

**Present:** Mayor Mitchell (Participating Electronically)  
Councillor Drumm (Participating Electronically)  
Councillor Leahy (Participating Electronically)  
Councillor Lee (Participating Electronically)  
Councillor Mulcahy (Participating Electronically)  
Councillor Newman (Participating Electronically)  
Councillor Roy (Participating Electronically)  
Councillor Yamada (Participating Electronically)

**Also Present:** M. Gaskell, Chief Administrative Officer  
J. Romano, Commissioner of Community Services  
R. Saunders, Commissioner of Planning and Development  
D. Speed, Head of Operations & Fire Chief  
F. Wong, Commissioner of Financial Services/Treasurer  
S. Klein, Director of Strategic Initiatives  
J. Long, Head of Organizational Effectiveness  
H. Ellis, Executive Advisor to the Mayor  
C. Harris, Town Clerk  
K. Narraway, Manager of Legislative Services/Deputy Clerk  
(Recording Secretary)

**Regrets:** Councillor Shahid

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Call to Order

Call of the Roll: The Clerk

Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

## **Planning and Development**

### **1. Presentations**

**1.1** There were no presentations.

2. Delegations

2.1 There were no delegations.

3. Correspondence

3.1 There was no correspondence.

4. Staff Reports

4.1 Planning and Development (Planning Services) Department Report,  
PDP 09-22

Re: Settlement Area Boundary Expansion Request to Facilitate the  
Protected Lakeridge Health Hospital Site in the Town of Whitby

A brief question and answer period ensued between Members of  
Committee and Staff regarding whether approval of this request could  
result in other municipalities in the Region requesting expanded  
settlement area boundaries and if there would be opposition to the  
request at Regional Council.

Recommendation:

Moved By Councillor Roy

1. That Council request a Settlement Boundary Expansion to the  
Whitby Urban Area Boundary through the Region of Durham's  
Municipal Comprehensive Review (MCR), to include lands that  
have been identified as the preferred site to be protected for a  
future Lakeridge Health hospital as identified on Attachment # 1  
of Report PDP 09-22; and,
2. That a copy of Report PDP 09-22 be forwarded to the Region of  
Durham Planning Department as input into the MCR.

**Carried**

5. New and Unfinished Business - Planning and Development

5.1 New and Unfinished Business - Planning and Development

There was no new and unfinished business.

**General Government**

6. Presentations

- 6.1** Adam Fine, Director of Environmental Graphic Design, Fathom Studio  
Community Services Department Report, CMS 01-22  
Re: Accessible Signage and Wayfinding Study Recommendations

**Refer to Item 9.6, CMS 01-22**

Adam Fine, Director of Environmental Graphic Design, Fathom Studio, provided a PowerPoint presentation regarding the Accessible Signage and Wayfinding Study. Highlights of the presentation included:

- an overview of the project goals including accessibility, consistency with Town branding, sustainability and affordability, ensuring a pedestrian focus, developing friendly and safe sign designs, and ensuring signs were welcoming to visitors and newcomers;
- details of the study's audit findings including limited consistency with current municipal signage, unwelcoming and non-functional park and trail signage, overuse of temporary signage within facilities, and opportunities for enhanced wayfinding signage on roads and sidewalks;
- recommendations from the study including that function is paramount, signage should not add clutter to the environment, consistency and light branding is needed, and that new or renovated buildings may require custom signage outside of the system being developed;
- recommendations related to gateway signage including that signage should be located at entrance points to the Town and an overview of the limitations associated with installing gateway or wayfinding signage on Provincial roads due to design requirements mandated by the Province;
- opportunities to embrace temporary signage by providing dedicated locations for these types of signs;
- the focus of the study on solving problems that are common to all Town facilities and the importance of maintenance of the signage system so it retains its functionality;
- an overview of the 50 sign types and 7 sign families being recommended including vehicular signage, parking signage, pedestrian signage, parks and trails signage, identification signage for facilities, interior signage, and regulatory signage; and,
- information about prioritizing implementation based on need and the five recommended phases for budgeting and implementation beginning with interior signage in facilities, then parks and trails

signage, then pedestrian and sidewalk signage, then exterior signage at facilities, and finally right-of-way and parking signage.

A question and answer period ensued between Members of Committee and Mr. Fine regarding:

- the design of the signage and whether it took into account persons with visual impairments;
- clarification about the different purposes of neighbourhood identification signage versus wayfinding signage noting that wayfinding signage is functional whereas neighbourhood identification signage is a reflection of community pride;
- opportunities to identify cycling infrastructure and facilities through signage and the level of consultation that has taken place with the Town's Active Transportation and Safe Roads Advisory Committee;
- confirmation that the signage system being proposed will not contain a separate set of signs for cyclists and that cyclists will be able to rely on vehicular signage for wayfinding;
- details about signage along the Waterfront Trail and whether or not there will be consistency with the Regional Cycling Plan signage recommendations;
- opportunities for unique gateway signage at entrances to Brooklin;
- challenges associated with attempting to install neighbourhood identification signs throughout the Town including misidentifying neighbourhood boundaries or failing to identify specific communities; and,
- proposed distances between wayfinding signage and if the sign system will allow motorists to navigate from Provincial highways to destinations without having to use a map or navigation system.

It was the consensus of the Committee to hear Item 9.6, CMS 01-22, at this time.

7. Delegations

7.1 There were no delegations.

8. Correspondence

8.1 Memorandum from J. Romano, Commissioner of Community Services, dated December 9, 2021 regarding Forest Heights Park Basketball Court Relocation - Update

A question and answer period ensued between Members of Committee and Staff regarding:

- hours of operations for parks and basketball facilities within parks;
- the concerns expressed by the Durham District School Board about a potential new location for the basketball court adjacent to their property; and,
- requesting that a representative from the Durham District School Board attend the meeting when Staff report back on the matter in order to respond to questions.

Recommendation:

Moved By Councillor Leahy

1. That the Memorandum from J. Romano, Commissioner of Community Services, dated December 9, 2021 regarding Forest Heights Park Basketball Court Relocation - Update be received for information; and,
2. That Staff bring back a report to highlight the basketball net options and contact all residents within 200 metres of Forest Heights Park to ensure full community engagement before a decision is made by Council.

**Carried**

- 8.2** Memorandum from C. Harris, Town Clerk, dated January 10, 2022 regarding the Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee request to update the Committees' Terms of Reference to include an Annual Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee Meeting

Recommendation:

Moved By Councillor Yamada

1. That the Memorandum from C. Harris, Town Clerk, dated January 10, 2022 regarding the Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee request to update the Committees' Terms of Reference to include an Annual Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee Meeting be received for information; and,
2. That the Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee Terms of References be

amended to include a Joint Accessibility Advisory Committee and Whitby Diversity and Inclusion Advisory Committee meeting in place of their regular annual February meeting.

**Carried**

9. Staff Reports

- 9.1** Public Works (Operations) Department and Financial Services  
Department Joint Report, FS 02-22  
Re: T-512-2021 - Replacement and Installation of Wood Acoustic  
Fences (Spring 2022 Work)

A brief question and answer period ensued between Members of Committee and Staff about whether the fences scheduled for replacement were originally installed by developers, private residents, or the Town.

Recommendation:

Moved By Councillor Roy

1. That the Town of Whitby accept the low bid as submitted by ONIT Construction Inc. in the amount of \$303,232.31 (with removal of Provisional Locations, plus applicable taxes) for replacement and installation of Wood Acoustic Fences, to be funded from the capital project 30216401 Fence Replacement Program – Wood Acoustic Fencing; and,
2. That the Mayor and Clerk be authorized to execute the contract documents.

**Carried**

- 9.2** Public Works (Operations) Department and Financial Services  
Department Joint Report, FS 03-22  
Re: T-506-2021 - Miscellaneous Asphalt Patching (Spring 2022 Work)

Recommendation:

Moved By Councillor Roy

1. That the Town of Whitby accept the low bid as submitted by Appco Paving Ltd. in the amount of \$406,870.36 (plus taxes), for

- 2022 miscellaneous asphalt patching, to be funded from the capital project 40216048 Road Patching Program;
2. That the revised cost estimate for this project, totaling \$444,031.27 as outlined in Table 1 of Report FS 03-22, be approved;
  3. That the budget shortfall, if contingency works are required, be funded from the Road Infrastructure Repair Reserve to an upset limit of \$129,031.27;
  4. That the Mayor and Clerk be authorized to execute the contract documents.

**Carried**

**9.3** Public Works (Operations) Department and Financial Services  
Department Joint Report, FS 04-22  
Re: T-533-2022 – Rental of Seasonal Vehicles

A brief question and answer period ensued between Members of Committee and Staff regarding the total cost of the project exceeding the budgeted amount and how the shortfall will be made up through operating budget savings without an impact to the overall 2022 budget.

Recommendation:

Moved By Councillor Leahy

1. That Tender T-533-2022 be awarded to Somerville National Leasing & Rentals Ltd., in the amount of \$91,020.00 (plus applicable taxes) for a one (1) seasonal term for the rental of seasonal vehicles, to be funded from the operating budget.
2. That the Town reserves the right to extend this contract on an annual basis thereafter for up to two (2) additional one (1) seasonal terms provided the Company's annual performance is satisfactory, subject to budget approval, and subject to meeting requirements for subsequent years. Additional seasonal terms are subject to Consumer Price Index increases as outlined in this report; and,
3. That the Mayor and Clerk be authorized to execute the contract documents.

**Carried**

**9.4** Community Services Department and Financial Services Department  
Joint Report, FS 13-22

Re: T-67-2021 – Supply and Installation of Backflow Preventers at Various Town Facilities

Recommendation:

Moved By Councillor Drumm

1. That Tender T-67-2021 be awarded to Antrim Mechanical Ltd. in the amount of \$273,100.00 (plus applicable taxes), funded from the capital projects listed in Table 2 of Report FS 13-22, for the supply and installation of Backflow Preventers at Various Town Facilities;
2. That the revised cost estimates totaling \$335,850.66 and the capital project adjustments to reflect the revised costs to complete, as outlined in Table 2 of report FS 13-22, be approved; and,
3. That the Mayor and Clerk be authorized to execute the contract documents.

**Carried**

**9.5** Public Works (Operations) Department and Financial Services  
Department Joint Report, FS 14-22  
Re: T-94-2021 – Streetlight Pole Replacement

Recommendation:

Moved By Councillor Newman

1. That Tender T-94-2021 be awarded to Alineutility Limited in the amount of \$736,644.00 (plus applicable taxes), funded from the Streetlight Pole Replacement capital project number 30206601, for all labour, materials, equipment and supervision necessary to complete pole replacements as outlined in Report FS 14-22;
2. That the revised cost estimate for capital project number 30206601, totaling \$787,089.38 as outlined in Table 1 of report FS 14-22, be approved;
3. That the budget shortfall in the amount of \$57,089.38 be funded from the Asset Management Reserve Fund; and,
4. That the Mayor and Clerk be authorized to execute the contract documents.

**Carried**



**9.6 Community Services Department Report, CMS 01-22**  
**Re: Accessible Signage and Wayfinding Study**

Discussion ensued between Members of Committee regarding:

- the professional and consistent design of the signage, the need to address sign clutter, and a preference to avoid the use of digital signage;
- referring the report to the Active Transportation and Safe Roads Advisory Committee to allow them to further review the report and provide comments;
- incorporating the Town's branding into the signage;
- highlighting the services the Town has to offer to both residents and visitors;
- possible conflicts between the study recommendations and the sign designs proposed as part of the Regional Cycling Plan; and,
- receiving feedback from the Active Transportation and Safe Roads Advisory Committee prior to the Regular Council meeting on January 31, 2022.

A question and answer period ensued between Members of Committee and Staff regarding:

- consultation that took place with the Active Transportation and Safe Roads Advisory Committee;
- consultation that took place with the Region of Durham regarding the Regional Cycling Plan; and,
- opportunities to continue to engage the Active Transportation and Safe Roads Advisory Committee while the project moves forward.

Recommendation:

Moved By Councillor Newman

1. That Council approve the proposed Accessible Signage and Wayfinding Study as outlined in Attachment 1 to Report CMS-01-22; and,
2. That Council direct staff to report back with an Accessible Signage and Wayfinding policy, prioritized implementation plan of the recommended standard.

**Carried later in the meeting [See following motion]**

Recommendation:

Moved By Councillor Mulcahy

That the Accessible Signage and Wayfinding Study, Report CMS 01-22, be referred to Staff for further consultation with the Active Transportation and Safe Roads Advisory Committee.

**Motion withdrawn**

The main motion was then carried.

It was the consensus of Committee to hear Item 8.1, Memorandum from J. Romano, Commissioner of Community Services, dated December 9, 2021 regarding Forest Heights Park Basketball Court Relocation - Update, at this time.

**9.7** Financial Services Department Report, FS 01-22  
Re: 2021 Year End Projection as at September 30, 2021

A question and answer period ensued between Members of Committee and Staff regarding:

- the proposed transfer of the 2021 year end surplus into the Long Term Finance Reserve and how funds in the reserve may be accessed for one time initiatives;
- the importance of reserve funds in order to address unforeseen financial impacts resulting from the ongoing pandemic; and,
- challenges associated with applying one time surplus funds to projects that require ongoing funding.

Recommendation:

Moved By Councillor Mulcahy

1. That report FS 01-22 regarding the 2021 Year End Projection as at September 30th be received as information; and,
2. That, notwithstanding the Disposition of Operating Surplus Policy, the 2021 year end surplus be fully transferred to the Long Term Finance Reserve.

**Carried**

**9.8** Financial Services Department Report, FS 09-22  
Re: Update on Low Income Property Tax Rebate Program and Investigation of a COVID-19 Pandemic Tax Deferral Program

A brief question and answer period ensued between Members of Committee and Staff regarding the impact the rebate program would have on school board revenue and the Municipal Act provisions that permit the Town to establish a rebate program.

Recommendation:

Moved By Councillor Newman

1. That the 2022 Property Tax Rebate Program for Low Income Seniors and Low Income Homeowners with Disabilities be increased from \$400 to \$462 per year;
2. That the Property Tax Rebate Program for Low Income Seniors and Low Income Persons with Disabilities be indexed annually, starting in the 2023 budget, based on the previous year's budget increase; and,
3. That staff bring forward a by-law outlining the Town's Property Tax Rebate Program for low income seniors and low income homeowners with disabilities for Council approval.

**Carried**

**9.9** Office of the Town Clerk Report, CLK 01-22  
Re: Compliance Audit Committee - 2022 Municipal Election

A brief question and answer period ensued between Members of Committee and Staff regarding the benefits of working with other local municipalities and the Region to recruit Compliance Audit Committee individuals, the Region's role in advertising for applications to the Committee, and cost savings associated with a combined training and education program.

Recommendation:

Moved By Councillor Mulcahy

1. That the draft Terms of Reference as shown in Attachment 1 of Report CLK 01-22 be approved; and,
2. That the Clerk be authorized to bring forward a by-law to appoint a roster of individuals as per the draft Terms of Reference; and,
3. That, at such time as the above by-law is enacted by Council, that the 2022 Municipal Election Compliance Audit Committee be

deemed to be established in accordance with the Municipal Elections Act.

**Carried**

- 9.10** Office of the Chief Administrative Officer and Financial Services  
Department Joint Report, CAO 02-22  
Re: Community Development Funds – 2021 Annual Report

Recommendation:

Moved By Councillor Newman

1. That Report CAO 02-22 regarding the 2021 Annual Report for the Mayor's Community Development Fund and the Performing Arts Community Development Fund be received for information;
2. That Council approve an increase of \$2,000 to the ongoing annual grant from the Mayor's Community Development Fund with \$1,000 to the Brooklin Royal Canadian Legion Branch 152 and \$1,000 to the Whitby Royal Canadian Legion Branch 112 to support the replacement of banners through the Honour our Veterans Banner Program, and that Council approve the corresponding revisions to the Mayor's Community Development Fund and Performing Arts Community Development Fund Policy as shown in Attachment 4; and,
3. That Council adopt the revisions to the Grants Review Committee Terms of Reference shown in Attachment 5 to Report CAO 02-22.

**Carried**

10. New and Unfinished Business - General Government

- 10.1** New and Unfinished Business - General Government

There was no new and unfinished business.

**Adjournment**

Motion to Adjourn

Recommendation:

Moved By Councillor Mulcahy

That the meeting adjourn.

**Carried**

The meeting adjourned at 8:21 p.m.