Town of Whitby Policy

Policy Title: Planning Development Fee Reserve Policy

Policy Number: F 450

Reference: Council Resolution #99-22

Date Approved: April 11, 2022

Date Revised:

Approval: Council

Point of Contact: Financial Services – Development Finance

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

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 #99-22 on this 11th day of April, 2022.