

Memorandum to Council

Financial Services Department

Financial Planning and Administration Division



To: Mayor and Members of Council
CC: SLT Members
From: Erika Watson, Manager of Development
Finance
Date: February 9, 2024
File #: n/a
Subject: Corrections to the 2024 Budget Book

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

The proposed 2024 Budget Book was published online at connectwhitby.ca/budget and hardcopies distributed to Members of Council on January 22, 2024. Attached to this memo are page corrections for the 2024 Budget Book. The online version of the 2024 Budget Book has been updated as of February 9, 2024.

The amended pages are attached as follows:

- Attachment 1: User Fee Schedule D – Legal and Enforcement Services - Page 354 – deletion of LES-36 since duplicate of LES-44
- Attachment 2: User Fee Schedule M - Planning Application Fees – Page 408 – addition of omitted fee PAP-65 (Stage 2 Pre-Submission Review)
- Attachment 3: Decision Item #39 Not Included in Recommended Budget Details – Page 97 – Revision to wording of Decision Item (request details and why this request is necessary paragraphs)

Amended February 9th 2024

Schedule D
To By-Law #7220-17
Legal and Enforcement Services Department

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
LES-32	Pool Enclosure Permit Fees	Pool Enclosure Permit	\$450.00	\$463.50	Per Permit	No	April 1, 2024
LES-33	Pool Enclosure Permit Fees	Transfer of Pool Enclosure Permit	\$100.00	\$103.00	Per Permit	No	April 1, 2024
LES-34	Pool Enclosure Permit Fees	Refund – Permit issued no construction commenced	\$180.00	\$185.40	40% Refund of Permit Fee	No	April 1, 2024
LES-35	Pool Enclosure Permit Fees	Pool Enclosure Permit - Violation	\$600.00	\$618.00	Per Permit	No	April 1, 2024
LES-37	Temporary Sign Permit	Temporary Sign Application Fee	\$200.00	\$206.00	Per Application	No	April 1, 2024
LES-38	Temporary Sign Permit	Temporary Sign Borrowed Time Inquiry	\$50.00	\$51.50	Annual	No	April 1, 2024
LES-39	Committee Appeal Fee	Appeal to Property Standards Committee	\$100.00	\$103.00	Per Appellant	Yes	April 1, 2024
LES-40	Committee Appeal Fee	Appeal to Animal Services Committee	\$100.00	\$103.00	Per Appellant	Yes	April 1, 2024
LES-41	New Site Fee	Private Property Parking Sign Inspection	\$100.00	\$103.00	Per Site	No	April 1, 2024
LES-42	New Site Fee	Private Property Site Renewal	\$25.00	\$25.75	Per Site	No	April 1, 2024
LES-43	Training	Private Property Parking Officer Training	\$105.50	\$108.50	Per Person	No	April 1, 2024
LES-44	CAT - Individual Fee	Private Property Parking Officer Renewal Fee	\$25.00	\$25.75	Per Person	No	April 1, 2024
LES-45	Towing	Private Property Towing (Business Hours)	\$100.00	\$103.00	Fee assigned as Officers must provide proof of Security licence	No	April 1, 2024
LES-46	Towing	Private Property Towing (Outside Business Hours)	\$200.00	\$205.00	Per Vehicle Towed	No	April 1, 2024
LES-47	Re-Inspection Fee	By-law Services Re-Inspection Fee	\$200.00	\$205.00	Per Re-inspection	No	April 1, 2024
LES-48	Compliance Letters	Compliance Letter (Residential)	\$150.00	\$154.00	Each Compliance Letter	Yes	April 1, 2024
LES-49	Compliance Letters	Compliance Letter (Any Other Zone)	\$225.00	\$230.00	Each Compliance Letter	Yes	April 1, 2024
LES-50	General Legal Fees	Law Clerk	\$160.00	\$164.00	Hourly	Yes	April 1, 2024
LES-51	General Legal Fees	Solicitor	\$330.00	\$338.00	Hourly	Yes	April 1, 2024

Schedule M
To By-Law #7220-17
Planning Application Fees

*The following fee changes are automatically indexed on October 1 each year by 2.5% as per Council approved fee by-law

Fee No.	Category	Fee Title	Current Fee (Excluding Taxes)	Proposed Fee (Excluding Taxes)	Fee Basis	HST Applicable	Effective Date
PAP- 58	Other Fees	Street Name Change Request (external)	\$1,357.69	\$1,391.63	Base Charge	No	October 1, 2024
PAP- 59	Other Fees	Street Name Change Request (external)	\$122.19	\$125.24	Per address	No	October 1, 2024
PAP- 60	Other Fees	Pre-consultation meeting in accordance with By-law 5967- 07	\$622.28	\$637.84	Flat Fee	No	October 1, 2024
PAP- 61	Other Fees	Architectural Review (Working drawings / site plan / elevations / exterior colours)	\$169.71	\$173.95	\$/hr	No	October 1, 2024
PAP- 62	Other Fees	Extend Draft Approval	\$3,394.24	\$3,479.10	Flat Fee	No	October 1, 2024
PAP- 63	Other Fees	Letter of Undertaking	\$820.27	\$840.78	Flat Fee	No	October 1, 2024
PAP- 64	Other Fees	Land Division Release Fee	\$961.70	\$985.74	Flat Fee	No	October 1, 2024
PAP- 65	Other Fees	Stage 2 Pre-Submission Review	\$622.28	\$637.84	Flat Fee	No	October 1, 2024

Operating Decision Item #39 Not Included in Recommended Budget Details

Downtown Beautification (Weed Control, Commemorative Orange Crosswalk and Parking Meter Wraps)

Department: Operational Services

Division: Roads

Community Strategic Pillar: Natural and Built Environment – Connected and Resilient

Community Strategic Plan Action Item #: 2.2.5

Request Details:

The funding would provide supplementary summer maintenance for the Downtown Whitby and Brooklin beautification programs. This includes funds to hire a third-party supplier to provide vegetation removal and weed spraying during the summer months, commemorative orange crosswalk pavement marking materials and parking meter wraps.

Why this request is necessary:

To provide formal summer maintenance on Downtown Whitby and Brooklin. To meet and promote downtown community beautification and maintenance based on approved levels of service on cleanliness and maintain the Town Infrastructure in good state of repairs and enhance downtown curb appeal for residents, visitors, and pedestrian community.

Consequences of not funding this request:

It will limit the ability to maintain Downtown beautification, cleanliness and maintain state of good repairs to the town’s commemorative orange crosswalks and parking meter wrapping on a regular basis.

Impact:

Description	Annual	2024 Impact	2025 Impact
Weed Control / Removal	\$40,000	\$40,000	\$0
Commemorative Orange Crosswalk	\$7,000	\$7,000	\$0
Parking Meter Wraps	\$4,200	\$0	\$0
Net Request Impact – Service Level	\$51,200	\$51,200	\$0