional)	135,837	-	-	-	135,837	-	-	-	-
30222108 RDSU - Single Axle Dump Truck	282,204	-	-	-	282,204	-	-	-	-
30242702 RDSU - Single Axle Dump Truck	282,204	-	-	-	282,204	-	-	-	-
30232202 RDSU - Trailer Mount Arrow Board #3408464	11,583	11,583	-	-	-	-	-	-	-
30202201 RDSU - Tri-Axle Trailer (additional)	16,953	-	-	-	16,953	-	-	-	-
30232907 ROAD - Small Equipment	9,582	9,582	-	-	-	-	-	-	-
30222005 STRM - 1/2 Ton Pickup Truck (additional)	75,000	-	-	-	75,000	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30222103 STRM - Crane Truck 5 Ton (additional)	146,894	-	-	-	146,894	-	-	-	-
<b>Roads, Construction &amp; Storm Water Services Fleet and Equipment Subtotal</b>	<b>3,718,056</b>	<b>2,664,197</b>	-	-	<b>1,053,859</b>	-	-	-	-
<b>Traffic Services Fleet and Equipment</b>									
30232906 Data Collection Additional Equip (Radar Boards, Counters etc.)	68,445	-	-	20,533	47,912	-	-	-	-
30232905 Data Collection Equip Replacement (RMB, Radar, Counters, etc.)	5,265	5,265	-	-	-	-	-	-	-
30232201 TRAF - Trailer Mount Arrow Board #3008463	11,583	11,583	-	-	-	-	-	-	-
30238804 TRAF - Utility Truck #3014717	101,615	101,615	-	-	-	-	-	-	-
<b>Traffic Services Fleet and Equipment Subtotal</b>	<b>186,908</b>	<b>118,463</b>	-	<b>20,533</b>	<b>47,912</b>	-	-	-	-
<b>Waste Management Services Fleet and Equipment</b>									
30232507 WAST - Rear Loader #3115728	380,000	380,000	-	-	-	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
30232506 WAST - Rear Loader #3118875	327,483	327,483	-	-	-	-	-	-	-
<b>Waste Management Services Fleet and Equipment Subtotal</b>	<b>707,483</b>	<b>707,483</b>	-	-	-	-	-	-	-
<b>Total Fleet and Equipment Assets</b>	<b>17,740,688</b>	<b>10,595,773</b>	-	<b>4,456,533</b>	<b>2,511,476</b>	<b>126,906</b>	-	<b>50,000</b>	-

### Studies, Strategic Initiatives and Community Enhancement

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Administrative Studies and Initiatives</b>									
51237003 Centralized Customer Service Strategy Implementation	825,000	-	-	825,000	-	-	-	-	-
51237002 Content Management Program	262,000	-	-	262,000	-	-	-	-	-
90237002 Library Strategic Plan	50,000	-	-	25,000	25,000	-	-	-	-
51237001 Ward Boundary Review	64,952	-	-	32,476	32,476	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
50237002 Whitby Strategic Plan & Goals Update	54,127	-	-	-	-	54,127	-	-	-
<b>Administrative Studies and Initiatives Subtotal</b>	<b>1,256,079</b>	-	-	<b>1,144,476</b>	<b>57,476</b>	<b>54,127</b>	-	-	-
<b>Corporate Communications and Creative Services</b>									
50227001 Community Survey	54,127	-	-	54,127	-	-	-	-	-
10237805 Council Training - Media and Social Media Training	10,000	-	-	-	-	10,000	-	-	-
10237803 Newsroom - Corporate Storytelling Platform	30,000	-	-	30,000	-	-	-	-	-
10237801 Storefront Apparel Solution	5,000	-	-	5,000	-	-	-	-	-
10237804 Strategic Communications Roadmap	30,000	30,000	-	-	-	-	-	-	-
10237802 Whitby Wire Update	100,000	100,000	-	-	-	-	-	-	-
<b>Corporate Communications and Creative Services Subtotal</b>	<b>229,127</b>	<b>130,000</b>	-	<b>89,127</b>	-	<b>10,000</b>	-	-	-
<b>Creative Communities Initiatives</b>									

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
55217402 Downtown Brooklin CIP Grants	30,000	-	-	-	-	30,000	-	-	-
55227405 Downtown Whitby CIP Maintenance & Improvement Grants	45,000	-	-	-	-	45,000	-	-	-
30237401 Sidewalk Patio Boardwalk	30,000	30,000	-	-	-	-	-	-	-
<b>Creative Communities Initiatives Subtotal</b>	<b>105,000</b>	<b>30,000</b>	-	-	-	<b>75,000</b>	-	-	-
<b>Economic Development Program</b>									
55207003 Sponsorship Opportunities, Inventory Asset Identification Study	78,825	-	-	-	-	78,825	-	-	-
<b>Economic Development Program Subtotal</b>	<b>78,825</b>	-	-	-	-	<b>78,825</b>	-	-	-
<b>Financial Services Studies and Initiatives</b>									
50197008 Contribution to Durham College (\$1M over 5 years)	200,000	-	-	-	-	-	200,000	-	-
83217001 DAAP Review	81,978	-	-	-	-	81,978	-	-	-
13217003 Development Related Administrative Overhead	232,000	-	-	-	232,000	-	-	-	-
13247001 Growth Plan - Community Benefits Charge Study	175,000	-	-	175,000	-	-	-	-	-



## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
13237001 Growth Plan - DC Study, Long Range Financial Plan	300,000	-	-	75,000	225,000	-	-	-	-
13227001 Growth Plan - Facility Replacement Cost Analysis for DC Study	65,000	-	-	-	65,000	-	-	-	-
13237003 Growth Plan - Parks Study / Parkland Dedication By-Law Review	150,000	-	-	-	150,000	-	-	-	-
13237004 Long Range Financial Plan Annual Update	25,000	-	-	12,500	12,500	-	-	-	-
30237101 Storm Water Management Facility Needs Study	75,777	75,777	-	-	-	-	-	-	-
<b>Financial Services Studies and Initiatives Subtotal</b>	<b>1,304,755</b>	<b>75,777</b>	-	<b>262,500</b>	<b>684,500</b>	<b>81,978</b>	<b>200,000</b>	-	-
<b>Operations &amp; Fire Department Studies</b>									
30237102 Salt Management Plan	36,000	-	-	7,200	28,800	-	-	-	-
<b>Operations &amp; Fire Department Studies Subtotal</b>	<b>36,000</b>	-	-	<b>7,200</b>	<b>28,800</b>	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Organizational Effectiveness Department Studies &amp; Initiatives</b>									
10227001 GIS Master Plan	52,550	-	-	39,498	13,052	-	-	-	-
50237001 HR Related Studies	250,000	-	-	-	-	250,000	-	-	-
<b>Organizational Effectiveness Department Studies &amp; Initiatives Subtotal</b>	<b>302,550</b>	-	-	<b>39,498</b>	<b>13,052</b>	<b>250,000</b>	-	-	-
<b>Planning and Development Department Studies</b>									
40237107 Municipal Engineering Growth Studies/Design Reviews	135,316	-	-	-	135,316	-	-	-	-
81227201 Official Plan (Minor Review)	487,140	-	-	99,357	387,783	-	-	-	-
30257101 Region of Durham Streetlight Strategy Study	32,476	-	-	6,495	25,981	-	-	-	-
40237101 Route Planning Design	10,510	-	-	2,102	8,408	-	-	-	-
81237401 Werdens Plan HCD Plan Review and Update	100,000	-	-	50,000	50,000	-	-	-	-

## 2023 Budget

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>Planning and Development Department Studies Subtotal</b>	<b>765,442</b>	-	-	<b>157,954</b>	<b>607,488</b>	-	-	-	-
<b>Sustainability Program</b>									
5237610 ALL - Facilities Waste Container Replacement	50,000	50,000	-	-	-	-	-	-	-
55237612 Climate Change Plan - Implementation	70,000	-	-	-	-	-	70,000	-	-
55247602 Corporate Waste Plan	75,000	-	-	-	-	-	75,000	-	-
55217602 DCEP Implementation (Programs, Studies, Infrastructure)	50,000	-	-	-	-	-	50,000	-	-
55217604 Durham Climate Change Adaptation Plan (DCCAP)	80,000	-	-	-	-	-	80,000	-	-
55237602 Sustainable Development Guidelines Update	80,000	-	-	-	80,000	-	-	-	-
<b>Sustainability Program Subtotal</b>	<b>405,000</b>	<b>50,000</b>	-	-	<b>80,000</b>	-	<b>275,000</b>	-	-
<b>Transportation Master Plan and Related Studies</b>									
40237106 Traffic & Transportation Study	216,506	-	-	-	216,506	-	-	-	-

## 2023 Budget

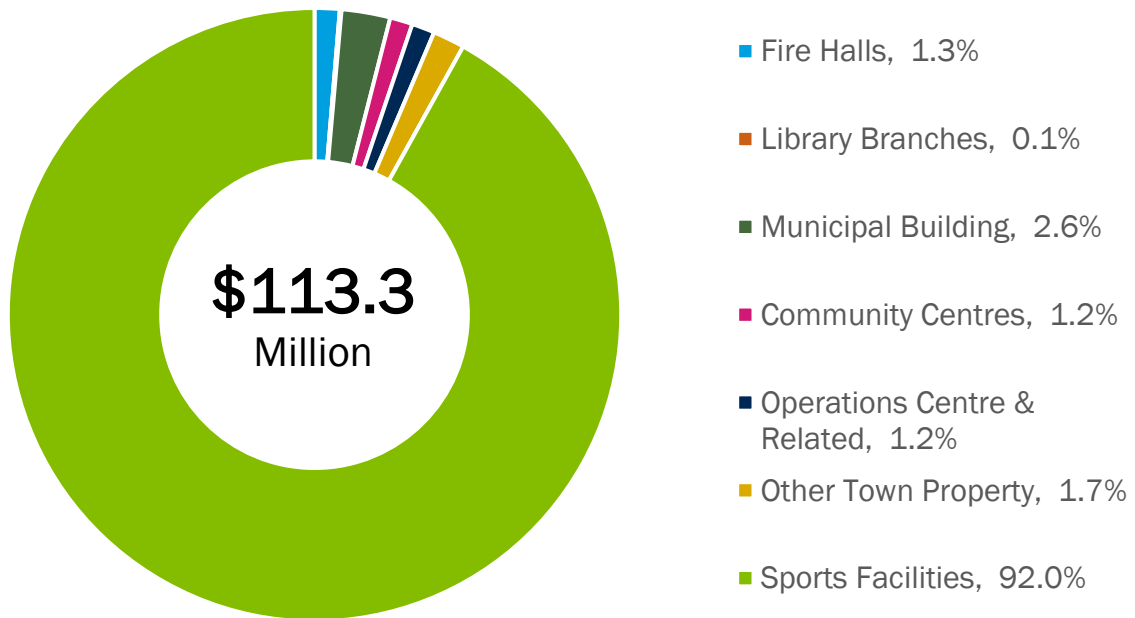
Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
40227101 Traffic Operations Study	54,127	-	-	10,826	43,301	-	-	-	-
35227104 Transportation Master Plan Study Update	400,000	-	-	-	400,000	-	-	-	-
35227105 Zones and Corridor Studies / Designs	105,100	-	-	21,020	84,080	-	-	-	-
<b>Transportation Master Plan and Related Studies Subtotal</b>	<b>775,733</b>	<b>-</b>	<b>-</b>	<b>31,846</b>	<b>743,887</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Studies, Strategic Initiatives and Community Enhancements</b>	<b>5,258,511</b>	<b>285,777</b>	<b>-</b>	<b>1,732,601</b>	<b>2,215,203</b>	<b>549,930</b>	<b>475,000</b>	<b>-</b>	<b>-</b>

### Total 2023 Capital Budget with Financing Source

Project	2023 Budget	Asset Management Reserve Fund	Canada Community Building Reserve Fund	Growth Reserve Fund	Development Charges	Program Reserves	One Time Reserves	External Contributions	Long Term Debt
<b>All Projects</b>	<b>184,319,715</b>	<b>30,135,536</b>	<b>5,709,330</b>	<b>13,591,345</b>	<b>40,890,030</b>	<b>2,923,220</b>	<b>489,000</b>	<b>477,504</b>	<b>90,103,750</b>

# Facility Assets

## 2023 Total Capital Budget Investment

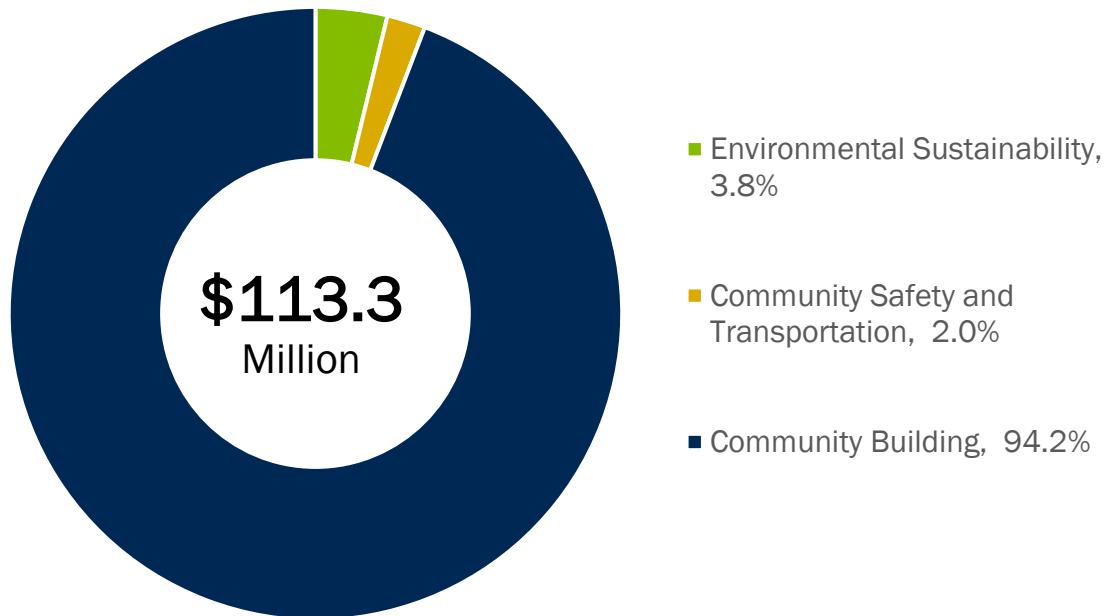


Capital Budget Funding: 76% Long Term Debt, 16% Development Charges, 6% Tax Based Reserves, <1% Program Reserves, <1% External Contributions.  
Capital Budget Allocation: 3% Asset Management Projects, 93% Growth Related Projects, 4% Strategic Initiative / Community Enhancement Projects.

## 2023 Long Term Debt

- Whitby Sports Complex (71201033) \$85 million.
- Operations Centre Expansion – Phase 2 (30211305) \$1 million.
- Port Whitby Marina Pier #2 (74241101) \$0.6 million.

## 2023 Business Plan Themes



## 2023 Key Budget Highlights

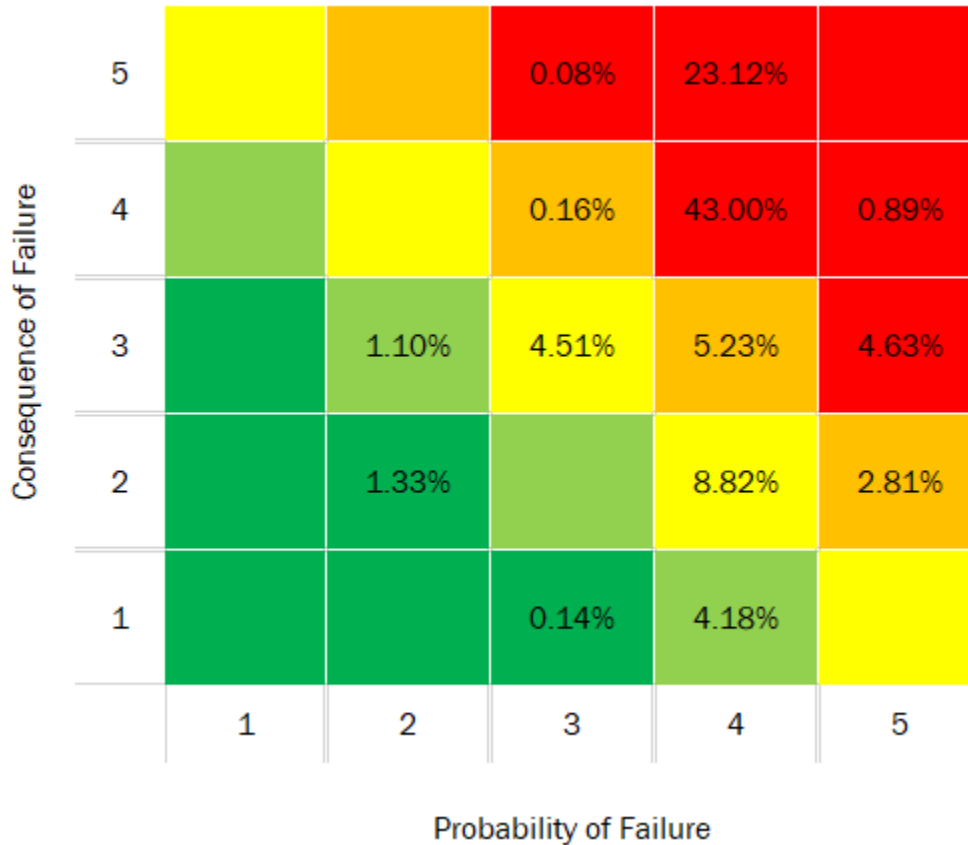
- Construction of the Whitby Sports Complex \$103.2 million.
- \$4.3 million of lifecycle asset management projects which will contribute to the Zero Carbon Whitby GHG reduction goal, including the replacement of the Municipal Building roof for \$1.6 million.
- Replacement of Port Whitby Marina Pier #2 \$0.6 million.
- Operations Centre Expansion Phase 2 (multi-year project) \$1 million.

## Asset Management Fast Facts

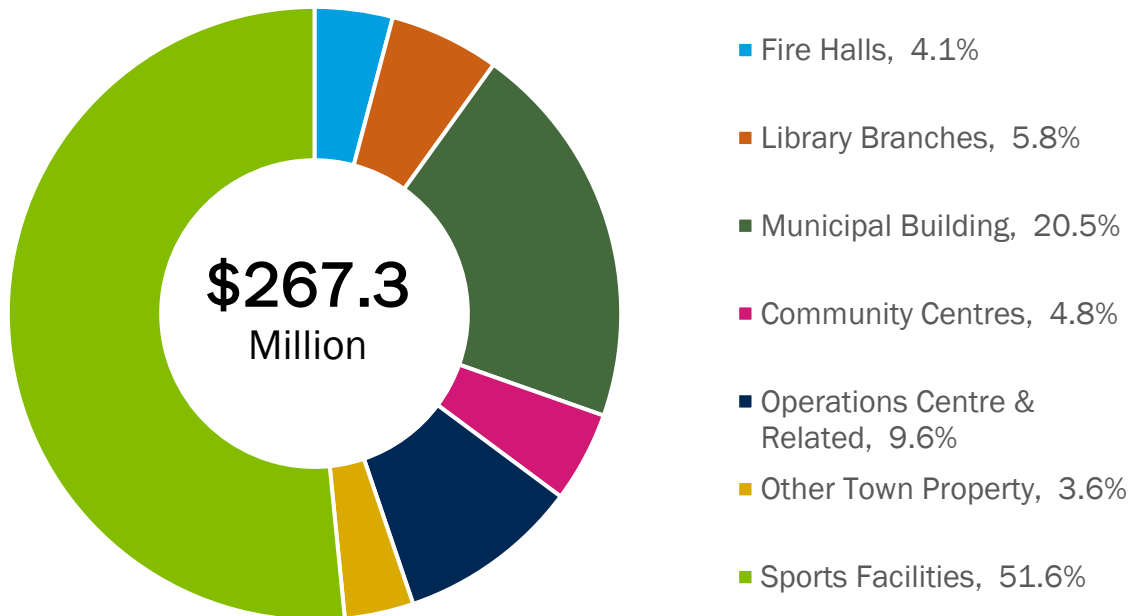
- The 2022 Asset Management Plan reports an Asset Health Grade of good for the Facilities assets with a replacement value of \$441 million.
- The Town currently owns and maintains:
  - 488 thousand square feet of sports facilities including 10 ice pads, 2 swimming pools, and a 420-slip public marina and public boat launch.
  - 307 thousand square feet of community centres including library branches and the station gallery.
  - 159 thousand square feet of administrative facilities including the Operations Centre and Town Hall.
  - 5 Fire Halls totaling 60 thousand square feet.
  - 100 thousand square feet of other town property.

## 2023 Capital Asset Management Investment Risk Heat Map

The following graph allocates the asset management related 2023 budget for facilities projects by the asset “risk score”. The heat map below graphs the probability (of failure) vs the consequence (of failure) and demonstrates how the annual Municipal Asset Management Plan and asset condition ratings are being utilized to help prioritize projects in the capital budget.



## 2023-2032 Capital Plan Forecast

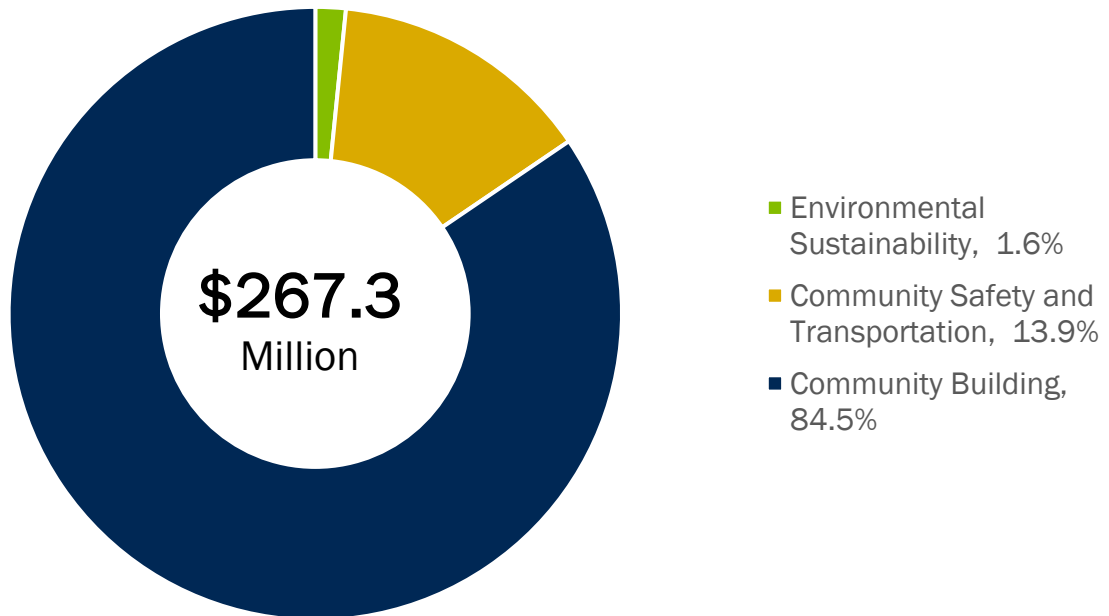


Capital Plan Funding: 60% Long Term Debt, 19% Development Charges, 18% Tax Based Reserves, 3% Program Reserves.

Capital Plan Allocation: 19% Asset Management Projects, 79% Growth Related Projects, 2% Strategic Initiatives / Community Enhancement Projects.



## 2023-2032 Business Plan Themes



## Growth Forecast Highlights (2023-2032)

- Whitby Sports Complex, \$103.2 million (2023).
- Operations Centre Expansion (Phase 2), \$10 million (2023-2024).
- Repurposing Luther Vipond Memorial Arena, \$10.7 million (2025).
- Sand & Salt Domes \$2.5 million (2026-2028).
- Fire Hall #6, \$7.2 million (2026-2028).
- Operations Satellite Facility, \$5.6 million (2026-2029).
- Future Library Branch Expansion, \$11.5 million (2032).
- Operations Centre Expansion (Phase 3), \$3 million (2032).
- Station Gallery Expansion, \$1.8 million (2032).

**2023 Total Capital Budget and Forecast – Facility Assets**

(\$ in Thousands)	2023	2024	2025	2026-2032	Total
71PA1103 55+ Recreation Centre	\$0	\$243	\$44	\$278	\$565
71PA1101 Brooklin Community Centre & Library	\$0	\$12	\$53	\$834	\$898
71PA1102 Centennial Building	\$10	\$169	\$310	\$1,006	\$1,494
71PA1001 Civic Recreation Complex	\$106	\$766	\$214	\$2,067	\$3,153
71PA1002 Iroquois Park Sports Centre	\$441	\$2,759	\$3,649	\$5,450	\$12,299
71PA1004 Luther Vipond Memorial Arena	\$0	\$0	\$10,673	\$3,439	\$14,112
71PA1003 McKinney Centre	\$62	\$2,673	\$486	\$1,535	\$4,757
71PA1403 Operations Centre	\$1,090	\$9,116	\$207	\$5,711	\$16,124
71PA1404 Other Administrative / Operational Facilities	\$182	\$37	\$420	\$8,831	\$9,470
71PA1104 Other Community Centres	\$37	\$44	\$965	\$4,054	\$5,100
71PA1601 Other Town Property	\$702	\$1,691	\$1,264	\$1,626	\$5,284
71PM1105 Park Structures	\$15	\$50	\$50	\$93	\$208
71PA1105 Port Whitby Marina	\$792	\$879	\$424	\$2,097	\$4,192
71PA1602 Station Gallery	\$17	\$13	\$159	\$2,875	\$3,064
71PA1402 Whitby Animal Services	\$0	\$0	\$23	\$1,000	\$1,023
71PA1201 Whitby Fire Facilities	\$1,028	\$799	\$151	\$8,560	\$10,538
71PA1501 Whitby Library Branches	\$96	\$701	\$220	\$14,524	\$15,541
71PA1401 Whitby Municipal Building	\$1,263	\$128	\$286	\$50,369	\$52,046
71PG1001 Whitby Sports Complex	\$103,166	\$0	\$0	\$0	\$103,166
55PO1602 Zero Carbon – FCM Green Community Building Retrofit Initiative	\$37	\$0	\$0	\$0	\$37

(\$ in Thousands)	2023	2024	2025	2026-2032	Total
55PO1601 Zero Carbon – Grant Low Carbon Economy Fund (Challenge Stream)	\$835	\$0	\$0	\$0	\$835
55PO1603 Zero Carbon Whitby	\$3,409	\$0	\$0	\$0	\$3,409
<b>Total</b>	<b>\$113,289</b>	<b>\$20,080</b>	<b>\$19,597</b>	<b>\$114,349</b>	<b>\$267,316</b>

Note: Numbers may not add due to rounding

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1103 55+ Recreation Centre**

**Program Description**

The 55+ Recreation Centre is a multi-service, multi-generational gathering place where older adults can learn new skills, access resources and make connections, opening the door to exciting and affordable programs that enrich life, strengthen the community, and promote healthy and active aging. The Centre offers a variety of programs ranging from creative arts to computers, fitness, history, language and music.

The scope of work in 2023 includes the replacement of end of life plumbing fixtures in the facility.

**Capital Costs - 55+ Recreation Centre**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71221123	55+ - B2010 Exterior Soffit (Wood)	Community Building	Asset Management	-	-	-	7,969	-	-	-	-	-	-	7,969
71251125	55+ - B2010 Exterior Walls (Brick)	Community Building	Asset Management	-	-	7,245	-	-	-	-	-	-	-	7,245
71261113	55+ - B2030 Exterior Doors	Community Building	Asset Management	-	-	-	14,611	-	-	-	-	-	-	14,611
71281106	55+ - B2030 Exterior Doors	Community Building	Asset Management	-	-	-	-	-	50,000	-	-	-	-	50,000
71221117	55+ - C1030 Millwork	Community Building	Asset Management	-	120,750	-	-	-	-	-	-	-	-	120,750
71261114	55+ - C3010 Painting	Community Building	Asset Management	-	-	-	20,000	-	-	-	-	-	-	20,000
71271104	55+ - C3020 Flooring	Community Building	Asset Management	-	-	-	-	25,000	-	-	-	-	-	25,000
71231123	55+ - D2010 Plumbing Fixtures	Community Building	Asset Management	-	-	7,000	-	-	-	-	-	-	-	7,000
71231125	55+ - D5020 Lighting	Community Building	Asset Management	-	12,000	-	-	-	-	-	-	-	-	12,000
71251123	55+ - E10 Equipment and Appliances	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71261112	55+ - G2020 Parking Lots	Community Building	Asset Management	-	-	-	150,938	-	-	-	-	-	-	150,938
71211128	55+ - G2030 Pedestrian Paving	Community Building	Asset Management	-	-	-	-	9,660	-	-	-	-	-	9,660
71251124	55+ - G4020 Site Lighting	Community Building	Asset Management	-	25,000	-	-	-	-	-	-	-	-	25,000
71241126	55+ - G4030 BAS Upgrade	Community Building	Asset Management	-	85,000	-	-	-	-	-	-	-	-	85,000
<b>Total Capital Cost</b>				<b>-</b>	<b>242,750</b>	<b>44,432</b>	<b>193,518</b>	<b>34,660</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>565,360</b>

**Corporate Financing - 55+ Recreation Centre**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	242,750	44,432	193,518	34,660	50,000	-	-	-	-	565,360
<b>Total Corporate Financing</b>		<b>-</b>	<b>242,750</b>	<b>44,432</b>	<b>193,518</b>	<b>34,660</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>565,360</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1101 Brooklin Community Centre & Library**

**Program Description**

The Brooklin Community Centre and Library is Whitby's newest recreation facility, which opened in November 2010. The 3,716 square metre, two-storey building includes a seniors' activity room, youth centre, dedicated pre-school program space, gymnasium, craft room, multi-purpose banquet room, meeting rooms, and a branch library. The centre offers a variety of recreational and educational programming.

**Capital Costs - Brooklin Community Centre & Library**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71251102	BCCL - B2010 Exterior Sealants	Community Building	Asset Management	-	-	18,113	-	-	-	-	-	-	-	18,113
71291101	BCCL - B3010 Roof (Flat)	Community Building	Asset Management	-	-	-	-	-	-	345,000	-	-	-	345,000
71221102	BCCL - C3020 Flooring	Community Building	Asset Management	-	-	-	66,413	-	18,113	-	-	-	-	84,526
71251109	BCCL - D2020 Domestic Hot Water Heaters	Community Building	Asset Management	-	-	-	-	40,250	-	-	-	-	-	40,250
71251110	BCCL - D2020 Sump Pumps	Community Building	Asset Management	-	-	-	-	46,000	-	-	-	-	-	46,000
71300710	BCCL - D3020 Boilers	Community Building	Asset Management	-	-	-	-	-	-	-	150,938	-	-	150,938
71251108	BCCL - D3030 Ductless Air Conditioners	Community Building	Asset Management	-	-	-	-	34,500	-	-	-	-	-	34,500
71281105	BCCL - D3050 Fan Coil Units	Community Building	Asset Management	-	-	-	-	-	120,750	-	-	-	-	120,750
71251107	BCCL - D3068 VFDs For Heating Pumps	Community Building	Asset Management	-	-	34,500	-	-	-	-	-	-	-	34,500
71311104	BCCL - E20 Furniture (Facility)	Community Building	Asset Management	-	-	-	-	-	-	-	-	5,750	-	5,750
71241120	BCCL - G2010 Parking Lot Repairs	Community Building	Asset Management	-	12,075	-	-	-	-	-	-	-	-	12,075
71221111	BCCL - Interior Painting	Community Building	Asset Management	-	-	-	-	-	6,037	-	-	-	-	6,037
<b>Total Capital Cost</b>				-	<b>12,075</b>	<b>52,613</b>	<b>66,413</b>	<b>120,750</b>	<b>144,900</b>	<b>345,000</b>	<b>150,938</b>	<b>5,750</b>	-	<b>898,439</b>

**Corporate Financing - Brooklin Community Centre & Library**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	12,075	52,613	66,413	120,750	144,900	345,000	150,938	5,750	-	898,439
<b>Total Corporate Financing</b>		-	<b>12,075</b>	<b>52,613</b>	<b>66,413</b>	<b>120,750</b>	<b>144,900</b>	<b>345,000</b>	<b>150,938</b>	<b>5,750</b>	-	<b>898,439</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1102 Centennial Building**

**Program Description**

The Centennial Building is one of the Town's focal heritage buildings. Constructed in the early 1850s as the Ontario County Courthouse, and served from 1854 to 1964 as a trial court and a meeting place for County Council. In 1967 a local Centennial project turned the building into a community centre.

This building is currently the home of the Whitby Courthouse Theatre and Whitby Brass Band. The building includes a banquet facility, local archives and is used by community organizations.

End of life carpet replacement will be completed in 2023.

**Capital Costs - Centennial Building**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231104	CB - B2010 Exterior Walls Original Brick	Community Building	Asset Management	-	-	12,075	-	-	12,075	-	-	-	-	24,150
71221125	CB - B2020 Exterior Windows	Community Building	Asset Management	-	-	-	345,000	-	-	-	-	-	-	345,000
71221114	CB - B2020 Window Repair/Replacement Program	Community Building	Asset Management	-	-	24,150	24,150	-	-	-	-	-	-	48,300
71220706	CB - B3010 Roofing (Addition Flat)	Community Building	Asset Management	-	-	80,500	-	-	-	-	-	-	-	80,500
71241109	CB - B3020a Roof Openings Cupola	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	-	30,187
71241108	CB - C30 Finishes (Paint)	Community Building	Asset Management	-	24,150	-	-	-	-	-	-	-	-	24,150
71231118	CB - C3020 Carpet	Community Building	Asset Management	10,000	-	-	-	-	-	-	-	-	-	10,000
71251104	CB - C3020 Flooring	Community Building	Asset Management	-	-	12,075	150,938	-	30,187	-	-	-	-	193,200
71251121	CB - D3040 Exhaust Fans	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71241115	CB - D3040 HVAC Unit (Addition Basement)	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	-	30,187
71241119	CB - D3040 HVAC Unit (Lobby Area)	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	-	30,187
71170729	CB - D3040 HVAC Unit (North East Wing)	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71241118	CB - D3040 HVAC Unit (North Wing Ground)	Community Building	Asset Management	-	18,113	30,187	-	-	-	-	-	-	-	48,300
71261111	CB - D3040 HVAC Unit (Regal Room)	Community Building	Asset Management	-	-	-	96,600	-	-	-	-	-	-	96,600
71241116	CB - D3040 HVAC Unit (West Wing Ground)	Community Building	Asset Management	-	36,225	-	-	-	-	-	-	-	-	36,225
71251122	CB - D3040 HVAC Units (Auditorium)	Community Building	Asset Management	-	-	96,600	-	-	-	-	-	-	-	96,600
71221120	CB - G2020 Parking Lots	Community Building	Asset Management	-	-	-	332,063	-	-	-	-	-	-	332,063
71311105	CB - G2030 Exterior Stairs	Community Building	Asset Management	-	-	-	-	-	-	-	-	14,490	-	14,490
<b>Total Capital Cost</b>				<b>10,000</b>	<b>169,049</b>	<b>309,924</b>	<b>948,751</b>	-	<b>42,262</b>	-	-	<b>14,490</b>	-	<b>1,494,476</b>

**Corporate Financing - Centennial Building**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	10,000	169,049	309,924	948,751	-	42,262	-	-	14,490	-	1,494,476
<b>Total Corporate Financing</b>		<b>10,000</b>	<b>169,049</b>	<b>309,924</b>	<b>948,751</b>	-	<b>42,262</b>	-	-	<b>14,490</b>	-	<b>1,494,476</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1001 Civic Recreation Complex**

**Program Description**

The Whitby Civic Recreation Complex (CRC), constructed in 1991, provides a variety of services to residents of the Town of Whitby. The building offers a swimming pool, health club, fitness studio, child care centre, and administrative offices.

Building envelope, electrical and mechanical systems at the facility require regular maintenance attention, repair, and sometimes replacement as they near the end of their useful life.

2023 includes the design phase of the exterior brick repairs.

**Capital Costs - Civic Recreation Complex**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231011	CRC - B2010 Exterior Sealants	Community Building	Asset Management	-	-	18,113	-	-	-	-	-	-	-	18,113
71201030	CRC - B2010 Exterior Walls (Brick)	Community Building	Asset Management	30,000	400,000	-	-	-	-	-	-	-	-	430,000
71251022	CRC - B2010 Exterior Walls (Brick)	Community Building	Asset Management	-	-	48,300	48,300	-	-	-	-	-	-	96,600
71251019	CRC - B2010 Trellis (South Patio)	Community Building	Asset Management	-	-	-	90,563	-	-	-	-	-	-	90,563
71311001	CRC - B2010.1b Exterior Walls - Brick	Community Building	Asset Management	-	-	-	-	-	-	-	-	72,450	-	72,450
71311004	CRC - B2020 Exterior Windows	Community Building	Asset Management	-	-	-	-	-	-	-	-	137,534	-	137,534
71241123	CRC - B2020 Skylights	Community Building	Asset Management	-	150,000	-	-	-	-	-	-	-	-	150,000
71311005	CRC - B2030 Exterior Doors	Community Building	Asset Management	-	-	-	-	-	-	-	-	13,282	-	13,282
71261016	CRC - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	-	104,569	-	-	-	-	-	-	104,569
71231030	CRC - C10 Members Change Room Renovations	Community Building	Asset Management	-	-	-	-	-	50,000	450,000	-	-	-	500,000
71261014	CRC - C1030 Lockers and Partitions	Community Building	Asset Management	-	-	-	-	-	-	178,250	-	-	-	178,250
71281001	CRC - C30 Finishes (Pool Paint)	Community Building	Asset Management	-	-	-	-	-	48,300	-	-	-	-	48,300
71251011	CRC - C3020 Flooring (Carpet)	Community Building	Asset Management	-	-	-	34,500	-	-	-	-	-	-	34,500
71321005	CRC - C3020 Flooring (Health Club)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	175,088	175,088
71261015	CRC - C3020 Flooring (Members' Change Rooms)	Community Building	Asset Management	-	-	-	-	-	-	72,450	-	-	-	72,450
71251014	CRC - D2020 Hot Water Heating Pumps (Potable)	Community Building	Asset Management	-	-	46,000	-	-	-	-	-	-	-	46,000
71242901	CRC - D2020 Hot Water Storage Tank (Tank 2 Relining)	Community Building	Asset Management	-	24,150	-	-	-	-	-	-	-	-	24,150
71241006	CRC - D2020 Hot Water Storage Tanks (Tank 1 Relining)	Community Building	Asset Management	-	24,150	24,150	-	-	-	-	-	-	-	48,300
71231025	CRC - D2020 Storage Tank (Tank #1 Heat Exchanger)	Community Building	Asset Management	19,550	-	-	-	-	-	-	-	-	12,650	32,200
71251007	CRC - D50 Lighting Sensors	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71251105	CRC - D5010 Electrical Panel Replacement (Office)	Community Building	Asset Management	-	-	23,000	-	-	-	-	-	-	-	23,000
71261004	CRC - D5010 Electrical Substation	Community Building	Asset Management	-	-	-	-	-	-	-	-	6,037	-	6,037
71301024	CRC - D5020 Lighting (Pool)	Community Building	Asset Management	-	-	-	-	-	-	-	12,075	-	-	12,075
71241028	CRC - D5020 Site Lighting Conversion and Bollard Lights	Community Building	Asset Management	-	150,000	-	-	-	-	-	-	-	-	150,000
71241005	CRC - D5030 Gym Audio System	Community Building	Asset Management	-	18,113	-	-	-	-	-	-	-	-	18,113
71251008	CRC - D5090 Emergency Light Conversion	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71251013	CRC - E20 Window Treatment (Blinds)	Community Building	Asset Management	-	-	-	-	24,150	-	-	-	-	-	24,150
71231115	CRC - E2010 Mirrors	Community Building	Asset Management	-	-	-	10,000	-	-	-	-	-	-	10,000
71231007	CRC - F1040 Chemical Feeders (Pool and Spa)	Community Building	Asset Management	14,490	-	-	-	-	-	-	-	-	-	14,490
71231002	CRC - F1040 Pool Slide & Stair	Community Building	Asset Management	-	-	-	271,688	-	-	-	-	-	-	271,688
71251018	CRC - F1040 Pools (Filters - Large)	Community Building	Asset Management	-	-	-	-	36,225	-	-	-	-	-	36,225
71251003	CRC - F1040 Pools (Piping - Large)	Community Building	Asset Management	-	-	-	-	-	-	-	46,000	-	-	46,000
71261010	CRC - F1040 Pools (Piping-Small)	Community Building	Asset Management	-	-	-	12,075	-	-	-	-	-	-	12,075
71221007	CRC - F1040 Sauna (Female Members)	Community Building	Asset Management	-	-	-	-	-	-	33,810	-	-	-	33,810
71321002	CRC - F1040 Swimming Pools (Small Pool Filters)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	7,245	7,245
71311006	CRC - G2020 Parking Lots (North)	Community Building	Asset Management	-	-	-	-	-	-	-	-	119,542	-	119,542
71231106	CRC - Heat Exchanger #2	Community Building	Asset Management	17,250	-	-	-	-	-	-	-	-	-	17,250
71231035	CRC - Waterslide Pump	Community Building	Asset Management	25,000	-	-	-	-	-	-	-	-	-	25,000
<b>Total Capital Cost</b>				<b>106,290</b>	<b>766,413</b>	<b>213,900</b>	<b>571,695</b>	<b>60,375</b>	<b>98,300</b>	<b>734,510</b>	<b>58,075</b>	<b>348,845</b>	<b>194,983</b>	<b>3,153,386</b>

**Corporate Financing - Civic Recreation Complex**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	106,290	766,413	213,900	571,695	60,375	98,300	734,510	58,075	348,845	194,983	3,153,386
<b>Total Corporate Financing</b>		<b>106,290</b>	<b>766,413</b>	<b>213,900</b>	<b>571,695</b>	<b>60,375</b>	<b>98,300</b>	<b>734,510</b>	<b>58,075</b>	<b>348,845</b>	<b>194,983</b>	<b>3,153,386</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1002 Iroquois Park Sports Centre**

**Program Description**

The Iroquois Park Sports Centre was constructed in multiple phases involving several separate expansion projects: Arena One (1) 1974; Anne Ottenbrite Pool 1975; Arena Two (2) 1987; Arenas Three to Six (6) and restaurant (1997). Major renovations and an addition were completed during 2010 and 2011 to Arena One (1) dressing rooms, Anne Ottenbrite Pool, Whitney Hall and a previously unfinished mezzanine space between Arenas Three (3) and Four (4).

Building envelope, electrical and mechanical systems at the facility require regular maintenance attention, repair, and sometimes replacement as they near the end of their useful life. Future investment will be required over the next five years in order to maintain expected operational standards and quality of service, including the potential replacement of the refrigerated rink slab in Arena Two (2) which is at the end of its life expectancy.

Several projects are included in the 2023 budget for IPSC. The projects include continued roofing replacement, repairs to concrete flooring in the ice resurfacing areas, rubber floor replacement floor replacement with in the arenas and upgrades to the refrigeration control panels.

**Capital Costs - Iroquois Park Sports Centre**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71320701	AOP - B3010 Roofing (Change Rooms)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	84,525	84,525
71310703	AOP - B3010 Roofing (Pool Mech)	Community Building	Asset Management	-	-	-	-	-	-	-	-	187,163	-	187,163
71242401	AOP - B3010 Roofing (Pool)	Community Building	Asset Management	-	362,250	-	-	-	-	-	-	-	-	362,250
71231117	AOP - C10 Aquatics Hall Rehabilitation	Community Building	Asset Management	75,000	-	-	-	-	-	-	-	-	-	75,000
71231017	AOP - C1030 Lockers	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	18,113	48,300
71231027	AOP - C1030 Window Shades	Community Building	Asset Management	-	-	-	50,000	-	-	-	-	-	-	50,000
71211003	AOP - C30 Finishes (Dressing & Viewing)	Community Building	Asset Management	-	17,250	-	-	-	-	-	-	-	-	17,250
71211004	AOP - C30 Finishes (Pool Deck)	Community Building	Asset Management	-	8,050	-	-	18,113	-	-	-	-	-	26,163
71270720	AOP - D2020 Domestic Water Heaters	Community Building	Asset Management	-	-	-	-	34,500	-	-	-	-	-	34,500
71321001	AOP - D2020 Heat Exchanger (Large Pool)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	42,263	42,263
71311002	AOP - D2020 Heat Exchanger (Small Pool)	Community Building	Asset Management	-	-	-	-	-	-	-	-	42,263	-	42,263
71201036	AOP - D2020 Pool Deck Ceramic Tiles Replacement	Community Building	Asset Management	-	-	-	201,250	-	-	-	-	-	-	201,250
71241011	AOP - D3040 Dehumidification (Dectron)	Community Building	Asset Management	-	-	-	517,500	-	-	-	-	-	-	517,500
71321003	AOP - D4010 Sprinkler System	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	18,113	18,113
71320702	AOP - D5020 Lighting (Pool)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	36,225	36,225
71221108	AOP - D5020 Pool Lighting Retrofit	Community Building	Asset Management	-	28,750	-	-	-	-	-	-	-	-	28,750
71241026	AOP - D5030 Fire Panel Replacement	Community Building	Asset Management	-	150,000	-	-	-	-	-	-	-	-	150,000
71241018	AOP - D5030 Sound System (Pool)	Community Building	Asset Management	-	-	-	30,000	-	-	-	-	-	12,075	42,075
71291002	AOP - E10 Automatic Pool Vacuum	Community Building	Asset Management	-	-	-	-	-	-	9,660	-	-	-	9,660
71201040	AOP - F1040 Pool Surface	Community Building	Asset Management	-	-	-	543,375	-	-	-	-	-	-	543,375
71321004	AOP - F1040 Pools (Boilers)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	12,075	12,075
71271003	AOP - F1040 Pools (Chemical Feeders)	Community Building	Asset Management	-	-	-	-	36,225	-	-	-	-	-	36,225
71241017	AOP - F1040 Pools (Filters)	Community Building	Asset Management	-	36,225	-	-	-	-	-	-	-	36,225	72,450
71261013	AOP - F1040 Pools (Pumps)	Community Building	Asset Management	-	-	-	42,263	17,250	-	-	-	-	-	59,513
71261008	AOP - F1040 Pools (Small Pool)	Community Building	Asset Management	-	-	-	108,675	-	-	-	-	-	-	108,675
71270722	AOP - F1040 Pools (UV Filter Systems)	Community Building	Asset Management	-	-	-	-	18,113	-	-	-	-	-	18,113
71211021	IPSC - A1030 Pad 2 Awnings and Slab	Community Building	Asset Management	8,050	-	-	-	-	-	-	-	-	-	8,050
71261006	IPSC - Advertising Signs	Community Building	Asset Management	-	-	-	6,037	-	-	-	-	-	-	6,037
71231005	IPSC - B2010 Exterior Walls (Pad 1 Metal Cladding)	Community Building	Asset Management	-	-	-	-	54,337	-	-	-	-	-	54,337
71241015	IPSC - B2030 Exterior Doors (Pads 1-6)	Community Building	Asset Management	-	18,113	-	-	-	18,113	-	-	-	-	36,226
71261017	IPSC - B3010 Roof Pad 2	Community Building	Asset Management	-	-	-	724,500	-	-	-	-	-	-	724,500
71250703	IPSC - B3010 Roofing (Pad 1 Addition - Flat)	Community Building	Asset Management	-	-	102,275	-	-	-	-	-	-	-	102,275
71241024	IPSC - B3010 Roofing (Pads 3-6)	Community Building	Asset Management	-	242,075	230,000	230,000	230,000	-	24,150	-	-	-	956,225
71291001	IPSC - C30 Finishes (Pad 5/6 Renewal)	Community Building	Asset Management	-	-	-	-	-	-	9,056	9,056	-	-	18,112
71221028	IPSC - C30 Finishes (Paint)	Community Building	Asset Management	-	-	6,037	-	-	6,037	-	-	-	-	12,074
71231023	IPSC - C30 Finishes Pad Renewal	Community Building	Asset Management	9,085	9,085	-	9,085	9,085	-	9,085	9,085	-	9,085	63,595
71221031	IPSC - C3020 Flooring (Rubber)	Community Building	Asset Management	18,000	-	-	36,225	-	36,225	-	36,225	-	36,225	162,900
71211014	IPSC - C3020 Flooring (Zamboni Concrete) Pad 3 & 4	Community Building	Asset Management	51,750	-	-	-	-	-	-	-	-	-	51,750
71231015	IPSC - C3020 Office Carpet	Community Building	Asset Management	-	24,150	-	-	-	-	-	-	-	-	24,150
71281004	IPSC - D3020 Boiler (Pad 5/6)	Community Building	Asset Management	-	-	-	-	-	46,000	-	-	-	-	46,000
71231006	IPSC - D3020 Boilers (Pad 2)	Community Building	Asset Management	-	172,500	-	-	-	-	-	-	-	-	172,500
71251001	IPSC - D3020 Furnaces (Pad 1)	Community Building	Asset Management	-	-	13,282	-	-	-	-	-	-	-	13,282
71231012	IPSC - D3020 Hot Water Heater (Pad 1)	Community Building	Asset Management	19,200	32,200	-	-	-	-	-	-	-	-	51,400
71231022	IPSC - D3020 Hot Water Storage Tanks	Community Building	Asset Management	-	74,750	-	-	-	-	-	-	-	-	74,750
71221033	IPSC - D3020 Radiant Heaters (Stands)	Community Building	Asset Management	-	80,500	-	-	-	-	-	-	-	-	80,500



**Town of Whitby  
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**Capital Costs - Iroquois Park Sports Centre**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231016	IPSC - D3030 Compressor Control Panel (North Plant)	Community Building	Asset Management	96,600	-	-	-	-	-	-	-	-	-	96,600
71241008	IPSC - D3030 Condenser	Community Building	Asset Management	-	26,565	-	-	-	-	-	-	-	-	26,565
71253002	IPSC - D3040 Desiccant Unit (Replacement)	Community Building	Asset Management	-	-	181,125	-	-	-	-	-	-	-	181,125
71251015	IPSC - D3040 Furnace (Pad 1 South Changerooms)	Community Building	Asset Management	-	-	36,225	-	-	-	-	-	-	-	36,225
71241020	IPSC - D3040 Furnace (Pad 1 South West)	Community Building	Asset Management	-	12,075	-	-	-	-	-	-	-	-	12,075
71241019	IPSC - D3040 HVAC Unit (IPSC Office)	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	-	30,187
71241010	IPSC - D3040 HVAC Unit (Lobby East)	Community Building	Asset Management	-	30,187	-	-	-	-	-	-	-	-	30,187
71253001	IPSC - D3040 HVAC Unit (Mezzanine 3 and 4 South)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71250704	IPSC - D3040 HVAC Unit (Pad 3/4 Mezz North)	Community Building	Asset Management	-	-	13,282	-	-	-	-	-	-	-	13,282
71231008	IPSC - D3040 HVAC Unit (Pad 5)	Community Building	Asset Management	-	36,225	-	-	-	-	-	-	-	-	36,225
71231014	IPSC - D3040 HVAC Unit (Pad 6)	Community Building	Asset Management	-	36,225	-	-	-	-	-	-	-	-	36,225
71241007	IPSC - D3040 HVAC Unit (RTU Mezz 5/6)	Community Building	Asset Management	-	36,225	-	-	-	-	-	-	-	-	36,225
71211017	IPSC - D3040 HVAC Unit (Restaurant Centre)	Community Building	Asset Management	-	51,750	-	-	-	-	-	-	-	-	51,750
71221015	IPSC - D3040 HVAC Unit (Restaurant Lower Level)	Community Building	Asset Management	-	40,250	-	-	-	-	-	-	-	-	40,250
71241009	IPSC - D3040 Heat Pump	Community Building	Asset Management	-	78,488	-	-	-	-	-	-	-	-	78,488
71231028	IPSC - D3040 Pad 1 Header Trench	Community Building	Asset Management	60,000	-	-	-	-	-	-	-	-	-	60,000
71231003	IPSC - D4010 Sprinkler System Flushing/Repair	Community Building	Asset Management	18,113	-	-	-	-	-	-	-	-	-	18,113
71231026	IPSC - D50 A/C Pad 1 Connection to 6000e	Community Building	Asset Management	65,000	-	-	-	-	-	-	-	-	-	65,000
71221016	IPSC - D5010 Electrical Panel Replacement	Community Building	Asset Management	-	-	101,200	-	-	-	-	-	-	-	101,200
71201008	IPSC - E2010 Fixed Seating (Pad 1)	Community Building	Asset Management	5,750	-	-	-	-	-	-	-	-	-	5,750
71211012	IPSC - F1010 Garage and Garbage Storage Building Construction	Community Building	Growth Related	-	-	948,750	-	-	-	-	-	-	-	948,750
71231004	IPSC - F1010 Structural Inspections	Community Building	Asset Management	9,660	-	-	-	-	-	-	-	-	-	9,660
71241021	IPSC - F1040 Arena 3 Glycol Header	Community Building	Asset Management	-	120,750	-	-	-	-	-	-	-	-	120,750
71251017	IPSC - F1040 Arena 4 Glycol Header	Community Building	Asset Management	-	-	120,750	-	-	-	-	-	-	-	120,750
71261011	IPSC - F1040 Arena 5 Glycol Header	Community Building	Asset Management	-	-	-	120,750	-	-	-	-	-	-	120,750
71261012	IPSC - F1040 Arena 6 Glycol Header	Community Building	Asset Management	-	-	-	120,750	-	-	-	-	-	-	120,750
71271004	IPSC - F1040 Pad 1 Rink Slab	Community Building	Asset Management	-	-	-	-	1,449,000	-	-	-	-	-	1,449,000
71253501	IPSC - F1040 Pad 2 Rink Slab	Community Building	Asset Management	-	-	1,449,000	-	-	-	-	-	-	-	1,449,000
71241029	IPSC - F1040 Refrigeration Relief Valve	Community Building	Asset Management	-	14,490	-	9,056	14,490	-	14,490	-	14,490	-	67,016
71211022	IPSC - G2010 Pad #2 Parking Drainage	Community Building	Asset Management	-	40,250	-	-	-	-	-	-	-	-	40,250
71241012	IPSC - G2020 Parking Lots - Area 2 South Main Parking Lot	Community Building	Asset Management	-	163,013	-	-	-	-	-	-	-	-	163,013
71241013	IPSC - G2020 Parking Lots - Area 3 West Main Parking Lot	Community Building	Asset Management	-	137,655	-	-	-	-	-	-	-	-	137,655
71241014	IPSC - G2020 Parking Lots - Area 4 Central Main Parking Lot	Community Building	Asset Management	-	347,760	-	-	-	-	-	-	-	-	347,760
71241016	IPSC - G2020 Parking Lots - Area 5 North East Parking Lot	Community Building	Asset Management	-	270,480	-	-	-	-	-	-	-	-	270,480
71271001	IPSC - G2030 Ext. Stairs (Pad 1)	Community Building	Asset Management	-	-	-	-	18,113	-	-	-	-	-	18,113
71271002	IPSC - G2030 Ext. Stairs (Restaurant)	Community Building	Asset Management	-	-	-	-	18,113	-	-	-	-	-	18,113
71221009	IPSC - G2040 Signage (Electronic Message Board)	Community Building	Asset Management	5,000	-	-	-	-	-	-	-	-	-	5,000
71251004	IPSC - G4020 LED Parking Lot Light Conversion	Community Building	Asset Management	-	-	422,625	-	-	-	-	-	-	-	422,625
71281003	IPSC - Interior Masonry Cleaning	Community Building	Asset Management	-	-	-	-	-	7,245	-	-	-	-	7,245
<b>Total Capital Cost</b>				<b>441,208</b>	<b>2,758,660</b>	<b>3,648,701</b>	<b>2,749,466</b>	<b>1,917,339</b>	<b>113,620</b>	<b>66,441</b>	<b>54,366</b>	<b>243,916</b>	<b>304,924</b>	<b>12,298,641</b>

**Corporate Financing - Iroquois Park Sports Centre**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	180,823	1,924,047	2,118,569	2,223,600	1,663,764	31,395	9,660	-	229,426	259,614	8,640,898
Growth Reserves	DC - Parks & Recreation Reserve Fund	-	-	948,750	-	-	-	-	-	-	-	948,750
Program Reserves	Arena Reserve	260,385	834,613	581,382	525,866	253,575	82,225	56,781	54,366	14,490	45,310	2,708,993
<b>Total Corporate Financing</b>		<b>441,208</b>	<b>2,758,660</b>	<b>3,648,701</b>	<b>2,749,466</b>	<b>1,917,339</b>	<b>113,620</b>	<b>66,441</b>	<b>54,366</b>	<b>243,916</b>	<b>304,924</b>	<b>12,298,641</b>

**Town of Whitby**  
**2023-2032 Capital Project Detail Report**

**71PA1004 Luther Vipond Memorial Arena**

**Program Description**

Luther Vipond Memorial Arena (LVMA) is located at 67 Winchester Road. The steel frame structure was built circa 1973.  
 Luther Vipond Memorial Arena will require significant future capital investment to maintain the current service levels.

**Capital Costs - Luther Vipond Memorial Arena**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71221022	LVMA - B2010 Exterior Walls (Masonry)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	30,187	30,187
71301014	LVMA - B2010 Exterior Walls (Metal Cladding)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	48,300	48,300
71301022	LVMA - B2010 Front Entrance	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	60,375	60,375
71231013	LVMA - B3010 North and Refrigeration Room Roof Replacement	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	115,000	115,000
71301009	LVMA - B3010 Roofing (Lobby - Flat)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	42,263	42,263
71301026	LVMA - B3010 Roofing (West - Flat)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	36,225	36,225
71301018	LVMA - D3020 Boilers	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	36,225	36,225
71301020	LVMA - D3020 Furnace	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	9,056	9,056
71301010	LVMA - D3020 Radiant Heaters (Stands)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	30,187	30,187
71301011	LVMA - D3030 Compressor (#1)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	78,488	78,488
71301017	LVMA - D3030 Compressor (#2)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	78,488	78,488
71301005	LVMA - D3030 Cooling Tower	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	114,712	114,712
71301007	LVMA - D3040 De-Humidifier	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	38,640	38,640
71301002	LVMA - D4010 Sprinkler System	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	24,150	24,150
71301027	LVMA - D5020 Lighting (Arena)	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	36,225	36,225
71301015	LVMA - D5030 Fire Alarm	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	36,225	36,225
71301021	LVMA - D5030 Public Address System	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	9,056	9,056
71301003	LVMA - D5030 Score/Shot/Time Clock	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	12,075	12,075
71301025	LVMA - E10 AED Unit	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	4,255	4,255
71301006	LVMA - E1030 Natural Gas Filling System	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	39,244	39,244
71301028	LVMA - F1040 Brine Header	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	126,787	126,787
71301012	LVMA - F1040 Dasher Board System	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	193,200	193,200
71241023	LVMA - F1040 Refrigeration Relief Valves	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	42,263	42,263
71251002	LVMA - F1040 Rink Slab	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	1,086,750	1,086,750
71251010	LVMA - G2020 Parking Lots	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	573,563	573,563
71301016	LVMA - G4020 Site Lighting	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	54,337	54,337
71301013	LVMA - MISC Dressing Room 3 & 4 Reconstruction	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	483,000	483,000
71251016	LVMA - Repurpose Conversion / Development	Community Building	Growth Related	-	-	10,673,150	-	-	-	-	-	-	-	10,673,150
<b>Total Capital Cost</b>				-	-	<b>10,673,150</b>	-	-	-	-	-	-	<b>3,439,276</b>	<b>14,112,426</b>

**Corporate Financing - Luther Vipond Memorial Arena**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	-	-	-	-	-	-	-	-	2,126,436	2,126,436
Growth Reserves	DC - Parks & Recreation Reserve Fund	-	-	2,530,704	-	-	-	-	-	-	-	2,530,704
Program Reserves	Arena Reserve	-	-	-	-	-	-	-	-	-	1,312,840	1,312,840
Long Term Debt		-	-	8,142,446	-	-	-	-	-	-	-	8,142,446
<b>Total Corporate Financing</b>		-	-	<b>10,673,150</b>	-	-	-	-	-	-	<b>3,439,276</b>	<b>14,112,426</b>

**Town of Whitby**  
**2023-2032 Capital Project Detail Report**

**71PA1003 McKinney Centre**

**Program Description**

The McKinney Centre, located at 222 McKinney Drive, was constructed in 2004 and includes three ice/floor surfaces and mezzanine spaces accommodate a training room, meeting rooms and youth drop in centre.

Included in 2023 is the regular maintenance of exterior envelope of the building. Interior upgrades will include the replacement of the arena score and shot clocks.

**Capital Costs - McKinney Centre**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231010	MCK - B2010.2a Exterior Walls - Sealants	Community Building	Asset Management	20,528	-	-	-	-	20,528	-	-	-	-	41,056
71231021	MCK - B2030 Overhead Doors	Community Building	Asset Management	-	12,075	10,626	-	10,626	-	-	-	-	-	33,327
71241027	MCK - B30 Flat Roof	Community Building	Asset Management	-	730,000	-	-	-	-	-	-	-	-	730,000
71231029	MCK - B30 Metal Roof	Community Building	Asset Management	-	1,532,000	-	-	-	-	-	-	-	-	1,532,000
71221032	MCK - C30 Finishes (Arenas)	Community Building	Asset Management	-	9,085	9,085	6,095	6,095	-	9,085	9,085	6,095	6,095	60,720
71221017	MCK - C30 Finishes (Lobby/Mezzanine)	Community Building	Asset Management	-	-	-	-	12,075	-	-	-	-	-	12,075
71221019	MCK - C3020 Flooring (Rubber)	Community Building	Asset Management	10,000	-	12,075	-	18,113	-	-	12,075	-	18,113	70,376
71251006	MCK - Circulating Pump	Community Building	Asset Management	-	-	31,395	-	-	-	-	-	-	-	31,395
71241004	MCK - D3020 Heat Exchanger	Community Building	Asset Management	-	57,500	-	-	-	-	-	-	-	-	57,500
71243201	MCK - D3020 Hot Water Storage Tanks	Community Building	Asset Management	-	30,187	-	-	-	36,225	-	-	-	-	66,412
71251021	MCK - D3020 Radiant Heaters	Community Building	Asset Management	-	-	120,750	-	-	-	-	-	-	-	120,750
71301023	MCK - D3030 Cooling Tower	Community Building	Asset Management	-	-	-	-	-	-	-	181,125	-	-	181,125
71253009	MCK - D3030 HVAC Unit (Condenser West)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71243001	MCK - D3040 Dehumidification	Community Building	Asset Management	-	238,625	-	-	-	-	-	-	-	-	238,625
71240708	MCK - D3040 Exhaust Fans	Community Building	Asset Management	-	18,113	-	-	-	-	-	-	-	-	18,113
71281008	MCK - D3040 HVAC Unit (MUA-1 Figure Skating)	Community Building	Asset Management	-	-	-	-	-	57,500	-	-	-	-	57,500
71281009	MCK - D3040 HVAC Unit (MUA-2 Pad 1 and Pad 2)	Community Building	Asset Management	-	-	-	-	-	82,800	-	-	-	-	82,800
71253003	MCK - D3040 HVAC Unit (RTU-1 Lower)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71281005	MCK - D3040 HVAC Unit (RTU-2 Lobby South)	Community Building	Asset Management	-	-	-	-	-	51,750	-	-	-	-	51,750
71281006	MCK - D3040 HVAC Unit (RTU-3 Lobby North)	Community Building	Asset Management	-	-	-	-	-	51,750	-	-	-	-	51,750
71281007	MCK - D3040 HVAC Unit (RTU-4 Dryland)	Community Building	Asset Management	-	-	-	-	-	82,800	-	-	-	-	82,800
71211019	MCK - D5030 Score/Shot/Time Clock	Community Building	Asset Management	28,980	-	-	-	-	-	-	-	-	-	28,980
71231020	MCK - E10 AED Unit	Community Building	Asset Management	2,875	-	-	-	-	-	-	-	-	-	2,875
71241022	MCK - E10 Room Assignment Board	Community Building	Asset Management	-	24,150	-	-	-	-	72,450	-	-	-	96,600
71211020	MCK - E20 Furniture (Office)	Community Building	Asset Management	-	12,075	-	-	-	-	-	-	-	-	12,075
71251020	MCK - E20 Lobby and Meeting Room Furniture	Community Building	Asset Management	-	-	12,075	-	-	-	-	-	-	-	12,075
71241025	MCK - F1040 Refrigeration Relief Valves	Community Building	Asset Management	-	9,660	-	-	-	-	-	-	-	-	9,660
71251012	MCK - G2020 South Parking Lot and Driveway	Community Building	Asset Management	-	-	241,500	-	603,750	-	-	-	-	-	845,250
71261009	MCK - G2030 Pedestrian Walkway Repair	Community Building	Asset Management	-	-	-	30,187	-	-	-	-	-	-	30,187
71281002	MCK - G2040 Signage	Community Building	Asset Management	-	-	-	-	-	60,375	-	-	-	-	60,375
71261002	MCK - Roof/Flashing Maintenance	Community Building	Asset Management	-	-	-	9,056	-	-	-	-	-	-	9,056
71251005	MCK - VFD Controllers on Glycol Pumps	Community Building	Asset Management	-	-	-	69,000	-	-	-	-	-	-	69,000
<b>Total Capital Cost</b>				<b>62,383</b>	<b>2,673,470</b>	<b>485,806</b>	<b>114,338</b>	<b>650,659</b>	<b>443,728</b>	<b>81,535</b>	<b>202,285</b>	<b>6,095</b>	<b>36,283</b>	<b>4,756,582</b>

**Corporate Financing - McKinney Centre**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	23,403	2,313,923	343,896	39,243	626,451	184,403	-	-	-	12,075	3,543,394
Program Reserves	Arena Reserve	38,980	359,547	141,910	75,095	24,208	259,325	81,535	202,285	6,095	24,208	1,213,188
<b>Total Corporate Financing</b>		<b>62,383</b>	<b>2,673,470</b>	<b>485,806</b>	<b>114,338</b>	<b>650,659</b>	<b>443,728</b>	<b>81,535</b>	<b>202,285</b>	<b>6,095</b>	<b>36,283</b>	<b>4,756,582</b>

**Town of Whitby  
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**71PA1403 Operations Centre**

**Program Description**

The Operations Centre was constructed in 1993 and is the hub for the delivery of maintenance services by the Public Works Department. Phase 1 of the renovation and expansion project was completed in February 2020.

The 2023 projects include the continuation of planning for Phase 2 of the Operations Centre Expansion, including detail design and contractor selection process.

**Capital Costs - Operations Centre**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30241301	OPC - B2034.1 Overhead Doors	Cmty Safety & Trans	Asset Management	-	-	-	-	15,697	-	-	-	-	-	15,697
30241302	OPC - B2034.2 Overhead Doors	Cmty Safety & Trans	Asset Management	-	-	-	-	150,938	-	-	-	-	-	150,938
30311301	OPC - B3010 Roof Replacement - Phase 1	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	422,625	-	422,625
30321301	OPC - B3041.2 Air Distribution System - MAU 1	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	78,488	78,488
30311302	OPC - B3042.4 Exhaust Ventilation Systems	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	9,660	-	9,660
71261302	OPC - C1030 Staff Lockers	Cmty Safety & Trans	Asset Management	-	-	-	95,000	-	-	-	-	-	-	95,000
30241303	OPC - Covered Storage (Mulch)	Cmty Safety & Trans	Asset Management	-	12,765	-	-	-	-	-	-	-	-	12,765
71261301	OPC - D30 Tube Heaters	Cmty Safety & Trans	Asset Management	-	-	-	200,000	-	-	-	-	-	-	200,000
30261301	OPC - D3041.4 Air Distribution Systems MAU-8	Cmty Safety & Trans	Asset Management	-	-	-	39,848	-	-	-	-	-	-	39,848
30260702	OPC - D3041.5 Air Distribution Systems AC-1, AC-2	Cmty Safety & Trans	Asset Management	-	-	-	62,790	-	-	-	-	-	-	62,790
71231301	OPC - D50 Site Lighting	Cmty Safety & Trans	Asset Management	15,000	-	-	-	-	-	-	-	-	-	15,000
30271301	OPC - D50 Uninterrupted Power Supply Batteries	Cmty Safety & Trans	Asset Management	-	-	-	-	11,500	-	-	-	-	-	11,500
30251304	OPC - E10 Air Compressor and lines #3598272	Cmty Safety & Trans	Asset Management	-	-	92,000	-	-	-	-	-	-	-	92,000
30251301	OPC - E10 Fleet Hoist #3293325	Cmty Safety & Trans	Asset Management	-	-	115,000	-	-	-	-	-	-	-	115,000
30231305	OPC - E20 Office Furniture	Cmty Safety & Trans	Asset Management	40,000	-	-	-	-	-	-	-	-	-	40,000
30281302	OPC - E20 Office Furniture	Cmty Safety & Trans	Asset Management	-	-	-	-	-	31,050	-	-	-	-	31,050
30211305	OPC - Expansion Phase 2	Cmty Safety & Trans	Growth Related	1,000,000	9,000,000	-	-	-	-	-	-	-	-	10,000,000
30291301	OPC - Expansion Phase 3	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
71231303	OPC - G20 Stormceptor	Cmty Safety & Trans	Asset Management	25,000	80,000	-	-	-	-	-	-	-	-	105,000
30221302	OPC - G2010 Roadways	Cmty Safety & Trans	Asset Management	-	-	-	784,875	-	-	-	-	-	-	784,875
30310701	OPC - G2020 Parking Lots	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	422,625	-	422,625
30241304	OPC - G2041 Chain Link Fences and Gates	Cmty Safety & Trans	Asset Management	-	-	-	253,575	-	-	-	-	-	-	253,575
30291302	OPC - G2041 Precast Noise Barrier Wall	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	132,825	-	-	-	132,825
30231306	OPC - Storage Blocks	Cmty Safety & Trans	Asset Management	10,000	23,000	-	-	-	-	-	-	-	-	33,000
<b>Total Capital Cost</b>				<b>1,090,000</b>	<b>9,115,765</b>	<b>207,000</b>	<b>1,436,088</b>	<b>178,135</b>	<b>31,050</b>	<b>132,825</b>	<b>-</b>	<b>854,910</b>	<b>3,078,488</b>	<b>16,124,261</b>

**Corporate Financing - Operations Centre**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	90,000	115,765	207,000	1,436,088	178,135	31,050	132,825	-	854,910	78,488	3,124,261
Growth Reserves	DC - Operations Reserve Fund	-	-	-	-	-	-	-	-	-	1,650,000	1,650,000
	DC - Parks & Recreation Reserve Fund	-	-	-	-	-	-	-	-	-	1,350,000	1,350,000
	Subtotal	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
Long Term Debt		1,000,000	9,000,000	-	-	-	-	-	-	-	-	10,000,000
<b>Total Corporate Financing</b>		<b>1,090,000</b>	<b>9,115,765</b>	<b>207,000</b>	<b>1,436,088</b>	<b>178,135</b>	<b>31,050</b>	<b>132,825</b>	<b>-</b>	<b>854,910</b>	<b>3,078,488</b>	<b>16,124,261</b>

**Town of Whitby  
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**71PA1404 Other Administrative / Operational Facilities**

**Program Description**

Operational Facilities consists of a number of buildings, works and storage areas which include: Parks Depot (PMB), 2 sand/salt domes, Brooklin Garage (BGAR), Brock Street Pumping Station (BPS), Garden Street Pumping Station (GPS), Methane Monitoring Station (MMS) / 111 Industrial Drive, and closed landfill sites.

**Capital Costs - Other Administrative / Operational Facilities**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30251302	BPS - E10 Equipment and Appliances	Cmty Safety & Trans	Asset Management	-	-	362,250	-	-	-	-	-	-	-	362,250
30251303	BPS - G2041 Fencing	Cmty Safety & Trans	Asset Management	14,490	-	-	-	-	-	-	-	-	-	14,490
30261302	Future Satellite Facility	Cmty Safety & Trans	Growth Related	-	-	-	724,500	1,207,500	-	3,622,500	-	-	-	5,554,500
30221603	Landfill Inspection and Monitoring	Cmty Safety & Trans	Asset Management	120,000	-	-	120,000	-	-	120,000	-	-	120,000	480,000
30231601	Landfill Sites Upgrades	Cmty Safety & Trans	Asset Management	37,375	37,375	37,375	37,375	37,375	37,375	37,375	37,375	37,375	37,375	373,750
71261303	MMS - B2010 Exterior Doors	Cmty Safety & Trans	Asset Management	-	-	-	5,250	-	-	-	-	-	-	5,250
71261304	MMS - D3090 Stack for Blower	Cmty Safety & Trans	Asset Management	-	-	-	78,750	-	-	-	-	-	-	78,750
30261303	MMS - D50 Electrical	Cmty Safety & Trans	Asset Management	-	-	-	25,000	-	-	-	-	-	-	25,000
30261304	MMS - E10 Equipment and Appliances	Cmty Safety & Trans	Asset Management	-	-	-	15,750	-	-	-	-	-	-	15,750
30251305	MMS - Flame Arrestor	Cmty Safety & Trans	Asset Management	-	-	20,000	-	-	-	-	-	-	-	20,000
71231302	SSD - D50 Panel Replacement	Cmty Safety & Trans	Asset Management	10,000	-	-	-	-	-	-	-	-	-	10,000
30251307	Salt Dome	Cmty Safety & Trans	Growth Related	-	-	-	115,000	-	1,150,000	-	-	-	-	1,265,000
30251306	Sand Dome	Cmty Safety & Trans	Growth Related	-	-	-	115,000	-	1,150,000	-	-	-	-	1,265,000
<b>Total Capital Cost</b>				<b>181,865</b>	<b>37,375</b>	<b>419,625</b>	<b>1,236,625</b>	<b>1,244,875</b>	<b>2,337,375</b>	<b>3,779,875</b>	<b>37,375</b>	<b>37,375</b>	<b>157,375</b>	<b>9,469,740</b>

**Corporate Financing - Other Administrative / Operational Facilities**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	181,865	37,375	419,625	282,125	37,375	37,375	157,375	37,375	37,375	157,375	1,385,240
Growth Reserves	DC - Operations Reserve Fund	-	-	-	954,500	1,207,500	2,300,000	-	-	-	-	4,462,000
Long Term Debt		-	-	-	-	-	-	3,622,500	-	-	-	3,622,500
<b>Total Corporate Financing</b>		<b>181,865</b>	<b>37,375</b>	<b>419,625</b>	<b>1,236,625</b>	<b>1,244,875</b>	<b>2,337,375</b>	<b>3,779,875</b>	<b>37,375</b>	<b>37,375</b>	<b>157,375</b>	<b>9,469,740</b>

**Town of Whitby  
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**71PA1104 Other Community Centres**

**Program Description**

The Brooklin Community Centre and Library is Whitby's newest recreation facility, which opened in November 2010. The 3,716 square metre, two-storey building includes a seniors' activity room, youth centre, dedicated pre-school program space, gymnasium, craft room, multi-purpose banquet room, meeting rooms and a branch library. The centre offers a variety of recreational and educational programming.

**Capital Costs - Other Community Centres**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71241114	ACC - B1010 Floor Construction (Main Hall)	Community Building	Asset Management	-	18,400	-	-	-	-	-	-	-	-	18,400
71221112	ACC - B2010.1 Exterior Walls - Stone	Community Building	Asset Management	-	-	-	-	6,325	-	-	-	-	-	6,325
71251115	ACC - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71251101	ACC - D2020 U/V Filter	Community Building	Asset Management	-	-	6,037	-	-	-	-	-	-	-	6,037
71231103	ACC - D2020 Well Pump	Community Building	Asset Management	7,245	-	-	-	-	-	-	-	-	-	7,245
71231119	ACC - D3020 Electric Furnace	Community Building	Asset Management	15,000	-	-	-	-	-	-	-	-	-	15,000
71251120	ACC/SCC/BCC - D5020 Lighting Conversion	Community Building	Asset Management	-	-	6,325	-	-	-	-	-	-	-	6,325
71251127	BCC - A1000 Substructure (Exit Stairs Basement)	Community Building	Asset Management	-	-	20,000	-	-	-	-	-	-	-	20,000
71241124	BCC - B20 Masonry Repairs	Community Building	Asset Management	-	-	150,000	-	-	-	-	-	-	-	150,000
71251128	BCC - B2010 Exterior Stone Mortar Repair	Community Building	Asset Management	-	-	25,000	-	-	-	-	-	-	-	25,000
71251113	BCC - C30 Finishes (Main Hall)	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71201142	BCC - D3040 HVAC Unit	Community Building	Asset Management	-	-	-	-	23,000	-	-	-	-	-	23,000
71251111	BCC - D5020 Lighting	Community Building	Asset Management	-	-	12,075	-	-	-	-	-	-	-	12,075
71251116	BCC - D5020 Lighting (High Hall)	Community Building	Asset Management	-	-	6,037	-	-	-	-	-	-	-	6,037
71251117	BCC - E10 AED Unit	Community Building	Asset Management	-	-	4,226	-	-	-	-	-	-	-	4,226
71250701	BCC - G2020 - Parking Lot	Community Building	Asset Management	-	-	90,563	-	-	-	-	-	-	-	90,563
71251114	BCC - MISC - Main Level Access Improvements	Community Building	Asset Management	-	-	150,938	-	-	-	-	-	-	-	150,938
71251112	BCC - MISC - Washroom & Kitchen Renovations	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71211131	HEY - Structural Assessment	Community Building	Asset Management	-	10,350	-	-	-	-	-	-	-	-	10,350
71231113	Heydenshore Pavilion Redevelopment	Community Building	Growth Related	-	-	400,000	4,025,000	-	-	-	-	-	-	4,425,000
71241105	LHAC - D3030 Air Conditioner	Community Building	Asset Management	-	6,037	-	-	-	-	-	-	-	-	6,037
71241106	LHAC - D3040 Furnace	Community Building	Asset Management	-	9,056	-	-	-	-	-	-	-	-	9,056
71251118	SCC - D2020 Water Filtration	Community Building	Asset Management	-	-	9,056	-	-	-	-	-	-	-	9,056
71231120	SCC - D3020 Electric Furnace	Community Building	Asset Management	15,000	-	-	-	-	-	-	-	-	-	15,000
<b>Total Capital Cost</b>				<b>37,245</b>	<b>43,843</b>	<b>964,781</b>	<b>4,025,000</b>	<b>29,325</b>	-	-	-	-	-	<b>5,100,194</b>

**Corporate Financing - Other Community Centres**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	37,245	43,843	564,781	-	29,325	-	-	-	-	-	675,194
Growth Reserves	Growth Reserve Fund	-	-	300,000	-	-	-	-	-	-	-	300,000
	DC - Parks & Recreation Reserve Fund	-	-	100,000	1,006,250	-	-	-	-	-	-	1,106,250
	Subtotal	-	-	400,000	1,006,250	-	-	-	-	-	-	1,406,250
Long Term Debt		-	-	-	3,018,750	-	-	-	-	-	-	3,018,750
<b>Total Corporate Financing</b>		<b>37,245</b>	<b>43,843</b>	<b>964,781</b>	<b>4,025,000</b>	<b>29,325</b>	-	-	-	-	-	<b>5,100,194</b>

**Town of Whitby  
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**71PA1601 Other Town Property**

**Program Description**

This project group includes other Town property including town-owned rental properties.

Asset management projects for existing facilities have been identified to preserve and extend the useful life of existing assets through regular maintenance and life-cycle replacement. Most properties in this group are aging and typically require more frequent maintenance work. Projects will focus primarily on the building envelope maintenance which includes roofing systems, windows, backflow prevention and exterior wall restoration.

Improvements in 2023 include replacement of overhead doors and entrance ways to various facilities. Improvements and repairs to the heritage location of 1855 (400 Centre Street South) includes the replacement of end of life roof and the installation of new exterior signage that complies with new Town of Whitby Accessible Signage standards. On track to meet requirements of O.Reg. 588/17 by July 1, 2024.

**Capital Costs - Other Town Property**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
15241602	117 King - B2010 Exterior Walls (Brick)	Community Building	Asset Management	-	6,762	-	-	-	-	-	-	-	-	6,762
71231605	117 King - D3020 Furnace	Community Building	Asset Management	-	28,750	-	-	-	-	-	-	-	-	28,750
71231606	117 King - D3040 AHU	Community Building	Asset Management	-	-	18,113	-	-	-	-	-	-	-	18,113
71211608	117 King - D3040 Air Conditioner	Community Building	Asset Management	-	-	6,900	-	-	-	-	-	-	-	6,900
71251605	117 King - D5010 Electrical Panel	Community Building	Asset Management	-	-	12,075	-	-	-	-	-	-	-	12,075
71251612	14 Church - B2020 Exterior Windows	Community Building	Asset Management	-	-	21,735	-	-	-	-	-	-	-	21,735
71231603	14 Church - B3010 Balcony (Entrance)	Community Building	Asset Management	6,037	-	-	-	-	-	-	-	-	-	6,037
71271602	14 Church - B3010 Roofing (Flat)	Community Building	Asset Management	-	-	-	-	28,497	-	-	-	-	-	28,497
71271603	14 Church - B3020 Skylights	Community Building	Asset Management	-	-	-	-	8,211	-	-	-	-	-	8,211
71251611	14 Church - D3050 Heater	Community Building	Asset Management	-	-	-	11,500	-	-	-	-	-	-	11,500
71251609	14 Church - D5010 Electrical Panel	Community Building	Asset Management	-	-	-	18,400	-	-	-	-	-	-	18,400
71251610	14 Church - D5020 Lighting Conversion	Community Building	Asset Management	-	-	-	6,325	-	-	-	-	-	-	6,325
71221608	1710 Charles - B2030 Overhead Doors	Community Building	Asset Management	120,000	-	-	-	-	-	-	-	-	-	120,000
71251607	1710 Charles - B3010 Roofing (Office)	Community Building	Asset Management	-	-	23,667	-	-	-	-	-	-	-	23,667
71241602	1710 Charles - B3010 Roofing (Warehouse)	Community Building	Asset Management	-	306,705	-	-	-	-	-	-	-	-	306,705
71251606	1710 Charles - B3010 Steel Roofing Replacement	Community Building	Asset Management	-	-	724,500	-	-	-	-	-	-	-	724,500
15241601	1710 Charles - D3040 Mechanical System (Unit Heaters)	Community Building	Asset Management	-	48,300	-	-	-	-	-	-	-	-	48,300
71231628	1710 Charles - D5010 Electrical Panel	Community Building	Asset Management	34,200	-	-	-	-	-	-	-	-	-	34,200
71231630	1710 Charles - D5030 Fire Upgrades	Community Building	Asset Management	-	51,700	-	-	-	-	-	-	-	-	51,700
71241608	1710 Charles - G1030 Fire Suppression	Community Building	Asset Management	-	350,500	-	-	-	-	-	-	-	-	350,500
71221605	1710 Charles - G2020 Parking Lot (South)	Community Building	Asset Management	-	193,200	-	-	-	-	-	-	-	-	193,200
71271604	1710 Charles - G2020 Parking Lots (gravel base)	Community Building	Asset Management	-	-	-	-	199,237	-	-	-	-	-	199,237
71251608	1710 Charles - G2040 Fences & Gates	Community Building	Asset Management	-	-	8,211	-	-	-	-	-	-	-	8,211
71291602	1710/1712 Charles - B2020 Windows	Community Building	Asset Management	-	-	-	-	-	-	42,600	-	-	-	42,600
71251613	1710/1712 Charles - D2010 Plumbing Fixtures	Community Building	Asset Management	-	-	32,000	-	-	-	-	-	-	-	32,000
71241607	1710/1712 Charles - D2030 Waste Piping	Community Building	Asset Management	-	34,200	-	-	-	-	-	-	-	-	34,200
71241606	1710/1712 Charles - D2031 Entrance	Community Building	Asset Management	-	12,000	-	-	-	-	-	-	-	-	12,000
71231627	1712 Charles - D3040 AHU	Community Building	Asset Management	-	-	136,800	-	-	-	-	-	-	-	136,800
71231629	1712 Charles - D5010 Electrical Panel	Community Building	Asset Management	13,700	-	-	-	-	-	-	-	-	-	13,700
71231631	1712 Charles - D5030 Fire Upgrades	Community Building	Asset Management	-	13,100	-	-	-	-	-	-	-	-	13,100
71241609	1712 Charles - G1030 Fire Suppression	Community Building	Asset Management	-	252,700	-	-	-	-	-	-	-	-	252,700
71251601	190 Myrtle - B2010 Exterior Walls	Community Building	Asset Management	-	-	120,750	-	-	-	-	-	-	-	120,750
71281601	190 Myrtle - B3010 Roof	Community Building	Asset Management	-	-	-	-	-	120,750	-	-	-	-	120,750
71261602	316 Colborne - B2010 Exterior Walls (Brick)	Community Building	Asset Management	-	-	-	6,037	-	-	-	-	-	-	6,037
71261603	316 Colborne - B2010 Exterior Walls (Stucco)	Community Building	Asset Management	-	-	-	10,868	-	-	-	-	-	-	10,868
71311601	316 Colborne - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	-	-	-	-	-	-	19,441	-	19,441
71231609	400 Centre - B30 Roof	Community Building	Asset Management	200,000	-	-	-	-	-	-	-	-	-	200,000
71231624	400 Centre St - G2040 Exterior Signage	Community Building	Asset Management	26,000	-	-	-	-	-	-	-	-	-	26,000
71251603	4680 Thickson N (Camp X) - B2020 Windows	Community Building	Asset Management	-	-	36,225	-	-	-	-	-	-	-	36,225
71301601	5155 Baldwin - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	-	-	-	-	24,633	-	-	-	24,633
71221615	ALL - Building Envelope Assessments	Community Building	Asset Management	130,000	180,000	-	-	-	-	-	60,000	60,000	60,000	490,000
71231612	ALL - D30 HVAC Refurbishment	Community Building	Asset Management	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000
71231613	ALL - D50 Electrical Panels	Community Building	Asset Management	15,000	15,000	15,000	-	-	-	-	-	-	-	45,000
71231614	ALL - D5030 Meeting Room AV	Community Building	Asset Management	80,000	-	-	-	-	-	-	-	-	-	80,000
71241610	ALL - Emergency Egress Areas of Rescue (Accessibility)	Community Building	Asset Management	-	120,750	-	-	-	-	-	-	-	-	120,750

**Town of Whitby  
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**Capital Costs - Other Town Property**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
55231601	ALL - Utility Sub-meters in Town Facilities	Community Building	Asset Management	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,500	57,500	575,000
71291601	GC - B2010 Vinyl Siding	Community Building	Asset Management	-	-	-	-	-	-	92,000	-	-	-	92,000
71251502	GC - B3010 Roof	Community Building	Asset Management	-	-	30,187	-	-	-	-	-	-	-	30,187
71321601	GC - G2020 Asphalt	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	103,500	103,500
71261601	GC - G2020 Parking Lots	Community Building	Asset Management	-	-	-	211,916	-	-	-	-	-	-	211,916
<b>Total Capital Cost</b>				<b>702,437</b>	<b>1,691,167</b>	<b>1,263,663</b>	<b>342,546</b>	<b>313,445</b>	<b>198,250</b>	<b>212,100</b>	<b>162,133</b>	<b>156,941</b>	<b>241,000</b>	<b>5,283,682</b>

**Corporate Financing - Other Town Property**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	702,437	1,691,167	1,263,663	342,546	313,445	198,250	212,100	162,133	156,941	241,000	5,283,682
<b>Total Corporate Financing</b>		<b>702,437</b>	<b>1,691,167</b>	<b>1,263,663</b>	<b>342,546</b>	<b>313,445</b>	<b>198,250</b>	<b>212,100</b>	<b>162,133</b>	<b>156,941</b>	<b>241,000</b>	<b>5,283,682</b>



**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PM1105 Park Structures**

**Program Description**

The Town of Whitby owns and operates multiple park structures. These park structures include park washrooms, cottages, log cabins and picnic shelters.  
Improvements in 2023 include restoration of the Brooklin Memorial Park Gate.

**Capital Costs - Park Structures**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231635	Brooklin Memorial – Gate Restoration	Community Building	Asset Management	15,000	-	-	-	-	-	-	-	-	-	15,000
71241603	Park Structures - B20 Rehabilitation	Community Building	Asset Management	-	50,000	50,000	93,000	-	-	-	-	-	-	193,000
<b>Total Capital Cost</b>				<b>15,000</b>	<b>50,000</b>	<b>50,000</b>	<b>93,000</b>	-	-	-	-	-	-	<b>208,000</b>

**Corporate Financing - Park Structures**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	15,000	50,000	50,000	93,000	-	-	-	-	-	-	208,000
<b>Total Corporate Financing</b>		<b>15,000</b>	<b>50,000</b>	<b>50,000</b>	<b>93,000</b>	-	-	-	-	-	-	<b>208,000</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1105 Port Whitby Marina**

**Program Description**

Facility related projects at Port Whitby Marina include life cycle replacement projects associated with facilities and fixtures located within Whitby Harbour including Port Whitby Marina, the Gordon St. Boat Ramp and areas leased from the Department of Fisheries and Oceans Canada.

Improvements to the site in 2023 include replacement of the staff work building, exterior window replacement, electrical modifications, pier anchor repairs and harbour dredging and flooding mitigation.

**Capital Costs - Port Whitby Marina**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231622	PWM - B20 Windows	Community Building	Asset Management	60,000	-	-	-	-	-	-	-	-	-	60,000
74200701	PWM - B2010 Exterior Sealants (Clubhouse)	Community Building	Asset Management	-	-	-	18,113	-	-	-	-	-	-	18,113
74271101	PWM - D3020 Hot Water Boiler (Clubhouse)	Community Building	Asset Management	-	-	-	-	24,150	-	-	-	-	-	24,150
74251101	PWM - D3020 Hot Water Heaters	Community Building	Asset Management	-	-	28,750	-	-	-	-	-	-	-	28,750
74243001	PWM - D3030 Condenser (Clubhouse)	Community Building	Asset Management	-	36,720	-	-	-	-	-	-	-	-	36,720
74253001	PWM - D3030 Condenser (Office)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
74253003	PWM - D3040 Exhaust Fans	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
74243002	PWM - D3040 HVAC Unit (AHU Clubhouse)	Community Building	Asset Management	-	28,750	-	-	-	-	-	-	-	-	28,750
74253002	PWM - D3040 HVAC Unit (AHU-Office)	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
74231102	PWM - E10 AED Unit	Community Building	Asset Management	2,875	-	-	-	-	-	-	-	-	-	2,875
74221107	PWM - E10 Fuel Pumps	Community Building	Asset Management	50,000	-	-	-	-	-	-	-	-	-	50,000
74231101	PWM - E10 Gas Tank	Community Building	Asset Management	-	-	288,100	-	-	-	-	-	-	-	288,100
71231621	PWM - E50 Panel Replacement	Community Building	Asset Management	15,000	-	-	-	-	-	-	-	-	-	15,000
71231620	PWM - G10 Sea Wall Restoration	Community Building	Asset Management	25,000	-	-	-	-	-	-	-	-	-	25,000
74241101	PWM - G20 Pier #2	Community Building	Asset Management	603,750	-	-	-	-	-	-	-	-	-	603,750
74311101	PWM - G20 Pier #3	Community Building	Asset Management	-	-	-	-	-	-	-	-	483,000	-	483,000
74221102	PWM - G20 Pier #6	Community Building	Asset Management	-	603,750	-	-	-	-	-	-	-	-	603,750
74291101	PWM - G20 Pier #8	Community Building	Asset Management	-	-	-	-	-	-	603,750	-	-	-	603,750
74231103	PWM - G20 Pier Anchor Repairs	Community Building	Asset Management	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	230,000
74261101	PWM - G2020 Parking Lots	Community Building	Asset Management	-	-	-	11,500	-	-	-	-	-	-	92,000
74241102	PWM - Harbour Dredging / Flooding Mitigation	Community Building	Asset Management	-	161,000	-	161,000	-	161,000	-	161,000	-	118,450	762,450
74211103	PWM - Picnic Shelters	Community Building	Asset Management	-	13,282	-	-	-	-	-	-	-	-	13,282
74231104	PWM - Pier / Grounds Electrical Repairs	Community Building	Asset Management	12,075	12,075	12,075	12,075	12,075	12,075	12,075	12,075	12,075	12,075	120,750
74271102	PWM - Pumphouse Shed	Community Building	Asset Management	-	-	-	-	17,900	-	-	-	-	-	17,900
<b>Total Capital Cost</b>				<b>791,700</b>	<b>878,577</b>	<b>424,375</b>	<b>225,688</b>	<b>77,125</b>	<b>196,075</b>	<b>638,825</b>	<b>196,075</b>	<b>518,075</b>	<b>245,525</b>	<b>4,192,040</b>

**Corporate Financing - Port Whitby Marina**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	85,000	-	-	-	-	-	-	-	-	-	85,000
Program Reserves	Harbour Maintenance Reserve	-	19,999	-	20,000	-	20,000	-	20,000	-	20,000	99,999
	Marina Reserve Fund	102,950	208,828	424,375	159,688	77,125	130,075	638,825	130,075	518,075	179,525	2,569,541
	Subtotal	102,950	228,827	424,375	179,688	77,125	150,075	638,825	150,075	518,075	199,525	2,669,540
Long Term Debt		603,750	603,750	-	-	-	-	-	-	-	-	1,207,500
External Contributions		-	46,000	-	46,000	-	46,000	-	46,000	-	46,000	230,000
<b>Total Corporate Financing</b>		<b>791,700</b>	<b>878,577</b>	<b>424,375</b>	<b>225,688</b>	<b>77,125</b>	<b>196,075</b>	<b>638,825</b>	<b>196,075</b>	<b>518,075</b>	<b>245,525</b>	<b>4,192,040</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1602 Station Gallery**

**Program Description**

Station Gallery is a non-profit public art gallery offering art classes for all ages and abilities, engaging exhibitions, family art days and fun community events. The building is a combination of a new facility constructed in 2006, which is connected to the original Whitby Grand Trunk Railway Station constructed in 1902.

Improvements to the Station Gallery in 2023 include accessible improvement to the main entrance vestibule.

**Capital Costs - Station Gallery**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71271601	WSG - B2020 Exterior Walls (Wood)	Community Building	Asset Management	-	-	-	-	14,490	-	-	-	-	-	14,490
71231122	WSG - B2030 Doors	Community Building	Asset Management	-	-	50,000	-	-	-	-	-	-	-	50,000
71311103	WSG - B3010 Loading Dock (Epoxy)	Community Building	Asset Management	-	-	-	-	-	-	-	-	6,095	-	6,095
71311101	WSG - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	-	-	-	-	-	-	79,574	-	79,574
71271103	WSG - C3020 Flooring	Community Building	Asset Management	-	-	-	-	-	25,000	-	-	-	-	25,000
71261104	WSG - D2020 Hot Water Heat Exchanger	Community Building	Asset Management	-	-	-	48,300	-	-	-	-	-	-	48,300
71231112	WSG - D3020 (Storage Tank Maintenance )	Community Building	Asset Management	12,075	-	-	12,075	-	-	12,075	-	-	-	36,225
71231601	WSG - D3020 Boilers	Community Building	Asset Management	-	-	109,250	-	-	-	-	-	-	-	109,250
71261105	WSG - D3030 Chiller	Community Building	Asset Management	-	-	-	-	212,750	-	-	-	-	-	212,750
71261102	WSG - D3040 Fan Coil 1	Community Building	Asset Management	-	-	-	40,250	-	-	-	-	-	-	40,250
71261103	WSG - D3040 Fan Coil 2	Community Building	Asset Management	-	-	-	40,250	-	-	-	-	-	-	40,250
71271101	WSG - D3040 Fan Coil 3	Community Building	Asset Management	-	-	-	-	40,250	-	-	-	-	-	40,250
71271102	WSG - D3040 Fan Coil 4	Community Building	Asset Management	-	-	-	-	40,250	-	-	-	-	-	40,250
71281101	WSG - D3040 Fan Coil 5	Community Building	Asset Management	-	-	-	-	-	40,250	-	-	-	-	40,250
71281102	WSG - D3040 Fan Coil 6	Community Building	Asset Management	-	-	-	-	-	40,250	-	-	-	-	40,250
71281103	WSG - D3040 Fan Coil 7	Community Building	Asset Management	-	-	-	-	-	40,250	-	-	-	-	40,250
71281104	WSG - D3040 Fan Coil 8	Community Building	Asset Management	-	-	-	-	-	40,250	-	-	-	-	40,250
71311102	WSG - D3040 HVAC Unit (AHU-1)	Community Building	Asset Management	-	-	-	-	-	-	-	-	29,825	-	29,825
71231121	WSG - D50 Lighting	Community Building	Asset Management	5,000	-	-	-	-	-	-	-	-	-	5,000
71261101	WSG - D5020 Lighting Conversion	Community Building	Asset Management	-	-	-	181,125	-	-	-	-	-	-	181,125
71241125	WSG - E20 Signage	Community Building	Asset Management	-	13,000	-	-	-	-	-	-	-	-	13,000
71291102	WSG - F10 Expansion	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	1,811,250	1,811,250
71261106	WSG - G2020 Parking Lots	Community Building	Asset Management	-	-	-	88,751	-	-	-	-	-	-	88,751
71231111	WSG - G2020 Paving Repairs	Community Building	Asset Management	-	-	-	-	-	18,113	-	-	-	-	18,113
71261107	WSG - G2040 Signage	Community Building	Asset Management	-	-	-	13,524	-	-	-	-	-	-	13,524
<b>Total Capital Cost</b>				<b>17,075</b>	<b>13,000</b>	<b>159,250</b>	<b>424,275</b>	<b>307,740</b>	<b>204,113</b>	<b>12,075</b>	-	<b>115,494</b>	<b>1,811,250</b>	<b>3,064,272</b>

**Corporate Financing - Station Gallery**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	17,075	13,000	159,250	424,275	307,740	204,113	12,075	-	115,494	-	1,253,022
Growth Reserves	Growth Reserve Fund	-	-	-	-	-	-	-	-	-	1,811,250	1,811,250
<b>Total Corporate Financing</b>		<b>17,075</b>	<b>13,000</b>	<b>159,250</b>	<b>424,275</b>	<b>307,740</b>	<b>204,113</b>	<b>12,075</b>	-	<b>115,494</b>	<b>1,811,250</b>	<b>3,064,272</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1402 Whitby Animal Services**

**Program Description**

Whitby Animal Services Centre opened its doors in 1961. It houses lost and stray animals for the residents of Ajax and Whitby. Animals that are not reunited with their owners are placed into the Town's adoption program to find them suitable new homes.

There are no new projects planned for 2023. Feasibility study for the future of animal services building is ongoing.

**Capital Costs - Whitby Animal Services**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71221407	WAS - D3040 Exhaust Fans	Cmty Safety & Trans	Asset Management	-	-	-	-	8,453	-	-	-	-	-	8,453
71291402	WAS - D3040 HVAC Unit (Addition)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	12,075	-	12,075
71211406	WAS - D3040 RTU	Cmty Safety & Trans	Asset Management	-	-	23,000	-	-	-	-	-	-	-	23,000
71271605	WAS - E20 Signage	Cmty Safety & Trans	Asset Management	-	-	-	-	13,000	-	-	-	-	-	13,000
71291401	WAS - F10 Building Expansion	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	905,625	-	-	905,625
71221406	WAS - G2020 Paving	Cmty Safety & Trans	Asset Management	-	-	-	-	60,375	-	-	-	-	-	60,375
<b>Total Capital Cost</b>				-	-	<b>23,000</b>	-	<b>81,828</b>	-	-	<b>905,625</b>	<b>12,075</b>	-	<b>1,022,528</b>

**Corporate Financing - Whitby Animal Services**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	-	23,000	-	81,828	-	-	-	12,075	-	116,903
Growth Reserves	Growth Reserve Fund	-	-	-	-	-	-	-	153,956	-	-	153,956
	DC-By-Law Enforcement	-	-	-	-	-	-	-	751,669	-	-	751,669
	Subtotal	-	-	-	-	-	-	-	905,625	-	-	905,625
<b>Total Corporate Financing</b>		-	-	<b>23,000</b>	-	<b>81,828</b>	-	-	<b>905,625</b>	<b>12,075</b>	-	<b>1,022,528</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1201 Whitby Fire Facilities**

**Program Description**

Town of Whitby fire facilities provide fire response services, fire prevention, fire training & maintenance, public education, information on fire safety, and inspections. The Town currently has five fire halls:

- Fire Hall #1 (FH1) constructed in 2007, located at 6745 Baldwin Street.
- Fire Hall #2 (FH2) constructed in 1966, expanded in 1988 and 2020, located at 1600 Manning Road.
- Fire Hall #3 (FH3) constructed in 2004, located at 1501 Brock Street South.
- Fire Hall #4 (FH4) constructed in 2002, located at 734 Dundas Street West.
- Fire Hall #5 and Headquarters (FH5/HQ) were completed in 1995, located at 111 McKinney Drive.

Life cycle replacement scope of work is planned for the various Fire Halls in 2023 including interior painting, exterior pavers at the main entrance. A new Fire Training Complex is planned to be constructed in 2023.

**Capital Costs - Whitby Fire Facilities**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231206	FH (1,3,4 & 5) - C30 DEI Retrofits	Cmty Safety & Trans	Asset Management	50,000	-	-	-	-	-	-	-	-	-	50,000
71231210	FH (All) - C30 Interior Painting	Cmty Safety & Trans	Asset Management	-	10,000	10,000	-	-	-	-	10,000	10,000	10,000	50,000
71221218	FH (All) - C30 Interior Safety Line Painting	Cmty Safety & Trans	Asset Management	39,000	-	-	-	-	-	-	-	-	-	39,000
71281201	FH (All) - C3020 Flooring	Cmty Safety & Trans	Asset Management	-	-	-	-	-	18,113	-	11,500	-	-	29,613
71221217	FH (All) - Storage Sheds	Cmty Safety & Trans	Growth Related	17,500	17,500	17,500	17,500	-	-	-	-	-	-	70,000
20231201	FH(All) E10/20 Appliances & Furnishings	Cmty Safety & Trans	Asset Management	16,904	17,457	14,490	17,026	19,682	18,330	16,139	22,460	15,196	17,250	174,934
71221211	FH1 - B2030 Overhead Doors	Cmty Safety & Trans	Asset Management	-	-	-	144,900	-	-	-	-	-	-	144,900
71271203	FH1 - D3020 Furnace	Cmty Safety & Trans	Asset Management	-	11,500	-	-	-	-	-	-	-	-	11,500
71271202	FH1 - D3020 Radiant Heaters (Apparatus Bay)	Cmty Safety & Trans	Asset Management	-	-	-	-	13,524	-	-	-	-	-	13,524
71271204	FH1 - D3040 Exhaust Fans	Cmty Safety & Trans	Asset Management	-	-	-	-	10,868	-	-	-	-	-	10,868
71271201	FH1 - D3040 HVAC Unit	Cmty Safety & Trans	Asset Management	-	51,150	-	-	-	-	-	-	-	-	51,150
71211203	FH1 - G2010 Roadway	Cmty Safety & Trans	Asset Management	-	247,250	-	-	-	-	-	-	-	-	247,250
71211208	FH2 - B30 Roof - Main Flat	Cmty Safety & Trans	Asset Management	-	-	-	-	74,250	-	-	-	-	-	74,250
71261202	FH2 - B3010 Roofing (Lower)	Cmty Safety & Trans	Asset Management	-	-	-	6,400	-	-	-	-	-	-	6,400
71231205	FH2 - C3010 Apparatus Bay Painting	Cmty Safety & Trans	Asset Management	25,000	25,000	-	-	-	-	-	-	-	-	50,000
71221205	FH2 - G2020 Parking Lots	Cmty Safety & Trans	Asset Management	-	150,938	-	-	-	-	-	-	-	-	150,938
71261203	FH2 - G2030 Pedestrian Paving	Cmty Safety & Trans	Asset Management	-	-	-	6,762	-	-	-	-	-	-	6,762
71241201	FH3 - B2030 Overhead Doors	Cmty Safety & Trans	Asset Management	-	144,900	-	-	-	-	-	-	-	-	144,900
71201222	FH3 - D3020 Hot Water Heater	Cmty Safety & Trans	Asset Management	-	-	-	17,250	-	-	-	-	-	-	17,250
71241202	FH3 - D3020 Radiant Heaters (Apparatus Bay)	Cmty Safety & Trans	Asset Management	-	33,000	-	-	-	-	-	-	-	-	33,000
71241204	FH3 - D3030 Condensers	Cmty Safety & Trans	Asset Management	-	6,037	-	-	-	-	-	-	-	-	6,037
71241203	FH3 - D3040 Exhaust Fans	Cmty Safety & Trans	Asset Management	-	13,524	-	-	-	-	-	-	-	-	13,524
71221204	FH3 - F1040 Oil separator	Cmty Safety & Trans	Asset Management	73,750	-	-	-	-	-	-	-	-	-	73,750
71271206	FH3 - G2020 Parking Lot	Cmty Safety & Trans	Asset Management	-	-	-	-	229,425	-	100,280	66,470	-	-	396,175
71211206	FH4 - D3020 Radiant Heaters (Apparatus Bay)	Cmty Safety & Trans	Asset Management	-	23,000	-	-	-	-	-	-	-	-	23,000
71211201	FH4 - D3040 HVAC Unit	Cmty Safety & Trans	Asset Management	-	48,000	-	-	-	-	-	-	-	-	48,000
71271205	FH4 - G2020 Parking Lots	Cmty Safety & Trans	Asset Management	-	-	-	-	60,375	156,975	-	-	-	-	217,350
71251203	FH5 - B2030 Overhead Doors	Cmty Safety & Trans	Asset Management	-	-	108,675	-	-	-	-	-	-	-	108,675
71231207	FH5 - D20 Plumbing	Cmty Safety & Trans	Asset Management	25,000	-	-	-	-	-	-	-	-	-	25,000
71231202	FH5 - D3030 Condenser (Data Room)	Cmty Safety & Trans	Asset Management	17,075	-	-	-	-	-	-	-	-	-	17,075
71231208	FH5 - E20 Furnishings	Cmty Safety & Trans	Asset Management	40,000	-	-	-	-	-	-	-	-	-	40,000
71231204	FH5 - G20 Sidewalk Repairs	Cmty Safety & Trans	Asset Management	20,000	-	-	-	-	-	-	-	-	-	20,000
71261204	FH5 - G2020 Parking Lots	Cmty Safety & Trans	Asset Management	-	-	-	224,250	-	-	-	-	-	-	224,250
71231211	FH5 - G2030 Exterior Pavers	Cmty Safety & Trans	Asset Management	103,500	-	-	-	-	-	-	-	-	-	103,500
71231201	FH6 - New Construction Firehall #6	Cmty Safety & Trans	Growth Related	-	-	-	724,500	-	6,520,500	-	-	-	-	7,245,000
71291201	Fire Training Complex	Cmty Safety & Trans	Growth Related	600,000	-	-	-	-	-	-	-	-	-	600,000

**Town of Whitby  
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**Capital Costs - Whitby Fire Facilities**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
<b>Total Capital Cost</b>				<b>1,027,729</b>	<b>799,256</b>	<b>150,665</b>	<b>1,158,588</b>	<b>408,124</b>	<b>6,713,918</b>	<b>116,419</b>	<b>110,430</b>	<b>25,196</b>	<b>27,250</b>	<b>10,537,575</b>

**Corporate Financing - Whitby Fire Facilities**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	410,229	781,756	133,165	416,588	408,124	193,418	116,419	110,430	25,196	27,250	2,622,575
Growth Reserves	Growth Reserve Fund	132,000	-	-	-	-	-	-	-	-	-	132,000
	DC-Fire	485,500	17,500	17,500	742,000	-	6,520,500	-	-	-	-	7,783,000
	Subtotal	617,500	17,500	17,500	742,000	-	6,520,500	-	-	-	-	7,915,000
<b>Total Corporate Financing</b>		<b>1,027,729</b>	<b>799,256</b>	<b>150,665</b>	<b>1,158,588</b>	<b>408,124</b>	<b>6,713,918</b>	<b>116,419</b>	<b>110,430</b>	<b>25,196</b>	<b>27,250</b>	<b>10,537,575</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1501 Whitby Library Branches**

**Program Description**

The Central Public Library was constructed in 2005. The library serves the residents from its location in the downtown Whitby location.

Included in the 2023 budget are banner maintenance, pond repairs, HVAC repairs and lighting replacement.

**Capital Costs - Whitby Library Branches**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
90241501	BCCL - E20 Furniture (Library)	Community Building	Asset Management	-	15,000	-	-	-	15,000	-	-	-	15,000	45,000
71221504	CPL - B2010 Exterior Sealants	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	18,113	18,113
71281501	CPL - B2010 Exterior Walls (Limestone sills)	Community Building	Asset Management	-	-	-	-	-	181,125	-	-	-	-	181,125
71301503	CPL - B2020 Exterior Windows (Curtain Wall)	Community Building	Asset Management	-	-	-	-	-	-	-	96,600	-	-	96,600
71281502	CPL - B2030 Doors	Community Building	Asset Management	-	-	-	-	-	120,750	-	-	-	-	120,750
71241503	CPL - B3020 Flat Roof: Admin Wing, North Half, Canopies	Community Building	Asset Management	-	392,437	-	-	-	519,225	-	-	-	-	911,662
55231501	CPL - Banner Maintenance	Community Building	Asset Management	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	20,000
71231503	CPL - C3020 Flooring (Library Carpet)	Community Building	Asset Management	-	-	-	36,225	-	-	-	-	11,500	-	47,725
71241504	CPL - C3020 Interior Painting	Community Building	Asset Management	-	14,490	-	-	-	14,490	-	-	-	14,490	43,470
71221507	CPL - Central Library Elevator Maintenance	Community Building	Asset Management	-	-	129,950	-	-	189,750	-	-	-	-	319,700
71281503	CPL - D1010 Controller	Community Building	Asset Management	-	-	-	-	-	189,750	-	-	-	-	189,750
71221506	CPL - D1010 Elevator Finishes	Community Building	Asset Management	-	46,000	-	-	-	-	-	-	-	-	46,000
71231504	CPL - D20 Pond Repairs	Community Building	Asset Management	10,000	-	-	-	-	-	-	-	-	-	10,000
71261501	CPL - D2010 Roof Top Ductwork Insulation	Community Building	Asset Management	-	-	-	30,187	-	-	-	-	-	-	30,187
71201507	CPL - D2020 Pump (Outdoor Pool)	Community Building	Asset Management	24,150	-	-	-	-	-	-	-	-	-	24,150
71211502	CPL - D2020 Sump Pumps East	Community Building	Asset Management	-	24,150	-	-	-	-	-	-	-	-	24,150
71221501	CPL - D2020 Sump Pumps West	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71241508	CPL - D3020 (Boiler Maintenance)	Community Building	Asset Management	-	12,075	-	12,075	-	12,075	-	12,075	-	12,075	60,375
71291501	CPL - D3020 Boilers	Community Building	Asset Management	-	-	-	-	-	-	241,500	-	-	-	241,500
71251504	CPL - D3040 Exhaust Fans	Community Building	Asset Management	-	-	18,113	-	-	-	-	-	-	-	18,113
71241502	CPL - D3040 Gas Log Set First Floor	Community Building	Asset Management	-	-	-	12,075	-	-	-	-	-	-	12,075
71251503	CPL - D3040 Gas Log Set Second Floor	Community Building	Asset Management	-	-	12,075	-	-	-	-	-	-	-	12,075
71271501	CPL - D3040 HVAC Units	Community Building	Asset Management	-	-	-	-	207,000	207,000	207,000	-	-	-	621,000
71201505	CPL - D3040 HVAC Veri-Cell Filters	Community Building	Asset Management	8,050	-	-	8,050	-	-	8,050	-	-	8,050	32,200
90231501	CPL - D3050 Perimeter Fan	Community Building	Asset Management	9,056	-	-	-	-	-	-	-	9,056	-	18,112
71251505	CPL - D5020 - Lighting (Hanging Fixtures)	Community Building	Asset Management	-	-	33,810	-	-	-	-	-	-	-	33,810
71231505	CPL - D5020 Display Lighting	Community Building	Asset Management	5,000	-	-	-	-	-	-	-	-	-	5,000
71231501	CPL - D5020 Interior Lighting to LED	Community Building	Asset Management	37,490	-	-	-	-	-	-	-	-	-	37,490
71231502	CPL - D5020 Parking Lot Lighting	Community Building	Asset Management	-	-	-	-	23,000	-	-	-	-	-	23,000
71241506	CPL - D5030 Security	Community Building	Asset Management	-	35,000	-	-	-	-	-	-	-	-	35,000
71241505	CPL - D5030 Telecommunications	Community Building	Asset Management	-	5,000	-	-	-	-	-	-	-	-	5,000
90311501	CPL - E10 AED Unit	Community Building	Asset Management	-	-	-	-	-	-	-	-	4,255	-	4,255
90281502	CPL - E10 People Counter System	Community Building	Asset Management	-	-	-	-	-	13,282	-	-	-	-	13,282
90281501	CPL - E10 Small Facility Equipment	Community Building	Asset Management	-	-	-	-	-	23,546	-	-	-	-	23,546
90281503	CPL - E20 Furniture	Community Building	Asset Management	-	-	-	-	-	18,400	-	-	-	-	18,400
71261502	CPL - F1050 Building Automation System	Community Building	Asset Management	-	-	-	115,000	-	-	-	-	-	-	115,000
71241507	CPL - Fire Panel	Community Building	Asset Management	-	-	-	-	60,000	-	-	-	-	-	60,000
71301504	CPL - G2020 Parking Lots	Community Building	Asset Management	-	-	-	-	-	-	-	120,750	-	-	120,750
71261503	CPL - G2030 Exterior Pavers	Community Building	Asset Management	-	-	-	181,125	-	-	-	-	-	-	181,125
71241501	CPL - G2030 Pedestrian Paving	Community Building	Asset Management	-	-	-	42,263	-	-	-	-	-	-	42,263
71241509	CPL - G4020 Pond Lighting	Community Building	Asset Management	-	155,250	-	-	-	-	-	-	-	-	155,250
71301501	Future Library Branch Expansion	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	11,500,000	11,500,000

**Town of Whitby  
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**Capital Costs - Whitby Library Branches**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
<b>Total Capital Cost</b>				<b>95,746</b>	<b>701,402</b>	<b>220,098</b>	<b>439,000</b>	<b>292,000</b>	<b>1,506,393</b>	<b>458,550</b>	<b>231,425</b>	<b>26,811</b>	<b>11,569,728</b>	<b>15,541,153</b>

**Corporate Financing - Whitby Library Branches**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	95,746	701,402	220,098	439,000	292,000	1,506,393	458,550	231,425	26,811	69,728	4,041,153
Growth Reserves	DC - Library Reserve Fund	-	-	-	-	-	-	-	-	-	11,500,000	11,500,000
<b>Total Corporate Financing</b>		<b>95,746</b>	<b>701,402</b>	<b>220,098</b>	<b>439,000</b>	<b>292,000</b>	<b>1,506,393</b>	<b>458,550</b>	<b>231,425</b>	<b>26,811</b>	<b>11,569,728</b>	<b>15,541,153</b>



**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PA1401 Whitby Municipal Building**

**Program Description**

The Whitby Municipal Building was constructed in 1976 and has undergone several improvements over the past 40 years. In 2019 a major renovation was completed in order to improve the accessibility within the building and provide overall space efficiencies for visitors and staff.

Improvements to the site in 2023 include the replacement of power door operators and selective furniture, mechanical equipment, touchless faucets and minor office modifications to support the hybrid work models.

**Capital Costs - Whitby Municipal Building**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231114	ALL - 360 Virtual Platform - Online Viewing for all Halls, Meeting Rooms and Picnic Shelters	Community Building	Asset Management	40,250	-	-	-	-	-	-	-	-	-	40,250
71241402	ALL - Power Door Operators	Community Building	Asset Management	-	11,500	11,500	-	-	-	-	-	-	-	23,000
71231407	All Town Wide Security Access Control Systems	Community Building	Asset Management	130,000	-	-	-	-	-	-	-	-	-	130,000
71231408	CORP - E20 Office Furniture (Lifecycle)	Community Building	Asset Management	40,000	30,187	30,187	30,187	30,187	30,187	30,187	30,187	30,187	30,187	311,683
71231406	Office Modernization Implementation	Community Building	Growth Related	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
71301401	WMB - B3010 Roofing (Flat)	Community Building	Asset Management	-	-	-	-	-	-	-	743,458	-	-	743,458
71311401	WMB - B3010 Roofing (Shingles)	Community Building	Asset Management	-	-	-	-	-	-	-	-	96,721	-	96,721
71251402	WMB - C1030 Cabinets, Countertops Staff Kitchens, Upper and Lower	Community Building	Asset Management	-	-	57,500	-	-	-	-	-	-	-	57,500
71221411	WMB - C3020 Flooring Replacement (Carpet)	Community Building	Asset Management	-	-	-	24,150	-	-	-	-	-	-	24,150
71251401	WMB - D2090 Pump Replacement	Community Building	Asset Management	-	-	48,300	-	-	-	-	-	-	-	48,300
71251403	WMB - D3030 IT Air Conditioning	Community Building	Asset Management	-	-	96,600	-	-	-	-	-	-	-	96,600
71221408	WMB - D3040 Exhaust Fans	Community Building	Asset Management	24,150	-	-	-	-	-	-	-	-	-	24,150
71253010	WMB - D3040 HVAC Unit (Photocopy Room A/C)	Community Building	Asset Management	-	-	18,113	-	-	-	-	-	-	-	18,113
71211404	WMB - D5010 Electric Panel	Community Building	Asset Management	-	-	24,150	-	-	-	-	-	-	-	24,150
71241401	WMB - D5010 Motor Control Centre	Community Building	Asset Management	-	72,450	-	-	-	-	-	-	-	-	72,450
71281401	WMB - D5090 Backup Generator	Community Building	Asset Management	-	-	-	-	-	301,875	-	-	-	-	301,875
71281402	WMB - D5090 Electrical Transfer Switch	Community Building	Asset Management	-	-	-	-	-	48,300	-	-	-	-	48,300
71211405	WMB - D5090 Emergency Light Conversion	Community Building	Asset Management	-	13,800	-	-	-	-	-	-	-	-	13,800
71231401	WMB - E20 Furniture (Foyer & Waiting Areas)	Community Building	Asset Management	28,980	-	-	-	-	-	-	-	-	-	28,980
71261402	WMB - G2030 Exterior Stairs (West/Lower Stair)	Community Building	Asset Management	-	-	-	20,286	-	-	-	-	-	-	20,286
71261401	WMB - G2030 Pedestrian Paving (North/Lower Walkway)	Community Building	Asset Management	-	-	-	20,286	-	-	-	-	-	-	20,286
71311402	Whitby Civic Centre (Municipal Building)	Community Building	Growth Related	-	-	-	-	-	-	-	-	8,179,375	40,722,938	48,902,313
<b>Total Capital Cost</b>				<b>1,263,380</b>	<b>127,937</b>	<b>286,350</b>	<b>94,909</b>	<b>30,187</b>	<b>380,362</b>	<b>30,187</b>	<b>773,645</b>	<b>8,306,283</b>	<b>40,753,125</b>	<b>52,046,365</b>

**Corporate Financing - Whitby Municipal Building**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	263,380	127,937	286,350	94,909	30,187	380,362	30,187	773,645	126,908	30,187	2,144,052
Growth Reserves	Growth Reserve Fund	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
Long Term Debt		-	-	-	-	-	-	-	-	8,179,375	40,722,938	48,902,313
<b>Total Corporate Financing</b>		<b>1,263,380</b>	<b>127,937</b>	<b>286,350</b>	<b>94,909</b>	<b>30,187</b>	<b>380,362</b>	<b>30,187</b>	<b>773,645</b>	<b>8,306,283</b>	<b>40,753,125</b>	<b>52,046,365</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**71PG1001 Whitby Sports Complex**

**Program Description**

Whitby's population of 136,000 is expected to grow to 192,000 over the next 12 years. The Town is working to design a new Whitby Sports Complex (WSC) to help meet both the immediate and future recreational needs of our growing community. The new complex will be located on the west side of Baldwin Street South, south of the intersection of Highway 407.

The vision for the complex: to create a multi-purpose gathering space for inclusive sport and community programming - a place for residents of all ages and abilities to connect, play and get active. The proposed Whitby Sports Complex (WSC) would be built as a multi-purpose facility that would allow families of all ages and stages of life to participate in recreation opportunities at the same time meeting their physical needs and abilities. The WSC will provide sport user group needs and adequate service levels related to aquatics, ice and general recreation to meet community demand.

The WSC will look to incorporate the following spaces:

- an aquatic centre with a 10-lane pool, separate leisure pool and 2nd floor spectator viewing area;
- a double gymnasium, with three-lane indoor walking track;
- a twin-pad arena with 85' by 190' ice pads;
- flexible spaces to support community programs, meetings, and arts and cultural activities; and,
- space for outdoor recreational opportunities – such as a pump track and skateboard park; pickleball, tennis and basketball courts; multi-use sports field; and playground and water-play area.

The Whitby Sports Complex will target both Canada Green Building Council's Leadership in Energy and Environmental Design LEED Gold and Zero Carbon Building (ZCB) Certifications. To achieve net-zero operational carbon, the design will eliminate fossil fuel use for heating, use renewable energy and reduce the use of high global warming potential refrigerants. The building and site will support many of the social and environmental goals identified by the Town in its Strategic Plan and Zero Carbon Whitby Plan.

**Capital Costs - Whitby Sports Complex**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71201033	New Whitby Sports Complex	Community Building	Growth Related	<b>103,165,612</b>	-	-	-	-	-	-	-	-	-	103,165,612
<b>Total Capital Cost</b>				<b>103,165,612</b>	-	-	-	-	-	-	-	-	-	<b>103,165,612</b>

**Corporate Financing - Whitby Sports Complex**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	DC - Parks & Recreation Reserve Fund	<b>18,165,612</b>	-	-	-	-	-	-	-	-	-	18,165,612
Long Term Debt		<b>85,000,000</b>	-	-	-	-	-	-	-	-	-	85,000,000
<b>Total Corporate Financing</b>		<b>103,165,612</b>	-	-	-	-	-	-	-	-	-	<b>103,165,612</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**55PO1602 Zero Carbon - FCM Green Community Building Retrofit Initiative**

**Program Description**

Corporate Energy Audits were conducted to support the identification of preliminary decarbonization and energy saving actions / projects on twenty of the Town's major facilities, including the McKinney Centre. This work was completed as a result of funding from Natural Resources Canada's Energy Manager Program. The deep energy analysis of McKinney Centre completed through the audits identified energy efficiency projects to be completed, such as the LED lighting upgrade.

Grants through the Green Municipal Fund's (GMF) Community Buildings Retrofit (CBR) initiative have been applied for to fund the lighting projects, and other energy saving projects identified for the McKinney Centre. The GMF supports local governments in retrofitting public buildings to improve energy performance, lower operating and maintenance costs, and transition to cleaner energy solutions over time.

**Capital Costs - Zero Carbon - FCM Green Community Building Retrofit Initiative**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231018	MCK - D5020 Lighting (Exterior Site Lighting)	Enviro Sustainability	Strategic Initiative	20,858	-	-	-	-	-	-	-	-	-	20,858
71231019	MCK - D5020 Lighting (LED interior)	Enviro Sustainability	Strategic Initiative	16,394	-	-	-	-	-	-	-	-	-	16,394
<b>Total Capital Cost</b>				<b>37,252</b>	-	-	-	-	-	-	-	-	-	<b>37,252</b>

**Corporate Financing - Zero Carbon - FCM Green Community Building Retrofit Initiative**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	37,252	-	-	-	-	-	-	-	-	-	37,252
<b>Total Corporate Financing</b>		<b>37,252</b>	-	-	-	-	-	-	-	-	-	<b>37,252</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**55PO1601 Zero Carbon - Grant Low Carbon Economy Fund (Challenge Stream)**

**Program Description**

The Low Carbon Economy Fund (LCEF) supports projects that help to reduce Canada's greenhouse gas emissions. Corporate Energy Audits were conducted to support the identification of preliminary decarbonization and energy saving actions on twenty of the Town's major facilities, including the Iroquois Park Sports Centre, Operations Centre, Whitby Marina, and Whitby Centennial Building. The energy saving actions proposed for these facilities were selected in accordance with the guidelines stipulated in the LCEF grant funding, which has been applied for.

**Capital Costs - Zero Carbon - Grant Low Carbon Economy Fund (Challenge Stream)**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231126	CB - Windows	Enviro Sustainability	Strategic Initiative	<b>344,848</b>	-	-	-	-	-	-	-	-	-	344,848
71231032	IPSC - GSHP Design & Engineering	Enviro Sustainability	DECISION - Strategic Initiative	<b>326,779</b>	-	-	-	-	-	-	-	-	-	326,779
71231304	OPC - GSHP Feasibility & Design	Enviro Sustainability	DECISION - Strategic Initiative	<b>100,725</b>	-	-	-	-	-	-	-	-	-	100,725
74231107	PWM - Windows	Enviro Sustainability	Strategic Initiative	<b>62,277</b>	-	-	-	-	-	-	-	-	-	62,277
<b>Total Capital Cost</b>				<b>834,629</b>	-	-	-	-	-	-	-	-	-	<b>834,629</b>

**Corporate Financing - Zero Carbon - Grant Low Carbon Economy Fund (Challenge Stream)**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>407,125</b>	-	-	-	-	-	-	-	-	-	407,125
External Contributions	Grants	<b>427,504</b>	-	-	-	-	-	-	-	-	-	427,504
<b>Total Corporate Financing</b>		<b>834,629</b>	-	-	-	-	-	-	-	-	-	<b>834,629</b>

**Town of Whitby  
2023-2032 Capital Project Detail Report**

**55PO1603 Zero Carbon Whitby**

**Program Description**

The outcomes of the Corporate Energy Audits leveraged the creation of the Zero Carbon Whitby Plan in 2021 which aims to reduce corporate carbon emissions to net zero by the year 2045. This plan serves as the Town's corporate climate mitigation plan to eliminate emissions from municipal operations through a carbon budget process.

Whitby's allotted portion of the global carbon budget was determined as 62.6 kilotonnes from 2022 to 2045. To remain within this budget, the Zero Carbon Whitby plan embeds short, medium, and long-term greenhouse gas (GHG) reduction targets of:

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

Zero Carbon Whitby is Whitby's Corporate Climate Action Plan and provides a framework that empowers staff to develop and implement actions from the bottom-up to meet GHG reduction targets by aligning capital and operating budgets with GHG reduction targets.

In 2022, the Zero Carbon Whitby Costing Study budget was developed into the long-range capital forecast and asset management plan to include a zero-carbon pathway for buildings, fleet, lighting, and waste. The Costing Study provides:

1. Anticipated costs and savings for each of the projects to be undertaken to complete Zero Carbon Whitby;
2. A schedule of the projects to be undertaken; and
3. Guidance regarding funding options, and the establishment of the Zero Carbon Revolving Reserve Fund.

Using the schedule developed in the study, these low carbon projects were identified for 2023 to assist with the implementation of actions to achieve the emissions reductions as highlighted in the carbon budget framework for implementing a low carbon decision mechanism across the organization. The carbon budget framework is a process that has been developed to be embedded within the municipal fiscal budget process and help with the ongoing implementation and monitoring of the Town's actions, in alignment with emission reduction targets.

**Capital Costs - Zero Carbon Whitby**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231604	1710 Charles - B2010 - Exterior Wall Cladding Replacement	Enviro Sustainability	Strategic Initiative	521,150	-	-	-	-	-	-	-	-	-	521,150
71221609	1710 Charles - B3010 Flat Roof Replacement	Enviro Sustainability	Strategic Initiative	97,750	-	-	-	-	-	-	-	-	-	97,750
71221606	1712 Charles - B2010 Exterior Walls (Warehouse)	Enviro Sustainability	Strategic Initiative	521,150	-	-	-	-	-	-	-	-	-	521,150
71231634	1855 Innovation Hub Accelerator - LED Lighting	Enviro Sustainability	Strategic Initiative	16,058	-	-	-	-	-	-	-	-	-	16,058
71231412	ALL - Low Flow Faucet Aerators, Tank Toilets & Showerheads	Enviro Sustainability	Strategic Initiative	14,272	-	-	-	-	-	-	-	-	-	14,272
71231411	ALL - Occupancy Sensors	Enviro Sustainability	Strategic Initiative	22,538	-	-	-	-	-	-	-	-	-	22,538
71231410	ALL - Vending Machine Controls	Enviro Sustainability	Strategic Initiative	5,000	-	-	-	-	-	-	-	-	-	5,000
71241117	CB - D5020 Lighting Conversion	Enviro Sustainability	Strategic Initiative	38,057	-	-	-	-	-	-	-	-	-	38,057
71231507	CPL - Schedule Exterior Water Fountain	Enviro Sustainability	Strategic Initiative	2,302	-	-	-	-	-	-	-	-	-	2,302
71231506	CPL - Weatherstripping	Enviro Sustainability	Strategic Initiative	284	-	-	-	-	-	-	-	-	-	284
71231034	CRC - LED Lighting Conversion (Interior)	Enviro Sustainability	Strategic Initiative	25,000	-	-	-	-	-	-	-	-	-	25,000
71231212	FH1 - Main Building Windows	Enviro Sustainability	Strategic Initiative	41,156	-	-	-	-	-	-	-	-	-	41,156
71261201	FH2 - B2020 Exterior Windows	Enviro Sustainability	Strategic Initiative	37,155	-	-	-	-	-	-	-	-	-	37,155
71231214	FH4 - Bay Doors Weatherstripping	Enviro Sustainability	Strategic Initiative	545	-	-	-	-	-	-	-	-	-	545
71231215	FH4 - LED Retrofit Lamps and Fixtures	Enviro Sustainability	Strategic Initiative	10,887	-	-	-	-	-	-	-	-	-	10,887
71251201	FH5 - B3010 Roofing (Flat)	Enviro Sustainability	Strategic Initiative	351,220	-	-	-	-	-	-	-	-	-	351,220
71231217	FH5 - LED Retrofit Lamps and Fixtures	Enviro Sustainability	Strategic Initiative	21,111	-	-	-	-	-	-	-	-	-	21,111
74231105	PWM - LED Fixtures, Lamps, Drivers & Ballasts	Enviro Sustainability	Strategic Initiative	61,833	-	-	-	-	-	-	-	-	-	61,833
71231130	SCC - Windows	Enviro Sustainability	Strategic Initiative	6,824	-	-	-	-	-	-	-	-	-	6,824
71231404	WMB - B3010 Roofing	Enviro Sustainability	Strategic Initiative	1,607,443	-	-	-	-	-	-	-	-	-	1,607,443
71251126	WSG - B2010 Exterior Walls (Brick)	Enviro Sustainability	Strategic Initiative	7,350	-	-	-	-	-	-	-	-	-	7,350
<b>Total Capital Cost</b>				<b>3,409,085</b>	-	-	-	-	-	-	-	-	-	<b>3,409,085</b>

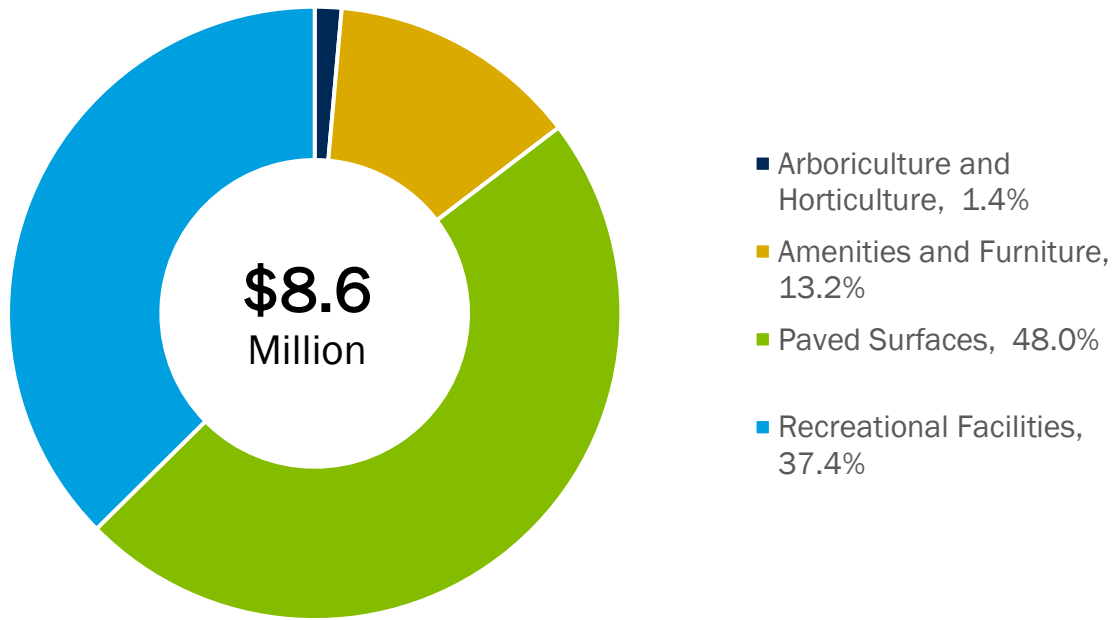
**Corporate Financing - Zero Carbon Whitby**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	3,367,275	-	-	-	-	-	-	-	-	-	3,367,275
Program Reserves	Zero Carbon Revolving Reserve Fund	41,810	-	-	-	-	-	-	-	-	-	41,810
<b>Total Corporate Financing</b>		<b>3,409,085</b>	-	-	-	-	-	-	-	-	-	<b>3,409,085</b>

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## Park Assets

### 2023 Total Capital Budget Investment



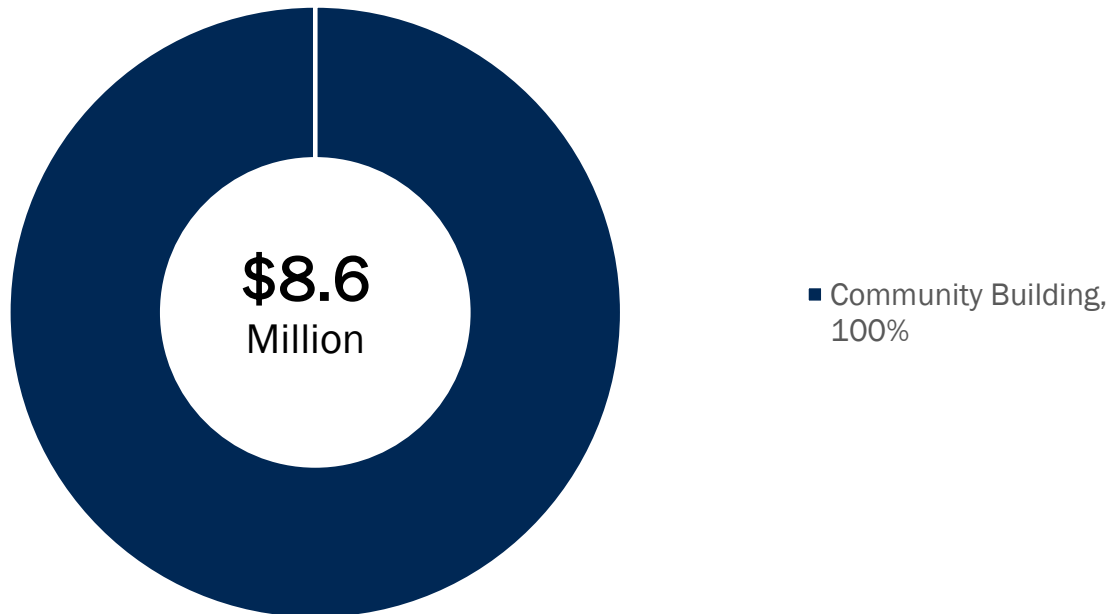
Capital Budget Funding: 72% Tax Based Reserves, 27% Development Charges, <1% Other Reserves.

Capital Budget Allocation: 54% Asset Management Projects, 46% Growth Related Projects, <1% Strategic Initiatives & Community Enhancements.

### 2023 Long Term Debt

No long-term debt projects in 2023.

## 2023 Business Plan Themes



## 2023 Key Budget Highlights

- The Trails program includes over 2.2 kilometers of new trail construction and rehabilitation.
- The Parks program includes 80 meters of pedestrian bridge replacement, 2 park renovations, 6 playground refurbishments, 1 reconstructed basketball court, 2 reconstructed parking lots, 1 naturalization project, and the replacement of 3 sports lighting systems.

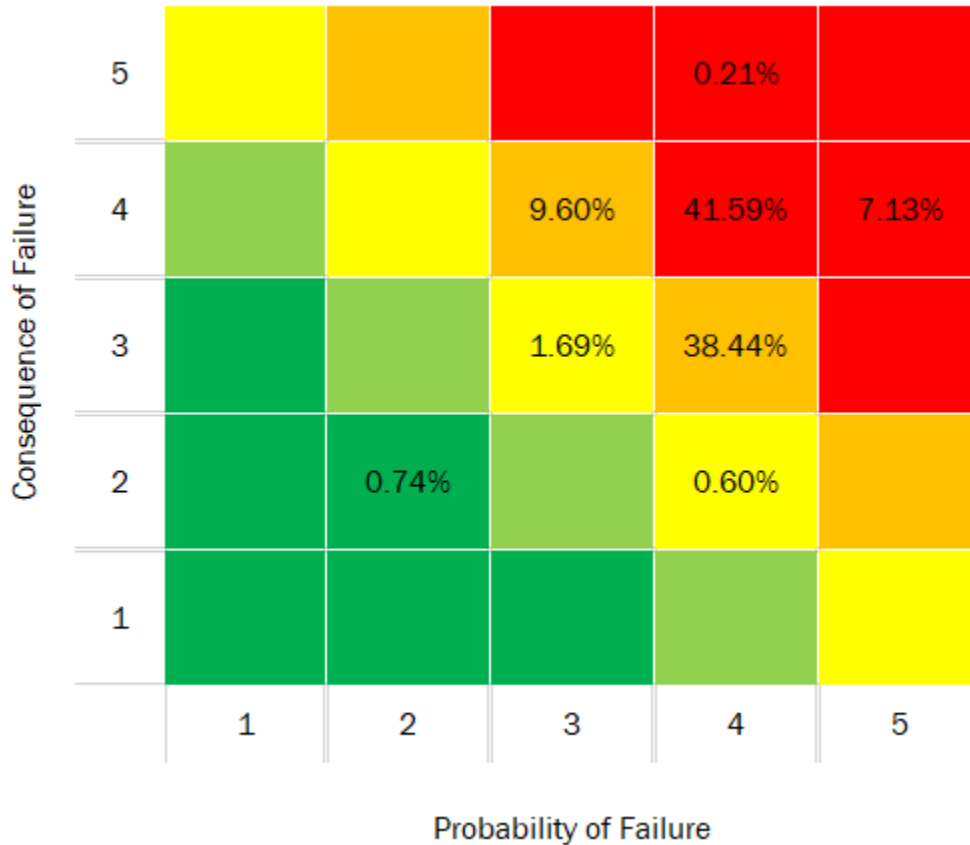
## Asset Management Fast Facts

- The 2022 Town of Whitby Municipal Asset Management plan includes an overall parks assets condition grade of 'C' with a replacement value of \$95 million.
- The Town currently owns and maintains 907 acres of parks and 1,400 acres of open space, this includes:
  - 93 playgrounds including parkettes, local parks, and district parks.
  - 83 km of trails and park walkways.
  - 26 senior soccer fields, 18 mini fields, 10 junior fields, and 2 practice fields.
  - 16 splash pads, 3 skateboard parks, and 2 off leash dog parks.
  - 28 tennis courts, 34 baseball diamonds, 26 basketball courts, 6 multi-use courts, 4 bocce courts, 3 pickleball courts, 2 lacrosse boxes, and 6 horseshoe lanes (12 pits).
  - 9 picnic shelters, 7 washroom facility buildings, and 910 park signs.

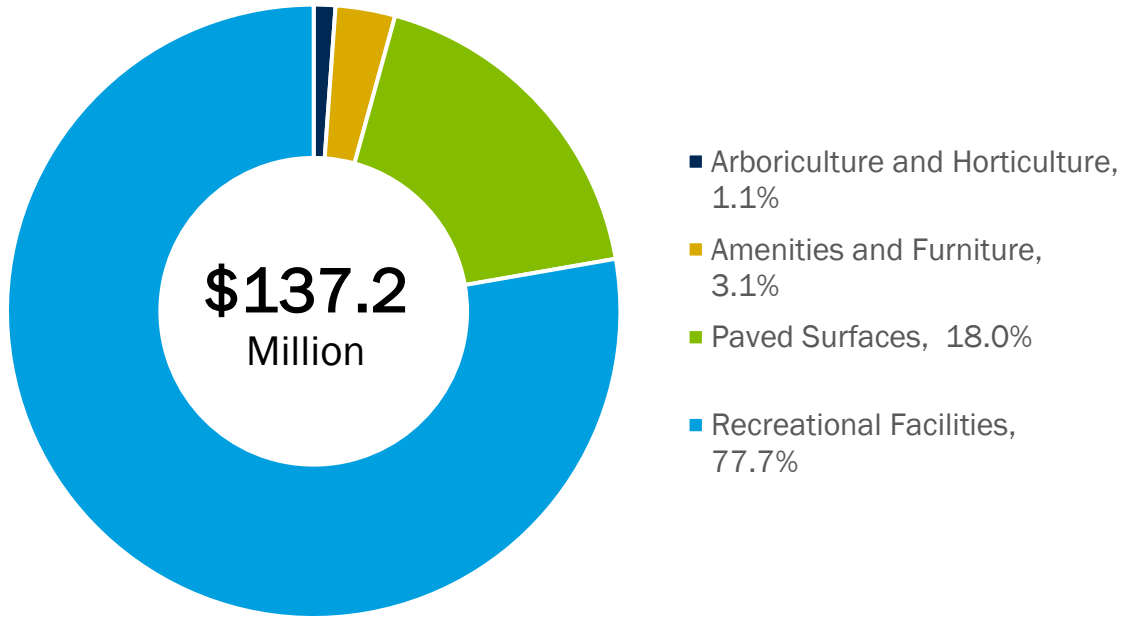


## 2023 Capital Asset Management Investment Risk Heat Map

The following graph allocates the asset management related 2023 budget for parks projects by the asset “risk score”. The heat map below graphs the probability (of failure) vs the consequence (of failure) and demonstrates how the annual Municipal Asset Management Plan and asset condition ratings are being utilized to help prioritize projects in the capital budget.



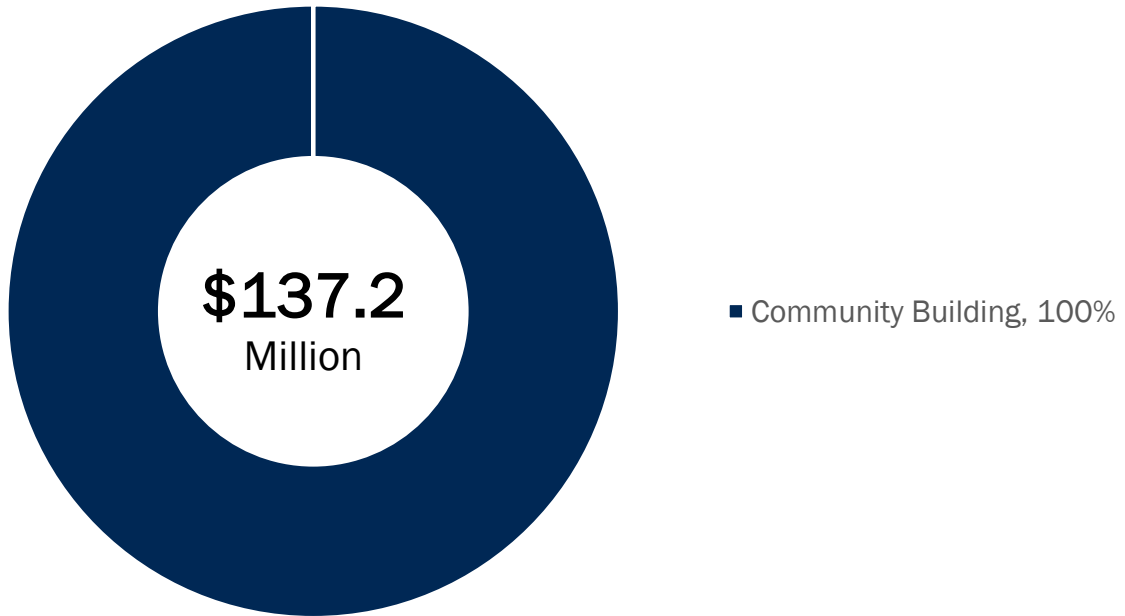
### 2023-2032 Capital Plan Forecast



Capital Plan Funding: 66% Development Charges, 26% Tax Based Reserves, 5% Long Term Debt, 3% Other Reserves.

Capital Plan Allocation: 21% Asset Management Projects, 79% Growth Related Projects, <1% Strategic Initiatives / Community Enhancements.

## 2023-2032 Business Plan Themes



## Growth Forecast Highlights (2023-2032)

- Waterfront Trail Corbett Creek Bridge, Trail Widening and Expansion \$2.9 million (2023).
- Cullen Central Park – Phase 2 \$4.6 million (2024).
- Whitby Taunton Holdings District Park \$3.3 million (2024).
- Waterfront - Victoria Fields Urban Park \$10.5 million (2024-2025).
- Brooklin Memorial Park Redevelopment \$7.2 million (2024-2026).
- Whitby Sport Centre Park \$7.1 million (2025).
- Waterfront - Dupont Lands Development \$5.7 million (2026-2027).
- Waterfront - Iroquois Beach Park \$3.1 million (2026-2027).
- 4 new Brooklin District Parks, \$13.1 million (2026-2031).
- 10 new Brooklin Local Parks, \$11.5 million (2026-2032).
- Waterfront - Intrepid Park \$4 million (2028-2029).
- 5 new Brooklin Parkettes, \$2.5 million (2028-2032).

## 2023 Total Capital Budget and Forecast – Park Assets

(\$ in Thousands)	2023	2024	2025	2026-2032	Total
70PA0201 Parks Program	\$4,918	\$13,559	\$23,526	\$71,490	\$113,493
70PA0101 Recreational Trails Program	\$3,657	\$2,049	\$2,127	\$15,923	\$23,756
<b>Total</b>	<b>\$8,575</b>	<b>\$15,608</b>	<b>\$25,653</b>	<b>\$87,413</b>	<b>\$137,249</b>

Note: Numbers may not add due to rounding

Town of Whitby  
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**70PA0201 Parks Program**

**Program Description**

The Parks Program involves the development, design, and construction of new parks and related components, as well as the renewal of existing parks, open space infrastructure, and amenities. Items include planning for the development of new parks for growth areas of West Whitby and Brooklin, renewal of existing playground areas to address CSA, accessibility, and asset management priorities such as lighting and park infrastructure, as well as management of trees in woodlots and open spaces.

2023 park projects include the redevelopment of Grass Park in Brooklin, the installation of Baseball Lighting at Kelloryn Park and improving accessibility at various Whitby parks.

**Capital Costs - Parks Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70300205	Ardwick Park Design / Construction	Community Building	Growth Related	-	-	-	-	-	-	-	409,181	-	-	409,181
70300001	Ardwick Park Land Acquisition	Community Building	Growth Related	-	-	-	-	-	-	-	667,120	-	-	667,120
70310202	Ash Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
70210207	Ashburn Community Centre Playground / Accessibility	Community Building	Asset Management	184,160	-	-	-	-	-	-	-	-	-	184,160
70270211	Ashburn Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	228,330	-	-	-	-	-	228,330
70270206	Baldwin/Winchester Intensification Accessible Playground, Splash Pad & Skate Park	Community Building	Growth Related	-	-	-	-	1,933,680	-	-	-	-	-	1,933,680
70270212	Bassett Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	228,330	-	-	-	-	-	228,330
70290205	Baycliffe Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	397,095	-	-	-	397,095
70230003	Bench and Tree Dedications	Community Building	Growth Related	16,279	-	-	-	-	-	-	-	-	-	16,279
70270213	Birch Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	158,838	-	-	-	-	-	158,838
70310203	Bradley Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
70290203	Brock/Taunton Intensification - Accessible Playground & Splash Pad	Community Building	Growth Related	-	-	-	-	-	-	690,600	-	-	-	690,600
70260206	Brooklin Future District Park	Community Building	Growth Related	-	-	-	3,276,897	-	-	-	-	-	-	3,276,897
70280206	Brooklin Future District Park	Community Building	Growth Related	-	-	-	-	-	3,276,897	-	-	-	-	3,276,897
70300202	Brooklin Future District Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	3,276,897	-	3,276,897
70320201	Brooklin Future District Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	3,276,897	-	3,276,897
70260214	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	1,145,245	-	-	-	-	-	-	1,145,245
70270214	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	1,145,245	-	-	-	-	-	1,145,245
70270215	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	1,145,245	-	-	-	-	-	1,145,245
70280216	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	1,145,245	-	-	-	-	1,145,245
70290207	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	1,145,245	-	-	-	1,145,245
70300215	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	-	1,145,245	-	-	1,145,245
70310201	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	1,145,245	-	1,145,245
70320202	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	1,145,245	-	1,145,245
70350201	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	1,145,245	1,145,245
70360201	Brooklin Future Local Park	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	1,145,245	1,145,245
70280208	Brooklin Future Parkette	Community Building	Growth Related	-	-	-	-	-	506,900	-	-	-	-	506,900
70300204	Brooklin Future Parkette	Community Building	Growth Related	-	-	-	-	-	-	-	-	506,900	-	506,900
70320203	Brooklin Future Parkette	Community Building	Growth Related	-	-	-	-	-	-	-	506,900	-	-	506,900
70340202	Brooklin Future Parkette	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	506,900	506,900
70360202	Brooklin Future Parkette	Community Building	Growth Related	-	-	-	-	-	-	-	-	-	506,900	506,900
70230001	Brooklin Horticultural Park Soil Restoration and Tree Planting	Community Building	Asset Management	-	50,000	-	-	-	-	-	-	-	-	50,000
70230213	Brooklin Memorial Park Cricket Mat Improvements	Community Building	Asset Management	30,000	-	-	-	-	-	-	-	-	-	30,000
70210209	Brooklin Memorial Park Redevelopment	Community Building	Growth Related	-	250,000	300,000	6,636,499	-	-	-	-	-	-	7,186,499
70280213	Brooklin Optimist Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	397,095	-	-	-	-	397,095
70300209	Cachet Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	397,095	-	-	397,095
70300211	Carnwith Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	397,095	-	-	397,095
70280209	Central Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	228,474	-	-	-	228,474
70230101	College Downs Park Multiskills Court	Community Building	Growth Related	-	-	-	158,838	-	-	-	-	-	-	158,838
70270209	College Downs Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	228,330	-	-	-	-	-	228,330
70220119	Cullen Central Park - Covered Bridge Maintenance	Community Building	Asset Management	-	115,100	-	-	-	-	-	-	-	-	115,100
70200226	Cullen Central Park Redevelopment - Phase 2	Community Building	Growth Related	-	4,642,674	-	-	-	-	-	-	-	-	4,642,674
70230103	D'Hillier Park Parking Lot North Resurfacing (PA23-02)	Community Building	Asset Management	275,000	-	-	-	-	-	-	-	-	-	275,000
70230207	D'Hillier Park Playground / Accessibility	Community Building	Asset Management	397,095	-	-	-	-	-	-	-	-	-	397,095

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Capital Costs - Parks Program

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70230206	D'Hillier Park Tennis Lighting	Community Building	Asset Management	103,590	-	-	-	-	-	-	-	-	-	103,590
70290206	Darren Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	397,095	-	-	-	397,095
70250208	Divine Park Playground / Accessibility	Community Building	Asset Management	-	-	235,955	-	-	-	-	-	-	-	235,955
70270208	Downtown Intensification Accessible Playground	Community Building	Growth Related	-	-	-	-	644,560	-	-	-	-	-	644,560
70270207	Dundas St E Intensification - Accessible Playground & Splash Pad	Community Building	Growth Related	-	-	-	-	902,384	-	-	-	-	-	902,384
70280214	Eric Clarke Park Playground/Accessibility/Basketball Resurfacing	Community Building	Asset Management	-	-	-	-	-	235,955	-	-	-	-	235,955
70260216	Fieldgate Winchester / Baldwin Parkette	Community Building	Growth Related	-	-	-	506,440	-	-	-	-	-	-	506,440
30210003	Fleet to Trees Program	Community Building	Asset Management	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	115,100
70280215	Folkstone Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	397,095	-	-	-	-	397,095
70240205	Folkstone Skateboard Park Snake Run Replacement	Community Building	Asset Management	-	125,747	-	-	-	-	-	-	-	-	125,747
70250209	Glenayr Park Playground / Accessibility	Community Building	Asset Management	235,955	-	-	-	-	-	-	-	-	-	235,955
70200103	Grass Park Redevelopment	Community Building	Growth Related	850,000	-	-	-	-	-	-	-	-	-	850,000
70310204	Harold Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	212,935	-	212,935
70210213	Heard Park - Playground/Accessibility	Community Building	Asset Management	-	211,784	-	-	-	-	-	-	-	-	211,784
70220211	Hobbs Park Playground / Accessibility	Community Building	Asset Management	-	211,784	-	-	-	-	-	-	-	-	211,784
70310205	Iona Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	212,935	-	212,935
70230215	Iroquois Park Diamond 1 Safety Netting	Community Building	Asset Management	25,000	-	-	-	-	-	-	-	-	-	25,000
70300201	Iroquois Park Playground	Community Building	Asset Management	-	-	-	-	-	-	-	235,955	-	-	235,955
70230208	Iroquois Park Skatepark (expansion)	Community Building	Growth Related	-	80,000	668,150	-	-	-	-	-	-	-	748,150
70230102	Iroquois Park Skatepark (maintenance)	Community Building	Asset Management	-	172,650	-	-	-	-	-	-	-	-	172,650
70280204	Iroquois Park Soccer Field	Community Building	Asset Management	-	-	-	-	-	397,095	-	-	-	-	397,095
70230210	Jack Wilson Park Playground / Accessibility	Community Building	Asset Management	-	569,170	-	-	-	-	-	-	-	-	569,170
70300213	Kapuscinski Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	235,955	-	-	235,955
70210305	Kelloryn Park Baseball Lighting	Community Building	Asset Management	644,560	-	-	-	-	-	-	-	-	-	644,560
70260210	Kinross Park Playground / Accessibility	Community Building	Asset Management	-	-	-	235,955	-	-	-	-	-	-	235,955
70230104	Kinsmen Park Parking Lot Asphalt Surfacing	Community Building	Asset Management	175,000	-	-	-	-	-	-	-	-	-	175,000
70260211	Lady May Park Playground/Accessibility/Basketball Resurfacing	Community Building	Asset Management	-	-	-	350,000	-	-	-	-	-	-	350,000
70290301	Leash Free Park Areas	Community Building	Growth Related	-	-	-	-	-	-	287,750	-	-	-	287,750
70230110	Lupin Park Pickleball Line Removal	Community Building	DECISION - Strategic Initiative	14,000	-	-	-	-	-	-	-	-	-	14,000
70210212	Lynde House Museum - Playground/Accessibility	Community Building	Asset Management	158,838	-	-	-	-	-	-	-	-	-	158,838
70310206	Majestic Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	212,935	-	212,935
70260212	Medland Park Playground / Accessibility	Community Building	Asset Management	-	-	-	228,330	-	-	-	-	-	-	228,330
70220002	Monarch Pledge & Bee City Naturalization Project	Community Building	Asset Management	5,755	5,755	5,755	5,755	5,755	5,755	5,755	5,755	5,755	5,755	57,550
70230214	Myrtle Station Basketball Court Reconstruction	Community Building	Asset Management	90,000	-	-	-	-	-	-	-	-	-	90,000
70300002	Myrtle Station Park Land Acquisition	Community Building	Growth Related	-	-	-	-	-	-	-	496,369	-	-	496,369
70300210	Myrtle Station Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	158,838	-	-	158,838
70280217	Nordeagle Dev. Park	Community Building	Growth Related	-	-	-	-	-	1,145,245	-	-	-	-	1,145,245
70240209	Norista Park Playground / Accessibility	Community Building	Asset Management	-	251,494	-	-	-	-	-	-	-	-	251,494
70300212	Oceanpearl Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	235,955	-	-	235,955
70310207	Otter Creek Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
70220215	Palmerston Park Playground / Accessibility	Community Building	Asset Management	-	-	1,084,127	-	-	-	-	-	-	-	1,084,127
30230303	Park Benches and Waste Receptacles	Community Building	Asset Management	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	28,000	280,000
70220303	Park Signs	Community Building	Asset Management	66,758	-	33,379	-	-	-	-	-	-	-	100,137
30230201	Park Sports Facility Repairs	Community Building	Asset Management	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
30230302	Parks - Park Chain Link Fence Replacement	Community Building	Asset Management	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
30230301	Parks - Splash Pad and Irrigation Maintenance	Community Building	Asset Management	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
70230302	Parks Accessibility Misc Trail Rest Stops and Benches	Community Building	Growth Related	-	115,100	100,000	100,000	-	-	-	-	-	-	315,100
70230305	Parks Accessibility Playground Communication Boards	Community Building	Growth Related	25,000	-	-	-	-	-	-	-	-	-	25,000
70230303	Parks Lighting Condition Assessment	Community Building	Asset Management	30,000	-	-	-	-	-	-	-	-	-	30,000
70230002	Parks Misc Surveys / Geotechnical	Community Building	Asset Management	23,020	23,020	23,020	23,020	23,020	23,020	23,020	23,020	23,020	23,020	230,200
70250001	Parks Tree Inventory and Assessment	Community Building	Asset Management	-	-	59,564	-	-	-	-	-	-	59,564	119,128
70310208	Peel Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	575,500	-	575,500
70240213	Portage Park Bull Pen Lighting	Community Building	Asset Management	-	30,000	-	-	-	-	-	-	-	-	30,000
70220210	Portage Park Multiskills Court	Community Building	Growth Related	-	-	-	207,180	-	-	-	-	-	-	207,180

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Capital Costs - Parks Program

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70210210	Powell Park Playground / Accessibility / Drainage	Community Building	Asset Management	292,354	-	-	-	-	-	-	-	-	-	292,354
70250210	Prince of Wales Park Playground / Accessibility	Community Building	Asset Management	-	-	235,955	-	-	-	-	-	-	-	235,955
70260215	Pringle Creek Park - Ball Diamond Reconstruction - re-grading, Irrigation, Subdrainage	Community Building	Asset Management	-	-	-	264,730	-	-	-	-	-	-	264,730
70260301	Pringle Creek Park Splash Pad Development	Community Building	Growth Related	-	-	-	460,400	-	-	-	-	-	-	460,400
40260001	Road Right of Way Tree Inventory and Assessment	Community Building	Asset Management	-	-	-	187,325	-	-	-	-	-	-	187,325
70240208	Robinson Park Playground / Accessibility	Community Building	Asset Management	-	235,955	-	-	-	-	-	-	-	-	235,955
70310209	Rolling Acres Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
70240210	Rosedale Park Playground / Accessibility	Community Building	Asset Management	-	235,955	-	-	-	-	-	-	-	-	235,955
70230304	Rotary Centennial Park Gazebo Repairs / Accessibility Improvements	Community Building	Asset Management	150,000	-	-	-	-	-	-	-	-	-	150,000
70210214	Rotary Centennial Park Playground / Accessibility	Community Building	Asset Management	228,474	-	-	-	-	-	-	-	-	-	228,474
70210206	Rotary Park Accessibility Improvements	Community Building	Asset Management	430,474	-	-	-	-	-	-	-	-	-	430,474
70250213	Roybrook Farms Parkette	Community Building	Growth Related	-	-	506,440	-	-	-	-	-	-	-	506,440
70250211	Sato Park Playground / Accessibility	Community Building	Asset Management	-	-	158,838	-	-	-	-	-	-	-	158,838
70260209	Selkirk Park Playground / Accessibility	Community Building	Asset Management	-	-	-	235,955	-	-	-	-	-	-	235,955
30230202	Small Replacement Projects - Parks	Community Building	Asset Management	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	29,000	290,000
70210211	Spencer Community Centre Playground/Accessibility	Community Building	Asset Management	178,405	-	-	-	-	-	-	-	-	-	178,405
70220219	Sports Fields Subdrainage Program	Community Building	Asset Management	-	225,000	-	-	-	-	-	-	-	-	225,000
70230211	Stockton Park Playground / Accessibility	Community Building	Asset Management	-	158,838	-	-	-	-	-	-	-	-	158,838
70290204	Teddington Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	158,838	-	-	-	158,838
70310210	Tom Edwards Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
30230001	Town Tree Maintenance & Management	Community Building	Asset Management	40,285	40,285	40,285	40,285	40,285	40,285	40,285	40,285	40,285	40,285	402,850
30230002	Town Tree Replacement	Community Building	Asset Management	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	633,050
70250212	Trails of Whitby Local Park	Community Building	Growth Related	-	-	1,145,245	-	-	-	-	-	-	-	1,145,245
70220212	Vipond Park Playground / Accessibility	Community Building	Asset Management	-	235,955	-	-	-	-	-	-	-	-	235,955
70250207	WSC Park Development	Community Building	Growth Related	-	-	7,136,200	-	-	-	-	-	-	-	7,136,200
70320204	Waterfront - DuPont Lands Development	Community Building	Growth Related	-	-	400,000	5,337,735	-	-	-	-	-	-	5,737,735
70240211	Waterfront - Gateway Front and Brock	Community Building	Growth Related	-	50,000	525,500	-	-	-	-	-	-	-	575,500
70280210	Waterfront - Intrepid Park	Community Building	Growth Related	-	-	-	-	-	115,100	3,913,400	-	-	-	4,028,500
70260207	Waterfront - Iroquois Beach Park Development	Community Building	Growth Related	-	-	-	220,000	2,887,700	-	-	-	-	-	3,107,700
70300214	Waterfront - Kiwanis Heydenshore Park Development	Community Building	Asset Management	-	-	-	-	50,000	644,916	-	-	-	-	694,916
70230307	Waterfront - Life Safety Equipment	Community Building	Asset Management	10,000	-	-	-	-	-	-	-	-	-	10,000
70220103	Waterfront - Lion's Promenade Parking Lot Improvements	Community Building	Asset Management	-	-	-	-	-	460,400	-	-	-	-	460,400
70200224	Waterfront - Shirley Scott Park	Community Building	Growth Related	-	90,000	802,025	-	-	-	-	-	-	-	892,025
70230111	Waterfront - Trail Striping	Community Building	Asset Management	16,000	-	-	-	-	-	-	-	-	-	16,000
70240207	Waterfront - Victoria Fields Urban Park	Community Building	Growth Related	-	630,000	9,844,100	-	-	-	-	-	-	-	10,474,100
70240301	Waterfront Lighting	Community Building	Growth Related	-	-	-	-	-	1,035,900	-	-	-	-	1,035,900
70220302	Waterfront Pumphouse	Community Building	Growth Related	-	-	-	-	-	690,600	-	-	-	-	690,600
70280211	West Whitby Holdings Local Park	Community Building	Growth Related	-	1,145,245	-	-	-	-	-	-	-	-	1,145,245
70310211	Whitburn Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	235,955	-	235,955
70270210	Whitby Kinsmen Park Playground / Splash Pad / Accessibility	Community Building	Asset Management	-	-	-	-	228,330	-	-	-	-	-	228,330
70260208	Whitby Optimist Park Playground / Accessibility	Community Building	Asset Management	-	-	-	397,095	-	-	-	-	-	-	397,095
70210208	Whitby Optimist Park Sports Field Addition	Community Building	Growth Related	-	-	-	748,150	-	-	-	-	-	-	748,150
70260213	Whitby Taunton Holdings - District Park	Community Building	Growth Related	-	3,276,897	-	-	-	-	-	-	-	-	3,276,897
70280105	Willow Lacrosse Court Reconstruction	Community Building	Asset Management	-	-	-	-	-	489,175	-	-	-	-	489,175
70220225	Willow Park Accessible Baseball Polyurethane Coating	Community Building	Asset Management	-	-	-	6,906	-	-	-	6,906	-	-	13,812
70310212	Willow Park Playground / Accessibility	Community Building	Asset Management	-	-	-	-	-	-	-	-	575,500	-	575,500

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**Capital Costs - Parks Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70230209	Wyndfield Park Playground / Accessibility	Community Building	Asset Management	-	158,838	-	-	-	-	-	-	-	-	158,838
<b>Total Capital Cost</b>				<b>4,917,817</b>	<b>13,559,061</b>	<b>23,526,353</b>	<b>20,994,555</b>	<b>10,071,847</b>	<b>11,456,967</b>	<b>7,280,898</b>	<b>5,183,489</b>	<b>12,847,594</b>	<b>3,654,729</b>	<b>113,493,310</b>

**Corporate Financing - Parks Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>4,012,538</b>	3,279,145	2,098,693	2,197,171	1,413,033	3,541,080	1,243,903	1,958,674	3,496,410	350,439	23,591,086
Growth Reserves	Growth Capital Reserve Fund	<b>662,500</b>	197,030	225,000	77,651	-	-	-	-	-	-	1,162,181
	DC - Parks & Recreation Reserve Fund	<b>212,500</b>	10,082,886	19,418,610	12,083,234	7,885,342	7,915,887	6,036,995	2,061,326	9,351,184	3,304,290	78,352,254
	Subtotal	<b>875,000</b>	10,279,916	19,643,610	12,160,885	7,885,342	7,915,887	6,036,995	2,061,326	9,351,184	3,304,290	79,514,435
Program Reserves	Dedications Reserve	<b>16,279</b>	-	-	-	-	-	-	-	-	-	16,279
	Parks Cash in Lieu Reserve Fund	-	-	1,784,050	-	773,472	-	-	1,163,489	-	-	3,721,011
	Subtotal	<b>16,279</b>	-	1,784,050	-	773,472	-	-	1,163,489	-	-	3,737,290
One-Time Reserve	Long Term Financing Reserve	<b>14,000</b>	-	-	-	-	-	-	-	-	-	14,000
Long Term Debt		-	-	-	6,636,499	-	-	-	-	-	-	6,636,499
<b>Total Corporate Financing</b>		<b>4,917,817</b>	<b>13,559,061</b>	<b>23,526,353</b>	<b>20,994,555</b>	<b>10,071,847</b>	<b>11,456,967</b>	<b>7,280,898</b>	<b>5,183,489</b>	<b>12,847,594</b>	<b>3,654,729</b>	<b>113,493,310</b>



Town of Whitby  
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**70PA0201 Recreational Trails Program**

**Program Description**

The Recreational Trails Program includes new trail development and renewals of existing trails within the Town's parks and open space areas. Parks Staff drew on the Council approved Active Transportation Plan to determine new trail priority projects and the Town's Asset Management Plan to identify trail maintenance and repair priorities.

Trail projects planned for 2023 include:

- A new section of trail connecting Longwood Park to Thickson Road through the Hydro Electric Corridor; originally planned for installation in 2021 but deferred due to delays in receiving Hydro One approvals.
- Replacing the boardwalk connecting the Ashburn Community Centre with Ashburn Park.
- The reconstruction of multiple sections of trail within the Towns network that are in poor condition and beyond their serviceable life including the John Hulley Trail adjacent to Brooklin Memorial Park

**Capital Costs - Recreational Trails Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70230106	Ashburn CC to Ashburn Park - Boardwalk Replacement	Community Building	Asset Management	50,000	-	-	-	-	-	-	-	-	-	50,000
70220114	BCCL to Kinsmen Court	Community Building	Growth Related	-	30,000	-	-	-	-	-	-	-	-	30,000
70270101	Birches Open Space - Thickson to Garrard	Community Building	Growth Related	-	-	-	-	234,948	-	-	-	-	-	234,948
70290111	Brawley to Columbus/Lynde	Community Building	Growth Related	-	-	-	-	-	-	422,112	-	-	-	422,112
70310101	Brawley to Lynde Creek	Community Building	Growth Related	-	-	-	-	-	-	-	344,943	-	-	344,943
70290108	Brooklin SP Boundary to Lynde Creek	Community Building	Growth Related	-	-	-	-	-	-	423,700	-	-	-	423,700
70270102	Brooklin SP Boundary to W of Duffs to Lynde	Community Building	Growth Related	-	-	-	-	217,608	-	-	-	-	-	217,608
70290102	Brookvalley east to Oshawa	Community Building	Growth Related	-	-	-	-	-	-	249,177	-	-	-	249,177
70280104	Camber Court to Brooklin High School Section	Community Building	Growth Related	-	-	-	-	-	138,983	-	-	-	-	138,983
70260102	Cedarbrook Trail to west of Baldwin	Community Building	Growth Related	-	-	-	374,063	-	-	-	-	-	-	374,063
70290107	Columbus / Cochrane to Lynde Creek	Community Building	Growth Related	-	-	-	-	-	-	177,899	-	-	-	177,899
70208302	Country Lane to Coronation	Community Building	Growth Related	-	313,705	-	-	-	-	-	-	-	-	313,705
70220117	Cullen Central Park Trail Connections	Community Building	Growth Related	-	213,108	-	-	-	-	-	-	-	-	213,108
70220107	Cullen to Heber Down (East Field Route) w/ Bridge	Community Building	Growth Related	-	377,240	-	-	-	-	-	-	-	-	377,240
70300104	E of Thickson to N of Columbus	Community Building	Growth Related	-	-	-	-	-	-	-	104,701	-	-	104,701
70290106	East of Ashburn to Cedarbrook Trail	Community Building	Growth Related	-	-	-	-	-	-	273,598	-	-	-	273,598
70290105	Fallingbrook Open Space - Dryden to Rossland	Community Building	Growth Related	-	-	-	-	-	-	280,084	-	-	-	280,084
70290101	Future Parks Trail System Segments	Community Building	Growth Related	-	-	-	-	-	-	330,913	330,913	-	-	661,826
70290001	Future Trails Development & Linkages	Community Building	Growth Related	-	-	-	-	-	-	705,505	705,505	-	-	1,411,010
70310102	Garrard to Pringle Creek	Community Building	Growth Related	-	-	-	-	-	-	-	485,118	-	-	485,118
70200112	HEPC Trail (Longwood Park to Thickson)	Community Building	Growth Related	122,000	-	-	-	-	-	-	-	-	-	122,000
70220118	HEPC Trail - Ashburn to Hwy 407	Community Building	Growth Related	-	-	200,000	-	-	-	-	-	-	-	200,000
70230107	HEPC Trail - Dundas to Crawfordth	Community Building	Growth Related	-	145,000	-	-	-	-	-	-	-	-	145,000
70290104	HEPC Trail - Heber Down Lyndebrook to Halls Rd	Community Building	Growth Related	-	-	-	-	-	-	604,246	-	-	-	604,246
70280101	Hannam Trail - Solmar to Brooklin	Community Building	Growth Related	-	-	-	-	-	737,273	-	-	-	-	737,273
70250101	IPSC Pathway	Community Building	Growth Related	-	-	132,365	-	-	-	-	-	-	-	132,365
70290113	John Hulley Trail Bridge Replacement (PBA_03)	Community Building	Asset Management	-	-	-	-	-	-	150,000	-	-	-	150,000
70220113	John Hulley Trail Rehab	Community Building	Asset Management	245,000	-	-	-	-	-	-	-	-	-	245,000
70250103	John Hulley Trail extension Lynde Creek Pedestrian Bridge	Community Building	Growth Related	-	-	675,000	-	-	-	-	-	-	-	675,000
70220108	John Hulley Trail extension from stormpond to Roybrook Ave	Community Building	Growth Related	-	-	105,000	-	-	-	-	-	-	-	105,000
70250104	John Hulley Trail extension south from Stormpond to Midblock Arterial / New Brooklin District Park	Community Building	Growth Related	-	-	390,000	-	-	-	-	-	-	-	390,000
70220116	John Hulley Trail extension from stormpond to Thomas St	Community Building	Growth Related	-	-	120,000	-	-	-	-	-	-	-	120,000
70300105	Lynde Creek Trail (Burns St W to Michael Blvd Opening)	Community Building	Growth Related	-	-	-	-	-	-	-	152,220	-	-	152,220
70300103	Lynde Creek to Thickson	Community Building	Growth Related	-	-	-	-	-	-	-	113,966	-	-	113,966
70220001	Manning Trail Land Acquisition	Community Building	Growth Related	-	-	84,714	-	-	-	-	-	-	-	84,714
70220106	Manning Trail Open Space (Bassett Pk to Anderson)	Community Building	Growth Related	-	-	-	250,170	-	-	-	-	-	-	250,170
70300102	North of Columbus to Brooklin SP Boundary	Community Building	Growth Related	-	-	-	-	-	-	-	440,378	-	-	440,378
70280102	Palmerston Open Space - Palmerston Pk to Cochrane	Community Building	Growth Related	-	-	-	-	-	78,757	-	-	-	-	78,757
70230105	Parks and Trails Misc Pathway Rehab	Community Building	Asset Management	295,000	295,000	295,000	295,000	295,000	295,000	715,000	715,000	715,000	715,000	4,630,000
70280103	Pipeline Open Space to Columbus	Community Building	Growth Related	-	-	-	-	-	28,458	-	-	-	-	28,458

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**Capital Costs - Recreational Trails Program**

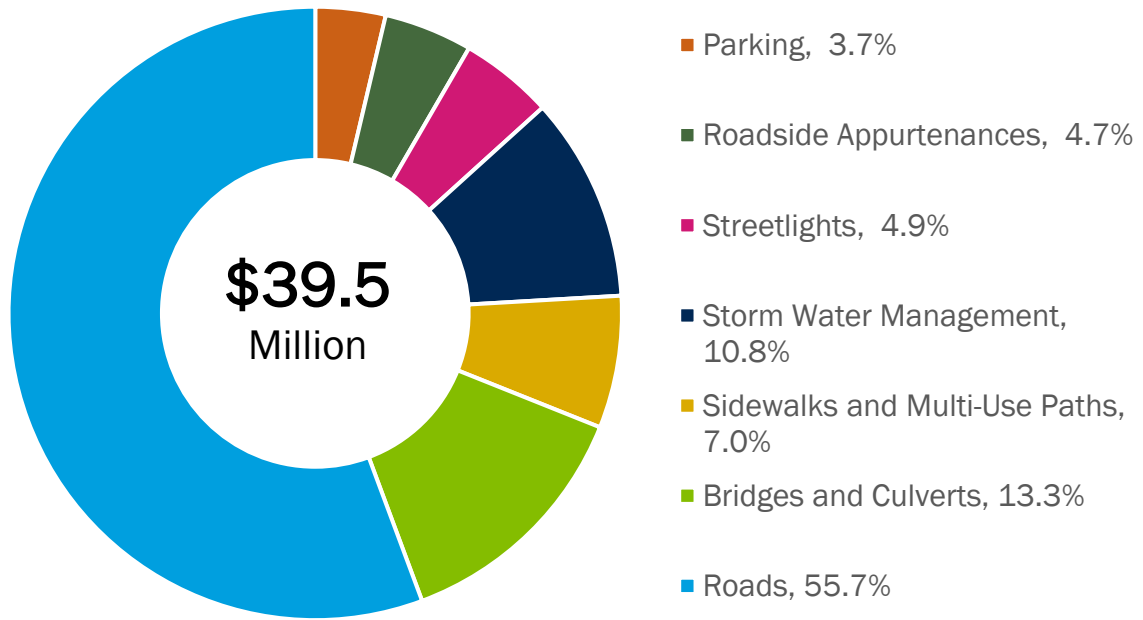
Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
70260101	Pringle Creek Trail - Retaining Wall No:RWC_0207 Replacement	Community Building	Asset Management	-	-	-	-	143,875	-	-	-	-	-	143,875
70250105	Pringle Creek Trail connection Mary to Crawforth with bridge	Community Building	Growth Related	-	-	100,000	750,000	-	-	-	-	-	-	850,000
30230101	Recreational Trails Minor Repairs	Community Building	Asset Management	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
70240101	Rosedale Park To Hopkins	Community Building	Growth Related	-	63,305	-	-	-	-	-	-	-	-	63,305
70220109	Rosedale Park to Burns St	Community Building	Growth Related	-	207,180	-	-	-	-	-	-	-	-	207,180
70220102	Rosedale Pk to Galimere Court SWM Pond	Community Building	Growth Related	-	115,100	-	-	-	-	-	-	-	-	115,100
70268302	South of Winchester to East of Ashburn	Community Building	Growth Related	-	-	-	863,152	-	-	-	-	-	-	863,152
70222601	Scott Trail to Evergreen Dr.	Community Building	Growth Related	-	264,730	-	-	-	-	-	-	-	-	264,730
70290110	Thickson/Brawley to Columbus	Community Building	Growth Related	-	-	-	-	-	-	451,497	-	-	-	451,497
70230308	Waterfront - Trail Safety Signs	Community Building	Asset Management	10,000	-	-	-	-	-	-	-	-	-	10,000
70230108	Waterfront Trail - Corbett Creek Pedestrian Bridge / Trail Widening and Expansion	Community Building	Growth Related	2,910,000	-	-	-	-	-	-	-	-	-	2,910,000
70290112	Waterfront Trail - Gordon to South Blair	Community Building	Growth Related	-	-	-	-	-	932,310	-	-	-	-	932,310
70290109	Winchester to Conlin	Community Building	Growth Related	-	-	-	-	-	-	506,561	-	-	-	506,561
<b>Total Capital Cost</b>				<b>3,657,000</b>	<b>2,049,368</b>	<b>2,127,079</b>	<b>2,557,385</b>	<b>916,431</b>	<b>2,235,781</b>	<b>5,315,292</b>	<b>3,417,744</b>	<b>740,000</b>	<b>740,000</b>	<b>23,756,080</b>

**Corporate Financing - Recreational Trails Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	625,000	320,000	320,000	320,000	463,875	320,000	890,000	740,000	740,000	740,000	5,478,875
Growth Reserves	Growth Capital Reserve Fund	909,600	557,571	514,416	663,408	134,187	568,049	1,004,840	486,670	-	-	4,838,741
	DC - Parks & Recreation Reserve Fund	2,122,400	1,171,797	1,207,949	1,573,977	318,369	1,347,732	3,113,142	1,883,764	-	-	12,739,130
	Subtotal	3,032,000	1,729,368	1,722,365	2,237,385	452,556	1,915,781	4,117,982	2,370,434	-	-	17,577,871
Program Reserves	Parks Cash in Lieu Reserve Fund	-	-	84,714	-	-	-	307,310	307,310	-	-	699,334
<b>Total Corporate Financing</b>		<b>3,657,000</b>	<b>2,049,368</b>	<b>2,127,079</b>	<b>2,557,385</b>	<b>916,431</b>	<b>2,235,781</b>	<b>5,315,292</b>	<b>3,417,744</b>	<b>740,000</b>	<b>740,000</b>	<b>23,756,080</b>

## Roads and Related Assets

### 2023 Total Capital Budget Investment



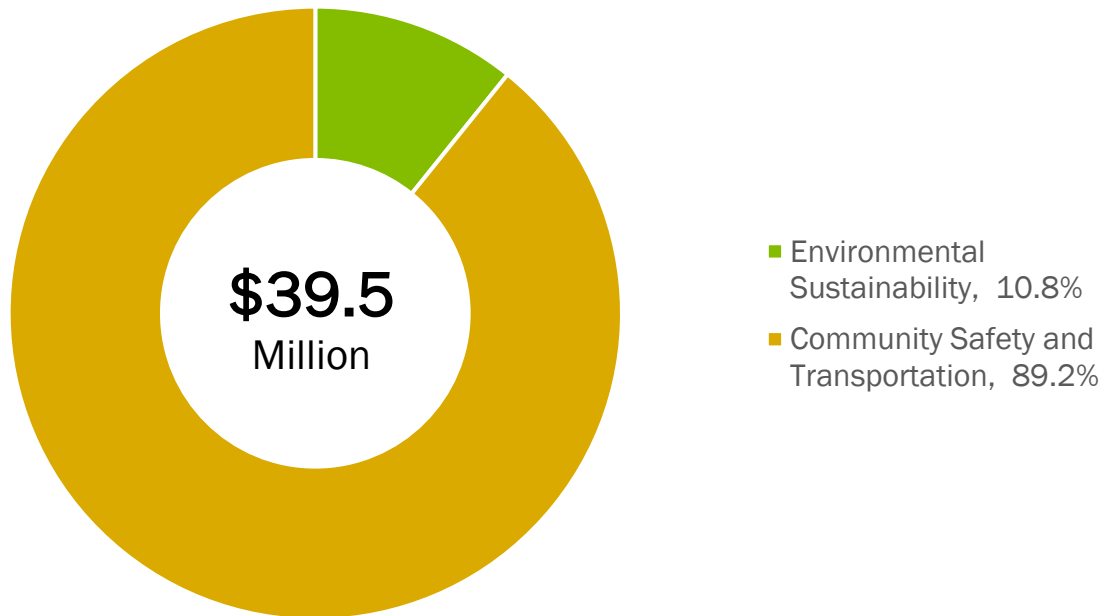
Capital Budget Funding: 44% Tax Based Reserves, 38% Development Charges, 19% Other Reserves, 9% Long Term Debt.

Capital Budget Allocation: 37% Asset Management Projects, and 63% Growth Related Projects.

### 2023 Long Term Debt

- White Bridge (40206111) \$3.5 million.

## 2023 Business Plan Themes



## 2023 Key Budget Highlights

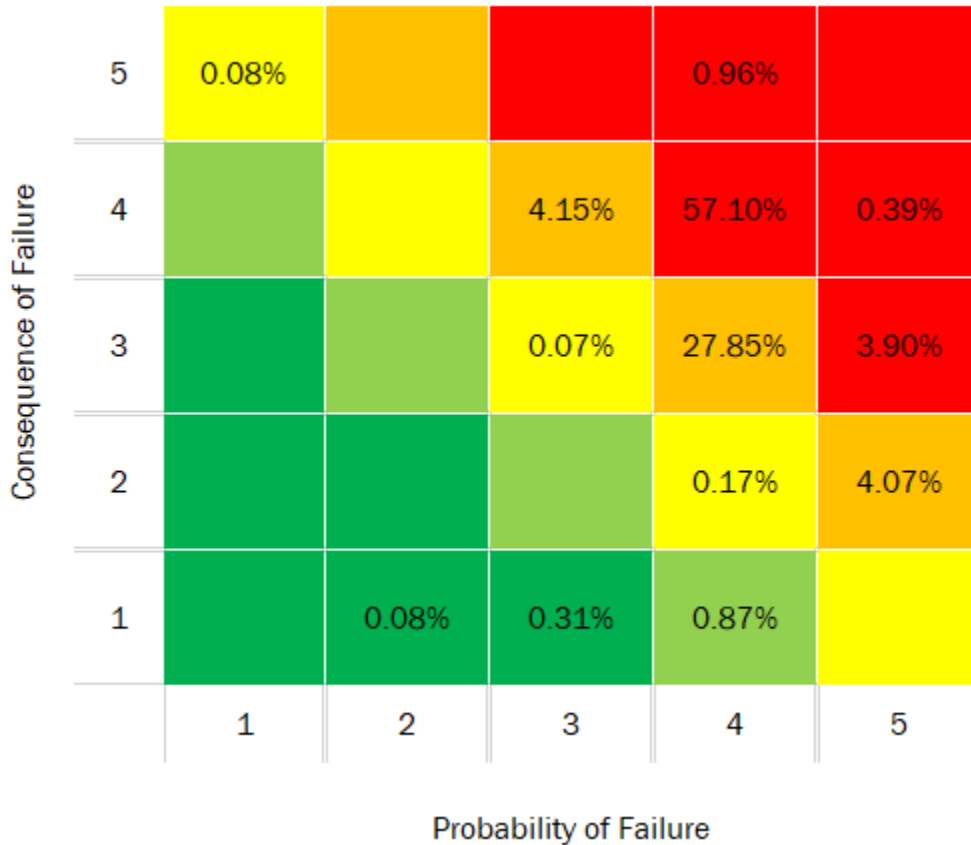
- The Roads Program includes 11.22 lane kilometers of road-resurfacing, including Burns (Annes to Brock), Hialeah Cres, Bonacord Ave (Mackey to McQuay), and Rothean (McQuay to Roan), \$7.4 million
- Reconstruction of Parking Lot #5 (Green & Colborne), \$1.3 million.
- Growth related improvements on White Bridge, \$3.5 million.
- Multi-year Columbus Road widening project, \$9.0 million.

## Asset Management Fast Facts

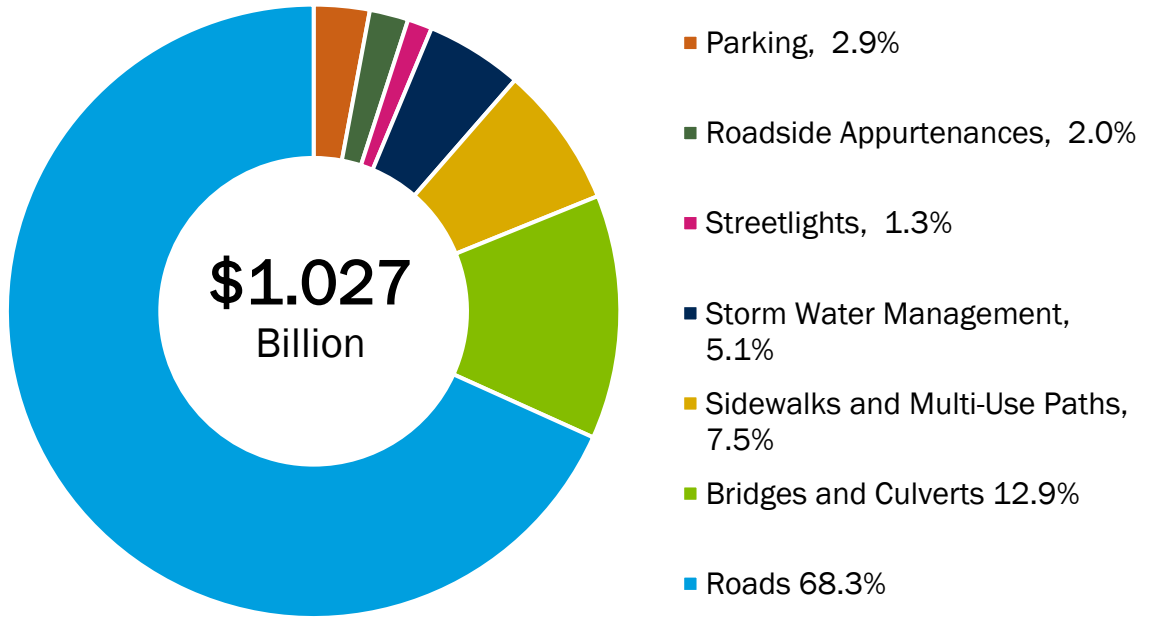
- The 2022 Asset Management Plan Asset Health shows an average condition rating of good for the Roads Right of Way assets with an overall replacement value of \$2.0 billion.
- The Town currently owns and maintains:
  - 1,184 lane kilometers of roads.
  - 24 road bridges, 32 structural culverts & 21 pedestrian bridges.
  - 527.5 km of sidewalks & 27.1 km of multi-use pathways.
  - 12,479 streetlights, 12,805 traffic signs & 34 traffic signals.
  - 12 km of guardrails, 96 km of fences, 65 retaining walls, 8 public parking lots.
  - 61 (46 assumed) storm water ponds, 492 km of storm sewers.

## 2023 Capital Asset Management Investment Risk Heat Map

The following graph allocates the asset management related 2023 budget for roads asset management projects by the asset “risk score”. The heat map below graphs the probability (of failure) vs the consequence (of failure) and demonstrates how the annual Municipal Asset Management Plan and asset condition ratings are being utilized to help prioritize projects in the capital budget.



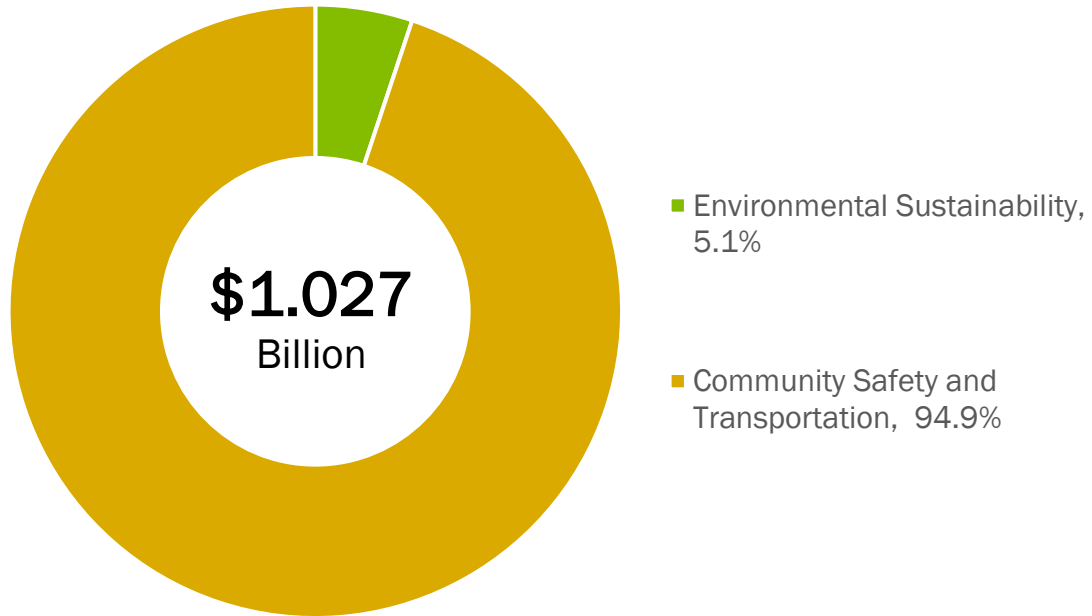
### 2023-2032 Capital Plan Forecast



Capital Plan Funding: 60% Development Charges, 26% Tax Based Reserves, 7% Other Reserves, 7% Long Term Debt.

Capital Plan Allocation: 16% Asset Management Projects, 84% Growth Related Projects.

## 2023-2032 Business Plan Themes



## Growth Forecast Highlights (2023-2032)

- Mid Arterial Roadway \$61.7 million (2023-2030)
- Columbus Road Widening \$114.6 million (2023-2032)
- Highway 407 / Cochrane Interchange Program \$52.9 million (2024-2032)
- Garden – Robert Attersley to Mid Arterial Roadway \$27.8 million (2024-2028)
- Parking Structure, \$23.6 million (2025-2028)

## 2023 Total Capital Budget and Forecast – Roads and Related Assets

(\$ in Thousands)	2023	2024	2025	2026-2032	Total
40PG6301 Alternate Route for Highway 7/12	\$1,151	\$3,511	\$10,359	\$112,223	\$127,243
40PA6101 Bridges and Culverts Program	\$5,241	\$10,204	\$2,936	\$49,328	\$67,709
40PG6402 Brooklin Expansion - Traffic Control	\$0	\$0	\$0	\$9,409	\$9,409
40PG6015 Columbus Road Widening	\$9,000	\$14,848	\$15,711	\$74,999	\$114,558
40PG6012 Dundas Street Multi-Use Path	\$0	\$184	\$872	\$1,571	\$2,628
40PG6101 Hwy 407 / Cochrane Interchange Program	\$0	\$700	\$0	\$52,220	\$52,920
40PG6011 Mid Arterial Roadway	\$2,000	\$2,000	\$33,453	\$24,215	\$61,668
40PA6201 Multi-Use Paths and Cycling Facilities Program	\$1,336	\$5,287	\$8,501	\$36,949	\$52,073
35PA6301 Municipal Parking Program	\$1,459	\$829	\$2,481	\$25,473	\$30,242
35PG6402 Region of Durham Assets	\$200	\$200	\$0	\$403	\$803
40PG6006 Road Intersection Improvement Program	\$629	\$1,154	\$1,794	\$8,563	\$12,140
40PA6006 Road Reconstruction Program	\$115	\$11,291	\$14,508	\$56,986	\$82,900
40PG6002 Road Surface Treated to Hot Mix Conversion Program	\$0	\$0	\$0	\$5,379	\$5,379



(\$ in Thousands)	2023	2024	2025	2026-2032	Total
30PM6002 Road Surface Treatment & Slurry Seal Program	\$124	\$372	\$417	\$1,729	\$2,641
40PG6005 Road Widening and Extension Program	\$0	\$7,055	\$11,372	\$137,065	\$155,491
30PA6001 Roads Maintenance Program	\$2,002	\$1,576	\$1,859	\$12,021	\$17,457
40PA6008 Rural Road Resurfacing Program	\$0	\$1,096	\$0	\$5,622	\$6,719
40PA6202 Sidewalk Program	\$1,492	\$3,777	\$3,480	\$17,977	\$26,726
40PA6503 Storm Water Program	\$4,256	\$2,483	\$5,341	\$40,507	\$52,588
40PG6604 Street Light Program (RMD Initiated)	\$1,621	\$400	\$1,209	\$4,080	\$7,310
40PA6604 Street Lighting Program	\$324	\$324	\$1,282	\$4,082	\$6,012
40PA6401 Traffic Signals Program	\$1,108	\$2,206	\$1,397	\$6,925	\$11,637
40PA6104 Transportation Infrastructure Resilience Program	\$12	\$512	\$2,728	\$8,453	\$11,703
40PA6007 Urban Road Resurfacing Program	\$7,387	\$13,481	\$23,901	\$64,350	\$109,119
<b>Total</b>	<b>\$39,457</b>	<b>\$83,489</b>	<b>\$143,600</b>	<b>\$760,529</b>	<b>\$1,027,075</b>

Note: Numbers may not add due to rounding

Town of Whitby  
2023-2032 Capital Project Detail Report

**40PG6301 Alternate Route for Highway 7/12**

**Program Description**

Gaining care and control of Baldwin Street through Downtown Brooklin has been a 2018-2023 Council Goal. In order to support Downtown revitalization, to ensure pedestrian safety and comfort and to streamline development approvals, it is essential that Baldwin Street not remain a provincial highway. This project includes the Environmental Assessment (EA) Study to develop and evaluate alternative solutions for the potential new route and alignment of Highway 7 and Highway 12 through and around the community of Brooklin, followed by design and future construction. EA Studies are mandated by the Ontario Environmental Assessment Act and the planning and design processes are defined to ensure all environmental impacts are considered.

The full cost of construction is not currently included in the 10 year capital budget. Refined project costs will be determined when the corridor is selected, the alignment refined and the detailed design completed. The project costs as shown below is 100% DC Funded (as per the 2021 DC Background Study) and the balance will be included in a future DC Background Study.

**Capital Costs - Alternate Route for Highway 7/12**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40206041	Alternate Route for Hwy 7/12 - 1. EA Mod. & Design	Cmty Safety & Trans	Growth Related	1,151,000	1,208,550	-	-	-	-	-	-	-	-	2,359,550
40266009	Alternate Route for Hwy 7/12 - 3. Property Acquisition	Cmty Safety & Trans	Growth Related	-	2,302,000	-	-	-	7,481,500	-	-	-	-	9,783,500
40296030	Alternate Route for Hwy 7/12 - 4. Utility Relocation	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	2,302,000	-	-	-	2,302,000
40306040	Alternate Route for Hwy 7/12 - 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	92,080,000	-	92,080,000
40256020	Baldwin/Thickson - Intersection Improvements	Cmty Safety & Trans	Growth Related	-	-	10,359,000	10,359,000	-	-	-	-	-	-	20,718,000
<b>Total Capital Cost</b>				<b>1,151,000</b>	<b>3,510,550</b>	<b>10,359,000</b>	<b>10,359,000</b>	<b>-</b>	<b>7,481,500</b>	<b>2,302,000</b>	<b>-</b>	<b>92,080,000</b>	<b>-</b>	<b>127,243,050</b>

**Corporate Financing - Alternate Route for Highway 7/12**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	DC - Roads & Rel Alt Route Reserve Fund	1,151,000	3,510,550	10,359,000	10,359,000	-	7,481,500	2,302,000	-	57,550,000	-	92,713,050
Long Term Debt		-	-	-	-	-	-	-	-	34,530,000	-	34,530,000
<b>Total Corporate Financing</b>		<b>1,151,000</b>	<b>3,510,550</b>	<b>10,359,000</b>	<b>10,359,000</b>	<b>-</b>	<b>7,481,500</b>	<b>2,302,000</b>	<b>-</b>	<b>92,080,000</b>	<b>-</b>	<b>127,243,050</b>

Town of Whitby  
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**40PA6101 Bridges and Culverts Program**

**Program Description**

This program includes rehabilitation and new construction of municipal bridges and structural culverts. Rehabilitation work could include significant concrete repairs, superstructure and substructure restoration, barrier wall upgrades, relining culverts, etc. New bridges and culverts that are required for new roads have been incorporated into the associated road construction project located in other programs. This program includes projects where the primary scope is related to the bridge or culvert.

**Capital Costs - Bridges and Culverts Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276110	BR A08 01 - Coultice Bridge (Replacement)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	1,650,000	-	-	2,150,000	-	3,800,000
40206111	BR A08 02 - White Bridge	Cmty Safety & Trans	Growth Related	3,500,000	-	-	-	-	-	-	-	-	-	3,500,000
40236107	BR A08 03 - Coronation Bridge (Rehabilitation)	Cmty Safety & Trans	Asset Management	200,000	1,000,000	-	-	-	-	-	-	-	-	1,200,000
40236108	BR A08 06 - Way Bridge (Rehabilitation)	Cmty Safety & Trans	Asset Management	200,000	1,000,000	-	-	-	-	-	-	-	-	1,200,000
40266110	BR A08 07 - Cassels Bridge (Rehabilitation)	Cmty Safety & Trans	Asset Management	-	500,000	-	-	2,000,000	-	-	-	-	-	2,500,000
40230201	BR A08 08 - McBrien Bridge (Rehabilitation)	Cmty Safety & Trans	Asset Management	-	-	500,000	-	-	2,000,000	-	-	-	-	2,500,000
40276101	BR B04 01 - Kerr Bridge (Rehabilitation)	Cmty Safety & Trans	Growth Related	-	-	-	200,000	-	1,000,000	-	-	-	-	1,200,000
40296101	BR C04 01 - Bonacord Bridge West (Repair)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	100,000	-	300,000	-	400,000
40256110	BR D07 02 - Lynde Creek Bridge (Replacement)	Cmty Safety & Trans	Asset Management	-	-	-	2,300,000	-	-	-	-	-	-	2,300,000
40276112	BR D07 03 - Pringle Creek Bridge (Repair)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	250,000	250,000
40230301	CU A07 02 - Brawley Road Culvert (Monitoring)	Cmty Safety & Trans	Growth Related	5,000	5,000	-	-	-	-	-	-	-	-	10,000
40246115	CU A07 02 - Brawley Road Culvert (Relining)	Cmty Safety & Trans	Asset Management	-	500,000	-	2,500,000	-	-	-	-	-	-	3,000,000
40266111	CU A07 03 - Brawley Road Culvert (Relining)	Cmty Safety & Trans	Asset Management	-	-	-	500,000	-	2,500,000	-	-	-	-	3,000,000
40256114	CU A07 04 - Brawley Road Culvert (Relining)	Cmty Safety & Trans	Asset Management	-	-	500,000	-	2,500,000	-	-	-	-	-	3,000,000
40236110	CU A07 05 - Columbus Culvert (Monitoring)	Cmty Safety & Trans	Asset Management	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	40,000
40236109	CU A07 05 - Columbus Culvert (Repair)	Cmty Safety & Trans	Asset Management	200,000	-	-	-	-	-	-	-	-	-	200,000
40306115	CU A07 08 - Carnwith Drive East Culvert (Repair)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	100,000	-	200,000	300,000
40296102	CU C09 02 - Brock Street Culvert (Repair)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	100,000	-	250,000	-	350,000
40276111	CU C09 03 - Bradley Park Culvert (Repair)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	100,000	-	300,000	-	400,000
40226115	CU D01 06 - White Oaks / Lynde Creek Gardens Culvert	Cmty Safety & Trans	Growth Related	-	5,000,000	-	-	-	-	-	-	-	-	5,000,000
40316111	Des Newman/CP Rail Grade Separation - Phase 2 (Bridge & Road)	Cmty Safety & Trans	Growth Related	-	1,000,000	-	-	15,250,000	-	-	-	-	-	16,250,000
40236111	Design Future Work - Bridges & Structural Culverts	Cmty Safety & Trans	Growth Related	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
40236112	Inspection Program - Bridges and Culverts (OSIM)	Cmty Safety & Trans	Asset Management	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
40206019	Inspection Program - Cross Culverts	Cmty Safety & Trans	Asset Management	-	63,000	-	-	-	63,000	-	-	-	63,000	189,000
13246101	Inspection Program - Pedestrian Bridges	Cmty Safety & Trans	Asset Management	-	35,000	-	35,000	-	35,000	-	35,000	-	35,000	175,000
40236052	Inspection Program - Retaining Walls	Cmty Safety & Trans	Asset Management	35,000	-	35,000	-	35,000	-	35,000	-	35,000	-	175,000
40236103	New Bonacord Crossing at Lynde Creek (L6 Tributary)	Cmty Safety & Trans	Growth Related	-	-	800,000	-	5,000,000	-	-	-	-	-	5,800,000
40236106	Rehabilitation - Bridges	Cmty Safety & Trans	Asset Management	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	3,500,000
40236113	Rehabilitation - Bridges & Culverts	Cmty Safety & Trans	Asset Management	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	4,000,000
30236101	Structural Maintenance - Bridge	Cmty Safety & Trans	Asset Management	147,000	147,000	147,000	147,000	147,000	147,000	147,000	147,000	147,000	147,000	1,470,000
<b>Total Capital Cost</b>				<b>5,241,000</b>	<b>10,204,000</b>	<b>2,936,000</b>	<b>6,636,000</b>	<b>25,886,000</b>	<b>8,349,000</b>	<b>1,436,000</b>	<b>1,236,000</b>	<b>4,136,000</b>	<b>1,649,000</b>	<b>67,709,000</b>

**Corporate Financing - Bridges and Culverts Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,586,000	4,049,000	1,986,000	6,286,000	5,486,000	5,549,000	1,286,000	1,086,000	1,836,000	1,499,000	30,649,000
Growth Reserves	Growth Capital Reserve Fund	4,000	4,004,000	-	180,000	-	2,385,000	-	-	1,935,000	-	8,508,000
	DC - Roads & Rel Townwide Reserve Fund	151,000	2,151,000	950,000	170,000	20,400,000	415,000	150,000	150,000	365,000	150,000	25,052,000
	Subtotal	155,000	6,155,000	950,000	350,000	20,400,000	2,800,000	150,000	150,000	2,300,000	150,000	33,560,000
Long Term Debt		3,500,000	-	-	-	-	-	-	-	-	-	3,500,000
<b>Total Corporate Financing</b>		<b>5,241,000</b>	<b>10,204,000</b>	<b>2,936,000</b>	<b>6,636,000</b>	<b>25,886,000</b>	<b>8,349,000</b>	<b>1,436,000</b>	<b>1,236,000</b>	<b>4,136,000</b>	<b>1,649,000</b>	<b>67,709,000</b>

Town of Whitby  
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**40PG6402 Brooklin Expansion - Traffic Control**

**Program Description**

As the Community of Brooklin continues to grow, intersection traffic control is needed to support the residents as they access the road network. The planned intersection control is based on the Brooklin North Major Roads Environmental Assessment as well as the transportation studies completed for the Brooklin expansion. The planning traffic control includes roundabouts and signalization.

**Capital Costs - Brooklin Expansion - Traffic Control**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40326046	Baldwin / Duffs (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	748,150	-	748,150
40326048	Baldwin / Minor Collector (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	748,150	-	748,150
40316402	Baldwin / Street C (Traffic Signal)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	316,525	-	316,525
40326045	Brawley / Duffs (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	748,150	748,150
40326042	Cochrane / Brawley (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	748,150	748,150
40276406	Columbus / Street V (Traffic Signal)	Cmty Safety & Trans	Growth Related	-	-	-	-	316,525	-	-	-	-	-	316,525
40326051	Columbus / Wyecombe (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	863,250	-	863,250
40306058	Country Lane / Street E (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	748,150	-	-	748,150
40306056	Country Lane / Street G (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	748,150	-	-	748,150
40326044	Street A / Brawley (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	748,150	748,150
40326047	Street B / Baldwin Extension (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	748,150	748,150
40326043	Street B / Brawley (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	748,150	748,150
40326050	Thickson / Baldwin (Roundabout)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	863,250	-	863,250
40296403	Thickson / Street C (Traffic Signal)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	316,525	-	-	-	316,525
<b>Total Capital Cost</b>				-	-	-	-	<b>316,525</b>	-	<b>316,525</b>	<b>1,496,300</b>	<b>3,539,325</b>	<b>3,740,750</b>	<b>9,409,425</b>

**Corporate Financing - Brooklin Expansion - Traffic Control**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	DC - Roads & Rel Townwide Reserve Fund	-	-	-	-	316,525	-	316,525	1,496,300	3,539,325	3,740,750	9,409,425
<b>Total Corporate Financing</b>		-	-	-	-	<b>316,525</b>	-	<b>316,525</b>	<b>1,496,300</b>	<b>3,539,325</b>	<b>3,740,750</b>	<b>9,409,425</b>

Town of Whitby  
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**40PG6015 Columbus Road Widening**

**Program Description**

The traffic analysis completed for the planned Brooklin expansion identified the importance of Columbus Road to support the Brooklin Secondary Plan development. Columbus Road is a Type B Arterial and a road widening from 2 lane to 4 lanes is required to support future transportation needs. The Columbus Road widening includes active transportation elements, auxiliary turn lanes and an emerging technology lane. The detailed design and construction of the widening of Columbus Road is identified within this budget category.

**Capital Costs - Columbus Road Widening**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40246048	Columbus - Ashburn to Baldwin Widening	Cmty Safety & Trans	Growth Related	-	14,847,900	14,847,900	-	-	-	-	-	-	-	29,695,800
40266047	Columbus - Baldwin to Thickson Widening	Cmty Safety & Trans	Growth Related	-	-	-	9,208,000	-	-	-	-	-	-	9,208,000
40286036	Columbus - Cochrane to Ashburn Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	7,423,950	7,423,950	-	-	-	14,847,900
40326080	Columbus - Country Lane to Cochrane Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	14,847,900	-	-	14,847,900
40306075	Columbus - Garrard to Oshawa Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	6,445,600	-	6,445,600
40346012	Columbus - Lake Ridge to Country Lane	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	14,801,860	14,801,860
40276038	Columbus - Thickson to Garrard Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	14,847,900	-	-	-	-	-	14,847,900
40256047	Columbus Road - EA and Detailed Design Studies	Cmty Safety & Trans	Growth Related	3,000,000	-	863,250	-	-	-	-	-	-	-	3,863,250
40236055	Columbus Road - TransCanada Pipelines	Cmty Safety & Trans	Growth Related	6,000,000	-	-	-	-	-	-	-	-	-	6,000,000
<b>Total Capital Cost</b>				<b>9,000,000</b>	<b>14,847,900</b>	<b>15,711,150</b>	<b>9,208,000</b>	<b>14,847,900</b>	<b>7,423,950</b>	<b>7,423,950</b>	<b>14,847,900</b>	<b>6,445,600</b>	<b>14,801,860</b>	<b>114,558,210</b>

**Corporate Financing - Columbus Road Widening**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	1,350,000	-	129,488	1,424,201	2,266,079	1,133,829	1,133,828	2,270,186	992,136	2,220,279	12,920,026
	DC - Roads & Rel Townwide Reserve Fund	7,650,000	12,436,780	13,310,068	7,783,799	12,564,530	6,290,121	6,290,122	12,577,714	5,453,464	12,581,581	96,938,179
	Subtotal	9,000,000	12,436,780	13,439,556	9,208,000	14,830,609	7,423,950	7,423,950	14,847,900	6,445,600	14,801,860	109,858,205
Program Reserves	Future Spec - Sub Division Contribution	-	164,728	-	-	17,291	-	-	-	-	-	182,019
Long Term Debt		-	2,246,392	2,271,594	-	-	-	-	-	-	-	4,517,986
<b>Total Corporate Financing</b>		<b>9,000,000</b>	<b>14,847,900</b>	<b>15,711,150</b>	<b>9,208,000</b>	<b>14,847,900</b>	<b>7,423,950</b>	<b>7,423,950</b>	<b>14,847,900</b>	<b>6,445,600</b>	<b>14,801,860</b>	<b>114,558,210</b>

Town of Whitby  
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**40PG6012 Dundas Street Multi-Use Path**

**Program Description**

As outlined in the Active Transportation Plan, safe connectivity of Whitby's active transportation corridors between areas of residential uses and destinations is important for residents to travel and feel comfortable. A multi-use path is envisioned along Dundas Street between Lake Ridge Road and Downtown Whitby, and between the Oshawa Border and Downtown Whitby.

This path will form part of Whitby's cycling network and provide connections to high frequency transit, to shopping and employment lands, and to residential lands. The path will also create a safe route for long distance cycle tourists who often visit Whitby as a natural stop on rides to or from Toronto.

**Capital Costs - Dundas Street Multi-Use Path**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276035	Dundas - Cochrane to Henry	Cmty Safety & Trans	Growth Related	-	-	-	-	276,240	-	-	-	-	-	276,240
40226041	Dundas - Des Newman to McQuay / Jeffery	Cmty Safety & Trans	Growth Related	-	-	517,950	-	-	-	-	-	-	-	517,950
40326053	Dundas - Halls to Des Newman	Cmty Safety & Trans	Growth Related	-	-	354,508	-	-	-	-	-	-	-	354,508
40326052	Dundas - Lake Ridge to Halls	Cmty Safety & Trans	Growth Related	-	184,160	-	-	-	-	-	-	-	-	184,160
40306059	Dundas - McQuay / Jeffery to Cochrane	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	517,950	-	-	517,950
40326074	Dundas - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	776,925	-	776,925
<b>Total Capital Cost</b>				-	<b>184,160</b>	<b>872,458</b>	-	<b>276,240</b>	-	-	<b>517,950</b>	<b>776,925</b>	-	<b>2,627,733</b>

**Corporate Financing - Dundas Street Multi-Use Path**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	-	54,606	258,693	-	81,909	-	-	153,578	230,367	-	779,153
	DC - Roads & Rel Townwide Reserve Fund	-	129,554	613,765	-	194,331	-	-	364,372	546,558	-	1,848,580
<b>Total Corporate Financing</b>		-	<b>184,160</b>	<b>872,458</b>	-	<b>276,240</b>	-	-	<b>517,950</b>	<b>776,925</b>	-	<b>2,627,733</b>

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**40PG6101 Hwy 407 / Cochrane Interchange Program**

**Program Description**

As part of the Whitby Transportation Master Plan and the Brooklin Transportation Master Plan a Highway 407 Interchange has been identified at Cochrane Street in Brooklin. The project includes the Environmental Assessment and preliminary design to identify design elements and property needs.

**Capital Costs - Hwy 407 / Cochrane Interchange Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40206110	Cochrane Highway 407 Interchange 1. EA Study & Design	Cmty Safety & Trans	Growth Related	-	700,000	-	-	-	-	3,220,000	-	-	-	3,920,000
40316112	Cochrane Highway 407 Ramps	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	28,000,000	28,000,000
40306114	Cochrane Highway 407 Structure Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	21,000,000	-	-	21,000,000
<b>Total Capital Cost</b>				-	<b>700,000</b>	-	-	-	-	<b>3,220,000</b>	<b>21,000,000</b>	-	<b>28,000,000</b>	<b>52,920,000</b>

**Corporate Financing - Hwy 407 / Cochrane Interchange Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	-	63,000	-	-	-	-	483,000	3,150,000	-	4,200,000	7,896,000
	DC - Roads & Rel Townwide Reserve Fund	-	637,000	-	-	-	-	2,737,000	17,850,000	-	23,800,000	45,024,000
<b>Total Corporate Financing</b>			-	<b>700,000</b>	-	-	-	<b>3,220,000</b>	<b>21,000,000</b>	-	<b>28,000,000</b>	<b>52,920,000</b>

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**40PG6011 Mid Arterial Roadway**

**Program Description**

There are significant development and employment opportunities in the very near term in south Brooklin along the corridor of the proposed Mid Arterial Roadway. To support the employment opportunities and future prosperity to the Town, the Mid Arterial Roadway program includes Environmental Assessment, detailed design and construction of the roadway.

It is critical to have the Mid Arterial Roadway (or portions thereof) in place as soon as possible to support the imminent economic development plans.

**Capital Costs - Mid Arterial Roadway**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40296054	Mid Arterial Roadway - Cochrane to Ashburn 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	14,214,850	-	-	-	14,214,850
40236054	Mid Arterial Roadway - Garden Ext to Thickson	Cmty Safety & Trans	Growth Related	2,000,000	2,000,000	30,000,000	-	-	-	-	-	-	-	34,000,000
40216031	Mid Arterial Roadway - Property Acquisition Future Phases	Cmty Safety & Trans	Growth Related	-	-	3,453,000	-	-	-	-	-	-	-	3,453,000
40306054	Mid Arterial Roadway - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	10,000,000	-	-	10,000,000
<b>Total Capital Cost</b>				<b>2,000,000</b>	<b>2,000,000</b>	<b>33,453,000</b>	-	-	-	<b>14,214,850</b>	<b>10,000,000</b>	-	-	<b>61,667,850</b>

**Corporate Financing - Mid Arterial Roadway**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	22,996	22,996	344,947	-	-	-	189,412	114,577	-	-	694,928
	DC - Roads & Rel Townwide Reserve Fund	1,977,004	1,977,004	33,108,053	-	-	-	14,025,438	9,885,423	-	-	60,972,922
<b>Total Corporate Financing</b>		<b>2,000,000</b>	<b>2,000,000</b>	<b>33,453,000</b>	-	-	-	<b>14,214,850</b>	<b>10,000,000</b>	-	-	<b>61,667,850</b>



Town of Whitby  
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**40PA6201 Multi-Use Paths and Cycling Facilities Program**

**Program Description**

The Town's Active Transportation Plan identifies the active transportation facilities to support pedestrians, cyclists, etc. The projects in the program are for roadway active transportation facilities, which include on-road bike lanes, sharrows, paved shoulders, and in-boulevard multi-use paths. Where possible, in-boulevard multi-use path projects are being constructed as a component of a road reconstruction project.

**Capital Costs - Multi-Use Paths and Cycling Facilities Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40236048	Anderson - Clair to Winchester (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	20,000	-	-	-	-	-	-	-	20,000
40246208	Anderson - Claire to Winchester (Paved Shoulders)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	241,710	-	241,710
40326071	Anderson - Crawford to Rossland (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	1,066,977	1,066,977
40316038	Anderson - Dundas to Crawford	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	118,553	-	118,553
35276001	Ash - Chestnut to Mary (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	36,257	-	-	-	-	-	36,257
40326063	Ashburn - Spencers to 70m south of Spencers	Cmty Safety & Trans	Growth Related	-	59,277	-	-	-	-	-	-	-	-	59,277
40236211	Ashburn Road @ Hwy 407	Cmty Safety & Trans	Growth Related	40,000	-	-	-	-	-	-	-	-	-	40,000
40256046	Baldwin - Taunton to Sonley	Cmty Safety & Trans	Growth Related	-	-	711,318	-	-	-	-	-	-	-	711,318
40286203	Bonacord - Cochrane to Mackey	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	771,170	-	-	771,170
40326068	Brawley - Baldwin to Oshawa (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	771,170	-	771,170
40286035	Brock - Consumers to Mary	Cmty Safety & Trans	Growth Related	-	-	-	-	-	4,327,760	-	-	-	-	4,327,760
40266045	Brock - Maple to Manning	Cmty Safety & Trans	Growth Related	-	-	-	431,625	-	-	-	-	-	-	431,625
40266046	Brock - Mary to Maple	Cmty Safety & Trans	Growth Related	-	-	-	374,075	-	-	-	-	-	-	374,075
40276036	Byron - Maple to Dundas (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	13,812	-	-	-	-	-	13,812
40246040	Byron - St John to Dundas (Bike Lane)	Cmty Safety & Trans	Growth Related	-	10,359	-	-	-	-	-	-	-	-	10,359
40256042	Byron - St John to Trail (signed Route)	Cmty Safety & Trans	Growth Related	-	-	15,539	-	-	-	-	-	-	-	15,539
40236044	Cachet - Carnwith to Columbus (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	20,000	-	-	-	20,000
40326054	Canary - Florence to Baldwin (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,727	-	1,727
40316201	Carnwith - Baldwin to Ashburn	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	753,905	753,905
40236072	Carnwith - Thickson to East Limits (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	17,841	-	17,841
40236043	Cedarbrook - Columbus to Brawley (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	10,359	-	-	-	-	-	-	10,359
40266025	Centre - Maple to Beech (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	1,727	-	-	-	-	-	-	1,727
40256043	Centre - Rossland to Willis (signed Route)	Cmty Safety & Trans	Growth Related	-	-	15,539	-	-	-	-	-	-	-	15,539
40326064	Cochrane - Heber Down to Winchester (Paved Shoulder)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	154,234	-	154,234
40276203	Cochrane - Rossland to Taunton (Bike Lanes)	Cmty Safety & Trans	Growth Related	-	-	-	-	51,795	-	-	-	-	-	51,795
40246041	Colborne - Green to Hickory (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	40,000	-	-	-	-	-	-	-	40,000
40236047	Colborne - Reynolds to Henry (MUP)	Cmty Safety & Trans	Growth Related	-	-	592,765	-	-	-	-	-	-	-	592,765
40266028	Cork - Fallingbrook to Garden (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	3,453	-	-	-	-	-	-	3,453
40306069	Coronation - Rossland to Trail North of Taunton (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	1,720,745	-	-	1,720,745
40236206	Coronation - Taunton to Winchester (Bike Lane)	Cmty Safety & Trans	Growth Related	-	1,151,058	-	-	-	-	-	-	-	-	1,151,058
40256206	Coronation - Winchester to Columbus (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	32,804	-	32,804
40226204	Country Lane - Rossland to Taunton (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	36,257	-	-	-	-	-	-	-	36,257
40236045	Crawforth/Kathleen - Dundas to Garden (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	35,000	-	-	-	35,000
40236212	Cycling Misc. Facility Improvements	Cmty Safety & Trans	Growth Related	195,670	195,670	195,670	195,670	195,670	195,670	195,670	195,670	195,670	195,670	1,956,700
40266036	Darren - Thickson to Anderson (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	17,265	-	-	-	-	-	-	17,265
40246042	Des Newman - Taunton to Coronation (MUP)	Cmty Safety & Trans	Growth Related	-	474,212	-	-	-	-	-	-	-	-	474,212
40266208	Dryden - Brock to Thickson (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	57,550	-	-	-	-	-	-	57,550
40306202	Dryden Blvd - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	771,170	-	771,170
40266042	Dundas Street Corridor Review	Cmty Safety & Trans	Growth Related	-	-	-	34,530	-	-	-	-	-	-	34,530
40266040	Dundas and Brock Street Intersection Design	Cmty Safety & Trans	Growth Related	-	-	-	23,020	-	-	-	-	-	-	23,020
35256002	Dunlop - Annes to Byron (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	17,265	-	-	-	-	-	-	-	17,265
40256044	Dymond - Garrard to Hazelwood	Cmty Safety & Trans	Growth Related	-	-	5,180	-	-	-	-	-	-	-	5,180
40266024	Elizabeth - Marta to Ericson (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	1,727	-	-	-	-	-	-	1,727
40266032	Ericson - Elizabeth to William Stephenson (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	6,906	-	-	-	-	-	-	6,906

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Capital Costs - Multi-Use Paths and Cycling Facilities Program

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
35276002	Euclid - Dundas to Beech (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	15,539	-	-	-	-	-	15,539
40326058	Florence Trail to Canary (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	177,830	-	177,830
35276003	Forest Heights - Willowbrook to Stone Manor (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	15,539	-	-	-	-	-	15,539
40246209	Garden - Dundas and 100m South	Cmty Safety & Trans	Growth Related	-	59,277	-	-	-	-	-	-	-	-	59,277
40236207	Garden - Dundas to Mary	Cmty Safety & Trans	Growth Related	-	345,300	-	-	-	-	-	-	-	-	345,300
40296205	Garrard - Dundas to Birchpark (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	103,590	-	-	-	103,590
40266034	Giffard - Cochrane to Raglan (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	8,633	-	-	-	-	-	-	8,633
40236040	Golders Green - West limits to Willowbrook (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	2,500	-	-	-	-	-	2,500
40266035	Hazelwood - Manning to Dymond (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	13,812	-	-	-	-	-	-	13,812
40306068	Henry - Burn to GO (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	385,585	-	-	385,585
40326057	High - Mary to Walnut (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	5,180	-	5,180
40326055	Holiday - Bonacord to Habitat (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,727	-	1,727
40326056	Holiday - Habitat to Bonacord (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	3,453	-	3,453
40266039	Jeffery - Michael to Dundas (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	9,208	-	-	-	-	-	-	9,208
40296056	Kendalwood - Nichol to Burns (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	21,294	-	-	-	21,294
40296055	Kendalwood - Nichol to Dundas (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	7,136	-	-	-	7,136
40306066	Kilbride - Anderson to Fallingbrook (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	12,086	-	-	12,086
40306065	Lloyd - Garrard to Kathleen (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	8,633	-	-	8,633
40266033	Maple - Centre to Ash (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	6,906	-	-	-	-	-	-	6,906
40266026	Marta - Thicksn to Elizabeth (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	3,453	-	-	-	-	-	-	3,453
40236209	Mary Street - High to Garden	Cmty Safety & Trans	Growth Related	400,000	-	-	-	-	-	-	-	-	-	400,000
40316040	McKinney - Taunton to Robert Attersley	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	471,910	-	471,910
40296206	McQuay - Dundas to Rossland (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	63,305	-	-	-	63,305
40266027	Meadowglen - Garden to Forest Heights (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	3,453	-	-	-	-	-	-	3,453
40236065	Misc Striping and Signage	Cmty Safety & Trans	Growth Related	40,285	40,285	40,285	40,285	40,285	40,285	40,285	40,285	40,285	-	362,565
40266030	Montgomery - Heber Down to Vipond (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	6,906	-	-	-	-	-	-	6,906
40266038	Montgomery - Vipond to Columbus (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	23,020	-	-	-	-	-	-	23,020
40326067	Nichol - Kendalwood to 100m west of Wood (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	711,318	711,318
40306060	Pringle - Crawford to 120m north of Crawford	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	1,727	-	-	1,727
40326062	Promenade - Anderson to Garden (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	15,539	-	15,539
40236201	RH 12 Baldwin - Sonley to Spencers	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	711,318	-	-	-	711,318
40246204	RH 12 Baldwin - Spencers Rd to Winchester	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	1,127,980	-	-	-	1,127,980
40266209	RR 12 Brock - Victoria to Consumers	Cmty Safety & Trans	Growth Related	-	-	-	4,505,014	-	-	-	-	-	-	4,505,014
40220701	RR 23 Lake Ridge - Dundas to Rossland	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	1,185,530	1,185,530
40216204	RR 23 Lake Ridge - Victoria to Dundas	Cmty Safety & Trans	Growth Related	-	-	60,000	-	-	-	-	-	-	1,185,530	1,245,530
40296202	RR 25 Consumers - Brock to Garden	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	415,511	-	-	415,511
40306071	RR 25 Consumers - Garden to Hopkins	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	679,090	-	-	679,090
40306072	RR 25 Consumers - Hopkins to Thicksn	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	474,212	-	-	474,212
35326203	RR 26 Thicksn - Carnwith to Columbus	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	356,810	-	356,810
35326001	RR 26 Thicksn - Columbus to Brawley	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,185,530	-	1,185,530
35256201	RR 26 Thicksn - Conlin to Winchester	Cmty Safety & Trans	Growth Related	-	-	1,245,382	-	-	-	-	-	-	-	1,245,382
35286203	RR 26 Thicksn - Consumers to Burns	Cmty Safety & Trans	Growth Related	-	-	-	-	-	474,212	-	-	-	-	474,212
35306201	RR 26 Thicksn - Glengowan to Conlin	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	771,170	-	-	771,170
40226044	RR 26 Thicksn - Hwy 401 Structure	Cmty Safety & Trans	Growth Related	460,400	-	-	-	-	-	-	-	-	-	460,400
40256204	RR 26 Thicksn - Rossland to Dryden	Cmty Safety & Trans	Growth Related	-	-	682,543	-	-	-	-	-	-	-	682,543
35296201	RR 26 Thicksn - Taunton to Glengowan	Cmty Safety & Trans	Growth Related	-	-	474,212	-	-	-	-	-	-	-	474,212
35326202	RR 26 Thicksn - Victoria to Consumers	Cmty Safety & Trans	Growth Related	-	-	415,511	-	-	-	-	-	-	-	415,511
35326204	RR 26 Thicksn - Winchester to Carnwith	Cmty Safety & Trans	Growth Related	70,000	-	-	-	-	-	-	-	771,170	-	841,170
40216203	RR 28 Rossland - Garden to Oshawa	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,719,594	-	1,719,594
40236208	RR 28 Rossland Bridge - MUP	Cmty Safety & Trans	Growth Related	-	1,910,660	-	-	-	-	-	-	-	-	1,910,660
40286201	RR 36 Hopkins - Victoria to Consumers (Buffered Bike Lanes)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	28,775	-	-	28,775
40216202	RR 45 Henry - IPSC to North Go Access	Cmty Safety & Trans	Growth Related	-	431,625	3,453,000	-	-	-	-	-	-	-	3,884,625
40246203	RR 46 Brock - Water to Victoria (WS)	Cmty Safety & Trans	Growth Related	-	-	-	598,520	-	-	-	-	-	-	598,520
40306201	RR 58 Manning - Brock to Thicksn	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,594,135	-	1,594,135
40326076	RR 58 Manning - Garrard to Oshawa	Cmty Safety & Trans	Growth Related	-	-	150,000	-	-	-	-	-	-	-	150,000

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**Capital Costs - Multi-Use Paths and Cycling Facilities Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40246206	RR 58 Manning - Thickson to Garrard	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	489,175	-	489,175
40236210	RR3 Victoria - South Blair to Thickson	Cmty Safety & Trans	Growth Related	95,000	-	-	-	-	-	-	-	-	-	95,000
40246210	RR3 Victoria - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	30,000	-	-	-	-	-	-	-	-	30,000
40256045	RR4 Taunton - Baycliffe to Coronation	Cmty Safety & Trans	Growth Related	-	-	296,383	-	-	-	-	-	-	-	296,383
40326066	RR4 Taunton - Des Newman to Lake Ridge (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	474,212	474,212
40266029	Raglan - Dundas to Gifford (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	3,453	-	-	-	-	-	-	3,453
40266031	Resolute - 337m south of Bonacord to Bonacord (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	5,180	-	-	-	-	-	-	5,180
40236041	Riverwood - Stonemanor to Taunton (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	3,453	-	-	-	-	-	3,453
40306067	Robert Attersley - Garden to Baldwin (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	17,265	-	-	17,265
40306063	Springwood - Nichol to Dundas (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	6,906	-	-	6,906
40306061	Starr - Brock to Centre (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	3,453	-	-	3,453
40246039	Stonemanor - Forest Heights to Willowbrook (Signed Route)	Cmty Safety & Trans	Growth Related	-	8,633	-	-	-	-	-	-	-	-	8,633
35326201	Thickson - Waterfront Trail to Wentworth	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	356,810	-	356,810
40326060	Tormina - Trail to Robert Attersley (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	8,633	-	8,633
40316037	Townline - Pickering to Oshawa (Paved Shoulder)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,285,667	-	1,285,667
40306064	Trent - Brock to Centre (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	3,453	-	-	3,453
40306062	Trent - Peel to Brock (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	5,180	-	-	5,180
40266037	Twin Streams - Baycliff to Cochrane (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	17,265	-	-	-	-	-	-	17,265
40266041	Twin Streams - Des Newman to Baycliffe (Bike Lane)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	24,516	-	24,516
40266043	Twin Streams - Des Newman to Baycliffe (MUP)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	592,765	592,765
40236406	Urban Mobility Amenities (ie bike repair stands, bike parking)	Cmty Safety & Trans	Growth Related	34,530	34,530	34,530	34,530	34,530	34,530	34,530	34,530	34,530	34,530	345,300
40326061	Whitburn - Brock to Trail (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	10,359	-	10,359
40326059	William Stephenson - Erickson to Overlord (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	6,906	-	6,906
40246038	Willis - Byron to Centre (Signed Route)	Cmty Safety & Trans	Growth Related	-	1,727	-	-	-	-	-	-	-	-	1,727
40306070	Willowbrook - Forest Heights to Stone Manor (Signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	24,171	-	-	24,171
40246043	Winchester - Ashburn to Baldwin (MUP)	Cmty Safety & Trans	Growth Related	-	534,064	-	-	-	-	-	-	-	-	534,064
40236042	Woodlands - Willowbrook to Brock (signed Route)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	5,180	-	-	-	5,180
<b>Total Capital Cost</b>				<b>1,335,885</b>	<b>5,286,677</b>	<b>8,501,379</b>	<b>6,437,545</b>	<b>409,380</b>	<b>5,072,457</b>	<b>2,365,288</b>	<b>5,599,617</b>	<b>8,907,938</b>	<b>8,157,137</b>	<b>52,073,303</b>

**Corporate Financing - Multi-Use Paths and Cycling Facilities Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	398,653	1,568,541	2,521,590	1,909,436	122,077	1,504,669	702,212	1,660,989	2,641,944	2,419,285	15,449,396
	DC - Roads & Rel Townwide Reserve Fund	937,232	3,718,136	5,979,789	4,528,109	287,303	3,567,788	1,663,076	3,938,628	6,265,994	5,737,852	36,623,907
<b>Total Corporate Financing</b>		<b>1,335,885</b>	<b>5,286,677</b>	<b>8,501,379</b>	<b>6,437,545</b>	<b>409,380</b>	<b>5,072,457</b>	<b>2,365,288</b>	<b>5,599,617</b>	<b>8,907,938</b>	<b>8,157,137</b>	<b>52,073,303</b>

Town of Whitby  
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**35PA6301 Municipal Parking Program**

**Program Description**

A successful parking program includes municipal lots and on-street parking that is available, easy to use and has equipment that is functional. This program includes the maintenance/upgrading of on-street parking meter equipment, municipal lot pay and display equipment, and the municipal lots.

As part of the Parking Master Plan it has been recommended that the Town continue to pursue opportunities to optimize the public parking facility inventory in both Downtown Whitby and Brooklin through expansion, consolidation, and redevelopment. Funds have been identified to reconstruct Municipal Parking Lot #5 in Downtown Whitby, as well as, identify on-street accessible parking opportunities. Town staff will monitor property opportunities where new municipal parking may be provided and implement through property acquisition as appropriate.

**Capital Costs - Municipal Parking Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
35306301	Brooklin Parking Lot - Land Acquisition	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	1,208,550	-	-	1,208,550
40246301	On-Street Accessible Parking	Cmty Safety & Trans	Growth Related	-	155,385	-	-	-	-	-	-	-	-	155,385
35228002	PKEN - On Street Parking Meters	Cmty Safety & Trans	Asset Management	126,610	34,530	34,530	34,530	34,530	34,530	34,530	34,530	34,530	-	402,850
35226305	Parking Inventory Inspection Program (Meters)	Cmty Safety & Trans	Asset Management	12,201	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	67,101
35246302	Parking Lot #1 - PA14-03 Crack Sealing (Byron & Colborne)	Cmty Safety & Trans	Asset Management	-	1,209	-	-	-	-	-	-	-	-	1,209
35286302	Parking Lot #2 - PA24-03 Crack Sealing (Byron & Elm)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	1,209	-	-	-	-	1,209
35236301	Parking Lot #2 - PA24-03 Resurfacing (Byron & Elm)	Cmty Safety & Trans	Asset Management	54,385	-	-	-	-	-	-	-	-	-	54,385
35246301	Parking Lot #3 - PA24-02 Crack Sealing (Byron & Elm)	Cmty Safety & Trans	Asset Management	-	4,230	-	-	-	-	-	4,230	-	-	8,460
35286303	Parking Lot #5 - PA15-02 Crack Sealing (Green & Colborne)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	3,626	-	-	-	-	3,626
35236302	Parking Lot #5 - PA15-02 Reconstruction (Green & Colborne)	Cmty Safety & Trans	Asset Management	1,266,100	-	-	-	-	-	-	-	-	-	1,266,100
35326301	Parking Lot #6 - PA25-04 Crack Sealing (Perry & Mary)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	4,230	4,230
35266301	Parking Lot #6 - PA25-04 Resurfacing (Perry & Mary)	Cmty Safety & Trans	Asset Management	-	-	-	189,138	-	-	-	-	-	-	189,138
35286301	Parking Lot #8 - PA04-01 Crack Sealing (Boat Launch E of Gordon St)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	13,898	-	-	-	-	13,898
35226301	Parking Lot #8 - PA04-01 Resurfacing (Boat Launch E of Gordon St)	Cmty Safety & Trans	Asset Management	-	604,275	-	-	-	-	-	-	-	-	604,275
35266303	Parking Lot #9 - Pay and Display	Cmty Safety & Trans	Asset Management	-	-	-	11,510	-	-	-	-	-	-	11,510
13256301	Parking Lot Inspection Program (all lots)	Cmty Safety & Trans	Asset Management	-	-	23,020	-	-	23,020	-	-	23,020	-	69,060
35256301	Parking Structure	Cmty Safety & Trans	Growth Related	-	-	2,417,100	-	-	21,178,400	-	-	-	-	23,595,500
35296301	Pay and Display Machines	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	145,026	-	-	-	145,026
35246303	Port Whitby / Waterfront Parking Lot(s)	Cmty Safety & Trans	Growth Related	-	-	-	-	2,417,100	-	-	-	-	-	2,417,100
35246304	Wayfinding Signage (Location and Signage)	Cmty Safety & Trans	Asset Management	-	23,020	-	-	-	-	-	-	-	-	23,020
<b>Total Capital Cost</b>				<b>1,459,296</b>	<b>828,749</b>	<b>2,480,750</b>	<b>241,278</b>	<b>2,457,730</b>	<b>21,260,783</b>	<b>185,656</b>	<b>1,253,410</b>	<b>63,650</b>	<b>10,330</b>	<b>30,241,632</b>

**Corporate Financing - Municipal Parking Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	23,020	23,020	-	-	23,020	-	-	23,020	-	92,080
Growth Reserves	DC - Roads & Rel Townwide Reserve Fund	-	43,287	-	-	-	-	-	-	-	-	43,287
Program Reserves	Parking Reserve Fund	1,459,296	762,442	40,630	241,278	2,457,730	59,363	185,656	1,253,410	40,630	10,330	6,510,765
Long Term Debt		-	-	2,417,100	-	-	21,178,400	-	-	-	-	23,595,500
<b>Total Corporate Financing</b>		<b>1,459,296</b>	<b>828,749</b>	<b>2,480,750</b>	<b>241,278</b>	<b>2,457,730</b>	<b>21,260,783</b>	<b>185,656</b>	<b>1,253,410</b>	<b>63,650</b>	<b>10,330</b>	<b>30,241,632</b>

Town of Whitby  
2023-2032 Capital Project Detail Report

**35PG6402 Region of Durham Assets**

**Program Description**

Temporary and permanent signalization of Regional intersections and Hydro Electric Power Corridor (HEPC) trail crossings, that do not meet the Region of Durham's warrant thresholds have been budgeted and approved by Council. For unwarranted signals the Town is responsible for 50% of capital funding for permanent signals and 100% of capital funding for temporary signals.

**Capital Costs - Region of Durham Assets**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276409	Baldwin Street at Canary Street Traffic Signal	Cmty Safety & Trans	Growth Related	-	-	-	-	201,425	-	-	-	-	-	201,425
40236402	Lake Ridge Road at Churchill Avenue Traffic Signal	Cmty Safety & Trans	Growth Related	200,000	200,000	-	-	-	-	-	-	-	-	400,000
40266405	Thickson Road at Glengowan Street Traffic Signal	Cmty Safety & Trans	Growth Related	-	-	-	201,425	-	-	-	-	-	-	201,425
<b>Total Capital Cost</b>				<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>201,425</b>	<b>201,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>802,850</b>

**Corporate Financing - Region of Durham Assets**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	DC - Roads & Rel Townwide Reserve Fund	200,000	200,000	-	201,425	201,425	-	-	-	-	-	802,850
<b>Total Corporate Financing</b>		<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>201,425</b>	<b>201,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>802,850</b>

Town of Whitby  
2023-2032 Capital Project Detail Report

**40PG6006 Road Intersection Improvement Program**

**Program Description**

These projects involve the reconfiguration of existing intersections in order to provide turning lanes and/or provide various geometric improvements. The analysis/evaluation of all intersection reconfigurations will include consideration of a roundabout and/or providing traffic signals.

Roundabout analysis/feasibility review will include property requirements, operating capacity (potential to reduce queues and delays), safety review (volume and severity of accidents) and environmental benefits (reduced fuel consumption, noise impacts, vehicle emissions and reduced energy costs compared to traffic signals).

**Capital Costs - Road Intersection Improvement Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40216040	Brock/Burns Turning Lanes	Cmty Safety & Trans	Growth Related	200,000	-	460,400	-	-	-	-	-	-	-	660,400
40226051	Carnwith Curb Extension and Bike Lanes	Cmty Safety & Trans	Growth Related	-	100,000	475,000	-	-	-	-	-	-	-	575,000
40295801	Civic Centre/Dryden - Roundabout	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	863,250	-	-	-	863,250
40246050	Cochrane St at Taunton Rd - Bike Lane Transitions	Cmty Safety & Trans	Growth Related	-	125,000	-	-	-	-	-	-	-	-	125,000
35236001	Colborne St - Mini Roundabout	Cmty Safety & Trans	Growth Related	-	-	230,200	-	-	-	-	230,200	-	-	460,400
35256001	Conlin/Garrard - Roundabout	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	748,150	-	-	748,150
40226038	Cresser / Lake Ridge Intersection (Hwy 407 Deficiencies) - MTO	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	28,775	28,775
40226053	Future Design - Road Intersection Improvements	Cmty Safety & Trans	Growth Related	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
40236407	Future Traffic Signals / Traffic Control Devices	Cmty Safety & Trans	Growth Related	28,775	28,775	28,775	28,775	28,775	28,775	1,208,550	-	604,275	-	1,985,475
35236002	Garden/Burns Corridor Safety Review	Cmty Safety & Trans	Growth Related	-	500,000	-	-	-	-	-	-	-	-	500,000
35226003	Gordon Corridor - 2 roundabouts	Cmty Safety & Trans	Growth Related	-	-	200,000	900,000	-	-	-	-	-	-	1,100,000
40296025	McQuay/Bonacord - Roundabout	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	748,150	-	-	-	748,150
40306032	Montgomery/Vipond - Roundabout	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	345,300	-	-	345,300
40236066	Traffic Calming Initiatives	Cmty Safety & Trans	Growth Related	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,000,000
<b>Total Capital Cost</b>				<b>628,775</b>	<b>1,153,775</b>	<b>1,794,375</b>	<b>1,328,775</b>	<b>428,775</b>	<b>428,775</b>	<b>3,219,950</b>	<b>1,723,650</b>	<b>1,004,275</b>	<b>428,775</b>	<b>12,139,900</b>

**Corporate Financing - Road Intersection Improvement Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	300,000	537,500	882,800	650,000	200,000	200,000	1,005,700	861,825	200,000	200,000	5,037,825
	DC - Roads & Rel Townwide Reserve Fund	328,775	616,275	911,575	678,775	228,775	228,775	2,214,250	861,825	804,275	200,000	7,073,300
	Subtotal	628,775	1,153,775	1,794,375	1,328,775	428,775	428,775	3,219,950	1,723,650	1,004,275	400,000	12,111,125
External Contributions	External Recovery	-	-	-	-	-	-	-	-	-	28,775	28,775
<b>Total Corporate Financing</b>		<b>628,775</b>	<b>1,153,775</b>	<b>1,794,375</b>	<b>1,328,775</b>	<b>428,775</b>	<b>428,775</b>	<b>3,219,950</b>	<b>1,723,650</b>	<b>1,004,275</b>	<b>428,775</b>	<b>12,139,900</b>

Town of Whitby  
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**40PA6006 Road Reconstruction Program**

**Program Description**

These projects involve the full reconstruction and/or urbanization (installation of curb, gutter and storm sewers) of existing roads.

The scope of the work may include full depth granular replacement, asphalt paving, sidewalk construction, cycling facilities (if required) and turning lane improvements/geometric improvements to support future growth and the safety of our residents.

These projects may also include sanitary and watermain installation and/or replacement as required by the Region of Durham.

**Capital Costs - Road Reconstruction Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40306028	Allan St - Anderson to Stewart	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	966,840	-	-	966,840
40256049	Anderson - 700m south of Conlin to MBA (Dev)	Cmty Safety & Trans	Growth Related	-	-	4,546,450	-	-	-	-	-	-	-	4,546,450
40256048	Ashburn - Highway 7 to Columbus (Dev)	Cmty Safety & Trans	Growth Related	-	6,698,820	-	-	-	-	-	-	-	-	6,698,820
40316041	Ashburn - Street D to Brawley Reconstruction (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	5,432,720	-	5,432,720
40306034	Ashburn Road - Columbus to Street D Reconstruction (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	8,149,080	-	-	-	-	-	8,149,080
40266020	Chestnut St - Ash to Hickory	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	460,400	-	-	-	460,400
40316042	Cochrane - Columbus to Street C (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	6,744,860	-	6,744,860
40246051	Cochrane - Ferguson to Rossland	Cmty Safety & Trans	Growth Related	-	750,000	6,000,000	-	-	-	-	-	-	-	6,750,000
40326078	Cochrane - Street C to Brawley (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	2,071,800	-	2,071,800
40206030	Colborne St - Brock to Green	Cmty Safety & Trans	Growth Related	-	150,000	850,000	-	-	-	-	-	-	-	1,000,000
40336028	Conlin - Anderson to Garrard Rehabilitation	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	2,463,140	-	2,463,140
40326079	Conlin - Garrard to Oshawa Rehabilitation	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	828,720	-	828,720
40246046	Coronation Rd - Taunton to 650 m North. (Dev)	Cmty Safety & Trans	Growth Related	-	2,877,500	-	-	-	-	-	-	-	-	2,877,500
40255901	Durham St - Winchester to Cassels	Cmty Safety & Trans	Growth Related	-	-	-	-	-	1,174,020	-	-	-	-	1,174,020
40226015	Ferguson Ave - Winchester to Vipond	Cmty Safety & Trans	Asset Management	-	200,000	1,200,000	-	-	-	-	-	-	-	1,400,000
40236067	Future Design - Road Reconstruction	Cmty Safety & Trans	Asset Management	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	1,151,000
40316043	Garrard - Birchpark to Conlin Reconstruction (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	8,632,500	-	8,632,500
40236051	Garrard - Conlin to MBA Reconstruction (Dev)	Cmty Safety & Trans	Growth Related	-	-	1,496,300	-	-	-	-	-	-	-	1,496,300
40316044	Garrard - Conlin to MBA Reconstruction (Dev)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	4,834,200	-	4,834,200
40306035	Heber Down Cres - 170m south of Cassels to Vipond	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	1,381,200	-	-	1,381,200
40306029	Meadow Rd - Harold to Rossland	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	1,450,260	-	1,450,260
40296021	North St - Baldwin to Colston	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	2,762,400	-	-	-	2,762,400
40296022	Pearl St - Cassels to Baldwin	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	1,012,880	-	-	-	1,012,880
40276016	Queen St - Cassels to George	Cmty Safety & Trans	Asset Management	-	-	-	-	-	1,611,400	-	-	-	-	1,611,400
40236019	Water Street 2. Design	Cmty Safety & Trans	Growth Related	-	500,000	-	-	-	-	-	-	-	-	500,000
40256015	Water Street 4. Utilities	Cmty Safety & Trans	Growth Related	-	-	300,000	-	-	-	-	-	-	-	300,000
40226012	Water Street 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	6,203,890	-	-	-	-	-	-	6,203,890
<b>Total Capital Cost</b>				<b>115,100</b>	<b>11,291,420</b>	<b>14,507,850</b>	<b>6,318,990</b>	<b>8,264,180</b>	<b>2,900,520</b>	<b>4,350,780</b>	<b>2,463,140</b>	<b>32,573,300</b>	<b>115,100</b>	<b>82,900,380</b>

**Corporate Financing - Road Reconstruction Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	115,100	315,100	235,100	115,100	115,100	1,726,500	3,337,900	2,463,140	1,565,360	115,100	10,103,500
	Canada Community Building Reserve Fund	-	1,798,719	1,080,000	1,116,701	-	-	-	-	-	-	3,995,420
	Subtotal	115,100	2,113,819	1,315,100	1,231,801	115,100	1,726,500	3,337,900	2,463,140	1,565,360	115,100	14,098,920
Growth Reserves	Growth Capital Reserve Fund	-	479,858	2,638,550	124,077	1,699,799	234,804	202,576	-	6,394,957	-	11,774,621
	DC - Roads & Rel Townwide Reserve Fund	-	8,697,743	10,554,200	4,963,112	6,449,281	939,216	810,304	-	24,612,983	-	57,026,839
	Subtotal	-	9,177,601	13,192,750	5,087,189	8,149,080	1,174,020	1,012,880	-	31,007,940	-	68,801,460
<b>Total Corporate Financing</b>		<b>115,100</b>	<b>11,291,420</b>	<b>14,507,850</b>	<b>6,318,990</b>	<b>8,264,180</b>	<b>2,900,520</b>	<b>4,350,780</b>	<b>2,463,140</b>	<b>32,573,300</b>	<b>115,100</b>	<b>82,900,380</b>

Town of Whitby  
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**40PG6002 Road Surface Treated to Hot Mix Conversion Program**

**Program Description**

These projects involve the replacement of the existing surface treated (LCB - Low Class Bituminous) asphalt surface with a hot mix asphalt (HCB - High Class Bituminous) surface. While the existing LCB surface has deteriorated to require replacement, an upgraded asphalt structure (HCB) is required to support increased traffic volumes.

The scope of the projects may also include installation of cycling facilities, culvert replacement, redefinition of ditches and shoulders, and minor road geometry improvements.

**Capital Costs - Road Surface Treated to Hot Mix Conversion Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40306038	Coronation Rd - Phillips Rd to Winchester Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	857,955	-	-	857,955
40266011	Townline Rd - Pickering to Oshawa	Cmty Safety & Trans	Growth Related	-	-	-	4,521,427	-	-	-	-	-	-	4,521,427
<b>Total Capital Cost</b>				-	-	-	<b>4,521,427</b>	-	-	-	<b>857,955</b>	-	-	<b>5,379,382</b>

**Corporate Financing - Road Surface Treated to Hot Mix Conversion Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	-	-	-	587,786	-	-	-	111,534	-	-	699,320
	DC - Roads & Rel Townwide Reserve Fund	-	-	-	3,933,641	-	-	-	746,421	-	-	4,680,062
<b>Total Corporate Financing</b>		-	-	-	<b>4,521,427</b>	-	-	-	<b>857,955</b>	-	-	<b>5,379,382</b>



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**30PM6002 Road Surface Treatment & Slurry Seal Program**

**Program Description**

Slurry Seal involves application of liquid asphalt onto rural roads and is used in combination with surface treatment. The process applies a wearable sealant over surface treated roads, which reduces maintenance needs and extends the life of the surface by an estimated 8 years by reducing the impact of environmental factors on the surface. As such, pothole repair and grading is reduced.

**Capital Costs - Road Surface Treatment & Slurry Seal Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30236001	Almond Ave - Lake Ridge Rd to Queens Rd	Cmty Safety & Trans	Asset Management	32,631	-	-	-	-	-	-	-	-	-	32,631
30286001	Ashburn Rd - Spencers Rd to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	27,624	-	-	-	-	27,624
30266001	Brawley Rd W - Lake Ridge Rd N to Unopened Road	Cmty Safety & Trans	Asset Management	-	-	-	177,254	-	-	-	-	-	-	177,254
30256001	Brawley Rd W - Unopened Road to Country Lane	Cmty Safety & Trans	Asset Management	-	-	86,325	123,157	-	-	-	-	-	-	209,482
30256002	Cedarbrook Trail - Columbus Rd W to Creek	Cmty Safety & Trans	Asset Management	-	-	150,781	-	-	-	-	-	-	-	150,781
30236002	Churchill Ave - Lake Ridge Rd to Queens Rd	Cmty Safety & Trans	Asset Management	32,631	-	-	-	-	-	-	-	-	-	32,631
30276001	Cochrane St - 407 Bridge to Columbus Rd W	Cmty Safety & Trans	Asset Management	-	-	-	-	199,123	-	-	-	-	-	199,123
30266002	Cochrane St - End of Road to 500m south of Winchester Rd W	Cmty Safety & Trans	Asset Management	-	-	-	47,191	-	-	-	-	-	-	47,191
30286002	Columbus Rd E - Garrard Rd to City of Oshawa Border	Cmty Safety & Trans	Asset Management	-	-	-	-	-	36,832	-	-	-	-	36,832
30256003	Columbus Rd W - Coronation Rd to Lake Ridge Rd	Cmty Safety & Trans	Asset Management	-	-	179,556	-	-	-	-	-	-	-	179,556
30286003	Coronation Rd - 407 Bridge to Columbus Rd	Cmty Safety & Trans	Asset Management	-	-	-	-	-	69,060	-	-	-	-	69,060
30286004	Coronation Rd - Highway 7 to 407 Bridge	Cmty Safety & Trans	Asset Management	-	-	-	-	-	58,701	-	-	-	-	58,701
30286005	Country Lane - Columbus Rd W to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	100,137	-	-	-	-	100,137
30276002	Country Lane - Winchester Rd W to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	40,285	-	-	-	-	-	40,285
30236003	Cresser Ave - Lake Ridge Rd to Queens Rd	Cmty Safety & Trans	Asset Management	32,631	-	-	-	-	-	-	-	-	-	32,631
30276003	Dagmar Rd - Myrtle Rd W to Townline Rd W	Cmty Safety & Trans	Asset Management	-	-	-	-	179,556	-	-	-	-	-	179,556
30266004	Front St - Baldwin St N to end of road	Cmty Safety & Trans	Asset Management	-	-	-	5,755	-	-	-	-	-	-	5,755
30306002	Galt St - Watson St E to Grand Trunk St	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	44,889	-	-	44,889
30296001	Garden St - Robert Attersley Dr to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	108,194	-	-	-	108,194
30316002	Garrard Rd - Columbus Rd E to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	105,892	-	105,892
30296002	Garrard Rd - Myrtle Rd E to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	159,989	-	-	-	159,989
30306003	Grand Truck St - Galt St to end of road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	26,473	-	-	26,473
30306001	Halls Rd N - Columbus Rd to end at 407	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	127,761	-	-	127,761
30246003	Halls Rd N - Peleshok Dr to end of road	Cmty Safety & Trans	Asset Management	-	105,662	-	-	-	-	-	-	-	-	105,662
30246002	Halls Rd N - Winchester Rd W to Peleshok Dr	Cmty Safety & Trans	Asset Management	-	181,858	-	-	-	-	-	-	-	-	181,858
30286006	Mud Lake Rd - Baldwin St N to bend in road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	5,755	-	-	-	-	5,755
30286007	Mud Lake Rd - Townline Rd W to bend in road	Cmty Safety & Trans	Asset Management	-	-	-	-	-	75,966	-	-	-	-	75,966
30266003	Ontario St - Baldwin St N to end of road	Cmty Safety & Trans	Asset Management	-	-	-	9,208	-	-	-	-	-	-	9,208
30236004	Queens Rd - Churchill Rd to Cresser Ave	Cmty Safety & Trans	Asset Management	26,588	-	-	-	-	-	-	-	-	-	26,588
30246004	Robmar St - Ashburn Rd to Baldwin St S	Cmty Safety & Trans	Asset Management	-	29,926	-	-	-	-	-	-	-	-	29,926
30246005	Spencers Rd - Ashburn Rd to Baldwin St S	Cmty Safety & Trans	Asset Management	-	37,983	-	-	-	-	-	-	-	-	37,983
30246006	Thickson Rd N - Brawley Rd E to end of road	Cmty Safety & Trans	Asset Management	-	16,114	-	-	-	-	-	-	-	-	16,114
<b>Total Capital Cost</b>				<b>124,481</b>	<b>371,543</b>	<b>416,662</b>	<b>362,565</b>	<b>418,964</b>	<b>374,075</b>	<b>268,183</b>	<b>199,123</b>	<b>105,892</b>	<b>-</b>	<b>2,641,488</b>

**Corporate Financing - Road Surface Treatment & Slurry Seal Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	124,481	371,543	416,662	362,565	418,964	374,075	268,183	199,123	105,892	-	2,641,488
<b>Total Corporate Financing</b>		<b>124,481</b>	<b>371,543</b>	<b>416,662</b>	<b>362,565</b>	<b>418,964</b>	<b>374,075</b>	<b>268,183</b>	<b>199,123</b>	<b>105,892</b>	<b>-</b>	<b>2,641,488</b>

Town of Whitby  
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**40PG6005 Road Widening and Extension Program**

**Program Description**

These projects involve the widening (i.e. 2 lanes to 4 or 5 lanes) or extension of an existing road. The improvements are attributable/required to service future growth. The scope of the projects may include new bridges/culverts, street lights, sidewalks, multi-use paths, cycling facilities etc.

**Capital Costs - Road Widening and Extension Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40326077	Anderson - 620m north of Solmar to MBA Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	7,726,663	-	7,726,663
40366003	Anderson - MBA to Hwy 407 Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	3,499,040	-	3,499,040
40336027	Anderson - Solmar to 620m north Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,841,600	-	1,841,600
40236050	Anderson - Taunton to Solmar Widening	Cmty Safety & Trans	Growth Related	-	500,000	3,550,650	-	-	-	-	-	-	-	4,050,650
40336029	Bonacord - Cochrane to Starr 3. Property Acquisition	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	5,755,000	-	5,755,000
40346011	Brawley - Lake Ridge to Baldwin Widening	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	19,359,820	19,359,820
40296026	Brawley - Lake Ridge to Baldwin Widening (3 Intersections)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	6,906,000	-	-	-	-	6,906,000
40316046	Burns Street - Hopkins to Thickson	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	22,018,630	22,018,630
40316047	Burns Street - Michael to Dundas	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	28,982,180	28,982,180
40316045	Cochrane - Hwy 7 to Vipond	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	9,323,100	-	9,323,100
40246047	Cochrane - Vipond to Columbus	Cmty Safety & Trans	Growth Related	-	5,634,145	5,634,145	-	-	-	-	-	-	-	11,268,290
40296032	Garden - Dryden to Taunton 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	-	345,300	-	3,303,370	-	-	-	3,648,670
40226059	Garden - Robert Attersley to MBA 1. EA	Cmty Safety & Trans	Growth Related	-	920,800	-	-	-	-	-	-	-	-	920,800
40246021	Garden - Robert Attersley to MBA 2. Design	Cmty Safety & Trans	Growth Related	-	-	920,800	-	-	-	-	-	-	-	920,800
40256012	Garden - Robert Attersley to MBA 3. Property	Cmty Safety & Trans	Growth Related	-	-	1,151,000	-	-	-	-	-	-	-	1,151,000
40256014	Garden - Robert Attersley to MBA 4. Utilities	Cmty Safety & Trans	Growth Related	-	-	115,100	-	-	-	-	-	-	-	115,100
40256050	Garden - Robert Attersley to MBA 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	-	12,361,740	12,361,740	-	-	-	-	24,723,480
40296023	Harbour Street 4. Design	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	345,300	-	-	-	345,300
40306030	Harbour Street 5. Construction	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	2,935,050	-	2,935,050
<b>Total Capital Cost</b>				-	<b>7,054,945</b>	<b>11,371,695</b>	-	<b>12,707,040</b>	<b>19,267,740</b>	<b>3,648,670</b>	-	<b>31,080,453</b>	<b>70,360,630</b>	<b>155,491,173</b>

**Corporate Financing - Road Widening and Extension Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Reserve Fund	-	1,116,221	1,851,974	-	51,795	1,035,900	547,300	-	5,117,850	10,655,275	20,376,315
	DC - Roads & Rel Townwide Reserve Fund	-	5,938,724	9,519,721	-	10,750,394	16,326,989	3,101,370	-	25,962,603	59,705,355	131,305,156
	Subtotal	-	7,054,945	11,371,695	-	10,802,189	17,362,889	3,648,670	-	31,080,453	70,360,630	151,681,471
Long Term Debt		-	-	-	-	1,904,851	1,904,851	-	-	-	-	3,809,702
<b>Total Corporate Financing</b>		-	<b>7,054,945</b>	<b>11,371,695</b>	-	<b>12,707,040</b>	<b>19,267,740</b>	<b>3,648,670</b>	-	<b>31,080,453</b>	<b>70,360,630</b>	<b>155,491,173</b>

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**30PA6001 Roads Maintenance Program**

**Program Description**

The Roads Maintenance Program includes various projects that are within the Town owned right-of-ways. These projects focus on extending the life of the road related assets, improving their safety aspects, and or improving the functionality.

**Capital Costs - Roads Maintenance Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30236009	Boulevards in Downtown Whitby	Cmty Safety & Trans	Asset Management	10,877	21,754	21,754	10,877	10,877	10,877	10,877	10,877	10,877	10,877	130,524
30236010	Catch Basin / Maintenance Hole Repair Program	Cmty Safety & Trans	Asset Management	151,069	151,069	151,069	151,069	151,069	151,069	151,069	151,069	151,069	151,069	1,510,690
30236402	Community Organization Signs	Cmty Safety & Trans	Asset Management	5,755	5,755	5,755	5,755	5,755	5,755	5,755	36,257	5,755	5,755	88,052
30236011	Crack Seal Pavement Program - Fall	Cmty Safety & Trans	Asset Management	61,003	61,003	61,003	61,003	61,003	61,003	61,003	61,003	61,003	61,003	610,030
30236006	Crack Seal Pavement Program - Spring	Cmty Safety & Trans	Asset Management	302,138	302,138	302,138	302,138	302,138	302,138	302,138	302,138	302,138	302,138	3,021,380
30236403	Downtown Banner Installation / Maintenance	Cmty Safety & Trans	Asset Management	39,134	39,134	39,134	39,134	39,134	39,134	39,134	39,134	39,134	39,134	391,340
55246401	Downtown Banner Replacement (Whitby & Brooklin)	Cmty Safety & Trans	Asset Management	-	20,718	20,718	-	20,718	20,718	-	20,718	20,718	-	124,308
30236404	Fence Replacement Program	Cmty Safety & Trans	Asset Management	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	2,302,000
30236014	Guiderail Replacement	Cmty Safety & Trans	Asset Management	57,550	57,550	57,550	57,550	57,550	57,550	57,550	57,550	57,550	117,402	635,352
40226058	Guiderails Inventory/Inspection Program	Cmty Safety & Trans	Asset Management	-	-	-	48,342	-	-	-	-	48,342	-	96,684
30246010	Handrails	Cmty Safety & Trans	Asset Management	7,251	-	7,251	-	7,251	-	7,251	-	7,251	-	36,255
30236015	Misc Road Resurfacing	Cmty Safety & Trans	Asset Management	57,550	57,550	57,550	57,550	57,550	57,550	57,550	57,550	57,550	57,550	575,500
40236068	Misc Signage and Pavement Markings	Cmty Safety & Trans	Asset Management	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	230,200	2,302,000
13236002	Pavement Management Inspection/Assessment	Cmty Safety & Trans	Asset Management	24,171	24,171	24,171	24,171	24,171	24,171	24,171	24,171	24,171	24,171	241,710
30246009	Retaining Wall	Cmty Safety & Trans	Asset Management	30,214	-	-	30,214	-	-	30,214	-	-	30,214	120,856
30236005	Road Patching Program	Cmty Safety & Trans	Asset Management	362,565	362,565	362,565	362,565	362,565	362,565	362,565	362,565	362,565	362,565	3,625,650
30256004	Road Shoulders Program	Cmty Safety & Trans	Asset Management	143,875	-	143,875	-	143,875	-	143,875	-	143,875	-	719,375
30236008	Roads - Purchase of Replacement Catchbasin and Manhole Frames, Grates and Lids	Cmty Safety & Trans	Asset Management	28,000	-	28,000	-	28,000	-	28,000	-	28,000	-	140,000
30236007	Roads - Traffic Deleniation Devices	Cmty Safety & Trans	Asset Management	10,000	-	5,000	-	5,000	-	5,000	-	5,000	-	30,000
30236013	Roads Surface Treatment Program	Cmty Safety & Trans	Asset Management	153,486	-	50,000	-	50,000	-	50,000	-	50,000	-	353,486
13236001	Roadways Sign Inventory/Inspection Program	Cmty Safety & Trans	Asset Management	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	120,860
30236012	Slurry Seal Minor Maintenance Program	Cmty Safety & Trans	Asset Management	60,428	-	25,000	-	25,000	-	25,000	-	25,000	-	160,428
30236401	Streetscape Replacements	Cmty Safety & Trans	Asset Management	24,171	-	24,171	-	24,171	-	24,171	-	24,171	-	120,855
<b>Total Capital Cost</b>				<b>2,001,723</b>	<b>1,575,893</b>	<b>1,859,190</b>	<b>1,622,854</b>	<b>1,848,313</b>	<b>1,565,016</b>	<b>1,857,809</b>	<b>1,595,518</b>	<b>1,896,655</b>	<b>1,634,364</b>	<b>17,457,335</b>

**Corporate Financing - Roads Maintenance Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,701,723	1,275,893	1,559,190	1,322,854	1,548,313	1,265,016	1,557,809	1,295,518	1,596,655	1,334,364	14,457,335
Program Reserves	Road Infrastructure Repair Reserve	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,000,000
<b>Total Corporate Financing</b>		<b>2,001,723</b>	<b>1,575,893</b>	<b>1,859,190</b>	<b>1,622,854</b>	<b>1,848,313</b>	<b>1,565,016</b>	<b>1,857,809</b>	<b>1,595,518</b>	<b>1,896,655</b>	<b>1,634,364</b>	<b>17,457,335</b>

Town of Whitby  
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**40PA6008 Rural Road Resurfacing Program**

**Program Description**

These projects involve the resurfacing of existing rural roads (roads with shoulders, ditches and culverts).

The rural road resurfacing involves pulverizing and removing the existing surface and repaving with new asphalt to restore the road surface back to an excellent condition. The scope of the projects may also include sidewalk replacement, culvert replacement, redefinition of ditches and shoulders, and minor road geometry improvements.

**Capital Costs - Rural Road Resurfacing Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40306001	Ashburn Rd - Brawley Rd to Myrtle Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	2,014,250	-	-	2,014,250
40246045	Ashburn Rd - Spencers to Mid Arterial	Cmty Safety & Trans	Growth Related	-	1,035,900	-	-	-	-	-	-	-	-	1,035,900
40286025	Beech St W from Palace St to Euclid St	Cmty Safety & Trans	Asset Management	-	-	-	-	-	95,533	-	-	-	-	95,533
40246023	Charles St - Bagot St to Queen St	Cmty Safety & Trans	Asset Management	-	-	-	172,650	-	-	-	-	-	-	172,650
40266021	Future Pulverization & Overlay Needs	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	633,050	633,050
40246024	James St - Bagot St to Queen St	Cmty Safety & Trans	Asset Management	-	-	-	172,650	-	-	-	-	-	-	172,650
40226054	Resurfacing - Soils, Survey, Lands	Cmty Safety & Trans	Asset Management	-	60,428	-	60,428	-	60,428	-	60,428	-	60,428	302,140
40306005	South Blair St - Water St to Watson St E	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	911,368	-	-	911,368
40286026	Spencers - Baldwin to Ashburn Rehabilitation	Cmty Safety & Trans	Growth Related	-	-	-	-	-	1,381,200	-	-	-	-	1,381,200
<b>Total Capital Cost</b>				-	<b>1,096,328</b>	-	<b>405,728</b>	-	<b>1,537,161</b>	-	<b>2,986,046</b>	-	<b>693,478</b>	<b>6,718,741</b>

**Corporate Financing - Rural Road Resurfacing Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	-	60,428	-	405,728	-	155,961	-	60,428	-	693,478	1,376,023
Growth Reserves	Growth Capital Reserve Fund	-	932,310	-	-	-	1,243,080	-	2,586,833	-	-	4,762,223
	DC - Roads & Rel Townwide Reserve Fund	-	103,590	-	-	-	138,120	-	287,426	-	-	529,136
	Subtotal	-	1,035,900	-	-	-	1,381,200	-	2,874,259	-	-	5,291,359
Program Reserves	Future Spec - Sub Division Contribution	-	-	-	-	-	-	-	51,359	-	-	51,359
<b>Total Corporate Financing</b>		-	<b>1,096,328</b>	-	<b>405,728</b>	-	<b>1,537,161</b>	-	<b>2,986,046</b>	-	<b>693,478</b>	<b>6,718,741</b>

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**40PA6202 Sidewalk Program**

**Program Description**

These projects include the construction of new sidewalks, primarily on existing roadways. Where possible, sidewalk construction will be a component of a road construction project. These projects also include sidewalk replacements which involve replacing existing sidewalk segments (blocks) and isolated sidewalk bays.

The streetscape improvements in Downtown Whitby have been identified by the coordinated efforts of Strategic Initiatives and Engineering Services staff.

Staff have identified areas of boulevard and sidewalk reconstruction areas and are incorporating streetscape improvements when appropriate in the designs. The newly constructed sidewalks will comply with the current accessibility standards. Sidewalks will be concrete and have an estimated useful life of 40 years.

**Capital Costs - Sidewalk Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40266210	Anderson St - Dryden to Kilbride	Cmty Safety & Trans	Growth Related	-	-	-	158,840	-	-	-	-	-	-	158,840
40296203	Ash St - John to Chestnut (WS)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	165,000	-	-	-	165,000
40276206	Cassels Rd E - Queen to Princess	Cmty Safety & Trans	Growth Related	-	-	-	-	112,700	-	-	-	-	-	112,700
40276204	Cassels Rd W - Baldwin to Heber Down	Cmty Safety & Trans	Growth Related	-	-	-	-	36,750	-	-	-	-	-	36,750
40276205	Cassels Rd W - Heber Down to Montgomery	Cmty Safety & Trans	Growth Related	-	-	-	-	44,100	-	-	-	-	-	44,100
40306203	Cedarbrook Trail - Columbus to 700m north	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	2,386,886	-	2,386,886
40276202	Centre St E - Colston Ave E to Queen St	Cmty Safety & Trans	Growth Related	-	-	-	-	90,641	-	-	-	-	-	90,641
40306204	Corridale Ave - Selkirk to Briggs	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	66,150	-	-	66,150
40296201	Desmond Newman - Bonacord to Taunton (ws)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	1,087,695	-	-	-	1,087,695
40286204	Downey Dr - Carnwith to Watford	Cmty Safety & Trans	Growth Related	-	-	-	-	-	203,350	-	-	-	-	203,350
40286205	Durham St - Winchester to Cassels	Cmty Safety & Trans	Growth Related	-	-	-	-	-	112,700	-	-	-	-	112,700
40236202	Euclid St - Mary to John (WS)	Cmty Safety & Trans	Asset Management	36,861	-	-	-	-	-	-	-	-	-	36,861
40236203	Future Sidewalk Block Replacements	Cmty Safety & Trans	Asset Management	622,403	622,403	622,403	622,403	622,403	622,403	622,403	622,403	622,403	622,403	6,224,030
40256201	Garden St - Rossland to Bassett (ES)	Cmty Safety & Trans	Asset Management	-	-	81,577	-	-	-	-	-	-	-	81,577
40286206	Garside Ave - Vipond to Heber Down	Cmty Safety & Trans	Growth Related	-	-	-	-	-	154,350	-	-	-	-	154,350
40256207	Gartshore Dr - Country Ln to Twin Streams	Cmty Safety & Trans	Growth Related	-	-	198,940	-	-	-	-	-	-	-	198,940
40256208	Giffard St - Raglan to Cochrane	Cmty Safety & Trans	Growth Related	-	-	131,090	-	-	-	-	-	-	-	131,090
40256209	Harriet St - Annes to Henry	Cmty Safety & Trans	Growth Related	-	-	97,305	-	-	-	-	-	-	-	97,305
40316203	Heron Rd - Townline to Myrtle	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	980,000	-	980,000
40266205	MTO Hwy 7 - Ashburn to Cochrane	Cmty Safety & Trans	Growth Related	-	-	-	755,344	-	-	-	-	-	-	755,344
40256203	MTO Hwy 7 - Baldwin to Ashburn	Cmty Safety & Trans	Growth Related	-	-	256,817	-	-	-	-	-	-	-	256,817
40276207	Meadow Rd - Rossland to Forest	Cmty Safety & Trans	Growth Related	-	-	-	-	374,850	-	-	-	-	-	374,850
40286207	Mitchell Ave - Vipond to Heber Down	Cmty Safety & Trans	Growth Related	-	-	-	-	-	122,500	-	-	-	-	122,500
40286208	Montgomery Ave - Vipond to Heber Down	Cmty Safety & Trans	Growth Related	-	-	-	-	-	171,500	-	-	-	-	171,500
40236204	New Sidewalk Installations	Cmty Safety & Trans	Growth Related	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	1,208,550
40296207	Pearl St - Cassels to Baldwin	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	112,700	-	-	-	112,700
40266211	Peel St - Ontario to Trent	Cmty Safety & Trans	Growth Related	-	-	-	110,250	-	-	-	-	-	-	110,250
40296208	Princess St - Winchester to Cassels	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	112,700	-	-	-	112,700
40306205	Princeton Ct - Cachet to East Terminus	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	73,500	-	-	73,500
40216209	RR 12 Baldwin - Sonley to Garden (WS)	Cmty Safety & Trans	Growth Related	-	255,307	-	-	-	-	-	-	-	-	255,307
40256202	RR 26 Thickson - Columbus to Brawley	Cmty Safety & Trans	Growth Related	-	-	622,403	-	-	-	-	-	-	-	622,403
40246201	RR 26 Thickson - Taunton to Winchester	Cmty Safety & Trans	Growth Related	-	1,268,978	-	-	-	-	-	-	-	-	1,268,978
40266203	RR 36 Hopkins - Consumers to Dundas	Cmty Safety & Trans	Growth Related	-	-	-	498,527	-	-	-	-	-	-	498,527
40266204	RR 36 Hopkins - Victoria to Consumers	Cmty Safety & Trans	Growth Related	-	-	-	120,855	-	-	-	-	-	-	120,855
40216601	RR0 12 Baldwin - Garden to Winchester	Cmty Safety & Trans	Growth Related	-	997,054	-	-	-	-	-	-	-	-	997,054
40256210	Roybrook Ave - Baldwin to Chelmsford	Cmty Safety & Trans	Growth Related	-	-	40,425	-	-	-	-	-	-	-	40,425
40276208	Samandria Ave - Lazio to Blossomview	Cmty Safety & Trans	Growth Related	-	-	-	-	98,000	-	-	-	-	-	98,000
40306206	Selkirk Dr - Columbus to Croxall	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	122,500	-	-	122,500
13236201	Sidewalk Inventory/Inspection Program	Cmty Safety & Trans	Asset Management	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	12,086	120,860
30236201	Sidewalk Misc Bay Replacement Program	Cmty Safety & Trans	Asset Management	483,420	483,420	483,420	483,420	483,420	483,420	483,420	483,420	483,420	483,420	4,834,200
30236202	Sidewalk Misc PolyLevel Repairs	Cmty Safety & Trans	Asset Management	17,265	17,265	17,265	17,265	17,265	17,265	17,265	60,428	60,428	60,428	302,139
40266212	Solmar Ave - Anderson to Blossomview	Cmty Safety & Trans	Growth Related	-	-	-	132,300	-	-	-	-	-	-	132,300
40256211	South Blair St - Water to Victoria	Cmty Safety & Trans	Growth Related	-	-	795,000	-	-	-	-	-	-	-	795,000
40296209	St. Thomas St - Winchester to South Terminus	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	165,375	-	-	-	165,375
40306207	Tavistock Ave - Croxall to Selkirk	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	17,150	-	-	17,150
40216213	Torian - Heber Down to Vipond	Cmty Safety & Trans	Growth Related	199,411	-	-	-	-	-	-	-	-	-	199,411
40266213	Trent St - Peel to Athol	Cmty Safety & Trans	Growth Related	-	-	-	44,100	-	-	-	-	-	-	44,100
40266214	Walnut St - Lee to Brock	Cmty Safety & Trans	Growth Related	-	-	-	269,500	-	-	-	-	-	-	269,500

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**Capital Costs - Sidewalk Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40296210	Willow Park - Garrard to West Terminus	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	154,350	-	-	-	154,350
<b>Total Capital Cost</b>				<b>1,492,301</b>	<b>3,777,368</b>	<b>3,479,586</b>	<b>3,345,745</b>	<b>2,013,070</b>	<b>2,020,429</b>	<b>3,053,849</b>	<b>1,578,492</b>	<b>4,666,078</b>	<b>1,299,192</b>	<b>26,726,110</b>

**Corporate Financing - Sidewalk Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,172,035	1,135,174	1,216,751	1,135,174	1,135,174	1,135,174	1,300,174	1,178,337	1,178,337	1,178,337	11,764,667
Growth Reserves	Growth Capital Reserve Fund	179,470	-	1,100,102	643,491	681,337	687,960	424,462	251,370	-	-	3,968,192
	DC - Roads & Rel Townwide Reserve Fund	140,796	2,571,591	1,161,094	1,485,681	196,559	197,295	1,329,213	148,785	3,487,741	120,855	10,839,610
	Subtotal	320,266	2,571,591	2,261,196	2,129,172	877,896	885,255	1,753,675	400,155	3,487,741	120,855	14,807,802
Program Reserves	Future Spec - Sub Division Contribution	-	70,603	1,639	81,399	-	-	-	-	-	-	153,641
<b>Total Corporate Financing</b>		<b>1,492,301</b>	<b>3,777,368</b>	<b>3,479,586</b>	<b>3,345,745</b>	<b>2,013,070</b>	<b>2,020,429</b>	<b>3,053,849</b>	<b>1,578,492</b>	<b>4,666,078</b>	<b>1,299,192</b>	<b>26,726,110</b>

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**40PA6503 Storm Water Program**

**Program Description**

Projects include storm water management (SWM) pond clean out, construction of new SWM facilities (existing area), identifying creek erosion sites and assessment of existing ponds, culverts and storm sewers for retrofitting or up sizing to meet the regulatory requirements and to minimize flooding issues.

SWM ponds are responsible for: holding water, removing pollutants, flood prevention, erosion control and spill management. The clean out program is needed to remove the sediment.

New SWM pond locations for existing areas were identified in the 2001/2018 Storm Water Quality and Erosion Control Enhancement Study. In existing outfalls where no facilities were constructed, new ponds will be created to remove contaminants and to assist in stream erosion control and spill management.

Creek erosion sites will be identified in the Pringle Creek & Lynde Creek Master Drainage Plan updates.

The future storm sewer and culvert capacity improvements will help accommodate future growth as well as minimize the existing capacity issues. Projects involve the replacement or major rehabilitation of existing storm sewer structures and culverts.

**Capital Costs - Storm Water Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
13266501	Ash Creek Enclosure Inspection	Enviro Sustainability	Asset Management	-	-	-	120,855	-	-	-	120,855	-	-	241,710
40246501	Braebrook OGS (Anderson/Braebrook)	Enviro Sustainability	Growth Related	-	-	-	230,200	-	-	-	-	-	-	230,200
40236501	Cambridge Pond with OGS (Bradley/Cambridge)	Enviro Sustainability	Growth Related	-	-	-	57,550	674,486	-	-	-	-	-	732,036
40216502	Cawker Court SWQ Pond with OGS (Burns / Cawker)	Enviro Sustainability	Growth Related	-	-	57,550	586,204	-	-	-	-	-	-	643,754
30236506	Channel Cleanout	Enviro Sustainability	Asset Management	36,257	36,257	36,257	36,257	36,257	36,257	36,257	36,257	36,257	36,257	362,570
40296502	Corbett Creek Plunge Pools with OGS (Rossland/Meadow)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	57,550	911,247	-	968,797
13246501	Creek Bank Shoring Inspection	Enviro Sustainability	Asset Management	-	30,214	-	30,214	-	30,214	-	30,214	-	30,214	151,070
40236505	Creek Erosion Restoration Works	Enviro Sustainability	Asset Management	500,000	287,750	34,530	287,750	34,530	287,750	34,530	1,151,000	34,530	1,151,000	3,803,370
40256501	Deerfield SWQ Pond (Deerfield/Michael Blvd)	Enviro Sustainability	Growth Related	-	-	-	-	-	28,775	3,040,942	-	-	-	3,069,717
40246502	Dunlop Plunge Pool with OGS (Lupin/Dunlop)	Enviro Sustainability	Growth Related	-	-	57,550	483,420	-	-	-	-	-	-	540,970
40226501	Future Capacity Improvement Projects	Enviro Sustainability	Growth Related	-	-	575,500	-	575,500	-	575,500	-	575,500	-	2,302,000
40276502	Future Storm Sewer Replacements	Enviro Sustainability	Asset Management	-	-	-	-	-	-	575,500	575,500	575,500	575,500	2,302,000
40236502	Future Storm Sewer Replacements - 5 Year Monitoring Program	Enviro Sustainability	Asset Management	57,550	57,550	57,550	57,550	-	-	-	-	-	-	230,200
40326502	Future Storm Sewer Replacements - 5 Year Monitoring Program	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	-	57,550	57,550
40216501	Garden St Snow Storage Facility - Phase 2	Enviro Sustainability	Growth Related	2,400,000	-	-	-	-	-	-	-	-	-	2,400,000
40256503	Glenayr Plunge Pool with OGS (Anderson/Glenayr)	Enviro Sustainability	Growth Related	-	-	-	57,550	728,583	-	-	-	-	-	786,133
40256502	Hazelwood Pond (Manning/Hazelwood)	Enviro Sustainability	Growth Related	-	-	-	-	57,550	901,233	-	-	-	-	958,783
40296501	Lynde Creek Berm Work at Michael Blvd	Enviro Sustainability	Growth Related	-	500,000	1,000,000	-	-	-	-	-	-	-	1,500,000
40306501	Lynde Creek Plunge Pools	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	-	-	858,991	858,991
40236506	Lynde and Pringle Creek Stabilization	Enviro Sustainability	Growth Related	-	138,983	138,983	138,983	138,983	138,983	138,983	138,983	138,983	138,983	1,250,847
40226504	Mid-Arterial SWM Pond	Enviro Sustainability	Growth Related	-	-	1,956,700	-	-	-	-	-	-	-	1,956,700
40276501	Mozart SWQ Pond (Jeffery/Dundas)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	57,550	806,103	-	-	863,653
30256501	P-13-01 (Whitby Shores Business Park #1)	Enviro Sustainability	Asset Management	-	-	-	623,842	-	-	-	-	-	-	623,842
30236502	PD-15-02 (Ash Creek Pond)	Enviro Sustainability	Asset Management	-	-	116,251	-	-	-	-	-	-	-	116,251
30236507	PD-32-02 (Gloria Cres)	Enviro Sustainability	Asset Management	467,500	-	-	-	-	-	-	-	-	-	467,500
30236508	PD-36-05 (Glen Dhu Pond)	Enviro Sustainability	Asset Management	168,102	-	-	-	-	-	-	-	-	-	168,102
30236503	PD-44-01 (Torrina Blvd.)	Enviro Sustainability	Asset Management	-	-	738,942	-	-	-	-	-	-	-	738,942
30226503	PD-46-01 (Anderson St. & Taunton Rd. E.)	Enviro Sustainability	Asset Management	-	301,562	-	-	-	-	-	-	-	-	301,562
30296503	PD-47-02 (Parkmount Phase 2)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	69,060	1,151,000	-	-	1,220,060
30226502	PD-48-02 (The Birches)	Enviro Sustainability	Asset Management	-	66,758	-	-	-	-	-	-	-	-	66,758
30236501	PD-56-02 (Roybrook Farm)	Enviro Sustainability	Asset Management	-	107,043	-	-	-	-	-	-	-	-	107,043
30292001	PD-57-01 (St. Thomas St.)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	648,895	-	-	-	648,895
30302001	PD-65-01 (Amanda Ave.)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	1,239,840	-	-	1,239,840
30236509	PD-66-04 (Adalan)	Enviro Sustainability	Asset Management	145,940	-	-	-	-	-	-	-	-	-	145,940
30296502	PD-68-01 (Brooklin East)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	517,950	-	-	-	517,950
30296501	PD-68-02 (Brooklin East Phase 3)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	230,200	-	-	-	230,200
30226501	PD-68-03 (Brooklin East Phase 5)	Enviro Sustainability	Asset Management	-	242,861	-	-	-	-	-	-	-	-	242,861
40296503	Pringle Creek Plunge Pools with OGS (Coniston/Pringle)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	28,775	858,977	-	887,752
40306503	Pringle Pond with OGS (Pringle/Bradley)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	-	57,550	1,350,123	1,407,673
40256505	Rowe Channel	Enviro Sustainability	Growth Related	-	-	57,550	-	5,755,000	-	-	-	-	-	5,812,550
40246503	Rowe Channel Upgrades	Enviro Sustainability	Growth Related	-	200,000	-	-	-	-	-	-	-	-	200,000

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**Capital Costs - Storm Water Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40236504	SWM Facility Improvement Design	Enviro Sustainability	Growth Related	-	32,631	32,631	32,631	32,631	32,631	32,631	32,631	32,631	32,631	293,679
40236503	SWM Facility Rehabilitation Analysis	Enviro Sustainability	Growth Related	72,513	72,513	72,513	72,513	72,513	72,513	72,513	72,513	435,078	-	1,015,182
40306502	Stargell Pond with OGS (Stargell/Manning)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	-	-	2,033,817	2,033,817
30236504	Storm Sewer Calcite Removal	Enviro Sustainability	Asset Management	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	120,855	1,208,550
13236501	Storm Sewer Inspection and Flushing	Enviro Sustainability	Asset Management	172,650	172,650	172,650	172,650	172,650	172,650	172,650	172,650	172,650	172,650	1,726,500
30236505	Storm Sewer Structural Repairs	Enviro Sustainability	Asset Management	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	1,151,000
40206505	Whitby Shoreline Erosion Work	Enviro Sustainability	Growth Related	-	-	-	-	2,302,000	-	-	-	-	-	2,302,000
40306504	Wyndfield Pond (Garden/Wyndfield)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	-	-	1,502,055	1,502,055
<b>Total Capital Cost</b>				<b>4,256,467</b>	<b>2,482,727</b>	<b>5,341,112</b>	<b>3,224,124</b>	<b>10,816,638</b>	<b>1,936,961</b>	<b>6,439,116</b>	<b>5,849,826</b>	<b>4,064,858</b>	<b>8,175,726</b>	<b>52,587,555</b>

**Corporate Financing - Storm Water Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,783,954	1,414,131	1,322,329	1,525,776	479,392	762,826	2,419,760	4,713,271	1,054,892	2,259,126	17,735,457
Growth Reserves	Growth Capital Reserve Fund	1,483,508	554,658	1,137,062	936,056	6,934,644	746,177	2,227,169	700,558	1,683,883	3,319,920	19,723,635
	DC - Stormwater Mgmt Reserve Fund	989,005	383,612	2,811,915	554,544	3,402,602	427,958	1,415,284	397,545	1,053,094	2,143,789	13,579,348
	Subtotal	2,472,513	938,270	3,948,977	1,490,600	10,337,246	1,174,135	3,642,453	1,098,103	2,736,977	5,463,709	33,302,983
Program Reserves	Future Spec - Sub Division Contribution	-	130,326	69,806	207,748	-	-	376,903	38,452	272,989	452,891	1,549,115
<b>Total Corporate Financing</b>		<b>4,256,467</b>	<b>2,482,727</b>	<b>5,341,112</b>	<b>3,224,124</b>	<b>10,816,638</b>	<b>1,936,961</b>	<b>6,439,116</b>	<b>5,849,826</b>	<b>4,064,858</b>	<b>8,175,726</b>	<b>52,587,555</b>



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**40PG6604 Street Light Program (RMD Initiated)**

**Program Description**

This program is to provide funding to the Region for the installation of new street lights on Regional roads as part of the Region's road construction projects.

**Capital Costs - Street Light Program (RMD Initiated)**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40216602	Baldwin - Taunton to Garden	Cmty Safety & Trans	Growth Related	-	-	-	1,208,550	-	-	-	-	-	-	1,208,550
40266601	Hopkins - Consumers to Dundas	Cmty Safety & Trans	Growth Related	-	-	-	-	-	391,340	-	-	-	-	391,340
40266602	Hopkins Overpass	Cmty Safety & Trans	Growth Related	-	-	-	-	517,950	-	-	-	-	-	517,950
40226604	Lake Ridge - Dundas to Rossland	Cmty Safety & Trans	Growth Related	-	-	920,800	-	-	-	-	-	-	-	920,800
40216603	Lake Ridge - Victoria to Dundas	Cmty Safety & Trans	Growth Related	920,800	-	-	-	-	-	-	-	-	-	920,800
40216605	Manning - Garrard to Oshawa	Cmty Safety & Trans	Growth Related	-	-	287,750	-	-	-	-	-	-	-	287,750
40236603	Rossland/Garden intersection	Cmty Safety & Trans	Growth Related	150,000	-	-	-	-	-	-	-	-	-	150,000
40296601	Taunton - Lake Ridge to Brock	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	904,974	-	904,974
40236601	Thickson - Taunton to Hwy 407	Cmty Safety & Trans	Growth Related	-	-	-	-	1,057,481	-	-	-	-	-	1,057,481
40226609	Thickson - Wentworth to C.N. Rail	Cmty Safety & Trans	Growth Related	300,000	-	-	-	-	-	-	-	-	-	300,000
40226611	Thickson/ Burns Intersection	Cmty Safety & Trans	Growth Related	50,000	-	-	-	-	-	-	-	-	-	50,000
40236604	Thickson/Rossland intersection	Cmty Safety & Trans	Growth Related	200,000	-	-	-	-	-	-	-	-	-	200,000
40236602	Victoria - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	400,000	-	-	-	-	-	-	-	-	400,000
<b>Total Capital Cost</b>				<b>1,620,800</b>	<b>400,000</b>	<b>1,208,550</b>	<b>1,208,550</b>	<b>1,575,431</b>	<b>391,340</b>	-	-	<b>904,974</b>	-	<b>7,309,645</b>

**Corporate Financing - Street Light Program (RMD Initiated)**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	581,411	400,000	104,166	108,770	95,174	19,567	-	-	108,597	-	1,417,685
	DC - Roads & Rel Townwide Reserve Fund	1,012,705	-	1,104,384	1,099,780	1,427,231	371,773	-	-	796,377	-	5,812,250
	Subtotal	1,594,116	400,000	1,208,550	1,208,550	1,522,405	391,340	-	-	904,974	-	7,229,935
Program Reserves	Future Spec - Sub Division Contribution	26,684	-	-	-	53,026	-	-	-	-	-	79,710
<b>Total Corporate Financing</b>		<b>1,620,800</b>	<b>400,000</b>	<b>1,208,550</b>	<b>1,208,550</b>	<b>1,575,431</b>	<b>391,340</b>	-	-	<b>904,974</b>	-	<b>7,309,645</b>

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**40PA6604 Street Lighting Program**

**Program Description**

Generally, the costs associated with installing new street lights are a component of road construction/widening and are included in the total road construction cost. The projects in this program are "stand-alone" projects either to mitigate dark spots or to improve lighting along a section of road that will not be reconstructed in the near future. This program also includes the end of useful life-cycle replacement of street lighting assets such as luminaires, poles, underground wiring, etc.

**Capital Costs - Street Lighting Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276601	Downtown Whitby Lighting Review	Cmty Safety & Trans	Asset Management	-	-	-	-	23,020	-	-	-	-	-	23,020
40236605	Major Streetlight Replacement/Relocation	Cmty Safety & Trans	Asset Management	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	115,100	1,151,000
40256601	ROW Street lighting Inventory and Inspection Program	Cmty Safety & Trans	Asset Management	-	-	172,650	-	-	-	-	172,650	-	-	345,300
30236602	Street Light Maintenance	Cmty Safety & Trans	Asset Management	108,770	108,770	108,770	108,770	108,770	108,770	120,855	120,855	120,855	120,855	1,136,040
30236601	Street Lights - Street Light Dark Spot Review (Minor locations one to three street lights)	Cmty Safety & Trans	Asset Management	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
30256601	Streetlight Pole Replacement	Cmty Safety & Trans	Asset Management	-	-	785,558	785,558	-	785,558	-	-	-	-	2,356,674
<b>Total Capital Cost</b>				<b>323,870</b>	<b>323,870</b>	<b>1,282,078</b>	<b>1,109,428</b>	<b>346,890</b>	<b>1,109,428</b>	<b>335,955</b>	<b>508,605</b>	<b>335,955</b>	<b>335,955</b>	<b>6,012,034</b>

**Corporate Financing - Street Lighting Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	323,870	323,870	1,282,078	1,109,428	346,890	1,109,428	335,955	508,605	335,955	335,955	6,012,034
<b>Total Corporate Financing</b>		<b>323,870</b>	<b>323,870</b>	<b>1,282,078</b>	<b>1,109,428</b>	<b>346,890</b>	<b>1,109,428</b>	<b>335,955</b>	<b>508,605</b>	<b>335,955</b>	<b>335,955</b>	<b>6,012,034</b>

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**40PA64 01 Traffic Signals Program**

**Program Description**

Generally, the costs associated with new traffic signals that are associated with a road construction/widening project have been included in the associated road project cost. However, stand-alone traffic signal installation at existing intersections and conversion costs of improving existing traffic signals to meet accessibility requirements are all included in this category.

**Capital Costs - Traffic Signals Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40236401	Controlled Pedestrian Crossing - Dundas St at HEPC	Cmty Safety & Trans	Growth Related	-	300,000	-	-	-	-	-	-	-	-	300,000
40246402	Controlled Pedestrian Crossing - Henry St at Trail	Cmty Safety & Trans	Growth Related	-	450,000	-	-	-	-	-	-	-	-	450,000
40226060	Dundas/Garden - Traffic Signal Replacement	Cmty Safety & Trans	Asset Management	-	-	-	181,283	-	-	-	-	-	-	181,283
40236403	Future Traffic Signage and Pavement Markings	Cmty Safety & Trans	Growth Related	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	350,000
40226403	Intersection Modifications - Montgomery/Carnwith	Cmty Safety & Trans	Growth Related	-	-	316,525	-	-	-	-	-	-	-	316,525
35226411	Pedestrian Crossovers	Cmty Safety & Trans	Growth Related	316,525	316,525	316,525	316,525	316,525	316,525	316,525	316,525	316,525	316,525	3,165,250
35226001	Pedestrian Traffic Signal - Anderson St Corridor (north of Taunton)	Cmty Safety & Trans	Growth Related	-	-	182,000	-	-	-	-	-	-	-	182,000
40217101	Pedestrian Traffic Signal - Baldwin / Way	Cmty Safety & Trans	Growth Related	-	-	-	-	-	182,000	-	-	-	-	182,000
40246401	Pedestrian Traffic Signal - Brock / Elm	Cmty Safety & Trans	Growth Related	-	-	-	-	182,000	-	-	-	-	-	182,000
35216401	Pedestrian Traffic Signal - Brock / Trent	Cmty Safety & Trans	Growth Related	-	-	-	345,300	-	-	-	-	-	-	345,300
35226401	Pedestrian Traffic Signal - Dundas / Athol	Cmty Safety & Trans	Growth Related	-	241,710	-	-	-	-	-	-	-	-	241,710
40236404	Pedestrian Traffic Signal - Dundas / Centre	Cmty Safety & Trans	Growth Related	210,000	-	-	-	-	-	-	-	-	-	210,000
40236405	Traffic Signage and Pavement Marking Initiatives	Cmty Safety & Trans	Growth Related	138,120	138,120	138,120	138,120	138,120	138,120	138,120	138,120	138,120	138,120	1,381,200
35246401	Traffic Signal - Dryden/Waller	Cmty Safety & Trans	Growth Related	-	316,525	-	-	-	-	-	-	-	-	316,525
40236053	Traffic Signals - Replace/Upgrade/Emerg Tech	Cmty Safety & Trans	Asset Management	408,605	408,605	408,605	408,605	408,605	408,605	408,605	408,605	408,605	155,385	3,832,830
<b>Total Capital Cost</b>				<b>1,108,250</b>	<b>2,206,485</b>	<b>1,396,775</b>	<b>1,424,833</b>	<b>1,080,250</b>	<b>1,080,250</b>	<b>898,250</b>	<b>898,250</b>	<b>898,250</b>	<b>645,030</b>	<b>11,636,623</b>

**Corporate Financing - Traffic Signals Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	408,605	408,605	408,605	589,888	408,605	408,605	408,605	408,605	408,605	155,385	4,014,113
Growth Reserves	Growth Capital Reserve Fund	227,323	227,323	385,585	227,323	227,323	227,323	227,323	227,323	227,323	227,323	2,431,492
	DC - Roads & Rel Townwide Reserve Fund	472,322	1,570,557	602,585	607,622	444,322	444,322	262,322	262,322	262,322	262,322	5,191,018
	Subtotal	699,645	1,797,880	988,170	834,945	671,645	671,645	489,645	489,645	489,645	489,645	7,622,510
<b>Total Corporate Financing</b>		<b>1,108,250</b>	<b>2,206,485</b>	<b>1,396,775</b>	<b>1,424,833</b>	<b>1,080,250</b>	<b>1,080,250</b>	<b>898,250</b>	<b>898,250</b>	<b>898,250</b>	<b>645,030</b>	<b>11,636,623</b>

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**40PA6104 Transportation Infrastructure Resilience Program**

**Program Description**

A Transportation Infrastructure Resilience Program is required in next few years to complete additional studies and designs to up size watercourse structures, identified as highest priority structures through flood risk assessments completed under recently concluded studies such as Pringle Creek MDP, Lynde Creek MDP and Town Culvert /Bridge Master plan study. Under this program, culvert and bridges identified as highest priority structures will be up-sized to meet design and regulatory requirements with further consideration given to climate change impact. This initiative is in accordance with the Town's declaration that Climate Change is an emergency.

**Capital Costs - Transportation Infrastructure Resilience Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40246114	CU360001 - Anderson St Culvert n/o Darren Ave	Cmty Safety & Trans	Growth Related	-	500,000	2,716,000	-	-	-	-	-	-	-	3,216,000
40256113	CU480017 - Conlin Rd Culvert e/o Thickson Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	1,372,000	-	-	-	-	-	1,372,000
40236102	Rehabilitation & Upsizing Culverts - Lynde Creek	Cmty Safety & Trans	Growth Related	-	-	-	-	2,800,000	-	2,800,000	-	-	-	5,600,000
40246101	Rehabilitation & Upsizing Culverts - Pringle Creek	Cmty Safety & Trans	Growth Related	-	-	-	-	-	1,400,000	-	-	-	-	1,400,000
35226403	Traffic Signal Cabinet Wrapping Program	Cmty Safety & Trans	Asset Management	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	115,100
<b>Total Capital Cost</b>				<b>11,510</b>	<b>511,510</b>	<b>2,727,510</b>	<b>11,510</b>	<b>4,183,510</b>	<b>1,411,510</b>	<b>2,811,510</b>	<b>11,510</b>	<b>11,510</b>	<b>11,510</b>	<b>11,703,100</b>

**Corporate Financing - Transportation Infrastructure Resilience Program**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	11,510	115,100
Growth Reserves	Growth Capital Reserve Fund	-	360,710	1,959,376	-	3,009,762	1,009,988	2,019,975	-	-	-	8,359,811
	DC - Roads & Rel Townwide Reserve Fund	-	139,290	756,624	-	1,162,238	390,012	780,025	-	-	-	3,228,189
	Subtotal	-	500,000	2,716,000	-	4,172,000	1,400,000	2,800,000	-	-	-	11,588,000
<b>Total Corporate Financing</b>		<b>11,510</b>	<b>511,510</b>	<b>2,727,510</b>	<b>11,510</b>	<b>4,183,510</b>	<b>1,411,510</b>	<b>2,811,510</b>	<b>11,510</b>	<b>11,510</b>	<b>11,510</b>	<b>11,703,100</b>

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**40PA6007 Urban Road Resurfacing Program**

**Program Description**

These projects involve the resurfacing of existing urban (curb and gutter) roads. This section is a mix of maintenance (local and collector roads) and growth (arterial roads) funded projects.

The resurfacing includes grinding and removing the existing surface and repaving with new asphalt to restore the road surface back to a condition rating of excellent. The scope of the projects may also include sidewalk replacement, curb and gutter replacement, storm sewer repairs, and minor road geometry improvements.

**Capital Costs - Urban Road Resurfacing Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276010	Abrams St - Erikson Dr to William Stephenson Dr	Cmty Safety & Trans	Asset Management	-	-	75,506	-	-	-	-	-	-	-	75,506
40256003	Anderson St - Clair to Winchester	Cmty Safety & Trans	Growth Related	-	-	958,668	-	-	-	-	-	-	-	958,668
40266015	Anderson St - Dryden Blvd to Taunton Rd	Cmty Safety & Trans	Growth Related	-	-	-	991,817	-	-	-	-	-	-	991,817
40236023	Anderson St - Glen Dhu Dr to Dryden Blvd	Cmty Safety & Trans	Growth Related	-	984,335	-	-	-	-	-	-	-	-	984,335
40366002	Anderson St - Rossland Rd E to Glen Dhu Dr (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	136,509	-	136,509
40306008	Annes St - Burns St to Dunlop St	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	759,775	-	-	759,775
40356006	Annes St - Burns St to End of Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	108,539	-	108,539
40356007	Annes St - Dunlop St to Dundas St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	123,157	-	123,157
40216038	Applewood Cres - Bellwood Dr to end	Cmty Safety & Trans	Asset Management	-	417,928	-	-	-	-	-	-	-	-	417,928
40236033	Ash St - Mary St E to Chestnut St E	Cmty Safety & Trans	Asset Management	-	359,342	-	-	-	-	-	-	-	-	359,342
40296043	Ashburn - Winchester to Columbus	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	1,550,052	-	-	-	1,550,052
40236056	Barow Ct - Holliday Dr to Holliday Dr	Cmty Safety & Trans	Asset Management	231,000	-	-	-	-	-	-	-	-	-	231,000
40236057	Beecroft Ct - McQuay to Cul de Sac	Cmty Safety & Trans	Asset Management	122,000	-	-	-	-	-	-	-	-	-	122,000
40236028	Bonacord Ave - Mackey Dr to McQuay Blvd	Cmty Safety & Trans	Growth Related	724,000	-	-	-	-	-	-	-	-	-	724,000
40346001	Bonacord Ave - McQuay Blvd to Cochrane St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	496,081	-	-	-	496,081
40256001	Bonneta Ct - McQuay Blvd to Cul-de-sac	Cmty Safety & Trans	Asset Management	92,000	-	-	-	-	-	-	-	-	-	92,000
40266016	Brock N - Dundas to Manning	Cmty Safety & Trans	Growth Related	-	-	-	2,169,175	-	-	-	-	-	-	2,169,175
40286028	Brock S - 401 to Dundas	Cmty Safety & Trans	Growth Related	-	-	-	-	-	2,262,981	-	-	-	-	2,262,981
40256028	Burnage Lane - Garrard Rd to Ardwick St	Cmty Safety & Trans	Asset Management	-	-	139,041	-	-	-	-	-	-	-	139,041
40226028	Burns - Annes to Brock	Cmty Safety & Trans	Growth Related	951,000	-	-	-	-	-	-	-	-	-	951,000
40341701	Burns - Brock to Hopkins	Cmty Safety & Trans	Growth Related	-	-	-	-	1,777,144	-	-	-	-	-	1,777,144
40296001	Burns - End of Rd to Annes St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	262,658	-	-	-	262,658
40256023	Burns - Thickson to Oshawa	Cmty Safety & Trans	Growth Related	-	-	1,560,411	-	-	-	-	-	-	-	1,560,411
40266018	Byron St S - Dunlop St to Colborne St	Cmty Safety & Trans	Asset Management	-	-	-	115,100	-	-	-	-	-	-	115,100
40356005	Cachet Blvd - Carnwith Dr to Columbus Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	596,782	-	596,782
40246029	Calais St - Michael Blvd to End	Cmty Safety & Trans	Asset Management	-	-	920,225	-	-	-	-	-	-	-	920,225
40256041	Carnwith Dr - Ashburn Rd to Montgomery Ave	Cmty Safety & Trans	Growth Related	-	-	1,340,800	-	-	-	-	-	-	-	1,340,800
40256033	Carnwith Dr - Baldwin St to Thickson Rd	Cmty Safety & Trans	Growth Related	-	-	1,353,576	-	-	-	-	-	-	-	1,353,576
40296049	Carnwith Dr - Montgomery Ave to Baldwin St	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	1,450,951	-	-	-	1,450,951
40306002	Carnwith Dr - Thickson Rd to End of Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	1,178,049	-	-	1,178,049
40216018	Carroll St - Henderson Dr to Henderson Dr	Cmty Safety & Trans	Asset Management	-	-	208,446	-	-	-	-	-	-	-	208,446
40286010	Cassels Rd E - Pearl St to Church St	Cmty Safety & Trans	Asset Management	-	-	184,160	-	-	-	-	-	-	-	184,160
40286032	Cochrane - Bonacord to Rossland	Cmty Safety & Trans	Growth Related	-	-	-	-	-	1,286,588	-	-	-	-	1,286,588
40296048	Cochrane - Rossland to Taunton	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	2,187,821	-	-	-	2,187,821
40226027	Crawforth St - Thickson Rd to Kathleen St	Cmty Safety & Trans	Asset Management	348,500	-	-	-	-	-	-	-	-	-	348,500
40246052	Davies Cres - Woodward Dr to Woodward Dr	Cmty Safety & Trans	Asset Management	-	360,000	-	-	-	-	-	-	-	-	360,000
40236024	Dorvis Dr - Sawdon Dr to Bellwood Dr	Cmty Safety & Trans	Asset Management	-	259,320	-	-	-	-	-	-	-	-	259,320
40226016	Draper Ct - Resolute Cres to end	Cmty Safety & Trans	Asset Management	142,000	-	-	-	-	-	-	-	-	-	142,000
40276027	Drew Ct - Bradley Dr to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	128,520	-	-	-	-	-	-	-	-	128,520
40306009	Dryden Blvd - Anderson St to Bremner St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	476,629	-	-	476,629
40246019	Dryden Blvd - Brock St to Jason Dr	Cmty Safety & Trans	Growth Related	-	-	1,560,181	-	-	-	-	-	-	-	1,560,181
40286033	Dryden Blvd - Jason Dr to Fallingbrook St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	178,865	-	-	-	-	178,865
40236058	Dundas - Brock St to Byron St	Cmty Safety & Trans	Asset Management	140,000	-	-	-	-	-	-	-	-	-	140,000
40256031	Dundas E - Bowman to Oshawa	Cmty Safety & Trans	Growth Related	-	-	2,472,578	-	-	-	-	-	-	-	2,472,578
40326040	Dundas St E - Brock St to Hickory St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	295,577	-	295,577
40276033	Dundas St E - Craydon St to Hopkins St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	441,409	-	-	-	-	-	441,409
40256025	Dundas St E - Hickory to Craydon	Cmty Safety & Trans	Growth Related	-	-	1,187,141	-	-	-	-	-	-	-	1,187,141
40256021	Dundas St E - Hopkins to Bowman	Cmty Safety & Trans	Growth Related	-	-	712,584	-	-	-	-	-	-	-	712,584

Town of Whitby  
2023-2032 Capital Project Detail Report

**Capital Costs - Urban Road Resurfacing Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40276034	Dundas St E - Springwood St to Garrard Rd (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	372,809	-	-	-	-	-	372,809
40256034	Dundas St W - Annes to Brock	Cmty Safety & Trans	Growth Related	-	-	1,270,934	-	-	-	-	-	-	-	1,270,934
40256026	Dundas St W - Jeffery to Fothergill	Cmty Safety & Trans	Growth Related	-	-	789,241	-	-	-	-	-	-	-	789,241
40326041	Dundas St W - Jeffery St to Annes St (R1)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	629,367	-	629,367
40236013	Dunlop St W - Annes St to Brock St	Cmty Safety & Trans	Asset Management	-	796,722	-	-	-	-	-	-	-	-	796,722
40226035	Dymond Dr - Orvis St to Garrard Rd	Cmty Safety & Trans	Asset Management	-	186,462	-	-	-	-	-	-	-	-	186,462
40236030	Eberlee Ct - Dorvis St to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	91,044	-	-	-	-	-	-	-	-	91,044
40246053	Emmett Pl - Kilbride to Kilbride	Cmty Safety & Trans	Asset Management	-	624,000	-	-	-	-	-	-	-	-	624,000
40216027	Ennisclare Pl - Fallingbrook St to End	Cmty Safety & Trans	Asset Management	-	-	533,834	-	-	-	-	-	-	-	533,834
40246033	Evaleigh Ct - Crawforth St to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	-	203,612	-	-	-	-	-	-	-	203,612
40256027	Fallon Ct - Boychyn Dr to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	-	142,839	-	-	-	-	-	-	-	142,839
40226032	Fieldview Cres - Mayflower St to Mayflower St	Cmty Safety & Trans	Asset Management	-	274,514	-	-	-	-	-	-	-	-	274,514
40246030	Forest Heights St - Yorkshire to Willowbrook Dr	Cmty Safety & Trans	Asset Management	-	1,056,000	-	-	-	-	-	-	-	-	1,056,000
40351701	Future Resurfacing Needs	Cmty Safety & Trans	Asset Management	-	-	-	2,606,785	4,834,200	4,834,200	4,834,200	4,834,200	4,834,200	4,834,200	31,611,985
40236022	Gadsby Dr - Evergreen Dr to Garrard Rd	Cmty Safety & Trans	Asset Management	530,500	-	-	-	-	-	-	-	-	-	530,500
40226040	Garden St - Consumers Dr to 180m South of Burns St	Cmty Safety & Trans	Growth Related	-	575,000	-	-	-	-	-	-	-	-	575,000
40236049	Garden St - Dundas to Mary	Cmty Safety & Trans	Growth Related	-	-	488,830	-	-	-	-	-	-	-	488,830
40226034	Garden St - Manning to Dryden	Cmty Safety & Trans	Growth Related	-	-	2,198,065	-	-	-	-	-	-	-	2,198,065
40216019	Garden St - Martinet to Manning	Cmty Safety & Trans	Growth Related	-	1,026,000	-	-	-	-	-	-	-	-	1,026,000
40216029	Garden St - Mary to Martinet	Cmty Safety & Trans	Growth Related	-	882,000	-	-	-	-	-	-	-	-	882,000
40316001	Garden St - Taunton Rd to Robert Attersley Dr	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	973,746	-	973,746
40311701	Garrard Rd - Dundas to Rossland	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	2,284,275	-	2,284,275
40276024	Garrard Rd - Rossland to Taunton	Cmty Safety & Trans	Growth Related	-	-	-	-	2,146,385	-	-	-	-	-	2,146,385
40286001	Garrard Rd - Taunton Rd to Birchpark Dr	Cmty Safety & Trans	Growth Related	-	-	-	-	-	350,134	-	-	-	-	350,134
40236034	Goldfinch St - Kilberry Dr to End of Rd	Cmty Safety & Trans	Asset Management	-	63,650	-	-	-	-	-	-	-	-	63,650
40236059	Goldring Dr - Goodfellow St to McQuay Blvd	Cmty Safety & Trans	Asset Management	404,000	-	-	-	-	-	-	-	-	-	404,000
40236060	Goodfellow St - McQuay Blvd to Cul de Sac	Cmty Safety & Trans	Asset Management	334,000	-	-	-	-	-	-	-	-	-	334,000
40256004	Gordon St - Victoria to End of Rd	Cmty Safety & Trans	Growth Related	-	-	499,649	-	-	-	-	-	-	-	499,649
40316026	Green St - Dunlop St E to Dundas St E	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	280,959	-	280,959
40246026	Greenbush Pl - Forest Heights St to end	Cmty Safety & Trans	Asset Management	-	-	395,714	-	-	-	-	-	-	-	395,714
40236061	Habitant Cres - Holliday Dr to Holliday Dr	Cmty Safety & Trans	Asset Management	561,000	-	-	-	-	-	-	-	-	-	561,000
40246035	Hanover Ct - Bonacord Ave to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	-	217,539	-	-	-	-	-	-	-	217,539
40246025	Hawley Cres - Canadian Oaks to Canadian Oaks	Cmty Safety & Trans	Asset Management	-	-	545,689	-	-	-	-	-	-	-	545,689
40246027	Hazelwood Dr - Scott St to Manning Rd	Cmty Safety & Trans	Asset Management	-	-	247,465	-	-	-	-	-	-	-	247,465
40216039	Henderson Dr - Bassett Blvd to Rice Dr	Cmty Safety & Trans	Asset Management	-	-	689,679	-	-	-	-	-	-	-	689,679
40226024	Hialeah Cres - Canadian Oaks Dr to Canadian Oaks Dr	Cmty Safety & Trans	Asset Management	831,300	-	-	-	-	-	-	-	-	-	831,300
40256032	Hickory St N - Mary St E to Regency Cres	Cmty Safety & Trans	Asset Management	-	-	164,363	-	-	-	-	-	-	-	164,363
40206022	Jacob Dr - Renfield Cres to McQuay Blvd	Cmty Safety & Trans	Asset Management	-	415,000	-	-	-	-	-	-	-	-	415,000
40226031	Kathleen St - Dundas St E to Crawforth St	Cmty Safety & Trans	Asset Management	270,100	-	-	-	-	-	-	-	-	-	270,100
40331701	Kendalwood - Burns to Dundas	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	1,294,875	-	1,294,875
40276022	Kenyon Ct - Stafford Cres to Cul-de-sac	Cmty Safety & Trans	Asset Management	229,800	-	-	-	-	-	-	-	-	-	229,800
40236032	Kilberry Dr - Beech St E to Garden St	Cmty Safety & Trans	Asset Management	-	307,662	-	-	-	-	-	-	-	-	307,662
40256017	Mary St E - Hickory St to Garden St	Cmty Safety & Trans	Growth Related	-	-	499,074	-	-	-	-	-	-	-	499,074
40236062	Mattawa Ct - Frost to Cul de Sac	Cmty Safety & Trans	Asset Management	178,000	-	-	-	-	-	-	-	-	-	178,000
40226019	McClintock Ct - Resolute Cres to end	Cmty Safety & Trans	Asset Management	320,000	-	-	-	-	-	-	-	-	-	320,000
40296038	McKinney Dr - Taunton to Broadleaf Ave	Cmty Safety & Trans	Asset Management	-	-	354,853	-	-	-	-	-	-	-	354,853
40276018	Millstone Cres - Forest Heights to Forest Heights	Cmty Safety & Trans	Asset Management	-	-	-	-	398,246	-	-	-	-	-	398,246
40286030	Moore Ct - William Smith Dr to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	-	-	237,566	-	-	-	-	-	-	237,566
40236031	Murkar Cres - Burns St E to Burns St E	Cmty Safety & Trans	Asset Management	-	231,351	-	-	-	-	-	-	-	-	231,351
40326036	Parkview Blvd - Hazelwood Dr to Garrard Rd	Cmty Safety & Trans	Asset Management	-	288,095	-	-	-	-	-	-	-	-	288,095
40236037	Perry St - Mary St E to John St E	Cmty Safety & Trans	Asset Management	-	119,474	-	-	-	-	-	-	-	-	119,474
40206023	Renfield Cres - McQuay Blvd to McQuay Blvd	Cmty Safety & Trans	Asset Management	-	775,000	-	-	-	-	-	-	-	-	775,000
40236064	Resurfacing - Soils, Surveys, Lands	Cmty Safety & Trans	Asset Management	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	63,305	633,050
40256035	Reynolds St - Gilbert St to Dundas St	Cmty Safety & Trans	Asset Management	-	-	303,404	-	-	-	-	-	-	-	303,404
40256024	Ribblesdale Dr - Manning Rd to Anderson St	Cmty Safety & Trans	Asset Management	-	-	325,388	-	-	-	-	-	-	-	325,388
40216037	Rice Dr - Bassett Blvd to Henderson Dr	Cmty Safety & Trans	Asset Management	-	-	594,837	-	-	-	-	-	-	-	594,837
40246054	Rolling Acres - Headlands to Brownell	Cmty Safety & Trans	Asset Management	-	450,000	-	-	-	-	-	-	-	-	450,000
40236063	Rothean Dr - McQuay Blvd to Roan Dr	Cmty Safety & Trans	Asset Management	776,000	-	-	-	-	-	-	-	-	-	776,000

Town of Whitby  
2023-2032 Capital Project Detail Report

**Capital Costs - Urban Road Resurfacing Program**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
40236025	Sandpiper Ct - Beech St E to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	113,834	-	-	-	-	-	-	-	-	113,834
40246034	Scott St - Dundas St E to Manning Rd	Cmty Safety & Trans	Asset Management	-	1,200,000	-	-	-	-	-	-	-	-	1,200,000
40366001	South Blair St - Watson St E to Victoria St E	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	748,380	-	748,380
40226025	Sunny Rose Ct - Kerrigan Dr to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	222,143	-	-	-	-	-	-	-	-	222,143
40306006	Thickson Rd - Wentworth St to End of Rd	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	781,069	-	-	781,069
40236035	Toms Ct - Gadsby Dr to Cul-de-sac	Cmty Safety & Trans	Asset Management	138,100	-	-	-	-	-	-	-	-	-	138,100
40301702	Twin Streams - Baycliffe to Cochrane	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	1,076,876	-	-	1,076,876
40236036	Viceregal Ct - Hialeah Cres to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	84,253	-	-	-	-	-	-	-	-	84,253
40266014	Walnut St W - Cochrane St to Brock St	Cmty Safety & Trans	Asset Management	-	-	-	795,801	-	-	-	-	-	-	795,801
40226030	Walton Ct - Donovan Cres to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	124,653	-	-	-	-	-	-	-	-	124,653
40306010	Warren Rd - Hopkins St to end of road	Cmty Safety & Trans	Asset Management	-	-	-	189,800	-	-	-	-	-	-	189,800
40246055	Waterdown Cres - Winterberry Dr to Winterberry Dr	Cmty Safety & Trans	Asset Management	-	558,000	-	-	-	-	-	-	-	-	558,000
40286029	William Smith Dr - Thickson Rd to Wentworth St	Cmty Safety & Trans	Asset Management	-	-	-	889,148	-	-	-	-	-	-	889,148
40226029	Willowbrook Dr - Garden St to Brookwood Blvd	Cmty Safety & Trans	Asset Management	-	443,595	-	-	-	-	-	-	-	-	443,595
40276025	Wyndfield Cres - Bradley Dr to Bradley Dr	Cmty Safety & Trans	Asset Management	-	-	572,853	-	-	-	-	-	-	-	572,853
40256022	Yarmouth Ct - Ardwick St to Cul-de-sac	Cmty Safety & Trans	Asset Management	-	-	126,265	-	-	-	-	-	-	-	126,265
<b>Total Capital Cost</b>				<b>7,386,605</b>	<b>13,481,202</b>	<b>23,900,749</b>	<b>8,058,497</b>	<b>10,033,498</b>	<b>8,976,073</b>	<b>10,845,068</b>	<b>9,169,903</b>	<b>12,369,671</b>	<b>4,897,505</b>	<b>109,118,771</b>

**Corporate Financing - Urban Road Resurfacing Program**

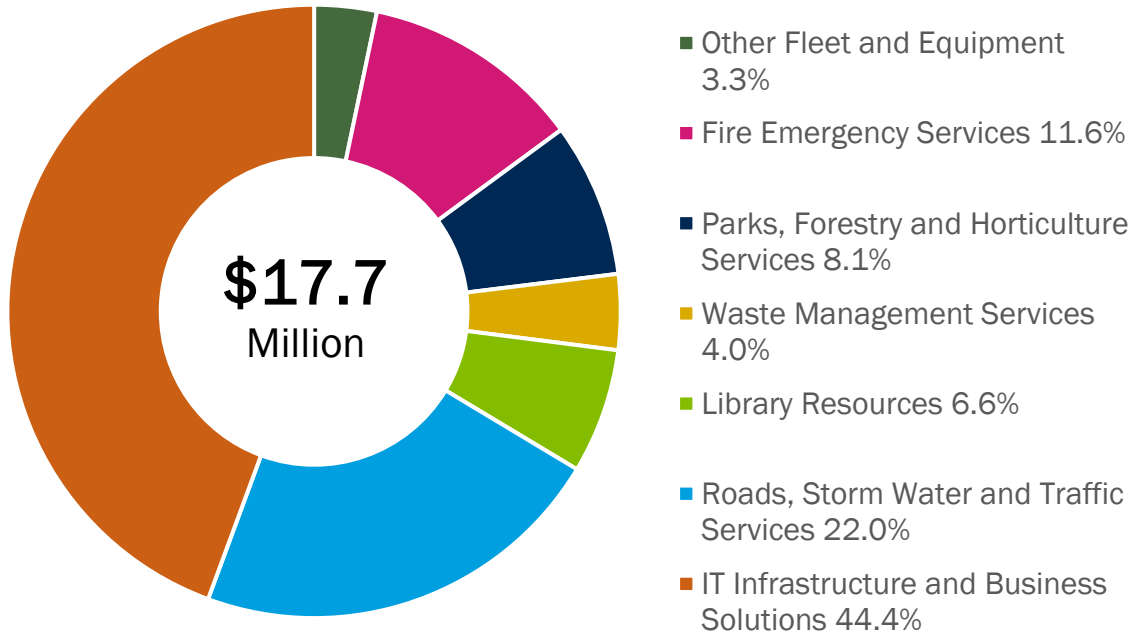
Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,359,025	5,796,181	3,537,608	650,313	944,971	546,725	546,725	546,725	546,725	546,725	15,021,723
	Canada Community Building Reserve Fund	5,709,330	7,026,226	13,939,584	6,004,225	4,350,780	4,350,780	4,350,780	4,350,780	4,350,780	4,350,780	58,784,045
	Subtotal	7,068,355	12,822,407	17,477,192	6,654,538	5,295,751	4,897,505	4,897,505	4,897,505	4,897,505	4,897,505	73,805,768
Growth Reserves	Growth Capital Reserve Fund	150,750	312,061	4,698,500	1,087,860	4,263,973	3,670,712	5,352,807	3,731,974	6,724,947	-	29,993,584
	DC - Roads & Rel Townwide Reserve Fund	167,500	346,734	1,685,184	316,099	473,774	407,856	594,756	414,665	747,219	-	5,153,787
	Subtotal	318,250	658,795	6,383,684	1,403,959	4,737,747	4,078,568	5,947,563	4,146,639	7,472,166	-	35,147,371
Program Reserves	Future Specified - Sub	-	-	39,873	-	-	-	-	125,759	-	-	165,632
<b>Total Corporate Financing</b>		<b>7,386,605</b>	<b>13,481,202</b>	<b>23,900,749</b>	<b>8,058,497</b>	<b>10,033,498</b>	<b>8,976,073</b>	<b>10,845,068</b>	<b>9,169,903</b>	<b>12,369,671</b>	<b>4,897,505</b>	<b>109,118,771</b>

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# Fleet and Equipment Assets

## 2023 Total Capital Budget Investment

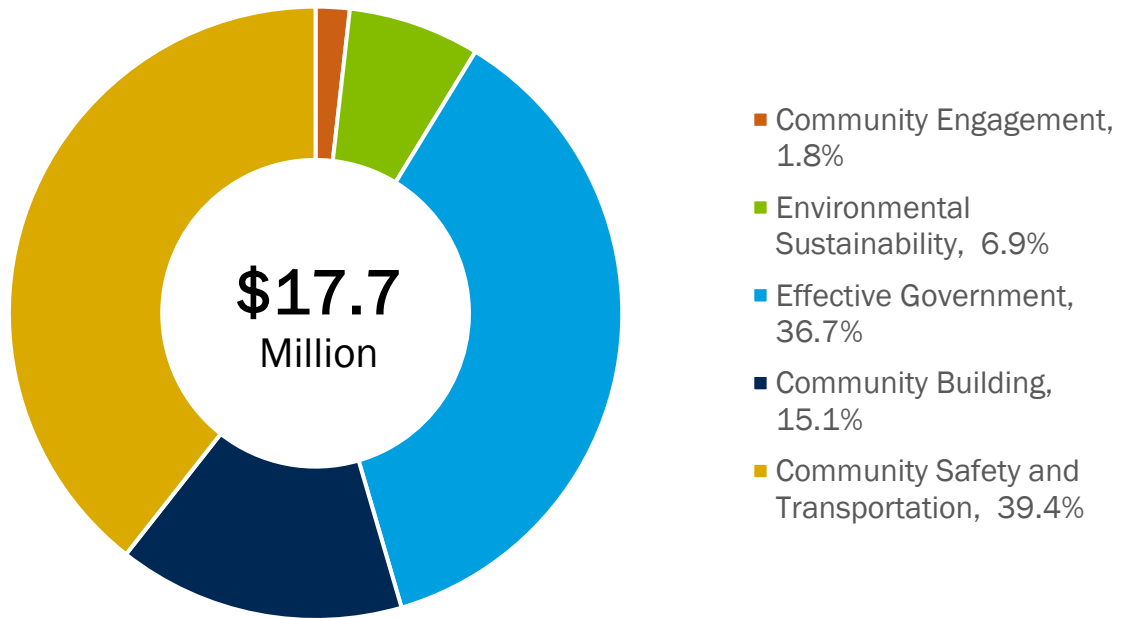


Capital Budget Funding: 85% Tax Based Reserves, 14% Development Charges, 1% Other Reserves, <1% External Contributions  
Capital Budget Allocation: 60% Asset Management Projects and 40% Growth Related Projects

## 2023 Long Term Debt

No long-term debt projects in 2023.

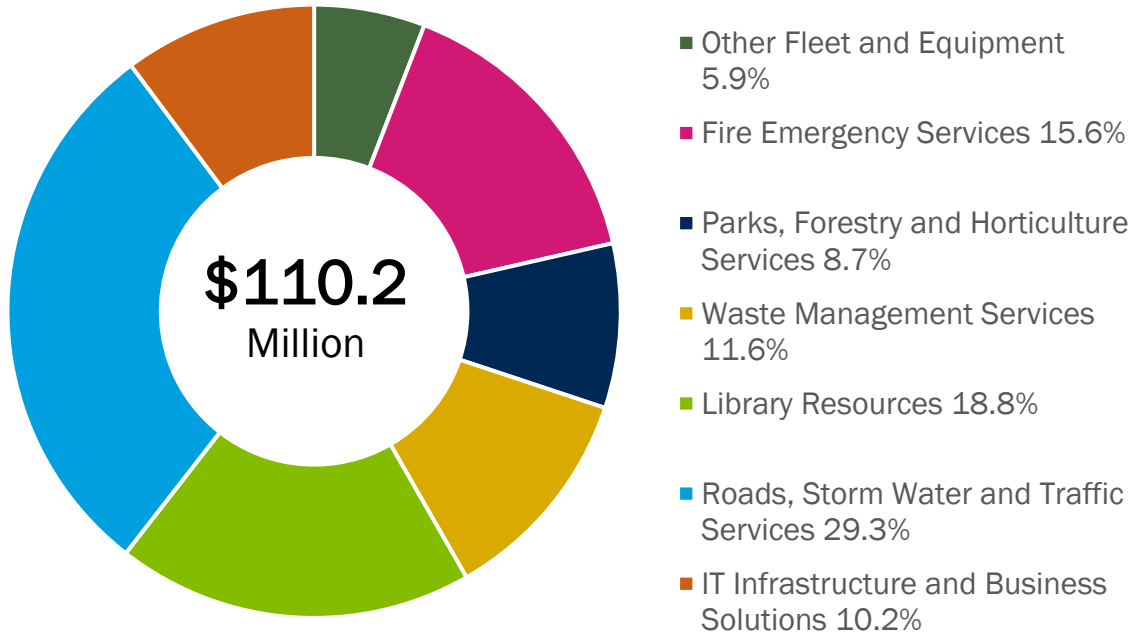
## 2023 Business Plan Themes



## 2023 Key Budget Highlights

- Replacement of 5 Single Axle Dump Trucks with Plow & Wing and 4 Tandem Axle Dump Trucks with Plow & Wing, \$2.8 million.
- Replacement of Fire Pumper, \$1.8 million.
- Replacement of 2 Waste Rear Loader Trucks, \$0.7 million.
- Library Collection Material Replacement, \$0.8 million.
- Replacement of 4 Wide Cut Mowers, \$0.5 million.
- Enterprise Resource Planning Project (multi-year project) for lifecycle replacement of the outdated HR System, Financial Accounting System, Purchasing System and Financial Planning System, \$4 million.

## 2023-2032 Capital Plan Forecast



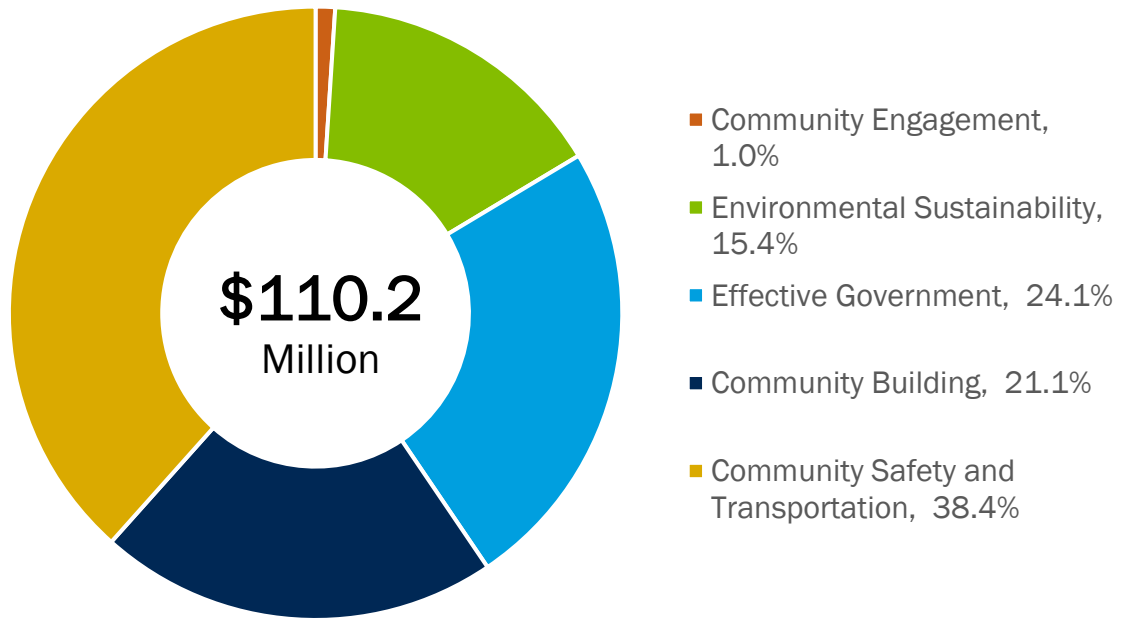
Capital Plan Funding: 80% Tax Based Reserves, 17% Development Charges, 3% Other Reserves, <1% External Contributions

Capital Plan Allocation: 75% Asset Management Projects, 25% Growth Related Projects

### Asset Management Fast Facts

- The 2022 Asset Management Plan includes overall asset condition assessments of good for fire equipment, fair for fleet assets, fair for the municipal information system assets and good for library resources with a total replacement value of \$61 million.
- The Town currently owns and maintains:
  - 25 waste management trucks, 84 pieces of construction equipment, 43 trailers and trailer-mounted equipment, 208 pieces of lawn care and forestry equipment.
  - 85 passenger vehicles, 77 pieces of garage and shop equipment, 39 pieces of winter control equipment, and 11 pieces of arena equipment.
  - 13 fire trucks, 1,128 items of fire PPE, and 256 items of other fire equipment.
  - The library and archival collections have 277,961 items, and 879 pieces of equipment.
  - 229 network devices, 25 servers, 913 workstations, 574 active email accounts, and 29.7 kilometers of IT infrastructure.

## 2023-2032 Business Plan Themes



## Growth Forecast Highlights (2023-2032)

- Three (3) Parks Wide Cut Mowers \$0.5 million (2023-2030)
- Six (6) Single Axle Dump Trucks with Plow and Wing \$1.7 million (2023-2031)
- Library Collection Expansion \$3.3 million (2023-2032)
- Enterprise Resource Planning (ERP) \$5.2 million (2024-2027)
- Two (2) Tandem Dump Trucks with Plow, Wing and Sander \$0.7 million (2024-2032)
- Six (6) additional Garbage Packers \$2.1 million (2025-2030)
- Four (4) additional Sidewalk Plow and Sanders \$0.6 million (2025-2031)
- Street Sweeper \$0.4 million (2026)
- Snow Melter \$0.8 million (2031)

## 2023 Total Capital Budget and Forecast – Fleet and Equipment Assets

(\$ in Thousands)	2023	2024	2025	2026-2032	Total
10PG5601 Enterprise Resource Planning Project	\$4,000	\$0	\$0	\$1,150	\$5,150
55PA2901 Events Equipment	\$10	\$0	\$0	\$30	\$40
30PA2301 Fire and Emergency Services Fleet and Equipment	\$2,061	\$209	\$2,808	\$12,085	\$17,162
10PA5601 Information Technology - Business Solutions	\$2,045	\$2,027	\$1,165	\$7,489	\$12,725
10PA5501 Information Technology - Infrastructure	\$1,829	\$1,408	\$1,438	\$9,715	\$14,390
54PA2001 Legal and Enforcement Services Fleet and Equipment	\$8	\$35	\$6	\$87	\$136
90PA4101 Library Collection and Information Technology	\$1,168	\$1,303	\$1,165	\$9,163	\$12,799
30PA2006 Low Carbon Fleet Vehicles	\$523	\$625	\$424	\$4,051	\$5,623
30PA2103 Operations Centre Fleet and Equipment	\$42	\$153	\$28	\$430	\$654
30PA2401 Parks, Forestry and Horticulture Services Fleet and Equipment	\$1,299	\$1,282	\$302	\$4,617	\$7,500
30PA2601 Recreation, Facilities and Mechanical Services Fleet and Equipment	\$143	\$762	\$47	\$1,104	\$2,057
30PA2101 Roads, Construction & Storm Water Services Fleet and Equipment	\$3,718	\$1,661	\$1,639	\$9,173	\$16,191
30PA2102 Traffic Services Fleet and Equipment	\$187	\$149	\$1,269	\$2,930	\$4,534
30PA2501 Waste Management Services Fleet and Equipment	\$707	\$1,806	\$689	\$8,026	\$11,228
<b>Total</b>	<b>\$17,741</b>	<b>\$11,419</b>	<b>\$10,980</b>	<b>\$70,050</b>	<b>\$110,189</b>

Note: Numbers may not add due to rounding

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**10PG5601 Enterprise Resource Planning Project**

**Program Description**

The ERP project (called Project WISDOM) is a business and organizational transformation project that will automate key business processes and integrate corporate systems. The project will reduce the amount of manual work, create a holistic view of the enterprise information, enable efficient and effective decision making and allow the Town to adapt more quickly to changing external reporting and service delivery requirements.

**Capital Costs - Enterprise Resource Planning Project**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
10275602	ERP Phase 4	Effective Govt.	Growth Related	-	-	-	-	1,150,000	-	-	-	-	-	1,150,000
10140502	Special Project - Financial System/ERP	Effective Govt.	Growth Related	4,000,000	-	-	-	-	-	-	-	-	-	4,000,000
<b>Total Capital Cost</b>				<b>4,000,000</b>	-	-	-	<b>1,150,000</b>	-	-	-	-	-	<b>5,150,000</b>

**Corporate Financing - Enterprise Resource Planning Project**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Growth Reserves	Growth Capital Reserve Fund	3,360,000	-	-	-	1,150,000	-	-	-	-	-	4,510,000
	DC - Non Admin Op Fac Reserve Fund	640,000	-	-	-	-	-	-	-	-	-	640,000
	Subtotal	4,000,000	-	-	-	1,150,000	-	-	-	-	-	5,150,000
<b>Total Corporate Financing</b>		<b>4,000,000</b>	-	-	-	<b>1,150,000</b>	-	-	-	-	-	<b>5,150,000</b>

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**55PA2901 Events Equipment**

**Program Description**

The Events Equipment Program includes funds to be used for the replacement of Town Special Events equipment that has reached the end of its useful life.

**Capital Costs - Events Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
55237801	Special Events Assets (Replacement)	Cmty Engage & Comm	Asset Management	10,530	-	-	10,000	-	-	10,000	-	-	10,000	40,530
<b>Total Capital Cost</b>				<b>10,530</b>	-	-	<b>10,000</b>	-	-	<b>10,000</b>	-	-	<b>10,000</b>	<b>40,530</b>

**Corporate Financing - Events Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	10,530	-	-	10,000	-	-	10,000	-	-	10,000	40,530
<b>Total Corporate Financing</b>		<b>10,530</b>	-	-	<b>10,000</b>	-	-	<b>10,000</b>	-	-	<b>10,000</b>	<b>40,530</b>

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**30PA2301 Fire and Emergency Services Fleet and Equipment**

**Program Description**

The Fire and Emergency Services Fleet and Equipment program determines Fire Department vehicles and equipment requirements, including resources to support growth as well as maintenance and replacement of existing assets.

**Capital Costs - Fire and Emergency Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
10233101	Audio Visual Equipment	Cmty Safety & Trans	Asset Management	2,106	2,106	2,106	2,106	2,106	2,106	2,106	2,106	2,106	2,106	21,060
20263101	Breathing Apparatus	Cmty Safety & Trans	Asset Management	-	-	-	1,326,780	-	-	-	-	-	-	1,326,780
20253102	Defibrillation Equipment (Trucks)	Cmty Safety & Trans	Asset Management	-	-	52,650	-	-	-	-	-	-	-	52,650
20263102	Drying Unit	Cmty Safety & Trans	Asset Management	-	-	-	11,057	-	-	-	-	-	-	11,057
20233102	Emergency Response Equipment	Cmty Safety & Trans	Asset Management	71,604	71,604	71,604	71,604	71,604	76,869	76,869	76,869	76,869	76,869	742,365
20233103	FH(All) - Fitness Equipment	Cmty Safety & Trans	Asset Management	3,159	3,159	3,159	3,159	3,159	3,159	3,159	3,159	3,159	3,159	31,590
20253101	FH1 - Air Compressor	Cmty Safety & Trans	Asset Management	-	-	57,494	57,494	-	-	-	-	-	-	114,988
20283101	FH3 - Bunker Gear Extractors	Cmty Safety & Trans	Asset Management	-	-	-	-	-	11,688	-	-	-	-	11,688
20231302	FH5 - Bunker Gear Extractor	Cmty Safety & Trans	Asset Management	11,688	-	-	-	-	-	-	-	-	-	11,688
30232302	FIRE - 3/4 Ton and Accessories (Non Electric) Clean Cab Program	Cmty Safety & Trans	Growth Related	75,000	-	-	-	-	-	-	-	-	-	75,000
20252301	FIRE - A32 Aerial #2009143	Cmty Safety & Trans	Asset Management	-	-	2,500,000	-	-	-	-	-	-	-	2,500,000
30312301	FIRE - Command Centre #TBD (prev #2013680)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	121,095	-	121,095
30272301	FIRE - L35 Ladder #2018880	Cmty Safety & Trans	Asset Management	-	-	-	-	2,200,000	-	-	-	-	-	2,200,000
30282301	FIRE - P31 Pumper Truck #2020934	Cmty Safety & Trans	Asset Management	-	-	-	-	-	1,868,022	-	-	-	-	1,868,022
30322301	FIRE - P32 Pumper TBD Formerly #2012145	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	1,868,022	1,868,022
30242302	FIRE - P33 Pumper #2016147	Cmty Safety & Trans	Asset Management	1,762,942	-	-	-	-	-	-	-	-	-	1,762,942
30322302	FIRE - P34 Pumper #TBD (formerly #2016146)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	1,868,022	1,868,022
30302301	FIRE - Rescue 2020935 (R35)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	1,216,215	-	-	1,216,215
20273101	Fire - SCBA Cylinder Storage	Cmty Safety & Trans	Asset Management	-	-	-	-	2,211	-	-	-	-	-	2,211
20233104	Fire Protection Gear	Cmty Safety & Trans	Asset Management	87,610	87,610	87,610	106,564	87,610	87,610	87,610	87,610	87,610	87,610	895,054
20233105	Fire Training Equipment	Cmty Safety & Trans	Asset Management	-	33,170	33,170	33,170	33,170	33,170	33,170	33,170	33,170	33,170	298,530
20243101	Public Education - Display	Cmty Safety & Trans	Asset Management	-	5,581	-	-	-	-	-	-	-	-	5,581
20243102	Public Education - Portable Sound System	Cmty Safety & Trans	Asset Management	-	3,896	-	-	-	-	-	-	-	-	3,896
20233101	Radio Frequency Identification Equipment	Cmty Safety & Trans	Asset Management	45,000	-	-	-	-	-	-	-	-	-	45,000
20233106	SCBA Air Cylinders	Cmty Safety & Trans	Asset Management	1,725	1,725	-	5,175	-	3,450	1,725	-	94,875	-	108,675
<b>Total Capital Cost</b>				<b>2,060,834</b>	<b>208,851</b>	<b>2,807,793</b>	<b>1,617,109</b>	<b>2,399,860</b>	<b>2,086,074</b>	<b>204,639</b>	<b>1,419,129</b>	<b>418,884</b>	<b>3,938,958</b>	<b>17,162,131</b>

**Corporate Financing - Fire and Emergency Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,985,834	208,851	2,807,793	1,617,109	2,399,860	2,086,074	204,639	1,419,129	418,884	3,938,958	17,087,131
Growth Reserve	DC - Fire Services Reserve Fund	75,000	-	-	-	-	-	-	-	-	-	75,000
<b>Total Corporate Financing</b>		<b>2,060,834</b>	<b>208,851</b>	<b>2,807,793</b>	<b>1,617,109</b>	<b>2,399,860</b>	<b>2,086,074</b>	<b>204,639</b>	<b>1,419,129</b>	<b>418,884</b>	<b>3,938,958</b>	<b>17,162,131</b>



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**10PA5601 Information Technology - Business Solutions**

**Program Description**

IT business solutions budget is allocated to address costs related to corporate and departmental applications and tools, external resource and implementation assistance and licensing for software solutions, data sets and databases used in the delivery of Town services. Projects can be driven from increased usage demands, enhancements/ changes to the security model, changes in the service delivery processes, upgrading of existing solutions, integration work between business solutions and the need for new functionality. Projects are designed to ensure that staff have use of secure, reliable, robust and vendor supported tools to assist with the delivery of services.

2023 initiatives include various enterprise and departmental upgrades.

**Capital Costs - Information Technology - Business Solutions**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71231617	ALL - Facilities Software Implementation	Community Building	Asset Management	75,000	-	-	-	-	-	-	-	-	-	75,000
10225606	Agenda Management Solution Upgrade	Effective Govt.	Asset Management	-	-	-	-	50,000	-	-	-	-	-	50,000
10265502	Building Permit Portal Upgrade	Community Building	Asset Management	-	-	-	250,000	-	-	-	-	-	-	250,000
10245501	Enterprise Content Management Solution	Effective Govt.	Growth Related	-	400,000	-	-	-	-	-	-	-	-	400,000
10225605	Field Service Data Collection - Technology	Effective Govt.	Growth Related	-	92,000	-	-	-	-	-	-	-	-	92,000
10235604	IT Business Solutions Existing - Corporation	Effective Govt.	Asset Management	465,000	245,000	365,000	365,000	375,000	570,000	275,000	335,000	385,000	670,000	4,050,000
10235605	IT Business Solutions New/Expanded - Corporation	Effective Govt.	Growth Related	240,000	320,000	350,000	265,000	270,000	265,000	225,000	275,000	250,000	250,000	2,710,000
10235502	Integration Platform for Enterprise System	Effective Govt.	Growth Related	250,000	-	-	-	-	-	-	-	-	-	250,000
10255602	Parking Enforcement System Expansion	Cmty Safety & Trans	Growth Related	-	-	100,000	-	-	-	-	-	-	-	100,000
10245605	Route Planning Solution	Cmty Safety & Trans	Growth Related	-	150,000	-	-	-	-	-	-	-	-	150,000
10275501	Special Collections Solutions Upgrade	Enviro Sustainability	Asset Management	-	-	-	-	50,000	-	-	50,000	-	-	100,000
10245603	Special Project - AVL Solution	Cmty Safety & Trans	Asset Management	-	200,000	-	-	-	-	250,000	-	-	-	450,000
10235603	Special Project - Asset Management System Update	Effective Govt.	Asset Management	100,000	-	-	-	-	100,000	-	-	-	-	200,000
10265602	Special Project - Electronic Plans Review Solution Update	Community Building	Asset Management	-	-	-	150,000	-	-	-	-	150,000	-	300,000
10245606	Special Project - Fire NG 911 / Hexagon Upgrades	Cmty Safety & Trans	Asset Management	-	200,000	-	-	-	-	-	-	-	-	200,000
10235601	Special Project - Fleet System Update	Cmty Safety & Trans	Asset Management	-	250,000	-	-	250,000	-	-	250,000	-	-	750,000
10225601	Special Project - Future Technology Impacts	Effective Govt.	Asset Management	257,000	-	-	257,000	-	-	-	257,000	-	-	771,000
10245604	Special Project - Parking Software Update	Cmty Safety & Trans	Asset Management	-	50,000	-	-	50,000	-	-	50,000	-	-	150,000
10265601	Special Project - Security Software (Marina)	Community Building	Asset Management	-	-	-	16,000	-	-	-	-	-	-	16,000
10265501	Special Project - Security/Camera Hardware (Marina)	Community Building	Asset Management	-	-	-	21,000	-	-	-	-	-	-	21,000
10245601	Special Project - Vehicle Routing Optimization	Cmty Safety & Trans	Growth Related	-	120,000	-	-	-	-	-	-	-	-	120,000
10255501	Special Project - WIFI (Marina)	Community Building	Asset Management	-	-	-	40,000	-	-	-	-	40,000	-	80,000
10235606	Special Project - Website Re-development	Cmty Engage & Comm	Asset Management	257,500	-	-	-	-	-	-	-	-	-	257,500
10255601	Special Project - Website Redevelopment	Cmty Engage & Comm	Asset Management	-	-	275,000	-	-	-	257,500	-	-	-	532,500
10225604	Special Project - Work Order Module	Effective Govt.	Growth Related	350,000	-	-	-	-	-	-	-	-	-	350,000
10235602	Special Project - eServices Modules	Cmty Engage & Comm	Growth Related	50,000	-	75,000	-	50,000	-	25,000	-	100,000	-	300,000
<b>Total Capital Cost</b>				<b>2,044,500</b>	<b>2,027,000</b>	<b>1,165,000</b>	<b>1,364,000</b>	<b>1,095,000</b>	<b>935,000</b>	<b>1,032,500</b>	<b>1,217,000</b>	<b>925,000</b>	<b>920,000</b>	<b>12,725,000</b>

**Corporate Financing - Information Technology - Business Solutions**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,154,500	895,000	640,000	697,000	725,000	670,000	782,500	892,000	460,000	670,000	7,586,000
Growth Reserves	Growth Capital Reserve Fund	826,000	1,052,194	413,000	265,000	312,000	265,000	246,000	275,000	334,000	250,000	4,238,194
	DC - Non Admin Op Fac Reserve Fund	64,000	-	12,000	-	8,000	-	4,000	-	16,000	-	104,000
	DC - Operations Reserve Fund	-	29,806	-	-	-	-	-	-	-	-	29,806
	Subtotal	890,000	1,082,000	425,000	265,000	320,000	265,000	250,000	275,000	350,000	250,000	4,372,000
Program Reserves	Marina Reserve Fund	-	-	-	77,000	-	-	-	-	40,000	-	117,000
	Parking Reserve Fund	-	50,000	100,000	-	50,000	-	-	50,000	-	-	250,000
	Building Permit Reserve Fund	-	-	-	325,000	-	-	-	-	75,000	-	400,000
	Subtotal	-	50,000	100,000	402,000	50,000	-	-	50,000	115,000	-	767,000
<b>Total Corporate Financing</b>		<b>2,044,500</b>	<b>2,027,000</b>	<b>1,165,000</b>	<b>1,364,000</b>	<b>1,095,000</b>	<b>935,000</b>	<b>1,032,500</b>	<b>1,217,000</b>	<b>925,000</b>	<b>920,000</b>	<b>12,725,000</b>

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**10PA5501 Information Technology - Infrastructure**

**Program Description**

IT infrastructure budget is allocated to address costs related to hardware and software needs, external resource and implementation assistance and licensing required to maintain a secure robust corporate IT platform. Projects can be driven from increased usage demands, enhancements/ changes to the security model, changes in the service delivery processes, upgrading of existing technologies and the need for new functionality. Projects are designed to ensure that staff have use of secure, reliable, robust and vendor supported tools available to assist with the delivery of services.

2023 initiatives including the ongoing asset life cycle replacement for core technologies, additional security tools, services and enhancements to core networking infrastructure.

**Capital Costs - Information Technology - Infrastructure**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
10235503	Corporate IT Infrastructure (Asset Management)	Effective Govt.	Asset Management	<b>821,800</b>	664,500	1,153,300	1,499,500	923,400	1,113,300	1,034,200	1,302,000	1,617,000	1,232,000	11,361,000
10235201	Fire halls - Training Laptops and Screen	Cmty Safety & Trans	Growth Related	<b>100,000</b>	-	-	-	-	-	-	-	-	-	100,000
10245202	IT Asset Replacement - By-Law Enforcement (Parking)	Cmty Safety & Trans	Asset Management	-	33,000	-	-	36,800	-	-	36,800	-	-	106,600
10245203	IT Asset Replacement - Port Whitby Marina	Community Building	Asset Management	-	10,400	-	-	10,400	-	-	10,400	-	-	31,200
10245201	IT Asset Replacement - Building Department	Community Building	Asset Management	-	34,400	-	-	34,400	-	-	34,400	-	-	103,200
10235505	New Technology Assets	Effective Govt.	Asset Management	<b>20,000</b>	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000
10225202	Operations Centre Training Room Computers	Cmty Safety & Trans	Growth Related	<b>150,000</b>	-	-	-	-	-	-	-	-	-	150,000
10235501	Special Project - Fibre Optic	Effective Govt.	Asset Management	<b>15,000</b>	15,000	265,000	15,000	15,000	415,000	15,000	15,000	15,000	200,000	985,000
20235401	Special Project - Fire Portable Radio Replacement	Cmty Safety & Trans	Asset Management	<b>721,895</b>	-	-	-	-	-	-	-	-	-	721,895
10245402	Special Project - Fleet Portable Radio Replacement	Cmty Safety & Trans	Asset Management	-	630,730	-	-	-	-	-	-	-	-	630,730
<b>Total Capital Cost</b>				<b>1,828,695</b>	<b>1,408,030</b>	<b>1,438,300</b>	<b>1,534,500</b>	<b>1,040,000</b>	<b>1,548,300</b>	<b>1,069,200</b>	<b>1,418,600</b>	<b>1,652,000</b>	<b>1,452,000</b>	<b>14,389,625</b>

**Corporate Financing - Information Technology - Infrastructure**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>1,578,695</b>	1,373,630	1,438,300	1,534,500	1,005,600	1,548,300	1,069,200	1,384,200	1,652,000	1,452,000	14,036,425
Growth Reserves	Growth Capital Reserve Fund	<b>250,000</b>	-	-	-	-	-	-	-	-	-	250,000
Program Reserves	Building Permit Reserve Fund	-	34,400	-	-	34,400	-	-	34,400	-	-	103,200
<b>Total Corporate Financing</b>		<b>1,828,695</b>	<b>1,408,030</b>	<b>1,438,300</b>	<b>1,534,500</b>	<b>1,040,000</b>	<b>1,548,300</b>	<b>1,069,200</b>	<b>1,418,600</b>	<b>1,652,000</b>	<b>1,452,000</b>	<b>14,389,625</b>

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**54PA2001 Legal and Enforcement Services Fleet and Equipment**

**Program Description**

Legal and Enforcement Services fleet and equipment support a variety of purposes, including: education, enforcement of regulatory and licensing by-laws.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Legal and Enforcement Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
54232901	BYLW - Two Bicycles (replacement)	Cmty Safety & Trans	Asset Management	-	2,211	-	-	-	-	2,211	-	-	-	4,422
54238001	LES - Ballistic Vests (additional)	Cmty Safety & Trans	Growth Related	<b>6,318</b>	-	-	-	4,212	-	-	-	-	-	10,530
54238003	LES - Ballistic Vests (replacement)	Cmty Safety & Trans	Asset Management	<b>2,106</b>	32,432	5,897	2,106	2,106	2,106	21,060	2,106	2,106	2,106	74,131
30322003	WAS - Van #TBD (formerly #1012110)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	46,990	46,990
<b>Total Capital Cost</b>				<b>8,424</b>	<b>34,643</b>	<b>5,897</b>	<b>2,106</b>	<b>6,318</b>	<b>2,106</b>	<b>23,271</b>	<b>2,106</b>	<b>2,106</b>	<b>49,096</b>	<b>136,073</b>

**Corporate Financing - Legal and Enforcement Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>2,106</b>	34,643	5,897	2,106	2,106	2,106	23,271	2,106	2,106	49,096	125,543
Growth Reserves	DC - By-Law Enforcement Reserve Fund	<b>6,318</b>	-	-	-	4,212	-	-	-	-	-	10,530
<b>Total Corporate Financing</b>		<b>8,424</b>	<b>34,643</b>	<b>5,897</b>	<b>2,106</b>	<b>6,318</b>	<b>2,106</b>	<b>23,271</b>	<b>2,106</b>	<b>2,106</b>	<b>49,096</b>	<b>136,073</b>

Town of Whitby  
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**90PA4101 Library Collection and Information Technology**

**Program Description**

Technology services include the library catalogue which involves the following systems: email and phone holds notifications, cataloguing, circulation and staff searching, an RFID material identification and security system, and self-checkout.

Other technology includes: integrated remote and in-library print and copy management, public internet and computing access and scanning, public and staff Wi-Fi networks, circulating mobile Wi-Fi hotspots, digital signage, tablets for e-learning, an independent network and security appliance and hardware and software for accessibility supports, microfilm use and 3D printing.

Collection items include print and audiovisual materials, including alternate formats for those with print disabilities, digital content such as research and learning databases, e-books and e-magazines, downloadable and streaming music and video, and our historical newspaper and photograph collection. The collection is renewed on a regular basis with new materials to replace older items that are worn out, outdated, or no longer relevant to the community. Funding is required to maintain existing service levels as community demand for library resources remains high and the collection items reach the end of their life cycle. Library Collection Expansion will accommodate increased demand in service due to growth. This was included in the Development Charges Background Study and will assist the Library in maintaining existing levels of service as the Town population grows.

**Capital Costs - Library Collection and Information Technology**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71261504	CPL - D1010 Software	Community Building	Asset Management	-	-	-	55,000	-	-	-	-	-	-	55,000
90245303	Computing Devices - Brooklin	Community Building	Asset Management	-	25,000	-	-	-	-	25,000	-	-	-	50,000
90235301	Computing Devices - Central	Community Building	Asset Management	32,000	68,000	-	-	-	32,000	68,000	-	-	-	200,000
90235302	Computing Devices - Rossland	Community Building	Asset Management	5,800	69,000	-	-	-	5,800	69,000	-	-	-	149,600
90245301	Digital Signage TV - Brooklin	Community Building	Asset Management	-	4,200	-	-	-	-	-	-	-	-	4,200
90294101	Digital Signage TV - Central	Community Building	Asset Management	-	-	-	-	-	-	8,400	-	-	-	8,400
90245302	Digital Signage TV - Rossland	Community Building	Asset Management	-	4,200	-	-	-	-	-	-	-	-	4,200
90235101	Domain Controller	Community Building	Asset Management	10,200	-	-	-	-	10,200	-	-	-	-	20,400
90265101	Horizon & Horizon Info Portal Servers	Community Building	Asset Management	-	-	-	27,900	-	-	-	-	27,900	-	55,800
90274101	Library - Print/Scan Devices	Community Building	Asset Management	-	-	-	-	21,000	20,000	-	20,000	-	20,000	81,000
90234002	Library Collection Expansion	Community Building	Growth Related	255,000	255,000	255,000	355,000	355,000	355,000	355,000	355,000	355,000	355,000	3,250,000
90234001	Library Collection Material Replacement	Community Building	Asset Management	851,700	851,700	851,700	851,700	851,700	851,700	851,700	851,700	851,700	851,700	8,517,000
90255601	Library Security Appliance Upgrade (Firewall)	Community Building	Asset Management	-	-	8,500	-	-	8,500	-	-	8,500	-	25,500
90235102	Mail Server - Webserver/Digital Signage/Intranet Server	Community Building	Asset Management	5,100	-	-	-	-	5,100	-	-	-	-	10,200
90215306	Meeting Room TV - Brooklin	Community Building	Asset Management	4,200	-	-	-	-	-	-	-	4,200	-	8,400
90265301	Meeting Room TVs - Central	Community Building	Asset Management	-	-	-	33,000	-	-	-	-	-	-	33,000
90245501	Network Switch Replacement - Brooklin	Community Building	Asset Management	-	4,900	-	-	-	-	4,900	-	-	-	9,800
90245503	Network Switch Replacement - Central	Community Building	Asset Management	-	10,700	-	-	-	-	10,700	-	-	-	21,400
90245502	Network Switch Replacement - Rossland	Community Building	Asset Management	-	2,000	-	-	-	-	2,000	-	-	-	4,000
90205601	Network Switches License (5-year) - Central	Community Building	Asset Management	2,100	-	1,800	-	-	2,100	-	1,800	-	-	7,800
90235601	Network Switches License (5-year) - Rossland	Community Building	Asset Management	500	-	-	-	-	500	-	-	-	-	1,000
90235602	Network Switches Licenses (5-year) - Brooklin	Community Building	Asset Management	900	-	-	-	-	900	-	-	-	-	1,800
90245201	OPAC Public Catalogue Computers - Brooklin	Community Building	Asset Management	-	6,500	-	-	-	-	-	-	4,500	-	11,000
90284101	OPAC Public Catalogue Computers - Central	Community Building	Asset Management	-	-	-	-	-	8,000	-	-	-	-	8,000
90245202	OPAC Public Catalogue Computers - Rossland	Community Building	Asset Management	-	1,900	-	-	-	-	-	-	-	-	1,900
90264101	Program/Outreach/EduGame iPads - Rossland, Brooklin, Central	Community Building	Asset Management	-	-	-	15,500	-	-	-	15,500	-	-	31,000
90285601	RFID Hardware and Software	Community Building	Asset Management	-	-	-	-	-	9,000	-	-	-	-	9,000
90255501	RFID Security Gates - Central	Community Building	Asset Management	-	-	25,000	-	-	-	-	-	-	-	25,000
90324101	Security System Upgrades	Community Building	Asset Management	-	-	-	-	-	-	-	-	-	35,000	35,000
90275501	Self Checkout Hardware - All Branches	Community Building	Asset Management	-	-	-	-	-	-	100,000	-	-	-	100,000
90265401	Telephone Messaging Server (ARNIE)	Community Building	Asset Management	-	-	-	6,500	-	-	-	-	-	-	6,500
90255502	Wi-Fi Access Points - All Branches	Community Building	Asset Management	-	-	22,600	-	-	-	-	-	22,600	-	45,200
90275502	Windows Server	Community Building	Asset Management	-	-	-	-	3,700	-	-	-	-	3,700	7,400
<b>Total Capital Cost</b>				<b>1,167,500</b>	<b>1,303,100</b>	<b>1,164,600</b>	<b>1,344,600</b>	<b>1,231,400</b>	<b>1,308,800</b>	<b>1,494,700</b>	<b>1,244,000</b>	<b>1,274,400</b>	<b>1,265,400</b>	<b>12,798,500</b>

**Corporate Financing - Library Collection and Information Technology**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	862,500	998,100	859,600	939,600	826,400	903,800	1,089,700	839,000	869,400	910,400	9,098,500
Growth Reserves	DC - Library Reserve Fund	255,000	255,000	255,000	355,000	355,000	355,000	355,000	355,000	355,000	355,000	3,250,000
External Contributions	External Recovery	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	450,000
<b>Total Corporate Financing</b>		<b>1,167,500</b>	<b>1,303,100</b>	<b>1,164,600</b>	<b>1,344,600</b>	<b>1,231,400</b>	<b>1,308,800</b>	<b>1,494,700</b>	<b>1,244,000</b>	<b>1,274,400</b>	<b>1,265,400</b>	<b>12,798,500</b>

Town of Whitby  
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**30PA2006 Low Carbon Fleet Vehicles**

**Program Description**

In response to the Town's declaration of Climate Change as an Emergency and to meet the Zero Carbon Whitby goal of 100% elimination of greenhouse gas emissions by 2045, the Town will need to transition its entire fleet to zero-carbon alternatives. This is achieved through electrification and fuel switching of the Town's fleet vehicles to eliminate gasoline and diesel consumption. Replacement technology could include:

- Electric vehicles (EVs), which have a battery instead of a gasoline tank, and an electric motor instead of an internal combustion engine,
- Plug-in hybrid electric vehicles (PHEVs) are a combination of gasoline and electric vehicles, so they have a battery, an electric motor, a gasoline tank, and an internal combustion engine,
- Hydrogen fueled technology,
- Other alternative and innovative technology.

It is important to note that non-PHEV hybrids are not classified as a low-carbon alternative. Vehicles identified will be replaced with low-carbon alternatives only where suitable technology exists to meet service delivery needs.

**Capital Costs - Low Carbon Fleet Vehicles**

		Corporate Business												
Project ID	Name	Plan Theme	Project Classifier	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30232006	BLDG - Building Inspector Vehicle Hybrid SUV	Enviro Sustainability	Growth Related	48,500	-	-	-	-	-	-	-	-	-	48,500
30258401	BLDG - Vehicle #4115758	Enviro Sustainability	Asset Management	-	-	49,854	-	-	-	-	-	-	-	49,854
30258402	BLDG - Vehicle #4115759	Enviro Sustainability	Asset Management	-	-	49,854	-	-	-	-	-	-	-	49,854
30258403	BLDG - Vehicle #4115760	Enviro Sustainability	Asset Management	-	-	49,854	-	-	-	-	-	-	-	49,854
30262007	BLDG - Vehicle #4119915	Enviro Sustainability	Asset Management	-	-	-	-	-	-	49,854	-	-	-	49,854
30262008	BLDG - Vehicle #4119916	Enviro Sustainability	Asset Management	-	-	-	-	-	-	49,854	-	-	-	49,854
54232002	BYLW - Vehicle and Equipment (additional)	Enviro Sustainability	Growth Related	49,854	-	-	-	-	-	-	-	-	-	49,854
54272001	BYLW - Vehicle with Equipment (additional)	Enviro Sustainability	Growth Related	-	-	-	-	49,854	-	-	-	-	-	49,854
30232003	CONS - 1/2 Ton 4x4 Truck (Electric)	Enviro Sustainability	Growth Related	75,000	-	-	-	-	-	-	-	-	-	75,000
30232004	CONS - 1/2 Ton 4x4 Truck (Electric)	Enviro Sustainability	Growth Related	75,000	-	-	-	-	-	-	-	-	-	75,000
71238801	FACI - 1/2 Ton Truck #7413653 (Electric)	Enviro Sustainability	Asset Management	75,000	-	-	-	-	-	-	-	-	-	75,000
71248801	FACI - 1/2 Ton Truck #7414703 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30242301	FIRE - 1/2 Ton Truck #2016765 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30312004	FIRE - C31 Vehicle #TBD (prev #2018890)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	49,854	-	49,854
30282002	FIRE - C32 Vehicle #2019818	Enviro Sustainability	Asset Management	-	-	-	-	-	49,854	-	-	-	-	49,854
30292002	FIRE - C33 Vehicle #2019819	Enviro Sustainability	Asset Management	-	-	-	-	-	-	49,854	-	-	-	49,854
30262001	FIRE - C34 Van #2017155	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
30232002	FIRE - FP 35 Vehicle #2013011	Enviro Sustainability	Asset Management	49,854	-	-	-	-	-	-	-	-	-	49,854
30292003	FIRE - FP31 Vehicle #2019917	Enviro Sustainability	Asset Management	-	-	-	-	-	-	49,854	-	-	-	49,854
20268402	FIRE - FP32 Vehicle #2016149	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
20268401	FIRE - FP33 Vehicle #2016148	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
30272002	FIRE - FP36 Van #2017154	Enviro Sustainability	Asset Management	-	-	-	-	49,854	-	-	-	-	-	49,854
30292301	FIRE - P35 Pumper Truck #2020933 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	1,900,000	-	-	-	1,900,000
30272303	FIRE - TR31 Vehicle #2017152	Enviro Sustainability	Asset Management	-	-	-	-	49,854	-	-	-	-	-	49,854
30272302	FIRE - TR33 Vehicle #2017151	Enviro Sustainability	Asset Management	-	-	-	-	49,854	-	-	-	-	-	49,854
30312002	FORE - 1/2 Ton Truck #TBD (prev #7111557) (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	75,000	-	75,000
30248804	FORE - 4x4 Truck with Plow #7114532 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30262405	FORE - 4x4 Truck with Plow #7116769 (Electric)	Enviro Sustainability	Asset Management	-	-	-	75,000	-	-	-	-	-	-	75,000
20212002	Fire Vehicle (additional)	Enviro Sustainability	Growth Related	-	49,854	-	-	-	-	-	-	-	-	49,854
20232301	Fire Vehicle (additional)	Enviro Sustainability	Growth Related	-	49,854	-	-	-	-	-	-	-	-	49,854
20242301	Fire Vehicle (additional)	Enviro Sustainability	Growth Related	-	-	-	-	-	49,854	-	-	-	-	49,854
20258401	Fire Vehicle (additional)	Enviro Sustainability	Growth Related	-	-	49,854	-	-	-	-	-	-	-	49,854
30242403	HORT - 1/2 Ton 4x4 Truck #7614726 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
71238803	MECH - Van #7513648 (Electric)	Enviro Sustainability	Asset Management	75,000	-	-	-	-	-	-	-	-	-	75,000
71238802	MECH - Van #7513649 (Electric)	Enviro Sustainability	Asset Management	75,000	-	-	-	-	-	-	-	-	-	75,000
30272003	MECH - Van #7517846 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	75,000	-	-	-	-	-	75,000
30272004	MECH - Van #7517847 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	75,000	-	-	-	-	-	75,000
30248801	OPER - 1/2 Ton Truck #3514702 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30282003	OPER - 1/2 Ton Truck #3519907 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	75,000	-	-	-	-	75,000
30282004	OPER - 1/2 Ton Truck #3519909 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	75,000	-	-	-	-	75,000
30292007	OPER - 1/2 Ton Truck #TBD (prev #3509521) (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	75,000	-	-	75,000
30302002	OPER - 1/2 Ton Truck #TBD (prev #3510548) (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	75,000	-	75,000

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**Capital Costs - Low Carbon Fleet Vehicles**

		Corporate Business												
Project ID	Name	Plan Theme	Project Classifier	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30262002	OPER - Hybrid Vehicle #3518848	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
30262003	PKEN - Hybrid Vehicle #3618849	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
30312005	PKEN - Hybrid Vehicle #TBD (prev #3611567)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	49,854	-	49,854
30262005	PKEN - Vehicle #3616804	Enviro Sustainability	Asset Management	-	-	-	49,854	-	-	-	-	-	-	49,854
30248808	PKSG - 1/2 Ton 4X4 Truck #7314725 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30312003	PKSG - 1/2 Ton Truck #TBD (prev #7311558) (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	75,000	-	75,000
30262406	PKSG - 4x4 Truck with Plow #7316767 (Electric)	Enviro Sustainability	Asset Management	-	-	-	75,000	-	-	-	-	-	-	75,000
30292006	PKSM - 1/2 Ton Truck (additional) (Electric)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	75,000	-	-	-	75,000
54262001	Parking Vehicle & Equipment (additional)	Enviro Sustainability	Growth Related	-	-	-	53,703	-	-	-	-	-	-	53,703
30292008	RDSR - 1/2 Ton Pickup Truck (additional) (Electric)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	75,000	-	-	-	75,000
30258801	RDSR - 1/2 Ton Truck #3317812 (Electric)	Enviro Sustainability	Asset Management	-	-	75,000	-	-	-	-	-	-	-	75,000
30302003	RDSR - 1/2 Ton Truck #TBD (prev #3310547) (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	75,000	-	-	75,000
30262006	RDSR - Extended Cab Pickup (additional) (Electric)	Enviro Sustainability	Growth Related	-	-	-	75,000	-	-	-	-	-	-	75,000
30258802	RDSU - 1/2 Ton Truck #3417813 (Electric)	Enviro Sustainability	Asset Management	-	-	75,000	-	-	-	-	-	-	-	75,000
30248802	TRAF - 1/2 Ton Truck #3014696 (Electric)	Enviro Sustainability	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30282007	TRAF - 1/2 Ton Truck #3019906 (Electric)	Enviro Sustainability	Asset Management	-	-	-	-	-	75,000	-	-	-	-	75,000
30262004	WAS - Van #1016791 (Electric)	Enviro Sustainability	Asset Management	-	-	-	75,000	-	-	-	-	-	-	75,000
30258803	WAST - 1/2 Ton Truck #3117811 (Electric)	Enviro Sustainability	Asset Management	-	-	75,000	-	-	-	-	-	-	-	75,000
<b>Total Capital Cost</b>				<b>523,208</b>	<b>624,708</b>	<b>424,416</b>	<b>652,827</b>	<b>349,416</b>	<b>324,708</b>	<b>2,249,416</b>	<b>150,000</b>	<b>324,708</b>	<b>-</b>	<b>5,623,407</b>

**Corporate Financing - Low Carbon Fleet Vehicles**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>274,854</b>	525,000	225,000	524,124	299,562	274,854	1,999,708	150,000	324,708	-	4,597,810
Growth Reserves	DC - Fire Services Reserve Fund	-	99,708	49,854	-	-	49,854	-	-	-	-	199,416
	DC - Operations Reserve Fund	<b>150,000</b>	-	-	75,000	-	-	75,000	-	-	-	300,000
	DC - Parks & Recreation Reserve Fund	-	-	-	-	-	-	75,000	-	-	-	75,000
	DC - By-Law Enforcement Reserve Fund	<b>49,854</b>	-	-	53,703	49,854	-	-	-	-	-	153,411
	Subtotal	<b>199,854</b>	99,708	49,854	128,703	49,854	49,854	150,000	-	-	-	727,827
Program Reserves	Building Permit Reserve Fund	<b>48,500</b>	-	149,562	-	-	-	99,708	-	-	-	297,770
<b>Total Corporate Financing</b>		<b>523,208</b>	<b>624,708</b>	<b>424,416</b>	<b>652,827</b>	<b>349,416</b>	<b>324,708</b>	<b>2,249,416</b>	<b>150,000</b>	<b>324,708</b>	<b>-</b>	<b>5,623,407</b>

Town of Whitby  
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**30PA2103 Operations Centre Fleet and Equipment**

**Program Description**

Operations Centre Fleet and Equipment provide equipment necessary to perform repairs on vehicle and equipment, such as above and in-ground hoists, and provides support vehicles for various departments.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Operations Centre Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30232801	FLEE - Fleet Shop Equipment	Cmty Safety & Trans	Asset Management	28,431	28,431	28,431	28,431	28,431	28,431	28,431	28,431	28,431	28,431	284,310
30322102	FLEE - Fork Lift #TBD (prev #3293261)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	66,339	66,339
30232904	FLEE - Scan tool Diagnostics	Cmty Safety & Trans	Asset Management	14,000	-	-	-	-	-	-	-	-	-	14,000
30238801	FLEE - Utility Truck #3213678	Cmty Safety & Trans	Asset Management	-	101,615	-	-	-	-	-	-	-	-	101,615
30311303	OPC - E10 Fleet Overhead Crane #3293259	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	105,300	-	105,300
30221804	OPER - Custodial Equipment	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	8,845	8,845
30248001	OPER - Floor Scrubber #3514705	Cmty Safety & Trans	Asset Management	-	22,640	-	-	-	-	-	-	-	-	22,640
30302901	OPER - Fuel Pump #3217885	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	16,953	-	-	16,953
30302902	OPER - Fuel Pump #3217886	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	16,953	-	-	16,953
30302903	OPER - Fuel Pump #3217887	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	16,953	-	-	16,953
<b>Total Capital Cost</b>				<b>42,431</b>	<b>152,686</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>79,290</b>	<b>133,731</b>	<b>103,615</b>	<b>653,908</b>

**Corporate Financing - Operations Centre Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	42,431	152,686	28,431	28,431	28,431	28,431	28,431	79,290	133,731	103,615	653,908
<b>Total Corporate Financing</b>		<b>42,431</b>	<b>152,686</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>28,431</b>	<b>79,290</b>	<b>133,731</b>	<b>103,615</b>	<b>653,908</b>

Town of Whitby  
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**30PA2401 Parks, Forestry and Horticulture Services Fleet and Equipment**

**Program Description**

Parks, Forestry and Horticulture Services vehicles and equipment are required to maintain parks, trees, gardens, playground equipment, various road right of way assets (i.e. trees, flower beds, etc.) and various sports fields throughout the town.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Parks, Forestry and Horticulture Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30222105	FORE - 1 Ton Truck (additional)	Community Building	Growth Related	-	108,920	-	-	-	-	-	-	-	-	108,920
30262401	FORE - Bucket Truck #7116795	Community Building	Asset Management	-	-	169,533	-	-	-	-	-	-	-	169,533
30242404	FORE - Chipper #7116780	Community Building	Asset Management	-	135,837	-	-	-	-	-	-	-	-	135,837
30312403	FORE - Chipper #TBD (prev #7113691)	Community Building	Asset Management	-	-	-	-	-	-	-	-	135,837	-	135,837
30242105	FORE - Chipper (additional)	Community Building	Growth Related	-	135,837	-	-	-	-	-	-	-	-	135,837
30292403	FORE - Chipper (additional)	Community Building	Growth Related	-	-	-	-	-	-	135,837	-	-	-	135,837
30232104	FORE - Chipper Truck #TBD (Formerly #7112596) & bucket	Community Building	Asset Management	320,000	-	-	-	-	-	-	-	-	-	320,000
30272102	FORE - Chipper Truck #TBD (prev #7109467)	Community Building	Asset Management	-	-	-	-	-	-	166,901	-	-	-	166,901
30242107	FORE - Chipper Truck (additional)	Community Building	Growth Related	-	166,901	-	-	-	-	-	-	-	-	166,901
30292404	FORE - Chipper Truck (additional)	Community Building	Growth Related	-	-	-	-	-	-	166,901	-	-	-	166,901
30262103	FORE - Dump Truck with Crane (# 7116766)	Community Building	Asset Management	-	-	-	181,116	-	-	-	-	-	-	181,116
30312404	FORE - Stumper #TBD (prev #7106378)	Community Building	Asset Management	-	-	-	-	-	-	-	-	118,989	-	118,989
30302406	FORE - Water Trailer #TBD (prev #7110544)	Community Building	Asset Management	-	-	-	-	-	-	-	-	16,953	-	16,953
30272103	HORT - 2 Ton Dump Plow/Slide in Sander #7619897	Community Building	Asset Management	-	-	-	-	118,920	-	-	-	-	-	118,920
30278801	HORT - 2 Ton Dump Truck (additional)	Community Building	Growth Related	-	-	-	-	108,920	-	-	-	-	-	108,920
30232405	HORT - 2 Ton Truck with Dump #7613672	Community Building	Asset Management	108,920	-	-	-	-	-	-	-	-	-	108,920
30278802	HORT - 3/4 Ton Truck and Plow (additional)	Community Building	Growth Related	-	-	-	-	67,919	-	-	-	-	-	67,919
30312402	HORT - 3/4 Ton Truck with Plow #TBD (prev #7611565)	Community Building	Asset Management	-	-	-	-	-	-	-	-	67,919	-	67,919
30312406	HORT - Ball Diamond Groomer #TBD (prev #7613679)	Community Building	Asset Management	-	-	-	-	-	-	-	-	13,268	-	13,268
30302108	HORT - Crew Cab Dump Truck #TBD (prev #7610524)	Community Building	Asset Management	-	-	-	-	-	-	-	101,615	-	-	101,615
30312407	HORT - John Deere Tractor #TBD (prev #7604345)	Community Building	Asset Management	-	-	-	-	-	-	-	-	58,968	-	58,968
30312408	HORT - John Deere Tractor #TBD (prev #7604346)	Community Building	Asset Management	-	-	-	-	-	-	-	-	58,968	-	58,968
30312409	HORT - John Deere Tractor #TBD (prev #7604347)	Community Building	Asset Management	-	-	-	-	-	-	-	-	58,968	-	58,968
30312410	HORT - John Deere Tractor #TBD (prev #7604348)	Community Building	Asset Management	-	-	-	-	-	-	-	-	58,968	-	58,968
30292405	HORT - Sports field Mower #7621959	Community Building	Asset Management	-	-	-	-	-	-	120,253	-	-	-	120,253
30242201	HORT - Trailer #7697191	Community Building	Asset Management	-	5,792	-	-	-	-	-	5,792	-	-	11,584
30302407	HORT - Water Trailer #TBD (prev #7606391)	Community Building	Asset Management	-	-	-	-	-	-	-	-	16,953	-	16,953
30302404	HORT - Water Trailer #TBD (prev #7610542)	Community Building	Asset Management	-	-	-	-	-	-	-	-	16,953	-	16,953
30302405	HORT - Water Trailer #TBD (prev #7610543)	Community Building	Asset Management	-	-	-	-	-	-	-	-	16,953	-	16,953
30232407	PARK - Small Equipment	Community Building	Asset Management	22,113	25,272	25,272	25,272	25,272	25,272	29,484	29,484	29,484	29,484	266,409
30231805	PKSG - Alamo Mott Mower #7313680	Community Building	Asset Management	-	11,583	-	-	-	-	-	-	-	-	11,583
30272107	PKSG - Dump Truck #7317815	Community Building	Asset Management	-	-	-	169,533	-	-	-	-	-	-	169,533
30281402	PKSG - Flat Deck Trailer #7013692	Community Building	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30272403	PKSG - Front Mount Mower #7320946	Community Building	Asset Management	-	-	-	-	36,855	-	-	-	-	-	36,855
30272404	PKSG - Front Mount Mower #7320947	Community Building	Asset Management	-	-	-	-	36,855	-	-	-	-	-	36,855
30272405	PKSG - Front Mount Mower #7320948	Community Building	Asset Management	-	-	-	-	36,855	-	-	-	-	-	36,855
30272406	PKSG - Front Mount Mower #7320949	Community Building	Asset Management	-	-	-	-	36,855	-	-	-	-	-	36,855
30312411	PKSG - Front Mount Mower #7321960	Community Building	Asset Management	-	-	-	-	-	-	-	-	26,325	-	26,325
30312412	PKSG - Front Mount Mower #7321961	Community Building	Asset Management	-	-	-	-	-	-	-	-	26,325	-	26,325
30312413	PKSG - Front Mount Mower #7321962	Community Building	Asset Management	-	-	-	-	-	-	-	-	26,325	-	26,325
30271801	PKSG - Front Mount Mower (additional)	Community Building	Growth Related	-	-	-	-	36,855	-	-	-	-	-	36,855
30271802	PKSG - Maintenance Trailer (additional)	Community Building	Growth Related	-	-	-	-	16,953	-	-	-	-	-	16,953
30262404	PKSG - Slope Mower #7315757	Community Building	Asset Management	-	-	-	56,862	-	-	-	-	-	-	56,862



Town of Whitby  
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**Capital Costs - Parks, Forestry and Horticulture Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30282403	PKSG - Toro Walk Behind Mower #TBD (prev #7315751)	Community Building	Asset Management	-	-	-	-	-	6,845	-	-	-	-	6,845
30282404	PKSG - Toro Walk Behind Mower #TBD (prev #7315752)	Community Building	Asset Management	-	-	-	-	-	6,845	-	-	-	-	6,845
30282405	PKSG - Toro Walk Behind Mower #TBD (prev #7315753)	Community Building	Asset Management	-	-	-	-	-	6,845	-	-	-	-	6,845
30282204	PKSG - Trailer #7313673	Community Building	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30282201	PKSG - Trailer #7313674	Community Building	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30282202	PKSG - Trailer #7313675	Community Building	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30282203	PKSG - Trailer #7313676	Community Building	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30270501	PKSG - Turf Topper #7313677	Community Building	Asset Management	-	-	-	-	28,431	-	-	-	-	-	28,431
30232401	PKSG - Wide Cut Mower #7316798	Community Building	Asset Management	113,724	-	-	-	-	-	-	-	-	-	113,724
30242401	PKSG - Wide Cut Mower #7318892	Community Building	Asset Management	113,724	-	-	-	-	-	-	-	-	-	113,724
30282406	PKSG - Wide Cut Mower #7321958	Community Building	Asset Management	-	-	-	-	-	-	113,724	-	-	-	113,724
30232402	PKSG - Wide Cut Mower #7616799	Community Building	Asset Management	113,724	-	-	-	-	-	-	-	-	-	113,724
30232403	PKSG - Wide Cut Mower #7616800	Community Building	Asset Management	113,724	-	-	-	-	-	-	-	-	-	113,724
30271803	PKSG - Wide Cut Mower (additional)	Community Building	Growth Related	-	-	-	-	169,533	-	-	-	-	-	169,533
30272402	PKSG - Wide Cut Mower 16' #7320939	Community Building	Asset Management	-	-	-	-	169,533	-	-	-	-	-	169,533
30282401	PKSG - Wide Cut Mower 16' #7320940	Community Building	Asset Management	-	-	-	-	-	169,533	-	-	-	-	169,533
30212401	PKSG - Wide Front Mount Mower (additional)	Community Building	Growth Related	169,533	-	-	-	-	-	-	-	-	-	169,533
30292402	PKSG - Wide Front Mount Mower (additional)	Community Building	Growth Related	-	-	-	-	-	-	-	169,533	-	-	169,533
30282101	PKSM - 2 Ton Dump Truck with Crane #7020936	Community Building	Asset Management	-	-	-	-	-	-	-	135,837	-	-	135,837
30238601	PKSM - 2 Ton Garbage Truck/Crane/Litter Loader #7015762	Community Building	Asset Management	203,229	-	-	-	-	-	-	-	-	-	203,229
30272401	PKSM - 2 Ton Litter Loader #7017845	Community Building	Asset Management	-	-	-	181,116	-	-	-	-	-	-	181,116
30262402	PKSM - 2 Ton Van with Man Lift Bucket (additional)	Community Building	Growth Related	-	-	-	146,894	-	-	-	-	-	-	146,894
30262403	PKSM - 3/4 Truck / Plow #7016768	Community Building	Asset Management	-	-	-	67,919	-	-	-	-	-	-	67,919
30232406	PKSM - Aerator	Community Building	Asset Management	20,000	-	-	-	-	-	-	-	-	-	20,000
30301802	PKSM - Enclosed Utility Trailer #7015754	Community Building	Asset Management	-	-	-	-	-	-	-	28,431	-	-	28,431
30242002	PKSM - Extended Cab Pickup Truck #7014701	Community Building	Asset Management	-	48,438	-	-	-	-	-	-	-	-	48,438
30252104	PKSM - Front End Loader (additional)	Community Building	Growth Related	-	-	-	-	-	-	-	169,533	-	-	169,533
30292503	PKSM - Garbage Truck (additional)	Community Building	Growth Related	-	-	-	-	-	-	-	181,116	-	-	181,116
30202502	PKSM - Garbage Truck with Crane (additional)	Community Building	Growth Related	-	203,229	-	-	-	-	-	-	-	-	203,229
30281405	PKSM - Loader with Plow #7016802	Community Building	Asset Management	-	-	-	-	-	169,533	-	-	-	-	169,533
30302402	PKSM - Off Road Utility Vehicle #TBD (prev #7006390)	Community Building	Asset Management	-	-	-	-	-	-	-	23,166	-	-	23,166
30302401	PKSM - Playground Rake #TBD (prev #7006386)	Community Building	Asset Management	-	-	-	-	-	-	-	-	29,484	-	29,484
30242108	PKSM - Sand Cleaner #7014535	Community Building	Asset Management	-	34,223	-	-	-	-	-	-	-	-	34,223
30252402	PKSM - Shoulder Box (additional)	Community Building	Growth Related	-	-	107,406	-	-	-	-	-	-	-	107,406
30312401	PKSM - Skid Steer (Tracked) #7015755	Community Building	Asset Management	-	-	-	-	-	-	-	-	44,226	-	44,226
30232404	PKSM - Utility Truck #7012654	Community Building	Asset Management	-	101,615	-	-	-	-	-	-	-	-	101,615
30248806	PKSM - Utility Truck #7014720	Community Building	Asset Management	-	101,615	-	-	-	-	-	-	-	-	101,615
30242402	PKSM - Utility Truck #7014721	Community Building	Asset Management	-	101,615	-	-	-	-	-	-	-	-	101,615
30268801	PKSM - Utility Truck (additional)	Community Building	Growth Related	-	101,615	-	-	-	-	-	-	-	-	101,615
<b>Total Capital Cost</b>				<b>1,298,691</b>	<b>1,282,492</b>	<b>302,211</b>	<b>828,712</b>	<b>821,837</b>	<b>537,557</b>	<b>597,263</b>	<b>980,344</b>	<b>821,866</b>	<b>29,484</b>	<b>7,500,457</b>

**Corporate Financing - Parks, Forestry and Horticulture Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	1,129,158	565,990	194,806	681,818	489,576	469,638	430,362	324,325	821,866	29,484	5,137,023
Growth Reserves	DC - Parks & Recreation Reserve Fund	169,533	716,502	107,406	146,894	332,261	67,919	166,901	656,019	-	-	2,363,435
<b>Total Corporate Financing</b>		<b>1,298,691</b>	<b>1,282,492</b>	<b>302,212</b>	<b>828,712</b>	<b>821,837</b>	<b>537,557</b>	<b>597,263</b>	<b>980,344</b>	<b>821,866</b>	<b>29,484</b>	<b>7,500,458</b>

Town of Whitby  
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**30PA2601 Recreation, Facilities and Mechanical Services Fleet and Equipment**

**Program Description**

These vehicles and equipment are used to maintain or operate the various town-wide services offered by the department, including arena equipment to maintain the ice, boat lifts and mechanical services for all Town property and facilities.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Recreation, Facilities and Mechanical Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
71288001	55+ - Program Equipment	Community Building	Asset Management	-	-	-	-	-	22,113	-	-	-	-	22,113
71232601	AREN - Ice Resurfacer #7418852	Community Building	Asset Management	-	135,000	-	-	-	-	-	-	-	135,000	270,000
71232602	AREN - Ice Resurfacer #7418853	Community Building	Asset Management	-	135,000	-	-	-	-	-	-	-	135,000	270,000
71232603	AREN - Ice Resurfacer #7418854	Community Building	Asset Management	-	135,000	-	-	-	-	-	-	-	135,000	270,000
71232604	AREN - Ice Resurfacer #7418855	Community Building	Asset Management	-	135,000	-	-	-	-	-	-	-	135,000	270,000
71232605	AREN - Ice Resurfacer #7418856	Community Building	Asset Management	-	135,000	-	-	-	-	-	-	-	135,000	270,000
71232606	CRC - Equipment	Community Building	Asset Management	<b>34,538</b>	34,538	34,538	34,538	34,538	34,538	34,538	34,538	34,538	34,538	345,380
71262601	IPSC - 3 Ice Edgers	Community Building	Asset Management	-	-	-	16,637	-	-	-	-	-	-	16,637
71262602	IPSC - Hockey & Lacrosse Nets	Community Building	Asset Management	-	-	-	8,319	-	-	-	-	-	-	8,319
71242601	IPSC - Ride-on Floor Scrubber	Community Building	Asset Management	-	27,641	-	-	-	-	-	-	27,641	-	55,282
71262603	MCK - Hockey / Lacrosse Nets & Frames	Community Building	Asset Management	-	-	-	5,581	-	-	-	-	-	-	5,581
71212604	MCK - Ride-on Floor Scrubber	Community Building	Asset Management	<b>27,641</b>	-	-	-	-	-	-	-	-	-	27,641
71292601	MCK - Ride-on Floor Scrubber	Community Building	Asset Management	-	-	-	-	-	-	27,641	-	-	-	27,641
74278001	PWM - Ramp Ticket Machine	Community Building	Asset Management	-	-	-	-	11,057	-	-	-	-	-	11,057
30262902	PWM - Tractor #TBD (prev #7289156)	Community Building	Asset Management	-	-	-	-	-	-	-	-	48,438	-	48,438
74258001	PWM - Travel Lift Cables	Community Building	Asset Management	-	-	9,477	-	-	-	-	-	-	-	9,477
74241801	PWM - Work Boat	Community Building	Asset Management	-	22,113	-	-	-	-	-	-	-	-	22,113
74212201	PWM - Y20 Trailer	Community Building	Asset Management	<b>78,406</b>	-	-	-	-	-	-	-	-	-	78,406
71232607	REC - Program Equipment	Community Building	Asset Management	<b>2,843</b>	2,843	2,843	2,843	2,843	2,843	2,843	2,843	2,843	2,843	28,430
<b>Total Capital Cost</b>				<b>143,428</b>	<b>762,135</b>	<b>46,858</b>	<b>67,918</b>	<b>48,438</b>	<b>59,494</b>	<b>65,022</b>	<b>37,381</b>	<b>113,460</b>	<b>712,381</b>	<b>2,056,515</b>

**Corporate Financing - Recreation, Facilities and Mechanical Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	<b>65,022</b>	65,022	37,381	67,918	37,381	59,494	65,022	37,381	65,022	37,381	537,024
Program Reserves	Arena Reserve	-	675,000	-	-	-	-	-	-	-	675,000	1,350,000
	Marina Reserve Fund	<b>78,406</b>	22,113	9,477	-	11,057	-	-	-	48,438	-	169,491
	Subtotal	<b>78,406</b>	<b>697,113</b>	<b>9,477</b>	-	<b>11,057</b>	-	-	-	<b>48,438</b>	<b>675,000</b>	<b>1,519,491</b>
<b>Total Corporate Financing</b>		<b>143,428</b>	<b>762,135</b>	<b>46,858</b>	<b>67,918</b>	<b>48,438</b>	<b>59,494</b>	<b>65,022</b>	<b>37,381</b>	<b>113,460</b>	<b>712,381</b>	<b>2,056,515</b>

Town of Whitby  
2023-2032 Capital Project Detail Report

**30PA2101 Roads, Construction & Storm Water Services Fleet and Equipment**

**Program Description**

Roads vehicles and equipment are used for roads winter maintenance, rural road maintenance and repairs, road inspections, street sweeping, etc. Construction vehicles and equipment are used for asphalt repairs culvert replacement, etc. Storm Water Management equipment is used for culverts and ditches, storm ponds repairs and clearing of surrounding areas, catch basin cleaning, etc.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Roads, Construction & Storm Water Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30322001	BLDG - Vehicle #TBD (prev #4112641)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	47,385	47,385
30322002	BLDG - Vehicle #TBD (prev #4112642)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	47,385	47,385
30222102	RDSR - 1 Ton Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	84,767	-	-	-	-	-	-	-	-	-	84,767
30252105	RDSR - 1 Ton Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	84,767	-	-	-	-	-	84,767
30262101	RDSR - 1 ton Crew Cab Truck #3317842	Cmty Safety & Trans	Asset Management	-	-	-	84,767	-	-	-	-	-	-	84,767
30238803	RDSR - 3/4 Ton 4WD Truck #3313658	Cmty Safety & Trans	Asset Management	67,919	-	-	-	-	-	-	-	-	-	67,919
30292104	RDSR - 3/4 Ton Pickup Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	84,767	-	84,767
30272105	RDSR - 4x4 Truck with Plow (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	67,919	-	-	-	-	-	67,919
30242109	RDSR - Boom Mower #3314713	Cmty Safety & Trans	Asset Management	-	282,204	-	-	-	-	-	-	-	-	282,204
30292106	RDSR - Chipper #TBD (prev #3311550)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	132,678	-	-	-	-	132,678
30238802	RDSR - Extended Cab Truck #3313659	Cmty Safety & Trans	Asset Management	84,767	-	-	-	-	-	-	-	-	-	84,767
30272106	RDSR - Front End Loader #3315747	Cmty Safety & Trans	Asset Management	-	-	-	-	339,066	-	-	-	-	-	339,066
30312102	RDSR - Front End Loader #TBD (prev Grader #3397176)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	339,066	-	339,066
30250401	RDSR - Front End Loader (additional)	Cmty Safety & Trans	Growth Related	-	-	339,066	-	-	-	-	-	-	-	339,066
30272104	RDSR - Gradall #3308459	Cmty Safety & Trans	Asset Management	-	-	-	-	558,090	-	-	-	-	-	558,090
30252102	RDSR - Hook Lift with 3 bodies (additional)	Cmty Safety & Trans	Growth Related	-	-	203,229	-	-	-	-	-	-	-	203,229
30302106	RDSR - Patcher Trailer #TBD (prev #3310549)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	90,558	-	90,558
30248705	RDSR - Single Axle Dump / Plow & Wing #3314714	Cmty Safety & Trans	Asset Management	282,204	-	-	-	-	-	-	-	-	-	282,204
30248706	RDSR - Single Axle Dump / Plow & Wing #3314715	Cmty Safety & Trans	Asset Management	282,204	-	-	-	-	-	-	-	-	-	282,204
30248707	RDSR - Single Axle Dump / Plow & Wing #3314716	Cmty Safety & Trans	Asset Management	282,204	-	-	-	-	-	-	-	-	-	282,204
30292102	RDSR - Single Axle Dump Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	282,204	-	282,204
30292103	RDSR - Single Axle Dump Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	282,204	-	-	282,204
30248703	RDSR - Tandem Axle Dump / Plow & Wing #3314540	Cmty Safety & Trans	Asset Management	339,066	-	-	-	-	-	-	-	-	-	339,066
30248704	RDSR - Tandem Axle Dump / Plow & Wing #3314541	Cmty Safety & Trans	Asset Management	339,066	-	-	-	-	-	-	-	-	-	339,066
30322104	RDSR - Tandem Dump #TBD (formerly #3312632)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	339,066	339,066
30322105	RDSR - Tandem Dump #TBD (formerly #3312633)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	339,066	-	339,066
30258702	RDSR - Tandem Dump c/w Plow & Wing 3315743	Cmty Safety & Trans	Asset Management	339,066	-	-	-	-	-	-	-	-	-	339,066
30258703	RDSR - Tandem Dump c/w Plow & Wing 3315744	Cmty Safety & Trans	Asset Management	339,066	-	-	-	-	-	-	-	-	-	339,066
30242106	RDSR - Tandem Dump with Plow, Wing and Sander (additional)	Cmty Safety & Trans	Growth Related	-	339,066	-	-	-	-	-	-	-	-	339,066
30298701	RDSR - Tandem Dump with Plow, Wing and Sander (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	339,066	339,066
30312103	RDSR - Tractor #TBD (prev #3399181)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	165,848	-	165,848
30252107	RDSR - Trailer Mount Arrow Board #3010551	Cmty Safety & Trans	Asset Management	-	-	11,583	-	-	-	-	-	-	-	11,583
30252108	RDSR - Trailer Mount Arrow Board #3010552	Cmty Safety & Trans	Asset Management	-	-	11,583	-	-	-	-	-	-	-	11,583
30322103	RDSR - Water Truck #TBD (prev #3305329)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	247,455	247,455
30318701	RDSR - Water Truck / Flusher (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	259,828	-	259,828
30242110	RDSR - Wobble Wheel Compactor #TDB (prev #3387139)	Cmty Safety & Trans	Asset Management	-	-	-	-	64,444	-	-	-	-	-	64,444
30282102	RDSU - 1 Ton Dump Truck #3419931	Cmty Safety & Trans	Asset Management	-	-	-	-	-	84,767	-	-	-	-	84,767
30312104	RDSU - 1 Ton Dump Truck #TBD (prev #3411630)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	105,300	-	105,300
30212101	RDSU - 1 Ton Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	108,920	-	-	-	-	-	-	108,920

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**Capital Costs - Roads, Construction & Storm Water Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30252103	RDSU - 1 Ton Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	84,767	-	-	-	-	-	-	-	84,767
30222101	RDSU - 2 Ton Crane Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	142,603	-	-	-	-	-	-	142,603
30242103	RDSU - 2 Ton Dump Truck with Plow/Sander #3414724	Cmty Safety & Trans	Asset Management	-	142,603	-	-	-	-	-	-	-	-	142,603
30242703	RDSU - 2 Tonne Truck with Plow and Salter	Cmty Safety & Trans	Growth Related	-	142,603	-	-	-	-	-	-	-	-	142,603
30262102	RDSU - 2 ton Dump Truck #7019913	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	101,615	-	-	-	101,615
30312006	RDSU - 3/4 Ton Truck #TBD (prev #3411566)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	73,710	-	-	73,710
30288701	RDSU - 4x4 Truck with Plow (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	67,919	-	-	-	-	67,919
30252109	RDSU - Aquacide Sprayer (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	28,958	-	28,958
30312105	RDSU - Cab / Chassis for Hot Patcher #TBD (prev #3410519)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	248,771	-	248,771
30232203	RDSU - Crash Trailer	Cmty Safety & Trans	Growth Related	30,000	-	-	-	-	-	-	-	-	-	30,000
30238401	RDSU - Cube Van #3413639	Cmty Safety & Trans	Asset Management	124,254	-	-	-	-	-	-	-	-	-	124,254
30232902	RDSU - Debris Vacuum #3406414	Cmty Safety & Trans	Asset Management	81,608	-	-	-	-	-	-	-	-	-	81,608
30232903	RDSU - Debris Vacuum Unit #3406413	Cmty Safety & Trans	Asset Management	81,608	-	-	-	-	-	-	-	-	-	81,608
30292005	RDSU - Extended Cab Pickup Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	48,438	-	48,438
30302201	RDSU - Heavy Float Tandem Trailer #3316805	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	16,953	-	-	16,953
30222104	RDSU - Hook Lift with 3 bodies (additional)	Cmty Safety & Trans	Growth Related	-	-	339,066	-	-	-	-	-	-	-	339,066
30281401	RDSU - Light Float Tandem Trailer #3413657	Cmty Safety & Trans	Asset Management	-	-	-	-	-	16,953	-	-	-	-	16,953
30242701	RDSU - Loader with Variable Wing	Cmty Safety & Trans	Growth Related	-	-	358,020	-	-	-	-	-	-	-	358,020
30232101	RDSU - Portable Vactor (additional)	Cmty Safety & Trans	Growth Related	135,837	-	-	-	-	-	-	-	-	-	135,837
30302102	RDSU - Sewer Cleaner #3419920	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	750,000	-	-	-	750,000
30222108	RDSU - Single Axle Dump Truck	Cmty Safety & Trans	Growth Related	282,204	-	-	-	-	-	-	-	-	-	282,204
30242702	RDSU - Single Axle Dump Truck	Cmty Safety & Trans	Growth Related	282,204	-	-	-	-	-	-	-	-	-	282,204
30242104	RDSU - Single Axle Dump Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	282,204	-	-	-	-	-	282,204
30288702	RDSU - Single Axle Dump Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	282,204	-	-	-	-	-	282,204
30272101	RDSU - Single Axle Dump Truck with Plow/Wing #3318853	Cmty Safety & Trans	Asset Management	-	-	-	-	282,204	-	-	-	-	-	282,204
30292701	RDSU - Snow Melter (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	846,612	-	846,612
30242101	RDSU - Street Sweeper #3417809	Cmty Safety & Trans	Asset Management	-	372,236	-	-	-	-	-	-	-	-	372,236
30242102	RDSU - Street Sweeper #3417810	Cmty Safety & Trans	Asset Management	-	372,236	-	-	-	-	-	-	-	-	372,236
30252106	RDSU - Street Sweeper (additional)	Cmty Safety & Trans	Growth Related	-	-	-	372,236	-	-	-	-	-	-	372,236
30232202	RDSU - Trailer Mount Arrow Board #3408464	Cmty Safety & Trans	Asset Management	11,583	-	-	-	-	-	-	-	-	-	11,583
30202201	RDSU - Tri-Axle Trailer (additional)	Cmty Safety & Trans	Growth Related	16,953	-	-	-	-	-	-	-	-	-	16,953
30302203	RDSU - Tri-Axle Trailer (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	16,953	-	-	16,953
30322101	RDSU - Truck with Van Body #3413639	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	121,621	121,621
30302101	RDSU - Utility Vehicle #TBD (prev #3406375)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	22,640	-	-	22,640
30252101	RDSU - Water Truck / Flusher (additional)	Cmty Safety & Trans	Growth Related	-	-	282,204	-	-	-	-	-	-	-	282,204
30232907	ROAD - Small Equipment	Cmty Safety & Trans	Asset Management	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582	9,582	-	86,238
30222005	STRM - 1/2 Ton Pickup Truck (additional)	Cmty Safety & Trans	Growth Related	75,000	-	-	-	-	-	-	-	-	-	75,000
30278705	STRM - 3/4 Ton Pickup Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	84,767	-	-	-	-	-	84,767
30298801	STRM - 3/4 Ton Pickup Truck with Dump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	84,767	-	84,767
30312007	STRM - 3/4 Ton Truck #TBD (prev #3912647)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	73,710	-	73,710
30292101	STRM - Catch Basin Cleaner (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	621,270	-	621,270
30222103	STRM - Crane Truck 5 Ton (additional)	Cmty Safety & Trans	Growth Related	146,894	-	-	-	-	-	-	-	-	-	146,894
30292201	STRM - Trailer with Water Pump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	16,953	-	-	-	16,953
30302202	STRM - Trailer with Water Pump (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	16,953	-	-	16,953
<b>Total Capital Cost</b>				<b>3,718,056</b>	<b>1,660,530</b>	<b>1,639,100</b>	<b>718,108</b>	<b>2,055,247</b>	<b>311,899</b>	<b>878,150</b>	<b>438,995</b>	<b>3,289,679</b>	<b>1,481,044</b>	<b>16,190,808</b>

**Corporate Financing - Roads, Construction & Storm Water Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	2,664,197	1,178,861	32,748	94,349	1,253,386	243,980	861,197	122,885	1,032,835	1,047,208	8,531,646
Growth Reserves	DC - Operations Reserve Fund	1,053,859	481,669	1,606,352	623,759	801,861	67,919	16,953	316,110	2,256,844	339,066	7,564,392
Program Reserves	Building Permit Reserve Fund	-	-	-	-	-	-	-	-	-	94,770	94,770
<b>Total Corporate Financing</b>		<b>3,718,056</b>	<b>1,660,530</b>	<b>1,639,100</b>	<b>718,108</b>	<b>2,055,247</b>	<b>311,899</b>	<b>878,150</b>	<b>438,995</b>	<b>3,289,679</b>	<b>1,481,044</b>	<b>16,190,808</b>

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**30PA2102 Traffic Services Fleet and Equipment**

**Program Description**

Traffic Services vehicles and equipment are used for road and sidewalk maintenance, line painting, maintaining guard rails, traffic signs, road patrol, fence repairs, as well as providing safe and hazard free roads and sidewalks for the public.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Traffic Services Fleet and Equipment**

Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30232906	Data Collection Additional Equip (Radar Boards, Counters etc.)	Cmty Safety & Trans	Growth Related	68,445	68,445	63,180	63,180	10,530	10,530	10,530	10,530	10,530	10,530	326,430
30232905	Data Collection Equip Replacement (RMB, Radar, Counters, etc.)	Cmty Safety & Trans	Asset Management	5,265	5,265	52,650	26,325	110,565	68,445	105,300	105,300	78,975	110,565	668,655
30282006	TRAF - 1 Ton Truck #3019912	Cmty Safety & Trans	Asset Management	-	-	-	-	-	108,920	-	-	-	-	108,920
30302103	TRAF - 2 Ton Crane Truck (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	135,837	-	-	135,837
30248805	TRAF - 3/4 Ton Truck #3014710	Cmty Safety & Trans	Asset Management	-	75,000	-	-	-	-	-	-	-	-	75,000
30302107	TRAF - Dump Truck with Crane #TBD (prev #3010532)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	135,837	-	135,837
30251402	TRAF - Portable Traffic Signs (additional)	Cmty Safety & Trans	Growth Related	-	-	-	11,583	-	-	-	-	-	-	11,583
30262901	TRAF - Portable Traffic Signs (additional)	Cmty Safety & Trans	Growth Related	-	-	-	52,124	-	-	-	-	-	-	52,124
30311401	TRAF - Portable Traffic Signs (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	11,057	-	11,057
30302104	TRAF - Portable Vactor (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	-	135,837	135,837
30312901	TRAF - Portable Vacuum #TBD (prev #3010531)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	135,837	135,837
30252702	TRAF - Sidewalk Plow #3015093	Cmty Safety & Trans	Asset Management	-	-	192,173	-	-	-	-	-	-	-	192,173
30252703	TRAF - Sidewalk Plow #3015094	Cmty Safety & Trans	Asset Management	-	-	192,173	-	-	-	-	-	-	-	192,173
30241405	TRAF - Sidewalk Plow #3015095	Cmty Safety & Trans	Asset Management	-	-	192,173	-	-	-	-	-	-	-	192,173
30241406	TRAF - Sidewalk Plow #3015096	Cmty Safety & Trans	Asset Management	-	-	192,173	-	-	-	-	-	-	-	192,173
30241402	TRAF - Sidewalk Plow #3015097	Cmty Safety & Trans	Asset Management	-	-	192,173	-	-	-	-	-	-	-	192,173
30282704	TRAF - Sidewalk Plow #TBD (prev #3011611)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30282705	TRAF - Sidewalk Plow #TBD (prev #3011612)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30282706	TRAF - Sidewalk Plow #TBD (prev #3011613)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30282702	TRAF - Sidewalk Plow #TBD (prev #3012650)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30282703	TRAF - Sidewalk Plow #TBD (prev #3012651)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30312701	TRAF - Sidewalk Plow #TBD (prev #3012652)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	-	67,919	67,919
30252701	TRAF - Sidewalk Plow and Sander (additional)	Cmty Safety & Trans	Growth Related	-	-	192,173	-	-	-	-	-	-	-	192,173
30281403	TRAF - Sidewalk Plow and Sander (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	192,173	-	-	-	-	192,173
30281404	TRAF - Sidewalk Plow and Sander (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	192,173	-	-	-	-	192,173
30302701	TRAF - Sidewalk Plow and Sander (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	-	67,919	-	67,919
30302403	TRAF - Trackless Side and Rear Mower (additional)	Cmty Safety & Trans	Growth Related	-	-	-	-	-	-	-	67,919	-	-	67,919
30282701	TRAF - Trackless Sidewalk Plow #3019910	Cmty Safety & Trans	Asset Management	-	-	-	-	-	214,812	-	-	-	-	214,812
30312702	TRAF - Trackless Snow Plow #TBD (prev #3011568)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	214,812	-	214,812
30232201	TRAF - Trailer Mount Arrow Board #3008463	Cmty Safety & Trans	Asset Management	11,583	-	-	-	-	-	-	-	-	-	11,583
30312001	TRAF - Truck - Van Body #TBD (prev #3011546)	Cmty Safety & Trans	Asset Management	-	-	-	-	-	-	-	-	113,724	-	113,724
30238804	TRAF - Utility Truck #3014717	Cmty Safety & Trans	Asset Management	101,615	-	-	-	-	-	-	-	-	-	101,615
<b>Total Capital Cost</b>				<b>186,908</b>	<b>148,710</b>	<b>1,268,868</b>	<b>153,212</b>	<b>121,095</b>	<b>787,053</b>	<b>115,830</b>	<b>319,586</b>	<b>632,854</b>	<b>800,283</b>	<b>4,534,399</b>

**Corporate Financing - Traffic Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	118,463	80,265	1,013,515	26,325	110,565	392,177	105,300	105,300	543,348	653,916	3,149,174
Growth Reserves	Growth Capital Reserve Fund	20,533	20,533	18,954	18,954	3,159	3,159	3,159	3,159	3,159	3,159	97,928
	DC - Operations Reserve Fund	-	-	192,173	63,707	-	384,346	-	203,756	78,976	135,837	1,058,795
	DC - Roads & Rel Townwide Reserve Fund	47,912	47,912	44,226	44,226	7,371	7,371	7,371	7,371	7,371	7,371	228,502
	Subtotal	68,445	68,445	255,353	126,887	10,530	394,876	10,530	214,286	89,506	146,367	1,385,225
<b>Total Corporate Financing</b>		<b>186,908</b>	<b>148,710</b>	<b>1,268,868</b>	<b>153,212</b>	<b>121,095</b>	<b>787,053</b>	<b>115,830</b>	<b>319,586</b>	<b>632,854</b>	<b>800,283</b>	<b>4,534,399</b>

Town of Whitby  
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**30PA2501 Waste Management Services Fleet and Equipment**

**Program Description**

Waste Management Services vehicles are utilized in curbside collection of organics, yard waste, waste, and special collections.

Asset Management projects listed in this category are for life-cycle replacements and are required to maintain the current level of service given the Town's current population base. Growth Related projects may be associated with the addition of new staff and are necessary to maintain the current level of service as the Town's population grows.

**Capital Costs - Waste Management Services Fleet and Equipment**

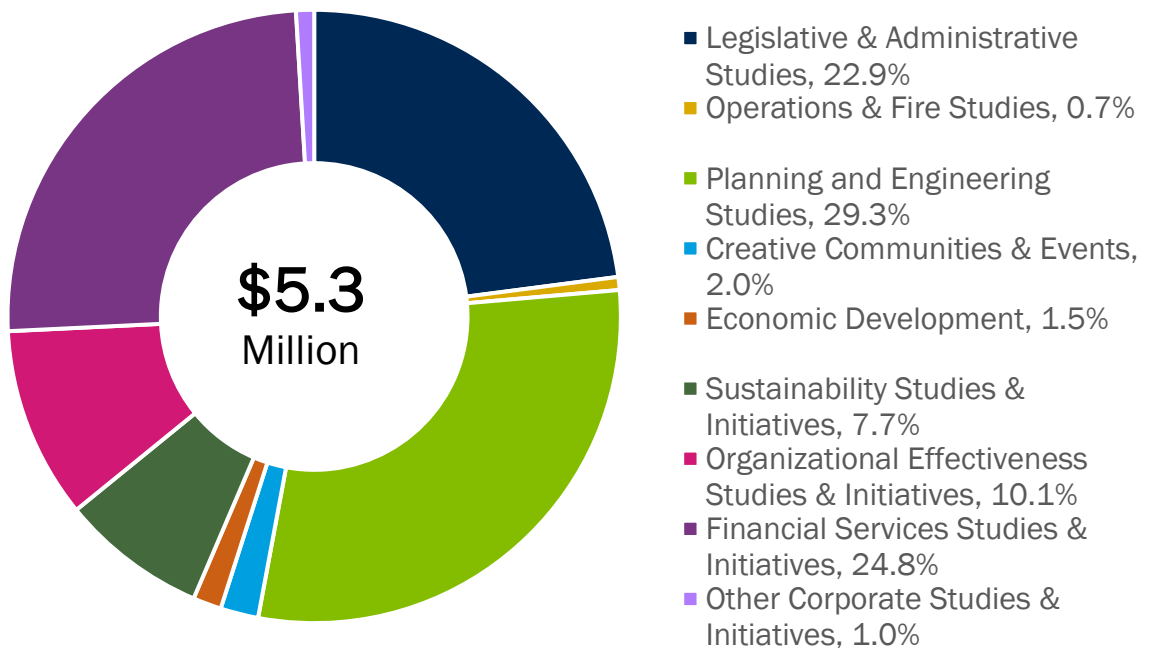
Project ID	Name	Corporate Business Plan Theme	Project Classification	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
30242502	Garbage Packer - Organics/Waste Side Loader (additional)	Enviro Sustainability	Growth Related	-	-	361,179	-	-	-	-	-	-	-	361,179
30292501	Garbage Packer - Organics/Waste Side Loader (additional)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	361,179	-	-	-	361,179
30292502	Garbage Packer - Organics/Waste Side Loader (additional)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	361,179	-	-	-	361,179
30242501	Garbage Packer - Rear Loader (additional)	Enviro Sustainability	Growth Related	-	-	327,483	-	-	-	-	-	-	-	327,483
30308601	Garbage Packer - Yard Waste Side Loader (additional)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	361,179	-	-	361,179
30292504	WAST - 1 Ton Truck #TBD (prev #3109473)	Enviro Sustainability	Asset Management	-	-	-	-	-	-	-	-	-	68,445	68,445
30302501	WAST - Garbage Packer - Rear Loader (additional)	Enviro Sustainability	Growth Related	-	-	-	-	-	-	-	327,483	-	-	327,483
30282103	WAST - Hook Lift	Enviro Sustainability	Growth Related	-	-	-	-	-	236,925	-	-	-	-	236,925
30272501	WAST - Hook Lift Truck #3118850	Enviro Sustainability	Asset Management	-	-	-	-	-	236,925	-	-	-	-	236,925
30232507	WAST - Rear Loader #3115728	Enviro Sustainability	Asset Management	380,000	-	-	-	-	-	-	-	-	-	380,000
30232506	WAST - Rear Loader #3118875	Enviro Sustainability	Asset Management	327,483	-	-	-	-	327,483	-	-	-	-	654,966
30282501	WAST - Rear Loader #TBD (prev #3115728)	Enviro Sustainability	Asset Management	-	-	-	-	-	327,483	-	-	-	-	327,483
30232502	WAST - Side Loader #3119923	Enviro Sustainability	Asset Management	-	361,179	-	-	-	-	361,179	-	-	-	722,358
30232503	WAST - Side Loader #3119924	Enviro Sustainability	Asset Management	-	361,179	-	-	-	-	361,179	-	-	-	722,358
30232504	WAST - Side Loader #3119925	Enviro Sustainability	Asset Management	-	361,179	-	-	-	-	361,179	-	-	-	722,358
30232501	WAST - Side Loader #3119926	Enviro Sustainability	Asset Management	-	361,179	-	-	-	-	361,179	-	-	-	722,358
30262501	WAST - Side Loader #TBD (prev #3116770)	Enviro Sustainability	Asset Management	-	-	-	-	-	361,179	-	-	-	-	361,179
30242503	WAST - Side Loader #TBD formerly 3114719	Enviro Sustainability	Asset Management	-	-	-	-	361,179	-	-	-	-	361,179	722,358
30232505	WAST - Two Stream Side Loader #3119927	Enviro Sustainability	Asset Management	-	361,179	-	-	-	-	361,179	-	-	-	722,358
30262503	WAST - Two Stream Side Loader #TBD (prev #3116771)	Enviro Sustainability	Asset Management	-	-	-	-	-	361,179	-	-	-	-	361,179
30262502	WAST - Two Stream Side Loader #TBD (prev #3116772)	Enviro Sustainability	Asset Management	-	-	-	-	-	361,179	-	-	-	-	361,179
30272502	WAST - Two Stream Side Loader #TBD (prev #3117836)	Enviro Sustainability	Asset Management	-	-	-	-	361,179	-	-	-	-	-	361,179
30272503	WAST - Two Stream Side Loader #TBD (prev #3117837)	Enviro Sustainability	Asset Management	-	-	-	-	361,179	-	-	-	-	-	361,179
30272504	WAST - Two Stream Side Loader #TBD (prev #3117838)	Enviro Sustainability	Asset Management	-	-	-	-	361,179	-	-	-	-	-	361,179
30242504	WAST - Two Stream Side Loader #TBD formerly 3114718	Enviro Sustainability	Asset Management	-	-	-	-	361,179	-	-	-	-	361,179	722,358
<b>Total Capital Cost</b>				<b>707,483</b>	<b>1,805,895</b>	<b>688,662</b>	<b>-</b>	<b>1,805,895</b>	<b>2,212,353</b>	<b>2,528,253</b>	<b>688,662</b>	<b>-</b>	<b>790,803</b>	<b>11,228,006</b>

**Corporate Financing - Waste Management Services Fleet and Equipment**

Reserve Category	Reserve / Reserve Fund	Budget 2023	Forecast 2024	Forecast 2025	Forecast 2026	Forecast 2027	Forecast 2028	Forecast 2029	Forecast 2030	Forecast 2031	Forecast 2032	Forecast Total
Asset Management Reserves	Asset Management Reserve Fund	707,483	1,805,895	-	-	1,805,895	1,975,428	1,805,895	-	-	790,803	8,891,399
Growth Reserves	DC - Waste Management Reserve Fund	-	-	688,662	-	-	236,925	722,358	688,662	-	-	2,336,607
<b>Total Corporate Financing</b>		<b>707,483</b>	<b>1,805,895</b>	<b>688,662</b>	<b>-</b>	<b>1,805,895</b>	<b>2,212,353</b>	<b>2,528,253</b>	<b>688,662</b>	<b>-</b>	<b>790,803</b>	<b>11,228,006</b>

# Studies, Strategic Initiatives and Community Enhancements

## 2023 Total Capital Budget Investment



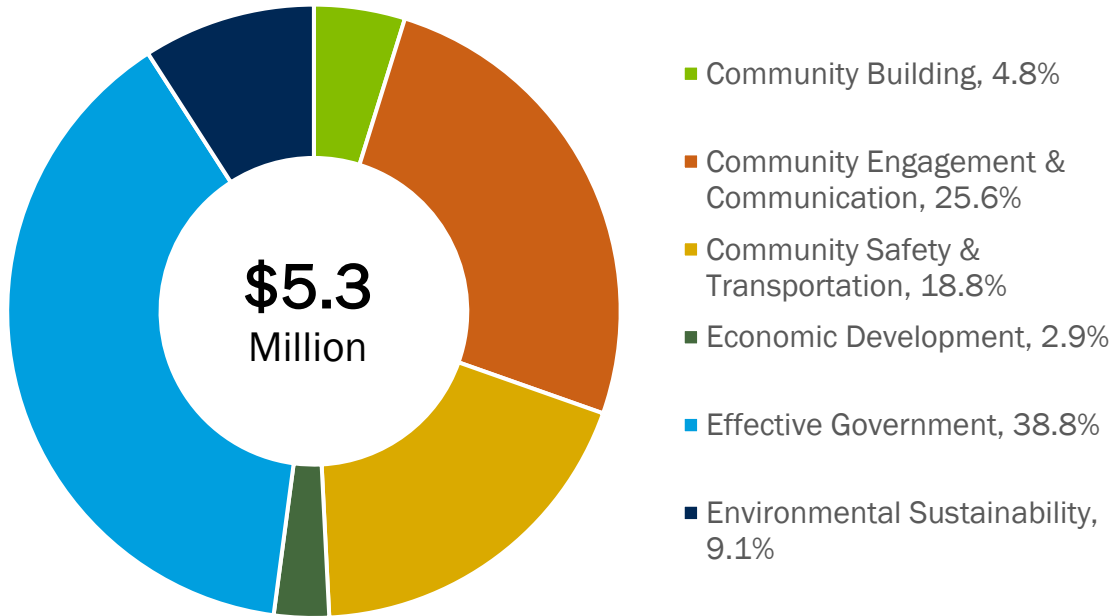
Capital Budget Funding: 47% Tax Based Reserves 42% Development Charges, 11% Other Reserves.

Capital Budget Allocation: 81% Growth Related Projects, 13% Strategic Initiatives / Community Enhancements, 6% Asset Management.

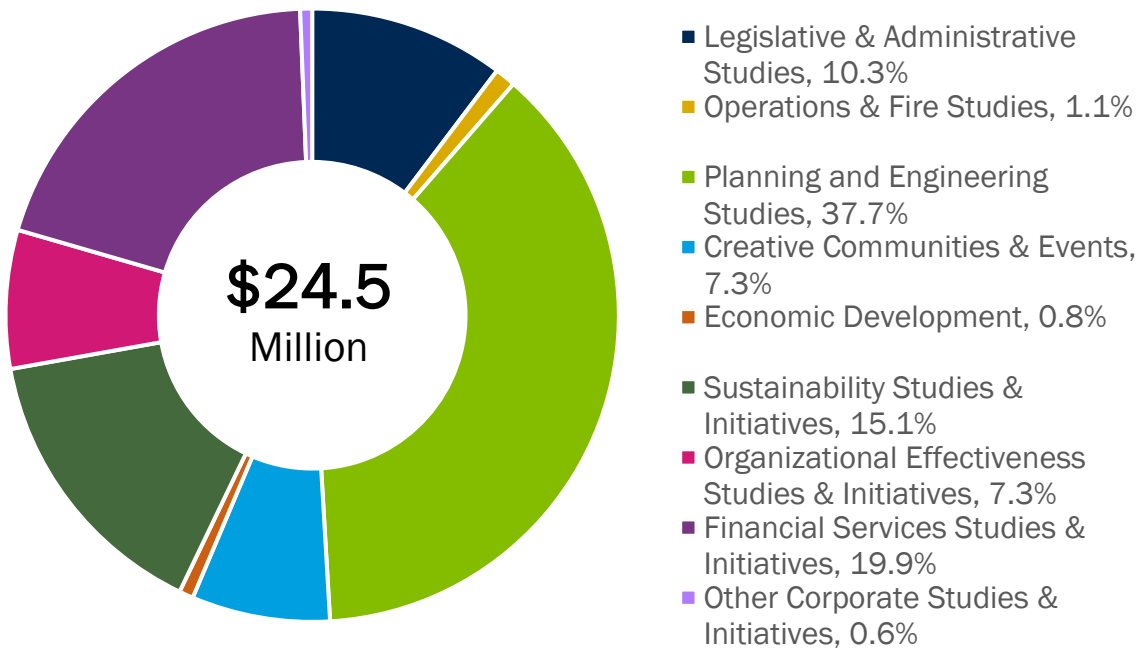
## 2023 Key Budget Highlights

- Centralized Customer Service Strategy Implementation (multi-year project), \$0.8 million.
- Updated Growth Plan including development charge background study, community benefits charge study, parks study, and long-range financial plan model, \$0.7 million.
- Minor review of the Official Plan, \$0.5 million.
- Transportation Master Plan, \$0.4 million.
- Sustainability Program, \$0.4 million.
- Last year of a multi-year commitment to Durham College, \$0.2 million.

### 2023 Business Plan Themes



### 2023-2032 Capital Plan Forecast

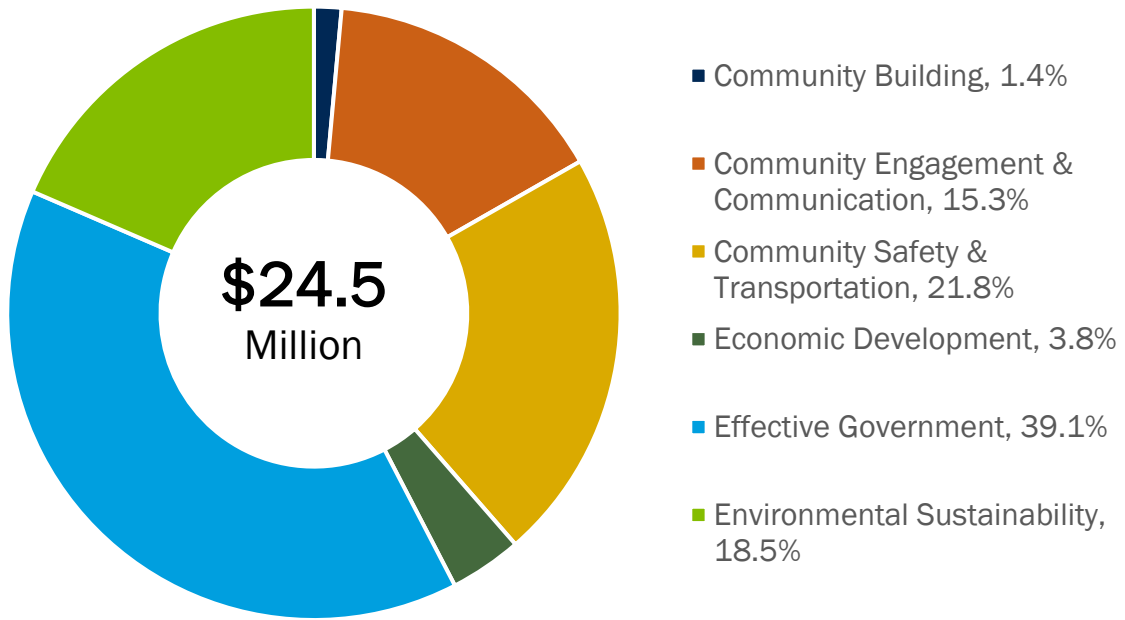


Capital Plan Funding: 48% Development Charges, 43% Tax Based Reserves, 8% Other Program Reserves.

Capital Plan Allocation: 77% Growth Related Projects, 17% Strategic Initiatives / Community Enhancements, 6% Asset Management.



### 2023-2032 Business Plan Themes



### Growth Forecast Highlights (2023-2032)

- Various capital related projects the Town needs to undertake to effectively plan for growth within the town. As outlined in the 2021 Town of Whitby Development Charge Background Study this includes the official plan review, engineering studies and other corporate studies.

## 2023 – 2032 Capital Plan Forecast

### Summary by Parent Project

Project (\$ in Thousands)	2023	2024	2025	2026- 2032	Total
Administrative Studies and Initiatives	\$1,256	\$777	\$347	\$296	\$2,676
Corporate Communications and Creative Services	\$229	\$0	\$54	\$272	\$556
Creative Communities Initiatives	\$105	\$315	\$630	\$735	\$1,785
Economic Development Program	\$78	\$0	\$0	\$105	\$183
Financial Services Studies and Initiatives	\$1,305	\$232	\$287	\$3,047	\$4,871
Operations & Fire Department Studies	\$36	\$135	\$0	\$96	\$267
Organizational Effectiveness Department Studies & Initiatives	\$303	\$184	\$0	\$752	\$1,238
Planning and Development Department Studies	\$765	\$992	\$244	\$4,056	\$6,057
Sustainability Program	\$405	\$448	\$403	\$2,437	\$3,692
Transportation Master Plan and Related Studies	\$776	\$241	\$140	\$2,013	\$3,169
<b>Total</b>	<b>\$5,259</b>	<b>\$3,324</b>	<b>\$2,104</b>	<b>\$13,808</b>	<b>\$24,495</b>

**Administrative Studies and Initiatives**

Project	2023	2024	2025	2026-2032	Total
Centralized Customer Service Strategy Implementation (51237003)	\$825,000	\$750,000	\$320,000	\$0	\$1,895,000
Content Management Program (51237002)	\$262,000	\$0	\$0	\$0	\$262,000
Library Service Delivery Model Review (90287002)	\$0	\$0	\$0	\$55,000	\$55,000
Library Strategic Plan (90237002)	\$50,000	\$0	\$0	\$50,000	\$100,000
Strategic Plan Training & Implementation (55247001)	\$0	\$27,326	\$27,326	\$136,630	\$191,282
Ward Boundary Review (51237001)	\$64,952	\$0	\$0	\$0	\$64,952
Whitby Strategic Plan & Goals Update (50237002)	\$54,127	\$0	\$0	\$54,127	\$108,254
<b>Sub-Total</b>	<b>\$1,256,079</b>	<b>\$777,326</b>	<b>\$347,326</b>	<b>\$295,757</b>	<b>\$2,676,488</b>

**Corporate Communications and Creative Services**

Project	2023	2024	2025	2026-2032	Total
Community Survey (50227001)	\$54,127	\$0	\$54,127	\$162,381	\$270,635
Council Training - Media and Social Media Training (10237805)	\$10,000	\$0	\$0	\$20,000	\$30,000

Project	2023	2024	2025	2026-2032	Total
Newsroom - Corporate Storytelling Platform (10237803)	\$30,000	\$0	\$0	\$0	\$30,000
Storefront Apparel Solution (10237801)	\$5,000	\$0	\$0	\$0	\$5,000
Strategic Communications Roadmap (10237804)	\$30,000	\$0	\$0	\$90,000	\$120,000
Whitby Wire Update (10237802)	\$100,000	\$0	\$0	\$0	\$100,000
<b>Sub-Total</b>	<b>\$229,127</b>	<b>\$0</b>	<b>\$54,127</b>	<b>\$272,381</b>	<b>\$555,635</b>

**Creative Communities Initiatives**

Project	2023	2024	2025	2026-2032	Total
Downtown Brooklin CIP Grants (55217402)	\$30,000	\$30,000	\$30,000	\$210,000	\$300,000
Downtown Whitby CIP Maintenance & Improvement Grants (55227405)	\$45,000	\$45,000	\$45,000	\$315,000	\$450,000
Downtown Whitby Gateways and Brock St. Implementation (55227401)	\$0	\$210,200	\$525,000	\$0	\$735,200
Sidewalk Patio Boardwalk (30237401)	\$30,000	\$30,000	\$30,000	\$210,000	\$300,000
<b>Sub-Total</b>	<b>\$105,000</b>	<b>\$315,200</b>	<b>\$630,000</b>	<b>\$735,000</b>	<b>\$1,785,200</b>

**Economic Development Program**

Project	2023	2024	2025	2026-2032	Total
Economic Development Strategy Update (55257501)	\$0	\$0	\$0	\$105,100	\$105,100
Sponsorship Opportunities, Inventory Asset Identification Study (55207003)	\$78,825	\$0	\$0	\$0	\$78,825
<b>Sub-Total</b>	<b>\$78,825</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,100</b>	<b>\$183,925</b>

**Financial Services Studies and Initiatives**

Project	2023	2024	2025	2026-2032	Total
Contribution to Durham College (\$1M over 5 Years) (50197008)	\$200,000	\$0	\$0	\$0	\$200,000
DAAP Review (83217001)	\$81,978	\$0	\$0	\$81,978	\$163,956
Development Related Administrative Overhead (13217003)	\$232,000	\$232,000	\$232,000	\$1,624,000	\$2,320,000
Financial Statement Related Studies (13267001)	\$0	\$0	\$30,000	\$60,000	\$90,000
Growth Plan - Community Benefits Charge Study (13247001)	\$175,000	\$0	\$0	\$350,000	\$525,000

Project	2023	2024	2025	2026-2032	Total
Growth Plan - DC Study, Long Range Financial Plan (13237001)	\$300,000	\$0	\$0	\$600,000	\$900,000
Growth Plan - Facility Replacement Cost Analysis for DC Study (13227001)	\$65,000	\$0	\$0	\$130,000	\$195,000
Growth Plan - Parks Study / Parkland Dedication By-Law Review (13237003)	\$150,000	\$0	\$0	\$0	\$150,000
Long Range Financial Plan Annual Update (13237004)	\$25,000	\$0	\$25,000	\$125,000	\$175,000
Storm Water Management Facility Needs Study (30237101)	\$75,777	\$0	\$0	\$75,777	\$151,554
<b>Sub-Total</b>	<b>\$1,304,755</b>	<b>\$232,000</b>	<b>\$287,000</b>	<b>\$3,046,755</b>	<b>\$4,780,510</b>

**Operations & Fire Department Studies**

Project	2023	2024	2025	2026 -2032	Total
Fire Master Plan (20267001)	\$0	\$135,316	\$0	\$0	\$135,316
Fleet Strategic Master Plan Update (30277101)	\$0	\$0	\$0	\$78,825	\$78,825
Salt Management Plan (30237102)	\$36,000	\$0	\$0	\$0	\$36,000
Salt Management Plan (30277201)	\$0	\$0	\$0	\$16,816	\$16,816

Project	2023	2024	2025	2026 -2032	Total
Sub-Total	\$36,000	\$135,316	\$0	\$95,641	\$266,957

**Organizational Effectiveness Department Studies & Initiatives**

Project	2023	2024	2025	2026-2032	Total
GIS Master Plan (10227001)	\$52,550	\$0	\$0	\$105,100	\$157,650
HR Related Studies (50237001)	\$250,000	\$0	\$0	\$200,000	\$450,000
Informational Technology Master Plan (10247004)	\$0	\$183,925	\$0	\$446,675	\$630,600
Sub-Total	\$302,550	\$183,925	\$0	\$751,775	\$1,238,250

**Planning and Development Studies**

Project	2023	2024	2025	2026-2032	Total
Automated Speed Enforcement (ASE) Consideration / Review (35207101)	\$0	\$350,000	\$0	\$0	\$350,000
Bike Parking Design Guidelines (40227103)	\$0	\$7,500	\$0	\$0	\$7,500
Brooklin HCD Plan and Guidelines Update (81227401)	\$0	\$54,127	\$0	\$0	\$54,127
Downtown Whitby Four Corners HCD Plan and Guidelines (81247401)	\$0	\$0	\$108,253	\$0	\$108,253

Project	2023	2024	2025	2026-2032	Total
Downtown Whitby Perry's Plan HCD Plan and Guidelines (81217401)	\$0	\$0	\$0	\$108,253	\$108,253
Lynde Creek Study Update (40297102)	\$0	\$0	\$0	\$281,458	\$281,458
Municipal Engineering Growth Studies / Design Reviews (40237107)	\$135,316	\$135,316	\$135,316	\$947,212	\$1,353,160
Municipal Parking Lot Design Study (35237102)	\$0	\$157,650	\$0	\$0	\$157,650
Official Plan (Major Review) (81287201)	\$0	\$0	\$0	\$2,165,060	\$2,165,060
Official Plan (Minor Review) (81227201)	\$487,140	\$0	\$0	\$0	\$487,140
Region of Durham Streetlight Strategy Study (30257101)	\$32,476	\$0	\$0	\$0	\$32,476
Route Planning Design (40237101)	\$10,510	\$0	\$0	\$0	\$10,510
SWM Quality and Erosion Control Enhancement Study (40297101)	\$0	\$0	\$0	\$121,390	\$121,390
SWM Utility Study (40227102)	\$0	\$286,923	\$0	\$0	\$286,923
Werdens Plan HCD Plan Review and Update (81237401)	\$100,000	\$0	\$0	\$0	\$100,000



Project	2023	2024	2025	2026-2032	Total
Zoning By-Law Update (81297201)	\$0	\$0	\$0	\$433,012	\$433,012
<b>Sub-Total</b>	<b>\$765,442</b>	<b>\$991,516</b>	<b>\$243,569</b>	<b>\$4,056,385</b>	<b>\$6,056,912</b>

**Sustainability Program**

Project	2023	2024	2025	2026-2032	Total
ALL - Facilities Waste Container Replacement (55237610)	\$50,000	\$100,000	\$80,000	\$380,000	\$610,000
Biodiversity Climate Response Plan (55257602)	\$0	\$0	\$60,000	\$0	\$60,000
Climate Change Plan - Implementation (55237612)	\$70,000	\$70,000	\$70,000	\$490,000	\$700,000
Climate Change Plan Update (55267601)	\$0	\$0	\$0	\$280,000	\$280,000
Climate Literacy Program (40227104)	\$0	\$0	\$30,000	\$0	\$30,000
Community EV Readiness Strategy (55227609)	\$0	\$0	\$60,000	\$0	\$60,000
Community Sustainability Plan (55267603)	\$0	\$0	\$0	\$105,100	\$105,100
Corporate Sustainability Plan Update (55227602)	\$0	\$75,000	\$0	\$100,000	\$175,000
Corporate Waste Plan (55247602)	\$75,000	\$0	\$0	\$73,570	\$148,570

Project	2023	2024	2025	2026-2032	Total
DCEP Implementation (Programs, Studies, Infrastructure) (55217602)	\$50,000	\$50,000	\$50,000	\$350,000	\$500,000
Durham Climate Change Adaptation Plan (DCCAP) (55217604)	\$80,000	\$52,550	\$52,550	\$367,850	\$552,950
Energy Conservation Demand Management Plan Update (55237601)	\$0	\$60,000	\$0	\$60,000	\$120,000
Renewable Energy Study (Corporate) (55307601)	\$0	\$0	\$0	\$150,000	\$150,000
Sustainable Development Guidelines Update (55237602)	\$80,000	\$0	\$0	\$80,000	\$160,000
Task Force Climate Risk Financial Disclosure (55237611)	\$0	\$40,000	\$0	\$0	\$40,000
<b>Sub-Total</b>	<b>\$405,000</b>	<b>\$447,550</b>	<b>\$402,550</b>	<b>\$2,436,520</b>	<b>\$3,691,620</b>

**Transportation Master Plan and Related Studies**

Project	2023	2024	2025	2026-2032	Total
Active Transportation Plan (35237101)	\$0	\$0	\$0	\$750,000	\$750,000

<b>Project</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026-2032</b>	<b>Total</b>
Traffic & Transportation Study (40237106)	\$216,506	\$108,253	\$108,253	\$757,771	\$1,190,783
Traffic Operations Study (40227101)	\$54,127	\$54,127	\$0	\$0	\$108,254
Transportation Master Plan Study Update (35227104)	\$400,000	\$0	\$0	\$378,886	\$778,886
Zones and Corridor Studies / Designs (35227105)	\$105,100	\$78,825	\$31,530	\$126,120	\$341,575
<b>Sub-Total</b>	<b>\$775,733</b>	<b>\$241,205</b>	<b>\$139,783</b>	<b>\$2,012,777</b>	<b>\$3,169,498</b>

# 2023 Capital Project Details

(in alphabetic order)

## ALL – Facilities Waste Container Replacement

Capital Project #: 55237610

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): Facilities, Operational Services, and Asset Management

### Project Details:

#### Description:

This project supports the recommendations within Zero Carbon Whitby to target zero waste by 2040. Standardizing the waste containers and diversion opportunities in Whitby’s facilities will help ensure waste is diverted away from permanent disposal, directly resulting in a reduction in emissions.

This project will follow immediately after the Waste Management Strategy, and will set a standard for waste bins, signage, and labelling bin locations across all municipal buildings. Standardizing waste containers with proper signage and strategic location placement is proven to dramatically increase diversion rates while also addressing needs such as accessibility.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?**

Yes – Waste Management Strategy.

**What is the project duration?** Ongoing.

**Are there any potential future budgetary impacts?**

Yes – future container replacement.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Asset Management Reserve Fund	\$50,000	\$560,000	\$610,000

## Centralized Customer Service Strategy Implementation

Capital Project #: 51237003

Parent ID: Administrative Studies and Initiatives

Lead Department: Legislative Services / Town Clerk

Supporting Department(s): Organizational Effectiveness (Technology and Innovation Services) and Fire and Operational Services (Operational Services)

### Project Details:

#### Description:

Following the delivery of the Customer Service Strategy in June 2021, the focus in 2023 will be on upgrading the Cityworks software to allow for streamlined customer and work management functionality. Given that Operational Services receives a high volume of resident inquiries and service requests, the upgrade of Cityworks will offer visible improvements to residents, supporting streamlined and digital service request intakes as well as status updates. The upgrade of Cityworks will necessitate a review of how MOC Cityworks (inquiries from constituents on behalf of Members of Council), are handled. The opportunity to migrate the MOC Cityworks process to a Customer Relationship Management tool will be investigated in 2023. In line with the Customer Service Strategy’s recommendations, Staff are continuing to explore partnerships with the Region's 311 / MyDurham project. Further work on process mapping, knowledgebase development, software integration requirements, and identifying phasing for the creation of ServiceWhitby will occur as part of this project.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

5+ Years.

**Are there any potential future budgetary impacts?**

Yes – cost refinement for the implementation of ServiceWhitby and CRM will occur as more detailed implementation plans are developed.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$825,000	\$1,070,000	\$1,895,000

## Climate Change Plan - Implementation

Capital Project #: 55237612

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): All

### Project Details:

#### Description:

Whitby's Climate Emergency Response Plan (CERP) will provide a framework to address climate change adaptation and mitigation. In Q3 of 2022, CERP: Phase 1 - Adaptation was completed and approved by Council. Implementation of the adaptation measures outlined in the plan will commence in Q1 of 2023, including developing and implementing a community wide education campaign on climate risks, preparedness, and recovery.

Phase 2 of the CERP has been initiated and will focus on greenhouse gas emission reduction (mitigation) and will be completed in Q2 of 2023. This work will include the development of a community wide greenhouse gas inventory and a framework to support Whitby's transition to a zero-carbon community. Phase 2 implementation activities will begin in mid-2023.

#### Is this project legislated?

This project supports requirements outlined in O. Reg. 588/17: Asset Management Planning for municipal infrastructure.

#### Is another project foundational to precede this project occurring?

No.

#### What is the project duration?

Ongoing.

#### Are there any potential future budgetary impacts?

No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Long Term Finance Reserve	\$70,000	\$630,000	\$700,000

## Community Survey

Capital Project #: 50227001

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): Clerks, Finance, Economic Development

### Project Details:

#### Description:

The Whitby Community Survey is biennial research done to gauge resident satisfaction in Town services and programs. It is recommended that a contract of at least 5 years be established to ensure consistent, comparable data throughout the contract period and that the survey be executed every two years.

#### Is this project legislated?

No.

#### Is another project foundational to precede this project occurring?

No.

#### What is the project duration?

1 Year.

#### Are there any potential future budgetary impacts?

Yes – post 2032, to continue to provide this service and complete a biennial survey.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$54,127	\$213,508	\$270,635

## Content Management Program

Capital Project #: 51237002

Parent ID: Administrative Studies and Initiatives

Lead Department: Privacy, Records and Information Management / Office of the Town Clerk

Supporting Department(s): Technology and Innovation Services

### Project Details:

#### Description:

The Content Management Program will work to build upon the framework offered by Office 365. Staff supporting this program will work to manage content stored in Office 365 so that it is categorized and maintained in accordance with the lifecycle of the record. Metadata and software tools will be used to ease the burden of corporate record management on staff, while decreasing corporate risk by improving the management of electronic records. This program will complete business analysis activities with stakeholder departments, provide training, configure systems, and support the corporate implementation of tools that support content management.

**Is this project legislated?** No.

#### Is another project foundational to precede this project occurring?

Yes – the enablement of SharePoint in Office 365 is required for this project. The Office 365 project is underway with most staff already provided select Office 365 applications. SharePoint / Power Apps are targeted for 2023 corporate rollout.

**What is the project duration?** 2 Years.

#### Are there any potential future budgetary impacts?

Yes –there is expected to be an ongoing maintenance of these systems in addition to potential future expansion of these tools. As the Town rolls out additional electronic records systems and tools there may be future operational budget impacts for support staff and technology.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$262,000	\$0	\$262,000



## Contribution to Durham College

Capital Project #: 50197008

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Office of the CAO

### Project Details:

#### Description:

In 2019, Council approved a \$1 million dollar contribution to Durham College payable over 5 years. The 2023 budget request represents the 5th year of this 5-year commitment.

**Is this project legislated?** No

**Is another study foundational to precede this project occurring?** No

#### What is the duration of the project?

This is a 5 Year commitment (2019-2023).

#### Are there any potential future budgetary impacts?

The total commitment will end after the 2023 budget.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Long-Term Finance Reserve	\$200,000	\$0	\$200,000

## Corporate Waste Plan

Capital Project #: 55247602

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): Facilities and Operational Services

### Project Details:

#### Description:

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

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

8 Months.

**Are there any potential future budgetary impacts?**

Yes – additional costs may be required to implement the recommendations of the Corporate Waste Management Plan and will be identified during the development of the Plan.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Long Term Finance Reserve	\$75,000	\$73,570	\$148,570

## Council Training - Media and Social Media Training

Capital Project #: 10237805

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): CAO

### Project Details:

#### Description:

Media relations and social media training for Council Members is recommended to support their position as active ambassadors sharing messaging about the Town. Media and social media play a role in society by shaping perceptions. They are both major information conduits to the public and a critical means to reach key audiences. Training will focus on how to strategically manage inquiries and package stories.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

1 Month.

**Are there any potential future budgetary impacts?**

Post 2032, recommend training at the beginning of any new Council.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Corporate Development Reserve	\$10,000	\$20,000	\$30,000

## DAAP Review

Capital Project #: 83217001

Parent ID: Financial Services Studies and Initiatives

Lead Department: Planning and Development

Supporting Department(s): Financial Services

### Project Details:

#### Description:

A Development Application Approval Process (DAAP) Fee Review will be conducted to ensure development fees reflect processing and service delivery costs, legislative compliance, and market competitiveness.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

6-8 Months.

**Are there any potential future budgetary impacts?**

Yes – depending on the outcome of the review, there may be a request for changes to staff complement and/or changes to development fees, subject to Council approval.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Building Permit Reserve Fund	\$81,978	\$81,978	\$163,956

## DCEP Implementation (Programs, Studies, Infrastructure)

Capital Project #: 55217602

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): Organizational Effectiveness, Community Services, Purchasing Services, and Planning Services

### Project Details:

#### Description:

The Durham Community Energy Plan (DCEP) was endorsed by Council in 2019. The DCEP identified the actions needed in order to respond to the Town’s declaration of Climate Change as an Emergency and identifies the actions needed to be implemented in order for the Town of Whitby and the broader Durham Region to be successful in reducing Greenhouse Gas Emissions by 80% by 2050.

The implementation of the plan is in partnership with local municipalities, local utility providers and the Region of Durham for the implementation of the following six programs:

- Durham Green Standard: Enhanced energy performance for new buildings.
- Durham Deep Retrofit Program: Transforming existing buildings.
- Renewable Energy Co-operative: Stimulating Local Renewable Energy Projects.
- Electric Vehicle Joint Venture: Happy Motoring!
- Education and Outreach Program: Engaging the Community.
- Co-ordinating Land-use Policies: Sustainable Growth.

In 2023 efforts will be focused on:

- A Whitby-wide District Energy Feasibility study, to identify and scope potential district energy opportunities across the community including key locations such as Port Whitby and the proposed Hospital location.
- Exploration of enhanced financial mechanism options to support greater uptake of the Durham Greener Homes retrofit program.
- Pilot of the implementation of a Regional incentive program to support green development standards.

Is this project legislated? No

Is another project foundational to precede this project occurring? No

What is the project duration? Ongoing.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Long Term Finance Reserve	\$50,000	\$450,000	\$500,000

## Development Related Administrative Overhead

Capital Project #: 13217003

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): N/A

### Project Details:

**Description:**

As identified in the 2021 Development Charge Background Study, this project is for development related administrative overhead that directly relates to the development portfolio and growth-related capital projects.

**Is this project legislated?** N/A

**Is another project foundational to precede this project occurring?** N/A

**What is the project duration?**

Ongoing.

**Are there any potential future budgetary impacts?**

Yes - This project contributes to the philosophy of growth paying for growth to the permitted legislated level, thereby reducing the tax-based impact.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Roads & Related – Townwide Reserve Fund	\$232,000	\$2,088,000	\$2,320,000

## Downtown Brooklin CIP Grants

Capital Project #: 55217402

Parent ID: Creative Communities Initiatives

Lead Department: Strategic Initiatives

Supporting Department(s): Financial Services

### Project Details:

#### Description:

The Downtown Brooklin Community Improvement Plan (CIP) provides funding for commercial properties located in historic Downtown Brooklin to support façade and sign improvements. The program also offers a design grant for façade improvement projects to support design needs (i.e., architectural, landscape etc.).

**Is this project legislated?** Yes.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

Ongoing.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Façade Grant Reserve	\$30,000	\$270,000	\$300,000

## Downtown Whitby CIP Maintenance & Improvement Grants

Capital Project #: 55227405

Parent ID: Creative Communities Initiatives

Lead Department: Strategic Initiatives

Supporting Department(s): Financial Services

### Project Details:

#### Description:

The Downtown Whitby Community Improvement Plan (CIP) provides a variety of incentive programs to support commercial developments in Downtown Whitby. The CIP offers several maintenance and improvement programs including the façade improvement grant, sign grant, interior heritage building grant, and design grant for properties located within the community improvement project area boundary.

**Is this project legislated?** Yes.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

2 Years (March 1, 2025).

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Façade Grant Reserve	\$45,000	\$405,000	\$450,000



## Durham Climate Change Adaptation Plan (DCCAP)

Capital Project #: 55217604

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): Organizational Effectiveness, Facilities, Purchasing Services, and Planning Services

### Project Details:

#### Description:

In 2018, Council endorsed the Durham Community Climate Adaption Plan which identified several actions to help prepare our community for climate change and extreme weather. The plan identifies over 19 programs that will help to ensure the community remains resilient across a number of sectors including:

- Agriculture Sector
- Buildings Sector
- Electrical Sector
- Flooding Sector
- Food Security Sector
- Human Health Sector
- Natural Environment Sector
- Roads Sector

In 2023, the Town will be focusing on the following initiatives:

- Implementing the Community Greening Program to be delivered by LEAF, which include: two annual community tree planting events, one community maintenance event and one education event per year.
- Piloting a Sustainable Neighbourhood Action Plan program (SNAP) to increase the resiliency of vulnerable neighbourhoods. This project will be co-funded by the Region of Durham and is in partnership with the Town of Ajax and CLOCA.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration? Ongoing.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Long Term Finance Reserve	\$80,000	\$472,950	\$552,950

## GIS Master Plan

Capital Project #: 10227001

Parent ID: Organizational Effectiveness Department Studies and Initiatives

Lead Department: Organizational Effectiveness

Supporting Department(s): Would be a best practice to survey and involve the Enterprise to ensure we understand their current and future business requirements. More involvement from Operations, Planning, CMS and TIS would be required as GIS is used for many tasks in their operational roles.

### Project Details:

#### Description:

Technology and Innovation Services (TIS) would like to engage a consulting firm to deliver a 5-year Geographic Information System (GIS) Strategic Plan. The plan would document a vision and action plan that aligns with the CITDSP, and all associated Corporate Plans. This strategy would guide TIS in moving their GIS program forward in the best way possible to serve both Whitby staff and residents.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** Yes.

**What is the project duration?** 8-12 Months.

**Are there any potential future budgetary impacts?**

Yes – the strategic plan will identify the requirements needed to help achieve the goals.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$39,498	\$78,996	\$118,494
DC – Development Related Study Reserve Fund	\$13,052	\$26,104	\$39,156
<b>Total</b>	<b>\$52,550</b>	<b>\$105,100</b>	<b>\$157,650</b>

## Growth Plan – Community Benefits Charge Study

Capital Project #: 13247001

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Planning and Development & Community Services

### Project Details:

#### Description:

The Province enacted legislation in 2019 that introduced the Community Benefits Charge under the Planning Act. This background study will provide the supporting documentation to permit the Town of Whitby to introduce a Community Benefits Charge By-Law / Fee. The study is expected to commence in late 2023.

#### Is this project legislated?

Yes – without a background study the Town of Whitby cannot bring forward a By-Law / Fee.

#### Is another project foundational to precede this project occurring?

This study will run in conjunction with the Development Charge Background Study.

#### What is the project duration?

18 Months.

#### Are there any potential future budgetary impacts?

Yes – the introduction of a Community Benefits Charge Fee on eligible new development, would mitigate future tax impact related to the growth-related capital budget.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$175,000	\$350,000	\$525,000

## Growth Plan – DC Study, Long Range Financial Plan

Capital Project #: 13237001

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Primarily - Planning and Development, Community Services and Fire & Operations. The preparation of this study will involve all Town Departments in varying capacities.

### Project Details:

#### Description:

Under the Development Charges Act a development charge background study is required prior to the Town of Whitby updating the Development Charge By-Law / Fee. The Town charges a development charge fee to new residential / non-residential development and expanded non-residential development. The fee is used to help finance the growth-related capital infrastructure required to maintain service levels as the Town’s population increases. The study is expected to commence in late 2023.

#### Is this project legislated?

Yes – without a background study the Town of Whitby cannot bring forward an updated By-Law / Fee.

#### Is another project foundational to precede this project occurring?

This study will run in conjunction with the Community Benefits Charge Study. This study is dependent on the Region of Durham’s updated population allocation for Whitby and the Town of Whitby Transportation Master Plan, the Parks and Recreation Master Plan and the Facility Replacement Cost Analysis.

#### What is the project duration?

18 Months.

#### Are there any potential future budgetary impacts?

Yes – an updated Development Charge Fee on eligible new development would mitigate future tax impact related to the growth-related capital budget.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$75,000	\$150,000	\$225,000
DC – Development Related Study Reserve Fund	\$225,000	\$450,000	\$675,000
<b>Total</b>	<b>\$300,000</b>	<b>\$600,000</b>	<b>\$900,000</b>

## Growth Plan – Facility Replacement Cost Analysis for DC Study

Capital Project #: 13227001

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Community Services

### Project Details:

#### Description:

As part of the Development Charge Background Study, a replacement cost analysis must be completed on all existing Town of Whitby assets. For the prior three DC Studies, the Town has chosen to have an independent third party provide the replacement cost analysis for all of Town of Whitby facilities and facility related land.

#### Is this project legislated?

Yes – Replacement Cost Analysis is part of the DC Background Study requirements under the Development Charges Act. The municipality chooses to have this done by an independent 3<sup>rd</sup> party.

Is another project foundational to precede this project occurring? No.

#### What is the project duration?

4 Months.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Development Related Study Reserve Fund	\$65,000	\$130,000	\$195,000

## Growth Plan – Parks Study / Parkland Dedication By-Law Review

Capital Project #: 13237003

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Community Services, Planning and Development, and Legal Services

### Project Details:

#### Description:

This study will quantify the required Parkland dedication requirements for the Town to maintain service levels as the population grows, and the maximum service level as permitted under the Planning Act.

#### Is this project legislated?

Yes – to bring forward a new Parkland Dedication / Cash-in-Lieu by-law, under the Planning Act a study must be undertaken to determine the additional parkland required by the Town.

#### Is another project foundational to precede this project occurring?

The Parks and Recreation Master Plan.

#### What is the project duration?

18 Months.

#### Are there any potential future budgetary impacts?

Yes, given recent changes to the Planning Act as a result of Provincial Legislation (Bill 23), budgetary impacts may be identified.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Parks & Recreation Reserve Fund	\$125,000	\$0	\$125,000

## HR Related Studies

Capital Project #: 50237001

Parent ID: Organizational Effectiveness Department Studies and Initiatives

Lead Department: Organizational Effectiveness

Supporting Department(s): All Town Departments will be required to provide insight to benchmark positions to be reviewed.

### Project Details:

#### Description:

A comprehensive market review of CUPE Full-time and Exempt Group positions to gauge the Employer's competitiveness, and ability to attract and retain talent. This capital project will fund the engagement of compensation experts, to undertake the review, and make recommendations regarding compensation structures, administration, philosophy, etc. The Town will utilize external consultants and temporary compensation specialists to complete the analysis.

Future budget years have been earmarked for different HR required studies.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?**

Yes – the Workforce Planning project, was completed in 2022.

**What is the project duration?**

12 Months.

**Are there any potential future budgetary impacts?**

Yes – the study will make recommendations regarding compensation structures, administration, and philosophy at the Town, which may have future budgetary impacts, the magnitude of which is currently unknown.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Corporate Development Reserve	\$250,000	\$200,000	\$450,000

As mentioned above, the 2024-2032 forecasted budget are for different studies, the details will be included in a future budget year.

## Library Strategic Plan

Capital Project #: 90237002

Parent ID: Administrative Studies and Initiatives

Lead Department: Whitby External Boards and Agencies

Supporting Department(s): N/A

### Project Details:

**Description:**

The Library will engage the community and stakeholders to develop a strategic plan. The plan will lead the development and delivery of services that meet the needs of our growing and increasingly diverse community over the next 5 years.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?**

No – however, the Town’s community strategic plan will be valuable for ensuring that our goals are aligned.

**What is the project duration?**

8 Months.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$25,000	\$25,000	\$50,000
DC – Library Reserve Fund	\$25,000	\$25,000	\$50,000
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>



## Long Range Financial Plan Annual Update

Capital Project #: 13237004

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): N/A

### Project Details:

**Description:**

As part of the annual budgetary process the Long-Range Financial Plan model is updated annually.

**Is this project legislated?**

No.

**Is another project foundational to precede this project occurring?**

No.

**What is the project duration?**

3 Months.

**Are there any potential future budgetary impacts?**

Yes – the model helps identify financial pressures in the current / future budget years based on the Operating Budget and Capital Budget Forecast.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$12,500	\$75,000	\$87,500
DC – Development Related Study Reserve Fund	\$12,500	\$75,000	\$87,500
<b>Total</b>	<b>\$25,000</b>	<b>\$150,000</b>	<b>\$175,000</b>

## Municipal Engineering Growth Studies / Design Reviews

Capital Project #: 40237107

Parent ID: Planning and Development Department Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

#### Description:

This item incorporates budgets for several Studies and Reviews related to ongoing and anticipated Capital and Development Projects including:

- Environmental Studies and Reviews,
- Stormwater Management Studies and Reviews, and
- Structural Studies and Reviews.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

Budgetary Year.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Roads & Related – Townwide Reserve Fund	\$135,316	\$1,217,844	\$1,353,160

## Newsroom - Corporate Storytelling Platform

Capital Project #: 10237803

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): TIS

### Project Details:

#### Description:

This capital project will build an online corporate newsroom storytelling platform.

Through the communications survey in 2022 and previous community surveys, residents shared they are seeking information from the Town through its digital channels first, including the Town's website. Unlike media coverage, an integrated newsroom is a hub where the Town can create and provide accurate, timely and engaging content that can be pushed out directly and indirectly to journalists, influencers, residents, interested parties, and staff interested in the Town and its programs, services, and initiatives.

An online newsroom survey identified that 98% of journalists think it's important for an organization to have an online newsroom. The impact of the decline in newsrooms and news resources means that providing local reporters with packaged, engaging content they can leverage is vital to their continued storytelling efforts and helps the Town control and promote the narrative about why Whitby is a great place to live, work and play.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration?

1 Year.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$30,000	\$0	\$30,000

## Official Plan (Minor Review)

Capital Project #: 81227201

Parent ID: Planning and Development Department Studies

Lead Department: Planning and Development

Supporting Department(s): Community Services, Financial Services, Fire and Emergency Services, Legal and Enforcement Services, Office of the Chief Administrator, Operational Services

### Project Details:

#### Description:

A (minor) review and update of the Town of Whitby Official Plan (OP) will be required to address land use policy changes at the Provincial and Regional level and as it relates to conformity with Envision Durham Regional Official Plan Amendment (ROPA). This update will help ensure the Town’s land-use planning policies remain current and reflect and implement upper tier policy changes, to effectively manage future growth and development. Staff monitor policy development and changes at various levels of government to determine potential implications for the future minor OP Review project to be commenced following Envision Durham.

**Is this project legislated?** Yes.

**Is another project foundational to precede this project occurring?**

Yes – the Envision Durham Regional Office Plan.

**What is the project duration?**

18 Months.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$99,357	\$0	\$99,357
DC – Development Related Study Reserve Fund	\$387,783	\$0	\$387,783
<b>Total</b>	<b>\$487,140</b>	<b>\$0</b>	<b>\$487,140</b>

## Region of Durham Streetlight Strategy Study

Capital Project #: 30257101

Parent ID: Planning and Development Department Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

**Description:**

This study is conducted by the Region to review Regional and local area municipalities' responsibilities for streetlighting on Regional roads. The cost for the study will be shared among the Region and local area municipalities.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

2 Years.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$6,495	\$0	\$6,495
DC – Roads & Related – Townwide Reserve Fund	\$25,981	\$0	\$25,981
<b>Total</b>	<b>\$32,476</b>	<b>\$0</b>	<b>\$32,476</b>

## Route Planning Design

Capital Project #: 40237101

Parent ID: 81PA7001 Planning and Development Department Studies

Lead Department: Operations and Fire Services

Supporting Department(s): N/A

### Project Details:

**Description:**

A consulting firm will be engaged to conduct a review of all winter maintenance routing and develop a “Route Planning Design” to help the department effectively plan and optimize resources for future roads and sidewalks growth. The Route Planning Design will include strategies utilized by other municipalities as well as compare and align TOW growth winter maintenance route planning and design.

The Town of Whitby continues to optimize all resources to implement route configuration changes annually to provide the public with the safe and efficient mobility on all town roads, sidewalks and trail systems, while minimizing effects on the environment.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

8-12 Months.

**Are there any potential future budgetary impacts?**

Yes, winter maintenance route optimization is an evolving activity tied to salt management and growth requiring the need to review resources and alternate service delivery to optimize organizational and operations efficiencies.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$2,102	\$0	\$2,102
DC – Roads & Related – Townwide Reserve Fund	\$8,408	\$0	\$8,408
<b>Total</b>	<b>\$10,510</b>	<b>\$0</b>	<b>\$10,510</b>

## Salt Management Plan

Capital Project #: 30237102

Parent ID: Operations and Fire Studies

Lead Department: Operations and Fire Services

Supporting Department(s): N/A

### Project Details:

**Description:**

A Salt Management Plan ensures that the Town stores and uses road salt wisely. The plan includes an annual audit of existing salt spreading practices and operations to determine what improvements should be considered. The Plan will provide environmental protection without compromising road safety. The Town of Whitby continues to optimize salt usage and provide the public with safe and efficient transportation systems, while minimizing effects on the environment.

**Is this project legislated?** Yes.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

2 Years.

**Are there any potential future budgetary impacts?** Yes, to be determined in the plan.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Reserve Fund	\$7,200	\$0	\$7,200
DC – Roads and Related (Townwide) Reserve Fund	\$28,800	\$0	\$28,800
<b>Total</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$36,000</b>

## Sidewalk Patio Boardwalk

Capital Project #: 30237401

Parent ID: Creative Communities Initiatives

Lead Department: Operations and Fire Services

Supporting Department(s): Strategic Initiatives

### Project Details:

#### Description:

This project is a continuation from the past few years, providing sidewalk patios in Downtown Whitby / Brooklin to support local businesses and provide additional opportunities to enhance the streetscapes for residents and visitors.

#### Is this project legislated?

No.

#### Is another project foundational to precede this project occurring?

No.

#### What is the project duration?

6 Months (May –Oct).

#### Are there any potential future budgetary impacts?

Yes – depending on vendor interest and future applications received through the Downtown Business Interest.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Asset Management Reserve Fund	\$30,000	\$270,000	\$300,000



## Sponsorship Opportunities, Inventory Asset Identification Study

Capital Project #: 55207003

Parent ID: Economic Development Program

Lead Department: Strategic Initiatives

Supporting Department(s): Community Services

### Project Details:

#### Description:

This project is to develop a new sponsorship strategy with the support of a consultant. The strategy will identify new revenue opportunities for the municipality by establishing a new inventory of saleable assets including programs and infrastructure. This Study will also support the municipality by ensuring that Town assets are priced according to fair market value.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

6-9 Months.

**Are there any potential future budgetary impacts?**

Yes – there may be capital implications if new infrastructure is required. It is anticipated that this project will identify new revenue streams for the municipality.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Corporate Development Reserve	\$78,825	\$0	\$78,825

## Storefront Apparel Solution

Capital Project #: 10237801

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): Finance

### Project Details:

#### Description:

The Storefront Apparel solution project is to build a webstore to manage branded merchandise needs for Town staff. By creating a webstore with pre-selected, branded apparel and merchandise that individual staff and teams can select to purchase, the Town will ensure brand consistency and a professional appearance when representing the Town in the community. Wearing branded apparel and having available merchandise for gifts, prizes, etc., allows staff to show pride in the Town's brand.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration?

1 Year.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$5,000	\$0	\$5,000

## Storm Water Management Facility Needs Study

Capital Project #: 30237101

Parent ID: Financial Services Studies and Initiatives

Lead Department: Financial Services

Supporting Department(s): Planning & Development

### Project Details:

#### Description:

For this project a consultant will be required to determine:

- the quantity of sedimentation within each of the prescribed stormwater management ponds,
- the class of hazardous material of the sedimentation,
- costs to remove and dispose of the sedimentation as per O.Reg. 406/19, and
- a 10-year plan for prioritizing the pond cleanouts.

This work will ensure that the stormwater management ponds function effectively by filtering out solids and other contaminants before entering the surrounding bodies of water.

#### Is this project legislated?

Yes – O.Reg. 406/19 On-site and Excess Soil Management.

Is another project foundational to precede this project occurring? No.

#### What is the project duration?

4 Months.

#### Are there any potential future budgetary impacts?

Yes – depending on the findings of this study, the costs of cleaning the stormwater management ponds could increase due to increased levels of sedimentation and determined class of hazardous material in the sedimentation.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Asset Management Reserve Fund	\$75,777	\$75,777	\$151,554

## Strategic Communications Roadmap

Capital Project #: 10237804

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): N/A

### Project Details:

#### Description:

2023 marks the last year of the first Strategic Communications Roadmap for the Town of Whitby. The current Roadmap seeks to support the Communications and Creative Service’s (CCS) vision of an open and connected Whitby, and to nurture a community that is aware, informed, and engaged. In 2023, CCS will be seeking to engage an agency to review the current Roadmap, manage stakeholder research and outreach, and provide informed recommendations for the goals and objectives that should be included as part of the 2024-2026 Strategic Communications Roadmap.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration?

1 Year.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Asset Management Reserve Fund	\$30,000	\$90,000	\$120,000

## Sustainable Development Guidelines Update

Capital Project #: 55237602

Parent ID: Sustainability Program

Lead Department: Strategic Initiatives

Supporting Department(s): Organizational Effectiveness, Community Services, Purchasing Services, and Planning and Development

### Project Details:

#### Description:

In 2023, a consultant will be hired to prepare an update to the Whitby Green Standard. This will advance the performance requirements for implementation in September 2024. The mandatory Tier of the Whitby Green Standard will progress from Tier 1 to Tier 2.

A detailed review of the requirements of Tiers 2 to 4 will be completed in consultation with internal staff, key stakeholders, and municipal partners. The purpose of the review is to ensure the new mandatory tier is feasible for developers to achieve, and that the Whitby Green Standard aligns with the new tiered National Building Codes.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration?

1 Year.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Development Related Study Reserve Fund	\$80,000	\$80,000	\$160,000

## Traffic & Transportation Study

Capital Project #: 40237106

Parent ID: Transportation Master Plan and Related Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

**Description:**

The Traffic and Transportation study is additional study work required (including peer review needs) to support Transportation Services staff in reviewing development applications.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

The Traffic and Transportation Study is generally short duration.

**Are there any potential future budgetary impacts?** No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Roads & Related – Townwide Reserve Fund	\$216,506	\$974,277	\$1,190,783

## Traffic Operations Study

Capital Project #: 40227101

Parent ID: Transportation Master Plan and Related Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

**Description:**

The Traffic Operations Study is additional study work to support Transportation Services staff in reviewing and responding to intersection safety and / or operational concerns.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

2 Years.

**Are there any potential future budgetary impacts?**

Yes -future budgetary impacts may be identified through the Traffic Operations Study.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$10,826	\$10,826	\$21,652
DC – Roads & Related – Townwide Reserve Fund	\$43,301	\$43,301	\$86,602
<b>Total</b>	<b>\$54,127</b>	<b>\$54,127</b>	<b>\$108,254</b>

## Transportation Master Plan Study Update

Capital Project #: 35227104

Parent ID: Transportation Master Plan and Related Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

#### Description:

The Whitby Transportation Master Plan (TMP) was last completed in 2010 and requires updating. This Study will identify specific interim and long-term multi-modal transportation and funding requirements.

#### Is this project legislated?

No - however, it is fundamental to identify future infrastructure needs and costs.

#### Is another project foundational to precede this project occurring? No.

#### What is the project duration?

12-18 Months.

#### Are there any potential future budgetary impacts?

Yes - the Transportation Master Plan is the foundation for budgeting for the future transportation system.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
DC – Roads & Related – Townwide Reserve Fund	\$400,000	\$378,886	\$778,886



## Ward Boundary Review

Capital Project #: 51237001

Parent ID: Administrative Studies and Initiatives

Lead Department: Legislative Services / Town Clerk

Supporting Department(s): Planning and Development

### Project Details:

#### Description:

The Ward Boundary Review project will work in accordance with the Ward Boundary Review Guidelines Policy. The criterion for determining the need for a Ward Boundary Review Project, as stated in the Policy, will be the Electoral Quota value not exceeding +/- 25%.

According to the population forecasts completed by Hemson Consulting Ltd. in January 2021, the Electoral Quota will exceed +/- 25% in Centre Ward in 2021 (-28.77%). As Centre Ward includes the historic downtown area of the Town of Whitby this variance could be explained for the 2022 election, however as this variance is expected to increase by 2026, the review is recommended to be completed before the 2026 election.

Therefore, an analysis of population projections by ward and the establishment of new ward boundaries will be the primary focus of this project to reduce the Electoral Quota value to an ideal range (+/- 0 – 15%). Town staff will work in partnership with a third-party consulting company who specialized in ward boundary adjustments to create new ward boundaries and to assist with public consultation.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No – a preliminary review was completed by Hemson Consulting Ltd. to develop a population forecasting report and Staff Report CLK 01-21 Ward Population Review summarizes findings and recommendations.

**What is the project duration?** 1 Year.

**Are there any potential future budgetary impacts?** Yes – to conduct a Ward Boundary Review, a third-party consultant specializing in ward boundary adjustments will be retained to develop boundary options and assist with public consultation. The Office of the Town Clerk currently has a Ward Boundary Review as a capital project as early as 2023.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$32,476	\$0	\$32,476
DC – Development Related Study	\$32,476	\$0	\$32,476
<b>Total</b>	<b>\$64,952</b>	<b>\$0</b>	<b>\$64,952</b>

## Werden’s Plan HCD Plan Review and Update

Capital Project #: 81237401

Parent ID: Planning and Development Department Studies

Lead Department: Planning and Development

Supporting Department(s): Community Services, Financial Services, Fire and Emergency Services, Office of the Chief Administrator, Operational Services

### Project Details:

#### Description:

The Werden's Heritage Conservation District (HCD) Plan review and update is required subsequent to the update of the Downtown Secondary Plan. Deliverables in 2023 will include consultant selection and retention, background review, community consultation, and proposed and final recommended revisions to the HCD Plan for Council consideration.

Is this project legislated? No.

Is another project foundational to precede this project occurring?

Yes – Downtown Secondary Plan.

What is the project duration? 18 Months.

Are there any potential future budgetary impacts? No.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$50,000	\$0	\$50,000
DC – Development Related Study Reserve Fund	\$50,000	\$0	\$50,000
<b>Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

## Whitby Strategic Plan & Goals Update

Capital Project #: 50237002

Parent ID: Administrative Studies and Initiatives

Lead Department: Strategic Initiatives

Supporting Department(s): Organizational Effectiveness

### Project Details:

#### Description:

This project focuses on the creation of a 4-year Community Strategic Plan that will establish direction for the Town for the next term of Council. The purpose of the Community Strategic Plan is to provide strategic priorities and a road map for Council, and Town staff, to outline how to best provide services and to help our town thrive. The project will be led by a Steering Committee made up of Council members, Town Staff, and an outside consultant.

The Community Strategic Plan will be developed through an inclusive approach seeking feedback from Council, Town Staff, and the community. It will ensure strategic alignment with the goals of Council, community expectations, and corporate strategies integrating the Corporate Strategic Plan and other existing strategies. The Community Strategic Plan will be developed and presented to Council for endorsement in Q2 2023.

Is this project legislated? No.

Is another project foundational to precede this project occurring? No.

What is the project duration?

6 Months.

Are there any potential future budgetary impacts?

Yes – depending on the outcomes of the Community Strategic Plan, additional projects may be considered in future budgets based on Council and community priorities.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Corporate Development Reserve	\$54,127	\$57,127	\$108,254

## Whitby Wire Update

Capital Project #: 10237802

Parent ID: Corporate Communications and Creative Services

Lead Department: Organizational Effectiveness

Supporting Department(s): TIS, Human Resources

### Project Details:

#### Description:

The Whitby Wire is an internal intranet resource that was launched in 2018. Since that time, the technology that Town Staff use internally to communicate has changed dramatically, which has replaced and improved upon some of the intended uses of some of the original connection functions of the Wire. This has impacted the use and adaptation of the Wire.

In addition, the Town's culture has also shifted dramatically during this time, providing another opportunity to review how the site could be better used to create connections and share information. Taking a phased approach to improve and increase usage of the site, the first step is to do a needs assessment to understand the challenges, opportunities, and potential alternative solutions that are available.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

1 Year.

**Are there any potential future budgetary impacts?**

Yes – likely, based on the outcome of this first phase.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Asset Management Reserve Fund	\$100,000	\$0	\$100,000

## Zones and Corridor Studies / Designs

Capital Project #: 35227105

Parent ID: Transportation Master Plan and Related Studies

Lead Department: Planning and Development

Supporting Department(s): N/A

### Project Details:

**Description:**

The Zone and Corridor Studies / Design reviews road corridors and addresses identified safety concerns and / or community requests for modifications.

**Is this project legislated?** No.

**Is another project foundational to precede this project occurring?** No.

**What is the project duration?**

3-9 Months.

**Are there any potential future budgetary impacts?**

Yes - Future budgetary impacts may be identified through the Zones and Corridor Study.

### Budget Request:

Funding Source	2023 Budget	2024-2032 Forecast	Total
Growth Capital Reserve Fund	\$21,020	\$47,295	\$68,315
DC – Roads & Related – Townwide Reserve Fund	\$84,080	\$189,180	\$273,260
<b>Total</b>	<b>\$105,100</b>	<b>\$236,475</b>	<b>\$341,575</b>

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## User Fees, Rates and Charges

User fees, rates and charges are charged to individuals or groups for the use of a program or services which provides a direct benefit to the user. Town services provide a varying degree of user fees and property tax support. User fees can play a role in equitably distributing services cost between individuals and society at large, limiting tax increases, more efficiently allocating government dollars, and helping to achieve Council's priorities.

### Fully tax supported – no user fees

Some services provided are fully tax supported and have no (or very minor) users fees, such as roads and local parks. These are generally services that are available and used by everyone.

### Partially tax supported – reduced user fees

These services, such as recreation facilities and programs, benefit individuals and society at large. User fees alone are not sufficient to recover the full cost of providing the service and they are funded through a combination of user fees and taxes.

### No tax support – full user fees

Services such as those relating to the development application approval process (i.e. building, planning and engineering) are set to recover the full cost of processing development applications, providing inspection services and enforcing the building code.

### Setting of user fees, rates and charges

User fees are reviewed annually as part of the budget process and brought forward for approval as part of the budget. The upset limit to a user fee is 100 per cent cost recovery. Meaning the revenue received covers the cost of providing the service. Other considerations taken into account when reviewing user fees are the local economy, inflation, Ontario legislation and competition in the market.

### 2023 Rate Highlights

There are a number of proposed new/fee increases as part of the 2023 Recommended Budget. The listing following is a comprehensive listing of current approved user fees for Town services and includes proposed new programs/services fees or increased fees and their effective date, subject to Council's approval. It also notes those fees that automatically increase annually as per the Council approved fee by-law (i.e., Building, Engineering and Planning Fees related to Development applications). In total, the additional revenue from these proposed fee increases, please refer to Decision Item request #34, represents \$329 thousand in the 2023 Budget and \$493 thousand on an annual ongoing basis; plus a further \$176 thousand is included in the 2023 budget relating to the automatic annual increases in Building, Planning and Engineering fees. Without both these proposed and automatic fee increases, an additional \$669 thousand would shift to the tax base on annual ongoing basis representing a 0.6% additional tax impact. Following Council's consideration

of the budget a comprehensive listing of Council approved user fees for Town services can be found on the Town's website at [Fees for Services and Activities By-Law \(consolidated\)](#).



Schedule A  
To By-Law #7220-17  
Office of Town Clerk and General Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CLK- 1	General Fees	Photocopies	\$0.70	\$0.80	Per Page	Yes	April 1, 2023
CLK- 2	General Fees	Commission Affidavits (Non-Residents)	\$25.00	\$30.00	Limit of 4 documents	Yes	April 1, 2023
CLK- 3	General Fees	Certify True Copies (Non-Residents)	\$25.00	\$30.00	Limit of 4 documents or copies	Yes	April 1, 2023
CLK- 4	General Fees	Commission Affidavits (Residents)	\$15.00	\$17.50	Limit of 4 documents	Yes	April 1, 2023
CLK- 5	General Fees	Certify True Copies (Residents)	\$15.00	\$17.50	Limit of 4 documents or copies	Yes	April 1, 2023
CLK- 6	General Fees	Film Permit	\$500.00	\$500.00	Fee per permit for commercial film production companies	Yes	April 1, 2023
CLK- 7	General Fees	Pension Affidavits (Seniors)	Exempt	Exempt	N/A	No	April 1, 2023
CLK- 8	General Fees	Marriage Licence	\$140.00	\$150.00	Per Licence	No	April 1, 2023
CLK- 9	General Fees	Marriage Ceremony	\$325.00	\$350.00	Per Ceremony	Yes	April 1, 2023
CLK- 10	General Fees	Marriage Ceremony Cancellation Charge – prior to pre-consult	\$50.00	\$50.00	Per Cancellation	Yes	April 1, 2023
CLK- 11	General Fees	Marriage Ceremony Cancellation Charge – following pre-consult	\$100.00	\$100.00	Per Cancellation	Yes	April 1, 2023
CLK- 12	General Fees	Lottery Licence	3% of Prize	3% of Prize	Per Licence	No	April 1, 2023
CLK- 13	General Fees	Registration of Death (During Business Hours)	\$25.00	\$30.00	Per Registration	No	April 1, 2023
CLK- 14	General Fees	Registration of Death (After Hours)	\$125.00	\$150.00	Per Registration	No	April 1, 2023
CLK- 15	General Fees	Line Fence Dispute Administration	\$250.00	\$250.00	Per Application	No	April 1, 2023
CLK- 16	General Fees	Records Search Not Freedom of Information	\$45.00	\$50.00	Per Hour	Yes	April 1, 2023
CLK- 17	General Fees	Municipal Consent Forms for Liquor Licence Applications	\$50.00	\$55.00	Per Application	No	April 1, 2023
CLK- 18	General Fees	Temporary Patio Initial Application (New)	N/A	\$150.00	Per Application	No	April 1, 2023
CLK- 19	General Fees	Temporary Patio Annual Renewal (New)	N/A	\$100.00	Per Application	No	April 1, 2023

Schedule B  
To By-Law #7220-17  
Business Licence Fee

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
BYL- 1	Adult Entertainment Licences	Parlour Establishment	\$3,000.00	\$3,000.00	Per Licence	No	April 1, 2023
BYL- 2	Adult Entertainment Licences	Body-Rub Establishment	\$1,000.00	\$1,000.00	Per Licence	No	April 1, 2023
BYL- 3	Adult Entertainment Licences	Body-Rub Attendant	\$200.00	\$200.00	Per Licence	No	April 1, 2023
BYL- 4	Adult Entertainment Licences	Body-Rub Operator	\$300.00	\$300.00	Per Licence	No	April 1, 2023
BYL- 5	Adult Entertainment Licences	Body-Rub Owner	\$300.00	\$300.00	Per Licence	No	April 1, 2023
BYL- 6	Taxicab and Limousine Licences	Limousine Driver	\$75.00	\$75.00	Per Licence	No	April 1, 2023
BYL- 7	Taxicab and Limousine Licences	Limousine Owner	\$175.00	\$183.00	Per Vehicle	No	April 1, 2023
BYL- 8	Taxicab and Limousine Licences	Taxicab Broker	\$100.00	\$105.00	Per Licence	No	April 1, 2023
BYL- 9	Taxicab and Limousine Licences	Taxicab Driver	\$62.50	\$80.00	Per Licence	No	April 1, 2023
BYL- 10	Taxicab and Limousine Licences	Taxicab Owner	\$120.00	\$125.00	Per Vehicle	No	April 1, 2023
BYL- 11	Taxicab and Limousine Licences	Wheelchair Accessible Taxicab Owner	\$0.00	\$0.00	Per Vehicle	No	April 1, 2023
BYL- 12	Transportation Network Company (TNC) Licences	TNC Broker	\$15,000.00	\$15,000.00	Per Licence	No	April 1, 2023
BYL- 13	Transportation Network Company (TNC) Licences	TNC Broker	\$0.10	\$0.10	Per Trip originating in the Town of Whitby, ordered through the TNC Broker, payable at the end of every month for all trips originating in the Town of Whitby that occurred in the previous month	No	April 1, 2023
BYL- 14	Retail Licences	Food Premises (New)	\$180.00	\$225.00	Per Licence	No	April 1, 2023
BYL- 15	Retail Licences	Food Premises - Renewal (New)	N/A	\$180.00	Per Licence	No	April 1, 2023
BYL- 16	Retail Licences	Pawnbroker	\$150.00	\$157.00	Per Licence	No	April 1, 2023
BYL- 17	Retail Licences	Salvage Yard/Shop and Second Hand Shop	\$150.00	\$157.00	Per Licence	No	April 1, 2023

Schedule B  
To By-Law #7220-17  
Business Licence Fee

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
BYL- 18	Retail Licences	Fireworks from a Mobile Sales Premise	\$225.00	\$235.00	Per Licence	No	April 1, 2023
BYL- 19	Other Licences	Auctioneer	\$100.00	\$105.00	Per Licence	No	April 1, 2023
BYL- 20	Other Licences	Exhibition	\$200.00	\$210.00	Per Licence	No	April 1, 2023
BYL- 21	Other Licences	Group Home Registry	\$125.00	\$130.00	Per Licence	No	April 1, 2023
BYL- 22	Other Licences	Lodging House	\$200.00	\$210.00	Per Licence	No	April 1, 2023
BYL- 23	Other Licences	Refreshment Vehicle - New	\$250.00	\$260.00	New Licence	No	April 1, 2023
BYL- 24	Other Licences	Refreshment Vehicle - Renewal	\$200.00	\$210.00	Renewal Licence	No	April 1, 2023
BYL- 25	Other Licences	Refreshment Vehicle - Short-Term Special Event	\$100.00	\$105.00	Per Licence	No	April 1, 2023
BYL- 26	Other Licences	Refreshment Vehicle - Town Tender	\$0.00	\$0.00	Per Licence	No	April 1, 2023
BYL- 27	Other Licences	Frozen Treat Vehicle - Non-Motor Vehicle	\$100.00	\$105.00	Per Licence	No	April 1, 2023
BYL- 28	Other Licences	Frozen Treat Vehicle - Motor Vehicle	\$200.00	\$210.00	Per Licence	No	April 1, 2023
BYL- 29	Administrative and Late Penalty Fees	Document Replacement	\$20.00	\$21.00	Per Document	No	April 1, 2023
BYL- 30	Administrative and Late Penalty Fees	Licence renewal ( <del>Past Due 15 days</del> ) (Expired licenses)	\$50.00	\$52.00	Per Licence	No	April 1, 2023
BYL- 31	Administrative and Late Penalty Fees	Vehicle Inspection (11 model years or older)	\$30.00	\$31.00	Per vehicle	Yes	April 1, 2023

Schedule C  
To By-Law #7220-17  
Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
<del>OPS-1</del>	<del>Photocopying</del>	<del>Engineering Drawings Prints (A4)</del>	<del>\$7.70</del>	Discontinued	Per Sheet	Yes	March 20, 2023
<del>OPS-2</del>	<del>Photocopying</del>	<del>Design Criteria &amp; Engineering Standards</del>	<del>\$110.00</del>	Discontinued	Per Book	Yes	March 20, 2023
<del>OPS-3</del>	<del>Photocopying</del>	<del>Vertical Control</del>	<del>\$54.00</del>	Discontinued	Per Book	Yes	March 20, 2023
<del>OPS-4</del>	<del>Photocopying</del>	<del>Environmental Assessment Studies</del>	<del>\$110.00</del>	Discontinued	Per Book	Yes	March 20, 2023
<del>OPS-5</del>	<del>Photocopying</del>	<del>Watershed Reports</del>	<del>\$110.00</del>	Discontinued	Per Book	Yes	March 20, 2023
OPS- 6	Municipal Consent	Municipal Consent Approval Fee	\$555.00	\$600.00	Per street, Up to 250m Length	No	March 20, 2023
OPS- 7	Curb Cutting	Create/ Widen a Driveway Entrance	Actual Quotation Prices	Actual Quotation Prices	Minimum Charge for the first 2.0 metres	Yes	March 20, 2023
OPS- 8	Curb Cutting	Create/ Widen a Driveway Entrance	Actual Quotation Prices	Actual Quotation Prices	Cost Per Each Additional Metre	Yes	March 20, 2023
OPS- 9	Curb Cutting	Cutting Both Sides	Actual Quotation Prices	Actual Quotation Prices	Additional Curb-Cutting Both Sides of Curb	Yes	March 20, 2023
OPS- 10	Curb Cutting	Rush Order	Actual Quotation Prices	Actual Quotation Prices	Additional Cost Per Order	Yes	March 20, 2023
OPS- 11	Curb Cutting	Administration Fee	\$110.00	\$120.00	Per Fee	Yes	March 20, 2023
OPS- 12	Road Occupancy Permits	Road Occupancy Permit	\$120.00	\$130.00	Per Permit	No	March 20, 2023
OPS- 13	Road Occupancy Permits	Field Locate Surcharge – Local Roads (ON1Call)	\$54.50	\$60.00	Per Permit	Yes	March 20, 2023
OPS- 14	Road Occupancy Permits	Collector and Arterial Roads	\$485.00	\$500.00	Per Permit	No	March 20, 2023
OPS- 15	Road Occupancy Permits	Field Locate Surcharge – Collector and Arterial Roads (On1Call)	\$110.00	\$120.00	Per Permit	Yes	March 20, 2023
OPS- 16	Road Occupancy Permits	Single Trip Oversized Road Occupancy Permit	\$110.00	\$120.00	Per Trip	No	March 20, 2023
OPS- 17	Road Occupancy Permits	Yearly Oversized Road Occupancy Permit	\$320.00	\$345.00	Per Year	No	March 20, 2023
OPS- 18	Road Occupancy Permits	Site Service and Access Permit	\$210.00	\$225.00	Per Month	No	March 20, 2023
OPS- 19	Road Occupancy Permits	Use of Metered Parking Space	\$25.00	\$25.00	Per metre Per Day	Yes	March 20, 2023
OPS- 20	Road Occupancy Permits	Asphalt Pavement – (Arterial Roads)	\$180.00	\$180.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 21	Road Occupancy Permits	Asphalt Pavement – (Local and Collector)	\$165.00	\$165.00	Per m <sup>2</sup>	Yes	March 20, 2023

Schedule C  
To By-Law #7220-17  
Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
OPS- 22	Road Occupancy Permits	Infrared Joint Treatment (per metre)	\$90.00	\$90.00	Per metre	Yes	March 20, 2023
OPS- 23	Road Occupancy Permits	Infrared Treatment at Miscellaneous Locations (CB, MH, etc.)	\$490.00	\$490.00	Each	Yes	March 20, 2023
OPS- 24	Road Occupancy Permits	Concrete Sidewalk	\$150.00	\$150.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 25	Road Occupancy Permits	Impressed Concrete	\$180.00	\$180.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 26	Road Occupancy Permits	Tactile Plates (in addition to above concrete sidewalk item)	\$570.00	\$570.00	Per metre	Yes	March 20, 2023
OPS- 27	Road Occupancy Permits	Concrete Curb and Gutter	\$165.00	\$165.00	Per metre	Yes	March 20, 2023
OPS- 28	Road Occupancy Permits	Brick Pavers	\$155.00	\$155.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 29	Road Occupancy Permits	Asphalt Boulevard/Multi-Use Path	\$125.00	\$125.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 30	Utilization of Right-of-Way	Affecting vehicle travel lanes on Collector and Arterial Roads	\$270.00	\$290.00	Per Lane/ Per Day Up to 250m length (Off-peak hours 9:00am to 3:00pm and/or 7:00pm to 5:00am)	No	March 20, 2023
OPS- 31	Utilization of Right-of-Way	Affecting vehicular travel lanes on Collector and Arterial Roads	\$57.50	\$61.50	Per Lane/ Per Hour Up to 250m length (During peak hours 5:00am to 9:00am and/or 3:00pm to 7:00pm)	No	March 20, 2023
OPS- 32	Utilization of Right-of-Way	Affecting travel lanes on Local Roads or boulevard, sidewalk, multi-use pathway	\$57.50	\$61.50	Per Lane/ Boulevard Per Day Up to 250m length	No	March 20, 2023
OPS- 33	Utilization of Right-of-Way	Noise By-law Exemption Permit Fee	\$110.00	\$110.00	Per Day	No	March 20, 2023
OPS- 34	Driveway Entrance Culverts	New Culverts - (460mm x 340mm)	\$2,475.00	\$8,694.10	Single Payment Length of 7.0m <del>6.0m</del> or less	Yes	March 20, 2023
OPS- 35	Driveway Entrance Culverts	New Culverts - (460mm x 340mm)	\$335.00	\$1,242.00	Per metre (Additional lengths at time of installation)	Yes	March 20, 2023

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To By-Law #7220-17  
Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
OPS- 36	Driveway Entrance Culverts	New Culverts - (460mm x 340mm) Culverts having larger diameter	Fee Prorated	Fee Prorated	Fee Prorated	Yes	March 20, 2023
OPS- 37	Driveway Entrance Culverts	Extend Existing Culverts – (460mmx340mm)	\$615.00	\$1,863.00	Minimum charge for a length of 1.5m	Yes	March 20, 2023
OPS- 38	Driveway Entrance Culverts	Extend Existing Culverts – (460mmx340mm)	\$335.00	\$1,242.00	Per metre (Additional lengths at time of installation)	Yes	March 20, 2023
OPS- 39	Driveway Entrance Culverts	Extend Existing Culverts – (460mmx340mm) Culverts having larger diameter	Fee Prorated	Fee Prorated	Fee Prorated	Yes	March 20, 2023
OPS- 40	Driveway Entrance Culverts	Temporary Culverts-(460mm x 340mm)	\$1,235.00	\$4,347.05	Single Payment Length of 7.0m <del>6.0m</del> or less	Yes	March 20, 2023
OPS- 41	Driveway Entrance Culverts	Temporary Culverts-(460mm x 340mm)	\$205.00	\$621.00	Per metre (Additional lengths at time of installation)	Yes	March 20, 2023
OPS- 42	Driveway Entrance Culverts	Temporary Culverts-(460mm x 340mm) Relocation of Existing Culverts	Actual Costs	Actual Costs	Invoice Actual Costs	Yes	March 20, 2023
OPS- 43	Driveway Entrance Culverts	Administration Fee	\$105.50	\$105.50	Each	Yes	March 20, 2023
OPS- 44	Deposits for Private Works	Concrete Sidewalk	\$1,350.00	\$1,350.00	Each (based 6.0m frontage)	Yes	March 20, 2023
OPS- 45	Deposits for Private Works	Concrete Curb and Gutter	\$990.00	\$990.00	Each (based 6.0m frontage)	Yes	March 20, 2023
OPS- 46	Deposits for Private Works	Sodded Boulevard	\$410.00	\$410.00	Each (based 6.0m frontage)	Yes	March 20, 2023

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Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
OPS- 47	Deposits for Private Works	Fencing	\$2,090.00	\$2,090.00	Each (based 6.0m frontage)	Yes	March 20, 2023
OPS- 48	Storm Sewer Connections	150mm Diameter	\$220.00	\$220.00	Per metre (Invoice Actual Costs, if known)	No	March 20, 2023
OPS- 49	Storm Sewer Connections	250mm Diameter	\$287.00	\$287.00	Per metre (Invoice Actual Costs, if known)	No	March 20, 2023
OPS- 50	Storm Sewer Connections	300mm Diameter	\$318.00	\$318.00	Per metre (Invoice Actual Costs, if known)	No	March 20, 2023
OPS- 51	Storm Sewer Connections	375mm Diameter	\$370.00	\$370.00	Per metre (Invoice Actual Costs, if known)	No	March 20, 2023
OPS- 52	Storm Sewer Connections	450mm Diameter	\$385.00	\$385.00	Per metre (Invoice Actual Costs, if known)	No	March 20, 2023
OPS- 53	Storm Sewer Connections	Administration Fee	\$105.50	\$120.00	Each (Invoice Actual Costs, if known)	Yes	March 20, 2023
OPS- 54	Sidewalk Installation	Concrete Sidewalk/Boulevard (Removal and Replacement)	\$150.00	\$150.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 55	Sidewalk Installation	Concrete Sidewalk/Boulevard (New)	\$410.00	\$410.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 56	Sidewalk Installation	Concrete Sidewalk and Platform	\$520.00	\$520.00	Per m <sup>2</sup>	Yes	March 20, 2023
OPS- 57	Illumination Installation (LED)	Light Installation on Existing Pole	\$1,845.00	\$1,845.00	Each	Yes	March 20, 2023
OPS- 58	Illumination Installation (LED)	Streetlight Pole and Light Installation	\$7,100.00	\$7,100.00	Each	Yes	March 20, 2023
OPS- 59	Streetlight Re-Lamping and Cleaning	Streetlight Re-Lamping and Cleaning	\$36.00	\$36.00	Each	Yes	March 20, 2023

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Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
OPS- 60	Newspaper Box Approval Fee	Permit	\$389.50	\$420.73	Per Year	Yes	March 20, 2023
OPS- 61	Newspaper Box Approval Fee	Reclaiming Newspaper Boxes	\$143.50	\$155.01	Each	Yes	March 20, 2023
OPS- 62	Newspaper Box Approval Fee	Administration Fee	\$110.00	\$118.82	Each	Yes	March 20, 2023
OPS- 63	Outdoor Sidewalk Café Permit	Outdoor Sidewalk Café Permit	\$205.00	\$205.00	Per Permit	No	March 20, 2023
OPS- 64	Report	Building Permit Activity Report	\$13.00	\$13.00	Per Month	Yes	March 20, 2023
OPS- 65	Report	Building Permit Activity Report	\$84.00	\$84.00	Per Year	Yes	March 20, 2023
OPS- 66	Sidewalk Snow Clearing	Sidewalk Snow Clearing	\$16.50	\$50.00	Per metre (Per Occurrence)	Yes	March 20, 2023
OPS- 67	Municipal Lot Closure Fees	During Office Hours	\$310.00	\$316.20	Per Closure	No	March 20, 2023
OPS- 68	Municipal Lot Closure Fees	Outside of Office Hours	\$400.00	\$400.00	Per Closure	No	March 20, 2023
OPS- 69	Municipal Lot Closure Fees	Use of Paid Parking Spaces	\$1.00	\$1.00	Per hour	No	March 20, 2023
OPS- 70	Solid Waste Management Fees	Special Collection Services	\$25.00	\$25.00	Per Collection	No	March 20, 2023
OPS- 71	Solid Waste Management Fees	Special Collections Cancellation Fee	\$3.00	\$3.00	Per Collection	No	March 20, 2023
OPS- 72	Solid Waste Management Fees	Bag Tags	\$2.50	\$2.50	Per Tag	No	March 20, 2023
<del>OPS- 73</del>	<del>Solid Waste Management Fees</del>	<del>CFC Sticker</del>	<del>\$20.00</del>	Discontinued	<del>Per Sticker</del>	<del>No</del>	March 20, 2023
OPS- 74	Permanent Pavement Markings	10 cm Wide any colours 40337 Fill Permits	\$430.50	\$430.50	Per 20 metres	Yes	March 20, 2023
OPS- 75	Permanent Pavement Markings	40 cm Wide White Stop Bar	\$430.50	\$430.50	Each	Yes	March 20, 2023



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Operational Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
OPS- 76	Permanent Signage	General – Standard Application	\$225.00	\$225.00	Per Sign	Yes	March 20, 2023
OPS- 77	Permanent Signage	Heritage Application	\$285.00	\$285.00	Per Sign	Yes	March 20, 2023
OPS- 78	Permanent Signage	Stop Sign with Street Name Blade(s) – Standard	\$450.00	\$450.00	Per Sign	Yes	March 20, 2023
OPS- 79	Permanent Signage	Stop Sign with Street Name Blade(s) - Heritage	\$745.00	\$745.00	Per Sign	Yes	March 20, 2023
OPS- 80	Traffic Count Data	Intersection Turning Movement Count (TMC) or Automatic Traffic Records (ATR)	\$51.25	\$51.25	Per Location	Yes	March 20, 2023

Schedule C (Engineering)  
To By-Law #7220-17  
Engineering Services Fees

\*The following proposed Engineering Services fee changes are **not** automatically indexed each year as per Council approved fee by-law and require Council approval

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-1	Refundable Deposits for Private Works	Lot Grading/Soding Deposit (Semi, Link and Street Townhouses)	\$2,565.00	\$2,629.00	Each	Yes	March 20, 2023
ENG-2	Refundable Deposits for Private Works	Lot Grading/Soding Deposit (Detached)	\$4,100.00	\$4,203.00	Each	Yes	March 20, 2023
ENG-3	Refundable Deposits for Private Works	Infiltration Trench Deposit	\$300.00	\$500.00	Per m <sup>3</sup>	Yes	March 20, 2023
ENG-4	Town Benchmark Contribution (per new residential lot)	Town Benchmark Contribution (per new residential lot)	\$15.50	\$15.90	Per New Residential Unit	Yes	March 20, 2023
ENG-5	Administration Fee	Engineering Peer Review Administration Fee	15 % of the total cost of the Peer Review Fee	15 % of the total cost of the Peer Review Fee	Each	Yes	March 20, 2023
ENG-7	Engineering Structure Inspection Fee	Engineering Structure Inspection Fee	\$1,085.00	\$1,200.00	Per Inspection	Yes	March 20, 2023
ENG-8	Permit Condition Amendment Fee	Permit Condition Amendment Fee (e.g. Additional source site)	\$290.00	\$297.00	Per Amendment	Yes	March 20, 2023
ENG-9	Permit Extension Fee	One Time Permit Extension	50% Initial Application Fee	50% Initial Application Fee	Each	Yes	March 20, 2023
ENG-10	Site Alteration Overfill Fee	Site Alteration Overfill Fee	\$2.15	\$2.20	Per m <sup>3</sup>	Yes	March 20, 2023
ENG-11	Road Damage Contribution Fee	Road Damage Contribution / Inspection Fee for Imported/Exported Material	\$2.15	\$2.20	Per m <sup>3</sup>	Yes	March 20, 2023
ENG-12	Road Replacement Fee (Inc. Inspection and Administration)	Road Reconstruction Low Class Bituminous (LCB) Roads	\$18.60	\$19.10	Per m <sup>2</sup>	Yes	March 20, 2023
ENG-13	Road Replacement Fee (Inc. Inspection and Administration)	Road Resurfacing High Class Bituminous (HCB) Roads	\$74.40	\$86.00	Per m <sup>2</sup>	Yes	March 20, 2023

Schedule C (Engineering)  
To By-Law #7220-17  
Engineering Services Fees

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Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-14	Road Replacement Fee (Inc. Inspection and Administration)	Road Reconstruction High Class Bituminous (HCB) Roads	\$292.20	\$337.80	Per m <sup>2</sup>	Yes	March 20, 2023
ENG-15	Immediate Road Damage Refundable Deposit (New)	< 500 m <sup>3</sup>	N/A	\$3,000.00	Each	Yes	March 20, 2023
ENG-16	Immediate Road Damage Refundable Deposit (New)	≥ 500 m <sup>3</sup>	N/A	\$5,000.00	Each	Yes	March 20, 2023

\*The following Engineering Services fee changes are automatically indexed on January 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-17	Subdivision Design Review and Inspection Fees	Engineering Design Review Fee	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements Minimum fee \$19,373.00	1.89% of estimated cost of installation of public services for the Town of Whitby and other regulatory requirements Minimum fee \$19,857.00	Each	Yes	January 1, 2024
ENG-18	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee Up to \$200,000.00	7.86% of the estimated cost of services	7.86% of the estimated cost of services	Each	Yes	January 1, 2024
ENG-19	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee \$200,000.01 to \$500,000.00	6.95% of the estimated cost of services plus previous tier	6.95% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-20	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee \$500,000.01 to \$1,000,000.00	5.89% of the estimated cost of services plus previous tier	5.89% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-21	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee \$1,000,000.01 to \$2,000,000.00	4.99% of the estimated cost of services plus previous tier	4.99% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024

Schedule C (Engineering)  
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Engineering Services Fees

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Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-22	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee \$2,000,000.01 to \$3,000,000.00	4.38% of the estimated cost of services plus previous tier	4.38% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-23	Subdivision Design Review and Inspection Fees	Engineering Inspection Fee \$3,000,000.01 and over	3.93% of the estimated cost of services plus previous tier	3.93% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-24	Subdivision Design Review and Inspection Fees	Underground Servicing Approval Only	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee Minimum combined Fee \$18,860.00	11% of the total Engineering Design Review Fee plus 11% of the total Engineering Inspection Fee Minimum combined Fee \$19,332.00	Each	Yes	January 1, 2024
ENG-25	Subdivision Design Review Fee Surcharge	Additional Surcharge for a Fourth Engineering Submission review	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	33.3% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	Each	Yes	January 1, 2024
ENG-26	Subdivision Design Review Fee Surcharge	Additional Surcharge for each Engineering Submission review after the fourth submission	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	20.0% of the total Engineering Design Review Fee (Discounted by 50% should less than half of the total number of plans require revisions)	Each	Yes	January 1, 2024
ENG-27	Delayed Assumption Surcharge	Delayed Assumption Surcharge (issued 1 year from the issuance of Final Deficiency Report, and each anniversary date thereafter)	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed Minimum \$5,253.00	2% of the initial Engineering Inspection Fee, annually, until all requirements addressed Minimum \$5,384.00	Each	Yes	January 1, 2024
ENG-28	Subdivision Assumption Fee	Subdivision Assumption Fee	\$7,939.00	\$8,137.00	Each	Yes	January 1, 2024
ENG-29	Site Plan Engineering Fees	Tier 1 Development Site Area: ≤ 1,000 m <sup>2</sup>	\$2,623.00	\$2,689.00	Each	Yes	January 1, 2024

Schedule C (Engineering)  
To By-Law #7220-17  
Engineering Services Fees

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Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-30	Site Plan Engineering Fees	Tier 2 Development Site Area: 1,001 to 3,000 m2	\$7,809.00	\$8,004.00	Each	Yes	January 1, 2024
ENG-31	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works Up to \$200,000.00	12.38% of the estimated cost of services	12.38% of the estimated cost of services	Each	Yes	January 1, 2024
ENG-32	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works \$200,000.01 to \$500,000.00	10.95% of the estimated cost of services plus previous tier	10.95% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-33	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works \$500,000.01 to \$1,000,000.00	9.28% of the estimated cost of services plus previous tier	9.28% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-34	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works \$1,000,000.01 to \$2,000,000.00	7.86% of the estimated cost of services plus previous tier	7.86% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-35	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works \$2,000,000.01 to \$3,000,000.00	6.90% of the estimated cost of services plus previous tier	6.90% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-36	Site Plan Engineering Fees	Tier 3 Development Site Area: > 3,001 m2 with Estimated Cost of Civil Works \$3,000,000.01 and over	6.19% of the estimated cost of services plus previous tier	6.19% of the estimated cost of services plus previous tier	Each	Yes	January 1, 2024
ENG-37	Site Plan Engineering Fee Surcharge	Site Plan Engineering Fee Surcharge: Tier 1 per submission for 4th Submission and beyond	\$3,895.00	\$3,992.00	Each	Yes	January 1, 2024
ENG-38	Site Plan Engineering Fee Surcharge	Site Plan Engineering Fee Surcharge: Tier 2 per submission for 4th Submission and beyond	\$11,480.00	\$11,767.00	Each	Yes	January 1, 2024

Schedule C (Engineering)  
To By-Law #7220-17  
Engineering Services Fees

\*The following Engineering Services fee changes are automatically indexed on January 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
ENG-39	Site Plan Engineering Fee Surcharge	Site Plan Engineering Fee Surcharge: Tier 3 for 4th Submission	33% of the initial Site Plan Engineering Fee	33% of the initial Site Plan Engineering Fee	Each	Yes	January 1, 2024
ENG-40	Site Plan Engineering Fee Surcharge	Site Plan Engineering Fee Surcharge: Tier 3 for each submission after the 4th	20% of the initial Site Plan Engineering Fee	20% of the initial Site Plan Engineering Fee	Each	Yes	January 1, 2024
ENG-41	Engineering Review for Residential In-Fill Lots	Engineering Review for Residential In-Fill Lots - including all single family residential dwellings requiring a Site Plan Application	\$4,722.00	\$4,840.00	Each	Yes	January 1, 2024
ENG-42	Site Alteration Permits Application Fee	Alteration of Grade < 500 m3	N/A	N/A	N/A	N/A	January 1, 2024
ENG-43	Site Alteration Permits Application Fee	Alteration of Grade ≥ 500 m3	N/A	N/A	N/A	N/A	January 1, 2024
ENG-44	Site Alteration Permits Application Fee	Small Site Alteration < 500 m3	\$2,741.00	\$2,810.00	Each	Yes	January 1, 2024
ENG-45	Site Alteration Permits Application Fee	Large Site Alteration ≥ 500 m3	\$5,482.00	\$5,619.00	Each	Yes	January 1, 2024
ENG-46	<del>Site Alteration Permits Application Fee</del>	<del>Large Site Alteration ≥ 500 m3 to CLOC regulated area</del>	N/A	Discontinued	N/A	N/A	March 20, 2024

Schedule D  
To By-Law #7220-17  
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES- 1	Accessory Apartment Fees	Accessory Apartment Registration Permit	\$250.00	\$250.00	Per Permit	No	April 1, 2023
LES- 2	Accessory Apartment Fees	Transfer of Registration Permit	\$100.00	\$100.00	Per Transfer	No	April 1, 2023
LES- 3	Accessory Apartment Fees	Accessory Apartment Registration Permit-Violation (New)	N/A	\$500.00	Per Violation	No	April 1, 2023
LES- 4	Animal Adoption Fees	Cat Adoption Fee (General)	\$150.00	\$150.00	Maximum Fee Per Cat	Yes	April 1, 2023
LES- 5	Animal Adoption Fees	Cat Adoption Fee (Cat Under One Year Old)	\$250.00	\$250.00	Maximum Fee Per Cat	Yes	April 1, 2023
LES- 6	Animal Adoption Fees	Dog Adoption Fee (General)	\$309.74	\$309.74	Maximum Fee Per Dog	Yes	April 1, 2023
LES- 7	Animal Adoption Fees	Dog Adoption Fee (Dog Under One Year Old)	\$500.00	\$500.00	Maximum Fee Per Dog	Yes	April 1, 2023
LES- 8	Animal Adoption Fees	Other Animal Adoption Fee	\$100.00	\$100.00	Maximum Fee Per Animal	Yes	April 1, 2023
LES- 9	Animal Licences	Unaltered Dog or Cat	\$54.00	\$54.00	Per Licence, Annually	No	April 1, 2023
LES- 10	Animal Licences	Unaltered Dog or Cat, with Microchip	\$49.00	\$49.00	Per Licence Per Year	No	April 1, 2023
LES- 11	Animal Licences	Sterilized Dog or Cat	\$29.00	\$29.00	Per Licence Per Year	No	April 1, 2023
LES- 12	Animal Licences	Sterilized Dog or cat, with Microchip	\$24.00	\$24.00	Per Licence Per Year	No	April 1, 2023
LES- 13	Animal Licences	Replacement Animal Licence	\$7.00	\$7.00	Per Licence	Yes	April 1, 2023
LES- 14	Cadaver Disposal Fees	Cadaver Disposal at Animal Services Centre	\$50.00	\$50.00	Each Cadaver	Yes	April 1, 2023
LES- 15	Cadaver Disposal Fees	Cadaver Pick-up	\$75.00	\$75.00	Each Cadaver	Yes	April 1, 2023
LES- 16	Wildlife Trap Rental Fee	Wildlife Trap Rental Fee	\$50.00	\$50.00	Per Week	No	April 1, 2023
LES- 17	Wildlife Trap Rental Fee	Wildlife Trap Rental Deposit	\$50.00	\$50.00	Refundable cash deposit if returned within one week	No	April 1, 2023
LES- 18	Wildlife Trap Rental Fee	Wildlife Trap Rental Late Fee	\$5.00	\$5.00	Per Day Every Day Thereafter	No	April 1, 2023

Schedule D  
To By-Law #7220-17  
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES- 19	Impoundment Fees	Impoundment of Dog or Cat Wearing Current Town of Whitby Animal Licence/Microchipped	No charge	No charge	1st Occurrence	No	April 1, 2023
LES- 20	Impoundment Fees	Impoundment of Dog or Cat Wearing Current Town of Whitby Animal Licence/Microchipped	\$150.00	\$150.00	2nd or subsequent occurrence	No	April 1, 2023
LES- 21	Impoundment Fees	Any Occurrence where the Dog or Cat is Picked-up by Animal Services After Regular Working Hours	\$200.00	\$200.00	If picked up after regular working hours	No	April 1, 2023
LES- 22	Impoundment Fees	Daily care	\$35.00	\$40.01	Per Animal Per Day	Yes	April 1, 2023
LES- 23	Impoundment Fees	Impoundment of Dog or Cat Not Wearing Current Town of Whitby Animal Licence/Not Microchipped	\$150.00	\$150.00	1st occurrence	No	April 1, 2023
LES- 24	Impoundment Fees	Impoundment of Dog or Cat Not Wearing Current Town of Whitby Animal Licence/Not Microchipped	\$150.00	\$150.00	2nd occurrence	No	April 1, 2023
LES- 25	Impoundment Fees	Any occurrence where the Dog or Cat is picked-up by Animal Services after regular working hours.	\$200.00	\$200.00	If picked up after regular working hours	No	April 1, 2023
LES- 26	Impoundment Fees	Daily care	\$35.00	\$35.00	Per Animal Per Day	Yes	April 1, 2023
LES- 27	Owner Surrender Fees	Transfer of ownership of a sterilized animal to Whitby Animal Services (resident)	\$75.00	\$75.00	Per Transfer	Yes	April 1, 2023
LES- 28	Owner Surrender Fees	Transfer of ownership of an unsterilized Dog to Whitby Animal Services (resident)	\$132.75	\$132.75	Per Transfer	Yes	April 1, 2023
LES- 29	Owner Surrender Fees	Transfer of ownership of an unsterilized Cat to Whitby Animal Services (resident)	\$88.50	\$88.50	Per Transfer	Yes	April 1, 2023
LES- 30	Owner Surrender Fees	Transfer of ownership of an unsterilized animal to Whitby Animal Services (non-resident)	\$150.00	\$150.00	Per Transfer	Yes	April 1, 2023



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Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES- 31	Owner Surrender Fees	Transfer of ownership of a sterilized animal to Whitby Animal Services (non-resident)	\$125.00	\$125.00	Per Transfer	Yes	April 1, 2023
LES- 32	Pool Enclosure Permit Fees	Pool Enclosure Permit	\$450.00	\$450.00	Per Permit	No	April 1, 2023
LES- 33	Pool Enclosure Permit Fees	Transfer of Pool Enclosure Permit	\$100.00	\$100.00	Per Permit	No	April 1, 2023
LES- 34	Pool Enclosure Permit Fees	Refund – Permit issued no construction commenced	\$180.00	\$180.00	40% Refund of Permit Fee	No	April 1, 2023
LES- 35	Pool Enclosure Permit Fees	Pool Enclosure Permit - Violation (New)	N/A	\$600.00	Per Permit	No	April 1, 2023
LES- 36	Site Fee	Officer Record Renewal (New)	N/A	\$25.00	Per Renewal	No	April 1, 2023
LES- 37	Temporary Sign Permit	Temporary Sign Permit- Application Fee	\$150.00	\$200.00	Per Sign Permit- Application	No	April 1, 2023
LES- 38	Temporary Sign Permit	Temporary Sign - Borrowed Time Inquiry (New)	N/A	\$50.00	Per inquiry	No	April 1, 2023
LES- 39	Committee Appeal Fee	Appeal to Property Standards Committee	\$100.00	\$100.00	Per Appellant	Yes	April 1, 2023
LES- 40	Committee Appeal Fee	Appeal to Animal Services Committee	\$100.00	\$100.00	Per Appellant	Yes	April 1, 2023
LES- 41	New Site Fee	Private Property Parking Sign Inspection	\$100.00	\$100.00	Per Site	No	April 1, 2023
LES- 42	New Site Fee	Private Property Site Renewal (Third Party Enforced)	\$25.00	\$25.00	Per Site	No	April 1, 2023
LES- 43	Training	Private Property Parking Officer Training	\$105.50	\$105.50	Per Person	No	April 1, 2023
LES-44	CAT - Individual Fee	Private Property Parking Officer Renewal Fee (New)		\$25.00	Per Person	No	April 1, 2023
LES- 45	Towing	Private Property Towing (Business Hours)	\$100.00	\$100.00	Per Vehicle Towed	No	April 1, 2023
LES- 46	Towing	Private Property Towing (Outside Business Hours)	\$200.00	\$200.00	Per Vehicle Towed	No	April 1, 2023
LES-47	Re-Inspection Fee	By-law Services Re-Inspection Fee	\$200.00	\$200.00	Per Re-inspection	No	April 1, 2023
LES-48	Compliance Letters	Compliance Letter (Residential)	\$150.00	\$150.00	Each Compliance Letter	Yes	April 1, 2023
LES-49	Compliance Letters	Compliance Letter (Any Other Zone)	\$225.00	\$225.00	Each Compliance Letter	Yes	April 1, 2023

Schedule D  
To By-Law #7220-17  
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES-50	General Legal Fees	Law Clerk	\$150.00	\$160.00	Hourly	Yes	April 1, 2023
LES-51	General Legal Fees	Solicitor	\$315.00	\$330.00	Hourly	Yes	April 1, 2023
LES-52	Land Titles Registration Administration Fee	Registration of Agreements or Miscellaneous Documents (Not Related to a Planning Application Fee and Exclusive of Disbursements )	\$270.00	\$280.00	Per Document	Yes	April 1, 2023
LES-53	Land Titles Registration Administration Fee	Release of Agreements or Miscellaneous Documents – Development, Encroachment, License, Pre Servicing, Demolition, Model Home, Postponements, Notices, etc. (not related to a planning application fee) exclusive of disbursements	\$250.00	\$260.00	Per Document	Yes	April 1, 2023
LES-54	Legal Fees	Title Search (exclusive of disbursements)	\$155.00	\$160.00	Per Property	Yes	April 1, 2023
LES-55	Legal Fees	Sale Transaction (exclusive of disbursements)	\$650.00	\$680.00	Per Transaction	Yes	April 1, 2023
LES-56	Legal Fees	Purchase Transaction (exclusive of disbursements)	\$775.00	\$800.00	Per Transaction	Yes	April 1, 2023
LES-57	Preparation and Registration of Subdivision Amending Agreement	Preparation and Registration of Subdivision Amending Agreement	\$1,675.00	\$1,750.00	Per Document	Yes	April 1, 2023
LES-58	Encroachments	Encroachment Application Fee	\$360.00	\$375.00	Per Application	No	April 1, 2023
LES-59	Encroachments	Preparation of Encroachment Agreement - Legal Fee (exclusive of disbursements)	\$525.00	\$550.00	Per Agreement	Yes	April 1, 2023
LES-60	Encroachments	Release from Encroachment Agreement (exclusive of disbursements)	\$200.00	\$210.00	Per Agreement	Yes	April 1, 2023

Schedule D  
To By-Law #7220-17  
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES-61	Annual Encroachment Fees	Downtowns – Residential and Non-Residential Under 10 m2	No charge	No charge	Downtown and Under 10 m2	No	April 1, 2023
LES-62	Annual Encroachment Fees	Downtowns – Residential and Non-Residential Over 10 m2	No charge	No charge	Downtown and Over 10 m2	No	April 1, 2023
LES-63	Annual Encroachment Fees	Residential Under 10 m2	\$110.00	\$115.00	Per Encroachment	No	April 1, 2023
LES-64	Annual Encroachment Fees	Residential Over 10 m2	\$210.00	\$210.00	Per Encroachment	No	April 1, 2023
LES-65	Annual Encroachment Fees	Non-Residential Under 25 m2	\$310.00	\$310.00	Per Encroachment	No	April 1, 2023
LES-66	Annual Encroachment Fees	Non Residential Over 25 m2	\$515.00	\$515.00	Per Encroachment	No	April 1, 2023
LES-67	Annual Encroachment Fees	Additional Fees Based on Risk Factor	As calculated by Legal Services	As calculated by Legal Services	As Calculated by Legal Services	Yes	April 1, 2023
LES-68	Noise By-law Exemptions	Private Construction and for Special Events	\$310.00	\$320.00	Per Exemption Request	Yes	April 1, 2023
LES-69	Preparation of Licensing Agreements	Permission to Enter/Licence Agreement (exclusive of disbursements)	\$250.00	\$260.00	Per Agreement	Yes	April 1, 2023
LES-70	Preparation of Licensing Agreements	Crane Swing Agreement (Exclusive of Disbursements)	\$250.00	\$260.00	Per Agreement	Yes	April 1, 2023
LES-71	Preparation of Licensing Agreements	Construction Licensing Agreement (exclusive of disbursements)	\$525.00	\$550.00	Per Agreement	Yes	April 1, 2023
LES-72	Preparation of Licensing Agreements	Extension of Construction Licensing Agreement (New)	N/A	\$275.00	Per Agreement	Yes	April 1, 2023
LES-73	Minor Fence Height Exemption Application	Minor Fence Height Exemption Application	\$500.00	\$500.00	Per Application	No	April 1, 2023
LES-74	Preparation of Lease Agreements	Lease Agreements for Town Properties (New)	N/A	\$500.00	Per Agreement	Yes	April 1, 2023

Schedule D  
To By-Law #7220-17  
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES-75	Registration or Removal of Municipal Government Orders	Registration or Removal of Municipal Government Orders (Exclusive of Disbursements) (New)	N/A	\$260.00	Per Registration/Removal	Yes	April 1, 2023

Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 1	General Fees	Emergency Response Report < 2 years	\$100.00	\$100.00	Per report	Yes	April 1, 2023
FES- 2	General Fees	Emergency Response Report > 2 years	\$150.00	\$150.00	Per report	Yes	April 1, 2023
FES- 3	General Fees	File Searches Residential	\$100.00	\$100.00	Per Search Including letter	Yes	April 1, 2023
FES- 4	General Fees	Multi Unit Buildings File Search (0-3 Units)	\$100.00	\$100.00	Per Unit Includes response letter	Yes	April 1, 2023
FES- 5	General Fees	Multi Unit Buildings File Search (4+ Units)	\$25.00	\$25.00	Per unit Includes response letter	Yes	April 1, 2023
FES- 6	Inspection Fees	Boarding/Lodging/Rooming House (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 7	Inspection Fees	Educational Institutions (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 8	Inspection Fees	Foster Care (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 9	Inspection Fees	Group Home (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 10	Inspection Fees	Institutional (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 11	Inspection Fees	Licenced Day Care Centre (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023

Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 12	Inspection Fees	Private Home Day Care (upon request)	\$100.00	\$100.00	Per Hour Includes compliance letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 13	Inspection Fees	Fire Regulation Compliance Letter	N/A	N/A	This letter forms part of either the inspection or file search request process	N/A	April 1, 2023
FES- 14	Inspection Fees	Liquor Licencing Including Occupant Load Calculations (Upon Request)	\$100.00	\$100.00	Per Hour includes letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 15	Inspection Fees	Residential Occupancies (Not owner occupied)	\$100.00	\$100.00	Per Hour includes letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 16	Inspection Fees	Open Air Burning Request	\$80.00	\$80.00	Per Request	Yes	April 1, 2023
FES- 17	Inspection Fees	Two Unit Residential Retrofit (No Fee if Due to Complaint and No Contraventions)	\$100.00	\$100.00	Per Hour includes letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 18	Inspection Fees	Fire Safety Plan Development/Approval	N/A	N/A	Included as inspection fees	Yes	April 1, 2023
FES- 19	Inspection Fees	Miscellaneous Inspections Not Otherwise Specified	\$100.00	\$100.00	Per Hour includes letter Min 2 hours +\$100/hr after 2 hrs	Yes	April 1, 2023
FES- 20	Inspection Fees	Propane Plan Review (Existing 5000 USWG or less)	\$276.00	\$276.00	Per application	Yes	April 1, 2023
FES- 21	Inspection Fees	Propane Plan Review (New or modified 5000 USWG or less)	\$553.00	\$553.00	Per application	Yes	April 1, 2023
FES- 22	Inspection Fees	Propane Plan Review (Existing greater than 5000 USWG)	\$2,487.00	\$2,487.00	Per application	Yes	April 1, 2023

Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 23	Inspection Fees	Propane Plan Review (New/modified greater than 5000 USWG)	\$2,764.00	\$2,764.00	Per application	Yes	April 1, 2023
FES- 24	Inspection Fees	Propane Plan Review(If necessary to Retain Third Party Engineering or Other Firm)	Actual Costs	Actual Costs	Per application	Yes	April 1, 2023
FES- 25	Emergency Services	Standby Requests by Private Companies, Developers, Industry, Provincial or Regional Government, other than Emergency Response	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per vehicle per hour	Yes	April 1, 2023
FES- 26	Emergency Services	Emergency Response to Motor Vehicle Accidents on Ministry of Transportation Highways as per the Province of Ontario's Rates (cost recovery through MTO)	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for first hour or part thereof	No	April 1, 2023
FES- 27	Emergency Services	Emergency Response to Motor Vehicle Accidents on Ministry of Transportation Highways as per the Province of Ontario's Rates (cost recovery through MTO)	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	No	April 1, 2023
FES- 28	Emergency Services	Emergency Response to Motor Vehicle Accidents on Ministry of Transportation Highways as per the Province of Ontario's Rates (cost recovery through MTO)	Actual Costs	Actual Costs	Plus any additional clean-up costs	Yes	April 1, 2023
FES- 29	Emergency Services	Emergency Response to Motor Vehicle Accidents on Ministry of Transportation Highways as per the Province of Ontario's Rates (cost recovery through MTO)	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for first hour or part thereof	No	April 1, 2023

Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 30	Emergency Services	Emergency Response to transportation of dangerous goods incidents (cost recovery as per Transportation of Dangerous Goods Act)	Actual Costs	Actual Costs	Actual Costs	Yes	April 1, 2023
FES- 31	Emergency Services	Emergency Response to transportation of dangerous goods incidents (cost recovery as per Transportation of Dangerous Goods Act)	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 32	Emergency Services	Emergency Response to a Hazardous Material Spill	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 33	Emergency Services	Plus any additional clean-up costs	Actual Costs	Actual Costs	Actual Costs	Yes	April 1, 2023
FES- 34	Emergency Services	Damaged/Contaminated Equipment requiring replacement or specialized cleaning	Actual Costs	Actual Costs	When hazardous materials are present	Yes	April 1, 2023
FES- 35	Emergency Services	Emergency Response to a Natural Gas Leak caused by a ruptured gas line	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 36	Emergency Services	Emergency Response to a Natural Gas Leak caused by a ruptured gas line	Actual Costs	Actual Costs	Plus any additional clean-up costs	Yes	April 1, 2023
FES- 37	Emergency Services	Additional Expenses - to retain a private contractor or rent equipment not carried on fire apparatus (In order to suppress a fire, preserve property, prevent fire spread, remove materials creating a hazard, secure property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard)	Actual Costs	Actual Costs	Actual Costs	Yes	April 1, 2023



Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 38	Preventable Fires or Preventable Alarms	More than One Emergency response to unapproved open air burning	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 39	Preventable Fires or Preventable Alarms	Fires on or beside rail lines, caused by rail equipment, and failure to attempt to extinguish those fires that impinge on private or public properties	Maximum chargeable rate as set by MTO	Maximum chargeable rate of actual costs	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 40	Preventable Fires or Preventable Alarms	More than two preventable (malicious or false) alarms in a 12 month period	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per Vehicle for every 1/2 hour or part thereafter	Yes	April 1, 2023
FES- 41	Preventable Fires or Preventable Alarms	Services Provided under the Specialty Rescue Services Agreement with the City of Oshawa (including trench rescue, confined space, high angle, etc.)	Actual Costs	Actual Costs	Actual Costs	Yes	April 1, 2023
FES- 42	Indemnification Technology ®	Per Vehicle for every 1/2 hour or part thereafter	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per vehicle per hour	Yes	April 1, 2023
FES- 43	Indemnification Technology ®	Additional Expenses - to retain a private contractor or rent equipment not carried on fire apparatus in order to suppress a fire, preserve property, prevent fire spread, remove materials creating a hazard, secure property for investigation, determine fire cause, conduct a fire watch, or otherwise eliminate an emergency or hazard.	Actual Costs	Actual Costs	Actual Costs	Yes	April 1, 2023
FES- 44	Motor Vehicle Collision (MVC)	Attendance at MVC	Maximum chargeable rate as set by MTO	Maximum chargeable rate as set by MTO	Per vehicle per hour, for at-fault, non-Whitby resident drivers	Yes	April 1, 2023
FES- 45	Motor Vehicle Collision (MVC)	ARIS Search	\$15.00	\$15.00	Per accident	Yes	April 1, 2023
FES- 46	Other Fees	Fire Safety Presentations	N/A	N/A	N/A	N/A	April 1, 2023

Schedule E  
To By-Law #7220-17  
Whitby Fire and Emergency Services Department Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FES- 47	Other Fees	Fire Extinguisher Training (at Headquarters)	\$12.00	\$12.00	Per Person	Yes	April 1, 2023
FES- 48	Other Fees	On-Site Fire Extinguisher Training	\$17.00	\$17.00	Per Person	Yes	April 1, 2023
FES- 49	Other Fees	Discharging Fire Works - Consumer Grade	N/A	N/A	N/A	N/A	April 1, 2023
FES- 50	Other Fees	Discharging Fire Works – Display Grade	\$225	\$225	Per Request	Yes	April 1, 2023
FES- 51	Other Fees	Discharging Fire Works - Pyrotechnics	\$225	\$225	Per Request	Yes	April 1, 2023
FES- 52	Other Fees	Requests by Residential Home Owner (Exclusively Owner Occupied)	N/A	N/A	N/A	N/A	April 1, 2023
FES- 53	Other Fees	Fire Access Route Applications	N/A	N/A	N/A	N/A	April 1, 2023
FES- 54	Elevator Incident/Rescue	Attending a non-emergency elevator incident/rescue	Not an existing fee	Maximum chargeable rate as set by MTO	Per vehicle for every ½ hour or part thereof	Yes	April 1, 2023

Schedule F  
To By-Law #7220-17  
Community Services Department  
Sports Field, Lacrosse Box, Courts, Lighting, Arena Floors

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
SCS-1	Ball Diamond	Whitby Minor Sports Organizations	\$8.24	\$8.49	Per Hour	Yes	November 1, 2023
SCS-2	Ball Diamond	Regular Rental	\$31.94	\$32.90	Per Hour	Yes	November 1, 2023
SCS- 3	Soccer Pitch	Whitby Minor Sports Organizations	8.24	\$8.49	Per Hour	Yes	November 1, 2023
SCS- 4	Soccer Pitch	Regular Rental	26.48	\$27.27	Per Hour	Yes	November 1, 2023
SCS- 5	Lacrosse Field	Whitby Minor Sports Organizations	\$8.24	\$8.49	Per Hour	Yes	November 1, 2023
SCS- 6	Lacrosse Field	Regular Rental	\$26.48	\$27.27	Per Hour	Yes	November 1, 2023
SCS- 7	Lacrosse Box	Peel Lacrosse Box – Whitby Minor Sport Organizations	\$21.15	\$21.78	Per Hour	Yes	November 1, 2023
SCS- 8	Lacrosse Box	Peel Lacrosse Box – Regular Rental	\$32.05	\$33.01	Per Hour	Yes	November 1, 2023
SCS- 9	Lacrosse Box	Willow Lacrosse Box – Whitby Minor Sport Organizations	\$0.00	\$0.00	Per Hour	Yes	November 1, 2023
SCS- 10	Lacrosse Box	Willow Lacrosse Box – Regular Rental	\$21.15	\$21.78	Per Hour	Yes	November 1, 2023
SCS- 11	Court Fees – Tennis, Bocce and Pickleball	Court Fee	\$5.00	\$5.15	Per Hour	Yes	November 1, 2023
SCS- 12	Court Fees – Tennis, Bocce and Pickleball	User Fee – Instructional	\$11.16	\$11.49	Per Hour	Yes	November 1, 2023
SCS- 13	Lighting	Ball Diamond	\$17.60	\$18.13	Per Hour	Yes	November 1, 2023
SCS- 14	Lighting	Soccer and Lacrosse Field	\$20.53	\$21.15	Per Hour	Yes	November 1, 2023
SCS- 15	Lighting	Peel Lacrosse Box	\$14.19	\$14.62	Per Hour	Yes	November 1, 2023
SCS- 16	Lighting	Court Fee	\$14.19	\$14.62	Per Hour	Yes	November 1, 2023
SCS- 17	Arena Floor Rentals	Prime – Whitby Minor Sport Organizations	\$83.07	\$85.56	Per Hour	Yes	November 1, 2023
SCS- 18	Arena Floor Rentals	Non-Prime – Whitby Minor Sport Organizations	\$49.61	\$51.10	Per Hour	Yes	November 1, 2023
SCS- 19	Arena Floor Rentals	Prime	\$107.02	\$110.23	Per Hour	Yes	November 1, 2023
SCS- 20	Arena Floor Rentals	Non-Prime	\$64.52	\$66.46	Per Hour	Yes	November 1, 2023
SCS- 21	Arena Floor Rentals	Floor Rental Surcharge	\$7.96	\$8.20	Per Hour	Yes	November 1, 2023
SCS- 22	Arena Floor Rentals	Daily Rental	\$1,605.18	\$1,653.34	Per Day (12 Hours Max.)	Yes	November 1, 2023

Schedule F  
 To By-Law #7220-17  
 Community Services Department  
 Sports Field, Lacrosse Box, Courts, Lighting, Arena Floors

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
SCS- 23	Arena Floor Rentals	Set up or Break Down Fee	\$125.24	\$129.00	Per Hour	Yes	November 1, 2023
SCS- 24	Arena Floor Rentals	Special Event or Performance	\$2,088.16	\$2,150.80	Per Day	Yes	November 1, 2023

Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CS- 1	Brooklin Community Centre	Resident Fee	\$356.12	\$366.80	4+ Hours (Sun. to Thurs.)	Yes	March 20, 2023
CS- 2	Brooklin Community Centre	Non-Resident Fee	\$433.44	\$446.44	4+ Hours (Sun. to Thurs.)	Yes	March 20, 2023
CS- 3	Brooklin Community Centre	Community Group Fee	\$288.55	\$297.21	4+ Hours (Sun. to Thurs.)	Yes	March 20, 2023
CS- 4	Brooklin Community Centre	Resident Fee	\$443.27	\$456.57	After 4:00 p.m. (Fri. and Sat.)	Yes	March 20, 2023
CS- 5	Brooklin Community Centre	Non-Resident Fee	\$518.17	\$533.72	After 4:00 p.m. (Fri. and Sat.)	Yes	March 20, 2023
CS- 6	Brooklin Community Centre	Community Group Fee	\$361.01	\$371.84	After 4:00 p.m. (Fri. and Sat.)	Yes	March 20, 2023
CS- 7	Brooklin Community Centre	Upper Hall Fee - Resident	\$44.21	\$45.54	Hourly ( 3 Hours Min.)	Yes	March 20, 2023
CS- 8	Brooklin Community Centre	Upper Hall Fee - Non- Resident	\$46.66	\$48.06	Hourly ( 3 Hours Min.)	Yes	March 20, 2023
CS- 9	Brooklin Community Centre	Upper Hall - Community Group Fee	\$35.62	\$36.69	Hourly ( 3 Hours Min.)	Yes	March 20, 2023
CS- 10	Brooklin Community Centre	Resident Fee New Years	\$847.27	\$872.69	Daily	Yes	March 20, 2023
CS- 11	Brooklin Community Centre	Non-Resident New Years	\$1,000.75	\$1,030.77	Daily	Yes	March 20, 2023
CS- 12	Brooklin Community Centre	Community Group New Years	\$720.77	\$742.39	Daily	Yes	March 20, 2023

Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CS- 13	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Resident Fee	\$38.36	\$39.51	Hourly	Yes	March 20, 2023
CS- 14	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Non-Resident Fee	\$45.13	\$46.48	Hourly	Yes	March 20, 2023
CS- 15	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Community Group Fee	\$29.93	\$30.83	Hourly	Yes	March 20, 2023
CS- 16	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Resident Fee	\$276.17	\$284.46	Daily	Yes	March 20, 2023
CS- 17	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Non-Resident Fee	\$324.91	\$334.66	Daily	Yes	March 20, 2023
CS- 18	Brooklin Community Centre and Library – Board Room/Optimist Meeting Room	Community Group Fee	\$215.40	\$221.86	Daily	Yes	March 20, 2023

Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CS- 19	Brooklin Community Centre and Library – Craft Room	Resident Room Fee	\$49.31	\$50.79	Hourly	Yes	March 20, 2023
CS- 20	Brooklin Community Centre and Library – Craft Room	Non-Resident Room Fee	\$58.01	\$59.75	Hourly	Yes	March 20, 2023
CS- 21	Brooklin Community Centre and Library – Craft Room	Community Group Fee	\$38.46	\$39.61	Hourly	Yes	March 20, 2023
CS- 22	Brooklin Community Centre and Library – Craft Room	Resident Day Fee	\$315.62	\$325.09	Daily	Yes	March 20, 2023
CS- 23	Brooklin Community Centre and Library – Craft Room	Non-Resident Day Fee	\$371.32	\$382.46	Daily	Yes	March 20, 2023
CS- 24	Brooklin Community Centre and Library – Craft Room	Community Group Day Fee	\$246.18	\$253.57	Daily	Yes	March 20, 2023
CS- 25	Brooklin Community Centre and Library – Gymnasium	Resident Full Gym Fee	\$68.38	\$70.43	Hourly	Yes	March 20, 2023

Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CS- 26	Brooklin Community Centre and Library – Gymnasium	Non-Resident Full Gym Fee	\$80.44	\$82.85	Hourly	Yes	March 20, 2023
CS- 27	Brooklin Community Centre and Library – Gymnasium	Community Group Full Gym	\$53.35	\$54.95	Hourly	Yes	March 20, 2023
CS- 28	Brooklin Community Centre and Library – Gymnasium	Resident Half Gym Fee	\$39.45	\$40.63	Hourly	Yes	March 20, 2023
CS- 29	Brooklin Community Centre and Library – Gymnasium	Non-Resident Half Gym Fee	\$46.41	\$47.80	Hourly	Yes	March 20, 2023
CS- 30	Brooklin Community Centre and Library – Gymnasium	Community Group Half Gym	\$30.78	\$31.70	Hourly	Yes	March 20, 2023
CS- 31	Brooklin Community Centre and Library – Gymnasium	Set Up or Clean Up	\$38.67	\$39.83	Hourly	Yes	March 20, 2023



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CS- 32	Brooklin Community Centre and Library – Gymnasium	Resident Equipment Rental/Use	\$19.72	\$20.31	Hourly	Yes	March 20, 2023
CS- 33	Brooklin Community Centre and Library – Gymnasium	Non-Resident Equipment Rental/Use	\$23.22	\$23.92	Hourly	Yes	March 20, 2023
CS- 34	Brooklin Community Centre and Library – Gymnasium	Community Group Equipment Rental/Use	\$15.37	\$15.83	Hourly	Yes	March 20, 2023
CS-35	Brooklin Community Centre and Library – Multi- Purpose Room	Resident Fee	\$794.53	\$818.37	Daily (Sun. to Thurs.)	Yes	March 20, 2023
CS-36	Brooklin Community Centre and Library – Multi- Purpose Room	Non-Resident Fee	\$934.75	\$962.79	Daily (Sun. to Thurs.)	Yes	March 20, 2023
CS-37	Brooklin Community Centre and Library – Multi- Purpose Room	Community Group	\$619.73	\$638.32	Daily (Sun. to Thurs.)	Yes	March 20, 2023

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CS-38	Brooklin Community Centre and Library – Multi- Purpose Room	Resident Fee	\$1,041.10	\$1,072.33	Daily (Fri. and Sat.)	Yes	March 20, 2023
CS-39	Brooklin Community Centre and Library – Multi- Purpose Room	Non-Resident Fee	\$1,224.83	\$1,261.57	Daily (Fri. and Sat.)	Yes	March 20, 2023
CS-40	Brooklin Community Centre and Library – Multi- Purpose Room	Community Group	\$812.07	\$836.43	Daily (Fri. and Sat.)	Yes	March 20, 2023
CS-41	Brooklin Community Centre and Library – Multi- Purpose Room	Resident Meeting	\$87.67	\$90.30	Hourly	Yes	March 20, 2023
CS-42	Brooklin Community Centre and Library – Multi- Purpose Room	Non-Resident Meeting	\$103.15	\$106.24	Hourly	Yes	March 20, 2023
CS-43	Brooklin Community Centre and Library – Multi- Purpose Room	Community Group Meeting	\$68.38	\$70.43	Hourly	Yes	March 20, 2023

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CS-44	Brooklin Community Centre and Library – Multi- Purpose Room	Resident Fee	\$547.96	\$564.40	5 Hour Daily Fee (Mon. to Fri.)	Yes	March 20, 2023
CS-45	Brooklin Community Centre and Library – Multi- Purpose Room	Non-Resident Fee	\$660.13	\$679.93	6 Hour Daily Fee (Mon. to Fri.)	Yes	March 20, 2023
CS-46	Brooklin Community Centre and Library – Multi- Purpose Room	Community Group Fee	\$427.41	\$440.23	7 Hour Daily Fee (Mon. to Fri.)	Yes	March 20, 2023
CS-47	Brooklin Community Centre and Library – Multi- Purpose Room	Resident New Year's Eve	\$1,589.17	\$1,636.85	Daily	Yes	March 20, 2023
CS-48	Brooklin Community Centre and Library – Multi- Purpose Room	Non-Resident New Year's Eve	\$1,869.49	\$1,925.57	Daily	Yes	March 20, 2023
CS-49	Brooklin Community Centre and Library – Multi- Purpose Room	Community Group New Year's Eve	\$1,239.46	\$1,276.64	Daily	Yes	March 20, 2023

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CS- 50	Brooklin Community Centre and Library – Seniors Room	Resident Meeting	\$62.62	\$64.50	Hourly	Yes	March 20, 2023
CS- 51	Brooklin Community Centre and Library – Seniors Room	Non-Resident Meeting	\$65.09	\$67.04	Hourly	Yes	March 20, 2023
CS- 52	Brooklin Community Centre and Library – Seniors Room	Community Group Meeting	\$58.93	\$60.70	Hourly	Yes	March 20, 2023
CS- 53	Brooklin Community Centre and Library – Seniors Room	Resident Fee	\$437.15	\$450.26	Daily	Yes	March 20, 2023
CS- 54	Brooklin Community Centre and Library – Seniors Room	Non-Resident Fee	\$445.72	\$459.09	Daily	Yes	March 20, 2023
CS- 55	Brooklin Community Centre and Library – Seniors Room	Community Group Fee	\$405.21	\$417.37	Daily	Yes	March 20, 2023
CS- 56	Celebration Square	Resident Day Fee	\$546.97	\$563.38	Daily	Yes	March 20, 2023
CS- 57	Celebration Square	Non-Resident Day Fee	\$639.96	\$659.16	Daily	Yes	March 20, 2023

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CS- 58	Celebration Square	Community Group Day Fee	\$467.50	\$481.53	Daily	Yes	March 20, 2023
CS- 59	Celebration Square	Whitby Commercial Day Fee	\$557.91	\$574.65	Daily	Yes	March 20, 2023
CS- 60	Centennial Building – Regal Room	Resident Fee (Reynolds or McKay or Farewell Room)	\$33.16	\$34.15	Hourly	Yes	March 20, 2023
CS- 61	Centennial Building – Regal Room	Non-Resident Fee (Reynolds or McKay or Farewell Room)	\$38.07	\$39.21	Hourly	Yes	March 20, 2023
CS- 62	Centennial Building – Regal Room	Community Group Fee (Reynolds or McKay or Farewell Room)	\$28.44	\$29.29	Hourly	Yes	March 20, 2023
CS- 63	Centennial Building – Regal Room	Resident Fee (Prep Room or Room 103)	\$30.69	\$31.61	Hourly	Yes	March 20, 2023
CS- 64	Centennial Building – Regal Room	Non-Resident Fee (Prep Room or Room 103)	\$35.62	\$36.69	Hourly	Yes	March 20, 2023
CS- 65	Centennial Building – Regal Room	Community Group Fee Prep (Room or Room 103)	\$25.79	\$26.56	Hourly	Yes	March 20, 2023
CS- 66	Centennial Building – Regal Room	Resident Fee (Gould Room)	\$62.62	\$64.50	Hourly	Yes	March 20, 2023
CS- 67	Centennial Building – Regal Room	Non-Resident Fee (Gould Room)	\$65.08	\$67.03	Hourly	Yes	March 20, 2023
CS- 68	Centennial Building – Regal Room	Community Group (Gould Room)	\$58.94	\$60.71	Hourly	Yes	March 20, 2023

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CS- 69	Centennial Building – Regal Room	Resident Fee (Attersley Room)	\$62.62	\$64.50	Hourly	Yes	March 20, 2023
CS- 70	Centennial Building – Regal Room	Non-Resident Fee (Attersley Room)	\$65.08	\$67.03	Hourly	Yes	March 20, 2023
CS- 71	Centennial Building – Regal Room	Community Group (Attersley Room)	\$58.94	\$60.71	Hourly	Yes	March 20, 2023
CS- 72	Centennial Building – Regal Room	Resident Fee (Attersley Room)	\$437.14	\$450.25	Daily (8+ hours)	Yes	March 20, 2023
CS- 73	Centennial Building – Regal Room	Non-Resident Fee (Attersley Room)	\$445.72	\$459.09	Daily (8+ hours)	Yes	March 20, 2023
CS- 74	Centennial Building – Regal Room	Community Group (Attersley Room)	\$405.21	\$417.37	Daily (8+ hours)	Yes	March 20, 2023

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CS- 75	Centennial Building – Theatre Stage	Resident Fee	\$435.93	\$449.01	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 76	Centennial Building – Theatre Stage	Non-Resident Fee	\$447.92	\$461.36	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 77	Centennial Building – Theatre Stage	Community Group Fee	\$407.19	\$419.41	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 78	Centennial Building – Theatre Stage	Resident Fee	\$676.58	\$696.88	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 79	Centennial Building – Theatre Stage	Non-Resident Fee	\$710.96	\$732.29	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 80	Centennial Building – Theatre Stage	Community Group Fee	\$645.36	\$664.72	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 81	Centennial Building – Theatre Stage	Wedding Ceremony (Including Regal Room Rental)	\$338.90	\$349.07	Daily	Yes	March 20, 2023
CS- 82	Cullen Central Park – Special Events Area	Resident Fee (1 to 100)	\$204.87	\$211.02	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 83	Cullen Central Park – Special Events Area	Non-Resident Fee (1 to 100)	\$239.54	\$246.73	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 84	Cullen Central Park – Special Events Area	Community Group Fee (1 to 100)	\$159.69	\$164.48	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 85	Cullen Central Park – Special Events Area	Resident Fee (101 to 200)	\$409.73	\$422.02	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023

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CS- 86	Cullen Central Park – Special Events Area	Non-Resident Fee (101 to 200)	\$479.07	\$493.44	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 87	Cullen Central Park – Special Events Area	Community Group Fee (101 to 200)	\$319.38	\$328.96	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 88	Cullen Central Park – Special Events Area	Resident Fee (201 to 250)	\$511.46	\$526.80	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 89	Cullen Central Park – Special Events Area	Non-Resident Fee (201 to 250)	\$599.72	\$617.71	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 90	Cullen Central Park – Special Events Area	Community Group Fee (201 to 250)	\$399.80	\$411.79	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 91	Cullen Central Park – Special Events Area	Commercial Fee (1 to 250)	\$659.68	\$679.47	Daily Monday to Friday 5pm to 10pm	Yes	March 20, 2023
CS- 92	Cullen Central Park – Special Events Area	Resident Fee (1 to 100)	\$281.14	\$289.57	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 93	Cullen Central Park – Special Events Area	Non-Resident Fee (1 to 100)	\$326.74	\$336.54	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 94	Cullen Central Park – Special Events Area	Community Group (1 to 100)	\$216.42	\$222.91	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 95	Cullen Central Park – Special Events Area	Resident Fee (101 to 200)	\$556.82	\$573.52	Daily Saturday or Sunday	Yes	March 20, 2023



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CS- 96	Cullen Central Park – Special Events Area	Non-Resident Fee (101 to 200)	\$653.47	\$673.07	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 97	Cullen Central Park – Special Events Area	Community Group (101 to 200)	\$432.85	\$445.84	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 98	Cullen Central Park – Special Events Area	Resident Fee (201 to 250)	\$702.85	\$723.94	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 99	Cullen Central Park – Special Events Area	Non-Resident Fee (201 to 250)	\$818.59	\$843.15	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 100	Cullen Central Park – Special Events Area	Community Group (201 to 250)	\$539.91	\$556.11	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 101	Cullen Central Park – Special Events Area	Commercial Fee (1 to 250)	\$900.46	\$927.47	Daily Saturday or Sunday	Yes	March 20, 2023
CS- 102	Cullen Central Park – Log Cabin	Resident Fee	\$132.61	\$136.59	Daily	Yes	March 20, 2023
CS- 103	Cullen Central Park – Log Cabin	Non-Resident Fee	\$145.88	\$150.26	Daily	Yes	March 20, 2023
CS- 104	Cullen Central Park – Log Cabin	Community Group Fee	\$132.61	\$136.59	Daily	Yes	March 20, 2023
CS- 105	Gazebo and Picnic Shelters (BBQ permitted)	Resident Fee	\$100.20	\$103.21	Daily	Yes	March 20, 2023
CS- 106	Gazebo and Picnic Shelters (New - BBQ permitted)	Non-Resident Fee	\$108.06	\$322.34	Daily	Yes	March 20, 2023
<del>CS- 107</del>	<del>BBQ Permit Fees</del>	<del>Non-Resident</del>	<del>\$214.32</del>	Discontinued	<del>Daily</del>	Yes	March 20, 2023
CS- 108	Gazebo and Picnic Shelters	Community Group Fee	\$100.20	\$103.21	Daily	Yes	March 20, 2023
CS- 109	Gazebo and Picnic Shelters	Commercial Fee	\$309.00	\$318.27	Daily	Yes	March 20, 2023
CS- 110	General Park Permit	Resident Fee	\$50.34	\$51.85	Daily	Yes	March 20, 2023

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CS- 111	General Park Permit	Non-Resident Fee	\$55.38	\$57.04	Daily	Yes	March 20, 2023
CS- 112	General Park Permit	Community Group Fee	\$50.34	\$51.85	Daily	Yes	March 20, 2023
CS- 113	Iroquois Park Sports Centre – Whitney Hall	Resident Fee	\$464.17	\$478.10	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 114	Iroquois Park Sports Centre – Whitney Hall	Non-Resident Fee	\$477.66	\$491.99	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 115	Iroquois Park Sports Centre – Whitney Hall	Community Group Fee	\$423.63	\$436.34	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 116	Iroquois Park Sports Centre – Whitney Hall	Resident Fee	\$789.18	\$812.86	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 117	Iroquois Park Sports Centre – Whitney Hall	Non-Resident Fee	\$983.56	\$1,013.07	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 118	Iroquois Park Sports Centre – Whitney Hall	Community Group Fee	\$739.19	\$761.37	Daily (8+ hours) Friday and Saturday	Yes	March 20, 2023
CS- 119	Iroquois Park Sports Centre – Whitney Hall	Resident Fee	\$59.59	\$61.38	Hourly	Yes	March 20, 2023
CS- 120	Iroquois Park Sports Centre – Whitney Hall	Non-Resident Fee	\$61.40	\$63.24	Hourly	Yes	March 20, 2023
CS- 121	Iroquois Park Sports Centre – Whitney Hall	Community Group Fee	\$57.12	\$58.83	Hourly	Yes	March 20, 2023
CS- 122	Iroquois Park Sports Centre – Whitney Hall	Resident New Year's Eve	\$1,575.94	\$1,623.22	Daily	Yes	March 20, 2023
CS- 123	Iroquois Park Sports Centre – Whitney Hall	Non-Resident New Year's Eve	\$1,640.48	\$1,689.69	Daily	Yes	March 20, 2023

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CS- 124	Iroquois Park Sports Centre – Whitney Hall	Community Group New Year's Eve	\$1,456.31	\$1,500.00	Daily	Yes	March 20, 2023
CS- 125	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Resident Fee	\$32.22	\$33.19	Hourly	Yes	March 20, 2023
CS- 126	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Non-Resident Fee	\$37.38	\$38.50	Hourly	Yes	March 20, 2023
CS- 127	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Community Group Fee	\$29.67	\$30.56	Hourly	Yes	March 20, 2023
CS- 128	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Resident Fee	\$28.23	\$29.08	Hourly	Yes	March 20, 2023
CS- 129	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Non-Resident Fee	\$31.95	\$32.91	Hourly	Yes	March 20, 2023
CS- 130	Iroquois Park Sports Centre – Upper Mezzanine Large Meeting Room	Community Group Fee	\$25.78	\$26.55	Hourly	Yes	March 20, 2023
CS- 131	Iroquois Park Sports Centre – Anne Ottenbrite Pool Boardroom	Resident Fee	\$31.15	\$32.08	Hourly	Yes	March 20, 2023

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CS- 132	Iroquois Park Sports Centre – Anne Ottenbrite Pool Boardroom	Non-Resident Fee	\$34.73	\$35.77	Hourly	Yes	March 20, 2023
CS- 133	Iroquois Park Sports Centre – Anne Ottenbrite Pool Boardroom	Community Group Fee	\$25.16	\$25.91	Hourly	Yes	March 20, 2023
CS- 134	McKinney Centre – Dryland Training Room	Resident Fee	\$377.13	\$388.44	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 135	McKinney Centre – Dryland Training Room	Non-Resident Fee	\$385.13	\$396.68	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 136	McKinney Centre – Dryland Training Room	Community Group Fee	\$337.90	\$348.04	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 137	McKinney Centre – Dryland Training Room	Resident Fee	\$58.93	\$60.70	Hourly	Yes	March 20, 2023
CS- 138	McKinney Centre – Dryland Training Room	Non-Resident Fee	\$60.17	\$61.98	Hourly	Yes	March 20, 2023
CS- 139	McKinney Centre – Dryland Training Room	Community Group Fee	\$52.80	\$54.38	Hourly	Yes	March 20, 2023
CS- 140	McKinney Centre – Upper Meeting Room	Resident Fee	\$196.48	\$202.37	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 141	McKinney Centre – Upper Meeting Room	Non-Resident Fee	\$227.85	\$234.69	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 142	McKinney Centre – Upper Meeting Room	Community Group Fee	\$180.72	\$186.14	Daily ( 5+ hours)	Yes	March 20, 2023

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CS- 143	McKinney Centre – Upper Meeting Room	Resident Fee	\$30.70	\$31.62	Hourly	Yes	March 20, 2023
CS- 144	McKinney Centre – Upper Meeting Room	Non-Resident Fee	\$35.62	\$36.69	Hourly	Yes	March 20, 2023
CS- 145	McKinney Centre – Upper Meeting Room	Community Group Fee	\$28.24	\$29.09	Hourly	Yes	March 20, 2023
CS- 146	McKinney Centre – McKinney Meeting Room	Resident Fee	\$180.72	\$186.14	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 147	McKinney Centre – McKinney Meeting Room	Non-Resident Fee	\$204.33	\$210.46	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 148	McKinney Centre – McKinney Meeting Room	Community Group Fee	\$165.07	\$170.02	Daily ( 5+ hours)	Yes	March 20, 2023
CS- 149	McKinney Centre – McKinney Meeting Room	Resident Fee	\$28.24	\$29.09	Hourly	Yes	March 20, 2023
CS- 150	McKinney Centre – McKinney Meeting Room	Non-Resident Fee	\$31.94	\$32.90	Hourly	Yes	March 20, 2023
CS- 151	McKinney Centre – McKinney Meeting Room	Community Group Fee	\$25.79	\$26.56	Hourly	Yes	March 20, 2023
CS- 152	Whitby 55+ Recreation Centre – Boardroom	Resident Fee	\$22.11	\$22.77	Hourly	Yes	March 20, 2023
CS- 153	Whitby 55+ Recreation Centre – Boardroom	Community Group Fee	\$20.57	\$21.19	Hourly	Yes	March 20, 2023
CS- 154	Whitby 55+ Recreation Centre – Boardroom Premium	Resident Fee	\$33.76	\$34.77	Hourly	Yes	March 20, 2023

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CS- 155	Whitby 55+ Recreation Centre – Boardroom Premium	Community Group Fee	\$31.44	\$32.38	Hourly	Yes	March 20, 2023
CS- 156	Whitby 55+ Recreation Centre – Classroom	Resident Fee	\$33.76	\$34.77	Hourly	Yes	March 20, 2023
CS- 157	Whitby 55+ Recreation Centre – Classroom	Community Group Fee	\$31.44	\$32.38	Hourly	Yes	March 20, 2023
CS- 158	Whitby 55+ Recreation Centre - Classroom Premium	Resident Fee	\$42.67	\$43.95	Hourly	Yes	March 20, 2023
CS- 159	Whitby 55+ Recreation Centre - Classroom Premium	Community Group Fee	\$39.72	\$40.91	Hourly	Yes	March 20, 2023
CS- 160	Whitby 55+ Recreation Centre - Craft Room	Resident Fee	\$33.76	\$34.77	Hourly	Yes	March 20, 2023
CS- 161	Whitby 55+ Recreation Centre - Craft Room	Community Group Fee	\$31.44	\$32.38	Hourly	Yes	March 20, 2023
CS- 162	Whitby 55+ Recreation Centre - Craft Room Premium	Resident Fee	\$42.67	\$43.95	Hourly	Yes	March 20, 2023
CS- 163	Whitby 55+ Recreation Centre - Craft Room Premium	Community Group Fee	\$39.72	\$40.91	Hourly	Yes	March 20, 2023
CS- 164	Whitby 55+ Recreation Centre - Dining Room	Resident Fee	\$63.86	\$65.78	Hourly	Yes	March 20, 2023

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CS- 165	Whitby 55+ Recreation Centre - Dining Room	Community Group Fee	\$59.44	\$61.22	Hourly	Yes	March 20, 2023
CS- 166	Whitby 55+ Recreation Centre - Lower Activity Room	Resident Fee	\$45.13	\$46.48	Hourly	Yes	March 20, 2023
CS- 167	Whitby 55+ Recreation Centre - Lower Activity Room	Community Group Fee	\$42.00	\$43.26	Hourly	Yes	March 20, 2023
CS- 168	Whitby 55+ Recreation Centre - Lower Activity Room Premium	Resident Fee	\$63.86	\$65.78	Hourly	Yes	March 20, 2023
CS- 169	Whitby 55+ Recreation Centre - Lower Activity Room Premium	Community Group Fee	\$59.44	\$61.22	Hourly	Yes	March 20, 2023
CS- 170	Whitby 55+ Recreation Centre - Multi-Purpose Room	Resident Fee	\$45.13	\$46.48	Hourly	Yes	March 20, 2023
CS- 171	Whitby 55+ Recreation Centre - Multi-Purpose Room	Community Group Fee	\$42.00	\$43.26	Hourly	Yes	March 20, 2023
CS- 172	Whitby 55+ Recreation Centre - Multi-Purpose Room Premium	Resident Fee	\$63.86	\$65.78	Hourly	Yes	March 20, 2023
CS- 173	Whitby 55+ Recreation Centre - Multi-Purpose Room Premium	Community Group Fee	\$59.44	\$61.22	Hourly	Yes	March 20, 2023

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CS- 174	Whitby 55+ Recreation Centre - Upper Activity Room	Resident Fee	\$961.45	\$990.29	Daily (8+ hours)	Yes	March 20, 2023
CS- 175	Whitby 55+ Recreation Centre - Upper Activity Room	Non-Resident Fee	\$1,158.75	\$1,193.51	Daily (8+ hours)	Yes	March 20, 2023
CS- 176	Whitby 55+ Recreation Centre - Upper Activity Room	Community Group Fee	\$719.55	\$741.14	Daily (8+ hours)	Yes	March 20, 2023
CS- 177	Whitby 55+ Recreation Centre - Upper Activity Room	Resident Fee	\$1,514.93	\$1,560.38	Daily	Yes	March 20, 2023
CS- 178	Whitby 55+ Recreation Centre - Upper Activity Room	Non-Resident Fee	\$1,835.78	\$1,890.85	Daily	Yes	March 20, 2023
CS- 179	Whitby 55+ Recreation Centre - Upper Activity Room	Community Group Fee	\$1,166.52	\$1,201.52	Daily	Yes	March 20, 2023
CS- 180	Whitby 55+ Recreation Centre - Upper Activity Room	Member Fee	\$403.68	\$415.79	Daily	Yes	March 20, 2023
CS- 181	Whitby 55+ Recreation Centre - Upper Activity Room	Resident Fee – No Dining Fee	\$116.03	\$119.51	Hourly	Yes	March 20, 2023
CS- 182	Whitby 55+ Recreation Centre - Upper Activity Room	Community Group Fee – No Dining Fee	\$109.08	\$112.35	Hourly	Yes	March 20, 2023



Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
<del>CS- 183</del>	<del>Aquatics Rental Facilities – Viewing Area 1 to 0</del>	<del>Resident Fee</del>	<del>\$34.39</del>	Discontinued	Hourly	Yes	March 20, 2023
<del>CS- 184</del>	<del>Aquatics Rental Facilities – Viewing Area 1 to 0</del>	<del>Non-Resident Fee</del>	<del>\$41.53</del>	Discontinued	Hourly	Yes	March 20, 2023
<del>CS- 185</del>	<del>Aquatics Rental Facilities – Viewing Area 1 to 0</del>	<del>Community Group Fee</del>	<del>\$34.39</del>	Discontinued	Hourly	Yes	March 20, 2023
CS- 186	Port Whitby Marina Rental	Resident Fee	\$597.28	\$627.14	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 187	Port Whitby Marina Rental	Non-Resident Fee	\$610.21	\$640.72	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 188	Port Whitby Marina Rental	Community Group	\$540.25	\$567.26	Daily (8+ hours) Sunday to Thursday	Yes	March 20, 2023
CS- 189	Port Whitby Marina Rental	Resident Fee	\$1,019.61	\$1,070.59	Daily (up to 8 hours) Friday and Saturday	Yes	March 20, 2023
CS- 190	Port Whitby Marina Rental	Non-Resident Fee	\$1,256.68	\$1,319.51	Daily (up to 8 hours) Friday and Saturday	Yes	March 20, 2023
CS- 191	Port Whitby Marina Rental	Community Group	\$945.75	\$993.04	Daily (up to 8 hours) Friday and Saturday	Yes	March 20, 2023
CS- 192	Port Whitby Marina Rental	Resident Fee – Weddings	\$1,629.81	\$1,711.30	Daily (up to 16 hours)	Yes	March 20, 2023
CS- 193	Port Whitby Marina Rental	Non-Resident Fee – Weddings	\$1,964.07	\$2,062.27	Daily (up to 16 hours)	Yes	March 20, 2023
CS- 194	Port Whitby Marina Rental	Community Group Fee – Weddings	\$1,479.53	\$1,553.51	Daily (up to 16 hours)	Yes	March 20, 2023
CS- 195	Port Whitby Marina Rental	Resident Fee – Meeting	\$73.86	\$77.55	Hourly (3 hour maximum)	Yes	March 20, 2023
CS- 196	Port Whitby Marina Rental	Non-Resident Fee – Meeting	\$77.73	\$81.62	Hourly (3 hour maximum)	Yes	March 20, 2023

Schedule G  
To By-Law #7220-17  
Community Services Department  
Hall and Facility Rental Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CS- 197	Port Whitby Marina Rental	Community Group Fee – Meeting	\$67.32	\$70.69	Hourly (3 hour maximum)	Yes	March 20, 2023

Schedule H  
To By-Law # 7220-17  
Municipal Parking Lot Rates

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MPL- 1	Municipal Parking Lot Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$1.00	\$1.10	Per Hour 8:00 a.m. – 6:00 p.m., Monday to Friday Except Holidays	Yes	June 1, 2023
MPL- 2	Municipal Parking Lot Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$7.00	\$8.00	Maximum per day 8:00 a.m. – 6:00 p.m., Monday to Friday Except Holidays	Yes	June 1, 2023
MPL- 3	Leased Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$100.00	\$110.00	Per Month 8:00 a.m. – 6:00 p.m., Monday to Friday Except Holidays	Yes	June 1, 2023
MPL- 4	Leased Parking Rates	Discounted Rate - 50% Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$50.00	\$55.00	Per Month 8:00 a.m. – 6:00 p.m., Monday to Friday Except Holidays	Yes	June 1, 2023
MPL- 5	Leased Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$90.00	\$99.00	Per Month, for Six Months 8 a.m. – 6 p.m., (Monday to Friday, Except Holidays)	Yes	June 1, 2023
MPL- 6	Leased Parking Rates	Discounted Rate - 55% Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$49.50	\$54.45	Per Month, for Six Months 8 a.m. – 6 p.m. (Monday to Friday, Except Holidays)	Yes	June 1, 2023
MPL- 7	Leased Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$80.00	\$88.00	Per Month, for Twelve Months 8 a.m. – 6 p.m. (Monday to Friday, Except Holidays)	Yes	June 1, 2023
MPL- 8	Leased Parking Rates	Discounted Rate - 60% Lots 1, 2, 3, 4, 5, 6, 7 and 9	\$48.00	\$52.80	Per Month, for Twelve Months 8 a.m. – 6 p.m. (Monday to Friday, Except Holidays)	Yes	June 1, 2023

Schedule H  
To By-Law # 7220-17  
Municipal Parking Lot Rates

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MPL- 9	Merchant Hourly Discount Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	N/A	N/A	Hourly (1 – 99)	N/A	June 1, 2023
MPL- 10	Merchant Hourly Discount Parking Rates	Discounted Rate?? Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	N/A	N/A	Hourly (1 – 99)	N/A	June 1, 2023
MPL- 11	Merchant Hourly Discount Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	\$0.75	\$0.83	Hourly (100 – 249)	Yes	June 1, 2023
MPL- 12	Merchant Hourly Discount Parking Rates	Discounted Rate - 25% Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	\$0.19	\$0.21	Hourly (100 – 249)	Yes	June 1, 2023
MPL- 13	Merchant Hourly Discount Parking Rates	Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	\$0.50	\$0.55	Hourly (250 +)	Yes	June 1, 2023
MPL- 14	Merchant Hourly Discount Parking Rates	Discounted Rate - 50% Lots 1, 2, 3, 4, 5, 6, 7 and 9 (only available through Honk Mobile Application)	\$0.25	\$0.28	Hourly (250 +)	Yes	June 1, 2023

Schedule I  
To By-Law #7220-17  
On Street Parking Rates

Fee No.	Street	Direction	Intersection	Rate	Proposed Rate	Rate Basis	Max Permissible Parking Period	Effective Date
<b>Rates in effect between 9:00 a.m. to 6:00 p.m., Monday to Friday, except Holidays</b>								
SPR- 1	Ash Street	East	Dundas Street East and Mary Street East	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 2	Athol Street	West	Dundas Street East and Colborne Street East	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 3	Brock Street	East & West	Mary Street and Dunlop Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 4	Byron Street	East and West	Mary Street and Colborne Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 5	Centre Street	West	Mary Street West and Colborne Street South	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 6	Colborne Street	North and South	King Street and Athol Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 7	Dundas Street East	South	Green Street and Athol Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 8	Elm Street	North and South	Brock Street North & Byron Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 9	Green Street	East and West	Dundas Street East and Ontario Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 10	Kent Street	West	Dundas Street West and 33m North	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 11	King Street	West and East	Dundas Street West and Colborne Street West	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 12	Mary Street East	South	Brock Street North and Perry Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 13	Ontario Street	North	Brock Street and Green Street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 14	Perry Street	East and West	Dundas Street East and Mary Street East	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
<b>Rates in effect between 9:00 a.m. to 4:30 p.m., Monday to Friday, except Holidays</b>								
SPR- 15	Dundas Street West	North and South	Brock Street and Henry Street/Euclid street	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
SPR- 16	Mary Street West	South	Brock Street North and Byron Street North	\$1.50	1.65	Per Hour	120 Minutes	June 1, 2023
<b>Leased Parking Rates</b>								
SPR- 17	Ash Street	East	Dundas Street and Mary Street	Monthly \$150.00 Bi-annual \$810.00 Annual \$1,440.00	Monthly \$165.00 Bi-annual \$891.00 Annual \$1,584.00	Per Period	9:00 a.m. to 6:00 p.m., Monday to Friday, except Holidays	June 1, 2023
SPR- 18	Byron Street	East & West	Colborne Street and Ontario Street	Monthly \$150.00 Bi-annual \$810.00 Annual \$1,440.00	Monthly \$165.00 Bi-annual \$891.00 Annual \$1,584.00	Per Period	9:00 a.m. to 6:00 p.m., Monday to Friday, except Holidays	June 1, 2023

Schedule I  
To By-Law #7220-17  
On Street Parking Rates

Fee No.	Street	Direction	Intersection	Rate	Proposed Rate	Rate Basis	Max Permissible Parking Period	Effective Date
SPR- 19	Green Street	East & West	Colborne Street and Ontario Street	Monthly \$150.00 Bi-annual \$810.00 Annual \$1,440.00	Monthly \$165.00 Bi-annual \$891.00 Annual \$1,584.00	Per Period	9:00 a.m. to 6:00 p.m., Monday to Friday, except Holidays	June 1, 2023
SPR- 20	Ontario Street	North	Brock Street and Green Street	Monthly \$150.00 Bi-annual \$810.00 Annual \$1,440.00	Monthly \$165.00 Bi-annual \$891.00 Annual \$1,584.00	Per Period	9:00 a.m. to 6:00 p.m., Monday to Friday, except Holidays	June 1, 2023

Schedule J  
To By-Law #7220-17  
Community Services Department Fees  
Camp Fees, Membership Fees and Admission Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CMA - 1	Swim/Skate Youth/55+ Admissions	Pass	\$144.72	\$149.06	Per Year	Youth - No Senior - Yes	March 20, 2023
CMA - 2	Swim/Skate Youth/55+ Admissions	Pass	\$24.99	\$25.74	Per Month	Youth - No Senior - Yes	March 20, 2023
CMA - 3	Swim/Skate Youth/55+ Admissions	Pass	\$73.92	\$76.14	3 Months	Youth - No Senior - Yes	March 20, 2023
CMA - 4	Swim/Skate Youth/55+ Admissions	Pass	\$3.17	\$3.17	Per Use	Youth - No Senior - Yes	March 20, 2023
CMA - 5	Swim/Skate Youth/55+ Admissions	Pass	\$25.39	\$27.93	10 Uses	Youth - No Senior - Yes	March 20, 2023
CMA - 6	Swim/Skate Adult Admissions	Pass	\$232.19	\$239.16	Per Year	Yes	March 20, 2023
CMA - 7	Swim/Skate Adult Admissions	Pass	\$35.40	\$36.46	Per Month	Yes	March 20, 2023
CMA - 8	Swim/Skate Adult Admissions	Pass	\$102.03	\$105.09	3 Months	Yes	March 20, 2023
CMA - 9	Swim/Skate Adult Admissions	Pass	\$4.74	\$4.74	Per Use	Yes	March 20, 2023
CMA - 10	Swim/Skate Adult Admissions	Pass	\$37.93	\$41.72	10 Uses	Yes	March 20, 2023
CMA - 11	Swim/Skate Family Admissions	Pass	\$401.90	\$413.96	Per Year	Yes	March 20, 2023
CMA - 12	Swim/Skate Family Admissions	Pass	\$67.68	\$69.71	Per Month	Yes	March 20, 2023
CMA - 13	Swim/Skate Family Admissions	Pass	\$180.12	\$185.52	3 month	Yes	March 20, 2023
CMA - 14	Swim/Skate Family Admissions	Pass	\$12.76	\$12.76	Per Use	Yes	March 20, 2023
CMA - 15	Swim/Skate Family Admissions	Pass	\$96.15	\$105.77	10 Uses	Yes	March 20, 2023

Schedule J  
To By-Law #7220-17  
Community Services Department Fees  
Camp Fees, Membership Fees and Admission Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CMA - 16	Shinny Youth Admission	Pass	\$4.65	\$4.83	Per Use	Yes	March 20, 2023
CMA - 17	Shinny Youth Admission	Pass	\$37.17	\$38.64	10 Uses	Yes	March 20, 2023
CMA - 18	Shinny 55+ Admissions	Pass	\$4.83	\$4.83	Per Use	Yes	March 20, 2023
CMA - 19	Shinny 55+ Admissions	Pass	\$38.64	\$38.64	10 Uses	Yes	March 20, 2023
CMA - 20	Shinny Adult Admission	Pass	\$6.92	\$7.13	Per Use	Yes	March 20, 2023
CMA - 21	Shinny Adult Admission	Pass	\$55.36	\$58.13	10 Uses	Yes	March 20, 2023
CMA - 22	Ticket Ice Admissions	Pass	\$7.45	\$7.67	Per Use	Yes	March 20, 2023
CMA - 23	Ticket Ice Admissions	Pass	\$59.60	\$62.58	10 Uses	Yes	March 20, 2023
CMA - 24	Parent and Tot Skate Admissions	Pass	\$4.74	\$4.83	Per Use	Yes	March 20, 2023
CMA - 25	Backyard Rink Admissions	Pass	\$0.00	\$0.00	Per Use	Yes	March 20, 2023
CMA - 26	Active Living Admissions Youth	League Drop In	\$3.07	\$3.17	Per Use	Yes	March 20, 2023
CMA - 27	Active Living Admissions Youth	League Drop In	\$27.82	\$28.53	10 Uses	Yes	March 20, 2023
CMA - 28	Active Living Admissions Adult	League Drop In	\$4.32	\$4.54	Per Use	Yes	March 20, 2023
CMA - 29	Active Living Admissions Adult	League Drop In	\$38.56	\$40.86	10 Uses	Yes	March 20, 2023
<del>CMA - 30</del>	<del>Active Living Admissions Family</del>	<del>League Drop In</del>	<del>\$10.41</del>	Discontinued	Per Use	Yes	March 20, 2023
<del>CMA - 31</del>	<del>Active Living Admissions Family</del>	<del>League Drop In Group</del>	<del>\$93.84</del>	Discontinued	10 Uses	Yes	March 20, 2023
CMA - 32	Fitness Classes Adult	Drop In	\$10.30	\$10.61	Per Visit	Yes	March 20, 2023
CMA - 33	Fitness Classes - Youth/55+	Drop In	N/A	\$5.30	Per Visit	Yes	March 20, 2023
CMA - 34	Fitness Class Adult	Drop In	N/A	\$95.49	10 Classes	Yes	March 20, 2023



Schedule J  
To By-Law #7220-17  
Community Services Department Fees  
Camp Fees, Membership Fees and Admission Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CMA - 35	Fitness Classes Youth/55+	Drop In	N/A	\$47.75	10 Classes	Yes	March 20, 2023
CMA - 36	Fitness Class Adult	Drop In	N/A	\$190.98	20 Classes	Yes	March 20, 2023
CMA - 37	Fitness Classes Youth/55+	Drop In	N/A	\$95.49	20 Classes	Yes	March 20, 2023
CMA - 38	Fitness Membership Youth	Membership	\$322.51	\$258.02	Per Year	Yes	March 20, 2023
<del>CMA - 39</del>	<del>Fitness Membership Youth</del>	<del>Membership</del>	<del>\$293.00</del>	Discontinued	<del>Per Renewal</del>	<del>Yes</del>	March 20, 2023
CMA - 40	Fitness Membership Youth	Membership	\$219.72	\$103.27	3 Months	Yes	March 20, 2023
<del>CMA - 41</del>	<del>Fitness Membership Student</del>	<del>Membership</del>	<del>\$259.06</del>	Discontinued	<del>Per Year</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 42</del>	<del>Fitness Membership Student</del>	<del>Membership</del>	<del>\$337.63</del>	Discontinued	<del>Per Renewal</del>	<del>Yes</del>	March 20, 2023
CMA - 43	Fitness Membership Student	Summer Membership	\$219.72	\$149.41	4 Months	Yes	March 20, 2023
<del>CMA - 44</del>	<del>Fitness Membership Adult</del>	<del>Fitness Pass</del>	<del>\$62.55</del>	Discontinued	<del>Per Month</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 45</del>	<del>Fitness Membership Adult</del>	<del>Fitness Pass</del>	<del>\$124.53</del>	Discontinued	<del>2 Months</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 46</del>	<del>Fitness Membership Adult</del>	<del>Fitness Pass</del>	<del>\$186.77</del>	Discontinued	<del>3 Months</del>	<del>Yes</del>	March 20, 2023
CMA - 47	Fitness Membership Adult	Adult Membership	\$569.54	\$455.63	Per Year	Yes	March 20, 2023
<del>CMA - 48</del>	<del>Fitness Membership Adult</del>	<del>Adult Membership</del>	<del>\$509.64</del>	Discontinued	<del>Per Renewal</del>	<del>Yes</del>	March 20, 2023
CMA - 49	Fitness Membership Adult	Adult Membership	\$219.72	\$182.37	3 Months	Yes	March 20, 2023
<del>CMA - 50</del>	<del>Fitness Membership Adult</del>	<del>Additional Family Member Membership</del>	<del>\$472.86</del>	Discontinued	<del>Per Year</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 51</del>	<del>Fitness Membership Adult</del>	<del>Additional Family Member Membership</del>	<del>\$448.69</del>	Discontinued	<del>Per Renewal</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 52</del>	<del>Fitness Membership Adult</del>	<del>Corporate Volume Membership</del>	<del>\$543.27</del>	Discontinued	<del>Per Year</del>	<del>Yes</del>	March 20, 2023
<del>CMA - 53</del>	<del>Fitness Membership Adult</del>	<del>Corporate Volume Membership</del>	<del>\$471.81</del>	Discontinued	<del>Per Renewal</del>	<del>Yes</del>	March 20, 2023

Schedule J  
To By-Law #7220-17  
Community Services Department Fees  
Camp Fees, Membership Fees and Admission Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
<del>CMA - 54</del>	<del>Fitness Membership Adult</del>	<del>Corporate Volume Non-Prime Membership</del>	<del>\$418.22</del>	Discontinued	Per Year	Yes	March 20, 2023
<del>CMA - 55</del>	<del>Fitness Membership Adult</del>	<del>Corporate Volume Non-Prime Membership</del>	<del>\$417.17</del>	Discontinued	Per Renewal	Yes	March 20, 2023
<del>CMA - 56</del>	<del>Fitness Membership Adult</del>	Fitness Plus	\$162.91	Discontinued	Per Year	Yes	March 20, 2023
CMA - 57	Fitness Membership Adult	Guest Pass	\$13.65	\$13.65	Per Use	Yes	March 20, 2023
CMA - 58	Fitness Membership Youth/55+	Guest Pass	\$13.65	\$6.83	Per Use	Yes	March 20, 2023
<del>CMA - 59</del>	<del>Fitness Membership Adult</del>	Fit 10	<del>\$109.29</del>	Discontinued	10 Uses	Yes	March 20, 2023
<del>CMA - 60</del>	<del>Fitness Membership Adult</del>	<del>Abilities Centre Associate-Additional Member</del>	<del>\$122.40</del>	Discontinued	Per Year	Yes	March 20, 2023
CMA - 61	Fitness Membership Senior (55+)	Membership	\$322.52	\$258.02	Per Year	Yes	March 20, 2023
CMA - 62	Fitness Membership Senior (55+)	Membership	\$219.72	\$103.27	3 months	Yes	March 20, 2023
<del>CMA - 63</del>	<del>Fitness Membership Senior (55+)</del>	Membership	<del>\$293.00</del>	Discontinued	Per Renewal	Yes	March 20, 2023
CMA - 64	Fitness Membership Family	Family Membership	\$1,100.75	\$1,100.75	Per Year	Yes	March 20, 2023
<del>CMA - 65</del>	<del>Fitness Membership Family</del>	<del>Abilities Centre Associate-Additional Member</del>	<del>\$244.80</del>	Discontinued	Per Year	Yes	March 20, 2023
CMA - 66	Fitness Services Administrative	Administrative Fee	\$39.16	\$40.33	Per Use	Yes	March 20, 2023
CMA - 67	Fitness Services Child	Child Care	\$5.76	\$5.93	Per Use	No	March 20, 2023
<del>CMA - 68</del>	<del>Fitness Services Child</del>	<del>Child Care Add-on Membership</del>	<del>\$122.40</del>	Discontinued	Per Year	No	March 20, 2023
<del>CMA - 69</del>	<del>Fitness Services Adult</del>	Locker	<del>\$69.12</del>	Discontinued	Per Use	No	March 20, 2023
CMA - 70	Fitness Services Adult	Personal Training - Members	\$60.20	\$61.40	Per Use	Yes	March 20, 2023
CMA - 71	Fitness Services Adult	Personal Training - Members	\$244.18	\$256.39	5 Uses	Yes	March 20, 2023
CMA - 72	Fitness Services Adult	Personal Training - Members	\$445.96	\$477.18	10 Uses	Yes	March 20, 2023

Schedule J  
 To By-Law #7220-17  
 Community Services Department Fees  
 Camp Fees, Membership Fees and Admission Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
CMA - 73	Fitness Services Adult	Personal Training - Group	\$342.28	\$349.13	Per Use	Yes	March 20, 2023
CMA - 74	55+ Recreation Membership	Membership	\$22.19	\$22.86	Per Year	Yes	March 20, 2023
<del>CMA - 75</del>	<del>55+ Recreation Membership</del>	<del>Membership Non-resident</del>	<del>\$44.35</del>	Discontinued	<del>Per Year</del>	<del>Yes</del>	March 20, 2023
CMA - 76	55+ Recreation Membership	90+ Membership	\$0.00	\$0.00	Per Year	No	March 20, 2023

Schedule K  
To By-Law #7220-17  
Community Services Department Fees  
Marina and Harbour Facilities Division Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MHF- 1	Marina Boat Handling	Launch	\$10.04	\$10.54	Per Foot	Yes	March 20, 2023
MHF- 2	Marina Boat Handling	Launch 12 Month Boater	\$8.07	\$8.31	Per Foot	Yes	March 20, 2023
MHF- 3	Marina Boat Handling	Haul Out	\$10.04	\$10.54	Per Foot	Yes	March 20, 2023
MHF- 4	Marina Boat Handling	Haul out 12 Month Boaters	\$8.07	\$8.31	Per Foot	Yes	March 20, 2023
MHF- 5	Marina Boat Handling	Travel lift/boat Move In Yard	\$5.91	\$6.20	Per Foot	Yes	March 20, 2023
MHF- 6	Marina Boat Handling	Transport to Charles Street (One-Way)	\$251.62	\$264.18	Flat Rate	Yes	March 20, 2023
MHF- 7	Trailer-able Boat Storage with Ramp Access	Overnight Boat Storage	\$32.65	\$33.63	Overnight	Yes	March 20, 2023
MHF- 8	Trailer-able Boat Storage with Ramp Access	Weekly Boat Storage	\$108.25	\$111.49	Weekly	Yes	March 20, 2023
MHF- 9	Trailer-able Boat Storage with Ramp Access	Monthly Boat Storage	\$10.34	\$10.86	Monthly	Yes	March 20, 2023
MHF- 10	Trailer-able Boat Storage with Ramp Access	PWC (Single up to 12' LOA)	\$150	\$154	Flat Rate (Per Month)	Yes	March 20, 2023
MHF- 11	Trailer-able Boat Storage with Ramp Access	PWC (Double up to 12' LOA)	\$220.00	\$226.58	Flat Rate (Per Month)	Yes	March 20, 2023
MHF- 12	Trailer-able Boat Storage with Ramp Access	May 1 to Oct 31	\$38.68	\$39.84	Per Foot	Yes	March 20, 2023
MHF- 13	Trailer-able Boat Storage with Ramp Access	PWC (Single up to 12' LOA)	\$500.00	\$514.95	Flat Rate (May 1 to Oct 31)	Yes	March 20, 2023
MHF- 14	Trailer-able Boat Storage with Ramp Access	PWC (Double up to 12' LOA)	\$700.00	\$720.93	Flat Rate (May 1 to Oct 31)	Yes	March 20, 2023
MHF- 15	Marina Membership	Reciprocal Membership	\$67.43	\$69.45	Per Year	Yes	March 20, 2023
MHF- 16	Marina Seasonal Dockage	Pier 3 (0-18 feet)	\$646.59	\$665.92	Flat Rate	Yes	March 20, 2023

Schedule K  
To By-Law #7220-17  
Community Services Department Fees  
Marina and Harbour Facilities Division Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MHF- 17	Marina Seasonal Dockage	Pier 3 (19' to 22')	\$866.88	\$892.80	Flat Rate	Yes	March 20, 2023
MHF- 18	Marina Seasonal Dockage	Piers 2, 4, 6 (Un-Serviced)	\$58.46	\$60.21	Per Foot	Yes	March 20, 2023
MHF- 19	Marina Seasonal Dockage	Piers 2,4,6 (Includes 30A)	\$72.65	\$74.82	Per Foot	Yes	March 20, 2023
MHF- 20	Marina Seasonal Dockage	Piers 1, 5, 7, 8, 9 (Un-Serviced)	\$61.77	\$63.62	Per Foot	Yes	March 20, 2023
MHF- 21	Marina Seasonal Dockage	Piers 1, 5, 7, 8, 9 (Includes 30A)	\$75.56	\$77.82	Per Foot	Yes	March 20, 2023
MHF- 22	Marina Seasonal Dockage	Piers 1, 5, 7, 8, 9 (Includes 50A)	\$82.66	\$85.13	Per Foot	Yes	March 20, 2023
MHF- 23	Marina Seasonal Dockage	Piers 1, 5, 7, 8, 9 (Includes 60A)	\$89.75	\$92.43	Per Foot	Yes	March 20, 2023
MHF- 24	Marina Seasonal Dockage	Additional Hydro (30 AMP)	\$14.19	\$14.54	Per Foot	Yes	March 20, 2023
MHF- 25	Marina Seasonal Dockage	Additional Hydro (50 AMP)	\$21.29	\$21.82	Per Foot	Yes	March 20, 2023
MHF- 26	Other Services	Public Boat Launch Daily (Vehicle Only)	\$7.08	\$7.08	Flat Rate	Yes	March 20, 2023
MHF- 27	Other Services	Public Boat Launch Daily (Vehicle and Trailer)	\$13.27	\$13.27	Flat Rate	Yes	March 20, 2023
MHF- 28	Other Services	Public Boat Launch Seasonal	\$106.20	\$106.20	Flat Rate (Jan. 1 – April 30)	Yes	March 20, 2023
MHF- 29	Other Services	Public Boat Launch Seasonal	\$115.05	\$115.05	Flat Rate (May 1 to Dec 31)	Yes	March 20, 2023
MHF- 30	Other Services	Marina Ramp Commercial Use	\$3.01	\$3.10	Per Foot	Yes	March 20, 2023
MHF- 31	Other Services	Mast Up or Down Minimum	\$138.49	\$145.40	Flat Rate	Yes	March 20, 2023
MHF- 32	Other Services	Mast Up or Down	\$5.07	\$5.32	Per Foot	Yes	March 20, 2023
MHF- 33	Other Services	Multi-Spreader Masts (Additional Fee)	\$1.57	\$1.65	Per Foot	Yes	March 20, 2023
MHF- 34	Other Services	Mast Storage Non-member	\$144.58	\$151.79	Flat Rate	Yes	March 20, 2023
MHF- 35	Other Services	Pressure Rinse Hull	\$3.67	\$3.78	Per Foot	Yes	March 20, 2023
MHF- 36	Other Services	Blocking Material and Labour	\$8.87	\$9.14	Per Foot	Yes	March 20, 2023
MHF- 37	Other Services	Blocking Labour Only	\$4.43	\$4.56	Per Foot	Yes	March 20, 2023
MHF- 38	Other Services	Marina Labour	\$74.14	\$76.36	Per Hour	Yes	March 20, 2023
MHF- 39	Other Services	Visitor Pump Out	\$18.69	\$19.62	Per Tank	Yes	March 20, 2023
MHF- 40	Marina Storage	Cradle Storage (Up to 30' LOA)	\$113.24	\$116.63	Flat Rate	Yes	March 20, 2023

Schedule K  
To By-Law #7220-17  
Community Services Department Fees  
Marina and Harbour Facilities Division Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MHF- 41	Marina Storage	Cradle Storage (31' – 40' LOA)	\$141.07	\$145.29	Flat Rate	Yes	March 20, 2023
MHF- 42	Marina Storage	Cradle Storage (41'+ LOA)	\$168.86	\$173.91	Flat Rate	Yes	March 20, 2023
MHF- 43	Marina Storage	Trailer Storage	\$75.00	\$77.24	Flat Rate (Per Month)	Yes	March 20, 2023
MHF- 44	Marina Storage	Dinghy Trailer Storage (Up to 15')	\$102.00	\$105.05	Flat Rate (May 1 to Oct 31)	Yes	March 20, 2023
MHF- 45	Marina Storage	Trailer Storage	\$215.79	\$222.24	Flat Rate (May 1 to Oct 31)	Yes	March 20, 2023
MHF- 46	Marina Storage	Winter Storage	\$7.56	\$7.94	Per Foot (Monthly)	Yes	March 20, 2023
MHF- 47	Marina Storage	Outdoor Winter Storage (East or West Yard)	\$35.91	\$37.70	Per Foot (Nov 1 to Apr 30)	Yes	March 20, 2023
MHF- 48	Marina Storage (Winter - Nov. 1 to Apr. 30)	Outdoor Winter Storage 12 Month Boater (East or West Yard)	\$28.54	\$29.39	Per Foot (Nov 1 to Apr 30)	Yes	March 20, 2023
MHF- 49	Marina Storage	Outdoor Winter Storage Trailer-able up to 30' (North Yard Only)	\$28.96	\$30.41	Per Foot (Nov 1 to Apr 30)	Yes	March 20, 2023
MHF- 50	Marina Storage	Outdoor Winter Storage 12 Month Boater Trailer-able Boats Up to 30' (North Yard Only)	\$27.61	\$28.44	Per Foot Nov 1 to April 30	Yes	March 20, 2023
MHF- 51	Marina Storage	Indoor Summer/ Winter Storage (6 Month Season)	\$0.83	\$0.87	1 Square Metre (Based on Length x Beam of Vessel in Metres)	Yes	March 20, 2023
MHF- 52	Marina Storage	Summer Land Storage	\$13.64	\$14.05	Per Foot (Per Month)	Yes	March 20, 2023
MHF- 53	Marina Storage	Summer Storage (May 1 – Oct 31)	\$56.14	\$57.82	Per Period	Yes	March 20, 2023
MHF- 54	Marina Storage	Kayak/canoe/paddleboard Summer/ Winter Storage (Max 15' length)	\$241.03	\$253.06	Flat Rate (Per 6 Month Season)	Yes	March 20, 2023

Schedule K  
To By-Law #7220-17  
Community Services Department Fees  
Marina and Harbour Facilities Division Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
MHF- 55	Marina Visitor Dockage	Up to 4 Hours Day Use (Includes 30 AMP)	\$0.83	\$0.87	Per Foot (May 1 to Sept 30)	Yes	March 20, 2023
MHF- 56	Marina Visitor Dockage	Overnight Use (Includes 30 AMP Hydro)	\$1.65	\$1.73	Per Foot (May 1 to Sept 30)	Yes	March 20, 2023
MHF- 57	Marina Visitor Dockage	Overnight Use (Includes 30 AMP Hydro, Ramp Use, Trailer Storage)	\$2.31	\$2.43	Per Foot (May 1 to Sept 30)	Yes	March 20, 2023
MHF- 58	Marina Visitor Dockage	Overnight Use (Includes 50 or 60 AMP Hydro)	\$1.90	\$1.99	Per Foot (May 1 to Sept 30)	Yes	March 20, 2023
MHF- 59	Marina Visitor Dockage	Overnight Use (Includes 30 AMP)	\$1.47	\$1.54	Per Foot (Oct 1 to Apr 30)	Yes	March 20, 2023
MHF- 60	Marina Visitor Dockage	Weekly Use (Includes 30 AMP)	\$6.12	\$6.43	Per Foot	Yes	March 20, 2023
MHF- 61	Marina Visitor Dockage	Weekly Use (Includes 30 AMP, Ramp Use, Trailer Storage)	\$8.57	\$9.00	Per Foot	Yes	March 20, 2023
MHF- 62	Marina Visitor Dockage	Weekly Use (Includes 50 or 60 AMP)	\$7.04	\$7.39	Per Foot	Yes	March 20, 2023
MHF- 63	Marina Visitor Dockage	Monthly Use (Includes 30 AMP)	\$17.09	\$17.94	Per Foot	Yes	March 20, 2023
MHF- 64	Marina Visitor Dockage	Monthly Use (Includes 30 AMP, Ramp Use, Trailer Storage)	\$23.93	\$25.12	Per Foot	Yes	March 20, 2023
MHF- 65	Marina Visitor Dockage	Monthly Use (Includes 50 or 60 AMP)	\$19.65	\$20.63	Per Foot	Yes	March 20, 2023

Schedule L  
 To By-Law #7220-17  
 Community Services Department  
 Park Features Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PFE- 1	Park Features	Gate permit	\$213.05	\$223.70	Per Permit	Yes	March 20, 2023



Schedule M  
To By-Law #7220-17  
Planning Application Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 1	Plan of Subdivision	Residential	\$41,472.45	\$42,509.26	Base Charge	No	October 1, 2023
PAP- 2	Plan of Subdivision	Residential	\$828.97	\$849.69	\$/lot/block	No	October 1, 2023
PAP- 3	Plan of Subdivision	Residential	\$500.00	\$512.50	Max. lot/block	No	October 1, 2023
PAP- 4	Plan of Subdivision	Non-Residential	\$41,472.45	\$42,509.26	Flat Fee	No	October 1, 2023
PAP- 5	Plan of Subdivision	Major Redline	\$7,131.75	\$7,310.04	Base Charge	No	October 1, 2023
PAP- 6	Plan of Subdivision	Major Redline	\$475.74	\$487.63	\$/lot/block	No	October 1, 2023
PAP- 7	Plan of Subdivision	Minor Redline	\$7,131.75	\$7,310.04	Base Charge	No	October 1, 2023
PAP- 8	Plan of Subdivision	Minor Redline	\$309.07	\$316.80	\$/lot/block	No	October 1, 2023
PAP- 9	Plan of Subdivision	Subdivision Agreement + HST	\$6,291.73	\$6,449.02	Flat Fee	Yes	October 1, 2023
PAP- 10	Plan of Subdivision	Subdivision / Condominium Release	\$3,661.43	\$3,752.97	Flat Fee	No	October 1, 2023
PAP- 11	Minor Variance	Residential	\$974.66	\$999.03	Flat Fee	No	October 1, 2023
PAP- 12	Minor Variance	Non-Residential	\$2,759.53	\$2,828.52	Flat Fee	No	October 1, 2023
PAP- 13	Minor Variance	Tabling by Applicant	\$827.86	\$848.56	Flat Fee	No	October 1, 2023
PAP- 14	Minor Variance	Draft Approved and Registered Plans of Subdivision	\$5,739.83	\$5,883.33	Base Charge	No	October 1, 2023
PAP- 15	Minor Variance	Draft Approved and Registered Plans of Subdivision	\$579.50	\$593.99	\$/lot/block	No	October 1, 2023
PAP- 16	Minor Variance	Draft Approved and Registered Plans of Subdivision	\$28,699.14	\$29,416.62	Maximum	No	October 1, 2023
PAP- 17	Official Plan Amendment (includes preparation of By-law)	Simple (See Note 1)	24835.79	25456.68475	Flat Fee	No	October 1, 2023
PAP- 18	Official Plan Amendment (includes preparation of By-law)	Complex	\$37,546.20	\$38,484.86	Flat Fee	No	October 1, 2023

Schedule M  
To By-Law #7220-17  
Planning Application Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 19	Official Plan Amendment (includes preparation of By-law)	Combined Applications for OPA/ZBA Simple	\$39,737.26	\$40,730.69	Flat Fee	No	October 1, 2023
PAP- 20	Official Plan Amendment (includes preparation of By-law)	Combined Applications for OPA/ZBA Complex	\$50,258.81	\$51,515.28	Flat Fee	No	October 1, 2023
PAP- 21	Condominium	Standard	\$9,904.52	\$10,152.13	Flat Fee	No	October 1, 2023
PAP- 22	Condominium	Condominium Conversion	\$9,904.52	\$10,152.13	Base Charge	No	October 1, 2023
PAP- 23	Condominium	Condominium Conversion	\$465.82	\$477.47	\$/unit	No	October 1, 2023
PAP- 24	Condominium	Condominium Agreement	\$2,437.22	\$2,498.15	Flat Fee	No	October 1, 2023
PAP- 25	Zoning Bylaw Amendment (includes preparation of By-law)	Simple (See Note 2)	\$14,855.11	\$15,226.49	Flat Fee	No	October 1, 2023
PAP- 26	Zoning Bylaw Amendment (includes preparation of By-law)	Complex	\$27,588.70	\$28,278.42	Flat Fee	No	October 1, 2023
PAP- 27	Zoning Bylaw Amendment (includes preparation of By-law)	Lifting an 'H' Holding Symbol	\$7,545.66	\$7,734.30	Flat Fee	No	October 1, 2023
PAP- 28	Zoning Bylaw Amendment (includes preparation of By-law)	Temporary Use	\$13,582.42	\$13,921.98	Flat Fee	No	October 1, 2023

Schedule M  
To By-Law #7220-17  
Planning Application Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 29	Zoning Bylaw Amendment (includes preparation of By-law)	Temporary Use for Second Residence	\$6,790.67	\$6,960.44	Flat Fee	No	October 1, 2023
PAP- 30	Zoning Bylaw Amendment (includes preparation of By-law)	Temporary Use Extension	\$6,366.80	\$6,525.97	Flat Fee	No	October 1, 2023
PAP- 31	Zoning Bylaw Amendment (includes preparation of By-law)	Oak Ridges Moraine	\$10,486.22	\$10,748.38	Flat Fee	No	October 1, 2023
PAP- 32	Site Plan	Residential (including Retirement Home with self-contained units)	\$10,698.16	\$10,965.61	Base Charge	No	October 1, 2023
PAP- 33	Site Plan	Residential (including Retirement Home with self-contained units)	\$475.75	\$487.64	\$/unit (first 25)	No	October 1, 2023
PAP- 34	Site Plan	Residential (including Retirement Home with self-contained units)	\$273.75	\$280.59	\$/unit (next 75)	No	October 1, 2023
PAP- 35	Site Plan	Residential (including Retirement Home with self-contained units)	\$130.25	\$133.51	\$/unit (> 100)	No	October 1, 2023
PAP- 36	Site Plan	Residential (including Retirement Home with self-contained units)	\$71,320.67	\$73,103.69	Maximum	No	October 1, 2023
PAP- 37	Site Plan	Retirement Home (retirement units are not self-contained)	\$10,698.16	\$10,965.61	Flat Fee	No	October 1, 2023
PAP- 38	Site Plan	Commercial/Industrial	\$10,698.16	\$10,965.61	Base Charge	No	October 1, 2023
PAP- 39	Site Plan	Commercial/Industrial	\$5.24	\$5.37	\$/sq.mt.	No	October 1, 2023
PAP- 40	Site Plan	Commercial/Industrial	\$71,320.67	\$73,103.69	Maximum	No	October 1, 2023
PAP- 41	Site Plan	Institutional	\$10,698.16	\$10,965.61	Base Charge	No	October 1, 2023
PAP- 42	Site Plan	Institutional	\$4.63	\$4.75	\$/sq.mt.	No	October 1, 2023

Schedule M  
To By-Law #7220-17  
Planning Application Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 43	Site Plan	Institutional	\$71,320.67	\$73,103.69	Maximum	No	October 1, 2023
PAP- 44	Site Plan	Commissioner's Approval (minor amendment to plan and/or building up to 300 square metres)	\$1,188.81	\$1,218.53	Flat Fee	No	October 1, 2023
PAP- 45	Site Plan	Expansion to an existing building greater than 300 square metres	\$5,349.08	\$5,482.81	Flat Fee	No	October 1, 2023
PAP- 46	Site Plan	Sales Trailer/Model Home	\$832.27	\$853.08	Flat Fee	No	October 1, 2023
PAP- 47	Site Plan	Environmental/Hazard Land designation in accordance with the Official Plan and Oak Ridges Moraine in accordance with By-law 5581-05, as amended	\$5,519.07	\$5,657.05	Flat Fee	No	October 1, 2023
PAP- 48	Site Plan	Site Plan Agreement (all types) (+ legal expenses)	\$2,649.15	\$2,715.38	Flat Fee	No	October 1, 2023
PAP- 49	Site Plan	Amending Agreement (+ legal expenses)	\$1,324.58	\$1,357.69	Flat Fee	No	October 1, 2023
PAP- 50	Site Plan	Communication Tower	\$5,942.93	\$6,091.50	Flat Fee	No	October 1, 2023
PAP- 51	Site Plan Heritage (Part IV and Part V)	Minor Amendments less than 100m2 for additions to existing non-residential	\$1,188.81	\$1,218.53	Flat Fee	No	October 1, 2023
PAP- 52	Site Plan Heritage (Part IV and Part V)	Major Amendments greater than 100m2 for additions to existing non-residential	\$5,349.08	\$5,482.81	Flat Fee	No	October 1, 2023
PAP- 53	Other Fees	Part Lot Control	\$1,491.25	\$1,528.53	\$unit/lot/block	No	October 1, 2023
PAP- 54	Other Fees	Additional Public Meetings	\$1,188.82	\$1,218.54	Flat Fee	No	October 1, 2023
PAP- 55	Other Fees	Sign Variance	\$2,428.39	\$2,489.10	Flat Fee	No	October 1, 2023
PAP- 56	Other Fees	Sign By-law Amendment	\$3,090.67	\$3,167.94	Flat Fee	No	October 1, 2023
PAP- 57	Other Fees	Annual Administrative Fee	\$1,655.72	\$1,697.11	Flat Fee	No	October 1, 2023
PAP- 58	Other Fees	Street Name Change Request (external)	\$1,324.58	\$1,357.69	Base Charge	No	October 1, 2023
PAP- 59	Other Fees	Street Name Change Request (external)	\$119.21	\$122.19	Per address	No	October 1, 2023

Schedule M  
To By-Law #7220-17  
Planning Application Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 60	Other Fees	Pre-consultation meeting in accordance with By-law 5967-07	\$607.10	\$622.28	Flat Fee	No	October 1, 2023
PAP- 61	Other Fees	Architectural Review (Working drawings / site plan / elevations / exterior colours)	\$165.57	\$169.71	\$/hr	No	October 1, 2023
PAP- 62	Other Fees	Extend Draft Approval	\$3,311.45	\$3,394.24	Flat Fee	No	October 1, 2023
PAP- 63	Other Fees	Letter of Undertaking	\$800.26	\$820.27	Flat Fee	No	October 1, 2023
PAP- 64	Other Fees	Land Division Release Fee	\$938.24	\$961.70	Flat Fee	No	October 1, 2023

Schedule N  
To By-Law #7220-17  
Building Permit Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
BGP- 1	Assembly	Assembly – New / Additions	\$33.12	\$33.95	Per m <sup>2</sup>	No	October 1, 2023
BGP- 2	Assembly	Assembly - Alterations	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 3	Assembly	Assembly (Pools) - New	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 4	Institutional	Institutional – New / Additions	\$35.22	\$36.10	Per m <sup>2</sup>	No	October 1, 2023
BGP- 5	Institutional	Institutional - Alterations	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 6	Residential	Residential (SFD, Semi, Town, Link) – New / Additions	\$20.43	\$20.94	Per m <sup>2</sup>	No	October 1, 2023
BGP- 7	Residential	Residential (Pre-Approved Model) – New / Additions	\$551.00	\$564.78	Flat	No	October 1, 2023
BGP- 8	Residential	Residential (Model) – New / Additions	\$20.43	\$20.94	Per m <sup>2</sup>	No	October 1, 2023
BGP- 9	Residential	Residential (Repeat) – New / Additions	\$14.77	\$15.14	Per m <sup>2</sup>	No	October 1, 2023
BGP- 10	Residential	Residential (Acc. Apt.) – New / Additions	\$9.72	\$9.96	Per m <sup>2</sup>	No	October 1, 2023
BGP- 11	Residential	Residential (SFD, Semi, Town, Link, Acc. Apt.) - Alterations	\$9.72	\$9.96	Per m <sup>2</sup>	No	October 1, 2023
BGP- 12	Residential	Residential (Apt./Condo & Hotel/Motel) – New / Additions	\$20.43	\$20.94	Per m <sup>2</sup>	No	October 1, 2023
BGP- 13	Residential	Residential (Apt./Condo & Hotel/Motel) - Alterations	\$9.72	\$9.96	Per m <sup>2</sup>	No	October 1, 2023
BGP- 14	Residential	Residential - Decks	\$269.00	\$275.73	Flat	No	October 1, 2023
BGP- 15	Residential	Residential - Garages	\$9.72	\$9.96	Per m <sup>2</sup>	No	October 1, 2023
BGP- 16	Business and Personal Services	Business & Personal Services – New / Additions (Finished)	\$23.19	\$23.77	Per m <sup>2</sup>	No	October 1, 2023
BGP- 17	Business and Personal Services	Business & Personal Services – New / Additions (Shell)	18.83	19.30075	Per m <sup>2</sup>	No	October 1, 2023
BGP- 18	Business and Personal Services	Business & Personal Services - Alterations	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 19	Mercantile	Mercantile – New / Additions (Finished)	\$25.39	\$26.02	Per m <sup>2</sup>	No	October 1, 2023

Schedule N  
To By-Law #7220-17  
Building Permit Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
BGP- 20	Mercantile	Mercantile – New / Additions (Shell)	\$19.77	\$20.26	Per m <sup>2</sup>	No	October 1, 2023
BGP- 21	Mercantile	Mercantile - Alterations	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 22	Industrial	Industrial – New / Additions (Finished)	\$15.90	\$16.30	Per m <sup>2</sup>	No	October 1, 2023
BGP- 23	Industrial	Industrial – New / Additions (Shell)	\$13.42	\$13.76	Per m <sup>2</sup>	No	October 1, 2023
BGP- 24	Industrial	Industrial - Alterations	\$10.63	\$10.90	Per m <sup>2</sup>	No	October 1, 2023
BGP- 25	Industrial	Industrial (Gas Station / Car Wash) - New/Additions	\$17.73	\$18.17	Per m <sup>2</sup>	No	October 1, 2023
BGP- 26	Industrial	Industrial (Canopy / Parking Garage) - New/Additions	\$9.28	\$9.51	Per m <sup>2</sup>	No	October 1, 2023
BGP- 27	Industrial	Industrial (Canopy / Parking Garage) - Alterations	\$6.83	\$7.00	Per m <sup>2</sup>	No	October 1, 2023
BGP- 28	Miscellaneous	Farm Buildings – New / Additions	\$4.43	\$4.54	Per m <sup>2</sup>	No	October 1, 2023
BGP- 29	Miscellaneous	Air Supported Structures	\$12.24	\$12.55	Per m <sup>2</sup>	No	October 1, 2023
BGP- 30	Miscellaneous	Tent	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 31	Miscellaneous	Repair / Reclad Wall	\$0.57	\$0.58	Per m <sup>2</sup>	No	October 1, 2023
BGP- 32	Miscellaneous	Sales Pavilion/Temporary Building / Sales Trailer	\$25.47	\$26.11	Per m <sup>2</sup>	No	October 1, 2023
BGP- 33	Miscellaneous	Portable Classroom	\$331.00	\$339.28	Flat	No	October 1, 2023
BGP- 34	Miscellaneous	Solar Panels (Res)	\$149.00	\$152.73	Flat	No	October 1, 2023
BGP- 35	Miscellaneous	Solar Panels (ICI) (Maximum of \$5,000)	\$149.00	\$152.73	Per 10 panels	No	October 1, 2023
BGP- 36	Miscellaneous	Fire Alarm / Sprinklers - Part 9	\$551.00	\$564.78	Flat	No	October 1, 2023
BGP- 37	Miscellaneous	Fire Alarm / Sprinklers - Part 3	\$1,104.00	\$1,131.60	Flat	No	October 1, 2023
BGP- 38	Miscellaneous	Fire Alarm/ Sprinklers - Alterations Part 3 & 9	\$277.00	\$283.93	Flat	No	October 1, 2023
BGP- 39	Miscellaneous	Kitchen Exhaust	\$551.00	\$564.78	Flat	No	October 1, 2023
BGP- 40	Miscellaneous	Magnetic Locks	\$166.00	\$170.15	Per Item	No	October 1, 2023
BGP- 41	Miscellaneous	Miscellaneous Items (Comm. Tower / Fireplace/etc.)	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 42	Signs	Signs	\$220.00	\$225.50	Flat	No	October 1, 2023

Schedule N  
To By-Law #7220-17  
Building Permit Fees

\*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
BGP-43	Demolition	Demolition (ICI)	\$0.19	\$0.19	Per m2	No	October 1, 2023
BGP- 44	Demolition	Demolition (Residential)	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 45	Other	Change of Use (includes all categories)	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 46	Other	Alternative Solutions (+ any 3rd Party Consultants costs)	\$1,104.00	\$1,131.60	Flat	No	October 1, 2023
BGP- 47	Other	Conditional Permit	\$1,655.00	\$1,696.38	Flat	No	October 1, 2023
BGP- 48	Other	Resubmission of Application Found to be Incomplete	\$0.25	\$0.25	% of Appl. Fee	No	October 1, 2023
BGP- 49	Other	Revision to Permit	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 50	Other	Transfer of Permit	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 51	Other	Additional Inspection (Residential)	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 52	Other	Occupancy Permit / Agency Letters	\$371.00	\$380.28	Flat	No	October 1, 2023
BGP- 53	Other	Work Commenced Prior to Building Permit Application Submission	Greater of \$100 or 25%	#VALUE!	% of Appl. Fee	No	October 1, 2023
BGP- 54	Other	Work Commenced Prior to Building Permit Application Issued	Greater of \$100 or 15%	#VALUE!	% of Appl. Fee	No	October 1, 2023
BGP- 55	Other	Refund - Minimum	\$220.00	\$225.50	Flat	No	October 1, 2023
BGP- 56	Other	Refund - Application Administrative Functions Performed	\$0.75	\$0.75	% of Appl. Fee	No	October 1, 2023
BGP- 57	Other	Refund - Application Reviewed but not Issued	\$0.60	\$0.60	% of Appl. Fee	No	October 1, 2023
BGP- 58	Other	Refund - Permit Issued but no Construction Commenced	\$0.40	\$0.40	% of Appl. Fee	No	October 1, 2023
BGP- 59	Plumbing	Plumbing Fixtures – ICI / Residential	\$25.39	\$26.02	Per Fixture	No	October 1, 2023
BGP- 60	Plumbing	Plumbing Drain Work	\$11.04	\$11.32	Per Linear Meter	No	October 1, 2023
BGP- 61	Plumbing	Manholes / Catchbasins / Interceptors / Sump Pump	\$111.00	\$113.78	Per Item	No	October 1, 2023
BGP- 62	Plumbing	Backflow Preventors (each)	\$220.00	\$225.50	Per Item	No	October 1, 2023



Schedule O  
To By-Law #7220-17  
Community Services Departments Fees  
Recreation Program

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
REC -1	Instructional Swimming Child/Family	Swimmer 1- 2	\$103.85	\$106.97	Per 10 Uses	No	March 20, 2023
REC -2	Instructional Swimming Child/Family	Swimmer 3- 6	\$106.88	\$110.09	Per 10 Uses	No	March 20, 2023
<del>REC -3</del>	<del>Instructional Swimming Child/Family</del>	<del>Swim Kids 10</del>	<del>\$113.44</del>	Discontinued	<del>Per 10 Uses</del>	<del>No</del>	March 20, 2023
REC -4	Instructional Swimming Child/Family	Child Preschool Lessons	\$103.20	\$106.97	Per 10 Uses	No	March 20, 2023
REC -5	Instructional Swimming Child/Family	Semi Private Lesson	\$211.78	\$218.13	Per 10 Uses	No	March 20, 2023
REC -6	Instructional Swimming Child/Family	Private Lesson	\$346.67	\$357.07	Per 10 Uses	No	March 20, 2023
<del>REC -7</del>	<del>Instructional Swimming Child/Family</del>	<del>Family Instruction</del>	<del>\$118.30</del>	Discontinued	<del>Per 10 Uses</del>	<del>No</del>	March 20, 2023
REC -8	Instructional Swimming Youth	Fitness Swimmer	\$112.17	\$115.54	Per 10 Uses	Yes	March 20, 2023
REC -9	Instructional Swimming Adult	Adult Swimmer	\$112.17	\$115.54	Per 10 Uses	Yes	March 20, 2023
REC -10	Aquatics Leadership Programs	Corporate First Aid & CPR	\$42.77	\$44.05	Per 10 Uses	Yes	March 20, 2023
REC -11	Aquatics Leadership Programs	NLS Recertification	\$94.12	\$96.94	Per Use	Yes	March 20, 2023
REC -12	Aquatics Leadership Programs	LSS Instructor	\$92.27	\$95.04	Per Use	Yes	March 20, 2023
REC -13	Aquatics Leadership Programs	CPR Recertification	\$55.01	\$56.66	Per Use	Yes	March 20, 2023

Schedule O  
To By-Law #7220-17  
Community Services Departments Fees  
Recreation Program

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
REC -14	Aquatics Leadership Programs	Canadian Swim Patrol	\$111.82	\$115.17	Per 10 Uses	No	March 20, 2023
REC -15	Aquatics Leadership Programs	Bronze Star	\$111.82	\$115.17	Per 10 Uses	No	March 20, 2023
REC -16	Aquatics Leadership Programs	Bronze Medallion	\$199.46	\$205.44	Per 10 Uses	Yes	March 20, 2023
REC -17	Aquatics Leadership Programs	Bronze Cross, EFA and CPR C	\$207.65	\$213.88	Per 10 Uses	Yes	March 20, 2023
REC -18	Aquatics Leadership Programs	Swim for Lifesaving Society and Emergency First Aid Instructor	\$410.04	\$422.34	Per 10 Uses	Yes	March 20, 2023
REC -19	Aquatics Leadership Programs	NLS & Standard First Aid	\$341.93	\$352.19	Per 10 Uses	Yes	March 20, 2023
<del>REC -20</del>	<del>Aquatics Leadership Programs</del>	<del>LSS &amp; Emergency First Aid Instructors</del>	<del>\$213.20</del>	Discontinued	<del>Per 10 Uses</del>	Yes	March 20, 2023
REC -21	Aquatics Leadership Programs	Examiners Standards Clinic	\$55.02	\$56.67	Per 10 Uses	Yes	March 20, 2023
REC -22	Aquatics Leadership Programs	Emergency First Aid CPR B	\$75.24	\$77.50	Per 10 Uses	Yes	March 20, 2023
REC -23	Aquatics Leadership Programs	Standard First Aid CPR C	\$152.62	\$157.20	Per 10 Uses	Yes	March 20, 2023
REC -24	Aquatics Leadership Programs	Specialty Course Adv. Leadership	\$183.41	\$188.91	Per 10 Uses	Yes	March 20, 2023
REC -25	Aquatics Leadership Programs	Leadership Limbo	\$121.85	\$125.51	Per 10 Uses	Yes	March 20, 2023
REC -26	Aquafit Adults	Specialty Class - Aquafit	\$84.48	\$87.02	Per 10 Uses	Yes	March 20, 2023

Schedule O  
To By-Law #7220-17  
Community Services Departments Fees  
Recreation Program

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
REC -27	Aquafit Seniors	Aquafit	\$49.01	\$50.48	Per 10 Uses	Yes	March 20, 2023
REC -28	Programs Child	Class	\$83.03	\$85.52	Per 10 Uses	No	March 20, 2023
REC -29	Fitness Programs Youth	Class	\$72.97	\$76.62	Per 10 Uses	No	March 20, 2023
<del>REC -30</del>	<del>Programs Family</del>	<del>Family League Individual</del>	<del>\$53.38</del>	Discontinued	<del>12 Uses</del>	<del>No</del>	March 20, 2023
<del>REC -31</del>	<del>Fitness Programs Adult</del>	<del>Class</del>	<del>\$91.64</del>	Discontinued	<del>12 Uses</del>	<del>Yes</del>	March 20, 2023
<del>REC -32</del>	<del>Fitness Programs Adult</del>	<del>Specialty Class</del>	<del>\$101.39</del>	Discontinued	<del>12 Uses</del>	<del>Yes</del>	March 20, 2023
REC -33	Fitness Classes Adult	Registered	\$85.00	\$85.00	Per 10 Uses	Yes	March 20, 2023
REC -34	Fitness Classes Youth/55+	Registered	N/A	\$42.50	Per 10 Uses	Yes	March 20, 2023
REC -35	55+ Programs	1 Hour Class for 10 Weeks	\$37.54	\$39.42	10 ( One Hour Classes)	Yes	March 20, 2023
REC -36	55+ Programs	1.5 Hour Class for 10 Weeks	\$45.51	\$50.06	10 ( 1.5 Hour Classes)	Yes	March 20, 2023
REC -37	55+ Programs	2 Hour class for 10 Weeks	\$47.21	\$51.93	10 (2 Hour Classes)	Yes	March 20, 2023
REC -38	55+ Programs	Sports Leagues 10 weeks (Pickle ball & Badminton)	\$17.70	\$20.00	10 Weeks	Yes	March 20, 2023
REC -39	55+ Programs	Sports Leagues 20 weeks (Tennis)	\$17.70	\$20.00	20 Weeks	Yes	March 20, 2023
REC -40	55+ Programs	Guest Pass	\$4.44	\$4.66	Per Use	Yes	March 20, 2023
REC -41	55+ Programs	Group Personal Training	\$39.02	\$40.97	5 weeks	Yes	March 20, 2023
REC -42	55+ Programs	Workshop Fees A Where a sponsorship or grant is in place to cover direct costs	New	\$0.00	Single Visit	Yes	March 20, 2023
REC -43	55+ Programs	Workshop Fees B taught by volunteer/honourium	New	\$10.00	Up To 2 Hrs	Yes	March 20, 2023
REC -44	55+ Programs	Workshop Fees C Paid instructor/Presenter - Basic	New	\$20.00	Up To 2 Hrs	Yes	March 20, 2023
REC -45	55+ Programs	Workshop Fees D Paid instructor/Presenter intermediate	New	\$30.00	Up To 2 Hrs	Yes	March 20, 2023
REC -46	55+ Programs	Workshop Fees E Paid instructor/Presenter - advanced/speciality	New	\$40.00	Up To 6 Hrs	Yes	March 20, 2023

Schedule O  
 To By-Law #7220-17  
 Community Services Departments Fees  
 Recreation Program

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
REC -47	Camps	Day Camp	\$164.94	\$173.19	4 Days	No	March 20, 2023
REC -48	Camps	Trip Camp	244.12	256.326	4 Days	No	March 20, 2023
REC -49	Camps	Kinder Camp	\$175.90	\$184.70	4 Days	No	March 20, 2023
REC -50	Camps	Day Camp	206.72	217.056	5 Days	No	March 20, 2023
REC -51	Camps	Trip Camp	\$305.47	\$320.74	5 Days	No	March 20, 2023
REC -52	Camps	Kinder Camp	218.41	229.3305	5 Days	No	March 20, 2023
REC -53	Camps	Extended Care	\$39.59	\$41.57	Per Week	No	March 20, 2023
REC -54	Camps	Youth CIT Camp	260.03	273.0315	5 Days	Yes	March 20, 2023
REC -55	Camps	Birthday Party Package	\$201.92	Discontinued	2 Hours	No	March 20, 2023

Schedule P  
To By- Law # 7220-17  
Special Events Policy Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
SPE- 1	Special Events Permit Fee	Under 100 people	\$50.00	\$50.00	Per Event	No	April 1, 2023
SPE- 2	Special Events Permit Fee	Between 101 – 500 people	\$75.00	\$75.00	Per Event	No	April 1, 2023
SPE- 3	Special Events Permit Fee	Between 501 – 5,000 people	\$100.00	\$100.00	Per Event	No	April 1, 2023
SPE- 4	Special Events Permit Fee	More than 5,000 people	\$125.00	\$125.00	Per Event	No	April 1, 2023

Schedule Q  
To By-Law #7220-17  
Community Services Department Fees  
Arena Ice and Aquatic Pool Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
AIAP- 1	Arena Ice Rentals	Whitby Minor Sports Organizations – Prime Time	\$176.26	\$181.55	Per Hour	Yes	May 1, 2023
AIAP- 2	Arena Ice Rentals	Whitby Minor Sports Organizations – Non-Prime Time	\$109.64	\$112.93	Per Hour	Yes	May 1, 2023
AIAP- 3	Arena Ice Rentals	Prime Time	\$233.46	\$240.46	Per Hour	Yes	May 1, 2023
AIAP- 4	Arena Ice Rentals	Non-Prime Time	\$123.80	\$127.51	Per Hour	Yes	May 1, 2023
AIAP- 5	Arena Ice Rentals	Ice Rental Surcharge	\$22.12	\$22.12	Per Hour	Yes	May 1, 2023
AIAP- 6	Arena Ice Rentals	LVMA Ice Rental Surcharge – Whitby Minor Sports	\$13.27	\$13.27	Per Hour	Yes	May 1, 2023
AIAP- 7	Arena Ice Rentals	DDSB / DCDSB Whitby Schools – School Hours	\$18.04	\$18.58	Per Hour	Yes	May 1, 2023
AIAP- 8	Aquatic Pool Rentals	Swim Team Fee	\$84.69	\$87.23	Per Hour	Yes	May 1, 2023
AIAP- 9	Aquatics Rental Facilities – CRC Large/Small and Slide	Resident Fee – 1 to 30 people	\$225.93	\$232.71	Per Hour	Yes	March 20, 2023
AIAP- 10	Aquatics Rental Facilities – CRC Large/Small and Slide	Non-Resident Fee (1 to 30 people)	\$272.93	\$281.12	Per Hour	Yes	March 20, 2023
AIAP- 11	Aquatics Rental Facilities – CRC Large/Small and Slide	Community Group Fee (1 to 30)	\$190.33	\$196.04	Per Hour	Yes	March 20, 2023
AIAP- 12	Aquatics Rental Facilities – CRC Large/Small and Slide	Resident Fee (31 to 125 people)	\$264.00	\$271.92	Per Hour	Yes	March 20, 2023
AIAP- 13	Aquatics Rental Facilities – CRC Large/Small and Slide	Non-Resident Fee (31 to 125)	\$318.91	\$328.48	Per Hour	Yes	March 20, 2023
AIAP- 14	Aquatics Rental Facilities – CRC Large/Small and Slide	Community Group Fee (31 to 125 people)	\$218.57	\$225.13	Per Hour	Yes	March 20, 2023

Schedule Q  
To By-Law #7220-17  
Community Services Department Fees  
Arena Ice and Aquatic Pool Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
AIAP- 15	Aquatics Rental Facilities – CRC Large/Small and Slide	Resident Fee (126 to 250)	\$293.47	\$302.27	Per Hour	Yes	March 20, 2023
AIAP- 16	Aquatics Rental Facilities – CRC Large/Small and Slide	Non-Resident Fee (126 to 250 people)	\$354.51	\$365.15	Per Hour	Yes	March 20, 2023
AIAP- 17	Aquatics Rental Facilities – CRC Large/Small and Slide	Community Group Fee (126 to 250)	\$252.95	\$260.54	Per Hour	Yes	March 20, 2023
AIAP- 18	Aquatics Rental Facilities – CRC Large/Small and Slide	Resident Fee (251 to 294 people)	\$329.07	\$338.94	Per Hour	Yes	March 20, 2023
AIAP- 19	Aquatics Rental Facilities – CRC Large/Small and Slide	Non-Resident Fee (251 to 294)	\$397.54	\$409.47	Per Hour	Yes	March 20, 2023
AIAP- 20	Aquatics Rental Facilities – CRC Large/Small and Slide	Community Group Fee (126 to 250 people)	\$281.19	\$289.63	Per Hour	Yes	March 20, 2023
AIAP- 21	Aquatics Rental Facilities – Large Pool Only or Small Pool	Resident Fee (1 to 30)	\$158.40	\$163.15	Per Hour	Yes	March 20, 2023
AIAP- 22	Aquatics Rental Facilities – Large Pool Only or Small Pool	Non-Resident Fee – (1 to 30 people)	\$191.29	\$197.03	Per Hour	Yes	March 20, 2023
AIAP- 23	Aquatics Rental Facilities – Large Pool Only or Small Pool	Community Group Fee (1 to 30 people)	\$126.48	\$130.27	Per Hour	Yes	March 20, 2023
AIAP- 24	Aquatics Rental Facilities – Large Pool Only or Small Pool	Resident Fee (31 to 125 people)	\$185.41	\$190.97	Per Hour	Yes	March 20, 2023

Schedule Q  
To By-Law #7220-17  
Community Services Department Fees  
Arena Ice and Aquatic Pool Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
AIAP- 25	Aquatics Rental Facilities – Large Pool Only or Small Pool	Non-Resident Fee (31 to 125 people)	\$223.98	\$230.70	Per Hour	Yes	March 20, 2023
AIAP- 26	Aquatics Rental Facilities – Large Pool Only or Small Pool	Community Group Fee (31 to 125 people)	\$159.62	\$164.41	Per Hour	Yes	March 20, 2023
AIAP- 27	Aquatics Rental Facilities – Large Pool Only or Small Pool	Resident Fee (126 to 250 people)	\$218.57	\$225.13	Per Hour	Yes	March 20, 2023
AIAP- 28	Aquatics Rental Facilities – Large Pool Only or Small Pool	Non-Resident Fee (126 to 250 people)	\$264.04	\$271.96	Per Hour	Yes	March 20, 2023
AIAP- 29	Aquatics Rental Facilities – Large Pool Only or Small Pool	Community Group Fee (126 to 250 people)	\$192.77	\$198.55	Per Hour	Yes	March 20, 2023
AIAP- 30	Aquatics Rental Facilities – Slide	Resident Fee	\$36.83	\$37.93	Per Hour	Yes	March 20, 2023
AIAP- 31	Aquatics Rental Facilities – Slide	Non-Resident Fee	44.47	\$45.80	Per Hour	Yes	March 20, 2023
AIAP- 32	Aquatics Rental Facilities – Slide	Community Group Fee	\$36.83	\$37.93	Per Hour	Yes	March 20, 2023
AIAP- 33	Aquatics Rental Facilities – AOP	Resident Fee (1-30 people)	\$132.61	\$136.59	Per Hour	Yes	March 20, 2023
AIAP- 34	Aquatics Rental Facilities – AOP	Non-Resident Fee (1-30 people)	\$160.20	\$165.01	Per Hour	Yes	March 20, 2023
AIAP- 35	Aquatics Rental Facilities – AOP	Community Group Fee (1-30 people)	\$109.28	\$112.56	Per Hour	Yes	March 20, 2023
AIAP- 36	Aquatics Rental Facilities – AOP	Resident Fee (31-125 people)	\$167.18	\$172.20	Per Hour	Yes	March 20, 2023
AIAP- 37	Aquatics Rental Facilities – AOP	Non-Resident Fee (31-125 people)	\$203.23	\$209.33	Per Hour	Yes	March 20, 2023
AIAP- 38	Aquatics Rental Facilities – AOP	Community Group Fee (31-125 people)	\$143.66	\$147.97	Per Hour	Yes	March 20, 2023
AIAP- 39	Aquatics Rental Facilities – AOP	Resident Fee (126-192 people)	\$196.46	\$202.35	Per Hour	Yes	March 20, 2023



Schedule Q  
 To By-Law #7220-17  
 Community Services Department Fees  
 Arena Ice and Aquatic Pool Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
AIAP- 40	Aquatics Rental Facilities – AOP	Non-Resident Fee (126-192 people)	\$237.34	\$244.46	Per Hour	Yes	March 20, 2023
AIAP- 41	Aquatics Rental Facilities – AOP	Community Group Fee (126-192 people)	\$176.82	\$182.12	Per Hour	Yes	March 20, 2023

Schedule R  
To By-Law # 7220-17  
Financial Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FIN- 1	Tax Service	Tax Certificates for Lawyers or Mortgage Companies - verbal confirmation provided upon request for purchase of tax certificate and mailed w/in 7 business days	\$75.00	\$75.00	Per Roll Number	No	April 1, 2023
FIN- 2	Tax Service	RUSH Tax Certificates for Lawyers or Mortgage Companies - - verbal confirmation provided upon request for purchase of tax certificate and emailed or faxed within 2 business days		\$100.00	Per Roll Number	No	April 1, 2023
FIN- 3	Tax Service	Ownership Information Change	\$30.00	\$30.00	Per Roll Number (All Changes Except for Estates, Survivorship Applications, or Change in Marital Status)	No	April 1, 2023
FIN- 4	Tax Service	Income Tax/Duplicate Receipts	\$15.00	\$20.00	Per year/Per Roll Number	No	April 1, 2023
FIN- 5	Tax Service	Statement of Accounts - purchased in person	\$15.00	\$15.00	Per Roll Number	No	April 1, 2023
FIN- 6	Tax Service	Statement of Accounts - purchased electronically	\$15.00	\$20.00	Per Roll Number	No	April 1, 2023
<del>FIN- 7</del>	<del>Tax Service</del>	<del>Verbal Tax Information to Lawyers</del>	<del>\$75.00</del>	Discontinued	<del>Tax Certificate Must be Ordered</del>	<del>No</del>	April 1, 2023
FIN- 8	Tax Service	Cheque or Automatic Withdraw Returned from The Bank	\$50.00	\$50.00	Fee for Any Payment Returned by the Bank for Any Reason (Including Cheques and Automatic Withdraws Etc)	No	April 1, 2023

Schedule R  
To By-Law # 7220-17  
Financial Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FIN- 9	Tax Service	Processing a Refund or Transfer Between Tax Accounts of an Overpayment on a Tax Account (By Property Owner or Their Agent).	\$40.00	\$50.00	Any Refund or Payment Transfer Requested to be Processed (Written Confirmation of Agreement of Fee is Required. Not Applicable to Overpayment from Tax Appeal, Low Income Rebate Programs or Other Similar Situations)	No	April 1, 2023
FIN- 10	Tax Service	Incorrect Tax Roll Number for Electronic or Bank Payments	\$40.00	\$50.00	Per Payment that has to be Manually Corrected (No Fee if it is the Property Owner's First Time Making an Electronic Payment, Letter Sent to Inform Them. No Fee Waive for First Time Error on Part of Financial Institution or Lawyer)	No	April 1, 2023
FIN- 11	Tax Service	Copies of Adjustment Letters (Write Offs, Apportionment, Vacancy, Heritage etc.)	\$10.00	\$15.00	Per Item (Includes Time to Research and Retrieve Item from Archives)	No	April 1, 2023
FIN- 12	Tax Service	Postdated Cheque removal from system or moving to a different date in the system	\$20.00	\$20.00	Maximum of \$120.00 per request, fee will be waived if owner is deceased.	No	April 1, 2023

Schedule R  
To By-Law # 7220-17  
Financial Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FIN- 13	Tax Service	Additions to the Tax Roll Charge	\$50.00	\$50.00	Per Roll Number (Each Item Added to the Tax Roll for Non-Tax Items such as outstanding By-Law Charges, Other Municipal Liens, Region of Durham Water/Sewer Charges Etc)	No	April 1, 2023
FIN- 14	Tax Service	Farm Debt Fee	\$60.00	\$60.00	Each Tax Roll Number That Is Issued This Document As Part Of the Collection Process)	Yes	April 1, 2023
FIN- 15	Tax Service	Tax Billing for Mortgage Companies	\$10.00	\$10.00	Fee Per Roll Number for all accounts billed at Interim and Final billings.	No	April 1, 2023
FIN- 16	Tax Service	Set up Fee for New Tax Accounts	\$50.00	\$50.00	Fee Per Roll Number	No	April 1, 2023
FIN- 17	Treasury Services	Accounts Receivable Administration Fee on Invoices	Min. 8% unless specified higher	Min. 10% unless specified higher	Added to All Invoices Prepared By Accounts Receivable Where The Fee is Applicable	Yes	April 1, 2023
FIN- 18	Application Fee	Application to Purchase Town-owned Land	\$250.00	\$260.00	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law	Yes	April 1, 2023

Schedule R  
 To By-Law # 7220-17  
 Financial Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
FIN- 19	Application Fee	Application to Purchase Town-owned Land (resident, not-for-profit, registered charity)	\$50.00	\$50.00	Processing fee for circulating request to purchase Town land. Additional fees may apply if the request is approved as per the fees by-law	Yes	April 1, 2023
FIN- 20	Application Fee	Development Charge Refund Request as per Section 25 and 19(2) of the Town's Development Charge By-law #7748-21	\$150.00	\$155.00	Per DC Refund/ Partial DC Refund Request	Yes	April 1, 2023

Schedule S  
 To By-Law #7220-17  
 Office of the Chief Administrative Officer - Strategic Initiatives Division  
 Electric Vehicle Charging Station Fees

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
EVC- 1	Reserve Fund	Zero Carbon Whitby Reserve Fund - to be confirmed/approved	\$1.33	\$1.33	Per session fee	Yes	April 1, 2023
EVC- 2	Charging Station	EV Charging Cost Fee (up to 3 hours)	\$1.33	\$1.33	First 3 hours, rounded up to the full hour to recover charging costs	Yes	April 1, 2023
EVC- 3	Charging Station	EV Charging Cost Fee (4+ hours)	\$3.54	\$3.54	After 3 hours, rounded up to the full hour to recover charging costs and encourage user rotation at charging stations	Yes	April 1, 2023

# Budget Readers Guide

## Introduction

This Reader’s Guide provides an overview of the key sections and reports included in the Town of Whitby’s Budget document. Each budget report type is explained by identifying the information presented and how to read the report.

## Budget Summary

This section provides an overview of the Town of Whitby’s Recommended Budget. The overview identifies key pressures and considerations in preparing the recommended operating and capital budget, including: inflationary, economic and external impacts; how the total budget request was achieved; and how the tax rate is impacted. This narrative is then followed by a series of charts summarizing each of the operating and capital budgets by their different components.

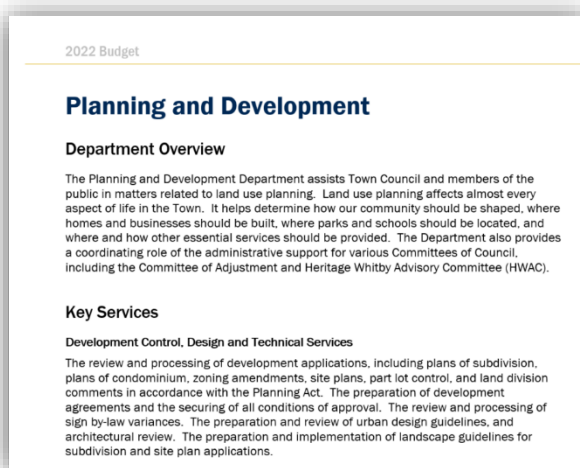
## Decision Items

This section includes items that are being brought forward for Council’s consideration and determination as to whether to include in the final Council approved budget. Details are provided on any operating and capital budget items where Council approval has not been previously received and include:

- any new positions,
- business cases that support changing the annual capital asset management funding,
- any capital project that is a new Strategic Initiative or Community Enhancement

## Operating Budget Summary

Each major department or section includes the following four reports:



**1. Department Overview:** This Annual Work Plan provides a general description of the department, including its: key services; contribution to the Town’s Mission; impact/response to community survey feedback; accomplishments; and current year priorities. It also presents a financial summary of budget impacts, total revenues and expenditures and how much the department is funded by property taxes.

2022 Budget

### Operating Budget

Planning and Development

Financial Account Category Followed by Division (\$ in thousands)	Base Budget Changes				Program Changes		2022 Budget
	2021 Budget	Prior Decisions	Inflation	Other Changes	Decision Items		
<b>Revenues</b>							
Program Revenues, Fees and Fines	(\$4,397)	(\$31)	(\$160)	(\$2,208)	\$0		(\$6,795)
Transfers from Reserves & Internal Recoveries	(\$1,036)	(\$239)	(\$15)	\$1,139	\$0		(\$151)
<b>Total Revenues</b>	<b>(\$5,433)</b>	<b>(\$270)</b>	<b>(\$175)</b>	<b>(\$1,069)</b>	<b>\$0</b>		<b>(\$6,946)</b>
<b>Expenditures</b>							
Salaries, Wages & Benefits	\$5,442	\$222	\$230	\$0	\$12		\$5,906
Vehicle & Equipment Maintenance and Fuel	\$19	\$17	\$4	\$10	\$0		\$49
Purchased Services and Supplies	\$20	\$0	\$0	\$159	\$0		\$180
Administrative Costs	\$131	\$45	\$0	\$5	\$0		\$182
Transfers to Reserves and Internal Transfers	\$0	\$0	(\$6)	\$710	\$0		\$705
<b>Total Expenditures</b>	<b>\$5,612</b>	<b>\$284</b>	<b>\$228</b>	<b>\$884</b>	<b>\$12</b>		<b>\$7,022</b>
<b>Net Operating Budget</b>	<b>\$179</b>	<b>\$15</b>	<b>\$54</b>	<b>(\$184)</b>	<b>\$12</b>		<b>\$76</b>
Planning Administration, Zoning and Regulation	\$1,313	(\$15)	\$74	\$0	\$12		\$1,384
Heritage/Whitby	\$3	\$16	\$0	\$0	\$0		\$20
Long Range Planning and Strategic Design	\$633	\$14	\$20	\$0	\$0		\$667
Development Control, Design and Technical Services	(\$595)	\$0	(\$11)	(\$184)	\$0		(\$790)
Building	(\$1,176)	\$0	(\$29)	\$0	\$0		(\$1,205)
<b>Net Operating Budget</b>	<b>\$179</b>	<b>\$15</b>	<b>\$54</b>	<b>(\$184)</b>	<b>\$12</b>		<b>\$76</b>

Note: Numbers may not add due to rounding

#### Explanation of Changes

**Base Budget Changes:**  
 Prior decisions and inflationary increases (refer to Budget Summary) – \$69 thousand

**Program Changes:**  
 Growth – \$25 thousand

- Increased requirement for external consulting fees to help with increased development applications – \$25 thousand
- Increase in expected building permits of (\$1,821 thousand) and occupancy permits of (\$153 thousand) due to projected development volumes for 2022

**2. Operating Budget Summary for the Department/Section:** Reports the total budget adjustments by revenue and expenditure followed by division.

The report shows the total budget change broken out by:

- Base Budget Changes
  - Prior Decisions
  - Inflation
- Program Changes
  - Other changes (including impacts on the operating budget from Growth, Service Level changes, Capital projects, and Non-recurring Items)
  - Decision Items

It then provides an explanation of each of the above changes including any decision item requests.

2022 Budget

### Staff Complement

Planning and Development

Division	Full-Time Current	Part-Time Current	Full-Time Proposed	Part-Time Proposed	Notes
Administration	5.00	0.00	0.00	0.00	1, 2
Zoning & Regulation	7.00	0.00	1.00	0.00	2, 3
Long Range Planning & Heritage	5.00	0.66	0.00	0.00	
Development Control, Design & Technical Services	11.00	0.00	0.00	0.00	
Building Services	21.00	0.31	0.00	0.00	
<b>Planning and Development Total</b>	<b>49.00</b>	<b>0.97</b>	<b>1.00</b>	<b>0.00</b>	

Notes:

FTEs were adjusted to reflect changes throughout the year

- Reallocation of 4.0 FTE positions from Zoning & Regulation to Administration - these positions include 2.0 FTE Planning Clerk II, 1.0 FTE Planning Clerk I and 1.0 FTE Supervisor of Administration
- Reallocation of Manager, Zoning and Regulation position from Administration to Zoning & Regulation

**Proposed New Positions**

- Includes Decision Item #17 Principal Planner 1.0 FTE (end of Contract for Principal Planner and proposal to make this position permanent)

**3. Staff Complement Report:** Reports the current number of approved full-time and part-time positions and any proposed positions requested in Decision Items. Part-time positions are shown in full time equivalents (FTE).



Financial Summary				
By Division:	Note: Numbers may not add due to rounding.			
Financial Account Category (\$ in 000's)	2021 Year End Projection	2021 Budget	Budget Change	2022 Budget Request
<b>Planning Administration, Zoning and Regulation</b>				
Revenues				
Program Revenues, Fees and Fines	(\$102)	(\$62)	(\$33)	(\$95)
Transfers from Reserves & Internal Recoveries	(\$136)	(\$136)	(\$15)	(\$151)
<b>Total Revenues</b>	<b>(\$238)</b>	<b>(\$198)</b>	<b>(\$48)</b>	<b>(\$246)</b>
Expenditures				
Salaries, Wages & Benefits	\$1,501	\$1,467	\$102	\$1,569
Administrative Costs	\$37	\$45	\$16	\$61
<b>Total Expenditures</b>	<b>\$1,538</b>	<b>\$1,512</b>	<b>\$118</b>	<b>\$1,630</b>
<b>Net Operating Budget</b>	<b>\$1,300</b>	<b>\$1,314</b>	<b>\$70</b>	<b>\$1,384</b>
<b>Heritage Whitby</b>				
Revenues				
	\$0	\$0	\$0	\$0
Expenditures				
Salaries, Wages & Benefits	\$16	\$0	\$16	\$16
Purchased Services and Supplies	\$2	\$2	\$1	\$3
Administrative Costs	\$1	\$1	\$0	\$1
<b>Total Expenditures</b>	<b>\$19</b>	<b>\$3</b>	<b>\$17</b>	<b>\$20</b>
<b>Net Operating Budget</b>	<b>\$19</b>	<b>\$3</b>	<b>\$17</b>	<b>\$20</b>
<b>Long Range Planning and Strategic Design</b>				
Revenues				
	\$0	\$0	\$0	\$0
Expenditures				
Salaries, Wages & Benefits	\$617	\$625	\$33	\$658
Administrative Costs	\$8	\$8	\$1	\$9
<b>Total Expenditures</b>	<b>\$625</b>	<b>\$633</b>	<b>\$34</b>	<b>\$667</b>
<b>Net Operating Budget</b>	<b>\$625</b>	<b>\$633</b>	<b>\$34</b>	<b>\$667</b>

**4. Financial Summary for each Division:** Each division within a Department will show a financial summary of the prior year's projected results in comparison to budget along with the budget change and pandemic impacts making up the total budget request. Note that due to rounding, the reports printed for individual Divisions may not agree 100% with the Operating Budget Summary report.

## Capital Budget

The capital budget is being presented by five major asset category groupings to support the corporate philosophy of ensuring assets are reviewed and maintained from a corporate perspective.

### Capital Budget Summary

A summary has been included that provides an overview of the entire capital budget and nine year forecast.

### Capital Asset Budgets



**Asset Category Overviews:** This introductory overview includes the types of assets included in each section, budgeted project highlights and sources of funding.

2022 Budget

### 2022 Total Capital Budget and Forecast – Facility Assets

(\$ in Thousands)	2022	2023	2024	2025-2031	Total
71PA1101 Brooklin Community Centre & Library	\$11	\$58	\$11	\$713	\$792
71PA1001 Civic Recreation Complex	\$40	\$602	\$188	\$1,185	\$2,015
71PA1002 Iroquois Park Sports Centre	\$1,234	\$2,216	\$2,263	\$5,755	\$11,467
71PA1004 Luther Vipond Memorial Arena	\$35	\$5	\$11	\$10,841	\$10,892
71PA1003 McKinney Centre	\$9	\$176	\$347	\$1,768	\$2,300
71PG1001 Whitby Sports Complex	\$0	\$62,879	\$0	\$0	\$62,879

**Capital Budget and Forecast by Asset:** This report shows the total Capital Budget and Forecast for each asset category. (Note: Details regarding projects can be found in the Capital Program Detail Sheets.)

2022 - 2031 Capital Budget and Forecast  
 Program Detail Sheet

Name : Civic Recreation Complex ID : 71PA1001  
 Asset Category : Facility Assets

#### Program Description

The Whitby Civic Recreation Complex (CRC), constructed in 1991, provides a variety of services to residents of the Town of Whitby. The building offers a swimming pool, health club, fitness studio, child care centre, and administrative offices.

Building envelope, electrical and mechanical systems at the facility require regular maintenance attention, repair and, in some cases replacement as they near the end of their useful life.

2022 includes site lighting conversions and bollard lights.

#### Expenditures and Financing

	2022	2023	2024	2025 - 2031	Total
<b>Expenditures</b>					
71231011 CRC - B2010 Exterior Sealants		21,000		15,750	36,750
71201030 CRC - B2010 Exterior Walls (Brick)		300,000			300,000
71251022 CRC - B2010 Exterior Walls (Brick)				84,000	84,000
71251019 CRC - B2010 Trellis (South Patio)				78,750	78,750
71311001 CRC - B2010 1b Exterior Walls - Brick				63,000	63,000
71311004 CRC - B2020 Exterior Windows				119,595	119,595

**Capital Program Detail Sheets:** The Capital Program Detail Sheet combines similar projects and provides a description of the capital work planned. The budget section at the bottom shows a list of all individual capital projects rolling up to the parent project.

### **Glossary**

A glossary of Operating and Capital Budget terms can be found under the reference material tab following the Budget Readers Guide.

### **Financial Account Categories**

A detailed listing of the types of revenues and expenditures included in the Town's Financial Account Categories used in the operating budget reports follows the Glossary.

### **Dollar Amounts**

Dollars shown in reports are in thousands (\$ in thousands), other than on the Operating Decision Packages (under the Decisions tab) and the Capital Program Details Sheets (throughout the Capital section).

# Glossary

## Operating Budget Terms

<b>Annualization</b>	The inclusion of prior year Council-approved decision items for which the full-year impact was not incorporated in the prior year budget. The most common item is the annualization of wages and benefits for new positions approved to start at a date other than the beginning of the prior budget year.
<b>Assessment Growth</b>	Assessment growth is the change in the assessment roll that comprises both positive changes, from new development in the year and negative changes, including results from appeals, demolitions etc. The net total of all these changes is the assessment growth. Reassessment is not included as part of assessment growth.
<b>Assessment Roll</b>	The Municipal Property Assessment Corporation (MPAC) sends the municipality an annual Assessment Roll each December which is used for next year's taxation purposes. Included in this roll are changes related to both assessment growth and also reassessment impacts for the next year. Further explanation is available at the following link in an MPAC video <a href="https://youtu.be/3qUK0GmG5eA">https://youtu.be/3qUK0GmG5eA</a>
<b>Balanced Operating Budget</b>	The Town's approved operating budget must have revenues equal to or greater than expenditures.
<b>Budget Adjustments</b>	Adjustments to the prior year's operating budget for: Inflation; Annualization; and Other Changes (see Inflation & Other Changes definition).
<b>Budget Change</b>	The difference between the budget request for the current year and the prior year budget.
<b>Budget Request</b>	The budget requested reflects the prior year's approved budget including Budget Adjustments and Council Decision Items.
<b>Consumer Price Index (CPI)</b>	A value calculated by Statistics Canada indicating changes in prices paid for a "basket of goods and service" by a typical household. The "basket" includes shelter, food, transportation, health and personal care items, household operations and furnishings, clothing and other expenditures.

<b>Council Decision Items</b> (also referred to as Operating Decision Packages or Requests)	Items captured in requests for Council’s consideration. <ul style="list-style-type: none"><li>• all new positions</li><li>• other changes to the base budget that have a financial impact, in excess of a threshold set by the Treasurer, that have not been previously approved by Council</li></ul>
<b>Department</b>	A major organizational entity made up of one or more Divisions and headed by a Commissioner.  Note the Operating Budget Document includes the following areas of interest as departments: Grants; and Corporate Revenues and Expenses
<b>Division</b>	An organizational entity within a Department made up of one or more business units and headed by a director or manager. For example, the Recreation division, responsible for fitness, swimming and youth programs, among many other programs, is within the Community Services Department.
<b>Financial Impact Threshold</b>	The minimum level at which an operating budget decision item request would be required to explain the financial impact on revenues or expenditures as determined by the Treasurer.
<b>Full Time Equivalent (FTE)</b>	A full time position (35-40 hours per week) or a combination of part-time positions that provide the same number of working hours as a full time position. For example, a part-time position that works 24 hours a week is equal to a 0.6 FTE (24 hours /40 hours).
<b>Inflation</b>	The estimated impact of reflecting the prior year’s operating budget in current year dollars. For example costs are adjusted for known or estimated cost increases such as negotiated wage increases or contracted increases set out in multi-year purchase agreements. Similarly revenues are adjusted for any Council approved adjustment to fee or revenues based on existing agreements/services.
<b>Municipal Price Index (MPI)</b>	Represents the change in prices paid by the Town of Whitby for human resources, utilities, fuel, supplies, and purchased services. MPI and CPI are not directly comparable since the Town’s basket of goods and services is different than those of a typical household.
<b>Operating Budget</b>	The annual financial plan providing for the operations of the municipality for the current year incorporating both estimates of proposed expenditures and revenues; including property taxes to be raised.
<b>Other Changes</b>	Adjustments to the prior year’s operating budget due to: <b>Growth</b> <ul style="list-style-type: none"><li>• volume changes in activity levels for instance the impact the Town’s growth has on providing existing programs &amp; services</li><li>• efforts to make programs and services more efficient</li></ul>

<b>Service Level</b>	<ul style="list-style-type: none"> <li>• any Council approved new services or service level changes to existing services or programs</li> <li>• staff proposed changes to services/programs that result in a minimal or no tax impact or to address legislated health and safety issues</li> </ul>
<b>Capital</b>	<ul style="list-style-type: none"> <li>• the impact on the operating budget of capital related decisions and adjustments to the capital maintenance envelope</li> <li>• any operating impacts of capital budget projects not identified when approved</li> </ul>
<b>One-time items</b>	<ul style="list-style-type: none"> <li>• current year’s planned facility or equipment related one-time minor maintenance projects</li> <li>• other temporary revenues or costs</li> </ul>
<b>Pandemic Impacts</b>	One-time impacts of Covid-19 and the assumption that it will continue to have an impact on our operations for the 2021 year (e.g. impacts of facility closures, work from home arrangements, etc.)
<b>Part Time FTE</b>	The Part Time (PT) FTEs shown in Staff Complement Reports are based on budgeted hours and the standard full time hours for the unit (either 35 or 40 hours per week).
<b>Prior Decisions</b>	The reversal of the prior year’s one time revenues or costs
<b>Re-Assessment</b>	Re-assessment does not generate additional revenue for the Town. Re-assessment is a redistribution of the revenue from the properties in the Town based on new assessment values. Further explanation is available at the following link in an MPAC video <a href="https://youtu.be/xgGbLotF_QQ">https://youtu.be/xgGbLotF_QQ</a>
<b>Self-supported programs</b>	Programs not funded by tax revenues but solely by revenues or recoveries resulting from their own operations (e.g. Marina, Parking, Building and Plumbing)
<b>Staff Gapping</b>	Staff gapping represents an allowance for payroll savings as a result of vacancies, staff turnover, or retirements.
<b>Transfers To/From Reserves</b>	Payments from one administrative budget fund to another, which result in the recording of a contribution from/to a fund other than the operating fund.

## Capital Budget Terms

<b>Acquired Assets</b>	The purchase or construction of capital growth related projects. The lifecycle maintenance of these capital assets are included in the asset maintenance envelope after the project is complete and they have been accounted for in the Town’s audited financial statements.
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<b>Asset Category</b>	A grouping of similar asset types. The Town’s capital asset program has been organized into the following overall categories: Facility Assets, Park Assets; Roads and Related Assets, Fleet and Equipment Assets and Studies, Strategic Initiatives and Community Enhancements. Within each of these categories additional sub-categories further classify the project type.
<b>Asset Maintenance Envelope</b>	The annual amount of tax based financing and Canada Community-Building (previously Federal Gas Tax) funding dedicated by the Town to maintain and replace existing assets.
<b>Asset Management Projects</b>	Capital projects for the purpose of either, preserving existing asset infrastructure and preventing costly replacement in the future or the lifecycle replacement of assets currently in use by the Town.
<b>Asset Management Reserves</b>	Includes the tax based maintenance envelope funding from the operating budget directed to the Asset Management reserve fund (see policy F 040) and the Canada Community-Building (previously Federal Gas Tax) reserve fund.
<b>Assumed Assets</b>	The additional assets that become Town owned assets as a result of new subdivisions being assumed from developers as per subdivision agreements with the Town. The lifecycle maintenance of these capital assets is included in the asset maintenance envelope once they have been accounted for in the Town’s audited Financial Statements.
<b>Capital Budget and Forecast</b>	The Town’s ten year forecasted work-plan for capital budget items and the proposed financing of the projects. The annual capital budget is the first year of this multi-year capital forecast.
<b>Capital Budget Items</b>	<p>Projects with expenditures greater than \$5,000 that either recur irregularly (e.g. studies) or result in the acquisition, renovation, rehabilitation, preservation or construction of a tangible capital asset that has a useful life of greater than one year.</p> <p>The Town categorizes each capital project as either an asset management project, a growth related project or a strategic initiative / community enhancement.</p>
<b>Carry Forward Budget</b>	The unspent capital budget dollars from prior year(s) that will be used for on-going capital projects that were not able to be completed prior to year end. Approval to carry forward budget is subject to approval under the Capital Budget Monitoring policy.
<b>Construction Price Index- Non Residential (CPI)</b>	A value calculated by Statistics Canada indicating changes in contractors' selling prices of non-residential building construction (i.e. commercial, industrial and institutional). This measure assists in the interpretation of current economic conditions and is of particular interest to government agencies undertaking economic analyses and users concerned about the impact of price changes on capital expenditures.

<b>Council Decision Items</b> (also referred to as Capital Decision Packages)	Individual capital projects / new initiatives / business changes brought forward for Council’s consideration during the budgetary process including, a) comprehensive business cases in support of a change to the funding of the annual asset maintenance envelope; b) growth projects that are not outlined in the Council approved Development Charge Background study; and c) projects that have been classified as new strategic initiatives / community enhancements in the current budget year.
<b>Development Charge Reserves</b>	A number of obligatory reserve funds that finance the developer’s share of capital growth projects as outlined in the Development Charge Background study.
<b>Discretionary Reserve / Reserve Funds</b>	Discretionary reserves/reserve funds are monies set aside by Council for specific purposes and their funding sources and use is determined solely by Council, for example the Asset Management reserve.
<b>Financing Source</b>	The capital program’s expenditures are paid with a financing source. These include the Town’s reserve and reserve Funds (refer to definition of reserve/reserve funds for further information), and in some instances external sources of funding, such as contributions from other levels of government or private sources as per partnership agreements.
<b>Growth Related Projects</b>	Capital projects for the purpose of acquiring new infrastructure to provide an established level of service within the Town as a result of growth and development. These projects are included in the Council approved Development Charge Background study, or have been approved by Council during the budget process (decision item).
<b>Growth Reserve</b>	A tax based reserve fund (see policy F 050) that is utilized to fund the Town’s legislated portion of all growth related projects as outlined in the Development Charge Background study.
<b>Obligatory Reserves / Reserve Funds</b>	Obligatory are those reserve / reserve funds where the collection and use of the monies is dictated by legislation or regulation, for example Development Charge reserve funds.
<b>One-Time Reserve</b>	A discretionary reserve fund (see Long Term Financing Reserve policy F 040), established to fund one-time items in the Operating and Capital budget in addition to in-year requests approved by Council. Annual funding for this reserve is through the Disposition of Operating Surplus Policy (F 010).
<b>Parent Project</b>	The rollup of smaller capital projects with similar characteristics to an overseeing capital project to maintain brevity within the budget document.
<b>Project Classification</b>	The classification of a capital project as asset management, growth related or strategic initiative / community enhancement, for the purpose of identifying the type of the work being proposed.



<b>Program Reserves</b>	<p>Program specific reserves and reserve funds that have been allocated for a specific purpose, for example the Arena Reserve, Marina Reserve, Parking Reserve, Future Specified Contributions, Donations for Waterfront Benches, and the Election Reserve. These funds are utilized when applicable for both the Operating and Capital budgets. Contributions come from a number of sources including: the tax base, user fees, sale of assets, donations etc.</p>
<b>Reserves/Reserve Funds</b>	<p>Reserve and reserve funds are monies set aside for specific purposes. There are two general types, obligatory (or statutory) reserve funds and discretionary reserve/reserve funds.</p> <p>The Town organizes its reserve and reserve funds into six categories: asset management reserves, growth reserve, development charges, program reserves, one-time reserve, and stabilization reserves</p>
<b>Stabilization Reserves</b>	<p>A group of contingency reserves / reserve funds to finance unforeseen expenditures (see policy F 020), including the Winter Control Contingency Reserve (policy F 060), Insurance Reserve Fund (policy F 160) and Tax Rate Stabilization Reserve.</p>
<b>Strategic Initiatives / Community Enhancements</b>	<p>Capital projects that are not included in the capital asset management or capital growth related definitions. They could include: service level changes – modification of existing Town assets as a result of changing needs or demographics; upgrade or service level enhancement – the increase over the current established level of service; and strategic initiatives of Council.</p>

## Financial Account Categories

The following is a detailed listing of the types of revenues and expenditures included in the Town's Financial Account Categories found in the operating budget reports.

### Revenues

#### Taxation

- Residential, farm, commercial and industrial taxes levied
- Payments in Lieu for municipal, provincial or federal-owned property, hydro, rail, and hospitals. Payment in Lieu is the discretionary compensation a municipal government receives from federal and provincial governments, as well as Crown Corporations, to recognize the services received from municipal governments and to pay its share of the costs to municipalities where property is located. The payment is received to compensate a municipal government for some or all of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property. Usually it relates to the foregone property tax revenue.
- Supplementary taxes levied as a result of a property: has now become taxable; was not completely assessed at the time of preparation of assessments rolls; and/or that has reached completion or is now occupied.

#### Grants

- Federal and Provincial grants received for specific government initiatives or special programs (e.g., Human Resource Development Canada, fitness or seniors' programming grants)

#### Program Revenues, Fees and Fines

- Program revenues include funds received from day-to-day operations
- Memberships, Community program user fees including fitness, aquatic and senior activity course offerings, public swimming/skating, adult hockey, day camps, youth and preschool programs, birthday parties, vending and concession sales, advertising and sponsorship revenues
- Marina revenues from boat launches, haul outs, wash downs, putting masts up/down as well as revenues from sale of gas, oil and hydro
- Planning fees, subdivision and site plan inspections, legal enquiries, street meter revenue, parking lot revenue
- Mortgage company account fees, tax certificates, ownership changes, new tax roll numbers
- Animal adoptions/pound fees, commissioning user fees
- Rental revenues include revenue generated through rental and lease of Town-owned property and facilities (e.g., parking lot lease; hall rental; catering commissions; ice, floor and pool rental;

- Community Permit and Lighting fees; marina docking and storage revenues)
  - Licences for businesses, lotteries, marriage, pets
  - Permits for burials; building, draining and plumbing; occupancy; pool enclosures; signs; refreshment vehicles; and outdoor patios
  - Revenue from Provincial Offences, by-law fines, parking fines and tax penalties
  - Donations and event sponsorships from various sources
  - Miscellaneous fees for Freedom of Information requests; printing/photocopy fees; sale of building permit activity reports, tender documents, and by-laws; preauthorized payment setup and cancellation fees, miscellaneous administration fees
- Miscellaneous Revenues and External Recoveries**
- Internet services provided to Whitby Public Library, bag tags/CFC stickers, special collection fees, senior's committee of Council fundraising and event revenue, vendor revenue from special events, ATM fees, Marina yard services (e.g. travelift service, cradle and trailer storage, blocking for winter storage) and sale of miscellaneous merchandise and services
  - Labour and material cost recoveries from other municipalities, the Provincial level of government or institutions for contracted work performed (e.g. Fire department responses to accidents on Highway 401, snow removal and other miscellaneous road work on non-Town owned roads, Regional boulevard grass cutting, contracted vehicle maintenance performed on non-Town owned vehicles)
  - Realty tax recoveries on Town-owned properties
  - Fire department local motor vehicle cost recoveries
- Other Revenues**
- Interest income earned on investments
  - Dividend and interest income received from Elexicon
  - Contribution from the Whitby Football Club toward the debt payment
- Transfers from Reserves and Internal Recoveries**
- Transfers from reserves include contributions to the operating budget from Reserves and Reserve Funds to finance specific initiatives (e.g. the Building Permit Revenue reserve fund offsets some operating expenses) (includes Canada Community-Building Fund, previously Federal Gas Tax Fund)
  - Other internal transfers include transfers of funds within the Town of Whitby departments to allocate revenues to the appropriate departments as per policy, best practice or Council direction (e.g. net advertising sponsorship revenues is attributed to specific facilities/programs through this account)
  - Internal recoveries consist of internal labour and materials utilized to complete capital projects

## Expenditures

### Salaries, Wages and Benefits

- Salaries, wages and benefits, statutory deductions and group benefits

### Building Related Costs and Utilities

- Utilities such as natural gas heating, hydro, water/sewer, telephone (land lines), and cable
- Other Building Related expenses such as realty taxes, rent expense, cleaning and maintenance supplies, building/grounds repairs and maintenance and one-time building repairs (minor repairs not captured in the capital budget)

### Vehicle and Equipment Maintenance and Fuel

- Vehicle and equipment parts, repairs and maintenance, licence fees, one-time projects (minor equipment projects not captured in the capital budget), external vehicle and equipment repair charges
- Gas and diesel expenses

### Purchased Services and Supplies

- Audit fees, legal fees, survey and appraisal fees, professional and consulting fees (e.g., engineers, project consultants, etc.)
- Contracted services for sale of animal licences, third party data processing costs, municipal software annual maintenance, waste diversion, waste collection for multi-residential units, building/grounds and equipment maintenance (including elevator, heating/air maintenance, alarm monitoring and security, pest control), armoured courier, fire dispatch and radio system, website maintenance, shredding
- External equipment rental (e.g. snow plough/sander and salt contracts)
- Program related operating supplies, purchase of supplies for resale

### Administrative Costs

- Administrative expenses such as postage, photocopy costs, printing costs, office supplies, books and subscriptions, assessment service charges, bank service charges, fees for pay-ticket online payment system
- Employee related costs such as mileage, seminars, conferences and education, training materials and programs, professional membership and association fees, employee recognition program, union negotiation/arbitration, recruitment, uniforms and clothing, employee assistance plan, employee accommodation costs, and driver award program
- Corporate training and health and safety initiatives
- Communications and promotions costs such as internet, mobile devices, automatic vehicle location costs, advertising, public communications such as the Whitby Perspective, promotional materials, fire prevention education, supplies for civic receptions and events, honorariums

- Insurance premiums and self-insured claim costs
  - Write-offs and rebates such as allowance for doubtful accounts, taxes written off
  - Miscellaneous expenses including honorariums, ON1Call fees, SOCAN fees, vandalism costs, other miscellaneous expenses
- Grants**
- Town grant programs such as the Elderly Pensioners' Tax Grant, Low Income Disabled Tax Grant, Grants to Taxable Charities, Heritage Tax Rebate Program, Affordable Housing Tax Incentive
  - Municipal grants, Groveside Cemetery Board grant, Station Gallery grant, Whitby Public Library Board grant
- Debt Payments**
- Debt Charges reflect loan repayment costs (principal and interest)
- Transfers to Reserves and Internal Transfers**
- Transfers to reserves include contributions to the asset maintenance and growth capital reserve fund to finance current and future year capital projects, transfers of net operating surplus to specific reserve funds as per policy, best practice or Council direction (e.g. net revenues from parking and marina operations are put aside to pay for capital maintenance projects, ice surcharge revenue is placed in a reserve for arena maintenance)
  - Internal transfers include transfers of funds within the Town of Whitby departments to allocate net revenues to the appropriate departments as per policy, best practice or Council direction (e.g. net advertising sponsorship revenues is attributed to specific facilities/programs through this account offsetting the revenue from internal transfers recorded above)

## Facility and Fleet Abbreviations

### Facility Name Abbreviations

Facility name abbreviations have been used in the capital budget in the Facility and Parks Assets section. The following table lists the full facility name and address for the abbreviations used.

Abbreviation	Facility	Location
ACC	Ashburn Community Centre	780 Myrtle Road West
AOP	Anne Ottenbrite Pool	500 Victoria Street West
BCC	Brooklin Community Centre	45 Cassels Road East
BCCL	Brooklin Community Centre and Library	8 Vipond Road
BGAR	Brooklin Garage (Operations)	45 Cassels Road East
BPS	Brock Street Pumping Station (Operations)	540 Bradley Drive
CB	Centennial Building	416 Centre Street South
CPL	Central Public Library	405 Dundas Street West
CRC	Civic Recreation Complex	555 Rossland Road East
CUL	Cullen Central Park	300 Taunton Road West
FH1	Fire Hall 1	6745 Baldwin Street
FH2	Fire Hall 2	1600 Manning Street
FH3	Fire Hall 3	1501 Brock Street South
FH4	Fire Hall 4	734 Dundas Street West
FH5	Fire Hall 5	111 McKinney Drive
FH6	Fire Hall 6	TBD (new)
FHQ	Fire Headquarters	111 McKinney Drive
GC	Groveside Cemetery	5155 Baldwin Street South
GPS	Garden Street Pumping Station (Operations)	67 Windfield Cres
HEY	Heydenshore Pavilion	589 Water Street
IPSC	Iroquois Park Sports Centre	500 Victoria Street West
LHAC	Lynde House Museum	900 Brock Street South
LVMA	Luther Vipond Memorial Arena	67 Winchester Road West
MCK	McKinney Centre	222 McKinney Drive

Abbreviation	Facility	Location
MMS	Methane Monitoring Station (Operations)	111 Industrial Drive
OPC	Operations Centre	333 McKinney Drive
PMB	Parks Maintenance Building (Operations)	333 McKinney Drive
PWM	Port Whitby Marina	301 Watson Street West
SCC	Spencer Community Centre	7035 Country Lane Road
SOC	Whitby Soccer Dome	695 Rossland Road West
SSD	Salt and Sand Domes (Operations)	333 McKinney Drive
WAS	Animal Services	4680 Thickson Road North
WCB	Centennial Building	416 Centre Street South
WMB	Whitby Municipal Building	575 Rossland Road East
WSAC	Whitby Seniors Activity Centre	801 Brock Street South
WSG	Station Gallery	1450 Henry Street South

### Facility Assets Uniformat II Project Classification

Uniformat II is a classification system developed by ASTM International. It is a current industry standard used for the identification and categorization of major component elements and systems in buildings, and easily interfaces with commonly used construction specification documentation, costing indices and asset management systems.

Standardizing project names using the Uniformat II system improves the identification, organization, tracking and archiving of capital project information and assists in providing a detailed long term facility asset management history.

The following table is a summary of the first two tiers of the Uniformat II code references used for the facility management projects. A third tier of coding is often applied to further differentiate components within a particular category. For example, C3020 denotes a flooring project; D5020 denotes an interior lighting project, etc.

Uniformat II (tier 2) Code	Description
A10	Foundations - Substructure
B10	Shell - Superstructure
B20	Shell - Exterior Enclosure
B30	Shell - Roofing
C10	Interior - Interior Construction
C20	Interior - Stairs
C30	Interior - Interior Finishes

Uniformat II (tier 2) Code	Description
D10	Services – Conveying
D20	Services – Plumbing
D30	Services – HVAC
D40	Services – Fire Protection
D50	Services – Electrical
E10	Equipment and Furnishings – Equipment
E20	Equipment and Furnishings – Furnishings
F10	Special Construction and Demolition – Special Construction
F20	Special Construction and Demolition – Selective Demolition
G20	Building Sitework – Site Improvements
G30	Building Sitework – Site Civil and Mechanical Utilities
G40	Building Sitework – Site Electrical Utilities

### Fleet Name Abbreviations

Fleet name abbreviations have been used in the capital budget in the Fleet and Equipment Assets section. Abbreviations were used to identify the service area that is using the asset. Additionally, some pieces of fleet and equipment have a seven digit number in the project name; this represents the current asset ID that is being replaced due to lifecycle asset management. The following table lists the full service area for reference.

Abbreviation	Service Area
AREN	Arenas
BCCL	Brooklin Community Centre and Library
BLDG	Building Services / Inspectors
BYLW	By-Law
CONS	Construction Services / Inspectors
CORP	Corporation (All)
CPL	Central Public Library
CRC	Civic Recreation Complex
FACI	Facilities



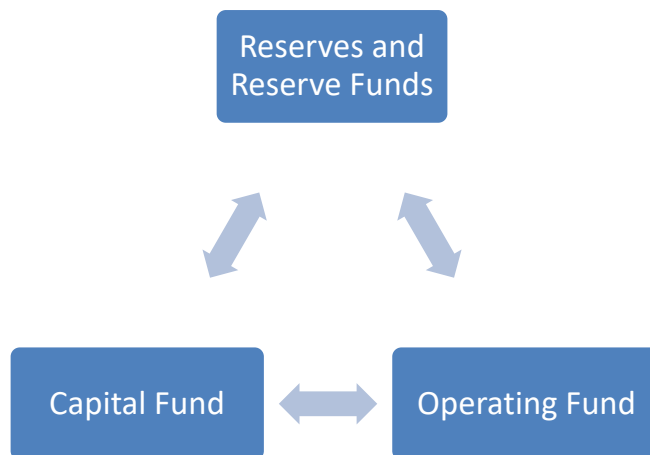
Abbreviation	Service Area
FIRE	Fire & Emergency Services
FH1	Fire Hall 1
FH2	Fire Hall 2
FH3	Fire Hall 3
FH4	Fire Hall 4
FH5	Fire Hall 5
FLEE	Fleet
FORE	Forestry
HORT	Horticulture
IPSC	Iroquois Park Sports Centre
MCK	McKinney Centre
MECH	Mechanical Services
OPER	Operations Centre
PARK	Parks (All)
PKEN	Parking Enforcement
PKSG	Parks – Grounds Keeping
PKSM	Parks – Maintenance
PWM	Port Whitby Marina
RDSR	Roads – Rural
RDSU	Roads – Urban
REC	Recreation Programming
STRM	Storm Water
TRAF	Traffic (includes Winter Control)
WAS	Whitby Animal Services
WAST	Waste Management
WSAC	Whitby Seniors Activity Centre

## Reserves and Reserve Funds

Fund accounting used by municipalities, is intended to show that funds have been used for the purpose for which they were obtained. Refer to policy F 390 for more information.

The Town uses three types of funds:

- The current fund underpins the operating budget. All operating revenues go into it and all operating spending is paid from it. The main sources of revenue for the current fund are federal and provincial grants and subsidies, fees and charges, contributions from reserves and the tax levy
- The capital fund is used for capital expenditures. Its main funding sources are debentures, development charge reserve contributions, contributions from other reserves, and federal and provincial grants and subsidies
- The Town also has reserve/reserve funds. They are funded from development charges, user fees, operating surpluses and allocations as directed by Council



### Reserves and Reserve Funds

Reserves are a critical component of the Town’s long range financial plan. The purpose for maintaining reserves is to:

- Provide stability of tax rates in the face of variable and uncontrollable factors (consumption, interest rates, changes in subsidies)
- Provide financing for one-time or short-term requirements without permanently impacting the tax rate
- Make provisions for replacements/acquisitions of assets/infrastructure that are currently being consumed
- Avoid spikes in funding requirements of the capital budget by reducing their reliance on long-term debt borrowings

- Provide a source of internal financing
- Ensure adequate cash flows
- Provide flexibility to manage debt levels and protect the Town's financial position
- Provide for future liabilities incurred in the current year but paid for in the future.

The Town has six major categories of reserves/reserve funds

### **Asset Management Reserves**

Includes the tax based maintenance envelope funding from the operating budget directed to the Asset Management reserve fund (see policy F 040) and the Canada Community Building Fund (formerly the Federal Gas Tax Fund).

### **Growth Reserve Fund**

A tax based reserve fund (see policy F 050) that is utilized to fund the Town's legislated portion of all growth related projects as outlined in the Development Charge Background study.

### **Development Charge Reserve Funds**

A number of obligatory reserve funds that finance the developer's share of capital growth projects as outlined in the Development Charge Background study.

### **Program Reserves**

Program specific reserves and reserve funds that have been allocated for a specific purpose, for example the Arena Reserve, Marina Reserve, Parking Reserve, Future Specified, Donations for Waterfront Benches, and the Election Reserve. These funds are utilized when applicable for both the Operating and Capital budgets. Contributions come from a number of sources including: the tax base, user fees, sale of assets, donations etc.

### **One-Time Reserve Fund**

A discretionary reserve (see Long Term Financing Reserve policy F 040), established to fund one-time items in the Operating and Capital budget in addition to in-year requests approved by Council.

### **Stabilization Reserves**

A group of contingency reserves / reserve funds to finance unforeseen expenditures (see policy F 020), including the Winter Control Contingency Reserve (policy F 060), Insurance Reserve Fund (policy F 160) and Tax Rate Stabilization Reserve.

### Asset Management Reserve Fund Listing

Name	Funding Source	Use	Reference
Asset Management Reserve Fund	Tax based allocation from the operating budget	Capital projects for the purpose of preserving existing asset infrastructure and to prevent costly replacement in the future, or the lifecycle replacement of assets currently in use.	Policy F 040 Council Resolution #262-19
Canada Community Building Reserve Fund	Canada Community Building Fund	Capital Projects as defined in the administrative agreement on the Canada Community Building Fund (formerly the Federal Gas Tax Fund). Currently utilized for asset management related projects, supporting the focus in the gas tax agreement.	Policy F 340 Council Resolution #176-19

### Growth Related Reserve Fund Listing

Name	Funding Source	Use	Reference
Growth Reserve Fund	Tax based allocation from the operating budget	The primary source of the Town's share of growth related capital projects as outlined in the Council approved Development Charge Background Study	Policy F 050 Council Resolution #262-19

### Development Charge Reserve Fund Listing

Name	Funding Source	Use	Reference
DC By-Law Enforcement	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the By-Law Enforcement section of the Development Charge Background Study	By-Law 7748-21

Name	Funding Source	Use	Reference
DC Fire Services	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Fire Services section of the Development Charge Background Study	By-Law 7748-21
DC Development Related Studies	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Development Related Studies section of the Development Charge Background Study	By-Law 7748-21
DC Library	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Library section of the Development Charge Background Study	By-Law 7748-21
DC Non Administrative Operational Facilities	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Non Administrative Operational Facilities section of the previous Development Charge Background Study.	By-Law 7255-17 and 7319-17
DC Operations	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Operations section of the Development Charge Background Study	By-Law 7748-21
DC Parking	Development Charges	The source of DC eligible share of the capital growth related parking projects as outlined in the Parking & By-Law section of the previous Development Charge Background Study	By-Law 7255-17 and 7319-17

Name	Funding Source	Use	Reference
DC Parks & Recreation	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Parks & Recreation section of the Development Charge Background Study	By-Law 7748-21
DC Roads & Related Alternate Route and Related Infrastructure	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Roads & Related – Alternate Route and Related Infrastructure section of the Development Charge Background Study	By-Law 7748-21
DC Roads & Roads Related Town-Wide Infrastructure	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Roads & Roads Related – Town Wide Infrastructure section of the Development Charge Background Study	By-Law 7748-21
DC Stormwater Management	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Storm Water Management section of the Development Charge Background Study	By-Law 7748-21
DC Waste Management	Development Charges	The source of DC eligible share of the capital growth related projects as outlined in the Waste Management section of the Development Charge Background Study	By-Law 7748-21

**Program Reserve and Reserve Fund Listing**

Name	Funding Source	Use	Reference
Arena Reserve	Surcharge collected from arena ice / floor rentals	Arena related infrastructure asset management projects.	Policy F 380 Council Resolution #176-19
Building Permit Reserve Fund	Annual building process operating surpluses	To fund the building process related activities.	Policy F 310 Council Resolution #295-18
Corporate Development Reserve	No current source of funding.	To fund projects related to corporate governance, improving efficiency / effectiveness or other special projects.	Policy F 400 Council Resolution #262-19
Dedications Reserve	Donations	Trees, park benches & commemorative plaques for the remembrance of deceased residents.	MS 1070 Council Resolution #185-11
Employee Related Benefits Reserve Fund	No current source of funding.	Fully committed reserve fund to pay retiree costs as of 2013.	N/A
Engineering Development Fee Reserve	Annual development engineering operating surpluses.	To fund the development engineering process and related activities.	Policy F 440 Council Resolution #99-22
Environmental Guide Reserve	Planning application fees	Design, printing and distribution of environmental guides.	Policy F 320 Council Resolution #300-18

Name	Funding Source	Use	Reference
Façade Grant Reserve	Tax based allocation from the operating budget.	Grant to apply to construction costs to improve and / or restore the visual appearance and integrity of the building fabric or exterior façade within CIP areas for Downtown Whitby & Brooklin.	N/A
Future Specified – Sub Division Contributions	Subdivision Agreement Deposits	To fund the developer’s share of the future capital projects as outlined in the signed agreement.	N/A
Gravel Pit Rehab Reserve	Contributions from operating budget based on usage.	Rehabilitation of the gravel pit	N/A
Groveside Burial Options Reserve Fund	Groveside Cemetery Board’s annual operating surplus.	Funding for the future cost of columbaria.	N/A
Groveside Equipment Reserve Fund	Groveside Cemetery Board’s annual operating surplus.	Managed by Groveside Cemetery Board for replacement of equipment owned by Groveside Cemetery.	N/A
Groveside Future Development Reserve Fund	Groveside Cemetery Board’s annual operating surplus.	Funding for the cost of future site expansion and development at the Groveside Cemetery.	N/A
Harbour Maintenance Reserve	Whitby Harbour Lease with the Whitby Yacht Club	Harbour maintenance and dredging projects	CMS 40-16
Information Technology Reserve	No current source of funding.	Significant technology enhancement projects in areas of asset management, financial systems etc.	Established 2007



Name	Funding Source	Use	Reference
Lynde Shores Reserve Fund	No current source of funding.	Cost of monitoring lands in the Lynde Shores area	Agreement between Town of Whitby & CLOCA. Est 1998
Marina Reserve Fund	Marina operating surplus	Capital requirements of the Port Whitby Marina and annual debt repayments.	Policy F 370 Council Resolution #176-19
Mayor's Community Development Reserve	Surplus from the Mayor's fundraising events (i.e. Golf Tournament & Fundraiser)	Financial assistance for community groups and individuals within Whitby to help them undertake initiatives benefiting the community.	Policy F 070 Council Resolution #336-15
Municipal Election Reserve	Tax based allocation from the operating budget	To fund municipal elections held every 4 years.	N/A
Parking Reserve Fund	Parking Operating Surplus.	Capital requirements of parking facilities	Policy F 360 Council Resolution #176-19
Parks Cash in Lieu Reserve Fund	Cash in lieu of parkland as per Planning Act	For the acquisition of land to be used for park or other public recreational purposes including the erection, improvement or repair of buildings, and the acquisition of machinery for park or other public recreational purposes.	Policy F 350 Council Resolution #176-19
Performing Arts Community Development Fund	Proceeds from the 2008-2012 Mayor's Gala	Advancement of arts and cultural activities, programs, events or initiatives in the Town of Whitby.	CMS 16-17

Name	Funding Source	Use	Reference
Planning Development Fee Reserve	Annual development control, design and technical services operating surpluses	To fund the development planning process and related activities.	FS 450 Council Resolution #99-22
Road Infrastructure Repair Reserve	Permit application fees, infrastructure / road damage fee and road occupancy permit fees	Repair of infrastructure damage caused by large fill operations, and damage along roads resulting from work completed by utility providers.	CS 52-18
Roadwatch Reserve	Donations or transfers from the operating budget or program savings	Administering costs of the Road Watch program which is a community based initiative through which residents can notify police of acts of unsafe or aggressive driving.	N/A
Seniors Centre Transportation Reserve Fund	Donations	To offset the replacement cost of the Senior's Centre transportation vehicle.	N/A
Seniors Committee Reserve Fund	Donations to the Senior Centre	Projects approved by the Senior's Advisory Board	N/A
Tree Planting Reserve	Planning application fees	To fund the operating and capital costs of additional tree planting or lifecycle replacement of trees on Town of Whitby property or on public road right-of-way.	F 330 Council Resolution #300-18
Town Property Reserve Fund	Proceeds of sale from Town lands	Land purchases not funded from any other source	Policy F 300 Council Resolution #302-18

Name	Funding Source	Use	Reference
Whitby Library Fundraising Reserve Fund	Donations	Donations towards the capital costs of any new library project.	N/A
Whitby Public Library	No current source of funding	Contingency reserve for one time costs related to the Whitby Public Library	N/A
Whitby Soccer Dome Reserve Fund	Annual Whitby Iroquois Soccer Club contribution	Infrastructure renewal requirements for the soccer dome as outlined in the signed agreement.	N/A
Whitby Station Gallery Reserve	No current source of funding	Contingency reserve for one-time costs related to the Station Gallery	Established 2007
Zero Carbon Revolving Reserve Fund	Climate change incentives; operating budget savings; external grants, sponsorships; dedicated user fees; tax-based contributions	To manage funds reserved for approved eligible capital projects / expenditures which support the Zero Carbon Whitby Plan.	F 460 Council Resolution #192-22

**One-Time Reserve Listing**

Name	Funding Source	Use	Reference
Long Term Finance Reserve	Operating Surplus as per the Disposition of Operating Surplus Policy or one-time contributions approved by Council	Approved one-time or non-recurring items in the Operating Budget and any approved Capital expenditures and long term debt payments approved by Council	Policy F 030 Council Resolution #262-19

### Stabilization Reserve and Reserve Fund Listing

Name	Funding Source	Use	Reference
Bad Debt Allowance Reserve	No current source of funding.	Fund unexpected bad debts that result from uncollectable receivables	Policy F 020 Council Resolution #313-13
Contingencies Reserve	Operating Surplus / Disposition of Operating Surplus Policy	Unbudgeted weather related costs (wind storms, flooding, etc.), legal costs, assessment appeals, tax write-offs, or impacts resulting from short term economic conditions.	Policy F 020 Council Resolution #313-13
Insurance Reserve Fund	Operating surplus in insurance related accounts	Funding deductibles, claims, actuarial review and unanticipated premium increases in excess of the annual budget or any insurance related expenditure as approved by Council.	Policy F 160
Tax Rate Stabilization Reserve	No current source of funding.	Funding expenditures that would otherwise be financed from the tax base as approved by Council.	N/A
Winter Control Reserve	Surplus in Winter control accounts (excluding wage related)	Greater than budgeted winter control expenses.	Policy F 020 Council Resolution #313-13
Working Funds Reserve	No current source of funding.	Working funds to reduce or eliminate interest costs on temporary borrowing pending receipt of revenues such as taxes or grants	N/A

Name	Funding Source	Use	Reference
WSIB / NEER Reserve Fund	WSIB / NEER refunds	Funding unbudgeted WSIB expenditures that may arise as a result of surcharges or phase in significant WSIB premium rates increases and for expenditures related to the purpose of improving the Town's health and safety programs.	Policy F 240

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# Statement of Guiding Financial Planning Principles

These principles guide the development of financial planning policies to ensure the policies will:

- incorporate a long term perspective
- establish linkages to broad organization goals
- focus budget decisions on results and outcomes
- involve and promote effective communication with stakeholders
- promote government management to improve program efficiency and effectiveness

## Related Processes

The suite of financial planning policies guides the development of the Town's financial plan for the provision of services and capital assets. This financial plan is the outcome of various other planning activities including:

1. Strategic Planning Process - establish broad goals that provide overall direction and serve as a basis for decision making
2. Business Plans - develop specific policies, plans, programs and strategies to define how we achieve the long term goals - Corporate Business Plan --> Departmental Business Plans --> Divisional/Section Business Plans --> Individual goals & objectives
3. Financial Plan - develop and adopt a budget that moves toward achievement of goals within the constraints of available resources
4. Reporting & Evaluation Process - program and financial performance should be continually measured & evaluated, and adjustments made, to encourage progress toward achieving goals.

# Long Term Planning Framework

## Governance

### Community Strategic Plan

Vision, Mission and Goals & Objectives

#### Other Guiding Principles

(Council priorities, social principles, environmental sustainability, economic development, revenue diversity etc.)\*

#### Guiding Financial Principles

(Long term perspective, linkage to organizational goals, focus on results and outcomes, incentives for cost efficiency, and promoting communication with stakeholders)

### Corporate Strategic Plan

Vision, Mission and Goals & Objectives\*

#### Non-Financial Plans, Policies & Directives

Examples include:

- Business Plan
- Official Plan
- Master Plans
- Service Standards\*
- Sustainability Policy\*

### Long Range Financial Plan

And

### Financial Planning Policies

## Implementation

Departmental Work Plans\*  
(Goals & Obj.)

Departmental Work Plans  
(Review of demographic changes, impact of growth, community input, economic environment, legislative changes, impact of prior and in-year decisions, etc.)

Multi Year Financial Plan\*

BUDGET PROCESS

Operating Budget

Capital Budget

Annual Report

Performance Measures

MONITORING, CONTROLS & COMMUNICATION

Quarterly Forecasts

Quarterly Actuals\*

Council Reports

Review Strat. Plans and Policies each Council Term\*

Public Input, Feedback, Review and Evaluation of new Information



# Town of Whitby Policy

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<b>Policy Title:</b>	Annual Capital Budget and Capital Forecast Policy
<b>Policy Number:</b>	F 150
<b>Reference:</b>	
<b>Date Approved:</b>	September 30, 2015
<b>Date Revised:</b>	October 28, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Planning, Corporate Services Division

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## Policy Statement

The Corporation of the Town of Whitby (Town) is committed to accountable and fiscally responsible financial management. Decisions made with regards to the Capital Budget and Capital Forecast are consistent with the goals set out by Council, the Corporate Strategic Plan and the Corporate Business Plan and ensure that budget plans respond to changing needs and are fiscally responsible.

## Purpose

The purpose of this policy is to:

- Enable staff and Council to make informed choices about the capital related provisions towards programs and services the Town offers.
- Ensure that evidence based decisions are used to determine how the corporate resources are allocated to programs and services.
- Ensure that the Capital Budget and Capital Forecast are aligned with the Corporate Business Plan, annual Department Work Plans, MAMP, Growth Plan, and other approved master plans and consistent with the Corporate Strategic Plan in order to facilitate good long term financial planning.
- Ensure existing infrastructure is maintained in an efficient and effective manner and that new assets are well planned for in accordance with the MAMP and governing legislation.
- Promote community input and stakeholder participation in the budget process.

## Scope

This policy applies to all Town programs, services, boards and agencies.

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## 1. Definitions

- 1.1. **Annual Budget / Current Budget** mean the Operating Budget and the Capital Budget for a single fiscal year.
- 1.2. **Asset Management Related Project** means a Capital Project for lifecycle replacement or repair that extends the life of a fixed asset for PSAB purposes and or a Capital Expenditure that supports the infrastructure but does not directly impact the lifecycle of a specific fixed asset (i.e. inspection).
- 1.3. **Balance / Balanced Budget** means a) for all reserve and reserve funds, the projected uncommitted balances are within the minimum threshold limits as defined by the reserve and reserve fund policies (if applicable), and/or, b) including recommended financing strategies i.e. the issuance of long term debt, projected future revenue and Expenditures and recommended annual tax based increases to the reserve / reserve fund (if applicable), the projected uncommitted reserve and reserve fund balances remain positive.
- 1.4. **Capital Budget** means the plan for Expenditures and financing sources to complete Capital Projects or Capital Expenditures, approved in either an Annual Budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.5. **Capital Expenditure** is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.6. **Capital Forecast** means the forecasted plan for Expenditures and financing sources to complete Capital Projects or Capital Expenditures presented in the Annual Budget. Typically this forecast is nine years (Capital Budget and nine years Capital Forecast).
- 1.7. **Capital Project** means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.8. **Council** means the Mayor and members of Council for the Town of Whitby.
- 1.9. **Expenditures / Gross Expenditures** means the total costs paid / incurred for a project and does not net off external recoveries
- 1.10. **GAAP** means Generally Accepted Accounting Principles.
- 1.11. **Growth Plan** means all growth related studies undertaken by the municipality including but not limited to the Development Charge Background Study as

identified in the Development Charges Act and the Community Benefits Strategy as identified in the Planning Act.

- 1.12. **Growth Related Project** means a Capital Project or Capital Expenditure required to plan for future growth in the Town of Whitby and / or maintain existing service levels as the Town's population grows.
- 1.13. **MAMP** means the Municipal Asset Management Plan for the Town of Whitby that is updated annually.
- 1.14. **Operating Budget** means the annual Council approved plan for Expenditures, revenues, staffing levels and service levels for operations of the Town taking place from January 1<sup>st</sup> to December 31<sup>st</sup> in a given year.
- 1.15. **PSAB** means Public Sector Accounting Board.
- 1.16. **Program** means a service area of the Town (i.e. Arena, Parking, etc.).
- 1.17. **Strategic Initiatives / Community Enhancement Related Projects** include projects not included in the Asset Management or Growth Related definitions. It could include service level changes and strategic initiatives of Council.
- 1.18. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## 2. Responsibilities

- 2.1. Council has the responsibility as provided under the Municipal Act to approve funding Capital Projects and Capital Expenditures in the Annual Budget.
- 2.2. The Treasurer has the responsibility of:
  - Bringing forward each year a budget calendar that defines the timeline for the Annual Budget preparation and approval, including major milestone deliverables for all parties involved.
  - Providing authorization or recommendation under section 8 of this policy during the capital decision process.
  - Providing authorization or recommendation under section 9 of this policy during the Capital Budget and Capital Forecast review.
- 2.3. The Senior Leadership Team has the responsibility of:
  - Providing recommendations under section 8 of this policy during the capital decision process.
  - Presenting their annual work plan and recommended Annual Budget under section 11 of this policy during the public presentations of the budget and approval.

2.4. Commissioners, Directors and Managers have the responsibility of:

- Ensuring the staff submitted Capital Budget and Capital Forecast projects / Expenditures reflects the corporate needs identified in the Corporate Business Plan, Corporate Strategic Plan, MAMP and Growth Plan.
- Ensuring that all budgetary requests are priced based on best known information and in current year dollars (including all years in the Capital Forecast)
- Completing all processes outlined in the Annual Budget calendar (section 5) of this policy in a timely fashion.
- Providing the required / recommended information for the program detail sheet(s) as outlined in Budget Form (section 7) of this policy.

### 3. Budget Principles and Strategies

3.1. The success of the Town's budget process rests on a solid foundation of budget principles. The Town will maximize program efficiencies while maintaining program effectiveness by focussing on results and outcomes. The principles and strategies that the Town utilizes in making decisions related to short and long term capital budgeting/forecasting include:

- 3.1.1. **Strategic Plans** – the Corporate Strategic Plan, Official Plan, MAMP, Growth Plan and various master plans serve as the guiding documents under which all Town initiatives are aligned. The Capital Budget and Capital Forecast will align and support these plans.
- 3.1.2. **Sustainability** – the Town's Capital Budget and Capital Forecast incorporates a long-term perspective and should be affordable today and in the future. Annual Budgets ensure that programs and services valued by Whitby residents continue to be offered in an efficient and sustainable manner. The use of one-time revenues shall not be incorporated into the Town's base budget and revenue diversification should be maximized. Budget plans will ensure existing infrastructure is maintained and that growth is well planned for.
- 3.1.3. **Affordability** – innovative service delivery strategies and available financing tools will be explored when balancing the Capital Budget and Capital Forecast to minimize the financial impact of rising costs, growth and expanding services to ensure that current and future tax rates are maintained at manageable levels.
- 3.1.4. **Interdependency** – the Capital Budget and Capital Forecast must be reviewed with a coordinated corporate effort as Expenditures and financing decisions will impact future Operating Budgets for the organization. Debt repayment levels must be managed in accordance with the Debt Management Policy and reserve and reserve fund

requirements need to be well planned to maintain adequate fiscal capacity.

- 3.1.5. **Multi-Year Budgets** – a ten year Capital Budget and Capital Forecast will developed for Capital Projects and Capital Expenditures according to an approved procedure/guideline, Corporate Business Plan, Corporate Strategic Plan, MAMP and Growth Plan.
- 3.1.6. **Fiscal Capacity** – fiscal capacity will be built into budget plans through long range financial planning, the debt management policy and reserve / reserve fund polices with the goal of maintaining a strong financial position by considering long term flexibility, reduced financial risk exposure and compliance with statutory requirements. Debt financing will be utilized as outlined in the Debt Management Policy for Capital Projects and Capital Expenditures that benefit new and existing residents over an extended period of time.
- 3.1.7. **Community Engagement** – the budget process will provide opportunity for community input consistent with Council goals for public involvement and statutory requirements.

#### **4. Budget Timing and Approval**

- 4.1. Except as otherwise provided in the Capital Budget Monitoring and Control Policy, Council has the sole authority for approving the Capital Budget.
- 4.2. The Annual Budget will be approved on or before the 1<sup>st</sup> day of March in the current fiscal year

#### **5. Annual Budget Calendar**

- 5.1. The Treasurer or their designate shall bring forward each year a budget calendar which will be developed and approved by Council. It will define the timeline for the Annual Budget preparation and approval, including major milestone deliverables for all parties involved.
- 5.2. Commissioners, Directors and Managers have the responsibility for completing all component processes in accordance with the dates set out in the calendar.

#### **6. Balanced Budget and Forecast**

- 6.1. The Capital Budget for the current year will be balanced and fully funded in accordance with all legislated requirements, Town policies, PSAB requirements and GAAP principles.
- 6.2. The first five years of the Capital Forecast will be balanced and fully funded and the Town will strive to balance and fully fund the remaining years of the Capital Forecast, in accordance with all legislated requirements, Town policies, PSAB requirements and GAAP principles.



## **7. Budget Form**

- 7.1. The Capital Budget and Capital Forecast will be prepared annually and will serve as the resource allocation process for items of a capital nature.
- 7.2. Budgets shall be prepared and approved on the basis of Asset Management Related Projects, Growth Related Projects and Strategic Initiatives / Community Enhancements Projects.
- 7.3. The Capital Budget and Capital Forecast shall be a corporate budget and budget sections shall be divided into like assets (i.e. Parks, Roads, Fleet, etc.)
- 7.4. The Capital Budget and Capital Forecast should identify future Operating Budget impacts related to the Capital Programs as a whole.
- 7.5. The Capital Budget and Capital Forecast sections shall be further divided into Capital Programs, major projects etc. (parent projects) with a number of individual Capital Projects and Capital Expenditures included under the parent.
- 7.6. Each parent project shall include a program detail sheet which includes:
  - Detailed program description (type of project, rationale, timing) and
  - Gross Expenditures and sources of financing, and
  - Project / program classification (asset management, growth related, strategic initiative, combination).
- 7.7. Each program detail sheet may also be required to include (but is not limited to):
  - Asset management information,
  - The relationship to the Council Goals, Corporate Strategic Plan, Corporate Business Plan or the Annual Work Plan(s).
  - Any dependencies on other Capital Projects, Capital Expenditures or Capital Programs.
  - The duration of the project.

## **8. Capital Decision Process**

- 8.1. The Treasurer upon consultation with the CAO and the Senior Leadership Team may approve to include in the Capital Budget and Capital Forecast as part of the whole capital program for Council's consideration.
  - Asset Management Related Projects with a significant scope change, Gross Expenditure increase or timing advancement.

- Growth Related Projects that a) have not been included in the most recent Growth Plan or b) have had a significant scope change, Gross Expenditure increase or timing advancement.
  - Council approved Strategic Initiatives / Community Enhancements with additional Capital Budget requests.
- 8.2. The Treasurer upon consultation with the CAO and the Senior Leadership Team may include in the decision section of the Annual Budget for Council's individual consideration and approval.
- New Strategic Initiatives / Community Enhancements not previously approved in a prior year's Annual Budget.

## **9. Capital Budget and Capital Forecast Review**

- 9.1. To ensure the submitted budget is in line with Council Goals, the Corporate Strategic Plan, the Corporate Business Plan, governing legislation and corporate policy, the following internal reviews shall occur.
- The Capital Budget and Capital Forecast shall first be reviewed by the Treasurer or their designate to determine the initial funding requirements.
  - Each budget section will then be reviewed by a multi-department review committee to strive to bring the Capital Budget and Capital Forecast into balance.
  - The CAO and Senior Management Team will then review the Capital Budget and Capital Forecast to ensure it is in line with all the budgetary principles and strategies, and if necessary, bring the Capital Budget and Capital Forecast into balance.
  - Prior to the publishing of the recommended Annual Budget, the Treasurer or their designate will provide a final review to ensure all funding recommendations follow Town policy and legislative requirements.
  - The recommended Annual Budget is then reviewed by the public and Council prior to approval.

## **10. Recommended Capital Budget and Capital Forecast**

- 10.1. The recommended budget shall be provided to Council and made publically available at least one week prior to the public meeting.

## **11. Public Presentations of the Budget and Approval**

11.1. The Senior Leadership Team or their designate(s) will present their annual work plan and recommended Annual Budget at a public meeting and at a Committee of the Whole meeting prior to Council approval.

**12. Related Policies / Procedures**

12.1. Debt Management Policy (F 290)

12.2. Capital Budget Management and Control Policy (F 170)

12.3. Reserve and Reserve Fund Policy (F 390)

**This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Capital Budget Management and Control Policy
<b>Policy Number:</b>	F 170
<b>Reference:</b>	
<b>Date Approved:</b>	September 30, 2015
<b>Date Revised:</b>	October 28, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Planning, Corporate Services Division

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## Policy Statement

The Corporation of the Town of Whitby (Town) is committed to responsible financial management of spending, revenue generating and program delivery within approved budgets and staff complements to ensure that the integrity of the municipality is maintained in accordance with the Municipal Act.

## Purpose

The purpose of this policy is:

- To ensure that Council approved Capital Budgets and priorities reflected therein are implemented as intended by Council;
- To recognize that Department Managers / Directors/ Commissioners are accountable to the Treasurer, the Chief Administrative Officer (CAO) and Council for their spending, and service delivery performance against budget approvals;
- To outline the financial management policies of the Town related to Capital Budgets;
- To ensure that Council is informed of the status of the Capital Budget and any factors of risks that may impact the budget;
- To provide an element of flexibility to respond to evolving circumstances;
- To define the roles and responsibilities related to the Capital Budget control process;
- To outline the principles governing capital funding decisions outside the Annual Budget process.

## Scope

This policy applies to all staff responsible for budget management and all town agencies, boards, programs and services. The procurement or acquisitions of goods and services utilizing budget must also follow the Purchasing (Procurement) policy.

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## 1. Definitions

- 1.1. **Annual Budget / Current Budget** mean the Operating budget and the Capital Budget for a single fiscal year.
- 1.2. **Capital Budget** means the plan for Expenditures and financing sources to complete Capital Projects or Capital Expenditures, approved in either an Annual Budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.3. **Capital Expenditure** is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the Expenditure has a benefit lasting more than one year.
- 1.4. **Capital Forecast** means the forecasted plan for Expenditures and financing sources to complete Capital Projects or Capital Expenditures presented in the Annual Budget. Typically this forecast is nine years (Capital Budget and nine years Capital Forecast).
- 1.5. **Capital Program** means a collection of similar Capital Projects / Capital Expenditures that are summarized at a service area level for reporting purposes.
- 1.6. **Capital Project** means any Expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.7. **Commitment** means a contractual obligation usually involving a purchasing document or legal agreement for the purchase of goods, services or construction, including the execution of any document evidencing the obligation. Any commitment must follow the Purchasing Policy.
- 1.8. **Council** means the Mayor and members of Council for the Town of Whitby.
- 1.9. **Department** means a major organizational unit made up of one or more Divisions and headed by a Commissioner.
- 1.10. **Division** means an organizational unit within a Department made up of more than one business unit and headed by a director or manager.
- 1.11. **Emergency** means the emergency procurement as defined in the Purchasing Policy; an event that occurs that is determined to be an imminent threat to public health, essential Town services, welfare of persons or of public property, protection of the Town's physical assets, or the security of the Town's interests or financial liabilities arising from unexpected conditions that could not have been reasonably known, and such occurrence requires the

immediate delivery of goods or service in order to mitigate further damage; or as amended.

- 1.12. **Expenditures / Gross Expenditures** means the total costs paid / incurred for a project and does not net off external recoveries.
- 1.13. **Financial Planning** means the employee(s) within Corporate Services / Financial Planning Division responsible for the budgetary and long range financial planning processes.
- 1.14. **Financial Report** means the summary of financial activities related to the operation of the Town of Whitby provided to Council by the Treasurer.
- 1.15. **Program** means a service area of the Town (i.e. Arena, Parking, etc.).
- 1.16. **Significant** means any Capital Projects or Capital Expenditures with projected Gross Expenditure variances greater than 10% or \$10,000 (whichever is less) of the Council approved budget and any new Capital Projects or Capital Expenditures with Gross Expenditures approved under this policy.
- 1.17. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.
- 1.18. **Urgent** means any unplanned situation / project deemed important to the Corporation, where quick action is required and must be commenced in the current fiscal year.

## 2. Responsibilities

- 2.1. Council has the responsibility to approve funding to Capital Projects or Capital Expenditures.
- 2.2. The Chief Administrator (CAO) has the responsibility to provide Capital Budget authority as defined in the policy.
- 2.3. The Treasurer has the responsibility to provide Capital Budget authority as defined in the policy and to bring forward all reporting requirements outlined in the policy.
- 2.4. The Commissioner has the responsibility to provide Capital Budget authority as defined in the policy and to manage the approved spending authority as defined in the policy.
- 2.5. Department Managers / Directors have the responsibility to manage the approved spending authority as defined in the policy.

- 2.6. Financial Planning has the responsibility to provide to the Treasurer the required reporting requirements as outlined in the policy and to assist with the management of the approved spending authority as defined in the policy.
- 2.7. Town Staff has the responsibility of following the approved spending authority as defined in the policy.

### 3. Sole Authority

- 3.1. Except as otherwise provided in this policy, Council has the sole authority for approving funding to Capital Projects and Capital Expenditures.

### 4. Interim Capital Budget Authority

- 4.1. Prior to the adoption of the Annual Budget, spending shall be limited as set out in this policy.
- 4.2. Until the current year's Capital Budget for the Town is approved by Council, a Commissioner / Director / Department Manager is authorized to make spending Commitments only to an ongoing Capital Projects or Capital Expenditures approved by Council.

### 5. Capital Budget Authority

- 5.1. The Capital Budget approved by Council establishes the scope, funding and spending authority for each Capital Project and Capital Expenditure listed in the Capital Budget document.
- 5.2. Directors / Department Managers do not have the authority to exceed the budget approved for a Capital Project or Capital Expenditure or amend the scope.
- 5.3. Commissioners upon recommendation from a Director / Department Manager, may authorize additional Gross Expenditures where the estimated costs for a Capital Project or Capital Expenditure increase to the extent that they exceed the Council approved budget, by an amount **not exceeding the lessor of 10% of the Council approved budget, or \$100,000**. The Treasurer and Financial Planning must be notified of the projected over-expenditure and is authorized to pay such excess, provided that:
  - This policy is otherwise complied with;
  - The additional Gross Expenditures relate to an ongoing Capital Project / Capital Expenditure approved in an Annual Budget or Report to Council.
  - The notification is provided prior to the purchase / expense being incurred / committed by the Town.
  - The Treasurer shall determine an appropriate funding source.



- The over-expenditure must be included in the next Capital Budget Financial Report to Council.
- 5.4. The Treasurer or their designate upon recommendation from a Commissioner may authorize additional Gross Expenditures where the estimated costs for a Capital Project or Capital Expenditure increase to the extent that they exceed the Council approved budget, by an amount **not exceeding \$200,000**. The Treasurer is authorized to pay such excess, provided that:
- This policy is otherwise complied with;
  - The additional Gross Expenditures relate to an ongoing Capital Project / Capital Expenditure approved in an Annual Budget or Report to Council.
  - The Treasurer shall determine an appropriate funding source.
  - Any additional Gross Expenditures in excess of 10% of the Council approved budget shall be reported to the CAO monthly.
  - The over-expenditure must be included in the next Capital Budget Financial Report to Council.
- 5.5. The Treasurer with the concurrence of the CAO may authorize additional Gross Expenditures where the estimated costs for a Capital Project or Capital Expenditure increase to the extent that they exceed the Council approved budget, by an amount **not exceeding \$350,000**. The Treasurer is authorized to pay such excess, provided that:
- This policy is otherwise complied with;
  - The additional Gross Expenditures relate to an ongoing Capital Project / Capital Expenditure approved in an Annual Budget or Report to Council
  - The Treasurer shall determine an appropriate funding source.
  - The over-expenditure must be included in the next Capital Budget Financial Report to Council.
- 5.6. If the costs for a Capital Project / Capital Expenditure exceed the Council approved budget by **more than \$350,000**, Council approval must be obtained. The Treasurer shall determine an appropriate funding source.
- 5.7. For any unbudgeted / unanticipated Capital Projects or Capital Expenditures requiring budget, the Treasurer upon recommendation of a Commissioner may authorize Gross Expenditures based on the following conditions:
- The project must be deemed an Emergency or Urgent as defined in this policy.
  - The Treasurer shall determine an appropriate funding source.

- For Emergency projects:
    - The Commissioner has authority to address the immediate emergency.
    - The Commissioner must notify the Treasurer within 24 hours.
    - The Treasurer or their designate can authorize the required budget and determine the appropriate funding source.
    - Communication to Council in a format determined by the Clerk, Treasurer and CAO, is required for all Gross Expenditures over \$100,000
  - For Urgent Projects:
    - The Urgent project cannot be initiated without prior approval.
    - The Treasurer, upon recommendation of the Commissioner is authorized to approve Gross Expenditures up to \$50,000.
    - The CAO, upon recommendation of the Treasurer must also authorize for any Gross Expenditures over \$50,000.
    - Council approval must be obtained for all Urgent projects with projected Gross Expenditures over \$100,000.
  - Council approval is required for all unanticipated projects (including the projected Gross Expenditures) that do not meet the definition of Emergency or Urgent.
  - All unanticipated projects including their projected Gross Expenditures must be included in the next Capital Budget Financial Report to Council.
  - The procurement or acquisition of any goods and services must be done in accordance with the Purchasing (Procurement) Policy.
- 5.8. For multiple Capital Projects or Capital Expenditures that are grouped together during the purchasing process (i.e. Tender, RFP), this Capital Program group will be treated as a single Capital Project or single Capital Expenditure for the sake of all monetary change limits established in this policy.
- 5.9. For any joint capital works with the Region of Durham or other external partners, where the Town is the lead on the purchasing process, construction and payments for the project; the Treasurer upon recommendation of a Commissioner **and** the external partner, can establish a Capital Project or Capital Expenditure for payment processing purposes. All costs are to be invoiced and recovered 100% from the partner. The budget for this project / expense can be adjusted as required if authorized by the Commissioner,

Treasurer and the external partner. The external partner must provide all authorizations in writing.

5.10. Capital Projects and Capital Expenditures will be closed based on any of the following criteria:

- The project manager notifies Financial Planning that the project or Expenditure is complete;
- Approval of the CAO in consultation with the Treasurer is required for the continuation of a Capital Project or Capital Expenditure that meets any of the following criteria for closure and is requested to remain open by the Director / Department Manager.
  - Capital Projects or Capital Expenditures having less than 5% of budget remaining and no financial activity for a period of 12 months will be deemed by Financial Planning to be completed.
  - Capital Projects or Capital Expenditures that have had no financial activity within 18 months of approval will be recommended to be closed by Financial Planning. These Projects or Expenditures can be re-budgeted in a future Capital Forecast if work needs to be completed in the future.
- Except where a Capital Project or Capital Expenditure has been financed through the issuance of debentures; any unspent funds in any Capital Project or Capital Expenditure that is complete will be returned to the originating reserve or reserve fund upon closure.

## **6. Variance Reporting and Risk Identification**

6.1. Council shall be informed on a timely basis on financial matters and will receive at minimum, three Financial Reports from Financial Planning throughout the year which will include updates on the following matters.

- Any Significant variances between Council approved budget and projected Gross Expenditures for Capital Projects / Capital Expenditures.
- Projected uncommitted reserve/reserve fund balances and any material variances to planned contributions or Expenditures.
- Projected outstanding debt principal and projected new debt to be issued in the year.

## **7. Related Policies / Procedures**

7.1. Debt Management Policy (F 290)

7.2. Purchasing Policy (F 080)

7.3. Reserve / Reserve Fund Policy (F 390)

7.4. Annual Capital Budget & Forecast Policy (F 150)

**This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Debt Management Policy
<b>Policy Number:</b>	F 290
<b>Reference:</b>	Council Resolution #190-18
<b>Date Approved:</b>	June 4, 2018
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

A policy governing the use and administration of debt.

## Purpose

This policy establishes principles, objectives, authorized financial instruments, reporting requirements and responsibilities for the prudent debt financing of the Corporation's operating and infrastructure needs.

## Scope

This policy applies to the management of all existing debt and the issuance of all future debt of the Town of Whitby.

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## 1 Definitions

**“Approved Annual Budget”** means the annual operating budget adopted by Council which is the basis for any tax-rate change in a single fiscal year.

**“Approved Capital Budget”** means the budget estimate for capital project(s) and or capital program(s) that has been adopted by Council and is the level at which Council approves funding.

**“Annual Debt Financing Charges”** means the estimated amount of operating budget funds, in a respective year’s Approved Annual Budget, required to meet the year’s share of mandatory payments in respect of outstanding Debentures, i.e. principal and interest payments.

**“Annual Debt Repayment Limit”** is an internal limit set by this policy for financial sustainability purposes and based on recommended best practices.

**“Annual Repayment Limit”** for the purpose of this Policy it has the same meaning as the Debt and Financial Obligation Limit.

**“Bank Loan”** means a loan between the Town and a bank listed in Schedule I, II or III of the Bank Act (Canada), a loan corporation registered under the Loan and Trust Corporations Act or a credit union to which the Credit Unions and Liaison Popularise Act, 1994 applies.

**“Capital Financing”** is a generic term for the financing of capital assets using reserve and reserve fund contributions, and debt.

**“Debenture”** is a formal written obligation to repay specific sums on certain dates. In the case of a municipality, debentures are typically unsecured.

**“Debt”** is any obligation for the repayment of money. For Ontario municipalities, long term debt normally consists of debentures; short-term debt normally consists of notes or loans from financial institutions. Inter-fund borrowing, and debentures issued to Infrastructure Ontario are also considered to be debt.

**“Debt and Financial Obligation Limit”** is a calculation provided annually to a municipality by the Ministry of Municipal Affairs and Housing that determines the maximum amount of additional annual debt servicing costs that a municipality can undertake or guarantee without seeking approval of the Ontario Municipal Board.

**“Development Charges”** means those charges imposed under the Town’s Development Charge By-Law 7255-17 and 7319-17 or as amended.

**“FIR”** is the abbreviation for the Financial Information Return provided by municipalities to the Ministry of Municipal Affairs and Housing annually. The Ministry of Municipal Affairs and Housing collects financial and statistical information on Municipalities using a standard document comprised of a number of schedules.

**“Infrastructure Ontario (IO)”** or its successor organization is any entity established by the Province of Ontario to provide Ontario Municipalities, universities and hospitals access to alternative financing and procurement service and to longer-term fixed rate loans for the building and renewal of public infrastructure.

**“Inter-fund Borrowing”**, under which financial resources are transferred internally from one fund to another with the express purpose to repay the loan plus applicable interest.

**“Long Range Financial Plan (LRFP)”** models the long term capital and operating budget impacts as identified in the Council approved studies (i.e. Asset Management Plans, Development Charge Background Study), master plans and Council report recommendations, with the estimated future revenue of the Corporation to project the annual tax rate required to construct, operate and maintain the current 10 year forecast.

**“Long Term Borrowing/Long Term Debt”**, is defined as borrowing for a term greater than a year. Long term borrowing is permissible for capital projects.

**“Net Revenue”** is the base number that is used to calculate the Provincial and Policy debt limit. The Provincial limit is set at 25% of net revenue which is defined in the FIR.

**“Short Term Borrowing/Short Term Debt”**, is defined as borrowing for one year or less.

**“Reserve(s)”** means a fund that may be for a specific purpose but is considered discretionary in nature. Interest is not earned on those investments.

**“Reserve Fund(s)”** means a fund that is segregated and restricted to meet a specific purpose. Monies set aside for a reserve fund(s) must be deposited into a separate bank account and the interest earned on those investments must be added to the reserve fund(s).

**“Sinking Fund”** means a segregated pool of funds managed by the Region of Durham for which an estimated amount in each year, with interest compounded annually, will be sufficient to pay the principal of the related Sinking Fund Debentures at maturity.

**“Retirement Fund”** means a segregated pool of funds managed by the Region of Durham for a class of Debentures other than a sinking fund or term Debenture. In each year the fund must contain an amount equal to or greater than the amount required for the repayment of the principal of specific Debentures in that year if the principal had been payable in equal annual instalments and the Debentures had been issued for the maximum period authorized by the municipality for the repayment of the Debt for which the Debentures were issued.

## **2 Principles / Objectives**

### **2.1 Philosophy for Debt Issuance**

The capital financing program including the utilization of long term debt will be managed in manner consistent with other long-term planning, financial and management objectives.

Prior to the issuance of any new debentures, consideration will be given to its impact on future ratepayers in order to achieve an appropriate balance between capital financing and other forms of funding.

Council may, where it is deemed to be in the best interest of its taxpayers, approve the issuance of debt for its own purposes.

Debenture practices will be responsive and fair to the needs of both current and future taxpayers and will be reflective of the underlying life cycle and nature of the expenditure.

## **2.2 Primary Objectives of the Debt Program**

The primary objectives for the Corporation's capital financing and debt program, in priority order, shall be;

- Adhere to statutory requirements;
- Ensure long term financial flexibility;
- Limit financial risk exposure; and
- Minimize the long-term cost of financing.

## **2.3 Adhere to Statutory Requirements**

Capital financing utilizing debt may only be undertaken if and when it is in compliance with the relevant sections of the Municipal Act. Requirements include but are not limited to the following

- The term of temporary or short-term borrowing for operating purposes will not exceed the current fiscal year;
- The term of the capital financing will not exceed the lessor of 40 years or the useful life of the underlying asset;
- Long-term debt (borrowing) will only be issued for capital projects;
- Under Section 401 of the Act, the Region of Durham issues long term debentures (including any Infrastructure Ontario loans) for the Town. This includes arranging debenture financing; collection of interest and principal; Act compliance and the administration of Sinking Funds and Retirement Funds.
- Under Section 401 (3.1) of the Act, debentures constitute direct, joint and several obligations of the Region of Durham and its lower-tier Municipalities.

## **2.4 Ensure Long-Term Financial Flexibility**

To the extent possible, regular and/or ongoing capital expenditures and the current portion of future rehabilitation, and replacement costs will be recovered on a "pay as you go" basis through rates, tax levy, user fees and or reserve fund monies. Adequate reserves must be developed and maintained for all capital assets owned by the Corporation to ensure long-term financial flexibility. However, where long-term financing is required, due consideration will be paid to all forms of financing including debentures, and inter-fund borrowing.



## **2.5 Long Term Financial Sustainability and Flexibility**

Some key indicators which will influence the utilization of debt in the approved Capital budget, and which the Corporation will monitor to ensure long-term financial sustainability include (but are not limited to):

- Debt Interest as a % of Net Revenue;
- Debt Charges as a % of Net Revenue (Debt Service Ratio);
- Debt Outstanding per Capita;
- Debt Outstanding per Net Revenue;
- Debt to Reserve Ratio;
- Debt Outstanding as a % of Unweighted Assessment

The Commissioner of Corporate Services / Treasurer will report on these indicators annually during the budget approval process.

## **2.6 Establishment of the Town's Annual Debt Repayment Limit**

The Corporation's debt policy limits the total annual debt repayment costs as a percentage of net revenue to 12%.

Annual debt financing costs for any Development Charges funded debt will be further subject to a limit equal to 25% of the 10 year budget forecast of average annual Development Charges revenues.

To monitor and control the impact of the debt repayment costs on the approved annual budget of any given year, and in consideration of the impact on future taxpayers, the annual approved capital budget will demonstrate a balanced approach amongst all forms of funding, including debt, over a 10 year horizon.

## **2.7 Availability of Debt Capacity for Future Priority Projects**

The Corporation could face the risk in any fiscal year of having insufficient debt capacity to fully execute its capital plan, based on its annual debt repayment policy limit. To manage this risk, the capital plan will show the amount of debt financing that will be required for each project and each year of the plan. Each project will be prioritized by the Senior Leadership Team (SLT) during the budgetary process on the basis of its impact on the Corporation's Long Range Financial Plan and/or the Strategic Plan as approved by Council.

## **2.8 Limit Financial Risk Exposure**

Debt financing will be managed in a manner to limit, where practicable, variations in costs. As a result, it will be the Corporation's normal practice to require that the Region of Durham issue debentures with a fixed interest rate over the issuance term (which eliminates increases in interest costs for the respective debenture issue) and that is only denominated in Canadian dollars (which eliminates exchange rate risk).

## **2.9 Minimize Long-Term Cost of Financing**

Timing, type and term of debt financing for the approved capital budget will be determined in order to minimize the Corporation's overall long-term cost of financing. Typically, shorter term interest rates (five year borrowing rates) are lower than longer term interest rates (twenty year borrowing rates).

In order to minimize interest costs over time:

- In no case, will the term of financing exceed the anticipated useful life of the underlying asset or the maximum term of 40 years, in accordance with the Act.
- In order to minimize the cost of financing, the Corporation can choose a term for the debt that is shorter than the useful life of the capital asset; it is recommended that wherever possible the term of the debt be kept at no more than 20 years.
- In advance of the issuance of a debenture, short-term temporary borrowing for capital projects is allowed. The use of rolling short-term financing may be used for a debt approved capital project.
- Cost reduction factors which influence the timing and type of debt to be considered by the Treasurer or designate include:
  - Timing of costs and revenues related to a project and any offsetting cost savings attributable to a project.
  - The optimal usage of overall cash flows.
  - Capital reserve and reserve fund uncommitted balances vs minimum required balances.

## **3 Types of Borrowing**

### **3.1 Short Term Borrowing**

Short term borrowing is used for:

- To cover a gap in financing for capital projects being financed with long term debt.
- To cover the gap between operating expenditures and the receipt of tax revenues.

Financing of operational needs for a period of less than one (1) year pending the receipt of taxes and other revenues, or interim financing for capital assets pending long-term capital financing may be from one or more of the following sources

- Inter-Fund Borrowing from reserves and reserve funds;
- Bank Loan.

### **3.2 Long-term Borrowing**

Financing of assets for a period of greater than one (1) year, may be from any of the following sources.

- Debt coordinated with the Region of Durham.
- Inter-Fund Borrowing from reserves and reserve funds:
  - This option may be used if deemed cost effective or otherwise necessary. However, reserves and reserve funds are for a defined purpose and must be available when that purpose occurs or requires them.
  - For development charges, borrowing is only permitted between development charge reserve funds.

### **3.3 Inter-Fund Borrowing**

Under some circumstances, one fund will provide financial resources to another fund to support its operations.

Inter-fund borrowing is permitted for cash flow purposes where there is a reasonable expectation that the funds can be repaid.

Long term inter-fund borrowing is permitted for capital projects provided that the lending fund has funds available, that the borrowing will not adversely impact the lending fund's long-term financial condition, and that a specific source of repayment has been identified in the borrowing fund.

Applicable interest rates would match prevailing rates, with the exact rate set by the Treasurer. For long term loans, a repayment schedule must be set however, if possible, accelerated repayment is permitted without penalty.

The Commissioner of Corporate Services / Treasurer is authorized to approve short term inter-fund borrowings for cash flow or other purposes.

## **4 Reporting Requirements**

In addition to any information requested by Council or that the Commissioner of Corporate Services / Treasurer considers appropriate, the following reports will be provided

Annually, the Commissioner of Corporate Services / Treasurer shall submit to Council a report, or reports that:

- Requests authority for temporary borrowing up to a stipulated amount to meet day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year;
- Requests authority, if required, to finance certain capital items detailing for each type of item, the amount and the maximum term of financing;
- As part of the annual budget a Long Term Debt Forecast and Financial Obligation Management Plan to be adopted or affirmed by Council that will contain at least the following elements:
  - Projection for each year over a multi-year period of estimated long term debt and financial obligations payments compared to the annual debt repayment policy limit;
  - A statement indicating the plan is in compliance with this policy.

## 5 Responsibilities

Officers and staff of the Corporation complying with this Policy shall have the necessary authority to carry out the responsibilities and duties identified therein.

### 5.1 Delegation of Authority

The Commissioner of Corporate Services / Treasurer will have the overall responsibility for the capital financing program of the Corporation.

The designated position(s) under the Commissioner of Corporate Services / Treasurer will have responsibility for directing / implementing the activities of the capital financing program and the establishment of procedures consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for capital financing activities. No person shall be permitted to engage in a capital financing activity except as provided for under the terms of this policy. The Commissioner of Corporate Services / Treasurer shall establish a system of controls to regulate the activities of subordinate officials and exercise control over the staff.

In addition, the following specific responsibilities are identified

1. Commissioner of Corporate Services / Treasurer
  - Reviews and recommends the type and term of financing for capital projects and operating requirements;
  - Calculates Financial Obligation Limit for the Corporation as prescribed by the Municipal Act;
  - Coordinates the preparation of debt issue by-laws for Council;
  - May execute and sign documents on behalf of the Corporation and perform all other related acts with respect to the issuance of debt securities, including the payment of principal, interest and other fees.

## 2. Clerk

- The Town Clerk may certify and sign documents on behalf of the Corporation with respect to the issues of debt securities.

### **5.2 Requirements of Outside Advice**

The Corporation's staff will be expected to have sufficient knowledge to prudently evaluate standard financing transactions. However, should in their opinion the appropriate level of knowledge not exist for instances such as capital financing transactions that are unusually complicated or non-standard, or as otherwise directed, outside financial and/or legal advice will be obtained.

**This Policy is hereby approved by Council Resolution #190-18 on this 4<sup>th</sup> day of June, 2018.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Development Charge Annual Installment Payments Policy
<b>Policy Number:</b>	F 410
<b>Reference:</b>	Council Resolution # 109-20
<b>Date Approved:</b>	May 19, 2020
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

A policy governing the installment payments for Town of Whitby development charges as legislated under the Development Charges Act, 1997,

## Purpose

The purpose of this policy is to establish the rules and practices for development charge annual installment payments, as required under section 26.1 of the Development Charges Act, 1997.

This policy establishes the conditions, duration, terms and other requirements in order govern annual installment payments for Town of Whitby development charges.

## Scope

This policy applies to all development as eligible for annual installment payments under section 26.1 of the Development Charges Act, 1997.

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## 1. Definitions

- 1.1. **Act** means the Development Charges Act, 1997, as amended.
- 1.2. **Development Charges** means only the Town of Whitby development charges imposed pursuant to the Development Charge by-law, and does not apply to Region of Durham development charges or school board development charges.
- 1.3. **Institutional Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure intended for the following uses:
- A long term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;
  - A retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
  - A university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario;
  - A college or university affiliated with a university described above;
  - An Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017.
  - A memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion.
  - A hospice to provide end of life care
- 1.4. **Non-Profit Housing Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure intended for use as residential premises by:
- A corporation to which the Not-for Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing.
  - A corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing.
  - A non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.
- 1.5. **Rental Housing Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure with four or more dwelling units all of which are intended for use as rented residential purposes.

## 2. Responsibilities

- 2.1. The Chief Building Official



- At the time of building permit issuance, the Chief Building Official shall provide, and receive and document acknowledgement of the Acknowledgement Letter (sample included in Appendix 1) to the applicant or property owner of development eligible for a development charge annual installments under section 26.1 of the Act.
- Capture, record and report all occupancy permit dates (if applicable) as they apply to development eligible for a development charge installment schedule.

## 2.2. Commissioner of Corporate Services / Treasurer

Administer this policy, including but not limited to:

- Calculating, collecting, managing, monitoring and tracking all development charge installments and installment payment schedules.
- Providing the annual Installment Payment Schedule (sample in Appendix 3), and receiving acknowledgement of the schedule.
- Executing Early Payment Agreements
- Working with Town staff to ensure the policy is administered correctly.

## 2.3. Commissioner of Planning and Development

- Assisting stakeholders during pre-consultation / planning approval meetings in determining eligibility for development charge installment payments under section 26.1 of the Act.
- Provide notice to Treasury and Building of any possible future eligible developments as a result of pre-consultation / planning approval meetings with the developer.
- Report any future change of use applications made under the Planning Act for any existing development charge deferrals / installment payment schedules.

## 3. Legislative Framework

### 3.1. Installment Payments under section 26.1 of the Act and as defined in O.Reg 454/19.

Under subsections 26.1 (1), (2) and (3) of the Act, development charges shall be paid in equal annual instalments, beginning at the earlier of first occupancy or occupancy permit under the Building Code, Act, 1992 for:

- Rental housing development that is not non-profit housing
- Institutional development
- Non-profit housing development

### 3.2. A non-profit housing development shall pay their first payment at occupancy and the following 20 anniversaries after that date (21 equal payments).

- 3.3. With the exception of clause 3.2, all other eligible development shall pay their first payment at occupancy and the following 5 anniversaries after that date (6 equal payments).
- 3.4. All other development shall pay their development charges in full under section 26 of the Act upon the issuance of a building permit unless an early or late payment agreement has been entered into under subsection 27 (1) of the Act.

#### **4. Acknowledgement Letter**

- 4.1. For all eligible development under section 26.1 of the Act an Acknowledgement Letter (sample in Appendix 1) will be provided to the applicant / property owner at the time of building permit issuance outlining the terms of the development charge annual installments as per the Act and Town policy.
  - 4.1.1. Confirmation of receipt of the Development Charge Annual Installment Acknowledgement letter is required by the person responsible to pay development charges prior to the issuance of a building permit.

#### **5. Notice of Occupancy**

- 5.1. Unless the Town of Whitby issues an occupancy permit under the Building Code Act, 1992, the person responsible to pay development charges shall notify the Town of Whitby in writing within five business days of the building first being occupied.
  - 5.1.1. Under subsection 26.1 (6) of the Act, failure to comply with the occupancy notice requirement will result with the development charge including any interest payable becoming payable immediately.

#### **6. Interest on Installments**

- 6.1. Under the Town of Whitby's Development Charge Interest Policy and subsection 26.1 (7) of the Act, interest will be charged on installments, from the date the date the development charge would have been payable in accordance with section 26 of the Act and the Town's Development Charge by-law.

#### **7. Schedule of Installment Payments**

- 7.1. The Town of Whitby will provide an Installment Payment Schedule to the person required to pay development charges once notified of occupancy.

Acknowledgement of the Instalment Payment Schedule and the first installment payment shall be due within 15 days of the Installment Payment Schedule being provided.

It will be the responsibility of the person responsible to pay development charges to provide payment in a prompt and timely manner as per the schedule, no further notification of upcoming payments will be given.

## **8. Approved Community Improvement Plan Applications**

- 8.1. For any eligible development that has also been approved for a development charge grant under a Town of Whitby Community Improvement Plan, the grant shall be applied in full to the amount of development charges owing on the date of building permit issuance.
- 8.2. At occupancy, installment payments shall be calculated as per policy and based on the net amount remaining after the grant is applied plus any applicable interest.

## **9. Early Payment Agreement**

- 9.1. Under section 26.1 of the Act, the development charges shall be paid in equal annual installments for eligible development.
- 9.2. Under section 27 (1) of the Act, an early payment agreement (sample provided in Appendix 2) will be required if the person required to pay development charges chooses to pay the full development charges plus accrued interest owing prior to building permit issuance or at occupancy.
  - 9.2.1. The Treasurer has the authority to issue and execute all early payment agreements.

## **10. Termination of the Installment Schedule**

- 10.1. The remaining balance of all development charges shall be payable within 15 days immediately following the notification / determination of any of these trigger events.
  - Change of use to a development type that is not eligible for a development charge installments under the Act, as of the day the change is made.
  - Sale or transfer of ownership, of the property unless an assumption agreement is entered into.

## **11. Unpaid Development Charges**

- 11.1. If any development charges (including interest) are unpaid, those development charges (including interest) may (at the discretion of the Treasurer) be added to the tax roll and collected in the same manner as taxes, in accordance with section 32 of the Act.
  - 11.1.1. Interest on late payments added to the tax roll shall incur the applicable taxation interest rate.

## **12. Related Policies**

- Development Charge Interest Policy
- Timing of Development Charge Calculation Policy

### **Appendices**

**Appendix 1**      Sample Acknowledgement Letter

**Appendix 2**      Sample Early Payment Agreement

**Appendix 2**      Sample Installment Payment Schedule

**This Policy is hereby approved by Council Resolution #109-20 on this 19<sup>th</sup> day of May, 2020.**

**Sample Acknowledgement Letter** (Section 26.1 of the Development Charges Act) -  
To be provided and acknowledged on/before building permit issuance.

**DATE**

Under the Development Charges Act, 1997 (the Act) section 26.1 and O.Reg 454-19, the development located at **INSERT ADDRESS** (reference building permit # **XXXXXX**), has been identified as:

- Institutional Development
- Non-Profit Housing Development
- Rental Housing Development

As such, the development shall receive a deferral in payment of development charges.

The first annual development charge installment will be due at occupancy with the remainder payable in **INSERT NUMBER** equal annual installments.

Calculation of the Town of Whitby portion of the payable development charges will be based on sections 26, 26.1 and 26.2 of the Act and will follow approved Town policy. Installment payments are subject to interest.

Any applicable Region of Durham or school board development charges will be calculated directly by them.

The person required to pay development charges (owner/developer) shall, unless the Town of Whitby issues an occupancy permit under the Building Code Act, 1992, notify the Town of Whitby in writing within five business days of the first building first being occupied. Notification can be emailed to **INSERT EMAIL ADDRESS**.

A Schedule of Installment Payments will be calculated and provided by the Town upon notification of occupancy,

If the person required to pay development charges wishes to pay on an accelerated payment schedule, an Early Payment Agreement is required under section 27 of the Act.

**Related Town Policies**

- Development Charge Deferral Payments Policy
- Development Charge Interest Policy
- Timing of Development Charge Calculation Policy

**AUTHORIZED TOWN OF WHITBY SIGNATURE**

**TITLE**

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Acknowledgement of receipt of the letter pertaining to eligibility under section 26.1 of the Development Charges Act, 1997 dated INSERT DATE, for the development located at INSERT ADDRESS (reference building permit # XXXXX).

The undersigned as an authorized representative or owner of the property is acknowledging receipt of the letter outlining the eligibility legislative requirements for DC Installment payments under section 26.1 of the Act.

AUTHORIZED REPRESENTATIVE/OWNER SIGNATURE

[REDACTED]

[REDACTED]

ATE

**Early Payment Agreement** (section 27 of the Act)

DATE

This is an early payment agreement between **INSERT NAME** and the Town of Whitby for the payment of development charges under section 27 of the Development Charges Act, 1997 (the Act) for [REDACTED], (reference building permit # [REDACTED]).

The Applicant acknowledges that under section 26.1 of the Act, the property listed above shall pay development charges in equal annual installments with the first payment due upon occupancy. It is the Applicant's desire and commitment to remit the applicable development charges on an alternate / early payment schedule as outlined below



Full payment of applicable development charges on the building permit issuance date calculated as per policy.



Full payment of applicable development charges within 15 days of notice of occupancy calculated as per policy.

**Related Town Policies**

Development Charge Deferral Payments Policy  
Development Charge Interest Policy  
Timing of Development Charge Calculation Policy

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The following payment terms have been deemed acceptable by both parties upon signature of this agreement.

**AUTHORIZED REPRESENTATIVE/OWNER SIGNATURE**

**COMPANY NAME**

**ADDRESS**

**DATE**

**AUTHORIZED TOWN OF WHITBY SIGNATURE**

**TITLE**

**DATE**

**Schedule of Development Charge Installment Payments** - to be provided once notice of occupancy has been received

**DATE**

Notification of occupancy for **INSERT ADDRESS** (reference building permit # **XXXXXX**) was received on **INSERT DATE**. As per section 26.2 of the Development Charges Act, 1997 the first installment of the development charges is now due, with the remainder due in annual installments, refer to the schedule below for the future due dates.

Date	Town of Whitby Amount	Region of Durham Amount	Total DC Installment Due
OCCUPANCY			
Payment 2			
Payment 3			
Payment 4			
Payment 5			
Payment 6			
Total			

The first payment must be received within fifteen days of the date on this letter to avoid any interest penalty. All future payments are due on/before the due date.

Under subsection 26.1 (8) of the Development Charges Act, 1997 unpaid amounts may be added to the tax roll and collected in the same manner as taxes including the applicable interest rate.

Under the approved Town of Whitby Development Charge Deferral Payment Policy, this schedule will serve as the only notice of future due dates for installment payments.

**Related Town Policies**

- Development Charge Deferral Payments Policy
- Development Charge Interest Policy
- Timing of Development Charge Calculation Policy

**AUTHORIZED TOWN OF WHITBY SIGNATURE**

**TITLE**



Acknowledgement of receipt of the Schedule of Development Charge Installment Payments dated INSERT DATE, for the development located at INSERT ADDRESS (reference building permit # XXXXX).

The undersigned as an authorized representative or owner of the property is acknowledging receipt of the letter outlining the Schedule of DC Installment Payments permitted under section 26.1 of the Act.

AUTHORIZED REPRESENTATIVE/OWNER SIGNATURE

COMPANY NAME

ADDRESS

DATE



# Town of Whitby Policy

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<b>Policy Title:</b>	Development Charge Interest Policy
<b>Policy Number:</b>	F 430
<b>Reference:</b>	Council Resolution #109-20
<b>Date Approved:</b>	May 19, 2020
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Planning, Corporate Services

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## Policy Statement

The fundamental principle of funding growth-related capital costs is that 'Growth should pay for Growth'. This policy serves to ensure that there is compensating interest income to fund the lost development charges that will result from the legislated DC rates being set earlier in the planning application process rather than at building permit issuance and the annual installment program for certain development.

## Purpose

The purpose of this policy is to establish the rules and practices for charging interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997.

## Scope

This policy applies to the charging of interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997. This includes all types of development in the Town of Whitby:

- That are eligible for annual instalment payments under section 26.1 of the Development Charges Act, 1997
- Under section 26.2 of the Development Charges Act, 1997, where an application has been made for an amendment bylaw passed under section 34 of the Planning Act, 1990 **or** where an application for approval of development in a site plan control area under subsection 41(4) of the Planning Act, 1990 has been made.

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## 1. Definitions

1.1.**Act** means the Development Charges Act, 1997

1.2.**Development Charges** means only the Town of Whitby development charges imposed pursuant to the Development Charge by-law, and does not apply to Region of Durham development charges or school board development charges.

1.3.**Institutional Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure intended for the following uses:

- A long term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;
- A retirement home within the meaning of subsection 2 (1) of the Retirement Homes Act, 2010;
- A university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario;
- A college or university affiliated with a university described above;
- An Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institutes Act, 2017;
- A memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- A hospice to provide end of life care

1.4.**Non-Profit Housing Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure intended for use as residential premises by:

- A corporation to which the Not-for Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing;
- A corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
- A non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.

1.5.**Rental Housing Development** for the purposes of this policy only, is defined as per O.Reg 454/19 (or as updated) meaning development of a building or structure with four or more dwelling units all of which are intended for use as rented residential purposes.

## 2. Responsibilities

2.1.Commissioner of Planning and Development

- Assisting stakeholders during pre-consultation / planning approval meetings in determining eligibility for development charge installment payments under section 26.1 of the Act.
- Confirm that a complete application was made for the purposes of determining the total amount of the development charge and for recording and reporting the application submission date(s) and application approval date(s) made under section 34 and subsection 41(4) of the Planning Act.

## 2.2. Commissioner of Corporate Services / Treasurer

Administer this policy, including but not limited to:

- Determining the total amount of the development charge that would be determined under the by-law and the applicable interest rate that would apply.
- Collect, and monitor all development charges, including interest, when payments are due / paid.
- Ensure the total accrued interest amount is being charged and collected when due.
- Establishing and publicising the interest rate as per policy.
- Working with Town staff to ensure the policy is administered correctly.

## 3. Legislative Framework

### 3.1. Installment Payments under section 26.1 of the Act and as defined in O.Reg 454/19

Under subsections 26.1 (1), (2) and (3) of the Act, development charges shall be paid in equal annual instalments, beginning at the earlier of first occupancy or occupancy permit under the Building Code, Act, 1992 for:

- Rental housing development that is not non-profit housing
- Institutional development
- Non-profit housing development

### 3.2. Interest under section 26.1 of the Act

Subsection 26.1(7) of the Act allows a municipality to charge interest on the installments from the date the development charges would have been payable under section 26 of the Act

### 3.3. Determination of Development Charge Amount under section 26.2 of the Act.

Under subsection 26.2(1) of the Act, the total amount of a development charge (i.e. rate) is determined under the Town of Whitby's Development Charge Bylaw in effect on:

- 3.3.1. The day an application for an amendment to a bylaw passed under section 34 of the Planning Act was made, or
- 3.3.2. If clause 3.3.1 does not apply, the day an application for an approval of development under subsection 41(4) of the Planning Act was made.
- 3.3.3. If neither clause 3.3.1 nor 3.3.2 applies, the date the development charges would have been payable under section 26 of the Act, which is normally building permit issuance.

#### 3.4. Interest under section 26.2 of the Act

Under subsection 26.2(3) of the Act, a municipality may charge interest on the development charge, at a rate not exceeding the prescribed maximum interest rate, from the date of the application referred to in clause 3.3.1 or 3.3.2 to the date the development charge is payable.

#### 3.5. Maximum Interest Rate under sections 26.1 and 26.2 of the Act

The Act allows a municipality to charge interest on the development charge at a rate not exceeding the prescribed maximum interest rate.

There is no prescribed interest rate under subsections 26.1 and 26.2 of the Act.

### **4. Interest Rate Used**

4.1. An interest rate of 5% shall be used.

4.2. Notwithstanding clause 4.1, on a case by case basis, Council could direct a different interest rate (if applicable) for annual installment payments under section 26.1 of the Act, beginning at building permit issuance, for the following types of development:

- A non-profit housing development;
- A long-term care home owned by a charitable organization or a non-profit organization as approved under the Income Tax Act; or
- A hospice.

### **5. Amendment or Revision to the Interest Rate**

5.1. The Commissioner of Corporate Services / Treasurer has under this policy the authority to amend/revise the interest rate used.

5.1.1. The notification of any interest rate amendment / revision shall be publicised as per policy.

5.1.2. Any interest rate amendments come into effect 7 business days after notification has been posted or as per the effective date provided in the notification, whichever is greater.

5.2. For eligible development under section 26.2 of the Act, in the event the interest rate is amended or revised, the new interest rate shall apply to the total accrued amount, prorated from the date of the interest rate amendment or revision to:

- The date the total accrued amount is fully paid, or
- A subsequent amendment or revision of the interest rate

## 6. Interest Rate Publication and Notification

6.1. Upon Council approval, this policy and the interest rates being used shall be made available on the Town of Whitby [development charge webpage](#).

6.2. All rate amendments or revisions shall also be posted on the Town of Whitby [development charge webpage](#).

## 7. Compounding and Prorating

7.1. All interest shall continue to accrue and be compounded annually beginning based on the applicable dates as outlined in section 26.1 and section 26.2 of the DCA until the date the total accrued amount is fully paid. A 365 day calendar year shall be used for the purpose of prorating all interest calculations.

### 7.2 Subsequent Application(s)

If a subsequent application(s) is made for a development:

- The date the subsequent application is made will become the new date under which the total amount of the development charge is determined.
- All interest that had accrued prior to the subsequent application shall be deemed to be zero (0).
- Interest will be compounded annually and begin to accrue from the date the subsequent application is made.

### 7.3 Interest under section 26.1

If a development qualifies for installment payments under section 26.1 of the Act, the total accrued amount shall continue to accrue interest from the date of the issuance of a building permit.

During the installment timeframe, interest shall continue to accrue on the outstanding balance. This shall continue until the date the total accrued amount has been fully paid.

The applicable interest applied to the annual installment payments determination shall be the rate in effect as of the occupancy date and shall remain fixed for the term of the installment period, as long as installment payments are remitted as per the Installment Payment Schedule.

## 8. Late Payment Interest on Unpaid Development Charges

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8.1. If any development charges (including interest) are unpaid, those development charges (including interest) may (at the discretion of the Treasurer) be added to the tax roll and collected in the same manner as taxes, in accordance with section 32 of the Act.

8.1.1. Interest on late payments added to the tax roll shall incur the applicable taxation interest rate.

## **9. Effective Date**

9.1. Upon approval by Town of Whitby Council, this policy shall take effect retroactively as at January 1, 2020. This policy may be repealed and/or modified by Town of Whitby Council at any time.

## **10. Transition**

10.1. To allow for a transition period, this policy does not apply to the determinations of the rate and amount of development charges calculated under section 26.2 of the Act, for any development that has been issued a building permit for development, until the existing DC By-law has been repealed or January 1, 2021, whichever is sooner.

10.2. For the purposes of calculating annual installment payments under section 26.1 of the Act, this policy is immediately in effect.

## **11. Related Policies**

- Development Charge Annual Installment Payments
- Timing of Development Charge Calculation Policy

**This Policy is hereby approved by Council Resolution #109-20 on this 19<sup>th</sup> day of May, 2020.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Disposition of Operating Surplus Policy
<b>Policy Number:</b>	F 010
<b>Reference:</b>	Council Resolution #313-13
<b>Date Approved:</b>	June 24, 2013
<b>Date Revised:</b>	April 11, 2021
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Services – Development Finance

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## Policy Statement

One of the principles of the Town’s financial planning model is to ensure that annual operating budgets are fiscally responsible and sustainable. Surplus revenues cannot be relied upon as a sustainable revenue source in future budget periods.

## Purpose

The purpose of this policy is to ensure that any operating budget surpluses are used to reduce the Town’s exposure to uncontrollable external factors and provide flexibility to respond to future needs.

## Scope

This Policy applies only to The Corporation of the Town of Whitby and shall not be applied to its committees, enterprises and outside boards, commissions and agencies for which Council is required to approve annual budget estimates or levels.

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## 1. Definitions

- 1.1. **Council** means the Mayor and members of Council for the Town of Whitby.
- 1.2. **Operating Surplus** means the net excess that exists at a fiscal year-end when expenditures are less than budgeted for, or revenues are greater than budgeted for.
- 1.3. **Reserve** is an appropriation of net revenues set aside at the discretion of Council to assist the maintenance of its financial position. It does not require the segregation of assets, and may be established for any municipal purpose. Reserves do not typically earn interest unless specified by Council.
- 1.4. **Reserve Fund** is established through a by-law of Council, or by a requirement of provincial or federal legislation or for a specific purpose and segregated from the general revenues of a municipality to meet the financial requirements of a future event. Reserve Funds may be discretionary (funds authorized by Council) or obligatory (legislated funds that may only be used for their prescribed purpose). Reserve Funds typically earn interest.
- 1.5. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act, 2001, S.O. 2001, c.25, as amended.

## 2. Responsibilities

- 2.1. The Treasurer or their designate has the authority to allocate the Operating Surplus as approved under Section 3 of this Policy and has the responsibility to provide an annual report to Council on the disposition of the operating fund surplus.

## 3. Protocol

- 3.1. Disposition of Operating Surplus

If there is an operating fund surplus at year-end, the gross Operating Surplus shall be allocated pursuant to 3.1.1 and 3.1.2, to determine the net Operating surplus, which will then be disposed pursuant to 3.1.3.

- 3.1.1. Any Operating Surplus or revenue transfers will be transferred to the appropriate reserve / reserve fund, as per the applicable Council approved policy.
- 3.1.2. Any remaining Operating Surplus after 3.1.1 has been applied shall be allocated to the reserve / reserve funds / reserve categories up to the minimum target balance level, as defined in the applicable Council approved policy.

3.1.3. The remaining balance after 3.1.2, is considered to be the net Operating Surplus and shall be allocated as follows:

- i. 50% of the net surplus after 3.1.2 has been applied shall be transferred to the Asset Management Reserve Fund and 50% to the Long Term Finance Reserve, unless directed otherwise by Council.

#### 4. Related Documents

Asset Management Reserve Fund Policy F 040

- Building Permit Reserve Fund Policy F 310
- Contingency Reserves (also known as the Stabilization Category Reserve / Reserve Funds) Policy F 020
- Corporate Development Reserve Policy F 400
- Disposition of Operating Surplus Procedure
- Engineering Development Fee Reserve Policy
- Insurance Reserve Fund Policy F 160
- Long Term Finance Reserve Policy F 030
- Marina Reserve Fund Policy F 370
- Operating Budget Process Policy F 140
- Operating Budget Monitoring Policy F 180
- Parking Reserve Fund Policy F 360
- Planning Development Fee Reserve Policy
- Winter Control Reserve Policy F 060
- Workplace Safety and Insurance Board Reserve Policy F 240

**This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Grant Submissions
<b>Policy Number:</b>	F 270
<b>Reference:</b>	Signing Authority By-law #7127-16 and Council Resolution # 276-17
<b>Date Approved:</b>	May 8, 2017
<b>Date Revised:</b>	Not applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Commissioner of Corporate Services/Treasurer

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## Policy Statement

To ensure the establishment of consistent practices for Town Staff when pursuing Grant submission opportunities for the Town of Whitby.

## Purpose

The purpose of this policy is to provide guidelines and associated levels of approval related to Grant submissions by Town Staff, in accordance with the Signing Authority By-law #7127-16.

## Scope

This policy applies to:

- all Grant submissions made by the Town to Federal and Provincial government ministries/agencies, not-for-profit institutions and for private sector Grant opportunities;
- instances where the Town is to provide in-kind and or/financial support to qualify for a Grant;
- submissions where the Town is the lead; and,
- submissions where the Town is serving as a partner.

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## **1 Definitions**

- 1.1 Grant** means a sum of money provided by an organization, such as the Federal or Provincial government, for a particular purpose without the requirement of having to reimburse the granting organization.

## **2 Responsibilities**

### **2.1 Council to:**

- a) Approve Grant submissions which introduce a new level of service; and/or, Grant submissions that have a net financial impact incremental to the approved budget on the Corporation.

### **2.2 Chief Administrative Officer and Senior Management Team to:**

- a) Select which project(s) will be submitted for Grant applications that are of interest to multiple departments.

### **2.3 Department Head to:**

- a) Approve Grant submissions that support an existing service level and that have no net financial impact incremental to the approved budget on the Corporation.
- b) Solicit ideas for Grant submissions from staff. If the Grant is inter-departmental, present recommended Grant submissions to the CAO and Senior Management Team.

### **2.4 Treasurer to:**

- a) Report annually to Council on Grant submissions that have been approved through the year end financial statement or subsequent year's budget.
- b) Maintain copies of all Grant submissions made by the Town.

### **2.5 Departmental Managers/Supervisors to:**

- a) Provide letters of support to partner agencies who are serving as the lead applicant if the Grant supports an existing level of service and has no net financial impact incremental to the approved budget on the Corporation.
- b) Advise their Department Heads of the letters of support that have been provided to partner agencies who are serving as the lead applicant.

### **2.6 Departments to:**

- a) Seek out Grant opportunities that may apply to their areas of responsibility.

### **3 Policy Requirements**

- 3.1** Once aware of Grant opportunities, departmental staff are to review eligibility requirements, discuss their potential application concepts with the granting body or Grant advisor(s) and proceed if the recommended project aligns with the Grant criteria.
- 3.2** Departmental staff are to assess whether Grant opportunities require in-kind and/or financial contributions to qualify. If in-kind contributions are required, staff must assess whether the project associated with the Grant can be accommodated within existing resources and workload.
- 3.3** If the Grant introduces a new service level of service or has a financial impact to the Corporation, a Council report seeking approval to apply for the Grant is required.
- 3.4** Where the Grant submissions require a letter of support or Council resolution and whether the Town is required to provide or not to provide an in-kind financial contribution, a Council report is required from the originating Department.
- 3.5** If a grant applies to a capital project funded by development charges or other non-tax based funding sources, the initiating department will review with the Treasurer prior to submission of the application.
- 3.6** The Grant submission will be completed by Departmental staff to be responsible for the project. The final application must be signed off by the appropriate signing authority as identified in the Signing Authority By-law. Generally, the Department Head shall be the signing authority if the Grant submission does not require Council approval, and the Mayor and Clerk shall be the signing authority if the Grant submission requires Council approval.
- 3.7** For all Grant submissions over \$10,000, a memo to Council from Departmental staff responsible for the project will be circulated to advise them of successful Grant applications.
- 3.8** A copy of all Grant submissions must be provided by the initiating Department to the Corporate Services Department to maintain a copy on behalf of the Corporation. The Commissioner of Corporate Services/Treasurer may prescribe a form for this purpose to track Grant particulars.
- 3.9** For all successful Grant submissions, a memo from Departmental staff responsible for the project will be circulated to Corporate Services advising them of the Grant, the amount awarded and timeline of the Grant for accounting and reporting purposes.

**3.10** In accordance with the Signing Authority By-law, the Treasurer shall be the signing authority for all funding agreements required as a result of a successful grant submission.

**3.11** Departmental staff responsible for the project is required to submit all report(s) associated with the Grant to the granting body.

**This Policy is hereby approved by Council Resolution #276-17 on this 8<sup>th</sup> day of May, 2017.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Operating Budget Process
<b>Policy Number:</b>	F 140
<b>Reference:</b>	Council Resolution #259-08, #198-12, and #298-19
<b>Date Approved:</b>	September 30, 2008
<b>Date Revised:</b>	October 28, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Corporation of the Town of Whitby (Town) is committed to responsible financial management and respect for taxpayers, and understand the importance of affordability and sustainability. In accordance with the Town of Whitby Planning Framework, decisions made with regards to the operating budget are consistent with Council approved goals and Strategic Plans and ensure that the operating budget supports Town services, maintenance of assets, and plans for growth.

This document outlines the purpose, scope, definitions, responsibilities and procedures of the Operating Budget Process.

## Purpose

The purpose of the Operating Budget Process is to:

- Ensure that the operating budget is consistent with council approved goals and Strategic Plans
- Ensure that the operating budget delivers Town programs and services in an efficient and sustainable manner;
- Provide financial planning information and advice to staff and Council to make informed decisions about resource allocation and the delivery of Town services and operations;
- Ensure that Town assets and infrastructure are maintained in a good state of repair and plan for future growth in accordance with the Asset Management Plan;
- Incorporate a review of actual revenues and expenditures compared to budget consistent with the Operating Budget Monitoring Policy; and,

- Encourage community engagement in the Operating Budget Process.

## Scope

The Operating Budget Process applies to all municipal departments, committees, enterprises as well as outside boards, commissions & agencies for which Council is required to approve annual budget estimates of levies.

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## 1. Definitions

- 1.1. Chief Administrative Officer (CAO) – the senior appointed officer responsible for the administrative operations of the Town.
- 1.2. Committee of Council – any Advisory Committee, Quasi-Judicial Committee or other committee as defined within the Town’s Procedural By-Law.
- 1.3. Council – elected officials of the Town of Whitby.
- 1.4. Operating Budget – annual financial plan providing for the operations of the municipality for the current year incorporating both estimates of proposed expenditures and revenues; including property taxes to be raised.
- 1.5. Department – organizational unit of the Town of Whitby headed by a Department Head.
- 1.6. Departmental Budget – operating and capital budgets of the department as approved by Council in adopting the estimates.
- 1.7. Treasurer – Commissioner of Corporate Services/Treasurer of the Town of Whitby; or delegate.
- 1.8. Budget Adjustments – adjustments to the prior year’s budget for: Inflation; Annualization; and Other Changes.
- 1.9. Council Decision Items – items captured in requests for Council’s consideration:
  - 1.9.1. All new positions
  - 1.9.2. Other changes to the base budget that have a financial impact, in excess of a threshold set by the Treasurer, that have not been previously approved by Council.

## 2. Responsibilities

In accordance with Financial Control Policy (F 280):

- 2.1. Council is responsible for:
  - 2.1.1. Allocating funds for corporate expenditures and projects and for providing corporate programs and objectives through the annual budget process or other resolutions, unless otherwise provided for in this Policy.
  - 2.1.2. Approving the Town’s budget on an annual basis and where applicable, multi-year budgets and forecasts.
  - 2.1.3. Council, in adopting the total of all sums required during the year for the operating purposes of the Town shall, in accordance with the

*Municipal Act, 2001*, as amended, determine the current budget required to provide for the sums required for every purpose and the sums required for the various categories.

- 2.2. Chief Administrative Officer is responsible for:
  - 2.2.1. Ensuring Council and Corporate priorities are considered and identified through the Town of Whitby Planning Framework.
  - 2.2.2. Ensuring Department annual work plans are established to support the business plan and Council and Corporate priorities.
  - 2.2.3. Ensuring financial resources are aligned with the business plan and annual work plans.
- 2.3. The Commissioner of Corporate Services/Treasurer is responsible for leading and managing the Town's financial planning function, including the following:
  - 2.3.1. Developing Budget guidelines, tools and framework for annual and/or multi-year budgets and forecasts for Council approval.
  - 2.3.2. Facilitating budget presentations and adoption by Council.
  - 2.3.3. Providing strategic financial and business advice to support department managers to ensure that program plans and key business decisions are based on sound financial analysis and financial results are integrated into the management of program performance and work with departments on financial management matters, including assessing departmental financial plans and forecasts to determine whether:
    - i. Resources are used prudently and in an economical manner based on priorities established by the business plan and annual work plans;
    - ii. Key financial assumptions underlying the plans are reasonable and their multi-year impacts have been assessed;
    - iii. Financial risks and mitigating strategies are identified; and
    - iv. The anticipated financial position of the Town is reasonable.
  - 2.3.4. Providing tools to forecast and manage financial resources throughout the budget cycle.
  - 2.3.5. Working with staff to assess financial pressures, both on an in-year and multi-year basis, recommending resource management strategies, including opportunities to reallocate funds.

- 2.3.6. Ensuring that the Town's financial plans, budgets, financial performance and financial position are regularly communicated and integrated into the strategic planning processes.
  - 2.3.7. Advising Council, with recommended actions, on a timely basis if:
    - i. There is a critical financial risk to the Town, including where there is a possibility the Town may exceed its annual budget; or
    - ii. There are significant financial transactions that involve uncertain or unusual circumstances.
  - 2.3.8. Identifying & resolving issues on a timely basis with the CAO & appropriate Department Head if the Department manager does not accept the Treasurer's authority on a significant financial matter.
  - 2.3.9. Budget variances must meet the reporting requirements in the Operating Budget Monitoring Policy (F 180) and Capital Budget Monitoring Policy (F 170).
  - 2.3.10. Reviewing the establishment of new Reserve or Reserve Funds before they are approved through Council by-law or as part of the budget process.
- 2.4. Department Heads are responsible for:
- 2.4.1. Developing timely business plans and budgets for their area of responsibility in accordance with the budget guidelines approved by Council and:
    - i. Ensuring that all budget proposals submitted to Council achieve operational efficiencies, value for money and sustainability of financial resources, as well as linkage of budget to strategic goals and to ensure optimal service outcomes are in alignment with the Town of Whitby Business Planning Framework;
    - ii. Key financial assumptions and risks underlying plans and decisions are supports and their multi-year impacts have been identified and assessed in conjunction with the Treasurer; and
    - iii. Demonstrates understanding of departmental budgets and manages resources within budgets through regular monitoring and communicating to the Treasurer the status of business plans, budgets, performance and financial position.
- 2.5. Citizens input received throughout the year at public meetings and from surveys and other correspondence is not only invited but requested. Individuals and groups are encouraged to share ideas and provide input concerning community and budgetary programs. This can be accomplished most efficiently by discussing issues and proposals with the manager of the

program affected. Citizens are invited to comment and provide feedback throughout the budget process at public meetings, in particular through the Budget Target and Public Budget Overview.

2.6. Finance/Budget Chair is appointed by the Mayor to act as the Chair, and is responsible for:

2.6.1. Consulting with the Treasurer with regard to the preparation of the annual budget.

2.6.2. The presentation of the budget to the Council and public.

### **3. Procedures**

3.1. Budget Calendar

3.1.1. Each year a budget calendar will be developed for Council review and approval. The budget calendar will define the timeline for the budget including the major milestones for all parties involved and linkages to other planning processes. The operating budget will be approved before the 1<sup>st</sup> day of March each budget year. All component processes shall be completed at the appropriate dates as set out in the annual budget calendar.

i. Budget Process and Calendar

ii. Business Plan and Long Range Financial Plan

iii. Any upcoming Community Surveys

iv. Quarterly Projection calendar

v. Budget development and review with Senior Leadership team

vi. Council Education Session

vii. Budget Target

viii. Budget Books published

ix. Public Budget Overview and Input

x. Council Budget Deliberations

3.2. Budget Form

3.2.1. The operating budget will be prepared annually and will serve as the resource allocation process for operating costs and revenues that relate to ongoing municipal services and programs. Budgets shall be prepared and approved on the basis of distinct operating budget programs.

- 3.2.2. Staff will prepare the budget in two components that will be identified by the driver of change, including inflationary pressures, growth pressures, service levels, impacts from the capital program and one-time item. The two components are budget adjustments and decision items.

### 3.3. Budget adjustments

The prior year's budget will be adjusted for the following impacts:

- 3.3.1. The reversal of the prior year's one-time revenues or costs;
- 3.3.2. The annualization of prior year Council approved decision items;
- 3.3.3. The estimated impact of inflation, economic conditions and any Council approved adjustment to fees or revenues based on existing agreements/services;
- 3.3.4. The impact the Town's growth has on providing existing programs and services and on funding growth related capital requirements;
- 3.3.5. Any Council approved service level changes to existing services or programs;
- 3.3.6. Staff proposed changes to services/programs that result in a minimal or no tax impact, as determined by the Treasurer, or legislated health and safety issues;
- 3.3.7. The impact of capital decisions and adjustments to the capital maintenance envelope and any operating impacts of capital budget projects not identified when approved;
- 3.3.8. Current year's planned facility or equipment related one-time minor maintenance projects; and
- 3.3.9. Other temporary revenues or costs as determined by the Treasurer.

### 3.4. Decision Items

The following items will be captured in requests for Council's consideration:

- 3.4.1. All new positions, and/or increased staff complement in existing positions;
- 3.4.2. Changes to existing programs or services and/or any new service initiatives (Any items not covered within 3.3.6); and
- 3.4.3. Any non-recurring items (except for one-time minor facility or equipment projects) (Any items not covered within 3.3.9).

### 3.5. Balanced Budget

- 3.5.1. The Town's approved operating budget must have revenues equal to/or greater than expenditures.
- 3.6. Staff Recommended Budget
  - 3.6.1. The recommended budget reflects the prior year's budget including budget adjustments and decision items.
  - 3.6.2. Staff will submit the recommended budget to Council at least one week prior to the public presentation.
- 3.7. Public Presentations to Committee of the Whole

Staff will present the recommended budget to the Committee of the Whole prior to Council approval. This will include a Council Budget Education Session, a Budget Target meeting and opportunities for public input, as well as other meetings as defined by Council.
- 3.8. Council Review and Approval
  - 3.8.1. The Committee of the Whole will recommend the operating budget to Council for the final review and approval.
  - 3.8.2. The operating budget will be approved before the 1<sup>st</sup> day of March each budget year. All component processes shall be completed at the appropriate dates as set out in the approved annual budget calendar so that this date can be accomplished with the required integrity and accuracy.

**This Policy is hereby approved by Council Resolution #298-19 on this 28<sup>th</sup> day of October, 2019.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Operating Budget Monitoring Policy
<b>Policy Number:</b>	F 180
<b>Reference:</b>	Council Resolution #259-12 and #298-19
<b>Date Approved:</b>	October 9, 2012
<b>Date Revised:</b>	October 28, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Corporation of the Town of Whitby (Town) is committed to responsible financial management and respect for taxpayers, and understand the importance of affordability and sustainability. In accordance with the Town of Whitby Planning Framework, decisions made with regards to the operating budget and operating budget monitoring practices are consistent with Council approved goals and Strategic Plans and ensure outcomes support Town services, maintenance of assets, and plans for growth.

This document outlines the purpose, scope, definitions, responsibilities and procedures of the Operating Budget Monitoring Policy.

## Purpose

The purpose of the Operating Budget Monitoring Policy is to:

- Set guidelines for reviewing actual revenues and expenditures compared to budget consistent with Council approved goals and Strategic Plans;
- Establish accountability that department managers / directors / commissioners are responsible to the Treasurer, the Chief Administrative Officer (CAO) and Council for developing and monitoring budgets, implementation of strategies to achieve operational efficiencies, value for money and sustainability of financial resources, as well as linkage of budget to strategic goals and to ensure optimal service outcomes are in alignment with business plans;
- Define the responsibilities related to this policy;

- Identify variances from budget as early as possible, to allow decision makers time to consider alternatives to avoid potential budget pressures or understand sources of possible surpluses; and
- Establish budget monitoring reporting guidelines and ensure Council is informed of year-end projection variances and recommend action plans where necessary.

## Scope

This policy applies only to the Town of Whitby and shall not be applied to its committees, enterprises and outside boards, commissions and agencies for which Council is required to approve annual budget estimates or levels.

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## 1. Definitions

- 1.1. Chief Administrative Officer (CAO) – the senior appointed officer responsible for the administrative operations of the Town.
- 1.2. Committee of Council – any Advisory Committee, Quasi-Judicial Committee or other committee as defined within the Town’s Procedural By-Law.
- 1.3. Council – elected officials of the Town of Whitby.
- 1.4. Operating Budget – annual financial plan providing for the operations of the municipality for the current year incorporating both estimates of proposed expenditures and revenues; including property taxes to be raised.
- 1.5. Department – organizational unit of the Town of Whitby headed by a Department Head.
- 1.6. Departmental Budget – operating and capital budgets of the department as approved by Council in adopting the estimates.
- 1.7. Treasurer – Commissioner of Corporate Services/Treasurer of the Town of Whitby; or delegate.

## 2. Responsibilities

In accordance with Financial Control Policy (F 280):

- 2.1. Council is responsible for:
  - 2.1.1. Allocating funds for corporate expenditures and projects and for providing corporate programs and objectives through the annual budget process or other resolutions, unless otherwise provided for in this Policy.
  - 2.1.2. Approving the Town’s budget on an annual basis and where applicable, multi-year budgets and forecasts.
  - 2.1.3. Council, in adopting the total of all sums required during the year for the operating purposes of the Town shall, in accordance with the *Municipal Act, 2001*, as amended, determine the current budget required to provide for the sums required for every purpose and the sums required for the various categories.
- 2.2. Chief Administrative Officer is responsible for:
  - 2.2.1. Ensuring Council and Corporate priorities are considered and identified through the Town of Whitby Planning Framework.
  - 2.2.2. Ensuring Department annual work plans are established to support the business plan and Council and Corporate priorities.

- 2.2.3. Ensuring financial resources are aligned with the business plan and annual work plans.
- 2.3. The Treasurer is responsible for leading and managing the Town's financial planning function, including the following:
  - 2.3.1. Developing Budget guidelines, tools and framework for annual and/or multi-year budgets and forecasts for Council approval.
  - 2.3.2. Facilitating budget presentations and adoption by Council.
  - 2.3.3. Providing strategic financial and business advice to support department managers to ensure that program plans and key business decisions are based on sound financial analysis and financial results are integrated into the management of program performance and work with departments on financial management matters, including assessing departmental financial plans and forecasts to determine whether:
    - i. Resources are used prudently and in an economical manner based on priorities established by the business plan and annual work plans;
    - ii. Key financial assumptions underlying the plans are reasonable and their multi-year impacts have been assessed;
    - iii. Financial risks and mitigating strategies are identified; and
    - iv. The anticipated financial position of the Department and the Town is reasonable.
  - 2.3.4. Providing tools to forecast and manage financial resources throughout the budget cycle.
  - 2.3.5. Working with staff to assess financial pressures, both on an in-year and multi-year basis, recommending resource management strategies, including opportunities to reallocate funds.
  - 2.3.6. Ensuring that the Town's financial plans, budgets, financial performance and financial position are regularly communicated and integrated into the strategic planning processes.
  - 2.3.7. Advising Council, with recommended actions, on a timely basis if:
    - i. There is a critical financial risk to the Town, including where there is a possibility that a department or the Town overall, may exceed its annual budget; or
    - ii. There are significant financial transactions that involve uncertain or unusual circumstances.

- 2.3.8. Identifying & resolving issues on a timely basis with the CAO & appropriate Department Head if the Department manager does not accept the Treasurer's authority on a significant financial matter.
- 2.4. Department Heads are responsible for:
  - 2.4.1. Developing timely business plans and budgets for their area of responsibility in accordance with the budget guidelines approved by Council and:
    - i. Ensuring that all budget proposals submitted to Council achieve operational efficiencies, value for money and sustainability of financial resources, as well as linkage of budget to strategic goals and to ensure optimal service outcomes are in alignment with the Town of Whitby Business Planning Framework;
    - ii. Ensuring that key financial assumptions and risks underlying plans and decisions are supported and their multi-year impacts have been identified and assessed in conjunction with the Treasurer; and
    - iii. Demonstrates understanding of departmental budgets and manages resources within budgets through regular monitoring and communication to the Treasurer on the status of business plans, budgets, performance and financial position.

### **3. Procedures**

- 3.1. The Treasurer is responsible for maintaining a budgetary monitoring system to ensure adherence to the approved budget and where unable, action plans are identified and reported on a timely basis.
- 3.2. In reviewing actual revenues and expenditures compared to budget it is important to:
  - 3.2.1. Identify variances as one-time occurrences with impacts within the current budget year, or as ongoing occurrences impacting the current as well as future budget years.
  - 3.2.2. Review the relationship to economic and external factors.
  - 3.2.3. Effectively use the financial systems available to support actual revenues and expenditures, identify historical trends, seasonality and volatility, and to support year-end projections.
- 3.3. Revenues
  - 3.3.1. Surplus revenues shall not be spent or committed without Treasurer and CAO approval.

- 3.3.2. At year-end such remaining revenues become part of the Town Surplus and are distributed in accordance with the Disposition of Operating Surplus Policy (F 010).
  - 3.3.3. Exceptions include any excess donations/sponsorships/revenues for special events or excess grants received to fund specific multi-year programs. These surplus funds may be permitted to carry over to the next year.
- 3.4. Expenditures
- 3.4.1. Salaries, Wages & Benefit Accounts
    - i. Savings from salary accounts cannot be spent without Treasurer and CAO approval. For clarification, vacancy, step/rank and benefit savings cannot be redirected without prior approval.
  - 3.4.2. Other Expenditure Accounts

All expenditure other than salaries, wages and benefits type accounts, shall be either:

    - i. Managed within a Department's budget – Reallocations between other expenditure line items that do not affect the net operating budget of a department may be made by a Department Head. Any such reallocation shall be reported as part of the quarterly projection report.
    - ii. Not managed within a Department's budget – Any departmental deficit or any decision that may create a deficit should be identified to the Treasurer and CAO as soon as recognized so an action plan can be developed. These items do not require a permanent transfer of budget amounts; rather they represent a method of reallocation for budget pressures and are reported in the quarterly year-end projections.
- 3.5. Budget Monitoring Reports
- 3.5.1. On a quarterly basis, the Treasurer and finance staff will prepare summary reports based on department input that compare projected financial performance to budget.
  - 3.5.2. This method of reporting will allow management and Council to take corrective action if projected results vary significantly from budgeted expenditures.
  - 3.5.3. Provide a year-end operating variance report with details of the disposition of any operating surplus in accordance with the Disposition of Operating Surplus Policy (F 010).

#### **4. Related Documents**

- 4.1. Disposition of Operating Surplus Policy F 010
- 4.2. Operating Budget Process Policy F 140

**This Policy is hereby approved by Council Resolution #298-19 on this 28<sup>th</sup> day of October, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Timing of Development Charge Calculation Policy
<b>Policy Number:</b>	F 420
<b>Reference:</b>	Council Resolution #109-20
<b>Date Approved:</b>	May 19, 2020
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

A policy governing the calculation of development charges under the Development Charges Act, 1997.

## Purpose

The purpose of this policy is to establish the timing and rules for development charge calculations, as required under section 26.2 of the Development Charges Act, 1997.

This policy establishes the conditions, duration, terms and other requirements on when and how the Town of Whitby determines the total amount of a development charge.

## Scope

This policy applies to all development eligible under section 26.2 of the Development Charges Act, 1997.



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## 1. Definitions

- 1.1. **Act** means the Development Charges Act, 1997, as amended.
- 1.2. **Development Charges** means only the Town of Whitby development charges, and does not apply to Region of Durham development charges or school board development charges.
- 1.3. **Site Plan Application** is an application for an approval of a development in a site plan control area under subsection 41 (4) of the Planning Act
- 1.4. **Total Amount of a Development Charge** means the development charge rate and by-law (including rate classifications, definitions and statutory / non-statutory exemptions) in effect at the time the development charge is determined.
- 1.5. **Zoning By-Law Amendment Application** is an application for an amendment to a by-law passed under section 34 of the Planning Act.

## 2. Responsibilities

- 2.1. Commissioner of Corporate Services / Treasurer

Administer this policy, including but not limited to:

- Assisting stakeholders in determining the total amount of the development charge that would be determined under the bylaw.
- Calculating and managing, the collection of all development charges.
- Working with Town departments to ensure the policy is administered correctly.

- 2.2. Commissioner of Planning and Development

Confirm that a complete application was made for the purposes of determining the total amount of the development charge and for recording and reporting the application submission date(s) and application approval date(s) made under subsection 41(4) and section 34 of the Planning Act.

## 3. Legislative Framework

- 3.1. Determining the total amount of a development charge under section 26.2 of the Act

Under subsection 26.2 (1), the total amount of development charge is determined under the by-law on:

- a. the day an application for an approval of a Site Plan Application was made in respect of the development that is the subject of the development charge;

- b. if clause (a) does not apply, the day a Zoning By-law Amendment Application was made in respect of the development that is the subject of the development charge; or
- c. if neither clause (a) nor clause (b) applies,
  - i. If section 26.1 of the Act applies to the development, the development charge would be payable in accordance with section 26 of the Act if section 26.1 did not apply.
  - ii. If section 26.1 of the Act does not apply to the development, the day the development charge is payable in accordance with section 26 of the Act.

### 3.2. By-law not in effect

Under subsection 26.2 (2) of the Act, subsection 26.1 (1) applies even if the by-law under which the development charge would be determined is no longer in effect.

## 4. Application Made Dates

4.1. For the purpose of this policy, the following establishes the application made date(s) included under section 26.2 of the Act:

4.1.1. The date the application was stamped received by the Planning Department of the Town of Whitby shall apply to all Site Plan Applications.

4.1.2. The date the application is deemed complete by the Planning Department of the Town of Whitby will apply to all Zoning By-law Amendment Applications.

## 5. Incomplete or Unapproved Applications

5.1. For all eligible development under section 26.2 of the Act, if a Site Plan Application or Zoning By-Law Amendment Application is deemed incomplete by the Town of Whitby, or if said application(s) are not approved by the Town of Whitby, the application submission date(s) does not apply to section 3.1 clause (a) or (b) of this policy.

## 6. Application Approval Dates

6.1. For the purpose of this policy:

6.1.1. The Site Plan Application approval date shall be the date of notification provided under the authority of the delegation of approval by-law, or the by-law approval date resulting from Council approval of the application.

6.1.2. The Zoning By-Law Amendment Application approval date shall be the by-law date resulting from Council approval.

## **7. Application Appeal**

- 7.1. Should any Town of Whitby decision on the application(s) be appealed, the Town of Whitby decision will stand pending final resolution of the appeal.
- 7.1.1. Should a decision on an unapproved application be successfully appealed, the application made date will apply to section 3.1 clause (a) or (b) of this policy and the application approval date shall be the date the appeal is approved.
- 7.1.2. Should a decision on an approved application be upheld, the application made date will apply to section 3.1 clause (a) or (b) of this policy and the application approval date shall be the date the decision is upheld.
- 7.1.3. Should a decision on an approved application be successfully appealed or a decision on an unapproved application be upheld, the application made date will not apply to section 3.1 clause (a) or (b) of this policy.

## **8. Interest on the Development Charge**

- 8.1. Under the Town of Whitby's Development Charge Interest Policy and subsection 26.2 (3) of the Act, interest will be charged on the development charge, from the date of the application referred to in clause 3.1 (a) or (b) of this policy, to the date the development charge is payable.

## **9. Final Determination of Total Payable Development Charges**

- 9.1. On the day the development charge(s) is payable, the final determination of the total payable development charge(s) shall be:
- The applicable total amount of a development charge established under clause 3.1 of this policy, for each type of development
  - Plus, any applicable interest;
  - Multiplied by, the developed quantity (number of residential units, number of square metres of non-residential development) for each type of development.
- 9.2. All development charges are payable prior to the issuance of a building permit, unless identified under section 26.1 or section 27 of the Act.
- 9.3. Early remittance of development charges is not permitted unless the municipality enters into an agreement under section 27 of the Act.

## **10. Subsequent / Multiple Applications**

10.1. If a development was the subject of more than one Site Plan Application or Zoning By-Law Amendment Application, the later one is deemed to be the applicable application under subsection 26.1 (4) of the Act.

10.2. If a subsequent application(s) is made for a development

- The date the subsequent application is made will become the new date under which the total amount of the development charge is determined.
- All interest that had accrued prior to the subsequent application shall be deemed to be zero (0).
- Interest will be compounded annually and begin to accrue from the date the subsequent application is made.

## **11. Prescribed Time Limit**

11.1. As defined in O.Reg 454-19 the prescribed time is two years.

Clause 3.1 (a) and (b) does not apply to:

- Any part of a development to which section 26.1 applies if, on the date the first building permit is issued for the development, more than the prescribed amount of time has elapsed since the application referred to in clause 3.1 (a) or (b) was approved; or.
- Any part of a development to which section 26.1 does not apply if, on the date the development charge is payable, more than the prescribed amount of time has elapsed since the application referred to in clause 3.1 (a) or (b) was approved.

## **12. Transition**

12.1. Clauses 3.1 (a) and (b) do not apply in the case of an application made before January 1, 2020 as per subsection 26.1 (6) of the Act.

## **13. Related Policies**

- Development Charge Interest Policy
- Development Charge Deferral Payments

**This Policy is hereby approved by Council Resolution #109-20 on this 19<sup>th</sup> day of May, 2020.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Reserve and Reserve Fund Policy
<b>Policy Number:</b>	F 390
<b>Reference:</b>	Council Resolution #262-19
<b>Date Approved:</b>	September 23, 2019
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services, Financial Planning

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## Policy Statement

The Corporation of the Town of Whitby is committed to responsible financial management. Decisions made with regards to reserve and reserve fund management are consistent with the goals set out by Council and the Corporate Strategic Plan and ensure that they respond to the changing needs and are fiscally responsible.

## Purpose

Under the authority of Council, reserves and reserve funds are appropriations from the town's net revenues designated for purposes that may extend beyond the current fiscal year. They are an integral part of the municipal budget planning process and long range financial plan that contributes to the municipality's financial sustainability.

The primary purpose for maintaining reserves / reserve funds is to:

- Make provisions for replacement / acquisitions of assets / infrastructure that are currently being consumed and depreciated;
- Avoid spikes in funding requirements of the capital budget by reducing the reliance on long-term debt borrowings;
- Provide a source of internal financing;
- Ensure adequate cash flows;
- Provide flexibility to manage debt levels and protect the municipality's financial position and;
- Provide for future liabilities incurred in the current year but paid for in the future;
- Provide stability of tax rates in the face of variable and uncontrollable factors (consumption, interest rates, changes in subsidies);
- Provide financing for one-time or short term requirements without permanently impacting the tax rates.

## Scope

This policy applies to all Town of Whitby reserves and reserve funds. It provides the guiding principles for the establishment, continuance and use of reserves and reserve funds and summarizes the town's legal authority and standards of care in relation to those financial provisions.

Reserves are set up for specific purposes. They are used to offset impacts and stabilize the operating and capital budgets. They typically cushion the impact of major expenditures on the tax rate in any one-year period.

Reserve Funds are typically established through a by-law of council, or by a requirement of federal or provincial legislation i.e. Development Charges Act, for a specific purpose and segregated from general revenues of a municipality to meet the financial requirements of a future event. Reserve Funds are further sub-divided into discretionary and obligatory reserve funds.

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## 1. Definitions

- 1.1. Annual Capital Budget and Forecast policy means the Annual Capital Budget and Forecast policy of the town, as amended.
- 1.2. Asset Management Related Projects means the lifecycle replacement and repair that extends the life of the asset for PSAB purposes and or includes capital expenses that support the assets (i.e. inspection).
- 1.3. Balance means the uncommitted balance of a reserve and reserve fund. It is the cash balance of the reserve/reserve fund net of any approved budgetary commitments.
- 1.4. Capital Budget means the plan for expenditures and financing sources to complete capital projects or capital expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.5. Capital Budget Management and Control policy means the Capital Budget Management and Control policy of the town, as amended.
- 1.6. Capital Expenditure is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.7. Capital Forecast means the forecasted plan for expenditures and financing sources to complete capital projects or capital expenditures presented in the annual budget. Typically this forecast is nine years (capital budget and nine years capital forecast).
- 1.8. Capital Project means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.9. Community Benefits Charges (CBC) means a development related charge as calculated in the Community Benefits Charge Strategy and as defined in the Planning Act.
- 1.10. Council means the Mayor and members of Council for the Town of Whitby.
- 1.11. Debt Management policy means the Debt Management policy of the town, as amended.



- 1.12. Development Charges means a development related charge as calculated in the Development Charge Background Study and resulting by-law and as defined in the Development Charges Act.
- 1.13. Discretionary Reserves and Reserve Funds are created by Council to set aside revenue to finance future expenditures for which Council has the authority to spend money pursuant to the Municipal Act.
- 1.14. Federal Gas Tax Reserve Fund funds are allocated to projects that meet the guidelines per the Federal Gas Tax Agreement.
- 1.15. Financial Control policy means the Financial Control policy of the town, as amended.
- 1.16. Future Specified Contributions are development related payments pertaining to new sub-division agreements between the Town of Whitby and an outside party. Payments collected usually pertain to the construction / maintenance infrastructure that is needed to service the sub-division. Monies are considered to be deferred revenue until spent and are deposited into an interest bearing account. For the sake of uncommitted reserve financial reporting, future specified contributions are considered to be part of the Program Reserve/Reserve Fund category.
- 1.17. Internal Borrowing means the borrowing of funds from one reserve / reserve fund to another. The borrowed funds are subject to interest and repayment as outlined in the Council authorization.
- 1.18. Investment policy means the Investment policy of the town, as amended.
- 1.19. GAAP means Generally Accepted Accounting Principles.
- 1.20. Growth Plan means all growth related studies undertaken by the municipality including but not limited to the Development Charge Background Study as identified in the Development Charges Act and the Community Benefits Strategy as identified in the Planning Act.
- 1.21. Growth Related Projects means the capital projects or capital expenses required to plan for future growth in the Town of Whitby and / or maintain existing service levels as the Town's population grows.
- 1.22. Obligatory Reserve Funds: are charges levied or received under the authority of federal and provincial legislation and town by-laws (i.e. Development Charges Act, Planning Act). Legislation stipulates that revenue received for special purposes are segregated from the general reserves of the town. These amounts have been collected but the related services have yet to be performed. These amounts will be recognized as revenue in the fiscal year the services are performed (deferred revenue).
- 1.23. Program means a service area of the town (i.e. Arena, Parking, etc.).

- 1.24. PSAB means Public Sector Accounting Board.
- 1.25. Reserve is an appropriation of net revenues set aside at the discretion of Council to assist the maintenance of its financial position. It does not require the segregation of assets, and may be established for any municipal purpose. Reserves do not typically earn interest unless specified by Council.
- 1.26. Reserve / Reserve Fund Contribution is an authorized deposit into a reserve / reserve fund either from a tax based source, year-end operating surplus or other reserve / reserve fund. A reserve contribution is not internal borrowing and is not subject to repayment.
- 1.27. Reserve Fund is established through a by-law of Council, or by a requirement of provincial or federal legislation or for a specific purpose and segregated from the general revenues of a municipality to meet the financial requirements of a future event. Reserve Funds may be discretionary (funds authorized by Council) or obligatory (legislated funds that may only be used for their prescribed purpose). Reserve Funds typically earn interest.
- 1.28. Stabilization reserves / reserve funds are used to offset extraordinary and unforeseen expenditures requirements, revenue shortfalls and management of cash flows. This includes reserves to address volatility such as (but not limited to) winter control, tax stabilization and insurance costs.
- 1.29. Town means the Corporation of the Town of Whitby.
- 1.30. Treasurer means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## **2. Responsibilities**

- 2.1. Council has the responsibility upon the recommendation of the Treasurer to approve the authorization to establish reserve and reserve funds, and to consolidate and close reserves and reserve funds as outlined in the policy and as required under legislative requirements.
- 2.2. The Treasurer or their delegate has the responsibility to:
  - 2.2.1. Recommend reserve and reserve funds be established, maintained and used in compliance with this policy, the Financial Control policy, PSAB and GAAP guidelines and governing legislation.
  - 2.2.2. Conduct at minimum an annual administrative review of the reserves / reserve funds based on the parameters in the policy,
  - 2.2.3. Provide the authority to consolidate and close any discretionary reserves and reserve funds as a result of the administrative review and report to Council on the actions taken, and

- 2.2.4. Provide recommendations to Council to consolidate and close any obligatory reserve funds.

### **3. Guiding Principles**

- 3.1. Reserves and reserve funds are governed by the provisions and requirements of the Municipal Act, 2001 and its regulations; Public Sector Accounting Board (PSAB) and Generally Accepted Accounting Principles (GAAP).
- 3.2. All reserve and reserve funds shall be established, maintained and used for a specific purpose authorized by town policy, statute or by-law.
- 3.3. Reserve and reserve funds are established and utilized by the town to assist the municipality maintain financial sustainability by;
  - Buffering the impact of unusual or unplanned cost increases or revenue curtailment.
  - Providing financial flexibility to respond to extraordinary environmental or other events; and
  - Providing financing for capital projects and program operations, ensuring that capital assets/infrastructure are available to meet the needs of a growing community and existing assets are properly maintained, and replaced.
  - Avoiding spikes in funding requirements or future liabilities and to manage long term debt levels.
- 3.4. Town reserves and reserve funds shall be supported by Council approved policy, and where required by-laws that support financial planning of the fund by;
  - Identifying contribution sources and projected disbursements required to meet planned future obligations to be funded;
  - Ensuring disbursements from reserves/reserve funds are used for their intended purposes and have Council approval; and
  - Ensuring the sustainability of town programs by providing planned annual contributions for the maintenance of stabilization reserves at target levels and for the future asset management / growth related replacement / acquisition of town assets and infrastructure.

### **4. Types of Reserve and Reserve Funds**

- 4.1. Obligatory – A reserve fund created when a senior government statute and/or agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are

to be used solely for the purpose prescribed for them by statute or agreement.

- 4.2. Discretionary – A reserve or reserve fund created by Council to set aside revenue and/or cost savings to finance a future expenditure for which Council has the authority to spend money.

## **5. Town of Whitby Reserve / Reserve Fund Categories**

- 5.1. The Town of Whitby currently categorizes its reserves and reserve funds into 6 categories; Asset Management, Growth (tax based), Growth (other), Program, Stabilization and One-Time.
- 5.2. The Asset Management category consists of the tax based Asset Management Reserve (discretionary) and the Federal Gas Tax Reserve Fund (obligatory). This category of reserves is used to fund the town's capital asset management requirements.
- 5.3. The Growth (tax based) category consists of the Growth Reserve Fund (discretionary). This category is used to fund the town's share of capital growth costs as outlined in the Growth Plan.
- 5.4. The Growth (other) category consists of the various development based contributions as identified in the development charge by-law and community benefits charge by-law. This category is used to fund the development's share of capital growth costs as outlined in the Growth Plan.
- 5.5. The Program Category consists of a number of reserves and reserve funds (discretionary and obligatory) that are used to address expenditures in either the capital or operating budgets which result from cyclical spending / revenues, to provide financing for program specific assets / expenditures.
- 5.6. The Stabilization Category consists of a number of reserves and reserve funds (discretionary) that are used to offset in-year revenue shortfalls or expenditure overages due to unforeseen or emergency situations. The category can also be used to manage one-time tax risk (tax rate stabilization reserve) or ongoing internal risk (insurance reserve).
- 5.7. The One-Time Category consists of the Long Term Finance Reserve Fund (discretionary). The category can be used for the one-time needs of the town and for any strategic initiatives / community enhancements undertaken by the town.

## **6. Individual Reserve / Reserve Fund Policies**

- 6.1. The Treasurer may choose to bring forward for Council's consideration individual reserve / reserve fund policies for specific reserves / reserve funds.
- 6.2. The individual reserve / reserve fund policy would specify the purpose of the reserve / reserve fund, the utilization of funds, funding sources and the

uncommitted target balance level and would be applicable to only the reserve / reserve fund identified in the policy.

- 6.3. Individual reserve and reserve fund policies have been established for the corporation, but are not limited to the list included in Schedule 1 of this policy.

## **7. Establishment of Reserves and Reserve Funds**

- 7.1. Council, on the recommendation of the Treasurer or their designate, may establish a reserve or discretionary reserve fund, where advisable, and shall establish an obligatory reserve fund where required pursuant to legislation or contract.
- 7.2. The authorizing report which recommends the establishment of a reserve or reserve funds must include the following
- Statement of Purpose;
  - Rationale for appropriate funding level;
  - Initial contribution, if any;
  - Contribution and withdrawal policy; and
  - Criteria for review.

## **8. Use and Administration of Reserve and Reserve Funds**

- 8.1. The Treasurer or their designate shall review uncommitted reserve and reserve fund balances on an ongoing basis to ensure the town is well positioned to meet its long-term financial commitments and take advantage of financial opportunities that may arise.
- 8.2. All appropriations to or from reserves or reserve funds must be in accordance with town policies, a Council resolution or an approved budget document.
- 8.3. The Treasurer, or their designate, subject to compliance with legislative and policy restrictions, determine if:
- The use of a reserve or reserve fund is an appropriate funding source for a program in the operating or capital budget.
  - Funds should be contributed to a reserve or reserve fund, and if so, the funding source.
- 8.4. If funds are withdrawn from a reserve or reserve fund, and not required, they shall be returned to their original source. If the original source cannot be traced or has been closed, the funds shall be transferred to a reserve/reserve fund determined by the Treasurer.

- 8.5. Approval of funding to and from the reserves and reserve funds will be in accordance with the town's established policies or by Council resolution.
- 8.5.1. The Treasurer, may recommend to Council a contribution (not internal borrowing) be authorized to a tax supported reserve or reserve fund to:
- Bring the reserve / reserve fund up to the recommended uncommitted target balance level, or to
  - Reduce pressure on future years' expected tax rates based on the Long Range Financial Plan, Capital Budget and Forecast, Development Charge Background Study and /or the Community Benefits Charge Study.
- 8.6. Year to date inflows and outflows from each reserve and reserve fund shall be reported to Council periodically through the uncommitted reserve / reserve fund projection report.
- Reserve funds with specific legislated reporting requirements shall also be reported to Council annually on their transactions in accordance with the requirements of the legislation i.e. Development Charges Act / Planning Act.
- 8.7. The use of monies in reserves and reserve funds is subject to compliance with this policy.

## **9. Internal Borrowing**

- 9.1. Internal borrowing to cover interim servicing requirements or internal financing is permissible, subject to any legislative restrictions, Council authorization, the town's Debt Management policy and the following requirements.
- Establishing and documenting a repayment plan, not to exceed a reasonable term or the life of the need / asset.
  - Applying interest, equivalent to the town's interest earnings on its investment portfolio or as prescribed by legislation governing specific reserves funds to the outstanding amount borrowed.

## **10. Investment Interest Allocation**

- 10.1. Interest earned on the investment of reserves and reserve funds shall be allocated in accordance with the Town's Investment policy.

## **11. Annual Review**

- 11.1. Reserves and reserve funds shall be reviewed annually (at a minimum) to ensure they are still meeting the needs of the town.

- 11.1.1. Overall, the review includes an evaluation of the alignment of the town's existing reserve and reserve funds to the current strategic goals and evolving program pressures, looking at opportunities to consolidate similar funds to improve financial flexibility.
- 11.1.2. Any discretionary reserves / reserve funds with no historic financial activity for the past 3 years, and no forecasted financial activity in the capital forecast and long range financial plan shall be subject to a review to determine if the reserve / reserve fund should be closed.
- 11.1.3. The results of the review shall be reported in the year-end uncommitted reserve and reserve fund balance financial report to Council and shall include a list of actions taken / recommended actions (requiring authorization), subject to legislative restrictions on;
- Closure of those reserves and reserve funds that have accomplished their purpose;
  - Opportunities for consolidation;
  - The disposition of any remaining funds; and
  - Any necessary changes to policy.

**This Policy is hereby approved by Council Resolution #262-19 on this 23<sup>rd</sup> day of September, 2019.**

## 12. Schedule 1, Individual Reserve and Reserve Fund Policies

- Arena Reserve (program, discretionary)
- Asset Management Reserve Fund (asset management, discretionary)
- Building Permit Reserve Fund (program, obligatory)
- Contingency Reserve (stabilization, discretionary)
- Corporate Development Reserve (program, discretionary)
- Environmental Guide Reserve (program, discretionary)
- Federal Gas Tax Reserve Fund (asset management, obligatory)
- Growth Reserve Fund (growth, discretionary)
- Insurance Reserve Fund (stabilization, discretionary)
- Long Term Finance Reserve (one-time, discretionary)
- Marina Reserve (program, discretionary)
- Mayor's Community Development Fund (program, discretionary)
- Parking Reserve (program, discretionary)
- Parks Reserve Fund (program, obligatory)
- Tree Planting Reserve (program, discretionary)
- Town Property Reserve Fund (program, discretionary)
- Winter Control Reserve (stabilization, discretionary)
- Workplace Safety and Insurance Board Reserve (stabilization, discretionary)





# Town of Whitby Policy

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<b>Policy Title:</b>	Asset Management Reserve Fund
<b>Policy Number:</b>	F 040
<b>Reference:</b>	Council Resolution #313-13 and #262-19
<b>Date Approved:</b>	June 24, 2013
<b>Date Revised:</b>	September 23, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services, Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Asset Management Reserve Fund.

## Purpose

The purpose of the reserve fund is to provide a funding source for the asset management of existing Town of Whitby infrastructure and assets; including lifecycle replacement and repair that extends the life of the asset for PSAB purposes and / or includes capital expenses to fund activities to support the assets (i.e. inspection).

## Scope

This policy applies to the asset management reserve fund contributions included in the annual operating budget and the expenditures for asset management projects included in the capital budget.

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## 1. Definitions

- 1.1. Capital Acquisitions means the assets acquired / purchased / constructed by the Town of Whitby (fleet, equipment, sidewalks, roads etc.)
- 1.2. Capital Assumptions means the assets assumed by the Town of Whitby as a result of a subdivision assumption (roads, sidewalks, streetlights, storm water pond etc.). The assets constructed by a developer as part of the subdivision agreement become Town of Whitby assets and are included in the MAMP.
- 1.3. Capital Budget means the plan for expenditures and financing sources to complete capital projects or capital expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.4. Capital Budget Monitoring and Control policy means the Capital Budget Monitoring and Control policy for the Town of Whitby.
- 1.5. Capital Expenditure is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.6. Capital Forecast means the forecasted plan for expenditures and financing sources to complete capital projects or capital expenditures presented in the annual budget. Typically this forecast is nine years (capital budget and nine years capital forecast).
- 1.7. Capital Project means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.8. Council means the Mayor and members of Council for the Town of Whitby.
- 1.9. MAMP means the Municipal Asset Management Plan for the Town of Whitby that is updated annually.
- 1.10. PSAB means the Public Sector Accounting Board
- 1.11. Treasurer means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## **2. Responsibilities**

- 2.1. The Treasurer or their designate has the authority to utilize the reserve fund as approved under section 3 of this policy and in addition will report annually on the shortfall status of the funding relative to the MAMP needs identified.

## **3. Utilization of Funds**

- 3.1. The reserve fund can be used for the capital project costs / capital expenditures associated with the asset management program within the Town of Whitby as specified in the purpose of this policy.
- 3.2. This reserve fund can also be used for the annual long term debt repayments associated with the asset management program with the Town of Whitby as specified in the purpose of this policy.
- 3.3. Usage of the reserve fund must be identified in the Council approved annual capital budget and forecast, in a subsequent report to Council or approved via the Capital Budget Management and Control policy and reported in financial report to Council.

## **4. Funding Sources**

- 4.1. The funding for this reserve fund comes from a taxed based contribution as identified in the annual operating budget. The Town of Whitby shall strive to work towards fully funding the 10 year average asset management requirement as identified in the MAMP.
  - 4.1.1. If the annual contribution is less than the average identified contribution, at a minimum, the town shall annually increase the contribution by a) an amount equal to (i) the sum of the prior year's audited growth related capital assumptions and capital acquisitions divided by the asset(s) useful life (ii) and inflation, or by b) an amount equal to 1% of the tax levy, whichever is greater.
- 4.2. As per the Capital Budget Monitoring and Control policy, any budget remaining for a closed capital project originally funded from the Asset Management Reserve Fund would be returned to the Asset Management Reserve Fund.
- 4.3. The annual interest allocated by Treasury to this reserve fund.

## **5. Reserve Fund Target Balance**

- 5.1. At minimum, the uncommitted reserve fund target balance cannot go below 10% of the annual tax based contribution.
- 5.2. At maximum, the reserve fund target level equal to the 25 year average annual MAMP requirement is recommended.

**This Policy is hereby approved by Council Resolution #262-19 on this 23<sup>rd</sup> day of September, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Federal Gas Tax Reserve Fund
<b>Policy Number:</b>	F 340
<b>Reference:</b>	Council Resolution #176-19
<b>Date Approved:</b>	May 27, 2019
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the obligatory Federal Gas Tax reserve fund.

## Purpose

The purpose of the reserve fund is to provide a funding source for the eligible municipal infrastructure as identified in the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds (the Agreement).

## Scope

This policy applies to funds advanced and the use of funds under the Agreement within the Town of Whitby.

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2. Responsibilities	2
3. Utilization of Funds	3
4. Funding Sources	3
5. Reserve Fund Target Level	4

## 1. Definitions

- 1.1. **Agreement** refers to the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds (or replacement) which is the signed agreement between the Association of Municipalities of Ontario (AMO) and the Town of Whitby containing a framework for the transfer of federal gas tax funds to provide stable, reliable and predictable funding for municipal infrastructure programs.
- 1.2. **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.
- 1.3. The **Funds** refers to the Town of Whitby's allocation of the Federal Gas Tax Funds which is transferred to the town semi-annually.
- 1.4. **Obligatory Reserve Funds** is a reserve fund created when senior government statute or agreement requires that revenue received for special purposes is segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them by statute or agreement. Amounts collected in obligatory reserve funds are considered to be deferred revenue, as services have yet to be performed. These amounts will be recognized as revenue in the fiscal year the services are performed.

## 2. Responsibilities

- 2.1. The Commissioner of Corporate Services / Treasurer or delegate to:
  - Deposit the Funds on behalf of the Corporation in a dedicated reserve fund or other identified approved account/program as per the Agreement.
  - Utilize the reserve fund as proposed under section 3 of this policy.
  - Meet all reporting and deadlines in the Agreement (i.e. Annual Report).
  - Maintain all accounting principles and separate records as identified in the Agreement.
  - Maintain where appropriate and without limitation all insurance requirements as identified in the Agreement for all Eligible Projects.
- 2.2. The Town of Whitby has the responsibility of developing and implementing an Asset Management Plan and Outcomes Report demonstrating that Asset Management Plans are being used to guide infrastructure planning and investment decisions and how the Funds are being used to address priority projects as per section 8 in the Agreement.

### **3. Utilization of Funds**

- 3.1. As per section 6.6 of the Agreement, the Town of Whitby shall deposit the Funds in a dedicated reserve fund or other separate distinct interest bearing account or invest the Funds through the One Investment Program or any other eligible investment permitted by the Ontario Municipal Act, 2001 and shall retain the Funds in such a reserve fund account or investment until the Funds are expended or transferred in accordance with the Agreement. The Town of Whitby shall ensure that:
  - 3.1.1. Any investment of unexpended Funds will be in accordance with Ontario law and the Town's Investment policy; and,
  - 3.1.2. Any interest earned on Funds will only be applied to Eligible Expenditures for Eligible Projects as defined in the Agreement
- 3.2. The reserve fund shall only be used for costs as identified as eligible expenditures in respect of eligible project categories in the Agreement.
- 3.3. Assets purchased or constructed using the Funds must be for public use and benefit, if the asset is disposed of within five years, the Funds shall be re-invested in another infrastructure project and reported as per the Agreement.
- 3.4. Usage of the reserve fund must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or through another approved Council report.
- 3.5. As per the Agreement, the reserve fund can be used in conjunction with other federal infrastructure programs (stacking); although the maximum allowable federal contribution limitation set out in any other federal infrastructure program agreement would apply.
- 3.6. As per the Agreement, the Town of Whitby has up to five years after the year the money was received to spend the Funds on an eligible municipal infrastructure project.

### **4. Funding Sources**

- 4.1. Transfers of Funds made from the Association of Municipalities Ontario (AMO) on behalf of the Federal Government as per the schedule of payout funds in the Agreement.
- 4.2. The annual interest allocated by Treasury to this reserve fund.
- 4.3. If applicable, investment income earned.

## **5. Reserve Fund Target Level**

- 5.1. At minimum, the reserve fund cannot go below \$0.00.
- 5.2. At maximum, the reserve cannot exceed five years of allocations under the Agreement.

**This Policy is hereby approved by Council Resolution #176-19 on this 27<sup>th</sup> day of May, 2019.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Growth Reserve Fund
<b>Policy Number:</b>	F 050
<b>Reference:</b>	Council Resolution #313-13 and #262-19
<b>Date Approved:</b>	June 24, 2013
<b>Date Revised:</b>	September 23, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services, Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Growth Reserve Fund.

## Purpose

The purpose of the reserve fund is to provide a funding source for the Growth Related Projects of the Town of Whitby to maintain existing service levels as the Town's population increases.

## Scope

This policy applies to the Growth Reserve Fund contributions included in the annual operating budget and the expenditures for Growth Related Projects included in the Capital Budget and Forecast.

## Index

1. Definitions	2
2. Responsibilities	2
3. Utilization of Funds	2
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5. Reserve Fund Target Balance	3
6. Related Documents	3

## 1. Definitions

- 1.1. **Capital Budget** means the plan for expenditures and financing sources to complete Capital Projects or Capital Expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.2. **Capital Expenditure** is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.3. **Capital Forecast** means the forecasted plan for expenditures and financing sources to complete Capital Projects or Capital Expenditures presented in the annual budget. Typically this forecast is nine years (Capital Budget and nine years Capital Forecast).
- 1.4. **Capital Project** means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.5. **Council** means the Mayor and members of Council for the Town of Whitby.
- 1.6. **Growth Plan** means all growth related studies undertaken by the municipality including but not limited to the Development Charge Background Study as identified in the Development Charges Act and the Community Benefits Strategy as identified in the Planning Act.
- 1.7. **Growth Related Project** means a Capital Project or Capital Expenditure required to plan for future growth in the Town of Whitby and / or maintain existing service levels as the Town's population grows.
- 1.8. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## 2. Responsibilities

- 2.1. The Treasurer or their designate has the authority to utilize the reserve fund as approved under section 3 of this policy.

## 3. Utilization of Funds

- 3.1. The reserve fund can be used for the Town's share of Capital Project costs and Capital Expenditures associated with the Growth Plan capital program(s) or other approved Growth Related Capital Project/Expenditure for the Town of Whitby as specified in the purpose of this policy.

- 3.2. The reserve fund can be used for the Town's share of annual long term debt repayments associated with the Growth Plan capital program(s) or other approved Growth Related Project for the Town of Whitby as specified in the purpose of this policy.
- 3.3. Usage of the reserve fund must be identified in the Council approved annual budget and forecast, in a subsequent report to Council or approved via the Capital Budget Management and Control policy and reported in financial report to Council.

#### **4. Funding Sources**

- 4.1. The funding for this reserve fund comes from a taxed based contribution as identified in the annual operating budget.
  - 4.1.1. During the annual budget process the Treasurer shall bring forward a recommendation based on the principle of long term financial sustainability to adjust the annual contribution based on the requirements identified in the Growth Plan, the requirements identified in the current Capital Budget and Forecast, Long Range Financial Plan and the current economic conditions.
  - 4.1.2. At a minimum, the annual contribution must equal the Town's growth related total annual long term debt repayment amount, including tax based debt, development charge based debt and community benefits charge based debt.
- 4.2. As per the Capital Budget Monitoring and Control policy, any budget remaining for a closed Capital Project /Capital Expenditure originally funded from the Growth Reserve Fund would be returned to the Growth Reserve Fund.
- 4.3. The annual interest allocated by Treasury to this reserve fund.

#### **5. Reserve Fund Target Balance**

- 5.1. The minimum uncommitted reserve fund target balance cannot go below \$0.
- 5.2. At maximum, the reserve fund target level equal to the Town of Whitby's total share of growth as identified in the Growth Plan.

#### **6. Related Documents**

- 6.1. Capital Budget Monitoring and Control Policy F 170
- 6.2. Reserve and Reserve Fund Policy

**This Policy is hereby approved by Council Resolution #262-19 on this 23<sup>rd</sup> day of September, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Arena Reserve
<b>Policy Number:</b>	F 380
<b>Reference:</b>	Council Resolution #176-19
<b>Date Approved:</b>	May 27, 2019
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Arena reserve.

## Purpose

The purpose of the reserve is to provide a funding source for the arena facility and equipment infrastructure within the Town of Whitby.

## Scope

This policy applies to collection and management of fees / contributions collected for arena infrastructure within the Town of Whitby.

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1. Definitions	1
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Fund Target Level	2

## 1. Definitions

- 1.1. **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.
- 1.2. **Discretionary Reserves** are monies set aside by Council for a specific purpose and their funding sources and use is determined by Council.

- 1.3. **Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

## **2. Responsibilities**

- 2.1. The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve fund as proposed under section 3 of this policy.

## **3. Utilization of Funds**

- 3.1. The reserve can be used for the capital costs associated with the lifecycle replacement or repair of arena facility or arena equipment infrastructure.
- 3.2. Usage of the reserve must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection Report.

## **4. Funding Sources**

- 4.1. This reserve will accumulate any facility surcharge fees charged through the rental process within the Town of Whitby.
- 4.2. If applicable, once completed the remaining budget for any arena related capital projects that utilized this funding source shall be released and the committed funding returned to the arena reserve.

## **5. Reserve Fund Target Level**

- 5.1. At minimum, the reserve fund cannot go below \$0.00.
- 5.2. At maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #176-19 on this 27<sup>th</sup> day of May, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Building Permit Reserve Fund
<b>Policy Number:</b>	F 310
<b>Reference:</b>	Ontario Building Code – Bill 124 and Council Resolution #295-18
<b>Date Approved:</b>	September 17, 2018
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Town maintains a Building Permit Reserve Fund to accumulate building code enforcement related surpluses to fund and manage building code service delivery responsibilities.

## Purpose

The Building Code Act requires that fees collected are to be used to administer and enforce the Act. Surpluses cannot be used to fund other Town expenditures not related to the enforcement and administration of the building code, and similarly deficits should be funded from a reserve fund and not other Town revenues. As such the Building Permit Reserve Fund was established. This policy establishes the purpose of this obligatory reserve fund, its use, funding sources and target balance.

## Scope

This policy applies to the Town's delivery of building code administration and enforcement services.

## Index

1	Definitions	2
2	Responsibilities	2
3	Protocol	2

## **1 Definitions**

- 1.1** Direct costs are the actual annual operating costs of the resources related to the processing of building and related permit applications, the review of buildings, plans, conducting inspections and building related enforcement activities that are recorded within this operating unit.
- 1.2** Indirect costs include support and overhead directly related to the building permit process incurred in other departments as identified in the most recent building code act service delivery user fee study and subsequently adjusted for the Town's inflationary experience and reflected in the annual operating budget.
- 1.3** Surplus means at fiscal year end, the excess of building code revenues that exists over the direct and indirect building code costs.

## **2 Responsibilities**

- 2.1** Council to:
  - Approve the use of the Building Permit Reserve Fund
  - Approve a loan from other Town sources of funding when the Building Permit Reserve Fund has an insufficient balance
- 2.2** Treasurer to:
  - Prepare an annual report outlining, as per the Ontario Building Code Act, the fees, direct and indirect costs of delivering services related to the administration and enforcement of the Building Code Act and the balance of the Building Permit Reserve Fund.
  - Periodically undertake building code act service delivery user fee studies to assess building permit fees and adequacy/target balance of the building permit reserve fund.

## **3 Protocol**

- 3.1** Utilization of Funds
  - Municipalities are required to segregate fees generated through building code permits and restrict them for building code related purposes. Based on this, uses of the reserve fund are limited to:
    - Offset unfavourable revenue variances
    - Subsidize any negative year-end position

- Fund building code service delivery related capital budget projects, such as studies, technology, fleet and equipment etc.
- Repayment of any loans from other Town sources of funding

### **3.2 Funding Sources**

- From annual building code revenue surplus.

### **3.3 Target Balance**

- A maximum of 2.07 times the annual total building code costs (i.e. direct, indirect and capital costs).

**This Policy is hereby approved by Council Resolution #295-18 on this 17<sup>th</sup> day of September, 2018.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Corporate Development Reserve
<b>Policy Number:</b>	F 400
<b>Reference:</b>	Council Resolution #262-19
<b>Date Approved:</b>	September 23, 2019
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services, Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Corporate Development Reserve.

## Purpose

The purpose of the reserve is to provide a funding source for the strategic initiatives relating to the corporate development needs of the Town of Whitby.

## Scope

This policy applies to management of the funds reserved for corporate development needs as identified in the operating and capital budgets.

## Index

1. Definitions	2
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	3
5. Reserve Target Balance	3

## **1. Definitions**

- 1.1. Capital Budget means the plan for expenditures and financing sources to complete capital projects or capital expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.2. Capital Budget Monitoring and Control policy means the Capital Budget Monitoring and Control policy for the Town of Whitby.
- 1.3. Capital Expenditure is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.4. Capital Forecast means the forecasted plan for expenditures and financing sources to complete capital projects or capital expenditures presented in the annual budget. Typically this forecast is nine years (capital budget and nine years capital forecast).
- 1.5. Capital Project means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.6. Council means the Mayor and members of Council for the Town of Whitby.
- 1.7. Treasurer means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## **2. Responsibilities**

- 2.1. The Treasurer or their designate has the authority to utilize the reserve as approved under section 3 of this policy.

## **3. Utilization of Funds**

- 3.1. The reserve can be used to fund the capital projects / expenditures related to corporate development strategic initiatives. Projects can include (but are not limited to) corporate strategic plans and administrative studies for human resources, administrative facility needs and organizational design.

- 3.2. The reserve can also be used to fund the operating expenditures related to the corporate development strategic initiatives.
- 3.3. Usage of the reserve must be identified in the Council approved annual operating budget, the annual capital budget and forecast, in a subsequent report to Council or approved via the Capital Budget Management and Control policy and reported in financial report to Council.

#### **4. Funding Sources**

- 4.1. There is no current ongoing contribution to this reserve beyond the Operating Surplus Disposition policy (if applicable).
- 4.2. Council can choose to make a tax based contribution during the annual budget approval process.
- 4.3. The Treasurer can bring forward a report for Council's consideration recommending a reserve transfer into this reserve.
- 4.4. As per the Capital Budget Monitoring and Control policy, any budget remaining from a closed capital project originally funded from the Corporate Development reserve would be returned to the Corporate Development reserve.

#### **5. Reserve Target Balance**

- 5.1. The minimum uncommitted reserve target balance is \$300,000.
- 5.2. The maximum uncommitted reserve target balance has not been established.

**This Policy is hereby approved by Council Resolution #262-19 on this 23<sup>rd</sup> day of September, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Engineering Development Fee Reserve Policy
<b>Policy Number:</b>	F 440
<b>Reference:</b>	Council Resolution #99-22
<b>Date Approved:</b>	April 11, 2022
<b>Date Revised:</b>	
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Services – Development Finance

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## Policy Statement

This is a policy governing the use and administration of the discretionary Engineering Development Fee Reserve.

## Purpose

The purpose of this program reserve is to provide a funding source during fiscal years, where annual development fee revenue for the Development Engineering Section, falls below budget, or when annual expenditures are in excess of budget.

## Scope

This policy applies to management of development fee revenue collected for engineering review of development related planning applications and the associated costs for delivering that service.

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1. Definitions	2
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Target Level	2

## 1. Definitions

- 1.1. **Operating Budget Deficit** means the net shortfall that exists at a fiscal year end and when expenditures are greater than had been budgeted for; and/or revenues are less than had been budgeted for.
- 1.2. **Operating Surplus** means the net excess that exists at a fiscal year end when expenditures are less than budgeted for, or revenues are greater than budgeted for.
- 1.3. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act, 2001, S.O. 2001, c.25, as amended.

## 2. Responsibilities

- 2.1. The Commissioner of Financial Services / Treasurer or delegate has the authority to utilize the reserve as approved under Section 3 of this policy.

## 3. Utilization of Funds

- 3.1. During the fiscal year end process, the Engineering Development Fee Reserve can be used (if required) for the Development Engineering Section, when annual revenues are less than the annual budget amount or when annual expenditures exceed the annual budget amount.

## 4. Funding Sources

- 4.1. During the fiscal year end process, if revenue in the Development Engineering Section exceeds budget, the incremental revenue amount less any expenditures in excess of budget may be transferred into the Engineering Development Fee Reserve.

## 5. Reserve Target Level

- 5.1. At minimum, the reserve target level cannot go below \$0.
- 5.2. At maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Environmental Guide Reserve
<b>Policy Number:</b>	F 320
<b>Reference:</b>	Council Resolution #300-18
<b>Date Approved:</b>	September 17, 2018
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Environmental Guide reserve.

## Purpose

The purpose of the reserve is to provide a funding source for the design, printing and distribution of environmental guides within the Town of Whitby.

## Scope

This policy applies to the collection and management of fees collected for environmental guides within the Town of Whitby.

## Index

1	Definitions	1
2	Responsibilities	2
3	Utilization of Funds	2
4	Funding Sources	2
5	Reserve Target Level	2

## 1 Definitions

- 1.1 **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.
- 1.2 **Discretionary Reserves** are monies set aside by Council for a specific purpose and their funding sources and use is determined solely by Council.

- 1.3 **Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

## **2 Responsibilities**

- 2.1 The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve as approved under section 3.2 of this policy.

## **3 Utilization of Funds**

- 3.1 The reserve can be used for the Operating and Capital costs associated with environmental guides within the Town of Whitby as specified in the purpose of this policy.
- 3.2 Usage of the reserve must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection report.

## **4 Funding Sources**

- 4.1 The initial funding source for the reserve is a transfer from individual Future Specified accounts collected through the planning application process for environmental guides.
- 4.2 This reserve will accumulate any fees charged through the planning application process for environmental guides within the Town of Whitby.

## **5 Reserve Target Level**

- 5.1 At minimum, the reserve target level cannot go below \$0.00.
- 5.2 A maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #300-18 on this 17<sup>th</sup> day of September, 2018.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Marina Reserve Fund
<b>Policy Number:</b>	F 370
<b>Reference:</b>	Council Resolution #176-19
<b>Date Approved:</b>	May 27, 2019
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Marina reserve fund.

## Purpose

The purpose of the reserve is to provide a funding source for the infrastructure related to the Port Whitby Marina & harbour.

## Scope

This policy applies to the disposition of the operating budget surplus (if applicable) for the Port Whitby Marina.

## Index

1. Definitions	1
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3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Fund Target Level	2

## 1. Definitions

- 1.1. **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.



1.2. **Discretionary Reserve Funds** are monies set aside by Council for a specific purpose and their funding sources and use is determined by Council.

1.3. **Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

## **2. Responsibilities**

2.1. The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve fund as proposed under section 3 of this policy.

## **3. Utilization of Funds**

3.1. The reserve fund can be used for the capital costs associated with the Port Whitby Marina and harbour as specified in the purpose of this policy.

3.2. The reserve fund can be used for the annual long term debt repayment for any Port Whitby Marina or harbour related infrastructure projects.

3.3. Usage of the reserve fund must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection Report.

## **4. Funding Sources**

4.1. If applicable, the annual operating surplus from the Port Whitby Marina shall be allocated to this reserve fund

4.2. If applicable, once completed the remaining budget for any marina or harbour related capital projects shall be released and the committed funding returned to the marina reserve fund;

4.3. The annual interest allocated by Treasury to this reserve fund.

## **5. Reserve Fund Target Level**

5.1. At minimum, the reserve fund cannot go below \$0.00.

5.2. At maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #176-19 on this 27<sup>th</sup> day of May, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Mayor's Community Development Fund and Performing Arts Community Development Fund
<b>Policy Number:</b>	F 070
<b>Reference:</b>	Council Resolution #336-15, #69-16, and #37-22
<b>Date Originated:</b>	June 29, 2015
<b>Date Revised:</b>	January 31, 2022
<b>Review Date:</b>	As required
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Director of Strategic Initiatives

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## Policy Statement

The Mayor's Community Development Fund and Performing Arts Community Development Fund provide financial assistance for community groups and individuals within Whitby to help them undertake initiatives that will benefit the community.

## Purpose

To ensure the proceeds from the Mayor's Community Development Fund and Performing Arts Community Development Fund are allocated in a fair and transparent manner to community based organizations or individuals.

## Scope

This policy applies to organizations applying for community grants from the Mayor's Community Development Fund and Performing Arts Community Development Fund.

## Index

1	Definitions	2
2	Responsibilities	3
3	Policy Requirements	3

## 1 Definitions

- 1.1 Annual Report** means an annual report submitted to Council identifying the use of the funds, the number of applicants, who receive funding in any one year and the benefit to the community from the grants. It will also identify any suggestions for changes in the process that Council should consider.
- 1.2 Criteria** is used to evaluate grant applications and make recommendations for grant eligibility based on how the project will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds and fundraising), the importance of the Town's contribution, and how the success of the project will be determined.
- 1.3 MCDF Lead Grants** are causes or organizations identified as the primary beneficiary of the Mayor's Golf Tournament and Mayor's Fundraiser through grant funding of up to 50% of the funds raised to support a major community initiative (capital or program) benefiting the community.
- 1.4 MCDF Community Grants** are eligible grants of up to \$5,000 to support community groups for specific initiatives that promote inclusiveness and a broad community benefit through:
- Capital initiatives benefiting the community;
  - Community special events;
  - Funding for initiatives or programs; and,
  - Limited support for individuals or groups in special circumstances.

An applicant may apply more than once for a grant.

- 1.5 PACDF Community Grants** are eligible grants of up to \$5,000 to support performing arts in Whitby. Grants can be provided to performing arts groups, organizations or individuals for programs, events, initiatives and projects, including capital projects. An applicant may apply more than once for a grant. On special circumstances a grant may be provided up to \$25,000.
- 1.6 Grants Review Committee** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference, and delegated authority to review and award Grants in accordance with this policy.
- 1.7 Mayor's Community Development Fund** is a reserve established from the net proceeds raised from the Mayor's Golf Tournament, Mayor's Fundraiser or other external revenue sources.

- 1.8 Performing Arts Community Development Fund** is a Town reserve consisting of the net proceeds from the 2008-2012 Mayor's Galas to support performing arts programs, events, initiatives and projects in Whitby. Additional funds may be allocated towards the Performing Arts Community Development Fund at Council's direction.

## **2 Responsibilities**

- 2.1** Council shall approve members of the Grants Review Committee and consider recommendations for changes to the grant process as submitted by the Grants Review Committee.
- 2.2** Community Services Department to promote Grant opportunities in coordination with the Communications Division.
- 2.3** The Grants Review Committee will review applications and award grants based on the grant criteria and available funds in the Mayor's Community Development Fund and Performing Arts Community Development Fund. All decisions of the Grants Review Committee will be final. The Grants Review Committee shall submit an annual report to Council.

## **3 Policy Requirements**

- 3.1 Mayor's Community Development Fund Grants**
- a) The Mayor's Community Development Fund utilizes funding from the net proceeds from the Mayor's Golf Tournament and Mayor's Fundraiser.
  - b) The Mayor's Community Development Fund supports lead causes or charities plus provides funding for initiatives benefiting the Whitby community, capital projects, community events and support for Whitby residents in special circumstances.
  - c) The Mayor's Community Development Fund provides an ongoing annual grant of \$4,000 to the Brooklin Royal Canadian Legion Branch 152 and \$4,000 to the Whitby Royal Canadian Legion Branch 112 to support community events in the amount of \$3,000 including their New Year's Levies and Remembrance Day Ceremonies as approved through Council resolution #16-18 and \$1,000 for the replacement of banners through the Honour our Veterans Banner Program.
  - d) The Mayor's Community Development Fund provides an ongoing annual grant of \$3,000 to the Brooklin Royal Canadian Legion Branch 152 and \$3,000 to the Whitby Royal Canadian Legion Branch 112 to support community events including their New Year's Levies and Remembrance Day Ceremonies as approved through Council resolution #16-18.

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Policy Title: Mayor's Community Development Fund and Performing Arts  
Community Development Fund

Policy Number: F 070

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- e) Lead Grants provide an opportunity for community agencies that require substantial funding for an initiative providing broad community benefit to Whitby and/or providing a benefit that may extend beyond the borders of Whitby.
- f) A minimum of two Lead Grants will be selected annually. One Lead Grant will be eligible for up to 50% of the funds raised by the Mayor's Golf Tournament and the other Lead Grant will be eligible for up to 50% of the funds raised by the Mayor's Fundraiser. Additional Lead Grants may be selected at the discretion of the Grants Review Committee based on eligible funds available.
- g) Lead Grant Applications will be received until the end of March for the Mayor's Golf Tournament and until the end of October for the Mayor's Fundraiser.
- h) The determination of the Lead Grants will be completed by the end of May for the Mayor's Golf Tournament and by the end of December for the Mayor's Fundraiser.
- i) The Lead Grants will be communicated as part of the Mayor's Golf Tournament and Mayor's Fundraiser so that the public and participants understand what organizations benefit from a significant portion of the funds raised during the events.
- j) The remaining funds will be used to provide Community Grants of up to \$5,000 to eligible applicants as determined by the Grants Review Committee.

### **3.2 Performing Arts Community Development Fund Grants**

- a) The Mayor will be excluded from discussions related to PACDF Community Grants.
- b) The Performing Arts Community Development Fund utilizes net proceeds from the 2008 – 2012 Mayor's Galas.
- c) The Performing Arts Community Development Fund supports Whitby based community groups, organizations with a presence in Whitby and residents for performing arts programs, events, initiatives and projects.
- d) Funding up to \$5,000 will be available to eligible applicants as determined by the Grants Review Committee.
- e) Funding may be available for exceptional performing arts programs, events, projects or initiatives, including capital, up to \$25,000 to eligible applicants as determined by the Grants Review Committee.

- f) Once the available funds in the Performing Arts Community Development Fund are fully dispersed, grant applications will no longer be received.

### **3.3 Eligible Grant Recipients**

- a) Whitby based community groups and not for profit organizations with a presence in Whitby, or Whitby residents in special circumstances.
- b) Organizations already receiving funding from the Town of Whitby for a specific purpose may be eligible for community grant funding for the same purpose, but given low priority.
- c) Groups receiving funding from the Town of Whitby can qualify to access Grants for other initiatives not already funded by the Town based on the relative merit of the initiative.

### **3.4 Applications**

- a) The Mayor's Community Development Fund and Performing Arts Community Development Fund support innovative projects and initiatives that provide direct and indirect benefit to Whitby residents. The fund does not focus on providing funding for operating expenses of a community organization or charity.
- b) Organizations or individuals seeking financial assistance must submit an application to the Town of Whitby as outlined in the Mayor's Community Development Fund and Performing Arts Community Development Fund Procedure.
- c) The Grant application process and evaluating criteria shall be followed in accordance with the Mayor's Community Development Fund and Performing Arts Community Development Fund Procedure.

### **3.5 Reporting and Transparency**

- a) The annual report submitted by the Grants Review Committee shall include the number and nature of applicants, the distribution of funds, who received funding in any one year, the purpose of the grant, and the benefit to the community from the grant.
- b) It will also identify any suggestions for changes in the process that Council should consider. Any changes would require Council approval.
- c) The annual report will be published on the Town's website each year.
- d) Unused amounts in the Mayor's Community Development Fund and the Performing Arts Community Development Fund at the end of each year will be carried over to the next year.

**This Policy is hereby approved by Council Resolution #336-15 on this 29<sup>th</sup> day of June, 2015, Council Resolution #69-16 on this 8<sup>th</sup> day of February, 2016 and Council Resolution #37-22 on this 31<sup>st</sup> day of January, 2022.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Parking Reserve Fund
<b>Policy Number:</b>	F 360
<b>Reference:</b>	Council Resolution #176-19
<b>Date Approved:</b>	May 27, 2019
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Parking reserve fund.

## Purpose

The purpose of the reserve is to provide a funding source for the public parking related infrastructure and parking enforcement in the Town of Whitby.

## Scope

This policy applies to the collections and management of fees / contributions collected for parking cash in lieu provisions within the Town of Whitby and the disposition of the operating budget surplus (if applicable) for the Parking Enforcement division.

## Index

1. Definitions	1
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Fund Target Level	2

## 1. Definitions

- 1.1. **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.



1.2. **Discretionary Reserve Funds** are monies set aside by Council for a specific purpose and their funding sources and use is determined by Council.

1.3. **Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

## **2. Responsibilities**

2.1. The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve fund as proposed under section 3 of this policy.

## **3. Utilization of Funds**

3.1. The reserve fund can be used for the capital costs associated with public parking related infrastructure or parking enforcement infrastructure as specified in the purpose of this policy.

3.2. The reserve fund can be used for the annual long term debt repayment for any public parking related infrastructure projects.

3.3. Usage of the reserve fund must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection Report.

## **4. Funding Sources**

4.1. This reserve will accumulate any fees charges through the planning application process for parking cash-in lieu within the Town of Whitby.

4.2. If applicable, the annual operating surplus from the Parking Enforcement division shall be allocated to this reserve fund.

4.3. The annual interest allocated by Treasury to this reserve fund.

## **5. Reserve Fund Target Level**

5.1. At minimum, the reserve fund cannot go below \$0.00.

5.2. At maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #176-19 on this 27<sup>th</sup> day of May, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Parks Reserve Fund
<b>Policy Number:</b>	F 350
<b>Reference:</b>	Council Resolution #176-19
<b>Date Approved:</b>	May 27, 2019
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the obligatory Parks reserve fund.

## Purpose

The purpose of the reserve fund is to provide a funding source for the eligible municipal infrastructure as identified in the Planning Act (the Act).

## Scope

This policy applies to the management of fees / contributions collected for parks cash in lieu provisions and usage of those funds within the Town of Whitby.

## Index

1. Definitions	1
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Fund Target Level	2

## 1. Definitions

- 1.1. The **Act** refers to the Planning Act R.S.O. 1990.
- 1.2. **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.

- 1.3. **Obligatory Reserve Funds** is a reserve fund created when senior government statute or agreement requires that revenue received for special purposes is segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them by statute or agreement. Amounts collected in obligatory reserve funds are considered to be deferred revenue, as services have yet to be performed. These amounts will be recognized as revenue in the fiscal year the services are performed.

## **2. Responsibilities**

- 2.1. The Commissioner of Corporate Services / Treasurer will transfer all funds received under subsections 6, 6.0.1 and 14 of the Act and all money received on the sale of land under subsection 5 of the Act, less any amount spent by the municipality out of its general funds in respect of the land, into a special account (reference the Act subsection 42.15).
- 2.2. The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve fund as proposed under section 3 of this policy.

## **3. Utilization of Funds**

- 3.1. The reserve fund shall only be used for the acquisition of land to be used for park and other public recreational purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes (reference the Act subsection 42.15).
- 3.2. Usage of the reserve fund must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or another Council approved report.

## **4. Funding Sources**

- 4.1. This reserve fund will accumulate any fee charged through the planning application process for parks cash-in lieu received under subsections 6, 6.0.1 and 14 of the Act within the Town of Whitby.
- 4.2. The annual interest allocated by Treasury to this reserve fund.

## **5. Reserve Fund Target Level**

- 5.1. At minimum, the reserve fund cannot go below \$0.00.
- 5.2. At maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #176-19 on this 27<sup>th</sup> day of May, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Planning Development Fee Reserve Policy
<b>Policy Number:</b>	F 450
<b>Reference:</b>	Council Resolution #99-22
<b>Date Approved:</b>	April 11, 2022
<b>Date Revised:</b>	
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Financial Services – Development Finance

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## Policy Statement

This is a policy governing the use and administration of the discretionary Planning Development Fee Reserve.

## Purpose

The purpose of this program reserve is to provide a funding source during fiscal years, where annual development fee revenue for the Development Control, Design and Technical Services Section, falls below budget, or when annual expenditures are in excess of budget.

## Scope

This policy applies to management of development fee revenue collected for planning review of development related planning applications and the associated costs for delivering that service.

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1. Definitions	2
2. Responsibilities	2
3. Utilization of Funds	2
4. Funding Sources	2
5. Reserve Target Level	2

## 1. Definitions

- 1.1. **Operating Budget Deficit** means the net shortfall that exists at a fiscal year end and when expenditures are greater than had been budgeted for; and/or revenues are less than had been budgeted for.
- 1.2. **Operating Surplus** means the net excess that exists at a fiscal year end when expenditures are less than budgeted for, or revenues are greater than budgeted for.
- 1.3. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act, 2001, S.O. 2001, c.25, as amended.

## 2. Responsibilities

- 2.1. The Commissioner of Financial Services / Treasurer or delegate has the authority to utilize the reserve as approved under Section 3 of this policy.

## 3. Utilization of Funds

- 3.1. During the fiscal year end process, the Planning Development Fee Reserve can be used (if required) for the Development Control, Design and Technical Services Section, when annual revenues are less than the annual budget amount or when annual expenditures exceed the annual budget amount.

## 4. Funding Sources

- 4.1. During the fiscal year end process, if revenue in the Development Control, Design and Technical Services Section exceeds budget, the incremental revenue amount less any expenditures in excess of budget may be transferred into the Planning Development Fee Reserve.

## 5. Reserve Target Level

- 5.1. At minimum, the reserve target level cannot go below \$0.
- 5.2. At maximum, the reserve target level has not been established.

This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



# Town of Whitby Policy

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<b>Policy Title:</b>	Tree Planting Reserve
<b>Policy Number:</b>	F 330
<b>Reference:</b>	Council Resolution #300-18
<b>Date Approved:</b>	September 17, 2018
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Tree Planting reserve.

## Purpose

The purpose of the reserve is to provide a funding source for the planting of additional trees, or the replacement of existing trees due to disease and other natural causes, on Town of Whitby property or on public roads right-of-way.

## Scope

This policy applies to the collection and management of fees / contributions collected for tree planting provisions at non-specific locations within the Town of Whitby.

## Index

1	Definitions	1
2	Responsibilities	2
3	Utilization of Funds	2
4	Funding Sources	2
5	Reserve Target Level	2

## 1 Definitions

- 1.1 **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.

- 1.2 **Discretionary Reserves** are monies set aside by Council for a specific purpose and their funding sources and use is determined solely by Council.
- 1.3 **Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

## 2 Responsibilities

- 2.1 The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve as approved under section 3.2 of this policy.

## 3 Utilization of Funds

- 3.1 The reserve can be used for the Operating and Capital costs associated with tree planting within the Town of Whitby as specified in the purpose of this policy.
- 3.2 Usage of the reserve must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection report.

## 4 Funding Sources

- 4.1 The initial funding source for the reserve is a transfer from individual Future Specified accounts collected through the planning application process. These accounts are for either general tree planting within the Town of Whitby; or accounts for planting in a specific area where the tree planting work has been completed and funded by other tax based sources.
- 4.2 This reserve will accumulate any fees charged through the planning application process for tree planting at non-specific locations within the Town of Whitby; or the remaining balance of any future specified accounts for tree planting at specific locations within the Town of Whitby after the tree planting has been completed.

## 5 Reserve Target Level

- 5.1 At minimum, the reserve target level cannot go below \$0.00.
- 5.2 A maximum, the reserve target level has not been established.

**This Policy is hereby approved by Council Resolution #300-18 on this 17<sup>th</sup> day of September, 2018.**





# Town of Whitby Policy

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<b>Policy Title:</b>	Town Property Reserve Fund
<b>Policy Number:</b>	F 300
<b>Reference:</b>	Council Resolution #302-18
<b>Date Approved:</b>	September 17, 2018
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Town Property Reserve Fund.

## Purpose

The purpose of the reserve fund is to hold land sale proceeds and provide a funding source for the costs associated with the acquisition and disposition of land purchases / sales.

## Scope

This policy applies to the revenue and/or costs associated with the sale or purchase of land by the Town of Whitby.

## Index

1	Definitions	1
2	Responsibilities	2
3	Utilization of Funds	2
4	Funding Sources	2
5	Reserve Fund Target Level	2

## 1 Definitions

- 1.1 **Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.

- 1.2 **Discretionary Reserve Funds** are monies set aside by Council for a specific purpose and their funding sources and use is determined solely by Council.
- 1.3 **Land Sale Proceeds** are the monies the Town receives from the sale of land.
- 1.4 **Land Sale / Purchase Costs** includes costs associated with investigating potential lands for sale or purchase (such as but not limited to: land testing, appraisals, surveys, etc.,) and sale or purchase transaction related costs (such as but not limited to: legal fees, advertising, real estate fees and other transaction related disbursements, e.g. land transfer tax etc.).

## **2 Responsibilities**

- 2.1 The Commissioner of Corporate Services / Treasurer or delegate has the authority to utilize the reserve fund as approved under section 3.2 of this policy.

## **3 Utilization of Funds**

- 3.1 The reserve fund can be used for the costs associated the sale or purchase of land by the Town of Whitby as specified in the purpose of this policy.
- 3.2 Usage of the reserve fund must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy.

## **4 Funding Sources**

- 4.1 The land sale proceeds from the sale of Town owned land.
- 4.2 Other contributions as approved by Council.
- 4.3 Interest earned on the reserve fund.

## **5 Reserve Fund Target Level**

- 5.1 At minimum, the reserve fund target level cannot go below \$0.00.
- 5.2 A maximum, the reserve fund target level has not been established.

**This Policy is hereby approved by Council Resolution #302-18 on this 17<sup>th</sup> day of September, 2018.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Zero Carbon Revolving Reserve Fund
<b>Policy Number:</b>	F 460
<b>Reference:</b>	Council Resolution #192-22
<b>Date Approved:</b>	September 26, 2022
<b>Date Revised:</b>	Not Applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	<b>Financial Services – Development Finance</b>

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## Policy Statement

This is a policy governing the use and the administration of the discretionary Zero Carbon Revolving Reserve Fund.

## Purpose

The purpose of this program reserve fund is 1) to leverage external funding and operational savings, and offset the cost of zero carbon initiatives; and 2) to provide a sustainable fund to pay for zero carbon retrofits, pilot projects for zero carbon efficient technologies, fund incremental retrofit projects costs of zero carbon options, and fund zero carbon pilot projects, independent of the tax base.

## Scope

The scope of this Policy applies to the management of funds reserved for approved capital projects / expenditures of The Corporation of the Town of Whitby (the “Town”) as identified in this Policy.

## Index

1. Definitions	3
2. Responsibilities	3
3. Utilization of Funds	4
4. Eligible Capital Projects / Capital Expenditures	4
5. Ongoing Funding Sources	4
6. Reserve Target Balance	5

## 1. Definitions

- 1.1. **Capital Budget** means the plan for expenditures and financing sources to complete capital projects or capital expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control Policy.
- 1.2. **Capital Budget Monitoring and Control Policy** means the Capital Budget Monitoring and Control Policy for the Town.
- 1.3. **Capital Forecast** means the forecasted plan or expenditures and financing sources to complete capital projects or capital expenditures presented in the annual budget. Typically, this forecast is nine years (capital budget and nine years capital forecast).
- 1.4. **Capital Project / Expenditure** means any expenditure incurred to acquire or improve land, buildings or engineered structures, and to purchase machinery and equipment. It includes vehicles, machinery, fixtures, and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset, or the betterment of an existing asset.
- 1.5. **Council** means the Mayor and members of Council for The Corporation of the Town of Whitby.
- 1.6. **Treasurer** means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act, 2001, S.O. 2001, c.25, as amended.

## 2. Responsibilities

- 2.1. The Treasurer or their designate has the authority to utilize the reserve fund as approved under Section 3 of this Policy.
- 2.2. Town Department(s) responsible for specific assets / capital expenditures / capital projects, are responsible for collaborating with the Sustainability Division as outlined in Section 4 of this Policy.
- 2.3. The Sustainability Division within the Strategic Initiatives Department is responsible for collaborating with applicable Town Departments as outlined in Section 4 of this Policy.
- 2.4. The Financial Services Department is responsible for the annual budgetary information as outlined in Section 4 of this Policy.
- 2.5. The Sustainability Division will make the final budgetary recommendations as outlined in Section 4 of this Policy based on available budget.

### 3. Utilization of Funds

- 3.1. Usage of the Zero Carbon Revolving Reserve Fund must be in line with Section 4 of this Policy, which provides the parameters on how eligible Capital Projects / Expenditures are identified and selected.
- 3.2. The Zero Carbon Revolving Reserve Fund can be used for the portion of the Capital Budget for Capital Projects/Capital Expenditures pertaining to existing Town owned assets as identified in the purpose of this Policy.
- 3.3. Usage of the Zero Carbon Revolving Reserve Fund must be identified in the Council approved annual budget, through a report to Council or approved via the Capital Budget Monitoring and Control Policy.

### 4. Eligible Capital Projects / Capital Expenditures

- 4.1. Selection of eligible Capital Projects / Capital Expenditures must generally be in accordance with the annual budget timelines as established by the Financial Services Department.
- 4.2. The Sustainability Division, jointly with the Town Department(s) responsible for the applicable asset(s), shall collaborate to prepare the initial project list for consideration and on the evaluation of the projects.
- 4.3. Project consideration will prioritize projects with a shorter payback. The payback period **cannot** exceed the asset's expected useful life.
- 4.4. Project consideration **will only** be given to projects that support the goals and objectives of the Zero Carbon Whitby Plan and are in compliance with Accessibility legislation.
- 4.5. The Sustainability Division shall make final funding prioritization recommendations to the Financial Services Department on eligible capital projects / expenditures, and the portion of the Capital Budget as outlined in the Zero Carbon Whitby Plan as the incremental cost.
- 4.6. The Financial Services Department will include the final recommended project list as part of the annual budget.
- 4.7. Occasionally, ad hoc projects can be considered in-year, as long as the Capital Budget request follows the Capital Budget Management and Control Policy. Full analysis of the project eligibility as described in the procedure is also required.

### 5. Ongoing Funding Sources

- 5.1. Approved climate change incentives applied to at the Town shall be allocated to the Zero Carbon Revolving Reserve Fund.

- 5.2. Until a previously approved project is repaid, 100% of the annual operating budget savings (based on the payback modeling) shall be directed into the reserve fund.
- 5.3. After the reserve fund has been fully repaid for the cost of the project, 75% of the annual operating budget savings (based on the payback modeling) will continue to be allocated to grow the reserve fund, and the remaining 25% will be reduced from the Town's Operating Budget, as budget savings.
- 5.4. External grant, sponsorship, and donation funding, as applicable.
- 5.5. Dedicated user fees as defined in Policy or By-Law.
- 5.6. Interest earned on the reserve fund.
- 5.7. Council can also choose to make a tax-based contribution during the annual budget approval process to grow the reserve fund, so further initiatives can be undertaken.

**6. Reserve Target Balance**

- 6.1. The minimum reserve fund target, net of approved budget commitments is \$0.
- 6.2. The maximum reserve fund target level has not been established.

**Appendices**

**This Policy is hereby approved by Council Resolution #\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Long Term Finance Reserve
<b>Policy Number:</b>	F 030
<b>Reference:</b>	Council Resolution #313-13 and #262-19
<b>Date Approved:</b>	June 24, 2013
<b>Date Revised:</b>	September 23, 2019
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services, Financial Planning

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## Policy Statement

This is a policy governing the use and administration of the discretionary Long Term Finance Reserve also called the One-Time Reserve.

## Purpose

The purpose of the reserve is to provide a funding source for the one-time needs of the Town of Whitby and any strategic initiatives or community enhancements undertaken by the town.

## Scope

This policy applies to management of the funds reserved for one-time expenses as identified in the operating and capital budgets and the capital costs associated with any strategic initiatives or community enhancements.

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1. Definitions	2
2. Responsibilities	2
3. Utilization of Funds	2
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5. Reserve Target Balance	3



## **1. Definitions**

- 1.1. Capital Budget means the plan for expenditures and financing sources to complete capital projects or capital expenditures, approved in either an annual budget, in a report to Council or under the Capital Budget Monitoring and Control policy.
- 1.2. Capital Budget Monitoring and Control policy means the Capital Budget Monitoring and Control policy for the Town of Whitby.
- 1.3. Capital Expenditure is determined by the nature of the work that is undertaken; it usually is in excess of \$5,000 and does not specifically impact a single fixed asset. It includes (but is not limited to) studies, roads crack sealing program etc. It can occasionally be one-time in nature, but usually the expenditure has a benefit lasting more than one year.
- 1.4. Capital Forecast means the forecasted plan for expenditures and financing sources to complete capital projects or capital expenditures presented in the annual budget. Typically this forecast is nine years (capital budget and nine years capital forecast).
- 1.5. Capital Project means any expenditure incurred to acquire or improve land, buildings, engineering structures, and to purchase machinery and equipment. It includes vehicles, office furniture and software applications. Normally, it has a benefit lasting more than one year, and results in the acquisition or extension of the life of a fixed asset or the betterment of an existing asset.
- 1.6. Council means the Mayor and members of Council for the Town of Whitby.
- 1.7. Disposition of Operating Surplus Policy means the Disposition of Operating Surplus Policy for the Town of Whitby.
- 1.8. One-Time Reserve means the Long Term Finance Reserve.
- 1.9. Treasurer means the employee designated as such by Council for the position. The Treasurer shall exercise all powers and duties of the Treasurer as set out in the Municipal Act.

## **2. Responsibilities**

- 2.1. The Treasurer or their designate has the authority to utilize the reserve fund as approved under section 3 of this policy.

## **3. Utilization of Funds**

- 3.1. The reserve fund can be used for the one-time (non-recurring) operating costs.

- 3.2. The reserve fund can be used to finance the capital project costs / expenditures associated with any strategic initiatives / community enhancements undertaken by the town.
- 3.3. The reserve fund can be used to finance any long term debt repayments as approved by Council.
- 3.4. The reserve fund can be used to pre-commit future liability commitments to mitigate uncertainty of future funding streams.
- 3.5. Usage of the reserve fund must be identified in the Council approved annual budget and capital forecast, in a subsequent report to Council or approved via the Capital Budget Management and Control policy and reported in financial report to Council.

#### **4. Funding Sources**

- 4.1. The current funding for this reserve fund comes from any operating surplus allocated under the Disposition of Operating Surplus Policy (if applicable).
- 4.2. Council can choose to make a tax based contribution during the annual budget approval process.
- 4.3. As per the Capital Budget Monitoring and Control policy, any budget remaining from a closed capital project originally funded from the One-Time Reserve would be returned to the One-Time Reserve.

#### **5. Reserve Target Balance**

- 5.1. The minimum uncommitted reserve fund target balance is \$500,000.
- 5.2. The maximum reserve fund target level has not been established.

**This Policy is hereby approved by Council Resolution #262-19 on this 23<sup>rd</sup> day of September, 2019.**



# Town of Whitby Policy

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<b>Policy Title:</b>	Contingency Reserves
<b>Policy Number:</b>	F 020
<b>Reference:</b>	Council Resolution #313-13
<b>Date Originated:</b>	June 24, 2013
<b>Date Revised:</b>	Not applicable
<b>Review Date:</b>	Not applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Town shall strive to establish and maintain adequate Contingency Reserves and Reserve Funds so as to provide a source of funding to offset extraordinary and unforeseen expenditures, one-time expenditures or unplanned revenue shortfalls.

## Purpose

The purpose of this policy is to describe the nature, use and funding sources for the Town's Contingency Reserves, and to set out the target balances required to maintain a prudent level of financial resources for these reserves.

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2	Responsibilities	2
3	Protocol	2

## 1 Definitions

- 1.1 **Operating Deficit** means the net shortfall that exists at a fiscal year end when expenditures are greater than had been budgeted for, and/or revenues are less than had been budgeted for.

## 2 Responsibilities

2.1 Council to:

- Approve the use of any of the Contingency Reserves.

2.2 Treasurer to:

- Evaluate the overall adequacy of the contingency reserves category and report to Council during annual budget deliberations.
- In the event that use of the funds is required to prevent a projected operating deficit, the planned use of contingency reserves shall be included in the quarterly forecast report to Council.

## 3 Protocol

3.1 The Town's Contingency Reserves and Reserve Funds are comprised of the following:

- General Contingency Reserve – funds from this reserve are available to finance expenditures that are due to external factors not anticipated in the annual budget. Specifically, this includes such items as unbudgeted weather related event costs (e.g. windstorms, flooding), legal costs and assessment appeals and other extraordinary and unforeseen expenditures, one-time expenditures or unplanned revenue shortfalls. The funding source for this reserve is dependent upon the Disposition of Operating Surplus Policy.
- Bad Debt Allowance Reserve – established to fund unexpected bad debts that result from uncollectable receivables. There is currently no ongoing funding source. Any required funding would be identified through the disposition of the operating surplus.
- Winter Control Reserve – this discretionary reserve was established to fund unbudgeted winter control expenditures that may arise as a result of unexpected winter events. The funding source for this reserve is dependent upon the Operating Surplus Disposition Policy.
- Insurance Reserve Fund – this discretionary reserve was established in order to finance insurance claims and other insurance related expenditures in excess of annual budget amounts. Funds are drawn/contributed from/to this reserve fund when the Town experiences insured losses greater/less than the annual budgeted amount. The use and funding source for this reserve is dependent upon the Insurance Reserve Fund Policy.

### 3.2 Target Balance for the Contingency Reserve Category

The target is based on an overall contingency reserve category balance (i.e. the target balance when all of the above contingency reserves and reserve funds are combined). The consolidated target is a minimum of 5% and maximum of 10% of gross expenditures.

*This Policy is hereby approved by Council Resolution #313-13 on this 24<sup>th</sup> day of June, 2013.*



# Town of Whitby Policy

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<b>Policy Title:</b>	Insurance Reserve Fund
<b>Policy Number:</b>	F 160
<b>Reference:</b>	Municipal Act, Council Resolution #263-10
<b>Date Originated:</b>	September 7, 2010
<b>Date Revised:</b>	Not applicable
<b>Review Date:</b>	September 7, 2015
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Town of Whitby shall strive to maintain an Insurance Reserve Fund as part of the Stabilization category of reserve and reserve funds so as to provide a source of funding for insurance claims and other insurance related expenditures in excess of annual budget amounts.

## Purpose

The purpose of this policy is to define the approved use of the Insurance Reserve Fund and to establish a source of funding.

## Scope

This policy applies only to the Town of Whitby and shall not be applied to its committees, enterprises and outside boards, commissions & agencies for which Council is required to approve annual budget estimates or levels.

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3	Responsibilities	2

## 1 Definitions

- 1.1 Claims related expenditures** – includes expenses related to claims for investigations, expert advice, outside legal counsel, adjusting services and any settlements or awards.

## 2 Procedure

### 2.1 Utilization of Funds

The monies held in the reserve fund shall be used for the purposes of:

- a) Funding expenditures within the deductibles of the Town's insurance policies that are in excess of the annual budgeted deductible expense.
- b) Funding claims related expenditures in excess of the Town's insurance policies.
- c) Funding amounts authorized as per the Town's Indemnification by-law.
- d) Funding the cost of actuarial reviews of reserve fund levels as required from time to time.
- e) Funding unanticipated premium increases which are excessive to normal market conditions.
- f) Funding of additional insurance-related expenditures as approved by Council.

### 2.2 Funding Sources

The funding sources for this reserve fund include:

- a) Any unexpended insurance deductible expense as at year end.
- b) Any insurance premium savings as a result of increasing deductible levels.
- c) Contributions from the operating budget.
- d) Occasional third party recoveries/settlements.
- e) Any dividend payment from the Durham Municipal Insurance Pool.

### 2.3 Target Balance

To be determined.

### 2.4 Annual Reporting

The Treasurer shall report to Council the actual year-end balance in the Insurance Reserve Fund each year as part of the insured claims report.

## 3 Responsibilities

### 3.1 Council to:

- a) Approve the Insurance Reserve Fund Policy.
- b) Approve amendments to the Insurance Reserve Fund Policy.

c) Support the Insurance Reserve Fund Policy.

**3.2** Chief Administrative Officer to:

a) Support the Insurance Reserve Fund Policy.

**3.3** Director of Corporate Services/Treasurer to:

a) Support the Insurance Reserve Fund Policy.

b) Recommend and prepare any necessary amendments to the Policy.

c) Be responsible for collecting concerns or complaints relating to this Policy.

**3.4** Also refer to the responsibilities section of the Operating Budget Process, F 070.

*This Policy is hereby approved by Council Resolution #263-10 on this 7<sup>th</sup> day of September, 2010.*





# Town of Whitby Policy

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<b>Policy Title:</b>	Winter Control Reserve
<b>Policy Number:</b>	F 060
<b>Reference:</b>	Council Resolution #377-13
<b>Date Originated:</b>	September 16, 2013
<b>Date Revised:</b>	Not applicable
<b>Review Date:</b>	Not applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Town shall strive to establish and maintain a Winter Control Reserve so as to provide a source of funding to offset greater than budgeted winter control costs.

## Purpose

The purpose of this policy is to describe the nature, use, funding sources and target balance for the Winter Control Reserve.

## Index

1	Definitions	2
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3	Protocol	2

## 1 Definitions

- 1.1 Fixed Cost** means costs that do not increase or decrease in the short term irrespective of changes in activity levels of the operation. In the case of winter control this includes wage and benefit related costs (not including overtime) and the base contractual requirements for the provision of Winter Control equipment.
- 1.2 Variable Costs** means costs that increase or decrease according to changes in activity levels of the operation. In the case of winter control this includes costs for operating supplies (such as salt and sand), overtime costs, and any variable cost component over the base contractual requirements for the provision of Winter Control equipment.
- 1.3 Winter Control Surplus** means at a fiscal year end, the excess that exists when the variable costs are less than budget.
- 1.4 Winter Events** means consist of snowstorms, ice storms, freezing rain, etc. and can vary in severity from season to season.

## 2 Responsibilities

- 2.1 Council to:**
- Approve the use of the Winter Control Reserve.
- 2.2 Treasurer to:**
- Evaluate the adequacy of the Winter Control Reserve subject to its target balance and the overall adequacy of the total contingency reserves category and report to Council during annual budget deliberations.
  - Ensure the planned use of the Winter Control Reserve is included in the quarterly forecast reports to Council.

## 3 Protocol

### 3.1 Winter Control Budget

The Town's objective is to ensure the annual winter control budget includes:

- fixed costs based on the most current or estimated contractual agreements;
- variable costs based on a rolling five-year average of actual costs for the most recent completed fiscal years.

### 3.2 Utilization of Funds

The monies held in the reserve shall be used for the purpose of funding unbudgeted winter control expenditures that may arise as a result of unanticipated winter events when an overall Town operating surplus cannot cover such additional expenses.

### 3.3 Funding Sources

The funding source for this reserve is dependent upon Winter Control surpluses. Once the reserve has reached the target balance, any Winter Control surplus would be disposed of according to the Disposition of Operating Surplus policy.

### 3.4 Target Balance

The target balance for the reserve is set at 50% of the annual Winter Control budget.

*This Policy is hereby approved by Council Resolution #377-13 on this 16<sup>th</sup> day of September, 2013.*



# Town of Whitby Policy

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<b>Policy Title:</b>	Workplace Safety and Insurance Board Reserve
<b>Policy Number:</b>	F 240
<b>Reference:</b>	Council Resolution #29-16
<b>Date Originated:</b>	January 18, 2016
<b>Date Revised:</b>	Not applicable
<b>Review Date:</b>	Not applicable
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Corporate Services – Financial Planning

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## Policy Statement

The Town shall strive to establish and maintain a Workplace Safety and Insurance Board Reserve so as to provide a source of funding to offset greater than budgeted WSIB costs.

## Purpose

The purpose of this policy is to describe the nature, use, funding sources and target balance for the Workplace Safety and Insurance Board Reserve.

## Scope

This policy applies to all staff responsible for the establishment and maintenance of the Workplace Safety and Insurance Board Reserve.

## Index

1	Definitions	2
2	Responsibilities	2
3	Protocol	2

## 1 Definitions

- 1.1 **NEER Refund/Surcharge** means the New Experimental Experience Rating Plan (NEER) generates premium refunds and surcharges based on an employer's accident cost experience.
- 1.2 **WSIB** means Workplace Safety and Insurance Board is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces.

## 2 Responsibilities

- 2.1 Council to:
- Approve the use of the Workplace Safety and Insurance Board Reserve.
- 2.2 Treasurer to:
- Evaluate the adequacy of the Workplace Safety and Insurance Board Reserve subject to its target balance and the overall adequacy of the total contingency reserves category and report to Council during annual budget deliberations.
  - Ensure the planned use of the Workplace Safety and Insurance Board Reserve is included in the quarterly forecast and or budget reports to Council.

## 3 Protocol

### 3.1 Utilization of Funds

The monies held in the reserve shall be used for the purpose of funding unbudgeted WSIB expenditures that may arise as a result of surcharges or phasing in significant WSIB premium rate increases and for expenditures related to the purpose of improving the Town's health and safety programs.

### 3.2 Funding Sources

The funding source for this reserve is any WSIB NEER refunds. Once the reserve has reached the target balance, any WSIB NEER refunds would be disposed of according to the Disposition of Operating Surplus policy.

### 3.3 Target Balance

The target balance for the reserve is set at the annually estimated maximum surcharge based on the NEER Refund/Surcharge Calculation, presently this is \$1.2M.

*This Policy is hereby approved by Council Resolution #29-16 on this 18<sup>th</sup> day of January, 2016.*

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