



**The Corporation of the Municipality of Whitestone**

**Agenda of Regular Council Meeting  
Tuesday, November 19, 2024**

**Dunchurch Community Centre**

**and**

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/83883120225>

**(Phone Call Only)**

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 838 8312 0225#

*Every effort is made to record meetings with the exception of the Closed Session matters.  
Both the audio and video are posted on the Municipal Website.  
The written minutes are the official record of the meeting.*

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- 1. Call to Order and Roll Call** **10:00 a.m.**

**National Anthem**

**Indigenous Land Acknowledgement Statement**

*The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.*

*We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.*

*This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.*

- 2. Disclosure of Pecuniary Interest**
- 3. Approval of Agenda ®**
- 4. Presentations and Delegations - None**

## **Move into Committee of the Whole ®**

### **5. Committee of the Whole**

- 5.1 Draft Short Term Rental Unit By-law
  - Memorandum from Paula Macri ®
- 5.2 Economic Development
  - Memorandum from Mayor Comrie ®
- 5.3 Report ADMIN-2024-15
  - Consideration of an Encroachment permit system for rail systems / shore dockers ®

### **Planning Matters**

- 5.4 Application to Purchase and Close Shore Road Allowance, STRONG, Julie ®
  - Memorandum from MHBC, Planner Report date of November 19, 2024
- 5.5 Application to Purchase and Close Shore Road Allowance, STRONG, Jeffrey ®
  - Memorandum from MHBC, Planner Report date of November 19, 2024
- 5.6 Consent Application No. 37/2024(W) – BRITTON, Joseph and Karlee ®
  - Memorandum from Parry Sound Area Planning Board dated October 11, 2024
- 5.7 Consent Application No. 38/2024(W) – BAIRD, John and Phyllis ®
  - Memorandum from Parry Sound Area Planning Board dated

## **Reconvene into Regular Meeting ®**

### **Matters Arising from Committee of the Whole ®**

### **6. Public Meeting - None**

### **7. Consent Agenda ®**

*Items listed under the Consent Agenda are considered routine and will be enacted in one motion. A Member of Council may request one or more items to be removed from the Consent Agenda for separate discussion and/or action.*

#### **7.1 Council and Committee Meeting Minutes**

- 7.1.1 Special Council Meeting Minutes of October 3, 2024
- 7.1.2 Regular Council Meeting Minutes of October 15, 2024
- 7.1.3 Special Council Meeting Minutes of November 1, 2024
- 7.1.4 Whitestone Cemetery Board Meeting Minutes of May 2, 2024
- 7.1.5 Whitestone Cemetery Board Meeting *draft* Minutes of October 10, 2024
- 7.1.6 Whitestone Library Board Minutes of June 22 2024
- 7.1.7 Recreation Committee Minutes of July 25, 2024
- 7.1.8 Recreation Committee Minutes of August 22, 2024

7.1.9 Recreation Committee Minutes of September 26, 2024

7.2 Unfinished Business (listed on page 7)

## **Matters Arising from Consent Agenda**

### **8. Accounts Payable**

8.1 Accounts Payable ®

### **9. Staff Reports**

9.1 Report ADMIN-2024-14  
November 2024, Status update AODA five-year plan ®

9.2 Report PW-2024-12  
Boat Launches and Open Spaces, Annual Report ®

9.3 Report ADMIN-2024-16  
Q3 Legal Expenses ®

9.4 Report PLN-2024-05  
Q3 2024 Planning Services ®

9.5 Report BLDG-2024-04  
Q3 2024 Building Services and Building Permit Status lists, 2015 to 2024 ®

9.6 Report FIRE-2024-03  
Q3 2024 Fire and Rescue Services ®

9.7 Report FIN-2024-13  
Q3 2024 Finance Variance Report ®

### **10. By-laws**

10.1 By-law No. 59-2024 being a By-law to enter into an Agreement for Conditions of Approval of Consent B43/2022(W) – SKEBA, Ilona and Chris ®

- Memorandum from Paula Macri, Planning Assistant regarding status of conditions of approval

10.2 By-law No. 60-2024 being a By-Law to authorize the execution of an Agreement for a By-Law Enforcement Officer for the Municipality of Whitestone and to appoint a By-Law Enforcement Officer for the Municipality of Whitestone ®

10.3 By-law No. 61-2024, being a By-law to adopt an Emergency Response Plan for the Municipality of Whitestone and to repeal By-law No. 79-2023 ®

- Memorandum from Cathy Whitman, CEMC

10.4 By-law No. 62-2024, being a By-law to enter into an agreement with the WahWashKesh Conservation Association for the transfer of ownership of the docks and associated structures at Bennett's Bay Landing and Indian Narrows

from the Lake WahWashKesh Conservation Association to the Municipality of Whitestone. ®

- 10.4a Memorandum from Michelle Hendry, CAO/Clerk
- 10.4b Agreement between Lake WahWashKesh Conservation Association and the Municipality of Whitestone

## **11. Business Matters**

- 11.1 Memorandum from M Hendry CAO/Clerk – proposed 2025 Regular Council Meeting Schedule ®
- 11.2 Resolution of Support - Belvedere Heights proposal to enter into a loan agreement with the Township of Carling to support a two-year construction funding loan for the addition of 24 new long- term care beds ®
- 11.3 Correspondence from Chair, West Parry Sound Recreation and Cultural Centre Request for Whitestone Council's \$250,000 Financial Commitment to the Construction of the West Parry Sound Recreation and Cultural Centre ®
- Additional information – Municipality of Whitestone Resolution No. 2023-538 and Resolution No. 2024-153
- 11.4 Correspondence from Parry Sound Community Radio Association Request for support of Parry Sound Community Radio Association CRTC Application ®
- 11.5 Contract Award  
RFP 2024-09, Official Plan Five Year Review and Comprehensive Zoning By-law Update ®
- Memorandum from W Schroeder Deputy Clerk
- 11.6 Item requested by Councillor Scott Nash  
Aulds Road and Church Street Landfill Metal Recycling ®
- Discussion regarding having a Request for Proposal (RFP) or Tender for the Scrap Metal Recycling of the Metal Materials dropped off at the Landfill sites (Auld Road and York Street) to be prepared and released by the Municipality of Whitestone.
- Verbal update from David Creasor, Public Works Manager
- 11.7 Item requested by Councillor Scott Nash  
Meeting Minutes for Belvedere Heights, Parry Sound Board of Health, EMS Advisory Committee, Planning Board ®
- Discussion regarding how the Meeting Minutes from Belvedere Heights, Parry Sound Board of Health and EMS Advisory Committee are provided to members of Council

## **12. Correspondence ®**

### **Matters Arising from Correspondence**

## **13. Councillor Items**

#### **14. Questions from the Public**

**Move into Closed Session ®**

#### **15. Closed Session**

- 15.1 Closed Session Minutes of the Special Closed Session Council meeting of Thursday, October 3, 2024 ®
- 15.2 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday, October 15, 2024 ®
- 15.3 Personal matters about an identifiable individual, including municipal or local board employees pursuant to Ontario Municipal Act, Section 239(2)(b)
  - 15.3.1 Human Resources matter  
Verbal update from Mayor Comrie and Councillor Bray
  - 15.3.2 Human Resources matter
  - 15.3.3 Human Resources matter
  - 15.3.4 By-law Enforcement Officer (information provided in respect of item 10.2)
    - By-law Enforcement Officer, Independent Contractor Agreement
    - Information from Thomas Agnew, Hicks Morley LLP
- 15.4 A proposed or pending acquisition or disposition of land by the municipality or local board, pursuant to Ontario Municipal Act, Section 239 (2) (c)
  - Appraisal of Municipal lands, Jennings-Johnson ®
- 15.5 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239. (2) (f)
  - Jennifer Biggar, Bolger Landing matters and encroachment agreements (information provided in respect of item 5.3) ®
- 15.6 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to *Ontario Municipal Act*, Section 239(2)(k)
  - West Parry Sound Health Centre (Nursing Station) Lease agreement ®

**Reconvene to Regular meeting ®**

**Matters arising from Closed Session**

#### **16. Confirming By-law ®**

#### **17. Adjournment ®**

**Unfinished Business**

DATE	ITEM AND DESCRIPTION	ASSIGNED TO	STATUS
March 15, 2021	<b>Review of By-law 20-2014</b> (being a By-law for the licensing, regulating/governing of rental units in Whitestone)	Administration Staff	<p>Public meeting for Public input: March 19, 2024.</p> <p>DRAFT By-law presented at the May 21, 2024</p> <p>Council to submit comments by June 7, 2024 to Staff</p> <p>Memo to Council meeting August 20, 2024 – Policy direction provided for future iteration of By-law</p> <p>Revised Draft to Council submitted November 19, 2024</p>
March 15, 2022	By-law 16-2022, being a By-law for a Zoning By-law amendment to rezone Part of Lot 39, Concession A, geographic Township of McKenzie, now in the Municipality of Whitestone from the Rural (RU) Zone to a Rural (RU) Exception Zone – ANDERSON/PATTERSON	Planning Staff and CBO	To be reviewed with the Applicant March 2025.
July 4, 2023	<b>Strategic Plan, By-law Initiatives</b> THAT the Council of the Municipality of Whitestone receive for information the Memorandum from CAO/Clerk Hendry, Strategic Plan – moving forward with 2023 priorities	Assigned to various staff	In progress
September 5, 2023	<b>Snakeskin Lake boat launch</b> Staff to work with MNRF to determine if a Land Use Permit is required to develop the Snakeskin Lake boat launch, and if so, to apply for one.	Staff	<p>Land Use Permit discussions In progress</p> <p>Report to Council August 20, 2024 – final decision pending</p>
November 7, 2023	<b>Presentation from Azimuth Environmental re Whitestone Landfill Sites-</b>	Manager of Public Works / Azimuth Environmental	<p>Initially planned for Q3</p> <p>Report to Council expected Q4 2024</p>

	Council request for more information in regard to usage space and timing and cost of conversion of York Street Landfill to a Transfer Station		December 10, 2024
July 16, 2024	<p><b>Consideration of an Encroachment permit system for rail systems / shore dockers</b></p> <p><b>THAT</b> the Council of the Municipality of Whitestone request that staff develop an encroachment agreement process for rail systems / shore dockers by November 1, 2024 and report back to Council in respect of the process, no later than the November 19, 2024 Regular Council meeting.</p>	Staff	Report to Council November 19, 2024

**END**

## Correspondence

(listed in the order they were received by the Clerks Department)

A -	Cobourg	Request for secure involuntary care for mental health and addicted individuals
B -	Bradford	Ontario Deposit return program – recycling of non-alcoholic beverage containers
C1 -	St. Charles	Request to increase the amount of the Canada Community-Building Fund
C2 -	Larder Lake	Request to increase the amount of the Canada Community-Building Fund
D -	McDougall	Request that the municipality be given power to enforce provisions of the Building Code Act
E1 -	McDougall	Request to be removed from the Parry Sound Area Planning Board and given power to approve
E2 -	McKellar	Response to McDougall's request to be removed from the Parry Sound Area Planning Board
F -	McKellar	Support of Whitestone's resolution to halt mega-school
G -	Aurora	Request that federal and provincial governments share taxes collected on property sales
H -	Ministry of Agriculture Food Agribusiness	Letter encouraging municipalities to participate in initiative to welcome international agri-food workers
I -	Ontario Big City Mayors	Solve the Crisis campaign, resolution and backgrounder
J -	North Bay District Health Unit	Perspectives from Northern Ontario regarding health funding
K -	Galleys	Thank you letter to EMS
L -	Belvedere Heights Home for the Aged	Municipal Capital Levy



# COMMITTEE OF THE WHOLE



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# MEMORANDUM

**To:** Mayor and Council  
**From:** Paula Macri, Planning Assistant  
**Report Date:** November 1, 2024  
**Agenda Date:** November 19, 2024  
**Re:** Short-Term Rental By-law – 2<sup>nd</sup> draft

## Background

At the August 20, 2024 Regular Council meeting, a staff memorandum regarding the review of the draft Short-Term Rental By-law was presented. The memorandum included questions requiring Council’s input and discussion.

## Discussion

This memorandum provides an overview of Council’s input at the August 20, 2024 Council meeting and is also based on a review of the audio transcript from that meeting. The requested changes align with the attached draft of the By-law.

It is also noted that several members of Council indicated verbally that they would have additional comments to make when the next draft was presented to Council.

Below is a list of changes and minor amendments to the By-law.

1.17 <b>Licence Issuer</b> means any individual(s) who is/are delegated authority by the CAO-Clerk to be responsible for issuing a Licence under this By-law;
<b>Revised:</b> <b>Licence Issuer</b> means any individual(s) other than the CAO-Clerk who is/are delegated authority to be responsible for issuing a Licence under this By-law;

3.5 g) Number of approved Bedrooms as per septic sewage system  
Provision has been removed

3.9. No Person shall permit at any time between 11:00 p.m. and 8:00 a.m. of the following day more than two (2) Persons on the Property for each Bedroom. For the purpose of this section, children under the age of six (6) years old, shall not be considered a Person.  
Provision has been removed

3.10 Notwithstanding section 3.9 no **Person** shall permit at any time between the hours of 8:00 a.m. and 11:00 p.m. more than a maximum total of ten (10) **Persons** on the **Property** regardless of the number of **Bedrooms**. For the purpose of this section, children under the age of six (6) years old, shall not be considered a **Person**.  
Provision has been removed

3.12 i) Copy of Water Potability Certificate, if available;  
j) Where there is no potable water supply, a notice shall be posted advising **Renters** the water is not safe for consumption;  
k) Copy of Wood Energy Technical Transfer (WETT) report;  
Provision has been removed

3.17 The **Licencee** shall be responsible for informing the **Municipality** in writing of any changes to the approved information contained within the **Licence** application or any deviation to the parking management plan within fourteen (14) days of such change. An administration **Fee** may apply.  
**Revised:** The **Licencee** shall be responsible for informing the **Municipality** in writing of any changes to the approved information contained within the **Licence** application and the Licence.

4.1 e) name and contact information of the **Owner** or **Responsible Person** who can be readily contacted within sixty (60) minutes and respond to an emergency or contravention of any Municipal By-law, including attendance on site of the **STR** within four (4) hours of being notified of the occurrence;  
**Revised:**  
4.1 e) name and contact information of the **Owner** or **Responsible Person** who can be readily contacted within twenty four (24) hours and respond to an emergency or contravention of any Municipal By-law, including attendance on site of the **STR** within forty eight (48) hours of being notified of the occurrence;

4.1 f) A certificate of insurance which includes a liability limit of no less than five million dollars (\$5,000,000) per occurrence for **Property** damage or bodily injury. Such insurance policy shall identify that an **STR** being operated on the **Property** and name the Municipality of Whitestone as an additional insured on their general liability. The insurance coverage required herein shall be endorsed to the effect that the Municipality shall be given at least thirty (30) days' notice in writing of any cancellation or material variation to the policy;

**Revised:**

A certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000) per occurrence for **Property** damage or bodily injury. Such insurance policy shall identify that an **STR** is being operated on the **Property**.

**Comment from Insurance Agent:**

Since the STR License will likely be held with the property owners, they will not be able to add the Municipality as "Additional Insured" on their policy, as personal insurance policies do not offer this option. Also, most individuals are likely to carry a liability limit of \$2M rather than \$5M limit.

4.1 h) Where the **STR** is served by a private sewage system, documentation to the satisfaction of the **License Issuer**, that the sewage system is of an adequate capacity to accommodate the maximum occupancy of the **STR** and further, that such private sewage system complies with all Provincial standards;

i) For properties with private sewage systems that are twenty (20) years or older, a site report shall be prepared by a qualified sewage system designer, septic installer, or related professional. The report must identify the capacity of the sewage system, the location of the septic tank and bed, if applicable, and the current functionality of the sewage system at time of inspection;

j) Proof of septic system pump-out and any required repairs to the system identified during the pump-out and inspection, dated less than five (5) years old, if applicable;

k) A water sample result from the North Bay Parry Sound District Health Unit indicating the water is potable and safe for consumption, dated within three (3) months from the date of the **Application**;

m) Where wood burning appliances are present, a Wood Energy Technical Transfer (WETT) report dated less than five (5) years old, issued by a certified WETT inspector, indicating that the appliances are safe to be utilized;

n) vi. Location and layout with dimensions of the parking area on the Property; Parking management plan shall include the following:

- a) a minimum of one parking space per **Bedroom** to accommodate a vehicle and / or trailer;
- b) parking space sizes of 3 metres by 6 metres;
- c) compliance with all other parking provisions as set forth in the applicable **Zoning By-law**.

Provision has been removed

7.1 The **Licence Issuer** shall have the authority to refuse to issue or renew a **Licence**, to revoke or suspend a **Licence** in consultation with the CAO-Clerk, or where:

**Revised:**

The **Licence Issuer** shall have the authority to refuse to issue or renew a **Licence**, to revoke or suspend a **Licence** in consultation with the By-law Enforcement Officer, or where:

7.3 The **Licence Issuer**, upon confirming a **Licensee** has received an emergency order issued under section 8.4 of this By-law, may in consultation with the CAO-Clerk, for the time and such conditions as are considered appropriate, suspend a **Licence** for not more than fourteen (14) days. If after this period, the **Licence Issuer** is satisfied that the continuation of a **Licence** will continue to pose a danger to the health or safety of any **Person**, he/she may, in consultation with the CAO-Clerk, further suspend for not more than fourteen (14) days or revoke a **Licence**.

**Revised:**

The **Licence Issuer**, upon confirming a **Licensee** has received an emergency order issued under section 8.4 of this By-law, may in consultation with the By-law Enforcement Officer, for the time and such conditions as are considered appropriate, suspend a **Licence** for not more than fourteen (14) days. If after this period, the **Licence Issuer** is satisfied that the continuation of a **Licence** will continue to pose a danger to the health or safety of any **Person**, he/she may, in consultation with the By-law Enforcement Officer, further suspend for not more than fourteen (14) days or revoke a **Licence**.

9.6 After opportunity to be heard is afforded the **Person**, the **Licence Issuer** shall make a decision in consultation with the CAO-Clerk. When making its decision, the **Licence Issuer** may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health or safety of the public. When making its decision in consultation with the CAO-Clerk, the **Licence Issuer** may refuse to issue or renew a **Licence**, revoke, suspend, or impose any condition to a **Licence**. The **Licence Issuer's** decision is final and binding and shall not be subject to review.

**Revised:**

After opportunity to be heard is afforded the **Person**, the CAO-Clerk shall make a decision. When making its decision, the CAO-Clerk may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health or safety of the public. When making its decision, the CAO-Clerk may refuse to issue or renew a **Licence**, revoke, suspend, or impose any condition to a **Licence**. The CAO-Clerk's decision is final and binding and shall not be subject to review.

11.9 No **Person** shall permit at any time between 11:00 p.m. and 8:00 a.m. of the following day more than two (2) **Persons** on the **Property** for each **Bedroom**. For the purpose of this section, children under the age of six (6) years old shall not be considered a **Person**.

11.10 Notwithstanding section 11.10, no **Person** shall permit at any time between the hours of 8:00 a.m. and 11:00 p.m. more than a maximum total of ten (10) **Persons** on the **Property** regardless of the number of **Bedrooms**. For the purpose of this section, children under the age of six (6) years old shall not be considered a **Person**.

11.11 No **Person** shall permit the maximum number of **Renters** and/or **Guests** on a **Property** at any given time, to exceed ten (10) regardless of the number of approved **Bedrooms**.

Provision has been removed

15.3

**Demerit Points** shall remain in place until the five (5) year anniversary of the date on which the **Demerit Points** were imposed.

**Revised:**

**Demerit Points** shall remain in place until the two (2) year anniversary of the date on which the **Demerit Points** were imposed.

SCHEDULE "A" – Demerit Points for Violations

2. Exceed the maximum number of **Persons** permitted on the **Premises**

Provision has been removed

3. Failure to respond to concern within sixty (60) minutes

**Revised:**

Failure to respond to concern within twenty four (24) hours

4. Failure to attend site to respond to concern within four (4) hours

**Revised:**

Failure to respond to an emergency or contravention of any Municipal By-law including attendance on site within forty eight (48) hours.

9. Using or permitting **Premises** to be used contrary to the Parking Management Plan

Provision has been removed

10. Operate, use, advertise or offer a Short-Term Rental without a **Licence** or with a revoked, suspended or expired **Licence**.

**Demerit points** - 7

**Revised:**

**Demerit points** - 15

13. Hinder or obstruct or attempt to hinder or obstruct any **Officer** exercising a power or performing a duty under this By-law

Provision has been removed

16. *Building Code Act* Order / Conviction

**Demerit points** - 7

**Revised:**

**Demerit points** - 15

17. *Fire Protection and Prevention Act* / Fire Code Order/Conviction

**Demerit points** - 7

**Revised:**

**Demerit points** - 15

SCHEDULE "B" – Set Fine Schedule

2. Exceed the maximum number of **Persons** permitted on the **Premises**

Provision has been removed

3. Failure to respond to concern within sixty (60) minutes
<b>Revised:</b> Failure to respond to concern within twenty four (24) hours
4. Failure to attend site to respond to concern within four (4) hours
<b>Revised:</b> Failure to attend site to respond to concern within forty eight (48) hours
5. Using or permitting <b>Premises</b> to be used contrary to the Parking Management Plan
Provision has been removed
13. Contravention of an Order under any Act or this By-law
<b>Revised:</b> Contravention of an Order under this By-law
16. Non-Compliance with any other Municipal By-laws not listed
Provision has been removed

**Next Steps:**

Subject to any additional changes and amendments requested by Council, a review by legal counsel be undertaken.

**Attachments:**

Attachment A – draft Short Term Rental Unit By-law dated November 19, 2024

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW No. xx-2025

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A By-law to Licence and Regulate Short-Term Rental Units  
within the Municipality of Whitestone

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**WHEREAS** Section 8 of the *Municipal Act*, 2001, S.O. 2001 c. 25 (hereinafter referred to as the “Municipal Act”), provides that the powers of the Municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising authority under the Municipal Act or any other Act;

**AND WHEREAS** Section 151 of the *Municipal Act* provides that municipality has authority to provide for a system of licensing and regulating with respect Short-Term Rentals;

**AND WHEREAS** Sections 390 to 400 of the *Municipal Act* enables a municipality to pass by-laws for imposing Fees or charges to permits and services provided or done by them;

**AND WHEREAS** Section 425(1) of the *Municipal Act* states that a municipality may pass by-laws providing that a Person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

**AND WHEREAS** Section 426(1) of the *Municipal Act* states that no Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under this Act or under a by- law passed under this Act;

**AND WHEREAS** Section 429 of the *Municipal Act* permits a municipality to establish a system of fines for offences under a by-law of the municipality passed under this Act and designates an offence as a continuing offence;

**AND WHEREAS** Section 436 of the *Municipal Act* states that a municipality has the power 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 the following are being complied with: a by-law of the municipality passed under this Act; a direction or order of the municipality made under this Act or made under a by-law of the municipality passed under this Act; a condition of a Licence issued under a by-law of the municipality passed under this Act; or an order made under section 431 of this Act;

**AND WHEREAS** Section 444 of the *Municipal Act* states that a municipality may make an order requiring the Person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**AND WHEREAS** the *Ontario Building Code Act* sets regulations governing the health and safety of occupied buildings;



**AND WHEREAS** the Council for the Municipality of Whitestone deems it expedient to establish regulations to Licence Short Term Rental Unit in the interests of public safety, nuisance control and consumer protection;

**AND WHEREAS** the Council for the Municipality of Whitestone deems it necessary and desirable to regulate the Short-Term Rental of property in the Municipality;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE ENACTS AS FOLLOWS:**

**1. DEFINITIONS**

For the purpose of this By-law:

- 1.1. **Agent** means a Person duly appointed by an Owner to act on their behalf;
- 1.2. **Applicant** means the Person applying for a Licence or renewal of a Licence under this By-law;
- 1.3. **Accessory Building or Structure** means a detached building or structure where the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to, the principal use of the main building on the same lot;
- 1.4. **Bedroom** means a room offered for Short-term Rental Unit intended primarily for overnight occupation, which complies with the standards for a bedroom, as set forth by the *Ontario Building Code Act 1992, S.O. 1992, c.23*;
- 1.5. **By-law Enforcement Officer** means a municipal law enforcement Officer of the Municipality of Whitestone who is duly appointed by the Council of the Municipality of Whitestone for the purpose of enforcing the provisions of the Municipality's By-laws;
- 1.6. **Commercial activities**, for the purposes of this By-law, means activities being hosted at a subject property that involve costs or monies for services provided (Examples: weddings, receptions, retirement party, music event, etc.);
- 1.7. **Corporation** means a body incorporated pursuant to the *Business Corporations Act, R.S.O. 1990 c. B. 16*, or the *Corporations Act, R.S.O. 1990, c. C. 38*;
- 1.8. **Council** means the Council of the Corporation of the Municipality of Whitestone;
- 1.9. **Demerit Points** means points that are approved under this By-law, applied to a subject property upon successful determination of an alleged violation. These points will be tracked and kept on file as to ensure compliance with the By-law. The Short-term Rental Unit licence may be revoked or reinstated based on the status of the demerit points applied against the subject property;

- 1.10. **Dwelling** means a residential building designed for occupancy by one or more Persons, containing no more than one Dwelling unit as its principal use, and does not include a tourist establishment, a mobile home with or without a foundation, sleeping cabin, motor home, vehicle, or a trailer;
- 1.11. **Dwelling Unit** means a suite operated as a housekeeping unit, used or intended to be used by one or more persons which contains living, sleeping, sanitary facilities, and kitchen facilities, having a private entrance from outside the building or from a common hallway or stairway inside or outside the building. For the purpose of this By-law, a Dwelling Unit generally includes a house or cottage but shall not include an accessory structure (with or without habitable quarters), tent, trailer, park model trailer, mobile home, vehicle, watercraft, yurt, guest cabin, room or suite of rooms in a boarding or rooming house, hotel, motor home, or similar;
- 1.12. **Fee** means a Fee set forth in the Municipality of Whitestone Fees & Charges By-law as amended from time to time, and is not prorated or refundable;
- 1.13. **Guest** means any person on the property who is not utilizing the property for overnight accommodation. For the purpose of this By-law, Guest does not include a child under the age of six (6) years old at the time the Short-term Rental Unit is utilized by the parent or guardian;
- 1.14. **Licence** means the Licence issued under this By-law as proof of licencing under this By-law;
- 1.15. **Licensed** means to have in one's possession a valid and current Licence issued under this By-law and un-Licensed has the contrary meaning;
- 1.16. **Licensee** means a Person who holds a Licence or is required to hold a Licence under this By-law;
- 1.17. **Licence Issuer** means any individual(s) who is/are delegated authority other than the CAO-Clerk to be responsible for issuing a Licence under this By-law;
- 1.18. **Municipality** means the Corporation of the Municipality of Whitestone in the District of Parry Sound;
- 1.19. **Officer** means a Police Officer, Fire Chief, Chief Building Official or Municipal By-Law or Enforcement Officer or any other person appointed by By-law to enforce the provisions of Municipal By-laws;
- 1.20. **Owner** means the Person holding title to the Property on which the Short-Term Rental Unit is located, and "Ownership" has a corresponding meaning;
- 1.21. **Owner / Licensee Acknowledgment Form** as may be amended from time to time, means a document that has been prepared by the Municipality that prescribes the roles and responsibilities of the Owner/Licensee, including but not limited to: compliance with applicable Municipal By-laws; and adherence to the provisions of this By-law;

- 1.22. **Parking Area** means an area on the Property provided for the for the parking of motor vehicles and / or trailers associated with a principal use on the same lot and may include aisles, parking spaces, pedestrian walkways and related ingress and egress lanes but shall not include any part of a public highway;
- 1.23. **Person** means an individual, a Corporation, a partnership, or an association, and includes a Licencee or an Applicant for a Licence under this By-law as the context requires. Person also includes Renter and guests of the Renter of the Short-Term Rental Unit;
- 1.24. **Premises** means the Property upon which a Short-Term Rental Unit is operated, inclusive of Buildings or structures or any part thereof used for such purpose;
- 1.25. **Private Road** means a road that is privately owned;
- 1.26. **Property** means the land upon which a Short-Term Rental Unit is operated, exclusive of Buildings or structures or any part thereof;
- 1.27. **Renter** means the Person responsible for the rental of the Premises by way of concession, permit, lease, Licence, rental agreement or similar commercial arrangement;
- 1.28. **Renter's Code of Conduct** as may be amended from time to time, means a document that has been prepared by the Municipality that prescribes the roles and responsibilities of the Renter, including but not limited to: behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable Municipal By-laws; and adherence to the provisions of this By-law;
- 1.29. **Responsible Person** means the Owner or Agent assigned by the Owner or Licencee of the Short-Term Rental Unit (must be minimum 18 years of age) to ensure the Short-Term Rental dwelling is operated in accordance with the provisions of this By-law, the Licence and applicable laws;
- 1.30. **Seasonally Maintained Road** means a road that is not maintained during the winter months in respect of snow plowing or snow removal, by the Municipality or the private owner of the road;
- 1.31. **Set Fine** refers to a financial penalty issued to Person, Owner, Agent or Licencee who has contravened or failed to comply with any provision of a municipal By-law;
- 1.32. **Short-Term Rental Unit** means the use of a dwelling or dwelling unit that is available for rent in its entirety for a period of thirty (30) consecutive days or less, to provide temporary lodging to the travelling or vacationing public but does not include a bed and breakfast establishment or the commercial uses permitted in the Tourist Commercial (C2) Zone of the Municipality's Zoning By-law. Also referred to in this By-law as "**STR**";
- 1.33. **Site Plan** means the drawing that is required to be submitted by the Applicant and approved by the License Issuer as part of a complete Application;

- 1.34. **Unassumed Road** means all roads owned by the Municipality but which have not been “assumed” into the municipal “public road system”;
- 1.35. **Zoning By-law** means the Municipality of Whitestone Comprehensive Zoning By-law as amended from time to time, or any successor Comprehensive Zoning By-law, as amended.

## 2. APPLICATION

- 2.1. The requirements of this By-law will apply to the business or occupation of providing **Short-Term Rental Unit** within the geographic limits of the Municipality of Whitestone;
- 2.2. **Persons** who own, operate, **Licence** or offer a **Premises** for short-term accommodation as of the effective date of this By-law, must file a completed application, in the form required by the **Municipality**, for a **Licence** under this By-law.
- 2.3. The determination of whether a **Licence** application is “complete” in accordance with this By-law shall be within the discretion of the **Municipality**.
- 2.4. For greater certainty, the requirements of this By-law do not apply to a motel, bed and breakfast establishment, institutional tourist establishment, tourist establishment, tourist camping establishment, resort or similar commercial or institutional use as defined under the **Zoning By-law**.

## 3. LICENSING REQUIREMENTS

- 3.1. A **Licence** is required to operate a **Short-Term Rental Unit** and shall comply with all applicable Municipal By-laws and Provincial and Federal legislation.
- 3.2. Every **Applicant** for a **Licence** shall be the **Owner** of the **Property**.
- 3.3. Only one **Licence** shall be issued per **Property**.
- 3.4. No **Person** shall use an **Accessory Building** or **Structure** as a **Short-Term Rental Unit**
- 3.5. An issued **Licence** will be posted on the Municipal website – Short-Term Rental Municipal Mapping and shall include:
- a) Status of the **Licence**;
  - b) **Owner(s)** name(s);
  - c) **Property** Address;
  - d) Legal description;
  - e) **Responsible Person’s** name and contact information;
  - f) **Demerit Points** applied to the property;
  - g) Any other information deemed necessary by the **Municipality**.
- 3.6. The **Responsible Person** identified on the **Licence** shall either attend the **Property** or contact the **Renter** at the request of the **Municipality** or a

representative of the **Municipality** within the required time to address any complaints regarding the use of the **Property**.

- 3.7. A **Licensee** shall ensure that any listing, advertisement, or publication etc. of the **Short-Term Rental Unit Property** includes the corresponding **Licence** number issued by the **Municipality**.
- 3.8. The **Licensee** or the **Responsible Person** shall ensure all **Renters** and **Guests** are provided with waste diversion education, which shall include:
- a) Location of Municipal Landfill sites;
  - b) Hours of operation for Municipal Landfill sites;
  - c) Municipally supplied waste bag tags for household waste;
  - d) Education on clear bag use; and
  - e) Education on the sorting of refuse and/or recycling for Landfill disposal.

All refuse and recycling shall be sorted accordingly and located in either wildlife-resistant containers if stored outside or appropriate containers if stored inside (garage/shed).

- 3.9. Vehicles and / or trailers shall only be permitted in a parking area consisting of a hard-surfaced driveway (gravel, paved, concrete, interlock, or similar hard surface).
- 3.10. The following shall be posted on the interior of the **STR** dwelling on the **Premises**, visible to guests and made available for inspection:
- a) Copy of current **STR** Licence;
  - b) Premises address (and land line phone number if applicable);
  - c) Type of access to the **STR Premises**, where one of the following must be checked:
    - i) Year-round maintained public road
    - ii) Seasonally maintained road
    - iii) Private road / Right-of-way
    - iv) Water access
  - d) Emergency Services Statement: If the type of access to the **STR Premises** is NOT a year-round maintained public road, the following statement must be posted with the address:

*“As this Short-Term Rental Unit Premises is not accessible by a year-round maintained public road, emergency response times may be delayed to this location.”*
  - e) **Owner** name and contact information;
  - f) Name and contact information of the **Responsible Person** for emergency and By-law concerns;
  - g) Emergency "911" instructions with the address of the **Property** clearly printed and posted in a conspicuous location;

- h) Fire Department Inspection results;
  - i) A copy of approved **Site Plan** associated with the Licence and waste storage & waste disposal details;
  - j) A signed copy of the **Renter's Code of Conduct and Acknowledgement**;
  - k) A copy of the current Noise By-law;
  - l) A copy of the current Dog By-law;
  - m) A copy of Open Air Burning By-law;
- 3.11. All **STRs** must provide a class ABC fire extinguisher in any cooking area of the **Premises**.
- 3.12. Portable extinguishers shall be:
- a) Kept operable and fully charged;
  - b) Located so that they are easily seen and shall be accessible at all times;
  - c) Tested and maintained by either the **Licensee, Responsible Person** or by a qualified person in accordance with the manufacturer's specifications;
  - d) Replaced according to manufacturer's recommendations, or as per NFPA 10, or every 5 years; and
  - e) Records shall be kept identifying when an extinguisher was inspected, purchased and/or replaced.
- 3.13. Issued **Licence** along with the legal description, civic address, **Owner**, and **Responsible Person** contact information will be posted on the Municipality's website.
- 3.14. A **STR Licence** that has been issued pursuant to this By-law shall expire upon the earliest of the following events:
- a) The date that is one (1) year after date of the issuance of the **Licence**; or
  - b) Upon the sale of an **STR Premises** to a Person other than a **Licencee**.
- 3.15. The **Licencee** shall be responsible for informing the **Municipality** in writing of any changes to the approved information contained within the **Licence** application and the **Licence**.
- 3.16. The provisions of this By-law shall not apply when the **Short-Term Rental Unit** is not rented.

#### 4. LICENCE APPLICATION

4.1. Every **Applicant** making application for a **STR Licence** shall submit the following information and/or documentation to the **Licence Issurer** as part of a completed application package, including but not limited to:

- a) a completed application in the form required by the **Municipality**, which shall include each **Owner, Applicant** and/or **Agent's** name, address, telephone number, and email address;
- b) **Owner/Licencee Acknowledgement Form** signed by each and every **Owner** stating that the **Property** is used primarily for residential purposes and that each and every **Owner** understands their responsibilities as a **Licensee**;
- c) proof of ownership for the **Property**;
- d) proof that the **Applicant** is at least eighteen (18) years of age, if the **Applicant** is an individual;
- e) name and contact information of the **Owner** or **Responsible Person** who can be readily contacted within twenty four (24) hours and respond to an emergency or contravention of any Municipal By-law, including attendance on site of the **STR** within forty eight (48) hours of being notified of the occurrence;
- f) A certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000) per occurrence for **Property** damage or bodily injury. Such insurance policy shall identify that an **STR** is being operated on the **Property**.
- g) Proof that the **Applicant**, if a Corporation, is legally entitled to conduct business in Ontario, including but not limited to:
  - i. an article of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada;
  - ii. in the case of an **Applicant** being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business;
  - iii. in the case of an **Applicant** or **Agent** acting on behalf of the **Owner**, an **Owner's** written authorization.
- h) For a **Property** without a potable water supply, that they will ensure adequate warnings are communicated to the **Renters** and information is posted at the **Property** to advise that the water is not safe for consumption;
- i) A **Site Plan** of the **Premises** that shall include the following:
  - i. Lot size and property lines;

- ii. Name and location of road
- iii. Location of all buildings and structures on the Property including setbacks;
- iv. If located on a body of water, name of lake;
- v. Docks located on waterfront, if applicable;
- vi. waste storage & waste disposal details including the location of the Municipal Landfill Sites along with hours of operation.

j) Payment of the applicable **Fees**.

4.2. It is the responsibility of any **Person** applying for a **Licence** to either, contact the **Municipality** for an inspection or provide required documentation, which shall ensure compliance with the following where applicable:

- a) provisions of this By-law;
- b) *Ontario Building Code Act*, 1992, S.O. 1992 c.23;
- c) *Ontario Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4;
- d) *Electricity Act*, 1998, S.O. 1998, c. 15, Sched. A;
- e) Applicable **Zoning By-law**;
- f) Any other Municipal By-laws or Provincial legislation.

4.3. Nothing herein allows a **Licencee** to rent **Bedrooms** other than those identified and approved on the application for a **Licence** unless the **Municipality** has approved same.

## 5. ADMINISTRATION AND ENFORCEMENT

5.1. The **Licence Issuer** of the Municipality or designate are responsible for the administration of this By-law.

5.2. **Officers** are responsible for the enforcement of this By-law.

## 6. LICENCE ISSUANCE

6.1. Upon receipt of an application for a **Licence**, a **Licence Issuer** will:

- a) receive and review the application and any supporting materials to determine compliance with the provisions of this By-law;
- b) ensure the relevant **Officers** have carried out the necessary inspections to satisfy the Municipality that the **Premises** complies with provisions of this By-law.

6.2. Upon determination by the **Licence Issuer** that information requirements and all regulatory and By-law requirements of the **Municipality** are met, a **Licence** may be issued and remain valid for one (1) year, unless revoked.

6.3. The **Licence Issuer**, in consultation with **Officers** and with the CAO-Clerk, has the authority to impose additional terms and conditions on a **Licence** which they deem to be reasonable and appropriate.



- 6.4. A **Licence** issued pursuant to the provisions of this By-law shall expire one (1) year from the date it was issued unless it is revoked in accordance with any provisions of this By-law.

## 7. LICENCE SUSPENSION & REVOCATION

- 7.1. The **Licence Issuer** shall have the authority to refuse to issue or renew a **Licence**, to revoke or suspend a **Licence** in consultation with the By-law Enforcement Officer, or where:

- a) There are reasonable grounds to believe that the operation of a **Short-Term Rental** at a specific **Premises** may be adverse to the welfare or well-being of the general public;
- b) The **Premises** has had a **Licence** that has been previously revoked, suspended, or made subject to terms and conditions;
- c) A **Premises** or **Applicant** applying for a **Licence** has presented a history of contravention with this By-law, the **Renter's Code of Conduct** or other Municipal By-laws;
- d) The septic sewage requirements applicable to **Short-Term Rental** are not met, or cease to be met as determined by the North Bay Mattawa Conservation Authority;
- e) The Applicant has failed to provide access for inspection in accordance with Section 10.6;
- f) The **Owner** is indebted to the municipality in respect of fees, fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding Property taxes and late payment charges, against an **Owner's Property**;
- g) The **Property** to be used for the **Short-Term Rental** does not comply with applicable federal and provincial law and regulations or municipal by-laws, including, but not limited to, the Zoning By-law, Clean Yard By-law, the *Building Code Act*, the **Fire Protection and Prevention Act**, and the **Electricity Act**.
- h) the Property has or is subject to:
  - i. an open building permit which directly affects the operation of the **STR**;
  - ii. an outstanding order issued by the Municipality's Fire or Building Department; or
  - iii. a Property Standards order or any other order issued by the Municipality or other government body.
- i) four (4) or more **Demerit Points** have been imposed, and remain in effect, against the **Licence**.

- 7.2. The **Licence Issuer** shall notify the **Applicant/Licencee** of what action is being taken under the authority of section 7.1 within thirty (30) days of the determination of said action.
- 7.3. The **Licence Issuer**, upon confirming a **Licencee** has received an emergency order issued under section 8.4 of this By-law, may in consultation with the By-law Enforcement Officer, for the time and such conditions as are considered appropriate, suspend a **Licence** for not more than fourteen (14) days. If after this period, the **Licence Issuer** is satisfied that the continuation of a **Licence** will continue to pose a danger to the health or safety of any **Person**, he/she may, in consultation with the By-law Enforcement Officer, further suspend for not more than fourteen (14) days or revoke a **Licence**.
- 7.4. Where the application for a **Licence** has been revoked or cancelled, the **Fees** paid by the **Applicant**, in respect to the **Licence**, shall not be refunded.
- 7.5. When the **Licence Issuer** refuses to issue or renew a **Licence** pursuant to section 7.1, the **Owner** may apply for a new **Licence** after a period of six (6) months of the refusal.

## 8. ORDERS – GROUNDS FOR ISSUANCE

- 8.1. Where an **Officer** has reasonable and probable grounds to believe that a contravention of the By-law has occurred, the **Officer** may serve an order on the Licensee setting out the reasonable particulars of the contravention and directing:
- a) compliance within a specified period of time;
  - b) any work that is required to be done. In the event of a default of such work being done, the **Officer** may direct work to be done at the **Licencee's** expense, and the **Municipality** may recover the expense in the same manner as municipal taxes; or the activity be discontinued.
- 8.2. An order under this By-law may require work to be done even though the facts which constitute the contravention of this By-law, were present before this By-law came into force.
- 8.3. Service of any notice or order to an **Owner/Agent**, directing the **Owner/Agent** to bring the **Premises** into compliance, shall be carried out under the provisions in section 16 of this By-law.
- 8.4. When an **Officer** deems a violation under this By-law to pose an immediate risk to health or public safety, the provisions in section 16 may be waived and an emergency order shall be issued and will be posted on the property requiring immediate action or other remediation. The **Owner/Agent** shall comply with an emergency order within the period specified on the emergency order.
- 8.5. Where an **Officer** has placed or caused the placing of a placard containing the terms of an order upon the **Premises** under the authority of the *Building*

*Code Act* or provisions within this By-law, no **Person** shall remove such placard except with the consent of the **Officer** who issued the order.

- 8.6. Once served upon an **Owner/Agent** in accordance with sections of this By-law, an order shall remain in effect on a **Premises** until the order has been complied with or for the duration of the calendar year.

## 9. **GROUND FOR APPEAL – LICENCES & ORDERS**

- 9.1. Where the **Licence Issuer** has denied an **Applicant** a **Licence**, a renewal of a **Licence**, or has suspended or revoked a **Licence**, the **Licence Issuer** will inform the **Applicant** or **Licensee** by way of written notice setting forth the grounds for the decision with reasonable particulars and will advise of the right to appeal such decision of the **Licence Issuer** to the CAO-Clerk of the Municipality of Whitestone.
- 9.2. Any **Owner/Agent** or **Licensee** who has been served with an order and who is not satisfied with the terms or conditions of the order, may appeal to the Municipality of Whitestone within fifteen (15) days after being served with the order, by:
- a) sending a notice of appeal, setting forth the reasons for the appeal, by registered mail to the **Licence Issuer**; or
  - b) in **Person** to the **Licence Issuer** setting forth the reasons for the appeal.
- 9.3. If an emergency order is issued on a **Premises** to an **Owner/Agent**, the appeal process in section 9.2 shall not apply.
- 9.4. Where no request for an appeal is received in accordance with section 9.2, the decision of the **Licence Issuer** shall be final and binding.
- 9.5. Where a request for an appeal is received, the **Licence Issuer** will review the request in consultation with the CAO-Clerk within thirty (30) days of the receipt of the request for appeal.
- 9.6. After opportunity to be heard is afforded the **Person**, the CAO-Clerk shall make a decision. When making its decision, the CAO-Clerk may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health or safety of the public. When making its decision, the CAO-Clerk may refuse to issue or renew a **Licence**, revoke, suspend, or impose any condition to a **Licence**. The CAO-Clerk's decision is final and binding and shall not be subject to review.

## 10. **ENTRY AND INSPECTION**

- 10.1. The **Officer** or their designate(s) may at reasonable times and with reasonable notice, enter upon land, **Premises**, buildings, or place where a **Licence** has been issued under this By-law, for the purposes of carrying out an inspection, taking photographs and obtaining evidence to determine

compliance to this By-law. For the purpose of an inspection pursuant to this By-law, the **Officer** may:

- a. require the production for inspection of any goods, equipment, books, records, or documents used or to be used by the **Owner, Licencee** or **Applicant** under this By-law;
  - b. inspect and remove any documents or things relevant to the inspection for the purpose of making copies or extracts;
  - c. require information from any person concerning any matter related to the inspection; and
  - d. alone or in conjunction with a person retained by the Municipality, make examinations or take tests, samples, or photographs or video records of any matter related to the inspection;
  - e. where an Emergency Inspection is required that relates to health and or safety, an **Officer** or their designate(s) may enter upon land and with a minimum of one (1) day notice, enter into any buildings used or marketed for **Short-Term Rental** use, for the purposes of carrying out an inspection, taking photographs and obtaining evidence for the purpose of determining compliance with this By-Law and any other applicable law, codes and standards.
- 10.2. Every **Person** shall permit an **Officer** or their designate(s) to inspect in accordance with Section 10.1 for the purposes of determining compliance with this By-law.
- 10.3. An **Officer** or their designate(s) may enter upon lands at any reasonable time to direct or require that a matter or thing be done, and in default of that matter or thing being done, to do such matter or thing in accordance with this By-law.
- 10.4. During any inspection carried out under this By-law, an **Officer** may be accompanied by other County or local municipal employees, agents or authorities as deemed necessary.
- 10.5. The Municipality may undertake an inspection pursuant to an order issued under provisions of this By-law or Section 438 of the *Municipal Act*, 2001.
- 10.6. It is the responsibility of an **Applicant** to provide access for inspection in accordance with Section 7.1 e), and to have representation on site during the inspection.
- 10.7. Where a re-inspection requested by a **Licencee** to address violations under this By-law confirms the violation remains, the **Licencee** shall be liable to pay an administration fee.
- 10.8. Every **Person** shall permit an **Officer** or their designate(s) to inspect any land for the purposes of determining compliance with this By-law.

## 11. PROHIBITIONS and OFFENCES

- 11.1. No **Person** shall use or operate any **Short-Term Rental Unit** unless they hold a current **Licence** issued pursuant to this By-law.
- 11.2. No **Person** shall advertise a **STR** without a **Licence**.
- 11.3. No **Person** shall use or operate any **STR Premises** for Commercial activities.
- 11.4. No **Person** shall provide false information on an application form to apply for an **STR Licence**.
- 11.5. No **Person** shall fail to produce a copy of the signed **Licence** or **Renter's Code of Conduct**.
- 11.6. No **Person** shall allow a **Premises** under their ownership or care and control to be operated in contravention of the **Licence** that has been approved.
- 11.7. No **Person** shall allow a **Premises** under their ownership or care and control to be operated in contravention of the **Licence** and **Site Plan** that has been approved.
- 11.8. No **Person** shall operate an **STR** if the operation of the **Property** is not primarily for residential purposes;
- 11.9. No **Person** shall rent any room within the **Premises** other than a **Bedroom**.
- 11.10. No **Person** shall fail to comply with all applicable Municipal By-laws, Provincial and Federal Legislation, Electrical Safety Authority Regulations, North Bay Parry Sound District Health Unit, North Bay Mattawa Conservation Authority and any other applicable regulations or legislation.
- 11.11. No **Person** operating a **Short-Term Rental Unit** property that is not located on a year-round maintained public road, shall fail to ensure all **Renters** and **Guests** are informed that emergency services response time may be delayed to the **Property**.
- 11.12. No **Person** operating a **Short-Term Rental Unit** property that is a water access only property, shall fail to ensure all **Renters** and **Guests** are informed that emergency services response time may be delayed to the **Property**.
- 11.13. No **Person** shall contravene the requirements found in Section 3 of this By-law.
- 11.14. No **Person** shall violate the provisions of the **Renter's Code of Conduct**.
- 11.15. Every **Person** who contravenes an order under this By-law is guilty of an offence.
- 11.16. Each day a contravention occurs constitutes a new offence.

- 11.17. Every **Person** who contravenes any provision of this By-law is guilty of an offence and all contraventions of this By-law are designated as continuing offences pursuant to section 429 of the *Municipal Act*.

## 12. OBSTRUCTION

- 12.1. No **Person** shall hinder or obstruct, or attempt to hinder or obstruct, any **Person** exercising a power or performing a duty under this By-law.
- 12.2. No **Person**, who has been alleged to have contravened any of the provisions of this By-law, shall fail to identify themselves to the **Officer** upon request. Failure to do so shall be deemed to have obstructed or hindered the **Officer** in execution of their duties.

## 13. PENALTIES

- 13.1. Every **Person** guilty of an offence under this By-law may be subject to one or more of the following:

- a) **Set Fines** as permitted under the *Provincial Offences Act*; and/or
- b) **Set Fines** as permitted under the *Fire Protection and Prevention Act*, 1197, S.O.1997, c.4, as amended; and/or
- c) **Set Fines** as permitted under O.Reg. 213/07: Fire Code; and/or
- d) **Set Fines** as permitted under the *Building Code Act* 1992, S.O. 1992, c.23; and/or
- e) **Set Fines and Demerit Points** as outlined in Schedules "A and B" of this By-law.

- 13.2. Every **Person** who contravenes any provision of this By-law, or fails to comply with an Order issued pursuant to this By-law, is guilty of an offence and liable to a fine of

- a) on a first offence, no more than \$50,000.00; and
- b) on a second offence and each subsequent offence, not more than \$100,000,

and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended.

- 13.3. Where a corporation contravenes any provision of this By-law or fails to comply with an Order issued pursuant to this By-law, every director or officer of the corporation who commits, concurs, assents to, or acquiesces to such contravention is guilty of an offence, and on conviction, is liable to a fine of

- a. on a first offence, no more than \$50,000.00; and
- b. on a second offence and each subsequent offence, not more than \$100,000,

and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended.

- 13.4. Upon conviction any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.
- 13.5. If a **Person** convicted of an offence for contravening a provision of this By-law or an order made under this By-law, the court in which the conviction has been entered, and any court of competent jurisdiction, thereafter, may order the person, to correct the contravention in such manner and within such period as the court considers appropriate.
- 13.6. In addition to any penalty otherwise provided for in this By-law, every person convicted of an offence under this By-law is liable to a fine of not more than \$10,000 for each day during which the offence continues.
- 13.7. Where a **Person** has been convicted of an offence under this By-law by a court of competent jurisdiction, the court may in addition to any other penalty imposed on the **Person** convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the **Person** convicted directed toward the continuation or repetition of the offence.

#### **14. COLLECTION OF UNPAID FINES**

- 14.1. Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, ("Provincial Offences Act") including any extension of time for payment ordered under that Section, the **Licence Issuer** may give the **Person** against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the **Owner's** tax roll and collected in the same manner as **Property** taxes.

#### **15. DEMERIT POINT SYSTEM**

- 15.1. A demerit point system is established, without prejudice to and without precluding the use of options otherwise available to enforce this by-law or any other by-law of the **Municipality** or *Provincial Act* or Regulation including, but not limited to, set fines, and actions pursuant to the *Building Code Act*, *Fire Protection and Prevention Act*, and the *Provincial Offences Act*.
- 15.2. If at any time an **Officer** determines that the operation of a licensed **STR** does not comply with any part of this By-law, the **Officer** shall impose **Demerit Points** against the **STR Property**.

- 15.3. **Demerit Points** shall remain in place until the five (5) year anniversary of the date on which the **Demerit Points** were imposed.
- 15.4. If the total number of **Demerit Points** in effect respecting an **STR** is seven (7) or more but fewer than fifteen (15), the **Owner** is required to provide to the satisfaction of the **Officer** written confirmation of the measures to be implemented by the **Owner** to avoid the imposition of further **Demerit Points**.
- 15.5. If the total number of **Demerit Points** in effect respecting an **STR** is fifteen (15) or more, the **Officer** shall immediately revoke the **Licence**.

## **16. SERVICE OF DOCUMENTS**

- 16.1. The **Municipality** may serve any document under this By-law, within thirty (30) days of becoming aware of the alleged offence, personally to the **Person** named on the notice, by email to the last known email address of the **Person** to whom service is to be made, and by registered or regular mail addressed to the **Person** to whom the document is to be given at the **Person's** last known address.
- 16.2. Service by registered or regular mail under subsection 16.1 shall be deemed to have been made on the fifth day after the day of mailing.
- 16.3. A **Person's** last known address includes the address provided by the **Person** to the Municipality as identified in the property tax file.

## **17. SEVERABILITY**

- 17.1. If a Court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

## **18. SCHEDULES**

- 18.1. The following schedules attached hereto form part of this By-law:

Schedule "A" DEMERIT POINTS FOR VIOLATIONS UNDER SHORT-TERM RENTAL LICENCE

Schedule "B" SET FINE SCHEDULE

## **19. MUNICIPALITY NOT LIABLE**

- 19.1. The Municipality assumes no liability for property damage or personal injury resulting from remedial action or remedial work undertaken with respect to any **Person** or **Property** that is subject of this By-law.



19.2. A decision of a Court stating that one or more of the provisions of this By-law are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts of the provisions of this By-law.

20. **EFFECTIVE DATE**

This By-law comes into effect on \_\_\_\_\_, 2025

THAT this By-law No. xx-2-2024, being a By-law to Licence and Regulate Short-Term Rental Unit within the Municipality of Whitestone is hereby passed this xx day of xxxxx, 2024 and shall come into force on xxxxxx, 2025.

\_\_\_\_\_  
Mayor George Comrie

\_\_\_\_\_  
CAO/Clerk Nigel Black

DRAFT

**SCHEDULE “A”  
To By-law No. xx-2024**

**Demerit Points for Violations under  
Short-Term Rental Unit Licence**

Column 1 – Infraction	Column 2 – Section #	Column 3 – Demerit points
1. Operating Short-Term Rental for Commercial activities	11.3	7
2. Failure to respond to concern within twenty four (24) hours	4.1 (e)	4
3. Failure to attend site to respond to concern within forty eight (48) hours	4.1 (e)	4
4. Failure to provide Waste Diversion Education	3.8	4
5. Clean Yards By-law conviction related to <b>Premises</b>	n/a	5
6. Noise By-law conviction related to <b>Premises</b>	n/a	3
7. Open Air Burning By-law conviction related to <b>Premises</b>	n/a	4
8. Operate, use, advertise or offer a Short-Term Rental without a <b>Licence</b> or with a revoked, suspended or expired <b>Licence</b> .	11.2 11.9	15
9. Contravention of Section 3 - <b>Licence</b> Requirements	11.17	7
10. Failure to produce a copy of the signed <b>Licence</b>	11.5	2
11. Provide false information on an Application	11.4	2
12. Fail to comply with an Order issued by an <b>Officer</b>	8	5
13. <i>Building Code Act</i> Order/Conviction	n/a	15
14. <i>Fire Protection and Prevention Act</i> /Fire Code Order/Conviction	n/a	15
15. Non-Compliance with any other Municipal By-laws not listed	n/a	3

**SCHEDULE “B”  
To By-law No. xx-2025**

**Set Fine Schedule**

Column 1 – Infraction	Column 2 – Section #	Set Fine
1. Operating Short-Term Rental for Commercial activities	11.3	\$5,000
2. Failure to respond to concern within twenty four (24) hours	4.1 (e)	\$1,500
3. Failure to attend site to respond to concern within forty eight (48) hours	4.1 (e)	\$1,500
4. Failure to provide Waste Diversion Education	3.8	\$1,500
5. Operate, use, advertise or offer a Short-Term Rental without a <b>Licence</b> or with a revoked, suspended or expired <b>Licence</b> .	11.2 11.9	\$5,000
6. Contravention of Section 3 – Licencing Requirements	11.17	\$5,000
7. Failure to produce a copy of the signed <b>Licence</b>	11.5	\$2,500
8. Hinder or obstruct or attempt to hinder or obstruct any <b>Officer</b> exercising a power or performing a duty under this By-law	12	\$5,000
9. Failure to advise <b>Renters</b> and <b>Guests</b> how to access emergency services that may not be provided due to private/unmaintained and/or water access	3.11	\$5,000
10. Failure to provide fire extinguisher	3.12 3.13	\$5,000
11. Contravention of an Order this By-law	8	\$2,500
12. <i>Building Code Act</i> conviction	n/a	As per the Act
13. <i>Fire Protection and Prevention Act</i> /Fire Code conviction	n/a	As per the Act



# Council Briefing Note

For Information: 19 October 2024

Agenda Item 5.2

## Economic Development

**Purpose:** *To provide an update on recent deliberations regarding the future of the West Parry Sound Economic Development Collaborative (WPSEDC – “Bay and Beyond”), and to stimulate discussion as to what economic development might look like in the Municipality of Whitestone.*

### Motions to consider:

1. That the Council of the Municipality of Whitestone receive and consider this report.

Prepared by: Mayor George Comrie

## Background

For some years now, Whitestone has participated in a joint economic development collaborative with the six other municipalities in West Parry Sound District:

- Seguin Township
- The Town of Parry Sound
- The Township of the Archipelago
- Carling Township
- McDougall Township
- McKellar Township

Until 2024, the collaborative received funding from the Federal Economic Development Agency for Northern Ontario (FEDNOR) under its *Community Investment Initiative for Northern Ontario (CIINO)* program, that was used to pay the salary of an Economic Development Officer (EDO).

Up to and including 2023, other operational funding was provided annually by the members of the Collaborative, as follows:

- Parry Sound and Seguin \$ 12,500. each
- All other municipalities (including Whitestone) \$ 6,250. Each

No operational funding was levied to the member municipalities in 2024.

The Collaborative has had several EDOs over the past 6 years. The most recent, James Cox, resigned early last year to accept a position with the Municipality of Muskoka Lakes, and was not replaced.

With the assistance of a management consultant, the Directors of the Collaborative have been reviewing its past performance and effectiveness, and considering options for its continuation. There is a general sense among the members that the Collaborative has not achieved its objectives to their satisfaction. Most recently, Seguin Township and the Township of McKellar have withdrawn from the Collaborative.

It is worth noting that the corresponding economic development collaborative in East Parry Sound, which is hosted by Armour Township on behalf of eight EPS municipalities, is viewed as being more successful.

The Town of Parry Sound, which has employed its own EDO for some time, is in the process of preparing a proposal to host an economic development office for West Parry Sound on behalf of those WPS municipalities who may wish to participate. I expect this proposal to come before Whitestone Council for consideration early in the new year.

### **Rural Economic Development Roundtable – October 18<sup>th</sup>, 2024**

On October 18<sup>th</sup> I attended a meeting in Port Severn hosted by:

- Huron – Bruce MPP Lisa Thompson, Minister of Rural Affairs
- Parry Sound – Muskoka MPP Graydon Smith, Minister of Natural Resources
- Simcoe North MPP Jill Dunlop, Minister of Education

There were approximately 60 invited attendees from municipalities, educational institutions, chambers of commerce, and agribusinesses in central Ontario. The purpose of the meeting was to have an open forum discussion on strengths and weaknesses in rural economies, strategies for business development, and workforce issues.

The host Ministers did not present anything, but instead listened to what the attendees had to say in response to a list of questions. Here are a few takeaways from my notes on the discussion:

- Several participants highlighted lack of consistency and collaboration between municipalities in the same region, which can contribute negatively to economic development.
- There was a fair bit of discussion around red tape obstacles to ec dev. Most cited municipal red tape, but a couple of us pointed out that the Province owns lots of its own bureaucratic red tape that is beyond municipal control and needs to be eliminated.
- I sat beside an executive from Ledbetters, who operate a meat processing plant in Orillia. They built their original plant on acreage that was zoned industrial; then the city allowed developers to surround the property with houses. Now they want to expand their operation on the site (more jobs and economic benefit to the community), but the adjacent homeowners are opposing the expansion because they don't want the increased noise, smell, and traffic. His point was that municipalities need to set aside lands for industry and keep them segregated from lands set aside for residential uses. Sound familiar?
- Attendees spoke of businesses that had to close because they could not attract necessary skilled labour. In some cases, their owners retired and there was no one willing or able to take over the business.
- The problems associated with seasonal businesses in cottage country were articulated.

- The shortage of housing was a common theme (no surprise).
- The shortage of shovel-ready ground was another common theme. This suggests the need for a municipality to identify in its OP and Zoning lands suitable for various purposes (and their associated servicing requirements) in advance of planning applications.

## **Whitestone’s Economic Landscape**

So what does (or should) economic development look like in Whitestone, anyway? For the answer to that question, we need to “follow the money”.

In the past thirty years, the dominant view of Whitestone has been that of cottage country, with a few businesses that cater to the needs of cottagers and tourists, such as (small) general stores, restaurants, and marinas, and contractors who build and maintain people’s properties. But very little in the way of general commerce or industry. (When I joined Council in 2014, we had a committee that focused on economic development and sought to identify issues facing businesses in the Municipality. That committee was stood down in 2018.)

Ironically, we have spent relatively little effort on attracting tourism to our area, and (perhaps as a result) have experienced little growth in tourism traffic or amenities. I see this as an opportunity for economic development.

We still a number of residents who are engaged in agriculture, but it is my observation that the majority of them supplement their income with employment elsewhere. Traditional agriculture on small farms is a tough livelihood! We have a fair bit of agricultural land in the Municipality, some of which is currently unused. Perhaps there is an opportunity to introduce newer agricultural technology, such as solar greenhouses with ground source heating and cooling, that could reduce our dependence on imported produce.

We have an excellent elementary school in Whitestone; so it is a great place for families with young children. But once they have completed their education, where will they find employment? Maybe in West or East Parry Sound, but not likely in Whitestone.

I believe the issue of sustainability of our community must be an important driver of our economy. During the early years of the COVID-19 pandemic, more than a few seasonal ratepayers found they could relocate to their properties in Whitestone (or elsewhere in WPS), and in some cases carry on their home-based businesses.

To the extent possible, I believe Whitestone’s goal should be to grow our community in such a way as to maintain its attractiveness to a more even balance of:

- permanent and seasonal residents;
- permanent and seasonal businesses;
- age cohorts (families with young children, working age, retirees);
- types of employment (agriculture, construction and maintenance, service industry, professional);
- tourists (especially eco tourists).

## **Strengths and Weaknesses**

From an economic development point of view, what are Whitestone's assets and liabilities?

### Assets

- Elementary school – attracts young families
- Attractive beach and playground at Dunchurch waterfront
- Library and Technology Centre
- Nursing Station – local access to health care
- Lots of recreation activities year round
- LCBO
- Many lakes and wilderness canoe routes, with access points
- Good fishing and hunting
- Plenty of land (other than waterfront)
- Attractive commercial / industrial tax rate

### Liabilities

- No resorts
- Limited restaurant service
- Seasonal demand for services
- Diminishing supply of waterfront land for development on most lakes
- No long-range development planning

### **Whitestone's Economic Development Needs**

It seems unlikely that Whitestone could justify having its own economic development officer, but I assert that we still have economic development needs. So what are they?

- 1) We need to be continually aware of what is happening within Parry Sound District – and particularly West Parry Sound – with respect to economic development, as these developments are likely to impact Whitestone residents. The economic development scene in Parry Sound District is somewhat muddled, with many (>20) different players involved. There is a role for a “clearing house” to maintain the linkages between them, and to communicate both problems and progress to the constituent municipalities.
- 2) Whitestone needs the ability to engage economic development services as and when required in order to take timely advantage of opportunities that may arise for a business or locate in our Municipality. These services go far beyond those that would be provided by our municipal staff and planning consultants, and could include:
  - Analyzing the technical site requirements of the potential development (e.g., available labour, utilities, access for transportation, environmental concerns, etc.)
  - Selling the benefits of locating in Whitestone
  - Assistance in navigating necessary approvals
  - Public communication

Our recent experience with an application to develop a small manufacturing facility confirms the need for such additional resources.

- 3) Whitestone will need the above additional resources to help develop development proposals of our own initiation on the areas of:
- Affordable / attainable housing
  - Agriculture / Agribusiness
  - Forestry and resource extraction
  - Tourism

## **Conclusion**

I believe Council should identify and implement suitable cost-effective ways and means to address the above objectives and requirements in the near term.

Failure to do so can be expected to impact negatively the future of our Municipality and its ratepayers.





# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** November 19, 2024

**Report No:** ADMIN-2024-15

**Subject:**

Consideration of an Encroachment permit system for rail systems / shore dockers

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-15 (Consideration of an Encroachment permit system for rail systems / shore dockers); and

**THAT** Council review the options and information provided in respect of an Encroachment permit system for rail systems / shore dockers and provide further direction.

**Background:**

At the July 16, 2024 Regular Council meeting the following Resolution was passed:

**Resolution No. 2024-291**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Bray

- 11.3 Memorandum from Councillor Lamb  
Consideration of an Encroachment permit system for rail systems / shore dockers

**THAT** the Council of the Municipality of Whitestone request that staff develop an encroachment agreement process for rail systems / shore dockers by November 1, 2024 and report back to Council in respect of the process, no later than the November 19, 2024 Regular Council meeting.

**Recorded vote requested by Councillor Nash**

	<b>Yeas</b>	<b>Nays</b>	<b>Abstain</b>
Councillor Woods		X	
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash		X	
Mayor Comrie	X		

**Carried**

**Analysis:**

The consideration of establishing an encroachment agreement is presented based on the suggested terms and conditions outlined in the Memorandum from Councillor Lamb dated July 16, 2024, **See Attachment A**

A review of the suggested components of the protocol are discussed in **Attachment B**

There are several challenging issues that Council will need to give consideration to:

- The length of shoreline Council is willing to allow for the use of shore dockers. 400 feet (121 metres) was suggested by Councillor Lamb however due to the rugged shoreline, this length will not accommodate 20 shore dockers. See item 1, **Attachment B** and mapping, **Attachment C**
- Insurance is also an issue to give consideration to. See item **Attachment D**

**Financial Considerations:**

Financial considerations are subject to Council decisions in respect of the proposed encroachment permit system.

**Link to Strategic Plan:**

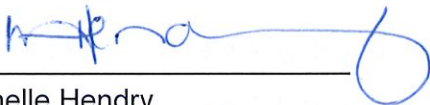
**5.4 Develop a Public Land Strategy**

The Municipality will develop a strategy for the use of existing Municipal properties and potentially available public lands that may be used to further some of the objectives in this strategic plan. We will also assess the potential for the disposal of surplus land currently owned by the Municipality.

**5.5 Public access points and open spaces**

The Municipality will review, develop policies and invest in Municipal access points (boat launches/ landings, parklands and trail systems).

**Respectfully submitted by:**



Michelle Hendry  
CAO/Clerk

**Attachment A –**

Memorandum from Councillor Lamb dated July 16, 2024

**Attachment B -**

The proposed elements from Councillor Lamb’s memo have been addressed in the attached chart. Based on the research, advise from the Municipality’s Insurance Broker and initial legal guidance, further decisions of Council are required in order to proceed with the developing the protocol.

**Attachment C –**

Mapping showing shoreline adjacent to Bolger Landing

**Attachment D –**

Insurance discussion and options



## ATTACHMENT A

21 Church Street  
Dunchurch, Ontario P0A 1G0  
Phone: 705-389-2466 Fax: 705-389-1855

[www.whitestone.ca](http://www.whitestone.ca)  
E-mail: [info@whitestone.ca](mailto:info@whitestone.ca)

# MEMORANDUM

**To:** Mayor and Council  
**From:** Councillor Lamb  
**Date:** July 16, 2024  
**Re:** Consideration of an Encroachment permit system for rail systems / shore dockers

## BACKGROUND

Council passed Resolution No. 2023-561 (December 12, 2023) as amended by Resolution 2024-165, (April 16, 2024) which indicated in part as follows:

1. THAT a revised deadline for owner/s of private docks, rail systems / shore dockers, private storage containers that are located at "Public Landing" and related Municipal Shore Allowance to the East and West of the Landing, to remove them by an extended date of August 6, 2024; and
2. THAT any private docks, rail systems / shore dockers, private storage containers that remain at the "Public Landing" and related Municipal Shore Allowance to the East and West of the Landing past the revised date of August 6, 2024 will be removed and disposed of by the Municipality of Whitestone or their Agents with no further formal notice; and

THAT staff arrange for the removal of Shore Dockers, Storage Units, Docks, Trailers or other structures that are not removed by the August 6, 2024 date noted above in items 1, 2 and 3 and any expenses or legal fees will be at the owner's expense.

By Notice of Motion (July 16, 2024) I am recommending to Council that reference rail systems / shore dockers be removed from Resolution No. 2023-561 as amended, and that Staff be requested to develop an encroachment agreement process for rail systems / shore dockers after the Council vote on the Notice of Motion.

Because By-law 33-2024, Regulating Traffic and Parking, takes effect August 6, 2024, I am requesting that the Procedural By-law be suspended for the purpose of voting on the Motion at the July 16 2024 Regular Council Meeting.

## ANALYSIS

## ATTACHMENT A

The following items are recommended to be included in the encroachment agreement for rail systems / shore dockers:

- In respect of the Shore Road allowance at Bolger Landing, rail systems / shore dockers will be permitted along the Shore Road Allowance within approximately 400 ft / 122 m of the Bolger Landing boat launch in a westerly direction.
- A maximum of twenty (20) encroachment agreements will be issued annually for the Bolger Landing Shore Road Allowance. Such agreements will be available to all Whitestone residents.
- Annual renewal of the encroachment agreement will be required. Annual renewal applications will be accepted commencing January 1, of each year on a first come first served basis.
- An application fee (non- refundable) of \$100 will be required annually. The initial application and the development of the encroachment agreement may require legal fees which will be the responsibility of the applicant.
- Encroachment agreements in other locations throughout the Municipality will be considered for rail systems / shore dockers.
- Encroachment agreements may be terminated for any reason with 90 days' notice.
- Only one rail system / shore docker per property owner will be permitted.
- Maximum length of boat permitted is 16 feet with maximum 70 hp motor. No pontoon boats permitted.
- The winch system (which will be a component of the rail system / shore docker) shall be crank only – electric winches are not permitted.
- The agreement will require the applicant to provide a minimum of \$2,000,000 general liability insurance naming the Municipality of Whitestone as also insured.
- The applicant shall be responsible for all maintenance and repair of boats, motors and the permitted rail system / shore docker.
- Where rail systems / shore dockers that are left in a state of disrepair and where they are considered unsafe by the Municipality, owners will be given notice of repair within a reasonable amount of time or they will be required to be removed.
- No boats to be stored on the shore dockers before April 1 of each year and after November 1 of each year.

### RECOMMENDATION

That staff be requested to develop and implement an encroachment agreement process for rail systems / shore dockers by November 1, 2024

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## ATTACHMENT B

### Suggested protocol analysis and discussion

	Suggested Item from July 16, 2024 Memorandum from Councillor Joe Lamb	Discussion
1.	<p>In respect of the Shore Road allowance at Bolger Landing, rail systems / shore dockers will be permitted along the Shore Road Allowance within approximately 400 ft / 122 m of the Bolger Landing boat launch in a westerly direction.</p>	<p>Staff have looked at the current configuration of shore dockers and the shore line.</p> <p>400 feet (122 m) of the shoreline, measured easterly from the docking area will not provide enough room or opportunity to accommodate twenty (20) shore dockers. An estimated 1150 feet (350 m) would be needed to accommodate 20 to 25 shore dockers.</p> <p>This is due to the shoreline terrain which is rugged and 'awkward' in places. In some instances, shore dockers can be placed side by side, in relatively close proximity and in other places the steepness of the shoreline rock outcrops and trees) will not permit close proximity or the installation of a shore dockers.</p> <p>See Map. <b>ATTACHMENT C</b></p>
2.	<p>A maximum of twenty (20) encroachment agreements will be issued annually for the Bolger Landing Shore Road Allowance.</p> <p>Such agreements will be available to all Whitestone residents.</p>	<p>This number can be integrated into the protocol.</p> <p>When staff did an inspection of the shoreline at Bolger Landing and the current shore dockers, there were approximately 20 in use and an additional 6 or 7 that had been pulled up on land and were not currently being utilized.</p>
3.	<p>Annual renewal of the encroachment agreement will be required. Annual renewal applications will be accepted commencing January 1, of each year on a first come first served basis.</p>	<p>A fair and transparent process will need to be established for the annual renewal procedure.</p>

		<p>There has been a suggestion of a 'lottery type' process.</p> <p>A first come-first served (date and time stamped) option was suggested in Councillor Lamb's memo</p> <p>Both of these options would need a clear set of protocols/procedures developed to ensure transparency and fairness</p>
4.	An application fee (non- refundable) of \$100 will be required annually. The initial application and the development of the encroachment agreement may require legal fees which will be the responsibility of the applicant.	<p>Council will need to confirm by Resolution the annual application fee.</p> <p>This will then be integrated into the annual update of the Fees and Charges By-law</p>
5.	Encroachment agreements in other locations throughout the Municipality will be considered for rail systems / shore dockers.	As requested and approved
6	Encroachment agreements may be terminated for any reason with 90 days' notice.	This can be incorporated into the final protocol once established
7.	Only one rail system / shore docker per property owner will be permitted	This can be incorporated into the final protocol once established
8.	<p>Maximum length of boat permitted is 16 feet with maximum 70 hp motor. No pontoon boats permitted</p> <p>The winch system (which will be a component of the rail system / shore docker) shall be crank only – electric winches are not permitted.</p>	<p>This can be incorporated into the final protocol once established</p> <p>This can be incorporated into the final protocol once established</p>
9.	The agreement will require the applicant to provide a minimum of \$2,000,000 general liability insurance naming the Municipality of Whitestone as also insured.	<p>See <b>ATTACHMENT D</b></p> <p>Insurance discussion and options</p> <p>Also see Legal Opinion, in the Closed Session Agenda package from Jennifer Biggar, Russel Christie</p>
10.	The applicant shall be responsible for all maintenance and repair of boats, motors and the permitted rail system / shore docker.	This can be incorporated into the final protocol once established

11.	Where rail systems / shore dockers that are left in a state of disrepair and where they are considered unsafe by the Municipality, owners will be given notice of repair within a reasonable amount of time or they will be required to be removed	This can be incorporated into the final protocol once established
12.	No boats to be stored on the shore dockers before April 1 of each year and after November 1 of each year	<p>This can be incorporated into the final protocol once established</p> <p>That said, it has been the practice for some property owners to store boats on shore dockers over the winter. As well boat storage on the shore road allowance (no shore docker) also has been a practice.</p>
13.	<p><b>OTHER</b></p> <p>Defining the actual location for the approved shore dockers has been reviewed in light of the proposed encroachment agreement</p>	<p>Staff sought a legal opinion on this matter. See the Closed Session Agenda package for the Legal Opinion from Jennifer Biggar, Russel Christie</p> <p>In short, there are two options for Council to consider:</p> <ol style="list-style-type: none"> <li>1. reference plan/survey method to confirm the area of land which is subject to a license agreement</li> <li>2. another option is to consider installing numbered signs to indicate individual locations. Each individual location would then be mapped out on a sketch and subject to a license agreement (which would include the sketch).</li> </ol>





## ATTACHMENT D

### Insurance discussion and options

Information / response from the Municipal Insurer  
MIS Municipal Insurance Services / Knox Hutchison Insurance:

*There are three different options available to the Municipality when considering what insurance coverage to require from third parties in this type of situation:*

1. *Require the homeowner to provide proof of insurance on a commercial insurance policy with a liability limit of \$5M and the Municipality named as additional insured.*
  - a. *This typically requires the homeowner to purchase a separate policy which is typically priced in the range of \$2,500 annually, before 8% tax is applied.*
  - b. *This provides the benefits of being named as Additional Insured to the Municipality while also maintaining an appropriate liability limit in place.*
  - c. *This represents an additional cost to the homeowners.*
  
2. *Suggest the homeowners coordinate a cottagers/homeowners association and require the same as above (Require the homeowner to provide proof of insurance on a commercial insurance policy with a liability limit of \$5M and the Municipality named as additional insured.)*
  - a. *If a group of cottagers or homeowners arrange in an association, they can secure the appropriate insurance coverage, but spread the cost of many – helping the control the additional expense.*
  - b. *The group can purchase a separate policy which is covers the joint exposure of the related homes (on the same road, for example) and spread the cost across the group.*
  - c. *This provides the benefits of being named as Additional Insured to the Municipality while also maintaining an appropriate liability limit in place.*
  - d. *There is still an additional cost to the homeowners.*
  
3. *Accept proof of liability insurance on a residential property and confirm the liability extends to the use of the municipal road allowance or municipal property.*
  - a. *The recommended minimum liability limit accepted under this scenario would be \$2M.*
  - b. *Given the Municipality likely cannot be named as additional insured, there are limited protections provided to the Municipality under this scenario.*
  - c. *This would provide the minimum coverage possible and is the least desirable approach from a risk management standpoint.*
  - d. *There would be no additional cost to the homeowners under this scenario.*

The possibility of a hold harmless agreement was discussed with the Municipal insurance provider and Legal Counsel. The following comments were provided:

*Given the resident is not able to name the municipality on a personal insurance policy, a hold harmless is a step in the right direction. While it does not offer the*

*same level of coverage an additional insured insurance policy would provide, it does offer some protection to the municipality.*

*I recommend reviewing the wording with a legal professional before getting the third party to sign.*

Suggested wording from Legal Counsel would be the following:

*The Licensee agrees and covenants to indemnify and save harmless the Municipality and its employees, officers, directors, agents, servants and invitees (collectively, the “**Indemnified Parties**”) from and against any and all loss, liability, damages, costs and expenses of every nature and kind whatsoever that are asserted against or suffered or incurred by the Indemnified Parties or any of them arising from or as a result of the exercise by the Licensee of the Licence rights granted herein or arising from or as a result of any act or omission of the Licensee resulting in or relating to damage to property or injury or death to individuals. If any of the Indemnified Parties, shall, without fault on his, her or its part, be made a party to any action, application or other legal proceeding commenced against any of the Indemnified Parties and the Licensee, the Licensee shall indemnify and save harmless the applicable Indemnified Parties, and shall defend such action, application or other legal proceeding in the name of the applicable Indemnified Parties, or, at the option of the applicable Indemnified Parties, pay all costs, expenses and legal fees (on a full indemnity basis) incurred by the applicable Indemnified Parties, to defend any such action, application or other legal proceeding so that the Indemnified Parties shall suffer no loss or harm in connection with such action, application or other legal proceeding.*

# PLANNING ITEMS

<b>MUNICIPALITY OF WHITESTONE – COUNCIL</b>			
<b>Report Prepared For:</b>	The Council of the Municipality of Whitestone	<b>Owner Name:</b>	Julie Strong and William Strong (Estate)
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP Patrick Townes, BA, BEd MHBC Planning Consultants	<b>Applicant Name:</b>	Julie Strong and William Strong (Estate)
<b>Location:</b>	29749 Wahwashkesh Lake	<b>Application:</b>	Shore Road Allowance Purchase
<b>Application Number:</b>	4939 050 005 01200	<b>Report Date:</b>	November 19, 2024

#### **A. RECOMMENDATION**

That the Council of the Municipality of Whitestone agree to the closure and transfer of the shore road allowance as applied for by Julie Strong and William Strong (Estate) subject to the following:

1. Practices, procedures and fees of the Municipality for closing of Shore Road Allowances.

#### **B. PROPOSAL/BACKGROUND**

An application to purchase the Shore Road Allowance has been submitted by Julie and William Strong (Estate) for the subject property located at 29749 Wahwashkesh Lake. The subject property is legally described as Concession 6, Part Lot 29, Parcel 17373 N/S in the geographic Township of McKenzie, now in the Municipality of Whitestone, in the District of Parry Sound.

The subject property is located within the Wahwashkesh/Whitestone Neighbourhood and Waterfront designation in the Official Plan. The location of the subject property is shown in Figure 1 and the shore road allowance to be closed is shown in Figure 2.

The subject property is water access only from the south basin of Lake Wahwashkesh.

The subject property has a lot area of 16.2 hectares (40 acres) and a lot frontage of 548.6 metres on Paddy's Bay.

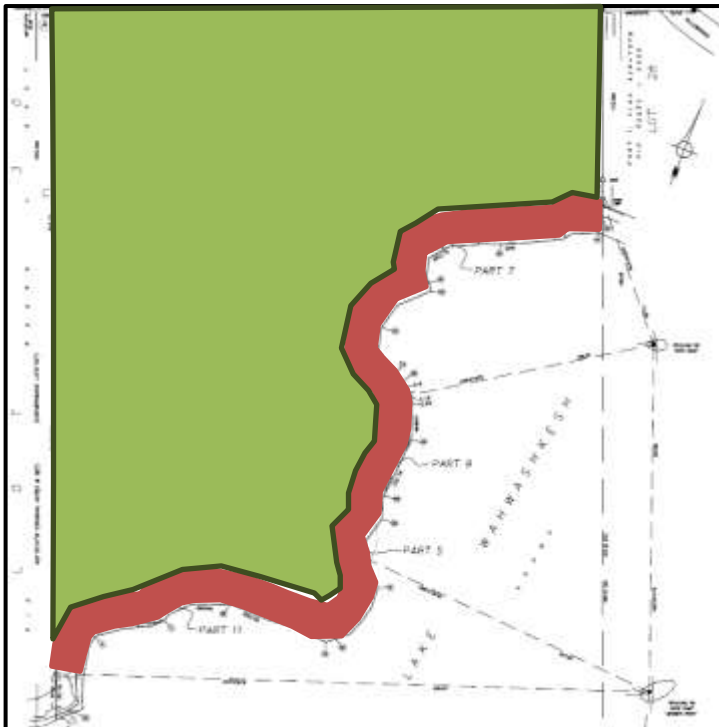
The purpose of the application is to close and purchase the Shore Road Allowance and to add these lands to the subject property.

The Shore Road Allowance is approximately 1.2 hectares (3 acres) in size.

**Figure 1: Subject Property**



**Figure 2: Proposed Shore Road Allowance Closure and Purchase**



**C. OFFICIAL PLAN**

The subject property is located within the Wahwashkesh/Whitestone Neighbourhood and Waterfront designation in the Official Plan. Section 9.08 of the Official Plan includes polices regarding shore road allowances and states that:

9.08.1 Shore road allowances are present on a number of lakes in the Municipality. The Municipality is prepared to stop and sell these shore road allowances to the riparian land owners.

9.08.2 That part of the shore road allowance below the controlled high water mark will be retained by the Municipality.

9.08.3 That part of the shore road allowance identified as having any environmental feature may be retained by the Municipality.

9.08.4 No shore road allowance will be stopped up and sold to the riparian land owner where it is used for access by an adjoining property owner or where the sale will have a negative impact on an adjoining property owner.

In accordance with the Official Plan, the shore road allowance adjacent to the subject property is proposed to be closed and purchased. According to Schedule B – Natural Heritage there are no natural heritage features on or adjacent to the subject property.

The Council of the Municipality of Whitestone approved Consent Application No. B39/2023 in principle on April 16, 2024 and received provisional consent approval from the Parry Sound Area Board to sever a single lot outlined in red below (**Figure 3**) on April 22, 2024. The application conforms to Section 9.08 of the Official Plan.

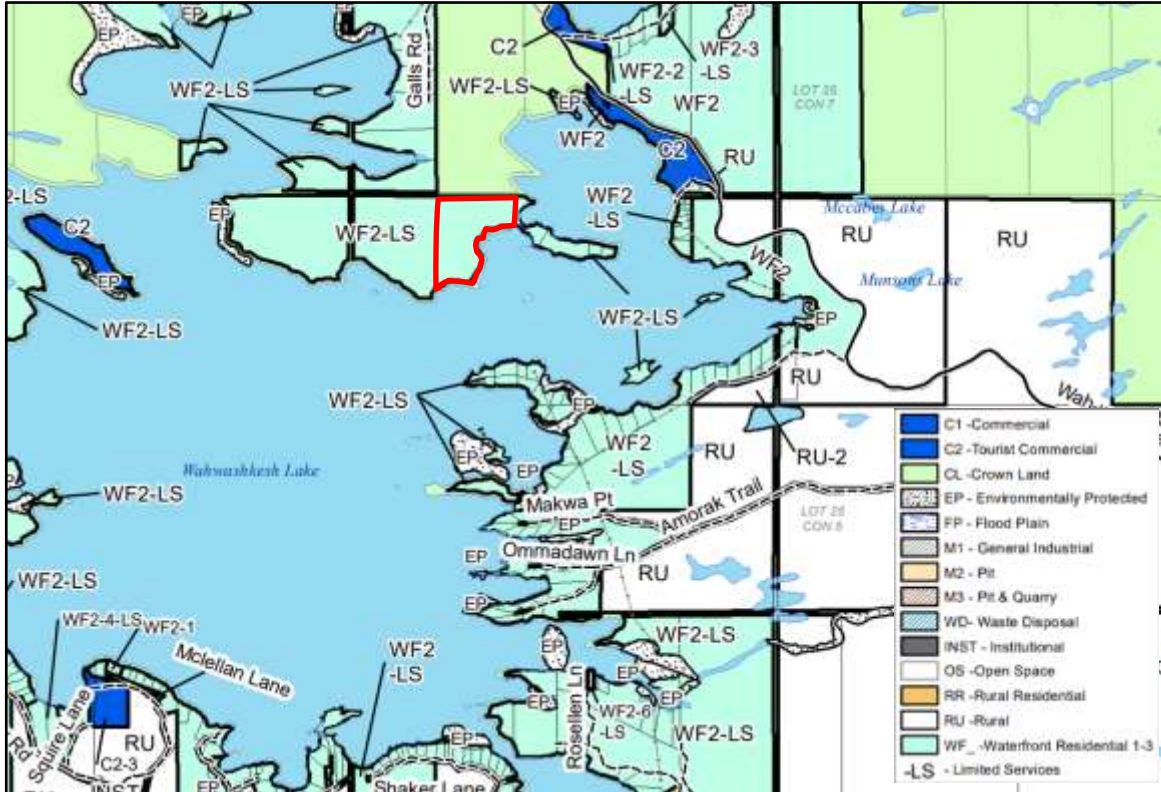
**Figure 3: Provisional Consent Approval Site Plan**



**D. ZONING BY-LAW**

The subject property is zoned Waterfront Residential 2 – Limited Services (WF2-LS) in the Municipality of Whitestone Zoning By-law on Schedule A (Figure 4). The closure and purchase of the shore road allowance will not create compliance issues on the subject property.

**Figure 4:** Zoning By-law Schedule A



**E. SUMMARY**

The application to close and purchase the shore road allowance conforms with the Municipality of Whitestone’s Official Plan and Zoning By-law. This application is recommended for approval subject to the recommended conditions in section A of this report.

<b>MUNICIPALITY OF WHITESTONE – COUNCIL</b>			
<b>Report Prepared For:</b>	The Council of the Municipality of Whitestone	<b>Owner Name:</b>	Jeffery and Julie Strong
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP Patrick Townes, BA, BEd MHBC Planning Consultants	<b>Applicant Name:</b>	Jeffery and Julie Strong
<b>Location:</b>	29665 WahwashkKesh Lake	<b>Application:</b>	Shore Road Allowance Purchase
<b>Application Number:</b>	4939 050 005 01050	<b>Report Date:</b>	November 19, 2024

#### **A. RECOMMENDATION**

That the Council of the Municipality of Whitestone agree to the closure and transfer of the Shore Road Allowance as applied for by Jeffery and Julie Strong subject to the following:

1. Practices, procedures and fees of the Municipality for closing of Shore Road Allowances.

#### **B. PROPOSAL/BACKGROUND**

An application to purchase the Shore Road Allowance has been submitted by Jeffery and Julie Strong for the subject property located at 29665 Wahwashkesh Lake. The subject property is legally described as Concession 6, Part Lot 28, RP 42R7378 Part 1 Parcel 15297 NS in the geographic Township of McKenzie, now in the Municipality of Whitestone, in the District of Parry Sound.

The subject property is located within the Wahwashkesh/Whitestone Neighbourhood and Waterfront designation in the Official Plan. The location of the subject property is shown in Figure 1 and the Shore Road Allowance to be closed is shown in Figure 2.

The subject property is water access only from the south basin of Lake Wahwashkesh. The subject property has a lot area of 1.3 hectares (3.3 acres) and a lot frontage of 519 metres on Paddy's Bay.

The purpose of the application is to close and purchase the Shore Road Allowance in order to add these lands to the subject property.

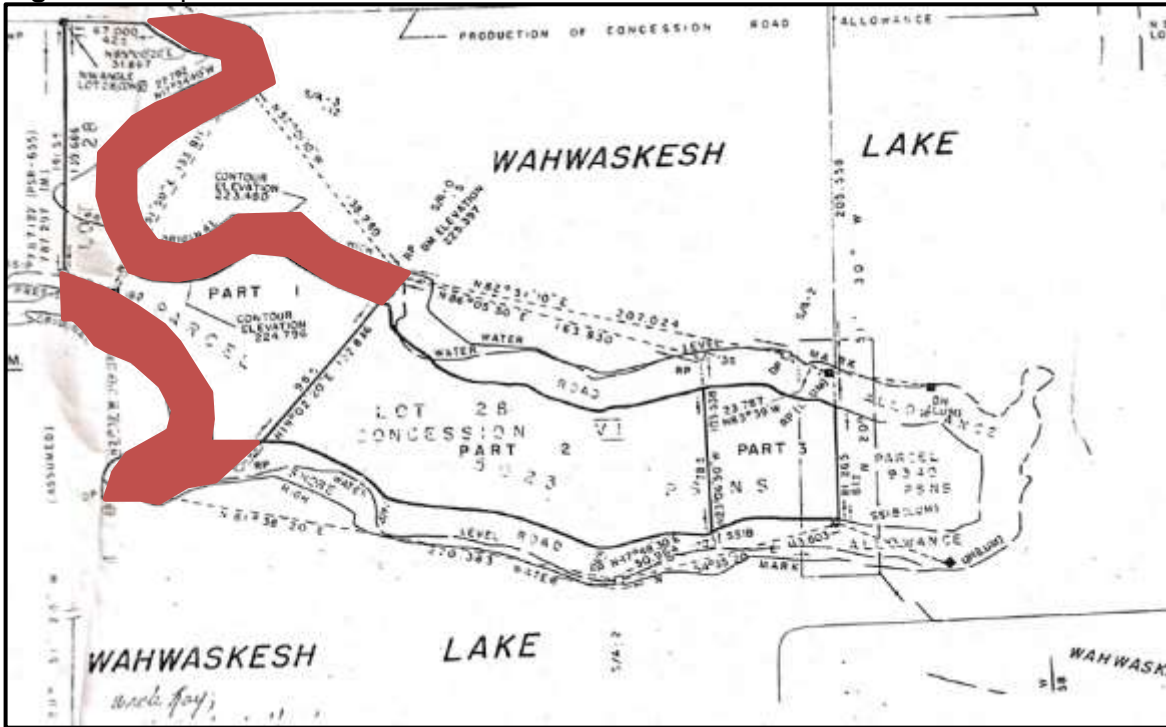
The Shore Road Allowance is approximately 0.7 hectares (1.6 acres) in size.



**Figure 1: Subject Property**



**Figure 2: Proposed Shore Road Allowance Closure and Purchase**



**C. OFFICIAL PLAN**

The subject property is located within the Wahwashkesh/Whitestone Neighbourhood and Waterfront designation in the Official Plan. Section 9.08 of the Official Plan includes policies regarding shore road allowances and states that:

9.08.1 Shore road allowances are present on a number of lakes in the Municipality. The Municipality is prepared to stop and sell these shore road allowances to the riparian land owners.

9.08.2 That part of the shore road allowance below the controlled high water mark will be retained by the Municipality.

9.08.3 That part of the shore road allowance identified as having any environmental feature may be retained by the Municipality.

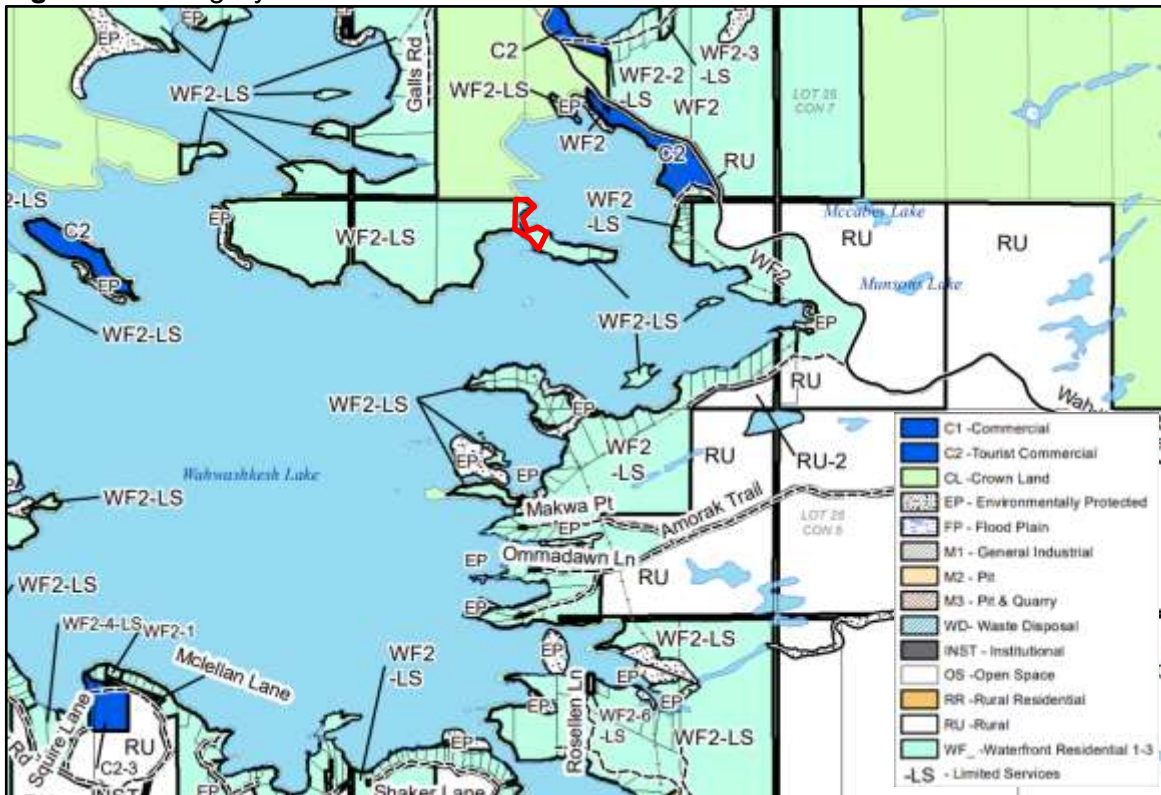
9.08.4 No shore road allowance will be stopped up and sold to the riparian land owner where it is used for access by an adjoining property owner or where the sale will have a negative impact on an adjoining property owner.

In accordance with the Official Plan, the Shore Road Allowance adjacent to the subject property is proposed to be closed and purchased. According to Schedule B – Natural Heritage there are no natural heritage features on or adjacent to the subject property. The application conforms to Section 9.08 of the Official Plan.

**D. ZONING BY-LAW**

The subject property is zoned Waterfront Residential 2 – Limited Services (WF2-LS) in the Municipality of Whitestone Zoning By-law on Schedule A (Figure 3). The closure and purchase of the Shore Road Allowance will not create zoning compliance issues.

**Figure 3: Zoning By-law Schedule A**



**E. SUMMARY**

The application to close and purchase the Shore Road Allowance conforms with the Municipality of Whitestone's Official Plan and Zoning By-law. This application is recommended for approval subject to the recommended conditions in section A of this report.

# PARRY SOUND AREA PLANNING BOARD

1 Mall Drive, Unit 2, Parry Sound, Ontario P2A 3A9

**CONSENT APPLICATION NO. B37 2024 (W)- Britton  
LOT 26, CONCESSION 2  
GEOGRAPHIC TOWNSHIP OF HAGERMAN  
MUNICIPALITY OF WHITESTONE**

**Roll # 493901000402700 PIN: 52089-0278**

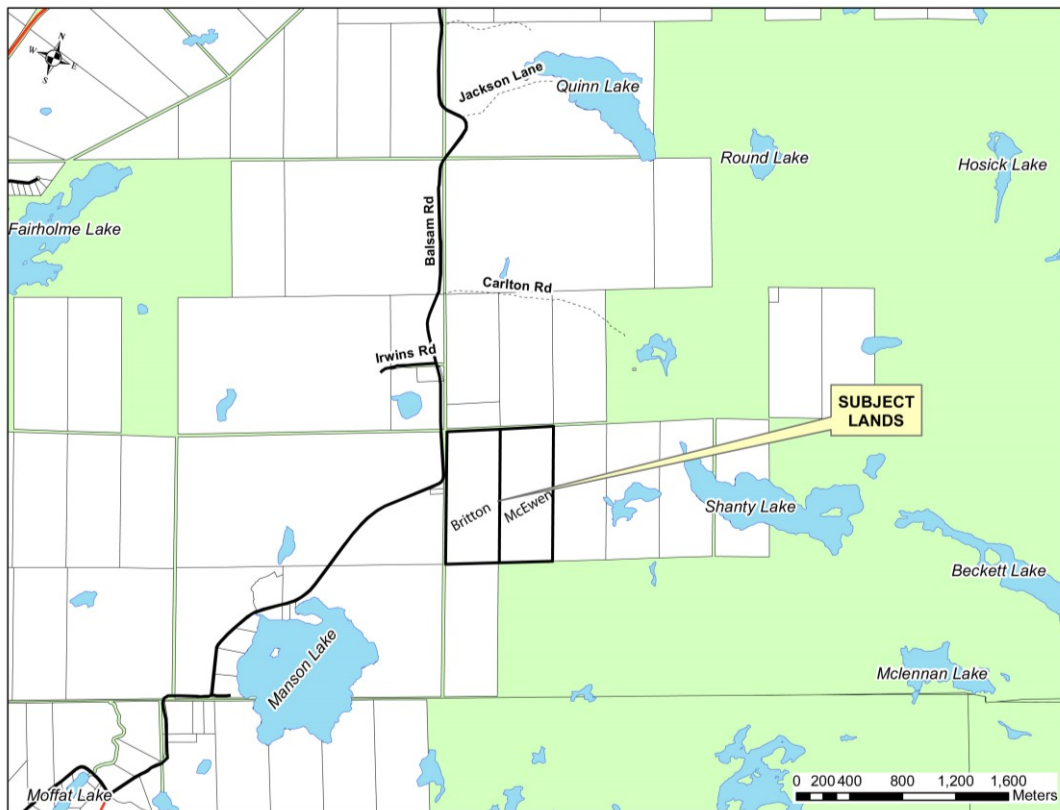
**875A Balsam Road**

**Applicant: Karlee Britton**

**October 11, 2024**

## BACKGROUND / PURPOSE

Karlee and Joseph Britton own a 100 acre parcel of land at 875A Balsam Road in the Municipality of Whitestone.



Ted and Stella McEwen own a 100 acre parcel to the east of the Britton parcel, with an existing, historic driveway through the Britton lands.

The proposed consent will allow the driveway to be re-located and also create one (1) new lot fronting on Balsam Road.

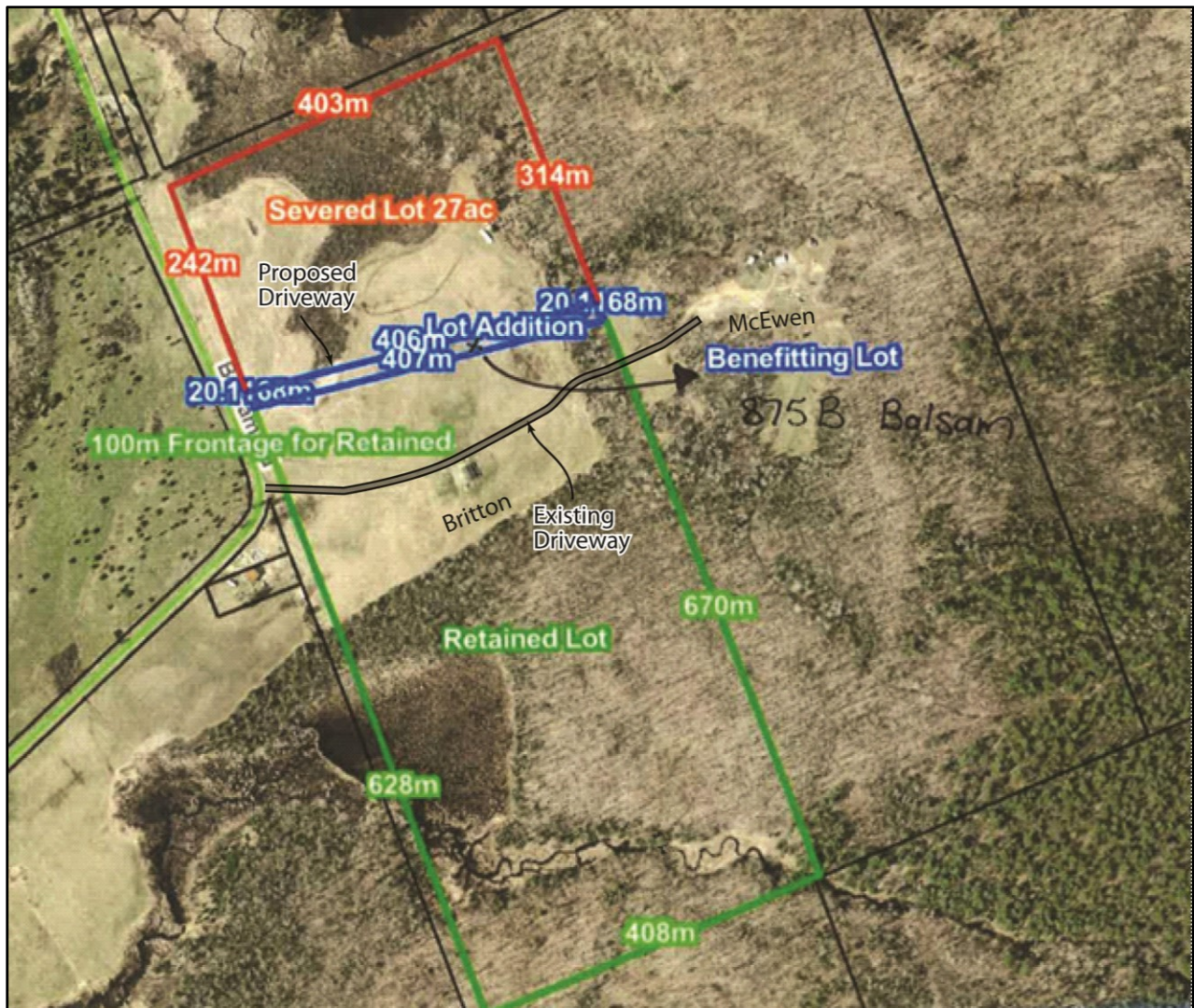
## PROPERTY DESCRIPTION

The subject lands are approximately 40.5 hectares in area with approximately 370 metres of frontage on Balsam Road.

The lands are described as:

**PIN: 520890278 (Britton)**  
LOT 26, CONCESSION 2, HAGERMAN

**PIN: 520890279 (McEwen)**  
LOT 27, CONCESSION 2, HAGERMAN



## PROPOSED CONSENT

The proposed consent will grant a lot addition to the McEwen lot (100 acres) for a new driveway location and also create one (1) new lot fronting on Balsam Road.

	Frontage (m)	Depth(m)	Area
Retain	100	408	28.62 ha
Sever 1	242	403	11.03 ha
Lot Addition	20	407	0.88 ha
Benefiting Lands	--	400	40.5 ha

## EXISTING LOT CONDITIONS

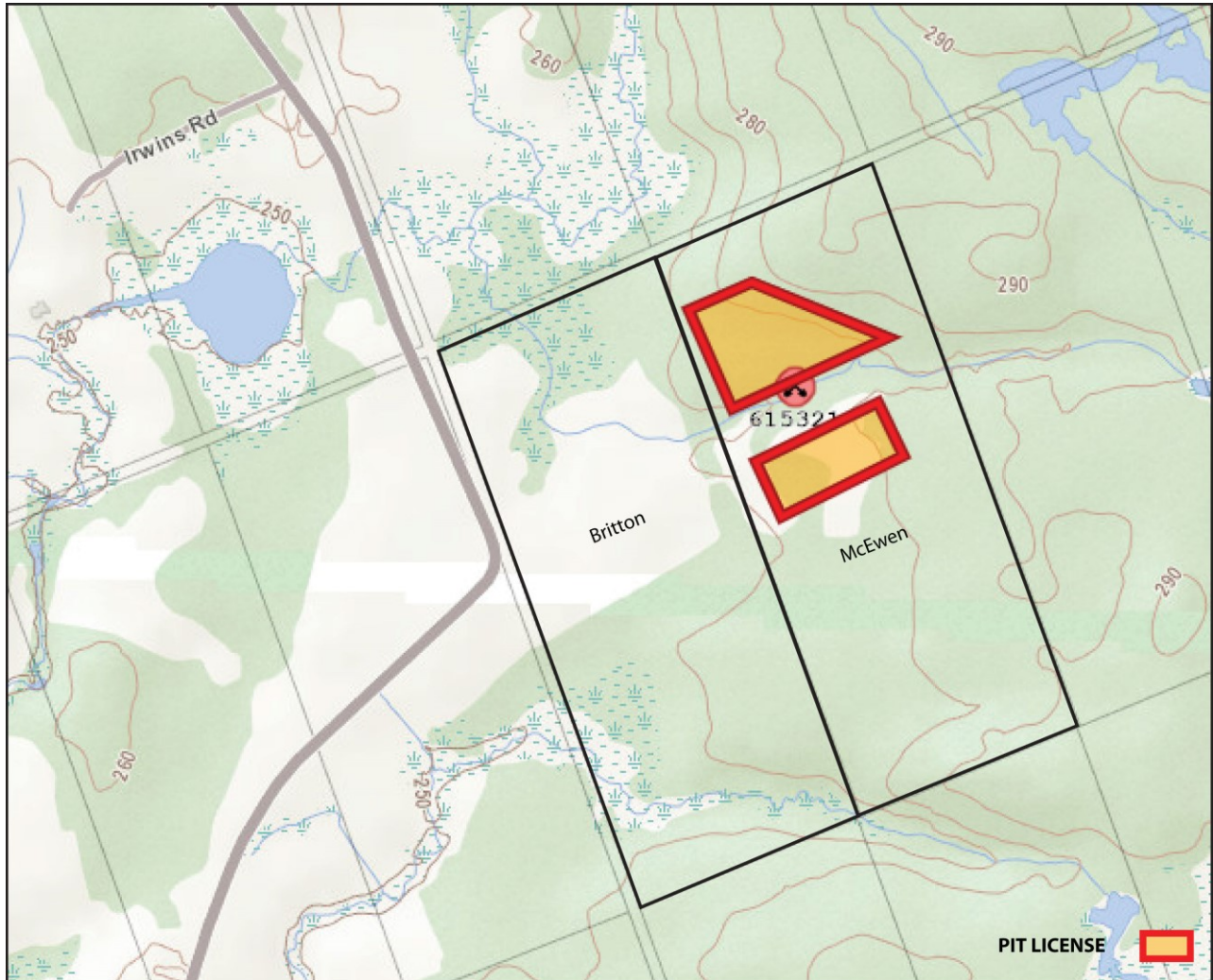
As shown on the air photo above, the subject lands are a mix of forest and field with a low area to the south. There is an existing dwelling and accessory buildings.

The benefiting lot is also well forested with a clearing where a hunt camp and accessory out buildings are located.

The existing McEwen driveway is currently in close proximity to the Britton dwelling. The relocation of this historic access to a more appropriate location, is the main purpose of the proposed consent.

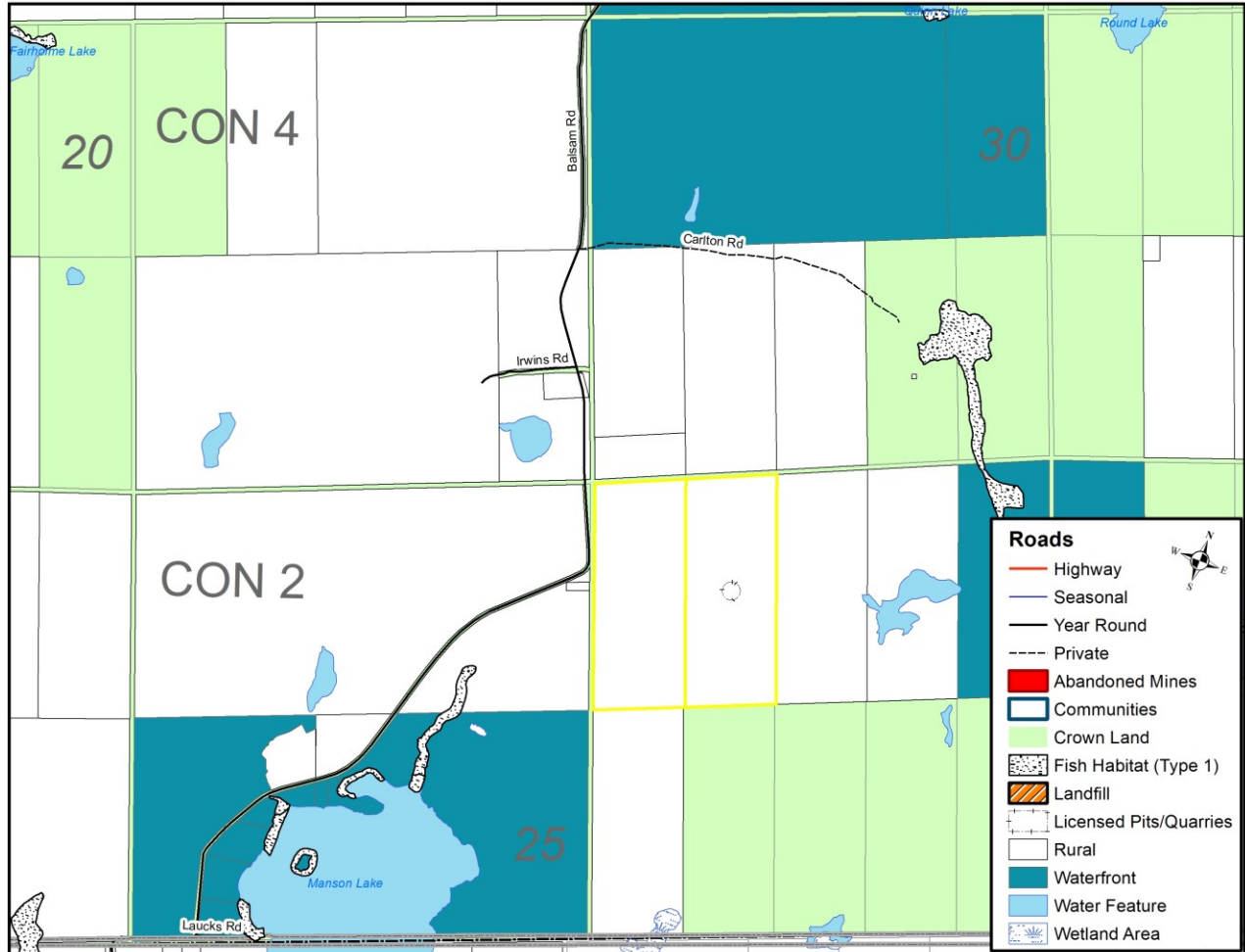
# EXISTING PIT LICENSE

There is also an existing licensed sand pit on the McEwen lands. The licensed area is shown below.



Mr. McEwen has indicated that he only removes a few hundred yards of sand per year for personal use and that the pit may be close to depletion.

# OFFICIAL PLAN



The subject lands are designated Rural in the Municipality's Official Plan.

The Natural Heritage Schedule shows no significant wetland or heritage feature on the property. The lot is outside of any identified Deer Wintering Stratum.

## “ 9.02 Municipal Roads

9.02.3 camps used in connection with hunting, fish or maple syrup operations so long as there is an existing legal means of access to a given property; “

## “ 12.03 Pits and Quarries

12.03.4 The province has provided mapping of existing sand and gravel deposits in the municipality. The municipality will make use of this data when assessing any new development to ensure any compatibility issues are resolved as part of a development review. Sensitive land uses will not permitted in close proximity to viable mineral aggregate resources. Mapping of sand and



gravel deposits are attached as an appendix to this Plan.”

Because of the small scale of the sand pit, it is unlikely that there will be any land use compatibility issues between it and the proposed new lot. As in previous consents in the municipality, a notation on title of the proposed new lot will be sufficient.

## **“ 16.01 Rural**

16.01.4 New development in the rural area is most likely to proceed by consent. Consents should be limited in number and new lots should be at a larger standard to maintain the qualities of the Rural area. “

## **PROVINCIAL POLICY STATEMENTS (P.P.S)**

*The lands are subject to the 2020 provincial policies.*

*These lands are considered Rural lands and are subject to section 1.1.5*

### **“ 1.1.5 Rural Lands in Municipalities**

**1.1.5.1 When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.**

**1.1.5.2 On rural lands located in municipalities, permitted uses are:**

- a) the management or use of resources;**
- b) resource-based recreational uses (including recreational dwellings);**
- c) residential development, including lot creation, that is locally appropriate;**
- d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;**
- e) home occupations and home industries;**
- f) cemeteries; and**
- g) other rural land uses.**

**1.1.5.3 Recreational, tourism and other economic opportunities should be promoted.**

**1.1.5.4** *Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*

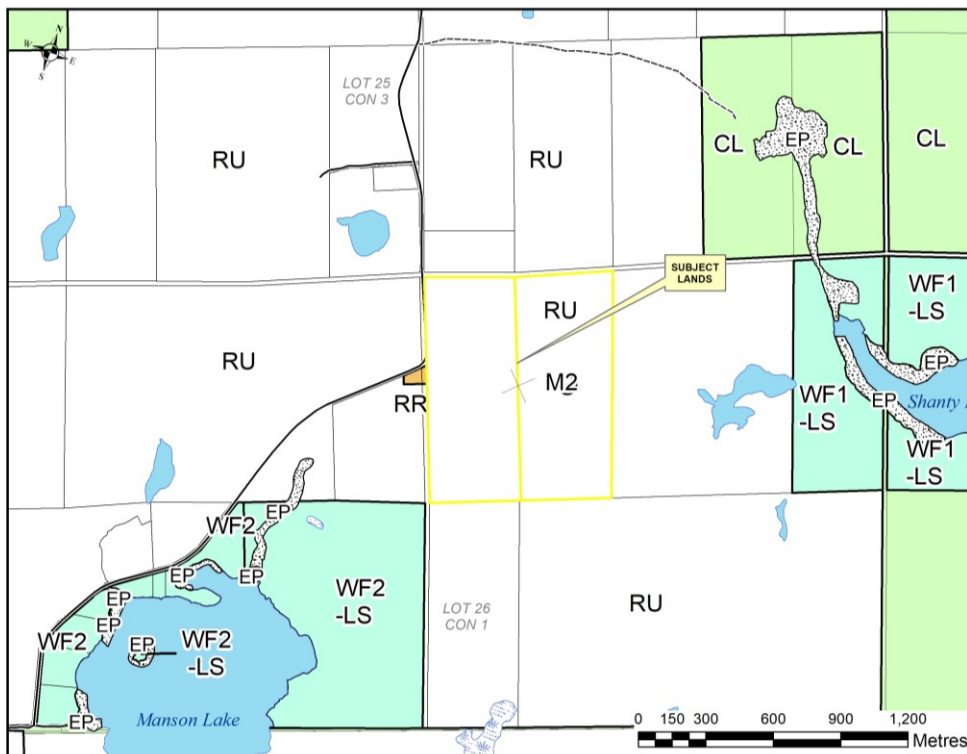
**1.1.5.5** *Development shall be appropriate to the infrastructure, which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.*

**1.1.5.6** *Opportunities should be retained to locate new or expanding land uses that require separation from other uses.*

There are no inconsistencies with these policies.

## ZONING BY-LAW

The subject lands are zoned Rural (RU) in the Municipality's Zoning By-law.



As previously mentioned, there is a licensed sand pit on the benefiting property. However, the pit is small, has limited use and little remaining material.

## RECOMMENDATION

That the proposed consent to allow a lot addition and the creation of one (1) new lot at 875A Balsam Road in Lot 26, Concession 2, geographic Township of Hagerman as applied for by Karlee Britton in Application No. B37/2024(W) be approved subject to the following conditions:

1. Payment of a Parkland dedication fee in accordance with the Municipality's fees and charges By-Law;
2. Receiving adequate 911 addressing for the lots;
3. That a notation be placed on title of the severed lot of the existing sand pit on the adjacent lands and
4. Payment of all applicable planning board fees.

Respectfully,



Patrick Christie, C.P.T.  
Secretary-Treasurer  
Parry Sound Area Planning Board

# PARRY SOUND AREA PLANNING BOARD

1 Mall Drive, Unit 2, Parry Sound, Ontario P2A 3A9

**CONSENT APPLICATION NO. B38 2024 (W) - Baird**  
**LOT 27, CONCESSION 6**  
**GEOGRAPHIC TOWNSHIP OF McKENZIE**  
**MUNICIPALITY OF WHITESTONE**

**Roll # 493905000501004 PIN: 522500025**  
**493905000501003 PIN: 522500026**

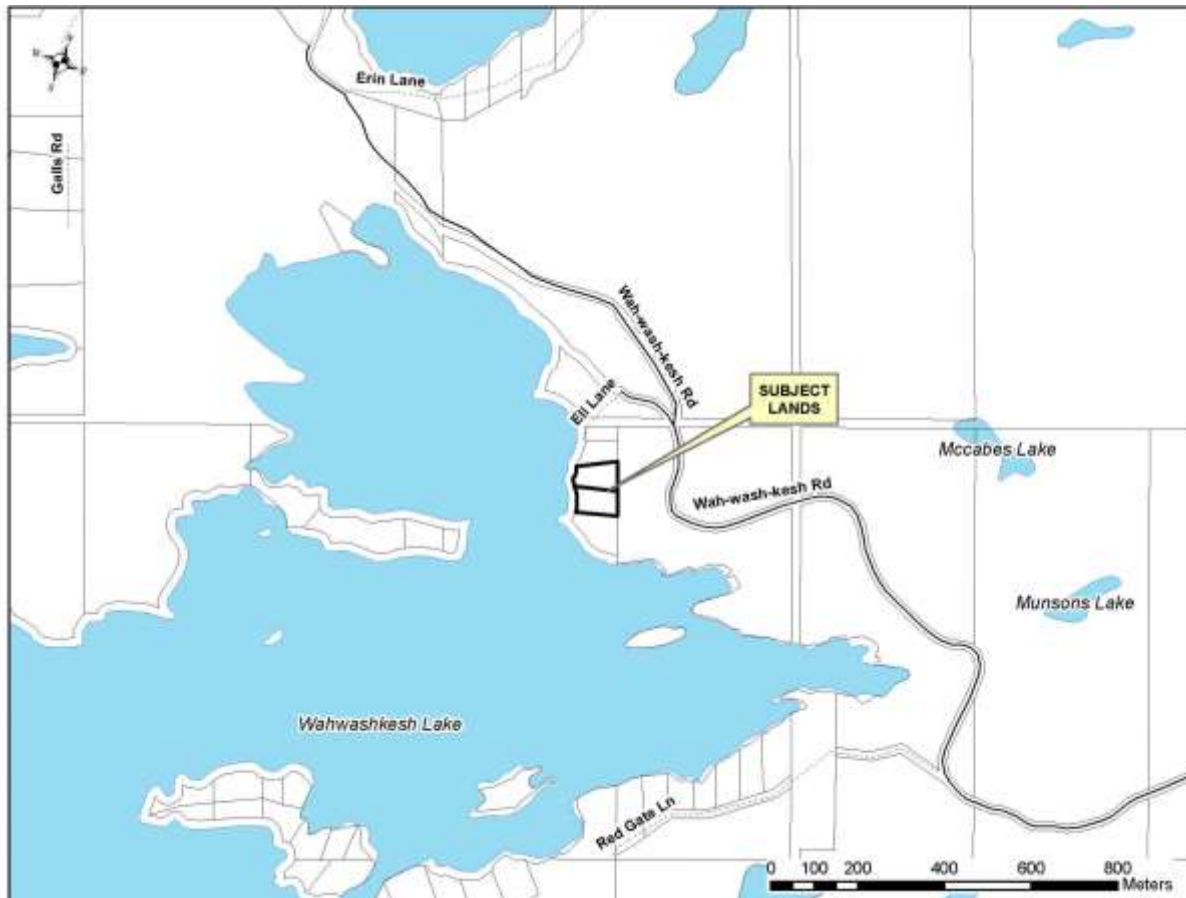
**11 & 15 Eli Lane**

**Applicant: John Baird**

**November 5, 2024**

## BACKGROUND / PURPOSE

John and Phyllis Baird own a lot fronting on Wahwashkesh Lake at 11 Eli Lane. Kyla Baird owns a neighbouring waterfront lot, #15 at the end of Eli Lane in the Municipality of Whitestone.



The existing dwelling at 11 Eli Lane (John and Phyllis Baird) has been found to have a side yard encroachment where the eave of the roof is on or just over the property line.

The proposed lot addition will add approximately 15 metres (50 feet) of frontage at the shoreline to correct the encroachment and allow setback for a future addition to the dwelling.

### PROPERTY DESCRIPTION

The lands are described as:

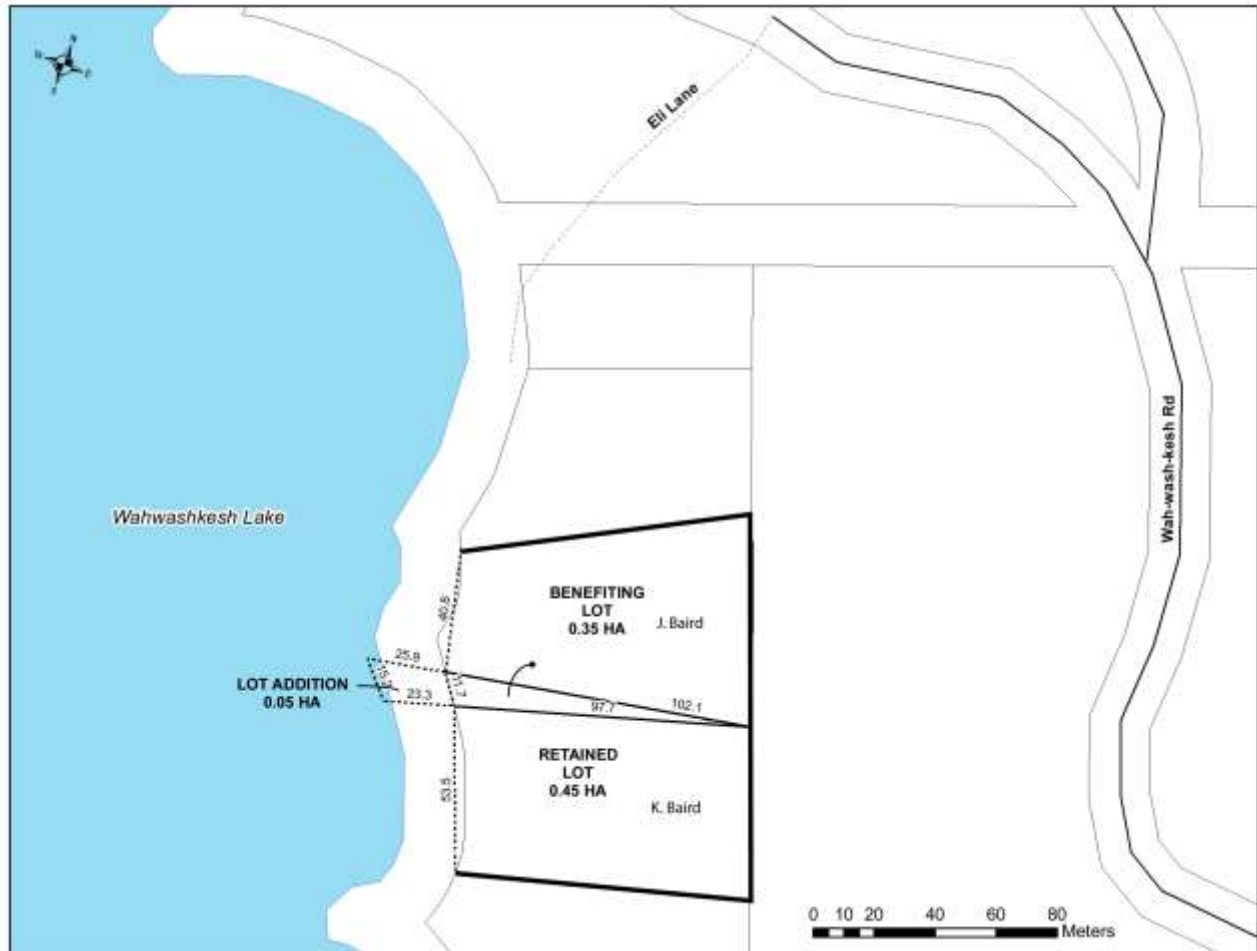
**PIN: 522500025 (John and Phyllis Baird)**  
 PART LOT 27, CONCESSION 6, McKENZIE  
 PCL 7657 N/S

**PIN: 522500026 (Kyla Baird)**  
 PART LOT 27, CONCESSION 6, McKENZIE  
 PCL 6592 N/S

### PROPOSED CONSENT

The proposed consent will authorize a lot addition to add a sliver of land from the neighbouring lot to correct an encroachment.

	Frontage (m)		Area (ha)	
	Existing	Proposed	Existing	Proposed
Retain (16 Eli Lane)	±65	±53	±0.45	±0.4
Benefiting Lands (11 Eli Lane)	±41	±53	±0.35	±0.4



The proposed lot addition will essentially result in the lots being equal in frontage and area.

### MAPPING DISCREPANCIES

There appear to be discrepancies in the PIN mapping of the subject lots, which do not accurately reflect the encroachment that the landowners know exists.

Thankfully, the survey required as a condition of consent will determine lot line and building locations to adjust the lot addition accordingly.

### EXISTING LOT CONDITIONS

As shown on the air photos below, the subject lands are heavily forested with a mix of coniferous and deciduous tree cover, making some of the existing structures difficult to discern in the aerial photography.

There is an existing dock on the shoreline and a number of accessory structures on the lands in addition to the main seasonal dwellings. Their locations and setbacks will be considered when the survey of the lot addition is conducted.



## SHORE ROAD ALLOWANCES

The shore road allowances in front of the subject lots, on which the seasonal dwelling sit, are not currently owned. The applicant has indicated that he will be applying to the Municipality to purchase his shore road allowance.

There does not appear to be any Type 1 fish habitat on the shoreline that would inhibit this future purchase.

## OFFICIAL PLAN

The subject lands are designated Waterfront in the Municipality's Official Plan.

There are no new lots being created as a result of this application and no conflicts with official plan policies.

## PROVINCIAL POLICY STATEMENTS (P.P.S)

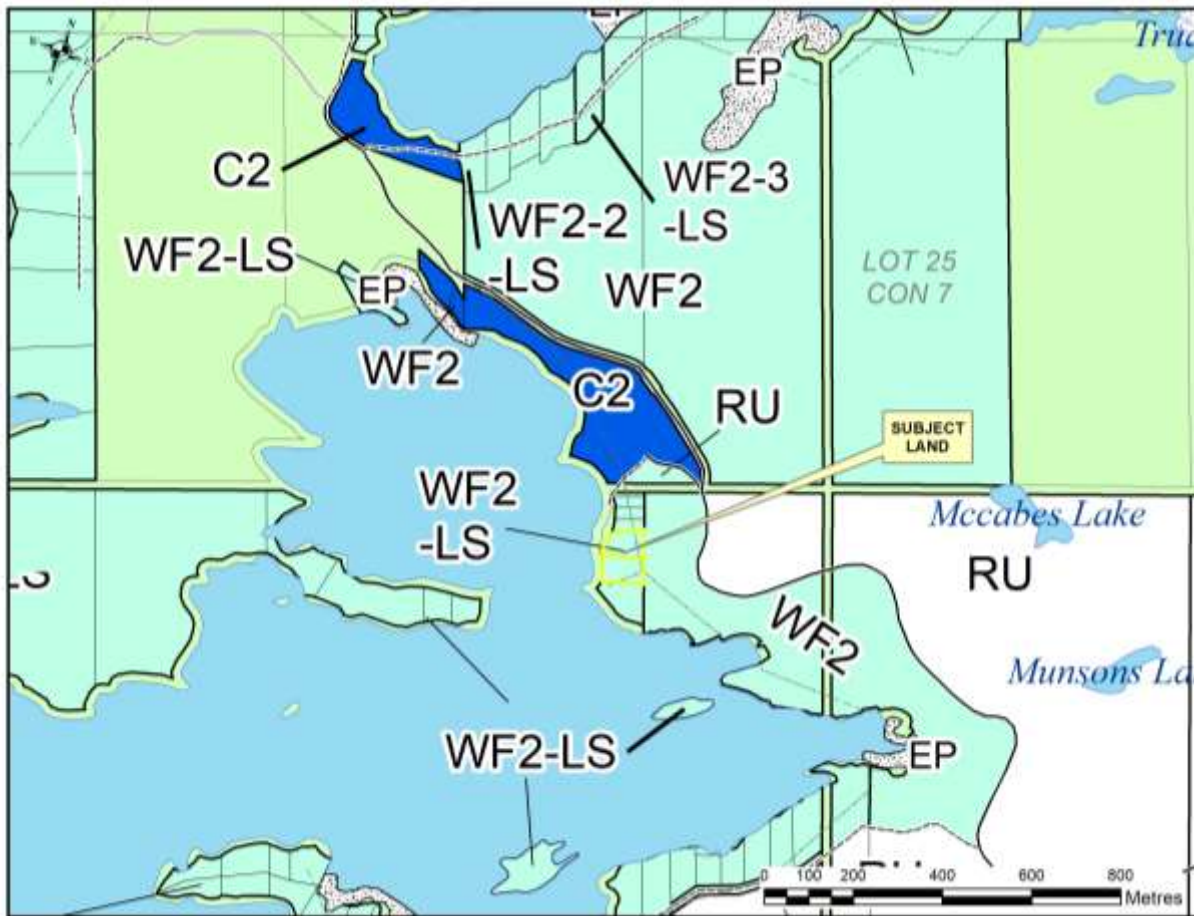
These lands are considered Rural lands in the Provincial Policy Statement. There are no conflicts with the PPS and no new lots are being created as a result of this application.

## ZONING BY-LAW

The subject lands are zoned Waterfront Residential 2 – Limited Services (WF2-LS) in the Municipality's Zoning By-law.

There is no EP (Type 1 fish habitat) identified on the shoreline in front of these lands.





Although the lots are undersized by today's standards, it is considered good planning to correct any building encroachment. Further, the Municipality's zoning by-law includes the following policies:

**“ 3.41 Lot Additions and Encroachments** A lot that is reduced in size by the granting of a consent for the purpose of facilitating an addition of land to an abutting parcel shall be deemed to conform to the frontage, depth, and area provision of this By-law subject to the provisions of this By-law.

**3.42 Lots Having Less Area, Frontage or Depth Than Required** Where a lot having a lesser frontage, area or depth than is required by this By-law is:

- a) held under distinct and separate ownership from abutting lots on or before the date of passing of this By-law; or,
- b) a lot on a registered plan of subdivision; or
- c) a lot created as a result of a consent granted by the Minister under the provisions of the Planning Act; or,

**d) created as a result of an expropriation or other land acquisition by any authority having statutory powers of expropriation; or,**

**e) a lot created as a result of the granting of a consent by the land division authority prior to the passage of this By-law;**

**and where such a lot has a frontage of at least 30 metres, and a depth of at least 60 metres, or an area of at least 1,600 square metres, such lot shall be deemed to conform to the area, frontage and depth requirements of this By-law. “**

The benefiting and retained lots were created in 1962 and 1963 respectively, well before the passage of the current zoning by-law.

The final statement in this policy would deem the reconfigured lots to conform the current zoning by-law without the need for a rezoning, should the proposed consent be granted.

## RECOMMENDATION

That the proposed consent to allow a lot addition from 16 to 11 Eli Lane in Lot 27, Concession 6, geographic Township of McKenzie as applied for by John Baird in Application No. B38/2024(W) be approved subject to the following conditions:

1. That the applicants solicitor confirm that the lot addition will merge with the benefiting lands and
2. Payment of all applicable planning board fees.

Respectfully,



Patrick Christie, C.P.T.  
Secretary-Treasurer  
Parry Sound Area Planning Board

# CONSENT AGENDA



**DRAFT Special Council Meeting Minutes**  
**Thursday, October 3, 2024 5:00 p.m.**  
**Zoom Video Conferencing Only**

Present: Mayor George Comrie  
Councillor Janice Bray  
Councillor Joe Lamb  
Councillor Scott Nash  
Councillor Brian Woods

Guest: Thomas Agnew, Acting Clerk

**1. Roll Call and Call to Order 5:00 p.m.**

**2. Disclosure of Pecuniary Interest**  
Mayor Comrie requested that any pecuniary interest be declared for the record.  
None was declared.

**3. Approval of the Agenda**

**Resolution No. 2024-380**  
**Moved by:** Councillor Bray  
**Seconded by:** Councillor Lamb

**WHEREAS** the Members of Council have been presented with an Agenda for the October 3, 2024 Special Council meeting,

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

**4. Closed Session**

**Adjourn to Closed Session**

**Resolution No. 2024-381**  
**Moved by:** Councillor Woods  
**Seconded by:** Councillor Lamb

**THAT** this meeting be adjourned into a Closed Session meeting at 5:13 p.m. for the following matters:

4.1 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239 (2)(b)

4.1.1 Human Resource Matter

4.1.2 Staffing and Human Resources Matter  
CAO/Clerk Recruitment

**Carried**

**Reconvene into Regular Meeting**

**Resolution No. 2024-382**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone reconvenes into the Regular Meeting at 7:05 p.m.

**Carried**

**5. Confirming By-law**

**Resolution No. 2024-383**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**THAT** By-law No. 51-2024, being the Confirmatory By-law for the Council Meeting of the Municipality of Whitestone on October 3, 2024 is hereby enacted as passed this 3rd day of October, 2024.

**Carried**

**6. Adjournment**

**Resolution No. 2024-384**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Lamb

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 7:08 p.m. until the Regular Council Meeting of Tuesday, October 15, 2024 at 10:00 a.m. or at the call of the chair.

**Carried**

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**George Comrie**

**Mayor**

---

**Thomas Agnew**

**Acting Clerk**



**DRAFT Regular Council Meeting Minutes**  
**Tuesday, October 15, 2024, 10:00 a.m.**  
**Dunchurch Community Centre and Zoom Video Conferencing**

**Present:**

Mayor George Comrie (via Zoom)  
Deputy Mayor Joe Lamb Chairperson for the Meeting  
Councillor Janice Bray  
Councillor Scott Nash (via Zoom, audio only, 10:07 a.m. to 11:20 a.m.,  
12:40 p.m. to 6:00 p.m.)  
Councillor Brian Woods (via Zoom, audio only, left meeting at 4:45 and  
returned at 5:10)

**Staff**

David Creasor, Manager Public Works (1:30 p.m. to 4:00 p.m.)  
Maneesh Kulal, Treasurer / Tax Collector (1:30 p.m. to 4:00 p.m.)  
Paula Macri, Planning Assistant (10:00 a.m. to 4:00 p.m.)  
Jamie Osborne, Chief Building Official (5:00 p.m. to 5:55 p.m.)  
Paul Rossiter, By-law Enforcement Officer (5:00 p.m. to 5:55 p.m.)  
Wendy Schroeder, Deputy Clerk/Records Management Coordinator  
Bob Whitman, Fire Chief

**Invited Guests:**

Don Carmichael, Belvedere (via Zoom)  
Heights Home for the Aged  
Troy Burgess, Clear Lake concerns  
Jamie Robinson, MHBC Planners (via Zoom)  
Patrick Christie, Parry Sound Area (via Zoom)  
Planning Board

**Other Guests:** 12 in person  
8 via Zoom

**1. Roll Call and Call to Order** 10:00 a.m.

**2. Disclosure of Pecuniary Interest**

Deputy Mayor Lamb requested that any pecuniary interest be declared for the record.

Councillor Woods declared a pecuniary interest with Item 15.4.3, Closed Session Item, Complaint Matter, Incident at Aulds Road Landfill Site.

**3. Approval of the Agenda**

**Resolution No. 2024-385**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the October 15, 2024 Regular Council meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Amendment proposed by Mayor Comrie:**

**Resolution No. 2024-386**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Bray

**THAT** the Council of the Municipality of Whitestone defer matter 11.4 – Aulds Road Bridge Capital Project – to a future date.

**Recorded Vote requested by Councillor Woods**

		YEAS	NAYS	ABSTAIN
Councillor	Woods		X	
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash - Absent			
Deputy Mayor	Lamb		X	

**Defeated**

**Resolution No. 2024-385**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the October 15, 2024 Regular Council meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

**Councillor Nash joined the meeting at 10:07 a.m.**

**4. Presentations and Delegations**

**4.1 Belvedere Board of Management**

Project update for the construction of twenty-two (22) new beds

- Don Carmichael, Finance Committee Chairperson

**4.2 Camping at Clear Lake on MNRF lands**

- Troy Burgess

**Matters arising from Presentations Delegations**

**Resolution No. 2024-387**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

- 4.1 **THAT** the Council of the Municipality of Whitestone does hereby receive for information the presentation from Don Carmichael, Finance Committee Chairperson for Belvedere Board of Management regarding the construction of twenty-two (22) new beds.

**Carried**

**Resolution No. 2024-388**

**Moved by:** Councillor Woods

**Seconded by:** Mayor Comrie

- 4.2 **THAT** the Council of the Municipality of Whitestone does hereby receive for information the presentation from Troy Burgess in regards to Camping on MNRF lands at Clear Lake.

**Carried**

**RECESS 11:25 a.m. to 11:35 a.m.**

**Councillor Nash left the meeting at 11:20 a.m.**

**Move into Committee of the Whole**

**Resolution No. 2024-389**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone move into Committee of the Whole at 11:40 a.m.

**Carried**

**5. Committee of the Whole**

**5.1 Planning Matters**

- 5.1.1 Overview of New Provincial Planning Statement
- Memorandum from MHBC, Planner dated September 27, 2024
- 5.1.2 Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd. (Berry, Steve and Beatrice)
- Memorandum from MHBC, Planner Report date of October 15, 2024
- 5.1.3 Application to Purchase and Close Municipal Road Allowance, Lutz, Megan et al
- Memorandum from MHBC, Planner Report date of October 15, 2024
- 5.1.4 Application to Purchase and Close Municipal Road Allowance, Jennings/Johnson
- Memorandum from MHBC, Planner Report date of October 15, 2024
- 5.1.5 Consent Application No.36/2024(W) – Anderson, James/Hall, Dan
- Memorandum from Parry Sound Area Planning Board dated October 1, 2024



- 5.1.6 Consent Application No.33/2024(W) – Roberts, William Rootham
- Memorandum from Parry Sound Area Planning Board dated October 2, 2024

**Reconvene into Regular Meeting**

**Resolution No. 2024-390**  
**Moved by:** Councillor Bray  
**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 12:40 p.m.

**Carried**

**Councillor Nash rejoined the meeting at 12:40 p.m.**

**Matters Arising from Committee of the Whole**

**Resolution No. 2024-391**  
**Moved by:** Mayor Comrie  
**Seconded by:** Councillor Bray

- 5.1.1 Overview of New Provincial Planning Statement

**THAT** the Council of the Municipality of Whitestone receives for information Memorandum from MHBC, Planners dated September 27, 2024 in regards to an Overview of New Provincial Planning Statement, 2024.

**Recorded Vote per Section 3.20, Procedural By-law 80-2023:**

	YEAS	NAYS	ABSTAIN
Councillor Bray	X		
Councillor Nash			X
Councillor Woods	X		
Mayor Comrie	X		
Deputy Mayor Lamb	X		

**Carried**

**Resolution No. 2024-392**  
**Moved by:** Mayor Comrie  
**Seconded by:** Councillor Bray

- 5.1.2 Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd. (Berry, Steve and Beatrice)

**WHEREAS** an application has been submitted by 1035481 Ontario Ltd. (Berry, Steve and Beatrice) for the closing and acquisition of the shore road allowance fronting Lots 27 and 28, Concession 4 in the geographic Township of McKenzie;

**AND WHEREAS** MHBC, Planners, have provided a report dated October 15, 2024;

**AND WHEREAS** there are no Official Plan conflicts, environmental concerns or planning issues with respect to this application;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone approves in principle, the closure and acquisition of the shore road allowance fronting Lots 27 and 28, Concession 4 in the geographic Township of McKenzie, as applied for by 1035481 Ontario Ltd. (Berry, Steve and Beatrice, subject to:

- 1) Practices, procedures and fees of the Municipality for closing of Shore Road Allowances.

**Recorded Vote per Section 3.20, Procedural By-law 80-2023:**

		YEAS	NAYS	ABSTAIN
Councillor	Nash			X
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-393**

**Moved by:** Councillor Woods

**Seconded by:** Mayor Comrie

- 5.1.3 Application to Purchase and Close Municipal Road Allowance, Lutz, Megan et al

**WHEREAS** an application has been submitted by Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffery Lutz for the closing and acquisition of part of the Municipal Road legally described as Road Allowance between Concession 8 and Concession B, township of Hagerman between Whitestone Lake and Road Allowance between Lot 48 and Lot 49, Concession B, township of Hagerman; Whitestone (PIN 52088-1207);

**AND WHEREAS** MHBC, Planners, have provided a report dated October 15, 2024;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone approves in principle the closure and acquisition of part of the Municipal Road Allowance legally described as Road Allowance between Concession 8 and Concession B, township of Hagerman between Whitestone Lake and Road Allowance between Lot 48 and Lot 49, Concession B, township of Hagerman; Whitestone (PIN 52088-1207) as

applied for by Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffery Lutz

Subject to the following:

1. that all practices, policies and procedures of the Municipality be followed for closing of Municipal Road Allowances, including notification of adjoining property owners;
2. That the newly acquired road allowance be merged with Lot 52 Concession B, township of Hagerman; Whitestone (PIN 52088-0374) and be rezoned to the Waterfront 1 (WF1) Zone; and
3. that payment of all Municipal legal fees, Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

**Recorded Vote per Section 3.20, Procedural By-law 80-2023:**

		YEAS	NAYS	ABSTAIN
Councillor	Woods		X	
Mayor	Comrie		X	
Councillor	Bray		X	
Councillor	Nash			X
Deputy Mayor	Joe Lamb		X	

**Defeated**

**Resolution No. 2024-394**

**Moved by:** Councillor Woods

**Seconded by:** Mayor Comrie

- 5.1.4 Application to Purchase and Close Municipal Road Allowance, Jennings, Susan and Johnson, Randy

**WHEREAS** an application has been submitted by Susan Jennings and Randy Johnson for the closing and acquisition of part of the Municipal Road legally described as Gerard Street, Plan 53; Whitestone (PIN 52088-0610);

**AND WHEREAS** MHBC, Planners, have provided a report dated October 15, 2024;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone approves in principle the closure and acquisition of part of the Municipal Road Allowance legally described as Gerard Street, Plan 53; Whitestone (PIN 52088-0610) as applied for by Susan Jennings and Randy Johnson and subject to the following:

1. that closure of the part of the municipal road allowance requested does not remove access from any adjoining lands;
2. that all practices, policies and procedures of the Municipality be followed for closing of Municipal Road Allowances, including notification of adjoining property owner;

3. that payment of all Municipal legal fees, Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

**Recorded Vote per Section 3.20, Procedural By-law 80-2023:**

		YEAS	NAYS	ABSTAIN
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash			X
Councillor	Woods	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-395**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

5.1.5 Consent Application No.36/2024(W) – Anderson, James/Hall, Dan

**WHEREAS** Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B36/2024(W) – Anderson, James and Patterson, Susan and provided a copy to the Municipality of Whitestone;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone receives this memorandum as information;

**AND THAT** the Council of the Municipality of Whitestone recommends this Consent Application for approval in principle, subject to the following conditions:

1. that all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
2. that payment of all Municipal legal fees, Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

**Recorded Vote (per Section 3.20, Procedural By-law 80-2023):**

		YEAS	NAYS	ABSTAIN
Councillor	Bray	X		
Councillor	Nash			X
Councillor	Woods		X	
Mayor	Comrie	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-396**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

5.1.6 Consent Application No.33/2024(W) – Roberts, William Rootham

**WHEREAS** Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B33/2024(W) – 1000213875 Ontario Inc. (Roberts, William Rootham) and provided a copy to the Municipality of Whitestone;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone receives this memorandum as information;

**AND THAT** the Council of the Municipality of Whitestone recommends this Consent Application for approval in principle, subject to the following conditions:

1. that payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. that the new lot receive 911 addressing from the Municipality;
3. that the newly created lot be rezoned from the Rural Residential (RR) Zone to the Commercial (C1) Exception Zone to allow a 10-metre-wide easement to the retained lands;
4. that all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
5. that payment of all Municipal legal fees, Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

**Recorded Vote (per Section 3.20, Procedural By-law 80-2023):**

		YEAS	NAYS	ABSTAIN
Councillor	Nash	X		
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**RECESS 12:59 to 1:20 p.m.**

**6. Public Meeting – None**

**7. Consent Agenda**

**Resolution No. 2024-397**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

**WHEREAS** the Council of the Municipality of Whitestone has reviewed the Consent Agenda consisting of:

**7.1 Council and Committee Meeting Minutes**

- 7.1.1 Regular Council Meeting Minutes of June 18, 2024
- 7.1.2 Regular Council Meeting Minutes of July 16, 2024
- 7.1.3 Regular Council Meeting Minutes of September 17, 2024
- 7.1.4 Special Council Meeting Minutes of September 19, 2024
- 7.1.5 Special Council Meeting Minutes of September 30, 2024
- 7.1.6 Memorandum – Council Meeting Minutes
- 7.1.7 Whitestone Environmental Stewardship Committee Meeting Minutes of July 8, 2024

7.2 Unfinished Business (listed on page 5 to 7 of the agenda)

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone does hereby approve the following Council Meeting Minutes:

7.1 Council and Committee Meeting Minutes

- 7.1.1 Regular Council Meeting Minutes of June 18, 2024
- 7.1.2 Regular Council Meeting Minutes of July 16, 2024
- 7.1.3 Regular Council Meeting Minutes of September 17, 2024
- 7.1.4 Special Council Meeting Minutes of September 19, 2024
- 7.1.5 Special Council Meeting Minutes of September 30, 2024

**AND THAT** the Council of the Municipality of Whitestone receives for information:

- 7.1.6 Memorandum – Council meeting minutes
- 7.1.7 Whitestone Environmental Stewardship Committee Meeting Minutes of July 8, 2024

7.2 Unfinished Business (listed on page 6 to 7 of the agenda)

**Carried**

**Councillor Nash raised a Point of Privilege in relation to a comment made by Mayor Comrie.**

**Deputy Mayor Lamb ruled on the Point of Privilege in favour of Councillor Nash and the Mayor withdrew his comment.**

## **8. Accounts Payable**

### **Resolution No. 2024-398**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Nash

8.1 Accounts Payable

**THAT** the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$377,200.74 for the period ending September 30, 2024.

**Carried**

**9. Staff Reports**

**Resolution No. 2024-399**

**Moved by:** Councillor Nash

**Seconded by:** Councillor Bray

- 9.1 Report PLN-2024-04  
Request for Proposal (RFP) 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update

**THAT** the Council of the Municipality of Whitestone receives for information Report PLN-2024-04 (RFP 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update); and

**THAT** the Council of the Municipality of Whitestone provide direction to having presentations made to Council by the proponents in a future council meeting.

**Recorded vote as per Section 3.20, Procedural By-law 80-2023:**

		YEAS	NAYS	ABSTAIN
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-400**

**Moved by:** Councillor Woods

**Seconded by:** Mayor Comrie

- 9.2 Report ADMIN-2024-12  
Municipality of Whitestone Strategic Plan, approved September 19, 2023, 2024 Update on Action Plans

**THAT** the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-12 (Municipality of Whitestone Strategic Plan, approved September 19, 2023, 2024 Update on Action Plans).

**Carried**

**Resolution No. 2024-401**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

- 9.3 Report PW-2024-11  
Tender Award for the Removal and Replacement of Damaged Guiderail and End Treatments

**THAT** the Council of the Municipality of Whitestone receives for information Report

PW-2024-11 (Tender Award for the Removal and Replacement of Damaged Guiderail and End Treatments) for information; and

**THAT** the Council of the Municipality of Whitestone does hereby award the contract for the removal and replacement of damaged guiderail and end treatments to Centennial Contracting Ltd., in the amount of \$105,300.00 plus HST.

**Recorded vote requested by Councillor Nash**

		YEAS	NAYS	ABSTAIN
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-402**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Woods

- 9.4 Report FIN-2024-12  
Property Tax Registration / Tax Sale

**THAT** the Council of the Municipality of Whitestone receives for information Report FIN-2024-12 (Property Tax Sale Report: balance over \$5,000 as of January 31, 2024); and

**THAT** the Council of the Municipality of Whitestone does hereby assign Realtax, one of the leading tax recovery specialists in Ontario, to recover municipal property tax; and

**THAT** Staff continue to update Council with semi-annual Arrears Reports.

**Recorded vote requested by Councillor Nash**

		YEAS	NAYS	ABSTAIN
Councillor	Bray	X		
Councillor	Nash		X	
Mayor	Woods		X	
Mayor	Comrie	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**10. By-laws**

**Resolution No. 2024-403**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods



10.1 **THAT** By-law No. 52-2024, being a By-law to authorize the execution of a Memorandum of Understanding for Prescribed Snowmobile Trail Land Use Permission with the Dun-Ahmic Snowriders Club, is hereby passed this 15th day of October, 2024.

**Carried**

**Resolution No. 2024-404**

**Moved by:** Councillor Nash

**Seconded by:** Councillor Woods

10.2 **THAT** By-law No. 53-2024, being a By-law to authorize the execution of a Memorandum of Understanding for Prescribed Snowmobile Trail Land Use Permission with the Cramadog Snowriders, is hereby passed this 15th day of October, 2024.

**Carried**

**Resolution No. 2024405**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Nash

10.3 **THAT** By-law No. 54-2024, being a By-law to authorize the execution of a Memorandum of Understanding for Prescribed Snowmobile Trail Land Use Permission with the Carling Trail Blazers, is hereby passed this 15th day of October, 2024.

**Carried**

**Resolution No. 2024-406**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

10.4 **THAT** By-law No. 55-2024 being a By-law to enter into an Agreement for Conditions of Approval of Consent B21/2024(W) – Gorrie, Carol Marjorie, is hereby passed this 15th day of October, 2024.

**Recorded Vote per Section 3.20, Procedural By-law 80-2023:**

		YEAS	NAYS	ABSTAIN
Councillor	Nash	X		
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**Resolution No. 2024-407**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Bray

10.5 **THAT** By-law No. 56-2024 being a By-law to authorize the signing of the Municipal Funding Agreement for the transfer of funds under the Canada Community-Building

Fund, between the Municipality of Whitestone and the Association of Municipalities of Ontario (AMO), is hereby passed this 15th day of October, 2024.

**Carried**

## **11. Business Matters**

### **Resolution No. 2024-408**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

- 11.1 Memorandum - Municipal Office and Landfill Sites, Holiday Schedule 2024

**THAT** the Council for the Municipality of Whitestone receives for information Memorandum - Municipal Office and Landfill Sites, Holiday Schedule 2024. Verbal Update – Councillor Woods and CAO/Clerk Hendry.

**Carried**

### **Resolution No. 2024-409**

**Moved by:** Councillor Nash

**Seconded by:** Councillor Woods

- 11.2 Memorandum – Options for Community Sport and Recreation Infrastructure Fund (CSRIF)

**THAT** the Council of the Municipality of Whitestone receives for information Memorandum – Options for Community Sport and Recreation Infrastructure Fund (CSRIF); and

**THAT** the Council of the Municipality of Whitestone requests staff to submit a grant application for the Community Sport and Recreation Infrastructure Fund (CSRIF) for the Dunchurch Community Centre. The grant funds will be allocated to extend the lifespan of the existing community sport and recreation space at the Dunchurch Community Centre and to enhance local programming and accessibility features to better meet community needs.

**Carried**

### **Resolution No. 2024-410**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

- 11.3 Memorandum – Appointment to the Community Emergency Management Program Committee

**THAT** the Council of the Municipality of Whitestone receives for information Memorandum – Appointment to the Community Emergency Management Program Committee; and

**THAT** the following position as identified and described in the Whitestone Emergency Plan is hereby appointed to the Community Emergency Management Program Committee:

Incident Command (Fire Chief Bob Whitman)

Carried

**Resolution No. 2024-411**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Nash

11.4 Aulds Road Bridge Capital Project – Information requested by Councillor Scott Nash

**THAT** the Council of the Municipality of Whitestone receives for information Aulds Road Bridge Capital Project Information.

**Recorded vote requested by Mayor Comrie:**

		YEAS	NAYS	ABSTAIN
Councillor	Nash	X		
Councillor	Woods	X		
Mayor	Comrie		X	
Councillor	Bray	X		
Deputy Mayor	Joe Lamb	X		

Carried

**Resolution No. 2024-412**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

11.5 ROMA Conference 2025 – Registration Information

**THAT** the Council of the Municipality of Whitestone authorizes the following members of Council and Staff to attend the 2025 ROMA Conference:

Mayor Comrie

CAO/Clerk

Alternate – Councillor Bray

Carried

**12. Correspondence**

**Resolution No. 2024-413**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

**WHEREAS** the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 8 of the October 15, 2024 Council Meeting agenda;

**NOW THEREFORE BE IT RESOLVED THAT** Council receive the correspondence items for information, with the following extracted for further discussion/action:

**13. Councillor Items**

Councillor Nash

- thanked the Public Works department for the reports provided to Council regarding the sidewalk work and the Aulds Road Bridge work, as it assists Council and the public
- inquired about the status of the Aulds Landfill and the chipping of material

Councillor Lamb

- the annual staff and volunteer appreciation night is Saturday November 30th

Councillor Bray

- attended the District of Parry Sound Municipal Association Meeting Friday September 27, turnout was good, with updates from the Health Centre and Ontario Health
- Age-Friendly Communities survey can be found at the Municipal office, library or online. The survey gives an idea of how the community works with people as they age
- A pilot project using social robots as company for seniors in long-term care facilities

Councillor Woods

- the Town of Parry Sound provided a resolution supporting Whitestone’s resolution regarding the mega-school
- parents are inquiring about the status of the After-School Program
- noted he has had some inquiries about the no Scavenging signs at the Landfill sites and the Waste and Recycling By-law

**14. Questions from the Public – None**

**RECESS 4:00 p.m. to 4:05 p.m.**

**15. Closed Session**

**Resolution No. 2024-414**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Bray

**Adjourn to Closed Session**

**THAT** this meeting be adjourned into a Closed Session meeting at 4:00 p.m., for the following matters:

- 15.1 Closed Session Minutes of the Regular Council meeting of Tuesday September 17, 2024
- 15.2 Closed Session Minutes of the Special Council meeting of Thursday September 19, 2024
- 15.3 Closed Session Minutes of the Special Council meeting of Monday September 30, 2024

- 15.4 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
  - 15.4.1 Order of the Municipality of Whitestone Nominations
  - 15.4.2 Report ADMIN-2024-13  
By-law Enforcement Officer Services
  - 15.4.3 Complaint matter  
Incident at Aulds Road Landfill Site
- 15.5 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239. (2) (f)
  - 15.5.1 Memorandum from CAO/Clerk Hendry  
Follow-up to Council from a Closed Session resolution in respect of a Legal Opinion relating to Bolger Landing matters (from the September 17, 2024 Regular Council meeting Agenda)
- 15.6 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, pursuant to Ontario Municipal Act, Section 239. (2) (e)
  - 15.6.1 Legal matter before the courts  
Verbal update from By-law Enforcement Officer Paul Rossiter and Chief Building Official Jamie Osborne

**Recorded vote requested by Councillor Nash**

		YEAS	NAYS	ABSTAIN
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash	X		
Councillor	Woods	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

**RECORDING PAUSED**

**Resolution No: 2024-415**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**Curfew**

**WHEREAS** Section 6.5.2 Daytime meetings (commencing prior to 4:00 p.m.) of the Municipality of Whitestone Procedural By-law No. 80-2023, being a By-law to establish protocols governing the proceedings of Council, Committee and Boards of the Corporation of the Municipality of Whitestone, states:

No item of business may be dealt with at a Council meeting after seven (7.0) hours of the meeting unless authorized by a resolution supported by a majority of the Members present, to allow an additional agreed upon length of time.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone hereby continues the October 15, 2024 Regular Council Meeting past the allotted time of seven (7.0) hours and continues for an additional one (1) hour.

**Carried**

**Councillor Woods left the meeting at 4:45 p.m. in respect of disclosure of pecuniary interest, Item 15.4.3 and returned 5:10 p.m.**

**Reconvene into Regular Meeting**

**Resolution No. 2024-416**

**Moved by:** Councillor Bray

**Seconded by:** Mayor Comrie

**THAT** this meeting be reconvened to a Regular Meeting at 5:55 p.m.

**Carried**

**RECORDING RESUMED**

**Matters arising from Closed Session:**

**Resolution No. 2024-417**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Bray

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday September 17, 2024

**THAT** the Council of the Municipality of Whitestone hereby approves the Closed Session Council Minutes of September 17, 2024.

**Carried**

**Resolution No. 2024-418**

**Moved by:** Mayor Comrie

**Seconded by:** Councillor Nash

- 15.2 Closed Session Minutes of the Special Council meeting Thursday September 19, 2024

**THAT** the Council of the Municipality of Whitestone hereby approves the Closed Session Meeting Minutes for the Regular Closed Session Council meeting of September 19, 2024

**Carried**

**Resolution No. 2024-419**  
**Moved by:** Councillor Bray  
**Seconded by:** Mayor Comrie

15.3 Closed Session Minutes of the Special Council meeting of Monday September 30, 2024

**THAT** the Council of the Municipality of Whitestone hereby approves the Closed Session Council Minutes of September 30, 2024

**Carried**

**16. Confirming By-law**

**Resolution No. 2024-420**  
**Moved by:** Councillor Nash  
**Seconded by:** Councillor Woods

**THAT** By-law No. 57-2024, being the Confirmatory By-law for the Council meeting of the Municipality of Whitestone on October 15, 2024 is hereby enacted as passed this 15th day of October, 2024.

**Carried**

**17. Adjournment**

**Resolution No. 2024-421**  
**Moved by:** Councillor Bray  
**Seconded by:** Councillor Woods

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 6:00 p.m. until the Regular Council Meeting of November 19, 2024 at 10:00 a.m. or at the call of the chair.

**Carried**

\_\_\_\_\_  
**Joe Lamb** **Deputy Mayor**

\_\_\_\_\_  
**Wendy Schroeder** **Deputy Clerk**



**DRAFT Special Council Meeting Minutes**  
**Friday, November 1, 2024 3:00 p.m.**  
**Zoom Video Conferencing Only**

- Present: Mayor George Comrie  
Councillor Janice Bray  
Councillor Joe Lamb  
Councillor Brian Woods
- Regrets: Councillor Scott Nash
- Staff: Michelle Hendry, CAO/Clerk  
Paula Macri, Planning Assistant  
Wendy Schroeder, Deputy Clerk
- Invited Guests: Jamie Robinson, MHBC Planners  
David Welwood, J.L. Richards  
Jason Ferrigan, J.L. Richards

**1. Roll Call and Call to Order** **3:00 p.m.**

- 2. Disclosure of Pecuniary Interest**  
Mayor Comrie requested that any pecuniary interest be declared for the record.  
None was declared.

- 3. Approval of the Agenda**
- Resolution No. 2024-422**  
**Moved by:** Councillor Bray  
**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the November 1, 2024 Special Council meeting,

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

- 4. Presentations and Delegations**
- 4.1 Proponents' presentations in respect of RFP 2024-09, Official Plan Five-Year Review and Comprehensive Zoning By-law Update
- 4.1.1 J.L Richards – David Welwood  
4.1.2 MHBC – Jamie Robinson



**5. Closed Session**

Council agreed that no closed session was required.

**6. Contract Award**

**Resolution No. 2024-423**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

RFP 2024-09 Official Plan Five Year Review and Comprehensive Zoning By-law Update

**THAT** the Council of the Municipality of Whitestone defers awarding of the contract to the regularly scheduled meeting on November 19th, 2024.

**Recorded Vote requested by Councillor Woods**

		YEAS	NAYS	ABSTAIN
Councillor	Lamb		X	
Councillor	Nash - absent			
Councillor	Woods	X		
Councillor	Bray	X		
Mayor	Comrie	X		

**Carried**

**7. Confirming By-law**

**Resolution No. 2024-424**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**THAT** By-law No. 58-2024, being the Confirmatory By-law for the Council Meeting of the Municipality of Whitestone on Friday November 1, 2024 is hereby enacted as passed this 1st day of November, 2024.

**Carried**

**8. Adjournment**

**Resolution No. 2024-425**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 5:00 p.m. until the Regular Council Meeting of Tuesday, November 19, 2024 at 10:00 a.m. or at the call of the chair.

**Carried**

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**George Comrie**

**Mayor**

---

**Michelle Hendry**

**CAO / Clerk**



**Minutes of the Cemetery Board  
meeting held on Thursday, May 2, 2024 at 4:00 p.m.  
at the Dunchuch Community Centre**

**Present:** Terry Brear  
Randy Johnson  
Paula Macri, Secretary  
Michael Musgrave  
Shelia Wesley  
Ron Whitmell

**Regrets:** Muriel Stiles  
Councillor Brian Woods

.....

**1. CALL TO ORDER**

Ron Whitmell called the meeting to order at 4:00 p.m.

**Indigenous Land Acknowledgement Statement**

*The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.*

*We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.*

*This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.*

**2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - None**

**3. ADOPTION OF AGENDA**

2024-01CB Moved by Michael Musgrave  
Seconded by Shelia Wesley

**WHEREAS** the members of the Cemetery Board have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented and circulated.

**Carried**

4. **ADOPTION OF MINUTES**

2024-02CB Moved by Sheila Wesley  
Seconded by Terry Brear

**WHEREAS** the Cemetery Board is in receipt of the minutes of the previous meeting;

**AND WHEREAS** there are no errors, omissions or amendments;

**BE IT RESOLVED THAT** the minutes of the meeting held November 15, 2023 be adopted as presented and the reading thereof dispensed with.

**Carried**

5. **DISCUSSIONS**

5.1 Review 2023 Cemetery Operations

- Net zero on operating costs
- Notation to be added to Schedule F of Municipality's Fees and Charges By-law No. 08-2024 indication that provincial regulations on Cemetery Fees will override posted Municipal Fees. (as indicated in item 7.2 below)
- Maintenance expenditures
  - Grass cutting
  - Filling of sunken graves
  - Repaint signs, as required

5.2 Review any observations of Cemetery status.

- Cemetery Tour of April 24, 2024 were reviewed for accuracy
- Cemetery Tour Notes will be forwarded to Municipality Public Works Department for action
- Works Department confirmed that 2024 grass cutting will be by the same contractor
- Volunteers should notify the Chair, Ron Whitmell, if grass cutting is required

6. **UNFINISHED BUSINESS**

6.1 Progress of data reconciliation & entry into Stone Orchard software database.

- 6.1.1 Fairholme Cemetery – 80% completed. Site verification required.
- 6.1.2 Whitestone Cemetery – 99% complete. 2024 updates will be required.
- 6.1.3 Maple Island Cemetery – 50% complete on verification, database entry to commence later in 2024.

7. **NEW BUSINESS**

7.1 Review 2024 operations activities for Bereavement Authority of Ontario report

- Volunteers to confirm all payments to the Municipality are completed for Interment Rights Sales, Monument placement and Interments.
- Volunteers to forward payment details to Ron Whitmell for inclusion on the 2024 Bereavement Authority of Ontario report

7.2 Recommend to Council updates to the Cemetery Fees for 2025

**THAT** Cemetery Board is hereby recommending to the Council of the Corporation of the Municipality of Whitestone that the Cemetery Fee structure be revised as below:

**SCHEDULE F**

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee	Proposed 2025
Burial Plot	Residents (interment rights)	\$220.00	
	Residents (perpetual care and maintenance)	\$350.00	
Cremation Plot	Non-residents (interment rights)	\$660.00	
	Non-residents (perpetual care and maintenance)	\$550.00	
	Residents (interment rights)	\$110.00	
	Residents (perpetual care and maintenance)	\$250.00	
Scattering	Non-residents (interment rights)	\$400.00	
	Non-residents (perpetual care and maintenance)	\$250.00	
	Residents (interment rights)	\$50.00	
	Residents (perpetual care and maintenance)	\$100.00	<b>\$115.00</b>
	Non-residents (interment rights)	\$75.00	
	Non-residents (perpetual care and maintenance)	\$100.00	<b>\$115.00</b>
Transfer of Internment Rights	(Note 1)	\$60.00	
Flat marker under 172 sq in		N/C	
Flat marker over 172 sq in		\$100.00	
Upright monument up to 4 X 4 ft		\$200.00	
Staking fee- Lots or Markers	(Note 2)	\$55.00	
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home	
Opening/Closing Cremation Lot	(Note 2)	\$120.00	
Bereavement Authority of Ontario License fee	All interments: burial, cremation or scattering	\$12.00	<b>\$30.00</b>
<p><b>Note 1</b> - No HST paid on this fee  <b>Note 2</b> - This fee is paid to the Cemetery Board Member or designate who performs work</p>			

- 7.3 Review and update Cemetery published documents.
- Shiela Wesley and Paula Macri to review website version of Handbook
- 7.4 Schedule the Cemetery Board meeting dates for 2024.
- Thursday, October 10, 2024 at 4:00 p.m.

8. CORRESPONDENCE - None

9. ANNOUNCEMENTS OR OTHER NEW BUSINESS - None

10. ADJOURNMENT

2024-03CB Moved by Terry Brear  
Seconded by Randy Johnson

**BE IT RESOLVED THAT** this Meeting be adjourned at 5:10 pm until the next regular meeting or at the call of the chair.

**Carried**



Ron Whitmell, Chair

  
Paula Macri, Secretary



**Minutes of the Cemetery Board  
meeting held on Thursday, October 10, 2024 at 4:00 p.m.  
at the Dunchuch Community Centre**

**Present:** Terry Brear  
Paula Macri, Secretary  
Muriel Stiles  
Ron Whitmell

**Regrets:** Randy Johnson  
Michael Musgrave  
Shelia Wesley  
Councillor Brian Woods

---

**1. CALL TO ORDER**

Ron Whitmell called the meeting to order at 4:00 p.m.

**Indigenous Land Acknowledgement Statement**

*The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.*

*We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.*

*This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.*

**2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - None**

**3. ADOPTION OF AGENDA**

2024-04CB Moved by Terry Brear  
Seconded by Muriel Stiles

**WHEREAS** the members of the Cemetery Board have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented and circulated.

**Carried**

**4. ADOPTION OF MINUTES**

2024-05CB Moved by Muriel Stiles  
Seconded by Terry Brear

**WHEREAS** the Cemetery Board is in receipt of the minutes of the previous meeting;

**AND WHEREAS** there are no errors, omissions or amendments;

**BE IT RESOLVED THAT** the minutes of the meeting held May 2, 2024 be adopted as presented and the reading thereof dispensed with.

**Carried**

**5. DISCUSSIONS**

5.1 Review 2024 Cemetery Operations

- To date there have been 2 casket burials and 11 cremation burials at all 3 Cemeteries. Scheduled for the remainder of 2024 there are 1 casket and 2 cremations, with an additional 2 burials in the discussion stage.
- Grass required cutting six times in 2024.

5.2 Review any observations or Cemetery status:

Public Works performed several repairs and service work at all three Cemeteries as listed below:

- Fairholme Cemetery
  - Straighten the front fence
  - Removed a tree by the shed
  - Brush cut along the north fence
  - Repair shed door latch
  - Spread soil and planted seed on the sunken graves
- Maple Island Cemetery
  - New shingles on roof of shed
  - Spread soil and planted seed on the sunken graves
  - Fell a dead tree on the west side
- Whitestone Cemetery
  - Top rail of fence was repaired
  - New shingles and roof repair on shed
  - Spread soil and planted seed on the sunken graves

**6. UNFINISHED BUSINESS**

6.1 Progress of data reconciliation & entry into Stone Orchard software database.

- 6.1.1 Fairholme Cemetery – 80% completed. Site verification required. All 2024 interments, monuments and lot sales recorded in database.

- 6.1.2 Whitestone Cemetery – 99% complete. 2024 updates will be required. All 2024 interments, monuments and lot sales recorded in database.
- 6.1.3 Maple Island Cemetery – 50% complete on verification, Terry reported Mike Musgrave to update at the next meeting.

**7. NEW BUSINESS**

2024-07CB Moved by Terry Brear  
Seconded by Muriel Stiles

7.1 Review Provincial updates to Cemetery Fees for 2025

Recommend to Council updates to the Cemetery Fees for 2025

**THAT** the Cemetery Board hereby recommends to the Council of the Corporation of the Municipality of Whitestone that the Cemetery Fee structure be revised to align with Provincial updates, as outlined below:

DRAFT



## SCHEDULE F

### Proposed Cemetery Rates and Fees 2025

All fees are subject to HST unless noted otherwise

Plots	Specifics	Current	2025	2025 Quote inclusive of HST
Burial Plot	Residents (interment rights)	\$220.00	\$242.00	\$273.46
	Residents (perpetual care and maintenance)	\$350.00	\$385.00	\$435.05
	Non-residents (interment rights)	\$660.00	\$726.00	\$820.38
	Non-residents (perpetual care and maintenance)	\$550.00	\$605.00	\$683.65
Cremation Plot	Residents (interment rights)	\$110.00	\$121.00	\$136.73
	Residents (perpetual care and maintenance)	\$250.00	\$275.00	\$310.75
	Non-residents (interment rights)	\$400.00	\$440.00	\$497.20
	Non-residents (perpetual care and maintenance)	\$250.00	\$275.00	\$310.75
Scattering	Residents (interment rights)	\$50.00	\$55.00	\$62.15
	Residents (perpetual care and maintenance)	\$115.00	\$126.00	\$142.38
	Non-residents (interment rights)	\$75.00	\$82.00	\$92.66
	Non-residents (perpetual care and maintenance)	\$115.00	\$126.00	\$142.38
Transfer of Internment Rights	See <b>Note 1</b>	\$60.00	\$66.00	\$66.00
Flat marker under 172 sq in		N/C		N/C
Flat marker over 172 sq in		\$100.00		\$113.00
Upright monument/marker up to 4 X 4 ft		\$200.00		\$226.00
Staking fee - Lots or Markers		\$55.00	\$60.00	\$67.80
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home		
Opening/Closing Cremation Lot		\$120.00	\$132.00	\$149.16
Bereavement Authority of Ontario License Fee	All Interments: burial, cremation or scattering	\$30.00	\$30.00	\$33.90

**Note 1** - No HST paid on this fee

- 7.2 Finalize 2024 record keeping for Bereavement Authority of Ontario license report
- verbal update
  - records are current and will be used for annual Operating License Renewal

- 7.3 Set Cemetery Board Meeting date:
- Thursday, May 8, 2025 at 4:00 p.m.

8. **CORRESPONDENCE** - None

9. **ANNOUNCEMENTS OR OTHER NEW BUSINESS**

- 9.1 Spring Cemetery Tour – scheduled for April 25, 2024. Suggested that David Creasor, Public Works Manager, participate in the Spring Cemetery Tour.
- 9.2 Muriel Stiles spoke about the white crosses that the Legion placed on the Veteran’s Headstone at the various cemeteries.

10. **ADJOURNMENT**

2024-07CB Moved by Terry Brear  
Seconded by Muriel Stiles

**BE IT RESOLVED THAT** this Meeting be adjourned at 4:31 pm until the next regular meeting or at the call of the chair.

**Carried**

\_\_\_\_\_  
Ron Whitmell, Chair

\_\_\_\_\_  
Paula Macri, Secretary

**WHITESTONE PUBLIC LIBRARY AND TECHNOLOGY CENTRE  
LIBRARY BOARD MEETING MINUTES**

DATE AND TIME	June 22, 2024; 6:00 PM
LOCATION	Virtual and Whitestone Public Library
ATTENDEES	A. Anklewicz, J. Davis, C. Gorrie, M. Johnson, C. Lamb, J. Lamb, P. Woehl Staff: E. Fincham
REGRETS	S. Wesley
CALL TO ORDER	P. Woehl called the meeting to order at 6:02 PM.

**DECLARATION OF CONFLICT OF INTEREST**

None

**APPROVAL OF AGENDA**

2024-21 Moved: C. Lamb

Carried Seconded: M. Johnson

Be it resolved that the Agenda for this meeting be approved as amended.

**APPROVAL OF CONSENT AGENDA**

2024-22 Moved: M. Johnson

Carried Seconded: C. Lamb

Be it resolved that the Consent Agenda be approved as amended.

**NEW BUSINESS**

**Strategic Plan Action Plan Updates**

E. Fincham shared the Strategic Plan Action Plan and noted which items were on target, including: collection development, staff training, and policies to improve staff retention. The Board discussed targets for the end of the year and for 2025.

**Author Chats**

E. Fincham and P. Woehl suggested that the library hold author chats more infrequently as opposed to monthly. The Board discussed aiming for quarterly or three times per year to allow for more build-up and speaker availability.

**BUSINESS ARISING**

**Ad hoc Evaluation Form Review Committee Update**

Deferred to the September meeting.

**Lions Club: York Street Bottle Shed**

E. Fincham shared the email from the Whitestone McKellar Lions Club, indicating that the library's interest in supporting the Lions in their work would be shared.

**McKellar Library Board – Library Tours**

P. Woehl updated on the local Library Tour. Board Members will visit the Sundridge Public Library, Whitestone Public Library, and the McKellar Public Library.

#### **Garden Beds Update**

P. Woehl had a meeting with J. Terry of the Dunchurch Agricultural Society. The Agricultural Society is relinquishing their stake in the garden beds. Going forward, the library will budget a small amount of money for maintenance and will start a committee to plan and manage the beds, including callouts for volunteers.

#### **Historical Photos Digitization**

E. Fincham updated on the progress of the digitization project being carried out by the Historical Society. The Historical Society has shared that they will be ceasing operations by the end of 2024. Funds to continue to the project will be granted to the library. The Historical Society will send an agreement to the library for how the funds are to be used. S. Mattheson is making great progress on updating the database of historical photos and documents.

#### **Service Ontario**

P. Woehl updated that she and E. Fincham met with representatives from Service Ontario in a virtual meeting. Service Ontario will be conducting a feasibility study.

#### **Summer Student Update**

E. Fincham updated that the library has hired a children's coordinator for 15 hours per week through the summer.

#### **Advocacy Committee Updates**

##### *Strawberry Social*

C. Gorrie updated that the Strawberry Social planning is complete. Volunteers are baking cakes and setting up the Community Centre on Monday, June 24. E. Fincham to have posters for the Book Sale at the Strawberry Social.

##### *Book Sale*

C. Lamb presented the list of themes for gift baskets: children's, handyman, romance, cooking, gardening. Items can be donated at the library, baskets to be assembled on July 22.

#### **CHAIR REPORT**

None

#### **ANNOUNCEMENTS AND INQUIRIES BY A BOARD MEMBER**

J. Lamb inquired about the reporter who attended the Gone Reading event. E. Fincham to report back to the board regarding the reporter's planned second visit to the library.

#### **UNFINISHED/ONGOING BUSINESS**

Strategic Plan

#### **QUESTION PERIOD FOR THE GENERAL PUBLIC**

None

**CLOSED SESSION**

None

Next meeting will be held at 6:00 PM on September 16, 2024 at the Whitestone Public Library.

**ADJOURNMENT**

2024-23            Moved: J. Lamb

Carried            Seconded: C. Gorrie

Be it resolved that the meeting adjourned at 7:08 PM.



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**Minutes of the Recreation Committee  
July 25, 2024, at 7:00 p.m.**

**Whitestone Library & Technology Centre**

**Present:** Deborah Comrie (Secretary)  
Mayor George Comrie- Telephone  
Tanya Fraser (Chair)  
Carol McClellan

**Staff:** Kassondra Keck

**Regrets:** Jessica Anne Dryer  
Jan Hill  
Andrew Lackram  
Melanie Stanford  
Patricia Xerri

**Guests:** None

.....  
**1. Roll Call and Call to Order** 7:01p.m.

**2. Disclosure of Pecuniary Interest**  
The Chair requested that any pecuniary interest be declared for the record.  
None declared.

**3. Approval of the Agenda**

**Resolution No. 2024-022RC**  
**Moved by:** Deborah Comrie  
**Seconded by:** George Comrie

**WHEREAS** the members of the Recreation Committee have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

**4. Approval of Minutes**

**Resolution No. 2024-023RC**

**Moved by:** Carol McClellan  
**Seconded by:** Deborah Comrie

4.1 Minutes of June 17, 2024

**WHEREAS** the Recreation Committee has reviewed the Minutes of June 17, 2024

**NOW THEREFORE BE IT RESOLVED THAT** the Minutes of the Recreation Committee dated June 17, 2024, be approved.

**Carried**

**5. Presentations - None**

**6. Reports/Correspondence**

6.1 Canada Day

The Canada Day event saw approximately 500 attendees. The Lions Club reported that the food was a hit, serving around 225 meals, and they're interested in handling the food again next year. Popcorn sales were also very strong. The boat races were extremely popular, and we may want to consider multiple heats next year, along with encouraging participants to wear life jackets. The drumming entertainment was missed this year.

6.2 Bingo

The first bingo night was the busiest with approximately 80 to 100 attendees. It has been running smoothly and the community is really enjoying it. Abby and Eli Taylor have been volunteering and selling items such as bingo dabbers and snacks

6.3 Archery

The Archery Program has seen good turnouts with some new faces, and overall, the program is running smoothly.

6.4 Revenue and Expense Report

The Recreation Committee reviewed the Expense Report to ensure everything was up to date and that all items were accounted for.

6.5 Resignation Letter- Jessica Anne Dryer

Jessica Anne Dryer has submitted her resignation from the Recreation Committee. The Committee extends their best wishes to her and will be sending a thank you letter in appreciation of her hard work.

**7. Discussions- none**

**8. Unfinished Business**

8.1 Summer Market

Tanya Fraser and Deborah Comrie, with assistance from Eva Fincham, will be organizing the Summer Market on August 4, 2024. Eva has created a spreadsheet

detailing all the vendors and their table locations. We anticipate having at least 20 vendors.

8.2 Food pantry

Deborah Comrie reported that the Recreation Committee has been offered a 10x10 shed for storing dry goods. Mayor Comrie will be contacting David Creasor and Bob Whitman to arrange for the shed to be moved to the dundome grounds

8.3 Soccer Program

The Soccer Program will not be running this year but the Committee would like to consider it for next year.

8.4 Fall Fair

Deborah Comrie reviewed the Fall Fair plan. The Recreation Committee will assist with outdoor board games and face painting in the dundome.

8.5 Fall Planning

Patricia Xerri will be leading two cooking classes with the assistance of Deborah Comrie, with dates to be announced. The Recreation Committee also discussed Halloween plans, including organizing a Haunted House in collaboration with the Library.

9. New Business-none

10. Adjournment

**Resolution No.2024-024RC**

**Moved by:** Mayor George Comrie

**Seconded by:** Carol McClellan

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this Meeting be adjourned at 8:30 p.m. until the next regular meeting of August 22, 2024 at 7:00 p.m. or at the call of the chair.

**Carried**



**Chair person for this meeting and Recording Secretary**





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**Minutes of the Recreation Committee  
August 22, 2024, at 7:00 p.m.**

**Whitestone Library & Technology Centre**

**Present:** Deborah Comrie (Secretary)  
Mayor George Comrie  
Jan Hill  
Carol McClellan

**Staff:** Kassondra Keck

**Regrets:** Tanya Fraser (Chair)  
Andrew Lackram  
Melanie Standford  
Patricia Xerri

**Guests:** None

.....  
**1. Roll Call and Call to Order** 7:01p.m.

**2. Disclosure of Pecuniary Interest**  
The Chair requested that any pecuniary interest be declared for the record.  
None declared.

**3. Approval of the Agenda**

**Resolution No. 2024-025RC**  
**Moved by:** Jan Hill  
**Seconded by:** Mayor George Comrie

**WHEREAS** the members of the Recreation Committee have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

**4. Approval of Minutes**

**Resolution No. 2024-026RC**  
**Moved by:** Carol McClellan

**Seconded by:** Mayor George Comrie

4.1 Minutes of July 25, 2024

**WHEREAS** the Recreation Committee has reviewed the Minutes of July 25, 2024

**NOW THEREFORE BE IT RESOLVED THAT** the Minutes of the Recreation Committee dated July 25, 2024, be approved.

**Carried**

**5. Presentations - None**

**6. Reports/Correspondence**

6.1 Summer Market

The Summer Market was a great success, featuring 15 vendors with multiple tables set up in both the Community Centre and the Dundome. Approximately 150 people attended between 11:00 a.m. and 1:00 p.m. Vendors expressed interest in participating again next year. Additionally, the Committee hosted a free BBQ, offering hamburgers, sausages, hotdogs, corn, watermelon, and refreshments, which was also very well received.

6.2 Fall Fair

There was a strong turnout on both days of the Fall Fair. The Recreation Committee assisted the library at the Fall Fair with face painting and games, while also engaging with the public to discuss their various Committee programs.

6.3 Bingo

This will be the last week of Bingo for the season. Overall there has been great turnouts and people enjoyed the snacks and refreshments that was available for purchase. The Recreation Committee will deliver the snack bar revenue to the Municipality in the coming weeks

6.4 Archery

The Archery Program has grown quite busy, with only two sessions remaining for the season. On the final day, the Recreation Committee will host a BBQ for participants. Next year, they plan to recruit more instructors and increase advertising efforts.

6.5 Revenue and Expense Report

The Recreation Committee reviewed the Expense Report to ensure everything was up to date and that all items were accounted for.

**7. Discussions- none**

**8. Unfinished Business**

8.1 Food Pantry

The Recreation Committee is still aiming to relocate the small building behind the Grange to a more centralized location for the Food Pantry. Additionally, the Committee would like to order a small shed for storage, with a goal of completing these tasks by the fall.

**9. New Business**

9.1 Approval of Invoice

**Resolution No. 2024-027RC**

**Moved by:** Jan Hill

**Seconded by:** Mayor George Comrie

**WHEREAS** the members of the Recreation Committee have reviewed the catering invoice for Earth Day provided by Patricia Xerri

**BE IT RESOLVED THAT** the Whitestone Recreation Committee approves the catering invoice for Earth Day in the amount of \$150.00.

9.2 Craft Nights

Craft Nights will resume in September. The Recreation Committee plans to purchase more craft supplies and will provide Kassondra Keck with a list of items to order.

9.3 Halloween

The Recreation Committee is well into planning for Halloween. There will be Trick-or-Treating at the Community Centre and a Haunted House at the Library, with the date still under discussion. Fire Volunteers will assist children in crossing the street safely.

9.4 Proposal for the Former Twist Property

The Recreation Committee has declined large community donations due to lack of storage space. They plan to propose to Council the temporary use of the former Twist building for storage.

9.5 Christmas Planning

Christmas Planning has been deferred to next meeting.

9.6 Budgeting for 2025

Deborah Comrie has created a draft budget sheet and will be sharing it with all Committee members for their feedback and approval. Once finalized, the Committee will submit the proposed budget to Council for review and approval.

**10. Adjournment**

**Resolution No.2024-028RC**


**Moved by:** Jan Hill

**Seconded by:** Mayor George Comrie

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this Meeting be adjourned at 8:42 p.m. until the next regular meeting of September 26, 2024 at 7:00 p.m. or at the call of the chair.

**Carried**



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**Chair**



---

**Recording Secretary**



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**Minutes of the Recreation Committee  
September 26, 2024, at 7:00 p.m.**

**Whitestone Library & Technology Centre**

**Present:** Alaina Barry  
Deborah Comrie (Secretary)  
Mayor George Comrie  
Tanya Fraser (Chair)  
Jan Hill  
Carol McClellan

**Staff:** None

**Regrets:** Kassondra Keck  
Andrew Lackram  
Melanie Stanford  
Patricia Xerri

**Guests:** Fire Chief Bob Whitman

.....  
1. **Roll Call and Call to Order** 7:11p.m.

2. **Disclosure of Pecuniary Interest**  
The Chair requested that any pecuniary interest be declared for the record.  
None declared.

3. **Approval of the Agenda**

**Resolution No. 2024-029RC**  
**Moved by:** Jan Hill  
**Seconded by:** Alaina Barry

**WHEREAS** the members of the Recreation Committee have been presented with the Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented.

**Carried**

4. **Approval of Minutes**

**Resolution No. 2024-030RC**

**Moved by:** Carol McClellan

**Seconded by:** Jan Hill

4.1 Minutes of August 22, 2024

**WHEREAS** the Recreation Committee has reviewed the Minutes of August 22, 2024

**NOW THEREFORE BE IT RESOLVED THAT** the Minutes of the Recreation Committee dated August 22, 2024, be approved.

**Carried**

**5. Presentations - None**

**6. Reports/Correspondence**

6.1 Craft Night

This week marked the first Craft Night of the season. The attendance was lower than expected but Deborah Comrie plans to explore new advertising strategies to increase participation.

6.2 Game Night

Game Night is still very successful. The Recreation Committee has added a Trivia Night which has become very popular. Trivia Night will be happening bi-weekly.

6.3 Bingo

Bingo has now concluded for the season. Overall, there were great turnouts, and participants enjoyed the snacks and refreshments available for purchase, thanks to the efforts of the volunteers. The Recreation Committee would like to extend their gratitude to Abby and Eli Taylor for their hard work and dedication at the Snack Bar. A total of \$600.00 in revenue was generated, and the Committee will deliver the funds to the Municipality in the coming weeks.

6.4 Archery

Archery has now concluded for the season. On the last day of the Archery Program there was 42 attendees and the season as a whole was successful. Next year, they plan to recruit more instructors and increase advertising efforts. The Recreation Committee also plans to reach out to the Rod and Gun Club to see if anyone would like to be an instructor.

6.5 Revenue and Expense Report

The Recreation Committee reviewed the Expense Report to ensure everything was up to date and that all items were accounted for.

**7. Discussions- none**

## 8. Unfinished Business

### 8.1 Food Pantry

The Recreation Committee continues to work on relocating the small building behind the Grange, donated to the Municipality, to a more central location for the Food Pantry. The move will proceed once the Municipality confirms ownership of the building.

### 8.2 Halloween

Alaina Barry and Meagan Meyntz are planning a haunted house at the Whitestone Library and a trick or treat event at the Community Centre on October 26<sup>th</sup>, from 6:00 p.m. to 8:00 p.m. Fire Department volunteers will help assist children crossing the street.

### 8.3 Proposal for the Twist Property

Proposal for the Twist Property has been deferred to the next meeting.

### 8.4 Christmas Planning

The Recreation Committee will not be able to plan the Christmas Parade this year due to policing requirements. However, the Committee is hosting Cookie Decorating with Santa again but has not yet chosen a date in December. Tanya Fraser has reached out to Rebecca Green and Louise Ford regarding the Secret Santa Event they are organizing, to confirm a date. The Committee will be purchasing additional Christmas decorations this year to enhance their existing collection.

### 8.5 Christmas Tree

The Recreation Committee is considering placing donation jars in the community to raise funds for the Christmas tree lighting. Tanya Fraser will reach out to the Duck Rock General Store to inquire about placing a donation jar there. Mayor George Comrie and David Creasor are still discussing ideas for the tree.

### 8.6 Budget for 2025

The budget for 2025 has been deferred to next meeting.

## 9. New Business

### 9.1 Christmas Craft Sale

The Christmas Craft Sale is being held November 1<sup>st</sup> and 2<sup>nd</sup> by Jan Hill. The vendor list is now full and should be a success. The Committee will reach out to David Creasor to see if Facilities can help set up the vendor tables.

## 10. Adjournment

**Resolution No.2024-031RC**

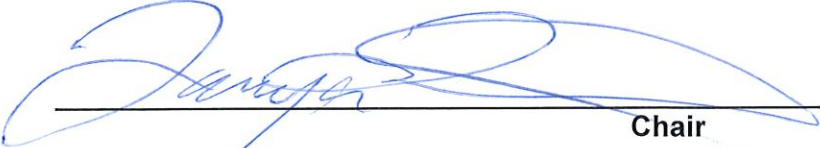
**Moved by:** Alaina Barry


**Seconded by:** Deborah Comrie

**WHEREAS** the business of this Meeting has concluded;

**NOW THEREFORE BE IT RESOLVED THAT** this Meeting be adjourned at 8:20 p.m. until the next regular meeting of October 24, 2024 at 7:00 p.m. or at the call of the chair.

**Carried**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Recording Secretary



# ACCOUNTS PAYABLE

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2024-00170 to 2024-00203

Bank Code - AP - AP-GENERAL OPER

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37415</b>	<b>2024-10-01</b>	<b>VOID - Cheque Printing</b>			
<b>37416</b>	<b>2024-10-01</b>	<b>MAP Sundridge</b>			
100261/3		16-404 - 2017 Freightliner Single	Supplies	25.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.22 NL	27.98
800098/3		16-421 - 2010 Grader - Mainten:	Supplies	121.91	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.46	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.57 NL	135.37
800097/3		19-343 - Road-Heavy Duty Pick	Credit	-175.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	-19.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	-22.47 NL	-195.28
106529/3		16-404 - 2017 Freightliner Single	Supplies	22.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.53	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	2.93 NL	25.47
895081/3		16-404 - 2017 Freightliner Single	repairs	82.72	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.14	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.57 NL	91.86
			Payment Total:		85.40
<b>37417</b>	<b>2024-10-01</b>	<b>REV - Captain Estates Road Assoc.</b>			
<b>37418</b>	<b>2024-10-01</b>	<b>Demain Tire</b>			
279324		16-242 - Station 1 - Rescue #1 li	Service Call	156.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.25	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	19.95 NL	173.45
<b>37419</b>	<b>2024-10-01</b>	<b>ULINE</b>			
14880453		16-806 - Library - Building Maint	anti-slip tape	157.92	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.44	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.17 NL	175.36
<b>37420</b>	<b>2024-10-01</b>	<b>Sun Life Assurance Company of Canada</b>			
00220316		16-094 - Council Health Benefit	EAP Dues	39.69	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.38	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	5.07 NL	44.07
<b>37421</b>	<b>2024-10-01</b>	<b>McGee Lake Road Owner's Assoc.</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	1,254.47	1,254.47
<b>37422</b>	<b>2024-10-01</b>	<b>Ian Dunbar Sykes Lane</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	1,157.04	1,157.04
<b>37423</b>	<b>2024-10-01</b>	<b>Red Gate Lane Association</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	607.22	607.22
<b>37424</b>	<b>2024-10-01</b>	<b>Chimo Cove Club</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	1,083.01	1,083.01
<b>37425</b>	<b>2024-10-01</b>	<b>Creek Trail Road Association</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	910.82	910.82
<b>37426</b>	<b>2024-10-01</b>	<b>Macey Drive Association</b>			
2024 Road Gran		16-440-4 - Roads Grant Program	2024 Road Grant	1,025.61	1,025.61

**Municipality of Whitestone**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37427</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Gary Green Hayles's Road</b> 16-440-4 - Roads Grant Program	2024 Road Grant	1,197.79	1,197.79
<b>37428</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Steve Deuchars Shaker Lane</b> 16-440-4 - Roads Grant Program	2024 Road Grant	1,656.95	1,656.95
<b>37429</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Nancy Ingram Beaver Dam Rd</b> 16-440-4 - Roads Grant Program	2024 Road Grant	2,486.26	2,486.26
<b>37430</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Debbie Wildman Cairnie Rd</b> 16-440-4 - Roads Grant Program	2024 Road Grant	796.03	796.03
<b>37431</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Ted Greenwood Greenwood Way</b> 16-440-4 - Roads Grant Program	2024 Road Grant	531.69	531.69
<b>37432</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Ted Greenwood Karbehuwe Rd</b> 16-440-4 - Roads Grant Program	2024 Road Grant	169.94	169.94
<b>37433</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Dennis Nickles Nickles Cove Rd</b> 16-440-4 - Roads Grant Program	2024 Road Grant	722.00	722.00
<b>37434</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Erin Lane Road Association</b> 16-440-4 - Roads Grant Program	2024 Road Grant	1,329.22	1,329.22
<b>37435</b>	<b>2024-10-01</b>	<b>VOID - Cheque Printing</b>			
<b>37436</b> 4343242	<b>2024-10-01</b>	<b>Gro-Bark Ontario Limited</b> 19-813-4 - Mulch Church Street 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Supplies HST Tax Code HST Tax Code	3,915.73 432.51 500.24 NL	4,348.24
<b>37437</b> 2024 Road Gran	<b>2024-10-01</b>	<b>Jamie Enslin Bear Hug Lane</b> 16-440-4 - Roads Grant Program	2024 Road Grant	1,025.61	1,025.61
<b>37438</b> Sept 24	<b>2024-10-08</b>	<b>CASH</b> 11-225 - Due to Municipality Of	Gift Purchase Volunteer Ap	500.00	500.00
<b>37439</b> Sept/24	<b>2024-10-08</b>	<b>Geoff Scanlan</b> 15-330 - Roads Revenue	return of deposit	500.00	500.00
<b>37440</b> 174407	<b>2024-10-08</b>	<b>Bell Canada - Public Access</b> 16-787 - Recreation - Public Pay 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Pay Telephone HST Tax Code HST Tax Code	50.88 5.62 6.50 NL	56.50
<b>37441</b> 1969	<b>2024-10-08</b>	<b>J&amp;L Concepts</b> 16-123 - Admin - Volunteer Appr 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	24 can coolers HST Tax Code HST Tax Code	726.82 80.28 92.85 NL	807.10
<b>37442</b>	<b>2024-10-15</b>	<b>VOID - Cheque Confirmation</b>			
<b>37443</b> 3026092410351	<b>2024-10-15</b>	<b>Minister of Finance-Policing</b> 16-274 - Policing Levy	August Policing Services	34,007.00	34,007.00
<b>37444</b>	<b>2024-10-23</b>	<b>VOID - Cheque Confirmation</b>			

**Municipality of Whitestone**  
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**COMPUTER CHEQUE**

<b>Payment # Invoice #</b>	<b>Date</b>	<b>Vendor Name GL Account</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
37445	2024-10-23	VOID - Cheque Confirmation			
37446	2024-10-23	VOID - Cheque Confirmation			
37447	2024-10-23	VOID - Cheque Confirmation			
37448	2024-10-23	VOID - Cheque Confirmation			
37449	2024-10-23	VOID - Cheque Confirmation			
37450	2024-10-23	VOID - Cheque Confirmation			
37451	2024-10-23	VOID - Cheque Confirmation			
37452	2024-10-23	VOID - Cheque Confirmation			
37453	2024-10-23	VOID - Cheque Confirmation			
37454	2024-10-23	VOID - Cheque Confirmation			
37455	2024-10-23	VOID - Cheque Confirmation			
37456	2024-10-23	VOID - Cheque Confirmation			
37457	2024-10-23	VOID - Cheque Confirmation			
37458	2024-10-23	VOID - Cheque Confirmation			
37459	2024-10-23	VOID - Cheque Confirmation			
37460	2024-10-23	VOID - Cheque Confirmation			
37461	2024-10-23	VOID - Cheque Confirmation			
37462	2024-10-23	VOID - Cheque Confirmation			
37463	2024-10-23	VOID - Cheque Confirmation			
37464	2024-10-23	VOID - Cheque Printing			
37465	2024-10-23	VOID - Cheque Printing			

**Municipality of Whitestone**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37466</b>	<b>2024-10-23</b>	<b>VOID - Cheque Printing</b>			
<b>37467</b>	<b>2024-10-23</b>	<b>VOID - Cheque Printing</b>			
<b>37468</b>	<b>2024-10-23</b>	<b>MHBC Planning LTD</b>			
5034842		16-843 - Planning & Developmei	Consulting services	264.58	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.80	NL 293.80
5034841		16-843 - Planning & Developmei	Consulting services	621.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	68.62	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	79.37	NL 689.87
5034843		16-843 - Planning & Developmei	Consulting services	340.90	
		11-210-2 - A/R HST Receivable	HST Tax Code	37.65	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	43.55	NL 378.55
5034844		16-843 - Planning & Developmei	Consulting Services	357.18	
		11-210-2 - A/R HST Receivable	HST Tax Code	39.45	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	45.63	NL 396.63
5034601-R		16-843 - Planning & Developmei	consulting services	94.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.40	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.03	NL 104.53
5034603		16-843 - Planning & Developmei	consulting services	1,886.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	208.33	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	240.96	NL 2,094.46
5034604		16-843 - Planning & Developmei	consulting services	1,397.17	
		11-210-2 - A/R HST Receivable	HST Tax Code	154.32	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	178.49	NL 1,551.49
5034605		16-843 - Planning & Developmei	consulting services	637.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	70.36	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	81.38	NL 707.38
5034606		16-843 - Planning & Developmei	consulting services	1,083.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	119.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	138.45	NL 1,203.45
			Payment Total:		7,420.16
<b>37469</b>	<b>2024-10-23</b>	<b>Cunningham Swan Lawyers</b>			
197406		16-120 - Admin - Legal Expense	legal services	305.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	33.72	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	39.00	NL 339.00
<b>37470</b>	<b>2024-10-23</b>	<b>TKO Custom Construction</b>			
281		16-513 - Maple Is. Cemetery -M	supplies	1,970.44	
		16-522 - Whitestone Cemetery -	supplies	1,970.45	
		11-210-2 - A/R HST Receivable	HST Tax Code	435.28	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	503.45	NL 4,376.17
282		16-239 - Station 1 - Building Mtc	Fix shingles on Fire Hall	285.39	
		11-210-2 - A/R HST Receivable	HST Tax Code	31.52	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	36.46	NL 316.91
			Payment Total:		4,693.08
<b>37471</b>	<b>2024-10-23</b>	<b>Minister Of Finance</b>			
68368		16-845-8 - Land Use permit Wa	Crown land permit - Wahwa	93.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.32	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.94	NL 103.75

**Municipality of Whitestone**  
**List of Accounts for Approval**  
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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37472</b> 15012034	<b>2024-10-23</b>	<b>ULINE</b> 16-113 - Admin - Office Equipme 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	conference room chair HST Tax Code HST Tax Code	328.18 36.25 41.93 NL	364.43
<b>37473</b> Oct 21/24 RDD	<b>2024-10-23</b>	<b>Sandra Lee Ann King</b> 15-329 - Roads Damage Deposi	return of rd dam. dep.-43 Ci	1,000.00	1,000.00
<b>37474</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Vittorio Chini Booth Road</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Booth R	1,386.62	1,386.62
<b>37475</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Gibson Bay Road Association</b> 16-440-4 - Roads Grant Program	2024 Road Grant- Gibson E	3,634.14	3,634.14
<b>37476</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Thomas Windebank Running Bear Lane</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Running	1,305.10	1,305.10
<b>37477</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Fairholme Lake Road Cottage Association</b> 16-440-4 - Roads Grant Program	2024 Road Grant- Fairholm	1,484.77	1,484.77
<b>37478</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Eli Lane Cottage Assoc.</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Eli Lane	1,042.25	1,042.25
<b>37479</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Langford Drive</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Langfor	549.82	549.82
<b>37480</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Amorak Trail Association</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Amorak	2,962.05	2,962.05
<b>37481</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Debois Trail Road Association</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Debois 1	738.64	738.64
<b>37482</b> 2024 Road Gran	<b>2024-10-23</b>	<b>Snakeskin Trail</b> 16-440-4 - Roads Grant Program	2024 Road Grant - Snakesk	549.82	549.82
<b>37483</b> 2024 Road Gran	<b>2024-10-23</b>	<b>The Blackflies</b> 16-440-4 - Roads Grant Program	2024 Road Grant - The Blac	968.22	968.22
<b>37484</b> Aug 8/24	<b>2024-10-23</b>	<b>Canadian Tire</b> 16-210 - Fire - Miscellaneous	ice river (orig. invoice was k	22.45	22.45
<b>37485</b> Oct 15/24 RDD	<b>2024-10-23</b>	<b>Bernard Watt</b> 15-329 - Roads Damage Deposi	Return of rd damage depos	1,000.00	1,000.00
<b>37486</b> Oct 15/24 RDD	<b>2024-10-23</b>	<b>Scott &amp; Ressa Hughes</b> 15-329 - Roads Damage Deposi	return of rd damage dep.- 3	1,000.00	1,000.00
<b>37487</b> 10048	<b>2024-10-23</b>	<b>Blitz Electric</b> 16-703 - Dunchurch Hall - Bld M 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	service call - Oct. 2 HST Tax Code HST Tax Code	381.48 42.13 48.73 NL	423.61
10047		16-742 - Pavilion - Building Mtce 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	service call - Sept. 13 HST Tax Code HST Tax Code	351.66 38.85 44.93 NL	390.51
Payment Total:					814.12
Total Computer Cheque:					88,029.20

**ONLINE BANKING**

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2024-00170 to 2024-00203

Payment # Invoice #	Date GL Account	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
<b>OB-016</b>	<b>2024-10-02</b>	<b>Bell Canada</b>			
Sept 24 P.W.	16-324 - Garage Telephone		Sept. 2024 Public Works	53.57	
	11-210-2 - A/R HST Receivable		HST Tax Code	5.91	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	6.84	NL 59.48
Sept 24 Office	16-109 - Admin - Telephone		September 2024 Office	261.79	
	11-210-2 - A/R HST Receivable		HST Tax Code	28.91	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	33.44	NL 290.70
Sept. 24 MI	16-720 - Maple Is. Hall - Teleph		September 2024 Maple Isla	63.74	
	11-210-2 - A/R HST Receivable		HST Tax Code	7.04	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	8.14	NL 70.78
Sept 24 CC	16-706 - Dunchurch Hall - Telep		September 2024 Communit	53.57	
	11-210-2 - A/R HST Receivable		HST Tax Code	5.91	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	6.84	NL 59.48
Sept 24 Stn 2	16-257 - Station 2 - Telephone		September 2024 Fire Statio	79.46	
	11-210-2 - A/R HST Receivable		HST Tax Code	8.78	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	10.15	NL 88.24
Sept 24 Stn 1	16-237 - Station 1 - Telephone		September 2024 Fire Statio	74.94	
	11-210-2 - A/R HST Receivable		HST Tax Code	8.27	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	9.57	NL 83.21
			Payment Total:		651.89
<b>OB-017</b>	<b>2024-10-02</b>	<b>Bell Mobility Inc.</b>			
Sept 24 Cell	16-109 - Admin - Telephone		September 2024 Admin	7.12	
	16-092 - Council - Miscellaneous		September 2024 Council	39.94	
	16-322 - Cell Phone		September 2024 - DC	34.95	
	16-283-1 - Cell Phone		September 2024 - JO	33.58	
	16-322 - Cell Phone		September 2024 - TT	33.74	
	16-109 - Admin - Telephone		September 2024 - MH	37.33	
	11-210-2 - A/R HST Receivable		HST Tax Code	20.63	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	23.86	NL 207.29
<b>OB-018</b>	<b>2024-10-02</b>	<b>Hydro One Networks Inc.-Auld</b>			
Sept 24 Aulds	16-466-1 - Aulds Landfill - Hydr		September 2024 Aulds	90.75	
	16-466-1 - Aulds Landfill - Hydr		September 2024 Aulds	-17.21	
	16-466-1 - Aulds Landfill - Hydr		September 2024 Aulds - lat	1.25	
	11-210-2 - A/R HST Receivable		HST Tax Code	10.02	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	11.59	NL 84.81
<b>OB-019</b>	<b>2024-10-02</b>	<b>Hydro One Networks Inc.-York</b>			
Sept 24 YL	16-446-1 - York Landfill - Hydro		September 2024 York Land	64.17	
	16-446-1 - York Landfill - Hydro		September 2024 York Land	-12.17	
	11-210-2 - A/R HST Receivable		HST Tax Code	7.09	
	99-999-1 - HST (Statistical) Non-		HST Tax Code	8.20	NL 59.09
<b>OB-020</b>	<b>2024-10-02</b>	<b>Municipality Of McDougall</b>			
25456	16-471 - Auld Landfill - Bulk Wa		Household waste - Auld	822.00	
	16-459 - York Landfill - Bulk Wa		Household waste - York	878.17	1,700.17
<b>OB-021</b>	<b>2024-10-22</b>	<b>TD Visa</b>			
Oct 24 Visa MK	11-225 - Due to Municipality Of		October 2024 Visa - MK	42.12	42.12
<b>OB-022</b>	<b>2024-10-22</b>	<b>TD Visa</b>			
Jun 24 Visa Lib	11-223 - Due to Due (from) Libre		Jun 24 Visa Lib -pd in June,	289.72	289.72
<b>OB-023</b>	<b>2024-10-22</b>	<b>TD Visa</b>			
Oct 24 Visa Lib	11-223 - Due to Due (from) Libre		Oct 2024 Visa - Library	957.26	957.26

**Municipality of Whitestone**  
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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>OB-024</b>	<b>2024-10-22</b>	<b>TD Visa</b>			
Oct 24 Visa WS		16-798 - After School Program	OPP - Criminal Record Che	41.00	
		16-113 - Admin - Office Equipme	Amazon - file cabinet for AP	132.28	
		16-123 - Admin - Volunteer Appr	Amazon - file cabinet for AP	29.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.81	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.60	NL 220.09
<b>OB-025</b>	<b>2024-10-29</b>	<b>Bell Canada</b>			
Oct 24 CC		16-706 - Dunchurch Hall - Telep	Oct 2024 Community Centr	53.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84	NL 59.48
Oct 24 PW		16-324 - Garage Telephone	Oct 24 Public Works	53.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84	NL 59.48
Oct 24 F Stn 1		16-237 - Station 1 - Telephone	Oct 24 Fire Stn. 1	74.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.27	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.57	NL 83.21
Oct 24 F Stn 2		16-257 - Station 2 - Telephone	Oct 24 Fire Stn. 2	79.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.15	NL 88.24
Oct 24 MI		16-720 - Maple Is. Hall - Teleph	Oct 24 Maple Island	63.74	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.14	NL 70.78
Oct 24 Office		16-109 - Admin - Telephone	Oct 24 Office	261.79	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.44	NL 290.70
			Payment Total:		651.89
<b>OB-026</b>	<b>2024-10-29</b>	<b>Hydro One Networks Inc.-All</b>			
Oct 24		16-743 - Pavilion - Hydro	October 2024 - Pavilion	115.74	
		16-743 - Pavilion - Hydro	October 2024 - Pavilion	-21.95	
		16-705 - Dunchurch Hall - Hydr	October 2024 - Dunchurch l	358.84	
		16-705 - Dunchurch Hall - Hydr	October 2024 - Dunchurch l	-68.06	
		16-439 - Roads - Street Lights	October 2024 - Roads - Stre	17.36	
		16-439 - Roads - Street Lights	October 2024 - Roads - Stre	-3.29	
		16-439 - Roads - Street Lights	October 2024 - Street Light	312.24	
		16-439 - Roads - Street Lights	October 2024 - Street Light	-59.22	
		16-323 - Garage - Hydro	October 2024 - Garage	212.80	
		16-323 - Garage - Hydro	October 2024 - Garage	-40.36	
		16-232 - Station 1 - Hydro	October 2024 - Stn. 1	943.70	
		16-232 - Station 1 - Hydro	October 2024 - Stn. 1	-178.98	
		16-251 - Station 2 - Hydro	October 2024 - Stn. 2	60.43	
		16-251 - Station 2 - Hydro	October 2024 - Stn. 2	-11.46	
		16-719 - Maple Is. Hall - Heat/Hy	October 2024 - Maple Is. H	75.54	
		16-719 - Maple Is. Hall - Heat/Hy	October 2024 - Maple Is. H	-14.33	
		16-719 - Maple Is. Hall - Heat/Hy	October 2024 - Maple Is. Li	35.44	
		16-719 - Maple Is. Hall - Heat/Hy	October 2024 - Maple Is. Li	-4.79	
		16-731-3 - 2125 HWY 124 - Hyd	October 2024 - 2125 Hwy 1	46.83	
		16-731-3 - 2125 HWY 124 - Hyd	October 2024 - 2125 Hwy 1	-8.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	240.68	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	278.37	NL 2,008.28
<b>OB-027</b>	<b>2024-10-29</b>	<b>Minister Of Finance</b>			
Sep24 Adm Ren		12-332 - Employer Health Tax	Sept 1 - 30 Admin Remittan	1,890.61	1,890.61



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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
Oct 24 F & C		12-332 - Employer Health Tax	Oct 1 - 30 Fire and Council	497.73	497.73
				Payment Total:	2,388.34
<b>OB-028</b>	<b>2024-10-29</b>	<b>Receiver General</b>			
Oct24 Remit F&		12-331 - Payroll Deductions	October 1 - 30 - Remit - Fire	4,986.54	4,986.54
Sep24 Remit Ad		12-331 - Payroll Deductions	Sept 1 - 30 Remittance - Ad	24,714.44	24,714.44
				Payment Total:	29,700.98
<b>OB-029</b>	<b>2024-10-29</b>	<b>Workplace Safety Insurance Bd.</b>			
Year End Recon		16-204 - Fire - Workplace Safety	Year End Reconcil. balance	269.32	269.32
Q3 Remittance		12-335 - WSIB	Q3 Remittance - Admin	11,099.94	
		16-275 - By-Law Enforcement	Q3 Remittance - By-Law	351.37	
		16-204 - Fire - Workplace Safety	Q3 Remit - Fire	865.94	12,317.25
				Payment Total:	12,586.57
<b>OB-030</b>	<b>2024-10-29</b>	<b>Bell Canada</b>			
Oct 24 Internet		16-162 - High Speed Internet	High Speed Internet	166.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	21.32 NL	185.32
<b>OB-031</b>	<b>2024-10-29</b>	<b>Bell Mobility Inc.</b>			
Oct 24 Cell		16-109 - Admin - Telephone	Admin	7.12	
		16-092 - Council - Miscellaneous	Council	39.94	
		16-322 - Cell Phone	David Creasor	37.00	
		16-283-1 - Cell Phone	Jaime Osborne	33.58	
		16-322 - Cell Phone	Tim Tilson	33.70	
		16-109 - Admin - Telephone	Admin (included early hardv	130.38	
		11-210-2 - A/R HST Receivable	HST Tax Code	31.15	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	36.02 NL	312.87
<b>OB-032</b>	<b>2024-10-29</b>	<b>Hydro One Networks Inc.-Auld</b>			
Oct 24 - Aulds		16-466-1 - Aulds Landfill - Hydr	Aulds Landfill - late paymen	1.25	
		16-466-1 - Aulds Landfill - Hydr	Aulds Landfill	211.48	
		16-466-1 - Aulds Landfill - Hydr	Aulds Landfill - rebate	-40.11	
		16-466-1 - Aulds Landfill - Hydr	Aulds Landfill - previous pay	-84.81	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.36	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	27.02 NL	111.17
<b>OB-033</b>	<b>2024-10-29</b>	<b>Hydro One Networks Inc.-York</b>			
Oct 24 - York		16-446-1 - York Landfill - Hydro	October 24 - York Landfill	59.82	
		16-446-1 - York Landfill - Hydro	October 24 - York Landfill	-11.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.61	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	7.64 NL	55.08
<b>OB-034</b>	<b>2024-10-29</b>	<b>Sun Life Assurance Company of</b>			
Sep24 Benefits		12-334 - Health Benefits	Sept benefits - pd in Aug, ps	7,766.40	7,766.40
<b>OB-035</b>	<b>2024-10-29</b>	<b>TD Visa</b>			
Oct Visa MH		16-103 - Admin - Membership/Si	Costco - business members	66.14	
		16-790 - Recreation Cmttee-Pro	Amazon	54.12	
		16-790 - Recreation Cmttee-Pro	Amazon	12.59	
		16-790 - Recreation Cmttee-Pro	Amazon	30.61	
		16-110 - Admin - Office Supplies	Sandhill Nursery	305.25	
		16-790 - Recreation Cmttee-Pro	Amazon	66.81	
		16-790 - Recreation Cmttee-Pro	Amazon	51.59	
		16-790 - Recreation Cmttee-Pro	Amazon	74.27	
		16-123 - Admin - Volunteer Appi	Amazon	41.06	

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-790 - Recreation Cmttee-Pro	Costco	537.05	
		16-123 - Admin - Volunteer Appr	Amazon	229.13	
		16-790 - Recreation Cmttee-Pro	Amazon	46.43	
		16-790 - Recreation Cmttee-Pro	Costco	40.69	
		16-790 - Recreation Cmttee-Pro	Costco	40.69	
		16-790 - Recreation Cmttee-Pro	Costco	101.74	
		11-130 - Chequing Account	payment	-1,630.84	
		16-104 - Admin - Training Exper	AMCTO	365.32	
		16-103 - Admin - Membership/Si	Amazon Prime Membership	100.74	
		16-108 - Admin - Advertising	Beverleys	114.94	
		16-710 - Dunchurch Hall -High S	Starlink	142.46	
		11-130 - Chequing Account	payment	-1,000.00	
		16-126 - Admin - Communicatioi	Mailchimp	36.56	
		16-790 - Recreation Cmttee-Pro	Amazon - credit	-0.01	
		16-115 - Admin - Computer Supj	Google	285.74	
		16-118 - Admin - Financial Expe	over limit fee	29.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	303.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	350.55	NL 445.19
<b>OB-036</b>	<b>2024-10-31</b>	<b>TD Visa</b>			
Oct Visa DC		16-262 - Station 2 - Internet	Starlink	142.46	
		16-452 - York Landfill - Maintena	Walmart	21.62	
		16-473 - Auld Landfill - Maintena	Walmart	21.61	
		16-769 - Facilities / Parks Mainte	Walmart	21.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.89	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	26.48	NL 230.20
<b>OB-037</b>	<b>2024-10-31</b>	<b>TD Visa</b>			
June Visa DC		19-810-1 - 2211 HWY 124 Lanc	Parry Sound Home Hardwa	203.51	
		19-810-1 - 2211 HWY 124 Lanc	Canadian Tire	167.89	
		16-452 - York Landfill - Maintena	Walmart	60.03	
		16-473 - Auld Landfill - Maintena	Walmart	60.03	
		16-769 - Facilities / Parks Mainte	Walmart	60.03	
		16-452 - York Landfill - Maintena	Walmart	45.39	
		16-473 - Auld Landfill - Maintena	Walmart	45.40	
		16-769 - Facilities / Parks Mainte	Walmart	45.39	
		16-452 - York Landfill - Maintena	Walmart	61.06	
		16-304 - Roads-Office-Training/l	Paypal	20.35	
		16-304 - Roads-Office-Training/l	BIS	61.01	
		16-320 - Garage - Mtc/Supplies/	Walmart	47.67	
		16-320 - Garage - Mtc/Supplies/	Walmart	103.36	
		16-452 - York Landfill - Maintena	Canadian Tire	203.47	
		16-473 - Auld Landfill - Maintena	Canadian Tire	183.12	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-115 - Admin - Computer Supj	Google	266.69	
		11-210-2 - A/R HST Receivable	HST Tax Code	172.49	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	199.51	NL 1,837.43

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>OB-038</b>	<b>2024-10-31</b>	<b>TD Visa</b>			
Apr Visa DC		16-399 - Roads-Boat Launch Gc	Onlands	5.09	
		16-703 - Dunchurch Hall - Bld M	Gray's Paint	155.14	
		16-703 - Dunchurch Hall - Bld M	Home Depot	40.24	
		16-320 - Garage - Mtc/Supplies/	Freshco	105.94	
		16-703 - Dunchurch Hall - Bld M	Gray's Paint	74.52	
		16-320 - Garage - Mtc/Supplies/	Dollar Tree	6.19	
		16-769 - Facilities / Parks Mainte	Canadian Tire	23.89	
		16-115 - Admin - Computer Supj	Google	266.69	
		16-703 - Dunchurch Hall - Bld M	Gray's Paint	74.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	71.37	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	82.55	NL 823.59
<b>OB-039</b>	<b>2024-10-31</b>	<b>TD Visa</b>			
Aug Visa DC		16-262 - Station 2 - Internet	Starlink	142.46	
		16-320 - Garage - Mtc/Supplies/	Freshco	8.45	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.09	
		16-843 - Planning & Developmei	Onlands	5.65	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.42	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.15	NL 189.25
			Total Online Banking:		63,505.00

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>2514</b>	<b>2024-10-07</b>	<b>Adams Bros Construction Ltd</b>			
175658		16-334 - Garage - Building Main	septic pumping	738.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	81.60	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	94.38	NL 820.38
176074		16-452 - York Landfill - Maintene	Service Customer owned to	101.76	
		16-473 - Auld Landfill - Maintene	Service Customer owned to	101.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	26.00	NL 226.00
			Payment Total:		1,046.38
<b>2515</b>	<b>2024-10-07</b>	<b>A.J. Stone Company Ltd.</b>			
0000186331		16-268 - SCBA Testing	Annual SCBA Flowtest	1,282.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	141.61	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	163.79	NL 1,423.74
<b>2516</b>	<b>2024-10-07</b>	<b>George Comrie</b>			
Sept 27/24		16-091 - Council - Travel	Mileage re DPSMA Meeting	114.35	114.35
<b>2517</b>	<b>2024-10-07</b>	<b>District of Parry Sound.Social Service</b>			
Q3 Levy		16-618 - Dist. Soc. Services (DS	Q3 Levy for 2024	71,217.62	71,217.62
<b>2518</b>	<b>2024-10-07</b>	<b>Glen Martin Limited</b>			
407091		16-741 - Pavilion - Supplies	supplies	113.18	
		11-210-2 - A/R HST Receivable	HST Tax Code	12.50	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	14.46	NL 125.68
<b>2519</b>	<b>2024-10-07</b>	<b>Hicks Morley LLP</b>			
706745		16-120 - Admin - Legal Expense	legal services	805.94	

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Invoice #		GL Account				
		11-210-2 - A/R HST Receivable		HST Tax Code	89.02	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	102.96	NL 894.96
<b>2520</b>	<b>2024-10-07</b>	<b>Local Authority Services Ltd.</b>				
MGBP00000724		16-394-1 - 2018 Dodge Ram M		Roads - winter tires	763.20	
		16-775 - 2016 Facilities Truck - I		Roads - winter tires	1,215.20	
		11-210-2 - A/R HST Receivable		HST Tax Code	218.52	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	252.74	NL 2,196.92
MGBP00000733		16-303 - Roads-Office-Supplies/		supplies - roads	367.53	
		11-210-2 - A/R HST Receivable		HST Tax Code	40.59	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	46.95	NL 408.12
				Payment Total:		2,605.04
<b>2521</b>	<b>2024-10-07</b>	<b>Lightning Equipment Sales Inc</b>				
44983		16-202-1 - Fire-New Recruits		Spitfire ION - Green LED	402.97	
		11-210-2 - A/R HST Receivable		HST Tax Code	44.51	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	51.48	NL 447.48
<b>2522</b>	<b>2024-10-07</b>	<b>Magnetawan Building Centre Ltd</b>				
104-109787		19-813-1 - Boat Launches		Bennetts Lndg Boat Launch	123.62	
		11-210-2 - A/R HST Receivable		HST Tax Code	13.65	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	15.79	NL 137.27
104-110069		16-769 - Facilities / Parks Mainte		supplies	111.93	
		11-210-2 - A/R HST Receivable		HST Tax Code	12.36	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	14.30	NL 124.29
104-110105		16-769 - Facilities / Parks Mainte		Supplies	73.25	
		11-210-2 - A/R HST Receivable		HST Tax Code	8.09	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	9.36	NL 81.34
				Payment Total:		342.90
<b>2523</b>	<b>2024-10-07</b>	<b>McDougall Energy</b>				
7401341		16-439-2 - Hyundai Excavator Fi		Dyed Diesel - Roads	407.04	
		16-427-1 - 2022 Backhoe -Fuel		Dyed Diesel - Roads	407.04	
		16-423 - 2010 Grader - Fuel		Dyed Diesel - Roads	710.49	
		11-210-2 - A/R HST Receivable		HST Tax Code	168.40	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	194.77	NL 1,692.97
7401336		16-404 - 2017 Freightliner Single		LS Diesel Clear - Roads	712.32	
		16-403 - 2015 Freightliner Tand		LS Diesel Clear - Roads	495.65	
		11-210-2 - A/R HST Receivable		HST Tax Code	133.43	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	154.32	NL 1,341.40
7401346		16-391 - Signs/Safety- Goods &		Regular Gas - Roads	356.16	
		16-408 - 2022 5 Ton - Fuel		Regular Gas - Roads	101.76	
		16-775 - 2016 Facilities Truck - I		Regular Gas - Roads	82.20	
		11-210-2 - A/R HST Receivable		HST Tax Code	59.66	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	69.00	NL 599.78
				Payment Total:		3,634.15
<b>2524</b>	<b>2024-10-07</b>	<b>Muskoka Rent All</b>				
472706		16-769 - Facilities / Parks Mainte		Supplies	202.48	
		11-210-2 - A/R HST Receivable		HST Tax Code	22.37	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	25.87	NL 224.85
<b>2525</b>	<b>2024-10-07</b>	<b>Magnetawan Truck and Trailer</b>				
2662		16-409 - 2007 International-Mair		safety inspections and repa	7,360.46	
		11-210-2 - A/R HST Receivable		HST Tax Code	812.99	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	940.31	NL 8,173.45

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		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>2526</b>	<b>2024-10-07</b>	<b>Near North Industrial Solution</b>			
95527		16-421 - 2010 Grader - Mainten:	supplies	127.67	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.10	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.31	NL 141.77
<b>2527</b>	<b>2024-10-07</b>	<b>Purolator Courier Ltd</b>			
80024742		16-320 - Garage - Mtc/Supplies/	courier services	9.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.22	NL 10.57
<b>2528</b>	<b>2024-10-07</b>	<b>Point To Point Communications</b>			
0000271109		16-404-3 - 2020 Freightliner Sn	motorola 2000 Series	1,255.72	
		11-210-2 - A/R HST Receivable	HST Tax Code	138.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	160.42	NL 1,394.42
<b>2529</b>	<b>2024-10-07</b>	<b>Russell Christie LLP</b>			
Sept 26/24		16-120 - Admin - Legal Expense	legal services	755.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	83.41	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	96.47	NL 838.52
<b>2530</b>	<b>2024-10-07</b>	<b>WPCI - Wireless Personal</b>			
CEDARIN49068		16-109 - Admin - Telephone	Celluar phone	468.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	51.72	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	59.82	NL 520.00
<b>2531</b>	<b>2024-10-16</b>	<b>Air Automotive Tracking</b>			
WS2410		16-310 - Roads-Supplies GPS M	Wireless	254.40	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.10	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	32.50	NL 282.50
<b>2532</b>	<b>2024-10-16</b>	<b>Adams Bros Construction Ltd</b>			
176139		16-459 - York Landfill - Bulk Wa:	Empty & return bins - York	529.15	
		16-471 - Auld Landfill - Bulk Wa:	Empty & return bins - Auld	712.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	137.13	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	158.60	NL 1,378.60
169281		16-466 - Auld Landfill - Supplies	Service customer owned toi	91.58	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.70	NL 101.70
			Payment Total:		1,480.30
<b>2533</b>	<b>2024-10-16</b>	<b>Canadian National Non Freight</b>			
91760712		16-414 - Bunny Trail RR Crossir	Bunny Trail	403.50	403.50
<b>2534</b>	<b>2024-10-16</b>	<b>George Comrie</b>			
Sept 24 - diff.		16-091 - Council - Travel	incorrect mileage, differenc	17.95	17.95
<b>2535</b>	<b>2024-10-16</b>	<b>Fire Marshal's Public Fire</b>			
IN166919		16-202-1 - Fire-New Recruits	Exam prep	464.30	
		16-202-1 - Fire-New Recruits	Exam prep	23.63	
		11-210-1 - A/R Gst Recoverable	GST Tax Code	23.22	
		99-999 - Gst Paid (Statistical) N	GST Tax Code	23.22	NL
		11-210-2 - A/R HST Receivable	HST Tax Code	2.61	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.02	NL 513.76
<b>2536</b>	<b>2024-10-16</b>	<b>Ideal Supply Company Ltd.</b>			
613157		16-404-3 - 2020 Freightliner Sn	supplies	59.51	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.57	

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Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
		99-999-1 - HST (Statistical) Non-		HST Tax Code	7.60 NL	66.08
613648		16-404 - 2017 Freightliner Single		supplies	21.87	
		11-210-2 - A/R HST Receivable		HST Tax Code	2.41	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	2.79 NL	24.28
616524		16-404-3 - 2020 Freightliner Sn		supplies	280.84	
		11-210-2 - A/R HST Receivable		HST Tax Code	31.02	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	35.88 NL	311.86
621839		16-404-3 - 2020 Freightliner Sn		supplies	66.64	
		11-210-2 - A/R HST Receivable		HST Tax Code	7.36	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	8.51 NL	74.00
				Payment Total:		476.22
<b>2537</b>		<b>2024-10-16 Ketchum Manufacturing Inc.</b>				
446984		16-110 - Admin - Office Supplies		dog tags	241.95	
		11-210-2 - A/R HST Receivable		HST Tax Code	26.72	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	30.91 NL	268.67
<b>2538</b>		<b>2024-10-16 Kidd's Home Hardware</b>				
2945474		16-769 - Facilities / Parks Mainte		supplies	15.76	
		11-210-2 - A/R HST Receivable		HST Tax Code	1.74	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	2.01 NL	17.50
9042322		16-769 - Facilities / Parks Mainte		supplies - credit	-5.88	
		11-210-2 - A/R HST Receivable		HST Tax Code	-0.65	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	-0.75 NL	-6.53
2947321		16-769 - Facilities / Parks Mainte		supplies	30.51	
		11-210-2 - A/R HST Receivable		HST Tax Code	3.37	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	3.90 NL	33.88
2947595		16-769 - Facilities / Parks Mainte		supplies	68.60	
		11-210-2 - A/R HST Receivable		HST Tax Code	7.57	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	8.76 NL	76.17
2947842		19-813-1 - Boat Launches		supplies	2,971.80	
		11-210-2 - A/R HST Receivable		HST Tax Code	328.25	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	379.65 NL	3,300.05
2947989		19-813-1 - Boat Launches		supplies	99.17	
		11-210-2 - A/R HST Receivable		HST Tax Code	10.95	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	12.67 NL	110.12
2948054		16-769 - Facilities / Parks Mainte		supplies	25.55	
		11-210-2 - A/R HST Receivable		HST Tax Code	2.82	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	3.26 NL	28.37
				Payment Total:		3,559.56
<b>2539</b>		<b>2024-10-16 Law N Mowers</b>				
September 2024		16-275 - By-Law Enforcement		By-law enforcement	1,989.80	1,989.80
<b>2540</b>		<b>2024-10-16 Magnetawan Building Centre Ltd</b>				
104-110325		16-769 - Facilities / Parks Mainte		supplies	7.19	
		11-210-2 - A/R HST Receivable		HST Tax Code	0.80	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	0.92 NL	7.99
104-110376		16-769 - Facilities / Parks Mainte		supplies	55.36	
		11-210-2 - A/R HST Receivable		HST Tax Code	6.11	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	7.07 NL	61.47
				Payment Total:		69.46
<b>2541</b>		<b>2024-10-16 North Bay Parry Sound District</b>				
Oct 24		16-549 - Health Unit Operating (		Oct 24 Levy	2,657.58	2,657.58

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Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
<b>2542</b>		<b>2024-10-16 My-Tech Information Technology</b>				
Sept 24		16-115 - Admin - Computer Supp		IT Support	1,169.43	
		11-210-2 - A/R HST Receivable		HST Tax Code	129.17	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	149.40	NL 1,298.60
<b>2543</b>		<b>2024-10-16 Purolator Courier Ltd</b>				
590074118		16-222-1 - Fire-Turnout/Repair/C		courier services	11.32	
		11-210-2 - A/R HST Receivable		HST Tax Code	1.25	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1.45	NL 12.57
550069782		16-222-1 - Fire-Turnout/Repair/C		courier services	30.44	
		11-210-2 - A/R HST Receivable		HST Tax Code	3.36	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	3.89	NL 33.80
				Payment Total:		46.37
<b>2544</b>		<b>2024-10-16 Ricoh Canada Inc.</b>				
SC094621448		16-113 - Admin - Office Equipme		Copy usage	455.69	
		11-210-2 - A/R HST Receivable		HST Tax Code	50.33	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	58.21	NL 506.02
<b>2545</b>		<b>2024-10-16 Tom Mathews</b>				
Oct/24		16-316 - Garage - Miscellaneous		Boots & bib coveralls	250.00	
		16-316 - Garage - Miscellaneous		Boots & bib coveralls	142.45	
		11-210-2 - A/R HST Receivable		HST Tax Code	15.74	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	18.20	NL 408.19
<b>2546</b>		<b>2024-10-16 Vianet</b>				
Oct 24		16-321 - Garage - High Speed Ir		Internet	106.80	
		16-720 - Maple Is. Hall - Teleph		Internet	106.80	
		16-457-1 - York Landfill - Interne		Internet	160.72	
		11-210-2 - A/R HST Receivable		HST Tax Code	41.35	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	47.82	NL 415.67
<b>2547</b>		<b>2024-10-16 Whitmell, Ron</b>				
Oct/24		16-501 - Cemetery - Audit		staking fees	580.00	580.00
<b>2548</b>		<b>2024-10-22 Canadian Union of Public</b>				
Sep 24 Remit		12-338 - CUPE-Union Dues		Sept 2024 Remittance	1,040.75	1,040.75
<b>2549</b>		<b>2024-10-22 Glen Martin Limited</b>				
407688		16-110 - Admin - Office Supplies		office supplies	162.61	
		11-210-2 - A/R HST Receivable		HST Tax Code	17.96	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	20.77	NL 180.57
<b>2550</b>		<b>2024-10-22 Local Authority Services Ltd.</b>				
MGB00007415		16-110 - Admin - Office Supplies		office supplies	210.15	
		11-210-2 - A/R HST Receivable		HST Tax Code	23.21	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	26.85	NL 233.36
<b>2551</b>		<b>2024-10-22 McDougall Energy</b>				
7424188		16-427-1 - 2022 Backhoe -Fuel		Garage - Dyed Diesel	457.92	
		16-439-1 - Hyundai Excavator I		Garage - Dyed Diesel	305.28	
		16-423 - 2010 Grader - Fuel		Garage - Dyed Diesel	398.26	
		11-210-2 - A/R HST Receivable		HST Tax Code	128.29	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	148.38	NL 1,289.75
7424189		16-776 - 2016 Facilities Truck - I		Garage - Regular gas	203.52	
		16-394-2 - 2018 Dodge Ram 20		Garage - Regular gas	203.52	
		16-408-1 - 2022 1 tTone Fule		Garage - Regular gas	262.47	

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Payment # Invoice #	Date	Vendor Name GL Account	EFT GL Transaction Description	Detail Amount	Payment Amount
		11-210-2 - A/R HST Receivable	HST Tax Code	73.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	85.53 NL	743.46
				Payment Total:	2,033.21
<b>2552</b>	<b>2024-10-22</b>	<b>OMERS</b>			
Sept 24 Remit		12-339 - OMERS	Sept 2024 Remittance	19,469.48	19,469.48
<b>2553</b>	<b>2024-10-22</b>	<b>Purolator Courier Ltd</b>			
595075508		16-222-1 - Fire-Turnout/Repair/C	courier services	31.41	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.47	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.01 NL	34.88
<b>2554</b>	<b>2024-10-22</b>	<b>Parry Sound Auto Parts Co Ltd</b>			
2-1211790		16-784 - Mower Expense	supplies	142.45	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.74	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	18.20 NL	158.19
<b>2555</b>	<b>2024-10-22</b>	<b>Parry Sound Industrial Park Board</b>			
3170		16-458 - Parry Sound Industrial I	Municipal Levy - PSA Indust	15,032.44	15,032.44
<b>2556</b>	<b>2024-10-22</b>	<b>Muriel Stiles</b>			
Oct 24		16-501-1 - Staking Fees	staking fees	110.00	110.00
<b>2557</b>	<b>2024-10-22</b>	<b>Wurth Canada Limited</b>			
26068386		16-404 - 2017 Freightliner Single	supplies	477.09	
		16-404-3 - 2020 Freightliner Sn	supplies	477.09	
		11-210-2 - A/R HST Receivable	HST Tax Code	105.39	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	121.90 NL	1,059.57
<b>2558</b>	<b>2024-10-22</b>	<b>Xplore (Aulds)</b>			
INV53777453		16-479-1 - Aulds Landfill - Intern	Internet	86.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.55	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.05 NL	96.04
<b>2559</b>	<b>2024-10-30</b>	<b>Adams Bros Construction Ltd</b>			
176439		16-762 - Maple Is. Park - Buildin	mthly toilet rental - 1 Beswic	208.61	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	26.65 NL	231.65
176711		16-452 - York Landfill - Maintene	York Landfill	101.76	
		16-473 - Auld Landfill - Maintene	Aulds Landfill	101.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	26.00 NL	226.00
				Payment Total:	457.65
<b>2560</b>	<b>2024-10-30</b>	<b>A.J. Stone Company Ltd.</b>			
0000186812		16-202-1 - Fire-New Recruits	equipment	488.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	53.99	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	62.45 NL	542.87
<b>2561</b>	<b>2024-10-30</b>	<b>Brandt Sudbury</b>			
52-7231876		19-348-2 - Thum/ Fork Backhoe	parts	9,158.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	1,011.58	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1,170.00 NL	10,170.00
<b>2562</b>	<b>2024-10-30</b>	<b>Duck Rock Resort</b>			
83105		16-279 - Building Dept Truck - F	CBO	81.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.35 NL	90.01



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Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
073798		16-110 - Admin - Office Supplies		office supplies	9.06	9.06
073799		16-784 - Mower Expense		tractor	24.30	
		16-784 - Mower Expense		cream	4.08	
		11-210-2 - A/R HST Receivable		HST Tax Code	3.14	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	3.63	NL 31.52
073796		16-769 - Facilities / Parks Mainte		propane & office supplies	63.03	
		16-769 - Facilities / Parks Mainte		propane & office supplies	12.28	
		11-210-2 - A/R HST Receivable		HST Tax Code	6.96	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	8.05	NL 82.27
073797		16-253 - Station 2 - Fuel & Oil		gas	553.69	
		11-210-2 - A/R HST Receivable		HST Tax Code	61.15	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	70.73	NL 614.84
				Payment Total:		827.70
<b>2563</b>		<b>2024-10-30 Duncor Entreprises Inc.</b>				
2024218		19-351-10 - Slurry Seal Farley R		Farley's Rd N. & Bunny Trai	29,027.10	
		19-351-9 - Bunny Tr slurry Seal E		Farley's Rd N. & Bunny Trai	62,765.10	
		11-210-2 - A/R HST Receivable		HST Tax Code	10,138.79	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	11,726.57	NL 101,930.99
<b>2564</b>		<b>2024-10-30 Glen Martin Limited</b>				
408257		16-153 - Office - Janitorial Suppl		supplies	108.55	
		11-210-2 - A/R HST Receivable		HST Tax Code	11.99	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	13.87	NL 120.54
<b>2565</b>		<b>2024-10-30 Inservus Management Systems</b>				
2012		16-222-1 - Fire-Turnout/Repair/C		repair/cleaning	310.46	
		11-210-2 - A/R HST Receivable		HST Tax Code	34.29	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	39.66	NL 344.75
<b>2566</b>		<b>2024-10-30 Jim Anderson Contracting Ltd</b>				
1446		16-505 - Fairholme - Grasscuttir		Grass cutting & trim at cem	567.36	
		16-524 - Whitestone Cemetery C		Grass cutting & trim at cem	236.67	
		16-515 - Maple Is. Cemetery - G		Grass cutting & trim at cem	307.18	
		11-210-2 - A/R HST Receivable		HST Tax Code	122.74	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	141.96	NL 1,233.95
<b>2567</b>		<b>2024-10-30 Local Authority Services Ltd.</b>				
MGBP00000747		16-092 - Council - Miscellaneous		supplies - batteries for mics	170.91	
		11-210-2 - A/R HST Receivable		HST Tax Code	18.87	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	21.83	NL 189.78
<b>2568</b>		<b>2024-10-30 Moore Propane Limited</b>				
161007976		16-150 - Office - Heating/Hydro		liquid propane	189.66	
		11-210-2 - A/R HST Receivable		HST Tax Code	20.95	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	24.23	NL 210.61
<b>2569</b>		<b>2024-10-30 Near North Industrial Solution</b>				
96153		16-421 - 2010 Grader - Mainten:		R Grade Oxy/Acetylene Ho:	35.36	
		11-210-2 - A/R HST Receivable		HST Tax Code	3.91	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	4.52	NL 39.27
<b>2570</b>		<b>2024-10-30 Near North Laboratories Inc.</b>				
105041		16-779 - Water Testing		Total coliform	43.96	
		11-210-2 - A/R HST Receivable		HST Tax Code	4.86	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	5.62	NL 48.82

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		EFT			
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Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>2571</b>	<b>2024-10-30</b>	<b>Purolator Courier Ltd</b>			
560068528		16-222-1 - Fire-Turnout/Repair/C	courier services	10.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.21	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.40	NL 12.15
<b>2572</b>	<b>2024-10-30</b>	<b>Sands Canada Inc.</b>			
00724271		16-271 - Defibrillator Expense	defib pads	164.36	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.16	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	21.00	NL 182.52
<b>2573</b>	<b>2024-10-30</b>	<b>Sling-Choker Safety &amp;</b>			
107895		16-320 - Garage - Mtc/Supplies/	supplies	65.89	
		16-446 - York Landfill - Supplies	supplies	65.89	
		16-473 - Auld Landfill - Maintena	supplies	65.89	
		16-775 - 2016 Facilities Truck - I	supplies	65.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.67	NL 292.67
<b>2574</b>	<b>2024-10-30</b>	<b>Michael Skof, Prosecutor</b>			
Sept 2024		16-120 - Admin - Legal Expense	legal services	511.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	56.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	65.33	NL 567.83
<b>2575</b>	<b>2024-10-30</b>	<b>Metroland Media Group Ltd.</b>			
7719398		16-108 - Admin - Advertising	Guide Rail end treatments	80.39	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.88	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.27	NL 89.27
<b>2576</b>	<b>2024-10-30</b>	<b>Telizon Inc.</b>			
0631912024101		16-109 - Admin - Telephone	October - long distance	14.19	
		16-109 - Admin - Telephone	October - long distance U.S	0.06	
		16-237 - Station 1 - Telephone	October - long distance U.S	1.33	
		16-803 - Library - Expenses	October - long distance U.S	0.31	
		16-720 - Maple Is. Hall - Teleph	October - long distance U.S	0.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.75	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	2.03	NL 17.66
<b>2577</b>	<b>2024-10-30</b>	<b>Paul Trudeau</b>			
Oct 10/24		16-316 - Garage - Miscellaneous	winter wear & boots	134.06	
		16-316 - Garage - Miscellaneous	winter wear & boots	190.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	35.83	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	41.44	NL 360.17
<b>2578</b>	<b>2024-10-30</b>	<b>Windsor Salt Ltd</b>			
5300696651		16-386 - Sanding/Salting-Goods	salt	7,249.54	
		11-210-2 - A/R HST Receivable	HST Tax Code	800.74	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	926.14	NL 8,050.28
			Total EFT:		273,268.00
			Total AP:		424,802.20

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2024-11-05 3:38 PM

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2024-00170 to 2024-00203

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Report prepared for Council November 5, 2024



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Janice Barnes , Asst. to the Treasurer

# STAFF REPORTS



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** November 19, 2024

**Report No:** ADMIN-2024-14

**Subject:**

November 2024, status update to Multi-Year ACCESSIBILITY PLAN, 2024-2028

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-14 (November 2024, status update to Multi-Year ACCESSIBILITY PLAN, 2024-2028)

**Background:**

The Multi-Year ACCESSIBILITY PLAN, 2024-2028 was approved by Council at the Regular Council meeting of May 21, 2024. The following resolution was passed:

**Resolution No. 2024-196**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

9.1 Report ADMIN-2024-06  
AODA Multi-Year Plan

**THAT** the Council the Municipality of Whitestone receives for information report ADMIN-2024-06 (2024 to 2028 Multi-Year Accessibility Plan); and

**THAT** the Council of the Municipality of Whitestone does hereby endorse the Multi-Year Accessibility Plan (the Plan) as presented and submit the Plan to the Ministry for Seniors and Accessibility; and

**THAT** in order to finalize compliance with the Plan and the associated legislation, AODA and Human Rights training or re-training (if the initial training is older than five (5) years) be completed within the next three (3) months by staff, volunteers (paid and unpaid), full-time, part-time and contract positions and members of Council.

A compliance report to the Ministry for Seniors and Accessibility is submitted annually in respect AODA and Municipal Accessibility commitments and this report will form a component of the compliance report.

### **Analysis:**

The following provides an update to the 2024 commitments in the Multi Year Accessibility Plan, 2024-2028 Plan as well as the AODA and Human Rights Training requirements.

### **2024 Specific Commitments:**

In the 'Building Specific Comments' comments section of the Multi-Year Accessibility Plan, the following 2024 improvements were planned. See **ATTACHMENT B** for the status of these and other commitments:

#### **Whitestone Library and Technology Centre:**

##### 2024 Planned Improvements

- Remove entrance stairs and construct new stairs in accordance with the Ontario Building Code
- The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern
- The ramp and stairs to have slip resistant surface installed
- Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp

#### **Nursing Station**

##### 2024 Planned Improvements

- Adjust the rise of the outside steps to comply with OBC requirements
- The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern
- The ramp and stairs to have slip resistant surface installed
- Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp

#### **Dunchurch Community Centre:**

##### 2024 Planned Improvements

- Front entrance. Replace automatic door opener to AODA standards
- Men's Washroom
  - Install grab bars as per AODA requirements (toilet area)
  - Toilet paper dispenser to be moved as per AODA standards
  - Install coat hook as per AODA standards
- Women's Washroom
  - Install grab bars as per AODA requirements (toilet area)
  - Toilet paper dispenser to be moved as per AODA standards
  - Install coat hook as per AODA standards

## ADOA and Human Rights Training

Deputy Clerk Wendy Schroeder continues to work with Council, Staff and Volunteers to obtain compliance in respect of training requirements. To date, confirmation of completion as follows:

Council – 80%

Staff – 85%

Volunteers (including Fire Department) – 75% complete

### Financial Considerations:

The costs associated with the items identified above were built into the 2024 approved Budget.


### Link to Strategic Plan:

Core Values

*We will govern our actions according to the following core values:*

- *Accountability*
- *Respect for others*
- *Honesty and integrity*
- *Diversity*
- *Openness and transparency*
- *Respect for nature and the environment*
- *Efficiency and cost effectiveness*

### Respectfully submitted by:



Michelle Hendry  
CAO/Clerk

**ATTACHMENT A:** 2024 Multi-Year ACCESSIBILITY PLAN 2024 to 2028

**ATTACHMENT B:** Status of 2024 Planned AODA improvements



MUNICIPALITY OF WHITESTONE

**Multi-Year  
ACCESSIBILITY PLAN**

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**2024 to 2028**



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# The Municipality of Whitestone

The Municipality of Whitestone is located in the District of Parry Sound in Northern Ontario.

In 2000, the Parry Sound District Restructuring Commission incorporated Whitestone and amalgamated the Townships of East Burpee, Burton, McKenzie, Ferris, Hagerman, and part of Croft as well as the communities of Ardbeg, Dunchurch, Maple Island, and the Village of Whitestone.

With this amalgamation, Whitestone has become a place with something for all ages, all year long. The Municipality is a place that offers something for everyone; a place with year-round community events and recreational opportunities.

As a community, we are proud of what we have to offer and love to call the Municipality of Whitestone home. Whitestone encourages you to join us, whether for a day, a weekend or a lifetime. We support diversity and inclusion. We are committed to being responsive to the needs of our residents and visitors and providing services and facilities that are accessible to all. Everyone is always welcome.

## **Indigenous Land Acknowledgement Statement**

The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.

We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.

This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.

**The Municipality of Whitestone truly is:**

**"A Perfect Place To Live, Work & Play!"**

## Message from Mayor and Council

**The Municipality of Whitestone** is committed to ongoing improvements to accessibility, and will continue to seek opportunities to advance the accessibility of its facilities and programs for persons with disabilities.

## Whitestone Commitment

The Municipality of Whitestone:

- is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.
- strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.
- is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.
- will train every person as soon as practicable after being hired or being appointed as a volunteer and provide training in respect of any changes to policies.
- will work towards creating an accessible and inclusive community that is responsive to the needs of and improve well-being and quality of life for persons with all abilities and disabilities.

## SUMMARY

On June 13, 2005 the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) received Royal Assent and is now law. The purpose of the AODA is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by January 2025. This Multi-Year Accessibility Plan was prepared in order to meet the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and to assist the Municipality of Whitestone in identifying, preventing and removing barriers to accessibility.

The Corporation of the Municipality of Whitestone is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. Our goal is to make the Municipality workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

In addition to outlining the initiatives planned by the Municipality Whitestone this document outlines the Municipality's accessibility achievements. This multi-year accessibility plan meets the planning requirements of both the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.

Accessibility planning does not end once a plan is prepared and documented. Monitoring is essential to ensure that the Municipality is meeting its obligations and commitments. An annual report will be prepared on the progress being made towards implementation and presented to Council. A comprehensive review of this plan will be completed every five years, unless significant changes necessitate an earlier revision of the plan.

Currently, the Municipality is committing itself through continual improvements of access to Municipal facilities, within budget limitations.

The AODA requires that Ontario be an accessible province by 2025. To assist in this endeavor, the AODA contains accessibility standards in the areas of:

- Accessible Customer Service
- Information and Communications
- Employment
- Transportation
- Design of Public Spaces (for the Built Environment)

## Customer Service (Regulation 429/07)

The Accessibility Standards for Customer Service came into force on January 1, 2008. The standard applies to all organizations in Ontario that provide goods and services to the public or to other businesses that have one or more employees.

As a public sector organization, the Municipality of Whitestone complied with the following Accessibility Standards on December 10, 2018 by Council approval of the Accessibility Policy / Accessible Customer Service Policy (policy number A06–A00–05). The Municipality of Whitestone is currently in compliance and continues to fulfill ongoing obligations under these standards.

## Integrated Accessibility (Regulation 191/11 as amended)

Under the AODA, Ontario Regulation 191/11, entitled, “Integrated Accessibility Standards” (Regulation), came into force on July 1, 2011. This Regulation establishes accessibility standards for Information and Communication, Employment, Transportation, Built Environments, Public Spaces and Customer Service.

Some of the requirements are: developing policies to ensure that communication is accessible to people with disabilities; ensuring the Municipality is able to provide information in a format that considers an individual’s disability; ensuring the Municipal website is compliant with applicable standards; and developing policies for ensuring potential employees with disabilities receive appropriate accommodations during the recruitment phase. Employees are trained on accessible emergency and public safety information and meeting requirements when constructing, maintaining or redeveloping various elements of public spaces.

The Integrated Standard has been implemented in phases according to staggered compliance deadlines and the Municipality continues meet compliance as soon as practicable for the Municipality.

There are 5 (five) mandatory standards of AODA: Information and Communications, Employment, the Built Environment (buildings and public spaces), Transportation and Customer Service.

## Information and Communication

**Goal:** To ensure all information and communication conveyed by the Municipality of Whitestone is created, provided and received in a manner that is accessible to people of all abilities.

### **Ontario Regulation 191/11 or as amended by 165/16**

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received; (“communications”)

Conversion-ready means an electronic or digital format that facilitates conversion into an accessible format; Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

This applies to:

- Feedback process
- Accessible format and communication support
- Emergency procedure, plans or public safety information
- Accessible websites and web content
- Educational and Training resources and material

Requirements to be met by January 1, 2016 (for small designated public sector organizations).

Whitestone has now met the requirements and continues to make improvements in communications and information.

## Employment

**Goal:** To ensure all compliance with the requirement of the Employment Standard and take proactive action to ensure current and future employees do not face barriers at work

### **Ontario Regulation 191/11 or as amended by 165/16**

Employment commitments include but are not limited to:

- Recruitment, assessment and selection process
- Informing employees of supports
- Accessible formats and communication support for employees
- Workplace emergency response information
- Document individual accommodation plans
- Return to work process

Requirements to be met by January 1, 2015 (for small designated public sector organizations)

Whitestone has now substantially met the requirements and continues to make improvements in employment related matters.

## Transportation

**Goal:** To ensure all compliance with the Transportation Standards as required.

### **Ontario Regulation 191/11 or as amended by 165/16**

The Regulation is applicable to Public Transportation and does not apply to the Municipality of Whitestone.

## The Built Environment (Buildings and Public Spaces)

**Goal:** To ensure accessibility needs are met in newly constructed and redeveloped public spaces where community travels, meets and gathers.

### **Ontario Regulation 191/11 or as amended by 165/16**

The Regulation is applicable to but not limited to public spaces such as:

- Beach access routes
- Off street parking facilities
- Recreational trails
- Outdoor play spaces
- Public amenities
- Rest areas

Requirements to be met by January 1, 2016 (for all designated public sector organizations)

Whitestone has substantially met the requirements and will continue to make improvements to newly constructed and redeveloped Public Spaces.

## Customer Service

**Goal:** To prevent, identify and remove barriers such that people of all abilities have equitable access to goods, services and facilities.

### **Ontario Regulation 191/11 or as amended by 165/16**

The Regulation is applicable to but not limited to the following:

- Establishment of policies
- Use of service animals and support persons
- Notice temporary disruptions
- Staff training
- Feedback process
- Document formats

Whitestone has substantially met the requirements and continues to prevent, identify and remove barriers to ensure accessibility as it relates to Customer Service.

## SECTION 1:

### Past / Ongoing Achievements to Remove and Prevent Barriers

#### Information and Communications

##### 1. **Municipal Website:**

In 2019 the Municipality of Whitestone issued a Request for Proposal (RFP) for the purposes of implementing an improved Municipal Website Design.

The RFP included the following requirements:

- Ensure the website architecture is easily adaptable to respond to customer desires and demands
- Ensure that website design and structure enhancements address the legislated accessibility requirements under the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11) developed under the Accessibility for Ontarians with Disabilities Act (AODA) 2005
- Ensure the website meets Web Content Accessibility Guidelines 2.0 AA legislated requirements

The new and improved Website was launched in 2020 and continues to support Accessibility needs as well as comply with legislation and guidelines.

##### 2. **Bi-weekly e-News letter:**

The Municipality of Whitestone utilizes 'Mailchimp', as a social media platform for the bi-weekly e-news letter. Efforts are being made to ensure 'alt text' to images (an audio description of the image for screen reading software) is utilized on posters and pictures. This effort continues.

##### 3. **Mailout Newsletter**

The Municipality provides a hardcopy, mailout Municipal newsletter to all property owners in Whitestone, from time to time, and every effort is made to ensure compliance with font size and font type.

- Text: at least 10 to 12-point type (between 32 and 70 characters per line)
- Font type: Frutiger, Arial or Verdana.

##### 4. **Public Notices and Media Release**

The Municipality provides public notices and media releases from time to time (these are posted on the Municipal, AODA Compliant website)

- Text: at least 10 to 12-point type (between 32 and 70 characters per line)
- Font type: Frutiger, Arial or Verdana



## Employment

The Municipality of Whitestone has recently updated the employee Handbook and has committed to Accessibility for Ontarians with Disabilities (AODA).

Whitestone is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in inclusion, integration and equal opportunity and are committed to meeting the needs of people with disabilities in a timely manner.

We commit to preventing and removing barriers to accessibility and meeting accessibility and accommodation requirements under the *Accessibility for Ontarians with Disabilities Act* (AODA) up to the point of undue hardship. Accommodations will extend to all aspects of the employment relationship including recruitment and selection, promotions and transfers, and conditions of work. All accommodations will respect the individuals' dignity and strive to maximize their contribution to the municipality.

Whitestone will post information about the availability of accommodations for applicants with disabilities in our recruitment process. Applicants who are selected for an interview and/or assessment process will be notified that accommodations for material to be used in the process are available, upon request. Whitestone will consult with any applicant who requests an accommodation in a manner that considers the applicant's disability. A statement addressing accommodation needs will be included in all offers of employment or letters of hire.

### Accommodation Requests and Individual Accommodation Plans:

Whitestone is committed to providing equitable treatment to all employees with respect to barrier-free employment and accommodation without discrimination, up to the point of undue hardship. Whitestone will make every effort to assist an employee in their safe return to work following a leave for illness or injury, or anywhere an employee or job applicant identifies a bona fide accommodation need that arises from protected rights identified in the *Ontario Human Rights Code* (OHRC).

Our goal is to improve the quality of work life by using fair and consistent treatment to ensure the full participation of all employees.

## The Built Environment (Buildings and Public Spaces)

The following improvements and initiatives have been completed by the Municipality of Whitestone since 2016 (in some instances prior to 2016):

- Construction of an accessible waterfront park in the Village of Dunchurch in concert with an accessible (paved) walkway from the public parking area to a public dock, as well as two accessible outdoor tables.

- Renovation of the Whitestone Public Library and Technology Centre including:
  - In 2018:
    - A rebuilt outdoor access ramp
  - In 2021:
    - Interior improvements to allow for an accessible service desk area
    - Barrier free accommodation at public use computers
    - Accessible book stacks and shelving taking into consideration height, depth and aisle maneuverability
- Renovation and expansion of the Whitestone and Area Nursing Station
  - In 2022
    - Addition of accessible washrooms with push button door openers
    - Accessible reception desk
    - Improved access to front entrance door for wheelchairs
    - Installation of a height adjustable medical exam table to assist wheelchair patients
    - Installation two new accessible parking spaces
- Renovation of the Municipality of Whitestone Municipal Office
  - In 2022
    - An improved accessible service counter area
    - A new meeting room to accommodate accessibility needs in a private space, for consultation or meeting with staff
- An increase in accessible public parking spaces at several public lake access points / boat launches in concert with appropriate signage.
- Where accessible parking spaces are created at a location that allows for a hardtop (asphalt surface), the Municipality annually repaints the lines and markings.
- Both recreation facilities in the Municipality of Whitestone, located in the Village of Dunchurch (the Dunchurch Community Centre and the DunDome Pavilion) provide for ground level entry.

## Customer Service

- Free public access to Wifi in four (4) locations throughout the Municipality with access available outside of the building location from a personal vehicle.
- Since 2014 the Municipal Election in Whitestone provides for three voting options: mail-in ballot, telephone voting and on-line voting. Prior to 2014 the only option was vote by mail.

- Staff training to ensure awareness of appropriate accessible customer service requirements and protocols.
- Specific to the Whitestone Library and Technology Centre, staff and volunteers complete AODA training during the on-boarding process. Recent training has also included Diversity, Equity, and Inclusion Training through the ParticipACTION grant.

## Other Initiatives

- **Whitestone Library and Technology Centre**
  - The library has three Victor Readers available for lending to people who have difficulties reading print. The Library is active within the Centre for Equitable Library Access, which loans specially created audiobooks for anyone who cannot read print (temporarily – for reasons such as cataract surgery, or those with dyslexia or blindness). There is a priority of investing in more large print materials over the next two years.
  - Raised vegetable garden beds were created to be wheelchair accessible, and the Library offers portable garden kneelers/benches on request.
  - The TD Summer Reading Club materials are created to be accessible. This includes the StoryWalk (at the Whitestone Waterfront Park), which provides a QR code for an audiobook version.
- **Recreation Initiatives**
  - An archery program developed in 2023 utilizes accessible equipment which we can modified with help from OFAH for different needs as required.
- **Magnetawan - Dunchurch Royal Canadian Legion Branch 394**
  - In 2023, the Council of the Municipality of Whitestone provided a letter of support to Legion Branch 394, for a Grant “Creating a more inclusive Ontario: Age-friendly community”.

## SECTION 2:

### Planned initiatives and Opportunities for Action

#### Information and Communications

##### Timeline – 2024 (and ongoing)

- Facebook automatically generates ‘alt text’ (a description of the image for screen reading software). Municipal Communications staff will start proofreading the ‘alt text’, making corrections when needed.
- Twitter: Municipal Communications staff will start to manually add ‘alt text’ to future posts.
- E-News letter: Municipal Communications staff will manually add ‘alt text’ to images with text in them, as well as to posters. Staff will start using header tags for software, following this guide for best practices:  
<https://mailchimp.com/help/accessibility-in-email-marketing/>.
- Enhance the capacity of all staff producing content for the public in an accessible manner.

#### Employment

##### Timeline –2024 (and ongoing)

- The New Employee Handbook is now finalized and training to all employees in respect of accessibility commitments is provided during the on-boarding process as a new or returning employee (as referenced in SECTION 1).
- Continue to provide staff training in respect of accessibility that is specific to their job duties.

#### The Built Environment, (Buildings and Public Spaces)

##### Timeline – 2023/2024

- The Municipality Whitestone has undertaken a review of all Municipally owned Buildings and Assets. A component of this review includes the provision of:
  - Accessibility commentary and recommendations for the *Accessibility for Ontarians with Disabilities Act* (AODA) accessibility standards, plans and recommendations over the next 20 years.

This report was written in the in the fourth quarter or the year 2023 and presented to the Council of the Municipality of Whitestone on January 16, 2024.

The results of the report and recommendation are reflected below:

## **Timeline – 2024 -2028**

### General comments

- Ensure all municipal building plans, new construction and significant renovations provide for barrier free and accessibility considerations including push button door openers in the Community Centre and Dundome Public Washroom
- Promote and seek funding opportunities that support not only Municipally funded initiatives but also building owners and businesses to undertake accessibility upgrades.
- Enhance accessibility in outdoor spaces and improve access to nature, including infrastructure for recreation and active transportation.
- Specific lake access points have been identified for enhancement, including Bennetts Bay Landing, Indian Narrows Landing, and Gooseneck Lake Landing. The improvements include enhancing the transition pathway from the landing to the first docks for increased accessibility. Moreover, the Municipality will install raised curbs at least 50 mm high on the sides of the dock to ensure wheelchair safety and improve access to nature. Each lake access point will feature accessible parking signage, compliant parking widths, and designated priority parking locations. These enhancements are designed to upgrade infrastructure for recreation, active transportation, and overall lake access points, meeting the required accessibility standards.
- The Municipality is evaluating the feasibility of implementing a proposal to enhance pedestrian access along Highway 124 from Moore Drive to Marina Drive. This initiative aims to support safe access for the Whitestone Public School to existing public sidewalk system along Hwy 124 in Dunchurch.

## Building Specific Comments

### **Whitestone Library and Technology Centre:**

#### 2024 Planned Improvements

- Remove entrance stairs and construct new stairs in accordance with the Ontario Building Code
- The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern
- The ramp and stairs to have slip resistant surface installed

- Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp

## **Nursing Station**

### 2024 Planned Improvements

- Adjust the rise of the outside steps to comply with OBC requirements
- The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern
- The ramp and stairs to have slip resistant surface installed
- Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp

## **Dunchurch Community Centre:**

### 2024 improvements

- Front entrance. Replace automatic door opener to AODA standards

#### Men's Washroom

- Install grab bars as per AODA requirements (toilet area)
- Toilet paper dispenser to be moved as per AODA standards
- Install coat hook as per AODA standards

#### Women's Washroom

- Install grab bars as per AODA requirements (toilet area)
- Toilet paper dispenser to be moved as per AODA standards
- Install coat hook as per AODA standards

### 2025 improvements:

#### Men's Washroom

- Install automated door opener on washroom door
- Install barrier free urinal as per AODA standards
- Move toilet to centreline of 460 mm to 480 mm to centre line of wall

#### Women's Washroom

- Replace women's washroom door and frame per AODA width standards
- Install automated door opener on washroom door

## Customer Service

### Timeline –2024 (and ongoing)

- Provide ongoing and refresher training to employees and volunteers on delivering accessible customer service.
- Encourage public feedback about the way goods, services and facilities are provided to person with different abilities.
- Plan for improvements to the audio, visual and remote access opportunities to Council meetings held in the Dunchurch Community Centre.

## Other Initiatives

### Timeline – 2024 (and ongoing)

- Whitestone Library and Technology Centre – purchase of additional decodable books for dyslexia.

## SECTION 3:

### Preventative maintenance and Emergency Disruptions

#### Preventative and emergency maintenance of the accessible elements in public spaces

- The Municipality of Whitestone through the Public Works Department is committed to preventive and emergency maintenance of the accessible elements in public spaces, in a timely manner.

#### Dealing with temporary disruptions when accessible elements are not in working order

1. **Timely Communication:** The Municipality will prioritize timely communication regarding any disruptions to accessible elements. This includes informing the public about the nature of the disruption, expected duration, alternative routes or accommodations, and any interim solutions.
2. **Temporary Accommodations:** Whenever feasible, we work to provide temporary accommodations to ensure continued accessibility. This may involve installing temporary ramps, signage indicating alternate accessible routes, or providing assistance to individuals who require it.

3. **Rapid Repairs:** The Municipality understands the importance of urgency of restoring accessibility features to full functionality as soon as possible.
4. **Accessibility Planning:** The Municipality will incorporate accessibility considerations into planning processes to anticipate potential disruptions and proactively implement measures to mitigate their impact. This includes regular maintenance schedules, inspection protocols, and contingency plans for unexpected disruptions.
5. **Community Engagement:** The Municipality actively engages with the community, including individuals with disabilities to gather feedback on accessibility issues and improve response strategies. This collaborative approach helps to better understand the needs of the community members.

Our goal is to ensure that accessibility remains a top priority, even during temporary disruptions. By implementing proactive measures, providing clear communication, and prioritizing rapid repairs, the Municipality aims to minimize any inconvenience and uphold our commitment to inclusivity and accessibility for all residents.

## SECTION 4

### Beyond AODA

Outside of legislative requirements, the Municipality will:

- Participate in opportunities to educate and raise awareness amongst the public about accessibility and inclusion.
- Explore partnerships with private sector providers of essential goods and services.
- Leverage grants, plans, programs, and services being implemented to maximize accessibility benefits.

*Create an accessible and inclusive Municipality that is responsive to community needs and improves well-being and quality of life for persons of all abilities to ensure the Municipality of Whitestone remains*

***‘A perfect place to Live, Work and Play’***



## ATTACHMENT B

Status of 2024 Planned AODA improvements:

### Information and Communications

ITEM	STATUS
Facebook automatically generates 'alt text' (a description of the image for screen reading software). Municipal Communications staff will start proofreading the 'alt text', making corrections when needed.	Ongoing
Twitter: Municipal Communications staff will start to manually add 'alt text' to future posts.	Ongoing
E-News letter: Municipal Communications staff will manually add 'alt text' to images with text in them, as well as to posters. Staff will start using header tags for software, following this guide for best practices: <a href="https://mailchimp.com/help/accessibility-in-email-marketing/">https://mailchimp.com/help/accessibility-in-email-marketing/</a> .	Ongoing
Enhance the capacity of all staff producing content for the public in an accessible manner.	All signs feature accessible fonts, appropriate sizes, and sufficient contrast. They also include proper names and technical terminology.

### Employment

ITEM	STATUS
The New Employee Handbook is now finalized and training to all employees in respect of accessibility commitments is provided during the on-boarding process as a new or returning employee (as referenced in SECTION 1).	Ongoing
Continue to provide staff training in respect of accessibility that is specific to their job duties	Ongoing

## The Built Environment (Building and Public Spaces)

ITEM	STATUS
<p>The Municipality Whitestone has undertaken a review of all Municipally owned Buildings and Assets. A component of this review includes the provision of:</p> <p>Accessibility commentary and recommendations for the Accessibility for Ontarians with Disabilities Act (AODA) accessibility standards, plans and recommendations over the next 20 years.</p> <p>This report was written in the in the fourth quarter or the year 2023 and presented to the Council of the Municipality of Whitestone on January 16, 2024.</p>	
<p>Ensure all municipal building plans, new construction and significant renovations provide for barrier free and accessibility considerations including push button door openers in the Community Centre and Dundome Public Washroom.</p>	<p>New push button door opener have been installed on entrance doors to Community Centre and Dundome Accessible Washroom</p>
<p>Promote and seek funding opportunities that support not only Municipally funded initiatives but also building owners and businesses to undertake accessibility upgrades.</p>	<p>Ongoing when grants become available</p>
<p>Enhance accessibility in outdoor spaces and improve access to nature, including infrastructure for recreation and active transportation.</p>	<p>Ongoing when opportunities present themselves or through the annual budget process</p>
<p>Specific lake access points have been identified for enhancement, including Bennetts Bay Landing, Indian Narrows Landing, and Gooseneck Lake Landing.</p> <p>The improvements include enhancing the transition pathway from the landing to the first docks for increased accessibility. Moreover, the Municipality will install raised curbs at least 50 mm high on the sides of the dock to ensure wheelchair safety and improve access to nature. Each lake access point will feature accessible parking signage, compliant parking widths, and designated priority parking locations.</p> <p>These enhancements are designed to upgrade infrastructure for recreation, active transportation, and overall lake access points, meeting the required accessibility standards</p>	<p>Work is ongoing substantial completion in fourth quarter</p>

<p>The Municipality is evaluating the feasibility of implementing a proposal to enhance pedestrian access along Highway 124 from Moore Drive to Marina Drive. This initiative aims to support safe access for the Whitestone Public School to existing public sidewalk system along Hwy 124 in Dunchurch</p>	<p>This project remains under consideration</p>
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**Building Specific**

<b>ITEM</b>	<b>STATUS</b>
<b>Whitestone Library and Technology Centre</b>	
Front entrance. Replace automatic door opener to AODA standards	In plans for future installation in 2025 or 2026
Remove entrance stairs and construct new stairs in accordance with the Ontario Building Code	Completed
The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern	Completed
The ramp and stairs to have slip resistant surface installed	Completed
Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp	To be completed by fourth quarter of 2024
<b>Whitestone Nursing Station</b>	
Adjust the rise of the outside steps to comply with OBC requirements	To be completed by fourth quarter of 2024
The leading edge of treads, landings, and ramps install a colour contrast or a distinctive visual pattern	Completed
The ramp and stairs to have slip resistant surface installed	Completed
Tactile attention indicators to be installed at the top of the stairs, and at the leading edge of the ramp	Work is ongoing to be completed fourth quarter of 2024

<b>Dunchurch Community Centre:</b>	
Front entrance. Replace automatic door opener to AODA standards	Completed
Men's Washroom <ul style="list-style-type: none"> <li>• Install grab bars as per AODA requirements (toilet area)</li> <li>• Toilet paper dispenser to be moved as per AODA standards</li> <li>• Install coat hook as per AODA standards</li> </ul>	Planned for 2025
Women's Washroom <ul style="list-style-type: none"> <li>• Install grab bars as per AODA requirements (toilet area)</li> <li>• Toilet paper dispenser to be moved as per AODA standards</li> <li>• Install coat hook as per AODA standards</li> </ul>	Completed
<b>OTHER</b>	
An increase in accessible public parking spaces at several public lake access points / boat launches in concert with appropriate signage.	In concert with the new 2024 Traffic and Parking By-law, new accessible parking spaces were created at: <ul style="list-style-type: none"> <li>• Bennetts Landing</li> <li>• Indian Narrows</li> <li>• Boat Launch Road</li> <li>• Farleys Road Boat Launch</li> <li>• Labrash Boat Launch</li> <li>• Clear Lake</li> <li>• Beach Road</li> <li>• Bolger Landing</li> <li>• Church Street</li> </ul>
Where accessible parking spaces are created at a location that allows for a hardtop (asphalt surface), the Municipality annually repaints the lines and markings	Complete for 2024: Municipal Office / Dundome Dunchurch Community Centre Whitestone Nursing Station
Both recreation facilities in the Municipality of Whitestone, located in the Village of Dunchurch (the Dunchurch Community Centre and the DunDome Pavilion) provide for ground level entry.	Yes
Replace impact sand at base of play structures with accessible CSA approved engineered wood fibre	Completed



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Public Works

**Agenda Date:** November 19, 2024

**Report No:** PW-2024-12

**Subject:** Boat Launches and Open Spaces, Annual Report

### Recommendation:

**THAT** the Council of the Municipality of Whitestone receive report PW-2024-12 (Boat Launches and Open Spaces, Annual Report) for information.

### Background:

This report provides an update on the Municipality of Whitestone's landings and boat launch facilities, outlining completed work in 2024 and future plans.

Public Works' efforts are often constrained by public use of the launches, frequently pushing larger projects into the fall. Spring is extremely busy with road maintenance (spring freshet repairs, grading summer roads, graveling, dust control) leaving minimal time for extensive boat launch work.

Summer is also the peak boating season, so major work is deferred until the quieter fall months.

The 2023 Strategy Plan Action Plan provides the following direction:

5.5.2 Annual report from the Public Works Department on the status of the Boat Launches and Open Spaces

### Analysis:

#### 2024 Completed Work:

The work this year focused on enhancing accessibility and usability at the Municipal boat launches. Specific improvements included:

- **Grading:** Improved drainage and surface stability at all launch sites.
- **Roadside Mowing:** Maintained clear visibility and safety along access roads.
- **String Trimming:** Managed vegetation growth around launches.
- **Accessibility Improvements:** Several sites received improvements to ramps and transition areas to improve accessibility for all users (see Table 1 for specifics by location).
- **Dock Repairs:** Repairs were made to dock boards and aluminum components at multiple locations.
- **Signage:** Updated signage to improve Municipal messaging and clarity.

**Table 1: 2024 Boat Launch Improvements and Expenditures**

<b>Boat Launch/Lake</b>	<b>Materials</b>	<b>Signs</b>	<b>Works Completed</b>	<b>Additional Notes</b>
Beach Road (Shawanaga Lake)	3 loads gravel	-Accessible Parking, Boat Launch  Location Sign,  Bylaw 33-2024 (Parking/Trailers)	-Grading, -Roadside Mowing -Repairs completed from weather event damage	Ditching and storm water management project planned for 2025
Clear Lake	2 loads gravel	Accessible Parking, Boat Launch Location, Bylaw 33-2024 (Parking/Trailers)	-Grading, -Roadside Mowing -Repairs completed from weather event	Expand parking area planned for 2025
Gooseneck Lake	3 loads gravel	Accessible Parking, Boat Launch Location, Bylaw 33-2024 (Parking/Trailers)	-Grading, -Roadside Mowing -Repairs completed to gravel boat launch	Raised curb on dock, accessible transition to dock planned for 2025
Indian Narrows (WahWashkesh)	3 loads gravel	Accessible Parking, Boat Launch Location, Bylaw 33-2024 (Parking/Trailers)	-Grading, -Roadside Mowing, - Construct accessible gravel ramp to concrete pier, -Enlarged raised boat storage area	Accessible transition plate from pier to first dock,  Dock in fair to good condition, consider replacement 5 to 8 year
Bennett's Bay	4 loads gravel	Boat Launch Location, Bylaw 33-2024 (Parking/Trailers)	-Grading, -Roadside Mowing, -Repairs completed from weather event -Phragmites control (herbicide treatment) - Gravel accessible ramp to concrete landing -shoreline work including stone work -Storm water drain installed at landings edge opposite side of launch -Replace dock boards on running surface of docks, Install raised curb on dock edge, -Replace dock hardware as required	Hinged aluminum transition plate to be fabricated and installed 2025  -Repair wood landing beside concrete landing. Planned for 2026  -Note: floating dock system structurally is in fair to poor condition will need to be considered for replacement for 2029

Boat Launch/Lake	Materials	Signs	Works Completed	Additional Notes
Labrash Lake	2 loads gravel, 1 recycled asphalt	Bylaw 33-2024 (Parking/Trailers), Boat Launch Location	-Grading -Repair to boat launch from weather event	Additional storm water management works planned for 2025, Accessible Parking planned for 2025
Bolger Lake	None	No overnight camping, Accessible Parking, Bylaw 33-2024 (Parking/Trailers)	None	Official Plan Reference 17.01.2 "Municipality has no liability or responsibility for this facility"
Farley's Road	None	Bylaw 33-2024 (Parking/Trailers), Boat Launch Location	Grading, Roadside Mowing, String Trimming	
Church Street (Whitestone)	None	Bylaw 33-2024 (Parking/Trailers)	Vertical dock bumpers replaced, Wood post with solar powered street light, new anchor for floating raft installed, Storm water improvements, expanded culvert from catch basin Accessibility improvement made to Fire Department stand pipe to accommodate filling of pumper truck	

**Future Plans and initiatives:**

- **Snake Lake Boat Launch:** This launch, currently on Crown land, is under ongoing consideration for municipal responsibility.
- Several launches require additional work to fully complete accessibility improvements and address other deferred maintenance such as dock replacements. Specific timelines for these projects will be included in subsequent budget proposals.

**Table 2: 2024 Open Spaces Improvements and Expenditures**

Open Space	Materials	Signs	Works Completed	Additional Notes
Whitestone Waterfront Park at Church Street	CSA Approved Engineered Wood Fibre to meet Accessibility Standards		Placed shock absorbing wood fibre around playground equipment to meet Accessibility Standards	Wood fibre materials meets safety and accessibility standards, including impact attenuation and wheelchair accessibility.

Open Space	Materials	Signs	Works Completed	Additional Notes
Vacant land adjacent to the Dunchurch Community Centre	Topsoil Grass Seed Fencing		Fence removal that separated Whitestone Waterfront park and newly acquired vacant lot. Shed removal Site preparation including grading topsoil and grass seed New Fence Installation inside property line adjacent to the neighbouring property. Matching existing waterfront fence.	Demolition permit completed to remove shed
Maple Island Park			Graded sand for volleyball court and swing set.	
Ball Park on Dobson Road			Dragged ball diamond infield,	

#### Future Plans and initiatives:

##### Ball Diamond:

- **Demolition:** Remove the dilapidated food and storage sheds to clear space and improve safety.
- **Bleacher Upgrade:** Replace existing bleachers with new bleacher to enhance spectator comfort and safety.
- **Vegetation Management:** Trim and clear overgrown trees around the perimeter for improved aesthetics and visibility. Topsoil and seed
- **Field Improvement:** Add sand to the ball diamond infield and topsoil with seed the outfield to maintain a healthy playing surface.
- **Lighting:** Install two solar-powered area lights with wood posts to improve visibility and extend usability into the evening.

##### Maple Island:

- **Structure Removal:** Demolish the existing dilapidated shed to improve site aesthetics and functionality.
- **Picnic Amenities:** Install two accessible picnic tables to enhance accessibility and recreation options.
- **Lighting:** Set up two solar-powered area lights with wood posts for improved safety and usability during low-light conditions.

##### Vacant Property Adjacent to the Community Centre:

- **Landscape Enhancement:** Plant low-maintenance ornamental bushes along the fence line to beautify the area with minimal upkeep.



- **Picnic Facilities:** Install two accessible picnic tables to provide seating and leisure options for community use.

These initiatives are designed to enhance the functionality, safety, and aesthetic value of the recreational properties while promoting accessibility and environmental sustainability.

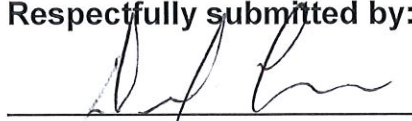
**Link to Strategic Plan:**

5. Maintenance of our Infrastructure

From the 2023 Action Plans for the Strategic Plan:

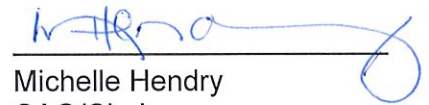
- 5.5.2 Annual report from the Public Works Department on the status of the Boat Launches and Open Spaces

**Respectfully submitted by:**



David Creasor  
Manager of Public Works

**Reviewed by:**



Michelle Hendry  
CAO/Clerk



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** November 19, 2024

**Report No:** ADMIN-2024-16

**Subject:**

Legal Expenses as of Q3, 2024

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-16 (Legal Expenses as of Q3, 2024)

**Analysis:**

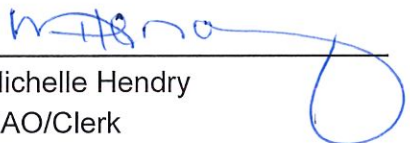
Date	Service Provider	Amount	Sub Total	Description
2024-01-29	Aird Berlis, LLP	\$ 1,091.38		Integrity Commissioner services and general legal advise
2024-02-28	Aird Berlis, LLP	\$ 3,294.49		
2024-02-28	Aird Berlis, LLP	\$ 1,068.48		
2024-04-29	Aird Berlis, LLP	\$ 3,561.61		
2024-05-31	Aird Berlis, LLP	\$ 1,271.49		
2024-05-31	Aird Berlis, LLP	\$ 3,383.53		
2024-07-29	Aird Berlis, LLP	\$ 6,307.61		
			\$ 19,978.59	
2024-07-23	Cunningham Swan LLP	\$ 610.56		Integrity Commissioner services and general legal advise
2024-09-04	Cunningham Swan LLP	\$ 483.36		
2024-09-04	Cunningham Swan LLP	\$ 763.20		
			\$ 1,857.12	
2024-06-10	Hicks Morley LLP	\$ 656.35		Miscellaneous HR matters
2024-07-15	Hicks Morley LLP	\$ 379.06		
2024-08-13	Hicks Morley LLP	\$ 1,246.56		
2024-09-10	Hicks Morley LLP	\$ 2,493.12		
			\$ 4,775.09	

2024-03-19	Michael Skof, Prosecutor	\$ 63.60		Zoning and Building Code matter currently before the courts
2024-04-29	Michael Skof, Prosecutor	\$ 21.62		
2024-06-19	Michael Skof, Prosecutor	\$ 521.52		
2024-06-28	Michael Skof, Prosecutor	\$ 244.22		
2024-07-23	Michael Skof, Prosecutor	\$ 1,125.72		
2024-08-27	Michael Skof, Prosecutor	\$ 159.00		
2024-09-25	Michael Skof, Prosecutor	\$ 1,051.95		
			\$ 3,187.63	
2024-07-29	Russell Christie LLP	\$ 1,555.83		Encroachment By-law
2024-07-29	Russell Christie LLP	\$ 3,123.17		Traffic and Parking By-law
2024-09-10	Russell Christie LLP	\$ 2,991.23		Bolger landing matters
			\$ 7,670.23	
	<b>TOTAL</b>		\$ 37,468.66	

**Financial:**

2024 Approved Budget: \$75,000

**Respectfully submitted by:**

  
 \_\_\_\_\_  
 Michelle Hendry  
 CAO/Clerk



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Planning

**Agenda Date:** November 19, 2024

**Report No:** PLN-2024-04

**Subject:**

Planning Services Statistic Q3, 2024

**Recommendation:**

**THAT** the Council the Municipality of Whitestone receive Report PLN-2024-03 (Planning Services Statistic Q3, 2024) for information.

**Analysis:**

Applications received and in progress:

	Q3	TOTAL January 1 <sup>st</sup> to September 30 <sup>th</sup> , 2024
<b>PARRY SOUND AREA PLANNING BOARD</b>		
Consent applications	4	9
Subdivision applications	0	0
<b>MUNICIPALITY OF WHITESTONE</b>		
Zoning By-law Amendment	2	3
Official Plan Amendment	0	0
Deeming By-law	0	0
Shore Road Allowance	0	1
Concession Road Allowance	1	1
Minor Variance	1	2

**Financial Considerations:**

Municipal Planner (MHBC) invoices paid from June 30, 2024 to September 30, 2024.

File Name	Recoverable	Non Recoverable
Moffatt – Minor Variance review of application, prepare Notice of Public Hearing, prepare of planning report	\$729.62	
Committee of Adjustment training session		\$809.50
Moffatt – Minor Variance – prepare public notice memo, prepare for Public Hearing and attend Public Hearing	\$341.41	
Berry – SRA – review of file	\$75.30	
By-law and Building Enforcement matter		\$2,231.09
<b>TOTAL</b>	<b>\$1,146.33</b>	<b>\$3,040.59</b>

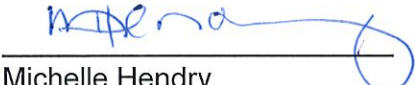
**Total Planning revenue (July 1 to September 30, 2024)**  
\$11,000.00

**Total Planning revenue (January 1 to September 30, 2024)**  
\$23,043.02

**2024 Revenue Budget**  
15-380 - Planning & Zoning Revenue - \$40,000

**Link to Strategic Plan:**  
Fiscal Responsibility and Accountability

**Submitted by:**  
  
 Paula Macri  
 Planning Assistant

**Reviewed by:**  
  
 Michelle Hendry  
 CAO/Clerk



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Building

**Agenda Date:** November 19, 2024

**Report No:** BLDG-2024-04

### **Subject:**

Building Services update and Building Permit activity – July 1 to September 30, 2024 and Building Permit Status lists, 2015 to 2024.

### **Recommendation:**

THAT the Council of the Municipality of Whitestone receives for information Report BLDG-2024-04 (Building Services update and Building Permit activity – July 1 to September 30, 2024).

### **Background:**

The purpose of this report is to update Council on matters such as:

- Building Permit activity within the Municipality (July 1 to September 30, 2024),
- The general activities of the Building Department.

### **Analysis:**

From July 1<sup>st</sup> to September 30<sup>th</sup>, 2024, the Municipality received a total of forty (40) building permit applications which is up one (1) for the same period last year. The total number of building permit applications received from January 1<sup>st</sup> to September 30<sup>th</sup> is ninety-four (94) which is down one (1) from the same period last year

The number of permits for new construction issued from July 1<sup>st</sup> to September 30<sup>th</sup> is thirty-seven (37) which is equal to the same period last year. Additionally, four (4) demolition permits were issued.

The total number of building permits for new construction issued from January 1<sup>st</sup> to September 30<sup>th</sup> is eighty-six (86) which is up four (4) from the same period last year. Additionally, seven (7) demolition permits were issued. See Schedule "A" for Q3 month-to-month statistics.

### **General Building Department activities included:**

- Monthly updates to Tarion, MPAC, Statistics Canada.
- Civic Address numbers assigned; database updated.
- Building Permit applications reviewed.

- Researched and responded to general inquiries concerning zoning and building related questions, met with members of the public to discuss questions involving current and potential projects.
- Minor Variance & Re-Zoning reports and pre-consultations.
- Conducted inspections, prepared reports and researched findings
- Continued to work on non-complying projects; issued orders and followed up on orders.
- Records management – creating digital property roll files indicating all Building Permit activity/history.

Since January 1<sup>st</sup>, 2024 two hundred and thirty-eight (238) building permit files have been closed. Additionally, twenty-three (23) occupancy permits were issued.


### Financial Considerations

Construction value to date (January 1 – September 30) is \$10,552,485.00

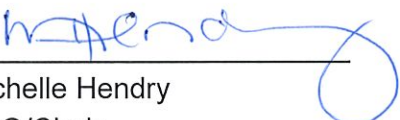
### Link to Strategic Plan:

In support of the high- level objectives of the Strategic Plan: Communication, Fiscal responsibility.

### Respectfully submitted by:

  
\_\_\_\_\_  
Jamie Osborne  
CBO

### Reviewed by:

  
\_\_\_\_\_  
Michelle Hendry  
CAO/Clerk

### Attachments:

**Schedule A:** Month to month statistics, Q3.

**Schedule B:** 2015 – 2024 Building Permit Status Lists

## SCHEDULE A

2024 Month to Month Statistical Review	# of Permits	Construction Value	# of Permits	Construction Value	# of Permits	Construction Value	
Residential:	JULY		AUGUST		SEPTEMBER		
Single Family Dwelling (SFD)	2	\$723,985.00	1	\$327,235.00	1	\$425,000.00	
Seasonal Dwelling (Cottage)	5	\$1,391,180.00	1	\$155,610.00	1	\$300,000.00	
Renovation/Addition	1	\$19,150.00	1	\$60,000.00	1	\$98,140.00	
Garage/Shed	2	\$85,600.00	2	\$9,450.00	3	\$100,600.00	
Deck/Porch			4	\$25,815.00			
Docks	2	\$17,000.00	5	\$69,500.00	5	\$33,500.00	
Demolition			2	N/A	2	N/A	
<b>Commercial</b>							
<b>TOTAL</b>	<b>12</b>	<b>\$2,236,915.00</b>	<b>16</b>	<b>\$647,610.00</b>	<b>13</b>	<b>\$957,240.00</b>	<b>\$3,841,765.00</b>

### Comparable Statistics 2023-2020

End of Q1, Q2 & Q3 Combined Totals:	# of Permits	Construction Value	
2024	93	\$10,552,485.00	as of September 30, 2024
2023	91	\$9,027,120.00	
2022	107	\$10,328,683.00	
2021	112	\$10,203,614.00	



# SCHEDULE B

## 2015 AND 2016 BUILDING PERMIT LIST

## Schedule B

PERMIT#	LOCATION:	WORK DESCRIPTION:
B15-10	78 Ainsley Lake Drive	Cottage
B15-20	1722 HWY 124	Dwelling Addition
B15-22	8 Hayles Road	Garage
B15-32	4939-040-002-02950-0000	Cottage
B15-49	1028 HWY 520	Single Family Dwelling
B15-51	347 Whitestone Lake Road	Screen Porch
B15-57	21 Rosellen Lane	Cottage
B15-59	268 Tahinca Road	Deck Renovation w Sunroom
B15-61	15 Minnow Lane	Exterior Stairs
B15-62	15420WA Wah-Wash-Kesh Lake	Sleeping Cabin
B15-67	62 Paradise Lane	Cottage Renovation
B15-68	1343 HWY 124	Exterior Stairs
B15-69	290 Chur-Lee Road	Cottage
B15-72	9 Parker Bay Road	Cottage
B15-74	93 Maple Island Road	Cottage
B15-87	229 Dunchurch Estates Road	Garage
B15-88	257 Farleys Road	Garage
B15-91	215 Dunchurch Estates Road	Cottage
B15-102	351 Whitestone Lake Road	Sunroom Addition
B16-09	11 Sams Lane	Deck
B16-45	28553 Wah-Wash-Kesh Lake	Cottage
B16-46	12 Nona Lane	Cottage
B16-50	287 Farleys Road	Deck Repair
B16-53	386 Chur-Lee Road	Shed
B16-61	76 Westview Road	Garage
B16-62	113 Farleys Road	Dryland Boathouse
B16-63	1333 HWY 124	Seasonal Dwelling
B16-67	15406 Wah-Wash-Kesh Lake	Sleeping Cabin
B16-68	43 Shabbots Bay Road	Foundation Repair & Screenporch+Deck Addition
B16-79	373 Canning Road	Cottage Renovation

2015

TOTAL # OF PERMITS ISSUED = 108

REMAINING OPEN PERMITS = 19 (18%)

2016

TOTAL # OF PERMITS ISSUED = 84

REMAINING OPEN PERMITS = 11 (13%)

**2017 BUILDING PERMIT  
LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
B17-06	76 Captains Estates Road	Sleeping Cabin
B17-07	2328 Labrash Lake	Seasonal Dwelling
B17-13	47 Win-Bur Lane	Front Yard Deck
B17-17	12 Pugsley Road	Garage
B17-18	10 Canning Road	Decks
B17-21	271 Farleys Road	Addition
B17-26	115 Farleys Road	Foundation Replacement
B17-27	34B Quinn Road	Shed
B17-28	65 Skram Point Island	Cabin Renovation
B17-32	23 Bears Paw	Foundation Replacement + Deck
B17-37	46 Karbehuwe Lane	Garage
B17-38	22 Aulds Road	Boathouse
B17-39	230 Farleys Road	Hunt Camp
B17-40	39 Credit Lane	Seasonal Dwelling
B17-41	21589WA Lake Wah Wash Kesh	Seasonal Dwelling
B17-45	2221 HWY 124	Foundation Repair
B17-52	50 Pratt Road	Deck
B17-54	5 Fox Lair	Garage
B17-59	17 Shabbotts Bay Road	Roof Repair
B17-64	7 Macey Drive	Seasonal Dwelling
B17-65	10WA Debois Lake	Seasonal Dwelling
B17-67	875A Balsam Road	Single Family Dwelling
B17-68	7901 Kahegaba Lake	Seasonal Dwelling
B17-71	303 Tahinca Road	Cottage Renovation
B17-74	123 Gibson Bay Road	Garage
B17-75	7121 HWY 124	Addition to Storage Shed
B17-76	341 Tahinca Road	Seasonal Dwelling
B17-77	1906 HWY 124	Shed
B17-83	412 Shawanaga Lake	Deck
B17-88	21135WA Lake Wah Wash Kesh	Seasonal Dwelling
B17-91	414 Shawanaga Lake	Sugar Shack
B17-94	33 Hoskin Road	Cottage Addition
B17-95	26 Ring Rock Acres	Sleeping Cabin



**2018 BUILDING PERMIT**

**LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
B18-02	2006 HWY 124	Single Family Dwelling
B18-05	1096 HWY 520	Cottage
B18-06	12 Fox Lair	Storage Building
B18-08	262 Tahinca Road	Dwelling Addition
B18-09	73 Shawanaga River	Seasonal Dwelling
B18-11	256 Tahinca Road	Foundation Repair
B18-13	17C Rosellen Lane	Deck & Screen Porch
B18-17	7 Sykes Lane	Dwelling Addition
B18-19	127 Running Bear Trail	Seasonal Dwelling
B18-23	483 HWY 520	Single Family Dwelling
B18-24	42D Ladds Road	Single Family Dwelling
B18-25	42D Ladds Road	Garage
B18-26	74 Humming Bird Lane	Deck + Interior Renovation
B18-29	33 Shabbots Bay Road	Garage
B18-34	29 Maple Island Road	Seasonal Dwelling
B18-35	173 Gibson Bay Road	Detached Garage
B18-36	87 Granite Lane	Single Family Dwelling
B18-39	1960 HWY 124	Single Family Dwelling
B18-40	18 Mitchell Lane	Foundation Replacement
B18-45	851 Balsam Road	Single Family Dwelling
B18-48	1 Erin Lane	Seasonal Dwelling
B18-49	47 Crown Retreats Road	Seasonal Dwelling
B18-50	4939-050-005-06400-0000	Seasonal Dwelling
B18-53	11 Evans Island	Sleeping Cabin
B18-59	33 Shabbots Bay Road	Foundation Replacement + Addition
B18-60	71 Shady Maple Trail	Sunroom Addition (BWOP)
B18-61	151 Snake Lake	Seasonal Dwelling (BWOP)
B18-62	11 Evans Island	Seasonal Dwelling
B18-65	33 Erin Lane	Storage Building
B18-67	83 Clear Lake Road	Garage
B18-68	1249 HWY 520	Garage
B18-70	25 Maple Island Drive	Foundation Replacement/Repair

**2018**

**TOTAL # OF PERMITS ISSUED = 78**

**REMAINING OPEN PERMITS = 32 (41%)**

**2019 BUILDING PERMIT  
LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
B19-01	23 Owls Nest	Seasonal Dwelling
B19-02	97 Ladds Road (050-001-05905)	Seasonal Dwelling
B19-03	36 Wah Wash Kesh Road	Single Family Dwelling
B19-05	2310WA Labrash Lake	Seasonal Dwelling
B19-10	1001 Shawanaga Lake Road	1.5 Storey Detached Carage w Carport
B19-12	309 Whitestone Lake Road	Deck
B19-13	5 Spring Road	Seasonal Dwelling
B19-20	415 Shawanaga Lake Road	Seasonal Dwelling
B19-22	21557WA Wah Wash Kesh Lake	Seasonal Dwelling
B19-23	735 HWY 520	Seasonal Dwelling
B19-25	176 Nelson Clelland Road	Detached Workshop
B19-28	1981 Balsam Road	Deck Extension
B19-34	2257 HWY 124	Foundation Replacement
B19-38	176 Nelson Clelland Road	Single Family Dwelling
B19-42	20 Taylor Lake Road	Two (2) Sleeping Cabins
B19-43	26 Church Street	Seasonal Dwelling
B19-44	115 Farleys Road	Detached Garage
B19-45	28 Blackfly Lane	Addition
B19-46	4939-040-003-00101-0000	Seasonal Dwelling
B19-50	1937B HWY 124	Porch Addition
B19-53	65 Quinn Road	Deck
B19-56	117 Swords Road	Deck
B19-57	6 Dunks Cres.	Storage Shed
B19-69	128 Chur-Lee Road	Detached Garage
B19-76	15406WA Wah Wash Kesh Lake	Storage Shed

<b>2019</b>
<b>TOTAL # OF PERMITS ISSUED = 90</b>
<b>REMAINING OPEN PERMITS = 25 (27%)</b>

**2020 BUILDING PERMIT  
LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
B20-11	5 Blackfly Lane	Replace Attached Garage
B20-12	1045 HWY 520	Seasonal Dwelling
B20-16	99 Shady Maple Trail	Garage
B20-32	1375 HWY 124	Shoreline Deck + Dock
B20-34	371 Canning Road	Single Family Dwelling
B20-36	992 Shawanaga Lake Road	Seasonal Dwelling
B20-37	40 Percy Lane	Lean-to Addition to Garage
B20-45	836 Shawanaga Lake Road	Addition
B20-46	600 Balsam Road	Single Family Dwelling
B20-47	600 Balsam Road	Garage
B20-48	23 Winding Woods Way	Seasonal Dwelling
B20-49	4939-050-004-03807	Log Home (SFD)
B20-51	7 Ommadawn Lane	Covered Deck + Fireplace
B20-53	1285 HWY 520	Detached Garage
B20-56	15175 Wah Wash Kesh Lake	Addition
B20-59	17 Shabbotts Bay Road	Pier Foundation Replacement
B20-63	994 Shawanaga Lake Road	Storage Building
B20-68	373 Canning Road	Foundation Replacement
B20-69	27 Erin Lane	Foundation Replacement
B20-70	137 Gibson Bay Road	Seasonal Dwelling
B20-71	1199 HWY 520	Storage Garage
B20-74	21 Wah Wash Kesh Road	Storage Building
B20-77	81 Credit Lane	Seasonal Dwelling
B20-80	26 Pine Grove	Addition + Foundation Replacement
B20-84	985 HWY 520	Lean-to Addition to Shed
B20-87	41 Makwa Point	Seasonal Dwelling

<b>2020</b>
<b>TOTAL # OF PERMITS ISSUED = 98</b>
<b>REMAINING OPEN PERMITS = 26 (27%)</b>

**2021 BUILDING PERMIT**

**LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
B21-01	7887WA Kashegaba Lake	Cottage
B21-05	16 Pine Grove	Foundation Replacement
B21-12	207 Dunchurch Est. Rd.	Cottage
B21-16	1219 Lorimer Lake Rd.	Screen Porch
B21-19	17 Shady Maple Trail	Foundation Replacement
B21-21	207 Dunchurch Est. Rd.	Storage Garage
B21-24	611 Balsam Rd.	Single Family Dwelling
B21-27	7857 Kashegaba Lake	Replace Dryland Boathouse
B21-28	7 Shaker Lane	Deck
B21-29	15 Hunters Glen	Cottage
B21-31	90B Swords Rd.	Cottage
B21-34	611 Balsam Rd.	Detached 1-1/2 Storey Garage
B21-35	1 Rowntree Lane	Detached Garage
B21-36	16 Moose Lane	Guest Cabin (Bunkie)
B21-40	49 Clear Lake Rd.	Detached 1-1/2 Storey Garage
B21-41	29 Maple Island Rd.	Detached Garage
B21-52	7411 Kashegaba Lake	Cottage Addition/Renovation
B21-53	810WA Whitestone Lake	Deck
B21-57	1213A HWY 520	Foundation Replacement & New Deck
B21-65	29665WA Wah Wash Kesh	Storage Shed
B21-66	18 Nona Lane	Detached 1-1/2 Storey Garage
B21-68	239 Dunchurch Est. Rd.	Porch Addition
B21-69	436B North Meadowcove Rd.	Foundation Replacement & Addition
B21-70	757WA Whitestone Lake	Cottage Addition
B21-71	757WA Whitestone Lake	Storage Shed
B21-72	31 Bears Paw	Cottage Addition
B21-81	42 Timber Ridge Trail	Detached Garage
B21-82	71 McLennan Lane	Detached Garage
B21-94	78 Ainslie Lake Drive	Dock
B21-95	68 Humming Bird Lane	Cottage
B21-98	7 Ommadawn Lane	Covered Deck & Wood-burning Appliance
B21-100	1937 HWY 124	Garage Alteration
B21-101	22 Maple Island Rd.	Porch Addition

**2021 BUILDING PERMIT  
LIST**

B21-102	135 Gibson Bay Rd.	Cottage
B21-103	Sams Lane	Cottage
B21-104	Sams Lane	Shipping Container
B21-113	1249 HWY 520	Single Storey Garage
B21-115	1989 HWY 124	Single Family Dwelling
B21-118	40 Makwa Point	Cottage
B21-120	15 Basswood Cres.	Single Storey Garage

2021

**TOTAL # OF ISSUED PERMITS = 134**

**REMAINING OPEN PERMITS = 40 (30%)**



**2022 BUILDING PERMIT  
LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>	
2022-7008	416 Chur-Lee Road	Attached Deck/Sunroom	
2022-7011	5 Shady Maple Trail	Detached Garage w Carport on Each Side	
2022-7013	15 Langford Drive	Raise Cottage & Add New Main Floor + Reno	
2022-7020	8742 Bolger Lake	Timber Frame Cottage	
2022-7025	45 Maple Island Road	3 Bedrm 1 Bathrm Cottage	
2022-7028	103 Erin Lane	Single Storey Detached Garage	
2022-7029	371 Canning Road	Secondary Dwelling w Attached Garage	
2022-7041	33 Rosellen Lane	Detached Sunroom	
2022-7042	21A Rosellen Lane	1.5 Storey Detached Garage	
2022-7045	34 Cabin Road	Cottage Addition w Attached Covered Deck	
2022-7046	55 Ladds Road	Single Family Dwelling	
2022-7047	55 Ladds Road	Floating Dock	
2022-7048	55 Ladds Road	Art Studio	
2022-7049	28/30 Blackfly Lane	Cottage Addition/Renovation	
2022-7052	16 Pine Grove	Attached Decks	
2022-7053	1249 HWY 520	Elevated Walkway off of Existing Deck	
2022-7057	13 Labrash Lake Road	Cottage w Attached Covered Porch	
2022-7059	25 Bears Paw	Enclosed Porch Addition	
2022-7060	20 Joe Road	Eng. Log Hunt Camp	
2022-7075	38 Wah-Wash-Kesh Road	Single Family Dwelling w Attached Porch	
2022-7082	483 North Meadowcove Road	Cottage Addition	
2022-7091	3 Trull Road	Cottage w Garage & Covered Deck	
2022-7092	23 Winding Woods Way	Replace Lakeside Deck	
2022-7094	284 Tahinca Road	Attached Open Deck	
2022-7100	7 Butler Street	Single Family Dwelling w Covered Entry	
2022-7101	19 Bears Paw	Single Family Dwelling w Attached Decks	
2022-7102	8 Winding Woods Way	Replace and Enlarge Attached Deck	<b>2022</b>
2022-7104	248 Dunchurch Estates Road	Single Family Dwelling w Attached Decks	<b>TOTAL # OF PERMITS ISSUED = 123</b>
2022-7105	75 McLennan Lane	10'x24' Cottage Addition w Attached Deck	
2022-7110	382WA Debois Lake	Floating Dock	<b>REMAINING OPEN PERMITS = 33 (27%)</b>
2022-7115	77 McLennan Lane	Demolish Shed as per Site Plan	
2022-7116	77 McLennan Lane	Demolish Garage as per Site Plan	
2022-7120	1250WA Gooseneck Lake	Floating Dock	

**2023 BUILDING PERMIT  
LIST**

<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
2023-7002	4 Horn Lane	Cottage w Attached Deck
2023-7006	25 Owls Nest	Cottage Addition/Renovation
2023-7009	21 Shakell Road	Dwelling Addition
2023-7010	21 Shakell Road	10'x20' Detached Carport
2023-7014	90 Swords Road	Eng. Steel Storage Building
2023-7017	225WA Lorimer Lake	New Cottage on Existing Foundation + New Addition
2023-7019	5 Blackfly Lane	Screen Porch Addition
2023-7024	147 Arbor Vitae Island	30'x40' Off-Grid 3 Bedroom Cottage
2023-7029	464 North Meadowcove Road	1.5 Storey Garage w Non-Habitable Space Above
2023-7036	7 Lost Bay Road	3 Bedroom 2 Bathroom Cottage w Attached Deck & Porch
2023-7040	90 West View Road	New Foundation under Existing Cottage w Finished Walk-out Basement
2023-7045	77 McLennan Lane	3 Bedroom 2 1/2 Bathroom Cottage w Decks & Porch
2023-7046	5 Lost Bay Road	Addition to Cottage & Replace Attached Decks w New Covered and Open Decks
2023-7053	285 Farleys Road	Replace Attached Open Deck
2023-7054	368 Booth Road	3 Bedroom 3-1/2 Bathroom Cottage w Attached Decks
2023-7065	996 HWY 520	Sunroom Addition w Attached Deck
2023-7066	10 Shakell Road	3 Bedroom 2 Bathroom Dwelling w Attached Covered Porches
2023-7067	2231 HWY 124	Addition/Renovation to Existing Dwelling
2023-7072	1157 HWY 520	30'x50' Eng. Steel Storage Building
2023-7077	335 Whitestone Lake Road	14'x16' Sleeping Cabin w Covered Porch
2023-7087	14351 Wah-Wash-Kesh Lake	12'x28' Sleeping Cabin w Covered Porch
2023-7091	2074 HWY 124	New Roof Over Existing Deck
2023-7093	21 Shakell Road	Replace Deck w 3-Season Room
2023-7094	36 Church Street	Remove Portion of Existing Cottage and Replace w New Two Storey Addition
2023-7096	49 Chur-Lee Road	Reconstruct Dwelling Damaged by Fire
2023-7097	389 Whitestone Lake Road	Second Storey Addition to Dwelling
2023-7098	290 Chur-Lee Road	Attached Open Deck

**2023**

**TOTAL # OF ISSUED PERMITS = 98**

**REMAINING OPEN PERMITS = 27 (28%)**

**2024 BUILDING PERMIT  
LIST**

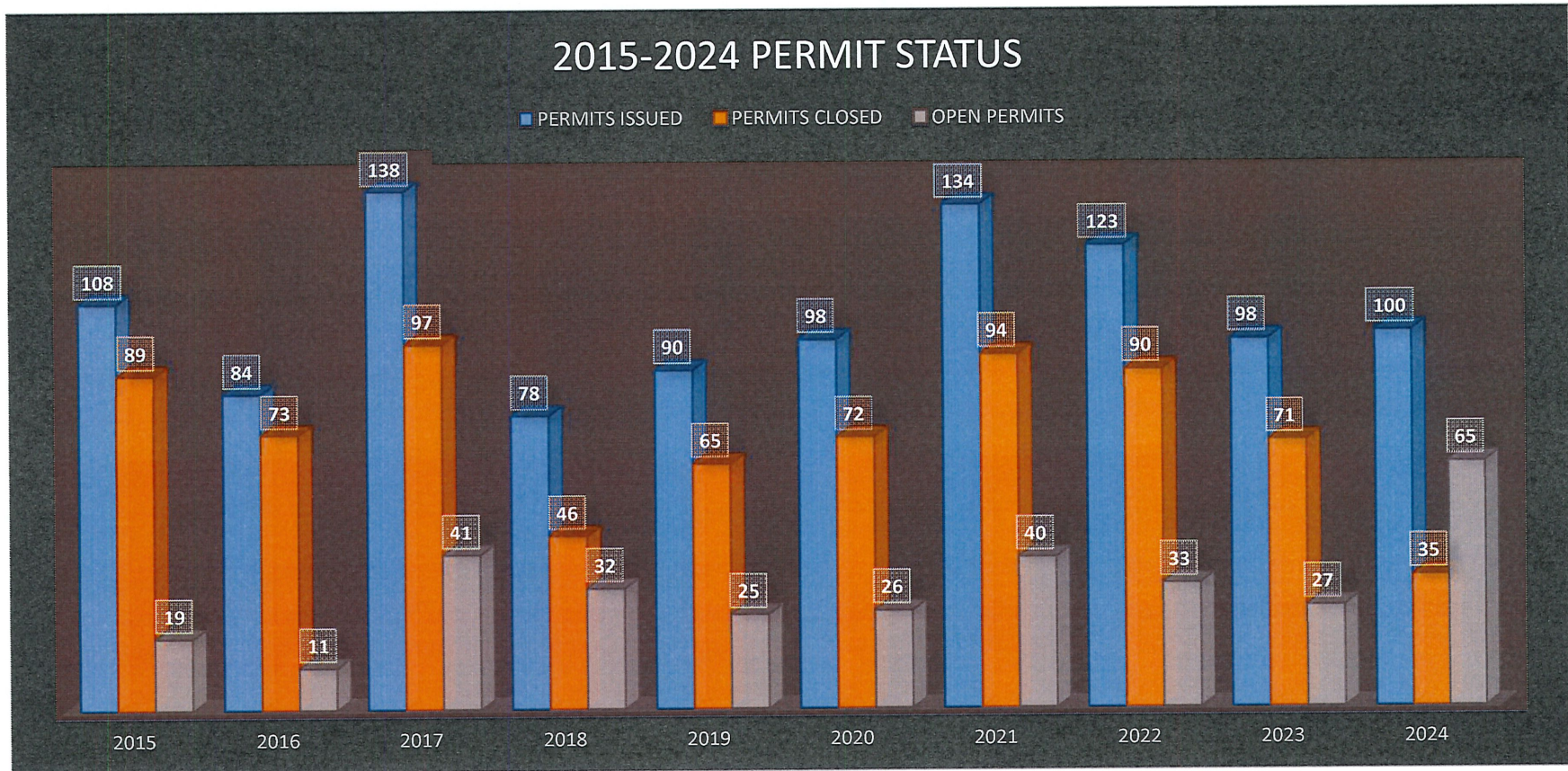
<b>PERMIT #</b>	<b>LOCATION:</b>	<b>WORK DESCRIPTION:</b>
2024-7001	2232 HWY 124	Cottage Renovation & Addition
2024-7005	258 Chur-Lee Road	28'x42' 1.5 Storey Detached Garage w Storage Above
2024-7006	391 Whitestone Lake Road	Kitchen Renovation + Beam Replacement
2024-7007	25 Macfie Road	Cottage Renovation & Addition
2024-7009	258 Chur-Lee Road	16'x20' Timber Frame Gazebo w Attached Deck
2024-7010	90 Westview Road	1.5 Storey Detached Garage w Storage Above
2024-7011	90 Westview Road	Attached Decks on Existing Seasonal Dwelling
2024-7014	1 Debois Trail	3 Bedroom 2 Bathroom Dwelling w Attached Covered Porch
2024-7015	104 Westview Road	Interior Cottage Renovation
2024-7017	400D Whitestone Lake Road	5 Bedrm 4 Bathrm Dwelling w Attached Garage and Porches
2024-7018	11 Fisher Lane	1 Bedroom 1-1/2 Bathroom Dwelling (Pre-Fab)
2024-7019	1 Arbor Vitae Island	3 Bedroom 2 Bathroom Cottage w Attached Sunroom & Decks
2024-7020	391 Whitestone Lake Road	Living Room Addition to Dwelling w New Screen Porch
2024-7021	90 Chur-Lee Road	1.5 Storey Detached Garage w Storage Above
2024-7022	371 Canning Road	Mudroom Addition to Dwelling w New Attached Deck
2024-7023	1055 HWY 124	Home Industry Farm Produce Storage Facility
2024-7024	90 Chur-Lee Road	Demolish Existing Cottage as per Site Plan
2024-7025	90 Chur-Lee Road	3 Bedroom 2-1/2 Bathroom Cottage w Attached Decks
2024-7028	227 Dunchurch Est. Road.	6' Extension to Existing Attached Deck
2024-7029	30601 Lake Wah-Wash-Kesh	3 Bedroom 3 Bathroom Dwelling w Attached Screen Porches
2024-7033	8137 Bolger Lake	Change-of-Use from Hunt Camp to Sleeping Cabin/Storage)
2024-7034	8137 Bolger Lake	Repair Existing Dock
2024-7035	8137 Bolger Lake	12'x16' Floating Dock w 4'x8' Ramp
2024-7038	2232 HWY 124	Attached Garage Addition
2024-7039	210 East Townline Road	Sleeping Cabin w Attached Deck (Pre-Fab)
2024-7040	11 Deer Trail	1.5 Storey Detached Garage w Carport
2024-7041	426 Trull Road	Mudroom Addition to Cottage w Attached Deck
2024-7042	21598 WA Lake Wah-Wash-Kesh	3 Bedroom 2-1/2 Bathroom Cottage w Attached Decks
2024-7043	5 Spring Road	2 Bedroom Hunt Camp
2024-7046	1 Quinn Road	Attached Open Deck
2024-7047	1611 Balsam Road	3 Bedroom 2 Bathroom Dwelling w Attached Covered Porch
2024-7052	789 HWY 520	3-Season Sunroom Addition
2024-7053	54 Farleys Road	Single Family Dwelling w Attached Garage

**2024 BUILDING PERMIT  
LIST**

2024-7055	28553 Lake Wah-Wash-Kesh	Floating Dock (Two - 6'x12' Sections w 4'x16' Ramp)
2024-7056	26 Shawanaga Lake Road	2 Bedroom 2 Bathroom Cottage w Attached Garage and Covered Porches
2024-7057	40 Taylor Lake Road	1 Bedroom Cottage w Attached Decks (No Plumbing)
2024-7058	185 Boundary Spur Road	1.5 Storey Detached Garage w Storage Above
2024-7059	2050 Balsam Road	3 Bedroom Dwelling w Attached Garage & Covered Porches
2024-7060	13 Smokeys Road	3 Bedroom 3 Bathroom Cottage w Attached Porch & Decks
2024-7061	8137 Bloger Lake	3 Bedroom 1 Bathroom Cottage w Attached Decks
2024-7063	23 Macey Drive	Screen Porch Addition + Replace/Enlarge Attached Deck
2024-7064	117 Farleys Road	2 Bedroom 1 Bathroom Sleeping Cabin w Attached Decks
2024-7067	269 Farleys Road	15'x18' Detached Garage
2024-7068	269 Farleys Road	Attached Deck Extension
2024-7069	1414 HWY 124	Duplex w Attached Covered Porch
2024-7070	261 Farleys Road	Replace Attached Covered Deck
2024-7071	267 Farleys Road	Bedroom Addition w Ensuite
2024-7074	2 Clear Lake Road	1 Bedroom Cottage (No Plumbing)
2024-7075	2 Clear Lake Road	Change-of-Use From Storage Shed to Sleeping Cabin
2024-7076	264 Tahinca Road	Floating Dock
2024-7077	633WA Whitestone Lake	New Landings & Stairs to Access Dock
2024-7078	352 Booth Road	Demolish Existing Cottage & Decks
2024-7079	352 Booth Road	Demolish Existing Detached Garage
2024-7080	225WA Lorimer Lake	Attached Open Deck
2024-7081	10 Sunset Trail	Detached 1.5 Storey Garage w Storage Above
2024-7083	89 Amorak Trail	Shoreline Walkway to Existing Dock in New Location
2024-7087	14411 Lake Wah-Wash-Kesh	14'x20' Storage Shed
2024-7088	10875 Lake Wah-Wash-Kesh	Demolish Existing Cottage as per Site Plan
2024-7089	10875 Lake Wah-Wash-Kesh	4 Bedroom 2 Bathroom Cottage w Attached Decks
2024-7093	21 Labrash Lake Road	3 Bedroom 1 Bathroom Dwelling
2024-7094	29 Bears Paw	Pier Foundation Replacement Beneath Accessory Structure
2024-7095	300 Farleys Road	50'x80' Single Storey Detached Garage w Covered Porches
2024-7098	412 Shawanaga Lake Road	1.5 Storey Detached Garage w Storage Above
2024-7099	375 Whitestone Lake Road	Replace Existing Attached Deck/Patio
2024-7100	41 Maple Island Road	Replace & Enlarge Attached Open Deck
<b>2024</b>	<b>TOTAL # OF ISSUED PERMITS = 100</b>	<b>(AS OF NOVEMBER 1ST, 2024)</b>
	<b>REMAINING OPEN PERMITS = 65 (65%)</b>	<b>(AS OF NOVEMBER 1ST, 2024)</b>

2015 - 2024 PERMIT STATUS

YEAR	PERMITS ISSUED	PERMITS CLOSED	OPEN PERMITS	
2015	108	89	19	FULL REVIEW OF ALL 2015 PERMIT FILES COMPLETED IN 2023
2016	84	73	11	FULL REVIEW OF ALL 2016 PERMIT FILES COMPLETED IN 2024
2017	138	97	41	FULL REVIEW OF ALL 2017 PERMIT FILES SCHEDULED FOR 2025
2018	78	46	32	
2019	90	65	25	
2020	98	72	26	
2021	134	94	40	
2022	123	90	33	
2023	98	71	27	
2024	100	35	65	(AS OF NOVEMBER 1ST, 2024)





# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Fire and Rescue

**Agenda Date:** November 19, 2024

**Report No:** FIRE-2024-03

### **Subject:**

Fire and Rescue Services Activity Q3 – July 1 to Sept 31, 2024

### **Recommendation:**

THAT the Council of the Municipality of Whitestone receives for information Report FIRE-2024-03 (Fire and Rescue Service activity Q3– July 1 to Sept 30 2024).

### **Background:**

The purpose of this report is to report to Council on various activities and matters related to the Fire and Rescue Services for the third quarter of 2024.

### **Call for Service:**

The Fire Department responded to **70** calls for service from July 1, to Sept 30, 2024

### **Fire Calls: 3**

- Tree down on hydro line, small grass fire.
- Switch Exploded on a hydro line
- Grass fire alongside CN track by snowmobile trail in Ardbeg

### **Medical calls:**

- (4) Fall fracture hip
- (5) Lift assist
- (11) Chest pain
- (1) Patients in SVT (super ventricular tachycardia)
- (7) Allergic reaction
- (9) Fractures
- (1) patient fell off horse fractured ribs lacerated kidney
- (6) Patients with head trauma
- (6) Seizure
- (1) Patient threatening suicide
- (1) Eye injury
- (6) SOB shortness of breath calls

## **Sudden Death VSA: 1**

### **Motor Vehicle Accident (MVC): 2**

ATV (MVC) one patient assessed by Fire Department, transported to WPSHC by EMS, both operators of the ATV were charged with impaired operation of a motor vehicle.

Fire Department responded to a motor vehicle accident on HWY 124 for a pickup that left Hwy 124 ending up into the rock and on top of guard wires. Patient was treated by Fire Department and transported to WPSHC by EMS. Fire Department invoiced Highway Incident Claims (MTO) for responding to the call **\$1,679.58**

### **Overdose: 3**

### **Mutual aid calls: 1**

Called to McKellar for a MVC Car vs deer, 7 occupants: 2 adults, 5 children

### **Enforcement: 1**

Burning complaint, complaint resolved on scene with education about open air burning by-law

### **Inspection order: 0**

### **Training**

Regular by-weekly training and Equipment vehicle check at station#1

Regular bi-weekly equipment vehicle checks at station #1,2

Fire (5) new firefighters have completed the NFPA 1001 and are waiting to be tested.

### **Fire prevention initiatives: 2**

Fire inspection for rental units License x5

Fire Department participated in the parade.

Open house fire hall for fall fair, tours of equipment, handed out fire prevention information.

On August long weekend Fire Department did a safety information blitz on the Bunny Trail at Hwy 520, to inform campers that fire permits are required, safety information out to 26 vehicles.

Fire Department did a check at the government pit off Clear Road and the camping area by the snowmobile trail for fire permits compliance check. 9 campers; all but one camper had fire permit, that one camper was directed to the Municipal website and obtained permit.

### **Public outreach and education: 3**

Defib checks at Community Centre, Library x3

Fire Department applied for and submitted the fire safety grant from the OFM.

Fire Department applied for and submitted a grant from CN.

**NOTES:**

- This year EMS has been delayed multiple times up to 30 minutes due to no Ambulance available.
- Fire Department using fire boat #1 to rescue two patients off Whitestone Lake. Heavy winds and rain came up all of a sudden and a stand-up paddle boarder and a kayaker were tipped over into the water, could not get to shore, not wearing life jackets
- Self-contained breathing apparatus (SCBA), Ladders, Pumper #1 testing completed and passed.
- All Vehicles had annual safety completed and passed.

**Financial Considerations**

Additional costs beyond approved budget: None

**Link to Strategic Plan:**

In support of the high- level objectives of the Strategic Plan:  
Communication, Fiscal responsibility.

**Respectfully submitted by:**



Bob Whitman  
Fire Chief





# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Finance

**Agenda Date:** November 19, 2024

**Report No:** FIN-2024-13

**Subject:**

Budgetary Control Report for the nine months ending September 30, 2024

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receives for information Report FIN-2024-13 (Budgetary Control Report for the nine months ending September 30 2024); and

**THAT** Staff continue to keep Council updated with quarterly Budgetary Control Reporting.

**Analysis:**

**Revenues**

Approximately 15% under budget (unfavourable) for the nine months ending September 30, 2024. Final Ratepayer Billing occurred in July 2023. Final installment due date is October 31, 2024, unless enrolled in monthly pre-authorized payment plan. Final Provincial funding still to be received.

**Expenses**

Approximately 35% under budget (favourable) for the nine months ending September 30, 2024. Final levies still to be paid

**Capital**

Approximately 34% under budget (favourable). The majority of the spending for these projects is expected in Q4

**External Levy Payments**

- DSSAB paid quarterly
- Ontario Provincial Police Levy paid monthly
- Ambulance Levy paid 100% at the beginning of the year
- Belvedere Heights paid 100%
- North Bay Health Unit paid monthly

**Grants received**

- Ontario Municipal Partnership Fund (OMPF) received quarterly

- OCIF received 100%
- Canada Community Building Fund (Gas tax) expected in Q4
- NORDS funds for gravel received 100%
- Invasive Species Grant expected in Q4

Reserve allocations are done at the year-end.

**Financial Considerations:**

Revenue, Operating and Capital budgets are under budget for the nine months ending September 30, 2024 as noted above.

**Next Steps:**

Continue to update Council on a quarterly basis.

**Link to Strategic Plan:**

2. Fiscal Responsibility and Accountability

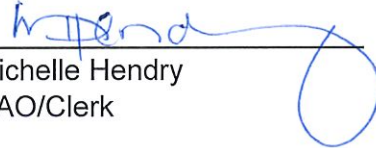
**Respectfully submitted by:**



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Maneesh Kulal  
Treasurer / Tax Collector

**Reviewed by:**



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Michelle Hendry  
CAO/Clerk

**Attachments:**

- Attachment A - Expenses
- Attachment B - Revenues
- Attachment C - Capital

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	<b>As of Oct 23 2024</b>	<b>Fav -(Unfav)</b>	<b>Comments</b>
<b>Expenses</b>				
<b>General Government</b>				
16-090 - Council -Fees	123,550	92,487		
16-091 - Council - Travel	2,000	2,250		
16-092 - Council - Miscellaneous	7,000	5,909		
16-093 - Council Electronic Device Allowance	3,000	3,000		
16-093-1 Council Insurance	2,370	2,643		Complete no further invoice is expected
16-094 - Council Health Benefits	21,725	12,646		
16-100 - Admin - Salaries	614,123	454,085		
16-101 -Admin - Benefits	36,414	24,902		
16-102 - Admin - Travel Expenses (mileage and meals)	2,270	995		
16-103 - Admin - Membership/Subscriptions	5,500	4,540		
16-104 - Admin - Training Expenses (conferences and training courses)	4,500	5,161		
16-106 - Admin - Postage Expenses	11,000	9,217		
16-107 - Admin - Insurance	36,830	34,785		Complete no further invoice is expected
16-108 - Admin - Advertising	7,500	7,138		
16-109 - Admin - Telephone	4,100	2,557		
16-110 - Admin - Office Supplies	9,000	8,275		
16-113 - Admin - Office Equipment	7,500	6,758		
16-115 - Admin - Computer Supplies/Support	25,000	16,573		
16-116 - Admin - Tax Notices \Forms	1,000			
16-117 - Admin - Tax Registrations				
16-118 - Admin - Financial Expense	12,000	7,661		
16-119 - Admin - MPAC Fees	79,019	79,019		Complete no further invoice is expected
16-120 - Admin - Legal Expenses	75,000	37,469		
16-120 - 1- Admin - Auditor	14,000	11,702		
16-121 - Admin - Election	1,865	1,679		Annual amount for 'Comprint Systems Incorporated (doing business as DataFix) in respect of 2026 Election
16-122 - Admin - Donation	10,000	10,000		Complete
16-123 - Admin - Volunteer Appreciation	12,000	2,012		Additional Invoices expected in Q4 as the event is planned for November 30
16-124 - Admin - Taxes Written Off	5,000			Expected in Q4
16-126 - Admin - Communications	10,000	6,480		
16-131 - HR Contingency	35,000			Invoices expected to be posted in Q4
16-134- Dist Parry Sound Municipal Asso.MTG	0			
16-150 - Office - Heating/Hydro	7,200	2,020		
16-151 - Office - Building Maintenance		776		
16-153 - Office - Janitorial Supplies	500	394		
16-161 - Web Site - Maintenance/Wages	7,000	6,314		
16-162 - High Speed Internet	1,900	1,493		
16-163 Asset management reserve contribution	288,985			Expected in Q4
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,483,850</b>	<b>860,939</b>	<b>622,911</b>	<b>42%</b>

**Protection to Persons & Property**

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>
<b>Fire</b>			
16-201 - Fire - Firefighters Wages	101,242	71,335	
16-202 - Fire - Training	10,000	5,894	Expenditures expected with in budget
16-202-1 Fire - New Recruitments	18,000	8,729	Expenditures expected with in budget
16-203 - Fire - Advertising	100		
16-204 - Fire - Workplace Safety Ins	8,000	771	Final invoice expected in Q4
16-205 - Fire - Ambulance Dispatch	4,263		Final invoice expected in Q4
16-206 - Fire - Insurance	37,096	37,415	Complete no further invoice is expected
16-206 - 1 Fire - Insurance Helipad Ins	2,527	2,527	Complete no further invoice is expected
16-207 - Fire - Drivers Exams	600		Final invoice expected in Q4
16-208 - Fire - Prevention/Education	2,160	1,692	Expenditures expected with in budget
16-209 - Fire - Memberships/Mutual Aid	545	665	
16-210 - Fire - Misc	2,000	575	
16-212 - Fire - Radio Tower & Air	1,896	1,078	
16-213 - Fire - Radio Licenses	1,000	1,000	Complete no further invoice is expected
16-216 - Fire - Permits	2,600		Final invoice expected in Q4
16-218 - Fire - Stand Pipe	500	669	Complete no further invoice expected
16-219 - Fire - Air Bottle Hydrostating	1,000		
16-220 - Forest Fire Expense (MNR)	400		
16-222 - Fire - Bunker/Safety/Uniforms	5,800	5,951	Expenditures expected over budget \$600 at year end
16-222-1 Fire - Turnout/Repair/Cleaning	2,400	384.17	Expenditures expected with in budget
16-223-Fire Vehicle Equipment reserve	10,000		
16-223-3 Fire - CPA Fire Cost	1,086		
16-224 Fire Forest Fire Reserve	0		
16-224-1 Fire Pump reserve	125,000		
16-225 - Fire - Hose Replacement	1,000	244	
16-227 - Fire - Office Supplies			
16-229 - Fire - Mileage	200		
16-232 - Station 1 - Hydro	7,000	6,880	Expenditures expected over budget \$600 at year end
16-233 - Station 1 - Minor Purchases	3,600		Final invoice expected in Q4
16-234 - Station 1 - Fuel & Oil	7,000	6,294	Expenditures expected with in budget
16-235 - Station 1 - Boat 1	554	370	Expenditures expected with in budget
16-236 - Station 1 - Heating	2,500	2,010	Expenditures expected with in budget
16-237 - Station 1 - Telephone	900	598	
16-238 - Station 1 - Supplies	1,065	117	
16-239 - Station 1 - Building Maintenance	1,000	2,533	Over budget due to generator maintenance
16-240 Station 1 - Internet	0		
16-241 - Station 1 - Inspections & Repairs	750	295	
16-242 - Station 1 - 5610 Insp/Repairs (Van)	2,000	1,118	
16-243 - Station 1 - Snowmobile Inspection/Repairs	200		
16-245 - Station 1 - Radio Equipment/Repairs	1,500	399	

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	<b>As of Oct 23 2024</b>	<b>Fav -(Unfav)</b>	
16-248 - Station 1 - Pumper #1 /Pumpe #2 Inspection/Repairs	3,400	2,518		Expenditures expected with in budget
16-248-1 - Station 1 - Pumpe #2 Inspection/Repairs				
16-250 - Station 1 - Truck #10	2,700	828		
16-251 - Station 2 - Hydro	1,255	553		
16-252 - Station 2 - Minor Purchases/Hose	3,400	2,038		
16-253 - Station 2 - Fuel & Oil	1,000			Final invoice expected in Q4
16-254 - Station 2 - 5623 Insp/Rep (Van)	2,000	1,603		Expenditures expected with in budget
16-255 - Station 2 - Boat 2	554	153		
16-256 - Station 2 - Heating	5,000	2,151		
16-257 - Station 2 - Telephone	950	621		
16-258 - Station 2 - Supplies	1,000	325		
16-259 - Station 2 - Building Maintenance	316	245		
16-260.-1Helipad Maintenance	7,500			Final invoice expected in Q4
16-261 - Station 2 - Tanker Inspection/Repairs	1,700	509		
16-262 - Station 2 - Internet	2,200	1,470		
16-263 - Station 2 - Radio Equipment/Repairs	1,200	378		
16-264 - Station 2 - Snowmobile Inspection/Repairs	200			Final invoice expected in Q4
16-265 - Fire Rating Signs (3)	650	611		
16-267 - Fire Pro	1,300	875		
16-268 - SCBA Testing	1,500			Final invoice expected in Q4
16-269 - Cell Phone	400			Final invoice expected in Q4
16-269-1 - Argo/Trailer	400			Final invoice expected in Q4
16-271 Defibrillator Expense	1,500	161		
16-272-1 - Jaws Mtce/Training	500	829		
<b>Total Fire</b>	<b>408,108</b>	<b>175,412</b>	<b>232,697</b>	<b>57%</b>
<b>Other Protection</b>				
16-270 - Emergency Plan	5,724	206		Year end reconciliation will move CEMC expenses to this account from Fire Department wages account
16-272 - Biosphere Monitoring (GBB)	0			
16-273 - Animal Control	300			
16-273 - 1 - Wildlife Compensation Prog	300			
16-274 - Policing Levy	408,081	235,864		
16-274-1- Police Services Board	2,000			2024 expences TBD; Invoice to be received in Q4 and will be well within budget.
16-275 - By-Law Enforcement	24,000	18,396		
<b>Total Other Protection</b>	<b>440,405</b>	<b>254,467</b>	<b>185,939</b>	<b>42%</b>
<b>Building Department</b>				
16-280 - Salaries and Benefits	126,384	98,942		
16-279 - Building Department Truck Fuel	1,050	523		

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	<b>As of Oct 23 2024</b>	<b>Fav -(Unfav)</b>	
16-281 Supplies	2,500	1,172		
16-283-1 Cell Phone	450	269		
16-284 - Training/Seminar	1,000	1,168		
16-285 Memberships	6,000	5,216		
16-290 - Truck Maintenance/Insurnace	4,206	3,624		
16-291-1 Mileage	300	231		
	<b>141,890</b>	<b>111,144</b>		
<b>TOTAL PROTECTION TO PERSONS &amp; PROPERTY</b>	<b>990,404</b>	<b>541,022</b>	<b>449,382</b>	<b>45%</b>
<b>Transportation Services</b>				
<b>Operating Expenses</b>				
16-300 - Roads - Wages	513,338	382,427		
16-302 - Roads - Benefits & WSIB	42,580	29,462		
16-303 - Roads - Office-Supplies/Memberships	1,300	1,102		
16-304 - Roads - Office-Training	4,500	3,940		Expenditures expected over budget \$1,000 at year end
16-305 Road Misc Visa Unallocated				
16-306 - Roads - Office-Tower/Radio Licences	1,200	675		
16-310 - Roads - GPS Maintenance	2,850	3,078		Expenditures expected over budget \$ 700 at year end
16-311 Road Washout	8,000	8,047		Complete no further invoice is expected
16-316 - Garage - Miscellaneous	1,200	858		
16-320 - Garage - Mtc/Supplies/Tools	13,000	12,862		Expenditures expected over budget \$ 700 at year end
16-321 - Garage - High Speed Internet	1,852	963		Expenditures expected with in the budget.
16-322 - Roads - Cell Phone	1,652	735		
16-323 - Garage - Hydro	2,800	1,787		
16-324- Garage - Telephone	720	317		
16-329 - Garage - Heating	8,000	3,807		
16-331 - Garage - Insurance	1,782	1,790		
16-334 - Garage - Bldg Mtce	6,500	1,793		
16-337 - Culverts - Goods & Services	4,000	829		Will be overrun for culvert order Total item \$8,000
16-343 - Road Side Brushing	14,500	11,804		Contract complete no further invoice expected
16-342 - Invasive Species				
16-344 - Road Sweeping	4,500	4,335		Contract complete no further invoice expected
16-350 - Ditching - Goods & Services	0			

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>	
16-355 - Beaver Dams - Goods & Services	500	700		Expenditures expected over budget \$ 500 at year-end
16-360 - Hardtop Patching - Goods & Services	7,000	5,931		Ongoing expected with in budget
16-365 - Grading - Goods & Services	0			
16-370 - Dust Control - Goods & Services	56,000	55,442		Complete no further invoice is expected
16-375 - Gravel - Summer Maintenance	220,000	218,579		
16-386 - Sanding/Salting - Goods & Services	41,600			Delivery and invoicing expected Q4
16-389 - Road Side Grass Cutting	6,100			Q4 expense
16-391 - Sign/Safety - Goods & Services	5,250	5,213		Expenditures expected over budget \$ 500 at year-end
16-393 - 4 X 4 Truck - Maintenance	0			
16-394 - 4 X 4 Truck - Fuel	0			
16-394 - 1 - Dodge Ram 2018 Mtc	3,255	3,520		Expenditures expected over budget \$ 1000 at year-end
16-394 - 2 - Dodge Ram 2018 Fuel	4,500	4,844		Expenditures expected over budget \$ 800 at year-end
16-396 - Misc MTO Vehicle Plate Renewal	9,300	222		Invoice expected in Q4
16-398 - Turn Around Upgrades	2,500	2,544		Complete no further invoice expected
16-402 2015 - Tandem Freightliner - Maintenance	24,500	22,749		Expenditures expected with in budget
16-403 -205 Tandem Freightliner - Fuel	15,000	11,874		Expenditures expected with in budget
16-404 - 2017Single Axle Freightliner - Maintenance	19,000	10,406		Expenditures expected with in budget
16-404-1 - 2017Single Axle Freightliner - Fuel	12,500	8,816		
16-404-2 2020Freightliner - Snow Plow Fuel	15,500	10,738		
16-404-3 2020Freightliner - Snow Plow Mtce	19,000	8,473		
16-407- 2022- 5 Ton Maintenance	0			
16-407-1 2022-1 ton Maintenance	4,500	8,943		Expenditures expected over budget \$ 4,500 at year-end
16-408 2022 5 Ton Fuel	0			
16-408-1 2022 One Ton Fuel	7,500	8,162		Expenditures expected over budget \$ 2,500 at year-end
16-405 - Harris Lake Road Association	0			
16-409 - 2007 Tandem International - Maintenance	9,000	6,715		Expenditures expected with in budget
16-411 - 2007 Tandem International - Fuel	5,500	2,315		Expenditures expected with in budget
16-412 - 2020 Float Maintenance	1,000	802		
16-414 - Bunny Trail RR X - Maintenance	4,100	3,632		Expenditures expected over budget \$ 300 at year-end
16-421 - 2010 Grader - Maintenance	25,000	12,508		Expenditures expected with in budget
16-423 - 2010 Grader - Fuel	14,500	10,913		
16-426 - 2016 Backhoe - Maintenance	0			
16-426-1 2022 Backhoe Maint -John Deer	4,500	4,197		Expenditures expected with in budget
16-427 - 2016 Backhoe - Fuel Case	0			
16-427-1 2022 Backhoe Fuel John Deer	5,000	3,093		

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	<b>As of Oct 23 2024</b>	<b>Fav -(Unfav)</b>	
16-439 - Road Street Lights	5,000	4,516		Expenditures expected over budget \$ 1,300 at year-end
16-439.-1 Hyundai Excavator Maintenance	4,500	723		Complete no further invoice is expected
16-439-2 Hyundai Excavator Fuel	5,000	4,734		Expenditures expected over budget \$ 1,300 at year-end
16-439-3 Fleet Insurance	38,817	39,278		Complete no further invoice is expected
16-440-4 Roads Grant	89,798	61,556		A few road grant applications to be processed; expected to be within budget
<b>Loans/Debentures</b>				
16-441-11 Tandem Plow Loan (Freightliner)	25,701	25,708		Complete no further invoice is expected
16-441-12 2022 Backhoe Loan	42,397	31,798		
16-441-13 Land (2125 Highway 124) 2022 TD Loan	66,745	49,930		
16-441-5 Roads Garage Debenture	37,281	37,281		Complete no further invoice is expected
16-441-7 Bunny Trail Culvert Debenture	19,992	9,996		
16-441-9 Bunny Trail Construction Debenture	56,880	28,587		
16-442 1 Canning Road (resurface treatment) Debenture	9,664	4,832		
16-442-2 Balsam Road (surface treatment) Debenture	9,664	4,832		
16-442-3 Boakview Road (bridge), Whitestone Lake Road (road repair), Bunny Trail (road repair) Debenture	37,198	37,198		
16-442-4 2022 Roads Construction Loan (interest)				
16-442-5 Financing Fire Pumper Truck- - Interest Only 9 Month @ 5%	11,094			
<b>TOTAL TRANSPORTATION SERVICES INCLUDING LOAN/DEBENTURES</b>	<b>1,636,110</b>	<b>1,242,911</b>	<b>393,199</b>	<b>24%</b>
<b>Environmental Services</b>				
16-444-2 - Landfill Wages	149,046	105,798		
16-444-1 - York Landfill - Training	500			
16-444 - York Landfill - Miscellaneous	400			
16-446 - York Landfill - Supplies	1,200	1,323		Expenditures expected over budget \$ 300 at year-end
16-446 - 1 York Landfill - Hydro	700	387		
16-447 - York Landfill -Compaction/Cover	0			
16-448 - York Landfill - Recycling	20,000	16,896		Expenditures expected with in budget
16-452 - York Landfill - Maintenance	3,000	3,319		
16-452-2 - York Landfill - Compactors Maintenance	3,500	234		
16-455 - York Landfill - Hazardous Waste	10,000			Invoice expected Q4
16-456 - York Landfill - Monitoring	11,500	5,340		Expenditures expected within budget



**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>	
16-457 - York Landfill - Heating		750	308	
16-457 - 1 - York Landfill - Internet		1,950	1,443	
16-459 - York Landfill - Bulk Waste		13,260	7,070	
16-466 - Auld Landfill - Supplies		1,000	854	
16-466-1 Auld Landfill - Hydro		1,100	769	
16-467 - Auld Landfill - Compaction/Cover		0		
16-468 - Auld Landfill - Recycling		10,000	7,807	Ongoing. Final cost expected within the budget
16-471 - Auld Landfill - Bulk Waste		11,300	5,701	Ongoing. Final cost expected within the budget
16-472 - Auld Landfill - Brushgrinding		19,500	58	Invoice expected Q4
16-473 - Auld Landfill - Maintenance		2,600	1,983	
16-473-1 - Auld Landfill - Compactors Maintenance		1,500		
16-476 - Auld Landfill - Miscellaneous/Training		500		
16-477 - Auld Landfill - Hazardous Waste		0		
16-478 - Auld Landfill - Monitoring		6,000	2,191	Expenditures expected with in budget
16-479 - Auld Landfill - Heating		900	183	
16-479 - 1 - Auld Landfill - Internet		1,700	732	
16-480 Reserve Landfill Sites		10,000		
16-483 - WahWashKesh Dam		0		
16-486 Wah-Wash-Kesh Land Use		0		
16-485 - Harris Lake Depot		2,900		Annual invoice expected Q4
16-458 - Parry Sound Industrial Park		15,033		Annual invoice expected Q4
16-484-1Benthic Monitoring		2,874	2,874	
16-484 - ICECAP		10,225	9,145	
16-484-2 Lake Planning		0		
16-484-3 Misc. Initiatives WESC		3,500	326	
<b>TOTAL ENVIRONMENTAL SERVICES</b>	<b>316,438</b>	<b>174,740</b>	<b>141,698</b>	<b>45%</b>
<b>Health Services</b>				
16-549 - Health Unit Operating (Levy)		31,891	23,918	
16-550 - Ambulance Levy		217,452	217,452	Complete no further invoice is expected
<b>Total Health Services</b>	<b>249,343</b>	<b>241,371</b>	<b>7,973</b>	<b>3%</b>
<b>Cemetery</b>				
16-501 - 1 Cemetery - Staking Fees		3,000	1,840	
16-502 - Cemetery - Memberships		420	667	
16-502 - 2 - Cemetery - Software		550	518	
16-505 - Fairholme Cemetery - Grasscutting		3,500	2,837	

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>	
16-506 - Fairholme Cemetery - Materials/Misc	2,000	440		
16-513 - Maple Is Cemetery - Materials/Misc	1,000	303		Expenditures expected over budget \$1000 at year-end
16-515 - Maple Is Cemetery - Grasscutting	2,000	1,536		
16-522 - Whitestone Cemetery - Materials	500	232		Expenditures expected over budget \$1000 at year-end
16-524 - Whitestone Cemetery - Grasscutting	1,500	1,183		
<b>Total Cemetery</b>	<b>14,470</b>	<b>9,557</b>	<b>4,913</b>	<b>34%</b>
<b>TOTAL HEALTH SERVICES</b>	<b>263,813</b>	<b>250,928</b>	<b>12,886</b>	<b>5%</b>
<b>Social &amp; Family Services</b>				
16-618 - Dist Soc Services (DSSAB) Levy	284,870	142,390		
16-628 - Belvedere Home - Operating (Levy)	61,677	61,677		Complete no further invoice is expected
<b>TOTAL SOCIAL &amp; FAMILY SERVICES</b>	<b>346,547</b>	<b>204,067</b>	<b>142,480</b>	<b>41%</b>
<b>Recreation &amp; Culture</b>				
<b>Facilities</b>				
16-699 - Facilities - Wages & Benefit	91,588	53,760		
16-702 - Dunchurch Hall - Supplies	1,700	1,740		Expenditures expected over budget \$ 300 at year-end
16-703 - Dunchurch Hall - Building Maintenance	8,000	5,700		Expenditures expected within budget
16-704 - Dunchurch Hall - Heating	5,300	2,029		
16-705 - Dunchurch Hall - Hydro	3,700	3,288		Expenditures expected within budget
16-706 - Dunchurch Hall - Telephone	700	414		
16-707 - Dunchurch Hall - Insurance	6,787	6,818		Complete no further invoice is expected
16-707-1 - Facilities - Training	500	150		
16-707-2 Bolger lake Landing	0			
16-710 - Dunchurch Hall - High Speed Internet	2,100	997		
16-716 - Maple Is Hall - Supplies	300			
16-718 - Maple Is Hall - Building Maintenance	1,600	393		
16-719 - Maple Is Hall - Hydro	2,400	2,035		Expenditures expected within budget
16-720 - Maple Is Hall - Telephone/Internet	2,000	1,450		
16-725 - Maple Is Hall - Insurance	1,697	1,704		Complete no further invoice is expected
16-731-1 2125 HWY 124 Property Maintnace	1,000	532		
16-731-3 2125 HWY 124 -Hydro	2,000	750		
16-731-5 2125 HWY 124-Insurance	2,672	2,684		Complete no further invoice is expected
16-731-6 2211 HWY 124 Property Maintenance	1,000			
16-741 - Pavilion - Supplies	700	801		Complete no further invoice is expected
16-741-1 - Pavilion Heating	1,300	702		
16-742 - Pavilion - Building Maintenance	2,000	509		

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>	
16-743 - Pavilion - Hydro	1,400	976		
16-745 - Pavilion - Insurance	4,242	4,261		Complete no further invoice is expected
16-762 - Maple Is Park - Maintenance	1,300	1,325		Complete no further invoice is expected
16-767 - Municipal Flowers	1,000	1,493		Complete no further invoice is expected
16-768 - Storage Garage - Hydro	0			
16-769 - Facilities / Parks Maintenance	4,000	1,468		
16-774 Facility Reserve- Vehicle				
16-775-2 New 2023 - Truck- Maintenance				
16-775 - 2016 Facilities Truck - Maintenance/ Insurance	4,195	2,379		
16-776 - 2016 Facilities Truck - Fuel	4,000	4,005		Expenditures expected over budget \$800 at year-end
16-777 - Municipal Building Mtce	6,000	2,676		
16-778 - Water Maintenance	6,500	3,788		
16-779 - Water Testing	1,500	1,111		Expenditures expected within budget
16-781 - Dunchurch Dock - Beach Maintenance	1,500	188		
16-782- Infrastructure Reserve				
16-784 - Mower Expense and small equipment	1,500	512		
<b>Total Facilities</b>	<b>176,180</b>	<b>110,638</b>	<b>65,542</b>	<b>37%</b>
<b>Recreation</b>				
16-787 - Recreation - Public Pay Telephone	625	407		
16-790 - Recreation - Committee Programs	26,000	12,756		Q4 expenses to be posted by year end
16-791-2 Recreation Equip & Education/Training	1,000			
16-790-4 Swim Program	4,000	2,962		Includes wages for Swim Instructor and supplies for the program. Complete no further invoice is expected
<b>Total Recreation</b>	<b>31,625</b>	<b>16,125</b>		
<b>After School Program</b>				
16-798 - After School Program	7,000	3,188		
16-798-1 After School Program-Supplies	400	361		
	<b>7,400</b>	<b>3,549</b>		
<b>Total Recreation &amp; After School Program</b>	<b>39,025</b>	<b>19,674</b>	<b>19,351</b>	<b>50%</b>
<b>Thrift Shop</b>				
16-793 - Recreation - Thrift Shop Donations	17,000			Year end reconciliation expected in Q4
16-794 - Recreation - Thrift Shop Expenses	300	75		
<b>Total Thrift Shop</b>	<b>17,300</b>	<b>75</b>	<b>17,225</b>	<b>100%</b>

**Library**

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	As of Oct 23 2024	<b>Fav -(Unfav)</b>	
16-803 - Library - Expenses	114,300	114,304		Complete no further invoice is expected
16-803-1 Insurance	6,570	6,391		
16-806 - Library - Building Maintenance	3,000	3,893		
<b>Total Library</b>	<b>123,870</b>	<b>124,588</b>	<b>- 718</b>	<b>-1%</b>
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>356,375</b>	<b>254,975</b>	<b>101,400</b>	<b>28%</b>
<b>Planning &amp; Development</b>				
16-811 - Nursing Station Expenses	3,000	3,121		Expenditures expected over budget \$1,000 at year-end
16-818 - 911 Expenses	500			
16-819 - 911 Levy	1,200	1,127		Complete no further invoice is expected
16-841 - Parry Sound Planning Board	5,000			Invoice expected Q4
16-843 - Planning & Development	70,000	9,580		Expected within the budget approximately 22 K invoice expected by Q4
16-845-3-Land Use permit Gooseneck Lake LUP1654	90			
16-845-4-Land Use permit WahWashKesh lake PS-2023	100			
16-845-5-Land Use permit Ardbeg PS-2022-PLA 00201	300	68		
16-845-6-Land Use permit Whitest Lake Trail MPSB-2023	250	98		
16-845-7-Land Use permit Auld's Road Landfill	2,400	2,208		
16-845-8-Land Use permit WahWashKesh Lake PS2019	100			
16-844-1 Parkland Reserve Contibution	35,000			
<b>Toal Planning &amp; Development</b>	<b>117,940</b>	<b>16,202</b>	<b>101,738</b>	<b>86%</b>
<b>Community Economic &amp; Development</b>				
16-845 - Tourisium Orientation Destination Signs	2,500			Invoice to be paid in Q4
16-845-1 - Walking Trails - Maintenance/Land Use	500			No expenses expected for 2024
16-845-2 - CIINO	0			
<b>Total Community &amp; Development</b>	<b>3,000</b>	<b>-</b>		
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>120,940</b>	<b>16,202</b>	<b>104,738</b>	<b>87%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>5,514,478</b>	<b>3,545,785</b>	<b>1,968,693</b>	<b>36%</b>
<b>TOTAL CAPITAL EXPENSES</b>	<b>1,185,402</b>	<b>777,739</b>	<b>407,663</b>	<b>34%</b>
<b>TOTAL MUNICIPAL EXPENSES</b>	<b>6,699,881</b>	<b>4,323,524</b>	<b>2,376,356</b>	<b>35%</b>
<b>School Boards</b>	<b>994,993</b>	<b>752,978</b>	<b>242,016</b>	<b>24%</b>

**Municipality of Whitestone  
2024 Budgetary Control Report**

	<b>Budget</b>	<b>Actual 2024</b>	<b>Var</b>	
	<b>2024</b>	<b>As of Oct 23 2024</b>	<b>Fav -(Unfav)</b>	
<b>TOTAL EXPENSES MUNICIPAL &amp; SCHOOL</b>	<b>7,694,874</b>	<b>5,076,502</b>	<b>2,618,372</b>	<b>34%</b>
<b>REVENUES</b>	<b>7,643,364</b>	<b>6,491,216 -</b>	<b>1,152,147</b>	<b>-15%</b>

2024 Budgetary Control Report	Actual 2024	
	2024 Budget	As of Oct 23 2024
<b>Revenue</b>		
14-110 - Taxation Revenue: General Levy	3,631,341	3,631,080
14-210 - English Public School Taxes	994,993	997,205
14-310 - French Public School Taxes		3,525
14-315 - English Separate School Taxes		
14-430 - In Lieu of Taxes	7,949	763 Expected in Q4
14-431 - Supplemental Taxes	67,000	Expected in Q4
14-432 - Supplemental Taxes - English Public		
15-100 - Interest Earned from Bank Balance	35,000	29,281
15-110 - LCBO Rent	10,824	7,308
15-110-1 LCBO Grass & Misc Revenue	3,500	Expected in Q4
15-121 - Nomination Fees	-	
15-310 - Miscellaneous Office Revenue	1,500	884
15-311 Sale of land/ Property / Vehical	-	
15-329 Roads Damage Deposit		
15-330 - Roads Revenue	3,000	200
15-335 Miscellaneus Revenue		
15-346 - Garbage Tipping Fees		249
15-346-1LandFillYork POS	13,000	2,685
15-346-2LandFill AULD POS		7,195
15-346-4 Landfill revenue -York Bag tags	100	50
15-346-5 - Scrap Metal	20,000	11,977
15-370 - Recreation Revenue	300	315
15-371 - Hall Rental Revenue	1,000	511
15-373 - After School Program	9,000	10,291 User rees \$1,354.00and DSSAB Grant \$ 8,937
15-380 - Planning & Zoning Revenue	40,000	23,043
15-384 - Farleys Parking Permits	1,000	485
15-385 - Rental Units	4,000	4,600
15-390 - Dog Tags	1,200	770
15-391 - Kennel License	75	75
15-395 - Community Development Revenue	300	400
15-396 - 9-1-1 Revenue	500	720
15-502 - Railway ROW	27,244	27,244
15-503 - Grant-Waste Diversion Ontario/CMO	82,788	57,826 Installment 1 & 2 received from WDO. CMO monthyl payments expected for the remainder of the year in Q4
15-504 - Ontario Municipal Partners Fund	1,141,600	856,200 Quarterly payments received

2024 Budgetary Control Report	Actual 2024	
	2024 Budget	As of Oct 23 2024
15-504-3 - Modernization Grant	-	
15-507-3 - OCIF - Capacity Program	132,250	132,250 Complete no further revenue expected
15-505 -5 NORDS - Gravel	119,391	119,391
15-505-6 - ICIP COVID - Nursing Station	-	
15-507-8 - Invasive Species		Grant received early Q4 - \$2,500
15-508 - Federal Gas Tax Revenue	67,596	Expected in Q4
15-510 - Aggregate Resource Lic Fee	6,000	7,320
15-510 - 5 - Provincial Offences Revenue	3,943	983
15-522 - Fire Revenue(MTO on site)	4,500	5,359
15-525 - Fire - Smoke Alarms/Carbon Monoxide	100	92
15-527 - Fire-Helipad Maintenance	3,500	Expected in Q4
15-570 - Grant Recreation		1,560 Fire Works (Heritage Canada)
15-571 - Maple Island Thrift Shop	19,000	16,576
15-720 - Licences/Permits	150,000	150,787
15-721 - Tax Certificates	1,500	930
15-723- CBO Shared Services	750	598
15-750 - Penalty/Interest	60,000	53,043
15-751 - Shore Road Allowance Revenue	5,000	30,336 Under budgeted
15-753 - Parkland in Lieu Payments	35,000	Year end reconciliation
15-773 - Nursing Station Lease Revenue	1,062	1,200
15-790 - Transfer Between Funds -Capital	640,729	
15-798 - Nursing Station Expansion Donations	-	100
15-790-1 Financing Fire Truck	295,827	295,810 Complete no further revenue expected
<b>Total Revenue</b>	<b>7,643,364</b>	<b>6,491,216</b>

	2024 Budget	Actual 2024	
2024 Budgetary Control Report			
PROJECT		As of Oct 23 2024	Comments
GENERAL GOVERNMENT			
19-100 Computer Upgrades for Office	5,000	7,033	Over expenditure - Fire Department computer replacement required unexpectedly; no further expenditures expected
19-110Community Centre Communications	25,000		Projector and screen have been ordered. Installation expected early December. Project expected to be under budget by at least \$12,000
19-110-1AMP Consultant - Phase 2 and 3	30000		Project started; Invoice expected Q4
19-114 Health & Safety Policy Update	9,000		Consultanat has been engaged; project expected to be approx. \$5,000 under budget
19-115 Official Plan - Consultants	20,000		Contract Award expected November 2024
19-116 Lake Planning Initiatives	5,000		To be discussed when above-referenced RFP is awarded
Sub-total	<b>94,000</b>	<b>7,033</b>	
FIRE DEPARTMENT			
19-207-1 Replace Rescue #1 EMS Deckels Instal Radio	4,000		Invoice expected in Q4
19-207-2 Improvements to Fire Station 1 per Steinhoff report	3,000		Invoice expected in Q4
19-207-3Improvements to Fire Station 2 per Steinhoff report	7,000		Per council direction project cancelled
Consultant Review Of Pumper Truck Puchase			
19-208 Replace Fire Pumper Truck	721,945	721,947	Complete no further invoice is expected
Sub-total	<b>735,945</b>	<b>721,947</b>	



	2024 Budget	Actual 2024	
<b>2024 Budgetary Control Report</b>			
<b>PROJECT</b>		As of Oct 23 2024	<b>Comments</b>
<b>PUBLIC WORKS MISC.</b>			
19-327 Bridge and Structure Inspections			
19-308 Structure Maintenance/Guide Rail	30,000	4,149	Project ongoing with various contractors and in-house operations; invoice expected Q4
19-328 Sidewalks (from Moore Dr to Marina Dr. Hwy 124 North Side)	3,000		Ongoing consideration of options and funding update Q4
19-330-1 Public Works Garage lighting (internal)	7,000	6,566	Project complete. Complete no further invoice is expected
Generators for Library and PW Garage and Sand Bags (subject to approval of Emergency Preparedness Grant)	0		
Sub-total	<b>40,000</b>	<b>10,714</b>	
<b>ROADS AND BRIDGES</b>			
19-351-9 Bunny trail Slurry Seal & repair Boakview to Boundary At McDougal	68,000	5,073	Final invoice expected in Q4
Bunny Trail Slurry Seal Hwy 520 S for 6 km			
19-351-10 Slurry Seal Farley Road Hills	32,000	2,849	Final invoice expected in Q4
19-352 Ladd Road Bridge Engineering rehabilitation replacment analysis	25,000		Project delayed carry forward 2025
19-352-1 Farleys Road Bridge Guide Rail end treatments	50,000		Tender awarded, Invoice expected Q4
19-352-2 Maple Island Bridge 1.10 KM N of HWY 520	60,000		Tender awarded, Invoice expected Q4

	2024 Budget	Actual 2024	
<b>2024 Budgetary Control Report</b>			
<b>PROJECT</b>		As of Oct 23 2024	<b>Comments</b>
Sub-total	<b>235,000</b>	<b>7,922</b>	
<b>FLEET</b>			
19-348-2 Thumb/Forks for Backhoe and adaptor	15,500	7,998	Final invoice expected in Q4
Sub-total	<b>15,500</b>	<b>7,998</b>	
<b>LANDFILL</b>			
Sub-total			
<b>FACILITIES</b>			
19-714-2 AODA - (2) Automatic door openers 1)Front Entrance Community Centre 2) Dundome Accessible Washroom	8,000	7,067	Complete no further invoice is expected
19-714-3 Community Centre Vinyl Siding on the wall	14,000		Invoice expected Q4: Expenditures expected over budget \$1,000 at year-end
19-714-4 Street light at CC and Church St Dock	4,000		Invoice expected Q4
<b>LIBRARY</b>			
19-553-1 Front Steps	6,000	5,130	Complete no further invoice is expected
Sub-total	<b>32,000</b>	<b>12,197</b>	
<b>RECREATION</b>			
19-813-1 Boat Launches	17,000	9,236	Project ongoing with internal staff and some purchases; Q4

	2024 Budget	Actual 2024	
<b>2024 Budgetary Control Report</b>			
<b>PROJECT</b>		As of Oct 23 2024	<b>Comments</b>
19-813-2 Wah Wash Kesh Docks and log boom/	2,000	692	Invoice expected Q4
19-813-3 Bolger Lake Landing	2,000		No expenditure expected
19-813-4 Mulch in Church St Park playground AODA	5,799		Complete; Invoice \$4,000 to be processed
Sub-total	<b>26,799</b>	<b>9,928</b>	
<b>OTHER</b>			
19-810-1 2211 HWY 124 Purchase of Property (Frankland) (2024 demolition of Shed)	4,000		Demolition and landscaping complete (internal staff and top soil from gravel pit at no cost) Fencing installed. Project expected to be over budget by \$2,000. Invoice Q4
19-810-2 Emergency Management Initiatives ( \$3800 for training to be funded by Emergency Preparedness Grant if approved)	2,158		No comments at this time from CEMC
Sub-total	<b>6,158</b>	<b>0</b>	
<b>TOTAL</b>	<b>1,185,402</b>	<b>777,739</b>	

# BY-LAWS

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW No. 59-2024**

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**A By-law to Enter into an Agreement  
for Conditions of Approval of Consent B43/2022(W)**

**(Assessment Roll No. 010 001 03500 – SKEBA, Ilona and Christopher Mario)**

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**WHEREAS** Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended provides for powers of a natural person whereby a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 51(26) of the *Planning Act* authorizes municipalities to enter into agreements as a condition of approval of a consent;

**AND WHEREAS** it is deemed desirable that the Corporation of the Municipality of Whitestone enter into an agreement with Ilona Skeba and Christopher Mario Skeba for the purposes of fulfilling conditions of an approved Consent Application B43/2022(W);

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Mayor and CAO/Clerk of the Corporation of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an Agreement between the Municipality of Whitestone and Ilona Skeba and Christopher Mario Skeba; and
2. **THAT** the said Agreement is attached hereto and shall form part of this By-law as Schedule "A"; and
3. **THAT** this By-law shall come into effect upon the date, and at the time of its passing; and
4. **THAT** By-law No. 59-2024 being a By-law to enter into an agreement with Ilona Skeba and Christopher Mario Skeba for the purposes of fulfilling conditions of an approved Consent Application B43/2022(W) is hereby passed this 19<sup>th</sup> day of November, 2024.

\_\_\_\_\_  
**Mayor** George Comrie

\_\_\_\_\_  
**CAO/Clerk** Michelle Hendry

**Schedule 'A' to By-law 59-2024**



## MEMORANDUM

**To:** Mayor and Council  
**From:** Paula Macri, Planning Assistant  
**Date:** November 1, 2024  
**Agenda Date:** November 19, 2024  
**Re:** SKEBA, Ilona and Chris  
Consent Application B43/2022(W)  
**Status of Conditions of Approval**

### Background

At the Council meeting of October 4, 2022, the following resolution was passed:

**Resolution No. 2022-345**

**Moved by:** Councillor Beth Gorham-Matthews

**Seconded by:** Councillor Joe McEwen

5.1 Consent Application B43/2022(W) – SKEBA

**WHEREAS** John Jackson, Planner Inc. has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B43/2022(W)-SKEBA and provided a copy to the Municipality of Whitestone;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone receives this report as information;

**AND THAT** the Council of the Municipality of Whitestone recommends this Consent Application for approval in principle, subject to the following conditions:

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. That the new lot(s) receive 911 addressing from the Municipality;
3. That the applicants enter into a Section 51.26 Consent Agreement with the Municipality of Whitestone to be registered on title, to include:
  - (i) the implementation of the mitigation measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022;

- (ii) the implementation of the septic system design measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022 to ensure the retention of phosphorous; and
  - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;
4. That payment of all applicable planning fees be made to the Municipality of Whitestone.
  5. That the development of the new lots be subject to site plan control.

<b>Recorded Vote:</b>	YEAS	NAYS	ABSTAIN
Councillor, Beth Gorham-Matthews	X		
Councillor, Joe Lamb	X		
Councillor, Joe McEwen	X		
Mayor, George Comrie	X		

**Carried**

On October 17 2022, the Parry Sound Area Planning Board granted the creation of the two new waterfront lots on Lorimer Lake accessed by a private right-of-way as applied for by Ilona and Chris Skeba subject to the following conditions:

**Planning Board Requirements**

1. That the applicant provides the Secretary-Treasurer with:

From Lawyer:

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry Office

**Municipal Compliance Letter Requirements**

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges by-law;
2. That the new lot(s) receive 911 addressing from the Municipality;
3. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title to include:
  - (i) the implementation of the mitigation measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#);
  - (ii) the implementation of the septic system design measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#) to ensure the retention of phosphorous; and
  - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;



4. That development of the new lots be subject to site plan control.

**Status of Conditions of the Parry Sound Area Planning Board approval of October 17, 2022:**

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law.
  - Awaiting payment.
2. That the new lot(s) receive 911 addressing from the Municipality;
  - Condition satisfied.
3. That the owner enters into a 51(26) Consent Agreement to include:
  - (i) the implementation of the mitigation measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#);
  - (ii) the implementation of the septic system design measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#) to ensure the retention of phosphorous; and
  - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;
  - The Consent Agreement has been reviewed by David Leeder, Senior Environmental Scientist and President of Hutchison Environmental Sciences, with respect to the septic system design measures and the retention of phosphorus. The applicants and the applicants' solicitor have also reviewed the agreement.
4. That development of the new lots be subject to site plan control.

The above noted condition of the approval required the owners to enter into a Site Plan Control Agreement with the Municipality. Rather than completing a Site Plan Agreement now, it is more appropriate to process the application and prepare the Site Plan Agreement prior to obtaining a final Building permit. The property and future development is subject to the Site Plan Control By-law which requires the agreement prior to a building permit.

At the Council meeting on October 15, 2024, the Consent Agreement was included in the agenda. Upon reviewing the draft plan, it was discovered that the lot configuration differed from the Planning Board's Decision of October 22, 2022. Since the Consent was set to lapse on October 18, 2024, and the application needed to return to the Planning Board for re-approval, the item was removed from the agenda

On September 23, 2024, the Parry Sound Area Planning Board reapproved the revised lot configuration, subject to the same conditions noted above.

**Next Steps.**

That the By-law to authorize the execution of the Section 51(26) Consent Agreement be passed on November 19, 2024 at the Regular Council meeting.

**ATTACHMENTS:**

**Attachment 1**

- Report from John Jackson, Planner dated September 12, 2022

**Attachment 2**

- Consent Agreement



**CONSENT APPLICATION NO. B43/2022(W)**

**PART OF LOT 10, CONCESSION 3**

**GEOGRAPHIC Township OF HAGERMAN**

**PART 1 OF 42R-20387**

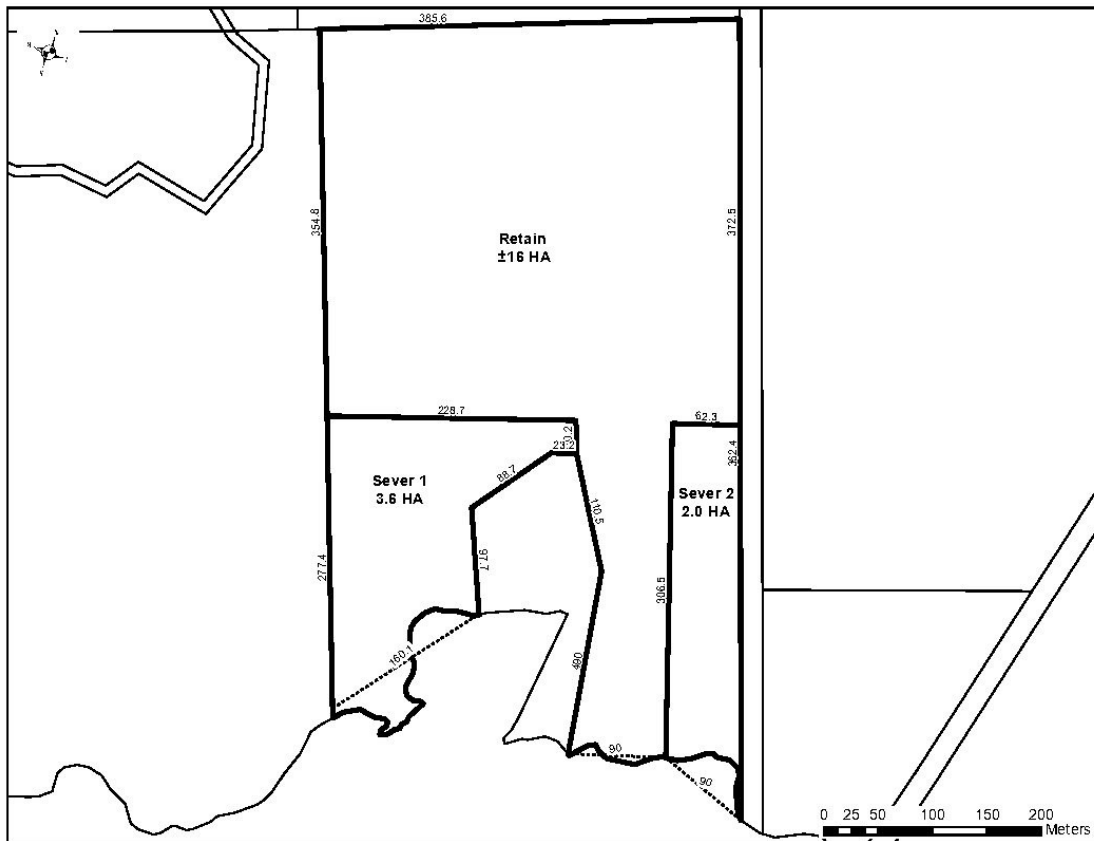
**ROLL # 4939 0100 010 3500**

**Applicants: Ilona and Chris Skeba**

**September 12, 2022**

**PROPOSED CONSENT**

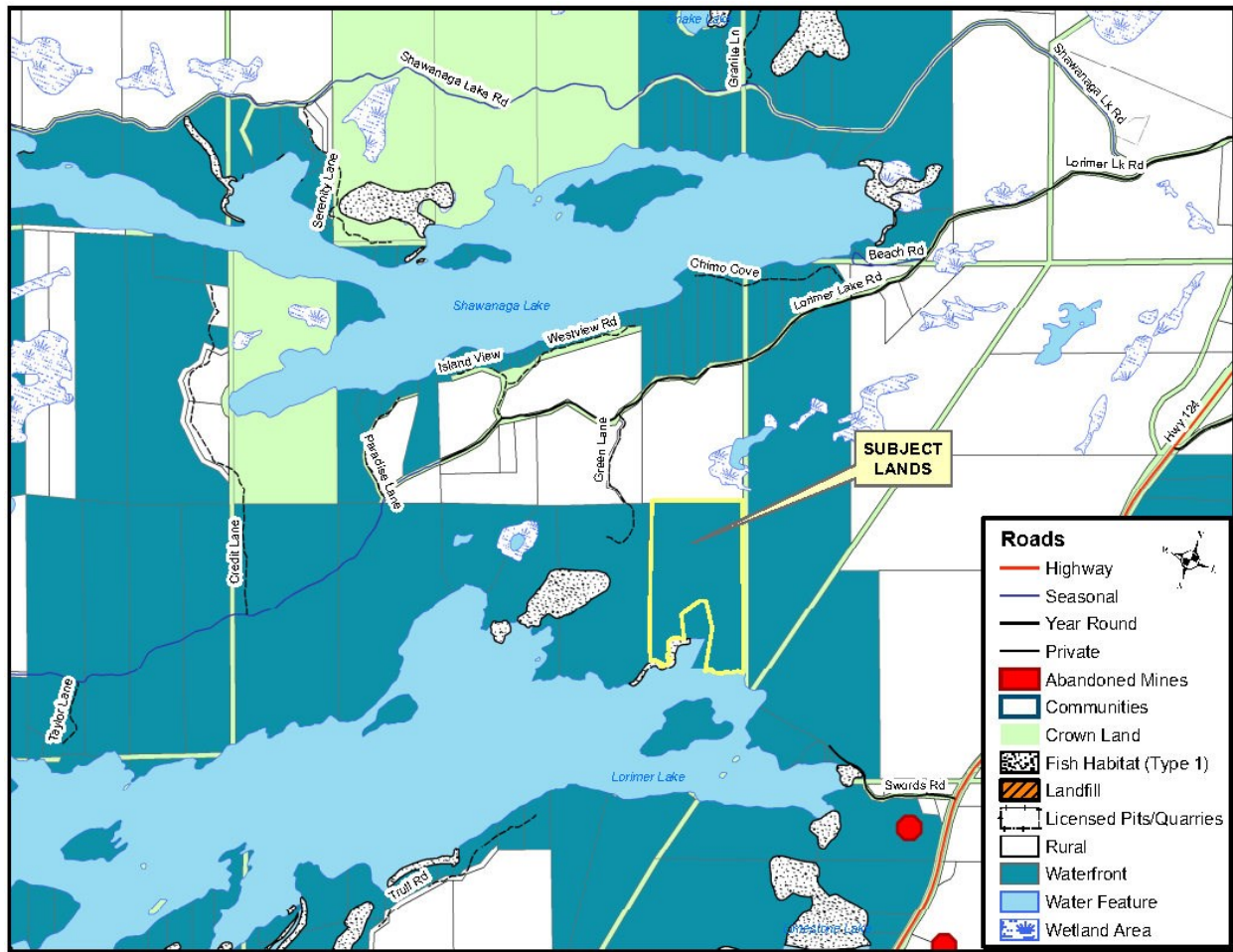
The Skebas are proposing to create two new lots on Lorimer Lake accessed off Green Lane.



The resultant lots are showing a minimum lake frontage of 90 metres and an area of 2.0 hectares.

### **OFFICIAL PLAN**

The official plan for the Municipality of Whitestone designates the subject lands as Waterfront.

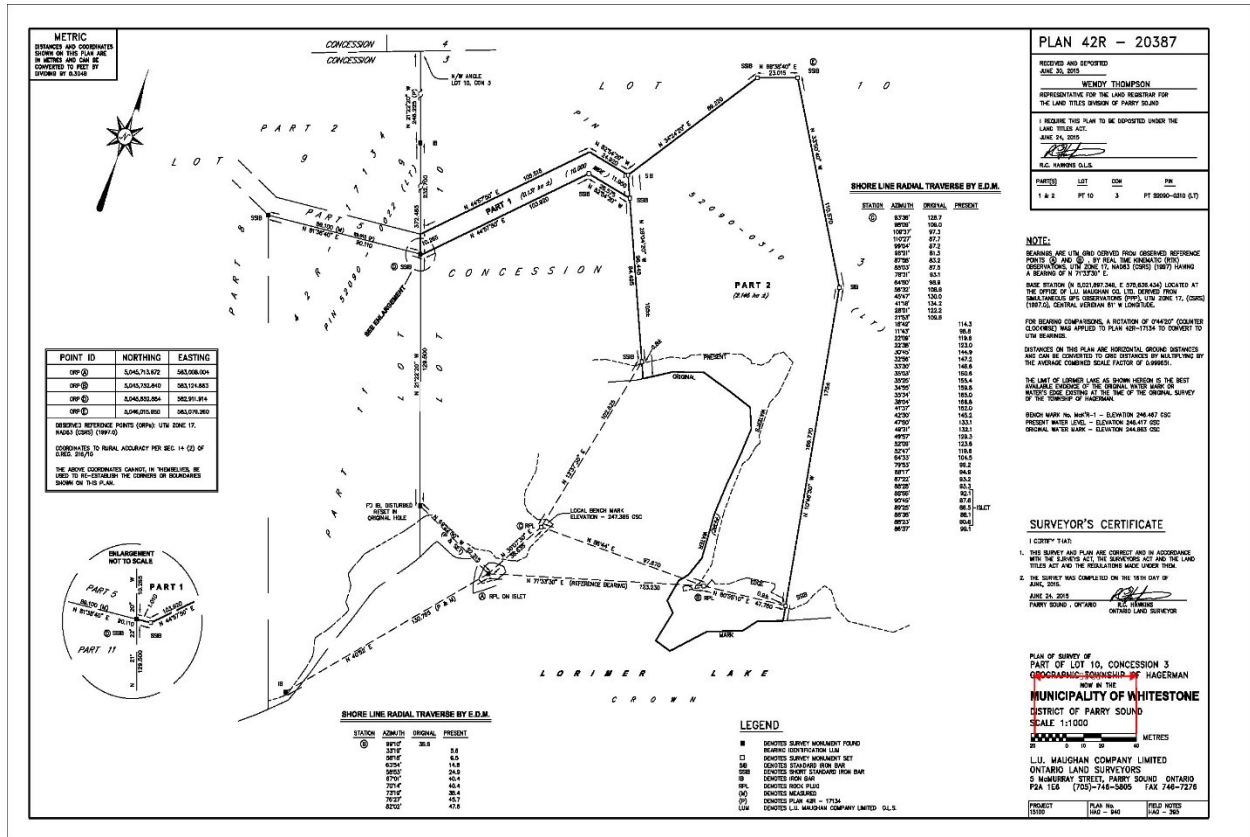


There also appears to be a “band” of Fish Habitat identified along the western lot frontage where the existing development is located.

# PROPERTY DESCRIPTION

The property is referred to as 300 Green Lane that is a private road accessed off Lorimer Lake Road.

The property is described as Part 1 of Survey Plan No. 42R-20387.

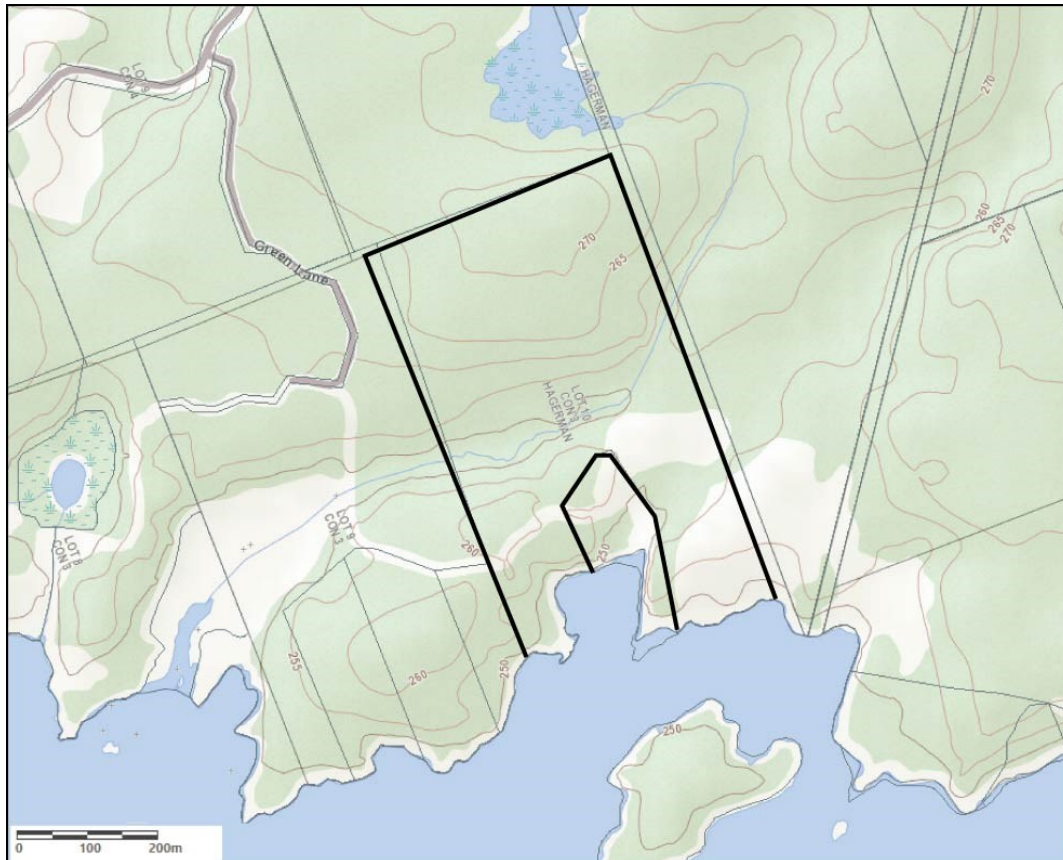


There is an existing cottage on the southwest corner of the property.

The west side of the property is predominantly hardwoods, while the east side of the parcel is hemlock and pines.



The lands have moderate slopes with few constraints to development.



## **LORIMER LAKE**

Given the background on Lorimer Lake, the applicant has retained an environmental consultant to assess the impact of the proposed consent on the water quality of the lake. This concern has been the general theme behind a policy on the lake that has traditionally discouraged any further development on the lake.

The consultants report explains the background to the matter of nutrient inputs associated with new development. It has become clear that earlier correlation between development and water quality degradation was false. This falsehood was qualified to the heavily mineralized soils that are slightly acidic found on the Canadian Shield.

These measures have been difficult for many to understand or accept. There continues to be a notion that the best path for lake planning on trout lakes is to restrict future development. There is no longer any science to base such a policy framework.

It has been repeated many times that the most appropriate approach for planning on such lakes is to use a bio-physical approach where development is judged based upon protecting natural heritage features, recognizing physical constraints, quantifying legitimate character features.

(See Site Evaluation Report by Michaelski Nielson dated August 2015).

It is anticipated that the planning board will be receiving additional objections to further lot creation on Lorimer Lake.

**RECOMMENDATION**

That the consent proposing to create two new waterfront lots on Lorimer Lake accessed by a private right-of-way as applied or by Ilona and Chris Skeba in Consent Application No. B43/2022(W) be approved subject to the following conditions:

- 1) Payment of a fee in lieu of parkland in accordance with the Municipality's fee By-Law;
- 2) That the owner enters into a 51(26) consent agreement to include:
  - a) The implementation of the mitigation measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022;
  - b) Recognizing the private access road to the newly created lots and limiting the liability and responsibility of the Municipality to provide for road services; and
  - c) Implementing those septic system design measures to ensure the retention of phosphorous.
- 3) 911 Addressing; and
- 4) Payment of any applicable planning fees.

Respectfully submitted,

A handwritten signature in blue ink that reads "John Jackson". The signature is written in a cursive, flowing style.

John Jackson M.C.I.P., R.P.P.

JJ; jc



## CONSENT AGREEMENT

**THIS AGREEMENT** made in duplicate this 19<sup>th</sup> day of November, 2024.

**BETWEEN:**

**ILONA SKEBA and CHRISTOPHER MARIO SKEBA**

hereinafter called the "Owners"  
of the First Part

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

hereinafter called the "Municipality"  
of the Second Part

**WHEREAS** the lands affected by this Agreement are the lands described in Schedule "A" hereto annexed;

**AND WHEREAS** the Owners obtained, from the Parry Sound Area Planning Board (File B43/2022(W)) approval of a consent to sever the subject lands, the purpose of which is to provide for the creation of two (2) new waterfront lots with registered right-of-way on Green Lane off of Lorimer Lake Road;

**AND WHEREAS** the conditions to approval require the Owners to enter into this agreement pursuant to section 53 of the *Planning Act*, and to register such agreement on title to the subject lands;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, in consideration of other good and valuable consideration and the sum of One Dollar CDN (\$1.00 CDN) now paid by the Municipality to the Owners, the receipt whereof is hereby acknowledged, the parties hereto covenant and agree as follows:

### **PART A – GENERAL**

1. The lands to be bound by the terms and conditions of this Agreement referred to as "the subject lands" are located in the Municipality and more particularly described in Schedule 'A' hereto.
2. The Site-Specific Septic Assessment prepared by Hutchinson Environmental Sciences Ltd. dated August 31, 2022 forms part of this Agreement as Schedule "B".
3. The survey plan describing the subject lands is Reference Plan No. 42R-22592.

4. This agreement shall be registered on title to the subject lands as provided for by Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended, at the expense of the Owners.
5. This agreement will not be amended or removed from the title of the subject lands except where agreed upon by the Municipality and the Owners.

#### **PART B – PURPOSE OF THE DEVELOPMENT**

6. The Owners have applied for and received approval by the Parry Sound Area Planning Board under File No. B43/2022(W) creation of two (2) new waterfront lots with registered right-of-way on Green Lane off of Lorimer Lake Road.

#### **PART C – ACCESS**

7. The Owners hereby acknowledge and recognize that the right-of-way over Part of Lot 10, Concession 3, Geographic Township of Hagerman, being Part 1, Plan 42R-20387 and Parts 3, 4 and 5, Plan 42R-22592, Parts 1, 42R2615, Parts 4 & 5 42R17134, Municipality of Whitestone, providing access to the subject lands legally described as Part of Lot 10, Concession 3, Geographic Township of Hagerman, being Parts 1 and 2, on 42R-22592, Municipality of Whitestone, is privately owned and not maintained year-round by the Municipality.
8. The Owners hereby recognize and agree that the Municipality is not responsible or liable for the non-repair of the private road identified in paragraph 7 above.
9. The Owners hereby acknowledge and understand that the Municipality may not be able to provide emergency services to the subject lands accessed by the private right-of-way.

#### **PART D – SEPTIC SYSTEM DESIGN REQUIREMENTS**

10. The Ontario Building Code requires septic systems be setback a minimum clearance of 15 metres from the shoreline of Lorimer Lake. However, for the purposes of mitigating against the potential of phosphorus loading of the waterbody, it is recommended that septic systems be 150 metres from the shoreline of the lake. If septic systems are to be closer to the shoreline, an additional site-specific septic assessment must be completed by a qualified person (a registered professional geoscientist or professional engineer, with a background in septic design and/or impact) to evaluate acceptable alternatives. The site-specific septic assessment must be submitted to the Municipality for acceptance.
11. The Owners hereby recognize and shall implement the recommendations identified in the Site Specific Septic Assessment prepared by Hutchinson Environmental Sciences Ltd. dated August 22, 2022.

#### **PART F - EXPENSES TO BE PAID BY THE OWNERS**

12. Every provision of this Agreement by which the Owners are obligated in any way shall be deemed to include the words “at the expense of the Owners” unless the context otherwise requires.

13. The Owners shall pay such reasonable fees as may be invoiced to the Municipality by its Solicitor, its Planner, and its Municipal Engineer in connection with all work to be performed as a result of the provisions of this agreement.

#### **PART G – INDEMNIFICATION FROM LIABILITY AND RELEASE**

14. The Owners covenant and agree with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of the negligent or unlawful performance of or failure to perform any work by the Owners or on their behalf in connection with the carrying out of the provisions of this Agreement provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality its servants or agents.
15. The Owners further covenant and agree to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Owners, provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality, its servants or agents.

#### **PART H – ADMINISTRATION**

16. The Owners acknowledge that this agreement is entered into under the provisions of Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended and that any expense of the Municipality arising out of the administration and enforcement of this agreement may be recovered as taxes under Section 398 of the *Municipal Act*, 2001 as amended and further that the terms and conditions of this agreement may be enforced under conditional building permits under the *Building Code Act* and regulations thereunder.
17. The Owners and the Municipality acknowledge that the provisions of Section 67 of the *Planning Act*, R.S.O. 1990, as amended that provides that persons who contravene Section 51 and 52 of the *Planning Act* are liable on a first conviction to a fine of not more than Twenty-Five Thousand (\$25,000.00) Dollars and on a subsequent conviction of not more than Ten Thousand (\$10,000.00) Dollars for each day or part thereof upon which the contravention has continued after the day in which the person was first convicted.
18. This agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
19. This agreement shall come into effect on the date of execution by the Municipality and the Owners.

**IN WITNESSETH WHEREOF** the Municipality has caused their Corporate seal to be affixed over the signature of the respecting signing officers.

By the Municipality on this \_\_\_\_ day of November, 2024

**THE CORPORATION OF THE  
MUNICIPALITY OF WHITESTONE**

Per: \_\_\_\_\_  
George Comrie, Mayor

\_\_\_\_\_  
Michelle Hendy, CAO/Clerk

By the Owners on this \_\_\_\_ day of November, 2024.

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
ILONA SKEBA

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
CHRISTOPHER MARIO SKEBA

\_\_\_\_\_  
Witness Signature

**Schedule "A"**  
**TO THE CONSENT AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**-AND-**

**ILONA SKEBA and CHRISTOPHER MARIO SKEBA**

The subject lands as identified on Plan 42R-22592.

Part of PIN 52090-0367 being Part Lot 10, Concession 3 Township of Hagerman now Municipality of Whitestone, District of Parry Sound being Parts 1 and 2 Plan 42R22592; T/W an Easement over Pt 1 Plan 42R2615 as in GB84309 (partially released by GB95273); T/W and easement over Pt 4 & 5 Plan 42R17134 as in GB84310; S/T an Easement over Pt 1 Plan 42R20387 in favour of Pt Lt 10 Con 3 Hagerman Pt 2 Plan 42R20387 as in GB84312; T/W a right of way over Parts 3, 4 and 5 Plan 42R22592; Municipality of Whitestone.

**Schedule "B"**  
**TO THE CONSENT AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**-AND-**

**ILONA SKEBA and CHRISTOPHER MARIO SKEBA**

Site Specific Septic Assessment prepared by Hutchinson Environmental Sciences Ltd. dated August 31, 2022

The document, Site Specific Septic Assessment prepared by Hutchinson Environmental Sciences Ltd. dated August 31, 2022, is hereby incorporated into this Agreement as part of this Schedule "B". A copy of this document is available at the Municipality of Whitestone offices, 21 Church Street, Dunchurch, ON P0A 1G0, Monday to Friday, during regular business hours.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**By-Law No. 60-2024**

**Being a By-Law to authorize the execution of an Agreement for a By-Law Enforcement Officer for the Municipality of Whitestone and to appoint a By-Law Enforcement Officer for the Municipality of Whitestone**

**WHEREAS**, pursuant to *The Police Services Act*, R.S.O. 1990, Chapter P.15, Section 15, and amendments thereto, the Council of the Corporation of the Municipality of Whitestone may appoint such officers and servants as may be necessary for the enforcement of the By-Laws of the Municipality;

**AND WHEREAS**, Council of the Corporation of the Municipality of Whitestone deems it appropriate to enter into a Contract for Services with **April Dykstra** for the provision of services as a By-law Enforcement Officer to provide a variety of enforcement services pertaining to the By-laws of the Corporation of the Municipality of Whitestone and applicable Provincial and Federal Legislation.

**NOW THEREFORE**, the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Council of the Corporation of the Municipality of Whitestone does hereby appoint **April Dykstra** as a By-law Enforcement Officer for the Corporation of the Municipality of Whitestone until the end of the Term of the Contract for Services or until the appointment is revoked, whichever occurs first.
2. **THAT** Council does hereby authorize and direct the Mayor and Clerk to execute, under Seal of the Corporation, the Agreement for the By-law Enforcement Officer between April Dykstra and the Corporation of the Municipality of Whitestone attached hereto as Schedule "A" and forming part of this By-law.
3. **THAT** the Mayor and Clerk are hereby authorized to execute all documents necessary to give effect to this By-law.
4. **THAT** By-Law 60-2024 is hereby passed and comes into full force and effect this 19th day of November, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
George Comrie

\_\_\_\_\_  
CAO/Clerk

\_\_\_\_\_  
Michelle Hendry

**SCHEDULE "A"**

**To By-Law No. 60- 2024**

**THIS AGREEMENT** made in duplicate this 19th day of November, 2024

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

Hereinafter Referred to as the "Corporation"

-and-

**April Dykstra**

"Independent Contractor"

**WHEREAS** the Corporation desires to enter into a contract for services for a By-law Enforcement Officer;

**AND WHEREAS** April Dykstra the "Independent Contractor" or "By-Law Enforcement Officer" has accepted the position on the terms and conditions as set out in this contract for services agreement (the "Agreement");

**AND WHEREAS** both the Corporation and the Independent Contractor mutually desire to enter into a new contractual relationship as outlined in this Agreement and the attached Appendix "A";

**NOW THEREFORE**, in consideration of the premises and the mutual agreements hereinafter contained, the parties mutually agree as follows:

**1. APPOINTMENT**

The Corporation agrees to enter into this Agreement with the Independent Contractor for the provision of services of the By-Law Enforcement Officer position as outlined in the "Position Description" attached hereto as Appendix "A". The By-Law Enforcement Officer agrees to carry out the duties of his position conscientiously and faithfully throughout the term of this Agreement.

**2. TERM OF AGREEMENT AND EARLY TERMINATION**

The term of this Agreement shall be for one (1) year commencing on November 19, 2024 (the "Term"). This Agreement will automatically come to an end at the end of the Term with no further obligations owed by the Corporation to the Independent Contractor aside from the requirement of the Corporation to pay the Independent Contractor the total owing under any outstanding invoices for services rendered up to the end of the Term.



Either the Corporation or the Independent Contractor can end this Agreement prior to the end of the Term by providing the other party with ninety (90) days' notice in writing. The Corporation may terminate this Agreement without notice if the Independent Contractor breaches the terms of the Agreement.

### **3. DUTIES AND RELATIONSHIP**

The By-Law Enforcement Officer shall provide 24-hour on-call service to the Corporation and perform all the duties outlined in "Position Description" per Appendix "A," as well as other duties as assigned from time to time.

The Chief Administrative Officer (CAO) / Clerk or a person designated by the CAO/Clerk or the Ontario Provincial Police will direct complaints received by the Corporation to the By-Law Enforcement Officer.

The Corporation is engaging the By-Law Enforcement Officer as an Independent Contractor, and not as an agent, employee, director or partner of the Corporation, and the Independent Contractor shall not make representations otherwise. The parties agree that this Agreement does not constitute a joint venture.

The Independent Contractor is not an employee of the Corporation, and nothing in this Agreement shall be construed so as to make the Independent Contractor an employee of the Corporation nor impose any liability on the Corporation as would arise from any employer-employee relationship.

### **4. REMUNERATION**

a) The By-Law Enforcement Officer shall be paid \$600.00 per month for the general provision of services. The amount of \$600.00 is due and payable as follows:

- For November 2024: \$200 shall be paid within ten (10) days of the date of appointment as the By-law Enforcement Officer by the Council of the Municipality of Whitestone (this amount shall represent a pro-rated amount for the month of November 2024)
- By the 15th of each subsequent month thereafter, for the term of the agreement

This fee is for the following services:

- providing information to the public on By-laws and enforcement conditions;
- giving technical information on inspection and enforcement codes;
- general phone calls with the CAO/Clerk and staff in regard to requests for services and or ongoing issues / complaints
- stand-by services

- b) For each callout or for attendance at Council or other meetings as requested by the CAO/Clerk or for patrolling specified properties from time to time as requested by the CAO/Clerk, the By-Law Enforcement Officer shall be paid \$31.00 per hour.

Each call out and request for service shall:

- be responded to within twenty-four (24) hours with the exception of canine complaints which shall be responded to immediately or as soon as practical;
- be investigated, where possible, through persuasive discussion, education and written communications;
- include enforcement through court action when required;
- be documented by timely and accurate written progress reports submitted to the CAO/Clerk.

c) Mileage

Mileage shall be calculated as follows:

- From the Independent Contractors place of residence to the service call(s) or meeting or patrol route, return
- The mileage rate paid will be paid at the current Whetstone Corporate Mileage rate as adjusted from time to time.

d) Uniform

The Independent Contractor, when acting in the role of By-law Enforcement Officer shall at all times be dressed in an appropriate uniform (as approved by the Municipality of Whitestone) which shall include but not be limited to a button up shirt with appropriate crests indicating (By-law Enforcement), dress pants (not jeans). A hat or toque is optional. The Independent Contractor shall also have a suitable outerwear with safety reflectors, that provided clear identification as a By-law Enforcement Officer.

The Municipality will provide a sum of \$800 which is not intended to necessary cover all costs for the uniform. This shall be paid upon receiving receipts and, upon the approval of the Corporation of the uniform purchase made.

e) Invoicing and Payments:

The By-Law Enforcement Officer shall provide monthly invoices to the Corporation for services rendered.

All payments made by the Corporation to the Independent Contractor shall be made without statutory deductions in respect of, but not limited to, the *Income Tax Act* (Canada), the *Canada Pension Plan*, the *Employment Insurance Act*, or the *Employment Health Tax Act*. The Independent Contractor acknowledges responsibility for

arranging, paying and remitting all applicable payments, contributions, premiums or penalties under any federal or provincial legislation with respect to the services provided under this Agreement.

The Independent Contractor will be issued a T4A slip after the calendar year end, for amounts paid to the Independent Contractor by the Municipality of Whitestone.

All payments and fees paid to the Independent Contractor for the services under this Agreement are inclusive of the Harmonized Goods and Services Taxes ("HST") in accordance with the applicable federal legislation. The Independent Contractor shall remit the HST paid by the Corporation to the Canada Revenue Agency, and agrees to indemnify the Corporation for all such monies if the Independent Contractor fails to do so.

April Dykstra "Independent Contractor" will be covered under the workplace safety and insurance Act, 1997 and the Corporation be responsible for remitting all Workplace and Insurance Premiums.

#### **5. CELL PHONE**

The Independent Contractor shall at her own expense provide and have access to a reliable smart phone for the purpose of making and receiving phone calls and texts. The Corporation commits to not providing the personal cell phone number of the Independent Contractor to the public. The Corporation will provide the Independent Contractor access to the Municipal Office phone system and a dedicated extension / mailbox where By-law Enforcement requests for service are directed.

#### **6. RELIABLE VEHICLE**

The Independent Contractor shall, at their own expense provide and have access to a reliable vehicle that is in good working condition, mechanically sound, and not in a state of disrepair. The vehicle(s) must be suitably insured (to the satisfaction of the Municipality) the purposes of providing the services required in this contract.

Any vehicle found to be non-compliant must be repaired or replaced at the Contractor's expense.

Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

The Corporation shall provide magnetic car/truck door decals which shall be utilized at all times when undertaking By-law Enforcement work.

#### **7. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties. There are no other agreements, understandings, representations, or warranties, either collateral, or otherwise. This Agreement replaces any previous agreements between the parties.

**7. INDEPENDENT ADVICE**

The Independent Contractor acknowledges that she has been given an opportunity to obtain independent legal and other professional advice in connection with this Agreement and fully agrees with the terms of this Agreement.

**SIGNED BY THE PARTIES:**

\_\_\_\_\_  
**George Comrie, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Michelle Hendry, CAO/Clerk**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**April Dykstra,  
Independent Contractor**

\_\_\_\_\_  
**Date**

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**POSITION DESCRIPTION**

**POSITION TITLE**

By-Law Enforcement Officer

**SUPERVISOR**

Reports to the CAO-Clerk

**SUMMARY OF POSITION**

1. The By-law Enforcement Officer provides inspection, advisory and enforcement services pertaining to municipal by-laws, including, but not limited to, animal control, properties, fire, etc.
2. The By-Law Enforcement Officer is responsible for investigating complaints as they are received as well as carrying through with enforcement and prosecution of violations as required.
3. As By-Law Enforcement Officer, you are designated as the Provincial Offences Officer under legislation for legal action on by-laws.
4. Maintains confidentiality of ratepayers, fellow employees and council in the spirit of the Freedom of Information and Protection to Privacy legislation and individual rights and privileges.

**WORKING RELATIONSHIPS**

1. Works closely with the CAO/Clerk, Staff, Council, public and various agencies.
2. Receives assignments in response to citizen's complaints as well as direction and guidance from the CAO/Clerk.
3. Maintains harmonious relationships and respectfully and professionally represents the Municipality.
3. Exchanges technical information on the inspection and enforcement codes and by-laws. Explains the content of the codes, legislation and by-laws; promotes self-compliance and recommends enforcement.

**REQUIRED SKILLS AND KNOWLEDGE**

1. Completion of Secondary School and Post Secondary education in a field complimentary to the role of By-Law Enforcement Officer.
2. Practical knowledge of municipal by-laws and enforcement.
3. Possession of a valid Driver's License (G) suitable for the position.
4. Five years previous experience in the enforcement field including knowledge of the Provincial Offences Act and enforcement procedures, preferably in a municipal by-law enforcement setting.
5. Computer skills in word processing and data base management.
6. Exhibit a high degree of initiative and self-direction.
7. Good analytical, organization and communications skills.

8. Ability to encourage people to comply with statutes and by-law as well and excellent customer service skills
9. Training in AODA customer service protocols.

## **RESPONSIBILITIES**

The By-law Enforcement Officer will:

1. Administer, enforce and maintain all Municipal By-laws including the investigation of complaints, the enforcement and prosecutions of all violations.
2. Respond within 24 hours in appropriate manner to all inquiries/calls by the public and Department heads.
3. Provide 24-hour on-call service to the Municipality.
4. Respond immediately to emergency situations, noise complaints and canine complaints (capturing the animals, if necessary, and transporting them to the animal shelter in the Town of Parry Sound).
5. Be responsible for responding with appropriate safety procedures when on an investigation of any by-law infraction.
6. Liaison with all Department heads as required.
7. Maintain confidentiality of caseload as required.
8. Work with the CAO/Clerk on an on-going basis, informing the CAO/Clerk of all actions.
9. Report on a regular monthly basis with written submissions and if necessary, a verbal submission at a Council meeting if requested.
10. Review and make recommendations to existing and assist in the creation of new by-laws when necessary.
11. File an annual report with information detailing the following: number of calls, type of calls, response time, recovery of costs, time spent in meetings with other staff or court proceedings, and any other related information necessary.
12. Provide all written notes, pictures as well as investigation and inspection details for records management purposes, as requested by the CAO/Clerk.
13. Provide assistance in preparing the annual by-law enforcement operating budget.
14. Patrol and inspect various Municipal properties from time to time as needed and/or as directed by the CAO/Clerk

## **WORKING CONDITIONS/HAZARDS**

1. The nature and variety of duties place this position in a high public profile.
2. Stress is a factor because of the reality of abuse or conflict when dealing with members of the public regarding by-law infractions.
3. Exposure to inclement weather may be a factor of the daily working conditions.
4. Low to medium probability of injury dealing with animals and/or the environment.

## **IMPACT OF ERROR**

Errors in judgment and in the conduct of duties (many of which are statutory) could result in the inequitable application of codes and by-laws, and possible liability and/or costly insurance claims. At minimum, errors could result in lost credibility and poor public relations.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 61-2024**

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**Being a By-law to adopt an Emergency Response Plan for the  
Municipality of Whitestone and to repeal  
By-law No. 79-2023**

---

**WHEREAS** the *Emergency Management & Civil Protection Act*, R.S.O., 1990, Ch. E 9, as amended (the Act). Section 2.1 (1) states that every municipality shall develop and implement an emergency management program;

**AND WHEREAS** Section 2.1 (2) of the Act stipulates emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14.

**AND WHEREAS** Section 3 (1) states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by By-law adopt the emergency plan;

**AND WHEREAS** Section 3 (5) of the Act states that every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan;

**AND WHEREAS** Section 3 (6) of the Act states that every municipality shall review and, if necessary, revise its emergency plan every year;

**AND WHEREAS** Section 4 (1) states the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

**AND WHEREAS** Section 14(1) of the Act states the Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of emergency plans under sections 3 and 6.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone hereby enacts as follows:

By-law No. 61-2024 Emergency Plan By-law

Page 1 of 2

1. **THAT** an Emergency Response Plan be developed and maintained for the Municipality of Whitestone consistent with and in accordance with international best practices as considered by regulatory standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and
2. **THAT** the Emergency Response Plan for the Municipality of Whitestone shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community; and
3. **THAT** Schedule A, Whitestone Emergency Response Plan, as updated November 2024 attached hereto, shall form part of this By-law; and
4. **THAT** the following By-law is hereby repealed: By-Law 79-2023; and
5. **THAT** the Mayor and Clerk are hereby authorized to execute all documents necessary to give effect to this By-law; and
6. **THAT** By-Law 61-2024 is hereby passed and comes into full force and effect this 19th day of November, 2024

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Mayor

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George Comrie

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CAO/Clerk

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Michelle Hendry





## MEMORANDUM

**To:** Mayor and Council  
**From:** Kathy Whitman, CEMC  
**Date:** November 6, 2024  
**Agenda Date:** November 19, 2024  
**Re:** Changes to the Emergency Response Plan

---

Following the advice from Diane Ploss, the Field Officer with the Emergency Management Office (EMO), I have made an amendment to the Emergency Response Plan. The amendment involves listing the members of the Emergency Planning Committee, along with their official titles and roles.

On Page 5, first paragraph of the Emergency Response Plan is amended as follows:

The plan has been designed and is maintained by a group of people known as, Emergency Management Program Committee. This committee is composed of individuals from different groups and areas of responsibility within the Municipality, such as:

- CAO/Clerk
- Head of Council
- Fire Chief
- Emergency Information Officer
- Public Works Administrative Resource Officer
- CEMC
- Treasurer

These are the individuals who will fill the following positions:

- Incident Command Both Site and in EOC
- Emergency Information Officer
- Operational Section Chief
- Planning Section Chief
- Liaison Officer
- Logistics Section Officer
- Finance and Administration Section Chief

At this point, I don't believe any further changes are necessary unless Council decides otherwise.



21 Church Street  
Dunchurch, Ontario P0A 1G0  
Phone: 705-389-2466 Fax: 705-389-1855

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# Municipality of Whitestone

## Emergency Response Plan 2024

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# 1. Introduction

## 1.1 Definition of an Emergency

The Ontario Government defines an emergency as: “A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.”

The Municipality of Whitestone’s Emergency Response Plan is designed to mitigate the damages created by an emergency to protect residents, visitors, properties, businesses, critical infrastructure and economic stability. In its efforts towards comprehensive emergency preparedness, the Municipality of Whitestone promotes a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

The Municipality of Whitestone takes an ‘all-hazards’ approach to emergency planning that takes into account, a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk to the residents of Whitestone:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions, cyber-attacks)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest)
- Disease outbreaks of disease (human or animal borne)

Major emergency events that significantly impact area residents or the day-to-day business of the Municipality of Whitestone may require complex, coordinated emergency response. In such cases, the Municipality of Whitestone may choose to make a formal Declaration of Emergency.

As mandated by the *Emergency Management and Civil Protection Act, 2006*, all municipalities in Ontario must have an emergency response plan and an emergency management program. The Municipality of Whitestone Emergency Response Plan is also the document upon which the Municipality of Whitestone can rely on to create co-operative mutual aid and assistance agreements that greatly improve the effectiveness of a response to larger-scale emergencies or when resources are compromised.

The plan has been designed and is maintained by a group of people known as, Emergency Management Program Committee. This committee is composed of individuals from different groups and areas of responsibility within the Municipality. Such as:

- CAO/Clerk
- Head of Council
- Fire Chief
- Emergency Information Officer
- Public Works Administrative Resource Officer
- CEMC
- Treasurer

These are the individuals who will fill the following positions:

- Incident Command Both Site and in EOC
- Emergency Information Officer
- Operational Section Chief
- Planning Section Chief
- Liaison Officer
- Logistics Section Officer
- Finance and Administration Section Chief

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in the declaration of an emergency. The Emergency Response Plan has been developed to provide key officials, agencies and departments of the Municipality of Whitestone with important emergency response information relating to:

- Declaration, notification and termination of an emergency
- Locations of primary and alternate Emergency Operations Centre and Provincial Emergency Operations Centre
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- Chemical, Biological, Radiological, Nuclear (CBRN) memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

## 2. Aim and Purpose

### 2.1 Purpose of the Municipality of Whitestone Emergency Response Plan

The Municipality of Whitestone's Emergency Management Program incorporates the five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery, in an effort to foster disaster resilient communities.

The aim of this response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors in the Municipality of Whitestone when faced with an emergency.

This plan enables a centralized controlled and coordinated response to emergencies in the Municipality of Whitestone, complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and has been adopted by the Municipality of Whitestone Municipal Council as of November 19, 2024.

## 3. Authority

The *Emergency Management and Civil Protection Act* (EMCPA) is the legal authority for emergency response plans in Ontario.

The EMCPA states that:

Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by, by-law adopt the emergency plan. [EMCPA, s. 3(1)]

The Emergency Response Plan shall assign responsibilities to municipal employees by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [O. Reg. 380/04, s. 15(2)].

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its elements have been:

- Issued under the authority of Municipality of Whitestone By-law; and
- Filed with the Emergency Management Ontario, Treasury Board Secretariat

#### 4. Actions Prior To Declaration

The Municipality of Whitestone has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the Emergency Management Coordinator's, Emergency Command Group and municipal staff will undertake during each phase.

##### Municipality of Whitestone Emergency Monitoring Status Indicators

<p><b>Municipal Status</b></p> <p><b>ROUTINE</b></p> <p><b>GREEN</b></p>	<p><b>Routine</b> conditions means that the Municipality of Whitestone is operating under normal conditions. Under these conditions, the Municipality maintains ongoing surveillance for abnormal events.</p>
<p><b>Municipal Status</b></p> <p><b>ENHANCED</b></p> <p><b>YELLOW</b></p>	<p><b>Enhanced</b> conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions, the Municipality will enhance its surveillance and monitoring activities and takes appropriate related actions. The CEMC, CAO, Fire Chief, Senior Municipal Personnel can increase their status to ENHANCED. At this time the CEMC and potential Emergency Command Group members will be notified and report back with their availability.</p>
<p><b>Municipal Status</b></p> <p><b>EMERGENCY</b></p> <p><b>RED</b></p>	<p>Declaration of <b>Emergency</b> conditions means that a municipality is in an emergency response mode. Under these conditions, the Municipality of Whitestone implements its Emergency Response Plan and activates its Emergency Operations Centre(s) (EOC) in order to coordinate the appropriate response activities and may declare a municipal emergency</p>
<p><b>Municipal Status</b></p> <p><b>RECOVERY</b></p> <p><b>GREY</b></p>	<p>Declaration of <b>Recovery</b> conditions means that the Municipality of Whitestone is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.</p>

#### 4.1 Actions of the Municipality of Whitestone Municipal Employees



When an emergency exists but has not yet been officially declared, Municipal employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Municipality of Whitestone.

#### Emergency Command Group Notification Process

- Upon becoming aware or receiving a warning notification of a potential emergency, the responding municipal department will immediately contact the CEMC of the municipality to request that the notification system be activated.
- Upon notification of the impending situation, the CEMC will decide the scale of the emergency. The Emergency Information Officer (EIO) will be responsible to contact the required Emergency Command Group (ECG) officials according to the scale as decided by the CEMC.
- Upon being notified of a possible impending emergency, it is the responsibility of ECG officials to notify their staff and volunteer organizations of the situation.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as **APPENDIX B**.

#### 4.2 Request for Assistance from the Province of Ontario

A Head of Council, the Emergency Operations Centre Director, or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority by contacting the Emergency Management Ontario (EMO). Confidential contact information for EMO can be found in **APPENDIX B**.

#### 4.3 Emergency Management Ontario (EMO)

For routine matters, EMO staff may be reached between 0900-1700 hours, Monday to Friday.

#### 4.4 Provincial Emergency Operations Centre

The Emergency Management Ontario operates the Provincial Emergency Operational Centre on a 24/7 basis. The Municipality of Whitestone should report emergencies to the Provincial Emergency Operations Centre (PEOC) Duty Officer. Contact information can be found in **APPENDIX B**.

When a Municipality declares an emergency, it must notify the Emergency Management Ontario immediately and fax/email/phone a

copy of the emergency declaration as soon as possible. A copy of the Declaration of Emergency Form can be found in **APPENDIX F**.

In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the Ontario Provincial Police (OPP) Duty Officer. Contact information for the OPP can be found in **APPENDIX B**.

4.5 Emergency Management Ontario Community Field Officer  
Contact Information for the EMO Community Field Officer can be found in **APPENDIX B**.

4.6 How to Report an Emergency to EMO

When the Municipality of Whitestone declares an emergency, it must notify Emergency Management Ontario immediately and fax a copy of the emergency declaration (**APPENDIX F**) to the Provincial Emergency Operations Centre as soon as possible

## **5. Convening the Municipality of Whitestone Emergency Command Group (ECG)**

5.1. Emergency Command Group Notification

A request to activate the Municipality of Whitestone Emergency Command Group may be made by any of the following if they believe an emergency exists or has the potential to develop. They can do this by contacting:

- Community Emergency Management Coordinator (CEMC) of the municipality:
- Any member of the Emergency Command Group (ECG)
- The Head of Council (or designate) of any area municipality
- Where alternates need to be activated, notification will be provided.

The request is made by contacting the CEMC of the municipality who then may proceed as follows:

- Where an emergency exists, the CEMC will decide the scale of the Emergency and the necessary response. For small-scale emergencies, the CEMC may decide to use their own staff and resources. The CEMC may decide that the Emergency is significant and decide to request assistance from the Emergency Command Group (ECG) The Emergency Information Officer as

designated by the CEMC will be responsible for contacting the required ECG members.

- Upon being notified to convene, it is the responsibility of all ECG officials to report to the designated Emergency Operations Center (EOC) and notify their staff and volunteer organizations

## 5.2. Emergency Notification Procedure

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as **APPENDIX B**.

The content of the messages transferred during Emergency Notification procedures may include the following:

- Situation Report/Update which describes a current, pending, or potential emergency situation
- Status of notification “ALERT”, “STAND BY” or “CALL TO ASSEMBLE”
- Location of the Emergency Operation Centre (EOC) or other meeting room
- Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
- Verbal update and instructions concerning notification status and
- Request to repeat the verbal message to ensure information is understood

## 6. Declaration, Notification and Termination of Emergency

### 6.1. Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes a Head of Council, to declare that an emergency exists. The Emergency Command Group will make recommendations to the Municipality on whether to declare an Emergency.

The Declaration of Emergency Form can be found in **APPENDIX F**.

The factors affecting the decision to declare an emergency include:

- The resources (personnel and material) that the Municipality have committed or needs to commit.
- A determination that the emergency affects a large portion of the population of more than one municipality.
- The Municipality’s requirement for resources, where the Municipality has exhausted theirs, requests assistance.

## 6.2. Notification of Declaration

Upon the declaration of an Emergency, the Emergency Command Group (ECG) will control and coordinate the response to the emergency.

Upon such declaration, a Head of Council will authorize notification by telephone/fax/email:

- Emergency Management Ontario immediately and fax/email a copy of the emergency declaration to the Provincial Emergency Operations Centre as soon as possible
- The media
- The public
- Neighbouring municipal officials as required
- Treasury Board Secretariat (as per the *Emergency Management and Civil Protection Act*, Section 4.3)

## 6.3. Termination of an Emergency

A state of emergency may be terminated at any time by the following individuals:

- The Head of Council
- The Municipal Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Emergency Management Ontario; with copy of the termination be faxed to the Provincial Emergency Operations Centre (**APPENDIX G**)
- Members of Municipal Council
- Neighbouring municipal officials, as required
- The media
- The public
- Treasury Board Secretariat (as per the *Emergency Management and Civil Protection Act*, Section 4.3)

## 6.4. Provincial Emergency

Pursuant to Section 7 of the *Emergency Management and Civil Protection Act*, the Premier of Ontario may:

- By Order declare that an emergency exists throughout Ontario or in any part of the Province
- direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier
- require any municipality to provide such assistance, as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance.

## **7. Emergency Operations Centre (EOC)**

In an emergency, the ECG will convene at a designated Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

The EOC affords the ECG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained, supported by an emergency power supply, and stocked with provisions to support the work of the ECG for seventy-two (72) hours.

General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Emergency GIS Programming
- Weather Stations
- Office supplies

The Municipality of Whitestone has implemented operating procedures for the EOC such as:

- Activation and sign-in
- Infection Control
- Security

## **8. Emergency Operations Centre Operating Cycle**

Members of the ECG will gather at regular intervals during the emergency to inform each other of actions taken and issues encountered. The EOC, Incident Commander will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow ECG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



## 9. Municipality of Whitestone Emergency Command Group (ECG) Membership

The primary members of the ECG are listed below. Each primary member has a designated alternate who may act in the absence of the primary member in the following positions:

- EOC & Area, Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

The Planning, Logistics, and Finance & Administration Section Chiefs oversee operational units.

The positions in the ECG will be filled by staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position, as described in Section 11. Although each member of the ECG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the ECG on an as-needed basis include:

- Ham Radio Operators
- Emergency Management Ontario Representative
- EOC Commander and Liaison
- Officials, experts or representatives from the public or private sector

#### **10. Municipality of Whitestone Emergency Command Group Responsibilities**

Members of the Municipality of Whitestone ECG are responsible for the following actions or decisions:

- The primary responsibility of the ECG is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to a Head of Council or Designate in carrying out their duties under the Emergency Response Plan.
- To carry out Incident Action Plan
- To coordinate the acquisition of additional resources needed by the municipality. Decisions to ration resources if required will be made by the ECG and will be based on a priority of need. Equipment assigned to the municipality will be under the control of the municipal IC Command and/or the municipal EOC.
- coordination and support of area municipalities by working closely with the area municipalities Emergency Community Command Group(s).

Actions and decisions normally undertaken by the ECG may include, but are not limited to:

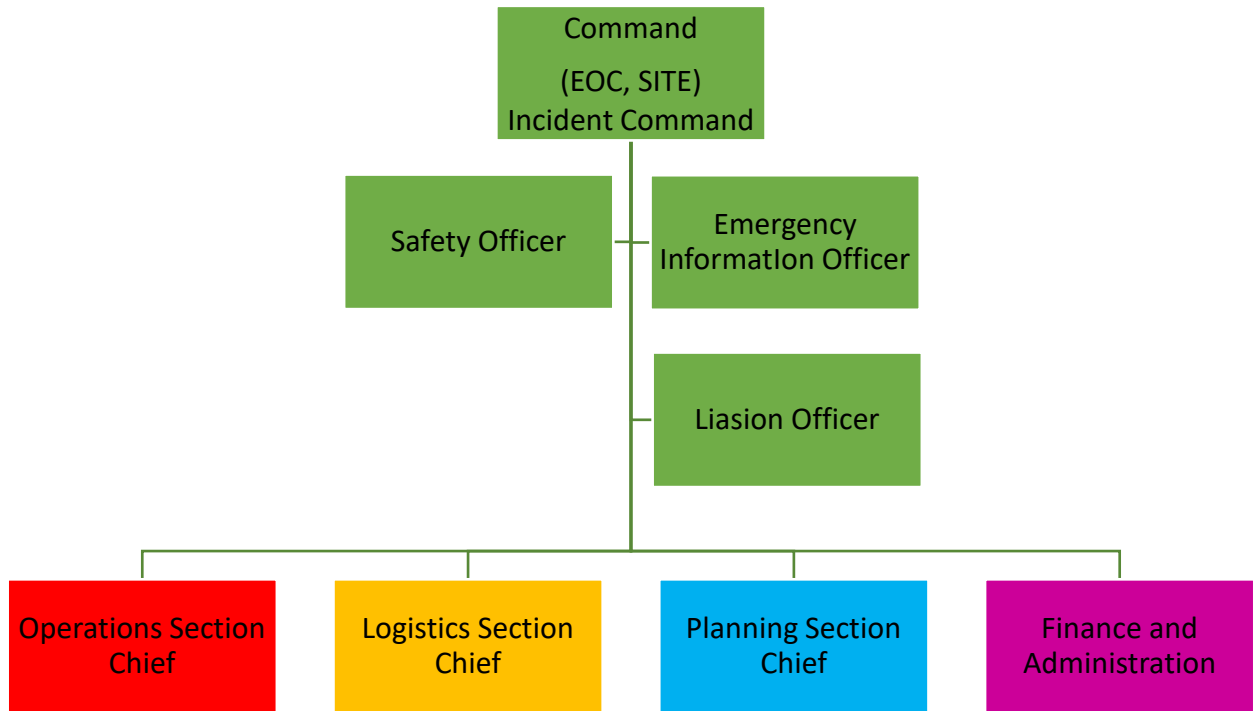
- Acquiring and assessing information to determine the status of the situation.
- Coordinating emergency service, agencies and equipment, as required or requested by the municipality.
- Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.

- Determining if the location and composition of the ECG is appropriate
- Ensuring support to the municipal Incident Command and EOC or area municipal Emergency Operations Centre by offering equipment, staff and resources, as required.
- Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
- Assisting area municipalities in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- Arranging for services and equipment from local agencies not under Municipal control i.e., private contractors, industry, volunteer agencies, service clubs.
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
  - authorizing Municipal expenditures of money required to deal with the emergency.
- Notifying the service, agency or group under their direction, of the termination of the Municipal declared emergency.
- Maintaining a master event log outlining decisions made and actions taken.

## **11. Roles and Responsibilities of Individual ECG Members**

Individual ECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The Municipality of Whitestone Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with Incident Command or Section Chief as appropriate, until delegated.





### 11.1. Incident Command (EOC, Site)

Incident Command is in charge of the management of the incident and must be fully qualified to fulfill this role:

- Oversees all operations
- Overall management responsibility for coordinating, supporting, and assisting other agencies
- Sets priorities for overall response and recovery efforts
- Establishes appropriate staffing level
- Sets expenditure limits
- Develops the Incident Action Plan and monitors its implementation
- Approves media releases
- Final decision-maker on operational issues
- Liaises with Mayor and Council

### 11.2. Safety Officer

- Responsible for identifying all potential safety issues
- Ensures all required corrective actions with regard to safety issues are being enforced
- Liaises with Operations Section Chiefs and Planning and Logistics Section Chiefs to ensure that safety protocols are being followed

### 11.3. Liaison Officer

The Liaison Officer is responsible for communications between the ECG and other agencies.

The Liaison Officer is the aggregator of information from all external agencies and collates vital internal information between operational cycles. As the lead developer of the Emergency Response Plan, the Liaison Officer has the following duties:

- Responsible for the operational implementation of the Emergency Response Plan
- Initiates the ECG notification protocol and collates responses
- Advises the EOC Director between operational cycles
- Monitors emergency alerts
- Collaborates with the Emergency Information Officer on the development of key messages
- Initializes the Virtual Emergency Operations Centre
- Responsible for communications between the ECG and external agencies
- Leverages relationships with partner agencies to determine the current status of the incident
- Seeks to coordinate cooperating agencies
- Tasked with providing advice to the Head of Council regarding the declaration of emergency
- May act as the Emergency Site Liaison Officer
- Provides coaching and support as required to other members of the ECG

The agencies the Liaison Officer may work with include, but are not limited to:

- Police services (Community, Provincial and Federal)
- St. John Ambulance and Canadian Red Cross
- District Coroner
- Medical Officer of Health
- Ministry of Health and Ministry Long-Term Care
- Ambulance Communications Centre
- Local acute care and long-term care facilities
- Council members and administration staff from neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
- North Bay Mattawa Conservation Authority
- Ministry of the Environment & Climate Change
- Utilities providers (Hydro One)
- Ministry of the Environment and Climate Change
- Ministry of Municipal Affairs and Housing
- Emergency Management Ontario

#### 11.4. Emergency Information Officer

The Emergency Information Officer (EIO) is the interface between the ECG and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Commander approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies
- Develops accurate and complete information on the current situation
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information
- Connect with other EIOs

#### 11.5. Operations Section Chief

The Operations Section has been divided into eight (8) branches in order to maintain a reasonable scope of responsibility for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with branch coordinators establishes tactical objectives and is accountable to the EOC Command (Site, EOC, Incident Command)
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Branches as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

##### 11.5.1. Emergency Community Support Services Branch

- Reports to the Operations Section Chief
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- Liaising with the ECG with respect to the operations of both reception and evacuation centres

- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan
- Assisting with the opening, set-up and closing of evacuation services as authorized by the Municipality of Whitestone Emergency Command Group
- Supervising and managing the operations of reception and evacuation centres
- Coordinating counseling services for evacuees at evacuation centres via Public Health and/or other agencies
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres
- Acting as a liaison with the Emergency Information Officer to coordinate reception and evacuation centre communication requirements and other information for dissemination
- Liaising with the Police to coordinate reception centre and evacuation centre security
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre
- Maintaining a personal log of all actions taken
- Committee and/or Disaster Relief Committee, as required
- Conducting reception and evacuation centre surveys and maintaining facility database information
- Coordinating evacuation exercises to test reception and evacuation centre procedures
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers

#### 11.5.2. Paramedic Services Branch

- Reports to the Operations Section Chief
- Ensuring the appropriate deployment of paramedic services to the emergency site
- Establishing an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the ECG
- Establishing effective triage and transportation of casualties at the site(s)
- Advising the ECG if other means of transportation are required for large scale response for casualties and/or medical supplies
- Liaising with the Ministry of Health and Ministry of Long-Term Care, and Ambulance Communications Centre to ensure

balanced emergency coverage is available for paramedic service at all times throughout the service area

- Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold
- Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency
- Procuring staff to assist as required, in providing paramedic services
- Assist in the coordination for the evacuation of an acute care or Long-Term Care Facility

#### 11.5.3. Police Branch

- Reports to the Operations Section Chief
- Coordinating information from area police agencies affected by the emergency
- Notifying necessary emergency and municipal services, as required
- Establishing a police site command post with communications to the Municipal EOC
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Coordinating information and resources necessary in relation to the inner perimeter within the emergency area
- Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required
- Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required
- Ensuring the protection of life and property and the provision of law and order
- Notifying the Coroner and Medical Officer of Health of fatalities, as requested and/or as required
- Ensuring liaison with other community, provincial and federal police agencies, as required

#### 11.5.4. Fire Branch

- Reports to the Operations Section Chief
- Coordinating activities of the fire department.
- Providing the ECG with information and advice on firefighting and rescue matters
- Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency

- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
- Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-fire fighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation

#### 11.5.5. Public Health Unit Branch

- Reports to the Operations Section Chief
- Activating and terminating the North Bay Parry Sound District Health Unit Emergency Response Plan and Emergency Notification System
- Providing an on-site manager if required and attending the site command post as necessary
- Liaising with Ministry of Health and Ministry of Long-Term Care, Public Health Branch and local Medical Officers of Health as required
- Liaising with appropriate public health agencies as required to augment and coordinate a public health response
- Providing advice on matters which may adversely affect public health within the West Parry Sound Area
- Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies
- Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within the Municipality
- Liaising with the Manager of Public Works or alternate to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities
- Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of:
  - Accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
- Food handling, storage, preparation and service
- General health and safety involving injury prevention
- Public health information and community networks
- Providing inspection and advice in collaboration with the municipal representatives within the affected communities

regarding the evacuation of residential buildings which pose a public health threat

- Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary
- Providing instruction and health information through public service announcements and information networks
- Providing resource support and consultation to emergency service workers
- Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Management Personnel

#### 11.5.6. Logistics Branch

- Reports to the Operations Section Chief
- Providing the ECG with information and advice on engineering, environmental, and roads services, as required
- Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the ECG
- Establishing an ongoing communications link with the corporate services staff at the scene of the emergency
- Coordinating and assisting the activities from the local municipal public works
- Ensuring provision of engineering assistance
- Ensuring construction, maintenance and repair of Municipal roads
- Liaising with area municipalities in the maintenance of sanitary sewage and water systems
- Providing equipment for emergency pumping operations
- Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required
- Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
- Providing solid waste management services (collection, processing, and disposal) as required
- Liaising with the Ministry of the Environment and Climate Change
- Coordinating and liaising with utility agencies such as Hydro One to ensure:

- monitoring the status of power outages and customers without services
- providing updates on power outages, as required
- Provide assistance with accessing generators for essential services, or other temporary power measures
- Liaising with Spills Action Centre, as required

#### 11.6. Planning Section Chief

- Planning Chief coordinates, the work of the planning section and is accountable to the EOC Director
- Collects, evaluates, validates and disseminates incident situation information and intelligence
- Damage assessment
- Prepares status reports and facilitates operational cycles meetings
- Displays situation information
- Responsible for all incident documentation
- Develops and documents the Incident Action Plan
- Coordinates acquisition of technical experts

#### 11.7. Logistics Section Chief

- Logistics Chief coordinates units responsible for services and is accountable to the EOC Director
- Responsible for all support requirements needed to facilitate effective and efficient incident management
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan

#### 11.8. Finance and Administration Section Chief

Finance and Administration Chief coordinates the work of the Planning Section Chief and is accountable to the EOC Director

- Tracks all costs associated with responding to the incident
  - WSIB claims
  - direct response costs
  - staff overtime
  - procurement
- implements emergency human resources policies



## **12. Policy Group**

### **12.1. Policy Group Members:**

The Head of Council or designate are members of the Policy Group and are required to fulfill legislative duties. They shall enlist other such persons, including legal advisors, to form part of the Policy Group as is deemed necessary to assist in the functions of this Group.

### **12.2. Policy Group Function:**

The Policy Group is an important part of the IMS structure during a municipal emergency. The purpose of the Policy Group is to provide a structure to allow a functional avenue for advice and assistance, as required, to liaise with other councillors and with the ECG in order to make the best-informed decisions with regard to the emergency situation.

The number of Policy Group members is dependent upon the incident type, severity, size, and is at the discretion of the Head of Council to seek and request assistance as required.

### **12.3. Policy Group Location**

The Policy Group will be located in a strategic, safe and separate location that has direct communication ability with the EOC.

### **12.4. Policy Group Responsibilities:**

- The Head of Council or designate as head of the Municipal Council has designated authority under legislation when a potential or real Declaration of Emergency exists within the municipality.
- The Head of Council or designate functions as the head of the Policy Group in the IMS. Structure, providing governance and advice to the ECG Commander throughout the emergency.
- The Head of Council or designate shall make a Declaration of Emergency, as required.
- The Head of Council or designate shall terminate the Declaration of Emergency, as required.
- The Head of Council or designate shall provide information to municipal Council and political representatives at other levels of government with regard to impacts of an emergency, as required.

## **13. Emergency Site Incident Commander**

The Emergency Site Incident Commander communicates all activities of the emergency response team at the incident site and reports with updates to the ECG.

- Communicating the aim and priorities of the emergency response team to the ECG Liaison Officer
- If requested by the Site Incident Commander, communicating immediate needs for additional resources to the ECG Incident Commander
- Establishing and maintaining communications with the ECG Liaison Officer at the PEOC to ensure accurate information is relayed

#### **14. Emergency Telecommunications Plan**

Upon implementation of the Emergency Response Plan, communications will be established between the emergency site and the municipal EOC. The primary methods of communication, in order of preference shall be:

- Landline and cellular phones
- Email
- Text messages
- Internet
- Ham radio
- Radio

#### **15. Emergency Communications Plan**

Upon implementation of the Emergency Response Plan, the Emergency Communications Plan will be activated to facilitate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for information concerning any aspect of the emergency.

In order to fulfil these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Centre Supervisor

##### **15.1. Location of Municipality of Whitestone Media Centre**

The Municipality of Whitestone ECG will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be a location of an on-site media staging area will be determined by the ECG. The site media information area will be staffed as determined by the Emergency Information Officer.

## 15.2. Role of Public Inquiry Supervisor

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

- establishing a Public Inquiry Service, including the appointment of personnel to assist and designation of telephone lines
  - in some circumstances, the County may seek to utilize the services of a third-party Public Inquiry Centre, such as 2-1-1 Ontario. This decision will be made by the ECG.
- informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers
- responding to and redirecting inquiries and reports from the public about the emergency using information provided by the Emergency Information Officer
- responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the Emergency Information Officer and appropriate emergency service
- responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers

## 16. Requests for Assistance

### 16.1. Mutual Assistance Agreements (Mutual Aid for fire only)

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement enables municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions. Municipalities may offer and receive assistance according to predetermined and mutually agreeable relationships.

### 16.2. Assistance from the Province of Ontario

Under certain circumstances and/or when the resources of the Municipality of Whitestone are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed as a request for the

Government of the Province of Ontario to assume authority and control of the emergency.

Such a request shall be made to the Ministry of the Treasury Board Secretariat, Emergency Management Ontario.

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains the 24-hour Provincial Emergency Operations Centre and can coordinate assistance from a number of Provincial agencies and the Federal Government.

#### 16.2.1 Provincial Disaster Recovery Assistance Programs

The Ministry of Municipal Affairs administers two (2) Disaster Recovery Assistance Programs as follows:

- 1) Disaster Recovery Assistance for Ontarians
  - For Individuals, Families, Small Owner-Operated Businesses, Small Owner-Operated Farms, and Not-for-Profit Organizations
  - No requirement for the municipality to be engaged in the administration of this Program
  
- 2) Municipal Disaster Recovery Assistance
  - Program can only be activated by the Minister of Municipal Affairs and Housing in response to a Resolution of Council by the affected municipality. Council Resolution must be received by the Minister within 120 days of the date of the event.
  - ONLY natural disasters are eligible for consideration.
  - Natural event must be sudden, unexpected, and extraordinary
    - i. Extraordinary is defined as exceptional for the region
    - ii. Events that occur regularly should be anticipated, prepared for and the response to such events should be included in budget
  - To be considered for program eligibility, costs incurred by the municipality in response to the event must be at least equal to 3% of the municipality's Own Purpose Taxation levy

### 16.3. Emergency Management Ontario

Upon the declaration of an Emergency by the Head of Council, Management Ontario will deploy Emergency Management Ontario Community Field Officer liaison team to the ECG to provide advice and assistance.

### 16.4. Assistance from the Federal Government

Financial Assistance for natural disasters may be available through the Federal Government's Disaster Financial Assistance Arrangements and other federal programs.

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. In most cases, federal assistance will only be provided once the resources of the County and the Province have been exhausted.

## 17. Glossary and Acronyms

### 17.1. Glossary of Terms

#### **Chief Administrative Officer (CAO)**

The individual who is responsible for the administrative management of the Municipality of Whitestone.

#### **Community Emergency Management Coordinator (CEMC)**

The individual accountable for the development, implementation and maintenance of the emergency management program.

#### **Community Spokesperson**

An individual appointed by the Emergency Command Group who is responsible for giving interviews to the media about the emergency situation. ~~This is typically the Emergency Information Officer or the Head of Council.~~

#### **Disaster Financial Assistance**

Programs administered by the Ministry of Municipal Affairs to assist individuals, families, small businesses, farms, not-for-profit agencies, and municipalities with some of the financial costs associated with recovering from a disaster.

#### **Emergency**

A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

#### **Emergency Incident Command (Site, EOC, Incident)**

The person at the emergency site who is designated to communicate from the site to the Municipality of Whitestone Emergency Command Group. Appointed by the Emergency Command Group.

#### **Emergency Information Officer (EIO)**

The interface between the ECG and the public, media and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

#### ***Emergency Management and Civil Protection Act***

The legislative authority for emergency response plans and emergency management programs in Ontario.

**Emergency Management of Ontario (EMO)**

A department within the Treasury Board Secretariat responsible for leading the coordination, development and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

**Emergency Notification**

A fan-out procedure to notify the Municipality of Whitestone Emergency Command Group of an emergency or impending emergency.

**Emergency Operations Centre (EOC)**

The location from which the Municipality of Whitestone Emergency Command Group operates.

**Emergency Response Plan**

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and governs the position of necessary services during an emergency and the procedures and manner in which the Municipality of Whitestone employees and others will respond to an emergency.

**Emergency Site**

The area in which the emergency exists. Also referred to as the incident site or scene.

**Evacuation Centre**

A location used during an emergency to provide temporary refuge and/or overnight lodging for evacuees.

**Finance and Administration Section**

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small-scale emergencies, responsibilities of this section may be completed by one person.

**Head of Council**

The individual who presides over Municipal Council meetings.

**Incident Action Plan (Site, EOC, Incident)**

An oral or written plan containing the general objectives reflecting the strategy for managing a specific emergency.

**Incident Command (IC) (Site, EOC, Incident)**

The individual in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

**Incident Management System (IMS)**

A set of doctrines, concepts, principles, terminology and organizational processes to enable effective emergency management.

**Liaison Officer**

The individual responsible for communications between the ECG and other agencies. Normally delegated to the Community Emergency Management Coordinator.

**Logistics Section**

A group of individuals responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders.

**Operations Section**

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

**Planning Section**

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

**Public Inquiry Supervisor**

An individual who acts on the behalf of the Emergency Information Officer to establish a Public Inquiry Service and answer and redirect inquires about the situation.

**Reception Centre**

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.



## 17.2. Acronyms

<b>CAO</b>	Chief Administrative Officer
<b>CEMC</b>	Emergency Management Coordinator
<b>CNR</b>	Canadian National Railway
<b>CPR</b>	Canadian Pacific Railway
<b>DSSAB</b>	District Social Services Administration Board
<b>ECC</b>	Evacuation Centre Coordinator
<b>ECG</b>	Emergency Command Group
<b>EI</b>	Emergency Information
<b>EIC</b>	Emergency Information Centre
<b>EIO</b>	Emergency Information Officer
<b>EMCPA</b>	Emergency Management and Civil Protection Act
<b>EMO</b>	Emergency Management Ontario
<b>EMPC</b>	Emergency Management Program Committee
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Centre
<b>EP</b>	Emergency Plan
<b>ESLO</b>	Emergency Site Liaison Officer
<b>IRA</b>	Hazard Identification Risk Assessment
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>IMS</b>	Incident Management System
<b>LO</b>	Liaison Officer
<b>MAA</b>	Mutual Aid Agreement
<b>MCG</b>	Municipal Control Group
<b>MCSCS</b>	Ministry of Safety and Correctional Services
<b>MEOC</b>	Municipal Emergency Operation Centre
<b>OPP</b>	Ontario Provincial Police
<b>PEOC</b>	Provincial Emergency Operations Centre

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 62-2024**

**Being a By-law to authorize an agreement between the  
Municipality of Whitestone and WahWashKesh Conservation Association for the  
transfer of ownership of the docks and associated structures at Bennett's Bay  
Landing and Indian Narrows from the Lake WahWashKesh Conservation  
Association to the Municipality of Whitestone**

**WHEREAS** under Section 8 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** under Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** pursuant to Section 5.3 of the *Municipal Act*, 2001, S.O. 2001, c.25, the powers of every Council shall be exercised by By-law;

**AND WHEREAS** the Municipality of Whitestone has agreed to assume ownership of the docks and associated structures at Bennett's Bay Landing and Indian Narrows from the Lake WahWashKesh Conservation Association;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Mayor and CAO-Clerk of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an agreement being Schedule 'A' of this By-law between the Municipality of Whitestone and the Lake WahWashKesh Conservation Association with a closing date of December 4, 2024; and
2. **THAT** By-law No. 62-2024, 2024 is hereby passed and comes into full force and effect this 19th day of November, 2024

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
George Comrie

\_\_\_\_\_  
**CAO-Clerk**

\_\_\_\_\_  
Michelle Hendry



## MEMORANDUM

**To:** Mayor and Council  
**From:** Michelle Hendry CAO/Clerk  
**Date:** November 19, 2024  
**Re:** WahWashKesh Docks and Infrastructure – transfer of ownership

### Background

At the April 16, 2024 regular Council meeting the following Resolution was passed

**Resolution No. 2024-167**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Bray

#### 11.3 WahWashKesh Docks and Infrastructure

**WHEREAS** the Council of the Municipality of Whitestone passed Resolution No. 2023-172 on April 4, 2023 as follows:

**THAT** the Council of the Municipality of Whitestone does hereby request staff to arrange on a go-forward basis for the maintenance of the public docks at the WahWashKesh Landings; and

**THAT** the Council of the Municipality of Whitestone does hereby request staff arrange on a go-forward basis the maintenance and seasonal installation and removal of the safety boom at the Andy Vurma Memorial WahWashKesh dam.

**AND WHEREAS** Resolution No. 2023-172 provided for the assumption of maintenance ‘only’ of the public docks at the WahWashKesh Landings, leaving the dock ownership with the Lake WahWashKesh Conservation Association.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone hereby acknowledges the Municipality of Whitestone will assume full ownership of the docks and associated structures at Bennett’s Bay Landing and Indian Narrows, having already assumed responsibility of the maintenance of these assets (Resolution No. 2023-172, April 4, 2023), and

**THAT** Staff be requested to prepare an agreement for the transfer of ownership of the docks and associated structures at Bennett's Bay Landing and Indian Narrows for the consideration of \$2.00, from the Lake WahWashKesh Conservation Association to the Municipality of Whitestone; and

**THAT** the Mayor and CAO/Clerk be authorized to execute the above referenced agreement.

**Carried**

### **Discussion**

In concert with Jennifer Biggar, Russel Christie LLP an agreement was developed for the transfer of ownership of the docks and associated structures at Bennett's Bay Landing and Indian Narrows from the Lake WahWashKesh Conservation Association to the Municipality of Whitestone.

The WahWashKesh Conservation Association was provided with the opportunity to review the agreement and they concur with the agreement as presented.

Notwithstanding the last recital in the resolution above, staff decided it was best to capture the authorization to execute the agreement in By-law for clarity and for future reference.

δ

**ASSET PURCHASE AGREEMENT**

**THIS AGREEMENT** made the \_\_\_\_ day of November, 2024

**BETWEEN:**

LAKE WAH-WASH-KESH CONSERVATION ASSOCIATION

Hereinafter called the "Vendor"  
OF THE FIRST PART

- AND -

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

Hereinafter called the "Municipality"  
OF THE SECOND PART

**WHEREAS** the Vendor is the owner of five docks, two ramps and two concrete abutments;

**AND WHEREAS** the above-noted assets are located on lands occupied by the Municipality pursuant to a Land Use Permit issued by His Majesty the King in right of Ontario, as represented by the Minister of Natural Resources and Forestry, and which are more specifically located at

- (a) The Indian Narrows Boat Launch Landing Area at the Northern Terminus of Indian Narrows Road, Dunchurch, Ontario (Part of Lot 29, Concession 8, McKenzie Township, now Municipality of Whitestone) (hereinafter referred to as "Indian Narrows Landing"), where two docks (8' x 20.5'), one ramp (8' x 16') and a concrete abutment at shore are located; and
- (b) Bennett's Landing Boat Launch Landing Area on the Southwestern Shoreline of Bennett's Bay of Lake Wahwashkesh immediately East of Wah-Wash-Kesh Road, Dunchurch, Ontario (Part of Lot 28, Concession 7, McKenzie Township, now Municipality of Whitestone) (hereinafter referred to as "Bennett's Landing") where three docks (8' x 24'), one ramp (8' x 16') and a concrete abutment at shore are located;

**AND WHEREAS** the Vendor wishes to sell, assign and transfer and the Municipality wishes to purchase the above-noted assets on and subject to the terms and conditions of this agreement.

**NOW THEREFORE IN CONSIDERATION** of the respective covenants and agreements contained in this agreement and for other good and valuable consideration (the receipt and sufficiency of which is mutually acknowledged), the parties covenant and agree as follows:

## **1. Definitions**

As used in this agreement, unless the subject-matter or context is inconsistent, the following terms shall have the following meanings:

- (a) "Agreement" means this Asset Purchase Agreement and all instruments supplemental to it or in amendment or confirmation of it;
- (b) "Assets" means:
  - i. Two docks (8' x 20.5'), one ramp (8' x 16') and a concrete abutment at shore located at Indian Narrows Landing; and
  - ii. Three docks (8' x 24'), one ramp (8' x 16') and a concrete abutment at shore located at Bennett's Landing;
- (c) "Closing" means the completion of the sale to and purchase by the Municipality of the Assets by the transfer and delivery of documents of title;
- (d) "Closing Date" means December 4, 2024, or another date as the Parties may agree is the date on which the Closing contemplated by this transaction shall take place;
- (e) "Parties" means the Vendor and the Municipality, collectively, and "Party" means any one of them;
- (f) "Person" means any individual, corporation, partnership, unincorporated syndicate, unincorporated organization, trust, trustee, executor, administration or other legal representative; and
- (g) "Purchase Price" means the amount as set out in paragraph 2 in this Agreement.

## **2. Purchase and Sale**

- (1) Subject to the terms and condition of this Agreement, and in reliance on the representations, warranties and conditions set forth in this Agreement, the Vendor agrees to sell, assign and transfer and deliver to the Municipality and the Municipality agrees to purchase the Assets from the Vendor.
- (2) The Purchase Price for the Assets shall be the sum of two (\$2.00) dollars (Canadian).

## **3. Representations and Warranties**

- (1) The Vendor represents and warrants to the Municipality that:

- (a) The Vendor is a corporation duly incorporated under the laws of Ontario;
  - (b) The Vendor has all necessary corporate authority and capacity to enter into this Agreement and to perform its obligations under the Agreement;
  - (c) The execution and delivery of this Agreement and the consummation of the transaction contemplated under it have been duly authorized by all necessary corporate action on the part of the Vendor;
  - (d) This Agreement constitutes a valid and binding obligation of the Vendor enforceable against it in accordance with the terms of this Agreement, subject to limitations with respect to enforcement imposed by law in connection with bankruptcy, insolvency or similar proceedings relating to creditor's rights generally and to the extent that equitable remedies such as specific performance and injunction are in the discretion of a court of competent jurisdiction;
  - (e) The Vendor is not a party to, bound or affected by or subject to any indenture, mortgage, lease, agreement, instrument, charter by-law provision, statute, rule, regulation, judgment, order, writ or decree of law which, with or without the giving of notice or the lapse of time, or both, would be violated, contravened, breached by, or under which default would occur as a result of the execution, delivery and performance of this Agreement or the consummation of the transaction provided for this Agreement;
  - (f) The Vendor is the absolute beneficial owner of the Assets, with good and marketable title, free and clear of any liens, charges, encumbrances or rights of others (other than statutory liens for taxes, assessments and other governmental charges the payment for which is not yet due and owing) and is exclusively entitled to possess and dispose of the same;
  - (g) The Vendor warrants that the Assets are in good working order and condition as of the date of the execution of this Agreement and will be in good working order and condition at Closing; and
  - (h) The Vendor warrants that no member of the council of the Municipality has either by himself or herself or with or through another, any direct or indirect pecuniary interest in the sale and purchase of the Assets.
- (2) Notwithstanding the generality of the foregoing, the Municipality agrees to accept the Assets in an "as is, where is" condition or state as of the date of this Agreement.
- (3) All statements contained in any certificate or other instrument delivered by or on behalf of one of the Parties pursuant to or in connection with the transaction contemplated by this Agreement shall be deemed to be made by that Party under this Agreement. All

representations, warranties, covenants and agreements contained in this Agreement by each of the Parties shall survive Closing. The execution and delivery of any bills of sale, instruments of conveyance, assignments or other instruments of transfer of title to the Assets and the payment of the consideration for the Assets shall also survive Closing.

- (4) The Parties acknowledge that all representations and warranties contained in paragraph 3(1) of this Agreement shall not merge and shall survive closing.

#### **4. Conditions Precedent to Closing**

- (1) The obligation of the Municipality to complete the purchase of the Assets under this Agreement shall be subject to the satisfaction of or compliance with, at or before Closing, each of the following conditions precedent (each or which is acknowledged to be for the exclusive benefit of the Municipality and may be waived by it in whole or in part).
- (a) All of the written representations and warranties of the Vendor made in or pursuant to this Agreement, including the representations and warranties made by the Vendor as set forth in paragraph 3(1), shall be true and correct in all material respects as at Closing and with the same effect as if made at and as of Closing;
  - (b) The Vendor shall have performed or complied with, in all respects, all of its obligations, covenants and agreements under this Agreement;
  - (c) All instruments of conveyance and other documentation relating to the sale and purchase of the Assets reasonably requested by the Municipality including, without limitation, bills of sale, trade-mark assignments, documentation in relation to the due authorization and completion of this sale and purchase and all actions and proceedings taken on or prior to Closing in connection with the performance by the Vendor of its obligations under this Agreement, shall be satisfactory to the Municipality and the solicitor for the Municipality and the Municipality shall have received the copies of all documentation or other evidence as it may reasonably request in order to establish the completion of the transaction contemplated and the taking of all corporate proceedings in connection with the completion of this transaction in compliance with these conditions;
  - (d) All consents, approvals, orders and authorizations of any persons or governmental authorities in Canada or elsewhere (or registrations, declarations, filings or records with any authorities) including, without limitation, all registrations, recordings and filings with public authorities as may be required in connection with the transfer of ownership or the Asset to the Municipality shall have been obtained on or before Closing. If, after using its best efforts, the Vendor shall have been unable to obtain any necessary consents, approvals, orders and authorizations of any governmental authorities in Canada or elsewhere necessary for the completion of the transaction



contemplated by this Agreement, and the Municipality shall not waive that condition, this Agreement shall be null and void without liability as between the parties.

- (2) Each of the parties shall take all actions as are within their power to control, and use its best efforts to cause other actions to be taken which are not within their power to control, so as to further comply with any conditions set forth in paragraph 3 which are for the benefit of the other Party.
- (3) In the event that the Vendor or the Municipality fails to comply with any condition precedent set out in paragraph 4(1) required to be complied with at or before closing and the Municipality does not waive that condition, this Agreement shall be null and void as at Closing, without liability as between the Parties.

## **5. General**

- (1) Time shall be of the essence.
- (2) Any notice or other writing required or permitted to be given under this Agreement or for the purposes of this Agreement to the other Party, shall be sufficiently given if delivered personally, or if sent by prepaid registered mail or if transmitted by facsimile or other form of recorded communication to that Party:
  - (a) in the case of a notice to the Municipality at 21 Church Street, Dunchurch, ON, P0A 1G0, Attention: CAO/Clerk; and
  - (b) in the case of a notice to the Vendor at 107 Summerhill Drive, Alliston Ontario, L9R 0W6.
- (3) Any notice delivered to the Party to whom it is addressed as provided shall be deemed to have been given and received on the date it is delivered at that address, provided that if that day is not a business day then the notice shall be deemed to have been given and received on the third (3<sup>rd</sup>) business day next following the date of its mailing. Any notice transmitted by facsimile transmission or other form of recorded communication shall be deemed given and received on the next business day after its transmission.
- (4) Neither this Agreement nor any rights, remedies, liabilities or obligations arising under it or by reason of it shall be assignable by any Party without the prior written consent of the other Party.
- (5) This Agreement shall enure to the benefit of and be binding on the Parties and their respective successors and permitted assigns.
- (6) The Parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to complete the transaction contemplated by this

Agreement, and each Party shall provide such further documents or instruments as required by the other Party as may be reasonably necessary or desirable to effect the purpose of this Agreement and to carry out its provisions, whether before or after Closing.

- (7) This Agreement constitutes the entire agreement between the Parties and except as stated in this Agreement and in the instruments and documents to be executed and delivered, contains all the representations and warranties of the respective Parties. There are no oral representations or warranties between the Parties of any kind. This Agreement may not be amended or modified in any respect except by written instrument signed by both Parties.
- (8) The representations, warranties, covenants and agreements contained in this Agreement or in any instrument, document or written statement delivered pursuant to this Agreement shall survive and not merge on Closing.
- (9) This Agreement shall be interpreted in accordance with the laws of the Province of Ontario and all applicable laws of Canada.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be executed by their respective officers which are duly authorized, as of the date first above written.

By the Vendor on the \_\_\_\_ day of \_\_\_\_\_, 2024

**LAKE WAH-WASH-KESH CONSERVATION ASSOCIATION**

Per: \_\_\_\_\_

Name:

Title:

Per: \_\_\_\_\_

Name:

Title:

I/we have the authority to bind the Corporation

By the Municipality on the \_\_\_\_ day of \_\_\_\_\_, 2024

**THE CORPORATION OF THE  
MUNICIPALITY OF WHITESTONE**

Per: \_\_\_\_\_

Name: George Comrie

Title: Mayor

Per: \_\_\_\_\_

Name: Michelle Hendry

Title: CAO/Clerk

We have authority to bind the Corporation.

# **BUSINESS MATTERS**



# MEMORANDUM

**To:** Mayor and Council  
**From:** Michelle Hendry CAO/Clerk  
**Date:** November 19, 2024  
**Re:** **Proposed 2025 Regular Council meeting Schedule**

## Background

Per By-law 2023-80 Procedural By-law

### 5. Notice of Meetings

#### 5.1 Annual Schedule of Meetings

- 5.1.1** The Clerk will, no later than November 30th of each calendar year, submit a schedule of the upcoming Regular Meetings for the next calendar year for consideration and adoption by Council.
- 5.1.2** The Clerk will post on the municipal website the above referenced Council approved meeting schedule. This posting will constitute notice to the public of the Meetings.
- 5.1.3** The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts, holidays and other considerations. The amendments will be posted on the municipal website after the amendments are made and the amended schedule will be considered to constitute the notice of meetings noted therein.

## Proposed Regular Council meeting schedule

The proposed 2025 Regular Council meeting schedule aligns with the 2024 Regular Council meeting schedule

- One (1) meeting per month
- 10:00 am start time
- The Meeting schedule will allow for a ½ lunch break and will then continue through the afternoon. Curfew per the Procedural By-law will allow for an extension of time beyond 7.0 hours as deemed necessary.

**Budget Schedule:**

The 2025 budget schedule allows for two meetings outside of the normal schedule with the remaining budget related discussions incorporated into the Regular Council meeting schedule.

February 4, 2025 - the 1st budget draft submitted to Council  
March 4, 2025 - the 2nd budget draft submitted to Council

Additional Budget discussions may be incorporated into the Regular Council meeting schedule or Special Council meetings can be scheduled and advertised per protocol

**Attachments:**

Attachment A - Draft Regular Council meeting Schedule for 2025



## Municipality of Whitestone

### 2025 Schedule of Regular Council Meetings

MEETING	DATE	TIME
Regular Council	Tuesday, January 21	10:00 a.m.
Regular Council (Budget)	Tuesday, February 4	10:00 a.m.
Regular Council	Tuesday, February 18	10:00 a.m.
Regular Council (Budget)	Tuesday, March 4	10:00 a.m.
Regular Council	Tuesday, March 18	10:00 a.m.
Regular Council	Tuesday, April 15	10:00 a.m.
Regular Council	Tuesday, May 20	10:00 a.m.
Regular Council	Tuesday, June 17	10:00 a.m.
Regular Council	Tuesday, July 15	10:00 a.m.
Regular Council	Tuesday, August 19	10:00 a.m.
Regular Council	Tuesday, September 16	10:00 a.m.
Regular Council	Tuesday, October 21	10:00 a.m.
Regular Council	Tuesday, November 18	10:00 a.m.
Regular Council	Tuesday, December 16	10:00 a.m.

**Regular Council** meetings are held in person at the Dunchurch Community, with an option to join the meeting via Zoom Video Conferencing.

**Special Council** meetings may be called from time to time and these will be advertised as per the Municipality of Whitestone Procedure By-law.

**Special Council** meetings may be held in person at the Dunchurch Community, with the option to join the meeting via Zoom Video Conferencing or they may be held Zoom Video Conferencing only.

## DRAFT RESOLUTION

WHEREAS in June 2024 all eight municipal owners of Belvedere Heights long term care home endorsed the proposal to add up to 24 new long- term care beds

AND WHEREAS the opportunity to receive a \$35 per diem construction funding subsidy needed to fund the new build is predicated, in part, on securing financing by the November 8<sup>th</sup>, 2024, deadline

AND WHEREAS Infrastructure Ontario provides an option to secure construction funding in October 2024 prior to the November deadline without an upfront guarantee from all eight municipalities

AND WHEREAS The Township of Carling has agreed to enter into agreement with Infrastructure Ontario to secure the construction loan on behalf of Belvedere Heights

AND WHEREAS Belvedere Heights will enter into a loan agreement with the Township of Carling guaranteeing payment of all financial obligations to Infrastructure Ontario for the borrowing costs

THEREFORE, BE IT RESOLVED THAT:

The Township of \_\_\_\_\_ endorses the Belvedere Heights proposal to enter into a loan agreement with the Township of Carling to support a two-year construction funding loan with the guarantee that Belvedere Heights will provide funds from operating reserves as required in advance of all Infrastructure Ontario payment terms.



A 3D architectural rendering of a modern, single-story brick building with large glass windows. The building is surrounded by landscaping, including trees and a paved walkway. A person in a wheelchair is visible on the walkway. The sky is blue with some clouds.

# BELVEDERE HEIGHTS BOARD OF MANAGEMENT DISCUSSION WITH MUNICIPAL PARTNERS

22 new beds at Belvedere Heights, Funding and Cost Estimates

October 2024

*Belvedere Heights. 3D-View of Proposed New Addition*

## SOUTHERN VIEW OF NEW ADDITION



**NEW MAIN ENTRANCE**



# INTERIOR COLOURS AND STONEWORK

**Casework**  
GROUPE LACASSE -  
MPE (Maple)

**Alto - Wood** Heterogeneous Sheet (SV)  
Field use. Circulation and Resident rooms in wood grain pattern.

**Acrovyn Handrails - 372 Classic Maple**

**BM Pink Damask**  
OC-72

**Spring Maple**  
LRV 27%

**Light Peach**  
LRV 62%

**Blush**  
LRV 31%

**Forba - Sphera Element** Heterogeneous Sheet (SV)  
Accent use at communal and ADL areas.

**Cultured Stone - Alpine LedgeStone**  
Manufactured Stone Veneer  
Fireplace wall and Stone Wall at Dining Room

**Accent**  
LRV 18%

**Accent**  
LRV 32%

**Accent**  
LRV 27%

**Iguana AQ2021**  
LRV 65%

**Driftwood PX2004**  
LRV 65%

**Alto Aquarius** Safety Flooring Heterogeneous Sheet (SV)  
Resident and Staff Washrooms as well as Tub and Shower Rooms.

**Rodeo VM12020P**  
LRV 60%

**Alto Walkway** Safety Flooring Heterogeneous Sheet (SV)  
Servery/Food Prep. area and Housekeeping.

**Alto - Whiterock** Protective Wall Covering (HWC)  
Wall covering in resident rooms and washrooms

**Alto Whiterock - Lian**  
LRV 70%

**Alto Whiterock - Fawn 206**  
LRV 41%



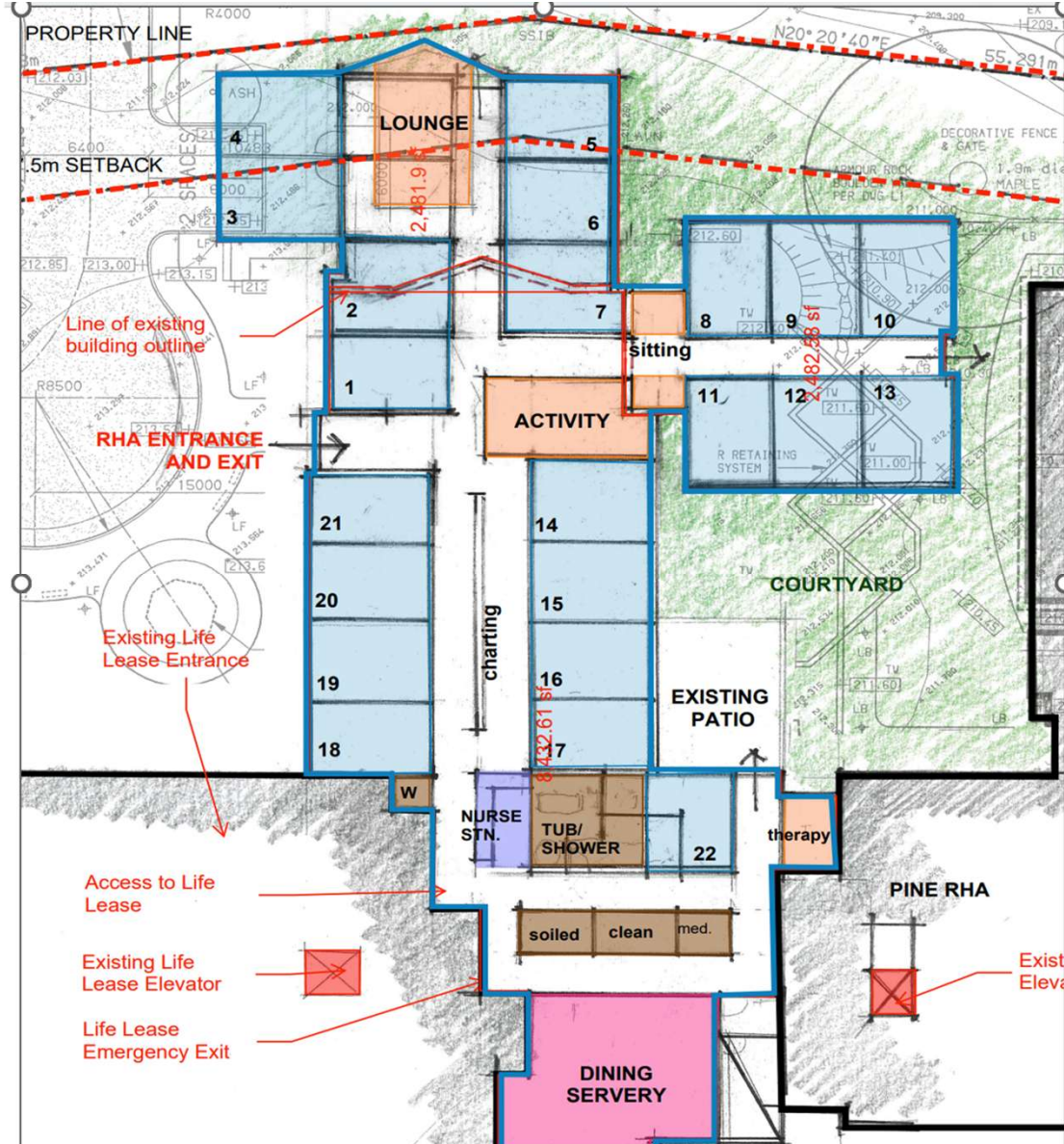
Belvedere Heights 22 LTC Bed Renovation

Inspiration and Material Palette

Ground Floor  
22 Bed Option

Initial Schematic

(Not Final Design)



Ground Floor  
22 Bed Option



# BELVEDERE BUILDING COST SUMMARY

- New construction for 12 private rooms on ground level, renovate existing space for 10 private rooms
- Lower-level renovation to move services from ground floor to lower level (prior to new build)
- Hard cost for new construction, renovation, retaining walls, landscaping, parking, nurse call, management fee and contingency is **\$10.7** million
- Architect, engineering, permit fees, tender and construction oversight (soft costs): **\$1.03** million
- Furniture, fixtures, equipment (ff&e): \$915,000
- New and refurbish parking: \$388,000 (in hard costs)
- **TOTAL ESTIMATED COST: \$13.4** million

## Construction Cost

<b>04-Oct-24</b>	
Hard cost	10,200,000
contingency 5%	510,000
soft costs	1,001,251
contingency 3%	30,038
hst?	206,118
ff&e + contingency	915,000
interest 5%	535,500
<b>total cost</b>	<b>13,397,906</b>

	sq ft
new construction	3,820
renovation: ground	8,630
renovation: lower	6,512
	18,962

## PROJECT REVENUE

### One-time grants, funds

INITIAL CASH	
Planning grant	\$250,000
Development grant	\$393,412
CFS \$15/diem top-up	\$1,782,000
sub-total	<b>\$2,425,412</b>
municipal funds	\$700,000
<b>TOTAL</b>	<b>\$3,125,412</b>

### Annual construction funding subsidy (cfs)

MLTC construction subsidy	cfs/diem	
small home base	20.78	
supplement	0.75	
top-up	20.00	
total per diem	<b>41.53</b>	
25 yr	<b>22</b>	\$333,486 <annual

- Ministry provides \$250,000 planning grant and \$393,412 development grant for 22 bed project
- Maximum \$15 of \$35 CFS top-up can be converted to up-front grant (4.5% discount rate): \$1.78M
- Total one-time \$3.125M: \$2.4M grants + \$0.7M return of municipal funds allocated to Belvedere
- Residual \$20 cfs top-up contributes to annual **\$333,486** cfs over 25 years
- Net increase in 22 room private differential contributes up to \$185,600 annually



## NEW BUILD FINANCING SUMMARY

- Net cost to be financed over 25 years: **\$10.27** million
- Infrastructure Ontario (IO) loan payments of \$674,721 annually at 4.35 per cent fixed interest rate over 25 years
- Annual construction funding subsidy of \$333,486 over 25 years (applied to IO loan)
- Residual annual \$341,236 funded by Belvedere economy of scale operating savings estimated at \$439,273.
- No net impact on annual municipal operating levy.

<b>22 beds, Ground Floor</b>	
<b>October 4, 2024</b>	
	budget\$
Total project cost	<b>\$13,397,906</b>
Total grants	<b>-\$2,425,412</b>
Return of funds from municipalities	<b>-\$700,000</b>
<b>NET AMOUNT TO BE FINANCED</b>	<b>\$10,272,494</b>
<b>ANNUAL ESTIMATED COST/REVENUE</b>	Annual \$
IO loan payments (@ 4.35% interest)	<b>-\$674,721</b>
MLTC construction funding subsidy	\$ 333,486
net funded by BH	<b>-\$341,236</b>
annual 123-bed economy of scale	<b>\$ 439,273</b>
Net annual surplus( <b>deficit</b> )	\$ 98,037
total cost per bed	\$608,996
total cost per square foot	\$707

## INFRASTRUCTURE ONTARIO FUNDING

- INFRASTRUCTURE ONTARIO (IO) incentivizes direct lending to municipalities (option 2)
- Impossible for Belvedere to complete IO requirements by Nov. 2024 ministry deadlines
- Option 1: Belvedere is IO client: all 8 municipalities required to guarantee IO financing by Nov. 2024, in addition to completing 15 item checklist (e.g. environmental assessment)
- Option 2: **CARLING Council** has agreed to support construction loan and subsequent conversion to 25-year debenture
- FOR 2026: request that all remaining 7 municipalities enable IO debenture
- Borrowing for district municipal home excluded from municipal annual borrowing limit capacity calculation (O. Reg. 403/02, s(5)8.)

	Municipal	Belvedere
Interest rate	4.35%	4.65%
debt service coverage	1.0	1.2
additional revenue/levy	0	\$1.2M

## \$700,000 BELVEDERE FUNDS IN MUNICIPAL RESERVES

- In June 2021, Belvedere returned \$700,000 excess operating reserve funds
- Because total reserves of \$2.3M exceeded the maximum allowable 15 per cent of budget by \$700,000
- Most municipalities have retained these funds in a reserve available to return to Belvedere.
- These funds are now required for the 22 private room addition design costs
- Board of Management passed resolution on Sep. 25, 2024, to request return of these funds:

	2021 share	
Parry Sound	8.81%	\$61,684
Carling	10.68%	\$74,760
Whitestone	6.12%	\$42,850
McDougall	7.76%	\$54,307
McKellar	6.77%	\$47,397
McMurrich Monteith	2.30%	\$16,129
Archipelago	21.78%	\$152,467
Seguin	35.77%	\$250,406
		<u>\$700,000</u>

## \$35 PER DIEM CONSTRUCTION FUNDING TOP-UP INITIAL MILESTONES

PROJECT MILESTONES	DUE DATE
1. Preliminary Plans submitted with sources of funding	April 30, 2024
2. Signed Development Agreement submitted	May 31, 2024
3. All licensing documentation and financial requirements submitted	May 31, 2024
4. Final Working Drawings submitted and municipal approvals on track	June 14, 2024
<b>Supporting resolutions from our eight municipalities</b>	June 30, 2024
5. Tendering and Evaluation of Bids completed (suggested date)	September 30, 2024
6. Approval to Construct package submitted	November 8, 2024

## Project Milestone Update: April to September 2024

Project Milestone	Submission Date
Preliminary Plans Submitted and Sources of financing confirmed	April 30 <sup>th</sup> , 2024
Revised Preliminary Plans Submitted	May 24 <sup>th</sup> , 2024
Development Plan Submission	May 31 <sup>st</sup> , 2024
Working Drawing Submission (not reviewed due to PP not approved at this time), signed development <u>agreement</u> , all licensing documentation submitted	June 14 <sup>th</sup> , 2024
Preliminary Plan Comments Received	June 26 <sup>th</sup> , 2024
Preliminary Plan Resubmission	June 28 <sup>th</sup> , 2024
Preliminary Plan Comments Received	July 30 <sup>th</sup> , 2024
Preliminary Plan Resubmission	July 1 <sup>st</sup> , <u>2024</u>
Preliminary Plan Resubmission	August 2 <sup>nd</sup> , 2024
<b>PRELIMINARY PLANS APPROVED</b>	<b>AUGUST 6<sup>TH</sup> 2024</b>
Working Drawings Submission	August 23 <sup>rd</sup> , 2024
Working Drawing Comments Received	August 30 <sup>th</sup> , 2024
Working Drawings Resubmission	September 9 <sup>th</sup> , <u>2024</u>

## Project Milestone Update: Oct. 4<sup>th</sup>, 2024 to Nov. 30<sup>th</sup>, 2024

Project Milestone	Initial Submission Date	Proposed Submission Date
Working Drawing Ministry Approval	October 4 <sup>th</sup> , 2024 (Orig. Sept 20 <sup>th</sup> , 2024)	
BSA and Team to update drawings and resubmit (1 week)		October 11 <sup>th</sup> , 2024
Working Drawing Approval (1 week)		October 18 <sup>th</sup> , 2024
Construction Manager to Tender (5 weeks)		November 25 <sup>th</sup> , 2024
Final Estimate of Cost (1 week)		November 29 <sup>th</sup> , 2024
Approval to construct package submitted	November 8 <sup>th</sup> , 2024	December 6 <sup>th</sup> , <u>2024</u>
Construction Commencement	November 30 <sup>th</sup> , 2024	Upon Ministry Approval
First Resident Date	December 1 <sup>st</sup> , 2026	

## NEXT STEPS

- Site plan and building permit review by Town of Parry Sound
- Construction funding loan agreement between Carling and Infrastructure Ontario
- Quinan, our construction management firm, to issue tenders
- Prepare approval to construct package and send items to ministry when completed:
  - Land valuation, licensing review, insurance (general, property, injury, replacement, environment), bonding, site plan, building permit, construction schedule, procurement attestation, tender results, financing, final cost estimate, signed development agreement
- New parking lot: 23 spaces, northwest corner at 21 Belvedere
- MUNICIPAL SUPPORT for IO construction funding loan followed by 25-year debenture

**Belvedere Heights 2021 Levy Apportionment**

**Board Approved Levy**  
*repayment* March 2021  
**Levy 2021**

**2019**  
**FIR 26A**  
**Column 17**

**\$700,000**

<b>Municipalities</b>	<b>Weighted Assessment</b>	<b>% Distribution</b>	<b>Distributed Amount 2021</b>
-----------------------	----------------------------	-----------------------	--------------------------------

Parry Sound	845,529,080	8.8120%	\$61,684 ✓
Carling	1,024,748,048	10.6798%	\$74,759 ✓
Whitestone	587,354,886	6.1214%	\$42,850 ✓
McDougall	744,399,378	7.7581%	\$54,307 ✓
McKellar	649,711,295	6.7712%	\$47,399 ✓
McMurrich-Montieth	221,094,343	2.3042%	\$16,130 ✓
Archipelago	2,089,910,184	21.7809%	\$152,466 ✓
Seguin	3,432,408,583	35.7723%	\$250,406 ✓
<b>Totals</b>	<b>9,595,155,797</b>	<b>100.0000%</b>	<b>\$700,000</b>

*NOTE: The Ministry of Municipal Affairs and Housing website provided the 2019 FIR Data for the distribution calculation of Belvedere's 2021 Operating Levy*



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c/o Town of Parry Sound, 52 Seguin Street, Parry Sound, Ontario P2A 1B4  
Tel: (705) 746-2101 • Fax: (705) 746-7461 • [www.parrysound.ca](http://www.parrysound.ca)

October 24, 2024

Municipality of Whitestone  
21 Church Street  
Dunchurch, ON P0A 1G0

via e-mail: [mayor.comrie@whitestone.ca](mailto:mayor.comrie@whitestone.ca)

ATTN: Mayor George Comrie

Dear Mayor Comrie,

**Re: Whitestone Council's Financial Commitment to the Construction of the West Parry Sound Recreation and Cultural Centre**

I would like to take this opportunity to update you with respect to the status of the new recreation and cultural centre. The site preparation work is now complete, and crews have begun the next stage which includes building forms and pouring concrete for the foundation. It's very exciting to think that in a few short months from now the structure will begin to emerge out of the ground.

Whitestone Council's \$250,000 financial commitment towards the construction of the new facility is very much appreciated. A copy of the board's agreement with Whitestone is attached for your convenience. Section 1 of the agreement requires Whitestone to make its one-time financial contribution within 30 days of the commencement of the construction of the physical building, subject to the requirements in Section 4 being met.

As the requirements in Section 4 have been met and construction of the physical building has commenced, we look forward to receiving Whitestone's contribution towards the funding of this much anticipated facility.

Sincerely,



Donald Sanderson,  
Chair, West Parry Sound Recreation and Cultural Centre

c.c. Mayor Jamie McGarvey, Vice Chair  
Michelle Hendry, CAO Whitestone  
Clayton Harris, Steering Committee Chair

CH/rj  
Encl.

## Funding Agreement

**BETWEEN:**

**West Parry Sound Recreation and Cultural Centre  
Joint Municipal Service Board**

**(“Board”)**

**and**

**The Corporation of The Municipality of Whitestone**

**(“Whitestone”)**

**WHEREAS** the municipalities of The Archipelago, Carling, McDougall, McKellar, Parry Sound and Seguin have formed a joint municipal service board known as the *West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board*;

**AND WHEREAS** the Board is desirous of establishing a recreation and cultural centre (“**Facility**”) which meets the needs and interests of all West Parry Sound communities and encourages healthy lifestyles, social interactions and physical well being through education, recreation, wellness, cultural and athletic activities;

**AND WHEREAS** Whitestone has opted out of joining the Board, but nevertheless recognizes that a recreation and cultural centre is an important amenity for the economic and social well being of the residents of West Parry Sound, including the residents of Whitestone;

**AND WHEREAS** the Board has relied and will continue to rely on the financial support of Whitestone when making decisions about the Facility;

**NOW THEREFORE, IN CONSIDERATION** of the terms and conditions herein the parties agree as follows:

### **Whitestone Funding**

1. Whitestone shall make a one-time financial contribution of \$250,000 towards the building of the Facility, within 30 days of the commencement of construction of the physical building, subject to the completion of the requirements outlined in section 4.
2. The Municipality of Whitestone further agrees to contribute annually towards any operating deficit of the Facility, up to 6.1% of such annual deficit, provided that the annual maximum shall not exceed \$18,316, commencing in the first year of the Facility’s operation for a total of ten (10) years, with the annual maximum amount to be increased by the annual consumer price index as of September of the preceding year. The contribution to the first calendar year of operation shall be prorated and shall be based

on the first day of operation being the first day the facility was open to the public with full services as determined and confirmed to the satisfaction of Whitestone.

Operating deficit means where the operating costs and expenses incurred by the Facility, as determined under Generally Accepted Accounting Principles (GAAP), that are related to the operation of the Facility and which shall not include depreciation or reserve funds, exceed the membership revenue and any other operating revenue received by the Board. Whitestone shall have the ability to review all operating costs, revenues and expenses and satisfy itself with the said deficit.

3. The Board shall invoice Whitestone for any operating deficit within 120 days of year-end (to be based on the Audited Financial Statements) for Whitestone's share of the prior year deficit. Whitestone shall pay the invoice within 90 days of receipt subject to the review noted above and concurrence of the operating deficit.

### **Conditions of Funding**

4. The commitments outlined above are conditional on
  - a. A review of the operating model, projected operating revenues, costs, and reserve requirements for the Facility by independent management consultants with expertise in such reviews, to be completed prior to final design of the Facility, at the Boards' cost.

### **Benefits**

5. The residents of Whitestone shall be entitled to use the Facility to the same extent and for the same cost as any other resident of the municipalities that make up the Board during the term of this agreement.

### **Relationship**

6. Nothing in this Agreement is intended to convey ownership of the Facility, or constitute an agency, partnership, joint venture or other form of joint enterprise or fiduciary relationship between the Parties and neither Party shall have authority to bind the other Party in any manner whatsoever.

### **Counterparts**

7. This Agreement may be executed in one or more counterparts, all of which will be considered one and the same Agreement, and will be binding when one or more counterparts have been signed by each of the parties and delivered, either manually

or electronically, to the other party, it being understood that all parties need not sign the same counterpart.

**Entire Understanding**


- 8. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.


**Successors and Assigns**

- 9. This Agreement is binding upon and inures to the benefit of the Parties and their respective successors and assigns.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf as of the 31 day of October, 2022.

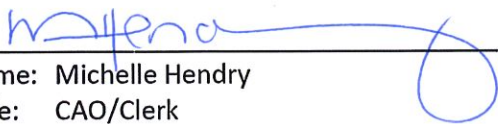
**West Parry Sound Recreation and Cultural Centre  
Joint Municipal Service Board**

By:   
Name: Donald Sanderson  
Title: Chair

By:   
Name: Rebecca Johnson  
Title: Clerk

**The Corporation of The Municipality of Whitestone**

By:   
Name: George Comrie  
Title: Mayor

By:   
Name: Michelle Hendry  
Title: CAO/Clerk

## ADDITIONAL INFORMATION IN REGARD TO ITEM 11.3

### West Parry Sound Recreation and Cultural Centre Agreement

**November 9, 2023**

**Resolution No. 2023-538**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Scott Nash

#### 4.4.1 WPS Recreation and Cultural Centre Agreement

**WHEREAS** the Municipality of Whitestone remains committed to supporting the West Parry Sound Recreation and Cultural Centre per the funding agreement signed October, 2022; and

**WHEREAS** the funding agreement required a review of the operating model, projected operating costs, and reserve requirements for the Facility by independent management consultants with expertise in such reviews, to be completed prior to final design of the Facility, at the Boards' cost; and

**WHEREAS** the Municipality of Whitestone understands that BDO was engaged to undertake this review; and

**WHEREAS** the Municipality of Whitestone requested a copy of the terms of reference and engagement letter for BDO; and

**WHEREAS** the Council of the Municipality of Whitestone passed resolution # 2023-327 on July 4, 2023 outlining their thoughts on the review; and

**WHEREAS** the Municipality of Whitestone Council has now received the Terms of Reference for the BDO report as well as the BDO report dated June 15, 2023 and, have had the opportunity to review this report;

**THEREFORE, BE IT RESOLVED THAT** the Municipality of Whitestone respectfully informs the Joint Services Board that the BDO report does not meet the requirements as set in the agreement dated October 22, 2022; and

**THAT** the Municipality of Whitestone requests that representatives from both the Steering Committee and the Joint Services Board meet with the Municipality of Whitestone CAO and Councillor Lamb for further discussions on the matter; and

**THAT** a copy of this resolution be circulated to MP Scott Aitchison, MPP Graydon Smith and other West Parry Sound municipalities and ICIP.

**Recorded Vote:**

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray			(left meeting 7:00 pm)
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	X		
Mayor, George Comrie		X	

**Carried**

**April 16, 2024**

**Resolution No. 2024-153**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

- 5.2.3 Proposed deferral to 2025 of the Capital Contribution to the West Parry Sound Recreation and Cultural Centre

**WHEREAS** the Municipality of Whitestone entered into an agreement with the West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board on October 21, 2022; and

**WHEREAS** the Municipality of Whitestone agreed to make a one-time capital contribution of \$250,000 towards the building of the Facility, within 30 days of the commencement of construction of the physical building, subject to the completion of the requirements outlined in section 4 of the agreement; and

**WHEREAS** the construction of the building is scheduled to commence approximately mid-year 2024; and

**WHEREAS** the commitments outlined in the agreement are conditional on a review of the operating model, projected operating revenues, costs, and reserve requirements for the Facility by independent management consultants with expertise in such reviews, to be completed prior to final design of the Facility, at the Boards' cost; and

**WHEREAS** the West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board submitted to the Municipality of Whitestone a report from BDO dated June 15, 2023 titled 'West Parry Sound - New Recreation Centre Operating and Financial Review Report'; and

**WHEREAS** at the November 9, 2023 Council meeting **Resolution No. 2023-538** in part reads:

*THAT the Municipality of Whitestone respectfully informs the Joint Services Board that the BDO report does not meet the requirements as set in the agreement dated October 22, 2022;*

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone does hereby defer the Capital Contribution of \$250,000 to the year 2025 and until such time as section 4 of the agreement meets the requirements of the Municipality of Whitestone.

**Recorded Vote requested by Councillor Joe Lamb**

		YEAS	NAYS	ABSTAIN
Councillor	Scott Nash	X		
Councillor	Brian Woods	X		
Councillor	Janice Bray			X
Councillor	Joe Lamb	X		
Mayor	George Comrie		X	

**Carried**



# *Your* Community Station Voice & Identity



PARRY SOUND COMMUNITY RADIO ASSOCIATION

Unit 107, 21A Belvedere Avenue, Parry Sound, Ontario P2A 2A2 (705) 751-5800  
PSCR.ca

October 25, 2024

Mayor Comrie and Council  
Municipality of Whitestone  
21 Church Street  
Dunchurch, Ontario  
POA 1G0

## **Re: Parry Sound Community Radio Association CRTC Application**

Dear Mayor Comrie and Council:

Last year I wrote to Mayor and Council of the Municipality of Whitestone with the news Parry Sound Community Radio Association (PSCRA) was planning to submit an application to the Canadian Radio-television and Telecommunications Commission (CRTC) to establish a community FM radio broadcast service in the West Parry Sound District.

While the process is complex and time consuming, and notwithstanding a two-year moratorium on new radio applications in Canada (announced in 2023, something this industry did not see coming), we continue to work hard and faithfully on our application. The moratorium is expected to end by the spring of 2025, however we have an opportunity to present arguments to the Commission which may result in an exemption from such a delay.

We are grateful to have received endorsements from all other municipalities and would very much like to include Whitestone in our submission. We've also received letters of support from our MPP, Graydon Smith and MP Scott Aitchison.

A community radio station is owned and controlled by a not-for-profit organization. While a modest payroll professionally sustains the undertaking in the areas of administration and anchor programming, the bulk of our content is provided primarily by trained volunteers.

. . . / 2



Mayor Comrie and Council, Municipality of Whitestone

October 25, 2024

Page 2

Our proposed programming includes comprehensive local news and sports information, a variety of music genres including local artists and spoken word content.

Please visit our website, [www.pscr.ca](http://www.pscr.ca) for thorough details on our programming and progress.

I have taken the liberty of re-attaching a sample resolution (see Attachment: Sample Resolution). On behalf of our Association thank you for your time!

Sincerely,

Parry Sound Community Radio Association

A handwritten signature in blue ink, appearing to read 'Doug McCann', with a long horizontal flourish extending to the right.

Doug McCann

Chair

/dm

Encls.

## **ATTACHMENT: Sample Resolution**

---

### **SAMPLE RESOLUTION**

#### **Resolution 2024 -**

WHEREAS community radio upholds, roots, promotes and advocates on behalf of the people, organizations, business and industry

AND WHEREAS a strong community builds strong individuals, neighbourhoods, business and industry

AND WHEREAS community radio renders a collective voice for the community, manifests and sustains the community's identity, and emerges, expands and advances the community

AND WHEREAS airwaves are public property and not-for-profit community radio ownership provides community access to the airwaves and fosters programming based on community participation, reflects the special interests and needs of its listeners, stimulates cultural enrichment and socio-economic endeavours

AND WHEREAS community radio promotes diversity in the broadcasting of opinions, spoken word content and musical programming and focuses on the arts, local history and interests, needs and initiatives, including local and municipal news, current events and local sports all of which form the basis of the station's programming

AND WHEREAS today's commercial media landscape has become more centralized in corporate interests and less focussed on comprehensive local coverage and content

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Whitestone hereby recognizes the importance and validity of community radio and its value in preserving and building a local, collective voice and identity while supporting and advocating local interests. The Municipality of Whitestone supports an application for community FM radio as proposed to the Canadian Radio-television and Telecommunications Commission (CRTC) by the Parry Sound Community Radio Association.



# MEMORANDUM

**To:** Mayor and Council  
**From:** Wendy Schroeder Deputy Clerk  
**Date:** November 19, 2024  
**Re:** **Contract Award, RFP-2024-09, Official Plan Five-Year Review and Comprehensive Zoning By-law Update**

## Background

At the October 15, 2024 Regular Council Meeting, Council was presented a Report regarding the response to the Request for Proposal (RFP) 2024-09 for the Official Plan Five-Year Review and Comprehensive Zoning By-law Update. It was recommended that Council award the contract to one of two proponents.

The following resolution was passed:

**Resolution No. 2024-399**  
**Moved by:** Councillor Nash  
**Seconded by:** Councillor Bray

9.1 Report PLN-2024-04  
 Request for Proposal (RFP) 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update

THAT the Council of the Municipality of Whitestone receives for information Report PLN-2024-04 (RFP 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update); and

THAT the Council of the Municipality of Whitestone provide direction to having presentations made to Council by the proponents in a future council meeting.

Recorded vote as per Section 3.20, Procedural By-law 80-2023:

		YEAS	NAYS	ABSTAIN
Councillor	Woods	X		
Mayor	Comrie	X		
Councillor	Bray	X		
Councillor	Nash	X		
Deputy Mayor	Joe Lamb	X		

**Carried**

A Special Council Meeting was held on November 1, 2024, at which the proponents made presentations to Council. The following resolution was passed:

**Resolution No. 2024-423**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

RFP 2024-09 Official Plan Five Year Review and Comprehensive Zoning By-law Update  
**THAT** the Council of the Municipality of Whitestone defers awarding of the contract to the regularly scheduled Regular meeting on November 19th, 2024.

**Recorded Vote requested by Councillor Woods**

		YEAS	NAYS	ABSTAIN
Councillor	Lamb		X	
Councillor	Nash - absent			
Councillor	Woods	X		
Councillor	Bray	X		
Mayor	Comrie	X		

**Carried**

**Next Steps:**

Council to select either J.L. Richards or MHBC Planners as the provider of the Official Plan Five-Year Review and Comprehensive Zoning By-law Update.

# CORRESPONDENCE



# The Corporation of the Town of Cobourg

## Resolution

Honourable Doug Ford, Premier of Ontario  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

### Delivered via email

Doug.fordco@pc.ola.org  
premier@ontario.ca

October 4, 2024

RE: Motion from Mayor Lucas Cleveland regarding Support of Involuntary Care for Individuals with Severe Mental Health and Addictions Issues

Please be advised that the Town of Cobourg Council, at its meeting held on September 25, 2024, passed the following resolution:

WHEREAS the Province of British Columbia has announced the creation of highly secure facilities to provide involuntary care for individuals with severe mental health and addictions issues under the Mental Health Act, including dedicated mental health units in correctional centres and regional secure care facilities; and

WHEREAS the Town of Cobourg, along with municipalities across Ontario, are facing growing challenges in addressing the complex needs of individuals with severe mental health and addictions issues, which place a significant strain on local emergency services, healthcare systems, community resources, and public safety; and

WHEREAS individuals experiencing severe mental health and addictions issues often cannot voluntarily seek the care they need, and involuntary care, provided with compassion and appropriate safeguards, can ensure they receive the necessary treatment to help stabilize their condition and improve community safety.

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the BC government's approach to providing secure, involuntary care for individuals with severe mental health and addictions challenges, as a compassionate and necessary intervention for those unable to seek help on their own; and

FURTHER THAT the Town of Cobourg urges the Province of Ontario to implement similar measures to ensure that individuals with severe mental health and addictions issues in Ontario have access to secure, involuntary care when necessary; and



# The Corporation of the Town of Cobourg

## Resolution

---

FURTHER THAT this motion be forwarded to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), The Premier, Honourable David Piccini, MPP, all other Members of Provincial Parliament and all Ontario municipalities to seek their endorsement and support.

Sincerely,

A handwritten signature in black ink that reads "Kristina Lepik".

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

cc. Association of Municipalities of Ontario (AMO);  
the Federation of Canadian Municipalities (FCM);  
Honourable, David Piccini, Minister of Labour, Immigration, Training and Skills  
Development and Northumberland – Peterborough South MPP;,  
All other Members of Provincial Parliament; and  
All Ontario Municipalities

September 20, 2024

**BY E-MAIL**

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

Dear Minister Khanjin:

### **Ontario Deposit Return Program**

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I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

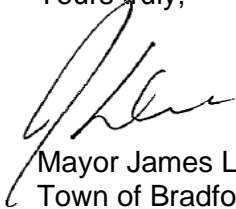
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc  
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe  
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic  
Ontario's Municipal Councils and Conservation Authorities



The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.8.  
**Resolution Number** 2024-369  
**Title:** Resolution Stemming from September 18, 2024 Regular Meeting of Council - Item 7.1 - Correspondence #11  
**Date:** October 16, 2024

---

**Moved by:** Councillor Laframboise  
**Seconded by:** Councillor Pothier

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Motion No. 24-366 passed by the City of Quinte West, regarding the Canada Community-Building Fund;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Prime Minister, Justin Trudeau; the Minister of Finance, Chrystia Freeland; the Minister of Housing, Infrastructure and Communities, Sean Fraser; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); and all Ontario Municipalities.**

CARRIED

  
MAYOR

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 8.8.  
**Resolution Number** 2024-369  
**Title:** Resolution Stemming from September 18, 2024 Regular Meeting of Council - Item 7.1 - Correspondence #11  
**Date:** October 16, 2024

**Moved by:** Councillor Laframboise  
**Seconded by:** Councillor Pothier

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Motion No. 24-366 passed by the City of Quinte West, regarding the Canada Community-Building Fund;**

**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Prime Minister, Justin Trudeau; the Minister of Finance, Chrystia Freeland; the Minister of Housing, Infrastructure and Communities, Sean Fraser; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); and all Ontario Municipalities.**

CARRIED

  
 MAYOR

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE  
69 Fourth Avenue, Larder Lake, ON  
Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 6

Resolution #: 6

Date: October 22, 2024

BE IT RESOLVED THAT Council for the Corporation of the Township of Larder Lake hereby supports resolution no. 24-366 passed by the City of Quinte West, regarding a call on the federal government to provide a supplement to the allocations provided to municipalities under the AMO CCBBF agreement for 2024-2028 for the same amount that was allocated, effectively doubling the allocation for those years; And

FURTHER THAT, this resolution be forwarded to MFOA, AMO, MP Charlie Angus, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

<b>Disclosure of Pecuniary Interest*</b>

Chair:

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

RESOLUTION NO.: 2024-106



DATE: October 16, 2024

CARRIED: ✓

DEFEATED: \_\_\_\_\_

<u>MOVED BY:</u>	<u>DIVISION LIST</u>	<u>FOR</u>	<u>AGAINST</u>
<u>Councillor Hamer</u>	Councillor Blower	_____	_____
	Councillor Constable	_____	_____
<u>SECONDED BY:</u>	Councillor Hamer	_____	_____
	Councillor Ryman	_____	_____
<u>Councillor Constable</u>	Mayor Robinson	_____	_____

WHEREAS the North Bay Mattawa Conservation Authority is the delegated authority for the Corporation of the Municipality of McDougall with respect to septic approvals;

AND WHEREAS the Municipality of McDougall has now grown to require a more streamlined service, as the current application process requires ratepayers and builders to obtain septic approval prior to applying/submitting for a building permit.;

AND WHEREAS the Council for the Corporation of the Municipality of McDougall wishes to prevent delays and speed up the application process within its boundaries.;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of McDougall officially request the Minister of Municipal Affairs and Housing grant the Municipality of McDougall enforcement of the provisions of the Building Code Act and Part 8 (sewage systems) of the Ontario Building Code, and the authority be removed from North Bay Mattawa Conservation Authority.;

AND FURTHERMORE that a copy of this resolution be sent to Paul Calandra, Minister of Municipal Affairs and Housing, Graydon Smith, MPP Parry Sound-Muskoka, the West Parry Sound Area municipalities under the authority for North Bay Mattawa Conservation Authority.

  
324 of 350  
**MAYOR**

RESOLUTION NO.: 2024-105



DATE: October 16, 2024

CARRIED: ✓

DEFEATED:       

<u>MOVED BY:</u>	<u>DIVISION LIST</u>	<u>FOR</u>	<u>AGAINST</u>
<u>Councillor Blower</u>	Councillor Blower	<u>      </u>	<u>      </u>
	Councillor Constable	<u>      </u>	<u>      </u>
<u>SECONDED BY:</u>	Councillor Hamer	<u>      </u>	<u>      </u>
	Councillor Ryman	<u>      </u>	<u>      </u>
<u>Councillor Ryman</u>	Mayor Robinson	<u>      </u>	<u>      </u>

WHEREAS the Parry Sound Area Planning Board is the delegated authority for the Corporation of the Municipality of McDougall with respect to Consents, plans of subdivision/condominium and validation applications.;

AND WHEREAS the Municipality of McDougall seeks autonomy in land use planning that would prevent delays and speed up the planning process within its boundaries.;

AND WHEREAS the Municipality of McDougall has a full time Professional Planner on staff;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of McDougall officially request the Minister of Municipal Affairs and Housing remove the Municipality of McDougall from the Parry Sound Area Planning Board and grant the Council of the Municipality of McDougall the power to give approvals with respect to Consents, plans of subdivision/condominium and validation applications within the Municipality of McDougall municipal borders.;

AND FURTHERMORE that a copy of this resolution be sent to Paul Calandra, Minister of Municipal Affairs and Housing, Graydon Smith, MPP Parry Sound-Muskoka, the Parry Sound Area Planning Board and its member municipalities.

  
 325 of 350  
**MAYOR**



# CORPORATION OF THE TOWNSHIP OF MCKELLAR

DATE: November 5, 2024

RESOLUTION No. 24-584  
AGENDA ITEM No. 19.3

Moved by: Mike Bell

Seconded by: Debbie Zulah

**WHEREAS** the Municipality of McDougall has submitted a request to the Minister of Municipal Affairs and Housing to permit its withdrawal from the Parry Sound Area Planning Board; and

**WHEREAS** the Township of Carling has made a similar request, which, if approved, would leave only the Township of McKellar and the Municipality of Whitestone as the remaining members of the Planning Board; and

**WHEREAS** McKellar and Whitestone, as smaller Municipalities, do not employ a dedicated in-house Planner due to the limited volume of consent applications, which does not justify the hiring of full-time planning staff; and

**WHEREAS** the potential dissolution of the Parry Sound Area Planning Board would impose substantial challenges and adverse effects on the remaining Municipalities, impacting their ability to effectively manage local planning needs;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does not support the Municipality of McDougall's request to be removed from the Parry Sound Area Planning Board; and

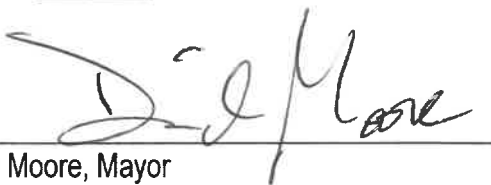


# CORPORATION OF THE TOWNSHIP OF MCKELLAR

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**FURTHER THAT** a copy of this resolution be forwarded to the Municipality of McDougall, the Minister of Municipal Affairs and Housing, the Parry Sound Area Planning Board and all member Municipalities of the Parry Sound Area Planning Board for their information.

Carried  Defeated  Deferred

  
\_\_\_\_\_  
David Moore, Mayor

### DIVISION VOTE

	YEA	NAY	ABSTAIN	ABSENT
Councillor Morley Haskim	_____	_____	_____	_____
Councillor Mike Kekkonen	_____	_____	_____	_____
Councillor Nick Ryeland	_____	_____	_____	_____
Councillor Debbie Zulak	_____	_____	_____	_____
Mayor David Moore	_____	_____	_____	_____



# CORPORATION OF THE TOWNSHIP OF MCKELLAR

DATE: October 15, 2024

RESOLUTION No. 24-501  
AGENDA ITEM No. 19.1

Moved by:

*Mike Kelly*

Seconded by:

*Debbie Zula*

**WHEREAS** the Municipality of Whitestone has passed Resolution No. 2024-332 requesting that the Near North District School Board (NNDSB) halt their current kindergarten to grade 12 (K-12) build plan for the Parry Sound High School, citing that the build plan does not align with the Accommodation Review Committee (ARC) recommendations from 2013; and

**WHEREAS** the ARC, which was established to review Nobel and McDougall elementary schools, did not recommend including Parry Sound High School within their scope, but the NNDSB has proceeded with such plans; and

**WHEREAS** municipalities of West Parry Sound, including the Township of McKellar, have unanimously passed resolutions asking the NNDSB to re-evaluate their plans to ensure that k-6 students remain at their respective elementary schools as per the ARC recommendations; and

**WHEREAS** concerns have been raised by stakeholders, school staff, and parents, yet they have not been adequately addressed by the NNDSB; and

**WHEREAS** the Township of McKellar recognizes the significant population growth in West Parry Sound and the need for educational facilities that meet the needs of all students, in accordance with community expectations and growth;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar supports the Municipality of Whitestone's Resolution No. 2024-332 and urges the NNDSB to halt their current K-12 plan and revise their elementary school strategy to allow students from McDougall Public School and Nobel Public School to remain in or transition to McDougall Public School; and





# CORPORATION OF THE TOWNSHIP OF MCKELLAR


**FURTHER THAT** the NNDSB should immediately engage with the Ministry of Education to secure funding for necessary repairs or the construction of a new McDougall Public School if the current facility is not viable; and

**FURTHER THAT** this resolution be forwarded to the Near North District School Board, the Municipality of Whitestone, and all relevant stakeholders as listed in Whitestone’s Resolution No. 2024-332.

Carried

Defeated

Deferred

  
\_\_\_\_\_  
David Moore, Mayor

### DIVISION VOTE

	YEA	NAY	ABSTAIN	ABSENT
Councillor Morley Haskim	___	___	___	___
Councillor Mike Kekkonen	___	___	___	___
Councillor Nick Ryeland	___	___	___	___
Councillor Debbie Zulak	___	___	___	___
Mayor David Moore	___	___	___	___

----- Original Message -----

From: [TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)

To: [TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)

Sent: Tuesday, October 29th 2024, 14:25

Subject: Motion - Fair Share

Good day Elected Official,

For many years, we have advocated for our fair share of funding from both Provincial and Federal governments. Through FCM and AMO, we've pushed for reforms and for sustainable, predictable funding for municipal infrastructure. With both Provincial and Federal elections approaching, I believe it's time for us to unite and propose a solution for municipalities' fair share.

As we're asked to meet growth targets, our municipalities urgently need predictable, long-term funding to support critical infrastructure, including roads, bridges, and public transit. We need all levels of government to collaborate on a solution that doesn't rely solely on property taxes to fund essential infrastructure in our communities. That's why we're calling on the Province to allocate a portion of the Land Transfer Tax, and on the Federal Government to allocate a portion of the GST from new home sales—no new taxes, just a fair distribution of our own funds for our communities!

Bellow is a Motion I respectfully ask you to bring forward at your council.

This motion ensures that we have the resources to build and maintain the infrastructure that keeps our municipalities running smoothly, without increasing property taxes.

Please consider adding this Motion to your Council agendas. It is essential that our collective voices are heard. Local governments deserve predictable, long-term funding to support critical infrastructure. Together, we can build a brighter future for all Ontarians.

Motion: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That           Municipality           Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. Be It Further Resolved That           Municipality           Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Regards,

Tom Mrakas

Mayor Town of Aurora

416-543-1624

Ministry of Agriculture,  
Food and Agribusiness

Ministère de l'Agriculture,  
de l'Alimentation et de l'Agroentreprise

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074



September 27, 2024

Michelle Hendry  
CAO  
Municipality of Whitestone  
Michelle.Hendry@whitestone.ca

Dear Ms. Hendry:

The governments of Canada and Ontario are investing up to \$1.5 million over four years to support international agri-food workers (IAWs) in Ontario through the new IAW Welcoming Communities Initiative. IAWs are key contributors to Ontario's \$51 billion agri-sector, and this investment reflects our commitment to attracting and retaining them. In doing so, we are helping to enhance their quality of life and supporting our goal of making Ontario the destination of choice for IAW's.

The IAW Welcoming Communities Initiative supports not-for-profits and municipalities such as yourself in delivering access to services and an inclusive and welcoming environment for IAWs. Eligible activities include developing translation supports, expanding transportation services, promoting cultural and recreational events, and more.

The IAW Welcoming Communities Initiative intake will open on October 8, 2024, to November 19, 2024. Successful projects can receive up to 75 per cent in cost-shared funding, up to a maximum of \$100,000. Applications demonstrating financial need may be eligible for a higher-level of cost-share funding. The initiative guidelines are available online: [www.ontario.ca/page/international-agri-food-workers-welcoming-communities-initiative](http://www.ontario.ca/page/international-agri-food-workers-welcoming-communities-initiative).

Please contact the Agricultural Information Contact Centre (AICC) by phone at 1-877-424-1300 or by e-mail at [ag.info.omafa@ontario.ca](mailto:ag.info.omafa@ontario.ca) if you have any questions.

Sincerely,

Rob Flack  
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2



## How You Can Help SolvetheCrisis.ca A Request to Ontario Municipalities From Ontario's Big City Mayors

### What is the SolvetheCrisis.ca Campaign?

Ontario's Big City Mayors (OBCM) launched the [SolvetheCrisis.ca](https://www.solveethecrisis.ca) campaign in August 2024 to address the homelessness, mental health and addictions crisis happening across Ontario.

After years of advocacy we are at a turning point, the time to act is now. This crisis is growing in municipalities and regions of every size across Ontario, and we need help more than ever!

Ontario municipalities of all sizes have stepped up, putting in place programs and housing options along with community partners and other stakeholders, advocating for funding that might be provided from other levels of government but is never consistent and never enough. We cannot tackle this alone, the federal and provincial governments' must come to the table.

We launched the [SolvetheCrisis.ca](https://www.solveethecrisis.ca) Campaign with a press conference at Queen's Park including a video that can be shared and found here: [OBCM You Tube Channel](#), a social media campaign that is still underway, and a website [www.solveethecrisis.ca](https://www.solveethecrisis.ca) where your residents/networks/councils & staff can watch our video, join our call to action by filling out a letter to the Premier, various Ministers, local MPPs and MPs.

### **How Can You Help?**

There are so many ways!

- Follow us on our socials & like and reshare our posts:
  - X (formerly Twitter) [@SolvetheCrisis\\_](#) and [@ONBigCityMayors](#),
  - LinkedIn [Ontario's Big City Mayors \(OBCM\)](#) and
  - Facebook [Ontario's Big City Mayors](#)
- Pass the draft motion attached, a more personalized version of the attached motion, or create one of your own!
- Share this call to action with your Council, Board of Directors, Membership, Networks and the public
- Share your motion and support of the SolveTheCrisis.ca campaign on social media and tag our accounts:
  - X (formerly Twitter) [@SolvetheCrisis\\_](#) and [@ONBigCityMayors](#),
  - LinkedIn [Ontario's Big City Mayors \(OBCM\)](#) and



— **OBCM** —  
Ontario's Big City Mayors

- Facebook [Ontario's Big City Mayors](#)
- Use the hashtags #solvethecrisis and tag Solve the Crisis and OBCM's socials if you can to help us track and report on engagement
- Ask residents, staff, councillors, supporters, members and even your Mayor / Warden / Chair / Head of Council to visit [www.solvethecrisis.ca](http://www.solvethecrisis.ca) fill out the letter to send the message to their local representatives stating that they want action now.
  - Encourage them to share it with their networks as well.
- Read through our attached backgrounders and key messages and include them in any advocacy efforts you may undertaking on this issue
- Draft an op-ed or article specific to your municipality or region to push out to your local media (see OBCM Chair Meed Ward's Op-Ed here - [Toronto Star - August 17th](#))
- Contact us at [solvethecrisis@obcm.ca](mailto:solvethecrisis@obcm.ca) for more information



October 10, 2024

SENT ELECTRONICALLY

Dr. Kieran Moore  
 Chief Medical Officer of Health and Assistant Deputy Minister  
 College Park, 5th Floor, 777 Bay St.  
 Toronto, Ontario M7A 2J3

The Honourable Sylvia Jones  
 Minister of Health / Deputy Premier  
 777 Bay Street, College Park, 5th Floor  
 Toronto, Ontario M7A 2J3

Dear Dr. Moore, and Minister Jones,

**Re: Perspectives from Northern Ontario for the Public Health Funding Review**

As its meeting on September 25, 2024, the Board of Health for the North Bay Parry Sound District Health Unit carried the following resolution #BOH/2024/09/05:

***Whereas**, the Office of the Chief Medical Officer of Health and the Ministry of Health are undertaking a review of the funding approach for local public health agencies; and*

***Whereas**, many factors such as the geography, dispersed population, and less robust infrastructure and service availability in northern Ontario drive up the cost of delivering public health services; and*

***Whereas**, residents of northern Ontario in general have poorer health outcomes compared to their southern counterparts, including a more than 50% higher average avoidable mortality rate, and a 300% higher rate of opioid-related deaths; and*

***Whereas**, the Perspectives from Northern Ontario on the Public Health Funding Review letter outlines many of the equity considerations related to the funding approach for local public health agencies in northern Ontario;*

***Therefore Be It Resolved**, that the Board of Health for the North Bay Parry Sound District Health Unit endorses the aforementioned letter; and*

***Furthermore Be It Resolved**, that copies of this resolution and the letter be sent to the Dr. Kieran Moore (Chief Medical Officer of Health), the Honourable Sylvia Jones (Ontario Minister of Health), Elizabeth Walker (Executive Lead, Office of the Chief Medical Officer of Health), Boards of Health of Ontario, the Honourable Vic Fedeli (MPP,*

Your lifetime partner in healthy living.  
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[myhealthunit.ca](http://myhealthunit.ca)

9 345 Oak Street West,  
 North Bay, ON P1B 2T2

J 1-800-563-2808  
 705-474-1400

e 705-474-8252

9 90 Bowes Street, Suite 201,  
 Parry Sound, ON P2A 2L7

J 1-800-563-2808  
 705-746-5801

G 705-746-2711

Nipissing), the Honourable Graydon Smith (MPP, Muskoka-Parry Sound), and the Honourable John Vanthof (MPP, Timiskaming-Cochrane), *Association of Municipalities of Ontario, The District of Parry Sound Municipal Association, and member municipalities.*

Sincerely,



Rick Champagne (Oct 29, 2024 14:03 EDT)

Rick Champagne  
Chairperson, Board of Health



Dr. Carol Zimbalatti (Oct 9, 2024 10:22 EDT)

Carol Zimbalatti, M.D., CCFP, MPH  
Medical Officer of Health/Executive Officer

/al

Enclosure: Perspectives from Northern Ontario for the Public Health Funding Review

Copy to:

Elizabeth Walker, Executive Lead, Office of the Chief Medical Officer of Health  
Vic Fedeli, MPP, Nipissing  
Graydon Smith, MPP, Muskoka-Parry Sound  
John Vanthof, MPP, Timiskaming-Cochrane  
Boards of Health of Ontario  
Association of Municipalities of Ontario (AMO)  
The District of Parry Sound Municipal Association  
Health Unit Member Municipalities



August 16, 2024

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**To:** Kieran Moore  
Chief Medical Officer of Health & Assistant Deputy Minister

**From:** Medical Officers of Health  
for the 7 Northern Ontario Local Public Health Agencies

**Subject:** **Perspectives from Northern Ontario for the Public Health Funding Review**

---

We are writing to you as the seven local public health agencies in Northern Ontario to share some perspectives unique to the North regarding the current Public Health Funding review.

Before we outline our perspectives, we do wish to note our support of the government undertaking a funding review. It has been our perspective, and that of the local public health field, that a funding approach that enables stable and predictable funding is needed so that we can adequately plan and deliver our services.

We understand that the provincial government is quite concerned by the difference in per capita funding between local public health agencies. We agree, this is something needing to be addressed, but that the goal should not be *equal* (per capita) funding across local public health agencies, but rather *equitable* funding which accounts for the circumstances of each health unit.

The following are some equity considerations that can strengthen and improve the validity of the funding approach for public health in Northern Ontario.

For clarity, our comments are intended to relate only to the base funding grants; we do not intend to make comment on the Unorganized Territories Fund, which we believe requires its own review (we welcome the opportunity for further discussion of this at a future date).

## Considerations for Funding Public Health in Ontario

### 1. Geography

Northern Ontario has much larger service areas than in the rest of the province. Northern Ontario spans 90% of Ontario's land mass, but has only a minority of the province's population. [1] That has major implications in terms of service delivery:

- Our staff must travel long distances to deliver service. That has implications in both transportation costs as well as opportunity costs of staff time. Inflationary pressures have exacerbated these costs.
- Given some of our communities are very remote and inaccessible by roads, travel in many cases is not just by car, but by charter flight or boat. This further increases our travel costs.<sup>1</sup>
- Since the populations we serve in Northern Ontario are distributed over a large area, we do not benefit from the population density that facilitates economies of scale. That means we must plan and organize a service many times over. In Northern Ontario, we have 142 municipalities plus many other communities in unorganized territories, as well as First Nations communities, If delivering a vaccination program, for example, a northern local public health agency must plan, organize, travel, set-up, and deliver clinics in many locations, taking into account the lack of public transportation in and between most northern communities. These clinics will ultimately serve fewer people and cannot take advantage of the economies of scale possible in a southern Ontario city where only 2 or 3 fixed locations might be need.
- Our rural geography impacts the nature of services we must deliver as well. For example, since much more of our populations are living in rural and remote areas as compared to the rest of the province, we are much more involved with inspecting small drinking water systems and private drinking water testing. Unlike a municipality in southern Ontario that may have a few large municipal water treatment plants that aren't inspected by local public health, northern communities have a plethora of small drinking water systems that do need regular inspections. This adds significant costs to our budgets to travel to and conduct inspections as well as to transport well water samples to the lab. As well, even where a community may be on municipally treated water, these are smaller plants befitting the size of the municipalities without large public works departments operating them. Larger municipalities enjoy economies of scale

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<sup>1</sup> While it may be argued that the Unorganized Territories Grant accounts for serving this population, and this does not impact the broader funding approach, we highlight (1) that some fly-in/boat-in communities are organized municipalities (e.g. Moosonee), and (2) in 2008, when local public health associations were asked to account for their true costs of delivering services to unorganized territories, it was concluded that costs were 99% higher than what the Unorganized Territory Grant provided [15], and so the cost-shared budget heavily supported delivery of services to these communities. Since 2008, the Unorganized Territory Fund has increased 41.3% [15] while cumulative CPI in Ontario has increased 47.1% [16], implying that the role of cost-shared funding has increased since then, especially after accounting for population growth.

from running large plants that foster expertise and sophistication, and comparably lower maintenance costs. Most northern Ontario municipalities don't enjoy these economies of scale, resulting in more common problems and interruptions to operations, and so more involvement by public health to assess risk, monitor water quality, and issue boil water advisories, and drinking water advisories.

- Technology, which may sometimes allow bridging distance through virtual delivery of services, is often not possible in Ontario's North or is very expensive to support. In 2023, the Canadian Government-sponsored Northern Ontario Broadband Report [2] found that only 26% of Northern Ontario communities met the standard of 50% of the population of the community having 10/50 Mbps internet speed. In many communities, and particularly spaces between them, mobile phone service is also spotty. The residents we serve in Northern Ontario therefore frequently do not have the ability to be served virtually.

## 2. Breadth, Diversity, and Complexity of Populations and Partners

The vast land area of the North also brings with it greater diversity in a few different dimensions:

- The North has 32% (142/444) of Ontario municipalities, but only 20.5% (7/34) of Ontario's health units.
- The North has 107 of the 134 First Nations Communities in Ontario (80%), and 78% of the on reserve population in Ontario (recognizing that the Census is an undercount of Indigenous population, so these numbers may underrepresent the true number). [3] Alongside these populations are Band Councils and Indigenous organizations with whom we engage to ensure we can provide services in a way that is welcome and meaningful, while navigating complex jurisdictional ambiguity.
- People in the North have much lower socio-economic standing. Between 2009 and 2018 Northern Ontario had an annual average of GDP growth [1] of 0.1% compared to 1.7% for Ontario as a whole [4]. Other social determinants of health track similarly in Northern Ontario, and so health outcomes are worse. For example, in 2021 if looking at Mortality from Avoidable Causes [5], the Northern health units had an average avoidable mortality of 323 deaths per 100,000 versus 204 for the rest of Ontario. In fact, the seven Northern health units rank in the top 8 health units for avoidable mortality, and occupy all of the top six positions. Worse social determinants of health put a greater burden on Northern local

public health agencies in terms of the number of clients needing our intervention, and the efforts we need to invest per person to mitigate inequities.

- For Indigenous populations in particular, in Ontario the median income for First Nations people living on reserve is \$32,400, \$44,000 for those living off reserve, and \$50,400 for non-Indigenous people. [6] Similarly, “Low income” status is more prevalent among Indigenous people who live on reserve (33.7%) and off reserve (16.9%) compared to non-Indigenous people (9.9%). [7] With 78% of the on reserve Indigenous population of Ontario, this is a significant pressure on Northern local public health budgets.
- Northern Ontario has disproportionately more Francophones and French Designated Areas (Figure 1), legally obligating more resources be devoted to translation and to ensuring provision of French-language services. Public Health must also engage with Francophone communities and organizations who are numerous across the large Northern geography.

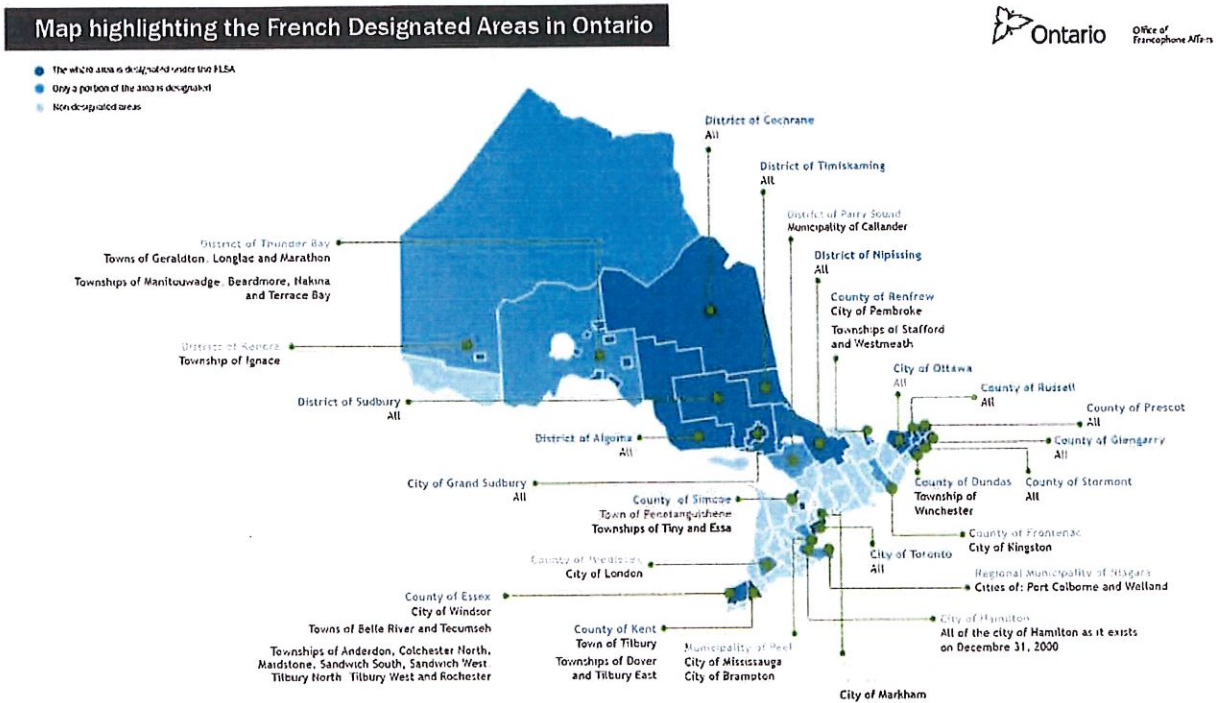


Figure 1. Designated French Language Areas in Ontario. [8]

The implication of this breadth and diversity of our populations and our partners is that it multiplies our workload: we have more municipal, Indigenous, and other partners with whom to engage; and we must meet people where they are with respect to language, Indigenous status, and social determinants of health, and invest in mitigating these. These are challenges not experienced as acutely in other parts of the province.

In addition, when attempting to work upstream, the complex patchwork of partners, many of whom are not well-funded, pose challenges to building coherent coalitions to advance advocacy or policy change for improvement of upstream health determinants.

### 3. Health Care Gaps

Northern Ontario is unfortunately lacking in health and dental care capacity. According to Ontario's Health Care Experience Survey for December 2019 (most recent results available) [9], 6.7% of Ontarians lacked a primary care provider, but that increased to 11.7% of residents of the North West LHIN and 11.8% of the North East LHIN. The Northern Sub-region reached as high as 29.0% of residents lacking a primary care provider.

In part, this is a function of primary care providers delivering acute care in much of Northern Ontario. In the North, family physicians routinely cover emergency departments, handle most obstetrics, are the primary surgical assists, and support long-term care, often working at multiple sites in a week.

It often falls to local public health to fill the gaps in primary care. For example, looking at the Fall 2023/24 COVID-19 vaccination program, pharmacies did not have the capacity to provide vaccinations in the North to the extent they did in the rest of the province (44.7% of vaccinations delivered by pharmacies in the North compared to 73.9% of vaccinations province-wide). Northern Public health units filled that gap, delivering 43.2% of COVID-19 vaccinations as compared to 15.7% Ontario-wide. Indeed, the six public health units with the lowest pharmacy delivery were all in Northern Ontario, and all 7 Northern Ontario PHUs were in the bottom 10 PHUs for pharmacy share of COVID-19 vaccinations. Despite the lack of pharmacy participation, Northern local public health agencies achieved above average vaccination coverage (17.9% to provincial average of 15.8%) through our efforts.

Table 1 Fall 2023/24 COVID-19 Vaccination Delivery [10][11]

Public Health Unit	Proportion of Vaccines Delivered by Pharmacy	Proportion of Vaccines Delivered by Primary Care	Proportion of Vaccines Delivered by Public Health	Coverage Achieved
Ontario	73.9%	4.4%	15.7%	15.8%
Northern PHUs	44.7%	5.4%	43.2%	17.9%
Porcupine	21.2%	2.2%	66.0%	13.3%
Northwestern	16.2%	3.4%	71.8%	17.0%
Timiskaming	24.0%	12.3%	57.9%	17.2%
Algoma	65.4%	10.0%	18.6%	19.6%
Thunder Bay District	39.7%	8.5%	44.2%	19.9%
North Bay Parry Sound	48.8%	2.0%	43.8%	19.2%
Sudbury & Districts	54.8%	2.6%	36.9%	17.1%

Similar gaps in in primary health care capacity impact other program areas such as child health programming, sexual health programming, infectious disease programming, and rabies post-exposure prophylaxis.

Gaps in primary care can also increase rapidly with the closure of a single clinic or provider group. For example, in 2024, Sault Ste Marie experienced a dramatic announcement that 10,000 patients (8% of the entire health unit's population) would be de-rostered from their primary healthcare provider due to one provider group having difficulty recruiting primary care providers to replace retirements. [12]

There is also a lack of specialists in the North. Ontario's Health Care Experience Survey [9] shows that 65.2% of Ontarians must wait longer than 30 days for specialist care. However, that increases to 72.3% of residents in the North West LHIN and 73.8% of those in the North East LHIN. These specialist care gaps create particular challenges for public health follow-up. For example, in the follow-up and care of tuberculosis clients or syphilis infections, both of which have increased in incidence since the pandemic, most Northern communities do not have infectious disease specialists to oversee care, and primary care providers lack experience with these diseases. It falls on public health, who has some expertise from following all cases of these infections, to guide the health care system in care of such clients. This is not the norm in the rest of Ontario where greater clinical expertise exists.

## 4. Municipal Capacity

Just as local public health agencies struggle with the lack of economies of scale when delivering services to rural and remote populations, it should be observed that municipalities experience these same challenges with their services. Adding in the relatively lower economic opportunities in the North, Northern municipalities therefore have property tax bases that are very stretched. This makes it comparatively difficult for them to contribute to cost-shared funding of local public health. This should be considered in the obligation placed on municipalities in a new funding approach.

We believe all of the above make it more costly to deliver local public health in Northern Ontario, and that needs to be taken into account in the new funding approach.

We also wish to make a couple of comments on measures and metrics which may seem sensible to apply in the funding approach, but which have weaknesses when used for Northern geographies.

## Caution on Applying Measures in Northern Ontario

### 1. Census Undercounting of Indigenous Populations

It is known that many Indigenous people do not complete the Canadian Census, and so the Census's counts for Indigenous population are significant undercounts throughout Northern Ontario. [12]

For example, the Health Counts Kenora project (Our Health Counts - WNHAC) used a respondent driven sampling approach and demonstrated that 76.9% of Indigenous people in the City of Kenora did not complete the 2016 census [7]. Using a conservative approach, "the Canadian Census undercounts Indigenous adults and children living in Kenora by at least 2.6 to 4.0 times." The 2016 Canadian Census reports that 3,155 Indigenous people lived in the City of Kenora; the 2021 Census reported 3,595. Both Thunder Bay and Timmins have also conducted similar counts and found significant undercounts.

As a population known to experience disproportionate health inequities, it is important that any new funding approach factor in the undercount of Indigenous peoples in the Census, and that this undercount is of a population that deserves disproportionate public health resources invested to address their health inequities.

In particular, as a new funding approach attempts to account better for population growth over time, it needs to be addressed that Northern Ontario is seeing significant growth in populations not well captured by the Census, such as Indigenous, anabaptist, and newcomer populations.

## 2. Inapplicability of ON-Marg in low population areas

The Ontario Marginalization Index is based on analysis at the Census dissemination area. Unfortunately, for much of Northern Ontario, there isn't sufficient population to have data for dissemination areas. For example, in Northwestern health unit, of 229 constituent dissemination areas, 101 (44%) have no data. Therefore, these areas are ignored in ON-Marg calculations. These areas that are excluded from ON-Marg calculations have many First Nation communities with low socioeconomic status and high deprivation, and so their exclusion has the impact of skewing ON-Marg metrics for Northern Ontario to appear less marginalized than is the reality.

Where dissemination areas do have data, that data is not always reliable. For example, on First Nations communities, the Low Income Measure input to ON-Marg has a flag of caution on interpretation, which means that the material deprivation dimension of ON-Marg should similarly be used in caution when looking at First Nations communities. The Northern public health units share land with 107 of the 134 First Nation communities in Ontario.

We appreciate that designing a funding approach for a diverse and complex group of local public health agencies is no easy task.

At its core, our fundamental message is that if a funding approach is to truly advance health outcomes and health equity across the province, health equity must be foundational in its design, and not be simply a variable included amongst many others. Metrics like per capita funding are attractive for their simplicity and ease of understanding. But that clarity in fact masks the complexities of serving Ontarians who are not uniform statistical units, but who live within diverse social contexts defined by countless inequities. We seek a funding approach that delivers not *equal* per capital funding, but *equitable* per capital funding.

We thank you for the consideration of the issues raised in this letter as you undertake the challenge of developing an *equitable* funding approach.

We would be very pleased to meet in the near future to discuss our perspectives further, and how we can support your team as the funding review proceeds.

And we look forward to there being an opportunity to review a funding proposal in the coming months before a final version is submitted for government approval.

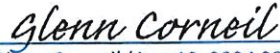


Sincerely,



Lianne Catton (Aug 21, 2024 09:39 EDT)

Lianne Catton  
Medical Officer of Health & CEO, Porcupine  
Health Unit



Glenn Corneil (Aug 19, 2024 08:59 EDT)

Glenn Corneil  
Acting Medical Officer of Health & CEO,  
Timiskaming Health Unit




Janet DeMille  
Medical Officer of Health & CEO, Thunder  
Bay District Health Unit



M. Mustafa Hirji  
Acting Medical Officer of Health & CEO,  
Public Health Sudbury & Districts

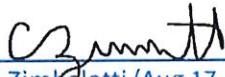


Kit Ngan Young Hoon  
Medical Officer of Health, Northwestern  
Health Unit



John Tuinema (Aug 16, 2024 19:11 EDT)

John Tuinema  
Acting Medical Officer of Health & CEO,  
Algoma Public Health



Carol Zimbalatti (Aug 17, 2024 16:33 EDT)

Carol Zimbalatti  
Medical Officer of Health & EO, North Bay  
Parry Sound District Health Unit

CC:

Liz Walker, Executive Lead, Office of the Chief Medical Officer of Health  
Colleen Kiel, Director , Public Health Strategic Policy, Planning and Communications  
Branch  
Brent Feeney, Director , Accountability and Liaison Branch  
Fiona Kouyoumdjian, Associate Chief Medical Officer of Health  
Wajid Ahmed, Associate Chief Medical Officer of Health

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Thursday, October 17, 2024

Mayor & Council Members,  
Municipality of Whitestone  
21 Church Street  
Dunchurch, Ontario  
POA IGO

RECEIVED  
OCT 30 2024  
The Corporation of the  
Municipality of Whitestone

We have been neglectful in not ensuring that we were in touch with Council long before today. However, 'tis better late than never; and our tardiness does not speak of anything other than our allowing the busyness of our own lives to take precedent over ensuring that the folks on the Emergency Response Team know how much we have appreciated their help and assistance over the past number of years. .

On numerous occasions over the last three years, we have (unfortunately) had need to contact our local Ambulance Service for a series of health events that my wife has experienced.

It is in this regard that we write.....to ensure that 'they' (the members of the Ambulance Team) as well as Council, know how very much we have appreciated having the Ambulance Team from Dunchurch attend to our emergency health needs over the last three years.

On each of the occasions wherein we had to be in contact for their services, the 'team' that has arrived at our home, has been knowledgeable and most efficient and kind in providing for the patient's needs.

And so, a word of THANKS to each member of the Emergency Response Team, from the Galley Family.

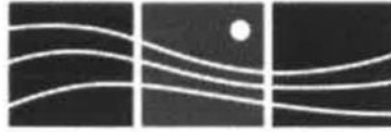
And to Council, we are hopeful that you will continue to provide the tools and any support this group of individuals may require, in order that the provision of their service to the people of Whitestone Township will continue.

Sincerely



Dan and Gail Galley

c.c. Whitestone Township Fire & Rescue Department



# Belvedere Heights

Community Support Services Residences Long Term Care

October 7, 2024

Mayor George Comrie and Councilors  
Municipality of Whitestone  
21 Church St.  
Dunchurch, ON POA 1G0

Dear Mayor Comrie and Council:

In May 2021, Belvedere Heights returned the proportionate share of \$700,000 to each of our 8 owner municipalities. At that time, the then Long-Term Care Act only allowed us to retain 15 per cent of our total revenue as an operating surplus equivalent to \$1.6M, which meant that our \$2.3M operating reserves had to be reduced by \$700,000.

Most of the 8 municipalities placed their share into reserves for Belvedere Heights, which then should be available to return to Belvedere Heights to support the addition of 22 new private rooms. We kindly request that you remit these funds as soon as you are able to help offset the architect and engineering costs incurred during 2024.

Please see the attached the ownership share apportionment used to return the funds to the Municipalities in May 2021. This same breakdown will be used as the backup for this request to return these amounts for each municipality as approved by the Board.

Sincerely,

Pam Wing, Carling Councillor  
Chair, Belvedere Heights Board of Management

CC: CAO

**BELVEDERE HEIGHTS  
LONG TERM CARE**

ADMINISTRATION  
(705) 746-5871 • FAX (705) 774-7300

**21 BELVEDERE AVENUE**

NURSING DEPARTMENT  
(705) 746-5871 • Extension 2  
FAX (705) 774-7300

**PARRY SOUND, ON P2A 2A2**

COMMUNITY SUPPORT SERVICES  
(705) 746-5602 or 1-800-883-0058  
FAX (705) 774-7300

**Belvedere Heights 2021 Levy Apportionment**

**Board Approved Levy**  
*repayment* March 2021  
**Levy 2021**

**2019**  
**FIR 26A**  
**Column 1 7**

**\$700,000**

<b>Municipalities</b>	<b>Weighted Assessment</b>	<b>% Distribution</b>	<b>Distributed Amount 2021</b>
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Parry Sound	845,529,080	8.8120%	\$61,684 /
Carling	1,024,748,048	10.6798%	\$74,759 /
Whitestone	587,354,886	6.1214%	\$42,850 /
McDougall	744,399,378	7.7581%	\$54,307 /
McKellar	649,711,295	6.7712%	\$47,399 /
McMurrich-Montieth	221,094,343	2.3042%	\$16,130 /
Archipelago	2,089,910,184	21.7809%	\$152,466 /
Seguin	3,432,408,583	35.7723%	\$250,406 /
<b>Totals</b>	<b>9,595,155,797</b>	<b>100.0000%</b>	<b>\$700,000</b>

*NOTE: The Ministry of Municipal Affairs and Housing website provided the 2019 FIR Data for the distribution calculation of Belvedere's 2021 Operating Levy*