



**Town of Whitchurch-Stouffville  
Council Agenda**

**Wednesday, December 11, 2024, 1:00 p.m.  
Council Chambers  
111 Sandiford Drive**

Anyone wishing to speak to Staff Reports listed on the agenda may attend the meeting in person or electronically. To attend electronically contact the Town Clerk at [clerks@townofws.ca](mailto:clerks@townofws.ca) by noon (12 PM) the business day prior to the meeting to register.

The meeting may be viewed live online at [townofws.ca/cmlivestream](http://townofws.ca/cmlivestream)

Council Meetings will be video-recorded and made available online at [townofws.ca/councilcalendar](http://townofws.ca/councilcalendar)

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|  | <b>Pages</b> |
|--|--------------|
| 1. Call to Order   |              |
| 2. Town Land Acknowledgement   |              |
| 3. Declaration of Pecuniary Interest   |              |
| 4. Adoption of Minutes   |              |
| 4.1 Regular Council Minutes - November 20, 2024  | 8            |
| 5. Recognitions  |              |
| 5.1 Latcham Art Centre - MarCom Award 2024<br><i>Presentation from Margaret Wallace, CEO, and Jennifer Onlock,<br/>        Manager, Latcham Art Centre</i>                       |              |
| 5.2 Latcham Art Centre - Galleries Ontario Award<br><i>Presentation from Margaret Wallace, CEO, and Jennifer Onlock,<br/>        Manager, Latcham Art Centre</i>                 |              |
| 6. Presentations   |              |
| 6.1 Parks Plan and Parkland Dedication By-law Update<br><i>Presentation by Ute Maya-Giambattista, O2 Planning + Design Inc.</i><br><br>(Refer to Item 9.1, Report No. DS-061-24) | 15           |
| 6.2 Final Design – Joint Fire Station 5-2 & Paramedic Response Station at<br>4902 Aurora Road  | 34           |

(Refer to Item 9.2, Report No. CS-013-24)

|           |   |    |
|-----------|---|----|
| <b>7.</b> | <b>Deputations</b>  |    |
| 7.1       | <b>Michael Braithwaite, Blue Door</b><br>To provide Council with a brief overview of the new Blue Door housing  | 50 |
| 7.2       | <b>Carey Yeoman, Partnership Manager, The Barrett Centre of Innovation in Sustainable Urban Agriculture, Durham College</b><br>The discuss the opportunity to establish an Agri-Food Hub for the production of produce through indoor and outdoor sustainable agricultural methods  | 52 |
| <b>8.</b> | <b>Consent Agenda</b>   |    |
| 8.1       | <b>Report No. CAO-002-24 Delegation By-law Amendments</b><br>1. That Council enact Delegation By-law 2024-140-RE to reflect recent organizational changes to the Legal Services Department.   | 54 |
| 8.2       | <b>Report No. CS-011-24 Strawberry Festival Partnership Plan</b><br>1. That Council receive Report No. CS-011-24 for information.   | 57 |
| 8.3       | <b>Report No. CS-012-24 Lease Renewal Agreement – York Region Paramedic Response Station at Ballantrae Fire Hall Station 5-2</b><br>1. That the updated Lease Agreement between the Town of Whitchurch-Stouffville and the Regional Municipality of York for their Paramedic Response Station (PRS) at the Ballantrae Fire Station 5-2, be approved from January 1, 2025 to December 31, 2027; and<br>2. That the Agreement be finalized to the satisfaction of the CAO; and<br>3. That the Mayor and Clerk be authorized to sign the Lease Agreement between the Regional Municipality of York and the Town of Whitchurch-Stouffville.   | 61 |
| 8.4       | <b>Report No. DS-052-24 Applications for Draft Plan of Subdivision and Zoning By-law Amendment at 6835 Main Street and 447 Loretta Crescent</b><br>1. That Council direct Staff to issue a Notice of Decision to draft approve Subdivision File No. 19T(W)-22.003, subject to the Conditions of Draft Plan Approval, as set out in Attachment 3 to Report No. DS-052-24, in accordance with Section 51(31) of the <i>Planning Act</i> ;<br>2. That Council bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying three (3) exception zones and implementing a holding symbol and direct Staff to issue a Notice of Passing; and<br>3. That Council confirms notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the January 31, 2024 Public Meeting, the revisions are minor in | 76 |

nature, and that no further Public Meeting is required.

- 8.5 Report No. DS-062-24 Heritage Permit Application HP24.003 – 54 Lloyd Street** 120
1. That Council approve Heritage Permit (HP24.003) for 54 Lloyd Street with the condition that the final architectural designs be approved by staff.
- 8.6 Report No. DS-063-24 Application for Zoning By-law Amendment at 15021 Woodbine Avenue** 140
1. That Council confirms notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the November 6, 2024 Public Meeting, the revisions are minor in nature, and that no further Public Meeting is required; and
  2. That Council bring forward a by-law to amend Comprehensive Zoning By-law 2010-001-ZO, by applying site specific zone an provisions and to rezone a portion of the Subject Lands from Development Reserve (D) to Employment Heavy Exception Ten – Water Restriction Zone [EH(10)(w)] and direct staff to issue a Notice of Passing.
- 8.7 Report No. DS-064-24 Applications for Draft Plan of Subdivision and Zoning By- law Amendment – 12724 and 12822 Tenth Line** 159
1. That Council approve the Application for Draft Plan of Subdivision File No. 19T(W)-22.004 in principle and staff report back to Council with recommended conditions draft plan approval upon final approval of Official Plan Amendment No. 155, for the Old Elm Old Elm Major Transit Station Area; and
  2. That Council approve the Application for proposed draft zoning by-law amendments File No. ZBA19.012 in principle, as attached to this report; and
  3. That staff bring forward a By-law for passing at a future date, to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying site-specific zones; and
  4. That Council confirm that notwithstanding that the proposed Zoning By-law amendment as attached to this report is different than the Zoning By-law amendment as proposed at the September 28, 2021, Public Meeting, the revisions are minor in nature and that no further Statutory Public meeting is required.
- 8.8 Report No. EPW-021-24 O'Brien Avenue Reconstruction - Request for Additional Funds** 187
1. That Council authorize the reallocation of funding, in the amount of \$228,000 (excluding taxes), from the Lloyd Street Reconstruction project to the O'Brien Avenue Reconstruction project.
- 8.9 Report No. EPW-020-24 Speed Management and Traffic Calming Strategy** 191
1. That Council approve the Speed Management and Traffic Calming Strategy as outlined in this report as Attachment #1.
- 8.10 Report No. FI-016-24 Third Quarter Financial Results** 240

1. That Council receive Report No. FI-015-24 for information.
- 8.11 Report No. FI-017-24 2025 Interim Tax Levy** 259
1. That Council enact the Interim Tax Rate By-Law 2024-145-FI
- 8.12 Council Memorandum from Commissioner of Development Services, re: Downtown Stouffville Parking Lease - 6311 Main Street** 262
1. That Council approve the Lease Agreement between the Town and the owner of 6311 Main Street for the use of a portion of the parking lot behind 6311 Main Street for the purposes of a municipal public parking lot in the amount \$5,315.24 inclusive of H.S.T., per annum, payable for the year 2024 on execution of this Lease and \$18,558.25 representing payment for use of the Premises by the Tenant from 2016 until the date of execution of this Lease, with no formal agreement with the Landlord; and
  2. That Council authorize the Mayor and Clerk to sign all necessary documents related to the parking lot lease between the Town and the owner of 6311 Main Street.
- 9. Action Items Requiring Separate Discussion**
- 9.1 Report No. DS-061-24 Parks Plan and Parkland Dedication By-law Update** 274
1. That Council receive Report No. DS-061-24 for information.
- 9.2 Report No. CS-013-24 Final Design and Financing – Joint Fire Station 5-2 & Paramedic Response Station at 4902 Aurora Road** 298
1. That Council approve in principle, the final joint fire station 5-2 & paramedic response station at 4902 Aurora Road design as outlined in Attachment #1 to this Report; and
  2. That Staff be authorized to move forward with the tender package for construction services for the new joint fire station 5-2 & paramedic response station at 4902 Aurora Road; and
  3. That Council authorize the Commissioner of Finance / Treasurer to enter into an agreement with The Regional Municipality of York and Infrastructure Ontario for the provision of construction loans and long-term debenture financing to the Town of Whitchurch-Stouffville for an amount not to exceed \$9.75 million, on terms as determined by the Treasurer; and
  4. That Council direct staff to bring forward a by-law to authorize the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for financing capital works; to authorize temporary borrowing from OILC to meet expenditures in connection with the construction of Fire Station 5-2; and to authorize long-term borrowing for capital works through the issue of debentures by The Regional Municipality of York; and
  5. That the Mayor, Clerk and Treasurer be authorized to execute any agreements required; and
  6. That Council declare the existing lands at 15400 ON-48 as surplus property to the needs of the Town; and

7. That Council authorize staff to list the subject lands in accordance with By-law 2008-057-LA and report back with any proposals for council's consideration.

9.3 Correspondence from the Town of Aurora, re: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding 309

10. Member Motions

10.1 Member Motion, re: Gender-Based and Intimate Partner Violence Epidemic 311  
**Moved by:** Councillor Sherban      **Seconded by:** Councillor Acton

**WHEREAS** 42 municipalities and regions including OBCM and MARCO members Ajax, Brampton, Burlington, Clarington, Hamilton, London, Oakville, Ottawa, Pickering, Whitby, Toronto and Windsor, along with York Region, Peel, Durham and Halton Regions as well as Lanark County, Essex County and Renfrew County and Town of Newmarket, Town of Aurora, Vaughan and Richmond Hill across Ontario have declared a gender-based violence and/or intimate partner violence epidemic (as of August-November, 2023), and

**WHEREAS** on August 16, 2023 Justice Minister Arif Virani described gender-based violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the gender-based violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response,” and

**WHEREAS** by declaring gender-based violence and intimate partner violence an epidemic, OBCM and MARCO can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic, and

**WHEREAS** the incidences of gender-based violence and intimate partner violence increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors of intimate partner and gender based violence has not kept pace.

**NOW THEREFORE BE IT RESOLVED THAT** OBCM and MARCO declare gender-based violence and intimate partner violence an epidemic, and

**THAT** OBCM and MARCO recommend that gender-based violence and intimate-partner violence be declared an epidemic in the Province of Ontario, and

**THAT** the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and all municipalities and regions in Ontario declare a gender-based and intimate partner violence epidemic across the country, and

**THAT** the provincial and federal governments enact the additional 85 recommendations from the inquest into the 2015 murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam in Renfrew County, Ontario, which provide a roadmap to preventing intimate partner violence from escalating to femicide, and

**THAT** that the Federal government starts this enactment by adding the word Femicide as a term to the Criminal Code of Canada, and

**THAT** the provincial and federal governments provide the necessary support to municipalities, regions and their emergency and social services to meaningfully address the gender-based violence and intimate-partner violence epidemic.

- 11. By-laws**
- 11.1 2024-140-RE BEING A BY-LAW to amend Delegation By-law 2024-123-RE (CAO-002-24). 313
- 11.2 2024-141-RE BEING A BY-LAW to amend By-law 2024-039-RE to establish an Administrative Monetary Penalty System for violations of designated by-laws within the Town of Whitchurch-Stouffville (CPS-029-24). 317
- 11.3 2024-142-RE BEING A BY-LAW to amend CAC Procedural By-law 2024-117-RE (Appendix D – Committee of Adjustment Terms of Reference) (CPS-025-24). 332
- 11.4 2024-143-ZO BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 15021 Woodbine Avenue (DS-063-24). 333
- 11.5 2024-144-FI BEING A BY-LAW to establish fees and charges for services or activities provided by the Town of Whitchurch-Stouffville (General Fees and Charges) and to repeal By-laws 2023-143-FI and 2024-065-FI. 336
- 11.6 2024-145-TX BEING A BY-LAW to levy an Interim Rate for 2025 upon the taxable properties of The Corporation of the Town of Whitchurch-Stouffville and to repeal By-Law 2024-072-TX (FI-017-24). 417
- 11.7 2024-146-FI BEING A BY-LAW to repeal Development Charges By-law 2018-165-FI. 419
- 12. New/Other Business**
- 13. Closed Session**
- 13.1 Closed Meeting Minutes - November 20, 2024
- 13.2 Report No. CM-025-24 Village of Stouffville Advisory Committee Recruitment  
Personal matters, identifiable individual – *Municipal Act, s. 239(2)(b)*
- 13.3 Memorandum from CAO, re: Employee Negotiations  
Labour relations or employee negotiations – *Municipal Act, s. 239(2)(d)*
- 14. Reconvene in Public Session**

15. **Confirmatory By-law**

16. **Adjournment**



# Stouffville

## Town of Whitchurch-Stouffville

### Council Minutes

**November 20, 2024, 1:00 p.m.**

**Council Chambers**

**111 Sandiford Drive**

Members Present: Mayor Iain Lovatt  
Councillor Hugo Kroon  
Councillor Maurice Smith  
Councillor Keith Acton  
Councillor Rick Upton  
Councillor Richard Bartley  
Councillor Sue Sherban

Staff Present: Sunny Bains, Chief Administrative Officer  
Bill Snowball, Fire Chief  
Dwayne Tapp, Commissioner of Development of Services  
Rob Braid, Commissioner of Community Services  
Jeremy Harness, Commissioner of Finance/Treasurer  
Jack Graziosi, Commissioner of Engineering & Public Works  
Claudette Banks, Director, Human Resources  
Joshua Silver, Town Solicitor  
Glenn Jackson, Corporate Communications Manager  
Cassandra Papas, Corporate Communications Supervisor  
Becky Jamieson, Commissioner of Corporate Services & Town Clerk  
Margaret Wallace, CEO, Whitchurch-Stouffville Public Library  
Samantha Blakeley, Manager of Legislative Services & Deputy Clerk  
Davneet Rai, Council/Committee Coordinator

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#### 1. Call to Order

Mayor Lovatt called the meeting to order at 1:03 p.m.

#### 2. Town Land Acknowledgement

The Town of Whitchurch-Stouffville acknowledges this land is the treaty territory of the Williams Treaty First Nations. It is also the traditional territory of other



Anishinaabeg peoples, the Wendat, and the Haudenosaunee. We also recognize the contributions of all Indigenous peoples to this place and commit to a continued dialogue and greater respect for the land we have come to share. Recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.

**3. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest under *The Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50.

**4. Adoption of Minutes**

**4.1 Regular Council Minutes - November 6, 2024**

**Moved by:** Councillor Smith

**Seconded by:** Councillor Upton

That the Regular Council Minutes of November 6, 2024 be approved, as amended.

**Carried**

**5. Recognitions**

There were no recognitions.

**6. Presentations**

There were no presentations.

**7. Deputations**

**7.1 Charlotte Cave, Stouffville Resident- WITHDRAWN**

The delegation was withdrawn by the delegate prior to the meeting.

**7.2 Christian Buhagia, Executive Director, The Whitchurch-Stouffville Chamber of Commerce**

Christian Buhagia, Executive Director, The Whitchurch-Stouffville Chamber of Commerce verbally expressed his support of the staff proposal stated within Report No. DS-058-24.

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Sherban

That Council receive the deputation from Christian Buhagia, Executive Director, The Whitchurch-Stouffville Chamber of Commerce, regarding Report No. DS-058-24 Recommendation Report - Study to review Limiting Office Uses and the Introduction of New Uses on Main Street between Albert Street and Park Drive (File No. ZBA24.007) for information.

**Carried**

**8. Consent Agenda**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

That Council approve Items 8.1, 8.3, 8.4 and 8.5 on the Consent Agenda and adopt the recommendations contained therein.

**Carried**

**8.1 Report No. CPS-029-24 AMPS By-law Amendments**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

1. That Council direct staff to bring forward a by-law to amend the AMPS By-law 2024-039-RE at the December 11, 2024 meeting.

**Carried**

**8.3 Report No. DS-059-24 Request for extension of Draft Approval File No. 19T83.015 Bloomington South**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

1. That Council extend Draft Plan Approval for Subdivision File No. 19T83.015 for a period of one (1) year, subject to conditions of Draft Plan Approval, with a revised lapsing date of March 2, 2026; and,
2. That Council authorize the Mayor and Town Clerk to execute the necessary documents and agreements as may be required.

**Carried**

**8.4 Report No. EPW-019-24 West Lawn Crescent and Millard Street Roundabout Enhancements**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

1. That Council receive report EPW-019-24 for information.

**Carried**

**8.5 Report No. FI-015-24 Development Charges Amendment to add Growth Studies**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

1. That Council approve the 2024 Development Charge Update Study dated November 11, 2024, subject to further annual review during the capital budget process; and
2. That Council approve the Amending Development Charges By-law 2024-137-FI as set out herein.

**Carried**

**9. Action Items Requiring Separate Discussion**

**8.2 Report No. DS-058-24 Recommendation Report - Study to review Limiting Office Uses and the Introduction of New Uses on Main Street between Albert Street and Park Drive (File No. ZBA24.007)**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Kroon

1. That Council receive Staff report DS-058-24 as information from staff in response to Council direction from June 5, 2024 and that Council does not enact the proposed zoning by-law amendments as presented at the September 25, 2024 Public Meeting.

**Carried**

**10. Member Motion**

There were no member motions.

**11. By-laws**

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Acton

That Council read the By-laws, Items 11.1, 11.2 and 11.3 a first, second, and third time and passed.

**Carried**

**11.1 2024-135-DS BEING A BY-LAW to amend By-law 97-88-MU being a BY-LAW to designate 15336 Ninth Line (Churchill Baptist Church) as having Cultural Heritage Value or Interest**

**11.2 2024-136-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings**

(27 Elmvale Boulevard, formally part of 29 Elmvale Boulevard, Part 2 on Plan 65R-41119).

- 11.3 2024-137-FI BEING A BY-LAW to reinstate growth studies as an eligible capital cost recovered through development charges and to amend By-law 2023-149-FI (FI-015-24)**

**12. New/Other Business**

Councillor Smith provided comments regarding the 2025-2027 Proposed Operating Budget.

Mayor Lovatt inquired if there were any proposed amendments to the 2025-2027 Proposed Operating Budget and noted that the November 27, 2024, Budget Meeting will be cancelled due to no agenda items.

**12.1 Councilor Upton Motion**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Sherban

That Council waive the rules of the procedural by-law to hear a matter not on the agenda.

**Defeated**

**13. Closed Session**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Acton

That Council recess into Closed Session at 1:21 p.m. to consider Items 13.1 to 13.4 (inclusive) with the following exceptions:

- Personal matters about an identifiable individual, including municipal or local board employees (Municipal Act, Sec. 239(2)(b)).
- Labour relations or employee negotiations (Municipal Act, Sec. 239(2)(d)).

**Carried**

**13.1 Closed Meeting Minutes - November 6, 2024**

**13.2 Report No. CM-023-24 Thomas Williamson and Alexander Grubin Trust Funds**

**13.3 Report No. CM-024-24 Teamsters Local 419 Collective Bargaining Mandate**

**13.4 Personnel Matters - Verbal Update**

**14. Reconvene in Public Session**

Council reconvened in Public Session at 2:32 p.m. with all Members of Council in attendance.

**Closed Meeting Minutes - November 6, 2024**

**Moved by:** Councillor Acton

**Seconded by:** Councillor Upton

1) That the Closed Meeting Minutes of November 6, 2024 be approved, as circulated.

**Carried**

**Report No. CM-023-24 Thomas Williamson and Alexander Grubin Trust Funds**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Smith

1) That Council direct staff to disperse funds from the Thomas Williamson and Alexander Grubin Trust Funds as instructed in Closed Session.

**Carried**

**Report No. CM-024-24 Teamsters Local 419 Collective Bargaining Mandate**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Sherban

1) That Council authorize staff to proceed as directed in Closed Meeting.

**Carried**

**Personnel Matters - Verbal Update**

There was no action required for this item.

**15. Confirmatory By-law**

**Moved by:** Councillor Kroon

**Seconded by:** Councillor Upton

That Council read Confirmatory By-law 2024-138-MS a first, second and third time and passed.

**Carried**

**16. Adjournment**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Acton

There being no further business, the meeting adjourned at 2:35 p.m.

**Carried**

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

# Whitchurch-Stouffville Parks Plan & Parkland Dedication By-law Update

Council Update | 2024.12.11



Stouffville

02



Watson  
& Associates  
ECONOMISTS LTD



gladki  
planning  
associates

# Agenda

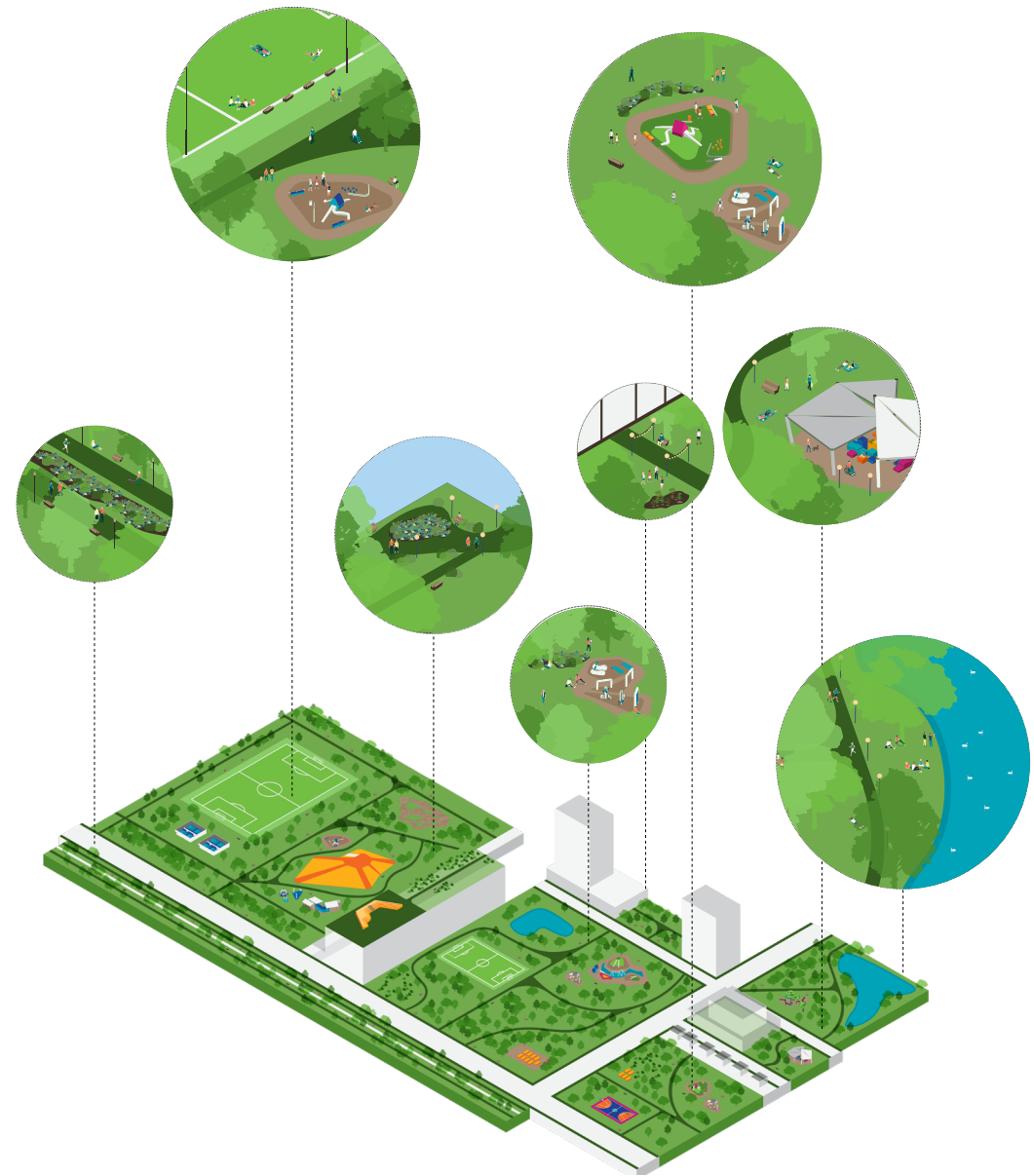
- + Mission statement
- + Project timeline update
- + Engagement Phases 1 and 2 findings
- + The Parks Plan & Parkland Dedication By-law Update
  - + Big Move 1: Refining Park Provision Target
  - + Big Move 2: Updating Typologies
  - + Big Move 3: Applying the Toolkit and Zones
- + Next steps



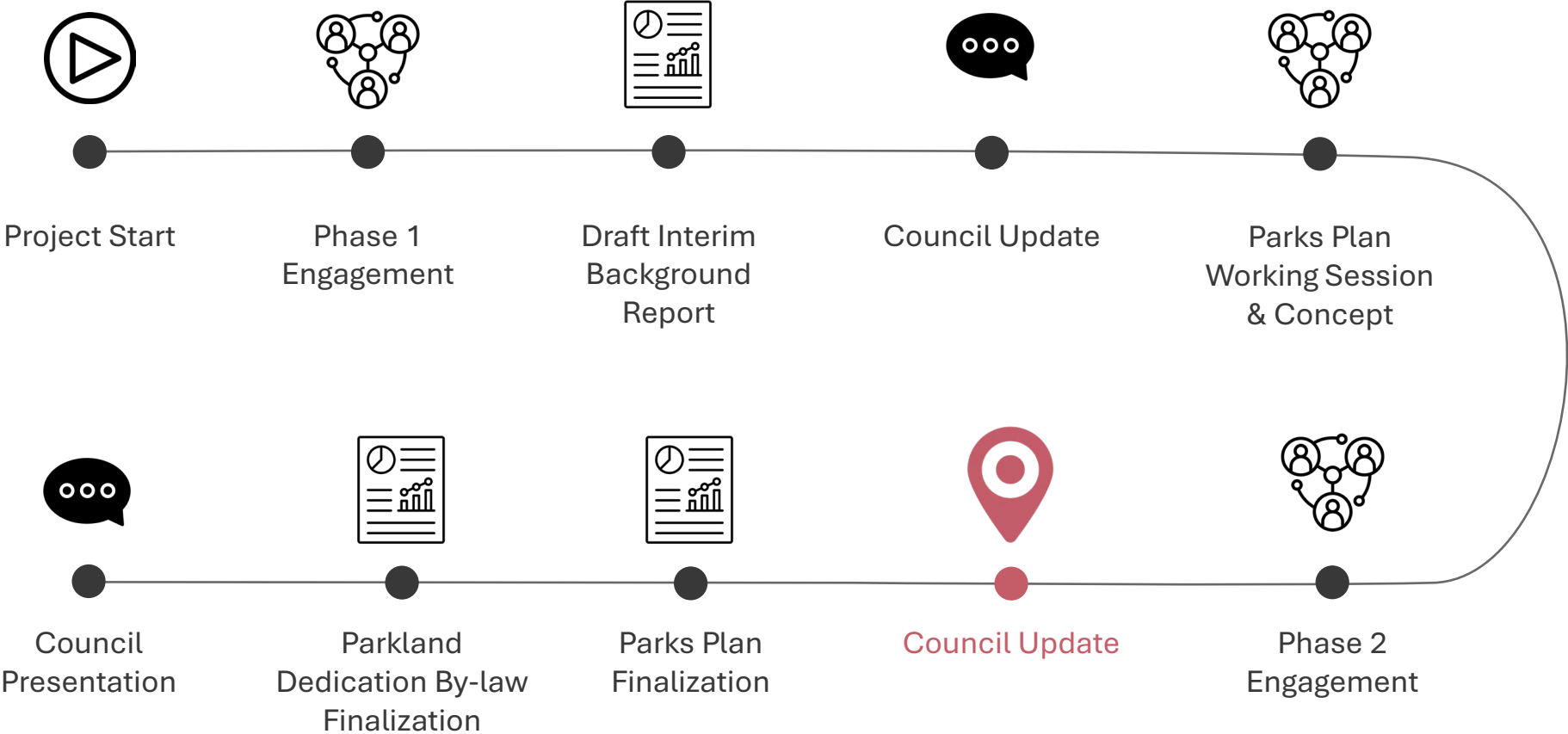
# Mission Statement

The Planning Act enables municipalities to approve a by-law requiring parkland dedication. A Parks Plan must be prepared before this by-law that examines parkland needs within the municipality.

This work will support the Town of Stouffville to secure sufficient parkland in line with anticipated urban growth and the expectations of the public.



# Project timeline update



# Engagement

## Phase 1 Setting Priorities Spring 2024

- + Town Steering Committee
- + Technical Advisory Committee
- + Community Stakeholder Meetings
- + Public Survey

## Phase 2 Parks Plan Development Fall 2024-Winter 2025

- + Town Steering Committee
- + Technical Advisory Committee
- + Community Stakeholder Meeting
- + Public Open House

## Phase 3 Parkland Dedication By-law Update Winter 2025

- + Town Steering Committee
- + Technical Advisory Committee



# Phase 2 Engagement - Open House Results

In Phase 2, the project team shared four primary principles of the Parks Plan with stakeholders and members of the public.

The community stakeholder meeting and public open house confirmed that these principles resonate well with residents in Stouffville.



## Expand

Grow the system to build capacity and prevent crowding



## Connect

Improve/build trails to stitch the network



## Enhance

Upgrade features and amenities where expansion is not feasible



## Preserve

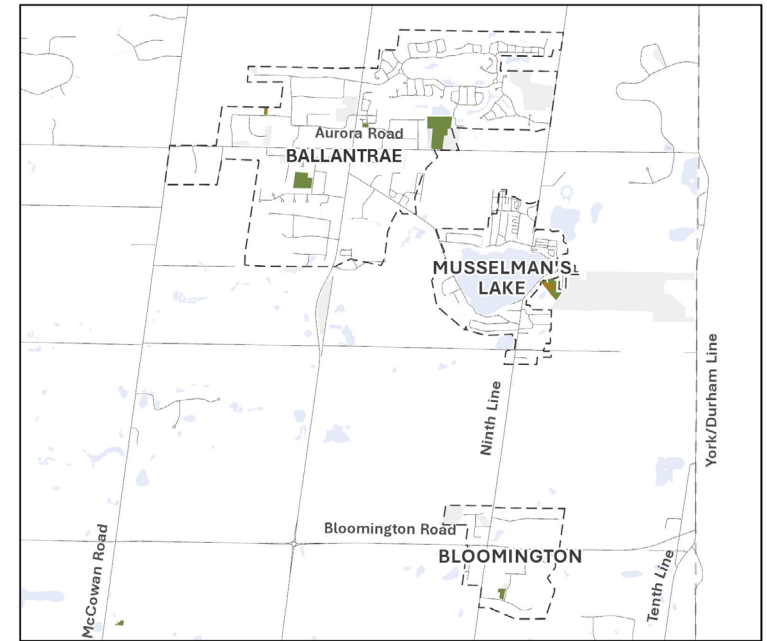
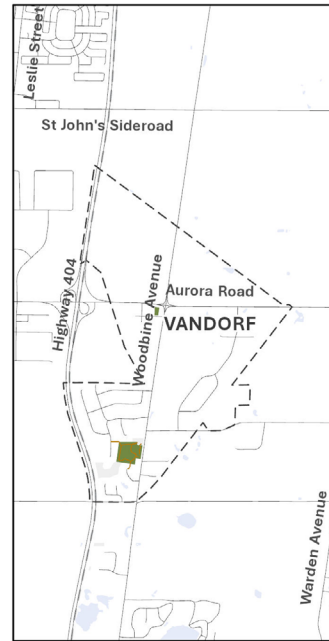
Reiterating value of keeping natural spaces as the Town grows

# The Parks Plan

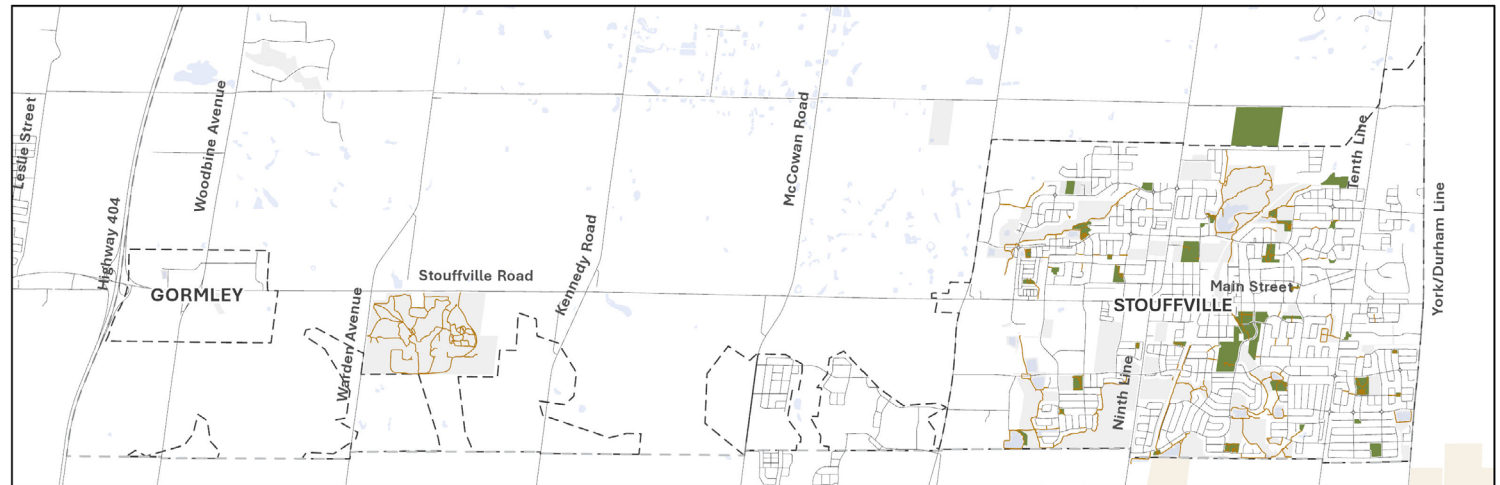
- + Needs
- + Strategies
- + Prioritization

## Parkland Dedication By-law

- + Sets rules around the process, rates and types for parkland conveyance



- Parks
- Waterbodies
- Road Network
- Settlement Area
- Publicly-owned Open Space
- Road Network
- Trails



# Needs Assessment

Evaluating how much parkland is needed



## Recreation and Leisure Needs

Parkland supply should enable the delivery of the park amenities recommended through Leisure and Community Services Master Plan



## Access

Ensure public can conveniently reach the network



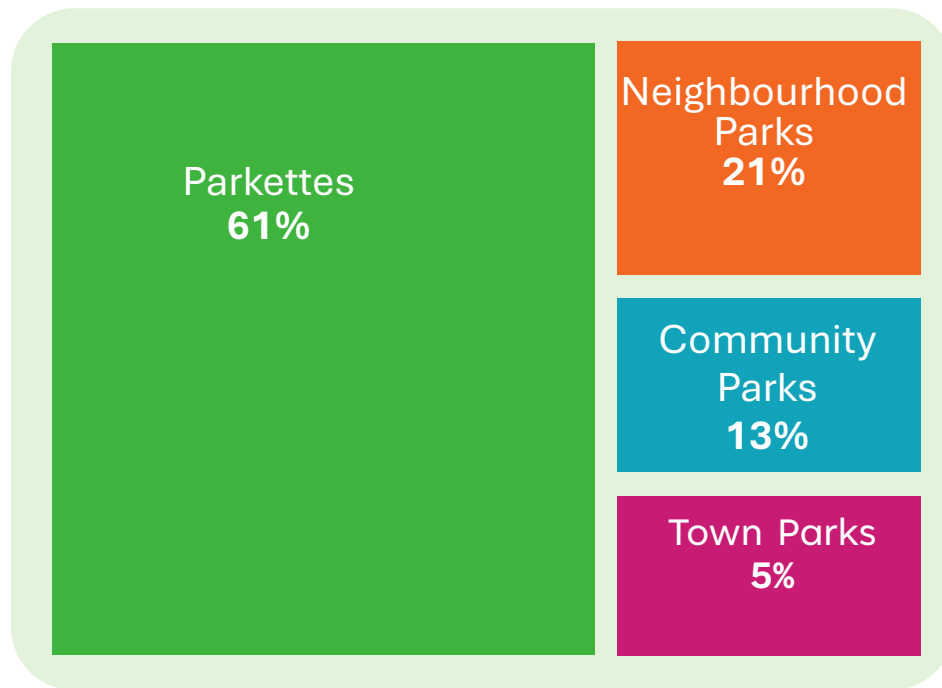
## Accommodating infill and intensification

Adapt and grow to serve new residents and more urban development

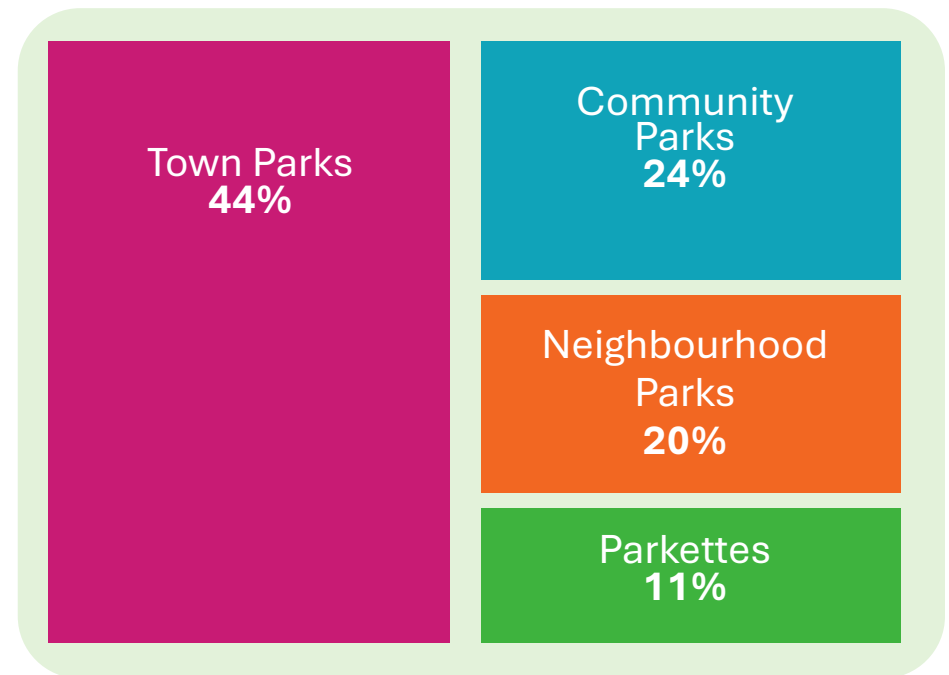
# Needs Assessment | Recreation and Leisure Insight

Parkette is the most common park type in the network, but these spaces are limited in recreation and leisure programming.

Portion of network by number of parks



Portion of network by area of park

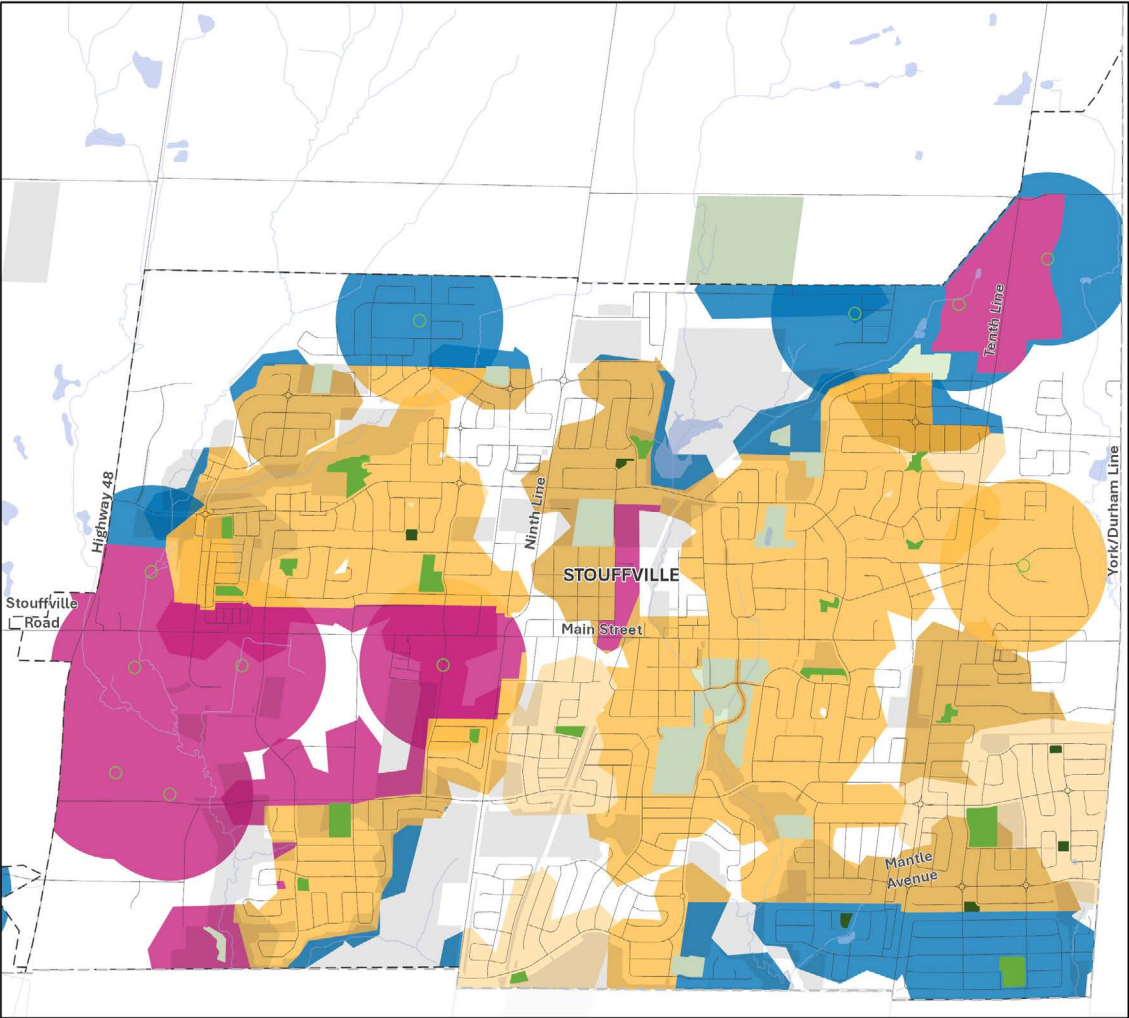




# Needs Assessment | Access and Growth Insight

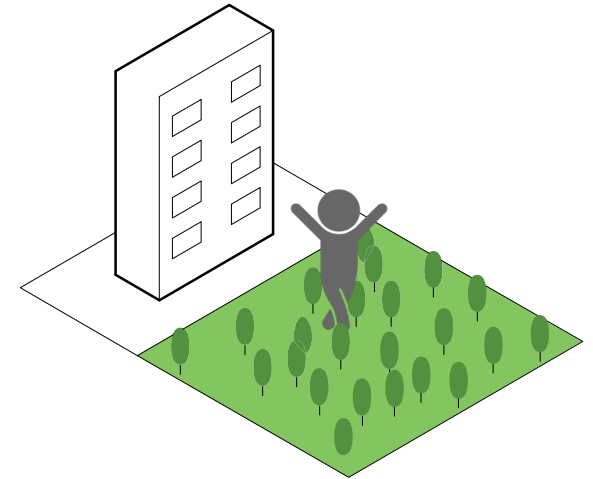
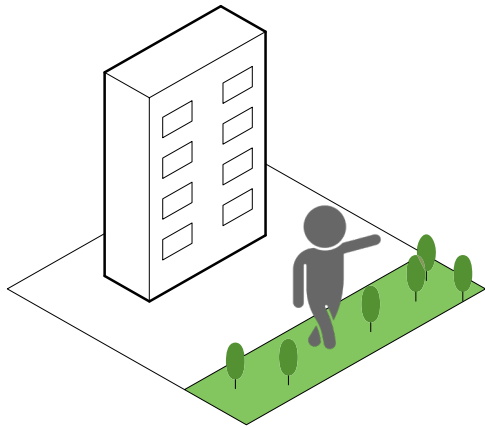
There are future gaps as well as parks that will serve more people in the future.

- Settlement Area
  - Publicly-owned Open Space
  - Road Network
  - Future Conceptual Parks
- Park Pressure 2051**
- Low
  - Medium
  - High
- Park catchments**
- Infill Zone**
- 16 to 0 % pop. change
  - 1 to 30 % pop. change
  - 31 to 64 % pop. change
  - Future Park buffer within Infill Zone
  - Greenfield Zone
  - Intensification Zone



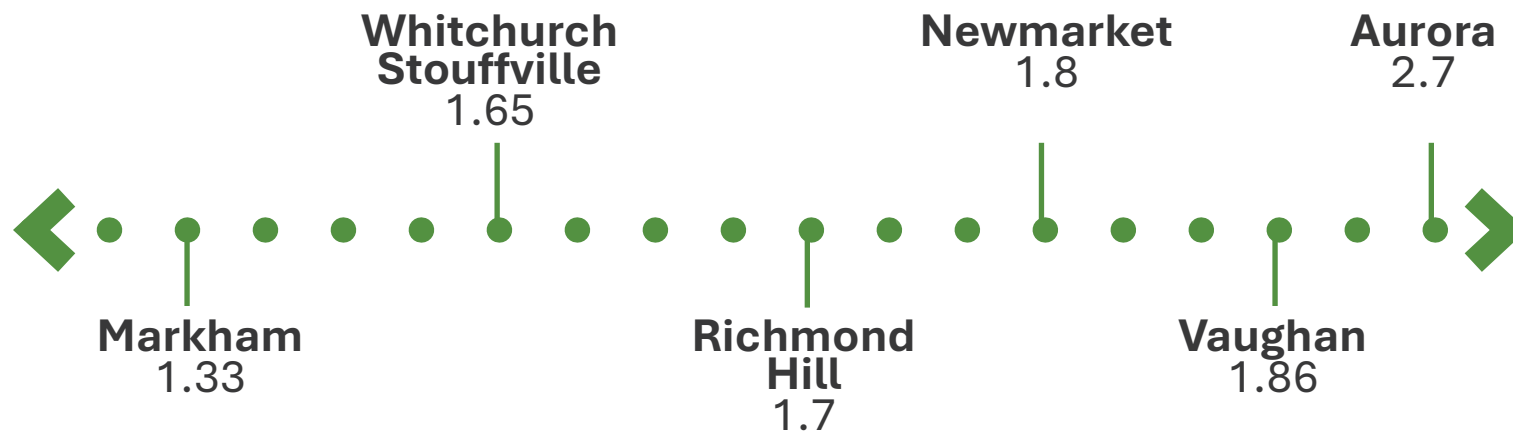
# The Big Move 1: Looking at Alternative Park Provision Target

Where Whitchurch-Stouffville sits relative to other municipalities in York Region.

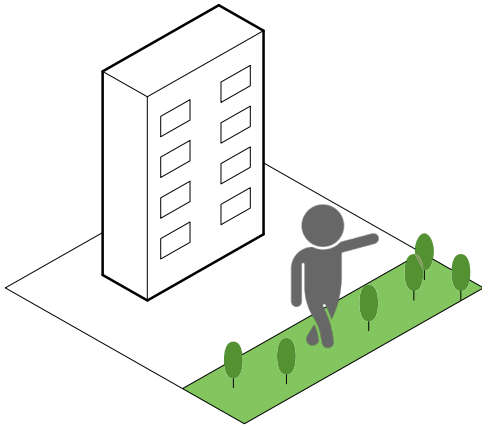


Lower Provision Rate

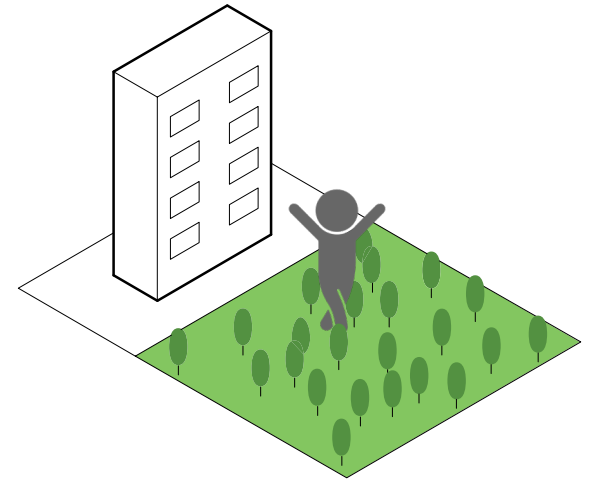
Higher Provision Rate



# The Big Move 1: Looking at Alternative Park Provision Target



**1** ha per  
1,000 people



**2** ha per  
1,000 people

**1.65** ha per  
1,000 people



Lower Provision Rate

Higher Provision Rate

**Stouffville's current provision rate**  
78 ha more to maintain in 2051

**Target in Leisure and Community Services Master Plan**  
113 ha more to reach in 2051

# The Big Move 2: Updating Typologies

Refining sizes and design guidance of existing typologies. And, developing new typologies to reflect a greater variety of spaces.

## Refining Existing Typologies

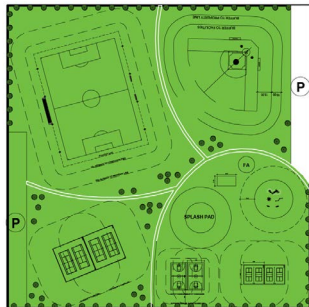
Town-wide Park: 5-15 ha



Parkette: 0.5-1.2 ha



Community Park  
5-10 ha



Neighbourhood  
Park: 1.2-3.2 ha

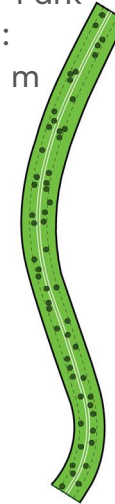


## Proposing New Typologies

Eco-park: 4-8 ha



Linear Park  
Width:  
18-85 m



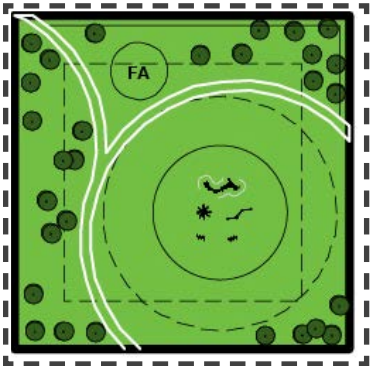
Agricultural Park  
1.25 ha +



# The Big Move 2: Updating Typologies with Overlays

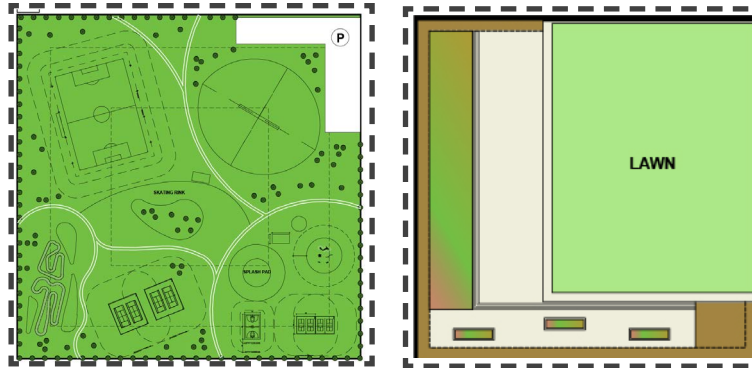
Provide more direction on special considerations or rules based on park context and ownership.

## Urban Overlay



Supports design of parks suited to Intensification Zones

## Alternative Ownership Overlay



Strata Parks

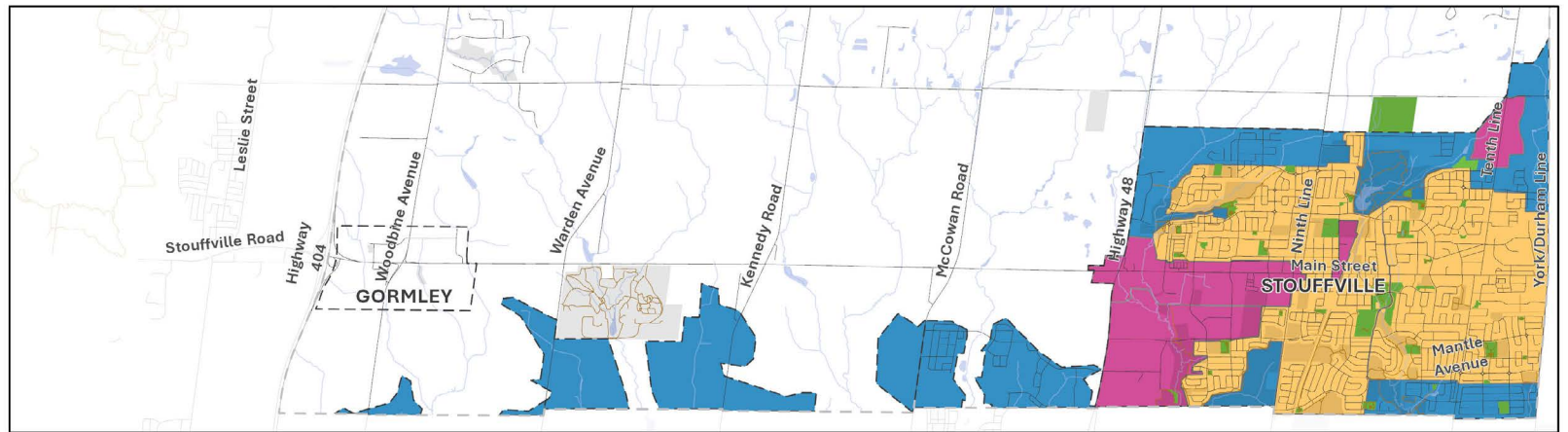
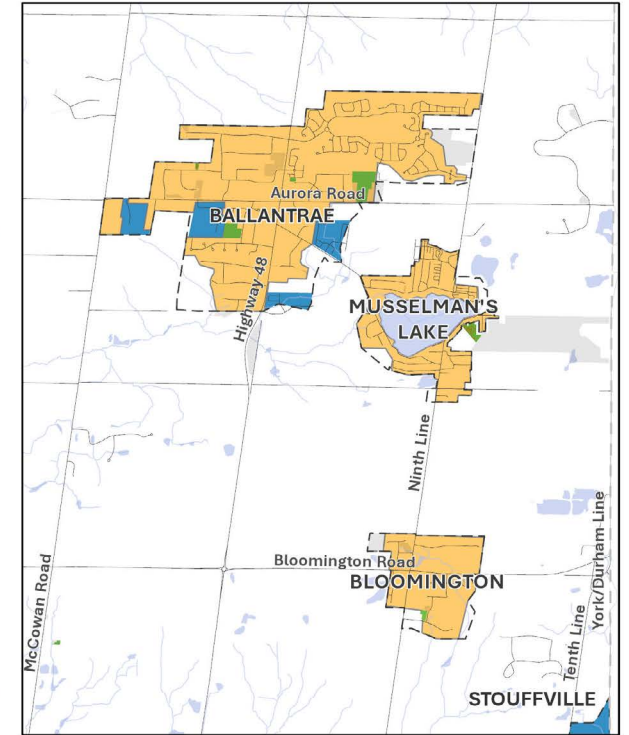
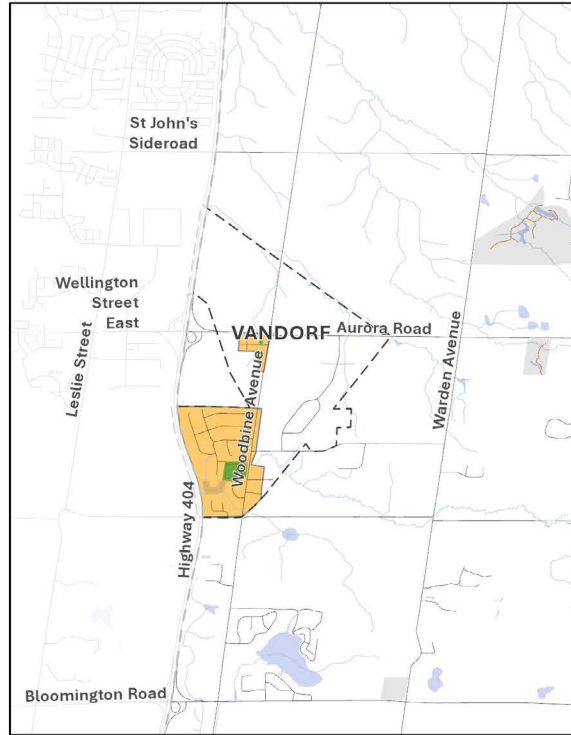
POPS

*\*Acceptance of when and in what arrangement has not been finalized*

# The Big Move 3: The Toolkit and Zones

- Active Parks
- Water
- Settlement Area
- Road Network
- Publicly-owned Open Space
- Trails
- Infill Zone
- Greenfield Zone
- Intensification Zone

0 1 km



# The Toolkit

*A selection of most the relevant tools to acquire parkland*

**Greenfield**  
**Infill**  
**Intensification**

|  |       |        |       |
|--|-------|--------|-------|
| Dedication: 5% for low density and institutional. 2% for employment          | Blue  | Orange | White |
| Dedication: Alternative rate for medium to high density                      | White | Orange | Pink  |
| Cash-in-lieu for land that would produce parks not meeting typology criteria | White | Orange | Pink  |
| Master Parkland Agreements and Off-site Dedication                           | Blue  | White  | Pink  |
| Land banking and proactive land acquisition                                  | White | Orange | Pink  |
| Partnering with York Region and Conservation Authorities                     | Blue  | Orange | Pink  |
| Easement Agreements  | Blue  | Orange | White |
| Retrofitting existing parks  | White | Orange | White |
| Enhancing public use by working with schools                                 | White | Orange | White |
| Re-use of Town-owned parcels when opportunities emerge                       | White | Orange | White |
| Donations and philanthropy   | Blue  | Orange | Pink  |
| Community Benefits Charges   | Blue  | Orange | Pink  |
| Support for trail and active transportation to increase access to parks      | Blue  | Orange | Pink  |

# Next Steps

- + Finalization of Parks Plan
- + Development of Parkland Dedication By-law
- + Stakeholder consultation
- + Return to Council Presentation





Stouffville

Thank you

# JOINT FIRE AND PARAMEDIC STATION

4902 AURORA ROAD

PREPARED BY: THOMAS BROWN ARCHITECTS INC.





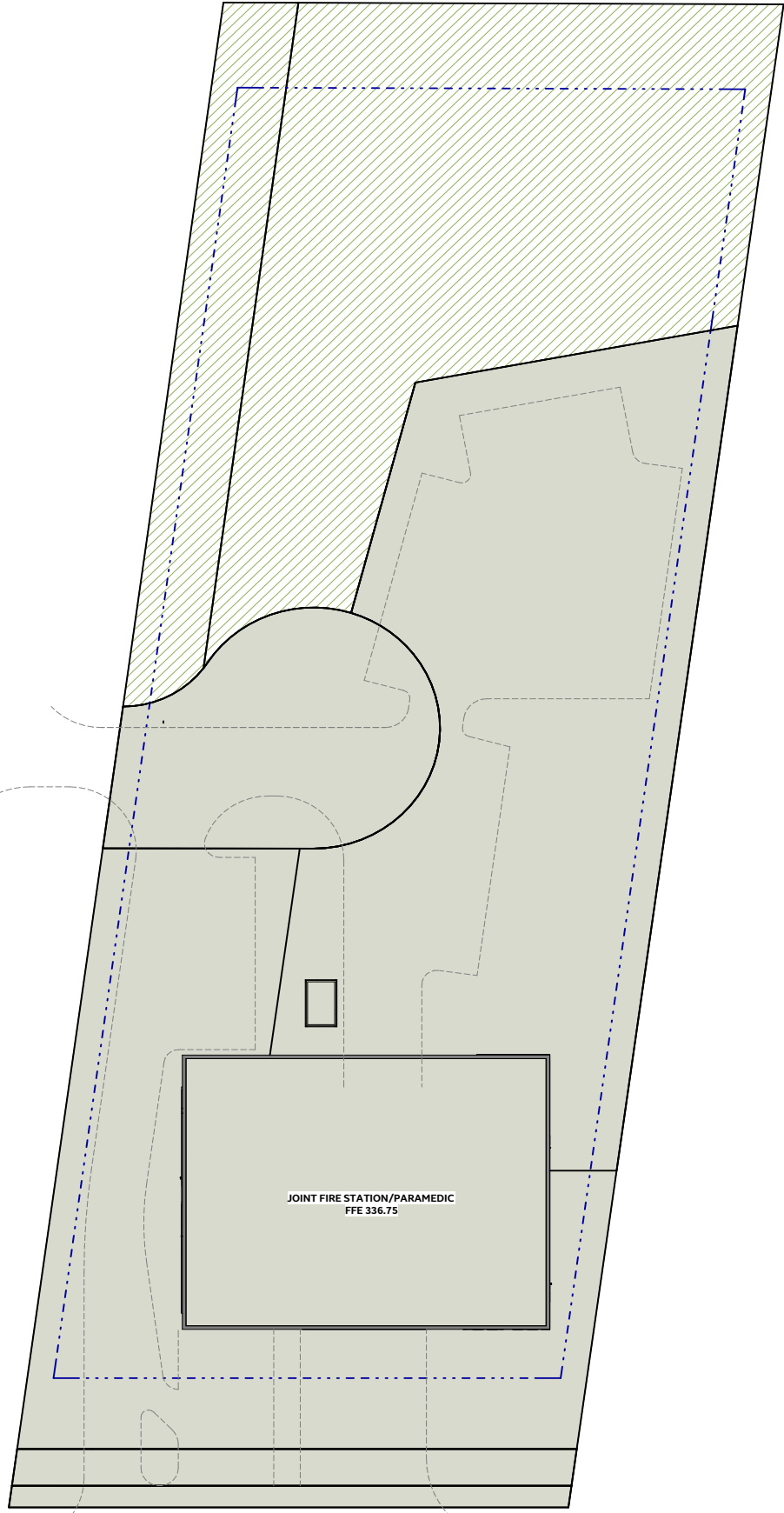
PROJECT SITE

# SITE PHOTOGRAPHS



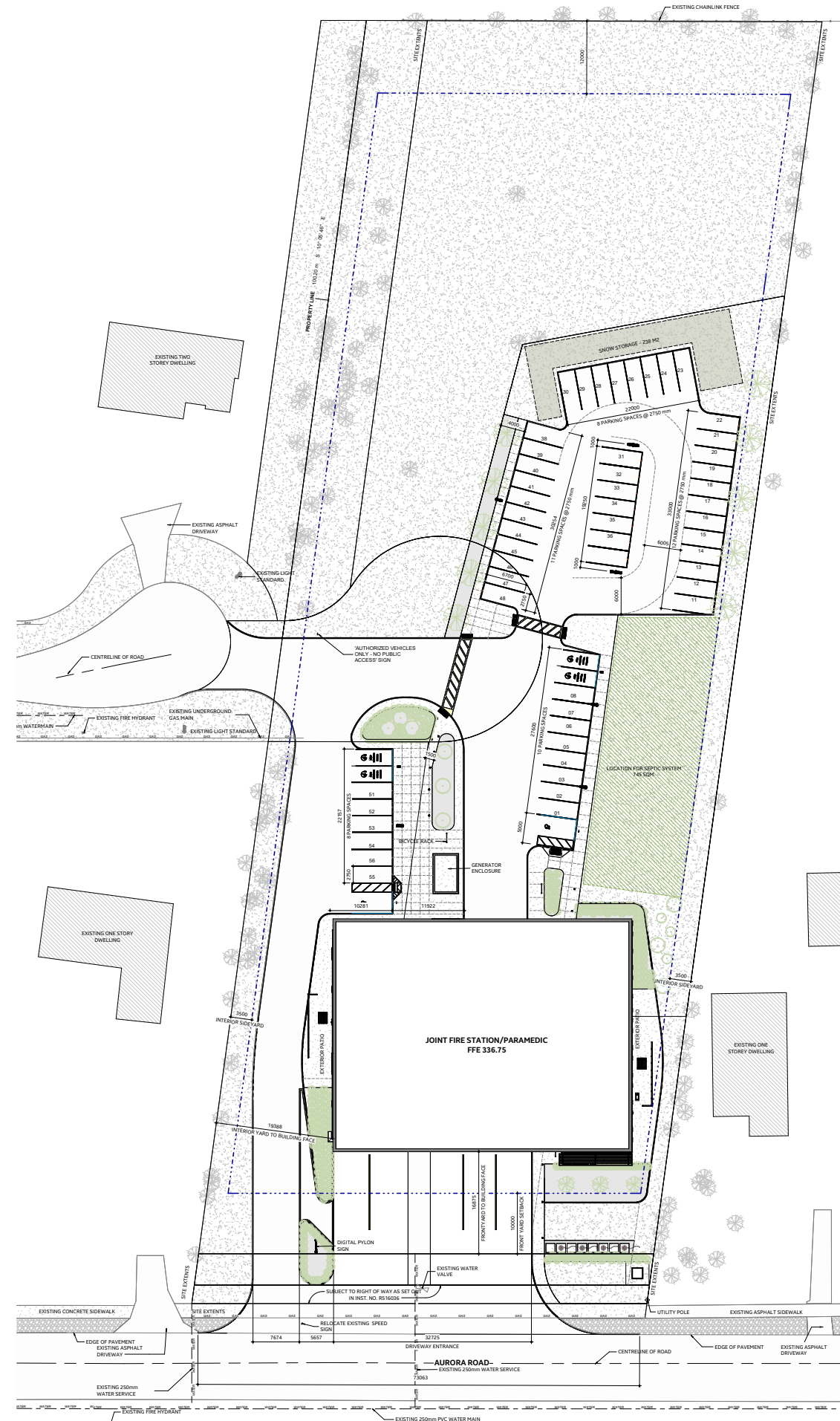


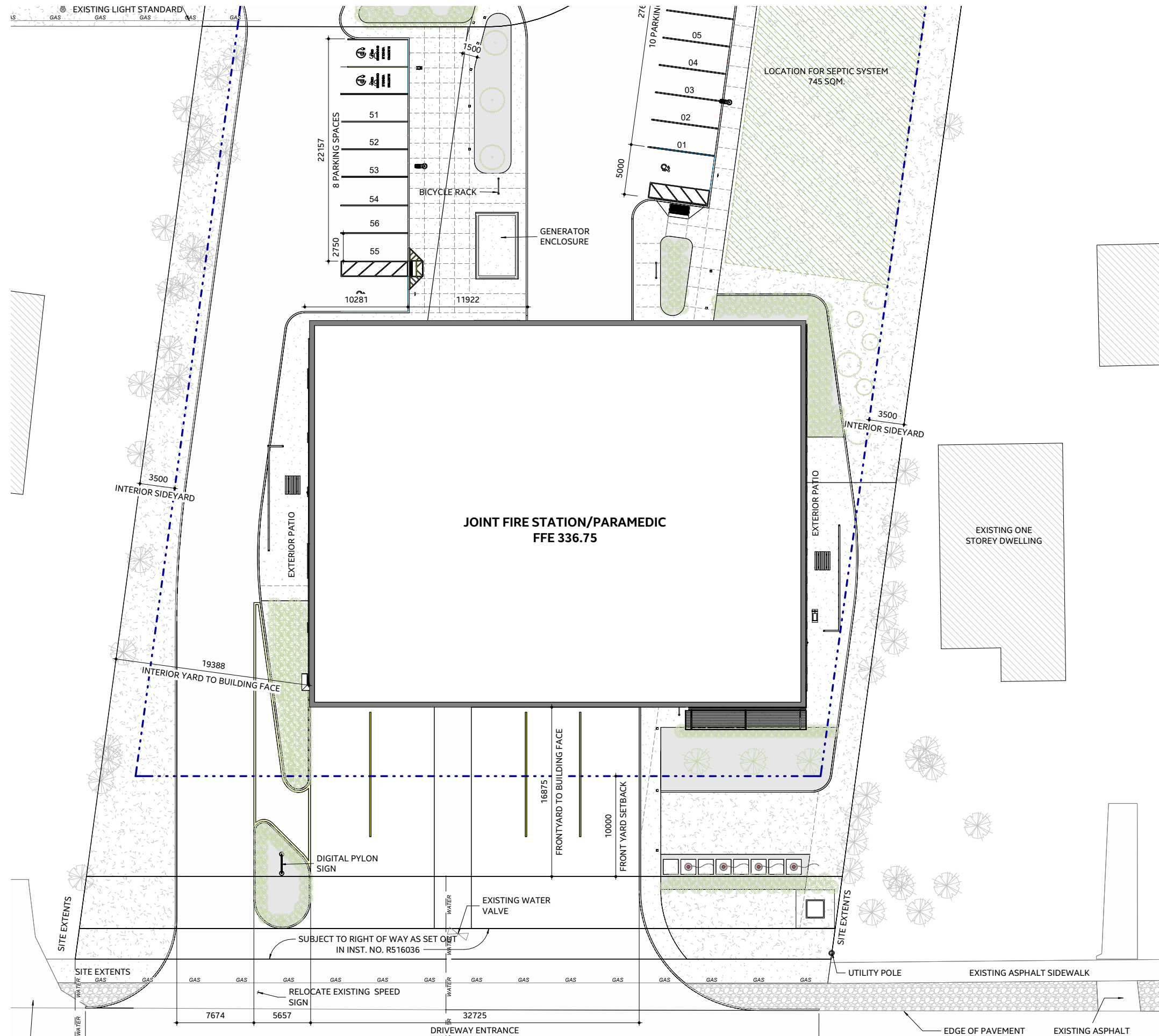
# SITE DEVELOPMENT



AURORA ROAD



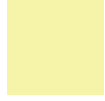
# SITE PLAN







# GROSS FLOOR AREA BREAKDOWN

|   |           |                              |
|---|-----------|------------------------------|
|  | FIRE      | - 1,221 SQM<br>- 13,145 SQFT |
|  | PARAMEDIC | - 425 SQM<br>- 4,575 SQFT    |
|  | SHARED    | - 45 SQM<br>- 480 SQFT       |
|   | TOTAL     | - 1691 SQM<br>- 18200 SQFT   |



# GROUND FLOOR PLAN



# APPROACH TO SUSTAINABILITY

THE PROJECT IS TARGETING **LEED SILVER** CERTIFICATION

THE APPROACH IS TO DESIGN WITH APPROPRIATE SUSTAINABLE TECHNOLOGIES

WE FOCUS ON:

- SIMPLIFIED BUILDING ENVELOPE AND FOOTPRINT
- ENHANCED BUILDING ENVELOPE MEASURES
- LOOK TO OPTIMIZE BUILDING ELEMENTS THAT HAVE A LONGER SERVICE LIFE (WALLS, ROOFS, WINDOWS)

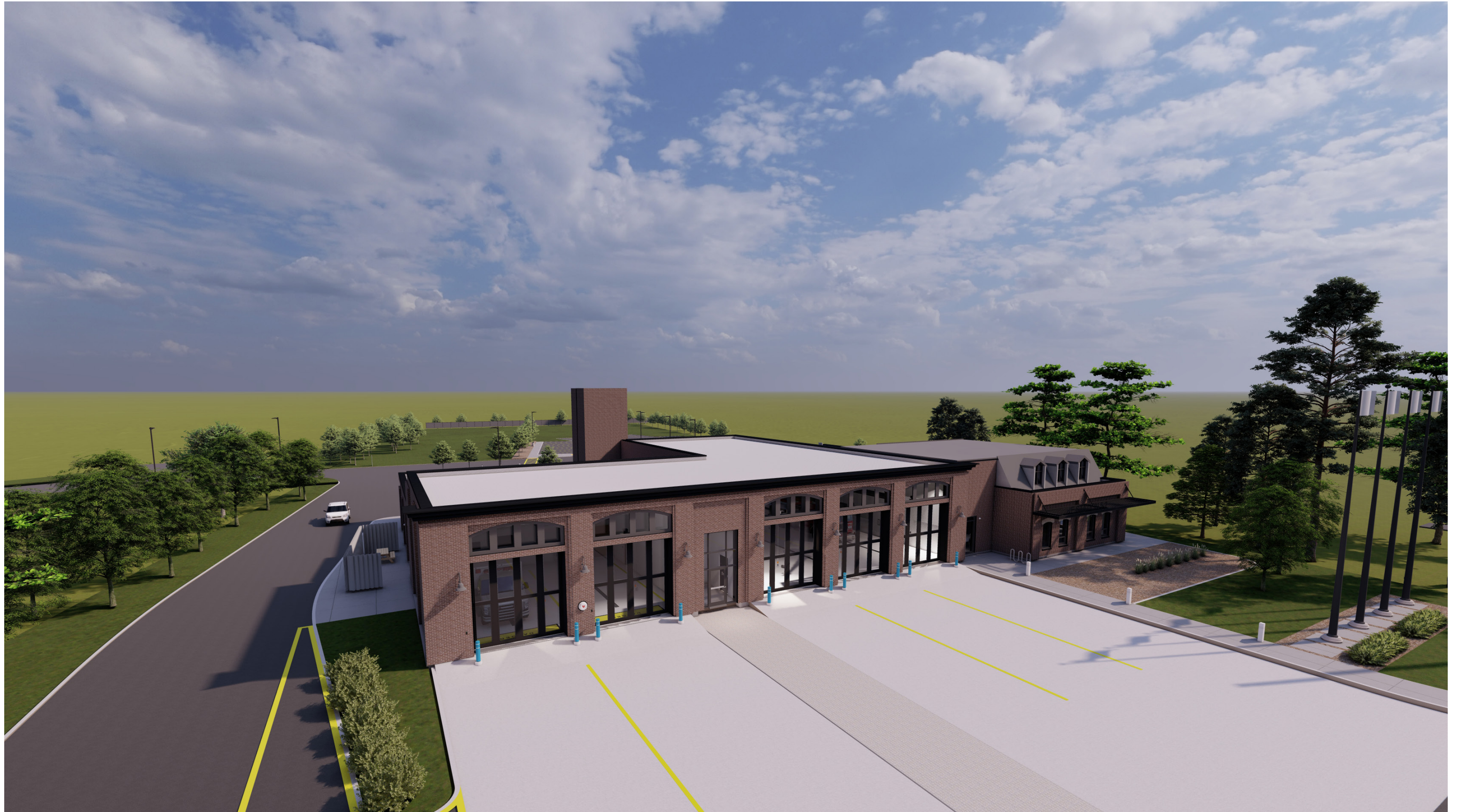
THE DESIGN WILL TAKE INTO ACCOUNT FUTURE SUSTAINABLE GOALS

# PRECEDENT














THANK YOU

**From:** [noreply@townofws.ca](mailto:noreply@townofws.ca)  
**To:** [Council Meetings](#)  
**Subject:** New Response Completed for Deputation Form  
**Date:** Monday, November 4, 2024 10:59:28 AM

---

Hello,

Please note the following response to Deputation Form has been submitted at Monday November 4th 2024 10:58 AM with reference number 2024-11-04-007.

- **First Name:**  
Michael
- **Last Name:**  
Braithwaite
- **Street Number and Name:**  
18838 Hwy 11
- **Postal Code:**  
L9N 0C5
- **City/Town**  
East Gwillimbury
- **Province/Territory:**  
Ontario
- **Phone:**  

- **Email Address:**  
Michael.b@bluedoor.ca
- **Council Meeting Date:**  
12/11/2024
- **Subject:**  
Housing for all land trust presentation
- **Full name of Spokesperson and Name of Group or Person(s)**

**being Represented:**

Michael Braithwaite

- **Brief Summary of Issue or Purpose of Delegation:**  
Brief overview of the new Blue Door housing for all land trust and how we hope the town can support and get on board.
  
- **Have you been in contact with a Town staff or Council member regarding your matter of interest?**  
Yes
  
- **Full name of Town staff or Council member with whom you spoke:**  
The mayor and Jennifer, Hess
  
- **Date:**  
11/4/2024
  
- **Please indicate if you will be providing your deputation in-person or electronically:**  
In Person
  
- **I have a presentation file(s):**  
Yes
  
- **When will you submit your presentation?**  
Later
  
- **I acknowledge that the Procedural By-law permits 5 minutes for Deputations.**  
I agree

[This is an automated email notification -- please do not respond]

**From:** [noreply@townofws.ca](mailto:noreply@townofws.ca)  
**To:** [Council Meetings](#)  
**Subject:** New Response Completed for Deputation Form  
**Date:** Tuesday, December 3, 2024 10:39:27 AM

---

Hello,

Please note the following response to Deputation Form has been submitted at Tuesday December 3rd 2024 10:38 AM with reference number 2024-12-03-005.

- **First Name:**  
Carey
- **Last Name:**  
Yeoman
- **Street Number and Name:**  
[REDACTED]
- **Postal Code:**  
[REDACTED]
- **City/Town**  
[REDACTED]
- **Province/Territory:**  
Ontario
- **Phone:**  
[REDACTED]
- **Email Address:**  
Carey.Yeoman@durhamcollege.ca
- **Council Meeting Date:**  
12/11/2024
- **Subject:**  
Urban Farm - Agri-Food Hub
- **Full name of Spokesperson and Name of Group or Person(s)**

**being Represented:**

Carey Yeoman, Partnership Manager: The Barrett Centre of Innovation in Sustainable Urban Agriculture, Durham College

• **Brief Summary of Issue or Purpose of Delegation:**

The opportunity to partner with The Barrett Centre at Durham College, and Growcer Indoor Farms to establish an Agri-Food Hub for the production of produce through indoor and outdoor sustainable agricultural methods. The purpose is to increase education in the areas of food literacy, agriculture, conservation of farmland, and environmental stewardship, as well as provide stable access to nutrient dense produce at a reasonable rate in the aims of impacting growing food insecurity.

• **Have you been in contact with a Town staff or Council member regarding your matter of interest?**

Yes

• **Full name of Town staff or Council member with whom you spoke:**

Mayor Iain Lovatt, Dwayne Tapp, Sunny Bains, and Rob Baird

• **Date:**

11/29/2024

• **Please indicate if you will be providing your deputation in-person or electronically:**

In Person

• **I have a presentation file(s):**

Yes

• **When will you submit your presentation?**

Later

• **I acknowledge that the Procedural By-law permits 5 minutes for Deputations.**

I agree

[This is an automated email notification -- please do not respond]

**Subject:** Delegation By-Law Amendments

**Staff Report No.** CAO-002-24

**Department/  
Commission:** Office of the CAO

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council enact Delegation By-law 2024-140-RE to reflect recent organizational changes to the Legal Services Department.

**Report Highlights**

- Amend the Delegation By-Law to reflect the recent organizational decision to outsource our legal counsel activities

**1. Purpose:**

This report provides Council with proposed amendments to the Town of Stouffville’s Delegation By-law 2024-123-RE to reflect the recent organizational change to the Legal Services Department to outsource our legal counsel activities.

**2. Background:**

During the budget process, Town staff consistently seeks out opportunities to improve processes, enhance efficiencies, and identify cost-saving initiatives to drive continuous improvement and organizational success. As part of budget reviews undertaken this year, the decision was made to outsource all legal counsel activities.

**3. Analysis:**

As a result of the recent organizational changes, by-law amendments are required to transfer delegated authority from the Town Solicitor to the Chief Administrative Officer (in consultation with external legal counsel, where required) in all instances where the Town Solicitor was previously referenced.

#### **4. Options:**

##### **4.1 Option A (Recommended)**

That Council enact Delegation By-law 2024-140-RE to reflect recent organizational changes to the Legal Services Department.

#### **5. Financial Implications:**

N/A

#### **6. Broader Intergovernmental Impacts and/or Considerations:**

N/A

#### **7. Communication:**

Current legal firms that the Town is currently engaged with have been notified of the organizational changes.

#### **8. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance
2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

#### **9. Attachments:**

None

#### **10. Related Reports:**

None

**Author:** Sunny Bains, Chief Administrative Officer

**For further information on this report, please contact the Department Head:** Sunny Bains, Chief Administrative Officer at 905-640-1900 or 1-855-642-8697 ext. 2436 or via email at [sunny.bains@townofws.ca](mailto:sunny.bains@townofws.ca).



**Subject:** Strawberry Festival Partnership Plan

**Staff Report No.** CS-011-24

**Department/  
Commission:** Community Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council receive Report No. CS-011-24 for information.

**Report Highlights**

- Staff are asking Council to receive Report No. CS-24-XXX for information
- Staff will be working in collaboration with the Strawberry Festival Board of Directors to establish a renewed operating and partnership model for the 2025 Strawberry Festival and future years.
- The Strawberry Festival Board will continue to plan and facilitate all Legacy Events, including: The Pancake Breakfast, The Citizen/Sports Person of the Year, The Sandra Stronach Red Berry Cafe, The Gladys Clarkson Stouffville Bakes competition, The Totally Toddler competition, and Picnic in the Park
- Under a new partnership and operating model, the Town will lead the planning and facilitation of the following portfolios: vendor management, event logistics, entertainment and technical production, beverage services, health and safety, and marketing

**1. Purpose:**

This report is to inform Council that staff are working in collaboration with the Strawberry Festival Board of Directors for a renewed operating and partnership model for the 2025 Strawberry Festival on June 27-29, 2025. A Memorandum of Understanding will be established between the Town and Strawberry Festival Board of Directors for the 2025 Festival and will be revisited following an event debriefing to refine for future years.

**2. Background:**

The Strawberry Festival has been a signature Stouffville event, having recently celebrated its 40<sup>th</sup> year in 2024. The festival's rich history in Stouffville includes being run by community volunteers and has been supported both financially and with services in-kind by the Town and the local business community. The Strawberry Festival also relies on grant funding to offset operational expenses. Previously, the Festival was supported through a Town operating grant for Canada Day festivities and in-kind support of park usage and operational staff. In December 2023, at the request of the Strawberry Festival Board of Directors, the 2024 Canada Day festivities were separated from a Board responsibility and were assumed by the Town. This allowed the Board of Directors to focus on the logistics for the festival weekend with a shared goal of maintaining a strong connection between the Strawberry Festival and Canada Day for the community.

In September 2024, the Board of Directors approached the Town to discuss options for a renewed operating and partnership model for the 2025 festival. The Board of Directors expressed that it has become challenging to recruit new committee members to take on the role of the larger portfolio leads and to sustain the festival in its past format as an event run exclusively by community volunteers.

At the October 16, 2024, Council meeting, a member motion was brought forward that the scale of the Festival has grown exponentially since its inception and Council directed staff to examine how the Town can increase support to the Festival and to bring a report to Council by the end of 2024 with a recommendation on how to proceed.

Town staff and the newly elected 2025 Board of Directors have met to discuss options for a new operating model that would still ensure success of the 2025 Strawberry Festival. The Board proposed a division of responsibilities where the Town would plan and facilitate the major portfolios within the festival including: vendor management, event logistics, entertainment and technical production, beverage services, health and safety, and marketing. It was important for the Board of Directors that they retain the iconic community "Legacy Events" as part of this new proposed model, including but not limited to: The Pancake Breakfast, The Citizen/Sports Person of the Year, The Sandra Stronach Red Berry Cafe, The Gladys Clarkson Stouffville Bakes competition, The Totally Toddler competition, and Picnic in the Park. The Town and Festival Board of Directors will work collaboratively on in-kind funding sources and the Town will lead all cash sponsorship initiatives to offset operational costs for the festival.

It is important to both the Town and Board of Directors to keep the same values of the festival and continue the tradition that has brought this community together for over 40 years. It was further agreed upon that ongoing dialogue will inform a future Memorandum of Understanding.

Official planning for the 2025 Festival will begin in early January 2025 between Town staff and members of the Strawberry Festival Board. An extensive debrief will be conducted post-event in July 2025 between both parties. The Town and Strawberry Festival Board will mutually assess and review the success of the 2025 operating and partnership model

and make any necessary changes or adjustments to the initiatives and events and/or parties' responsibilities.

### **3. Analysis:**

Staff have reviewed the proposed operating model and believe this new extended partnership will provide a sustainable option for the Strawberry Festival and provide a renewed opportunity for the Board of Directors to continue and build on the Festival's Legacy Events.

As a result of the expanding partnership and growth of the Event team portfolio, the Art in the Park event will be transitioned in 2025 to Latcham Art Centre and the Stouffville Library.

With the event just over six months away, it is important to move forward with planning and contracting key service providers and vendors for the 2025 Festival.

#### **3.1 Roles and Responsibilities**

- i. Strawberry Festival  
Legacy event including: The Pancake Breakfast, The Citizen/Sports Person of the Year, The Sandra Stronach Red Berry Cafe, The Gladys Clarkson Stouffville Bakes competition, The Totally Toddler competition, the Stouffville Library Spelling Bee, Strawberry Express Trolley Bus Tour to local strawberry farms, and Picnic in the Park.
- ii. Town Portfolio  
Stage entertainment, audio/visual, event logistics, park and AGCO permits, health and safety, marketing/promotion, vendors, beverage service, sponsorship portfolio.
- iii. Collaborative Efforts  
Grant application, in-kind partnerships, opening ceremony, event schedule and workback plans.

### **4. Options:**

#### **4.1 Option A**

That Council receive this report for information.

### **5. Financial Implications:**

The Board of Directors has shared their 2023 and 2024 operating budgets and revenue sources with staff. The Board of Directors agrees to assume all operating costs outlined in the 3.1 i which will be offset by in-kind support, grant funding, and program revenue. The Town agrees to assume all expenses listed in 3.1 ii, Town Portfolio. All efforts will be made by Town staff to offset the unbudgeted estimated operating and staffing related costs of \$25,000 through sponsorship opportunities and vendor revenue.

## **6. Broader Intergovernmental Impacts and/or Considerations:**

None.

## **7. Communication:**

Town staff will work with the Festival Board of Directors on communicating this new partnership with our resident and sponsorship community.

## **8. Alignment with Strategic Plan:**

An Engaging Town  
Increase Community Engagement & Outreach

## **9. Attachments:**

None

## **10. Related Reports:**

None

**Author:** Shannon Jaffer, Manager, Heritage, Events and Theatre Operation  
Rob Braid, Commissioner of Community Services

**For further information on this report, please contact the Department Head:** Rob Braid, Commissioner of Community Services at 905-640-1900 or 1-855-642-8697 ext. 2445 or via email at [rob.braid@townofws.ca](mailto:rob.braid@townofws.ca)

**Subject: Lease Renewal Agreement – York Region Paramedic Response Station at Ballantrae Fire Hall Station 5-2**

**Staff Report No. CS-012-24**

**Department/ Commission: Community Services Commission**

**Date: December 11, 2024**

**Recommendation:**

- 1) THAT the updated Lease Agreement between the Town of Whitchurch-Stouffville and the Regional Municipality of York for their Paramedic Response Station (PRS) at the Ballantrae Fire Station 5-2, be approved from January 1, 2025 to December 31, 2027.
- 2) AND THAT the Agreement be finalized to the satisfaction of the CAO;
- 3) AND THAT the Mayor and Clerk be authorized to sign the Lease Agreement between the Regional Municipality of York and the Town of Whitchurch-Stouffville.

**Report Highlights**

- Renewal of lease agreement that started in June 2005
- Annual revenue impact in 2025 is \$23,370.72 exclusive of HST
- Lease will terminate upon occupancy of new Station at 4902 Aurora Road

**1. Purpose:**

The purpose of this report is to recommend approval for the execution of a new Lease Agreement with the Regional Municipality of York for the period of January 1, 2025 to December 31, 2027. The Lease Agreement is for the use of office space (268 square feet) and garage space (732 square feet) for a total of 1,000 square feet of leased space at Station 5-2, for Paramedic Services operational purposes.

**2. Background:**

The Town of Whitchurch-Stouffville is utilizing its past Lease Agreements with the Regional Municipality of York for the provision of rental space located at Station 5-2 in Ballantrae to provide the terms of this new agreement prior to the expected move to a new facility at 4902 Aurora Road in 2026.

In order to have better access and to provide faster response to the residents of Whitchurch-Stouffville (Ballantrae) and the surrounding areas, the Region of York Paramedic Services have been sharing garage space from the Town of Whitchurch-Stouffville (Fire Station 5-2) for a number of years. On July 1, 2005, a Lease Agreement between the Town of Whitchurch-Stouffville and the Regional Municipality of York was created for a 3-year term and has been renewed at an annual increase equal to CPI or a pre-determined percentage since that time.

The only additional information embedded within this agreement that is not in previous leases is related to the permanent move to 4902 Aurora Road. When both parties occupy their new space, this lease will be amended to reflect the increased lease space.

**3. Analysis:**

The offer to renew the Lease Agreement provides the same terms and conditions as in the existing Lease Agreement that was created in 2005 save and except the opportunity to exit the lease agreement upon completion of the new joint station at 4902 Aurora Road. The monthly rental fees for the Ballantrae Fire Station 5-2 have included a 3% annual increase.

**4. Options:**

**4.1 Recommendation A (recommended)**

That council authorize the Mayor and Clerk to sign the lease agreement between the Regional Municipality of York and the Town of Stouffville for a lease term of January 1, 2025 – December 31, 2027.

**5. Financial Implications:**

The basic rent amount on the Lease Renewal Agreement for the Ballantrae Fire Station 5-2 has been adjusted to reflect a 3% annual increase.

| Lease Amending & Extending Agreement (exc. HST) |                 |             |            |
|---|-----------------|-------------|------------|
| Period  | Per Sq. Ft/Year | Annual      | Monthly    |
| January 1 – December 31, 2025                   | \$23.37         | \$23,370.72 | \$1,947.56 |
| January 1 – December 31, 2026                   | \$24.07         | \$24,071.88 | \$2,005.99 |
| January 1 – December 31, 2027                   | \$24.79         | \$24,794.04 | \$2,066.17 |

**6. Broader Intergovernmental Impacts and/or Considerations:**

N/A

**7. Communication:**

N/A

**8. Alignment with Strategic Plan:**

A Safe Town

Make our community safer

**9. Attachments:**

Attachment No. 1 – Lease agreement between the Corporation of the Town of Whitchurch-Stouffville and the Regional Municipality of York.

**10. Related Reports:**

None

**Author:** Rob Braid, Commissioner of Community Services

Brian Slater, Manager, Facilities Development & Operations

**For further information on this report, please contact the Commission Head:** Rob Braid, Community Services Commissioner at 905-640-1900 or 1-855-642-8697 ext. 2245 or via email at [rob.braid@townofws.ca](mailto:rob.braid@townofws.ca)

**THIS LEASE (GROSS RENT)** made the day of November, 2024.

**B E T W E E N:**

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

(the "Landlord")

- and -

**THE REGIONAL MUNICIPALITY OF YORK**

(the "Tenant")

**WHEREAS** the Landlord entered into a lease with the Tenant dated July 1, 2005 (the "Original Lease") for the premises known municipally as 15400 Highway 48, and shown on Schedule "B" attached hereto;

**AND WHEREAS** the Original Lease and all extensions thereto expired on June 30, 2020;

**AND WHEREAS** the Landlord and Tenant wish to enter into a new lease for the premises;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of mutual covenants and agreements herein and subject to the terms and conditions set out in this Lease Amending Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the parties hereto, the Landlord and the Tenant covenant and agree to amend the Lease as follows:

**1. LEASE SUMMARY**

The following is a summary of some of the basic terms of this Lease, which are elaborated upon in the balance of this Lease.

- (a) Building: Having the municipal address of 15400 Highway 48, Ballantrae, Ontario and having the legal description set out in Schedule "A" to this Lease.
- (b) Property: Building and lands as described in Schedule "A" and including all improvements thereon or thereto.
- (c) Premises: The premises leased to the Tenant as outlined in blue on the sketch in Schedule "B" to this Lease.
- (d) Rental Area of the Premises: Approximately 1,000 square feet.
- (e) Term: Three (3) years.
- (f) Commencement Date: January 1, 2025.
- (g) Expiry Date: December 31, 2027.
- (h) Renewal Option: Two (2) additional periods, each period for a one (1) year duration, upon the same terms and conditions as are contained in the Lease, save that Basic Rent may increase in accordance with the rate of three percent (3%) inflation for each year.
- (i) Basic Rent: As set out in Section 5 of this Lease.
- (j) Additional Rent: As specifically provided in this Lease.
- (k) Permitted Uses of Premises: Emergency Medical Services only.



## 2. PREMISES

The Landlord does demise and lease to the Tenant the premises (the "Premises") located in a building (the "Building") and upon lands municipally known as 15400 Highway #48, Ballantrae, Ontario, more particularly described in Schedule "A" attached hereto (the "Property"). The Premises comprise approximately ONE THOUSAND SQUARE FEET of Rentable Area, in the approximate location shown outlined in blue on the sketch attached hereto as Schedule "B".

The parties acknowledge and agree that the Premises consists of office space (268 square feet) and that the remaining space is comprised of garage space with two (2) inside bays with electrical drops for response units.

## 3. TERM

The term (the "Term") of this Lease shall be for a period of three (3) years, commencing on the 1<sup>st</sup> day of January, 2025 (the "Commencement Date") and expiring on the 31<sup>st</sup> day of December, 2027, subject to the Tenant's option to extend the Term as hereinafter provided.

Provided the Tenant is not in default hereunder prior to giving notice hereinafter described, has consistently paid Rent to the Landlord in a timely fashion during the Term of the Lease and has consistently fulfilled all of its obligations under the Lease throughout the Term, then the Tenant may, by notice in writing to the Landlord at least six (6) months but not earlier than six (6) months before the end of the Term of the Lease, extend the Term of the Lease for two (2) additional periods, each period for a one (1) year duration, upon the same terms and conditions as are contained in the Lease, save that Basic Rent may increase in accordance with the rate of three percent (3%) inflation for each year.

If the Commencement Date occurs on a date other than the first day of a calendar month, then the Basic Rent and other charges shall be pro-rated and paid in advance to the end of that month and, thereafter, the Basic Rent and other charges shall be paid, in advance, on the first day of each and every calendar month throughout the Term.

## 4. POSSESSION

As at the date hereof, the Tenant is occupying the Premises.

## 5. BASIC RENT

The Tenant hereby covenants to pay to the Landlord basic rent ("Basic Rent"), during each year of the Term, payable in equal monthly instalments, plus HST, as follows:

| <b>Term Year</b>                          | <b>Basic Rent (Annual)</b> | <b>Monthly Instalments</b> |
|---|----------------------------|----------------------------|
| <b>Year 1</b> - Jan/1/2025 to Dec/31/2025 | \$23,370.72                | \$1,947.56                 |
| <b>Year 2</b> - Jan/1/2026 to Dec/31/2026 | \$24,071.88                | \$2,005.99                 |
| <b>Year 3</b> - Jan/1/2027 to Dec/31/2027 | \$24,794.04                | \$2,066.17                 |

It is the intention of the parties that this Lease is to be interpreted as a fully gross lease and not a semi-gross lease or a net lease. The Tenant shall be responsible for only expenses and/or obligations in respect of, or attributable to, the Premises, as herein expressly provided.

The Landlord shall, except as otherwise expressly stipulated herein, be responsible for all charges, expenses, payments and costs of every nature and kind whatsoever incurred in respect of or relating to the Building, structures and equipment including, without limitation, all charges for heat, hydro (electricity), water, sewage, building insurance which the Landlord obtains, property management services, maintenance and repairs, and all municipal and other real property taxes related to the Property.

## 6. DEPOSIT

The Landlord acknowledges there is no deposit or last month's rent applicable to this Lease.

## 7. POST-DATED CHEQUES

The Landlord acknowledges that the provision of post-dated cheques is not applicable to this Lease.

## 8. MAINTENANCE AND REPAIRS

- 1) The Tenant shall maintain and repair to the standards of a prudent tenant the Premises at its own expense and keep them in a clean and sanitary condition in accordance with all laws, directions, rules and regulations of the authorities having jurisdiction.
- 2) If the Landlord is advised of an issue that is the Landlord's responsibility to remedy or rectify under this Lease, and where it is a health and safety issue or impeding operational requirements, and corrective action is not taken within seven (7) business days, then the Tenant will undertake any means necessary to correct the deficiency and invoice the Landlord for all costs incurred, plus a 20% administration fee.
- 3) Property Services Branch staff of the Tenant shall be granted fair and reasonable access to inspect or carry out necessary repairs as required under subsection 2) herein.
- 4) The Tenant, at its option, in conjunction with its Property Services Branch staff and upon not less than 48 hours notice to the Landlord, shall be entitled to complete a full inspection semi-annually of the Building to ensure the Building and Premises are in compliance with all rules and regulations of the authorities having jurisdiction.
- 5) The Landlord shall be responsible for all major building components of the Building, including but not limited to routine maintenance, repairs and/or replacement therefor, save and except that the Tenant shall be responsible for preventative maintenance, repair and/or replacement of any bay doors dedicated to EMS vehicles, including conducting of semi-annual inspections of bay doors.
- 6) The Landlord may enter the Premises to view the state of repair. Where an inspection reveals repairs are necessary and required by the Lease to be done by the Tenant, the Landlord shall give the Tenant notice. The Tenant shall, within fifteen (15) days from delivery of the notice, make, or commence making and diligently proceed to complete the repairs in a good and workmanlike manner. In addition to any other provision of this Lease, the Landlord may enter the Premises and perform any repairs, which the Tenant has failed to make under this Section 8.

## 9. ALTERATIONS

The Tenant will not make, install or erect in or to the Premises any installations, alterations, additions or partitions without first submitting the drawings and specifications to the Landlord and obtaining the Landlord's prior written consent in each instance, which consent shall not be unreasonably withheld.

All such installations, alterations, additions, changes and work performed by or for the Tenant shall conform to all building by-laws and shall conform to all federal, provincial and municipal rules and regulations, if any, then in force affecting the Premises and/or the Building. Such installations, alterations, additions, changes and work performed by or for the Tenant shall be completed in a good and workmanlike manner.

The registration of any "Claim for Lien" under the provisions of the *Construction Act* or successor legislation thereto against either the Premises or the Property as a result of work done on behalf of the Tenant shall be deemed to constitute a breach or default by the Tenant of its obligations under this Lease unless the Tenant has discharged the lien or caused the lien to be withdrawn within fifteen (15) days of written notice from the Landlord to the Tenant to so discharge the lien or make other arrangements satisfactory to the Landlord in this regard.

## 10. MAINTENANCE OF SERVICES

The Landlord shall have the right to use, install, maintain and repair pipes, wires, ducts and other installations in, under or through the walls, ceiling and floors of the Premises for or in connection with the supply of any services or utilities to the Premises or to any part of the Building and the right to do such work in the Premises as the Landlord may deem necessary to preserve or protect the Premises or the Building. The Landlord shall be entitled to enter or authorize any other person to enter the Premises for these purposes, on giving reasonable notice to the Tenant except in the case of an emergency when the Landlord may, without notice, enter the Premises for the purpose of performing the work.

## 11. LANDLORD'S RECOVERY

If the Landlord performs any repairs or maintenance, or does any other work, or pays any sum of money due or payable by the Tenant, either at the request of the Tenant, or by reason of any default by the Tenant in performance of its covenants, the Tenant shall repay to the Landlord on demand, as additional rent ("Additional Rent"), the cost of performing such repairs and maintenance or work or the amount paid by the Landlord on the Tenant's behalf, together with the Landlord's management fee of 20% of such amount.

## 12. WASTE

The Tenant shall not do or suffer any waste or damage to the Premises or the Landlord's leasehold improvements and equipment in or serving the Premises. The Tenant's trade fixtures and equipment remain the responsibility of the Tenant.

No part of the Premises shall be used for any dangerous, noxious or offensive trade or business. The Tenant shall not do anything or knowingly permit anything to be brought on the Premises, which the Landlord may reasonably deem to be a nuisance. The Tenant shall take every reasonable precaution to protect the Premises and the Building from danger of fire, water damage or the elements. The Tenant shall not allow any ashes, refuse, garbage or other loose objectionable material to accumulate in, on or about the Premises or the Building and will at all times keep them in a clean and wholesome condition. The Tenant shall not carry on any business or operation or knowingly permit anything to be done on the Premises which contravenes any provision of the *Environmental Protection Act*, its amending or successor legislation, and shall not discharge any pollutant or contaminant into the natural environment, as those terms are defined in the *Environmental Protection Act*.

## 13. COMPLY WITH ALL LAWS

The Tenant shall comply promptly with and conform to the requirements of all applicable statutes, laws, by-laws, regulations, ordinances and orders in force at any time during the Term and affecting the condition, equipment, maintenance, use or occupation of the Premises and with every applicable regulation, order and requirement of the Canadian Fire Underwriter's Association, Insurance Advisory Organization, or any body having similar functions, or of liability or fire insurance company by which the Landlord and the Tenant, or either of them, may be insured at any time during the Term. If the Tenant defaults under any provision of this Section 13, the Landlord may perform the Tenant's obligation and the Tenant shall pay all costs and expenses incurred, on demand, as Rent.

## 14. USE AND OPERATION

The Premises shall be used and occupied only for the purposes of an Emergency Medical Services Station and for no other purposes whatsoever. The Tenant shall satisfy itself that the use permitted above is in compliance with all applicable zoning and use by-laws and restrictions affecting the Premises.

## 15. RIGHT TO SHOW PREMISES

It is understood and agreed that the right to show the Premises is not applicable to this Lease.

## 16. TENANT'S INDEMNITY OF LANDLORD

The Tenant will indemnify, defend and save the Landlord harmless of and from all claims, actions, costs and loss of every nature which the Landlord shall become liable for or suffer by reason of any breach, violation or non-performance by the Tenant of any covenant, term or provision of this Lease or by reason of any injury or death resulting from, occasioned to or suffered by any person or persons or any property by reason of any act, neglect or default on the part of the Tenant or any of its agents or employees. Notwithstanding the foregoing, the Landlord expressly acknowledges that the Tenant's indemnity shall not apply, and the Landlord shall be responsible for, any damage to the Property and/or any injury to any person or persons (including death resulting from the injury) caused by the act, neglect or default on the part of the Landlord or anyone for whom the Landlord is responsible at law or arising out of the Landlord's breach of or non-performance with a covenant, term or provision of this Lease (and the Landlord covenants to indemnify and save harmless the Tenant from all claims, actions, costs and loss of every nature arising with respect thereto, including all reasonable costs, reasonable counsel fees, expenses and liabilities which the Tenant may incur with respect to any claim made against it.) Notwithstanding any other provision of this Lease, this indemnification shall survive termination of the Lease, with respect to any matter referred to in this Section 16 which occurs during the Term.

## 17. SIGNS

The Tenant shall not paint, affix, display or cause to be painted, affixed or displayed, any sign, picture, advertisement, notice, lettering or direction on any part of the exterior of the Premises or the Property or on any part of the interior of the Premises, which is visible from the exterior of the Building without, in each instance first obtaining the written approval of the Landlord, which approval shall not be unreasonably withheld. If the Tenant affixes such sign without the Landlord's consent and the Landlord objects to any such item being so painted, affixed or displayed, the Tenant shall immediately remove such item at the Tenant's expense, failing which the Tenant agrees that the Landlord may, without liability on the Landlord's part and without notice to the Tenant, enter the Premises and remove such item at the Tenant's expense.

## 18. QUIET ENJOYMENT

Provided the Tenant pays all Basic Rent and Additional Rent under this Lease and performs all of the Tenant's covenants contained in this Lease, the Tenant shall have quiet enjoyment of the Premises free from any hindrance by the Landlord or anyone claiming by or through the Landlord.

## 19. FIXTURES

The Tenant, when not in default, may remove its trade fixtures at the end of the Term. All installations, alterations, additions, partitions, and improvements, whether placed there by the Tenant or the Landlord, shall be the Landlord's property on termination of this Lease without compensation to the Tenant and shall not be removed from the Premises at any time either during or after the Term. It is understood and agreed that ambulances, the equipment required to operate the ambulances, telecommunication equipment, vehicle disinfectant and washing equipment, furniture, lockers, supplies and chattels are not to be considered trade fixtures within the context and meaning of this Lease and shall be and remain the sole property of the Tenant.

## 20. OUTDOOR PARKING STALLS

The Tenant shall have the exclusive right, at no cost whatsoever to the Tenant, to use two (2) designated on-site outdoor parking stalls, including the right to park overnight, for the Tenant's vehicles, as required. The Tenant shall provide any necessary signage to identify the stalls at the Tenant's sole cost and expense, upon the prior consent of the Landlord, which consent shall not be unreasonably withheld.

## 21. PREMISES "AS IS"

The Tenant agrees that it will accept the Premises "as is" and, without limitation, any tenant allowances, rent free periods, Landlord's Work or other Landlord construction obligations and other inducements (if any) contained in any prior Lease or Lease extension do not apply to this Lease.

## 22. ASSIGNMENT AND SUBLETTING

The Tenant shall not assign this Lease without the express written consent of the Landlord, which consent may not be unreasonably withheld.

## 23. EARLY TERMINATION

The Landlord and the Tenant shall each have the right to terminate this Lease at any time upon giving six (6) months' written notice to the other in accordance with Clause 28 of this Lease. The Tenant shall not be entitled to any refund or setoff of any Basic Rent paid.

Furthermore, the Landlord and Tenant acknowledge and agree that this Lease shall terminate prior to the end of its Term once the new emergency services facilities to be constructed at 4902 Aurora Road and 29 and 31 Ballyview Court, Stouffville (the "New Emergency Services Facilities"), are ready for occupation and the Landlord and Tenant have entered into a new lease for the New Emergency Services Facilities.

## 24. TENANT'S INSURANCE

During the whole of the Term, the Tenant shall at its expense:

- 1) Insure the Tenant's interest in the Premises, and property of every description included in the Tenant's leasehold improvements, including all leased and specially contracted equipment used solely for the Tenant's purposes, in a stated amount for not less than ninety percent (90%) of its full replacement cost against all risk of loss or damage covered under an "all risks" policy of insurance;
- 2) Maintain public liability and property damage insurance, including personal injury liability, contractual liability, employer's liability and owners' and contractors' protective broad form property damage occurrence insurance coverage with respect to the Premises and their use by the Tenant, coverage to include the activities and operation conducted by the Tenant and any other person performing work on behalf of the Tenant and those for whom the Tenant is in law responsible in any part of the Premises including, without limitation, non-owned automobiles. Such policies shall:
  - i) be written on a comprehensive basis with inclusive limits of not less than \$5,000,000.00 for bodily injury to any one or more persons or property damage; and
  - ii) contain a severability of interests clause and cross liability clause.

All contracts of insurance placed by the Tenant shall name the Landlord as an additional insured.

Upon request, the Tenant shall furnish the Landlord with certificates of insurance of the underwriting insurance company. No review or approval of any such insurance documentation by the Landlord shall derogate from or diminish the Landlord's rights or the Tenant's obligations under this Lease.

## 25. LANDLORD'S REMEDIES

If the Tenant defaults in the payment of Basic Rent or Additional Rent as and when due, and fails to remedy same within five (5) days following receipt of written notice of such default,

the Landlord shall have the right to terminate the Lease immediately. If the Tenant becomes bankrupt or insolvent, or defaults under any of its other obligations under the Lease and fails to remedy same within fifteen (15) days following receipt of written notice of such default, or such longer period of time as may be reasonable given the nature of the default, then the Landlord shall have the right to terminate this Lease, or to remedy such default at the Tenant's expense. The foregoing remedies shall be in addition to and without in any way limiting or affecting any other rights and remedies of the Landlord under this Lease, at law or in equity. All amounts payable by the Tenant pursuant to this Lease shall bear interest from the due date until the date of payment at a rate equal to the prime rate of interest charged by TD Canada Trust as at the due date.

## 26. DESTRUCTION OR DAMAGE OF PREMISES

If, during the Term, the Premises are:

- (a) totally destroyed by fire or any such other perils as may from time to time be included in the standard fire insurance additional perils supplementary contract generally available in the Province of Ontario, so that the Premises cannot be repaired with reasonable diligence within one hundred and twenty (120) days of the happening of such event, then the Lease shall cease from the date of such damage or destruction, and the Tenant shall immediately surrender the Premises and all of its interest therein to the Landlord, and the Tenant shall pay Rent only to the time of such surrender and any prepaid Rent shall be returned to the Tenant and in case of destruction or partial destruction as abovementioned, the Landlord may re-enter or repossess the Premises and may remove all parties therefrom;
- (b) destroyed or damaged or partially destroyed or damaged by fire or any such other perils as may from time to time be included in the standard fire insurance additional perils supplementary contract generally available in the Province of Ontario, and can be repaired with reasonable diligence within one hundred and twenty (120) days of the happening of such event, and if the damage is such as to render the Premises wholly unfit for occupancy, then the Rent shall not run or accrue after the said event, or while the process of repairs is ongoing, and the Landlord shall repair the same with all reasonable speed and then the Rent shall recommence immediately after the repairs have been completed;
- (c) partially destroyed or damaged by fire or any such other perils as may from time to time be included in the standard fire insurance additional perils supplementary contract generally available in the Province of Ontario, and can be repaired with reasonable diligence within one hundred and twenty (120) days of the happening of such event, and if the damage is such that the Premises can be partially used, then until such damage shall have been repaired, the Rent shall abate in proportion that the part of the Premises rendered unfit for occupancy bears to the whole of the Premises and the Landlord shall repair with all reasonable speed.

## 27. EXPROPRIATION

If at any time during the Term, by exercise by any competent authority of powers of expropriation, condemnation or eminent domain, title is taken to the whole or any portion of the Building, the Landlord may at its sole option within sixty (60) days of receiving notice that title has been so taken give to the Tenant at least thirty (30) days notice of termination of this Lease. Upon such termination, neither the Landlord nor the Tenant shall have any claim on the other with respect to any such expropriation or taking, but both parties shall be free to separately pursue their claims for compensation for the loss of their respective interests in the Premises and shall be entitled to receive and retain such compensation as may be awarded or paid to them respectively and agree to co-operate with each other in pursuing their respective claims. If an award of compensation made to the Landlord specifically includes an award for the Tenant, the Landlord will remit to the Tenant the portion awarded for it.

## 28. NOTICE

The representatives for administration of this Lease and all decisions related thereto is set forth herein. All documents given under this Lease shall be in writing, signed by the party giving notice and transmitted by registered mail, personal delivery or email to:

To the Landlord at:

The Corporation of the Town of Whitchurch-Stouffville  
111 Sandiford Drive  
Stouffville, ON  
L4A 0Z8

Attention: Brian Slater, Manager, Facilities & Parks  
Email: [brian.slater@townofws.ca](mailto:brian.slater@townofws.ca)

and to the Tenant at:

The Regional Municipality of York  
17250 Yonge Street  
Newmarket, ON  
L3Y 6Z1

Attention:  
Email:

or to such other address as the Landlord or Tenant may designate in writing. Any notice mailed shall be deemed to have been delivered on the 3<sup>rd</sup> business day following the date of such mailing, provided, however, that during any postal disruption or threatened postal disruption, delivery shall be in person. Any notice delivered by email shall be deemed to have been delivered on the same day, provided that such email be received prior to 4:30 p.m. and if after 4:30 p.m., the following day.

Any notice mailed or delivered in compliance with this Clause shall be deemed good and sufficient notice for the purposes of this Lease.

## 29. SUBORDINATION AND ATTORNMENT

The rights of the Tenant shall at all times be subordinate to any and all mortgages, trust deeds or other instruments of any financing, refinancing or collateral financing and any renewals or extensions thereof at any time in existence against the Property or any part of it. Upon request at any time, the Tenant shall subordinate all of its rights in such form as the Landlord requires to any and all holders of encumbrances and to the Landlord and the registered owners of the Property or any part thereof.

If the Tenant, within sixteen (16) weeks after request, fails to execute and deliver the instruments to give effect to the foregoing, the Tenant irrevocably appoints the Landlord as the Tenant's attorney with full power and authority to execute and deliver any such instruments in the name of the Tenant.

## 30. MONTHLY TENANCY

If the Tenant continues to occupy the Premises after the expiration of the Term or any renewal period, with the consent of the Landlord and without any renewal or further written agreement, the Tenant will be a monthly tenant at a monthly rate equal to the monthly instalment of Basic Rent payable during the last month of the Term or immediately preceding renewal, subject to the right of either party to terminate the monthly tenancy on sixty (60) days prior written notice. Rent will be payable in advance on the first day of each and every month of the tenancy and the monthly tenancy will be on the terms and conditions and subject to all other charges and amounts payable under this Lease, except as to length of tenancy.

### 31. CORPORATE TENANCY

The Tenant warrants that it has the corporate power and capacity to enter into this Lease and to effect the matters contemplated and that this Lease has been duly authorized, executed and delivered to the Landlord and constitutes a valid and binding obligation of the Tenant.

### 32. SCHEDULES

Schedules "A" and "B" are attached hereto and shall form part of this Lease.

### 33. ENTIRE AGREEMENT

This Lease contains the whole agreement and sets forth all representations between the Landlord and the Tenant concerning the Premises and the Property. There are no representations, either oral or written, between them other than those in this Lease.

### 34. TIME OF THE ESSENCE

Time is of the essence of this Lease.

### 35. APPLICABLE LAW

This Lease shall be governed by and interpreted in accordance with the laws of the Province of Ontario. The parties agree that the Courts of Ontario shall have jurisdiction to determine any matters arising hereunder.

### 36. SEVERABILITY

If any provision of this Lease is illegal, unenforceable or invalid, it shall be considered separate and severable and all the remainder of this Lease shall remain in full force and effect as though such provision had not been included in this Lease but such provision shall nonetheless continue to be enforceable to the extent permitted by law.

### 37. NO PARTNERSHIP OR AGENCY

The Landlord does not in any way or for any purpose become a partner of the Tenant in the conduct of its business, or otherwise, or a joint venturer or a member of a joint enterprise with the Tenant, nor is the relationship of principal and agent created.

### 38. SECTION NUMBERS AND HEADINGS

The section numbers and headings of this Lease are inserted for convenience only and shall in no way limit or affect the interpretation of this Lease. References in this Lease to section numbers refer to the applicable section of this Lease, unless a statute or other document is specifically referred to.

### 39. INTERPRETATION

Whenever a word importing the singular or plural is used in this Lease, such word shall include the plural and singular respectively. Where any party is comprised of more than one entity, the obligations of each of such entities shall be joint and several. Words importing persons of either gender and firms or corporations shall include persons of the other gender and firms or corporations as applicable. Subject to the express provisions contained in this Lease, words such as "hereof", "herein", "hereby", "hereafter" and "hereunder" and all similar words or expressions shall refer to this Lease as a whole and not to any particular section or portion hereof.



40. SUCCESSORS AND ASSIGNS

This Lease shall enure to the benefit of, and be binding upon, the parties hereto and their respective heirs, executors, administrators, successors, assigns and other legal representatives except only that this Lease shall not enure to the benefit of any of such parties unless and only to the extent expressly permitted pursuant to the provisions of this Lease.

41. FREEDOM OF INFORMATION

The Landlord acknowledges and agrees that the commercial and financial information in this Lease is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

**IN WITNESS WHEREOF** the Landlord and the Tenant have hereunto affixed their respective corporate seals, attested to by their proper signing officers duly authorized in that behalf.

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:**

**THE CORPORATION OF THE TOWN  
OF WHITCHURCH-STOUFFVILLE**

\_\_\_\_\_  
Iain Lovatt, Mayor

\_\_\_\_\_  
Becky Jamieson, Clerk

We have authority to bind the corporation.

(Executed by the Town)

\_\_\_\_\_, 2024

**THE REGIONAL MUNICIPALITY OF YORK**

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

I/We have authority to bind the corporation.

**SCHEDULE "A"****DESCRIPTION OF THE PROPERTY****The Property**

The Property is legally described as Part of Lot 22, Concession 7, (WW) being Parts 2, 3, 4, 5, 6, 7, 8 and 9 on Plan 65R-33081; Subject to an Easement in Gross over Parts 2, 6, 7 and 8 on Plan 65R-33081 as in YR1689346; Subject to an Easement in Gross over Part 3 on Plan 65R-33081 as in YR1689347; Subject to an Easement in Gross over Part 9 on Plan 65R-33081 as in YR1986017; Subject to an Easement in Gross over Part 5 on Plan 65R-33811 as in YR2072756; Town of Whitchurch-Stouffville

PIN No.: 03683-0617 (LT)

**SCHEDULE "B"**

**SKETCH OF RENTABLE AREA**

**Subject:** Applications for Draft Plan of Subdivision Approval and Zoning By-law Amendment at 6835 Main Street & 447 Loretta Crescent (File Numbers: 19T(W)-22.003 & ZBA22.006)

**Staff Report No.** DS-052-24

**Department/  
Commission:** Development Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council direct Staff to issue a Notice of Decision to draft approve Subdivision File No. 19T(W)-22.003, subject to the Conditions of Draft Plan Approval, as set out in Attachment 3 to Report No. DS-052-24, in accordance with Section 51(31) of the *Planning Act*,
- 2) That Council bring forward a By-law to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying three (3) exception zones and implementing a holding symbol and direct Staff to issue a Notice of Passing; and
- 3) That Council confirms notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the January 31, 2024 Public Meeting, the revisions are minor in nature, and that no further Public Meeting is required.

**Report Highlights**

- Applications for Zoning By-law Amendment, Draft Plan of Subdivision, and Site Plan Control were submitted by Weston Consulting (on behalf of Elite Class Developments) on April 11, 2022 to permit ten (10) townhouse dwelling units on the subject properties.
- The Town has received five (5) submissions from the Applicant to date as part of the processing of the subject applications. The Applications were brought forward to Council and public at two (2) public meetings for consultation and feedback. Additional engagement sessions led by the Developer/Applicant have been pursued.
- The revised proposal before Council today comprises of five (5) townhouses and two (2) semi detached dwellings for a total of nine (9) residential units on the subject lands.

- A Site Plan application will not be required for the proposed development due to Bill 23 changes to the Planning Act, which exempts residential developments of 10 units or less from site plan approval requirement.
- An associated Draft Plan Application (File No. 19T(W)22.003) is also being considered to create three (3) blocks that would support the creation of nine (9) lots.
- Comments received from members of public, Council, and Public Agencies have been reviewed and considered in the writing of this report and the making of the recommendations to Council.
- Staff is of the opinion that the proposed development constitutes good planning. Staff recommend approval of the proposed Draft Plan and Zoning By-law Amendments applications, subject to conditions and holding provisions.

## **1. Purpose:**

The purpose of this Report is to assess the merits of and make a recommendation respecting applications for a Draft Plan of Subdivision and Zoning By-law Amendment for lands municipally known as 6835 Main Street and 447 Loretta Crescent (the “Subject Lands”), which if approved would permit the construction of a residential plan of subdivision.

## **2. Background:**

Applications for Zoning By-law Amendment, Draft Plan of Subdivision, and Site Plan Control were submitted by Weston Consulting (on behalf of Elite Class Developments) on April 11, 2022 to permit ten (10) townhouse dwelling units on the subject properties.

On September 28, 2022, an initial statutory public meeting was held in order to receive Council and public comments on the proposal. Staff provided detailed comments from Town departments and external agencies as well as comments received from Council and members of public to the Applicant, to incorporate and address in revised submissions.

In December 2022, a revised second submission was received by the Town that maintained the proposal to develop ten (10) townhouse units on the subject lands. Staff processed the submission, and comments were provided to the Applicant to address in revised submissions.

In November 2023, a third submission was received by the Town that proposed five (5) condominium townhouse units and two (2) sets of free-hold semi-detached dwellings for a total of nine (9) residential units on the subject lands.

Given the changes to the proposed development, on January 31, 2024 a second public meeting was held in order to receive additional Council and public comments on the

revised proposal. Comments from all commenting departments and agencies and members of public were provided to the Applicant for inclusion in revised submission. At this time, it was determined that this proposal would no longer be required to proceed through the Site Plan Approval application due to the Bill 23 changes to the Planning Act.

In July 2024, a fourth submission was submitted by the Applicant to the Town, that was consistent with what was presented at the January 31, 2024 public meeting, with the inclusion of some minor technical amendments.

On November 6, 2024, Staff forwarded a recommendation report to Council in support of the proposed applications which was based on the materials reviewed through the fourth submission. At this meeting, the Applicant requested Council to defer the application to a future meeting date in order to allow them time to pursue additional engagement opportunities with residents of the surrounding neighbourhood.

On November 14, 2024 a meeting was held by the Developer/Applicant with the residents to obtain additional feedback and comments.

On November 21, 2024, a fifth (5th) submission was received by Town Staff that addressed some of the concerns raised by the residents.

## **2.1 Location**

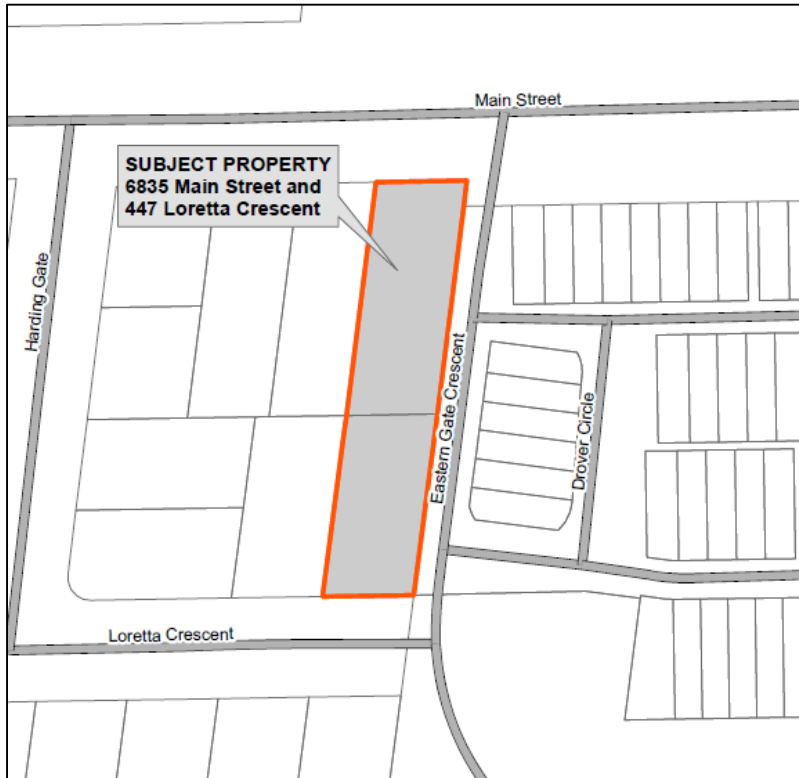
The subject lands comprise of two parcels and are municipally known as 6835 Main Street and 447 Loretta Crescent in the Town of Whitchurch-Stouffville. The parcel located at 6835 Main Street is situated at the southwest corner of Main Street and Eastern Gate Crescent and has an approximate lot area of 0.08 hectares (0.22 acres) and an approximate frontage of 18.31 metres on Main Street. The second parcel (447 Loretta Crescent) is situated at the northwest corner of Eastern Gate Crescent and Loretta Crescent, immediately south of 6835 Main Street and has an approximate area of 0.06 hectares (0.16 acres) and an approximate frontage of 18.37 metres on Loretta Crescent.

Both properties contain a one-storey single detached dwelling that are proposed to be demolished to facilitate the proposed development.

**Attachment 1** to this report is a copy of the location map.

**Figure 1** below shows the location of the subject property.

**Figure 1: Location Map**



## 2.2 Surrounding Land Uses

Below is a description of the adjacent land uses:

**North:** Across Main Street are commercial uses as well as single detached dwellings located on large lots, which recently received approval for the development of townhouse dwelling units and single-detached dwelling units

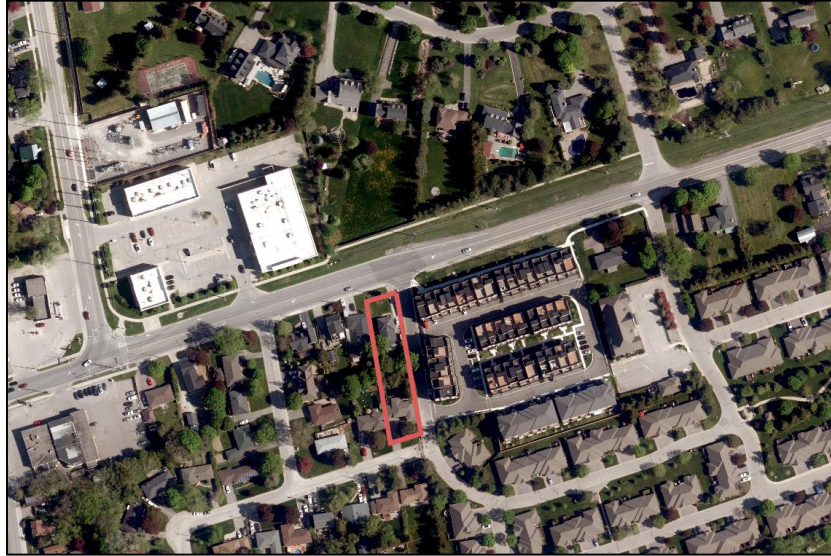
**East:** Across Eastern Gate Crescent, which is a privately owned roadway, is a townhouse development comprising of 52 three (3) storey townhouse units. Adjacent to the townhouses is a retirement community consisting of 118 senior townhouses. This was the previous site for the Stouffville Pentecostal Church

**South:** Across Loretta Crescent is an established neighbourhood comprising of single detached dwellings. Further south is Barbara Reid Public School, as well as a park and open space.

**West:** Single detached dwellings exist to the west, fronting onto Main Street.

**Figure 2** below shows an aerial context map, with the subject lands outlined in red.

**Figure 2: Aerial Context Map**



### **3. Analysis:**

#### **3.1 Development Proposal**

The sections below provide an overview of the development as proposed for the subject property. The overview includes site statistics and comments/opinions from previous submissions, the required relief from the Town's Zoning By-law, as well as an overview of the proposed Draft Plan.

#### **3.2 Current Proposal (November 2024 Submission)**

The current proposal forms part of what is being presented to Council today as well as Staff's recommendation. The applicant is proposing to develop five (5), four-storey townhouse dwelling units with frontage on Eastern Gate Crescent, two (2), three-storey semi-detached units with frontage on Loretta Crescent, and two (2), four-storey semi-detached units with frontage on Main Street for a total of nine (9) residential units.

The units range in size from 191 square metres (2,060 square feet) to 333 square metres (3,586 square feet). Each unit is proposed to feature outdoor balcony space, in addition to front and rear yard amenity space. The proposed townhouse dwelling units are proposed to be under common element condominium ownership, while the two sets of proposed semi-detached dwelling units are proposed to be under freehold ownership.

Two parking spaces per unit will be provided (18 total), one being located in the garage, and one on the driveway. Two visitor parking spaces are also being proposed off of Eastern Gate Crescent to help alleviate visitor parking concerns. There are no barrier-free parking spaces proposed.



**Figure 3** below displays an extract of the fourth submission proposal, with views from Main Street. Renderings were not included in the revised fifth partial submission package, however, the proposal is generally consistent with that is shown below.

**Figure 3: Proposal Rendering, View from Main Street**



**Table 1** displayed on the following page outlines the final site statistics from the latest submission (November 2024).

**Building A** refers to the two semi-detached dwelling units located on Loretta Crescent;  
**Building B** refers to the five townhouse dwelling units located on Eastern Gate Crescent;  
**Building C** refers to the two semi-detached dwelling units located on Main Street.

**Table 1 – Site Statistics**

| Zoning Regulation          | Final Submission Statistics   |
|----------------------------|---|
| <b>Total Unit Count</b>    | 9 units   |
| <b>Residential Density</b> | 59 units/hectare  |
| <b>Lot Frontage</b>        | <b>Building A</b> 18.3 metres on Loretta Crescent<br>(approx. 8 to 10 metres frontage per lot)  |
|                            | <b>Building B</b> 40.0 metres on Eastern Gate Crescent<br>(approx. 7.5 metres frontage per lot) |
|                            | <b>Building C</b> 18.4 metres on Main St.<br>(approx. 8 to 10 metres frontage per lot)          |
| <b>Lot Area (total)</b>    | 0.1525 hectares (1,525 square metres)   |

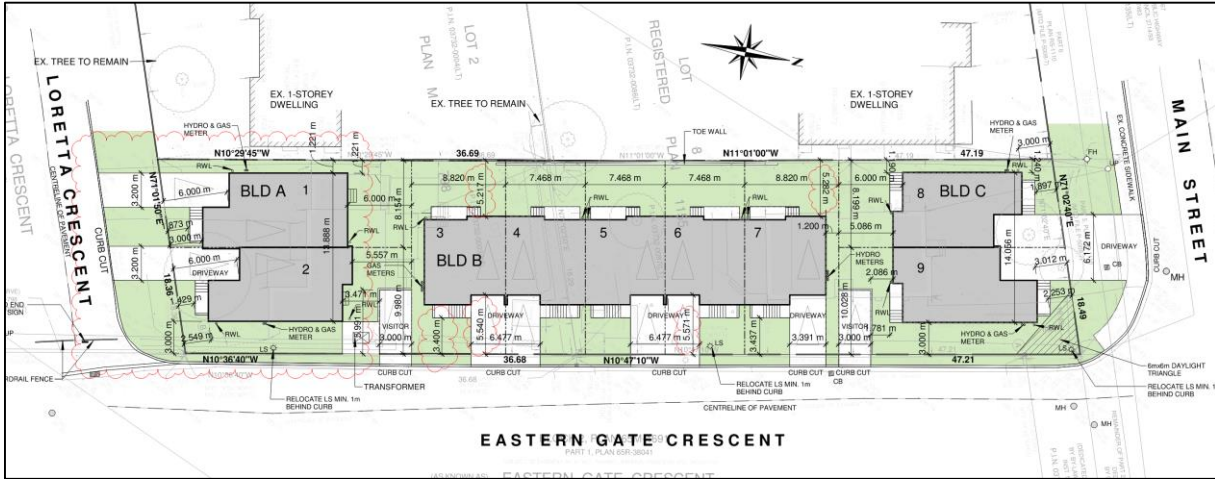
| Zoning Regulation                    | Final Submission Statistics   |
|--------------------------------------|---|
|                                      | <b>*Note:</b> several individual lots are non-compliant with the minimum lot area requirement     |
| Front Yard Setback                   | <b>Building A</b> 2.5 metres to Loretta Cres. (revised from previously proposed 3.01 metres)      |
|                                      | <b>Building B</b> 4.5 metres to Eastern Gate Cres. (revised from previously proposed 5.22 metres) |
|                                      | <b>Building C</b> 3.00 metres to Main St.   |
| Side Yard Setback                    | <b>Building A</b> 1.21 metres (west)  |
|                                      | <b>Building B</b> 1.2 metres (north)  |
|                                      | <b>Building C</b> 1.24 metres (west)  |
| Side Yard Setback                    | <b>Building A</b> 3.0 metres (east)   |
|                                      | <b>Building B</b> 1.2 metres (south)  |
|                                      | <b>Building C</b> 3.0 metres (east)   |
| Rear Yard Setback                    | <b>Building A</b> 3.4 - 5.5 metres (revised from previously proposed 2.0 metres to 5.0 metres)    |
|                                      | <b>Building B</b> 5.2 metres (revised from previously proposed 4.6 metres)                        |
|                                      | <b>Building C</b> 2.0 - 5.0 metres  |
| Maximum Building Height              | <b>Building A</b> 9.98 metres   |
|                                      | <b>Building B</b> 11.71 metres  |
|                                      | <b>Building C</b> 12.73 metres  |
| Landscaped Area                      | 620 square metres   |
| Resident Parking Spaces Provided     | 18 spaces   |
| Visitor Parking Spaces Provided      | 2 spaces  |
| Barrier-Free Parking Spaces Provided | 0 spaces  |

*\*red text indicates site regulations that do not comply with the Town's Comprehensive Zoning By-law.*

**Figure 4A** displayed on the following page, shows an extract of the most recent Site Plan (5<sup>th</sup> Submission, received on November 21, 2024). **Figure 4B** below shows the site plan that was submitted and presented to Council on November 6, 2024 Council meeting.

**Attachment 4** to this report is a copy of the Site Plan drawing. Areas outlined in red indicate revisions presented in the fifth partial submission.

**Figure 4A: Site Plan dated November 21, 2024**



**Figure 4B: Site Plan presented at November 6, 2024 Council meeting**

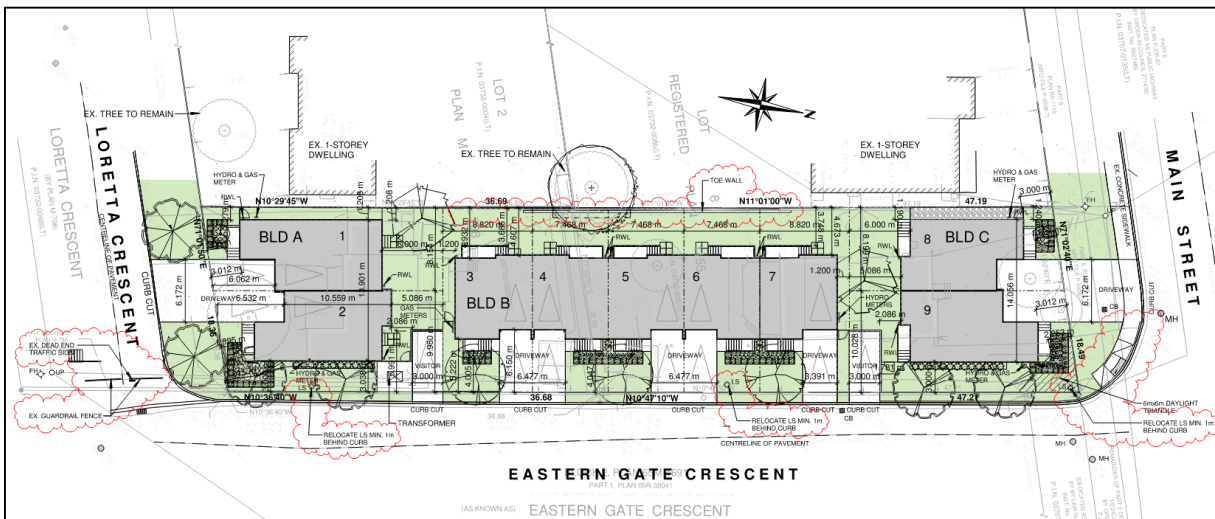


Table 2 below provides zoning information for the subject application.

**Table 2: Zoning Permitted Uses**

| Item                      | Existing: 6835 Main Street | Existing: 447 Loretta Crescent | Requested/Proposed  |
|---------------------------|----------------------------|--------------------------------|---|
| Zoning By-law Designation | Residential Two (R2)       | Residential 1 (R1)             | Residential New Four Exception Zone Twenty-Four <b>RN4(24)</b><br><br>Residential New Four Exception Twenty-Five Holding Symbol Forty-Four <b>RN4(25)(h-44)</b> |

|     |                         |                          |  |
|-----|-------------------------|--------------------------|--|
|     |                         |                          | Residential New Four Exception Twenty-Six <b>RN4(26)</b> |
| Use | Singe Detached Dwelling | Single Detached Dwelling | Townhouse Dwelling and Semi-Detached Dwelling            |

**3.3 November 6, 2024: Council Meeting – Deferral**

A recommendation report in support of the proposed applications was prepared by Staff to be heard at the November 6, 2024 Council Meeting. At this meeting, the Applicant requested to Members of Council that their decision be deferred to a future meeting date in order to allow them time to pursue additional engagement opportunities with residents of the surrounding neighbourhood. Members of Council were supportive of the deferral and urged the Developer/Applicant to bring back a revised proposal that considers both Council’s and the neighbourhood resident’s on-going concerns. It was agreed upon by the Developer and Members of Council that the proposal and Staff recommendation report would be brought back to the December 11, 2024 Council Meeting date for a decision.

Council resolved as follows:

- 1. That Council receive the deputation from Kayly Robbins, Weston Consulting, regarding Report No. DS-052-24 Applications for Draft Plan of Subdivision Approval and Zoning By-law Amendment at 6835 Main Street & 447 Loretta Crescent for information; and*
- 2. That Council defer Report No. DS-052-24 Applications for Draft Plan of Subdivision Approval and Zoning By-law Amendment at 6835 Main Street & 447 Loretta Crescent to the December 11, 2024, Council meeting to allow the developer an opportunity to do further public consultation.*

**3.4 November 14, 2024: Developer/Applicant-Led Meeting with Residents**

On November 14, 2024 a meeting was led by the Developer/Applicant in order to continue conversations with residents of the surrounding neighbourhood. The purpose of this meeting was for the Developer/Applicant to better understand the residents’ concerns with the proposal, and to discuss possible revisions/solutions that could be accommodated before bringing back a revised proposal to the December 11, 2024 Council Meeting.

At the meeting, residents raised concerns that include, but are not limited to, the following matters:

- Design of the proposed dwellings not complementary of the surrounding neighbourhood;

- Concerns that people will park on Loretta Crescent in order to access the proposed development as well as the adjacent Statesview Development, causing traffic/nuisance issues for the existing residents who reside on the street;
- The height of the dwellings proposed on Eastern Gate Crescent and Main Street;
- Lack of an updated Construction Management Plan;
- Concerns that future owners of the proposed dwellings will pave the entirety of their rear yards, leading to stormwater management issues;
- Requested rear yard setbacks are not appropriate;
- Privacy concerns for the residents/dwellings located west of the subject site; and
- Removal of mature trees

### **3.5 Revised Proposal (November 21, 2024)**

Following the November 14, 2024 meeting, a revised fifth (5) partial submission proposal was received by Staff that addresses some of the concerns raised by members of the surrounding neighbourhood and Council. A summary of the revisions can be found below:

#### **1. Removal of Upper Floor Rear Yard Balconies**

The revised proposal has removed the rear yard balconies originally proposed on the upper floors of the townhouse and semi-detached dwelling units. Instead, juliette-style balconies have been proposed that do not encroach into the rear yards of the proposed dwellings, helping to alleviate privacy/overlook concerns for the properties located to the west.

#### **2. Adjustment of Building A – Unit 1**

The revised proposal has adjusted Building A's orientation in order to better-align the front yard and building face of Unit 1 with that of the adjacent property to the west. This will result in a smaller building wall facing the adjacent property, which was requested by the neighbourhood residents.

#### **3. Introduction of Soft Landscaping Requirement**

Site specific provisions have been included in the draft by-law that require the proposed dwelling units to maintain a soft landscaping percentage of 50% in the rear yard. This requirement will ensure that future residents are limited in terms of how much hardscaping they can introduce, minimizing stormwater management implications for adjacent properties.

#### **4. Adjusted Rear Yard Setbacks**

The revised proposal has adjusted the rear yard setbacks of the proposed townhouse dwelling units and semi-detached dwelling units with frontage on Loretta Crescent. Originally having requested a rear yard setback of 4.6 metres for the townhouse dwelling units, the revised plans have shifted the units east in order to propose a rear yard setback of 5.2 metres. The semi-detached dwelling units proposed on Loretta Crescent originally

requested rear yard setbacks of 2.0-5.0 metres and have been revised to request rear yards that range from 3.4-5.5 metres.

5. Revaluation of Proposed Architectural Style

While not something addressed at the Zoning stage, the Applicant has noted that should this proposal be approved, that they will continue working with Staff to refine the design and finishings of the proposed dwelling units. **Figures 5, 6 & 7** below are examples of potential design approaches the Developer/Applicant have noted they may pursue, which would be considered through a future Architectural Control Manual (a noted Condition of Draft Approval).

**Figure 5: Inspiration for Design Changes**



**Figure 6: Inspiration for Design Changes**



**Figure 7: Inspiration for Design Changes**



6. Feedback Not Addressed

The most notable change not addressed through the revised fifth submission relates to the height of the proposed dwelling units. At the November 14, 2024 meeting, neighbourhood residents reiterated their concerns with the proposed height of namely the proposed townhouse and semi-detached dwelling units with frontage on Main Street. The Applicant noted that their project team evaluated reducing the height for the townhouses specifically, however, the current layout and floor plans provide direct access to the rear yard via a doorway from the garage. To reduce the height while maintaining the same floor area would require the townhouses to be lowered slightly into the ground, thereby eliminating the walk-out condition from the garage. The Applicant noted that the rear yard access from the garage will allow greater opportunity for future residents to use, enjoy, and maintain their backyards, and as such, will not be removed in order to accommodate a height reduction. It was noted that height changes were not considered for the semi-detached dwellings with frontage on Main Street as, in their opinion, the height and scale of these units are similar to developments approved in the adjacent area.

**3.6 Updates to Associated Draft Plan Conditions (November 2024)**

Staff note that the associated Draft Plan Conditions have been updated in order to address some of the concerns raised at the November 14, 2024 meeting. These are noted below:

- Requirement for an updated Construction Management Plan; and
- Scope of the required Architectural Control Manual has been further clarified.

## **Staff Response**

Staff appreciate the Developer/Applicant's efforts to address some of the comments raised by Members of Council and the residents of the surrounding neighbourhood. Staff note that several of the site-specific provisions originally requested have been improved by the revised proposal, and as such, Staff's position remains unchanged and remains in support of the proposed applications.

### **3.7 Applicable Policies**

This section will establish the current and relevant policy environment that forms part of the review of the planning applications. The overview will include Provincial Plans and policies, York Region Official Plan, and the Town's current Official Plan and Community of Stouffville Secondary Plan as well as the Town of Whitchurch-Stouffville new Official Plan which was adopted by Council in May 2024.

#### **3.7.1 Provincial Planning Statement (2024)**

On August 20, 2024, the Minister of Municipal Affairs and Housing issued the Provincial Planning Statement 2024, which took effect on October 20, 2024 to provide a streamlined province-wide land use planning policy framework. The PPS 2024 replaces both the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, and provides updated direction to guide growth within the Province of Ontario.

The PPS 2024 includes direction on the permitting and facilitating of all housing options required to meet the social, health, economic and well-being requirements of current and future residents. Further, policies in the PPS 2024 require Municipalities to promote densities for new housing which efficiently use land, resources, infrastructure and public service facilities as well as supporting the use of active transportation in our communities.

The subject property is uniquely situated to take advantage of the limited public transportation options available in Stouffville. The subject property is in proximity to the "Downtown Stouffville MTSA", "Old Elm MTSA", transit route for the GO Bus along Main Street, as well as the availability of Local (York Region) Transit along Tenth Line. The proposed infill development encourages gentle intensification and represents continued progress and investment into Main Street that would help revitalise the Town's main corridor.

For the reasons set out above, Town Staff are of the opinion that the proposed development meets the intent of the policies within the new PPS 2024.

#### **3.7.2 Oak Ridges Moraine Conservation Plan (2017)**

The subject site is located within the Oak Ridges Moraine, and as a result, the policies of the Oak Ridges Moraine Conservation Plan (ORMCP) apply. In November 2001, the Province enacted the Oak Ridges Moraine Conservation Act, which established the authority for the development of a policy framework for the protection of the Oak Ridges



Moraine feature. In April 2002 the Province released the Oak Ridges Moraine Conservation Plan. An amendment to the ORMCP was approved by the Lieutenant Governor in Council and became effective July 1, 2017.

The subject site is located within the Settlement Area designation of the ORMCP and is subject to the policies of that Plan. The Settlement Area designation allows for development of lands for all urban uses as permitted within the applicable Official Plan. No environmental designation applies to the subject site. The Toronto Region Conservation Authority have reviewed the application and have included Draft Plan Conditions that once fulfilled, will resolve any outstanding concerns.

Town Staff are of the opinion that the proposed development conforms with the ORMCP and represents good planning.

### **3.7.3 Town of Whitchurch-Stouffville Official Plan (Community of Stouffville Secondary Plan)**

The subject property is designated as Existing Residential Area under the Community of Stouffville Secondary Plan.

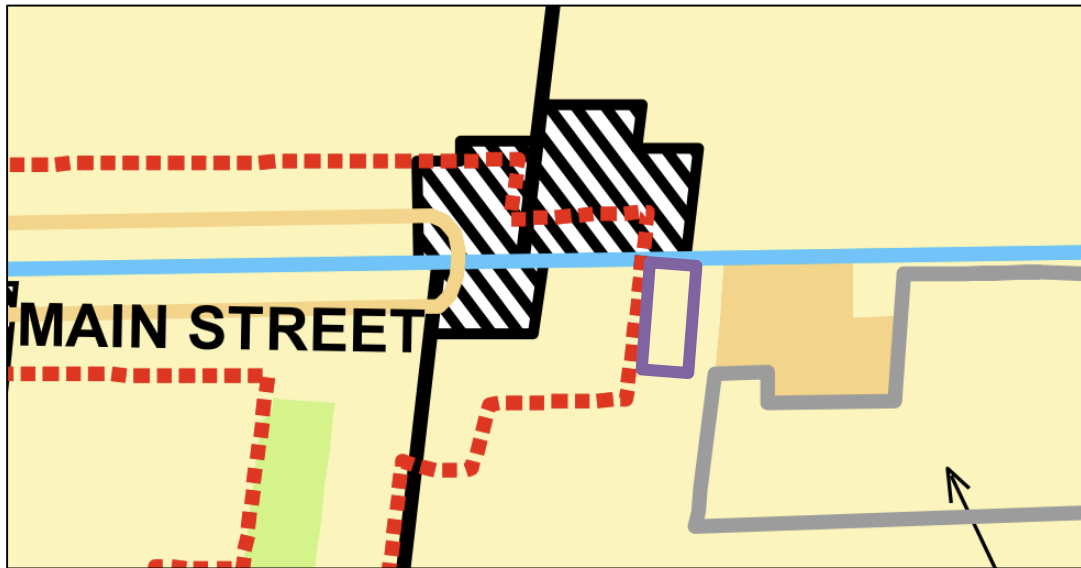
The purpose of the Existing Residential Area designation is to provide policies and guide development and redevelopment to ensure that new uses are appropriately integrated into neighbourhoods in a manner that is generally compatible with the existing character and density of these areas. Permitted uses within the Existing Residential Area designation include low and medium density residential uses, including semi-detached and townhouse dwellings.

The proposed development supports the intent of the Official Plan by providing diverse housing options in Town that encourage gentle intensification along the Main Street corridor. Fence and landscape buffers have been proposed that assist with the transition to the surrounding low-density residential area, and draft plan conditions have been included in order to ensure that these features are appropriately incorporated. As such, Staff are of the opinion that the proposed development conforms to the Town of Whitchurch-Stouffville Official Plan.

An Official Plan Amendment is not required for the proposed development. The proposed development conforms to the current Official Plan in effect.

**Figure 8** below contains an extract of the Community of Stouffville Secondary Plan, highlighting the subject site in the purple boundary.

**Figure 8: Community of Stouffville Secondary Plan Extract**



### **3.7.4 Town Official Plan, 2024 (Adopted by Council in May 2024)**

At the May 15, 2024, Council meeting, Council adopted the Town's New Official Plan (2024-057-OP). Although adopted by Council, prior to coming into full force and effect, the new Official Plan must be approved by the Province. The Region of York no longer has the jurisdiction to approve the Town's Official Plan.

Under the Town's New Official Plan, the subject lands are designated "Neighbourhood Area", which permits low-rise residential dwellings including the proposed semi-detached and townhouse dwelling units. Development Policies in the New Official Plan state that development in the Neighbourhood Area designation shall be a maximum height of generally four storeys; include adequate landscaping, buffering, and parking; offer a mix of types, sizes, and densities of housing forms; as well as be compatible with and in keeping with the character of the surrounding area.

The proposed development generally conforms with the policies of the Town's new Draft Official Plan designations, as it relates to the proposed built form.

Section 6.4.1.3 of the Town's New Official Plan also states that the Town may require submission of an urban design brief for sites within a Neighbourhood Designation, which includes information on how the proposed development will be integrated with existing built form and the streetscape. As outlined in Section 3.6.1.1, Staff have included Draft Plan Conditions that will require the applicant to submit an architectural control and design manual that will address these matters.

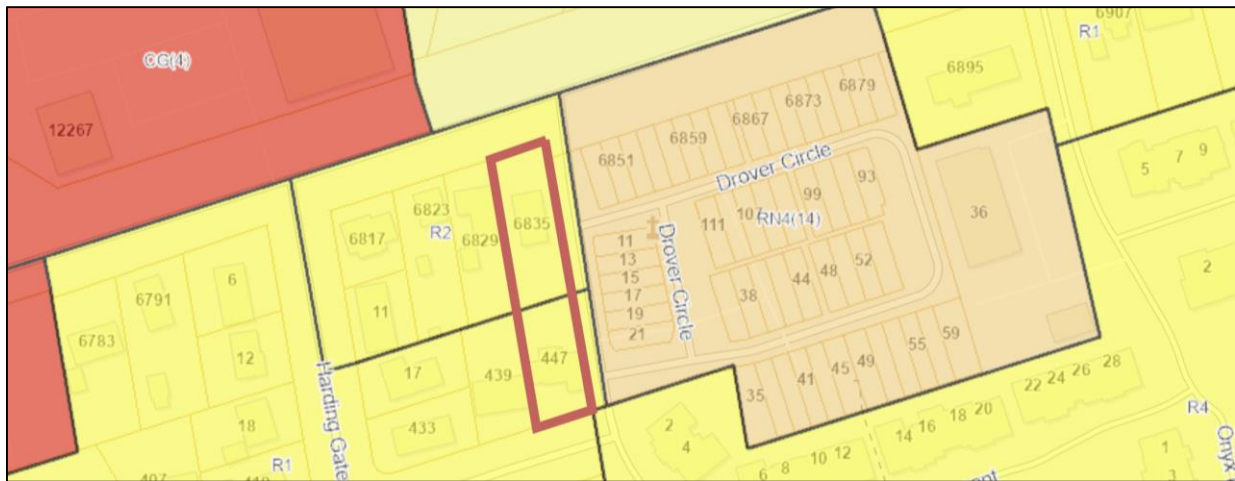
Currently, the policies that are applicable to the subject property and against which the proposed Official Plan Amendment is weighed, are the policies of the Town's existing Official Plan, as discussed in section 3.7.4 above.

### 3.8 Comprehensive Zoning By-law 2010-001-ZO

The subject property is currently zoned Residential One (R1) and Residential Two (R2) within the Town of Whitchurch-Stouffville's Comprehensive Zoning By-law 2010-001-ZO (the By-law). Low density residential development, including single detached dwellings and accessory uses, buildings, and structures are permitted in both designations.

**Figure 9** below includes an extract of the Zoning Map, highlighting the subject site in the red boundary.

**Figure 9: Zoning Map**



#### 3.8.1 Proposed Zoning By-law Amendment (File ZBA22.006)

To facilitate the proposed development, the Applicant is seeking to amend the Zoning By-law to rezone the subject lands from Residential One (R1) and Residential Two (R2) to the Residential New Four (RN4) Zone, with exceptions. The sought Residential New Four (RN4) Parent Zone permits a range of residential uses, including the applicable semi-detached and townhouse dwelling uses.

In addition to the proposed zone change, several site-specific provisions are presently required for the proposed semi-detached and townhouse dwelling units, which are outlined below. If approved, these would be reflected in the associated exception zones.

##### **Building A: Proposed RN4(26) Zone**

The following site-specific provisions are requested for the **proposed semi-detached dwelling units with frontage on Loretta Crescent**:

1. To permit a minimum lot area of 190 square metres per dwelling unit, whereas the RN4 Zone requires a minimum lot area of 195 square metres per dwelling unit.

2. To permit a minimum front yard setback of 2.5 metres, whereas the RN4 Zone requires a minimum front yard setback of 3.0 metres.
3. To permit a minimum rear yard of 5.5 metres, except where a dwelling abuts a visitor parking space for the adjacent condominium townhouse units to the north, in which case it shall be 3.4 metres, whereas the RN4 Zone requires a minimum rear yard of 7 metres.
4. To permit a minimum exterior side yard setback of 3.0 metres, except where a dwelling abuts a transformer (public utility), in which case it shall be 0.0 metres, whereas the RN4 Zone requires a minimum exterior side yard setback of 3.0 metres.
5. To require a minimum soft landscaping percentage of 50% in the rear yard.

**Building B: Proposed RN4(25)(h-44) Zone**

The following site-specific provisions are requested for the **proposed townhouse dwelling units with frontage on Eastern Gate Crescent**:

1. To permit a minimum lot area of 135 square metres per dwelling unit, whereas the RN4 Zone requires a minimum lot area of 153 square metres per dwelling unit.
2. To permit a minimum rear yard of 5.2 metres, whereas the RN4 Zone requires a minimum rear yard of 7 metres.
3. To permit a maximum building height of 11.75 metres, whereas the RN4 Zone permits a maximum building height of 10 metres.
4. To permit 0 barrier-free parking spaces, whereas Section 3.23.2.2 of the Zoning By-law requires 1 barrier-free parking space.
5. To require a minimum soft landscaping percentage of 50% in the rear yard.

**Conditions for Removing (h-44):**

That required agreements and associated permanent easements for water and sanitary servicing construction and maintenance, and unrestricted pedestrian and vehicular access and circulation be provided along and upon Eastern Gate Crescent, as required under Section 53 of the Planning Act, subject to the satisfaction of the Town.

**Building C: Proposed RN4(24) Zone**

The following site-specific provisions are requested for the **proposed semi-detached dwelling units with frontage on Main Street**:

1. To permit a minimum lot area of 169 square metres per dwelling unit, whereas the RN4 Zone requires a minimum lot area of 195 square metres per dwelling units.
2. To permit a minimum rear yard of 5.0 metres, except where a dwelling abuts a visitor parking space for the adjacent condominium townhouses to the south, in

which case it shall be 2.0 metres, whereas the RN4 Zone requires a minimum rear yard of 7 metres.

3. To permit a maximum building height of 12.75 metres, whereas the RN4 Zone permits a maximum building height of 10 metres.
4. To permit a minimum setback of 0 metres from a porch projection to a sight triangle, whereas Section 3.21.1 of the Zoning By-law requires a minimum setback of 1.0 metre to a sight triangle.
5. To require a minimum soft landscaping percentage of 50% in the rear yard.

**Table 3** and **Table 4** below summarize the required and proposed regulations for the site.

**Table 3: Required and Proposed Regulations in the RN4 Zone  
(Townhouse Dwelling)**

| <b>Applicable Regulations</b>             | <b>Required for RN4 Zone (Townhouse Dwelling)</b> | <b>Proposed (Building B)</b> | <b>Comply with RN4 Zone?</b> |
|---|---|------------------------------|------------------------------|
| <b>Minimum Lot Area</b>                   | 153 square metres per dwelling unit               | 135 square metres            | <b>No</b>                    |
| <b>Minimum Lot Frontage</b>               | 6 metres per dwelling unit                        | 7.47 metres                  | Yes                          |
| <b>Front Yard</b>                         | Max. – 7.5 metres<br>Min. – 3 metres              | 4.5 metres                   | Yes                          |
| <b>Exterior Side Yard</b>                 | Max. – 7.5 metres<br>Min. – 3 metres              | N/A                          | N/A                          |
| <b>Minimum Interior Side Yard</b>         | 1.2 metres (0 metres along common wall)           | 1.2 metres                   | Yes                          |
| <b>Minimum Rear Yard</b>                  | 7 metres  | 5.2 metres                   | <b>No</b>                    |
| <b>Maximum Building Height</b>            | 10 metres   | 11.75 metres                 | <b>No</b>                    |
| <b>Parking Spaces</b>                     | 2 per dwelling unit                               | 2 per dwelling unit          | Yes                          |
| <b>Residential Visitor Parking Spaces</b> | 0.25 per unit                                     | 2 for total development      | Yes                          |
| <b>Barrier Free Parking Spaces</b>        | 1 space for total development                     | 0 spaces                     | <b>No</b>                    |

**Table 4: Required and Proposed Regulations in the RN4 Zone  
(Semi-Detached Dwellings)**

| <b>Applicable Regulations</b>             | <b>Required for RN4 Zone (Semi-Detached Dwelling)</b> | <b>Proposed (Building A: Loretta Crescent Frontage)</b> | <b>Proposed (Building C: Main Street Frontage)</b> | <b>Comply with RN4 Zone?</b> |
|---|---|---|--|------------------------------|
| <b>Minimum Lot Area</b>                   | 195 square metres                                     | 190 square metres                                       | 169 square metres                                  | <b>No</b>                    |
| <b>Minimum Lot Frontage</b>               | 7.5 metres  | 8.15 metres   | 8.20 metres  | Yes                          |
| <b>Front Yard</b>                         | Max. – 7.5 metres<br>Min. – 3 metres                  | 2.5 metres  | 3.00 metres  | <b>No</b>                    |
| <b>Exterior Side Yard</b>                 | Max. – 7.5 metres<br>Min. – 3 metres                  | 0.00 metres to 3.00 metres                              | 3.00 metres  | <b>No</b>                    |
| <b>Minimum Interior Side Yard</b>         | 1.2 metres (0 metres along common wall)               | 1.21 metres   | 1.2 metres   | Yes                          |
| <b>Minimum Rear Yard</b>                  | 7 metres  | 3.4 metres to 5.5 metres                                | 2.00 metres to 5.00 metres                         | <b>No</b>                    |
| <b>Maximum Building Height</b>            | 10 metres   | 9.98 metres   | 12.75 metres                                       | <b>No</b>                    |
| <b>Parking Spaces</b>                     | 2 per dwelling unit                                   | 2 per dwelling unit                                     | 2 per dwelling unit                                | Yes                          |
| <b>Minimum Setback to Sight Triangle</b>  | 1 metre   | N/A   | 0 metres to porch projection                       | <b>No</b>                    |
| <b>Residential Visitor Parking Spaces</b> | 0   | 2 for total development                                 | 2 for total development                            | Yes                          |

**i) Site Specific Exception: Rear Yard Setback**

Amendments have been requested in each of the proposed exception zones to the required rear yard setback. The intent of the minimum rear yard setback regulation is to ensure that there is adequate space for grading and drainage, to provide sufficient private outdoor amenity space, and to allow for separation to prevent privacy and nuisance concerns from adjacent neighbours.

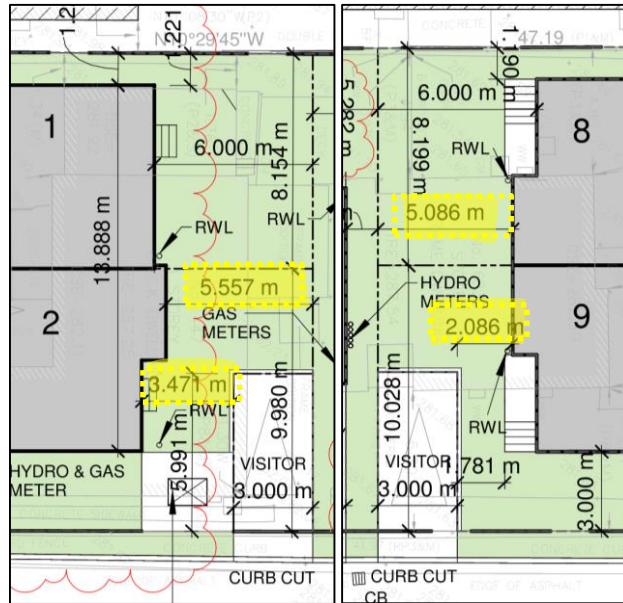
The proposed semi-detached units with frontage on Main Street have requested a minimum rear yard of 5.0 metres, except where a dwelling abuts a visitor parking space for the adjacent condominium townhouses block to the south, in which case it shall be 2.0 metres.

The proposed semi-detached units with frontage on Loretta Crescent have requested a minimum rear yard of 5.5 metres, except where a dwelling abuts a visitor parking space

for the adjacent condominium townhouses block to the north, in which case it shall be 3.4 metres.

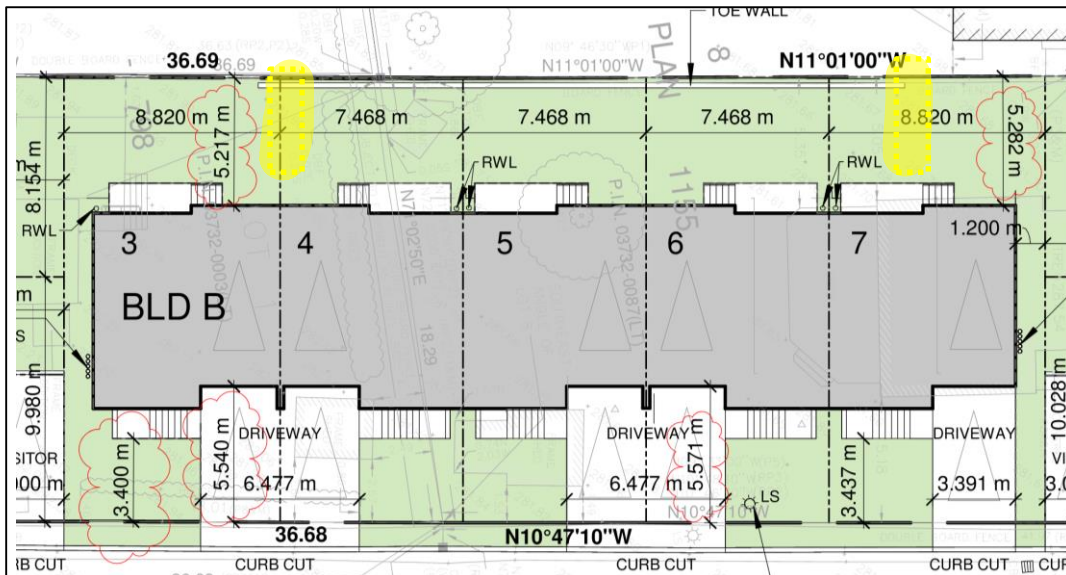
**Figure 10** displayed on the following page shows the proposed rear yard setbacks between Buildings A and B.

**Figure 10: Proposed Rear Yard Setback – Semi-Detached Dwellings**



The proposed rear yard for the townhouse block with frontage on Eastern Gate Crescent is approximately 5.2 metres. The RN4 Zone requires a minimum rear yard setback of 7 metres. See **Figure 11** below.

**Figure 11: Proposed Rear Yard Setback – Townhouse Dwellings**



In Staff’s opinion, the amendments being requested are appropriate. The applicant has submitted a grading plan and stormwater management plan which have been reviewed by the Town’s Engineering Department that demonstrate that there will be no negative impact to the neighbouring properties. A minimum soft landscaping requirement for the rear yard of the proposed dwelling units has also been introduced in the draft by-law that will limit how much hardscaping future property owners can introduce, further minimizing stormwater management concerns.

**ii) Site Specific Exception: Building Height**

Amendments have been requested in two of the proposed exception zones to the maximum height regulation. The intent of the maximum height regulation is to prevent privacy concerns from adjacent neighbours and to ensure that proposed development is in keeping with the surrounding neighbourhood’s form and character.

The proposed townhouse units with frontage on Eastern Gate Crescent have requested a maximum permitted height of 11.75 metres, whereas the proposed semi-detached units with frontage on Main Street have requested a maximum permitted height of 12.75 metres. The RN4 Zone permits a maximum height of 10 metres.

Staff note that since the first submission proposal made in April 2022, the applicant has made changes in order to accommodate a gradual height transition throughout the proposed development. Originally, the first submission proposal sought to construct two blocks of townhouses along Eastern Gate Crescent with a height of approximately 12.75 metres. In the most recent and final fourth submission, the proposal reflects a gradual transition in height from Main Street to Loretta Crescent as seen in **Figure 12** and reflected in **Table 5** below.

**Table 5: Height Transition Throughout Development**

| <b>Proposed Unit Type/Location</b>  | <b>Proposed Height</b>                    |
|---|---|
| Semi-Detached Units with Frontage on Main Street  | <b>12.75 metres</b> (10 metres permitted) |
| Townhouse Units with Frontage on Eastern Gate Crescent  | <b>11.75 metres</b> (10 metres permitted) |
| Semi-Detached Units with Frontage on Loretta Crescent   | <b>9.98 metres</b> (10 metres permitted)  |
| <b>*Gradual height reduction of approximately 2.77 metres (9 feet) proposed throughout the site</b> |   |



**Figure 12: Height Transition Throughout Development**



Staff note that the height amendments being requested on the subject property are comparable to what was requested for the adjacent townhouse development located at 6853 Main Street, where approval was received for a maximum height of 13 metres.

In Staff's opinion the proposed amendments to the maximum height regulation on the subject lands are appropriate in context of recent and anticipated development proposed along this portion of Main Street, where trends of building "up" versus "out" have been embraced in order to accommodate denser urban growth. The proposed maximum height of 12.75 metres along Main Street is in keeping with development to the east of the site and encourages a consistent built form along Main Street.

The proposed development across the street on the north side of Main Street (Front Door Development) has been recently approved for Townhouse units with a height of 12.25 metres to 12.5 metres.

By incorporating appropriate design elements, such as landscaping and fence buffers in the rear and side yards, Staff are of the opinion that the proposed development will mitigate privacy concerns for the existing residences located to the west side of the site. Staff have included relevant Draft Plan Conditions to ensure that proposed buffers are appropriately incorporated into the proposed development.

### 3.9 Proposed Draft Plan Application [File No. 19T(W)22.003]

An associated Draft Plan Application (File No. 19T(W)22.003) was submitted with the Zoning By-law Amendment Application (File No. ZBA22.006) in April 2022. The original Draft Plan proposal consisted of one (1) block of ten (10) residential condominium townhouse units.

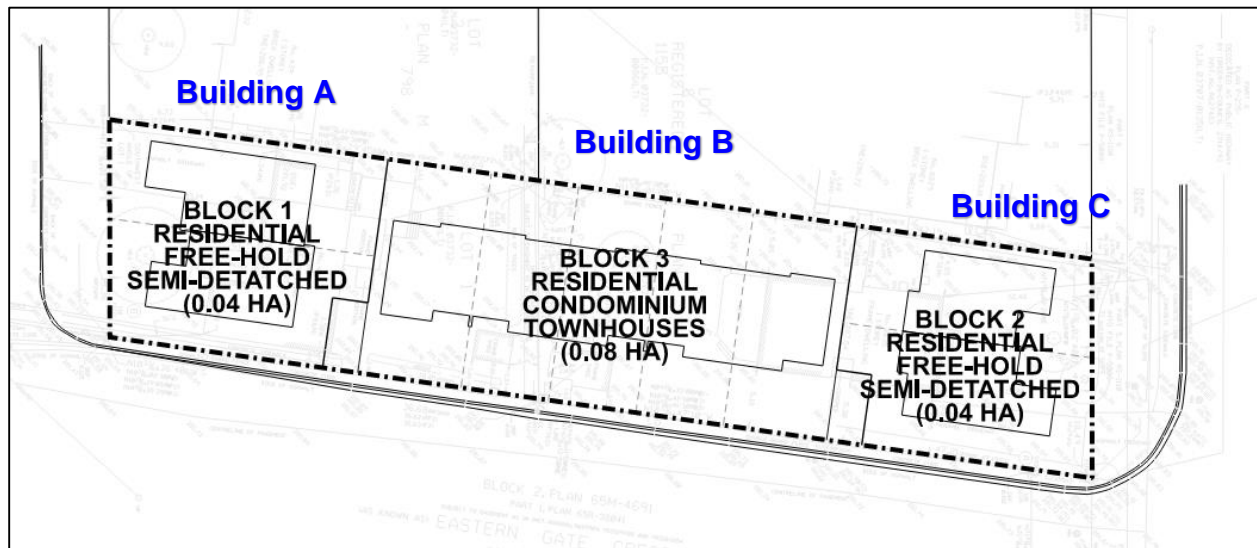
The current Draft Plan submission, received in July 2024, proposes three (3) residential blocks. Block 1 consists of two (2) residential free-hold semi-detached units, Block 2 consists of two (2) residential free-hold semi-detached units, and Block 3 consists of five (5) residential condominium townhouse units.

As the proposed townhouse block is proposed to be condominium ownership, the Applicant will be required to proceed through the necessary planning applications required for condominium approval and for the creation of the lots and common elements.

Staff note that the proposed Draft Plan is technical in nature in order to subdivide the subject lands. No road creation, parks, or other features are contemplated.

Figure 13 displayed below shows an extract of the proposed Draft Plan of Subdivision.

**Figure 13: Proposed Draft Plan of Subdivision**



#### 3.9.1 Conditions of Draft Approval

The final submission materials have been circulated to all statutory and commenting agencies and departments. Many of our agency partners have provided conditions of approval for the Draft Plan of Subdivision.

The following agencies provided conditions to be included in the Conditions of Draft Approval which form **Attachment 3** to this report:

- **Toronto and Region Conservation Authority**
- **Region of York**
- **Enbridge Gas**
- **Bell Canada**
- **Rogers Communications**

### **3.9.2 Condition of Draft Approval re: Site Design & Architectural Control**

An associated Site Plan Control Application (File No. SPA22.013) was originally submitted with the Zoning By-law Amendment and Draft Plan of Subdivision applications in April 2022. Staff note that the proposed development is no longer required to proceed through Site Plan Control, as Bill 23, *More Homes Built Faster Act*, removed this process for residential development projects of ten (10) units or less. Because of this, Staff note that the Town's ability to control the architectural features (e.g. colours, materials, styles, etc.) of this proposed development are limited. However, through the associated Draft Plan application, Staff have included applicable Draft Plan Conditions to review and approve design matters such as but not limited to landscape design, architectural design and streetscape of the proposed development.

The applicable Draft Plan Conditions require the applicant to provide Staff with an architectural control and design manual that incorporates requirements and objectives of the Council Approved Community of Stouffville Main Street Built Form and Urban Design Guidelines (2022) into the design of the proposed development. The conditions require the accompaniment of detailed architectural and elevation drawings prepared to the satisfaction of Staff, which visualize the colours and architectural materials that are proposed for the development. Staff note that these shall be sympathetic to the surrounding neighbourhood's character and architectural design.

Draft Plan Conditions also speak to landscaping requirements of the proposed development, noting that a landscape plan must be submitted to the satisfaction of Staff that addresses the need for the following, but not limited to: privacy fencing (including the design and details of), privacy trees, planting details, hardscape design details, and permeable pavers.

In order to ensure the details of the architectural control and design manual and landscape plan are incorporated into the proposed development, the Applicant will be required to have the design consultant who prepared the approved architectural control manual to certify that each residential building permit application is designed in accordance with the said approved manual prior to the building permit being issued by the Chief Building Official.

### **3.9.3 Condition of Draft Approval and Holding Provision re: Easement Along and Upon Eastern Gate Crescent**

Staff note that as of the date of this Council Meeting, the Developer has not provided an agreement from the adjacent York Region Common Elements Condominium Corporation (YRCP1745) to the Town, granting permission for the use and access of Eastern Gate

Crescent for the purposes of access for vehicular driveways for the Townhouse block, as well as placement of servicing infrastructure. The necessary easements and any/all agreements with the adjoining YRCP1745, must be in place prior to proceeding with the proposed development and also to demonstrate that there are no impacts to the existing adjacent development with respect to any conflicts with the access and placement of infrastructure upon and along Eastern Gate Crescent.

As such, a Draft Plan Condition have been included that requires the Developer to obtain the necessary agreements with YRCP1745 and required permanent easements from the Committee of Adjustment (Section 53 of the *Planning Act*), for water and sanitary servicing construction and maintenance, as well as for the purpose of providing unrestricted pedestrian and vehicular access and circulation over and upon the private laneway.

Concurrent to the Draft Plan condition, a holding symbol (h-44) has also been included in the Zoning By-law for the proposed RN4(25) Zone with the following condition for removal:

#### **3.9.4 Conditions for Removing (h-44):**

“That Required agreements and associated permanent easements for water and sanitary servicing construction and maintenance, and unrestricted pedestrian and vehicular access and circulation be provided along and upon Eastern Gate Crescent, as required under Section 53 of the Planning Act, subject to the satisfaction of the Town”.

#### **3.10 Public Comments**

Since the first Public Meeting held on September 28, 2022, Town Staff have received several written and verbal comments from members of the public and as well as requests for further notice. All comments have been provided to the applicant for consideration.

The following list, while not exhaustive, provides a high-level summary of concerns raised by members of the public with respect to the proposed development:

- Lack of transition to the surrounding neighbourhood with regard to the scale/height of the proposed dwelling units;
- Overlook/privacy concerns to western and southern neighbours;
- Property values decreasing as a result of the development;
- Architectural design is not consistent with the surrounding area;
- Lack of sufficient rear yard amenity space;
- Insufficient parking, given Eastern Gate Crescent is a parking route and no on-street parking will be permitted/available;
- Snow removal logistics;
- Water runoff onto adjacent properties;
- Lack of amenity areas on-site;
- Removal of mature trees

### **3.11 Basis for Recommendation**

The Development Planning Division has no objection to the proposed Draft Plan of Subdivision and Zoning By-law Amendment Applications as discussed in the sections above for the following reasons:

- i) The proposed development will contribute to the Town's goal of creating a range of housing types for future and existing residents of the Town;
- ii) The proposed development provides for gentle intensification of the lands; and
- iii) The proposed development contributes to the overall intensification targets of the Town, projected for the 2051 planning horizon.

## **4. Options:**

Further to the analysis undertaken in Section 3 of this Report, Town Staff are satisfied that:

- i. The proposed development is generally consistent with the Provincial Policy Statement 2024;
- ii. The proposed development generally conforms to the Oak Ridges Moraine Conservation Plan;
- iii. The proposed development generally conforms to the Town's Official Plan.

Town Staff are satisfied that the proposed Zoning By-law Amendment and Draft Plan Application represents appropriate planning for the utilization of the lands. Additionally, the subject Applications have fulfilled the requirements for Statutory Public Notice of Complete Application and Public Meeting in accordance with the Planning Act, R.S.O. 1990, c. P. 13.

### **4.1 Option A (Recommended)**

That Council pass the Zoning By-Law Amendment with site-specific provisions for the subject lands and approve the Application for Draft Plan of Subdivision subject to conditions of approval. This option is recommended as the proposed Applications represent good planning and are supportable under Provincial Policy, Regional policy, and the Town's policy framework.

### **4.2 Option B**

That Council does not pass the Zoning By-law Amendment with site-specific provisions for the subject lands, nor approve the Application for Draft Plan of Subdivision. This Option is not recommended as the proposed Applications represent good planning and are supportable under Provincial Policy and the Town's policy framework. If Council chooses this Option B, upon receipt by the Town of a Notice of Appeal to the OLT, Council may consider directing the Town's Chief Administrative Officer to bring a report forward to Council so that Council may provide direction to Staff on responding to the OLT Appeal.

## 5. Financial Implications:

None.

## 6. Broader Intergovernmental Impacts and/or Considerations:

See section 3.4 above in the report.

## 7. Communication:

- Statutory notification requirements completed in accordance with the requirements of the Planning Act.
- Council Agenda circulated to interested parties in advance of Council Hearing.
- Notice of Decision to be circulated as per requirements of the *Planning Act*.

## 8. Alignment with Strategic Plan:

1. A Town that Grows  
A Town that grows in support of complete communities

## 9. Attachments:

Attachment No. 1 – Location Map

Attachment No. 2 – Draft Plan dated September 13, 2023 prepared by Weston Consulting

Attachment No. 3 – Draft Plan Conditions dated November 22, 2024

Attachment No. 4 – Site Plan dated November 21, 2024

Attachment No. 5 – Cover Letter dated November 21, 2024 from Applicant Outlining Changes to address residents concerns

## 10. Related Reports:

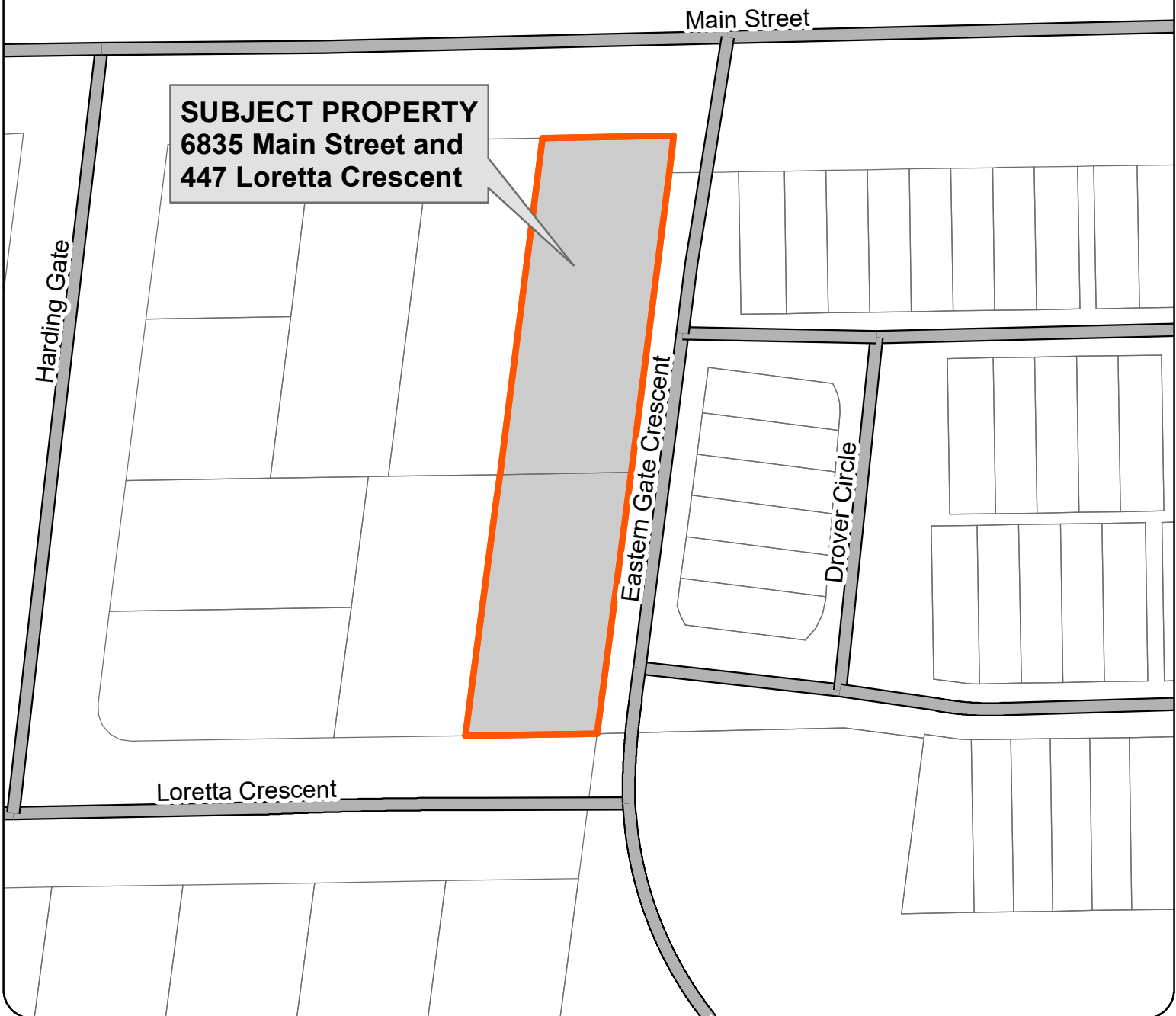
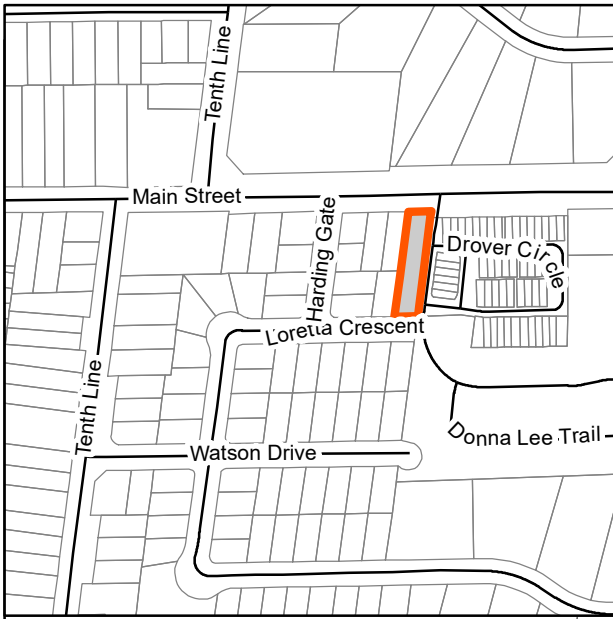
[Report DS-062-22 – Public Meeting Report – Applications for Draft Plan of Subdivision, Zoning By-law Amendment, and Site Plan Approval at 6835 Main Street and 447 Loretta Crescent \[19T\(W\)-22.003, ZBA22.006 & SPA22.013\]](#)

[Report DS-044-24 – Public Meeting Report – Proposed Zoning By-law Amendment Application at 6835 Main Street & 447 Loretta Crescent for Elite Class Developments \(File No. ZBA22.006\)](#)

[Report DS-052-24 – Council Report – Applications for Draft Plan of Subdivision and Zoning by-law Amendment at 6835 Main Street & 447 Loretta Crescent \(File No. ZBA22.006 & 19T\(W\)-22.003\)](#)

**Authors:** Kate Trombino, Planner I  
Hena Kabir, Manager of Development Planning

**For further information on this report, please contact the Department Head:** Dwayne Tapp, Commissioner of Development Services at 905-640-1900 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca)

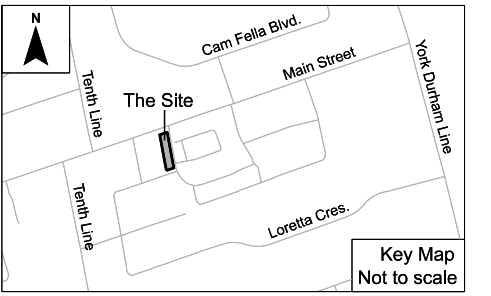


**Location Map**

6835 Main Street and 447 Loretta Crescent  
PT LT 35 CON 10 MARKHAM AS IN WS5691 ;  
TOWN OF WHITCHURCH-STOUFFVILLE  
PCL 1-1 SEC M798; LT 1 PL M798 ; S/T LB62574  
WHITCHURCH-STOUFFVILLE  
File No: ZBA22.006 & 19T(W)-22.003







**OWNER'S CERTIFICATE:**  
I authorize Weston Consulting Group Inc. to prepare and submit this plan for draft approval.

Date: \_\_\_\_\_  
MONICAROTONDO  
ELITE CLASS DEVELOPMENT  
200 MOSTAR STREET, UNIT A114  
STOUFFVILLE, ONTARIO, L4A 0Y2  
TEL: (905) 512-3969

**SURVEYOR'S CERTIFICATE:**  
I hereby certify that the boundaries of the lands being subdivided and their correct relationship to the adjacent lands are accurately and correctly shown on this plan.

Date: \_\_\_\_\_  
SHAJEESHANE RAJAKULENDRAN  
RS SURVEYING LIMITED  
ONTARIO LAND SURVEYORS  
11 RINGWOOD DRIVE, UNIT 9  
STOUFFVILLE, ONTARIO, L4A 8C1  
TEL: (905) 554-1021

**ADDITIONAL INFORMATION:**  
[Section 51(17) of the Planning Act, R.S.O. 1990, c. P.13], as amended to September 8, 2023.  
a) - on key plan  
b) - see statistics  
c) - on key plan  
d) - see statistics  
e) - piped water to be installed by developer  
f) - loam  
g) - all services to be made available by developer  
h) - nil

**DEVELOPMENT STATISTICS:**

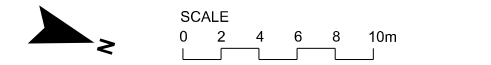
|  | UNITS | AREA (HA) |
|--|-------|-----------|
| Residential Free-Hold Semi-Detached (Blocks 1-2) | 4     | 0.08      |
| Residential Condominium Townhouses (Block 3)     | 5     | 0.08      |
|  | 9     | 0.16      |

Net density - townhouses: 62.5 uph

**DRAWN / REVISED**

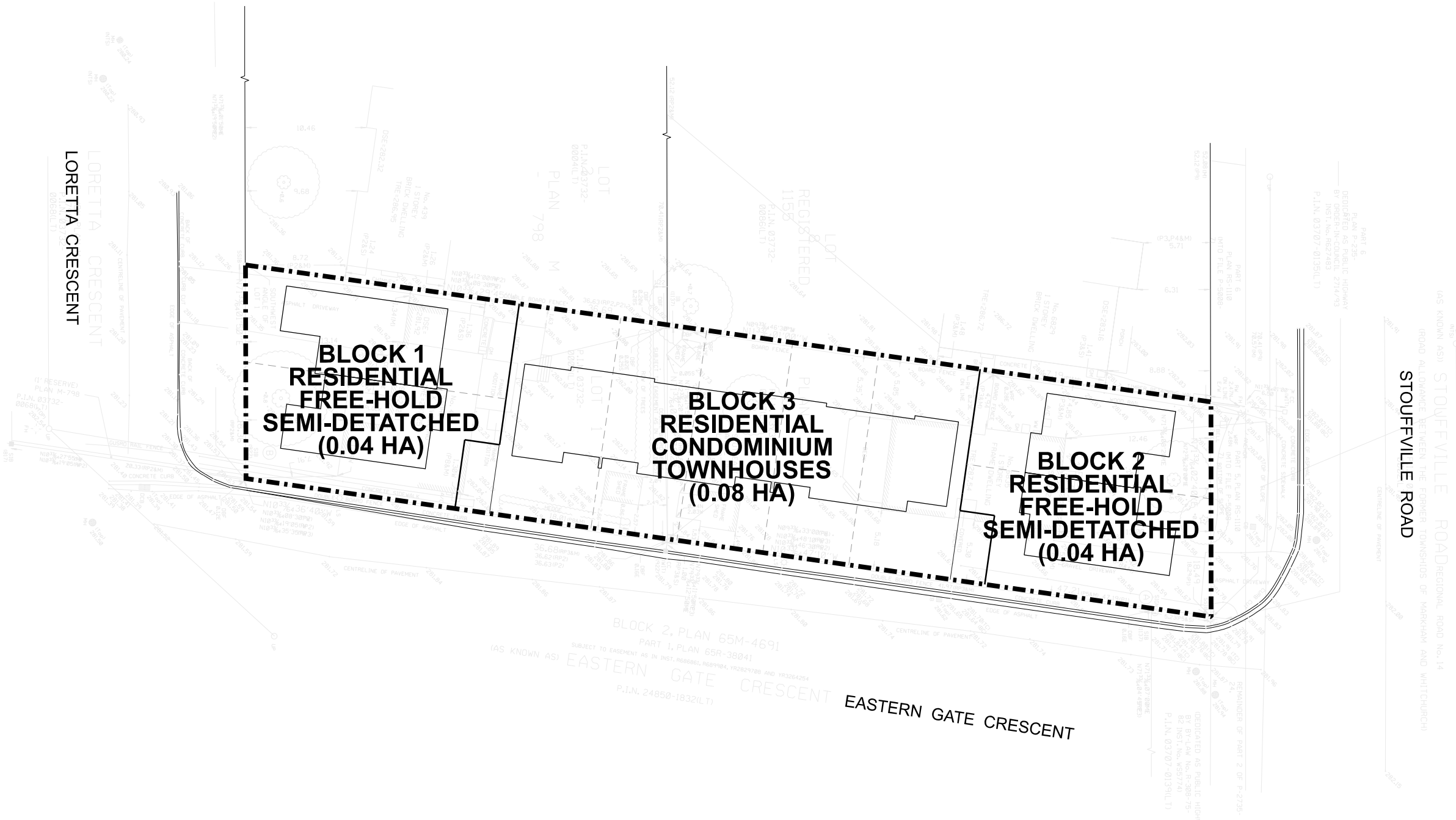
| Date        | Description                                |
|-------------|--|
| 13 SEP 2023 | Update Block Boundaries and Sit Statistics |
| 12 SEP 2023 | Updated With New Site Plan                 |
| 20 DEC 2022 | First Draft                                |

**DRAFT PLAN OF SUBDIVISION**  
6835 MAIN ST. & 447 LORETTA CRES.  
TOWN OF WHITCHURCH-STOUFFVILLE  
REGIONAL MUNICIPALITY OF YORK



File Number: 10462  
Date: 2023-09-13  
Drawn By: NDC/AL  
Planner: KR  
CAD: 10462/draft plans/  
10462\_D1\_2023-09-13.dgn

Drawing  
**D1**



**SCHEDULE OF DRAFT PLAN CONDITIONS 19T(W)-22.003  
December 11, 2024**

**6835 Main Street & 447 Loretta Crescent  
Town of Whitchurch-Stouffville**

| <b>1.0</b> | <b>General</b>  |
|------------|---|
| 1.1        | Approval shall relate to a Draft Plan of Subdivision prepared by Weston Consulting, Drawing No. D1, dated September 13, 2023.   |
| 1.2        | This Draft Approval shall lapse on December 11, 2027 for each or any phase that is not registered by this date unless extended by the Town upon application by the Owner in accordance with the Planning Act.   |
| 1.3        | The Owner agrees and covenants that the Draft Plan of Subdivision and associated Conditions of Draft Approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies or submissions required as a Condition of Draft Approval.  |
| 1.4        | The Town's Commissioner of Development Services is authorized to approve any red-lining and/or minor revisions to the Draft Plan of Subdivision or Draft Plan Conditions, as a result of errors, omissions, or any other revisions as required through detailed Engineering design.   |
| 1.5        | The Owner shall enter into a Subdivision Agreement and/or other Town Agreements with the Town to satisfy all conditions, financial or otherwise of the Town, with regard to such matters as the Town may consider necessary.  |
| 1.6        | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to design, construct, and/or pay for the construction of curbs, gutters, underground and above ground services, and stormwater management facilities/modifications to the stormwater management facilities, to the satisfaction of the Town.   |
| 1.7        | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide written notice of all Development Charges related to the Subdivision, including payments made and any amounts owing, to all first purchasers of the Lands within the Plan at the time the Lands are transferred to the first purchasers.  |
| 1.8        | The Owner shall pay any and all outstanding application fees to the Town in accordance with the in-effect Fees & Charges By-law as amended from time-to-time.   |
| 1.9        | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements not to commence the stripping of topsoil or rough grading on the site, or, the removal of any trees, or construction of underground services and road construction in the absence of an approved Subdivision Agreement or other agreement with the Town and the submission and approval of a fill management plan. |
| 1.10       | The Owner agrees and covenants in the Subdivision Agreement and/or other Town agreements to not stockpile or permit stockpiling of topsoil or any other materials at any time on Lands to be conveyed to the Town.  |

|      |  |
|------|--|
| 1.11 | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that all lots or blocks to be left vacant for longer than a specified period of time shall be graded, seeded, and maintained to the satisfaction of the Town.   |
| 1.12 | The Owner agrees and covenants not to commence construction of underground services and any other works in the absence of a Subdivision Agreement or other agreement that is satisfactory to the Town.   |
| 1.13 | Full building permits will not be requested until servicing of the site is satisfactory to the Town Engineer. The owner may apply for a Conditional Building permit with the Town CBO. The Town CBO is not bound by the conditions of this approval to issue a conditional permit for any building within this development.  |
| 1.14 | The Owner shall provide, prior to execution of the Subdivision Agreement, detailed engineering drawings that have been prepared by a qualified engineer, which will include, but not be limited to grading control plans, plan and profile drawings of all underground and above ground services, general plans, drainage plans, composite utility plans, stormwater management detail plans, etc. to the satisfaction of the Town Engineer.   |
| 1.15 | The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements that the Owner shall not enter into any contract for the performance of any of the Works or begin performing any of the works in accordance with the approved engineering drawings unless and until the form and provisions of the contract, the contractor's guarantees and the contractor have been first approved by the Town Engineer and a copy of the executed documentation has been provided to the Town for record keeping purposes, which approval shall not be unreasonably withheld. The contract or contracts shall provide that the Town Engineer may inspect the construction of any and all work under the contracts and that the Town Engineer shall have authority to instruct the contractor or contractors to stop work should any construction be undertaken contrary to the Town's requirements. |
| 1.16 | <p>The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements that the Owner shall prepare a notice for future purchasers that provides the following:</p> <ul style="list-style-type: none"> <li>a) Role and function of roads within and adjacent to the subdivision;</li> <li>b) The responsibility of the developer with respect to Eastern Gate Crescent;</li> <li>c) The nature of any easements;</li> <li>d) The location and purpose of all stormwater management and/or low impact development measures (i.e. underground storage tanks, rain barrels, infiltration facilities, etc.) located on private lots;</li> <li>e) The extent of the private lots as it relates to the curb;</li> <li>f) On-street parking rules;</li> <li>g) Maintain the original lot plan; and</li> <li>h) Driveway locations.</li> </ul>   |

|            |  |
|------------|--|
|            | The Town shall review the notice prior to its release.   |
| 1.17       | The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to apply civic number signs to lots/blocks to the satisfaction of the Town's Chief Building Official and Fire Chief prior to registration of the plan and as per the Town's Building Numbering By-Law following registration of each phase of the plan and erection of the building. Buildings with access off of rear lanes are to be affixed with street names and civic numbers at the front and rear building elevations of each dwelling unit all to the satisfaction of the Town.  |
| 1.18       | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to locate the hydrant fronting Building B at an offset from the watermain and back of curb to the satisfaction of Public Works and the Fire Department.   |
| 1.19       | The Owner agrees to secure the required agreement(s) and associated permanent easement(s) for water and sanitary servicing construction and maintenance.   |
| 1.20       | The Owner agrees to secure the required agreement(s) and associated permanent easement(s) with the owner of Eastern Gate Crescent for the purpose of providing unrestricted pedestrian and vehicular access and circulation over, along and upon Eastern Gate Crescent.  |
| 1.21       | The Owner agrees to submit an updated Construction Management Plan and provide it for approval to the satisfaction of the Engineering and Public Works Commission.   |
| <b>2.0</b> | <b>Planning &amp; Site Design</b>  |
| 2.1        | <p>The owner agrees to finalize the Landscape Plan (Drawing No. L1-01) prepared by Marton Smith Landscape Architects, dated November 2021 and revised June 5, 2024, and to provide it for approval to the satisfaction of the Development Services Commission. The Landscape Plan shall include the overall landscape design for the development including but not limited to:</p> <ul style="list-style-type: none"> <li>• Privacy fencing, between the proposed development and the existing residential properties to the west;</li> <li>• Where possible, privacy trees to provide a visual buffer between the proposed development and the existing residential properties to the west;</li> <li>• Fencing design and details;</li> <li>• Planting details;</li> <li>• Hardscape design including pavement treatments and details;</li> <li>• Tree Planting; and</li> <li>• Permeable pavers</li> </ul> |
| 2.2        | The Owner shall retain a Licensed Architect to formulate an architectural control and design manual to be submitted to the Town for approval prior to the commencement of the sales and marketing program, and, prior to the execution of the Subdivision Agreement affecting the development. The Owner shall incorporate the requirements and objectives of the Council approved Community   |

|                |  |
|----------------|--|
|                | <p>of Stouffville Main Street Built Form and Urban Design Guidelines 2022, as may be amended, into the architectural control manual being prepared for the draft plan. Particular attention shall be paid to Section 7 of the document, which speaks to Buildings and Site Design.</p> <p>Regard shall be given to the following, but not limited to:</p> <ul style="list-style-type: none"> <li>• Architectural materials and colours proposed for the buildings, which are sympathetic to the surrounding neighborhood’s character and architectural design (ie. materials/colours); and</li> <li>• That the elevations of the buildings fronting Main Street and Loretta Avenue, and the East elevation of Units 2 and 9 shall be attractively designed given their visibility and prominence to the street.</li> <li>• That a traditional, sloped roof design be considered for the proposed dwelling units in order to improve the proposed buildings’ compatibility with the surrounding neighbourhood.</li> </ul> |
| 2.3            | The Owner agrees and covenants in the Subdivision Agreement and/or other Town agreement to incorporate the requirements and criteria of the Town approved Architectural Control Manual into all municipal works and landscaping, where relevant and building permit applications within the Draft Plan of Subdivision.   |
| 2.4            | The Owner agrees and covenants in the Subdivision Agreements and/or other Town Agreements to have the design consultant who prepared the approved architectural control manual to certify that each residential building permit application is designed in accordance with the said approved manual prior to the building permit being issued by the Chief Building Official. Further, the cost associated with the review and certification of the residential building permit application by the control architect shall be borne by the Owner.  |
| <b>3.0</b>     | <b>Engineering &amp; Public Works Commission</b>   |
| <b>General</b> |  |
| 3.1            | <p>The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to obtain the following:</p> <ul style="list-style-type: none"> <li>a) the required road occupancy permit(s) from the Town to install services within the Main Street and Loretta Crescent road allowances;</li> <li>b) the required encroachment permit(s) for each entrance/exit onto Town roads</li> </ul>  |
| 3.2            | <p>The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to pay applicable:</p> <ul style="list-style-type: none"> <li>a) Curb cut deposits</li> <li>b) Road damage deposits</li> </ul>   |
| 3.3            | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide water meter in chamber as well as backflow preventer.  |

|  |  |
|--|--|
| 3.4  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide private waste management and snow removal/storage for the dwellings fronting Eastern Gate Crescent.  |
| 3.5  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that snow must remain within private property and cannot be pushed onto the municipal ROW.  |
| <b>Water &amp; Sanitary</b>                                |  |
| 3.6  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to provide written final confirmation from the adjacent development at 6853 Main Street that the proposed shared water connection is acceptable.  |
| 3.7  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to confirm that the proposed water system will provide satisfactory fire supply and pressure to meet the Town and Fire Underwriters Survey 2020 criteria.   |
| 3.8  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to certify that the finished underside of the basement floor slab for all units are 0.60 metres above the seasonal high groundwater elevation per the approved Hydrogeological Assessment prepared by Palmer, dated August 29, 2023.  |
| <b>Stormwater Management</b>                               |  |
| 3.9  | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that an Operations & Maintenance Manual shall be prepared to the satisfaction of the Town and will be provided to the Owners of all units to ensure that the on-site SWM infrastructure is properly inspected and maintained. In addition, the Owners of all units shall enter into an agreement for maintenance of the shared stormwater management system, and this agreement shall be registered on title. |
| 3.10   | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements to certify that all roof leaders/downspouts will be directed away from Eastern Gate Crescent to the rear yard drainage system.  |
| 3.11   | In the event that easement(s) are required to service this development, and any future adjacent developments, the Owner will provide the easement(s) to the Town at no cost.   |
| 3.12   | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that a final Water Balance Study shall be prepared to address the infiltration deficit for the subject site and, if required, the deficit should be addressed through the LSRCA water balance offsetting recharge compensation program.   |
| <b>4.0</b>   | <b>York Region</b>   |
| <b>Clauses to be Included in the Subdivision Agreement</b> |  |
| 4.1  | The Owner shall agree to save harmless the Town of Whitchurch-Stouffville and York Region for any claim or action as a result of water or sanitary service not being available when anticipated.   |
| <b>Draft Plan Conditions</b>                               |  |

|     |   |
|-----|---|
| 4.2 | <p>The Owner shall provide to the Region the following documentation to confirm that water and wastewater services are available to the subject development and have been allocated by the Town of Whitchurch-Stouffville:</p> <ul style="list-style-type: none"> <li>a) A copy of the Council Resolution confirming that the Town of Whitchurch-Stouffville has allocated servicing capacity, specifying the specific source of the capacity, to the development proposed within this Draft Plan of Subdivision.</li> <li>b) A copy of an email confirmation by the Town of Whitchurch-Stouffville Staff Member stating that the allocation to the subject development remains valid at the time of the request for regional clearance of this condition.</li> </ul>     |
| 4.3 | <p>The Owner shall provide an electronic set of final engineering drawings showing the watermains and sewers for the proposed development to the Community Planning and Development Services and the Infrastructure Asset Management branch for record.</p>   |
| 4.4 | <p>Prior to Draft Plan of Subdivision approval, confirmation that none of the following activities will be occurring is required:</p> <ul style="list-style-type: none"> <li>a) Petroleum-based fuels and/or solvents</li> <li>b) Pesticides, herbicides, fungicides, or fertilizers</li> <li>c) Construction equipment</li> <li>d) Inorganic chemicals</li> <li>e) Road salt and contaminants as identified by the Province</li> <li>f) The generation and storage of hazardous waste or liquid industrial waste, and waste disposal sites and facilities</li> <li>g) Organic soil conditioning sites and the storage and application of agricultural and non-agricultural source organic materials</li> <li>h) Snow storage and disposal facilities.</li> </ul>         |
| 4.5 | <p>A Section 59 Notice (Source Water Protection Permit) from York Region's Water Resources group is required prior to the filing of any future development or planning applications. Please visit <a href="http://www.york.ca/section59">www.york.ca/section59</a></p>  |
| 4.6 | <p>The Owner shall provide an executed copy of the subdivision agreement with the local municipality to the Regional Corporate Services Department, outlining all requirements of the Corporate Services Department.</p>  |
| 4.7 | <p>For any Zoning By-law Amendment application completed after January 1, 2020, the Owner shall enter into a Development Charge Rate Freezing Agreement with York Region to freeze/lock in the Development Charge rate at the site the Zoning By-law Amendment is deemed complete submission, satisfy all conditions, financial and otherwise, and confirm the date at which Regional development charge rates are frozen; Regional Development Charges are payable in accordance with Regional Development Charges By-law in effect at the time that Regional Development Charges, or any part thereof, are payable. Please contact Fabrizio Filippazzo, Manager, Development Financing Administration, to initiate a Development Charge Agreement with York Region.</p> |

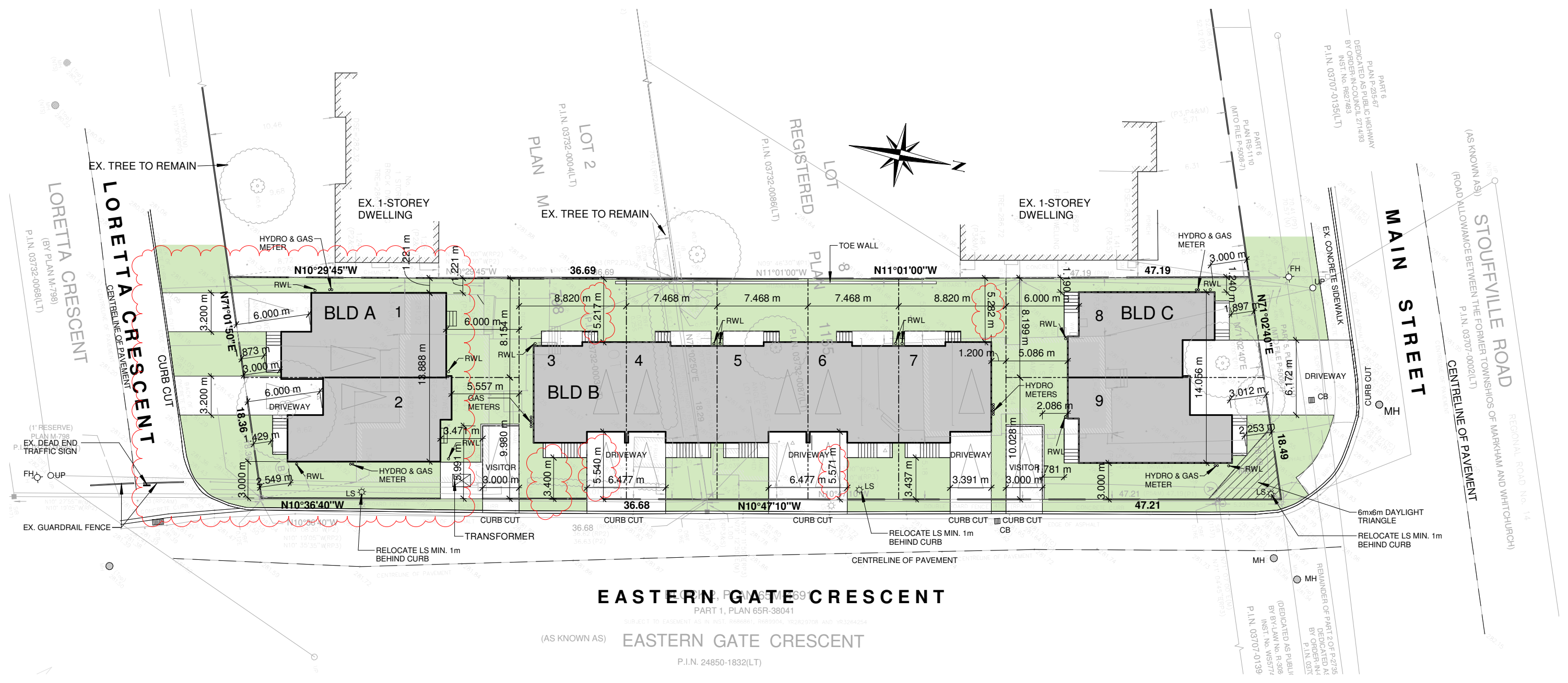
|            |  |
|------------|--|
| 4.8        | The Regional Corporate Services Department shall advise that Conditions 4.1 to 4.7 inclusive have been satisfied.  |
| <b>5.0</b> | <b>Heritage &amp; Archaeological</b>   |
| 5.1        | Although an archaeological assessment is not required as part of this Planning Act application, the applicant is cautioned that the subject property has been determined to be an area of archaeological potential. Given its current location, it is reasonable to expect that archaeological resources may be encountered during on-site construction activities. The applicant is hereby formally cautioned and advised that should buried archaeological materials be found on the property during any development activities, the Ministry of Citizenship and Multiculturalism (MCM) (416-212-0039) and the Town of Whitchurch-Stouffville (905-640-1900 ext. 2299) must be notified immediately. A licensed archaeologist may be required to investigate the type, concentration, and detail of material encountered. In the event that human remains are encountered during construction activities, the proponent is legally required to cease on-site activity immediately and contact the police and coroner who will investigate the discovery. Both the MCM and the Registrar of Burials at the Ministry of Public and Business Services must also be contacted (416-212-7499) |
| <b>6.0</b> | <b>Parks &amp; Open Space</b>  |
| 6.1        | Parkland Dedication requirements for the plan shall be in accordance with the Planning Act R.S.O. 1990, c.P.13 as amended (the Planning Act) and the Town's Parkland Dedication By-law, as amended. The Town will not require the conveyance of parkland dedication (parkland or cash-in-lieu of parkland) as a condition of subdivision draft approval for this Plan as authorized by Section 51.1 of the Planning Act R.S.O. 1990, c.P. 13 as amended. The Owner is put on notice that Town By-laws and policies as amended require the payment of cash-in-lieu of parkland for this application pursuant to Section 42(6) of the Planning Act, as a condition of development of the land, and payable prior to the issuance of building permits.  |
| 6.2        | The Owner agrees and covenants in the Subdivision Agreement to pay cash-in-lieu for the two (2) public street trees proposed in the municipal right-of-way fronting the subject development as shown on Drawing No. L-1-01 prepared by Marton Smith Landscape Architects, dated November 2021 and revised June 5, 2024, to the satisfaction of the Town Arborist.  |
| 6.3        | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that a Public Tree By-law is in effect (By-law 2020-086-RE) and will require an arborist report, and that tree protection, compensation, and/or preservation for any municipal tree may be required as determined by the Town Arborist.   |
| 6.4        | The Owner agrees and covenants in the Subdivision Agreement and/or other Town Agreements that a Private Tree By-law is in effect (By-law 2023-060-RE) and will require an arborist report, and that tree protection, compensation, and/or preservation may be required.  |



|                                   |   |
|-----------------------------------|---|
| <b>7.0</b>                        | <b>Toronto &amp; Region Conservation Authority</b>  |
| Subdivision Clearance Stage       |   |
| 7.1                               | <p>Please note that while our threshold concerns have been addressed, the proponent should submit an updated Water Balance Calculation to the Town and TRCA <b>prior to the clearance</b> of the subdivision. This updated calculation should accurately reflect the infiltration capacity of the proposed permeable pavers and infiltration galleries, as per the assessment provided by RJ Burnside dated August 22, 2024.</p> <p>If the updated calculation demonstrates a water balance deficit, the deficit should be addressed through LSRCA water balance offsetting recharge compensation. The contribution amount shall be determined based on the LSRCA's established guidelines and the extent of the deficit. This compensation should be submitted to LSRCA <b>prior to the clearance of conditions for the subdivision.</b></p> <p>The following materials will be required as part of the Clearance request:</p> <ul style="list-style-type: none"> <li>• A comprehensive letter detailing how each TRCA condition has been fulfilled.</li> <li>• A copy of the approved Conditions of Draft Approval.</li> <li>• A signed copy of the Draft M-Plan.</li> <li>• A copy of the Executed Subdivision Agreement.</li> <li>• A copy of the implementing Zoning By-law.</li> <li>• A final, detailed Stormwater Management Report to the satisfaction of TRCA and the Town.</li> <li>• Confirmation of the submission of the compensation fund to LSRCA.</li> <li>• Subdivision clearance fee to be determined based on the fee schedule in effect at that time.</li> </ul> |
| Conditions of Draft Plan Approval |   |
| 7.2                               | <p>That prior to any development, pre-servicing, or site alteration, or registration of this plan or any phase thereof, the Owners or their Agents submit a final consolidated detailed Stormwater Management Report and associated detailed plans to TRCA.</p> <ol style="list-style-type: none"> <li>a) The report and plans must demonstrate compliance with applicable water balance requirements.</li> <li>b) Any water balance deficit is identified and addressed through LSRCA water balance offsetting recharge compensation.</li> </ol>   |
| 7.3                               | <p>That the Owner agrees in the subdivision agreement, in wording acceptable to the TRCA:</p>   |

|                       |   |
|-----------------------|---|
|                       | To carry out, or cause to be carried out, to the satisfaction of the TRCA, the recommendations of the technical reports and plans referenced in TRCA's conditions.  |
| <b>8.0</b>            | <b>Utilities</b>  |
| Enbridge Gas Inc.     |   |
| 8.1                   | The Owner shall contact Enbridge Gas Inc.'s Customer Connections department by emailing <a href="mailto:salesarea30@enbridge.com">salesarea30@enbridge.com</a> to determine gas availability, service and meter installation details, and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soils trenches) and/or asphalt paving.   |
| 8.2                   | If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phased construction, all costs are the responsibility of the Owner.  |
| 8.3                   | In the event that easement(s) are required to service this development, and any future adjacent developments, the Owner will provide the easement(s) to Enbridge Gas Inc. at no cost.   |
| <b>9.0</b>            | <b>Telecommunication Companies</b>  |
| Bell Canada           |   |
| 9.1                   | The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easement(s) at no cost to Bell Canada.   |
| 9.2                   | The Owner agrees that should any conflict arise with existing Bell Canada facilities where current and valid easement exists within the subject area, the owner shall be responsible for the relocation of any such facilities or easements at their own cost.  |
| 9.3                   | The Owner is advised to contact Bell Canada at <a href="mailto:planninganddevelopment@bell.ca">planninganddevelopment@bell.ca</a> during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.  |
| 9.4                   | It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.<br><br>If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development. |
| Rogers Communications |   |
| 9.5                   | The Owner shall agree in the Subdivision Agreement to:<br><br>a) Permit all CRTC-licensed telecommunications companies intending to serve the subdivision (the " <b>Communications Service Providers</b> ") to install their facilities within the subdivision  |

|             |   |
|-------------|---|
|             | b) Provide joint trenches for such purpose  |
| 9.6         | The Owner shall agree in the Subdivision Agreement to grant, at its own cost, all easements required by the Communications Service Provider to serve the subdivision, and will cause the registration of all such easements on title to the property.   |
| 9.7         | The Owner shall agree in the Subdivision Agreement to coordinate construction activities with the Communications Service Providers and other utilities, and prepare an overall composite utility plan that shows the locations of all utility infrastructure for the Subdivision, as well as the timing and phasing of installation.  |
| 9.8         | The Owner shall agree in the Subdivision Agreement that, if the Owner requires any existing Rogers facilities to be relocated, the Owner shall be responsible for the relocation of such facilities and provide where applicable, an easement to Rogers to accommodate the relocated facilities.  |
| <b>10.0</b> | <b>Administration</b>   |
| 10.1        | <p>Prior to release for registration of the Draft Plan of Subdivision, or any phase thereof, clearance letters, containing a brief statement detailing how conditions have been met, will be required from authorized agencies as follows:</p> <ul style="list-style-type: none"> <li>a) Region of York shall advise that Conditions 4.1 to 4.7 have been satisfied</li> <li>b) TRCA shall advise that Conditions 7.1 to 7.3 have been satisfied</li> <li>c) Utility Companies shall advise that Conditions 8.1 to 8.3 have been satisfied</li> <li>d) Telecommunications Companies shall advise that Conditions 9.1 to 9.8 have been satisfied.</li> </ul> |



### EASTERN GATE CRESCENT

(AS KNOWN AS) EASTERN GATE CRESCENT  
P.I.N. 24850-1832(LT)

Town of Whitchurch-Stouffville  
Development Planning  
111 Sandiford Drive,  
Stouffville, Ontario  
L4A 0Z8

November 21, 2024  
File 10462

**Dear Hena Kabir, Manager of Development Planning  
Kate Trombino, Planner I**

**RE: Partial Submission of Zoning By-law (ZBA22.006) and Draft Plan of Subdivision (19T(W)-22.03)  
6835 Main Street & 447 Loretta Crescent  
Town of Whitchurch-Stouffville**

Weston Consulting is the planning consultant for the applicant, Elite Class Developments, for the properties located at 6835 Main Street and 447 Loretta Crescent in the Town of Whitchurch-Stouffville (herein referred to as the “subject property”). We are pleased to provide a partial revised submission of the Zoning By-law Amendment and Draft Plan of Subdivision applications which address comments raised from the public.

On November 14, 2024, an applicant led resident meeting was held with members of the public to discuss their concerns regarding the proposed development that were raised at the November 6, 2024 Council meeting. Town Staff were also in attendance to listen to the discussion and answer questions related to the Town’s process. Based on the discussion with the residents, the Site Plan enclosed with this submission has been updated with the intent of addressing the residents concerns. The updates to the Site Plan are as follows:

- Increasing the rear yard setback of the townhouses to 5.2 metres from 4.6 metres;
- Flipping the orientation of the semi-detached Building A, Unit 1 so that the garage is adjacent to the west property line, providing for a smaller building wall along the western property line;
- Removal of upper floor rear balconies to reduce overlook into the adjacent properties rear yards and to increase privacy for existing residents; and,
- A provision has been added to the Draft Zoning By-law to provide a minimum rear yard landscaped area coverage of 50% for the townhouses.
- The rear yard of Building A, Unit 2 has been increased to be a minimum of 5.5 metres from 5.0 metres.

At the meeting with the residents, two other key concerns were raised, one being a concern with the height of the townhouses and semi-detached dwellings along Main Street and the other concern being the architectural style of the units not fitting into the existing character of the area.

In response to the height concern, the project team evaluated reducing the height for the townhouses; however, the current layout and floor plans provide direct access via a doorway from the garage to the backyard. To reduce the height while maintaining the same floor area would require the townhouses to be lowered slightly into the ground thereby eliminating the walk-out condition from the garage. The walk-out condition from the garage allows greater opportunity for future residents to use, enjoy and maintain their backyards. Further, it is our opinion the height of the townhouses provides a transition in scale from the taller semi-detached dwellings on Main Street and the shorter semi-detached dwellings on Loretta Crescent. There are no height changes proposed for the semi-detached dwellings along Main Street as the height and scale of these buildings are similar to those approved on the north side of Main Street and existing townhouses to the east.

The residents also raised a concern with the architectural style of all units, especially as it relates to the roof line. Although not a zoning item, the Owner is committed to addressing the comments related to the architectural style of the buildings through the detailed design stage. This will be addressed through the formulation of the

Architectural Control and Design Manual to satisfy condition 2.2 of the Draft Plan Conditions. Figures 1 to 3 below demonstrate varying architectural styles and features that will be considered for the townhouses and semi-detached units as the project progresses through the detailed design stage.



*Figure 1. Inspiration for Design Changes*



*Figure 2. Inspiration for Design Changes*



*Figure 3. Inspiration for Design Changes*

We trust the enclosed materials are sufficient for preparation of the updated materials for December 11, 2024 Council Meeting. Should you require any additional information please contact the undersigned at extension 315 or Rupneet Mangat at extension 277.

Yours truly,

**Weston Consulting**

**Per:**



Kayly Robbins, MPL, RPP, MCIP  
Senior Planner

c. Elite Class Developments

**Subject:** Heritage Permit Application HP24.003 – 54 Lloyd Street

**Staff Report No.** DS-062-24

**Department/  
Commission:** Development Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council approve Heritage Permit (HP24.003) for 54 Lloyd Street with the condition that the final architectural designs be approved by staff.

**Report Highlights**

- A Heritage Permit Application has been received for the demolition of a non-contributing building in the O’Brien Avenue/Village Centre South Heritage Conservation District and the construction of two new dwellings on severed lots.
- The Heritage Conservation District Plan policies generally support the proposed application.
- The application has been reviewed by the Heritage Advisory Committee and the applicant has addressed the comments.
- The application is at a point that a decision can be made by Council on the demolition and construction of the new dwellings.

**1. Purpose:**

On June 5, 2024, Council passed By-laws designating three Heritage Conservation Districts (HCDs) and their associated plans and guidelines. In addition, Council delegated the approval of alteration Heritage Permits in the HCDs to staff. The approval of heritage permits for demolition and erection of new structures in the HCDs still remains with Council in accordance with the Ontario Heritage Act. The Heritage Permit application for 54 Lloyd Street proposes the demolition of an existing dwelling and the construction of two new residential buildings and requires Council approval. This report provides the



position of staff on the Heritage Permit application with input from the Heritage Advisory Committee.

## **2. Background:**

### **2.1 Heritage Conservation Districts (HCD)**

On June 5, 2024, Council passed By-laws designating three (3) HCDs in the core of the Community of Stouffville. At the same time, HCD plans were passed providing a policy framework to guide new development in these districts.

### **2.2 Ontario Heritage Act, Heritage Permits and delegated authority**

Section 42(1) of the Ontario Heritage Act requires Heritage Permits for alteration, demolition or removal and erection of properties located in the HCDs.

On June 5, 2024 Council passed a By-law, in accordance with Section 42(16) of the *Ontario Heritage Act*, to delegate authority to staff to approve alterations Heritage Permits for properties within the HCDs.

While the authority to approve alterations to properties within the HCDs was delegated to staff, the authority to approve Heritage Permits dealing with demolition and/or new construction in the HCDs cannot be delegated to staff according to the provisions of the *Ontario Heritage Act* and require Council decision.

It is required that prior to decisions on any Heritage Permits, the Heritage Advisory Committee (HAC) must be consulted.

See Attachment No. 3 to this report for a copy of the Heritage Permit Process flow chart.

### **2.3 Heritage Permit (HP24.003) for 54 Lloyd Street**

On October 25, 2024, staff received a heritage permit application for 54 Lloyd Street which was deemed complete on October 28, 2024. The subject property is located in the O'Brien Avenue/Village Centre South HCD and is identified as an "other" or "non-contributing" property in the HCD. The application proposes the demolition of the existing residential building on the subject property.

On November 4, 2024, the application was reviewed by the HAC. The HAC expressed concerns with the height of the proposed buildings, the selection of colours, materials, and the lack of features that compliment the heritage attributes of the neighbourhood. The HAC requested that the applicant come back to Committee with a revised design for consultation.

On November 13, 2024, the applicant submitted an updated architectural package to staff. The revised application has been presented to the December 2, 2024 HAC meeting for consultation. HAC recommended that a window be added to the main floor. Staff have

no concerns with the request from HAC and will work with the Applicant on finalising the design.

### 3. Analysis:

#### 3.1 Subject Site

54 Lloyd Street is located on the west side of Lloyd Street, on the north of the intersection with Burkholder Street. Lloyd Street used to be known as “Fair Street” as the fairgrounds were located in this area. The land was only subdivided in 1946, much later than the surrounding streets, and this is reflected in the built form of the area: original bungalows alongside more modern infill. The only contributing properties on the street are located closer to Main Street to the north of what had been the fairgrounds as can be seen in the property classification map for the HCD shown in Figure 1. The subject property is highlighted in red on HCD property classification map. Note there are no contributing properties in proximity to 54 Lloyd Street (contributing properties are highlighted in yellow).

Figure 1



#### 3.2 Proposed development

The Owner has proposed the severance of the property into two 9.5-metre-wide lots and the construction of two new dwellings on the lots. A consent application to the Committee of Adjustment is required, for the proposed severance.

The subject area is generally transitioning from 1940s-50s era bungalows into more modern infill, including severances of larger lots in the area. Should the consent application be approved by the Committee of Adjustment, the proposed lots would be the narrowest on this portion of Lloyd Street. Heritage staff are of the opinion that the proposed severance will not negatively impact the character of the HCD as this lot is not located in close proximity to contributing properties within the HCD.

The proposed dwellings are 9.6 metres in height, permitted by the zoning by-law, which would be the tallest in the immediate existing context. However, the applicant has taken efforts to mitigate the height as the proposed roofs are side gables with front peaks. The peaks facing the front façade do not extend the full height of the roof to bring the perceived height further down. The proposed gable roof is a permitted roof style within the infill development policies of the HCD.

The proposed materials for the homes are a combination of board and batten siding, brick, and stucco. These materials are all permitted in the district.

Attachments 1 and 2 to this report include architectural drawings of the proposed new buildings. Figures 2 and 3 below show the elevations of the two buildings fronting Lloyd Street.



### 3.3 Policies of the Heritage Conservation District Plan

- i. **Demolition** - The application proposes the demolition of an “other” property within the O’Brien Avenue/Village Centre South. Section 8.0 of the HCD Plan, “Demolition and removal of building and structures” provides the policy framework for demolition within the HCD. It states that the demolition of contributing properties within the HCD is not permitted except in extenuating circumstances but does not

have restrictions on the demolition of “other” properties. The demolition of “other” is permitted through Heritage Permit.

Staff have no concerns with the demolition of the existing “other” property.

- ii. **Infill Development** – Section 7.0 of the HCD Plan, “Infill Development” provides the policy framework for new development in the HCD. The policy framework for infill development is as follows:

*7.1.a New freestanding construction will be required to be compatible with the heritage character and attributes of adjacent heritage properties and the cultural heritage value of the District. This means adhering to the character of the surrounding neighbourhood of the District with regards to lot patterns, heights, massing, setback, building scale, roof pitches, and exterior models*

*7.1.b New construction shall be a product of its own time and not pretend to be historic by incorporating historic detail that is inappropriate in contemporary construction. New design may be a contemporary interpretation of historic forms and styles, but replicas of historic buildings are discouraged.*

*7.1.c Maintaining the height and rhythm of the existing streetscape will unify the District. Blank facades that face the street or are easily visible from the street are not permitted.*

*7.1.d The District contains a variety of roof forms, including front gable, side gable, cross gable, and hipped. Any of these roof forms in a low to moderate pitch are appropriate for new infill. Where a dominant or consistent pattern exists within the streetscape, this shall be followed.*

*7.1.e Windows and entrance doors on the primary elevations of new building shall be compatible with the character of the neighbourhood, reflecting typical shapes, orientation and composition found within the District.*

Staff is of the opinion that the proposed development generally meets the criteria for infill development in the HCD. As Lloyd Street has only a single contributing duplex in close proximity to Main Street, there is limited existing character to the street. The street's primary character is its transition from 1940s-50s bungalows into more modern infill development. The intent of this section of the plan should be to ensure that new builds do not negatively impact or have views from Blake Street or O'Brien Avenue or create a streetscape that may have negative implications for future development. In light of this, the applicant has reduced the overall height of the building, as well as the height of the front gable peaks to limit the impact of the height on surrounding properties and has maintained the setbacks of the surrounding homes.

The HCD plans also note that new development is to be a product of its own time and does not require that heritage “features” be included.

This application has been brought to the HAC on December 2, 2024 for a final review of the design after comments received on November 4, 2024. Based on comments received from HAC on December 2, it is recommended that the final design approval be delegated to staff to capture the comments from HAC while maintaining the timelines of the Heritage Permit.

**3.4 Comments from Heritage Advisory Committee - November 4, 2024**

This application was reviewed by HAC at November 4, 2024 meeting and comments were provided on the permit application. Staff received a revised submission from the Applicant, on November 13, 2024. A summary of comments and responses are as follows:

| Comment  | Response  |
|--|---|
| The proposed dwellings are the tallest in the neighbourhood at 10m.  | The height of the buildings has been reduced to 9.6 metre. The proposed peaks have been lowered to reduce the visual impact of the heights of the dwellings.  |
| Windows do not reflect the prominent style in the district – alternatively, bay windows could be considered.       | The window type has been updated to include muntins and mullions to better fit with the prominent window styles.  |
| A covered porch should be considered   | A covering over the front entryway has been provided in a modern style.   |
| There are few heritage attributes reflected in the design – peaked roofs should not constitute the only “feature”. | Heritage “features” were not implemented in the updated design.   |
| Stucco should be reconsidered.   | Exterior insulation and finish system (EIFS) was originally proposed, however, the applicant has updated the cladding with stucco and noted that this is an explicitly permitted material in the HCD whereas EIFS is discouraged. |

The updated design was presented to the HAC on December 2, 2024 meeting for review. Staff have no concerns with the latest revised design of the proposed buildings and HAC recommendation.

**3.5 Heritage Permit timelines**

The application was originally deemed complete on October 28, 2024 and the Ontario Heritage Act provides Council a 90 day period to make a decision before a deemed consent. This 90 day period ends on January 26, 2024.

To meet the timelines for the Heritage Permit process, staff recommend that the Heritage Permit for demolition and construction of new residential buildings be approved by Council with the requirement that the final design be delegated to Staff for approval to capture the final comments of HAC at the December 2, 2024 meeting.

#### **4. Options:**

##### **4.1 Option A (Recommended)**

That Council approve Heritage Permit Application HP24.003 for 54 Lloyd Street with the condition that the final design be approved by staff, to meet the Heritage Permit timelines.

#### **5. Financial Implications:**

None.

#### **6. Broader Intergovernmental Impacts and/or Considerations:**

N/A

#### **7. Communication:**

The Heritage Permit application has been presented at 2 (two) public Heritage Advisory Committee meetings, the first on November 4<sup>th</sup>, 2024 and the second on December 2<sup>nd</sup>, 2024. The applicant has had ongoing communication with Town staff regarding timelines for the application. There are no statutory requirements for public notice, but staff have prepared a sign that is to be available on site stating the Heritage Permit number, address, permitted works, and contact for Town staff.

#### **8. Alignment with Strategic Plan:**

1. A Town that Grows  
A Town that grows in support of complete communities

#### **9. Attachments:**

Attachment No. 1 – Architectural Package for 54 Lloyd Street A  
Attachment No. 2 – Architectural Package for 54 Lloyd Street B  
Attachment No. 3 – Heritage Permit Process flow chart

#### **10. Related Reports:**

None

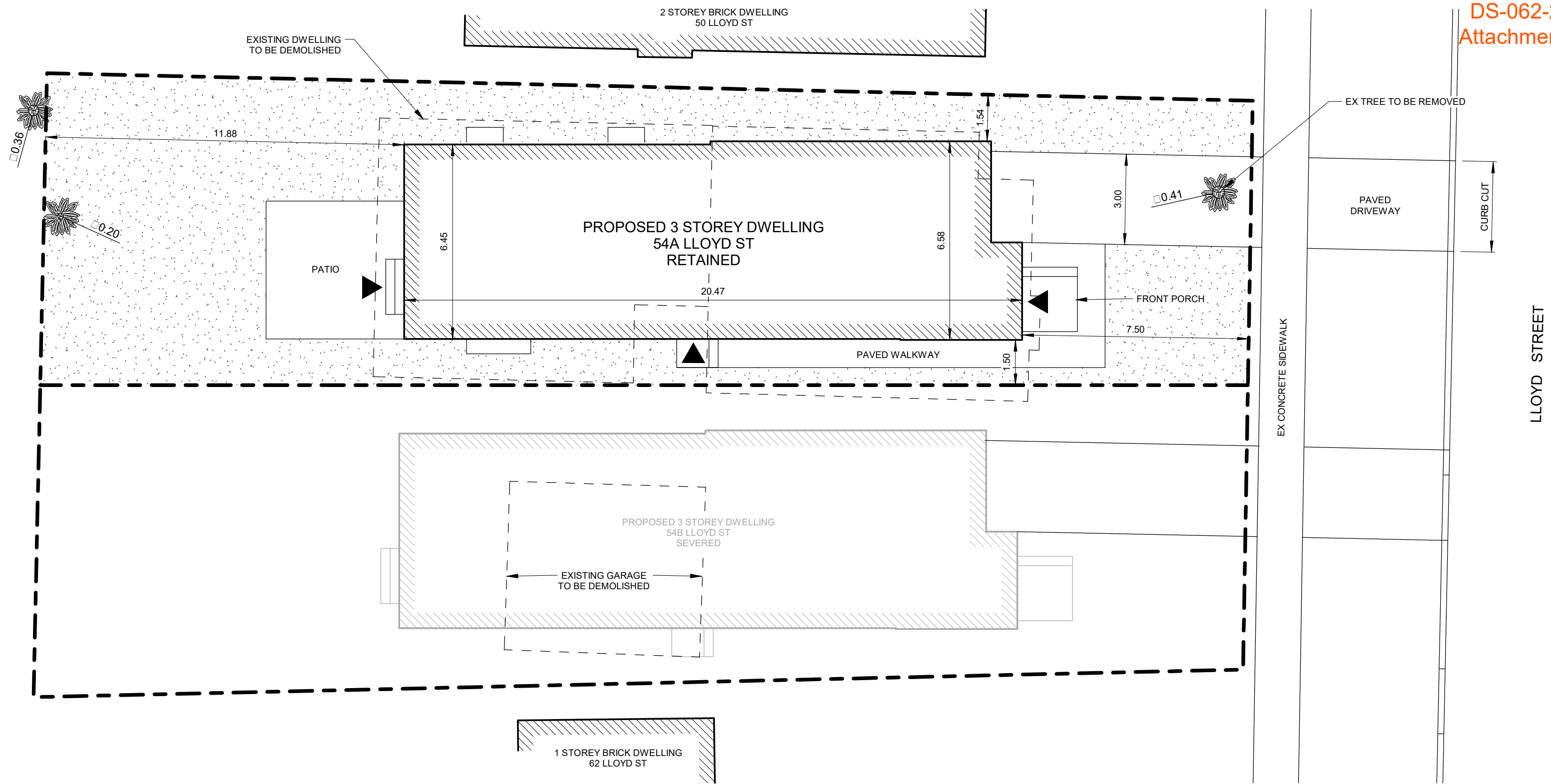
**Authors:** Trevor Alkema, Heritage Planner I  
Hena Kabir, Manager of Development Planning

**For further information on this report, please contact the Department Head:** Dwayne Tapp, Commissioner of Development Services at 905-640-1900 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca).

DS-062-24  
Attachment 1

NOTE:  
PROPERTY INFORMATION BASED ON SURVEY BY AKSAN PILLER CORPORATION LTD. O.L.S. DATED SEPTEMBER 13, 2024

| SITE DATA - NORTH LOT    |                          |
|--------------------------|--------------------------|
| MUNICIPAL ADDRESS:       |                          |
| ZONING:                  | RESIDENTIAL (R2)         |
| LOT AREA:                | 394.9m <sup>2</sup>      |
| LOT DEPTH:               | 40.0m                    |
| LOT FRONTAGE:            | 9.42m                    |
| BUILDING SETBACKS        |                          |
| FRONT                    | 7.50m                    |
| SIDE (NORTH)             | 1.54m                    |
| REAR                     | 11.88m                   |
| SIDE (SOUTH)             | 1.50m                    |
| GROSS FLOOR AREA         |                          |
| GROUND FLOOR:            | 130.3m <sup>2</sup>      |
| SECOND FLOOR:            | 107.3m <sup>2</sup>      |
| THIRD FLOOR:             | 107.3m <sup>2</sup>      |
| TOTAL:                   | 344.9m <sup>2</sup>      |
| LENGTH OF DWELLING       |                          |
|                          | 20.50m                   |
| LOT COVERAGE             |                          |
|                          | 131.3m <sup>2</sup> (%)  |
| FRONT YARD LANDSCAPED... |                          |
|                          | 37.8m <sup>2</sup> (52%) |



# AS101A

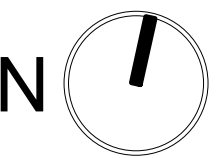
## SITE PLAN-NORTH

### RETAINED

#### RESIDENCE

54A LLOYD ST.  
PROJECT No. 09001

SCALE: 1 : 125  
OCTOBER 2024



#### GENERAL NOTES

ALL DRAWINGS AND INFORMATION ON THESE DRAWINGS MUST BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION AND FABRICATION. SHOULD EXISTING CONDITIONS OR SERVICES BE FOUND TO VARY FROM THAT INDICATED ON ARCHITECTURAL DRAWINGS, THE ARCHITECT/OR THE ENGINEER MUST BE NOTIFIED.

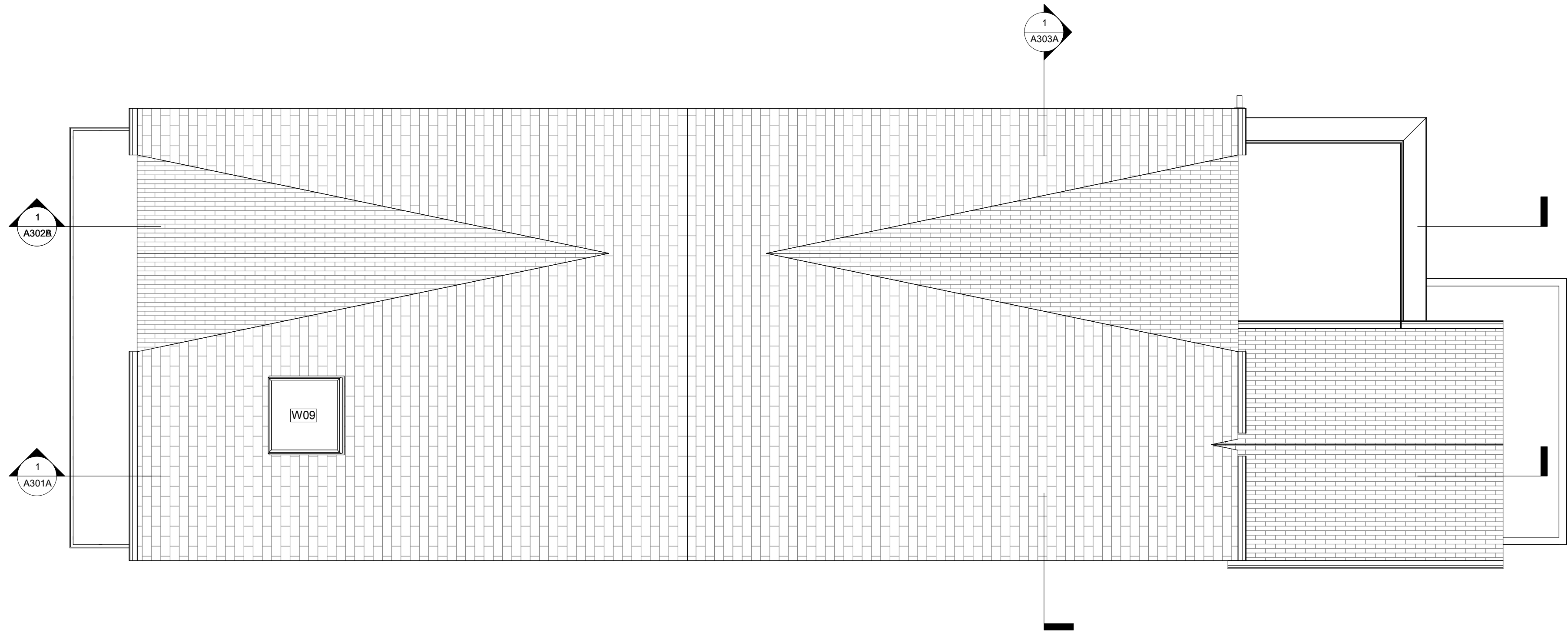
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**JOEL GERBER ARCHITECT**  
23 DONCASTER AVENUE  
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| 1   | ISSUED FOR HERITAGE PERMIT | 2024/10/25 |
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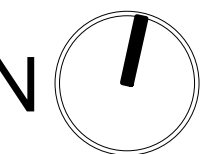


# A105A

## ROOF PLAN - PROPOSED RESIDENCE

54A LLOYD ST.  
PROJECT No. 09001

SCALE: 1 : 50  
OCTOBER 2024



### GENERAL NOTES

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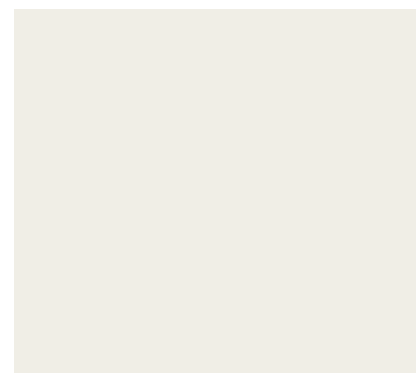
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PEBBLE COAT



4125 STONE GREY

**STUCCO**

BRAND: DuROCK  
COLOUR: 4125 STONE GREY  
FINISH: PEBBLE COAT



**WINDOWS**

BRAND: MARVIN  
STYLE: MODERN CASEMENT  
COLOUR: EBONY



**SKYLIGHT**

BRAND: VELUX  
STYLE: DECK MOUNTED SKYLIGHT



**ASPHALT SHINGLES** Landmark®

BRAND: CERTAINTEED  
STYLE: LANDMARK  
COLOUR: COBBLESTONE GREY

**BOARD AND BATTEN SIDING**

BRAND: MITTEN BUILDING PRODUCTS  
STYLE: SENTRY - BARN  
MATERIAL: VINYL SIDING, CEDAR  
GRAIN TEXTURE  
FINISH: SATIN GREY



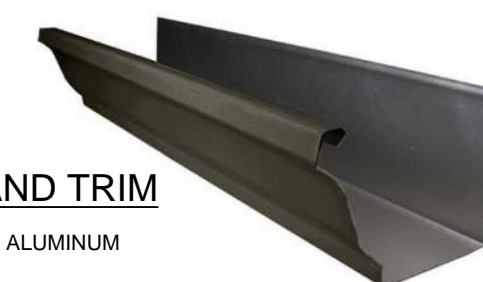
1 PROPOSED - EAST ELEVATION  
1 : 75



2 PROPOSED - WEST ELEVATION  
1 : 75

**GUTTERS AND TRIM**

MATERIAL: PAINTED ALUMINUM  
COLOUR: BLACK



Black  
UC40577

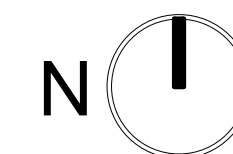
**METAL PANEL / FLASHING**

MATERIAL: PAINTED ALUMINUM  
COLOUR: BLACK

# A200A MATERIAL BOARD

**RESIDENCE**  
54 LLOYD ST  
PROJECT No. 09001

SEPTEMBER 2024



**GENERAL NOTES**

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**FRONT DOOR**

BRAND: DOOR BUILDER  
STYLE: CONTEMPORARY - BARN  
MATERIAL: FIBERGLASS  
FINISH: MAHOGANY



**GARAGE DOOR**

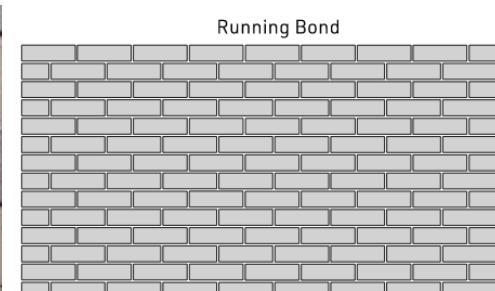
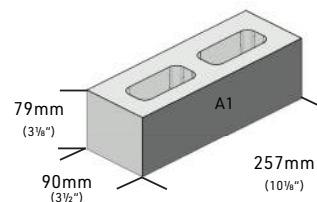
BRAND: DOOR BUILDER  
STYLE: CONTEMPORARY - BARN  
MATERIAL: FIBERGLASS  
FINISH: DOVER GREY



Dover Grey

**MASONRY FULL BRICK**

BRAND: SHOULDICE STONE  
STYLE: STRATA BRICK  
COLOUR: OXENDEN  
FINISH: SMOOTH



| No. | DESCRIPTION                           | DATE       |
|-----|---------------------------------------|------------|
| 1   | ISSUE FOR HERITAGE PERMIT APPLICATION | OCT 25/24  |
|     |                                       | YYYY/MM/DD |



1 PROPOSED - EAST ELEVATION  
1 : 75



2 PROPOSED - WEST ELEVATION  
1 : 75

# A201A ELEVATIONS

RESIDENCE  
54A LLOYD ST.  
PROJECT No. 09001

SCALE: 1 : 75  
OCTOBER 2024

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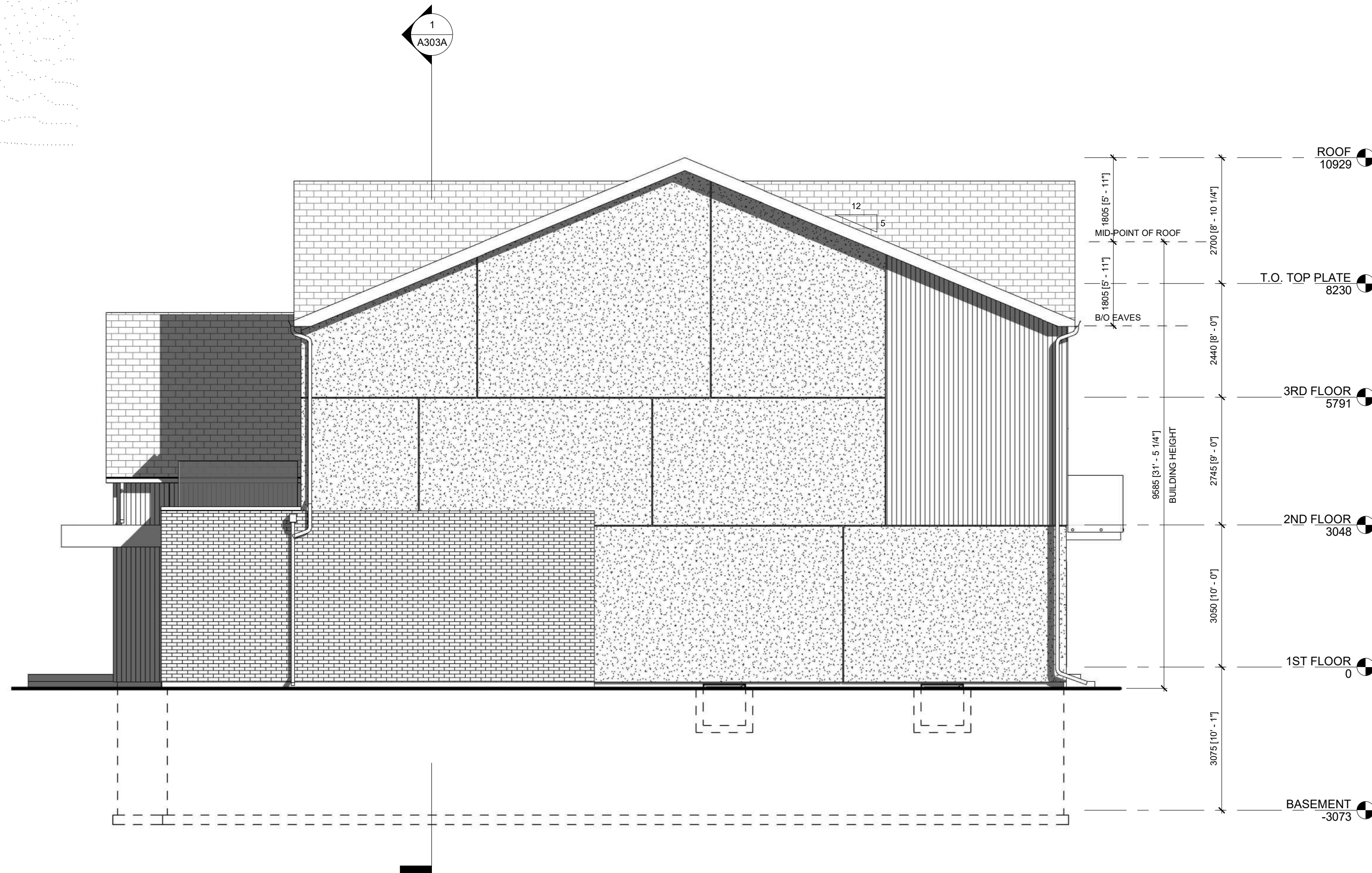
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**A202A**  
**NORTH**  
**ELEVATION**  
**RESIDENCE**  
54A LLOYD ST.  
PROJECT No. 09001

**SCALE: 1 : 75**  
**OCTOBER 2024**

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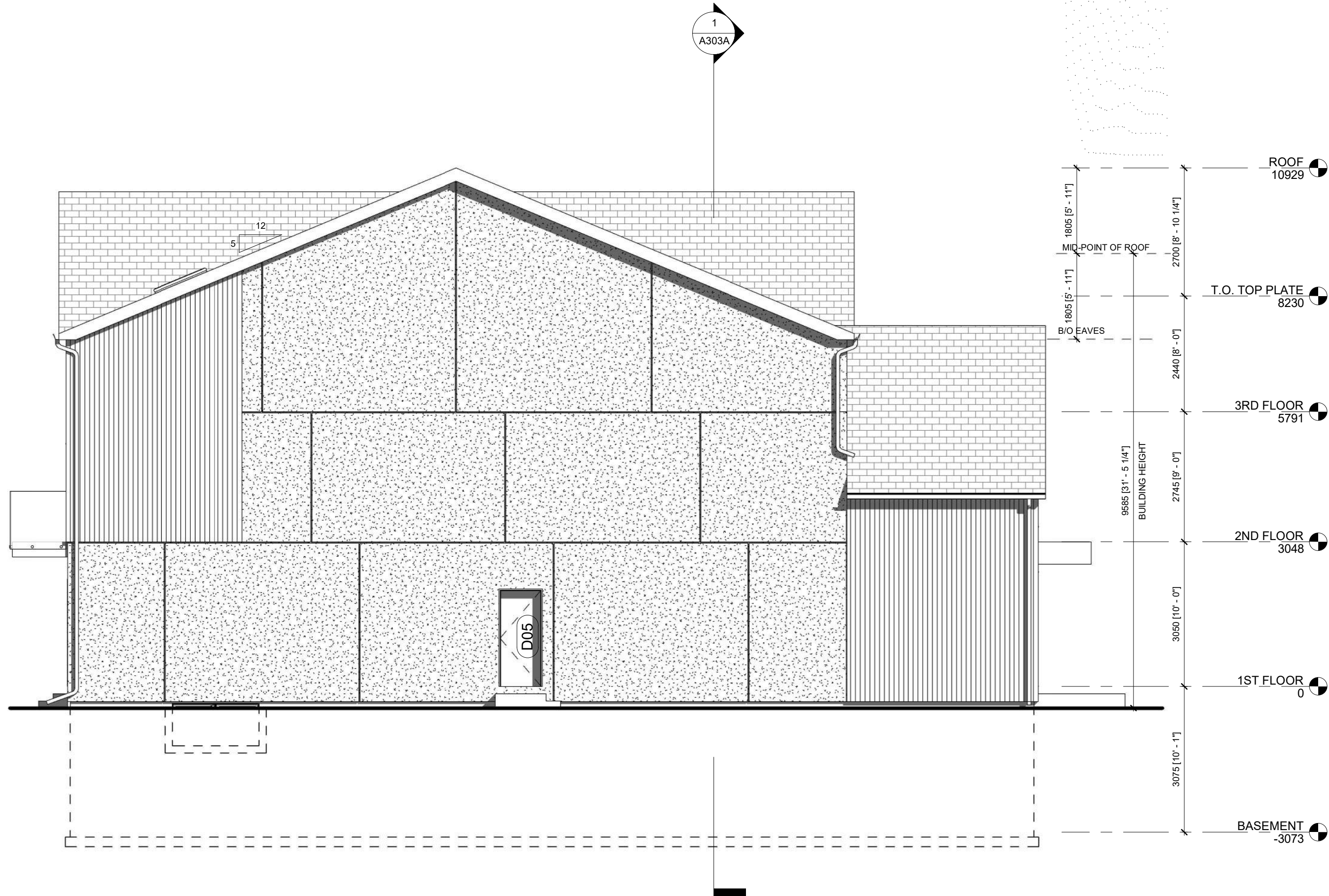
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**A203A**  
**SOUTH**  
**ELEVATION**  
**RESIDENCE**  
54A LLOYD ST.  
PROJECT No. 09001

**SCALE: 1 : 75**  
**OCTOBER 2024**

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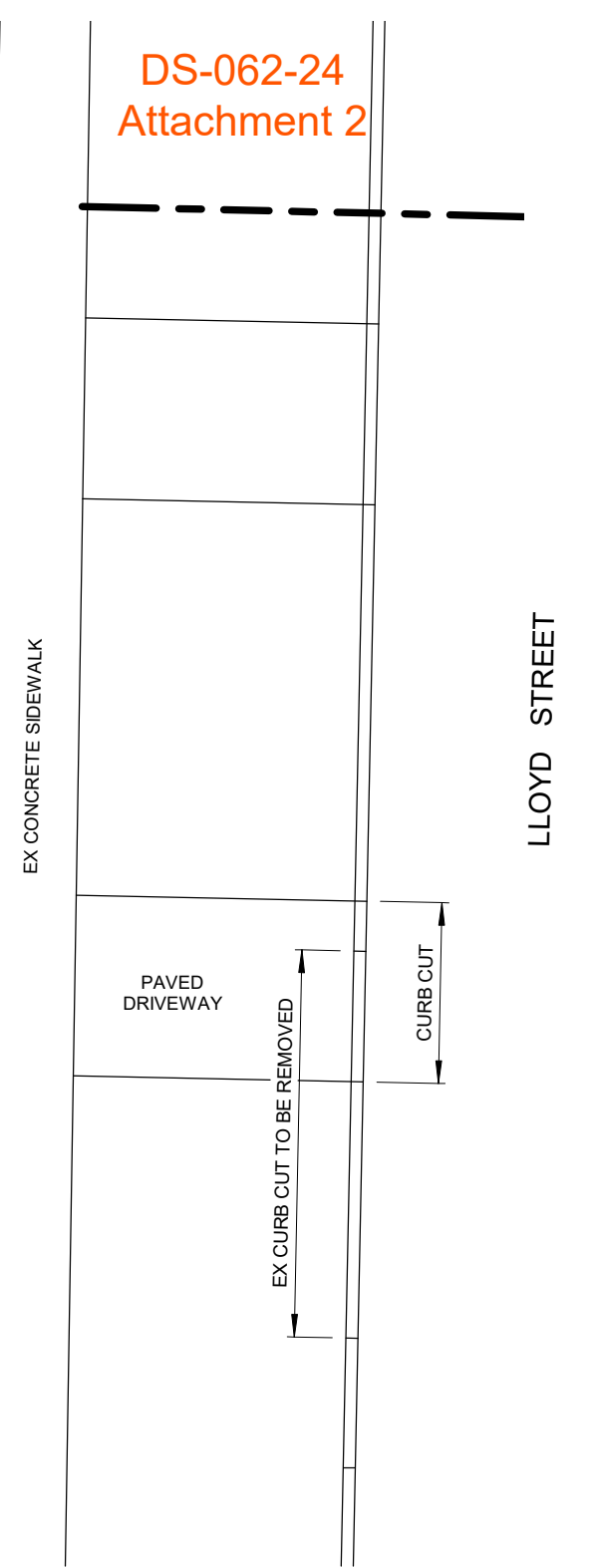
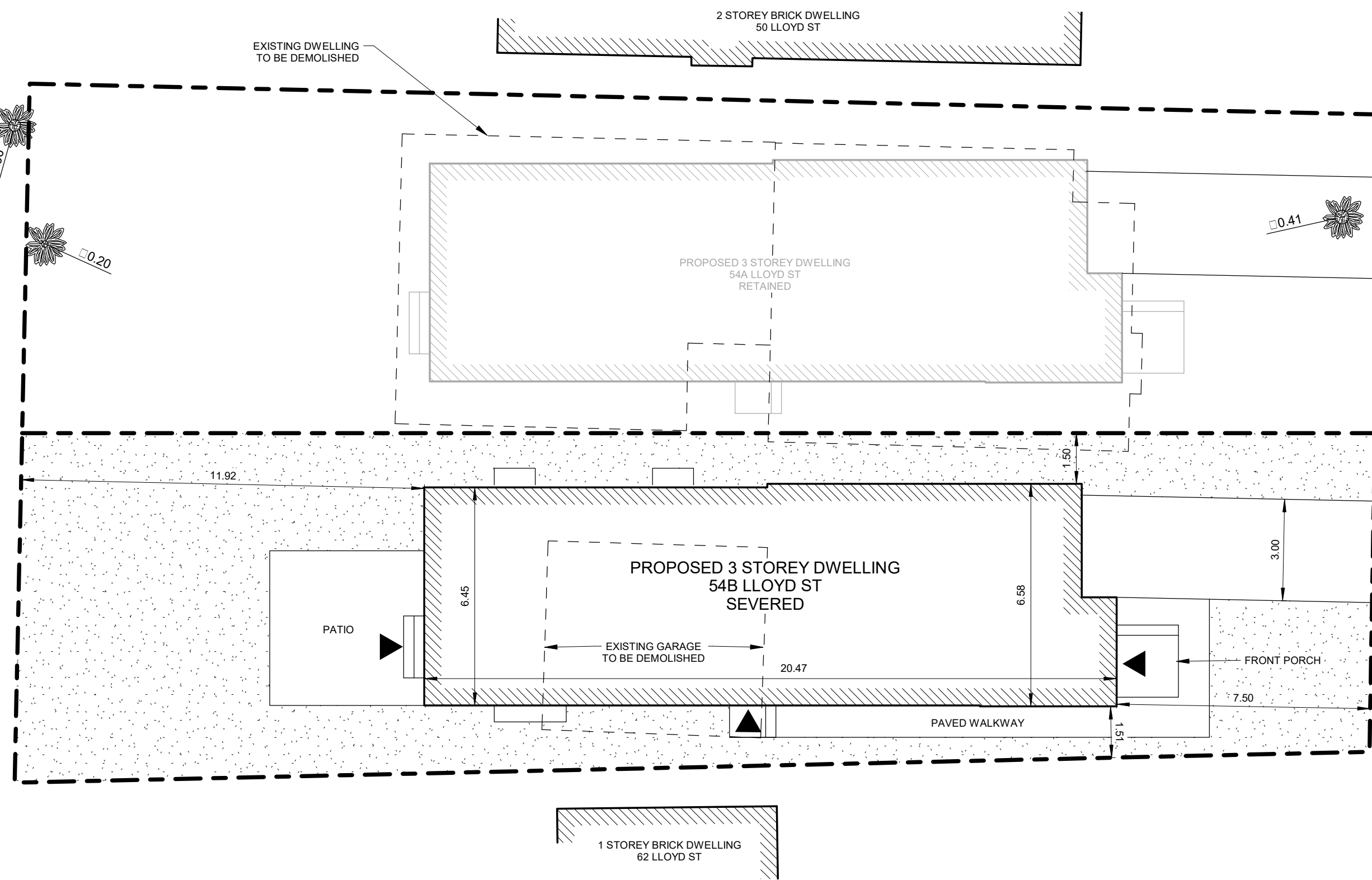
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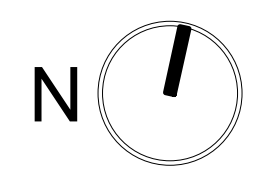
NOTE:  
PROPERTY INFORMATION BASED ON SURVEY BY AKSAN PILLER CORPORATION LTD. O.L.S. DATED SEPTEMBER 13, 2024

| SITE DATA - SOUTH LOT    |                          |
|--------------------------|--------------------------|
| MUNICIPAL ADDRESS:       |                          |
| ZONING:                  | RESIDENTIAL (R2)         |
| LOT AREA:                | 395.4m <sup>2</sup>      |
| LOT DEPTH:               | 40.0m                    |
| LOT FRONTAGE:            | 9.42m                    |
| BUILDING SETBACKS        |                          |
| FRONT                    | 7.50m                    |
| SIDE (NORTH)             | 1.50m                    |
| REAR                     | 11.92m                   |
| SIDE (SOUTH)             | 1.51m                    |
| GROSS FLOOR AREA         |                          |
| GROUND FLOOR:            | 130.3m <sup>2</sup>      |
| SECOND FLOOR:            | 107.3m <sup>2</sup>      |
| THIRD FLOOR:             | 107.3m <sup>2</sup>      |
| TOTAL:                   | 344.9m <sup>2</sup>      |
| LENGTH OF DWELLING       |                          |
|                          | 20.50m                   |
| LOT COVERAGE             |                          |
|                          | 131.3m <sup>2</sup> (%)  |
| FRONT YARD LANDSCAPED... |                          |
|                          | 37.8m <sup>2</sup> (52%) |



# AS101B SITE PLAN-SOUTH SEVERED RESIDENCE 54B LLOYD ST. PROJECT No. 09001

SCALE: 1 : 125  
OCTOBER 2024



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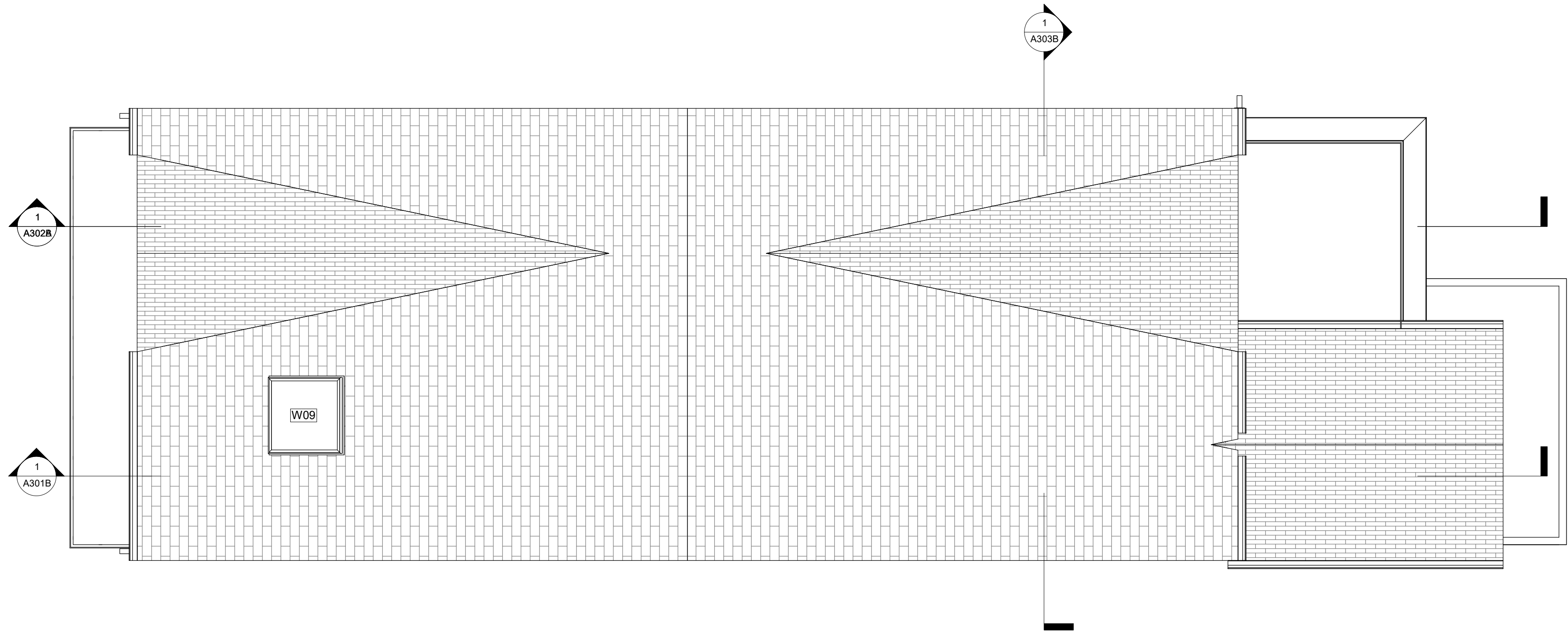
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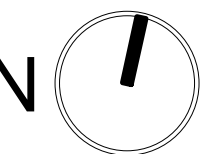


# A105B

## ROOF PLAN - PROPOSED RESIDENCE

54B LLOYD ST.  
PROJECT No. 09001

SCALE: 1 : 50  
OCTOBER 2024



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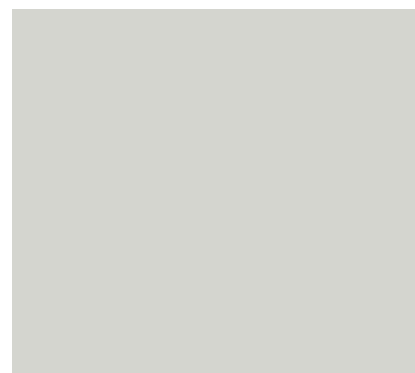
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PEBBLE COAT



4110 SANDSTORM

**STUCCO**

BRAND: DuROCK  
COLOUR: 4110 SANDSTORM  
FINISH: PEBBLE COAT



**WINDOWS**

BRAND: MARVIN  
STYLE: MODERN CASEMENT  
COLOUR: EBONY



**SKYLIGHT**

BRAND: VELUX  
STYLE: DECK MOUNTED SKYLIGHT



**ASPHALT SHINGLES Landmark®**

BRAND: CERTAINTEED  
STYLE: LANDMARK  
COLOUR: COLONIAL SLATE

**BOARD AND BATTEN SIDING**

BRAND: MITTEN BUILDING PRODUCTS  
STYLE: SENTRY - BARN  
MATERIAL: VINYL SIDING, CEDAR  
GRAIN TEXTURE  
FINISH: SATIN GREY



1 PROPOSED - EAST ELEVATION  
1 : 75



2 PROPOSED - WEST ELEVATION  
1 : 75

BOARD AND BATTEN

GLASS GUARDRAIL  
MATERIAL: GLASS  
AND ALUMINUM



Black  
UC40577

**METAL PANEL / FLASHING**

MATERIAL: PAINTED ALUMINUM  
COLOUR: BLACK

STUCCO

**GUTTERS AND TRIM**

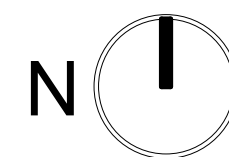
MATERIAL: PAINTED ALUMINUM  
COLOUR: BLACK



# A200B MATERIAL BOARD

**RESIDENCE**  
54 LLOYD ST  
PROJECT No. 09001

SEPTEMBER 2024



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**FRONT DOOR**

BRAND: DOOR BUILDER  
STYLE: CONTEMPORARY - BARN  
MATERIAL: FIBERGLASS  
FINISH: MAHOGANY



**GARAGE DOOR**

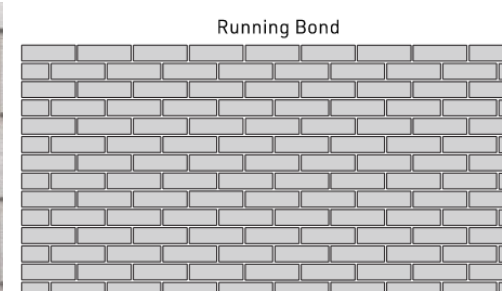
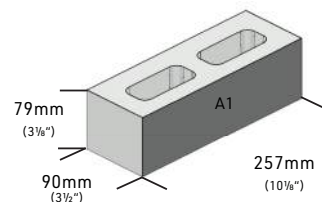
BRAND: DOOR BUILDER  
STYLE: CONTEMPORARY - BARN  
MATERIAL: FIBERGLASS  
FINISH: BRIGHT WHITE



Bright White

**MASONRY FULL BRICK**

BRAND: SHOULDICE STONE  
STYLE: STRATA BRICK  
COLOUR: POLAR  
FINISH: SMOOTH



| No. | DESCRIPTION                           | DATE       |
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| 1   | ISSUE FOR HERITAGE PERMIT APPLICATION | OCT 25/24  |
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1 PROPOSED - EAST ELEVATION  
1 : 75



2 PROPOSED - WEST ELEVATION  
1 : 75

# A201B ELEVATIONS

RESIDENCE  
54B LLOYD ST.  
PROJECT No. 09001

SCALE: 1 : 75  
OCTOBER 2024

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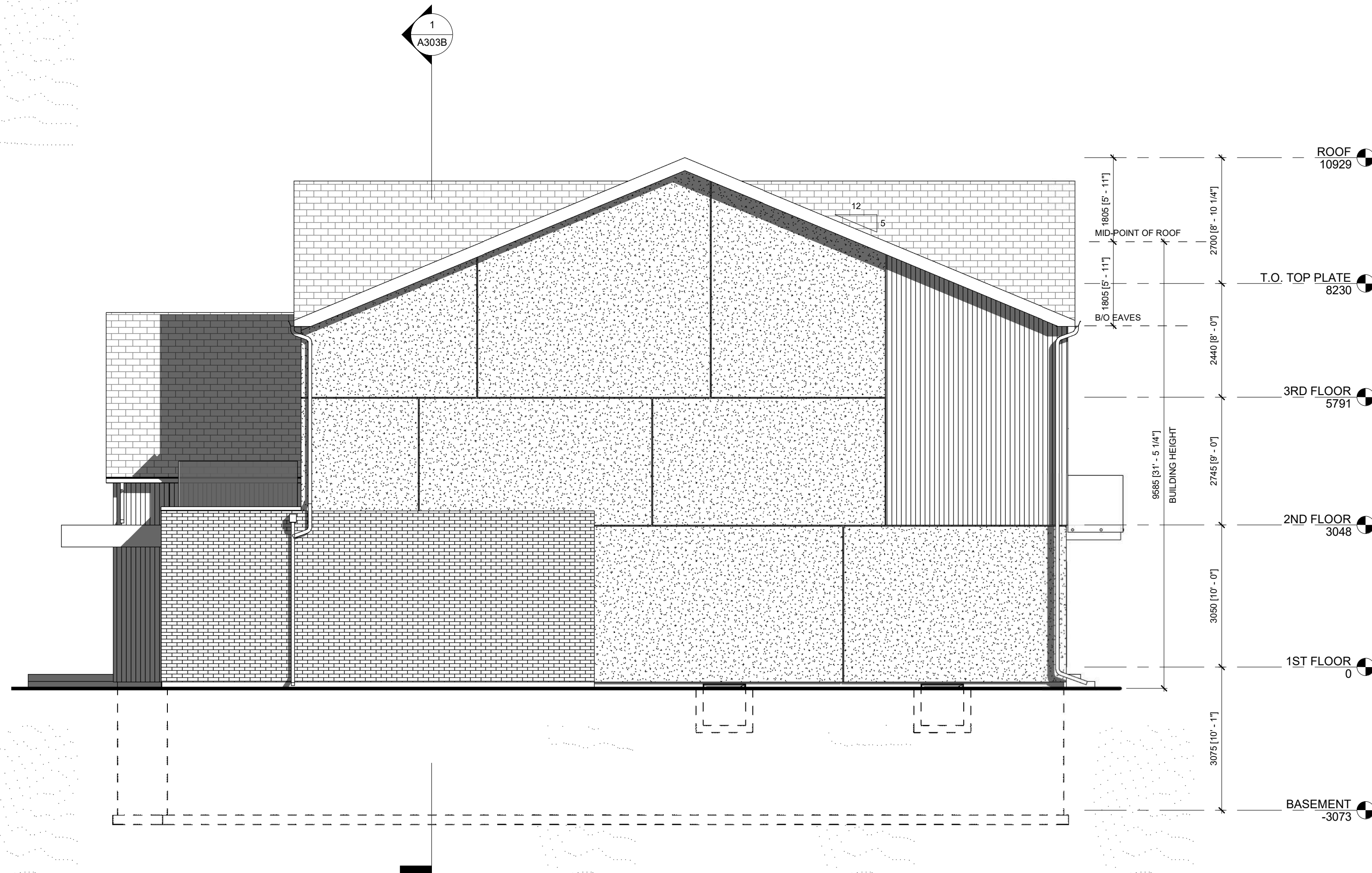
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| 2   | ISSUED FOR HERITAGE PERMIT | 2024/11/11 |
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**A202B**  
**NORTH**  
**ELEVATION**  
**RESIDENCE**  
**54B LLOYD ST.**  
**PROJECT No. 09001**

**SCALE: 1 : 75**  
**OCTOBER 2024**

**GENERAL NOTES**

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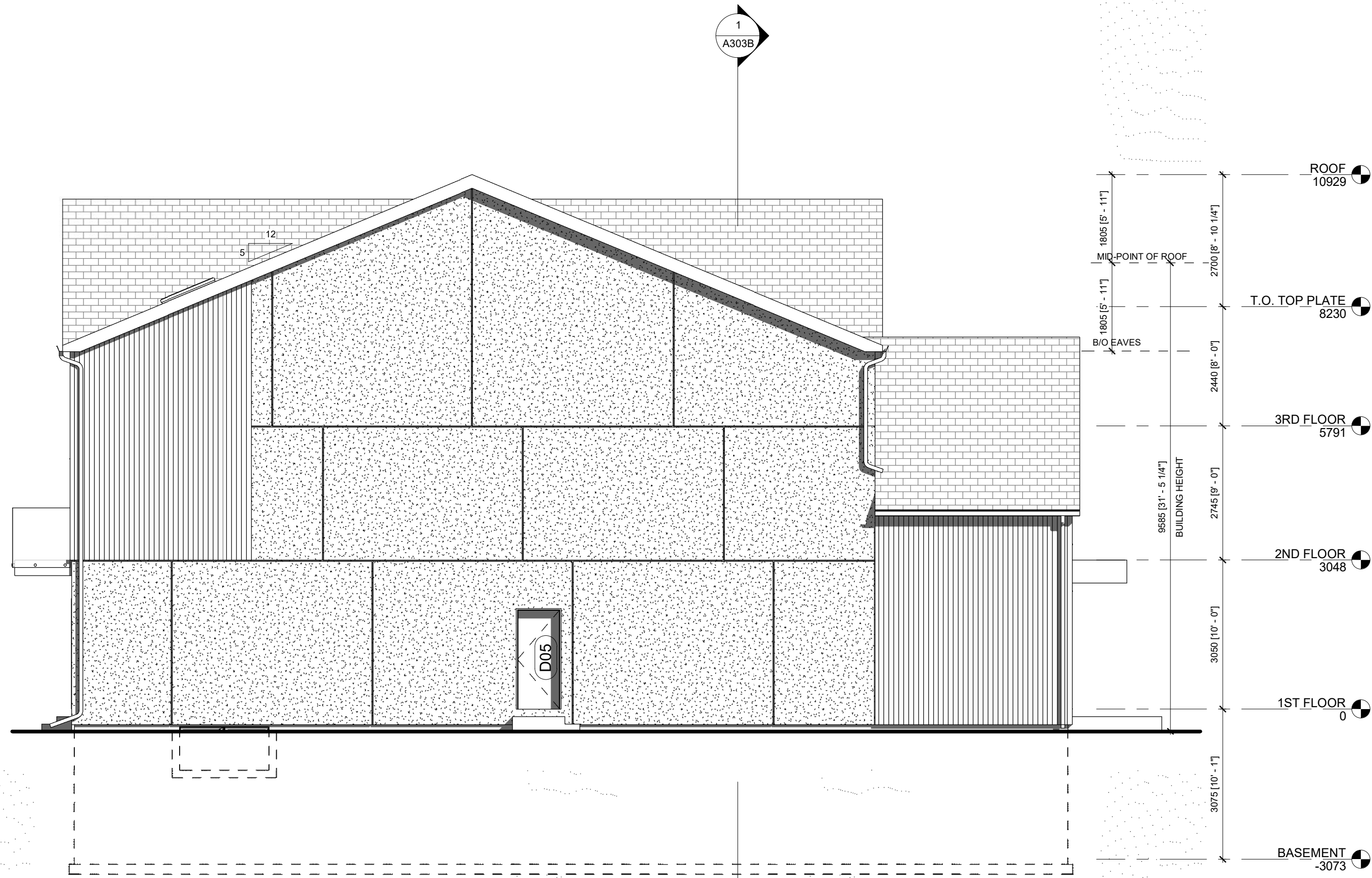
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**A203B**  
**SOUTH**  
**ELEVATION**  
**RESIDENCE**  
54B LLOYD ST.  
PROJECT No. 09001

**SCALE: 1 : 75**  
**OCTOBER 2024**

**GENERAL NOTES**

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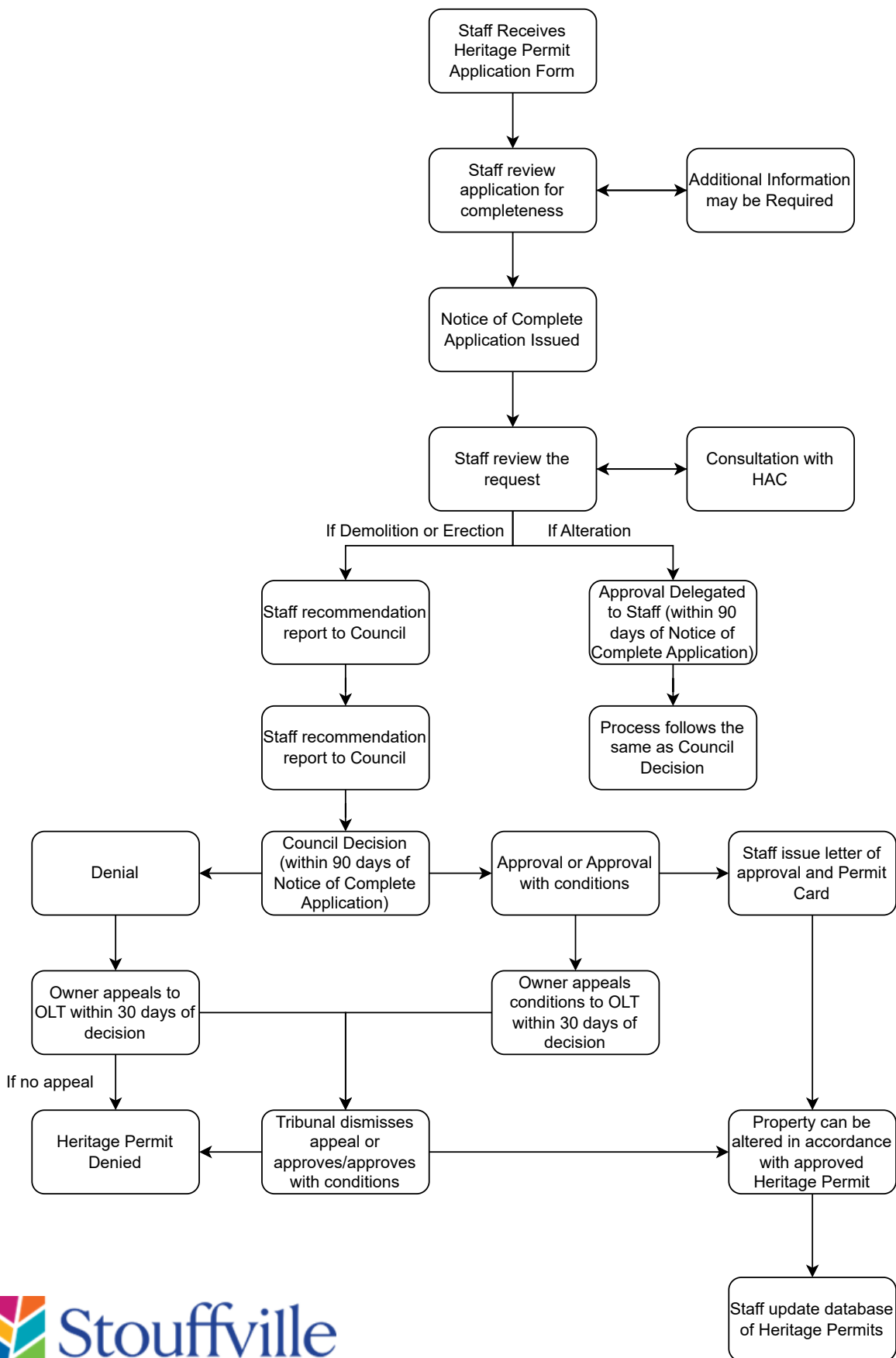
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**Subject:** Application for Zoning By-law Amendment at 15021 Woodbine Avenue (File No.: ZBA24.010)

**Staff Report No.** DS-063-24

**Department/Commission:** Development Services Commission

**Date:** December 11, 2024

**Recommendation:**

1. That Council confirms notwithstanding that the proposed Zoning By-law Amendment is different from that proposed at the November 6, 2024 Public Meeting, the revisions are minor in nature, and that no further Public Meeting is required; and
2. That Council bring forward a by-law to amend Comprehensive Zoning By-law 2010-001-ZO, by applying site specific zone an provisions and to rezone a portion of the Subject Lands from Development Reserve (D) to Employment Heavy Exception Ten – Water Restriction Zone [EH(10)(w)] and direct staff to issue a Notice of Passing.

**Report Highlights**

- Application for Zoning By-law Amendment was submitted by Macaulay Shiomi Howson Ltd. (on behalf of Robert McAlpine Limited) to rezone a portion of 15021 Woodbine Avenue, approximately 13.09 hectares in area, to permit office and warehouse uses with accessory outdoor storage.
- The proposed development includes a new private road connecting Woodbine Avenue and Ram Forest Road.
- A subsequent Site Plan Application will be required to finalize site functionality and aesthetics.
- Staff are of the opinion that the proposed development constitutes good planning and recommend approval of the Zoning By-law Amendment.

## **1. Purpose:**

The purpose of this Report is to assess the merits of and make recommendation respecting the application for Zoning By-law Amendment for an approximately 13.09 hectare portion of the lands (the “subject lands”), municipally known as 15021 Woodbine Avenue (“subject property”) which if approved would permit the development of a 3-storey office and warehouse building for an infrastructure and utility company on the property with an outdoor storage area and stormwater management pond.

## **2. Background:**

### **2.1 Application History**

Application for Zoning By-law Amendment was submitted by Macaulay Shiomi Howson Ltd. (or MSH) on September 24, 2024 (on behalf of Robert McAlpine Limited) to rezone a portion of 15021 Woodbine Avenue, approximately 13.09 hectares in size from Development Reserve (D) to Employment Heavy Exception Ten Water Restriction [EH(10)(w)] to permit an office and warehouse with outdoor storage and a stormwater management pond.

Prior to submitting the Zoning By-law Amendment application, the Applicant applied through the Town’s Collaborative Application Pre-Consultation Process (CAPP) on March 15, 2024. CAPP allowed Town departments and external agencies the time to adequately review and provide comments on the proposal and the submission requirements before a formal Zoning By-law Amendment Application was submitted. Many of the technical matters reviewed and revised during the CAPP have resulted in a more fulsome and complete submission for the Zoning By-law Amendment application received on September 24, 2024. Staff believe the works completed during CAPP allowed for Staff to process this Major Application from submission to Council decision within the prescribed 90 day period of the Planning Act.

A statutory Public Meeting, as required by the Planning Act, was held on November 6, 2024 to provide members of the Public and Council the opportunity to ask questions and voice their comments and concerns on the proposed Zoning By-law Amendment. Staff note that no members of the public provided formal comments at the Public Meeting or electronically via email.

### **2.2 Location**

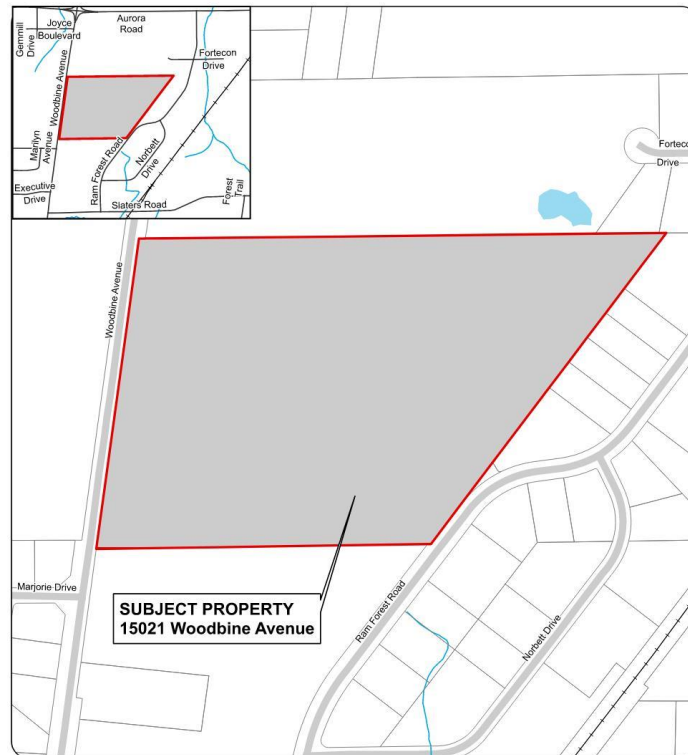
The subject property known municipally as 15021 Woodbine Avenue is situated on the east side of Woodbine Avenue in the Community of Vandorf. 15021 Woodbine Avenue is located approximately 0.5 kilometres south of Aurora Road and has frontages on both Woodbine Avenue and Ram Forest Road of approximately 400 metres and 65 metres respectively.

Presently, the subject property is occupied by a detached farmhouse dwelling and associated agricultural buildings that include a barn, garage, and silo. The majority of the subject property is being used for agricultural purposes.

**Attachment 1** to this report is a copy of the location map.

**Figure 1** below shows the location of the 15021 Woodbine Avenue.

**Figure 1: Location Map**

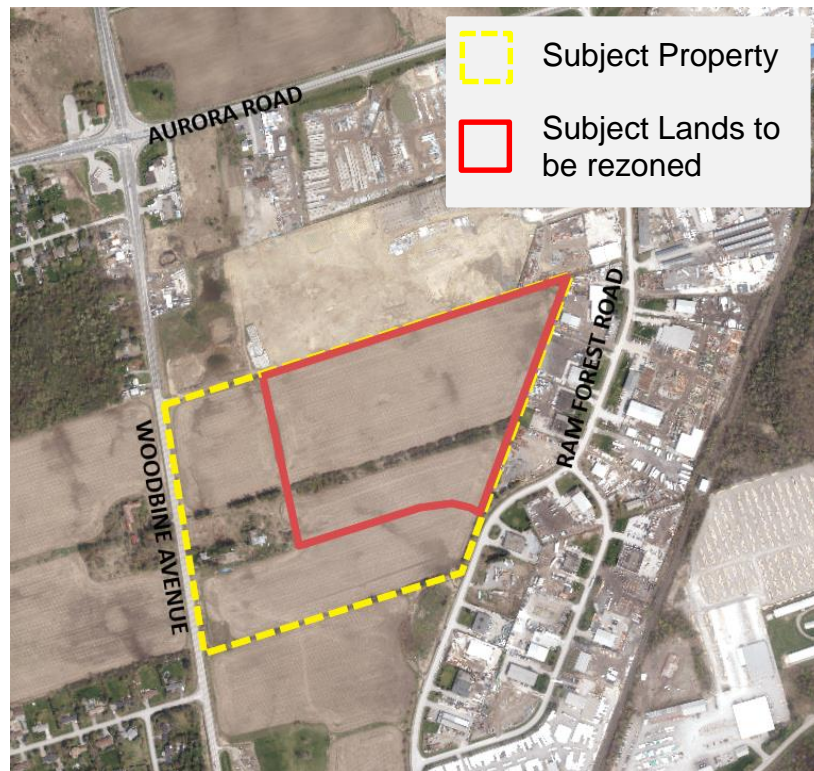


The subject property has a total lot area of 22.62 ha. As noted above in Section 2.1, the application for Zoning By-law Amendment applies only to a portion of the subject property and is approximately 13.09 hectares in area (“Subject Lands”). The subject lands are set back approximately 170 metres from Woodbine Avenue, and 100 metres from the southern property line. The Subject Lands have a frontage of approximately 15 metres on Ram Forest Road. The subject lands are proposed to be accessed via a new private road, identified on the Site Plan as ‘Proposed Private Road B’, which will run east to west along the southern boundary of the lands being rezoned, and connect Woodbine Avenue and Ram Forest Road.

**Attachment 2** to this report is a copy of the Site Plan.

**Figure 2** below shows the portion of the property that is proposed to be rezoned, being the subject lands.

**Figure 2: Subject Lands**



**2.3 Surrounding Land Uses**

- North:** Vacant lands to be used for future employment and industrial uses.
- East:** Industrial warehouses, offices, and storage yards along Ram Forest Road.
- South:** A mix of vacant lands to be used for employment and industrial uses, and active industrial uses.
- West:** Vacant lands to be used for employment and industrial uses, and prime agricultural lands.

**3. Analysis:**

**3.1 Development Proposal**

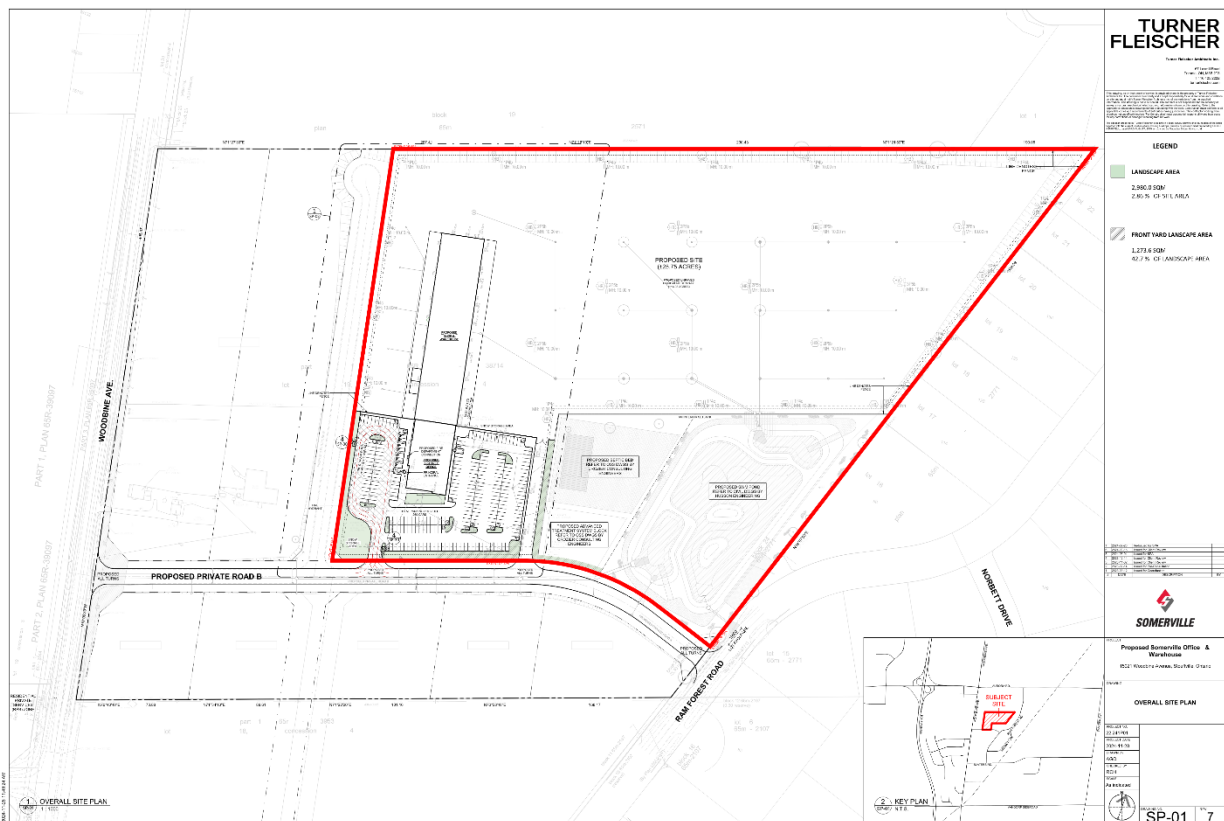
The Applicant has proposed to rezone a 13.09 hectare portion of the subject property as Employment Heavy Exception Ten Water Restriction [EH(10)(w)] to permit the construction of a -storey 7,486 square metre in gross floor area (GFA) building consisting of office and warehouse uses. The proposed building will house both the proposed office and warehouse uses. The total space dedicated to the office use is approximately 3,035 square metres, and the space for the warehouse is approximately 4,451 square metres.

The proposed building will have a 3-storey component for office use, whereas the proposed warehouse portion of the building will be 1-storey in height.

The office and warehouse use would be supported by a total of 260 parking spaces which include 7 barrier free spaces, and a total of 22 loading spaces. In addition, the development would include an approximately 5.7 hectare unpaved outdoor storage area, and a 1.61 hectare Storm Water Management Pond area. Servicing for the proposal will be provided by an entirely private system managed on-site.

**Figure 3** below shows the Site Plan for the proposed development.

**Figure 3 – Proposed Site Plan**



*\*red outline on the Plan indicates the lands that are proposed to be rezoned as part of this application.*

The development proposal also includes the construction of a new Private Road, seen as 'Private Road B' in Figure 3 of this report. This new private road would provide access to the proposed office and warehouse use which does not have frontage along Woodbine Avenue. The new private road would provide a connection between Woodbine Avenue and Ram Forest Road.

Presently, the applicant is proposing to maintain the existing dwelling which fronts onto Woodbine Avenue, as removing it is not necessary to facilitate the subject lands being



developed and rezoned. The dwelling can continue to operate in conformity with the Zoning by-law in its respective Development Reserve (D) Zone.

The proposed development will be serviced entirely by private servicing solutions, such as private wells and septic beds. The septic beds are proposed between the parking area and stormwater management pond.

**Table 1** below outlines the final site statistics from the latest submission.

**Table 1 – Site Statistics**

| Site Statistic Item                | Proposed Measurements               |
|------------------------------------|-------------------------------------|
| Total Lot Area                     | 22.62 hectares                      |
| Portion of the lands to be rezoned | 13.09 hectares                      |
| Lot Frontage                       | <b>15 metres (Ram Forest Road)</b>  |
| Minimum Front Yard                 | 48 metres                           |
| Minimum Interior Side Yard         | 72 metres                           |
| Minimum Rear Yard                  | 61 metres                           |
| Building Gross Floor Area          | 7 square metres                     |
| Maximum Height of Buildings        | <b>16 metres</b>                    |
| Minimum Landscaped Area            | <b>9.47 percent</b>                 |
| Front Yard Landscaped Area         | <b>8.43 percent</b>                 |
| Accessory Outdoor Storage          | 58,788 square metres                |
| Maximum Lot Coverage               | 5.62 percent                        |
| Minimum Setback to Hedgerow        | 40 metres                           |
| Parking Spaces                     | 260 parking spaces (7 barrier free) |
| Loading Spaces                     | 22 spaces                           |

*\*red text indicates site statistics that do not conform or comply with the Town’s Zoning By-law, and are proposed as Site Specific Amendments.*

### 3.2 Changes to the zoning amendments since the November 6, 2024 Public Meeting

Since the Public Meeting on November 6, 2024, there has been no change to the scope of the proposed development, however, there have been numerical and administrative changes to the Zoning By-law Amendment based on an updated Site Plan that was provided on November 28, 2024.

Upon detailed review since the public meeting, additional zoning amendments have been added to ensure that the Subject Lands are in conformity with the Zoning By-law which include adding Office Use as a primary use in the EH Zone, whereas the By-law permits office as accessory to a primary use and exempt the Subject Lands from Sections 3.41 i) and v), which impose restrictions on the Outdoor Storage area’s location and features.

Additionally, the updated Site Plan has provided more accurate Site Statistics regarding the requested Site Specific Regulations of the proposed Zoning By-law Amendment. The

draft Amendment now includes regulations to accommodate a 15 metre frontage, an increased height of 16 metres from 15 metres previously, an increase to total landscaping provided on site from 2.5 percent to 9.47 percent, and a decrease of front yard landscaping from 29 percent to 8.43 percent.

Staff note that the changes to the landscaping percentages were not the result of the proposed elements on the Site Plan changing, rather it was due to corrections in the technical calculations of the landscaping totals. These corrections included the removal of the Stormwater Management Pond in the landscaping total, as the Town's Zoning By-law does not include ponds within the definition of Landscaped Area. While the Front Yard Landscaped Area minimum has been reduced as a result of this, the total proposed hardscaping and landscaping on the Site has not changed, since what was shown at the public meeting. Staff are of the opinion, that the proposed Stormwater Pond will continue to function similar to a landscaped area, even if it is not considered as such by the Zoning By-law's definition, which contributes to the overall green space in the front yard.

### **3.3 Applicable Provincial and Regional Policies**

This section will establish the current and relevant policy environment that forms part of the review of the planning application. The overview will include Provincial Plans and policies, the York Region Official Plan, and the Town's current Official Plan and Secondary Plan.

#### **3.3.1 Provincial Planning Statement, 2024**

The Provincial Planning Statement ('PPS'), 2024 is a consolidated statement of the Provincial Government's policies on how municipalities shall manage, and direct land uses to achieve efficient development and land use patterns.

The PPS is explicit in its language that settlement areas shall be the focus of growth and development in Ontario, and that these areas shall have land use patterns with a mix of land uses that efficiently use land and resources to optimize existing and planned infrastructure and are freight supportive.

The proposed development aligns with the PPS as it is located within a settlement boundary in the Community of Vandorf and provides for long term employment uses in a community and greater municipality that is predominately residential uses. The application is freight supportive as it is located approximately 1 kilometre from Provincial Highway 404, a major goods transportation corridor.

The PPS directs municipalities to reach employment targets and promote economic development and competitiveness by providing a range of employment and economic opportunities and identifying strategic development sites near major goods movement corridors. The proposed development is in alignment with the PPS as it is developing lands for permanent employment in a strategic location for goods movement.

The PPS also speaks to ensuring proper land use compatibility, so that potential adverse effects from odour, noise, and other contaminants are minimized. The proposed

development achieves the goals of the PPS as the neighbouring uses are mostly other employment and industrial uses. Nearby residential or other sensitive uses are located a reasonable distance away from the proposed site.

Staff is of the opinion that the application for Zoning By-law Amendment is consistent with the policies of the PPS 2024.

### **3.3.2 Greenbelt Plan, 2017**

The Greenbelt Plan is a Provincial Document that sets the policies and guidelines for Ontario's Protected Greenbelt to protect against the loss and fragmentation of the agricultural land base and supports agricultural as the predominant land use.

The subject lands are located in the Hamlet of Vandorf, which is within the Protected Countryside Area of the Greenbelt Plan and identified as a Hamlet. Hamlets are subject to the policies of the Growth Plan and continue to be governed by Official Plans and are not subject to the policies of the Greenbelt Plan, save for the policies of 3.1.5, 3.2.3, 3.2.6, 3.3, and 3.4.2. Limited growth is permitted through infill and intensification of Hamlets subject to appropriate water and sewage services.

The proposed development is supported by the policies and intent of the Greenbelt Plan, as it will be within an area that encourages and allows development and does not disrupt the Protected Countryside Area.

### **3.3.3 Region of York Official Plan, 2022**

The Region of York's Official Plan, 2022 (or "the ROP") is the comprehensive policy document for guidance on planning and development to support complete communities within York Region. The subject property is designated as "Hamlets" within the Agricultural System. Although the planning responsibilities of the Region of York have been removed but the ROP is still in effect and the Planning Act requires that the local municipality is responsible to ensure that the ROP policies are upheld until the ROP is in effect.

The ROP states that growth within Hamlets must be limited to minor infilling unless private servicing solutions are provided, and site conditions are suitable for the long term provision of those services with no negative impacts. The proposed development proposes private servicing solutions for water and sewage. Additionally, infill is to be appropriate in scale with the size and scope of the surrounding community, and built form is compatible.

It is Staff's opinion that the proposed development is compatible with the surrounding area which consists of many industrial uses and storage areas. Planning Staff have deferred to the Town's Peer Review Engineering Consultants to determine the adequacy of servicing plans, who have determined there are no significant issues with the plan that should prevent the Zoning by-law Amendment from being passed.

In addition, the ROP speaks to the protection of natural features and prohibiting development that is within key natural heritage features identified in the ROP.

Staff are satisfied with the provided arborist report and environmental studies with regards to the placement of the building. Staff is of the opinion that the proposed development is in conformity with the policies of the ROP.

### 3.3.4 Town of Whitchurch-Stouffville Official Plan, 2004

The Town of Whitchurch-Stouffville Official Plan, 2004 (or “the OP”), is the comprehensive planning document that is currently in effect and governs land use planning and development in the Town. Within the current and in effect OP, the subject property is located within the Vandorf-Preston Lake Secondary Plan boundaries. Land use designations for the subject property can be found in Schedule G of the OP.

Figure 4 below shows an extract of Schedule G from the Town’s Official Plan.

**Figure 4 – Official Plan Schedule G Extract**



The subject property as a whole is designated ‘Potential Employment Area’ and ‘Potential Mixed Use Area.’ The portion of the subject property that is proposed to be rezoned, falls entirely within the ‘Potential Employment Area’ designation and is also located within the OP’s Servicing Study Area.

The Potential Employment Area designation indicates that employment area uses can be permitted within this designation subject to a Zoning By-law Amendment. The designation envisions uses such as but not limited to industrial, office, wholesale, research and development, institutional, commercial recreation, and accessory uses. The proposed land uses are in conformity with the uses permitted in the OP designation.

As mentioned, the subject property falls within the servicing study area, which requires any new development to submit a functional servicing study to evaluate the servicing options and stormwater management for a development. The applicant has provided a functional servicing study and stormwater management report, which has been reviewed by the Town's Engineering Peer Review Consultants, who have provided a positive recommendation for the approval of the Zoning By-law Amendment.

Schedule G conceptually identifies two Potential Local Roads, which impact the subject property and include:

- A north-south road that generally aligns with the boundary of the two designations on the subject property, and continues south to connect to the southerly Ram Forest Drive and Norbert Drive intersection, further south of the subject property; and
- An east-west road that connects to Woodbine Avenue, generally along the northern property line.

Staff note that the proposal includes or does not impede the location of the Potential Local Roads identified in Schedule G of the OP. Staff are confident that through the subsequent Site Plan Application process, any outstanding details can be resolved regarding the location and width of the new roads.

It should also be noted that the proposed development is Phase 1 of the overall development of the subject property. It is the intent of the owner of the subject property to develop the remainder of the lands for additional employment and industrial uses and submit required Planning Act applications in the future to obtain necessary approvals for future development. The Official Plan requirement for the potential Local Roads in the north south and east west directions, as shown on Schedule G of the OP, will be secured through the future Planning Applications for the overall development of the lands, as it has been confirmed that the proposed Phase 1 development of the lands do not encumber the location of future local roads.

It is Staff's opinion that the Town's Official Plan supports the proposed development and meets the intent of the policies.

### **3.3.5 Council Adopted Town of Whitchurch-Stouffville Official Plan, 2024 (Pending Provincial Approval)**

On May 15, 2024, Council enacted By-law 2024-057-OP to adopt the Town's New Official Plan (Re-Imagine Stouffville: Town of Whitchurch-Stouffville Official Plan, May 2024). The Town's New Official Plan requires final approval from the Minister of Municipal Affairs and Housing and is not yet in force and effect. As such, the Town's Official Plan, 2004 continues to apply to formal planning applications that have been deemed complete, prior to the approval of the Town's New Official Plan.

The New Official Plan remains relatively consistent in its visions and policies as the 2004 Official Plan for the Vandorf Secondary Plan Area, however it has greater emphasized

the vision for the Vandorf Community Area by changing the ‘Potential Employment Area’ to an ‘Employment Area’. This demonstrates the Council’s desire to establish industrial and employment uses in the area and policies have been streamlined to facilitate the delivery of such uses.

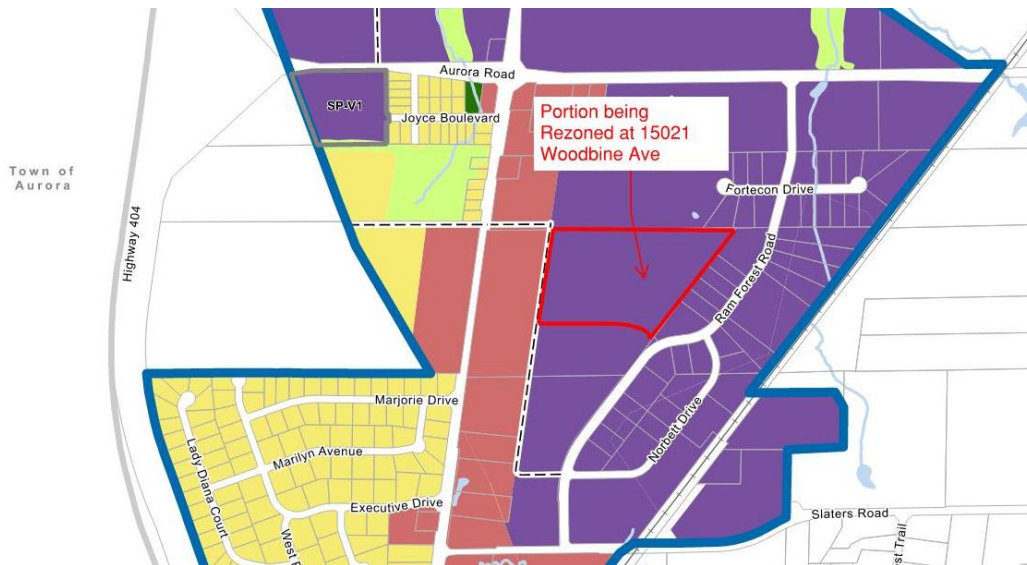
The adopted New Official Plan maintains the Potential Local Roads, indicating the importance to maintain these roads as part of any applications on the property. As noted above, the subject application includes the future accommodation of the potential roads in their conceptual site plan for the current phase of development.

The proposed Zoning By-law Amendment aligns with the adopted Official Plan’s, Employment lands policies which seek to encourage a broad range of employment uses and ancillary uses to promote the economic viability of the Community and the Town.

It is Staff’s opinion that the proposed development is aligned with the future vision for the area, and is supportable under the Town’s new Official Plan policies.

**Figure 5** below shows Schedule G of the Town’s New Official Plan 2024

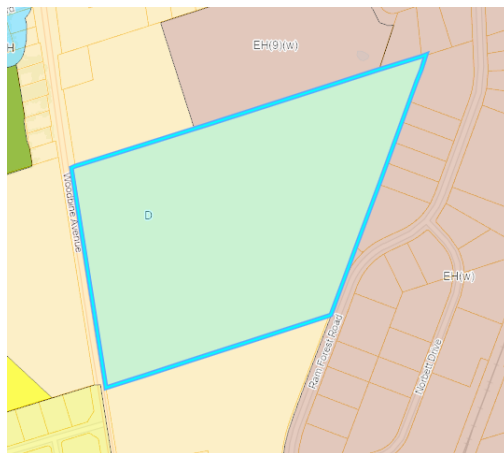
**Figure 5 – New Official Plan Schedule G Excerpt**



**3.4 Town of Whitchurch-Stouffville Zoning By-law 2010-ZO**

Under Section 7 of the Town’s Comprehensive Zoning By-law 2010-001-ZO, the Subject Lands are currently zoned Development Reserve (D). See Figure 6 below that shows the zoning of the subject lands.

**Figure 6**



It is proposed to rezone the portion of the subject property zoned Development Reserve (D) to Employment Heavy Exception Ten – Water Restriction Zone [(EH(10)(w)], to permit the proposed development. The EH zone permits a wide range of industrial and employment uses and ancillary uses. The proposed office, warehouse, outdoor storage and stormwater management pond are all proposed to be located within the EH Zone and are permitted uses in the EH zone.

In order to facilitate the proposed development within the Employment Heavy (EH) Zone, the applicant is proposing site specific regulations, as follows in Table 2:

**Table 2 - Proposed amendments to zoning regulations**

| Applicable Regulations             | Required for Employment Heavy (EH) Zone   | Proposed Amendments for Employment Heavy Exception Ten Water Restriction (EH(10)(w)) Zone |
|------------------------------------|---|---|
| Section 7.1 – permitted uses       | Office use is permitted only if it is accessory to a permitted use  | Office as primary use   |
| Maximum Height of Buildings        | 12 metres   | 16 metres   |
| Minimum Landscaped Area            | 10% of lot area   | 9.47%   |
| Minimum Front Yard Landscaped Area | 50% of Front Yard   | 8.43% of Front Yard   |
| Minimum width of Landscape Buffer  | n/a   | 4.5 metres along all property boundaries  |
| Section 7.2.1 Qualifying Note 10   | Accessory outdoor storage is permitted only as an accessory use to a permitted use taking place in a building on the site | Exemption   |

| Applicable Regulations  | Required for Employment Heavy (EH) Zone  | Proposed Amendments for Employment Heavy Exception Ten Water Restriction (EH(10)(w)) Zone |
|-------------------------|--|---|
|                         | and is permitted in rear and side yards only. The area used for accessory outdoor storage shall be screened in accordance with the Town’s Fencing By-law. Notwithstanding any provision in this By-law to the contrary, the minimum landscaped buffer at the property boundary shall be 4.5 metres in a lot with accessory outdoor storage. The screening shall not be subject to any minimum yard requirements of this By-law |   |
| Minimum Frontage        | 30 metres  | 15 metres (Ram Forest Road)   |
| Section 3.41 ii) and v) | Restrictions on Outdoor Storage  | Exemption   |

Given the scale of the subject lands and the surrounding uses, staff is of the opinion that the request to increase the maximum building height to 16 metres from permitted 12 metres is reasonable and should not have a negative impact on any neighbouring property. The neighbouring properties are an adequate distance away to avoid shadowing, and the portion of the proposed building that exceeds 12 metres in height is located in the middle of the property, away from the property lines.

Regarding the amendments to reduce required landscaping areas on the property, it is Staff’s opinion that due to the location of the proposed industrial use being surrounded by other industrial uses, the proposed landscaping is reasonable and acceptable for area’s context. The reduced requirements should not result in large negative impacts for neighbouring uses. Additionally, as noted previously in Section 3.2 of this report, the Site contains an approximately 1.6 hectare stormwater management pond that is not included in the landscaping percentages which will serve as a large landscape buffer between the public realm and the industrial uses. The pond will contribute to the reduction of hardscaping on the Subject Lands, which is one of the intents of the Landscaped Area provision.

The amendment to have exemption from qualifying note 10 in the EH Zone is supportable due to the surrounding uses being similar in nature in conjunction with the proposed



mitigation measures. As noted previously, open storage for industrial uses is a common use in the Vandorf Community's employment designations, and the proposed use is compatible with the surrounding uses. The applicant has proposed 1-to-2-metre berms along the perimeter of the outdoor storage area with 2 metre privacy fences in conjunction with the large stormwater management pond which will act as a buffer between the open storage and the private road.

**Water Restriction** - Under Section 2 of the Town's Comprehensive Zoning By-law the use of certain lands subject to the By-law are restricted as it relates to water consumption in particular. Within a Water Restriction Zone, no person shall use land or erect or use any building or structure for any industrial, manufacturing, or other process or any other permitted use that utilizes water for any purpose other than general maintenance of the premises, hygiene, and drinking water for persons employed on the premises.

Section 13.7.2.3. i) a) applies to lands within the Potential Employment Area of the Vandorf-Preston Lake Secondary Plan. This policy states that uses are to be restricted to 'dry uses', until the completion of the servicing studies in Section 13.5.3.2. The proposed development includes 'dry uses' and use of water for the industrial operations is not required.

Overall, the proposed Zoning By-law amendments are supportable and meet the objectives and policies of the higher tier Municipal, Regional, and Provincial Plans. The proposed amendments are considered to be appropriate for the development given the context. All outstanding issues from a Site design perspective will be addressed in the subsequent required site plan application.

Staff have no concerns with the proposed zoning by-law amendments as the development meets most of the applicable zoning standards, with exceptions as discussed above and recommend the approval of the Zoning By-law Amendment application.

### **3.5 Matters for additional considerations to be addressed through future Site Plan Approval Application**

Town staff and external agencies have identified the following matters to be addressed through the submission of Site Plan Approval Application.

- All required technical studies, reports, and plans reviewed through the current Zoning By-law Amendment application process that require to be updated and submitted through site plan approval application process that include but not limited to on site sewage design, Functional Servicing report, Stormwater Management report, etc.;
- Private Tree preservation, removals and compensation details to be confirmed through the site plan application process;
- Landscape design and details ;

- Photometrics and lighting plans for both exterior and wall mounted lighting – full cut off and dark sky compliant lighting for all light fixtures;
- Signage for both ground and wall mounted and way finding signage;
- A Construction Management Plan will be required at the Site Plan approval stage;
- All concerns and comments raised through the review of the current Zoning By-law Amendment application will need to be addressed to the satisfaction of the Town; and

### **3.6 Public Comments**

To date, Town Staff have received no formal written or verbal comments from members of the public regarding this application. Staff note that members of the public were adequately notified of the November 6, 2024 Public Meeting, and no members of the public attended the Public Meeting to provide comments.

### **3.7 Basis for Recommendation**

The Development Planning Division has no objection to the proposed Zoning By-law Amendment as discussed in the sections above for the following reasons:

- i) The proposed development will contribute to Provincial, Regional, and Town goals of creating long-term employment and complete communities;
- ii) The proposed development meets the intents and policies of the Town's Official Plan; and
- iii) The proposed development has not received any objections from internal or external commenting agencies or members of the public regarding the appropriateness of the Zoning By-law Amendment.

## **4. Options:**

Further to the analysis undertaken in Section 3 of this Report, Town Staff are satisfied that:

- i) The proposed development is generally consistent with the Provincial Planning Statement 2024;
- ii) The proposed development generally conforms to the Greenbelt Plan 2017; and
- iii) The proposed development generally conforms to the York Region Official Plan 2022 and the Town's Official Plan 2004.

Town Staff are satisfied that the proposed Zoning By-law Amendment represents good planning and utilization of the lands. Additionally, the subject application has fulfilled the requirements for Statutory Public Notice of Complete Application and Public Meeting in accordance with the Planning Act, R.S.O. 1990, c. P. 13.

#### 4.1 Option A (Recommended)

That Council pass the Zoning By-law Amendment with site-specific provisions for the subject lands. This option is recommended as the proposed Application represents good planning and is supportable under Provincial Policy, Regional Policy, and the Town's policy framework.

#### 5. Financial Implications:

None.

#### 6. Broader Intergovernmental Impacts and/or Considerations:

See Section 3 above in the report.

#### 7. Communication:

- Statutory notification requirements completed in accordance with the requirements of the Planning Act.
- Council Agenda circulated to interested parties in advance of Council Hearing.
- Notice of Decision to be circulated as per requirements of the *Planning Act*.

#### 8. Alignment with Strategic Plan:

1. A Town that Grows  
A Town that grows in support of complete communities

#### 9. Attachments:

Attachment No. 1 – Location Map

Attachment No. 2 – Site Plan

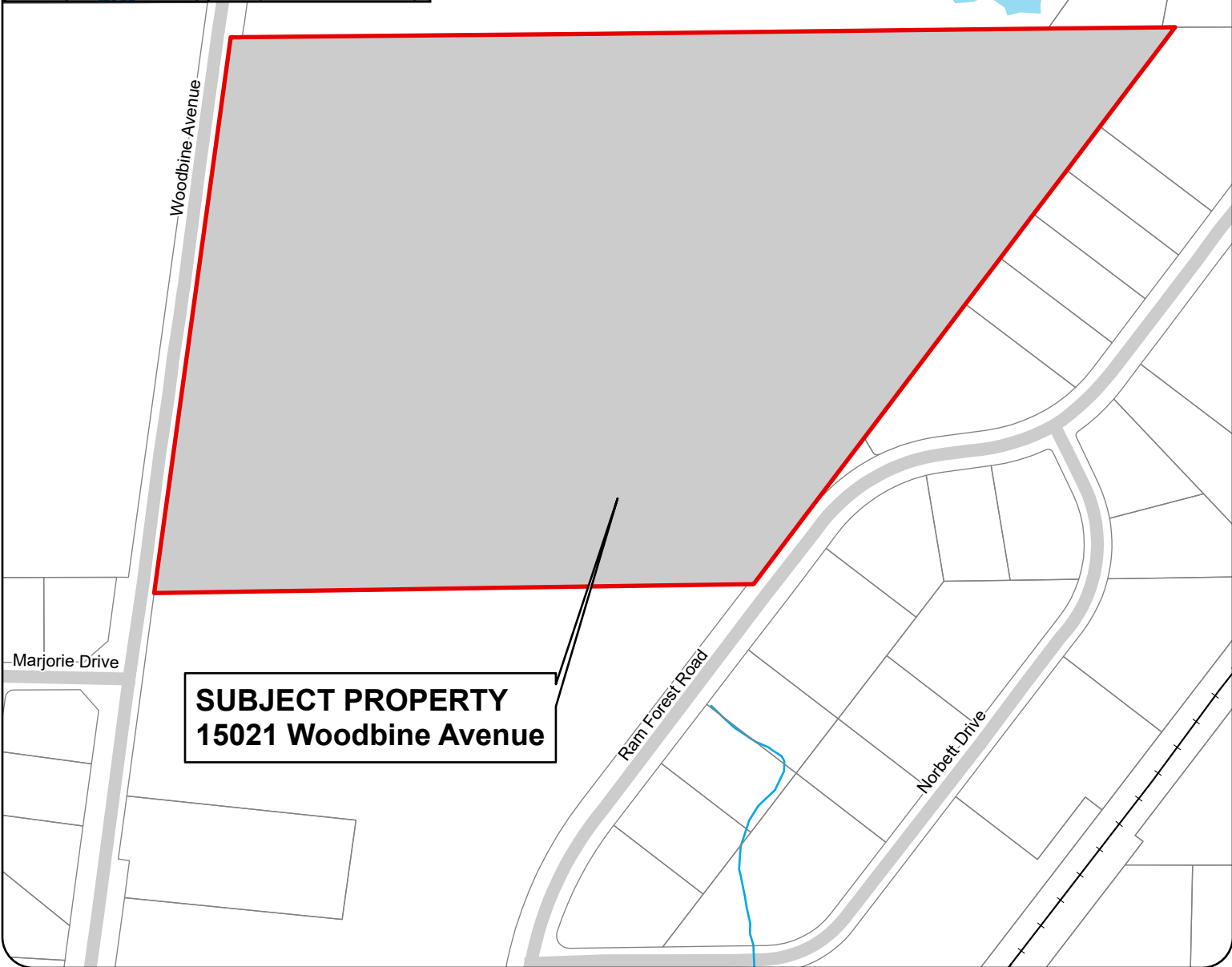
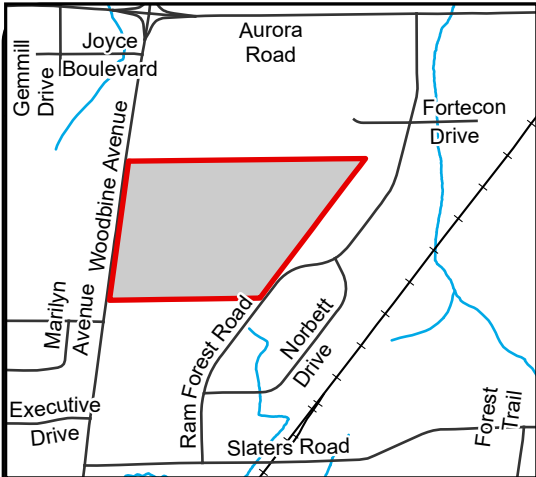
#### 10. Related Reports:

[November 6, 2024 – DS-057-24 – Public Meeting Report – Application for Zoning By-law Amendment at 15021 Woodbine Avenue to permit an Office and Warehouse Use \(File No. ZBA24.010\)](#)

**Authors:** Owen Sluga, Planner I  
Hena Kabir, Manager Development Planning

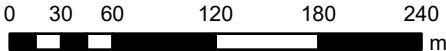
**For further information on this report, please contact the Department Head:** Dwayne Tapp, Commissioner of Development Services at 905-640-1900 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca).

# DS-063-24 Attachment 1 Location Map



### Location Map

15021 Woodbine Avenue  
CON 4 PT LOT 19 RS267 PART 1  
File No(s): ZBA.24.010



# DS-063-24 Attachment 2 Site Plan

## TURNER FLEISCHER

Turner Fleischer Architects Inc.  
67 Lesmill Road  
Toronto, ON, M3B 2T8  
T 416 425 2222  
turnerfleischer.com

This drawing, as an instrument of service, is provided by and is the property of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the accepted information. The drawing is not to be scaled. The architect is not responsible for the accuracy of survey, structural, mechanical, electrical, etc., information shown on this drawing. Refer to the appropriate consultant drawings before proceeding with the work. Construction must conform to all applicable codes and requirements or otherwise having jurisdiction. The contractor must assume full responsibility and bear costs for any corrections or damage resulting from the work.

This site plan prepared by Turner Fleischer is based on a legal survey showing the boundaries of the lands together with the current location of any existing buildings, features or encroachments prepared by LLOYD & MURCELL, dated 29th AUGUST, 2019 as provided by Municipality of Stouffville.

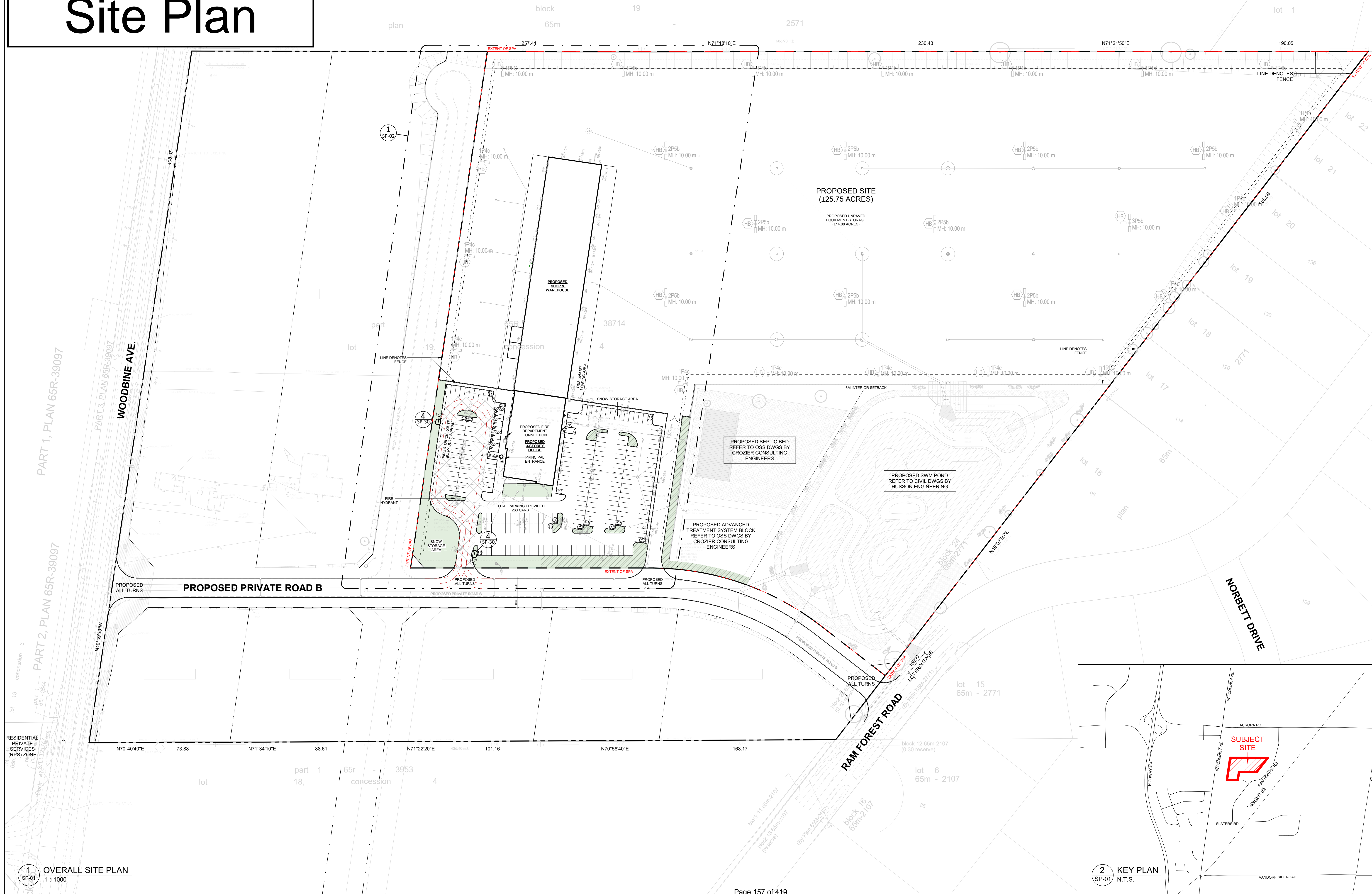
### LEGEND

 **LANDSCAPE AREA**

2,980.0 SQM  
2.86 % OF SITE AREA

 **FRONT YARD LANDSCAPE AREA**

1,273.6 SQM  
42.7 % OF LANDSCAPE AREA



| 7 | 2024-09-20 | Re-issued for SPA           |    |
|---|------------|-----------------------------|----|
| 6 | 2024-03-15 | Issued for Client Review    |    |
| 5 | 2024-03-01 | Issued for SPA              |    |
| 4 | 2023-12-14 | Issued for Client Review    |    |
| 3 | 2023-11-02 | Issued for Client Review    |    |
| 2 | 2023-08-14 | Issued for Pre-Consultation |    |
| 1 | 2023-08-12 | Issued for Coordination     |    |
| # | DATE       | DESCRIPTION                 | BY |

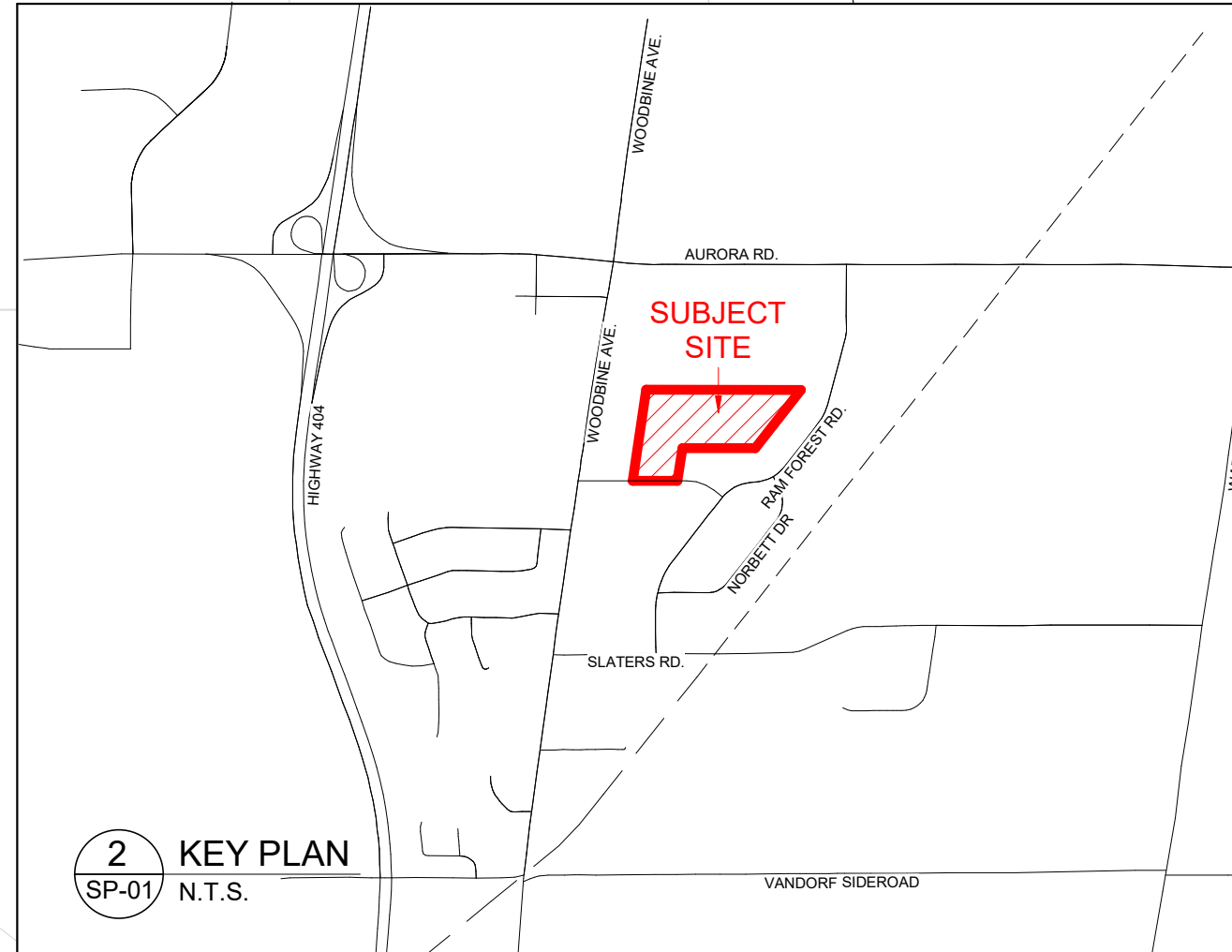


**PROJECT**  
Proposed Somerville Office & Warehouse  
15021 Woodbine Avenue, Stouffville, Ontario

**DRAWING**  
OVERALL SITE PLAN

|              |              |
|--------------|--------------|
| PROJECT NO.  | 22.241P01    |
| PROJECT DATE | 2024-11-28   |
| DRAWN BY     | AGO          |
| CHECKED BY   | RCH          |
| SCALE        | As indicated |

|             |       |      |   |
|-------------|-------|------|---|
| DRAWING NO. | SP-01 | REV. | 7 |
|-------------|-------|------|---|



1 SP-01 OVERALL SITE PLAN  
1 : 1000

2 SP-01 KEY PLAN  
N.T.S.

2024-11-28 11:45:24 AM

**BUILDING STATISTICS**  
CITY OF WHITCHURCH-STOUFFVILLE ZONING BY-LAW 2010-001-20  
EMPLOYMENT HEAVY EXCEPTION (EH-X)

| REGULATIONS                    | REQUIRED   | PROVIDED              | ADDITIONAL APPLICABLE NOTES  |
|--------------------------------|--|-----------------------|--|
| MIN LOT AREA                   | 0.8 ha   | 10.42 ha              | The minimum lot area may be reduced to 0.4 ha subject to the submission and approval by the Town of a hydrogeological report and other technical studies required to verify that the lot at the reduced size can be properly serviced with private well and sanitary services to the satisfaction of the Town. (2011-151-20) (2016-144-20) |
| MIN LOT FRONTAGE               | 30 m   | 15 m                  |  |
| MIN FRONT YARD SETBACK         | 10 m   | 2.24 m                | A minimum 4.5 m of the required yard must be landscaped.   |
| MIN EXTERIOR SIDE YARD SETBACK | 10 m   | 6.1 m                 | A minimum 4.5 m of the required yard must be landscaped.   |
| MIN INTERIOR SIDE YARD SETBACK | 6 m  | 4.8 m                 | A minimum 4.5 m of the required yard must be landscaped. In the case of 2 lots which are combined as part of a singularly planned development with shared parking and loading facilities, no minimum landscaped strip shall be required within the abutting interior side yards.   |
| MIN REAR YARD SETBACK          | 10 m   | 4.4 m                 | A minimum 4.5 m of the required yard must be landscaped. In the case of 2 lots which are combined as part of a singularly planned development with shared parking and loading facilities, no minimum landscaped strip shall be required within the abutting interior side yards.   |
| MIN BUILDING GROSS FLOOR AREA  | N/A  | 7,486 m <sup>2</sup>  |  |
| MAX HEIGHT OF BUILDINGS        | 20 m   | 18 m                  |  |
| MIN LANDSCAPED AREA            | 10% of lot area  | 2.86%                 |  |
| FRONT YARD LANDSCAPED AREA     | 50% of front yard area   | 42.7 %                |  |
| ACCESSORY OUTDOOR STORAGE      | N/A  | 58,788 m <sup>2</sup> |  |
| MAX LOT COVERAGE               | 35%  | 5.61%                 |  |
| MIN SETBACK TO HEDGEROW        | 3 m  | 40 m                  | The minimum setback applies to all buildings and structures, parking areas or accessory outdoor storage. The setback shall be measured from the stated edge of the hedgerow feature. No grading or soil stripping shall be permitted in the setback area. (2011-151-20)  |
| PARKING REQUIREMENT            | 5 parking spaces for each 100 m <sup>2</sup> of GFA (Office) + 4 parking spaces for each 100 m <sup>2</sup> of GFA (Warehouse) | 260 cars              |  |
| PARKING SPACE DIMENSIONS       | 2.75 m x 5.5 m   | 2.75 m x 6 m          |  |
| aisle width                    | 6.5 m  | 6.5 m                 |  |
| REQUIRED BARRIER-FREE PARKING  | 2 SPACES + 2% OF TOTAL REQUIRED PARKING  | 7 cars                | Where an odd number of barrier free parking spaces are required, the additional parking space may be either a Type A or a Type B   |
| LOADING SPACES REQUIREMENT     | OVER 2.400MP UP TO 7.000M: GFA: 4 LARGE LOADING SPACES   | 22 loading spaces     |  |

| PROPOSED SITE AREA            | ±25.75 AC     | ±10.42 HE    |
|-------------------------------|---------------|--------------|
| PROPOSED OFFICE AREA          |               |              |
| GROUND FLOOR                  | ±116,501 S.F. | ±11,533 S.M. |
| SECOND FLOOR                  | ±116,533 S.F. | ±11,495 S.M. |
| ROOF TOP                      | ±1,044 S.F.   | ±97 S.M.     |
| OVERALL OFFICE AREA           | ±232,668 S.F. | ±23,025 S.M. |
| PROPOSED WAREHOUSE AREA       |               |              |
| GROUND FLOOR                  | ±446,467 S.F. | ±4,317 S.M.  |
| MEZZANINE                     | ±1,442 S.F.   | ±134 S.M.    |
| OVERALL WAREHOUSE AREA        | ±447,910 S.F. | ±44,451 S.M. |
| OVERALL GFA                   | ±680,578 S.F. | ±67,486 S.M. |
| BUILDING AREA                 | ±62,968 S.F.  | ±5,850 S.M.  |
| OVERALL SITE COVERAGE         |               | 5.61 %       |
| PARKING REQUIRED              | 254 CARS      |              |
| BARRIER FREE PARKING REQUIRED | 7 CARS        |              |
| PARKING PROVIDED              | 260 CARS      |              |
| BARRIER FREE PARKING PROVIDED | 7 CARS        |              |
| LOADING SPACES REQUIRED       | 4 SPACES      |              |
| LOADING SPACES PROVIDED       | 22 SPACES     |              |

# DS-063-24 Attachment 2 Site Plan

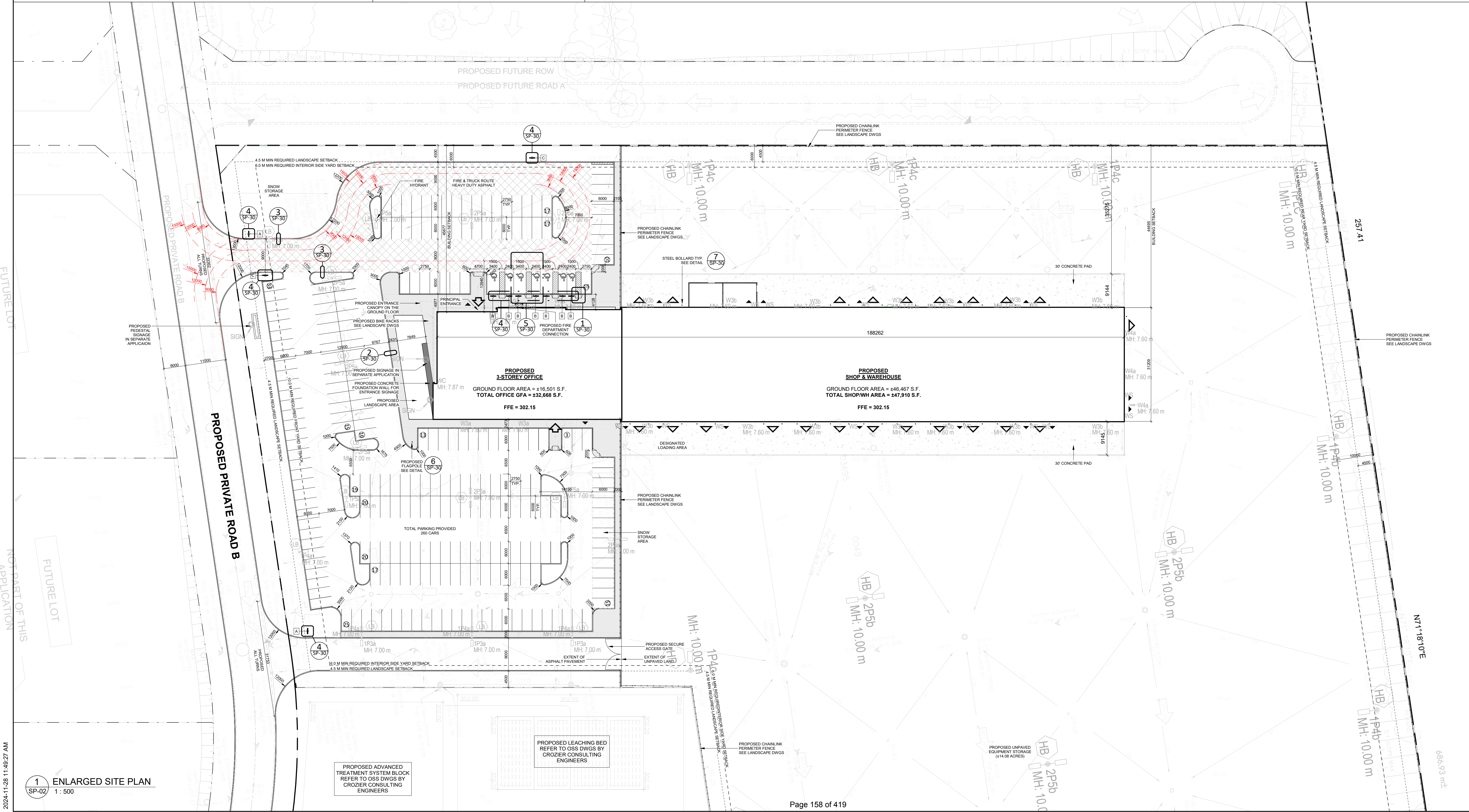
**TURNER FLEISCHER**  
Turner Fleischer Architects Inc.  
67 Leslie Road  
Toronto, ON, M3B 2T8  
416.425.2222  
turnerfleischer.com

This drawing, as an instrument of service, is provided by and is the property of Turner Fleischer Architects Inc. The contractor must verify and accept responsibility for all dimensions and conditions on site and must notify Turner Fleischer Architects Inc. of any variations from the accepted information. This drawing is not to be scaled. The architect is not responsible for the accuracy of survey, structural, mechanical, electrical, etc. information shown on this drawing. Refer to the appropriate consultant drawings before proceeding with the work. Construction must conform to all drawings not specifically marked "For Construction" must assume full responsibility and bear costs for any corrections or damage resulting from its work.

This site plan prepared by Turner Fleischer is based on a topographic survey showing the boundaries of the lands together with the current location of any existing buildings, features or encroachments prepared by LLOYD & PARCELL, dated 29th AUGUST, 2018 as provided by Municipality of Whitchurch-Stouffville.

**LEGEND**

- ENTRANCE
- OVERHEAD DOOR
- EXIT
- SIAMESE CONNECTION
- SIGN
- PROPOSED FIRE & TRUCK ROUTE (HEAVY DUTY ASPHALT)
- PROPOSED CONCRETE WALKWAY
- PROPOSED CONCRETE PAD
- PROPOSED MANWHOLE SEE CIVIL DRAWINGS
- PROPOSED CATCH BASIN / MANWHOLE SEE CIVIL DRAWINGS



| # | DATE       | DESCRIPTION                 | BY |
|---|------------|-----------------------------|----|
| 7 | 2024-09-20 | Re-issued for SPA           |    |
| 6 | 2024-03-15 | Issued for Client Review    |    |
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| 1 | 2023-08-12 | Issued for Coordination     |    |



**PROJECT**  
**Proposed Somerville Office & Warehouse**  
15021 Woodbine Avenue, Stouffville, Ontario

**DRAWING**  
**ENLARGED SITE PLAN**

|               |              |
|---------------|--------------|
| PROJECT NO:   | 22.241P01    |
| PROJECT DATE: | 2024-11-28   |
| DRAWN BY:     | AGO          |
| CHECKED BY:   | RCH          |
| SCALE:        | As indicated |

DRAWING NO. **SP-02** REV. **7**

1 ENLARGED SITE PLAN  
SP-02  
1:500

**Subject:** Applications for Draft Plan of Subdivision and Zoning By-law Amendment – 12724 and 12822 Tenth Line [File Nos. 19T(W)-19.002 and ZBA19.012]

**Staff Report No.** DS-064-24

**Department/Commission:** Development Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council approve the Application for Draft Plan of Subdivision File No. 19T(W)-22.004 in principle and staff report back to Council with recommended conditions draft plan approval upon final approval of Official Plan Amendment No. 155, for the Old Elm Old Elm Major Transit Station Area; and,
- 2) That Council approve the Application for proposed draft zoning by-law amendments File No. ZBA19.012 in principle, as attached to this report; and,
- 3) That staff bring forward a By-law for passing at a future date, to amend the Town of Whitchurch-Stouffville’s Comprehensive Zoning By-law 2010-001-ZO by applying site-specific zones; and,
- 4) That Council confirm that notwithstanding that the proposed Zoning By-law amendment as attached to this report is different than the Zoning By-law amendment as proposed at the September 28, 2021, Public Meeting, the revisions are minor in nature and that no further Statutory Public meeting is required.

**Report Highlights**

- Applications have been submitted by SvN Architects and Planners (“Authorized Agent”) on behalf of 2605552 Ontario Inc., Newstone Development (“the Applicant”), that seeks draft plan approval to facilitate the development of a higher density, compact, mixed-use area to support the Old Elm Major Transit Station Area.
- The applications have been reviewed in consideration of Provincial, Regional and Town policies and Staff are of the opinion that the applications are consistent with/conforms to those policies.

## 1. Purpose:

The purpose of this Report is to assess the merits of and make a recommendation respecting the applications for a Draft Plan of Subdivision and Zoning By-law Amendment for the lands municipally known as 12724 and 12822 Tenth Line (the “Subject Lands”), which if approved would permit the construction of a mixed-use plan of subdivision.

## 2. Background:

### 2.1 Location

The abutting subject properties front onto the west side of Tenth Line in Lincolnville and are bisected by the GO rail line, as shown in Figure 1 – Location Map below. The Owner is seeking approval of a Draft Plan of Subdivision and Zoning By-law Amendment to facilitate the development of the east portions of the subject properties (east of the GO rail line) as shown in red outline on the Location Map (refer to **Attachment 1**). The combined area of the east portions of the subject properties is approximately 15.0 hectares.

### 2.2 Surrounding Land Uses

Below is a description of the adjacent land uses:

**North:** Metrolinx lands/future Lincolnville GO Station.

**East:** Tenth Line and rural/agricultural lands.

**South:** Residential plan of subdivision.

**West:** Metrolinx/GO rail line and other lands owned by proponent.

## 3. Analysis:

### 3.1 Development Proposal

A copy of the proposed plan of subdivision is shown on **Attachment 2**, and the submitted concept site plan for the subject lands is shown on **Attachment 3**. The proposed draft plan of subdivision consists of:

- Blocks A, B and C for 1,162 units on a total of 7.1 hectares
- Block A will also provide 3,206 square metres of non-residential floor area
- 1.67 hectare park block located in the southwest quadrant of the site along the rail corridor and greenlands system
- 0.17 hectare park block located in the northeast corner of the site near the Tenth Line and the Metrolinx lands



- 4.32 hectare environmental protection block along the east side of the rail corridor
- 0.66 hectare stormwater management block in the southwest part of the site

The west portions of the subject properties (west of the rail line) are subject to separate, active applications for draft plan of subdivision and zoning by-law amendment [File Nos: 19T(W)-21.001 and ZBA21.001]. These applications were deemed complete in 2021 and are under review.

The subject lands abut and surround the north, west and south sides of a 2.02 hectare property that is also contemplated for development (12762 Tenth Line). Applications for draft plan of subdivision and zoning by-law amendment File Nos: 19T(W)-20.007 and ZBA20.001] were deemed complete in 2021 and are under review.

The Concept Site Plan shows the following:

- A total of 1,162 residential units consisting of:
  - 562 apartment units
  - 548 stacked back-to-back townhouse units
  - 52 back-to-back townhouse units
- 1,796 parking spaces are shown on the concept plan consisting of:
  - 84 at-grade spaces
  - 1,302 below-grade spaces (P1)
  - 410 below-grade spaces (P2)
- The apartment buildings between the proposed east-west collector road (Street 'A') and the north property line, range in height from 6 to 12 storeys with the highest concentration in density in the northeast corner closest to the Metrolinx property (~404 apartment units).
- In addition to the proposed east-west collector road, local roads and private condominium roads for townhouse blocks are proposed.
- A proposed 0.17 hectare park in the northeast corner of the site centres around the protected White Elm heritage tree.
- Commercial uses within the proposed mid-rise will be provided at grade fronting onto Tenth Line. The proposed ground level commercial uses will also provide daily convenience to the future residences and surrounding community.
- A Provincially Significant Wetland with 30-metre-wide buffer is shown along the western part of the subject lands along the rail corridor. An evaluated wetland is shown along the north property line.

### 3.1.1 Urban Design and Landscape Design Scheme

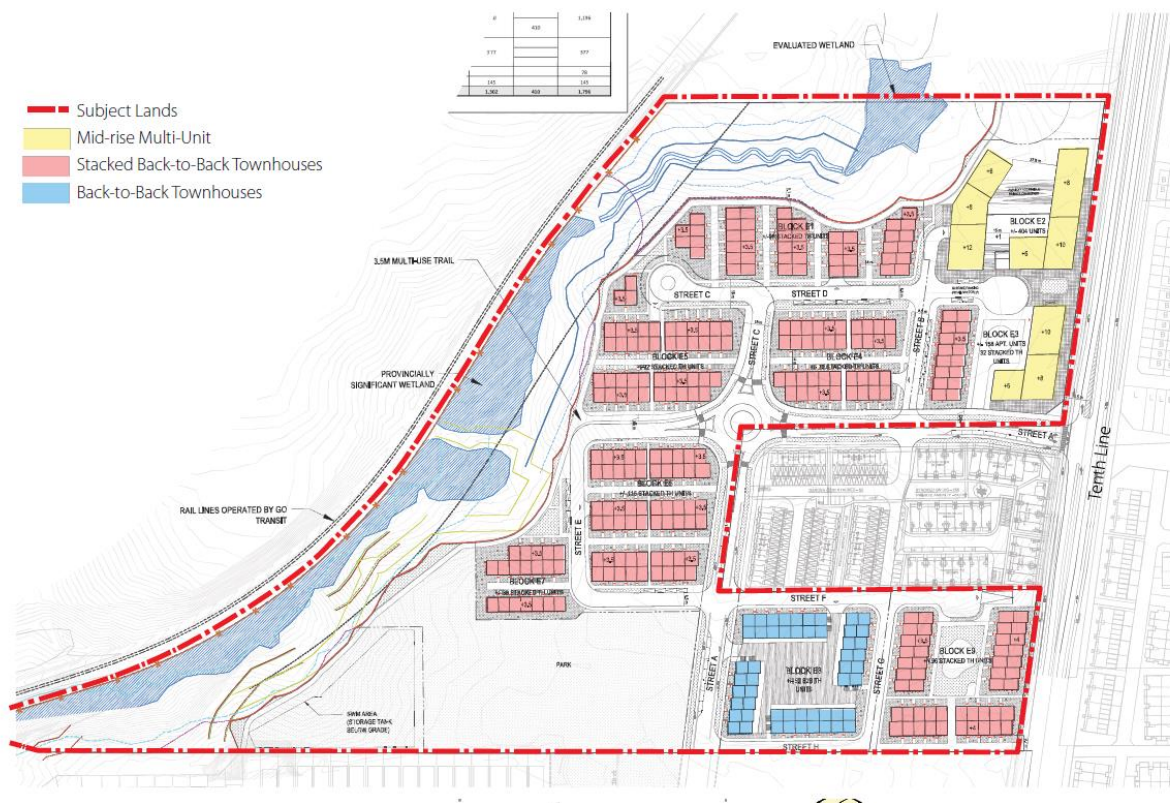
In response to Town’s staff comments and in light of the Town’s Urban Design Guidelines and Old Elm Urban Design Guidelines, the applicant has submitted a Urban Design Brief and Planning Justification report that provides direction on the urban design scheme for the overall proposed development. Some of the highlights include but not limited to the following:

#### Built Form

The proposed development includes an intermixing of housing types and a variety of visible building elements and materials within each block, including 3 storey tall back-to-back townhouse units, 3.5 storey tall back-to-back stack townhouse units, and 6 to 12 storey tall mid-rise buildings with at grade commercial fronting Tenth Line, a major collector road, creating an active street wall. The taller buildings height transition to the GO Station where the highest density taller built form will be placed adjacent to the station area. The proposal will provide underground and surface parking for residents and visitors. At grade parking opportunities are provided at strategic locations, to increase accessibility within the development.

Figure 1 below show a copy of the concept plan that shows the types of built form and heights.

**Figure1 - Proposed Building Heights and Residential Types**



## Landscape Design

- Outdoor gathering and recreational opportunities provided in the community.
- Townhouse clusters include courtyards and terraces, interconnected by pedestrian walkways and trails, leading to the Greenland System.
- Gathering spaces and activity areas oriented towards primary frontages and streets wherever appropriate, to create an active public realm.
- The mid and high-rise building cluster to the north is designed to frame a publicly accessible private space (POPS) courtyard, designed with stairs and terraces to integrate the existing grading, while providing opportunities for performances, gatherings and active transport and possible location for public art.
- Mid-rise buildings and stacked back-to-back townhouses adjacent to Tenth Line to provide a generous setback to allow for a high quality landscape frontage and pedestrian amenities, and connects with the GO Station

Figure 2 below shows a conceptual Landscape design for the proposed Plan of Subdivision.

**Figure 2 – Conceptual Landscape Plan**

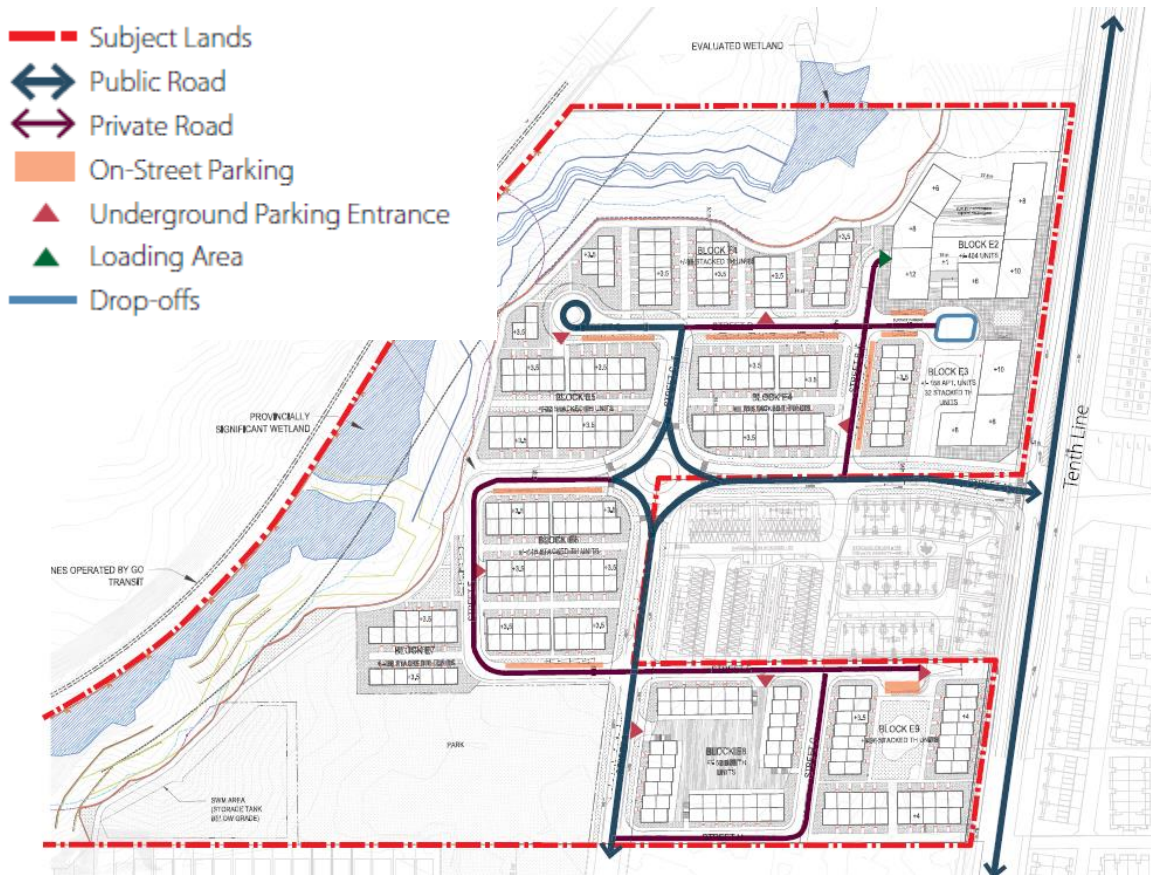


## Roads and streets

- A new public road is proposed on the Subject Lands that directly connects to the Tenth Line collector road, as envisioned in OPA 155. This will serve as the main access-way that connects to the development’s private roads.

Figure 3 below shows the proposed road network for both public and private roads for the subdivision.

**Figure 3 – Road Network**



**Pedestrian circulation**

- The proposed block, street layout, and siting of the stacked back-to-back townhouses, back-to-back townhouses, and high- and mid-rise residential buildings emphasize on creating a pedestrian oriented environment that prioritizes visibility and safe pedestrian linkages. Multi-use trails are proposed along the Greenland System and continue through the development to encourage active transportation options for residents of the proposed community and beyond.

Figure 4 below shows the pedestrian circulation concept proposed the proposed development.

**Figure 4 – Pedestrian circulation**



### 3.2 Supporting Documents

Several plans and studies have been submitted in support of the applications, including:

- Proposed Draft Plan of Subdivision
- Planning Justification Report
- Urban Design Brief
- Shadow Study
- Geotechnical Report
- Hydrogeological Study
- Functional Servicing Report
- Traffic Impact Analysis
- Parking Demand Study
- Archaeological Resource Assessment
- Environmental Impact Study
- Tree Preservation Report
- Salt Management Plan

### 3.3 Applicable Policies

This section analyzes the conformity and consistency with the current and relevant policy environment and this analysis forms a part of the review of the planning application. The

review will include Provincial Plans and policies, the York Region Official Plan, and the Town's current Official Plan and Zoning By-law.

### **3.3.1 Provincial Policy Statement 2024**

Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Policy Statement (PPS) was issued under the authority of Section 3 of the Act. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including the protection of resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The PPS 2024 came into effect on October 20, 2024 and replaces the Provincial Policy Statement, 2020 and the Growth Plan 2019. The new PPS 2024, is a consolidated statement of provincial land use policies. The PPS 2024, focuses on land-use policy changes to enable municipalities to plan for and support development by increasing housing supply – encouraging intensification, better infrastructure, while fostering the long-term viability of rural area, and balancing the protection of agricultural lands, the environment, public health and safety. For this purpose, decisions and comments made by the Town are to maintain consistency with the new PPS 2024. Within the PPS 2024, the following policy sections are relevant to the proposed applications:

Section 2.2 (Housing) speaks to Planning authorities providing for an appropriate range and mix of housing options and densities to meet the projected needs of current and future residents, by promoting densities for new housing that efficiently uses land, resources, infrastructure, and public service facilities.

Section 2.3 (Settlement Areas) focuses on the growth and development of settlement areas that are to efficiently use land and resources, optimize existing and planned infrastructure and public service facilities, support active transportation, and overall density through intensification and redevelopment to support the achievement of complete communities.

Subsection 2.4.2 (Major Transit Station Areas) identifies minimum density targets within and in proximity to major transit station areas.

Section 3.6 (Sewage, Water and Stormwater) speaks to accommodating forecasted growth in a timely manner that promotes efficient use and optimization of existing services. These services are to be sustained, feasible, financially viable, ensure the protection of human health and safety, the environment (with respect to quality and quantity of water), and align with comprehensive municipal planning. Servicing is to be considered at all stages of the planning process.

Section 3.9 (Trails and Open Space) speaks to the promotion of healthy, active and inclusive communities through the provision of publicly accessible, built and natural settings for recreation, including parklands, open space areas, trails and linkages, while minimizing negative impacts on existing natural areas.

Section 4.1 (Natural Heritage) speaks to those natural features and areas to be protected for the long term. York Region is within Ecoregion 6E & 7E, as identified in Chapter 7 of the PPS, 2024. Section 4.1.5 and 4.1.8 states that development and site alteration shall not be permitted within or adjacent to significant woodlands and natural heritage features in Ecoregions 6E and 7E, unless it's been demonstrated that there will be no negative impacts on the natural features or with their ecological functions.

Section 4.2 (Water) speaks to the protection, improvement or restoration of the quality and quantity of water by respectfully using the watershed for ecologically meaningful scale for integrated and long-term planning, and planning for efficient and sustainable use of water resources.

Chapter 6 (Implementation and Interpretation) outlines the applicability of the PPS, 2024. Section 6.1.5 states that Official Plans are to identify set out the appropriate land use designations and policies, that are clear, reasonable and attainable to reflect and protect provincial interests. Official Plans are to be in keeping with the PPS, 2024, and decisions must be made in accordance with the PPS, if municipal documents are not yet updated to conform.

Staff are of the opinion that the proposed development which is set to provide a range of unit types and sizes, commercial uses and will contribute to the Town's open space and active transportation network through the dedication of the Natural Heritage System Block, achieves the intent of the policies within the new PPS 2024.

On this basis staff is of the opinion that the proposed development represents good planning and a form of development appropriate for the subject lands.

### **3.3.2 York Region Official Plan (YROP)**

The subject lands fall within the Town's and Villages designation of the YROP, and the Regional Greenlands System also applies to part of the western part of the subject lands. The Old Elm GO Station has been identified as a Major Transit Station Area in the YROP.

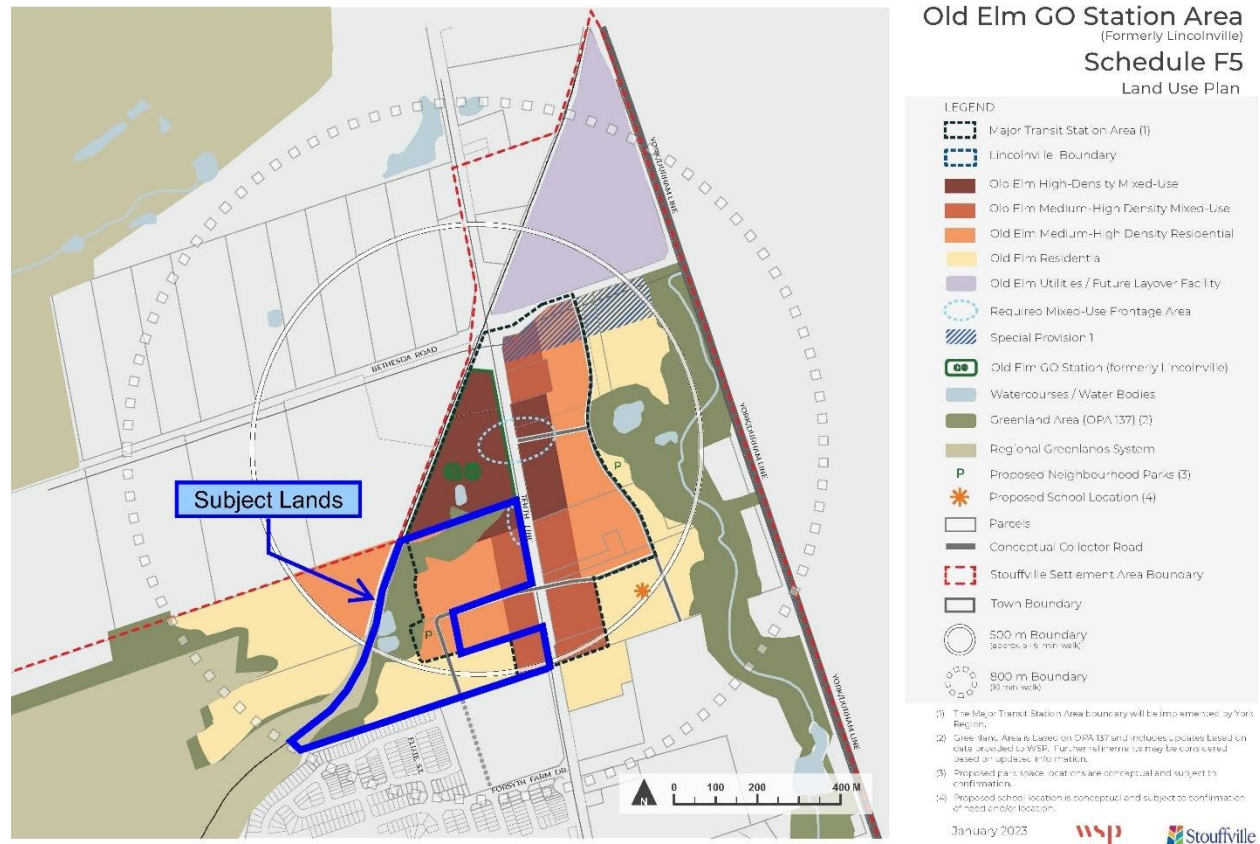
The proposed development is in conformity with the York Region Official Plan.

### **3.3.3 Official Plan Amendment No. 155 – Old Elm GO Station Area**

Official Plan Amendment No. 155 (OPA 155) was adopted by the Town on February 1, 2023 to establish a policy framework to guide development in proximity to the Old Elm (formerly Lincolnville) GO Station.

OPA 155 would redesignate the subject lands to Old Elm High-Density Mixed-Use, Old Elm Medium-High Density Mixed-Use, Old Elm Medium-High Density Residential, Old Elm Residential and Greenland Area, as shown in Figure 5 below.

**Figure 5 – Proposed Old Elm GO Station Area Land Use Plan, Schedule F5**



It is noted that a portion of the subject lands, designated Old Elm Residential and Greenland Area are located outside of the MTSA boundary but within the 500 metres of the GO station.

Table 1 below provides a summary of land uses, heights and densities for each of the proposed land use designations that would apply to the subject lands.

**Table 1 – Summary of Permitted Uses, Heights and Densities from Proposed OPA 155**

| Lincolnville Land Use Designations    | Permitted Uses  | Height  | Density  |
|---------------------------------------|---|---|--|
| <b>Old Elm High-Density Mixed-Use</b> | <ul style="list-style-type: none"> <li>Mixed-use buildings with at-grade commercial and/or office uses and upper-storey apartments and/or offices</li> <li>Offices</li> <li>Apartments, stacked townhouses and back-to-back stacked townhouses, including live-work units</li> <li>The GO Transit Station and associated uses including accessory commercial and office uses</li> </ul> | <p>5 to 8 storeys (approx. 17 to 26 m)</p> <p>Taller buildings, not exceeding 12 storeys (approx. 38 m), are permitted, subject to criteria</p> | <p>200 to 520 units per net ha (about 175 to 450 units per gross ha)</p> |



| Lincolville Land Use Designations                     | Permitted Uses   | Height   | Density  |
|---|--|--|--|
|   | <ul style="list-style-type: none"> <li>- Accessory uses including home occupations</li> <li>- Restaurants, banks and similar commercial services, personal service shops, medical offices, day care uses, convenience retail and small-scale retail uses</li> </ul>  |  |  |
| <p><b>Old Elm Medium-High Density Mixed-Use</b></p>   | <ul style="list-style-type: none"> <li>- Mixed-use buildings with at-grade commercial and office uses and upper-storey apartments and/or offices</li> <li>- Offices</li> <li>- Apartments</li> <li>- Stacked townhouses and back-to-back stacked townhouses</li> <li>- Live-work units in the form of apartments and townhouse units as permitted above</li> <li>- Accessory uses including home occupations in conjunction with townhouse units</li> <li>- Restaurants, banks and similar commercial services, personal service shops, medical offices, day care uses, convenience retail and other small-scale retail uses within the ground floor of mixed-use buildings</li> </ul> | <p>3 to 8 storeys (approx. 11 to 26 m)</p> <p>Taller buildings, not exceeding 10 storeys (approx. 32 m), are permitted, subject to criteria</p>  | <p>80 to 450 units per net ha (about 70 to 400 units per gross ha)</p> |
| <p><b>Old Elm Medium-High Density Residential</b></p> | <ul style="list-style-type: none"> <li>- Apartments</li> <li>- A full range of townhouses, including street townhouses, back-to-back townhouses, back-to-back stacked townhouses, laneway townhouses and stacked townhouses</li> <li>- Live-work townhouses where buildings front onto collector roads or Tenth Line</li> <li>- Accessory uses including additional residential units and home occupations</li> </ul>  | <p>2 to 5 storeys (approx. up to 17 m)</p> <p>Taller buildings, not exceeding 10 storeys (approx. 32 m), are permitted, subject to criteria</p>  | <p>55 to 450 units per net ha (about 45 to 400 units per gross ha)</p> |
| <p><b>Old Elm Residential</b></p>                     | <ul style="list-style-type: none"> <li>- Smaller lot single and semi-detached dwellings</li> <li>- A full range of townhouses, including street townhouses, back-to-back townhouses, laneway townhouses and stacked townhouses</li> <li>- Apartments</li> <li>- Community uses including schools</li> <li>- Accessory uses including additional residential units and home occupations</li> </ul>  | <p>Up to 4 storeys (minimum 3 storeys when fronting 10<sup>th</sup> Line)</p> <p>Taller buildings, not exceeding 8 storeys (approx. 26 m), are permitted, subject to criteria</p> <p>Maximum 3 storeys when abutting existing or proposed low-rise residential</p> | <p>35 to 285 units per net ha (about 30 to 250 units per gross ha)</p> |

The proposed development will support the vision and purpose of the area including providing convenient access the Major Transit Station Area in a mixed-use, higher density node area with ground floor commercial uses (Section 12.4.11), and providing opportunities for affordable housing, recreation and nearby commercial and office uses (Section 12.7.23.1).

### **3.3.4 Town of Whitchurch-Stouffville Comprehensive Zoning By-law 2010-001-ZO**

The subject lands are currently zoned Agricultural (AG) and Environmental (ENV) according to the Town's Zoning By-law. The Zoning By-law Amendment Application proposes to rezone the subject lands to Residential New Four [RN4(27)], Residential New Five [RN5(5)], Residential New Five [RN5(6)], Open Space (OS) and Environmental (ENV) with exceptions to certain regulations to facilitate the proposed development. The proposed Draft Zoning By-law Amendment is provided as **Attachment 4**.

The Residential New Four [RN4(27)] Zone is intended to generally implement the lands to be designated Old Elm Medium-High Density Residential and Old Elm Residential in proposed OPA 155. And the Residential New Five [RN5(5)] and Residential New Five [RN5(6)] Zones are intended to implement the Old Elm High-Density Mixed-Use and Old Elm Medium-High Density Residential designations along 10th Line in proposed OPA 155.

On June 6, 2024, Bill 185 - Cutting Red Tape to Build More Homes Act, 2024 received Royal Assent and amended the Planning Act. Bill 185 prohibits official plans and zoning by-laws from requiring an owner or occupant of a building or structure to provide and maintain parking facilities within a Protected Major Transit Station Area. Therefore, the proposed Zoning By-law Amendment contains clauses to exempt uses from providing parking on lands located with the Major Transit Station Area identified on Schedule F5 of OPA 155. Notwithstanding the Town's inability to require parking, developers and property owners may decide to provide needed parking based on market demand or other factors.

For the area of the subject lands located outside of the MTSA and proposed to be zoned RN4(27), the applicant has requested a reduction in the parking requirement for back and stacked townhouse units from 2 spaces per unit to 1.25 plus 0.25 reserved for visitors. The Parking Study submitted by the applicant in support of proposed reductions to parking requirements:

- Included the results of parking demand surveys conducted at four similar residential apartment developments within the Town. The results indicated that 0.96 spaces per unit plus 0.1 spaces for visitors would be sufficient, also recognizing opportunities for shared parking areas, and close proximity to public transit.
- Anticipated frequent all-day GO train service in the near future.
- Recognized planned facilities for cycling and pedestrian use along Tenth Line.

- Recommended the provision of bicycle racks within the surface and underground parking areas to encourage cycling.

Burnside, on behalf of the Town, has determined that the proposed reductions to parking rates are acceptable.

Figure 6 below shows the proposed zoning amendments.

**Figure 6 – Proposed Zoning By-law Schedule**

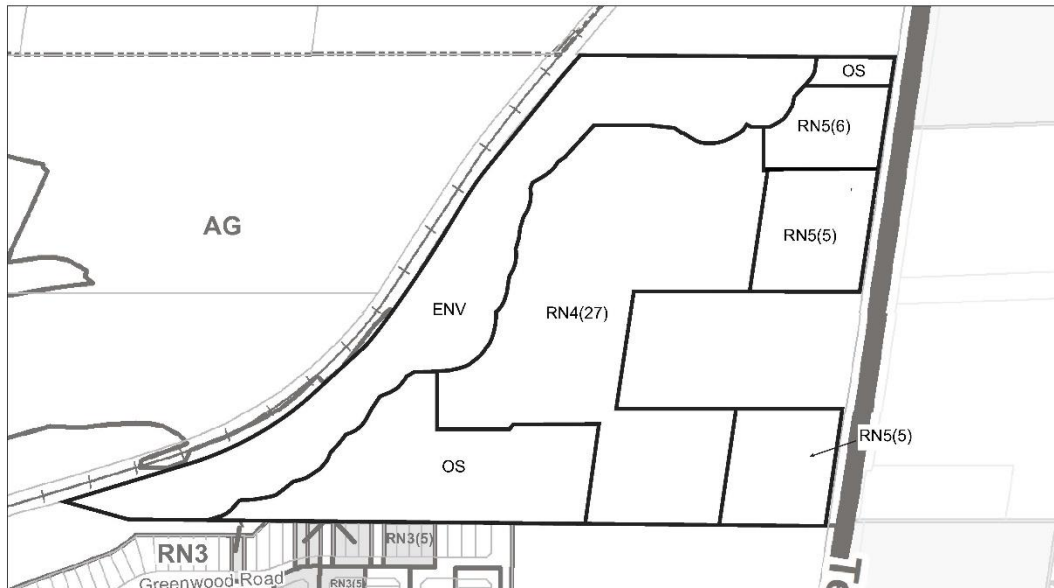


Table 2 provides a summary of requested relief from the Town’s Zoning By-law for the proposed site-specific RN4(27) Zone.

**Table 2 – Proposed Amendments to RN4 Zone**

| Regulation  | Required | Proposed Exception |
|---|----------|--------------------|
| <b>Residential New Four (RN4) – Back to Back Townhouse Dwellings (Section 5A.2)</b> |          |                    |
| Minimum Exterior Yard when abutting a roundabout (m)                                | 3.0      | 0.4                |
| Maximum Height (m)  | 10.0     | 12.0               |
| <b>Residential New Four (RN4) – Stacked Townhouse Dwellings (Section 5A.2)</b>      |          |                    |
| Minimum Lot Area (m <sup>2</sup> )  | 145      | 70                 |
| Minimum Front Yard when abutting a roundabout (m)                                   | 3.0      | 2.0                |
| Minimum Exterior Yard when abutting a roundabout (m)                                | 3.0      | 0.5                |
| Minimum Yard Between Buildings (m)  | 3.0      | 2.0                |

| Regulation  | Required | Proposed Exception   |
|---|----------|--|
| Minimum Rear Yard (m)   | 6.0      | Where a stacked townhouse is also a back-to-back townhouse, the minimum rear yard is 0 |
| Maximum Height (m)  | 12.0     | 14.0   |
| <b>Qualifying Notes to RN4 Regulations (Section 5A.2.1)</b>                           |          |  |
| Minimum Setback of a Vehicular Access Door of any Garage to Front Lot Line (m)        | 6.0      | 4.5  |
| Maximum Lot Coverage (%)  | 35       | 40   |
| <b>Parking Standards (Section 3.23.1)</b>   |          |  |
| Minimum Number of Parking Spaces per Back to Back Townhouse or Stacked Townhouse Unit | 2 spaces | 1.25 plus 0.25 reserved for visitors   |

The RN5 Zone limits permitted uses to apartment buildings, parks and accessory uses, buildings, and structures. The Application for Zoning By-law Amendment proposes to permit the following additional uses on the ground floor of an apartment building, and require them at grade of apartment buildings to ensure a mixed used development:

- a) Animal Grooming Centre
- b) Convenience Store
- c) Day Care Centre
- d) Dry Cleaning Establishment
- e) Financial Institution
- f) Fitness and Recreation Facilities
- g) Library
- h) Office
- i) Personal Service Establishment
- j) Restaurant
- k) Retail Store
- l) Service Establishment
- m) Studio

The proposed Amendment would also permit stacked townhouse dwellings in the Residential New Five Zone, in accordance with the proposed site specific RN4 Zone regulations.

Table 3 provides a summary of other requested relief from the Town’s Zoning By-law for the proposed site-specific Residential New Five [RN5(5)] Zone.

**Table 3 – Proposed Amendments to RN5 Zone**

| <b>Regulation</b>  | <b>Required</b>   | <b>Proposed Exception</b>             |
|--|---|---------------------------------------|
| <b>Residential New Four (RN5) – Apartment Dwellings (Section 5A.2)</b> |   |                                       |
| Minimum Front Yard along Tenth Line (m)                                | 6.0   | 3.0                                   |
| Minimum Interior Side Yard (m)   | 6.0   | 4.3                                   |
| Minimum Rear Yard (m)  | 6.0   | 5.0                                   |
| Maximum Height (m)   | 20.0  | 32.0 (excludes mechanical penthouses) |
| <b>Qualifying Notes to RN5 Regulations (Section 5A.2.1)</b>            |   |                                       |
| Maximum Density (units per hectare)                                    | 65  | 450                                   |
| Maximum Lot Coverage (%)   | 35  | 40                                    |
| Minimum Landscaped Area (%)  | 35  | Nil                                   |
| Angular Plane  | All buildings with a height of 10 m or greater shall be built within the Angular Plane as defined by this By-law. | Does not apply                        |

The proposed Residential New Five [RN5(6)] Zone has the same permitted uses and regulations as the RN5(5) Zone with the exception of a maximum apartment height of 41 metres.

Staff are of the opinion that the requested site-specific draft Zoning By-law Amendment represents good planning and will facilitate an appropriate form of development for the subject lands. Reduced requirements for yard setbacks will allow for development to ‘frame’ Tenth Line and collector roads in accordance with OPA 155. The proposed land uses, building heights and densities are in keeping with the policy directions in OPA 155.

Staff will forward the zoning by-law to Council for passing at a later date and should there be any additional amendments to the zoning by-law, staff will report to Council on any necessary revisions.

**3.4 Public Agency Comments**

The following agencies and departments have indicated no objection or comments (with or without standard conditions):

- Town Heritage Planning
- Town Fire and Emergency Services
- York Region District School Board
- Bell
- Hydro One

- Rogers
- Enbridge

The following Town departments, committees, agencies and contracted consultants provided technical comments on the application. High level comments from agencies and departments are provided as follows:

### **Town Policy Planning**

It appears that the applications conform to proposed OPA 155, subject to technical review of all the required studies. Policy staff have the following comments regarding the proposed plan of subdivision, that are being addressed by the applicant:

- Street 'H' should provide for a minimum width of 8.5m, and there needs to be coordination with the abutting property to ensure the required 8.5m ROW is accommodated.
- The block of townhouses at the south-east corner of the subject lands do not front onto Tenth line, based on the concept site plan. Staff suggests that the blocks be re-oriented to align with the stacked townhouses fronting onto Tenth Line to provide continuous frontage along Tenth Line.
- The applicant is required to coordinate with adjacent property owner(s) to ensure a coordinated approach and alignment of the street pattern.

### **Town Leisure and Community Services**

- The Owner shall prepare a Landscaping and Open Space Plan, prepared by a qualified Landscape Architect in good standing with the O.A.L.A., which identifies planting enhancements and preservation practices for the lands associated with the "Environmental Protection Block". Accommodation of a trail system shall also be contained within the landscaping submission for the "Environmental Protection Block". The identified Landscaping and Open Space Plan shall be submitted by the Owner and approved by the Town and the Toronto Region Conservation Authority.
- The Owner shall complete the approved restorative plantings, and the construction of the trail system as set out in the conditions above to the satisfaction of the Town and the Toronto Region Conservation Authority.
- The Owner will ensure the detailed design, and the completion of all approved landscaping as required by the above Conditions inclusive shall be at no cost to the Town and the Toronto and Region Conservation Authority and shall be completed in accordance with the approved Landscaping and Open Space Plans and the EIS.
- The Owner will dedicate and convey the "Environmental Protection Block" to the Town, free of any cost or encumbrances, as part of the issuance of Final Approval.

**Town Arborist**

- Provided requirements for preservation of the identified Elm tree, including restrictions on other Elm trees with 1km, monitoring, and other protection measures.

**York Region**

- No objection to Zoning By-law Amendment
- Conditions of draft plan approval forthcoming

**York Catholic District School Board**

- Upon the issuance of an order from the Ontario Land Tribunal confirming the Old Elm Official Plan Amendment is in force and effect, the Board has no comments or objection to their approval.

**Metrolinx**

- As per Metrolinx's Adjacent Development Guidelines, sensitive uses (i.e., commercial and residential) must be set back 30 metres from the rail corridor (measured from the Metrolinx property line to the nearest commercial and residential unit). As noted in the derailment protection report the townhouse blocks are at a sufficient setback from the property line ranging from 48.4 metres to 90.2 metres across the 4 blocks. Therefore we do not have any concerns on the setback.
- A safety barrier to protect the development in the event of a train derailment scenario is required in accordance with Metrolinx's Adjacent Development Guidelines. Standard form is a 2.5-metre-high earthen berm. If an earthen berm is not practicable, an alternative safety barrier (e.g., crash wall) may be proposed, but must provide an equivalent level of protection.
- A 2.43M high security fence shall be provided where access to the Metrolinx rail corridor is afforded (standard form is non-cuttable/non-climbable high security fence).
- Please include a 3.5 metre vegetation setback, to be measured from the Metrolinx property line on the drawings, as this setback has been established in association with Metrolinx's GO Expansion Program.
- The property is subject to a Noise & Vibration Study, prepared by a qualified consultant. The Noise and Vibration Study dated December 2023 prepared by Jade Acoustics does not contain Metrolinx rail data. Please submit a revised report for Metrolinx review.

**Toronto and Region Conservation Authority** – Provided technical comments requiring updates to submitted studies and plans at the detailed design and/or site plan approval stage. Recommended conditions of draft approval are forthcoming.

**R.J. Burnside & Associates** - Town's Peer Review consultants, R.J. Burnside & Associates provided technical comments requiring updates to submitted studies and plans at the detailed design and/or site plan approval stage, and provided recommended conditions of draft approval.

### 3.5 Public Comments

There were limited comments from the public with respect to the application however, comments and questions received included:

- Concerns with the impact of new traffic on existing residential areas.

Staff Response: The applicant provided a Traffic Impact Study that concluded that the increased site-generated vehicular trips are projected to have an acceptable traffic impact of the study network in the future total traffic scenario. The study network is expected to adequately accommodate future total traffic without having intersection capacity deficiencies.

- Will there be new facilities such as schools, etc. built in the area?

Staff Response: Yes, the proposed secondary plan/OPA 155 identifies the location of a proposed school on the east side of Tenth Line, along with park locations throughout the Old Elm area.

- Concerns with the development not being compatible with the character of the area, privacy impacts due to taller buildings, safety issues and potential increase in crime. Concerns with the commercial component of the development increasing traffic, noise and pollution.

Staff Response: This area is planned as a higher density, mixed use node around the Old Elm GO Station. Given separation distances and transitions in densities, staff is not concerned with any potential privacy, noise or other impacts. Again, a Traffic Impact Study was reviewed and staff agrees with the findings that concluded that anticipated traffic can be accommodated in the area.

The proposed development represents an efficient use of the subject lands and would efficiently utilize municipal services. The proposed development aligns with Provincial, Regional, and Town development policies.

### 3.6 Proposed Plan of Subdivision and Zoning By-law Amendment

The proposed development will provide a range of unit types and sizes, allow for compact mixed use development in proximity to the Old Elm GO Station, and support densities for new housing that efficiently uses land, resources, infrastructure, and public service facilities.



The proposed draft plan of subdivision has been thoroughly reviewed and Town staff will be in a position to make a recommendation with respect to this application upon approval of OPA 155 and receipt of any outstanding conditions. It is recommended that Council approve the Application for Draft Plan of Subdivision, in principle, and direct staff to report back to Council with recommended conditions of draft plan approval when OPA 155 is in full force and effect.

Staff are of the opinion that the requested site-specific Zoning By-law Amendment represents good planning. The Planning Act allows for approval of Zoning By-law Amendment while approval of a required Official Plan Amendment is pending. Staff has been advised that the issuance of an order by the Ontario Land Tribunal approving OPA 155 should occur in the near future. It is recommended that Council pass the proposed Zoning By-law Amendment with a clause that does not give effect to the By-law until OPA 155 comes into full force and effect.

### **3.7 Matters to be Addressed through future Site Plan Approval Applications**

The proposed draft plan of subdivision and development will be subject to future applications for Site Plan Control for each of the proposed blocks, as each block proceeds with development. A draft plan of Condominium application will also be required. These applications are anticipated to be submitted by the Owner once a decision has been made with respect to the current Draft Plan of Subdivision and Zoning By-law amendment applications as well as registration of the Subdivision Agreement. Site Plan Control allows the Town's Planning, Engineering and Public Works Commissions and other departments to further review the technical design aspects of the development. The following is a list of important items, but not limited to, that will be further reviewed and will require approval under the Site Plan Control Process.

- The urban design and landscape design scheme for the proposed developments would be subject to the Old Elm Urban Design Guidelines, that provide detailed guidance for the design of developments in the MTSA area. The applicant has provided an Urban Design Brief with the subject applications, as discussed in previous sections above. Further detailed Urban Design and Architectural Control guidelines will be required with future site plan applications for development of the individual blocks and buildings.
- Detailed Landscaping design to refine the trails connections, walkways and pedestrian circulation, private amenity areas, private and public streetscape design, etc. for each of the proposed block as well as the public space in the courtyard behind the mixed used building on Tenth Line. Areas of most significance include urban design and streetscape quality along all public street frontages and interconnectedness of all blocks with a cohesive landscape and open space design. Opportunities to be considered for more internal courtyards and landscaped areas for stacked back to back townhouse blocks to allow for more accessible and green space for the residents, amidst the proposed high density development.

- Access and internal site design to ensure appropriate vehicle traffic circulation is in place for all residential and non-residential development in the proposed draft plan.
- Lighting and Photometric Plan for Site lighting, ensuring adequate and safe lighting is provided for the proposed uses and amenities without light trespassing onto neighbouring properties
- In accordance with the policies of the OPA 155 and the Old Elm Urban Design guidelines, the development will be held to high design standards, to be applied and enforced through the Site Plan Approval process.
- Consideration should be given to enhanced landscaping and developing a more pedestrian-oriented street edge particularly along Tenth Line.
- Coordination with the proposed development located on lands abutting the subject development with respect to road connections, alignment of streets, scale and character of the proposed development, transition, computability, cohesiveness with the subject proposed development, etc.
- Careful consideration of accessible site design criteria in the site design

#### **4. Options:**

##### **Option A (Recommended)**

Staff recommends that Council approve the Application for a Draft Plan of Subdivision and the proposed Zoning By-law Amendment for the Subject Lands in principle, subject to Conditions of Draft Approval to be presented to Council upon approval of OPA 155 and subject to a zoning by-law brought forward for Council to pass.

##### **Option B**

That Council does not approve the Application for a Draft Plan of Subdivision and not pass the proposed Zoning By-law Amendment for the Subject Lands. This option is not recommended as the proposed application represents good planning and conforms to provincial, regional, and municipal policies.

#### **5. Financial Implications:**

None.

#### **6. Broader Intergovernmental Impacts and/or Considerations:**

See section 3.1 above

#### **7. Communication:**

All statutory notices for complete applications and public meetings were distributed in accordance with the Planning Act.

## **8. Alignment with Strategic Plan:**

1. A Town that Grows  
A Town that grows in support of complete communities
2. A Healthy and Greener Town  
Increase Offerings and Opportunities for Active Living

## **9. Attachments:**

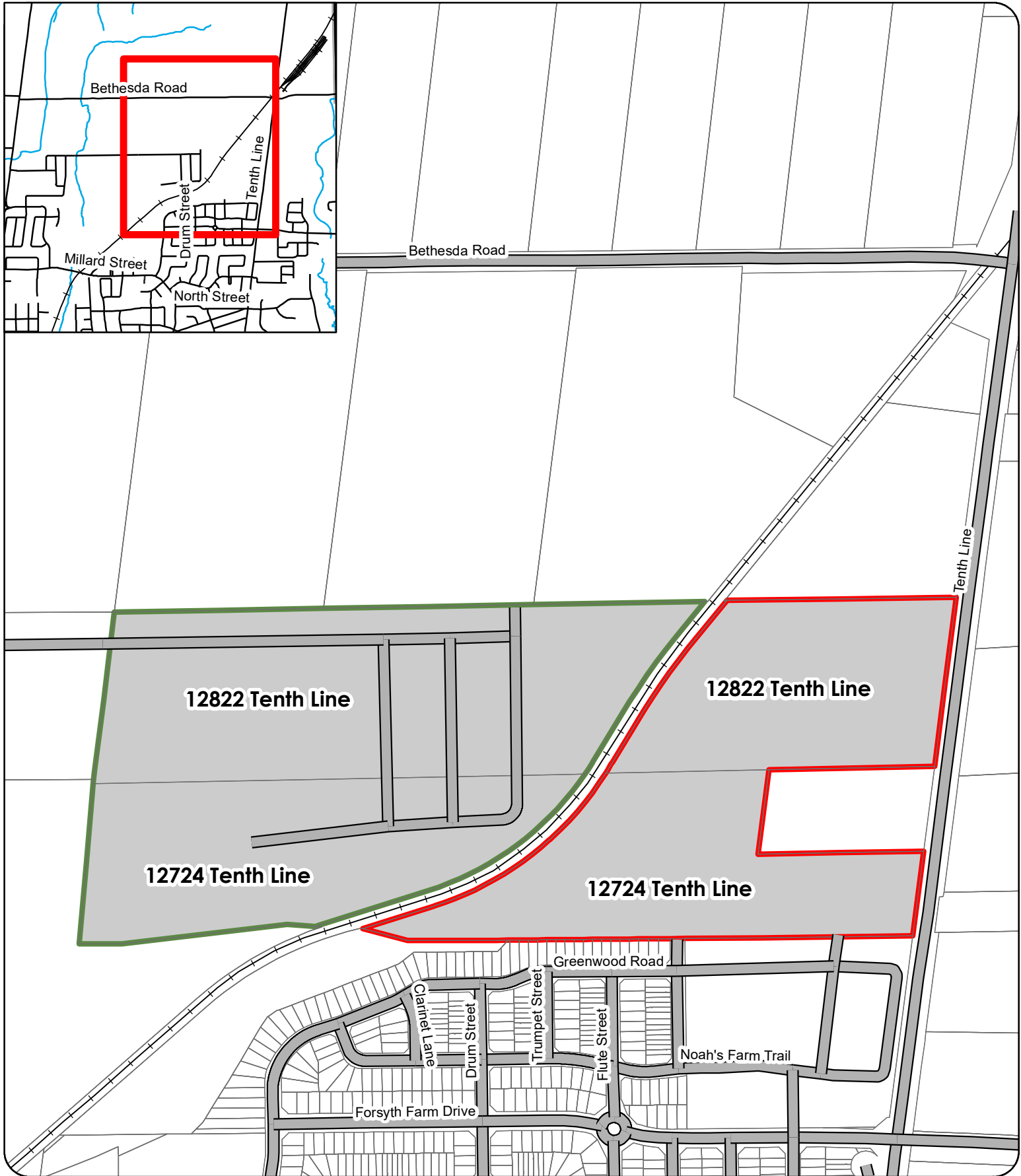
1. Location Map
2. Proposed Draft Plan
3. Proposed Concept Site Plan
4. Proposed Draft Zoning By-law Amendment

## **10. Related Reports:**

[DS-042-21 Applications for Draft Plan of Subdivision and Zoning By-law Amendment – 12724 and 12822 Tenth Line \[File Nos. 19T\(W\)- 19.002 and ZBA19.012\] dated September 21, 2021](#)

**Authors:** Mark Stone, Senior Planner  
Hena Kabir, Manager of Development Planning

**For further information on this report, please contact the Department Head:**  
Dwayne Tapp, Commissioner of Development Services at 905-640-1900 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca)

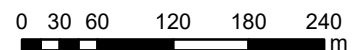


**Town of Whitchurch-Stouffville**

**Applications for Subdivision and Zoning By-law Amendment**

12724 & 12822 Tenth Line  
 Lot 4 Concession 9

- East Side Applications - File Nos. 19T(W)-19.002, ZBA 19.012
- West Side Applications - File Nos. 19T(W)-21.001, ZBA21.001







**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-      -ZO**

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 12724 and 12822 Tenth Line.

**WHEREAS** section 34 of the *Planning Act*, R.S.O 1990, c. P.13, as amended, permits the Councils of local municipalities to pass Zoning By-laws prohibiting the use of land, or the erecting locating or using of buildings or structure for, or except for such purposes as may be set out in the By-law; and

**WHEREAS**, Section 34(10) of the *Planning Act* as amended, permits the councils of local municipalities to amend Zoning By-laws; and

**WHEREAS** Council for the Town desires to amend the Comprehensive Zoning By-law in respect of the lands known municipally as 12724 and 12822 Tenth Line;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That Comprehensive Zoning By-law, 2010-001-ZO is hereby amended as follows:
  - i. By amending Schedule 48 to rezone the lands at 12724 and 12822 Tenth Line from Agricultural (AG) and Environmental (ENV) to Residential New Four exception Twenty Seven [RN4(27)], Residential New Five exception Five [RN5(5)], Residential New Five exception Six [RN5(6)], Open Space (OS) and Environmental (ENV) as set out in Schedule 1 of this By-law;
  - ii. By amending Section 5A.3.4 to add new section 5A.3.4.27 as set out in Schedule 2 to this By-law;
  - iii. By amending Section 5A.3.5 to add new sections 5A.3.5.5 and 5A.3.5.6 as set out in Schedule 2 to this By-law.
2. That this By-law shall come into force upon final approval of Official Plan Amendment No. 155 to the Town of Whitchurch-Stouffville and in accordance with Section 34 of the *Planning Act*.

READ a first and second time this 11<sup>th</sup> day of December 2024

READ a third time and passed this 11<sup>th</sup> day of December 2024

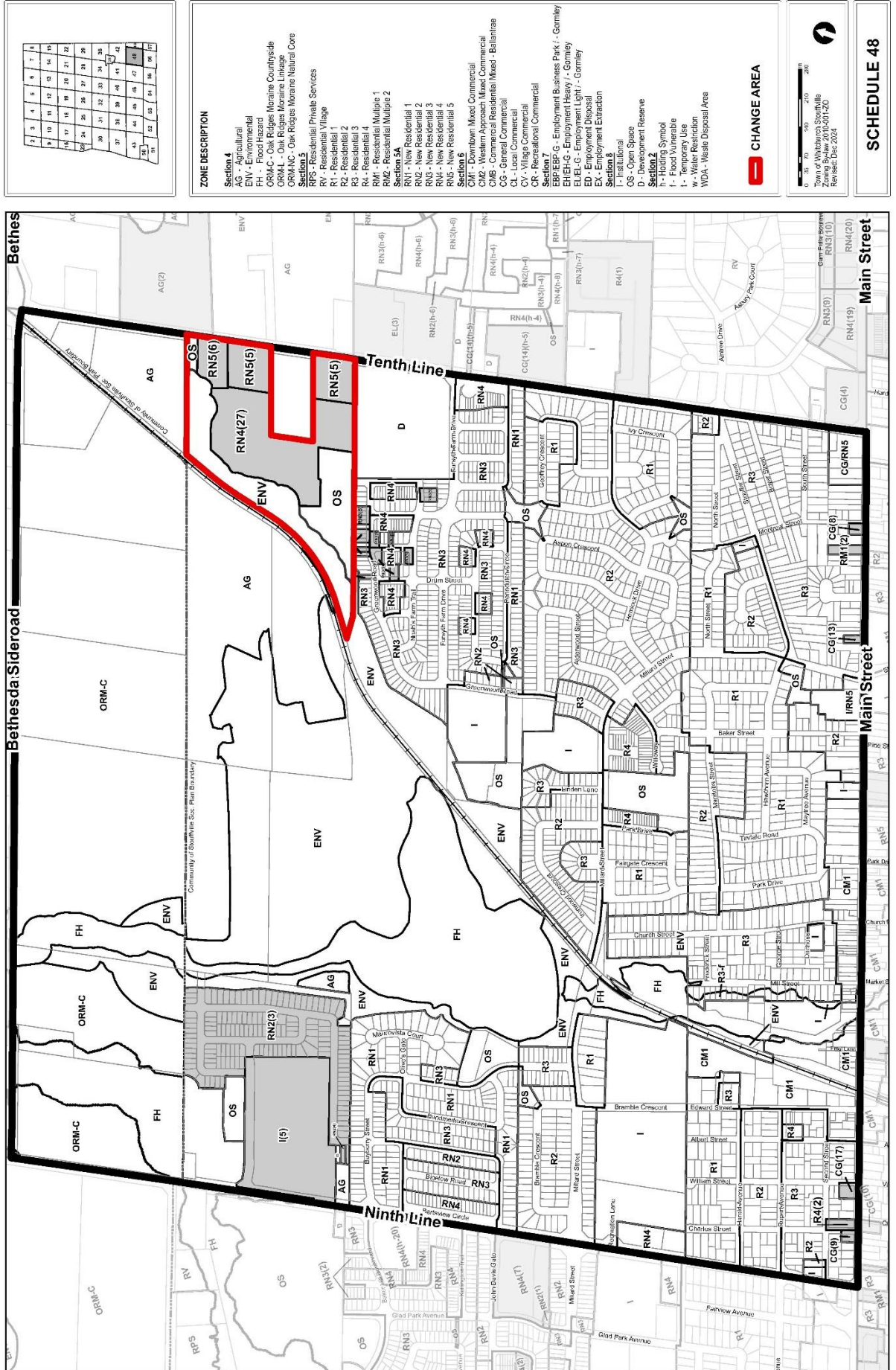
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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

Schedule 1





**Schedule 2**

5A.3.4.27 RN4(27) 12724 and 12822, Schedule 48 (2024-      -ZO)

1. Regulations

For Back to Back Townhouse Dwellings

- i) Minimum Exterior Yard (when abutting a roundabout) 0.4 m
- ii) Maximum Height 12.0 m

For Stacked Townhouse Dwellings

- i) Minimum Lot Area 70 m<sup>2</sup>
- ii) Minimum Front Yard (when abutting a roundabout) 2.0 m
- iii) Minimum Exterior Yard (when abutting a roundabout) 0.5 m
- iv) Minimum Yard Between Buildings 2.0 m
- v) Minimum Rear Yard Where a stacked townhouse is also a back to back townhouse, the minimum rear yard is 0
- vi) Maximum Height 14.0 m
- vii) Minimum Number of Parking Spaces per Back to Back Townhouse Unit or Stacked Townhouse Unit for lands located outside of the Old Elm Major Transit Station Area as identified on Schedule F5 of Official Plan Amendment No. 155 1.25 plus 0.25 reserved for visitors

2. Qualifying Notes to Regulations

- (1) The vehicular access door of any below grade garage shall have a minimum setback of 4.5 m from the front lot line.
- (2) Sections 3.23.1 Table of Parking Standards and 5A.3.4.27.1 vii) of Comprehensive Zoning By-law, 2010-001-ZO, as amended, shall not apply to lands located within the Old Elm Major Transit Station Area as identified on Schedule F5 of Official Plan Amendment No. 155.

5A.3.5.5 RN5(5) 12724 and 12822, Schedule 48 (2024-      -ZO)

1. Permitted Uses

- i) All uses permitted in the RN5 Zone under Section 5A.1
- ii) Stacked Townhouse Dwellings in accordance with the RN4 Zone and Section 5A.3.4.27.

Additional uses permitted on the ground floor of an apartment building:

- iii) Animal Grooming Centre

- iv) Convenience Store
- v) Day Care Centre
- vi) Dry Cleaning Establishment
- vii) Financial Institution
- viii) Fitness and Recreation Facilities
- ix) Library
- x) Office
- xi) Personal Service Establishment
- xii) Restaurant
- xiii) Retail Store
- xiv) Service Establishment
- xv) Studio

2. Regulations

For Apartment Dwellings

- i) Minimum Front Yard (along Tenth Line) 3.0 m
- ii) Minimum Interior Side Yard 4.3 m
- iii) Minimum Rear Yard 5.0 m
- iv) Maximum Height (excludes mechanical penthouses) 32.0 m

3. Qualifying Notes to Regulations

- (1) Maximum density shall be 450 units per ha.
- (2) Maximum lot coverage is 40.
- (3) Angular plane requirements do not apply.
- (4) Section 3.23.1 Table of Parking Standards of Comprehensive Zoning By-law, 2010-001-ZO, as amended, shall not apply.

5A.3.5.6 RN5(6) 12724 and 12822, Schedule 48 (2024-      -ZO)

1. Permitted Uses

- i) In accordance with the RN5(5) Zone in Section 5A.3.5.5.

2. Regulations

- i) In accordance with the RN5(5) Zone in Section 5A.3.5.5 with the exception that the maximum height for apartment dwellings (excluding mechanical penthouses) shall be 41.0 metres.

**Subject:** O'Brien Avenue Reconstruction – Funding Reallocation

**Staff Report No.** EPW-021-24

**Department/  
Commission:** Engineering and Public Works Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council authorize the reallocation of funding, in the amount of \$228,000 (excluding taxes), from the Lloyd Street Reconstruction project to the O'Brien Avenue Reconstruction project.

**Report Highlights**

- The O'Brien Avenue Reconstruction project was approved in the 2024 Capital Budget for a total of \$2,264,000
- Staff have determined that there is approximately \$157,000 remaining in the approved construction budget
- Staff forecast that up to approximately \$385,000 may be required to ensure that the O'Brien Avenue Reconstruction project is appropriately completed; a variance of \$228,000.00
- Residual funds in the Lloyd Street Reconstruction project are sufficient to offset the increase needed for the O'Brien Avenue Reconstruction project

**1. Purpose:**

The purpose of this report is to seek Council approval in order that the \$228,000 of funding needed to increase the project budget for the O'Brien Avenue Reconstruction project be reallocated from the residual funding available from Lloyd Street Reconstruction project.

## 2. Background:

The construction budget for the O'Brien Avenue Reconstruction project was approved in the 2024 Capital Budget for a total of \$2,264,000. The project consists of improvements to storm drainage, sanitary sewer, watermain, road and sidewalk infrastructure.

The tender for the O'Brien Avenue Reconstruction was awarded to Hebster Construction Inc. (the Contractor) on June 7, 2024, in the amount of \$1,549,077.18, excluding taxes. Construction started in July 2024 and is scheduled to be completed summer 2025.

## 3. Analysis:

To date, there have been additional construction costs related to conflicts not identified during design, additional site constraints identified during construction, and changes made to the design during construction to minimize the overall construction impact. In particular, the Contractor carried out the construction work to minimize impact to boulevard trees as well as traffic impacts on Main Street.

Staff have forecasted that further additional costs will be incurred to appropriately complete the O'Brien Avenue Reconstruction project. Examples of the forecasted additional project costs include:

- costs associated with a longer project duration
- additional mobilization and demobilization
- increase in labour and material costs for 2025, and
- installation of both temporary and base asphalt to close out the project for 2024/2025 winter season.

While the remaining construction budget is available to cover a portion of the forecasted additional project costs, additional budget is requested to fund the remaining portion that cannot be covered by the remaining construction budget.

## 4. Options:

Staff recommend accommodating the budget variance outlined in the table below with the reallocation of funding from the Lloyd Street Reconstruction project.

**5. Financial Implications:**

| <b>Project</b>                               | <b>Construction Budget</b> | <b>Construction Budget Remaining</b> | <b>Forecasted Additional Project Costs (incl. 1.76% HST)</b> | <b>Minimum Budget Variance (incl. 1.76% HST)</b> |
|--|----------------------------|--------------------------------------|--|--|
| O'Brien Avenue Reconstruction (310-21-00733) | \$2,264,000                | \$157,209.73                         | \$385,000  | \$227,790.27                                     |

O'Brien Avenue Reconstruction projects' remaining approved construction budget does not sufficiently cover the requested budget variance, thereby requiring Council approval to fund the variance. There is sufficient budget available in the Lloyd Street Reconstruction capital project account to offset the budget variance.

| <b>Funding Offset</b>                      | <b>Offset Budget Available (incl. 1.76% HST)</b> |
|--|--|
| Lloyd Street Reconstruction (310-19-00718) | \$499,380.93                                     |

Lloyd Street Reconstruction project was substantially performed on August 9, 2024; therefore, staff do not expect any significant spending on the available budget.

**6. Broader Intergovernmental Impacts and/or Considerations:**

None

**7. Communication:**

None

**8. Alignment with Strategic Plan:**

1. A Town that Grows  
A Town that grows in support of complete communities

2. A Town that Moves

Improve the condition and efficiency of the local road network while addressing connectivity and advancing active transportation facilities

**9. Attachments:**

None

**10. Related Reports:**

None

**Author:** Sobanan Selvan, Technologist, Capital Projects

**For further information on this report, please contact the Department Head:** Jack Graziosi, Commissioner at 905-640-1900 or 1-855-642-8697 ext. 2464 or via email at [jack.graziosi@townofws.ca](mailto:jack.graziosi@townofws.ca)

**Subject:** Speed Management and Traffic Calming Strategy

**Staff Report No.** EPW-020-24

**Department/  
Commission:** Engineering and Public Works Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council approve the Speed Management and Traffic Calming Strategy as outlined in this report as Attachment #1.

**Report Highlights**

- Enhancing roadway safety is critical to the health and well-being of the residents of Stouffville, as well as to others who travel on our roads. Staff consulted with CIMA+ to develop a Speed Management and Traffic Calming Strategy to make the Town a safer place to live, work and play with respect to public roads and responsible driving.
- The purpose of the Speed Management and Traffic Calming Strategy is to incorporate best practices in speed management and traffic calming with local context to provide a more appropriate, efficient, flexible and systematic framework through which to address traffic safety issues relating to excessive speeding, careless driving, and collision frequency.
- Speed management can involve education measures such as road safety campaigns or enforcement measures such as police or automated speed enforcement. Engineering measures however involve changing the character of the roadway through traffic calming.
- Traffic calming involves the evaluation and implementation of road safety measures to reduce speed and encourage safe driving behavior for the benefit of all road users. A successful traffic calming program is one which will alter the street in such a way that motorists will drive slower, exercise caution, and bring the street back closer to its intended use while limiting the negative effects on emergency response agencies and operational costs.

## 1. Purpose:

To seek Council's approval of the Speed Management and Traffic Calming Strategy. The strategy document establishes base posted speeds, defines what traffic calming is and provides a general set of guidelines and toolboxes for Town staff to identify, evaluate, prioritize and implement traffic calming measures with a goal of minimizing the risk of traffic collisions and related injuries in the Town of Stouffville.

## 2. Background:

The following motion was carried at the June 1, 2021 Council meeting:

**“WHEREAS** the speed of vehicles in our neighbourhoods continue to be a concern for residents, Council and law enforcement; and

**WHEREAS** a speeding vehicle took the lives of two young children in City of Vaughan on May 16, 2021; and

**WHEREAS** due to the size of our municipality, enforcement resources are limited; and

**WHEREAS** our current grid road network has unintentionally contributed to traffic safety concerns, and traffic calming measures such as mini-roundabouts, automated speed enforcement, radar speed signs, bike lanes, increased signage, bump-outs, traffic delineators, medians, and education are all within the Town's authority to enact.

**NOW THEREFORE BE IT RESOLVED THAT** Council direct staff to develop a Traffic Calming Strategy for the Town of Whitchurch-Stouffville that will include but is not limited to the measures above for “high-incident” roads, as identified by York Regional Police, and develop a budget for implementing those measures for consideration during the 2022 budget deliberations; and

**THAT** Council direct Development Staff to consider traffic calming designs in future subdivision designs.”

At the meeting of Council held on September 21, 2021, the Public Works Department presented the Vision Zero - Traffic Calming Strategy as part of the Town's first step to promote the principles of Vision Zero. Through this traffic calming strategy, the Town sought to reduce collisions by lowering posted speed limits and reducing operating speeds through the implementation of traffic calming measures.

The Speed Management and Traffic Calming Strategy addresses the broader Vision Zero framework and includes provisions for existing neighbourhoods and future developments.



### 3. Analysis:

#### 3.1 Speed Management and Traffic Calming Strategy

Speed management and traffic calming becomes necessary when the amount of vehicular traffic, speed levels, and/or observed driver behaviour does not correspond with the type of road, the context of the surrounding areas, or the activities of other road users.

The purpose of the Town's Speed Management and Traffic Calming Strategy is to incorporate best practices in speed management and traffic calming with local context to provide a more appropriate, efficient, flexible and systematic framework through which to address traffic safety issues relating to excessive speeding, traffic infiltration, and collision frequency.

Although the introduction of speed management and traffic calming measures can mitigate the negative effects of vehicle use, they can also have potentially negative effects on other modes of transportation, operations and maintenance activities conducted by the road authority, and emergency vehicle response times. As such, the Town's Speed Management and Traffic Calming Strategy must be carefully considered and implemented to:

- support the decision-making process from the moment that a traffic related issue is identified to implementation of the selected measure
- inform and educate residents about the different elements available in the traffic calming 'toolbox' and process to implement traffic calming measures
- promote a fair allocation of resources through an incremental implementation of required traffic calming measures

The Town's Speed Management and Traffic Calming Strategy outlines the purpose and objectives of the policy, the Town's key risk groups and the hazards they face, and most importantly, the interventions that can be made and the process to be followed to improve road safety.

The Speed Management and Traffic Calming Strategy also includes a detailed description of initiatives that form a 'toolbox' from which various speed management and traffic calming improvements can be selected for implementation.

#### 3.2 Traffic Calming Work Completed to Date

Road safety remains top of mind for many Town residents. As such, numerous speed management and traffic calming measures have been implemented over the past few years. These include:

- Installation of traffic delineators
- Installation of speed humps and speed bumps
- Pavement marking improvements
- Implementation and expansion of Community Safety Zones

- Installation of radar speed boards
- Decreased speed limits on various road segments
- Partnering with YRP for targeted speed enforcement
- Signage additions and improvements
- Formation of a Road Watch Working Group

The measures identified above have been implemented on a case-by-case basis without the support of a policy or toolbox. For this reason, Town Staff in conjunction with CIMA+ have developed the Speed Management and Traffic Calming Strategy.

These measures have improved the safety of Town roadways; however, it is recognized that there is a need and an opportunity to do more. This Speed Management and Traffic Calming Strategy aligns with the Town's transportation goals and Council's priorities.

### **3.3 Citizen Input**

Traffic calming measures have a direct impact on neighbourhoods and the residents living in them. As such, an integral part of the process includes resident communication and feedback. Good community involvement leads to solutions to specific local traffic issues.

Based on input from residents, concerns are widespread. Problem areas include collector roads, such as Millard Street, Hoover Park Drive, Mantle Avenue and Reeves Way Boulevard, and local roads such as Richard Daley Drive, Elm Road and Manitoba Street. Rural roads such as St. John's Sideroad and Bethesda Road are also cited.

Numerous suggestions have been provided by residents. The most requested traffic calming measure is the provision of mid-road traffic delineators. The delineators have proven to be effective in school areas and parks, and there is strong resident interest in expanding their use. Additional suggestions include the following:

- Rumble strips
- Photo radar units, including decoy units
- Electronic speed limit signs
- Pedestrian only roads on weekends
- More bike lanes
- Traffic circles to break-up straightaways
- Use of road pylons
- Community Safety Zones
- Educate drivers on the harm of speeding
- Encourage active transportation and busing to Town events
- Art installations as a form of traffic calming

### **3.4 Role of Traffic Calming**

As part of the Town's Speed Management and Traffic Calming Strategy, the evaluation and implementation of traffic calming becomes necessary when the amount of vehicular traffic, speed levels, and/or observed driver behavior does not correspond with the type

of road, the context of the surrounding areas, or the activities of other road users. The role and purpose of traffic calming in the Town of Stouffville is to incorporate best practices in traffic calming with a local context that provides a more appropriate, efficient, flexible and systematic framework through which to address various traffic safety issues relating to excessive speeding, traffic infiltration, and collision frequency. The Speed Management and Traffic Calming Strategy addresses those best practices.

### **3.5 2025 Projects**

Recommendations included in the Town's Speed Management and Traffic Calming Strategy that are planned for implementation in 2025 are summarized as follows:

#### **Roundabout Improvements**

As approved in Report No. EPW-019-24 West Lawn Crescent and Millard Street Roundabout Enhancements at the Council meeting held on November 20, 2024, staff will install signage that clearly indicates that vehicles have the right-of-way at roundabouts (as per the Highway Traffic Act). Additional improvements include:

- Refresh the yield line pavement markings and extend the centre and edge line markings to the entries at all existing roundabouts
- Widening of select splitter islands and/or installation of entry curb extensions, pending speed reduction results of pavement marking improvements

#### **Crosswalk Pavement Markings**

Undertake traffic studies to identify high-risk pedestrian crossings and add enhanced ladder-style pavement markings.

#### **Accident Prediction Technology**

Staff recommend that a pilot project be implemented using video analytics and accident prediction technology at a high-risk intersection to explore the technology's usefulness in providing data required to create intersection improvement plans that can reduce the risk of injury from traffic accidents at Town intersections.

#### **Automated Speed Enforcement Program**

The Provincial Government has made legislative and regulatory amendments to allow Municipalities to administer Automated Speed Enforcement (ASE) programs through the Administrative Monetary Penalty system.

The initial ASE program on Town of Stouffville roads will involve the installation of eight (8) cameras. These cameras will be installed at the following locations:

1. Hoover Park (eastbound) east of Sandiford Rd
2. Hoover Park (eastbound) west of Tenth Line
3. Hoover Park (westbound) west of Tenth Line
4. Baker Hill Blvd (northbound) south of Broadway Cres
5. Millard St (eastbound) west of John Davis Gt

6. Millard St (westbound) east of John Davis Gt
7. Main St (eastbound) at Pine St
8. Main St (westbound) east of Montreal St

Up to eight (8) additional cameras may be installed later in 2025. Town staff will continue to report to Council on the implementation of the Automated Speed Enforcement Program.

### **Rumble Strips**

Staff recommend that a pilot project be implemented to test the effectiveness of temporary transverse rumble strips.

### **Annual Speed Limit Review**

Staff recommend that annual reviews of speed limits be conducted, and speed limits be reduced where appropriate.

### **Traffic Delineators**

A traffic delineator policy was implemented in 2019 that specified their use in school zones and park areas. Based on their effectiveness and community acceptance, requests for the installation of additional traffic delineators have increased and benefits are seen beyond school zones and park areas. Staff recommend that the policy be broadened to include additional areas, as determined by staff in collaboration with Council, York Regional Police and Town residents.

### **Radar Speed Signs**

Staff recommend that additional radar speed signs be purchased for long term installation on rural roads and collector roads

### **Traffic Studies**

Complete various all-way stop warrant reviews, and speed and volume studies as needed to support traffic safety reviews.

### **Education Initiatives**

Undertake various education and resident engagement initiatives, including articles published in On the Road.

## **4. Financial Implications:**

Implementing the Speed Management and Traffic Calming Strategy is a significant undertaking. It will take time, resources, commitment and funding. The following table outlines the recommended initiatives, and the approximate costs that have been included as part of the recently approved 2025 Budget (in both Capital and Operating budget accounts).

| Initiative                               | 2025 Capital Budget |
|--|---------------------|
| Roundabout improvements                  | \$295,000           |
| Accident prediction technology           | \$5,000             |
| Rumble strip pilot                       | \$7,500             |
| Traffic delineators                      | \$10,000            |
| Radar speed signs                        | \$30,000            |
| Education initiatives                    | \$5,000             |
| Sidewalk and multi-use path construction | \$10,000*           |
| Traffic studies                          | \$30,000*           |
| <b>TOTAL</b>                             | <b>\$392,500</b>    |

\* to be funded from annual Public Works accounts

Also included in the 2025 Budget was a business case for a Transportation Analyst that will assist with traffic flow analysis, improve awareness of traffic safety, and aid in the addition of active transportation facilities as well as support the Speed Management and Traffic Calming Strategy.

**5. Broader Intergovernmental Impacts and/or Considerations:**

The Speed Management and Traffic Calming Strategy aligns, in principle, with the York Region Vision Zero Traveller Safety Plan 2024-2028. Town staff will share the Strategy with the Region and continue to work collaboratively to explore opportunities to improve safety on the regional roads within the Town of Stouffville.

**6. Communication:**

A media release will be developed and posted advising citizens of the Speed Management and Traffic Calming Strategy, which will be available on the Town’s website.

**7. Alignment with Strategic Plan:**

1. A Town that Moves  
 Improve the condition and efficiency of the local road network while addressing connectivity and advancing active transportation facilities
  
2. A Safe Town  
 Make our community safer

## **8. Attachments:**

Attachment No. 1 – Whitchurch-Stouffville Speed Management and Traffic Calming Report (prepared by CIMA+)

## **9. Related Reports:**

[September 21, 2021 - PW-014-21 Vision Zero – Traffic Calming Strategy](#)

[November 6, 2024 - Report No. CPS-027-24 Automated Speed Enforcement Update](#)

[November 20, 2024 – Report No. EPW-019-24 West Lawn Crescent and Millard Street Roundabout Enhancements](#)

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Hector Moreno, Manager, Transportation & Fleet Services

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# Town of Whitchurch-Stouffville

Speed Management and Traffic Calming Report

## FINAL REPORT



CIMA+ file number: Z0018233  
03 December 2024 - Review 01



# Town of Whitchurch-Stouffville

Speed Management and Traffic Calming Report

## FINAL REPORT

Prepared by:

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03 December 2024 - Review 01



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## 1. Introduction

CIMA has been retained by the Town of Whitchurch-Stouffville to update the Town's policy on speed management as it relates to the setting of posted speed limits and traffic calming. This report presents the following:

- **Section 1** - Speed management and traffic calming: purpose and definitions
- **Section 2** - Previous work completed by the Town and impetus for the development of this policy
- **Section 3** - Development of an approach to speed management through setting posted speeds
- **Section 4** - Traffic calming principles
- **Section 5** - Traffic calming location selection guidelines

### 1.1 Purpose

The purpose of the Town's Speed Management and Traffic Calming Report is to establish base posted speeds and define what traffic calming is and provide a general set of guidelines for Town staff to identify, evaluate, prioritize and implement traffic calming measures, where warranted, in the town of Whitchurch-Stouffville.

### 1.2 Definitions

Speed management involves providing a safe level of mobility for all affected road users by setting appropriate speed limits and reducing vehicle speeds through a suite of speed management strategies (engineering, education and enforcement), thereby reducing and/or mitigating the impact of speeding-related crashes.

Speed management can involve education measures such as road safety campaigns or enforcement measures such as police or automated speed enforcement. Engineering measures however involve changing the character of the roadway through traffic calming.

Traffic calming can be defined as the process involving the evaluation and subsequently, implementation of road safety measures to reduce speed and encourage safe driving behaviour for the benefit of all road users. A successful traffic calming program is one which will alter the street in such a way that motorists will drive slower, exercise caution, and bring the street back closer to its intended use while limiting the negative effects on emergency response agencies and operational costs.

Some examples of traffic calming measures include:

- Installation of special pavement markings and/or signage
- Changes to the roadways surface texture and/or colour
- Changes to the vertical and/or horizontal alignment of the roadway (may require road reconstruction)
- Changes to the travelled portion of the roadway through pavement and/or lane narrowing, such as vertical centre line treatment

It is important to note that not all the measures can be implemented on the evaluated roads as there are parameters that need to be taken into considerations (i.e., roadway geometry, road classification, operating speeds, etc.) before recommending the installation of the measure.

### 1.3 Role of Traffic Calming

As part of the Town's Traffic Calming Strategy, the evaluation and implementation of traffic calming becomes necessary when the amount of vehicular traffic, speed levels, and/or observed driver behaviour does not correspond with the type of road, the context of the surrounding areas, or the activities of other road users. The role and purpose of traffic calming in the Town of Whitchurch-Stouffville is to incorporate best practices in traffic calming with a local context that provides a more appropriate, efficient, flexible and systematic framework through which to address traffic safety issues relating to excessive speeding, traffic infiltration, and collision frequency.

Although the introduction of traffic calming measures can mitigate the negative effects of vehicle use, they can also have potentially negative effects on other modes of transportation, operations and maintenance activities conducted by the road authority, and emergency vehicle response times. As such, the Town's Traffic Calming Report should consider the following aspects:

- It supports decision-making process from the moment that a traffic related issue is identified to implementation of the selected measure
- It informs residents about the different elements composing the traffic calming toolbox and process
- It promotes a fair allocation of resources through an incremental implementation of required traffic calming measures

## 2. Background

In September of 2021, the Public Works Department presented to Council a Traffic Calming Strategy as part of the Town's first step to promote and implement their Safety Program. Through this strategy, the Town sought to reduce collisions by lowering posted speed limits and reducing operating speeds through the implementation of traffic calming measures.

To date, the Town has implemented numerous traffic calming measures such as traffic delineators, speed radar boards, enhanced pavement markings at crossings, among others. However, these have been implemented on a case-by-case basis without the support of a policy or toolbox. For this reason, Town Staff in conjunction with CIMA+ developed this report that aligns with the Town's transportation goals, Council's priorities and the principles of the Regional Vision Zero Program.

## 3. Speed Management

Speed management is included as part of this report given that one of the goals of implementing traffic calming is to reduce speeds on the Town's roads through the setting of speed limits throughout the community. Through the speed management report, the Town seeks to address concerns of undesirable speeds along identified corridors by consistently implementing a base speed limit depending on operating speeds observed as well as the type of road being evaluated.

### 3.1 Base Speed Limits

All roads in the Town of Whitchurch-Stouffville have a default speed limit of 40 km/h unless otherwise posted. To the discretion of the Town, higher speed limits may be set using the 2009 TAC *Guidelines for Establishing Posted Speed Limits*. The guidelines include a detailed step-by-step guide on assessing speed limits based on roadway geometry (presence of vertical and/or horizontal curves), lane widths, roadside hazards, pedestrian and cyclist exposure, intersection, access and interchange density, pavement condition and presence of on-street parking.

### 3.2 Network Review of Speed Limits

As a further step into assessing speed limits within the Town, it is recommended that the Town periodically review their road network to verify that the base speed limit is appropriate and to identify areas where operating speeds differ from the speed limit. Roads that may potentially warrant a higher posted speed would be higher volume collector roads, either in an urban or rural area. **Table 1** summarizes the recommended approach to be used for this assessment.

Table 1: Network Review of Speed Limits

| Base Speed Limit | TAC Recommended Speed Limit | Operating (85 <sup>th</sup> Percentile Speed) | Action  |
|------------------|-----------------------------|---|---|
| 40 km/h          | 40 km/h                     | ≤50 km/h                                      | Maintain speed limit at 40 km/h   |
|                  | 40 km/h                     | >50 km/h                                      | <ul style="list-style-type: none"> <li>Maintain speed limit at 40 km/h</li> <li>Investigate need for physical restrictions to roadway to reinforce posted speed (traffic calming)</li> <li>Investigate need for Automated Speed Enforcement</li> </ul>  |
|                  | 50 km/h                     | ≤50 km/h                                      | Maintain speed limit at 40 km/h   |
|                  | 50 km/h                     | >50 km/h                                      | <ul style="list-style-type: none"> <li>Review collision history and increased presence of vulnerable road users and posted speed on surrounding roads</li> <li>If no reported collisions and/or increased presence of vulnerable road users, increase posted speed to 50 km/h</li> <li>If reported collisions and/or increased presence of vulnerable road users, maintain speed limit at 40 km/h and investigate need for traffic calming measures and/or Automated Speed Enforcement</li> </ul> |

## 4. Traffic Calming Principles

There are several principles of traffic calming that are taken into consideration when investigating, selecting and implementing techniques suitable for local conditions. These principles involved a combination of local knowledge, technical expertise, consistency with other nearby implementations and sound engineering judgement. A brief description of the principles that the Town will follow when assessing for traffic calming is provided below:

- Identifying the actual problem to appropriately select the measure(s) to be implemented
- Quantifying the problem by understanding if it is an issue happening all day or at specific times by using data collection, observations and resident input
- Identifying the source of the problem to ensure that other measures are reviewed before implementing traffic calming measures, especially on collector or arterial roads
- Considering education and enforcement as a stand-alone measure or as a first step of an integrated solution
- Applying traffic calming measures on an area-wide basis rather than single locations
- Avoiding access restrictions to residents, transit operations and emergency services and considering all services and road users when developing traffic calming measures

- Using self-enforcing measures to minimize the need for police enforcement
- Monitoring implemented measures and reporting back to the community on results

## 4.1 Roadway Classification

One of the main goals of traffic calming is to restore streets to serve their intended function based on the role and classification of the street. The following section provides a summary of the traffic calming principles based on functional classification:

### Local and Collector Roads

Their primary function of location streets is to provide access to adjacent properties. They are not intended to be used as through routes. On the other hand, the primary function of collector roads is to also provide access to adjacent properties in addition to collect and distribute traffic travelling in and out of the neighbourhoods<sup>1</sup>. On these types of roads, traffic calming is implemented to achieve the following:

- Reduce vehicle speeds
- Discourage shortcutting traffic
- Minimize conflicts between road users including motorists, cyclists, pedestrians and others
- Improve neighbourhood environment through the implementation of landscaping and design features that are considered traffic calming measures

### Arterial Roads

The primary purpose of traffic calming on arterial roads is to reduce excessive vehicle speeds, alleviate conflicts between road users, and eliminate inappropriate driver behaviour. Measures that restrict or divert traffic or introduce significant vertical deflections into the street are inconsistent with the typical role and function of arterial roads and should not be implemented. There are a few arterial roads within the Town, however, these are Regional roads.

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<sup>1</sup> 2009 TAC Canadian Guide to Traffic Calming.

## 5. Traffic Calming Location Selection

The traffic calming review process will typically be initiated by resident request or proactively by Town staff. Residents with traffic related concerns will be asked to submit details of their concern using a standard form that will be developed by staff, made available on the Town website, and communicated to residents as part of a detailed communication plan. Appropriate information will be gathered through this process in order to proceed with detailed analysis, including a review against several screening criteria. **Figure 1** summarizes the process for traffic calming selection. Details on the process are provided in the following sections.



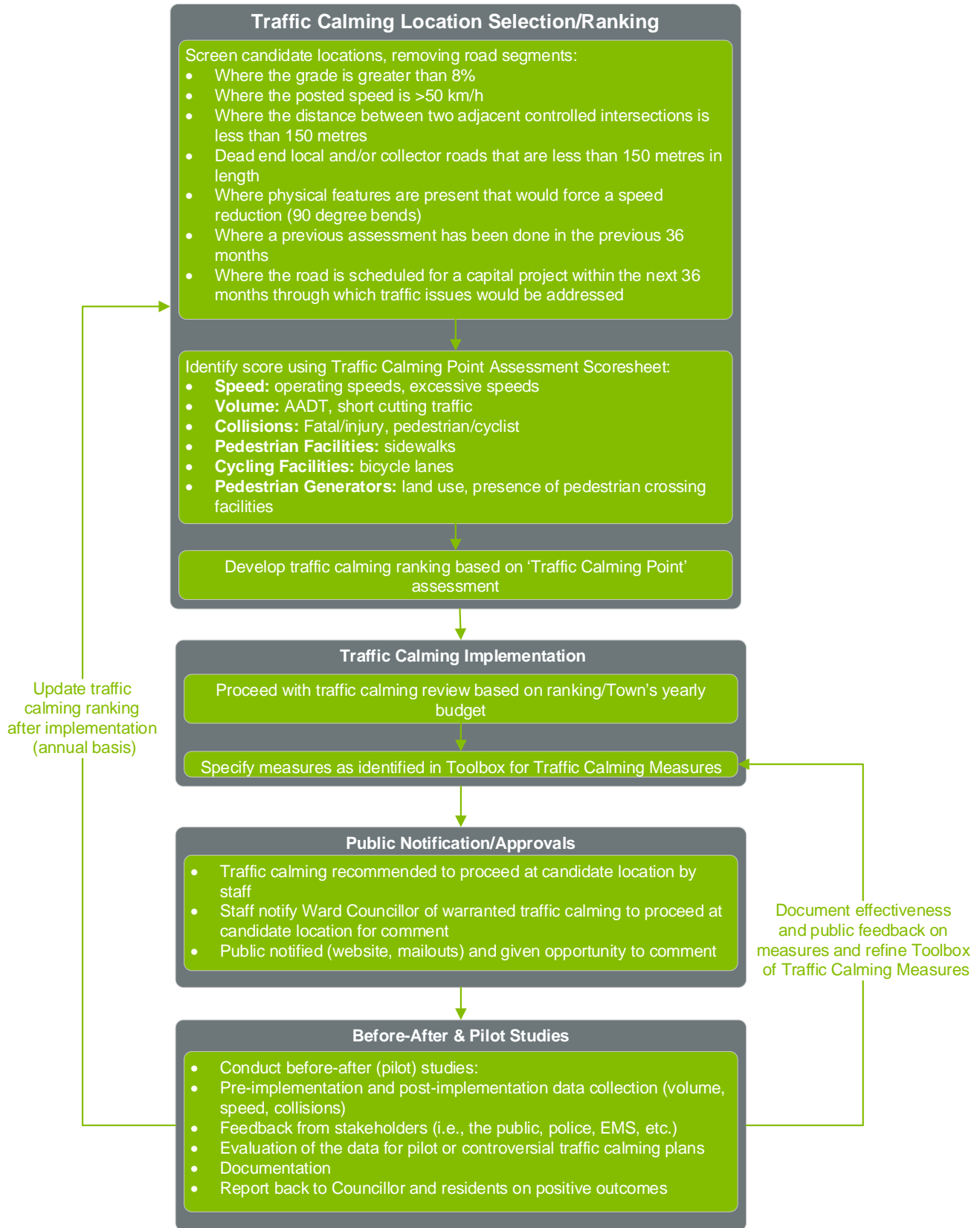


Figure 1: Traffic Calming Selection Process

## 5.1 Site-Specific Screening Criteria

Staff will review the location to determine if the roadway meets the criteria for implementing traffic calming measures.

The screening process sets requirements that should be met for a location to be eligible for traffic calming measures such as horizontal deflection, vertical deflection, roadway narrowing, pavement markings, traffic delineators, or enforcement. The screening criteria will also help identify whether a more complex issue exists that may need to be addressed using a different approach. Locations meeting any of the following pre-screening criteria will **not** be considered for traffic calming implementation:

- **Grade > 8%:** if the grade of the roadway is equal to or greater than the maximum threshold of 8%, safety considerations dictate that the location will not be considered for implementation of traffic calming measures.
- **Posted speed limit > 50 km/h:** if the posted speed limit is more than 50 km/h the location will not be considered a high priority for implementation of traffic calming measures.
- **Block length < 150 m long:** if the distance between consecutive controlled intersections along the requested route is shorter than 150 meters, the location will not be considered a high priority for implementation of traffic calming measures.
- **Dead end roads < 150 m long:** if the segment evaluated is a dead-end local or collector road that is less than 150 metres in length.
- **90-degree bend:** if the segment evaluated has a geometry that would force a speed reduction such as 90- degree bends in the roadway
- **Previous Evaluation:** If the segment has had evaluations in the last 36 months.
- **Planned Capital Project:** location is currently scheduled for a capital project within the next 36months through which traffic issues would be addressed.

## 5.2 Location Scoring

Once the location being evaluated has passed the Pre-Screening Criteria, the next step is to score the location using a Traffic Calming Point Assessment Scoresheet. The determination of whether traffic calming will be required is based on the total number of points (score). The concerned road/location will not qualify for traffic calming if it scores below the minimum point threshold. The following list outlines criteria typically included in scoring locations on the need for traffic calming, and presents an example of the Traffic Calming scoresheet to be used by the Town of Whitchurch-Stouffville, adopted from the City of Hamilton (**Figure 2**):

- **Traffic Speeds** – points given for every selected amount of km/h the 85th percentile speed is above the speed limit.

- **Traffic Volumes** - points given based on the type of road being evaluated and the volumes travelling on that road.
- **Collision History** - points given at any location with collisions in the last 3 years or specified period, regardless of the contributing factors.
- **Pedestrian Generators or Facilities** - points per designated pedestrian crossing, park, or school in the area of interest, as well as presence of sidewalks.
- **Bicycle Facilities or Routes** - points where in the study area there is a presence of bicycle lanes, designated routes or trails, or multi-use trails.

| Number   | Feature               | Range                              | Criteria  | Total                       |
|--|-----------------------|------------------------------------|---|-----------------------------|
| Local <input type="checkbox"/>   |                       | Collector <input type="checkbox"/> |   |                             |
| <b>Traffic Data</b>  |                       |                                    |   |                             |
| 1a   | Speed                 | 0 to 35                            | 5 points for every 2 km/h that the 85 <sup>th</sup> percentile is greater than 7 km/h above the speed limit.  |                             |
| 1b   | Excessive Speeds      | 0 to 5                             | 5 points if a minimum of 5% of daily traffic exceeds the posted speed limit by 15 – 20 km/h   |                             |
| 2  | Volume                | 0 to 20                            | Local Roadways: 5 points for every 750 ADT (beyond 500)<br>Collector Roadways: 5 points for every 2500 ADT (beyond 2000)  |                             |
| 3  | Short-Cutting Traffic | 0 to 15                            | 5 points if there is a presence of 25% or more short-cutting traffic, and an additional 5 points for every 10% increment above 25%  |                             |
| 4  | Collisions            | 0 to 10                            | 2 points for every collision resulting in an injury/year over a three-year period<br>3 points for every collision involving a pedestrian or cyclist over a three-year period<br>5 points for every fatal collision over a three-year period |                             |
| <b>Road Characteristics</b>  |                       |                                    |   |                             |
| 5  | Pedestrian Facilities | 0 to 10                            | 10 points for no sidewalks with evidence of pedestrian activity<br>5 points for sidewalks on only one side<br>0 points for sidewalks on both sides  |                             |
| 6  | Cycling Facilities    | 0 to 5                             | 5 points for no dedicated cycling facilities (shared use)<br>3 points if cycling lanes are provided<br>0 points if cycle tracks are provided  |                             |
| 7  | Pedestrian Generators | 0 to 15                            | 5 points for each pedestrian generator such as trails, schools, playgrounds, community centres, libraries, retail centres, etc. on the street segment (no dedicated pedestrian crossing facilities provided)                                |                             |
| <b>Total</b>   |                       |                                    |   |                             |
| <b>Note:</b> In Section 1a, points are awarded beginning at 38 km/h on a 30 km/h roadway, 48 km/h on a 40 km/h roadway and 58 km/h on a 50 km/h roadway. |                       |                                    |   |                             |
| Does the location meet the minimum requirements?   |                       |                                    |   |                             |
| Local roadway = minimum 40 points  |                       |                                    | YES <input type="checkbox"/>  | NO <input type="checkbox"/> |
| Collector roadway – minimum 57 points  |                       |                                    | YES <input type="checkbox"/>  | NO <input type="checkbox"/> |

Figure 2: Whitchurch-Stouffville Traffic Calming Scoresheet (Adopted from City of Hamilton)

The development of a customized scoresheet involves having a large amount of data for multiple road segments within the Town and identifying risk factors based on collision history, speed data, AADT, land use and road characteristics data. While the development of a tailored scoresheet is completed, the Town will be using an adopted scoresheet (**Figure 2**) to assess for traffic calming. A traffic calming ranking will then be created using the scores obtained for each road/segment being evaluated. This will provide Town Staff with a priority list for implementation purposes.

Traffic calming ranking should be reviewed on an annual basis using the most recent data collected.

### 5.3 Treatment Selection

**Appendix A** provides a detailed description of the traffic calming measure toolbox that Town Staff will use for selecting treatments for locations where traffic calming is warranted.

The selection of the measure is based on the applicability of these measures on the type of road being evaluated. This includes road classification (local or collector, urban or rural), speed limits, cross-sections, maintenance requirements, impacts to emergency services and environment. For example, some measures are only recommended to be implemented on two-lane cross-sections (one lane per direction) rather than on roads with a four-lane cross-section (two lanes per direction). This applicability is based on research completed by other jurisdictions through monitoring on the effectiveness of these measures.

The list of measures presented below was selected based on what the Town has currently implemented up to date in conjunction with best practices on neighbouring municipalities and regions. Detailed descriptions, including implementation considerations and estimates are provided in **Appendix A**.

- Pavement Markings
  - Full-Lane Transverse Bars
  - On-Road ‘Signs’ Pavement Markings
  - Peripheral Transverse Bars
- Roadway Narrowing
  - On-street parking
  - Lane Narrowing
  - Road Diet
  - Curb Extension
  - Traffic Delineators
- Surface Treatments
  - Textured Crosswalk

- Textured Pavement
- Transverse Rumble Strips
- Education and Enforcement
  - Automated Speed Enforcement (ASE)
  - Red Light Cameras (RLC)
  - Radar Speed Signs
- Horizontal Deflection
  - Traffic Circle/Roundabout
- Vertical Deflection
  - Raised Crosswalk
  - Speed Cushion
- Intersection Treatments
  - Tiger Tails
  - Reflective Strip on STOP signposts
  - Left-side STOP sign
  - Left-turn Traffic Calming

## 5.4 Public Notification

Prior to planning for the implementation of the selected measures, Town Staff should provide notifications to the residents in the immediate area where the traffic calming will be implemented of the proposed work. Notifications can be provided using the Town’s website, mailout or through hosting in-person information sessions. The selected method of communication will be at the discretion of Town Staff. Once the public notifications have been given, the Town will provide a set period for residents to provide feedback on the proposed work. Town Staff will incorporate the feedback received and adjust, whenever possible, the proposed work.

## 5.5 Implementation

Implementation of the measures will be completed based on the Town’s yearly budget. As mentioned before, locations will be implemented based on the priority ranking developed earlier in the process. Implementations will be planned for the non-winter months and will be completed depending on the weather and availability of staff. Larger projects will be added to draft capital and/or operating budgets for Council consideration.

## 5.6 Monitoring and Evaluation



Following implementation of the traffic calming measures, staff will monitor their effectiveness, refine the installation, if required, and remove measures no longer serving their intended purpose. Evaluation of the effectiveness of the implemented measures will be completed by collecting before and after data that includes traffic volumes, speed and collision data.

# A


## Appendix A Traffic Calming Toolbox





## Appendix A – Traffic Calming Toolbox

| Type                     | Countermeasure   | Description & Purposes  | Advantages   | Disadvantages  | Applicability   | Implementation Considerations   | Cost   | Cost Reference                                 |
|--------------------------|--|---|--|--|---|---|--|--|
| <b>Pavement Markings</b> | <p>Full-Lane Transverse Bars</p>           | <p>Full-lane transverse bars are a series of parallel pavement markings which extend across the majority of the travelled lane width. The series of markings may be placed closer together with distance to create the illusion that a vehicle's speed is increasing to alert the driver of the need to reduce speed.</p> | <p>&gt; Vehicle Speeds:<br/>Reduction in 85<sup>th</sup> percentile speed between 5 and 15 km/h</p> <p>&gt; Environment:<br/>No increase in noise</p> <p>&gt; Other:<br/>- Can be implemented rapidly<br/>- No impact to emergency vehicles, snow plowing, street sweeping, and police enforcement<br/>- No adverse effect on vehicle operations</p> | <p>&gt; Maintenance:<br/>- Pavement markings will require regular maintenance; increased costs if placed in the wheel path of vehicles<br/>- May be less effective in winter months due to snow/ice cover</p> <p>&gt; Other:<br/>Pavement markings are not visible from significant distances upstream</p> | <p>&gt; Road Classification: All roadways<br/>- Freeway off-ramps; approaches to intersection and bridges; deficient horizontal curves</p> <p>&gt; Traffic Conditions:<br/>All traffic volumes</p> <p>&gt; Roadway: Primarily rural cross-section; can be considered in urban areas</p> | <p>&gt; Speed reduction enhanced if used in conjunction with rumble strips, but speed variability tended to increase</p> <p>&gt; It is unknown if the effect on speeds can be sustained over time</p> | <p>&gt; Low<br/>- Pavement markings are low cost, with the initial cost to lay markings and cost of subsequent maintenance</p> <p>- Durable markings have higher initial cost, but require much less regular maintenance, which avoids the traffic impacts of lane closures while repainting the transverse bars</p> | TAC CITE - Traffic Calming Guide               |
| <b>Pavement Markings</b> | <p>On-Road 'Signs' Pavement Markings</p>  | <p>On-road 'sign' pavement markings provide information that would typically be shown to drivers through signage but are painted on the</p>   | <p>&gt; Vehicle Speeds:<br/>Reduction between 6 and 14 km/h</p>  | <p>&gt; Maintenance:<br/>- Pavement markings will require regular maintenance<br/>- May be less effective in</p>   | <p>&gt; Road Classification: Local, collector and arterial streets</p>  | <p>&gt; Refer to provincial legislation and guidelines, if available, to ensure standards for traffic control devices are met</p>   | \$200 to \$500 each  | Based on information from other municipalities |





| Type                     | Countermeasure  | Description & Purposes  | Advantages   | Disadvantages   | Applicability  | Implementation Considerations  | Cost  | Cost Reference                   |
|--------------------------|---|---|--|---|--|--|---|----------------------------------|
|                          |   | roadway to provide a larger image, and one that is directly in the driver's line of sight. Some examples could be speed limit, 'SLOW', 'Stop ahead, etc.  | <ul style="list-style-type: none"> <li>&gt; Environment: No increase in noise</li> <li>&gt; Other: <ul style="list-style-type: none"> <li>- Can be implemented rapidly</li> <li>- No impact to emergency vehicles, snow plowing, street sweeping, and police enforcement</li> <li>- No adverse effect on vehicle operations</li> </ul> </li> </ul> | winter months due to snow/ice cover   | <ul style="list-style-type: none"> <li>&gt; Traffic Conditions: All traffic volumes</li> <li>&gt; Roadway: Urban and rural cross-section</li> <li>&gt; Advance of hazards/curves</li> <li>&gt; Entrance treatment to urban and rural communities</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; If there is no provincial guidance for placement, speed limit on-road 'sign' pavement markings should be placed in the same location as speed limit signs to reinforce regulatory environment</li> <li>&gt; May be used as part of gateways to alert drivers that they are entering a rural community</li> </ul>           |   |                                  |
| <b>Pavement Markings</b> | Peripheral Transverse Bars<br> | Peripheral transverse bars are a series of parallel pavement markings along the edge of the travelled lane widths. The series of markings may be placed closer together with distance to create the illusion that a vehicle's speed is increasing. This is done to alert the driver's awareness of the need to reduce speed. Peripheral | <ul style="list-style-type: none"> <li>&gt; Vehicle Speeds: Reduction in 85th percentile speed up to 8 km/h</li> <li>&gt; Environment: No Increase in noise</li> <li>&gt; Other: <ul style="list-style-type: none"> <li>- Can be implemented rapidly</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>&gt; Maintenance: <ul style="list-style-type: none"> <li>- Pavement markings will require maintenance but not as frequently compared to full-lane transverse bars</li> <li>- May be less effective in winter months due to snow/ice cover</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road Classification: All roadways</li> <li>&gt; Traffic Conditions: All traffic volumes</li> <li>&gt; Roadway: Primarily rural cross-section; can be considered in urban areas <ul style="list-style-type: none"> <li>- Preferred where edge and centerlines are provided</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Enhanced effect on speeds when used with speed display boards</li> <li>&gt; Effect on speeds may be reduced over time</li> <li>&gt; Avoid overuse so visual effect of the treatment is not jeopardized (restrict use to known accident locations or situations requiring traffic to significantly reduce speed)</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Low <ul style="list-style-type: none"> <li>- Pavement markings are low cost, with the initial cost to lay markings and cost of subsequent maintenance</li> <li>- Durable markings have higher initial cost, but require much</li> </ul> </li> </ul> | TAC CITE - Traffic Calming Guide |


| Type                     | Countermeasure   | Description & Purposes  | Advantages  | Disadvantages   | Applicability   | Implementation Considerations  | Cost   | Cost Reference                                 |
|--------------------------|--|---|---|---|---|--|--|--|
|                          |  | transverse bars are similar to full-lane transverse bars but require less maintenance of pavement markings.   | - No impact to emergency vehicles, snow plowing, street sweeping, and police enforcement<br>- No adverse effect on vehicle operations   | > Other: Pavement markings are not visible from significant distances upstream  | > Freeway off-ramps, bridge approaches, approach to an intersection, deficient horizontal curves  |  | less regular maintenance, which avoids the traffic impacts of lane closures while repainting |  |
| <b>Roadway Narrowing</b> | On-street parking<br> | On-street parking is the reduction of the roadway width available for vehicle movement by allowing motor vehicles to park adjacent and parallel to the curb. Angled parking is not appropriate as a traffic calming measure, due to the increased potential for conflicts. The effect of using on-street parking to narrow the effective roadway space is to reduce vehicle speeds and to reduce possible short-cutting or through traffic. | > Conflicts: Parked vehicles provide a buffer between traffic and pedestrians on sidewalks<br><br>> Environment: Traffic noise may be reduced due to a reduction in traffic volumes or speeds<br><br>> Other: No effect on resident access and police enforcement | > Active Transportation and Transit:<br>- On-street parking may reduce mutual visibility for pedestrians crossing the roadway<br>- Requires a minimum width to allow for safe passing of cyclists around opened car doors<br><br>> Maintenance: Parked vehicles may obstruct street sweeping and snow removal | > Road Classification: Local and collector streets; urban commercial streets<br>> Traffic Conditions: All traffic volumes<br>> Roadway: Urban cross-section – curb and gutter<br>> May be used in combination with speed humps, curb extensions, etc.<br><br>> Due to varying jurisdictional guidelines and regulations, on-street parking should not be implemented if it results in substandard roadway widths which conflict | > Narrower roadway widths may not be appropriate in municipalities with significant snowfall, or for streets with relatively high two-way traffic volumes (use with caution on roads<br><br>> 10,000 veh/day)<br>> Required Pavement Width: 2.0m to 2.5m<br><br>Where transit routes operate, remaining lane width should be a minimum of 3.1 m, preferably 3.3 m. | Cost per 1 km (one side): \$2,000  | Based on information from other municipalities |


| Type                     | Countermeasure  | Description & Purposes   | Advantages   | Disadvantages  | Applicability   | Implementation Considerations  | Cost   | Cost Reference  |
|--------------------------|---|--|--|--|---|--|--|---|
|                          |   |  |  | <p>operations, unless parking restrictions are applied for these operations</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- Parked vehicles may obstruct driveways, or reduce visibility for motorists entering the roadway from driveways</li> <li>- Could increase rear-end or sideswipe collisions</li> </ul> | <p>with lane width, transit or emergency services requirements</p> <p>&gt; Locations to Avoid: Driveways, areas with limited sight distance, bus zones, designated school zones, unfenced playgrounds, and poorly illuminated streets</p> |  |  |   |
| <b>Roadway Narrowing</b> | <p>Lane Narrowing</p>  | <p>Lane narrowing is the process of reducing lane widths using pavement markings (for example, centreline, urban shoulders, bicycle lanes). The intention is for drivers to perceive the roadway to be less comfortable at higher speeds due to the narrowing of the lanes</p> | <p>&gt; Vehicle Speeds: Reduction in 85th percentile speed up to 10km/h</p> <p>&gt; Conflicts: If lanes are physically narrowed and space is not</p> | <p>&gt; Active Transportation and Transit: Cyclists can feel squeezed closer to vehicles if no bicycle lanes are provided</p> <p>&gt; Maintenance:</p> <ul style="list-style-type: none"> <li>- Pavement markings</li> </ul>   | <p>&gt; Road Classification: Local and collector streets</p> <p>&gt; Traffic Conditions: All traffic volumes</p> <p>&gt; Roadway: Urban cross-section; typically applied on two- and four-lane roadways</p>                               | <p>&gt; Physical lane narrowing tends to provide better results than simple pavement markings, which have minimal effect</p> <p>&gt; Low cost when implemented using pavement markings only, however, studies show this is less effective than narrowing roadways using physical measures as</p> | <p>Cost per 1 km:</p> <ul style="list-style-type: none"> <li>- Centreline: \$6,000</li> <li>- Urban shoulder (one side): \$6,000</li> <li>- Conventional bike lane (one side): \$7,000</li> <li>- Buffered bike lane (one side): \$20,000</li> </ul> | <p>Based on information from other municipalities</p> |

| Type | Countermeasure | Description & Purposes                  | Advantages  | Disadvantages  | Applicability | Implementation Considerations  | Cost  | Cost Reference |
|------|----------------|---|---|--|---------------|--|---|----------------|
|      |                | and ultimately reduce operating speeds. | <p>allocated to other modes, the reduced crossing distance at pedestrian crossings may reduce pedestrian-vehicle conflicts</p> <p>&gt; Other:<br/>- Can be implemented rapidly if using pavement markings and no physical change is required<br/>- Space can be allocated for urban amenities and activities such as bicycle lanes<br/>- No effect on emergency vehicles, resident access, snow plowing, street sweeping, and</p> | <p>require regular maintenance</p> <p>- Pavement markings may be less effective in winter months due to snow/ice cover</p> <p>&gt; Other:<br/>Reduced separation between oncoming vehicles</p> |               | <p>speeds did not appear to be affected</p> <p>&gt; Ensure consistency in application to avoid driver confusion</p> <p>&gt; Required Pavement Width:<br/>- Urban shoulder (one side): 1.2m to 2.0m<br/>- Conventional bike lane (one side): 1.5m to 1.8m<br/>- Buffered bike lane (one side): 1.8m to 2.8m</p> <p>Where transit routes operate, remaining lane width should be a minimum of 3.1 m, preferably 3.3 m.</p> | <p>Note: For pavement marking installation on a short road segment (i.e., less than 500m), instead of estimating the cost based on the unit price, a minimum cost of \$3,000 is expected.</p> |                |

| Type                     | Countermeasure  | Description & Purposes  | Advantages   | Disadvantages  | Applicability  | Implementation Considerations   | Cost   | Cost Reference                     |
|--------------------------|---|---|--|--|--|---|--|------------------------------------|
|                          |   |   | police enforcement   |  |  |   |  |                                    |
| <b>Roadway Narrowing</b> | <p>Road Diet</p>  | <p>where the number of travelled lanes and/or the effective width of the road is reduced in order to allocate the reclaimed space for other uses, such as wider sidewalks, turning lanes, bus lanes, pedestrian refuge islands, bike lanes, parking, etc. Typically, a Road Diet involves converting an existing four-lane, undivided roadway segment to a three-lane segment consisting of two through lanes, a centre two-way left-turn lane, and two bicycle lanes. However, other conversions are possible, such as 4-lane to 5-lane, 2-lane to 3-lane, 3-lane to 3-lane, and 5-lane to 3-lane.</p> | <p>&gt; Vehicle Speeds: Reduction between 5 and 12 km/h</p> <p>&gt; Conflicts: Reduction of 25% in the number of collisions per kilometre (collision density) and of 18% in the collision rate (controlled for volume)</p> | <p>&gt; Emergency Response: May affect emergency vehicle response times due to added congestion, however vehicle can bypass congestion and there is a space for vehicles to pull to side of the road</p> | <p>&gt; Road Classification: Most appropriate for four-lane collector and arterial roads</p> <p>&gt; Traffic Conditions: Moderate traffic volumes (subject to before/after capacity analysis)</p> <p>&gt; Roadway: Urban cross-section – curb and gutter</p> | <p>&gt; Effective for widening sidewalks, adding bicycle lanes, and creating friendly streets for pedestrians and transit users</p> <p>&gt; Preferred to be combined with other traffic calming devices and “complete street” elements</p> <p>&gt; Refer to FHWA Road Diet Informational Guide for safety, operational, and quality of life considerations from research and practice, as well as guidance for decision-making process and post-implementation evaluation</p> | <p>&gt; Variable depending on the extent and scope of the project</p> <p>- Lower if just pavement markings, signs, and potential adjustment of signals at intersections</p> <p>- Cost can be reduced if implemented at the same time as a repaving project or road repairs</p> | TAC CITE - Traffic Calming Guide   |
| <b>Roadway Narrowing</b> | Curb Extension  | A curb extension (also known as neckdown, choker, curb bulb, or   | > Vehicle Speeds: Reduction  | > Active Transportation and  | > Road Classification: Local   | > The effectiveness of a curb extension can be increased when used in   | \$13,000 per pair  | Costs for Pedestrian and Bicyclist |


| Type | Countermeasure  | Description & Purposes   | Advantages  | Disadvantages  | Applicability  | Implementation Considerations   | Cost | Cost Reference              |
|------|---|--|---|--|--|---|------|-----------------------------|
|      |  | <p>bulb-out) is a horizontal intrusion of the curb into the roadway resulting in a narrow section of roadway. The curb is extended on one or both sides of the roadway to reduce its width to as little as 6.0 m for two-lane, two-way traffic. In urban environments, it is possible to implement curb extensions by removing existing parking spaces. The purpose of a curb extension is to reduce vehicle speeds, reduce crossing distance for pedestrians, increase visibility of pedestrians, and prevent parking close to an intersection.</p> | <p>between 2 and 8 km/h</p> <p>&gt; Conflicts:</p> <ul style="list-style-type: none"> <li>- Reduced pedestrian crossing distance at intersections may reduce pedestrian-vehicle conflicts</li> <li>- Better mutual visibility between pedestrians and motorists if crosswalks are installed between curb extensions</li> </ul> <p>&gt; Environment:</p> <p>Landscaped curb extensions, can improve the appearance of a street</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- No effect on resident access, snow</li> </ul> | <p>Transit:</p> <ul style="list-style-type: none"> <li>- Not compatible with bicycle lanes</li> <li>- Can be hazardous for drivers and cyclists if not designed and maintained properly</li> <li>- Cyclists can feel squeezed closer to vehicles as motorists attempt to overtake them at the narrowing points</li> </ul> <p>&gt; Parking:</p> <p>Potential loss of on-street parking</p> <p>&gt; Maintenance:</p> <p>Increased snow removal cost and snow plow damage to grass, trees and</p> | <p>and collector streets; urban arterial streets</p> <p>&gt; Traffic Conditions:</p> <p>All traffic volumes</p> <p>&gt; Roadway: Urban cross-section – curb and gutter</p> | <p>combination with other traffic calming measures (speed humps, raised crosswalks, raised intersections, textured crosswalks, curb radius reductions, raised median islands)</p> <p>&gt; Used often with on-street parking to create bays and increase pedestrian visibility at crossings</p> <ul style="list-style-type: none"> <li>- Keeps road narrow when parked vehicles are not present</li> <li>- On urban arterial streets, applicability may not be recommended if the arterial street has a parking lane that can be needed to carry occasional traffic volume increases (e.g., Emergency Detour Route (EDR), evacuation route, ceremonial route, flexibility of flow management during road repair, etc.)</li> </ul> <p>&gt; Drainage system adjustments may be</p> |      | Infrastructure Improvements |


| Type                     | Countermeasure   | Description & Purposes  | Advantages   | Disadvantages   | Applicability  | Implementation Considerations  | Cost              | Cost Reference   |
|--------------------------|--|---|--|---|--|--|-------------------|--|
|                          |  |   | <p>plowing, street sweeping, and police enforcement</p> <ul style="list-style-type: none"> <li>- Can provide additional storage for snow, however, height of windrow should not negatively impact pedestrian visibility</li> </ul> | <p>curb extensions</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- Long trucks, buses and other large vehicles may need to cross into oncoming travel lanes to negotiate turns at intersections with curb extensions</li> <li>- Between snow removals in winter environments, the roadway's effective width can be significantly reduced</li> </ul> |  | <p>required where curb extensions are needed</p> <ul style="list-style-type: none"> <li>&gt; Should be marked with signs or other objects to be visible to motorists and plow operators</li> <li>&gt; Sight lines should be respected if there is landscaping</li> <li>&gt; Required Pavement Width: 2.0m to 2.5m</li> </ul> <p>Where transit routes operate, remaining lane width should be a minimum of 3.1 m, preferably 3.3 m.</p> |                   |  |
| <b>Roadway Narrowing</b> | <p>Traffic Delineators</p>  | <p>The use of vertical treatments such as flexible post-mounted delineators or raised pavement markers to create a centre median. This could be used to give drivers a perception of lane narrowing and create a sense of constriction.</p> | <p>&gt;Vehicle Speeds:<br/>Reduction in 85<sup>th</sup> percentile speed up to 5 km/h</p> <p>&gt;Conflicts:<br/>Separation of traffic has the potential to</p>   | <p>&gt; Maintenance:<br/>- May require regular maintenance with collection of debris around posts and repeated impacts from vehicles</p>  | <p>&gt; Road Classification: Local and collector streets</p> <p>&gt; Traffic Conditions:<br/>All traffic volumes</p> <p>&gt; Roadway: Urban or rural cross-section; two-lane roadways in</p> | <p>&gt; Typically, are between 45 and 90 cm tall, spaced 30m to 50m apart</p> <p>&gt; May also be installed at the start and end of a speed reduction zone (e.g., a School Zone) along with other traffic</p>  | \$125 per bollard | <p>Cost for Flexible Bollards from Oxford County Trails Master Plan (factored up from \$100 to 2022 cost of \$125)</p> |


| Type                      | Countermeasure  | Description & Purposes   | Advantages   | Disadvantages   | Applicability  | Implementation Considerations  | Cost   | Cost Reference                   |
|---------------------------|---|--|--|---|--|--|--|----------------------------------|
|                           |   | Flexible post-mounted delineators are similar in appearance to bollards. They are commonly used in work zones, high-occupancy vehicle (HOV) lanes, and on-ramp exits to direct vehicles or prevent particular movements. | <p>reduce collisions</p> <p>&gt;Other: Collapsible design is able to withstand impact with a vehicle</p>                 | <p>- Permanent installation may cause difficulty of snow removal</p> <p>&gt; Other:</p> <p>- In rural areas, wider vehicles or farm equipment may have difficulty passing if post-mounted delineators excessively narrow the roadway</p> <p>- May cause confusion as measure can be perceived as temporary or as an indication of a construction zone</p> | <p>order to achieve lane narrowing</p> <p>&gt; Locations to Avoid: Where it may block driveways or cross streets</p> <p>&gt; Separation of conflicting movements when barriers are too costly or impractical</p> | <p>calming measures (e.g., speed cushions, raised islands, bump outs/curb extensions) to increase the visibility of traffic calming measures and create "gateway-like" features</p> <p>&gt; May also be installed within a speed reduction zone between other traffic calming measures</p> <p>Where transit routes operate, remaining lane width should be a minimum of 3.1 m, preferably 3.3 m.</p> |  |                                  |
| <b>Surface Treatments</b> | <p>Textured Crosswalk</p>  | A sidewalk extension is a sidewalk continued across a local street intersection at the level of the roadway. Textured/patterned elements that contrast the roadway can be  | <p>&gt; Conflicts:</p> <p>- Extension of sidewalk and textured surface reinforces pedestrian priority and may reduce</p> | <p>&gt; Active Transportation and Transit:</p> <p>- May result in a false sense of pedestrian security, if not accompanied by pedestrian</p>  | <p>&gt; Road Classification: Local, collector and arterial streets; urban commercial streets</p> <p>&gt; Traffic Conditions: All traffic volumes, with consideration of</p>                                      | <p>&gt; May be used in combination with other measures, such as raised intersection or curb radius reduction</p>   | <p>&gt; Low – Medium</p> <p>- Cost varies depending on width of roadway, labour and material costs</p> | TAC CITE - Traffic Calming Guide |






| Type | Countermeasure | Description & Purposes  | Advantages  | Disadvantages   | Applicability  | Implementation Considerations | Cost | Cost Reference |
|------|----------------|---|---|---|--|-------------------------------|------|----------------|
|      |                | <p>incorporated into the sidewalk extension. The purpose of a sidewalk extension is to visually enhance a pedestrian crossing location so drivers become more aware of its presence. It is not intended to indicate whether drivers or pedestrians are required to yield (traffic must comply with local or provincial regulations governing the type of pedestrian crossing system being enhanced by the sidewalk extension / textured crosswalk). With a sidewalk extension/textured crosswalk the continuation of the surface and enhanced visual/tactile identification of the crosswalk area emphasizes pedestrian priority.</p> | <p>pedestrian-vehicle conflict</p> <ul style="list-style-type: none"> <li>- Visually-impaired pedestrians are better able to differentiate between the sidewalk and the travelled portion of the street if crosswalk is appropriately textured and detectable</li> <li>&gt; Environment: Textured treatment enhances appearance of street, particularly when combined with other landscaping techniques</li> <li>&gt; Other: No effect on resident access, on-street parking</li> </ul> | <p>right-of-way legislation</p> <ul style="list-style-type: none"> <li>- Textured surfaces may create traction and/or stability problems for seniors, the disabled, and wheelchairs</li> <li>&gt; Maintenance: - Asphalt and textured pavement will settle differently and requires ongoing maintenance to repair uneven transition between surfaces</li> <li>- Textured surfaces may increase street sweeping time if texturing incorporates deep grooves, and some dust and debris may remain in the grooves</li> </ul> | <p>buses and heavy vehicles on truck routes</p> <p>&gt; Roadway: Urban cross-section – curb and gutter; sidewalks exist along street</p> |                               |      |                |


| Type                      | Countermeasure   | Description & Purposes   | Advantages  | Disadvantages   | Applicability  | Implementation Considerations  | Cost  | Cost Reference                   |
|---------------------------|--|--|---|---|--|--|---|----------------------------------|
|                           |  |  | and police enforcement  | <ul style="list-style-type: none"> <li>- Less effective in winter conditions due to snow/ice cover</li> <li>&gt; Other: Rough or pronounced texturing may create additional noise from vehicle wheels</li> </ul>  |  |  |   |                                  |
| <b>Surface Treatments</b> | <p>Textured Pavement</p>  | Textured pavement is roadway pavement that incorporates a textured and/or patterned surface which contrasts other adjacent roadways in the surrounding area. The difference in texture alerts drivers of the potential need to reduce speed. | <ul style="list-style-type: none"> <li>&gt; Environment: Textured treatment may improve aesthetics and enhance the character of the street, particularly when combined with other landscaping techniques</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Active Transportation and Transit: Can be difficult for cyclists and pedestrians to negotiate</li> <li>&gt; Maintenance: <ul style="list-style-type: none"> <li>- Requires regular maintenance</li> <li>- Textured surfaces may increase street sweeping time if texturing incorporates deep grooves, and some dust and debris may</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road Classification: Local and collector streets</li> <li>&gt; Traffic Conditions: All traffic volumes, with consideration of buses and heavy vehicles on truck routes</li> <li>&gt; Roadway: Urban cross-section</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Stamped concrete and asphalt concrete are generally preferred over brick when a textured surface is desired</li> <li>&gt; Brick or unit pavers are discouraged because of potential problems related to maintenance, pedestrians, bicycles and accessibility requirements</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Low – Medium</li> <li>o Roadway surface treatments, such as use of different textures or incorporating dyes into the roadway or shoulder pavement, are more expensive depending on width of roadway, labour and material costs</li> </ul> | TAC CITE - Traffic Calming Guide |


| Type                      | Countermeasure  | Description & Purposes   | Advantages  | Disadvantages   | Applicability  | Implementation Considerations  | Cost  | Cost Reference                   |
|---------------------------|---|--|---|---|--|--|---|----------------------------------|
|                           |   |  |   | <p>remain in the grooves</p> <ul style="list-style-type: none"> <li>- Less effective in winter conditions due to snow/ice cover</li> </ul> <p>&gt; Other: Rough or pronounced texturing may create additional noise from vehicle wheels</p>           |  |  |   |                                  |
| <b>Surface Treatments</b> | <p>Transverse Rumble Strips</p>  | <p>Transverse rumble strips are raised buttons, bars or grooves closely spaced at regular intervals on the roadway that create both noise and vibration in a moving vehicle. The purpose of a rumble strip is to alert motorists to a traffic control device which is associated with unusual or changing conditions ahead. Rumble strips are sometimes incorrectly used in a standalone mode as a</p> | <p>&gt; Vehicle Speeds: Reduction in 85th percentile speed between 3 and 8 km/h</p> <p>&gt; Other: - Milled rumble strips typically require little to no maintenance. Rumble strips have no effect on resident access, on-street parking, street sweeping</p> | <p>&gt; Active Transportation and Transit: Negative impact on cyclists and should not be used in areas with high volumes of cyclists</p> <p>&gt; Maintenance: - Raised rumble strips or buttons have a negative effect on snow plowing operations</p> | <p>&gt; Road Classification: Local, collector and arterial streets</p> <p>&gt; Traffic Conditions: All traffic volumes</p> <p>&gt; Roadway: Urban and rural cross-section; usually two traffic lanes (one each direction)</p> <p>&gt; Locations to Avoid: Within 200 m radius of residential areas</p> | <p>&gt; Rumble strips are intended for changing conditions ahead and should not be incorrectly used as a stand-alone speed control device</p> <p>&gt; Use only when standard warning or regulatory signing has been shown to be ineffective</p> <p>&gt; Most commonly used on approaches to Stop signs, often in situations where visibility of Stop signs are limited</p> | <p>&gt; Low - Maintenance costs can vary depending on type of application (raised, buttons or milled) and traffic volume - Cost varies depending on materials used for strip, width of roadway and labour costs</p> | TAC CITE - Traffic Calming Guide |

| Type                             | Countermeasure   | Description & Purposes  | Advantages   | Disadvantages  | Applicability   | Implementation Considerations   | Cost   | Cost Reference                   |
|----------------------------------|--|---|--|--|---|---|--|----------------------------------|
|                                  |  | speed control device. With rumble strips, motorists are alerted by minor vertical deflection of vehicle wheels, and audible warning created as vehicle wheels pass over.                                    | and police enforcement   | <ul style="list-style-type: none"> <li>&gt; Other: <ul style="list-style-type: none"> <li>- Increased noise levels by 3 to 4 dB in the immediate vicinity</li> <li>- May detract from appearance of street</li> </ul> </li> </ul>  |   |   |  |                                  |
| <b>Education and Enforcement</b> | <p>Automated Speed Enforcement (ASE)</p>  | Automated Speed Enforcement involves permanently installed radar cameras that photograph vehicles operating exceeding the speed limit without the presence of police officers. Legal provision is required. | <ul style="list-style-type: none"> <li>&gt; Vehicle Speeds: <ul style="list-style-type: none"> <li>- Reduction in average speed between 8 and 14 km/h within enforced area, which is close to the point of installation</li> <li>- As long as thresholds are low enough and depending on the penalties (financial and/or demerit points), program effects should be effective in the longer term</li> </ul> </li> <li>&gt; Conflicts:</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Enforcement: <ul style="list-style-type: none"> <li>- Motorists may adapt by taking alternate routes or speeding up after passing cameras</li> </ul> </li> <li>&gt; Other: <ul style="list-style-type: none"> <li>- Little evidence of crash reduction impacts on the rest of the roadway network when too few devices are installed</li> <li>- Possible disfavour from local residents/community</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road Classification: All roadways</li> <li>&gt; Traffic Conditions: All traffic volumes</li> <li>&gt; Roadway: Urban and rural cross-section</li> <li>&gt; Areas with a history of speed related severe collisions</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Engineering solutions should be sought before implementing camera programs</li> </ul> | <ul style="list-style-type: none"> <li>&gt; High capital cost plus significant on-going costs to manage and operate processing centre to review and issue citations, prosecute and operate court sessions, and follow-up on scofflaws</li> </ul> | TAC CITE - Traffic Calming Guide |

| Type  | Countermeasure   | Description & Purposes  | Advantages  | Disadvantages   | Applicability  | Implementation Considerations   | Cost                        | Cost Reference             |
|---|--|---|---|---|--|---|-----------------------------|----------------------------|
|   |  |   | <ul style="list-style-type: none"> <li>- Substantial reduction in speed related collisions;</li> <li>injury crash reductions in the range of 20 to 48% at conspicuous, fixed camera sites</li> <li>- More noticeable and may achieve more rapid site-specific speed and crash reductions at high crash locations</li> </ul> |   |  |   |                             |                            |
| <p style="text-align: center;"><b>Education and Enforcement</b></p> | <p style="text-align: center;">Red Light Cameras (RLC)</p>  | <p>Red light Cameras are automated enforcement of signal violation at intersections. They reduce intentional red light running behaviours</p> | <ul style="list-style-type: none"> <li>&gt; Conflicts: Red light cameras can reduce collisions by 30%</li> <li>&gt; Other: Red light cameras can reduce aggressive driving by 21%</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; Enforcement: <ul style="list-style-type: none"> <li>- Motorists may adapt by taking alternate routes</li> </ul> </li> <li>&gt; Other: <ul style="list-style-type: none"> <li>- Frequency of rear-end collisions might increase</li> <li>- Possible disfavour from local residents/ community</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road Classification: All roadways</li> <li>&gt; Traffic Conditions: All traffic volumes</li> <li>&gt; Roadway: Urban and rural cross-section</li> <li>&gt; Areas with a history of intersection related severe collisions</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Engineering solutions should be sought before implementing camera programs</li> </ul> | <p>\$100,000 per camera</p> | <p>York Region website</p> |

| Type                             | Countermeasure  | Description & Purposes  | Advantages   | Disadvantages  | Applicability  | Implementation Considerations   | Cost   | Cost Reference   |
|----------------------------------|---|---|--|--|--|---|--|--|
| <b>Education and Enforcement</b> | Radar Speed Signs<br>            | A speed display device is an interactive sign that displays vehicle speeds as oncoming motorists approach. Vehicle speed is captured using radar and can trigger the display board to show when vehicles approach at predetermined unsafe speeds. Can be used upstream of manned speed enforcement. | > Vehicle Speeds:<br>Reduction in 85th percentile speed between 3 and 14 km/h<br><br>> Conflicts:<br>Reduction in speed related collisions<br><br>> Other:<br>- Portable units can be relocated and deployed immediately at different locations<br>- Less expensive than police enforcement when considering long-term use | > Enforcement:<br>- Drivers may become immune to devices if there is no further perception of enforcement<br>- Motorists may speed up to see how fast they can go<br>- May be less effective or less accurate on multi-lane roads, or heavily trafficked roads<br><br>> Maintenance:<br>Requires regular maintenance and a source of power | > Road Classification: All roadways<br><br>> Traffic conditions: All traffic volumes<br><br>> Roadway: Urban and rural cross-section<br><br>> Generally used at the beginning of regulatory school zones, upstream of high speed signalized intersections, and upstream of deficient horizontal curves | > Speed display devices can be used as curve advisory systems<br><br>> Speed displays can be used on a weather-related basis<br>> If used in conjunction with manned enforcement downstream on some occasions, can be very effective and may decrease complaints about manned enforcement as well | \$5,000.00 each if mounted on existing pole<br>\$7,500 each if additional pole is required | Based on information from other municipalities                 |
| <b>Horizontal Deflection</b>     | Traffic Circle/ Roundabout<br> | A traffic circle/traffic button/mini-roundabout is an island located at the centre of an intersection, which requires vehicles to travel through the  | >Vehicle Speeds:<br>Reduction in 85th percentile speed up to 14km/h  | > Emergency Response:<br>Delay between 1.3 and 10.7 seconds for emergency vehicle response times   | > Road Classification: Local and collector street intersections<br><br>> Traffic Conditions:<br>- Posted speed limit ≤ 50 km/h   | > Preferred with textured crosswalks and most effective when used in series<br><br>> Sight lines should be respected if there is landscaping  | Average \$85,500.00 each   | Costs for Pedestrian and Bicyclist Infrastructure Improvements |


| Type | Countermeasure  | Description & Purposes  | Advantages  | Disadvantages   | Applicability  | Implementation Considerations   | Cost | Cost Reference |
|------|---|---|---|---|--|---|------|----------------|
|      |  | <p>intersection in a counter-clockwise direction around the island. Mini-roundabouts are designed in accordance with full-size roundabout design principles presenting splitter islands and deflection of vehicles on all approaches, except that they have a smaller diameter and traversable islands. A traffic circle is typically smaller than a mini-roundabout and does not have splitter islands on the approaches. A traffic button is similar to a traffic circle, however, the former is typically made of coloured asphalt while the latter is landscaped. The turning radius for left-turning trucks, buses, or emergency vehicles may require a diameter which would be larger than the intersection space</p> | <p>&gt;Traffic volumes:<br/>Reduction of up to 20%</p> <p>&gt;Conflicts:<br/>Collision rate reductions of approximately 30% compared to signalized intersections</p> <p>&gt;Environment:<br/>- Traffic noise reduction of 3 dBA due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)<br/>- Environmental benefit through reduced delay, fuel consumption, and vehicle emissions<br/>- When landscaped, can improve</p> | <p>&gt; Active Transportation and Transit:<br/>May force vehicles into crosswalk area increasing potential for pedestrian-vehicle conflicts</p> <p>&gt; Parking: May require removal of some on-street parking in vicinity of traffic circle</p> <p>&gt; Maintenance: “Minor” effects on winter maintenance by increasing snow plowing time</p> <p>&gt; Other:<br/>- Restricted access for trucks and longer school buses</p> | <p>- &lt; 1500 vehicles per day; Use with caution for low-volume collectors with 1500 to 5000 vehicles per day</p> <p>&gt; Roadway: Urban cross-section – curb and gutter; rural cross-section; maximum two traffic lanes (one each direction)</p> <p>&gt; Locations to Avoid:<br/>- Designated emergency access routes and transit routes<br/>- Intersections with high pedestrian volumes<br/>- Intersections where collector street traffic volumes are significantly higher than the intersecting street</p> | <p>&gt; Mini roundabouts are often more suitable for collector roads, and traffic circles are more suitable for local roads</p> |      |                |

| Type                       | Countermeasure  | Description & Purposes   | Advantages   | Disadvantages   | Applicability   | Implementation Considerations   | Cost            | Cost Reference   |
|----------------------------|---|--|--|---|---|---|-----------------|--|
|                            |   | commonly available. Consequently, vehicles may turn in left in front of the traffic circle or mount the centre raised island rather than travelling around it. Yield traffic control is recommended.   | the appearance of a street<br><br>>Other: No effect on resident access, street sweeping, and police enforcement  | - Traffic may be diverted to parallel streets without traffic calming measures  |   |   |                 |  |
| <b>Vertical Deflection</b> | <p>Raised Crosswalk</p>  | A raised crosswalk is a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway. The purpose of a raised crosswalk is to reduce vehicle speeds, improve pedestrian visibility, and reduce pedestrian-vehicle conflicts. | <p>&gt; Vehicle Speeds: Reduction in 85th percentile speed from 5 km/h to 13 km/h</p> <p>&gt; Traffic volumes: Reduction of up to 26%, and increase of up to 7% on neighbouring streets</p> <p>&gt; Conflicts: - 53% of drivers yielding to pedestrians compared to 13% before</p> | <p>&gt; Emergency Response: Impacts and delays to emergency vehicles; Fire vehicles – 3.8 seconds' delay per raised crosswalk</p> <p>&gt; Active Transportation and Transit: - May result in a false sense of pedestrian security - Visually-impaired pedestrians may have difficulty differentiating between the</p> | <p>&gt; Road Classification: - Local and collector streets; commercial collector streets</p> <p>&gt; Traffic Conditions: Posted speed limit ≤ 50km/h; all traffic volumes</p> <p>&gt; Roadway: Urban cross-section – curb and gutter</p> <p>&gt; School zones</p> <p>&gt; Locations to Avoid: - Designated emergency access routes - Small turning radius curves and other areas with limited sight distance,</p> | <p>&gt; Not recommended unless there is an existing marked crosswalk</p> <p>&gt; Not recommended in limited right-of-way</p> <p>&gt; There must be a sidewalk on at least one side of the road and landing areas on each end of the raised crosswalk</p> <p>&gt; May cause discomfort for transit users</p> <p>&gt; Consistent configuration throughout a community is desirable to facilitate safe use by those with mental impairment</p> <p>&gt; Snow removal personnel may require special training in raised crosswalk areas</p> | \$8,000.00 each | Costs for Pedestrian and Bicyclist Infrastructure Improvements |





| Type | Countermeasure | Description & Purposes | Advantages   | Disadvantages  | Applicability   | Implementation Considerations  | Cost | Cost Reference |
|------|----------------|------------------------|--|--|---|--|------|----------------|
|      |                |                        | <ul style="list-style-type: none"> <li>- Pedestrian crossing area better defined; vehicles are forced to slow through pedestrian conflict zone</li> <li>&gt; Environment: Traffic noise may be reduced due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)</li> <li>&gt; Other:               <ul style="list-style-type: none"> <li>- No effect on bicycles riding at moderate speeds</li> <li>- No effect on resident access, street sweeping (small amount of debris may remain at edges of raised</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>curb and the travelled portion of the street (can be mitigated with appropriate design elements for accessibility requirements such as tactile walking surface indicators)</li> <li>- Some cyclists may experience loss of control at speeds over 40 km/h</li> <li>- May slightly affect transit routes; a series of vertical deflection measures may increase travel time</li> <li>&gt; Maintenance:               <ul style="list-style-type: none"> <li>- Snow clearing time may be increased</li> <li>- Raised crosswalks interfere with</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>intersections, and driveways</li> <li>- Transit routes where articulated buses are used due to potential decoupling</li> <li>- Bus stops – locate at least 25 m in advance to minimize potential stability problems</li> <li>- Traffic signals – locate at least 75 m distance from traffic signals so that the crosswalk is not within the decision or braking zones</li> <li>- Grades over 8%</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Raised crosswalks with gentle approach and exit gradients, flush leading edges and smooth surfaces pose a less significant hazard to cyclists</li> </ul> |      |                |



| Type | Countermeasure | Description & Purposes | Advantages  | Disadvantages   | Applicability | Implementation Considerations | Cost | Cost Reference |
|------|----------------|------------------------|---|---|---------------|-------------------------------|------|----------------|
|      |                |                        | <p>crosswalk), and police enforcement</p> <ul style="list-style-type: none"> <li>- Pedestrians using assistive devices are able to cross more easily and with increased comfort due to no accumulation of rain or snow at the bottom of the curb</li> </ul> | <p>pavement overlays</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- Catch basins may be required to provide drainage depending on location of raised crosswalk and site specific conditions</li> <li>- If catch basins become blocked, ponding may occur on uphill edge of crosswalk</li> <li>- Increased traffic noise levels due to braking and accelerating</li> <li>- Increased gas consumption and emission levels if there are significant variations in speed,</li> </ul> |               |                               |      |                |

| Type                       | Countermeasure   | Description & Purposes  | Advantages  | Disadvantages   | Applicability  | Implementation Considerations   | Cost  | Cost Reference  |
|----------------------------|--|---|---|---|--|---|---|---|
|                            |  |   |   | <p>especially if there are multiple devices within close proximity on the same street</p> <ul style="list-style-type: none"> <li>- Pavement markings and signing could detract from the appearance of a street</li> <li>- Traffic may be diverted to parallel streets without traffic calming measures</li> </ul> |  |   |   |   |
| <b>Vertical Deflection</b> | <p>Speed Cushion</p>  | <p>A raised area on a road, similar to a speed hump, but does not cover the entire width of the road. The width is designed to allow a large vehicle, such as a bus, to “straddle” the cushion, while light vehicles will have at least one side of the vehicle deflected upward. Speed cushions are intended to produce sufficient</p> | <ul style="list-style-type: none"> <li>&gt; Vehicle Speeds: Reduction in 85th percentile speed up to 8km/h</li> <li>&gt; Traffic Volumes: Reduction of approximately 30%</li> <li>&gt; Environment: Traffic noise may be</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Emergency Response: May slightly affect emergency vehicle response times but not as much as speed humps or speed tables</li> <li>&gt; Active Transportation and Transit: May slightly affect transit</li> </ul>   | <ul style="list-style-type: none"> <li>&gt; Road Classification: Local and collector streets</li> <li>&gt; Traffic Conditions: Posted speed limit ≤ 50 km/h; all traffic volumes</li> <li>&gt; Roadway: Urban cross-section – curb and gutter</li> <li>&gt; Locations to Avoid:</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Allows greater access for transit and emergency services compared to other traffic calming devices could be considered as an alternative to speed humps on emergency routes</li> <li>&gt; Speed humps are more effective in reducing speeds</li> <li>&gt; Snow removal personnel may require special</li> </ul> | <p>\$6,000 each location (assumed based on cost for speed bump)</p> | <p>Costs for Pedestrian and Bicyclist Infrastructure Improvements</p> |

| Type | Countermeasure | Description & Purposes  | Advantages   | Disadvantages  | Applicability   | Implementation Considerations   | Cost | Cost Reference |
|------|----------------|---|--|--|---|---|------|----------------|
|      |                | discomfort to limit passenger vehicle travel speeds yet allow the driver to maintain vehicle control, while allowing larger vehicles such as buses and emergency vehicles to pass without difficulty. | <p>reduced due to lower speeds (benefits may be offset by increased noise due to braking and accelerating)</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- No effect on bicycles riding at moderate speeds</li> <li>- No effect on resident access, street sweeping (small amount of debris may remain at edges of speed cushion), and police enforcement</li> </ul> | <p>routes; a series of vertical deflection measures may increase travel time</p> <p>&gt; Maintenance: Negative effects on snow plowing/ removal; plow operators must use caution to avoid damaging speed cushion surface</p> <p>&gt; Other:</p> <ul style="list-style-type: none"> <li>- More difficult to construct compared to speed humps requiring more precise hand work</li> <li>- Increased traffic noise levels due to braking and accelerating</li> <li>- Increased gas consumption and emission levels if there</li> </ul> | <ul style="list-style-type: none"> <li>- Small turning radius curves and other areas with limited sight distance, intersections, and driveways</li> <li>- Traffic signals – locate at least 75 m distance from traffic signals so that the speed cushion is not within the decision or braking zones</li> <li>- Grades over 8%</li> </ul> | <p>training in removing snow from speed cushion areas</p> <p>&gt; A series of speed cushions is more effective than a single installation; spacing can range from 60 m to 250 m depending on the desired 85<sup>th</sup> percentile speed</p> <p>&gt; Installation of WA-50 Speed Hump sign is considered mandatory</p> <p>&gt; Speed cushions are not to be implemented together with raised median island</p> |      |                |

| Type                           | Countermeasure   | Description & Purposes   | Advantages  | Disadvantages  | Applicability   | Implementation Considerations   | Cost   | Cost Reference   |
|--------------------------------|--|--|---|--|---|---|--|--|
|                                |  |  |   | <p>are significant variations in speed, especially if there are multiple devices within close proximity on the same street</p> <ul style="list-style-type: none"> <li>- Pavement markings and signing could detract from the appearance of a street</li> <li>- Traffic may be diverted to parallel streets without traffic calming measures</li> </ul> |   |   |  |  |
| <b>Intersection Treatments</b> | <p>Tiger Tails</p>  | <p>Tiger tails are alternating stripes placed below a stop sign to capture the driver's attention. They are generally more frequently used at All-way Stop Controlled intersections when compared to Minor Road Stop Controlled intersections.</p> | <p>&gt; Vehicle Speeds: Changes in vehicle speeds require further study</p> <p>&gt; Compliance Rates: Changes in compliance rates require further study</p> | <p>&gt; Other: - Lack of research as to its effectiveness In Ontario.</p>  | <p>&gt; Road Classification: Local and collector streets</p> <p>&gt; Roadway: Urban and rural cross-sections</p> <p>&gt; Should be used on all approaches of all all-way stop control intersections or as needed in rural areas</p> | <p>&gt; The Tiger Tail sign is not an officially recognized sign and is not approved for use in the Ontario Traffic Manual (O.T.M.). There are no official guidelines for its use, and no studies have been completed to show the sign effectiveness for addressing stop sign compliance issues in Ontario.</p> | <p>All way stop intersection: Approximate average cost is \$230 per intersection</p> <p>Non all way stop control intersection (between 1-2 leg(s) are stop</p> | <p>City of Oshawa's Tiger Tail Signage on Stop Sign Posts Report - #CO-23-17</p> |

| Type                           | Countermeasure   | Description & Purposes   | Advantages  | Disadvantages  | Applicability   | Implementation Considerations  | Cost  | Cost Reference |
|--------------------------------|--|--|---|--|---|--|---|----------------|
|                                |  |  | <ul style="list-style-type: none"> <li>&gt; Other:               <ul style="list-style-type: none"> <li>- Beneficial under low-light conditions</li> <li>- Improved visibility in rural areas with stop signs at the end of long stretches of roadway.</li> </ul> </li> </ul>             |  | <ul style="list-style-type: none"> <li>&gt; May be paired with left-side stop signs.</li> </ul>   |  | <ul style="list-style-type: none"> <li>controlled):</li> <li>Approximate average cost is \$160 per intersection.</li> </ul> |                |
| <b>Intersection Treatments</b> | <p>Left-side STOP sign</p>  | <p>Left-side STOP signs are a second set of signage at a stop controlled approach meant to increase the driver's visibility of the stop sign. They are generally used at where horizontal curves impair the sight of All-Way Stop Control intersections.</p> | <ul style="list-style-type: none"> <li>&gt;Collisions: may reduce collision where 'disobeyed traffic control' was reported as the apparent driver action</li> <li>&gt;Other: Improved visibility of stop sign, particularly on intersections downstream of a horizontal curve.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Maintenance: May require extra maintenance.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Road Classification: Local and collector streets</li> <li>&gt; Roadway: Urban and rural</li> <li>&gt; Should be used in all school crossing guard locations</li> <li>&gt; Intersections downstream of horizontal curves to the right, where the right-side sign may not be as visible/ conspicuous and may benefit from a left-side sign.</li> <li>&gt; May be used on all-way stop control intersections as needed.</li> <li>&gt; May be paired with tiger tails.</li> </ul> | <ul style="list-style-type: none"> <li>&gt; For two-way roadways, if collision records show an unusually high proportion (or over-representation) of failure to stop collisions at the STOP sign on an intersection approach, a supplementary STOP sign on the left-hand side of the roadway or in the median may be installed. However, practitioners are reminded that overuse of traffic control devices tends to lessen their effectiveness.</li> <li>&gt; On approaches where the roadway environment makes the regular STOP signs less conspicuous (e.g., horizontal/vertical roadway alignment, presence of trees or other objects obstructing</li> </ul> |   |                |

| Type                           | Countermeasure   | Description & Purposes  | Advantages   | Disadvantages  | Applicability  | Implementation Considerations   | Cost           | Cost Reference |
|--------------------------------|--|---|--|--|--|---|----------------|----------------|
|                                |  |   |  |  |  | sightlines) and an existing STOP AHEAD sign has not been proved to be effective.  |                |                |
| <b>Intersection Treatments</b> | <p>Left-turn Traffic Calming</p>                    | <p>Rubber speed bumps are placed before and after the crosswalk on the centre line of an intersection. These additions “harden” the centerline and encourage drivers to approach the crosswalk at a sharper angle instead of cutting across intersections diagonally, resulting in slower turning speeds and better visibility of people walking and cycling.</p> | <p>&gt; Vehicle Speeds:<br/>Decrease let-turn speeds by 10-20%</p> <p>&gt; Conflicts:<br/>70% reduction in conflicts with left-turns</p> | <p>&gt; Other:<br/>- May need to be removed for snow clearing.<br/>- Although mountable, it may impact larger vehicles, forcing them to track over the speed bump.</p> | <p>&gt; Roadway:<br/>Urban, used mainly in arterial-arterial or arterial-major collector intersections</p> | <p>&gt; Other:<br/>In winter months, snow may cover the speed bumps and make it difficult for vehicles to see and drive around them. Yellow plastic posts may help.</p>   |                |                |
| <b>Intersection Treatments</b> | <p>Retroreflective Strips On Stop Sign Posts</p>  | <p>Addition of retroreflective strips on stop sign posts may be beneficial when additional attention needs to be drawn to a stop sign. This may be particularly true at night.</p>  | <p>-Low cost.<br/>-Can be added to existing sign post.</p>   | <p>&gt; Maintenance:<br/>May require extra maintenance.</p>  | <p>&gt; Roadway:<br/>Used mainly in rural intersections.</p>   | <p>According to the MUTCD, retroreflective strips should be at least two inches in width and placed the full length of the support from the sign to within two feet above the edge of the roadway. The color should match the background color of the sign.</p> | \$50 per strip | Vendor website |

**Subject:** Third Quarter Financial Results

**Staff Report No.** FI-016-24

**Department/  
Commission:** Finance Services Commission

**Date:** December 11, 2024

**Recommendation:**

1) That Council receive Report No. FI-015-24 for information.

**Report Highlights**

- Operating Results: Favourable variance in the tax-supported budget of \$749,900 as of September 30, 2024.
- Year End Projection: Unfavourable variance in the tax supported budget of \$159,800 as of December 31, 2024, primarily driven by slow development activity.
- Capital Program: Approximately \$7.2 million has been spent to September 30, 2024 towards the total capital program of \$65.3 million.
- Development charge collections are trending lower than forecast, as the activity is cyclical and impacted by economic conditions.
- Most of the key activities from the 2022-2026 Strategic Plan are trending on track.

**1. Purpose:**

The purpose of this report is to provide Council with an update of the key operating results and the capital spending as of September 30, 2024, including a forecast of the year-end operating position.

**2. Background:**

This report is prepared pursuant to financial management best practices and budgetary control. Finance staff are committed to providing quarterly reporting on the financial results of the Town to provide increased transparency and to promote trust in the financial processes of the Town. Accordingly, this report includes reporting on the third and forecasted fourth quarter activity related to Town operations and the capital spending of projects.



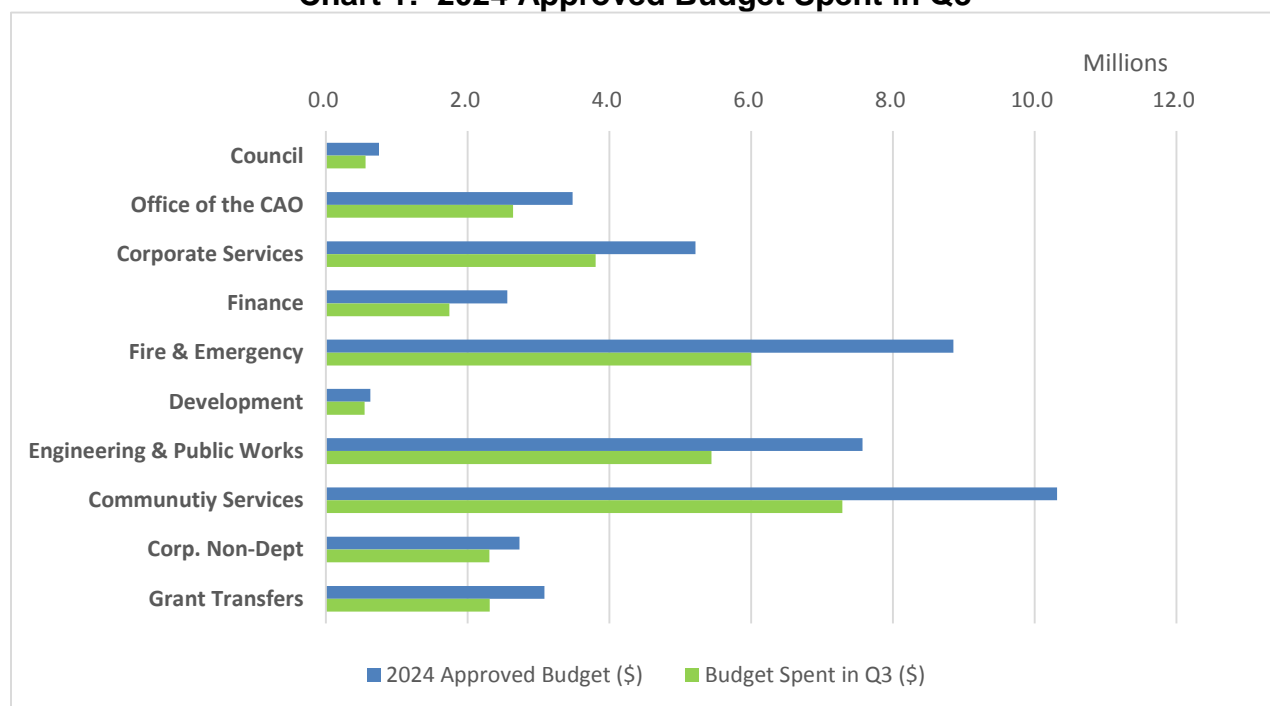
Where significant variances or events that impact 2024 operating revenues and expenditures are known, these have been identified.

### 3. Analysis:

#### 3.1 2024 Operating Results

A review of the first nine months of operating activity shows a favourable variance in the tax-supported budget of \$749,900. As shown in Chart 1 below, the majority of departments are currently tracking close to the budget and have spent approximately 75% of the approved budget as at September 30, 2024.

**Chart 1: 2024 Approved Budget Spent in Q3**



Staff have also provided forecasted amounts as of year end, resulting in a projected operating deficit of \$159,800.

The following summarizes the key variances in the tax-supported budget:

- Savings in property maintenance and professional & contracted services expenses were incurred due to fewer winter weather events in early 2024. Based on year end projections, this is expected to trend closer to budget in Q4.
- Revenue from interest and penalties remains above budget at Q3 and this is projected to continue to be above budget at year end.
- Development driven user fees are below budgeted amounts, as a result of continued slow development activity due to market trends and overall economic

conditions. This is the main driver behind the operating deficit in the Development Services commission as at Q3 and projected at year end. The slower revenues are also impacting the projected deficit in Engineering & Public Works at year end with review and inspection fees trending well below budget.

- Fill pit revenues are over budget at Q3 and are also projected to surpass budget at year-end due to additional billing opportunities, as a result of drone surveillance.
- Salaries and benefits expenses are trending higher than budget both at Q3 and year end due to increased part time staff required to support areas such as parks projects and additional facility usage and program offerings within Community Services. Full time salaries were above budget primarily due to the impact of continuance payments for employees whose contract with the Town ended during 2024.
- Facility rental income was above budget in Q3 due to increased rates for ice rental and greater usage of facilities including arenas, halls, and the pool. This is projected to continue to be above budget at year end.

The rate-based budgets are in an unfavourable position overall as of September 30<sup>th</sup> and are expected to continue this way until year-end as well.

- Revenue from building permits is under budget, contributing to the unfavourable variance in the Building Services budget in Q3. The deficit is projected to increase at year end, with no large applications expected in Q4 due to continued slow development activity.
- Water and Wastewater budgets are currently in a deficit as payments to the Region are over budget. Staff are continuing to investigate areas to account for discrepancies. The unfavourable variance is also impacted by slower development activity, with revenues from sale of water meters, unmetered, and bulk water tracking under budget
- Cemetery is tracking favourable to budget and is expected to be close to or in a slight deficit to budget at year end. This is mainly due to grave openings / burial fees, which are under budget and are difficult to predict due to timing and demand.
- The favourable variance in the Library budget is mainly driven by the savings in salaries and benefits due to gapping in several positions and an increase in bank account interest rates.

Table 1 contains a summary of Q3 variances and Q4 forecast by department. Quarterly analysis assesses expenditures relative to budget, and the values have been adjusted based on historical trends and seasonality that typically occur. The Q2 results have been included for comparison.

**Table 1: Q3 Variances and Q4 Forecast – by Department**

|                                    | Jun 30, 2024         | Sep 30, 2024           |         | Dec 31, 2024 (Forecast) |         |
|------------------------------------|----------------------|------------------------|---------|-------------------------|---------|
|                                    | Q2 Budget vs Actuals | Q3 Budget vs Actuals** | Result* | Q4 Budget vs Forecast   | Result* |
|                                    | Fav / (Unfav) \$     | Fav / (Unfav) \$       |         | Fav / (Unfav) \$        |         |
| <b>TAX SUPPORTED</b>               |                      |                        |         |                         |         |
| Taxation Revenue                   | 69,100               | 175,900                | ✓       | 265,900                 | ✓       |
| Council                            | 4,500                | 3,200                  | ✓       | 19,000                  | ✓       |
| Office of the CAO                  | 71,400               | (46,000)               | ✗       | (51,100)                | ✗       |
| Corporate Services                 | 220,200              | 124,700                | ✓       | (21,700)                | ✗       |
| Finance                            | 184,800              | 181,300                | ✓       | 248,700                 | ✓       |
| Fire & Emergency Services          | 280,200              | 338,100                | ✓       | 221,100                 | ✓       |
| Development Services               | (511,900)            | (47,400)               | ✗       | (454,900)               | ✗       |
| Engineering & Public Works         | 282,600              | 137,800                | ✓       | (228,900)               | ✗       |
| Community Services                 | 181,600              | 140,700                | ✓       | 56,200                  | ✓       |
| Corporate Non-Departmental         | (179,500)            | (258,400)              | ✗       | (214,100)               | ✗       |
| <b>NET SURPLUS - TAX SUPPORTED</b> |                      |                        |         |                         |         |
|                                    | <b>603,000</b>       | <b>749,900</b>         | ✓       | <b>(159,800)</b>        | ✗       |
| <b>% of Budgeted expenditures</b>  | 0.82%                | 1.02%                  |         | 0.22%                   |         |
| <b>RATE SUPPORTED AND LIBRARY</b>  |                      |                        |         |                         |         |
| Building Services                  | (49,800)             | (150,400)              | ✗       | (510,500)               | ✗       |
| Wastewater                         | (132,200)            | (215,500)              | ✗       | (217,100)               | ✗       |
| Water                              | (106,400)            | (198,800)              | ✗       | (338,300)               | ✗       |

|                                |                  |                  |          |                  |          |
|--------------------------------|------------------|------------------|----------|------------------|----------|
| Cemetery                       | 32,300           | 20,700           | ✓        | (21,700)         | ×        |
| Library & Latcham Art Centre   | 71,200           | 184,200          | ✓        | 117,400          | ✓        |
| <b>NET SURPLUS-OTHER FUNDS</b> | <b>(184,900)</b> | <b>(359,500)</b> | <b>×</b> | <b>(970,200)</b> | <b>×</b> |

\* LEGEND

|   |                                 |
|---|---------------------------------|
| ✓ | Favourable Variance (Surplus)   |
| × | Unfavourable Variance (Deficit) |

\*\*Table 1 contains a summary of the Q3 operating variances that are adjusted for known and expected seasonal fluctuations, accruals, and other accounting entries.

### 3.2 Year-End Forecasted Deficit

Based on current spending and the decrease in revenue in some key program areas, staff are forecasting that the Town will be in a deficit position at year-end. This is driven primarily by the pressures identified below.

- Revenue shortfalls from slower development activity.
- Write-off of fees as a result of a settlement agreement.
- Expenses related to organizational restructuring activities.

Listed below are some of the pressures that are more specifically impacting the forecasted deficit by department in the tax-supported budget.

- Development Services are not anticipating any large residential development applications in Q4. User fees from the Planning department are significantly under budget due to economic activity and market conditions.
- Engineering and Public Works are also experiencing the impact of slower development activity, as engineering revenues such as review, inspection, and other administrative fees are trending well below budget. In Q2 and Q3, this was offset by savings in some expenditures such as winter maintenance, as there were fewer weather events than anticipated. This was able to drive the favourable variance for the department for these quarters. However, these expenses are expected to trend closer to budget by year end, resulting in the unfavourable variance.
- Corporate non-departmental remains in an unfavourable position at year end mainly due to the organizational restructuring expenses and significant write-off of fees resulting from a settlement agreement.
- The Office of the CAO is anticipated to finish slightly unfavourable to budget, largely due to legal fee revenues that are lower than anticipated because of decreased Development Services activity and above-budget communications expenses.

- Corporate Services are also projected to finish slightly unfavourable to budget, this is mainly driven by the expenditures related to the new AMPS program.

Within the rate-supported budget, the following are impacting the departments' projected unfavourable variances.

- Building Services revenues are projected to be significantly under budget due to slow development activity. The largest impact is expected to be in the building permit revenues, due to the decrease in residential home construction and no large project applications expected in Q4.
- Water and wastewater are projected to finish unfavourable to budget as Region payments continue to track higher than budget. Further impact of slower development is anticipated with revenues from sale of water meters, unmetered and bulk water under budget. Expenses in wastewater are also slightly above budget in areas such as CCTV scans to maintain infrastructure.
- Cemetery is slightly unfavourable due to grave openings / burial fees, which are under budget and are difficult to predict due to timing and demand.

### 3.3 2024 Capital Program

The 2024 capital program is \$65.3 million composed of \$25.4 million in 2024 projects and \$39.9 million in budget remaining on projects being carried forward from prior years. About \$9.3 million of the carried forward projects are related to either front-ended agreements or outstanding payments for developers' claims.

As of September 30<sup>th</sup>, approximately \$7.2 million has been spent to date.

Table 2 is a breakdown of the approved budget and amount spent to September 30th, 2024, by department.

**Table 2: 2024 Capital Program by Department**

| Department           | Carry-Forward Capital Budget (\$) from prior years (1) | 2024 Approved Capital Budget (\$) (including in-year) (2) | Cancelled Projects (\$) (3) | Re-budgeted Projects (\$) (4) | Total Active Capital Projects Budget (\$) (1)+(2)-(3)-(4) = (5) | 2024 Spending (\$) As of Sep 30, 2023 (6) | Remaining Budget (\$) (5)-(6) = (7) |
|----------------------|--|---|-----------------------------|-------------------------------|---|---|-------------------------------------|
| Office of the CAO    | 10,481   | 97,271  | -                           | -                             | 107,752   | -   | 107,752                             |
| Corporate Services   | 1,739,634  | 1,201,000   | -                           | 500,000                       | 2,440,634   | 908,547                                   | 1,532,087                           |
| Finance              | 50,000   | 50,000  | -                           | -                             | 100,000   | 52,839                                    | 47,161                              |
| Fire & Emergency     | 1,992,619  | 162,300   | -                           | -                             | 2,154,919   | 358,077                                   | 1,796,842                           |
| Development Services | 931,961  | 880,000   | -                           | 150,000                       | 1,661,961   | 144,228                                   | 1,517,733                           |

|                                    |                   |                   |          |                  |                   |                  |                   |
|------------------------------------|-------------------|-------------------|----------|------------------|-------------------|------------------|-------------------|
| Engineering & Public Works         | 19,591,461        | 19,668,734        | -        | 4,450,000        | 34,810,195        | 2,968,203        | 31,841,992        |
| Community Services                 | 6,235,230         | 3,156,000         | -        | 50,000           | 9,341,230         | 2,365,246        | 6,975,984         |
| Library                            | 64,440            | 200,000           | -        | -                | 264,440           | 29,426           | 235,014           |
| Front-Ended & Developer Agreements | 9,260,575         | -                 | -        | -                | 9,260,575         | 351,644          | 8,908,931         |
| <b>Total</b>                       | <b>39,876,401</b> | <b>25,415,305</b> | <b>-</b> | <b>5,150,000</b> | <b>60,141,706</b> | <b>7,178,210</b> | <b>52,963,496</b> |

During the 2025 budget process, 6 projects were rescheduled for later periods, totalling \$5,150,000. These funds will be returned to the reserves. Additionally, staff identified that 49 projects were either completed, completed – in warranty, or substantially completed, as of September 30, 2024. Any remaining in the budget associated with the completed projects will also be returned to the reserves.

### 3.4 Development Charges

Development activity is important to the Town’s capital program as a primary funding source for development-driven capital projects. Year-to-date development results are presented in Table 3. As of September 30th, 2024, \$3.490 million in development charges have been collected. Development charges for 81,135 sq. ft. of non-residential floor area have been collected to date, and this is expected to increase to just over 200,000 sq. ft. by the end of 2024. This is due to collections for a 126,000 sq. ft. non-residential project in Q4 that totalled \$721,000 in non-residential development charges. For residential development, development charges for 186 units have been collected to date and this is projected to reach approximately 200 units by the end of 2024. This is expected to finish below forecast as developments are cyclical and impacted by overall economic conditions.

**Table 3: 2024 Development Charge Activity**

|                 | <b>Development Forecast in DC Background Study (Units)</b> | <b>2024 YTD Actual (Units)</b> | <b>2024 Development Forecast (\$ millions)</b> | <b>YTD Actuals (\$ millions)</b> |
|-----------------|--|--------------------------------|--|----------------------------------|
| Residential     | 578 units  | 186 units                      | 14.728   | 2.877                            |
| Non-Residential | 271,060 s.f.   | 81,135 s.f.                    | 1.645  | 0.613                            |
| <b>Total</b>    |  |                                | <b>16.373</b>                                  | <b>3.490</b>                     |

\* Reported in single residential unit equivalents

### 3.5 Economic Indicators and Inflation

The Non-residential Building Construction Price index (NRBCPI) produced by Statistics Canada is the benchmark the Town uses to track the inflationary impacts on the capital program, while the Consumer Price Index (CPI) is a good proxy for the inflationary pressures on most of the Town’s operating costs.

**Table 4: Third Quarter (Q3) Inflation**

|        | Q3 2023 | Q2 2024 | Q3 2024  | Q2/23 to Q2/24 Change | Q1/24 to Q2/24 Change |
|--------|---------|---------|--|-----------------------|-----------------------|
| CPI    | 158.6   | 160.8   | 161.3  | 1.70%                 | 0.31%                 |
| NRBCPI | 155.3   | 159.6   | Statistics Canada has not yet released Q3 2024 data for this metric. |                       |                       |

CPI: Consumer Price Index, Statistics Canada.

[Table 18-10-0006-01 Consumer Price Index, seasonally adjusted](#)

NRBCPI: Non-Residential Building Construction Price Index - Statistics Canada.

[Table 18-10-0276-01 Building construction price indexes, by type of building and division](#)

Inflation is an important benchmark, indicating the trend and expected pressures on the Town’s operating and capital budgets. While the Town’s own mix of expenses are different from the “typical basket of goods” referenced by Statistics Canada’s CPI indicator, the trend is similar.

Similarly, the NRBCPI trend indicates the level of inflationary pressure on the Town’s capital program. When inflation rates outpace increases in the Town’s annual capital contribution rates and the Town’s investment returns, the Town faces erosion in the purchasing power of our capital dollars. This means additional efficiencies are required to achieve the aim of the long-range Capital Plan.

### 3.6 Taxes Receivable as of September 30, 2024

Tables 5 and 6 outline the number of tax accounts with outstanding balances and the total taxes receivable as of September 30, 2024.

**Table 5 Outstanding Taxes Receivables – Prior Years**

| Year                              | June 30, 2024   |                       | September 30, 2024 |                       | Q3 Collection             |                                 |
|-----------------------------------|-----------------|-----------------------|--------------------|-----------------------|---------------------------|---------------------------------|
|                                   | # of Accounts * | Taxes Receivable (\$) | # of Accounts *    | Taxes Receivable (\$) | # of Accounts Collected * | Taxes Receivable Collected (\$) |
| 2023                              | 1,143           | 5,009,443             | 930                | 4,181,394             | 213                       | 828,049                         |
| 2022 and prior                    | 348             | 7,504,055             | 315                | 6,920,244             | 33                        | 538,811                         |
| <b>Eligible for Tax Sale**</b>    |                 |                       | 315                | 6,920,244             |                           |                                 |
| <b>Less: Payment Arrangements</b> |                 |                       | 48                 | 652,960               |                           |                                 |

|                               |            |                  |  |  |
|-------------------------------|------------|------------------|--|--|
| <b>Collection in Progress</b> | <b>267</b> | <b>6,267,284</b> |  |  |
|-------------------------------|------------|------------------|--|--|

\* The number of accounts outstanding for 2023 and 2022 tax years may include supplementary tax billings issued between July and September but not due until October and November.

\*\* The Eligible for Tax Sale only includes the taxes receivable amount from 2022 and prior. The 2023 and 2024 amounts owing for these accounts is reflected in the 2023 and 2024 taxes receivable information.

**Table 6 Outstanding Taxes Receivables – Current Year Only**

|               | 30-Jun-24     |  |                     | 30-Sep-24     |  |                     | Q3 Collection                    |
|---------------|---------------|--|---------------------|---------------|--|---------------------|----------------------------------|
|               | # of Accounts | Total Regular Billing issued (includes write-offs) | Taxes Receivable \$ | # of Accounts | Total Billing issued (includes write-offs and supplementary) | Taxes Receivable \$ | \$ Taxes Receivable Collected ** |
| <b>2024 *</b> | 18,861        | 131,772,270  | \$68,892,869        | 19,796        | \$134,930,304  | \$16,826,766        | \$55,222,565                     |

\*Current year represents 2024 levies billed along with tax appeal write-offs, supplementary tax levies and additional fees added to the roll. As of September 30, 2024, the supplementary tax instalments have been issued but some billings are not due until October and November. Supplementary billings for October and November are still to be received from MPAC and billed.

\*\*The Q3 collection calculation considers the additional supplementary billings issued between July and September 2024.

**3.7 Procurement Update – Q3 Contract Awards**

Procurement Services awarded 21 contracts for \$7,438,975.62 in Q3-2024. Detailed award information is outlined in Attachment 1.

**3.8 2022-2026 Stouffville Strategic Plan Quarterly Snapshot (as of Q3 2024)**

**Background**

The Strategic Plan focuses on key priorities derived through recommendations from master plans and studies, operating and capital planning processes, and consultation with internal and external stakeholders. Consisting of seven (7) strategic pillars the Town’s Strategic Plan allows alignment with the Town’s service-based budget approach. Following Council endorsement in June 2023, staff have committed to reporting on the success and completion of these key activities to ensure transparency, accountability and progress.

**Analysis**

As outlined in Attachment 2, the Strategic Plan Quarterly Snapshot shows percentage of completion for each key activity. Each strategic pillar is broken down into 3 levels: (1) Goal, (2) Objective and (3) Key Activity. Under each goal there are 3-5 objectives, and each objective contains 3-5 key activities. Staff regularly complete status updates for the key activities and the completion of such filters up to provide the sum of the overall



completion for the objectives. The sum of progress and completion of each objective populates the overall status of the main goal for each strategic pillar.

Accompanying percentage of completion, the snapshot provides a colour code to indicate status of the goals, objectives, and key activities at a glance. The period of reporting covers from Q3 2024. Most of the key activities are trending on track, with few reporting schedule delays. Some key activities are identified as not started, due to the project timelines and start date noted for the project.

Some highlights to note are key activities that have been completed and/or have made significant progress nearing completion, which includes but are not limited to:

- Introduction of a Digital Art Series to explore the creation of digital art and stop motion animation for youth.
- Development of corporate wide Customer Service standards.
- Refinement of the Stouffville Celebrates Program.
- Assessment of iCompass functionality and exploration alternative software options.

There are a few Key Activities trending behind schedule but have not been identified as a significant delay concern. Conversely, there are also several Key Activities that are ahead of schedule.

#### **4. Financial Implications:**

There are no financial implications arising from this report.

#### **5. Broader Intergovernmental Impacts and/or Considerations:**

There are no broader intergovernmental impacts and/or considerations arising from this report.

#### **6. Communication:**

There are no communication implications resulting from this report.

#### **7. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance
2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## **8. Attachments:**

FI-016-24 Attachment 1 – Q3 Contract Awards 2024

FI-016-24 Attachment 2 – Strategic Plan Quarterly Snapshot – Q3 2024

## **9. Related Reports:**

None

**Author:** Lauren Cusato, Finance Specialist

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Jessica Bozzato, Executive Assistant, Office of the CAO

Carol Brown, Deputy Treasurer/Manager of Accounting and Financial Reporting

**For further information on this report, please contact the Commission:** Jeremy Harness, Commissioner of Finance / Treasurer at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at [jeremy.harness@townofws.ca](mailto:jeremy.harness@townofws.ca)

### Q3 2024 Contract Awards

| Item No.                              | Bid No.        | Description   | Awarded Supplier(s)                       | Awarded Amount \$ | Awarded Date |
|---------------------------------------|----------------|---|---|-------------------|--------------|
| <b>Corporate Services</b>             |                |   |   |                   |              |
| <b>Municipal Law Enforcement</b>      |                |   |   |                   |              |
| 1                                     | WS-RFP-24-034  | Provision of Towing Services *  | 1512081 Ontario Limited/Abrams Towing     | \$ -              | 08/21/2024   |
| <b>Community Services</b>             |                |   |   |                   |              |
| <b>Facilities</b>                     |                |   |   |                   |              |
| 2                                     | WS-RFQ-24-026  | Supply and Installation of two (2) Water Boilers                      | S.I.G Mechanical Services Ltd.            | \$ 69,120.00      | 07/03/2024   |
| 3                                     | WS-RFP-24-044  | Demolition of 4902 Aurora Road  | Salandria LTD.                            | \$ 40,777.00      | 08/20/2024   |
| 4                                     | WS-RFP-24-045  | Demolition of 6343 Main Street  | York1 Demolition Ltd.                     | \$ 62,000.00      | 08/23/2024   |
| <b>Recreation</b>                     |                |   |   |                   |              |
| 5                                     | WS-COOP-24-052 | Supply and Delivery of Fitness Equipment                              | The Prophet Corporation                   | \$ 7,914.00       | 08/14/2024   |
| <b>Engineering &amp; Public Works</b> |                |   |   |                   |              |
| <b>Capital Projects</b>               |                |   |   |                   |              |
| 6                                     | WS-RFT-24-037  | Concrete Sidewalk, Curb & Catchbasin Repair                           | Defina Haulage Ltd.                       | \$ 97,850.00      | 07/17/2024   |
| 7                                     | WS-RFT-24-050  | Edward Street Reconstruction  | North Rock Group Ltd                      | \$ 5,375,000.00   | 08/12/2024   |
| 8                                     | WS-SS-24-053   | Ringwood Pond RB10 (Abutment and Apron work)                          | Toronto and Region Conservation Authority | \$ 26,563.95      | 07/18/2024   |
| 9                                     | WS-SS-24-056   | Engineering Consulting Services - OPA 155                             | R.J. Burnside & Assoc. Ltd                | \$ 15,000.00      | 07/17/2024   |
| 10                                    | WS-SS-24-057   | Engineering Consulting Services - OPA 136                             | R.J. Burnside & Assoc. Ltd                | \$ 15,000.00      | 07/18/2024   |
| 11                                    | WS-SS-24-073   | Edward Street Ave Pre-Condition Survey & Vibration Monitoring         | Englobe                                   | \$ 42,050.00      | 08/09/2024   |
| <b>Transportation &amp; Fleet</b>     |                |   |   |                   |              |
| 12                                    | WS-RFT-24-049  | Small Asphalt Spot Repairs (2024)                                     | Rima Con Ltd.                             | \$ 105,366.40     | 07/30/2024   |
| 13                                    | WS-RFQ-24-060  | Pavement Markings   | Stoneline Ltd.                            | \$ 123,422.00     | 09/09/2024   |
| 14                                    | WS-COOP-24-038 | Asphalt Material Supply Services                                      | D. Cupri & Sons Limited                   | \$ 25,580.00      | 07/04/2024   |
| 15                                    | WS-COOP-24-054 | School Crossing Guard Services  | Proactive Staffing Services Inc.          | \$ 1,053,864.00   | 08/09/2024   |
| 16                                    | WS-COOP-24-061 | Supply & Delivery of One (1) Asphalt Reclaimer (Hotbox) Trailer       | Johnstone Brothers Equipment Corp.        | \$ 82,292.27      | 09/20/2024   |
| <b>Water/Wastewater</b>               |                |   |   |                   |              |
| 17                                    | WS-RFQ-24-066  | Installation of Water and Sanitary Sewer Services - 110 Albert Street | Ontario Water Werx                        | \$ 28,000.00      | 08/06/2024   |
| 18                                    | WS-RFT-24-067  | Supply & Delivery of One (1) Water Service Truck                      | Downtown Autogroup                        | \$ 141,795.00     | 09/26/2024   |
| 19                                    | WS-RFQ-24-070  | Installation of Water and Sanitary Sewer Services - 6641 Main Street  | Ontario Water Werx                        | \$ 63,650.00      | 09/09/2024   |
| <b>Fire &amp; Emergency Services</b>  |                |   |   |                   |              |
| <b>Fire Prevention</b>                |                |   |   |                   |              |
| 20                                    | WS-RFQ-24-074  | Supply and Delivery of 2024 Heavy Duty Vehicle                        | Blue Mountain Chrysler Ltd.               | \$ 63,731.00      | 09/25/2024   |
| <b>Development Services</b>           |                |   |   |                   |              |
| <b>Development Engineering</b>        |                |   |   |                   |              |
| 21                                    | WS-RFP-24-035  | Engineering Environmental and Landscape Peer Review Services          | R.J. Burnside & Associates Limited **     | \$ -              | 09/19/2024   |

● Draft 
 ● Not started 
 ● Behind 
 ● On Track 
 ● Overdue 
 ● Complete 
 → Direct Alignment 
 - - - Indirect Alignment

## STRATEGIC PLAN

### A TOWN THAT GROWS

| Goal   | Current Completion |
|--|--------------------|
| <b>A Town that grows in support of Complete Communities</b>  | 47%                |
| → Increase efficiency in the development process in compliance with provincial regulations   | 87%                |
| → Complete the New Whitchurch-Stouffville Official Plan  | 100%               |
| → Provide annual Development Activity Reports  | 33%                |
| → Implement CityView Software  | 100%               |
| → Harmonize development application review processing & complete application requirements with other York Region municipalities  | 100%               |
| → Create a Fast Track Permit Program for small scale projects  | 100%               |
| → Continue to foster economic development within the Town  | 25%                |
| → Support the development of sustainable cultivation/tourism opportunities including wineries, cideries, fruit stands, etc.  | 40%                |
| → Continue to build on and promote tourism resources that will bring residents and visitors to Stouffville's urban and rural communities   | 25%                |
| → Continue to foster relationships with Stouffville businesses and enable new business opportunities   | 35%                |
| → Advance servicing projects, including Sub Trunk 1, to facilitate growth and economic development opportunities   | 0%                 |
| → Acquire and identify suitable sites for new and expanded Town programs and services  | 30%                |
| → Identify opportunities to establish a library branch in Ballantrae, to serve the growing population in the northern parts of Whitchurch-Stouffville                                    | 20%                |
| → Identify land and secure site location for a future multi-use Leisure Centre, equipped with aquatic, fitness, library and arena facilities, along with site for future fire station(s) | 0%                 |
| → Design & construction of Fire Station 5-2 replacement, in partnership with York Region Paramedic Response Services   | 15%                |
| → Construction of an outdoor skating trail   | 85%                |

## A TOWN THAT MOVES

| Goal   | Current Completion |
|--|--------------------|
| <b>Improve the condition and efficiency of the local road network while addressing connectivity and advancing active transportation facilities</b> | <b>32%</b>         |
| → Improve the condition of the road network by rehabilitating roadways   | 35%                |
| → Measure the condition of all roads every two years.  | 50%                |
| → Complete the annual Road Rehabilitation program.   | 40%                |
| → Implement artificial intelligence software for pothole detection : 2 Task(s)   | 50%                |
| → Complete environmental assessment for Tenth Line jog elimination   | 0%                 |
| → Add Active Transportation Facilities and improve awareness of active transportation safety   | 28%                |
| → Build accessible sidewalks on Lloyd Street and Edward Street.  | 61%                |
| → Update the Town's engineering standards & urban design guidelines.   | 15%                |
| → Implement the "Share the Road Program" education in rural areas  | 25%                |
| → Add on-road and separated active transportation facilities to existing neighbourhoods  | 10%                |
| → Work with transit partners to promote improvement to local commuting options   | 18%                |
| → Meet annually with York Region Transit to discuss transit priorities   | 25%                |
| → Promote York Region Transit initiatives such as Mobility on Request.   | 45%                |
| → Complete community consultation for electric vehicle charging stations.  | 0%                 |
| → Assess opportunities for micro-mobility adoptions  | 0%                 |
| → Improve active transportation, network connectivity and access to downtown Main Street by reconstructing Edward Street.                          | 75%                |
| → Complete overhead utility relocations to allow for construction of an unobstructed multi-use path on Edward Street.                              | 100%               |
| → Provide traffic calming features and pedestrian crossovers to improve active transportation safety   | 100%               |
| → Open and reconstruct Edward Street through to Millard for improved access to Main Street   | 25%                |
| → Revitalize the downtown core by reconstructing Main Street.  | 3%                 |
| → Complete a pre-qualification process to ensure qualifications of vendors   | 0%                 |
| → Reconstruct downtown Main Street including traffic calming features, smart city elements and upsizing of underground infrastructure              | 5%                 |

# A HEALTHY AND GREENER TOWN

| Goal  | Current Completion |
|---|--------------------|
| <b>Increase Offerings &amp; Opportunities for Active Living</b>   | <b>36%</b>         |
| → Increase parkland to meet 2 hectares per 1000 people by 2032 (Subject to Bill 23)   | 41%                |
| → Review and update the Parkland Dedication By-Law  | 66%                |
| → Undertake a Market Analysis to inform/introduce an alternative rate requirement and methodology                                 | 10%                |
| → Capture Leisure and other non-core infrastructure in the Asset Management Plan  | 30%                |
| → Ensure representation and standardize park comments and conditions in the development application review process                | 70%                |
| → Improve connectivity to parks by expanding the existing trail network   | 30%                |
| → Maximize efficient parkland allocation to meet the per capita target of 2 hectares per 1000 people by 2032 (Subject to Bill 23) | 10%                |
| → Conduct a Land Assessment/Acquisition Study   | 0%                 |
| → Allocate Cash-in-lieu (CIL) funding to Parks Trust for future acquisitions  | 0%                 |
| → Establish defined criteria and standards for parkland conveyance  | 15%                |
| → Explore partnerships with other levels of government and agencies   | 25%                |
| → Improve the tree canopy   | 56%                |
| → Introduce the planting of larger trees where appropriate  | 55%                |
| → Plant and maintain resilient boulevard trees  | 80%                |
| → Improve the provision of shade in parks through tree planting and relocation  | 34%                |

## AN ENGAGING TOWN

| Goal  | Current Completion |
|---|--------------------|
| <b>Increase Community Engagement &amp; Outreach</b>   | <b>74%</b>         |
| → Increase event attendee satisfaction by 10%   | 71%                |
| → Refine Stouffville Celebrates Program   | 90%                |
| → Conduct an annual review of the Stouffville Celebrates Sponsorship program and modify as necessary  | 75%                |
| → Incorporate Diversity, Equity & Inclusion (DE&I) best practices   | 80%                |
| → Conduct an economic impact analysis for Town events and larger third-party events   | 40%                |
| → Explore opportunities to expand/maximize and further develop partnerships with groups, such as the Chamber of Commerce, to increase event offerings | 70%                |
| → Increase our social media presence by 100%  | 59%                |
| → Develop a social media strategy   | 50%                |
| → Assess social media channels and usage  | 95%                |
| → Identify social media influencers   | 50%                |
| → Improve outreach and impressions  | 40%                |
| → Enhance Library and Art Gallery offerings   | 92%                |
| → Launch Sport Lending Library to provide equitable access to recreation equipment for our community members  | 100%               |
| → Explore opportunities for community art projects to support social participation and inclusion in place-making within our community                 | 75%                |
| → Introduce a Digital Art Series to explore the creation of digital art and stop motion animation for youth   | 100%               |

## A SAFE TOWN

| Goal  | Current Completion |
|---|--------------------|
| <b>Make our Community SAFER</b>   | <b>56%</b>         |
| → <b>Maintain Emergency Response Standards</b>  | <b>53%</b>         |
| → Continue to strive to meet the 1710 (urban) and 1720 (rural) standards  | 40%                |
| → Implement strategy to begin transition to a career fire service   | 35%                |
| → Continue to meet the National Fire Protection Association (N.F.P.A) turn out time   | 60%                |
| → Review Fire Protection Agreements with neighbouring municipalities  | 75%                |
| → <b>Continue to implement Community Fire Safety Campaign</b>   | <b>40%</b>         |
| → Continue to provide "Home Safe Home" Fire Safety Program  | 42%                |
| → Identify community outreach and safety programs   | 50%                |
| → Maintain a social media presence for safety awareness   | 33%                |
| → Continue to review and implement the inspection frequency program   | 44%                |
| → Review community risk assessment annually   | 31%                |
| → <b>Improve By-law Community Engagement and Efficiency</b>   | <b>52%</b>         |
| → Streamline intake process and response rates  | 23%                |
| → Refine Frequently Asked Questions (FAQ's) for public education and awareness  | 33%                |
| → Implementation of an Administrative Money Penalty System (AMPS) program   | 100%               |
| → <b>Implement traffic calming improvements. : 100</b>  | <b>75%</b>         |
| → Install additional pedestrian crosswalks to improve pedestrian safety   | 30%                |
| → Leverage the Road Watch Staff Working Group to initiate resident education activities and collaboration with YRP                                      | 100%               |
| → Utilize traffic calming tools, such as automated speed enforcement, to address areas of concern   | 75%                |
| → Implement roundabout safety improvements  | 95%                |
| → <b>Ensure Emergency Management Compliance</b>   | <b>58%</b>         |
| → Complete annually Emergency Exercise for EOC members  | 50%                |
| → Continue to collaborate with York Region and N6 municipalities for Emergency Management   | 50%                |
| → Incident Management System (IMS) 200 for all Emergency Operations Centre (EOC) members, with future goal of implementing IMS 300 for department heads | 90%                |
| → Provide annual Emergency Management training for all EOC members annually   | 44%                |



## GOOD GOVERNANCE

| Goal  | Current Completion |
|---|--------------------|
| <b>Provide Good Governance</b>  | <b>79%</b>         |
| → Review procedural by-law and associated report software   | 75%                |
| → Review municipal best practices   | 50%                |
| → Update the procedural by-law for Council approval   | 100%               |
| → Assess iCompass functionality and explore alternative software options  | 75%                |
| → Update Development Charge Background Study and approve new Development Charge By-law  | 100%               |
| → Complete Master Plans for key delivery areas to ensure projects are identified and listed in DC Background Study  | 100%               |
| → Conduct comprehensive review for public engagement  | 100%               |
| → Work with key stakeholders and gather input through DC Background Study process   | 100%               |
| → Complete Information Technology (IT) Strategic Plan   | 100%               |
| → Issue RFP and secure vendor   | 100%               |
| → Work with key stakeholders to establish a plan that provides a clear vision and implementation plan   | 100%               |
| → Present completed plan for Council  | 100%               |
| → Continue to follow sound financial planning principles to ensure fiscal sustainability and responsibility   | 40%                |
| → Manage capital funding to ensure necessary investments are made to existing assets while investing in new assets related to growth  | 35%                |
| → Continue to build reserve balances to ensure that money is available to repair and replace existing assets to optimize their service life and limit downtime                        | 35%                |
| → Improve the linkage between the asset management plan and capital forecasting to provide a more detailed capital plan to aid in decision making, prioritization and debt management | 35%                |

# ORGANIZATIONAL EFFECTIVENESS

| Goal  | Current Completion |
|---|--------------------|
| <b>To elevate our organizational effectiveness</b>  | <b>66%</b>         |
| → <b>To improve total procurement lifecycle</b>   | <b>96%</b>         |
| → Assess current procurement lifecycle timeline   | <b>100%</b>        |
| → Work with stakeholders to identify efficiencies   | <b>100%</b>        |
| → Review and update procurement by-law : 100  | <b>100%</b>        |
| → Incorporate Procurement Planning into Budget Cycle  | <b>85%</b>         |
| → <b>Implement a Customer Service Framework</b>   | <b>35%</b>         |
| → Implement Customer Relationship Management (CRM) system   | <b>0%</b>          |
| → Develop corporate wide Customer Service Standards   | <b>100%</b>        |
| → Assess opportunities for business synergies to increase process efficiency to better support streamlined and consistent customer experience | <b>25%</b>         |
| → Rollout staff trainings   | <b>15%</b>         |
| → <b>Improve IT Security Framework</b>  | <b>77%</b>         |
| → Implement AirGap Backup System  | <b>100%</b>        |
| → Continue implementing user awareness training programs  | <b>30%</b>         |
| → Implement Disaster Recovery Site  | <b>100%</b>        |
| → <b>Improve the Employee Experience and Employee Engagement</b>  | <b>56%</b>         |
| → Develop an attraction strategy to attract talent to the Town  | <b>67%</b>         |
| → Develop a retention strategy with a focus on employee development   | <b>67%</b>         |
| → Implement a leadership effectiveness training program   | <b>35%</b>         |

**Subject:** 2025 Interim Tax Levy

**Staff Report No.** FI-017-24

**Department/  
Commission:** Finance Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council enact the Interim Tax Rate By-Law 2024-145-FI

**Report Highlights**

- To levy an Interim Tax Rate for 2025 (based on 50% of the 2024 rate) upon taxable properties and for the Downtown Stouffville Area.
- The interim tax levy is essential to provide the required cash flow to fund the municipal operations until the final tax levies are determined.
- It is estimated that the interim levy will raise \$22.5 million (rounded).

**1. Purpose:**

The purpose of this report is to obtain Council’s approval to levy an Interim Tax Rate for 2025 (based on 50% of the 2024 rate) upon the taxable properties within the Town of Whitchurch-Stouffville and to levy 50% of the 2024 rate for the special levy for the Downtown Stouffville Area pending Council’s approval of the levy by-law. Additionally, the Manager, Revenue and Taxation or designate will be authorized to issue the 2025 Interim Tax bills.

**2. Background:**

Section 317 (1) of the Municipal Act, 2001 permits a municipality to levy an interim tax on all rateable properties within the municipality. This allows the municipality to meet the financial obligations of the municipality until the final regional, local municipal and education tax rates are set.

Determining tax rates for 2025 cannot be completed before the Province of Ontario provides education tax rates and the Town and Region approve their budgets for 2025.

Prior to levying the final tax bills each year, the Town requires revenue to operate and provide services. Additionally, the Town has legislative obligations to provide funds to the Region and School Boards prior to setting the final tax rates.

The interim tax rates for 2025 are calculated to be 50% of the approved 2024 taxes levied upon the properties. Therefore, Council's approval of By-law 2024-145-FI is requested.

### **3. Analysis:**

In 2016, MPAC (Municipal Property Assessment Corporation) completed the re-assessment of all the properties in Ontario. The Ontario government has postponed the 2021 Assessment Update due to COVID-19 and 2025 property values will continue to be based on the current legislated valuation date, January 1, 2016.

It is necessary to levy an interim rate on the rateable properties within the Town. This is the Town's normal practice and there are no other options available. This rate is intended to raise 50% of the 2024 tax amount. The Interim tax billing is scheduled to be issued in January 2025. Installment dates proposed are:

|                  |                   |
|------------------|-------------------|
| 1st Installment: | February 14, 2025 |
| 2nd Installment: | April 11, 2025    |

### **4. Options:**

#### **4.1 Option A**

The By-law includes a provision which grants the Treasurer or the Manager, Revenue and Taxation, the authorization to amend the installment dates for 2025 interim tax bills, should any provincial legislation be released that could effectively delay billing. All due dates are set to accommodate the legislated notice requirement of twenty-one (21) days before the installment due date, in accordance with the Municipal Act, 2001.

### **5. Financial Implications:**

The interim tax levy is essential to provide the required cash flow to fund the municipal operations until the final tax levies are determined for the Region and the Region has set the tax ratios for the 2025 year. It is estimated that the interim levy will raise \$22.5 million (rounded), subject to pre-billing adjustments.

### **6. Broader Intergovernmental Impacts and/or Considerations:**

The Town has legislative obligations to provide funds to the Region and School Boards prior to setting the final tax rates.

## **7. Communication:**

None

## **8. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance
2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## **9. Attachments:**

None

## **10. Related Reports:**

None

**Author:** Stephanie Kumar, Administrative & Project Coordinator  
Jeremy Harness, Commissioner Finance & Treasurer

**For further information on this report, please contact the Commission:** Jeremy Harness, Commissioner of Finance / Treasurer at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at [jeremy.harness@townofws.ca](mailto:jeremy.harness@townofws.ca)

**Town of Whitchurch-Stouffville  
Council Memorandum**

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**To: Mayor Lovatt and Members of Council**

**From: Dwayne Tapp, Commissioner of Development Services**

**Copy: Sunny Bains, CAO  
Becky Jamieson, Clerk**

**Date: December 11<sup>th</sup>, 2024**

**Subject: DOWNTOWN STOUFFVILLE PARKING LOT LEASE – 6311 MAIN STREET**

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The purpose of this memorandum is to request Council authorization for the Mayor and Clerk to execute the attached lease agreement with respect to 6311 Main Street, for the purpose of establishing a municipal parking lot with 24 parking stalls behind 6311 Main Street.

**RECOMMENDATION:**

- 1) That Council approve the Lease Agreement between the Town and the owner of 6311 Main Street for the use of a portion of the parking lot behind 6311 Main Street for the purposes of a municipal public parking lot in the amount \$5,315.24 inclusive of H.S.T., per annum, payable for the year 2024 on execution of this Lease and \$18,558.25 representing payment for use of the Premises by the Tenant from 2016 until the date of execution of this Lease, with no formal agreement with the Landlord**
- 2) That Council authorize the Mayor and Clerk to sign all necessary documents related to the parking lot lease between the Town and the owner of 6311 Main Street**

**BACKGROUND:**

In June 2016, Council approved the Commercial and Residential Parking Study and provided direction to Staff to immediately address two of the key parking issues, as outlined in the report. The two key issues as identified by Council were:

1. Lack of a Permit Parking Program
2. Consistent Parking Enforcement

The Town has utilized the parking lot area at 6311 Main Street for many years. The existing lease with CIBC terminated when the building was sold. Staff immediately contacted the owners to determine their interest in entering into a new lease agreement with the Town, however a lease agreement was not signed and in effect.

The original proposed lease agreement was for \$23,040.00 plus HST per year, spanning two years, with an option for annual extensions. A new lease agreement has been successfully secured for \$5,315.24 per year, inclusive of HST, payable annually starting in 2024 upon execution of the Lease. Additionally, a payment of \$18,558.25 is due, representing the Tenant's use of the Premises from 2016 to the date of the Lease execution, during which no formal agreement existed with the Landlord.

The proposed Lease Agreement will secure twenty-four (24) parking spaces for the purposes of public parking within the downtown area.

The Town will be continuing to provide summer and winter maintenance of the leased parking lot area, including line painting, installation of signage, snow clearing, sanding and salting, and parking By-law enforcement.

Acquisition of the parking spaces through the lease agreement creates the opportunity to provide the Downtown businesses and property owners with a long-term parking solution for their employees and tenants, It also provides the Town with the ability to provide additional downtown municipal lot parking in a centralized location for tourism and special events.

**Attachment 1** - Council Report No. CS-006-16 dated December 6, 2016

**Attachment 2** – Proposed Lease Agreement - 6311 Main St.

Council Report No. CS-006-16  
December 6, 2016

**DOWNTOWN STOUFFVILLE PARKING LOT LEASE – 6311 MAIN STREET  
(T02, L04)**

Report prepared by: Manager, Customer Service

**RECOMMENDATION:**

Acting Chief Administrative Officer recommends:

- 1) **That Council approve the Lease Agreement between the Town and the owner of 6311 Main Street for the use of a portion of the parking lot behind 6311 Main Street for the purposes of a municipal public parking lot in the amount of \$23,040.00 plus HST per year, for two years, with an option to extend per year; and**
- 2) **That Council authorize staff to issue paid parking permits for a portion of the leased parking spaces; and**
- 3) **That Council authorize the Mayor and Clerk to sign all necessary documents related to the parking lot lease between the Town and the owner of 6311 Main Street.**

**1. PURPOSE:**

The purpose of this report is to seek council approval to enter into a lease agreement between the Town and the owners of 6311 Main Street for a portion of the parking lot located on the east side of Market Street south of Main Street for the purposes of permit parking (see Attachment 1).

**2. EXECUTIVE SUMMARY:**

The proposed Lease Agreement will secure twenty-one (21) parking spaces for the purposes of public parking within the downtown area. Staff recommend that a portion of the parking space be included in the paid parking permit system currently being implemented. The portion allocated to permit parking will be determined as downtown business and property owner need is assessed over the coming months.



The Town will be responsible to provide summer and winter maintenance of the leased parking lot area, including line painting, installation of signage, snow clearing, sanding and salting, and parking By-law enforcement.

Acquisition of the parking spaces through the lease agreement creates the opportunity to provide the Downtown businesses and property owners with a long-term parking solution for their employees and tenants, thereby increasing the Main Street parking for three (3) hour (unpaid) parking for business patrons, visitors, and special events. It also provides the Town with the ability to provide additional downtown municipal lot parking in a centralized location for special events.

### **3. BACKGROUND:**

In June 2016, Council approved the Commercial and Residential Parking Study, and provided direction to Staff to immediately address two of the key parking issues, as outlined in the report. The two key issues as identified by Council were:

1. Lack of a Permit Parking Program
2. Consistent Parking Enforcement

Town Staff immediately started working on the creation of a Permit Parking Program, and implementation commenced October 2016. Dedicated parking enforcement officers (2) were hired, and training began November 2016.

The Town has utilized the parking lot area at 6311 Main Street for many years as public parking. The existing lease with CIBC terminated when the building was sold. Staff immediately contacted the owners to determine their interest in entering into a new lease agreement with the Town for the twenty-one (21) spots available behind their building for the purposes of the Town Permit Parking Program. A new lease agreement has been successfully negotiated.

### **4. ANALYSIS & OPTIONS:**

The Town has two options available as it relates to the consideration of the Lease Agreement for the provision of twenty-one (21) parking spaces at the rear of 6311 Main Street. Each option is discussed as follows:

#### **4.1 Execute a new Lease Agreement, and Implement Paid Permit Parking (Recommended).**

This option is recommended. The owners have agreed to a two (2) year lease at an annual rate of \$23,040.00 plus HST, with an option for three (3) one-year extensions, with the extension rate to be adjusted via the Consumer Price Index. This term provides the Town with additional paid permit parking and three (3) hour unpaid parking for downtown businesses and property owners. It also provides

adequate time and flexibility for Staff to investigate other future long-term parking options.

The Owner has proposed a lease rate based on comparable market value. The lease cost will be offset through the revenues from the Paid Permit Parking Program. The draft Lease Agreement is attached.

#### **4.2 Do not enter into a Lease Agreement with 6311 Main Street**

This option is not recommended. The twenty-one (21) parking stalls on the Owner's lands contribute to the economic vitality of the downtown area and will provide a long-term parking solution for employees and tenants of downtown businesses and property owners.

If a lease with the owners of 6311 Main Street is not implemented, the Town will not be able to provide secured public access to the parking spaces for business employees and property owner tenants.

### **5. FINANCIAL IMPLICATIONS:**

The annual lease payment cost of \$23,040.00 plus HST will be added to the Operating Budget within the Public Works area. Offsetting revenues from the paid permit parking program will be recorded under Permit Parking Revenue within the By-law division of the Corporate Services Department. It is anticipated that revenues generated from the permit parking program will fully offset the annual lease cost.

### **6. ALIGNMENT WITH STRATEGIC PLAN:**

This report is aligned with the Town's Strategic Plan in the following manner:

2. *Fiscal and Asset Management*  
*As stewards of the public trust, manage the Town's resources in a fiscally responsible manner, promote partnership opportunities and advance Town interests*

2.3 *Explore partnerships to deliver new infrastructure/services*

### **7. ATTACHMENTS:**

1. Downtown Stouffville Parking Lot Locations
2. Draft Memorandum of Understanding/Lease Agreement

**For further information on this report, please contact Tamara Carlson, Manager of Customer Service at 905-640-1910 or 1-855-642-8697 ext. 2449 [tamara.carlson@townofws.ca](mailto:tamara.carlson@townofws.ca)**

# LEASE

## (COMMERCIAL)

Made as of the                      day of                      , 2024.

### BETWEEN

**1856234 ONTARIO INC.**

(the "Landlord")

-and-

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

(the "Tenant")

WHEREAS the Landlord represents and warrants that it is the Owner of the lands known municipally as 6311 Main Street, Stouffville, Ontario.

AND WHEREAS in consideration of the rents, covenants and obligations stipulated herein, the Landlord and the Tenant have agreed to enter into a Lease in respect of a portion of the property known municipally as 6311 Main Street, Stouffville, Ontario, shown outlined in red on Schedule "A" attached hereto (the "Premises"), for the purpose of establishing a municipal parking lot with a minimum of twenty-four (24) parking stalls.

#### 1. GRANT OF LEASE

- (1) The Landlord covenants that it has the right to grant a leasehold interest in the Premises free from encumbrances except as disclosed on title.
- (2) The Landlord hereby leases the Premises to the Tenant;
  - a) at the Rent set forth in Section 2;
  - b) for the Term set forth in Section 3; and
  - c) subject to the conditions and in accordance with the covenants, obligations and agreements contained herein.

#### 2. RENT

- (1) Rent means the amounts payable by the Tenant to the Landlord pursuant to this Section.
- (2) The Tenant covenants to pay to the Landlord, during the Term of this Lease, rent as follows:
  - a. the sum of Five Thousand, Three Hundred Fifteen Dollars and Twenty-Four Cents (\$5,315.24) inclusive of H.S.T., per annum, payable for the year 2024 on execution of this Lease.
  - b. Annually thereafter - The previous year's total amount shall be adjusted by the monthly Consumer Price Index for property leases (all items for Toronto) less 0.01 %, using the first day of the previous year of the Term to determine the base month, payable on January 1, 2025.
- (3) All payments to be made by the Tenant pursuant to this Lease shall be delivered to the Landlord at the Landlord's address for service set out in Section 14 or to such other place as the Landlord may from time to time direct in writing.
- (4) All Rent in arrears and all sums paid by the Landlord for expenses incurred which should have been paid by the Tenant shall bear interest thirty (30) days after the date payment was due, or made, or expense incurred at a rate per annum equal to the prime commercial lending rate of the Bank of Canada plus one (1) per cent.
- (5) The Tenant shall pay to the Landlord, on execution of this Lease, the sum of Eighteen Thousand, Five Hundred Fifty-Eight Dollars and Twenty-Five Cents (\$18,558.25) representing payment for use of the Premises by the Tenant from 2016 until the date of execution of this Lease, with no formal agreement with the Landlord (the "NFA Period"). The Landlord acknowledges and agrees that this payment is not subject to the requirements of sub-clause 2(4). The Landlord further acknowledges and agrees that in consideration of the payment in the amount of \$18,558.25, the Landlord hereby releases and forever discharges the Tenant, its officers, directors, employees, elected officials, successors and assigns from all actions, causes of action, claims and demands for damages, loss or injury, however

arising, which may have arisen during the Tenant's use of the Premises during the NFA Period, and further waives its claim to any further compensation for the NFA Period.

### **3. TERM AND POSSESSION**

- (1) The Tenant shall have possession of the Premises commencing on the 1<sup>st</sup> day of August, 2024, and ending on the 31<sup>st</sup> day of July, 2029 (the "Term").
- (2) Subject to the Landlord's rights under this Lease, and as long as the Lease is in good standing, the Landlord covenants that the Tenant shall have quiet enjoyment of the Premises during the Term of this Lease and any extension thereof, without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming through the Landlord.
- (3) This Lease will automatically renew for three (3) additional terms of five (5) years each (each, an "Extension Term") unless Tenant or Landlord gives the other party written notice of its intention not to extend at least sixty (60) days prior to the end of the Term or Extension Term, as the case may be. Each Extension Term shall be subject to the same terms and conditions as are contained herein, save and except for this right of renewal, and save and except for the rent, which shall be negotiated between the parties hereto on the basis of the fair market rent payable at the time of renewal for similar premises in the vicinity of the Premises used for parking purposes. If the parties cannot agree on the Rent payable during the Extension Term, the determination of the Rent shall be referred to a single arbitrator under the Arbitration Act (Ontario), as amended, and the arbitrator's costs shall be shared equally between the Landlord and the Tenant.
- (4) The Landlord reserves the right to terminate this Lease at its sole discretion on providing the Tenant with six (6) months' written notice.

### **4. ASSIGNMENT**

- (1) The Tenant shall not assign this Lease or sublet the whole or any part of the Premises without first obtaining the prior consent of the Landlord in writing, which consent shall not unreasonably be withheld, and the Tenant hereby waives its right to the benefit of any present or future Act of the Legislature of Ontario which would allow the Tenant to assign this Lease or sublet the Premises without the Landlord's consent.

### **5. USE**

- (1) During the Term of this Lease the Premises shall not be used for any purpose other than a municipal parking lot without the express consent of the Landlord given in writing.

### **6. REPAIR AND MAINTENANCE**

- (1) The Tenant covenants that during the Term of this Lease and any renewal thereof, the Tenant shall keep the Premises in good condition, including such winter maintenance and minor improvements as it considers advisable in its sole discretion, but the Tenant shall not be liable to effect repairs attributable to reasonable wear and tear.
- (2) Upon the expiry of the Term or other termination of this Lease the Tenant agrees peaceably to surrender the Premises, including any alterations or additions made thereto, to the Landlord in a state of good repair, reasonable wear and tear only excepted.

### **7. INDEMNITY AND INSURANCE**

- (1) The Tenant covenants to keep the Landlord indemnified against all claims and demands whatsoever by any person, whether in respect of damage to person or property, arising out of or occasioned by the Tenant's maintenance, use or occupancy of the Premises.
- (2) The Tenant shall carry public liability insurance coverage in respect of the Premises, which coverage shall be afforded by the Tenant's municipal insurance policy.

### **8. ACTS OF DEFAULT BY TENANT AND LANDLORD'S REMEDIES**

- (1) An Act of Default by the Tenant has occurred when:
  - a) the Tenant has failed to pay Rent for a period of thirty (30) consecutive days, regardless of whether demand for payment has been made or not;
  - b) the Tenant has breached its covenants or failed to perform any of its obligations under this Lease, and
    - (i) the Landlord has given written notice to the Tenant specifying the nature of the default and the steps required to correct it; and
    - (ii) the Tenant has failed to correct or commence to correct the default within a reasonable period of time as required by the notice;

- c) the Tenant has committed any act or neglected to do anything with the result that a Construction Lien or other encumbrance is registered against the Premises;
  - d) any insurance policy is cancelled or not renewed by reason of the use of occupation of the Premises, or by reason of non-payment of premiums; or
  - e) the Premises are used for any purpose other than as provided for in this Lease, without the written consent of the Landlord.
- (2) When an Act of Default on the part of the Tenant has occurred, the Landlord shall have the right to terminate this Lease and to re-enter the Premises and deal with them as he may choose.
- (3) If, when an Act of Default has occurred, the Landlord chooses not to terminate the Lease and re-enter the Premises, the Landlord shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Tenant and to charge the costs of such rectification to the Tenant and to recover the costs as Rent.
- (4) If, when an Act of Default has occurred, the Landlord chooses to waive its right to exercise the remedies available to it under this Lease or at law, the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Landlord to prevent its exercising its remedies with respect to a subsequent Act of Default. No covenant, term or condition of this Lease shall be deemed to have been waived by the Landlord unless the waiver is in writing and signed by the Landlord.

## **9. ACTS OF DEFAULT BY LANDLORD AND TENANT'S REMEDIES**

- (1) The Landlord has committed an Act of Default when:
- a) the Landlord refuses or neglects to provide quiet, uninterrupted use and enjoyment of the Premises;
  - b) the Landlord impedes or prevents the Town from using the Premises in the manner permitted by this Lease, and
    - (i) the Tenant has given written notice to the Landlord specifying the nature of the default and the steps required to correct it; and
    - (ii) the Landlord has failed to correct or commence to correct the default within a reasonable period of time as required by the notice.
- (2) When an Act of Default on the part of the Landlord has occurred, the Landlord shall be required to pay, as liquidated damages to the Tenant, the pro-rated sum of \$14.56 for each day or portion thereof that the Tenant does not have quiet, uninterrupted use and enjoyment of the Premises, and the Tenant shall have the right to terminate this Lease.
- (3) If, when an Act of Default has occurred, the Tenant chooses not to terminate the Lease, the Tenant shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Landlord and to charge the costs of such rectification to the Landlord, including by way of set-off of any amounts owing hereunder.
- (4) If, when an Act of Default has occurred, the Tenant chooses to waive its right to exercise the remedies available to it under this Lease or at law, the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Tenant to prevent its exercising its remedies with respect to a subsequent Act of Default. No covenant, term or condition of this Lease shall be deemed to have been waived by the Tenant unless the waiver is in writing and signed by the Tenant.

## **10. OVERHOLDING**

- (1) If the Tenant remains in possession of the Premises after the expiry of this Lease, and if the Landlord then accepts rent for the Premises from the Tenant, it is agreed that such overholding by the Tenant and acceptance of rent by the Landlord shall create a yearly tenancy, subject to all the terms and conditions of this Lease except those regarding the Term.

## **11. NO ADVERSE POSSESSION**

- (1) The Tenant acknowledges that its possession of the Premises pursuant to this Lease is not adverse to the Landlord's title thereto, and covenants not to assert a claim to a proprietary interest in the Premises arising from adverse possession of any portion thereof.

## **12. ACKNOWLEDGEMENT BY TENANT**

The Tenant agrees that it will at any time or times during the Term, upon being given at least seven (7) business days' prior written notice, execute and deliver to the Landlord a statement in writing certifying:

- a) that this Lease is unmodified and is in full force and effect (or if modified stating the modifications and confirming that the Lease is in full force and effect as modified);

- b) the amount of Rent being paid; and
- c) the dates to which Rent has been paid.

### 13. NOTICE

- (1) Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given

To the Landlord at:

1856234 Ontario Inc.  
6311 Main Street  
Stouffville, ON  
L4A 1G5

Attention:

Email:

To the Tenant at:

The Corporation of the Town of Whitchurch-Stouffville  
111 Sandiford Drive  
Stouffville, Ontario  
L4A 0Z8

Attention: Dwayne Tapp, Commissioner of Development Services

Email: [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca)

- (2) The above addresses may be changed at any time by giving ten (10) days written notice.
- (3) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally, or seventy-two (72) hours after mailing if the notice is mailed, provided, that during any postal disruption or threatened postal disruption, delivery shall be in person. Any notice delivered by email shall be deemed to have been delivered on the same day, provided that such email be received prior to 4:30 p.m. and if after 4:30 p.m., the following day.

### 14. INTERPRETATION

- (1) Words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.
- (2) Unless the context otherwise requires, the word "Landlord" and the word "Tenant" wherever used herein shall be construed to include the executors, administrators, successors and assigns of the Landlord and Tenant, respectively.
- (3) This Agreement shall be binding upon and enure to the benefit of the parties hereto, and shall be binding upon their respective heirs, administrators, legal representatives, successors and assigns.
- (4) The invalidity or unenforceability of any provision of this Lease shall not affect the validity or enforceability of any other provision, and any invalid provision shall be severable.
- (5) This Lease may be executed by the parties in separate counterparts, including counterparts reproduced and communicated electronically, with the same effect as if both parties had signed and delivered the same document, and all counterparts shall be construed together to be an original and will constitute one and the same Lease.

*[Rest of page left intentionally blank]*

In Witness of the foregoing covenants the Landlord and the Tenant have executed this Lease as of the date herein.

**1856234 ONTARIO INC.**

---

Name:

Title:

I have authority to bind the Corporation.

**THE CORPORATION OF THE TOWN OF  
WHITCHURCH-STOUFFVILLE**

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Per: Iain Lovatt, Mayor

---

Per: Becky Jamieson, Clerk

We have authority to bind the Corporation.



Schedule "A"



**Subject:** Parks Plan and Parkland Dedication By-law Update

**Staff Report No.** DS-061-24

**Department/  
Commission:** Development Services Commission

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council receive Report No. DS-061-24 for information.

**Report Highlights**

- The Town is undertaking a Parks Plan and Parkland Dedication By-law Update Study to guide the future acquisition of parkland within the Town.
- The Phase 2 Stakeholder meeting and Community Engagement Session was held on October 17, 2024 to present background information and receive feedback on developing preliminary recommendations, which is summarized in this Report.
- The Draft Parks Plan and Parkland Dedication By-law Update will be prepared for a future Community Engagement Session in Winter 2025.

**1. Purpose:**

The purpose of this Report is to provide Council with an update on the Parks Plan and Parkland Dedication By-law Update Study, including a summary of the Phase 2 consultation findings and next steps.

**2. Background:**

Our parks, trails, and open spaces are places for people to interact, develop social ties, and for recreation and exercise. As the Town continues to grow, a Parks Plan is being developed that will guide the development of a well-connected network of parks, trails, and open spaces to support a vibrant and healthy community for all residents and visitors. A Parkland Dedication By-law Update will complement the Parks Plan by setting updated

requirements for developers to provide parkland as part of new development within the Town.

The Parks Plan will support decision-making and prioritize the acquisition and investment in parkland across the Town, and will include a needs assessment and review of provision targets for:

- All existing parkland within the Town of Stouffville (differentiating between tableland parkland and natural heritage or hazard lands).
- Town-owned properties that currently serve other uses but could serve as potential candidates for future parkland.
- Future growth areas as identified in the Town's New Official Plan, including MTSA's (Stouffville GO and Old Elm GO Major Transit Station Areas) and other Strategic Growth Areas (Western Approach Mixed Use Area, Downtown Core Area).
- Public open spaces not owned by the Town but used by the public such as school board properties and utility corridor lands.

The Parks Plan will also include an assessment of new park typologies and associated amenities to help meet the provision targets. As a result of proposed changes to the *Planning Act*, through Bill 23, as outlined in [Report No. DS-081-22: Bill 23 – More Homes Built Faster Act, 2022, Analysis and Implications, December 21, 2022](#), the Study will provide recommendations with respect to the potential acquisition and parkland dedication credits related to Privately Owned Publicly Accessible Spaces (POPS) (i.e. parkettes, urban squares), and parks with underground infrastructure or strata parks owned by a third party (i.e. parks over storm water management systems or underground garages). At the time of writing this Report, these changes are not yet in force and effect, and are pending the enactment of implementing regulations.

In January 2024, the Town retained a consulting team led by O2 Planning + Design, assisted by Gladki Planning Associates, and Watson & Associates Economists Ltd. to undertake the Study.

The project timeline consists of the following three phases:

#### **Phase 1: Setting Priorities (Spring 2024)**

- Goals, priorities, and recommendations for the Parks Plan were developed and informed by input from the public, Town Council and staff, and key stakeholders. On June 19, 2024, Council received [Report No. DS-031-24](#) for information, which provided an update on the Parks Plan and the key findings from the Phase 1 consultations, which are summarized in the [Phase 1: What We Heard Report](#).

#### **Phase 2: Parks Plan Development (Fall 2024)**

- The draft and final Parks Plan will be developed and will be informed and refined by continuous input from the public, Town Council and staff, and key stakeholders.

**Phase 3: Parkland Dedication By-law Update (Winter 2025)**

- The Parkland Dedication By-law will be prepared and presented to Council for adoption.

The project webpage provides further details and background information related to the Study: [www.townofws.ca/parksplan](http://www.townofws.ca/parksplan)

**3. Analysis:**

Through Phase 2, the Town and consultant team engaged with stakeholders and residents to share draft concepts and strategies from the Parks Plan. The consultation objectives of Phase 2: Parks Plan Development, were to:

- Gain feedback from the public and stakeholders on weighing the benefits and drawbacks around increasing, maintaining, and lowering park provision targets.
- Validate the opportunities and tools around parkland acquisition.
- Better understand the needs around different parkland focus areas (i.e., zones) within the Town (e.g., Greenfield, Intensification, and Infill).

The Phase 2 public and stakeholder consultations have included the following:

- Town Steering Committee Meeting on September 26, 2024;
- Technical Advisory Committee (TAC) Meeting on October 15, 2024, comprised of representatives from agencies and organizations that work closely with the Town;
- Stakeholder Advisory Committee (SAC) Meeting on October 17, 2024, comprised of representatives from organizations and groups involved in the implementation, and programming of parks in Town; and
- Public Open House on October 17, 2024. The Public Open House display materials were made available on the project webpage for further review and comment: [www.townofws.ca/parksplan](http://www.townofws.ca/parksplan).

The Phase 2: What We Heard Report, November 2024, included in Attachment No. 1 to this Report, summarizes the Phase 2 consultation activities and feedback. The following provides a brief summary of the stakeholder and public feedback:

- **School Site Collaboration** – school sites may provide opportunities for collaboration through joint-use agreements to enhance co-use of shared open spaces and facilities.
- **Partnerships** – Conservation Authorities may provide land partnership opportunities and help to coordinate acquisition priorities with the Town.
- **Connectivity and Wayfinding** – new trail connections along the western and northern borders of the Community of Stouffville, were identified to improve the overall connectivity of the park and trail system by addressing existing gaps, including trail connectivity to Bethesda Fields.
- **Park Types** – participants generally favoured larger parks over small parks, such as parkettes, but still emphasized the importance of parkettes for play spaces for children and families in close proximity to new development. Generally, there was

a perceived need for more medium and large sized parks to meet the community needs, particularly related to sports playing fields. Participants also expressed interest in off-leash dog parks and nature-based play areas, with additional support for introducing eco-parks as a new park type. Interest in considering alternative park types and ownership was also identified including the use of strata parks and Privately Owned Publicly Accessible Spaces (POPS).

- **Accessibility** – the importance of paved trails and accessible entrances to make parks and trails easier for all users to navigate was identified.
- **Indigenous History** – consideration should be given to incorporating Indigenous heritage into the park system through park naming, wayfinding, storytelling, and appropriate plantings.
- **Preserve** – participants highlighted the need to preserve existing parks and natural areas, and that this element should be prioritized while the Town experiences growth and development.
- **Park Expansions** – participants expressed that the Town should prioritize the expansion of the park system, with mention of expansion in the Vandorf and Musselman’s Lake areas. Concerns were raised about overcrowding in current parks, which impacts accessibility, traffic and parking.
- **Enhance** – where expansion (development of new parks) is not possible, participants identified the value of enhancing existing park assets to improve user experience and capacity. Participants suggested various improvements for the Town's existing parks, including enhanced lighting, converting dedicated sports courts to multi-use courts, adding more pickleball courts, and installing bike racks, shade structures, and picnic areas.
- **Acquisition** – the preference for obtaining parkland through parkland dedication rather than cash-in-lieu contributions was identified.

### 3.3 Next Steps

The Draft Parks Plan and Parkland Dedication By-law will be prepared for consultation, which will include meetings with the public, Town Steering Committee, Technical Advisory Committee, and Stakeholders (including BILD), in early Winter 2025. The Draft Parks Plan and Parkland Dedication By-law is anticipated to be presented to Council for adoption in Spring 2025.

### 4. Financial Implications:

None.

### 5. Broader Intergovernmental Impacts and/or Considerations:

None.

## 6. Communication:

A Technical Advisory Committee meeting was held on October 15, 2024 and a Stakeholder Advisory Committee and Public Open House was held on October 17, 2024 to receive feedback on the preliminary findings and recommendations for the Parks Plan and Parkland Dedication By-law Update. The Phase 2: What We Heard Report (Attachment 1) provides a summary of the consultation activities and comments received.

Invitations to the engagement meetings were emailed to the stakeholders and members of the community that registered for the project e-newsletter. Approximately 30 stakeholders attended the meetings. Furthermore, the engagement meetings were advertised on the project webpage: [www.townofws.ca/parksplan](http://www.townofws.ca/parksplan) and through the Town's social media channels and On The Road magazine.

The input received will be used to inform the development of the Town's Parks Plan and Parkland Dedication By-law Update in the next phase of the Study.

## 7. Alignment with Strategic Plan:

1. A Town that Grows  
A Town that grows in support of complete communities
2. A Town that Moves  
Improve the condition and efficiency of the local road network while addressing connectivity and advancing active transportation facilities
3. A Healthy and Greener Town  
Increase Offerings and Opportunities for Active Living

## 8. Attachments:

Attachment No. 1 – Phase 2: What We Heard Report, November 2024

## 9. Related Reports:

[Report No. DS-031-24: Parks Plan and Parkland Dedication By-law Update Study, June 19, 2024](#)

[Report No. DS-081-22: Bill 23 – More Homes Built Faster Act, 2022, Analysis and Implications, December 21, 2022](#)

[Report No. LCS-010-22: Leisure & Community Services Master Plan Update, September 21, 2022](#)

[Report No. DS-048-22: Parkland Dedication By-law Update, September 7, 2022](#)

**Author:** Randall Roth, Senior Policy Planner  
Meaghan Craven, Manager Policy Planning

**For further information on this report, please contact the Commissioner of Development Services:** Dwayne Tapp, at 905-640-1900 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca)



# Town of Whitchurch–Stouffville **PARKS PLAN**

## Phase 2: What We Heard Report

November 2024





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# INTRODUCTION

# 1 | Introduction

Our parks, trails, and open spaces are places for people to interact, develop social ties, and for recreation and exercise. As the Town continues to grow, a Parks Plan is being developed that will guide the development of a well-connected network of parks, trails, and open spaces to support a vibrant and healthy community for all residents and visitors.

A Parkland Dedication By-law Update will complement the Parks Plan by setting requirements for developers to provide parkland as part of new development within the Town.

The Parks Plan will support informed decision-making and prioritize the acquisition and investment in parkland across the Town, including built out communities as well as future growth areas (such as Major Transit Station Areas (MTSAs) and other Strategic Growth Areas). This work includes:

- Recommended provision levels for parkland;
- Tools to acquire and develop further parkland; and
- A revised set of categories and rules for parks (i.e., typologies) to suit new developments and better meet residential expectations.

The Parks Plan and the Parkland Dedication By-law will help position the Town to meet parkland needs over the next 25-30 years.

This report summarizes the feedback received as part of Phase 2 engagement on the Town of Whitchurch-Stouffville's Parks Plan and Parkland Dedication By-law Update, and includes input from Town staff, stakeholders and members of the public.

## 1.1 Project Timeline

The Parks Plan is being undertaken in three phases:

### Phase 1: Setting Priorities (Spring 2024)

Goals, priorities, and recommendations for the Parks Plan were developed and informed by input from the public, Town Council and staff, and key stakeholders.

### Phase 2: Parks Plan Development (Fall 2024–Winter 2025)

The draft and final Parks Plan will be developed, informed, and refined by continuous input from the public, Town Council and staff, and key stakeholders.

### Phase 3: Parkland Dedication By-law Update (Winter 2025)

The Parkland Dedication By-law will be prepared and presented to Council for adoption.



# PHASE 1: SETTING PRIORITIES

# 2 | Phase 2: Parks Plan Development

The Town of Whitchurch–Stouffville engaged with stakeholders and residents to share draft concepts and strategies from the Parks Plan.

The objectives of Phase 2: Parks Plan Development were to:

- Gain feedback from the public and stakeholders on weighing the benefits and drawbacks around increasing, maintaining, and lowering park provision targets.
- Validate the opportunities and tools around parkland acquisition.
- Better understand the needs around different parkland development areas around the Town (e.g., Greenfield, Intensification, and Infill).

## 2.1 Stakeholder Engagement

A range of stakeholders were engaged to understand their perspectives on parks, trails and open spaces in the Town. A total of 30 stakeholders participated across 3 engagement meetings.

A summary of stakeholder engagement findings is provided in **Section 3.2**.

### Town Steering Committee

#### (8 attendees)

- Thursday, September 26th, 1-2pm
- Virtual on Microsoft Teams

1. Office of the CAO, Legal Division

2. Community Services Department,

» Parks Division

3. Development Services Department

» Policy Planning Division

» Development Planning Division

» Economic Development

4. Whitchurch–Stouffville Public Library

5. Engineering and Public Works

» Development Engineering

## **Technical Advisory Committee (14 attendees)**

- Tuesday, October 15th, 1-2:30pm
- Virtual on Microsoft Teams
  - » BILD GTA
  - » York Region Public Health
  - » York Region Catholic District School Board
  - » Lake Simcoe Region Conservation Authority
  - » Toronto and Region Conservation Authority
  - » Parks Canada
  - » York Region, Natural Heritage and Forestry

## **Community Stakeholder Meeting**

### **(4 attendees)**

- Thursday, October 17th, 2-4pm
- In-person at 19 on the Park (Lebovic Centre for Arts and Entertainment)
  - » Accessibility Advisory Committee
  - » Stouffville Pickleball Players
  - » Stouffville Baseball Association
  - » Heritage Advisory Committee

## 2.2 Public Engagement

Information about the Parks Plan and Parkland Dedication Bylaw Update was provided on the Town’s engagement website at [www.townofws.ca/parksplan](http://www.townofws.ca/parksplan).

A Public Open House took place on Thursday, October 17th, 2024 from 6-8pm at 19 on the Park (Lebovic Centre for Arts and Entertainment), following the Community Stakeholder Meeting, and had approximately 20 attendees. Members of the public were notified of the Public Open House on the project webpage, road signage, through the Town’s social media and On the Road magazine, and project e-newsletter.

Members of the public were invited to review project informational panels, speak with a member of the project team, and add their thoughts and feedback to panels and park system maps. A summary of public engagement findings is provided in **Section 3.2**.





# ENGAGEMENT FINDINGS

# 3 | Engagement Findings

## 3.1 Stakeholder Engagement

### 3.1.1 Town Steering Committee

Participants at the Town Steering Committee provided suggestions to support refinements to the Parks Plan. This feedback can be summarized as follows:

**Park Provisions:** Participants note an openness to refine the park provision target in a way that balances aspiration with feasibility. The participants also suggested additional contextual factors influencing park provisions, such as operational and maintenance costs.

**Parkland Acquisition:** Participants reiterate the need to guide the best use of dedication and cash-in-lieu within the Parks Plan and Parkland Dedication By-law. The direction will help staff with rationales around decision making. Participants identified that there is a lag in parks built from parkland dedication following the COVID-19 pandemic, where increased costs and service delays resulted in sites not being completed.

**Typologies:** Participants suggest the exercise on testing typologies by fitting programming and functional needs (e.g., play fields) was valuable. Part of this value was in being able to communicate typology sizing and the different functions of parks within the network.

**Amenities:** Participants identified the need to balance active and passive amenities in Town-owned parks, and specifically that indoor recreation facilities should not take up a large portion of newly acquired park space. While co-location is beneficial, the priority should be adding dedicated parkland rather than indoor recreation facilities that do not contribute to reaching parkland targets and can be acquired through other means (i.e., development charges).

**Value to Residents:** Participants identified a need to define quality-of-life aspects of parks and open space, as well as a need to engage further with school board about curriculum needs for sports fields and other curriculum amenities that require parkland (e.g., football, track and field, pickleball, etc.).

### 3.1.2 Technical Advisory Committee

Participants of the Technical Advisory Committee identified additional considerations around collaboration as well as more information on what parallel work other organizations are currently undertaking. The major topics of the discussion included:

**School sites as opportunities for collaboration:** Participants representing the Catholic School Board noted there has been good progress regarding joint-use agreements in nearby municipalities. They note these agreements could be a helpful tool in potentially enhancing community value of these spaces in the future.

**Conservation Authorities as land partners:** The Lake Simcoe Region Conservation Authority identified recent work in developing a Natural Heritage System & Restoration Strategy, which guides acquisition opportunities. There was discussion that the Town and Conservation Authorities should coordinate (or at least inform one another) on where there focus on acquisition priorities are within the Town.

### 3.1.3 Community Stakeholder Meeting

A total of ten comments were received on sticky notes during the community stakeholder meeting. Participants' comments were primarily centred around the perspective of the group or organization they represent (e.g., heritage, accessibility, sport, etc.).

The following four themes were identified through participant comments:

**Connectivity and Wayfinding:** Participants identified desired new trail connections along the western and northern borders of the Community of Stouffville, which would improve the overall connectivity of the park and trail system by addressing existing gaps. Some participants highlighted the need for enhanced wayfinding, emphasizing the importance of better signage at trail entrances and along the trails themselves. There was also a call for signage to be placed between trails, particularly in areas where gaps exist in the network, to help guide users more effectively.

Some participants expressed uncertainty about the extent of park spaces available in the Town and suggested that an online park system inventory map would help improve access by raising resident awareness of the parks and their locations.

**Park Types:** Participants showed interest in off-leash dog parks and nature-based play areas, with additional support for introducing eco-parks as a new park type.

**Accessibility:** Participants emphasized the importance of paved trails and accessible entrances to make parks and trails easier for all users to navigate. One participant noted that the trail along the Community of Stouffville's northern border is currently inaccessible for wheelchairs and motorized chairs.

**Indigenous History:** One participant proposed incorporating Indigenous heritage into the park system through park naming, wayfinding, storytelling, and appropriate plantings. They made specific reference to local artifacts and longhouse indications found near John Baptiste Lane, and that this type of heritage could be marked and identified in parks, where appropriate.

## 3.2 Public Engagement Results

Open house participants were interested in learning more about the components of the Parks Plan. The project team shared the primary principles of the Parks Plan with open house participants. These principles (expand, connect, preserve, enhance) were used as a framework for engagement. Participant feedback is summarized below according to these four principles, plus additional comments that fall outside of the principles.

A total of 29 comments were received on sticky notes during the open house. Several participants had in-depth conversations with members of the project team.

**Expand:** Participants expressed that the Town should prioritize the expansion of the park system, with mention of expansion in the Vandorf and Musselman's Lake areas.

Concerns were raised about overcrowding in current parks, which impacts accessibility, traffic and parking. Participants feel there is a need for more parks, like parkettes with playgrounds, in areas that are experiencing growth and development to reduce pressure on existing parks in Town.

**Connect:** Participants would like to see improved trail connectivity throughout the Town to improve their access to new and existing parks. They also emphasized the need for clear signage and markers throughout the trail system.

Specific suggestions for improved connections include:

- A trail from 10th Line to Bethesda Sports Fields; and
- A connection between Harry Bowes Public School and Bethesda Sports Fields.

**Preserve:** Participants highlighted the need to preserve existing parks and natural areas, and that this element should be prioritized while the Town experiences growth and development.

**Enhance:** Where expansion (development of new parks) is not possible, participants understand the value of enhancing existing park assets to improve user experience and capacity. Participants suggested various improvements for the Town's existing parks, including enhanced lighting, converting dedicated sports courts to multi-use courts, adding more pickleball courts, and installing bike racks, shade structures, and picnic areas. One participant suggested that there could be a review process (i.e., every few years) to evaluate whether a park needs repairs, new features and amenities, and to respond to challenges, which would be beneficial to ensure the park continues to meet community needs.

Several participants emphasized the need for accessibility in both current and future parks, with accessible parking identified as a priority for some.

### **Additional Themes**

**Park Types:** Participants generally favoured larger parks over small parks, such as parkettes. One participant highlighted the need for play spaces for children and families in new developments, emphasizing the continued importance of parkettes. However, they support the view that the Town requires more medium and large parks to meet community needs.

Participants are interested in park typologies presented by the Project Team that would offer amenities and facilities that support a range of recreational opportunities and activities for children, as well as adults.

**Acquisition:** One participant noted a preference for obtaining parkland through parkland dedication rather than cash-in-lieu contributions.

# LOOKING AHEAD

# 4 | Looking Ahead

## 4.1 Conclusion

The second phase of engagement on the Parks Plan and Parkland Dedication By-law Update confirmed that residents who use the Town of Whitchurch-Stouffville's park system are passionate about seeing the system expanded, connected, preserved and enhanced in the future. Many participants advocated for their park use preferences and interests (e.g., pickleball, baseball, accessibility) and wish to see park spaces that can accommodate more Stouffville residents.

Feedback received will guide the Town in developing the Parks Plan and Parkland Dedication By-law Update that supports existing park uses and preserves natural areas, while accommodating emerging recreational needs as the population continues to grow.

## 4.2 Next Steps

The final Parks Plan will be shaped and refined by feedback from Phase 2 of community engagement, incorporating input from the public, Town Council, staff, and key stakeholders as outlined in this report.

Phase 3, scheduled for Winter 2025, will focus on preparing the draft Parks Plan and updating the Parkland Dedication By-law, which will then be prepared and presented to Council for adoption.





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**Subject: Final Design and Financing – Joint Fire Station 5-2 & Paramedic Response Station at 4902 Aurora Road**

**Staff Report No. CS-013-24**

**Department/  
Commission: Community Services Commission**

**Date: December 11, 2024**

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**Recommendations:**

- 1) That Council approve in principle, the final joint fire station 5-2 & paramedic response station at 4902 Aurora Road design as outlined in Attachment #1 to this Report; and
- 2) That Staff be authorized to move forward with the tender package for construction services for the new joint fire station 5-2 & paramedic response station at 4902 Aurora Road.
- 3) That Council authorize the Commissioner of Finance / Treasurer to enter into an agreement with The Regional Municipality of York and Infrastructure Ontario for the provision of construction loans and long-term debenture financing to the Town of Whitchurch-Stouffville for an amount not to exceed \$9.75 million, on terms as determined by the Treasurer; and
- 4) That Council direct staff to bring forward a by-law to authorize the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for financing capital works; to authorize temporary borrowing from OILC to meet expenditures in connection with the construction of Fire Station 5-2; and to authorize long-term borrowing for capital works through the issue of debentures by The Regional Municipality of York; and
- 5) That the Mayor, Clerk and Treasurer be authorized to execute any agreements required; and
- 6) That Council declare the existing lands at 15400 ON-48 as surplus property to the needs of the Town; and.
- 7) That Council authorize staff to list the subject lands in accordance with By-law 2008-057-LA and report back with any proposals for council’s consideration.

**Report Highlights**

- Seeking Council approval of the proposed design for the joint fire station 5-2 & paramedic response station at 4902 Aurora Road
- Design encompasses historical significance of the surrounding area
- Proposed design seeks to attain LEED Silver designation and is expected to fall within budget expectations
- Seeking construction financing from Ontario Infrastructure and Lands Corporation through York Region
- Seeking Council direction to declare 15400 ON-48 as surplus property to the needs of the Town

**1. Purpose:**

Staff are informing Council of the process used to develop a final design for the new joint fire station 5-2 & paramedic response station at 4902 Aurora Road and seek Council's adoption of the proposed design. Staff are further confirming the 2025 Capital Budget for the project along with the appropriate source funding. Should Council adopt the proposed design, staff seek authorization to proceed with the associated tendering of the construction work.

Staff are also seeking authorization from Council to allow the Town to obtain debt financing, in the form of a construction loan, to support the construction of Station 5-2. The annual cost of debt is projected to be well below the 12.5% Annual Repayment Limit (ARL) established by Council.

Staff are seeking council direction to declare 15400 ON-48 as surplus property to the needs of the Town and to list the subject lands in accordance with By-law 2008-057-LA. A report will be brought back to council with any proposals for council's consideration.

**2. Background:**

At the Council Meeting on June 15, 2022, Council adopted the Fire and Emergency Services Master Plan and directed staff to consider the recommendations held within. Based upon a recommendation from a Station Location Study, the plan outlined future location needs and identified the current Station 5-2 as a potential facility for relocation within 1 to 3 years given its requirement for major upgrades identified in a 2019 facility review.

At the Special Council meeting on November 30, 2022, Council approved the acquisition of 4902 Aurora Road, 29 & 31 Ballyview Court for the purposes of building a new joint fire station and paramedic response station to replace the current facility at 15400 ON- 48.

In partnership with the Regional Municipality of York (Region), staff initiated the process to retain a Project Consultant and an Architect to design and coordinate the construction of a new joint Fire Station and Paramedic Response Station. After cooperatively developing the scope of work with members of the Region's project team, a Request for Proposal was released through Bids & Tenders on July 6, 2023. On September 13, 2023, Council approved Thomas Brown Architects as the recommended partner for facility design and contract administration.

Over the past year, Thomas Brown Architects consultants have worked with staff from the Town and the Region in developing a functional floor plan that satisfies the needs of both parties, ensuring that the project meets very specific objectives including all necessary fire servicing applications, budget limitations, LEED Silver criteria, all civil services, landscape, mechanical and electrical systems, and an exterior design that aligns with the architectural tone for development in the Ballantrae area.

A construction budget of \$9,750,000 is approved in the 2025 Capital budget for the Fire Station. The Region has an approved capital project for the Paramedic Station and will reimburse costs directly to the Town when invoiced for their share.

### **3. Analysis:**

As a growing, rural municipality, it is crucial that we ensure the Town's emergency services infrastructure meets the growing needs of our residents while also respecting the unique characteristics of our environment. The design process has been a collaborative effort, engaging fire service personnel, Town and Region staff, and our architectural consultant to create a functional and aesthetically appropriate facility that will serve our community for generations.

The design development focused on several key priorities: functionality, sustainability, community integration, and adaptability to future needs. The joint fire station and paramedic response station is intended not only to provide a base for emergency response operations but also to serve as a community asset that blends seamlessly with the surrounding area.

The building is a blend of modern functionality and historic charm. The main structure is a post disaster, steel framed building clad in traditional red brick, a nod to the area's heritage. As a sophisticated work environment for highly trained staff, the facility houses state-of-the-art equipment and quarters for firefighters and paramedics. The station's design prioritizes efficiency and safety, with spacious bays for emergency vehicles. The extensive use of finely detailed brick and cornice detailing is combined with simple geometric forms to create a community facility that is a nice balance of traditional building elements and high performance construction techniques. This innovative facility not only serves as a vital hub for public safety but also stands as a symbol of the community's commitment to progress while honoring its past.

To manage the cash flow requirements of the Station 5-2 construction project, and in consideration of the other active capital projects currently in progress, the use of construction financing is being proposed to offset the availability and timing of internal funding sources. The most flexible form of financing is through construction loans as they are ideal for infrastructure projects where the contractor is paid following the approval of each progress claim submitted. Typically, this occurs only once per month or less frequently depending on the stage of the project. Ontario Infrastructure and Lands Corporation (OILC) is a preferred source of construction financing as the terms integrate well with two-tier municipal governance and the rates are very competitive. OILC advances only the necessary funds for the costs incurred and interest is calculated based on short-term rates.

Should 15400 ON-48 be declared as surplus property to the needs of the Town, staff will initiate the process to list the subject lands in accordance with By-law 2008-057-LA and a report will be brought back to council with any proposals for council's consideration.

It is staff's expectation that the funds provided by OILC for the construction of Station 5-2 will be repaid through internal sources (including proceeds from the sale of the existing Station 5-2 property) and the need to convert the financed amount to long-term debentures will not be necessary.

All debt financing for the local municipalities must be arranged through the Region; the Treasurer will seek construction financing from OILC through the Region. This process is expected to be completed by the end of March, early April 2025.

Ontario Regulation 403/02 of the Municipal Act, 2001 requires that the Treasurer provide an updated limit calculation to Council before authorizing new debt. The table below shows that on an estimated basis, the total debt charge as a percentage of Own Source Revenues (OSR) of 4.62% is well within the resolution established by Council of 12.5% and the prescribed limit set by the Province of 25%. The table below assumes that the entire \$9.75 million approved construction budget will be debt financed, though as discussed, this is not the intention.

Table 1: Estimated Annual Repayment Calculation

**Adding \$645,000 annual debt repayment**

|   |              |
|---|--------------|
| <b>Loan amount</b>  | 9,750,000.00 |
| <b>Interest Rate</b>  | 4.38%        |
| <b>Amortization</b>   | 25 years     |
| Net Revenue (from 2024 ARL)   | 78,709,404   |
| 12.5% of Net Revenue (as prescribed by the Town policy)               | 9,838,676    |
| Less Debt charges on existing Debt                                    | (2,987,506)  |
| Estimated ARL before new debt   | 6,851,170    |
| New Debt Service  | (645,000)    |
| Estimated Adjusted ARL (available debt repayment room after new debt) | 6,206,170    |
| Estimated Adjusted Debt Servicing Ratio                               | 4.62%        |

*\*2024 Annual Repayment Limit as prescribed by the Ministry of Municipal Affairs and Housing is \$16,689,845*

#### 4. Options:

##### 4.1 Option 1 (Recommended)

That Council authorize the Commissioner of Finance/Treasurer to enter into an agreement with The Regional Municipality of York and Infrastructure Ontario for the provision of construction loans and long-term debenture financing to the Town of Whitchurch-Stouffville for an amount not to exceed \$9.75 million and authorize staff to bring forward the borrowing by-law for the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for financing capital works.

That Staff be authorized to move forward with the tender package for construction services for the new joint fire station 5-2 & paramedic response station at 4902 Aurora Road.

That Council declare the existing lands at 15400 ON-48 as surplus property to the needs of the Town and authorize staff to list the subject lands in accordance with By-law 2008-057-LA and report back with any proposals for council’s consideration.

#### 5. Financial Implications:

The process followed when applying for debt from OILC is identical whether the Town requires long term debentures or short-term construction financing. To secure debt, the Town must work with and receive approval from the Region. Once Regional Council has approved the debt issuance, the Town and the Region will jointly apply to OILC for the construction loan. While the Town intends to repay the construction loan through internal sources and not convert the debt to a long-term debenture, the process followed by OILC

will provide the Town approval for the construction loan and the option to convert to a long-term debenture if required.

The construction loan operates like a line of credit where the Town only pays for what it uses. This is a flexible method to manage a construction project as payments are made based on progress billings. OILC only advances funds on the request of the Town, thus allowing internal funding sources to be used when available. The Town plans to apply for up to \$9.75 million dollars in construction financing from OILC. The application to OILC will be made after Regional Council approval is granted, which is expected in February 2025. The application and approval process with OILC is anticipated to take 4-6 weeks.

As noted in section 3 Table 1, if the entire construction project budget of \$9,750,000 was debentured over 25 years, the annual repayment amount is estimated at \$645,000 and would increase the Town's ARL to 4.62% from the current level of 3.8%.

## **6. Broader Intergovernmental Impacts and/or Considerations:**

The Regional Municipality of York is the Town's partner in this initiative and have taken an active role in participating throughout the design process. Representatives of the Region's project team have agreed that the design will be solely determined by the Town.

## **7. Communication:**

No communication has been transmitted to any outside agencies to this point. Following Council's direction, the design may be shared on social media as a part of the summary of the December 11<sup>th</sup> council proceedings.

## **8. Alignment with Strategic Plan:**

1. A Town that Grows  
A Town that grows in support of complete communities
2. A Safe Town  
Make our community safer
3. Good Governance  
Provide Good Governance

## **9. Attachments:**

Attachment No. 1 – Conceptual Renderings of the Proposed Fire Station 5-2

## 10. Related Reports:

September 13, 2023 - WS-RFP-23-51 – Architectural Design, Consulting and Contract Administration Services for a Joint Fire Station and Paramedic Response Station

**Author:** Rob Braid, Commissioner of Community Services

William Snowball, Fire Chief

Jeremy Harness, Commissioner of Finance & Treasurer

Brian Slater, Manager, Facilities Development & Operations

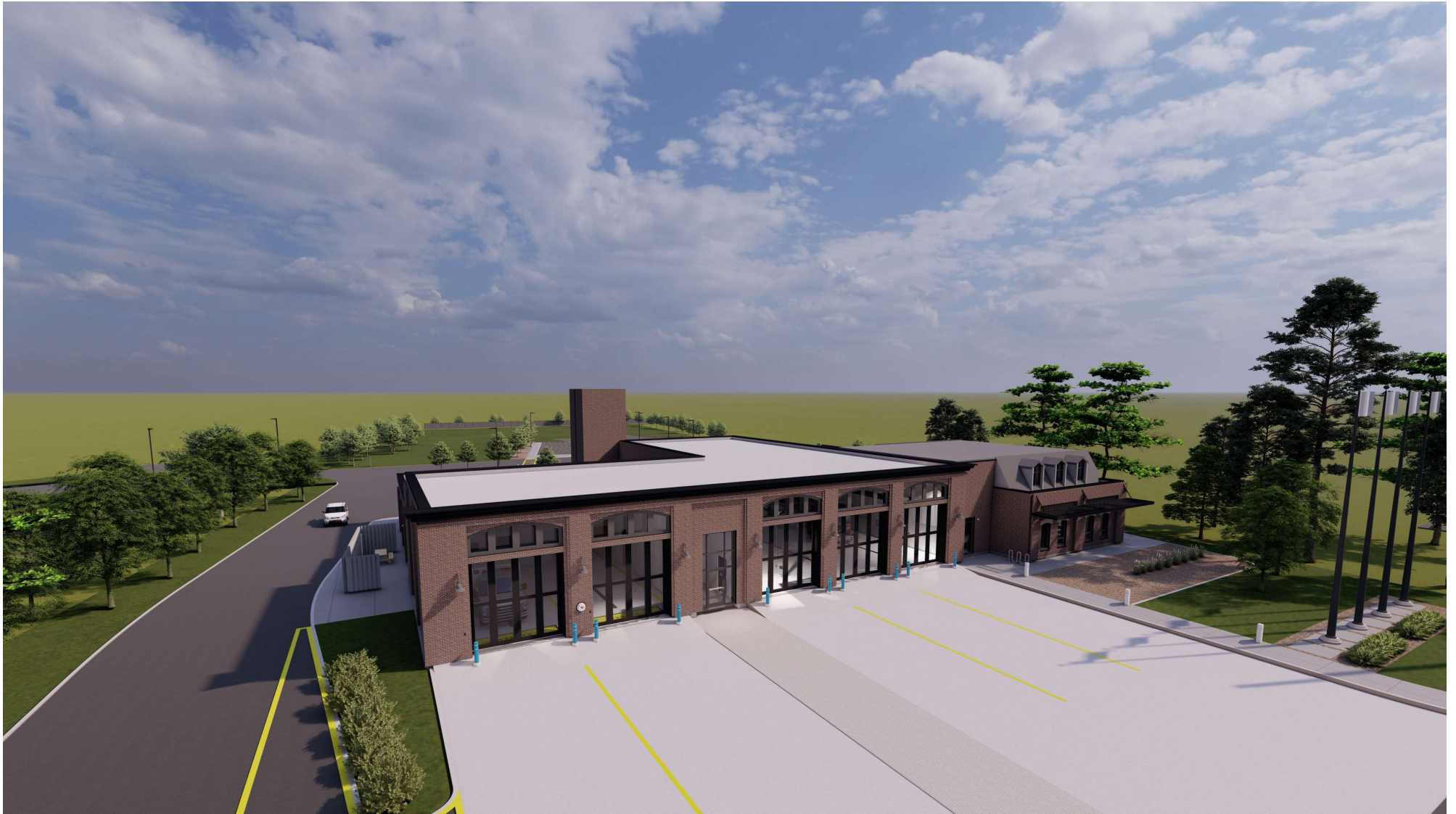
**For further information on this report, please contact the Department Head:** Rob Braid, Community Services Commissioner at 905-640-1900 or 1-855-642-8697 ext. 2245 or via email at [rob.braid@townofws.ca](mailto:rob.braid@townofws.ca)





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**From:** De Bartolo, Betty <[BDeBartolo@aurora.ca](mailto:BDeBartolo@aurora.ca)> on behalf of Mrakas, Tom <[TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)>  
**Sent:** Tuesday, October 29, 2024 2:55 PM  
**To:** Mrakas, Tom <[TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)>  
**Subject:** Motion - Fair Share

Good day Elected Official,

For many years, we have advocated for our fair share of funding from both Provincial and Federal governments. Through FCM and AMO, we've pushed for reforms and for sustainable, predictable funding for municipal infrastructure. With both Provincial and Federal elections approaching, I believe it's time for us to unite and propose a solution for municipalities' fair share.

As we're asked to meet growth targets, our municipalities urgently need predictable, long-term funding to support critical infrastructure, including roads, bridges, and public transit. We need all levels of government to collaborate on a solution that doesn't rely solely on property taxes to fund essential infrastructure in our communities. That's why we're calling on the Province to allocate a portion of the Land Transfer Tax, and on the Federal Government to allocate a portion of the GST from new home sales—no new taxes, just a fair distribution of our own funds for our communities!

Bellow is a Motion I respectfully ask you to bring forward at your council.

This motion ensures that we have the resources to build and maintain the infrastructure that keeps our municipalities running smoothly, without increasing property taxes.

Please consider adding this Motion to your Council agendas. It is essential that our collective voices are heard. Local governments deserve predictable, long-term funding to support critical infrastructure. Together, we can build a brighter future for all Ontarians.

*Motion: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding*

*Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and*

*Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and*

*Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and*

*Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and*

*Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and*

*Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;*

*1. Now Therefore Be It Hereby Resolved That       Municipality       Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and*

*2. Be It Further Resolved That       Municipality       Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and*

*3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and*

*4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and*

*5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Regards,

Tom Mrakas  
Mayor Town of Aurora  
416-543-1624



**Town of Whitchurch-Stouffville  
Member Motion**

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**Date:** December 11, 2024

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Acton

**Subject:** Gender-Based and Intimate Partner Violence Epidemic

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**WHEREAS** 42 municipalities and regions including OBCM and MARCO members Ajax, Brampton, Burlington, Clarington, Hamilton, London, Oakville, Ottawa, Pickering, Whitby, Toronto and Windsor, along with York Region, Peel, Durham and Halton Regions as well as Lanark County, Essex County and Renfrew County and Town of Newmarket, Town of Aurora, Vaughan and Richmond Hill across Ontario have declared a gender-based violence and/or intimate partner violence epidemic (as of August - November 2023); and

**WHEREAS** on August 16, 2023, Justice Minister Arif Virani described gender-based violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the gender-based violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response”; and

**WHEREAS** by declaring gender-based violence and intimate partner violence an epidemic, OBCM and MARCO can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic; and

**WHEREAS** the incidences of gender-based violence and intimate partner violence increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors of intimate partner and gender-based violence has not kept pace,

**NOW THEREFORE BE IT RESOLVED THAT** OBCM and MARCO declare gender-based violence and intimate partner violence an epidemic; and

**THAT** OBCM and MARCO recommend that gender-based violence and intimate-partner violence be declared an epidemic in the Province of Ontario; and

**THAT** the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and all municipalities and regions in Ontario declare a gender-based and intimate partner violence epidemic across the country; and

**THAT** the provincial and federal governments enact the additional 85 recommendations from the inquest into the 2015 murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam in Renfrew County, Ontario, which provide a roadmap to preventing intimate partner violence from escalating to femicide; and

**THAT** that the Federal government starts this enactment by adding the word Femicide as a term to the Criminal Code of Canada; and

**THAT** the provincial and federal governments provide the necessary support to municipalities, regions, and their emergency and social services to meaningfully address the gender-based violence and intimate-partner violence epidemic.



**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-140-RE**

BEING A BY-LAW to amend Delegation By-law 2024-123-RE.

**WHEREAS** Sub-section 23.1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the authority for Council to delegate routine powers and duties to staff; and

**WHEREAS** on November 6, 2024, Council enacted by-law 2024-123-RE being a by-law to delegate routine powers and duties to staff; and

**WHEREAS** Council deems it appropriate to amend a definition and Schedule 'B' of Delegation By-law 2024-123-RE.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That the definition for "Town Solicitor" in Section 1.1q of Delegation By-law 2024-123-RE be deleted and replaced with the following:  
  
"Town Solicitor" means any legal counsel acting on behalf of the Town under the direction of the CAO.
2. That Schedule 'B' to Delegation By-law 2024-123-RE be deleted and replaced with Schedule 'B' attached hereto; and
3. That this By-law shall come into force and effect on the date of passage by Council.

READ a first and second time this 11<sup>th</sup> day of December, 2024.

READ a third time and passed this 11<sup>th</sup> day of December, 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

**Schedule 'B' to By-law 2024-123-RE**  
**Office of the Chief Administrative Officer**

| Type of Authority                  | Delegated Authority  | Delegate         | Terms, Conditions, Limitations   | Authorizing Legislation    | By-law/Policy |
|------------------------------------|--|------------------|--|----------------------------|---------------|
| Filming Fees                       | Adjust or waive the fees for small or student filming productions with less than 10 people onsite, inclusive, and which does not involve the closure of roadways or use of special effects   | CAO or designate | Council to be advised electronically   | Municipal Act, ss. 11(3)10 |               |
| Administrative Policies and Powers | Adoption, amendment, and execution of administrative powers and policies, including providing instruction to external legal counsel  | CAO              | The CAO is delegated the ability to adopt, modify, execute, and repeal such policies as are necessary for the management of employees, contractors, and daily operations of the Town | Municipal Act, s. 227      |               |
| Housekeeping Real Estate Matters   | Approve and execute any document related to matters affecting land for housekeeping purposes, including but not limited to title corrections, removing expired or no longer relevant agreements from title, cleaning title to Town lands, etc. | CAO              |  | Municipal Act, ss. 11(2)7  |               |
| Minor Amendments to Agreements     | Make minor amendments to the terms and conditions of all agreements previously approved by Council between the Town and other parties, save and except for any amendments that would result in extensions to contracts                         | CAO              |  | Municipal Act, ss. 11(2)7  |               |
| Initiate or Defend Civil Claim     | Initiate or defend a civil claim on the Town's behalf for matters with claim amounts under the Small Claims threshold where, in the opinion of the Town Solicitor, the Town is likely to be successful in its claim or defense of claim        | CAO              |  | Municipal Act, ss. 11(2)7  |               |

|   |   |     |  |                           |  |
|---|---|-----|--|---------------------------|--|
| Managing Litigation                                   | Defend, commence, manage, negotiate and resolve any matter against or by the Corporation, Local Boards or Commissions at any Court, Commission, Tribunal, Board, Hearing, Mediation or Arbitration, subject to authority of insurance companies pursuant to insurance policies, with financial authority to settle up to \$100,000.00 | CAO | Anything over \$100,000.00 requires Council approval | Municipal Act, ss. 11(2)7 |  |
| Land Registration Documents                           | Execute any instrument on behalf of the Town against the title to lands in which the Town has an interest   | CAO |  | Municipal Act, ss. 11(2)7 |  |
| Applications for First Registration or Absolute Title | Make applications for first registration or absolute title under the Land Titles Act in relation to any land owned by or vested in the Corporation, or consent or waive notice to, or object to, such applications made by others   | CAO |  | Municipal Act ss. 11(2)7  |  |
| Registrations   | Execute Transfers and Acknowledgement and Directions for the transfer of municipal property as approved by Council  | CAO |  | Municipal Act, ss. 11(2)7 |  |
| Releasing Easements                                   | Execute any applicable documents for the release and/or abandonment of easements over land for which the applicable department has confirmed the easement is no longer required for municipal purposes  | CAO |  | Municipal Act, ss. 11(2)7 |  |
| Releases, Claims, Transfers                           | Execute releases, quit claims or transfers of any interest in land, including easements, where the Town appears to have no supportable title or interest, or where there are no continuing needs, in the opinion of the Town Solicitor  | CAO |  | Municipal Act, ss. 11(2)7 |  |

|              |  |     |  |                           |  |
|--------------|--|-----|--|---------------------------|--|
| Restrictions | Remove and/or consent to registrations under s. 118 restrictions under the Land Titles Act (prevents transfer or mortgage of land), subject to the restrictions contained in the s. 118 filing | CAO |  | Municipal Act, ss. 11(2)7 |  |
|--------------|--|-----|--|---------------------------|--|

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-141-RE**

BEING A BY-LAW to amend By-law 2024-039-RE, to establish an Administrative Monetary Penalty System for violations of designated by-laws within the Town of Whitchurch-Stouffville.

**WHEREAS** Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act*"), and O. Reg. 333/07, as amended, authorizes The Corporation of the Town of Whitchurch-Stouffville to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any by-laws respecting the parking, standing or stopping of vehicles; and

**WHEREAS** Section 434.1 of the *Municipal Act* authorizes the Town to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the municipality passed under the *Municipal Act*; and

**WHEREAS** the purpose of the system of administrative monetary penalties established by the municipality shall be to assist the municipality by promoting compliance with its by-laws; and

**WHEREAS** Section 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act* authorizes the Town to delegate its administrative and hearing powers: and

**WHEREAS** Section 391 of the *Municipal Act* authorizes the Town to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and

**WHEREAS** the Council of The Corporation of the Town of Whitchurch-Stouffville considers it desirable to provide for a system of Administrative Penalties and Administrative Fees for the designated Town by-laws, or portions of the designated Town by-laws set out herein.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That the following recitals be added to the recitals of By-law 2024-039-RE:

**WHEREAS** Ontario Regulation 355/22 under the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended, (the "*Highway Traffic Act*") authorizes the use of Administrative Penalties for vehicle-based Contraventions captured by automated enforcement systems; and

**WHEREAS** Section 398 of the *Municipal Act* authorizes the Town to impose a fee or charge as a debt owing to the Town and can be added to the tax rolls and collected in the same manner as taxes; and

2. That the following definition under Section 2, Definitions, be deleted. For clarity, all definitions in By-law 2024-039-RE not listed below shall retain their meanings as defined in By-law 2024-039-RE:

**Adjudication Fee** – means the amount that the recipient is liable to pay as listed in Schedule "B".

3. That the following definitions under Section 2, Definitions, be deleted and replaced with the following. For clarity, all definitions in By-law 2024-039-RE not listed below shall retain their meanings as defined in By-law 2024-039-RE:

**Administrative Fee** – means any fee(s) **specified in Ontario Regulation 355/22 under the *Highway Traffic Act* or Schedule “B” of this By-law**, as may be amended from time to time.

**Screening Officer** – means any person appointed by the Town from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer pursuant to this By-law, **Ontario Regulation 355/22 under the *Highway Traffic Act*, and Ontario Regulation 333/07 under the *Municipal Act*.**

4. That the following definitions under Section 2, Definitions, be added. For clarity, all definitions in By-law 2024-039-RE not listed below shall retain their meanings as defined in By-law 2024-039-RE:

**Appellant** – means a Person that has received an Administrative Penalty imposed by the Town and chooses to Appeal the Administrative Penalty by having it reviewed by a Screening Officer or a Hearing Officer;

**Appeal** – means either a screening review or a hearing review of an Administrative Penalty requested within the prescribed period of time and issued in accordance with this By-law or the *Highway Traffic Act*;

**Contravention** – means the failure to comply with a provision listed in Schedule “A” of this By-law, or the *Highway Traffic Act*;

**Issuing Officer** – includes members of York Regional Police Services, Municipal Enforcement Officers, By-law Enforcement Officers, Business Licensing Officers, Animal Services Officers, Provincial Offences Officers, and any other Person authorized by the Town to enforce this By-law;

**Penalty Order** – means a ticket issued pursuant to Section 6.0 of this By-law and the *Highway Traffic Act*, in relation to Contraventions detected using automated camera systems;

**Plate Search Fee** – means an Administrative Fee listed in Schedule “B” applied for the purpose of the Town recovering the costs associated with searching a license plate database to obtain the name and most recent address of the Person who is subject to an Administrative Penalty;

**Vary** – means the reduction of an Administrative Penalty amount or extension of time for payment of an Administrative Penalty amount;

**Victim Component Fee** – means a fee collected under Ontario's Victims' Bill of Rights to help support victims of criminal offences and is required to be collected on behalf of the Province to the Victims' Justice Fund Account, pursuant to Ontario Regulation 355/22 under the *Highway Traffic Act*.

5. That Section 3 be deleted in its entirety, that the section title be **“APPLICATION OF THIS BY-LAW”** and the section be replaced with the following:

3.1 The Town's By-laws, or portions of Town By-laws, listed in the attached Schedule “A” of this By-law shall be Designated By-laws for

the purposes of Section 102.1 of the *Municipal Act*, paragraph 3(1)(b) of the Regulation and Section 434.1 of the *Municipal Act*.

- 3.2 This By-law applies to those Contraventions under the *Highway Traffic Act*, to impose Administrative Penalties for Contraventions detected using camera systems.
  - 3.3 The attached Schedule “A” sets out the Designated By-laws, Administrative Penalty, and includes short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.
  - 3.4 Schedule “B” of this By-law sets out the Administrative Fees imposed for purposes of this By-law.
6. That Section 4 be deleted in its entirety, that the section title be “**PROCEDURAL REQUIREMENTS**” and the section be replaced with the following:
- 4.1 The Administrative Penalties designated in Schedule “A” and Schedule “B”, as attached, and forming part of this By-law, shall be dealt with by Penalty Notice and the Administrative Monetary Penalty System.
  - 4.2 The Administrative Penalties issued under the *Highway Traffic Act*, shall be dealt with by Penalty Order and the Administrative Monetary Penalty System.
  - 4.3 The Administrative Penalty shall be served to the Person in accordance with Section 13.1 and shall include;
    - a) the Administrative Penalty Number;
    - b) the date, time and location of the Contravention;
    - c) the provision of the *Highway Traffic Act* or Designated By-law contravened;
    - d) An identification of the motor vehicle that is involved in the Contravention, as required under Ontario Regulation 355/22 only
    - e) the amount of the Administrative Penalty and the associated Administrative Fees;
    - f) a signature of the Issuing Officer;
    - g) information respecting the process by which the Person may exercise their right to request an Appeal of the Administrative Penalty; and
    - h) a statement advising the Person must, no later than 30 days after the day the Administrative Penalty is deemed served on them, pay the Administrative Penalty unless they commence an Appeal in accordance with this By-law;
    - i) A statement advising the Person may, no later than 30 days after the day the Administrative Penalty is served on them, commence an Appeal in accordance with this By-law.
  - 4.4 Every Person that receives an Administrative Penalty must be provided with reasonable notice that an Administrative Penalty is payable under this By-law.
  - 4.5 The Issuing Officer responsible for serving an Administrative Penalty is prohibited from accepting payment for the Administrative Penalty.

- 4.6 A Person who receives an Administrative Penalty shall be given the right to request an Appeal of the Administrative Penalty by a Screening Officer employed by the Town for that purpose.
- 4.7 A Person who receives a Screening Decision shall be given the right to request an Appeal of the Administrative Penalty by a Hearing Officer appointed by the Town for that purpose.
7. That Section 5 be deleted in its entirety, that the section title be “**PENALTY NOTICE**” and the section be replaced with the following:
- 5.1 Any Person who Contravenes any designated provision of this By-law or each registered Owner of that vehicle, when given a Penalty Notice in accordance with this By-law, shall be liable to pay to the Town an Administrative Penalty in the amount set out in Schedule “A” and any related Administrative Fees.
- 5.2 Where the offence is continuous, each day the offence continues shall constitute a new and separate offence and second, third or subsequent repeated offences may constitute increased Penalty Amounts with each offence.
- 5.3 An Officer who has reason to believe that a Person has Contravened a Designated By-Law may issue a Penalty Notice in accordance with this By-Law.
- 5.4 The Penalty Notice shall include the following information:
- a) the date of the Penalty Notice;
  - b) the Penalty Notice number;
  - c) particulars of the Contravention;
  - d) the time for payment of the:
    - i. Penalty Notices must be paid in full within thirty (30) calendar days from the Effective Date of Service for Penalty Notices issued under Section 5.1;
    - ii. Administrative Penalty Fees and Charges may be added on or after thirty-one (31) calendar days from the Effective Date of Service for Penalty Notices issued under Section 5.1;
  - e) information respecting the process by which the Person may pay the Administrative Penalty or request a review of the Administrative Penalty;
  - f) a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Town; and
  - g) the identification number and signature of the issuing Officer;
  - h) the Second Offence Penalty set out in Schedule “A” is for the related contravention if the same violation is repeated by the same Person within three hundred sixty-five (365) days of the previous Penalty Notice being issued in accordance with this By-law; or
  - i) the Third Offence Penalty set out in Schedule “A” is for the related Contravention if the same violation is repeated by the same person three (3) or more times, within three hundred sixty-five (365) days of the previous Penalty Notice being issued in accordance with this By-law.
8. That Section 6 be deleted in its entirety, that the section title be “**PENALTY ORDER**” and the section be replaced with the following:



- 6.1 An Issuing Officer who has reason to believe that a Person has Contravened the *Highway Traffic Act*, may issue a Penalty Order in accordance with Ontario Regulation 355/22.
- 6.2 Where a Person is served a Penalty Order, the Person shall be liable to pay the Town an Administrative Penalty as set out in Ontario Regulation 355/22 under the *Highway Traffic Act* and any related Administrative Fees.
9. That Section 7 be deleted in its entirety, that the section title be “**APPEAL PROCESS OF ADMINISTRATIVE PENALTIES**” and the section be replaced with the following:
- 7.1 An Appeal of an Administrative Penalty shall be conducted as follows:
- a) A Person who is subject to an Administrative Penalty may commence the first stage of an Appeal by requesting, in the manner set out in the penalty, an Appeal of the Administrative Penalty by a Screening Officer.
  - b) A request under Section 7.1(a) shall be made within 30 days after the date on which the Administrative Penalty is deemed served.
  - c) The Screening Officer may confirm, Vary, or cancel the Administrative Penalty and shall do so as soon as practical after the Appeal is complete and/or at the designated and scheduled Screening Review date and time.
  - d) The Screening Officer shall send a copy of the decision to the Appellant by hand-delivery, mail, courier, or electronic means as soon as practical after the decision is made.
  - e) An Appellant may commence the second stage of an Appeal by requesting a review of the Screening Officer’s decision by a Hearing Officer.
  - f) A request under Section 7.1(e) shall be made within 30 days after the date of the decision of the Screening Officer.
  - g) The Hearing Officer may confirm, Vary, or cancel the decision of the Screening Officer and shall do so as soon as practical after the Appeal is complete.
  - h) The Hearing Officer shall send a copy of the decision to the Appellant by mail, courier, or electronic means as soon as practical after the decision is made.
- 7.2 If a Screening Officer or Hearing Officer considers it fair and appropriate in the circumstances, the Screening Officer or Hearing Officer may extend the 30-day period to commence an Appeal and the extension may be made even after the 30-day period has expired.
10. That Section 8 be deleted in its entirety, that the section title be “**REVIEW BY SCREENING OFFICER**” and the section be replaced with the following:
- The following applies to the review of an Administrative Penalty by a Screening Officer:
- 8.1 A Person who is served a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date which the Administrative Penalty is due and payable.
- 8.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the

Person may request, within thirty (30) days from the original date the Administrative Penalty was due, that the Screening Officer extend the time to request a review, failing which the Administrative Penalty shall be deemed to be affirmed in accordance with Section 8.5 of this By-law.

- 8.3 A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Commissioner, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Commissioner. Incomplete forms or forms not submitted in the form and manner as determined by the Commissioner may not be accepted or processed, at the discretion of the Commissioner.
- 8.4 The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
- 8.5 Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.
- 8.6 Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:
- a) The person shall be deemed to have waived the right to a screening and a hearing;
  - b) The Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
  - c) The Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- 8.7 On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a) Where the Screening Officer is satisfied, on a balance of probabilities, that a Contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
  - b) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.

- 8.8 Every Person who has a review by the Screening Officer shall be served with a copy of the Screening Decision, in accordance with Section 13 of this By-law.
- 8.9 Where a Person does not make a payment by the due date as determined by the Screening Officer in a Screening Decision, the original Administrative Monetary Penalty will apply, and the Person shall be assessed the original set penalty amount plus any applicable Administrative Fee(s).
- 8.10 Where a Person who has requested a Screening Review in-person or on-line in accordance with this By-law and fails to appear at the time and place scheduled for the Screening Review, or fails to remain in-person or on-line at the time and place of the Screening Review until such time that the Screening Officer has made a Screening Decision respecting the Administrative Penalty the Person shall then:
- a) be deemed to have abandoned the request for a Screening Review;
  - b) pay the Administrative Penalty in the original amount and deem the matter to be final; and
  - c) pay an Administrative Fee for failing to appear or failing to remain at the scheduled Screening Review.
11. That Section 9 be deleted in its entirety, that the section title be “**REVIEW BY HEARING OFFICER**” and the section be replaced with the following:
- The following applies to the review of a Screening Decision by a Hearing Officer:
- 9.1 A Person may request a review by a Hearing Officer on or before the due and payable date for the Administrative Penalty listed in the Screening Decision.
- 9.2 If a Person has not requested a review by a Hearing Officer on or before the date on which the Administrative Penalty is due and payable, the Screening Decision shall be deemed final.
- 9.3 A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Commissioner, and shall include:
- a) the Penalty Notice Number;
  - b) the person’s mailing address and, if applicable, telephone number and email address; and
  - c) the reasons for which the appeal is being requested.
- 9.4 Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Commissioner. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Commissioner may not be accepted or processed, at the discretion of the Commissioner.
- 9.5 The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer

will consider the request for extension before reviewing the Screening Decision.

- 9.6 Where an extension of time for a hearing review is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
- 9.7 Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this By-law, or where the person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
  - a) The person shall be deemed to have waived the right to a hearing review;
  - b) The Screening Decision shall be deemed to be affirmed; and
  - c) The Screening Decision shall not be subject to review.
- 9.8 On a review of the Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
  - a) Where the Hearing Officer is satisfied, on a balance of probabilities, that a Contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
  - b) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.
- 9.9 A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the Person, and the Town an opportunity to be heard.
- 9.10 The hearing shall be subject to the *Statutory Powers Procedure Act*.
- 9.11 The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.
- 9.12 In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Section 9.11 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
- 9.13 If evidence referred to in Section 9.11 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.
- 9.14 The Person requesting the hearing shall be served with a copy of the Hearing Decision, served in accordance with Section 13 of this By-law.
- 9.15 The decision of a Hearing Officer is final.
- 9.16 Every Person who receives an upheld decision in a review by the Hearing Officer in relation to the Penalty Notice issued through the

Administrative Monetary Penalty System established by this By-law shall be responsible for an additional fee outlined in Schedule "B" for the purpose of the Town recovering administrative costs associated to the Hearing Officer review.

- 9.17 Where a Person does not make a payment by the due date as determined by the Hearing Officer in a hearing review, the Administrative Monetary Penalty will return to the Set Penalty Amount plus any applicable Administrative Fee(s).
- 9.18 Where notice has been given in accordance with this By-law, and the Person fails to appear at the time and place scheduled for a review by the Hearing Officer:
- a) The Person shall be deemed to have abandoned the hearing;
  - b) The Screening Decision shall be deemed to be affirmed; and
  - c) The Person shall pay to the Town a Hearing Non-Appearance Fee as described in Schedule "B," in addition to any other fees payable pursuant to this By-law.
12. That Section 10 be deleted in its entirety, that the section title be "**CONDUCT OF AN APPEAL**" and the section be replaced with the following:
- 10.1 A screening review is to be conducted by phone, email, or in-person and a Screening Officer shall ensure that the Appellant is informed of the determination.
- 10.2 A hearing review is to be conducted in-person, virtually, or by phone and a Hearing Officer shall ensure that the Appellant is informed of the determination.
- 10.3 The method conduct of an Appeal shall be determined by a Screening Officer or Hearing Officer.
- 10.4 An Appellant shall be given no fewer than seven (7) calendar days' notice by the Town of the date, time, and place of an Appeal by the Hearing Officer.
- 10.5 If a date and time is set for an Appellant to make submissions in respect of any stage of an Appeal, the Appellant shall attend or make themselves available, at the scheduled date and time.
- a) If the Appellant failed to attend any stage of an Appeal, a Fail to Attend Fee shall be added to the Administrative Penalty amount. The Appellant shall be considered to have abandoned the Appeal, the Administrative Penalty shall be confirmed, and the Appeal shall be deemed final.
- 10.6 A Screening Officer or Hearing Officer shall not decide whether to confirm, Vary or cancel an Administrative Penalty unless the Appellant has been given an opportunity to make submissions in the same manner in which the Appeal is to be conducted.
- 10.7 A Hearing Officer shall not decide whether to confirm, Vary or cancel an Administrative Penalty unless a representative of the Town has been given an opportunity to make submissions in the same manner in which the review is to be conducted.

13. That Section 11 be deleted in its entirety, that the section title be “**DETERMINATION OF AN APPEAL**” and the section be replaced with the following:
- 11.1 In deciding whether to confirm, Vary or cancel an Administrative Penalty, a Screening Officer shall determine whether it was reasonable for the Issuing Officer to impose the Administrative Penalty.
  - 11.2 In deciding whether to confirm, Vary or cancel an Administrative Penalty, a Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.
  - 11.3 In making a determination mentioned in Section 11.1 or 11.2, the Screening Officer or Hearing Officer may consider the following information, if available;
    - a) Photographs or images taken, as applicable.
    - b) Statements made by the Officer who imposed the Administrative Penalty.
    - c) Documents setting out the name and address of the Person who is subject to the Administrative Penalty.
    - d) Statements by the Appellant made either in writing or in the manner in which the review is conducted.
    - e) Statements by or on behalf of the municipality where the Contravention occurred, made either in writing or in the manner in which the review is conducted.
    - f) Any other submissions that the Screening Officer or Hearing Officer considers to be credible or trustworthy in the circumstances.
14. That Section 12 be deleted in its entirety, that the section title be “**DECISION**” and the section be replaced with the following:
- 12.1 A Screening Officer or Hearing Officer does not have jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation, or By-law.
  - 12.2 If a Screening Officer or Hearing Officer decides to cancel or Vary the amount of a Penalty Notice, they shall do so in accordance with the following rules:
    - a) the Appellant establishes, on a balance of probabilities, that the offence did not occur as alleged on the Administrative Penalty.
    - b) the cancellation, reduction, or extension of time for payment of an Administrative Penalty, including any Administrative Fees, is necessary to reduce undue hardship.
    - c) In respect to considerations for undue financial hardship, the Appellant shall provide documented proof of financial assistance such as:
      - i. Old Age Security;
      - ii. Canada Pension;
      - iii. Guaranteed Income Supplement;
      - iv. Disability Pension;
      - v. Ontario Student Assistance Program; or
      - vi. any other form of social assistance.
    - d) A reduction of an Administrative Penalty amount by a Screening Officer or Hearing Officer shall be limited to the Early Payment

- amount, except when unique or exceptional circumstances exist as determined by a Screening Officer or Hearing Officer;
- e) The amount of the Penalty Notice shall not be increased other than in accordance this By-law.
- 12.3 If a Screening Officer or Hearing Officer decides to cancel or Vary the amount of a Penalty Order, they shall do so in accordance with the following rules:
- a) the Appellant establishes, on a balance of probabilities, that the offence did not occur as alleged on the Penalty Order.
  - b) the cancellation, reduction, or extension of time for payment of an Administrative Penalty, is necessary to reduce undue hardship.
  - c) In respect to considerations for undue financial hardship, the Appellant shall provide documented proof of financial assistance such as:
    - i. Old Age Security;
    - ii. Canada Pension;
    - iii. Guaranteed Income Supplement;
    - iv. Disability Pension;
    - v. Ontario Student Assistance Program; or
    - vi. any other form of social assistance.
  - d) If the total amount of a Penalty Order is decreased, the Victim Component Fee shall be reduced proportionally to the decrease in the Set Penalty Amount.
  - e) The amount of the Penalty Order shall not be increased other than in accordance with Ontario Regulation 355/22 under *the Highway Traffic Act*.
- 12.4 The decision of a Hearing Officer is final.
15. That the following section titled “**SERVICE OF DOCUMENTS**” be added as Section 13:
- 13.1 The service on a Person of any document, notice, or decision, including but not limited to an Administrative Penalty pursuant to this By-law, is deemed to have been served on the earliest of any of the following dates:
- a) when a copy is placed or affixed in any manner to a Person’s vehicle;
  - b) when a copy is hand-delivered to the Person to whom it is addressed;
  - c) when a copy is delivered by regular mail to the Person to whom it is addressed;
    - i. on the seventh (7th) calendar day following the date a copy is sent by regular mail to the Person’s last known address; or
    - ii. immediately upon sending a copy by electronic mail (email) to the Person’s last known electronic mail address.
- 13.2 Any notice or document to be given to the Town in respect of this By-law shall be in writing and delivered in any of the following manners:
- a) Personally delivering a copy to the Town during its regular business hours to “Legislative Services Department – Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, Ontario, L4A 0Z8
  - b) Email to the Town at [amps@townofws.ca](mailto:amps@townofws.ca) or
  - c) Online through the Town’s dispute webpage

16. That the following section titled “**ADMINISTRATION**” be added as Section 14:
- 14.1 The Commissioner shall administer this By-law and establish any additional practices, policies, and procedures necessary to implement this By-law and may amend such practices, policies, and procedures from time to time, as the Commissioner deems necessary, without amendment to this By-law.
  - 14.2 The Commissioner shall prescribe all forms and notices, including the Administrative Penalties, necessary to implement this By-law and may amend such forms and notices from time to time, as the Commissioner deems necessary, without amendment to this By-law.
  - 14.3 The positions of Screening Officer and Hearing Officer are established through delegated authority and shall be appointed by the Commissioner.
  - 14.4 Where an Administrative Penalty and any applicable Administrative Fees are not paid by the date on which they are due and payable, the Town:
    - a) may notify the Ontario Ministry of Transportation or the Ministry of Attorney General (the “Ministry”) of the default after forty-five (45) days, at which time the Ministry shall not validate the permit of the Person named in the notice of default nor issue a new permit to the Person until the Administrative Penalty and any applicable Administrative Fees are paid to the Town; or
    - b) shall deem the outstanding amount to be unpaid taxes and shall be added to the tax roll and collected in the same manner as municipal taxes.
  - 14.5 Where the Town notifies a Ministry of a default under this By-law, the Person shall pay any applicable administration fees imposed by the Ministry.
  - 14.6 Where Town staff are required to access a license plate database to obtain the name and most recent address of the Person who is subject to an Administrative Penalty, the Person to whom the Administrative Penalty was issued, shall pay a Plate Search Fee.
  - 14.7 Where an Administrative Penalty is cancelled, any Administrative Fees are also cancelled.
  - 14.8 Once an Administrative Penalty has been paid there is no further option for Appeal.
17. That the following section titled “**GENERAL PROVISIONS**” be added as Section 15:
- 15.1 Where an Administrative Penalty, including any Administrative Fees, is affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.
  - 15.2 Where an Administrative Penalty, issued pursuant to Section 5.1, is not paid within thirty (30) calendar days of the Effective Date of Service, the Owner of the vehicle in respect of which the Penalty



Notice was issued shall pay to the Town an MTO Search Fee as outlined in Schedule "B".

- 15.3 Where an Administrative Penalty issued pursuant to Section 5.1, is not paid within thirty (30) calendar days after it becomes due and payable, the Owner of the vehicle in respect of which the Penalty Notice was issued or the Person to whom a Penalty Notice is addressed to shall pay to the Town, in addition to any other fees, a Late Fee as outlined in Schedule "B".
- 15.4 Where an Administrative Penalty issued pursuant to Section 5.1 is not paid in accordance with a Screening Decision or Hearing Decision, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the Town, an amount equal to the original Penalty Notice amount, an MTO Search Fee and a Late Fee as outlined in Schedule "B".
- 15.5 Where an Administrative Penalty issued pursuant to Section 5.1 and any Administrative Fees are not paid within sixty (60) calendar days after they become due and payable, the Town may:
  - a) notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty is paid, and the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to any other fees, pay to the Town a Plate Denial Fee; and
  - b) pursue any other collection mechanisms available to the Town pursuant to the Regulation or at law, including but not limited to applying the penalties and fees to the property tax account.
- 15.6 Where a Person provides a method of payment to the Town for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to any other fees, be liable to pay to the Town an NSF Fee.
- 15.7 All amounts due and payable to the Town pursuant to this By-law constitute a debt to the Town.
- 15.8 Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and:
  - a) the Penalty Notice will not be subject to the Late Payment Fee or the MTO Search Fee, until the time for payment has expired, and then in accordance with the provisions herein; and
  - b) the enforcement mechanisms available to the Town shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.
- 15.9 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.
- 15.10 Where the Person served with a Penalty Notice issued pursuant to Section 5.1 or issued a Screening Decision or Hearing Decision is not

the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

15.11 No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.

15.12 Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law and will not be credited until received by the Town.

15.13 Payment of any Penalty Notice and/or Administrative Fees shall deem the Penalty Notice to be complete and no further action, including Screening Review or hearing review shall be permitted.

18. That the following section titled "**OFFENCES**" be added as Section 16:

16.1 Any Person or Owner who:

- a) makes a false, misleading, or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Town in relation to a Penalty Notice; or
- b) obstructs an Officer exercising any authority under this By-law, is guilty of an offence and, upon conviction, is subject to a penalty in accordance with the *Provincial Offences Act*.

16.2 No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:

- a) A Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal, or authorized representative; and
- b) Only by that Person or the Person's lawyer, licensed paralegal, or authorized representative during the hearing of the proceeding in which the issues arise.

Nothing in this Section prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.

16.3 Any Person who contravenes Section 16.2 is guilty of an offence and, upon conviction, is subject to a penalty in accordance with the *Provincial Offences Act*.

19. That the following section titled "**SEVERABILITY**" be added as Section 17:

17.1 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

20. That the following section titled "**INTERPRETATION**" be added as Section 18:

- 18.1 The provisions in Part VI of the *Legislation Act, 2006*, S.O. 2006, c.21, Sched. F, shall apply to this By-law.
- 18.2 Where words and phrases used in this By-law are defined in the *Highway Traffic Act*, but not defined in this By-law, the definitions in the *Highway Traffic Act* shall apply to such words and phrases.
21. That the following section titled “**ADMINISTRATIVE DATES**” be added as Section 19:
- 19.1 That this By-law shall come into force and effect on the 1<sup>st</sup> day of February, 2025.
22. That Schedule “B”, Administrative Fees, be deleted in its entirety and replaced with the following:

| ITEM   | FEE     |
|--|---------|
| Fee – Non-Appearance - Hearing   | \$60.00 |
| Fee – Non-Appearance – Screening   | \$60.00 |
| Fee – MTO Search Fee   | \$8.25  |
| Fee – Plate Denial   | \$25.00 |
| Late Fee   | \$25.00 |
| NOTE: the fees and charges as listed in this Schedule “B” will be subject to applicable taxes, including Harmonized Sales Tax (H.S.T.) where applicable. |         |

READ a first and second time this 11<sup>th</sup> day of December, 2024.

READ a third time and passed this 11<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Iain Lovatt, Mayor

\_\_\_\_\_  
Becky Jamieson, Clerk

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-142-RE**

BEING A BY-LAW to amend CAC Procedural By-law 2024-117-RE (Appendix D – Committee of Adjustment Terms of Reference)

**WHEREAS** Council enacted By-law 2024-117-RE being a by-law to govern the organization, proceedings, and administration of Council Appointed Committees; and

**WHEREAS** at its meeting on November 6, 2024, Council deemed it necessary to increase the remuneration of the Committee of Adjustment for all members of the Committee.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That Section 4 Remuneration on Appendix D – Committee of Adjustment Terms of Reference of By-law 2024-117-RE, be replaced with the following:

Each Member shall be paid \$100 per meeting, plus mileage pursuant to the Town Policy. Remuneration will be provided to the members in December of each year of the Committee.

2. That this By-law shall come into force and effect on January 1, 2025.

READ a first and second time this 11<sup>th</sup> day of December, 2024.

READ a third time and passed this 11<sup>th</sup> day of December, 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-143-ZO**

BEING A BY-LAW to amend By-law 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 15021 Woodbine Avenue.

**WHEREAS** Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, (the "*Planning Act*") permits the councils of local municipalities to pass zoning by-laws for prohibiting the use of land or erecting, locating or using of buildings or structures for, or except for such purposes as may be set out in the by-law; and

**WHEREAS** Section 34(10) of the *Planning Act* permits the councils of local municipalities to amend Zoning By-laws; and

**WHEREAS** Council for the Town desires to amend the Comprehensive Zoning By-law in respect of the portion of the lands known municipally as 15021 Woodbine Avenue.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That Comprehensive Zoning By-law No. 2010-001-ZO is hereby amended as follows:
  - i. By amending Schedule 24 to rezone a portion of 15021 Woodbine Avenue lands from Development Reserve (D) to Employment Heavy Exception Ten – Water Restriction zone [EH (10)(w)], as specifically set out in Schedule 1 of this By-law;
  - ii. By amending Section 7.3.3 "Exceptions to the EH Zone" to add a new Section 7.3.3.11 as set out in Schedule 2 to this By-law;
2. That this By-law shall come into force in accordance with Section 34 of the *Planning Act*.

READ a first and second time this 11<sup>th</sup> day December, 2024.

READ a third time and passed this 11<sup>th</sup> day December, 2024.

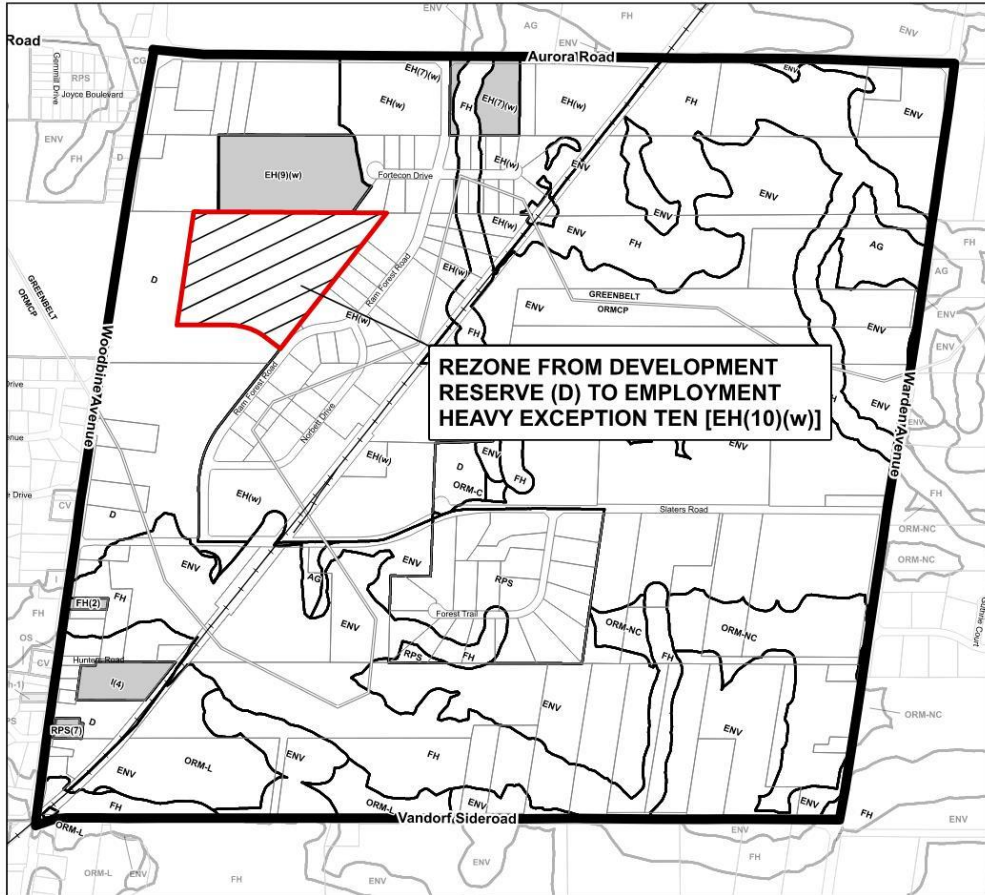
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Iain Lovatt, Mayor

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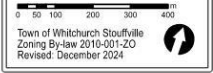
Becky Jamieson, Clerk

Schedule 1



|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 |
| 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 52 | 53 | 54 | 55 | 56 | 57 |

- ZONE DESCRIPTION**
- Section 4
  - AG - Agricultural
  - ENV - Environmental
  - FH - Flood Hazard
  - ORM-C - Oak Ridges Moraine Countryside
  - ORM-L - Oak Ridges Moraine Linkage
  - ORM-NC - Oak Ridges Moraine Natural Core
  - Section 5
  - RPS - Residential Private Services
  - RV - Residential Village
  - R1 - Residential 1
  - R2 - Residential 2
  - R3 - Residential 3
  - R4 - Residential 4
  - RM1 - Residential Multiple 1
  - RM2 - Residential Multiple 2
  - Section 5A
  - RN1 - New Residential 1
  - RN2 - New Residential 2
  - RN3 - New Residential 3
  - RN4 - New Residential 4
  - RN5 - New Residential 5
  - Section 6
  - CM1 - Downtown Mixed Commercial
  - CM2 - Western Approach Mixed Commercial
  - CMB - Commercial Residential Mixed - Ballantrae
  - CG - General Commercial
  - CL - Local Commercial
  - CV - Village Commercial
  - CR - Recreational Commercial
  - Section 7
  - EB/EBP-G - Employment Business Park / - Gormley
  - EH/EH-G - Employment Heavy / - Gormley
  - EL/EL-G - Employment Light / - Gormley
  - ED - Employment Disposal
  - EX - Employment Extraction
  - Section 8
  - I - Institutional
  - OS - Open Space
  - D - Development Reserve
  - Section 9
  - H - Holding Symbol
  - F - Flood Vulnerable
  - T - Temporary Use
  - W - Water Restriction
  - WDA - Waste Disposal Area



**SCHEDULE 24**

**Schedule 2**

**7.3.3.11 EH(10)(w) 15021 Woodbine Avenue, CON 4 PT LOT 19 RS267  
PART 1, Schedule 24**

1. Permitted Uses

Notwithstanding any other provisions of this By-law to the contrary, the following shall apply to the lands shown in Schedule 1 of this by-law:

- i. All permitted uses listed in Section 7.1 in the EH Zone; and,
- ii. Office

2. Regulations

Notwithstanding any other provisions of this By-law, the following provisions shall apply:

- i. Maximum Building Height 16 metres
- ii. Minimum Landscaped Area 9.47%
- iii. Front Yard Landscaped Area 8.43%
- iv. Minimum width of landscape buffer 4.5 metres along all property boundaries
- v. Accessory Outdoor Storage Section 7.2.1, Qualifying Note (10) Shall not apply
- vi. Minimum Frontage 15 metres

Notwithstanding any other provisions of this By-law, the following provisions shall not apply:

- i. Section 3.41 ii)
- ii. Section 3.41 v)

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-144-FI**

BEING A BY-LAW to establish fees and charges for services or activities provided by the Town of Whitchurch-Stouffville (General Fees and Charges) and to repeal By-laws 2023-143-FI and 2024-065-FI

**WHEREAS** Section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a Municipality may pass by-laws imposing fees or charges for services; and

**WHEREAS** Section 69 of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that a Municipality may establish a tariff of fees for the processing of applications; and

**WHEREAS** Section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23, as

amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters; and.

**WHEREAS** Section 33 of the *Funeral, Burial and Cremation Service Act, 2002*, S.O. 2002, c. 33, as amended, requires that an owner of a cemetery shall maintain a price list of the licensed supplies and services that are provided by the cemetery operator; and

**WHEREAS** it is deemed necessary to establish a general fees by-law for The Corporation of the Town of Whitchurch-Stouffville;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That this By-law may be referred to as the “Fees and Charges By-law”; and
2. That the fee structure and general fees for the various commissions and organizations of the Town of Whitchurch-Stouffville shall be attached hereto and shall form part of this By-law; and

|   |          |   |
|---|----------|---|
| Corporate Services – By-Law Enforcement                 | Schedule | A |
| Corporate Services – Clerk’s and Clerk’s Licensing      | Schedule | B |
| Corporate Services – Cemeteries                         | Schedule | C |
| Development Services – Economic Development             | Schedule | D |
| Development Services – Building                         | Schedule | E |
| Development Services – Planning                         | Schedule | F |
| Finance Services – Tax and Revenue                      | Schedule | G |
| Fire and Emergency Services – General                   | Schedule | H |
| Office of the CAO – Legal Services                      | Schedule | I |
| Community Services                                      | Schedule | J |
| Corporate Wide – General                                | Schedule | K |
| Engineering and Public Works – Engineering              | Schedule | L |
| Engineering and Public Works – Administration and Roads | Schedule | M |
| Engineering and Public Works – Waste Management         | Schedule | N |
| Engineering and Public Works – Water and Wastewater     | Schedule | O |



3. That except as specifically exempted elsewhere in this By-law, all fees and charges are due at the time of application, or where no permit is applicable, at the time when the service has commenced; and
4. That as per section 398 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, fees and charges imposed by this By-law constitute a debt on a property owner and shall entitle the Town to add the amounts to the respective tax roll for any uncollected outstanding balances which are past due; and
5. That notwithstanding this “Fees and Charges By-law”, no fees shall be charged back to the Town for Town owned projects; and
6. That should any section of this By-law be declared invalid by court of competent jurisdiction; such section shall be construed as being severed here from and the remainder of the By-law shall continue in full force and effect; and
7. That this By-law shall come into force and effect on the 1<sup>st</sup> day of January 2025; and
8. That 2023-143-FI and 2024-065-FI are hereby repealed once this By-law comes into effect; and
9. That individual fees or charges shall come into effect on the date as stated in the Schedules if different than January 1, 2025.

READ a first and second time this 11<sup>th</sup> day of December 2024.

READ a third time and passed this 11<sup>th</sup> day of December 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "A"**

**SERVICE AREA: BY-LAW ENFORCEMENT**

**CORPORATE SERVICES COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| 1.   | Special Event Support (Municipal Law Enforcement Officers)        | Each            | \$83.00                   | \$85.00                   |                               |                         |            | N                | Per hour, per officer with a minimum of 3 hours  | Revised<br>Description                        |
| 2.   | <b>Signs:</b>   |                 |                           |                           |                               |                         |            |                  |  |   |
| a)   | Temporary Sign Permits<br>(Mobile/Banner/Feather/Inflatable)      |                 |                           |                           |                               |                         |            |                  |  |   |
| i.   | 15-day permit (Max)   | Each            | \$100.00                  | \$103.00                  |                               |                         |            | N                | Per sign. Fee may be waived for a Charity or Nonprofit organization at the Director's discretion.                      |   |
| ii.  | 30-day permit (Max)   | Each            | \$185.00                  | \$191.00                  |                               |                         |            | N                |  |   |
| iii. | 21-day permit (Max) Bag/Corrugated for Charity Events             | Each            | No Charge                 | No Charge                 |                               |                         |            |                  | Charitable/Non-Profit Special Events (permit required)   |   |
| iv.  | Temporary "A" Frame Signage (Sandwich Board type) - Removed Daily | Each            | No Charge                 | No Charge                 |                               |                         |            |                  |  |   |
| b)   | Election Signs (Temporary)  | Each            | \$282.00                  | \$290.00                  |                               |                         |            | N                |  |   |
| c)   | Sign Removal Fee  | Each            | \$35.00                   | \$190.00                  |                               |                         |            | Y                | If the actual cost to remove the sign is more than \$190.00, the actual cost, plus administration fees will be charged | Revised                                       |
| d)   | Sign Retrieval Fee  | Each            | N/A                       | \$54.00                   |                               |                         |            | Y                |  | New   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "A"**

**SERVICE AREA: BY-LAW ENFORCEMENT**

**CORPORATE SERVICES COMMISSION**

| Item      | Goods/Services Provided                                      | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|-----------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| <b>3.</b> | <b>Grow Ops:</b>   |                 |                           |                           |                               |                         |            |                  |   |  |
| a)        | Remedial work to make building safe after Grow Op dismantled | Each            | \$6,235.00                | \$6,422.00                |                               |                         |            | N                | Per Grow Op. Minimum charge per building/dwelling unit. Where compliance or remedial work in excess of the minimum charge has been carried out by or on behalf of the Town on behalf of the property owner, any cost of the work plus a 25% admin cost fee will be charged. |  |
| <b>4.</b> | <b>Order for Property Standards:</b>                         |                 |                           |                           |                               |                         |            |                  |   |  |
| a)        | Appeal for an Order for Property Standards                   | Each            | \$186.00                  | \$275.00                  |                               |                         |            | N                |   | Revised                                    |
| b)        | Certificate of Compliance of Property Standards              | Each            | \$186.00                  | \$192.00                  |                               |                         |            | N                |   |  |
| <b>5.</b> | <b>Noise Exemption Application Fee</b>                       | Each            | \$180.00                  | \$185.00                  |                               |                         |            | Y                | Non-refundable. Does not guarantee exemption.   |  |
| <b>6.</b> | <b>Municipal Enforcement:</b>                                |                 |                           |                           |                               |                         |            |                  |   |  |
| a)        | Inspection fee   | Each            | \$89.00                   | \$119.00                  |                               |                         |            | Y                | When a property is found to still be in violation after notice/order has been given   | Revised                                    |
| b)        | Issuance of 1st notice / order                               | Each            | \$177.00                  | \$182.00                  |                               |                         |            | Y                |   |  |
| c)        | Issuance of 2nd notice / order                               | Each            | \$293.00                  | \$302.00                  |                               |                         |            | Y                |   |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "A"**

**SERVICE AREA: BY-LAW ENFORCEMENT**

**CORPORATE SERVICES COMMISSION**

| Item      | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| d)        | File Management fee (Remedial Work)   |                 | Actual Cost               | Actual Cost               |                               |                         | 25%        | N                | Where compliance or remedial work has been carried out by or on behalf of the Town on behalf of the property owner, any cost of the work plus a 25% admin cost fee will be charged. | Revised Description                           |
| e)        | Upon issuance of Summons  | Each            | \$597.00                  | \$615.00                  |                               |                         |            | Y                | Plus Legal Fees   |   |
| f)        | Remediation Supervisory Fee   | Per Hour        | \$119.00                  | \$123.00                  |                               |                         |            | N                | Bylaw 2023-064-FI<br>Hourly rate to supervise the remediation of properties due to non-compliance   |   |
| <b>7.</b> | <b>Permit Parking:</b>  |                 |                           |                           |                               |                         |            |                  |   |   |
| a)        | On-Street Parking Permits   | Per Permit      | No Charge                 | No Charge                 |                               |                         |            |                  | 12 Permits per License Plate Per Year   |   |
| b)        | Parking Permits (Facility lots only):   | 1 Day           | \$6.75                    | \$8.00                    |                               |                         |            | Y                |   | Revised                                       |
|           |   | 1 Week          | \$20.00                   | \$24.00                   |                               |                         |            | Y                |   | Revised                                       |
|           |   | 1 Month         | \$45.00                   | \$54.00                   |                               |                         |            | Y                |   | Revised                                       |
| <b>8.</b> | <b>Dog Licences:</b>  |                 |                           |                           |                               |                         |            |                  |   |   |
| a)        | New Tag or Renewal by mail,<br>at Outlets or Municipal Office or On-line purchase |                 |                           |                           |                               |                         |            |                  |   |   |
| i.        | Annual Fee  | Each            | \$50.00                   | \$52.00                   |                               |                         |            | N                |   | Revised                                       |
| ii.       | Early Payment January through February  | Each            | \$39.00                   | \$40.00                   |                               |                         |            | N                |   |   |
| iii.      | New resident or new dog from<br>October to December only                          | Each            | No Charge                 | No Charge                 |                               |                         |            | N                | Must make pre-payment for following year at the current year early payment fee  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "A"**

**SERVICE AREA: BY-LAW ENFORCEMENT**

**CORPORATE SERVICES COMMISSION**

| <b>Item</b> | <b>Goods/Services Provided</b>                      | <b>Unit of Measure</b> | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year<br/>Effective Date</b> | <b>Admin<br/>Cost</b> | <b>HST<br/>13%<br/>(Y/N)</b> | <b>Additional Description</b>                                     | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|---|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|-----------------------|------------------------------|---|---|
| b)          | New Tag or Renewal by Enforcement                   | Each                   | \$58.00                           | \$60.00                           |                                       |                                    |                       | N                            | Animal Control or Designate to sell dog tag(s) due to enforcement | Revised Description                                     |
| c)          | Dog(s) with a current tag from another municipality |                        | Free Exchange                     | Free Exchange                     |                                       |                                    |                       |                              |   |   |
| d)          | Replacement Licence                                 | Per Tag                | \$10.00                           | \$10.00                           |                                       |                                    |                       | N                            | Replacement for lost tag  |   |
| e)          | Menacing Dog  | Each                   | \$114.00                          | \$117.00                          |                                       |                                    |                       | N                            |   |   |
| f)          | Dangerous Dog                                       | Each                   | \$222.00                          | \$229.00                          |                                       |                                    |                       | N                            |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "A"**

**SERVICE AREA: BY-LAW ENFORCEMENT**

**CORPORATE SERVICES COMMISSION**

| <b>Item</b> | <b>Goods/Services Provided</b> | <b>Unit of Measure</b> | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year Effective Date</b> | <b>Admin Cost</b> | <b>HST 13%<br/>(Y/N)</b> | <b>Additional Description</b>  | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|--------------------------------|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--------------------------------|-------------------|--------------------------|--|---|
| <b>9.</b>   | <b>Animal Disposal Fee:</b>    |                        |                                   |                                   |                                       |                                |                   |                          | Removal of deceased wildlife from private property.<br>Per animal fee. |   |
| a)          | Small Animal                   | Each                   | \$132.00                          | \$136.00                          |                                       |                                |                   | Y                        | Fox or smaller size as determined by Town Staff up to 35 lbs.          |   |
| b)          | Large Animal                   | Each                   | \$185.00                          | \$191.00                          |                                       |                                |                   | Y                        | Coyote or larger size as determined by Town Staff over 35 lbs.         |   |
| <b>10.</b>  | <b>Drone:</b>                  |                        |                                   |                                   |                                       |                                |                   |                          |  |   |
| a)          | Drone Inspection               | 1 Hour                 | \$332.00                          | \$342.00                          |                                       |                                |                   | Y                        |  |   |
| b)          | Processing Drone Survey        | Per Survey             | \$169.00                          | \$174.00                          |                                       |                                |                   | Y                        |  |   |

**SERVICE AREA: CLERK'S  
TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "B"**

**SERVICE AREA: CLERK'S**

**CORPORATE SERVICES COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description | New/<br>Revised<br>(other than<br>indexation) |
|------|--|-----------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|------------------------|---|
| 1.   | <b>Marriage Licences:</b>  | Each            | \$181.00                  | \$186.00                  |                               |                            |               | N                   |                        |   |
| 2.   | <b>Civil Marriage:</b>   |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)   | Ceremony   | Each            | \$349.00                  | \$359.00                  |                               |                            |               | Y                   |                        |   |
| b)   | Change of Date Within 7 Days of Ceremony -<br>Administration Fee | Each            | \$50.00                   | \$52.00                   |                               |                            |               | N                   |                        |   |
| c)   | Cancellation after Pre-wedding Consultation                      | Each            | \$97.00                   | \$100.00                  |                               |                            |               | N                   | Fee is non-refundable  |   |
| d)   | Witness  | Per Witness     | \$66.00                   | \$68.00                   |                               |                            |               | Y                   |                        |   |
| 3.   | <b>Other Services:</b>   |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)   | Commissioner of Oaths  | Each            | \$38.00                   | \$39.00                   |                               |                            |               | Y                   |                        |   |
| b)   | Commissioner of Oaths - Pensions                                 | Each            | Waived                    | Waived                    |                               |                            |               |                     |                        |   |
| c)   | Municipal Ward Boundary Maps                                     | Each            | \$18.32                   | \$18.87                   |                               |                            |               | Y                   |                        |   |
| d)   | Certified True Copy  | Each            | N/A                       | \$15.00                   |                               |                            |               | Y                   |                        | New   |
| 4.   | <b>Burial Permits</b>  | Each            | \$53.00                   | \$55.00                   |                               |                            |               | N                   |                        | Transferred<br>from<br>Cemeteries             |
| 5.   | <b>Burial Permits outside normal working hours</b>               | Each            | \$103.00                  | \$106.00                  |                               |                            |               | N                   |                        | Transferred<br>from<br>Cemeteries             |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "B"**

**SERVICE AREA: CLERK'S LICENSING**

**CORPORATE SERVICES COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure     | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |                        |
|------|---|---------------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|------------------------|
| 1.   | AGCO Municipal Information Form                                   | Each                | \$59.00                   | \$61.00                   |                               |                            |               | N                   |   |   |                        |
| 2.   | AGCO Non-Objection Letter or any other letter issued by the Clerk | Each                | \$31.00                   | \$32.00                   |                               |                            |               | N                   |   |   |                        |
| 3.   | Lottery   | Per Event           | 3%                        | 3%                        |                               |                            |               | N                   | 3% of prize value (maximum permitted) - legislated by the Province of Ontario |   |                        |
| 4.   | <b>Kennel:</b>  | <b>Per Business</b> |                           |                           |                               |                            |               |                     |   |   |                        |
| a)   | New Application   |                     | \$370.00                  | \$381.00                  |                               |                            |               | N                   |   |   |                        |
| b)   | Annual Renewal  |                     | \$159.00                  | \$164.00                  |                               |                            |               | N                   |   |   |                        |
| c)   | Late Annual Renewal   |                     | \$212.00                  | \$218.00                  |                               |                            |               | N                   |   |   |                        |
| d)   | Replacement Licence   |                     | \$61.00                   | \$63.00                   |                               |                            |               | N                   |   |   |                        |
| 5.   | <b>Additional Rental Unit:</b>                                    | <b>Per Business</b> |                           |                           |                               |                            |               |                     |   |   | Revised<br>Description |
| a)   | New Application (One-time fee)                                    |                     | \$370.00                  | \$500.00                  |                               |                            |               | N                   | In addition to Fire & Emergency Services Fees                                 | Revised                                       |                        |
| b)   | Replacement Licence   |                     | \$61.00                   | \$63.00                   |                               |                            |               | N                   |   |   |                        |



**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "B"**

**SERVICE AREA: CLERK'S LICENSING**

**CORPORATE SERVICES COMMISSION**

| Item      | Goods/Services Provided                 | Unit of Measure     | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description                      | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|---------------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| <b>6.</b> | <b>Short-Term Rental:</b>               | <b>Per Business</b> |                           |                           |                               |                            |               |                     |   |   |
| a)        | New Application                         |                     | \$1,057.00                | \$1,089.00                |                               |                            |               | N                   | Inclusive of Fire & Emergency Services Fees | Revised<br>Description                        |
| b)        | Annual Renewal                          |                     | \$845.00                  | \$870.00                  |                               |                            |               | N                   |   |   |
| c)        | Late Annual Renewal                     |                     | \$951.00                  | \$980.00                  |                               |                            |               | N                   |   |   |
| d)        | Replacement Licence                     |                     | \$61.00                   | \$63.00                   |                               |                            |               | N                   |   |   |
| <b>7.</b> | <b>Tourist Camps and Trailer Camps:</b> | <b>Per Business</b> |                           |                           |                               |                            |               |                     |   |   |
| a)        | New Application                         |                     | \$370.00                  | \$381.00                  |                               |                            |               | N                   |   |   |
| b)        | Annual Renewal                          |                     | \$159.00                  | \$164.00                  |                               |                            |               | N                   |   |   |
| c)        | Late Annual Renewal                     |                     | \$212.00                  | \$218.00                  |                               |                            |               | N                   |   |   |
| d)        | Replacement Licence                     |                     | \$61.00                   | \$63.00                   |                               |                            |               | N                   |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "C"**

**SERVICE AREA: CEMETERIES**

**CORPORATE SERVICES COMMISSION**

**MUNICIPALLY OWNED CEMETERIES: HARTMAN and STOUFFVILLE CEMETERIES (BLOOMINGTON inactive - maintenance only)**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description | New/<br>Revised<br>(other than<br>indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|------------------------|---|
| 1.   | <b>Interment Rights:</b>  |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)   | Section 3 Single Lot<br>3 feet 3 inches x 10 feet                                       | Each            |                           |                           |                               |                            |               |                     |                        |   |
| i.   | Burial Rights   |                 | \$1,420.00                | \$1,463.00                |                               |                            |               | Y                   | 60%                    |   |
| ii.  | Care and Maintenance  |                 | \$947.00                  | \$975.00                  |                               |                            |               | Y                   | 40%                    |   |
| iii. | Total   |                 | \$2,367.00                | \$2,438.00                |                               |                            |               | Y                   |                        |   |
| b)   | Cremation In-ground 4A 1 Lot (2 Urns) 2<br>feet x 2 feet                                | Each            |                           |                           |                               |                            |               |                     |                        |   |
| i.   | Burial Rights   |                 | \$733.00                  | \$755.00                  |                               |                            |               | Y                   | 60%                    |   |
| ii.  | Care & Maintenance  |                 | \$488.00                  | \$503.00                  |                               |                            |               | Y                   | 40%                    |   |
| iii. | Total   |                 | \$1,221.00                | \$1,258.00                |                               |                            |               | Y                   |                        |   |
| c)   | Columbarium 10 Rows A, B (Bottom 2 Rows) 1 Niche (2<br>Urns) 1 foot x 1 foot x 1 foot   | Each            |                           |                           |                               |                            |               |                     |                        |   |
| i.   | Burial Rights   |                 | \$2,711.00                | \$2,792.00                |                               |                            |               | Y                   | 85%                    | Revised                                       |
| ii.  | Care & Maintenance  |                 | \$479.00                  | \$498.00                  |                               |                            |               | Y                   | 15%                    | Revised                                       |
| iii. | Total   |                 | \$3,190.00                | \$3,290.00                |                               |                            |               | Y                   |                        | Revised                                       |
| d)   | Columbarium 10 Rows C, D, E (Upper 3 Rows) 1 Niche<br>(2 Urns) 1 foot x 1 foot x 1 foot | Each            |                           |                           |                               |                            |               |                     |                        |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "C"**

**SERVICE AREA: CEMETERIES**

**CORPORATE SERVICES COMMISSION**

**MUNICIPALLY OWNED CEMETERIES: HARTMAN and STOUFFVILLE CEMETERIES (BLOOMINGTON inactive - maintenance only)**

| Item      | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description | New/<br>Revised<br>(other than indexation) |
|-----------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|------------------------|--|
| i.        | Burial Rights  |                 | \$3,350.00                | \$3,450.00                |                               |                         |            | Y                | 85%                    | Revised                                    |
| ii.       | Care & Maintenance   |                 | \$590.00                  | \$610.00                  |                               |                         |            | Y                | 15%                    | Revised                                    |
| iii.      | Total  |                 | \$3,940.00                | \$4,060.00                |                               |                         |            | Y                |                        | Revised                                    |
| <b>2.</b> | <b>Basic interment charges to open and close grave at standard depth includes the right to erect a marker:</b> |                 |                           |                           |                               |                         |            |                  |                        |  |
| a)        | Adult  | Each            | \$1,625.00                | \$1,673.00                |                               |                         |            | Y                |                        |  |
| b)        | Child (2 - 10)   | Each            | \$937.50                  | \$965.00                  |                               |                         |            | Y                |                        |  |
| c)        | Infant (under 2) - (including cremated remains)  | Each            | \$625.00                  | \$643.00                  |                               |                         |            | Y                |                        |  |
| d)        | Cremated Remains   | Each            | \$569.00                  | \$586.00                  |                               |                         |            | Y                |                        |  |
| e)        | Columbarium Niche  | Each            | \$569.00                  | \$586.00                  |                               |                         |            | Y                |                        |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "C"**

**SERVICE AREA: CEMETERIES**

**CORPORATE SERVICES COMMISSION**

**MUNICIPALLY OWNED CEMETERIES: HARTMAN and STOUFFVILLE CEMETERIES (BLOOMINGTON inactive - maintenance only)**

| Item      | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|-----------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|------------------------|---|
| <b>3.</b> | <b>Extra interment charges:</b>   |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)        | Extra Deep Interment  | Each            | \$373.00                  | \$384.00                  |                               |                            |               | Y                   |                        |   |
| b)        | Saturdays   | Each            | \$354.00                  | \$365.00                  |                               |                            |               | Y                   |                        |   |
| c)        | Winter Interment  | Each            | \$437.50                  | \$451.00                  |                               |                            |               | Y                   |                        |   |
| <b>4.</b> | <b>Disinterment:</b>  |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)        | Casket only   | Each            | \$4,250.00                | \$4,378.00                |                               |                            |               | Y                   |                        |   |
| b)        | Casket in Vault   | Each            | \$3,000.00                | \$3,090.00                |                               |                            |               | Y                   |                        |   |
| c)        | Extra Depth Surcharge   | Each            | \$500.00                  | \$515.00                  |                               |                            |               | N                   |                        |   |
| d)        | Inground Cremation  | Each            | \$843.75                  | \$869.00                  |                               |                            |               | Y                   |                        |   |
| e)        | Columbarium Niche   | Each            | \$562.50                  | \$579.00                  |                               |                            |               | Y                   |                        |   |
| <b>5.</b> | <b>Other Charges:</b>   |                 |                           |                           |                               |                            |               |                     |                        |   |
| a)        | Additional Copy of Cemetery By-law (initial copy at no cost)  | Each            | \$5.39                    | \$5.55                    |                               |                            |               | Y                   |                        |   |
| b)        | Transfer Fee (for all services and documents in connection with transfer of ownership of a lot or plot and issuance of a new Certificate of Interment Rights) | Each            | \$366.00                  | \$377.00                  |                               |                            |               | Y                   |                        |   |
| c)        | Issuance of a duplicate Certificate of Interment Rights   | Each            | \$243.00                  | \$250.00                  |                               |                            |               | Y                   |                        |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "C"**

**SERVICE AREA: CEMETERIES**

**CORPORATE SERVICES COMMISSION**

**MUNICIPALLY OWNED CEMETERIES: HARTMAN and STOUFFVILLE CEMETERIES (BLOOMINGTON inactive - maintenance only)**

| Item      | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| d)        | Hartman Administration fee  | Each            | \$243.00                  | \$250.00                  |                               |                         |            | Y                |  |   |
| e)        | Corner Stones purchased and installed by contractor   | Set of Four (4) | \$332.00                  | \$342.00                  |                               |                         |            | Y                |  |   |
| <b>6.</b> | <b>Non-Resident Surcharge</b>   | per fee         | 50%                       | 50%                       |                               |                         |            | Y                | 50% added to all fees for individuals who are not residents of Whitchurch-Stouffville in the five years prior to their passing |   |
| <b>7.</b> | <b>Care &amp; Maintenance for Marker Installation (Prescribed by O. Reg. 30/11: GENERAL under Funeral, Burial and Cremation Services Act, 2002)</b> |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Flat marker less than 173 square inches   |                 | No Charge                 | No Charge                 |                               |                         |            |                  |  |   |
| b)        | Flat marker at least 173 square inches  |                 | \$100.00                  | \$100.00                  |                               |                         |            | Y                | Prescribed by the Province   |   |
| c)        | Upright marker up to 4 feet in height or length including base  |                 | \$200.00                  | \$200.00                  |                               |                         |            | Y                | Prescribed by the Province   |   |
| d)        | Upright marker over 4 feet in height or length including base   |                 | \$400.00                  | \$400.00                  |                               |                         |            | Y                | Prescribed by the Province   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "D"**

**SERVICE AREA: ECONOMIC DEVELOPMENT**

**DEVELOPMENT SERVICES COMMISSION**

| Item  | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|---|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| 1.  | <b>Filming Applications:</b>   |                 |                           |                           |                               |                         |            |                  |   |   |
| a)  | Application Fee  | Each            | \$710.00                  | \$731.00                  |                               |                         |            | Y                | May require road occupancy permit and fees Schedule L 4. c). Additional fees for filming in Downtown Stouffville Heritage Area apply. |   |
| b)  | Subsequent Application Fee for Multiple Filming Events by a Production Company     | Each            | \$365.00                  | \$376.00                  |                               |                         |            | Y                |   |   |
| c)  | Security Deposit: application involving no special effects                         | Each            | \$2,259.00                | \$2,327.00                |                               |                         |            | N                |   |   |
| d)  | Application involving special effects of a minor nature (snow, water, etc.)        | Each            | \$7,693.00                | \$7,924.00                |                               |                         |            | N                |   |   |
| e)  | Application involving special effects of a major nature (explosions, fire, etc.)   | Each            | \$38,365.00               | \$39,516.00               |                               |                         |            | N                |   |   |
| <b>Filming Applications - Downtown Stouffville Heritage Area Fees - In addition to the application fees noted above</b> |  |                 |                           |                           |                               |                         |            |                  |   |   |
| f)  | Prime Time:<br>Monday to Saturday - 8:00 a.m. - 7:00 p.m.                          | Per Hour        | \$147.00                  | \$151.00                  |                               |                         |            | Y                | Downtown Stouffville Heritage Area is defined in the Stouffville Secondary Plan.  |   |
| g)  | Non-Prime Time:<br>Monday to Saturday - 7:00 p.m. - 8:00 a.m. Sundays<br>- All day | Per Day         | \$717.00                  | \$739.00                  |                               |                         |            | Y                |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "E"**

**SERVICE AREA: BUILDING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods / Services Provided  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|---|
| 1.   | <b>Calculation of Fees as it relates to administration and enforcement of the <i>Building Code Act, 1992</i>:</b>  |   |
| a)   | Pursuant to the Building By-law, the Permit fees payable shall be the product of the fixed fees and/or fee multipliers prescribed in this by-law. Permit fees are determined by using the appropriate class of construction in combination with the appropriate measure of the floor area of the project. Except as exempted elsewhere in this by-law, the calculated gross floor area shall be determined by all potentially usable floor and/or roofed areas bounded by the exterior faces of the structure including stairways, elevator shafts, mechanical areas, atriums, basements, garages, porches and decks. For certain classes of construction, the fee is a flat rate. |   |
| b)   | Where there is no clearly defined category in this Bylaw, the <i>Chief Building Official</i> may determine the appropriateness of fees, based on charging at rate of 1% the value of construction and/or having regard to the complexity and the amount of service required.   |   |
| c)   | Where the Chief Building Official refuses to accept a valuation for the purposes of establishing any permit fee and substitutes another value, and the owner or applicant disputes the decision, the owner or applicant shall pay the fee(s) under protest and within six months of the project completion shall submit an audited accounting statement of the actual costs by a recognized financial accountant. If the audited costs are less than the original valuation, the Chief Building Official shall authorize a refund.   |   |
| d)   | Except as exempted elsewhere in this by-law, all fees and charges are due at the time of application or where no permit is applicable, at the time when the service has commenced. As per the Municipal Act, fees and charges imposed by this By-law constitute a debt on a property owner and shall entitle the Town to add the amounts to the respective tax roll for any uncollected outstanding balances which are past due.   |   |
| e)   | Notwithstanding this corporate "Fees and Charges By-law", no fees shall be charged for Town owned projects.  |   |
| f)   | Notwithstanding the fees and/or charges required elsewhere by this By-law, a charge of up to \$5000.00 may be levied against the owner of a building used as an illicit grow-operation and/or a clandestine chemical laboratory to recover the administrative costs associated with the building evaluation and enforcement.   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "E"**

**SERVICE AREA: BUILDING**

**DEVELOPMENT SERVICES COMMISSION**

| <b>Item</b> | <b>Goods / Services Provided</b>   | <b>New/<br/>Revised</b><br>(other than<br>indexation) |
|-------------|--|---|
| g)          | Notwithstanding fines levied against any person, every owner of a property for which an Order is issued under the Building Code Act, shall pay an administrative fee of \$250.00, unless the <i>Chief Building Official</i> determines that the Order had no merit.  |   |
| h)          | Where a change of occupancy from one classification to another classification is proposed, the fee multiplier for the proposed occupancy applies.  |   |
| i)          | Except for temporary buildings on construction sites for storage, administrative and/or supervisory purposes, fees shall be charged for temporary buildings, including tents and sales trailers at the rate specified elsewhere in the "Service Area: Building" of this By-law.  |   |
| j)          | A minimum down payment of \$1000.00 may be accepted by the Chief Building Official for all incomplete applications of new single, semi and town style residential developments where the final fee is estimated to be greater than \$1000.00. A minimum down payment of \$5000.00 may be accepted by the Chief Building Official for all other incomplete permit classes where the final fee is estimated to be greater than \$5000.00. No refunds will be granted on minimum down payments. |   |
| k)          | Where an applicant declares that an application is complete in all respects, but the application is subsequently determined to be incomplete by the <i>Chief Building Official</i> , an administrative charge of 10% may be levied in addition to the fees that would otherwise be payable pursuant to this Bylaw for the purposes of redirecting and renaming the file into the incomplete permit stream.   |   |
| l)          | Where the Town has contracted work to remedy any Building Code or Bylaw deficiency on any private property for failing to comply with a directive of the <i>Chief Building Official</i> , or Officers thereunder, the Town shall be entitled to recover the full cost of the work, plus a 50% administration fee.  |   |



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SCHEDULE "E"**

**SERVICE AREA: BUILDING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods / Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| 1.   | <b>Minimum Building Permit Fee</b>   | Shall be charged unless otherwise stated in the 'Service Area: Building' of this By-law. | \$212.00                  | \$215.00                  |                               |                            |               | N                   |   |   |
| 2.   | <b>Building Permit Fees:</b>   |  |                           |                           |                               |                            |               |                     |   |   |
| a)   | Construction of New Residential (Single /Semi /Duplex /Townhouse) Buildings, and Additions thereto**       | Per Sq. Ft. of Gross Floor Area  | \$1.73                    | \$1.75                    |                               |                            |               | N                   | Excluding unfinished basements in residential dwellings but including attached garages and underground parking areas. Standard Building Permit Application includes plumbing fees. Finished basements will be charged at the alteration rate.** |   |
| b)   | Construction of New Residential Apartment Buildings, and Additions thereto**                               | Per Sq. Ft. of Gross Floor Area  | \$2.06                    | \$2.10                    |                               |                            |               | N                   | Standard Building Permit Application, includes plumbing fees**  |   |
| c)   | Construction of New Institutional Buildings, and Additions thereto**                                       | Per Sq. Ft. of Gross Floor Area  | \$2.06                    | \$2.10                    |                               |                            |               | N                   | Standard Building Permit Application, includes plumbing fees**  |   |
| d)   | Construction of New Commercial Buildings, and Additions thereto**  | Per Sq. Ft. of Gross Floor Area  | \$1.38                    | \$1.40                    |                               |                            |               | N                   | Standard Building Permit Application, includes plumbing fees**  |   |
| e)   | Construction of New Industrial buildings and Farm Buildings used as Riding Arenas, and Additions thereto** | Per Sq. Ft. of Gross Floor Area  | \$1.26                    | \$1.30                    |                               |                            |               | N                   | Standard Building Permit Application, includes plumbing fees**  |   |
| f)   | Construction of New Farm Buildings (excluding Dwellings and Riding Arenas) and Additions thereto**         | Per Sq. Ft. of Gross Floor Area  | \$0.78                    | \$0.80                    |                               |                            |               | N                   | Standard Building Permit Application, includes plumbing fees**  |   |
| g)   | Construction of New Farm Greenhouse  | Per Sq. Ft. of Gross Floor Area  | \$0.26                    | \$0.30                    |                               |                            |               | N                   | Standard Building Permit Application applies to glass and/or plastic roofs.   | Revised                                       |

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**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods / Services Provided   | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| h)   | Erection and Removal of Temporary Buildings and Tents                                 | Per Sq. Ft. of Gross Floor Area  | \$0.20                    | \$0.20                    |                               |                            |               | N                   | Standard Building Permit Application  |   |
| i)   | Erection of Temporary Tent on Government owned Property greater than 60 square metres | Flat Fee Per Tent  | \$370.00                  | \$380.00                  |                               |                            |               | N                   | Standard Building Permit Application, fee does not apply to Town sponsored public events.   |   |
| j)   | Alteration or Repair of a Residential Building  | Per Sq. Ft. of Effected Area   | \$0.57                    | \$0.60                    |                               |                            |               | N                   | Standard Building Permit Application  | Revised                                       |
| k)   | Portable Public Classrooms  | Flat Fee Per Portable  | \$634.00                  | \$650.00                  |                               |                            |               | N                   | Standard Building Permit Application  |   |
| l)   | Alteration or Repair of a Commercial/Institutional Building                           | Per Sq. Ft. of Effected Area   | \$0.51                    | \$0.50                    |                               |                            |               | N                   | Standard Building Permit Application  |   |
| m)   | Alteration or Repair of a Industrial Building   | Per Sq. Ft. of Effected Area   | \$0.59                    | \$0.60                    |                               |                            |               | N                   | Standard Building Permit Application  |   |
| n)   | Demolition of a Building  | Per Sq. Ft. of Existing Gross Floor Area to a Maximum Amount of \$1,000.00 | \$0.36                    | \$0.40                    |                               |                            |               | N                   | Standard Building Permit Application  | Revised                                       |
| o)   | Reactivation and/or Transfer Ownership of a Building Permit                           | Per Document   | \$105.00                  | \$105.00                  |                               |                            |               | N                   |   |   |
| p)   | Inspections   | Per Inspection   | \$159.00                  | \$160.00                  |                               |                            |               | N                   | If more than one inspection is required for the same observed deficiency or a partial inspection is done for the stage of construction requested, a fee of \$160.00 per added inspection may be levied and collected prior to closing the permit. |   |
| q)   | Partial Occupancy Requests  | Per Request  | \$529.00                  | \$545.00                  |                               |                            |               | N                   | A flat rate non-refundable fee per request.   |   |

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**DEVELOPMENT SERVICES COMMISSION**

| Item  | Goods / Services Provided                   | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|---|---|---|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| r)  | Revisions to Plans                          | Per Hour  | \$127.00                  | \$130.00                  |                               |                            |               | N                   | Minimum 1 hour charged.  |   |
| s)  | Change of Use Permits                       | Per Sq. Ft. of the<br>Total Effected Area                                   | \$0.42                    | \$0.50                    |                               |                            |               | N                   |  | Revised                                       |
| t)  | Partial Permit requests                     | Per Request   | \$793.00                  | \$800.00                  |                               |                            |               | N                   | A flat rate non-refundable fee per request.  |   |
| u)  | Evaluations of Compliance Alternatives      | Flat Rate Per OBC<br>Deviation  | \$1,057.00                | \$1,000.00                |                               |                            |               | N                   | Non-refundable \$1000 fee applies to a single use<br>Alternative Solution. \$3000 fee, plus \$500 per unit<br>and/or address, applies to a repeated use of an<br>Alternative Solution.                 |   |
| v)  | Above or Below Ground Storage Tanks         | Per 1,000 Litres<br>Capacity (or Per<br>Cubic Metre) or<br>Portion Thereof. | \$10.57                   | \$10.80                   |                               |                            |               | N                   | This fee is unrelated to tanks regulated by the<br>TSSA and tanks used for septic systems.   |   |
| w)  | New Residential Dwelling Compliance Deposit | Per Unit  | \$2,000.00                | \$2,000.00                |                               |                            |               | N                   | A minimum deposit per unit. For New Residential<br>Apartments total charge not to exceed 1% of the<br>project value to a maximum of \$50,000 per<br>building (amount is at the discretion of the CBO). | Revised<br>Description                        |
| <p>At the Chief Building Official's sole discretion, the Compliance Deposit may be taken as revenue where any mandatory inspection has not been requested in accordance with the Building Bylaw and/or the Building Code Act, or where a written directive by any Building Official has been ignored and/or unreasonably delayed, otherwise this deposit shall be refunded without interest to the applicant upon obtaining project completion clearance from the Chief Building Official. Outstanding fee balances shall be deducted from the deposit.</p> |   |   |                           |                           |                               |                            |               |                     |  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE "E"**

**SERVICE AREA: BUILDING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods / Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| x)   | New Commercial, Institutional and Industrial Compliance Deposit  | Minimum Deposit<br>Per Building  | \$4,000.00                | \$4,000.00                |                               |                            |               | N                   | Total charge not to exceed 1% of the project value to a maximum of \$20,000.00 per building (amount is at the discretion of the CBO).                           |   |
|      |  | At the Chief Building Official's sole discretion, the Compliance Deposit may be taken as revenue where any mandatory inspection has not been requested in accordance with the Building Bylaw and/or the Building Code Act, or where a written directive by any Building Official has been ignored and/or unreasonably delayed, otherwise this deposit shall be refunded without interest to the applicant upon obtaining project completion clearance from the Chief Building Official. Outstanding fee balances shall be deducted from the deposit. |                           |                           |                               |                            |               |                     |   |   |
| y)   | Additions to Buildings Compliance Deposit  | Minimum Deposit<br>Per Building  | \$1,000.00                | \$1,000.00                |                               |                            |               | N                   | Applies only to additions which exceed \$50k in estimated value.  |   |
|      |  | At the Chief Building Official's sole discretion, the Compliance Deposit may be taken as revenue where any mandatory inspection has not been requested in accordance with the Building Bylaw and/or the Building Code Act, or where a written directive by any Building Official has been ignored and/or unreasonably delayed, otherwise this deposit shall be refunded without interest to the applicant upon obtaining project completion clearance from the Chief Building Official. Outstanding fee balances shall be deducted from the deposit. |                           |                           |                               |                            |               |                     |   |   |
| z)   | Professional (or Legal) Peer Review of any Application, Report, Building Condition or Construction Work requiring External Expert Review or Opinion. | Cost of Service  | Actual Cost               | Actual Cost               |                               |                            | 10%           | N                   | Deposits may be taken at the request of the Chief Building Official or Designate based on the cost estimate.<br>(Tax is only passed on from the Peer reviewer.) |   |
| aa)  | Temporary Sales Trailers   | Flat Fee   | \$1,057.00                | \$1,080.00                |                               |                            |               | N                   |   |   |
| bb)  | Second Suite Review and Inspection   | Flat Fee   | \$1,000.00                | \$1,000.00                |                               |                            |               | N                   | Only includes finishing or refinishing of an existing space. Does not include additions or plumbing fees.   |   |
| cc)  | Installation of Roof Top Solar Panels and Appurtenances  | Per Application  | \$212.00                  | \$215.00                  |                               |                            |               | N                   | For single, semi and town style residential applications. \$1500.00 for all other permit classes. Not including other non-related construction permit fees.     |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "E"**

**SERVICE AREA: BUILDING**

**DEVELOPMENT SERVICES COMMISSION**

| Item  | Goods / Services Provided   | Unit of Measure   | 2024 Rate<br>(before Tax)                                  | 2025 Rate<br>(before Tax)                                  | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|-------|---|---|--|--|-------------------------------|----------------------------|---------------|---------------------|---|---|
| 3. a) | Construction Investigation: (commencement of work prior to the issuance of a Building Permit)                           | Wherever any work for which a permit is required by the Ontario Building Code has commenced without the authorization of a permit, an "Investigation and Administration" fee shall be paid in addition to all other fees payable. This fee may be up to 100% on top of the fee that would otherwise be payable pursuant to this By-law, as determined by the Chief Building Official. |  |  |                               |                            |               |                     |   |   |
| b)    | Building Permit Maintenance Fee   | Per Application   | 10% of the original Building Permit Fee charged per annum. | 10% of the original Building Permit Fee charged per annum. |                               |                            |               |                     | Applies only if a final inspection has not been completed 3 years after the full Building Permit Issuance, but does not apply to model sales homes and similar projects. This fee is collectable from any related security held by the Town or thorough property taxes. Waiving this fee is at the sole discretion of the CBO and should be requested prior to permit issuance. Minimum Fee \$215 |   |
| 4.    | <b>Refund of Building Permit Fees:</b>  | Pursuant to the Building By-law, the fees that may be refunded shall be a percentage of the fees paid and shall be calculated as follows:   |  |  |                               |                            |               |                     |   |   |
| a)    | 75% if only administrative functions have been performed.   |   |  |  |                               |                            |               | N                   |   |   |
| b)    | 60% if only administrative and zoning functions have been performed.  |   |  |  |                               |                            |               | N                   |   |   |
| c)    | 45% if only administrative, zoning and plan examination functions have been performed.                                  |   |  |  |                               |                            |               | N                   |   |   |
| d)    | 35% if the permit has been issued and no field inspections have been performed subsequent to permit issuance.           |   |  |  |                               |                            |               | N                   |   |   |
| e)    | 5% shall additionally be deducted for each field inspection that has been performed after the permit has been issued.   |   |  |  |                               |                            |               | N                   |   |   |
| f)    | If the calculated refund is less than the minimum fee applicable to the work, no refund shall be made of the fees paid. |   |  |  |                               |                            |               | N                   |   |   |

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**DEVELOPMENT SERVICES COMMISSION**

| Item      | Goods / Services Provided  | Unit of Measure                           | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|---|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| g)        | The refund shall be returned to the person named on the fee receipt, unless that person advises the Chief Building Official, in writing and prior to the release of the refund, of a change in the name, in which case the refund shall be returned to the person then authorized to receive it. |   |                           |                           |                               |                            |               | N                   |   |   |
| <b>5.</b> | <b>Sewage Disposal Systems:<br/>(Includes only systems contained on a single lot having a Daily Design Sanitary Sewage Flow less than 10,000 Litres per day)</b>   |   |                           |                           |                               |                            |               |                     |   |   |
| a)        | New or Replacement Domestic Waste Sewage Disposal Systems  | Per litre of daily designed effluent flow | \$0.71                    | \$0.70                    |                               |                            |               | N                   | Based on the unbalanced sewage system design. Includes new independent parallel sewage systems. Minimum Fee \$1,000   |   |
| b)        | Augmentation or Expansion of an Existing System  | Per Application                           | \$1,000.00                | \$1,000.00                |                               |                            |               | N                   |   |   |
| c)        | Plan Review of an Existing System for impact from other work   | Per Application                           | \$180.00                  | \$185.00                  |                               |                            |               | N                   |   |   |
| d)        | Repair of an Existing System not involving complete replacement  | Per Application                           | \$317.00                  | \$325.00                  |                               |                            |               | N                   |   |   |
| e)        | For orders issued in respect to Provincially Mandated Re-inspection and/or evaluation of an existing sewage system which is found to be functioning properly   | Per Property                              | \$2,000.00                | \$2,000.00                |                               |                            |               | N                   | Non-responsive property owners who fail to provide mandatory reports as required.   |   |
| f)        | For orders issued in respect to Provincially Mandated Re-inspection and/or evaluation of an existing sewage system which is found to be malfunctioning   | Per Property                              | \$3,000.00                | \$3,000.00                |                               |                            |               | N                   | Non-responsive property owners who fail to provide mandatory reports as required. Fee does not include permit costs to replace or repair the Sewage System. |   |

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**DEVELOPMENT SERVICES COMMISSION**

| Item      | Goods / Services Provided  | Unit of Measure                            | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description      | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|-----------------------------|---|
| <b>6.</b> | <b>Plumbing Fixture Permit:</b>  |  |                           |                           |                               |                            |               |                     |                             |   |
|           | Appliances, floor drains, vented traps, backflow preventers or roof hoppers                        | Per Fixture                                | \$14.32                   | \$15.00                   |                               |                            |               | N                   | Minimum Fee: \$260.00       | Revised                                       |
| <b>7.</b> | <b>Water Service, Drain and Sewer:<br/>(Includes Inside and Outside Sanitary and Storm Piping)</b> |  |                           |                           |                               |                            |               |                     |                             |   |
| a)        | Single, Semi-detached and Townhouses   | Flat Fee                                   | N/A                       | \$260.00                  |                               |                            |               | N                   | Service Connection(per lot) | Revised                                       |
| b)        | All other Occupancies - New Build  | Per linear foot                            | N/A                       | \$1.50                    |                               |                            |               | N                   | Minimum Fee: \$260.00       | Revised                                       |
| c)        | All Occupancies - Repair   | Per linear foot                            | N/A                       | \$1.50                    |                               |                            |               | N                   | Minimum Fee: \$260.00       | Revised                                       |
| <b>8</b>  | <b>Miscellaneous Plumbing:</b>   |  |                           |                           |                               |                            |               |                     |                             |   |
| a)        |  | For Each Manhole, Catchbasin or Area Drain | \$42.00                   | \$45.00                   |                               |                            |               | N                   |                             | Revised                                       |
| b)        |  | For Each Testable Backflow Device          | \$85.00                   | \$85.00                   |                               |                            |               | N                   |                             |   |
| <b>9.</b> | <b>Letter of Compliance</b>  | Each Type                                  | \$159.00                  | \$160.00                  |                               |                            |               | N                   | Zoning or Septic            |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods / Services Provided  | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation)            |
|------|--|---|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|--|
| 10.  | Agency Letter of Approval  | Each Type   | \$95.00                   | \$95.00                   |                               |                            |               | N                   | AGCO or Micro-Fit Response  |  |
| 11.  | Routine Disclosure   | Each plan, file,<br>drawing or record   | \$82.00                   | \$85.00                   |                               |                            |               | N                   | Copies/reproduction of plans extra(refer to<br>Schedule "L")  |  |
| 12.  | <b>Zoning Review:</b>  |   |                           |                           |                               |                            |               |                     |   |  |
| a)   | Residential (singles, semis, street townhouses, and<br>accessory buildings/structures) | Per Application   | \$127.00                  | \$135.00                  |                               |                            |               | N                   | Zoning review of Committee of Adjustment or<br>Consent applications, or zoning review of<br>applications other than a building permit<br>application  | Revised  |
| b)   | All other Building Types   | Per Application   | \$254.00                  | \$270.00                  |                               |                            |               | N                   | Zoning review of Committee of Adjustment or<br>Consent applications, or zoning review of<br>applications other than a building permit<br>application  | Revised  |
| 13.  | <b>Pool Enclosure Permits:</b>   |   |                           |                           |                               |                            |               |                     |   |  |
| a)   | In-ground & Above-ground Pools   | Per Each Application  | \$249.00                  | \$255.00                  |                               |                            |               | N                   |   |  |
| b)   | Inflatable & Temporary Pools   | Per Each Application  | \$105.00                  | \$105.00                  |                               |                            |               | N                   | Pool removed at the end of each season.   |  |
| 14.  | <b>Fixed Sign Permits: Sign Permit Fees are not refundable</b>                         |   |                           |                           |                               |                            |               |                     |   |  |
| a)   | Minimum Sign Fee   |   | \$212.00                  | \$215.00                  |                               |                            |               | N                   |   |  |
| b)   | Permanent Sign(s)  | Per Square Metre of<br>Sign Face (or part<br>thereof)                           | \$32.00                   | \$32.00                   |                               |                            |               | N                   |   |  |
| c)   | Development Sign(s)  | Per Square Metre of<br>Sign Face (or part<br>thereof) times<br>months required. | \$2.12                    | \$2.15                    |                               |                            |               | N                   | A \$1000 removal security deposit is required and<br>may be cashed/taken for non-compliance at the<br>sole discretion of the Chief Building Official.<br>Compliant security deposit holders will have<br>deposit returned, without interest, upon removal of<br>the sign. | Development sign(s) must have a defined removal<br>date. |



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**DEVELOPMENT SERVICES COMMISSION**

| Item       | Goods / Services Provided                | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------------|--|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| <b>15.</b> | <b>Application for a Sign Variance:</b>  |  |                           |                           |                               |                            |               |                     |  |   |
| a)         | Staff Variance                           | Per Request  | \$529.00                  | \$545.00                  |                               |                            |               | N                   | Non-refundable Staff Variance fee does not include fees for Sign Permit Application.   |   |
| b)         | Council Variance                         | Per Request  | \$951.00                  | \$980.00                  |                               |                            |               | N                   | Non-refundable Council Variance fee does not include fees for Sign Permit Application. Council Variance applies to all signs which have an aggregate sign face exceeding: 20 sq.m. |   |
| c)         | Fee for Special Investigation            | Wherever any work for which a permit is required by the Sign Bylaw has commenced without the authorization of a permit, an "Investigation and Administration" fee shall be paid in addition to all other fees payable. This fee may be up to 100% on top of the fee that would otherwise be payable pursuant to this By-law, as determined by the Chief Building Official. |                           |                           |                               |                            |               | N                   | Commencement of work prior to the issuance of a required Sign Permit.  |   |
| <b>16.</b> | <b>Application for a Fence Variance:</b> |  |                           |                           |                               |                            |               |                     |  |   |
| a)         | Staff Variance                           | Flat Fee   | \$317.00                  | \$325.00                  |                               |                            |               | N                   | Non-refundable.  |   |
| b)         | Council Variance                         | Flat Fee   | \$634.00                  | \$650.00                  |                               |                            |               | N                   | Non-refundable. Variance requires Council report.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided                          | Unit of Measure   | 2024 Rate (before Tax) | 2025 Rate (before Tax) | Mid-Year Rate (before Tax) | Mid-Year Effective Date | Admin Cost | HST 13% (Y/N) | Additional Description  | New/ Revised (other than indexation) |
|------|--|---|------------------------|------------------------|----------------------------|-------------------------|------------|---------------|---|--------------------------------------|
| 1(a) | Payment  | Application Fees and peer review deposits are payable at the time of filing the application. In the event that an application is withdrawn prior to being presented to Council, Council in Committee, Committee of Adjustment or at a statutory Public Meeting, 50% of the application fee will be refunded, less a 20.0% administrative fee.   |                        |                        |                            |                         |            |               |   |                                      |
|      |  | Approval Fees are due at the time of scheduling the recommendation report to Council. In the event that final approval is not granted, the approval fee will be refunded.   |                        |                        |                            |                         |            |               |   |                                      |
|      |  | Prior to approval of the plans for Oak Ridges Moraine Site Plan Applications, in the event the application is withdrawn, 50% of the application fee will be refunded, less a 20.0% administrative fee.  |                        |                        |                            |                         |            |               |   |                                      |
|      |  | In the event a pre-consultation application is requested by the applicant to be withdrawn, prior to circulation of the application to agencies for review, 90% of the Application Fee will be refunded.<br>In the event a pre-consultation application is requested by the applicant to be withdrawn, after the circulation of the application to agencies for review and prior to a pre-consultation meeting, 20% of the Application Fee will be refunded. |                        |                        |                            |                         |            |               |   |                                      |
| 1(b) | Municipal Staff Cost Recovery - General Planning | Hourly  | Loaded Hourly Rate     | Loaded Hourly Rate     |                            |                         |            | 20%           | N<br>Loaded Hourly Rate plus Corporate Administrative overhead of 20% will be used to cover Development Services staff time. For all Planning applications (exception CAPP applications and for all other services where other fees do not apply, for example, but not limited to, preliminary discussions/meetings/coordination on development proposals prior to submission of planning applications in lieu of formal pre-consultation application, staff time involved for site walks prior to and through the processing of applications, coordination with external and internal agencies prior to application submission, any additional meetings and coordination with external and internal agencies required through the processing of applications, time allocated for review and coordination of submissions prior to applications (e.g. Master Environmental Servicing Plan), additional reviews of submissions (interim submissions that are over and above formal submissions) during the processing of applications and any others as deemed appropriate by the Commissioner of Development Services or his/her designate, etc. | Revised Description                  |

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SCHEDULE 'F'**

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**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/ Revised<br>(other than indexation) |
|------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| 2(a) | <b>Pre-Consultation Applications Voluntary (For Applications not proceeding with CAPP)</b>             |                 |                           |                           |                               |                         |            |                  | Bill 185 removed the ability for the municipality to require pre-consultation  | Revised Description                     |
| i.   | Pre-Consultation Application for Consents  | Flat Rate       | \$565.00                  | \$582.00                  |                               |                         |            | N                |  |   |
| ii.  | Pre-Consultation Application for Others  | Flat Rate       | \$1,129.00                | \$1,163.00                |                               |                         |            | N                | This fee is required for all planning applications that are not proceeding with Collaborative Application Preconsultation process.                                   | Revised Description                     |
| iii. | Pre-Consultation Application consultants Cost  | Flat Rate       | \$5,000.00                | \$5,000.00                |                               |                         | 20%        | N                | The deposit to cover the cost of consultant review of reports submitted prior to planning applications. An admin fee of 20% will be applied to all Consultant Costs. |   |
| 2(b) | <b>Collaborative Application Pre-consultation Process (CAPP) Phases 1, 2 and 3 - Voluntary process</b> |                 |                           |                           |                               |                         |            |                  | Bill 185 removed the ability for the municipality to require pre-consultation  | Revised Description                     |
| i.   | CAPP Phase 1 Fee   | Flat Rate       | \$1,129.00                | \$1,163.00                |                               |                         |            | N                |  |   |

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|------|--|---|------------------------|------------------------|----------------------------|-------------------------|------------|---------------|--|--------------------------------------|
| ii.  | Deposit for CAPP Phase 2 and Phase 3 - Official Plan Amendment and Zoning By-law Amendment Applications  | Flat Rate   | \$20,000.00            | \$20,000.00            |                            |                         | 20%        | N             | Deposit to cover the cost of <b>Development Services</b> municipal staff time for review of submission materials prior to submitting complete planning applications. The charges will be based on Municipal Staff Cost Recovery fee item 2Bvi.below  |                                      |
| iii. | Deposit for CAPP Phase 2 and Phase 3 - Site Plan and Draft Plans of Subdivision Applications   | Flat Rate   | \$30,000.00            | \$30,000.00            |                            |                         | 20%        | N             | Deposit to cover the cost of Development Services municipal staff time for review of submission materials prior to submitting complete planning applications. The charges will be based on Municipal Staff Cost Recovery fee item 2Bvi.below   | Revised Description                  |
| iv.  | Peer Review Consultants - Deposit for CAPP Phase 2 and Phase 3 - Peer Review Consultants cost for Official Plan Amendment and Zoning By-law Amendment Applications | Flat Rate   | \$5,000.00             | \$5,000.00             |                            |                         | 20%        | N             | Deposit to cover the cost of Peer Review consultants time for review and submission materials-prior to submitting complete planning applications.  |                                      |
| v.   | Peer Review Consultants - Deposit for CAPP Phase 2 and Phase 3 - Peer Review consultant for Site Plan and Draft Plans of Subdivision Applications                  | Flat Rate   | \$30,000.00            | \$30,000.00            |                            |                         | 20%        | N             | Deposit to cover the cost of Peer Review consultants time for review of submission materials prior to submitting complete planning applications.   | Revised Description                  |
| vi.  | Municipal Staff Cost Recovery for CAPP   | Hourly  | Loaded Hourly Rate     | Loaded Hourly Rate     |                            |                         | 20%        | N             | Loaded Hourly Rate plus Corporate Administrative overhead of 20% will be used to cover staff time for: Applications proceeding with CAPP (OPA/ZBA, ZBA, Draft Plans of Subdivision and SPA) - for Phase 2 and Phase 3 of the Collaborative Application Pre-consultation (CAP) process  | Revised Description                  |
| 3.   | <b>Deposit for Consultants/Peer Review Costs (Planning Applications):</b>  | The Town may engage consultants to review and evaluate studies, retain solicitors and similar professional services in which case the costs incurred will be charged back to the applicant, plus 20.0% administrative fee. The Town will require an initial deposit of \$30,000 for minor applications and \$50,000 for major applications at the time of filing the Planning Application. In the event that the complexity etc. of the assignment is such that additional deposit fees to cover peer review services are required, staff will advise the proponent in writing. All work on the project will cease until the deposit account is brought into order to the satisfaction of the Town. After all professional peer review invoices are accounted for, the Town will refund any residual deposit to the applicant.  |                        |                        |                            |                         |            |               |  |                                      |
| a)   | <b>Deposit for Landscape Architect - Planning Applications Review cost</b>   | Hourly  | N/A                    | Loaded Hourly Rate     |                            |                         | 20%        | N             | The Town will require an initial deposit of \$10,000 for Draft Plan for Subdivision Applications and Major Site Plan Applications and \$5,000 for Minor Site Plan Applications and other types of Planning Applications as deemed necessary by Development Services.<br><br>Loaded Hourly Rate plus Corporate Administrative overhead of 20% will be used to cover the Town's Landscape Architect's time for review of Planning Applications | New                                  |
| 4.   | <b>Official Plan/Secondary Plan Amendment:</b>   | The Town may engage consultants to review and evaluate studies, retain solicitors and similar professional services in which case the costs incurred will be charged back to the applicant, plus a 20.0% administrative fee. The Town will require an initial deposit of \$30,000 for minor applications and \$50,000 for major applications at the time of filing the Planning Application. The Town will require an initial deposit of \$3,000 for Minor Official Plan Amendment applications at the time of filing the Planning Application. In the event that the complexity etc. of the assignment is such that additional deposit fees to cover peer review services are required, staff will advise the proponent in writing. All work on the project will cease until the deposit account is brought into order to the satisfaction of the Town. After all professional peer review invoices are accounted for, the Town will refund any residual deposit to the applicant. |                        |                        |                            |                         |            |               |  |                                      |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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**DEVELOPMENT SERVICES COMMISSION**

| Item   | Goods/Services Provided  | Unit of Measure | 2024 Rate (before Tax) | 2025 Rate (before Tax) | Mid-Year Rate (before Tax) | Mid-Year Effective Date | Admin Cost | HST 13% (Y/N) | Additional Description   | New/ Revised (other than indexation) |
|--------|--|-----------------|------------------------|------------------------|----------------------------|-------------------------|------------|---------------|--|--------------------------------------|
| a) i.  | Official Plan Amendment Application                              | Flat Rate       | \$32,663.00            | \$33,643.00            |                            |                         |            | N             |  |                                      |
| a) ii. | Minor Official Plan Amendment Application                        | Flat Rate       | \$10,000.00            | \$10,300.00            |                            |                         |            | N             | Minor Official Plan Amendment is defined as a site-specific amendment to the Official Plan Policy 11.6.3.1 and 11.6.4 in Musselman's Lake Community Area, to develop and/or create up to three (3) lots, serviced by private wells. Item 4 (b), 4 (c) , 4 (d) and 4 (e) are not applicable to Minor Official Plan Amendment Applications.  |                                      |
| b)     | Additional if Private Sewage Disposal Proposed                   | Flat Rate       | \$2,016.00             | \$2,076.00             |                            |                         |            | N             | For applications that have other associated Planning Act application/s submitted concurrently or expected shortly, this fee is payable with one Planning Act application only.   |                                      |
| c)     | Town Council Approval  | Flat Rate       | \$5,424.00             | \$5,587.00             |                            |                         |            | N             | This fee is payable prior to issuance of the staff recommendation report for the Council meeting. If Council does not approve the application the Approval fee will be returned to the applicant   | Revised Description                  |
| d)     | Recirculation Fee  | Flat Fee        | \$4,517.00             | \$4,653.00             |                            |                         |            |               | For each subsequent circulation, after two circulations  |                                      |
| e)     | Additional Public Meeting (for 2nd or additional Public Meeting) | Flat Rate       | \$1,781.00             | \$1,834.00             |                            |                         |            | N             |  |                                      |
| 5.     | <b>Zoning By-Law Amendment: (including Temporary Use)</b>        |                 |                        |                        |                            |                         |            |               |  |                                      |
| a)     | Major Application  | Flat Rate       | \$27,594.00            | \$28,422.00            |                            |                         |            | N             | Major Amendment: an application which is significant in scale or scope which may have an impact beyond the subject lands. Such applications may include, but not necessarily be limited to: <ul style="list-style-type: none"> <li>• Amendment affecting a broad geographic area or multiple properties</li> <li>• Amendment having broader municipal or regional planning implications• Any ICI application for development exceeding 200m2 in gross floor area</li> <li>• Any residential development exceeding 3 lots/units.</li> <li>• Any development requiring 3 or more major studies (e.g. Transportation, traffic, environmental, hydrogeological, market analysis, etc.)</li> <li>• Amendment requiring creation of a new zone category</li> <li>• Any amendment affecting a brownfield site, or an influence area/separation distance for an industrial use, mineral aggregate use, waste management facility or communal sewage disposal/ facility.</li> <li>• Any amendment for a mixed-use zoning increased Density By-law (Sec. 37 of Planning Act)</li> <li>• Any amendment as determined to be Major by the Commissioner of Development Services</li> </ul> |                                      |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item      | Goods/Services Provided  | Unit of Measure       | 2024 Rate (before Tax) | 2025 Rate (before Tax) | Mid-Year Rate (before Tax) | Mid-Year Effective Date | Admin Cost | HST 13% (Y/N) | Additional Description  | New/ Revised (other than indexation) |
|-----------|--|-----------------------|------------------------|------------------------|----------------------------|-------------------------|------------|---------------|---|--------------------------------------|
| b)        | Minor Application  | Flat Rate             | \$16,556.00            | \$17,053.00            |                            |                         |            | N             | Minor Amendment: an application that is small in scale and having minimal or no impact beyond the subject lands. Such applications may include, but not necessarily be limited to: <ul style="list-style-type: none"> <li>• Amendment affecting a small geographic area or individual site or property specific change to one or more zone standards,</li> <li>• Addition of one or more permitted uses with no significant impact on existing development standards</li> <li>• Any ICI application for development up to 200m2 in gross floor area</li> <li>• A rezoning or change of standards for up to 3 residential lots/units</li> <li>• Renewal of Temporary Use By-law (2nd or subsequent year)</li> <li>• Rezoning required as a result of a lot addition or boundary adjustment for a residential or minor non-residential lot addition or boundary adjustment</li> <li>• Rezoning required to legalize an existing accessory apartment or second dwelling unit</li> <li>• Any amendment as determined to be Minor by the Commissioner of Development Services</li> </ul> |                                      |
| c)        | Additional if Private Sewage Disposal Proposed                   | Flat Rate             | \$2,016.00             | \$2,076.00             |                            |                         |            | N             | For applications that have other associated Planning Act application/s submitted concurrently or expected shortly, this fee is payable with one Planning Act application only.  |                                      |
| d)        | Council Approval   | Flat Rate             | \$2,326.00             | \$2,396.00             |                            |                         |            | N             | This fee is payable prior to issuance of the staff recommendation report for the Council meeting. If Council does not approve the application the Approval fee will be returned to the applicant  |                                      |
| e)        | Recirculation Fee  | Flat Fee              | \$4,517.00             | \$4,653.00             |                            |                         |            |               | For each subsequent circulation, after two circulations   |                                      |
| f)        | Additional Public Meeting (for 2nd or additional Public Meeting) | Flat Rate             | \$1,781.00             | \$1,834.00             |                            |                         |            | N             |   |                                      |
| g)        | Extension of Temporary Use By-law Application                    | Flat Rate             | \$9,033.00             | \$9,304.00             |                            |                         |            | N             |   |                                      |
| h)        | Removal/Lifting of Holding Symbol                                | Flat Rate             | \$5,646.00             | \$5,815.00             |                            |                         |            | N             |   |                                      |
| i)        | Ministers Zoning Order Review Fee                                | Flat Rate             | \$8,804.00             | \$9,068.00             |                            |                         |            | N             | Review and Comments on Ministry of Municipal Affairs and Housing Minister's Zoning Order applications   |                                      |
| <b>6.</b> | <b>Draft Plan of Subdivision Application:</b>                    |                       |                        |                        |                            |                         |            |               |   |                                      |
| a)        | 1-50 lot(s) or Unit(s) or Block(s)                               | Flat Fee              | \$39,520.00            | \$40,706.00            |                            |                         |            | N             | <b>Plus:</b> \$260 per lot/unit/block for first 25. \$155.00 per lot/unit/block 26-50. \$104 per lot/unit 51 and over. <b>Fee is due at time of application.</b> Should the number of lot/unit/block increase in review of the Application, the Owner will be required to pay the approval fee for the additional lot/unit/block. If the number of lot/unit/block decreases in review of the Application, no refund will be issued.   |                                      |
| b)        | 51-100 lots or Units or Blocks                                   |                       |                        |                        |                            |                         |            |               |   |                                      |
| c)        | Greater than 100 Lots or Units or Blocks                         |                       |                        |                        |                            |                         |            |               |   |                                      |
| d)        | Additional where Private Sewage Disposal Proposed                | Per Lot/Unit or Block | \$2,016.00             | \$2,076.00             |                            |                         |            | N             | For applications that have other associated Planning Act application/s, this fee is payable with one Planning Act application only.   |                                      |
| e)        | Residential - Draft Plan Approval Fee                            | Per Lot/Unit or Block | \$451.00               | \$465.00               |                            |                         |            | N             | Fee due at issuance of draft plan approval  |                                      |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item      | Goods/Services Provided  | Unit of Measure    | 2024 Rate (before Tax) | 2025 Rate (before Tax) | Mid-Year Rate (before Tax) | Mid-Year Effective Date | Admin Cost | HST 13% (Y/N) | Additional Description  | New/ Revised (other than indexation) |
|-----------|--|--------------------|------------------------|------------------------|----------------------------|-------------------------|------------|---------------|---|--------------------------------------|
| f)        | Non-residential - Draft Plan Approval Fee  | Per Hectare        | \$2,596.00             | \$2,674.00             |                            |                         |            | N             | Fee due at issuance of draft plan approval  |                                      |
| g)        | Recirculation fee  | Flat Fee           | \$4,517.00             | \$4,653.00             |                            |                         |            | N             | For each subsequent circulation, after two circulations   |                                      |
| h)        | Revisions to Draft Plan Approval Requests  | Flat Fee           | \$8,066.00             | \$8,308.00             |                            |                         |            | N             |   |                                      |
| i)        | Revisions to Conditions of Draft Approval Requests   | Flat Fee           | \$8,066.00             | \$8,308.00             |                            |                         |            | N             |   |                                      |
| j)        | Extension of Draft Plan Approval and Extension of Servicing Allocation                             | Flat Fee           | \$7,135.00             | \$7,349.00             |                            |                         |            | N             |   |                                      |
| <b>7.</b> | <b>Draft Plan of Condominium Application:</b>  |                    |                        |                        |                            |                         |            |               |   |                                      |
| a)        | 1-50 Unit(s), Lot(s) or Block(s)   | Flat Fee           | \$25,833.00            | \$26,608.00            |                            |                         |            | N             |   |                                      |
| b)        | 51-100 Units, Lots or Blocks   | Flat Fee           | \$31,967.00            | \$32,926.00            |                            |                         |            | N             |   |                                      |
| c)        | Greater than 100 Units, Lots or Blocks   | Flat Fee           | \$33,095.00            | \$34,088.00            |                            |                         |            | N             |   |                                      |
| d)        | Additional where Private Sewage Disposal Proposed  | Flat Fee           | \$2,016.00             | \$2,076.00             |                            |                         |            | N             | For applications that have other associated Planning Act application/s submitted concurrently or expected shortly, this fee is payable with one Planning Act application only and paid with the earlier planning application. |                                      |
| e)        | Request for Exemption from Draft Plan of Condominium   | Flat Fee           | \$4,536.00             | \$4,672.00             |                            |                         |            | N             |   |                                      |
| f)        | Application for the Conversion of Rental Units to Condominiums                                     | Flat Fee           | \$7,155.00             | \$7,370.00             |                            |                         |            | N             |   |                                      |
| g)        | Residential - Draft Plan Approval Fee  | Per Unit/Lot/Block | \$451.00               | \$465.00               |                            |                         |            | N             | Fee due at issuance of draft plan approval. Not applicable if 6e has been paid  |                                      |
| h)        | Non-residential - Draft Plan Approval Fee  | Per Hectare        | \$2,596.00             | \$2,674.00             |                            |                         |            | N             | Fee due at issuance of draft plan approval. Not applicable if 6e has been paid  |                                      |
| i)        | Recirculation fee  | Flat Rate          | \$4,517.00             | \$4,653.00             |                            |                         |            | N             | For each subsequent circulation, after two circulations   |                                      |
| j)        | Red-lined Revisions to Draft Plan and extension of servicing allocation Requests                   | Flat Fee           | \$8,066.00             | \$8,308.00             |                            |                         |            | N             |   | Revised Description                  |
| k)        | Revisions to Conditions of Draft Approval Requests   | Flat Fee           | \$8,066.00             | \$8,308.00             |                            |                         |            | N             |   |                                      |
| l)        | Extension of Draft Plan Approval and servicing allocation  | Flat Fee           | \$7,135.00             | \$7,349.00             |                            |                         |            | N             |   |                                      |
| <b>8.</b> | <b>Site Plan Control Application: Director of Development Services Approval</b>                    |                    |                        |                        |                            |                         |            |               |   |                                      |
| a)        | Industrial and Agricultural (Agricultural development that require Site Plan Control applications) | Flat Fee           | \$15,628.00            | \$25,000.00            |                            |                         |            | N             | Plus \$2.00/m <sup>2</sup> of proposed GFA; Fee due at time of application  | Revised                              |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate (before Tax)                            | 2025 Rate (before Tax)                            | Mid-Year Rate (before Tax) | Mid-Year Effective Date | Admin Cost | HST 13% (Y/N) | Additional Description   | New/ Revised (other than indexation) |
|------|---|-----------------|---|---|----------------------------|-------------------------|------------|---------------|--|--------------------------------------|
| b)   | Commercial, Office and Institutional  | Flat Fee        | \$15,988.00                                       | \$25,000.00                                       |                            |                         |            | N             | Plus \$2.00/m2 of proposed GFA; Fee due at time of application   | Revised                              |
| c)   | Multi Residential   | Flat Fee        | \$15,988.00                                       | \$25,000.00                                       |                            |                         |            | N             | Plus \$233.00 per Unit; Fee due at time of application   | Revised                              |
| d)   | Mixed Use   | Flat Fee        | \$15,988.00                                       | \$25,000.00                                       |                            |                         |            | N             | Plus \$2.00/m2 of proposed GFA for non-residential component Plus \$233.00 per residential unit. Fee due at time of application  | Revised                              |
| e)   | Cemeteries, Golf Courses  | Per Hectare     | \$1,084.00  | \$1,117.00  |                            |                         |            | N             |  |                                      |
| f)   | Aggregate Operations  | Flat Fee        | \$10,952.00                                       | \$11,281.00                                       |                            |                         |            | N             | <b>Plus:</b> \$960 per hectare; Fee due at time of application   |                                      |
| g)   | Minor Site Plan Application   | Flat Fee        | N/A   | \$10,000.00                                       |                            |                         |            | N             | Minor: including but not limited to site plan approval required for equal to or less than 40% expansion to existing gross floor area, land use change or expansion of uses in existing buildings, alterations to existing buildings and uses that increase the usability of the site, minor changes to landscape areas (including addition of site furniture, lighting, etc.) and parking lots not resulting in grading changes, minor changes to building design, material or elevations or any other amendment as determined to be Minor by the Commissioner of Development Services | New                                  |
| h)   | Additional where Private Sewage Disposal is Proposed                                    | Flat Fee        | \$2,016.00  | \$2,076.00  |                            |                         |            | N             | For applications that have other associated Planning Act application/s submitted concurrently or expected shortly, this fee is payable with one Planning Act application only. (Does not apply to Residential Development in the Oak Ridges Moraine Area under 8i)   |                                      |
| i)   | <b>Oak Ridges Moraine Area - Residential Development in the Oak Ridges Moraine Area</b> | Flat Fee        | See below categories for Oak Ridges Moraines Area | See below categories for Oak Ridges Moraines Area |                            |                         |            | N             |  |                                      |
| i.   | Accessory Stream  | Flat Fee        | \$276.00  | \$284.00  |                            |                         |            | N             |  |                                      |
| ii.  | Renovation Stream   | Flat Fee        | \$582.00  | \$599.00  |                            |                         |            | N             |  |                                      |
| iii. | Minor Construction Stream   | Flat Fee        | \$828.00  | \$853.00  |                            |                         |            | N             |  |                                      |
| iv.  | Major Construction Stream   | Flat Fee        | \$1,103.00  | \$1,136.00  |                            |                         |            | N             |  |                                      |
| j)   | Site Plan Recirculation Fee   | Flat Fee        | \$5,646.00  | \$5,815.00  |                            |                         |            | N             | For each subsequent circulation, after two circulations (does not apply to Residential Development in the Oak Ridges Moraine Area)   |                                      |
| k)   | Extension of Site Plan Approval and extension of servicing allocation                   | Flat Fee        | \$1,694.00  | \$1,745.00  |                            |                         |            | N             |  |                                      |



**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| l)   | Amendment to Site Plan Approval and/or Agreement:   |                 |                           |                           |                               |                         |            |                  |   |   |
| i.   | Major Amendment   | Flat Fee        | \$7,814.00                | \$8,048.00                |                               |                         |            | N                | Major: including but not limited to any amendment greater than 40% expansion to existing gross floor area, or major changes to landscape areas and parking lots resulting in grading changes, new parking spaces/areas, changes to site design, modifications to building design, materials and elevations or any other amendment as determined to be Major by the Director of Development Services |   |
| ii.  | Minor Amendment   | Flat Fee        | \$3,908.00                | \$4,025.00                |                               |                         |            | N                | Minor: including but not limited to any amendment equal to or less than 40% expansion to existing gross floor area, or minor changes to landscape areas and parking lots not resulting in grading changes, minor changes to building design, material or elevations or any other amendment as determined to be Minor by the Director of Development Services  |   |
| m)   | Site Plan Amendment Recirculation Fee   | Flat Fee        | \$1,023.00                | \$1,054.00                |                               |                         |            | N                | Applies to both Major and Minor Amendment Application - For each subsequent circulation, after two circulations (does not apply to Residential Development in the Oak Ridges Moraine Area and Heritage Area)  |   |
| n)   | Amendment to site approval plan in Oak Ridges Moraine Area - Residential Development in the Oak Ridges Moraine Area (For all ORM Streams) | Flat fee        | \$276.00                  | \$284.00                  |                               |                         |            | N                |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item       | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| o)         | Radio and Telecommunication Towers:                                  |                 |                           |                           |                               |                         |            |                  |   |   |
| i.         | Radio and telecommunication tower <b>without</b> public consultation | Flat Fee        | \$3,310.00                | \$8,000.00                |                               |                         |            | N                |   | Revised                                       |
| ii.        | Radio and telecommunication tower <b>with</b> public consultation    | Flat Fee        | \$11,038.00               | \$16,097.00               |                               |                         |            | N                |   | Revised                                       |
| <b>9.</b>  | <b>Part Lot Control Applications:</b>                                |                 |                           |                           |                               |                         |            |                  |   |   |
| a)         | Part Lot Control Application - Exemption                             | Flat Fee        | \$5,099.00                | \$5,252.00                |                               |                         |            | N                | Plus \$150.00 per lot/unit  |   |
| b)         | Part Lot Control Application - Amendment                             | Flat Fee        | \$5,099.00                | \$5,252.00                |                               |                         |            | N                |   |   |
| c)         | Part Lot Control Application - Minor changes to conditions           | Flat Fee        | \$2,489.00                | \$2,564.00                |                               |                         |            | N                |   |   |
| d)         | Part Lot Control Application - Extension                             | Flat Fee        | \$2,489.00                | \$2,564.00                |                               |                         |            | N                |   |   |
| <b>10.</b> | <b>Committee of Adjustment:</b>                                      |                 |                           |                           |                               |                         |            |                  |   |   |
| a) i.      | Consent Application  | Flat Fee        | \$7,676.00                | \$7,906.00                |                               |                         |            | N                |   |   |
| a) ii.     | Consent - Public Notification Sign                                   | Flat Fee        | \$20.00                   | \$21.00                   |                               |                         |            | N                | Fee to be calculated based on number of signs required for the application. |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item   | Goods/Services Provided   | Unit of Measure           | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year<br>Rate<br>(before Tax) | Mid-Year<br>Effective<br>Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|--------|---|---------------------------|---------------------------|---------------------------|----------------------------------|-------------------------------|---------------|---------------------|--|---|
| b)     | Request for Change of Condition by the Applicant  | Flat Fee                  | \$3,838.00                | \$3,953.00                |                                  |                               |               | N                   |  |   |
| c)     | Administration  | For Each New Lot          | \$12,585.00               | \$12,963.00               |                                  |                               |               | N                   |  |   |
|        |   | For all other Conveyances | \$8,955.00                | \$9,224.00                |                                  |                               |               | N                   |  |   |
| d)     | Application - Validate Title  | Flat Fee                  | \$2,385.00                | \$2,457.00                |                                  |                               |               | N                   |  |   |
| e) i.  | Minor Variance or Permission Application  | Flat Fee                  | \$3,726.00                | \$3,838.00                |                                  |                               |               | N                   |  |   |
| e) ii. | Minor Variance - Public Notification Sign   | Flat Fee                  | \$20.00                   | \$21.00                   |                                  |                               |               | N                   |  |   |
| f)     | More than one variance draft plan of subdivision  | Flat Fee                  | \$3,726.00                | \$3,838.00                |                                  |                               |               | N                   | Plus \$210.00 per lot / unit   |   |
| g)     | Minor Variance or Permission Application for Oak Ridges Moraine for Sections 3.18.4 or 3.20.4 of the Zoning By-Law only         | Flat Fee                  | \$1,864.00                | \$1,920.00                |                                  |                               |               | N                   | Fee is for applications only involving variances to Sections 3.18.4 or 3.20.4 of the Zoning By-Law to permit development     |   |
| h)     | Deferral fee (request by the applicant) consent or minor variance   | Flat Fee                  | \$1,354.00                | \$1,395.00                |                                  |                               |               | N                   | For each additional public hearing   |   |
| i)     | Consent or Minor Variance where Land is to be Conveyed to any Public Authorities, or on which Conservation Easements are placed |                           |                           |                           |                                  |                               |               | N                   | No fee for the conveyance of consent or minor variance to any public authority or on which conservation easements are placed |   |
| 11.    | <b>Deeming By-law Application</b>   |                           | \$3,726.00                | \$3,838.00                |                                  |                               |               | N                   |  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item       | Goods/Services Provided  | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year<br>Rate<br>(before Tax) | Mid-Year<br>Effective<br>Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------------|--|-------------------|---------------------------|---------------------------|----------------------------------|-------------------------------|---------------|---------------------|--|---|
| <b>12.</b> | <b>Cash-in-Lieu of Parking Payment Application:</b>  |                   |                           |                           |                                  |                               |               |                     |  |   |
| a)         | New development, redevelopment, additions to existing buildings and changes in use on a property listed in the Town's Built Heritage Inventory     | Per Parking Space | \$5,389.00                | \$5,551.00                |                                  |                               |               | N                   |  |   |
| b)         | New development, redevelopment, additions to existing buildings and changes in use on a property not listed in the Town's Built Heritage Inventory | Per Parking Space | \$8,084.00                | \$8,327.00                |                                  |                               |               | N                   |  |   |
| c)         | Change in use of property only (listing in Town's Built Heritage Inventory not applicable)   | Per Parking Space | \$5,389.00                | \$5,551.00                |                                  |                               |               | N                   |  |   |
| <b>13.</b> | <b>911 Address Signs</b>   |                   | \$46.00                   | \$47.00                   |                                  |                               |               | Y                   |  |   |
| <b>14.</b> | <b>Request for change and assignment of Address, Street Naming and Numbering:</b>  |                   |                           |                           |                                  |                               |               |                     |  |   |
| a)         | Request for Change of Address  | Flat Fee          | \$338.00                  | \$348.00                  |                                  |                               |               | N                   | This fee applies to request for change only and does not include Addressing By-law. If an Addressing By-law is required, additional fee as per item 14(b). Not applicable to municipally addressed vacant lots or lands without an existing municipal address (e.g. unaddressed existing lots, infill lots, etc.). New Subdivisions do not fall in this category. See 14 d), e) and f) below. In case the development requires municipal addressing for more than one building on the same lot (2 or more buildings on the same lot), items a) and b) are both applicable. | Revised description                           |
| b)         | Addressing By-law to Council for Change of Address   | Flat Fee          | \$338.00                  | \$348.00                  |                                  |                               |               | N                   | Addressing By-law  |   |
| c)         | Addressing for lots created through Consent or for existing unaddressed single lot   | Flat Fee          | \$676.00                  | \$696.00                  |                                  |                               |               | N                   | Per new lot created or addressed - includes Addressing By-law  |   |
| d)         | Subdivisions - New Street Names from Town's Pre-Approved List  | Flat Fee          | \$338.00                  | \$348.00                  |                                  |                               |               | N                   | Per Street Name - includes Street Naming By-law. Requires consultation with Street Naming Working Group  |   |
| e)         | Subdivisions - New Street Names Proposed (Street Names not included in Town's Pre-Approved List)   | Flat Fee          | \$2,424.00                | \$2,497.00                |                                  |                               |               | N                   | Per Street Name - includes Street Naming By-law. Requires research and consultation with Street Naming Working Group   |   |
| f)         | Subdivisions - New Street Units/Lots Addressing  | Flat Fee          | \$48.00                   | \$49.00                   |                                  |                               |               | N                   | Per Address/Unit/Lot/Block - includes Addressing By-law  |   |
| <b>15.</b> | <b>Ontario Land Tribunal Appeal/Referral Processing</b>  | Flat Fee          | \$1,023.00                | \$1,054.00                |                                  |                               |               | N                   | Records preparation, compilation and dispatch to the OLT   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax)   | 2025 Rate<br>(before Tax)   | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--|---|---|-------------------------------|-------------------------|------------|------------------|---|---|
| 16.  | Stouffville Secondary Plan   | Per Secondary Plan   | \$36.00   | \$37.00   |                               |                         |            | Y                | Hard copy print for each Secondary Plan   |   |
| 17.  | Official Plan  | Each   | \$200.00  | \$206.00  |                               |                         |            | Y                | Hard copy print   |   |
| 18.  | Comprehensive Zoning By-Law 2010-001-ZO  | Each   | \$115.00  | \$118.00  |                               |                         |            | Y                | Hard copy print   |   |
| 19.  | <b>File Maintenance Fee for all Planning Applications:</b>   | Per Application  |   |   |                               |                         |            | Y                | See Town's Planning Applications File Maintenance and Closure Policy  |   |
| a)   | File Maintenance Fee at six (6) months   | Per Application At six (6) months  | \$845.00  | \$870.00  |                               |                         |            | Y                | See Town's Planning Applications File Maintenance and Closure Policy  |   |
| b)   | File Maintenance Fee after six (6) months and beyond   | Per Application After six (6) months and beyond                            | \$1,694.00  | \$1,745.00  |                               |                         |            | Y                | The fee will be collected to a maximum of 24 months. The application would be closed in accordance with the Town's Planning Applications File Maintenance and Closure Policy and a new application will be required with the current applicable fees.   |   |
| 20.  | <b>Site Plan Agreement and Development Agreement maintenance fee - If executed copies are not returned to the Town by the Owner/Applicant after the issuance of the final copy of the Agreements for execution</b> | Per Agreement  | \$539.00  | \$555.00  |                               |                         |            | N                | Beyond 6 months and every 6 months thereafter   |   |
| 21.  | <b>Request for various studies from previous applications or projects and Municipal Staff cost recovery for non-planning application requests</b>  | Per study request or number of studies obtained through information search | Loaded Hourly rate for information search plus the cost of copying per sheet as per Schedule L of the Town's Fees and Charges By-law for paper copies | Loaded Hourly rate for information search plus the cost of copying per sheet as per Schedule L of the Town's Fees and Charges By-law for paper copies |                               |                         |            | N                | Loaded Hourly rate for information search plus the cost of copying per sheet as per Schedule L of the Town's Fees and Charges By-law for paper copies<br>Others: Potential purchasers of properties where inquiries are over and above zoning information (typically with larger properties or ongoing applications), information letter for complex inquiries, property information reports, any others as deemed applicable by the Director of Development Services and his/her designate |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE 'F'**

**SERVICE AREA: PLANNING**

**DEVELOPMENT SERVICES COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure   | 2024 Rate<br>(before Tax)  | 2025 Rate<br>(before Tax)  | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------|--|-------------------|--|--|-------------------------------|-------------------------|------------|------------------|--|--|
| 22.  | GIS Map Request  | Per map requested | Loaded Hourly rate plus the cost of production of map (paper copies) Arch E - \$31 Arch D - \$26<br>Tabloid - \$15<br>Legal and Letter- \$10<br><br>Town Street Maps<br><br>Town Street Map - Large Format - \$31<br>Street Index - Map Book - \$150<br>Street Index - Map Book - Individual Pages – See rates above based on size | Loaded Hourly rate plus the cost of production of map (paper copies) Arch E - \$32 Arch D - \$27<br>Tabloid - \$15<br>Legal and Letter- \$10<br><b>Town Street Maps</b><br><br><b>Town Street Map</b> - Large Format - \$32<br><b>Street Index</b> - Map Book - \$155<br><b>Street Index - Map Book</b> - Individual Pages - See rates above based on size |                               |                         |            | N                | Loaded Hourly rate plus the cost of production of map (paper copies)<br>Arch E - \$32<br>Arch D - \$27<br>Tabloid - \$15<br>Legal and Letter- \$10<br><br><b>Town Street Maps</b><br>(Loaded hourly rates not applicable as these standard costs for maps that do not require customization)<br>Town Street Map - Large Format - \$32<br>Street Index - Map Book - \$155<br>Street Index - Map Book - Individual Pages - See rates above based on the size |  |
| 23.  | Heritage Planning: Preliminary Evaluation Report for Buildings listed on the Town's Built Heritage Inventory | Flat Fee          | \$1,057.00   | \$1,089.00   |                               |                         |            | N                | Prepared by Town staff, at the request of the Owner or applicant, for properties listed in the Town's Built Heritage Inventory that may be exempted from Cultural Heritage Impact Assessment, as determined by staff and subject to the discretion of staff's opinion and availability (For properties that do not require extensive research)   |  |
| 24.  | Application to Establish Legal Non-Conforming Uses   | Flat Fee          | \$1,023.00   | \$1,500.00   |                               |                         |            | N                | Fee to cover the cost for Application to Establish a Legal Non-Conforming Use  | Revised                                    |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "G"**

**SERVICE AREA: TAX AND REVENUE**

**FINANCE SERVICES COMMISSION**

| Item      | Goods / Services Provided                                   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|-----------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| <b>1.</b> | <b>Administrative Fees:</b>                                 |                 |                           |                           |                               |                            |               |                     |  |   |
| a)        | Returned Payment  | Per Payment     | \$51.00                   | \$53.00                   |                               |                            |               | N                   |  |   |
| b)        | Refund of Overpayment by Mortgage Company or Lawyer         | Each            | \$51.00                   | \$53.00                   |                               |                            |               | N                   |  |   |
| c)        | Additional EDI Payment Error Correction (first one is free) | Each            | \$56.00                   | \$58.00                   |                               |                            |               | N                   | Any request to re-distribute payment when an electronic payment has been made to an incorrect account. |   |
| d)        | Post Dated Cheque Removal or Date Change                    | Each            | \$35.00                   | \$36.00                   |                               |                            |               | N                   |  |   |
| i.        | Ownership Change Fee Tax - Newly/Constructed Sold Property  | Each            | \$35.00                   | \$36.00                   |                               |                            |               | N                   |  |   |
| ii.       | New Roll Number Creation Set-up Fee                         | Each            | \$61.00                   | \$63.00                   |                               |                            |               | N                   |  |   |
| iii.      | Residential - Apportionment Fee                             | Each Roll       | \$56.00                   | \$58.00                   |                               |                            |               | N                   | Fee to administer apportionment of property  |   |
| e)        | Mortgage Company Account Administration Fee                 | Each Roll       | \$11.00                   | \$11.00                   |                               |                            |               | N                   | Fee for administration of mortgage company information for billings                                    |   |
| f)        | POA Fine Collection Fee                                     | Each            | \$58.00                   | \$60.00                   |                               |                            |               | N                   |  |   |
| g)        | Adding Outstanding Fees & Charges to the Tax Roll           | Each            | \$44.00                   | \$45.00                   |                               |                            |               | N                   | Fee for transferring unpaid fees & charges to the tax roll for collection                              |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "G"**

**SERVICE AREA: TAX AND REVENUE**

**FINANCE SERVICES COMMISSION**

| Item      | Goods / Services Provided                          | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| <b>2.</b> | <b>Certificates:</b>                               |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Combined Tax and Water Certificates                | Per Account     | \$109.00                  | \$112.00                  |                               |                         |            | N                | Verbal Information provided once certificate is produced (up to 3 months from date of certificate) |   |
| <b>3.</b> | <b>Account Details:</b>                            |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Property Tax Bill Reprint                          | Each            | \$20.00                   | \$21.00                   |                               |                         |            | N                | This fee pertains to second and subsequent reprint requests. The first reprint is free of charge.  |   |
| b)        | Water Bill Reprint                                 | Each            | \$20.00                   | \$21.00                   |                               |                         |            | N                | This fee pertains to second and subsequent reprint requests. The first reprint is free of charge.  |   |
| c)        | Water Statement of Account - Summary               | Per Account     | \$16.00                   | \$16.00                   |                               |                         |            | N                | Summary Page only  |   |
| d)        | Water Statement of Account - Detailed              | Per Account     | \$40.00                   | \$41.00                   |                               |                         |            | N                | Includes Transaction History   |   |
| e)        | Tax Statement of Account - Summary                 | Per Account     | \$16.00                   | \$16.00                   |                               |                         |            | N                | Summary Page only  |   |
| f)        | Tax Statement of Account - Detailed                | Per Account     | \$40.00                   | \$41.00                   |                               |                         |            | N                | Includes Transaction History   |   |
| g)        | Mortgage Company - Status of Account               | Each Roll       | \$16.00                   | \$16.00                   |                               |                         |            | N                | Total taxes owing at time of request   |   |
| h)        | Mortgage Company - Detailed Statement              | Each Roll       | \$45.00                   | \$46.00                   |                               |                         |            | N                | Breakdown of taxes owing by instalment/year  |   |
| <b>4.</b> | <b>Account Analysis:</b>                           |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Water Account Analysis/Research (1 hr min.)        | Per Hour        | \$45.00                   | \$46.00                   |                               |                         |            | N                | Fee for analysis of water account  |   |
| b)        | Property Tax Account Analysis/Research (1 hr min.) | Per Hour        | \$45.00                   | \$46.00                   |                               |                         |            | N                | Fee for analysis of tax account  |   |



**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "G"**

**SERVICE AREA: TAX AND REVENUE**

**FINANCE SERVICES COMMISSION**

| Item      | Goods / Services Provided                                  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| c)        | Refund Credit Balance Status Fee                           | Per Tax Year    | \$30.00                   | \$31.00                   |                               |                         |            | N                | A fee for professional representatives acting on behalf of the taxpayer who are requesting a refund transfer credit balance status. (i.e. Tax Appeals) |   |
| <b>5.</b> | <b>Water Account Fees:</b>                                 |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Final Read/New Account Setup Fee                           | Per Meter       | \$73.00                   | \$75.00                   |                               |                         |            | N                | Purchasers cost - to read water meters on closing  |   |
| b)        | Additional Account Changes                                 | Per Account     | \$40.00                   | \$41.00                   |                               |                         |            | N                | Including change of name, address, tenants etc.  |   |
| c)        | Overdue Water Accounts                                     | Per Account     |                           |                           |                               |                         |            | N                | A 1.25% penalty shall be applied on accounts balances outstanding the first day of each month.   |   |
| d)        | Adding Water Arrears to Tax Roll                           | Per Account     | \$35.00                   | \$36.00                   |                               |                         |            | N                | (Arrears added to Tax Roll will be charged interest at a rate of 1.25% per month.)   |   |
| e)        | Outside Collection Administration Charge                   | Per Account     | \$35.00                   | \$36.00                   |                               |                         |            | N                |  |   |
| <b>6.</b> | <b>Tax Sale Costs:</b>                                     |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | First Notices - <b>3 Years Arrears Important Notice</b>    | Each            | \$56.00                   | \$58.00                   |                               |                         |            | N                | Administration fee (including title search)  |   |
| b)        | Final Letter prior to Registration                         | Each            | \$169.00                  | \$174.00                  |                               |                         |            | N                | Administration fee (including title search and registered document fees)   |   |
| c)        | Preparation: Set up files and prepare for tax registration | Each            | Actual Cost               | Actual Cost               |                               |                         |            | N                |  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "G"**

**SERVICE AREA: TAX AND REVENUE**

**FINANCE SERVICES COMMISSION**

| <b>Item</b> | <b>Goods / Services Provided</b>  | <b>Unit of Measure</b> | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year Effective Date</b> | <b>Admin Cost</b> | <b>HST 13%<br/>(Y/N)</b> | <b>Additional Description</b> | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|---|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--------------------------------|-------------------|--------------------------|-------------------------------|---|
| d)          | Tax Registration: Includes preparing and registering a cancellation Certificate, if required) | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| e)          | Cancellation Certificate for Pre-existing Tax Arrears Certificate                             | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| f)          | Notices under the Farm Debt Mediation Act   | Per Addressee          | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| g)          | Notices under the Bankruptcy Act  | Per Addressee          | \$76.00                           | \$78.00                           |                                       |                                |                   | N                        |                               |   |
| h)          | Additional Farm Debt Notices or Bankruptcy Notices, if required                               | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| i)          | Execution Searches (Sheriff's Certificates)   | Per Name               | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| j)          | Copies of Executions (Writs of Seizure and Sale   | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| k)          | Corporate Searches  | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| l)          | Additional First Notices, if required   | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| m)          | Final Notices (includes updating title search)  | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| n)          | Final Notices, plus per Notice  | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| o)          | Additional Notices, if required   | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |
| p)          | Extension Agreement (includes preparation of by-law and report to Council)                    | Each                   | \$339.00                          | \$349.00                          |                                       |                                |                   | N                        |                               |   |
| q)          | Tax Sale (does not include cost of advertisements or the cost of a survey, if needed)         | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                |                   | N                        |                               |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "H"**

**SERVICE AREA: GENERAL**

**FIRE AND EMERGENCY SERVICES**

| Item | Goods/Services Provided  | Unit of Measure    | 2024 Rate<br>(before Tax)                 | 2025 Rate<br>(before Tax)                 | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description          | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--------------------|---|---|-------------------------------|----------------------------|---------------|---------------------|---------------------------------|---|
| 1.   | Request - Fire Report  | Per Report         | \$138.00                                  | \$142.00                                  |                               |                            |               | Y                   |                                 |   |
| 2.   | Request - Investigation Report   | Per Report         | \$276.00                                  | \$284.00                                  |                               |                            |               | Y                   |                                 |   |
| 3.   | File Search  | Per Request        | \$138.00                                  | \$142.00                                  |                               |                            |               | Y                   |                                 |   |
| 4.   | Yearly Burn Permit   | Per Request        | \$49.00                                   | \$50.00                                   |                               |                            |               | Y                   |                                 |   |
| 5.   | 5-Day Burn Permit  | Per Request        | \$53.00                                   | \$55.00                                   |                               |                            |               | Y                   |                                 |   |
| 6.   | Fireworks Permit, Pyrotechnics/Display                                   | Per Request        | \$138.00                                  | \$142.00                                  |                               |                            |               | Y                   |                                 |   |
| 7.   | Request - Apartment/Office Inspection                                    | Per Inspection     | \$221.00                                  | \$228.00                                  |                               |                            |               | Y                   |                                 |   |
| 8.   | Request-Industrial Inspections-Single Unit                               | Per Single Unit    | \$221.00                                  | \$228.00                                  |                               |                            |               | Y                   |                                 |   |
|      | Request-Industrial Inspections-each additional                           | Additional Units   | \$109.00                                  | \$112.00                                  |                               |                            |               | Y                   |                                 |   |
| 9.   | Request- LLBO Inspection   | Per Inspection     | \$186.00                                  | \$192.00                                  |                               |                            |               | Y                   |                                 |   |
| 10.  | Request - Day Care, Day Nursery, Home                                    | Per Inspection     | \$186.00                                  | \$192.00                                  |                               |                            |               | Y                   |                                 |   |
| 11.  | Request Inspections - OTHER  | Per Request        | \$221.00                                  | \$228.00                                  |                               |                            |               | Y                   | Includes Specialty Burn Permits |   |
| 12.  | Fire Safety Plan Review  | Initial Submission | \$201.00                                  | \$207.00                                  |                               |                            |               | Y                   |                                 |   |
| 13.  | Risk Safety Management Plan  | Per Submission     | \$71.00 per hour<br>(minimum one<br>hour) | \$73.00 per hour<br>(minimum one<br>hour) |                               |                            |               | Y                   |                                 |   |
| 14.  | Review of Plans, Site Visits, Meetings                                   | Per Item           | \$71.00 per hour<br>(minimum one<br>hour) | \$73.00 per hour<br>(minimum one<br>hour) |                               |                            |               | Y                   |                                 |   |
| 15.  | Review of Pre-consultation and CAPP Phase 2 and 3 Site Plan Applications | Per application    | N/A                                       | \$250.00                                  |                               |                            |               | Y                   |                                 | New   |
| 16.  | Review of Site Plan Application  | Per application    | N/A                                       | \$500.00                                  |                               |                            |               | Y                   |                                 | New   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "H"**

**SERVICE AREA: GENERAL**

**FIRE AND EMERGENCY SERVICES**

| Item | Goods/Services Provided  | Unit of Measure                           | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|---|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| 17.  | Review of Minister Zoning Order  | Per application                           | N/A                       | \$1,500.00                |                               |                         |            | Y                |   | New   |
| 18.  | Review of Draft Plan of Subdivision  | Per application                           | N/A                       | \$1,500.00                |                               |                         |            | Y                |   | New   |
| 19.  | Fire Route Application, Site Inspection & Approval   | Per Site                                  | \$221.00                  | \$228.00                  |                               |                         |            | Y                |   |   |
| 20.  | Additional Rental Units (to achieve compliance with Registration by-law) Inspection & Approval | Per Site                                  | \$551.00                  | \$568.00                  |                               |                         |            | Y                |   | Revised Description                           |
| 21.  | Highway Incidents (under authority of the Ministry of Transportation)                          | Per Vehicle<br>(1st hour or part thereof) | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                | Per Apparatus As Established by the Ministry of Transportation<br>**20% Admin cost to a maximum of \$350 per incident |   |
|      |  | Each Additional<br>½ hr                   | \$271.51                  | \$279.93                  |                               |                         |            |                  |   |   |
| 22.  | Motor Vehicle Incidents  | Per Vehicle<br>(1st hour or part thereof) | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                |   |   |
|      |  | Each Additional<br>½ hr                   | \$271.51                  | \$279.93                  |                               |                         |            |                  |   |   |
| 23.  | Attending a False Alarm after second and subsequent alarms within a 12-month period            | Per Vehicle<br>(1st hour or part thereof) | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                |   |   |
|      |  | Each Additional<br>½ hr                   | \$271.51                  | \$279.93                  |                               |                         |            |                  |   |   |
| 24.  | Attendance of each fire apparatus needed to extinguish or control Open Air Burning             | Per Vehicle<br>(1st hour or part thereof) | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                |   |   |
|      |  | Each Additional<br>½ hr                   | \$271.51                  | \$279.93                  |                               |                         |            |                  |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "H"**

**SERVICE AREA: GENERAL**

| Item | Goods/Services Provided   | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|---|--|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| 25.  | <b>All Hazardous Materials Calls<br/>- All Materials used, lost or damaged</b>  | Per Vehicle<br>(1st hour or part thereof)                        | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                | Per Apparatus As Established by the Ministry of Transportation<br>**20% Admin cost to a maximum of \$350 per incident  |   |
|      |   | Each Additional<br>½ hr  | \$271.51                  | \$279.93                  |                               |                         |            |                  |  |   |
| 26.  | <b>All Gas Line/Watermain Breaks that are caused by<br/>Human Error<br/>- All Materials used, lost or damaged</b>   | Per Vehicle<br>(1st hour or part thereof)                        | \$543.03                  | \$559.86                  |                               |                         | 20%        | N                |  |   |
|      |   | Each Additional<br>½ hr  | \$271.51                  | \$279.93                  |                               |                         |            |                  |  |   |
| 27.  | <b>Attendance of each apparatus and staff needed for<br/>a special event</b>  | Per Vehicle<br>(1st hour or part thereof)                        | \$650.00                  | \$670.00                  |                               |                         | 20%        | Y                | Apparatus charge and firefighter costs   |   |
|      |   | Each Additional<br>½ hr  | \$325.00                  | \$335.00                  |                               |                         |            |                  |  |   |
| 28.  | <b>Indemnification Technology - Fire Marque</b>   |  | See Description           | See Description           |                               |                         |            | Y                | Current MTO rate per apparatus & personnel/<br>hour plus any costs to Whitchurch-Stouffville Fire<br>and Emergency Services or the Town of<br>Whitchurch-Stouffville for each and every call |   |
| 29.  | <b>Duties as authorized under the Establishing &amp;<br/>Regulating By-Law &amp; the Fire Protection and<br/>Prevention Act, 1997. That would include but not<br/>limited to fire investigation services, hoarding<br/>remediation and property security.</b> | Per Event  |                           |                           |                               |                         | 20%        | Y                | Rates vary depending upon services provided.   |   |
| 30.  | <b>Provide and install smoke and / or carbon<br/>monoxide alarms / lock boxes</b>   | Cost of smoke<br>and / or carbon<br>monoxide alarm /<br>lock box |                           |                           |                               |                         |            | Y                | Cost recovery  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "H"**

**SERVICE AREA: GENERAL**

| Item | Goods/Services Provided                             | Unit of Measure   | 2024 Rate<br>(before Tax)              | 2025 Rate<br>(before Tax)              | Mid-Year<br>Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description                      | New/<br>Revised<br>(other than<br>indexation) |
|------|---|---|--|--|----------------------------------|----------------------------|---------------|---------------------|---|---|
| 31.  | Classroom Rental                                    | Per Day   | \$430.00                               | \$443.00                               |                                  |                            |               | Y                   |   |   |
| 32.  | Trade Shows, Festivals. Special Functions           | Per Event   | \$71.00 per hour<br>(minimum one hour) | \$73.00 per hour<br>(minimum one hour) |                                  |                            |               | Y                   | \$73.00 per hour to align with actual costs |   |
| 33.  | Practical Extinguisher Training                     | Per 1 hour session up to 20 persons using department equipment            | \$246.00                               | \$253.00                               |                                  |                            |               | Y                   |   |   |
|      |   | Additional sessions for groups/businesses s requiring more than 1 session | \$107.00                               | \$110.00                               |                                  |                            |               | Y                   |   |   |
| 34.  | Fire Response for Non-permitted Uses (zoning infra) | Per Vehicle<br>(1st hour or part thereof)                                 | N/A                                    | \$559.86                               |                                  |                            | 20%           | N                   |   | New   |
|      |   | Each Additional ½ hr  | N/A                                    | \$279.93                               |                                  |                            | 20%           | N                   |   | New   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "I"**

**SERVICE AREA: LEGAL**

OFFICE OF THE CAO

| Item | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| 1.   | Town's Consent to Transfer or Charge (Land Titles Act, s.118)                | Each            | \$170.00                  | \$175.00                  |                               |                         |            | N                |   |  |
| 2.   | Legal fees & disbursements for the registration and/or removal of each Order | Each            | \$580.00                  | \$597.00                  |                               |                         |            | Y                | In addition to any other fees payable relating to the infraction  |  |
| 3.   | Subdivision Agreement  | Each            | \$13,522.00               | \$13,928.00               |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.   | Revised Description                        |
| 4.   | Amendment to Subdivision Agreement   | Each            | \$4,113.00                | \$4,236.00                |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.   | Revised Description                        |
| 5.   | Earthworks Agreement   | Each            | \$2,940.00                | \$3,028.00                |                               |                         |            | Y                | Plus minimum \$100,000 security deposit.<br>In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                        |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "I"**

**SERVICE AREA: LEGAL**

OFFICE OF THE CAO

| Item | Goods/Services Provided           | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/ Revised<br>(other than indexation) |
|------|-----------------------------------|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| 6.   | Servicing Agreement               | Each            | \$2,352.00                | \$2,423.00                |                               |                         |            | Y                | Plus a security deposit equal to 100% of estimated construction costs.<br>In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                     |
| 7.   | Temporary Sales Centre Agreement  | Each            | \$1,694.00                | \$1,745.00                |                               |                         |            | Y                | Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.  | Revised Description                     |
| 8.   | Temporary Model Home(s) Agreement | Each            | \$3,527.00                | \$3,633.00                |                               |                         |            | Y                | Per each model home unit. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicants request multiple amendments resulting in the preparation of more than 2 execution versions.  | Revised Description                     |
| 9.   | Minor Encroachment Agreement      | Each            | \$1,298.00                | \$1,337.00                |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.   | Revised Description                     |



**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "I"**

**SERVICE AREA: LEGAL**

**OFFICE OF THE CAO**

| Item | Goods/Services Provided   | Unit of Measure  | 2024 Rate<br>(before Tax)                        | 2025 Rate<br>(before Tax)                        | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|------------------|--|--|-------------------------------|-------------------------|------------|------------------|---|---|
| 10.  | Major Encroachment Agreement  | Each             | \$2,695.00                                       | \$2,776.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                        |
| 11.  | Condominium Agreement   | Each             | \$8,058.00                                       | \$8,300.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                        |
| 12.  | Amendment to Condominium Agreement  | Each             | \$4,746.00                                       | \$4,888.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                        |
| 13.  | Registration of Each Phase (beyond 1st Phase) for Subdivisions and Condominiums | Beyond 1st Phase | Time billed at an hourly rate plus disbursements | Time billed at an hourly rate plus disbursements |                               |                         |            | Y                | Time to be billed at the hourly rate quoted in this Schedule, together with any disbursements, in addition to any other departmental fees applicable, quoted in this by-law.  |   |
| 14.  | <b>Site Plan Agreements:</b>  |                  |  |  |                               |                         |            |                  |   |   |
| a)   | Site Plan Agreement (simple)  | Each             | \$3,158.00                                       | \$3,253.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                        |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "I"**

**SERVICE AREA: LEGAL**

**OFFICE OF THE CAO**

| <b>Item</b> | <b>Goods/Services Provided</b>           | <b>Unit of Measure</b> | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year<br/>Effective Date</b> | <b>Admin<br/>Cost</b> | <b>HST<br/>13%<br/>(Y/N)</b> | <b>Additional Description</b>   | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|--|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|-----------------------|------------------------------|---|---|
| b)          | Site Plan Agreement (complex)            | Each                   | \$5,389.00                        | \$5,551.00                        |                                       |                                    |                       | Y                            | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                                  |
| 15.         | <b>Development Agreement</b>             | Each                   | \$2,155.00                        | \$2,220.00                        |                                       |                                    |                       | Y                            | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised<br>Description                                  |
| 16.         | <b>Development Letter of Undertaking</b> | Each                   | \$580.00                          | \$597.00                          |                                       |                                    |                       | Y                            | In addition to any other applicable departmental fees quoted in this by-law.  |   |

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SCHEDULE "I"**

**SERVICE AREA: LEGAL**

**OFFICE OF THE CAO**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax)                        | 2025 Rate<br>(before Tax)                        | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------|---|-----------------|--|--|-------------------------------|-------------------------|------------|------------------|--|--|
| 17.  | <b>Development Charges Act Agreement</b>  | Each            | \$5,389.00                                       | \$5,551.00                                       |                               |                         |            | Y                | Agreements entered into pursuant to the Development Charges Act, or in connection with Development Charge eligible projects. In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                        |
| 18.  | <b>Amending Agreements:</b>   |                 |  |  |                               |                         |            |                  |  |  |
| a)   | Site Plans  | Each            | \$1,335.00                                       | \$1,375.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.  | Revised Description                        |
| b)   | Development   | Each            | \$1,335.00                                       | \$1,375.00                                       |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.  | Revised Description                        |
| 19.  | <b>Consent or Minor Variance where Land is to be Conveyed to any Public Authorities, or on which Conservation Easements are placed.</b> |                 | Time billed at an hourly rate plus disbursements | Time billed at an hourly rate plus disbursements |                               |                         |            | Y                | Time to be billed at the hourly rate quoted in this Schedule, together with any disbursements.   |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "I"**

**SERVICE AREA: LEGAL**

**OFFICE OF THE CAO**

| Item | Goods/Services Provided                         | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| 20.  | Simple Miscellaneous Agreement (minimum)        | Each            | \$1,524.00                | \$1,570.00                |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                        |
| 21.  | Complex Miscellaneous Agreement (minimum)       | Each            | \$13,522.00               | \$13,928.00               |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                        |
| 22.  | Fill/Site Alteration Agreements and Amendments: |                 |                           |                           |                               |                         |            |                  |   |  |
| a)   | Under 4,000 m <sup>3</sup>                      | Each            | \$1,763.00                | \$1,816.00                |                               |                         |            | Y                | In addition to the applicable fees quoted in Schedule "F". Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.                   | Revised Description                        |
| b)   | Over 4,000 m <sup>3</sup>                       | Each            | \$8,820.00                | \$9,085.00                |                               |                         |            | Y                | In addition to the applicable fees quoted in Schedule "F". Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions.                   | Revised Description                        |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE "I"**

**SERVICE AREA: LEGAL**

OFFICE OF THE CAO

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| 23.  | Demolition Deferral Agreement   | Each            | \$2,352.00                | \$2,423.00                |                               |                         |            | Y                | In addition to the applicable fees quoted in Schedule "E". Additional fees shall be applicable, in Staff's discretion acting reasonably, at Staff's hourly rate where an agreement has been sent for execution and the applicant requests multiple amendments resulting in the preparation of more than 2 execution versions. | Revised Description                           |
| 24.  | <b>Conditional Building Permit Agreement:</b>   |                 |                           |                           |                               |                         |            |                  |   |   |
| a)   | Residential   | Each            | \$3,527.00                | \$3,633.00                |                               |                         |            | Y                | Plus \$1,000.00 per dwelling unit, and in addition to any other applicable departmental fees quoted in this by-law.   |   |
| b)   | Non-residential   | Each            | \$7,055.00                | \$7,267.00                |                               |                         |            | Y                | Plus \$1,000.00 per 10,000 sq ft or part thereof and in addition to any other applicable departmental fees quoted in this by-law.   |   |
| 25.  | Legal File Maintenance Fee at three (3) months  | Per Agreement   | N/A                       | \$509.00                  |                               |                         |            | Y                | Applicable when a finalized agreement has been sent to the applicant for execution, but the agreement remains unexecuted for a period of three (3) months or more, where amendments to the agreement become necessary due to the delay in execution.  | New   |
| 26.  | By-law registration fees  | Each            | \$406.00                  | \$418.00                  |                               |                         |            | Y                |   | Revised Description                           |
| 27.  | Removal of Subdivision Agreement from title/Partial Compliance (per dwelling or unit) | Each            | \$406.00                  | \$418.00                  |                               |                         |            | Y                |   |   |
| 28.  | Discharge or release of a registered document not otherwise listed in this Schedule   | Each            | \$282.00                  | \$290.00                  |                               |                         |            | Y                | Any registration fees shall be in addition to this amount.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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**SERVICE AREA: LEGAL**

**OFFICE OF THE CAO**

| Item | Goods/Services Provided                                       | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------|---|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|--|
| 29.  | Legal Fees & disbursements for the sale of municipal property | Each            | \$1,450.00                | \$1,494.00                |                               |                         |            | Y                |  |  |
| 30.  | Claims Collection Fee   | Each            | \$539.00                  | \$555.00                  |                               |                         |            | Y                | In addition to any other applicable departmental fees quoted in this by-law. |  |
| 31.  | Solicitor and external legal services                         | Each instance   |                           | Actual Cost               |                               |                         | 20%        | Y                | Actual Cost plus 20% Admin Fee   |  |
| 32.  | Law Clerk hourly rate   | Each Hour       | \$128.00                  | \$132.00                  |                               |                         |            | Y                |  |  |

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to, registration fees or courier costs, as applicable. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by the CAO, based on the hourly rates quoted above. In the event that outside counsel is used, the applicant will bear the cost of outside counsel, plus a 10% administrative fee for the invoice.

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "J"**

SERVICE AREA: COMMUNITY SERVICES

Fees and charges are governed by the Community Services User Fee Schedule and associated User Fee Policy.

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI**

**SCHEDULE "K"**

**SERVICE AREA: GENERAL**

**CORPORATE WIDE**

| Item | Goods/Services Provided  | Unit of Measure      | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost    | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|--|----------------------|---------------------------|---------------------------|-------------------------------|-------------------------|---------------|------------------|--|---|
| 1.   | <b>Photocopies:<br/>(8.5"x11", 11"x14", 11"x17")</b>                                       |                      |                           |                           |                               |                         |               |                  |  |   |
| a)   | Black and White  | Per Page             | \$0.07                    | \$0.07                    |                               |                         |               | Y                | Charge for additional staff time for Information Search may apply.   |   |
| b)   | Colour Copies  | Per Page             | \$0.62                    | \$0.64                    |                               |                         |               | Y                |  |   |
| 2.   | <b>Large Scale Copies:<br/>(24"X36")</b>   |                      |                           |                           |                               |                         |               |                  |  |   |
| a)   | Black and White  | Per Page             | \$2.21                    | \$2.27                    |                               |                         |               | Y                | Charge for additional staff time for Information Search may apply.   |   |
| b)   | Colour Copies  | Per Page             | \$22.08                   | \$22.74                   |                               |                         |               | Y                |  |   |
| 3.   | <b>Corporate Administrative 20% of Actual Cost</b>   |                      |                           |                           |                               |                         |               | N                | 20% of Actual Cost, where applicable   |   |
| 4.   | <b>Responding to requests for non-listed, non-prescribed or outside Municipal Services</b> | Each                 | Actual Cost               | Actual Cost               |                               |                         | 20% Admin Fee | Y                | Actual Cost plus 20% Admin Fee   |   |
| 5.   | <b>External Reproduction of Plans</b>  | Cost of Reproduction | Cost                      | Cost                      |                               |                         | 20% Admin Fee | Y                |  |   |
| 6.   | <b>Information Search</b>  | Hourly               |                           |                           |                               |                         |               | Y                | Hourly rate plus Corporate Administrative overhead defined under Schedule "K" 3. Used to cover staff time where other fees do not apply. |   |



**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|---|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| 1.   | <b>Site Alteration Fees, Deposits and Securities (except where exempt by By-law 2019-068-RE):</b> |   |                           |                           |                               |                         |            |                  |   |   |
| a)   | For Minor Site Alterations of less than 450m <sup>3</sup> on any one property:                    |   |                           |                           |                               |                         |            |                  |   |   |
| i.   | Application Fee (Due at Application Submission Time)  | Flat Fee (Per Application)  | \$169.00                  | \$174.00                  |                               |                         |            | N                | Sites less than 450m <sup>3</sup> , plus legal fees in Schedule "J"   |   |
| ii.  | Cash Deposit (Due at Application Submission)  | Flat Fee (Per Application)  | \$1,129.00                | \$1,163.00                |                               |                         | 20%        | N                | Deposit to cover the cost of consultants, inspections, audits and any other application specific technical, legal and support services, etc.<br><br>Cash Deposit Account must be replenished upon request of the Town. Peer Review and Application processing will stop if the account is exhausted. Permit Administration and oversight will stop and the Permit may be revoked if the account is exhausted.   |   |
| iii. | Security Deposit (Due at Permit Issuance)   | Flat Fee per m <sup>3</sup> of a total cut and fill site alteration volume. | \$10.78                   | \$11.10                   |                               |                         |            | N                | Letter of Credit or cash held by the Town that may be used at the Town's discretion to address the failure to comply with an Order.<br><br>The Town may access the Security Deposit to retain professional services or contractors to conduct work to achieve compliance with an Order made under the Site Alteration and Fill By-law.<br><br>If the Town draws upon the Security Deposit, the Owner will top up the Security Deposit upon request of the Town. |   |
| iv.  | Volumetric Fee (Municipal Service Fee) (Due at Permit Issuance)                                   | Per m <sup>3</sup>  | \$1.11                    | \$1.14                    |                               |                         |            | N                | Volumetric Fees do not apply to all material to be used during the site alteration, if the material is not imported or exported using public roads.   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|---|---|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| b)   | For Small Site Alterations of less than 1,500 m <sup>3</sup> on any one property: |   |                           |                           |                               |                            |               |                     |   |   |
| i.   | Application Fee<br>(Due at Application Submission Time)                           | Flat Fee (Per Application)  | \$1,242.00                | \$1,279.00                |                               |                            |               | N                   | Sites less than 1,500 m <sup>3</sup> , plus legal fees in Schedule "J"  |   |
| ii.  | Cash Deposit<br>(Due at Application Submission)                                   | Flat Fee (Per Application)  | \$4,607.00                | \$4,745.00                |                               |                            | 20%           | N                   | Deposit to cover the cost of consultants, inspections, audits and any other application specific technical, legal and support services, etc.  |   |
|      |   | Plus Flat fee per m <sup>3</sup> of total cut and fill site alteration volume.                | \$1.11                    | \$1.14                    |                               |                            |               |                     | Cash Deposit Account must be replenished upon request of the Town. Peer Review and Application processing will stop if the account is exhausted. Permit Administration and oversight will stop and the Permit may be revoked if the account is exhausted.   |   |
| iii. | Security Deposit<br>(Due at Permit Issuance)                                      | Flat Fee per m <sup>3</sup> of a total cut and fill site alteration volume. (Per Application) | \$5.39                    | \$5.55                    |                               |                            |               | N                   | Letter of Credit or cash held by the Town that may be used at the Town's discretion to address the failure to comply with an Order.<br><br>The Town may access the Security Deposit to retain professional services or contractors to conduct work to achieve compliance with an Order made under the Site Alteration and Fill By-law.<br><br>If the Town draws upon the Security Deposit, the Owner will top up the Security Deposit upon request of the Town. |   |
| iv.  | Volumetric Fee (Municipal Service Fee)<br>(Due at Permit Issuance)                | Per m <sup>3</sup>  | \$1.11                    | \$1.14                    |                               |                            |               | N                   | Volumetric Fees do not apply to all material to be used during the site alteration, if the material is not imported or exported using public roads.   |   |
| v.   | Permit Renewal Fee  | Flat Fee  | \$565.00                  | \$582.00                  |                               |                            |               | N                   |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| c)   | For Medium Site Alterations of less than 4,000 m <sup>3</sup> on any one property: |  |                           |                           |                               |                         |            |                  |   |   |
| i.   | Application Fee<br>(Due at Application Submission Time)                            | Flat Fee (Per Application)   | \$1,976.00                | \$2,035.00                |                               |                         |            | N                | Sites of 4,000 m <sup>3</sup> , plus legal fees in Schedule "J"   |   |
| ii.  | Cash Deposit<br>(Due at Application Submission)                                    | Flat Fee (Per Application)   | \$4,607.00                | \$4,745.00                |                               |                         | 20%        | N                | Deposit to cover the cost of consultants, inspections, audits and any other application specific technical, legal and support services, etc.<br><br>Cash Deposit Account must be replenished upon request of the Town. Peer Review and Application processing will stop if the account is exhausted. Permit Administration and oversight will stop, and the Permit may be revoked if the account is exhausted.  |   |
|      |  | Plus Flat fee per m <sup>3</sup> of total cut and fill site alteration volume. | \$1.11                    | \$1.14                    |                               |                         |            |                  |   |   |
| iii. | Security Deposit<br>(Due at Permit Issuance)                                       | Flat Fee per m <sup>3</sup> of a total cut and fill site alteration volume.    | \$5.52                    | \$5.68                    |                               |                         |            | N                | Letter of Credit or cash held by the Town that may be used at the Town's discretion to address the failure to comply with an Order.<br><br>The Town may access the Security Deposit to retain professional services or contractors to conduct work to achieve compliance with an Order made under the Site Alteration and Fill By-law.<br><br>If the Town draws upon the Security Deposit, the Owner will top up the Security Deposit upon request of the Town. |   |
| iv.  | Volumetric Fee (Municipal Service Fee)<br>(Due at Permit Issuance)                 | Per m <sup>3</sup>   | \$1.27                    | \$1.31                    |                               |                         |            | N                | Volumetric Fees do not apply to all material to be used during the site alteration, if the material is not imported or exported using public roads.   |   |
| v.   | Permit Renewal Fee   | Flat Fee   | \$735.00                  | \$757.00                  |                               |                         |            | N                |   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|---|---|---------------------------|---------------------------|-------------------------------|-------------------------|------------|---------------------|--|---|
| d)   | For Large Site Alterations of 4,000m <sup>3</sup> or greater on any one property: |   |                           |                           |                               |                         |            |                     |  |   |
| i.   | Application Fee<br>(Due at Application Submission Time)                           | Flat Fee (Per Application)  | \$2,936.00                | \$3,024.00                |                               |                         |            | N                   | Sites of \$4,000 m <sup>3</sup> or greater, plus legal fees in Schedule "J"  |   |
| ii.  | Cash Deposit<br>(Due at Application Submission)                                   | Flat Fee (Per Application)  | \$11,518.00               | \$11,864.00               |                               |                         | 20%        | N                   | Deposit to cover the cost of staff time, consultants, inspections, audits and any other application technical, legal and support services, etc.  |   |
|      |   | Plus Flat fee per m <sup>3</sup> of total cut and fill site alteration volume to a maximum of \$102,000.                | \$1.11                    | \$1.14                    |                               |                         |            |                     | Peer Review and Application processing will stop and the permit may be revoked if the account is exhausted. Permit Administration and oversight will stop and the permit may be revoked if the account is exhausted.   |   |
| iii. | Security Deposit<br>(Due at Permit Issuance)                                      | Annual Deposit  | \$57,587.00               | \$59,315.00               |                               |                         |            | N                   | Letter of Credit or cash held by the Town that may be used at the Town's discretion to address the failure to comply with an Order.<br>The Town may access the Security Deposit to retain professional services or contractors to conduct work to achieve compliance with an Order made under the Site Alteration and Fill By-law. |   |
|      |   | Plus Fee per m <sup>3</sup> of a total cut and fill site alteration volume from previous year (estimated in first year) | \$1.11                    | \$1.14                    |                               |                         |            | N                   | If the Town draws upon the Security Deposit, the Owner will top up the Security Deposit upon request of the Town.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|--|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| iv   | Volumetric Fee (Municipal Service Fee)<br>(Due at Permit Issuance) | Per m <sup>3</sup>   | \$1.27                    | \$1.31                    |                               |                            |               | N                   | Volumetric Fees do not apply to all material to be used during the site alteration, if the material is not imported or exported using public roads.   |   |
| v.   | Permit Renewal Fee   | Flat Fee   | \$735.00                  | \$757.00                  |                               |                            |               | N                   |   |   |
| e)   | Fill Management Plan Amendment Fee                                 | Flat Fee   | \$1,129.00                | \$1,163.00                |                               |                            |               | N                   |   |   |
| f)   | Site Alteration Violation and Investigation Fee                    | In any situation where work or activities have been undertaken for which a Permit is required in accordance with the Site Alteration and Fill By-law but was not obtained, a Site Alteration and Fill Bylaw Violation and Investigation Fee shall be paid. The Site Alteration Violation and Investigation Fee shall be 100% of the applicable Application Fees and Volumetric Fees. The Site Alteration Violation and Investigation Fee is in addition to all other fees, charges and securities that are required as part of the permitting process. Volumetric Fees will apply to native fill material moved on a site or from an adjacent site   |                           |                           |                               |                            |               |                     |   |   |
| g)   | Site Alteration Repeat Violation and Investigation Fee             | In any situation where work or activities have been undertaken for which a Permit is required in accordance with the Site Alteration and Fill By-law but was not obtained, a Site Alteration and Fill Bylaw Violation and Investigation Fee shall be paid in addition to the fee noted above (as listed in Schedule "F", Item 1. (f)). The Site Alteration Violation and Investigation Fee shall be 100% of the applicable Application Fees and Volumetric Fees. The Site Alteration Violation and Investigation Fee is in addition to all other fees, charges and securities that are required as part of the permitting process.<br>At the discretion of the Director of Development Services an additional fee equal to 100% of the applicable Application Fees and Volumetric Fees will be applied for repeat offenders. |                           |                           |                               |                            |               |                     |   |   |
| h)   | Overfill Violation Fee   | Per m <sup>3</sup> of excess fill brought into the site above the Town approved volume or elevation  | \$21.56                   | \$22.20                   |                               |                            |               | N                   | Fee to deal with fill issues on overfilled sites beyond the Town approved volume or elevation on the Fill Management Plan. Any fill imported or moved onto a property without approval will be considered overfill. This fee will be charged at the discretion of Director of Development Services. |   |
| i)   | Drone Investigation Survey Fee                                     | Hourly   | \$323.00                  | \$332.69                  |                               |                            |               | Y                   | Survey costs associated with site alterations, developments, rural buildings and other investigation surveys (pre-condition site surveys, by-law enforcement, etc.). Surveys will be carried out prior to and upon completion of the fill importation.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure                                 | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|--|---|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| j)   | Drone Survey Processing Fee  | Hourly  | \$162.00                  | \$167.00                  |                               |                            |               | Y                   | Processing of survey data associated with site alterations, developments, rural buildings and other investigation surveys (pre-condition site surveys, by-law enforcement, etc.). Data processing will be carried out prior to and upon completion of the fill importation.  |   |
| k)   | Survey Volumetric Fee (Municipal Service Fee)  | Per m <sup>3</sup> of imported or exported fill | \$0.018                   | \$0.02                    |                               |                            |               | N                   | Volumetric fee (Municipal Service Fee) charged for all imported or exported material for all site alterations, developments, and rural buildings.  |   |
| l)   | Excess Soil Movement Fee for Developments  | Per m <sup>3</sup> of imported or exported fill | \$0.92                    | \$0.94                    |                               |                            |               | N                   | Volumetric fee (Municipal Service Fee) to be charged for all excess soils moved in development projects.   |   |
| 2.   | <b>Review Deposit / Fees - Legal / Engineering / Hydrology / Geotechnical / Landscape and other consultant costs</b> |   | Cost of Service           | Cost of Service           |                               |                            | 20%           | N                   | Cost to cover staff time (loaded rate), consultants, inspections, audits and any other application specific technical, legal and support services, etc. An Administration Fee of 20% will be applied to all Consultant Costs.<br><br>Will be used for complex or large development applications and for other work beyond the technical expertise of Town staff.<br><br>Deposits may be taken or topped up at the request of the Town Engineer or Designate based on the estimate. At all times there shall be a deposit of \$10,000 or 3.5% of the estimated construction cost, whichever value is greater. |   |
| 3.   | <b>Municipal Staff Cost Recovery</b>   |   | Cost of Service           | Cost of Service           |                               |                            | 20%           | N                   | Loaded Hourly Rate plus Corporate Administrative overhead of 20% will be used to cover staff time where other fees do not apply. Shall be drawn from the Review Deposit.   |   |
| 4.   | <b>Residential Grading Fee</b>   | Flat fee Per Dwelling Unit                      | \$593.00                  | \$611.00                  |                               |                            |               | N                   |  |   |
|      |  |   |                           |                           |                               |                            |               |                     |  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
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SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure                 | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------|---|---------------------------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|--|
| 5.   | <b>Engineering Review and Inspections of Site Plans:</b>  |                                 |                           |                           |                               |                         |            |                  |  |  |
| a)   | Engineering Inspections of Site Plans for release of securities.<br>Due at the time of the planning application submission.   | Flat Fee                        | \$1,412.00                | \$3,500.00                |                               |                         |            | Y                | Assumes 5 inspections. Additional inspections will be carried out at 1/2 the rate approved by Council.   | Revised                                    |
| b)   | Major Site Plans<br>Residential => 3 units or lots<br>Site Area => 0.5 ha   | Cost per Engineering Submission | N/A                       | \$1,600.00                |                               |                         |            | Y                | Engineering review of site plans, zoning or OPAs.  | New  |
| c)   | Minor Site Plans<br>Residential < 3 units or lots<br>Site Area < 0.5 ha   | Cost per Engineering Submission | N/A                       | \$1,100.00                |                               |                         |            | Y                | Engineering review of site plans, zoning or OPAs.  | New  |
| 6.   | <b>Engineering Review - Grading and Servicing Drawings of Consent Applications, due at the time of the planning application submission</b>  | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                         |            | Y                | Assumes 2 reviews and 1 approval review by Engineering. Additional reviews will be charged 1/3 of the rate approved by Council.  |  |
| 7.   | <b>Engineering Inspections of Consent Applications, due at the time of the planning application submission</b>  | Flat Fee                        | \$1,247.00                | \$1,284.00                |                               |                         |            | Y                | Assumes 2 inspections for Consent Applications. Additional inspections will be charged 1/2 of the rate approved by Council.  |  |
| 8.   | <b>Engineering Review of Development, and other miscellaneous documents including but not limited to MOUs, Oak Ridges Moraine letters for MECP/York Region compliance and Draft Plan clearance letters.</b> | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                         |            | Y                | Assumes 2 reviews and 1 approval review by Engineering.<br>Further review will require an additional fee of \$300 / review.<br>Fee may be paid by cheque or be collected from the development deposit accounts including, Subdivision, Site Plans and Condominium Plans. |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure                 | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|---|---------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| 9.   | Engineering Review of Earthworks, Servicing, Subdivision or Development Agreements                                  | Flat Fee                        | \$2,772.00                | \$2,855.00                |                               |                            |               | Y                   | Assumes 2 reviews and 1 approval review by Engineering. Additional reviews will be charged 1/3 of the rate approved by Council. Loaded Hourly Rate plus Corporate Administrative overhead of 20% will be used to cover staff time where meetings are required. Additional fees to cover staff time beyond the 2 reviews will be drawn from the Review Deposit. |   |
| 10.  | Engineering Review of Temporary Sales Centre and Model Home Agreement   | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                            |               | Y                   | Assumes 2 reviews and 1 approval review by Engineering. Further review will require an additional fee of \$300 / review  |   |
| 11.  | Engineering Review of Capital Project Development Charge Agreements   | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                            |               | Y                   | Assumes 2 reviews and 1 approval review by Engineering. Further review will require an additional fee of \$300 / review  |   |
| 12.  | <b>Engineering Review of Site Plan Agreement:</b>   |                                 |                           |                           |                               |                            |               |                     |  |   |
| a)   | Site Plan Agreement   | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                            |               | Y                   | Assumes 1 detailed reviews and 1 approval review by Engineering. Further review or amendments will require an additional fee of \$600 / review.  |   |
| 13.  | Engineering Review of Site Alteration Agreement   | Flat Fee                        | \$903.00                  | \$930.00                  |                               |                            |               | Y                   | Assumes 2 reviews and 1 approval review by Engineering. Further review or amendments will require an additional fee of \$300 / review  |   |
| 14.  | Administration Fees for Site Plans and Subdivision after Approval (Management / Non-technical Administrative Costs) | Percentage of construction cost | 3.50%                     | 3.50%                     |                               |                            |               | Y                   | To be paid with the Site Plan Agreement, Pre-servicing, Servicing and / or Subdivision Agreement. (Administration fees will not be double counted for successive agreements)   |   |



**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax)  | 2025 Rate<br>(before Tax)  | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|---|-----------------|----------------------------|----------------------------|-------------------------------|-------------------------|------------|---------------------|--|---|
| 15.  | Renewal Fee for Subdivisions                                    | Flat Fee        | \$1,694.00                 | \$1,745.00                 |                               |                         |            | Y                   | Annual renewal of subdivision after five years (normal time frame for assumption).<br>Can be paid by cheque or by drawing on the Review Deposit.   |   |
| 16.  | Signing of M-Plans  | Flat Fee        | \$1,129.00                 | \$1,163.00                 |                               |                         |            | Y                   | Plus staff time for review.<br>Can be paid by cheque or by drawing on the Review Deposit.  |   |
| 17.  | Signing of Plans of Condominium                                 | Flat Fee        | \$1,129.00                 | \$1,163.00                 |                               |                         |            | Y                   |  |   |
| 18.  | Signing of Schedules and Neighbourhood Information Plans (NIPs) | Flat Fee        | \$1,129.00                 | \$1,163.00                 |                               |                         |            | Y                   |  |   |
| 19.  | Administration Fee - Private Developers                         |                 | Cost of Goods and Services | Cost of Goods and Services |                               |                         | 50%        | N                   | Applies to all recoverable (force account) work completed on behalf of developers.<br>Administration fee will be applied on the tender price and consulting services for the recoverable work in addition to the loaded hourly rate charged for the project. |   |
| 20.  | Cease Work Fee  | Per Day         | \$11,293.00                | \$11,632.00                |                               |                         |            | N                   | Daily charge after a cease work order has been issued by the Town. To be drawn on the development security held by the Town.   |   |
| 21.  | <b>Pre-Consultation Fees</b>                                    |                 |                            |                            |                               |                         |            |                     |  |   |
| a)   | Pre-Consultation Fees   | Flat Fee        | \$1,102.00                 | \$1,135.00                 |                               |                         |            | N                   | Cost for engineering involvement for review of preconsultation application and one meeting. Applicant will be charged the rate approved by Council for any additional meetings.  |   |
| b)   | Pre-Consultation Fees (Consent Applications)                    | Flat Fee        | \$551.00                   | \$568.00                   |                               |                         |            | N                   | Cost for engineering involvement for review of preconsultation application and one meeting. Applicant will be charged the rate approved by Council for any additional meetings.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "L"**

**SERVICE AREA: ENGINEERING**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|--|-----------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| 22.  | Engineering Review of Minor Variance Applications  | Flat Fee        | \$903.00                  | \$930.00                  |                               |                            |               | Y                   | Assumes 2 reviews and 1 approval review by Engineering. Further review will require an additional fee of \$600 / review.   |   |
| 23.  | Earthworks, Servicing or Subdivision Agreement maintenance fee - If executed copies are not returned to the Town by the Owner/Applicant after the issuance of the final copy of the Agreements for execution | Per Agreement   | \$701.00                  | \$722.00                  |                               |                            |               | N                   | Beyond 6 months and every 6 months thereafter  |   |
| 24.  | Site Access Violation Fee  | Per Violation   | \$1,078.00                | \$1,110.00                |                               |                            |               | N                   | Charge for developers and other property owners that have agreements with the Town to prevent them from using prohibited roads (including but not limited to Main Street, Bethesda Road, surface treated roads, collector roads and local roads within the Town. The prohibited roads will be listed in the developer / property owner agreements with the Town. Developers and other property owners will be asked to provide a deposit of \$10,000 for subdivisions. The deposit will be refunded if the developers and other property owners do not violate the terms of their agreements with the Town over the use of the prohibited roads as listed above. |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "M"**

**SERVICE AREA: ADMINISTRATION AND ROADS**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item      | Goods / Services Provided  | Unit of Measure  | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation)  |  |
|-----------|--|--|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|--|--|
| <b>1.</b> | <b>Cost Recovery Administration Fee:</b>   |  |                           |                           |                               |                         |            |                  |  |  |  |
| a)        | Administration Fee - Private Developers and Contractors                              |  | 20%                       | 20%                       |                               |                         |            | N                | Applies to all recoverable work provided to Developers, Contractors  |  |  |
| b)        | Administration Fee - Residents   |  | 10%                       | 10%                       |                               |                         |            | N                | Applies to all recoverable work provided to residents only   |  |  |
| c)        | Construction Investigation: (commencement of work prior to the issuance of a Permit) | Wherever any work for which a permit is required and has commenced without the authorization of a permit, an "Investigation and Administration" fee shall be paid in addition to all other fees payable. This fee shall be 200% of the Applicable Permit Fee, plus any additional staff time or usage of Town or contracted resources charged at 200% of actual costs. |                           |                           |                               |                         |            | Y                | N  | Applies for Encroachment permits, Road Occupancy Permits, Permits to Connect (water & sewer), road closures or any other Public Works related permit |  |
| d)        | Review of Development Applications   | Hour   | \$65.00                   | \$67.00                   |                               |                         |            | N                | Applies to Operations Staff review of site plans, subdivisions, municipal consents, assumption inspections |  |  |
| <b>2.</b> | <b>Encroachment Permits / Agreements:</b>  |  |                           |                           |                               |                         |            |                  |  |  |  |
| a)        | Application Fee  | Each   | \$61.00                   | \$63.00                   |                               |                         |            | N                | Application fee for technical review. Nonrefundable.   |  |  |
| b)        | Minor Encroachment Permit  | Each   | \$131.00                  | \$135.00                  |                               |                         |            | N                | New entrances, driveway widening, landscaping etc.   |  |  |
| c)        | Major Encroachment Permit or Agreement   | Each   | \$1,798.00                | \$1,852.00                |                               |                         |            | N                | Permanent Structures<br>(Plus Admin & Legal Fees - See Schedule "J")                                       |  |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "M"**

**SERVICE AREA: ADMINISTRATION AND ROADS**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods / Services Provided   | Unit of Measure      | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|------|---|----------------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| d)   | Curb Cut for Driveway, or installation of driveway culvert  | Each                 | Actual Cost               | Actual Cost               |                               |                         | Y          | N                | Curb cut or culvert installation for new entrance or driveway widening with Encroachment Permit (Entrance Permit). A deposit of \$500 required prior to commencement of work. Actual cost plus admin fee taken from deposit and remaining deposit refunded upon completion of work.     |  |
| 3.   | <b>Municipal Consent Application Fee (Utility Companies):</b>   | Each                 | \$480.00                  | \$494.00                  |                               |                         |            | N                |   |  |
| 4.   | <b>Road Occupancy Permit:</b>   |                      |                           |                           |                               |                         |            |                  |   |  |
| a)   | Application Fee   | Each                 | \$61.00                   | \$63.00                   |                               |                         |            | N                | Application fee for technical review. Nonrefundable.  |  |
| b)   | Installation of Utility - With Municipal Access Agreement or Municipal Franchise Agreement (Utility Companies)  | Each                 | \$63.00                   | \$65.00                   |                               |                         |            | N                | No Application Fee Required if Covered by Annual Administration Fee in the Municipal Access Agreement.  |  |
| c)   | Installation of Utility - No Municipal Access Agreement (Utility Companies), Private Contractors working in Road Allowance, Storage of Materials or Equipment on Road Allowance, and/or Filming | Each                 | \$180.00                  | \$185.00                  |                               |                         |            | N                | Application Fee required. Permit covers construction/excavation activities, storage, filming or vendor sidewalk usage in the Road Allowance. Area Based Occupancy Fee or Lane Closure fee apply (with the exception of storage of materials). Road Damage Security Deposit is required. |  |
| d)   | Road Occupancy Permit Renewal   | Each                 | \$63.00                   | \$65.00                   |                               |                         |            | N                | Renewal conditions as identified on the original permit issued. Permits are valid for 15 days from project start date provided on road occupancy permit application.  |  |
| e)   | Area Based Occupancy Fee  | Per square metre/day | \$0.56                    | \$0.58                    |                               |                         |            | N                | Applies to long-term occupation of roads (24 hours or longer in duration), boulevards, sidewalks and on-street parking spaces for the duration of building or construction related activities.  |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "M"**

**SERVICE AREA: ADMINISTRATION AND ROADS**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods / Services Provided                            | Unit of Measure       | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|------|--|-----------------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|---|
| f)   | Lane Closure Fee                                     | Per linear metre/hour | \$0.17                    | \$0.17                    |                               |                         |            | N                | Short-term lane closures (shorter than 24 hours in duration) associated with construction. Applies to each lane of the roadway closed or occupied.  |   |
| g)   | Aerial Crane Trespass Fee                            | Per day               | \$23.71                   | \$24.43                   |                               |                         |            | N                | Aerial Cranes or Tower Cranes encroaching municipal lands or Road Allowances (Air Rights), and any Aerial Crane greater than 10metres in height. Deposit of twice the estimated time the crane will be present is payable at the time of Building Permit issuance with Construction Access Application. Balance refunded upon removal of crane  |   |
| h)   | Construction Access Application with Building Permit | Each                  | \$61.00                   | \$63.00                   |                               |                         |            | N                | Road Damage Deposit is required with all Building permits, Demolition Permits, and Pool Enclosure Permits; except minor permits such as: interior work, accessory buildings and decks. Note: The Construction Access Application Fee is paid at the time Building Permit(s) are applied for. The Application Fee recovers costs for Public Works Staff Review and Inspection during construction. Additional Road Occupancy or Encroachment Permits and Fees may apply. |   |
| i)   | Traffic Count Equipment Occupancy Permit             | Annually              | \$323.00                  | \$333.00                  |                               |                         |            | N                | For traffic counting equipment road occupancy. Applicant is required to report all locations being utilized prior to equipment being set up once fee is paid.   |   |
| 5.   | <b>Road Occupancy Damage Security</b>                | Each                  | \$1,000.00                | \$1,000.00                |                               |                         |            | N                | Minimum Cash Security required. Applicable to: storage of materials, construction Access with Building Permit, fill permit etc. Additional Security may be required for Site Plan, Development, fill permit etc.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "M"**

**SERVICE AREA: ADMINISTRATION AND ROADS**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item      | Goods / Services Provided   | Unit of Measure                       | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|---------------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| <b>6.</b> | <b>Temporary Road Closure - Community Events Requiring Road Closure with Permit:</b>            |                                       |                           |                           |                               |                            |               |                     |   |   |
| a)        | Neighbourhood Event Permit Application  | Each Event                            | \$104.00                  | \$107.00                  |                               |                            |               | N                   | Private Neighbourhood Event Application Fee. No Road Occupancy Permit Fee required.                               |   |
| b)        | Special Event requiring Permit Application requiring a Road Closure and Road Occupancy Permit   |                                       |                           |                           |                               |                            |               |                     |   |   |
| i.        | Special Event requiring Road Closure Permit   | 5km Race/Walk                         | \$180.00                  | \$185.00                  |                               |                            |               | N                   | Event Application and Review Applies to: Race/Walk Parades, Festivals and Events Requiring Road Closure.          |   |
| ii.       |   | Each                                  |                           |                           |                               |                            |               |                     |   |   |
| iii.      |   | Special Events Requiring Road Closure |                           |                           |                               |                            |               |                     |   |   |
| iv.       | Large scale closure, installation of parking restrictions, signage and monitoring during events | Hour                                  | N/A                       | \$325.00                  |                               |                            | 10%           | N                   | Cost to cover staff, equipment and materials to set up, monitor and removal of road closures                      | New   |
| v.        | Small scale closure, installation of parking restrictions, signage and monitoring during events | Hour                                  | N/A                       | \$90.00                   |                               |                            | 10%           | N                   | Cost to cover staff, equipment and materials to set up, monitor and removal of road closures                      | New   |
| c)        | Race/Walk Parades, Festivals and Events Requiring Road Closure                                  | Hour                                  | Actual Cost               | \$650.00                  |                               |                            | 10%           | N                   | Staff & Vehicle/Equipment Time and Paid Duty Police (as required by the Town) for Set-up and Removal              | Revised                                       |
| d)        | Barricades & Traffic Control Sign Supply  | Each                                  | \$5.25                    | \$5.00                    |                               |                            |               | N                   |   |   |
| e)        | Closure Notice Signage  | Each                                  | Actual Cost               | Actual Cost               |                               |                            | Y             | N                   | Cost for all Closure Notice signs provided by the Town  |   |
| <b>7.</b> | <b>Community Event Banner:</b>  |                                       |                           |                           |                               |                            |               |                     |   |   |
| a)        | Installation of Community Event Banner  | Each                                  | \$359.00                  | \$370.00                  |                               |                            |               | Y                   | Fee includes recovery of costs to put up and take down banner. Additional Fee for replacement of damaged banners. |   |
| b)        | Emergency Removal of Banners  | Hour                                  | Actual Cost               | Actual Cost               |                               |                            |               | Y                   | Removal damaged banner - Contractor Call-out Costs  |   |
| c)        | Main St Streetlight Banners   | Per Pole                              | \$6.35                    | \$6.54                    |                               |                            |               | Y                   | Installation and removal of streetlight pole banners on Main St between Albert St & Park Dr. Minimum charge \$225 |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "M"**

**SERVICE AREA: ADMINISTRATION AND ROADS**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item      | Goods / Services Provided                    | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| <b>8.</b> | <b>Stormwater Rate:</b>                      |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Residential                                  | Each            | \$36.00                   | \$37.00                   |                               |                         |            | N                | Annual rate for each residential property serviced by municipal water and sanitary sewer services  |   |
| b)        | Commercial, Industrial and Multi-residential | Each            | \$138.00                  | \$142.00                  |                               |                         |            | N                | Annual rate for each commercial, industrial and multi-residential property serviced by municipal water and sanitary sewer services   |   |
| <b>9.</b> | <b>Drawings and Traffic Count Requests:</b>  |                 |                           |                           |                               |                         |            |                  |  |   |
| a)        | Traffic Counts                               | Each            | \$84.00                   | \$87.00                   |                               |                         |            | Y                | Per location. Digital only.  |   |
| b)        | Drawing Requests - First Drawing             | Each            | \$55.00                   | \$57.00                   |                               |                         |            | Y                | Provide as-constructed drawings to external clients. For first drawing only, each additional drawing as per item 9 c). Digital format only. Utility companies are exempt from this fee |   |
| c)        | Drawing Requests - Each additional Drawing   | Each            | \$5.28                    | \$5.44                    |                               |                         |            | Y                | Provide as-constructed drawings to external clients. First drawing as per item 9 b). Digital format only. Utility companies are exempt from this fee                                   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE FEES AND  
CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "N"**

**SERVICE AREA: WASTE MANAGEMENT**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| <b>Item</b> | <b>Goods / Services Provided</b>         | <b>Unit of Measure</b> | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year Effective Date</b> | <b>Admin Cost</b> | <b>HST 13%<br/>(Y/N)</b> | <b>Additional Description</b>   | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|--|------------------------|-----------------------------------|-----------------------------------|---------------------------------------|--------------------------------|-------------------|--------------------------|---|---|
| 1.          | User Pay Garbage Stickers                | Each                   | \$3.00                            | \$3.09                            |                                       |                                |                   | N                        |   |   |
| 2.          | Blue Boxes                               | Each                   | \$17.39                           | \$18.00                           |                                       |                                |                   | Y                        |   |   |
| 3.          | Green Bins                               | Each                   | \$38.00                           | \$39.00                           |                                       |                                |                   | Y                        |   |   |
| 4.          | Kitchen Containers                       | Each                   | \$8.18                            | \$9.00                            |                                       |                                |                   | Y                        |   |   |
| 5.          | 95 Gallon Blue Totes (multi-residential) | Each                   | \$264.00                          | \$272.00                          |                                       |                                |                   | Y                        | Includes delivery to location   |   |
| 6.          | Backyard Composters                      | Each                   | \$84.00                           | \$87.00                           |                                       |                                |                   | Y                        | Includes delivery to location   |   |
| 7.          | Waste Cleanup Fee                        | Each                   | Actual Cost                       | Actual Cost                       |                                       |                                | Y                 | Y                        | \$160.00/hour Clean-up crew, plus disposal fee<br>(minimum charge 1 hour) | Revised<br>Description                                  |
| 8.          | 40 Yard Bin for Special Events           | Each                   | \$332.00                          | \$342.00                          |                                       |                                |                   | Y                        |   |   |



**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item      | Goods/Services Provided  | Unit of Measure                | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description                                 | New/<br>Revised<br>(other than<br>indexation) |
|-----------|--|--------------------------------|---------------------------|---------------------------|-------------------------------|----------------------------|---------------|---------------------|--|---|
| <b>1.</b> | <b>Water Rates - Metered Accounts:</b>                                   |                                |                           |                           |                               |                            |               |                     |  |   |
| a)        | Water Consumption  | Per Cubic Metre                | \$2.4640                  | \$2.4640                  | \$2.6100                      | 01-Apr-25                  |               | N                   |  |   |
| <b>2.</b> | <b>Wastewater Rates - Metered Accounts:</b>                              |                                |                           |                           |                               |                            |               |                     |  |   |
| a)        | Sewage Disposal  | Per Cubic Metre                | \$3.2710                  | \$3.2710                  | \$3.3800                      | 01-Apr-25                  |               | N                   |  |   |
| <b>3.</b> | <b>Fixed Charge</b>  |                                |                           |                           |                               |                            |               |                     |  |   |
| a)        | Water meter size installed at property and receiving water only services | Under 1-inch                   | \$76.51                   | \$76.51                   | \$78.05                       | 01-Apr-25                  |               | N                   |  |   |
| b)        | Water meter size installed at property                                   | Under 1-inch                   | \$102.01                  | \$102.01                  | \$104.06                      | 01-Apr-25                  |               | N                   |  |   |
| c)        | Water meter size installed at property                                   | 1-inch                         | \$142.82                  | \$142.82                  | \$145.68                      | 01-Apr-25                  |               | N                   |  |   |
| d)        | Water meter size installed at property                                   | 1.5-inch                       | \$265.23                  | \$265.23                  | \$270.54                      | 01-Apr-25                  |               | N                   |  |   |
| e)        | Water meter size installed at property                                   | 2-inch                         | \$326.44                  | \$326.44                  | \$332.97                      | 01-Apr-25                  |               | N                   |  |   |
| f)        | Water meter size installed at property                                   | Greater than 2-inch            | \$714.07                  | \$714.07                  | \$728.36                      | 01-Apr-25                  |               | N                   |  |   |
| <b>4.</b> | <b>Water &amp; Sewer Billing - Unmetered Accounts:</b>                   |                                |                           |                           |                               |                            |               |                     |  |   |
| a)        | Penalty Consumption Prior to Water Meter Installation                    | Each Billing Period (3-months) | \$439.36                  | \$1,000.00                |                               |                            |               | N                   | For contravention of By-law 2018-055-WS section 11.13. | Revised                                       |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| <b>Item</b> | <b>Goods/Services Provided</b>                                    | <b>Unit of Measure</b>         | <b>2024 Rate<br/>(before Tax)</b> | <b>2025 Rate<br/>(before Tax)</b> | <b>Mid-Year Rate<br/>(before Tax)</b> | <b>Mid-Year<br/>Effective Date</b> | <b>Admin<br/>Cost</b> | <b>HST<br/>13%<br/>(Y/N)</b> | <b>Additional Description</b>   | <b>New/<br/>Revised<br/>(other than<br/>indexation)</b> |
|-------------|---|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|-----------------------|------------------------------|---|---|
| b)          | Water - Minimum Connection Fee - Occupied Building (Exemption)    | Each Billing Period (3-months) | \$46.00                           | \$47.00                           |                                       |                                    |                       | N                            | Occupied Buildings within Mandatory Connection Areas without private service connection to municipal services (exempted properties only - Applicable only to original exempted Owner) |   |
| c)          | Wastewater Minimum Connection Fee - Occupied Building (Exemption) | Each Billing Period (3-months) | \$54.00                           | \$56.00                           |                                       |                                    |                       | N                            | Occupied Buildings within Mandatory Connection Areas without private connection to municipal services (exempted properties only - Applicable only to original exempted Owner)         |   |
| <b>5.</b>   | <b>Commercial Bulk Water Supply:</b>                              |                                |                                   |                                   |                                       |                                    |                       |                              |   |   |
| a)          | Water from Bulk Dispensing Machine                                | Per Cubic Metre                | \$3.63                            | \$3.63                            | \$3.85                                | 01-Apr-25                          |                       | N                            | Combined York Region Water and Sewer Rate, plus \$0.35/m3 Dispensing System   |   |
| b)          | Water from Hydrants   |                                |                                   |                                   |                                       |                                    |                       |                              |   |   |
| i.          | Consumption   | Per Cubic Metre                | \$7.68                            | \$7.68                            | \$5.99                                | 01-Apr-25                          |                       | N                            |   |   |
| ii.         | Hydrant Connection Permit   | Per Hookup                     | \$230.00                          | \$237.00                          |                                       |                                    |                       | N                            |   |   |
| iii.        | Security Deposit/Damage Deposit                                   | Per Hookup                     | \$5,000.00                        | \$6,500.00                        |                                       |                                    |                       | N                            | Deposits refunded less any Town costs   | Revised   |
| iv.         | Monthly Rental Fee  | Per Month                      | N/A                               | \$290.00                          |                                       |                                    |                       | N                            |   | New   |
| <b>6.</b>   | <b>Water and Sewer Permit Development Applications</b>            |                                |                                   |                                   |                                       |                                    |                       |                              |   |   |
| a)          | Drinking Water Works Permit Fee Development Application           | Per Application                | \$1,429.00                        | \$1,472.00                        |                                       |                                    |                       | N                            | Addition or modification to Water Distribution System   |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided   | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|------|---|-------------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| b)   | Amendment to the Drinking Water Works Permit  | Hour              | Actual cost               | Actual cost               |                               |                         |            | N                | Addition or modification to Water Distribution System that does not meet the criteria of the Town's Drinking Water Works Permits<br>MECP Cost Worksheet for Part V SDWA Applications - Drinking Water Works Permits |  |
| c)   | Consolidated Linear Environmental Compliance Approval Storm Sewers                            | Per Application   | \$1,535.00                | \$1,581.00                |                               |                         |            | N                | Applies to addition or modification to the stormwater management system   |  |
| d)   | Consolidated Linear Environmental Compliance Approval Storm Sewers with Oil Grit Separator(s) | Per Application   | \$2,558.00                | \$2,635.00                |                               |                         |            | N                | Applies to addition or modification to the stormwater management system that includes an OGS  |  |
| e)   | Consolidated Linear Environmental Compliance Approval Sanitary Sewers                         | Per Application   | \$1,535.00                | \$1,581.00                |                               |                         |            | N                | Applies to addition or modification to the sanitary collection system   |  |
| f)   | Consolidated Linear Environmental Compliance Approval Pumping Station                         | Per Application   | \$5,115.00                | \$5,268.00                |                               |                         |            | N                | Applies to addition or modification to a pumping station  |  |
| g)   | Environmental Compliance Approval Amendment   | each              | \$1,023.00                | \$1,054.00                |                               |                         |            | N                |   |  |
| 7.   | <b>Use of Water - Development and Building - Unmetered Usage:</b>                             |                   |                           |                           |                               |                         |            |                  | Cost of water used during construction of a subdivision or site plan development. Cost includes water used during system commissioning and building construction  |  |
| a)   | System Commissioning and Construction Water   |                   |                           |                           |                               |                         |            |                  |   |  |
| i.   | Residential Subdivision, Site Plan and low-rise Condominium                                   | Per Dwelling Unit | \$466.82                  | \$466.82                  | \$509.15                      | 01-Apr-25               |            | N                | Per lot or dwelling unit based on 85 cubic metres per unit, at the combined Town Water & Wastewater Rate. Low rise building is defined as 4-8 stories as per the Town's Urban Design Guidelines                     |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided                              | Unit of Measure   | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than<br>indexation) |
|------|--|-------------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|---|
| ii.  | High-rise Residential/Commercial Building            | Per Building Unit | \$233.41                  | \$233.41                  | \$254.58                      | 01-Apr-25               |            | N                | Per dwelling unit or commercial unit based on 42.5 cubic metres per unit at the combined Town Water & Wastewater Rate. High Rise building is defined as over 8 stories or higher as per the Town's Urban Design Guidelines |   |
| iii. | Industrial/Commercial/Institutional - Building       | Per 1000 Sq.Ft    | \$87.87                   | \$87.87                   | \$95.84                       | 01-Apr-25               |            | N                | Per 1,000 sq ft based on 16 cubic metres at the combined Town Water and Wastewater Rate  |   |
| iv.  | Industrial/Commercial/Institutional - Site Servicing | Per Hectare       | \$576.66                  | \$576.66                  | \$628.95                      | 01-Apr-25               |            | N                | Per hectare based on 105 cubic metres per hectare, at the combined Town Water & Wastewater Rate  |   |
| v.   | Water Quality Maintenance Flushing                   | Per Minute        | \$38.44                   | \$38.44                   | \$41.93                       | 01-Apr-25               |            | N                | Calculated based on recorded flushing time. 7.0 cubic metres/minute. Combined Town Water and Sewer Rate  |   |
| b)   | Fire Flow Testing - Development Related              |                   |                           |                           |                               |                         |            |                  |  |   |
| i.   | Operation of Hydrants for Fire Flow Test             | Each              | \$83.94                   | \$171.24                  |                               |                         |            | Y                | Staff Time to operate hydrants and valves for fire flow testing for Developers and Contractors   | Revised                                       |
| ii.  | Use of Water During Fire Flow Test                   | Each              | \$192.22                  | \$192.22                  | \$209.65                      | 01-Apr-25               |            | N                | Calculated based on minimum 5-minute flow test at 7.0 cubic metres/minute. Additional Minutes may be charged for excessive flow times. Combined Water and Sewer Rate applies.  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item      | Goods/Services Provided   | Unit of Measure | 2024 Rate<br>(before Tax)   | 2025 Rate<br>(before Tax)   | Mid-Year Rate<br>(before Tax) | Mid-Year<br>Effective Date | Admin<br>Cost | HST<br>13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than<br>indexation) |
|-----------|---|-----------------|-----------------------------|-----------------------------|-------------------------------|----------------------------|---------------|---------------------|---|---|
| <b>8.</b> | <b>Water Meter Supply and Installation:</b>   |                 |                             |                             |                               |                            |               |                     |   |   |
| a)        | Installation and Supply of Water Meter - 3/4 x 3/4-inch size (Standard Residential)   | Per Meter       | \$514.00                    | \$529.00                    |                               |                            |               | Y                   | Installed by Town Contractor, cost recovery for supply and installation of a new water meter. 5/8 x 3/4 - inch size is not applicable |   |
| b)        | Installation and Supply of Water Meter - 1-inch size (Standard Residential)           | Per Meter       | \$676.00                    | \$696.00                    |                               |                            |               | Y                   |   |   |
| c)        | Supply Water Meter, any Other Size  | Per Meter       | Actual Cost of Meter        | Actual Cost of Meter        |                               |                            | 20%           | Y                   | Excluding installation  |   |
| d)        | Installation of Other Sized Water Meter   | Per Meter       | Actual Cost of Installation | Actual Cost of Installation |                               |                            | 20%           | Y                   | Installed by Town Contractor  |   |
| e)        | Replacement of Frozen/Damaged Meter, during regular Municipal Business Hours          | Per Meter       | \$524.00                    | \$540.00                    |                               |                            | 10%           | Y                   | Supply and installation of Meter. Standard Residential Sized Meter (1-inch or smaller). By Town contractor                            |   |
| f)        | Replacement of Frozen/Damaged Meter After Hours                                       | Per Meter       | Actual Cost of Installation | Actual Cost of Installation |                               |                            | 10%           | Y                   | Supply and installation of Meter. Standard Residential Sized Meter (1-inch or smaller).   |   |
| g)        | Removal and testing of standard size meter, at Property Owner Request                 | Per Meter       | \$316.00                    | \$325.00                    |                               |                            |               | Y                   | Deposit of full fee amount is required, refundable if meter found to be defective. Larger Size meters will be charged at actual cost. |   |
| h)        | Missed Appointments for Services of Town Plumber for the meter installation or repair | Each            | Actual cost of labour       | Actual cost of labour       |                               |                            | \$40.00       | Y                   |   |   |
| i)        | Manual water meter reading  | Per Visit       | \$132.00                    | \$136.00                    |                               |                            |               | N                   | Quarterly reading of water meters not on Automatic Meter Reading technology   |   |
| j)        | Capital Charge for New Connections  | Each            | \$166.00                    | \$171.00                    |                               |                            |               | N                   | One-time charge for new water and wastewater connections  |   |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item       | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|--|
| <b>9.</b>  | <b>Water Turn Off/Turn On Services:</b>                            |                 |                           |                           |                               |                         |            |                  |  |  |
| a)         | Water Turn-Off and Turn-On during Regular Municipal Working Hours  | Each            | \$97.00                   | \$100.00                  |                               |                         |            | N                | Payment of only 1 fee required if the turn-of and turn-on service occurs on the same business day, during regular business hours. Additional fee (1 each) applies if scheduled service is not the same day. After-hours fee (8 b) may apply. |  |
| b)         | Water Turn Off and Turn On after Regular Municipal Working Hours   | Each            | \$249.00                  | \$256.00                  |                               |                         |            | N                | Emergency shutoff only, operator call-out fee  |  |
| <b>10.</b> | <b>Water Service Connection:</b>                                   |                 |                           |                           |                               |                         |            |                  |  |  |
| a)         | Permit to Disconnect or Connect - (25mm service size, or less)     | Each            | \$97.00                   | \$100.00                  |                               |                         |            | N                | Required for all new or replacement connections with Building Permit or Site Servicing   |  |
| b)         | Permit to Disconnect or Connect - (Greater than 25mm service size) | Each            | \$936.00                  | \$964.00                  |                               |                         |            | N                | Required for all new or replacement connections with Building Permit or Site Servicing   |  |
| c)         | Connection Installation Cost - Deposit                             | Per Connection  | Minimum \$10,000.00       | Minimum \$10,000.00       |                               |                         |            | N                | An initial deposit of 100% of the estimated cost with a minimum of \$10,000  |  |
| d)         | Connection Cost - Residential                                      | Per Connection  | Actual Cost               | Actual Cost               |                               |                         | 10%        | N                | Recovered from Deposit   |  |
| e)         | Connection Cost - Commercial, Industrial, Mult Residential         | Per Connection  | Actual Cost               | Actual Cost               |                               |                         | 20%        | N                | Recovered from Deposit   |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item       | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description  | New/<br>Revised<br>(other than indexation) |
|------------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|---|--|
| f)         | Condition Assessment Security  | Each            | \$5,000.00                | \$5,150.00                |                               |                         | 20%        | N                | Condition assessment of existing services is required should the Developer request to utilize the existing services. The refundable security deposit is required to ensure the condition of existing services is provided to the Town prior to demolition of the existing structure. In the event the Developer does not provide an acceptable condition assessment, the Town will draw down the deposit to cover the actual cost plus a 20% administration fee to conduct the work. The balance would be refunded once the Town's costs are recovered. |  |
| <b>11.</b> | <b>Waste Water Service (sanitary and/or storm sewer) Connection:</b> |                 |                           |                           |                               |                         |            |                  |   |  |
| a)         | Permit to Connect - (125mm service size, or less)                    | Each            | \$97.00                   | \$100.00                  |                               |                         |            | N                | Required for all new or replacement connections with Building Permit  |  |
| b)         | Permit to Connect - (Greater than 125mm service size)                | Each            | \$936.00                  | \$964.00                  |                               |                         |            | N                | Required for all new or replacement connections with Building Permit  |  |
| c)         | Connection Cost Deposit  | Per Connection  | Minimum<br>\$10,000.00    | Minimum<br>\$10,000.00    |                               |                         |            | N                | An initial deposit of 100% of the estimated cost with a minimum of \$10,000   |  |
| d)         | Connection Cost - Residential  | Per Connection  | Actual Cost               | Actual Cost               |                               |                         | 10%        | N                | Recovered from Deposit  |  |
| e)         | Connection Cost - Commercial, Industrial, Mult Residential           | Per Connection  | Actual Cost               | Actual Cost               |                               |                         | 20%        | N                | Recovered from Deposit  |  |

**TOWN OF WHITCHURCH-STOUFFVILLE  
FEES AND CHARGES BY-LAW NUMBER 2024-144-FI  
SCHEDULE "O"**

**SERVICE AREA: WATER AND WASTEWATER**

**ENGINEERING AND PUBLIC WORKS COMMISSION**

| Item | Goods/Services Provided  | Unit of Measure | 2024 Rate<br>(before Tax) | 2025 Rate<br>(before Tax) | Mid-Year Rate<br>(before Tax) | Mid-Year Effective Date | Admin Cost | HST 13%<br>(Y/N) | Additional Description   | New/<br>Revised<br>(other than indexation) |
|------|--|-----------------|---------------------------|---------------------------|-------------------------------|-------------------------|------------|------------------|--|--|
| 12.  | <b>Sewer Lateral Blockage Clearing and Video Inspection Service:</b> |                 |                           |                           |                               |                         |            |                  |  |  |
| a)   | Call-out of Plumbing Contractor                                      | Each            | Actual Cost               | Actual Cost               |                               |                         | 10%        | N                | Chargeback of actual cost applies when the Property owner requests clearing and inspection and the blockage is determined to be a defect in private plumbing or the result of debris build-up in plumbing; or is otherwise determined to be the property owner's responsibility. No Charge if determined that the blockage is the responsibility of the municipality. Up to 2-hour Service Call. |  |
| b)   | Additional Time After 2-hour Call-out Minimum - residential          | Each hour       | Actual Cost               | Actual Cost               |                               |                         | 10%        | N                | Over 2 hours, Call-out   |  |



## THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

### BY-LAW NUMBER 2024-145-TX

BEING A BY-LAW to levy an Interim Rate for 2025 upon the taxable properties of The Corporation of the Town of Whitchurch-Stouffville and to repeal By-Law 2024-072-TX.

**WHEREAS** it is desirable to impose an interim levy as authorized by Section 317 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the "Act"); and

**WHEREAS** Section 317 (3) of the Act, states that the amount levied on a property shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year; and

**WHEREAS** Section 317 (9) of the Act, provides that if the council of a municipality is of the opinion that the taxes levied on a property are too high or too low in relation to its estimate of the total taxes which will be levied on the property in 2025, the Council may adjust the taxes on the property under Section 317 (1) of the Act, to the extent it considers appropriate.

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That the Council of The Corporation of the Town of Whitchurch-Stouffville is hereby authorized to levy in 2025 on the whole assessment of all taxable assessment property according to the last revised assessment roll the sum required to produce an amount not exceeding fifty percent (50%) of that of the 2024 tax levy for each property, including any special levy and area specific charges; and
2. That the Commissioner of Finance/Treasurer and/or Manager, Revenue and Taxation of The Corporation of the Town of Whitchurch-Stouffville be authorized to amend in whole or in part any billing amount or billing date(s) in order to comply with any provincial legislation which may be introduced or passed by the Province of Ontario prior to or after the issuance of the billing; and
3. That for the purposes of calculating the total taxes in 2024 under paragraph 1, if any taxes were levied in 2024, an amount shall be added equal to the additional taxes that would have been levied if the taxes had been levied for the entire year; and
4. That all taxes levied under the authority of this By-law shall be payable in Canadian Funds and shall be divided into two equal installments, the first of said installments to become due and payable on or before the 14th day of February 2025 and the second of said installments to become due and payable on or before the 11th day of April 2025 and shall be paid to the Treasurer of The Corporation of the Town of Whitchurch-Stouffville. Upon payment of any applicable fee, and if paid on or before the due date imprinted on the bill, taxes may also be paid at most chartered banks in the Province of Ontario; and
5. That as Section 342(1)(b) of the Act, provides for alternative installments and due dates in the year for which the taxes are imposed other than those established under clause (4) to allow taxpayers to spread the payment of taxes more evenly over the year. A taxpayer may pay taxes on a 10-month pre-authorized payment plan payable on the last business day of each month from January to October. In the event of the default of payment on the pre-authorized payment plan, enrolment in the plan shall be terminated and the interim tax levy shall be due and payable on the installment dates as set out in Section 4 of this By-law; and

6. That as provided in Section 345 (1) of the Act, if the taxes or any class or installment thereof so levied in accordance with this By-law remain unpaid on the due date, a penalty of one and one quarter percent (1.25%) per month (15% per annum) of taxes remaining unpaid shall be levied on the first day of default and on the first day of each calendar month thereafter in which the default continues until December 31, 2025; and
7. That as provided in Section 345(3) of the Act, any taxes levied pursuant to this By-law remain unpaid as at December 31<sup>st</sup>, 2025, interest at the rate of one and one quarter percent (1.25%) per month (15% per annum) of the unpaid taxes shall be levied from December 31<sup>st</sup>, 2025 and for each month or fraction thereof until such taxes are paid; and
8. That all taxes levied by any By-law and remain unpaid as at the date of passing this By-law, shall have interest charged at the same rate of one and one quarter percent (1.25%) per month (15% per annum) calculated on the unpaid taxes, on the first day of each calendar month for so long as the taxes remain unpaid.
9. That By-law 2024-072-TX is hereby repealed.

READ a first and second time this 11<sup>th</sup> day of December, 2024.

READ a third time and passed this 11<sup>th</sup> day of December, 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

**THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE**

**BY-LAW NUMBER 2024-146-FI**

BEING A BY-LAW to repeal Development Charges By-law 2018-165-FI.

**WHEREAS** on December 11, 2018, Council passed Development Charges By-law 2018-165-FI; and

**WHEREAS** at its meeting on December 6, 2023, Council resolved to repeal Development Charges By-law 2018-165-FI and enact Development Charges By-laws 2023-146-FI through to 2023-152-FI inclusive, for Development Charges by service area; and

**WHEREAS** it is deemed expedient to pass a by-law to repeal Development Charges By-law 2018-165-FI; and

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That Development Charges By-law 2018-165-FI is hereby repealed.

READ a first and second time this 11<sup>th</sup> day of December, 2024.

READ a third time and passed this 11<sup>th</sup> day of December, 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk