



**Town of Whitchurch-Stouffville  
Council Agenda**

**Wednesday, September 25, 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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8.1 Report No. CPS-015-24 2025 Council Meeting Schedule and Municipal Office Closure	18
1. That Council approve the 2025 Council Meeting Schedule and Municipal Office Closures to be as follows:	
<u>Regular Council Meetings</u>	
• January on the third Wednesday at 1 p.m.	
• February, March, April, May, June, September, October, and	

November first and third Wednesday at 1 p.m.

- December on the first Wednesday at 1 p.m.

#### Closed Meetings

- During the Regular Council Meeting

#### Public Planning Meetings

- January, February, March, April, May, June, September, October, and November following Regular Council Meetings at 7 p.m. (if required)

#### Budget Meetings

- November 26 and 27, 2025 at 9 a.m. (latter day if required)

#### Municipal Office Closures

- New Year's Day - Wednesday, January 1, 2025
- Family Day - Monday, February 17, 2025
- Good Friday - Friday, April 18, 2025
- Victoria Day - Monday, May 19, 2025
- Canada Day – Tuesday, July 1, 2025
- Civic Holiday- Monday, August 4, 2025
- Labour Day - Monday, September 1, 2025
- Thanksgiving Day - Monday, October 13, 2025
- Christmas Eve (½ day) - Wednesday, December 24, 2025
- Christmas Day - Thursday, December 25, 2025
- Boxing Day - Friday, December 26, 2025
- Monday, December 29, 2025
- Tuesday, December 30, 2025
- New Year's Eve - Wednesday, December 31, 2025
- New Year's Day - Thursday, January 1, 2026

<b>8.2</b>	<b>Report No. CPS-014-24 Short-Term Rental By-law Amendment</b>	<b>25</b>
	1. That Council bring forward a by-law to amend By-law 2024-049-LI – Short-Term Rentals as laid out in this report.	
<b>8.3</b>	<b>Report No. CPS-013-24 BIA Board of Management</b>	<b>28</b>
	1. That Council direct the Clerk to prepare and bring back a report to the October 2, 2024 Council meeting, with information on the formal process and timelines associated with the re-establishment of a BIA within Downtown Stouffville.	
<b>8.4</b>	<b>Report No. EPW-016-24 Community Safety Zones</b>	<b>35</b>
	1. That Council direct staff to proceed with the amendments to the	

Community Safety Zones on Town roads adjacent to all existing schools and select parks in Stouffville; and

2. That Council direct staff to amend Traffic By-law 2008-147-TR; and
3. That Council delegate authority to the Commissioner of Engineering and Public Works to submit by-laws to amend Traffic By-law 2008-147-TR in accordance with the Community Safety Zone criteria; and
4. That Council direct staff to request that York Regional Police maintain a sustained enforcement program for all existing and new Community Safety Zones in Stouffville.

**8.5 Report No. CS-009-24 Community Sport and Recreation Infrastructure Fund Application 47**

1. That Council direct staff to apply for Stream 1 – Repair and Rehabilitation of the Community Sport and Recreation Infrastructure Fund
2. That Council direct staff to apply for Stream 2 – New Builds/Signature New Builds of the Community Sport and Recreation Infrastructure Fund

**8.6 Report No. FI-011-24 Second Quarter Results 54**

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

**8.7 Report No. FI-012-24 Proposed 2025 User Fees and Charges 73**

1. That Council approve the fees proposed by the Finance Services Commission effective January 1, 2025.

**8.8 Report No. FI-013-24 Strong Mayor Powers - 2025 Budget Timetable 91**

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed 2025 budget from 30 days to 21 days; and,
2. That Council provide direction on the date(s) for proposing amendments to the budget; and,
3. That Council reduce the time period as set out in subsection 7(10) of O. Reg. 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 9 days.

**8.9 Report No. FI-014-24 Insurance Claim Reserve 98**

1. That Council authorize Staff to establish the Insurance Claim Reserve.

**8.10 Report No. PL-002-24 Indigenous Library Card Project 102**

1. That Council receive report PL-002-24 for information.

**9. Action Items Requiring Separate Discussion**

**10. Member Motion**

**11. By-laws**

**11.1 2024-109-LI BEING A BY-LAW to amend By-law 2024-049-LI, to licence, regulate and govern Short-Term Rentals in the Town of Whitchurch-Stouffville. (CPS-014-24) 105**

11.2	2024-110-TR BEING A BY-LAW to amend By-law 2008-147-TR, to regulate traffic in the Town of Stouffville. (EPW-016-24)	107
11.3	2024-111-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Part 1, Plan 65R-39965).	109
12.	New/Other Business	
13.	Closed Session	
13.1	Closed Meeting Minutes - September 4, 2024	
13.2	Closed Meeting Minutes - September 11, 2024	
13.3	Report No. CM-017-24 Heritage Advisory Committee Recruitment Personal matters have an identifiable individual, including municipal or local board employees (Municipal Act, Sec. 239(2)(b)).	
14.	Reconvene in Public Session	
15.	Confirmatory By-law	
16.	Adjournment	



# Stouffville

## Town of Whitchurch-Stouffville

### Council Minutes

**September 4, 2024, 5:00 p.m.**

**Council Chambers**

**111 Sandiford Drive**

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

Members Absent: Councillor Keith Acton

Staff Present: Sunny Bains, Chief Administrative Officer  
Bill Snowball, Fire Chief  
Dwayne Tapp, Commissioner of Development of Services  
Jeremy Harness, Commissioner of Finance/Treasurer  
Claudette Banks, Associate Director, Human Resources  
Joshua Silver, Town Solicitor  
Jack Graziosi, Commissioner of Engineering & Public Works  
Rob Braid, Commissioner of Community Services  
Becky Jamieson, Commissioner of Corporate Services & Town Clerk  
Samantha Blakeley, Deputy Clerk  
Monica Beattie, Senior Clerk's Coordinator

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#### 1. Call to Order

Mayor Lovatt called the meeting to order at 5:01 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**

None

**5. Recognitions**

None

**6. Presentations**

None

**7. Deputations**

None

**8. Consent Agenda**

None

**9. Action Items Requiring Separate Discussion**

None

**10. Member Motion**

None

**11. By-laws**

None

**12. New/Other Business**

None

**13. Closed Session**

Council moved into Closed Session at 5:40 p.m.

**Moved by:** Councillor Smith

**Seconded by:** Councillor Bartley

That Council recess into Closed Session to consider Items 13.1 to 13.4 (inclusive) with the following exceptions:

- Personal matters, identifiable individual – Municipal Act, s. 239(2)(b)
- Labour relations or employee negotiations – Municipal Act, s. 239(2)(d)
- Education or training – Municipal Act, s. 239(3.1)

**Carried**

**13.1 CM-010-24 Recommendation for Council-Appointed Committee**

**13.2 CM-011-24 Revised Bargaining Mandate for WSPFFA**

**13.3 Council Education and Training Session - Council Procedural By-law and Council Chambers Technology Upgrades**

**13.4 Council Education and Training Session - Code of Conduct**

**14. Reconvene in Public Session**

**13.1 CM-010-24 Recommendation for Council-Appointed Committee**

**Moved by:** Councillor Kroon

**Seconded by:** Councillor Upton

That Council direct Staff to bring forward a report to the September 11, 2024, Council meeting.

**Carried**

**13.2 CM-011-24 Revised Bargaining Mandate for WSPFFA**

**Moved by:** Councillor Kroon

**Seconded by:** Councillor Sherban

That Council direct Staff to proceed as directed.

**Carried**

**13.3 Council Education and Training Session - Council Procedural By-law and Council Chambers Technology Upgrades**

There was no action arising from this item.

**13.4 Council Education and Training Session - Code of Conduct**

There was no action arising from this item.

**15. Confirmatory By-law**

None

**16. Adjournment**

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Kroon

There being no further business, the meeting adjourned at 8:37 p.m.

**Carried**

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk



# Stouffville

## Town of Whitchurch-Stouffville

### Council Minutes

**September 11, 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 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  
Monica Beattie, Senior Clerk's Coordinator  
Becky Jamieson, Commissioner of Corporate Services & Town Clerk  
Samantha Naumoski, Clerk's Assistant  
Samantha Blakeley, Deputy Clerk  
Margaret Wallace, CEO, Whitchurch-Stouffville Public Library

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#### 1. Call to Order

Mayor Lovatt called the meeting to order at 1:00 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 - June 19, 2024**

**4.2 Regular Council Minutes - June 26, 2024**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Acton

That Council adopt the minutes from the Regular Council Meeting of June 19, 2024 and June 26, 2024, as circulated.

**Carried**

**5. Recognitions**

None.

**6. Presentations**

None.

**7. Deputations**

**7.1 Randal Dickie, President, Urban Growth Inc.**

Randal Dickie, Urban Growth Inc., presented the LivGreen Master Plan and spoke on the impact of the new Community Benefit Charge By-law and requested Council approval for an In-Kind Contribution.

**Moved by:** Councillor Upton

**Seconded by:** Councillor Sherban

That the deputation from Randal Dickie, President, Urban Growth Inc., regarding the New Community Benefit By-law be referred to Staff.

**Carried**

## 8. Consent Agenda

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Bartley

That Council approve Items 8.1 and 8.2 on the Consent Agenda and adopt the recommendations contained therein.

**Carried**

### 8.1 Report No. DS-043-24 Allocation of Servicing Capacity Annual Status Update

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Bartley

1. That Council receive Report No. DS-043-24 for information.

**Carried**

### 8.2 Report No. DS-044-24 Proposed Zoning By-law Amendment (File No. ZBA20.010) at 6745 Main Street

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Bartley

1. That Council bring forward a By-law to amend the Town of Whitchurch-Stouffville's Comprehensive Zoning By-law 2010-001-ZO by applying a site-specific zone to the subject property, 6745 Main Street, and to direct Staff to issue a Notice of Passing upon enactment of the By-law.

**Carried**

## 9. Action Items Requiring Separate Discussion

### 9.1 Report No. DS-042-24 Updated Composition for Committee of Adjustment

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Upton

1. That Council bring forward a by-law to amend Schedule 'D' of By-law 2022-131-RE to change the composition of Committee of Adjustment from five (5) members to seven (7) members; and
2. That Council request staff to bring forward a by-law to appoint members to the Committee of Adjustment.

**Carried**

## 9.2 **AMO Policy Update - Call to Action: Social and Economic Prosperity Review**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Acton

**WHEREAS** current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

**WHEREAS** nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

**WHEREAS** municipal revenues, such as property taxes, do not grow with the economy or inflation; and

**WHEREAS** unprecedented population and housing growth will require significant investments in municipal infrastructure; and

**WHEREAS** municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

**WHEREAS** inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

**WHEREAS** property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and

**WHEREAS** the province can, and should, invest more in the prosperity of communities; and

**WHEREAS** municipalities and the provincial government have a strong history of collaboration.

**NOW THEREFORE BE IT RESOLVED THAT** the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and

**THAT** a copy of this motion be sent to the Premier of Ontario (premier@ontario.ca); Minister of Municipal Affairs and Housing (minister.mah@ontario.ca); the Minister of Finance (minister.fin@ontario.ca); to the Association of Municipalities of Ontario (amo@amo.on.ca), and to all York Region Municipalities.

**Carried**

## 10. Member Motions

### 10.1 Member Motion, re: Ten Dollar a Day Daycare

**Moved by:** Councillor Upton

**Seconded by:** Councillor Smith

**WHEREAS** on March 22, 2022, the Federal and Provincial Governments announced a funding agreement that will reduce the cost of childcare in Ontario to an average of \$10 per day by March 2026; and

**WHEREAS** the For-Profit / Not-For-Profit quotas [30/70] mandated by the Federal Government artificially limits the number of licences that can be given out and therefore limits the childcare spaces that can be created; and

**WHEREAS** every childcare centre in Whitchurch-Stouffville has a waitlist; and

**WHEREAS** families are being forced to waitlist for \$10 per day childcare even though there is unspent budget for unrealized Not-For-Profit centres due to a lack of Not-For-Profits applying; and

**WHEREAS** changing the ratios could unlock thousands of new \$10 per day childcare spaces immediately;

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Whitchurch-Stouffville requests the Federal and Provincial Governments adjust the For-Profit / Not-For-Profit quotas in the agreement; and

**THAT** this resolution be circulated and brought to the attention of the Right Hon. Justin Trudeau, Prime Minister of Canada; Hon. Helena Jaczek, Member of Parliament, Markham-Stouffville; Hon. Doug Ford, Premier of Ontario; Hon. Jenna Sudds, Minister of Families, Children and Social Development; Hon. Jill Dunlop, Minister of Education; and to all York Region Municipalities.

**Carried**

## 11. By-laws

**Moved by:** Councillor Kroon

**Seconded by:** Councillor Acton

That Council read the by-laws as contained in Items 11.1 to 11.10 (inclusive) a first, second, and third time and passed.

**Carried**

- 11.1 **2024-097-ZO BEING A BY-LAW to amend By-law No. 2010-001-ZO of the Town of Whitchurch-Stouffville (Comprehensive Zoning By-law) for the lands located at 6745 Main Street (DS-044-24)**
- 11.2 **2024-098-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (28 Montreal Street, formally part of 32 Montreal Street, Part 1 on Plan 65R-40747)**
- 11.3 **2024-099-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (100 Weldon Road, 110 Weldon Road and 120 Weldon Road, Part of Lot 35, Concession 8)**
- 11.4 **2024-100-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (100 Park Drive, formerly part of 104 Park Drive, Part 2 on Plan 65R-40431)**
- 11.5 **2024-101-RD BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Part of Lot 6, Concession 9)**
- 11.6 **2024-102-MS BEING A BY-LAW to designate certain lands on a registered plan of subdivision as not being subject to Part Lot Control (those Parts of Block 88, Plan 65M-4666 designated as Parts 43, 52, 53, 56, 57, 80, 95, 118, 123 and 125 on Plan 65R-40248)**
- 11.7 **2024-103-PR BEING A BY-LAW to amend By-law 2008-114-PR to govern and control the parking of vehicles in the Town of Whitchurch-Stouffville**
- 11.8 **2024-104-TR BEING A BY-LAW to amend By-law 2008-147-TR, to regulate traffic in the Town of Whitchurch-Stouffville**
- 11.9 **2024-105-EL BEING A BY-LAW to authorize the use of vote tabulation equipment and internet voting for the 2026 Municipal Election and to repeal By-law 2021-117-EL**
- 11.10 **2024-106-RE BEING A BY-LAW to amend Procedural By-law 2022-131-RE, to govern the organization, proceedings and administration of Council Appointed Committees for the 2022-2026 Term of Council (Appendix D) (DS-042-24)**
- 11.11 **2024-107-AP BEING A BY-LAW to appoint members to the Committee of Adjustment and Appeals Committee, and repeal By-law 2023-021-AP (DS-042-24)**

**Moved by:** Councillor Smith

**Seconded by:** Councillor Acton

That Councillor Kroon and Councillor Upton be appointed as members of the Committee of Adjustment; and

That Council read the by-law contained in Item 11.1 a first, second, third time and passed.

**Carried**

**12. New/Other Business**

None.

**13. Closed Session**

Council moved into Closed Session at 1:25 p.m.

**Moved by:** Councillor Smith

**Seconded by:** Councillor Sherban

That Report No. CM-014-24 BIA Board of Management be referred to the September 25, 2024 Council meeting to be considered in Open Session.

**Carried**

**Moved by:** Councillor Acton

**Seconded by:** Councillor Kroon

That Council recess into Closed Session to consider Items 13.1, 13.2, 13.3, 13.4, 13.6 and 13.7 with the following exceptions:

- Personal matters, identifiable individual – Municipal Act, s. 239(2)(b)
- Labour relations or employee negotiations – Municipal Act, s. 239(2)(d)
- Litigation or potential litigation – Municipal Act, s. 239(2)(e)

**Carried**

**13.1 Closed Meeting Minutes - June 19, 2024**

**13.2 Closed Meeting Minutes - June 26, 2024**

**13.3 Report No. CM-012-24 Thomas Williamson and Alexander Grubin Trust Funds**

**13.4 Report No. CM-013-24 Municipal Law Enforcement Matter**

**13.5 Report No. CM-014-24 BIA Board of Management**

**13.6 Report No. CM-015-24 Litigation Update - 1398493 Ontario Inc. (Bloomington Road)**

**13.7 Report No. CM-016-24 Application for Certification**

**14. Reconvene in Public Session**

Council reconvened in Public Session at 2:15 p.m.

Councillor Smith left the meeting at 2:15 p.m.

**13.1 Closed Meeting Minutes - June 19, 2024**

**13.2 Closed Meeting Minutes - June 26, 2024**

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Upton

That Council adopt the minutes from the Closed Meeting of June 19, 2024 and June 26, 2024, as circulated.

**Carried**

**13.3 Report No. CM-012-24 Thomas Williamson and Alexander Grubin Trust Funds**

**Moved by:** Councillor Sherban

**Seconded by:** Councillor Acton

That Council direct Staff to proceed as directed in the Closed Session.

**Carried**

**13.4 Report No. CM-013-24 Municipal Law Enforcement Matter**

**Moved by:** Councillor Kroon

**Seconded by:** Councillor Upton

That Council receive Report No. CM-013-24 Municipal Law Enforcement Matter for information.

**Carried**

**13.6 Report No. CM-015-24 Litigation Update - 1398493 Ontario Inc. (Bloomington Road)**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Acton

That Council direct Staff and External Counsel to proceed as directed in Closed Session.

**Carried**

**13.7 Report No. CM-016-24 Application for Certification**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Acton

That Council receive Report No. CM-016-24 Teamsters Local Union NO. 419 Application for Certification for information.

**Carried**

**15. Confirmatory By-law**

**Moved by:** Councillor Bartley

**Seconded by:** Councillor Sherban

That Council read Confirmatory By-law 2024-108-MS a first, second and third time and passed.

**Carried**

**16. Adjournment**

**Moved by:** Councillor Upton

**Seconded by:** Councillor Acton

There being no further business, the meeting adjourned at 2:20 p.m.

**Carried**

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

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**Subject:** 2025 Council Meeting Schedule and Municipal Office Closure

**Staff Report No.** CPS-015-24

**Commission:** Corporate Services Commission

**Date:** September 25, 2024

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**Recommendation:**

- 1) That Council approve the 2025 Council Meeting Schedule and Municipal Office Closures to be as follows:

**Regular Council Meetings**

- January on the third Wednesday at 1 p.m.
- February, March, April, May, June, September, October, and November first and third Wednesday at 1 p.m.
- December on the first Wednesday at 1 p.m.

**Closed Meetings**

- During the Regular Council Meeting

**Public Planning Meetings**

- January, February, March, April, May, June, September, October, and November following Regular Council Meetings at 7 p.m. (if required)

**Budget Meetings**

- November 26 and 27, 2025 at 9 a.m. (latter day if required)

**Municipal Office Closures**

- New Year's Day - Wednesday, January 1, 2025
- Family Day - Monday, February 17, 2025
- Good Friday - Friday, April 18, 2025
- Victoria Day - Monday, May 19, 2025
- Canada Day – Tuesday, July 1, 2025
- Civic Holiday- Monday, August 4, 2025
- Labour Day - Monday, September 1, 2025
- Thanksgiving Day - Monday, October 13, 2025

- **Christmas Eve (½ day) - Wednesday, December 24, 2025**
- **Christmas Day - Thursday, December 25, 2025**
- **Boxing Day - Friday, December 26, 2025**
- **Monday, December 29, 2025**
- **Tuesday, December 30, 2025**
- **New Year’s Eve - Wednesday, December 31, 2025**
- **New Year’s Day - Thursday, January 1, 2026**

### **Report Highlights**

- Town’s Procedural By-law 2023-033-RE requires Council to approve a schedule of Council meetings no later than December of each year.
- The schedule also provides the proposed closures for the Municipal Offices in 2025.

## **1. Purpose:**

The purpose of this report is to seek Council’s approval regarding the Council Meeting Schedule and Municipal Office closures for 2025.

## **2. Background:**

The proposed 2025 Council Meeting Schedule and Municipal Office Closures Calendar is based on the following factors:

### **2.1 Resolution from Council – December 6, 2023**

**WHEREAS** Council meetings are live streamed, and video recorded giving the public an opportunity to watch Council meetings at their convenience; and

**WHEREAS** the ability for proponents to participate in-person or electronically in Council meetings enhances the accessibility of meetings; and

**WHEREAS** daytime Council meetings are more cost efficient due to the meetings occurring during staff’s regular working hours.

**NOW THEREFORE BE IT RESOLVED THAT** staff be directed to amend the 2024 Council Meeting Schedule to commence all regular Council meetings at 1:00 p.m. beginning January 1, 2024; and

**THAT** Special Council meetings in the evening can still be called (as required); and

**THAT** Public Planning meetings be held the same day as Council Meetings commencing at 7:00 p.m. (as required); and

**THAT** staff be authorized and directed to do all things necessary, including updating the Procedural By-law and the 2024 Council Meeting Schedule, to give effect to this resolution.

## **2.2 Procedural By-law 2023-033-RE**

### Section (3.2) Regular Meeting

3.2.1 Regular Meetings shall be held in the Council Chambers at the Municipal Offices and in accordance with the schedule of Meetings as prepared by the Clerk annually and approved by Council no later than December of each year.

3.2.2 The schedule shall provide for Meetings to generally take place on the first and third Wednesdays of each month commencing at 1:00 p.m., except that when a public holiday, or another event in which Member(s) regularly participate, falls on the first or third Wednesday of any month, the Meeting shall be set for an alternate day and/or time, as determined by the Clerk.

3.2.3 Consideration shall be given to the following:

- a) No Meetings during “March Break” as determined by York District School Boards, during the first week of January, and during the first week September, and during the last two weeks of the month of December. During those months (January, September, and December), there shall only be one (1) Regular Meeting scheduled.
- b) There shall be no Regular Meeting scheduled during the months of July and August.

### Section (3.3) Council Public Planning Meeting

3.3.1 Public Planning Meetings shall consider matters where a Public Planning Meeting is required to hear applications under the Planning Act. Public Planning Meetings shall be held in the Council Chambers at the Municipal Offices and the schedule shall provide for Meetings to generally take place following Regular Meetings commencing at 7:00 p.m. and shall be included in the schedule of meetings approved by Council annually. There will be one (1) Meeting scheduled in July or August to ensure legislative Planning timelines are met and they shall be included in the schedule of Meetings approved by Council annually.

3.3.2 All Public Planning Meetings are only held if required.

### 3. Analysis:

#### 3.1 Statutory and Declared Holidays and Office Closures

In accordance with Administrative Procedure No. 10 - **Statutory and Declared Holiday Benefits**, the Town recognizes the following Statutory and Civic holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- One Half (1/2) Day Before Christmas (Christmas Eve)
- One Half (1/2) Day Before New Year's Day (New Year's Eve)

#### 3.2 Easter Monday Holiday: Full-Time Permanent Employees

In accordance with Administrative Procedure No. 10 – **Easter Monday Holiday: Full-Time Permanent Employees:**

In lieu of receiving Easter Monday as a designated holiday, full-time permanent employees will receive a floater day to be used at their discretion with approval from their Manager/Supervisor.

#### 3.3 Town Hall Office Closure

In accordance with Administrative Procedure No. 10 – **Town Hall Office Closure:**

Holiday office closures for staff working at Town Hall will follow the annual calendar approved by Council. During the holiday office closure, permanent full-time and part-time staff are required to use their vacation/ lieu time for these closure days or staff are to take the days off as unpaid. Please note the holiday schedule for staff working outside of Town Hall will be determined by the operational needs for their department, on a yearly basis.

#### 3.4 Amendments to Council Meeting Schedule

Council may resolve to add or remove Meetings from the approved Meeting Calendar from time to time as needed. Recognizing the sensitivity or importance

of certain reports, Special Council Meetings may also be called in accordance with the Procedural By-law.

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

##### **Proposed 2025 Council Meeting Schedule**

The 2025 Council Meeting Schedule and Municipal Office Closures are proposed as shown below.

##### **Regular Council Meetings**

- January on the third Wednesday at 1 p.m.
- February, March, April, May, June, September, October, and November first and third Wednesday at 1 p.m.
- December on the first Wednesday at 1 p.m.

##### **Closed Meeting**

- During the Regular Council Meeting

##### **Public Planning Meetings**

- January, February, March, April, May, June, September, October, and November following Regular Council meetings at 7 p.m. (if required)

##### **Budget Meetings**

- November 26 and 27, 2025 at 9 a.m. (latter day if required)

##### **Municipal Office Closures**

- New Year's Day - Wednesday, January 1, 2025
- Family Day - Monday, February 17, 2025
- Good Friday - Friday, April 18, 2025
- Victoria Day - Monday, May 19, 2025
- Canada Day – Tuesday, July 1, 2025
- Civic Holiday- Monday, August 4, 2025
- Labour Day - Monday, September 1, 2025
- Thanksgiving Day - Monday, October 13, 2025
- Christmas Eve (½ day) - Wednesday, December 24, 2025
- Christmas Day - Thursday, December 25, 2025
- Boxing Day - Friday, December 26, 2025
- Monday, December 29, 2025
- Tuesday, December 30, 2025
- New Year's Eve - Wednesday, December 31, 2025
- New Year's Day - Thursday, January 1, 2026

## 5. Financial Implications:

Non-union staff required to attend evening Council Meetings or Public Planning Meetings will be compensated in accordance with Administrative Procedure No. 4 – Hours of Work, Lieu Time and Overtime.

## 6. Alignment with Strategic Plan:

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

## 7. Attachments:

Attachment No. 1 – Draft 2025 Council Meeting Schedule and Municipal Office Closures

## 8. Related Reports:

None

**Author:** Monica Beattie, Council / Committee Coordinator

**For further information on this report, please contact the Department Head:** Becky Jamieson, Commissioner of Corporate Services & Town Clerk, at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at [becky.jamieson@townofws.ca](mailto:becky.jamieson@townofws.ca).

2025

**Council Meeting Schedule and Municipal Office Closure**

JANUARY						
S	M	T	W	T	F	S
			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	

FEBRUARY						
S	M	T	W	T	F	S
						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	

MARCH						
S	M	T	W	T	F	S
						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					

APRIL						
S	M	T	W	T	F	S
		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			

MAY						
S	M	T	W	T	F	S
				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

JUNE						
S	M	T	W	T	F	S
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					

JULY						
S	M	T	W	T	F	S
		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		

AUGUST						
S	M	T	W	T	F	S
					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						

SEPTEMBER						
S	M	T	W	T	F	S
	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				

OCTOBER						
S	M	T	W	T	F	S
			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	

NOVEMBER						
S	M	T	W	T	F	S
						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						

DECEMBER						
S	M	T	W	T	F	S
	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			

	Council Meeting at 1 p.m. and Public Meeting at 7 p.m. (if required)
	Budget Meeting (if required)
	Municipal Office Closure

**Subject:** Short-Term Rental By-law Amendment

**Staff Report No.** CPS-014-24

**Department/  
Commission:** Corporate Services Commission

**Date:** September 25, 2024

**Recommendation:**

- 1) That Council bring forward a by-law to amend By-law 2024-049-LI – Short-Term Rentals as laid out in this report.

**Report Highlights**

- Proposed amendments to the Short-Term Rental By-law including the inclusion of Bed and Breakfast establishments, enhanced definitions, and inclusion of maximum number of parking spots.
- Summary of the state of Short-Term Rentals since the enactment of By-law 2024-049-LI

**1. Purpose:**

This report provides an overview of the requested amendments to Short-Term Rental By-law 2024-049-LI and a brief summary of the current state of short-term rentals since the enactment of By-law 2024-049-LI.

**2. Background:**

On May 1, 2024, Council approved By-law 2024-049-LI which was amended to be a stand-alone Short-Term Rental By-law restricting the number of occupants, allowing one short-term rental per owner, one short-term rental per lot, and any fines to be set under the Administrative Penalty System.

At the time of enactment of By-law 2024-049-LI, the Town had ten (10) licensed short-term rentals. Four (4) months later, there are now twenty (20) licenced short-term rentals and seven (7) applications in process.

Over the last four (4) months, the Legislative Services division have found fifty-seven (57) unlicensed short-term rental properties in the Town. Fifty-seven (57) notices of violation were sent, advising short-term rental owners to cease operations immediately and apply for a short-term rental licence. Legislative Services have issued twenty (20) penalties for marketing short-term rentals without a licence and have issued two (2) second penalties for marketing short-term rentals without a licence. Sixteen (16) properties have removed advertisements, and others are claiming the properties are bed and breakfast or not short-term rentals.

### **3. Analysis:**

As a result of the past four (4) months, staff are recommending amendments to By-law 2024-049-LI to include various administrative changes such as; bed and breakfast establishments are required to be licenced as short-term rentals, and more enhanced definitions including the number of persons permitted at a short-term rental property, sleeping accommodations and the maximum number of parking spots.

The Legislative Services division will continue to monitor and work with short-term rental owners to ensure compliance with licensing.

### **4. Options:**

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

Staff recommend that Council approve By-Law 2024-109-LI to amend By-law 2024-049-LI and to be in force and effect September 25, 2024.

#### **4.2 Option B**

Council can decide to completely ban Short-Term Rentals within the Town by requesting staff to bring a subsequent by-law banning Short-Term Rentals. A high penalty fee for non-compliance could be established by Council.

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

There is no financial impact.

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

1. Good Governance  
Provide Good Governance

2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## **7. Attachments:**

None

## **8. Related Reports:**

April 6, 2022 - CS-006-22 – STR and Business Licensing Review  
May 1, 2024 – CPS-010-24 – Short-Term Rental By-law

**Author:** Susan Altschul, Corporate Information & Privacy Officer

**For further information on this report, please contact the Department Head:** Becky Jamieson, Commissioner of Corporate Services and Town Clerk at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at [becky.jamieson@townofws.ca](mailto:becky.jamieson@townofws.ca)

**Subject:** BIA Board of Management  
**Staff Report No.** CPS-013-24  
**Department/  
Commission:** Corporate Services Commission  
**Date:** September 25, 2024

**Recommendation:**

- 1) That Council direct the Clerk to prepare and bring back a report to the October 2, 2024 Council meeting, with information on the formal process and timelines associated with the re-establishment of a BIA within Downtown Stouffville.

**Report Highlights**

- Overview and history of Business Improvement Areas (BIAS) and the Special Services Tax Levy

**1. Purpose:**

The purpose of this report is to provide Council an overview of Business Improvement Areas (BIAS) and the Special Services Tax Levy.

**2. Background:**

**2.1 Overview of Business Improvement Areas (BIAS)**

Section 204 of the Municipal Act deals with BIAS. Local municipalities may designate an area as an improvement area and may establish a board of management:

- a) To oversee the improvement, beautification and maintenance of municipality-owned land, buildings and structures in the area beyond that provided at the expense of the municipality; and
- b) To promote the area as a business or shopping area.

Section 205 of the Act requires a BIA to establish a budget:

- The board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold

- one or more meetings of the members of the improvement area for discussion of the proposed budget;
- Council approves the budget in whole or in part but may not add expenditures to the budget; and
- A board of management cannot spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under the act.

Section 208 of the Act stipulates how funds can be raised: Funds to be raised

- The municipality shall annually raise the amount required for the purpose of a board of the management
- The municipality may establish a special charge for amount required annually,
  - a) By levy upon ratable property in the improvement area that is in prescribed business property class; or
  - b) By levy upon ratable property in the improvement area that is in prescribed business property class and that, in the Council's opinion, derive special benefit from the improvement area, which levy may be calculate using different percentages of the assessment for one or more separately assessed properties.

## **2.2 Overview of Special Services Tax Levy**

- In some circumstances, municipalities may impose special service tax levy. These rates apply only to properties within an area receiving special services and may cover some or all the cost of those services.
- In the By-law for special service tax levy, council has to:
  - o Identify a special service(s);
  - o Determine which of the costs, including capital costs, are related to that special service;
  - o Designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality;
  - o Determine the portion and set out the method of determining the portion of the costs determined above which represent the additional costs to the municipality that are providing additional benefit to the designated area; and,
  - o Determine whether all or a specified portion of the additional costs should be raised under the special service levy.

## **2.3 Difference Between BIA Levy and Special Services Tax Levy**

The Special Services Tax Levy has similarities to a traditional BIA levy. However, there are key differences. A Special Services levy, generally, may apply to all ratable property (including residential), whereas the traditional BIA levy applies only to the prescribed business property classes (i.e., the commercial and industrial classes).

Decisions on whether or not to area rate special services are made at the local level (Council) whereas BIA's and the BIA levy requires no objection from two-thirds of the affected individuals. Should a municipality choose to area rate a special service, the proposal would have to meet the general requirements in the legislation.

A municipality can charge both a Special Services Tax Levy and BIA Levy should they wish as they are intended for different purposes.

## **2.4 History in Stouffville**

In 1980, the Town of Stouffville established a BIA and appointed a BIA Board of Management. While the BIA was in place, a levy for the businesses within the boundaries was established. In 2005, Council adopted *The Strategic Plan of Action for Downtown Stouffville* which included the creation of an “advisory committee” to focus on the enhancement and renewal of Downtown Stouffville. In 2006, a Terms of Reference for the Downtown Stouffville Working Group (DSWG) was adopted and implemented by Council with the objective to bring stability to the downtown area and develop a strategic, dedicated approach to downtown revitalization. By 2009, an opportunity for downtown revitalization funding was made available by the Province and staff recommended a model in which the BIA – and its special services tax levy – would be folded into the DSWG. The BIA agreed and with the awarding of a provincial grant, a three-party agreement was launched to revitalize Downtown Stouffville.

In 2010, there was a draft budget presented to Council with regards to the special service tax levy for Downtown Stouffville. After provincial funding lapsed, the DSWG and Town continued the partnership, with each party contributing approximately \$70,000 annually. In 2019, with the creation of staff working groups, DSWG was transitioned to a staff working group with a refreshed Terms of Reference to coincide with current conditions and needs. In 2020, the Chamber approached staff with a proposal to assume management of the DSWG. By June 2021, the DSWG was rebranded to The Village of Stouffville and a second Memorandum of Understanding (MOU) was documented and signed with a term of January 1, 2023 to December 31, 2026 between the Town and the Chamber for the governance of the Village of Stouffville. The boundaries of the area of The Village of Stouffville stayed consistent in the transition from the DSWG to the Chamber. In 2023, the Town provided an annual operating grant in the amount equal to the annual Special Services Tax Levy by-law with an amount of \$75,870.

In June of 2024, the Town was notified that the Chamber board ratified a decision to end the MOU at the end of 2024. Should Council wish to continue to have a Special Services Tax Levy beyond 2024, a specific purpose for which it is being collected will need to be determined.

### 3. Analysis:

#### 3.1 Informal Survey to Seek Interest to Establish a BIA

On July 18, 2024, Staff mailed out letters to the owners of approximately 92 properties within the Downtown Stouffville boundaries, seeking their interest on the potential of Council re-establishing a Business Improvement Area (BIA). A deadline of August 16, 2024 was provided.

As of the deadline, staff received 21 responses in total. 15 properties expressed interest in re-establishing a BIA; 6 properties indicated they would not be interested; and responses were not received from 71 properties.

In order to re-establish a BIA, Council would be required to provide official direction to the Clerk to prepare a by-law and 60 days prior to passage of the by-law the Clerk by prepaid mail, would be required to send it to all properties within the proposed area a notice advising of Council's intention of passing a by-law to establish a BIA. Council shall not pass the by-law if written objections are received by the Clerk within 60 days after the last day of mailing of the notices and the objections have been signed by at least one-third of the total persons entitled to the notice. Property owners have to provide the notice, etc. to all tenants within their property who will be paying taxes.

If the letter had of been an official notice and property owners had been given 60 days, based on the responses received, Council could have been in a position to proceed with the BIA bylaw passage as only 6 were not in support of re-establishing a BIA which is less than one third. However, we did not ask property owners to forward to tenants, but we did hear from some tenants in favour of the BIA.

#### 3.2 Requirements to Re-establish a BIA

Should Council wish to re-establish a BIA, the Clerk would be required to give 60 days notice to all those within the proposed area prior to Council being able to consider the by-law. In addition, the property owners would be required to forward to any tenants who will pay taxes.

#### **Municipal Act Section – BIA**

##### *Notice*

**210** (1) *Before passing a by-law under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located,*

*(a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and*

*(b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area. 2001, c. 25, s. 210 (1).*

*When notice received*

*(2) A person who receives a notice under subsection (1) shall, within 30 days after the notice is mailed,*

*(a) give a copy of the notice to each tenant of the property to which the notice relates who is required to pay all or part of the taxes on the property; and*

*(b) give the clerk of the municipality a list of every tenant described in clause (a) and the share of the taxes that each tenant is required to pay and the share that the person is required to pay. 2001, c. 25, s. 210 (2).*

*Objections*

*(3) A municipality shall not pass a by-law referred to in subsection (1) if,*

*(a) written objections are received by the clerk of the municipality within 60 days after the last day of mailing of the notices;*

*(b) the objections have been signed by at least one-third of the total number of persons entitled to notice under subsection (1) and under clause (2) (a); and*

*(c) the objectors are responsible for,*

*(i) in the case of a proposed addition to an existing improvement area,*

*(A) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area, or*

*(B) at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the geographic area the proposed by-law would add to the existing improvement area, or*

*(ii) in all other cases, at least one-third of the taxes levied for purposes of the general local municipality levy on rateable property in all prescribed business property classes in the improvement area. 2001, c. 25, s. 210 (3).*

### **3.3 Other Steps Requested for Formation of a BIA**

Should Council successfully pass a by-law to re-establish a BIA, the following items will need to be done:

- BIA Policies and Governing Documents
- Staff Person to Provide Administrative Support to the BIA
- Establishment of a BIA Board
- Training of BIA Board Members
- BIA Budget Established
- BIA Levy

It is important to note that finding volunteers to serve as BIA Board Members may be challenging as the business community is already struggling in the downtown. The success of a BIA relies heavily on an engaged and committed BIA Board.

## **4. Options:**

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

That Council direct the Clerk to prepare and bring back a report to the October 2, 2024 Council meetings, with information on the formal process and timeliness associated with the re-establishment of a BIA within Downtown Stouffville.

### **4.2 Option B**

That Council does not consider the formal establishment of a BIA.

## **5. Financial Implications:**

There are no specific financial implications with this report.

However, it should be noted that the re-establishment of a BIA will result in staff time and resources initially.

The BIA will require financial resources to support operations. This can be funded solely through the BIA levy or a combination of a BIA levy and funds provided by the Town.

It is important to note that should Council elect to continue with a special services tax levy and re-establish a BIA, property owners within the area would be subject to two different levies.

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

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

2. An Engaging Town  
Increase Community Engagement & Outreach

## **7. Attachments:**

None

## **8. Related Reports:**

None

**Author:** Becky Jamieson, Commissioner of Corporate Services & Town Clerk  
**For further information on this report, please contact the Department Head:** Becky Jamieson, Commissioner of Corporate Services & Town Clerk, at 905-640-1910 or 1-855-642-8697 ext. 2224 or via email at [becky.jamieson@townofws.ca](mailto:becky.jamieson@townofws.ca)

**Subject:** Community Safety Zones

**Staff Report No.** EPW-016-24

**Department/  
Commission:** Engineering and Public Works Commission

**Date:** September 25, 2024

**Recommendation:**

- 1) That Council direct staff to proceed with the amendments to the Community Safety Zones on Town roads adjacent to all existing schools and select parks in Stouffville; and
- 2) That Council direct staff to amend Traffic By-law 2008-147-TR; and
- 3) That Council delegate authority to the Commissioner of Engineering and Public Works to submit by-laws to amend Traffic By-law 2008-147-TR in accordance with the Community Safety Zone criteria; and
- 4) That Council direct staff to request that York Regional Police maintain a sustained enforcement program for all existing and new Community Safety Zones in Stouffville.

**Report Highlights:**

Community Safety Zones are sections of roadways where public safety is of special concern and traffic offences are subject to double the fines. The Highway Traffic Act permits municipalities to establish Community Safety Zones on public roads under their jurisdiction. The intent of these zones is to modify driver behaviour and increase safety for all road users, particularly vulnerable road users like children.

Staff are recommending Schedule XVIII (Community Safety Zones) be amended to include additional Community Safety Zones and expand the scope of the existing zones on major Town roads adjacent to existing schools and select parks. This includes sections of Main Street, Millard Street, Hoover Park Drive, Reeves Way Boulevard, Glad Park Avenue, Sunset Boulevard, Greenwood Road and Forsythe Farm Drive which have been determined to be areas of speeding.

### 1. Purpose:

The purpose of this report is to update Council on the proposed implementation of additional Community Safety Zones for roads adjacent to all existing schools and select parks in Stouffville and the amendment of By-Law 2008-147-TR (Community Safety Zones).

### 2. Background:

Community Safety Zone legislation was introduced by the Province of Ontario in 1998. In May 2012, York Regional Council approved a policy to designate Community Safety Zones in all school areas on the Regional road network. There are currently five Community Safety Zones located on Regional roads in Stouffville.

Regional Community Safety Zone Locations in Stouffville	
School	Regional Road Frontage
Whitchurch Highlands Public School	Bloomington Road
Ballantrae Public School	Aurora Road
Glad Park Public School	Ninth Line
St. Brendan Catholic School	Ninth Line
Blessed Chiara Badano Catholic School and St. Katherine Drexel Catholic School	Ninth Line

The Town introduced Community Safety Zones in 2019. Staff recommends amending the Community Safety Zones to broaden the scope of the zones. There are eleven (11) primary and secondary public schools that Community Safety Zones are currently applied to, which are summarized as follows:

Community Safety Zone Locations	
School	Road Frontage
Summitview Public School	Main Street & Stouffer Street
Wendat Public School	Reeves Way Blvd.
Glad Park Public School	Glad Park Ave. & Ninth Line
St. Mark Catholic School	Glad Park Ave.
St Brendan Catholic School	Hoover Park Drive
Harry Bowes Public School	Greenwood Road
Oscar Peterson Public School	Hoover Park Drive
St Bridgid Catholic School	Millard Street

Barbara Reid Public School	Hoover Park Drive & Yakefarm Boulevard
Ecole Catholique Pape-Francois	Sunset Blvd.
Stouffville District Secondary School	Hoover Park Drive

The York Catholic District School Board opened Blessed Chiara Badano Catholic School and St. Katherin Drexel Catholic High School earlier this year. Staff have reviewed creating a Community Safety Zone on Meridian Drive as part of this review.

### 3. Analysis:

Community Safety Zones are road segments where safety is of special concern, and the fines for most moving violations have been doubled. These moving violations include speeding, stop sign and traffic signal compliance, careless driving, failing to yield, etc. The goal of a Community Safety Zone is to improve road safety on a roadway by modifying driver behaviour and encouraging compliance with traffic By-laws.

In a Community Safety Zone, traffic laws remain the same, but fines for offences within the Highway Traffic Act may be doubled at the discretion of the police officer. Parking fines and demerit points can not be increased within a Community Safety Zone.

#### 3.1 Jurisdiction

On September 1, 1998, the Highway Traffic Act was amended to permit municipalities to establish Community Safety Zones on public roads under their jurisdiction. Section 214.1 (1) of The Highway Traffic Act states:

*“The council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone if, in the council’s opinion, public safety is of special concern on that part of the highway.”*

For the Community Safety Zones to be enforceable, signs denoting the zones must be erected in accordance with appropriate regulations.

#### 3.2 Application

The Provincial guidelines specifically mention, but do not require or limit the application of Community Safety Zones to roads contiguous to schools, retirement facilities and community centres.

School children are generally viewed as representing the youngest and most vulnerable road user group. In keeping with Council’s resolution and considering that overuse of the Community Safety Zones designation could become counter-productive to the goal of increased traffic and pedestrian safety, staff recommend limiting application to existing schools and select parks at this time. Only existing community parks and neighborhood

parks will be reviewed. The criteria may be expanded, in the future, to include other public facilities (such as new schools, retirement facilities and community centres).

In many cases these schools and parks are flanked by more than one road. The 'Main Frontages' identified above are typically roads that are of a sufficient length and geometry that enable speeding.

Secondary flanking roads often have speeds that are inherently lower due to the geometry of the road (i.e., not straight) or short segment length. These roads are not conducive to successful Community Safety Zones. The benefit of Community Safety Zones is maximized by limiting their quantity and ensuring their placement in areas of most significant concern.

If Council supports the amendments outlined in this report, staff will prepare an amendment to By-law 2019-009-TR that specifies all roads that are deemed appropriate for Community Safety Zone implementation.

### **3.3 Signage and By-law Requirements**

In accordance with Sections 214.1 (4) and (5) of the Highway Traffic Act, Community Safety Zone designations do not take effect and are not enforceable until a municipal By-law is in place and the required signs are posted.

The By-law is required to specify the spatial limits of each Community Safety Zone, as well as the hours, days and months when the designation is in effect. Unlike School Zones, there is no measurement limitation on the area that can be defined if Council's opinion is that public safety is of special concern on that part of the roadway.

The road user is made aware of the existence of a Community Safety Zone through regulatory signs posted at a minimum at the start and end of the zone. The standard signs appear as follows:



Implementing a Community Safety Zone requires no physical modifications to the roadway. They are therefore considered an enforcement and education tool rather than an engineering tool.

### **3.4 Effectiveness**

#### ***Enforcement***

As with other roadway regulations, the effectiveness of Community Safety Zone designations on driver behaviour and traffic safety is to a large extent a function of the level of enforcement provided. The ability of York Regional Police to effectively enforce moving offences should be taken into consideration to make a Community Safety Zone a successful traffic safety tool. Enforcement plays an important role in road safety for two reasons. First, the response to an improper behaviour is immediate correction; second, the response is specifically directed to the road user responsible for the unsafe behaviour (as opposed to road design or education which are broad-based in their targets).

#### ***Education***

To derive the greatest potential benefit from Community Safety Zones, it is important to advise residents of the purpose and implications of these zones within the Town. If the amendments to the Community Safety Zone program are implemented, Engineering and Public Works will work with Corporate Communications to formulate a communication plan that will coordinate with York Regional Police and include use of the Town's website, social media, 'burst' signage, and other communications tools as appropriate.

#### ***Statistical Data***

A 2014 York Region Council report summarizes the findings of a review completed by the Region to determine the effectiveness of Community Safety Zones in York Region. Nine evaluation sites were selected from geographically diverse locations within the Region, including one site in Stouffville on Ninth Line at St. Brendan Catholic Elementary School.

At each of the nine evaluation sites, monthly speed studies were conducted within and adjacent to the Community Safety Zone for a period of one year to analyze the impact on average operating speed. In addition, the data collected within the Community Safety Zones was compared with studies conducted prior to their implementation.

The results of the speed study analysis indicate that there is an overall average reduction in driving speeds of approximately 3 km/h within Community Safety Zones.

Other studies have been inconclusive or shown no benefits, however the prevalence of Community Safety Zones is increasing, and studies are generally considered to be in their infancy.

### **3.5 Stakeholder Consultation**

York Regional Police (YRP) support Community Safety Zones and find them to be a useful tool for encouraging motorists to drive safely. YRP strives to provide consistent enforcement levels, and in co-operation with Regional staff, continue to raise awareness and provide education of Community Safety Zones through various outreach programs and campaigns.

York Region District School Board and York Catholic District School Board are also supportive of Community Safety Zones as a measure to help keep school neighbourhoods safe for students.

### **3.6 Main Street Focus Area**

Based on resident concerns that were raised, from Park Drive to Tenth Line, staff placed radar speed signs to determine the prevalence of speeding in this area, and to determine any options for improvements if deemed necessary.

The speed limit on this segment of Main Street is 40 kilometers per hour. Radar speed sign implementation was undertaken with equipment that captured westbound vehicular speed data at Main Street and Spring Street. Eastbound radar speed signs captured eastbound vehicular speed data at Main Street and Pine Street.

The data indicates that speeding was common on this segment of Main Street during the study period. Maximum daily speeds occasionally exceeded 70 km/hr. Weekly average westbound speeds ranged from 40 to 50 km/hr. Weekly average eastbound speeds ranged from 40 to 50 km/hr.

### **3.7 Options for Implementing the amended Community Safety Zones at all Schools**

This option would implement Community Safety Zones along Town roads adjacent to all existing schools as well as all existing community and neighborhood parks. This option represents a rational implementation plan that would be consistent and predictable for motorists and enforceable by York Regional Police.

This option also includes the implementation of Community Safety Zones for future schools, parks and other public facilities as they become operational and would allow for implementation on roads that indicate significant speeding. The delegated authority being sought for the Commissioner of Engineering and Public Works will allow for an efficient implementation of future Community Safety Zone locations. The table below summarizes the proposed locations:

<b>Community Safety Zone Locations</b>	
<b>Location</b>	<b>Road Frontage</b>
Barbara Reid Public School	Hoover Park Drive & Yakefarm Boulevard
Blessed Chiara Badano Catholic School	Meridian Drive
Byer's Pond Park	Hoover Park Drive
Ecole Catholique Pape-Francois	Sunset Blvd.
Felcher Park	Felcher Blvd
Gar Lehman Park	Gar Lehman Avenue
Glad Park Public School	Glad Park Ave. & Ninth Line
Greenwood Park	Greenwood Road
Harry Bowes Public School	Greenwood Road
Madori Park	Millard Street
Memorial Park	Park Drive
Oscar Peterson Public School	Hoover Park Drive
Royal Cachet Montessori School	Mostar Street
Rupert Park	Rupert Avenue
St Brendan Catholic School	Hoover Park Drive
St Bridgid Catholic School	Millard Street
St. Mark Catholic School	Glad Park Ave.
Stouffville District Secondary School	Hoover Park Drive
Summitview Public School	Main Street & Stouffer Street
Wendat Public School	Reeves Way Blvd.
Wheeler's Mill Park	Mostar Street

**4. Financial Implications:**

Each Community Safety Zone will require new signage at the beginning and end of the zone as per the Highway Traffic Act. Given the requirements, each school/park location would require a minimum of 6 signs (i.e. 3 per direction) and additional signs mid-block depending on the length of the defined segment. In summary, each CSZ location will require approximately 16 signs and pavement markings to advise motorists. The cost of the material needed for each CSZ location is approximately \$3,500 which would be funded from an Engineering and Public Works operating account.

## 5. 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 Safe Town  
Make our community safer

## 6. Attachments:

Attachment No. 1 - Existing Community Safety Zones  
Attachment No. 2 - Proposed Amended Community Safety Zones  
Attachment No. 3 - Community Safety Zone Criteria

## 7. Related Reports:

January 22, 2019 – PW-001-19 Traffic By-law Amendments for Implementation of Community Safety Zones in Various School Zones and Stop Signs at the Intersection of Burkholder Street and Franklin Street (T08)

<https://whitchurch.civicweb.net/FileStorage/C91F5ACE5D7740AD85FC6CB955823D4E-PW-001-19%20-%20Traffic%20By-law%20Amendments.pdf>

August 28, 2018 – PW-028-18 Community Safety Zones and Main Street Traffic Study  
<https://whitchurch.civicweb.net/FileStorage/7143F9F3EE3748D392EA881346D7BD97-PW-028-18%20-%20Community%20Safety%20Zones.pdf>

**Authors:** Gord Haggerty, Operations Technologist  
Hector Moreno, Manager, Transportation and Fleet Services

**For further information on this report, please contact the Department Head:**  
Jack Graziosi, Commissioner of Engineering and Public Works at 905-640-1910 or 1-855-642-8697 ext. 2464 or via email at [jack.graziosi@townofws.ca](mailto:jack.graziosi@townofws.ca).





## Community Safety Zone Warrant Criteria

### Policy Statement

This document describes the process and criteria used to establish Community Safety Zones (CSZ) along Town roads where public safety is of special concern to a community.

### Application

To all staff responsible for evaluating and implementing Community Safety Zones on Town roads.

### Purpose

To provide a consistent process and criteria to establish Community Safety Zones.

### Definitions

**Community Safety Zone:** A section of road, as designated through a Town bylaw, in accordance with the Ontario Highway Traffic Act, where fines are increased for traffic offences.

**Community Safety Zones Warrant Process:** Specific criteria that is applied in a certain order to determine eligibility for a Community Safety Zone.

**High Pedestrian Location:** A location experiencing an average of 100 pedestrians per hour or more for any eight hours of the day.

### Criteria

The Community Safety Zone warrant is comprised of two major components. The first component, Warrant 1 - Designated Area of Special Concern, outlines the specific areas where CSZ will be only considered. Warrant 2 - Risk Components related to the traffic and road characteristics of the area under consideration.

### Warrant 1 – Designated Area of Special Concern

Community Safety Zones will only be installed/implemented on Town public right-of-way where special concerns related to public safety are obvious to the road user. Therefore, Community Safety Zones must only be implemented at the following locations:

- Schools (elementary, secondary or private);
- Community or Neighborhood Parks;

The proposed CSZ must have a minimum length of 0.5 kilometres to a maximum of 2.5 kilometres depending on the area of special concern.

### Warrant 2 – Risk Components

Warrant 2 comprises a risk factors considered to be key in assessing whether a location shall be designated as a Community Safety Zone. The road classification and traffic volume will be the two elements that determine the Risk Components of a roadway being considered for a CSZ.

**Subject:** Community Sport and Recreation Infrastructure Fund Application

**Staff Report No.** CS-009-24

**Department/  
Commission:** Community Services Commission

**Date:** September 25, 2024

**Recommendation:**

- 1) That Council direct staff to apply for Stream 1 – Repair and Rehabilitation of the Community Sport and Recreation Infrastructure Fund
- 2) That Council direct staff to apply for Stream 2 – New Builds/Signature New Builds of the Community Sport and Recreation Infrastructure Fund

**Report Highlights**

- Staff are seeking Council direction to apply for the Province of Ontario Community Sport and Recreation Infrastructure Fund grant funding program to support recreation infrastructure.
- Staff will engage the services of Grant Match to support the application process.
- Staff have identified the Bethesda Sports Fields and cricket pitch for Stream 1 and a new artificial turf facility in partnership with the York Catholic District School Board at the site of Blessed Chiara Badano CES and St. Katherine Drexel CHS.

**1. Purpose:**

To request Council direction to apply for Stream 1 – Repair and Rehabilitation (project funding between \$150,000 - \$1,000,000), and Stream 2 – New Builds/Signature New Builds (project funding up to \$10,000,000) of the Community Sport and Recreation Infrastructure Fund.

**2. Background:**

The Province of Ontario Community Sport and Recreation Infrastructure Fund (CSRIF) is a \$200 million cost-share capital funding program delivered by the Ministry of Sport (the

Ministry) to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across the province.

The CSRIF is a cost sharing program that will be delivered over three years (2024-25 to 2026-27) through two streams:

- Stream 1: Repair and Rehabilitation
- Stream 2: New Builds/Signature New Builds

Town staff will engage the team from Grant Match who are experienced in government grant applications to ensure the Town's submissions for both streams are well aligned with program objectives.

In order to be eligible projects for consideration for Stream 1 - Repair and Rehabilitation – the deadline for application is October 29, 2024 and projects must;

- extend the lifespan of existing community sport and recreation facilities/spaces;
- maximize the use of existing facilities (e.g., use of space, increasing hours of operation, enhancing functionality and/or participation rates);
- or improve health and safety, accessibility and environmental standards of existing facilities (e.g., access to facility/field of play, lower operating costs, improved energy efficiency, etc.).

To be eligible for Stream 2 – New Builds/Signature New Builds – This Stream is awarding funds on an on-going basis until the funding is depleted. Project criteria include;

- Public infrastructure projects for which there is a demonstrated need, such as replacing an existing facility that has reached the end of its lifespan to meet community programming needs.
- Projects that make transformative investments in community sport or recreation infrastructure, including the repurposing or expansion of existing structures to create net new community sport or recreation facilities.
- Building new facilities that do not exist in the province/region that attract new programming, net new employment, retain jobs, and provide economic impact for local communities and businesses such as an increase in tourism, new high-performance facilities to attract and host large sporting events, create or increase collaboration with local businesses.
- Signature New Builds, which are defined as high-profile projects that will be recognized for innovative design, or for having significant community and economic impact, or iconic status within the sport sector. These projects will serve as symbols of progress in sustainability and technology and will have a positive influence on the people of Ontario.

### **3. Analysis:**

For Stream 1 - Repair and Rehabilitation –

Bethesda Sports Fields and cricket pitch rehabilitation/enhancements. In 2024 the cricket pitch was relocated to provide for a larger playing surface and greater separation from the adjacent soccer pitches. Further enhancements to the park will include;

- Upgrade sports lighting to LED;
- Addition of safety netting around cricket perimeter;
- Irrigation upgrades;
- Batter sight screens;
- Practice cricket batting/bowling cages;
- Field grading enhancements;
- Seating/Shade Structure opportunities
- Lighting of cricket pitch (provisional)

Bathesda Sports Fields and Community Park is a sporting hub for our community where baseball, soccer, and cricket converge to provide sporting opportunities for our community. Upgrading the lighting system to LED will improve the quality and consistency of illumination as well as significantly reduce utility costs. Providing shade opportunities and seating for athletes and spectators will further enhance the user experience.

#### Stream 2 – New Builds/Signature New Builds –

Partnership with York Catholic District School Board (YCDSB) for the development of an outdoor artificial turf facility at 55 Meridian Dr. Stouffville (site of St. Katherine Drexel CHS and Blessed Chiara Badano CES).

YCDSB would enter into a Memorandum of Understanding with the Town whereby the land along with contributions to the annual operating costs would be made available to the Town for the purpose of constructing an artificial turf facility. The Town would execute the capital project and have exclusive use evenings, weekends and during the summer. YCDSB would have exclusive use Monday to Friday during the school year for use of their student body.

The project scope of work includes:

- Grass field removal, excavation of “soft” subgrade, new fill material remediation for compaction of subgrade to design depth;
- Base preparation for field storm water collection and artificial turf installation;
- Concrete curbing for perimeter fence installation (various heights - 1.8m, 3.6m and 5.4 metre behind the goal area as barrier protection for errant soccer balls);
- Player and referee shelters and benches;
- Bleacher seating;
- Field lighting;
- Perimeter asphalt/rubberized walkway/track (provisional)
- Score board (provisional)

As per the Leisure and Community Services Master plan, investment in artificial turf will extend the play season for the full range of uses including soccer. Given the continued demand for sports fields by our user groups, this is an opportunity to partner with YCDSB

to build a facility that will help to grow our inventory and increase our service level and quality of facilities. Doing so will encourage further growth of our leagues and potential for tournaments

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

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

Council direct staff to take the necessary action to apply for Stream 1 – Repair and Rehabilitation and Stream 2 – New Builds/Signature New Builds for the Ontario Community Sport and Recreation Infrastructure Fund (CSRIF) cost-share capital funding program delivered by the Ministry of Sport

##### **4.2 Option B**

Council direct staff to take the necessary action to apply for Stream 1 – Repair and Rehabilitation for the Ontario Community Sport and Recreation Infrastructure Fund (CSRIF) cost-share capital funding program delivered by the Ministry of Sport for the Bethesda Sports Fields and cricket pitch rehabilitation and enhancements.

##### **4.3 Option C**

Council direct staff to take the necessary action to apply for Stream 2 – New Builds/Signature New Builds for the Ontario Community Sport and Recreation Infrastructure Fund (CSRIF) cost-share capital funding program delivered by the Ministry of Sport for the development of an outdoor artificial turf facility in partnership with the YCDSB.

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

Funds for improvements at Bethesda Sports Fields are currently identified in the 2026-2034 Long Range Capital Budget Forecast which will be used for the Town's contribution towards the estimated project total of \$1,600,000 (cost sharing of approximately \$800,000 each) and be funded through the Town's Growth Reserves.

Funds for the Stream 2 project of the outdoor artificial turf are not currently accounted for and would be funded through use of the Park Trust for the Town's contribution towards the estimated project total of \$4,600,000 (cost sharing of approximately \$2,300,000 each). If this project does not receive the full cost sharing amount through the Stream 2 funding, the project will not proceed.

Should Council direct staff to apply for the two streams of Provincial funding available staff will immediately begin to formalize quotations and letters of support for the cost sharing funding application process.

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

A Healthy and Greener Town  
Increase Offerings and Opportunities for Active Living

## **7. Attachments:**

Attachment No. 1 – (Map of Bethesda Sports Fields and Community Park)  
Attachment No. 2 – (Map of St. Katherine Drexel CHS property)

## **8. Related Reports:**

None.

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

**For further information on this report, please contact the Department Head:** Rob Braid, Commissioner of Community Services at 905-640-1910 or 1-855-642-8697 ext. 2245 or via email at [rob.braid@townofws.ca](mailto:rob.braid@townofws.ca)

Attachment 1 – Bethesda Sports Fields and Community Park



Attachment 2 – Map of St. Katherine Drexel CHS



**Subject:** Second Quarter Results

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

**Department/  
Commission:** Finance Services Commission

**Date:** September 25, 2024

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

**Report Highlights**

- Operating Results: Favourable variance in the tax-supported budget of \$603,000 as of June 30, 2024.
- Capital Program: Approximately \$4.2 million has been spent to June 30, 2024 towards the total capital program of \$65.3 million.
- Overall development charge activity has been lower than forecasted to June 30, 2024 but is expected to increase to be in line with forecast throughout the remainder of 2024.
- 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 June 30, 2024.

**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 first and second quarter activity related to Town operations and the status of capital projects.

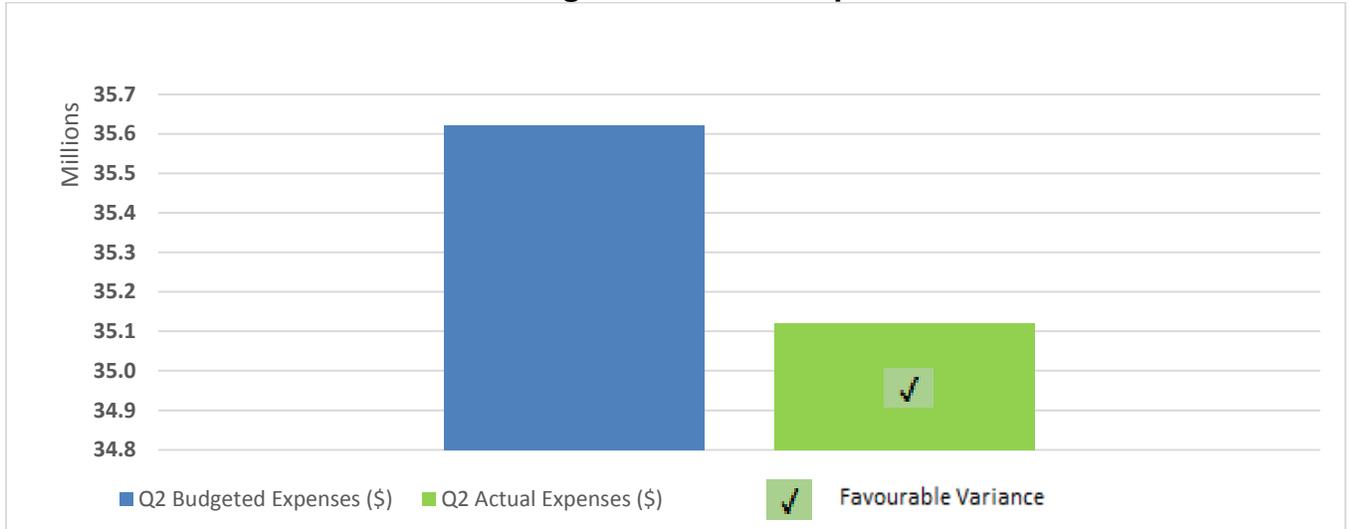
Where significant variances or events that impact 2024 operating revenues and expenditures are known, these have been identified.

### 3. Analysis and Options:

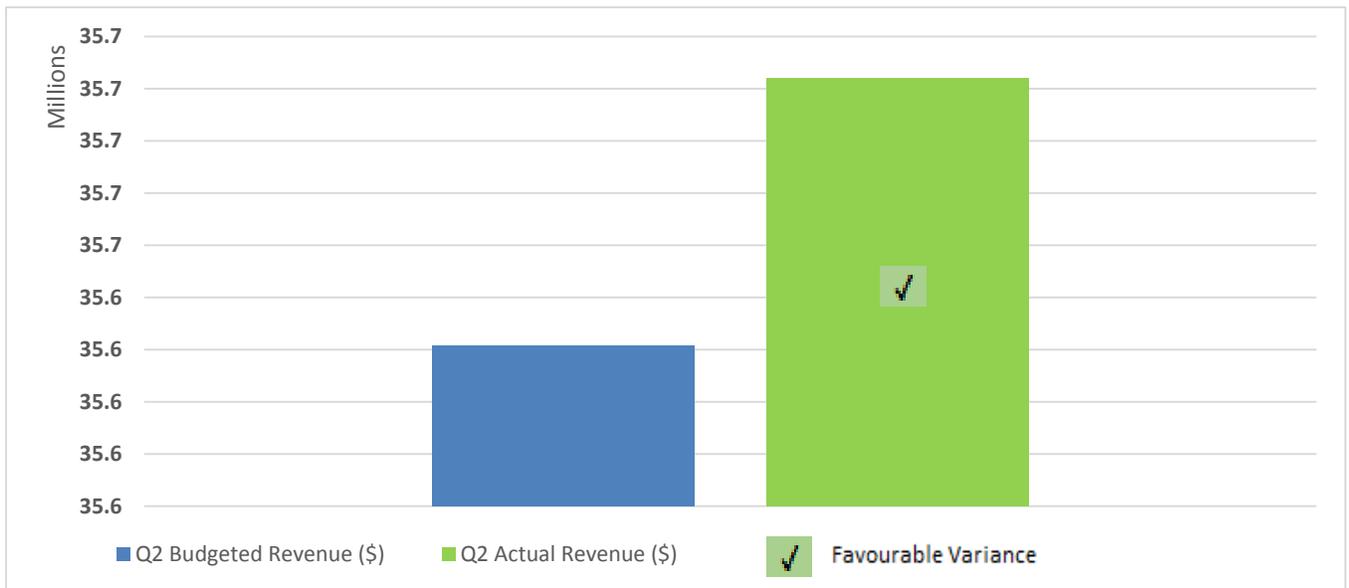
#### 3.1 Q2 Operating Results

A review of the six months of 2024 operating activity shows a favourable variance in the tax-supported budget of \$603,000. Charts 1 and 2 represent the six-month actual expenses and revenues compared to the budget.

**Chart 1: Q2 Budget vs. Actuals Expenses**

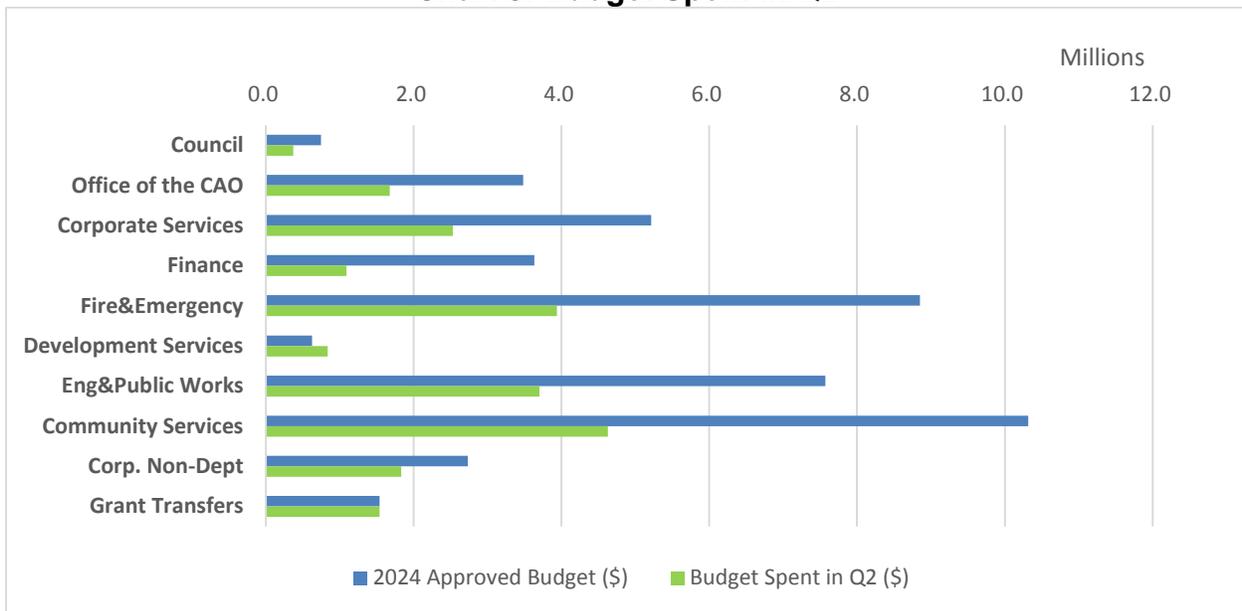


**Chart 2: Q2 Budget vs. Actuals Revenue**



Most of the departments are currently tracking close to the budget, indicating that the spending is being well controlled for the first six months of 2024. Chart 3 shows that departments spent approximately 50% of the annual approved budget as at June 30, 2024.

**Chart 3: Budget Spent in Q2**



The following summarizes the key variances in the tax-supported budget:

- Professional & contracted services and Property Maintenance expenses are lower than budgeted amounts due to fewer winter weather events than expected in Q1.
- Collection of interest and penalties on overdue tax accounts and other receivables are trending higher than forecast.
- Sale of property is higher than forecast due to the sale of the 5982 Main Street Property.
- User fees were lower than budgeted amounts due to slower development activity in early 2024.

Building Services, Water and Wastewater and Cemetery are currently tracking close to budget indicating that the spending is being well controlled for the first six months of 2024.

Library and Latcham Art Centre have favourable budget to actual variances as at the end of Q2. This is primarily due to vacancies in full-time and part-time positions, as well as higher than budgeted program revenues for Latcham Art Centre.

Table 1 contains a summary of the six-month actual operating results compared to the six-month budget by Commission.

**Table 1: Q2 Actuals (adjusted\*\*) to Budget – by Commission**

	June 30, 2024				Result *
	Year-To-Date		Q2 Budget vs Actual		
	6 Month Budget	Adjusted** 6 Month Actuals	Fav / (Unfav) \$	%	
<b>TAX SUPPORTED</b>					
Taxation Revenue	(22,682,900)	(22,752,000)	69,100	0.3	✓
Council	377,500	373,000	4,500	1.2	✓
Office of the CAO	1,747,200	1,675,800	71,400	4.1	✓
Corporate Services	2,748,600	2,528,400	220,200	8.0	✓
Finance	1,275,000	1,090,200	184,800	14.5	✓
Fire & Emergency Services	4,219,800	3,939,600	280,200	6.6	✓
Development Services	324,900	836,800	(511,900)	(157.5)	✗
Public Works	3,984,500	3,701,900	282,600	7.1	✓
Community Services	4,811,800	4,630,200	181,600	3.8	✓
Corporate Non-Departmental	1,653,100	1,832,600	(179,500)	(10.9)	✗
Grant Transfers to Library	1,540,500	1,540,500	-	-	✓
<b>NET SURPLUS - TAX SUPPORTED</b>	-	<b>(603,000)</b>	<b>603,000</b>		✓
<b>RATE SUPPORTED AND LIBRARY</b>					
Building Services	-	49,800	(49,800)		✗
Wastewater	-	132,200	(132,200)		✗
Water	-	106,400	(106,400)		✗
Cemetery	-	(32,300)	32,300		✓
Library & Latcham Art Centre	-	(71,200)	71,200		✓
<b>NET SURPLUS - OTHER FUNDS</b>	-	<b>184,900</b>	<b>(184,900)</b>		✗

\* LEGEND

✓	Favourable Variance (Surplus)
✗	Unfavourable Variance (Deficit)

\*\*Table 1 contains a summary of the six-month actual operating results, adjusted for known and expected seasonal fluctuations, accruals, and other accounting entries, and compared to the six-month budget.

### 3.2 2024 Capital Program

The 2024 capital program is \$65.3 million composed of \$38.1 million in 2024 projects and \$27.3 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 June 30th, approximately, \$4.2 million has been spent to date; however, as outlined in Section 3.6 below, an additional \$6 million has been procured with several capital projects starting in the latter half of 2024.

Table 2 is a breakdown of the approved budget and amount spent to June 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)	Total Active Capital Projects Budget (\$) (1)+(2) = (3)	2024 Spending (\$) As of Jun 30, 2024 (4)	Remaining Budget (\$) (5)= (3) - (4)
Office of the CAO	10,481	97,271	107,752	-	107,752
Corporate Services	1,739,634	1,201,000	2,940,634	520,139	2,420,495
Finance	50,000	50,000	100,000	52,839	47,161
Fire & Emergency	162,300	1,992,619	2,154,919	341,448	1,813,471
Development Services	931,961	880,000	1,811,961	78,796	1,733,165
Public Works	19,591,461	19,668,734	39,260,195	1,034,327	38,225,868
Community Services	6,235,230	3,156,000	9,391,230	1,794,909	7,596,321
Library	64,440	200,000	264,440	29,427	235,013
Front-Ended & Developer Agreements	9,260,575	-	9,260,575	351,644	8,908,931
<b>Total</b>	<b>38,046,082</b>	<b>27,245,624</b>	<b>65,291,706</b>	<b>4,203,529</b>	<b>61,088,177</b>

### 3.3 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 June 30th, 2024, \$0.538 million in development charges have been collected. Development charges for non-residential is noted as 47,983 sq.ft. and this is expected to increase to be in line with the forecasted square footage for the remainder of 2024. Between July and September 2024, 31,965 sq. ft. of non-residential development charges were collected, with additional collections expected in Q3 and Q4 related to a new industrial building. Therefore, a total collection of over 200,000 sq. ft. is expected by the end of 2024. Development Charges for 10 new residential units have been collected as of June 30, 2024. The new residential housing market is cyclical, and modest growth is expected for the remainder of 2024. Development charges for 174 residential units were collected as part of a new condominium permit, with total expected residential units of approximately 200 by the end of 2024.

**Table 3: Development Charges activity as at June 30, 2024**

	<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	10 units	14.728	0.160
Non-Residential	271,060 s.f.	47,983 s.f.	1.645	0.378
<b>Total</b>			<b>16.373</b>	<b>0.538</b>

\* Reported in single residential unit equivalents

### 3.4 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: Second Quarter Inflation**

	<b>Q2 2023</b>	<b>Q1 2024</b>	<b>Q2 2024</b>	<b>Q2/23 to Q2/24 Change</b>	<b>Q1/24 to Q2/24 Change</b>
CPI	156.4	159.9	160.8	<b>2.8%</b>	<b>0.6%</b>
NRBCPI	152.3	157.6	159.6	<b>4.8%</b>	<b>1.3%</b>

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.

### 3.5 Taxes Receivable as of June 30, 2024

Tables 5 and 6 outline the number of tax accounts with outstanding balances and the total taxes receivable as of June 30, 2024.

**Table 5 Outstanding Taxes Receivables – Prior Years**

Year	January 1, 2024		June 30, 2024		Collected*	
	# of Accounts	Taxes Receivable (\$)	# of Accounts	Taxes Receivable (\$)	# of Accounts Collected	Taxes Receivable Collected (\$)
2023	5,258	8,367,624	1,143	5,009,443	4,115	3,358,181
2022 and prior	519	8,920,597	348	7,504,055	171	1,416,542
<b>Eligible for Tax Sale**</b>			348	7,504,055		
<b>Less: Payment Arrangements</b>			144	995,124		
<b>Collection in Progress</b>			<b>204</b>	<b>6,508,932</b>		

\* Number of accounts collected between January 1, 2024 and June 30, 2024.

\*\* 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**

Year	Current year		June 30, 2024		2024 Taxes Collected	
	# of Accounts	Total Billing (\$)	# of Accounts	Taxes Receivable (\$)	# of Accounts Paid in Full	Taxes Receivable Collected (\$)
<b>Current Year*</b>	18,861	131,772,270	18,161	68,892,869	700	62,879,401

\*Current year represents 2024 levies billed along with tax appeal write-offs and additional fees added to the roll. As of June 30, 2024, the final tax instalments were issued with due dates of July 15 and September 13. Supplementary tax bills have not been issued at this time.

Taxes receivable amounts include tax levies, penalty charges incurred and adjustments to the tax roll.

### 3.6 Procurement Update - Q1 and Q2 Contract Awards

Procurement Services awarded 11 contracts for \$603,711.31 in Q1-2024 and 21 contracts for \$6,079,012.36 in Q2-2024 respectively. Detailed award information is outlined in Attachments 1 and 2.

### 3.7 2022-2026 Stouffville Strategic Plan Quarterly Snapshot (as of Q2 2024)

#### i. 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.

#### ii. Analysis

As outlined in Attachment 3, 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 Q1 2024 – Q2 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, include completed key activities, such as:

- Completion and endorsement of the Official Plan
- Implementation of CityView software
- Completion of overhead utility relocations and implementation of traffic calming features through the reconstruction of Edward Street
- Implementation of Administrative Money Penalty System (AMPS) Program
- Completion and endorsement of the Development Charge Background Study and By-law

- Completion and endorsement of the Information Technology (IT) Strategic Plan
- Procurement By-law update completed
- Procedural By-law update completed

Although the Memorial Park Multi-Purpose Trail (formerly identified as the outdoor skating trail) is showing as overdue, the trail has opened for public use and staff have utilized the opportunity to increase usage of this trail to include activities for the summer months. The construction of the fieldhouse is still underway and has experienced some delays due to supply chain and construction challenges.

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. Alignment with Strategic Plan:**

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

#### **6. Attachments:**

- FI-012-24 Attachment 1 – Q1 2024 Contract Awards
- FI-012-24 Attachment 2 – Q2 2024 Contract Awards
- FI-012-24 Attachment 3 – Strategic Plan Quarterly Snapshot-Q1-Q2 2024

#### **7. Related Reports:**

None

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Clayton Pereira, Deputy Treasurer/Manager of Budgets and Financial Planning

**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)



### Q1 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-SS-24-004	Wildlife Rehabilitation Services	Shades of Hope Wildlife Refuge	\$ 40,000.00	01/26/2024
2	WS-SS-24-022	AIMS Code Enforcement	EDC Corporation	\$ 24,000.00	03/26/2024
<b>Information Technology</b>					
3	WS-SS-24-032	Council Chambers Technology Upgrades	Global Unified Solutions Services Inc.	\$ 156,376.86	03/06/2024
<b>Community Services</b>					
<b>Facilities</b>					
4	WS-RFP-24-001	Stouffville Clock Tower Restoration	Heritage Restoration	\$ 249,375.00	02/26/2024
5	WS-RFQ-24-008	Supply and Delivery of Parking Lot Light Poles to the Stouffville Arena	Aurora Electric Supply Corp.	\$ 14,868.00	03/19/2024
6	WS-SS-24-025	Security Upgrades at the Arena	NAP Integrated Security Solutions	\$ 38,341.95	03/03/2024
<b>Parks</b>					
7	WS-COOP-24-011	Supply and Delivery of Zero-Turn Mower to replace 2016#P-9	B.E. Larkin Equipment Ltd	\$ 15,038.00	03/07/2024
8	WS-COOP-24-012	Supply and Delivery of Zero-Turn Mower to replace 2016#P-8	Bradford Rental Sales & Service	\$ 24,439.20	03/08/2024
<b>Centralized Customer Service Centre</b>					
9	WS-SS-24-014	Lease of Postage Meter Mailing Equipment	Pitney Bowes	\$ 16,822.08	02/14/2024
<b>Engineering &amp; Public Works</b>					
<b>Capital Projects</b>					
10	WS-RFQ-24-023	Main St. Crosswalk Installation of Overhead Beacons	TM3 Electrical Contractors	\$ 11,215.22	02/29/2024
<b>Fire &amp; Emergency Services</b>					
<b>Fire Suppression</b>					
11	WS-RFQ-24-005	Defibrillator Equipment Replacement	RESCUE 7 INC.	\$ 13,235.00	01/16/2024

**Q2 2024 Contract Awards**

Item No.	Bid No.	Description	Awarded Supplier(s)	Awarded Amount \$	Awarded Date
<b>Corporate Services</b>					
<b>Information Technology</b>					
1	WS-COOP-24-058	Renewal for Cisco Services	OnX Inc.	\$ 115,673.85	06/24/2024
<b>Community Services</b>					
<b>Facilities</b>					
2	WS-SS-24-033	Supply and Delivery of New Zamboni 525	The Zamboni Company	\$ 122,136.05	04/14/2024
3	WS-SS-24-043	Modular Temporary Daycare Dismantle and Transport	Citycore Construction	\$ 59,800.00	05/07/2024
<b>Parks</b>					
4	WS-COOP-24-010	Supply and Delivery of Mini-Excavator	Oaken Holdings Inc	\$ 80,084.09	04/09/2024
5	WS-RFT-24-021	Tree Maintenance and Removal	Uxbridge Tree Service Inc.	\$ 173,000.00	05/02/2024
<b>Culture &amp; Community Services</b>					
6	WS-RFP-24-007	Supply and Install of 2024 Technical Theatre Upgrades	PA Shop	\$ 48,965.04	05/14/2024
<b>Engineering &amp; Public Works</b>					
<b>Capital Projects</b>					
7	WS-RFT-24-006	Asphalt Roadway Rehabilitation - Bethesda Side Road from Warden Ave to Woodbine Ave	Brennan Paving & Construction Ltd.	\$ 698,674.50	04/22/2024
8	WS-RFP-24-009	Preliminary Design (PART A), Detailed Design (PART B) and Contract Administration, Site Inspection, Field Ambassador and Material Testing (PART C) for the Reconstruction of Main Street from Park Drive to Edward Street	Accardi Schaeffers & Associates Ltd.	\$ 980,900.00	05/21/2024
9	WS-RFT-24-015	O'Brien Avenue Reconstruction	Hebster Construction Inc.	\$ 1,549,077.18	06/07/2024
10	WS-SS-24-055	O'Brien Ave Pre-Condition Survey & Vibration Monitoring	Englobe	\$ 27,825.00	06/25/2024
<b>Transportation &amp; Fleet</b>					
11	WS-RFP-24-013	Automatic Vehicle Locating (AVL) System & Services (2024-2027)	GoFleet Corporation	\$ 66,028.00	05/01/2024
12	WS-COOP-24-027	Supply and Delivery of Compact Loader	Oaken Holdings Inc.	\$ 71,392.80	04/22/2024
13	WS-RFQ-24-028	Traffic Sign Retro-Reflectivity Inspection	Advantage Data Collection	\$ 19,987.00	05/01/2024
14	WS-RFT-24-029	Supply and Application of Microsurfacing	Duncor Enterprises Inc	\$ 173,910.00	04/30/2024
15	WS-RFT-24-030	Rout and Seal (2024)	6ixview Inc	\$ 33,000.00	05/08/2024
16	WS-RFT-24-031	Supply & Delivery of 2024 Light Duty Vehicles	Downtown Autogroup, Blue Mountain Ch	\$ 166,803.88	05/10/2024
17	WS-RFT-24-039	Supply & Installation of Lift System & Accessories	Drive Products	\$ 102,978.00	05/29/2024
18	WS-RFQ-24-041	Supply and Delivery of Vehicle Outfitting for 14-130 Cargo Van	Mobile Power Solutions Inc	\$ 27,275.00	05/09/2024
<b>Water/Wastewater</b>					
19	WS-SS-24-017	Supply and Installation of a Bulk Water Fill Station	Flowpoint Environmental Systems	\$ 97,252.97	04/29/2024
20	WS-SS-24-018	Painting of Fire Hydrants	Ontario Clean Water Agency	\$ 22,500.00	05/01/2024
<b>Fire &amp; Emergency Services</b>					
<b>Fire Prevention</b>					
21	WS-SS-24-040	Supply and Delivery of one (1) Spartan Metro Star MFD Dependable Pumper	Dependable Emergency Vehicles	\$ 1,441,749.00	04/22/2024

● 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>	<b>45%</b>
→ 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	20%
→ Support the development of sustainable cultivation/tourism opportunities including wineries, cideries, fruit stands, etc.	25%
→ 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	28%
→ 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	29%
→ 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	10%
→ 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>26%</b>
→ Improve the condition of the road network by rehabilitating roadways	25%
→ 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)	10%
→ Complete environmental assessment for Tenth Line jog elimination	0%
→ Add Active Transportation Facilities and improve awareness of active transportation safety	20%
→ Build accessible sidewalks on Lloyd Street and Edward Street.	55%
→ Update the Town's engineering standards & urban design guidelines.	15%
→ Implement the "Share the Road Program" education in rural areas	0%
→ Add on-road and separated active transportation facilities to existing neighbourhoods	10%
→ Work with transit partners to promote improvement to local commuting options	15%
→ Meet annually with York Region Transit to discuss transit priorities	25%
→ Promote York Region Transit initiatives such as Mobility on Request.	34%
→ 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.	70%
→ Complete overhead utility relocations to allow for construction of an unobstructed multi-use path	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	10%
→ 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	79%
→ 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>61%</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%	54%
→ Develop a social media strategy	50%
→ Assess social media channels and usage	90%
→ Identify social media influencers	50%
→ Improve outreach and impressions	25%
→ Enhance Library and Art Gallery offerings	58%
→ 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	25%
→ Introduce a Digital Art Series to explore the creation of digital art and stop motion animation for youth	50%

## A SAFE TOWN

Goal	Current Completion
<b>Make our Community SAFER</b>	<b>53%</b>
→ <b>Maintain Emergency Response Standards</b>	<b>48%</b>
→ Continue to strive to meet the 1710 (urban) and 1720 (rural) standards	31%
→ Implement strategy to begin transition to a career fire service	25%
→ 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>38%</b>
→ Continue to provide "Home Safe Home" Fire Safety Program	33%
→ Identify community outreach and safety programs	50%
→ Maintain a social media presence for safety awareness	29%
→ 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>70%</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	60%
→ Implement roundabout safety improvements	90%
→ <b>Ensure Emergency Management Compliance</b>	<b>57%</b>
→ 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	38%
→ Complete annually Emergency Exercise for EOC members	50%
→ Continue to collaborate with York Region and N6 municipalities for Emergency Management	50%

## GOOD GOVERNANCE

Goal	Current Completion
<b>Provide Good Governance</b>	<b>77%</b>
→ Review procedural by-law and associated report software	73%
→ Review municipal best practices	50%
→ Update the procedural by-law for Council approval	100%
→ Assess iCompass functionality and explore alternative software options	70%
→ 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	35%
→ 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>63%</b>
→ <b>To improve total procurement lifecycle</b>	<b>96%</b>
→ Assess current procurement lifecycle timeline	100%
→ Work with stakeholders to identify efficiencies	100%
→ Review and update procurement by-law : 100	100%
→ Incorporate Procurement Planning into Budget Cycle	85%
→ <b>Implement a Customer Service Framework</b>	<b>35%</b>
→ Develop corporate wide Customer Service Standards	100%
→ Assess opportunities for business synergies to increase process efficiency to better support streamlined and consistent customer experience	25%
→ Rollout staff trainings	15%
→ Implement Customer Relationship Management (CRM) system	0%
→ <b>Improve IT Security Framework</b>	<b>77%</b>
→ Continue implementing user awareness training programs	30%
→ Implement Disaster Recovery Site	100%
→ Implement AirGap Backup System	100%
→ <b>Improve the Employee Experience and Employee Engagement</b>	<b>45%</b>
→ Develop an attraction strategy to attract talent to the Town	67%
→ Develop a retention strategy with a focus on employee development	33%
→ Implement a leadership effectiveness training program	35%

**Subject: Proposed 2025 User Fees and Charges**

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

**Department/  
Commission: Finance Services Commission**

**Date: September 25, 2024**

**Recommendation:**

- 1) That Council approve the fees proposed by the Finance Services Commission effective January 1, 2025.**

**Report Highlights**

- The Town’s *Annual Review of User Fees and Charges* Policy requires each department to review all user fees and charges on an annual basis, to be approved by Council.
- Building Services, Corporate Services, Development Planning, Development Services, Engineering & Public Works, Fire & Emergency Services, and Legal, all have proposed changes.

**1. Purpose:**

The purpose of this report is to seek Council approval for major fee changes and proposed new fees effective January 1, 2025.

**2. Background:**

Under the *Municipal Act, 2001*, the fees and charges of a municipality are to be set by By-law. The Town’s *Annual Review of User Fees and Charges* Policy requires each department to review all user fees and charges on an annual basis.

### **3. Analysis and Options:**

#### **Building Services**

Staff are proposing minor amendments to the Fees and Charges By-law for the Building Division related to clarifying fees for New Residential Compliance Deposits and realigning and updating fees to accurately capture staff time related to actual cost recovery of service.

#### **Corporate Services**

The direct user fees associated with Corporate Services include those for Municipal Law Enforcement and the Legislative Services division (which encompass Cemetery fees). Staff are recommending updates to the fees Municipal Enforcement, Dog Licenses, and Additional Rental Units, and further propose two new fees for Sign Retrieval and Certified True Copy.

#### **Development Planning, Development Services**

As part of the Fees and Charges review, staff evaluated a comparative list of fees charged by similarly sized lower-tier municipalities to assess how the Town's fees align with those comparator municipalities. However, other factors were also considered, including the unique characteristics of Whitchurch-Stouffville, the rationale behind the proposed increases, and the staff time and other costs associated with delivering the product or services.

#### **Engineering & Public Works**

As part of the annual Fees and Charges review the Engineering and Public Works Commission is proposing fee changes and additions be implemented in 2025 for the following services:

##### **Engineering Division:**

##### **Item 5. Engineering Review and Inspections of Site Plans**

- a) Engineering Inspections of Site Plans
- b) Engineering Review of Site Plans, Zoning or OPA's (Major Site Plans)
- c) Engineering Review of Site Plans, Zoning or OPA's (Minor Site Plans)

**Transportation and Fleet Services Division:**

Administration and Roads:

Item 6. Temporary Road Closure – Community Events Requiring Road Closure with Permit:

- iv) Large scale closure, installation of parking restrictions, signage and monitoring during events; and
- v) Small-Scale closure, installation of parking restrictions, signage and monitoring during events; and
- c) Race/walk parades, festivals and Events Requiring Road Closures only; and

Item 8. Stormwater Rate\*\*

- a) Residential; and
- b) Commercial, Industrial and Multi-residential

*\*\*Please note effective January 1, 2025, stormwater charges, that is not a new fee, will be added to the final tax bills.*

**Environmental Services Division**

Water &amp; Wastewater:

Item 4. Water &amp; Sewer Billing – Unmetered Accounts:

- a) Penalty Consumption Prior to Water Meter Installation; and

Item 5. Commercial Bulk Water Supply:

- b) iii Security Deposit /Damage Deposit; and
- b) iv Monthly Rental Fee; and

Item 7. b) Fire Flow Testing – Development Related

- i) Operation of Hydrant for Fire Flow Test

*Further, Tree fees (Tree Preservation Security, Tree Removal Compensation, Arborist Inspection Fee) were removed from the Engineering & Public Works Commission, as of January 1, 2024, and added under the Community Services Commission.*

**Fire and Emergency Services**

In determining recommendations for the fee schedule, staff considered where the Town's fees fall in relation to comparator municipalities. However, other considerations include the uniqueness of Whitchurch-Stouffville, the rationale for the increase, and the amount of staff time and other costs involved in delivering the product or service. Five new fees have been included which will allow Fire and Emergency Services to invoice for the following services.

1. Review of Pre-consultation and CAPP Phase 2 and 3 Site Plan Applications
2. Review of Site Plan Application

3. Review of Minister Zoning Order
4. Review of Draft Plan of Subdivision
5. Fire Response for Non-permitted Uses (zoning infractions, event centers etc.)

### **Legal**

Legal staff identified that considerable time can be spent updating previously finalized agreements that go unexecuted by applicants for months at a time. When a file remains dormant for several months, staff must first spend time refamiliarizing themselves with the file before commencing any necessary and/or newly requested amendments to the agreement. In addition to potential fees that must be updated (depending on whether the enactment of any new Fees and Charges By-law has come into effect), there can be requested changes by the applicant to drawings and/or other obligations, which then result in Legal staff having to confer with other Town departments before amending clauses in the agreement.

The Town's Planning and Engineering Departments have already implemented file maintenance fees in their respective Schedules of the Fees and Charges By-law.

### **3.1 Overview of Major Fee Changes for 2025**

#### **Corporate Services**

##### **Municipal Enforcement**

- **Appeal for an Order for Property Standards:** The fee has increased from \$186 to \$275. This adjustment aligns the fee with similar charges, such as the Licensing Appeal fee.
- **Inspection Fee:** The inspection fee has increased from \$89 to \$119 to better reflect the costs associated with officer time.

##### **Dog Licenses**

- Staff have combined the purchasing methods for dog licenses, whether online, by mail, or at the municipal office. The cost is now standardized at \$52.00, an increase from the previous \$50.00 by mail and \$43.00 online.
- Additionally, the fee for a new tag or renewal through enforcement has increased from \$58.00 to \$60.00, with a clarified description stating that this fee is associated with enforcement actions, not a voluntary choice by the owner.

**Additional Rental Unit (ARUs)**

- The new application fee for each ARU has been set at \$500.00, replacing the previous Second Suite application fee of \$370.00. The annual renewal and late renewal fees associated with Second Suites have been eliminated, as the ARU licensing fee is now a one-time charge.

**Development Planning, Development Services****Items 8 a, b, c, and d – Site Plan Control Application**

Staff are proposing an increase in the fees for Major Site Plan Applications. The flat fee structure is based on cost recovery for staff time. Recently, with the submission of more large-scale developments and complex applications in the Town and corresponding increase in application related activities including but not limited to coordination, meetings, correspondence, etc. staff are of the opinion that the current fee is not sufficient to cover staff time. Staff have observed that in addition to typical circulation and review process of site plan applications, planning staff are being expected to assist more in coordination of issues, meetings with applicant consultants and Peer Review consultants, internal staff and external agencies and resolve issues in a timely manner, before and after each resubmission of application materials, leading up to approval of applications. The additional staff time for processing applications is necessary for the application process to be more efficient and to meet the prescribed timelines. The increase in the fee is for the Flat fee portion only and does not affect the per unit rates, as currently included in the fees and charges by-law. The proposed increase to the flat rate is from \$15,628.00 to \$25,000.00

**Item 8 o) - Radio and Telecommunication Towers:**

Staff is proposing an increase in the Site Plan Application fee for Radio and Telecommunication Towers, based on current staff time involved with processing of subject applications which includes but not limited to circulation of application and materials, review, comments preparation and coordination with the applicant and relevant agencies and departments, meetings as required, preparation of staff reports, etc. The current and proposed fees is as follows:

Radio and telecommunication tower without public consultation –  
Current fee \$3,310  
Proposed fee \$8,000

Radio and telecommunication tower with public consultation –  
Current fee \$11,038  
Proposed fee \$16,097

**Engineering & Public Works**

**Engineering inspection of Site Plans (5.a):** The one-time fee is proposed to be increased from \$1,412 to \$3,500. The justification for the proposed fee increase is to allow Engineering staff to be able to conduct regular site inspections for the duration of the construction work for the site plans. The previous fee was limited to a few inspections for the duration of the work. There have been a number of public complaints (dust concerns, mud tracking, noise issues, overgrown weeds, etc.) received from the public on previous site plans. The proposed fee increase will allow for the Engineering staff to conduct regular site visits and to mitigate any potential issues or concerns that may come up during construction.

**Temporary Road Closure – Community Events 6. C):** Race/walk parades, festivals and Events Requiring Road Closures only. Previously fees were determined by hourly, with no defined cost per hour. The updated fee is based on an hourly rate to capture all related costs for staff, equipment, materials and paid duty Police required for the set up and removal of the road closures at \$650.00 per hour.

**Residential, Commercial, Industrial and Multi-residential Storm Water Rates:** The annual rate for each residential, commercial, industrial, and multi-residential fees will be moved from each property serviced and it will be included on the property tax bills starting 2025.

**Penalty Consumption Prior to Water Meter Installation 4a):** The new rates capture actual time and materials required to disconnect outdated non-readable meters and to capture unknown water usage. The fee is proposed to be increased from \$439.36 to \$1,000.00. There are no comparatives from other neighboring municipalities. The increase is required to uphold compliance to the By-Law No 2018-055 Section 11.13

**Commercial Bulk Water Supply Security/Damage Deposit from Hydrants 5.b iii) and Monthly Rental Fee 5. iv):** A scan of comparator municipalities indicates that Town's fee for the above deposits is significantly lower than others. Security fee will increase from \$5,165.00 to \$6,500.00; the security will be refunded less any Town costs incurred. In addition, a new monthly rental fee has been introduced to cover the costs for use of fire hydrant, post usage inspection and repairs. The fee is \$290.00 a month.

**Operations of Hydrant for Fire Flow Test 7. b) i:** Rate has been increased to capture a minimum cost of two (2) hours for staff and equipment to respond to fire flow test calls. The proposed rate increase is from \$83.94 to \$171.24.

### 3.2 Proposed New Fees

#### Corporate Services

- **Sign Retrieval Fee:** The proposed fee is \$35/sign, consistent with what other municipalities have in place to help cover administrative costs.
- **Certified True Copy:** The proposed fee is \$15.00/copy, consistent with what other municipalities charge.

#### Development Planning, Development Services

##### **New - Item 3(a)– Deposit for Landscape Architect - Planning Applications Review cost**

The Town will require an initial deposit to pay for the staff time incurred by the Town's Landscape Architect. Staff are proposing a deposit of \$10,000 for review of Draft Plan for Subdivision Applications and Major Site Plan Applications and \$5,000 for review of Minor Site Plan Applications and other types of Planning Applications as deemed necessary by Development Services. A loaded hourly rate plus Corporate Administrative overhead of 20% will be used to cover the Town's Landscape Architect's time for review of subject Planning Applications

##### **New Item 8 g) – Minor Site Plan Applications – \$10,000**

Staff have received feedback and concerns from applicants and residents on numerous occasions on the site plan application fees for small scale developments including but not limited to additions, minor modifications to sites and or exterior modifications. Staff are proposing a new category of fees for Minor Site Plan Approvals with a description of what would constitute a minor site plan application.

Minor Site Plan Application is defined as “Application 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.”

#### Engineering & Public Works

**Engineering Review of Site Plans, Zoning or OPA's (Major Site Plans) (5.b)** – This new fee proposal is for the engineering review for major site plans, zoning or OPA's. The proposed fee of \$1,600 (per submission) is for Engineering staff to recover the cost of completing the engineering review for the proposed development.

**Engineering Review of Site Plans, Zoning or OPA's (Minor Site Plans) (5.c)** – This new fee proposal is for the engineering review for major site plans, zoning or OPA's. The proposed fee of \$1,100 (per submission) is for Engineering staff to recover the cost of completing the engineering review for the proposed development.

**Roads, Large Scale Road Closures, Signage and Monitoring 6. b) iv:** The new fee is to capture all related costs for staff, equipment, and materials to set up, monitor and remove third-party signage and road closures for a rate of \$325.00 per hour.

**Roads, Small Scale Road Closures, Signage and Monitoring 6. b) v:** The new fee is to capture all related costs for staff, equipment, and materials to set up, monitor and remove third-party signage and road closures for a rate of \$90.00 per hour.

**Water from Fire Hydrant Monthly Rental Fee 5 b) iv:** new monthly rental fee has been introduced to cover the costs for use of fire hydrant, post usage inspection and repairs at a rate of \$290.00 per month.

### **Fire and Emergency Services**

- 1. Review of Pre-consultation and CAPP Phase 2 and 3 Site Plan Applications: \$250 per application**
- 2. Review of Site Plan Application: \$500 per application**
- 3. Review of Minister Zoning Order: \$1,500 per application**
- 4. Review of Draft Plan of Subdivision: \$1,500 per application**
- 5. Fire Response for Non-permitted Uses (zoning infractions, event centers etc. : \$559.86 for the first hour and \$279.93 for each additional half hour (per vehicle)**

Staff are recommending the inclusion of five new fees related to development planning and non-permitted uses. Fees one to four above are based on actual staff time to review and comment on development and planning activities related to fire and life safety.

The proposed fee for item five above is structured the same as the Ministry of Transportation (MTO) as a flat fee (\$559.86) for the first hour or part there of and a flat fee (\$279.93) for each additional half hour or part there of. The purpose of this fee is designed to encourage owners to correct non permitted uses that result in emergency response and not unnecessarily tie up fire and emergency services resources and abide by applicable regulations.

**Legal****Legal File Maintenance Fee**

Staff are proposing the creation of a new Legal File Maintenance Fee in the amount of \$509.00, to be imposed when a finalized agreement is sent to an applicant for execution but remains unexecuted for a period of 3 months or more, where amendments to the agreement then become necessary due to the delay in execution.

**3.3 Other Minor Changes****Building Services**

Staff is recommending the following minor fee changes and revisions to Schedule “E” of the Fees and Charges By-law:

- Revised description with a maximum Residential Compliance Deposit amount for New Residential Apartments for item 2) w) of schedule “E”, currently a maximum is not provided. For New Residential Apartments total charge not to exceed 1% of the project value to a maximum of \$50,000 per building (amount is at the discretion of the CBO). or the deposit as set out in the Subdivision Agreement, whichever is greater.
- Realign plumbing fees under updated item 7. a) to c) of Schedule “E,” this change will not result in a revenue change but will streamline plumbing fees.
  - Remove items 7.,8.,9. and realign into updated fees under updated item 7.
- Remove item 8. c) of Schedule “E,” minimum plumbing fee is a duplicate fee
- Item 2.g), the fee has been revised from \$0.26 to \$0.30 per square foot of gross floor area to accurately capture the time spent examining and inspect New Greenhouse buildings.
- Item 2.j), the fee has been revised from \$0.57 to \$0.60 per square foot of effected area to accurately capture the time spent to examine and inspect the Alteration or Repair of a Residential Building.
- Item 2.n), the fee has been revised from \$0.36 to \$0.40 per square foot of existing gross floor area to accurately capture the time spent to process Demolition Permits.
- Item 2.s), the fee has been revised from \$0.42 to \$0.50 per square foot of effected area to accurately capture the time spent examining and inspecting Change of Use Permits.

- Item 6, the fee has been revised from \$14.32 to \$ 15.00 per fixture to realign and streamline this fee.
- Item 8.a), the fee has been revised from \$42.00 to \$45.00 for each Manhole Catchbasin or Area Drain to accurately capture the time spent to examine and inspect these items.
- Items 12.a) from \$127.00 to \$135.00 and b), from \$254.00 to \$270.00 the fees have been revised for each application for a Zoning Review to accurately capture the time spent examining these applications.

### **Corporate Services**

#### **Parking Permits**

- Following previous increases in 2024 to align with N6 municipalities, a 20% increase is proposed for parking permit fees to account for inflation and rising administrative costs:
  - 1-Day Parking Permit: Increased from \$6.75 to \$8.
  - 1-Week Parking Permit: Increased from \$20 to \$24.
  - 1-Month Parking Permit: Increased from \$45 to \$54.

#### **Sign Removal Fee**

- The sign removal fee has been reduced from \$35 to \$20, with the added clause that if the actual removal cost exceeds \$20, the individual will be charged the actual cost-plus administration fees. A sign retrieval fee of \$35 has been introduced to generate additional revenue and offset any potential loss from the reduced removal fee.

#### **Burial Permits**

Burial permits now fall under the Legislative Services fees instead of Cemetery services.

### **Development Planning, Development Services**

**Item 1(b) – Revision:** Staff are proposing a revision to the description to add clarity on cost recovery for municipal staff for general planning matters, preliminary discussions and meetings prior to submitting formal pre-consultation process, in the absence of requirements for formal Pre-consultation application. This is an impact of Bill 185 that removed the ability for the municipality to require pre-consultation application.

**Item 2(A) – Pre-Consultation Applications Voluntary (For Applications not proceeding with subject to CAPP)**

Staff are proposing a revision to the Title to describe that Pre-consultation Applications are voluntary and not required. This is an impact of Bill 185 that removed the ability for the municipality to require pre-consultation application.

**Item 2(B) Collaborative Application Pre-consultation Process (CAPP) - Phases 1, 2 and 3 - Voluntary process**

**Revision:** Staff are proposing that similar to OPA, ZBA and SPA applications, the item be revised to include Draft Plan Approval Applications to expand the voluntary CAPP to other type of applications. This will enable staff to charge for time spent on review of preliminary materials and submittals required prior to submitting a formal planning application. Staff are proposing the same deposit amount (Flat rate \$30,000) for Draft Plan Applications as for the Site Plan Applications.

Staff can no longer require pre-consultation applications. If the applicants choose to proceed with the voluntary Collaborative Application Pre-consultation Process (CAPP) - Phases 1, 2 and 3, the subject charge will be applicable.

**Item 14 a) – Request for change and assignment of Address, Street Naming and Numbering**

Revision: Staff are proposing to revise the description to add clarity on municipal addressing for more than one building on the same lot (2 or more buildings on the same lot), items 14a) and 14 b) are both applicable.

**Item 24 - Application to Establish Legal Non-Conforming Uses**

**Revision:** Staff is proposing to increase the application fee to \$1,500. Staff are of the opinion that the current fee of \$1,000 does not account for the total time spent by staff in reviewing, researching and coordinating with the applicant and relevant departments in making a decision on the application.

**3.4 Proposed Fee Cancellations****Building Services**

Remove items 7.,8.,9. of current Fees and Charges Bylaw and realign into updated fees under proposed item 7. a), b) and c). This realignment will not result in a change to revenue but will streamline the processing of these fees.

**Corporate Services**

- **Schedule A.2, By-law Enforcement Licensing:** This schedule has been removed, as the associated fees will now be covered under the Town's new Administrative Monetary Penalty (AMPs) System as of January 1, 2025. This adjustment is not expected to result in any loss of revenue, as the new AMPs System is expected to generate increased revenue from the fees it encompasses.

**Development Planning, Development Services****Item 2(a) iii) Non-refundable deposit for all pre-consultation applications**

Staff are proposing that the Non-refundable deposit of \$538 be cancelled. The deposit is currently required to be submitted with pre-consultation application that is deducted from the Planning Application fee of submitted within 12 months of completion of Pre-consultation application. The Town can no longer require mandatory pre-consultation applications as an impact of Bill 185 that removed the ability for the municipality to require pre-consultation application.

**Item 4(c) – Regional approval**

This fee was payable for Official Plan Amendments that required Regional Approval. The fee is proposed to be cancelled as Bill 185 has removed the Planning authority from the Region of York and Official Plan Amendments are no longer required to be approved by the Region.

**Legal****Oak Ridges Moraine ("ORM") Site Plan Agreement Fee**

With the introduction of Bill 23, the Town can no longer require Site Plan Approval for developments in the ORM comprised of 10 residential units or less, including single detached dwellings and accessory buildings and structures. As such, the Legal Department is no longer drafting ORM Site Plan Agreements.

#### 4. Financial Implications:

##### Corporate Services

Item	2024 Revenue (Budget)	Expected 2025 Revenue (2025 Volume x Recommended New Fee)	Difference
Appeal for an Order for Property Standards	\$18,600	\$27,500	\$8,900
Inspection Fee	\$8,900	\$11,900	\$3,000
Dog Licenses	\$60,000	\$67,080	\$7,080
Additional Rental Units	N/A	\$2,500	(\$145) *
Sign Retrieval Fee	N/A	\$875	\$875
Certified True Copy	N/A	\$750	\$750
1 Day Parking Permit	\$700	\$1,600	\$900
1 Week Parking Permit	\$3,000	\$3,600	\$600
1 Month Parking Permit	\$11,250	\$13,500	\$2,250
Sign Removal Fee	\$2,450	\$1,400**	(\$1,050)
<b>TOTAL</b>			<b>\$23,160</b>

*\*This value includes the revenue from the ARU application fee, minus the revenue no longer being generated by the previous Second Suite application fee and renewal fee.*

*\*\*This does not capture the occurrence when the removal cost is greater than \$20 at which point the customer covers the full cost of removal and pays additional administrative fees.*

Based on the above analysis, if Council adopts the recommended fees, Corporate Services is projected to generate approximately \$23,160 in additional revenue, subject to any volume or activity level changes in 2025.

##### Development Planning, Development Services

Item	2024 Revenue (budget)	Expected 2025 Revenue <i>*assumes 2025 volume/base x new fee)</i>	Difference
<b>Revision:</b> Site Plan Application fee	\$224,930	\$225,900	App. + \$1,000
<b>Revision:</b> Radio and Telecommunication Towers	\$14,348	\$24,100	App. + 10,000
<b>TOTAL:</b>			<b>\$11,000</b>

Based on the above analysis, should Council adopt the fees recommended herein, the total revenue impact for Development Planning, Development Services Commission would be approximately \$11,000, subject to any volume or activity level changes in 2025.

**Engineering & Public Works**

Engineering Inspections of Site Plans – The proposed fee represents a significant increase from the current fee. However, the proposed fee increase is representative of the time required by staff to visit, inspect and monitor active site plan construction to ensure that any potential site issues (dust control, mud tracking, noise issues, etc.,) are addressed immediately. The proposed fees are to be recovered from the developer.

Large and small scale road closures, installation of parking restrictions, signage and monitoring during third party events have increased post Covid era. The fees will reflect an hourly rate to cover all staff costs based on minimum of four events per year at a projected \$45,600 cost recovery.

The fire hydrant monthly rental fee is a cost recovery from developers, builders and special third requests.

<b>Item</b>	<b>2024 Revenue (budget)</b>	<b>Expected 2025 Revenue *assumes 2025 volume/base x new fee)</b>	<b>Difference</b>
Site Plan Inspection (5.a) – 6 sites	\$7,060	\$21,000	\$13,940
Engineering Review (Major Site Plans) (5.b)	\$0	\$8,000	\$8,000
Engineering Review (Minor Site Plans) (5.c)	\$0	\$5,500	\$5,500
Large Scale Road Closure	\$0	\$40,000	\$40,000
Small Scale Road Closure	\$0	\$5,600	\$5,600
Race/walk parades, festivals and Events Requiring Road Closures Only	Hourly (No defined charge)	\$30,000	\$30,000
Fire Hydrant Monthly Rental	\$0	\$3,000	\$3,000
Operation of Hydrant for Fire Flow Test	\$1,200	\$3,500	\$2,300
<b>TOTAL:</b>			<b>\$108,340</b>

Based on the above analysis, should Council adopt the fees recommended herein, the total revenue impact for Engineering and Public Works would be approximately \$108,340 subject to any volume or activity level changes in 2025.

### **Fire and Emergency Services**

The impact of the new fee on annual revenue generation during the initial year of implementation is difficult to estimate (the projection is approximately \$3,000). Staff will monitor and provide more accurate information after the first year's experience.

### **Legal**

Should Council adopt the fees recommended herein, the revenue impact for the Legal Department would be minimal.

In addition, all user fees will be automatically increased by 3.00% which represents the prescribed Municipal Price index (MPI) for 2025. MPI serves to measure the inflation for the Town and reflects the mix of goods and services consumed by the Town.

The 2025 MPI was developed using the weights of expenditure categories within the Town's 2025 operating budget and the appropriate inflation factor for each expenditure category.

It should be noted that in circumstances where there is rationale, staff are recommending the 2024 rate be maintained.

### **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
3. An Engaging Town  
Increase Community Engagement & Outreach
4. Good Governance  
Provide Good Governance
5. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## 5. Attachments:

1. Attachment 1 – 2025 Corporate Services Fee Comparison Chart
2. Attachment 2 – 2025 Development Planning, Development Services Fee Comparison Chart

## 6. Related Reports:

None

**Author:** Stephanie Kumar, Administrative & Project Coordinator  
Clayton Pereira, Deputy Treasurer/Manager of Budgets and Financial Planning

**For further information on this report, please contact the Commissioner/Department Head:** Jeremy Harness at 905-640-1910 ext. 2243 or via email at [jeremy.harness@townofws.ca](mailto:jeremy.harness@townofws.ca).

**Corporate Services**

<b>Service / Fee</b>	<b>Town of WS 2024</b>	<b>Town of WS 2025 Recommended</b>	<b>Aurora 62,057 (2021)</b>	<b>King 27,333 (2021)</b>	<b>Newmarket 87,942 (2021)</b>
Appeal for an Order for Property Standards	\$186.00	<b>\$275.00</b>	\$280.00		\$190.41
Inspection Fee	\$89.00	<b>\$119.00</b>	\$119.00	\$141.00	\$195.79 Property Standards Reinspection \$84.98 Bylaw Reinspection
Sign Retrieval Fee	N/A	<b>\$35/Sign</b>	\$54/Sign		
Sign Removal Fee	\$35.00	<b>\$20/Sign</b> <i>(Unless the cost exceeds \$20. Then full cost recovery + admin fees)</i>		\$113 for Large Signs \$23 for Election Signs	\$25.85 Election Sign Removal \$190.41 Sign Removal
Certified True Copy	N/A	<b>\$15/Copy</b>	\$13.00/Page	\$20 Residents \$26 Non-residents	\$7.29/Document

**Development Services**

<b>Service / Fee</b>	<b>Town of WS 2024</b>	<b>Town of WS 2025 Recommended</b>	<b>Aurora</b> 62,057	<b>New Market</b> 87,942	<b>Georgina</b> 47,642	<b>Guelph</b> 135,474	<b>Pickering</b> 100,000
Site Plan Application fees	\$15,628 to \$15,988 plus \$233 per unit for residential, \$2.00 per sq.m for non-residential GFA	\$25,000 plus \$233 per unit for residential, \$2.00 per sq.m for non-residential GFA	Base fee of \$17,014 Plus \$157 to \$736 per unit for residential \$2.50 to \$7.50 per sq.m for non-residential GFA	Base fee of \$72,268 Plus \$252 per unit for residential, \$8.89 per sq.m of GFA for non-residential GFA	Base fee of \$33,746 Plus circulation fee of \$273 after initial circulation	Base fee of \$21,500.00 to \$24,700 Plus \$200 per unit for residential and \$2.40 to 3.50 per sq.m for non-residential GFA	\$18,600 Plus \$80 to \$650 per unit for residential And \$6,300 per 2,000 sq.m for non-residential GFA
Minor Site Plan Application fees			Base fee of \$9,137 Plus \$2.50 to \$7.50 per sq. of non-residential GFA	N/A	Base fee of \$13,972 Plus circulation fee of \$273 after initial circulation	Base Fee of \$5,700 to 7,800	N/A

**Subject:** Strong Mayor Powers – 2025 Budget Timeline

**Staff Report No.** FI-013-24

**Department/  
Commission:** Finance Services Commission

**Date:** September 25, 2024

**Recommendation:**

- 1) That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed 2025 budget from 30 days to 21 days; and,
- 2) That Council provide direction on the date(s) for proposing amendments to the budget; and,
- 3) That Council reduce the time period as set out in subsection 7(10) of O. Reg. 530/22 to override the head of council’s veto of an amendment to the proposed budget from 15 days to 9 days.

**Report Highlights**

- Provides information regarding the timeline for approval of the 2025-2027 Operating and Capital budgets.
- The Town has Strong Mayor Powers that give the Mayor responsibility for preparing and presenting the budget effective October 31, 2023.
- The budget is deemed adopted once the process is complete following any proposed amendments, vetoes, or override of such vetoes.

**1. Purpose:**

The purpose of this report is to provide information regarding the timeline for approval of the 2025 - 2027 Operating and Capital budgets.

## 2. Background:

The Town has Strong Mayor Powers effective October 31, 2023. Under Strong Mayor Powers, the Mayor has the responsibility for preparing and presenting the budget.

## 3. Analysis and Options:

### 3.1 Powers and Duties Regarding the Annual Budget

The powers and duties of the municipality, with respect to proposing and adopting a budget, are assigned to the Mayor, as set out in Section 284.16 of the *Municipal Act*.

The Mayor must prepare a proposed budget for the municipality and provide it to Council for consideration as well as make it available to the public, prior to February 1st each year. This cannot be delegated. Should the Mayor not present the budget by February 1, then Council shall prepare and adopt the budget for the municipality.

The Mayor can issue a Mayoral Directive to staff directing the Commissioner of Finance/Treasurer and CAO to prepare a proposed 2025-2027 Operating Budget, Capital Budget and Long-Range Forecast by a set date.

After receiving the proposed budget from the Mayor, within 30 days of receipt, Council, at a Council meeting, may pass a resolution to amend the proposed budget. Council may also pass a resolution to shorten this 30-day period for the year. If Council does not pass a resolution making an amendment within the 30 days (or shorter, if set by Council), the budget is deemed to be adopted by the municipality.

Within 10 days after the time period Council has to make amendments to the budget, the Mayor may veto the amendment(s) by providing a written veto document to all members of Council and the Clerk. This must include the reasons for the veto and may be provided at any time within the legislated time period. This does not have to be provided at a meeting of Council. The Mayor may shorten this period in any given year by giving a written document to each member of Council and the Clerk specifying the shorter period through a Mayoral Decision. This decision only affects the year the decision is issued.

If the Mayor does not veto a resolution to amend, the budget is considered adopted in accordance with the relevant regulations under the Act. If the Mayor vetoes the amendment, Council has 15 days (or shorter, if set by Council) to override the veto on a two-third (i.e. 5 Members of Council) vote, including the Mayor.

The budget is deemed adopted once the process is complete following any proposed amendments, vetoes, or override of such vetoes.

Attachment No. 1 is the Budget Flow Chart which provides the legislated timelines for the Budget Process and the point(s) at which the budget may be deemed adopted.

### **3.2 2025 Budget Implications**

The legislation provides that either Council (by resolution) or the Mayor (by Mayoral Decision) may choose to shorten their respective timelines provided for in the legislation. It is important to note that shortening these time periods affects the approval of the 2025 budget year only. Council and the Mayor have the opportunity each year to choose to shorten the time periods.

### **3.3 Proposed Budget Timeline Options**

#### **Option 1 (Preferred) – Reduce Timelines set out in the Legislation to Complete Budget by December 12, 2024**

In order to balance the timelines, set out in the legislation with current practice to have the budget completed by year end, the legislated time periods could be reduced to achieve a completion date prior to the holiday break closure. A reduction in timelines by each party would still permit the budget to be completed before December 12, 2024, but allows more time for Council and the Mayor to consider proposed amendments.

As part of the timelines, the Mayor has proposed a pre-budget public consultation on October 17<sup>th</sup> to provide the public an opportunity to provide input related to the budget. Subsequent to the public consultation, the Mayor will table the approved budget on November 6, 2024. The Mayor tables the budget by providing it to Council and the Clerk and the timelines commence as set out in the legislation. Council could reduce the number of days to consider amendments from 30 days to 21 days. The Mayor could provide a budget presentation on November 20, 2024 and Council could meet on November 27, 2024 to discuss proposed amendments. Council could petition for additional meetings if required. Members of Council could introduce amendments and vote on them. Amendments that are passed by Council and not vetoed by the Mayor, are included in the municipality's budget.

The Mayor could shorten his time to review the amendments from 10 days to 5 days. Should the Mayor choose to veto any amendments, the Mayor would then provide notice of any vetoes by December 2, 2024. The Mayor would provide his notice in writing to the Clerk and all Members of Council.

Council could shorten its time period to attempt to override a veto by a vote of two-thirds of Council from 15 days to 9 days, in which Council would have until December 11, 2024 to attempt to override a veto. The budget would be adopted at the latest by December 12, 2024 through Option 1.

Attachment No. 1 is a Budget Flowchart for Option 1.

Should Council wish to select Option 1, the following motions should be passed:

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 21 days; and,
2. That Council reduce the time period as set out in subsection 7(10) of O. Reg. 530/22 to override the head of council's veto of an amendment to the proposed budget from 15 days to 9 days.

**Option 2 – Generally Maintain the Timelines set out in the Legislation and complete the Budget by January 1, 2025.**

Council could choose to generally maintain the timelines set out in the legislation. With Option 2, the Mayor could table the approved budget on November 6, 2024 and Council may choose to present and discuss amendments on November 20, and November 27 and 28. Similar to previous budget meetings, members of Council can introduce amendments and vote on them. Amendments that are passed by Council and not vetoed by the Mayor are included in the municipality's budget.

Following the 30-day period, the Mayor would have 10 days to veto any of the proposed amendments and would then provide notice of any vetoes by December 16, 2024. Council would then have 15 days to override a veto which would be until December 31, 2024. The latest the budget would be adopted in Option 2 is January 1, 2025.

Attachment No. 2 is a Budget Flowchart for Option 2.

Should Council wish to select Option 2, the following motion should be passed:

1. That Council provide direction on the date(s) for proposing amendments to the budget.

**Option 3 – Alternative Timelines as Determined by Council**

Should Council wish to choose alternative lengths for the timelines other than those provided in this Report, direction in the form of a resolution must be made to identify which timeline Council wishes to shorten and by how much.

**4. Financial Implications:**

There are no direct financial implications related to the Budget timeline.

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

1. Good Governance
2. Organizational Effectiveness

## **6. Attachments:**

Attachment No. 1: Budget Flowchart for Option 1

Attachment No. 2: Budget Flowchart for Option 2

## **7. Related Reports:**

### **CS-007-23 Strong Mayor Powers (October 18, 2023)**

**Author:** Marina Fung, Finance Specialist

Clayton Pereira, Deputy Treasurer/Manager of Budgets and Financial Planning

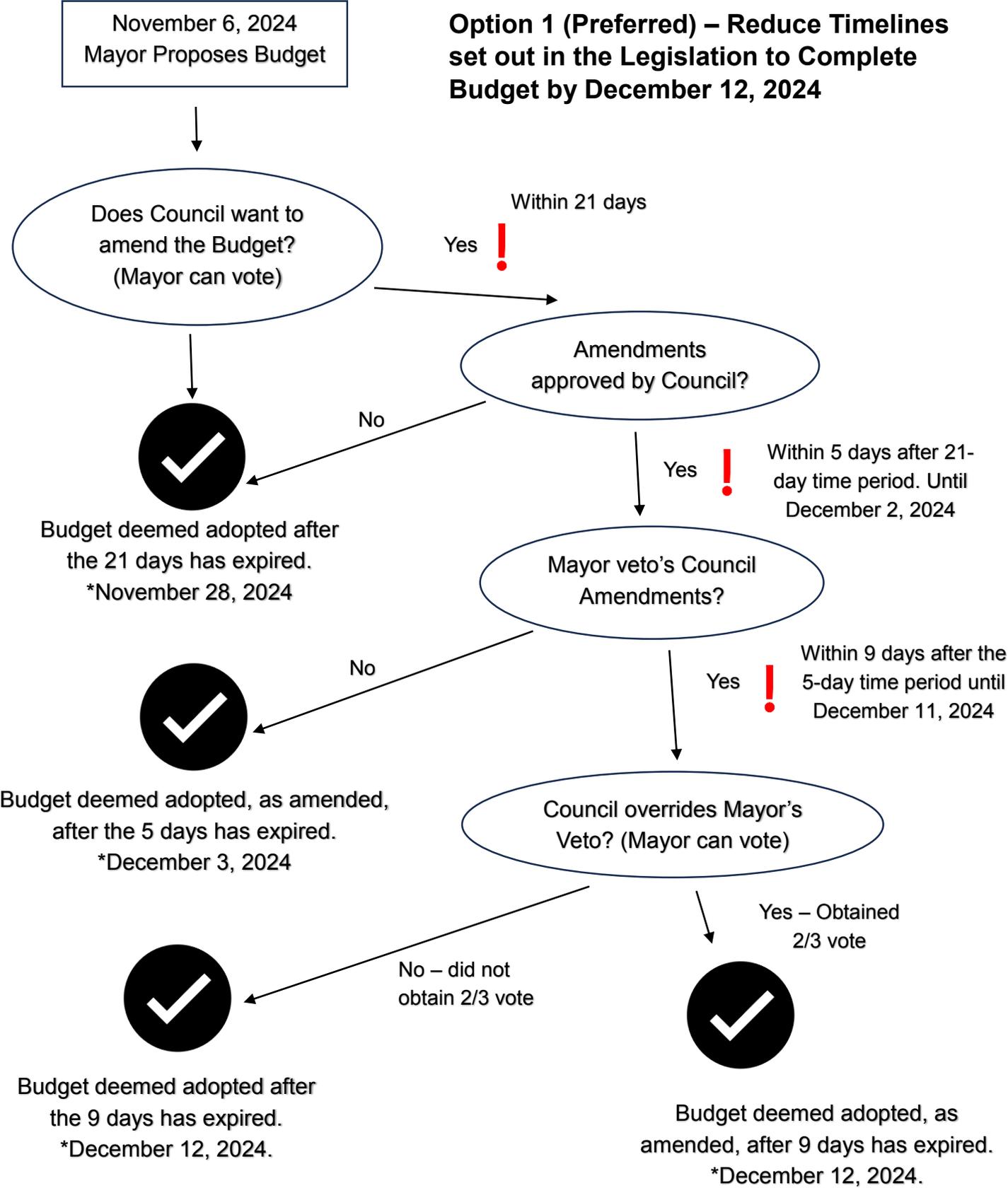
**For further information on this report, please contact the**

**Commissioner/Department Head:** Jeremy Harness, Commissioner of Finance

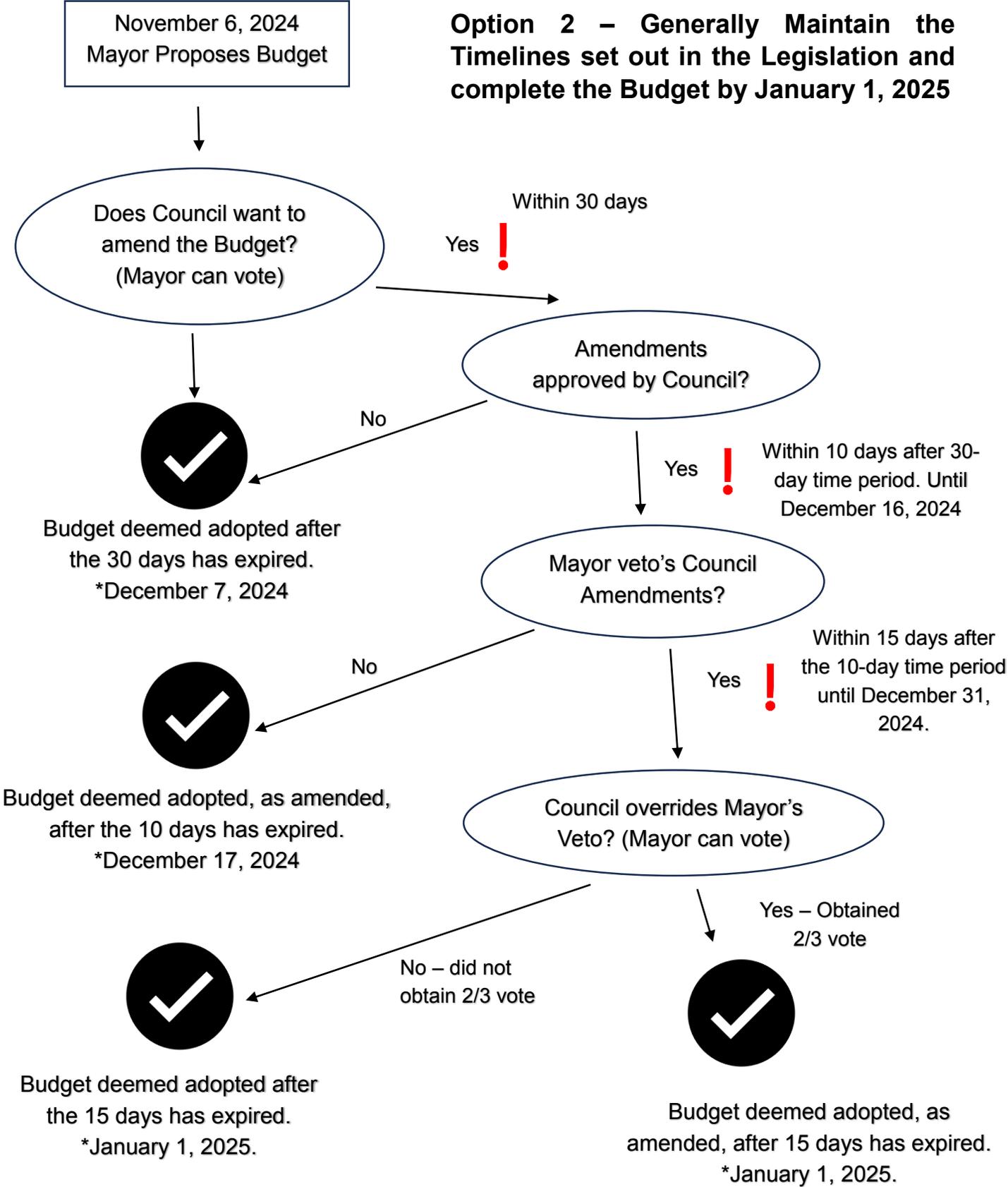
Services at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at

[jeremy.harness@townofws.ca](mailto:jeremy.harness@townofws.ca)

### Option 1 (Preferred) – Reduce Timelines set out in the Legislation to Complete Budget by December 12, 2024



**Option 2 – Generally Maintain the Timelines set out in the Legislation and complete the Budget by January 1, 2025**



**Subject:** Insurance Claim Reserve

**Staff Report No.** FI-014-24

**Department/  
Commission:** Finance Services Commission

**Date:** September 25, 2024

**Recommendation:**

**1) That Council authorize Staff to establish the Insurance Claim Reserve.**

**Report Highlights**

- To establish an Insurance Claim Reserve to promote financial stability and budget stability
- Used to fund insurance claims made against the Town
- Funding from the annual operating account surplus and operating budget to maintain the reserve at the target balance

**1. Purpose:**

The Insurance Claim Reserve is established to assist in funding any claim amounts exceeding the annual operating budgeted amounts or claims not covered by the Town’s Insurance Policy. Volatility in annual claim amounts is common in the municipal sector, and deductible expenses fluctuate on an annual basis.

**2. Background:**

The Town of Whitchurch-Stouffville has developed a strategic plan to guide the Town. To achieve the goals of the plan, the Town must have the financial capacity to provide the level and types of services expected by the community, while managing the levels of taxation and user fees needed to support these services.

As described in the 2019 Reserve and Reserve Fund Strategy report, the Town had implemented key policies needed to support a financial policy and planning framework to help staff and Council make decisions based upon an agreed set of principles, strategies and processes. This framework provided clarity and has guided the organization in

making decisions consistent with long-term financial goals, while ensuring that appropriate levels of flexibility remain in place to ensure that the Town can adapt to changing circumstances.

To stay consistent with long-term financial goals, while ensuring flexibility, the Town is looking to establish an Insurance Claim Reserve.

### **3. Analysis:**

Many of the Town's reserves were created to address specific needs or strategy requirements and are guided by a variety of by-laws and policies. Staff believe that the Insurance Claim Reserve will benefit the Town by stabilizing budgeting on an annual basis and provide a source of funding in the event insurance claims are brought against the Town.

The recommended reserve is intended to:

- Fund insurance related claims filed against the Town, including but not limited to:
  - Awards
  - Damages
  - Costs
  - Judgements
  - Deductibles
  - Adjuster expenses
  - Legal expenses
- have available funds for payout of future claims or emergency purposes; and
- stabilize annual budgeting

### **Target Balance**

The target balance for the Insurance Claim Reserve is the five (5) year sum of Town costs associated with insurance claims.

### **4. Options:**

#### **4.1 Option**

The Council authorize staff to establish the Insurance Claim Reserve.

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

The initial funding of the Insurance Claim Reserve will be provided from any surpluses realized in the insurance related accounts within the 2024 operating budget.

If the reserve balance falls below target and the realized annual surplus within the associated operating accounts is not sufficient to replenish the reserve, a contribution to the reserve will be requested as part of the Town's annual budget process.

These recommendations will advance the Town's financial sustainability objectives and strengthen its overall financial health in the long-term.

## 6. Alignment with Strategic Plan:

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

## 7. Attachments:

- FI-014-24 Attachment 1 – Insurance Claim Reserve

## 8. Related Reports:

1. FTS-024-19 Reserve and Reserve Fund Strategy

**Author:** Jeremy Harness, Commissioner of Finance & Treasurer

**For further information on this report, please contact the Department Head:** Jeremy Harness, Commissioner of Finance Services at 905-640-1910 or 1-855-642-8697 ext. 2243 or via email at [jeremy.harness@townofws.ca](mailto:jeremy.harness@townofws.ca)

<b>Reserve/Reserve Fund Category</b>	<b>Stability and Flexibility Reserves</b>
<b>Reserve/Reserve Fund Name</b>	<b>Insurance Claim Reserve</b>

**Purpose**

The Insurance Claim Reserve is established to assist in funding any claim amounts exceeding annual operating budgeted amounts or claims not covered by the Town’s Insurance Policy. Volatility in annual claim amounts is common in the municipal sector, and deductible expenses fluctuate on a yearly basis.

**Funding Sources**

- The Insurance Claim Reserve is to be funded by annual operating account surpluses in the Insurance associated accounts. If the reserve balance falls below the minimum balance due to claims against the reserve or changes in the charge limit set out in the legislation or the Town’s insurance policy limits, the reserve should be funded up to its target balance with contributions from the operating budget.

**Use of Funds**

- To fund insurance related claims filed against the Town, including but not limited to:
  - Awards
  - Damages
  - Costs
  - Judgments
  - Deductibles
  - Adjusters expense
  - Legal expenses
- 

**Target Balance**

The target balance for the Insurance Claim Reserve is the five (5) year sum of Town costs associated with insurance claims.

**Subject:** Indigenous Library Card Project

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

**Department/  
Commission:** Whitchurch-Stouffville Public Library

**Date:** September 25, 2024

**Recommendation:**

1) That Council receive report PL-002-24 for information.

**Report Highlights**

- The Whitchurch-Stouffville Public Library applied to the Whitchurch-Stouffville Legacy Fund in early 2024 for the Indigenous Library Card project and received approval on March 25, 2024.
- 1,000 limited-edition library cards featuring Dianne Brown-Green’s artwork, will be available for free starting September 26, 2024, until supplies run out.
- The grant also supported the creation of a video to provide digital storytelling and insight into the Indigenous artist’s creative process.

**1. Purpose:**

This report is to introduce Council to the new limited edition Indigenous Library Card project launching on September 26, 2024.

**2. Background:**

The Whitchurch-Stouffville Public Library is committed to honouring the Calls to Action of the Truth and Reconciliation Commission as related to public libraries, and as identified by the Canadian Federation of Library Associations (CFLA). Creating awareness of Indigenous culture, language, and knowledge, is at the heart of this project.

The Whitchurch-Stouffville Public Library and local Indigenous artist, Dianne Brown-Green, have created a project together to share her artwork with the Stouffville community in a distinctive and accessible manner.

This initiative aims to connect local Indigenous art and words with our community in a meaningful way.

### **3. Analysis:**

In early 2024, the Whitchurch-Stouffville Public Library applied to the Whitchurch-Stouffville Legacy Fund, seeking support and funding for our Indigenous Library Card project. On March 25, 2024, we received the exciting news that this project had been approved for funding.

This grant was used to create unique limited-edition (1,000) library cards showcasing one of Dianne Brown-Green's paintings, which will be made available for free to our patrons on September 26, 2024, until they run out. Additionally, to provide context and insight into the Indigenous artist's process, this grant further allowed for digital storytelling to accompany the cards through the creation of an exciting video.

#### **3.1 Project Goals**

This exciting project sets out to achieve five key goals and benefits:

1. The Whitchurch-Stouffville Public Library actively honours the Calls to Action of the Truth and Reconciliation Commission as related to public libraries, fostering awareness of Indigenous culture, language, and knowledge.
2. This initiative builds meaningful connections to local Indigenous art and dialogue within our community.
3. The digital storytelling that accompanies the cards encourages cultural education, providing the Indigenous artist a platform to share their voice.
4. The project strengthens ties between our community and our local Indigenous residents through the art, the library, and the digital storytelling component.
5. Finally, this project provides an opportunity for new cultural understandings and learnings within the Stouffville community.

### **4. Options:**

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

That Council receive report PL-002-24 for information.

## 5. Financial Implications:

There are no financial implications as the Whitchurch-Stouffville Public Library received \$7,827 from the Whitchurch-Stouffville Legacy Fund for this project (Library Cards, Artist Fees, Professional Photography, and Video Creation).

## 6. Alignment with Strategic Plan:

1. An Engaging Town  
Increase Community Engagement & Outreach

## 7. Attachments:

None

## 8. Related Reports:

None

**Author:** Margaret Wallace, CEO Whitchurch-Stouffville Public Library

**For further information on this report, please contact the Department Head:** Margaret Wallace, CEO Whitchurch-Stouffville Public Library at 905-642-7323 ext. 5223 or via email at [Margaret.wallace@wsplibrary.ca](mailto:Margaret.wallace@wsplibrary.ca) .

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

**BY-LAW NUMBER 2024-109-LI**

BEING A BY-LAW to amend By-law 2024-049-LI, to licence, regulate and govern Short-Term Rentals in the Town of Whitchurch-Stouffville.

**WHEREAS** Part IV of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the "*Municipal Act*") states that a municipality may provide for a system of licenses with respect to businesses; and

**WHEREAS** Section 11 of the *Municipal Act*, states that a municipality may pass by-laws in the interest of health and safety and well-being of persons, and protection of persons and property, including consumer protection; and

**WHEREAS** Section 436 of the *Municipal Act*, authorizes a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not there is compliance with a by-law, a direction or order, or a condition of a licence; and

**WHEREAS** Section 391 of the *Municipal Act*, authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by it or on behalf of it; and

**WHEREAS** Section 434.1 of the *Municipal Act*, states that a municipality may provide for a system of administrative penalties and fees as an additional means of encouraging compliance with a by-law; and

**WHEREAS** the Council of The Corporation of the Town of Whitchurch-Stouffville ("Council") considers it advisable that such licensing, regulation, and governing take place with regard to short-term rentals in the interest of health and safety and well-being of persons, and protection of persons and property, including consumer protection; and

**WHEREAS** Council passed By-law 2024-049-LI to licence, regulate and govern Short-Term Rentals in the Town of Whitchurch-Stouffville.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That the following recital be added to the recitals of By-law 2024-049-LI;

**WHEREAS Section 398 of the *Municipal Act*, authorizes a municipality to add fees and charges imposed by the municipality to the tax roll for any property for which the owners are responsible for paying the fees and charges, and collect them in the same manner as municipal taxes; and**

2. That the following definitions under Schedule A, Section 1, Definitions be deleted and replaced with the following. For clarity, all definitions in By-law 2024-049-LI not listed below shall retain their meanings as defined in By-law 2024-049-LI;

**Bed and Breakfast Establishment:** means an establishment that provides sleeping accommodation (including meals, services, facilities, and amenities for the exclusive use of guests) for the travelling or vacationing public in up to

three guest rooms within a single detached dwelling that is the principal residence **and is occupied** of the proprietor of the establishment.

**Garden Suite:** means a detached self-contained dwelling that is comprised of a kitchen, bathroom and living area **as defined and authorized under section 39.1 of the *Planning Act***. The **Garden Suite** shall be ancillary to an existing principal dwelling unit that is located on the same lot, and it represents a form of independent living, but who may require support from the occupants of the principal dwelling. The Garden Suite shall be permitted as a temporary use on the residential lot and shall be sited in accordance with the zone provisions established for the lands.

**Guest(s):** means the Person(s) paying to rent a Short-Term Rental from an Owner **and shall include all invitees of the Person(s) and/or attendees at the Premises**.

**Short-Term Rental:** means the use of a Dwelling Unit or any part of a Dwelling Unit for temporary overnight Guest accommodation for any rental period of not more than 28 consecutive days in exchange for payment. **This includes a Bed and Breakfast Establishment**. This does not apply to a hotel, motel, retirement home or Garden Suite as defined by the Town's Zoning By-law and **this By-law**.

3. That clauses 2.14, 2.16, and 2.20 under Schedule A, Section 2 Short-Term Rental Regulations be deleted and replaced with the following. For clarity, all other clauses in Section 2 of By-law 2024-049-LI not listed below shall remain in force and effect as drafted in By-law 2024-049-LI;

2.14 The maximum number of Persons permitted on a Short-Term Rental **Premise** shall be two (2) Persons per Guest Room, up to a maximum of ten (10) Persons\_at any time, provided that the Short-Term Rental is not renting by the Guest Room.

2.16 A Short-Term Rental cannot be sleeping accommodations within any **structure that is not in compliance with the Ontario Building Code**, or within any vehicle, tent, boat, recreational vehicle or accessory building.

2.20 A maximum number of **ten (10)** parking spaces permitted at the Short-Term Rental shall be the total number of spaces available on the private driveway, including the garage, if any.

4. That this By-law shall come into force and effect of the date of its enactment.

READ a first and second time this 25<sup>th</sup> day of September, 2024.

READ a third time and passed this 25<sup>th</sup> day of September, 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 2024-110-TR**

BEING A BY-LAW to amend By-law 2008-147-TR, to regulate traffic in the Town of Stouffville

**WHEREAS** Section 11 (3) of the *Municipal Act, 2001*, S.O., 2001, c.25, as amended, authorizes a municipality to pass By-laws prohibiting or regulating parking and traffic on highways and on properties other than highways; and

**WHEREAS** Council passed By-law 2008-147-TR to regulate traffic in the Town of Whitchurch-Stouffville.

**WHEREAS** it is deemed advisable to add community safety zones.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF - STOUFFVILLE ENACTS AS FOLLOWS:**

1. That Schedule XVIII (Community Safety Zones) to By-law 2008-147-TR be replaced in its entirety with the following:

<b>Effective Time</b>		
Effective at all times; 24 hours per day, 7 days per week, 365 days per year		
<b>Effective Locations</b>		
<b>Highway</b>	<b>Side</b>	<b>From/To</b>
Felcher Blvd.	North & South	Iroquois Drive to Tamarac Drive
Forsyth Farm Drive	East & West	Greenwood Road to Penndutch Circle
Gar Lehman Ave	East & West	Elmer Daniels Court to Joseph Todd
Joseph Todd Ave	North & South	Reeves Way Blvd. to Gar Lehman Ave
Glad Park Ave	North & South	John Davis Gate to Elm Road
Greenwood Road	North & South	Forsyth Farm Drive to Millard Street
Hoover Park Drive	East & West	Highway 48 to Durham 30
Main Street	East & West	Park Dr to Durham 30
Mantle Ave	East & West	Durham 30 to Byers Pond Way
Meridian Drive	East & West	Ninth Line to Suttontrail Way

Millard Street	East & West	Highway 48 to Main Street
Mostar Street	North & South	Hoover Park Drive to Main Street
Mostar Street	North & South	Hoover Park Drive to Clamerton Road/Goudie Crescent
Reeves Way Boulevard	North & South	Hoover Park Drive to Ninth Line
Stouffer Street	North & South	Main Street to Lori Ave
Sunset Boulevard	East & West	Ninth Line to Albert Street
Yakefarm Boulevard	North & South	Hoover Park Drive to Mantle Ave

2. That this By-law shall come into force and effect on the date of passage by Council.

READ a first and second time this 25<sup>th</sup> day of September, 2024.

READ a third time and passed this 25<sup>th</sup> day of September, 2024.

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

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Becky Jamieson, Clerk

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

**BY-LAW NUMBER 2024-111-RD**

BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Part 1, Plan 65R-39965).

**WHEREAS** By-law 2022-024-RD provides for the street numbering of properties, buildings and structures; and

**WHEREAS** it is deemed necessary to assign the proposed buildings on Part of Lot 35 Concession 8 Markham, designated as Part 1 of Plan 65R-39965, and Part 1 of 65R-32616 municipally known as 5945 Main Street.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:**

1. That the number for the buildings situated along the streets shown on Part 1 of Reference Plan 65R-36695 and Part 1 of Reference Plan 65R-32616 are hereby as set out in Schedule A attached hereto and forming part of this By-law, with the Lot/Block Numbers shown in Column 1, the Reference Plan Number in Column 2, Street Name in Column 3 and the assigned Building Number in Column 4 as shown in Schedule A;
2. That it shall be the obligation of the owner(s) and/or occupants of the buildings and/or lands listed on Schedule A to affix the street numbers to the building and/or lands, as outlined in the provisions of the Addressing By-law as may be amended or replaced from time to time, in accordance with Schedule A;
3. That the proposed buildings on Part of Lot 35 Concession 8 Markham designated as Part 1 of Plan 65R-39965, save and except Part 1 on Plan 65R-32616, and Part 1 of Plan 65R-32616, municipally known as 5945 Main Street, be assigned the addresses of 5945 Main Street and 5929 Main Street respectively, as shown on Schedule D attached hereto.
4. That this By-law shall come into force and effect on the date of passage by Council.

READ a first and second time this 25<sup>th</sup> day of September, 2024.

READ a third time and passed this 25<sup>th</sup> day of September, 2024.

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Iain Lovatt, Mayor

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Becky Jamieson, Clerk

Schedule A

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b><u>Block &amp; Part Number(s)</u></b>	<b><u>Plan Number</u></b>	<b><u>Street Name</u></b>	<b><u>Building Number</u></b>
Part Lot 35, Con 8 Part 1	Plan 65R- 32616	Main Street	5929
Part Lot 35, Con 8 Part 1, save and except Part 1 on Plan 65R-32616	Plan 65R-39965	Main Street	5945

Schedule B

