



The Corporation of the Municipality of Whitestone

**Agenda of Regular Council Meeting
Tuesday, October 15, 2024**

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/88430216759>

(Phone Call Only)

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 884 3021 6759#

*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.*

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

- 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 and Delegations ®

Move into Committee of the Whole ®

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 Shore 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 ®

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 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 September 19, 2024
 - 7.1.5 Special Council Meeting Minutes for September 30, 2024
 - 7.1.6 Memorandum – Council meeting minutes
 - 7.1.7 Whitestone Environmental Stewardship Committee Meeting Minutes July 8, 2024
- 7.2 Unfinished Business (listed on page 6)

Matters Arising from Consent Agenda

8. Accounts Payable ®

- 8.1 Accounts Payable

9. Staff Reports

- 9.1 Report PLN-2024-04
Request for Proposal (RFP) 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update ®
- 9.2 Report ADMIN-2024-12
October 2024, Status update Strategic Plan Initiatives ®
- 9.3 Report PW-2024-11
Request for Tender (RFT) 2024-11 Guiderail and End Treatments ®
- 9.4 Report FIN-2024-12
Property Tax Registration / Tax Sale ®

10. By-laws

- 10.1 By-law No. 52-2024, being a By-law to authorize the execution of a Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission with the Dun-Ahmic Snowriders Club ®
- 10.2 By-law No. 53-2024, being a By-law to authorize the execution of a Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission with the Cramadog Snowriders ®
- 10.3 By-law No. 54-2024, being a By-law to authorize the execution of a Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission with the Carling Trail Blazers ®
- 10.4 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 ®
 - Memorandum from Paula Macri, Planning Assistant regarding the status of conditions of approval

- 10.5 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) ®

11. Business Matters

- 11.1 Memorandum – Municipal Office and Landfill Sites, Holiday Schedule 2024 ®
- 11.2 Memorandum – Options for Community Sport and Recreation Infrastructure Fund (CSRIF) ®
- 11.3 Memorandum - Appointment to the Community Emergency Management Program Committee ®
- 11.4 Aulds Road Bridge Capital Project – Information requested by Councillor Scott Nash ®
- 11.5 ROMA Conference 2025 – Registration Information ®

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 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

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	Review of By-law 20-2014 (being a By-law for the licensing, regulating/governing of rental units in Whitestone)	Administration Staff	Public meeting for Public input: March 19, 2024. DRAFT By-law presented at the May 21, 2024 Council to submit comments by June 7, 2024 to Staff Memo to Council meeting August 20, 2024 – Policy direction provided for future iteration of By-law Revised Draft to Council planned for November 19, 2024
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	Strategic Plan, By-law Initiatives 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	Snakeskin Lake boat launch Staff to work with MNR to determine if a Land Use Permit is required to develop the Snakeskin Lake boat launch, and if so, to apply for one.	Staff	Land Use Permit discussions In progress Report to Council August 20, 2024
November 7, 2023	Presentation from Azimuth Environmental re Whitestone Landfill Sites-	Manager of Public Works / Azimuth Environmental	Initially planned for Q3 Report to Council expected Q4

	Council request for more information in regard to usage space and timing and cost of conversion of York Street Landfill to a Transfer Station		
July 16, 2024	<p>Consideration of an Encroachment permit system for rail systems / shore dockers</p> <p>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.</p>	Staff	In progress

END

Correspondence

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

- A - Municipality of Tay – Request for Amendment of Ombudsman Act
- B - Parry Sound – Supporting transfer of rideshare regulations and licencing from municipal to provincial level
- C - Temiskaming Shores – Request that province reverse its decision regarding sales of alcohol at convenience stores and allow municipalities to make decisions regarding the seller and where sold
- D - Parry Sound – Supporting Whitestone’s resolution re. reconsideration of mega-school
- E - Madison Bennett - Thank you card for Louise Woods bursary
- F - Ministry of Agriculture Food and Agribusiness - Agricultural Workforce Equity and Diversity Initiative (AWEDI) grants for underrepresented groups
- G - Jackie Albrecht and Bryan Smith Concern regarding traffic and parking By-law 33-2024
- H - Terry and Darlene Connor Concern regarding traffic and parking By-law 33-2024
- I Kelly and Grant Rutherford Concern regarding traffic and parking By-law 33-2024

PRESENTATIONS AND DELEGATIONS

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 Ledge Stone
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



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

04-Oct-24	
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
total cost	13,397,906

	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	\$2,425,412
municipal funds	\$700,000
TOTAL	\$3,125,412

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	41.53	
25 yr	22	\$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.

22 beds, Ground Floor	
October 4, 2024	
	budget\$
Total project cost	\$13,397,906
Total grants	-\$2,425,412
Return of funds from municipalities	-\$700,000
NET AMOUNT TO BE FINANCED	\$10,272,494
ANNUAL ESTIMATED COST/REVENUE	Annual \$
IO loan payments (@ 4.35% interest)	-\$674,721
MLTC construction funding subsidy	\$ 333,486
net funded by BH	-\$341,236
annual 123-bed economy of scale	\$ 439,273
Net annual surplus(deficit)	\$ 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
Supporting resolutions from our eight municipalities	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 th , 2024
Revised Preliminary Plans Submitted	May 24 th , 2024
Development Plan Submission	May 31 st , 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 th , 2024
Preliminary Plan Comments Received	June 26 th , 2024
Preliminary Plan Resubmission	June 28 th , 2024
Preliminary Plan Comments Received	July 30 th , 2024
Preliminary Plan Resubmission	July 1 st , <u>2024</u>
Preliminary Plan Resubmission	August 2 nd , 2024
PRELIMINARY PLANS APPROVED	AUGUST 6TH 2024
Working Drawings Submission	August 23 rd , 2024
Working Drawing Comments Received	August 30 th , 2024
Working Drawings Resubmission	September 9 th , <u>2024</u>

Project Milestone Update: Oct. 4th, 2024 to Nov. 30th, 2024

Project Milestone	Initial Submission Date	Proposed Submission Date
Working Drawing Ministry Approval	October 4 th , 2024 (Orig. Sept 20 th , 2024)	
BSA and Team to update drawings and resubmit (1 week)		October 11 th , 2024
Working Drawing Approval (1 week)		October 18 th , 2024
Construction Manager to Tender (5 weeks)		November 25 th , 2024
Final Estimate of Cost (1 week)		November 29 th , 2024
Approval to construct package submitted	November 8 th , 2024	December 6 th , <u>2024</u>
Construction Commencement	November 30 th , 2024	Upon Ministry Approval
First Resident Date	December 1 st , 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

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 8th, 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

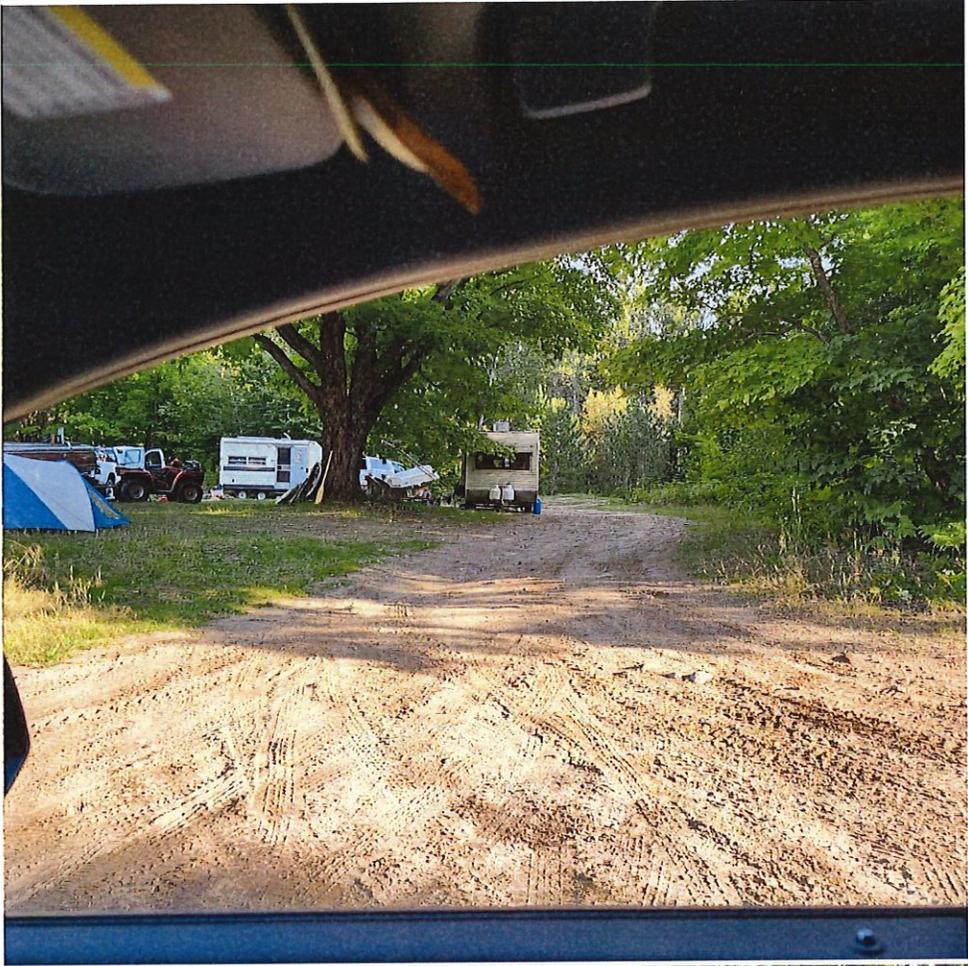
THEREFORE, BE IT RESOLVED THAT:

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.

4.2

Camping at Clear Lake on MNRF Lands - Troy Burgess







10:17 [status icons] 41%

← [profile] [redacted] [phone] [video] [info]

You too Troy stay cool in this heat 😎

[profile]

JUN 21 AT 9:58 P.M.

👍

10:07 A.M.

Edited

Holy cow I just drove by my end of Clear Lake Road (Nesbitt parking to try to walk) and your end of the 520 at the lake and it's like a Mad Max town of campers apocalypse lol...my end I reported they are cutting trees....

[profile] [plus] [camera] [share] [voice] [redacted] [smiley] [thumbs up]

||| ○ < ✎

COMMITTEE OF THE WHOLE

PLANNING ITEMS



MEMO

To:	Michelle Hendry, Chief Administrative Officer / Clerk and Paula Macri, Planning Assistant
From:	Jamie Robinson, BES, RPP, MCIP and Patrick Townes, BA BEd
Date:	September 27, 2024
File:	Municipality of Whitestone – 23217A
Subject:	Overview of the New Provincial Planning Statement, 2024

On August 20, 2024, the Provincial government released the final Provincial Planning Statement 2024 (PPS 2024), which will come into effect on **October 20, 2024** and apply to all decisions made in relation to planning matters on, or after that date.

This memorandum provides a high-level summary of the changes proposed with the PPS 2024 based on the final August 20, 2024 version and also highlights changes that were made following the April 10, 2024 draft.

Provincial Planning Statement 2024

In 2022, the Province initiated a review on approaches for integrating *A Place to Grow: The Growth Plan for the Greater Golden Horseshoe, 2020* ("Growth Plan") and the *Provincial Policy Statement, 2020* ("2020 PPS"). On April 6, 2023, the Ministry of Municipal Affairs and Housing (MMAH) released the first draft of the proposed PPS for comment ("2023 Draft"). The feedback received contributed to the development of the second draft released in April of 2024.

The PPS 2024 replaces the Growth Plan and the 2020 PPS to create a single, Province-wide, housing-focused land use planning document, intended to speed up government approval processes. The PPS 2024 is considered a policy statement for the purpose of Section 3 of the *Planning Act*, and the requirement for consistency with its policies will apply to all development applications in Ontario made on or after October 20, 2024. The policies contained within the Growth Plan did not apply in the Municipality of Whitestone.

While some of the PPS 2024 policies and definitions are new, many have been carried over and/or modified from the 2020 PPS and the Growth Plan. **Table 1** summarizes the key changes with the PPS 2024 in comparison to the 2020 PPS. We encourage you to review this summary in conjunction with the full version of the new PPS which is located here: <https://www.ontario.ca/files/2024-08/mmah-provincial-planning-statement-en-2024-08-19.pdf>

Table 1: New PPS 2024 Key Changes and Implications

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
Vision	Revised to focus on goal of building 1.5 million homes by 2031. Vision for land use planning framework revised to focus on establishment of <i>complete communities</i> and prioritizing compact and <i>transit-supportive</i> design (where appropriate) and optimizing investments in <i>infrastructure</i> and <i>public service facilities</i> to support convenient access to housing, quality employment, services and recreation.	Major focus of PPS 2024 is on housing.
<i>Growth Planning</i>		
Growth Projections	<p>New policy 2.1.1 – planning authorities shall base population and growth forecasts on Ministry of Finance Ontario Population Projections, but may modify projections as appropriate.</p> <p>Policy modified to remove reference to 25-year timeframe projections.</p> <p>New policy 2.1.2 – notwithstanding 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning.</p>	<p>Growth forecasts are to be considered in accordance with this new policy.</p> <p>Consideration should be given when updating new Official Plan.</p>
Growth Horizons	The new PPS requires new OPs and updates to have sufficient land available to accommodate an appropriate range and mix of land uses to meet projected needs for 20 years but not more than 30 years using provincial guidance. Planning for <i>infrastructure, public service facilities, strategic growth areas</i> and <i>employment areas</i> may extend beyond this time horizon.	<p>Projected land needs are to be considered in accordance with this new policy.</p> <p>Consideration should be given when updating new Official Plan.</p>
Density Targets	New policy 6.1.12 – density targets represent minimum standards and planning authorities are encouraged to go beyond these minimum targets, where appropriate, except where doing so would conflict with any policy of the PPS or any other provincial plan.	The focus is on a review of density targets at the time of Official Plan updates which are to be appropriate for the local context, which would consider level of municipal services.

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	New policy 6.1.13 – minimum density targets will be revisited at the time of each OP update to ensure the target is appropriate.	
<i>Housing</i>		
Affordability Targets	Policy 2.2.1 (a) requirement for planning authorities to establish and implement minimum targets for the provision of housing that is <i>affordable to low and moderate income households</i> .	<p>Housing Policy has changed to focus on housing in general and looking for opportunities to redevelop underutilized sites. The definition of Housing has been updated.</p> <p>The Municipality of Whitestone can assess if there are opportunities to promote residential intensification on underutilized sites.</p>
Affordability Definitions	<p>Definition of <i>affordable</i> housing is carried over from the 2020 PPS with the exception for the removal of the reference to the <i>regional market area</i> which has been replaced with the word <i>municipality</i>. The 2020 PPS definition of <i>low and moderate income households</i>, has been carried forward with slight modifications. (see below).</p> <p>“Low and moderate income households: means</p> <ul style="list-style-type: none"> a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the <u>municipality</u>; or b) In the case of rental housing, household with incomes in the lowest 60 percent of the income distribution for renter households for the <u>municipality</u>.” 	The removed reference to regional market area in the definition of <i>low and moderate income households</i> aligns with the revised affordability definitions in the <i>Development Charges Act, 1997</i> introduced by the <i>Affordable Homes and Good Jobs Act, 2023</i> (“Bill 134”).
Student Housing	New policies 6.2.5 requires that planning authorities shall collaborate with publicly-assisted post-secondary institutions, where they exist, to facilitate early and integrated planning for student housing that considers the full range of <i>housing options</i> near	Consideration should be given when updating new Official Plan (where applicable).

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	<p>existing and planned post-secondary institutions to meet current and future needs.</p> <p>And in 6.2.6 that, further to policy 6.2.5, planning authorities should collaborate with publicly-assisted postsecondary institutions on the development of a student housing strategy that includes consideration of off-campus housing targeted to students.</p>	
<i>Settlement Areas and Settlement Area Boundary Expansions</i>		
General Policies - Intensification, Redevelopment and Density Targets	<p>Revised policy 2.3.1.3 – “planning authorities shall support general <i>intensification</i> and <i>redevelopment</i> to support the achievement of <i>complete communities</i>, including by planning for a range and mix of <i>housing options</i> and prioritizing planning and investment in the necessary <i>infrastructure</i> and <i>public service facilities</i>.”</p>	<p>The policies related to Settlement Areas continue to support that Settlement Areas are the focus of growth and development.</p>
	<p>New policy 2.3.1.4 states that “planning authorities shall establish and implement minimum targets for intensification and redevelopment within built up areas, based on local conditions.”</p> <p>New policy 2.3.1.5 states that “planning authorities are encouraged to establish density targets for <i>designated growth areas</i> based on local conditions. <i>Large and fast-growing municipalities</i> are encouraged to plan for a target of 50 residents and jobs per gross hectare in <i>designated growth areas</i>.”</p>	<p>Local conditions are to be taken into account when establishing density targets. This will largely depend on the level of municipal services.</p>
Phasing	<p>New PPS has a modified phasing policy in 2.3.1.6 – “planning authorities should establish and implement phasing policies, where appropriate, to ensure that development within <i>designated growth areas</i> is orderly and aligns with the timely provision of the <i>infrastructure</i> and <i>public service facilities</i>.”</p>	<p>Phasing would be appropriate for any large subdivisions or where there is justification to do so.</p>
New Settlement Areas and Settlement Area	<p>Planning authorities may consider a new <i>settlement area</i> or a <i>settlement area</i> boundary expansion at any time using identified criteria that a planning authority shall consider when evaluating an</p>	<p>Landowners can now ask for a Settlement Area expansion or a new Settlement Area. Criteria are included in the updated</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
<p>Boundary Expansions</p>	<p>expansion. There is no limitation on the ability of landowners from applying for such an expansion.</p> <p>New policy 2.3.2.1 specifies that “in identifying a new <i>settlement area</i> or allowing a <i>settlement area</i> boundary expansion, planning authorities shall consider the following:</p> <ul style="list-style-type: none"> a) the need to designate and plan for additional land to accommodate an appropriate mix of land uses; b) if there is sufficient capacity in existing or planned <i>infrastructure</i> and <i>public service facilities</i>; c) whether the applicable lands comprise <i>specialty crop areas</i>; d) the evaluation of alternative locations which avoid <i>prime agricultural areas</i> and, where avoidance is not possible, consider reasonable alternatives on lower priority agricultural lands in <i>prime agricultural areas</i>; e) whether the new or expanded <i>settlement area</i> complies with the <i>minimum distance separation formulae</i>; f) whether impacts on the <i>agricultural system</i> are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an <i>agricultural impact assessment</i> or equivalent analysis, based on provincial guidance; and, g) the new or expanded <i>settlement area</i> provides for the phased progression of urban development.” <p>The new PPS also proposes a new standalone policy 2.3.2.2, that states:</p> <p>“Notwithstanding 2.3.2.1 b), planning authorities may identify a new settlement area only where it has been demonstrated that the infrastructure and public service facilities to support development are planned or available.”</p> 	<p>document and Consideration should be given when updating new Official Plan.</p>
<p><i>Strategic Growth Areas</i></p>		

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
Strategic Growth Areas	New policy 2.4.1.1 "planning authorities are encouraged to identify and focus growth and development in <i>strategic growth areas</i> ."	Definition of Strategic Growth Area has changed, and the policies encourage municipalities to identify and focus growth and development to these areas.
Planning Strategic Growth Areas	<p>New policy 2.4.1.2</p> <p>"To support the achievement of <i>complete communities</i>, a range and mix of <i>housing options</i>, <i>intensification</i> and more mixed-use development, <i>strategic growth areas</i> should be planned:</p> <ul style="list-style-type: none"> a) to accommodate significant population and employment growth; b) as focal areas for education, commercial, recreational, and cultural uses; c) to accommodate and support the transit network and provide connection points for inter-and intra-regional transit; and d) to support <i>affordable</i>, <i>accessible</i>, and <i>equitable</i> housing." 	Based on the definition of Strategic Growth Areas, the Municipality of Whitestone should assess whether these areas could be identified and included in updated Official Plan policies to focus growth and development to those areas accordingly.
<i>Rural Areas/Lands</i>		
Rural Settlement Areas	Former policy 1.1.4.2, now policy 2.5.2 – "in <i>rural areas</i> , rural <i>settlement areas</i> shall be the focus of growth and development and their vitality and regeneration shall be promoted."	Preamble of Section 2.5 Rural Areas has been deleted. Policies remain essentially as before, other than added "locally appropriate" to 2.5.3 when considering rural characteristics.
<i>Employment</i>		
Employment Area Definition	<p>New definition of employment area, with the focus on uses that cannot locate in mixed use areas, and are to include heavy industry, manufacturing and large scale warehousing. Institutional and commercial, including retail and office not associated with primary employment uses are excluded from employment areas.</p> <p>"<i>Employment area</i>: means those areas designated in an official plan for clusters of business and economic activities including manufacturing, research and development in connection with</p>	<p>Definition aligns with amended definition of "area of employment" in <i>Planning Act</i> adopted through Bill 97.</p> <p>For new development applications in <i>employment areas</i>, institutional and commercial uses will not be permitted</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	<p>manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An employment area also includes areas of land described by subsection 1(1.1) of the Planning Act. Uses that are excluded from employment areas are institutional and commercial, including retail and office not associated with the primary employment use listed above.”</p>	<p>unless associated with the primary employment uses.</p> <p>Sites currently designated as <i>employment area</i> may lose this designation (e.g. business parks) if the municipality chooses not to carry it forward (which they can do).</p> <p>This would apply if employment areas are established in accordance with the Provincial definition.</p>
<p>Supporting a Modern Economy</p>	<p>Several policies are carried over from the 2020 PPS to address economic development and require planning authorities to promote economic development and competitiveness.</p> <p>Policy 2.8.1.1 d) has been modified and a new policy 2.8.1.1 e) has been added as follows:</p> <p>“Planning authorities shall promote economic development and competitiveness by:</p> <p>d) encouraging <i>intensification</i> of employment uses and compatible, compact, mixed-use development to support the achievement of <i>complete communities</i>; and</p> <p>e) addressing land use compatibility adjacent to <i>employment areas</i> by providing an appropriate transition to <i>sensitive land uses</i>.”</p> <p>New policy 2.8.1.2 states that:</p> <p>“Industrial, manufacturing and small-scale warehousing uses that could be located adjacent to <i>sensitive land uses</i> without <i>adverse effects</i> are encouraged in <i>strategic growth areas</i> and other mixed-</p>	<p>The Municipality of Whitestone may want to look at where industrial, warehousing and small-scale warehousing uses could be appropriate adjacent to residential uses, especially if Strategic Growth Areas get identified where the Municipality of</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	use areas where <i>frequent transit</i> service is available, outside of <i>employment areas</i> ."	Whitestone is encouraging a greater mix of uses (i.e. inside any of its settlement areas).
<i>Energy Conservation, Air Quality and Climate Change</i>		
	<p>Policy 2.9.1 has been softened from the PPS 2020 to read that:</p> <p>"Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the <i>impacts of a changing climate</i> through approaches that:</p> <ul style="list-style-type: none"> a) support the achievement of compact, <i>transit-supportive</i>, and <i>complete communities</i>; b) incorporate climate change considerations in planning for and the development of <i>infrastructure</i>, including stormwater management systems, and <i>public service facilities</i>; c) support energy conservation and efficiency; d) promote <i>green infrastructure</i>, <i>low impact development</i>, and <i>active transportation</i>, protect the environment and improve air quality; and e) take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the <i>impacts of a changing climate</i>." 	Less of a focus on land use and development patterns in the new policy.
<i>Infrastructure and Facilities</i>		
Land Use Compatibility	Added policy language in 3.5.2 that states "where avoidance is not possible in accordance with policy 3.5.1, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other <i>major facilities</i> that are vulnerable to encroachment by ensuring that the planning and <i>development</i> of proposed adjacent <i>sensitive land uses</i> is only permitted if potential <i>adverse affects</i> to the proposed <i>sensitive land use</i> are minimized and mitigated, and potential impacts to industrial, manufacturing or other <i>major facilities</i> are minimized and mitigated	Important consideration for any potential sensitive land uses in proximity to industrial lands and facilities.

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	in accordance with provincial guidelines, standards and procedures."	
Partial Servicing	<p>New PPS maintains circumstance as to when partial services shall be permitted and have added a new policy which states:</p> <p>3.6.5 "Partial services shall only be permitted in the following circumstances:</p> <p style="padding-left: 40px;">c) within rural settlement areas where new development will be serviced by <i>individual on-site water services</i> in combination with <i>municipal sewage services</i> or <i>private communal sewage services</i>."</p>	Minor change in the policy may allow consideration of additional dwellings.
Stormwater Management	<p>Policy 3.6.8.b) is revised to state that planning for stormwater management shall minimize, or, where possible, prevent <u>or reduce</u> increases in <u>stormwater volumes</u> and contaminant loads.</p> <p>New policy 3.6.8 g) states:</p> <p>"Planning for stormwater management shall:</p> <p style="padding-left: 40px;">g) align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a <i>watershed scale</i>."</p>	Policy requires planning that considers the cumulative impacts of stormwater from development on a watershed scale. Policy has been modified removing reference to impacts of a changing climate.
Energy Supply	<p>Policy updated to include energy storage systems (a newly defined term) to the list of things planning authorities should provide opportunities to develop.</p> <p>"<i>Energy storage system</i>: means a system or facility that captures energy produced at one time for use at a later time to reduce imbalances between energy demand and energy production, including for example, flywheels, pumped hydro storage, hydrogen storage, fuels storage, compressed air storage, and battery storage."</p>	There may be some interest in the Municipality of Whitestone in the future as a place for these types of facilities.

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
<i>Natural Heritage</i>		
Policies	All natural heritage policies carried forward from 2020 PPS.	No significant changes to the existing natural heritage policies.
Definitions	Slightly modified definitions of: <ul style="list-style-type: none"> • Fish habitat • Negative impacts • Significant 	Definitions to be updated when the Official Plan is updated.
<i>Water</i>		
Watershed Planning	Policy 4.2.1 modified to include a new term " <i>Water Resource Systems</i> ". <i>Water resource systems:</i> means a system consisting of ground water features and areas, surface water features (including shoreline areas), natural heritage features and areas, and hydrologic functions, which are necessary for the ecological and hydrological integrity of the watershed.	New defined term – includes shoreline areas – that need to be identified and maintain function.
	New policy 4.2.3 requiring <i>large and fast-growing municipalities</i> to undertake <i>watershed planning</i> . Other municipalities encouraged to undertake <i>watershed planning</i> to inform planning for <i>sewage and water services</i> and stormwater management, including low impact development, and the protection, improvement or restoration of the quality and quantity of water.	Watershed planning to be used to help plan for sewage and water services and stormwater management.
<i>Agriculture</i>		
Agricultural System Approach	Policy 4.3.1.1 – “planning authorities <u>are required</u> to use an <i>agricultural system</i> approach, based on provincial guidance, to maintain and enhance a geographically continuous agricultural land base and support and foster the long-term economic prosperity and productive capacity of the <i>agri-food network</i> .”	Not a significant change in northern communities.

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
<p>Permitted Uses - Additional Residential Units (ARUs)</p>	<p>New Policy 4.3.2.5</p> <p>“Where a residential dwelling is permitted on a lot in a <i>prime agricultural area</i>, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:</p> <ul style="list-style-type: none"> a) comply with the <i>minimum distance separation formulae</i>; b) are compatible with, and would not hinder, surrounding agricultural operations; c) have appropriate <i>sewage and water services</i>; d) address any public health and safety concerns; e) are of limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and f) minimize land taken out of agricultural production. <p>Lots with additional residential units may only be severed in accordance with policy 4.3.3.1.c).”</p>	<p>Consideration for inclusion in the Agricultural designation (where applicable).</p>
<p>Lot Creation and Lot Adjustments</p>	<p>Policy 4.3.3.1 states that lot creation in <i>prime agricultural areas</i> is discouraged and may only be permitted for agricultural uses, agriculture-related uses and one new residential lot per farm consolidation for a residence surplus to an agricultural operation.</p> <p>The new PPS maintains the more restrictive 2020 PPS policies, which permit the creation of one additional lot from an existing lot but, only for a lot containing a residence surplus to an agricultural operation.</p>	<p>Agricultural lot creation policies are to be updated in Official Plan (where applicable).</p>
<p>Residence Surplus to an Agricultural Operation Definition</p>	<p>2020 PPS definition of <i>residence surplus to a farming operation</i> has been updated to replace the word “farming” with “agricultural”.</p>	<p>Minor change in terminology.</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
Non-Agricultural Uses in Prime Agricultural Areas	<p>Policy 4.3.5.2 has been modified to read as follows:</p> <p>"Impacts from any new or expanding non-agricultural uses on the <i>agricultural system</i> are to be avoided, or where avoidance is not possible, minimized and mitigated as determined through an <i>agricultural impact assessment</i> or equivalent analysis, based on provincial guidance."</p>	Official Plan needs to provide guidance on limited non-residential uses, where applicable.
<i>Mineral Aggregate Resources</i>		
Extraction in Prime Agricultural Areas	<p>Policy 4.5.4.1 which states: "In <i>prime agricultural areas</i>, on <i>prime agricultural land</i>, extraction of mineral aggregate resources is permitted as an interim use provided that:</p> <p>New policy</p> <p>a) "impacts to the <i>prime agricultural areas</i> are addressed, in accordance with policy 4.3.5.2; and"</p> <p>Unchanged</p> <p>b) "the site will be rehabilitated back to an <i>agricultural condition</i>".</p> <p>Policy 4.5.4.2 has been modified to remove language related to specialty crop areas and now states the following:</p> <p>"Despite policy 4.5.4.1.b), complete rehabilitation to an <i>agricultural condition</i> is not required if:</p> <p>a) the depth of planned extraction makes restoration of pre-extraction agricultural capability unfeasible; and</p> <p>b) agricultural rehabilitation in remaining areas is maximized."</p>	Official Plan policies will need to be consistent to reflect this change.
<i>Cultural Heritage and Archeology</i>		
	<p>Policy 4.6.1 modified to state:</p> <p>"<i>Protected heritage</i> property, which may contain <i>built heritage resources</i> or <i>cultural heritage landscapes</i>, shall be conserved."</p>	<p>Official Plan policies will need to be made consistent with these policies.</p> <p>Early engagement with Indigenous communities is required.</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	<p>There have also been modifications to the definition of a <i>protected heritage property</i>:</p> <p>"<i>Protected heritage property</i>. means property designated under Part IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites."</p> <p>Policy 4.6.4 b) states planning authorities are encouraged to develop and implement:</p> <p>b) proactive strategies for conserving significant built heritage resources and cultural heritage landscapes.</p> <p>Policy 4.6.5 has been revised to state:</p> <p>"Planning authorities shall engage early with Indigenous communities and ensure their interests are considered when identifying, protecting and managing <i>archaeological resources, built heritage resources and cultural heritage landscapes</i>."</p>	
<i>Implementation and Interpretation and Coordination</i>		

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
Implementation	<p>Modified Policy 6.1.4 states that in implementing the PPS, the Ministry can take into account other considerations to balance government priorities.</p> <p>New policy 6.1.6 states:</p> <p>“Planning authorities shall keep their zoning and development permit by-laws up-to-date with their official plans and the Provincial Planning Statement by establishing permitted uses, minimum densities, heights and other development standards to accommodate growth and <i>development</i>.”</p> <p>New policy 6.1.7 states:</p> <p>“Where a planning authority must decide on a planning matter before their official plan has been updated to be consistent with the Provincial Planning Statement, or before other applicable planning instruments have been updated accordingly, it must still make a decision that is consistent with the Provincial Planning Statement.”</p>	<p>Planning authorities are now required to undertake early engagements with Indigenous communities.</p> <p>Any planning decision must be consistent with the New PPS as of October 20, 2024.</p>
Coordination	<p>Modified policy 6.2.2 now states:</p> <p>“Planning authorities shall undertake early engagement with Indigenous communities and coordinate on land use planning matters to facilitate knowledge-sharing, support consideration of Indigenous interests in land use decision-making and support the identification of potential impacts of decisions on the exercise of Aboriginal or treaty rights.”</p> <p>New policy 6.2.3 states: “Planning authorities are encouraged to engage the public and stakeholders early in local efforts to implement the Provincial Planning Statement, and to provide the necessary information to ensure the informed involvement of local citizens, including equity-deserving groups.”</p>	<p>At the time of updating the Official Plan or other strategic documents, the Municipality must engage and collaborate with the public and other agencies (particularly school boards).</p>

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	<p>New policy 6.2.4 states: "Planning authorities and school boards shall collaborate to facilitate early and integrated planning for schools and associated child care facilities to meet current and future needs."</p> <p>New policy 6.2.5 states: "Planning authorities shall collaborate with publicly-assisted post-secondary institutions, where they exist, to facilitate early and integrated planning for student housing that considers the full range of <i>housing options</i> near existing and planned post-secondary institutions to meet current and future needs."</p> <p>New policy 6.2.6 states: "Further to policy 6.2.5, planning authorities should collaborate with publicly-assisted postsecondary institutions on the development of a student housing strategy that includes consideration of off-campus housing targeted to students."</p> <p>Policy 6.2.9 b) and c) have been modified to reflect language from the Growth Plan.</p> <p>"Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:</p> <ul style="list-style-type: none"> b) identify areas where growth and development will be focused, including <i>strategic growth areas</i>, and establish any applicable minimum density targets; c) identify minimum density targets for growth and development taking place in new or expanded <i>settlement areas</i>, where applicable;" 	
<i>Definitions</i>		
	The new PPS has a number of newly defined and modified terms.	

PROPOSED CHANGE	DESCRIPTION	KEY IMPLICATIONS/ CONSIDERATIONS
	<p>Some of the terms have been revised to incorporate language that was previously contained in the Growth Plan.</p> <p>Modified and new definitions, as well as revised definitions from the April 2024 Draft PPS include <i>additional needs housing; agricultural impact assessment; agricultural system, agri-food network, compact built form; complete communities; critical minerals, designated growth area, employment area, energy storage system; frequent transit; higher order transit; large and fast-growing municipalities; low impact development; major transit station area; major trip generators; natural heritage system; on-site diversified uses, protected heritage property, residence surplus to an agricultural operation; significant (related to cultural heritage), strategic growth areas; transit service integration; urban agriculture; watershed planning; water resource systems; and wave effects.</i></p>	

MUNICIPALITY OF WHITESTONE – COUNCIL			
Report Prepared For:	The Council of the Municipality of Whitestone	Owner Name:	1035481 Ontario Ltd.
Report Prepared By:	Jamie Robinson, MCIP, RPP Patrick Townes, BA, BEd MHBC Planning Consultants	Applicant Name:	Beatrice and Steve Berry
Location:	27511 Wah-Wash-Kesh Lake	Application:	Shore Road Allowance Purchase
Application Number:	4939 050 004 06401	Report Date:	October 15, 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 Beatrice and Steve Berry subject to the following:

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

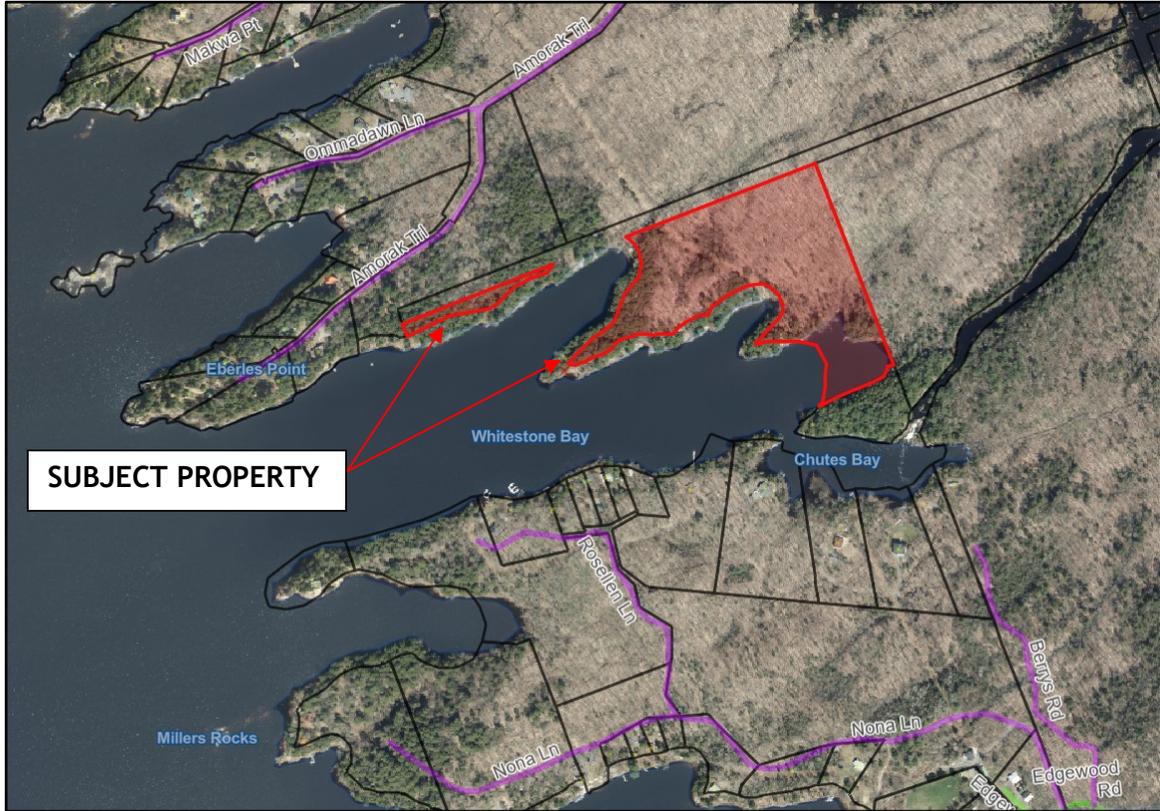
B. PROPOSAL/BACKGROUND

An application to purchase the Shore Road Allowance has been submitted by Beatrice and Steve Berry for the subject property located at 27511 Wah-Wash-Kesh Lake by the owners 1035481 Ontario Limited. The subject property is legally described as Lots 27 and 28, Concession 4 in the geographic Township of McKenzie 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 subject lands location is shown in red on **Figure 1**.

The subject property is water access only from the south basin of Lake Wahwashkesh immediately south of Amarak Trail. The subject property has a lot area of 6.3 hectares (15.5 acres) and a lot frontage of 804.7 metres on Whitestone Bay.

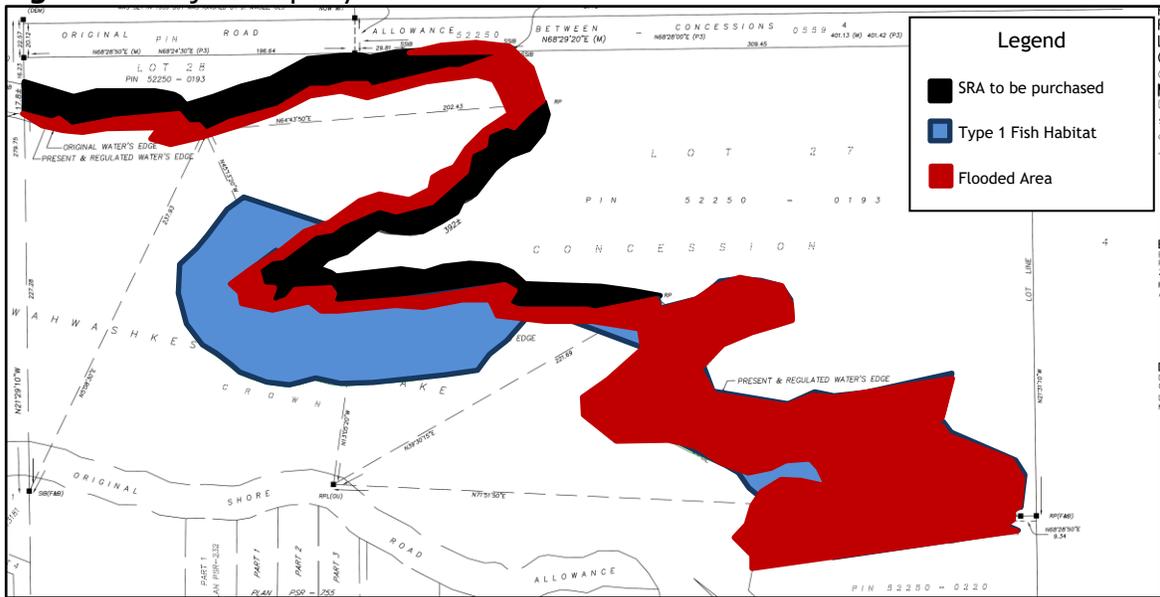
The purpose of the application to purchase the Shore Road Allowance is to prevent back lot development access to Wahwashkesh Lake through the subject property.

Figure 1: Subject Property



Staff requested the owners to submit a survey that outlines the extent of the flooded area and the limits of the Type 1 Fish Habitat. **Figure 2** outlines the proposed purchase boundary, Type 1 Fish Habitat and flooded areas. The black outlines the portion of the Shore Road Allowance that is being purchased, blue outlines the Type 1 Fish Habitat adjacent to the property and lastly the red depicts the flooded areas.

Figure 2: Subject Property Constraints



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 speaks to 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.

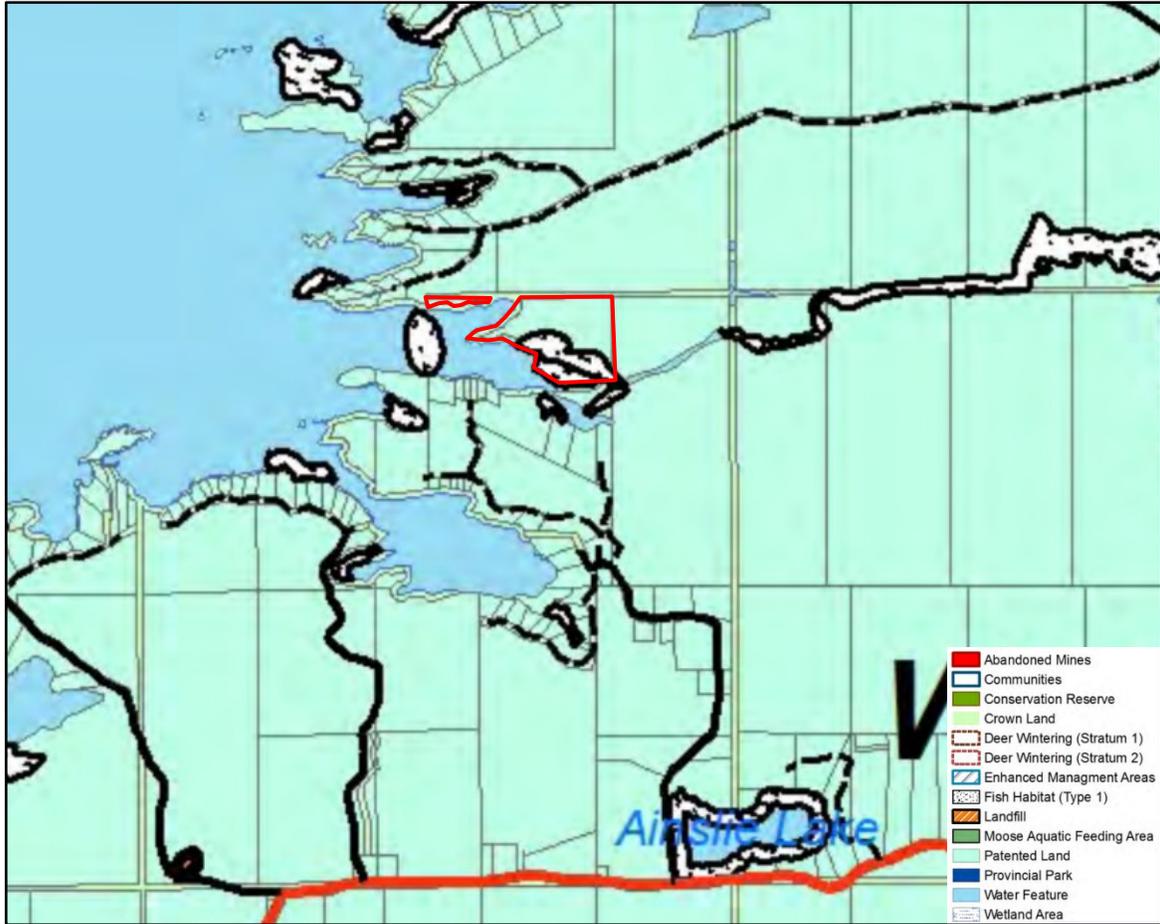
9.08.2 That part of the shore road allowance below the controlled high water mark will be retained by the Municipality.

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.

The subject property is adjacent to Type 1 Fish Habitat as mapped on Schedule B of the Official Plan (Figure 3). The proposed shore road allowance closure and purchase does not include the areas that are flooded and/or within Type 1 Fish Habitat. The application conforms to Section 9.08 of the Official Plan.

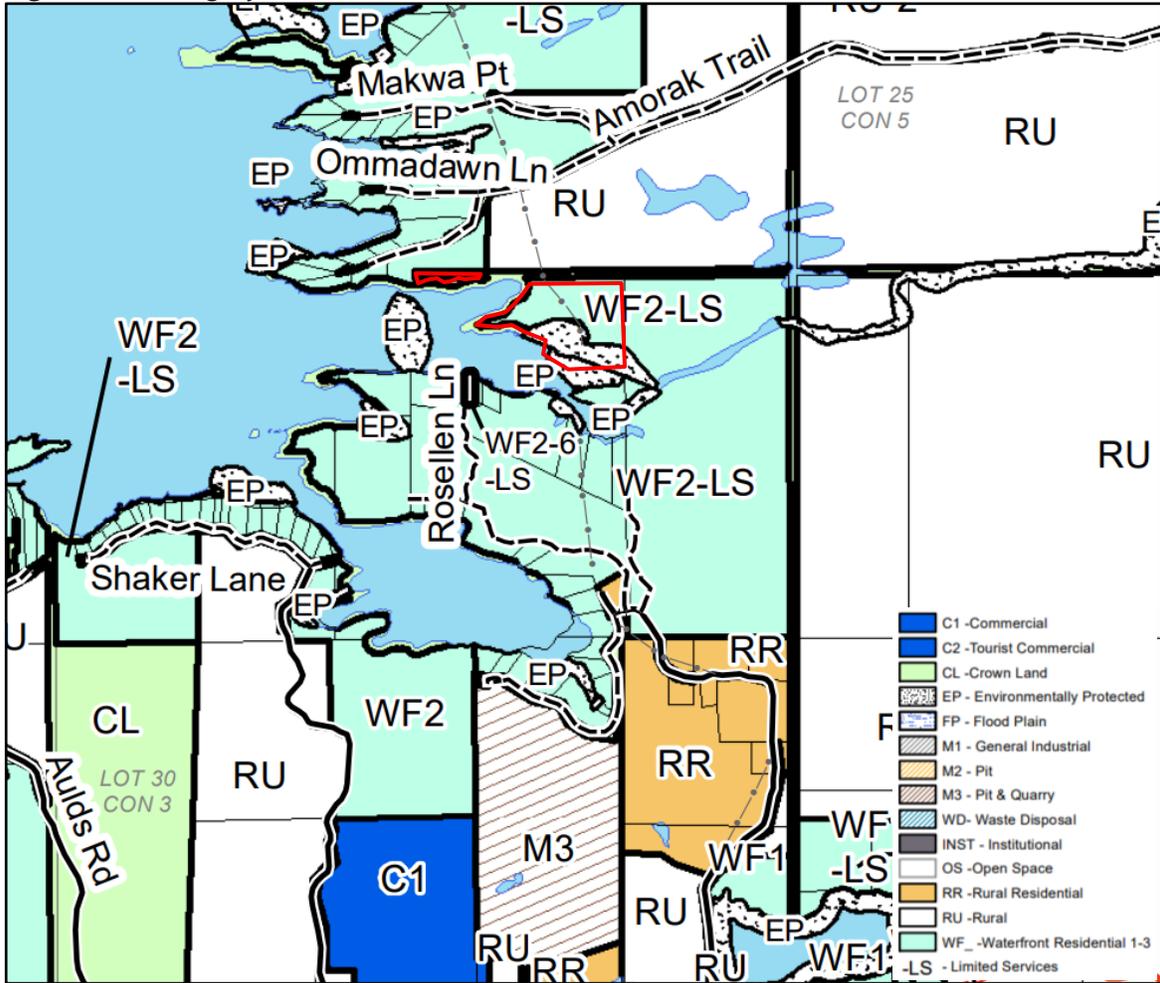
Figure 3: Schedule B - Natural Heritage (Wahwashkesh/Whitestone Neighbourhood)



D. ZONING BY-LAW

The subject property is zoned Waterfront Residential 2 – Limited Services (WF2-LS) and Environmental Protection (EP) in the Whitestone Zoning By-law Schedule A (Figure 4). The environmental protection on the property is due to the Ministry of Natural Resources and Forestry (MNRF) having mapped Type 1 Fish Habitat adjacent to the property. Due to the mapped fish habitat on the subject property the owners have submitted a survey that has outlined the Type 1 Fish Habitat that is on the property along with the flooded areas. These areas are excluded from the request to close and purchase the shore road allowance.

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.

MUNICIPALITY OF WHITESTONE – COUNCIL			
Report Prepared For:	The Council of the Municipality of Whitestone	Owner Name:	Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffrey Lutz
Report Prepared By:	Jamie Robinson, MCIP, RPP Patrick Townes, BA, BEd MHBC Planning Consultants	Applicant Name:	Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffrey Lutz
Location:	53 Captain Estates Road	Application:	Municipal Road Allowance
Application Number:	4939 010 008 02400	Report Date:	October 15, 2024

A. RECOMMENDATION

That the Council of the Municipality of Whitestone deny the application for the closure and transfer of the municipal road allowance as applied for by Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffery Lutz due to road allowance providing public access to the water (Hudson Bay, Whitestone Lake).

Should Council wish to approve the application, any building or structure encroachments from neighbouring property owners would be required to be resolved.

B. PROPOSAL/BACKGROUND

An application to purchase a portion of a municipal road allowance has been submitted by Amanda Hunter, Trevor Lutz, Meghan Lutz, Victoria Lutz and Jeffrey Lutz for the subject property known municipally as 53 Captain Estates Road. The subject property is located within Dunchurch Neighbourhood and in the Rural designation in the Official Plan. The applicants are interested in purchasing the road allowance to provide their property with private access to the water. The subject property is outlined in red in **Figure 1**.

Figure 1: Subject Property



C. OFFICIAL PLAN

The subject property is located within the Dunchurch Neighbourhood and Rural designation in the Official Plan. Section 9.04.1 of the Official Plan outlines policies for municipal road allowances and states that:

9.04 Municipal Road Allowance

Improvements to municipal road allowances that are not maintained are not permitted unless the following occurs:

- 9.04.1 the municipality declares the road allowance surplus and the municipal road allowance is stopped up and sold in accordance with the provisions of the Municipal Act; or
- 9.04.2 the road is brought up to a municipal standard and assumed by the Municipality for maintenance purposes; or
- 9.04.3 the proponents of the road allowance improvements enter into legal agreement with the Municipality that includes provisions for indemnification of liability, signage and liability insurance and
- 9.04.4 it has been demonstrated that the proposal conforms with Section 12.0 – Natural Heritage of the official plan. Prior to approval, the Municipality shall require an assessment by a qualified professional to demonstrate that there are no adverse environmental impacts.
- 9.04.5 the above policy applies to any crossing of an unopened road allowance.
- 9.04.6 where an abutting owner requests to use or authorize a historical use of a portion of a road allowance for any use permitted by this Plan, the municipality may consider the request subject to the following:

- i) there is no immediate access use for the road allowance;
- ii) the use is authorized by the municipality, that may include an agreement;
- iii) the land owner is aware of the potential removal of any buildings or structures on short term notice;
- iv) circulation of the request to adjacent owners that may have an interest; and
- v) compliance with the zoning by-law

Any permission to authorize the use of or occupation of an unassumed road allowance is not to be interpreted to confer any road frontage compliance as otherwise required by this Plan.

10.1 Parkland Policy

Council will generally discourage the stopping up and transferring of road allowances that lead to a recreational waterbody unless the use of the road allowance, either now or in the future could not feasibly serve as a public access. Alternately, an applicant interested in acquiring a particular road allowance leading to water, could provide an alternative access to replace the road allowance.

In accordance with the above policies, there is general support for stopping up road allowances that do not have future purpose for public access. It is understood that the applicants would like to purchase the municipal road allowance in order to have private access to the water and in doing so would create a waterfront lot. The Municipality of Whitestone however, does generally not support the closure and sale of road allowances that could potentially provide public access to the water.

The subject property is not within the Waterfront designation and is not a waterfront lot (**Figure 2**).

The municipal road allowance in question abuts two shoreline lots and there is currently encroachment on the road allowance near the lake by a neighbouring property (several small structures as well as a private dock/ boat house). A municipal record search does not reveal any written permissions or encroachment agreements for this location (**Figure 3**).

The road allowance in question runs between Balsam Road and Hudson Bay, Whitestone Lake. Municipal staff observed that the road allowance is heavily treed, with rugged terrain and the lower portion of the road allowance is swampy. There appears to be no road or trail within the road allowance that would suggest current public use. Based on the site visit, there also appear to be some accessory structures from neighbouring development on the road allowance.

Figure 2: Aerial Photo of Subject Property



Figure 3: Aerial Photo of Municipal Road Allowance



D. SUMMARY

It is recommended that the Municipality of Whitestone deny the application for the closure and transfer of the municipal road allowance due to the road allowance having the potential to provide public access to Hudson Bay, Whitestone Lake.

MUNICIPALITY OF WHITESTONE – COUNCIL			
Report Prepared For:	The Council of the Municipality of Whitestone	Owner Name:	Susan Jennings and Randy Johnson
Report Prepared By:	Jamie Robinson, MCIP, RPP Patrick Townes, BA, BEd MHBC Planning Consultants	Applicant Name:	Susan Jennings and Randy Johnson
Location:	2290 Highway 124	Application:	Municipal Road Allowance (Gerard Street, Dunchruch)
Application Number:	4939 010 009 11600	Report Date:	October 15, 2024

A. RECOMMENDATION

That the Council of the Municipality of Whitestone agree to the closure and transfer of the municipal road allowance (Gerard Street, Dunchurch) as applied for by Susan Jennings and Randy Johnson subject to the following:

1. Obtaining an appraisal of the value of the land proposed to be sold;
2. That closure of the part of the municipal road allowance requested does not remove access from any adjoining lands;
3. That the applicant pays all associated costs and fees; and
4. That all practices, policies, and procedures of the Municipality be followed for closing of Municipal Road Allowances, including notification of adjoining property owners.

B. PROPOSAL/BACKGROUND

An application to purchase the municipal road allowance has been submitted by Susan Jennings and Randy Johnson for the subject property known municipally as 2290 Highway 124. The proposed road closure and purchase is outlined in red in **Figure 1**. The subject property is located within Dunchurch Neighbourhood and in the Rural designation in the Official Plan. The subject property is outlined in red in **Figure 2**.

OFFICIAL PLAN

The subject property is located within the Dunchurch Neighbourhood and Rural designation in the Official Plan. Section 9.04.1 of the Official Plan speaks to the sale of municipal road allowances and states that:

9.04 Municipal Road Allowance

Improvements to municipal road allowances that are not maintained are not permitted unless the following occurs:

9.04.1 the municipality declares the road allowance surplus and the municipal road allowance is stopped up and sold in accordance with the provisions of the Municipal Act; or

9.04.2 the road is brought up to a municipal standard and assumed by the Municipality for maintenance purposes; or

9.04.3 the proponents of the road allowance improvements enter into legal agreement with the Municipality that includes provisions for indemnification of liability, signage and liability insurance and

9.04.4 it has been demonstrated that the proposal conforms with Section 12.0 – Natural Heritage of the official plan. Prior to approval, the Municipality shall require an assessment by a qualified professional to demonstrate that there are no adverse environmental impacts.

9.04.5 the above policy applies to any crossing of an unopened road allowance.

9.04.6 where an abutting owner requests to use or authorize a historical use of a portion of a road allowance for any use permitted by this Plan, the municipality may consider the request subject to the following:

i) there is no immediate access use for the road allowance;

ii) the use is authorized by the municipality, that may include an agreement;

iii) the land owner is aware of the potential removal of any buildings or structures on short term notice;

iv) circulation of the request to adjacent owners that may have an interest; and

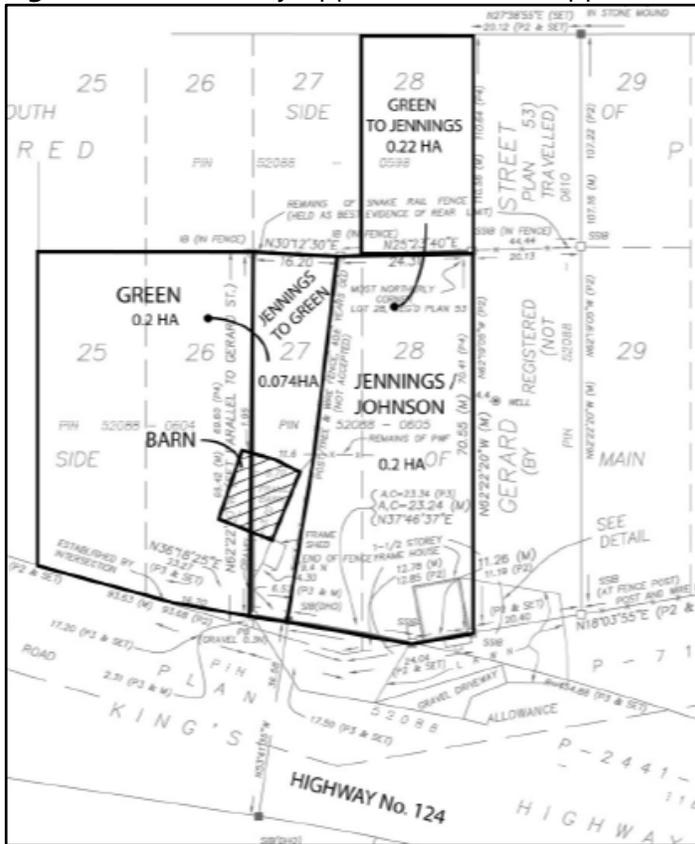
v) compliance with the zoning by-law

Any permission to authorize the use of or occupation of an unassumed road allowance is not to be interpreted to confer any road frontage compliance as otherwise required by this Plan.

In accordance with the above policies, there is general support for stopping up road allowances that do not have future purpose for public access, such is the case in this instance.

The subject property has provisional consent approval from the Parry Sound Area Board to swap land with their neighbour, which will have the effect of removing the encroachment of the neighbours' barn (**Figure 3**). Through this process they decreased their lot width and it is understood that the applicants would like to purchase the municipal road allowance in order to widen their property.

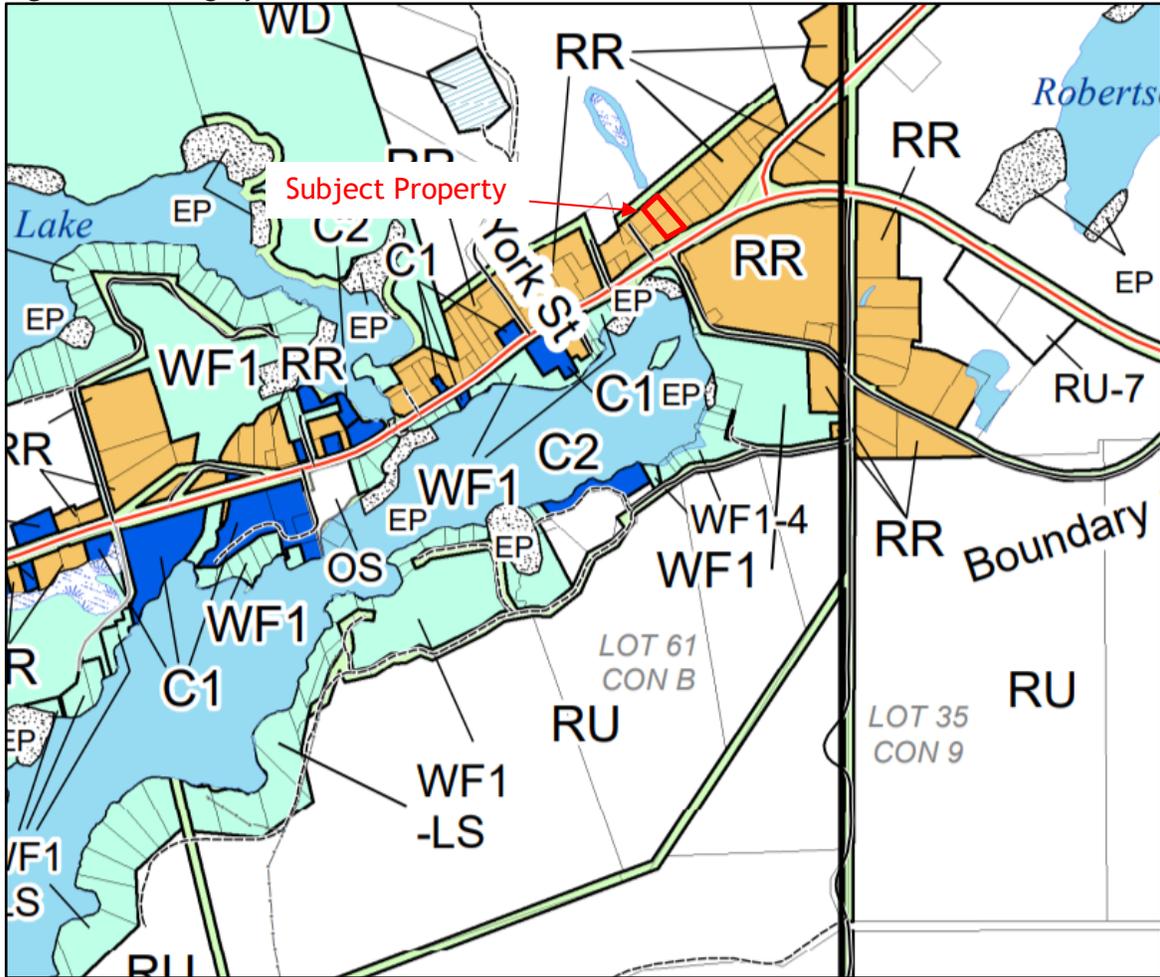
Figure 3: Provisionally Approved Consent Application Site Plan



C. ZONING BY-LAW

The subject property is zoned Rural Residential (RR) in the Whitestone Zoning By-law Schedule A, Sheet 18A (**Figure 4**). The minimum exterior side yard setback for a dwelling in the RR Zone is 9 metres. Through purchasing the municipal road allowance, the dwelling on the property will be closer in compliance with the Zoning By-law.

Figure 4: Zoning By-law Schedule A, Sheet 18A



D. SUMMARY

The application to close and purchase the municipal 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. B36/2024(W) - Anderson

PART OF LOT 31, CONCESSION 1, Geographic Township of McKenzie

TOWNSHIP OF WHITESTONE

Rolls # 493905000401500, PIN # 52250-0573

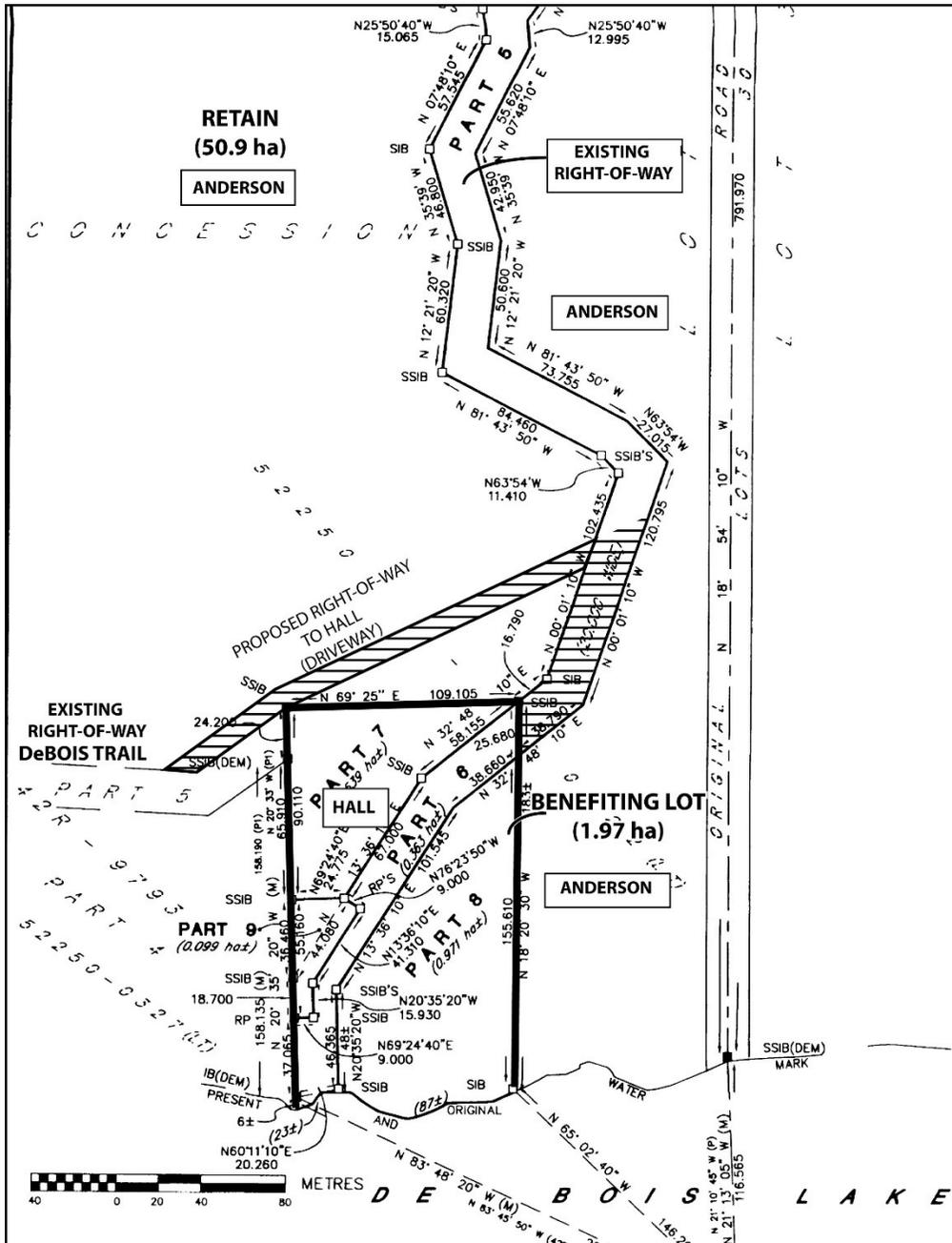
October 1, 2024

BACKGROUND / PURPOSE

James Anderson and Sandra Patterson own a large parcel of land on DeBois Trail near the intersection of Highway No. 520.

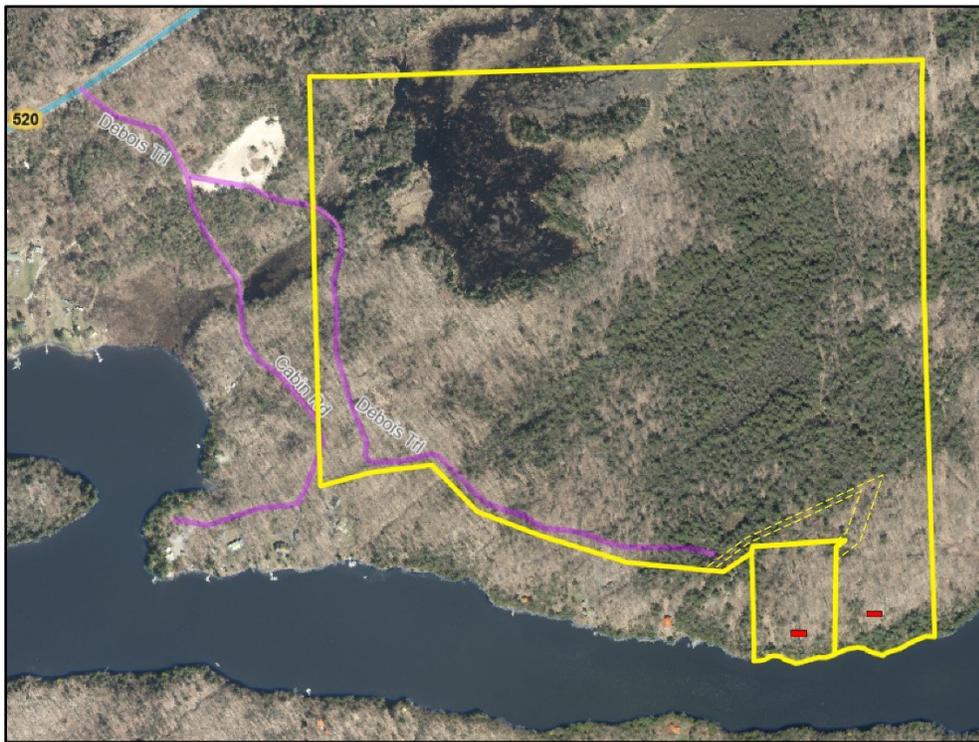


Part 5 of this access is owned by Anderson.



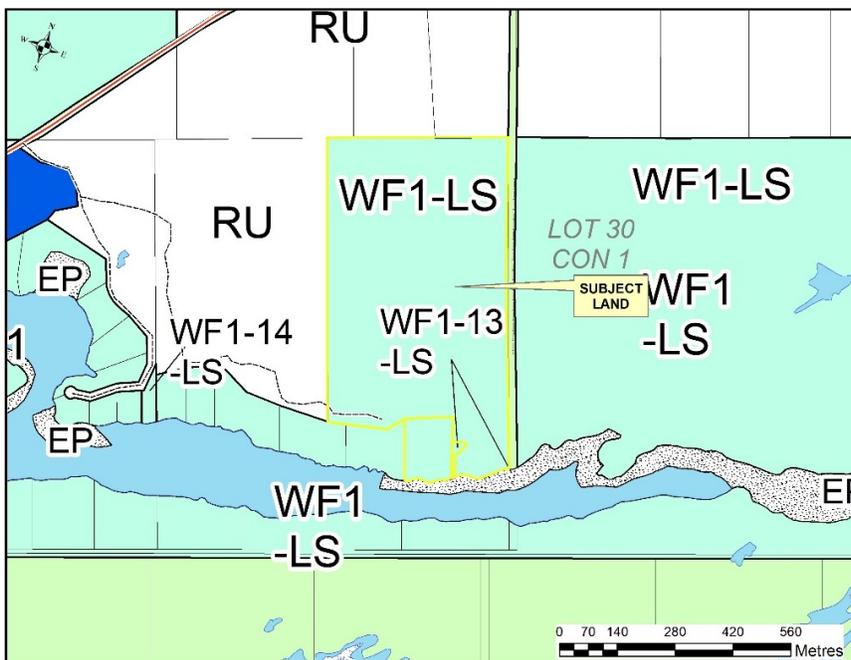
The proposed consent will grant right-of-way over the Anderson lands in part of Lot 21 Concession 1 and part of Part 5, plan 42R-18213 (as shown by hatching) to the Hall driveway.

The proposed access will avoid topographic constraints and allow the construction of a driveway to a future building site. Approximate building locations are shown below.



Zoning

The subject lands are zoned Waterfront Residential 1 – Limited Services (WF1-LS). There is Type 1 fish habitat (EP) identified on the shoreline. However, there is no new lot creation proposed as a result of this application.



RECOMMENDATION

That the consent to grant a right-of-way over the Anderson lands in part of Lot 21 Concession 1 and part of Part 5, plan 42R-18213 as applied for by James Anderson and Sandra Patterson in Application No. B36 2024(W) be approved subject to the following:

- 1) Payment of any applicable fees.

Respectfully,



Patrick Christie, C.P.T.

PARRY SOUND AREA PLANNING BOARD

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

Memo to Whitestone Council and The Parry Sound Area Planning Board

**CONSENT APPLICATION NO. B33 2024(W) - 10002133875 Ontario Inc.
(William Rootham-Roberts) - 3 McDonald Drive**

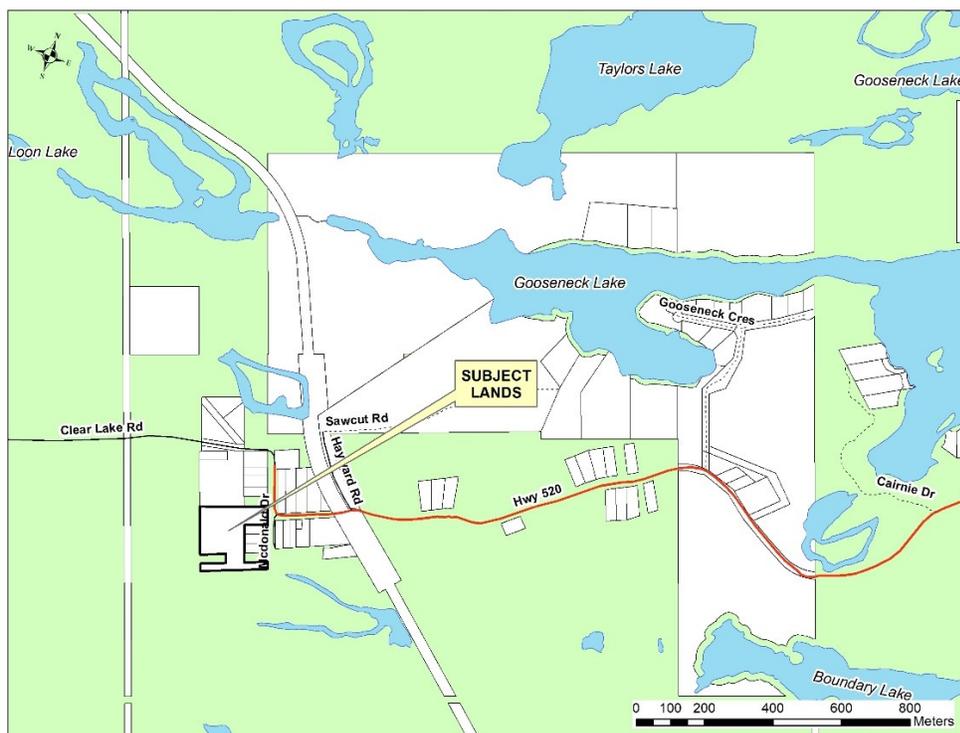
PART OF LOT 10, CONCESSION 1 - MUNICIPALITY OF WHITESTONE

Rolls # 493904000101004

October 2, 2024

BACKGROUND / PURPOSE

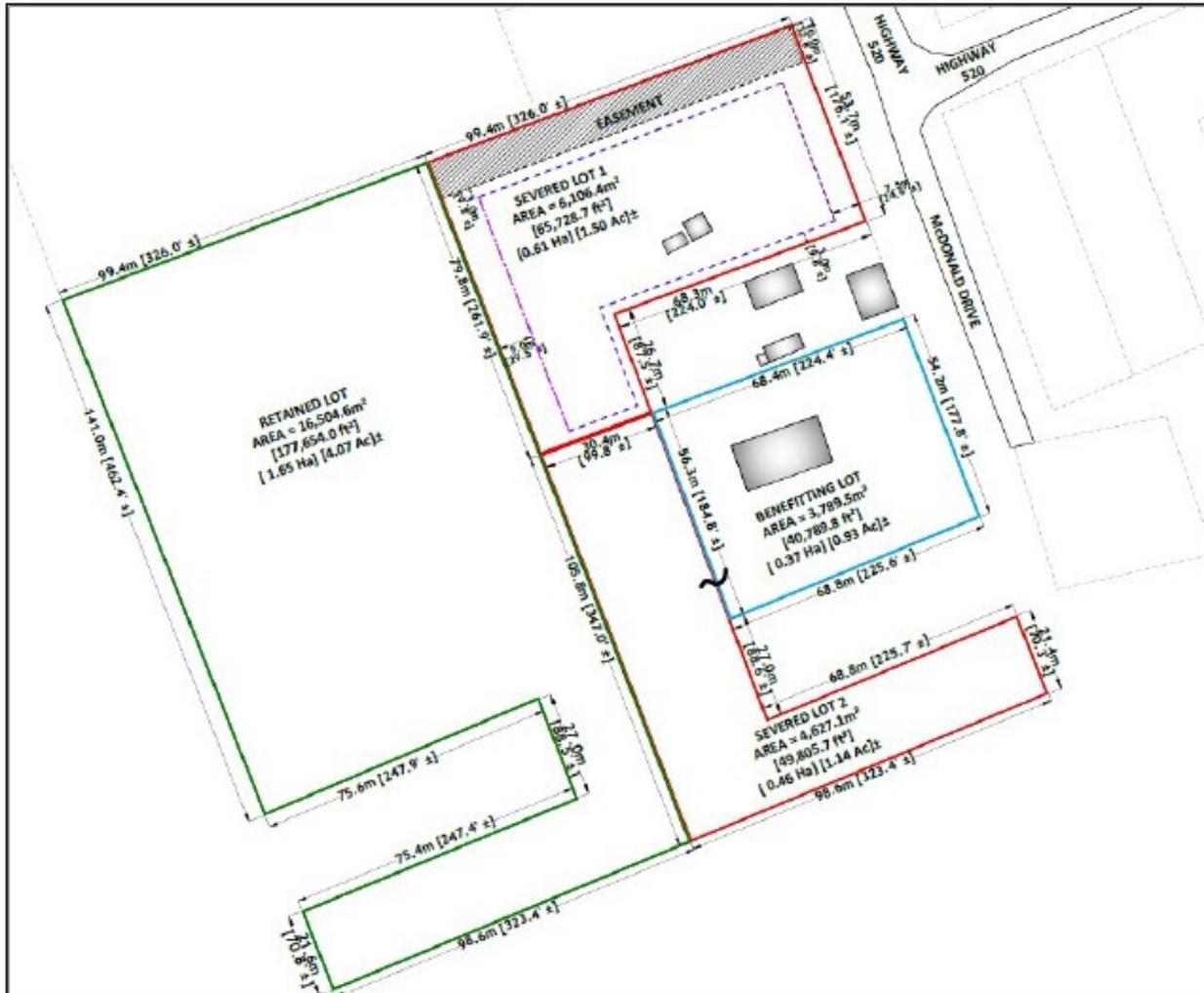
10002133875 Ontario Inc. (William Roberts) is the owner of 3 McDonald Drive in the community of Ardbeg.



PROPOSED CONSENT

This application proposed a reconfiguration of the irregular parcel as follows:

1. A lot addition to 9 McDonald Drive (zoned Commercial (C1)).
2. The creation of a new commercial lot fronting on McDonald Drive.
3. An easement to the retained lands from McDonald Drive.



The application is accompanied by a comprehensive planning justification report by Planscape in support of the consent and rezoning of the subject lands from the Rural Residential (RR) zone to the Commercial (C1) zone.

PROPOSED EASEMENT

The proposed retained lot will be left with access to McDonalds Drive via an easement over proposed severed lot 1. The Municipalities zoning by-law states as follows:

“

3.26 Frontage on Public Road or Street

No person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected fronts upon an open public highway maintained year-round by the Municipality or public authority, except in:

- c) a commercial or industrial zone, the lot may front upon a private road or right-of-way having a minimum width of 20 metres;

Given the limited lot frontage on McDonalds Drive, the required 20 metres wide easement may not be possible. If council and the Planning Board wish to support the proposed easement and lot creation, the 10 metres wide easement could be allowed as part of the rezoning process.

RECOMMENDATION

That the Municipality and the Planning Board support the proposed consent for a lot addition, the creation of one (1) new commercial lot and an easement at 3 McDonald Drive in the community of Ardbeg as applied for by William Roberts in Application No. B33 2024(W) subject to the following:

1. Payment of a Parkland dedication fee in accordance with the Municipality's fee By-Law;
2. Receiving adequate 911 addressing for the lots;
3. Rezoning the subject lands from Rural Residential (RR) to the Commercial (C1) zone and a Commercial (C1) Exception zone to allow a 10 metre wide easement to the Retained lands; and
4. Payment of all applicable planning board fees.

Respectfully,



Patrick Christie, C.P.T.

July 11, 2024

Parry Sound Area Planning Board
1 Mall Drive – Unit #2
Parry Sound, ON P2A 3A9

Via Email: psapb@vianet.a

And

Michelle Hendry, CAO, Clerk
Municipality of Whitestone
21 Church Street
Dunchurch, ON P0A 1G0

Via Email: michelle.hendry@whitestone.ca

To Whom it may Concern:

**REFERENCE: Consent (severance) and Zoning Amendment Applications,
Part Lot 10, Con. 1 (Burton), Municipality of Whitestone**

Please find enclosed a consent application package and a zoning amendment application package, being submitted on behalf of our client, Will Rootham-Roberts (1000213875 Ontario Inc.), for property located at 3 McDonald Drive in Ardbeg, in the Municipality of Whitestone. In support of the applications, we are providing:

- a completed Consent application form;
- a completed Zoning application form;
- a signed Owner's Authorization;
- a scaled consent (severance) sketch and a proposed zoning sketch;
- a planning justification report; and
- a copy of the parcel register and Certificate of Corporation.

The application fee will be provided by the Owner.

The pre-consultation meeting with the Township was held September 19, 2023; no pre-consult notes were received.

Please contact me if you have any questions or require any additional information.

Yours truly,

PLANSCAPE INC.



Stefan Szczerbak, M.Sc, MCIP, RPP
Principal

Atts.

PARRY SOUND AREA PLANNING BOARD - APPLICATION FOR CONSENT
1 Mall Drive, Unit #2, Parry Sound, Ontario P2A 3A9 (Phone 705-746-5216)

No. B _____

1. Applicant Information

Name of Applicant _____
 Address _____

 Postal Code _____
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.2 Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 12, if the applicant is not the owner.

Name of Owner _____
 Address _____

 Postal Code _____
 E-mail Address _____

Home Tel No. **█ █**
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)

Name of Contact _____
 Address _____

 Postal Code _____
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

2. Purpose of this Application (check appropriate box)

2.1 Type and purpose of transaction for which application is being made

- creation of a new lot lot additions easement right-of-way lease
 correction of title charge other (specify, e.g., partial discharge of mortgage)

Explain: _____

3. Name of person(s) (purchaser, lessee, mortgage, etc.) to whom land or interest is intended to be transferred, charged or leased, if known and specify relationship to present owner, if any.

3.1 Lot 1 _____ Lot 2 _____ Lot 3 _____

4. Location of the Subject Land Roll / PIN No.(s) _____

4.1 Municipality _____ Lot(s) No.(s) _____ Concession No. _____
 Street Name and No. _____ M-Plan No. _____ Lot(s) _____
 Registered Plan No. Part(s) _____ Parcel No. _____

5. Easements or restrictive covenants

5.1 Are there any easements or restrictive covenants affecting the subject land? NO YES

If YES, describe the easement or covenant and its effect:

6. Description of Lands to be Divided and Servicing Information (Complete each subsection)

6.1

	Frontage (m)	Depth (m)	Area (ha)	Existing Uses	Proposed Uses	Existing Structures	Proposed Structures
Retained Lot							
Lot Addition							
Right-of-way							
Benefiting Lot							
Severed Lot 1							
Severed Lot 2							
Severed Lot 3							

6.2 Access (check appropriate space)

	Name	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Provincial Highway						
Municipal (maintained all year)						
Municipal (Seasonal)						
Other public road						
Right of way						
Water Access						

If Water Access Only

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Parking and docking facilities to be used					
Approximate distance of these facilities from the subject land					
The nearest public road					

6.4 Water Supply (enter in appropriate space - **E** for Existing or **P** for Proposed)

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated piped water system					
Privately owned and operated individual well					
Privately owned and operated communal well					
Other public road					
Lake or other waterbody					
Other means					

6.5 Sewage Disposal - enter in appropriate space - **E for Existing or P for Proposed**

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated sanitary sewage system					
Privately owned and operated individual septic tank					
Privately owned and operated communal well					
Privately owned and operated communal septic system					
Privately owned and operated communal septic system					
Privy					
Other means					

7. Official Plan

7.1 What is the current designation of the subject land in the Official Plan: _____

8. Current Application

8.1 Has the land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act.

- YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application and/or Plan No.

8.2 Has the land ever been the subject of a consent under section 53 of the Planning Act.

- YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

8.3 Is the subject land currently the subject of an official plan amendment, zoning by-law, a Minister's zoning order, a minor variance, an approval of a plan of subdivision or a consent.

- YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

8.4 Are there additional consents being applied for on these holdings simultaneously with this application, or being considered for the future?

- YES NO UNKNOWN

9. Original Parcel

9.1 Has any land been severed from the parcel originally acquired by the owner of the subject land.

- YES NO UNKNOWN

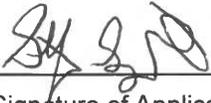
If **YES**, and if known, specify the date of the transfer, the name of the transferee and the land use on the severed land. _____

10. Affidavit / Sworn Declaration

The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the Town of Bracebridge this 11th day
of July 2024

I, Stefan Szczerbak of the Town of Bracebridge in the
County/District/Regional Municipality of Muskoka solemnly declare that all the statements
contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing
that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT.**



Signature of Applicant or Agent

DECLARED BEFORE ME at the Town of Bracebridge in the
District of Muskoka this 11th day
of July 2024.



A Commissioner of Oaths

**Wanda Adriana Roloson,
a Commissioner, etc., Province of
Ontario, for Planscape Inc.
Expires April 17, 2026.**

11. Authorizations

11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, Will Rootham-Robert, signing officer for 1000213875 Ontario Inc.
am the owner of the land that is the subject of this application for Consent
and/or Zoning By-law Amendment and I authorize Planscape Inc. to make this application on
my behalf.

Date July 11 2024 Signature of Owner Will Roberts X
I have the authority to bind the corporation.

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, 1000213875 Ontario Inc., am the owner of the land that is the subject of this application for
Consent and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize
Planscape Inc., as my agent for this application, to provide any of my personal information that
will be included in this application or collected during the processing of the application.

Date _____ Signature of Owner Will Roberts X
I have the authority to bind the corporation.
January 2023

12. Consent of the Owner (this section must be completed for the application to be processed)

12.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Date _____ Signature of Owner Will Roberts X
I have the authority to bind the corporation.

13. Additional Fees

The applicant hereby agrees:

- (a) to reimburse the Parry Sound Area Planning Board for any costs incurred in processing this application which are above and beyond the amount of the application fee; and
- (b) to pay all costs legal and otherwise, that may be incurred by the Parry Sound Area Planning Board with respect to an OLT Hearing, that may be held as a result of this application for a consent and to provide a deposit for such costs at least 45 days prior to any scheduled hearing.

Date _____ Signature of Owner Will Roberts X

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PLANNING JUSTIFICATION REPORT

**In Support of an Application for
Consent and Zoning Amendment
(William Rootham-Roberts)**

Municipality of Whitestone

July 3, 2024

Prepared For:
William Rootham-Roberts

Prepared By:
Jillian Snider
Stefan Szczerbak

PLANSCAPE



BUILDING COMMUNITY THROUGH PLANNING

PLANNING JUSTIFICATION REPORT

In Support of an Application for Consent and Zoning Amendment (William Rootham-Roberts)

Contents

Introduction	1
Site Description.....	1
Context:.....	1
Surrounding Uses:.....	3
Existing Site Characteristics:	3
Proposal:.....	4
Policy Context:	5
The Planning Act, R.S.O. 1990.....	5
Provincial Policy Statement, 2020	6
Growth Plan for Northern Ontario	10
Municipality of Whitestone Official Plan:	10
Municipality of Whitestone Zoning Bylaw:.....	18
Conclusion:	20

Introduction

PLANSCAPE Inc. was retained by Mr. Rootham Roberts (herein referred to as “the Owner”) in May, 2024 to consider severing a parcel of land to be added to a neighbouring lot and the creation of one new lot, together with a concurrent zoning application to rezone the severed and lands from Rural Residential (RR) to a more appropriate General Commercial (C1) Zone to promote additional local commercial development opportunities in the community of Ardbeg.

Site Description

Context:

The subject property is municipally known as 3 McDonald Drive, located in Ardbeg, approximately 32 kilometers north of Parry Sound at the western-most point of Highway 520. The subject property has frontage primarily on McDonald Drive, and also along Clear Lake Road at the intersection of Highway 520. The property also has limited frontage at its south-east corner on what could be an extension of McDonald Drive. A photo for context can be found in **Figures 1 & 2**.

The subject property is municipally known as 3 McDonald Drive and legally described as Part Lot 10 Concession 1 Burton, Municipality of Whitestone. It is approximately 2.74 ha. (6.77 ac.) in size, with a total of 75 m of frontage on McDonald Drive and Highway 520.

The lands are primarily covered in thick vegetation and is not considered a significant woodland or Area of Natural and Scientific Interest. There are a number of storage buildings on the north-east corner of the site and vehicle car storage located behind the existing lots located at # 5 and #9 McDonald Drive. An arial photograph of the subject property can be seen in **Figure 2**.

Figure 1: Site Context

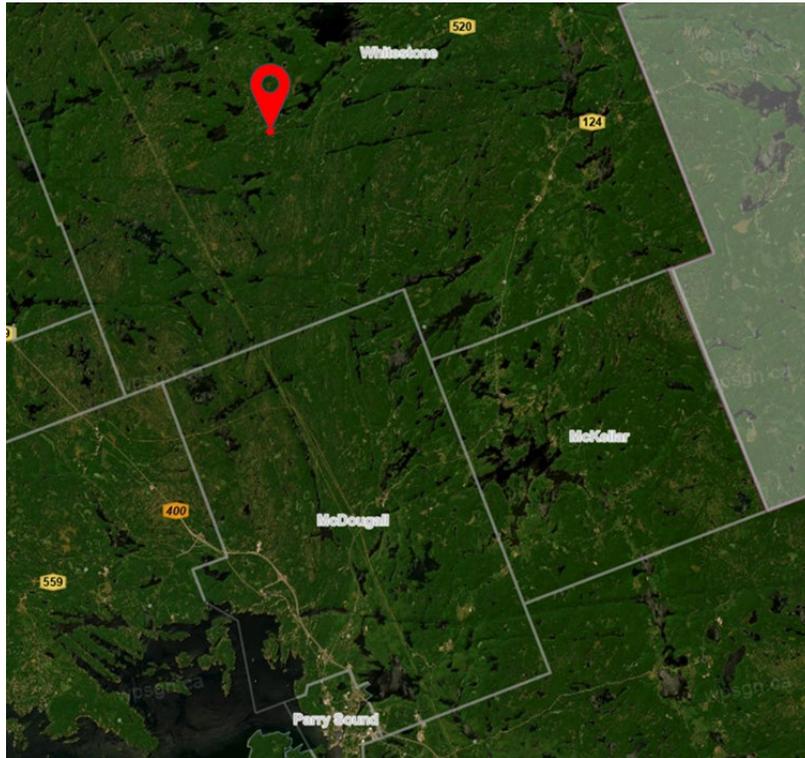


Figure 2: Aerial Photograph



Surrounding Uses:

North: Adjacent to the north of the site are residential properties with a low-density, single-detached typology. Further north is primarily Crown Lands, with limited waterfront residential, rural and environmental protection areas dispersed throughout. North-west of the site is the head of Nesbitt Trail, a scenic hiking trail which crosses Crown Lands to Clear Lake. The CN rail also runs due north of the site.

East: Adjacent to the east of the site is the community of Ardbeg. Directly adjacent to the east is the Whitestone Fire Station, which is zoned General Commercial (C1) and includes a helicopter pad, alongside low-density, single-detached residential properties. The community of Ardbeg also includes a restaurant and general store, which sits at the corner where Highway 520 and the CN rail-line meet. Highway 520 also runs due east of the site.

South: Directly adjacent to the south of the site are Crown Lands, with an identified wetland area. Further to the south, approximately 42.3 km by car, is Parry Sound.

West: Adjacent to the west of the site are Crown Lands, which are considered Enhanced Management Areas. Clear Lake is also West of the site, which has limited Waterfront Residential properties and is accessible year-round by Clear Lake Road or the Nesbitt hiking trail.

Existing Site Characteristics:

The subject property is established as a Rural Residential Lot with an existing garage, outer storage building and car parking. The majority of the lot is vacant and is characterized by a mix of deciduous and evergreen trees. The non-vegetated portion of the site runs along McDonald Drive and in-behind the abutting neighbors and is primarily mowed grass and gravel.

The topography of the site is relatively flat, with a slight downward slope on the southern portion of the site, as can be seen in **Figure 3**.

Figure 3: Topography



Proposal:

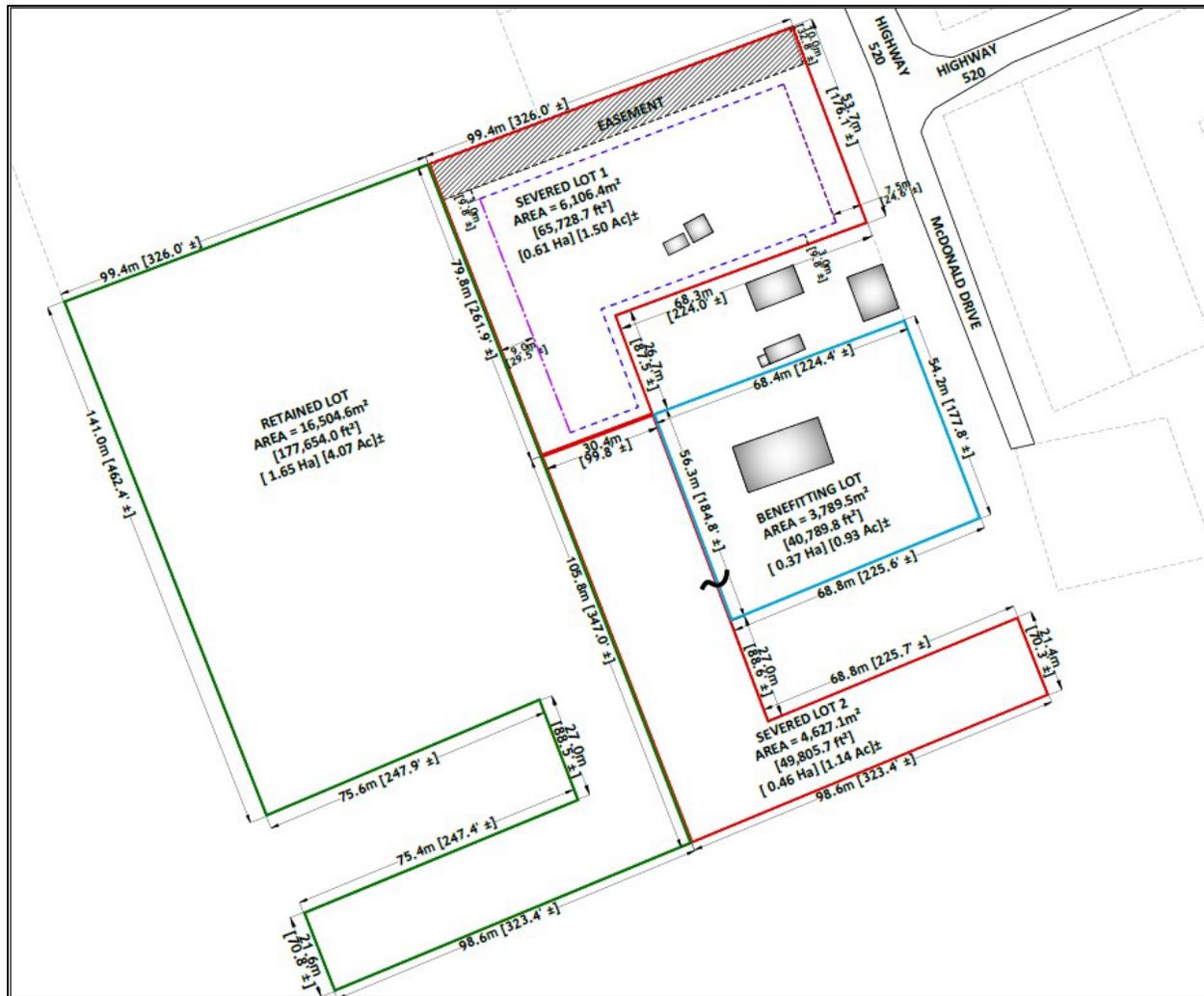
These applications (**Figure 4**) will provide a 0.46 hectare (1.14 ac.) parcel to be added to the neighbouring lot known as 9 McDonald Drive, sever a new 0.61 hectare (1.5 ac.) lot with existing frontage along Hwy 520/McDonald Drive and retain approximately 1.65 acres together with an easement leading out to Hwy 520/Clear Lake Rd (see Table 1.). The severed lot will be rezoned from the current Rural Residential (RR) Zone to the General Commercial (C1) Zone and the retained lot will also be rezoned to permit limited commercial uses, as this property will only have an easement to the municipal road.

TABLE 1.

SUBJECT LOT	FRONTAGE	AREA
SEVERED LOT	53.7 metres (176 ft.)	0.61 hectares (1.5 ac.)
LOT ADDITION	21.4 metres (70 ft.)	0.46 hectares (1.14 ac.)
RETAINED LOT	10 metre (32.8 ft.) easement	1.65 hectares (4 ac.)
TOTAL	75.1 metres (246 ft)	2.72 hectares (6.72 ac.)

BENEFITTING LOT	FRONTAGE	AREA
EXISTING	54.2 metres (177 ft.)	0.37 hectares (0.93 ac.)
LOT ADDITION	21.4 metres (70 ft.)	0.46 hectares (1.14 ac.)
NEW TOTAL	75.6 metres (248 ft.)	0.83 hectares (2.07 ac.)

Figure 4: Severance Sketch



Policy Context:

The Planning Act, R.S.O. 1990

The Planning Act is provincial legislation that sets out the ground rules for land use planning in Ontario. It describes how land uses may be controlled, and who may control them.

All development that requires *Planning Act, R.S.O. 1990* (herein referred to as “the Act”) approval must have regard to those matters outlined in Section 2 of the Act and must be consistent with the PPS. Section 2 states:

The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest.

In our opinion, the matters of Provincial interest in Section 2 of the Act have been properly addressed.

Under 53(1) an owner or agent may apply for, and be granted, a consent if a plan of subdivision is not necessary for the proper and orderly development of the municipality. The Municipality of Whitestone states in Section 8.0 – ‘General Development Policy’ of their Official Plan, that consents for the creation of a limited number of new lots will be permitted where it can be demonstrated that a plan of subdivision is unnecessary for the property development of the land and where the consent conforms to the general development pattern of the area.

In our opinion, a plan of subdivision is not required for this request, as the severances are straightforward and do not require any supplemental technical reports. The proposed lots also follow the general development patterns in the community.

Provincial Policy Statement, 2020

The Provincial Policy Statement, 2020 (PPS) identifies provincial planning interests. Development applications are required to be consistent with provincial policy statements.

The subject property is located within the “Rural Area” as defined by the PPS. The rural policy section of the PPS recognizes the importance, diversity and character of Ontario’s rural areas. The PPS identifies that Northern Ontario’s natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province. The Rural Areas and Rural Lands policies envision development, including limited lot creation that can be adequately serviced.

Section	PPS Text	Conformity
1.1	1.1.1 Healthy, livable and safe communities are sustained by: <ul style="list-style-type: none"> a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; c) avoiding development and land use patterns which may cause 	1.1.1 <ul style="list-style-type: none"> a) The severances efficiently utilize land within the community of Ardbeg. c) The severances do not pose environmental, public health or safety concerns.

Section	PPS Text	Conformity
	<p>environmental or public health and safety concerns;</p> <p>d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;</p> <p>1.1.3.1 Settlement areas shall be the focus of growth and development.</p> <p>1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:</p> <p>a) efficiently use land and resources;</p> <p>b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;</p> <p>c) minimize negative impacts to air quality and climate change, and promote energy efficiency;</p> <p>f) are transit-supportive, where transit is planned, exists or may be developed; and</p> <p>g) are freight-supportive.</p> <p>Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment.</p>	<p>d) The severances do not prevent further expansion within the community of Ardbeg. The community and subject property are surrounded by Crown Lands and are not serviceable by public water and sewer, which limits the community's expansion ability.</p> <p>1.1.3.1: The severances are within the designated community of Ardbeg.</p> <p>1.1.3.2</p> <p>a) The proposed severances represent an efficient use of land and resources.</p> <p>b) The proposed severances appropriately use private water and sewer services and do not hinder growth on the periphery of Ardbeg.</p> <p>c) The proposed use is not expected to have a negative impact on the environment.</p> <p>f) The proposed severances are transit and freight supportive, as they sit along Highway 502.</p> <p>g) See f).</p> <p>Commercial space within the community of Ardbeg provides a wide range of uses and opportunities.</p>
1.1.4	<p>1.1.4.1 Healthy, integrated and viable rural areas should be supported by:</p> <p>a) building upon rural character, and leveraging rural amenities and assets.</p>	<p>a) The severances maintain the character of the rural settlement area, by emulating the existing development pattern of Ardbeg. The proposed commercial use</p>

Section	PPS Text	Conformity
	<p>f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;</p> <p>1.1.4.2 In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.</p>	<p>aligns with the adjacent property to the East.</p> <p>f) A commercial use within Ardbeg provides economic and employment opportunities within the community.</p> <p>The proposed severances are within the rural community of Ardbeg. Settlement areas are listed within the Whitestone Official Plan.</p>
1.6	<p>1.6.9.1 Planning for land uses in the vicinity of airports, rail facilities and marine facilities shall be undertaken so that:</p> <p>a) their long-term operation and economic role is protected; and</p> <p>b) airports, rail facilities and marine facilities and sensitive land uses are appropriately designed, buffered and/or separated from each other, in accordance with policy 1.2.6.</p>	<p>The subject property is approximately 235 m. from an active rail-line. The proposed use of the proposed severances will not affect the long-term operation or economics of the rail-line.</p>
1.8	<p>1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:</p> <p>b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;</p> <p>c) focus major employment, commercial and other travel-intensive land uses on sites which are well served by</p>	<p>b) The proposed use of the subject property supports active transportation between residential and employment by providing a mix of uses in the community of Ardbeg.</p> <p>c) The subject property's location along Highway 520, that serves</p>

Section	PPS Text	Conformity
	<p>transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;</p> <p>e) encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;</p>	<p>well for the transportation of goods and services.</p> <p>e) The introduction of new commercial uses within the community of Ardbeg intensifies one of the very few communities within the Municipality of Whitestone. This mix of uses also aligns with the use of the adjacent property to the east.</p>
2.1	<p>2.1.3 Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.</p> <p>2.1.4 Development and site alteration shall not be permitted in:</p> <p>a) significant wetlands in Ecoregions 5E, 6E and 7E1; and</p> <p>b) significant coastal wetlands.</p> <p>2.1.5 Development and site alteration shall not be permitted in:</p> <p>a) significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E1;</p> <p>b) significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)1;</p> <p>c) significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)1;</p> <p>d) significant wildlife habitat;</p> <p>e) significant areas of natural and scientific interest; and</p>	<p>2.1.3 There is no natural heritage system identified on the subject lands.</p> <p>2.1.4-5: The subject property is not located within a significant wetland, ecoregion, coastal wetland, valleyland, significant wildlife habitat, or area of natural and scientific interest.</p>

Section	PPS Text	Conformity
	<p>f) coastal wetlands in Ecoregions 5E, 6E and 7E1 that are not subject to policy 2.1.4(b).</p> <p>2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.</p>	<p>2.1.8: The subject property is located adjacent to a wetland that is within an enhanced management area on Crown Lands. These lands are a conservation reserve within ecological site district 5E-7. The proposed severance is located beyond 120 metres from this feature.</p>

After reviewing the 2020 PPS in its entirety, it is our professional opinion that the proposal is consistent with the applicable policies. Where required, studies will be undertaken to ensure compatibility with surrounding uses.

Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario, released March 3, 2011, is a 25-year plan that provides guidance to align provincial decision-making and investment for economic and population growth in Northern Ontario. The Plan contains policies to guide decision-making about growth that promote economic prosperity, sound environmental stewardship, and strong, sustainable communities that offer northerners a high quality of life.

Section 6.1 explains that the natural environment is not just important as the basis for a strong economy, it also supports the health, quality of life and identity of northerners. Spectacular natural areas are considered a unique and irreplaceable part of Northern Ontario's heritage. The Plan supports sustainable development of natural resources and recognizes the need for climate change mitigation and adaptation.

This concurrent lot addition and lot creation is consistent with the Growth Plan for Northern Ontario. The retained and resultant lots are large in size and preserve the unique natural area of Northern Ontario. The rezoning is also consistent with surrounding uses.

Municipality of Whitestone Official Plan:

The Municipality of Whitestone Official Plan describes how lands will be used and developed and includes a series of goals and objectives. The Official Plan implements the policies of the District Official Plan and the provincial policy. Under the Municipality of Whitestone Official Plan,

the subject property is within the community area of Ardbeg and is considered patented land within the Municipality (**Figure 5**).

Figure 5: Official Plan Schedule



Section	Official Plan Text	Conformity
5.0	<p>Objectives of the Plan:</p> <ul style="list-style-type: none"> 5.03 Promoting additional growth in the recreational and residential areas that is sustainable, responsible and appropriate to meet a growing demand for such development in the Municipality; 5.04 Encouraging the orderly development of commercial and light industrial activities to diversify the economic base in the community and generate job opportunities within the community; 5.05 Ensuring the compatibility of land uses; 5.15 Encourage development that strengthens the communities of Dunchurch, Maple Island, Whitestone and Ardbeg; 	<ul style="list-style-type: none"> The proposed severance creates growth within the community of Ardbeg. The proposed change in use diversifies the community of Ardbeg. The proposed change in use, size and location of the severances is compatible with surrounding uses. The proposed severances do not affect or encroach on the adjacent Crown Lands and reflect the zoning of the adjacent property to the east. The proposed severances strengthen the community of Ardbeg by providing economic and employment opportunities for residents.

Section	Official Plan Text	Conformity
7.0	<p>General Economic Policy:</p> <ul style="list-style-type: none"> 7.01 Whitestone supports local economic pursuits that do not have a significant adverse affect on the natural environment or on sensitive land uses. 7.02 The Municipality wishes to attract new businesses to create new employment opportunities, to diversify the economic base and to convenience its inhabitants with local services. 7.03 Any economic activity that complements the local character of Whitestone and can be shown to be reasonably cost efficient will be supported in principle by the Municipality. 	<ul style="list-style-type: none"> The creation of 3 commercial lots in the community of Ardbeg supports current and future economic pursuits that do not adversely affect the natural environment. The proposed severances and change in zoning will attract business and employment opportunities within the Municipality and community of Ardbeg. The proposed severances complement the local character of the Municipality and are a cost-effective, as they do not require additional services.
8.0	<p>General Development Policy:</p> <ul style="list-style-type: none"> 8.01.1 Land division may proceed by either plan of subdivision or consent in accordance with the Planning Act and the policies contained in this Plan. 8.01.3 Consents for the creation of a limited number of new lots will continue to be the most used land division procedure. Consents will be permitted where it can be demonstrated that a plan of subdivision is unnecessary for the proper development of the land and where the consent conforms to the general development pattern of the area or adjacent plans of subdivision. Consents proposing to create lots in the waterfront areas are subject to the servicing policies set out in this Plan. Consents shall have regard to these items set out under Section 51(24) of the Planning Act. 8.01.4 The land division authority would generally interpret the consent policy on any given application to limit the creation of up to 3 new lots and a retained lot. 	<ul style="list-style-type: none"> These consents are permitted in accordance with the Planning Act. A plan of subdivision is not deemed necessary, as the total number of lots created is below 3. The proposed severances conform to the general development pattern of the area. The proposed severances create 2 new lots and 1 retained.

Section	Official Plan Text	Conformity
	<p>Subsequent applications for consents for these lands may be considered so long as the general principles and standards respecting new lot creation are maintained. Any exceptions to this practise, up or down, may be made in special circumstances where the purpose and intent of the above policy is maintained and the land division authority is satisfied that there is no need, benefit or public interest in proceeding by registered plan of subdivision.</p>	
9.0	<p>9.01: Provincial Highways</p> <ul style="list-style-type: none"> 9.01.1 There are two provincial highways in the Municipality. Council supports the continued maintenance and upgrading of Highways 124 and 520 as provincial highways serving the Municipality. In order to preserve the function and efficiencies of these provincial highways, the number of new entrances should be limited. Any proposed new entrance or any change to the use or design of an existing entrance such that the entrance will require a permit from the Ministry of Transportation will be required to meet operational and safety criteria of the M.T.O. Noise studies may be required for sensitive land uses within 50m of a provincial highway right of way or within 100m of a provincial highway. The M.O.E.C.C. Noise Guidelines, LU-131 Series and the NPCseries Guidelines as well as M.T.O.'s Environmental Guide for Noise (2006) provides guidance on noise studies. <p>9.02 Municipal Roads</p> <ul style="list-style-type: none"> New development must front upon a year round road or a year round cottage road. The road must be publicly maintained except in the following circumstance: 	<ul style="list-style-type: none"> Entrances off highway 520 are not anticipated. The proposed new lots are located on a year-round maintained road. The retained lot will be rezoned to a limited commercial use and a 10 metre right-of-way/easement will provide direct access to McDonald Drive. Proposed entrances will not be on a major road or highway.

Section	Official Plan Text	Conformity
	<p>9.02.4 – a business, or resource use so long as there is a legal right-of-way to the property from a publicly maintained, year round road.</p> <p>9.03 Major Roads:</p> <ul style="list-style-type: none"> • 9.03.1 New development will be encouraged to minimize direct access on to major roads and highways. Where new development is proposed on major roads and highways, internal roads will be preferred, or shared driveways to preserve the efficiency of these road ways. In all instances, new access on to or off of major roads and highways will be required to have adequate sight lines for safety. 	
12.0	<p>Natural Heritage:</p> <ul style="list-style-type: none"> • 12.0.4 No development or site alteration is permitted within Provincially Significant Wetlands or significant coastal wetlands. If development is proposed within or adjacent to other significant natural heritage features, a site assessment is required to determine if those features are present and to determine if further study is required to prevent negative impacts on the feature or its ecological function. • 12.0.5 Adjacent lands are those lands that are within: <ul style="list-style-type: none"> a) 120 metres of: significant habitat of endangered and threatened species; provincially significant wetlands; significant coastal wetlands; significant woodlands and valleylands; Areas of Natural and Scientific Interest (life science); and fish habitat b) 50 metres of Areas of Natural and Scientific Interest (earth science) c) 300 metres of at-capacity inland lake trout lakes on the Canadian Shield. 	<ul style="list-style-type: none"> • 12.0.4: The subject property is not identified as a Provincially Significant Wetland or coastal wetland. • 12.0.5: The subject severance is not within 120m of a significant habitat, 50m of an ANSI or 300m of an at-capacity lake. • 12.02: The subject property is not a wetland, but is adjacent to one. • 12.06: The proposed change in use does not conflict with surrounding uses. The change in use is compatible with the adjacent property to the East, and will not have adverse effects on adjacent residential properties.

Section	Official Plan Text	Conformity
	<p>12.02 Wetlands</p> <ul style="list-style-type: none"> • 12.02.1 The Municipality recognizes the importance of wetlands for fish and wildlife preservation. It is the Municipality's intention to protect wetlands and restrict development on, in or adjacent to, wetlands unless it is demonstrated that there are no adverse impacts on the wetland. • 12.02.3 In accordance with 2.1.3 (b) of the PPS, no development or site alteration is permitted within a provincially significant wetland. Where development and/or site alteration is proposed adjacent to a Provincially Significant Wetland, the Municipality will require a study by a qualified consultant to demonstrate that there will be no negative impacts on the natural features or on the ecological functions of the Provincially Significant Wetland. <p>12.06 Environment</p> <ul style="list-style-type: none"> • 12.06.5 Land Use Change and Land Use Compatibility. <p>Changes in land use must be managed with the utmost care. It is a goal of this Plan that no change in land use should be approved that would lead to land use conflicts as a result of incompatible land uses locating near one another (or as a result of new land uses locating in proximity to other features which might create compatibility issues). Therefore all applications for a change in land use shall be assessed with respect to the compatibility of the proposed new use and the impacts or likely impacts of the change in land use on existing or proposed features and uses within the area. The Approval Authority will ensure, through the application of the following land use compatibility policies of this Plan, and through the application of provincial and</p>	

Section	Official Plan Text	Conformity
	federal policies and guidelines regarding land use compatibility, that no incompatible land uses are permitted within the Municipality.	
14.0	<p>Commercial or Industrial Development:</p> <ul style="list-style-type: none"> • 14.01 The Council of the Municipality of Whitestone supports the establishment of new businesses in all areas to improve employment opportunities and to provide an increased commercial assessment base. • 14.02 As it is difficult to predict where new industrial and commercial development may wish to locate, the designations of commercial and industrial have not yet been applied to any particular areas. Proposed businesses may locate in any designation subject to the following conditions in accordance with M.O.E.C.C.'s D-Series and Noise Guidelines: <ul style="list-style-type: none"> ○ 14.02.1 submission of a report by the applicant describing the use and what measures, if any, that are proposed to mitigate against any impacts: financial; environmental; social; or physical; ○ 14.02.2 an amendment to the zoning by-law; ○ 14.02.3 the filing and approval of a site plan; and ○ 14.02.4 consultation with any relevant agency. 	<ul style="list-style-type: none"> • The proposed change in use provides opportunities for future businesses, including automobile sales establishment and service stations, building supply outlets, motor vehicle sales and service establishment, dryland marinas, boat building and storage establishments, and parking for motor vehicles. • Consultation regarding required studies will be undertaken to locate this commercial designation in the community of Ardbeg.
18.0	<p>Community Areas</p> <ul style="list-style-type: none"> • 18.01 The Municipality of Whitestone has four distinct communities. These include Dunchurch, Maple Island, Whitestone village and the village of Ardbeg. These communities vary in size but they all function similarly in terms of identifying a community of interest, provide a number of non residential service-type uses and 	<ul style="list-style-type: none"> • The subject property is within the community of Ardbeg. • The proposed use of the severed and retained parcels will not have adverse effects on the surrounding residential properties.

Section	Official Plan Text	Conformity
	<p>having a concentration of smaller lot sizes distinct from the rural areas around the communities. In the case of Maple Island and Dunchurch, the communities are partly located on recreational waterbodies.'</p> <ul style="list-style-type: none"> • 18.02 The predominant use for community areas will be single detached dwellings and local commercial uses, institutional uses including churches, schools and community centres. Home occupations and bed and breakfasts will be permitted in the Community designation. • 18.03 In addition to the above, new commercial uses and industrial uses will be permitted in the Community designation subject to the other policies of this Plan and so long as these uses do not interfere with the existing residential dwellings. • 18.04 The minimum lot size for new development in the residential areas will be 1.0 hectares with a minimum frontage of 45 metres on a year round municipal road. • 18.05 No traffic hazards shall be created by the establishment of new driveways on major roadways due to increased traffic or limited sight lines on curves or grades. 	<ul style="list-style-type: none"> • Although the proposed severed and retained lots are below the 1.0 hectare 45m of frontage minimum, the Zoning by-law requires a minimum of 0.3 hectares with 60 metres of road frontage. Regardless, it is also important to review the character of the community and ensure each new lot maintains this character and can accommodate appropriate development, including private wells and private septic systems. • Traffic hazards are not anticipated from the subject property.
19.0	<p>Community Improvement Policies</p> <ul style="list-style-type: none"> • 19.03 To achieve the community improvement objectives of this Plan, improvements will be identified based on one or more of the following criteria: <ul style="list-style-type: none"> ○ proposed commercial developments. 	<ul style="list-style-type: none"> • The severing of this large lot in the community of Ardbeg and change in zoning to General Commercial achieves the community improvement objective for commercial development in this plan.

After reviewing the Municipality of Whitestone Official Plan, we believe the proposal for one new commercial lot and a lot addition to add land to a neighboring lot, together with the concurrent rezoning to General Commercial (C1) meets the general intent and purpose of the applicable policies.

Municipality of Whitestone Zoning Bylaw:

The subject property is currently zoned Rural Residential (RR) within the community of Ardbeg. The new lot will be rezoned to the General Commercial (C1) and the retained lot will be proposed to a limited “C1” Zone as indicated below (Figure 6).

Figure 6: Zoning Schedule



Section	Zoning By-law Policy	Compliance
3	General Provisions: a) 3.26 Frontage on Public Road or Street No person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected fronts upon an open public highway maintained year-round by the Municipality or public authority, except in: a. A commercial or industrial zone, the lot may front upon a private road or right-of-way having a minimum width of 20 metres	<ul style="list-style-type: none"> The subject property has frontage on a public maintained year-round road.
8	General Commercial (C1) Zone b) 8.01 Uses Permitted No person shall within the General Commercial (C1) Zone, use any lot, or erect, alter or use any building or structure for any purpose except one or more of the following uses: a) Residential Uses	<ul style="list-style-type: none"> The intended use of this property is unknown at present.

Section	Zoning By-law Policy	Compliance
	<ul style="list-style-type: none"> ○ a dwelling unit or units permitted under the provisions of this By-law; ○ a bed and breakfast establishment; ○ converted dwelling; or - a garden suite. <p>b) Commercial Uses</p> <ul style="list-style-type: none"> ● Various uses (total of 53) including, but limited to: ● Retail store; ● Custom workshop ● Restaurant ● Boarding house ● Business or professional office ● Hotel ● Service station ● Clinic ● Building supply outlet ● Parking lot ● an automobile sales establishment and service station subject to the requirements of this By-law; ● a motor vehicle sales and service establishment; ● a parking garage, structure or lot; - a public garage; ● a boat building or storage establishment; ● a parking area for motorized vehicles; among other uses; ● etc. <p>c) Institutional Uses</p> <ul style="list-style-type: none"> ● Church; ● Community hall; ● Park; ● Etc. <p>8.02 Zone Standards:</p> <ul style="list-style-type: none"> ● Any building or structure permitted under Section 8.01 shall comply with the following provisions except as otherwise provided for in Section 3, General Provisions. <ul style="list-style-type: none"> a) Minimum Lot Frontage: 60m b) Minimum Lot Area (Commercial): 0.3 ha. c) Minimum Lot Depth: 40m d) Minimum Front Yard (Commercial): 7.5m e) Minimum Interior Side Yard (Commercial): 3m 	<ul style="list-style-type: none"> ● Due to the 10 metre wide easement providing access to the retained lot, only the following limited commercial uses shall be permitted: <p>Retail store, custom workshop, restaurant, contractor's yard, business or professional office, parking, boat building or storage establishment, Campground, bed and breakfast, convenience store, and/or other similar uses.</p> <ul style="list-style-type: none"> ● Each new lot has sufficient room to create a building envelope outside of these zoning standards.

Section	Zoning By-law Policy	Compliance
	f) Minimum Exterior Side Yard: 9m g) Minimum Rear Yard: 9m h) Minimum Building Area (Commercial): n/a i) Maximum Lot Coverage: 25%	

The proposed consent application and change in zoning to General Commercial (C1) is appropriate given the precedingly outlined zoning requirements.

Conclusion:

This project contemplates the creation of one new commercial lot and the severance of land to be added to the neighbouring property. A rezoning is required to permit future commercial uses on the subject lands. The policies which guide development in the Whitestone and in the small community of Ardbeg, recognize and support lot severance and development for new community commercial uses as long as policy standards are met.

The proposal conforms to the direction provided in the PPS, the Growth Plan for Northern Ontario and the Municipality of Whitestone Official Plan for these types of applications. The character of this area will not change.

Respectfully submitted,

PLANSCAPE INC.



Stefan Szczerbak, M.Sc, MCIP, RPP
 Principal

PLANSCAPE INC.



Jillian Snider, B.A., MPL Candidate
 Junior Planner

CONSENT AGENDA



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***DRAFT* Regular Council Meeting Minutes**
Tuesday June 18, 2024, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

- Present:** Mayor George Comrie
Councillor Janice Bray
Councillor Joe Lamb
Councillor Scott Nash (left meeting at 7:10 p.m.)
Councillor Brian Woods (left meeting at 7:10 p.m.)
- Staff:** Michelle Hendry, CAO / Clerk
David Creasor, Manager of Public Works (10:00 a.m. to 4:15 p.m.)
Maneesh Kulal, Treasurer / Tax Collector (10:00 a.m. to 11:00 a.m.)
Paula Macri, Planning Assistant (10:00 a.m. to 3:00 p.m.)
Wendy Schroeder, Deputy Clerk
Bob Whitman, Fire Chief (10:00 a.m. to 5:30 p.m.)
- Consultants and Guests:** Patrick Christie, C.P.T., Parry Sound Area Planning Board (via Zoom)
Carl Pahapill, Pahapill and Associates Professional Chartered Accountants
Rebecca MacDonald, Pahapill and Associates Professional Chartered Accountants (via Zoom)
- Other Guests:** 5 in person
9 via Zoom

1. Roll Call and Call to Order 10:03 a.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. 2024-225

Moved by: Councillor Nash

Seconded by: Councillor Woods

WHEREAS the Members of Council have been presented with an Agenda for the June 18, 2024 Regular Council meeting,

BE IT RESOLVED THAT the Agenda for this meeting be adopted with the addition of the following:

- 5.4 Draft Encroachment By-law
Attachment 5.4.1

- 12. Correspondence (requested by Mayor Comrie)

Parry Sound Downtown Business Association – Thank you letter for donation to 2024 Maple Syrup Festival

Carol Marks and Jim Ellis – concern regarding effect on permanent residents of Traffic and Parking By-law

and

- 15. Closed Session
 - 15.2.6 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)

Staffing matter (requested by CAO/Clerk Hendry)

Resolution No. 2024-226

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone amend the motion to approve the agenda by removing Item 11.7 and the proposed addition of the two items of correspondence in Item 12.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray		X	
Mayor Comrie		X	

Carried

Resolution No. - None
Moved by: Mayor Comrie
Seconded by:

THAT Item 11.6 - Ardbeg Firehall, discussion regarding proposed HVAC upgrades, be removed from the Agenda.

The motion died due to the absence of a seconder.

Resolution No. 2024-225 (as amended by Resolution No. 2024-224)
Moved by: Councillor Nash
Seconded by: Councillor Woods

WHEREAS the Members of Council have been presented with an Agenda for the June 18, 2024 Regular Council meeting,

BE IT RESOLVED THAT the Agenda for this meeting be adopted with the addition of the following:

5.4 Draft Encroachment By-law
Attachment 5.4.1

and

15. Closed Session

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

Staffing matter (requested by CAO/Clerk Hendry)

and with the removal of Item 11.7, Magnatawan Pioneer Association proposal for Leasing of a Shore Road Allowance, Bolger Landing. Report from Mayor Comrie.

Recorded vote requested by Mayor Comrie

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie		X	

Carried

4. Presentations and Delegations

- 4.1 Pahapill and Associates Professional Chartered Accountants
Municipality of Whitestone draft 2023 Consolidated Financial Statements
Carl Pahapill and Rebecca McDonald

Matters Arising from Presentations and Delegations

Resolution No. 2024-227

Moved by: Councillor Lamb
Seconded by: Councillor Bray

THAT Council for the Municipality of Whitestone does hereby accept the draft 2023 Consolidated Financial Statements as presented by Pahapill and Associates Professional Chartered Accountants.

Recorded vote requested by Councillor Lamb

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie	X		

Carried

Move into Committee of the Whole

Resolution No. 2024-228

Moved by: Councillor Woods
Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 11:02 p.m.

Carried

5. Committee of the Whole

5.1 Planning Matters

- 5.1.1 Consent Application B19/2024(W), JENNINGS, Susan and JOHNSON, Randy
- Memorandum from the Parry Sound Area Planning Board dated June 4, 2024

5.2 Draft Trailer By-law

- 5.2.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

5.3 **Traffic and Parking By-law**

5.3.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

5.4 **Draft Encroachment By-law**

5.4.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

Reconvene into Regular Meeting

Resolution No. 2024-229

Moved by: Councillor Lamb

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 12:52 p.m.
Carried

Recess 11:23 a.m. to 11:35 a.m.

Matters arising from Committee of the Whole

Resolution No. 2024-230

Moved by: Councillor Lamb

Seconded by: Councillor Nash

5.1 **Planning Matter**

5.1.1 Consent Application B19/2024(W), JENNINGS, Susan and JOHNSON, Randy

- Memorandum from the Parry Sound Area Planning Board dated June 4, 2024

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B19/2024(W) – Jennings, Susan and Johnson, Randy 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** the applicants' solicitor confirms in writing that the transferred lands merge in title with the benefitting lands

2. **THAT** all applicable planning board fees be paid to the Parry Sound Area Planning Board.

Recorded vote as per Procedural By-law 80-2023 Section 3.19

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-231

Moved by: Councillor Woods

Seconded by: Councillor Bray

5.2 **Draft Trailer By-law**

5.2.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

THAT the Council of the Municipality of Whitestone receives for information the DRAFT Trailer By-law and the Memorandum from CAO/Clerk Hendry dated June 18, 2024; and

THAT Council of the Municipality of Whitestone directs no further work is required on this By-law at this time.

Carried

Recess 12:52 p.m. to 1:32 p.m.

Resolution No. 2024-232

Moved by: Councillor Woods

Seconded by: Councillor Nash

5.3 **Traffic and Parking By-law**

5.3.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

THAT the Council of the Municipality of Whitestone receives for information the Traffic and Parking By-law and the Memorandum from CAO/Clerk Hendry dated June 18, 2024; and

THAT the Council of the Municipality of Whitestone adopts By-law 33-2024, substantially in the form as presented on June 18, 2024, being a By-law to regulate traffic and to govern and control the parking of Vehicles, Boats,

Camping Units, and Trailers in the Municipality of Whitestone and to repeal By-laws 25-2010 and 38-2016.

Recorded vote requested by Mayor Comrie

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Mayor Comrie		X	
			Carried

Resolution No. 2024-233

Moved by: Councillor Nash

Seconded by: Councillor Woods

5.4 **Draft Encroachment By-law**

5.4.1 Memorandum from CAO/Clerk Hendry dated June 18, 2024

THAT the Council of the Municipality of Whitestone receives for information the DRAFT Encroachment By-law and the Memorandum from CAO/Clerk Hendry dated June 18, 2024.

Carried

Move into Public Meeting

Resolution No. 2024-234

Moved by: Councillor Bray

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone moves into the Public Meeting at 1:48 p.m.

6. Public Meeting

6.1 Naming of Private Road "Margaret's Way"

6.1.1 Memorandum from Paula Macri, Planning Assistant dated June 10, 2024

Reconvene into Regular Meeting

Resolution No. 2024-235

Moved by: Councillor Woods

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone reconvenes into the Regular Meeting at 1:56 p.m.

Matters arising from Public Meeting

Resolution No. 2024-236

Moved by: Councillor Woods

Seconded by: Councillor Nash

- 6.1 Naming of Private Road "Margaret's Way"
 - 6.1.1 Memorandum from Paula Macri, Planning Assistant dated June 10, 2024

THAT the Council of the Municipality of Whitestone receives for information the Memorandum from Paula Macri, Planning Assistant dated June 10, 2024.

Carried

7. Consent Agenda

Resolution No. 2024-237

Moved by: Councillor Woods

Seconded by: Councillor Bray

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 Special Council Meeting Minutes of May 14, 2024
 - 7.1.2 Regular Council Meeting Minutes of May 21, 2024
 - 7.1.3 Cemetery Board Meeting Minutes of May 2, 2024
- 7.2 Unfinished Business (listed on pages 6 to 9)

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

- 7.1.1 Special Council Meeting Minutes of May 14, 2024
- 7.1.2 Regular Council Meeting Minutes of May 21, 2024

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

- 7.1.3 Cemetery Board Meeting Minutes of May 2, 2024
- 7.2 The Unfinished Business listed on pages 6 to 9 of the June 18, 2024 Council Meeting Agenda

Carried

8. Accounts Payable

Resolution No. 2024-238

Moved by: Councillor Woods

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$370,692.80 for the period ending June 10, 2024.

Carried

9. Staff Reports

Resolution No. 2024-239

Moved by: Councillor Lamb

Seconded by: Councillor Nash

9.1 Report PW-2024-07

Proposed privately owned utility line beneath municipal roadway at 117 Farley's Road

THAT the Council of the Municipality of Whitestone receives Report PW-2024-07 (Proposed privately owned utility line beneath municipal roadway at 117 Farley's Road) for information; and

THAT the Council of the Municipality of Whitestone requests that staff develop a formal agreement with TME Properties INC (TME) for the installation of a septic line approximately 2" in diameter under the municipal roadway at 117 Farley Road; and

THAT the Mayor and CAO/Clerk be authorized to sign the agreement; and

THAT the agreement to be registered on the property title.

Resolution No. 2024-240

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone recommends that Requirement #3 of the Staff Report (insurance coverage) not be included in the agreement, without precedent or prejudice.

Carried

Resolution No. 2024-239 (as amended by Resolution No. 2024-240)

Moved by: Councillor Lamb

Seconded by: Councillor Nash

9.1 Report PW-2024-07

Proposed privately owned utility line beneath municipal roadway at 117 Farley's Road

THAT the Council of the Municipality of Whitestone receives Report PW-2024-07 (Proposed privately owned utility line beneath municipal roadway at 117 Farley's Road) for information; and

THAT the Council of the Municipality of Whitestone requests that staff develop a formal agreement with TME Properties INC (TME) for the installation of a septic line approximately 2" in diameter under the municipal roadway at 117 Farley Road; and

THAT the Mayor and CAO/Clerk be authorized to sign the agreement; and

THAT the agreement to be registered on the property title; and

THAT Requirement #3 of the Staff Report (insurance coverage) not be included in the agreement, without precedent or prejudice.

Carried

10. **By-laws**

Resolution No. 2024-241

Moved by: Councillor Lamb

Seconded by: Councillor Woods

10.1 **THAT** By-law No. 31-2024, being a By-law to name a Private Road within the Corporation of Municipality of Whitestone and to Amend By-law No. 34-2002 is hereby passed this 18th day of June, 2024.

Carried

Resolution No. 2024-242

Moved by: Councillor Woods

Seconded by: Councillor Bray

10.2 **THAT** By-law No. 32-2024, being a By-law to close and stop up that Part of the Original Shore Road Allowance along the shores of Wahwashkesh Lake, in front of Lot 28, Concession 5 in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound designated as Part 1, Plan 42R-22475 and to sell Part 1, Plan 42R-22475, is hereby passed this 18th day of June, 2024.

Recorded vote as per Procedural By-law 80-2023 Section 3.19

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-243

Moved by: Councillor Woods

Seconded by: Councillor Nash

- 10.3 **THAT** By-law No. 33-2024, being a By-law to regulate traffic and to govern and control the parking of Vehicles, Boats, Camping Units, and Trailers in the Municipality of Whitestone and to repeal By-law 25-2010 and 38-2016, is hereby passed substantially in the form as presented, this 18th day of June, 2024.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie		X	

Carried

11. Business Matters

Resolution No. 2024-244

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 11.1 Whitestone Environmental Stewardship Committee
Resignation of Councillor Bray

BE IT RESOLVED THAT the Council for the Municipality of Whitestone receives the resignation of Councillor Janice Bray from the Whitestone Environmental Stewardship Committee, and thanks her for her time on the committee.

Carried

Resolution No. 2024-245

Moved by: Councillor Nash

Seconded by: Councillor Bray

- 11.2 Whitestone Environmental Stewardship Committee
Council Member Appointment

BE IT RESOLVED THAT Councillor Brian Woods is hereby appointed as Council Representative to the Whitestone Environmental Stewardship Committee for the duration of the 2022-2026 term of Council.

Carried

Resolution No. 2024-246

Moved by: Councillor Lamb

Seconded by: Councillor Nash

- 11.3 Motion to Reconsider Resolution No. 2023-561, passed December 12, 2023 (requested by Councillor Lamb)
Per Notice of Reconsideration approved by Resolution No. 2024-216 at the Regular Council Meeting of May 21, 2024

WHEREAS the Council of the Municipality of Whitestone passed Resolution No. 2023-364 on July 18, 2023 as follows:

Resolution No. 2023-364

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

- 11.1 Memorandum
Farley's Road Boat Launch, General Public Use

THAT the Council of the Municipality of Whitestone receives for information Memorandum, Farley's Road Boat Launch, General Public Use; and

THAT the Council of the Municipality of Whitestone approves the use of the Farley's Road Boat Launch for shared use between the deeded access properties and day use only Public Parking; and

THAT Staff be requested to install signage to designate the two distinct parking areas as soon as practical; and

THAT the current By-law 25-2010, being a By-Law to regulate traffic and to govern and control the parking of vehicles in the Municipality of

Whitestone be updated to reflect the above referenced direction of Council.

Recorded Vote:

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray	X		
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	absent from the meeting		
Mayor, George Comrie	X		

AND WHEREAS the Council of the Municipality of Whitestone passed Resolution No. 2024-216 at the Regular Council meeting of May 21, 2024 to move to reconsider Resolution No. 2023-364 in respect of the reference to 'day use only' Public Parking;

NOW THEREFORE BE IT RESOLVED THAT Resolution No. 2023-364 from the July 18, 2023 Regular Council meeting be revised to read as follows:

THAT the Council of the Municipality of Whitestone receives for information Memorandum, Farley's Road Boat Launch, General Public Use; and

THAT the Council of the Municipality of Whitestone approves the use of the Farley's Road Boat Launch for shared use between the deeded access properties and Public Parking; and

THAT Staff be requested to install signage to designate the two distinct parking areas as soon as practical.

Carried

Mayor Comrie relinquished the Chair to Deputy Mayor Lamb

Resolution No. 2024-247

Moved by: Councillor Bray

Seconded by: Mayor Comrie

- 11.4 Resolution of support from May 21, 2024 Regular Council meeting
Goderich – Request of Legislative Amendments to Improve Municipal Code of Conduct

WHEREAS the Town of Goderich passed the following Resolution at their April 8, 2024 Town Council Meeting:

WHEREAS all Ontarians deserve and expect a safe and respectful workplace; and

WHEREAS municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst municipal members of councils across Ontario; and

WHEREAS these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

WHEREAS municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

WHEREAS municipal governments have limited abilities in their toolkit to adequately enforce compliance with municipal Codes of Conduct; and

WHEREAS the most severe penalty that can be imposed on a municipal member of council is the suspension of pay for 90 days, even when egregious acts are committed and substantiated; and

WHEREAS AMO has called on the government to table and pass legislation that reflects the following recommendations:

- Updating municipal Codes of Conduct to account for workplace safety and harassment.
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province.
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner.
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office;

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

1. The Town of Goderich supports the call of action the Association of Municipalities of Ontario (AMO) has submitted to the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and
2. Be It Further Resolved That the legislation encompasses the Association of Municipalities of Ontario's letter of recommendations which includes options

for enforcing compliance by council members with municipal Codes of Conduct such as;

- Updating municipal Codes of Conduct to account for workplace safety and harassment.
 - Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario.
 - Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the Province.
 - Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
 - Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and
3. Be It Further Resolved That a copy of this Motion be sent to the Hon. Doug Ford, Premier of Ontario, the Hon. Graydon Smith, MPP Parry Sound - Muskoka, and the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, and Ontario municipalities.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone declares their support of the Town of Goderich’s resolution requesting the Province to introduce legislation to strengthen municipal Codes of Conduct and compliance with them, in consultation with municipal governments; and

THAT this Resolution of support be forwarded to Hon. Doug Ford, Premier of Ontario, the Hon. Graydon Smith, MPP Parry Sound - Muskoka, and the Hon. Paul Calandra, Minister of Municipal Affairs and Housing

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb		X	
Councillor Nash		X	
Councillor Woods		X	
Mayor Comrie	X		

Defeated

Mayor Comrie resumed the Chair

Resolution No. 2024-248

Moved by: Councillor Bray

Seconded by: Councillor Woods

11.5 Resolution of support from May 21, 2024 Regular Council meeting

Township of the Archipelago – Public Health Ontario’s proposition to phase out free provincial water testing services

WHEREAS the Township of the Archipelago passed the following Resolution at their April 19, 2024 Town Council Meeting:

WHEREAS the Ontario Auditor General's annual report on public health from December 2023 indicates that Public Health Ontario is proposing the phasing-out of free provincial water testing services for private drinking water; and

WHEREAS free private drinking water testing services has played a pivotal role in safeguarding public health, particularly in rural communities, including the entire Township of the Archipelago, that rely predominantly on private drinking water; and

WHEREAS the removal of free private drinking water testing could lead to a reduction in testing, potentially increasing the risk of waterborne diseases in these vulnerable populations; and

WHEREAS the tragic events in Walkerton, Ontario underscored the critical importance of safe drinking water.

NOW THEREFORE BE IT RESOLVED that The Township of The Archipelago hereby requests that the Province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services.

FURTHER BE IT RESOLVED that this resolution be sent to all Ontario municipalities, Minister of Environment Conservation and Parks, Minister of Health, North Bay Parry Sound District Health Unit, Graydon Smith, MPP Parry Sound-Muskoka.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone declares their support of the Township of the Archipelago’s resolution requesting that the Province reconsider and ultimately decide against the proposed phasing-out of free private drinking water testing services; and

THAT this Resolution of support be forwarded to Hon. Doug Ford, Premier of Ontario, the Hon. Graydon Smith, MPP Parry Sound - Muskoka, the Hon. Sylvia Jones, Minister of Health, and the North Bay Parry Sound District Health Unit.

Carried

Resolution No. 2024-249

Moved by: Councillor Lamb

Seconded by: Councillor Nash

11.6 Ardbeg Firehall, discussion regarding proposed HVAC upgrades

WHEREAS the Council of the Municipality of Whitestone approved a 2024 Capital Budget item: HVAC Improvements to Fire Station 2 (Ardbeg) per the 2023 Steinhoff report and supported by the Chief Building Official, in the amount of \$7,000; and

WHEREAS Council believes there may be a less expensive option to consider that will address air quality in Fire Station 2 (Ardbeg);

NOW THEREFORE BE IT RESOLVED THAT Fire Chief Bob Whitman and Public Works Manager David Creasor be requested to consider alternate and less expensive options and report back to Council in Q3 with recommendations.

Mayor Comrie relinquished the Chair to Deputy Mayor Lamb

Resolution No. 2024-250

Moved by: Mayor Comrie

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone does amend the last paragraph of Motion at Item 11.6 to read as follows:

“NOW THEREFORE BE IT RESOLVED THAT staff be requested to consider alternative and less expensive options to address the HVAC Issue identified at Fire Station 2.”

Recorded vote requested by Mayor Comrie

	Yeas	Nays	Abstain
Councillor Nash		X	
Councillor Woods		X	
Mayor Comrie	X		
Councillor Bray		X	
Deputy Mayor Lamb		X	

Defeated

Mayor Comrie resumed the Chair

Resolution No. 2024-249

Moved by: Councillor Lamb

Seconded by: Councillor Nash

11.6 Ardbeg Firehall, discussion regarding proposed HVAC upgrades

WHEREAS the Council of the Municipality of Whitestone approved a 2024 Capital Budget item: HVAC Improvements to Fire Station 2 (Ardbeg) per the 2023 Steinhoff report and supported by the Chief Building Official, in the amount of \$7,000; and

WHEREAS Council believes there may be a less expensive option to consider that will address air quality in Fire Station 2 (Ardbeg);

NOW THEREFORE BE IT RESOLVED THAT Fire Chief Bob Whitman and Public Works Manager David Creasor be requested to consider alternate and less expensive options and report back to Council in Q3 with recommendations.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods			X
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie		X	

Carried

11.7 Item 11.7 removed from Agenda as per Resolution No. 2024-225, Approval of Agenda - Revised

Resolution No. 2024-251

Moved by: Councillor Nash

Seconded by: Councillor Woods

11.8 Method of distribution of digital documents to members of Council

WHEREAS the Council of the Municipality of Whitestone has discussed staff-created documents, that members of Council may require / want in order to assist members in carrying out their elected positions; and

THAT in the past staff members have sometimes not provided digital documents in formats such as Word or Excel, which could have assisted members of Council on providing comments back to staff members on items such as draft By-Laws, draft budgets or other items for which staff members have requested Council members input; and

THAT to assist Municipality of Whitestone Council members carry out their elected duties in the twenty first century and digital age;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone hereby directs staff to provide digital document(s) in their native format (such as Word, Excel, PDF), which can allow members of Council to highlight, track changes and create comments for Council members' use and /or to assist when providing comments and / or feedback to staff members or other Council members.

Resolution No. 2024-252

Moved by: Councillor Lamb

Seconded by: Councillor Bray

Motion that this matter be deferred to the July 18, 2024 Regular Council Meeting.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash		X	
Councillor Woods		X	
Mayor Comrie	X		

Deferred

Clerks Note: Item 11.8 is deferred to the July 16, 2024 Regular Council Meeting

Resolution No. 2024-253

Moved by: Councillor Nash

Seconded by: Councillor Woods

11.9 Request to stand down the WahWashKesh Task Force

WHEREAS the Council of the Municipality of Whitestone approved the Terms of Reference for the WahWashKesh Landings Task Force at the November 19, 2018 Regular Council Meeting by Resolution No. 2018-368; and

WHEREAS the Terms of Reference notes the estimated completion date to be December 31, 2019; and

WHEREAS the Terms of Reference notes the Term of Appointments - Until the Task Force has completed its work and has been stood down by Council; and

WHEREAS the Terms of Reference notes “Legislated or other mandate approved by Council – To Investigate potential improvements to parking and docking on WahWashKesh Lake”; and

WHEREAS the Municipality of Whitestone undertook major improvements to the Parking Area in the year 2019 under Capital Works; and

WHEREAS the Council of the Municipality of Whitestone agreed to assume ownership of the docks and associated structures at Bennett’s Bay Landing and Indian Narrows Landing, at the April 16,2024 Regular Council meeting by Resolution No. 2024-167; and

WHEREAS the Council of the Municipality of Whitestone, at the Regular Council meeting of April 4, 2023, defeated Resolution No. 2023-169, being a resolution to approve implementation of a system of enforced permit parking at the WahWashKesh Landings;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone does hereby stand down the WahWashKesh Landings Task Force effective June 19, 2024, and Council thanks all the Task Force Members for their work and contributions to the Task Force.

Carried

12. Correspondence

Resolution No. 2024-254

Moved by: Councillor Lamb

Seconded by: Councillor Bray

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 10 of the May 21, 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:

Item C – Callander – request that the Province resume the MPAC assessment cycle to ensure stability and predictability of property taxes

Item F – LEA Consulting – Notice of Study – Rehabilitation of the Highway 124 Whitestone Lake Bridge and Highway 520 Whitestone River Bridge

Carried

Matters arising from Correspondence: None

13. Councillor Items

Councillor Lamb:

- Reported that the Library Board had received a letter from Service Ontario indicating they were conducting a feasibility study of the Library being a satellite office for Service Ontario. CAO/Clerk Hendry will follow up with the Board Chair and the Library CEO
- Asked if anyone on Council had been subpoenaed to be present at a court hearing of the Magnatawan Pioneers' Association – no Council member indicated they had been served

Councillor Bray

- Reported that the Municipality had received notification the approved ICECAP Milestones 2 and 3
- Attended meeting and trade show on June 6, 2024 at the Stockey Centre with Mayor Comrie and CAO/Clerk Hendry
- Complimented Georgian Bay Biosphere on the information it provides to the community in regards to climate change initiatives

Councillor Woods

- Pointed out the Welcome to Whitestone 2024 Community Directory, produced by the Whitestone Conservation Association, indicates that recycling is mandatory in the Municipality and was asking if that is the case. Staff will research and send an email to Council with the answer.

Curfew

Resolution No. 2024-255

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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 June 18, 2024 Regular Council Meeting past the allotted time of seven (7.0) hours and continues for an additional one hour(s).

Carried

14. Questions from the Public - None

15. Closed Session

Resolution No. 2024-256

Moved by: Councillor Lamb

Seconded by: Councillor Bray

Adjourn to Closed Session

THAT this meeting be adjourned into a Closed Session meeting at 6:08 p.m. for the following matters:

- 15.1 Closed Session Minutes of the Special Council meeting of May 14, 2024
- 15.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
 - 15.2.1 Volunteer Application for the Library Board
 - 15.2.2 Volunteer Application for the Fire and Rescue Department
 - 15.2.3 Volunteer Application for the Fire and Rescue Department
 - 15.2.4 Volunteer Application for the Fire and Rescue Department
 - 15.2.5 Volunteer Application for the Fire and Rescue Department
 - 15.2.6 Staffing Matter
- 15.3 Labour relations or employee negotiations, pursuant to Ontario Municipal Act, Section 239. (2) (d)
 - 15.3.1 Human Resources Matter – Verbal update from CAO/Clerk Hendry
- 15.4 Educational or training sessions pursuant to Ontario Municipal Act, Section 239 (3.1):

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

 - 1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

15.4.1 Discussion to establish the framework for a training session / Council Workshop

15.5 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)

15.5.1 Training session proposal to be negotiated with a consultant / potential service provider

Carried

Councillors Nash and and Councillor Woods left the meeting during the discussion of 15.3.1 at 7:10 p.m.

Reconvene to Regular Meeting

Resolution No. 2024-257

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT this meeting be reconvened to a Regular Meeting at 7:24 p.m.

Matters arising from Closed Session

Resolution No. 2024-258

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.1 Closed Session Minutes of the Special Council meeting of May 14, 2024

THAT the Council for the Municipality of Whitestone hereby approves the Closed Session Meeting Minutes for the Special Council meeting of May 14, 2024.

Carried

Resolution No. 2024-259

Moved by: Councillor Lamb

Seconded by: Councillor Bray

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

15.2.1 Volunteer Application for the Library Board

THAT the Council of the Municipality of Whitestone hereby approves the appointment of Abby Taylor to the Library Board.

Carried

Resolution No. 2024-260

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.2.2 Volunteer Application to the Fire and Rescue Department

THAT the Council of the Municipality of Whitestone hereby approves of the appointment of Thomas Nichols as a probationary Firefighter/First Responder in training, in the Whitestone Fire Rescue Department; and

THAT subject to completion of mandatory training and one year of successful probation, Thomas Nichols may move up as a regular Firefighter/First Responder in the Whitestone Fire Rescue Department.

Carried

Resolution No. 2024-261

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.2.3 Volunteer Application to the Fire and Rescue Department

THAT the Council of the Municipality of Whitestone hereby approves of the appointment of Connor Heffernan as a probationary Firefighter/First Responder in training, in the Whitestone Fire Rescue Department; and

THAT subject to completion of mandatory training and one year of successful probation, Connor Heffernan may move up as a regular Firefighter/First Responder in the Whitestone Fire Rescue Department.

Carried

Resolution No. 2024-262

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.2.4 Volunteer Application to the Fire and Rescue Department

THAT the Council of the Municipality of Whitestone hereby approves of the appointment of Elizabeth Byrne as a probationary Firefighter/First Responder in training, in the Whitestone Fire Rescue Department; and

THAT subject to completion of mandatory training and one year of successful probation, Elizabeth Byrne may move up as a regular Firefighter/First Responder in the Whitestone Fire Rescue Department.

Carried

Resolution No. 2024-263

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.2.5 Volunteer Application to the Fire and Rescue Department

THAT the Council of the Municipality of Whitestone hereby approves of the appointment of Paulius Putrimas as a probationary Firefighter/First Responder in training, in the Whitestone Fire Rescue Department; and

THAT subject to completion of mandatory training and one year of successful probation, Paulius Putrimas may move up as a regular Firefighter/First Responder in the Whitestone Fire Rescue Department

Carried

15.3 Human Resources Matter – Verbal update from CAO/Clerk Hendry was addressed in closed session.

15.4 Not discussed or addressed by Council

15.5 Not discussed or addressed by Council

16. Confirming By-law

Resolution No. 2024-264

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT By-law No. 34-2024 being the Confirmatory By-law for the Council meeting of the Municipality of Whitestone on June 18, 2024 is hereby enacted as passed this 18th day of June 2024.

Carried

17. Adjournment

Resolution No. 2024-265

Moved by: Councillor Lamb

Seconded by: Councillor Bray

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 7:29 p.m. until the Regular Council Meeting of Tuesday, July 16, 2024 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Michelle Hendry

CAO/Clerk



DRAFT Regular Council Meeting Minutes
Tuesday, July 16, 2024, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

Present: Mayor George Comrie
Councillor Janice Bray
Councillor Joe Lamb
Councillor Scott Nash (via Zoom, audio only)
Councillor Brian Woods

Staff: Michelle Hendry, CAO/Clerk
Maneesh Kulal, Treasurer / Tax Collector (11:30 a.m. to 12:30 p.m.)
Paula Macri, Planning Assistant
Wendy Schroeder, Deputy Clerk
Bob Whitman, Fire Chief (Via Zoom, audio only)

Consultants: Patrick Christie, PSAPB

Other Guests: 4 via Zoom
1 in person

1. Roll Call and Call to Order 10:10 a.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. 2024-271
Moved by: Councillor Lamb
Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the July 16, 2024 Regular Council meeting,

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

Amendment proposed by Councillor Nash

Resolution No. 2024-272
Moved by: Councillor Nash
Seconded by: Councillor Woods

THAT the following two items be removed from the Agenda:

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

15.2 Labour relations or employee negotiations pursuant to Ontario Municipal Act, Section 239. (2) (d)

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray		X	
Councillor Lamb		X	
Mayor Comrie		X	

Defeated

Resolution No. 2024-271

Moved by: Councillor Lamb

Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the July 16, 2024 Regular Council meeting,

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

Recorded vote requested by Councillor Woods

	Yeas	Nays	Abstain
Councillor Woods		X	
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash		X	
Mayor Comrie	X		

Carried

4. Presentations and Delegations – None

Move into Committee of the Whole

Resolution No. 2024-273

Moved by: Councillor Woods

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 10:44 a.m.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

Councillor Nash requested that all votes be recorded votes for the meeting.

After conferring with CAO/Clerk Hendry, Mayor Comrie advised Councillor Nash that each request for a recorded voted needs to be done at the time the motion is being put

5. Committee of the Whole

Planning Matters

5.1.1 Memorandum from Paula Macri, Planning Assistant
Committee of Adjustment Training and Presentation from MHBC
'Planning 101, Committee of Adjustment'

5.1.2 Consent Application B21/2024(W) – GORRIE, Carol Marjorie
Memorandum from Parry Sound Area Planning Board dated June 13, 2024

Councillor Nash requested clarification on the CAO/Clerk ruling in respect to requesting recorded votes

Mayor Comrie advised there was a mechanism to allow for recorded votes and subsequently ruled Councillor Nash out of order on his suggestion of a Point of Order

Councillor Nash appealed Mayor Comrie's suggestion that he may be ruled out of order

Councillor Lamb requested clarification from CAO/Clerk Hendry

Councillor Nash raised a Point of Privilege

CAO/Clerk Hendry requested the meeting be paused with a recess, to obtain clarity with respect to the recorded vote discussion, the Point of Order and the Point of Privilege

RECESS: 11:05 to 11:15

CAO/Clerk Hendry provided her interpretation of Section 3.19 of the Procedural By-law No. 80-2023 in respect to a request for a recorded vote. A request by a member of Council must be made for each individual motion.

Mayor Comrie indicated there would now be a vote on the challenge to the Chair in regard to the Point of Order

Councillor Nash requested a vote on Point of Privilege

Point of Privilege:

Challenge of the Chair on ruling Councillor Nash out of order in respect to his raising a Point of Privilege with the Chair.

The substance and basis of the Point of Privilege was clarified by Councillor Nash

Mayor Comrie provided clarification in respect of the vote: A 'yes' vote indicates support of Councillor Nash's Point of Privilege challenge, a 'no' vote supports the Mayor's ruling that Councillor Nash is out of order.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb		X	
Councillor Nash			X
Councillor Woods			X
Councillor Bray		X	
Mayor Comrie		X	

The Mayor’s decision was supported.

Reconvene into Regular Meeting

Resolution No. 2024-274

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT this meeting be reconvened into the Regular Meeting at 11:28 a.m.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Carried

Matters arising from Committee of the Whole

Resolution No. 2024-275

Moved by: Councillor Woods

Seconded by: Councillor Bray

- 5.1.1 Memorandum from Paula Macri, Planning Assistant
Committee of Adjustment Training and Presentation from MHBC
'Planning 101, Committee of Adjustment'

THAT the Council of the Municipality of Whitestone hereby receives for information the Memorandum from Paula Macri, Planning Assistant (Committee of Adjustment Training and Presentation).

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-276
Moved by: Councillor Lamb
Seconded by: Councillor Woods

5.1.2 Consent Application B21/2024(W) – GORRIE, Carol Marjorie
Memorandum from Parry Sound Area Planning Board dated June 13, 2024

THAT Council of the Municipality of Whitestone support the proposed consent for a right-of-way as applied for by Carol Gorrie in Application No. B21/2024(W) subject to the following:

1. That the 51(26) Consent Agreement between Carol Gorrie and the Municipality of Whitestone registered June 10, 2024 as Instrument Number GB173301 be amended to include the recognition of Parts 5 and 8 on Plan 42R-22421 and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road
2. That all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
3. That all applicable planning and/or legal fees be paid to the Municipality of Whitestone related to the preparation of the Section 51(26) Amended Consent Agreement.

Recorded vote as per Procedural By-law 80-2023 section 3.19

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

6. Public Meeting – None

7. Consent Agenda

Resolution No. 2024-277
Moved by: Councillor Woods
Seconded by: Councillor Bray

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

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

7.1.1 Regular Council Meeting Minutes of June 18, 2024

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

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

Councillor Lamb requested a deferral for review of the content of the June 18, 2024 minutes, Item 11.6.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Mayor Comrie	X		

Deferred

8. Accounts Payable

Resolution No. 2024-278

Moved by: Councillor Woods

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$633,151.16 for the period ending July 8, 2024.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Carried

9. Staff Reports

Resolution No. 2024-279

Moved by: Councillor Woods

Seconded by: Councillor Lamb

9.1 Report PW-2024-08
Award of Slurry Seal Contract

THAT the Council of the Municipality of Whitestone receives Report PW-2024-08 (Tender Award for the Slurry Seal Treatment); and

THAT the Council of the Municipality of Whitestone does hereby award the Slurry Seal Contract to Duncor Enterprises Inc. in the amount of \$87,739.60 plus HST, for work along the Bunny Trail south end, and Farley’s Road north side of bridge.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-280

Moved by: Councillor Bray

Seconded by: Councillor Nash

9.2 Report ADMIN-2024-07
Council Remuneration and Home Office expenses

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2024-07 (Council Remuneration and Home Office Use); and

THAT the Council of the Municipality of Whitestone does hereby endorse in principle an updated Council Remuneration By-law; and

THAT Staff schedule a public meeting as required under Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended for the purposes of presenting an updated Council Remuneration By-law.

Councillor Nash requested a deferral

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Deferred

Resolution No. 2024-281

Moved by: Councillor Woods

Seconded by: Councillor Lamb

9.3 Report FIN-2024-09
Update to Tax Collection Policy

THAT the Council of the Municipality of Whitestone receives report FIN-2024-09 (Update to Tax Collection Policy) for information purposes; and

THAT the Council of the Municipality of Whitestone does hereby approve the amended Tax Collection Policy.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Mayor Comrie	X		

Carried

RECESS: 12:53 to 1:40

Resolution No. 2024-282

Moved by: Councillor Woods

Seconded by: Councillor Lamb

- 9.4 Report ADMIN-2024-08
Road Naming Policy

THAT the Council of the Municipality of Whitestone hereby receives report, ADMIN 2024-08 (Road Naming Policy), for information; and

THAT the Municipality of Whitestone Road Naming Policy be adopted substantially in the form as presented at the July 16, 2024 Council meeting.

Councillor Lamb requested a deferral of the matter

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Deferred

(to August 20, 2024 Regular Council meeting)

Resolution No. 2024-283

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 9.5 Report ADMIN-2024-09
Accountability and Transparency Policy

THAT the Council of the Municipality of Whitestone hereby receives for information report ADMIN 2024-09 (Accountability and Transparency Policy); and

THAT the Council of the Municipality of Whitestone does hereby approve the amended Accountability and Transparency Policy.

Councillor Nash requested a deferral of the matter

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie		X	

Deferred
to August 20, 2024 Regular Council meeting

10. By-laws

Resolution No. 2024-284

Moved by: Councillor Lamb

Seconded by: Councillor Nash

- 10.1 **THAT** By-law No. 36-2024, being a By-law to regulate encroachments on public property in the Municipality of Whitestone, is hereby passed this 16th day of July, 2024, substantially as presented.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-285

Moved by: Councillor Lamb

Seconded by: Councillor Nash

- 10.2 **THAT** By-law No. 37-2024, being a By-law to name and rename public and private roads within the Municipality of Whitestone and to repeal By-law Nos. 34-2002, 21-2011, 30-2019, 39-2023, and 31-2024, is hereby passed this 16th day of July, 2024.

CAO/Clerk Hendry suggested a deferral of the matter (to ensure all roads are named properly in Schedule A)

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Mayor Comrie	X		

Deferred
to September 17, 2024 Regular Council meeting

10.3 **THAT** By-law No. 38-2024, being a By-law to adopt a Road Naming Policy.

Per Resolution 2024-282, this item was deferred to the August 20, 2024 Regular Council meeting

Resolution No. 2024-286

Moved by: Councillor Lamb
Seconded by: Councillor Bray

10.4 **THAT** By-law No. 39-2024, being a By-law to Provide for the Establishment of a Tax Collection Policy and to repeal By-law No. 38-2019, is hereby passed this 16th day of July, 2024.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Nash		X	
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Carried

10.5 **THAT** By-law No. 40-2024, being a By-law to adopt the Accountability, Transparency, and Openness Policy for the Corporation of the Municipality of Whitestone and to repeal By-law No. 11-2022, is hereby passed this 16th day of July, 2024.

Per Resolution 2024-283, this item was deferred to the August 20, 2024 Regular Council meeting

RECESS: 2:50 to 3:08 p.m.

11. Business Matters

Resolution No. 2024-287

Moved by: Councillor Woods
Seconded by: Councillor Bray

11.1 Memorandum from CAO/Clerk Hendry
Re: Request from Councillor Nash to have editing rights and access to protected documents

THAT the Council of the Municipality of Whitestone confirms that when new policies or bylaws, or when existing policies or bylaws are being updated by Staff and Council input is being requested, Staff will supply the draft revised or new document to Council Members (if requested) in an editable Microsoft Word format for the purpose of providing comment or input. Staff will then coordinate the collective comments into one document.

Resolution No. 2024-288
Moved by: Councillor Nash
Seconded by: Councillor Bray

THAT the motion be amended to state that Council be provided draft motions, draft committee agendas and minutes that they are working on with staff.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-287
Moved by: Councillor Woods
Seconded by: Councillor Bray

- 11.1 Memorandum from CAO/Clerk Hendry
Re: Request from Councillor Nash to have editing rights and access to protected documents

THAT the Council of the Municipality of Whitestone confirms that when new policies or bylaws, or when existing policies or bylaws are being updated by Staff and Council input is being requested, Staff will supply the draft revised or new document to Council Members (if requested) in an editable Microsoft Word format for the purpose of providing comment or input. Staff will then coordinate the collective comments into one document, and

THAT Council be provided draft motions, draft committee agendas and minutes that they are working on with staff.

Recorded vote requested by Councillor

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-289
Moved by: Councillor Lamb
Seconded by: Councillor Bray

- 11.2 Notice of Motion to Reconsider:
Resolution No. 2023-561 (December 12, 2023) as amended by Resolution 2024-165, (April 16, 2024) at the August 20, 2024 Regular Council meeting in respect of:

The removal of reference to rail systems / shore dockers to be removed by August 6, 2024

11.2a Motion to Suspend the Procedural By-law

WHEREAS By-law No. 80-2023 Procedural By-law states:

3.2 Suspending Procedural By-law

No provision of this Procedural By-law will be suspended except by a majority vote of Council for each incidence of suspension of the rules. The suspension will apply only to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.

NOW THEREFORE BE IT RESOLVED THAT the procedural By-law No. 80-2023 be suspended in respect of Section 3.22 Voting – Reconsideration in regard to the following components of Section 3.22:

Before a motion to reconsider is heard, the Motion to Reconsider must be added to a future Agenda. The Motion to Reconsider will only be added to the Agenda upon Council’s approval.

The process whereby a Motion to Reconsider is added to a future Agenda is set out below:

- c) The Chair will hold a vote whereby the Members will vote on whether to allow the Motion to Reconsider to be added to a future Agenda;

AND THAT the Council of the Municipality of Whitestone agrees to add the Motion to Reconsider Resolution No. 2023-561 (December 12, 2023) as amended by Resolution 2024-165, (April 16, 2024) in respect of:

The removal of reference to rail systems / shore dockers to be removed by August 6, 2024

to the July 16, 2024 Council Agenda for consideration.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash		X	
Councillor Woods		X	
Councillor Bray	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-290
Moved by: Councillor Lamb
Seconded by: Councillor Bray

11.2b **Proposed Motion for Voting Reconsideration**

WHEREAS the Council of the Municipality of Whitestone passed Resolution No. 2023-561 on December 12, 2023 and amended this Resolution by Resolution No. 2024-165 on April 16, 2024 as follows:

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

4.2 Magnatawan Pioneer Association

WHEREAS the Council of the Municipality of Whitestone had passed Resolution 2023-280 on June 6, 2023 related to private docks, rail systems, winches, trailers and storage containers at "Boat Launches and Lake Access Points" within the municipality that are municipality owned or in which the municipality has a Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF);

AND WHEREAS the Municipality of Whitestone had indicated a date of August 1, 2023 for private docks, private rail / shore docker systems, private storage containers to be removed by owner's;

AND WHEREAS the Municipality of Whitestone following Resolution 2023-280 mailed out a Notice to property owners on Bolger and Kashegaba Lakes of the Resolution;

AND WHEREAS the Council of the Municipality of Whitestone has further heard and reviewed information related to the "Bolger Landing" Access Point for negotiation purposes;

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

THAT Municipal staff draft a formal notification advising the property owner/s on Bolger, Kashegaba and WahWashKesh Lakes:

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

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 off by the Municipality of Whitestone or their Agents with no further formal notice; and

THAT it be confirmed that no trailers are allowed to be parked or stored at any Public Landing within the Municipal owned lands and lands where the Municipality of Whitestone holds a Land Use Permit with the Ministry of Natural Resources and Forestry (MNRF) unless attached to a vehicle, and that if attached to a vehicle, that the trailer can remain no more than 14 days as of August 6, 2024.

THAT the Municipality of Whitestone send out the formal notification letters to property owners on Bolger Lake and Kashegaba Lake in the form of Registered Mail (No required signature) and send to the WahWashKesh property owners by Regular Mail; 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; and

THAT appropriate signage in respect to Trailer Storage/ Parking at public landings be installed as soon as practical

AND WHEREAS Councillor Lamb has requested a voting reconsideration in respect of the reference to 'removal of rail systems / shore dockers being removed by August 6, 2024';

NOW THEREFORE BE IT RESOLVED THAT Resolution No. 2023-561 from the December 12, 2023 Regular Council Resolution as amended by Resolution No. 2024-165 at the April 16, 2024 Regular Council meeting be further amended to read as follows with the changes in the specific sections of the Resolution as amended shown *in red and italics and shown with a line though text recommended to be removed*:

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

THAT any private docks, rail systems / shore dockers, and/or 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 owners' expense.

Recorded vote requested by Councillor Lamb

	Yeas	Nays	Abstain
Councillor Nash		X	
Councillor Woods		X	
Councillor Bray	X		
Councillor Lamb	X		
Mayor Comrie	X		

Carried

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

	Yeas	Nays	Abstain
Councillor Woods		X	
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash		X	
Mayor Comrie	X		

Carried

Resolution No. 2024-292

Moved by: Councillor Lamb

Seconded by: Councillor Bray

- 11.4 Memorandum from CAO/Clerk Hendry
Update regarding By-law No. 33-2024, being a By-law to regulate traffic and to govern and control the parking of Vehicles, Boats, Camping Units, and Trailers

THAT the Council of the Municipality of Whitestone receives for information the memorandum form CAO/Clerk Hendry (Update regarding By-law No.33-2024 Traffic and Parking By-law).

Recorded vote requested by Councillor

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		

Councillor Woods X
Mayor Comrie X

Carried

Resolution No. 2024-293

Moved by: Councillor Woods

Seconded by: Councillor Lamb

11.5 Request from the Maple Island Thrift Shop for withdrawal from reserve for a community donation

THAT the Council of the Municipality of Whitestone does hereby approve the use of Thrift Shop Reserve funds for a donation in the amount of \$1,000.00, to be made on behalf of the Thrift Shop Committee.

Recorded vote requested by Councillor Lamb

	Yeas	Nays	Abstain
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Councillor Bray	X		
Mayor Comrie	X		

Carried

Resolution No. 2024-294

Moved by: Councillor Woods

Seconded by: Councillor Bray

11.6 Request for support of Mobile Seniors Active Living Centres (M-SALC), Community Support Services

THAT the Council of the Municipality of Whitestone does hereby confirm ongoing support of Mobile Seniors Active Living Centres, Community Support Services for the West Parry Sound District which includes 'in-kind' contributions in the form of the use of the Dunchurch Community Centre at no cost for the monthly 'Lunch and Learn' program and the weekly (Monday, Wednesday and Friday) Walk Fit program.

Carried

(Councillor Nash briefly left the meeting and abstained from voting as he was not present for the reading of the motion)

12. Correspondence

Resolution No. 2024-295

Moved by: Councillor Bray

Seconded by: Councillor Lamb

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 8 of the July 16, 2024 Council Meeting agenda,

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

- B. Tweed – request that Province absorb cost of OPP in provincial budget
 - motion to be brought to Council
- G. Magnatawan Pioneer Association – Camera at Bolger Lake dock
 - legal opinion being sought

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods	X		
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Mayor Comrie	X		

Carried

Curfew

Resolution No. 2024-296

Moved by: Councillor Bray

Seconded by: Councillor Woods

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 June 18, 2024 Regular Council Meeting past the allotted time of seven (7.0) hours and continues for an additional one hour(s).

Carried

13. Councillor Items

Councillor Woods:

- Would like residents to know that Council is taking no further steps to pursue a By-law regarding trailer homes on properties
- Requested staff look into having a local rabies clinic, as was done in Years past

Councillor Lamb:

- Reminder of the library book sale August 3
- Would like some clarification added to website regarding parking a trailer By-law as there is some confusion about meaning of Highway

- There have been calls from residents about the contractor hired to cut the roadside grass; apparently, they are cutting milkweed patches despite the Municipality's Monarch Pledge
- Questioned how the recent Free Dinner sponsored by the Recreation Committee, was advertised in McKellar and Magnetawan.
- Congratulated McKellar on the success of their RibFest

Councillor Bray

- Reminded residents of:
 - o Legion Fish Fry August 3, 2024
 - o Library and Church are working together with the BBQ and bake sale and yard sale;
 - o Fall fair August 16 and 17, 2024

14. Questions from the public

RECESS: 5:50 to 6:02 p.m.

15. Closed Session

Adjourn to Closed Session

Resolution No. 2024-297

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT this meeting be adjourned into a Closed Session meeting at 6:02 p.m., for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday June 18, 2024
- 15.2 Labour relations or employee negotiations pursuant to Ontario Municipal Act, Section 239. (2) (d)
 - By-law Enforcement Services – salary and contracted service cost comparisons
 - Recruitment matters
- 15.3 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

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Woods		X	
Councillor Bray	X		
Councillor Lamb	X		

Councillor Nash X
Mayor Comrie X

Carried

Recording paused

Reconvene into Regular Meeting

Resolution No. 2024-298

Moved by: Councillor Bray

Seconded by: Councillor Woods

THAT this meeting be reconvened to a Regular Meeting at 6:51 p.m.

Carried

Recording resumed

Matters arising from Closed Session

Resolution No. 2024-299

Moved by: Councillor Lamb

Seconded by: Councillor Bray

15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday June 18, 2024

THAT the Council of the Municipality of Whitestone does hereby approve the Closed Session Council meeting minutes of Tuesday, June 18, 2024.

Carried

Resolution No. 2024-300

Moved by: Councillor Lamb

Seconded by: Councillor Bray

15.2 Labour relations or employee negotiations pursuant to Ontario Municipal Act, Section 239. (2) (d)

- By-law Enforcement Services – salary and contracted service cost comparisons
- Recruitment matters

THAT the Council of the Municipality of Whitestone requests the CAO/Clerk to proceed with the recruitment process for a By-law Enforcement Officer through an RFP process.

Carried

Resolution No. 2024-301

Moved by: Councillor Woods

Seconded by: Councillor Lamb

15.3 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

THAT the Council of the Municipality of Whitestone requests the CAO/Clerk to work with the West Parry Sound Health Centre to amend and update the 2009 lease agreement for the Whitestone Nursing Station.

Carried

16. Confirming By-law

Resolution No. 2024-302

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT By-law No. 41-2024 being the Confirmatory By-law for the Council meeting of the Municipality of Whitestone on July 16, 2024 is hereby enacted as passed this 16th day of July 2024.

Carried

17. Adjournment

Resolution No. 2024-303

Moved by: Councillor Lamb

Seconded by: Councillor Woods

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 6:55 p.m. until the Regular Council Meeting of Tuesday, August 20, 2024 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Michelle Hendry

CAO/Clerk



DRAFT Regular Council Meeting Minutes
Tuesday, September 17, 2024, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

- Present: Mayor George Comrie
Councillor Janice Bray
Councillor Joe Lamb (arrived at 1:47 p.m.)
Councillor Scott Nash (via Zoom, audio only)
Councillor Brian Woods (via Zoom, audio only)
- Staff: David Creasor, Public Works Manager (11:20 a.m. to 1:45 p.m.)
Paula Macri, Planning Assistant (10:00 a.m. to 3:45 p.m.)
Wendy Schroeder, Deputy Clerk
Bob Whitman, Fire Chief (10:00 a.m. to 2:00 p.m.)
- Consultants: Patrick Christie, C.P.T., Parry Sound Area Planning Board (via Zoom; 10:00 a.m. to 10:45 a.m.)
Dan Hildebrandt, IT Consultant (via Zoom; 11:15 a.m. to 11:35 a.m.)
- Invited Guest: Bill McNiece, Dun-Ahmic and Cramadog Snowriders and Carling Trailblazers
- Other Guests: 4 via Zoom

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

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

3. Approval of the Agenda

Resolution No. 2024-343

Moved by: Councillor Janice Bray

Seconded by: Councillor Scott Nash

WHEREAS the Members of Council have been presented with an Agenda for the September 17, 2024 Regular Council meeting.

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

Carried

4. Presentations and Delegations

Dun-Ahmic Snowriders Snowmobile Club, Cramadog Snowriders and Carling Trail Blazers

- Bill McNiece, President of Dun-Ahmic Snowriders (representing the Clubs noted above)

4.1.1 Dun-Ahmic Snowriders Snowmobile Club, request dated June 17, 2024 in regards to a proposed Memorandum of Understanding (MOU) Prescribed Snowmobile Trail Land Use Permission

4.1.2 Cramadog Snowriders, request dated September 6, 2024 in regards to a proposed Memorandum of Understanding (MOU) Prescribed Snowmobile Trail Land Use Permission

4.1.3 Carling Trail Blazers, request dated September 9, 2024 in regards to a proposed Memorandum of Understanding (MOU) Prescribed Snowmobile Trail Land Use Permission

Matters Arising from Presentations and Delegations

Resolution No. 2024-344

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

4.1, 4.2 and 4.3 Dun-Ahmic Snowriders Snowmobile Club, Cramadog Snowriders and Carling Trail Blazers

WHEREAS the Council of the Municipality of Whitestone supports the area Snowmobile Clubs and the established trail systems;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone requests that staff bring forward separate By-laws to the October Regular Council meeting, to support entering into Memoranda of Understanding regarding prescribed snowmobile trail land use permission for the:

Dun-Ahmic Snowriders Snowmobile Club,
Cramadog Snowriders and
Carling Trail Blazers.

Carried

Move into Committee of the Whole

Resolution No. 2024-345

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 10:20 a.m.

Carried

5. Committee of the Whole

5.1 Planning Matters

5.1.1 Consent Application B32/2024(W) – 2850490 Ontario Inc. (Shaun Brear)

- Memorandum from Parry Sound Area Planning Board dated September 5, 2024

Reconvene into Regular Meeting

Resolution No. 2024-346

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 10:37 a.m.

Carried

Matters arising from Committee of the Whole

Resolution No. 2024-347

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

5.1 Planning Matters

Consent Application B32/2024(W) - 2850490 Ontario Inc. (Shaun Brear)

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B32/2024(W) - 2850490 Ontario Inc. (Shaun Brear) 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; and
2. **THAT** the new lots receive 911 addressing from the Municipality;
3. **THAT** the newly created lots be rezoned from Rural (RU) zone to Rural Residential (RR) zone;
4. **THAT** all applicable planning board fees be paid to the Parry Sound Area Planning Board

Amendment proposed by Councillor Nash

Resolution No. 2024-348

Moved by: Councillor Scott Nash

Seconded by: Councillor Janice Bray

THAT the following condition be added to Resolution No. 2024-347:

5. A notation be placed on title to the severed lots of the adjacent commercial property and the existing sand pit on the adjacent lands.

Recorded vote as per Procedural By-law 83-2024 Section 3.19

	Yeas	Nays	Abstain
Councillor Brian Woods	X		
Councillor Janice Bray	X		
Councillor Joe Lamb (absent)			
Councillor Scott Nash	X		
Mayor George Comrie	X		

Carried

Resolution No. 2024-347 (as amended)

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

5.1 Planning Matters

Consent Application B32/2024(W) - 2850490 Ontario Inc. (Shaun Brear)

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B32/2024(W) - 2850490 Ontario Inc. (Shaun Brear) 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; and
2. **THAT** the new lots receive 911 addressing from the Municipality;
3. **THAT** the newly created lots be rezoned from Rural (RU) zone to Rural Residential (RR) zone;
4. **THAT** all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
5. **THAT** a notation be placed on title to the severed lots of the adjacent commercial property and the existing sand pit on the adjacent lands.

Recorded vote as per Procedural By-law 83-2024 Section 3.19

	Yeas	Nays	Abstain
Councillor Scott Nash	X		
Councillor Brian Woods	X		
Councillor Janice Bray	X		
Councillor Joe Lamb (absent)			
Mayor George Comrie	X		

Carried

6 Public Meeting – none

7 Consent Agenda

Resolution No. 2024-349

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

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 August 20, 2024
 - 7.1.2 Library Board Minutes of May 22, 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 hereby approves the following Council Meeting Minutes:

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes of August 20, 2024

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

- 7.1.2 Library Board Minutes of May 22, 2024; and
- 7.2 Unfinished Business (listed on page 5 to 7 of the agenda)

Carried

8. Accounts Payable

Resolution No. 2024-350

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$266,878.64 for the period ending September 6, 2024

Carried

9. Staff Reports

Resolution No. 2024-351

Moved by: Councillor Janice Bray

Seconded by: Councillor Scott Nash

- 9.1 Report ADMIN-2024-10
RFP 2024-10, By-law Enforcement Services

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-10 (Request for Proposal, Contracted By-law Enforcement Services, RFP-2024-10).

Carried

Resolution No. 2024-352

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

- 9.2 Report ADMIN-2024-11
Community Centre Projector and Projector Screen Options

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-11 (Community Center Projector and Screen Options).

Amendment proposed by Councillor Nash

Resolution No. 2024-353

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

- 9.2 Report ADMIN-2024-11
Community Centre Projector and Projector Screen Options

THAT the Council of the Municipality of Whitestone direct staff to proceed with the best option available not to exceed \$8500.00 and will work with Dan Hildebrandt to have it installed.

Recorded vote requested by Councillor Scott Nash

	Yeas	Nays	Abstain
Councillor Janice Bray	X		
Councillor Joe Lamb (absent)			
Councillor Scott Nash	X		
Councillor Brian Woods	X		
Mayor George Comrie	X		

Carried

Resolution No. 2024-352 (as amended)

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

- 9.2 Report ADMIN-2024-11
Community Centre Projector and Projector Screen Options

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-11 (Community Center Projector and Screen Options); and

THAT the Council of the Municipality of Whitestone direct staff to proceed with the best option available not to exceed \$8500.00 and will work with Dan Hildebrandt to have it installed.

Carried

RECESS 12:15 p.m. to 1:03 p.m.

Resolution No. 2024-354

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

- 9.3 Report FIRE-2024-03
Accredited Superior Tanker Shuttle Service

THAT the Council of the Municipality of Whitestone receives for information Report FIRE-2024-03 (Accredited Superior Tanker Shuttle Service).

Carried

Resolution No. 2024-355

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

- 9.4 Report PW-2024-10
Ardbeg Firehall Ventilation

THAT the Council of the Municipality of Whitestone hereby receives for information Report PW-2024-10 (Ardbeg Firehall Ventilation).

Carried

Councillor Lamb joined the meeting in person 1:47 p.m.

10. By-laws

- 10.1 **THAT** By-law No. xx-2024, being a By-law to enter into an Agreement of Conditions of Approval of Consent B43/2022(W) – SKEBA, Ilona and Christopher Mario, is hereby passed this 17th day of September, 2024.

At the request of the applicant this matter was removed from the agenda and not addressed.

Resolution No. 2024-356

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

- 10.2 **THAT** By-law No. 47-2024, being a Close and Stop up that part of the original Shore Road Allowance along the shores of Wahwashkesh Lake, in front of Lots 24 and 25, Concession 9, in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Parts 2, 3, 6, 9, 13, 15, 17 and 18, Plan 42R-22066, is hereby passed this 17th day of September, 2024.

Recorded vote as per Procedural By-law 83-2023 Section 3.19

	Yeas	Nays	Abstain
Councillor Joe Lamb	X		
Councillor Scott Nash	X		
Councillor Brian Woods	X		
Councillor Janice Bray	X		
Mayor George Comrie	X		

Carried

11. Business Matters

Resolution No. 2024-357

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

11.1 Community Sport and Recreation Infrastructure Fund (CSRIF)

THAT the Council for the Municipality of Whitestone does hereby provide the following direction to staff in respect of the Community Sport and Recreation Infrastructure Fund / grant opportunity:

Investigate the costs associated with the projects suggested and the feasibility of applying for them as a group by the deadline.

Carried.

Resolution No. 2024-358

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

11.2 District of Parry Sound Municipal Association (DPSMA) Fall Meeting, Pointe au Baril September 27, 2024

THAT the Council of the Municipality of Whitestone receives for information the agenda for the DPSMA Fall 2024 Meeting, and approves the following Council Members and staff to attend the DPSMA Fall Meeting:

Mayor Comrie
Councillor Woods
Councillor Bray

CAO/Clerk Hendry
Deputy Clerk Schroeder

Resolution No. 2024-359

Moved by: Councillor Nash

Seconded by: Councillor Woods

11.3 Report – Office of the Ombudsman dated September 2024

THAT the Council of the Municipality of Whitestone receives for information Ombudsman Report, Investigation into complaints about meetings held by the Municipality of Whitestone on December 21, 2022, and January 5, March 6, 13, 21 and April 4, 13, 2023, dated September 2024; and

THAT the Council of the Municipality of Whitestone has addressed recommendations outlined in the Ombudsman Report of September 2024, or will be addressing issues going forward:

1. All members of Council for the Municipality of Whitestone will be vigilant in adhering to their individual and collective obligation to ensure the Municipality complies with its responsibilities under the *Municipal Act, 2001*.
2. All meeting notices have included and will continue to include accurate information about the time and location of the meeting, including how the

public can access electronic meetings. Council will ensure that, when the Municipality's website is inaccessible, the public will be notified by other means, such as social media.

3. All resolutions that are to proceed *in camera* have and will continue to provide a general description of all issues to be discussed, in a way that maximizes the information available to the public, while not undermining the reason for excluding the public.

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Scott Nash	X		
Councillor Brian Woods	X		
Councillor Janice Bray	X		
Councillor Joe Lamb	X		
Mayor George Comrie	X		

Carried

12. Correspondence

Resolution No. 2024-360

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 7 of the September 17, 2024 Council Meeting agenda,

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

Items E, F, G – (all related to Beach Road parking / By-law 33-2024, Parking and Traffic

Carried

Matters arising from Correspondence

Residents of Shawanaga Lake to be encouraged to make a deputation to Council regarding their concerns with the Parking and Traffic By-law

13. Councillor Items

Mayor Comrie –

- Attended the Parry Sound Area Chamber of Commerce 2024 Business Excellence Awards

Councillor Bray

- Hospice West Parry Sound / Pathway to Palliative Care is having an information session at the Stockey Centre Friday September 27 commencing at 8:45 am
- Age-Friendly Parry Sound Committee is working to create an action plan to make the district more age-friendly with an online survey

Councillor Lamb

- Noted issues regarding noise at Clear Lake
- Inquired of the status of the Ministry of Natural Resources v. Magnatawan Pioneer Association Provincial Offences matter

Councillor Scott Nash –

- Asked about the status of the RFP for the Official Plan
- Would like to know about the RFP for guardrail work, and requested a map of the location(s) and timeline
- Requested an update in October or November for the Auld’s Road bridgework

Councillor Woods

- Travelled to the boat launches in the area and noticed that the signage should be updated
- Is aware of issues at Clear Lake
- Enquired about the status of the After School Program

14. Questions from the public – None

RECESS 3:45 p.m. to 4:00 p.m.

15. Closed Session

Adjourn to Closed Session

Resolution No. 2024-361

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

THAT this meeting be adjourned into a Closed Session meeting at 4:05 p.m., for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday, August 20, 2024
- 15.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
 - 15.2.1 Confidential correspondence from the Office of the Information and Privacy Commissioner of Ontario
(Item from August 20, 2024 Regular Council meeting)
- 15.3 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239. (2) (f)
 - 15.3.1 Legal Opinion from Jennifer Biggar, Russel Christie, LLP
Barristers and Solicitors, in respect of Bolger Landing matters
 - 15.3.1.2 Follow-up correspondence from Jennifer Biggar, Russell Christie LLP dated August 14, 2024

15.3.2 Legal Opinion from John Mascarin, Aird Berlis LLP

Barristers and Solicitors, in response to the Preliminary Ombudsman's Report presented in Closed Session at the May 14, 2024 Special Council meeting

- Memorandum from Michelle Hendry, CAO/Clerk regarding above matter and request from Councillor Nash

Carried

Reconvene into Regular Meeting

Resolution No. 2024-362

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

THAT this meeting be reconvened to a Regular Meeting at 4:53p.m.

Carried

Matters arising from Closed Session

Resolution No. 2024-363

Moved by: Councillor Janice Bray

Seconded by: Councillor Joe Lamb

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday August 20, 2024

THAT the Council of the Municipality of Whitestone hereby approves the Closed Session Council Minutes of Tuesday August 20, 2024.

Carried

Resolution No. 2024-364

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

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

- 15.2.1 Confidential correspondence from the Office of the Information and Privacy Commissioner of Ontario

THAT the Council of the Municipality of Whitestone receives for information the correspondence from the Office of the Information and Privacy Commissioner of Ontario.

Carried

Resolution No. 2024-365

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

15.3 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239(2) (f)

15.3.1 Legal Opinion from Jennifer Biggar, Russel Christie, LLP
Barristers and Solicitors, in respect of Bolger Landing matters

15.3.1.2 Follow-up correspondence from Jennifer Biggar, Russell Christie
LLP dated August 14, 2024

THAT the Council of the Municipality of Whitestone receives for information the Legal Opinion Jennifer Biggar, Russel Christie, LLP Barristers and Solicitors, in respect of Bolger Landing matters; and

THAT the Council of the Municipality of Whitestone hereby receives for information the follow-up correspondence from Jennifer Biggar, Russell Christie LLP dated August 14, 2024.

Carried

Resolution No. 2024-366

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

15.3.2 Legal Opinion from John Mascarin, Aird Berlis LLP
Barristers and Solicitors, in response to the Preliminary Ombudsman's
Report presented in Closed Session at the May 14, 2024 Special Council
meeting

- Memorandum from Michelle Hendry, CAO/Clerk regarding the above matter and request from Councillor Nash

THAT the Council of the Municipality of Whitestone receives for information the Legal Opinion of John Mascarin, Aird Berlis LLP, Barristers and Solicitors in response to the Preliminary Ombudsman's Report presented in Closed Session at the May 14, 2024 Special Council meeting; and

THAT the Council of the Municipality of Whitestone hereby receives for information the memorandum from Michelle Hendry, CAO/Clerk regarding the above matter and request from Councillor Nash.

Carried

16. Confirming By-law

Resolution No. 2024-367

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

THAT By-law No. 48-2024 being the Confirmatory By-law for the Council meeting of the Municipality of Whitestone on September 17, 2024 is hereby enacted as passed this 17th day of September, 2024.

Carried

17. Adjournment

Resolution No. 2024-368

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 5:02 p.m. until the Special Council Meeting of Thursday, September 19, 2024 at 7:00 p.m. or at the call of the chair.

Carried

George Comrie Mayor

Michelle Hendry CAO/Clerk

DRAFT



DRAFT Special Council Meeting Minutes
Thursday, September 19, 2024 7:00 p.m.
Zoom Video Conferencing Only

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

Staff: Michelle Hendry, CAO/Clerk

1. Roll Call and Call to Order 7:00 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. 2024-369
Moved by: Councillor Lamb
Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the September 19, 2024 Special Closed 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. 2024-370
Moved by: Councillor Woods
Seconded by: Councillor Lamb

THAT this meeting be adjourned into a Closed Session meeting at 7:10 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)

- Staffing and Human Resources Matter
CAO/Clerk Recruitment

Carried

Reconvene into Regular Meeting

Resolution No. 2024-371

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone reconvenes into the Regular Meeting at 8:08 p.m.

Carried

5. Confirming By-law

Resolution No. 2024-372

Moved by: Councillor Woods

Seconded by: Councillor Lamb

THAT By-law No. 49-2024, being the Confirmatory By-law for the Council Meeting of the Municipality of Whitestone on September 19, 2024 is hereby enacted as passed this 19th day of September, 2024.

Carried

6. Adjournment

Resolution No. 2024-373

Moved by: Councillor Woods

Seconded by: Councillor Bray

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 8:10 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

George Comrie

Mayor

Michelle Hendry

CAO/ Clerk



DRAFT Special Council Meeting Minutes
Thursday, September 30, 2024 10:30 a.m.
Zoom Video Conferencing Only

Present: Mayor George Comrie
Councillor Janice Bray (left meeting at 11:49 a.m.; returned at 2:16 p.m.)
Councillor Joe Lamb
Councillor Scott Nash (left the meeting at 11:02 a.m.; returned 11:08 a.m.; left the meeting at 2:21 p.m.)
Councillor Brian Woods (left meeting at 2:42 p.m.)

Staff: Michelle Hendry, CAO/Clerk

1. Roll Call and Call to Order **10:30 a.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. 2024-374
Moved by: Councillor Lamb
Seconded by: Councillor Nash

WHEREAS the Members of Council have been presented with an Agenda for the September 19, 2024 Special Closed Council meeting,

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

Amendment proposed by Councillor Nash

Resolution No. 2024-375
Moved by: Councillor Nash
Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone remove Item 4.1.1 from the Closed Agenda

Withdrawn

Resolution No. 2024-374
Moved by: Councillor Lamb
Seconded by: Councillor Nash

WHEREAS the Members of Council have been presented with an Agenda for the September 19, 2024 Special Closed 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. 2024-376
Moved by: Councillor Bray
Seconded by: Councillor Lamb

THAT this meeting be adjourned into a Closed Session meeting at 10:43 a.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 Resource Matter
CAO/Clerk Recruitment

Carried

RECESS 12:06 p.m. to 1:00 p.m.

Reconvene into Regular Meeting

Resolution No. 2024-377
Moved by: Councillor Bray
Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone reconvenes into the Regular Meeting at 3:07 p.m.

Carried

5. Confirming By-law

Resolution No. 2024-378
Moved by: Councillor Lamb
Seconded by: Councillor Bray

THAT By-law No. 50-2024, being the Confirmatory By-law for the Council Meeting of the Municipality of Whitestone on September 30, 2024 is hereby enacted as passed this 30th day of September, 2024.

Carried

6. Adjournment

Resolution No. 2024-379

Moved by: Councillor Bray

Seconded by: Councillor Lamb

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 3:08 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

George Comrie

Mayor

Michelle Hendry

CAO/ Clerk

DRAFT



21 Church Street
 Dunchurch, Ontario P0A 1G0
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MEMORANDUM

To: Mayor and Council
From: Michelle Hendry, CAO/Clerk
Date: October 15, 2024
Re: Council meeting minutes

ITEM 1.

Background

During the Council discussion at the July 16, 2024 Regular Council meeting of approving the June 18, 2024 Council meeting minutes, a member of Council questioned the following item (page 3 of the June 18, 2024 Council meeting minutes)

Resolution No. - None
 Moved by: Mayor Comrie
 Seconded by:

THAT Item 11.6 - Ardbeg Firehall, discussion regarding proposed HVAC upgrades, be removed from the Agenda.

The motion died due to the absence of a seconder.

A Council member requested the Minutes to note, that prior to the Mayor making the motion, he did not step down as Chair (per section 3.19 of the Procedural By-law).

Discussion

This question was put to Tony Fleming and his guidance is as follows:

Whether the Mayor stepped down or not is not a resolution or decision. The question is whether it is a "proceeding". If there was a request that the Mayor step down and he refused I think that would be a proceeding. The fact that he did not does not seem to be a proceeding. If there was a seconder he may have stepped down, but without a seconder (if I understand your explanation of the by-law below) there was nothing to step down from.

I think not recording it is fine – but ultimately it is Council's decision when they go to approve the minutes.

ITEM 2.

Background

A member of Council requested that any reference to a Member attending a meeting via Zoom Video conferencing be removed from meeting minutes.

Discussion

On this matter, staff reached out to a number of other Municipalities. The vast majority indicated that this is a normal notation in any meeting minutes (both Council and Committee). It aligns with providing accurate information to the public and speaks to transparency as well (transparency has been a theme and discussion at a number of Whitestone Council meetings in the past several years).

Council may recall that during discussions regarding the procedural By-law in 2023, there was a suggestion that Members should only be permitted to attend a certain number of meetings electronically, as it was thought to be important for the Community that Members attend in person as much as possible (some municipalities have this requirement written into their procedural By-law). This was removed from the final version of the Whitestone procedural By-law.

Whitestone Staff have also been noting in meeting minutes if a member is 'audio only'. It is a challenge for the Clerks Department to know if indeed a member continues to be at the meeting if they are not on video and, it's the responsibility of the Clerk to note if a member leaves a meeting. That said the 'audio only' notation can be come problematic to track and record if a member has to, from time to time turn off their video (possibly due to band width issues).

It could be suggested that noting 'Via Zoom' remain an acceptable notation in meeting minutes for Transparency however the removal of reference to 'audio only' could be removed going forward.

This question was put to Tony Fleming and his guidance is as follows:

If Council wants to change this process they need to vote on that when the minutes are brought to Council for approval. A single member of Council cannot direct you to change your practice – that takes a majority in open session



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**Minutes of the Whitestone Environmental Stewardship Committee (WESC)
Monday, July 8, 2024, at 7:00 p.m.**

Dunchurch Community Centre and Google Meet Video Conferencing

Present: Jo-Anne Boyle (via Zoom videoconference)
Andrew Byrne
Kathy Deuchars
Dennis Morrison, Vice Chair
Councillor Scott Nash, Chair
Brad Parkes (via Zoom videoconference)
Will Roberts (via Zoom videoconference)

Staff: Deputy Clerk, Wendy Schroeder (Recording Secretary)

Regrets: Ed Bennett

Guests: None

.....
1. **Roll Call and Call to Order** 7:06 p.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. 2024-19WESC

Moved by: Andrew Byrne

Seconded by: Will Roberts

WHEREAS the members of the Environmental Stewardship Committee have been presented with the Agenda for this meeting;

BE IT RESOLVED THAT the Agenda for this meeting be adopted with the addition of:

Item 7.6 Magnetawan Watershed Land Trust

Item 7.7 Invasive Species Action Fund Grant

Carried

4. **Approval of Minutes**

Resolution No. 2024-20WESC

Moved by: Dennis Morrison

Seconded by: Kathy Deuchars

WHEREAS the members of the Environmental Stewardship Committee have been presented with the Minutes from the April 15, 2024 WESC meeting, and the June 10, 2024 WESC meeting

BE IT RESOLVED THAT the Minutes of the Whitestone Environmental Stewardship Committee dated April 15, 2024, and June 10, 2024, be approved.

Carried

5. Presentations – None

6. Reports / Correspondence – None

7. Discussion

7.1 2024 Fall Fair (general discussion)

- 10:00 a.m. setup of table, volunteers required
- Joanne and Dennis offered to be at the table
- Andrew has pamphlets, brochures etc for the table and the display board, including a QR code people can scan which will open up the Whitestone iNaturalist online app

7.2 Phragmites at Indian Narrows Parking

- Public Works department is planning to burn the plants to prevent spread this year, next year will have Weed Man come in to treat
- Councillor Nash will provide any updates to the Committee

7.3 Communications Strategy

7.3.1 Public Notification of WESC activities

- It was noted that WESC does not have a Facebook or Instagram presence but members feel it would be beneficial as an inexpensive means to promote the Committee and projects
- It would have to be investigated as to how and who updates and approves content before posting
- In the meantime members are encouraged to forward to Councillor Nash, material for the Municipality's Facebook page.

7.3.2 WESC dedicated email address

- Andrew advises that he created a gmail address for the WESC, which if helpful could be used for social media accounts

7.4 iNaturalist [iNat]

- Andrew created the gmail address so the Committee can have a presence on the app, with a purpose of creating projects (bioblitz, invasive species tracking etc.). The address lends authenticity to the project as being spearheaded by WESC.

Additionally, a dataset can be created using information that individuals upload to the app.

7.5 Terms of Reference Update

- Councillor Nash reviewed the Terms of Reference and has provided some updates to align with the Municipality's Procedural By-law (80-2024). The Committee members reviewed the document and provided input. Councillor Nash will incorporate the suggestions into it.

Resolution No. 2024-21WESC

Moved by: Dennis Morrison

Seconded by: Councillor Woods

WHEREAS members of the Environmental Stewardship Committee have reviewed the Terms of Reference and highlighted updates;

BE IT RESOLVED THAT the Environmental Stewardship Committee agree to the Terms of Reference updates as highlighted and discussed.

Carried

7.6 Magnetawan Watershed Land Trust (MWLT)

- Andrew advised the Committee that a representative from the MWLT is interested in attending a WESC meeting to learn more about it and to present about the MWLT.

7.7 Invasive Species Action Fund (ISAF)

- Councillor Nash provided an update about the grant. It was approved, however the approval was for the eradication of a patch of knotweed that the Ministry of Transportation now advises they will be addressing during the rehabilitation of the highway bridge. Because of this Kathy was able to speak with an ISAF representative and with the Committee's input the project has been revised. Staff are to provide the re-scope to the ISAF before July 12.

8. Unfinished Business

8.1 Upcoming meeting dates with conflicts: October 14, November 11 2024

8.2 E-Newsletter suggestions

- iNaturalist app
- Dennis and Kathy to provide information to Councillor Nash

9. Announcements

9.1 Appointment of new member – Councillor Woods

Resolution No. 2024-22WESC

Moved by: Andrew Byrne

Seconded by: Dennis Morrison

WHEREAS the Council of the Municipality of Whitestone has appointed Councillor Woods to the WESC Committee;

BE IT RESOLVED THAT the Environmental Stewardship Committee welcomes Councillor Brian Woods to the WESC Committee.

Carried

- 9.2 August meeting – cancellation reminder
 - to give Committee members the time to help at the Fall Fair, Councillor Nash indicated the August meeting will not be held.
- 9.3 Environmental News from Council - None
- 9.4 Items for next meeting September 9, 2024
 - Kathy – update ISAR grant
 - Dennis – ‘derelict’ docks and boats abandoned along shorelines [environmental nuisance]
 - Kathy – septic tank inspections
 - Councillor Nash – pollinator garden
 - Councillor Nash – garbage cans at boat launches

10. Adjournment

Resolution No. 2024-23WESC

Moved by: Kathy Deuchars

Seconded by: Jo-Anne Boyle

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this Meeting be adjourned at 8:22 p.m. until the regular meeting of Monday, September 9, 2024 at 7:00 p.m. or at the call of the chair.

Carried

Councillor Scott Nash

Chair

Deputy Clerk Wendy Schroeder

Recording Secretary

ACCOUNTS PAYABLE

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

Date Printed
2024-09-30 11:50 AM

Batch: 2024-00138 to 2024-00169

Page 1

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37404 Aug 24	2024-09-10	Fred Dean 16-104 - Admin - Training Exper 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Workshop - Oct 3 - WS & P HST Tax Code HST Tax Code	457.92 50.58 58.50 NL	508.50
37405 22827	2024-09-10	Active Lock and Safe 19-714-2 - AODA -Automatic do 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	supplies HST Tax Code HST Tax Code	191.31 21.13 24.44 NL	212.44
37406 Sept 24	2024-09-10	RTP Mechanical Limited 16-703 - Dunchurch Hall - Bld M 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	services provided HST Tax Code HST Tax Code	616.22 68.06 78.72 NL	684.28
37407 276	2024-09-10	TKO Custom Construction 19-553-1 - Library Front Step 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Stair replacement at library HST Tax Code HST Tax Code	4,266.50 471.25 545.05 NL	4,737.75
37408 15854	2024-09-10	Total Alignment Truck & Auto 16-404-3 - 2020 Freightliner Sn 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	maintenance HST Tax Code HST Tax Code	536.79 59.29 68.58 NL	596.08
37409 14748264 14797503	2024-09-10	ULINE 19-553-1 - Library Front Step 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non 16-472 - Auld Landfill - Brushgri 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	heavy duty anti slip tape HST Tax Code HST Tax Code Projecting sign - restroom HST Tax Code HST Tax Code	710.59 78.49 90.78 NL 58.00 6.41 7.41 NL	789.08 64.41
				Payment Total:	853.49
37410 Sept 24 Fire	2024-09-18	Bell Mobility 16-212 - Fire - Radio Tower & Ai 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Fire Tower HST Tax Code HST Tax Code	119.77 13.23 15.30 NL	133.00
37411 Aug 24	2024-09-18	Royal Canadian Legion Ontario 16-108 - Admin - Advertising	Donation	395.00	395.00
37412 Sept 24/24	2024-09-24	District of Parry Sound 16-092 - Council - Miscellaneous	DSPSMA 2024 Fall Meeting	200.00	200.00
37413 223940	2024-09-24	Rona Parry Sound 16-337 - Bridges/Culverts-Good 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	supplies HST Tax Code HST Tax Code	829.09 91.58 105.92 NL	920.67
37414 1279	2024-09-24	T & M Training (Todd Molter) 16-304 - Roads-Office-Training/ 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Com. Vehicle Wheel Instal. HST Tax Code HST Tax Code	1,404.29 155.11 179.40 NL	1,559.40

Total Computer Cheque: 10,800.61

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
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ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
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OB-001 Sept 24 Library	2024-09-11	TD Visa 11-223 - Due to Due (from) Libr	September 2024 Visa Librai	330.69	330.69
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OB-002 Aug 24 Visa Lib	2024-09-11	TD Visa 11-223 - Due to Due (from) Libr	Aug 2024 Visa Library	661.51	661.51
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OB-003 Sept 24 Visa DC	2024-09-11	TD Visa			
		16-320 - Garage - Mtc/Supplies/	Walmart	119.76	
		16-320 - Garage - Mtc/Supplies/	Walmart	67.66	
		16-262 - Station 2 - Internet	Walmart	142.46	
		16-779 - Water Testing	Hanna Instruments	692.99	
		16-767 - Municipal Flowers	Parry Sound Grains & Seec	271.19	
		16-769 - Facilities / Parks Maint	Croswells	256.95	
		16-304 - Roads-Office-Training/	Tim Hortons	29.48	
		16-320 - Garage - Mtc/Supplies/	Walmart	72.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	120.66	
		99-999-1 - HST (Statistical) Non	HST Tax Code	139.56	NL
					1,773.15

OB-004 Sep 24 FC Rem Aug 24 Admin	2024-09-19	Minister Of Finance 12-332 - Employer Health Tax 12-332 - Employer Health Tax	Sept 1-30 2024 Fire & Cour Aug 1 - 30 2024 Admin Ren	367.41 2,066.57	367.41 2,066.57
			Payment Total:		2,433.98

OB-005 Sep 24 FC Rem Aug 24 Admin	2024-09-19	Receiver General 12-331 - Payroll Deductions 12-331 - Payroll Deductions	Sept 1 - 30 2024 Council/Fi Aug 1 - 31 2024 Admin Ren	2,310.56 27,787.95	2,310.56 27,787.95
			Payment Total:		30,098.51

OB-006 SepVisa MK	2024-09-19	TD Visa			
		16-104 - Admin - Training Exper	AMCTO - WS - Lottery Lice	456.90	
		16-104 - Admin - Training Exper	MFOA 2024 Annual Conf - I	1,068.49	
		16-102 - Admin - Travel Expens	Home Suites - MK	193.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	189.88	
		99-999-1 - HST (Statistical) Non	HST Tax Code	219.62	NL
					1,909.02

OB-007 Sept 24 Visa Mf	2024-09-19	TD Visa			
		16-113 - Admin - Office Equipm	Wayfair - office desk - Janic	559.67	
		16-108 - Admin - Advertising	Advertising - CAO position	284.93	
		16-790 - Recreation Cmttee-Pro	Rec Committee - pickleball	83.59	
		16-710 - Dunchurch Hall -High E	Starlink	142.46	
		16-126 - Admin - Communicatio	Zoom	53.93	
		16-126 - Admin - Communicatio	Mailchimp	36.92	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	133.28	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	76.38	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	97.68	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	224.35	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	27.47	
		16-115 - Admin - Computer Sup	Google	285.74	
		16-790 - Recreation Cmttee-Pro	Recreation Committee	398.90	
		11-210-2 - A/R HST Receivable	HST Tax Code	265.68	
		99-999-1 - HST (Statistical) Non	HST Tax Code	307.29	NL
					2,670.98

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-008	2024-09-19	TD Visa			
May 24 Visa DC		16-320 - Garage - Mtc/Supplies/	Walmart	249.48	
		16-304 - Roads-Office-Training/	Union Chicken - Good Rds.	21.37	
		16-304 - Roads-Office-Training/	Union Chicken (Tip)	3.56	
		16-304 - Roads-Office-Training/	Toronto Parking Auth. - Goc	72.00	
		16-304 - Roads-Office-Training/	Sushi Cafe - Good Rds. Cor	21.76	
		16-304 - Roads-Office-Training/	BIS Safety - Flagger	61.00	
		16-115 - Admin - Computer Sup	Google	266.69	
		16-304 - Roads-Office-Training/	Public Services H&S Assoc	20.36	
		16-151 - Office - Building Mainte	Foodland - supplies	75.27	
		11-210-2 - A/R HST Receivable	HST Tax Code	51.52	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	59.59	NL 843.01
July 24 Visa DC		16-320 - Garage - Mtc/Supplies/	The Home Depot	818.15	
		16-718 - Maple Is. Hall - Building	The Home Depot	145.15	
		16-304 - Roads-Office-Training/	Bis Safety	61.00	
		16-304 - Roads-Office-Training/	Bis Safety	61.00	
		16-304 - Roads-Office-Training/	Pizzaville	78.33	
		16-262 - Station 2 - Internet	Starlink	431.46	
		16-304 - Roads-Office-Training/	BIS Safety	61.01	
		16-304 - Roads-Office-Training/	BIS Safety	61.00	
		11-210-2 - A/R HST Receivable	Hotel Tax Code	6.74	
		99-999-1 - HST (Statistical) Non-	Hotel Tax Code	7.79	NL
		11-210-2 - A/R HST Receivable	HST Tax Code	182.92	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	211.56	NL 1,906.76
			Payment Total:		2,749.77
OB-009	2024-09-19	Hydro One Networks Inc.-All			
June 24 Hydro		16-743 - Pavilion - Hydro	Pavilion	86.13	
		16-743 - Pavilion - Hydro	Pavilion	-16.34	
		16-705 - Dunchurch Hall - Hydr	Dunchurch Hall	381.80	
		16-705 - Dunchurch Hall - Hydr	Dunchurch Hall	-72.41	
		16-439 - Roads - Street Lights	Roads, Street Lights	18.83	
		16-439 - Roads - Street Lights	Roads, Street Lights	-3.57	
		16-439 - Roads - Street Lights	Roads, Street Lights	336.44	
		16-439 - Roads - Street Lights	Roads, Street Lights	-63.81	
		16-323 - Garage - Hydro	Garage	219.98	
		16-323 - Garage - Hydro	Garage	-41.72	
		16-232 - Station 1 - Hydro	Station 1	859.92	
		16-232 - Station 1 - Hydro	Station 1	-163.09	
		16-251 - Station 2 - Hydro	Station 2	98.28	
		16-251 - Station 2 - Hydro	Station 2	-18.64	
		16-719 - Maple Is. Hall - Heat/H:	Station 2	88.07	
		16-719 - Maple Is. Hall - Heat/H:	Station 2	-16.70	
		16-719 - Maple Is. Hall - Heat/H:	Maple Island	38.51	
		16-719 - Maple Is. Hall - Heat/H:	Maple Island	-5.21	
		16-731-3 - 2125 HWY 124 - Hyd	2125 Hwy 124	49.72	
		16-731-3 - 2125 HWY 124 - Hyd	2125 Hwy 124	-9.43	
		16-118 - Admin - Financial Expe	late fees	32.24	
		11-210-2 - A/R HST Receivable	HST Tax Code	240.54	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	278.21	NL 2,039.54
OB-010	2024-09-19	Hydro One Networks Inc.-All			
July 2024 Hydro		16-743 - Pavilion - Hydro	Pavilion	82.52	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-743 - Pavilion - Hydro	Pavilion	-15.65	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	390.58	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	-74.08	
		16-439 - Roads - Street Lights	Roads - Street lights	16.51	
		16-439 - Roads - Street Lights	Roads - Street lights	-3.13	
		16-439 - Roads - Street Lights	Roads - Street lights	295.57	
		16-439 - Roads - Street Lights	Roads - Street lights	-56.06	
		16-323 - Garage - Hydro	Garage	203.48	
		16-323 - Garage - Hydro	Garage	-38.59	
		16-232 - Station 1 - Hydro	Station 1	887.84	
		16-232 - Station 1 - Hydro	Station 1	-168.39	
		16-251 - Station 2 - Hydro	Station 2	83.30	
		16-251 - Station 2 - Hydro	Station 2	-15.80	
		16-719 - Maple Is. Hall - Heat/H	Maple Island	62.63	
		16-719 - Maple Is. Hall - Heat/H	Maple Island	-11.88	
		16-719 - Maple Is. Hall - Heat/H	Maple Island	33.81	
		16-719 - Maple Is. Hall - Heat/H	Maple Island	-4.57	
		16-731-3 - 2125 HWY 124 - Hydro	2125 Hwy 124	42.87	
		16-731-3 - 2125 HWY 124 - Hydro	2125 Hwy 124	-8.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	231.85	
		99-999-1 - HST (Statistical) Non	HST Tax Code	268.16	NL 1,934.68
OB-011	2024-09-24	Hydro One Networks Inc.-All			
Aug 2024		16-743 - Pavilion - Hydro	Pavilion	110.38	
		16-743 - Pavilion - Hydro	Pavilion	-20.93	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	506.32	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	-96.03	
		16-439 - Roads - Street Lights	Roads - Street Lights	17.35	
		16-439 - Roads - Street Lights	Roads - Street Lights	-3.29	
		16-439 - Roads - Street Lights	Roads - Street Lights	311.87	
		16-439 - Roads - Street Lights	Roads - Street Lights	-59.15	
		16-323 - Garage - Hydro	Garage	253.68	
		16-323 - Garage - Hydro	Garage	-48.11	
		16-232 - Station 1 - Hydro	Station 1	994.40	
		16-232 - Station 1 - Hydro	Station 1	-188.60	
		16-251 - Station 2 - Hydro	Station 2	61.97	
		16-251 - Station 2 - Hydro	Station 2	-11.75	
		16-719 - Maple Is. Hall - Heat/H	Maple Is. Hall	103.30	
		16-719 - Maple Is. Hall - Heat/H	Maple Is. Hall	-19.59	
		16-719 - Maple Is. Hall - Heat/H	Maple Is. Hall	37.53	
		16-719 - Maple Is. Hall - Heat/H	Maple Is. Hall	-5.09	
		16-731-3 - 2125 HWY 124 - Hydro	2125 Hwy 124	46.57	
		16-731-3 - 2125 HWY 124 - Hydro	2125 Hwy 124	-8.83	
		11-210-2 - A/R HST Receivable	HST Tax Code	269.89	
		99-999-1 - HST (Statistical) Non	HST Tax Code	312.16	NL 2,251.89
OB-012	2024-09-24	Hydro One Networks Inc.-All			
Sept 2024		16-743 - Pavilion - Hydro	Pavilion	136.62	
		16-743 - Pavilion - Hydro	Pavilion	-25.91	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	749.48	
		16-705 - Dunchurch Hall - Hydro	Dunchurch Hall	-142.15	
		16-439 - Roads - Street Lights	Roads - Street Lights	18.51	
		16-439 - Roads - Street Lights	Roads - Street Lights	-3.51	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-439 - Roads - Street Lights	Roads - Street Lights	328.30	
		16-439 - Roads - Street Lights	Roads - Street Lights	-62.27	
		16-323 - Garage - Hydro	Garage	246.63	
		16-323 - Garage - Hydro	Garage	-46.78	
		16-232 - Station 1 - Hydro	Station 1	1,059.84	
		16-232 - Station 1 - Hydro	Station 1	-201.01	
		16-251 - Station 2 - Hydro	Station 2	59.25	
		16-251 - Station 2 - Hydro	Station 2	-11.24	
		16-719 - Maple Is. Hall - Heat/H	Maple Island Hall	99.92	
		16-719 - Maple Is. Hall - Heat/H	Maple Island Hall	-18.95	
		16-719 - Maple Is. Hall - Heat/H	Maple Island Hall	35.44	
		16-719 - Maple Is. Hall - Heat/H	Maple Island Hall	-4.79	
		16-731-3 - 2125 HWY 124 - Hyd	2125 Hwy 124	49.32	
		16-731-3 - 2125 HWY 124 - Hyd	2125 Hwy 124	-9.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	307.44	
		99-999-1 - HST (Statistical) Non	HST Tax Code	355.57 NL	2,564.79
OB-013	2024-09-24	Bell Canada			
Sep 24 Internet		16-162 - High Speed Internet	Sept 2024 High Speed Inter	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
OB-014	2024-09-24	Hydro One Networks Inc.-Auld			
Aug 24 Hydro		16-466-1 - Aulds Landfill - Hydr	Aug 2024 Hydro - Auld	300.18	
		16-466-1 - Aulds Landfill - Hydr	Aug 2024 Hydro - Auld	-56.93	
		16-466-1 - Aulds Landfill - Hydr	Aug 2024 Hydro - Auld	7.02	
		16-466-1 - Aulds Landfill - Hydr	Aug 2024 Hydro - Auld	-180.21	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.26	
		99-999-1 - HST (Statistical) Non	HST Tax Code	15.33 NL	83.32
OB-015	2024-09-24	Hydro One Networks Inc.-York			
Feb 24 Hydro		16-446-1 - York Landfill - Hydro	Feb 2024 Hydro York	56.07	
		16-446-1 - York Landfill - Hydro	Feb 2024 Hydro York	-10.66	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.19	
		99-999-1 - HST (Statistical) Non	HST Tax Code	7.16 NL	51.60
May 24 Hydro		16-446-1 - York Landfill - Hydro	May 2024 Hydro York	53.17	
		16-446-1 - York Landfill - Hydro	May 2024 Hydro York	-10.09	
		16-446-1 - York Landfill - Hydro	May 2024 Hydro York late f	0.79	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.87	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.79 NL	49.74
			Payment Total:		<u>101.34</u>
			Total Online Banking:		51,788.49

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2461	2024-09-17	Air Automotive Tracking			
WS2409		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
2462	2024-09-17	Adams Bros Construction Ltd			
175191		16-459 - York Landfill - Bulk Wa:	Empty & return bins - York i	529.15	
		16-471 - Auld Landfill - Bulk Wa:	Empty & return bins - York i	712.32	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		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
175342		16-762 - Maple Is. Park - Buildin	Mthly toilet rental - Beswick	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
			Payment Total:		1,610.25
2463	2024-09-17	Azimuth Environmental Consult			
42472		16-456 - York Landfill - Monitorin	Professional fees	613.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	67.72	
		99-999-1 - HST (Statistical) Non	HST Tax Code	78.33	NL 680.83
2464	2024-09-17	Carrier Emergency Vehicles			
01401		16-248 - Stat 1 - Pumper #1 /Pu	service	783.55	
		16-241 - Station 1 - Inspections	service	295.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	119.14	
		99-999-1 - HST (Statistical) Non	HST Tax Code	137.80	NL 1,197.80
2465	2024-09-17	Cedar Signs			
INV/2024/3689		19-813-1 - Boat Launches	signage	1,221.12	
		16-391 - Signs/Safety- Goods &	signage	565.17	
		11-210-2 - A/R HST Receivable	HST Tax Code	197.30	
		99-999-1 - HST (Statistical) Non	HST Tax Code	228.20	NL 1,983.59
INV/2024/3785		16-391 - Signs/Safety- Goods &	Signage	259.49	
		16-452 - York Landfill - Maintena	Signage	648.97	
		16-473 - Auld Landfill - Maintena	Signage	648.98	
		11-210-2 - A/R HST Receivable	HST Tax Code	172.02	
		99-999-1 - HST (Statistical) Non	HST Tax Code	198.97	NL 1,729.46
			Payment Total:		3,713.05
2466	2024-09-17	Canadian National Non Freight			
91756274		16-414 - Bunny Trail RR Crossin	Bunny Trail	403.50	403.50
2467	2024-09-17	Fire Marshal's Public Fire			
IN166392		16-208 - Fire - Prevention/Educa	Fire prevention week kit, kic	495.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	54.74	
		99-999-1 - HST (Statistical) Non	HST Tax Code	63.31	NL 550.31
2468	2024-09-17	Glen Martin Limited			
405413		16-741 - Pavilion - Supplies	Supplies	53.77	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.94	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.87	NL 59.71
405651		16-741 - Pavilion - Supplies	Supplies	83.16	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.18	
		99-999-1 - HST (Statistical) Non	HST Tax Code	10.62	NL 92.34
			Payment Total:		152.05
2469	2024-09-17	Ideal Supply Company Ltd.			
223932		16-421 - 2010 Grader - Maintena	bushing	31.93	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.53	
		99-999-1 - HST (Statistical) Non	HST Tax Code	4.08	NL 35.46
297629		16-402 - 2015 Freightliner Tand	oil	32.54	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.60	
		99-999-1 - HST (Statistical) Non	HST Tax Code	4.16	NL 36.14
483144		16-784 - Mower Expense	fuel	22.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.52	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.92	NL 25.41

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

Date Printed
2024-09-30 11:50 AM

Batch: 2024-00138 to 2024-00169

Page 7

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
501062		16-404-3 - 2020 Freightliner Sn	fuel	640.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	70.72	
		99-999-1 - HST (Statistical) Non	HST Tax Code	81.79 NL	710.94
507728		16-404-3 - 2020 Freightliner Sn	car freshener	18.51	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.04	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.36 NL	20.55
529831		16-452-2 - York Landfill-Compac	cc time delay	233.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	29.87 NL	259.67
			Payment Total:		1,088.17
2470	2024-09-17	Local Authority Services Ltd.			
MGBP0000058E		16-110 - Admin - Office Supplies	PAPER	105.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.70	
		99-999-1 - HST (Statistical) Non	HST Tax Code	13.53 NL	117.58
2471	2024-09-17	Magnetawan Building Centre Ltd			
101-148408		16-110 - Admin - Office Supplies	water	25.96	25.96
102-61015		16-777 - Municipal Building Mair	supplies	18.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.01	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.33 NL	20.29
			Payment Total:		46.25
2472	2024-09-17	McDougall Energy			
7374173		16-394-2 - 2018 Dodge Ram 20	regular gas	409.26	
		16-408-1 - 2022 1 tTone Fule	regular gas	409.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	90.41	
		99-999-1 - HST (Statistical) Non	HST Tax Code	104.57 NL	908.93
7374161		16-404-2 - 2020 Freightliner - Si	LS Diesel Clear	439.24	
		16-403 - 2015 Freightliner Tand	LS Diesel Clear	439.24	
		16-404-1 - 2017 Freightliner Sin	LS Diesel Clear	439.24	
		11-210-2 - A/R HST Receivable	HST Tax Code	145.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	168.34 NL	1,463.27
7374142		16-423 - 2010 Grader - Fuel		520.77	
		16-439-2 - Hyundai Excavator F		520.77	
		11-210-2 - A/R HST Receivable	HST Tax Code	115.04	
		99-999-1 - HST (Statistical) Non	HST Tax Code	133.06 NL	1,156.58
			Payment Total:		3,528.78
2473	2024-09-17	Magnetawan Truck and Trailer			
2650		16-402 - 2015 Freightliner Tand	maintenance & repairs	1,567.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	173.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code	200.20 NL	1,740.20
2474	2024-09-17	Mullen Heating and Cooling Inc			
802		16-452 - York Landfill - Mainten	serviced heaters - Auld's &	190.80	
		16-473 - Auld Landfill - Mainten	serviced heaters - Auld's &	190.80	
		11-210-2 - A/R HST Receivable	HST Tax Code	42.15	
		99-999-1 - HST (Statistical) Non	HST Tax Code	48.75 NL	423.75
2475	2024-09-17	Near North Industrial Solution			
95239		16-402 - 2015 Freightliner Tand	supplies	22.92	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.53	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.93 NL	25.45
2476	2024-09-17	Parry Sound Auto Parts Co Ltd			
1-3038896		16-320 - Garage - Mtc/Supplies/	Gas	73.27	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code	9.36 NL	81.36
1-3038920		16-320 - Garage - Mtc/Supplies/	Tank rental	88.53	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.78	
		99-999-1 - HST (Statistical) Non	HST Tax Code	11.31 NL	98.31
2-1210766		16-769 - Facilities / Parks Mainte	Autocut	60.03	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.63	
		99-999-1 - HST (Statistical) Non	HST Tax Code	7.67 NL	66.66
			Payment Total:		246.33
2477	2024-09-17	Russell Christie LLP			
May 24		16-843 - Planning & Developme	professional services	217.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	24.02	
		99-999-1 - HST (Statistical) Non	HST Tax Code	27.78 NL	241.45
2478	2024-09-17	Sling-Choker Safety &			
107339		16-320 - Garage - Mtc/Supplies/	supplies	407.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	45.05	
		99-999-1 - HST (Statistical) Non	HST Tax Code	52.11 NL	452.94
2479	2024-09-17	Valley Blades Limited			
SC002857		16-421 - 2010 Grader - Mainten:	Credit memo	-3,900.98	
		11-210-2 - A/R HST Receivable	HST Tax Code	-430.88	
		99-999-1 - HST (Statistical) Non	HST Tax Code	-498.36 NL	-4,331.86
SV093516		16-421 - 2010 Grader - Mainten:	supplies	5,517.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	609.39	
		99-999-1 - HST (Statistical) Non	HST Tax Code	704.82 NL	6,128.52
SV093515		16-421 - 2010 Grader - Mainten:	Supplies	475.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	52.49	
		99-999-1 - HST (Statistical) Non	HST Tax Code	60.71 NL	527.71
			Payment Total:		2,322.37
2480	2024-09-17	Whitmell, Ron			
Sept 7/24		16-501 - Cemetery - Audit	staking fees	285.00	285.00
2481	2024-09-17	Xplore (Aulds)			
INV53440480		16-479-1 - Aulds Landfill - Intern	internet	86.49	
		16-479-1 - Aulds Landfill - Intern	late payment fec	1.92	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	11.05 NL	97.96
INV53102273		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
			Payment Total:		194.00
2482	2024-09-25	Beverly's			
Sept 9/24		16-108 - Admin - Advertising	get well basket	114.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	12.69	
		99-999-1 - HST (Statistical) Non	HST Tax Code	14.68 NL	127.63
2483	2024-09-25	MES Canada Inc.			
IN2053969		16-272-1 - Jaws-Mtce/Training	used rescue tool inventory	829.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	91.60	
		99-999-1 - HST (Statistical) Non	HST Tax Code	105.95 NL	920.95
2484	2024-09-25	Canadian Union of Public			
Aug 24 Remit		12-338 - CUPE-Union Dues	Aug 2024 Remittance	1,025.53	1,025.53

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

Payment # Invoice #	Date	Vendor Name GL Account	EFT GL Transaction Description	Detail Amount	Payment Amount
2485	2024-09-25	Duck Rock Resort			
073776		16-394 - 4 X 4 Truck - Fuel	Fuel and supplies - Roads	181.93	
		16-466 - Auld Landfill - Supplies	Fuel and supplies	12.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code	23.24	NL 214.30
073778		16-784 - Mower Expense	Fuel and supplies - Facilitie.	210.95	
		16-320 - Garage - Mtc/Supplies/	Fuel and supplies	4.53	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.30	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.95	NL 238.78
073779		16-110 - Admin - Office Supplies	supplies - Office	4.53	4.53
073780		16-279 - Building Dept Truck - F	Fuel - CBO	83.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.25	
		99-999-1 - HST (Statistical) Non	HST Tax Code	10.70	NL 93.00
073794		16-110 - Admin - Office Supplies	office supplies	5.08	
		16-110 - Admin - Office Supplies	office supplies	8.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.56	
		99-999-1 - HST (Statistical) Non	HST Tax Code	0.65	NL 14.16
073789		16-234 - Station 1 - Fuel & Oil	Fuel and oil	13.22	
		16-234 - Station 1 - Fuel & Oil	Fuel and oil	282.98	
		11-210-2 - A/R HST Receivable	HST Tax Code	32.72	
		99-999-1 - HST (Statistical) Non	HST Tax Code	37.84	NL 328.92
073787		16-234 - Station 1 - Fuel & Oil	fuel & oil	766.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	84.61	
		99-999-1 - HST (Statistical) Non	HST Tax Code	97.86	NL 850.65
073791		16-234 - Station 1 - Fuel & Oil	fuel	963.80	
		11-210-2 - A/R HST Receivable	HST Tax Code	106.46	
		99-999-1 - HST (Statistical) Non	HST Tax Code	123.13	NL 1,070.26
			Payment Total:		2,814.60
2486	2024-09-25	Conseil scolaire public du			
Q3 Instal		18-974 - French Public School E	2024 Q3 Installment	928.33	928.33
2487	2024-09-25	McDougall Energy			
73607594		16-776 - 2016 Facilities Truck - I	Regular Gas	203.52	
		16-394-2 - 2018 Dodge Ram 20	Regular Gas	284.93	
		16-408-1 - 2022 1 tTone Fule	Regular Gas	227.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	79.12	
		99-999-1 - HST (Statistical) Non	HST Tax Code	91.51	NL 795.45
2488	2024-09-25	North Bay Parry Sound District			
Aug 24 Levy		16-549 - Health Unit Operating (Aug 2024 Levy	2,657.58	2,657.58
Sept 24 Levy		16-549 - Health Unit Operating (September 2024 Levy	2,657.58	2,657.58
			Payment Total:		5,315.16
2489	2024-09-25	Near North District School Brd			
Q3 2024 Instal		18-911 - English Public School E	Q3 2024 Instalment	249,128.33	249,128.33
2490	2024-09-25	OMERS			
Aug 24 Remit		12-339 - OMERS	Aug 2024 Remittance	19,427.18	19,427.18
2491	2024-09-25	Parry Sound Home Hardware			
184175		16-238 - Station 1 - Supplies	supplies	26.90	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.97	
		99-999-1 - HST (Statistical) Non	HST Tax Code	3.44	NL 29.87
2492	2024-09-25	Purolator Courier Ltd			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

Payment #	Date	Vendor Name	EFT	GL Account	GL Transaction Description	Detail Amount	Payment Amount
540045928		16-222-1 - Fire-Turnout/Repair/	courier services			31.04	
		11-210-2 - A/R HST Receivable	HST Tax Code			3.43	
		99-999-1 - HST (Statistical) Non	HST Tax Code			3.97	NL 34.47
500043127		16-222-1 - Fire-Turnout/Repair/	courier services			32.24	
		11-210-2 - A/R HST Receivable	HST Tax Code			3.56	
		99-999-1 - HST (Statistical) Non	HST Tax Code			4.12	NL 35.80
505052487		16-222-1 - Fire-Turnout/Repair/	courier services			9.74	
		11-210-2 - A/R HST Receivable	HST Tax Code			1.07	
		99-999-1 - HST (Statistical) Non	HST Tax Code			1.24	NL 10.81
							<u>81.08</u>
2493	2024-09-25	Parry Sound Auto Parts Co Ltd					
1-3041267		16-248 - Stat 1 - Pumper #1 /Pu	parts			18.31	
		11-210-2 - A/R HST Receivable	HST Tax Code			2.02	
		99-999-1 - HST (Statistical) Non	HST Tax Code			2.34	NL 20.33
2494	2024-09-25	Parry Sound Fuels					
864197		16-256 - Station 2 - Heating	furnace oil			460.52	
		11-210-2 - A/R HST Receivable	HST Tax Code			50.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code			58.83	NL 511.38
2495	2024-09-25	Sands Canada Inc.					
00723562		16-252 - Station 2 - Minor Purch	Supplies			32.08	
		11-210-2 - A/R HST Receivable	HST Tax Code			3.54	
		99-999-1 - HST (Statistical) Non	HST Tax Code			4.10	NL 35.62
2496	2024-09-25	SDB Truck & Equipment Repairs					
13589		16-254 - Station 2 -Rescue #2-lr	Safety inspection			358.16	
		11-210-2 - A/R HST Receivable	HST Tax Code			39.34	
		99-999-1 - HST (Statistical) Non	HST Tax Code			45.50	NL 395.50
13587		16-270 - Emergency Plan				152.64	
		11-210-2 - A/R HST Receivable	HST Tax Code			16.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code			19.50	NL 169.50
13586		16-255 - Station 2 - Boat 2	Safety inspection			152.64	
		11-210-2 - A/R HST Receivable	HST Tax Code			16.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code			19.50	NL 169.50
							<u>734.50</u>
2497	2024-09-25	Michael Skof, Prosecutor					
Aug 24		16-120 - Admin - Legal Expense	legal services			1,051.95	
		11-210-2 - A/R HST Receivable	HST Tax Code			116.19	
		99-999-1 - HST (Statistical) Non	HST Tax Code			134.39	NL 1,168.14
2498	2024-09-25	Metroland Media Group Ltd.					
7715287		16-108 - Admin - Advertising	advertising			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
2499	2024-09-25	Vianet					
Sept 24		16-321 - Garage - High Speed In	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
2500	2024-09-30	Active Lock and Safe					
22487 Balance		19-714-2 - AODA -Automatic do	Balance owing from Invoice			4,375.69	

**Municipality of Whitestone
List of Accounts for Approval**
Batch: 2024-00138 to 2024-00169

Payment #	Date	Vendor Name	EFT	Detail	Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description			
		11-210-2 - A/R HST Receivable	HST Tax Code		483.31	
		99-999-1 - HST (Statistical) Non	HST Tax Code		559.00 NL	4,859.00
2501	2024-09-30	Terry Brear				
Sept 23/24		16-501-1 - Staking Fees	Staking fees		175.00	175.00
2502	2024-09-30	Cedar Signs				
INV/2024/3900		16-452 - York Landfill - Maintena	Signage		164.60	
		16-473 - Auld Landfill - Maintena	Signage		164.59	
		11-210-2 - A/R HST Receivable	HST Tax Code		36.37	
		99-999-1 - HST (Statistical) Non	HST Tax Code		42.06 NL	365.56
2503	2024-09-30	Craig's Welding & Fabrication				
Sept 14/24		19-553-1 - Library Front Step	repairs		153.06	
		11-210-2 - A/R HST Receivable	HST Tax Code		16.90	
		99-999-1 - HST (Statistical) Non	HST Tax Code		19.55 NL	169.96
2504	2024-09-30	Duck Rock Resort				
073785		16-110 - Admin - Office Supplies	office supplies		12.76	
		16-110 - Admin - Office Supplies	office supplies		13.99	
		11-210-2 - A/R HST Receivable	HST Tax Code		1.41	
		99-999-1 - HST (Statistical) Non	HST Tax Code		1.63 NL	28.16
073786		16-320 - Garage - Mtc/Supplies/	Roads - supplies		4.53	
		16-784 - Mower Expense	Roads - gas		131.38	
		11-210-2 - A/R HST Receivable	HST Tax Code		14.52	
		99-999-1 - HST (Statistical) Non	HST Tax Code		16.79 NL	150.43
073788		16-320 - Garage - Mtc/Supplies/	Facilities - gas and supplies		4.53	
		16-784 - Mower Expense	Facilities - gas		104.70	
		11-210-2 - A/R HST Receivable	HST Tax Code		11.57	
		99-999-1 - HST (Statistical) Non	HST Tax Code		13.38 NL	120.80
073790		16-279 - Building Dept Truck - F	CBO - gas		80.15	
		11-210-2 - A/R HST Receivable	HST Tax Code		8.85	
		99-999-1 - HST (Statistical) Non	HST Tax Code		10.24 NL	89.00
073792		16-320 - Garage - Mtc/Supplies/	Roads - supplies		7.75	
		16-320 - Garage - Mtc/Supplies/	Roads - gas		46.92	
		11-210-2 - A/R HST Receivable	HST Tax Code		5.19	
		99-999-1 - HST (Statistical) Non	HST Tax Code		6.00 NL	59.86
073793		16-784 - Mower Expense	Facilities - supplies		7.50	
		16-784 - Mower Expense	Facilities - gas		34.25	
		11-210-2 - A/R HST Receivable	HST Tax Code		3.79	
		99-999-1 - HST (Statistical) Non	HST Tax Code		4.38 NL	45.54
073795		16-279 - Building Dept Truck - F	CBO - gas		77.37	
		11-210-2 - A/R HST Receivable	HST Tax Code		8.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code		9.89 NL	85.92
				Payment Total:		579.71
2505	2024-09-30	Fowler Construction Co Ltd				
79707		19-813-2 - Wah Wash Kesh Doc	Phragmites Spray		661.44	
		11-210-2 - A/R HST Receivable	HST Tax Code		73.06	
		99-999-1 - HST (Statistical) Non	HST Tax Code		84.50 NL	734.50
79900		19-351-9 - Bunny Tr slury Seal E	High Perf. Cold Mix		1,206.04	
		11-210-2 - A/R HST Receivable	HST Tax Code		133.21	
		99-999-1 - HST (Statistical) Non	HST Tax Code		154.07 NL	1,339.25
				Payment Total:		2,073.75
2506	2024-09-30	Freightliner North Bay				

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

		EFT				
Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
IN11650		16-402 - 2015 Freightliner Tand	Parts		194.12	
		11-210-2 - A/R HST Receivable	HST Tax Code		21.44	
		99-999-1 - HST (Statistical) Non	HST Tax Code		24.80	NL 215.56
2507	2024-09-30	Local Authority Services Ltd.				
MGBP00000721		16-110 - Admin - Office Supplies	office supplies		136.77	
		11-210-2 - A/R HST Receivable	HST Tax Code		15.10	
		99-999-1 - HST (Statistical) Non	HST Tax Code		17.47	NL 151.87
2508	2024-09-30	Near North Laboratories Inc.				
104368		16-779 - Water Testing	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
2509	2024-09-30	Purolator Courier Ltd				
585043876		16-222-1 - Fire-Turnout/Repair/	courier services - fire		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
510058600		16-222-1 - Fire-Turnout/Repair/	courier services - fire		30.81	
		11-210-2 - A/R HST Receivable	HST Tax Code		3.41	
		99-999-1 - HST (Statistical) Non	HST Tax Code		3.94	NL 34.22
530043497		16-222-1 - Fire-Turnout/Repair/	courier services - fire		11.32	
		11-210-2 - A/R HST Receivable	HST Tax Code		1.25	
		99-999-1 - HST (Statistical) Non	HST Tax Code		1.46	NL 12.57
515028511		16-222-1 - Fire-Turnout/Repair/	courier services		15.43	
		11-210-2 - A/R HST Receivable	HST Tax Code		1.70	
		99-999-1 - HST (Statistical) Non	HST Tax Code		1.97	NL 17.13
455866250		16-252 - Station 2 - Minor Purch	courier services		4.94	
		11-210-2 - A/R HST Receivable	HST Tax Code		0.54	
		99-999-1 - HST (Statistical) Non	HST Tax Code		0.63	NL 5.48
						Payment Total: 104.28
2510	2024-09-30	Service 1 2022 Inc.				
14927		16-404 - 2017 Freightliner Singl	Supplies		1,275.58	
		11-210-2 - A/R HST Receivable	HST Tax Code		140.90	
		99-999-1 - HST (Statistical) Non	HST Tax Code		162.96	NL 1,416.48
2511	2024-09-30	Telizon Inc.				
0631912024091		16-109 - Admin - Telephone	September - Long Distance		7.89	
		16-237 - Station 1 - Telephone	September - Long Distance		1.26	
		16-803 - Library - Expenses	September - Long Distance		0.49	
		16-720 - Maple Is. Hall - Teleph	September - Long Distance		0.04	
		11-210-2 - A/R HST Receivable	HST Tax Code		1.07	
		99-999-1 - HST (Statistical) Non	HST Tax Code		1.24	NL 10.75
2512	2024-09-30	Wurth Canada Limited				
26045638		16-320 - Garage - Mtc/Supplies/	safety glasses		142.09	
		11-210-2 - A/R HST Receivable	HST Tax Code		15.69	
		99-999-1 - HST (Statistical) Non	HST Tax Code		18.15	NL 157.78
2513	2024-09-30	Wendy Schroeder				
Sept 19/24		16-092 - Council - Miscellaneous	Council lunch material		49.92	
		16-092 - Council - Miscellaneous	Council lunch material		35.16	
		16-092 - Council - Miscellaneous	Council zoom meeting		53.93	
		11-210-2 - A/R HST Receivable	HST Tax Code		9.84	
		99-999-1 - HST (Statistical) Non	HST Tax Code		11.38	NL 148.85

**Municipality of Whitestone
List of Accounts for Approval**
Batch: 2024-00138 to 2024-00169

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
				Total Other:	313,348.95

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
185.32	2024-09-11	Bell Canada			
Aug 24 Bell Int		16-162 - High Speed Internet	Aug 24 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
228.79	2024-09-11	Bell Mobility Inc.			
Aug 24 Bell Mot		16-109 - Admin - Telephone	Aug 2024 Bell Mobility	7.12	
		16-092 - Council - Miscellaneous	Aug 2024 Bell Mobility	39.94	
		16-322 - Cell Phone	Aug 2024 Bell Mobility	35.09	
		16-283-1 - Cell Phone	Aug 2024 Bell Mobility	33.58	
		16-322 - Cell Phone	Aug 2024 Bell Mobility	34.19	
		16-109 - Admin - Telephone	Aug 2024 Bell Mobility	56.09	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.78	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.34 NL	228.79
290.70	2024-09-11	Bell Canada			
Aug 24 Phone		16-109 - Admin - Telephone	Aug 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
54.35	2024-09-11	Reliance Home Comfort			
Aug 24 Stn 2		16-259 - Station 2 - Building Mtc	May 10 - Aug 12/24 Fire Str	49.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.40	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.25 NL	54.50
58.94	2024-09-11	Reliance Home Comfort			
Aug 24 Office		16-151 - Office - Building Mainte	May 10 - Aug 12/24 Office	53.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.78 NL	58.94
59.48	2024-09-11	Bell Canada			
Aug 24 PW		16-324 - Garage Telephone	Aug 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
Aug 24 CC		16-706 - Dunchurch Hall - Telep	Aug 2024 Community Cent	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
			Payment Total:		118.96
70.78	2024-09-11	Bell Canada			
Aug 24 MI		16-720 - Maple Is. Hall - Teleph	Aug 2024 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
83.21	2024-09-11	Bell Canada			
Aug 24 Stn 1		16-237 - Station 1 - Telephone		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
83.25	2024-09-11	Hydro One Networks Inc.-York			
Aug 24 York		16-446-1 - York Landfill - Hydro	Aug 2024 York Landfill	89.55	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00138 to 2024-00169

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		16-446-1 - York Landfill - Hydro	Aug 2024 York Landfill - late	0.79	
		16-446-1 - York Landfill - Hydro	Aug 2024 York Landfill - On	-15.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.21	
		99-999-1 - HST (Statistical) Non	HST Tax Code	9.49 NL	83.25
88.24	2024-09-11	Bell Canada			
Aug 24 Stn 2		16-257 - Station 2 - Telephone	Aug 2024 Fire Station 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
			Total Other:		1,262.69
			Total AP:		377,200.74

Report prepared for Council September 30, 2024



Janice Barnes, Asst. to the Treasurer

STAFF REPORTS



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Planning Services

Agenda Date: October 15, 2024

Report No: PLN-2024-04

Subject:

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

Recommendation:

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 in respect of either awarding the contract or giving consideration to having presentations made to Council by the proponents.

Background:

RFP 2024-09 – Official Plan Five Year Review and Comprehensive Zoning By-law update was released August 9, 2024 with a closing time/date of 3:00 p.m. Thursday, September 5, 2024.

Seven (7) Planning Consultant firms were invited to submit a proposal. The Request for Proposal was also posted on the Municipal website.

The scope of the Request for Proposal (RFP) indicates that the Municipality of Whitestone is seeking land use planning consultants to undertake a comprehensive review of the Whitestone Official Plan, and Comprehensive Zoning By-law update.

The primary objectives of the project are:

- 1) To complete a comprehensive review of the Municipality's Official Plan that is consistent with the Provincial Policy Statement, the *Planning Act* and any other regulatory requirements;
- 2) To update a Comprehensive Zoning By-law that responds to the changing nature of development in the Municipality of Whitestone, and to ensure conformity with the updated official plan in accordance with the *Planning Act*.

From the RFP document:

The following is an overview of the minimum scope of work that should be the focus of submitted proposals. Proponents may offer a work program that goes beyond these minimum elements.

- Address and issues and inconsistencies with the existing Official Plan
- Review and refinement of the population projections
- Examination of residential growth strategies in the Settlement Areas
- Review and enhancement of the natural environment policies
- Development of Green House Gas reduction and Climate Change strategies
- Promotion of Whitestone as a livable, four season community.
- Ensure that the Municipality's Asset Management Plan is considered and reflected in the new policy framework
- Review and enhancement of the Official Plan schedules
- Review of policies related to the Landfill Impact Area
- Review of lake specific policies

It is anticipated that proposals will include the following broad elements in the work program:

Official Plan Review:

1. Project start up with staff and Council briefing
2. Pre-consultation: Ministry of Municipal Affairs and Housing
3. Research leading to technical review, policy support, studies, and reports
4. Community and Stakeholder Consultation including lake and road associations
5. Policy development and review
6. Adoption by Council
7. Submission to the Ministry of Municipal Affairs and Housing

Comprehensive Zoning By-law Update:

1. Assess the existing Zoning By-law and the amendments approved to date
2. Ensure compliance and alignment of the proposed Zoning By-law with the new Official Plan
3. Receive staff input on the existing documents/noted areas requiring clarification / definition
4. Complete a detailed analysis of the Municipality's zoning provisions
5. Amend zoning provisions and make recommendations regarding issues and/or problem areas
6. Community and Stakeholder Consultation including lake and road associations
7. Consolidate all amendments into one comprehensive document
8. Adoption by Council

Analysis:

Request for Proposals

Two proposals were submitted in response to the RFP, with no late submissions. The proposals were analyzed for conformity with the RFP requirements and evaluation criteria, which were outlined in the RFP. These criteria provided a focus on the review of each respondent’s understanding of the project, work plan and schedule, project team composition and experience with similar projects, references, and costs.

Costs

		JL RICHARDS & ASSOCIATES LIMITED excluding HST	MHBC excluding HST
1	Official Plan Update (November 2024 to December 2025)	\$ 85,410.50	\$ 67,256.25
2	Zoning By-law Update (January 2026 to December 2026)	\$ 36,539.00	\$ 64,518.00
	TOTAL	\$ 121,949.50	\$ 128,774.25

The project start time line for both proposals is November 2024.

The proposals were reviewed and evaluated based on the criteria outlined in the RFP. Both proposals are strong and demonstrated their experience, ability to successfully complete the project, understanding of official local land use planning, community context with respect to the social, cultural, economic, and environmental characteristics and dynamics of Whitestone. In-depth public consultation, creativity and awareness of best practices, as well as a realistic sense of project timing based on experience were also considerations.

Financial Considerations:

The 2024 Capital Budget provides for the following:

19-115 Official Plan - Consultants	20,000
19-116 Lake Planning Initiatives	5,000

Next Steps:

Due the significance and magnitude of this important, two-year project, Council may want to consider that both proponents make a presentation to Council to discuss their proposal, their approach and the work plan.

Link to Strategic Plan:

8.1 Update Official Plan and Zoning By-law

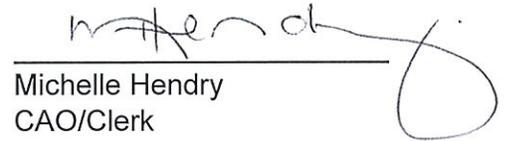
The Municipality will undertake a comprehensive review and update of the 2016 Official Plan and the 2018 Zoning By-law.

Respectfully submitted by:



Paula Macri
Planning Assistant

Reviewed by:



Michelle Hendry
CAO/Clerk

ATTACHMENTS:

1. Proposal from J.L Richards & Associates Limited
2. Proposal from MHBC Planning Limited

Attachment 1

Request for Proposal #2024-09

September 5, 2024
JLR No.: 33316-000

Prepared for:
**THE CORPORATION OF THE MUNICIPALITY OF
WHITESTONE**
21 Church Street
Dunchurch, ON P0A 1G0

Attention:
Michelle Hendry, CAO/Clerk

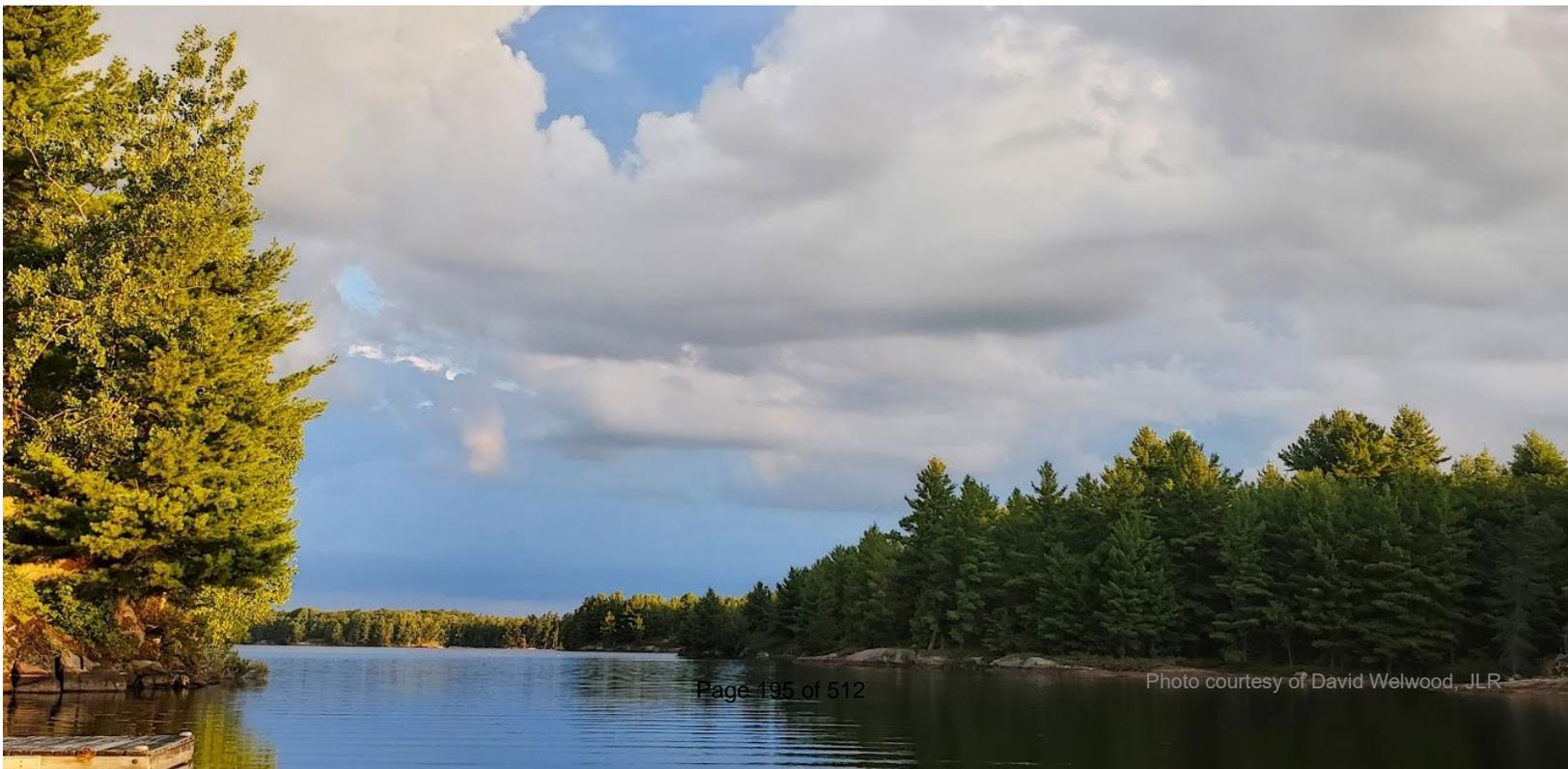
Paula Macri
Planning Assistant

Prepared by:
**J.L. RICHARDS & ASSOCIATES
LIMITED**
314 Countryside Drive
Sudbury ON P3E 6G2

Contact:
David Welwood, MES, RPP, MCIP
Project Manager
705-806-1440
dwelwood@jlrichards.ca

Municipality of Whitestone

To undertake a Five-Year Review and Update of the Municipality's Official Plan and Zoning By-law



September 5, 2024

Attn: Michelle Hendry, CAO/Clerk
Attn: Paula Macri, Planning Assistant

21 Church Street
Dunchurch, ON P0A 1G0



**Re: The Corporation of the Municipality of Whitestone, RFP # 2024-09
Five-Year Review and Update to the Municipality's Official Plan and
Comprehensive Zoning By-law**

Dear Michelle Hendry and Paula Macri,

J.L. Richards & Associates Limited (JLR) is pleased to submit our response to the Corporation of the Municipality of Whitestone's (the Municipality) request for proposal to undertake a five-year review and update to the Municipality's Official Plan and Zoning By-law.

Founded in 1955 and now employing approximately 400 people, JLR is a proudly Canadian, employee-owned firm of planners, architects, and engineers with seven offices throughout Ontario, including our Sudbury office where the bulk of the work for this project will occur. We have developed relationships with numerous municipal clients throughout Ontario, including in neighbouring municipalities in Parry Sound District. The Project Manager proposed for this project was born in Parry Sound, regularly travels to the area and is highly familiar with Whitestone and its planning context. In addition, we have completed several Official Plan and Zoning By-law reviews for municipal clients of similar size and composition to the Municipality.

We pride ourselves on staying current with changes to planning and other municipal legislation, such as Bills 97, 108, 109, 23 and 185. Our team is especially skilled in serving the planning needs of rural, northern, and small urban communities. Furthermore, JLR regularly provides advice to clients on legislation, such as the Municipal Act, Heritage Act, Aggregate Resources Act, and initiatives and requirements of different provincial ministries. We also sit on committees such as the Rural Ontario Municipal Association's Attainable and Affordable Housing Task Force to lend perspective on the removal of barriers to attainable and purpose-built affordable rental housing. JLR is experienced in the development of land use planning policy and regulation, and has prepared numerous official plans, zoning by-laws, five-year reviews, community improvement plans, special planning studies and municipal by-laws across Ontario.

Thank you for the opportunity to submit this proposal. We are very interested in working with the Municipality and are confident that you will find we have provided a competitive fee based on our established Work Plan. If you have any questions or require clarification on any aspect of our proposal, please contact the undersigned directly.

Sincerely,

David Welwood, MES, RPP, MCIP
Senior Planner, Project Manager
705-806-1440
dwelwood@jlrichards.ca

Jason Ferrigan, RPP, MCIP
Principal Associate, Chief Planner
705-806-4422
jferrigan@jlrichards.ca



Platinum
member

Table of Contents

Introduction	1
We know Parry Sound District	1
Corporate Profile – JLR	2
Corporate Profile – Hutchinson Environmental Sciences Ltd.	4
Qualifications and Experience of the Planning Team	6
Work Plan	12
Phase 1 – Background Review and Study	12
Phase 2 – Policy Directions	15
Phase 3 – Draft Official Plan Changes	17
Phase 4 – Final Official Plan	18
Phase 5 – Draft Zoning By-law Changes	19
Project References	21
Public Consultation	23
Pricing	23
Deliverables	23

Appendices

- + Submission Form
- + Curricula Vitae
- + Project Schedule
- + Time Task Matrix

This Proposal contains information that is confidential and proprietary to J.L. Richards & Associates Limited (JLR). Reproduction or use in whole or part for purposes other than its evaluation is not permitted without the express written consent of JLR. In that release of this information could significantly prejudice the competitive position of JLR and/or its sub-consultants, it is specifically claimed that this Proposal is confidential for the purposes of any applicable Freedom of Information legislation.

Introduction

J.L. Richards & Associates Limited (JLR) is pleased to submit this proposal to review and provide the Corporation of the Municipality of Whitestone (Municipality) with a Five-Year Update to the Municipality's Official Plan and a Comprehensive Zoning By-law Update. This proposal has been structured to meet all requirements outlined in the Request for Proposal (RFP) and to comply with the Planning Act's requirements for creating, adopting, and approving a new Official Plan and Zoning By-law. Please refer to Appendix A for the completed Submission Form.

We know Parry Sound District

We are very familiar with small-to-medium sized and rural communities and the approaches that can be taken in these communities, including the Parry Sound District. We work throughout Parry Sound District in the provision of municipal planning services and policy updates. In addition, our proposed project manager was born in Parry Sound and still spends spare time in the District and in Whitestone in particular.

Municipality of Callander: In 2021, JLR was retained by the Municipality of Callander to update the existing Official Plan for the community. We began the process with a special meeting of Council to discuss the community and its future direction. We conducted extensive background research and consulted with Council, staff, public agencies, stakeholders and the public to better understand the community and its planning issues, opportunities and constraints. We prepared a comprehensive background report that examined more than 10 aspects of the community and shared that report with Council and the community for feedback. We updated the background report and used its findings to inform our draft proposed updates to the Official Plan. These updates have been shared with Council and the community and submitted to the Ontario Ministry of Municipal Affairs and Housing for comment. We expect to receive the Ministry's comments on the updated Official Plan later in the Fall now that the new Provincial Planning Statement is finalized and will be coming into effect in October. Since this time, we have been retained by the municipality support planning administrative staff with more complex land-use planning files such as plans of subdivision and condominium.

Township of McKellar: In 2022, JLR was retained by the Township of McKellar to provide in-house land-use planning advisory services. Since coming on board, we have provided general support to Township staff, conducted pre-consultations with property owners or their agents, reviewed and provided professional land-use planning recommendations on several files, met with and presented to Council and provided expert witness support for a preexisting Ontario Land Tribunal appeal.

Township of The Archipelago: In the last few years, JLR has worked with the Township of The Archipelago on several projects. Our relationship began when we were retained to create the first ever employment, population, and housing estimates for the community, which were ultimately presented to and received by Township Council. Based on that work, the Township asked us to draft a new site alteration and tree by-law that would apply to the entire Township and help Council achieve its strategic goal of protecting the natural environment, including those portions of the Georgian Bay Biosphere Reserve that are under the Township's stewardship and care. The draft by-laws have been presented to Council and we recently completed an extensive multi-year engagement program with the community and stakeholders to generate and receive feedback on the drafts. Our relationship continues to grow. We were recently retained by the Township to examine the feasibility of developing a sustainable neighbourhood

in Pointe au Baril Station that will deliver much needed attainable housing for younger families and workers in the community.

Township of Ryerson: JLR has started providing day-to-day land use planning services to the Township of Ryerson since 2024. This includes the provision of general day-to-day planning advise to Township staff and the public, providing pre-consultations with potential applicants, reviewing Planning Act applications and presenting recommendations to Council.

Corporate Profile – JLR

Providing services in planning, engineering, architecture, and project management, JLR's continued industry success is due in part to our innovative excellence—designing boldly, building better, pioneering energy efficiencies, and professionally managing projects. Equally important is JLR's outstanding customer service. All projects, large and small, are defined and developed through close teamwork with our clients whom we regard as project partners. Nearly 70 years of experience has shown us that collaboration provides the best possible project results.

Our power is our people—over 450 across eight offices throughout Ontario, all connected in real time. Founded in Ottawa in 1955, we remain a proudly Canadian employee-owned firm that welcomes people with exceptional talent, abilities, and experience from all over the world. This diversity enhances our aptitude and abilities as well as the culture of cooperative collaboration that makes JLR truly unique.

All JLR projects are created holistically to maximize efficiencies and opportunities and are delivered in more than 75 countries. Our markets include:

Alternative Delivery	Industrial
Buildings	Innovative Energy
Environmental Infrastructure	Mining
Indigenous	Municipal Infrastructure & Planning

Most of JLR's work is done in Ontario with about 80% of our business stemming from repeat and referred clients—validation of both our performance and our client satisfaction. No matter the size or scope of your project, we can effectively realize your vision.

Many JLR projects have received local, national, and international awards. Inspired by our past successes, we always look towards the next opportunities. Exceptional work and unparalleled customer service are what defines JLR today. Together with our clients, we continue to design and create the innovative projects of tomorrow.

JLR recognizes it operates on the traditional territories and lands of the Indigenous peoples that came before us.

Planning Discipline at JLR

JLR's professional planners have been providing land use planning advice and services to municipal clients for more than 50 years. Municipalities were our first planning clients and have remained the primary focus of our planning practice. Over the years, JLR has helped more than 100 municipal clients with their planning needs. Today, we provide municipal planning consulting services to more than 45 municipalities of all sizes across Ontario and beyond. We

understand the Planning Act, Provincial Policy Statement, Official Plans, Zoning By-laws, other provincial legislation and policies, and local land use planning tools.

Currently, JLR has 20 planners on staff, representing over 170 continuous years of experience in land use planning for communities across Ontario. We also have a GIS Technical Group within the Planning division that can provide expertise in planning-related mapping and GIS services.

Experience in policy and regulatory development

JLR's Planning division regularly undertakes work for public and private sector clients across Ontario, providing the following services:

- Land use planning, including official plans, zoning by-laws, community improvement plans, and site plans
- Municipal planning advisory services
- Conceptual and detailed design
- Land development
- Infrastructure renewal
- Roads, parking areas, and bridges
- Stormwater and water resources management
- Environmental assessment
- Contract administration
- Municipal GIS Service

JLR has completed several official plan and zoning by-law exercises for municipal clients similar in size and composition to the Municipality. We understand the importance of clarity and certainty in planning regulatory development and have worked extensively with councils to help carry out planning programs. We work in Parry Sound District and understand the local context and the need to update the Municipality's Official Plan and Zoning By-law. We understand that the Municipality desires an updated official plan and zoning by-law which maintain the strong protections of the Municipality's waterfront environments of the current planning documents, while improving user friendliness clarity of policies and zoning provisions. In addition, the official plan and zoning by-law will need to conform with new provincial policies and comply with changes to provincial planning legislation.

Commitment to building lasting client relationships

With our significant history in the Ontario municipal consulting industry, JLR understands the importance of developing long-term relationships with our clients based on trust and value for service. We pride ourselves on working collaboratively with our clients and being responsive to their individual needs. We are confident that you will find our firm flexible and effective in delivering a new official plan and zoning by-law. JLR is fully committed to this project and will allocate the appropriate resources necessary to meet your requirements.

A strong team of professional planners

JLR strongly believes in professionalism. Ten of our 20 planners are Registered Professional Planners certified to practice in the province of Ontario and full members of the Canadian Institute of Planners. Our remaining team members are working diligently towards professional

certification. All our staff adhere to a high level of professionalism and practice ethically and responsibly.

JLR's Planning team believes in working closely and collaboratively with our clients, answering calls and e-mails in a timely fashion. One of the advantages of having a team with varying levels of experience is that we can assess each file and provide the appropriate level of effort and review. Another advantage of having a larger team is that we always have backups in the event of unanticipated absences.

Corporate Profile – Hutchinson Environmental Sciences Ltd.

Natural Heritage

Hutchinson Environmental Sciences Ltd. (HESL) was established in 2009 to provide science-based and client-focused services to all levels of government, as well as industry, Indigenous groups, and non-governmental organizations across Canada. Our team of 13 scientists specializes in aquatic and environmental sciences, offering scientific, technical, and regulatory services relating to environmental impact assessment, natural heritage evaluation, watershed management, species at risk, and water quality.

HESL has extensive experience providing environmental services for municipalities. We have conducted many projects related to residential and commercial development, environmental impact assessment and review, and monitoring and assessment of aquatic and terrestrial ecosystems and biological communities. We regularly work for municipalities throughout the province (e.g., City of Greater Sudbury, City of Quinte West, City of Guelph, City of Timmins, Town of Orangeville, Haldimand County) to characterize environmental conditions and assess the environmental impacts of development proposals. HESL recently presented to Whitestone's Environmental Committee on lake management and understands the Municipality's general approach to environmental management.

We work in terrestrial and aquatic environments on a wide variety of projects, from small-scale property severances to large-scale resort and housing developments, municipal wastewater servicing, contaminated sites, and hydro-electric initiatives. We have experience in species at risk assessment, wildlife monitoring (amphibians, birds, fish, benthic invertebrates), invasive species management, wildlife risk assessment, ecological land classification, water quality assessment, lake capacity studies, and fish habitat assessment. We are comfortable navigating the environmental permitting process to ensure compliance with applicable policy and legislation.

We effectively characterize environmental conditions, identify environmental constraints, sensitivities, and potential development impacts, and recommend best practices to mitigate and avoid negative environment effects. We are a small responsive company, dedicated to providing balanced, objective, and practical solutions. Our staff apply their strong background in science and policy to generate reliable high-calibre advice, analysis, and interpretation. We are skilled communicators, able to distill complex technical information into easily accessible plain language. Our Canada-wide experience working in environmental impact assessment with a diverse range of clients gives us a broad perspective on effective approaches to land-use planning and environmental protection.

Local Presence

HESL is based in Bracebridge, Ontario and regularly works with area municipalities, including the Township of Lake of Bays, the Township of Muskoka Lakes, Seguin Township, the Township of Georgian Bay, the District Municipality of Muskoka, the Town of Bracebridge, the Town of Parry Sound, and the County of Haliburton.

HESL has presented to the Municipality's Environmental Committee on lake management and environmental management.

HESL will be responsible for reviewing and enhancing the Official Plan and Zoning By-law's protections for the natural environment. This will include a review of legislation and policies affecting natural heritage at the municipal, provincial and federal level, including existing policies in the Municipality of Whitestone Official Plan. HESL will identify gaps and opportunities associated with the existing natural environment policies and how they are executed through the Municipality's Zoning By-law. The review will address natural heritage features such as species at risk, fish habitat mapping, study requirements, and mitigation measures.

HESL will also review lake specific policies for several lakes in the Municipality. HESL notes that capacity status has been determined through Lakeshore Capacity Assessments or consideration of Lake Trout habitat (i.e., Mean Volume Weighted Hypolimnetic Dissolved Oxygen concentrations), while development measurements, such as lot size and frontage have been informed by other factors such as character, fishing pressure, flooding, and docking limitations. HESL will collect and review existing Lakeshore Capacity Assessments and Lake Trout dissolved oxygen assessments to determine the suitability of those findings to inform updated lake management policies. HESL will also review other water quality data available in the Municipality and recommend lake-specific or a municipal-wide lake management and monitoring program based on the available information and lessons learned. HESL will also attend two meetings with Lake Associations.

HESL staff have provided water quality and environmental review consulting services to local municipalities for over twenty years and to other municipalities for over ten years (i.e., the Town of Bracebridge, Township of Lake of Bays, Township of Georgian Bay, and Township of Seguin). We serve as the peer reviewer for the District Municipality of Muskoka (since 2020), the Township of Georgian Bay (since 2021), the Township of Clearview (since 2022), the Town of New Tecumseth (since 2023), and the Town of Bracebridge (since 2024), reviewing natural heritage evaluations and environmental impact studies submitted as part of development applications. In 2022-2023, we worked on the District of Muskoka's Integrated Watershed Management Initiative, developing watershed health indicators and water quality indicators for the Muskoka River Watershed. We are currently conducting a review of the District's Lake System Health Program and related recreational water quality policies contained within its Official Plan to assess the applicability and performance of current policies and to adjust or refine the current approach based on best management practices and current scientific understanding of lake management. In addition, we worked with JLR to review current science and best management practices for shoreline preservation to develop a Shoreline Preservation By-law for the County of Haliburton.

Qualifications and Experience of the Planning Team

We confirm that our proposed team has the necessary knowledge, understanding, experience, ability, and capacity to assist the Municipality in completing this assignment. Our team members have worked within townships and municipalities that are similar in size and have similar requirements to those set out in this RFP. The essential elements of JLR's approach include flexibility and ensuring we work thoroughly with the adequate resources available. Please refer to Appendix B for the curricula vitae for the proposed team members.

Principal-in-Charge

Jason Ferrigan, MSc.Pl., RPP, MCIP, Principal Associate, Chief Planner



Role on project: As Principal-in-Charge, Jason will be responsible for strategic direction, issue management, client relationship, team performance, and senior peer review. He will be available to assist the Municipality with more challenging and contentious planning files. Jason will review the project results, obtain client feedback, and add any additional support to the project team to meet deadlines and deliverables. He will ensure that adequate time and resources are allocated to delivering successful versions of the revised Official Plan and Zoning By-law for the Municipality. He will be available to stakeholders if concerns arise that cannot be resolved at the project management level.

Relevant Project Experience: Jason is familiar with the area through his work with the Township of The Archipelago and prior to joining JLR, Jason served as the Director of Planning for the City of Greater Sudbury and President of the Ontario Professional Planners Institute (OPPI).

Jason has extensive experience developing, updating, and interpreting Official Plans and Zoning By-laws. During his career, he has worked on numerous Official Plan projects in central and northern Ontario. He is currently the Principal-in-Charge of JLR's Official Plan projects in the Township of Hudson, the Township of Harley, the Township of Casey, the Township of Bonfield, the Municipality of Callander, the Desbarats to Echo Bay Planning Board, the Township of Georgian Bluffs, the Town of Grand Valley, the Town of Gananoque, and the Township of Georgian Bluffs. As Planning Director for the City of Greater Sudbury, he led the second phase of the five-year review of the Official Plan, which involved the integration of the Transportation Master Plan and Water/Wastewater Master Plan. As Senior Planner with the City of Greater Sudbury, he led several elements of the first phase of the five-year review including growth and settlement, rural consents, climate change adaptation, and mitigation.

Project Manager and Senior Planner

David Welwood, MES (Planning), RPP, MCIP, Senior Planner



Role on project: As Senior Planner and Project Manager for this assignment, David will be the principal point of contact for the Municipality to ensure responsibility and accountability. He will provide overall project leadership and responsibility, assigning and overseeing the team's services. This will include maintaining appropriate staffing levels, leading the JLR team as required, overseeing project delivery, and confirming the Municipality's project objectives are successfully met on time. David will report to both the Municipality and the Principal-in-Charge who will provide senior peer review.

David has reviewed his other project responsibilities and confirms his availability to dedicate the necessary time to the management and detailed technical leadership of this assignment. He is committed to undertaking this role and will attend all meetings and dealings with external agencies, utilities, and stakeholders, as necessary.

In addition, David was born in Parry Sound and is highly knowledgeable about the surrounding area and is familiar with many of the planning opportunities and challenges facing the District.

Relevant Project Experience: David is very familiar with the Municipality and leads the JLR team responsible for the provision of planning advisory services for the neighbouring Township of McKellar. David has contributed to the development and approval of numerous Official Plans, Zoning By-laws, community improvement plans, reports, and planning studies across Ontario including many municipalities that are similar in composition to Whitestone. He has coordinated public meetings required by the Planning Act, has led core team meetings, and delivered presentations and training for municipal councils and staff on various planning matters, including the review of planning applications.

David is currently working on Official Plans and Zoning By-Laws for the Township of Georgian Bluffs, the Lakehead Rural Planning Board, the Township of Bonfield, the Town of Grand Valley, the Township of Moonbeam, the Township of Hudson, the Township of Casey, the Township of Harley and the Sault Ste. Marie North Planning Area. David recently completed a Comprehensive Zoning By-law Review and update for the Municipality of South Bruce. In the past as a planning consultant, David has developed and contributed to Official Plans and Zoning By-laws for the Township of North Frontenac, the Township of Central Frontenac, the Township of Papineau-Cameron, the Township of Nairn and Hyman, the Town of Blind River, the Township of the North Shore, the Town of Bruce Mines, the Town of Laurentian Hills, and the Central Timiskaming Planning Board. As a Principal Planner with the Region of Waterloo, David participated in the regional review of local comprehensive Zoning By-laws for the City of Cambridge and the City of Kitchener. As a former Provincial Planner with the Ministry of Municipal Affairs and Housing (MMAH), David led the provincial review and approval process of numerous Official Plans in Ontario. This experience means David has a firm understanding of the legislative and policy requirements in order to guide the Municipality through the required Provincial approvals process for the Official Plan.

Alternate Project Manager and Senior Planner

Sarah Vereault, RPP, MCIP, Associate, Senior Planner



Role on project: As Alternate Project Manager, Sarah will be responsible for assuming David's role in an absence, ensuring seamless service delivery to the Municipality. Sarah's role includes providing a senior review of deliverables, as and when required.

Relevant Project Experience: Sarah is currently working with the Township of The Archipelago on the Pointe au Baril sustainable housing project and has worked on Official Plan, Zoning By-law, and Community Improvement Plan projects for numerous municipalities across Ontario.

Sarah has completed Official Plan Reviews for the Town of Northeastern Manitoulin and the Islands, the Township of Matachewan, the City of Elliot Lake, the Town of Espanola, the Town of Smooth Rock Falls, the Sudbury East Planning Board, the Town of Iroquois Falls, and Township of Hornepayne. Sarah has led zoning by-law reviews for the Town of Espanola, the Town of Smooth Rock Falls, the Township of Matachewan, the Town of Northeastern Manitoulin and the Islands, the unincorporated Township of Haggart, the Town of Kirkland Lake, the Township of Hornepayne, and the Town of Iroquois Falls.

Project Planner

Soumaya Ben Miled., M.Arch., M.Pl., Planner



Role on project: As Planner, Soumaya will participate in all project phases and public consultations. She will provide support with the preparation and delivery of reports and final documents.

Relevant Project Experience: Soumaya is an OPPI CIP Candidate with four years of experience in urban and regional planning. She has a strong background in land use planning, master planning, spatial analysis and mapping, planning policy, and environmental planning. In her role as a Planner with JLR, she is responsible for providing planning services for several northern Ontario municipalities. She is currently

working on the Tarbutt Housekeeping Zoning By-law amendment, Desbarats to Echo Bay Official Plan update, and Town of Iroquois Falls Community Improvement Plan. Soumaya provides support on development applications for private and public sector clients.

GIS Technical Support

Kris Kerwin, C.Tech., Senior Geographic Information Systems Technician



Role on project: Kris will assist and support the team in using GIS as a data analysis and visualization tool. For example, some of Kris' GIS-related responsibilities include data capture, data conversion, database design, Lidar integration analysis, photographic survey and photo 3D visualization, GIS analysis, custom online applications, and integration of data from third parties.

Relevant Project Experience: Kris has prepared schedules for several Official Plan and Zoning By-law reviews, as well as site plans, land use surveys, and other thematic map products. He routinely provides support to municipal planners by producing enhanced, user-friendly drawings, maps, figures, and graphics. Some of his GIS-related responsibilities include data capture, data conversion, database design, 3D visualization, GIS analysis, custom applications, and integration of data with other third-party software. Kris has significant experience developing and maintaining projects in the GIS environment. This experience includes initial field data collection using GPS, migrating hardcopy legacy drawings to the GIS environment, and maintenance and management techniques to incorporate ongoing condition assessment data. Kris is currently assisting Bonfield and Grand Valley with mapping for their updated Official Plans and Zoning By-laws.

Hutchinson Environmental Sciences Ltd.

Senior Scientist – Brent Parsons, MSc.



Role on Project: Brent will lead the natural heritage and natural hazards components of the project. He will oversee all tasks associated with the policy review and update, and will provide review and analysis of water quality, at-capacity lakes, fish habitat, and shoreline protection policies.

Relevant Experience: Brent is a Senior Scientist with sixteen years of experience as an environmental consultant with a focus on lake and watershed management, and land use change. Brent's experience has been balanced between guiding private parties through the regulatory environment and providing regulating agencies such as municipalities with expertise through peer reviews and the establishment of science-based planning policies as part of Official Plan updates and lake management plans.

Brent has developed a variety of technical skills associated with characterizing terrestrial and aquatic natural heritage features. He uses his technical skills to collect accurate information and familiarization with environmental policies to assess the impacts of a wide variety of stressors on aquatic and terrestrial ecosystems. He has developed and implemented lake and watershed management plans for a variety of multi-stakeholder groups and is adept at uniting stakeholders through consultation and the communication of scientific information. He is also experienced with natural heritage issues such as Species at Risk, wildlife and vegetation communities with respect to proposed land use change and routinely works with municipalities to provide trusted input on a wide variety of environmental issues.

Senior Scientist – Andrea Smith, PhD



Role on Project: Andrea will contribute to the natural heritage and natural hazards policy review and update. She will participate in the research, consultation, report preparation, and presentation of results, with a focus on significant wildlife habitat and species at risk habitat.

Relevant Experience: Andrea is an ecologist with over 25 years of experience working in ecology and environmental science, including research on natural heritage, species at risk, invasive species, and climate change. She has participated in and led numerous environmental assessment and review projects for municipalities.

Andrea has completed environmental impact studies (EIS), natural heritage evaluations (NHE), and species at risk assessments for residential, recreational, hydroelectric, and water and wastewater servicing projects across Ontario. Andrea has conducted peer reviews of environmental reports and studies (including EIS, NHEs, and species at risk assessments) for municipalities in central Ontario. Her natural heritage work has involved evaluations of terrestrial and aquatic species (e.g., plants, arthropods, amphibians, reptiles, mammals) and a variety of natural heritage features (e.g., Areas of Natural and Scientific Interest, provincially and locally significant wetlands, Environmentally Significant Areas, significant woodlands, significant wildlife habitat, species at risk habitat). She has identified watershed health indicators and

evaluated best practices for shoreline protection and management for municipalities in central Ontario. Andrea has produced plain language summary reports and factsheets for municipal decision-makers and resource managers, as well as magazine and newspaper articles on environmental issues for the public.

Work Plan

Based on our understanding of the project, JLR has proposed a customized methodology, a phased process, to support the requirements of the Municipality as outlined in the RFP.

While we propose to start the project right away, we recommend holding some of the public consultation activities in the Spring and Summer of 2025 in order to maximize input from the Municipality's seasonal residents. The proposed timeline considers the importance of input from the public, MMAH, and Indigenous communities as required by the Planning Act. Please see Appendix C for the proposed Project Schedule, which contains a detailed breakdown of proposed steps and their associated timing.

Phase 1 – Background Review and Study

1.1 Client Kick-Off Meeting (Virtual)

This project will be kicked off with a virtual launch meeting between members of the JLR project team, HESL project team, and Municipal staff. Together, we will discuss the general objectives of the project, roles, and responsibilities of JLR's project team and the Municipality, potential methods to engage the public, required updates to ensure provincial conformity and legislative compliance, and specific updates/topics to be reviewed as identified by the Municipality. We will also further discuss considerations for the work plan and schedule presented here.

Following this meeting, the Municipality will provide background information including the Asset Management Plan, Strategic Plan, any amendments to the Official Plan and Zoning By-law since the last consolidation, the number of new residential building lots approved since the OP was last updated, and any other background data that Council or staff feel are relevant. We understand that there have been two (2) Official Plan Amendments and 20 Zoning By-law amendments since the last update in 2017.

1.2 Request Background Data from MMAH

JLR will request background data from MMAH regarding provincial interests in land use planning in the Municipality at least three weeks in advance of the "one window meeting" held virtually with the MMAH and their partner ministries. JLR will review the background data in preparation for the meeting in step 1.5.

1.3 Request Background Data from West Parry Sound Geography Network (WPSGN), Municipality, and Province

JLR will request any background data or shapefiles from the West Parry Sound Geography Network (WPSGN) and the Municipality to help prepare base maps and Official Plan Schedules. JLR will also obtain the relevant datasets from Land Information Ontario (LIO)

1.4 Pre-Consultation with MMAH (Virtual)

JLR will attend a one window meeting with MMAH and its six partner ministries. The meeting is a key part of the planning process in order to ensure that the new Official Plan meets all required legislative and policy requirements. It should be noted that the meeting schedule is dependent on the availability of MMAH and its six partner ministries. This meeting will provide one window direction regarding matters of provincial interest

and the 2024 Provincial Planning Statement (PPS). Municipal staff are encouraged to attend the meeting.

1.5 Preliminary Work Plan and Public Consultation Plan

JLR will prepare a preliminary detailed work plan and public consultation plan in coordination with Municipal staff as generally outlined in this proposal. Once staff are satisfied with the work plan and public consultation plan, JLR will prepare a Notice of Project Commencement announcing the project and inviting interested parties to provide input. This may include community groups such as lake associations, roads and neighbourhood associations, agricultural groups, the business community, and other groups identified during the kick-off meeting.

For this task and other tasks involving public notification, we will coordinate with the Municipality's Project Lead based on an agreed upon public consultation plan. We will also work with the Municipality to create a circulation list and develop the content for notices and the Municipality's webpage. We suggest that the Municipality consider creating a project-specific email address where people can submit comments.

1.6 Client Meeting: Review Detailed Work Plan and Public Consultation Plan (virtual)

JLR will meet with Municipal staff to discuss the draft detailed work plan and consultation strategy submitted for review. Staff's feedback will be recorded to update and finalize the detailed work plan and consultation strategy.

1.7 Early Consultation with Indigenous Communities

JLR will seek input from Indigenous communities to identify key issues and emerging trends in the Municipality from a policy perspective, especially in areas of natural and cultural heritage preservation, economic development and environmental protection.

JLR will provide letters to be sent to Indigenous communities that may have an interest in the planning program. This will include Wasauksing First Nation, Shawanaga First Nation, Magnetawan First Nation, the Metis Nation of Ontario, and the related tribal councils.

This phase is important to allow for dialog between different parties that have an interest in land development in the municipality.

We note that in-person attendance is sometimes preferred by Indigenous communities. Our budget includes travel time for one meeting with several First Nations which is proposed to be combined with the same trip as the Special Meeting of Council. Should additional meetings and/or coordination be required, we would coordinate such scope of work with and receive prior approval from the Municipality before starting.

1.8 Special Meeting of Council (as required by Section 26, Planning Act)

JLR and HESL will attend the Special Meeting of Council, as required by Section 26(3) of the Planning Act, to kick-off the public process with the Municipality. JLR will present those areas of the Official Plan which require changes due to the 2024 PPS and discuss policy areas the Municipality considers important. JLR will also present the proposed Work Plan and Public Consultation Strategy.

The Special Meeting allows Council and the public an opportunity to identify additional revisions they feel are required to the Official Plan. The Municipality will be in a position to guide this process with our team.

JLR will assist in preparing the notice which can be mailed to specific stakeholder groups, agencies and identified First Nations that may have an interest in lands and development in the Municipality. We would suggest that circulation of the notice for the Special Meeting of Council be done by posting it in a local newspaper as well as on the Municipality's website and social media sites, and distribution using any other preferred communication methods.

It is important to note that public notification for the Special Meeting per Section 26(4) requires a 37-day notice period prior to the meeting.

JLR will coordinate the meeting, prepare materials and prints of documents and schedules, and provide recommendations to the Municipality after the meeting.

It is recommended that the Municipality post a notice on the website inviting the public to participate in the Official Plan and Zoning By-law Review process.

1.9 Public Engagement Survey 1

An online survey will be provided for broad public distribution and can be advertised on the Municipality's website to run over an extended period of time. The initial survey can solicit broad visioning-type questions about positive attributes of the municipality, visions of the future, and opportunities and challenges facing the municipality, for example.

Suggested Audience: General public, lake associations, community groups with broad membership.

1.10 Technical Review of existing Official Plan and Zoning By-law

Using data supplied by the Municipality and MMAH, JLR will conduct a technical review of the existing Official Plan and Zoning By-law in order to highlight where policies and regulations are required to be updated.

1.11 Preparation of a Digital Base Map

It is our understanding that the Municipality has digital base mapping provided by CGIS. JLR will utilize the open data sources (Ontario Geohub, Ontario Geospatial Data Exchange, Ontario Parcel and Municipal Connect (MPAC)) to prepare a base map, which will form the basis for the revised OP and Zoning By-law schedules. Ensuring the availability of datasets from all sources will require co-ordination between JLR and the Municipality, as some of these datasets might need to be requested directly by the Municipality. The Base Map will serve as the foundation for layering background information including OP land use designations, zones, natural heritage features, constraints, roads, etc.

Cartographic map standards will be upgraded to the Base Map to facilitate ease of use and legibility. This base will be provided to the Municipality. A Draft version of the Base Map will be circulated to municipal staff for review and comments. All mapping will be designed to be clear and legible in black and white when reduced to 11" x 17" (.PDF). One set of Schedule revisions is provided for in this budget after the initial Draft OP and Zoning By-law submission.

Phase 2 – Policy Directions

2.1 Background Information Review

JLR will review relevant plans and studies that have been completed or are underway that will inform the revised Official Plan and Zoning By-law, as well as relevant changes to planning legislation, most significantly the release of the 2024 PPS which comes into effect in October 2024, and other policy at the provincial level.

2.2 Prepare Draft Background and Policy Direction Report

JLR will prepare a Draft Background and Policy Direction Report to address new or updated policy matter areas in the updated Official Plan and Zoning By-law, and the policy areas required to comply with the Planning Act, the 2024 PPS, and the Growth Plan for Northern Ontario.

The Draft Background and Policy Direction Report will address the Municipality's existing planning and strategic documents, statistical data as well as issues raised by the Municipality, Provincial Ministries, Indigenous communities, and other agencies. HESL will assist JLR to complete chapters related to a review and update of the Municipality's policies for managing the natural environment and lake water quality. JLR will provide the Draft Background and Policy Direction Report to municipal staff for review and endorsement. This will form the basis for the revised OP and Zoning By-law.

The Draft Background and Policy Direction Report will remain in draft format until the end of Phase 2, as it is anticipated that it will be updated with input from the various public consultation efforts.

2.3 Natural Heritage and Lake-Specific Policies Report

As part of the background process, HESL will prepare a report on the Municipality's natural heritage and lake-specific policies.

HESL will review and provide recommendations for enhancement of the natural environment policies. This review will include legislative and policy context of natural heritage policies at the municipal, provincial, and federal level, including existing natural heritage policies in the Municipality's Official Plan. HESL will identify gaps and opportunities associated with natural environment policies and regulations. Natural heritage features (e.g., Species at Risk, fish habitat mapping), common study requirements (e.g., Environmental Impact Study), and mitigation measures (e.g., buffers) will be discussed.

HESL will also review lake-specific policies as they exist in the current Official Plan for several lakes in the Municipality. Capacity status has been determined through Lakeshore Capacity Assessments or consideration of Lake Trout habitat (i.e., Mean Volume Weighted Hypolimnetic Dissolved Oxygen concentrations), while development requirements, such as lot size and frontage have been informed by other factors such as character, fishing pressure, flooding, parking and docking limitations. HESL will collect and review Lakeshore Capacity Assessments and Lake Trout dissolved oxygen assessments to determine the suitability of those findings to inform updated lake management policies. Other water quality data available in the Municipality will be reviewed as available. HESL will recommend lake-specific or a municipal-wide lake management and monitoring program based on available information and lessons learned.

2.4 Meeting with Municipal Staff (virtual)

JLR will meet with Municipal staff to discuss the Draft Background and Policy Direction Report submitted for review. The draft discussion papers will be released once they have been reviewed and approved by staff.

2.5 Present Draft Background and Policy Direction Report to Council (virtual)

JLR will present the key findings from the Draft Background and Policy Direction Report to Municipal Council for discussion and feedback as to the direction for the updated Official Plan and Zoning By-law.

2.6 Public Engagement Survey 2

An online survey will be provided for broad public distribution and can be advertised on the Municipality's website to run over an extended period of time. This second survey can be targeted to specific policy areas and geared towards participants who have particular interests as identified during the project start-up, i.e., shoreline development, housing, employment lands, roads and transportation, for example.

Suggested Audience: General public, lake associations, community groups with broad membership.

2.7 Focus Groups (In-Person)

JLR will prepare and facilitate up to four (4) one-hour focused discussion groups with key stakeholders identified in the consultation strategy with input from Municipal staff. It is anticipated that two of the four meetings will be with lake associations and HESL will attend those meetings. Emergent themes from the focus groups will inform updates to the discussion papers and the policy directions report.

2.8 Public Information Centre (in-person)

JLR will facilitate an in-person public information session to introduce the project to the public and provide the preliminary results of background research thus far. The public information session will be designed to invite participants to think creatively and share their values, experiences, and expertise on their community and their vision for future growth and development.

JLR will draft all required notices and facilitation materials and provide these to the Municipality for review and comment, accounting for one round of revision following staff's feedback.

2.9 Council Update (virtual)

JLR will present an update to Council highlighting the results of the Phase 2 public engagement activities including key themes, and policy areas and regulations to be updated in the Official Plan and Zoning By-law.

Phase 3 – Draft Official Plan Changes

3.1 Prepare Draft Redline Changes to Official Plan

Following the confirmation of policy directions and inputs from the early consultation with Indigenous communities and the public, JLR will draft the proposed changes to the text of the Official Plan.

3.2 Staff Consultation on Draft Documents (virtual)

JLR will provide a copy of the draft changes to the Official Plan to Municipal Staff for review. JLR will hold a teleconference to discuss any proposed revisions and will revise the documents prior to the Public Open House. One set of revisions is provided for in this budget after the initial draft submission.

3.3 One Window Early Consultation with MMAH (virtual)

JLR will circulate a copy of the Background and Policy Directions Report (Phase 2 deliverable) and the draft redline Official Plan changes and schedules to MMAH as part of an "early consultation" exercise. Consulting with MMAH at least 90 days prior to the statutory public meeting and adoption of the document is a requirement of the Planning Act and helps to streamline the Ministry's review and approval of the final Official Plan Amendment adopted by Council. Our experience with this process has shown that it will be necessary to identify the Municipality's anticipated Public Meeting date as early as possible in the process to ensure MMAH's timely response to early consultation.

It should be noted that in our experience, MMAH and partner ministries' review of the draft document can occur within the required 90 days, however, sometimes this requires more time depending on the complexity of the proposed policy changes, staff capacity at MMAH and partner ministries, and Indigenous community consultation.

Following the receipt and review of the MMAH comments, JLR will identify areas where adjustments are essential and make the required revisions to the Official Plan.

3.4 Meeting with Municipal Staff to Discuss MMAH One Window Early Consultation Comments (virtual)

JLR staff will meet with Municipal Staff to discuss MMAH One Window Comments and the need for any further changes to the Official Plan.

3.5 Prepare Draft Official Plan Amendment

JLR will prepare a Draft Official Plan Amendment including revised schedules for the Public Open House.

3.6 Statutory Public Open House (in-person)

Pursuant to sections 17(15) and 26(9) of the Planning Act, at least one open house is required to give the public an opportunity to review and ask questions about the draft documents. JLR has budgeted for two representatives to attend the Draft Official Plan Public Open House. The Open House is an opportunity for the public to review the draft documents and mapping in an informal setting. The Open House will explore issues based on previous discussions that arose in background research and public engagement.

3.7 Maintain Record of Public Comments

Throughout the project, JLR will maintain a database of public comments received throughout the entire public consultation process including both written and oral. It is recommended that the Municipality also keep the same record. The Record will be included in the staff reports in Step 4.1 and will be submitted to MMAH with the adopted Official Plan Amendment.

Phase 4 – Final Official Plan

4.1 Prepare Public Meeting Report

Following the Open House and MMAH early consultation, JLR will review any public comments that have been received and provincial one-window comments, if any, and provide recommendations in the form of a Planning Report for Municipal Staff and Council regarding potential response and/or revisions to the draft Official Plan Amendment.

4.2 Statutory Public Meeting (in-person)

Pursuant to sections 17(15) of the Planning Act, at least one public meeting is required for the purpose of allowing the public to make a representation in respect of the proposed official plan.

The Statutory Public Meeting will be held to present the final Official Plan Amendment for Council's consideration and for Council to formally receive written or oral submissions from the public. We expect that there will be little change at this point due to the level of public participation during the process. Based upon the input at the meeting, Council may choose to formally adopt the Official Plan Amendment at this meeting or may choose to defer adoption to a subsequent meeting based upon a request for additional information.

4.3 Update Official Plan per comments received

JLR will make necessary updates following the public meeting in consultation with the Municipality. JLR will also prepare a recommendation memo outlining the changes made to the draft Official Plan Amendment since the Statutory Public Meeting, if any.

4.4 Present Final Draft Official Plan Amendment to Council for adoption (virtual)

JLR will present the updated versions of the Official Plan virtually for Council adoption following the Statutory Public meeting.

4.5 Submit adopted Official Plan Amendment to MMAH for approval

The Municipality's adopted Official Plan Amendment will be submitted to MMAH for approval. JLR will assist the Municipality in preparing the record required in Section 17(31) of the Planning Act to be forwarded to MMAH. The Planning Act provides the approval authority with a 120-day timeline for approvals; however, MMAH indicates that this timeline may be reduced if the early consultation approach is followed.

Phase 5 – Draft Zoning By-law Changes

5.1 Prepare Draft Redline Changes to Zoning By-law

Following the submission of the Official Plan to the Province for review and approval, and previous consultation activities, JLR will draft the proposed changes to the text of the Zoning By-law.

5.2 Staff Consultation on Draft Document (virtual)

JLR will provide a copy of the draft changes to the Zoning By-law to Municipal Staff for review. JLR will hold a teleconference to discuss any proposed revisions and will revise the documents prior to the Public Open House. One set of revisions is provided for in this budget after the initial draft submission.

5.3 Prepare Draft Zoning By-law Amendment

JLR will prepare a final Draft Zoning By-law Amendment including revised schedules for the Public Open House.

5.4 Statutory Public Open House

Pursuant to section 34(12) of the Planning Act, at least one open house is required to give the public an opportunity to review and ask questions about the draft documents. JLR has budgeted for two representatives to attend the Draft Zoning By-law Amendment Public Open House. The Open House is an opportunity for the public to review the draft document and mapping in an informal setting. The Open House will explore issues based on previous discussions that arose in background research and public engagement.

5.5 Prepare Public Meeting Report

Following the Open House JLR will review any public comments that have been received, if any, and provide recommendations in the form of a Planning Report for

Municipal Staff and Council regarding potential response and/or revisions to the draft Zoning By-law Amendment.

5.6 Statutory Public Meeting (in-person)

Pursuant to section 34(12) of the Planning Act, at least one public meeting is required for the purpose of allowing the public to make a representation in respect of the proposed zoning by-law.

The Statutory Public Meeting will be held to present the final Zoning By-law Amendment for Council's consideration and for Council to formally receive written or oral submissions from the public. We expect that there will be little change at this point due to the level of public participation during the process. Based upon the input at the meeting, Council may choose to formally adopt the Zoning By-law Amendment at this meeting or may choose to defer adoption to a subsequent meeting based upon a request for additional information.

The Zoning By-law Amendment will not come into full force and effect until the Official Plan Amendment is approved by the Province.

5.7 Update Zoning By-law per comments received

JLR will make necessary updates following the public meeting in consultation with the Municipality. JLR will also prepare a recommendation memo outlining the changes made to the draft Zoning By-law Amendment since the Statutory Public Meeting, if any.

5.8 Present Final Zoning By-law Amendment to Council for adoption (virtual)

JLR will present the updated version of the Zoning-by law virtually for Council adoption following the Statutory Public meeting.

5.9 Consolidate Official Plan and Zoning By-law, and Provide GIS Dataset to WPSGN

JLR will prepare a consolidated version of the Whitestone Official Plan incorporating any Minister's modifications that formed part of the Ministry's approval of the Official Plan Amendment. JLR will also consolidate the final approved Zoning By-law Amendment into the Municipality's Comprehensive Zoning By-law.

At this time, JLR will export the final Official Plan and Zoning

5.10 Debrief and Closure Meeting with Municipal Staff

After MMAH approval has been received, JLR will meet with Municipal Staff to formally close the project and ensure the Municipality has finalized copies of all deliverables.

Project References

Municipality of Callander New Official Plan (JLR)	
Client Contact	Ashley Bilodeau - Senior Municipal Director Tel: (705) 752-1410 ext. 224 Email: abilodeau@callander.ca
Project Description	<p>JLR assisted the Municipality of Callander with the creation of a new Official Plan that will guide growth and change in the community over the next 25 years.</p> <p>As part of this process, we worked with the municipality and community to create a plan that better balances local and provincial goals and objectives for land use planning and a plan that will provide clear, reasonable, flexible guidance to allow the municipality to respond to new economic opportunities as they emerge while protecting the natural environment and public health and safety.</p> <p>The Official Plan review process was supported a consultation program that engaged residents, stakeholders and decision makers and cultivated broad support and buy in for the plan outcomes. Various tools were used including notices, web updates, social media posts, individual stakeholder discussions, group stakeholder discussions, Planning Advisory Committee Meetings, Council Meetings, open houses and workshops.</p>

Township of Georgian Bluffs Official Plan Review (JLR)	
Client Contact	Michael Benner, Principal Planner Tel: (519) 376-2729 E-mail : mbenner@georgianbluffs.ca
Project Description	JLR is currently assisting the Township of Georgian Bluffs with updating their Official Plan to reflect the current policy and regulatory requirements in the Planning Act, the 2024 Provincial Planning Statement, the Niagara Escarpment Plan, the County of Grey Official Plan and other applicable planning legislation and documents. In addition, JLR is assisting the Township to incorporate amendments, update its mapping, and provide new and updated policy for second dwelling units, cannabis, short-term rentals, climate change, Indigenous peoples, affordable and attainable housing, source water protection and servicing requirements.

Municipality of South Bruce Zoning By-law Review (JLR)	
Client Contact	Phil Van Hardeveld, Chief Building Official Tel: (519) 392-6623 E-mail : pvanhardeveld@southbruce.ca
Project Description	JLR recently assisted the Municipality of South Bruce with updating its Zoning By-law to conform with the Municipality's Official Plan and the County of Bruce Official Plan. In addition, JLR helped the Municipality to incorporate amendments, update its mapping, and provide a new and updated regulatory framework for additional residential units, on-farm diversified uses, short-term rentals, alternative forms of housing, floodplain mapping, source water protection and servicing requirements.

District Municipality of Muskoka Recreational Water Quality Policies and Causation Study Program Review (HESL)	
Client Contact	Lisa Marden, Director of Planning Tel.: 705-645-2100 ext. 4396 Email: lisa.marden@muskoka.on.ca
Project Description	<p>HESL evaluated the District's Lake System Health Program and related shoreline management policies through a review of existing policy, review of shoreline development approaches used by other jurisdictions in North America, discussion of lake management goals and considerations, and development of recommendations to update and strengthen the District's approach.</p> <p>HESL conducted a review of relevant lake system health policies in the District's Official Plan relating to recreational water quality, water quality indicators, general development policies, and enhanced protection policies. In addition, we reviewed six causation studies completed for the District. We examined shoreline management best practices in 14 jurisdictions across Canada and the United States to identify technical and planning approaches that might be applicable to the District. We synthesized current scientific understanding of lake management and related issues to inform recommended changes to the District's approach. Recommendations were made for a new lake management approach and updates to the Recreational Monitoring Program.</p> <p>Future collaboration with the District will focus on translating these recommendations into appropriate policy language for inclusion in future revisions to the District's Official Plan.</p>

Public Consultation

JLR understands that successful Official Plan and Zoning By-law reviews require good communication, engagement, and collaboration between the public and other stakeholders. JLR will establish a public consultation plan at the outset of the Official Plan and Zoning By-law review that aligns with the RFP requirements and the proposed work plan outlined above.

JLR will also communicate with and engage stakeholders and residents at key milestones in the work plan to share information, receive feedback and build understanding, trust, and confidence in the outcomes of the project. JLR understands that every community has unique needs and preferences when it comes to public consultation and community engagement. As a result, we have prepared a plan with the option to add additional consultation for an extra fee to provide the Municipality with the ability to cater its consultation to meet the needs of the community while keeping the project within budget. The public consultation plan includes a mix of in-person and virtual engagement opportunities.

Throughout all engagement opportunities, JLR will maintain a clear record of public comments to be included in the Statutory Public Meeting Report and Recommendation Report.

Pricing

A detailed time-task matrix, including a breakdown of hourly rates and predicted hours for each team member by task, is provided in [Appendix D](#). The work plan described in this proposal includes professional fees in the amount of \$121,949.50 plus disbursements of 7% and HST for a grand total of \$145,900.16.

Disbursements are added to the professional fees noted above to cover all project-related expenses such as conference calls, printing, and reproduction.

Invoicing will be done monthly and will cover only work that has been completed during the previous month. This budget will not be exceeded unless authorized by the Municipality.

Deliverables

For each phase of the project, JLR will provide the Municipality with the following documents:

Phase 1: Background Review and Study

- One digital copy of the Work Plan and Public Consultation Strategy.
- One digital copy of the Background and Issues Report.

Phase 2: Policy Directions

- One digital copy of all presentation materials (PPT/posters/mapping).
- One digital copy of the Policy Directions Report.
- One digital copy of the Notice of PIC.

Phase 3: Draft Official Plan and Zoning By-law

- One digital copy of all presentation materials (PPT/posters/mapping).

- One digital copy of the Notice of Public Open House and Notice of Statutory Public Meeting.
- One digital copy of the Public Meeting Report.

Phase 4: Finalization

- Two (2) bound hard copies of all draft and final reports.
- One digital PDF and one digital Word copy of the final MMAH approved Official Plan and approved Zoning By-law texts.
- One digital PDF copy of the approved Official Plan and approved Zoning By-law schedules and illustrations.
- All GIS information including Official Plan and Zoning By-law schedules.
- One (1) electronic and one (1) hard copy of all meeting minutes, public notices, presentations, handouts, comments, sign-in sheets, etc. prepared for, or as result of the public consultation, and Official Plan Review and Zoning By-law process.



APPENDIX A

+ Submission Form

Statement of Acceptance (Appendix A)

All responses must be signed:

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Municipality of Whitestone is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	J.L. Richards & Associates Limited
Respondent's Signature:	
Respondent's Printed Name:	Jane Wilson
Respondent's Title:	Associate, Municipal Infrastructure and Planning Chief
Email:	jwilson@jlrichards.ca
Business Phone:	(226) 780-7487
Business Fax:	
Mailing Address	314 Countryside Drive Sudbury, ON P3E 6G2



APPENDIX B

+ Curricula Vitae



Soumaya Ben Miled M.Arch., M.Pl.

Planner

Education

Master of Urban and Regional Planning,
Virginia Commonwealth University, 2018

Post-graduate Certificate, Geographic
Information Systems, Virginia
Commonwealth University, 2018

Master of Architecture and Urban Planning,
Ecole Nationale d'Architecture et
d'Urbanism, 2015

Fluent in English, French, and Arabic

Employment History

2023 to Date: J.L. Richards & Associates
Limited – Planner

2021 to 2023: SCET-TUNISIE –
Architecte-Urbaniste chargée d'études

2019 to 2020: VNG International – Project
Manager

2019: DIRASSET International – Urbaniste

2018: Timmons Group – Landscape
Architecture and Planning Intern

2017: Cite Design – Urban Design Intern

2017: Virginia Chapter of the American
Planning Association – Policy and Planning
Coordination Intern

Professional Associations/ Memberships

Ontario Professional Planners Institute
(OPPI) Candidate Member

Canadian Institute of Planners (CIP)

Qualifications & Expertise

Soumaya is an urban and regional planner with a background in architecture and more than four years of professional experience.

With JLR, Soumaya works on updates of Official Plans and Zoning By-laws, providing municipal advisory services to Ontarian municipalities and the development of a Community Improvement Plan. She supports with reviewing land use planning applications and preparing reports analyzing the conformity with the Planning Framework. Soumaya's work includes working on land use planning projects for private clients.

In her previous roles, Soumaya specializes in urban development, regional planning, and master planning. She collaborated with engineering and planning firms and engaged with public representatives, consultants, and stakeholders.

Representative Project Experience

Planner: Desbarats to Echo Bay Planning Board, Desbarats to Echo Bay Planning Area Official Plan Update

Planner: City of Greater Sudbury, Update of the Downtown Master Plan

Planner: Township of Hudson, Official Plan and Zoning By-law Update

Planner: Township of Harley, Official Plan and Zoning By-law Update

Planner: Township of Casey, Official Plan and Zoning By-law Update

Planner: Town of Iroquois Falls, Community Improvement Plan

Planner: Desbarats to Echo Bay, Official Plan Update

Planner: The Township of Tarbutt, Tarbutt Zoning By-law Housekeeping Amendment

Planner: The Corporation of the City of North Bay, Trout Lake Watershed Study and Plan

Planner: Kingsway Entertainment District Inc., Kingsway Waste Management Facility ZBL Amendment

Planner: Gabonese Fund for Strategic Investments (FGIS), Master Plan for Development and Urban Planning of Libreville (private financing, Phase 1 – Diagnostic)

Planner: Ministry of Construction, Housing and Urban Planning, Feasibility Study to Conserve and Preserve the Green Zone of the Master Plan Grand Abidjan (SDUGA) (Cost €470 000, Phase 2-Diagnostic and Phase 3-Action Plan)



Hutchinson Environmental Sciences Ltd. (HESL) was formed in November of 2009 as a consulting firm specializing in aquatic and environmental science, technical facilitation and peer review services.

Brent Parsons joined HESL in February of 2013. Brent has sixteen years of experience as an environmental consultant with a focus on lake and watershed management, and land use change. Brent's experience has been balanced between guiding private parties through the regulatory environment and providing regulating agencies such as municipalities with expertise through peer reviews and the establishment of science-based planning policies as part of Official Plan updates and lake management plans.

Brent has developed a variety of technical skills associated with characterizing terrestrial and aquatic natural heritage features. He uses his technical skills to collect accurate information and familiarization with environmental policies to assess the impacts of a wide variety of stressors on aquatic and terrestrial ecosystems. He has developed and implemented lake and watershed management plans for a variety of multi-stakeholder groups and is adept at uniting stakeholders through consultation and the communication of scientific information. He is also experienced with natural heritage issues such as Species at Risk, wildlife and vegetation communities with respect to proposed land use change and routinely works with municipalities to provide trusted input on a wide variety of environmental issues.

Professional History

Hutchinson Environmental Sciences Ltd.

Senior Aquatic Scientist
Bracebridge, ON
February 2013-Present

Beacon Environmental

Aquatic Ecologist
Bracebridge, ON
2010-2013

Michalski Nielsen Associates

Aquatic Ecologist
Bracebridge, ON
2008-2010

Irish Environmental Protection Agency /Trent University

Biomonitoring Scientist
2007-2008

Education

M.Sc. Watershed Ecosystems

Trent University
Supervisor: Dr. P.J. Dillon
"A bioassessment of lakes in the Athabasca Oil Sands Region"
2005-2007

B.Sc. (Hons) Environmental Science and Physical Geography

Nipissing University
North Bay, ON
2001-2005

Project Experience

Lake Management Studies

- ✦ *Lake of Bays Official Plan Update (2024 - present) - Township of Lake of Bays*
Completed discussion papers on natural heritage features and shoreline development which included a review of relevant policies, a primer on the underlying scientific knowledge and recommendations for new policy development.
- ✦ *Shallow Lakeshore Capacity Assessment (2024 - present) - Municipality of Mattice-Val Côté*
Completed a Lakeshore Capacity Assessment of Shallow Lake to determine development capacity. Also reviewed recreational capacity, lake health and recommended various Best Management Practices.
- ✦ *Review of Lake System Health Program and Causation Studies (2015 - present) - District of Muskoka*
Reviewed Official Plan policies, Causation Study results as well as lake management approaches used by other jurisdictions. Developed recommendations for monitoring and lake management based on lessons learned and an in-depth assessment of the strengths and weaknesses of lake management tools available.

- ✦ *Trout Lake Lakeshore Capacity Assessment (2023 - present) - Municipality of French River*
Completing a background review and field investigations to inform development of a lake management plan based on lakeshore capacity modelling, measured water quality, recreational capacity and dissolved oxygen modelling.
- ✦ *Water Quality Indicators - Muskoka River Watershed (2022 - 2023) - District of Muskoka*
Reviewed active monitoring programs and completed a literature review on emerging threats to water quality to develop recommendations related to water quality monitoring in the Muskoka River Watershed.
- ✦ *Water Quality Monitoring Planning (2022 - 2023) - Coalition of Haliburton Property Owners Association*
Developed recommendations for lake monitoring best practices including the resources required; reviewed technology options for continuous water quality monitoring; provided recommendations for data management and analysis.
- ✦ *Lake Eugenia Management Study (2022 - present) - Mr. Doug Hill*
Completed a background review, field investigations and a gap analysis. Development management and monitoring recommendations designed to manage algal and macrophyte growth.
- ✦ *Lake Clear Capacity Assessment (2022 - present) - Township of Bonnechere Valley*
Reviewed historical water quality and completed field investigations to determine if Lake Clear is at development capacity through analysis of water quality data and modelling of both phosphorus and dissolved oxygen concentrations.
- ✦ *Hudson Lakeshore Capacity Assessments (2022 - 2023) - Township of Hudson*
Established a water quality baseline through background review and field investigations of five lakes. Determined development capacity through Lakeshore Capacity Modelling and review of water quality information.
- ✦ *Oak Lake Water Quality Assessment (2018 - 2022) - City of Quinte West*
Reviewed historical monitoring data, developed and implemented a monitoring program of water quality, septic systems and surveys of point and non-point source discharges, and developed a lake management plan designed to control phosphorus enrichment, oxygen deficiency, nearshore bacteria concentrations and excessive growth of nuisance macrophytes and algae. Management recommendations included the review of a wide variety of watershed and active lake management options.
- ✦ *Expert Input for In-Lake Treatment of Pigeon Lake (2021 - 2023) - Alliance of Pigeon Lake Municipalities*
Completed a comprehensive background review of a variety of Pigeon Lake reports focused on water quality and phytoplankton assessment and related remediation options. Assessed the appropriateness of sediment inactivation through lake-specific criteria and uncertainties.
- ✦ *Trout Lake Watershed Study and Management Plan (2021 - 2023) - City of North Bay*
Reviewed lake water quality to determine the impact of development on water quality. Assessed municipal best practices and completed lakeshore capacity modelling to inform consultation and ultimately, the development of lake management recommendations.
- ✦ *Shoreline Preservation Review and Consultation (2021 - 2022) - County of Haliburton*
Completed a literature review of current science and Best Management practices related to shoreline protection. Consulted with stakeholders and developed a Shoreline Preservation By-law that balances environmental stewardship and public best interests.

- ✦ *Stormwater Assessment, Planning and Implementation of the Cobden Agriculture Area (2021 - 2022) - Township of Whitewater Region*
Characterized existing stormwater quality and management in Cobden's agricultural area. Identified priority areas of high nutrient loading and developed Best Management Practices for reduction of phosphorus loads to downstream Muskrat Lake. Evaluated phosphorus offsetting measures through criteria comparison and completed extensive consultation with various local, regional, and provincial organizations.
- ✦ *Nepahwin Lake Causation Study (2020) - City of Greater Sudbury*
Evaluated rising total phosphorus concentrations through a background review, focused water quality sampling and investigation of potential causal factors, including urban runoff.
- ✦ *Sturgeon Lake Assimilative Capacity Study (2020) - M2 Engineering*
Evaluated the impacts of the current lagoon system on downstream water quality and the impacts of six future servicing scenarios based on the extent of mixing zones in the receiver, the effect of discharge on the receiving environment and discharge duration.
- ✦ *Porcupine and Cook's Lakeshore Capacity Assessment (2020) - City of Timmins*
Determined the development capacity of Porcupine and Cook's lakes through completion of lakeshore capacity assessments and with consideration of high intensity development, sewage bypasses, mining influences and other factors.
- ✦ *Lloydminster Assimilative Capacity Study (2019 - 2020) - City of Lloydminster*
Assessed the feasibility of discharging treated municipal wastewater from the City to the Neale-Edmunds Stormwater Complex through characterization of hydrology, water quality and aquatic biology.
- ✦ *Shackleton and Watersnake Lakeshore Capacity Assessments (2019) - Township of Fauquier*
Assessed water quality conditions, completed lakeshore capacity assessments and reviewed related policy to develop lake management plans for Shackleton and Watersnake lakes.
- ✦ *Construction Runoff and Dewatering Monitoring, 100 ha Development Site, Barrie ON (2013 - present) - Private Developer*
Monitored and provided recommendations related to the dewatering and discharge of suspended solid, metal and nutrient-containing water during dewatering and large construction excavation to mitigate impacts on Lake Simcoe. Also, managed the planting of native macrophytes into the newly excavated marina to deter the establishment of invasive species.
- ✦ *York Region Marine Facility Development Phosphorus Budget (2018) - Golder Associates*
Quantified pre-and post-construction phosphorus loads using the Phosphorus Budget Tool for the Lake Simcoe Watershed in accordance with requirements of the Lake Simcoe Protection Plan and Lake Simcoe Region Conservation Authority's Phosphorus Offsetting Policy.
- ✦ *Surface Water Impact Assessment Peer Review (2018) - Cambium Consulting and Engineering*
Assessed the Surface Water Impact Assessment completed in support of the development of 34 lots on Green Lake, Labrador Lake and the Madawaska River in terms of conformity with applicable legislation.
- ✦ *Wetlands and Watercourses and their Role in Mitigating Nutrient Impacts on Lake Erie (2017) - Environment Canada*
Assessed and quantified the role of watercourses and wetlands in nutrient retention, developed monitoring approaches and recommended best management practices to mitigate nutrient impacts to Lake Erie.

- ✦ *Wetlands and Watercourses and their Role in Mitigating Nutrient Impacts on Lake Erie (2017) - Environment Canada*
Assessed and quantified the role of watercourses and wetlands in nutrient retention, developed monitoring approaches and recommended best management practices to mitigate nutrient impacts to Lake Erie.
- ✦ *Lac La Biche Sensitive Habitat Mapping Project - Living Lakes Canada (2017)*
Identified and mapped sensitive shoreline habitat features to inform a sustainable shoreline development process in Lac La Biche, Alberta. HESL compiled, synthesized and reported on ecological data collected for the lake, and used information to develop Management Guidelines.
- ✦ *McCrank and Westvale Drive Sampling (2016) - District Municipality of Muskoka*
Determined the existing impacts of septic systems on the water quality of adjacent watercourses through analysis of caffeine and other wastewater indicators to inform the need for servicing improvements.
- ✦ *Baker Lake Cumulative Effects Monitoring Program (2016) - Kivalik Inuit Association*
Defined baseline conditions, identified any issues related to existing mining operations or wastewater impacts and informed assessment of drinking water quality through sampling and interpretation of water quality in Baker Lake and incorporation of Traditional Knowledge.
- ✦ *Lac Waterloo Total Maximum Daily Load Study (2015 - 2016) - Stantec*
Calculated total maximum daily loads of phosphorus to inform dredging operations of Lac Waterloo through a mass balance evaluation of the current nutrient budget, including an assessment of internal phosphorus loading, and prediction of nutrient loads during and after dredging.
- ✦ *Nearshore Monitoring Protocol Development (2015 - 2016) - Conservation Ontario*
Developed a protocol for monitoring a variety of different variables including water quality, fish, benthic invertebrates in the nearshore environment of southeast Georgian Bay. The protocol includes a decision-making framework and recommended methodologies based on the results of an extensive literature search.
- ✦ *White Lakeshore Capacity Assessment (2015) - White Lake Campgrounds*
Assessed the development capacity of White Lake for the development of 160 trailer units through the Lakeshore Capacity Assessment in relation to occurrence of recent blue-green algal blooms.
- ✦ *Review and Analysis of Existing Approaches for Managing Shoreline Development on Inland Lakes (2014) - Ministry of Environment*
Reviewed a variety approaches used to manage shoreline development throughout North America. Assessed technical and planning tools for application in Ontario.
- ✦ *Waterfront Guidelines Study (2013 - 2014) - Mississippi Valley Conservation Authority/Cataraqui Region Conservation Authority/Rideau Valley Conservation Authority*
Recommended waterfront development guidelines for Eastern Ontario's Lake Country based on water quality trends and scientific understanding.
- ✦ *Sturgeon Bay Water Quality Monitoring for Phoslock Treatment (2013 - 2014) - Township of the Archipelago*
Carried out baseline chemical and biological monitoring program associated with the application of Phoslock designed to reduce the occurrence of algal blooms in Sturgeon Bay and reported findings through annual reports.

- ✦ *Natural Heritage Inventory, Evaluation and Management Strategy for the Westminster Ponds/Pond Mills Environmentally Significant Area (2013) - City of London*
Characterized water quality and fish communities to evaluate changes in water quality in several kettle lakes in London, ON and development management recommendations
- ✦ *Coastal Monitoring Program: 2012 Results (2013) - Georgian Bay Forever*
Reviewed and analyzed data collected during 2012 to identify areas of concern and improve the 2013 coastal monitoring program.
- ✦ *Oak Bay Development Water Quality Monitoring (2010 - 2013) - Millhouse Group Incorporated*
Executed the construction and post-construction phases of a water quality monitoring program designed to manage fertilizers and pesticides associated with the Oak Bay Golf Course.
- ✦ *Bruce Lake Family Association Water Quality Monitoring (2010 - 2013) - Bruce Lake Family Association*
Analyzed water quality data to determine impacts of golf course operations on Bruce Lake. Utilized data to recommended improvements to the water quality monitoring program designed to assess golf course impacts.
- ✦ *Township of McKellar Land Use Study (2009) - Township of McKellar*
Provided environmental advice to the Township of McKellar during an Official Plan update focused on shoreline development. Assessed water quality, fish habitat and recreational capacity on seventeen lakes and two rivers within the Township. Presented results at numerous council meetings, open houses and through an in-depth report.

Natural Heritage Studies

- ✦ *Shoreline Preservation Review and Consultation (2021 - present) - County of Haliburton*
Completed a literature review of current science and Best Management practices related to shoreline protection. Consulted with stakeholders and developed a Shoreline Preservation By-law that balances environmental stewardship and public best interests.
- ✦ *Environmental Constraints Analysis (2021) - Unidentified Municipality*
Completed a background review and confirmatory field investigations over a large land area to establish the principles of development and identify high level opportunities and constraints to development.
- ✦ *Muskoka Lakeside Peer Review (2021) - District of Muskoka*
Peer reviewed an Environmental Impact Study in support of a proposed draft plan of subdivision.
- ✦ *Salmon Run Peer Review (2021) - District of Muskoka*
Peer reviewed an Environmental Impact Study in support of a proposed draft plan of subdivision.
- ✦ *Deep Lake Water Cooling Expansion Environmental Assessment (2019 - present) - Enwave Energy Corporation*
Completed an Environmental Impact Study (EIS) for the proposed expansion of the cooling system by characterizing natural heritage features and functions that could be impacted by construction of drop shafts and a water intake, and operation of the water intake and water outlet. Determined potential negative impacts of the project and recommended mitigation measures. Submitted a Request for Project Review to DFO and received a Letter of Advice in support of the project.
- ✦ *Southampton WWTP Expansion EIS (2019 - 2020) - Ainley Group*
Characterized natural heritage features and functions that could be impacted through the proposed upgrade and expansion of the Southampton Water Pollution Control Plant and associated infrastructure.

- ✦ *Muskoka Royale Peer Review (2019 - 2020) - Town of Bracebridge*
Reviewed an EIS in support of a large commercial development through an assessment of information provided and methodologies undertaken in relation to relevant environmental legislation.
- ✦ *Wasaga Pines Scoped Environmental Impact Study (2019) - Parkbridge*
Completed a scoped EIS focused on characterizing natural heritage features and completing an impact assessment associated with the proposed construction of a septic tile bed.
- ✦ *Shackleton and Watersnake Lakeshore Capacity Assessments (2019) - Township of Fauquier*
Assessed water quality conditions, completed lakeshore capacity assessments and reviewed related policy to develop lake management plans for Shackleton and Watersnake lakes.
- ✦ *Seguin Dagg EIS Review (2019) - Township of Seguin*
Reviewed an EIS and SAR assessment of a proposed road crossing of aquatic and wetland habitats.
- ✦ *Mansfield Environmental Impact Study (2018 - 2019) - Mansfield Ski Club*
Assessed natural heritage features and functions in relation to the proposed redevelopment of the Mansfield Ski Club, including construction of commercial and residential buildings, a snow-making pond and re-grading of the ski hill.
- ✦ *Layzee Acres EIS (2018 - 2019) - Layzee Acres Park and RV Sales*
Completed a scoped EIS in support of the proposed expansion of Layzee Acres RV Sales and Service. Characterized vegetation communities, species at risk, breeding birds, wildlife and completed a phosphorus budget.
- ✦ *Surface Water Impact Assessment Peer Review (2018) - Cambium Consulting and Engineering*
Assessed the Surface Water Impact Assessment completed in support of the development of 34 lots on Green Lake, Labrador Lake and the Madawaska River in terms of conformity with applicable legislation.
- ✦ *Horn Lake Capacity Assessment (2017 - 2018)*
Completed a Lakeshore Capacity Assessment to assess the proposed development of five lots on total phosphorus and dissolved oxygen concentrations in terms of the Provincial Water Quality Guidelines and Lake Trout habitat. Also completed a Fish Habitat Impact Assessment to inform the suitability of developing shoreline structures.
- ✦ *Town of Erin Urban Centre Wastewater Servicing Class EA (Ainley Group, 2017 - 2018).*
Conducted an impact assessment of proposed wastewater treatment and collection infrastructure on the natural environment in the Town of Erin. Documented baseline conditions of the terrestrial environment (wetland, forest and field habitat) and biological communities (amphibians, breeding birds, species at risk) through field surveys and desktop review, including the identification of significant natural heritage features and functions. Summarized findings, assessed sensitivities and potential impacts, and recommended mitigation measures and preferred alternatives to avoid adverse effects on the natural environment.
- ✦ *Haliburton Environmental Impact Study (2017) - Total Site Services*
Characterized natural heritage features, developed mitigation measures and assessed impacts associated with the construction of a lagoon in terms of municipal and provincial policy.
- ✦ *Stony Lake EIS Peer Review (2015 - 2016) - Friends of the Fraser Wetlands*
Assessed the viability of a proposed 60 condominium development on Stony Lake through an evaluation of impacts to various natural heritage features and related environmental policy.
- ✦ *Camel Lake Development Review (2015) - District Municipality of Muskoka*
Assessed the feasibility of a proposed development through a calculation of water quality impacts on a downstream lake that is considered to be at development capacity.

- ✦ *White Lake EIS Peer Review (2015) - Town of Mississippi Mills*
Reviewed the characterization of natural heritage features and associated impact evaluation in support of the addition of 160 trailer units on White Lake in relation to the Town's Official Plan and other relevant policy.

- ✦ *Lake Scugog Environmental Impact Study (2015) - Private Developer*
Initiated an EIS aimed at identifying opportunities and constraints to development through the completion of a total phosphorus budget and providing expertise in stormwater management.



Professional History

Hutchinson Environmental Sciences Ltd.

Senior Scientist
Bracebridge, ON
2014 – Present

North American Lake Management Society (NALMS)

Co-editor of NALMS peer-reviewed journal *Lake and Reservoir Management*
2020 - 2024

Canadian Aquatic Invasive Species Network and York University

Research Associate
2011 - 2014

Canadian Wildlife Federation

Research Consultant
2014

Canadian Wildlife Service

Research Consultant
2013 - 2014

Ontario Ministry of Natural Resources

Research Consultant
2011 – 2012

York University

Post-doctoral Fellow
2008 – 2011

Environment Canada

Research Consultant
2007 – 2012

Education

Ph.D. Evolutionary Ecology

Queen's University
1999 – 2005

M.Sc. Ecology

Queen's University
1994 – 1997

B.Sc. (Honours) Biology and Environmental Sciences

Trent University
1989 – 1993

Background

Andrea Smith has over 25 years of experience in ecology and environmental science, including research on aquatic invasive species, species at risk and climate change. She brings a multi-disciplinary perspective to her work, with extensive experience in both science and policy.

Andrea has conducted research to investigate the effects of human activity on aquatic and terrestrial ecosystems and species. She has experience in biodiversity monitoring, natural heritage assessment and environmental impact studies. Andrea has a strong aptitude for literature and peer review, scientific synthesis, technical writing, and policy review and analysis. She served as co-editor of the peer-reviewed scientific journal *Lakes and Reservoir Management* and is qualified as an expert witness for the Ontario Municipal Board and the Ontario Land Tribunal in the fields of environmental impact assessment and policy, ecology, species at risk, and significant wildlife habitat.

Recent Project Examples

Official Plan Review

- **Preparation of a New Official Plan for the Township of Lake of Bays (JL Richards, 2024 - ongoing).**
Reviewing and updating the natural heritage and natural hazard policies of the Township's Official Plan through background research and production of a discussion paper focused on characterizing Township natural heritage and natural hazards, summarizing applicable policy, and analyzing the current Official Plan to identify gaps and opportunities to strengthen policy. Also developing guidelines for environmental impact studies (EIS) to include as an Official Plan appendix to ensure greater consistency in the scope and quality of EIS submitted and to streamline the development review process.

Environmental Impact Assessment

- **Caledonia Wastewater Treatment Plant – Municipal Class Environmental Assessment (EA, Phases 3 and 4; JL Richards, 2022 - ongoing).**
Leading the natural heritage assessment for the determination of the preferred alternative to increase the capacity of the Caledonia Wastewater System. Coordinating field data collection, reporting, and project management. Conducting background review and correspondence with regulators, field work to characterize terrestrial and aquatic features and functions, and a sensitivity assessment to assess different servicing options as part of the impact assessment.

- **Nanticoke Water Treatment Plant Environmental Study Report (ESR) Addendum for Class EA (JL Richards, 2022 - ongoing).**
Leading the terrestrial and aquatic ecology component to extend the 2006 Class EA ESR for the proposed water treatment plant expansion. Conducting background review and field investigations to evaluate whether the 2006 ESR conclusions are still valid regarding the preferred alternative and associated mitigation measures. Consulting with provincial authorities to obtain necessary permits and authorizations for species at risk birds and snakes.
- **Environmental Constraints Analysis (Unidentified Municipality, 2021).**
Project manager for the constraints analysis, which included a background review and field investigations of ~300 ha property in central Ontario to establish the principles for residential development in the area. Identified high-level opportunities and constraints to development through assessment of natural heritage features and functions, including vegetation communities, species at risk habitat, significant wildlife habitat, wetlands, and aquatic habitat.
- **Deep Lake Water Cooling Supply Expansion Municipal Class EA (Enwave Energy Corporation, 2019 – 2021).**
Completed an Environmental Impact Study (EIS) for the proposed expansion of the cooling system by characterizing terrestrial natural heritage features and functions that could be impacted by construction of drop shafts and a water intake, and operation of the water intake and water outlet. Determined potential negative impacts of the project and recommended mitigation measures. Completed literature review to determine risk of invasive mussel infestation to intake infrastructure in Lake Ontario and to recommend prevention and control measures.
- **Town of Erin Urban Centre Wastewater Servicing Municipal Class EA (Ainley Group, 2017 - 2018).**
Conducted an EIS of proposed wastewater treatment and collection infrastructure on the natural environment in the Town of Erin. Documented baseline conditions of the terrestrial environment (wetland, forest, and field habitat) and biological communities (amphibians, breeding birds, species at risk) through field surveys and desktop review, including the identification of significant natural heritage features and functions. Summarized findings, assessed sensitivities and potential impacts, and recommended mitigation measures and preferred alternatives to avoid adverse effects on the natural environment.

Peer Review

- **Peer Reviewer for Various Municipalities**
Provide environmental consulting services to several municipalities in Ontario, including pre-consultation, terms of reference, and peer review of environmental impact studies, natural heritage evaluations, species at risk screenings, wildland fire hazard assessments, and associated environmental submissions submitted as part of development applications (e.g., applications for consent, minor variance, zoning by-law amendment, draft plan of subdivision, site plan control), and provide expert testimony for litigation and Ontario Land Tribunal proceedings.
 - **Town of Bracebridge (2024 – ongoing)**
 - **Town of New Tecumseth (2023 – ongoing)**
 - **Township of Clearview (2022 – ongoing)**
 - **Township of Georgian Bay (2021 – ongoing)**
 - **District Municipality of Muskoka (2020 – ongoing).**

Species at Risk

- **Status Reports on Wildlife Species in Canada (Committee on the Status of Endangered Wildlife in Canada [COSEWIC], Environment Canada, 2007, 2010 – 2011, 2015 - 2019).**
Assessed the conservation status of wildlife species in Canada by compiling and synthesizing information on their biology, distribution, habitat, population dynamics, and threats. Research involved reviewing peer-reviewed and grey literature and monitoring data, as well as consulting with government, conservation, and

Indigenous organizations. To date have prepared six status reports (on marine and freshwater fish, and shorebird and grassland birds).

- **Critical Habitat Effective Protection Assessments (CHEPAs), Ontario (Canadian Wildlife Service, Environment Canada, 2013 – 2014).**

Conducted CHEPAs for 10 federal species at risk (vascular plants and birds) in Ontario. Work involved evaluating the extent of critical habitat protection for species at risk on non-federal lands using a risk tolerance assessment process. Reviewed and summarized recovery planning documents, threats to critical habitat, land tenure and management, conservation measures and federal and provincial legislation, policy, guidelines, and best management practices.

Aquatic Invasive Species

- **Aquatic Invasive Species National Status Report Card (Canadian Wildlife Federation, 2014 – 2015).**

Prepared a status report card on how well Canada is addressing key pathways of introduction and spread through legislation, policy and stewardship initiatives. Work involved modifying 90-page draft report into report card format by revising, researching gaps, and writing.

- **Review of Ballast Water Regulations and Policy in Canada and Implications for the Introduction and Spread of Aquatic Invasive Species in Arctic Waters (Kivalliq Inuit Association, 2014).**

Reviewed existing regulations and policy to evaluate their effectiveness in minimizing the threat of aquatic invasions via commercial shipping to Canada's Arctic and made recommendations on best practices that could be required for ship traffic operating in the North.

- **Current Prevention and Management Approaches for Aquatic Invasive Species in Jurisdictions outside Alberta (Alberta Water Council, 2014).**

Conducted a jurisdictional review of aquatic invasive species prevention and management programs in six North American jurisdictions to identify strengths and weaknesses of approaches, as well as opportunities and lessons learned. Research involved development of a questionnaire, telephone surveys and literature review.

Watershed Management and Water Quality

- **Recreational Water Quality Policies and Causation Studies Update (District Municipality of Muskoka, 2023).**

Conducted a review of jurisdictional approaches to shoreline management in six jurisdictions across Canada (in British Columbia, Nova Scotia, and Ontario) to inform recommended changes to the District's Lake System Health Program and related recreational water quality policies within the District's Official Plan.

- **Watershed Health Indicators for the Muskoka River Watershed (District Municipality of Muskoka, 2022 – 2023).**

Conducted research and community consultation to identify the environmental and ecological metrics needed to support the implementation of Integrated Watershed Management. Work included documenting the current state of the watershed and reviewing watershed health indicators used in other jurisdictions to determine metrics and monitoring approaches best suited for the Muskoka River Watershed. Identified a longlist and shortlist of indicators to use to monitor watershed health in Muskoka.

- **Developing a Framework for Watershed Plan Recommendations (Lake Simcoe Region Conservation Authority, 2022 – 2023).**

Conducted research and consultation with conservation authority staff to develop a framework to guide future watershed plan recommendations. Work involved the identification of goal and objective statements, and associated indicators and targets, related to watershed health through literature review, jurisdictional scans, and workshops.

- **Foreshore Integrated Management Planning (FIMP) in Alberta (Living Lakes Canada, 2022).**

Conducted a review of resources available to support the expansion of the FIMP program into Alberta. Developed annotated lists of environment-related legislation, policies, and best management practices.

- **Shoreline Preservation Review and Consultation (County of Haliburton, 2021 - 2022).**
Conducted a literature review of the current science and best management practices for shoreline preservation and the role of natural shorelines in protecting water quality and aquatic habitat. Consulted with stakeholders to identify issues of concern. Research was used by the County to develop a Shoreline Preservation By-Law.
- **Lac La Biche Sensitive Habitat Inventory Mapping Project, Alberta (Living Lakes Canada, 2017).**
Identified and mapped sensitive shoreline habitat features to inform sustainable shoreline development through Aquatic Habitat Index, Activity Risk Table and Shoreline Management Guidelines.

Plain Language Communication

- **Plain Language Report for the Northwest Territories Community-Based Water Quality Monitoring Program (Government of the Northwest Territories, 2023).**
Produced a plain language summary report of the technical 10-year program review of water quality monitoring in the Mackenzie River Watershed. The report was written for 21 communities in the watershed and focused on major factors affecting water quality over time and space, and an evaluation of the effectiveness of the monitoring program.
- **Peel Climate Change Vulnerability Assessments – Summaries for Decision-Makers (Toronto and Region Conservation Authority, 2016 - 2018).**
Summarized technical reports (ranging in length from 100-200 pages) into summary documents (10-15 pages) for municipal decision-makers and key stakeholders. Reports addressed the vulnerability to climate change of agricultural production, community services and assets, water infrastructure, and natural systems in Peel Region.

Certifications and Skills Development

- 2020 *Introduction to R for Aquatic Research – Beginner and Advanced Workshops*, North American Lake Management Society
- 2018 *Environmental DNA (eDNA) – An Emerging Tool for Monitoring Past and Present Biodiversity*, Technical Education Webinar, Maxxam Analytics
- 2017 *Emergency First Aid*, St. John's Ambulance Canada
- 2016 *Project Management Professional Training*, LearningBrite Technologies
- 2015 *Natural Heritage Information Centre Data Sensitivity Training*, Ontario Ministry of Natural Resources and Forestry



Jason Ferrigan MSc.PI, RPP, MCIP

Principal Associate;
Chief Planner

Education

Fellow, Northern Leadership Program, 2015

Master of Science in Planning,
University of Toronto, 1998

Bachelor of Arts, Honours,
Laurentian University, 1996

Employment History

2023 to Date: J.L. Richards & Associates Limited – Principal Associate; Chief Planner

2022 to 2023: J.L. Richards & Associates Limited – Associate; Senior Planner

2020 to 2022: J.L. Richards & Associates Limited – Senior Planner

2015 to 2020: City of Greater Sudbury – Director of Planning

2015: Laurentian University – Director of Planning and Capital Projects

2008 to 2015: City of Greater Sudbury – Senior Planner

2006 to 2010: Laurentian University – Sessional Instructor, Geography Department

2005 to 2008: Ministry of Municipal Affairs and Housing – Planner

Professional Associations/ Memberships

Ontario Professional Planners Institute (OPPI), Registered Professional Planner (President 2017 to 2019, President Elect 2015 to 2017)

Ontario Representative Canadian Institute of Planners (CIP), Member

Qualifications & Expertise

Jason is a Principal Associate and Chief Planner with 25 years of progressive experience in the private, public, institutional, and not-for-profit sectors. Jason is responsible for the daily management of the firm's Planning and Geographic Information System (GIS) staff, ensuring the proper allocation of work to achieve the optimal delivery of projects to clients. He is a proven leader who believes strongly in creating high-trust environments to empower and drive innovation and action and is driven to achieve balance between competing interests and create positive change.

Jason has successfully managed a wide range of complex and challenging assignments across Ontario, Quebec, the United States, and the Caribbean. His experience spans the full spectrum of planning—from idea to implementation—including visions, master plans, design guidelines, planning policies, site studies, development approvals, competitions, and construction.

Representative Project Experience

Planning Director: City of Greater Sudbury, Various. Led a 40+ person team that provided long range planning, development approval/engineering, and environmental planning services across a 3,600 km² area. Developed and secured approval for annual business plan and budget. Directed strategic policy studies, such as the Official Plan Review, Cost of Growth Study, Downtown Community Improvement Plan, Affordable Housing Strategy, Community Energy and Emissions Plan, and Enterprise GIS Strategy. Served as Principal Planning Advisor and Spokesperson.

Planning Director: Laurentian University, Various. Led a six-person team that delivered more than \$100M in capital projects (i.e., Sudbury Campus Modernization, McEwan School of Architecture). Also pursued \$100M in projects, including Barrie Campus Master Plan, Sudbury Campus Arena, and Student Centre.

Senior Planner and Planner: Led or contributed to official plans for the cities of Greater Sudbury, North Bay, Timmins, Elliot Lake, and Brantford, the Township of Johnson, Bruce Mines/Plummer Additional, and St. Joseph Island Planning Boards, and Government of Barbados.

Senior Planner and Planner: Led or contributed to strategic plans and projects, such as the Downtown Sudbury Master Plan and Community Improvement Plan, Market Square Relocation, Elgin Greenway, Sudbury Brownfield Strategy and Community Improvement Plan, Bridgepoint Health Master Plan, University of Waterloo Research and Technology Park Master Plan and Design Guidelines, and the Ontario Urban Economic Development Tool Study.

Senior Planner and Planner: As a Consulting Planner, led land-use planning approvals for the Bridgepoint Health Master Plan, University of Waterloo Research and Technology Park, Wellesley Hospital Redevelopment, Children's Aid Society of Toronto Head Office, and DuPont Canada. As a public planner, analyzed and made recommendations on various files including an 800-unit residential intensification project.



Kris Kerwin C.Tech.

Senior Geographic Information Systems Technician

Education

Geographic Information Systems Technologist, Algonquin College of Applied Arts and Technology, 1998

Employment History

2019 to Date: J.L. Richards & Associates Limited – Senior Geographic Information Systems Technician

2001 to 2019: J.L. Richards & Associates Limited – Geographic Information Systems Technician

1998 to 2001: Former City of Nepean – GIS Technologist / Draftsman

Professional Associations/ Memberships

Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

Qualifications & Expertise

Kris is the Senior Geographic Information Systems (GIS) Technician with the firm who specializes in the development and integration of GIS for municipal and private sector clients, with an emphasis on using GIS as a data analysis and visualization tool. Some of Kris’s GIS-related responsibilities include data capture, data conversion, database design, Lidar integration analysis, photographic survey and photo3D visualization, GIS analysis, custom online applications, and integration of data from third parties.

Kris has significant experience developing online applications using ESRI ArcGIS Online. Applications include field collection programs using ArcGIS Field Maps and Survey123 and developing user friendly public and private customized browser-based web mapping applications to support municipal and private clients. Kris is also responsible for developing LiDAR based 3D and digital twin models to help visualize GIS data and integrate multidisciplinary datasets.

Kris is also directly involved with planning division projects, including Official Plan and Zoning By-law mapping, Site Plans, Draft Plans of subdivision, Land Use Surveys, and various other plans and representative map products. His planning division role is to provide a verity of planning services and support for private sector and municipal clients by organizing and analysing data and producing enhanced, user-friendly maps and graphics. These documents are integral in sharing information with the clients and obtaining approvals for development and other city-building initiatives.

Representative Project Experience

GIS Lead: The Clay Belt Agricultural Developmental Project

GIS Technician/Project Manager: Ottawa International Airport Authority, Infrastructure Management GIS

GIS Technician: Trout Lake Watershed Study and Management Plan

GIS Technician: Smooth Rock Falls Waterfront Master Plan

GIS Technician/Project Manager: Municipality of Mississippi Mills, Municipal GIS Services

GIS Technician: AECL Chalk River Site Service Line Assessment Project

GIS Technician: Township of Bonnechere Valley, Integration of Infrastructure Data with Public Works Maintenance Management Software



Sarah Vereault M.P.I., RPP, MCIP

Associate;
Senior Planner;
Practice Lead, Northern & Central Ontario

Education

Master of Planning,
Dalhousie University, 2008

Bachelor of Science, Honours,
McGill University, 2006

Employment History

2024 to Date: J.L. Richards & Associates
Limited – Associate; Senior Planner;
Practice Lead, Northern & Central Ontario

2021 to 2024: J.L. Richards & Associates
Limited – Associate; Senior Planner

2010 to 2021: J.L. Richards & Associates
Limited – Planner

2008 to 2010: Defence Construction
Canada, Halifax – Project Assistant

2007: Halifax Regional Municipality –
Planning Intern

Professional Associations/ Memberships

Canadian Institute of Planners (CIP),
Member

Ontario Professional Planners Institute
(OPPI), Registered Professional Planner

Qualifications & Expertise

Sarah is responsible for providing a variety of planning services to municipalities and private sector clients. Her regular tasks include review and preparation of planning applications, liaison with approval authorities, and assistance with environmental assessments and other processes involving public input.

Sarah has experience as a development, land use, and policy planner, undertaking background research, site analysis, public consultation, and presentations to clients and stakeholders. Sarah has worked on Official Plans, Zoning By-laws, and Community Improvement Plans for several Northern Ontario municipalities and has completed development plans for a variety of sites, including commercial, institutional, industrial, military, waterfront, and mixed-use properties.

Sarah has excellent public speaking and communication skills, and has given several presentations to Federal Departments, Municipal Councils and Planning Committees, project stakeholders, and management. She has experience in public consultation and is familiar with various engagement techniques.

Representative Project Experience

Senior Planner; Project Manager, Planning Advisory Services: City of Elliot Lake, Town of Espanola, Township of Coleman, Township of Nairn and Hyman, Township of Terrace Bay, and Township of Matachewan

Senior Planner; Project Manager, Official Plans: Sudbury East Planning Board Official, Town of Iroquois Falls, Township of Hornepayne, and Township of McGarry

Planner, Official Plans: Town of Northeastern Manitoulin and the Islands, Township of Matachewan, City of Elliot Lake, Town of Espanola, and Town of Smooth Rock Falls

Senior Planner; Project Manager, Zoning By-laws: Manitoulin Planning Board, Township of Billings, Township of Gordon/Barrie Island, Town of Gore Bay, Town of Kirkland Lake, Township of Hornepayne, and Town of Iroquois Falls

Senior Planner; Project Manager, Community Improvement Plans: City of Elliot Lake, Town of Iroquois Falls, and Town of Kirkland Lake

Planner, Environmental Assessments: Goldcorp Borden MTO Class EA; City of Greater Sudbury Lively Walden Wastewater Treatment System Class EA; Town of Espanola Light Industrial Park EA Amendment and Official Plan Amendment; and Town of Mattawa Light Industrial Park EA and Rezoning

Senior Planner, Development Approvals: Toromont CIMCO, Halton Hills (Official Plan Amendment, rezoning, site plan for 7,850 m² industrial facility); Toromont, Bradford West Gwillimbury (site plan for 12,750 m² industrial facility); New Protein Global, Sarnia (Official Plan Amendment, rezoning, site plan for 12,750 m² industrial facility); Conseil Scolaire Catholique des Grandes Rivieres, various locations (site plans and minor variances for school facilities); Centre de Sante, Timmins (site plan and minor variance for 1,000 m² health care facility)



David Welwood

MES (Planning), RPP, MCIP

Senior Planner;
Practice Lead, Northern & Southern
Ontario

Education

Project Management for Planners, OPPI,
Spring 2019

Planner at the Ontario Municipal Board,
OPPI, Spring 2012

Master of Environmental Studies
(Planning), York University, 2010

Bachelor of Education,
Queen's University, 2008

Bachelor of Arts, Honours,
Trent University, 2007

Employment History

2024 to Date: J.L. Richards & Associates
Limited – Senior Planner; Practice Lead,
Northern & Southern Ontario

2022 to 2024: J.L. Richards & Associates
Limited – Planner

2019 to 2022: Region of Waterloo –
Principal Planner

2014 to 2019: Ministry of Municipal Affairs
and Housing – Planner

2018 to 2019: Ministry of Municipal Affairs
and Housing – Acting Team Lead

2010 to 2014: Tunnock Consulting Ltd. –
Planner

Professional Associations/ Memberships

Ontario Professional Planners Institute
(OPPI), Full Member

Canadian Institute of Planners (CIP),
Full Member

Qualifications & Expertise

David is a bilingual (English/French) Senior Planner and Practice Lead with experience in provincial, municipal, and private sector planning roles. He has developed strong relationships with stakeholders across Ontario and has a comprehensive knowledge of Ontario's land use planning system, including a long experience with the development of municipal land use policy, as well as the review of Planning Act applications. David is a qualified witness before the Ontario Land Tribunals.

David has contributed to the development and approval of numerous official plans, zoning by-laws, community improvement plans, reports, and planning studies across Ontario. He has coordinated public meetings required by the Planning Act, has led core team meetings, and has delivered presentations and training for municipal councils and staff on various planning matters, including the review of planning applications.

David has reviewed and made recommendations to elected municipal Councils on planning applications, such as plans of subdivision, condominiums, zoning by-law amendments, consents, minor variances, and Minister's Zoning Orders.

Representative Project Experience

Principal Planner: Region of Waterloo. Led the Region's review of various Planning Act applications for lower tier municipalities throughout Waterloo Region to ensure conformity with the Regional Official Plan and provincial planning policies. Coordinated the Region's review and approval process of lower-tier statutory official plan reviews and coordinated the Region's review of complex Aggregate Resources Act applications. Managed the approval process for two Regional Official Plan amendments.

Planner: Ministry of Municipal Affairs and Housing. Coordinated the Provincial review and approval process for numerous official plans and official plan amendments to ensure consistency with the Provincial Policy Statement. Met with municipal elected councils and staff to deliver training on provincial interests in land use planning. Handled negotiations for required provincial modifications to municipal official plans. Made various presentations to municipal Councils including post-election Council training sessions.

Acting Team Lead: Ministry of Municipal Affairs and Housing. Mentored staff in the review of Planning Act applications, Official Plan Reviews, and Minister's decision packages and briefing notes. Led provincial training opportunities, such as the Ministry's 2018 Northeastern Ontario Planning Authorities Technical Workshop and Bill 139 training sessions.

Planner and Senior Planner: Developed official plans and zoning by-laws for municipalities across northern and eastern Ontario and provided contract land use planning services to municipalities. Organized public meetings and gave presentations on the review of Planning Act applications and statutory reviews of official plans and zoning by-laws.



APPENDIX C

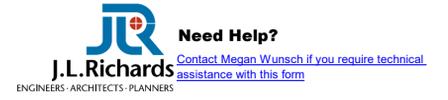
+ Project Schedule



APPENDIX D

+ Time Task Matrix

Project: Whitestone OP and Zoning Update Principal: Jason Ferrigan Total Budget \$ 121,949.50
 Client: Municipality of Whitestone JLR PM: David Welwood
 JLR #: 33316 Rev.: 0



Estimated Engineering Fee

	J.L. Richards & Associates Limited				Inson Environmental Sciences				Total Hours	Total Cost
	Project Delivery	Planning	Planning	Planning	Sub-Consultants	Sub-Consultants	Expenses	Expenses		
	Principal	Project Manager/Senior Planner	Planner	Senior GIS Technologist	5%	5%	Mileage	Travel		
	Jason Ferrigan	David Welwood	Soumaya Ben Miled	Kris Kerwin	Brent Parsons	Andrea Smith				

Phase 1: Background Review and Study	Other	Total Hours	Total Cost
1.1 Client Kick-Off Meeting (virtual)			
1.2 Request Background Data from MMAH			
1.3 Request Background Data from West Parry Sound Geography Network (WPSGN)			
1.4 Pre-consultation with MMAH (virtual)			
1.5 Preliminary Work Plan and Public Consultation Plan			
1.6 Client Meeting: Review Detailed Work Plan and Public Consultation Plan (virtual)			
1.7 Early consultation with Indigenous Communities (1 meeting, in-person)			
1.8 Special Meeting of Council (s.26, Planning Act) (in-person)			
1.9 Public Engagement Survey 1			
1.10 Technical review of existing Official Plan and Zoning By-law			
1.11 Preparation of a Digital Base Map			
Phase 2: Policy Directions			
2.1 Background Information Review			
2.2 Prepare Draft Background and Policy Direction Report			
2.3 Natural Heritage and Lake-Specific Policies Report			
2.4 Meeting with Municipal Staff (virtual)			
2.5 Present Draft Background and Policy Direction Report to Council (virtual)			
2.6 Public Engagement Survey 2			
2.7 Focus Groups (in-person)			
2.8 Public Information Centre (in-person)			
2.9 Council Update (virtual)			
Phase 3: Draft Official Plan			
3.1 Prepare Draft Redline Changes to Official Plan			
3.2 Staff Consultation on Draft Documents (Virtual)			
3.3 One Window Early Consultation with MMAH (Virtual)			
3.4 Meeting with Municipal Staff to Discuss MMAH One Window Early Consultation Comments (virtual)			
3.5 Prepare Draft Official Plan Amendment			
3.6 Statutory Public Open House (in-person)			
3.7 Maintain Record of Public Comments			
Phase 4: Final Official Plan			
4.1 Prepare Public Meeting Report			
4.2 Statutory Public Meeting* (in-person)			
4.3 Update Official Plan per comments received			
4.4 Present Final Draft Official Plan Amendment and Zoning By-law Amendment to Council for adoption (Virtual)			
4.5 Submit adopted Official Plan to MMAH			
Phase 5: Zoning By-law Update			
5.1 Prepare Draft Redline Changes to Zoning By-law			
5.2 Staff Consultation on Draft Documents (Virtual)			
5.3 Prepare Draft Zoning By-law Amendment			
5.4 Statutory Public Open House (in-person)			
5.5 Prepare Public Meeting Report			
5.6 Statutory Public Meeting (in-person)			
5.7 Update Zoning By-law per comments received			
5.8 Present Final Zoning By-law Amendment to Council for adoption (Virtual)			
5.9 Consolidate Official Plan and Zoning By-law, and Provide GIS Dataset to WPSGN			
5.10 Debrief and Closure Meeting with Municipal Staff			
Mapping			
1.3 Request Background Data from West Parry Sound Geography Network, Municipality, and Province			
1.11 Preparation of a Digital Base Map			
2.2 Prepare Schedules for Draft Background and Policy Direction Report			
3.1 Prepare Draft Schedule Changes to Official Plan			
4.3 Prepare Final Official Plan Schedules			
5.1 Prepare Draft Schedule Changes to Zoning By-law			
5.7 Prepare Final Zoning By-law Schedules			
5.9 Consolidate Official Plan and Zoning By-law Schedules, and Provide GIS Dataset to WPSGN			
BREAKDOWN SUMMARY			
Phase 1: Background Review and Study			\$ 21,796.75
Phase 2: Policy Directions			\$ 31,163.25
Phase 3: Draft Official Plan			\$ 22,296.50
Phase 4: Final Official Plan			\$ 6,304.00
Phase 5: Zoning By-law Update			\$ 20,439.00
Mapping			\$ 19,950.00
Total Hours Budgeted			
Total Cost Budgeted			\$ 121,949.50

% of Total Project Budget	\$ 129,115.19	Total Engineering Cost + 7% Admin M
	\$ 16,784.97	HST
	\$ 145,900.16	Total Engineering Cost + 7% Admin M

Discipline Budget Breakdown	
Project Delivery	\$ 2,362.50
Planning	\$ 98,052.50
Sub-Consultants	\$ 19,582.50
Expenses	\$ 1,952.00
Totals:	\$ 121,949.50

[See Guideline on Admin Fees for more in](#)



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timmins@jlrichards.ca

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555-501 Oak Street E
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Tel: 705 495 7597
northbay@jlrichards.ca

Hawkesbury

326 Bertha Street
Hawkesbury ON Canada
K6A 2A8

Tel: 613 632-0287
hawkesbury@jlrichards.ca

Guelph

107-450 Speedvale Ave. West
Guelph ON Canada
N1H 7Y6

Tel: 519 763-0713
guelph@jlrichards.ca



REQUEST FOR PROPOSAL:

RFP-2024-09

Official Plan Five Year Review &
Comprehensive Zoning By-Law Update

Municipality of Whitestone

21 Church Street, Dunchurch, ON P0A 1G0

File no. 23217N

RFP-2024-09 PROPOSAL

5, September 2024



Your Vision
Designed | Planned | Realized



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

MHBC - MacNaughton Hermesen Britton Clarkson Planning Limited

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September 5, 2024

Michelle Hendry
CAO/Clerk
21 Church Street
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VIA EMAIL: michelle.hendry@whitestone.ca

Dear Ms. Hendry;

**RE: MHBC Proposal for RFP-2024-09: Official Plan Five Year Review & Comprehensive Zoning By-law Update
OUR FILE 23217N**

MHBC appreciates the opportunity to provide a detailed proposal for the Official Plan five year review and Comprehensive Zoning By-law update for the Municipality of Whitestone. Our firm's experience provides us with an in-depth understanding of the economic, social, environmental and cultural issues that face small urban and rural communities in Northern Ontario. Jamie Robinson and Kathy Suggitt have vast experience working in Municipalities in Northern Ontario, and understand the unique Planning needs of the Municipality of Whitestone. Our team currently provides the Municipality with day to day planning consultant services.

The form prescribed to be included and authorized by MHBC have been attached to this proposal as referenced in the Request for Proposal.

Yours truly,

MHBC

Jamie Robinson, BES, MCIP, RPP | Partner

Table of Contents

1.0 INTRODUCTION	1
1.1 PROJECT UNDERSTANDING	1
1.2 WHAT CAN WE OFFER	2
2.0 COMPANY BACKGROUND, EXPERIENCE AND QUALIFICATIONS.....	4
2.1 MHBC PLANNING.....	4
2.2 KEY TEAM MEMBERS	6
3.0 PROJECT METHODOLOGY	8
3.1 APPROACH.....	8
3.2 STAKEHOLDER AND COMMUNITY ENGAGEMENT	9
3.2.1 OVERVIEW	9
3.2.2 PROVIDING PUBLIC NOTICE AND INFORMATION.....	10
3.2.3 DUTY TO CONSULT.....	10
3.2.4 PUBLIC ENGAGEMENT AND COMMUNICATION STRATEGY	10
3.3 MEETINGS WITH MUNICIPAL STAFF AND COUNCIL	11
3.4 WORK PLAN – OFFICIAL PLAN UPDATE.....	11
3.5 WORK PLAN – COMPREHENSIVE ZONING BY-LAW UPDATE	17
4.0 SCHEDULE OF WORK.....	23
5.0 VALUE ADDED SERVICE.....	23
5.1 STAFF EXPERIENCE	23
5.2 RELATIONSHIP WITH MUNICIPAL STAFF	24
6.0 EXPERIENCE WITH SIMILAR PROJECTS AND REFERENCES.....	25
7.0 PROJECT BUDGET	26
8.0 WSIB.....	27
9.0 CONFLICT OF INTEREST.....	27
10.0 DELIVERABLES.....	27

Figures

- Figure 1 – Official Plan Work Plan
- Figure 2 – Zoning By-law Work Plan
- Figure 3 – Official Plan Project Budget
- Figure 4 – Zoning By-law Project Budget

Appendices

- Appendix 1 – Company Profile
- Appendix 2 – Planning Project Experience
- Appendix 3 – Curriculum Vitae
- Appendix 4 – Samples of Zoning Diagrams



1.0 INTRODUCTION

1.1 PROJECT UNDERSTANDING

The Municipality of Whitestone is located within the Parry Sound District with a population of 1,100 year-round residents and up to 5,000 seasonal residents. Only two and a half hours north of Toronto, Whitestone is roughly 950 square kilometres and is generally referred to as “cottage country”.

The Municipality’s current Official Plan was enacted by Council in October of 2014, and approved by the Ministry of Municipal Affairs and Housing in April of 2015. There have been two amendments to the Official Plan since its adoption. The Municipality’s current Zoning By-law was passed in February 2018, with amendments in March 2021 and December 2022.

The Planning Act requires that the Municipality’s Official Plan be updated every 10 years. The *Planning Act* also requires that the Municipality’s Zoning By-law be updated within three (3) years of Official Plan approval to reflect the new policy and regulations, and to address emerging trends and issues.

An Official Plan is a key policy document adopted by a Municipality to guide long-term development and use of land. It outlines the vision, goals and policies that will direct future growth, land use, housing, infrastructure, transportation and environmental management over a 20-year period.

A Zoning By-law is the tool that implements the Official Plan’s goals, objectives and policies through rules and regulations that control the use of land. Under the regulatory framework provided by Section 34 of the Planning Act, Zoning By-laws regulate:

- How land may be used;
- Where buildings and other structures can be located;
- The types of buildings that are permitted and how they may be used; and
- The lot sizes and dimensions, parking requirements, building heights and setbacks from the street.

In undertaking this project, MHBC will develop an updated Municipality of Whitestone Official Plan that is consistent with the new Provincial Planning Statement (2024), the *Planning Act* and other regulatory requirements. Upon completion and adoption



of the Official Plan by Council, MHBC will begin development of an updated Zoning By-law that implements the new Official Plan (as prescribed within the *Planning Act*) and responds to the changing nature of development within the Municipality.

The updated Official Plan and Zoning By-law will achieve the following, as outlined in the request for proposal document:

- Address issues and inconsistencies with the existing Official Plan;
- Review and refinement of the population projections;
- Examination of residential growth strategies in the Settlement Areas;
- Review and enhancement of the natural environment policies;
- Development of Green House Gas reduction and Climate Change strategies;
- Promotion of Whitestone as a livable, four season community;
- Ensure that the Municipality's Asset Management Plan is considered and reflected in the new policy framework;
- Review and enhancement of the Official Plan schedules;
- Review of policies related to the Landfill Impact Area; and
- Review of lake specific policies.

MHBC will work collaboratively with Staff, Council and the community to ensure that the updated Official Plan and subsequent Zoning By-law update are strategically developed within the context of the Municipality's goals and objectives in order to provide a long-term zoning plan for the Municipality, while ensuring that development aligns with the policies of the updated Municipality of Whitestone Official Plan and other governing legislation.

1.2 WHAT CAN WE OFFER

We have 50 years of experience working with Ontario municipalities to successfully develop new and updated Official Plans and Zoning By-laws. Our approach is premised on a collaborative planning model. We are of the view that the process is as important as the product that emerges. To be effective, both the Official Plan and the Zoning By-law must be developed in conjunction with the communities it serves. Our role is to ensure that the process is inclusive, engaging and constructive, and results in planning documents that have a broad base of support from the community they serve.

Our team has extensive experience in preparing Official Plans and Zoning By-laws. We have prepared Official Plans and Zoning By-laws for over 50 municipalities in Ontario. We have worked with a broad spectrum of municipalities ranging in population sizes from 1,200 to over 300,000 and have experience with communities that have dynamic seasonal population bases, agricultural and rural land uses,



resource activities and variable income levels. Our municipal planning experience provides us with an in depth understanding of the economic, social, environmental and cultural issues facing communities across Ontario. We are acutely aware of the development pressures facing many municipalities. We understand the need to provide an Official Plan that reduces barriers to new investment and growth while safeguarding the resources that encompass the character of the area and a Zoning By-law that is the tool to implement the updated Official Plan.

MHBC also has solid expertise in community engagement. We subscribe to the notion of engagement rather than consultation and we believe strongly in the value of inclusion, respect, responsibility and shared decision making. Our approach is to go where the people are and to engage in conversations that matter.

MHBC currently provides planning services to numerous municipalities including the Township of Tiny, Township of Scugog, Municipality of Magnetawan, Municipality of Sioux Lookout, Town of Moosonee, Township of Nipissing, Township of Machar, City of Dryden, Municipality of Temagami, Township of Strong and Township of Seguin. MHBC also currently provides planning services to the Municipality of Whitestone.

We recognize that there is not a “one size fits all” approach to planning, and that planning issues vary across municipalities. We anticipate that some of the issues to be addressed in the preparation of the Municipality of Whitestone’s updated Official Plan and Zoning By-law will include:

- Ensuring the Municipality’s policies have regard for Provincial Interest;
- Implementing changes required under the *Planning Act* and as a result of updated Provincial policies;
- Ensuring consistency with the new Provincial Planning Statement (2024); and
- Ensuring conformity with the Northern Growth Plan.

In order to accomplish the above, we believe that the Municipality requires a professional team that:

- Has experience conducting Official Plan and Zoning By-law Reviews;
- Has experience in both urban and rural communities, including municipalities with a significant seasonal population;
- Has dealt with planning policies related to shorelines, including floodplain/erosion hazards;
- Has developed and implemented industry leading Official Plan policies and Zoning By-law definitions;
- Can work with all municipal departments to gather and provide timely and accurate information useful in the update projects;



- Has developed and implemented effective community engagement strategies and can tailor the approach to encourage stakeholder participation and ensure that input is valued and given appropriate consideration;
- Are experienced facilitators in implementing efficient engagement strategies;
- Has a strong understanding of the Municipal Act, Planning Act, the Provincial Planning Statement, and other Provincial Plans;
- Has industry leading, in-house CAD and GIS capabilities to produce mapping and schedule documents that are compatible with the GIS and online viewing software (if required);
- Has experience defending Official Plans and Zoning By-laws on behalf of the municipalities at the Ontario Land Tribunal and is keeping current on regulations, rules and procedures related to the Ontario Lands Tribunal; and,
- Is able to complete the project as outlined in the proposal.

MHBC has the requisite experience needed to not only meet the needs of the Municipality, but to exceed its expectations.

2.0 COMPANY BACKGROUND, EXPERIENCE AND QUALIFICATIONS

2.1 MHBC PLANNING



MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) has been delivering a full range of planning services for 50 years since the company was founded in 1973.



Our firm is headquartered in Kitchener, Ontario, with over 100 Staff in five offices located within Southern Ontario and the Greater Toronto Area including Barrie, Vaughan, London, Kitchener and Hamilton. This project will be conducted out of the Barrie Office.

The varying scope and geographic extent of our projects has provided us with the opportunity to develop an approach that incorporates detailed research, analytical review and consultation, and to develop balanced and creative solutions for both private and public sector clients. As a result, MHBC has been recognized by the Ontario Professional Planners Institute (OPPI) with two awards of Professional Merit, two Southwest Ontario Awards of Professional Merit, and a Province of Ontario Outstanding Planning Award. Please see **Appendix 1** for a full company profile.

MHBC has provided planning services to municipalities throughout Ontario on a range of community level planning projects including Official Plan Reviews, comprehensive Zoning By-laws, secondary plans, community improvement plans, urban design policies and guidelines, source water protection plan implementation, economic and industrial strategies, heritage conservation district plans, growth management and intensification strategies and others.

As consultants for both municipalities and private developers, we understand the need to balance the interests of the public. We understand it is important to ensure that lands are adequately protected by imposing appropriate development standards while ensuring that the development industry and the public have certainty about what they can do on their property.

In recent years, MHBC has completed several Official Plan Reviews including for the Township of Tiny, Township of Nipissing, Municipality of Sioux Lookout, Township of Severn, and the Municipality of Temagami. As well we have completed Comprehensive Zoning By-laws for municipalities such as the Township of Seguin, Township of Georgian Bay, City of Orillia, Town of Bradford West Gwillimbury, Township of Scugog, Township of Nipissing, Municipality of Sioux Lookout and the Township of Georgian Bluffs. In addition, MHBC has also provided peer-review advice to municipalities that have conducted their Zoning By-law reviews internally. This work has enabled us to develop contemporary Zoning By-law provisions that are enforceable in a court of law. This balance is important for the Municipality who is tasked with implementing the Zoning By-law and for the residents of the community who must understand the rules and regulations for development.

MHBC has an industry leading in-house GIS department which sets our team apart from other firms. Our experienced and knowledgeable technical staff can complete any municipal mapping project using ArcGIS and AutoCAD. To prepare effective and comprehensive municipal studies we rely on the services of our expert staff to prepare land summaries, lot supply information, and designated land inventories. Our



technical team is available to provide advice to the team in completing the mapping exercise.

2.2 KEY TEAM MEMBERS



Jamie Robinson, BES, MCIP, RPP, is a Partner with MHBC and will be the Project Manager. Jamie will ensure strict adherence to the project tasks, budget and timeline. Jamie was born and raised in North Simcoe County and is intimately familiar with planning issues in the County. Jamie is a graduate of the University of Waterloo and is a policy and zoning expert with MHBC. He has over 20 years of experience as a consulting planner and has extensive experience managing municipal planning exercises and consulting teams. Jamie is familiar with the planning framework in central Ontario and currently provides in-house planning consulting services several municipalities. Jamie will be responsible for providing expert testimony in defence of the Official Plan or Zoning By-law in the event of an appeal.

He has also completed Official Plans for the Township of Tiny, Township of Nipissing, Municipality of Sioux Lookout, Township of Severn, and the Municipality of Temagami, and recent Zoning By-laws for the Township of Georgian Bay, Township of Nipissing and the Municipality of Sioux Lookout.

A copy of Jamie's CV can be found in **Appendix 3**.



Kathy Suggitt, M.Pl, RPP, MCIP, is an Associate with MHBC and will serve as the Project Lead and Policy Planner for the project. Kathy has been one of the most respected planners in the County of Simcoe area for the past 20 years. Kathy was the Director of Planning and Development for the City of Orillia, the Manager of Policy Planning at the County of Simcoe, and the Manager of Strategic Initiatives, Policy and Analysis at the City of Barrie.

During these work experiences, Kathy was responsible for the preparation and/or oversight of the City of Orillia Official Plan, the County of Simcoe Official Plan, and the City of Barrie growth management exercise and draft new Official Plan, along with the review and approvals of various Official Plans and Amendments for many of the County of Simcoe local municipalities.



Kathy's role will include drafting the new Official Plan and ensuring that the new Official Plan is in keeping and consistent with Provincial policies, legislation and initiatives.

A copy of Kathy's CV can be found in **Appendix 3**.

PLANNERS, MHBC has several Planners with various levels of experience that can assist with the review and updates as required. This bench strength is a key factor in MHBC's ability to deliver timely and cost-effective professional planning services.

PLANNING TECHNICIANS, MHBC has several GIS professionals that will assist in the preparation of mapping documents. Our Certified Planning Technicians work closely with the planning team to develop any maps or visuals that may be required. MHBC's Planning Technicians are proficient in AutoCAD and GIS platforms and have experience preparing Official Plan and Zoning By-law schedules for numerous municipalities. Our technicians are available to advise the project team as required.

Our experienced Project Team offers the following advantages to the Municipality of Whitestone:

- A project team with extensive municipal and private sector planning experience;
- Variable personnel to ensure an appropriate level of service and rates can be applied based on the complexity of the task;
- A high degree of personal service and commitment by the project team;
- A proven track record of working with municipal staff, committees, stakeholder groups and the public in the successful completion of municipal projects;
- An understanding of the unique opportunities that face communities in the central and northern parts of Ontario;
- A proven track record of supporting municipalities that are similar in population and location to the Municipality;
- Extensive experience working in Central and Northern Ontario has enabled our staff to develop a strong understanding of local and regional issues and the unique dynamics associated with businesses, community stakeholders and permanent and seasonal residents; and,
- A project team that is available to assist municipal staff at all times (unlike with smaller firms, there will always be someone available to provide professional advice to municipal staff because of our staff complement).

We also note that the members of our firm have prepared numerous Official Plans and Comprehensive Zoning By-laws in municipalities throughout Ontario, as outlined in **Appendix 2**. During the course of preparing these plans, we have dealt with a



wide variety of planning issues including housing and growth management, planning for economic opportunities, industry development, community development and shoreline issues. We believe that this experience has provided us with a thorough understanding of the planning needs in northern communities. We are confident that we can provide the Municipality of Whitestone with the more qualified project team members that have experience providing municipal planning services in Central and Northern Ontario.

3.0 PROJECT METHODOLOGY

3.1 APPROACH

MHBC has prepared a work plan based on our understanding of the needs of the Municipality, and the requirements of the Province and our experience undertaking similar projects for other municipalities in the Province. We have reviewed the project timeline in the proposal and note that the first stage (being the Official Plan review and update) is expected to begin in November 2024 and to be completed in December 2025. The second stage (being the review and update of the Zoning By-law) is expected to begin early 2026 and be completed in December 2026. MHBC has proposed a timeline that matches the timeline in the proposal and anticipates reviewing this timeline and detailed work plan with the Municipality at the project start-up meeting.

The work plan outlined in this proposal is tailored specifically to the Municipality of Whitestone and is proposed to run in multiple phases for each stage of the project. Overall, the phased approach is centered around frequent meetings and communication with Municipal Staff, and a comprehensive community engagement strategy. A detailed Work Plan broken out for the Official Plan update and the Zoning By-law update has been attached as **Figures 1** and **2**.

In order for the public to have sufficient time to review draft documents, we will provide all draft documents well in advance of public sessions. We will rely on the Municipality of Whitestone to make all drafts of the document available on the Municipal website.



3.2 COMMUNITY ENGAGEMENT

3.2.1 OVERVIEW

In our experience, the public has become more educated, better informed, and more involved in the land use planning process as environmental and planning issues have come to the forefront of public interest. As Professional Planners we have a duty to ensure that we aspire to inform and include as many members of the public as possible in the engagement process. MHBC knows that going beyond the statutory requirements of the *Planning Act* is required to facilitate trust and meaningful engagement in the process and enable us to understand the wide interests and values that exist in the Municipality.

As a firm who has completed numerous Official Plan and Zoning By-law reviews, we have mastered the regulated public consultation requirements through the *Planning Act* and are constantly looking for new ways to engage the public in a way that remains beneficial to the end goal of the project.

Choosing the proper location of the public engagement sessions is critical given the ability of residents to access facilities. Locations for the proposed public engagement sessions will be discussed and chosen with the assistance of Municipal Staff. We want to provide opportunity for involvement at locations that residents frequently attend, including known community facilities and hubs. In consultation with Municipal Staff, we will determine the best approach to provide opportunity for residents to become informed, engaged and empowered. Having display boards especially for review of updated Zoning By-law maps for example, provides opportunities for residents to see how the proposed updates may impact their property, and provide their input. Overall, our approach seeks to:

- Provide opportunities for the community and key stakeholders to be involved in the process;
- Ensure input is secured from Council and Staff; and
- Use technology to promote ease of access for all.

As part of Phase 1 of each of the Official Plan and Zoning By-law projects, we will consult with the Municipality to determine what forms of communication and engagement tools have historically been the most effective for the residents of the Municipality and build upon the successes of previous engagement strategies.

Our firm is fully capable of engaging with Municipal Staff and other identified stakeholder groups through digital platforms that allow for virtual participation, direct input and screen sharing.



3.2.2 PROVIDING PUBLIC NOTICE AND INFORMATION

Throughout the project, MHBC will assist Municipal Staff in issuing press releases to announce the initiation of the Official Plan and Zoning By-law Review and other information related to the project, including public engagement dates and key milestone deadlines and targets. MHBC will also prepare all legislative notices required under the *Planning Act*. The circulation of notices will be the requirement of the Municipality, similar to the processing of applications from private landowners.

We will also establish a web-based communications protocol to enable members of the public to communicate with the Municipality and MHBC throughout this process. On the website we will post final versions of all the background material, discussion papers and other documents for public release. We have found that the e-consultation process has been extremely well received in most of our projects and it also provides an opportunity for seasonal residents to stay involved throughout the project. We have used this system in many communities that we work in to provide additional opportunity for engagement. Web-based communication will be an important component of the project to provide up-to-date and informative material to the public regarding engagement sessions, meetings, and important dates. MHBC works all over the Province and has been using e-consultation methods with great success.

3.2.3 DUTY TO CONSULT

Through the preparation of a new Official Plan and Zoning By-law, we understand that there is a duty to consult Indigenous communities.

We will advise the local Indigenous communities of the Official Plan and Zoning By-law update and invite them to meet and participate in the process. It is our experience that advising Indigenous communities of changes is not a sufficient form of consultation and they must be provided with an opportunity to provide their views and input directly throughout the Review process.

3.2.4 PUBLIC ENGAGEMENT AND COMMUNICATION STRATEGY

As part of our public engagement and communication strategy we are proposing the following opportunities for public engagement.

Official Plan Update:

- 1) Launch of Website
- 2) Indigenous Community Meeting(s)
- 3) Open House
- 4) Statutory Section 26 of the *Planning Act* meeting at Council

Zoning By-law Update:



- 1) Online posting of Updated Official Plan and Zoning By-law for public review and commenting
- 2) Indigenous Community Meeting(s)
- 3) Open Houses
- 4) Statutory Public Meetings

Overall, the community engagement strategy proposed reflects our understanding of the importance of meaningful and collaborative community involvement and will enable us to understand the wide interests and values that exist in the Municipality necessary in preparing an updated Official Plan and Zoning By-law. MHBC is prepared to work with the Municipality in modifying the engagement strategy as required.

3.3 MEETINGS WITH MUNICIPAL STAFF AND COUNCIL

A summary of the proposed Work Plan is included in Figure 1 of this proposal. The proposed Work Plan includes a number of meetings with Municipal Staff and Council to provide regular updates during the Official Plan and Zoning By-law Review project. Regular updates are important to keep Municipal Staff and Council informed of the process, timelines and feedback received throughout the process.

3.4 WORK PLAN – OFFICIAL PLAN UPDATE

PHASE 1 – BACKGROUND RESEARCH AND REVIEW

Task 1 – Start-up Meeting with Municipal Staff

MHBC will meet with appropriate Municipal Staff to review the work program, information requirements and communication protocols, as well as establish priorities and firm target dates for completing this project. During this meeting, we will:

- Confirm project scope, work plan, timelines and deliverables;
- Confirm roles and responsibilities of MHBC and select Municipal Staff;
- Identify key points of contact;
- Transfer any background reports and/or documents that may not be available publicly;
- Develop a FAQ with Municipal Staff to explain the project, key objectives, timeframe, and other information that will get posted on the website;
- Establish a dedicated “Official Plan Review and Comprehensive Zoning By-law Update for the Municipality of Whitestone” portal on the Municipality’s website;
- Discuss communication protocols, confirm responsibilities and identify any issues that could impact the successful completion of this project;



- Secure list of stakeholders and contact information from Municipal Staff;
- Identify any community members who may have a 'bigger interest' and discuss the need for early engagement (e.g. one on one dialogue with ratepayer groups);
- Define any stakeholders and/or community members with unique or historic 'points of friction' with the existing Zoning By-law and develop approaches to ensure these do not have an impact on the project success; and,
- Identify a logo or brand for the project in order to market the updated Official Plan and Comprehensive Zoning By-law project going forward.

Task 2 – Review of Background Information, Provincial Legislation and Plans

Task 2 will consist of a review of Provincial Legislation and Plans, existing Municipal policies and documents, and local issues. Task 2 is anticipated to run over the course of a few months and overlap with other tasks in the Work Plan to allow for a comprehensive review and integration with other aspects of the project. This exercise will provide us with the information to ensure that the updated Official Plan and eventually the updated Zoning By-law has regard to, is consistent with and conforms to the Provincial planning documents.

In addition, we will discuss local issues with Municipal staff and review the current Municipality of Whitestone Official Plan to better understand the existing policy framework and identify areas where updates or new policies are anticipated to be required.

Through this exercise, we will identify areas of conformity that need to be addressed, as well as recent policy changes or initiatives which may warrant the consideration of the development of new policies. We will also acquire GIS data layer updates from the Ministry of Natural Resources including any wetland and environmental features refinement. Updates of any policies related to the Endangered Species Act will also be determined based on current legislation and available information. A summary of the background information will be discussed with Municipal Staff for review and comments.

Task 3 – Provincial Pre-Consultation - Identify Conformity/Policy Issues

MHBC will work with Municipal Staff to coordinate a pre-consultation meeting with Provincial staff, as MMAH will be the approval authority of the updated Official Plan. The purpose of the meeting will be to meet with all reviewing Ministries to identify the conformity and policy issues that face the Municipality, which will ultimately provide the background information and direction for the preparation of the First Draft of the Official Plan.



Task 4 – Project Initiation Meeting with Council/Section 26

MHBC will make a presentation to Council to introduce the Official Plan update as Phase 1 of the overall project. It is intended that this meeting will be advertised as a Section 26 Meeting under the *Planning Act*. As part of this meeting, an overview of the Official Plan update process would be provided and anticipated policy updates would be discussed. This meeting is beneficial to the public as it provides them with an understanding of the structure of the review process itself, informs them as to how they can become involved and initiates discussions relating to relevant planning issues. Municipal Staff will be encouraged to participate in this project initiation as well.

Task 5 – Launch Website/Communications and Engagement Plan

As part of Phase 1 a dedicated 'Official Plan Update' portal on the Municipality of Whitestone's website will be established. The portal will provide a page where the community can find information related to the Official Plan review including upcoming meeting dates, discussion papers and draft documents, and provide instructions on how to provide comments. Depending on the outcomes of the start-up meeting, the website launch could occur immediately following the start-up meeting or shortly thereafter. Branding of the project will tie into the website presence.

A Communications and Engagement Plan will be prepared to guide the communication process throughout the project. This Plan will be developed with Municipal staff input. We expect communication to take the form of social media, news bulletins, Municipal website and potential mail outs to residents. The Communications and Engagement Plan will also outline the proposed opportunities for engagement throughout the process to update the Official Plan.

Task 6 – Meeting(s) with Indigenous Communities

Early in Phase 1, we will notify the local Indigenous communities of the Official Plan Update and invite them to engage and participate in the process. Meetings will be arranged as soon as possible to engage with those who are interested in participating in the project, to learn more about the area from their world views and encourage the building of strong collaborative relationships with the Municipality and striving for mutual prosperity. The MHBC team is committed to ensuring that Indigenous perspectives are considered through the Official Plan update. One meeting has been included in the project budget, however MHBC does realize that additional meetings may be required if requested from commenting Indigenous communities.



Phase 2 – Summary Report and First Draft

Task 7 – Discussion Paper – Preparation and Release for Public Comments

The Discussion Paper that will be prepared will be informed by the review of Provincial Legislation and Plans, existing Municipal policies and documents, and the outcomes from the community engagement in Phase 1. The Discussion Paper will identify key policy changes and initiatives that have occurred since the current Official Plan was prepared, highlight policy areas that need to be addressed and incorporated into the updated Official Plan, and summarize themes and items raised during the meetings and discussions held in Phase 1.

Consideration will be given to the need for policies or updated policies on topics including, but not limited to the following:

- Land needs to accommodate residential and employment growth over the long term;
- Servicing policies;
- Short-term rental policies;
- Housing supply, including permissions for allowing additional dwelling units, and affordable housing targets;
- Preservation of farmland and agricultural related policies including on-farm diversification uses;
- Poultry and livestock considerations on rural properties;
- Natural heritage, natural hazard and climate change policies;
- Commercial and employment designations;
- Telecommunications infrastructure policies;
- Lake capacity policies;
- Policies regarding shoreline development, permitted structures and guidance on sleep cabins;
- Guiding policies to determine when technical studies are required;
- Home occupations and home industries; and
- Complete application requirements and process implementation options.

The Discussion Paper will form the basis for the first draft of the updated Official Plan. MHBC will meet with Staff to review the draft Discussion Paper and make any revisions prior to release for public and agency review. This report will also be provided to the local Indigenous communities and posted on the project webpage for review and feedback.



Task 8 – Presentation of Discussion Paper

A meeting will be held with Council to review the Discussion Paper and to provide a summary of Phase 1 of the project. This will include a list and discussion of issues and items to be addressed in the updated Official Plan. Feedback on the directions will help inform the drafting of the updated Official Plan.

Phase 3 – Drafting the Official Plan

Task 9 – Preparation of Draft Policies and Official Plan Schedules

Based on the material that is reviewed and the new information that is collected during Phase 1 of the project, the first draft of the updated Official Plan will be prepared. The document will include reference to the latest legislation and Provincial Plans and will incorporate comments made during the Council, staff and community engagement.

As part of the first draft, updated Official Plan schedules will also be developed. This work will involve review, refinement and revision to all land use designations, as appropriate. An objective of this exercise will also be to ensure that the Official Plan schedules are easy to read and interpret.

Task 10 – Open House and Public Review

This Open House is a requirement under Section 17 of the *Planning Act*. The Open House would provide an opportunity for the public to have informal discussions with the project team regarding the proposed Official Plan policies and schedules. This Open House will include a walkabout of displays and information boards. An overview presentation may also be incorporated into the session if determined to be appropriate.

We have found that this approach allows participants to gain an understanding of the draft document and ask questions that reflect their individual properties and have one-on-one opportunities to further engage with the project team. In this regard, the public has the opportunity for direct communication with the project team and can provide comments in a friendly, interactive and informal manner prior to a formal Statutory Public Meeting with Council. Often people's concerns can be addressed at this stage and provide clarity of information.

The desired outcome of this Open House is to provide an opportunity for the community to see what proposed and amended policies have been included in the draft document, provide the project team with input on the implications (positive or



negative) that these draft policies may have, and to provide an opportunity to address any outstanding comments prior to the Statutory Public Meeting.

The draft Official Plan will be posted on the website and circulated to agencies and the Province, as approval authority, for review and comments. A comment form will be made available on the website to receive public comments.

Phase 4 – Adoption of the Final Plan

Task 11 – Meeting with Municipal Staff

A meeting will be held with Municipal Staff to review the draft Official Plan in the context of comments provided through the Provincial, public and agency review, and at the Open House and determine the direction for finalizing the Official Plan. In preparation for that meeting, MHBC will prepare a table of comments and recommendations as to how to address them in the final Official Plan document.

Task 12 – Preparation of Final Official Plan

Following the Provincial, public and agency consultation review, and the review by Municipal Staff and Council, we will prepare the final draft of the proposed Official Plan update. This updated Official Plan will incorporate and/or address comments from the Province, Council, Municipal Staff, relevant agencies and the public.

Task 13 – Statutory Public Meeting

The final public consultation process will be the Statutory Public Meeting under Section 17 of the *Planning Act*. At this meeting MHBC will present the draft Official Plan update to Council and respond to any questions or comments made by members of the public and Council. The desired outcome of the Statutory Public Meeting is to seek public comment on the Official Plan prior to the Plan being adopted by Council. It is anticipated, however, that by this point, the majority of the comments have been considered.

Task 14 – Adoption of Official Plan

The final draft of the Official Plan will be presented to Council for adoption. MHBC will prepare a report including information which summarizes public involvement throughout the process, outline the key issues and key policy areas of the updated Official Plan and provide recommendations as to the adoption of the document. Any changes made following the Statutory Public Meeting will be addressed.



PHASE 5 – Submission to MMAH for Approval

Task 15 – Submission to Province for Approval

MHBC will provide the final document to the Municipal staff to provide the adopted Municipality of Whitestone Official Plan (or Official Plan Amendment) to the Provincial Ministry of Municipal Affairs and Housing for review and approval.

3.5 WORK PLAN – COMPREHENSIVE ZONING BY-LAW UPDATE

It is expected that work will begin on the Comprehensive Zoning By-law Update as the updated Official Plan is moving from adoption by Council to the Provincial review for approval.

PHASE 1 – Background Review

Task 1 – Start-up Meeting with Municipal Staff

As we shift into the Zoning By-law Update part of the overall project, MHBC will meet with appropriate Municipal staff to review the work program, information requirements and communication protocols, as well as establish priorities and firm target dates for completing this project. During this meeting we will:

- Confirm project scope, work plan, timelines and deliverables;
- Confirm roles and responsibilities of MHBC and select Municipal staff;
- Identify key points of contact;
- Transfer any background reports and/or documents that may not be available publicly;
- Develop an FAQ with Municipal staff to explain the project, key objectives, timeframe, and any other information that will get posted on the website;
- Discuss communication protocols, confirm responsibilities and identify any issues that could impact the successful completion of this project;
- Make any adjustments to the roles, responsibilities and communication and engagement plan based on experience gained through the Official Plan Update;
- Secure a list of stakeholders and contact information from Municipal staff;
- Identify any community members who may have a 'bigger interest' and discuss the need for early engagement (e.g. one on one dialogue with ratepayer groups);



- Define any stakeholders and/or community members with unique or historic 'points of friction' with the existing Zoning By-law and develop approaches to ensure these do not have an impact on the project success; and
- Determine if any changes need to be made to the logo or brand of the project to market the Zoning By-law Update specifically.

Task 2 – Communication and Engagement Plan

The Communications and Engagement Plan will be reviewed with Municipal staff and refined as necessary based on feedback and our collective experience through the Official Plan update portion of the overall project, to guide the communication process through this stage of the project.

The preparation of a Zoning By-law is much different than the preparation of an Official Plan; an Official Plan is a visionary document while the Zoning By-law is a regulatory document. For most community members, engagement regarding an updated Zoning By-law is about how the zoning provisions have the potential to impact their property. In this regard, we propose an engagement strategy that informs the public of the project, the process and the opportunities for engagement at the beginning of the process, but to meet with the public once draft documents have been prepared. The public will be encouraged to provide written comments to the Municipality at any time throughout the process.

Task 3 – Review and Identify Issues

A review of the existing Zoning By-law will be undertaken, including the administration components, definitions, general provisions and the specific zone provisions to identify current issues. Consultation with Municipal staff to identify what sections of the Zoning By-law currently function well, and what sections require improvement will also be undertaken. It is anticipated that this portion of the review will identify any areas of ambiguity, inconsistency and interpretation issues with the current Zoning By-law.

Task 4 – Virtual Meeting to Provide Introduction to the Zoning By-law Review

A virtual meeting is recommended to introduce the Zoning By-law Review to members of the public, Staff and Council. This meeting provides an opportunity for MHBC to summarize the project scope and timeline and provides participants the opportunity to ask questions. A component of the meeting would be reserved to respond to specific questions and comments, however as noted, there will be other opportunities to provide comments throughout the review process.



Task 5 – Review Historic Amendments, Minor Variance Decisions and OLT Decisions

A review of the historic amendments to the current Zoning By-law will be undertaken to identify if specific changes to the current Zoning By-law are warranted to address consistently amended sections. Likewise, this task will also include a review of Municipal minor variance decisions, as well as any applicable OLT decisions to understand any themes in requests and related issues with the Zoning By-law.

During the review of historic amendments and variances, we will also identify which amendments need to be carried forward and which amendments can be eliminated.

Task 6 – Mapping Updates

A key component of this Phase will involve working with the Municipal GIS Staff to commence preparation of the updated Zoning By-law Schedules. It is anticipated that this task will include taking the existing zone maps and overlaying the updated Official Plan mapping, as well as updating the mapping with historical amendments from the previous By-law. Any updates to natural heritage feature mapping will also be conducted should it be required. If it is identified through the background review that modifications to zone provisions are required, queries can be run on the mapping database to determine if these provisions are appropriate (e.g. modifications to minimum lot area).

Task 7 – Review of Definitions, Diagrams and Standards

A review of the permitted uses for all zones will be undertaken to ensure that all permitted uses are defined in the Zoning By-law. The current definitions will be reviewed to determine if the definitions require updating to reflect modern uses of various terms. In this task, a review of permitted uses will also be undertaken to identify if various uses can be scoped or better defined through modified definitions. Additional samples of zoning diagrams which we have created and found to be very useful can be found in **Appendix 4**.

A review of the development standards for all zones will also be undertaken. At this stage we will also consider whether additional zones or consolidation of existing zones would be beneficial in order to implement the updated Official Plan and improve the clarity and administration of the By-law.



PHASE 2 – PROPOSED ISSUES DIRECTION

Task 8 – Technical Memorandum

Based on the discovery from Phase 1 a Technical Memorandum which will be prepared that provides a concise inventory of available data and aspects of the existing Zoning By-law that require updates. The memorandum will include recommendations on structure, formatting options, zone updates to align with the updated Official Plan, recommended approach to zone exceptions, approach on mapping, definitions, general provisions, and other topics such as parking and loading, and performance standards. A summary of next steps leading to the preparation of the updated Zoning By-law and note how members of the public can stay informed will also be included.

Task 9 – Council Workshop

Following the preparation of the Technical Memorandum, a workshop will be held with members of Council to review major themes/issues identified within Phase 1 of the Zoning By-law update, and to discuss the proposed direction of the updated Zoning By-law. This workshop will also provide an opportunity for Council to identify any specific issues they may have identified with the current Zoning By-law that need to be addressed through the preparation of a Zoning By-law update. Council will be asked to confirm the direction to be taken in the preparation of the updated Zoning By-law.

PHASE 3 – DRAFT ZONING BY-LAW

Task 10 – First Draft of Updated Zoning By-law

The first draft of the updated Zoning By-law will be a complete version of the Zoning By-law including Permitted Uses, Regulations, General Provisions, Zone Schedules, Zone Exceptions, and Holding (H) Symbols. The Zoning By-law will be updated in accordance with the findings and conclusions of Phase 1 and Phase 2. In addition to updating the text of the document, the maps will also be updated by MHBC's Planners and Technicians.

Of note, keeping track of Holding Provisions and Temporary Use By-laws can be problematic for municipalities. Our approach to these special zones is to create sections and tables in the By-law that identifies the zones having a Hold or Temporary Use. The Table identifies the conditions that need to be satisfied to lift the Hold.



Temporary Use Tables identify the permitted uses and the expiration date of the temporary provisions. These help the Municipality to easily track these approvals.

Task 11 – Review First Draft with Municipal Staff

A meeting with Municipal Staff will be held to review the First Draft of the Zoning By-law and to identify any modifications that are required prior to proceeding with an Open House. It is also recommended that the First Draft of the Zoning By-law be sent to reviewing agencies and Indigenous Communities.

Task 12 – Open House #1

An Open House will be conducted to present the public with the First Draft of the Zoning By-law. The Open House will provide residents and business owners with an opportunity to review and compare the draft changes to the existing Zoning By-law with the proposed updated Zoning By-law. The Open House will also provide attendees with an opportunity to discuss the proposed changes with the project team and Municipal Staff on a one-to-one basis. It is our experience in areas with a permanent and seasonal population that having the Open House in the summer months maximizes the number of residents that can be available to attend the Open House and provide input.

MHBC is prepared to work with the Municipality in modifying the Open House format as required. A copy of the First Draft of the Zoning By-law will also be made available on the Municipal website so that members of the public can review and provide comments.

Task 13 – Second Draft of Zoning By-law

Following Open House #1 and the commenting period on the First Draft of the Zoning By-law, MHBC will review the comments that have been provided. As appropriate, these comments will be incorporated into the Second Draft of the Zoning By-law. The Second Draft of the Zoning By-law will then be reviewed with Staff to identify any modifications that are required prior to proceeding with the statutory Open House.

Task 14 – Meeting with Council

The Second Draft of the Zoning By-law will be presented to Council with the intent of receiving direction to proceed to the final Open House and Statutory Public Meeting. At this meeting, Council will be provided with information related to the key modifications to the Zoning By-law that have been undertaken as part of the Review.

Task 15 – Statutory Open House

The final Open House provides the public with an opportunity to review the Draft of the Zoning By-law prior to proceeding to the Statutory Public Meeting. This Open



House will provide MHBC and Staff with an opportunity to hear public comments, to make any outstanding necessary changes to the Zoning By-law and to address comments prior to the Statutory Public Meeting. It is our experience that this Open House often significantly reduces the comments that are received at the Statutory Public Meeting. This Open House also provides residents with an opportunity to see how their comments have been incorporated into the document.

PHASE 4 – FINAL ZONING BY-LAW

Task 16 – Statutory Public Meeting

The Statutory Public Meeting with Council will be held to review the Draft Zoning By-law and to give the public an opportunity to provide comments before Council makes a decision. Notice of the Public Meeting will be coordinated with Staff in accordance with the *Planning Act*. This meeting will consist of a presentation by MHBC of the key modifications that have been incorporated as part of the Zoning By-law, followed by an opportunity for members of the public to provide comments.

Task 17 – Finalize Zoning By-law

Following the Statutory Public Meeting, the Zoning By-law will be finalized. This document will be the version of the document that will be brought to Council for enactment.

Task 18 – Council Enactment

A Report that summarizes the key issues that have been identified through the process and how these issues have been addressed in the Zoning By-law will be prepared. MHBC will document in a comment response table, how we have responded to public and agency comments that have been received.

This Report will also contain a summary of the implementation requirements of both the Official Plan and the Provincial Planning Statement. We will attend the meeting with Council where the By-law is considered for approval. At this meeting, a brief overview of the Zoning By-law Review process and the key components of the By-law will be provided should it be deemed necessary.



4.0 SCHEDULE OF WORK

MHBC has reviewed the project timeline proposed in the RFP and notes that the Official Plan Review portion of the project is expected to be complete in December of 2025. The Comprehensive Zoning By-law update portion of the overall project is anticipated to begin in late 2025, as some tasks can be completed concurrently with the Official Plan Review as the Official Plan is coming forward to Council for adoption. The expected completion date for the Comprehensive Zoning By-law update is December of 2026. Given the public consultation requirements and the timeframes for agency review, MHBC has proposed a timeline of 26 months for this project as a whole, ending in December of 2026.

Should schedule changes be required, we are prepared to adjust our proposed timeline as is necessary to meet the needs of the Municipality. A detailed summary of the project tasks and project timing are provided in Figures 1 and 2 – Work Plans. At the project start-up meeting for each part of the overall project, we will review the project timeline with staff and confirm deliverable dates.

In undertaking this project, we will provide drafts of documents well in advance of Open Houses and Public Meetings to enable sufficient time for review by Municipal Staff, Council and the community.

MHBC is committed to providing high quality products both on time and on budget – our past performance reflects this approach. Our commitment is to communicate and keep the Municipality up to date on the project timeline and budget throughout the process to ensure that any issues that arise are appropriately considered and addressed in a timely fashion.

5.0 VALUE ADDED SERVICE

5.1 STAFF EXPERIENCE

MHBC has the ability to draw from a number of internal sectors, including professional planners, landscape architects, heritage planners, technicians and urban designers. This wide range of experience will ensure that there are no questions left unanswered through the project. The Official Plan update will include a number of components beyond what is legislated in Provincial Plans. Other information and policies can be added to reflect the unique character of the Municipality. We recognize that there is not a “one size fits all” approach to planning, and that planning issues vary across



municipalities. We recognize some of the issues to be addressed in the preparation of the updated Official Plan and Zoning By-law for the Municipality of Whitestone have been listed above, and MHBC will be open to explore other topics as necessary.

In order to accomplish the above, we believe that the Municipality requires a professional team that:

- Has project team members with senior leadership experience in municipal planning and development approvals and who understand the importance of collaborating with all municipal departments to gather timely and accurate information;
- Has experience conducting Official Plan Reviews and updating Zoning By-laws for urban and rural communities;
- Has dealt with planning policies related to shorelines and waterfront areas;
- Has developed and implemented industry leading Official Plan policies and Zoning By-law definitions throughout the Province;
- Has developed and implemented effective community engagement strategies which encourage stakeholder and overall public participation and ensures that input is valued and given appropriate consideration;
- Are experienced facilitators in conducting meaningful, creative and effective Official Plan outreach and engagement strategies;
- Has industry leading, in-house CAD and GIS capabilities to produce mapping and schedule documents that are compatible with the GIS and online viewing software; and
- Has experience defending Official Plans and Zoning By-laws on behalf of the municipalities at the Ontario Lands Tribunal and is keeping current on regulations, rules and procedures related to the Ontario Lands Tribunal.

MHBC has the requisite experience needed to not only meet the needs of the Municipality of Whitestone, but to exceed its expectations.

5.2 **RELATIONSHIP WITH MUNICIPAL STAFF**

MHBC benefits from working with both public and private sector Clients. Through our experience, we understand the dynamic relationship amongst internal municipal departments and the importance of involving these other departments through major processes, such as an update to the Official Plan and Zoning By-law. We encourage open communication with Municipal Staff and are always willing to listen to feedback and adapt or adjust our approach as necessary.

MHBC currently provides planning services to the Municipality and has sincerely enjoyed working with Municipal Staff and Council. Through various meetings, MHBC



has gained an appreciation of some of the land use planning issues facing the community and believes that we can assist in preparing documents that fit the community.

6.0 EXPERIENCE WITH SIMILAR PROJECTS AND REFERENCES

In addition to the in-house planning services that MHBC provides to municipalities across the province, MHBC also has experience preparing Official Plan and Zoning By-laws. The municipalities that we have completed Official Plan and/or Zoning By-laws for is included in **Appendix 2**. In addition to the information provided in **Appendix 2**, the below are references for previous projects we have completed.

Project	Township of Nipissing Official Plan Review
Company Name	Township of Nipissing
Contact Name	Kris Croskery-Hodgins, Municipal Administrator–Clerk-Treasurer
Contact Information	705-724-2144
Description	Jamie has completed an Official Plan Review for the Township of Nipissing which is located in the Parry Sound District, and are currently finalizing a new Zoning By-law. Jamie and Patrick provide planning services to the Township and have worked with Mr. Barton on a number of projects including the preparation of the Township’s original Official Plan and Zoning By-law.

Project	Township of Tiny Zoning By-law Review
Company Name	Township of Tiny
Contact Name	Robert Lamb, CAO
Contact Information	705-526-4204 Ext 224



Description	MHBC was retained to complete the Township’s Zoning By-law update. MHBC also provides in-house planning services to the Township of Tiny.
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Project	Municipality of Sioux Lookout – Official Plan and Zoning By-law Review
Company Name	Municipality of Sioux Lookout
Contact Name	Jody Brinkman, Manager of Development Services
Contact Information	807-737-2700 x 2244
Description	MHBC Staff have been providing ongoing planning services to the Municipality of Sioux Lookout for several years. MHBC prepared the Municipality’s Official Plan and Comprehensive Zoning By-law in 2019.

7.0 PROJECT BUDGET

MHBC Planning offers to complete the Official Plan update and Comprehensive Zoning By-law update for the Municipality of Whitestone in accordance with the terms and conditions as outlined within the proposal and within our submission.

We have included as **Figures 3 and 4**, a Project Budget that provides an itemized and detailed breakdown of hourly rates, number of days for each task along with the corresponding team member to complete the tasks, as well as disbursements which include document production costs and travel costs.

We can complete the project strictly in accordance with the tasks outlined in the Work Plans for a combined total project cost of \$131,775 plus HST.

In addition to the Project Budget, we have also provided a Work Plan for the project, included as **Figures 1 and 2**. We are aware that the work related to this project must be coordinated and scheduled with the Municipality and we are prepared to adapt our work plan and billing procedures to meet the Municipality’s timing and budget requirements.



8.0 **WSIB**

MHBC confirms that we have WSIB clearance that will be maintained for the duration of the project.

9.0 **CONFLICT OF INTEREST**

We can confirm that we have no conflicts of interest in completing this project. MHBC currently provides planning services to the Municipality of Whitestone however, the project team confirms that we have no private sector clients with property or proposals in the municipality, and MHBC commits to not taking on any new projects or clients over the duration of this project that would result in a conflict of interest. We note the following:

- That no person either natural or body corporate, other than the Proponent, has or will have any interest or share in this proposal or in the proposed contract, and
- There is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this project, and
- The Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

10.0 **DELIVERABLES**

In addition to attendance at the meetings and workshops proposed in the Work Plan, we are committed to providing the following documents to the Municipality as outlined in the Request for Proposal Document:

- Two (2) bound hard copies of all draft and final reports
- One (1) electronic PDF version of all draft and final reports on appropriate media or via email
- One (1) electronic MS Word version of all draft and final reports on appropriate media or via email.
- One (1) electronic copy in PDF, JPEG, or TIFF format of all plans, illustrations and/or drawings produced during the review as well as,
- One (1) electronic copy off all plans, illustrations and/or drawings in an appropriate GIS file format.



- One (1) electronic copy of all schedules
- One (1) electronic and one (1) hard copy of all meeting minutes, public notices, presentations, handouts, comments, sign-in sheets, etc. prepare for, or as a result of the public consultation and Official Plan Review and Zoning By-law process.



Appendix 1



MHBC Planning has been delivering a full range of planning services to the public and private sector since 1973. MHBC is owner operated, has 18 Partners and a full complement of Associates, Planners, Landscape Architects, Cultural Heritage Experts, Agricultural Experts, Urban Designers and Technical Support Staff. Our six offices are well positioned in Ontario to provide a wide range of services to public and private sector clients.

At MHBC we provide exceptional service and leadership by combining professional experience, innovative problem solving skills, and a thorough knowledge of policy and legislation to provide our clients the best possible advice and product.

MHBC understands the need for a wide range of expertise to facilitate complex projects and assemble the best team for each project. We work closely with professionals from numerous disciplines and are well known for our ability to manage complicated projects within tight timelines and budgets.

Successful completion of hundreds of projects across Ontario has resulted in strong working relationships with many government agencies and professionals. MHBC has earned a reputation as trusted professionals.





MUNICIPAL PLANNING

Growth management, economic development, environment and resource management and community facility planning are just a few of the current challenges facing municipalities. Practical solutions require consideration of multiple interests and stakeholder input within the community while adapting to evolving legislation and regulations.

Using our broad experience and a strong focus on exceptional service and professionalism, MHBC provides municipal staff, ratepayers, and applicants convenient and timely access to our planning services. For more than 30 years, MHBC has provided decisive and reliable municipal planning advice combined with a high level of personal service

Our Municipal Services Include:

Official Plans/Municipal Plans
Secondary/Community Plans
Strategic Plans and Community Visioning
Comprehensive Zoning By-Laws
AutoCad / GIS Mapping
Application reviews
Urban Design Guidelines
Commercial Policy Reviews and Commercial Need Studies
Downtown/main street revitalization
Tourism, Recreation and Leisure Studies
Neighbourhood Improvement Plans
Development Charge Studies and By-Laws
Representation at public open houses / council meetings
Public/Stakeholder Facilitation
Local Economic Development Studies
Industrial Land Needs Studies
Annexation/Growth Management Studies
Local government restructuring
Agricultural Studies
Peer Reviews
Landscape Architecture
Park Master Plans
Cultural Heritage Inventories / Studies
Mediation
Expert Testimony at Tribunals: OMB, ERT, Joint Board,
Conservation Board and Superior Court



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KINGSTON

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f: 613.348.8959

BARRIE

t: 705.728.0045
f: 705.728.2010

BURLINGTON

t: 416.518.8394
f: 905.761.5589



Appendix 2



OFFICIAL & SECONDARY PLANS

Official Plans

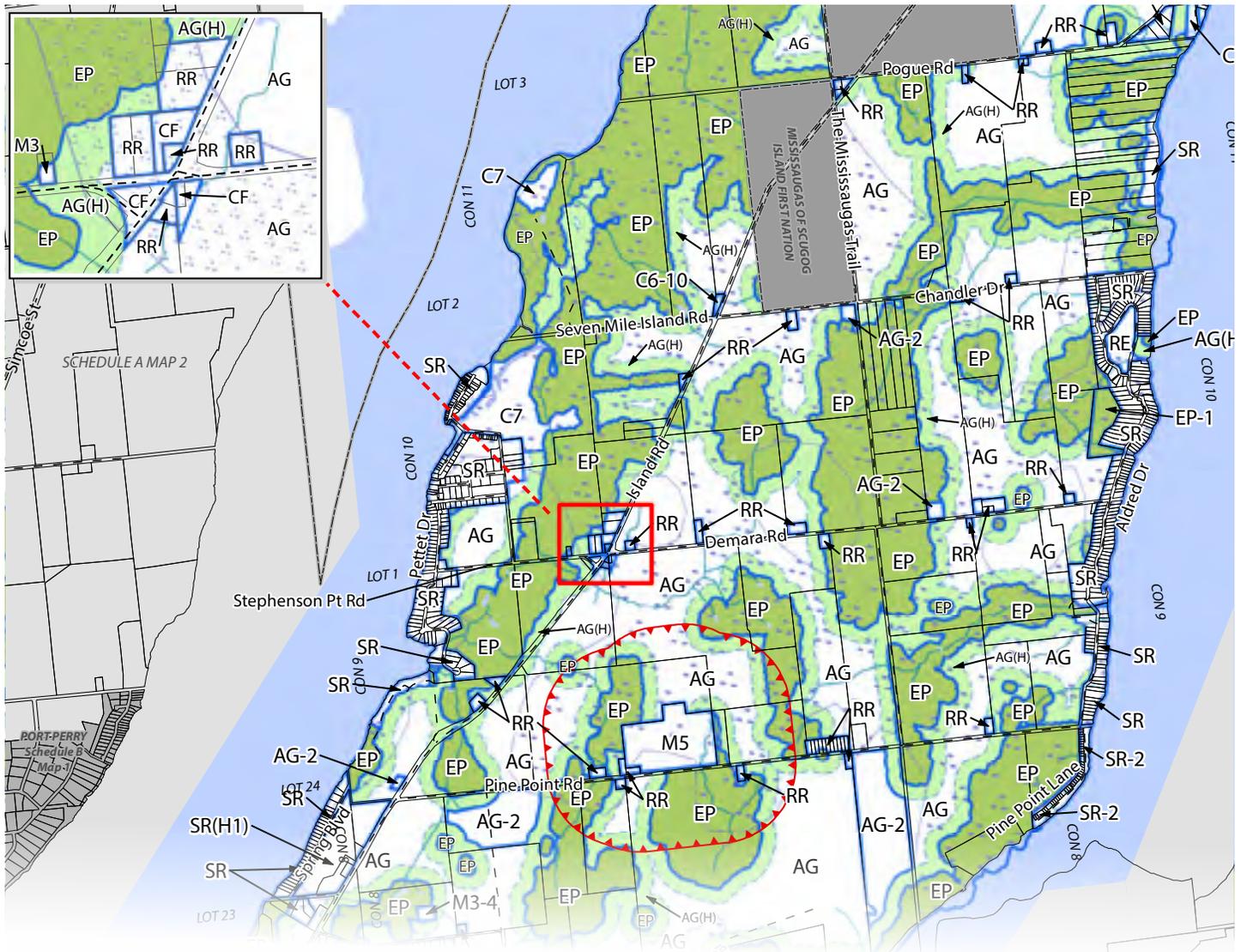
- Region of Halton
- County of Elgin
- City of Dryden
- City of Thorold
- Municipality of Brockton
- Municipality of Callander
- Municipality of Dysart et al
- Municipality of Highlands East
- Municipality of Magnetawan
- Municipality of Meaford
- Municipality of Powassan
- Municipality of Wawa
- Town of Atikokan
- Town of Blind River
- Town of The Blue Mountains
- Town of Bracebridge
- Town of Gravenhurst
- Town of Halton Hills
- Town of Kearney
- Town of Kincardine
- Town of Lincoln
- Town of Milton

- Town of Moosonee
- Town of New Tecumseth
- Town of Pelham
- Town of Saugeen hores
- Town of Slroux Lookout
- Town of Whitby
- Township of Amaranth
- Township of the Archipelago
- Township of Cardiff
- Township of Cavan
- Township of Chapman
- Township of Chisholm
- Township of Ear Falls
- Township of East Luther Grand Valley
- Township of Himsworth
- Township of King
- Township of Machar
- Township of Machin
- Township of Michipicoten
- Township of Minden Hills
- Township of Nipigon
- Township of Nipissing

- Township of Oro-Medonte
- Township of Perry
- Township of Scugog
- Township of Seguin
- Township of St. Joseph
- Township of Strong
- Township of Tarbutt & Tarbutt Additional
- St. Joseph Island Planning Board

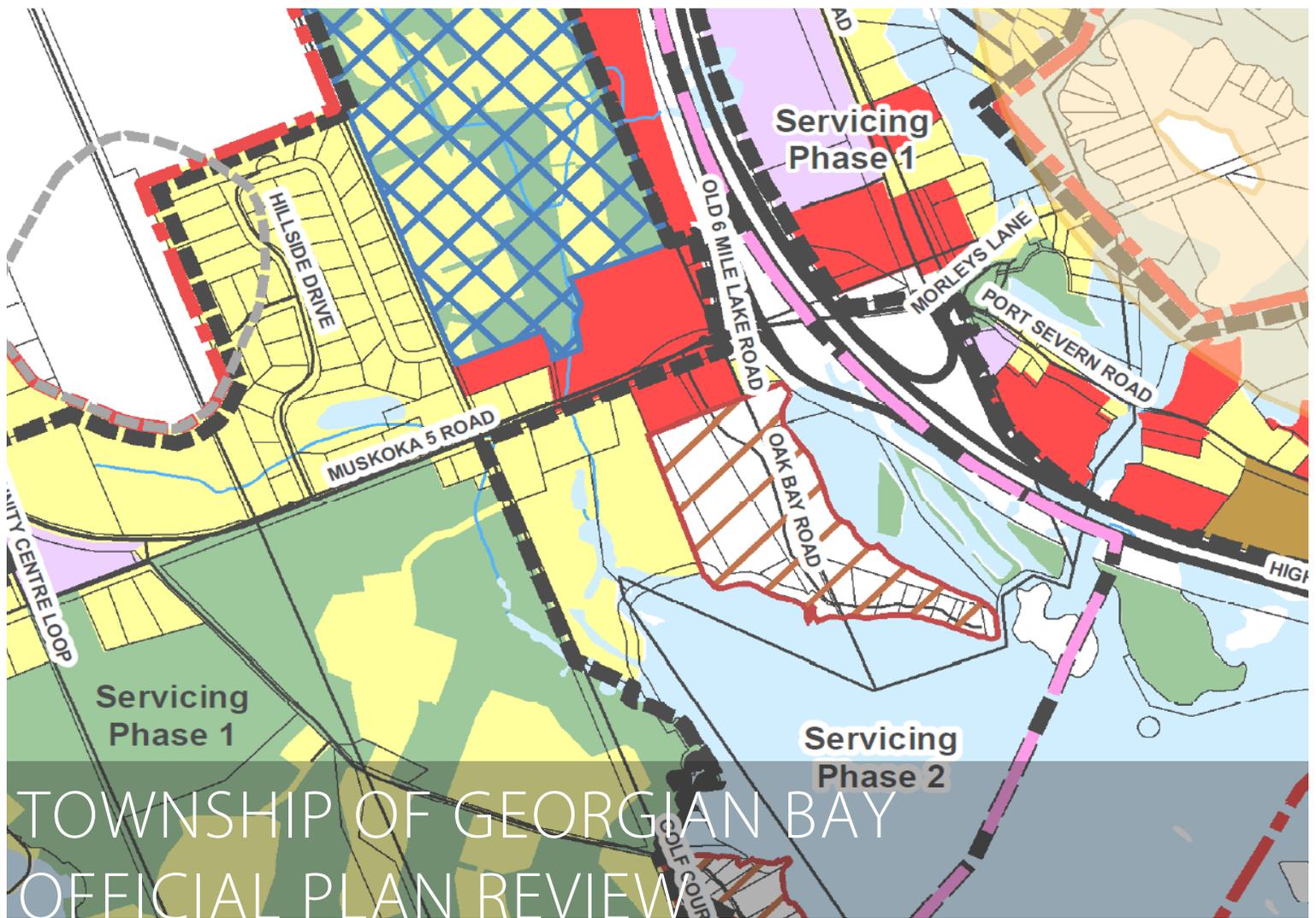
Secondary Plans

- Sandwich South Secondary Plan Windsor
- Port Perry Employment Area Secondary Plan
- Township of West Lincoln Employment Land Development Strategy
- East Woodstock Secondary Plan
- Waterloo Corporate Campus Master Plan



ZONING BY-LAWS

- City of Dryden
- City of Greater Sudbury
- City of Kenora
- City of London
- City of Niagara Falls
- City of Orillia
- City of Oshawa (ORM)
- City of Ottawa
- City of Pickering (ORM)
- City of Regina
- City of Weyburn
- Municipality of Callander
- Municipality of Dysart et al
- Municipality of Highlands East
- Municipality of Kincardine
- Municipality of Machin
- Municipality of Meaford
- Municipality of Magnetawan
- Municipality of Port Hope
- Municipality of Powassan
- Town of Ajax
- Town of Atikokan
- Town of Aurora
- Town of Blind River
- Town of Bracebridge
- Town of Bradford West Gwillimbury
- Town of The Blue Mountains
- Town of Caledon
- Town of Cobourg
- Town of Ear Falls
- Town of East Gwillimbury
- Town of Fort Frances
- Town of Geraldton
- Town of Gravenhurst
- Town of Halton Hills
- Town of Hanover
- Town of Kearney
- Town of Keewatin
- Town of Lincoln
- Town of Markham
- Town of Midland
- Town of Milton
- Town of Moosonee
- Town of Oakville
- Town of Richmond Hill
- Town of Shelbourne
- Town of Siroux Lookout
- Town of Wasaga Beach
- Town of Whitby (ORM)
- Town of Whitchurch Stouffville
- Township of Amaranth
- Township of Anson, Hindon and Minden
- Township of the Archipelago
- Township of Cardiff
- Township of Chisholm
- Township of East Luther Grand Valley
- Township of Ernestown
- Township of Georgian Bay
- Township of Hilton
- Township of Jocelyn
- Township of Machar
- Township of Machin
- Township of Michipicoten
- Township of Monmouth
- Township of Mulmur
- Township of Nipissing
- Township of Nipigon
- Township of the North Shore
- Township of Oro-Medonte
- Township of Perry
- Township of Schreiber
- Township of Scugog
- Township of Seguin
- Township of St. Joseph
- Township of Strong
- Township of Tay
- Township of Tiny
- Village of Beeton
- Village of Coldwater
- Village of Sunridge
- Village of Tottenham



TOWNSHIP OF GEORGIAN BAY OFFICIAL PLAN REVIEW

CLIENT: TOWNSHIP OF GEORGIAN BAY
 TYPE: OFFICIAL PLAN REVIEW
 DATE: 2012 - 2014

MHBC undertook an Official Plan Review for the Township of Georgian Bay, resulting in the Township's first new Official Plan in over 20 years. Georgian Bay is a vast municipality with numerous distinct communities, including a variety of coastal and inland waterfront communities, two urban centres, a rural service centre and vast rural areas. All of these areas are unique in terms of their character, development constraints, natural heritage considerations and other opportunities, and many of these areas are represented by stakeholder and community associations. In order to prepare a new Official Plan that captured the varying nature of the Township, MHBC facilitated an intensive public consultation process that included stakeholder meetings with various neighbourhood and community associations, stakeholder workshops and open houses, meetings with the Township's Planning Committee, public comment summary charts and project update newsletters. Throughout the Official Plan Review process, MHBC also received, reviewed and incorporated hundreds of written comments from residents and stakeholders.

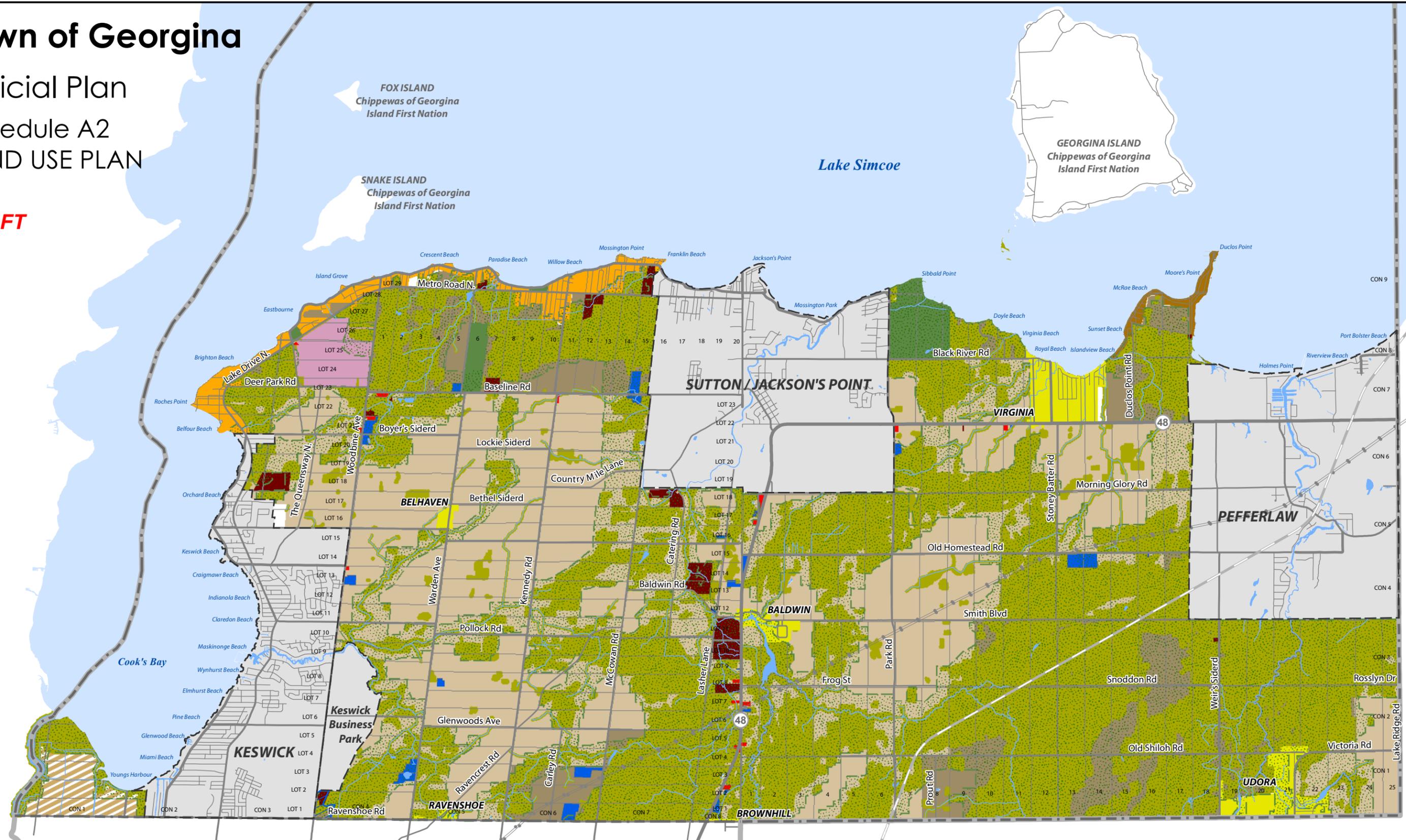
MHBC incorporated a variety of new policies, mapping and concepts into the Official Plan, including a growth management strategy, natural heritage, natural hazard, resource and waterfront character policies, distinct notification requirements for different areas, and Wetland and Fish Habitat mapping, amongst others. The Approved Official Plan is a comprehensive and forward thinking document that effectively balances the unique character of the different areas of the Township with natural heritage and hazard considerations, and the ability to effectively and efficiently accommodate appropriate growth.



Town of Georgina

Official Plan Schedule A2 LAND USE PLAN

DRAFT

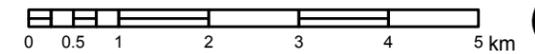


LAND USE DESIGNATIONS

 Lakeshore Residential Area	 Commercial Recreation Area	 Agricultural Protection Area
 Serviced Lakeshore Residential Area	 Rural Industrial Area	 Specialty Crop Area
 Urban Residential Area	 Keswick Business Park Study Area	 Environmental Protection Area
 Hamlet Area	 Parkland Area	 Greenlands System
 Rural Commercial Area	 Rural Area	

BASE MAP INFORMATION

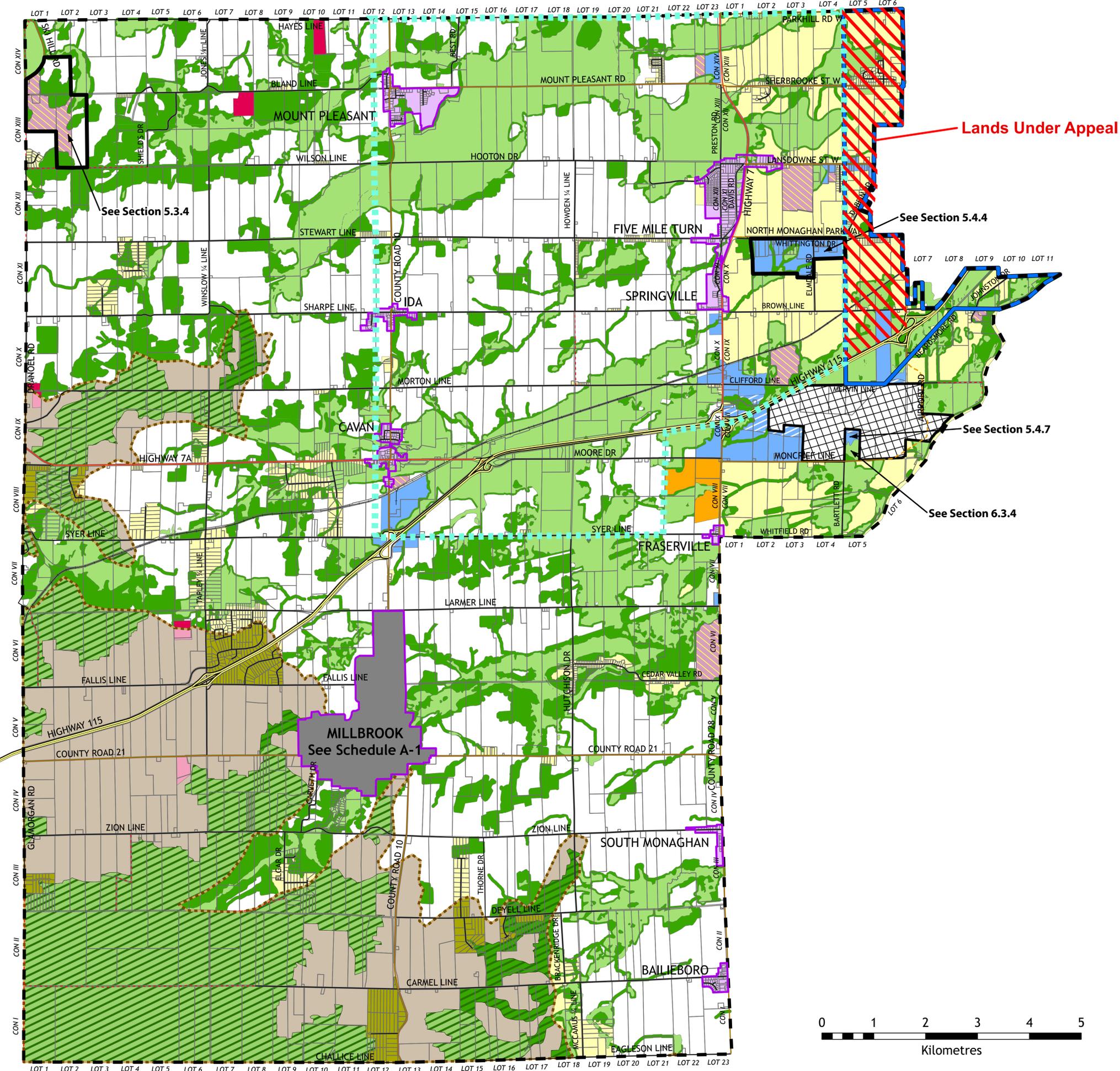
	Provincial Highway
	Road
	Railway
	Municipal Boundary
	Regional Boundary
	Hydro Corridor
	Secondary Plan Area
	Watercourse
	Waterbody



Sources: Town of Georgina, Regional Municipality of York, ArcGIS Online Basemaps. Lake Simcoe Region Conservation Authority. Produced by York Region and MHBC Planning under licence from Ontario Ministry of Natural Resources, Copyright © Queens Printer 2015

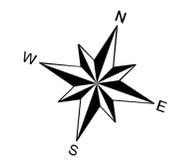
Date: March 5, 2015

Township of Cavan Monaghan Official Plan - Schedule 'A' Land Use



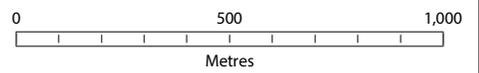
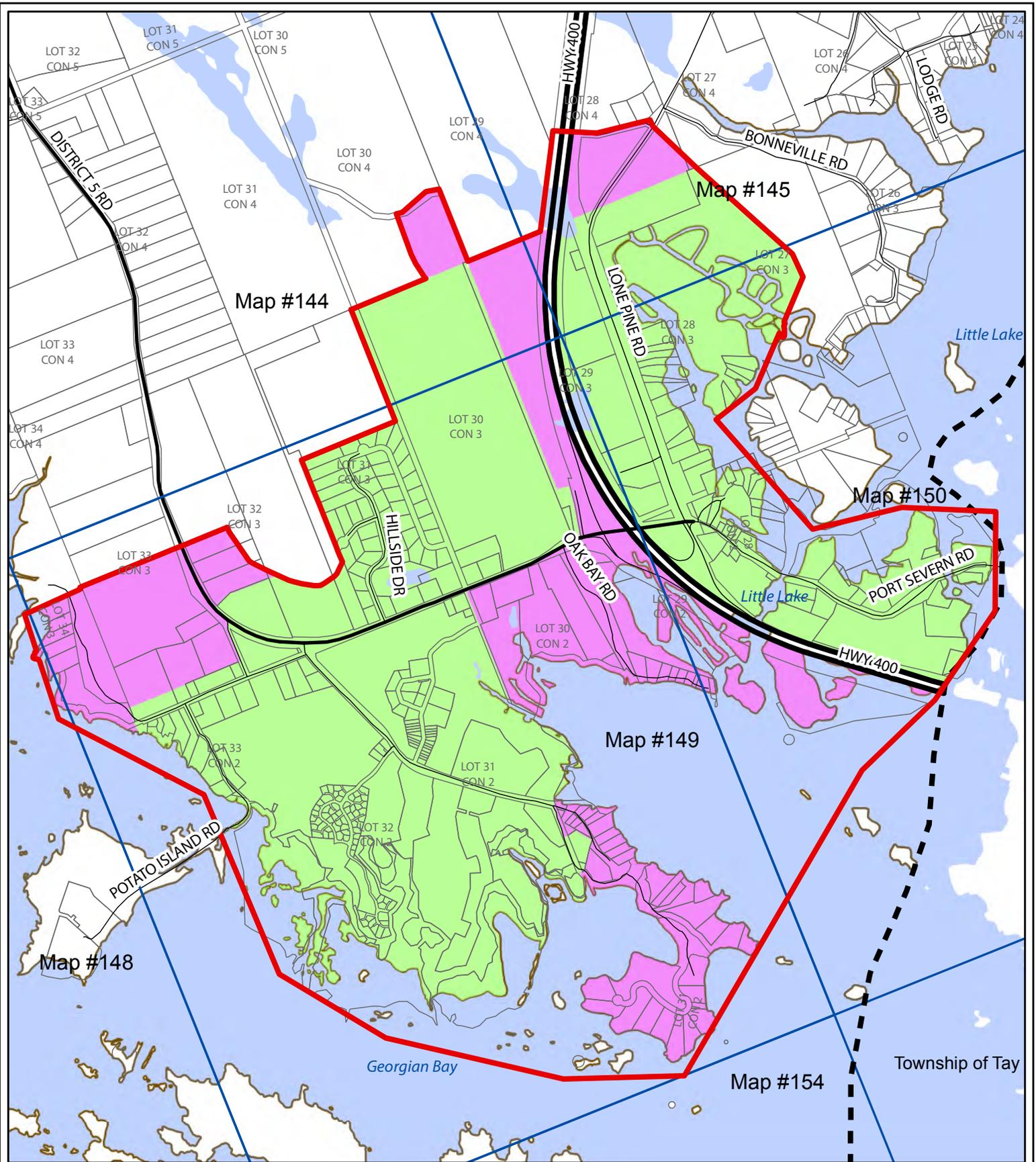
Legend

- Settlement Area
- Hamlet
- Millbrook Urban Settlement Area
- Countryside Areas**
- Agricultural
- ORM - Prime Agricultural
- Rural
- ORM - Rural
- Mineral Aggregate Extractive
- ORM - Extractive
- Rural Employment
- Commercial Entertainment
- Airport Employment
- Recreational
- Natural Heritage System**
- Natural Core Area
- ORM - Natural Core Area
- Natural Linkage Area
- ORM - Natural Linkage Area
- Oak Ridges Moraine Boundary
- Urban Rural Fringe
- Special Study Area No. 1 (See Section 2.6)
- Peterborough Airport
- Transportation**
- Freeway
- King's Highway
- County Road
- Proposed Arterial Road
- Township Road
- Private Road
- Railway



Consolidated October 6, 2015





Legend

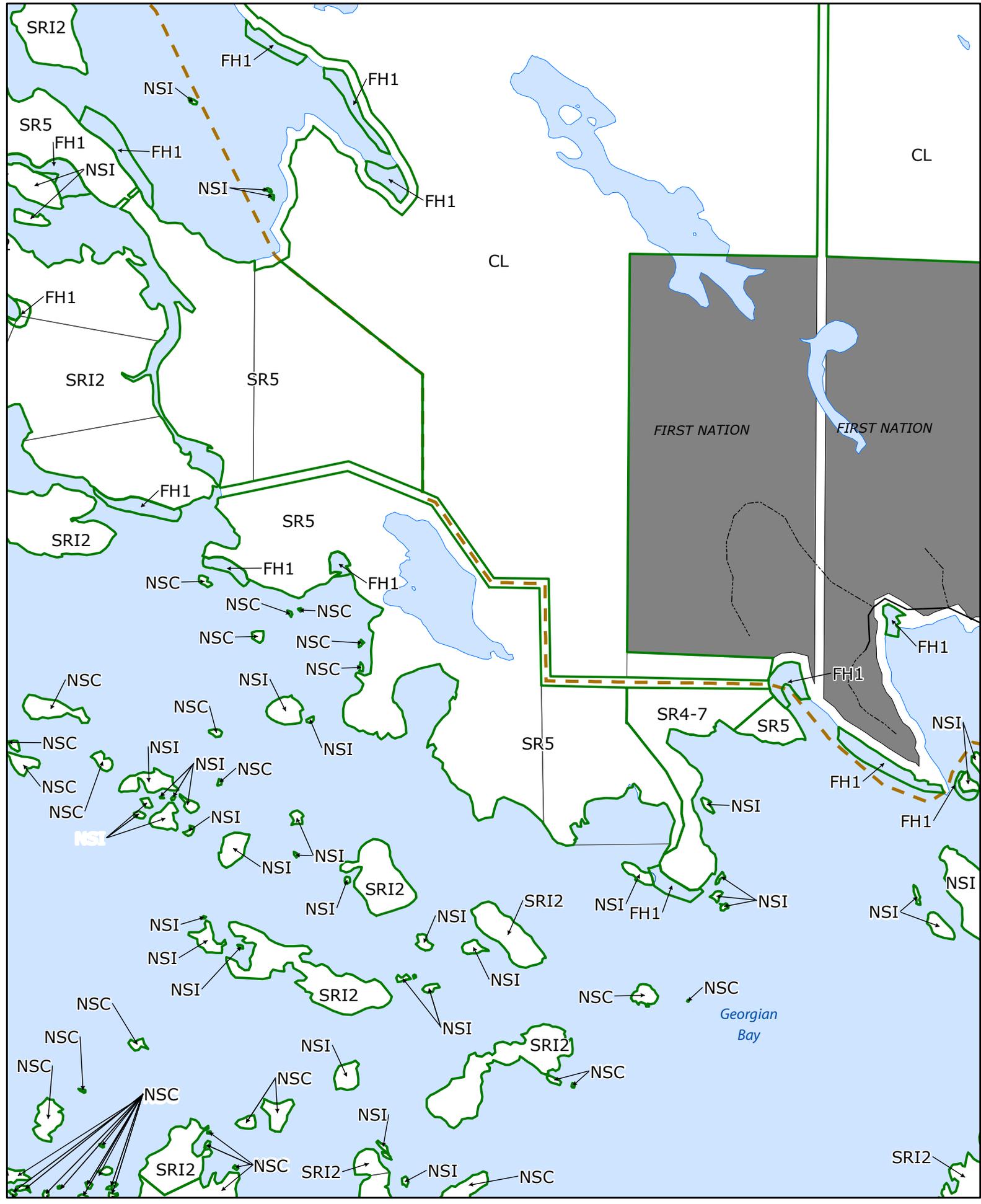
 Urban Centre Boundary

 Schedule 'A' Map #

 Township Boundary

 Phase 1 Servicing Area

 Phase 2 Servicing Area



Appendix 3

Education

University of Waterloo

Bachelor of Environmental Studies
(Honours), Urban and Regional
Planning

2003

Professional Associations

Registered Professional Planner

Full Member, Ontario Professional
Planners Institute (OPPI)

Member, Barrie – Huronia Rotary
Club

Contact

113 Collier Street
Barrie, ON
L4M 1H2

T: 705 728 0045 x222
C: 705 715 2878
jrobinson@mhbcplan.com
www.mhbcplan.com

Jamie Robinson

BES, MCIP

Jamie Robinson is a Partner with MHBC and provides planning services to a range of private and public sector clients. Mr. Robinson is a policy and regulatory specialist with expertise in the preparation of Official Plans, Zoning By-laws, Growth Management Studies, Development Charge Studies, Source Protection Planning and the submission and review of plans of subdivisions, consents, minor variances and site plans. He is familiar with the latest mapping tools available to planners and is capable of viewing planning issues from both a planning and technical perspective.

Mr. Robinson is retained by a number of municipal clients to whom he provides application review services as well as strategic advice on a variety of land use planning matters including urban issues such as growth management, intensification and redevelopment as well as rural issues related to shoreline development, lake capacity, natural heritage features and agricultural uses.

Professional History

Partner, MacNaughton Hermsen Britton Clarkson Planning Limited
(2015 – Present)

Associate, MacNaughton Hermsen Britton Clarkson Planning Limited
(2012 – 2015)

Associate, Meridian Planning Consultants (2011 – 2012)

Senior Planner, Meridian Planning Consultants (2006 – 2011)

Assistant Planner, Township of Tay (2002)



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

Project Experience

Mr. Robinson has been involved in a number of various Official Plan and Zoning By-law projects which include:

- City of Greater Sudbury
- City of Orillia
- Municipality of Callander
- Town of Blind River
- Town of Bracebridge
- Town of Gravenhurst
- Town of Moosonee
- Town of Saugeen Shores
- Town of St. Joseph Island
- Township of Georgian Bay
- Township of Nipissing
- Township of Seguin

Mr. Robinson has worked extensively with Development Charge Studies and has a working knowledge of the Development Charges Act and its applications for Municipalities. He has been involved in the preparation of Development Charges for a number of Municipalities which include:

- County of Dufferin
- County of Peterborough
- City of Owen Sound
- Municipality of Callandar
- Municipality of Grey Highlands
- Municipality of Sioux Lookout
- Township of Clearview
- Township of Melancthon
- Township of Mulmur

Mr. Robinson is familiar with the Clean Water Act and has undertaken Source Protection implementation exercises for the County of Simcoe, Town of Penetanguishene, Town of Midland and the Township of Tiny.

Jamie has managed the submission of a variety of development applications including official plan amendments, zoning by-law amendments, plans of subdivision, plans of condominium, consents and minor variances.

Education

Queen's University

Master of Urban and Regional
Planning (M.PI)

University of Western Ontario

Bachelor of Arts (Honours
Geography)

York University

Master's Certificate in Municipal
Leadership, Schulich School of
Business

Professional Associations

Canadian Institute of Planners
(MCIP)

Ontario Professional Planners
Institute, Registered Professional
Planner

Past Member, Planners Institute of
British Columbia (PIBC) - transferred
from OPPI in 2021

Past Director, Council of the Ontario
Professional Planners Institute

Past Chair, Governance and
Nominating Committee, OPPI Council
Standing Committee

Contact

113 Collier Street
Barrie, ON
L4M 1H2

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C: 705 309 8746
ksuggitt@mhbcplan.com
www.mhbcplan.com



Katherine E. Suggitt

M.PI, RPP, MCIP

Katherine Suggitt has been a practicing planner since 1989. Ms. Suggitt's experience includes over 30 years of diverse planning experience in public and private sectors (16 years in senior management roles), with extensive urban, rural and regional level planning, growth management, policy, and development approvals experience.

Ms. Suggitt has 20 years of growth management and integrated land use planning experience with a sound knowledge of legislation, processes and critical steps necessary to ensure inter-municipal collaboration and comprehensive engagement takes place.

Ms. Suggitt has extensive experience as a Planning and Development Services staff lead. She worked closely with the County solicitors, in leading the efforts to resolve the appeals to the County of Simcoe Official Plan through the Ontario Municipal Board proceedings. Ms. Suggitt was directly responsible for managing the complex relationships and resolving issues through extensive facilitation and mediation proceedings that she led involving nearly 100 parties including the Province, local municipalities, public groups/organizations and private sector developers.

Ms. Suggitt has created and maintained a comprehensive network of public and private sector relationships throughout her career including during her time as a Council Director on the OPPI Council.

Professional History

Associate, MHBC Planning (2023-Present)

General Manager of Development Services, Peace River Regional District, BC (2021 – 2023)

Manager of Strategic Initiatives, Policy and Analysis, City of Barrie (2018 – 2021)

Manager of Policy Planning, County of Simcoe (2008 – 2018)

Director of Planning and Development, City of Orillia (2006 – 2008)

Senior Planner, City of Orillia (2005 – 2006)

Planner/Project Manager, Private Consulting Company (2003 – 2005)

District Planner, District of Muskoka (2001 – 2003)

Planner, City of Calgary (1999 – 2001)

Assistant Planner, City of Calgary (1998 – 1999)

Planner, CIBC and CIBC Development Corporation (1989 – 1998)

Selected Project Experience

- County of Simcoe Official Plan, 2016
 - OMB case on nearly 100 appeals to County OP – resolved through facilitated negotiations (no contested hearing time)
- City of Barrie CIP for Affordable Housing
- City of Barrie MCR work, in preparation for new OP – and she was also involved in 1st Draft of new OP released in 2020 (then moved to BC in late Feb. 2021)
- North Peace Fringe Area Official Community Plan, while at Peace River Regional District, BC
- As a Director, Manager or GM, she has been involved with the reviews of many different types of development applications and responsible to approve draft plans of subdivision or condominium, site plans, etc.
- Kathy has been involved with negotiations to help resolve many OMB appeals over the years
- She has been involved with negotiations/facilitation discussions between the Province and County (facilitated by the Office of the Provincial Development Facilitator) on the Growth Plan Amendment #1 back in 2012, which introduced the Simcoe Sub-area for the first time into the Growth Plan

Appendix 4

DWELLING TYPES

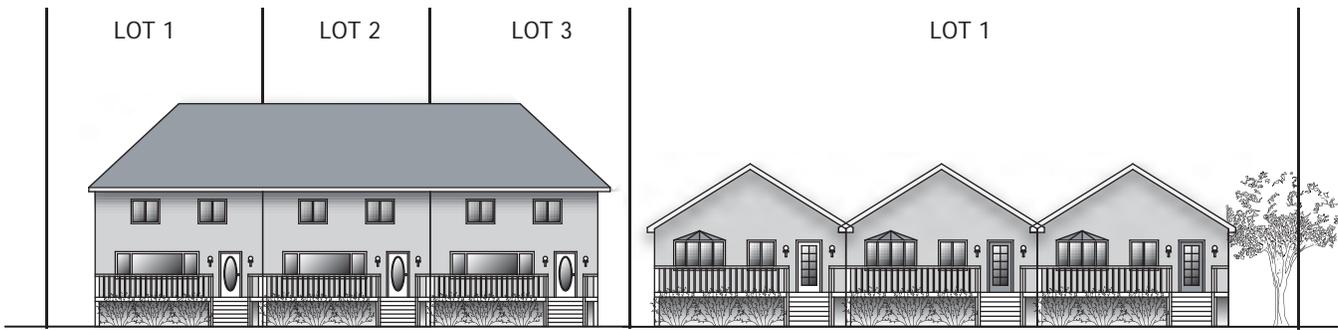


**SINGLE
DWELLING**

**SEMI-DETACHED
DWELLING**

**DUPLEX
DWELLING**

**LINKED
DWELLING**



**STREET TOWNHOUSE
DWELLING**
Each dwelling unit on a separate lot

**ROW
DWELLING**
Each dwelling unit on the same lot

MULTIPLE DWELLING TYPES

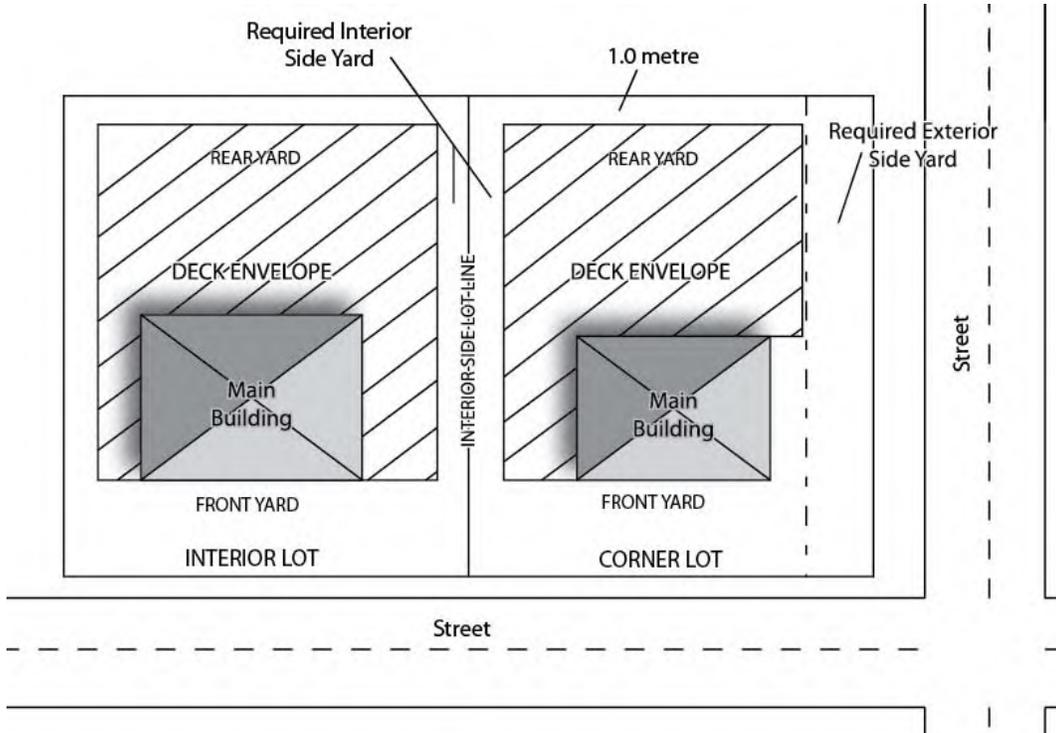
A dwelling containing three or more dwelling units
not including a row dwelling or street townhouse dwelling



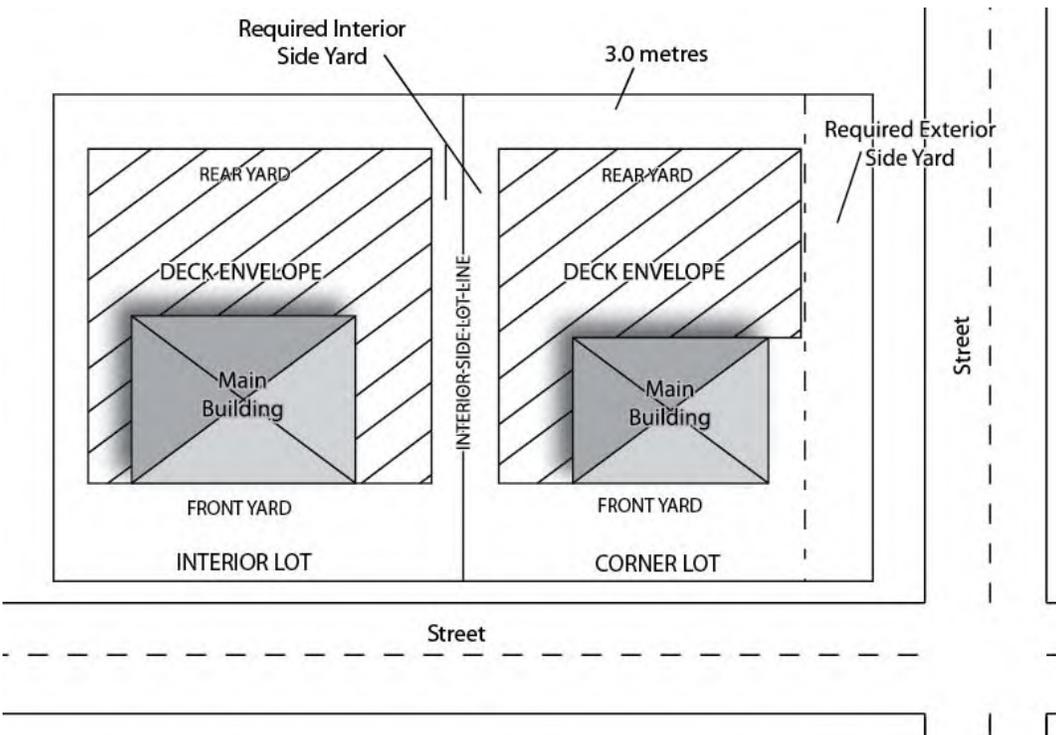
**FOURPLEX
DWELLING**

**MULTIPLE
DWELLING**

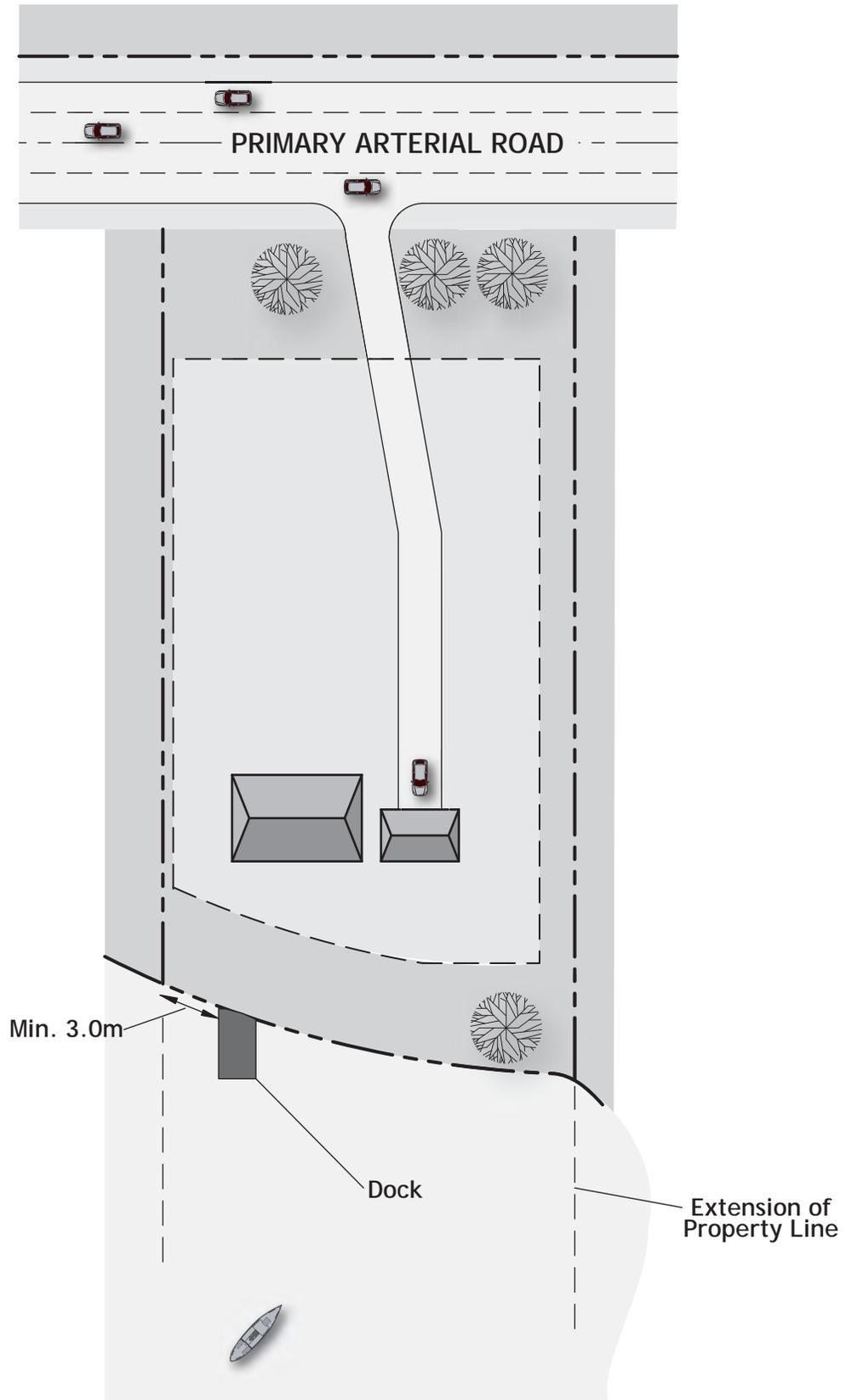
DECKS 0.6 METRES HIGH AND UNDER



DECKS HIGHER THAN 0.6 METRES



DOCK SETBACK

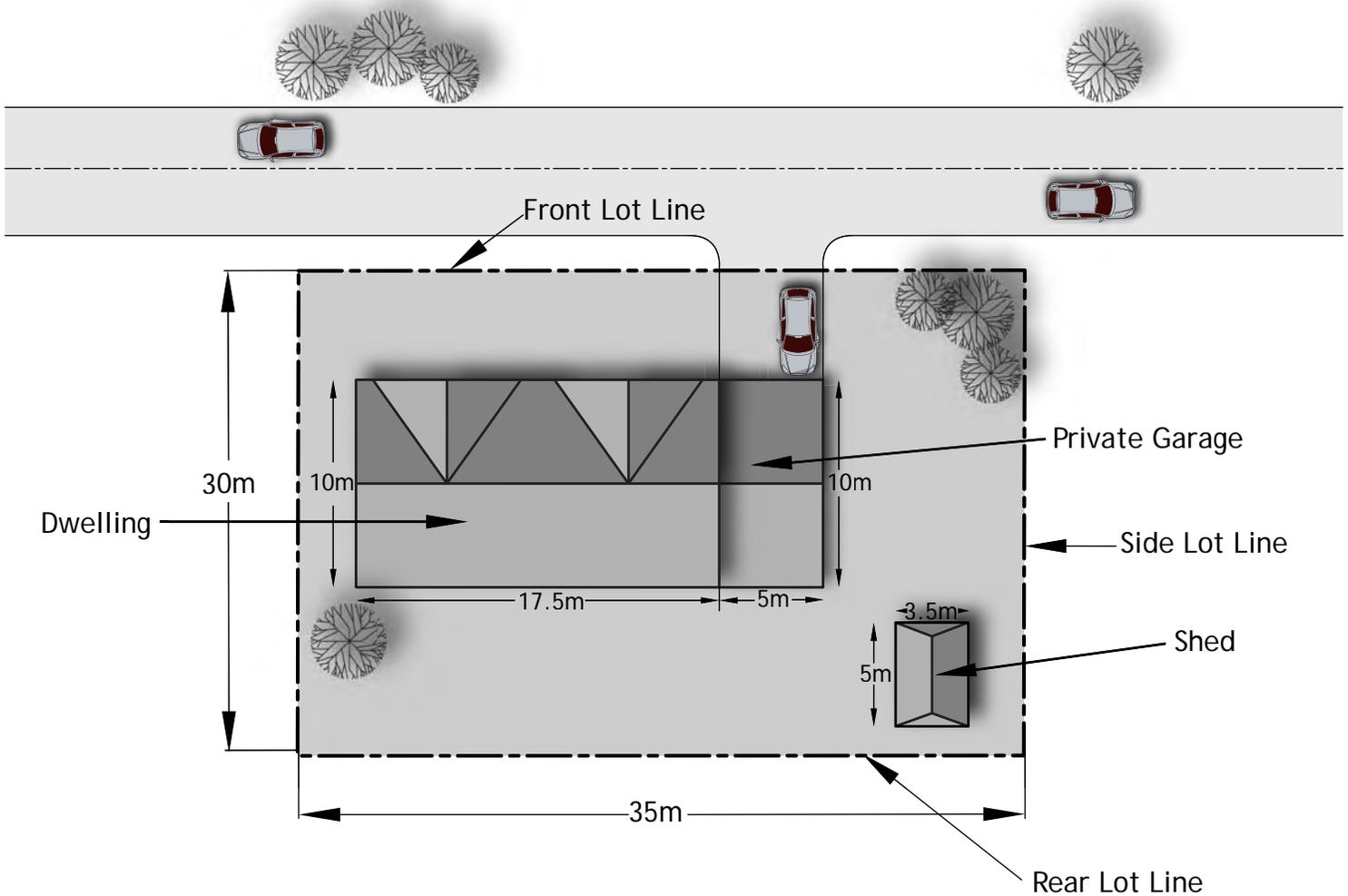


SHORELINE, CROWN RESERVE AND WATERBODY SETBACKS FOR RESIDENTIAL USES



-  SHORELINE
-  LOT LINE
-  WATERBODY SETBACKS FOR RESIDENTIAL LOTS WHERE THERE IS NO ABUTTING, UNOPENED ROAD ALLOWANCE

LOT COVERAGE



EXAMPLE

$$\text{LOT AREA : } 30.0\text{m} \times 35.0\text{m} = 1050.0\text{m}^2$$

$$\text{DWELLING : } 10.0\text{m} \times 17.5\text{m} = 175.0\text{m}^2$$

$$\text{PRIVATE GARAGE : } 5.0\text{m} \times 10.0\text{m} = 50.0\text{m}^2$$

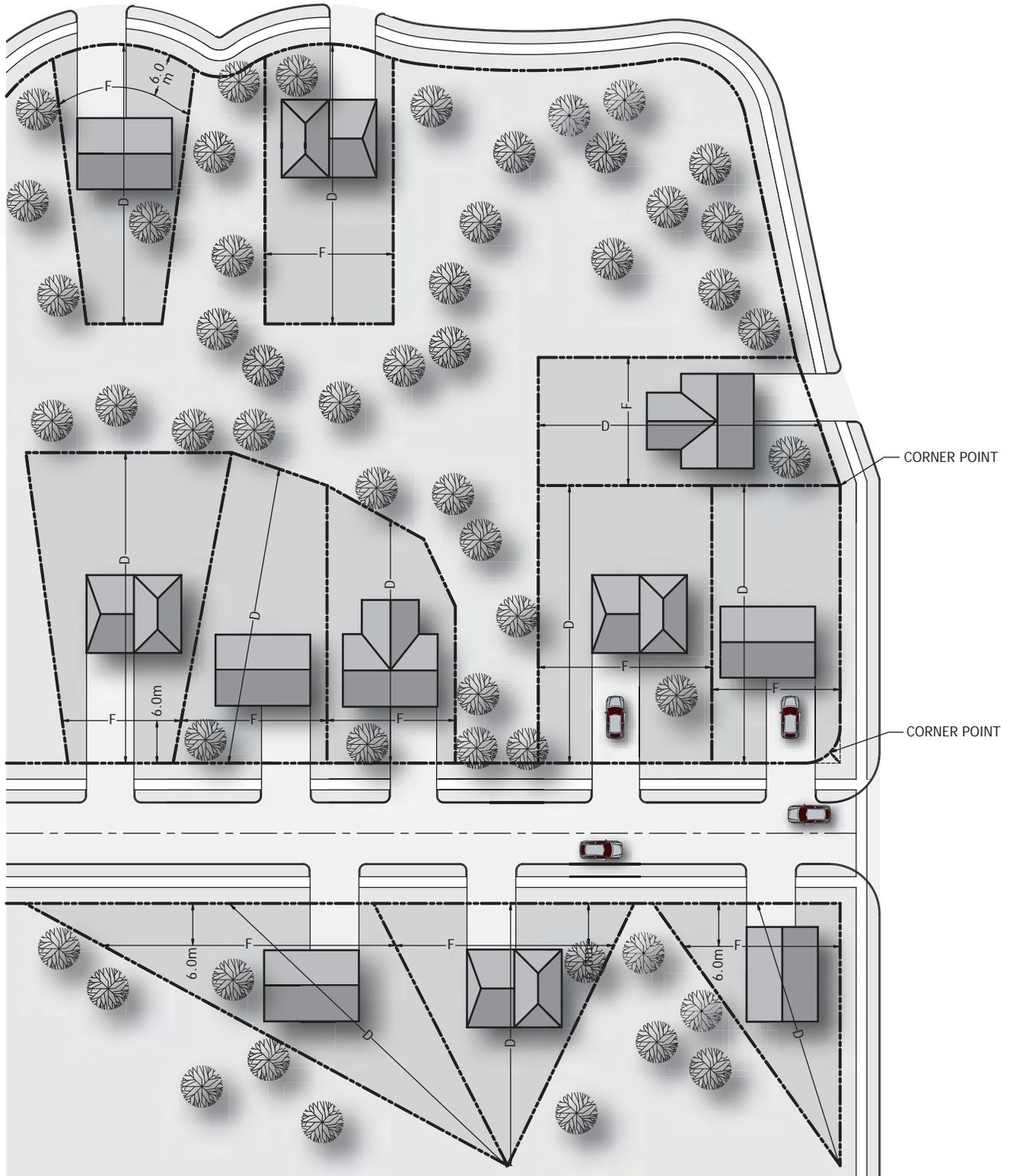
$$\text{SHED : } 5.0\text{m} \times 3.5\text{m} = 17.5\text{m}^2$$

$$\text{TOTAL} = 242.5\text{m}^2$$

$$\text{LOT COVERAGE : } \frac{242.5\text{m}^2 \text{ (Building Coverage)}}{1050.0\text{m}^2 \text{ (Lot Area)}} \times 100 \%$$

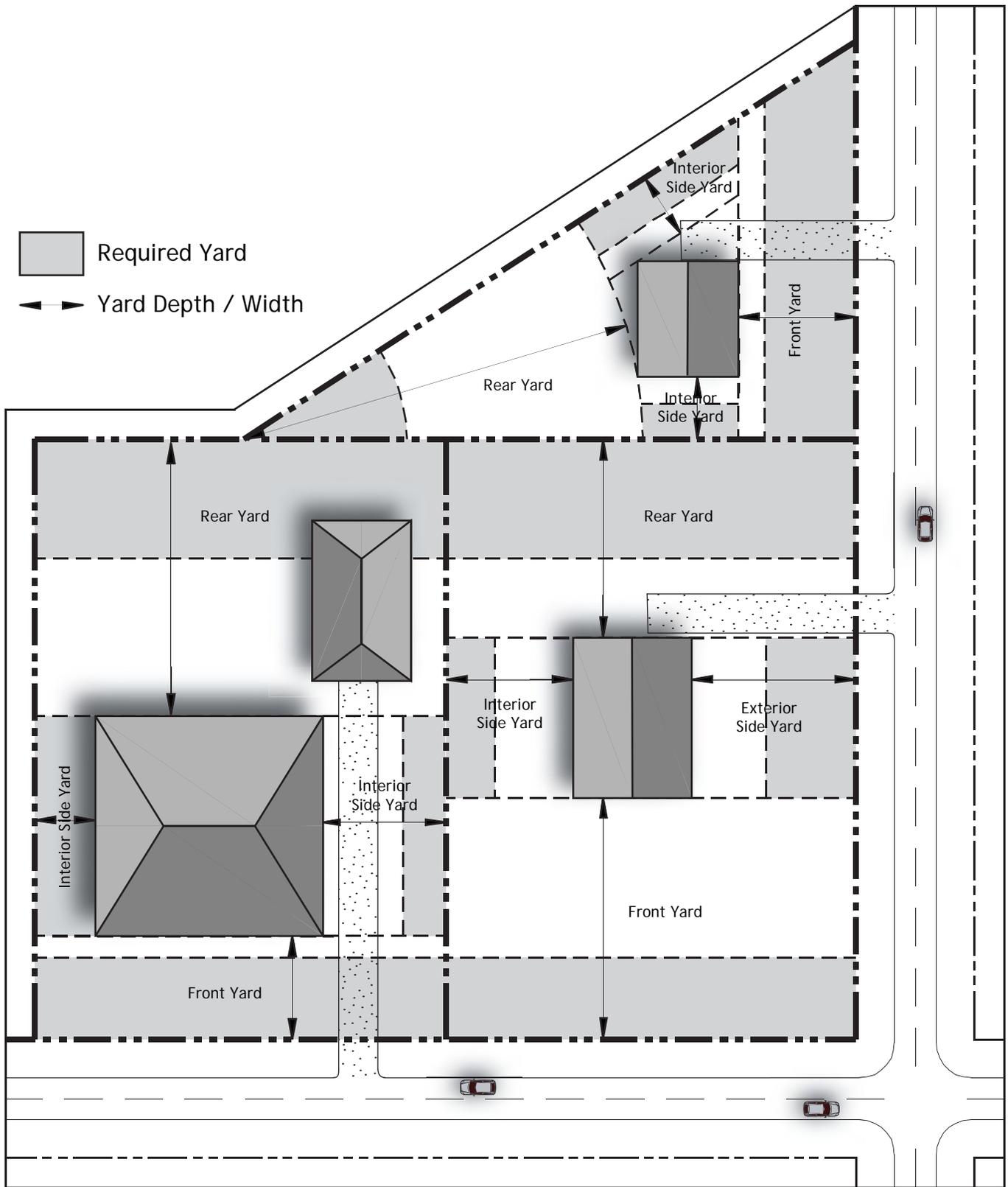
$$= 23.1 \%$$

LOT FRONTAGE AND LOT DEPTH

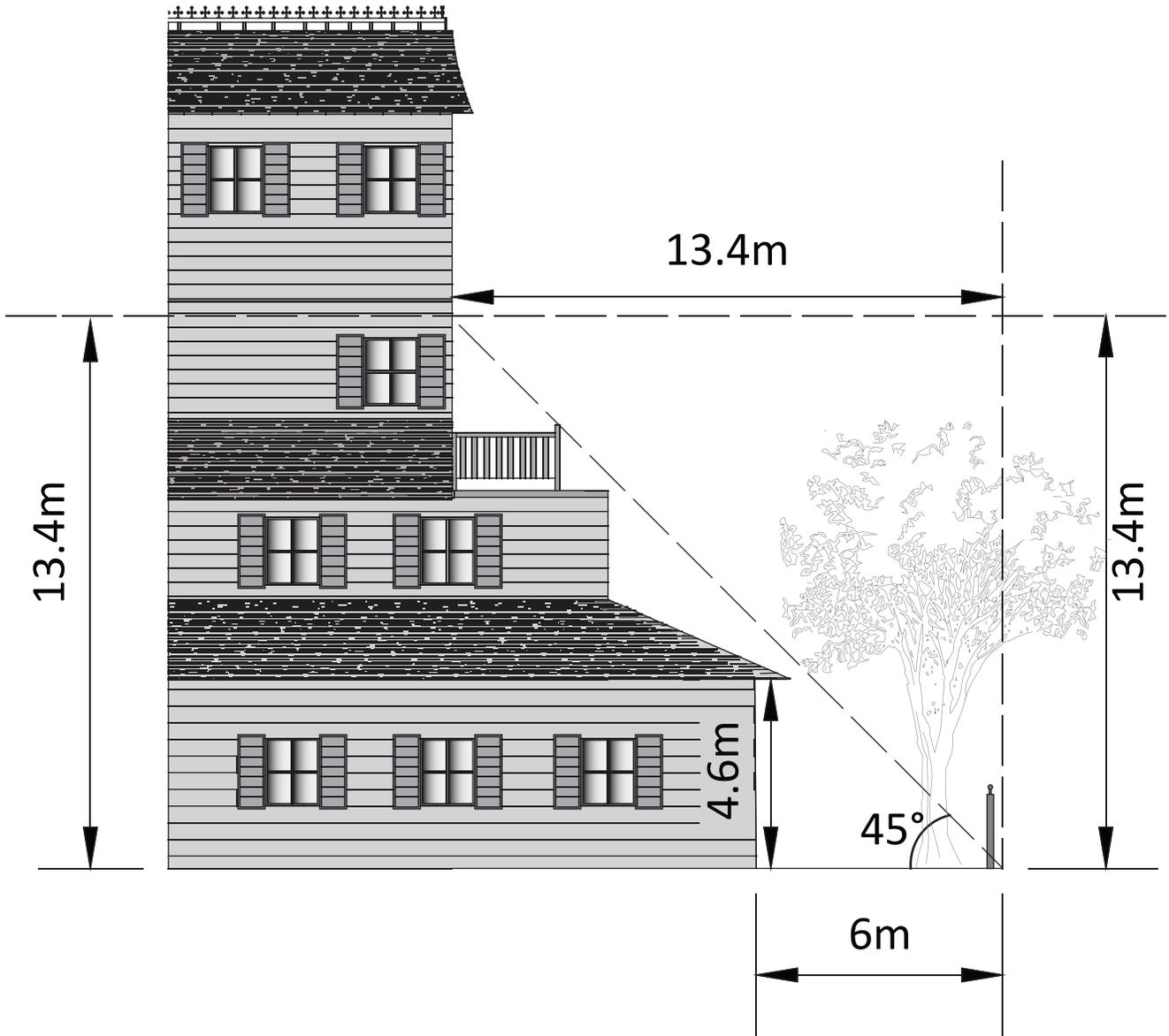


D = LOT DEPTH
F = LOT FRONTAGE

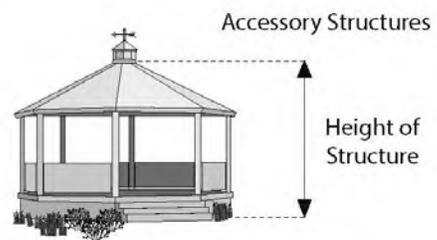
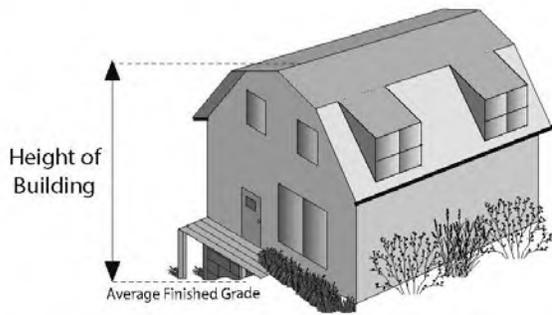
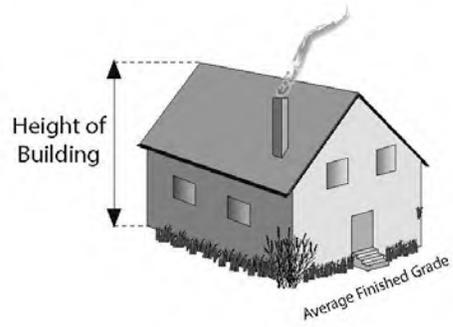
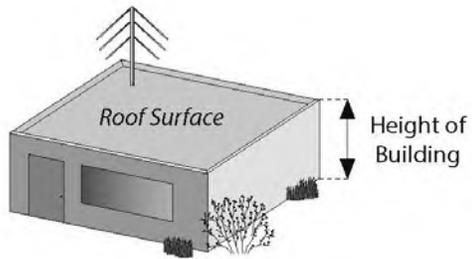
YARDS



REAR LOT LINE



Height or Building Height



This illustration does not form part of this By-law and is provided for convenience only.

Appendix A

Statement of Acceptance (Appendix A)

All responses must be signed:

I/We certify that the information provided in this RFP Response Document is true and complete. 

I/We declare that no employee of the Municipality of Whitestone is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from. 

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal. 

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent. 

Legal Company Name:	MacNaughton Hermsen Britton Clarkson Planning Ltd
Respondent's Signature:	
Respondent's Printed Name:	Jamie Robinson
Respondent's Title:	Partner
Email:	jrobinson@mhbcplan.com
Business Phone:	705-728-0045 ext 222
Business Fax:	705-728-2010
Mailing Address	113 Collier Street, Barrie, ON L4M 1H2

Figure 1

Figure 1 - Work Plan

Municipality of Whitestone Official Plan Update



#	Task	2024		2025											
		Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Phase 1 - Background Research and Review															
1	Start-up Meeting with Municipal Staff														
2	Review of Background Information, Provincial Legislation and Plans														
3	Provincial Pre-Consultation - Identify Conformity/Policy Issues														
4	Project Initiation Meeting with Council/Section 26 of Planning Act														
5	Launch of Website/Communications and Engagement Plan														
6	Meeting(s) with Indigenous Communities														
Phase 2 - Summary Report and First Draft															
7	Discussion Paper - preparation and release for public comments														
8	Presentation of Discussion Paper														
Phase 3 - Drafting the Official Plan															
9	Preparation of Draft Policies and Official Plan Schedules														
10	Open House and Public Review														
Phase 4 - Adoption of the Final Plan															
11	Meeting with Municipal Staff														
12	Preparation of Final Official Plan														
13	Statutory Public Meeting														
14	Adoption of Official Plan														
Phase 5 - Submission to MMAH for Approval															
15	Submission to Province for Approval														

Provincial 90 day review

Figure 2

Figure 2 - Work Plan

Municipality of Whitestone Zoning By-law Update



#	Task	2026											
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Phase 1 - Background Review													
1	Start-Up Meeting with Municipal Staff												
2	Communication and Engagement Plan												
3	Review and Identify Issues												
4	Virtual Meeting to Provide Introduction to the Zoning By-law Review												
5	Review Historic Amendments, Minor Viance and OLT Decisions												
6	Mapping Updates												
7	Review of Definitions, Diagrams and Standards												
Phase 2 - Proposed Issues Direction													
8	Technical Memorandum												
9	Council Workshop												
Phase 3 - Draft Zoning By-law													
10	First Draft of Updated Zoning By-law												
11	Review First Draft with Municipal Staff												
12	Open House #1												
13	Second Draft of Zoning By-law												
14	Meeting with Council												
15	Statutory Open House												
Phase 4 - Final Zoning By-law													
16	Statutory Public Meeting												
17	Finalize Zoning By-law												
18	Council Enactment												

Figure 3

Figure 3 - Budget

Municipality of Whitestone - Official Plan Review



#	Task	JR	KS	PL	Tech	Total	JR	KS	PL	Tech	Total by Task
		Days	Days	Days	Days	Days	Fees	Fees	Fees	Fees	
Phase 1 - Background Research & Review											
1	Start-up Meeting with Municipal Staff										
2	Review of Background Information, Provincial Legislation and Plans										
3	Provincial Pre-Consultation - Identify Conformity/Policy Issues										
4	Project Initiation Meeting with Council/Section 26 of Planning Act										
5	Launch of Website/Communications and Engagement Plan										
6	Meeting(s) with Indigenous Communities										
Phase 2 - Summary Report and First Draft											
7	Discussion Paper - preparation and release to public for comments										
8	Presentation of Discussion Paper										
Phase 3 - Draft Official Plan											
9	Preparation of Draft Policies and Official Plan Schedules										
10	Open House										
Phase 4 - Adoption of the Final Plan											
11	Meeting with Municipal Staff										
12	Preparation of Final Official Plan Update										
13	Statutory Public Meeting										
14	Adoption of Official Plan										
Phase 5 - Submission to MMAH for Approval											
Total											

Total Cost	
Professional Fees	\$ 64,256.25
Expenses	\$ 3,000.00
Sub Total	\$ 67,256.25
HST	\$ 8,743.31
Total	\$ 75,999.56

Figure 4

Figure 4 - Budget

Municipality of Whitestone - Comprehensive Zoning By-law Review



#	Task	JR	KS	PL	Tech	Total	JR	KS	PL	Tech	Total by Task
		Days	Days	Days	Days	Days	Fees	Fees	Fees	Fees	
Phase 1 - Background Review											
1	Start-Up Meeting with Municipal Staff										
2	Communication and Engagement Plan										
3	Review and Identify Issues										
4	Virtual Meeting to Provide Introduction to the Zoning By-law Review										
5	Review Historic Amendments, Minor Viance and OLT Decisions										
6	Mapping Updates										
7	Review of Definitions, Diagrams and Standards										
Phase 2 - Proposed Issues Direction											
8	Technical Memorandum										
9	Council Workshop										
Phase 3 - Draft Zoning By-law											
10	First Draft of Updated Zoning By-law										
11	Review First Draft with Municipal Staff										
12	Open House #1										
13	Second Draft of Zoning By-law										
14	Meeting with Council										
15	Statutory Open House										
Phase 4 - Final Zoning By-law											
16	Statutory Public Meeting										
17	Finalize Zoning By-law										
18	Council Enactment										
Total											

Total Cost	
Professional Fees	\$ 61,518.75
Expenses	\$ 3,000.00
Sub Total	\$ 64,518.75
HST	\$ 8,387.44
Total	\$ 72,906.19



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: October 15, 2024

Report No: ADMIN-2024-12

Subject:

Municipality of Whitestone Strategic Plan, approved September 19, 2023
2024 Update on Action Plans

Recommendation:

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).

Background:

At the Council meeting of September 19, 2023, the following resolution was passed.

Resolution No. 2023-450

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

5.2 2023 Strategic Plan

THAT the Memorandum dated September 19, 2023 from CAO/Clerk Hendry, Strategic Plan Update be received for information; and

THAT the 2023 Strategic Plan and associated Action Plans as included in the September 19, 2023 Council Agenda be approved and adopted, and

THAT the 2023 Strategic Plan and associated Action Plans be posted on the Municipal Website and communicated in the November Newsletter.

Recorded Vote:

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray	X		
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	X		
Mayor, George Comrie	X		

Analysis:

ATTACHMENT 1 to this report provides an update to the Action plans approved on September 19, 2023.

Comments and notes in the furthest column to the right labeled 'OCTOBER 2024 STATUS UPDATE' provide an update on the actions identified.

Financial Considerations:

None

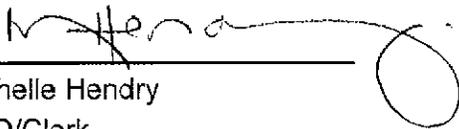
Link to Strategic Plan:

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 1: Actions Plans Updated as of October 2024

Whitestone Strategic Action Plans - High Level Objective #1: Communication

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
1.1	Review and renew communication policy	1.1.1 A Communication Policy was approved by Council in May 2016; this Policy should be revisited and consideration given to updating and modernizing	*	Communication Policy is outdated and needs to be re-written	TBD	Staff / Council	Improved and modernized policy	TBD
1.2	Improve two-way communication with ratepayers	1.2.1 The four year contract with the website provider allowed for an update to the website in year three of the contract (2023) . Resources will be required for this effort	*	An opportunity to make improvements and enhancements to the Municipal website	2023	Staff / Communication Coordinator	Improved Website; user friendly and easy to navigate	Website refreshed and updated 2023. Ongoing review and update of content as needed
		1.2.2 Continue with and enhance the Bi-weekly E-news letter - new content development. Responsibilities to be passed on to the new Communications Coordinator	ongoing		2023	Staff	More Ratepayers have information on Municipal Initiatives	ongoing

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		1.2.3 Continue to encourage residents to sign up for the e-news letter (currently 520 enrolled for newsletter)	ongoing		2023		More Ratepayers have information about Municipal Initiatives	Currently 592 subscribers
		1.2.4 Website content and Social Media to be maintained and updated regularly	ongoing	Twitter and other Social Media platforms (as determined appropriate by the Communications Coordinator) to be maintained	2023	Staff / Communications Coordinator	Well maintained and up to date website and Social Media platforms	Ongoing
		1.2.5 Maintain quarterly hardcopy newsletter and continue to provide opportunities for residents to have the newsletter delivered electronically	*	Council direction as of February 2021 - maintain hard copy, mail out Newsletter until further	ongoing	Staff / Communications Coordinator	Continued interaction with the Community through the quarterly	Council decision in 2024 to eliminate May Newsletter

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		1.2.6 Consider ways residents can interact with Council through planned Townhall Meetings with specific topics of interest to the Community (examples: agriculture interests, local business interests, short term rentals, trailers, Official Plan and other items of general interest)	*	Undertake a Town hall meeting with the Agricultural Society and the Agricultural Community	2024	Staff/Council	Enhanced engagement with ratepayers	Date and timing to be determined by Council
		1.2.7 Council Report Card	*	Undertake ratepayer surveyed	2025 /2026	Staff/Council	Enhanced engagement with ratepayers	Date and timing to be determined by Council
		1.2.8 Consider improvements to the Audio/Video system in the Community Centre and the meeting recording options	ongoing	2023 and 2024 Budget item	2023/2024	Staff / Consultant	Improved audio/video and meeting recording opportunities	Budget of \$25,000 in 2024. Improvements expected by year end
		1.2.9 Ensure robust agenda packages are provided to Council and the Public	ongoing		ongoing	Staff	Enhanced engagement with ratepayers	Ongoing
1.3	Review and Update the communication Strategy	1.3.1 Review the Communications Strategy and consider updates as needed.		Review the January 2022 update as presented to Council and consider prioritizing unfinished initiatives	ongoing	Staff / Communications Coordinator	Improved and expanded communication options	Timing TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
1.4	Enhance Internal Communications	1.4.1 Continue improved communication with staff	ongoing	ongoing	ongoing	CAO/Clerk	Ongoing opportunities for staff to contribute and be provided with information	Ongoing regular staff meetings both formal and informal

Whitestone Strategic Action Plans - High Level Objective #2: Fiscal Responsibility and Accountability

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
2.1	Maintain an open and transparent budgeting process	2.1.1 Identify potential process improvements	ongoing	ongoing	ongoing	Treasurer	Process improvements; clarity in the budgeting process	ongoing
		2.1.2 Prudent management of expenditures and borrowing in respect of inflation and interest rates, increases in cost of living and of key commodities	ongoing	ongoing	ongoing	Treasurer / Council	Limiting borrowing costs where possible	ongoing
		2.1.3 Maintain the Municipality's relatively low tax rate in comparison to surrounding municipalities	ongoing	ongoing	ongoing	Treasurer / Council	A relatively low tax rate	ongoing
		2.1.4 Continue quarterly variance reporting for Q2, Q3 and Q4	ongoing	ongoing	ongoing	Treasurer	Reports submitted to Council within 2 meeting cycles of the end of the quarter	ongoing
		2.1.5 Strengthen reserves for contingencies and major capital expenditures	ongoing	ongoing	ongoing	Council / Treasurer	Adequate reserves on an ongoing basis	2024 Transfer in: \$447,939, 2024 Transfer out: \$640,729. Budgeted closing balance of Reserves: \$1,346,930

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		2.1.6 Review and update Procurement Policy	*	Note - this is captured as well in Management Systems - item 3.6.1	TBD	Treasurer	Updated Procurement Policy	Timing TBD
2.2	Complete implementation of a robust Asset Management Plan (AMP)	2.2.1 Prepare to meet deadlines for the Municipal Asset Management Planning Regulation (O.Reg. 588/17) under the Infrastructure for of Jobs and Prosperity Act, 2015.	ongoing	Core assets and vehicles complete.	2023 and 2024	Treasurer / Public Works Manager	5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022, and in respect of all of its other municipal infrastructure assets on or before July 1, 2024. O. Reg. 193/21, s. 1.	Contract for the Asset Management Plan Phase 2 to PSD Citywide, April 16, 2024
		2.2.2 Ensure the Municipal Accessibility plan (November 2018) and AODA requirements are components of the AMP	ongoing	Review and update plans as needed	2023 / 2024			To be included in updated AMP
		2.2.3 Ensure parks, public landings and docks are a component of the AMP	ongoing	Parks /public landings / docks to be assessed in 2023	2023 / 2024			Assessment complete. To be included in updated AMP

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		2.2.4 Ensure the WahWashKesh Dam is a component of the AMP	ongoing	Municipally owned dam on WahWashKesh Lake to be assessed in 2023	2023 / 2024			Assessment complete. To be included in updated AMP
2.3	Collaborate with neighbouring municipalities and external agencies	2.3.1 Consider opportunities for shared procurement and/or services	ongoing	Ongoing cooperation and discussion on various issues (Broadband , Waste Management etc.) Participation in Regional purchasing group. Member of LAS Municipal purchasing group	ongoing	CAO/Clerk and Public Works Manager	Controlling costs and ensuring efficiencies in the procurement process	ongoing
2.4	Engage in responsible collective bargaining	2.4.1 Collective Bargaining process	*	Collective Bargaining scheduled for 2023	ongoing	Management Bargaining Committee	Signing of agreement	4 year Collective Agreement expiring March 2027, signed January 2024
2.5	Capitalize on external sources of funding / grants	2.5.1 Respond to all available grant opportunities	ongoing	Grant opportunities are maximized as they become available	ongoing	CAO / Treasurer/ Manager of Public Works/ Deputy Clerk	Success with grant proposals; additional funding for Municipal projects	Grants applied for as opportunities become available

Whitestone Strategic Action Plans - High Level Objective #3: Management Systems

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
3.1	Clarify roles and responsibilities	3.1.1 Update Org chart; ensure roles and responsibilities are clearly defined.	to be reviewed in 2023		Q3 2023	CAO/Clerk	Org Chart reflects Council approved staffing complement	Org Chart updated to reflect current reporting status
3.2	Enhance performance appraisals		ongoing	ongoing	ongoing	Department Heads	Regular (minimum annual) performance reviews completed for all employees	ongoing
3.3	Measure results against objectives	3.3.1 Council to define specific performance objectives with associated timelines and costs.	ongoing		ongoing	CAO/Clerk and Council	Goals and Objectives met	TBD
3.4	Plan for management development and succession	3.4.1 Consider options for Succession Planning for several staff and consultant roles	to be reviewed in 2023		ongoing	CAO / Clerk and Council	Well trained staff compliment	Ongoing

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		3.5.2 Reduce paper burden for Council meetings. Budget for Council electronics options for Council	*	2023 Council approved electronic device allowance - Members of Council to utilize laptop at Council meetings for access to Zoom and to eliminate paper agendas		2023 Budget item	Reduced paper usage and printing	No significant progress in reducing paper copies to Council or the Public. Where large Consultant reports are to be included in an agenda package, an electronic link is now provided; this saves printing and paper costs. Members of Council have the option to request a hard copy of these reports

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
3.6	Review policies, procedures, and processes	3.6.1 Consider a list of the policies the Municipality currently has in place and prioritize those that need review and updating	Priorities to be reviewed	<i>Polices / Bylaws for review and possible update:</i>			Updated and current By-law	
				Procedural By-law	2023			Complete December 2023, By-law 2023-80
				Short Term Rental By-law	2023			Policy direction provided by Council August 20, 2024 - development of Draft ongoing
				Road Grant By-law	TBD			TBD
				Communications Policy	TBD			TBD
				Procurement Policy	TBD			TBD
				Health and Safety Policy	2024			In progress by Public Works Manager
				Trailer By-law	2023			June 18, 2024. Council direction not to proceed
				Notice By-law	TBD			TBD
				Parking and Traffic By-law	2023			New By-law approved June 18, 2024
				Fees and Charges By-law	Annual Review			Annual review complete February 2024
				Animal By-law (Backyard Chicken by-law)	2023			August 2024. Council direction <u>not</u> to proceed
				Official Plan	2024/2025			RFP in progress - Report to Council October 2024
				Delegation of Authority By-law (to be developed)	TBD			TDB
				Video Surveillance Policy (to be developed)	TBD			Protocol in place. Signage updates at Landfill sites and PW Garage September 2024

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
				Network and Systems Technology Acceptable Use Policy (to be developed)	2023			TBD
				Transparency By-law				Updated 2024 By-law 40-2024 approved August 2024
				Road Naming By-law				Updated 2024 By-law 37-2024 approved August 2024
				Road Naming and Road Renaming Policy				Developed 2024 By-law 38-2024 approved August 2024
				Property Tax Collection By-law				Updated 2024 By-law 39-2024 approved July 16, 2024
				Encroachment By-Law				Developed 2024 By-law 36-2024 approved July 16, 2024
				Network and Systems Technology Acceptable Use Policy	2023			Incorporated into Employee Handbook under 'Administrative and Technology Matters'
3.7	Protect and Secure Municipal Data and Information	3.7.1 Address Cyber Security and ensure the ongoing protection of Municipal Data and information	*	Report to Council Q4 2023	Q4 2023	IT Consultant	Continued security of municipal data and information	Report to Council October 2024

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								OCTOBER 2024 STATUS UPDATE
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	
		3.7.2 Ensure policies and procedures are in place to ensure the protection of Network Systems	*	An noted above in 3.6 - Policy to be in place Q4 2023	Q4 2023	Staff / IT Consultant	Continued security of municipal data and information	Report to Council October 2024

Whitestone Strategic Action Plans - High Level Objective #4: Environmental Stewardship

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
4.1	Outreach to the Community	The Municipality will continue to communicate and collaborate with community groups and associations that exist within the bounds of the Municipality as well as members of the public, as a means of focusing our collective efforts on environmental stewardship.	ongoing	Regularly provide information in respect of planning and other matters as it relates to Whitestone initiatives. New website provides updated and current contact information	ongoing	Staff / Council	Community Groups connected and informed	Facebook posts through the Communications Coordinator from time to time regarding Environmental related issues
4.2	Enhance lake and watershed planning and management	4.2.1 Consider Lake Planning and Management studies	*	2023 Budget allowed for an expenditure of \$15,000	TBD	Environmental Stewardship Committee / Staff	Increased understanding of the health of the lakes in Whitestone	No progress at this time
	Monitor and promote water quality	4.3.1 Continue to support Benthic Monitoring in partnership with the Georgian Bay Biosphere.	ongoing	Benthic Monitoring to continue - budget for three lakes in 2023	ongoing	Georgian Bay Biosphere	Water quality testing on all lakes within Municipality; data shared	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
4.4	Education and commitment to recycling and hazardous waste	4.4.1 Encouraging recycling including a 'REDUCE - REUSE RECYCLE' approach. Whitestone will continue to educate the Community and promote initiatives that divert materials away from the landfill sites	ongoing	Increase presence on social media; new signs at the landfill sites to be installed	ongoing	Staff	Increased diversion from landfill and environmental compliance	Weekly posts on Facebook in respect of recycling; ongoing enforcement of clear bags at the Landfill sites
4.5	Plan for the future of landfill sites	4.5.1 Prioritize the development of future options and strategies for either extending the life of the landfill sites, other operating models such as transfer stations or closure. Environmental Consultants specializing in such matters will be contracted for this work.	A 2023 initiative	Consultant report on options budgeted for in 2023	Q4 2023	Staff / Consultants	Future options developed for the Landfills	Report to Council expected in November 2024

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
4.6	Enhance forest fire protection	4.6.1 The Municipality will consider ways to increase protection of its residents and recreation areas from fire through enhanced permitting, surveillance, and cooperation with the Ministry of Natural Resources and Forestry.	ongoing	New open air, online permitting process in place as of April 1, 2022	ongoing	Fire Chief	On going coordination and cooperation with MNRF	Fire Smart Communities Grant Program available through MNRF (50% funding). Grant deadline September 30, 2024
4.7	Energy efficiency	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Acton Plans)	ongoing	Milestone 1 complete 2022. Milestone 2 planned for 2023	Q4 2023	Municipal ICECAP representatives	Move towards energy efficiencies in the Municipality	March 2024- Milestones 2 and 3 - Adoption of the 2023 Corporate Climate Action Plan; Adoption in principle a Corporate Greenhouse Gas Emissions Reduction Target of 10% below 2022 levels by 2034. Support in principle of the Actions Plans as presented in the 2023 Report
4.8	Address climate change resiliency	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Acton Plans)	*	Continue to work with ICECAP and adjacent Municipalities to discuss initiatives and solutions	TBD	Staff/ Council	Plan for climate change and address in future budgets	2024 ICECAP work plan underway with the Georgian Bay Biosphere. 2024 Report to Council expected February 2025

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		4.8.2 The Municipality will work toward incorporating Climate Change strategies into Municipal Planning	*	Further discussion with the Municipal Planner required on this matter	TBD	Staff/ Council	Plan for climate change and address in future budgets	TBD

Whitestone Strategic Action Plans - High Level Objective #5: Maintenance of our Infrastructure

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
5.1	Annually review and maintain a 5- year road and bridge plan		ongoing	Road Needs Study and asset Management plan continue to be a component of the annual budget process	ongoing	Public Works Manager	Roads and Bridges program reviewed and updated annually	Annual budget initiative
5.2	Support private road grant protocol	5.2.1 Continue to support road grant protocol	ongoing	Road Grant program continues to be supported by Council. A review of the By-law to provide clarity of terms/conditions	Review of By-law priority TBD	Council / Treasurer	Continued use of the Road Grant program and Council support	Supported in 2024 with a 2% increase in the road grant x and y factors (based on actuals for 2023).
5.3	Improve information and regulatory signs	5.3.1 Improve signage to benefit the visitors and ratepayers of the Community and for public safety	ongoing	An ongoing initiative of the Public Works Department	ongoing	Public Works Manager	Roads and bridge signage meet regulations; improved information signage	Ongoing and continuous
5.4	Develop a Public Land Strategy	5.4.1 Council will develop a strategy for the use of existing Municipal property. Will assess the disposal of surplus land.	*	Consider if there is surplus lands that could be disposed of.	TBD	Council	Strategic use of Municipal lands in support of the Community needs.	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		5.4.2 Develop plans for the properties recently (2022 and 2023) purchased in Dunchurch	*	Consideration to be given to use and opportunities for lands purchased in Dunchurch 2022 and 2023	2024	Council	A plan to be developed and executed once a decision has been made	No progress at this time
5.5	Public Access Points and Open Spaces	5.5.1 The Municipality will review, develop policies and invest in Municipal access points (boat launches/landings, parklands and trail systems).	*	Continue to plan and budget for ongoing improvements.	ongoing	Council / Staff	Well developed and maintained public access points and open spaces	2024 Capital budget allowed for \$17,000 (funded by Parkland Reserve) for general boat launch improvements. Public Works staff ensuring maintenance and upgrades are completed
		5.5.2 Annual report from the Public Works Department on the status of the Boat Launches and Open Spaces	*	Continue to plan and budget for ongoing improvements.	ongoing	Manager of Public Works	Well developed and maintained public access points and open spaces	Report to Council expected Q4 2024

Whitestone Strategic Action Plans - High Level Objective #6: Economic Development

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
6.1	Identify opportunities for and obstacles to economic activity	6.1.1 Work with West Parry Sound Economic Development Collaborative to identify and address opportunities to enhance Whitestone's existing businesses and to support new ones.	*	Ongoing	ongoing	Staff and EDO	Improved Economic Activity in Whitestone	The viability of the Economic Development Collaborative remains under discussion
		6.1.2 Expand broadband	ongoing	Broadband projects in progress with Cogeco and Bell	2023, 2024 and 2025	Cogeco and Bell	Improved broadband throughout a number of areas in Whitestone	Project is ongoing. Timeline for availability remains 2025
6.2	Encourage home-based and local businesses	6.2.1 Consider options to support businesses that serve the seniors demographic	*		TBD	TBD	Successful home-based local businesses	TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
6.3	Attract tourism through events	6.3.1. Seek opportunities to promote tourism through special events	*	Communications Coordinator to consider opportunities to promote events and activities	ongoing	Communications Coordinator	Metrics TBD	The Municipal Facebook page as well as the e-news letter are the current vehicles for promoting Whitestone events
		6.3.2 Post the 'Whitestone YouTube Videos' on the website	done	Posted in the 'Explore Whitestone' section of the landing page of the website	Done	Communications Coordinator	Opportunity to promote Whitestone	Whitestone YouTube Videos' on the website
6.4	Collaborate with existing businesses and support new businesses	6.4.1 Update current list of local businesses in the area.	ongoing	Website listing of local businesses continue to be updated.	ongoing	Communications Coordinator	Continued support of local business interests	On going website review and updates are done as needed. A printed list of local business is now available at the front desk and is included as an insert in the Whitestone Directory
		6.4.2 Survey Local Businesses to determine needs and supports required	*		TBD	TBD	Continued support of local business interests	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		6.4.3 Create a 'sheet' to print out with a list of local businesses that can be shared with residents.	*	This could be part of the Welcome to Whitestone, new property owner package. To also be available at the Library and Municipal Office	2023	Communications Coordinator	Opportunity to help promote local business	Complete
		6.4.4 For new 'brick and mortar' businesses offer an 'ribbon cutting' ceremony by a member of Council, to welcome the business to the community	*	To be promoted on Social meeting and newsletters	to be ongoing	Council and Communications Coordinator		None to date
6.5	Consider shared economic development resources	6.5.1 Work with neighbouring Municipalities to share economic development resources	ongoing	Ongoing involvement and support for the Economic Development Committee in West Parry Sound	ongoing	Staff / Council	Improved EcDev opportunities throughout West Parry Sound that will support Whitestone ratepayers	The viability of the Economic Development Collaborative remains under discussion
6.6	Promote our commercial tax rate		ongoing		ongoing	Staff / Council	Ability to attract and keep local business in Whitestone	Information is posted on the Municipal Website

Whitestone Strategic Action Plans - High Level Objective #7: Building Community

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
7.1	Promote community assets		*	Include promotion of the Ardbeg Community Club	ongoing	Staff / Council / Communications Coordinator	TBD	Facebook, e-news, hardcopy newsletter and electronic signs (Community Centre and Library)
7.2	Support future of Whitestone Lake Public School	7.2.1 Support continued existence of the school and the expansion of programs and facilities. Invite new School Trustee to the School	ongoing	The After School Program continues and is well received by the Community; Bottles and can revenue from the York Street Landfill site supports school activities and needs	ongoing	Council / Staff	Continued existence of the Whitestone Lake Pubic School	After School Program continues to be supported; three days per week at this time. In August 2023 the Parents Association resigned from the Bottles and Cans program at the York Street landfill site. Council awarded the program to Lions Club with occasional use by the Cramadog Snowriders

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
7.3	Encourage and support community involvement from all parts of the Community	7.3.1 Seek and promote Community engagement opportunities in the affairs of the Municipality	*	Hybrid meetings have created the opportunity for more involvement in Council meetings	ongoing	Staff / Council / Communications Coordinator	Active Committees (i.e. Recreation Committee); ongoing opportunities for the Community to have a voice	ongoing
7.4	Support the Whitestone Public Library and Technology Centre	7.4.1 Council remains committed to the Public Library and the services/programs it offers	ongoing	Continued support for programing and coordination of activities with the Recreation Committee	ongoing	Council / Library Board	Continued success and increased use of Library services	ongoing
7.5	Investigate community improvement programs	7.5.1 Consider Community improvement programs	ongoing	TBD	TBD	Council/Staff	Continuous, noticeable visual improvement in the Community	ongoing
7.6	Promote Community cleanliness and pride	7.6.1 Promote beautification of the Community	*			Staff / Council	Metrics TBD	TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
7.7	Enhance recruitment and appreciation of volunteers	7.7.1 Find a mechanism to recruit and retain volunteers	*	Continue to encourage involvement in Committees of Council	ongoing	Staff / Council / Communications Coordinator	An active and engaged Community of volunteers supporting Whitestone	Ongoing recruitment and support of the many volunteers in the Community
		7.7.2 Continue to support Volunteer Appreciation Dinner	N/A	Annual Volunteer Appreciation Event	ongoing	Staff	Event successful	2024 scheduled for November 30, 2024

Whitestone Strategic Action Plans - High Level Objective #8: Land Use Planning

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
8.1	Update Official Plan and Zoning By-law	8.1.1 Undertake a comprehensive review and update of the 2016 Official Plan and the 2018 Zoning By-law.	*	To commence Q4 2023	2024/2025	Consultant / Staff / Council	An updated OP and ZB that reflect the current and future needs of Whitestone	RFP for update of Official Plan and Zoning By-law in progress.
8.2	Planning services and process	8.2.1 The Municipality will consider how planning services are delivered and engage new consulting services	RFP for Consulting services in progress	Contract award schedule for late July or early August 2023	Q4 2023	Council / Staff	Consulting services secured	Planning Consulting Services awarded to MHBC December 12, 2023
8.3	Attainable Housing	8.3.1 Work with Regional partners and area municipalities to develop strategies and to support initiatives for attainable housing.	*	Continue to strategize opportunities and work with other municipalities as well as DSABB	TBD	TBD	Improved attainable housing opportunities	No progress yet on this initiative
		8.3.2 Consider opportunities (including funding) that may be available for attainable housing in Whitestone	*	Page 25	TBD	TBD	Improved attainable housing opportunities	No progress yet on this initiative

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	PRIORITY / TIMELINE	RESPONSIBLE	METRICS	OCTOBER 2024 STATUS UPDATE
		8.3.3 Consider updates to the Official Plan and Zoning By-law that will reduce barriers for attainable housing	*	In concert with the upcoming update to the Official Plan and available legislation	2024		Improved attainable housing opportunities	RFP for OP and ZB update in progress. Attainable housing wording to be included during the discussion once the process commences
8.4	Lake Planning	8.4.1 Develop Lake Planning Strategies that will identify the physical, environmental and social values of our lakes and river systems, and their planning implications	*	With guidance from professional Environmental Consultants	TBD	Staff / Council	The development of a multi -year Lake Planning Strategy	No progress yet on this initiative



Municipality of Whitestone Report to Council

Prepared for: Council

Department: Roads

Agenda Date: October 15, 2024

Report No: PW-2024-11

Subject:

Tender Award for the Removal and Replacement of Damaged Guide Rail and End Treatments

Recommendation:

THAT the Council the Municipality of Whitestone does hereby receive Report PW-2024-11 (Tender Award for the Removal and Replacement of Damaged Guide Rail 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 Guide Rail and End Treatments to Centennial Contracting Ltd. In the amount of \$105,300.00 plus HST

Background:

The Municipality of Whitestone issued Request for Tender 2024-11 for the following locations: Maple Island Road over the Magnetawan River, located 1.1 kilometers north of Highway 520 in the Municipality of Whitestone, and Farleys Road Bridge over the Whitestone River, situated 3.2 kilometers west of Highway 124 in Dunchurch, along with various other locations as needed.

Tender 2024-11 for the removal and replacement of damaged guide rails and end treatments was issued on September 18, 2024, with a submission deadline of October 03, 2024, at 12:00 p.m. The Tender was advertised on the Municipal website, and placed with the Parry Sound North Star online newspaper.

Three (4) potential bidders received tenders for this project.

Analysis:

Tenders were opened publicly on October 03, 2024 at 12:30 pm and the following bids were received:

	BIDDER	TOTAL BID AMOUNT INCLUDING ITEMS 1,3,8 (excluding HST)	ADJUSTED BID AMOUNT (including adjusted HST)
1	Centennial Contracting Ltd,	\$105,300.00	\$107,153.28
2	Borall Fence & Guide Rail Contractors Ltd.	\$130,200.00	\$132,491.52

3	Fowler Construction Ltd.	Partial Submission Incomplete	Partial Submission Incomplete
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The tender encompasses various components related to both flex beam and three-cable guide rail systems. It includes options for different end treatment choices for the guide rails. Contractors were invited to propose alternative solutions that could be more cost-effective. The tender specifically seeks pricing for various styles and newer designs of guide rail end treatments to identify economical options. The awarded contract will involve replacing damaged flex beam guide rails, supplying and installing new guide rails, upgrading existing terminal ends with sequential kinking terminals, and performing the necessary installations.

The tender outlines capital budget items related to the Farley's Bridge and Maple Island Bridge locations. However, there may be some flexibility within the capital structure maintenance budget, as the need for guide rail work extends beyond these locations. I recommend that Whitestone consider adding a dedicated line item for guide rail repairs in future budgets.

The tenders were checked for mathematical errors and conformity to the tender requirements. No errors or omissions were noted during this analysis. The tender from Centennial Contracting Ltd. from North Bay, is compliant and recommended for award.

Financial Considerations:

The 2024 budget allows for an expenditure of:

Farleys Bridge Guide Rail and End Treatments	\$ 50,000.00
Maple Island Bridge Guide Rail and End Treatments	\$ 60,000.00

Total Budget (guide rail expenditures): **\$110,000.00**

Partial Tender award of tender items 1, 3 and 8 105,300 plus HST: \$105,300.00

Tender award including HST adjusted for rebate: **\$107,153.28**

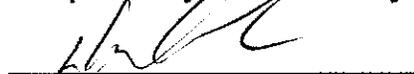
The tender allows for quantities to be adjusted with no change in unit pricing.

Link to Strategic Plan:

5. **Maintenance of our Infrastructure:**

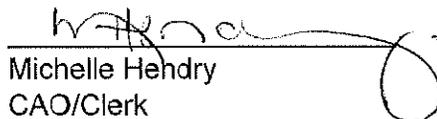
To maintain and preserve the Municipality's infrastructure to established standards within our financial capability

Respectfully submitted by:



Dave Creasor
Manager of Public Works

Reviewed by:



Michelle Hendry
CAO/Clerk

ATTACHMENT 1 - Pricing from Centennial Contracting Ltd.

Centennial

Attachment 1

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE 2024 Excluding HST	Optional UNIT PRICE 2025 Excluding HST
1	Replace damaged flex beam guide rail: Supply and install new guide rail.	meter	120	\$215.00	
2	Upgrade existing terminal end with Sequential Kinking Terminal: Supply and Install new unit.	each	4	\$9,000.00	
3	Upgrade existing terminal end with MASH Slotted Rail Terminal supply and Install	each	81	\$9,000.00	
4	Replace Wood Square Guide Rail Posts Including wood blocks, blocks supply and install	each	To be determined		
6	Replace existing fish tail terminal ends with a leading end (90 degree terminals at end of guide rail)	each	4	\$10,000.00	
7	Hourly Rate Tuck and Operator (materials supplied by Whitestone)	hour	To be determined		
8	Alternatives End Treatments Proposed By Contractor	each	111	\$7500.00	
				Sub Total of Items 1,3,8	\$105,300.00
				HST	\$13,689.00
				TOTAL TENDER PRICE 2024	\$118,989.00



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: October 15, 2024

Report No: FIN-2024-12

Subject:

Property Tax Sale Report: balance owing over \$5,000 as of January 31, 2024

Recommendation:

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 the Council with semi-annual Arrears Reports.

Background:

At a Regular Council meeting on July 16, 2024, Council approved an update to the Property Tax Collection Policy (Resolution No. 2024-281). Section 9 (b) of the policy states that:

9 (b) Tax Registration / Tax Sale – Tax registration and sale falls under Part XI of the Municipal Act, 2001 and applies to properties that are in arrears for the preceding two years. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding plus associated legal and administrative costs. The Municipality shall use a legal firm or tax registration firm to process all required statutory notices. The use of tax registration and tax sale is a last resort and will be avoided where possible through the establishment of a repayment plan.

Analysis:

There is a total of fifteen (15) properties in arrears above \$5,000 as of January 31, 2024. The current outstanding balance for these fifteen (15) properties is \$171,967.33.

'Realtax', one of the sponsors for Municipal Finance Officers' Association (MFOA), has been in business for 29 years and has worked with 220 municipalities in Ontario. In 2023, they handled approximately 2,600 properties, of which approximately 10% went to tax sale. Another company, 'The Tax Team', has been in the tax sale business for 24 years. Between 2022 and 2024, they managed 2,126 properties from 57 municipalities, with approximately 14% of those properties

going to tax sale. Based on years of service, volume, and collection strategies, Realtax appears more reliable in collecting tax revenue before properties reach the tax sale stage.

The total cost of the tax sale process is approximately \$2,675 to \$3,500, although this can vary depending on the number of title holders on the property and the list of interested parties, as each requires separate notification. The municipality pays this cost, which will be charged back to the property owners.

The tax sale process by tender will take place one year after the Tax Arrears Certificate is registered on the property's title.

Financial Considerations:

Tax Sale Report Balance over \$5,000 as of January 31, 2024 is \$171,967.33.

Next Steps:

Continue to update Council with semi-annual Arrears Reports.

Link to Strategic Plan:

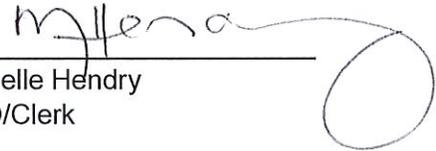
- 2. Fiscal Responsibility and Accountability

Respectfully submitted by:



Maneesh Kulal
Treasurer / Tax Collector

Reviewed by:



Michelle Hendry
CAO/Clerk

BY-LAWS



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www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council

From: Paula Macri, Planning Assistant

Report Date: October 4, 2024

Council Agenda: October 15, 2024

Re: **Memoranda of Understanding - Dun-Ahmic Snowriders, Cramadog Snowriders and Carling Trail Blazers**

Background:

At the September 19, 2024, Council meeting, Bill McNiece, President of Dun-Ahmic Snowriders, who also represented Cramadog Snowriders and Carling Trail Blazers, made a delegation regarding a request from the Ontario Federation of Snowmobile Clubs (OFSC). The request was for all snowmobile clubs in Ontario to review their Land Use Permits (LUPs) or Memoranda of Understanding (MOUs) to ensure that every landowner in their network is covered by the \$15 million liability insurance offered to landowners through the OFSC policy.

With the execution of the MOU, a Certificate of Insurance showing Whitestone as an additional insured on the policy will be provided to the Municipality.

Council passed the following resolution:

Resolution No. 2024-344

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

4.1, 4.2 and 4.3 Dun-Ahmic Snowriders Snowmobile Club, Cramadog Snowriders and Carling Trail Blazers

WHEREAS the Council of the Municipality of Whitestone supports the area Snowmobile Clubs and the established trail systems;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone requests that staff bring forward separate By-laws to the October Regular Council meeting, to support entering into Memoranda of

Understanding regarding prescribed snowmobile trail land use permission for the:

Dun-Ahmic Snowriders Snowmobile Club,
Cramadog Snowriders, and
Carling Trail Blazers.

Carried

Next Steps:

That separate By-laws authorizing the execution of a Memorandum of Understanding for Prescribed Snowmobile Trail Land Use Permission with the Dun-Ahmic Snowriders Snowmobile Club, Cramadog Snowriders, and Carling Trail Blazers. be passed by Council.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW No. 52-2024**

**A By-law to authorize the execution of a Memorandum of Understanding
Prescribed Snowmobile Trail Land Use Permission between the
Dun-Ahmic Snowriders Snowmobile Club and
The Corporation of the Municipality of Whitestone**

WHEREAS Dun-Ahmic Snowriders Snowmobile Club have indicated their desire to utilize portions of lands owned by The Corporation of the Municipality of Whitestone for snowmobile trail purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Whitestone deems it in the best interest of the municipality to enter into a Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission with the Dun-Ahmic Snowriders Snowmobile Club to authorize the use of portions of municipally owned lands for snowmobile trail purposes.

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 and affix the Corporate Seal to the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Dun-Ahmic Snowriders Snowmobile Club and The Corporation of the Municipality of Whitestone for the use of portions of municipally owned lands for snowmobile trail purposes; and
2. **THAT** the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Dun-Ahmic Snowriders Snowmobile Club and The Corporation of the Municipality of Whitestone 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** the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Dun-Ahmic Snowriders Snowmobile Club and The Corporation of the Municipality of Whitestone is hereby passed this 15th day of October, 2024.

Mayor George Comrie

CAO/Clerk Michelle Hendry

Schedule 'A' to By-law 52-2024

**MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

I, Municipality of Whitestone, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

<i>Address including lot #, concession # and/or other legal description.</i> Attached 2 -page Schedule listing Township lands the snowmobile trails cross	<i>Township, County, District, Region, Municipality. Include all that apply.</i> Municipality of Whitestone in the District of Parry Sound
--------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------

hereby gives the Dun-Ahmic Snowriders Snowmobile Club, hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from _____ to _____.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OFSCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's willful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act, R.S.O., 1990 C. T.21*, the *Motorized Snow Vehicles Act, R.S.O. 1990 c. M.44* and the *Occupiers Liability Act, R.S.O. 1990 c. O.2*, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

<i>Name</i> Municipality of Whitestone	<i>Email</i> michelle.hendry@whitestone.ca
<i>Address</i> 21 Church Street, Dunchurch, ON P0A 1G0	<i>Phone</i> 705-389-2466

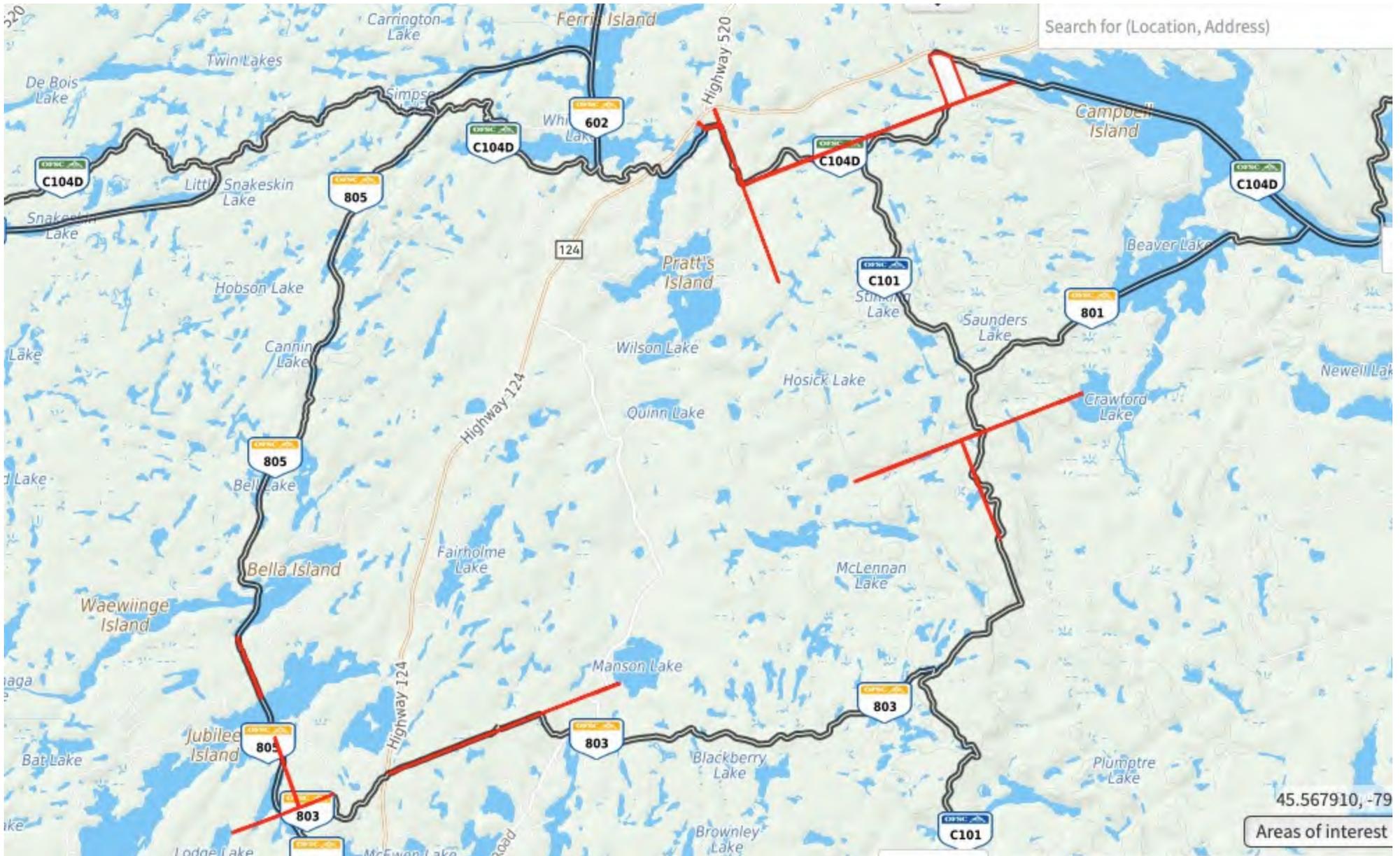
LOCAL SNOWMOBILE CLUB

<i>Name - Club Contact</i> Bill McNeice	<i>Phone</i> 705-774-1107	<i>Email</i> billmcneice@accro.org
--------------------------------------------	------------------------------	---------------------------------------

Landowner Signature: _____ Date: _____

Club Signature: _____ Date: _____

Schedule A Attachments: <input checked="" type="checkbox"/> sketch and/or <input type="checkbox"/> map



Schedule 'A' to By-law 53-2024

**MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

I, _____, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

Address including lot #, concession # and/or other legal description.	Township, County, District, Region, Municipality. Include all that apply.
-----------------------------------------------------------------------	---------------------------------------------------------------------------

hereby gives the _____, hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from _____ to _____.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OSFCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's willful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Motorized Snow Vehicles Act*, R.S.O. 1990 c. M.44 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

Name	Email
Address	Phone

LOCAL SNOWMOBILE CLUB

Name - Club Contact	Phone	Email
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Landowner Signature: _____

Date: _____

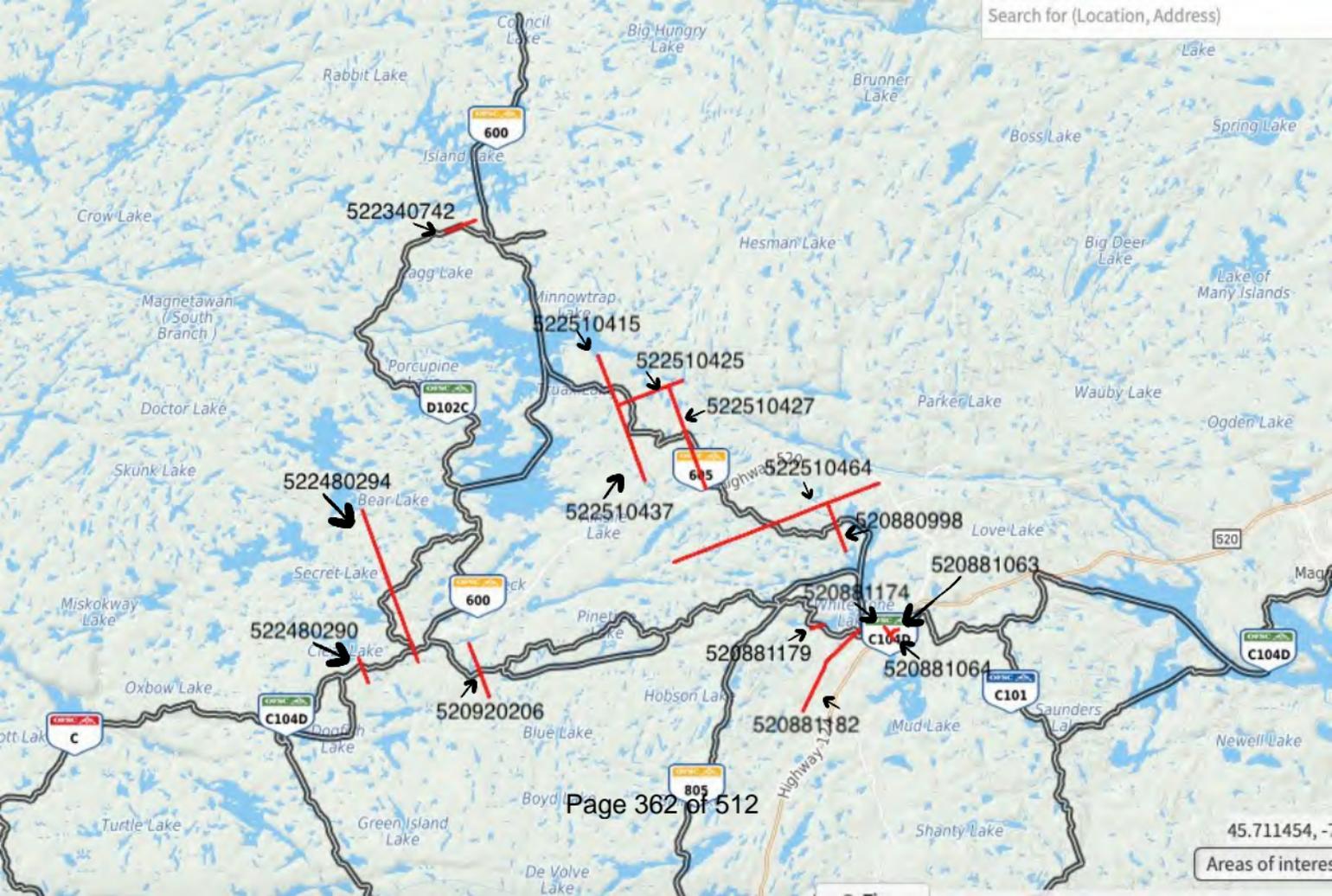
Club Signature:  _____

Date: _____

Schedule A Attachments:
<input type="checkbox"/> sketch and/or
<input type="checkbox"/> map

<u>ID#</u>	<u>Trail #</u>	<u>Trail Description</u>	<u>Owner</u>	<u>PIN</u>	<u>Description</u>
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	522510415	RDAL BTN LT 20 AND LT 21 CON 4 MCKENZIE; RDAL BTN LT 20 AND LT 21 CON 5 MCKENZIE; RDAL BTN LT 20 AND LT 21 CON 6 MCKENZIE; RDAL BTN LT 20 AND LT 21 CON 7 MCKENZIE; RDAL BTN LT 20 AND LT 21 CON 8 MCKENZIE BTN SHORE RDAL ALONG MAGNETAWAN RIVER & MONTGOMERYS CREEK; WHITESTONE
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	522510425	RDAL BTN CON 6 AND CON 7 MCKENZIE BTN SHORE RDAL ALONG MAGNETAWAN RIVER & RDAL BTN LT 20 AND LT 21 CON 6; WHITESTONE
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	522510427	RDAL BTN LT 15 AND LT 16 CON 5 MCKENZIE; RDAL BTN LT 15 AND LT 16 CON 6 MCKENZIE; WHITESTONE
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	520880998	RDAL BTN LT 30 AND LT 31 CON 13 HAGERMAN; RDAL BTN LT 30 AND LT 31 CON 14 HAGERMAN N OF WHITESTONE RIVER; WHITESTONE
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	522510464	RDAL BTN TWP OF HAGERMAN AND TWP OF MCKENZIE N OF CENTRE LINE OF RDAL BTN LT 10 AND LT 11 CON 1; WHITESTONE
3375	605	(Gords) Whitestone Lake to Wahwashkesh	PUBLIC AUTHORITY HAVING JURISDICTION	522510437	RDAL BTN LT 15 AND LT 16 CON 3 MCKENZIE; RDAL BTN LT 15 AND LT 16 CON 4 MCKENZIE; WHITESTONE
3377	C104D	Trail 600 to Trail 603	PUBLIC AUTHORITY HAVING JURISDICTION	520920206	RDAL BTN LT 5 AND LT 6 CON 9 BURPEE E.; RDAL BTN LT 5 AND LT 6 CON 10 BURPEE E.; WHITESTONE
3380	C104D	Trail 602 to Whitestone Lake	PUBLIC AUTHORITY HAVING JURISDICTION	520881174	RDAL BTN LT 58 AND LT 59 CON A HAGERMAN (AKA MOORE DRIVE); WHITESTONE

3380	C104D	Trail 602 to Whitestone Lake	PUBLIC AUTHORITY HAVING JURISDICTION	520881064	RDAL BTN LT 58 AND LT 59 CON B HAGERMAN BTN HWY881 & 42R15672; WHITESTONE
3380	C104D	Trail 602 to Whitestone Lake	PUBLIC AUTHORITY HAVING JURISDICTION	520881063	RDAL BTN CON A AND CON B HAGERMAN BTN E LIMIT OF LT 58 CON A AND E LIMIT OF LT 59 CON A HAGERMAN AND W LIMIT OF HWY881; WHITESTONE
3255	C104D	Trail 604 to Trail 600	PUBLIC AUTHORITY HAVING JURISDICTION	522480294	RDAL BTN LT 10 AND LT 11 CON 1 BURTON; RDAL BTN LT 10 AND LT 11 CON 2 BURTON; RDAL BTN LT 10 AND LT 11 CON 3 BURTON; RDAL BTN LT 10 AND LT 11 CON 4 BURTON; RDAL BTN LT 10 AND LT 11 CON 5 BURTON; RDAL BTN LT 10 AND LT 11 CON 6 BURTON; WHITESTONE
3255	C104D	Trail 604 to Trail 600	PUBLIC AUTHORITY HAVING JURISDICTION	522480290	RDAL BTN LT 15 AND LT 16 CON 1 BURTON S OF SHORE RDAL AROUND CLEAR LAKE; WHITESTONE
3376	C104D	Trail 805 to Trail 602 (at Dunchurch)	PUBLIC AUTHORITY HAVING JURISDICTION	520881179	RDAL BTN CON 10 AND CON 11 HAGERMAN BTN WHITESTONE LAKE & RDAL BTN LT 25 & LT 26; WHITESTONE
3376	C104D	Trail 805 to Trail 602 (at Dunchurch)	PUBLIC AUTHORITY HAVING JURISDICTION	520881182	RDAL BTN CON 10 AND CON A HAGERMAN; RDAL BTN CON 9 AND CON A HAGERMAN; RDAL BTN CON 8 AND CON A HAGERMAN E OF RDAL BTN LT 48 & LT 49 CON A HAGERMAN; WHITESTONE
3381	D102C	D102C/600 to 600/D102C	PUBLIC AUTHORITY HAVING JURISDICTION	522340742	RDAL BTN TWP OF MCKENZIE AND TWP OF WILSON N OF CENTRE LINE ABUTTING LT 27 TO LT 29 CON 1; DISTRICT OF PARRY SOUND



522340742

522510415

522510425

522510427

522510464

522480294

522510437

520880998

520881063

522480290

520881174

520881179

520881064

520920206

520881182

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW No. 54-2024**

**A By-law to authorize the execution of a Memorandum of Understanding
Prescribed Snowmobile Trail Land Use Permission between the
Carling Trail Blazers and
The Corporation of the Municipality of Whitestone**

WHEREAS Carling Trail Blazers have indicated their desire to utilize portions of lands owned by The Corporation of the Municipality of Whitestone for snowmobile trail purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Whitestone deems it in the best interest of the municipality to enter into a Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission with the Carling Trail Blazers to authorize the use of portions of municipally owned lands for snowmobile trail purposes.

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 and affix the Corporate Seal to the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Carling Trail Blazers and The Corporation of the Municipality of Whitestone for the use of portions of municipally owned lands for snowmobile trail purposes; and
2. **THAT** the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Carling Trail Blazers and The Corporation of the Municipality of Whitestone 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** the Memorandum of Understanding Prescribed Snowmobile Trail Land Use Permission between the Carling Trail Blazers and The Corporation of the Municipality of Whitestone is hereby passed this 15th day of October, 2024.

Mayor George Comrie

CAO/Clerk Michelle Hendry

Schedule 'A' to By-law 54-2024

**MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION**

I, _____, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

Address including lot #, concession # and/or other legal description.	Township, County, District, Region, Municipality. Include all that apply.
-----------------------------------------------------------------------	---------------------------------------------------------------------------

hereby gives the _____, hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from _____ to _____.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OSFCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's willful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Motorized Snow Vehicles Act*, R.S.O. 1990 c. M.44 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

Name	Email
Address	Phone

LOCAL SNOWMOBILE CLUB

Name - Club Contact	Phone	Email
---------------------	-------	-------

Landowner Signature: _____ **Date:** _____

Club Signature: _____ **Date:** _____

SCHEDULE A Carling Trail Blazers

<u>Label Trail #</u>	<u>Trail Description</u>	<u>Trail ID</u>	<u>Club</u>	<u>Landowner Name</u>	<u>PIN</u>	<u>Desc</u>
402	402 Loop (East)	266449	CTB	PUBLIC AUTHORITY HAVING JURISDICTION	520920207	RDAL BTN TWP OF FERGUSON AND TWP OF BURPEE E. N OF CENTRE LINE W OF SHORE RDAL AROUND SHAWANAGA RIVER; WHITESTONE



520920207





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

www.whitestone.ca
 E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Paula Macri, Planning Assistant
Report Date: October 2, 2024
Council Agenda: October 15, 2024
Re: GORRIE, Carol
 Consent Application B21/2024(W)
Status of Conditions of Approval

Background

At the Regular Council meeting of May 21, 2024 staff presented a memorandum (**Attachment 1**). Council passed a By-law to authorize the execution of the Section 51(26) Consent Agreement.

On June 13, 2024 Council received a memorandum from the Parry Sound Area Planning Board informing Council that the severed lot could not be easily accessed by a driveway. Therefore, the owners of 57 and 59 Quinn Road have granted a right-of-way over their sections of Quinn Road to Carol Gorrie.

The following resolution was passed on July 19, 2024:

Resolution No. 2024-276

Moved by: Councillor Lamb

Seconded by: Councillor Woods

- 5.1.2 Consent Application B21/2024(W) – GORRIE, Carol Marjorie
 Memorandum from Parry Sound Area Planning Board dated June 13, 2024

THAT Council of the Municipality of Whitestone support the proposed consent for a right-of-way as applied for by Carol Gorrie in Application No. B21/2024(W) subject to the following:

1. That the 51(26) Consent Agreement between Carol Gorrie and the Municipality of Whitestone registered June 10, 2024 as Instrument Number GB173301 be amended to include the recognition of Parts 5 and 8 on Plan 42R-22421 and to

indemnify the Municipality for any responsibility or liability for the access or maintenance of the road

2. That all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
3. That all applicable planning and/or legal fees be paid to the Municipality of Whitestone related to the preparation of the Section 51(26) Amended Consent Agreement.

Recorded vote as per Procedural By-law 80-2023 section 3.19

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Carried

On July 22, 2024, having regard to the items set out in section 51 (24) of the Planning Act, Planning Board granted a right-of-way over a portion of Quinn Road for access to a previously approved lot on Quinn Road in the Municipality of Whitestone as applied for by Carol Gorrie in application No. B21/2024(W) be approved 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

2. Payment of all applicable planning fees to the Parry Sound Area Planning Board.

Municipal Compliance Letter Requirements

1. That the 51(26) Consent agreement between Carol Gorrie and the Municipality of Whitestone registered June 10, 2024 as Instrument Number GB173301 be amended to include the recognition of Parts 5 and 8 on Plan 42R-22421 and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road;
2. That all applicable planning and/or legal fees be paid to the Municipality of Whitestone related to the preparation of the Section 51(26) Amended Consent Agreement.

Status of Conditions of the Parry Sound Area Planning Board approval of July 22, 2024:

1. That the applicants enter into a Section 51(26) Consent agreement between Carol Gorrie and the Municipality of Whitestone registered June 10, 2024 as Instrument Number GB173301 be amended to include the recognition of Parts 5 and 8 on Plan 42R-22421 and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road;
 - Consent Agreement has been prepared by the Municipality and reviewed by the applicant's solicitor, Terry Fraser, and provided the following comment:

“The additional parts are not on Plan 42R-22421 but are Parts 5 and 8 on 42R-9831. These parts were not shown on the new Plan as Carol Gorrie does not own them. Carol Gorrie will be obtaining the right of way over the 57 and 59 Quinn Road titles to facilitate better access to the most westerly of the severed lots.”

Next Steps:

That the By-law to authorize the execution of the Section 51(26) Consent Agreement be passed on October 15, 2024 at the Regular Council meeting.

ATTACHMENTS:

Attachment 1

- Memorandum from Paula Macri, Planning Assistant dated May 13, 2024 (memorandum only)

Attachment 2

- Memorandum from Parry Sound Area Planning Board dated June 13, 2024

Attachment 3

- Amended Consent Agreement



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

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Paula Macri, Planning Assistant
Report Date: May 13, 2024
Council Agenda: May 21, 2024
Re: GORRIE, Carol
Consent Application B22/2023(W)
Status of Conditions of Approval

Background

At the Regular Council meeting of September 19, 2023, the following resolution was passed:

Resolution No. 2023-447

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

5.1.1 Consent Application B22/2023(W), GORRIE, Carol

WHEREAS John Jackson, Planner Inc. has prepared a report dated August 15, 2023 for the Parry Sound Area Planning Board regarding Consent Application B22/2023(W) – GORRIE, Carol 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 for 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 newly created three lots 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 by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road; and

4. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray	X		
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	X		
Mayor, George Comrie	X		

Carried

On September 25, 2023, the Parry Sound Area Planning Board granted the creation of the three new rural lots fronting on Quinn road as applied for by Carol Gorrie 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 newly created lots 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 by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road; and
4. That payment of all applicable planning fees be made to the Municipality of Whitestone.

Status of Conditions of the Parry Sound Area Planning Board approval of July 25, 2022:

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
 - Condition satisfied
2. That the newly created lots receive 911 addressing from the Municipality;
 - Condition satisfied
3. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road;
 - Consent Agreement has been prepared by the Municipality and reviewed by the applicant's solicitor, Terry Fraser, and is attached as **Attachment 3**
4. That payment of all applicable planning fees be made to the Municipality of Whitestone.
 - Not applicable

Next Steps:

That the By-law to authorize the execution of the Section 51(26) Consent Agreement be passed on May 21, 2024 at the Council meeting.

ATTACHMENTS:

Attachment 1

- Report from John Jackson, Planner dated August 15, 2023

Attachment 2

- 42R-22421

Attachment 3

- Consent Agreement

PARRY SOUND AREA PLANNING BOARD

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

Memo to Whitestone Council

CONSENT APPLICATION NO. B21 2024(W) - Gorrie

PART OF LOT 59, CONCESSION B

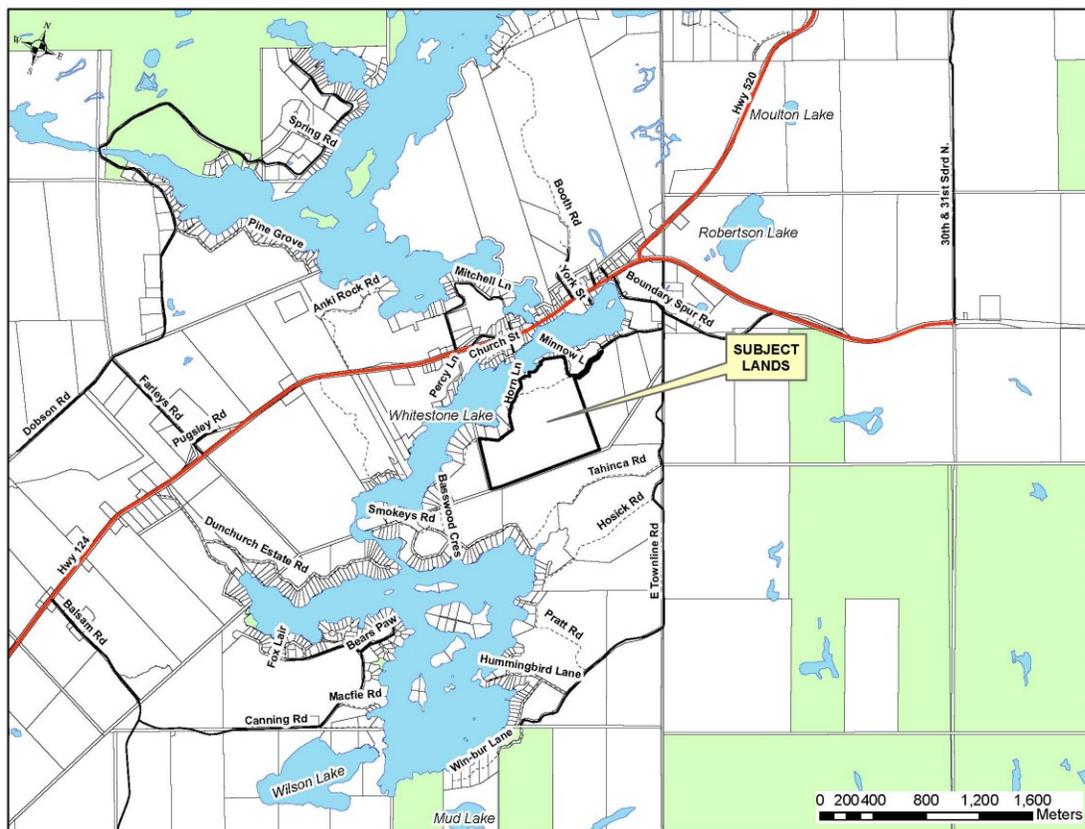
TOWNSHIP OF WHITESTONE

Rolls # 493901000803115, 493901000803140, 493901000803145

June 13, 2024

BACKGROUND / PURPOSE

Carol Gorrie owns a parcel of land on Quinn Road and Whitestone Lake.

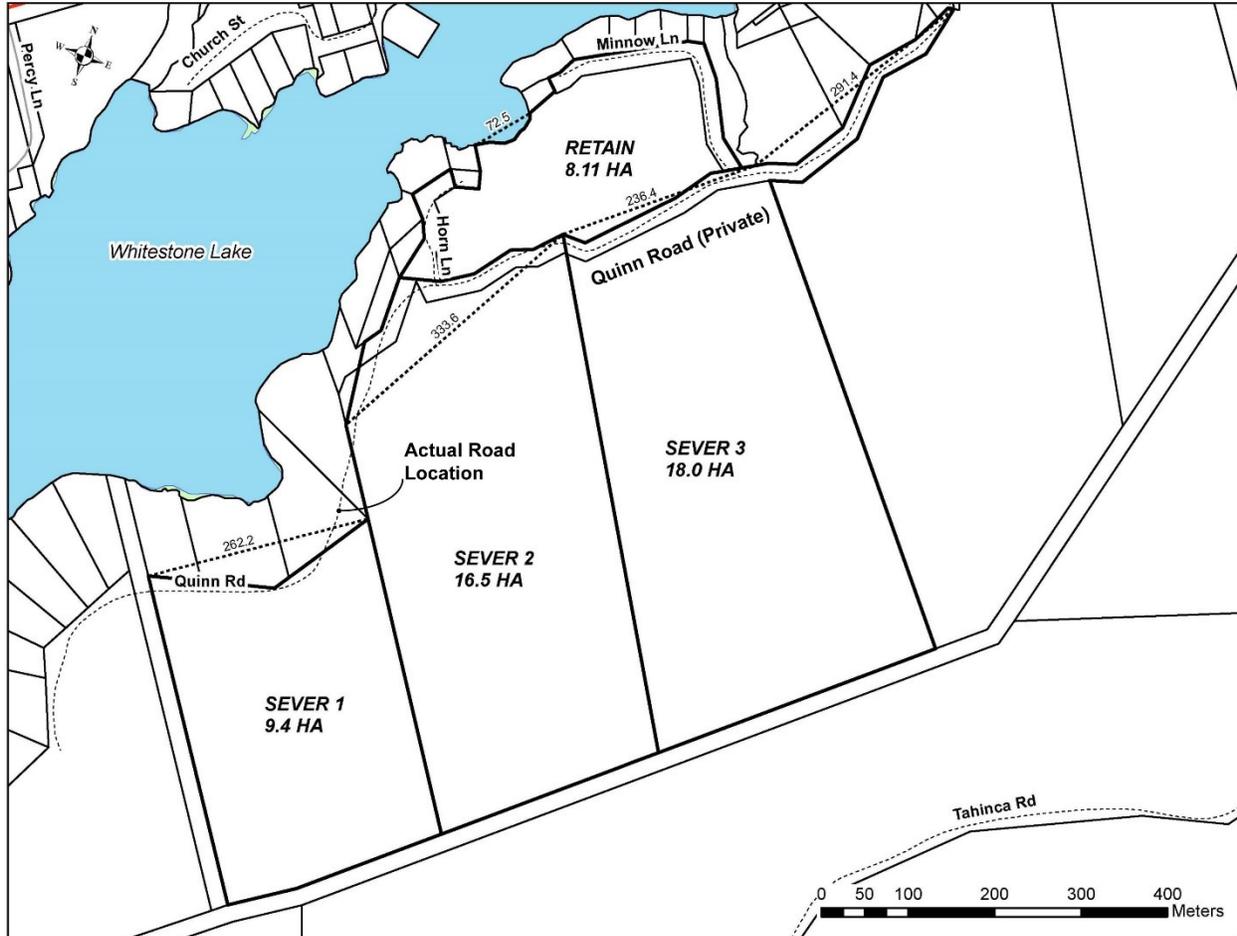


This application will grant right-of-way over a section of private road (Quinn Road) to a previously severed lot.

PREVIOUS CONSENT

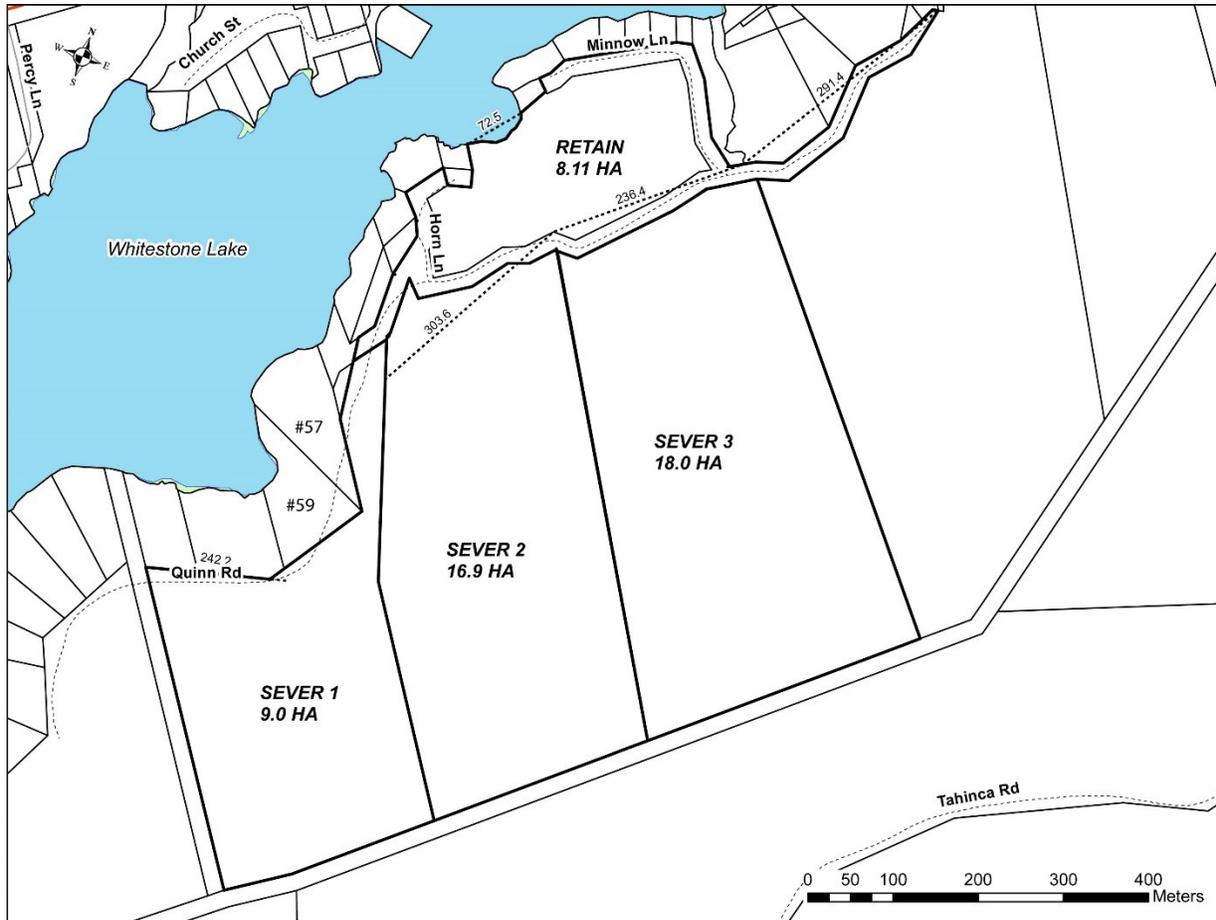
Carol Gorrie applied for a consent in 2023 (consent No. B22 2023(W)) to create three (3) new rural lots on Quinn Road in accordance with the Municipality's policy allowing lots to be created on private roads.

Original Consent Sketch



Prior to the consent approval, the boundary of proposed severed lot 1 was adjusted to include frontage on the portion of Quinn Road owned by Gorrie.

Revised Consent Sketch



This configuration was proposed to ensure direct frontage to the private right-of-way was achieved for the new lot.

The thought was that the lot could be accessed by a driveway before # 57 Quinn Road (Shydowski) and #59 Quinn Road (Robertson).

The survey was completed, but in the spring, it was discovered that the terrain was not suitable for the construction of driveway in the north-east corner of severed lot 1.

RECOMMENDATION

That the Municipality support the proposed consent for a right-of-way as applied for by Carol Gorrie in Application No. B21 2024(W) subject to the following:

- 1) To amend a previous 51(26) Consent Agreement to include parts 5 & 8 on plan 42R-22421 and recognize the private road access, limit the liability and responsibility of the Municipality for its maintenance and to indemnify the Municipality.
- 2) Payment of any applicable fees.

Respectfully,



Patrick Christie, C.P.T.

CONSENT AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of October, 2024.

BETWEEN:

CAROL MARJORIE GORRIE

hereinafter called the "Owner"
of the First Part

-and-

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

hereinafter called the "Municipality"
of the Second Part

WHEREAS the Owner obtained from the Parry Sound Area Planning Board (File B22/2023(W)) approval of a consent to sever the subject lands. The purpose of the severance is create three (3) new rural lots fronting on Quinn Road;

AND WHEREAS a Consent Agreement was registered on title to the lands described in Schedule "A" on June 10, 2024 as Instrument GB173307 (the "Consent Agreement");

WHEREAS the Owner obtained approval from the Parry Sound Area Planning Board (File B21/2024(W)) for a consent to include a right-of-way over Parts 5 and 8 on Plan 42R-9831, as referenced in Schedule "A" of the Consent Agreement;

AND WHEREAS the condition of approval requires the Owner to enter into an amendment to the Consent Agreement to add the right-of-way over Parts 5 and 8 on Plan 42R-9831 to Schedule "A" of the Consent Agreement;

NOW THEREFORE THIS AMENDING CONSENT AGREEMENT WITNESSETH that the parties agree as follows:

1. The Consent Agreement registered on title as Instrument GB173307 on June 10, 2024 and affecting the lands described in Schedule "A" to this Amending Consent Agreement, is hereby amended accordingly.

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 15th day of October, 2024.

**THE CORPORATION OF THE
MUNICIPALITY OF WHITESTONE**

Per: _____
George Comrie, Mayor

Michelle Hendy, CAO/Clerk

By the Owner on this ____ day of October, 2024.

Witness Name

CAROL MARJORIE GORRIE

Witness Signature

SCHEDULE "A"

TO THE CONSENT AGREEMENT

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

-AND-

CAROL MARJORIE GORRIE

The subject lands are described as:

Part of PIN 52088-1057 (LT)

Part of Lots 59, 60 and 61, Concession B being Parts 3, 5 and 6, together with Parts 1, 2, and 4 on Plan 42R-22421 together with Parts 5 and 8 on Plan 42R-9831 geographic Township of Hagerman now the in the Municipality of Whitestone.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW No. 55-2024**

**A By-law to Enter into an Agreement
for Conditions of Approval of Consent B21/2024(W)**

(Assessment Roll No. 010 001 03500 – GORRIE, Carol Marjorie)

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 Carol Marjorie Gorrie for the purposes of fulfilling conditions of an approved Consent Application B21/2024(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 Carol Marjorie Gorrie; 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. 54-2024 being a By-law to enter into an agreement with Carol Marjorie Gorrie for the purposes of fulfilling conditions of an approved Consent Application B21/2024(W) is hereby passed this 15th day of October, 2024.

Mayor George Comrie

CAO/Clerk Michelle Hendry

Schedule 'A' to By-law 55-2024

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

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).**

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 the Corporation of the Municipality of Whitestone, being a Municipal Corporation, has the authority to enter into agreements as it deems necessary;

AND WHEREAS it is deemed advisable that the Municipality of Whitestone enter into an agreement with the Association of Municipalities of Ontario to receive funds from the Canada Community-Building Fund as per the attached agreement;

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 Clerk are authorized to execute, on behalf of the Corporation of the Municipality of Whitestone, 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). for the transfer of the Canada Community-Building Fund
2. **THAT** this By-law shall come into force and take effect upon passage thereof and is hereby passed this 15th day of October, 2024.

Mayor George Comrie

CAO-Clerk Michelle Hendry

MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE MUNICIPALITY OF WHITESTONE

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Municipality of Whitestone
21 Church Street
Dunchurch, ON P0A 1G0

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE MUNICIPALITY OF WHITESTONE

By: _____
Name: _____ Date _____
Title: _____

Name: _____ Date _____
Title: _____

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____
Name: _____ Date _____
Title: Executive Director

Witness: _____ Date _____
Title: _____

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient’s overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient’s staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

BUSINESS MATTERS

MEMORANDUM

To: Mayor and Council

From: Michelle Hendry CAO/Clerk

Date: October 15, 2024

Re: **2024 Municipal Office and Landfill Holiday Schedule**

Background

The Municipal Office typically closes for the Holiday Season between Christmas and New Year's and the Landfill schedule is also adjusted during the Holiday Season to accommodate for any Statutory Holidays.

The following is the Holiday Closure schedule for both the Municipal Office and the Landfill sites. Where 'closed' is highlighted, this indicates days the Office or Landfill sites would normally be open

Municipal Office:

Monday December 23-	open	Monday December 30 -	closed
Tuesday December 24 -	closed ½ day	Tuesday December 31 -	closed
Wednesday December 25 -	closed	Wednesday January 1 -	closed
Thursday December 26 -	closed	Thursday January 2-	open
Friday, December 27 -	closed	Friday January 3 -	open

Landfill:

Monday December 23 -	closed	Monday December 30 -	closed
Tuesday December 24 -	open	Tuesday December 31 -	open
Wednesday December 25 -	closed	Wednesday January 1 -	closed
Thursday, December 26-	closed	Thursday January 2 -	open
Friday December 27 -	closed	Friday January 3 -	closed
Saturday December 28 -	open	Saturday January 4 -	open
Sunday December 29 -	open	Sunday January 5 -	open

Note: The Winter Landfill schedule is Tuesday, Thursday, Saturday and Sunday:
12:00 p.m. to 5:00 p.m. Closed Holiday Mondays



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

www.whitestone.ca
 E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council

From: Dave Creasor, Manager of Public Works; Wendy Schroeder, Deputy Clerk

Date: October 15, 2024

Re: **Community Sport and Recreation Infrastructure Fund - Stream 1: Repair and Rehabilitation**

Overview:

This memo is to provide a summary of the program guidelines for the Ontario Community Sport and Recreation Infrastructure Fund - Stream 1: Repair and Rehabilitation, and to suggest potential project applications for the Municipality of Whitestone. The application deadline for this stream is **October 29, 2024**.

Background:

Eligible Projects and Expenses

The fund is designed to support repairs and rehabilitations of existing community sport and recreation facilities.

The following are **eligible projects**:

- **Critical facility repairs:** Repairing roofs, structural defects, building hazards, installing HVAC systems.
- **Resurfacing playing fields.**
- **Installing new arena boards and glass.**
- **Pool repairs.**
- **Expansion/retrofitting of change rooms.**
- **Installing new playground equipment.**

Ineligible projects include:

- **Vehicles** such as a Zamboni for the Dundome.
- **Construction of new facilities.**

Eligible expenses include:

- **Development costs** (up to 20% of the grant).
- **Project management costs.**
- **Transportation and delivery costs.**
- **Fixed equipment and technology costs.**
- **Construction and/or renovation costs.**
- **Ontario Builds signage costs.**

Ineligible expenses include:

- **Capital costs** incurred before the grant is approved.
- **Non-fixed equipment** (vehicles) costs.
- **Any costs not directly paid by the recipient.**
- **Taxes.**
- **Legal, audit or interest fees.**
- **In-kind contributions.**
- **Long-term debt financing.**
- **Costs incurred for cancelled projects.**
- **Ongoing operating expenses.**
- **Costs associated with routine facility/property maintenance.**
- **Costs associated with program delivery.**
- **Costs associated with the purchasing and/or acquisition of land.**
- **Costs associated with leasing land, buildings, fixtures and equipment** (except temporary rental of equipment directly related to completing the capital project).
- **Costs associated with fundraising.**
- **Recipient travel costs.**

Funding Amounts and Terms

- The maximum funding amount for a single project is **\$1 million**.
- The minimum funding amount for a single project is **\$150,000**.
- The province will contribute a percentage of the project costs, depending on the type of applicant.
- Municipalities can request up to **50%** of eligible project costs.
- Indigenous organizations and communities can request up to **90%** of eligible project costs.
- The applicant must be able to cover the remaining project costs.

Project Suggestions

Based on the program guidelines, several projects at the Community Centre are eligible for funding consideration. Since the COVID-19 pandemic, the Community Centre's utilization has surged, serving diverse functions for the community, such as Lunch and Learns programs, pickleball, recreational activities, social services meeting spaces, Walk Fit, yoga, weddings, Truth and Reconciliation Day lunch, community dinners, Lions Club preparing Christmas food baskets for families in need, seniors' lunches, book sales, agricultural events, acting as an Emergency Response Command Centre, and hosting community training programs. Located within the Municipality of Whitestone, which covers a vast area with remote locations, the Community Centre acts as a vital hub, uniting the community and offering a wide range of flexible uses.

Based on the program guidelines, the following projects at the Community Centre could be considered for funding:

- **Window replacement.**
- **Front entrance door replacement.**
- **Flooring replacement.**
- **Ladies bathroom door replacement for accessibility.**
- **Automatic door openers on the washrooms for accessibility.**
- **Siding replacement.**
- **Concrete work along the outside of the building.**

Support

Staff has reached out to various interest groups to request input and support. Encouraging these groups to provide letters of support and in-kind donations (volunteering labour) to strengthen our applications.

The following organizations were contacted: Dunchurch Agricultural Society, Whitestone Conservation Association, Whitestone Recreation Committee, WalkFit program, Community Support Services, Pickleball Group.

Factors Suggesting Potential Competition:

- **\$200 Million Fund:** This is a significant amount of money, indicating that the program is likely to attract a considerable number of applications.
- **Province-Wide Scope:** The program is available across Ontario, meaning that a vast number of organizations and municipalities could apply.
- **Multiple Eligible Applicant Types:** Municipalities, local services boards, not-for-profit organizations, and Indigenous communities are all eligible, increasing the potential pool of applicants.

Given the likely competition, these strategies are being considered to strengthen your applications:

- **Strong Project Need and Justification:** Clearly demonstrate the specific need for the project and its impact on the community.
- **Demonstrate Community Support:** Evidence of support from various community stakeholders (letters of support, meeting minutes, etc.).
- **Financial Capacity:** Show that Whitestone has the financial capacity to cover the project's costs.
- **Well-Prepared Application:** Ensure the application is complete, accurate, and well-written.

Conclusion

This is a valuable opportunity to improve our community's sport and recreation infrastructure. I urge you to consider applying for this funding. Please let me know if you have any questions or would like to discuss these project proposals further.



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

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Michelle Hendry, CAO/Clerk
Date: October 15, 2024
Re: Community Emergency Management Program Committee

Background

At the May 21, 2024 Regular Council meeting, the following Resolution was passed:

Resolution No. 2024-214

Moved by: Councillor Lamb

Seconded by: Councillor Woods

11.3 Appointments to the Community Emergency Management Program Committee

THAT the Council for the Municipality of Whitestone receives for information the Memorandum from Michelle Hendry, CAO/Clerk (Community Emergency Management Program Committee); and

THAT the following positions as identified and described in the Whitestone Emergency Plan are hereby appointed to the Community Emergency Management Program Committee:

- CEMC (Community Emergency Management Coordinator)
- Alternate CEMC – Committee Chairperson
- Council Member representative (Mayor)
- Information Officer
- Liaison Officer and
- Operations Section Chief

Carried

Ontario Regulation 380/04 further mandates that every municipality have an **Emergency Management Program Committee (EMPC)** to guide and oversee the development, implementation, and maintenance of the Municipality's Emergency Management Program.

Municipalities are evaluated annually on their compliance with the Emergency Management and Civil Protection Act requirements by the office of Emergency Management Ontario (EMO).

The committee function is to provide guidance/feedback to the CEMC and, oversee the development, implementation, and maintenance of the Municipality's Emergency Management Program.

The Committee will identify key priorities and make recommendations related to plans, procedures, exercises, public education, public alerting and notification response systems that will meet and support public safety.

Discussion

The **EMPC** met for the first time on September 26, 2024. The Committee recognized that it would be beneficial for the Committee to have an additional person appointed to the Committee, being the Incident Command – Fire Chief Bob Whitman.

Recommendation:

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)

δ

PRELIMINARY INFORMATION – AULDS ROAD BRIDGE

The following pages (1 - 80) represent information received by Scott Nash through a Freedom of Information (FOI) Request in respect of the Aulds Road Bridge, a Municipality of Whitestone proposed Capital Project

The FOI included:

The request is for all records, e-mails and reports related to the Aulds Road Bridge Crossing - Repair and Replacement (Gooseneck to WahWashKesh Aulds Road Crossing)

Including Internal e-mail communications from and to Municipal Staff Members, Email's to Professionals (Engineers, Project Managers, Consultants Etc), Professional I Consultant Reports / Cost Estimates, Staff Reports, Drawings/details/sketches, Budgets for the time period January 1, 2022 to May 30, 2024

Information outside of the above referenced dates is not included.

This information was requested by Councillor Scott Nash, to be included in the October 15, 2024 Council Agenda Package

Ongoing Investigations:

The Manager of Public Works for the Municipality of Whitestone continues to review options for the Aulds Road Bridge replacement project and has not concluded (in concert with Municipal Engineers) his investigations in respect to options, alternatives and potential costs. This work continues.

When further information is available, Manager of Public Works David Creasor will provide a full report to Council and will provide updates during budget discussions.



David Creasor <david.creasor@whitestone.ca>

Aulds Road Bridge Replacement with Soil Bridge or Steel Box Culvert

1 message

David Creasor <david.creasor@whitestone.ca>
To: Bob Hughes <bob.rhhengineering@cogeco.net>

Thu, Jan 26, 2023 at 11:06 AM

Hi Bob,

It is budget time and we are looking to put a number in for the Aulds Road bridge replacement.

We are looking to replace the existing bridge. I was looking at Armtec mini span steel pipe arch or something simple and cost effective that we could install in house, maybe some help with concrete foundation work. <https://armtec.com/bridges-and-structures/>

We can purchase directly through LAS who has tendered with Armtec for drainage products.

I believe we discussed installing a single lane diversion lane with traffic lights. Utilizing plastic culverts to maintain water flow.

Please let me know what we need to do next.



Do you still have a copy of our Bridge Study?

Sincerely,
Dave

--



Dave Creasor A.Sc.t., CRS

Manager of Public Works

Municipality of Whitestone

2125 Balsam Road - Dunchurch, Ontario - P0A 1G0

Tel: 705-389-3838

Fax: 705-389-1855

Email: david.creasor@whitestone.ca

Website: www.whitestone.ca



A community thrives by its dedicated individuals

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David Creasor <david.creasor@whitestone.ca>

Small Bridge Option Aulds Bridge

15 messages

David Creasor <david.creasor@whitestone.ca>

Wed, Feb 8, 2023 at 3:52 PM

To: Mark Hannaberg <Mark.Hannaberg@armtec.com>, Bob Hughes <bob.rhhengineering@cogeco.net>

Hi Mark,

We have to replace a bridge on Aulds Road. We are looking for something with a larger flow capacity than the current one.

Roughly 2.4 length and 1.5 meters high.

I was looking at your mini span. I am looking for budget pricing as well. I have attached the bridge study with the details.

We are working with Bob Hughes RH Engineering on this project.

Sincerely,

Dave Creasor

--

**Dave Creasor A.Sc.t., CRS****Manager of Public Works**

Municipality of Whitestone

2125 Balsam Road - Dunchurch, Ontario - P0A 1G0

Tel: 705-389-3838

Fax: 705-389-1855

Email: david.creasor@whitestone.caWebsite: www.whitestone.ca***A community thrives by its dedicated individuals*****Disclaimer:**

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 Aulds_Bridge_Study_2021_GHD.pdf
4917K

Mark Hannaberg <Mark.Hannaberg@armtec.com>

Thu, Feb 9, 2023 at 9:25 AM

To: David Creasor <david.creasor@whitestone.ca>

Hi Dave

Hope all is well!

Sorry I missed your call, I am off for a few days. I will have a quote put together for you.

Thanks

3

Page 419 of 512

Mark

Get [Outlook for iOS](#)

From: David Creasor <david.creasor@whitestone.ca>

Sent: Wednesday, February 8, 2023 3:52:51 PM

To: Mark Hannaberg <Mark.Hannaberg@armtec.com>; Bob Hughes <bob.rhengineering@cogeco.net>

Subject: Small Bridge Option Aulds Bridge

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Hi Mark,

[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>

Wed, Feb 15, 2023 at 2:51 PM

To: "david.creasor@whitestone.ca" <david.creasor@whitestone.ca>

Cc: "bob.rhengineering@cogeco.net" <bob.rhengineering@cogeco.net>, Mark Hannaberg <Mark.Hannaberg@armtec.com>

Hi Dave,

Thanks for the chat earlier today. Here are the two options that we discussed (geometries attached):

3050 mm x 1600 mm Multi Plate arch (mini span), polymer coated

- Height of cover to meet CHBDC would be 600 mm
- Steel thickness would be 3 mm (unless you want to go more)
- I'm estimating \$18,500 for structure price without steel footings; \$27,500 with steel footings
- I neglected to mention that a steel headwall option is available (second page of drawing attached). I estimate two headwalls to cost around \$22,000 (galvanized).
- Note: we have a 3050 x 1350 mm geometry available in Multi Plate as well; let me know if you're interested

4050 mm x 1400 mm Bridge Plate box culvert, polymer coated

- I need to confirm the design with our engineering department, which would involve height of cover and steel thickness. I hope to have a design and price for you by the end of next week; is that ok?

Regards,

Darren Bauman

Regional Engineering Sales Specialist

Armtec

4

p. | c. (519)-831-4470 | f. (519) 620-6042

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From: David Creasor <david.creasor@whitestone.ca>

Sent: February 8, 2023 3:53 PM

To: Mark Hannaberg <Mark.Hannaberg@armtec.com>; Bob Hughes <bob.rhengineering@cogeco.net>

Subject: Small Bridge Option Aulds Bridge

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Roughly 2.4 length and 1.5 meters high.

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We are working with Bob Hughes RH Engineering on this project.

Sincerely,
Dave Creasor

--

Dave Creasor A.Sc.t., CRS

Manager of Public Works

Municipality of Whitestone

2125 Balsam Road - Dunchurch, Ontario - P0A
1G0

Tel: 705-389-3838

5

Fax: 705-389-1855

Email: david.creasor@whitestone.ca

Website: www.whitestone.ca

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2 attachments

 **3050 x 1600 Mini Span Drawing.pdf**
2243K

 **BP-BC-02_4050 SPAN x 1400 RISE_SALES.pdf**
225K

David Creasor <david.creasor@whitestone.ca>
To: Bob Hughes <bob.rhhengineering@cogeco.net>

Fri, Feb 24, 2023 at 10:27 AM

[Quoted text hidden]

2 attachments

 **3050 x 1600 Mini Span Drawing.pdf**
2243K

 **BP-BC-02_4050 SPAN x 1400 RISE_SALES.pdf**
225K

David Creasor <david.creasor@whitestone.ca>
To: Darren Bauman <Darren.Bauman@armtec.com>

Fri, Feb 24, 2023 at 11:05 AM

Hi Darren,
Thank you very much for getting this together for me.
I would like to move forward with some questions on the Bridgeplate steel culvert utilizing a concrete footing.
What is the standard width of a section, I believe we would be looking for a 14 to 15m width.
What are the options for the end cap on either side? These do not have to be full height.
I understand the best treatment for longevity would be polymer treatment.

What would a budget price be for these requests?

Sincerely,
Dave Creasor

6

[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>
To: David Creasor <david.creasor@whitestone.ca>

Mon, Feb 27, 2023 at 8:52 AM

Good morning David,

That's great. Would you like pricing for precast footings?

The standard length of a plate in the direction of flow is 1.2 m, so without cutting plates a total length of 14.4 m would make sense.

Steel sheeting or MSE headwalls could be supplied with the structure. Are you interested in one of these? Alternatively, you could look into cast-in-place or rip rap, but we would not design or supply these options.

Yes, polymer treatment would be the best for longevity.

[Quoted text hidden]

David Creasor <david.creasor@whitestone.ca>
To: Darren Bauman <Darren.Bauman@armtec.com>

Mon, Feb 27, 2023 at 9:41 AM

Hi Darren,
Yes we will be using cast in place concrete footings as it will be on rock.
Polymer with the sides please.
Delivered to Aulds Road in Whitestone.
Sincerely,
Dave Creasor
[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>
To: David Creasor <david.creasor@whitestone.ca>
Cc: Mark Hannaberg <Mark.Hannaberg@armtec.com>

Mon, Feb 27, 2023 at 3:30 PM

Hi David,

I hope to receive an official quote from our estimating department in the next day or two. It will likely come in at about \$60,000 for the polymer coated structure.

Thanks,

[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>
To: David Creasor <david.creasor@whitestone.ca>
Cc: Mark Hannaberg <Mark.Hannaberg@armtec.com>

Tue, Feb 28, 2023 at 12:13 PM

7

Hi Dave,

Please see the attached quote.

Let me know if you have any questions,

Darren Bauman

Regional Engineering Sales Specialist

Armtec

p. | c. (519)-831-4470 | f. (519) 620-6042

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[Quoted text hidden]



Armtec Quote - 47820-23 (23-082) - Aulds Road Bridge Replacement.pdf

4222K

David Creasor <david.creasor@whitestone.ca>

Tue, Feb 28, 2023 at 12:31 PM

To: Darren Bauman <Darren.Bauman@armtec.com>, Bob Hughes <bob.rhengineering@cogeco.net>

Hi Darren,

Thank you very much for putting this together for us.

Who bills this to us? Will it be through LAS (Canoe) or through Armtec?

If it is through LAS (Canoe) I do not have to tender this at it has already been tendered.

What can be done for the end wall?

We would like something to retain the rip rap on the between guide rail and the sides.

Sincerely,

Dave

[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>

Wed, Mar 1, 2023 at 8:05 AM

To: David Creasor <david.creasor@whitestone.ca>

Cc: Bob Hughes <bob.rhengineering@cogeco.net>, Mark Hannaberg <Mark.Hannaberg@armtec.com>

Hi Dave,

You're welcome. You could indeed purchase this Bridge Plate structure through the Canoe system and yes you would not have to tender it. Armtec has won a tender to be listed with Canoe.

In terms of a headwall, you could likely do an MSE or steel sheeting wall. Would you like some further info on those options?

[Quoted text hidden]

David Creasor <david.creasor@whitestone.ca>

Wed, Mar 1, 2023 at 8:06 AM

To: Darren Bauman <Darren.Bauman@armtec.com>

Cc: Bob Hughes <bob.rhengineering@cogeco.net>, Mark Hannaberg <Mark.Hannaberg@armtec.com>

Yes, that would be great.

[Quoted text hidden]

Darren Bauman <Darren.Bauman@armtec.com>

Wed, Mar 1, 2023 at 4:00 PM

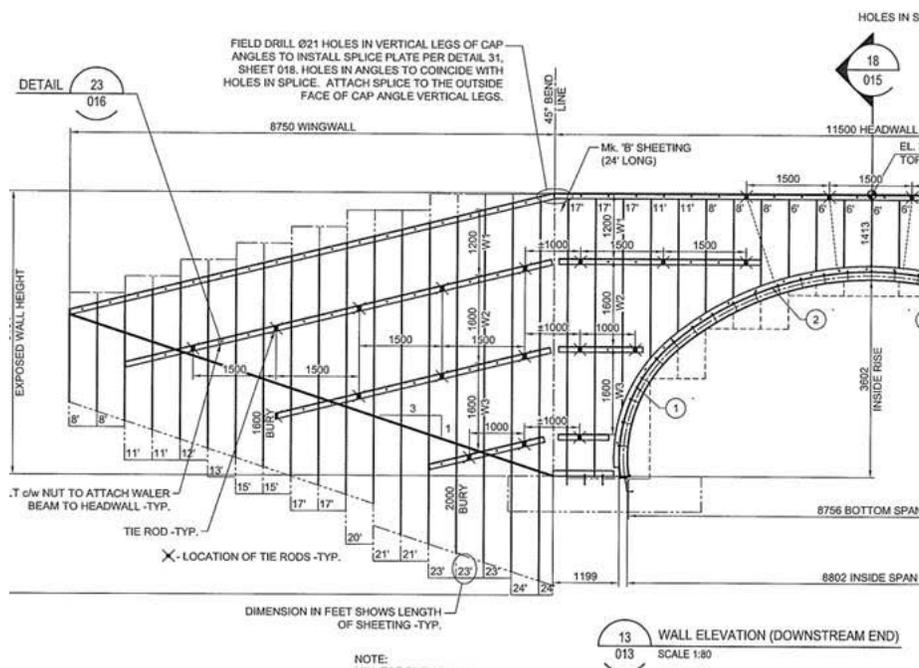
To: David Creasor <david.creasor@whitestone.ca>

Cc: Bob Hughes <bob.rhengineering@cogeco.net>, Mark Hannaberg <Mark.Hannaberg@armtec.com>

Dave,

Attached are details on the Terramesh MSE system. I've also attached pictures of an MSE wall (I think it's a different system but gives you an idea of the wire wall with rock MSE type wall).

I've also attached some pictures of a Bridge Plate low profile arch with steel sheeting headwalls from a project from last year. Here's a snip from the drawings:



Are you interested in wingwalls? How long are you thinking for the wall?

[Quoted text hidden]

8 attachments



IMG_0321.JPG
6584K



IMG_0324.JPG
5127K



IMG_3186.JPEG
1252K



IMG_3192.JPEG
850K



IMG_3197.JPEG
1178K

 **2021 TDS Terramesh 0.8m PoliMac CAN.pdf**
393K

 **IG-US-Terramesh System- July 22.pdf**
922K

 **TMS 0.8m + GG.pdf**
291K

Darren Bauman <Darren.Bauman@armtec.com>

Fri, Mar 10, 2023 at 9:41 AM

To: David Creasor <david.creasor@whitestone.ca>

Cc: Bob Hughes <bob.rhengineering@cogeco.net>, Mark Hannaberg <Mark.Hannaberg@armtec.com>

Good morning Dave,

As per our call here is some per m2 pricing:

MSE wall: \$400 - \$500/m2

Steel sheeting wall: \$550 - \$650/m2

This is rough pricing. If at any time you'd like an official quote just let me know. Note that the steel wire for the MSE wall would have a polymer coating applied; the steel sheeting would be galvanized.

Thanks,

Darren Bauman

Regional Engineering Sales Specialist

Armtec

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[Quoted text hidden]

6 attachments

 **Sheet Sheeting Product Guide.pdf**
137K

 **ET-SD-03a_Sheet Pile Headwall.pdf**
141K

 **ET-SD-03b_Sheet Pile Headwall Details.pdf**
134K

 **2021 TDS Terramesh 0.8m PoliMac CAN.pdf**
393K

 **IG-US-Terramesh System- July 22.pdf**
922K

 **TMS 0.8m + GG.pdf**
291K

David Creasor <david.creasor@whitestone.ca>
To: Bob Hughes <bob.rhhengineering@cogeco.net>

Tue, Sep 26, 2023 at 10:41 AM

Here is the string of emails from Artec.

Steel would be cheaper and easier to swing in place.

Concrete would be a better solution and may be the best option

Dave

----- Forwarded message -----

From: **Darren Bauman** <Darren.Bauman@armtec.com>

[Quoted text hidden]

[Quoted text hidden]

17 attachments

image007.jpg
1K

image008.jpg
1K

image009.jpg
1K

image010.jpg
1K

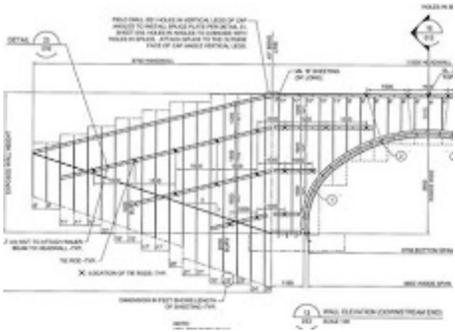


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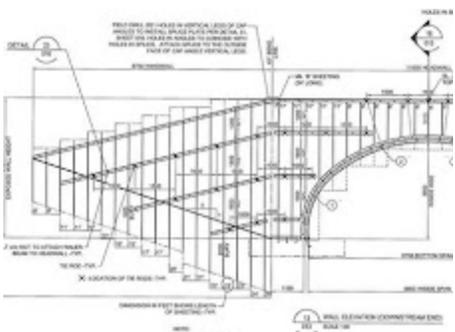


image001.jpg
28K

 **Sheet Sheeting Product Guide.pdf**
137K

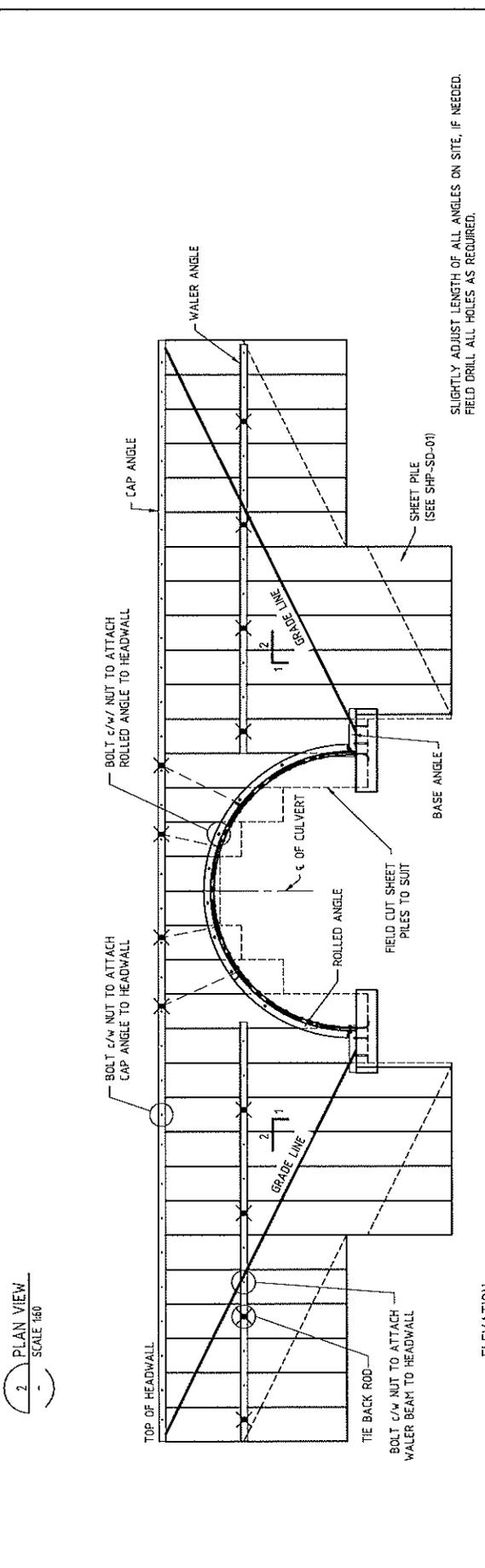
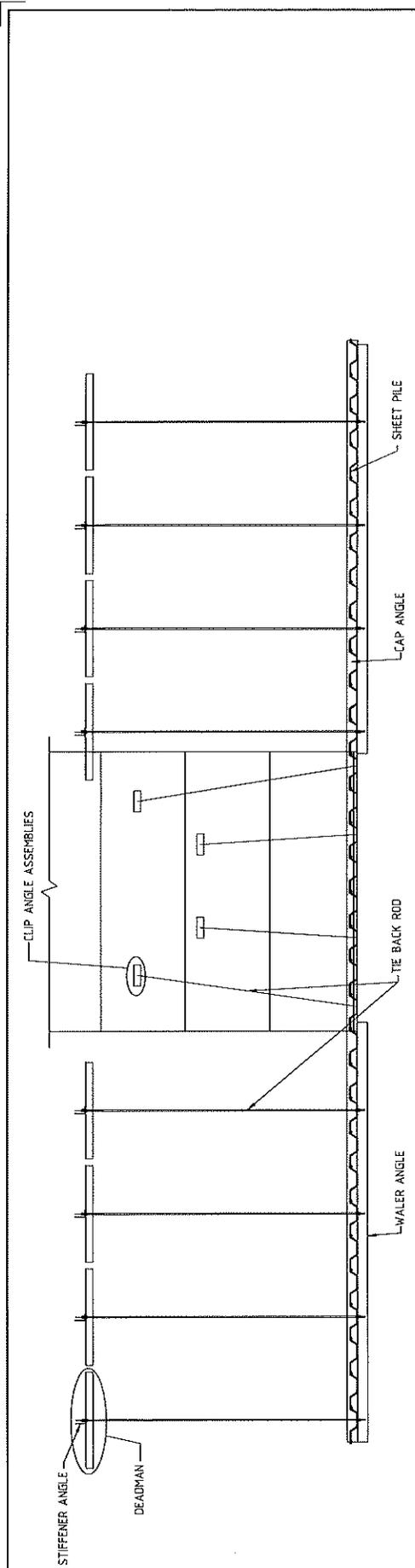
 **ET-SD-03a_Sheet Pile Headwall.pdf**
141K

 **ET-SD-03b_Sheet Pile Headwall Details.pdf**
134K

 **2021 TDS Terramesh 0.8m PoliMac CAN.pdf**
393K

 **IG-US-Terramesh System- July 22.pdf**
922K

 **TMS 0.8m + GG.pdf**
291K



STANDARD DRAWING TITLE
**SHEET PILE HEADWALL
 TYPICAL PLAN AND ELEVATION**

STANDARD DRAWING TITLE
 SHEET PILE HEADWALL
 TYPICAL PLAN AND ELEVATION

APPROVALS	DATE
DESIGN BY	
DESIGN CHECK	
DRAFT BY	CG 2016-12-20
DRAFT CHECK	

PAPER SIZE 11x17 SCALE AS NOTED

TOTAL SHEETS	1
STANDARD DETAIL DRAWING NO.	ET-SD-03a
REV.	0

SLIGHTLY ADJUST LENGTH OF ALL ANGLES ON SITE, IF NEEDED.
 FIELD DRILL ALL HOLES AS REQUIRED.

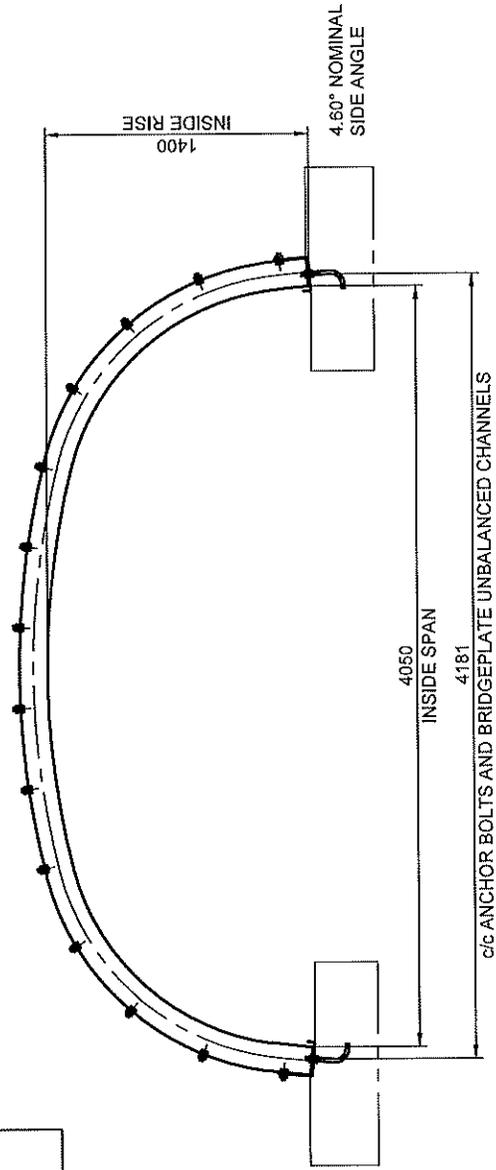
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REV. NO	REVISION NOTE	DATE
0	ISSUED FOR INFORMATION	2018-02-20

NOTES

1. DCSP (DEEP CORRUGATED STRUCTURAL PLATE) BRIDGEPLATE
2. ALL DIMENSIONS ARE GIVEN IN mm, UNLESS OTHERWISE NOTED.
3. CORRUGATION PROFILE = 400 X 150
4. ONE 'H' = 425. (ONE BOLT HOLE SPACE).
5. ALL DIMENSIONS ARE MEASURED FROM INSIDE CRESTS, UNLESS OTHERWISE NOTED.
6. DIMENSIONS ARE SUBJECT TO MANUFACTURING TOLERANCES.

BRIDGEPLATE STRUCTURE
CORRUGATED STEEL BOX CULVERT
BP-BC-02 SERIES
END AREA = 4.71 m²
13H TOTAL PERIPHERY

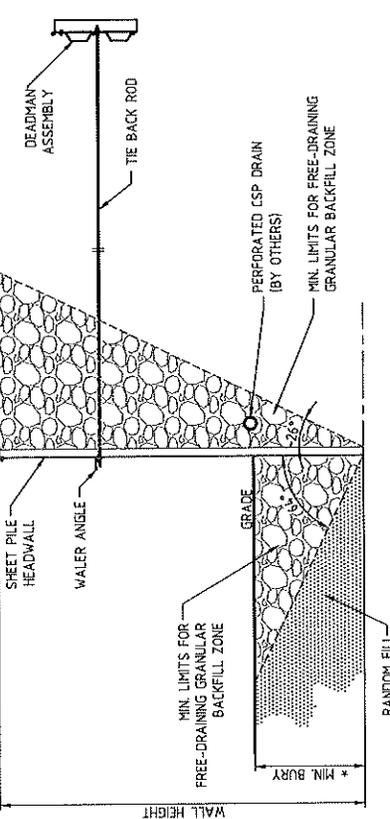


1 STRUCTURE GEOMETRY
BP-BC-02_SALES VIEW FROM UPSTREAM END
SCALE 1:40

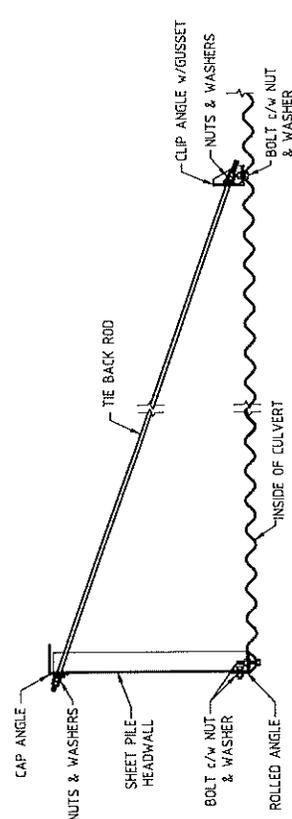
 ARMTEC.COM		STANDARD DRAWING TITLE DEEP CORRUGATED STRUCTURAL PLATE (DCSP) BRIDGEPLATE BOX CULVERT BP-BC-02 GEOMETRY - 4050 SPAN X 1400 RISE		STANDARD DETAIL DRAWING NO. BP-BC-02_SALES	REV. 0
AUTHOR	DATE	PAPER SIZE	AS NOTED	1 OF 1	8.5x11
DESIGN BY		SCALE	SHEET NO.	STANDARD DETAIL DRAWING NO.	
DESIGN CHECK		AS NOTED	1 OF 1		
DRAFT BY	CG	CG	2020-03-15		
DRAFT CHECK					
ISSUED FOR INFORMATION	CG	AR	2020-03-15	DATE	
REVISION NOTE	BY	CK'D			
0					

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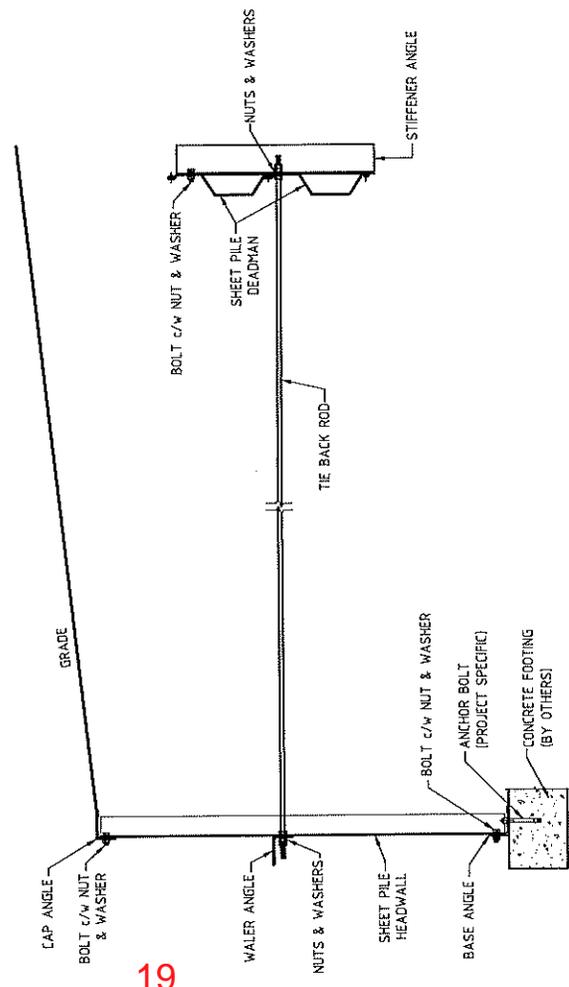
NOTE:
 1. FREE-DRAINING GRANULAR BACKFILL DESIGN PARAMETERS
 1.1. MATERIAL SHALL BE FREE DRAINING
 1.2. BULK UNIT WEIGHT = 22 kN/m³
 1.3. FRICTION ANGLE = 35°
 1.4. COHESION = 0 kN/m²



3 HEADWALL BACKFILL DETAIL
 SCALE 1:60



1 SECTION THROUGH STRUCTURE @ CROWN
 SCALE 1:25



2 SECTION THROUGH HEADWALL
 SCALE 1:25

		STANDARD DRAWING TITLE SHEET PILE HEADWALL TYPICAL DETAILS	
APPROVALS	DATE	PAPER SIZE	SCALE
DESIGN BY		11x17	AS NOTED
DESIGN CHECK			
DRAFT BY	CGI 2016-12-20	TOTAL SHEETS	STANDARD DETAIL DRAWING NO.
DRAFT CHECK		1	ET-SD-036
			REV. 0

REV. NO	ISSUED FOR INFORMATION	REVISION NOTE	DATE
0			2018-02-20

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BUDGET

PROJECT: Aulds Road Bridge Replacement

DATE: February 27, 2023

TO: Municipality of Whitestone

QUOTE NO.: 47820-23

Ph: 705-389-3838
Email: david.creasor@whitestone.ca

ARMTEC PROJECT NO.: 23-082

ATTENTION: Dave Creasor

F.C.A. POINT: Dunchurch, ON

DELIVERY: To be determined

Item	Quantity	Description	Price	Per	Amount
Bridge-Plate - 400 mm x 150 mm Corrugation Profile (DCSP)					
1	14.48	4050 mm span x 1400 mm rise x 4.3mm thick - Structure #14-40, Box Culvert - Strata-CAT (polymer) coating - c/w base channel and hook bolts	\$4,050.00	m	\$58,644.00
2	1	Freight to Dunchurch, ON <i>* Due to increased volatility in freight and fuel costs, additional charges may be applied at time of shipment. Customer is responsible for any additional freight costs which may be incurred at time of shipping.</i> Due to recent steel cost fluctuations, all prices are firm for 30 days from the quotation date, and Armtec reserves the right to adjust prices (higher or lower) after 30 days based on market conditions. Additionally, due to industry-wide steel shortages, no delivery dates are guaranteed by the Armtec. See attached Design Parameters & General Notes, Scope of Work and Conditions of Sales	\$1,320.00	ea	\$1,320.00

Sub-Total	\$59,964.00
Freight	Included
Applicable Tax	Extra
Total	\$59,964.00

Armtec

Darren Bauman
Regional Engineering Sales Specialist

TERMS OF SALE: PRICES QUOTED APPLY ONLY TO THE PROJECT SPECIFIED HEREIN. THE PRICES QUOTED HEREIN SHALL REMAIN IN EFFECT FOR 30 DAYS FROM QUOTATION DATE. THE SELLER RESERVES THE RIGHT TO ADJUST THE PRICES AFTER 30 DAYS FROM THE QUOTATION DATE. PRICES ARE SUBJECT TO CHANGE IF QUOTE IS NOT ACCEPTED IN ITS ENTIRETY. ALL OTHER TERMS ARE LISTED ON THE ATTACHED CONDITIONS OF SALE DOCUMENT ATTACHED TO THIS QUOTATION AND FORM PART OF ANY SALE BY ARMTEC.

INNOVATION FLOWS FROM HERE

DESIGN PARAMETERS & GENERAL NOTES

PROJECT: **Aulds Road Bridge Replacement**
 ARMTEC PROJECT NO.: 23-082
 QUOTE NO.: 47820-23

DATE: February 27, 2023

The pricing is based on the following design parameters and general notes. Any changes in the design parameters will affect the design and shall need to be verified by Armtec Engineering.

Design Parameters

- | | | | |
|--------|---|---------------------------------------|-----------------------------------------------------|
| Item 1 | 1 | Minimum cover: | 400 mm (from outside of corrugation to top of road) |
| | 2 | Maximum cover: | 600 mm (from outside of corrugation to top of road) |
| | 3 | End type: | Square |
| | 4 | End treatment: | By others |
| | 5 | Footing type/design: | By others |
| | 6 | Un-factored footing reactions (kN/m): | see table below |

Footing Loads (side angle 4.60°: +ve force down and towards outside of the conduit)

Load (kN/m)	Cover (m)	Dead Load		Live Load		Earthquake Load	
		F _v	F _h	F _v	F _h	F _v	F _h
Unfactored	0.40	30.7	2.5	65.3	5.3	1.8	0.2
Unfactored	0.60	39.7	3.2	62.4	5.0	2.3	0.2

Note: Appropriate load factor shall be considered by footing designer.

- | | | | |
|-----------|---|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Items | 1 | Live load: | CL-625 ON Truck |
| | 2 | Other loads: | n/a |
| | 3 | Unit weight of soil: | 22 kN/m ³ |
| | 4 | Material design service life: | 75 Years |
| | 5 | Corrosion model: | CSPI Performance Guideline (Tech. Bulletin-13) |
| | 6 | Seismic acceleration ratio: | 0.085 g |
| | 7 | Design code: | Canadian Highway Bridge Design Code (CHBDC-S6-19) |
| | 8 | Material specification: | CAN/CSA G401-14 Corrugated steel pipe products |
| | 9 | Engineering backfill: | 1.0 m at both sides - well graded granular material with minimum gravel (particles > 4.75mm) content of 30%. Backfill material shall be compacted to minimum 98% SPD. |

- | | | |
|----------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments | 1 | Site environmental conditions shall meet CSPI Performance Guideline (Tech. Bulletin – 13) for SPCSP structures. Non-aggressive environmental condition was assumed. |
| | 2 | For roadway skew angle greater than 20°, earth pressure imbalance shall be accommodated by contour grading of the embankment slope. |
| | 3 | Structure ends were assumed to be square. For beveled ends greater than 2H:1V, structural reinforcement by others will be required to support the cut ring plates. |
| | 4 | Deformation during installation and backfilling shall be monitored and maintained as per CHBDC S6-19/Armtec requirements. |
| | 5 | Foundation settlement shall meet the limits as per CHBDC S6-19. |
| | 6 | Retaining wall system will be required to retain the soil side slope. |

- | | | |
|------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inclusions | 1 | Engineered stamped shop drawings |
| | 2 | Assembly hardware (bolts, nuts, anchor bolts) |
| | 3 | Two pry bars and one drift pin |
| | 4 | Product technical assistance by a designated representative if requested, charged at \$1,500 per 10 hr shift, plus related expenses charged at cost plus 8% administration fee |

- | | | |
|---------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Notes | 1 | The prices are based on information provided in the following documents:
Tender documents not provided
Preliminary Drawing(s) not provided
Geotechnical Report not provided |
| | 2 | Based on supplying total quantities |
| | 3 | Unloading, assembly, installation and construction by others |
| | 4 | Construction quality control (shape monitoring, torque check, testing of backfill material, etc.) by others |
| | 5 | Freight includes 1 hour of unloading time per truck. Additional charges may apply after 1 hour |
| | 6 | Escalation factors are not included in the pricing |

SCOPE OF WORK

PROJECT: Aulds Road Bridge Replacement
ARMTEC PROJECT NO.: 23-082
QUOTE NO.: 47820-23

DATE: February 27, 2023

This SCOPE OF WORK shall be read in conjunction with the quotation and form part of any sale by Armtec.

1. **DRAWINGS.** Shop drawings will be submitted electronically. When required drawings will be stamped and signed by a Professional Engineering who is licensed in the required Canadian jurisdiction.
2. **REVISIONS.** Two (2) revisions of the approval drawings are included in the price. Additional revisions, significant changes in scope of the project or revisions made after drawings have been approved will be charged to the customer.
3. **DESIGN CONSIDERATIONS.** The structure design and pricing is based on the parameters listed on the quotation and the following, which must be confirmed by a qualified engineer retained by others.
 - 3.1 **Drainage design** and considerations as it may affect the structure, foundation or backfill.
 - 3.2 **Foundation**, bearing elevation, adequate bearing capacity, foundation improvements, frost protection, scour protection, etc.
 - 3.3 **Settlement limits** are assumed to be within the following limits:
 - 3.3.1 **Structural Plate** - Maximum differential settlement will be the lesser of 150 mm or 1% of the span or length in the related direction. Maximum total settlement will be the lesser of 150 mm or 2% of the span or length in the related direction.
 - 3.3.2 **BinWall Retaining Wall** - Maximum differential settlement will be 1% on length. Maximum total settlement will be 50 mm.
 - 3.4 **Engineered Backfill** material shall be certified to meet or exceed the requirements detailed on the shop drawings.
 - 3.5 **Electrochemical Limits** of the backfill shall be within the limits provided on the shop drawings to ensure the design service life performance.
 - 3.6 **Footings** are not included unless otherwise noted on the quotation. Footing loads from the structure will be provided by Armtec and listed on the shop drawings, where applicable.
4. **MANUFACTURING OF MATERIAL AND INSPECTION.** Unless agreed to in writing, manufacturing of material will not commence until shop drawings have been approved in writing by the customer. If an inspection of the material or a third party review is required it shall be the responsibility of the requestor to obtain the qualified inspector and cover all associated costs. Armtec will provide the required access to our facilities to inspect all materials. A copy of the inspection report shall be provided to Armtec for their records.
5. **INSTALLATION, INSPECTION AND FIELD TESTING.** Armtec may provide product technical assistance as outlined on the quotation but does not contract the installation, inspection or field testing of structures. The responsibility to install the structures in accordance with the shop drawings is the responsibility of the contactor or owner as detailed in the contract documents. This shall include, but not be limited to the assembly of the structure, confirmation of the appropriate foundation, compaction, global stability, geotechnical testing of the backfill material(s), shape and alignment monitoring, and bolt torque check.
6. **PRODUCT TECHNICAL ASSISTANCE.** Armtec can provide product technical assistance to correctly understand the shop drawings and provide guidance for the startup of the assembly. This does not relieve the contractor/owner of any of their responsibilities.



TERMS AND CONDITIONS OF SALE

Between Armtec (the "Seller") and Purchaser or Dealer, Builder or Buyer specified on the front hereof (the "Buyer") in connection with the sale of the Seller's material, product and services (collectively, the "Goods"). All orders with the Seller are subjected to the following terms and conditions (the "Terms and Conditions") as may be amended by the Seller from time to time in its sole discretion. By placing an order with the Seller the Buyer will be deemed to have accepted and agreed to be bound by the Terms and Conditions.

ACCEPTANCE. These Terms and Conditions shall govern the Seller's furnishing of all Goods Identified in the applicable Quotation of the Seller ("Quotation") issued to the Buyer. While the Seller may acknowledge receipt of a purchase order or any other form or purchase documentation issued by a Buyer by signing and returning it, any terms and conditions in any specific order or purchase documentation used or provided by the Buyer, pre-printed or otherwise, shall be inapplicable and shall not modify these Terms and Conditions.

QUOTATIONS AND PRICES. A Quotation shall expire at the end of the period identified in the Quotation or, if none is stated the Quotation shall expire thirty (30) days from the date of issuance. The Seller's prices exclude, and the Buyer shall pay, in addition to the price of any Goods purchased from the Seller, any and all taxes or like charges which may be imposed by Canadian federal, provincial or municipal authorities on the sale or purchase of such Goods. The terms of payment are as determined by the Seller's Credit Department and as set out on the order acknowledgment.

LIMITED WARRANTIES. The Seller warrants that it can convey good title to the Goods sold under this Quotation and that such Goods are free of liens and encumbrances. The Seller warrants that any Goods sold under a Quotation that are manufactured by the Seller shall be free from any defect due to materials or workmanship for a period of one (1) year after the date of delivery. The Seller does not make, and expressly disclaims, any warranties, expressed or implied, with respect to Goods sold hereunder which are misused, abused, incorrectly unloaded or incorrectly installed. In no event will the Seller be liable or responsible for any defect in the Goods caused by improper installation or poor site conditions (e.g. dents, scrapes, coating damage, misalignment of pipe, deflection, localized bucking) on the part of the Buyer.

THE SELLER DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, WITHOUT LIMITATION, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED UNDER ANY "SALE OF GOODS" LEGISLATION OR OTHERWISE, OF ANY KIND, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND THOSE WARRANTIES ALLEGEDLY ARISING FROM ANY TRADE USAGE OR FROM ANY COURSE OF DEALING OR PERFORMANCE, ETC.

BUYER REPRESENTATION AND WARRANTY. The Buyer warrants that it has not relied on any representation made by the Seller which has not been stated expressly in writing or upon any descriptions, illustration or specifications contained in any marketing or other publicity material produced by the Seller. Further, the Buyer acknowledges that to the extent the Seller has made any representation which is not otherwise expressly stated in writing, the Buyer has been provided with an opportunity to independently verify the accuracy of any such representation.

LIMITATION OF LIABILITY. The Seller's sole liability to the Buyer shall be, in the sole discretion of the Seller, to REPAIR or REPLACE such part(s) in respect of the Goods that are shown to satisfaction of the Seller to be defective in material, quality or workmanship in accordance with these Terms and Conditions, or, to allow credit to the Buyer at the sole option of the Seller.

IN NO EVENT SHALL THE SELLER BE LIABLE TO THE BUYER FOR ANY BODILY INJURY OR PROPERTY DAMAGE, OR ANY OTHER LOSS, DAMAGE, COST OF REPAIRS OR REPLACEMENT, OR INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES INCURRED BY THE BUYER, INCLUDING WITHOUT

LIMITATION, DAMAGES FOR LOST BUSINESS OR PROFITS, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INDEMNITY, CONTRIBUTION, STRICT LIABILITY OR ANY OTHER CAUSE OF ACTION, ARISING OUT OF OR IN CONNECTION WITH THE DESIGN, MANUFACTURE, SALE, TRANSPORTATION, INSTALLATION, USE OR REPAIR OF THE GOODS SOLD BY THE SELLER. THE SELLER'S TOTAL LIABILITY, IF ANY, ARISING OUT OF OR IN CONNECTION WITH THE GOODS SOLD UNDER THESE TERMS AND CONDITIONS, FOR CLAIM(S) OF ANY NATURE, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE GOODS RELATED TO THE CLAIM. THE LIMITATION OR EXCLUSION OF WARRANTIES, REMEDIES, DAMAGES OR LIABILITIES SET FORTH ABOVE ARE INTENDED TO APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

LIMITATION OF BUYER'S REMEDIES AND SELLER'S LIABILITY FOR FAILURE OR DELAY IN DELIVERY. NO DELIVERY DATES ARE GUARANTEED BY THE SELLER. All promises as to the date of shipment and delivery are made in good faith by the Seller and as an estimate only. THE BUYER'S SOLE AND EXCLUSIVE REMEDIES AND SELLER'S ONLY LIABILITY FOR ANY DELAY IN DELIVERY SHALL BE LIMITED AS SET FORTH IN THESE TERMS AND CONDITIONS.

CLAIMS AND HOLDBACKS. Under no circumstances will the Seller accept back charges, claims and holdbacks unless otherwise authorized in writing by the Seller in advance.

FORCE MAJEURE Notwithstanding any provision herein to the contrary, the Seller shall not be deemed to have defaulted under or breached these Terms and Conditions for failure or delay in fulfilling or performing any term or provision of these Terms and Conditions when such failure or delay is caused by any of the following: fire; flood; accident; explosion; equipment or machinery breakdown not related to the Seller's negligence; sabotage; strike or any labor disturbance (regardless of the reasonableness of the demands of labor); civil commotions; riots; invasions; wars (present or future); epidemics or pandemics (present or future); acts, restraints, requisitions, regulations or directions of any Governmental authority, including without limitation, any bulletin, notice or public health communication related to any disease, virus or other biological or physical agent which may be detrimental to human health in any way; voluntary or mandatory compliance by the Seller with any request of any Governmental authority; shortage of labor, fuel, power or raw materials; inability to obtain supplies; failures of normal sources of supplies; inability to obtain or delays of transportation facilities; any act of God; any act or omission of the Purchaser/Buyer (insofar as the Seller or the transactions or arrangements contemplated by these Terms and Conditions are concerned); or any other cause or circumstance beyond the Seller's reasonable control, whether similar or dissimilar to any of the foregoing. Any such causes of delay even though existing on the date of order or on the date of starting of manufacture shall extend the time of the Seller's performance by the length of delays occasioned thereby, including delays reasonably incidental to the resumption of normal procedures.

BUYER'S CANCELLATION. Upon written notice, the Buyer has the right to terminate the agreement formed by the Buyer's acceptance of a Quotation (an "Agreement") in whole or in part. In the event of cancellation, the Seller shall cease work upon receipt of written notice from the Buyer and the Buyer shall be liable for all completed work to that date at the price specified in the particular Quotation. Any partially completed work by the Seller, including raw material, shall be payable by the Buyer to the Seller at a reasonable rate and profit to be determined by the Seller in its discretion, but in no event shall exceed the applicable

Quotation price.

SELLER'S CANCELLATION OR DELAYED SHIPPING. Upon written notice to the Buyer, the Seller has the right to terminate an Agreement outright or to delay the shipping of any Goods forthwith, at the Seller's sole option, if the Buyer's account with the Seller is in arrears.

DESIGN & STANDARDS. It is the Buyer's sole responsibility to ensure that any Goods commissioned by the Buyer are independently designed and verified by a qualified engineer and are suitable for the Buyer's intended application. The Buyer represents, warrants and confirms to the Seller that it has not relied in any aspect of any written or oral statements from Seller in connection with the design, installation, or use of the Goods. If the Seller provides any design and installation guidelines or any specifications whatsoever in respect of the Goods, all Goods supplied by the Seller in connection therewith shall conform to the specifications and parameters requested by the Buyer; any onsite modifications, changes in site conditions, changes in design requirements or specifications are done at the sole risk of the Buyer. Unless otherwise expressly agreed upon in writing by the Seller, all Goods shall be subject to the Seller's standard specifications, manufacturing variations, and tolerances.

Without limiting the foregoing, for MultiPlate and BridgePlate structure Goods, whether purchased from or designed by the Seller or parties other than the Seller, it is the Buyer's responsibility to ensure that all components of any MultiPlate and BridgePlate structures purchased fit together and can be assembled by the Buyer on site based on the combination of thickness, radius and shape of the components ("Constructible"). For certainty, the Seller is not responsible for ensuring that the MultiPlate and BridgePlate structures purchased by the Buyer are Constructible and shall not be liable for any MultiPlate or BridgePlate structures which are not Constructible.

INSURANCE. The Buyer shall maintain, at its sole cost, such insurance and in such amounts as is normally required in the applicable industry including, without limitation, comprehensive general liability insurance and builders' risk insurance (covering the Seller). The Buyer hereby agrees to indemnify the Seller, its servants, representatives and agents against any liability, claims, suits, costs, damages, losses, expenses or otherwise arising out of any injury (including death or total destruction) to any person or property which arises out of or results from the Buyer's installation or use of goods supplied hereunder.

The Seller shall maintain the following insurance over the duration of an Agreement: (i) COMMERCIAL GENERAL LIABILITY INSURANCE, including product liability, with a limit not less than three million (\$3,000,000) per occurrence and not less than three million (\$3,000,000) dollars in the aggregate; (ii) AUTOMOBILE LIABILITY COVERAGE, with a limit not less than two million (\$2,000,000) dollars per occurrence and not less than two million (\$2,000,000) dollars in the aggregate; (iii) WORKERS COMPENSATION INSURANCE, which coverage shall be maintained by Seller in respect of all employees in accordance with the applicable statutory requirements having jurisdiction over such employees. Upon request, Seller shall provide written confirmation in respect of the above-listed policies to the Buyer.

INTELLECTUAL PROPERTY RIGHTS AND PATENTS. The Buyer shall indemnify and hold harmless the Seller for any legal fees, costs, expenses or other damages, for any claim or other legal action for the breach or alleged breach of any intellectual property rights in respect of any Goods made by



TERMS AND CONDITIONS OF SALE

the Seller in accordance with the Buyer's drawings, designs, or other specifications whatsoever.

CONFIDENTIALITY. These Terms and Conditions and any Agreement shall be confidential between the Buyer and Seller. The Seller will not publish or disclose any details, scope of work, drawings or specifications governed by these Terms and Conditions without the prior written consent of Buyer. These obligations shall survive the termination of this contract for a period of not less than one (1) year from date of any Quotation. Both the Seller and the Buyer shall keep confidential and prevent the unauthorized disclosure of information disclosed by the other party which is confidential by its nature including, without limitation, technical, commercial, financial, operational or strategic information relating to the business of a party, on any verbal, visual or written medium, whether it is marked confidential or restricted or not. The receiving party shall protect such confidential information from third parties using the same degree that it uses for its own confidential information.

INSPECTIONS AND RETURNS. The Buyer acknowledges that it is the Buyer's responsibility to count and inspect the shipped Goods and that the Buyer shall be responsible for inspection upon delivery. The Buyer shall notify the Seller within one (1) day of receipt of goods, and before the Goods are covered or put out of sight, of any deficiencies, shortages, or defects and provide the Seller with reasonable opportunity to inspect these deficiencies. The Seller will not be liable for any deficiencies, shortages or defects alleged with respect to the Goods after the expiry of the one (1) day period.

The Buyer shall not return any Goods without obtaining prior written authorization from the Seller. Upon such authorization, the Seller can arrange for a carrier to pick-up the Goods for return at the Buyer's sole expense. The Seller's standard return policy for STANDARD GOODS is twenty-five (25%) percent of the invoice purchase price plus any additional freight cost incurred by the Seller. It is at the Seller's sole discretion to accept the return of any CUSTOM GOODS OR ENGINEERED PRODUCTS. The Seller shall under no circumstances be liable for any costs incurred by the Buyer in returning Goods to the Seller.

INSPECTION AND AUDIT. Upon reasonable notice, the Buyer or their third party Representative shall have the right to inspect their Goods in fabrication or storage at the Seller's property. At all reasonable times the Seller will provide the Buyer with safe and convenient access to the Goods for inspection. The Buyer must follow all of the Seller's Health and Safety Practices while on property. Inspection by the Buyer shall not constitute acceptance of the applicable Goods, including any finished or work in process. The Buyer's representative may not be a direct or indirect competitor of the Seller. Upon reasonable notice, the Buyer shall have the right to audit all quality control records, production documentation and steel certification as it pertains to their Goods. Notwithstanding that the Seller may be on site during the unloading, installation or assembly of the Goods, the Buyer shall be solely responsible and the Seller shall have no responsibility or liability whatsoever for, any installation and assembly of Goods in accordance with contract documents or specifications.

QUALITY ASSURANCE/QUALITY CONTROL. The Seller agrees to maintain a Quality Control ("QC") Program. Upon reasonable request, the Seller shall provide the Buyer with details in respect of the QC Program as it pertains to their Goods.

WHERE PURCHASE PRICE NOT PAID IN FULL. Seller shall retain a purchase money security interest (PMSI) in the Goods sold to the applicant everywhere in Canada, except for Quebec where it will have a moveable hypothec in the amount of the invoice purchase price plus any applicable

Interest, until the full invoice purchase price shall have been paid to the Seller.

TITLE AND RISK OF LOSS. Unless otherwise specified in the applicable Quotation, title to the Goods and risk of loss shall pass to the Buyer, the Buyer's representative, or Buyer's common carrier, as applicable, upon loading of the Goods at Seller's location. Seller shall have no responsibility for any damages or losses attributable to Buyer, or Buyer's carrier transporting the Goods or otherwise from that point. In the event a Quotation specifies F.C.A. jobsite, the risk of loss shall pass to the Buyer at the time of arrival of the Goods at the specified jobsite and prior to unloading the Goods.

TERMS OF PAYMENT. The standard terms of payment under an Agreement are as determined by the Seller's Credit Department and as set out on the Seller's order acknowledgement. Shipment and deliveries of any Goods shall at all times be subject to the approval of the Credit Department of the Seller. The Seller reserves the right to obtain satisfactory security, full or partial payment, and copies of any material bonds prior to shipping Goods to ensure performance of an Agreement. The Seller shall retain a purchase money security interest (PMSI) in all Goods and the proceeds thereof until the Buyer has made payment in full to the Seller of all sums due, including processing and late charges and any collection costs. The Buyer agrees to complete Seller's Application for Credit and provide financial information or such other documents requested by the Seller as may be reasonably necessary to perfect such security interest. Interest on any outstanding amount payable by the Buyer to the Seller shall be charged by the Seller to the Buyer at the rate of 1.5% per month (19.6% per annum) on any invoices past due.

DELIVERY AND FREIGHT CONDITIONS. Unless otherwise specified in the applicable Quotation or subsequent written agreement between the parties, terms of delivery shall be F.C.A. the Seller point of manufacture (i.e. the Seller shall be responsible for loading the Goods on to the delivery vehicle and after the loading has been completed, the Goods shall be at the risk of the Buyer). If transportation charges are incorporated in the price quoted on the Quotation, such charges are freight prepaid unless otherwise specified. The Seller is authorized to ship any Goods in installments as may be considered appropriate by the Seller in its sole discretion.

SEVERABILITY. If any provision of the Terms and Conditions is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision hereof is invalid or unenforceable but, that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed and enforced to be so limited.

NON-WAIVER. The waiver by the Seller of any breach of any provision contained herein shall not be deemed to be a waiver of such provision on any subsequent breach of the same or any other provision contained herein.

NOTICE. Any notices required or permitted to be given to the Seller pursuant to these Terms and Conditions shall be in writing and acknowledged by Seller.

ASSIGNMENT. The Buyer shall not assign its rights nor delegate its duties under these Terms and Conditions without the prior written consent of the Seller and any attempted assignment without such consent will be void. However, the Seller may assign or otherwise transfer its rights or delegate its duties under these Terms and Conditions, in whole or in part and subject to these Terms and Conditions, to a subsidiary or affiliate, or a purchase or transferee of substantially all of the assets used by such party in its business to which these Terms and Conditions

relates or in the event of a merger, acquisition, corporate restructuring or change in control, upon written notice of same to the Buyer.

HEADINGS. Headings used in these Terms and Conditions are for ease of reference only and will not be used to interpret any part of these Terms and Conditions.

CURRENCY. Unless expressly stated otherwise in a Quotation (on a case-by-case basis) or a subsequent agreement in writing between the Seller and the Buyer, all references to currency herein shall be in Canadian dollars.

CONFLICTING PROVISIONS OFFERED BY BUYER. FOR ABSOLUTE CERTAINTY, any terms and conditions of any form, purchase order or other purchase or order documentation whatsoever issued by the Buyer, in connection with a Quotation, which purport to be a modification of, in addition to or inconsistent with the Terms and Conditions express herein, shall not be binding on the Seller nor will such terms modify, add to, or detract from the Terms and Conditions or to any matter to which the Terms and Conditions applies in any way whatsoever.

GOVERNING LAW AND DISPUTE RESOLUTION. This Agreement shall be governed in all respects by the laws of the Province of Manitoba and the federal laws of Canada applicable therein, without regard to conflict of laws principles. The Buyer and Seller specifically agree that any claim, proceeding, legal action or dispute resolution relating to this contract shall be brought in Winnipeg, Manitoba.

ENTIRE AGREEMENT. These Terms and Conditions, in addition to the applicable Quotation, contain the complete and exclusive statement of the terms of agreement with the parties with respect to the subject matter and supersede all prior and contemporaneous understandings, representations and warranties, written and oral.

TERRAMESH® SYSTEM POLIMAC™ COATED

Product Description

Terramesh is a HITEC evaluated MSE retaining wall system comprised of stone filled gabion baskets for the facings and double twisted metallic wire reinforcement. The gabion fascia is uniformly partitioned into internal cells by diaphragms positioned approximately 0.8m centers (Fig. 1). Standard sizes of PoliMac™ coated Terramesh System units are shown in Table 1.

Terramesh system shall be manufactured and shipped with all components mechanically connected at the production facility. The lid, front, and reinforcing panel of the Terramesh system shall be woven into a single unit. The ends, back and diaphragms shall be factory connected to the base. All perimeter edges of the mesh forming the Terramesh unit shall be selvedged with a wire having a larger diameter (Table 3). The Terramesh unit is divided into cells by means of diaphragms positioned at approximately 0.8m centers.

Wire

The steel wire used for manufacturing of PoliMac™ coated Terramesh System is heavily Zinc coated soft temper steel in accordance with ASTM A975, style 3 coating. A high abrasion resistant polymer coating is then applied to provide additional protection for use in polluted, contaminated or aggressive environments: in salt, fresh water, acid soil or wherever the risk of corrosion is present. The high abrasion resistant polymer coating has a nominal thickness of 0.50 mm. The standard specifications of the wire are shown in Tables 2 and 3.

Wire used for manufacturing of Terramesh system and lacing wire shall have a maximum tensile strength of 485 MPa as per ASTM A641/A641M, soft temper steel. All tests on wire must be performed prior to manufacturing the mesh and shall comply with ASTM A975 requirements.

Woven Wire Mesh Type 8x10

The mesh and wire characteristics shall be in accordance with ASTM A975 Table 1, Mesh type 8x10 and PoliMac™ coated. The nominal mesh opening, $D = 83$ mm as per Figure 2.

The minimum mesh properties for strength and flexibility should be in accordance with the following:

- **Mesh Tensile Strength** shall be a minimum of 50.0 kN/m when tested in accordance with ASTM A975 section 13.1.1.
- **Punch Test** resistance shall be a minimum of 23.6 kN when tested in compliance with ASTM A975 section 13.1.4.
- **Connection to Selvedges** shall be 17.5 kN/m when tested in accordance with ASTM A975.

PoliMac™ Coating

The technical characteristics and the ageing resistance of the PoliMac™ coating comply with EN 10245-1.

Colour: grey RAL 7012.

Resistance to UV radiation: the tensile strength and elongation at break of the base compound after 2500 hours of exposure to QUV-A (ISO 4892-3 mode 1) do not change more than 25% from the initial test results.

Chemical resistance: the PoliMac™ resist the chemical agents in concentrations that are representative of soil and water normally found in civil works.

Outwearing accelerated ageing test in salt spray: when the PoliMac™ coated wire mesh is subjected to the neutral salt spray test (ASTM B117) after 6000 hours of exposure the mesh does not show more than 5% of DBR (Dark Brown Rust).

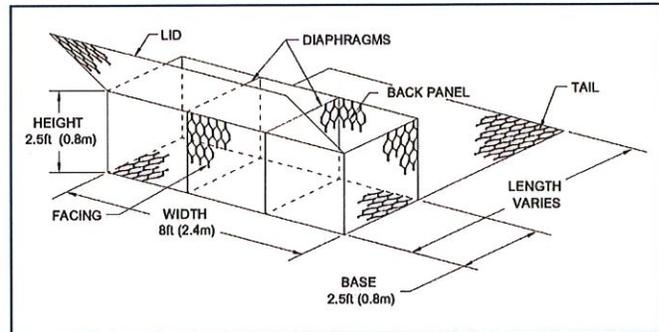


Figure 1

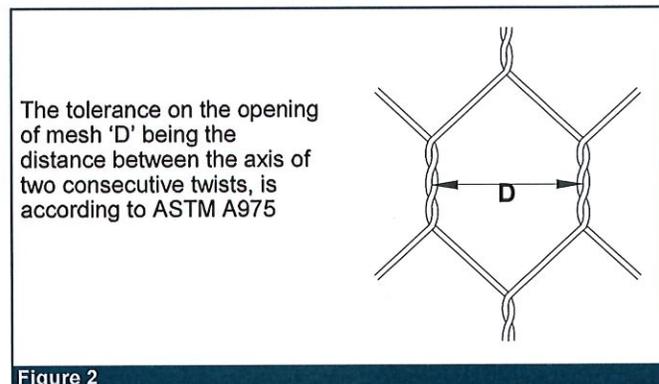


Figure 2

Resistance to abrasion: the PoliMac™ coating does not expose metal wire when tested in accordance with procedure described in par. 4.1.2.1 of EN 60229:2008, after 100,000 cycles with a vertical force of the steel angle of 20N .

Lacing, Assembly and Installation

Terramesh® System units are assembled and connected to one another using lacing wire specified in Table 3 and described in Figure 3. MacTie preformed stiffeners or lacing wire can be used as internal connecting wires when a structure requires more than one layer of Terramesh® System units to be stacked on top of each other. Internal connecting wires with lacing wire shall connect the exposed face of a cell to the opposite side of the cell. Internal connecting preformed stiffeners shall connect the exposed face of a cell to the adjacent side of the cell. Preformed stiffeners are installed at 45° to the face/side of the unit, extending an equal distance along each side to be braced (approximately 300 mm). An exposed face is any side of a Terramesh® System cell that will be exposed or unsupported after the structure is completed.

Stainless steel ring fasteners can be used instead of, or to complement, the lacing wire (Figure 4).

Stainless steel rings for PoliMac™ coated Terramesh® System shall be in accordance with ASTM A975 section 6.3. Spacing of the rings shall be in accordance with ASTM A975 Table 2, Panel to Panel connection, Pull-Apart Resistance. In any case, ring fasteners spacing shall not exceed 150 mm (Figure 3).

Table 1 — Sizes for Terramesh® System

L=Length m	W=Width m	H=Height m
2	2.4	0.8
3	2.4	0.8
4	2.4	0.8
5	2.4	0.8

All sizes and dimensions are nominal. Tolerances of $\pm 5\%$ of the width, height, and length of the Terramesh® System shall be permitted.

Quantity Request

When requesting a quotation, please specify:

- Number of units,
- Size of units (length x width x height, see Table 1),
- Type of mesh,
- Type of coating.

EXAMPLE: No. 100 Terramesh® System 4x2.4x0.8m - Mesh type 8x10 - Wire diam. 2.7 mm - PoliMac coated.

Table 2 Standard Mesh-Wire

Type	D mm	Tolerance	Internal Wire Dia mm	External Wire Dia mm
8x10	83	$\pm 10\%$	2.70	3.70

Table 3 Standard Wire Diameters

	Lacing Wire	Mesh Wire	Selvage Wire / Preformed Stiffeners
Wire Diameter \varnothing mm	2.20	2.70	3.40
Wire Tolerance (\pm) \varnothing mm	0.10	0.10	0.10
Minimum Quantity/Zinc g/m^2	214	244	259
Wire + Polymer Diameter mm	3.20	3.70	4.40

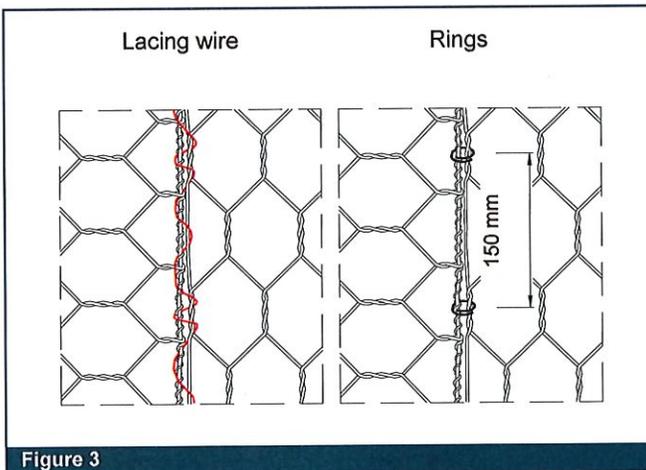


Figure 3

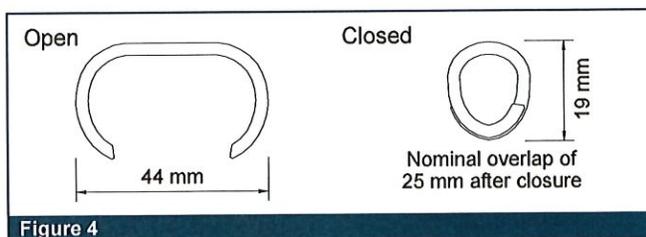


Figure 4

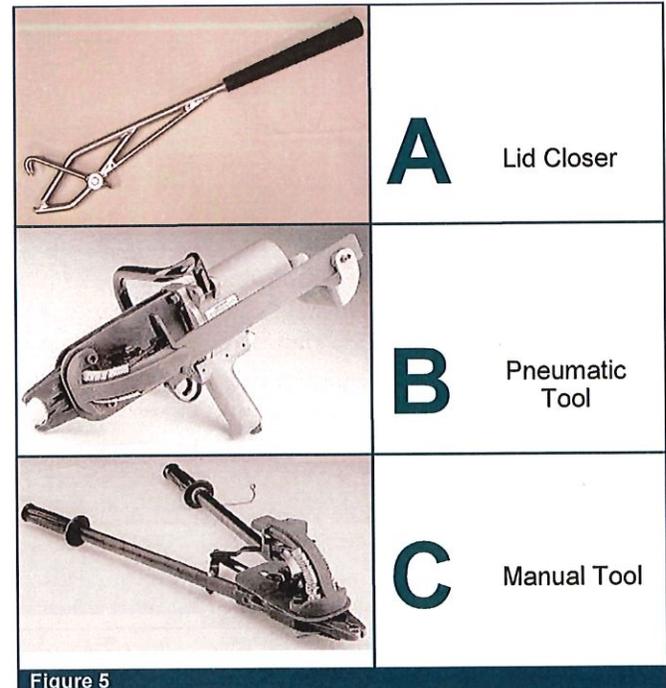


Figure 5

TERRAMESH® SYSTEM

Material Delivery

Terramesh® System units are supplied in a collapsed form, folded and bundled. The bundles are compressed and strapped together at the factory for ease of shipping and handling. Each bundle is labeled with a tag listing the sizes of the units contained. Lacing wire is supplied in coils and ring fasteners are shipped in boxes. Preformed corner stiffeners are shipped in boxes.

Assembly

The folded units shall be taken out from the bundle and placed on a hard flat surface. Terramesh® System units shall be opened, unfolded and pressed out to their original shape. Front, back, and end panels shall be lifted to a vertical position. Panels shall be fastened together with the projecting heavier gauge selvedge wire by firmly wrapping the selvedge wire around the selvedge or edge wire of the intersecting panel or back panel. The inner diaphragm panel shall be lifted into a vertical position and secured in the same manner. All edges of the diaphragm and back panels shall be tied or fastened to the front and back of the facing section.

Fastening Procedure

When using lacing wire, cut off a piece of wire approximately 1.5 times the length of the edge to be tied. Longer edges shall be joined by several lengths of wire. Tie wires shall be secured around the selvedge wire or heavier edge wire, where present, by looping and twisting the lacing wire around itself. Proceed tying with alternate double and single loops. Double loops shall be made at intervals not greater than 6 in. (150 mm). All panels shall be pulled tightly together during the tying operation. Pliers may be used to create tight joints. The other end of the lacing wire shall be secured by again looping and twisting the wire around itself. When using tie wire to assemble the units, care should be taken to avoid damaging the wire coating.

When steel ring fasteners are used, the use of either a mechanical or a pneumatic fastening tool is required. Spacing of the rings shall be in accordance with ASTM A975-97 Table 2, Panel to Panel connection, Pull-Apart Resistance. In any case, ring fasteners spacing shall not exceed 6 in. (150 mm). Rings shall be installed at the end and center diaphragms and along all edges.

Foundation Preparation

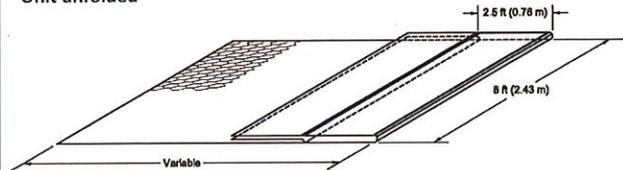
The foundation on which the Terramesh® System units are to be placed shall be level, and graded to the elevations as shown on the project construction drawings. The foundation for Terramesh® System shall be free of surface irregularities, loose material, and vegetation in accordance with the project specifications. Appropriate measures shall be taken for filtering and drainage of the foundation, as per the project specifications (filter cloth, drain works, etc.). Geotextiles required to be installed shall comply with the requirements for subsurface drainage applications.

Installation, Filling and Soil Compaction

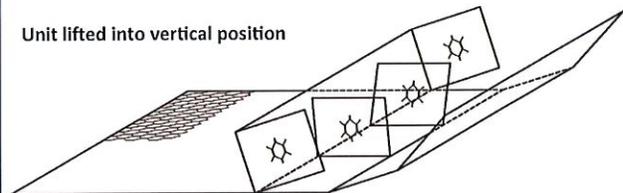
After the foundation has been prepared, the pre-assembled Terramesh® System units are placed in position empty, and shall be tied or fastened to adjacent units along all containing edges in order to form a continuously connected, monolithic structural unit. Rocks for the gabion facing section may be produced by any suitable quarrying method, and by the use of any device that yields the required sizes within the gradation limits chosen. Rocks shall be hard, angular to round, durable and of such quality that they shall not disintegrate on exposure to water or weathering during the life of the structure.

Rocks shall range between 4 in. (100 mm) and 8 in. (200 mm). The range in sizes may allow for a variation of 5% oversize and/or 5% undersize rock, provided it is not placed on the exposed surface. In all cases, the oversize rock shall not be larger than 10 in. (250 mm), and the undersize rock shall not be smaller than 2 in. (50 mm).

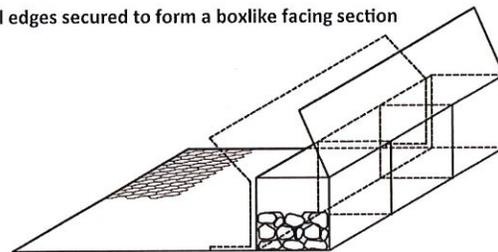
Unit unfolded



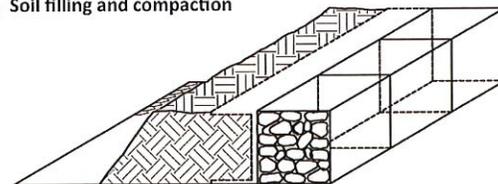
Unit lifted into vertical position



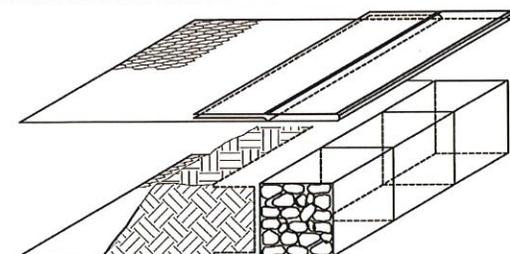
All edges secured to form a boxlike facing section



1. Filling with rock on the facing section
2. Geotextile behind the facing section
3. Soil filling and compaction



Placement of next Terramesh® unit



Installation phases

Rock shall be placed in 11 in. (280 mm) lifts for 2.6 ft (0.80 m) high Terramesh® System units, and 10 in. (250 mm) for 18 in. (0.5 m) high units. The fill layer shall never be more than 12 in. (300 mm) higher than any adjoining cell. Care shall be taken when placing the stone to ensure that the PVC coating is not damaged. After a layer of rock has been placed in the cell, sufficient hand manipulation of the rock shall be performed to minimize voids and achieve a maximum density of the rock. The rock in exposed vertical faces shall be hand placed to reduce voids in the outer face.

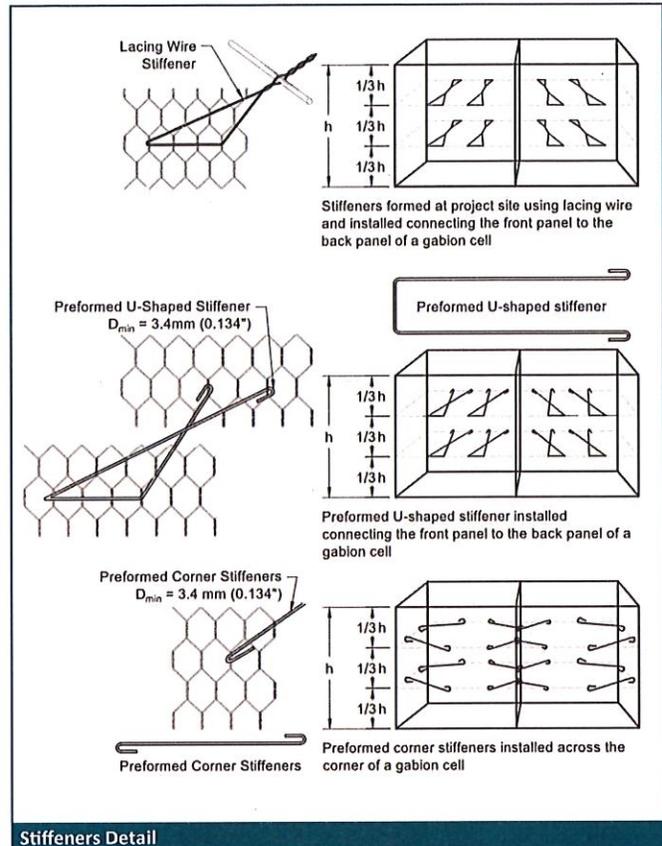
Lacing wire stiffeners or preformed U-shaped stiffeners shall be installed at 1/3 and 2/3 of the height for 2.65 ft (0.80 m) fascia gabions as the cell is being filled. In case smaller units are used, stiffeners may be fixed at the half height level. Preformed corner stiffeners are installed at 45° to the face/side of the unit, extending an equal distance along each side being braced (approximately 1 ft [300 mm]). Stiffeners shall be installed only in a gabion cell that will be exposed or unsupported after the structure is completed. Minimize the number of voids by using a well-graded stone and avoid large stones in order to achieve a dense, compact stone fill. All corners should be securely connected to the neighbouring gabions of the same layer before filling the units.

Closing

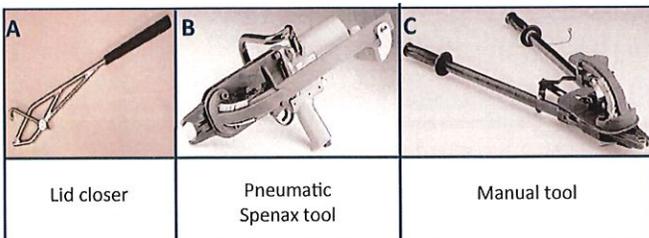
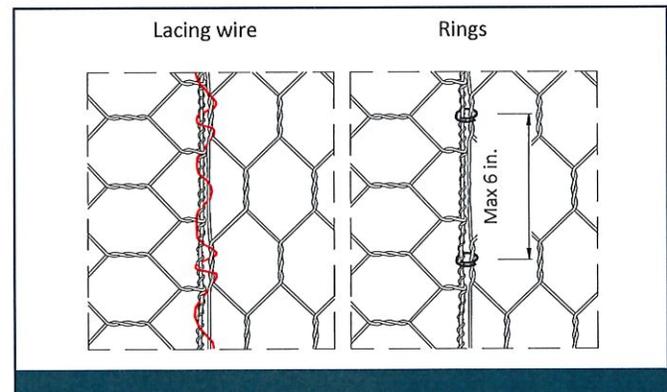
After the rock has been levelled and the voids minimized, fold the lid down and pull edges of the panels together. It should require a light stretching using an appropriate closing tool or lid closer in order to bring the mesh panel pieces together. Care shall be taken that the mesh is not deformed or the coating on the wire damaged. The projecting selvedge wire of the lid shall be wrapped two complete turns around the selvedge wire or edge wire on the sides. The lid shall be tightly tied along all edges, ends and tops of diaphragms. Adjacent lids may be tied or attached simultaneously. All projecting sharp ends of wire shall be turned in on the completed gabion structure.

Backfill Structural Embankment

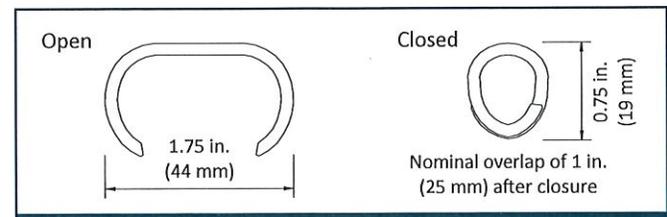
Prior to starting this operation, a geotextile filter shall be placed at the facing section and backfill interface. The geotextile should have a 12 in. (300 mm) return at both top and bottom. Compaction within 3 ft (1 m) of the face should be carefully performed with a walk-behind compactor to prevent any distortions in the wall or slope face. Place structural backfill in approximately 8 in. (200 mm) lifts and compact it to the required level. Mechanically stabilized earth structures shall be made of a good quality, free draining, granular and/or selected fill. The recommended fill gradation is in the range of 0.001-0.75 in. (0.02-19 mm), or as indicated by the project construction drawing. Soils outside of this range may be suitable, providing they have been approved by a geotechnical engineer. Compaction shall be performed to 95% of Standard Proctor, by use of conventional compaction equipment.



Stiffeners Detail



Fastening Tools



Steel Rings

Maccaferri, Inc.

9210 Corporate Blvd., Rockville, MD 20850

Tel. (301) 223-6910 - Fax (301) 223-4356

E-mail: info@us.maccaferri.com - Web site: www.maccaferri.com/us

L=Length m	W=Width m	H=Height m
2	2.4	0.8
3	2.4	0.8
4	2.4	0.8
5	2.4	0.8

All sizes and dimensions are nominal. Tolerances of ± 5% of the width, height, and length of the Terramesh® System shall be permitted.

Quantity Request

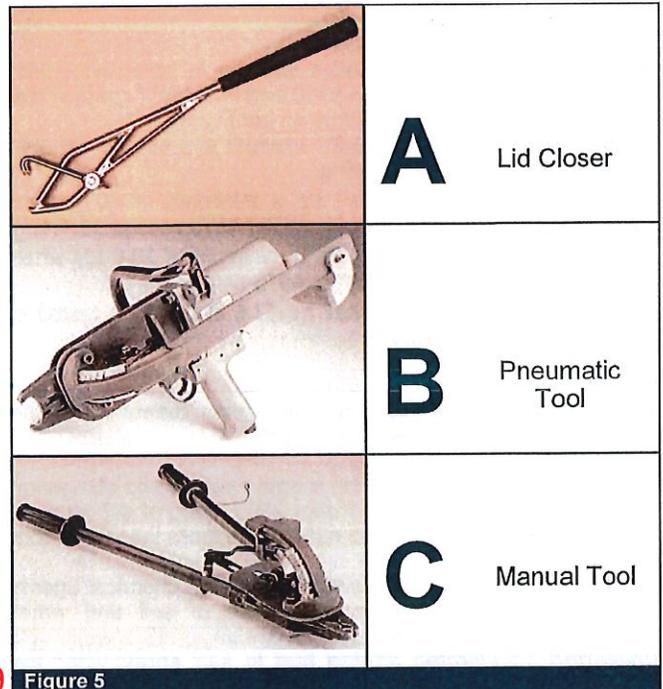
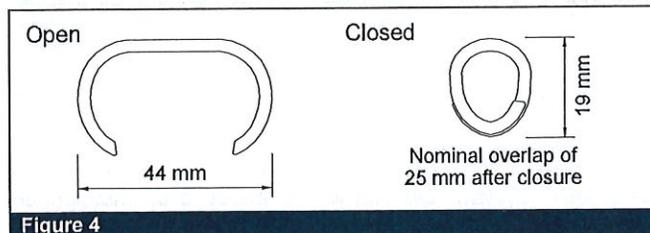
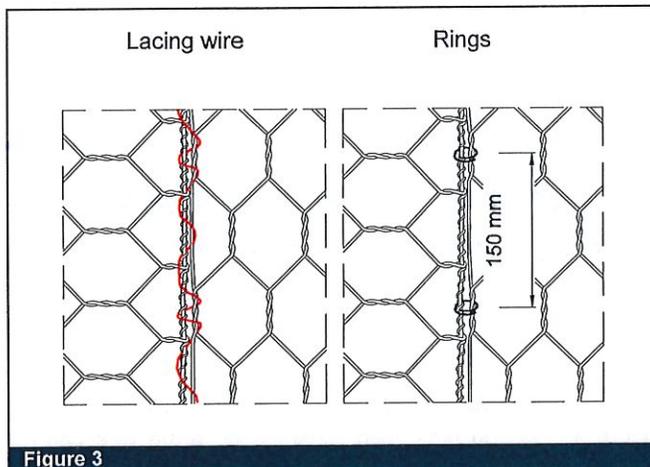
When requesting a quotation, please specify:

- Number of units,
- Size of units (length x width x height, see Table 1),
- Type of mesh,
- Type of coating.

EXAMPLE: No. 100 Terramesh® System 4x2.4x0.8m - Mesh type 8x10 - Wire diam. 2.7 mm - PoliMac coated.

Type	D mm	Tolerance	Internal Wire Dia mm	External Wire Dia mm
8x10	83	±10%	2.70	3.70

	Lacing Wire	Mesh Wire	Selfedge Wire / Preformed Stiffeners
Wire Diameter \varnothing mm	2.20	2.70	3.40
Wire Tolerance (\pm) \varnothing mm	0.10	0.10	0.10
Minimum Quantity/Zinc g/m ²	214	244	259
Wire + Polymer Diameter mm	3.20	3.70	4.40





Steel Sheeting

Armtec's steel sheeting is a versatile building material typically used for shore protection, headwalls and cut-off walls, as well as trench shoring. Interlocking seams at each vertical edge allow adjacent parts to be mechanically joined to make continuous walls.

Steel sheeting is attractive, quickly installed and economical. Although lightweight, its unique profile gives it a high degree of stiffness and an exceptional strength-to-weight ratio.

Unique profile

Metal-to-metal interlocking design retains soil, and provides superior strength and versatility.

Nestable pieces

Reduces storage and shipping costs.

Handling ease and drivability

Easily driven into soft or medium ground with a backhoe.

Selection

Available in 10 gauge (3.5mm) and 8 gauge (4.2mm) in lengths up to 32 feet (10m), in black and galvanized steel. Standard lengths are available for immediate delivery.

TYPICAL APPLICATIONS

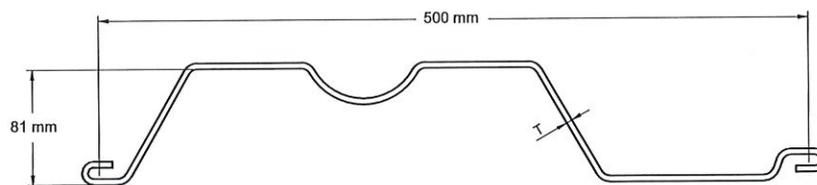
- Trench shoring
- Culvert headwalls
- Culvert cut-off walls
- Freshwater shore protection
- Freshwater docks
- Loading ramps

SECTION PROPERTIES

Gauge	Thickness mm (in)	Area for section width mm ² (in ²)	Y mm (in)	Moment of inertia per section width* mm ⁴ (in ⁴)	Minimum section modulus per section width* mm ³ (in ³)	Minimum section modulus per unit length of wall mm ³ /mm (in ³ /ft)	Weight (fascial area) kg/m ² (lb/ft ²)
10	3.5 (.1345)	2375 (3.6815)	42.4 (1.6703)	2.57 x 10 ⁶ (6.1735)	6.06 x 10 ⁴ (3.6960)	121.1 (2.2531)	38.2 (7.82)
8	4.2 (.1644)	2905 (4.5029)	42.8 (1.6857)	3.15 x 10 ⁶ (7.5733)	7.36 x 10 ⁴ (4.4928)	147.2 (2.7388)	46.7 (9.56)

*Section width = 500mm

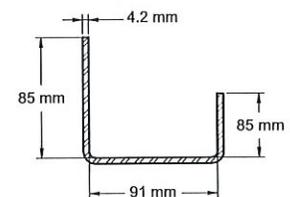
CROSS-SECTION



STEEL SHEETING

STEEL SPECIFICATIONS

Commercial quality ASTM A569 or equal Fy = 230MPa



SHEETING CAP



Armtec is a leading national manufacturer of a comprehensive range of infrastructure products and engineered construction solutions for customers in a diverse cross-section of industries. With operations coast to coast, we are a trusted partner for transportation, public works, forestry, oil and gas, and mining operations throughout the country and abroad. Since 1908 our commitment to quality, customer service and innovation has set the benchmark in the Canadian drainage and bridge landscape.









34





David Creasor <david.creasor@whitestone.ca>

Aulds Road Bridge

2 messages

David Creasor <david.creasor@whitestone.ca>
To: Bob Hughes <bob.rhhengineering@cogeco.net>

Wed, Jul 12, 2023 at 9:27 AM

Hi Bob,

There was no water coming over the dam at Gooseneck Lake at Aulds Road Bridge yesterday.
We need a permit and documents for tender of Aulds bridge replacement.

What would work for you?

Sincerely,
Dave

Bob Hughes <bob.rhhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>

Wed, Jul 12, 2023 at 10:02 AM

Hi Dave,

Also meet next week.

Bob Hughes, P. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196
Cell 705 774-5058
[Quoted text hidden]



David Creasor <david.creasor@whitestone.ca>

Auld's Road Bridge

1 message

Bob Hughes <bob.rhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>

Wed, Aug 9, 2023 at 9:52 AM

Hi Dave,

Update: Auld's Road Bridge

The Township didn't have any of the required survey drawings for the Auld's Road bridge replacement; but we were able to buy copies from the registry website. We started the survey on August 4, 2023. We found 5 survey bars and also an MNRF benchmark plate on top of dam. We contacted the MNRF but they couldn't find any geodetic reference for the benchmark plate.

We will be back onsite today this afternoon to complete the field survey.

--

Bob Hughes, P. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196
Cell 705 774-5058



David Creasor <david.creasor@whitestone.ca>

Whitestone Sidewalk Extension & Auld's Road Bridge

3 messages

Dale Landry <dlandry.rhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>
Cc: Bob Hughes <bob.rhengineering@cogeco.net>

Mon, Jan 29, 2024 at 4:00 PM

Hello Dave,

I've attached all files from your meeting with Bob this afternoon.

[Redacted]

-Whitestone Auld's Road Bridge, Preliminary Drawings & Costing Estimate

Take care,

--
Dale Landry B. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196

4 attachments

[Redacted attachment list]

Whitestone Auld Road Bridge 29 01 24.pdf
1037K

Auld Road Bridge 2023 Preliminary 29 01 24.pdf
704K

David Creasor <david.creasor@whitestone.ca>
To: Michelle Hendry <Michelle.Hendry@whitestone.ca>

Thu, Mar 28, 2024 at 1:18 PM

Hi Michelle,

[Redacted]

4 attachments

[Redacted attachment list]

Whitestone Auld Road Bridge 29 01 24.pdf
1037K

 **Auld Road Bridge 2023 Preliminary 29 01 24.pdf**
704K

Michelle Hendry <michelle.hendry@whitestone.ca>
To: David Creasor <david.creasor@whitestone.ca>

Thu, Mar 28, 2024 at 1:25 PM

[Redacted]

Michelle Hendry

Chief Administrative Officer / Clerk

21 Church Street - Dunchurch, Ontario - P0A 1G0

705-389-2466 - Ext. 123



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[Quoted text hidden]



David Creasor <david.creasor@whitestone.ca>

Auld's Road Bridge

3 messages

Dale Landry <dlandry.rhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>
Cc: Bob Hughes <bob.rhengineering@cogeco.net>

Mon, Jan 29, 2024 at 4:00 PM

Hello Dave,

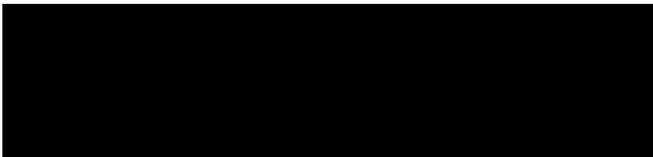
I've attached all files from your meeting with Bob this afternoon.

[REDACTED]
-Whitestone Auld's Road Bridge, Preliminary Drawings & Costing Estimate

Take care,

--
Dale Landry B. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196

4 attachments



Whitestone Auld Road Bridge 29 01 24.pdf
1037K

Auld Road Bridge 2023 Preliminary 29 01 24.pdf
704K

David Creasor <david.creasor@whitestone.ca>
To: Michelle Hendry <Michelle.Hendry@whitestone.ca>

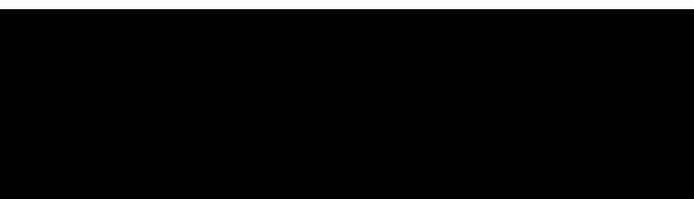
Thu, Mar 28, 2024 at 1:18 PM

Hi Michelle,

[REDACTED] I will be working on this today and into tonight.

Dave

[Quoted text hidden]



Whitestone Auld Road Bridge 29 01 24.pdf
1037K

40



Auld Road Bridge 2023 Preliminary 29 01 24.pdf
704K

Michelle Hendry <michelle.hendry@whitestone.ca>
To: David Creasor <david.creasor@whitestone.ca>

Thu, Mar 28, 2024 at 1:25 PM

You just need a one page memo and could include the estimate condensed.

Michelle Hendry

Chief Administrative Officer / Clerk

21 Church Street - Dunchurch, Ontario - P0A 1G0

705-389-2466 - Ext. 123



Notice of Confidentiality: The information transmitted is intended only for the person(s) or entity to whom or which it is addressed and may contain confidential or privileged material. Any review, re-transmission, dissemination, or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited without permission from the sender. If you received this in error, please contact the sender immediately by return electronic transmission and then immediately delete this transmission including all attachments without copying, distributing, or disclosing content.

[Quoted text hidden]



David Creasor <david.creasor@whitestone.ca>

Auld's Road Bridge Drawings

1 message

Bob Hughes <bob.rhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>

Thu, Mar 14, 2024 at 11:55 AM

Hi Dave,

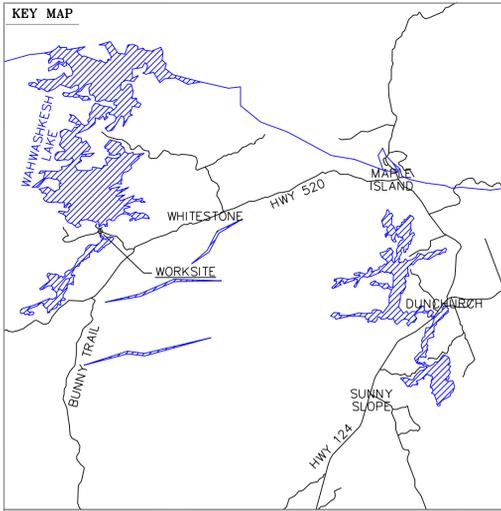
Attached are pdf's for the Auld's Road Bridge.

--

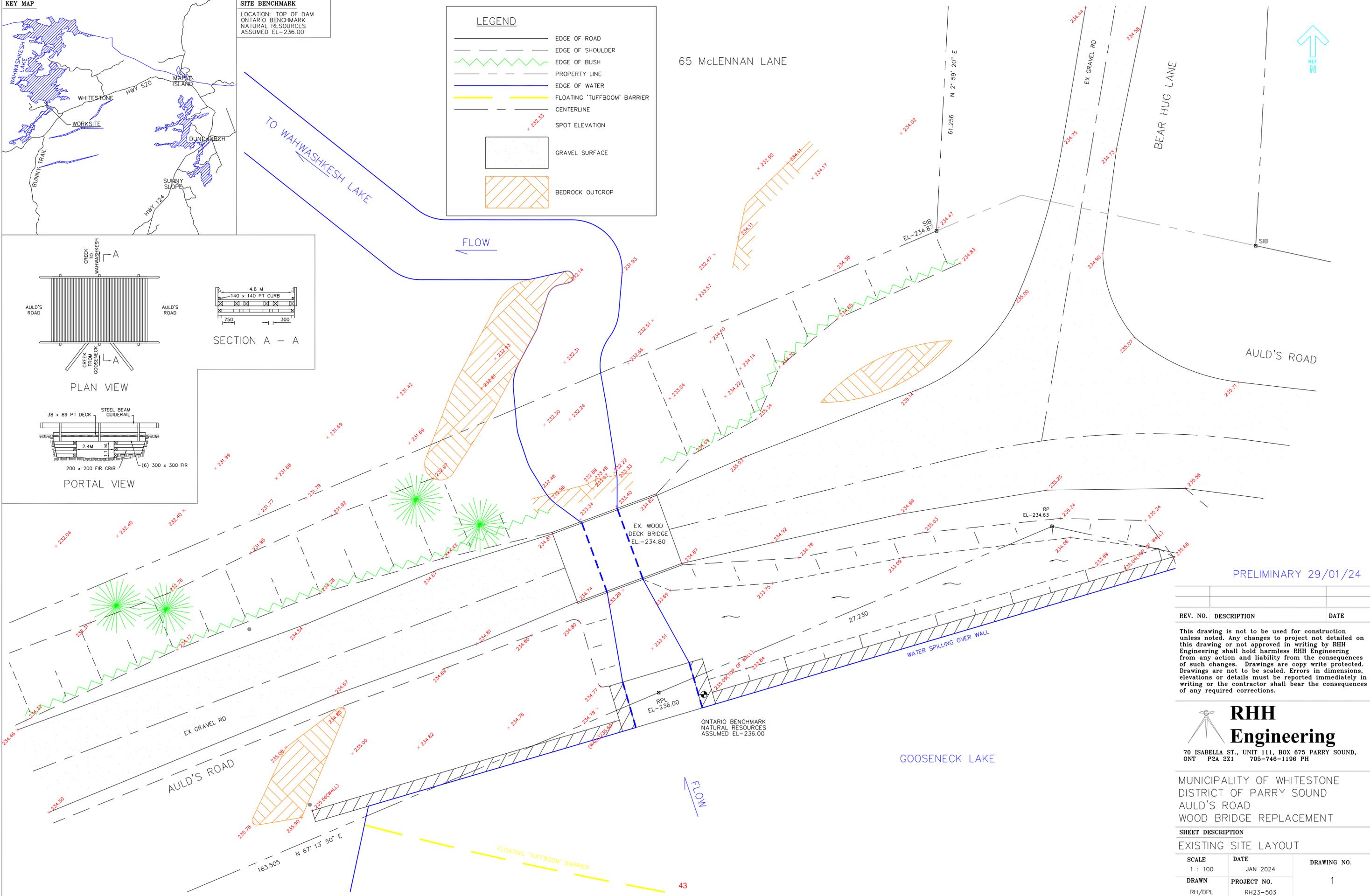
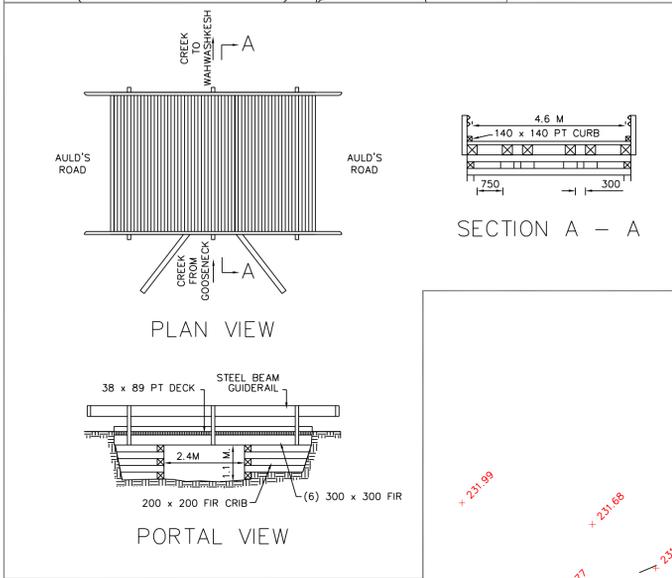
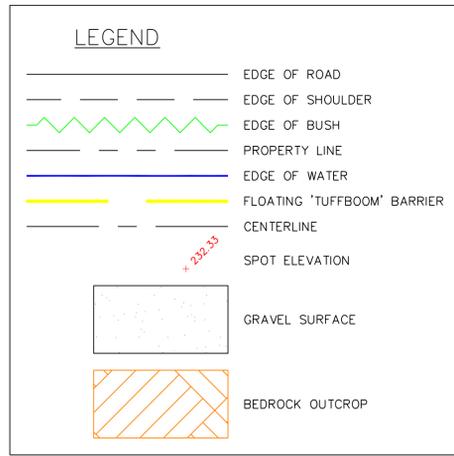
Bob Hughes, P. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196
Cell 705 774-5058

 **Aulds Bridge 1-4 29 01 2024.pdf**
945K

DRAFT PRELIMINARY PROPOSAL



SITE BENCHMARK
 LOCATION: TOP OF DAM
 ONTARIO BENCHMARK
 NATURAL RESOURCES
 ASSUMED EL-236.00



PRELIMINARY 29/01/24

REV. NO.	DESCRIPTION	DATE

This drawing is not to be used for construction unless noted. Any changes to project not detailed on this drawing or not approved in writing by RHH Engineering shall hold harmless RHH Engineering from any action and liability from the consequences of such changes. Drawings are copy write protected. Drawings are not to be scaled. Errors in dimensions, elevations or details must be reported immediately in writing or the contractor shall bear the consequences of any required corrections.

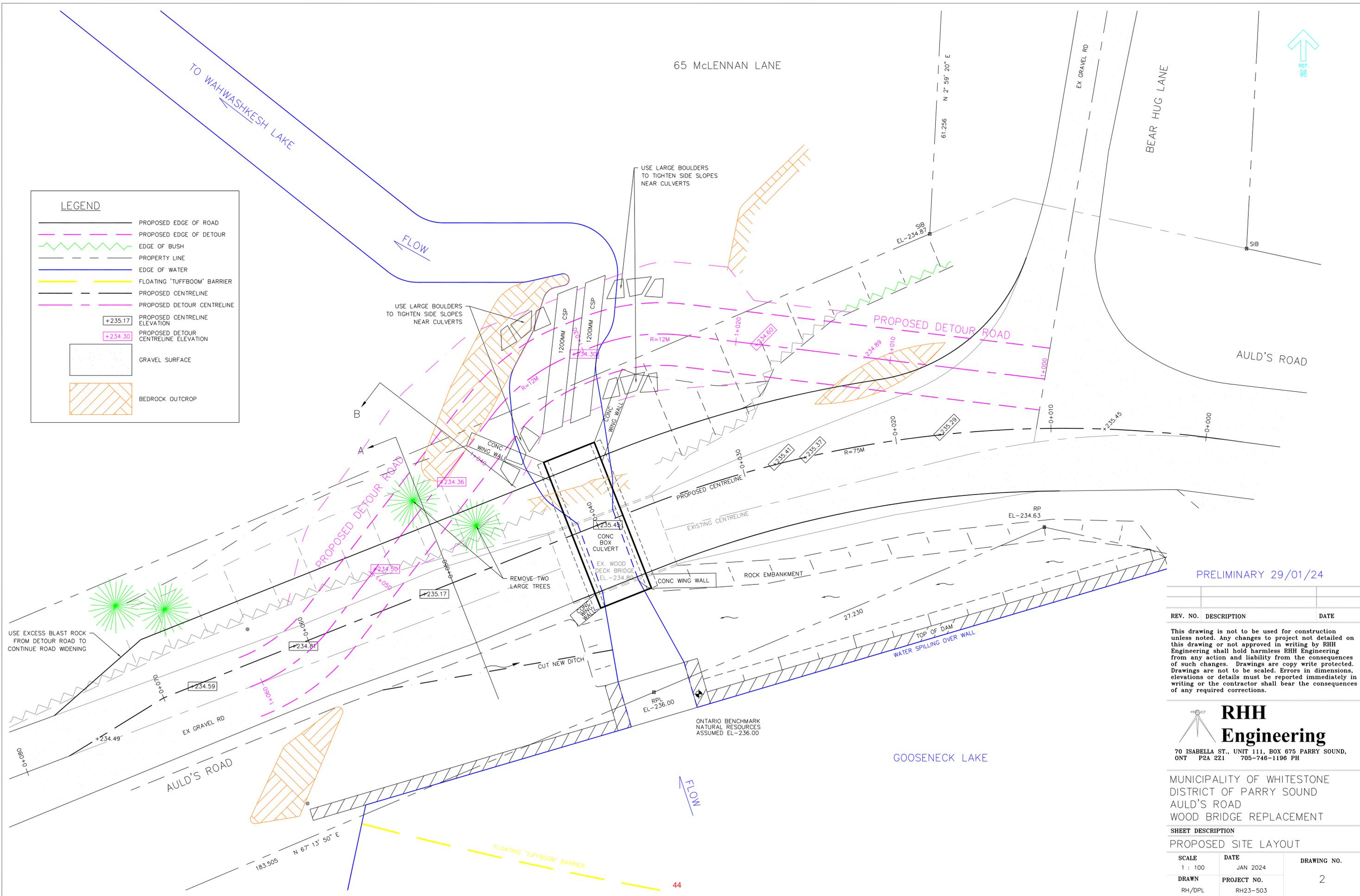
RHH Engineering
 70 ISABELLA ST., UNIT 111, BOX 675 PARRY SOUND, ONT P2A 2Z1 705-746-1196 PH

MUNICIPALITY OF WHITESTONE
 DISTRICT OF PARRY SOUND
 AULD'S ROAD
 WOOD BRIDGE REPLACEMENT

SHEET DESCRIPTION

EXISTING SITE LAYOUT

SCALE	DATE	DRAWING NO.
1 : 100	JAN 2024	1
DRAWN	PROJECT NO.	
RH/DPL	RH23-503	



LEGEND

- PROPOSED EDGE OF ROAD
- - - PROPOSED EDGE OF DETOUR
- ~ ~ ~ EDGE OF BUSH
- - - PROPERTY LINE
- EDGE OF WATER
- FLOATING 'TUFFBOOM' BARRIER
- - - PROPOSED CENTRELINE
- - - PROPOSED DETOUR CENTRELINE
- +235.17 PROPOSED CENTRELINE ELEVATION
- +234.30 PROPOSED DETOUR CENTRELINE ELEVATION
- GRAVEL SURFACE
- BEDROCK OUTCROP

PRELIMINARY 29/01/24

REV. NO.	DESCRIPTION	DATE

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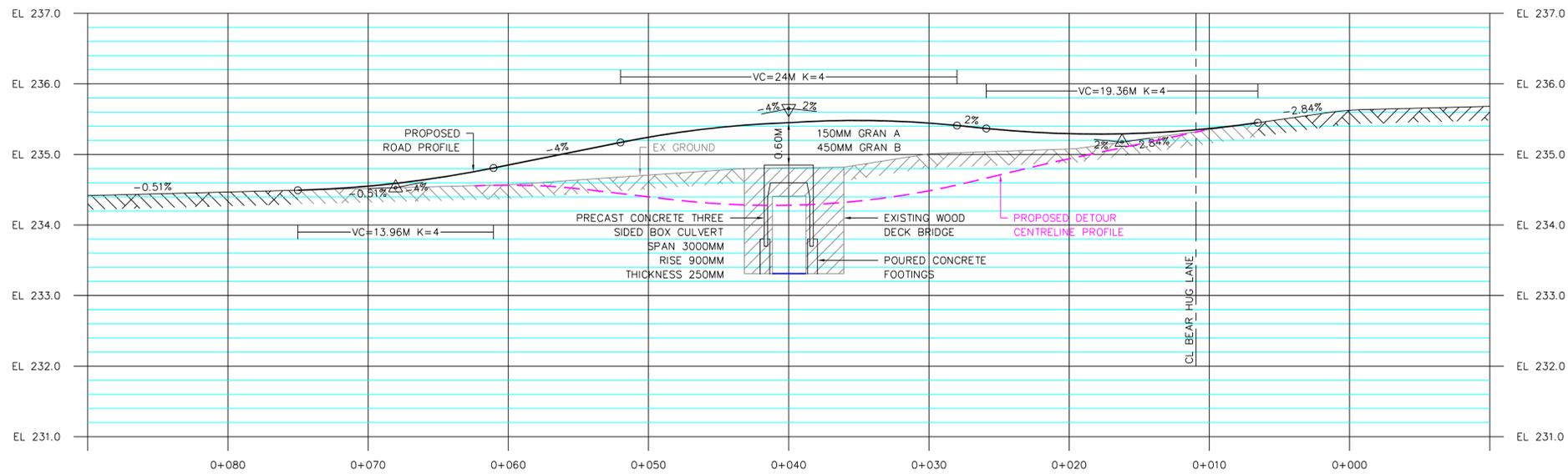
RHH Engineering

70 ISABELLA ST., UNIT 111, BOX 675 PARRY SOUND, ONT P2A 2Z1 705-746-1196 PH

MUNICIPALITY OF WHITESTONE
DISTRICT OF PARRY SOUND
AULD'S ROAD
WOOD BRIDGE REPLACEMENT

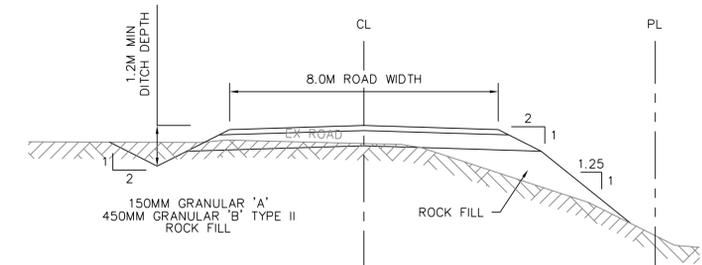
SHEET DESCRIPTION
PROPOSED SITE LAYOUT

SCALE	DATE	DRAWING NO.
1 : 100	JAN 2024	2
DRAWN RH/DPL	PROJECT NO. RH23-503	

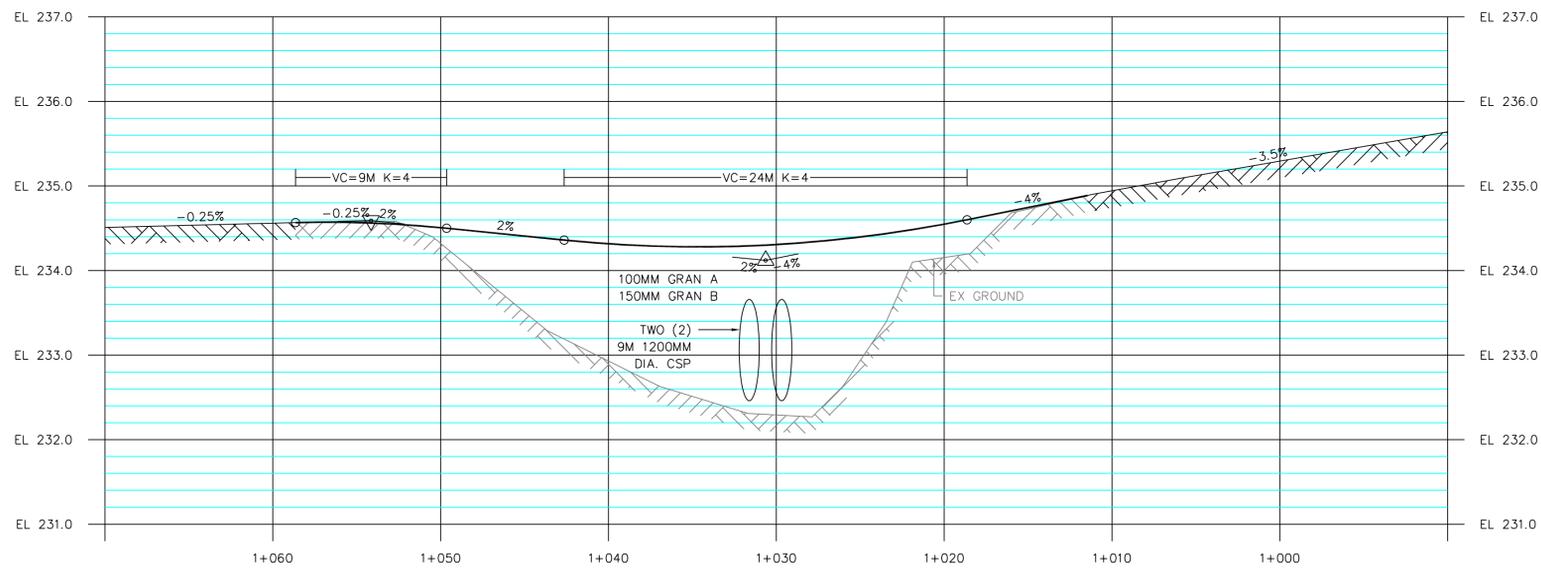


PROPOSED CENTRELINE PROFILE

SCALE
H 1:200
V 1:40

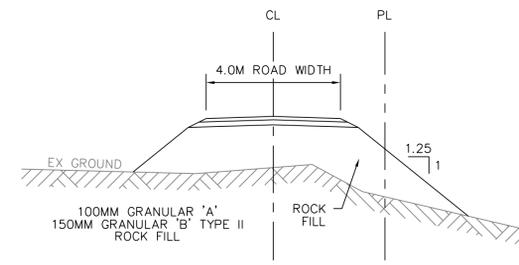


SECTION A
TYPICAL ROAD WIDENING
STA 0+050
NTS



PROPOSED TEMPORARY
DETOUR CENTRELINE PROFILE

SCALE
H 1:200
V 1:40



SECTION B
TYPICAL TEMPORARY DETOUR ROAD
STA 1+040
NTS

PRELIMINARY 29/01/23

REV. NO.	DESCRIPTION	DATE

This drawing is not to be used for construction unless noted. Any changes to project not detailed on this drawing or not approved in writing by RHH Engineering shall hold harmless RHH Engineering from any action and liability from the consequences of such changes. Drawings are copy write protected. Drawings are not to be scaled. Errors in dimensions, elevations or details must be reported immediately in writing or the contractor shall bear the consequences of any required corrections.

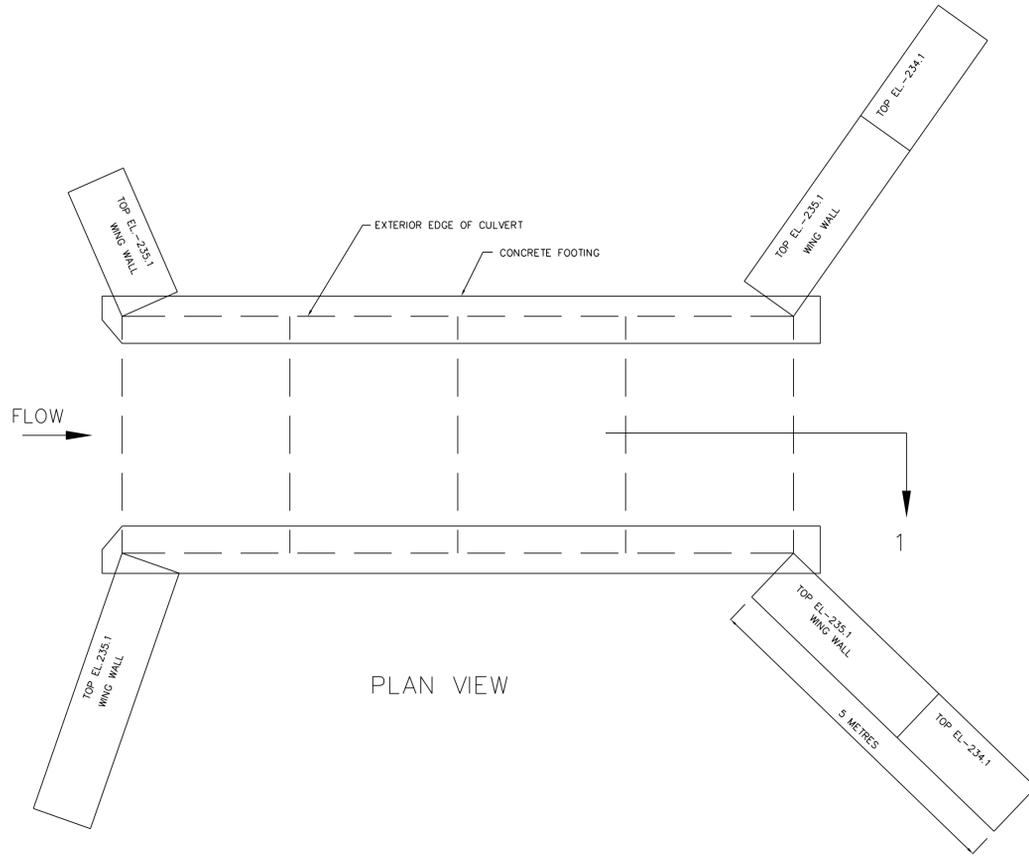
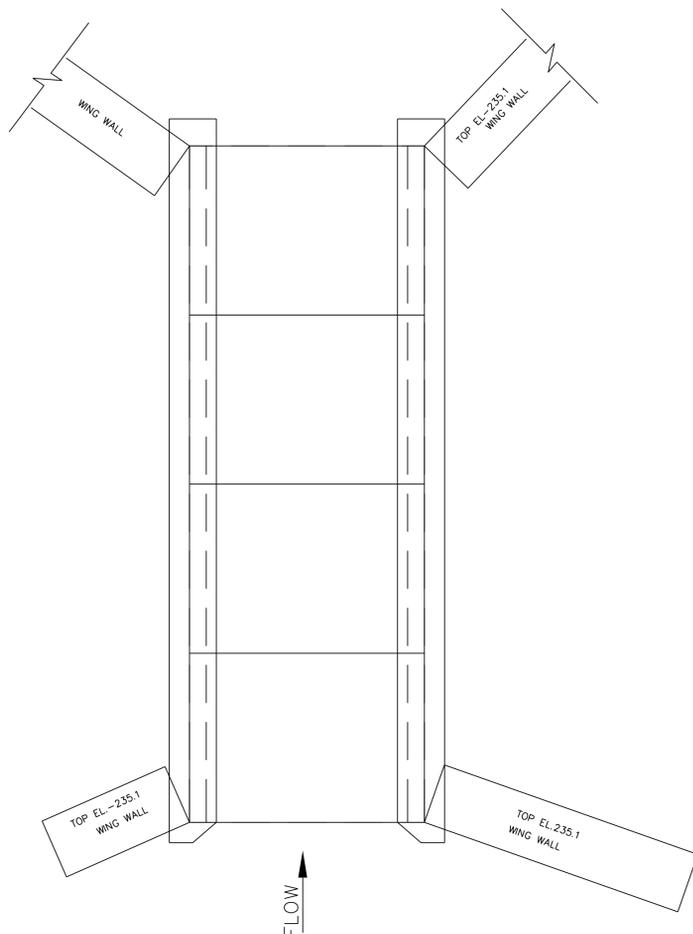


70 ISABELLA ST., UNIT 111, BOX 675 PARRY SOUND, ONT P2A 2Z1 705-746-1196 PH

MUNICIPALITY OF WHITESTONE
DISTRICT OF PARRY SOUND
AULD'S ROAD BRIDGE
REPLACEMENT WITH BOX CULVERT

SHEET DESCRIPTION
CENTRELINE PROFILES/SECTIONS

SCALE	DATE	DRAWING NO.
1 : 200	JAN 2024	3
DPL	PROJECT NO. RH23-503	



PLAN VIEW

CONSTRUCTION NOTES

REMOVALS

SITE SHALL BE CLEARED AND GRUBBED FOR DETOUR CONSTRUCTION AND ROAD WIDENING.
WHEN DETOUR IS CONSTRUCTED AND APPROVED BY ENGINEERS THE SITE SHALL BE CLOSED TO TRAFFIC WITH SIGNAGE ON BOTH SIDES OF BRIDGE.
THE BRIDGE SHALL BE REMOVED AND ALL DEBRIS SHALL BE DISPOSED OF AT THE AULD'S ROAD LANDFILL.

DETOUR

THE DETOUR AREA SHALL BE CONSTRUCTED WITH WELL GRADED ROCK FILL TO THE GRADES SPECIFIED. THE TRAVELLED SURFACE SHALL HAVE 150MM OF TYPE II GRANULAR B AND 100MM GRANULAR A. GUARD POSTS SHALL BE INSTALLED 10 METRES ON EACH SIDE OF THE CULVERTS AND REFLECTOR INSTALLED ON THE DOWNSTREAM SIDE OF THE CULVERTS.
(2) 1200MM CSP'S SHALL BE INSTALLED IN THE DETOUR AS SHOWN.

BOX CULVERT INSTALLATION

(4) PRECAST 3 SIDED BOX CULVERT SECTIONS SHALL BE USED IN THE CONSTRUCTION AS MANUFACTURED BY MCON PRODUCTS. PRECAST SECTION MEASURES SPAN - 3000mm x 900mm X 2.5 METRE LENGTH
DECK - 250mm THICK, HAUNCH - 250mm. WEIGHT - 10,000 kgs PER SECTION.
JOINTS TO BE SEALED WITH BUTYL JOINT SEALANT, AND STRUCTURE COVERED WITH 360R GEOTEXTILE. THE BOX CULVERT SECTIONS ARE TO BE SET ON A REINFORCED CONCRETE FOOTING. THE REINFORCING AS DETAILED ON DRAWING DETAILS.
THE FOOTING SETS DIRECTLY ON BEDROCK AND THE BEDROCK SHALL CLEANED/WASHED TO PREPARE FOR CONCRETE. THE FOOTING SHALL CURE FOR SEVEN DAYS BEFORE SETTING THE BOX CULVERT SECTIONS. THE BOX CULVERT SECTIONS SHALL BE SET IN A KEY IN THE CONCRETE FOOTING AND GROUTED IN PLACE WITH AN NON SHRINK, EPOXY GROUT WITH A STRENGTH OF 35 MPA.
WING WALL SHALL BE INSTALLED ON THE UPSTREAM SIDE OF THE BOX CULVERT.
A SINGLE LANE OF TRAFFIC SHALL BE OPENED OVER THE NEW BOX CULVERT BEFORE REMOVING THE DETOUR. THE BLASTED ROCK FILL FROM THE DETOUR SHALL BE USED TO WIDEN THE EXISTING ROAD, MAINLY ON THE WEST SIDE OF THE CULVERT.
WHEN THE DETOUR HAS BEEN REMOVED, THE WING WALLS SHALL BE INSTALLED ON THE OUTLET END OF THE BOX CULVERT.
WHEN FILLING OVER THE BOX CULVERT HAS BEEN COMPLETED, 30 METRES OF 3 CABLE GUIDE RAIL SHALL BE ON THE NORTH SIDE OF THE ROAD OVER THE CULVERT.

FOOTING SPECIFICATIONS

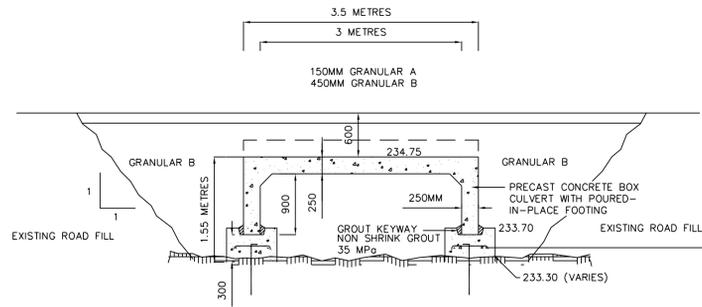
OPSS DIVISION 9
ONTARIO BRIDGE DESIGN CODE (99)
CONCRETE 35 mpa, 7% AIR, 75mm SLUMP, MTO
CONCRETE EPOXY BONDING AGENT - TO BE SPECIFIED

REINFORCING STEEL

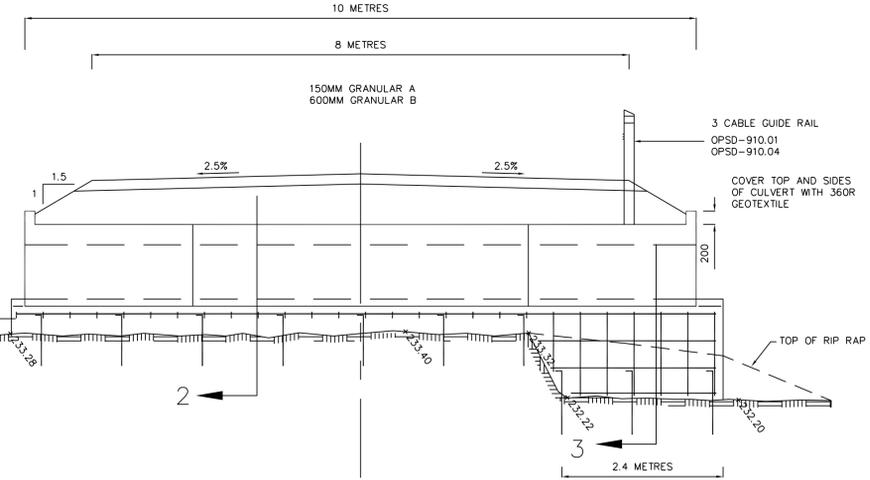
ALL REINFORCING STEEL SHALL BE IN ACCORDANCE WITH CSA STANDARD G30.18M, 1992 GRADE 400
MIN. CONCRETE COVER TO REINFORCING STEEL - 70mm
ALL REBAR TO BE EPOXY COATED
REBAR ANCHOR BOLTS - 25mm EPOXY COATED TO LENGTH SPECIFIED, WITH STANDARD 75mm HOOK
EPOXY FOR ANCHORS - HIT 200 (HILTI EPOXY)

PRECAST WING WALLS

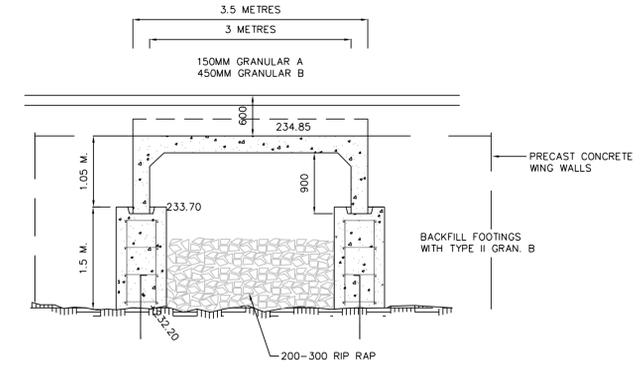
WING WALLS TO BE CONSTRUCTED WITH PRECAST CONCRETE BLOCKS - STONE STRONG BY MCON PRODUCTS OR APPROVED EQUAL.



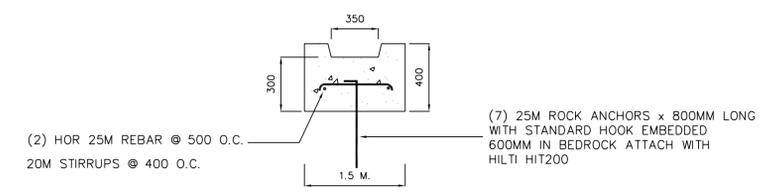
SECTION 2
BOX CULVERT SHALLOW FOOTING



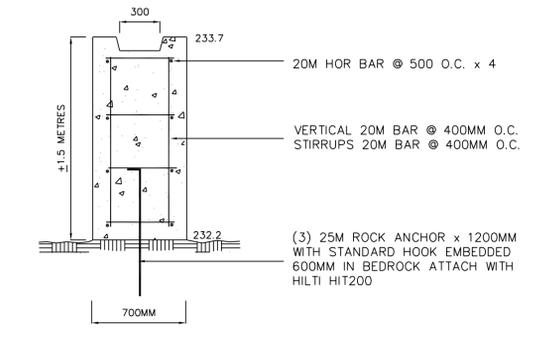
SECTION 1



SECTION 3
BOX CULVERT ON DEEP FOOTING



SHALLOW FOOTING ON ROCK



DEEP FOOTING ON ROCK

PRELIMINARY 29/01/24

REV. NO.	DESCRIPTION	DATE
	This drawing is not to be used for construction unless noted. Any changes to project not detailed on this drawing or not approved in writing by RHH Engineering shall hold harmless RHH Engineering from any action and liability from the consequences of such changes. Drawings are copy write protected. Drawings are not to be scaled. Errors in dimensions, elevations or details must be reported immediately in writing or the contractor shall bear the consequences of any required corrections.	

RHH Engineering
70 ISABELLA ST., UNIT 111, BOX 675 PARRY SOUND, ONT P2A 2Z1 705-746-1196 PH

MUNICIPALITY OF WHITSTONE
DISTRICT OF PARRY SOUND
AULD'S ROAD
WOOD BRIDGE REPLACEMENT

SHEET DESCRIPTION		
CONCRETE BOX CULVERT DETAILS		
SCALE	DATE	DRAWING NO.
1 = 50	DECEMBER, 2023	
DRAWN	PROJECT NO.	
RH	RH23-503	4



David Creasor <david.creasor@whitestone.ca>

Auld's Road Bridge Drawings

1 message

Bob Hughes <bob.rhengineering@cogeco.net>
To: David Creasor <david.creasor@whitestone.ca>

Thu, Mar 14, 2024 at 11:55 AM

Hi Dave,

Attached are pdf's for the Auld's Road Bridge.

--

Bob Hughes, P. Eng.
RHH Engineering
[70 Isabella Street, Unit 111](#)
Parry Sound, ON
P2A 1M6
Office 705 746-1196
Cell 705 774-5058

 **Aulds Bridge 1-4 29 01 2024.pdf**
945K

DRAFT

January 29, 2024

Municipality of Whitestone
21 Church Street,
Dunchurch, ON
P0A 1G0

Preliminary Proposal

Att: Mr. Dave Creasor, Manager of Public Works

Re: Auld's Road Bridge Replacement

Dear David,

Attached are the preliminary drawings for the replacement of the single lane wood bridge on Auld's Road with a concrete two lane box culvert.

Auld's Road is a dead end road and will require the construction of a detour for traffic during construction which we estimate to last 4 – 6 weeks.

The drawings include the construction of a temporary single lane by-pass with two 1200 culverts and will require a portable set of traffic lights during construction. The by-pass at the culvert location will protrude approximately 6 metres onto the adjacent property. Use of the property will have to be arranged with the property owner.

Due to the limited space available the construction will be done in two stages.

The temporary by-pass will be built with blast rock to divert traffic, and the existing wood bridge will be removed. The site will be prepared for the concrete footing, the concrete footings placed and after curing; the four box culvert sections will be installed on the concrete footing and grouted in place. Two thirds of the box culvert will be backfilled and a single lane of traffic opened over the new culvert.

The by-pass will then be removed and the blast rock fill from the bypass used to widen the existing road platform to two lanes and wing walls installed at the outlet end.

The height of the road at the box culvert will be approximately 600mm higher than the existing.

Below is the cost estimate for the project.

1. Mobilization, demobilization, insurance, and bonding		\$ 50,000.00
2. Clearing Grubbing 500 M ² @ \$15 / M ²		\$ 7,500.00
3. By-Pass Construction		
300 M ³ blast rock @ \$ 50 / M ³	= \$	15,000.00
20 M. – 1200mm CSP @ \$ 1,000 / M.	= \$	20,000.00
75 t – gran. bedding @ \$ 32 / tonne	= \$	2,400.00
Granular A 50 tonnes @ \$ 32 / t	= \$	1,600.00
Granular B 75 tonnes @ \$ 32 / t	= \$	2,400.00
10 guard posts	= \$	2,000.00
Stop light 2 mo. @ \$ 4,000.00/mo.	= \$	<u>8,000.00</u>
	Total = \$	51,400.00
		\$ 51,400.00
4. Wood Bridge Removal L.S.		\$ 10,000.00
5. Prep and Install Reinforced Concrete Footings, c/w Anchors		\$ 75,000.00
6. Install Box Culvert		
Supply Culvert	= \$	70,000.00
Crane and Installation	= \$	15,000.00
Grout Footing Connection	= \$	<u>3,000.00</u>
	Total = \$	88,000.00
		\$ 88,000.00
7. Remove By-pass and Widen Road		
300 M ³ @ \$ 30 / M ³		\$ 9,000.00
8. Install Wing Walls 40 M ² @ \$ 600 / M ²		\$ 24,000.00

9. Road Granulars

Backfill Culvert 150 tonnes @ \$ 32 / tonne	\$ 4,800.00	
Road Gran B 250 tonnes @ \$ 32 / tonne	\$ 8,000.00	
Road Gran A 150 tonnes @ \$ 32 / tonne	<u>\$ 4,800.00</u>	
Total	\$ 17,600.00	\$ 17,600.00

10. Misc

Dewatering (pump), sand bags	\$ 6,000.00	
Environmental silt fence	\$ 500.00	
30 M. 3 Cable Guiderail @ \$ 150 / M	\$ 4,500.00	
2 Anchor Blocks @ \$ 1800 each	<u>\$ 3,600.00</u>	
Total	\$ 14,600.00	<u>\$ 14,600.00</u>

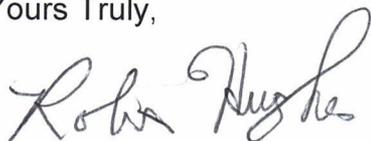
Subtotal \$ 347,100.00

11. Contingency \$ 35,000.00

TOTAL \$ 382,100.00
PLUS tax

To move forward with the project we believe a Work Permit will be required from the MNR and a drainage report will need to be prepared for the application.

Yours Truly,



Robert Hughes P. Eng.



David Creasor <david.creasor@whitestone.ca>

any addition let me know on this

2 messages

treasurer@whitestone.ca <treasurer@whitestone.ca>

To: David Creasor <david.creasor@whitestone.ca>

Thu, Apr 4, 2024 at 1:57 PM

- Certain major bridge projects, such as [REDACTED] Auld Bridge, have been postponed to the years 2025 and 2027, respectively.

- [REDACTED]

Regards,

Maneesh Kulal

Treasurer

The Corporation Of The Municipality Of Whitestone

21 Church Street - Dunchurch, Ontario - P0A 1G0

Tel: 705-389-2466

Fax: 705-389-1855

Email: Treasurer@whitestone.ca

Website: www.whitestone.ca



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David Creasor <david.creasor@whitestone.ca>
To: treasurer@whitestone.ca

Thu, Apr 4, 2024 at 2:50 PM

Hi Maneesh,
Major bridge projects, such as [REDACTED],
Aulds Bridge, [REDACTED] have been postponed to future years.

[Redacted]

Dave

[Redacted]

 **2023 Bridge Work Recommendations.pdf**
95K

MUNICIPAL BRIDGE APPRAISAL

A. IDENTIFICATION			
Bridge Name:	Auld's Road Bridge	Bridge No.:	9
Road Name:	Auld's Road	Road Section No.:	
Location:	1.80 km N of Highway 520	MTO Site No.:	044-0000-
Roadside Env.:	R	Posting Sign:	t t t
BL Posting:	t t t	Low Clear Sign:	Narrow Structure Sign:
Bylaw No.:		Easting:	17 575358
Bylaw Exp. Date:		Northing:	5058813
		Crossing Type:	O-WAT, Over Water
		Federal Navigable Waterway:	No
		Bridge Value:	\$ 731,000
		Old ID:	

B. RAILWAY OVERPASS/UNDERPASS	
Railway Level Crossing Number:	Original Board Order Number:
Railway Company:	Date:
Railway Subdivision:	Current Board Order Number:
Subdivision Mileage:	Date:
Transport Canada Crossing No.:	Seniority:
Number of Tracks:	0

C. JURISDICTION		
Owner:	86606	Local / Area Municipality (Upper Tier Only)
Owner Share:	100.00 %	MunicA
<input type="checkbox"/> Shared?		MunicB
Shared With:		Patrol:
Heritage Status:	R	
Special Designation:	Designation 2	
Adjacent Bridge No.:		

D. EXISTING CONDITIONS			
Substructure Yr:	1983	Span Length:	2.4 m
Superstructure Yr:	1983	Deck Type:	TL - Transverse Lam. Timber
Bridge Type:	T - IB - S	Deck Length:	7.5 m
Crossing Skew:	-00 °	Deck Width:	4.9 m
Number of Spans:	1	Deck Area:	36.8 m ²
		Longitudinal Joints:	0
		Transverse Joints:	0
		Number of Bearings:	0
		Soil Condition:	U
		Abutment and Foundation Type:	Closed - UN

----- ROAD OVER BRIDGE -----

Existing Road Class:	100	No. of Lanes:	1.0
Operational Status:	2W - OAT	Barrier Walls/Railings:	FB
Wearing Surface:	T	Median Type/Width:	m
Travel Deck Width:	4.60 m	Safety Curb/ (A) N	E 0.1 m
		Sidewalk and Curb (B) N /	W 0.1 m
		Min Vertical Clearance:	m

----- ROAD UNDER BRIDGE -----

Existing Road Class:	-	No. of Lanes:	-
Operational Status:	-	Median Type/Width:	m
Opening Under:	m	Safety Curb/ (A)	m
Surface Width:	m	Sidewalk and Curb (B)	/ m
		Traffic Barrier:	
		Min Vertical Clearance:	m

E. TRAFFIC DATA			
Legal Speed Limit:	80	<u>Traffic Count</u>	<u>10 Year Traffic Forecast</u>
Route Designations		Year: A-2006-E	Year: 2016
<input type="checkbox"/> Bus <input type="checkbox"/> Truck Route		AADT: 20	AADT: 20
<input type="checkbox"/> School <input type="checkbox"/> Bike Route		DHV Factor: %	DHV Factor: %
Source:		DHV: vph	DHV: vph
Bridge 9 Asset Master		Trucks: %	Trucks: %
		Peak Directional Split: %	Capacity: 0 vph
		10 Year Growth Factor: 1.00	20 Year AADT: 20

F. INSPECTIONS		
Date:	9/27/2023	Inspected By: Jeff Parkinson
		Approved By: D.L. Baxter, P.ENG.

Municipality: Municipality of Whitestone Bridge No.: 9

MUNICIPAL BRIDGE APPRAISAL

G. BRIDGE NEEDS

Field	MCR	PCR	TON	Comments
Superstructure	4	5	1-5	
Wearing Surface	4	5	1-5	
Deck Condition	5	5	6-10	
Expansion Joints	0	0	ADEQ	
Railings	5	5	6-10	
Substructure	4	5	1-5	
Coating	0	0	ADEQ	
Streams/Waterways	5	5	6-10	
Curb/Sidewalk	3	4	1-5	

H. FUNCTIONAL NEEDS

Field	Existing	Min Tolerable	Time of Need	Comments
Road Over Bridge				
RO-Trav. Deck Width	4.6	6.5	NOW	
RO-LOS	A	E	ADEQ	
RO-Min. Vertical Clear.		4.5	ADEQ	No value for: Min Vertical Clearance
RO-Sidewalks	N	N	ADEQ	

Recommended Needs

Impr.Class	Improvement	Description	Time of Need	Year	Base/ Const Cost	Eng/Cont	Total	
Rehab	PDR	Partial Deck Replacement	1-5	0	25,000	9,000	34,000	
Rehab	RCS	Rehabilitation/Replacement of safety curbs	1-5	0	5,000	2,000	7,000	
Rehab	RRW	Rehabilitate /Replace Retaining Walls	1-5	0	15,000	5,000	20,000	
Rehab	RSB	Rehabilitate Substructure	1-5	0	25,000	9,000	34,000	
Rehab	RIR	Railing Improvement/Replacement	NOW	0	20,000	7,000	27,000	
Rehab	IAG	Install Approach Guiderail	NOW	0	73,000	26,000	99,000	
					Rehab Subtotal:	163,000	58,000	221,000
Rehab Extra	brAPP	Approaches	1-5	0	5,000	2,000	7,000	
Rehab Extra	brMB	Mobilization / Bonds	1-5	0	3,000	1,000	4,000	
Rehab Extra	brTCP	Traffic Control/Protection	1-5	0	10,000	4,000	14,000	
Rehab Extra	brMB	Mobilization / Bonds	NOW	0	5,000	2,000	7,000	
Rehab Extra	brTCP	Traffic Control/Protection	NOW	0	5,000	2,000	7,000	
					Rehab Extra Subtotal:	28,000	11,000	39,000

I. ENGINEERING RECOMMENDATIONS

Bridge Drawings:
 Estimated Posting: t
 Evaluated Posting: t t t
 Closure Date:
 Closure Type:
 Monitoring Interval:
 Monitoring Component:

J. DESIGN PARAMETERS

Design Class:
 Operational Status: -
 Abutment Type:
 Design Deck Width:
 Design Deck Length:

K. IMPROVEMENT COSTS

Total Construction/Rehab	260,000
Total Inspection	0
TOTAL	260,000
86606 share @100%	260,000

INSPECTION NOTES

Bridge No.: 9

Bridge No. 9, Auld's Road over Gooseneck Creek, 1.8 km North of Highway 520, Municipality of Whitestone:

- Structure is not posted with a load limit.
- 2.4 m+- single span timber girder bridge with a transverse laminated timber deck and wearing surface.
- Timber curbs are in generally poor condition with narrow to wide splits, broken sections in both curbs and disconnected section at the south (4.0m², poor).
- Transverse laminated timber deck is in generally fair condition with deck members separating and rotating out at both ends and light to severe wear. Deck is partially covered in sand (15.0m², poor).
- Steel beam guide rail over the structure is in fair to generally good condition with collision damage at the northeast and southwest. Terminal end treatments have been provided in all four quadrants.
- Timber girders are in generally good condition with light to medium checks and light splintering.
- Timber cribs are in fair condition with checks, localized severe split and medium to severe end rot (1.0m², poor). Loss of contact below the timber crib at the southeast (1.0m², poor).
- Timber retaining wall is in fair condition with localized severe rot at the Southeast (1.0m², poor).
- Gravel approach roads are in good condition.
- Hazard markers are provided in all quadrants. Hazard markers exhibit minor collision damage.
- Watercourse is unobstructed with no evidence of scour.
- Rock and soil embankments are in generally good condition with minor erosion at the Northwest.
- Should install three beam guide rail over the deck and guide rail on the approaches, replace & repair deteriorated section of timber crib, retaining wall and replace separated deck members, replace broken sections of timber curb, and repair guide rail until such time that it can be replaced.

L. HISTORY/ GENERAL

Bridge No.: 9

Year: 2009, CDR Complete Deck Replacement, Est Cost: 0



Comments: LOOKING WEST AT BRIDGE
Path: P:\Whitestone\2023\IP1070947.jpg



Comments: LOOKING EAST AT BRIDGE
Path: P:\Whitestone\2023\IP1070948.jpg



Comments: SOUTH ELEVATION

Path: P:\Whitestone\2023\IP1070949.jpg



Comments: NORTH ELEVATION

Path: P:\Whitestone\2023\IP1070950.jpg



Comments: COLLISION DAMAGE STEEL BEAM GUIDE RAIL SE QUADRANT
Path: P:\Whitestone\2023\IP1070954.jpg



Comments: MINOR COLLISION DAMAGE HAZARD MARKER
Path: P:\Whitestone\2023\IP1070971.jpg



Comments: TYPICAL WEARING SURFACE
Path: P:\Whitestone\2023\IP1070955.jpg



Comments: BUILD UP SAND ON DECK TOP
Path: P:\Whitestone\2023\IP1070953.jpg



Comments: SEVERE WEATHERING OF TIMBER DECKING
Path: P:\Whitestone\2023\IP1070952.jpg



Comments: GAPS BETWEEN DISPLACED TIMBER DECK MEMBERS
Path: P:\Whitestone\2023\IP1070956.jpg



Comments: SEVERE ROTATION OF TIMBER DECKING AT APPROACH
Path: P:\Whitestone\2023\IP1070957.jpg



Comments: BROKEN SECTION OF TIMBER CURB
Path: P:\Whitestone\2023\IP1070951.jpg



Comments: LEANING GUIDE RAIL POST ON DECK
Path: P:\Whitestone\2023\IP1070958.jpg



Comments: TYPICAL WEST ABUTMENT
Path: P:\Whitestone\2023\IP1070959.jpg



Comments: TYPICAL EAST ABUTMENT
Path: P:\Whitestone\2023\IP1070960.jpg



Comments: TYPICAL SOFFIT
Path: P:\Whitestone\2023\IP1070961.jpg



Comments: LOSS OF SUPPORT BELOW EAST ABUTMENT CRIB
Path: P:\Whitestone\2023\IP1070962.jpg



Comments: TYPICAL BLOCKS/SHIMS EAST ABUTMENT
Path: P:\Whitestone\2023\IP1070963.jpg



Comments: SEVERE SPLIT WEST ABUTMENT CRIB
Path: P:\Whitestone\2023\IP1070964.jpg



Comments: SEVERE ROT TIMBER CRIB WEST ABUTMENT
Path: P:\Whitestone\2023\IP1070967.jpg



Comments: LIGHT SPLINTERING OF TIMBER GIRDER
Path: P:\Whitestone\2023\IP1070965.jpg



Comments: MEDIUM CHECK TIMBER GIRDER
Path: P:\Whitestone\2023\IP1070966.jpg



Comments: TYPICAL SOUTHEAST RETAINING WALL
Path: P:\Whitestone\2023\IP1070968.jpg



Comments: LIGHT SPLIT IN TIMBER RETAINING WALL MEMBER
Path: P:\Whitestone\2023\IP1070969.jpg



Comments: SEVERE ROT OF RETAINING WALL TIMBER MEMBER
Path: P:\Whitestone\2023\1070970.jpg



Comments: WATERCOURSE UNDER BRIDGE
Path: P:\Whitestone\2023\1070973.jpg



Comments: LOOKING SOUTH UPSTREAM
Path: P:\Whitestone\2023\IP1070972.jpg



Comments: LOOKING NORTH DOWNSTREAM
Path: P:\Whitestone\2023\IP1070974.jpg

Bridge No.	Priority	Bridge Name	Road Name	Location	Const. Yr Sub/ Super	Ex. Load Posting			Crossing Type	No. of Spans	Deck Length (m)	Deck Width (m)	Eng. Invest. Type/ Cost (\$)	Improvement Recommendations			
						L3t	L2t	L1t						Category	Type	TON	Cost(1)
9	4.00	Auld's Road Bridge	Auld's Road	1.80 km N of Highway 520	1983 1983	0	0	0	O-WAT, Over	1	7.50	4.90		Rehab	IAG	NOW	99,000
														Rehab	RIR	NOW	27,000
														Rehab Extra	brMB	NOW	7,000
														Rehab Extra	brTCP	NOW	7,000
															Total Cost	NOW	140,000
														Rehab	PDR	1-5	34,000
														Rehab	RCS	1-5	7,000
														Rehab	RRW	1-5	20,000
														Rehab	RSB	1-5	34,000
														Rehab Extra	brAPP	1-5	7,000
														Rehab Extra	brMB	1-5	4,000
														Rehab Extra	brTCP	1-5	14,000
															Total Cost	1-5	120,000
															Total Cost		260,000
															Municipal %		100
															MunicipalCost		260,000

Notes:

1. Cost includes engineering and contingency allowances.
2. Total cost includes cost of engineering investigations. Total cost is not adjusted for owner share.

DCCS - Detail Coating Condition Survey
DCS - Deck Condition Survey
FI - Fatigue Investigation
GEOMOR - Geomorphic Investigation
GEOTEC - Geotechnical Investigation

Type of Improvements

Capital Improvements / Construction Extra

NEW - New Bridge
RBC - Replace Bridge with Culvert
REB - Remove Existing Bridge
RNL - Replace Bridge - New location
RSL – Replace Bridge Same Location
TEB – Twin Existing Bridge
bcApp - Approaches
bcTCP - Traffic Control / Protection
bcUTI - Utility Relocation
bcROW - Right of Way Costs
bcENV - Environmental Study Cost
bcDET - Detours
bcMOB - Mobilization
bcWPTF – Work Platform / Access
brUNW - Unwatering

Bridge Rehabilitation Improvements / Rehabilitation Extra

RSP - Rehabilitate Superstructure
RSB - Rehabilitate Substructure
RRW - Rehabilitate/Replace Retaining Walls
RIR - Railing Improvement/Replacement

Deck Rehabilitation Improvements

WSR - Wearing Surface Rehabilitation
CDR - Complete Deck Replacement
OWP - Overlay, Waterproof and Pave
PWP - Patch, Waterproof and Asphalt Paving

72

CDS - Concrete Deck Soffit Repairs
CR - Concrete Repairs
PDR - Partial Deck Replacement
RCS - Rehabilitation/Replacement of Safety Curbs/Sidewalk
TJM - Transverse Exp Joint Modification
TJR - Transverse Expansion Joint Replacement
TJS - Transverse Expansion Joint Seal Replacement
LMC - Latex Modified Concrete Overlay
LJM - Longitudinal Exp Joint Modification
LJR - Longitudinal Exp Joint Replacement
LJS - Longitudinal Exp Joint Seal Replacement

Bridge Coating Improvements

CSR - Coating Steel Railings
CSS - Coating Structural Steel

Stream/Waterway Improvements

SPI - Scour Protection Improvements
C/I - Channel Improvements
C/R - Channel Realignment
EIR - Embankment Improvement/Rehab

Safety Improvements

IAG - Installation of Approach Guide rail
IAB - Install Approach Safety Shape Barrier

Non Standard Improvements

OTHm - Maintenance Improvements
OTHr - Rehabilitation Improvements

Costing Category

PC - Preliminary Cost Estimate

4.5.1 Summary of Now Guide Rail Requirements

Older structures often lack approach guide rail or incorporate approach guide rail systems with buried or terminal ends that are considered to be deficient relative to current standards for end treatments. Additionally, railing systems on older structures often require augmentation with guide rail type systems installed in front of the railings. There are six (6) bridges and two (2) culverts that requires guide rail installation, extension of upgrades as identified in *Table 11 & 12* at a total cost of **\$708,000**.

Table 11 *NOW Guide Rail Requirements - Bridges*

Bridge Guide Rail Requirements - 2023					
Bridge No.	Bridge Name	Location	Recommended Work	Time of Need	Estimated Cost
2					
3					
4					
5					
8					
9	Auld's Road Bridge	Auld's Road, 1.80 km N of Highway 520	Install thrie beam guide rail over the deck and guide rail on the approaches	Now	\$99,000

Table 12 *NOW Guide Rail Requirements - Culverts*

Culvert Guide Rail Requirements - 2023					
Culvert No.	Culvert Name	Location	Recommended Work	Time of Need	Estimated Cost
1					
12					

All guide rail requirement costs provided do not include the potential traffic control costs that may be incurred if the guide rail work is undertaken independent of other necessary works.

Table 9 Structure Rehabilitations - Bridges

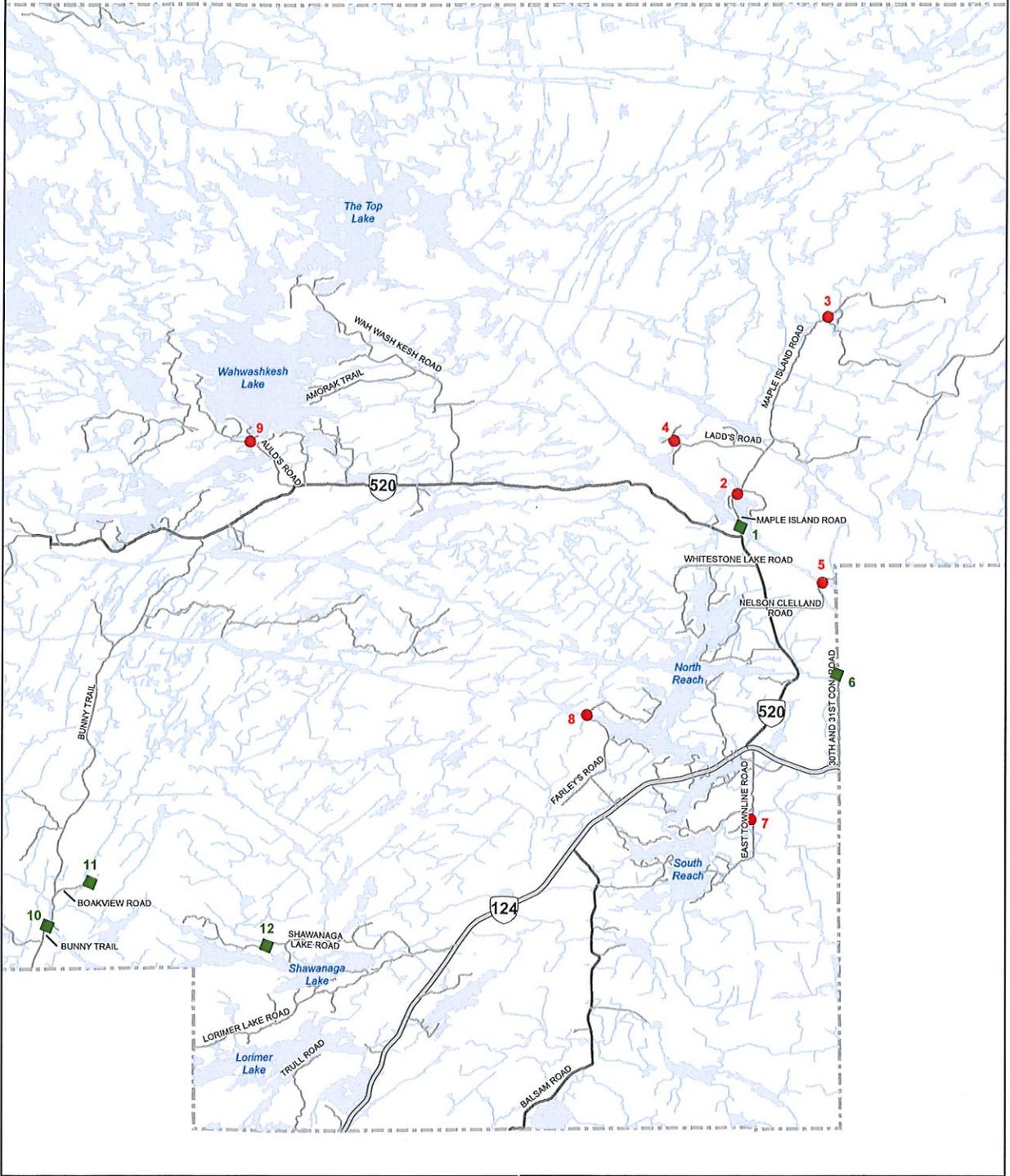
Bridge Rehabilitation Needs by Priority Ranking - 2023						
Bridge No.	Priority	Structure Name	Location	Recommended Work	Time of Need	Rehabilitation Cost
Rehabilitations						
3						
4						
5						
9	4	Auld's Road Bridge	Auld's Road, 1.80 km N of Highway 520	guide rail on the approaches, replace & repair deteriorated section of timber crib, retaining wall and replace separated deck members, replace broken sections of timber curb, and repair guide rail until such time that it can be replaced	1-5 yrs	\$260,000
7						
8						
2						

Table 13 Overall Bridge Inventory

Bridge Inventory - 2023			
Bridge No.	Priority	Structure Name / Location	Current Replacement Value
2			
3			
4			
5			
7			
8			
9	4	Auld's Road Bridge, Auld's Road, 1.80 km N of Highway 520	\$731,026

Table 14 Overall Culvert Inventory

Culvert Inventory - 2023			
Culvert No.	Priority	Structure Name / Location	Current Replacement Value
1			
6			
10			
11			
12			



Legend

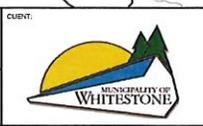
- Bridge (with Inventory No.)
- Culvert (with Inventory No.)
- Provincial Highway
- Major Road
- Local Road
- Watercourse
- Waterbody
- Municipal Boundary

77

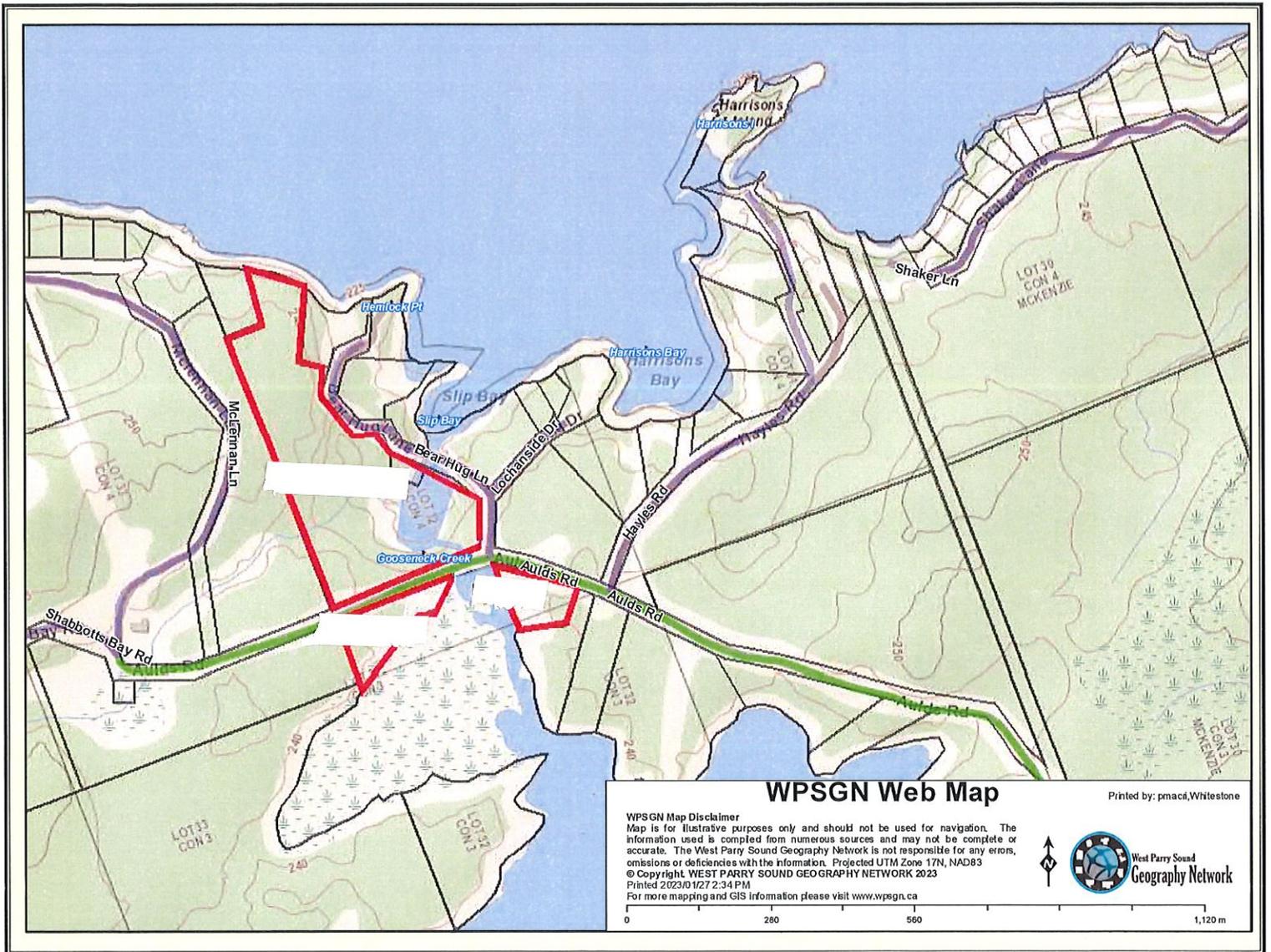


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PROJECT: 2023 STRUCTURE INSPECTIONS
 DRAWING: Page 493 of 512



PREPARED BY: R. GALOS	CHECKED BY: W. BALDIN	PROJECT: 12604820
DESIGNED BY: —	APPROVED BY: J. PARKINSON	MAP: 1
SCALE: 1:50,000	DATE: April 2023	

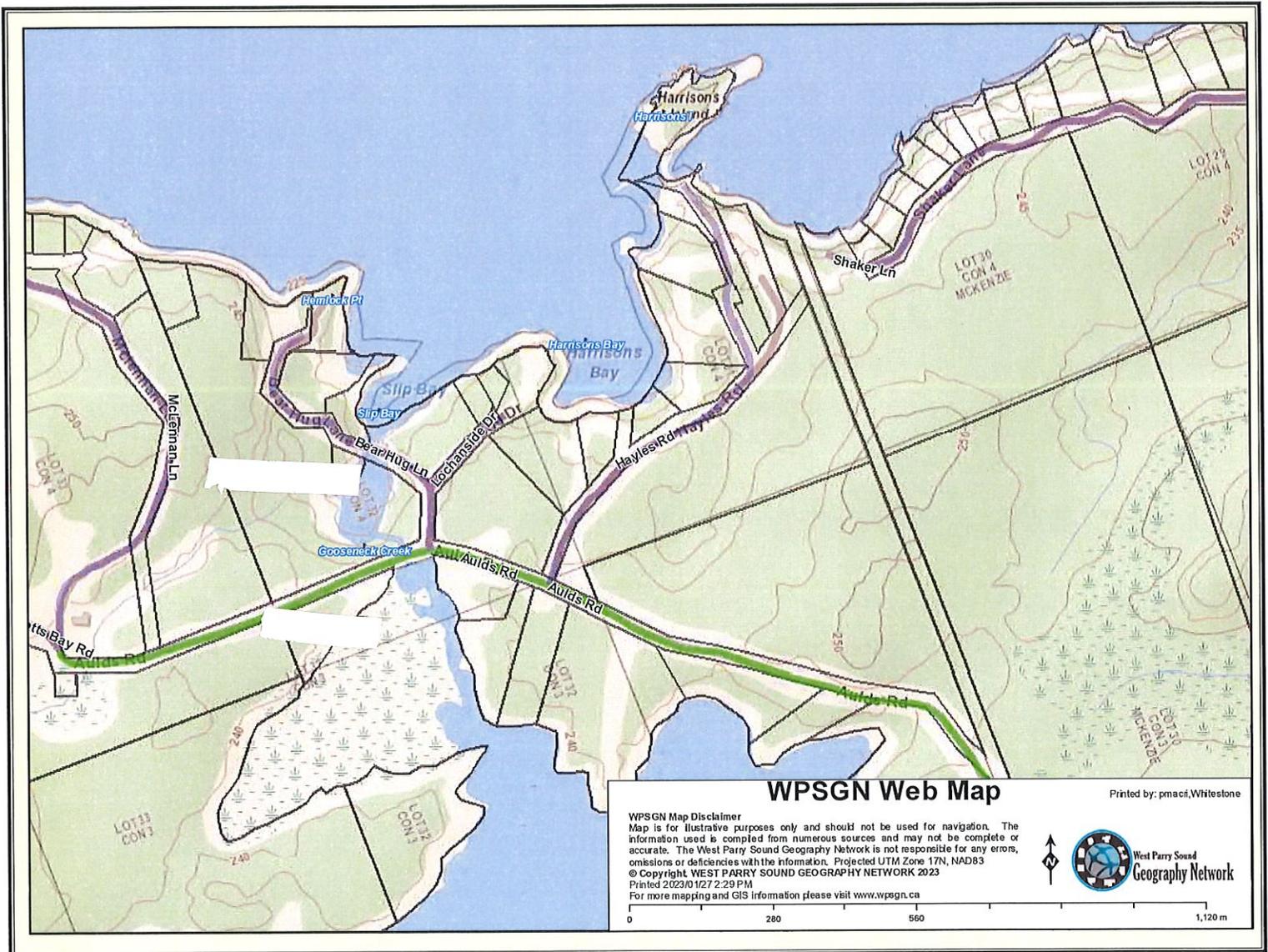


WPSGN Web Map

Printed by: pmac@Whitestone

WPSGN Map Disclaimer
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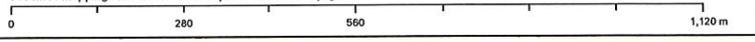


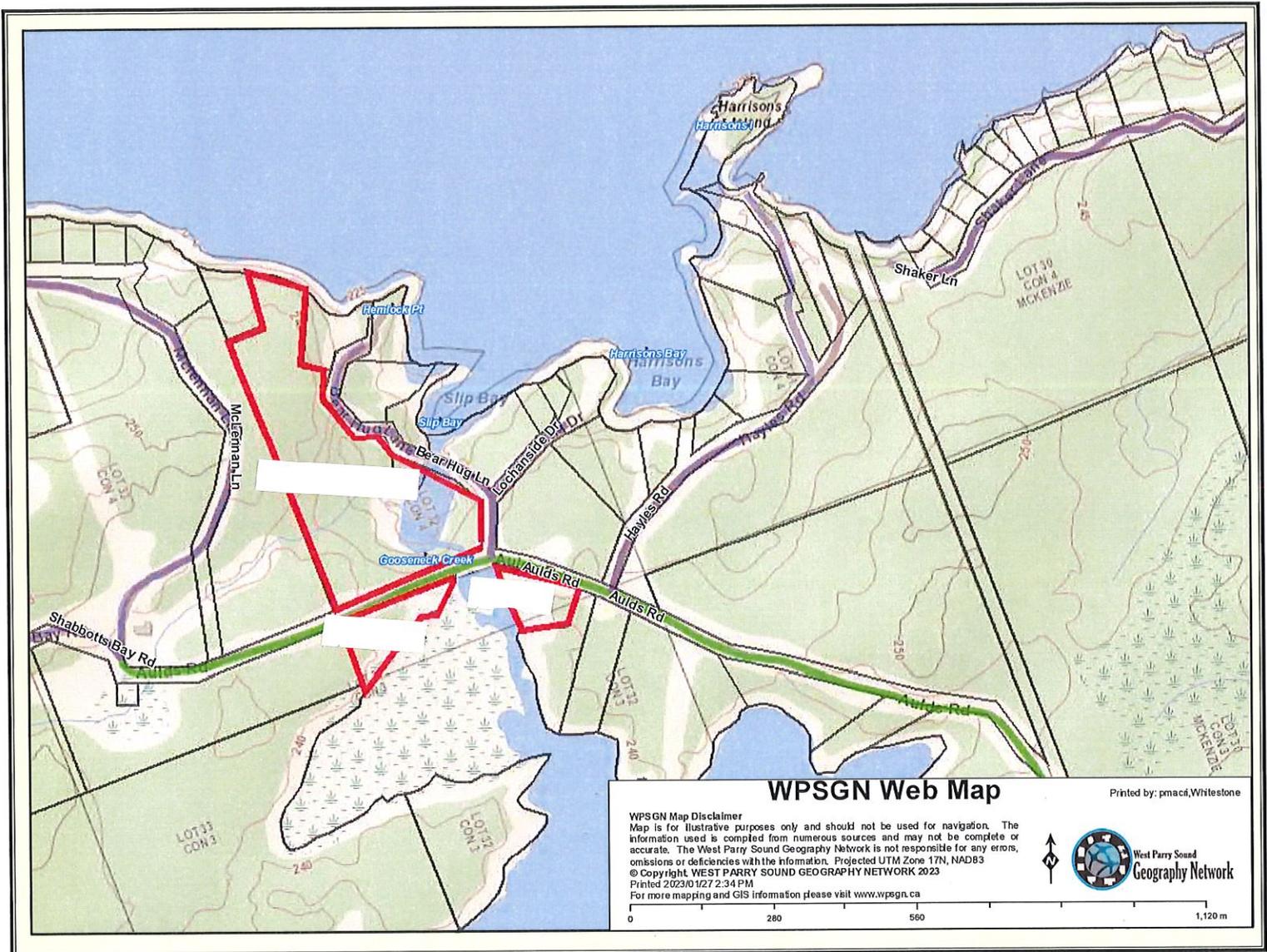


WPSGN Web Map

Printed by: p.maci,Whitestone

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The logo features the text "ROMA 2025" in a green, sans-serif font, with a small white triangle icon inside the letter 'O'. Below it, "Rural Routes" is written in a larger, bold, dark green sans-serif font. The background is a light blue trapezoid on the left, transitioning into a colorful geometric pattern of overlapping squares in shades of green, yellow, and grey on the right.

ROMA 2025 Rural Routes

ROMA 2025 Annual Conference

January 19 – 21, 2025

Sheraton Centre Hotel, Toronto

You can now register for the ROMA 2025 Annual conference. Join the ROMA Board of Directors as they celebrate rural Ontario. This year's event is themed ***Rural Routes***, and offers educational programming, expert panels, keynotes and so much more, all from a rural perspective and the day-to-day realities of local rural municipal leaders.

The ROMA Conference is also your opportunity to meet on local matters through delegation meetings and to hear from the Premier of Ontario and provincial party leaders on their priorities and vision for Ontario.

Program information is coming soon but make sure to register today for this in demand event.

Registration

Registration for ***Rural Routes*** is open now. Save on registration fees by registering as an Early Bird. The deadline to take advantage of these rates is **October 31, 2024**.

[Click here to register today.](#)

Accommodations

You can now also book your hotel rooms for the Conference. Here are a few important pieces of information to remember when booking your hotel:

1. Make sure you provide a credit card when you book your room, if a room reservation does not have a credit card associated with it, the room will be released by the room rate deadline. In this case you will not be guaranteed a hotel room.
2. All of the conference contracted hotels have deadlines by which the preferred hotel rates are no longer offered. Familiarize yourself with these deadlines for cost savings.
3. If you receive a message that the “rooms are sold out” when booking, this most likely refers to the rooms available at the preferred conference rate. There may still be rooms available at the hotel, just at a higher cost.

[Click here for the information you need.](#)

Attention Sponsors and Exhibitors!

The ROMA Annual Conference is an opportunity to connect with close to 2,000 delegates, most of whom are elected municipal officials and decision makers. If you offer services or products that are a benefit to communities across the province, you will not want to miss this event.

The 2024 ROMA Annual Conference was a sold-out event for exhibitors. If you want to secure your engagement at this years event, you will want to do so now.

[Sponsors click here](#) [Exhibitors click here](#)

For more information, contact Victoria van Veen at: Vvanveen@amo.on.ca

CONTACT

events@roma.on.ca

T 416.971.9856

CORRESPONDENCE



August 28, 2024

The Honorable Paul Calandra
Minister of Municipal Affairs and Housing
Suite 400, 37 Sandford Dr.
Stouffville, ON L4A 3Z2

Sent by Email

Dear: Honorable Paul Calandra

RE: Jurisdiction of Ontario’s Ombudsman

The Council of the Corporation of Tay Valley Township at its meeting on August 13th, 2024 adopted the following resolution:

RESOLUTION #C-2024-08-29

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“WHEREAS, the Council of the Corporation of Tay Valley Township support the request from the City of Peterborough that a Bill be introduced to amend the Ombudsman Act;

THAT, the Honorable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:

- i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
- ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
- iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.

AND THAT, staff forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP John Jordan, the Association of Municipalities of Ontario (AMO) and to all Ontario municipalities.”

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca

Sincerely,



Aaron Watt, Deputy Clerk

cc: MPP John Jordan, Lanark-Frontenac-Kingston
Association of Municipalities of Ontario (AMO),
all Ontario Municipalities



9.A.1.
B

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2024 – 099

DIVISION LIST

YES NO

DATE: June 18, 2024

- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

_____	_____
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_____	_____

MOVED BY:

SECONDED BY:

G.A.

CARRIED: DEFEATED: Postponed to: _____

WHEREAS the Town of Parry Sound faces challenges related to limited access to transportation, and there exists a pressing need for a ridesharing service to address transportation gaps within our community; and

WHEREAS rideshare services are increasingly relied upon by seniors, students, visitors and tourists and residents looking for safe, affordable, convenient and reliable ways to travel; and

WHEREAS the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework; and

WHEREAS transferring the responsibility of rideshare regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs; and

NOW THEREFORE BE IT RESOLVED that the Town of Parry Sound hereby expresses its support for the migration of rideshare regulations and licensing from the municipal level to the provincial level; and

FURTHER BE IT RESOLVED that the Town of Parry Sound formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ridesharing services across the province; and

FINALLY BE IT RESOLVED that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Graydon Smith Member of Provincial Parliament for Parry Sound-Muskoka and the Association of Municipalities of Ontario (AMO).

Mayor Jamie McGarvey



The Corporation of the City of Temiskaming Shores
 Regular Council Meeting
 Tuesday, September 17, 2024

Resolution

Provincial decision regarding alcohol sales in convenience stores and locations that sell fuel to drivers, and the development of a comprehensive provincial alcohol strategy

Resolution No. 2024-332

Moved by: Councillor Whalen
 Seconded by: Councillor Wilson

Whereas excessive consumption of alcohol has a negative impact on many communities because of detrimental health effects, road safety, and other harms; and

Whereas the number of cases of individuals driving under the influence are increasing in Ontario, and the Timiskaming District has recently seen its highest rate ever for impaired driving infractions with 10 in April of 2024; and

Whereas jurisdictions with broader access to alcohol have higher rates of driving under the influence and crashes associated with alcohol; and

Whereas alcohol causes at least seven types of cancer and is a risk factor for, disease, disability and premature death, and is a direct cause of 4,300 deaths and 195,000 emergency department visits per year in Ontario; and

Whereas alcohol related emergency department visits increased 18 percent after the introduction of alcohol sales in grocery stores in Ontario; and

Whereas 35 percent of youth in grades 10 and 11 in the Timiskaming District have indicated that they consumed alcohol at 13 years or younger; and

Whereas 49 percent of youth in grades 10 and 11 in the Timiskaming District have been drunk at least once in their life; and

Whereas alcohol related harms cost the Ontario economy 7 billion dollars a year; and

Whereas alcohol is a factor in many domestic, sexual and physical assaults in Ontario; and

Whereas most tax revenue generated by the sale of alcohol goes to the province yet the costs and harms that are alcohol related are borne by the municipalities in the form of policing and social services and public health costs.

Therefore be it resolved that Council for the City of Temiskaming Shores requests the Government of Ontario reverse their decision to allow alcohol to be sold in more locations and implement the following recommendations:

1. Permit municipalities to opt out of retail alcohol expansion;
2. Grant municipalities the powers to use zoning to determine where new alcohol retail locations are acceptable;
3. Not permit alcohol sales within 150 m of schools, daycares, or substance use facilities;
4. Prohibit the sale of Alcohol at gas stations;
5. Require health warning labels on all alcohol containers;
6. Dedicate a portion of provincial alcohol revenue to addressing alcohol related harms; and
7. Develop and implement a comprehensive provincial alcohol strategy, in partnership with municipalities, that prioritizes health and safety and considers the costs associated with alcohol consumption.

Further that a copy of this resolution be provided to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; the Honourable Doug Downey, Attorney General; the Honourable Prabmeet Sarkaria, Minister of Transportation; John Vanthof, MPP Timiskaming Cochrane; AMO; FONOM; ROMA; Temiskaming Municipal Association (TMA); Timiskaming Health Unit (Planet Youth Timiskaming); Temiskaming Shores OPP Detachment Board; and all Ontario Municipalities.

Carried

Certified True Copy
City of Temiskaming Shores



Logan Belanger
Municipal Clerk

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2024 – 147

DIVISION LIST

YES NO

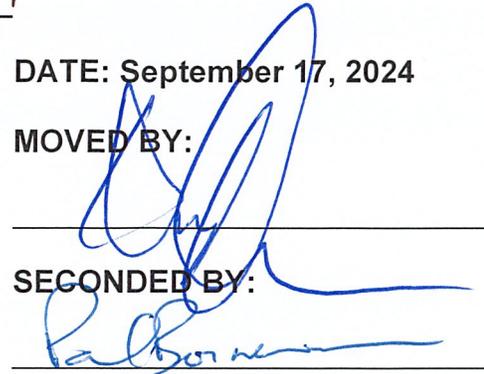
DATE: September 17, 2024

- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

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MOVED BY:

SECONDED BY:

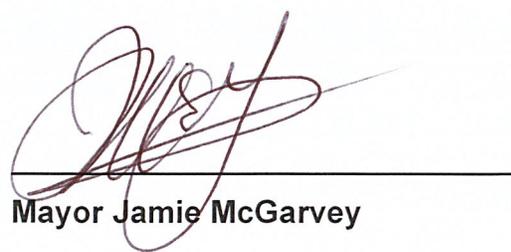


CARRIED: DEFEATED: _____ Postponed to: _____

THAT Council of The Corporation of the Town of Parry Sound does hereby support the Municipality of Whitestone Resolution 2024-332 which calls for the Near North District School Board to a) immediately halt their plan to put Kindergarten to Grade 6 (K-6) elementary students into the Parry Sound High School, and b) revise their elementary school plan so that K-6 students already enrolled in McDougall Public School can remain, and students enrolled from Nobel Public School can be integrated into McDougall Public School; and

That if operating the McDougall Public School is not a viable long-term solution due to repairs that are required, the Near North District School Board immediately begin conversations with the Ministry of Education to seek capital improvement funding or to fund the build for a brand-new McDougall Public School on the same property; and

That this resolution be forwarded to the Near North District School Board; Premier of Ontario, the Honourable Doug Ford; the Minister of Education; and Parry Sound-Muskoka MPP Graydon Smith.



Mayor Jamie McGarvey



Thank You

Dear Municipality of Whitestone,

I am extremely grateful to have received the Louise Woods Memorial Environmental Award.

This generous award will go a long way in off-setting my post-secondary expenses.

As I settle in to my new home and academic journey, I know that Whitestone will always be my home and a place that I will return to.

Thank you again for your support.

Madison Bennett

Ministry of Agriculture,
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroalimentaire

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



September 24, 2024

Michelle Hendry
CAO
Municipality of Whitestone
Michelle.Hendry@whitestone.ca

Dear Ms. Hendry:

I am pleased to share that the governments of Canada and Ontario are investing up to \$1.5 million in our new Agricultural Workforce Equity and Diversity Initiative (AWEDI) to help minority groups start and grow businesses in the agri-food sector.

Funded through the Sustainable Canadian Agricultural Partnership (Sustainable CAP), AWEDI provides grants of up to \$100,000 to support agribusiness ventures led by underrepresented groups, including Indigenous peoples, 2SLGBTQI+ people, persons with disabilities, youth, women or members of French linguistic minority communities.

AWEDI is open to applications from organizations, research bodies, municipalities or Indigenous communities. Successful projects will support underrepresented groups in accessing spaces and equipment to grow or process agri-food products, as well as resources to help with financing.

Applications will open on October 8, 2024, and will be open until December 3, 2024.

Our government is committed to increasing the entrepreneurial diversity of our agricultural sector through our Grow Ontario Strategy. AWEDI will reinforce additional efforts our government has taken to cultivate agri-food talent, while enabling more Ontarians to share in the success of our growing agri-food industry. Should you have any questions about this or any other Ministry programs, please call 1-877-424-1300.

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

Ministry of Agriculture,
Food and Agribusiness

Office of the Minister

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Ministère de l'Agriculture,
de l'Alimentation et de l'Agroalimentaire

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



Le 24 septembre 2024

Bonjour,

Je suis heureux de vous annoncer que les gouvernements du Canada et de l'Ontario investissent jusqu'à 1,5 million de dollars dans notre nouvelle Initiative pour l'équité et la diversité dans le secteur agricole (IEDSA) afin d'aider les groupes minoritaires à lancer et à faire croître des entreprises dans le secteur agroalimentaire.

Financée dans le cadre du Partenariat canadien pour une agriculture durable (PCA durable), l'IEDSA offre des subventions pouvant atteindre 100 000 \$ pour appuyer les agroentreprises dirigées par groupes sous-représentés, y compris des Autochtones, des personnes 2SLGBTQI+, des personnes handicapées, des jeunes, des femmes ou des membres de collectivités francophones minoritaires.

L'IEDSA accepte les demandes d'organismes, d'organismes de recherche, de municipalité ou de collectivités autochtones. Les projets retenus appuieront des groupes sous-représentés dans l'accès à des lieux et à du matériel pour cultiver ou transformer des produits agroalimentaires, ainsi qu'à des ressources pour les aider avec le financement.

La période de réception des demandes s'amorce le 8 octobre 2024 et se poursuivra jusqu'au 3 décembre 2024.

Notre gouvernement est déterminé à accroître la diversité entrepreneuriale de notre secteur agricole grâce à notre stratégie Cultiver l'Ontario. L'IEDSA renforcera les efforts additionnels consentis par notre gouvernement pour cultiver le talent agroalimentaire, tout en permettant à une part plus importante de la population ontarienne de participer au succès de notre industrie. Si vous avez des questions concernant ce programme ou d'autres programmes du ministère, veuillez composer le 1 877 424-1300.

Veuillez recevoir mes plus cordiales salutations.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,

Rob Flack



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

From: Jackie Albrecht/Bryan Smith
Date: 2024-09-15 5:27 p.m. (GMT-05:00)
To: mayor.comrie@whitestone.ca
Cc: councillor.bray@whitestone.ca, councillor.lamb@whitestone.ca,
councillor.nash@whitestone.ca, councillor.woods@whitestone.ca
Subject: Shawanaga Lake parking - please read before council meeting on Tuesday

Sept 15, 2024

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

Re: Shawanaga Lake Beach Road Boat Launch Parking

New Bylaw 33-2024

From : Jacqueline Albrecht, [REDACTED]

I own a water access property on Shawanaga Lake. Your recent announcement requiring no long term vehicle and trailer parking, meaning more than 14 days, is unreasonable. You have had no difficulty issuing numerous more building permits for this lake giving you a larger tax base. With increased building comes an increase in traffic, boats, trailers all around the lake including Beach Road and the boat launch. Already the road is too narrow and when people park on both sides it can be a safety issue getting a truck and boat through. Your increased tax base should be able to widen the road with dedicated truck and trailer parking. Perhaps an area for long term parking is needed for owners of water access properties. Otherwise, you cannot expect to charge us the full property tax, as then we cannot use and access our property fully. We purchased this property without any parking bylaw restricting our access. You have issued these building permits so you have to provide the accommodations needed for access. Possibly another boat launch further down the lake can be a solution. Perhaps make public, the extension of Shawanaga Lake Road, to make all of those water access properties, road access can be a solution and also give you a higher tax rate on these properties. This can decrease the truck and trailer parking needed on Beach Road. The new parking lot for cars at the top of beach road is wonderful for cars but has no truck and trailer parking.

It is apparent, there was an issue for you to initiate the 14 day maximum. However, your solution does not address access to those owning water access properties on the lake. We have a right to use our property as much as any road access property and you are denying us these rights. I appreciate you finding a solution to this.

Sincerely,

Jacqueline Albrecht

September 10, 2024

Municipality of Whitestone
21 Church St.
Dunchurch, Ontario
P0A 1G0

Re: By-Law #33-2024

Mayor George Comrie, Deputy Mayor Joe Lamb, Councillors Janice Bray, Scott Nash, and Brian Woods.

We are writing to you today to bring your attention to a concern we have relative to your new By-law #33-2024 regulating traffic and control of the parking of vehicles, boats, camping units and trailers within your municipality.

Our names are Terry and Darlene Connor from Victoria Harbour, Ontario. In the year 2000 we purchased property known as [REDACTED], being RP plan [REDACTED], [REDACTED]. The property is also known as Macfie Island and the only access to the property is by boat.

Since owning the property for the past 24 years, we have utilized the Whitestone Resort for launching and parking our vehicle and trailer as well as the Dunchurch Marina. Both have changed ownership a number of times over the years, with the Resort now being privately owned.

For the past number of years we have been launching our 14' aluminum boat at the Church Street location and parking our vehicle and trailer along the fence line on Church Street. When we first started utilizing the boat launch we were advised by the administration staff of the Whitestone Office, we could either park where the nursing station is now built (was vacant at the time) or at the Community Centre. When the building of the nursing station was being completed we were then advised we could park our vehicle and trailer along the fence line of Church Street, which is what we have been doing for the past number of years, we were also advised by staff at that time to place a note in our window with our phone number, so if there were any issues that came up while we were parked in that location, someone would be able to contact us. That is the way your By-Law officer was able to contact me.

Prior to this year, we were only ever up to the cottage on weekends with the exception of two weeks vacation during the summer. However, we retired this year and frequent the cottage for longer periods of time during the months from May to October.

It came to our attention today by your by-law officer Paul Rossiter a new by-law was passed on June 18, 2024 with respect to parking regulations.

It was outlined to us that Parking is permitted along Church Street with restrictions as outlined in section 3.5.1 exceeding 72 hours as well as section 3.8.3 exceeding 14 days annually.

As now retired cottage owners of an island we find ourselves spending a lot of time up north enjoying the great outdoors and our retirement, a lot more than the 14 days per year, or 72 hrs

at a time allotted in your bylaw for parking. This leaves us in a very precarious situation with nowhere for us to park our vehicle/trailer for any extended period of time.

The boat launch and parking area on Church Street is the only option we have as a taxpayer that allows us to get to our cottage. The marina is not an option for us due to the hours of operation which do not fit into our lifestyle being retired, as well as a very costly expense for retirees who also pay land taxes, and the old Whitestone Resort is now owned by a private individual.

Therefore, we respectfully request your consideration to make an exception to section 3.5.1 and 3.8.3 and grant consent as per section 3.4.1 for us to be able to park along the fence line opposite of the Community Centre on Church Street as we have done for many many years! We do not feel that this request would set a precedent or create issues as we seem to be the exception to the rule of having no road access to our cottage as most others do and consent could be utilized as a grandfathered clause.

Kind Regards,

Terry and Darlene Connor
705-734-7753



From: [REDACTED]
To: mayor.comrie@whitestone.ca
Sent: Monday, September 16th 2024, 09:44
Subject: Bylaw 33-2024, the Traffic and Parking Bylaw - concerns and considerations

Dear Mayor Comrie

I'm writing to you regarding Bylaw 33-2024, the Traffic and Parking Bylaw, which recently came into effect.

We have concerns over the conditions of the bylaw.

We have a cabin at [REDACTED] that is water access only, and we require use of the boat launch every time we want, or require access to our property. This includes towing our boat to the access point and parking our vehicle and trailer. This bylaw is restricting our access to our property to only 14 days in a calendar year.

We have called the municipality and enquired about parking permits or alternatives for parking, which is a specific requirement for water access properties, and have been informed that there are none. I believe that other municipalities offer such permits for their residents.

In the past we stored a 12 ft aluminum boat in the small boat storage area but it was stolen and we no longer feel that this is a viable option. We have subsequently upgraded to a larger boat that we need to transport to the boat launch and require parking for both vehicle and trailer in order for us to visit our property more than 14 days in a year. These visits are for enjoyment, maintenance and security. In addition, we would also like to spend time in Whitestone at community events and supporting the local industry.

Complicating the issue is that sometimes single cars are parking along Beach Road, occupying space that could be used for vehicle and trailer parking, leaving the car parking at the upper level open. Sometimes any type of parking is on short supply.

I kindly ask that you consider these concerns and requirements for water access properties.

Best Regards

Kelly and Grant Rutherford