

# Memorandum to Council

Financial Services Department



**To:** Mayor and Members of Council  
**CC:** Roger Saunders, Commissioner of Planning & Development  
John Romano, Commissioner of Community Services  
Francesco Santaguida, Commissioner of Legal Services  
**From:** Fuwing Wong, Commissioner, Financial Services & Treasurer  
**Date:** March 20, 2023  
**File #:** N/A  
**Subject:** By-Law #7220-17 – Fees & Charges: Summary of Edits from Budget Book

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

The purpose of this memo is to advise Council of edits included in By-Law #7220-17 Fees & Charges since the last version of the Fee Schedule presented in the 2023 Budget Book (Appendix 1 – User Fees Rates and Charges, approved by Council on February 16, 2023 and can be found on [connectwhitby.ca/budget](https://connectwhitby.ca/budget)).

Summary of edits included in By-Law #7220-17:

- 1) Fee No. OPS- 81 and OPS- 82 have been added to the end of Schedule C Operational Services Department in the By-Law as they were accidentally omitted in the 2023 Budget Book. These two fees were previously included in the 2022 Fee By-Law and there are no proposed changes to these fees for 2023.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
OPS- 81	Street Closure Permit	Street Closure Permit	Actual Costs	Actual Costs	Yes
OPS- 82	Retrieval of Unauthorized Items	Retrieval of Unauthorized Items (Including signs)	\$53.00 (Actual costs, if known)	Per Item	Yes

- 2) In the 2023 Budget Book, Fee No. OPS- 64 and OPS- 65 were included under Schedule C Operational Services Department Fees. These fees have been

moved to Schedule N Building Permit Fees in the 2023 By-Law and renumbered BGP- 63 and BGP- 64.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
BGP- 63	Report	Building Permit Activity Report	\$13.00	Per Month	Yes
BGP- 64	Report	Building Permit Activity Report	\$84.00	Per Year	Yes

- 3) Fee No. OPS- 80 Traffic Count Data previously included under Schedule C Operational Services Department in the 2023 Budget Book, Appendix 1 – User Fees Rates and Charges, has now been deleted. This fee will no longer be charged.
- 4) There has been a revision to the wording for Fee No. OPS- 44, OPS- 45, OPS- 46, and OPS- 47 in Schedule C Operational Services Department. The word “Refundable” has been added to the beginning of the Fee Category and the wording “based on 6.0m frontage” has been deleted from the Fee Basis.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
OPS- 44	<b>Refundable</b> Deposits for Private Works	Concrete Sidewalk	\$1,350.00	Each (based 6.0m frontage)	Yes
OPS- 45	<b>Refundable</b> Deposits for Private Works	Concrete Curb and Gutter	\$990.00	Each (based 6.0m frontage)	Yes
OPS- 46	<b>Refundable</b> Deposits for Private Works	Sodded Boulevard	\$410.00	Each (based 6.0m frontage)	Yes
OPS- 47	<b>Refundable</b> Deposits for Private Works	Fencing	\$2,090.00	Each (based 6.0m frontage)	Yes

- 5) Fee No. PAP-65 – Stage 2 Pre-Submission Review fee has been added to Schedule M Planning Application Fees. This new fee was approved by Council on December 12, 2022, through report PDP 66-22, however due to timing was not included in the 2023 Budget Book.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
PAP-65	Other Fees	Stage 2 Pre-Submission Review	\$607.10	Flat Fee	No

- 6) There has been a correction to the wording in the Fee Category for Fee No. CS- 128, CS- 129, and CS- 130 in Schedule G Hall and Facility Rental Fees, from “Large” to “Small”.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
CS- 128	Iroquois Park Sports Centre – Upper Mezzanine Large <b>Small</b> Meeting Room	Resident Fee	\$29.08	Hourly	Yes
CS- 129	Iroquois Park Sports Centre – Upper Mezzanine Large <b>Small</b> Meeting Room	Non-Resident Fee	\$32.91	Hourly	Yes
CS- 130	Iroquois Park Sports Centre – Upper Mezzanine Large <b>Small</b> Meeting Room	Community Group Fee	\$26.55	Hourly	Yes

7) In Schedule D, Fee No. LES- 36 has been deleted since it is a duplicate of Fee No. LES-44. This is due to an administrative error.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
<del>LES-36</del>	Site Fee	<del>Officer Record Renewal (New)</del>	<del>\$25.00</del>	<del>Per Renewal</del>	<del>No</del>
LES-44	CAT - Individual Fee	Private Property Parking Officer Renewal Fee (New)	\$25.00	Per Person	No

8) There is a correction in Schedule D for Fee No. LES- 38 in the Fee Basis for a Temporary Sign Permit from ‘Per Inquiry’ to ‘Annually’.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
LES- 38	Temporary Sign Permit	Temporary Sign - Borrowed Time Inquiry (New)	\$50.00	Per Annually Inquiry	No

9) There is a correction in Schedule D for Fee No. LES- 68 in the Fee Category to add the word ‘Application’ and to the Fee Basis to replace ‘Per Exemption Request’ with ‘Per Application’.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
LES-68	Noise By-law Exemptions <i>Application</i>	Private Construction and for Special Events	\$320.00	Per Application <del>Per Exemption Request</del>	Yes

10) In the 2023 Budget Book, Appendix 1 – User Fees Rates and Charges, the Schedule S Fee Basis for EVC-2 and EVC-3 states that the fees under these categories are rounded up to the full hour. In principle, the user fees are charged based on the duration of the charging session. This has been updated to indicate fees are prorated to reflect the duration of the charging session.

Fee No.	Category	Fee Title	Fee (Excluding Taxes)	Fee Basis	HST Applicable
EVC- 1	Reserve Fund	Zero Carbon Whitby Reserve Fund - to be confirmed/approved	\$1.33	Per session fee	Yes
EVC- 2	Charging Station	EV Charging Cost Fee (up to 3 hours)	\$1.33	First 3 hours, prorated based on duration of the charging session to recover charging costs	Yes
EVC- 3	Charging Station	EV Charging Cost Fee (4+ hours)	\$3.54	After 3 hours, prorated based on duration of the charging session to recover charging costs and encourage user rotation at charging stations	Yes

11) Schedule C (Engineering) in the 2023 Budget Book has now been renamed Schedule T and appears as the last Schedule in the 2023 By-Law. This is to present Operational Services fees and Engineering fees as separate schedules following the reorganization which occurred in 2022.