



The Corporation of the Municipality of Whitestone

**Agenda of Regular Council Meeting
Tuesday, May 20, 2025**

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/81649030551>

(Phone Call Only)

Dial +1 647 374 4685 then Enter Meeting ID: 816 4903 0551#

*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 PSD Citywide
2024 Asset Management Plan

Matters Arising from Presentations and Delegations ®

Move into Committee of the Whole ®

- 5. **Committee of the Whole**
 - 5.1 **Planning Matters**
 - 5.1.1 Consent Application B07/2025(W) – WAEFFLER ®
 - Report from Parry Sound Area Planning Board dated May 5, 2025

Reconvene into Regular Meeting ®

Matters Arising from Committee of the Whole ®

- 6. **Public Meeting**
 - 6.1 Staff Report FIN-2025-08
Adoption of Proposed 2025 Operating and Capital/Special Projects Budget ®

Matters Arising from Public Meeting ®

- 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 April 15, 2025
- 7.2 Council Committee and Board Minutes
 - 7.2.1 Parry Sound Area Planning Board – March 24, 2025
 - 7.2.2 District of Parry Sound West (Belvedere Heights) Board of Management – April 24, 2025
 - 7.2.3 North Bay Parry Sound District Health Unit
 - 7.2.3.1 Board of Health Minutes – February 26, 2025
 - 7.2.3.2 Finance and Property Committee Minutes – February 26, 2025
 - 7.2.3.3 Personnel Policy, Employee/Labour Relations Committee Minutes – November 27, 2024
 - 7.2.4 Cemetery Board Meeting Minutes October 10, 2024
- 7.3 Unfinished Business (listed on page 5)

Matters Arising from Consent Agenda ®

- 8. **Accounts Payable**
 - 8.1 Accounts Payable ®

9 Staff Reports

- 9.1 Report PLN-2025-02
Planning Services 2025, Q1 ®
- 9.2 Report FIN-2025-09
Approval of Final 2024 Asset Management Plan ®
- 9.3 Report FIN-2025-10
Grant Management Services ®
- 9.4 Report FIN-2025-11
Updates to Tax Collection Policy ®
- 9.5 Report FIN-2025-12
Tax Arrears Update ®

10 By-laws

- 10.1 By-law No. 20-2025, being a By-law to authorize entering into an agreement between the Municipality of Whitestone and Cogeco Connexion Inc, for the transfer of ownership of the Shelter located at 2130 Hwy 124 ®
 - Council Briefing Note from Mayor Comrie regarding the transfer of ownership of the Shelter at 2130 Hwy 124
- 10.2 By-law No. 21-2025, being a By-law to adopt the estimates of all sums required during the year and to adopt the rates of taxation for year 2025 ®
- 10.3 By-law No. 22-2025, being a By-law to authorize the execution of an Agreement for a By-Law Enforcement Officer for The Corporation of the Municipality of Whitestone and to appoint a By-Law Enforcement Officer for the Corporation of the Municipality of Whitestone ®
- 10.4 By-law No. 23-2025 being a By-law to provide for the establishment of a Tax Collection Policy and to repeal By-law 39-2024 ®

11 Business Matters

- 11.1 Proclamation of June 2025 as Seniors Month ®
- 11.2 Mayor's Monarch Pledge – request of the Whitestone Environmental Stewardship Committee ®

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 Closed meeting of Tuesday, April 15 2025 ®

15.2 Senior of the Year 2025 ®

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

15.3.1 Resignation from the Whitestone Environmental Stewardship Committee ®

15.3.2 Volunteer Application to the Whitestone Recreation Committee ®

15.3.3 Volunteer Application to the Thrift Shop ®

15.3.4 Volunteer Application to the Thrift Shop ®

15.3.5 Volunteer Application to Whitestone Fire Rescue Services ®

15.4 The security of the property of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(a)

15.4.1 Report CLOSED-2025-04 – Consideration of follow-up Cybersecurity report, CAO/Clerk Black ®

15.4.2 Cybersecurity Review Key Recommendations, My-Tech Information Technology ®

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 Short Term Rental Policy - Memorandum from Paula Macri, Planning Assistant dated April 3, 2025 ®

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	<p>Public meeting for Public input: March 19, 2024.</p> <p>DRAFT By-law presented at the May 21, 2024</p> <p>Council to submit comments by June 7, 2024 to Staff</p> <p>Memo to Council meeting August 20, 2024 – Policy direction provided for future iteration of By-law</p> <p>Revised Draft to Council submitted November 19, 2024</p> <p>Staff to seek legal review and provide to Council at a future Council meeting</p> <p>To Council April 15 2025 – deferred</p> <p>To Council May 20 2025</p>
March 15, 2022	By-law 16-2022, being a By-law for a Zoning By-law amendment to rezone Part of Lot 39, Concession A, geographic Township of McKenzie, now in the Municipality of Whitestone from the Rural (RU) Zone to a Rural (RU) Exception Zone – ANDERSON/PATTERSON	Planning Staff and CBO	<p>To be reviewed with the Applicant March 2025.</p> <p>Building permit issued March, 2024.</p>
July 4, 2023	Strategic Plan, By-law Initiatives THAT the Council of the Municipality of Whitestone receive for information the	Assigned to various staff	In progress

	Memorandum from CAO/Clerk Hendry, Strategic Plan – moving forward with 2023 priorities		
September 5, 2023	<p>Snakeskin Lake boat launch</p> <p>Staff to work with MNRF to determine if a Land Use Permit is required to develop the Snakeskin Lake boat launch, and if so, to apply for one.</p>	Staff	<p>Land Use Permit discussions In progress</p> <p>Report to Council August 20, 2024 – final decision pending</p> <p>Manager Creasor to seek MNRF permission to install a 'Boat Launch' sign</p> <p>Signs to be installed in early spring</p>
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	<p>In progress</p> <p>Signs to be installed in early spring</p>

END

Correspondence

A	Peterborough	Resolution discontinuing using X platform for city social media
B1	Parry Sound	Questioning purpose of Strong Mayor powers
B2	Greater Napanee	Opposing Strong Mayor powers granted by province
B3	Stratford	Opposing Strong Mayor powers granted by province
C	Otonabee	Request province end daylight savings time
D	Almaguin	Request to raise Pride Flag for Pride Month of June
E	FONOM	Letter to Premier Ford re. creation of Deputy / Associate Minister of Transportation
F	Doug McCann	Thanking for support of Community Radio application
G	Dunchurch Agricultural Society	Request for donation of kitchen equipment from The Twist building

PRESENTATIONS AND DELEGATIONS

2024 Asset Management Plan

Municipality of Whitestone

A large, solid blue shape in the bottom-right corner of the page, partially cut off by the edge.

Project Background

Asset Management Plan 2024

Municipality of Whitestone

Issued: March 2025



Primary Deliverable

AMP (2024 O. Reg. 588/177 Compliant)

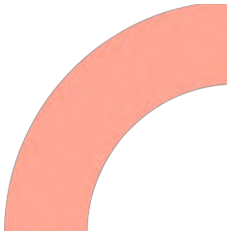
Key Contributors

- CAO
- Finance
- Public Works

Infrastructure assets are vital for communities

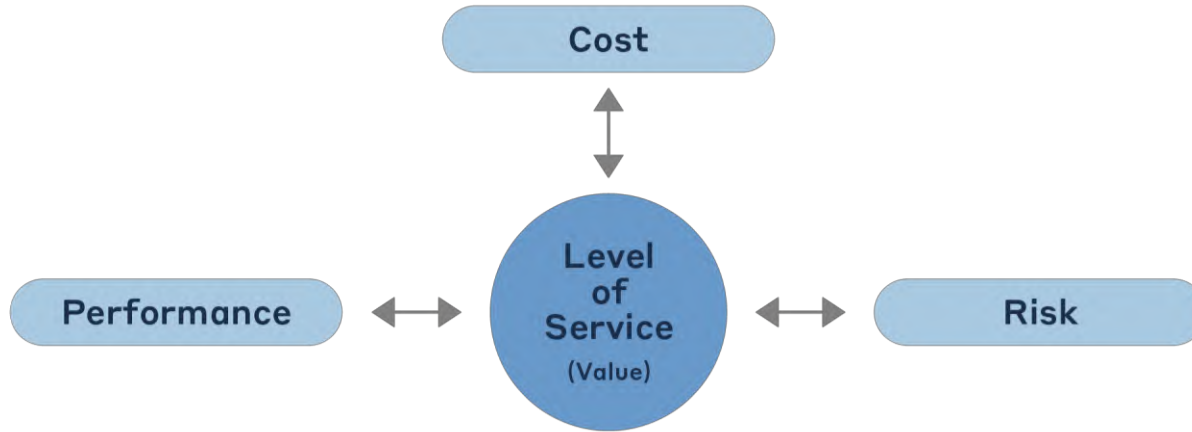


- We need a meaningful way to organize what we own
- We need a way to understand what services we provide
- We need a way to ensure accountability to our residents and stakeholders for the services they use



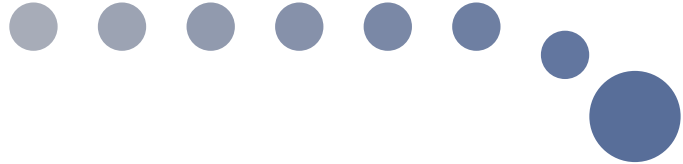
What does Asset Management involve?

ISO 55000: “Coordinated activity of an organization to realize value from assets”



Municipality's Capital Asset Inventory

TCA



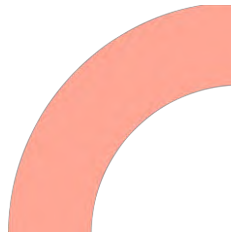
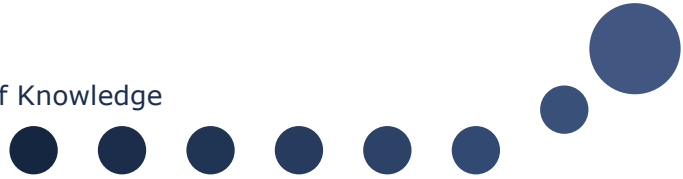
Condition Assessments



Lifecycle Strategies & Risk Frameworks

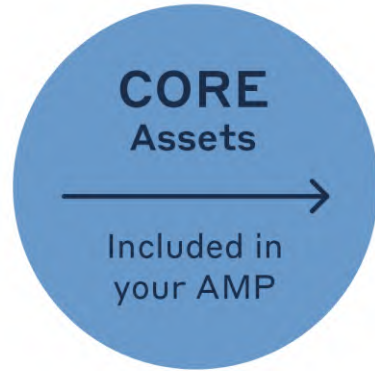


Staff Knowledge



O. Reg. 588/17 Compliance

Phase I
2022



⋮

- Levels of Service
- Performance of each asset category
- Particulars per asset category
- Lifecycle activities to maintain current Level of Service per asset category

Phase II
2024



⋮

- Levels of Service
- Performance of each asset category
- Particulars per asset category
- Lifecycle activities to maintain current Level of Service per asset category

Phase III
2025



⋮

- Proposed Levels of Service
- Explanation of proposed Levels of Service
- Proposed performance of asset categories
- Lifecycle management and financial strategy

AMPs - Updating, Reviewing & Public Posting

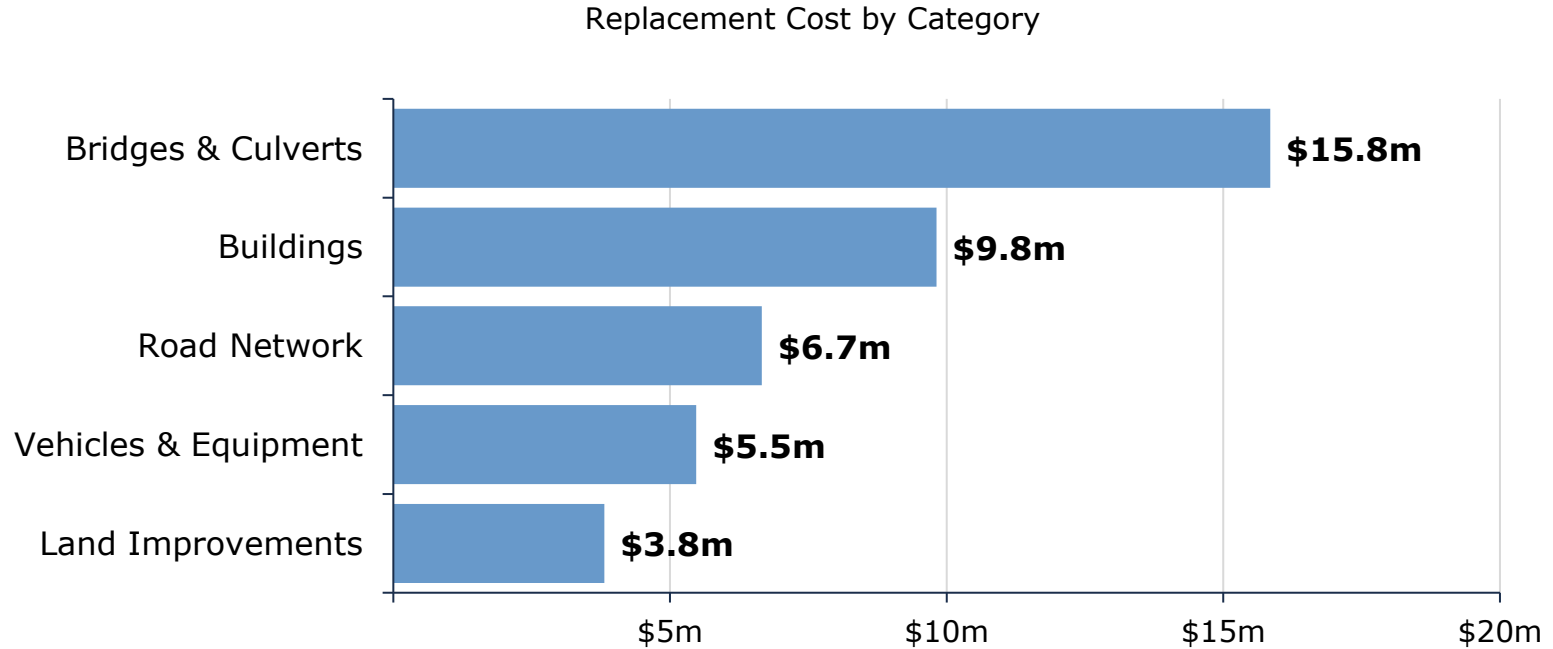


- After 2025, asset management plans must be updated at least once every 5 years
- Every municipal council shall conduct an annual review of its asset management progress on or before July 1st
- The asset management policy and plan should be posted to the municipal website

Asset Management Plan (2024 year-end)

- 1 What is the current state of municipal infrastructure?
- 2 What process improvements can increase confidence in analysis and decision-making?
- 3 What is the Municipality's financial capacity to meet long-term capital requirements?

Total Replacement Cost of the Asset Portfolio



Total = \$42 million



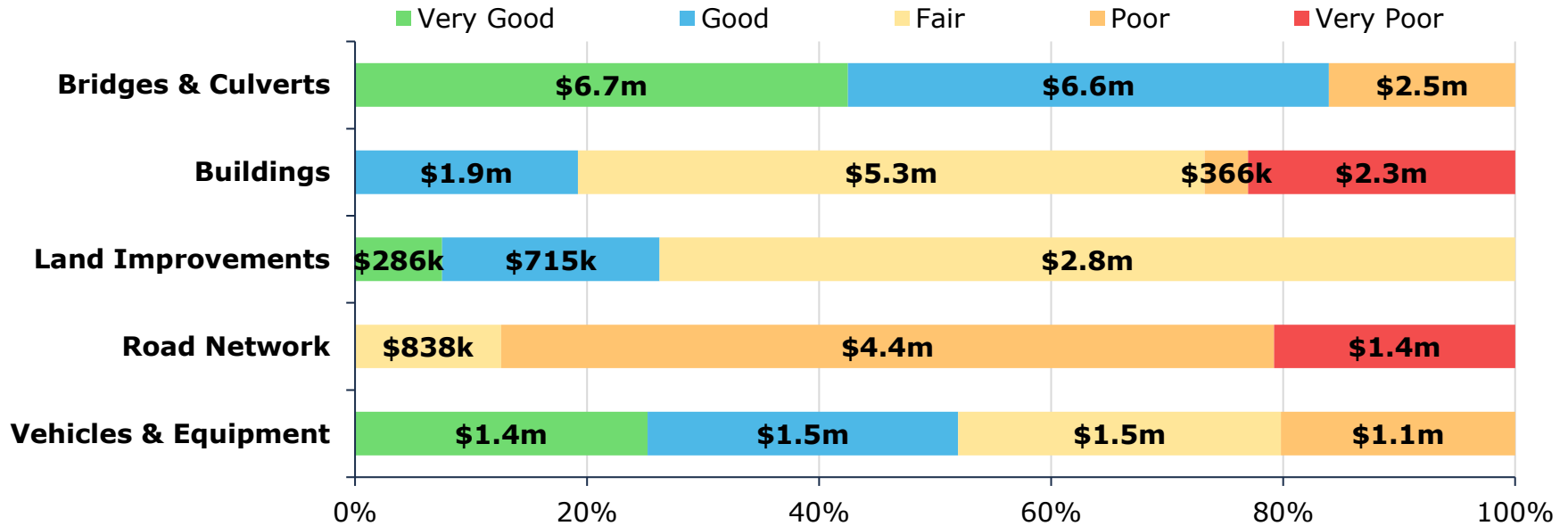
Replacement Cost Method of Asset Portfolio

Category	Primary Replacement Cost Method
Bridges & Culverts Buildings Land Improvements Vehicles & Equipment	User-Defined
Road Network	CPI Tables

The accuracy and reliability of lifecycle costs is critical for asset management.



Overall Condition of the Asset Portfolio



Value and Percentage of Asset Segments by Replacement Cost

71% assets are in fair or better condition



Condition Assessments in the Asset Portfolio

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	Road & Signage	100%	2020 Road Needs Study / Staff Assessments
Bridges & Culverts	Bridges Structural Culverts	99%	2023 OSIM Report
Buildings	Buildings / Stormwater / Wastewater / Water	76%	Staff Estimates
Land Improvements	Boat Launches / Dams / Landfill /Parks	100%	2023 RHH Engineering Report / Staff Estimates
Vehicles & Equipment	All	70%	Staff Estimates

**Age-based condition data typically overstates needs and overall deficit.
Assessed condition data builds confidence in decision making.**



Assessed Condition Data in AM Decision Making



Mitigation of risks associated with asset failure



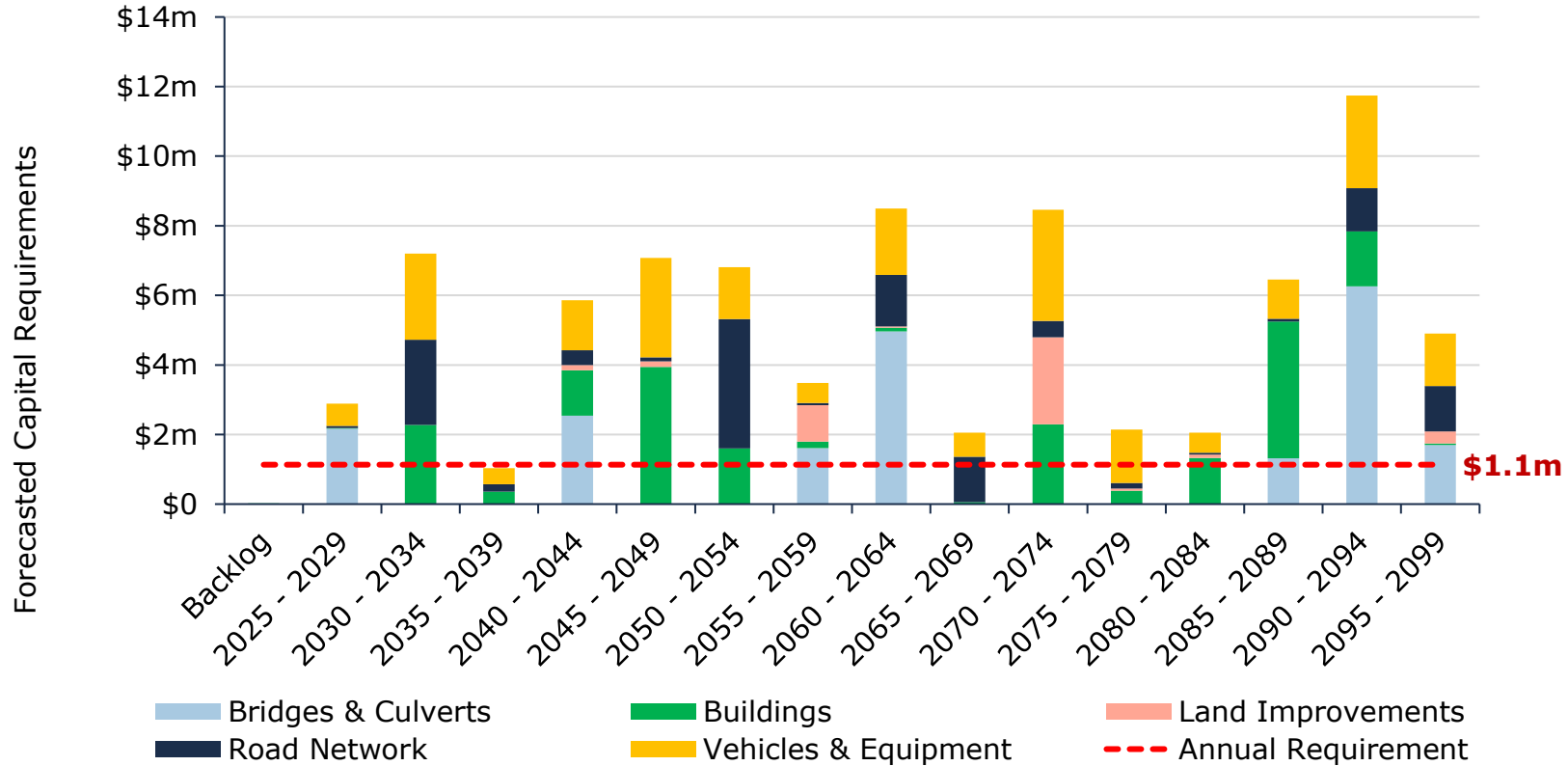
Identifying the most economic intervention



Accurate predication of future expenditure requirements



Forecasted Capital Requirements – 75 Years





Financial Strategy Recommendations



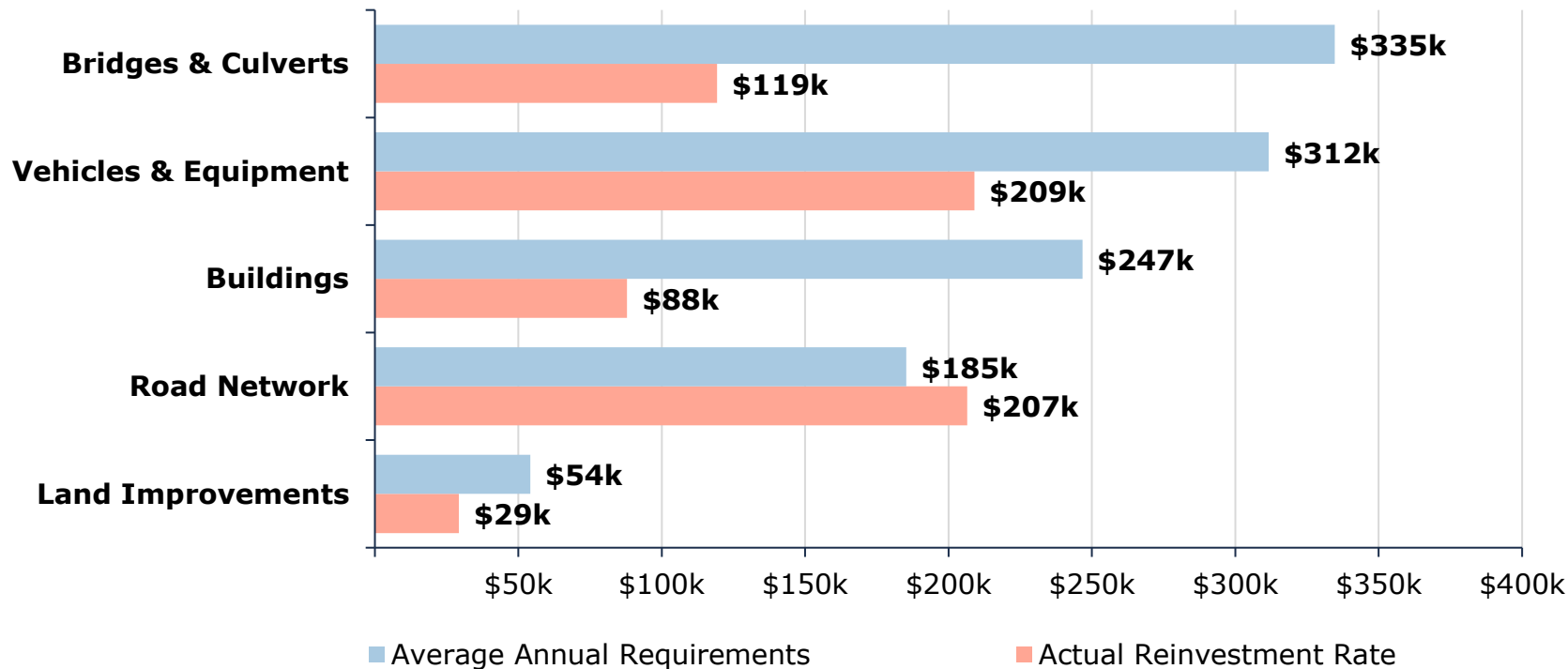
Annual Capital Requirement & Infrastructure Deficit

Sustainable Funding Sources:
CCBF, OCIF, Reserves, etc.

Funding Source	Annual Capital Requirement	Funding Available	Annual Capital Deficit
Tax-Funded Assets	\$1,132,508	\$652,016	\$480,492

Assets are currently funded at **58%** of their long-term capital requirements

Annual Capital Requirement vs. Available Funding



Financial Strategy

Funding Source	Years until Full Funding	Total Tax/Rate Increase	Annual Tax/Rate Increase
Tax-Funded	6	12.9%	1.4%

- Both sustainable and one-time grants/transfers will continue to be an essential source of revenue for investment in capital infrastructure
- Adjustments to taxes should be supplemented with project prioritization and evaluation of the desired levels of service



Recommendations & Next Steps

1 Develop “Single Source of Truth” Asset Registry

- Develop a centralized data repository to ensure accuracy and consistency
- Implement a portfolio-wide **data governance strategy** to guide data tracking and updates

2 Prepare for O.Reg. 588/17 2025 Requirements

- Identify **Proposed levels of service** for the 2025 requirement
- Develop a medium to long-term external communication strategy to **engage the public** on asset management and obtain feedback to inform development of proposed levels of service

3 Continuous Improvement and Regular Review

- An asset management plan is a **living document** that should be updated regularly to inform long-term planning
- Accordingly, the yearly capital operating budget should include funding for the assessment of the Municipality’s assets that will be used to update future iterations of the plan





Questions?

COMMITTEE OF THE WHOLE

PLANNING ITEMS

PARRY SOUND AREA PLANNING BOARD

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

CONSENT APPLICATION NO. B07 2025(W) - Waefler

**LOTS 21-24 AND PART OF LOT 25, CONCESSION 2
GEOGRAPHIC TOWNSHIP OF HAGERMAN
MUNICIPALITY OF WHITESTONE**

Roll # 493901000402500 PIN: 52089-0276

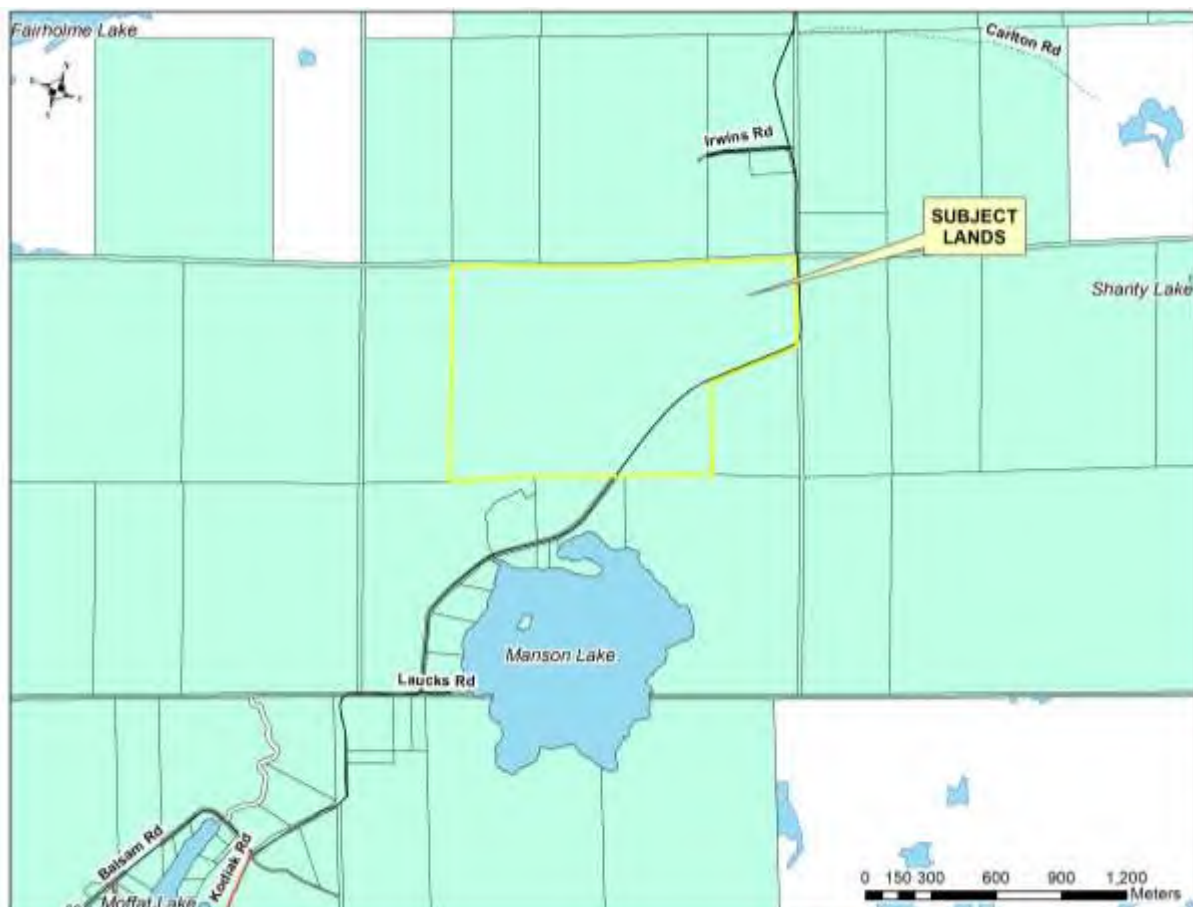
752 Balsam Road

Applicant: Christian Waefler

May 5, 2025

BACKGROUND / PURPOSE

Christian, Peter and Renate Waefler own a large rural parcel (489 acres) on Balsam Road.



PROPERTY DESCRIPTION

The lands are described as:

PIN 52089-0276

LT 22-24 CON 2 HAGERMAN; PT LT 25 CON 2 HAGERMAN AS IN RO205269; WHITESTONE

PROPOSED CONSENT



The proposed consent is to create three (3) new lots fronting on Balsam Road.

	Frontage (m)	Depth(m)	Area(ha)
Retain	914	1000	188.35
Sever 1	150	175	2.6
Sever 2	150	175	2.6
Sever 3	180	175	2.0

EXISTING LOT CONDITIONS

The subject land is a large rural parcel 197.9 hectares (489 acres) with ± 1480 metres of frontage on Balsam Road.

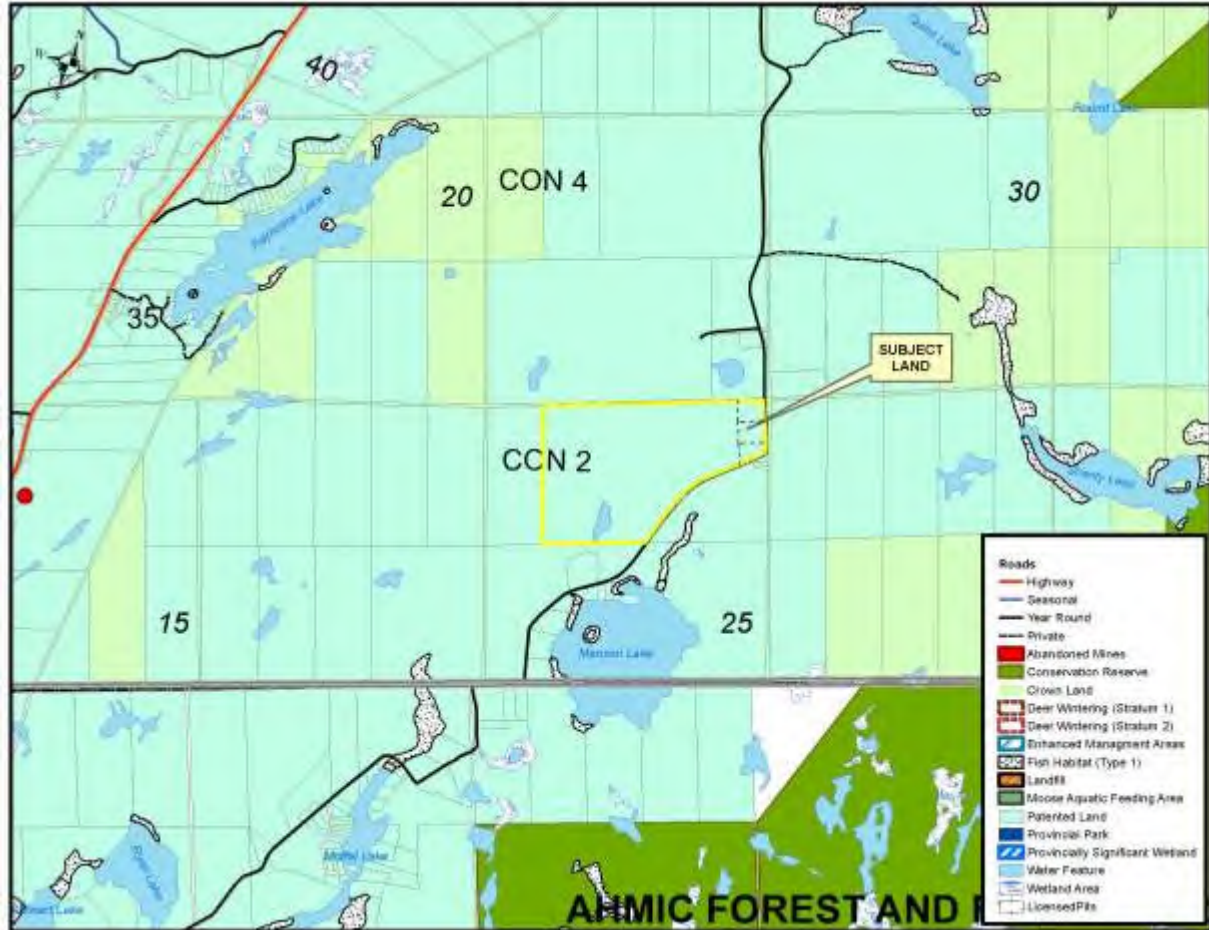
There is a dwelling, garage and shed on the property.

The whole of the lot has a mixture forested area, low lying areas, fields and rock outcrops. The proposed new lots are mostly field with a treeline at the rear of proposed severed lot 1.



OFFICIAL PLAN

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



There are no Natural Heritage features identified on these lands.

“ 16.01 Rural

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

PROVINCIAL POLICY STATEMENTS (P.P.S) 2024

The lands are considered Rural in the P.P.S. and are subject to following policies:

2.5 Rural Areas in Municipalities

1. Healthy, integrated and viable rural areas should be supported by:
 - a) building upon rural character, and leveraging rural amenities and assets;
 - b) promoting regeneration, including the redevelopment of brownfield sites;
 - c) accommodating an appropriate range and mix of housing in rural settlement areas;
 - d) using rural infrastructure and public service facilities efficiently;
 - e) 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;
 - f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
 - g) conserving biodiversity and considering the ecological benefits provided by nature; and
 - h) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 4.3.
2. In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.
3. When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

2.6 Rural Lands in Municipalities

1. On rural lands located in municipalities, permitted uses are:
 - a) the management or use of resources;
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
 - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
 - d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;
 - e) home occupations and home industries;

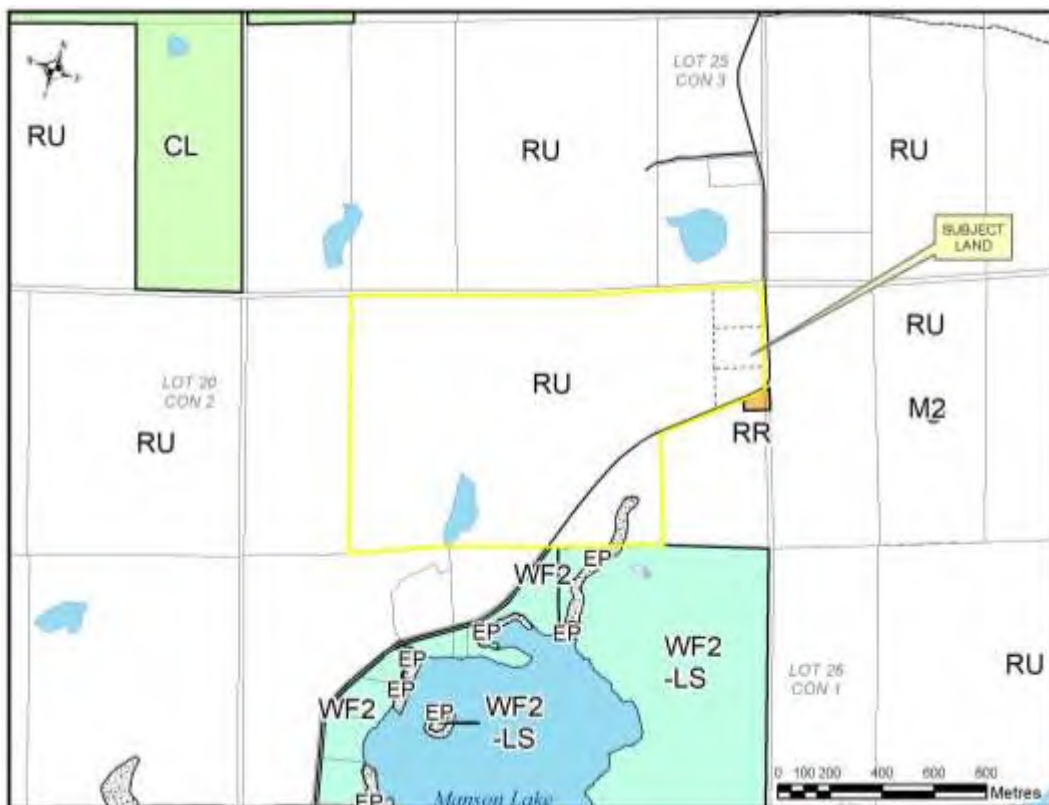
- f) cemeteries; and
 - g) other rural land uses.
2. Development that can be sustained by rural service levels should be promoted.
 3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.
 4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.
 5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

There are no inconsistencies with these policies.

ZONING BY-LAW

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

The proposed lots meet the Rural standard of 100 metres frontage and 2.0 hectares in area.



RECOMMENDATION

That the proposed consent to allow the creation of three (3) new rural lots at 752 Balsam Road in lots 21-24 and part of lot 25, concession 2 geographic Township of Hagerman as applied for by Christian Waefler in Application No. B07/2025(W) be approved subject to the following conditions:

- 1. Payment of a Parkland dedication fee in accordance with the Municipality’s fee By-Law;
- 2. Receiving adequate 911 addressing for the new lots;
- 3. Payment of all applicable planning board fees.

Respectfully,



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

PUBLIC MEETING



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: May 20, 2025

Report No: FIN-2025-08

Subject:

Adoption of Proposed 2025 Operating and Capital/Special Project Budget

Recommendation:

THAT The Council of the Municipality of Whitestone hereby receives report FIN-2025-08 Adoption of Proposed 2025 Operating and Capital/Special Project Budget for information; and

THAT the Council of the Municipality of Whitestone, with changes recommended from Council and staff at and following the April 15, 2025 meeting, hereby adopts the Proposed 2025 Operating and Capital/Special Project Budget as presented; and

THAT the Council of the Municipality of Whitestone does hereby request that the CAO/Clerk present a By-Law to adopt the estimates of all sums required during the year and to adopt the rates of taxation for the 2025 year.

Background:

Council received draft budget reports in February, March and April of 2025 (FIN-2025-01, FIN-2025-02, and FIN-2025-04). These reports included thorough analysis of expenditures, revenues, capital projects and reserve/reserve funds. Adjustments have been made based on recommendations to the budget, from both Council and staff.

Analysis:

The Proposed Operating and Capital/Special Projects Budget (Scenario #4) for the year 2025 reflects changes discussed by Council at the April 15, 2025 Council meeting. The proposed tax rate increase is 3.08%, balancing affordability and sustainability. Allowing for the impact of the Education Rate for residential purposes, the net preliminary tax rate increase after Education taxes is 2.43%. For a property assessed at \$168,000, this would result in an annual increase of \$29.48.

Highlights from the 2025 budget include:

- Assessment growth of \$77,808 or 2.14%
- Increase in Ontario Municipal Partnership Fund Grant of \$150,600 or 13.19%
- Overall Reserve balances projected to increase to slightly over \$2 million
- Road Grant Budget increased to \$100,000 (NOTE: X and Y factors anticipated to increase by 3.11% and will be reported at next Council meeting)
- Significant progress in funding asset replacements by increasing contribution to Asset Management Reserve up to \$485,000

Changes from Draft #3:

At the last Council meeting, staff were directed to investigate potential reductions to the budget allocations for Bridges/Culverts (account 16-337) and Sanding/Salting (account 16-386) given the visible stock currently held at the Public Works yard and salt dome. Upon review, staff do not recommend reducing these budget lines. The existing inventory of culverts and sand/salt represents necessary operational reserves, not surplus. These materials are actively drawn down through the year, particularly during periods of high usage (e.g. spring culvert replacements, winter maintenance storms).

The Acting Public Works Manager has advised that:

- The current culvert stock is scheduled for use in upcoming maintenance and replacement projects. It will not be sufficient to cover all planned or emergency work for the remainder of the year.
- Sand and salt reserves on site are essential for ongoing road safety and winter operations. The present stockpile is not expected to last through the full winter season, especially in the event of early snowfall or an extended season.

Maintaining the full budget ensures that staff can replenish critical materials as needed, respond to unplanned events, and avoid supply shortages that could compromise service levels, infrastructure integrity, or public safety.

Minor changes from the April 15, 2025 meeting include:

- Recreation Playground Project under the Capital and Special Projects Budget should be generic with details to be determined.
- ICECAP (account 16-484-4) renamed to “Green Initiatives”.

The Capital and Special Projects Budget was also updated to include \$20,000 for municipal boat launches funded from the Parkland Reserve. This had previously been budgeted within the operating budget so there is no impact to the levy requirement; however, this type of expenditure is considered capital in nature so has been moved accordingly.

Reserve Schedule

Reserves reflect 2024 preliminary (pre-audit) actual transfers and budgeted transfers in and out based on the proposed budget.

2025 Proposed Reserves Budget							
Reserve	2023 Actual Closing Balance	2024 Actual Transfers In	2024 Preliminary Actual Transfers Out	2024 Budgeted Closing Balance (Pre Year End)	2025 Draft Budgeted Transfers In	2025 Draft Budgeted Transfers Out	2025 Budgeted Closing Balance
Parkland	120,622	75,975	- 36,818	159,779	50,000	- 63,500	146,279
Fire Pumper	301,118	125,000	- 426,118	0	65,000		65,000
Fire Vehicle/Equipment	56,500	10,000		66,500	10,000	- 44,200	32,300
Forest Fire Reserve	50,533			50,533	-		50,533
Roads Equipment Reserve	92,592			92,592			92,592
Asset Management Reserve	707,085	288,985		996,070	485,000	- 44,000	1,437,070
Reserve Thrift Shop	24,290			24,290			24,290
Landfill Reserve	38,718	10,000		48,718	45,000		93,718
Cemetery Reserve	2,478			2,478			2,478
Cemetery Capital	13,721			13,721			13,721
Gas Tax	-			-			-
Kashe Dam	12,000			12,000			12,000
Building Reserve	37,208			37,208			37,208
Building Vehicle Reserve	43,000			43,000			43,000
Facilities Vehicle Reserve	39,854			39,854			39,854
Library (Expansion/Sign)	- 0			- 0			- 0
Total Reserve	1,539,720	509,960	- 462,936	1,586,744	655,000	- 151,700	2,090,044
2025 Deferred Grants							
Deferred Canada Community Building Fund (Gas Tax)					70,413		70,413

Proposed 2025 Capital and Special Projects Budget

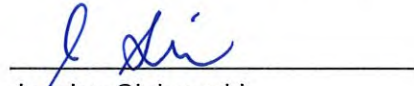
Administration		
Admin Capital - Computer Upgrades	5,000.00	Tax Base
Community Centre Communications	7,500.00	Parkland
AMP Consultant Phase 2 & 3	22,000.00	Tax Base
Official Plan Consultant	63,555.00	Tax Base
Fire		
Replace Rescue 1	20,000.00	Fire Equipment Reserve
Replace Radios	14,200.00	Fire Equipment Reserve
Replace Oil Furnace Strn 2	8,000.00	Fire Equipment Reserve
Replace Washer	2,000.00	Fire Equipment Reserve
SCBA Air Bottles	16,461.00	Grant
Roads		
Surface Treatment	105,000.00	OCIF Grant
Bridge Structure Maintenance	45,000.00	OCIF Grant
Ladd Rd Bridge Rehabilitation Analysis	25,000.00	Asset Management
Facilities		
Demolition of Twist Building	15,000.00	Asset Management
Community Centre Vinyl Siding	16,000.00	Parkland Reserve
Admin Building Exterior Repairs	4,000.00	Asset Management
AODA Automatic Door openers	10,000.00	Parkland Reserve
Recreation		
Recreation Playground Project	10,000.00	Parkland Reserve
Total Capital	388,716.00	

Capital Funding Summary	
OCIF	150,000.00
Ontario Fire Services Grant	16,461.00
Total Grants	166,461.00
Asset Management Reserve	44,000.00
Fire Equipment Reserve	44,200.00
Parkland Reserve	43,500.00
Total Reserve Funding	131,700.00
Tax Base Funding	90,555.00
Total Capital Funding	388,716.00

Link to Strategic Plan:

2. Fiscal Responsibility and Accountability

Respectfully submitted by:



Jessica Sinkowski
Treasurer/Tax Collector

Reviewed by:



Nigel Black
CAO/Clerk

ATTACHMENT A – 2025 Proposed Budget (Scenario #4)

ATTACHMENT B – Levys

ATTACHMENT C – Tax Impact

ATTACHMENT D – Comparative Residential Tax Rates

Municipality of Whitestone

Report Date

Final Budget

05/09/2025 2:35 PM

Scenario 4 - Final Proposed Budget

Page 1

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
14-110 - Taxation Revenue: General Levy	3,631,341	3,631,080		(3,631,341)	
14-115 - Prior Year Levy			3,631,340	3,631,340	100.00-
14-116 - Assessment Growth Revenue			77,808	77,808	100.00-
14-210 - English Public School Taxes		997,206			
14-310 - French Public School Taxes		3,525			
14-430 - In Lieu Of Taxes	7,949	10,098	8,250	301	3.79
14-431 - Supplemental Taxes - Municipal	67,000	94,159	72,000	5,000	7.46
14-432 - Supplemental Taxes - English Public		26,331			
15-100 - Interest Earned from Bank Balance	35,000	53,525	40,000	5,000	14.29
15-110 - LCBO Rent	10,826	10,083	10,830	4	0.04
15-110-1 - LCBO Grass & Misc Revenue	3,500	6,246	3,500		
15-310 - Misc Office Revenue	1,500	1,004	1,500		
15-329 - Roads Damage Deposit		2,000			
15-330 - Roads Revenue	3,000	(300)	3,000		
15-335 - Miscellaneous Revenue		25,301			
15-346 - Garbage Pick Up Fees	13,000	249		(13,000)	
15-346-1 - Landfill Revenue - York POS		3,320	4,000	4,000	100.00-
15-346-2 - Landfill Revenue - Auld POS		8,775	9,000	9,000	100.00-
15-346-3 - Landfill Revenue - York Bag Tags	100	20	50	(50)	50.00-
15-346-4 - Landfill Revenue - Aulds Bag Tags		30	50	50	100.00-
15-346-5 - Landfill Revenue - Sale of Scrap Metal	20,000	11,977	12,000	(8,000)	40.00-
15-346-6 - Landfill - Recycling Revenue		21,250	62,550	62,550	100.00-
15-370 - Recreation Revenue	300	1,498	1,500	1,200	400.00
15-371 - Hall Rental Revenue	1,000	1,048	1,000		
15-373 - After School Program	9,000	10,291	9,000		
15-380 - Planning & Zoning Revenue	40,000	27,337	30,000	(10,000)	25.00-
15-384 - Farleys Parking Permits	1,000	485	1,000		
15-385 - Rental Units	4,000	4,800	4,500	500	12.50
15-390 - Dog Tags	1,200	920	1,200		
15-391 - Kennel License	75	75	80	5	6.67
15-395 - Community Development Revenue	300	400	300		
15-396 - 9-1-1 Revenue	500	895	500		
15-500 - Conditional Grants-Prov		2,387			
15-502 - Railway ROW	27,244	27,244	27,240	(4)	0.01-
15-503 - Grant-Waste Diversion Ontario	82,788	53,108		(82,788)	
15-504 - Ontario Municipal Partners Fund	1,141,600	1,141,600	1,292,200	150,600	13.19
15-505-1 - Grant-OCIF Capacity Program	132,250	132,250	152,088	19,838	15.00
15-505-5 - NORD Grant	119,391	119,391	119,399	8	0.01
15-506 - Ontario Fire Services Grant			16,461	16,461	100.00-

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
15-507-8 - Grant - Invasive Species		2,500			
15-508 - Gas Tax Revenue	67,596	68,502	70,413	2,817	4.17
15-510 - Aggregate Resources Grant	6,000	7,320		(6,000)	
15-510-5 - Provincial Offences Revenue	3,943	2,882	3,940	(3)	0.08-
15-522 - Fire Revenue	4,500	23,014	10,000	5,500	122.22
15-525 - Fire - Smoke Alarms	100	118	100		
15-527 - Fire-Helipad Maintenance	3,500	5,000	5,200	1,700	48.57
15-570 - Grants - Recreation		1,560			
15-571 - Maple Island Thrift Shop	19,000	18,726	19,000		
15-720 - Licences/Permits	150,000	183,588	160,000	10,000	6.67
15-721 - Tax Certificates	1,500	1,170	1,500		
15-723 - CBO Shared Services	750	831	750		
15-750 - Penalty/Interest	60,000	72,674	70,000	10,000	16.67
15-751 - Shore Road Allowance Revenue	5,000	30,336	14,000	9,000	180.00
15-753 - Parkland In Lieu Payments	35,000	75,975	50,000	15,000	42.86
15-773 - Nursing Station Lease Revenues	1,062	1,200	1,060	(2)	0.19-
15-790 - Transfer Between Funds	640,729	462,936	151,700	(489,029)	76.32-
15-790-1 - Financing Fire Truck	295,827	295,809		(295,827)	
15-798 - Nursing Station Expansion Donations		100			
Revenue Totals:	6,648,371	7,683,849	6,150,009	(498,362)	
Council					
16-090 - Council - Fees	123,550	123,222	125,690	2,140	1.73
16-091 - Council - Travel	2,000	2,977	4,000	2,000	100.00
16-092 - Council - Miscellaneous	7,000	8,138	8,000	1,000	14.29
16-093 - Council- Electronic Device Allowance	3,000	3,000	3,000		
16-093-1 - Council Insurance	2,370	2,644	2,864	494	20.84
16-094 - Council Health Benefit	21,725	16,499	24,725	3,000	13.81
Total Council:	159,645	156,480	168,279	8,634	
Administration					
16-100 - Admin - Salaries	614,123	628,263	626,405	12,282	2.00
16-101 - Admin- Benefits	36,414	35,256	36,410	(4)	0.01-
16-102 - Admin - Travel Expenses	2,270	1,161	2,270		
16-103 - Admin - Membership/Subscriptio	5,500	4,842	5,500		
16-104 - Admin - Training Expenses	4,500	5,898	10,000	5,500	122.22
16-106 - Admin - Postage Expense	11,000	10,748	13,750	2,750	25.00

Municipality of Whitestone

Final Budget

Report Date
05/09/2025 2:35 PM

Scenario 4 - Final Proposed Budget

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-107 - Admin - Insurance	36,830	34,785	38,264	1,434	3.89
16-108 - Admin - Advertising	7,500	8,812	8,500	1,000	13.33
16-109 - Admin - Telephone	4,100	4,399	4,300	200	4.88
16-110 - Admin - Office Supplies	9,000	10,996	11,000	2,000	22.22
16-113 - Admin - Office Equipment	7,500	9,246	8,500	1,000	13.33
16-115 - Admin - Computer Supplies/Supp	25,000	24,042	27,500	2,500	10.00
16-116 - Admin - Tax Notices	1,000		1,000		
16-118 - Admin - Financial Expenses	12,000	9,504	10,500	(1,500)	12.50-
16-119 - Admin - MPAC Fees	79,019	79,019	81,652	2,633	3.33
16-120 - Admin - Legal Expenses	75,000	52,612	75,000		
16-120-1 - Admin - Audit Fees	14,000	15,264	19,000	5,000	35.71
16-121 - Admin - Election	1,865	1,679	1,870	5	0.27
16-122 - Admin - Donations	10,000	10,000	10,000		
16-123 - Admin - Volunteer Appreciation	12,000	10,174	12,000		
16-124 - Admin - Taxes Written Off	5,000		5,000		
16-126 - Admin - Communications	10,000	9,049	10,000		
16-131 - Admin - HR Contingency	35,000	6,466	20,000	(15,000)	42.86-
16-150 - Office - Heating/Hydro	7,200	5,465	7,200		
16-151 - Office - Building Maintenance		931			
16-153 - Office - Janitorial Supplies	500	502	500		
16-161 - Web Site - Maintenance/Wages	7,000	6,314	7,000		
16-162 - High Speed Internet	1,900	1,994	1,900		
Total Administration:	1,035,221	987,421	1,055,021	19,800	
Fire -					
16-201 - Fire - Firefighters Wages	101,242	105,909	102,742	1,500	1.48
16-202 - Fire - Training	10,000	9,661	10,000		
16-202-1 - Fire-New Recruits	18,000	17,907	20,000	2,000	11.11
16-203 - Fire - Advertising	100		100		
16-204 - Fire - Workplace Safety Ins.	8,000	5,072	7,500	(500)	6.25-
16-205 - Fire - Ambulance Dispatch	4,263	3,935	4,263		
16-206 - Fire - Insurance	37,096	37,415	40,805	3,709	10.00
16-206-1 - Fire Insurance Helipad	2,527	2,527	2,530	3	0.12
16-207 - Fire - Drivers Exams	600		600		
16-208 - Fire - Prevention/Education	2,160	1,933	2,160		
16-209 - Fire - Memberships/Mutual Aid	545	599	600	55	10.09
16-210 - Fire - Miscellaneous	2,000	2,056	2,000		
16-212 - Fire - Radio Tower & Air	1,896	1,438	1,896		
16-213 - Fire - Radio Licenses	1,000	1,000	1,000		

Municipality of Whitestone

Final Budget

Report Date
05/09/2025 2:35 PM

Scenario 4 - Final Proposed Budget

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-216 - Fire - Permits	2,600		2,600		
16-218 - Fire - Stand Pipe	500	669	500		
16-219 - Fire - Air Bottle Hydrostating	1,000	1,003	1,000		
16-220 - Forest Fire Expense (MNR)	400		400		
16-222 - Fire - Bunker/Safety/Uniforms	5,800	5,951	5,800		
16-222-1 - Fire-Turnout/Repair/Cleaning	2,400	1,104	2,400		
16-223-3 - CPA Fire Cost	1,086	2,425	2,424	1,338	123.20
16-225 - Fire - Hose Replacement	1,000	1,839	1,000		
16-229 - Fire- Mileage	200		200		
16-232 - Station 1 - Hydro	7,000	7,536	7,000		
16-233 - Station 1 - Minor Purchases	3,600	3,026	3,600		
16-234 - Station 1 - Fuel & Oil	7,000	7,975	7,000		
16-235 - Station 1 - Boat 1	554	370	550	(4)	0.72-
16-236 - Station 1 - Heating	2,500	3,006	2,500		
16-237 - Station 1 - Telephone	900	902	900		
16-238 - Station 1 - Supplies	1,065	460	800	(265)	24.88-
16-239 - Station 1 - Building Mtce	1,000	3,970	4,500	3,500	350.00
16-241 - Station 1 - Inspections & Repairs	750	520	750		
16-242 - Station 1 - Rescue #1 Insp/Repairs	2,000	1,938	2,000		
16-243 - Station 1-Snowmobile Inspection/Repairs	200		200		
16-245 - Station 1 - Radio Equip/Repair	1,500	1,444	1,500		
16-248 - Stat 1 - Pumper #1 Inspe/ Repa	3,400	3,190	3,400		
16-248-1 - Station 1 - Pumper #2			2,700	2,700	100.00-
16-250 - Station 1 - Truck #10	2,700	828	2,700		
16-251 - Station 2 - Hydro	1,255	771	1,255		
16-252 - Station 2 - Minor Purchases/Hose	3,400	3,113	3,400		
16-253 - Station 2 - Fuel & Oil	1,000	554	1,000		
16-254 - Station 2 -Rescue #2-Insp/Rep (Van)	2,000	1,603	2,000		
16-255 - Station 2 - Boat 2	554	153	550	(4)	0.72-
16-256 - Station 2 - Heating	5,000	2,895	3,000	(2,000)	40.00-
16-257 - Station 2 - Telephone	950	939	835	(115)	12.11-
16-258 - Station 2 - Supplies	1,000	973	1,000		
16-259 - Station 2 - Building Mtce	316	294	316		
16-260-1 - Helipad Maintenance	7,500	3,338	2,500	(5,000)	66.67-
16-261 - Station 2 -Tanker- Inspections & Repairs	1,700	2,556	1,700		
16-262 - Station 2 - Internet	2,200	2,183		(2,200)	
16-263 - Station 2 - Radio Equipment & Repairs	1,200	1,069	1,200		
16-264 - Station 2 - Snowmobile Insp & Repairs	200		200		
16-265 - Fire Rating Signs (3)	650	611	650		

Municipality of Whitestone

Final Budget

Scenario 4 - Final Proposed Budget

Report Date
05/09/2025 2:35 PM

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-267 - Fire Pro	1,300	874	1,300		
16-268 - SCBA Testing	1,500	1,282	1,500		
16-269 - Cell Phone	400	400	400		
16-269-1 - Argo/Trailer	400		400		
Total Fire -:	271,109	261,216	275,826	4,717	
Other Protection Services					
16-270 - Emergency Plan	5,724	207	2,500	(3,224)	56.32-
16-271 - Defibrillator Expense	1,500	2,204	1,500		
16-272-1 - Jaws-Mtce/Training	500	829	500		
16-273 - Animal Control	300	1,109	300		
16-273-1 - Wildlife Compensation Program	300		300		
16-274 - Policing Levy	408,081	405,637	421,038	12,957	3.18
16-274-1 - Police Service Board	2,000		2,000		
16-275 - By-Law Enforcement	24,000	27,594	30,000	6,000	25.00
16-279 - Building Dept Truck - Fuel	1,050	830	1,050		
16-280 - Bld Official- Wages/Direct Exp	126,384	131,133	135,723	9,339	7.39
16-281 - Bld Official - Supplies	2,500	1,532	2,500		
16-283-1 - Cell Phone	450	404	450		
16-284 - Bld Official -Training/Seminar	1,000	1,167	3,000	2,000	200.00
16-285 - Bld Official - Memberships	6,000	5,588	6,000		
16-290 - 2019 SUV Bld Official-Truck-Maint/Insura	4,206	3,788	4,210	4	0.10
16-291-1 - Bld Official-Mileage	300	231	300		
Total Other Protection Services:	584,295	582,253	611,371	27,076	
Roads					
16-300 - Roads - Holding Wages/Cpp/Wsib	513,338	503,955	523,607	10,269	2.00
16-302 - Roads-Office-Wages/Benefits	42,580	42,034	42,580		
16-303 - Roads-Office-Supplies/Membership	1,300	1,495	1,500	200	15.38
16-304 - Roads-Office-Training/Consulting	4,500	5,008	8,000	3,500	77.78
16-306 - Roads-Office-Tower/Radio Licences	1,200	675	1,200		
16-310 - Roads-Supplies GPS Maintenance	2,850	3,841	3,900	1,050	36.84
16-311 - Flooding Damage	8,000	8,048		(8,000)	
16-316 - Garage - Miscellaneous	1,200	882	1,000	(200)	16.67-
16-320 - Garage - Mtc/Supplies/Tools	13,000	13,887	14,000	1,000	7.69
16-321 - Garage - High Speed Internet	1,852	1,284	1,850	(2)	0.11-
16-322 - Cell Phone	1,652	1,020	1,650	(2)	0.12-
16-323 - Garage - Hydro	2,800	2,505	2,800		
16-324 - Garage Telephone	720	531	720		

Municipality of Whitestone

Final Budget

Report Date
05/09/2025 2:35 PM

Scenario 4 - Final Proposed Budget

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-329 - Garage - Heating	8,000	7,180	8,000		
16-331 - Garage - Insurance	1,782	1,789	1,950	168	9.43
16-334 - Garage - Building Maintenance	6,500	6,225	8,000	1,500	23.08
16-337 - Bridges/Culverts-Good & Services	4,000	7,946	8,000	4,000	100.00
16-343 - Road Side Brushing - Goods & Services	14,500	11,804	14,500		
16-344 - Roads-Street Sweeping	4,500	4,335	4,500		
16-355 - Beaver Dams - Goods & Services	500	700	500		
16-360 - Hard Top Patch-Goods& Services	7,000	8,312	8,500	1,500	21.43
16-370 - Dust Control - Goods & Service	56,000	55,442	56,000		
16-375 - Gravel-Summer Maintenance	220,000	220,034	220,000		
16-386 - Sanding/Salting-Goods&Services	41,600	41,246	41,600		
16-389 - Roadside Grasscutting	6,100	5,596	6,100		
16-391 - Signs/Safety- Goods & Services	5,250	5,570	7,500	2,250	42.86
16-394-1 - 2018 Dodge Ram Maintenance	3,255	5,104	3,500	245	7.53
16-394-2 - 2018 Dodge Ram 2018 Fuel	4,500	6,050	6,000	1,500	33.33
16-396 - Misc MTO Vehicle Plate Renewal	9,300	9,230	9,300		
16-398 - Roads-Turn Around Upgrades	2,500	2,544	2,600	100	4.00
16-399 - Roads-Boat Launch Goods & Services		5	20,000	20,000	100.00-
16-402 - 2015 Freightliner Tandem Maint/ Insura	24,500	24,639	25,000	500	2.04
16-403 - 2015 Freightliner Tandem- Fuel	15,000	15,081	15,100	100	0.67
16-404 - 2017 Freightliner Single Axle - Maintena	19,000	18,356	19,000		
16-404-1 - 2017 Freightliner Single Axle - Fuel	12,500	11,527	12,500		
16-404-2 - 2020 Freightliner - Snow Plow Fuel	15,500	13,449	15,500		
16-404-3 - 2020 Freightliner Snow Plow Maintenance	19,000	20,315	21,000	2,000	10.53
16-407-1 - 2022 Dodge 2500 Plow/Sander Maintenance	4,500	11,399	5,000	500	11.11
16-408-1 - 2022 Dodge 2500 Fuel	7,500	10,227	10,500	3,000	40.00
16-409 - 2007 International-Maintenance	9,000	19,737	10,000	1,000	11.11
16-411 - 2007 International - Fuel	5,500	2,315	5,500		
16-412 - 2020 Float trailer - Maintenance	1,000	803	1,000		
16-414 - Bunny Trail RR Crossing Maintenance	4,100	5,245	4,100		
16-421 - 2010 Grader - Maintenance	25,000	15,036	50,000	25,000	100.00
16-423 - 2010 Grader - Fuel	14,500	13,356	14,500		
16-426-1 - 2022 Backhoe Manitence	4,500	4,737	4,800	300	6.67
16-427-1 - 2022 Backhoe -Fuel	5,000	4,588	5,000		
16-439 - Roads - Street Lights	5,000	5,573	5,600	600	12.00
16-439-1 - Hyundai Exacavator Maintenance	4,500	4,176	4,500		
16-439-2 - Hyundai Excavator Fuel	5,000	5,176	5,200	200	4.00
16-439-3 - Fleet Insurance	38,817	39,279	43,206	4,389	11.31
16-440-4 - Roads Grant Program	89,798	92,131	100,000	10,202	11.36

Municipality of Whitestone

Final Budget

Scenario 4 - Final Proposed Budget

Report Date

05/09/2025 2:35 PM

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-441-11 - Freightliner Snow Plow Loan Pymt	25,701	25,709		(25,701)	
16-441-12 - Roads-Backhoe loan 2022	42,397	42,397	42,400	3	0.01
16-441-13 - Land -2022 TD Loan Principle	66,745	66,574	66,750	5	0.01
16-441-5 - Roads Garage Loan Principle	37,281	37,280	37,280	(1)	
16-441-7 - Roads-Bunny Trail Culvert Loan-Principle	19,992	19,992	19,990	(2)	0.01-
16-441-9 - Roads-Bunny Trail Const Loan Principle	56,880	56,880	56,880		
16-442-1 - Roads - Canning Road Loan	9,664	9,664	9,664		
16-442-2 - Roads Balsam Road Loan	9,664	9,664	9,664		
16-442-3 - Roads Whitestone/Boakview Loan Interest	37,198	37,198	37,200	2	0.01
16-442-5 - Fire Pumper Debenture	11,094	6,676	27,000	15,906	143.37
Total Roads:	1,636,110	1,633,456	1,713,191	77,081	
Landfill					
16-444 - York Landfill - Misc.	400		400		
16-444-1 - York Landfill - Training	500		500		
16-444-2 - Landfill Wages	149,046	112,191	125,000	(24,046)	16.13-
16-444-3 - Freon Removal		1,905			
16-446 - York Landfill - Supplies	1,200	1,388	1,200		
16-446-1 - York Landfill - Hydro	700	600	700		
16-448 - York Landfill - Recycling	20,000	16,896		(20,000)	
16-452 - York Landfill - Maintenance	3,000	4,477	6,000	3,000	100.00
16-452-2 - York Landfill-Compactors Maintenance	3,500	233	1,000	(2,500)	71.43-
16-455 - York Landfill -Hazardous Waste	10,000	8,189	10,000		
16-456 - York Landfill - Monitoring	11,500	11,862	12,000	500	4.35
16-457 - York Landfill - Heating	750	628	750		
16-457-1 - York Landfill - Internet	1,950	1,925	1,950		
16-458 - Parry Sound Industrial Park	15,033	15,032	15,030	(3)	0.02-
16-459 - York Landfill - Bulk Waste	13,260	11,833	13,260		
16-466 - Auld Landfill - Supplies	1,000	961	1,000		
16-466-1 - Aulds Landfill - Hydro	1,100	1,115	1,100		
16-468 - Auld Landfill - Recycling	10,000	7,806		(10,000)	
16-471 - Auld Landfill - Bulk Waste	11,300	11,401	11,300		
16-472 - Auld Landfill - Brushgrinding	19,500	28,348		(19,500)	
16-473 - Auld Landfill - Maintenance	2,600	2,730	3,500	900	34.62
16-473-1 - Auld Landfill-Compactors Maintenance	1,500		1,000	(500)	33.33-
16-476 - Auld Landfill - Misc/Training.	500		500		
16-478 - Auld's Landfill - Monitoring	6,000	4,444	6,000		
16-479 - Auld Landfill - Heating	900	183	900		
16-479-1 - Aulds Landfill - Internet	1,700	991	1,000	(700)	41.18-

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-479-2 - York/Auld Waste Relocation Tipping Fees			19,500	19,500	100.00-
Total Landfill:	286,939	245,138	233,590	(53,349)	
Other Environment					
16-484 - ICECAP	10,225	9,145	3,000	(7,225)	70.66-
16-484-1 - Benthic Monitoring	2,874	2,874		(2,874)	
16-484-3 - Whitestone Environmental Stewardship	3,500	326	10,000	6,500	185.71
16-484-4 - Green Initiatives			10,000	10,000	100.00-
16-485 - Harris Lake Marina Depot	2,900	2,849		(2,900)	
Total Other Environment:	19,499	15,194	23,000	3,501	
Cemetery					
16-501-1 - Staking Fees	3,000	1,260	3,000		
16-502 - Cemetery - Memberships	420	257	420		
16-502-2 - Cemetery Software	550	199	550		
16-505 - Fairholme - Grasscutting	3,500	1,310	3,500		
16-506 - Fairholme Cemetery - Materials/Mics.	2,000	250	2,000		
16-513 - Maple Is. Cemetery -Materials	1,000	875	1,000		
16-515 - Maple Is. Cemetery - Grass Cutting	2,000	709	2,000		
16-522 - Whitestone Cemetery -Materials	500	848	500		
16-524 - Whitestone Cemetery Grass Cutting	1,500	546	1,500		
Total Cemetery:	14,470	6,254	14,470		
Other Health & Social Services					
16-549 - Health Unit Operating (Levy)	31,891	31,891	33,486	1,595	5.00
16-550 - Ambulance Levy	217,452	217,452	226,075	8,623	3.97
16-618 - Dist. Soc. Services (DSSAB) Levy	284,870	284,825	298,008	13,138	4.61
16-628 - Belvedere Home - Operating (Levy)	61,677	61,677	61,713	36	0.06
Total Other Health & Social Services:	595,890	595,845	619,282	23,392	
Facilities					
16-699 - Facilities - Wages	91,588	94,289	93,422	1,834	2.00
16-702 - Dunchurch Hall - Supplies	1,700	2,775	2,700	1,000	58.82
16-703 - Dunchurch Hall - Bld Mtce	8,000	6,915	7,000	(1,000)	12.50-
16-704 - Dunchurch Hall - Heating	5,300	3,643	5,300		
16-705 - Dunchurch Hall - Hydro	3,700	4,543	4,700	1,000	27.03
16-706 - Dunchurch Hall - Telephone	700	628	700		
16-707 - Dunchurch Hall - Insurance	6,787	6,818	7,499	712	10.49
16-707-1 - Facilities - Training	500	150	500		

Municipality of Whitestone

Final Budget

Scenario 4 - Final Proposed Budget

Report Date
05/09/2025 2:35 PM

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
16-710 - Dunchurch Hall -High Speed Internet	2,100	1,567	1,900	(200)	9.52-
16-716 - Maple Is. Hall - Supplies	300		100	(200)	66.67-
16-718 - Maple Is. Hall - Building Mtce	1,600	393	1,000	(600)	37.50-
16-719 - Maple Is. Hall - Heat/Hydro	2,400	2,651	2,700	300	12.50
16-720 - Maple Is. Hall - Telephone	2,000	2,026	2,000		
16-725 - Maple Is. Hall - Insurance	1,697	1,705	1,875	178	10.49
16-731-1 - 2125 HWY 124 - Building Maintnace	1,000	531	500	(500)	50.00-
16-731-3 - 2125 HWY 124 - Hydro	2,000	1,015	1,000	(1,000)	50.00-
16-731-5 - 2125 HWY 124 - Insurance	2,672	2,684	1,500	(1,172)	43.86-
16-731-6 - 2211 HWY 124 Property Maintenanc	1,000	1,018	300	(700)	70.00-
16-732 - Ardbeg Internet			2,200	2,200	100.00-
16-741 - Pavilion - Supplies	700	914	950	250	35.71
16-741-1 - Pavilion-Heating	1,300	2,057	2,100	800	61.54
16-742 - Pavilion - Building Mtce	2,000	2,227	2,300	300	15.00
16-743 - Pavilion - Hydro	1,400	1,367	1,400		
16-745 - Pavilion - Insurance	4,242	4,261	4,665	423	9.97
16-762 - Maple Is. Park - Building Mtce	1,300	1,534	1,550	250	19.23
16-767 - Municipal Flowers	1,000	1,492	1,500	500	50.00
16-769 - Facilities / Parks Maintenance	4,000	3,713	4,200	200	5.00
16-775 - 2016 Facilities Truck - Mainte/ Insuranc	4,195	4,348	4,350	155	3.69
16-776 - 2016 Facilities Truck - Fuel	4,000	5,860	6,000	2,000	50.00
16-777 - Municipal Building Maintenance (Lot)	6,000	4,201	5,000	(1,000)	16.67-
16-778 - Water Maintenance	6,500	3,788	5,000	(1,500)	23.08-
16-779 - Water Testing	1,500	1,286	1,500		
16-781 - Dunchurch Dock - Beach Mtce	1,500	188	1,000	(500)	33.33-
16-784 - Mower Expense	1,500	861	1,100	(400)	26.67-
Total Facilities:	176,181	171,448	179,511	3,330	
Recreation					
16-787 - Recreation - Public Pay Telephone	625	611	630	5	0.80
16-790 - Recreation Cmttee-Programs	26,000	22,326	27,750	1,750	6.73
16-790-4 - Recreation - Swim Program	4,000	3,042	4,000		
16-791-2 - Recreation-Equip & Education/Training	1,000		1,000		
16-793 - Recreation-Thrift Shop Donations	17,000	17,200	19,000	2,000	11.76
16-794 - Recreation - Thrift Shop Expenses	300	362	300		
16-798 - After School Program	7,000	3,427	7,000		
16-798-1 - After School Program-Supplies	400	362	400		
Total Recreation:	56,325	47,330	60,080	3,755	

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
Library					
16-803 - Library - Expenses	114,300	114,304	124,205	9,905	8.67
16-803-1 - Library Insurance	6,570	6,392	6,570		
16-806 - Library - Building Maintenance	3,000	4,600	5,000	2,000	66.67
Total Library:	123,870	125,296	135,775	11,905	
Other					
16-811 - Nursing Station Expenses	3,000	3,324	3,000		
16-818 - 911 Expenses	500		500		
16-819 - 911 Levy	1,200	1,127	1,200		
16-841 - Parry Sound Area Plan Board	5,000	5,000	5,000		
16-843 - Planning & Development	70,000	38,115	45,000	(25,000)	35.71-
16-845 - Tourism Orientation Destination Signs	2,500		2,500		
16-845-1 - Walking Trails-Maintenance Land Use Perm	500		500		
16-845-3 - Land Use permit Gooseneck Lake LUP1654	90		90		
16-845-4 - Land Use permit WahWashKesh lake PS-2023	100		100		
16-845-5 - Land Use permit Ardbeg PS-2022-PLA 00201	300	68	300		
16-845-6 - Land Use permit Whitest Lake MPSB-2023	250	99	250		
16-845-7 - Land Use permit Auld's Road Landfill	2,400	2,208	2,400		
16-845-8 - Land Use permit WahWashKesh Lake PS2019	100	93	100		
Total Other:	85,940	50,034	60,940	(25,000)	
Contributions to Reserves					
17-501 - Asset Management Reserve Contribution	288,985	288,985	485,000	196,015	67.83
17-502 - Fire Pumper Reserve Contribution	125,000	125,000	65,000	(60,000)	48.00-
17-504 - Fire Vehicle/Equipment Reserve Cont.	10,000	10,000	10,000		
17-505 - Parkland Reserve Contribution	35,000	75,975	50,000	15,000	42.86
17-506 - Landfill Reserve Contribution	10,000	10,000	45,000	35,000	350.00
17-550 - Deferred CCBF (Gas Tax) Grant			70,413	70,413	100.00-
Total Contributions to Reserves:	468,985	509,960	725,413	256,428	
School Boards					
18-911 - English Public School Board		1,025,841			
18-974 - French Public School Board		3,525			
Total School Boards:		1,029,366			
Capital					
19-100 - Admin - Capital - Computer Upgrades	5,000	7,033	5,000		
19-110 - Community Centre Communications	25,000	5,593	7,500	(17,500)	70.00-

Municipality of Whitestone

Final Budget

Scenario 4 - Final Proposed Budget

Report Date
05/09/2025 2:35 PM

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
19-110-1 - AMP Consultan Phase 2 and 3	30,000	8,854	22,000	(8,000)	26.67-
19-114 - Health & Safety Policy Update	9,000	3,533		(9,000)	
19-115 - Offical Plan Consultant	20,000		63,555	43,555	217.78
19-116 - Lake Planning Initiatives -Water Testing	5,000			(5,000)	
19-117 - Demolition of Twist Building			15,000	15,000	100.00-
19-207-1 - Replace #1 EMS Deckels Instal Radio	4,000			(4,000)	
19-207-2 - Fire station Improvement Station 1	3,000			(3,000)	
19-207-3 - Fire Station Improvement Station 2	7,000			(7,000)	
19-208 - Fire Pumper Truck	721,945	721,947		(721,945)	
19-209 - Replace Rescue 1			20,000	20,000	100.00-
19-210 - Replace Radio			14,200	14,200	100.00-
19-211 - Replace Oil Furnace Stn 2			8,000	8,000	100.00-
19-212 - Replace Washer			2,000	2,000	100.00-
19-213 - SCBA Air Bottles			16,461	16,461	100.00-
19-300 - Roads- Cap - Surface Treatment			105,000	105,000	100.00-
19-308 - Roads-Capital-Bridge Structure Rehab	30,000	7,804	45,000	15,000	50.00
19-328 - Roads - Capital - Sidewalks	3,000			(3,000)	
19-330-1 - Roads - Capital - Pub Wks Lighting Inter	7,000	6,566		(7,000)	
19-343 - Road-Heavy Duty Pick up with Plow		(176)			
19-348-2 - Thum/ Fork Backhoe Adaptor 2 way Plow	15,500	17,157		(15,500)	
19-351-10 - Slurry Seal Farley Road Hills	32,000	31,876		(32,000)	
19-351-9 - Bunny Tr slury Seal Boakview to Boundry	68,000	67,838		(68,000)	
19-352 - Ladd RD Bridge Rehabilitation Analysis	25,000		25,000		
19-352-1 - Farleys Road Bridge Guide Rail and Treat	50,000	37,652		(50,000)	
19-352-2 - Maple Island Bridge Rail and Treatment	60,000	20,942		(60,000)	
19-553-1 - Library Front Step	6,000	5,130		(6,000)	
19-714-1 - Concrete work Community center & Library		558			
19-714-2 - AODA -Automatic door openers	8,000	7,067	10,000	2,000	25.00
19-714-3 - Community Centre Vinyl Siding	14,000		16,000	2,000	14.29
19-714-4 - Street Light Comunity Center & Church St	4,000	371		(4,000)	
19-719 - Admin Building Exterior Repairs			4,000	4,000	100.00-
19-810-1 - 2211 HWY 124 Land purchase	4,000	6,480		(4,000)	
19-810-2 - Emergency Managment Initatives	2,158			(2,158)	
19-813-1 - Boat Launches	17,000	14,139		(17,000)	
19-813-2 - Wah Wash Kesh Docks and log Boom	2,000	692		(2,000)	
19-813-3 - Bolger Lake Landing	2,000			(2,000)	
19-813-4 - Mulch Church Street AODA Playground	5,799	3,916		(5,799)	
19-814 - Recreation Playground Project			10,000	10,000	100.00-
Total Capital	1,185,402	974,972	388,716	(796,686)	

Municipality of Whitestone

Final Budget

Scenario 4 - Final Proposed Budget

Report Date
05/09/2025 2:35 PM

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
Expense Totals:	6,699,881	7,391,663	6,264,465	(435,416)	
Net Surplus (Deficit):	(51,510)	292,186	(114,456)	(62,946)	

Accounts Printed: 378

**Municipality of Whitestone
General Levy - 2025 Assessment**

2024 Tax Rate	Increase	2025 Tax Rate
0.005698293	1.030789448	0.00587374

	Assessment 2025	Assessment 2024	Assessment 2023	Assessment 2022	Assessment 2021	Assessment 2020	Assessment 2019	Assessment 2018	Tax Ratio	Weighted Assessment	2025 Tax Rate	2025 Tax Amount
Residential	644,948,501.00	631,454,410.00	620,772,410.00	611,511,510.00	606,864,510	603,217,610	580,599,433	562,125,712	1.0000	644,948,501	0.00587374	3,788,259.81
Commercial	4,230,600.00	4,121,800.00	4,121,800.00	3,935,200	3,934,500	3,645,000	3,692,260	3,621,219	1.0000	4,230,600	0.00587374	24,849.44
Commercial Excess									0.7000	0	0.00411162	0.00
Commercial Vacant	130,500.00	130,500.00	130,500.00	130,500	130,500	92,000	90,500	89,000	0.7000	91,350	0.00411162	536.57
Commercial New Construction			-	305,400	305,400	53,700	45,575	40,550	1.0000	0	0.00587374	0.00
Farmland	3,246,800.00	3,210,000.00	3,133,900.00	3,136,800	2,909,900	2,769,400	2,362,092	2,126,735	0.2500	811,700	0.00146844	4,767.71
Industrial	75,000.00	204,200.00	279,100.00	279,100	279,100	278,600	274,869	228,000	1.0000	75,000	0.00587374	440.53
Managed Forest	2,468,500.00	2,376,200.00	2,332,400.00	2,325,300	2,190,600	2,101,600	2,197,558	2,077,166	0.2500	617,125	0.00146844	3,624.83
Aggregate Extraction	129,200.00								0.8137	105,131	0.00477950	617.51
Sub Total	655,229,101.00	641,497,110.00	630,770,110.00	621,623,810.00	616,614,510.00	612,157,910.00	589,262,287.00	570,308,382.00		650,879,407		3,822,478.90
Industrial PIL									1.0000	0	0.00587374	0.00
Commercial PIL	72,600.00	86,700.00	86,700.00	86,700.00	86700	84700	40,500	37,800	1.0000	72,600	0.00587374	426.43
Residential PIL - General	78,000.00	78,000.00	78,000.00	78,000.00	78000	78000	78,000	78,000	1.0000	78,000	0.00587374	458.15
Residential Tenant of Prov PIL	1,285,700.00	1,244,200.00	1,279,200.00	1,269,700.00	1287200	1287200	1,303,586	1,212,272	1.0000	1,285,700	0.00587374	7,551.87
Landfill PIL	13,400.00	9,800.00	9,800.00	9,800.00	9800	9800	4,175	3,850	4.4913	60,184	0.02638087	353.50
LCBO PIL						117400	117,400	117,400	1.0000	0	0.00587374	0.00
Total	656,678,801.00	642,915,810.00	632,223,810.00	623,068,010	618,076,210	613,735,010	590,805,948	571,757,704		652,375,891		3,831,268.85

School Board - 2025 Assessment

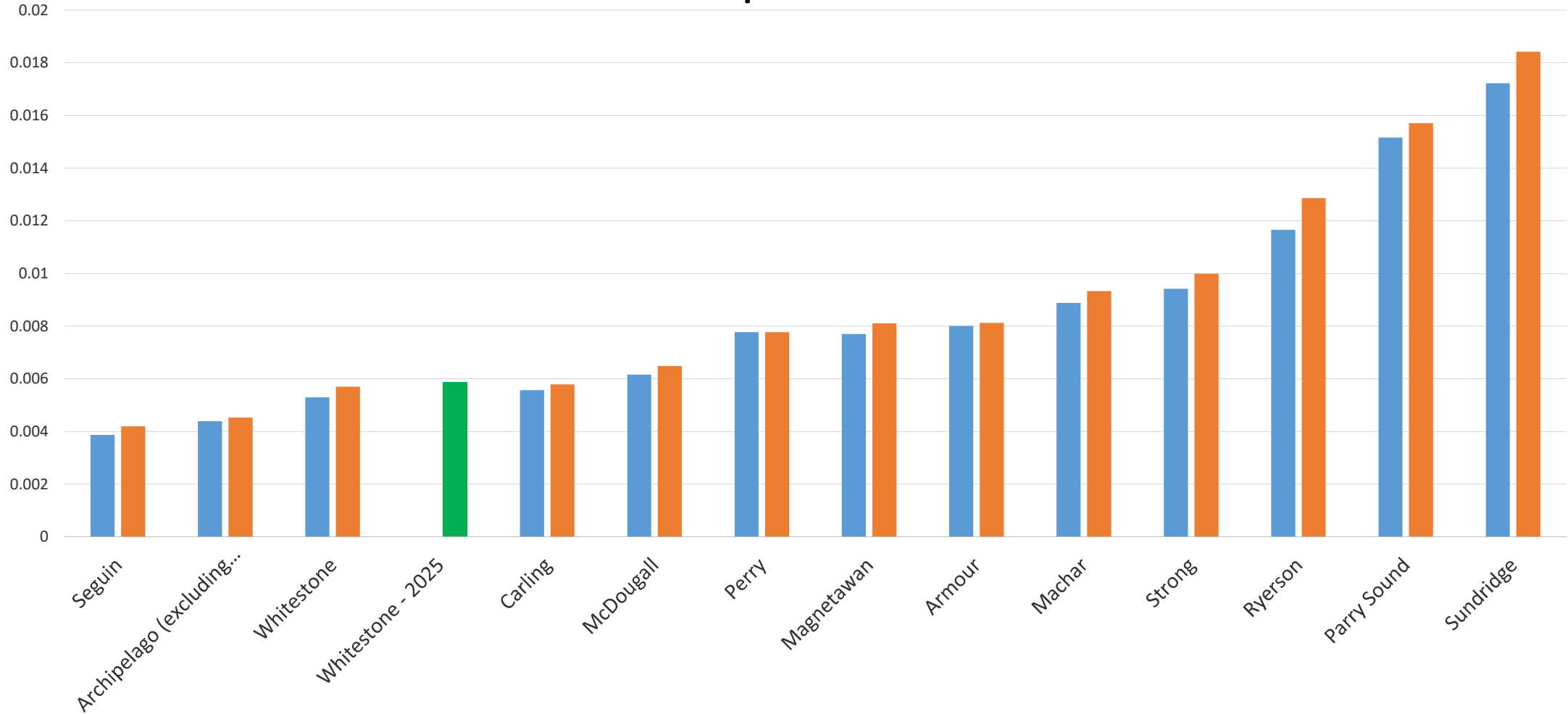
	Assessment 2025	Assessment 2024	Assessment 2023	Assessment 2022	Assessment 2021	Assessment 2020	Assessment 2019	Assessment 2018	Tax Ratio	Weighted Assessment	2025 Tax Rate	2025 Tax Amount
Residential	644,948,501.00	631,454,410.00	620,772,410.00	611,511,510	606,864,510	603,217,610	580,599,433	562,125,712	1.0000	644,948,501	0.00153000	986,771.21
Commercial	4,230,600.00	4,121,800.00	4,121,800.00	3,935,200	3,934,500	3,645,000	3,692,260	3,621,219	1.0000	4,230,600	0.00586377	24,807.27
Commercial Excess									0.7000	0	0.00586377	0.00
Commercial Vacant	130,500.00	130,500.00	130,500.00	130,500	130,500	92,000	90,500	89,000	0.7000	91,350	0.00586377	765.22
Commercial New Construction			-	305,400	305,400	53,700	45,575	40,550	1.0000	0	0.00586377	0.00
Farmland	3,246,800.00	3,210,000.00	3,133,900.00	3,136,800	2,909,900	2,769,400	2,362,092	2,126,735	0.2500	811,700	0.00038250	1,241.90
Industrial	75,000.00	204,200.00	279,100.00	279,100	279,100	278,600	274,869	228,000	1.0000	75,000	0.00880000	660.00
Managed Forest	2,468,500.00	2,376,200.00	2,332,400.00	2,325,300	2,190,600	2,101,600	2,197,558	2,077,166	0.2500	617,125	0.00038250	944.20
Aggregate Extractopm	129,200.00								0.8137	105,130	0.00511000	660.21
Sub Total	655,229,101.00	641,497,110.00	630,770,110.00	621,623,810	616,614,510	612,157,910	589,262,287	570,308,382		650,879,406		1,015,189.80
Industrial PIL									1.0000	0		0.00
Commercial PIL	72,600.00	86,700.00	86,700.00	86700	86700	84700	40,500	37,800	1.0000	72,600	0.00586377	425.71
Residential PIL - General	78,000.00	78,000.00	78,000.00	78000	78000	78000	78,000	78,000	1.0000	78,000	0.00153000	119.34
Residential Tenant of Prov PIL	1,285,700.00	1,244,200.00	1,279,200.00	1,269,700	1287200	1287200	1,303,586	1,212,272	1.0000	1,285,700	0.00153000	1,967.12
Landfill PIL	13,400.00	9,800.00	9,800.00	9800	9800	9800	4,175	3,850	1.0000	13,400	0.00980000	131.32
LCBO PIL						117400	117,400	117,400	1.0000	0	0.00586377	0.00
Total	656,678,801.00	642,915,810.00	632,223,810.00	623,068,010	618,076,210	613,735,010	590,805,948	571,757,704		652,329,106		1,017,833.29

2025 Tax Impact

2025 Tax Impact on Median/Typical Property (Before Education Tax)	CVA	2024 Municipal Taxes	2025 Municipal Taxes	\$ Tax Change	% Tax Change
Single Family Home	\$ 146,000	\$ 831.95	\$ 857.57	\$ 25.62	3.08%
Seasonal Recreational Dwelling	\$ 265,000	\$ 1,510.05	\$ 1,556.54	\$ 46.49	3.08%
Farm House	\$ 142,000	\$ 809.16	\$ 834.07	\$ 24.91	3.08%
Farmland	\$ 73,000	\$ 103.99	\$ 107.20	\$ 3.20	3.08%
Managed Forest	\$ 43,500	\$ 61.97	\$ 63.88	\$ 1.91	3.08%
Small Office Bldg	\$ 107,700	\$ 613.71	\$ 632.60	\$ 18.90	3.08%
Small Retail Comm Prop	\$ 86,000	\$ 490.05	\$ 505.14	\$ 15.09	3.08%

2025 Tax Impact on Median/Typical Property (After Education Tax)	CVA	2024 Taxes	2025 Taxes	\$ Tax Change	% Tax Change
Single Family Home	\$ 146,000	\$ 1,055.33	\$ 1,080.95	\$ 25.62	2.43%
Seasonal Recreational Dwelling	\$ 265,000	\$ 1,915.50	\$ 1,961.99	\$ 46.49	2.43%
Farm House	\$ 142,000	\$ 1,026.42	\$ 1,051.33	\$ 24.91	2.43%
Farmland	\$ 73,000	\$ 131.92	\$ 135.12	\$ 3.20	2.43%
Managed Forest	\$ 43,500	\$ 78.61	\$ 80.52	\$ 1.91	2.43%
Small Office Bldg	\$ 107,700	\$ 1,245.23	\$ 1,264.13	\$ 18.90	1.52%
Small Retail Comm Prop	\$ 86,000	\$ 994.34	\$ 1,009.43	\$ 15.09	1.52%

2023 to 2024 Sample Residential Tax Rates



CONSENT AGENDA



DRAFT Regular Council Meeting Minutes
Tuesday April 15, 2025, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

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

Staff: Nigel Black, CAO/Clerk
Barb Cribbett, Interim Treasurer
Jamie Osborne, Chief Building Official
Wendy Schroeder, Deputy Clerk
Jessica Sinkowski, Treasurer / Tax Collector
Bob Whitman, Fire Chief

Invited Guests: Patrick Christie, Parry Sound Area Planning Board
Kaitlyn Potts, Account Manager Districts of Muskoka and Parry Sound
Municipal and Stakeholder Relations, Municipal Property Assessment Corporation

Other Guests: 1 in person
3 via audio/videoconferencing

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. 2025-110

Moved by: Councillor Lamb

Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the April 15, 2025 Regular Council meeting;

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

Carried

4. Presentations and Delegations

- 4.1 Jim Shedden – Youth Baseball in Whitestone
- 4.2 Kaitlyn Potts, Account Manager Districts of Muskoka and Parry Sound
Municipal and Stakeholder Relations, Municipal Property Assessment Corporation

Matters Arising from Presentations and Delegations

Resolution No. 2025-111

Moved by: Councillor Lamb

Seconded by: Councillor Woods

- 4.1 Jim Shedden – Youth Baseball in Whitestone

THAT the Council of the Municipality of Whitestone receives information regarding youth baseball in Whitestone and thanks Mr. Shedden for his presentation; and

THAT Council agrees to publicize the Youth Baseball in Whitestone using its media and distribute its applications.

Carried

Resolution No. 2025-112

Moved by: Councillor Bray

Seconded by: Councillor Nash

- 4.2 Kaitlyn Potts, Account Manager Districts of Muskoka and Parry Sound
Municipal and Stakeholder Relations, Municipal Property Assessment Corporation

THAT the Council of the Municipality of Whitestone receives the presentation of Municipal Property Assessment Corporation representative Kaitlyn Potts, Account Manager Districts of Muskoka and Parry Sound Municipal and Stakeholder Relations, with thanks.

Carried

Move into Committee of the Whole

Resolution No. 2025-113

Moved by: Councillor Lamb

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 11:17 a.m.

Carried

RECESS 11:55 to 12:00

Reconvene into Regular Meeting

Resolution No. 2025-114

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 12:39 p.m.

Carried

Matters Arising from Committee of the Whole

Resolution No. 2025-115

Moved by: Councillor Nash

Seconded by: Councillor Woods

5.1.1 Consent Application No. B04/2025(W) – SKEBA

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B04/2025(W) – Skeba, Chris and Ilona and provided a copy to the Municipality of Whitestone;

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

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

1. That payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. That the new lot(s) receive 911 addressing from the Municipality;
3. That the newly created backlot be rezoned from the Waterfront Residential 1-Limited Services (WF1-LS) to the Rural-Limited Services (RU-LS) zone;
4. That the applicants enter into a Section 51.26 Consent Agreement with the Municipality of Whitestone to be registered on title, to include:
 - (i) the implementation of the septic system design measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022 to ensure the retention of phosphorous; and
 - (ii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;
5. That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

Recorded vote as per Procedural By-law 80-2023 s. 3.19

		YEAS	NAYS	ABSTAIN
<u>3</u>	Councillor Bray	X		
<u>4</u>	Councillor Lamb	X		
<u>1</u>	Councillor Nash	X		
<u>2</u>	Councillor Woods	X		
<u>5</u>	Mayor Comrie		X	

Carried

Resolution No. 2025-116

Moved by: Councillor Bray

Seconded by: Mayor Comrie

5.2 Parry Sound Economic Development Board

THAT the Council the Municipality of Whitestone receives Report ADMIN-2025-09 (West Parry Sound Economic Development Collaborative) for information; and

THAT the Council of the Municipality of Whitestone direct modification of the 2025 Budget documents to include \$6,250 for the possible continuation of participation in the West Parry Sound Economic Development Collaborative (subject to Council resolution).

Recorded vote requested by Mayor Comrie

	YEAS	NAYS	ABSTAIN
<u>2</u> Councillor Bray	X		
<u>3</u> Councillor Lamb		X	
<u>4</u> Councillor Nash		X	
<u>1</u> Councillor Woods		X	
<u>5</u> Mayor Comrie	X		

Defeated

6. Public Meeting - None

7. Consent Agenda

Resolution No. 2025-117

Moved by: Councillor Lamb

Seconded by: Councillor 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 – March 18 2025
- 7.2 Council Committee and Board Minutes
 - 7.2.1 Whitestone Environmental Stewardship Committee – February 10 2025 and March 10 2025
 - 7.2.2 Belvedere Heights Board of Management – February 26 2025
 - 7.2.3 District Social Services Administration Board – CAO Report – February 2025
 - 7.2.4 Whitestone Public Library and Technology Centre –
 - 7.2.4.1 January 20, 2025
 - 7.2.4.2 January 23, 2025
 - 7.2.4.3 January 24, 2025
 - 7.2.4.4 February 10, 2025
- 7.3 Unfinished Business (listed on pages 5 and 6 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 – March 18 2025; and

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

- 7.2 Council Committee and Board Minutes
 - 7.2.1 Whitestone Environmental Stewardship Committee – February 10 2025 and March 10 2025
 - 7.2.2 Belvedere Heights Board of Management – February 26 2025
 - 7.2.3 District Social Services Administration Board – CAO Report – February 2025
 - 7.2.4 Whitestone Public Library and Technology Centre –
 - 7.2.4.1 January 20, 2025
 - 7.2.4.2 January 23, 2025
 - 7.2.4.3 January 24, 2025
 - 7.2.4.4 February 10, 2025

- 7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

Carried

8. Accounts Payable

Resolution No. 2025-118

Moved by: Councillor Nash

Seconded by: Councillor Lamb

- 8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$512,326.26 for the period ending March 31, 2025.

Carried

RECESS 1:00 p.m. to 1:35 p.m.

9. Staff Reports

Resolution No. 2025-119

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 9.1 Report BLDG-2025-01
Building Services 2025, Q1

THAT the Council of the Municipality of Whitestone receives for information Report BLDG-2025-02 (Building Services update and Building Permit activity – January 1 to March 31, 2025).

Amendment proposed by Councillor Nash:

Resolution No. 2025-120

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone directs the Chief Building Officer (CBO) through the Chief Administration Officer (CAO) to issue formal letters to all Building Permit Holders that have an open Building Permit issued more than 36 months ago (April 14, 2022); and

THAT the letter states that open Building Permit(s) are to be closed by December 31, 2025, and reminding the Permit Holder(s) that:

- 1) the Building Permit can be revoked as per the Ontario Building Code (OBC); and
- 2) a \$200 inspection fee for Inactive Permits will be charged per Inspection as per the Fees and Charges By-Law Schedule D; and
- 3) no person shall occupy or permit to be occupied a building unless the Chief Building Official has issued a permit authorizing occupation of the building, as per the Ontario Building Code and the Building Code Act.

Recorded vote requested by Councillor Nash

	YEAS	NAYS	ABSTAIN
1 Councillor Bray		X	
2 Councillor Lamb	X		
3 Councillor Nash	X		
4 Councillor Woods	X		
5 Mayor Comrie	X		

Carried

Resolution No. 2025-119 as amended

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 9.1 Report BLDG-2025-01
Building Services 2025, Q1

THAT the Council of the Municipality of Whitestone receives for information Report BLDG-2025-02 (Building Services update and Building Permit activity – January 1 to March 31, 2025); and

THAT the Council of the Municipality of Whitestone directs the Chief Building Officer (CBO) through the Chief Administration Officer (CAO) to issue formal letters to all Building Permit Holders that have an open Building Permit issued more than 36 months ago (April 14, 2022); and

THAT the letter states that open Building Permit(s) are to be closed by December 31, 2025, and reminding the Permit Holder(s) that:

- 1) the Building Permit can be revoked as per the Ontario Building Code (OBC); and
- 2) a \$200 inspection fee for Inactive Permits will be charged per Inspection as per the Fees and Charges By-Law Schedule D; and
- 3) no person shall occupy or permit to be occupied a building unless the Chief Building Official has issued a permit authorizing occupation of the building, as per the Ontario Building Code and the Building Code Act.

Recorded vote requested by Councillor Lamb

		YEAS	NAYS	ABSTAIN
<u>4</u>	Councillor Bray	X		
<u>1</u>	Councillor Lamb	X		
<u>2</u>	Councillor Nash	X		
<u>3</u>	Councillor Woods	X		
<u>5</u>	Mayor Comrie	X		

Carried

Resolution No. 2025-121

Moved by: Councillor Lamb

Seconded by: Councillor Bray

9.2 Report FIRE-2025-03
Fire and Rescue Services, Q1

THAT the Council of the Municipality of Whitestone receives for information Report FIRE-2025-03 (Fire and Rescue Service activity – January 1, 2025 to March 31 2025).

Carried

Resolution No. 2025-122

Moved by: Councillor Lamb

Seconded by: Councillor Nash

9.3 Staff Report FIN-2025-04
Proposed 2025 Operating and Capital/Special Projects Budget

THAT the Council of the Corporation of the Municipality of Whitestone receives Report FIN-2025-04 (DRAFT #3 Operating and Capital/Special Projects Budget for the year 2025) for information purposes; and

THAT no further substantive adjustments be made to the Draft 2025 Operating and Capital/Special Projects Budget as presented; and

THAT the 2025 municipal tax rate increase be set at a maximum of 3.11% resulting in a total (inclusive of the school board taxes) residential rate increase of a maximum of 2.44% as recommended by the Treasurer; and

THAT Public Notice be provided as per By-law 77-2007 (being a By-law to prescribe the form, manner and times for the provision of public notice) that the Council of the Municipality of Whitestone will be giving consideration to a By-law to Adopt the 2025 Municipal Budget and set the 2025 Taxation Rates, at the May 20, 2025 Regular Council Meeting.

Recorded Vote requested by Councillor Lamb

		YEAS	NAYS	ABSTAIN
<u>3</u>	Councillor Bray	X		
<u>4</u>	Councillor Lamb	X		
<u>1</u>	Councillor Nash		X	
<u>2</u>	Councillor Woods		X	
<u>5</u>	Mayor Comrie	X		

Carried

Resolution No. 2025-123

Moved by: Councillor Lamb

Seconded by: Councillor Bray

- 9.4 Report FIN-2025-05
Set 2025 Tax Ratios for Municipal Purposes

THAT the Council of the Municipality of Whitestone receives report FIN-2025-05 (Municipality of Whitestone Tax Ratios – New Aggregate Extraction Property Class) for information purposes.

Carried

RECESS 3:48 to 3:55 p.m.

Resolution No. 2025-124

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 9.5 Report FIN-2025-06
Revised 2024 Council Remuneration Information

THAT the Council of the Municipality of Whitestone receives report FIN-2025-06 (Revised 2024 Council Remuneration and Expenses) for information purposes.

Carried

Resolution No. 2025-125

Moved by: Councillor Nash

Seconded by: Councillor Lamb

- 9.6 Report FIN-2025-07
Annual Donation Requests

THAT the Council of the Municipality of Whitestone receive report FIN-2025-07 (2025 Donation Requests) for information; and

THAT the Council of the Municipality of Whitestone approves the following donations for 2025:

Parry Sound Chamber of Commerce	\$ 500.00
Dunchurch Agricultural Society	\$ 500.00
Parry Sound High School Bursary L Woods	\$ 500.00
Parry Sound High School Graduation Gifts	\$ 250.00
Whitestone Lake School Citizenship Award	\$ 500.00
Whitestone Rod and Gun Club	\$ 500.00
Rotary Club of Parry Sound	\$ 500.00
Ardbeg Community Club	\$3,000.00
Almaguin Baseball League	\$500.00
TOTAL	\$6750.00

AND THAT Council approve additional donations as follows:

Whitestone Lake Central School Nutrition Programs	\$500.00
West Parry Sound District Museum	\$1000.00
Whitestone Nursing Station	\$1000.00
TOTAL	\$2500.00

Carried

Resolution No. 2025-126

Moved by: Councillor Lamb

Seconded by: Councillor Bray

- 9.7 Report ADMIN-2025-06
Bottle Shed Expression of Interest for Fundraising

THAT the Council the Municipality of Whitestone receives report ADMIN-2025-05 (Landfill Bottles Sheds, Expression of Interest for Fundraising Opportunity) for information; and

THAT the Council of the Municipality of Whitestone approve Cramadog Snowriders Snowmobile Club to have access to the Aulds Road Landfill Site Bottle Shed and associated revenue commencing January 1, 2025 (for a minimum of one year and thereafter until further notice from the Municipality).

Carried

Resolution No. 2025-127

Moved by: Councillor Lamb

Seconded by: Councillor Nash

- 9.8 Report ADMIN-2025-07
Road Grant Procedure Policy

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2025-04 Road Grant Protocol; and

THAT the Council of the Municipality of Whitestone does hereby approve an updated and amended Road Grant Protocol Policy.

Carried

Resolution No. 2025-128

Moved by: Councillor Nash

Seconded by: Councillor Lamb

- 9.9 Report ADMIN-2025-08
Contract Award – Supply of Granular Material

THAT the Council the Municipality of Whitestone receives Report ADMIN-2025-08 (Tender Award for the Supply, Delivery and Spread of Gravel Materials) for information; and

THAT the Council of the Municipality of Whitestone hereby provides prebudget approval and awards the contract for the supply, delivery and spreading of 9,000 tonnes of granular materials to Fowler Construction Company, Bracebridge, in the amount of \$172,119 plus HST.

Amendment proposed by Councillor Nash

Resolution No. 2025-129

Moved by: Councillor Lamb

Seconded by: Councillor Nash

THAT the following be added to the resolution:

“With the location of the roads to be confirmed by staff at a later date.”

Carried

Resolution No. 2025-128 as amended

Moved by: Councillor Nash

Seconded by: Councillor Lamb

- 9.9 Report ADMIN-2025-08
Contract Award – Supply of Granular Material

THAT the Council the Municipality of Whitestone receives Report ADMIN-2025-08 (Tender Award for the Supply, Delivery and Spread of Gravel Materials) for information; and

THAT the Council of the Municipality of Whitestone hereby provides prebudget approval and awards the contract for the supply, delivery and spreading of 9,000 tonnes of granular materials to Fowler Construction Company, Bracebridge, in the amount of \$172,119 plus HST, with the location of the roads to be confirmed by staff at a later date.

Carried

10. By-laws

Resolution No. 2025-130

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 10.1 **THAT** By-law 15-2025, being a By-law to set tax ratios for municipal purposes for 2025, is hereby passed this 15th day of April, 2025.

Carried

Resolution No. 2025-131

Moved by: Councillor Lamb

Seconded by: Councillor Nash

- 10.2 **THAT** By-law 16-2025, being a By-law to adopt a protocol for the authorizing of annual grants for the purposes of assisting road maintenance costs to property owners on private and unassumed roads, is hereby passed this 15th day of April, 2025.

Carried

Resolution No. 2025-132

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 10.3 **THAT** By-law 17-2025, being a By-law to lift the 0.3 metre reserves along the north side of Crown Retreats Road as part of the road allowance – SANNA, is hereby passed this 15th day of April, 2025.

Recorded vote as per Procedural By-law 80-2023 s. 3.19

		YEAS	NAYS	ABSTAIN
<u>2</u>	Councillor Bray	X		
<u>3</u>	Councillor Lamb	X		
<u>4</u>	Councillor Nash	X		
<u>1</u>	Councillor Woods	X		
<u>5</u>	Mayor Comrie	X		

Carried

Resolution No. 2025-133

Moved by: Councillor Nash

Seconded by: Councillor Lamb

10.4 **THAT** By-law 18-2025, being a By-law to enter into an Agreement as a Condition of Approval for Consent Application B11/2024(W) – SANNA, is hereby passed this 15th day of April, 2025.

Recorded vote as per Procedural By-law 80-2023 s. 3.19

		YEAS	NAYS	ABSTAIN
<u>1</u>	Councillor Bray	X		
<u>2</u>	Councillor Lamb	X		
<u>3</u>	Councillor Nash	X		
<u>4</u>	Councillor Woods	X		
<u>5</u>	Mayor Comrie	X		

Carried

11. Business Matters

Resolution No. 2025-134

Moved by: Councillor Lamb

Seconded by: Councillor Bray

11.1 Fees and Charges By-law Review 2025

THAT the Council of the Municipality of Whitestone receives for information Treasurer / Tax Collector Sinkowski’s memorandum, Fees and Charges By-law Review 2025.

Amendment proposed by Councillor Woods:

Resolution No. 2025-135

Moved by: Councillor Woods

Seconded by: Councillor Nash

THAT the Council of the Municipality of Whitestone remove the row entitled “Styrofoam and other Plastic Foams” and the associated Note 6 from Schedule B; and

THAT the words “at the Chief Building Official’s discretion” be removed from Line 16 of Schedule D.

Carried

Resolution No. 2025-134 as amended

Moved by: Councillor Lamb

Seconded by: Councillor Bray

11.1 Fees and Charges By-law Review 2025

THAT the Council of the Municipality of Whitestone receives for information Treasurer / Tax Collector Sinkowski’s memorandum, Fees and Charges By-law Review 2025, and approve it as amended; and

THAT the Council of the Municipality of Whitestone remove the row entitled “Styrofoam and other Plastic Foams” and the associated Note 6 from Schedule B; and

THAT the words “at the Chief Building Official’s discretion” be removed from Line 16 of Schedule D.

Carried

CURFEW

Resolution No. 2025-136

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 April 15, 2025 Regular Council Meeting past the allotted time of seven (7.0) hours at 5:45 p.m. and continues for an additional 0.5 hour(s).

Carried

RECESS 5:45 p.m. to 5:50 p.m.

Resolution No. 2025-137

Moved by: Councillor Nash

Seconded by: Councillor Lamb

11.2 Alternative Council Representative on PSAPB

WHEREAS the Council of the Municipality of Whitestone, under Resolution 2022-442, appointed Councillor Lamb and Councillor Nash to serve as representatives on the Parry Sound and Area Planning Board (PSAPB); and

WHEREAS there may be occasions when the appointed Council representatives are unable to attend PSAPB meetings due to various reasons; and

WHEREAS it is in the Municipality's best interest to ensure continued representation at PSAPB Board meetings;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Whitestone appoints Councillor Brian Woods as an alternate representative to attend PSAPB meetings in the event that a designated Council representative is unable to do so.

Carried

Resolution No. 2025-138

Moved by: Councillor Lamb

Seconded by: Councillor Woods

11.3 District of Parry Sound Municipal Association Meeting

THAT the Council of the Municipality of Whitestone approve the following Council Members / Staff to attend the District of Parry Sound Municipal Association Meeting May 23, 2025:

Mayor Comrie
Councillor Woods

Councillor Lamb
CAO/Clerk Black

Councillor Bray
Deputy Clerk Schroeder

Carried

12. Correspondence

Resolution No. 2025-139

Moved by: Councillor Nash

Seconded by: Councillor Lamb

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 7 of the April 15, 2025 Council Meeting agenda,

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

A – McKellar (Lamb) staff directed to send letter of support – support continued operation of McKellar Post office.

Carried

13. Councillor Items

Councillor Nash

- Suggested that since CAO/Clerk Black can't attend FONOM this year, Deputy Clerk Schroeder could go in his place. This was agreed to by Council.

14. Questions from the Public – none

15. Closed Session

Resolution No. 2025-140

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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 Regular Closed Session Council meeting of Tuesday March 18, 2025
- 15.2 The security of the property of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(a)
 - 15.2.1 Report CLOSED-2025-04 – Consideration of follow-up Cybersecurity report, CAO/Clerk Black
 - 15.2.2 Cybersecurity Review Key Recommendations, My-Tech Information Technology
- 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 Short Term Rental Policy - Memorandum from Paula Macri, Planning Assistant
- 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 Report CLOSED 2025-05 - By-law Enforcement Officer position, CAO/Clerk Black

Carried

RECORDING PAUSED

Reconvene into Regular Meeting

Resolution No. 2025-141

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT this meeting be reconvened to a Regular Meeting at 6:23 p.m.

Carried

RECORDING TO BE RESUMED

Resolution No. 2025-142

Moved by: Councillor Lamb

Seconded by: Councillor Bray

Matters arising from Closed Session

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday March 18, 2025

THAT the Council of the Municipality of Whitestone hereby approves the Regular Closed Session Council meeting minutes of Tuesday March 18, 2025.

Carried

- 15.2 The security of the property of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(a)

This matter was not addressed at this Council meeting and will be included on the May 20, 2025 agenda.

- 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)

This matter was not addressed at this Council meeting and will be included on the May 20, 2025 agenda.

Resolution No. 2025-143

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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

THAT the Council of the Municipality of Whitestone receives for information Report CLOSED-2025-03, Securing a By-law Enforcement Contractor, from CAO/Clerk Nigel Black.

Carried

16. Confirming By-law

Resolution No. 2025-144

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT By-law No. 19-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on April 15, 2025 is hereby enacted this 15th day of April, 2025.

Carried

Resolution No. 2025-145
Moved by: Councillor Lamb
Seconded by: Councillor Woods

17. Adjournment

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 6:25 p.m. until the Regular Council Meeting of Tuesday May 20, 2025 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Nigel Black

CAO / Clerk

Committee and Board Minutes

Parry Sound Area Planning Board

Meeting Minutes

Monday March 24, 2025 6:30 p.m. Zoom Electronic Web Meeting

Members Present: JJ Blower, Kathy Hamer, Scott Nash, Joe Lamb, Morley Haskim, David Moore, Lisa Cook, Pam Wing

Regrets: None

Staff Present: Patrick Christie

1.1. Additions to Agenda

1.1.1 Appointments

1.2. Prioritization of Agenda

1. Disclosure of Pecuniary Interest and the General Nature Thereof

Kathy Hamer declared of Pecuniary Interest for item 8.0 - Lea

1.1. Minutes and Matters Arising From Minutes

2. Adoption of Minutes

Resolution: 2025-11

Moved By: JJ Blower

Seconded By: Lisa Cook

That the minutes of a meeting held January 27, 2025 be adopted.

“Carried”

3. B06 2023 (McD) – Mallory

Resolution: 2025-12

Moved By: JJ Blower

Seconded By: Kathy Hamer

David Moore asked about legislation for the extension of an approval. Patrick Christie indicated that there is legislation that allows an approval to be extended for an additional two years.

Scott Nash asked if you need to change a condition or change a date in order to extend an approval.

Patrick Christie indicated that this was correct.

Scott Nash asked that in the future each lot receiving a right-of-way pay a \$250 fee.

Patrick Christie agreed to look into what other planning boards do for multiple lots on a right-of-way

That application B06/2023(McD) be re-approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant a right-of way to the water access lots along the eastern shore of Mill Lake and the separation of a 100 acre parcel as applied for by Steve Mallory in application No. B06/2023(McD) 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.

Municipal Compliance Letter Requirements

- 1) Entering into a 51(26) Consent Agreement to recognize the private road status and to indemnify the Municipality from any liability or responsibility for the road;
- 2) Obtaining 911 Addressing for each of the lots to the satisfaction of the Municipality;
- 3) Payment of a fee in lieu of parkland dedication in accordance with the Municipality's fee By-law; and
- 4) Payment of any applicable planning fees.

"Carried"

4. B30 2024(C) – Korte

JJ Blower asked if the municipality was circulated.

Patrick Christie said that the municipality was not circulated and that the issue was solved between the applicant's planner and solicitor.

Ryan Snowball spoke about the previous approval resulting in the inadvertent second parcel being created and the revised proposal to correct this.

Mr. Snowball outlined the previous consent that was approved but not finalized and indicated that the zoning does not match the uses on the subject lands. The Township recommended a rezoning of the proposed severed lot from commercial to waterfront residential.

Scott Nash spoke saying that it should not be difficult to get a replacement building permit, that it appeared that the Municipality wants commercial waterfront removed.

Ryan Snowball indicated that the Townships positions was not to eliminate or prohibit commercial uses, there is an existing commercial use on lands zoned residential.

Scott Nash asked what the exact reason why a building permit cannot be issued.

Ryan snowball indicated that the existing sewage flows exceed 10,000L/Day.

JJ Blower asked if Ms. Korte went to the Township to get a building permit, would one be issued. Ryan Snowball indicated that the CBO will not issue without the NBMCA or MOE approval.

Joe Lamb asked if it is true if the application is not approved by this coming December, the insurance will not be issued. Mr. Lamb indicated that he has been told this.

John Jackson spoke on behalf of Mrs. Korte indicating that the lands have been through probate, and she can now sign a consent agreement.

JJ Blower said that she was concerns that there may still be challenges in getting a permit and that rezoning may be cleaner logistical approach.

John Jackson indicated that going back to the original approval and “killing” a previous consent would alleviate the zoning issue. The previous consent will be de-certified.

Resolution: 2025-13

Moved By:

Seconded By:

That application B30/2024(C) be re-approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of one (1) new Waterfront lot at 7 Sunny Shore Road, with frontage on Carling Bay Road East in the Township of Carling as applied for by Monika Korte in application No. B30/2024(C) 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) The Owner/Applicant should obtain confirmation from the North Bay Mattawa Conservation Authority that an initial and reserve Class IV sewage system can be accommodated on the proposed Severed Lot as a condition to the granting of any provisional consent.

- 2) That the new lot receive adequate 911 addressing
- 3) Payment of any applicable planning fees.

“Withdrawn”

5. B44 2024 (McK) - Flood

Resolution: 2025-14
Moved By: Scott Nash
Seconded By: Morley Haskim

Fred Flood was in attendance but did not speak.

Scott Nash asked how many lots Mr. Christie has heard of being done at one time.

Patrick Christie responded that he has heard of a great number of lots, subdivision number of lots being done by the consent process, but the documents for the municipality generally turn to three new lots plus one retained.

In the 80's 15 or 20 lots being created outside of plan of subdivision.

Joe Lamb asked how many lots triggered a subdivision.

Patrick Christie responded that under the current by-laws and official plan the fourth lot triggers a subdivision. Member Nash is referring to older consent done, maybe under the same section, but at a different time.

That application B44/2024(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation to create one (1) new waterfront lot with a right-of-way for access over Flood's Lane in Part Lots 32 & 33, Concession 4, Township of McKellar as applied for by Fred and Edith Flood 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 Requirements

- 1) Payment of a fee in lieu of parkland as required in the Township of McKellar Fees and Charges By-law;

- 2) That the roadway access agreement dated January 24, 2023 remain on title of the newly severed lands or that the owner enter into a new roadway access agreement registered on title to the satisfaction of the Municipality, incorporating all aspect of the original agreement including the Fri Corp Site Evaluation Report;
- 3) 911 Addressing for the proposed new lot.

“Carried”

6. B01 2025 (W) - Samotik

David Moore asked about the configuration of the lots going out to a road allowance.

Patrick Christie indicated that the road allowance is opened, and the owner wished to have the back of the lot touch the open road allowance.

Scott Nash mentions the municipality discussed wetlands and read sections of the official plan. He proposed a condition “whereas the municipality of Whitestone’s Official Plan under sections 12.0.07, 12.02.1 and 12.02.2 speaks to the ecological assessments and wetlands that the applicant engage a qualified consultant to undertake an ecological assessment to review the site for permanent wetlands”.

Patrick Christie suggested that there are types of study. A tabletop study or an involved “on the ground study”

Scott Nash offered a simplified wording “that the applicant engages a qualified consultant to undertake an ecological assessment to review the site for permanent wetlands”

David Moore commented that he understood there was a recorded vote and that past procedure would indicate that it should go back to council.

Morley Haskim agreed that if any board member wants to make a change to a municipal requirement, that it should go back to council.

Scott Nash withdrew his motion as it is an unfulfillable condition.

Resolution: 2025-15
Moved By: Scott Nash
Seconded By: Kathy Hamer

That application B01/2025(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of three (3) new rural lots fronting on the access road parallel to Sam’s Lane in Part of Lot 5, Concessions 4 in the Geographic Township of McKenzie as applied for by Zdzislaw & Danuta Samotik in Application No. B01/2025(W), 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 Requirements

- 1) Payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
- 2) That the three new lots receive 911 addressing from the Municipality;
- 3) That the newly created lot(s) be rezoned from Rural (RU) Zone to the Rural (RU) – Limited Services Zone;
- 4) 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;
- 5) That a 30 metre setback be required from any wetland on the severed property; and
- 6) That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

“Carried”

7. B02/2025(W) – 1346107 Ontario Inc. (Shawn Hall)

Scott Nash indicated that he was going to bring the same amendment but would not given the previous discussion.

Resolution: 2025-16
 Moved By: Lisa Cook
 Seconded By: David Moore

That application B02/2025(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of three (3) new rural lots fronting on Amorak Trail in Part of Lots 22-25, Concessions 5 in the Geographic Township of McKenzie as applied for by Shawn Hall in Application No. B02/2025(W), 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 Requirements

- 1) That the three new lots receive 911 addressing from the Municipality;
- 2) That a 30 metre setback be required from any wetland on the severed property
- 3) That all applicable Planning Board fees be paid to the Parry Sound Area Planning Board;
- 4) That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

“Carried”

8. B42 2024 - (McK) Lea

Kathy Hamer left the meeting.

Tammy Copeman was in attendance for the applicants, but did not make comments

Scott Nash asked if the fish assessment report was included in the package

David Moore indicated that it was in the package.

Resolution: 2025-17

Moved By: Morley Haskim

Seconded By: JJ Blower

That application B42/2024(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of one (1) new waterfront lot and a right-of-way for access at 656 Broadbent Road fronting on Little Ruebottom Lake in the south Part of Lot 2, Concession 7, Township of McKellar as applied for by Dennis and Geraldine Lea in Application No. B42/2024(McK), 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 Requirements

- 1) Payment of a fee in lieu of parkland as required in the Township of McKellar Fees and Charges By-law;
- 2) 911 Addressing for the proposed new lot;
- 3) That the severed lot have deeded access to the right-of-way for access; and
- 4) That a 51(26) agreement be entered into to include the aquatic assessment on title.

“Carried”

Kathy Hamer returned to the meeting.

9. Closed

10. Reports & Enquiries

10.1. Enquiries

10.2. Accounts Payable

Resolution: 2025-18
Moved By: JJ Blower
Seconded By: David Moore

JJ Blower asked about the amount.

Joe Lamb said it was up \$80.00

That the accounts for January and February 2025 be paid in the amount of **\$28,837.79**

“Carried”

10.3. Accounts

10.4. Administration

11. Adjournment

Resolution: 2025-19
Moved By: Kathy Hamer
Seconded By: Morley Haskim

That we do now adjourn at 7:38 pm.

“Carried”

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, April 24, 2024
via Zoom**

Directors Present (voting): Joe Beleskey
Don Carmichael, Secretary/Treasurer
Cheryl Ward
Pamela Wing, Chair
Debbie Zulak

Director Regrets: Paul Borneman, Vice Chair
Gail Finnson

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 9:01 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 Approval of Agenda:

#BH-29/24

Moved by C. Ward, seconded by J. Beleskey that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

5.0 Voice of the Resident: K. Johnson presented information and provided pictures of the new flooring that was recently installed in the Pine Home area. The Pine residents and Leonardo DeCatrio love it!

6.0 Approval of Minutes:

#BH-30/24

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meeting held March 27, 2024, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held April 22nd. The Finance Committee minutes and attachments were circulated to Board members yesterday (April 23rd) via email.

Highlights were as follows:

- The March statements showed an operating surplus of \$104K.
- The Ministry of Long-Term Care clawed back a surplus from 2019 at year-end.
- Agency usage was down to 8K. The Administrator was commended for the limited use of agency staff.
- The 2023 audited financial statements were presented. It was a clean audit. The year ended in a \$510K surplus.

#BH-31/24

Moved by C. Ward, seconded by D. Zulak, that on the recommendation of the Finance Committee, the audited financial statements of District of Parry Sound (West) Belvedere Heights Home for the Aged year ended December 31, 2023, be approved and referred to the Annual Information Meeting for receipt.

Carried.

Referred to the Annual Information Meeting

#BH-32/24

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the following reports of the February and March expenditures be approved:

Life Lease:

- April 2024 Board Report
- March 2024 List of Disbursements - \$28,266.71

Belvedere Heights:

- Draft Year End Audited Financial Statements for December 31, 2023

March 2024:

- Report with Forecast
- Report by Funding Envelope
- Statement of Financial Position
- List of Disbursements - \$837,193.58

Community Support Services (CSS):

February 2024:

- Income and Expense Statement
- List of Disbursements - \$134,931.89.

Carried.

#BH-33/24

Moved by D. Carmichael, seconded by C. Ward that the minutes of the Finance Committee meeting held April 22, 2024, be received.

Carried.

9.2 Governance and Partnerships - no meeting held

9.3 Long Term Care Ad-hoc Advisory - no meeting held

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – deferred to the next meeting.

10.2 Equity Diversity Inclusion (EDI) – deferred to the next meeting.

10.3 WPS OHT – deferred to the next meeting.

11.0 Reports:

11.1 Board Chair Report – deferred to the in-camera section.

11.2 Administrator’s Report - deferred to the next meeting.

12.0 Pending: none

13.0 Correspondence:

Correspondence from the Ministry of Long-Term Care dated April 5, 2024, re allocation of 24-beds.

14.0 In-Camera:

#B-34/24

Moved by C. Ward, seconded by D. Carmichael that the meeting move in-camera at 9:19 a.m.

Carried.

Direction:

- The Chair will advise P. Borneman and G. Finnsen of the decisions made surrounding the 24-beds.
- Two or three Zoom meetings will be scheduled for municipal representatives to attend to ask any questions about the 24 beds.
- A revised letter will be sent as soon as possible to the eight municipalities, outlining the support required, by the Chair.

#B-35/24

Moved by D. Carmichael, seconded by D. Zulak that the meeting move ex-camera at 10:22 a.m.

Carried.

#B-36/24

Moved by C. Ward, seconded by J. Beleskey that the following steps take place:

1. Belanger Salach Architecture be immediately retained. It was noted that there is a time constraint and no time to go to an RFP at this point in the process. There is an April 30th deadline as noted in the Ministry Memorandum dated March 27, 2024, regarding supplemental construction funding subsidy for 2024.
2. In accordance with the Ministry of Long-Term Care's request in their letter dated April 5th, the Belvedere Heights Board of Management will proceed with the following steps toward construction approval for 24 additional beds:
 - A written confirmation to the MLTC from the Board of Management for the District of Parry Sound West to proceed; and
 - All work related to fulfilling the project milestones as required by the Ministry.
3. The eight municipalities will be advised that the Belvedere Heights Board of Management is moving forward with the process to develop 24 new beds. It was noted that the Ministry will be looking for eight municipal resolutions for support of the project by June 30, 2024.

Carried.

15.0 Conclusion of Meeting:

#BH-37/24

Moved by C. Ward, seconded by D. Carmichael, that there being no further business to conduct, the meeting concluded at 10:23 a.m.

Carried.

P. Wing, Chair

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, February 26, 2025, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:**Nipissing District:**

Central Appointee

Sara Inch

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

Western Appointee – Nipissing District

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Public Appointees:

Tim Sheppard

Catherine Still

REGRETS:

Central Appointee

Karen Cook

Central Appointee

Jamie Lowery (*Vice-Chairperson*)

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Assistant, Executive Director's Office

Christine Neily

Recorder

Executive Assistant, Office of the Medical Officer of Health Ashley Lecappelain

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson called the Board of Health meeting to order at 5:36 p.m.

2.0 APPROVAL OF AGENDA

The agenda for the February 26, 2025, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2025/02/01 *Sheppard/Inch

Be It Resolved, that the Board of Health Agenda, dated February 26, 2025, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – January 22, 2025

The minutes from the Board of Health meeting held on January 22, 2025, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2025/02/02 *Wolfe/Restoule

Be It Resolved, that the minutes from the Board of Health meeting held on January 22, 2025, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		

Blair Flowers	X	Marianne Stickland	R
Sara Inch	X	Catherine Still	X
Jamie Lowery	A	Maurice Switzer	X
Jamie McGarvey	R	Dave Wolfe	X

“Carried”

5.0 DATE OF THE NEXT MEETING

Date: April 23, 2025

Time: to be determined

Place: to be determined

6.0 BUSINESS ARISING

There was no discussion under Business Arising.

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health dated February 26, 2025, was presented to the Board of Health for information purposes.

Questions and comments were received and addressed.

8.0 BOARD COMMITTEE REPORTS

8.1 Finance and Property Committee

A Finance and Property Committee meeting was held prior to the Board of Health meeting. The following motion was read:

Board of Health Resolution #BOH/2025/02/03 *Wolfe/Inch

Whereas, the Health Unit has received one-time funding for the Infection Prevention and Control Hub (IPAC Hub) for congregate settings since 2020, and

Whereas, the Ministry of Health, issued a transfer payment agreement on November 27, 2024, outlining program requirements and base and one-time funding for at least the next five years, and

Whereas, this additional funding was not included in the Operation Plan and Financial Budget Proposal approved by the Board of Health on December 4, 2024.

Therefore Be It Resolved, on the recommendation of the Finance and Property Committee that the Board of Health for the North Bay Parry Sound District Health Unit approves the IPAC Hub budgets for 2024-25 and 2025-26 in the amounts of \$479,094 and \$498,442, respectively.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the February 26, 2025, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Association of Local Public Health Agencies (alPHa) 2025 Winter Symposium Summary

A written summary of the course of events from the February 12-14, 2025, alPHa Winter Symposium was provided in the package, along with verbal update by Dr. Zimbalatti.

16.0 IN CAMERA

There was no in camera session.

17.0 ADJOURNMENT

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:08 p.m.

Original Signed by Rick Champagne 2025/04/23

Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain 2025/04/23

Ashley Lecappelain, Recorder Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, February 26, 2025
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:**Nipissing District:**

Central Appointee	Sara Inch
Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe (Chairperson)
Eastern Appointee	Rick Champagne
Western Appointee – Nipissing District	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Public Appointees:	Tim Sheppard (Vice-Chairperson)
	Catherine Still

REGRETS:

Central Appointee	Karen Cook
Central Appointee	Jamie Lowery
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Executive Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
--	--------------------

1.0 CALL TO ORDER

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Dr. Zimbalatti, called the Finance and Property Committee meeting to order at 5:00 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Tim Sheppard.

3.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were conducted electronically prior to the start of the Finance and Property Committee meeting.

3.1 Election of Chairperson

Dr. Zimbalatti opened the floor for further nominations.

Having no further nominations, the following motion was read:

Finance and Property Recommendation #FP/2025/02/01 *Champagne/Restoule

Be It Resolved, that Dave Wolfe be elected Chairperson of the Finance and Property Committee for the year 2025.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

3.2 Election of Vice-Chairperson

Dave Wolfe assumed the role of Chairperson and opened the floor for further nominations for Vice-Chairperson.

Having no further nominations, the following motion was read:

Finance and Property Recommendation #FP/2025/02/02 *Still/Switzer

Be It Resolved, that Tim Sheppard be elected Vice-Chairperson of the Finance and Property Committee for the year 2025.

The recorded vote was as follows:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

4.0 APPROVAL OF AGENDA

The agenda for February 26, 2025, Finance and Property Committee meeting was reviewed, and the following motion was read:

Finance and Property Recommendation #FP/2025/02/03 *Sheppard/Champagne

Be It Resolved, that the Finance and Property Committee agenda dated February 26, 2025 be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

5.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

6.0 PRESENTATION: AUDIT PLANNING REPORT

Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Finance and Property Committee members related to the upcoming audit for the year 2025.

Areas covered in the audit planning presentation included audit quality, scope of the audit, which includes significant risks, rebuttable significant risks, required communications, expanding the use of audit technology, and future pronouncements. Other areas highlighted were the audit plan, audit risks, key milestones and deliverables, newly effective auditing standards, insights to enhance operations, and audit assurance insights.

Questions were addressed following the presentation.

Derek D’Angelo was thanked for the presentation and signed out of the meeting at 5:28 p.m.

7.0 APPROVAL OF PREVIOUS MINUTES

7.1 Finance and Property committee Minutes – December 4, 2024

The minutes from the Finance and Property Committee meeting held on December 4, 2024, were reviewed and the following motion was read:

Finance and Property Recommendation #FP/2025/02/04 *Sheppard/Restoule

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on December 4, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer			X
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

8.0 DATE OF NEXT MEETING

Date: April 23, 2025
Time: To be determined
Location: To be determined

9.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

10.0 NEW BUSINESS

10.1 IPAC Hub 2024-2025 and 2025-2026 Budgets

The IPAC Hub 2024-2025 and 2025-2026 Budgets briefing note was reviewed.

The following motion was read:

Finance and Property Recommendation #FP/2025/02/05 *Champagne/Still

Whereas, the Health Unit has received one-time funding for the Infection Prevention and Control Hub (IPAC Hub) for congregate settings since 2020, and

Whereas, the Ministry of Health, issued a transfer payment agreement on November 27, 2024, outlining program requirements and base and one-time funding for at least the next five years, and

Whereas, this additional funding was not included in the Operation Plan and Financial Budget Proposal approved by the Board of Health on December 4, 2024.

Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the attached IPAC Hub budgets for 2024-25 and 2025-26 in the amounts of \$479,094 and \$498,442, respectively.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

10.2 Fourth Quarter Financial Statements – December 31, 2024

The fourth quarter financial statements were provided to the Finance and Property Committee for information purposes.

10.3 Fourth Quarter Medical Officer of Health Expenses – September 30 to December 31, 2024

The first quarter expenses of the Medical Officer of Health/Executive Officer were provided to the Finance and Property Committee for information purposes.

11.0 IN CAMERA

There was nothing brought forward requiring a closed session.

12.0 ADJOURNMENT

Having no further business, Dave Wolfe, the Finance and Property Committee Chairperson adjourned the meeting at 5:36 p.m.

Original Signed by Dave Wolfe	2025/04/23
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain	2025/04/23
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – November 27, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (Chairperson)
Central Appointee	Maurice Switzer (Vice-Chairperson)
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Western Appointee – Nipissing District	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey

Public Appointees:

Tim Sheppard
Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Human Resources Consultant	Josée Goulet
Executive Assistant, Executive Director's Office	Christine Neily

REGRETS:**Recorder**

Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
--	--------------------

1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Jamie Lowery, Personnel Policy, Labour/ Employee Relations Committee Chairperson, called the meeting to order at 5:01 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Sarah Inch.

3.0 APPROVAL OF AGENDA

The agenda for the November 27, 2024, Personnel Policy, Labour/Employee Relations Committee meeting was reviewed, and the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/01 *Stickland/Cook

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda dated November 27, 2024, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	A			Dave Wolfe	x		

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Personnel Policy, Labour/Employee Relations Committee Minutes– April 24, 2024

The minutes from the Personnel Policy, Labour/ Employee Committee meeting held on April 24, 2024, were reviewed and the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/02 *Champagne/Still

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on April 24, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	X		
Karen Cook	x			Tim Sheppard	X		
Blair Flowers	x			Marianne Stickland	X		
Sara Inch	x			Catherine Still	X		
Jamie Lowery	x			Maurice Switzer	X		
Jamie McGarvey	A			Dave Wolfe	x		

“Carried”

6.0 DATE OF NEXT MEETING

Date: At the call of the Chair

Time: to be determined

Place: to be determined

Jamie McGarvey joined the Personnel Policy, Labour/Employee Relations Committee meeting at 5:06 p.m.

7.0 BUSINESS ARISING

There was no discussion under Business Arising.

8.0 IN CAMERA

8.1 Personal Matter About an Identifiable Individual

An In-camera session of the Personnel Policy, Labour/ Employee Relations Committee was held. The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/03 *Inch /Cook

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee move in camera at 5:06 p.m. to discuss agenda item 8.1 a personal matter about a identifiable individual.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

The Personnel Policy, Labour/ Employee Relations Committee entered an In-Camera meeting and stopped live streaming to the public at 5:07 p.m.

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/04 *Wolfe/Restoule

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee rise and report at 5:52 p.m.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

The Personnel Policy, Labour/ Employee Relations Committee commenced live streaming to the public at 5:55 p.m.

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/05 *Switzer/McGarvey

The following motion was read:

Whereas, the performance appraisal of the Medical Officer of Health/Executive Officer needs to be completed as per Board of Health Bylaw Section IV, #54;

Whereas, an Ad Hoc Performance Appraisal Committee was created in 2024 to conduct the performance appraisal process; and

Whereas, a performance appraisal survey was sent to 26 individuals which included all Board of Health members, all Executive Team members, selected managers, and staff, and the responses and comments were summarized in themes;

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommend that the Ad Hoc committee of the Board of Health – Medical Officer of Health Performance Appraisal Committee conduct the performance appraisal for Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer; and

Furthermore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommend the Board of Health approve remuneration for this activity in accordance with the Board of Health Bylaw Section VI, #79.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	x			Jamie Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

9.0 NEW BUSINESS

There was no discussion under New Business.

10.0 ADJOURNMENT

Having no further business, Jamie Lowery the Personnel Policy, Labour/Employee Relations Committee Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 5:57 p.m.

Original Signed by Jamie Lowery 2025/04/23

 Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain 2025/04/23

 Ashley Lecappelain, Recorder Date (yyyy/mm/dd)



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

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

Regrets: Randy Johnson
Michael Musgrave
Shelia Wesley
Brian Woods, Councilor

1. CALL TO ORDER

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

Indigenous Land Acknowledgement Statement

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

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

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

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

3. ADOPTION OF AGENDA

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

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

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

Carried

4. **ADOPTION OF MINUTES**

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

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

AND WHEREAS there are no errors, omissions or amendments;

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

Carried

5. **DISCUSSIONS**

5.1 Review 2024 Cemetery Operations

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

5.2 Review any observations or Cemetery status:

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

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

6. **UNFINISHED BUSINESS**

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

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

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

7. NEW BUSINESS

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

7.1 Review Provincial updates to Cemetery Fees for 2025

Recommend to Council updates to the Cemetery Fees for 2025

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

SCHEDULE F

Proposed Cemetery Rates and Fees 2025

All fees are subject to HST unless noted otherwise

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

Note 1 - No HST paid on this fee

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

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

8. **CORRESPONDENCE** - None

9. **ANNOUNCEMENTS OR OTHER NEW BUSINESS**

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

10. **ADJOURNMENT**

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

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

Carried



Ron Whitmell, Chair



Paula Macri, Secretary

ACCOUNTS PAYABLE

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

Date Printed
05-07-2025 4:07 PM

Batch: 2025-00069 to 2025-00114

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37602 175383	04-03-2025	Bell Canada - Public Access 16-787 - Recreation - Public Pay 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Pay Telephone HST Tax Code HST Tax Code	50.88 5.62 6.50 NL	56.50
37603 Apr 2025	04-03-2025	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
37604 3807032513342 3820032512381 3827032510231	04-03-2025	Minister of Finance-Policing 16-274 - Policing Levy 16-274 - Policing Levy 16-274 - Policing Levy	Credit Feb. policing services Credit	-459.56 35,087.00 -490.00	-459.56 35,087.00 -490.00
				Payment Total:	34,137.44
37605 25-014 25-015	04-03-2025	Parry Sound Area Property Consulting Accrual 16-843 - Planning & Developme 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non Accrual 16-843 - Planning & Developme 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	zoning by-law amend. - Ewin HST Tax Code HST Tax Code Zoning by-law amend. - W. HST Tax Code HST Tax Code	244.22 26.98 31.20 NL 213.70 23.60 27.30 NL	271.20 237.30
				Payment Total:	508.50
37606 00240357	04-08-2025	Sun Life Assurance Company of Canada 16-094 - Council Health Benefit 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	April's EAP HST Tax Code HST Tax Code	38.06 4.20 4.86 NL	42.26
37607 01/2025 VSC W	04-08-2025	WPS Vet Services Committee 16-790 - Recreation Cmttee-Pro	2025 Annual Fee	350.00	350.00
37608 1977-25	04-16-2025	Federation of Northern Ontario 16-103 - Admin - Membership/S	2025 FONOM Membership	176.40	176.40
37609 Refund - RDD	04-16-2025	Sharon Crossman 15-329 - Roads Damage Deposi	return of Road Damage Dep	1,000.00	1,000.00
37610 548259	04-16-2025	Torkin Manes 16-120 - Admin - Legal Expense 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	legal services HST Tax Code HST Tax Code	2,199.55 242.95 281.00 NL	2,442.50
37611 2024-236	04-16-2025	Festival of the Sound 16-108 - Admin - Advertising 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	advertising 2025 Brochure - HST Tax Code HST Tax Code	457.92 50.58 58.50 NL	508.50
37612 73387	04-23-2025	Inline Reference Check Inc. 16-131 - Admin - HR Contingenc 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	background check - PW Manager HST Tax Code HST Tax Code	500.66 55.30 63.96 NL	555.96
				Total Computer Cheque:	39,911.06

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

Date Printed
05-07-2025 4:07 PM

Batch: 2025-00069 to 2025-00114

Page 2

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-099	04-01-2025	Bell Canada			
Mar 2025		16-162 - High Speed Internet	March - 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
OB-100	04-01-2025	Bell Mobility Inc.			
Nov 2024	Accrual	16-109 - Admin - Telephone	November - Cell - Admin	-0.96	
		16-092 - Council - Miscellaneous	November - Cell - Council	39.94	
		16-322 - Cell Phone	November - Cell - DC	39.80	
		16-283-1 - Cell Phone	November - Cell - CBO	33.58	
		16-322 - Cell Phone	November - Cell - Roads	33.77	
		16-109 - Admin - Telephone	November - Cell - Admin	52.55	
		11-210-2 - A/R HST Receivable	HST Tax Code	21.98	
		99-999-1 - HST (Statistical) Non	HST Tax Code	25.42 NL	220.66
Dec 2024	Accrual	16-092 - Council - Miscellaneous	December - Cell - Council	39.94	
		16-322 - Cell Phone	December - Cell - DC	38.88	
		16-283-1 - Cell Phone	December - Cell - CBO	33.58	
		16-322 - Cell Phone	December - Cell - Roads	34.05	
		16-109 - Admin - Telephone	December - Cell - Admin	63.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.19	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.83 NL	233.06
January 2025		16-092 - Council - Miscellaneous	January Cell - Council	39.94	
		16-322 - Cell Phone	January Cell - DC	36.66	
		16-283-1 - Cell Phone	January Cell - CBO	33.58	
		16-322 - Cell Phone	January Cell - Roads	33.99	
		16-109 - Admin - Telephone	January Cell - Admin	35.39	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.84	
		99-999-1 - HST (Statistical) Non	HST Tax Code	22.95 NL	199.40
Feb 2025		16-092 - Council - Miscellaneous	February - Cell - Council	39.94	
		16-322 - Cell Phone	February - Cell - DC	33.81	
		16-283-1 - Cell Phone	February - Cell - CBO	33.58	
		16-322 - Cell Phone	February - Cell - Roads	34.44	
		16-109 - Admin - Telephone	February - Cell - Admin	35.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.66	
		99-999-1 - HST (Statistical) Non	HST Tax Code	22.74 NL	197.37
Mar 2025		16-092 - Council - Miscellaneous	March - Cell - Council	39.94	
		16-322 - Cell Phone	March - Cell - DC	33.58	
		16-283-1 - Cell Phone	March - Cell - CBO	33.58	
		16-322 - Cell Phone	March - Cell - Roads	34.21	
		16-109 - Admin - Telephone	March - Cell - Admin	40.34	
		16-118 - Admin - Financial Expe	March - Cell - late fees	5.36	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.07	
		99-999-1 - HST (Statistical) Non	HST Tax Code	23.21 NL	207.08
Feb late chg		16-118 - Admin - Financial Expe	late payment chg for Feb bi	4.41	4.41
			Payment Total:		1,061.98
OB-101	04-02-2025	TD Visa			
Feb 2025		16-118 - Admin - Financial Expe	retail interest	15.40	15.40
OB-102	04-07-2025	TD Visa			
Feb Visa DC		16-262 - Station 2 - Internet	Starlink	142.46	
		16-304 - Roads-Office-Training/I	Good Roads	1,277.09	
		16-304 - Roads-Office-Training/I	Good Roads	1,277.09	
		16-320 - Garage - Mtc/Supplies/I	Canadian Tire	91.52	

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2025-00069 to 2025-00114**

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-304 - Roads-Office-Training/	Good Roads	1,277.09	
		16-320 - Garage - Mtc/Supplies/	Canadian Tire	84.43	
		16-316 - Garage - Miscellaneou:	Walmart	53.05	
		16-316 - Garage - Miscellaneou:	Walmart	56.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	470.45	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	544.11	NL 4,729.53
OB-103	04-07-2025	TD Visa			
Mar Visa DC		16-262 - Station 2 - Internet	Starlink	142.46	
		16-320 - Garage - Mtc/Supplies/	Amazon	97.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	26.50	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	30.65	NL 266.45
OB-104	04-08-2025	Hydro One Networks Inc.-All			
Apr 2025 Hydro		16-743 - Pavilion - Hydro	April Hydro - Pavilion	160.14	
		16-743 - Pavilion - Hydro	April Hydro - Pavilion	-20.62	
		16-705 - Dunchurch Hall - Hydr	April Hydro - CC	343.61	
		16-705 - Dunchurch Hall - Hydr	April Hydro - CC	-44.23	
		16-439 - Roads - Street Lights	April Hydro - Roads	16.14	
		16-439 - Roads - Street Lights	April Hydro - Roads	-2.08	
		16-439 - Roads - Street Lights	April Hydro - Roads	286.56	
		16-439 - Roads - Street Lights	April Hydro - Roads	-36.89	
		16-323 - Garage - Hydro	April Hydro - Garage	290.74	
		16-323 - Garage - Hydro	April Hydro - Garage	-37.43	
		16-232 - Station 1 - Hydro	April Hydro - Stn. 1	839.18	
		16-232 - Station 1 - Hydro	April Hydro - Stn. 1	-108.03	
		16-251 - Station 2 - Hydro	April Hydro - Stn. 2	91.17	
		16-251 - Station 2 - Hydro	April Hydro - Stn. 2	-11.74	
		16-719 - Maple Is. Hall - Heat/H	April Hydro - MI	360.33	
		16-719 - Maple Is. Hall - Heat/H	April Hydro - MI	-46.39	
		16-719 - Maple Is. Hall - Heat/H	April Hydro - MI	33.70	
		16-719 - Maple Is. Hall - Heat/H	April Hydro - MI	-3.09	
		16-731-3 - 2125 HWY 124 - Hyd	April Hydro - 2125 Hwy 124	134.54	
		16-731-3 - 2125 HWY 124 - Hyd	April Hydro - 2125 Hwy 124	-17.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	282.34	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	326.56	NL 2,510.63
OB-105	04-08-2025	Hydro One Networks Inc.-York (6266)			
March YLF		16-446-1 - York Landfill - Hydro	March YLF	54.69	
		16-446-1 - York Landfill - Hydro	March YLF	-7.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.99	NL 53.69
OB-106	04-08-2025	Minister Of Finance			
Jan 2025 EHT		12-332 - Employer Health Tax	Jan 2025 EHT Remittance	3,607.29	3,607.29
OB-107	04-08-2025	Minister Of Finance			
Mar EHT Remit		12-332 - Employer Health Tax	March 2025 EHT Remittanc	1,957.20	1,957.20
OB-108	04-08-2025	Receiver General			
PP7 Remit		12-331 - Payroll Deductions	PP7 Mar. 16 - 31 2025 Rem	14,105.80	14,105.80
OB-109	04-15-2025	TD Visa			
Apr Visa Lib		11-223 - Due to Due (from) Libr	April Visa - Library	410.60	410.60
OB-110	04-15-2025	TD Visa			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2025-00069 to 2025-00114

ONLINE BANKING

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
Mar top up Visa		11-223 - Due to Due (from) Libr	Top up for March Visa - Libr	2,148.08	2,148.08
OB-111	04-15-2025	Bell Mobility Inc.			
Apr 6 2025		16-092 - Council - Miscellaneous	April Cell phones - Council	39.94	
		16-322 - Cell Phone	April Cell phones - Roads	33.58	
		16-283-1 - Cell Phone	April Cell phones - CBO	33.58	
		16-322 - Cell Phone	April Cell phones - Roads	34.70	
		16-109 - Admin - Telephone	April Cell phones - Admin	34.40	
		16-109 - Admin - Telephone	April Cell phones - Admin	13.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.47	
		99-999-1 - HST (Statistical) Non	HST Tax Code	22.52	NL 208.73
OB-112	04-15-2025	Bell Canada			
Feb & Mar Admi		16-109 - Admin - Telephone	Feb & March - Admin	523.50	
		11-210-2 - A/R HST Receivable	HST Tax Code	57.82	
		99-999-1 - HST (Statistical) Non	HST Tax Code	66.88	NL 581.32
Feb & Mar Grge		16-324 - Garage Telephone	Feb & March - Garage	107.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	13.68	NL 118.94
Feb & March CC		16-706 - Dunchurch Hall - Telep	Feb & March - CC	107.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	13.68	NL 118.94
Feb & Mar Stn 1		16-237 - Station 1 - Telephone	Feb. & Mar. - Stn. 1	149.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	16.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	19.14	NL 166.40
Feb & Mar - MI		16-720 - Maple Is. Hall - Teleph	Feb. & Mar - Maple Island	127.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.08	
		99-999-1 - HST (Statistical) Non	HST Tax Code	16.28	NL 141.54
Feb & Mar Stn 2		16-257 - Station 2 - Telephone	Feb. & Mar - Stn 2	158.91	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	20.30	NL 176.46
			Payment Total:		1,303.60
OB-113	04-22-2025	TD Visa			
Apr Visa - DC		16-320 - Garage - Mtc/Supplies/	Westburne	13.43	
		16-262 - Station 2 - Internet	Starlink	142.46	
		16-320 - Garage - Mtc/Supplies/	Walmart	117.82	
		16-320 - Garage - Mtc/Supplies/	Walmart	63.14	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.23	
		99-999-1 - HST (Statistical) Non	HST Tax Code	19.92	NL 354.08
OB-114	04-29-2025	TD Visa			
April Visa WS		16-113 - Admin - Office Equipme	Staples	322.55	
		16-104 - Admin - Training Exper	AMCTO	375.50	
		16-710 - Dunchurch Hall -High S	Starlink	142.46	
		16-102 - Admin - Travel Expens	Bayside Inn	229.98	
		16-202 - Fire - Training	MPBSDP	153.60	
		16-126 - Admin - Communicatio	ZOOM	53.93	
		16-104 - Admin - Training Exper	AMCTO	111.94	
		16-104 - Admin - Training Exper	AMCTO	375.50	
		16-110 - Admin - Office Supplies	Amazon	122.10	
		16-110 - Admin - Office Supplies	Amazon	10.17	
		16-285 - Bld Official - Membersh	MPBSDP - BCIN Renewal	128.00	
		16-126 - Admin - Communicatio	Mailchimp	38.49	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2025-00069 to 2025-00114

Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
		11-210-2 - A/R HST Receivable		HST Tax Code	118.02	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	136.50 NL	1,186.50
2912	04-08-2025	Fire Marshal's Public Fire				
IN168127		16-202 - Fire - Training		training material	782.28	
		11-210-1 - A/R Gst Recoverable		GST Tax Code	39.11	
		99-999 - Gst Paid (Statistical) Non-		GST Tax Code	39.11 NL	821.39
2913	04-08-2025	Fire-Alert				
10350		16-239 - Station 1 - Building Mtc		annual fire ext. & emerg. ligi	289.35	
		11-210-2 - A/R HST Receivable		HST Tax Code	31.96	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	36.96 NL	321.31
10349		16-777 - Municipal Building Maint		annual fire ext. & emerg. ligi	66.14	
		11-210-2 - A/R HST Receivable		HST Tax Code	7.31	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	8.45 NL	73.45
10351		16-811 - Nursing Station Expens		annual fire ext. & emerg. ligi	401.77	
		11-210-2 - A/R HST Receivable		HST Tax Code	44.38	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	51.33 NL	446.15
10352		16-806 - Library - Building Maint		annual fire ext. & emerg. ligi	214.21	
		11-210-2 - A/R HST Receivable		HST Tax Code	23.66	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	27.37 NL	237.87
10353		16-703 - Dunchurch Hall - Bld M		annual fire ext. & emerg. ligi	290.52	
		11-210-2 - A/R HST Receivable		HST Tax Code	32.09	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	37.12 NL	322.61
10354		16-731-1 - 2125 HWY 124 - Buil		annual fire ext. & emerg. ligi	20.35	
		11-210-2 - A/R HST Receivable		HST Tax Code	2.25	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	2.60 NL	22.60
10355		16-452 - York Landfill - Mainten		annual fire ext. & emerg. ligi	101.76	
		11-210-2 - A/R HST Receivable		HST Tax Code	11.24	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	13.00 NL	113.00
10356		16-718 - Maple Is. Hall - Building		annual fire ext. & emerg. ligi	245.23	
		11-210-2 - A/R HST Receivable		HST Tax Code	27.09	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	31.33 NL	272.32
10357		16-334 - Garage - Building Main		annual fire ext. & emerg. ligi	439.50	
		11-210-2 - A/R HST Receivable		HST Tax Code	48.55	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	56.15 NL	488.05
				Payment Total:		2,297.36
2914	04-08-2025	Ideal Supply Company Ltd.				
1174352		16-320 - Garage - Mtc/Supplies/		supplies	89.54	
		11-210-2 - A/R HST Receivable		HST Tax Code	9.89	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	11.44 NL	99.43
2915	04-08-2025	Janet Jackson				
Mar 25-27		16-798 - After School Program		After School Prog. March 25	173.55	173.55
2916	04-08-2025	Kidd's Home Hardware				
2961456		16-769 - Facilities / Parks Maint		supplies	8.12	
		11-210-2 - A/R HST Receivable		HST Tax Code	0.90	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1.04 NL	9.02
2917	04-08-2025	Mac Lang (Sundridge) Limited				
210865		16-407-1 - 2022 Dodge 2500 PI		service & repairs	374.27	
		11-210-2 - A/R HST Receivable		HST Tax Code	41.34	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	47.81 NL	415.61

**Municipality of Whitestone
List of Accounts for Approval**
Batch: 2025-00069 to 2025-00114

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
210985		16-407-1 - 2022 Dodge 2500 PI	service and repairs	1,570.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	173.51	
		99-999-1 - HST (Statistical) Non	HST Tax Code	200.68 NL	1,744.35
			Payment Total:		2,159.96
2918	04-08-2025	McDougall Energy			
7736719		16-408-1 - 2022 Dodge 2500 Fi	Regular Gas with Ethanol	257.20	
		16-394-2 - 2018 Dodge Ram 20	Regular Gas with Ethanol	257.21	
		16-776 - 2016 Facilities Truck - I	Regular Gas with Ethanol	257.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	85.22	
		99-999-1 - HST (Statistical) Non	HST Tax Code	98.57 NL	856.83
7739695		16-776 - 2016 Facilities Truck - I	SC Low volume delivery fro	42.40	
		16-408-1 - 2022 Dodge 2500 Fi	SC Low volume delivery fro	42.41	
		16-394-2 - 2018 Dodge Ram 20	SC Low volume delivery fro	42.39	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.05	
		99-999-1 - HST (Statistical) Non	HST Tax Code	16.25 NL	141.25
			Payment Total:		998.08
2919	04-08-2025	Municipal Property Assessment Corp			
1800037687		16-119 - Admin - MPAC Fees	Q2 - MPAC	20,412.91	20,412.91
2920	04-08-2025	My-Tech Information Technology			
Mar 31/25		16-115 - Admin - Computer Sup	IT support	1,169.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	129.17	
		99-999-1 - HST (Statistical) Non	HST Tax Code	149.40 NL	1,298.60
2921	04-08-2025	Ontario Association of Fire Chiefs			
66989		16-209 - Fire - Memberships/Mu	2025 OAFIC Membership	279.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	30.91	
		99-999-1 - HST (Statistical) Non	HST Tax Code	35.75 NL	310.75
2922	04-08-2025	Ricoh Canada Inc.			
SCO94828825		16-113 - Admin - Office Equipm	copier usage	531.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	58.71	
		99-999-1 - HST (Statistical) Non	HST Tax Code	67.90 NL	590.17
2923	04-08-2025	Sands Canada Inc.			
00726884		16-210 - Fire - Miscellaneous	supplies	139.45	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.41	
		99-999-1 - HST (Statistical) Non	HST Tax Code	17.82 NL	154.86
2924	04-08-2025	Sling-Choker Safety &			
110198		16-769 - Facilities / Parks Maint	supplies	176.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	22.53 NL	195.83
2925	04-11-2025	Dale CALDWELL			
Refund CO2		15-522 - Fire Revenue	refund of payment for CO2 I	22.00	22.00
2926	04-11-2025	District of Parry Sound.Social Service			
Q1 2025 Levy		16-618 - Dist. Soc. Services (DS	Q1 2025 Levy	74,501.97	74,501.97
2927	04-11-2025	Freightliner North Bay			
IN13205		16-404 - 2017 Freightliner Sngle	parts	56.21	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.21	
		99-999-1 - HST (Statistical) Non	HST Tax Code	7.18 NL	62.42
2928	04-11-2025	Ideal Supply Company Ltd.			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2025-00069 to 2025-00114

Payment #	Date	Vendor Name	EFT	GL Account	GL Transaction Description	Detail Amount	Payment Amount
1181952		16-316 - Garage - Miscellaneous	supplies			7.81	
		11-210-2 - A/R HST Receivable	HST Tax Code			0.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code			1.00 NL	8.67
2929	04-11-2025	Janet Jackson					
Apr 1&3 ASP		16-798 - After School Program	Apr. 1, 3 After School Progr.			115.70	115.70
2930	04-11-2025	North Bay Parry Sound District					
Jan 2025 Levy		16-549 - Health Unit Operating (January 2025 Levy			2,790.50	2,790.50
Feb 2025 Levy		16-549 - Health Unit Operating (February 2025 Levy			2,790.50	2,790.50
Mar 2025 Levy		16-549 - Health Unit Operating (March 2025 Levy			2,790.50	2,790.50
Apr 2025 Levy		16-549 - Health Unit Operating (April 2025 Levy			2,790.50	2,790.50
						Payment Total:	11,162.00
2931	04-11-2025	Munisoft					
2025/26-00593		16-104 - Admin - Training Exper	Staff training			175.00	
		16-104 - Admin - Training Exper	Staff training			926.02	
		11-210-2 - A/R HST Receivable	HST Tax Code			102.28	
		99-999-1 - HST (Statistical) Non	HST Tax Code			118.30 NL	1,203.30
2932	04-11-2025	Near North Laboratories Inc.					
107717		16-779 - Water Testing	water testing			93.21	
		11-210-2 - A/R HST Receivable	HST Tax Code			10.30	
		99-999-1 - HST (Statistical) Non	HST Tax Code			11.91 NL	103.51
2933	04-11-2025	Parry Sound Auto Parts Co Ltd					
1-3064477		16-316 - Garage - Miscellaneous	parts			23.61	
		11-210-2 - A/R HST Receivable	HST Tax Code			2.61	
		99-999-1 - HST (Statistical) Non	HST Tax Code			3.02 NL	26.22
1-3064474		16-316 - Garage - Miscellaneous	gas - WS Acetylene			588.59	
		11-210-2 - A/R HST Receivable	HST Tax Code			65.01	
		99-999-1 - HST (Statistical) Non	HST Tax Code			75.19 NL	653.60
						Payment Total:	679.82
2934	04-11-2025	PSD Citywide Inc.					
23826		19-110-1 - AMP Consultan Phas	588/17 Compliant 2025 Ass			8,853.14	
		11-210-2 - A/R HST Receivable	HST Tax Code			977.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code			1,131.00 NL	9,831.00
2935	04-11-2025	Town of Parry Sound					
0000000002341	Accrual	16-273 - Animal Control	2024 Q1 - Q4 Dog Pound			1,109.05	1,109.05
2936	04-11-2025	Vianet					
Apr 2025		16-321 - Garage - High Speed Ir	Internet - April - Garage			106.80	
		16-720 - Maple Is. Hall - Teleph	Internet - April - MI			106.80	
		16-457-1 - York Landfill - Interne	Internet - April - YLF			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
2937	04-11-2025	The Water Healer Corp.					
2295		16-778 - Water Maintenance	service call			200.47	
		11-210-2 - A/R HST Receivable	HST Tax Code			22.14	
		99-999-1 - HST (Statistical) Non	HST Tax Code			25.61 NL	222.61
2938	04-11-2025	Xplore (Aulds)					
INV55688069		16-479-1 - Aulds Landfill - Intern	Internet - Aulds LF			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

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

Date Printed
05-07-2025 4:07 PM

Batch: 2025-00069 to 2025-00114

Page 9

Payment # Invoice #	Date	Vendor Name GL Account	EFT GL Transaction Description	Detail Amount	Payment Amount
2939	04-22-2025	Adams Bros Construction Ltd			
179696		16-444 - York Landfill - Misc.	Service customer owned toi	101.76	
		16-473 - Auld Landfill - Maintena	Service customer owned toi	101.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00 NL	226.00
2940	04-22-2025	Canadian Union of Public			
March Remit		12-338 - CUPE-Union Dues	Feb CUPE Correction	86.76	
		12-338 - CUPE-Union Dues	Mar. CUPE Remittance	1,005.46	1,092.22
2941	04-22-2025	Duck Rock Resort			
83129		16-446 - York Landfill - Supplies	Landfill - super	23.11	
		16-473 - Auld Landfill - Maintena	Landfill - super	23.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.10	
		99-999-1 - HST (Statistical) Non	HST Tax Code	5.90 NL	51.31
83131		16-316 - Garage - Miscellaneou:	office supplies	16.81	16.81
83132		16-234 - Station 1 - Fuel & Oil	gas	366.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	40.51	
		99-999-1 - HST (Statistical) Non	HST Tax Code	46.85 NL	407.26
83130		16-110 - Admin - Office Supplies	supplies	17.27	
		16-110 - Admin - Office Supplies	supplies	23.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.91	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.21 NL	42.29
			Payment Total:		517.67
2942	04-22-2025	Fire Marshal's Public Fire			
IN168241		16-202 - Fire - Training	training material	232.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.65	
		99-999-1 - HST (Statistical) Non	HST Tax Code	29.67 NL	257.93
2943	04-22-2025	Georgian Bay Propane Inc			
165243		16-320 - Garage - Mtc/Supplies/	Annual Cylinder rental	48.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.40	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.24 NL	54.24
2944	04-22-2025	Janet Jackson			
Apr 9&10		16-798 - After School Program	After School Program - Apr.	105.70	105.70
2945	04-22-2025	Janice Barnes			
Apr 16/25		16-092 - Council - Miscellaneou:	timbits & muffins for Council	15.68	15.68
2946	04-22-2025	McDougall Energy			
7757856		16-423 - 2010 Grader - Fuel	Dyed Diesel	308.67	
		16-427-1 - 2022 Backhoe -Fuel	Dyed Diesel	308.68	
		16-439-2 - Hyundai Excavator F	Dyed Diesel	308.67	
		11-210-2 - A/R HST Receivable	HST Tax Code	102.28	
		99-999-1 - HST (Statistical) Non	HST Tax Code	118.30 NL	1,028.30
7757857		16-411 - 2007 International - Fu	LS Diesel Clear	777.03	
		16-403 - 2015 Freightliner Tand	LS Diesel Clear	777.03	
		16-404-1 - 2017 Freightliner Sin	LS Diesel Clear	777.03	
		16-404-2 - 2020 Freightliner - S	LS Diesel Clear	777.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	343.31	
		99-999-1 - HST (Statistical) Non	HST Tax Code	397.07 NL	3,451.42
7757858		16-407-1 - 2022 Dodge 2500 PI	Regular gas with Ethanol	418.10	
		16-394-2 - 2018 Dodge Ram 20	Regular gas with Ethanol	418.10	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2025-00069 to 2025-00114


Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		16-776 - 2016 Facilities Truck - I	Regular gas with Ethanol	418.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	138.54	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	160.24	NL
					<u>1,392.84</u>
			Payment Total:		5,872.56
2947	04-22-2025	Moore Propane Limited			
6025682		16-329 - Garage - Heating	Liquid propane - Garage	424.86	
		11-210-2 - A/R HST Receivable	HST Tax Code	46.93	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	54.28	NL
					471.79
6025684		16-741-1 - Pavilion-Heating	Liquid Propane - Pavilion	116.70	
		11-210-2 - A/R HST Receivable	HST Tax Code	12.89	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	14.91	NL
					129.59
6025685		16-704 - Dunchurch Hall - Heatii	Liquid Propane - CC	352.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	38.98	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	45.08	NL
					391.86
6025683		16-150 - Office - Heating/Hydro	liquid propane - 21 Church :	372.09	
		16-236 - Station 1 - Heating	liquid propane - 21 Church :	372.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	82.20	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	95.07	NL
					<u>826.36</u>
			Payment Total:		1,819.60
2948	04-22-2025	North Bay Parry Sound District			
May 2025 Levy		16-549 - Health Unit Operating (May 2025 Levy	2,790.50	
					2,790.50
2949	04-22-2025	OMERS			
Mar 2025 Omer		12-339 - OMERS	March 2025 Omers	14,606.68	
					14,606.68
2950	04-22-2025	Parry Sound Fuels			
886487		16-256 - Station 2 - Heating	Premium furnace oil - Stn. 2	758.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	83.76	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	96.88	NL
					842.08
2951	04-22-2025	Township of Seguin			
2025-101		16-121 - Admin - Election	WPS Joint Election Complie	342.86	
					342.86
2952	04-22-2025	Telizon Inc.			
0631912025041		16-109 - Admin - Telephone	long distance - Admin	4.66	
		16-109 - Admin - Telephone	long distance - Admin	0.01	
		16-237 - Station 1 - Telephone	long distance - Stn 1	0.70	
		16-237 - Station 1 - Telephone	long distance - Stn 1	0.05	
		16-803 - Library - Expenses	long distance - Stn 1	0.66	
		16-720 - Maple Is. Hall - Teleph	long distance - MI	0.01	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.68	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.78	NL
					6.77
2953	04-28-2025	ADT Security Services Canada Inc.			
35073319		16-703 - Dunchurch Hall - Bld M	Alarm monitoring - CC	341.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	37.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	43.60	NL
					379.00
2954	04-28-2025	Janet Jackson			
Apr 13 - 15		16-798 - After School Program	After school program - Apr '	173.55	
					173.55
2955	04-28-2025	Law N Mowers			
March 2025		16-275 - By-Law Enforcement	March invoice - by law enfor	572.20	
					572.20
2956	04-28-2025	MHBC Planning LTD			
5036357		16-843 - Planning & Developme	Robets - Re-Zoning	2,098.80	

**Municipality of Whitestone
List of Accounts for Approval**
Batch: 2025-00069 to 2025-00114

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
5036356		11-210-2 - A/R HST Receivable	HST Tax Code	231.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	268.13 NL	2,330.63
		16-843 - Planning & Developme	Official Plan update	4,840.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	534.65	
		99-999-1 - HST (Statistical) Non	HST Tax Code	618.38 NL	5,375.13
			Payment Total:		7,705.76
2957	04-28-2025	Metroland Media Group Ltd.			
7740206		16-108 - Admin - Advertising	advertising, Council, public	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
			Total EFT:		169,910.83

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
Chq 37559	04-23-2025	James McMurdo			
644263		16-092 - Council - Miscellaneou:	lunch - council meeting Jan	150.00	150.00
			Total Other:		150.00
			Total AP:		283,976.72

Report prepared for Council May-07-25



Janice Barnes, Asst. to the Treasurer

STAFF REPORTS



Municipality of Whitestone Report to Council

Prepared for: Council

Department: Planning

Report Date: May 6, 2025

Report No: PLN-2025-02

Council Agenda Date: May 20, 2025

Subject:

Planning Services Statistic Q1, 2025

Recommendation:

THAT the Council the Municipality of Whitestone receive Report PLN-2025-02 (Planning Services Statistic Q1, 2025) for information.

Analysis:

Applications received and in progress:

	Q1	TOTAL January 1 st to March 31 st , 2025
PARRY SOUND AREA PLANNING BOARD		
Consent applications	3	3
Subdivision applications	0	0
MUNICIPALITY OF WHITESTONE		
Zoning By-law Amendment	3	3
Official Plan Amendment	0	0
Deeming By-law	0	0
Shore Road Allowance	0	0
Concession Road Allowance	0	0
Minor Variance	2	2

Financial Considerations:

Municipal Planner (MHBC) invoices paid from January 1, 2025 to March 31, 2025.

		Recoverable
Roberts – Zoning By-law amendment	\$2,247.01	
TOTAL	\$2,247.01	\$0.00

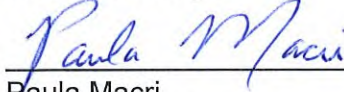
Total Planning revenue (January 1 to March 31, 2025)

\$8,901.95, which includes application fees and payment of outstanding receivable invoices.

Link to Strategic Plan:

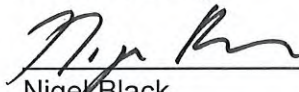
Fiscal Responsibility and Accountability

Submitted by:



Paula Macri
Planning Assistant

Reviewed by:



Nigel Black
CAO/Clerk



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: May 20, 2025

Report No: FIN-2025-09

Subject:

Approval of the Final 2024 Asset Management Plan

Recommendation:

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-09 Approval of Final 2024 Asset Management Plan; and

THAT Council endorse the findings from the update of the Municipality's Asset Management Plan, for all core and non-core assets assessed at current levels of service, prepared in accordance with Ontario Regulation 588/17: and

THAT Council direct staff to submit the 2024 Asset Management Plan to the Ministry of Infrastructure and make the document publicly available on the Municipality's website.

Background:

Per provincial legislation under Ontario Reg 588/17, Asset Management Planning for Municipal Infrastructure, every municipality shall complete the following:

- Develop a Strategic Asset Management Policy by July 1, 2019 and review and, if necessary, update at least every five years (Complete with review underway)
- Develop an Asset Management Plan (AMP) for Core Infrastructure that includes current Levels of Service (LOS) and costs to sustain current LOS by July 1, 2022 (complete)
- Develop an AMP for Non-Core Infrastructure that includes current LOS and costs to sustain current LOS by July 1, 2024 (included for consideration)
- Develop an AMP that documents proposed LOS, costs to achieve proposed LOS, and the financial strategy to fund those expenditures by July 1, 2025 (in progress with target completion in Fall 2025)
- Every AMP prepared under O. Reg 588/17 must be endorsed by the executive lead of the municipality and approved by a resolution passed by municipal council

- Conduct an annual review of its asset management progress on or before July 1 each year, starting the year after the AMP is completed
- Post its current strategic asset management policy and plan on a website that is available to the public and provide a copy of the policy and plan to any person who requests it

In 2022, Council passed resolution 2022-67 endorsing the Municipality's Asset Management Plan for core assets. Staff are now bringing forward the AMP for core and non-core assets including roads, bridges, culverts, buildings, land improvements, vehicles and equipment and focuses on the 10-year period from 2025-2034.

Analysis:

This report presents the Municipality of Whitestone's 2024 Asset Management Plan (AMP), developed to satisfy the requirements of O. Reg. 588/17. The Plan provides a comprehensive analysis of our municipal infrastructure and sets the foundation for future capital planning, service level monitoring, and long-term financial sustainability.

It is important to note that between November 2024 and January 2025, the Municipality experienced significant staff turnover, including the resignations of the Chief Administrative Officer, Treasurer/Tax Collector, and Public Works Manager. This transition resulted in a loss of institutional knowledge related to the development and implementation of the AMP. While the Plan itself is complete and meets all regulatory requirements, staff are working diligently to re-familiarize themselves with the supporting data, assumptions, and methodologies. This context highlights the importance of strengthening internal documentation and data management practices moving forward.

Highlights of the AMP

The AMP identifies and analyzes \$41.6 million worth of municipal infrastructure, providing a snapshot of current asset conditions, investment needs, service levels, and financial pressures.

A key strength identified in the AMP is that 71% of the municipality's infrastructure is currently in fair or better condition. This is an encouraging indicator of the municipality's historical efforts to maintain its physical assets despite limited financial and staff resources. However, 29% of assets are now in poor or very poor condition, and targeted investments will be needed in the short-to-medium term to avoid further deterioration and service interruptions.

The AMP recommends that Whitestone should be investing approximately \$1.1 million annually to sustain its current infrastructure and prevent long-term service disruptions and costly emergency repairs. Historically, the municipality has invested approximately \$652,000 per year from tax and sustainable grant sources, leaving an annual funding shortfall of \$480,000. The proposed 2025 municipal budget includes a significant increase to capital infrastructure

investment. Planned capital funding has been raised to \$782,500—an increase that brings us from 58% to 71% of the AMP’s recommended annual investment target. This change reduces the projected annual funding gap from \$480,000 to \$317,500. While this does not completely close the gap, it represents meaningful progress toward our long-term sustainability goals.

In addition to financial considerations, the AMP highlights the importance of developing a strategic, proactive approach to managing asset lifecycle costs. The plan encourages the Municipality to move from reactive to preventative maintenance practices wherever possible and to continuously refine data and risk models to prioritize projects effectively.

Recommendations and Strategic Direction

The AMP includes a number of key recommendations to guide the Municipality’s asset management program moving forward, with a focus on financial planning, data management, and risk-based decision-making.

Financial Strategies:

The AMP recommends adopting a full-funding scenario over time. Specifically, it proposes a modest annual property tax increase of 1.4% over six years to gradually eliminate the remaining infrastructure funding gap. This is paired with a recommendation to reallocate debt service savings—set to begin in 2031—directly to infrastructure investment. The AMP also encourages the Municipality to continue leveraging external funding sources such as the Ontario Community Infrastructure Fund (OCIF) and Canada Community-Building Fund (CCBF), and to reallocate budget surpluses from overfunded asset categories to those that are underfunded.

Asset Data:

The AMP emphasizes the need for a “single source of truth” for asset information. This could be achieved through a consolidated spreadsheet or through the acquisition of dedicated asset management software. Accurate and consistent data is essential to support condition assessment, lifecycle costing, and financial forecasting. The AMP notes that asset replacement costs and service life estimates should be updated regularly to reflect local experience and recent procurement data, especially in the face of inflationary pressures.

Risks and Levels of Service:

The AMP recommends that the Municipality further develop and refine its risk models to ensure that high-priority and high-risk assets are identified early and managed proactively. It also calls for improved tracking of service levels, with the goal of establishing proposed levels of service—

required by July 1, 2025 under the regulation—and developing lifecycle and financial strategies to support those targets.

Finally, the AMP urges the Municipality to be responsive to emerging risks and trends, such as climate change and population growth. While Whitestone is not experiencing rapid development, even modest changes in population, seasonal usage, or extreme weather frequency can significantly affect the demand on infrastructure. Ongoing monitoring of these trends will be critical to adapting our long-term plans and investment priorities.

Conclusion

The 2024 Asset Management Plan provides a vital roadmap for the Municipality’s infrastructure and financial future. While it identifies some clear challenges, particularly regarding long-term funding, it also provides practical, achievable recommendations and a realistic path forward. The increase in capital investment proposed in the 2025 budget demonstrates this Council’s commitment to sustainable asset management, responsible fiscal planning, and high-quality service delivery for the residents of Whitestone.

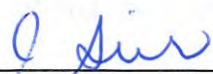
Next Steps

With the 2024 AMP now complete and compliant with provincial regulation, the next major milestone will be the 2025 requirement to identify proposed levels of service for all assets and develop strategies to achieve them. Additionally, staff will begin integrating the AMP’s findings into a multi-year capital planning process and use its recommendations to shape future budgets, reserve targets, and funding applications.

Link to Strategic Plan:

- 2. Fiscal Responsibility and Accountability
- 5. Maintenance of our Infrastructure

Respectfully submitted by:



Jessica Sinkowski
Treasurer/Tax Collector

Reviewed by:



Nigel Black
CAO/Clerk

ATTACHMENT A – Final 2024 Asset Management Plan

Asset Management Plan 2024

Municipality of Whitestone

Issued: March 2025



Version Tracking

PSD Author	Version	Date Issued	Changes/Notes
A. Wylde	2024AMP_d1	January 29, 2025	Initial DRAFT Issuance
A. Wylde	2024AMP_d2	February 12, 2025	DRAFT Revisions
A. Wylde	2024AMP_v1	March 19, 2025	Initial Issuance

This Asset Management Plan was prepared by:



*Empowering your organization through advanced asset
management, budgeting & GIS solutions*

Table of Contents

1. Executive Summary	1
2. Introduction & Context	3
3. Portfolio Overview – State of the Infrastructure	16
4. Infrastructure Report Card	23
5. Growth	24
6. Recommendations & Key Considerations	25
Appendices	27
Appendix A - Road Network	28
Appendix B - Bridges & Culverts	37
Appendix C - Buildings	44
Appendix D - Land Improvements	50
Appendix E - Vehicles & Equipment	56
Appendix F - 10-Year Capital Requirements	62
Appendix G - Level of Service Maps & Photos	65
Appendix H - Risk Rating Criteria	73
Appendix I - Financial Strategy	77

1. Executive Summary

Municipal infrastructure delivers critical services that are foundational to the economic, social, and environmental health and growth of a community. The goal of asset management is to enable infrastructure to deliver an adequate level of service in the most cost-effective manner. This involves the ongoing review and update of infrastructure information and data alongside the development and implementation of asset management strategies and long-term financial planning.

1.1 Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Municipality of Whitestone can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP includes the following asset categories:

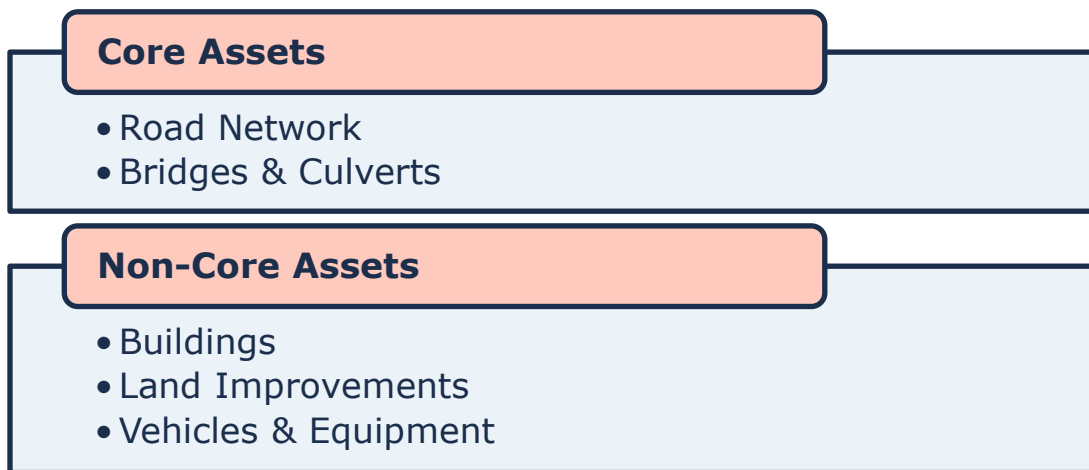


Figure 1 Core and Non-Core Asset Categories

1.2 Compliance

With the development of this AMP the Municipality of Whitestone has achieved compliance with July 1, 2024, requirements under O. Reg. 588/17. This includes requirements for levels of service and inventory reporting for all asset categories.

1.3 Findings

The Municipality currently owns infrastructure valued at **\$41.6 million**.

71% of Whitestone infrastructure assets are rated in **fair or better condition**.

In order to maintain existing infrastructure using current life expectancies and current lifecycle strategies, **the Municipality should invest \$1.1 million per year towards its capital assets** (combination of capital spending and annual transfers to reserves for long-term expenditures).

The Municipality currently invests approximately \$652,00 per year (from taxes and sustainable grant revenues) in capital infrastructure, resulting in an **annual funding gap of approximately \$480,000**.

1.4 Financial Recommendations

In order to close the Municipality's funding gap, a financial analysis of historical spending, tax rates, and annual infrastructure was conducted. It is recommended to increase taxes by 1.4% annually for a period of 6 years to reach recommended infrastructure funding levels, after which funding levels stabilize.



Figure 2 Proposed Tax/Rate Changes

A period of 6 years was chosen with consideration of the Municipality's debt payments, which are scheduled to reduce by \$146,000 per year in 2031 which is recommended to be reallocated towards capital spending to reduce the tax increase required to reach full infrastructure funding.

1.5 Asset Management Recommendations

Recommendations to guide continuous refinement of the Municipality's asset management program. These include:

- ◆ Consolidate asset data into a 'single source of truth' such as an excel spreadsheet or dedicated asset management software
- ◆ Review data to update and maintain a complete and accurate dataset
- ◆ Develop a condition assessment strategy with a regular schedule
- ◆ Review and update lifecycle management strategies
- ◆ Development and regular review of short- and long-term plans to meet capital requirements
- ◆ Measure current levels of service and identify sustainable proposed levels of service

2. Introduction & Context

2.1 Community Profile

The Municipality of Whitestone is located in the District of Parry Sound. In 2000, the Parry Sound District Restructuring Commission incorporated Whitestone, amalgamating the Townships of East Burpee, Burton, McKenzie, Ferris, Hagerman, and part of Croft, along with the Communities of Ardbeg, Dunchurch, Maple Island, and the Village of Whitestone.

Census Characteristic	Municipality of Whitestone ¹	Ontario
Population 2021	1,075	14,223,942
Population Change 2016-2021	+17.4%	+5.8%
Total Private Dwellings	1,427	5,929,250
Population Density	1.2/km ²	15.9/km ²
Land Area	923.70 km ²	892,411.76 km ²

Table 1 Municipality of Whitestone Community Profile

This expansive area is rich with lakes and white pine trees, featuring prominent bodies of water such as Wahwashkesh Lake, Shawanaga Lake, Whitestone Lake, Wilson Lake, and Lorimer Lake. Major rivers like the Magnetawan, Shawanaga, and Naiscoot flow west into Georgian Bay. These natural attractions make Whitestone an appealing destination for recreation and retirement, while its proximity to Southern Ontario enhances its charm as a welcoming place to raise a family in a supportive community.

Parry Sound District features two north-south highway corridors that create distinct communities of interest. The Highway 11 corridor serves municipalities on the eastern side of the district, while Highway 69 serves the west. Whitestone is situated midway between these trans-provincial highways along Highway 124, the only major east-west route in the district. This central location allows Whitestone to share influences from both the east and west. In many ways, the Municipality of Whitestone embodies the character of the broader Parry Sound District, with a small year-round population, a significant number of seasonal residents, and a limited assessment base.

The local economy of the Municipality of Whitestone is primarily driven by its seasonal landowners. Other important sectors include resource extraction, services, retail, and construction. The Municipality aims to promote further development and diversify the local economy. In this effort, ratepayers have emphasized the need for a focus on sustainability and compatibility with the natural environment.

¹ Statistics Canada, Census Profile 2021: Whitestone (Municipality), Ontario Census Subdivision

One notable attraction was the Ardbeg fire tower, one of the last staffed towers in Southern Ontario until the early 1970s, when aerial forest fire detection took over. The tower was located on a small hill where the road meets the railway.

2.2 Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher levels of precipitation, droughts, and extreme weather events. In 2019, Canada's Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this time, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012. By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts, flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. The impacts on infrastructure are often a result of climate-related extremes such as droughts, floods, higher frequency of freeze-thaw cycles, extended periods of high temperatures, high winds, and wildfires. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian Municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets.

2.2.1 Whitestone Climate Profile

The municipality of Whitestone is in the Parry Sound District in Ontario. The Municipality is expected to experience notable effects of climate change which include higher average annual temperatures, and an increase in total annual precipitation. According to Climatedata.ca – a collaboration supported by Environment and Climate Change Canada (ECCC) – the municipality of Whitestone may experience the following trends:

Higher Average Annual Temperature:

- ◆ Between the years 1971 and 2000 the annual average temperature was 4.7°C
- ◆ Under a high emissions scenario, the annual average temperatures are projected to increase by 2.7°C by the year 2050, over 4.9°C by 2080, and 6.6°C by the end of the century.

Increase in Total Annual Precipitation:

- ◆ From 1971 to 2000, the average annual precipitation was 1025 mm. Under a high emissions scenario, Clarence-Rockland is projected to experience a 13% increase in precipitation by the year 2080 and an 18% increase by the end of the century.

2.2.2 Consideration of Climate Change with Asset Management Strategies

Asset management practices aim to deliver sustainable service delivery - providing services to residents today without compromising the services and well-being of future residents. Climate change threatens sustainable service delivery by reducing the useful life of assets and increasing the risk of asset failure. Achieving desired levels of service can become more challenging due to climate change impacts such as flooding, high heat, drought, and more frequent and intense storms.

To achieve sustainable service delivery, climate change considerations should be incorporated into asset management practices. Integrating asset management and climate change adaptation adheres to industry best practices and enables the development of a holistic approach to risk management.

2.3 Asset Management Overview

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% comes from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.

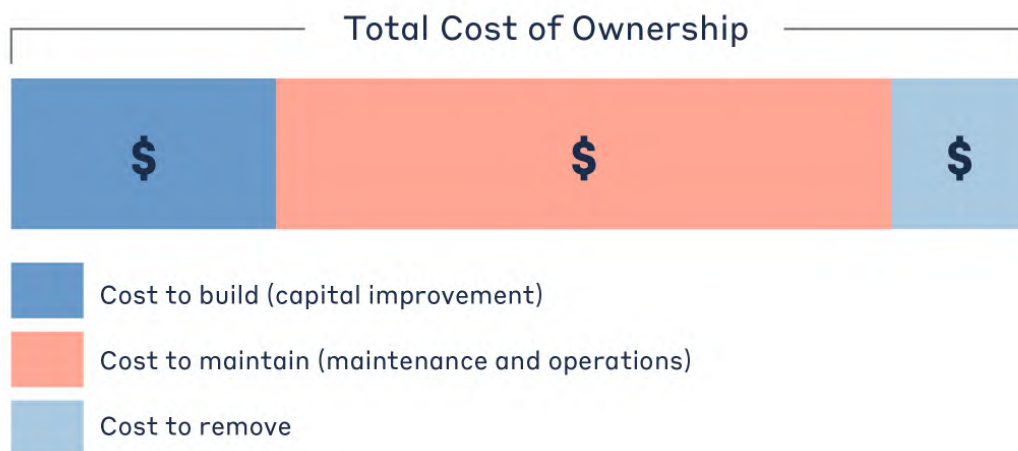


Figure 3 Total Cost of Asset Ownership

These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

2.3.1 Foundational Asset Management Documentation

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

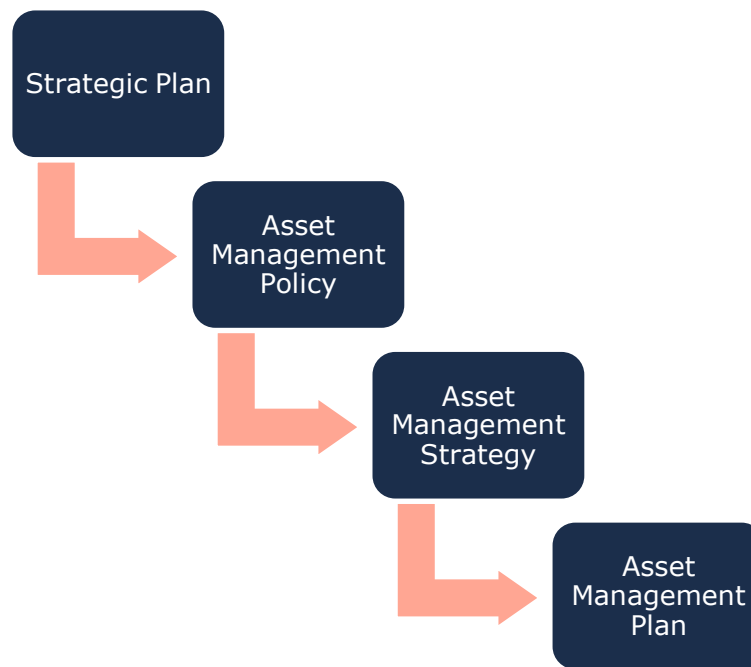


Figure 4 Foundational Asset Management Documents

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the Municipality's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Municipality of Whitestone adopted policy number A06-F06-01 "Strategy Asset Management Policy" on June 18, 2019, in accordance with Ontario Regulation 588/17. The Municipality's asset management planning will be guided by the following principles:

- ◆ Forward Looking
- ◆ Budgeting and Planning
- ◆ Consistency
- ◆ Economic Development
- ◆ Prioritizing
- ◆ Innovation
- ◆ Transparency
- ◆ Environmentally Conscious
- ◆ Health and Safety
- ◆ Community Focused
- ◆ Integration

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Municipality plans to achieve asset management objectives through planned activities and decision-making criteria.

The Municipality's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Municipality's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- ◆ State of Infrastructure
- ◆ Asset Management Strategies
- ◆ Levels of Service
- ◆ Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Municipality to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

2.3.2 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk & criticality, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

Lifecycle Activity	Cost	Typical Associated Risks
<p>Maintenance</p> <p>Activities that prevent defects or deteriorations from occurring</p>	\$	<ul style="list-style-type: none"> ◆ Balancing limited resources between planned maintenance and reactive, emergency repairs and interventions; ◆ Diminishing returns associated with excessive maintenance activities, despite added costs; ◆ Intervention selected may not be optimal and may not extend the useful life as expected, leading to lower payoff and potential premature asset failure;
<p>Rehabilitation/ Renewal</p> <p>Activities that rectify defects or deficiencies that are already present and may be affecting asset performance</p>	\$\$\$	<ul style="list-style-type: none"> ◆ Useful life may not be extended as expected; ◆ May be costlier in the long run when assessed against full reconstruction or replacement; ◆ Loss or disruption of service, particularly for underground assets;
<p>Replacement/ Reconstruction</p> <p>Asset end-of-life activities that often involve the complete replacement of assets</p>	\$\$\$\$\$	<ul style="list-style-type: none"> ◆ Incorrect or unsafe disposal of existing asset; ◆ Costs associated with asset retirement obligations; ◆ Substantial exposure to high inflation and cost overruns; ◆ Replacements may not meet capacity needs for a larger population; ◆ Loss or disruption of service, particularly for underground assets;

Table 2 Lifecycle Management: Typical Lifecycle Interventions

The Municipality’s approach to lifecycle management is described within each asset category outlined in this AMP. Staff will continue to evolve and innovate current practices for developing and implementing proactive lifecycle strategies to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

Risk & Criticality

Asset risk and criticality are essential building blocks of asset management, integral in prioritizing projects and distributing funds where they are needed most based on a variety of factors. Assets in disrepair may fail to perform their intended function, pose substantial risk to the community, lead to unplanned expenditures, and create liability for the municipality. In addition, some assets are simply more important to the community than others, based on their financial significance, their role in delivering essential services, the impact of their failure on public health and safety, and the extent to which they support a high quality of life for community stakeholders.

Risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. It can be a qualitative measurement, (i.e. low, medium, high) or quantitative measurement (i.e. 1-5), that can be used to rank assets and projects, identify appropriate lifecycle strategies, optimize short- and long-term budgets, minimize service disruptions, and maintain public health and safety.

Formula to Assess Risk of Assets

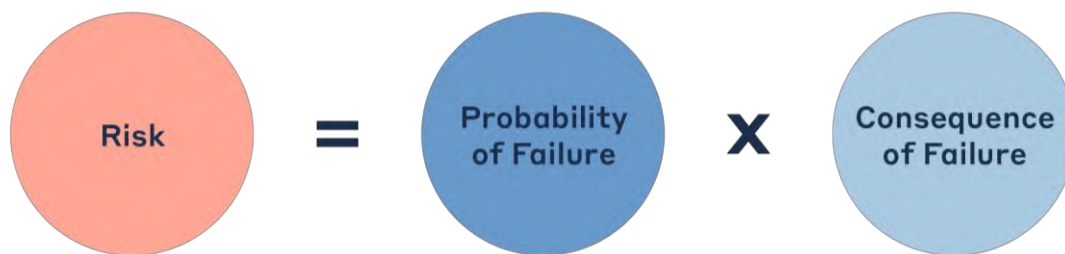


Figure 5 Risk Equations

The approach used in this AMP relies on a quantitative measurement of risk associated with each asset. The probability and consequence of failure are each scored from 1 to 5, producing a minimum risk index of 1 for the lowest risk assets, and a maximum risk index of 25 for the highest risk assets.

Probability of Failure

Several factors can help decision-makers estimate the probability or likelihood of an asset’s failure, including its condition, age, previous performance history, and exposure to extreme weather events, such as flooding and ice jams—both a growing concern for municipalities in Canada.

Consequence of Failure

Estimating criticality also requires identifying the types of consequences that the organization and community may face from an asset’s failure, and the magnitude of those consequences. Consequences of asset failure will vary across the infrastructure portfolio; the failure of some assets may result primarily in high direct financial cost but may pose limited risk to the community. Other assets may have a relatively minor financial value, but any downtime may pose significant health and safety hazards to residents.

Table 3 illustrates the various types of consequences that can be integrated in developing risk and criticality models for each asset category and segments within. We note that these consequences are common, but not exhaustive.

Type of Consequence	Description
Direct Financial	Direct financial consequences are typically measured as the replacement costs of the asset(s) affected by the failure event, including interdependent infrastructure.
Economic	Economic impacts of asset failure may include disruption to local economic activity and commerce, business closures, service disruptions, etc. Whereas direct financial impacts can be seen immediately or estimated within hours or days, economic impacts can take weeks, months and years to emerge, and may persist for even longer.
Socio-political	Socio-political impacts are more difficult to quantify and may include inconvenience to the public and key community stakeholders, adverse media coverage, and reputational damage to the community and the Municipality.
Environmental	Environmental consequences can include pollution, erosion, sedimentation, habitat damage, etc.
Public Health and Safety	Adverse health and safety impacts may include injury or death, or impeded access to critical services.
Strategic	These include the effects of an asset’s failure on the community’s long-term strategic objectives, including economic development, business attraction, etc.

Table 3 Risk Analysis: Types of Consequences of Failure

This AMP includes a preliminary evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

Levels of Service

A level of service (LOS) is a measure of the services that the Municipality is providing to the community and the nature and quality of those services. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

The Municipality measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories, as applicable (Roads, Bridges & Culverts, Water, Wastewater, Stormwater) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. For non-core asset categories, municipalities may use their discretion in determining community levels of service parameters.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Municipality's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories as applicable the province, through O. Reg. 588/17, has also provided technical metrics that are required to be included in this AMP.

Current and Proposed Levels of Service

This AMP focuses on measuring the **current** levels of service provided to the community. Once current levels of service have been measured, the Municipality plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17, as part of the 2025 iteration of their AMP.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Municipality. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Municipality must identify a lifecycle management and financial strategy which allows these targets to be achieved.

2.4 Scope & Methodology

2.4.1 Asset Categories for this AMP

This asset management plan for the Municipality of Whitestone is produced in compliance with O. Reg. 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of core and non-core asset categories.

The AMP summarizes the state of the infrastructure for the Municipality’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

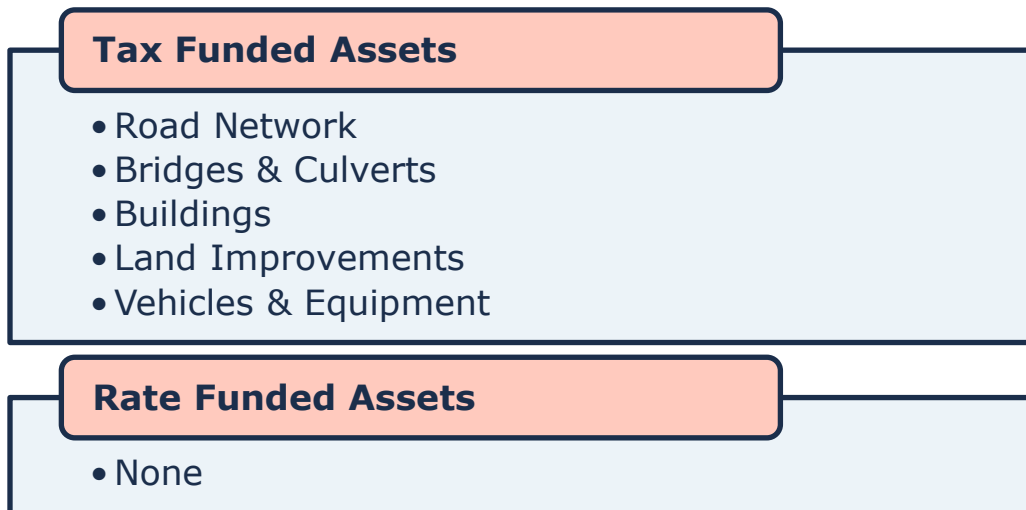


Figure 6 Tax Funded and Rate Funded Asset Categories

2.4.2 Data Effective Date

It is important to note that this plan is based on data as of **December 2024**; therefore, it represents a snapshot in time using the best available processes, data, and information at the Municipality. Strategic asset management planning is an ongoing and dynamic process that requires continuous data updates and dedicated data management resources.

2.4.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

User-Defined Cost and Cost Per Unit

Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.

Cost Inflation / CPI Tables

Historical costs of the assets are inflated based on Consumer Price Index or Non-Residential Building Construction Price Index.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Municipality incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4.4 Estimated Service Life & Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Municipality expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Municipality can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Municipality can more accurately forecast when it will require replacement. The SLR is calculated as follows:



Figure 7 Service Life Remaining Calculation

2.4.5 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Municipality can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

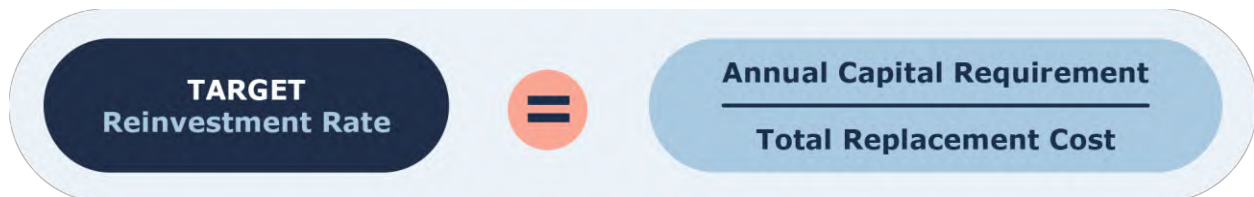


Figure 8 Target Reinvestment Rate Calculation



Figure 9 Actual Reinvestment Rate Calculation

2.4.6 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Municipality’s asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

Table 4 Standard Condition Rating Scale

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

2.5 Ontario Regulation 588/17

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)². Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

Figure 10 below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

² O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure <https://www.ontario.ca/laws/regulation/170588>

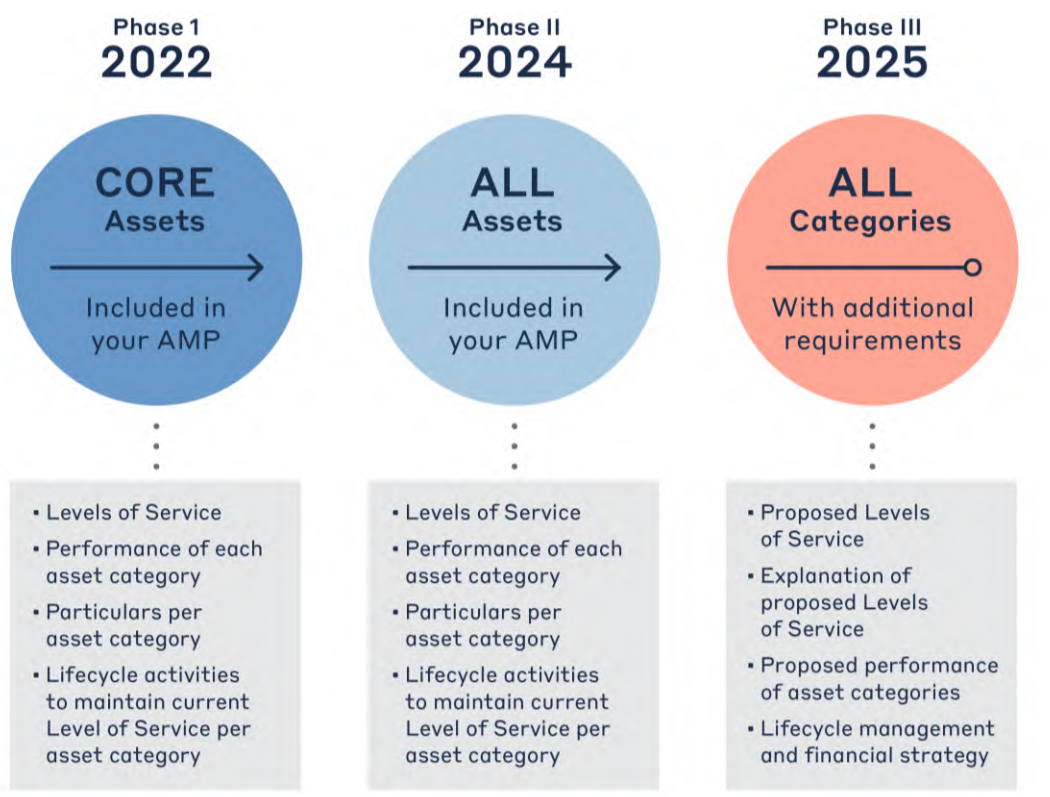


Figure 10 O. Reg. 588/17 Requirements and Reporting Deadlines

2.5.1 O. Reg. 588/17 Compliance Review

Requirement	O. Reg. 588/17 Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	Appendix A-E	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	Appendix A-E	Complete
Average age of assets in each category	S.5(2), 3(iii)	Appendix A-E	Complete
Condition of core assets in each category	S.5(2), 3(iv)	Appendix A-E	Complete
Description of municipality's approach to assessing the condition of assets in each category	S.5(2), 3(v)	Appendix A-E	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	Appendix A-E	Complete
Current performance measures in each category	S.5(2), 2	Appendix A-E	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	Appendix A-E	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	Section 5	Complete

3. Portfolio Overview – State of the Infrastructure

The state of the infrastructure (SOTI) summarizes the inventory, condition, age profiles, and other key performance indicators for the Municipality’s infrastructure portfolio. These details are presented for all core and non-core asset categories.

3.1 Asset Hierarchy & Data Classification

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Key category details are summarized at asset segment level.



Figure 11 Asset Hierarchy and Data Classification

3.2 Portfolio Overview

3.2.1 Total Replacement Cost of Asset Portfolio

The five asset categories analyzed in this Asset Management Plan have a total current replacement cost of \$41.6 million. This estimate was calculated using user-defined costing, as

well as inflation of historical costs to current date. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today. Figure 12 illustrates the replacement cost of each asset category; Bridges and culverts represent the largest share of the Municipality’s asset portfolio at 38%, followed by buildings at 24%.

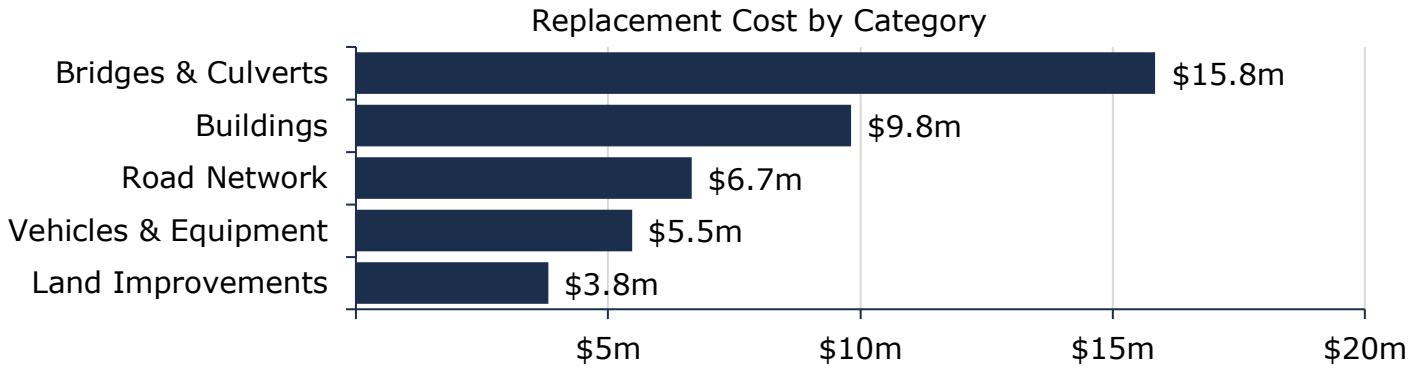


Figure 12 Current Replacement Cost by Asset Category

3.2.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps by comparing the target to the current reinvestment rate. To meet the existing long-term capital requirements, the Municipality requires an annual capital investment of \$1.1 million, for a target portfolio reinvestment rate of 2.7%. Currently, annual investment from sustainable revenue sources (i.e. capital allocation of property taxes, CCBF, and OCIF grants) is \$652,000, for a current portfolio reinvestment rate of 1.6%. Target and current re-investment rates by asset category are detailed below.

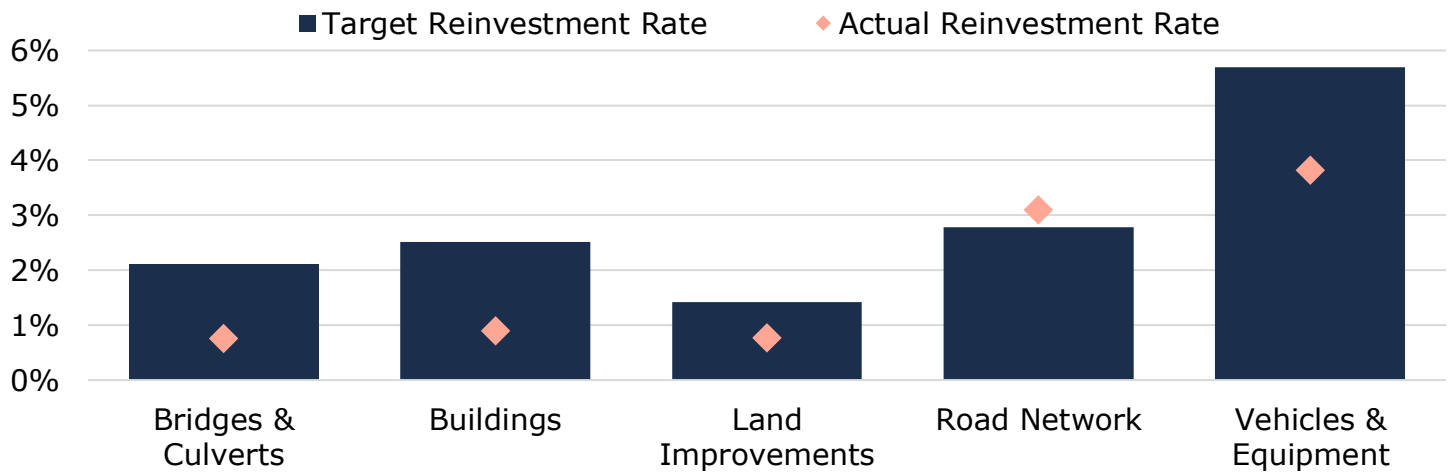


Figure 13 Current Vs. Target Reinvestment Rate

3.2.3 Condition of Asset Portfolio

Figure 14 and Figure 15 summarize asset condition at the portfolio and category levels, respectively. Based on both assessed condition and age-based analysis, 71% of the Municipality’s infrastructure portfolio is in fair or better condition, with the remaining 29% in poor or worse condition. Typically, assets in poor or worse condition may require replacement or

major rehabilitation in the immediate or short-term. Targeted condition assessments may help further refine the list of assets that may be candidates for immediate intervention, including potential replacement or reconstruction.

Similarly, assets in fair condition should be monitored for disrepair over the medium term. Keeping assets in fair or better condition is typically more cost-effective than addressing assets needs when they enter the latter stages of their lifecycle or decline to a lower condition rating, e.g., poor or worse.

Condition data was available for the majority of the bridges and culverts, buildings, and vehicles. Additionally, complete condition data was available for all land improvements and the road network.

Further, when assessed condition data was available, it was projected to current year-end (2024). This 'projected condition' can generate lower condition ratings than those established at the time of the condition assessment. The rate of this deterioration will also depend on lifecycle curves used to project condition over time.

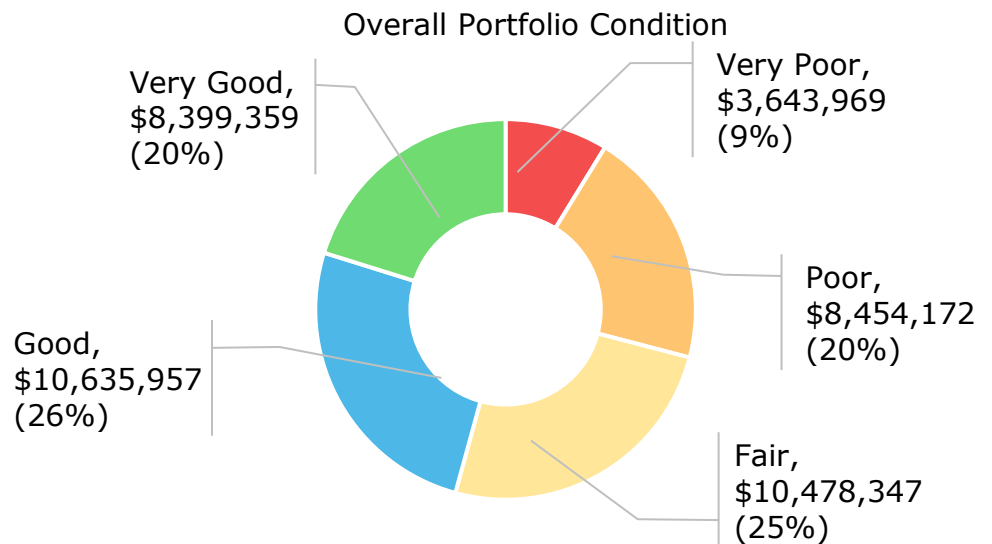


Figure 14 Asset Condition: Portfolio Overview

As further illustrated in Figure 15 at the category level, the majority infrastructure categories have a substantial amount of assets in fair or better condition based on condition assessment data. However, the road network is an area of concern, with the majority of assets in poor or worse condition. See Table 5 for details on how condition data was derived for each asset segment.

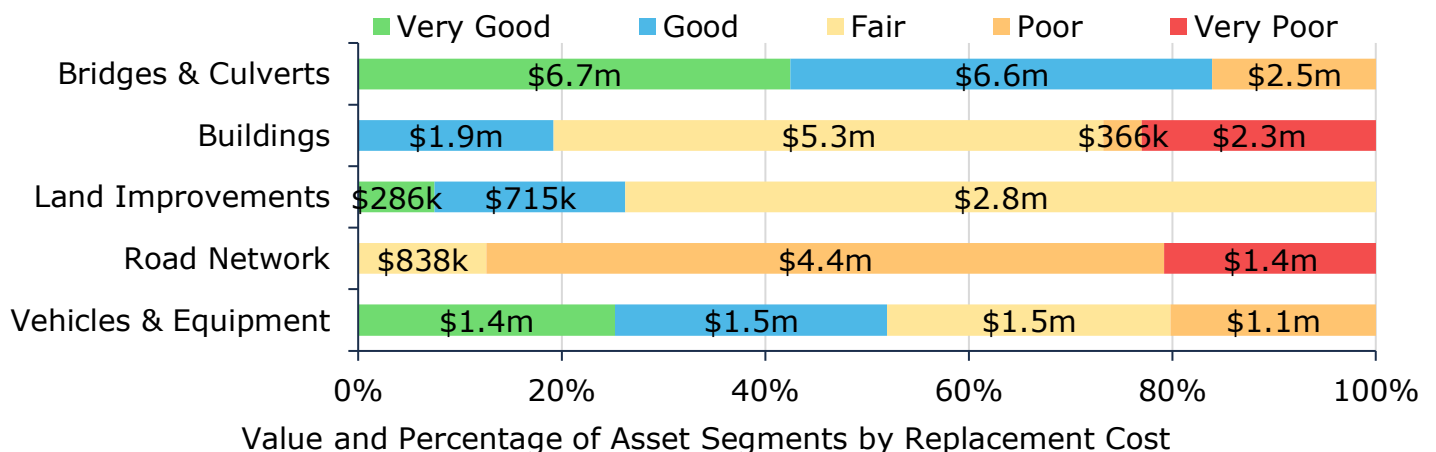


Figure 15 Asset Condition by Asset Category

It is worth noting that buildings and facilities are not componentized into their individual major elements and components. This limits the validity of current condition estimates as they are presented only at the 'parent' asset level, such as 'Municipality Building, or 'Library'.

Source of Condition Data

This AMP relies on assessed condition for 90% of assets, based on and weighted by replacement cost. For the remaining assets, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. Table 5 below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	Roads	100%	2020 Road Needs Study
	Signage	100%	Staff Estimates
Bridges & Culverts	Bridges	100%	2023 OSIM Report
	Structural Culverts	97%	
Buildings	Buildings	76%	2023 SBSG Building Condition Assessment Report
	Water	100%	Staff Estimates
	Wastewater	100%	
	Stormwater	36%	
Land Improvements	Boat Launches	100%	2023 RHH Engineering Report
	Landfill	100%	Staff Estimates
	Parks	100%	
Vehicles & Equipment	All	70%	Staff Estimates

Table 5 Source of Condition Data

3.2.4 Service Life Remaining

Based on asset age, available assessed condition data, and estimated useful life, 28% of the Municipality's assets will require replacement within the next 10 years. Refer to Appendix F - 10-Year Capital Requirements.

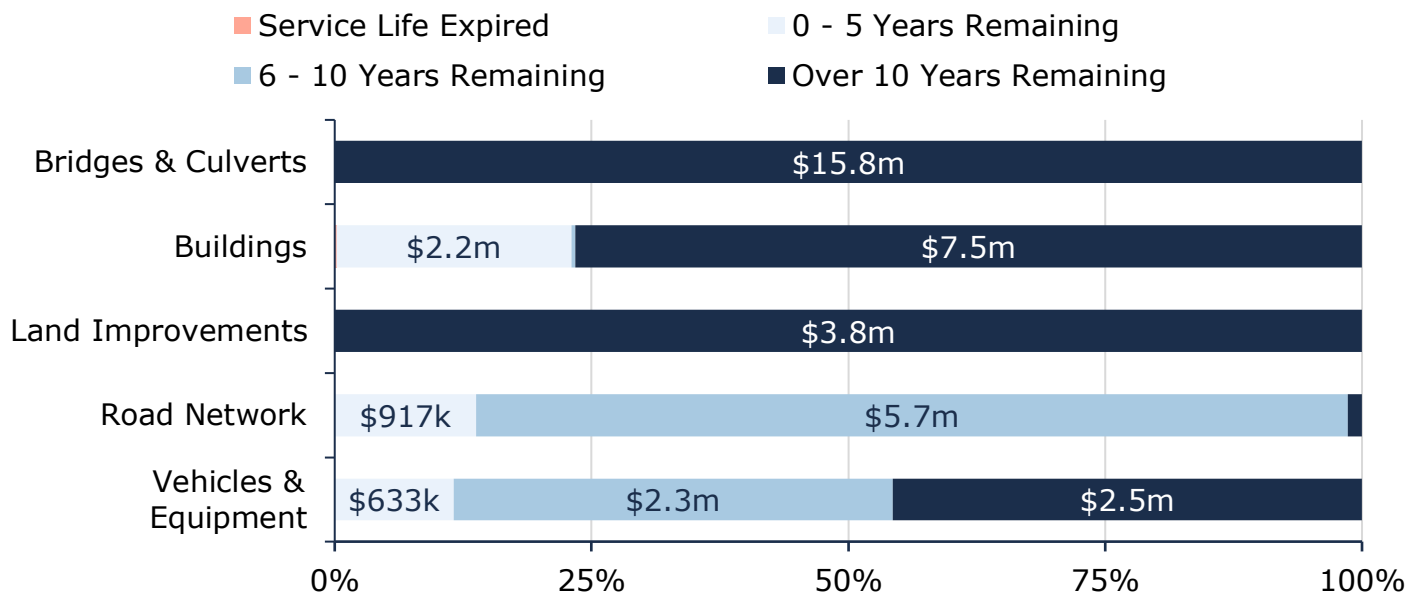


Figure 16 Service Life Remaining by Asset Category

3.2.5 Risk Matrix

Using the risk equation and preliminary risk models, Figure 17 shows how assets across the different asset categories are stratified within a risk matrix.

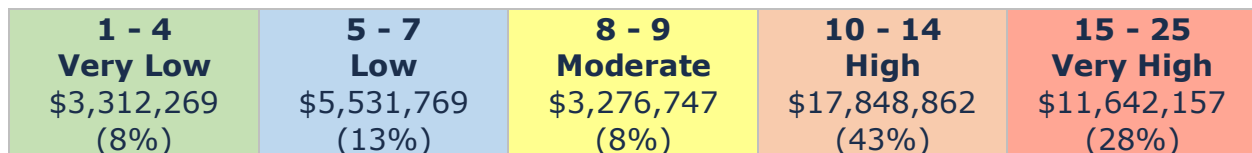


Figure 17 Risk Matrix: All Assets

The analysis shows that based on current risk models, approximately 28% of the Municipality's assets, with a current replacement cost of approximately \$11.6 million, carry a risk rating of 15 or higher (red) out of 25. Assets in this group may have a high probability of failure based on available condition data and age-based estimates and were considered to be most essential to the Municipality.

As new asset attribute information and condition assessment data are integrated with the asset listing, asset risk ratings will evolve, resulting in a redistribution of assets within the risk matrix. Staff should also continue to calibrate risk models.

We caution that since risk ratings rely on many factors beyond an asset's physical condition or age, assets in a state of disrepair can sometimes be classified as low-risk, despite their poor condition rating. In such cases, although the probability of failure for these assets may be high, their consequence of failure ratings were determined to be low based on the attributes used and the data available.

Similarly, assets with very high condition ratings can receive a moderate to high-risk rating despite a low probability of failure. These assets may be deemed as highly critical to the

Municipality based on their costs, economic importance, social significance, and other factors. Continued calibration of an asset's criticality and regular data updates are needed to ensure these models more accurately reflect an asset's actual risk profile.

Risks to Current Asset Management Strategies



Aging Infrastructure

A significant portion of Whitestone's infrastructure is nearing the end of its useful life. This challenge spans across all asset categories, including roads, bridges, culverts, vehicles, and buildings. Many aging structures were inherited during the 2000 amalgamation and were built with materials designed for short to mid-term lifespans, further exacerbating maintenance challenges.



Climate Change and Extreme Weather Events

Whitestone's location at the receiving end of the Magnetawan River Drainage system makes it particularly vulnerable to upstream weather events. Water elevation changes of up to 5 meters during extreme weather exacerbate maintenance challenges, increase flooding risks, and accelerate the deterioration of infrastructure.



Organizational Capacity

While staff are actively pursuing training and professional development, resource limitations hinder the Municipality's ability to dedicate personnel solely to asset management. This impacts proactive lifecycle management, compliance with evolving standards, and overall operational efficiency.

Table 6 Summary of Qualitative Risks

3.2.6 Forecasted Capital Requirements

Aging assets require maintenance, rehabilitation, and replacement. Figure 18 below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for all asset categories analyzed in this AMP over a 75-year time horizon. On average, \$1.1 million is required each year to remain current with capital replacement needs for the Municipality's asset portfolio (red dotted line). Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise. This figure relies on age and available condition data.

The chart also illustrates that there is no current infrastructure backlog, which is commendable for a Municipality of Whitestone's size. Risk frameworks, proactive lifecycle strategies, and levels of service targets should be used to prioritize projects with continuously refinement of estimates for ongoing capital needs. Additionally, more effective componentization of buildings will improve these projections.



Figure 18 Capital Replacement Needs: Portfolio Overview 2025-2099

4. Infrastructure Report Card

Asset Category	Replacement Cost	Average Condition	Financial Capacity		% Funded
Road Network	\$6.7 m	Poor	Annual Requirement:	\$185,307	111%
			Funding Available:	\$206,513	
			Annual Deficit:	(\$21,206)	
Bridges & Culverts	\$15.8 m	Good	Annual Requirement:	\$334,687	36%
			Funding Available:	\$119,262	
			Annual Deficit:	\$215,425	
Buildings	\$9.8 m	Fair	Annual Requirement:	\$246,680	36%
			Funding Available:	\$87,901	
			Annual Deficit:	\$158,779	
Land Improvements	\$3.8 m	Fair	Annual Requirement:	\$54,197	54%
			Funding Available:	\$29,312	
			Annual Deficit:	\$24,885	
Vehicles & Equipment	\$5.5 m	Good	Annual Requirement:	\$311,637	67%
			Funding Available:	\$209,028	
			Annual Deficit:	\$102,609	
Total Asset Portfolio	\$41.6 m	Fair	Annual Requirement:	\$1,132,508	58%
			Funding Available:	\$652,016	
			Annual Deficit:	\$480,492	

5. Growth

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Municipality to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

5.1 Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Municipality to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

5.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Municipality's asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Municipality's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Municipality will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

6. Recommendations & Key Considerations

6.1 Financial Strategies

1. Review the feasibility of adopting a full-funding scenario to achieve 100% of average annual funding requirements for the asset categories analyzed. This includes increasing taxes by 1.4% per year over a period of 6 years.
2. Reallocate debt cost reductions towards capital spending, when debt payments end.
3. Continue allocation of OCIF and CCBF funding as per current practices.
4. Reallocate appropriate revenue from categories in a surplus position to those in a deficit position.
5. Increase existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
6. Continue to apply for project specific grant funding to supplement sustainable funding sources.

6.2 Asset Data

1. Ensure consistent data management by organizing asset data into a 'single source or truth'. This may be as simple as an Excel Spreadsheet or a dedicated asset management software. Whitestone should ensure whichever solution they choose is accompanied by data governance policies to ensure consistency.
2. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
 - a. the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
 - b. the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
3. Further to the recommendation immediately above, an asphalt lifecycle strategy should be implemented. While Whitestone only has a single asphalt road, extending the lifespan of this asset through preventative maintenance and a rehabilitation program will extend the life expectancy of the road and result in long-term cost savings.
4. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Material and labour costs can fluctuate due to local, regional, and broader market trends, and substantially so during major world events. Accurately estimating the replacement cost of like-for-like assets can be challenging. Ideally, several recent projects over multiple years should be used. Staff

judgement and historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.

5. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including condition, long-range forecasting, and financial recommendations. Periodically reviewing and updating these values to better reflect in-field performance and staff judgement is recommended.

6.3 Risk & Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through condition assessments. As a result, project selection and the development of multi-year capital plans can become more strategic and objective. Initial models have been built into Citywide software for all asset groups, and can be further reviewed in Appendix H - Risk Rating Criteria. These models reflect current data, which was limited. As the data evolves and new attribute information is obtained, these models should also be refined and updated.
2. Available data on current performance should be centralized and tracked to support any calibration of service levels ahead of O. Reg. 588/17's 2025 requirements on proposed levels of service.
3. Staff should monitor evolving local, regional, and environmental trends to identify factors that may shape the demand and delivery of infrastructure programs. These can include population growth, and the nature of population growth; climate change and extreme weather events; and economic conditions and the local tax base. This data can also be used to review service level targets.

Appendices

Appendix A - Road Network

The Municipality’s road network is an essential part of its infrastructure portfolio, with a current replacement cost of \$6.7 million, distributed primarily between gravel and surface treated roads. The Municipality also owns and manages other supporting infrastructure such as roadside signage.

Inventory & Valuation

Table 7 summarizes the quantity and current replacement cost of the Municipality’s various road network assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Road Base	105.7	Length (km)	Not Planned for Replacement	
Asphalt Roads	0.7	Length (km)	\$93,800	CPI
Gravel Roads	80.6	Length (km)	\$3,882,719	CPI
Signage	250	Quantity	\$25,000	Cost per Unit
Surface Treated Roads	21.6	Length (km)	\$2,660,180	CPI
TOTAL			\$6,661,699	

Table 7 Detailed Asset Inventory: Road Network

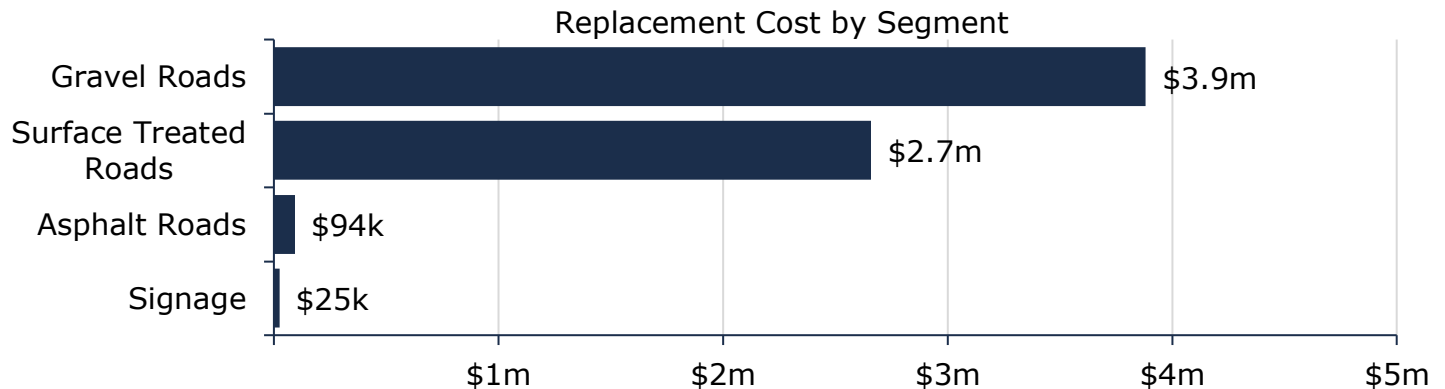


Figure 19 Portfolio Valuation: Road Network

Asset Condition

Figure 20 summarizes the replacement cost-weighted condition of the Municipality’s road network. Based on field inspection data, only 13% of assets are in fair or better condition; the

remaining 87% of assets are in poor to very poor condition. Formalized condition assessments were available for all asphalt, gravel, and surface treated roads, whereas Staff estimates were utilized for signage conditions. This condition data was projected from inspection date to current year to estimate their condition today.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 20, the majority of the Municipality’s road network assets are in poor or worse condition.

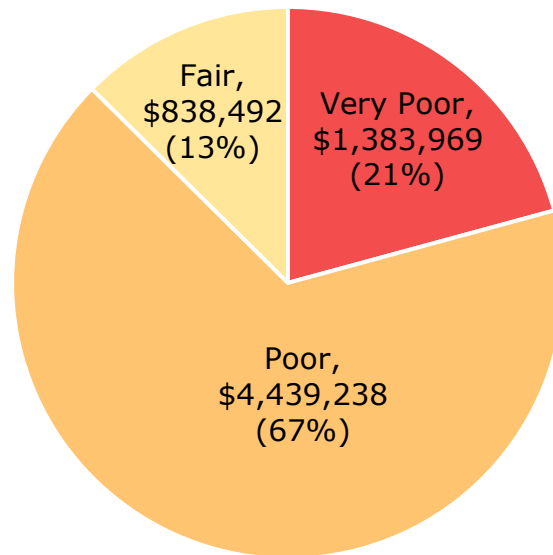


Figure 20 Asset Condition: Road Network Overall

As illustrated in Figure 21, based on condition assessments, the majority of the Municipality’s gravel and surface treated roads are in poor or worse condition, whereas the average condition of asphalt roads is fair.

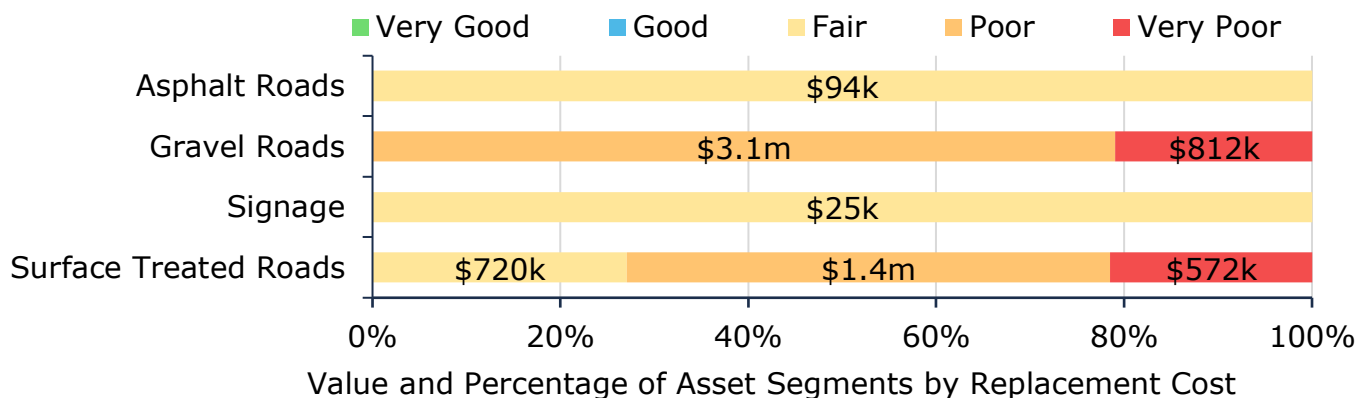


Figure 21 Asset Condition: Road Network by Segment

Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 22 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

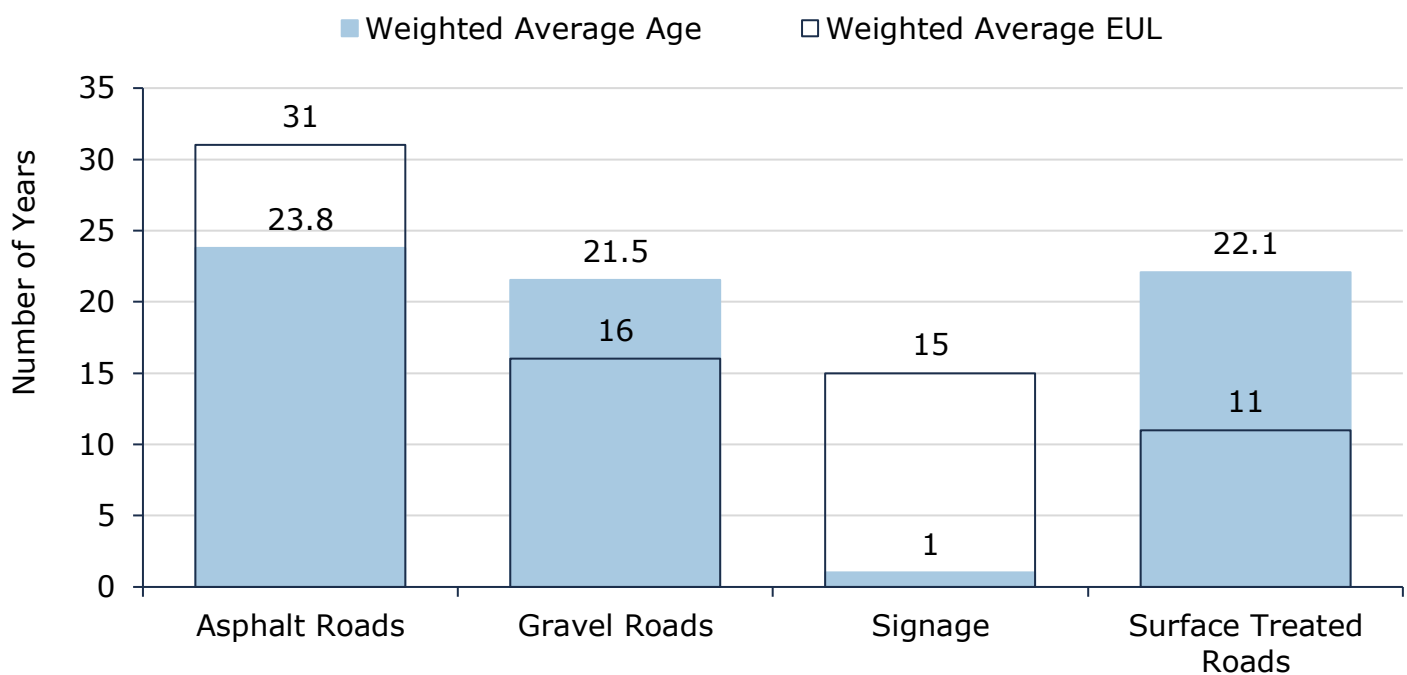


Figure 22 Estimated Useful Life vs. Asset Age: Road Network

Age analysis shows that the majority of asphalt roads have entered the latter stages of their expected useful life, with an average age of 24 years against a design life of 31 years. Surface-treated roads and gravel roads have already surpassed their expected useful life, with average ages of 22 years and 21 years, compared to design lives of 11 years and 16 years, respectively. However, both gravel and surface treated roads can be maintained on a perpetual cycle through the operational maintenance budget with a regular roadway granular replacement and surface treatment programs. Signage are currently within the early stage of their expected useful life.

Although asset age is an important measurement for long-term planning, condition assessments provide a more accurate indication of actual asset needs. Further, useful life estimates established as part of the PSAB 3150 implementation may not be accurate and may not reflect in-field asset performance.

Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of asphalt, gravel, and surface treated roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Asphalt Roads		
Event Name	Event Class	Event Trigger
Crack Sealing	Preventative Maintenance	Every 10 Years
Asset Replacement	Replacement	Condition <10%

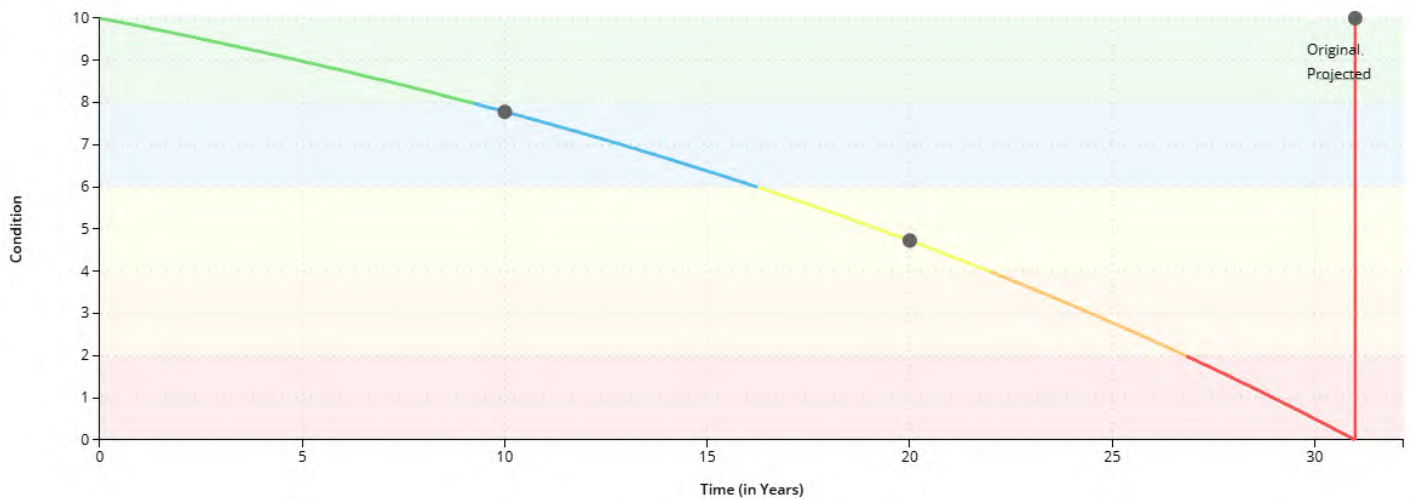


Table 8 Lifecycle Management Strategy: Road Network (Asphalt Roads)

Gravel Roads		
Event Name	Event Class	Event Trigger
Dust Suppression	Maintenance	Once Per Year
Re-Gravelling	Rehabilitation	Every 10 years
Asset Replacement	Replacement	Condition <10%

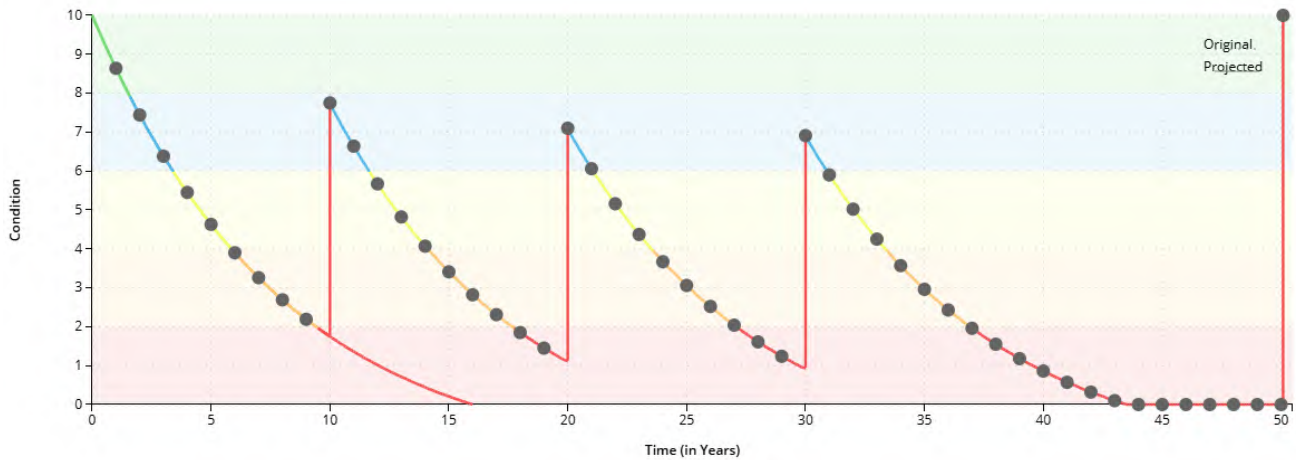


Table 9 Lifecycle Management Strategy: Road Network (Gravel Roads)

Surface Treated Roads		
Event Name	Event Class	Event Trigger
Initial Slurry Seal	Rehabilitation	1 Year after Initial Construction
Slurry Seal	Rehabilitation	Every 7 Years
Asset Replacement	Replacement	Condition <10%

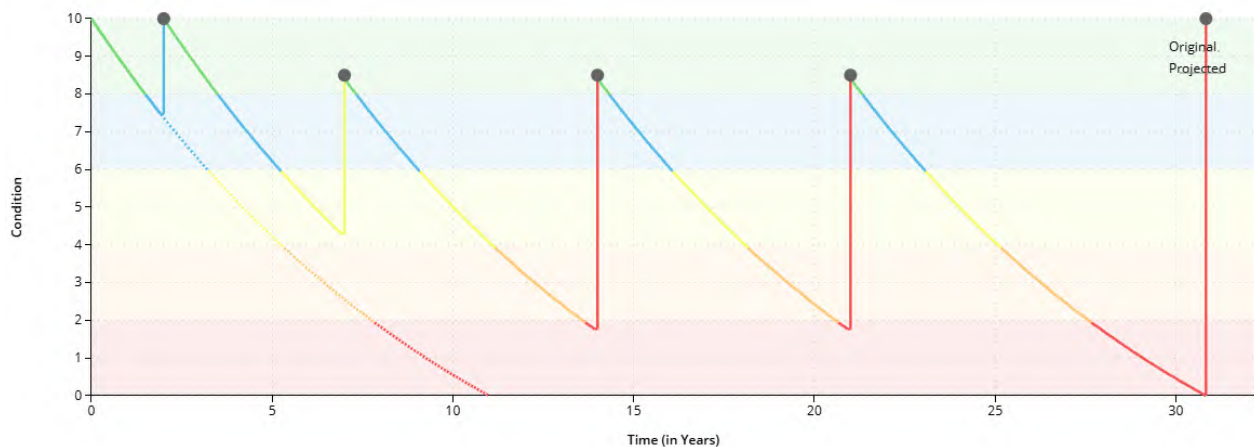


Table 10 Lifecycle Management Strategy: Road Network (Surface Treated Roads)

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Routine maintenance includes inspections, minor repairs, vegetation management, and drainage assessments.
	Roadside mowing is conducted annually to manage vegetation.
Rehabilitation	Rehabilitation includes slurry fills, dig-outs, and installing frost tappers to address structural deterioration.
	Rehabilitation programs are initiated every 7 to 8 years, prioritizing roads with heavy traffic utilization.
Replacement	Replacement is considered when an asset's condition has deteriorated significantly.
	Roads experiencing frequent or costly repairs are also prioritized for replacement.
	Traffic volumes are factored into replacement decisions to prioritize high-usage roads.
Inspection	Regular inspections focus on signs, guide rails, drainage, and road hazards.
	Formalized Road Needs Studies are completed by external consultants approximately every 10 years.

Table 11 Lifecycle Management Strategy: Road Network

Forecasted Long-Term Replacement Needs

Figure 13 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s road network. This analysis was run until 2064 to capture at least one iteration of replacement for the longest-lived asset based on the Municipality’s provided data. Whitestone’s average annual requirements (red dotted line) total \$185k for all assets in the road network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates varying capital needs throughout the forecast period, with notable peaks in specific intervals. Significant capital requirements are observed between 2030-2034 and 2050-2054, primarily driven by surface-treated roads and gravel roads, respectively. These projections are based on asset replacement costs, age analysis, and condition data when available, as well as lifecycle modeling (roads only). They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

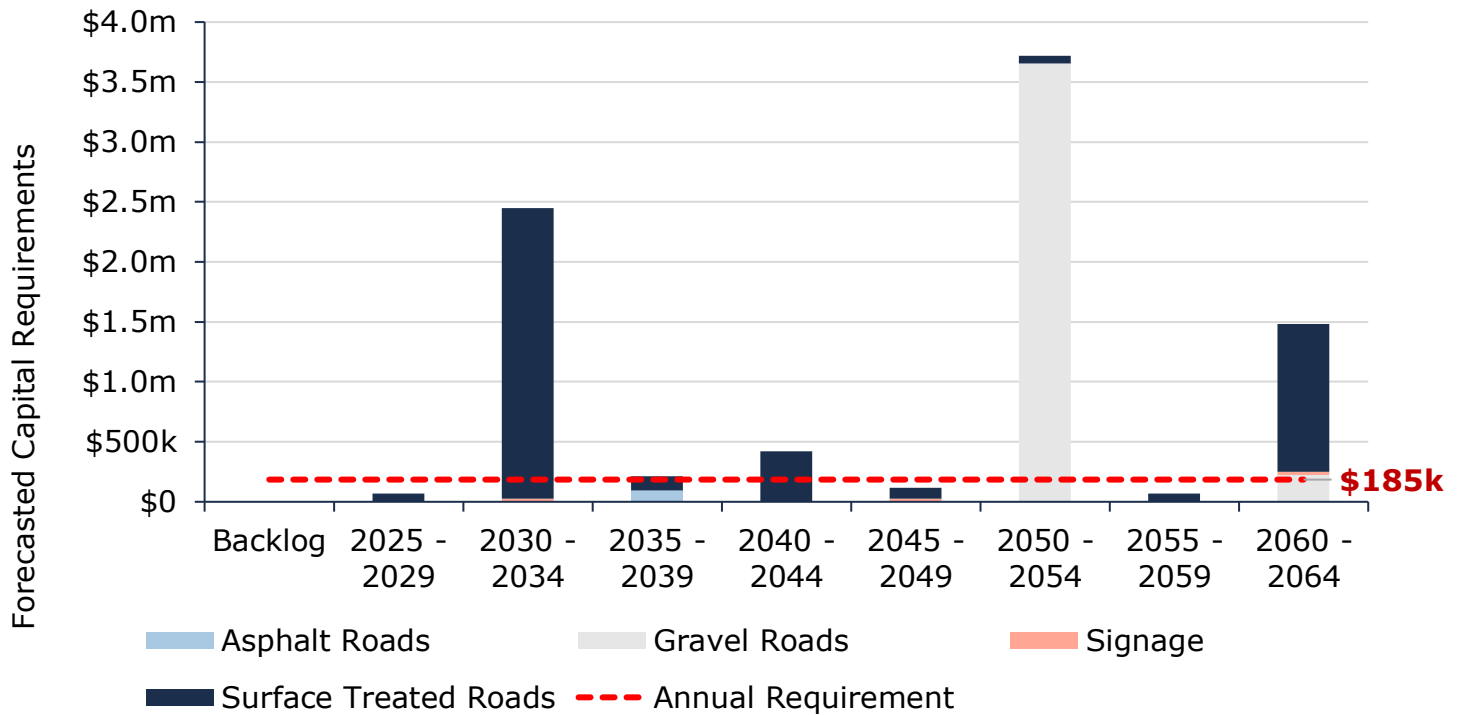


Figure 23 Forecasted Capital Replacement Needs: Road Network 2025-2064

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular road condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix F - 10-Year Capital Requirements.

Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, surface material, and traffic data. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

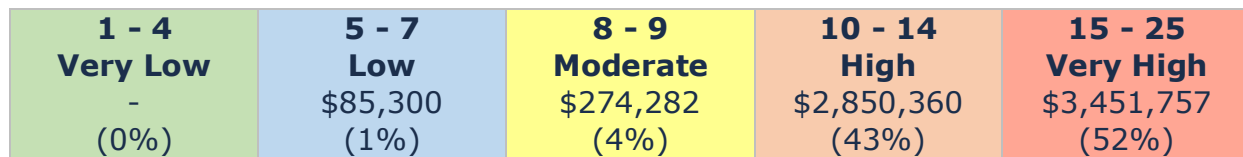


Figure 24 Risk Matrix: Road Network

Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17, as well as any additional performance measures that the Municipality selected for this AMP.

Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	<p>There are approximately 103 km of municipally maintained roads within a rugged geography, where 80% of the land is crown land. Additionally, there are around 200 km of privately maintained roads. The primary corridors include Hwy 124, running east-west, and Hwy 520 North, connecting Dunchurch to Ardbeg (both provincially maintained). Many municipally maintained roads are dead-end routes, increasing risk exposure to flooding or road failures, which highlights the importance of careful management and maintenance of these critical access routes.</p>
Quality	Description or images that illustrate the different levels of road class pavement condition	<p>The Municipality of Whitestone includes Class 5 and Class 6 roads with varying pavement conditions that impact service delivery.</p> <p>Class 5 Roads: Predominantly gravel surface roads, followed by surface-treated roads, serving rural areas. Conditions range from well-maintained to significantly deteriorated.</p> <p>Class 6 Roads: Minimally developed seasonal roads, often in poor condition. These roads face challenges such as significant rock outcrops, limited gravel, narrow single-lane access, poor geometrics, and limited drainage capacity.</p> <p>Also refer to Appendix G - Level of Service Maps & Photos</p>

Table 12 O. Reg. 588/17 Community Levels of Service: Road Network

Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0 km/km ²
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0 km/km ²
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²) ³	0.22 km/km ²
Quality	Average pavement condition index for paved roads in the Municipality	Asphalt: 57% Surface Treated: 35%
	Average surface condition for unpaved roads in the Municipality (e.g. excellent, good, fair, poor, very poor)	24% (Poor)
Performance	Target vs. Actual capital reinvestment rate	2.8% vs. 3.1%

Table 13 O. Reg. 588/17 Technical Levels of Service: Road Network

³ 102.8 km of roads, assumed at 2 lanes each.

Appendix B - Bridges & Culverts

The Municipality's bridges and culverts comprise the largest share of its infrastructure portfolio, with a current replacement cost of \$16 million.

Inventory & Valuation

Table 14 summarizes the quantity and current replacement cost of bridges and culverts. The Municipality owns and manages 7 bridges and 7 structural culverts.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Bridges	7	Quantity	\$9,125,000	User-Defined
Structural Culverts	7	Quantity	\$6,723,000	User-Defined
TOTAL			\$15,848,000	

Table 14 Detailed Asset Inventory: Bridges & Culverts

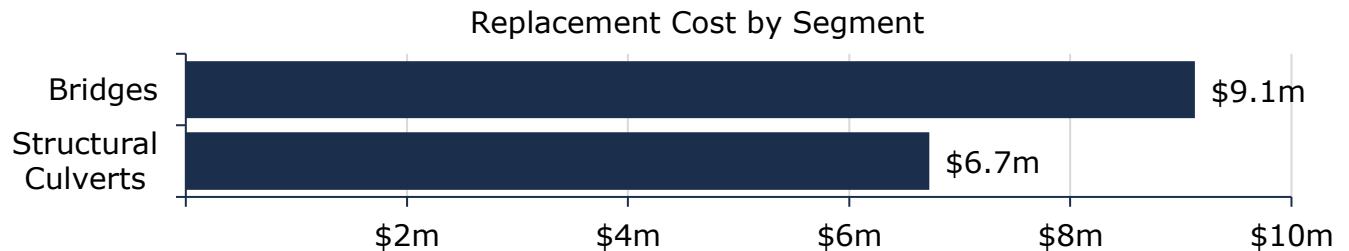


Figure 25 Portfolio Valuation: Bridges & Culverts

Asset Condition

Figure 26 summarizes the replacement cost-weighted condition of the Municipality's bridges and culverts. Based on the Municipality's 2023 Ontario Structures Inspection Manual (OSIM) assessments, 84% of bridges and culverts are in fair or better condition. Some elements or components of these structures may be candidates for replacement or rehabilitation in the medium term and should be monitored for further degradation in condition. At 16% of the total bridges and culverts portfolio, assets in poor condition may require replacement in the immediate or short term.

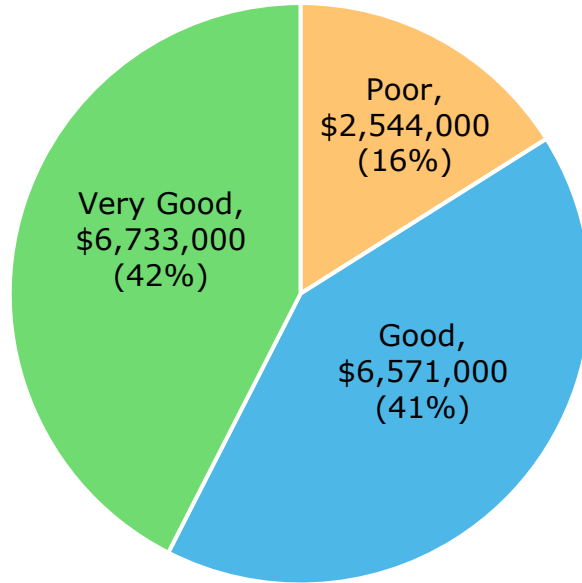


Figure 26 Asset Condition: Bridges & Culverts Overall

As further detailed in Figure 27, based on in-field condition assessments, all bridge assets were assessed to be in good or very good condition. 38% of structural culverts, with a current replacement cost of \$2.5 million were identified as poor or worse condition. Bridges and structures with a poor or worse rating are not necessarily unsafe for regular use, however, should be monitored closely with potential additional study required. The OSIM ratings are designed to identify repairs needed to elevate condition ratings to a fair or higher.

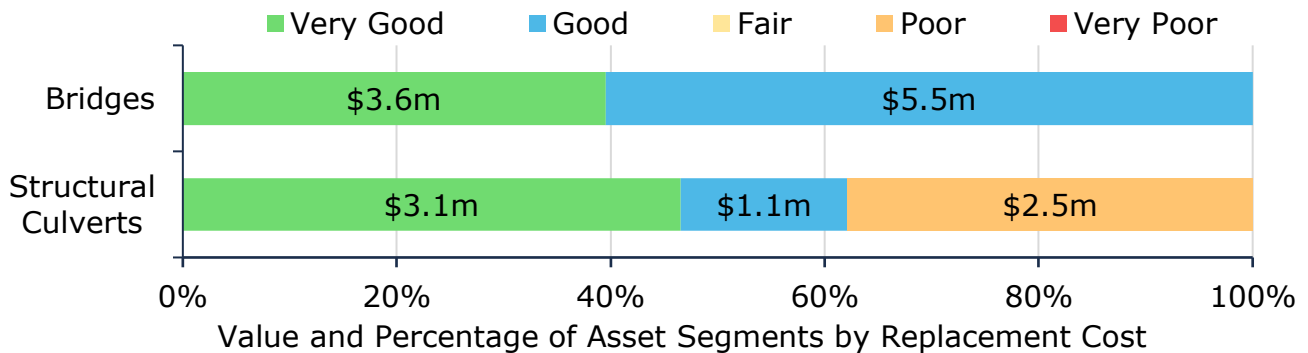


Figure 27 Asset Condition: Bridges & Culverts by Segment

Age Profile

An asset's age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 28 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

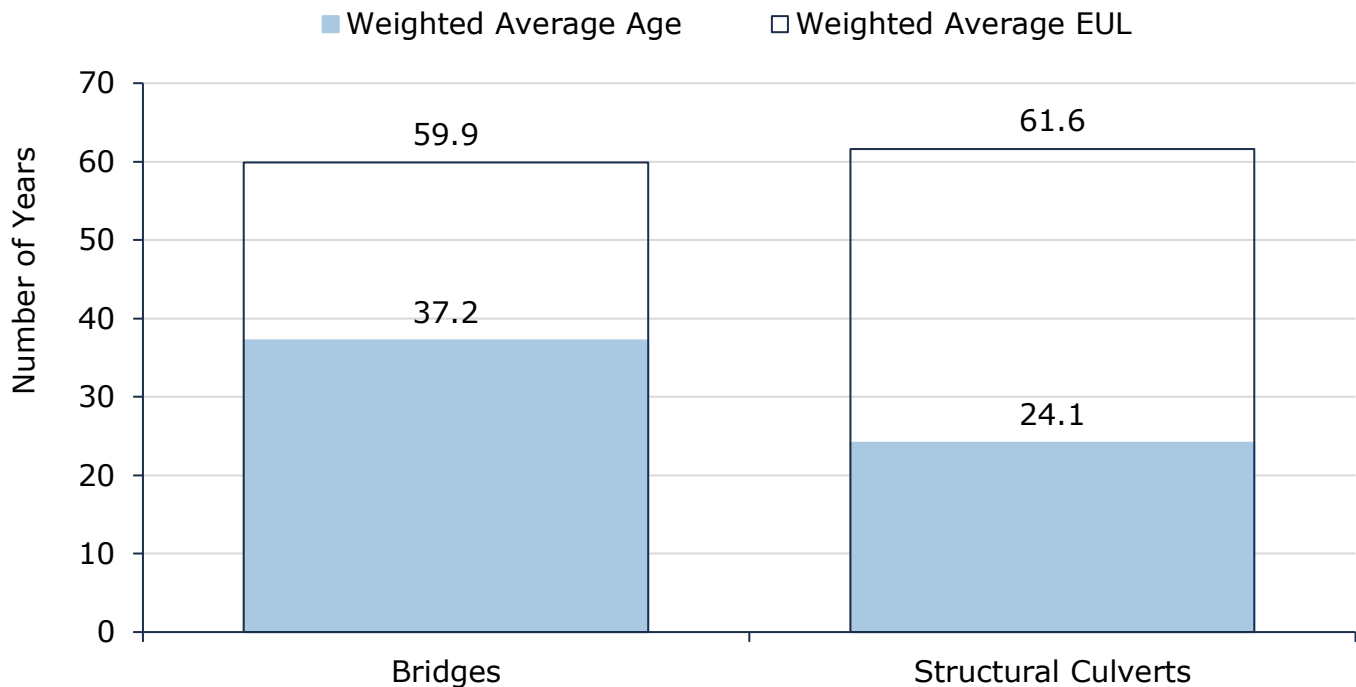


Figure 28 Estimated Useful Life vs. Asset Age: Bridges & Culverts

Age analysis reveals that bridges have a weighted average age of 37 years, representing 62% of their expected useful life of 60 years. Structural culverts have a weighted average age of 24 years, accounting for 39% of their expected useful life of 62 years. While age analysis shows no immediate concerns for upcoming asset replacements, OSIM assessments should continue to be used to prioritize capital and maintenance expenditures. Long-term savings should also be prioritized to ensure funding is available when asset replacement is required in future decades.

Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Routine maintenance activities include visual inspections, cleaning, minor repairs, and vegetation management.
Rehabilitation/ Replacement	Rehabilitation focuses on deck resurfacing, curb and railing repairs, ballast rock addition, and scour protection.
	Rehabilitation activities are initiated based on OSIM report recommendations.
	Replacement is considered when rehabilitation is no longer cost-effective or when assets deteriorate significantly.
	Priority is given to assets nearing the end of their service life or requiring frequent, costly repairs.
Inspection	Biannual OSIM inspections are conducted by GHD Engineering Consultants.
	General visual inspections are conducted annually by municipal staff. No formalized rating are given from these inspections.
	Inspections identify issues and trigger maintenance, rehabilitation, or replacement actions as needed.

Table 15 Lifecycle Management Strategy: Bridges & Culverts

Forecasted Long-Term Replacement Needs

Figure 29 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s bridges and culverts. This analysis was run until 2099 to capture at least one iteration of replacement for the longest-lived asset based on the Municipality’s provided data. The Municipality’s average annual requirements (red dotted line) for bridges and culverts total \$335,000. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates varying capital needs throughout the forecast period, with two significant spikes between 2060–2064 and 2090–2094, peaking at \$4.9 million and \$6.3 million, respectively. These projections and estimates are based on asset replacement costs, age analysis, and condition data. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

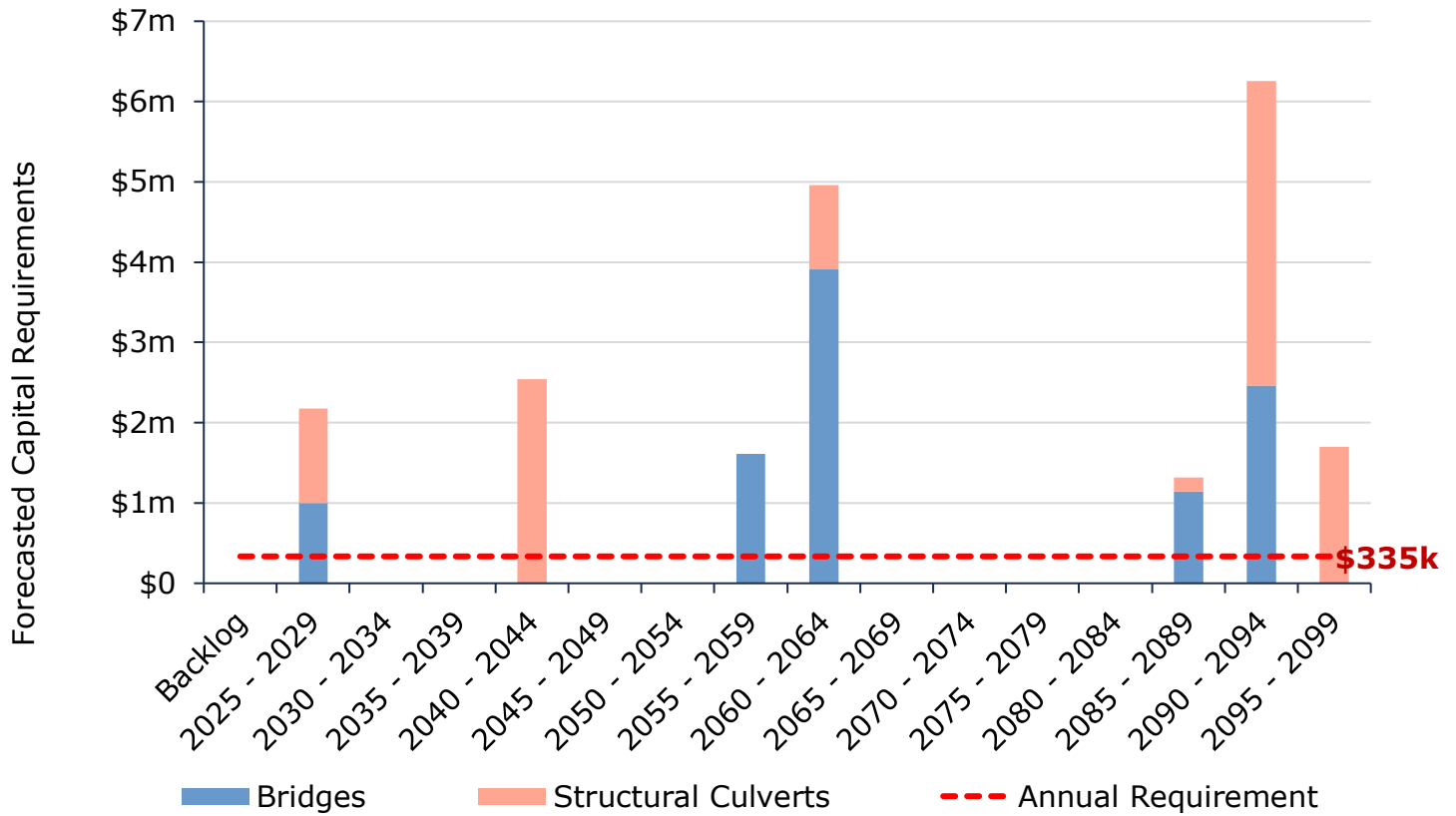


Figure 29 Forecasted Capital Replacement Needs: Bridges & Culverts 2024-2099

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. OSIM condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix F - 10-Year Capital Requirements.

Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, and traffic volume. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

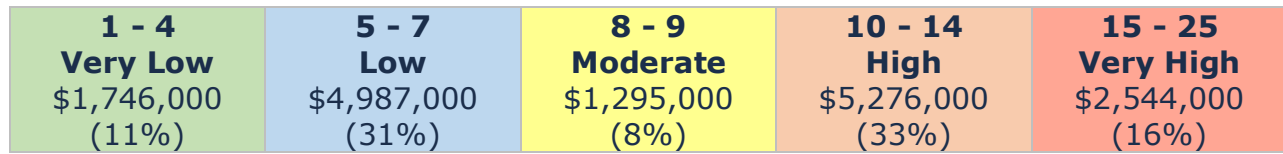


Figure 30 Risk Matrix: Bridges & Culverts

Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	The traffic on municipal bridges is generally light, supporting motor vehicles, emergency vehicles, cyclists, and pedestrians. Several bridges have load limits in place, restricting access for heavy transport vehicles, which helps to preserve their structural integrity while accommodating local traffic needs.
Quality	Description or images of the condition of bridges & culverts and how this would affect use of the bridges & culverts	The condition of bridges and culverts in the Municipality of Whitestone includes restrictions and rehabilitation needs that affect their use: <ul style="list-style-type: none"> ◆ Ladds Bridge has a load limit of 19 tonnes (41,887 lbs) ◆ Maple Island Bridge has a load limit of 25 tonnes (55,115 lbs), restricting access for heavier vehicles. ◆ Additionally, two culverts are in need of rehabilitation, highlighting critical maintenance requirements to ensure continued usability and safety of these structures. <p>Also refer to Appendix G - Level of Service Maps & Photos</p>

Table 16 O. Reg. 588/17 Community Levels of Service: Bridges & Culverts

Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	% of bridges in the Municipality with loading or dimensional restrictions	28%
Quality	Average bridge condition index value for bridges in the Municipality	78%
	Average bridge condition index value for structural culverts in the Municipality	68%
Performance	Target vs. Actual capital reinvestment rate	2.1% vs. 0.8%

Table 17 O. Reg. 588/17 Technical Levels of Service: Bridges & Culverts

Appendix C - Buildings

The Municipality’s buildings portfolio includes a diverse range of assets, comprising buildings as a standalone segment, as well as facilities related to water, wastewater, and stormwater systems. The total current replacement of buildings is estimated at more than \$9.8 million.

Inventory & Valuation

Table 18 summarizes the quantity and current replacement cost of all buildings assets available in the Municipality’s asset listing. Aside from separating water, sewer, and storm assets from the building itself, the Municipality’s building portfolio is not componentized.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Buildings	36,273	Area (sq ft)	\$9,362,400	User-Defined
Stormwater	10	Assets	\$98,559	CPI
Wastewater	6	Assets	\$209,066	CPI
Water	13	Assets	\$146,585	CPI
TOTAL			\$9,816,610	

Table 18 Detailed Asset Inventory: Buildings

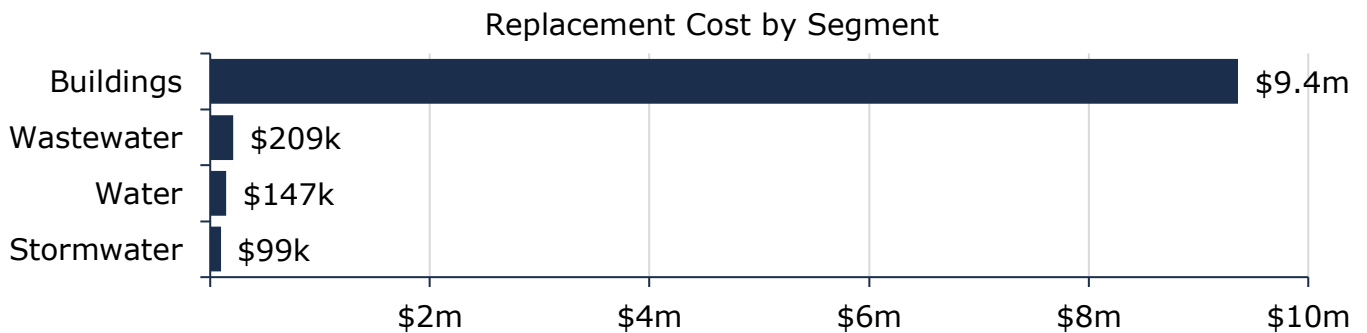


Figure 31 Portfolio Valuation: Buildings

Asset Condition

Figure 37 summarizes the replacement cost-weighted condition of the Municipality’s buildings portfolio. Based only on age data, 73% of buildings assets are in fair or better condition; however, 27%, with a current replacement cost of more than \$2.5 million are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

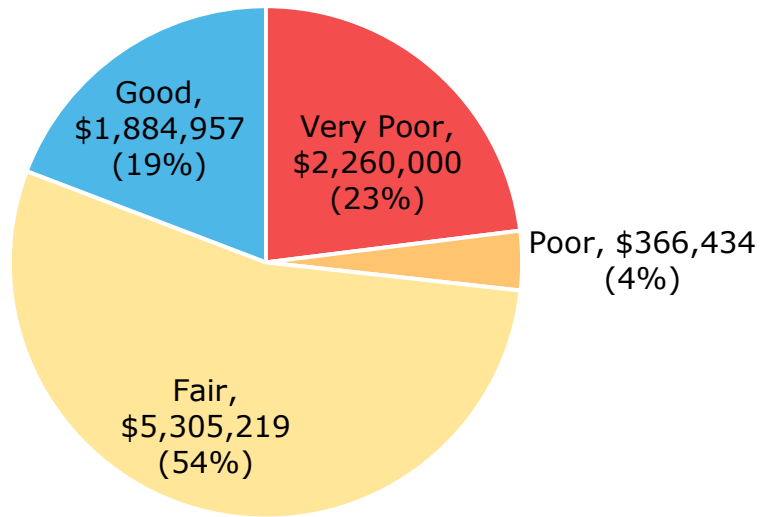


Figure 32 Asset Condition: Buildings Overall

Figure 33 summarizes the age-based condition of buildings by segment. While the majority of assets are in fair of better condition, in the absence of componentization, this data has limited value. Componentization of assets and integration of condition assessments will provide a more accurate and reliable estimation of the condition of various facilities.

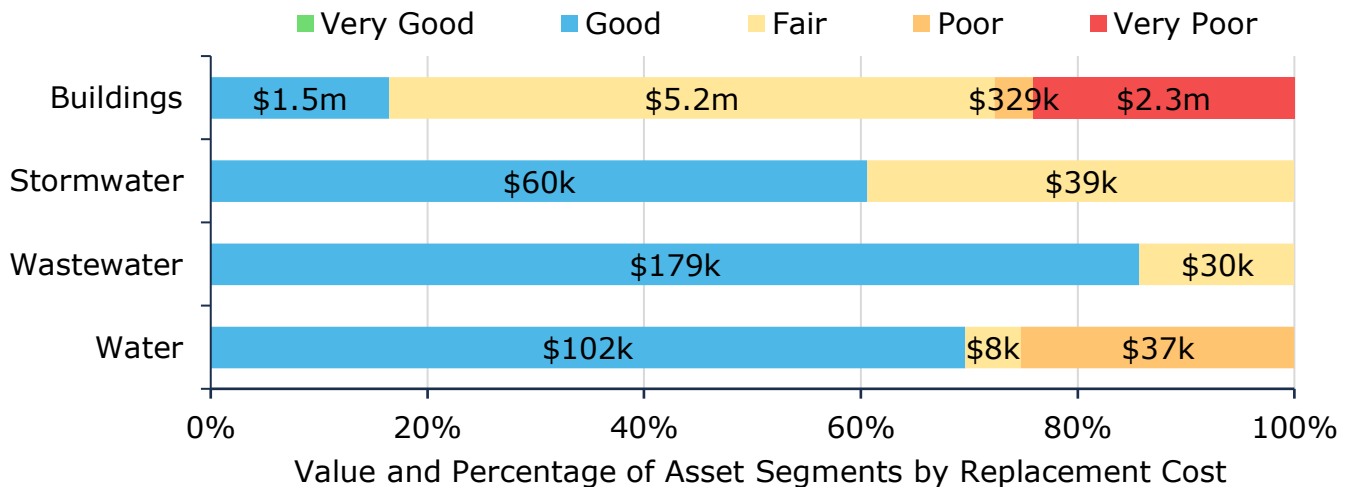


Figure 33 Asset Condition: Buildings by Segment

Age Profile

An asset's age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 34 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

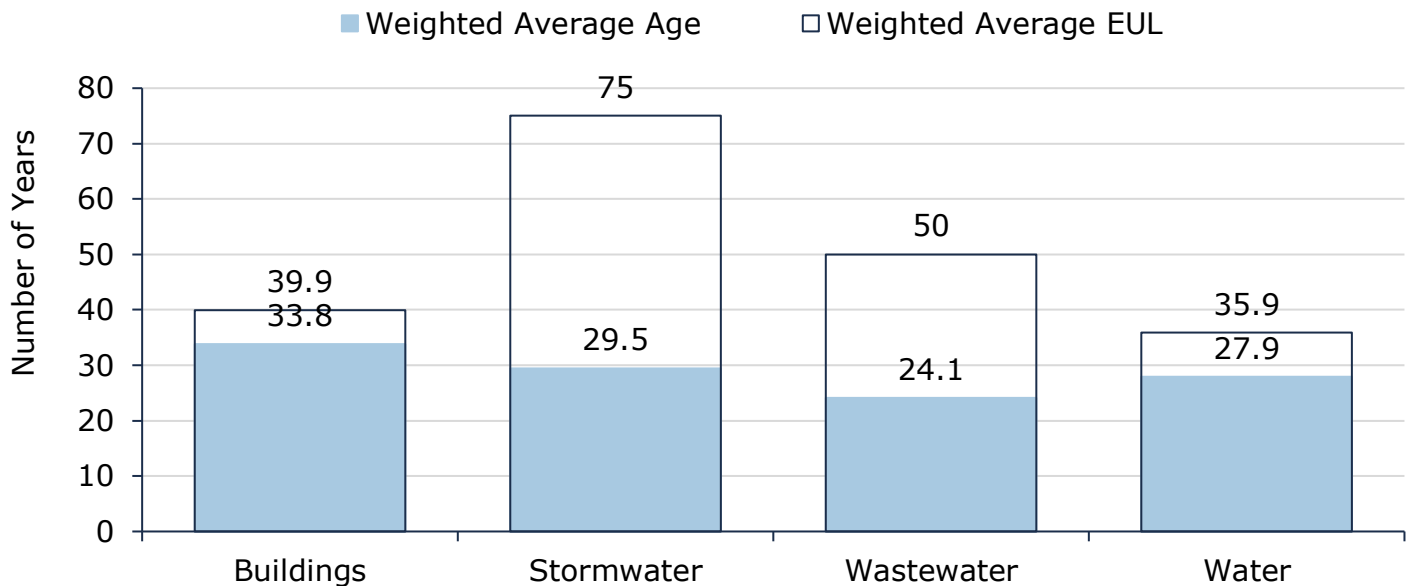


Figure 34 Estimated Useful Life vs. Asset Age: Buildings

Age analysis reveals varying stages of serviceability across asset categories. Buildings have a weighted average age of 33.8 years, representing 85% of their expected useful life of 39.9 years. Similarly, water infrastructure, with a weighted average age of 27.9 years, has utilized 78% of its expected useful life of 35.9 years. Wastewater assets, with a weighted average age of 24.1 years, are at the mid-point of their lifecycle. In contrast, stormwater assets, with a weighted average age of 29.5 years, have consumed only 39% of their 75-year expected useful life. Once again, this analysis presented only at the site level, rather than at the individual element or component level. Useful and meaningful age analysis for buildings is entirely predicated on effective componentization.

Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 19 outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Routine maintenance includes inspections, HVAC and plumbing repairs, and accessibility reviews.
Rehabilitation/ Replacement	Rehabilitation includes roof replacements, HVAC system upgrades, and water treatment system improvements.
	Replacement is considered when rehabilitation is no longer cost-effective or assets are at end of life. Priority is given to assets nearing the end of their service life or requiring frequent, costly repairs.
Inspections	Inspections are conducted by staff or consultants to evaluate building conditions and identify issues.
	Inspection results guide the prioritization of maintenance, rehabilitation, and replacement actions. Regular inspections focus on safety, accessibility, and structural integrity.

Table 19 Lifecycle Management Strategy: Buildings

Forecasted Long-Term Replacement Needs

Figure 35 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s buildings portfolio. This analysis was run until 2084 to capture at least one iteration of replacement for the longest-lived asset based on the Municipality’s provided data. The Municipality’s average annual requirements (red dotted line) total \$247k for all buildings. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to rise significantly at key intervals over the next 60 years, with major peaks in 2030–2034 (\$2.3M), 2050–2054 (\$3.9M), and 2070–2074 (\$2.3M), primarily driven by buildings. A small backlog of \$20,000 represents assets due for immediate replacement. Between these peaks, funding needs decline, reaching a low of \$108,000 in 2060–2064. These projections and estimates are based on current asset records, their replacement costs, and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

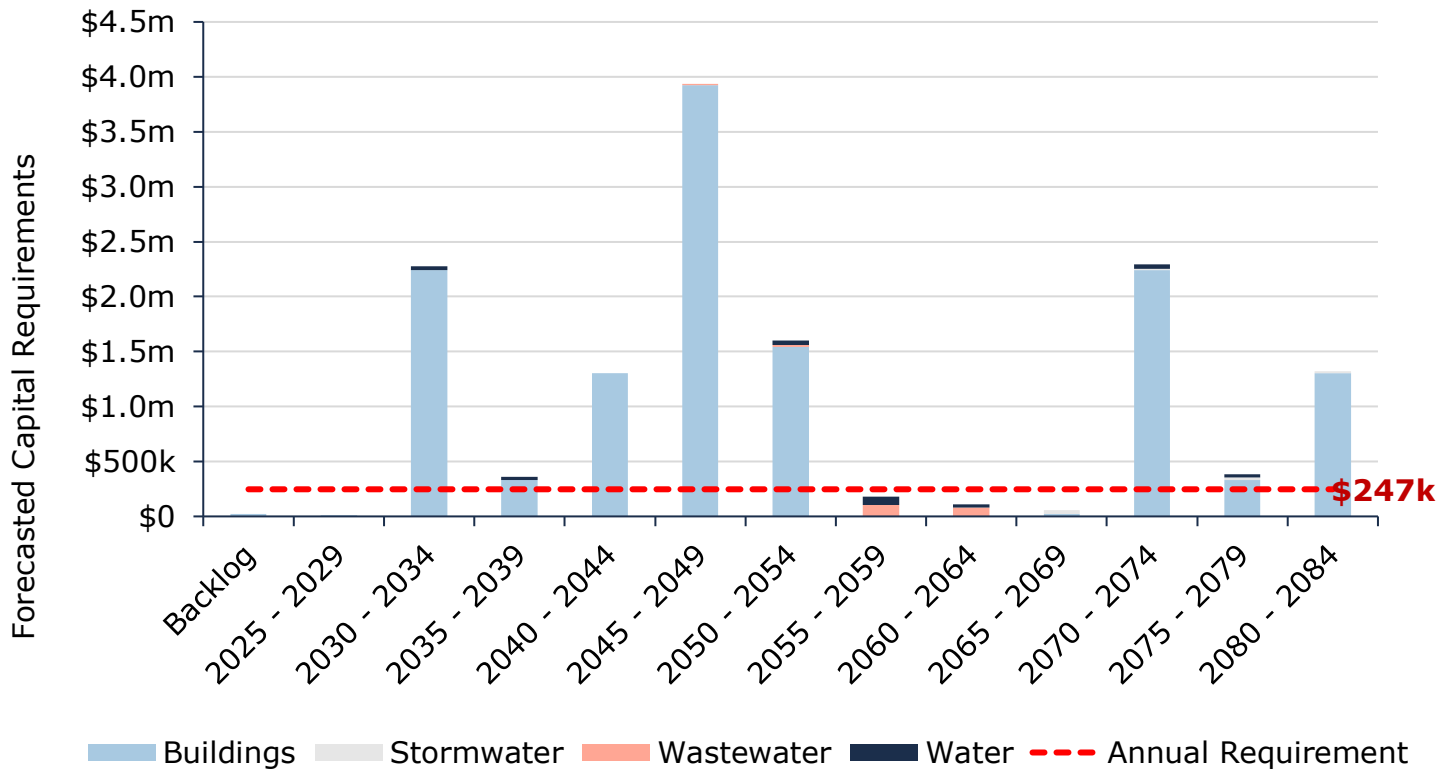


Figure 35 Forecasted Capital Replacement Needs Buildings 2025-2084

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements. In the case of buildings and facilities, detailed componentization is necessary to develop more reliable lifecycle forecasts that reflect the needs of individual elements and components.

A summary of the 10-year replacement forecast can be found in Appendix F - 10-Year Capital Requirements.

Risk Analysis

The risk matrix below is generated using available asset data, including service life remaining, replacement costs, and building department. The risk ratings for assets without useful attribute data were calculated using only age, service life remaining, and their replacement costs.

The matrix classifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

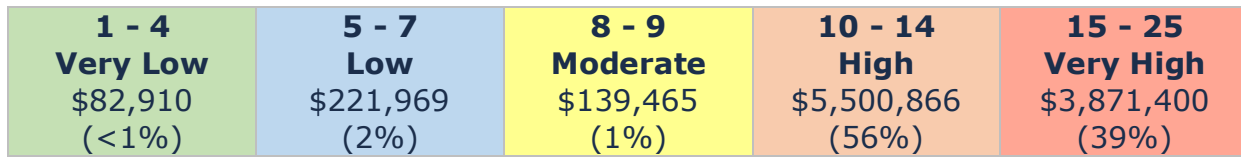


Figure 36 Risk Matrix: Buildings

Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the types of facilities that the municipality operates and maintains	The municipality operates and maintains a range of facilities such as the Municipality Administration Building, Library, Firehall, and Nursing Station, along with additional structures like Staff Sheds and the Public Works Building that support essential municipal operations and services. In addition to the buildings themselves, the municipality maintains water, wastewater, and stormwater systems associated with certain facilities.

Table 20 Community Levels of Service: Buildings

Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average facility condition index value for facilities in the municipality	45%
Performance	Target vs. Actual capital reinvestment rate	2.5% vs. 0.9%

Table 21 Technical Levels of Service: Buildings

Appendix D - Land Improvements

The Municipality’s land improvements portfolio includes boat launches, dams, landfills, and parks. The total current replacement of land improvements is estimated at approximately \$3.8 million.

Inventory & Valuation

Table 22 summarizes the quantity and current replacement cost of all land improvements assets available in the Municipality’s listing. Dams and landfills account for the largest share of the land improvements asset group.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Boat Launches	3	Quantity	\$359,000	User-Defined
Dams	1	Quantity	\$1,750,000	User-Defined
Landfill	2	Quantity	\$1,550,000	User-Defined
Parks	4	Quantity	\$153,000	User-Defined
TOTAL			\$3,812,000	

Table 22 Detailed Asset Inventory: Land Improvements

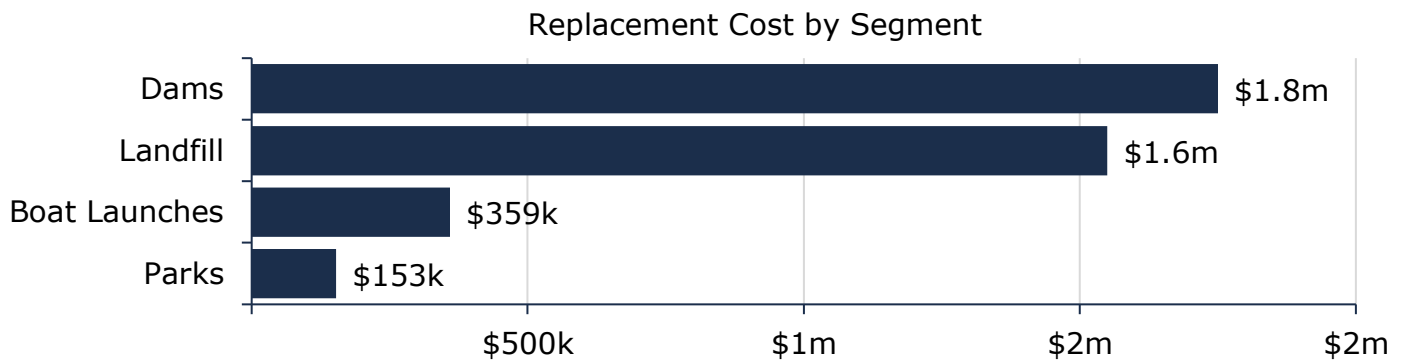


Figure 37 Portfolio Valuation: Land Improvements

Asset Condition

Figure 38 summarizes the replacement cost-weighted condition of the Municipality’s land improvements portfolio. Based on age data only, 100% of assets are in fair or better condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

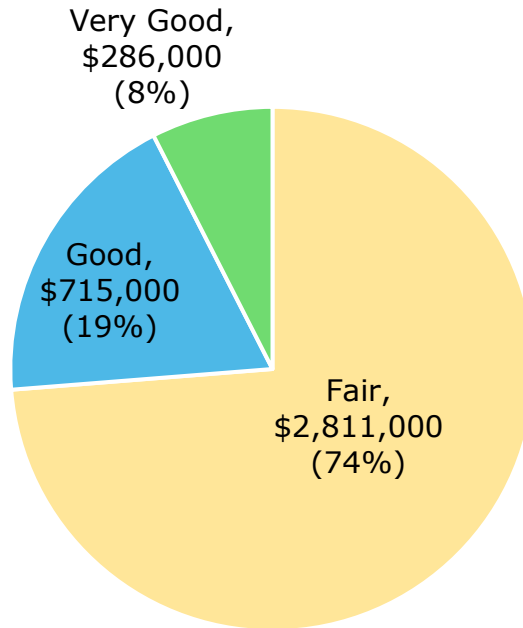


Figure 38 Asset Condition: Land Improvements Overall

Figure 39 summarizes the age-based condition of land improvements by each department.

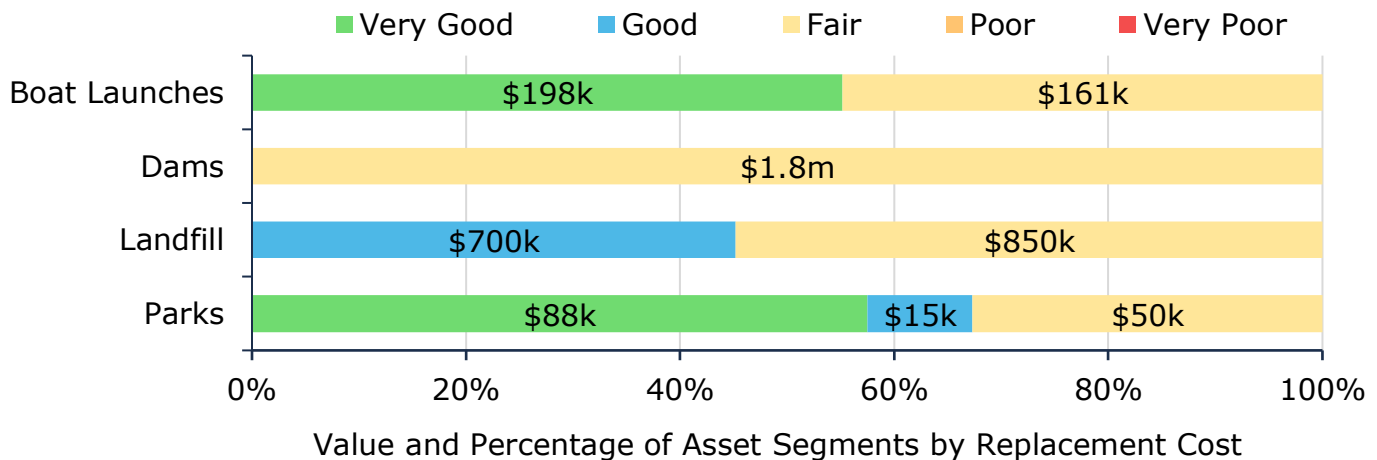


Figure 39 Asset Condition: Land Improvements by Segment

Age Profile

An asset's age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset's age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review

through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 40 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

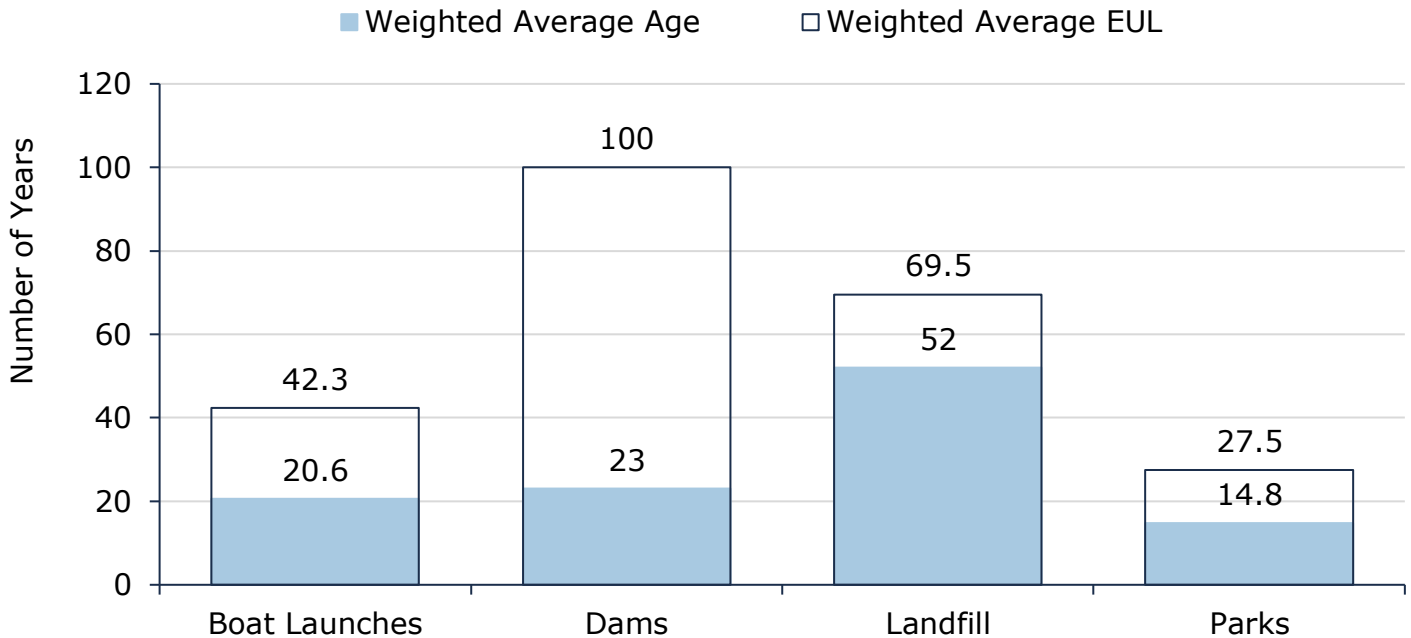


Figure 40 Estimated Useful Life vs. Asset Age: Land Improvements

Age analysis reveals that boat launches have a weighted average age of 20.6 years against an expected useful life of 42.3 years. Dams, with a weighted average age of 23 years, have a long remaining life compared to their expected useful life of 100 years. Landfill assets, at an average age of 52 years, are nearing their expected useful life of 69.5 years. Parks infrastructure, with an average age of 14.8 years, is midway through its expected useful life of 27.5 years.

Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 23 outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	<p>Routine parks maintenance includes inspections, cleaning, minor repairs, and vegetation management.</p> <p>Cleaning and minor repairs are conducted bi-weekly during summer months, monthly during spring and fall, and no maintenance of parks is performed during the winter months.</p>
Rehabilitation/ Replacement	<p>No formal rehabilitation activities are currently applied to parks and land improvements.</p> <p>Replacement is prioritized for assets with significant deterioration or those that are costly to maintain</p>
Inspections	<p>Inspections are conducted regularly by internal staff to monitor the condition of land improvements, trails, and parks.</p> <p>Inspections focus on identifying safety hazards and structural issues.</p> <p>Inspection findings trigger maintenance, rehabilitation, or replacement actions.</p>

Table 23 Lifecycle Management Strategy: Land Improvements

Forecasted Long-Term Replacement Needs

Figure 41 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s land improvements portfolio. This analysis was run until 2074 to capture at least one iteration of replacement for the longest-lived asset based on the Municipality’s provided data. The Municipality’s average annual requirements (red dotted line) total \$54,000 for all land improvements. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to fluctuate significantly over the next 50 years, with minimal requirements until 2040. Capital needs begin to rise between 2040 and 2049, totaling \$153,000 and \$161,000, respectively. A major peak is observed in 2055–2059, with replacement requirements reaching \$1 million, driven primarily by landfill assets. Another significant spike occurs in 2070–2074, with total requirements surging to \$2.5 million, largely due to dams and landfill assets. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

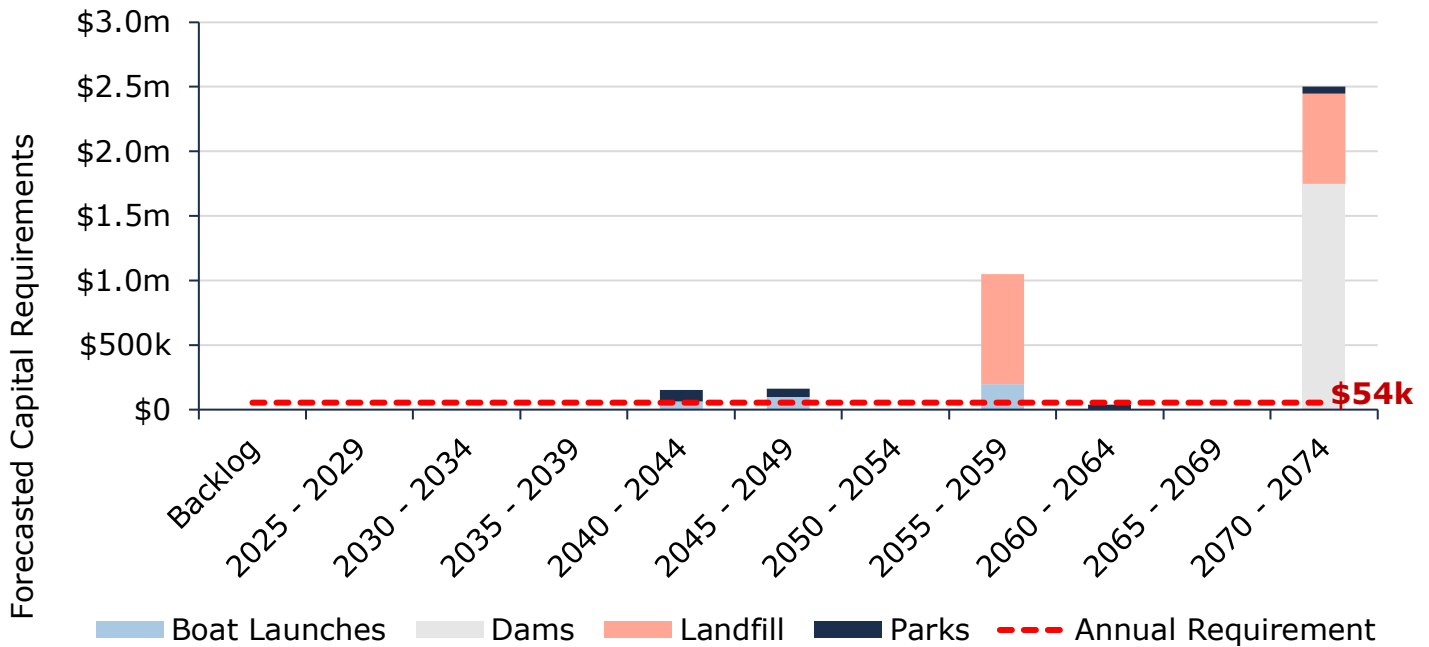


Figure 41 Forecasted Capital Replacement Needs: Land Improvements 2025-2074

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix F - 10-Year Capital Requirements.

Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, and asset type. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built in the Citywide Software Platform. See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

1 - 4 Very Low \$103,000 (3%)	5 - 7 Low \$198,000 (5%)	8 - 9 Moderate \$750,000 (20%)	10 - 14 High \$2,761,000 (72%)	15 - 25 Very High - (0%)
--	---	---	---	---

Figure 42 Risk Matrix: Land Improvements

Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the outdoor recreational facilities that the municipality operates and maintains	The Municipality operates and maintains outdoor recreational facilities, including boat launches at Indian Narrows, Bennett’s Bay, and Church Street, with floating docks, ramps, and parking areas for water access. Parks and play areas feature amenities like play structures, shade structures, a volleyball court, swings, and a ball diamond. Additionally, the Wahwashkesh Dam provides flow control and safety on the Magnetawan River. Also refer to Appendix G - Level of Service Maps & Photos

Table 24 Community Levels of Service: Land Improvements

Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average condition of outdoor recreation facilities and land improvements in the municipality	55%
Performance	Target vs. Actual capital reinvestment rate	1.4% vs. 0.8%

Table 25 Technical Levels of Service: Land Improvements

Appendix E - Vehicles & Equipment

The Municipality’s vehicles and equipment portfolio includes public works, building department, and fire services. The total current replacement of vehicles and equipment is estimated at almost \$5.5 million.

Inventory & Valuation

Table 26 summarizes the quantity and current replacement cost of all vehicles and equipment assets available in the Municipality’s asset listing. Public works and fire services account for the largest share of the vehicles and equipment portfolio.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Building Department	1	Quantity	\$48,000	User-Defined
Fire	11	Quantity	\$2,601,689	User-Defined
Public Works	14	Quantity	\$2,823,806	User-Defined
TOTAL			\$5,473,495	

Table 26 Detailed Asset Inventory: Vehicles & Equipment

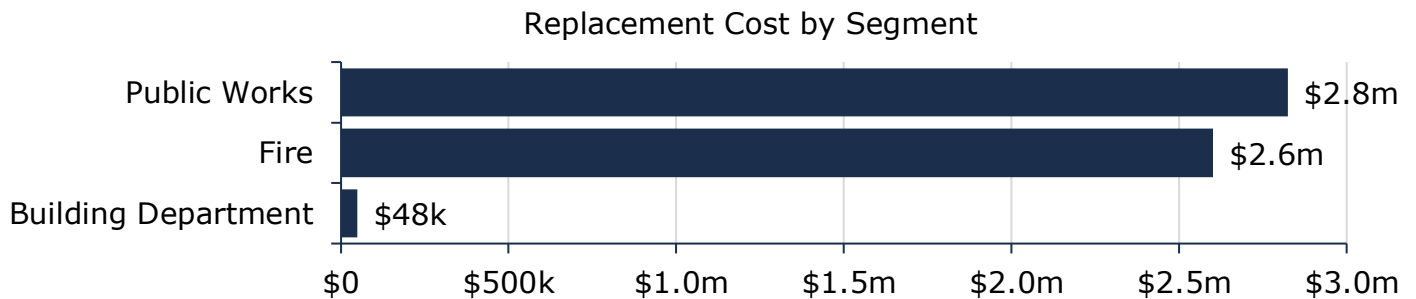


Figure 43 Portfolio Valuation: Vehicles & Equipment

Asset Condition

Figure 44 summarizes the replacement cost-weighted condition of the Municipality’s vehicles and equipment portfolio. Based primarily on assessed condition data, 80% of vehicles and equipment are in fair or better condition, with the remaining 20% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. Condition data was available for 70% of vehicles and equipment, based on replacement costs; age was used to estimate condition for the remaining 30% of assets.

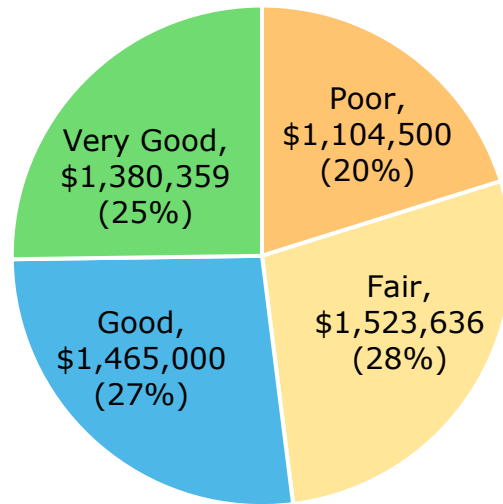


Figure 44 Asset Condition: Vehicles & Equipment Overall

Figure 45 summarizes the condition of vehicles and equipment by each department. The vast majority of vehicles that support critical services such as fire and public works are in fair or better condition. Additionally, assets in the building department are entirely in fair condition.

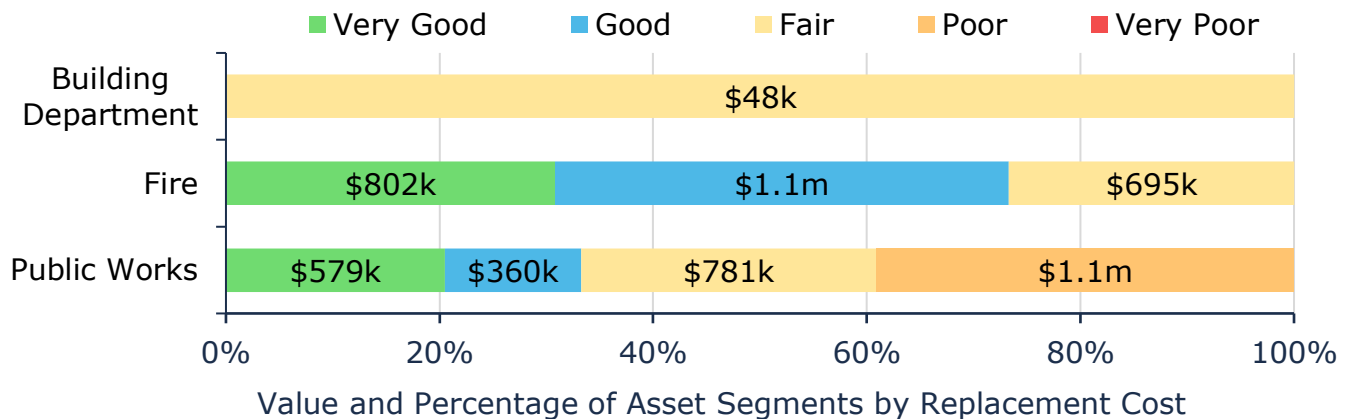


Figure 45 Asset Condition: Vehicles & Equipment by Segment

Age Profile

An asset's age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset's age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 46 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

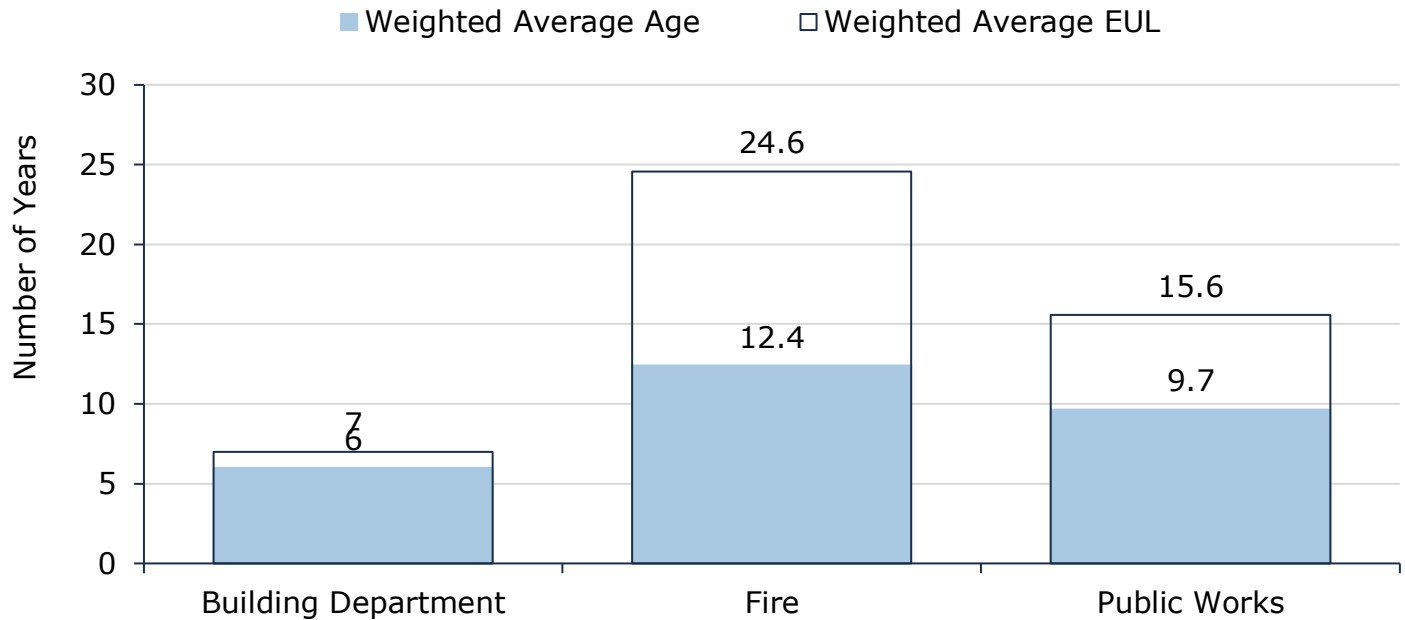


Figure 46 Estimated Useful Life vs. Asset Age: Vehicles & Equipment

Age analysis reveals that Building Department assets are near the end of their expected useful life, with a weighted average age of 6 years against an expected useful life of 7 years. Fire assets, with a weighted average age of 12.4 years and an expected useful life of 24.6 years, are at the midpoint of their lifecycle. Public Works assets, averaging 9.7 years of age with an expected useful life of 15.6 years, are in the mid-to-late stages of their lifecycle.

Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Routine maintenance includes inspections, tire rotations, minor repairs, and oil changes.
	Efforts prioritize light to moderate repairs for trucks and heavy plow equipment.
	Minor repairs are conducted immediately when parts and labour are available.

Activity Type	Description of Current Strategy
Replacement	<p>Replacement is considered when maintenance becomes cost-prohibitive, or the asset condition deteriorates significantly.</p> <hr/> <p>Assets nearing the end of their service life are prioritized for replacement.</p>
Inspections	<p>Regular inspections are integrated into daily circle checks to identify safety and mechanical issues.</p> <hr/> <p>Inspection findings are used to prioritize maintenance, rehabilitation, or replacement actions.</p> <hr/> <p>Trigger points for maintenance and replacement are periodically reviewed to align with best practices.</p>

Table 27 Lifecycle Management Strategy: Vehicles & Equipment

Forecasted Long-Term Replacement Needs

Figure 47 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s vehicles and equipment portfolio. This analysis was run until 2049 to capture at least one iteration of replacement for the longest-lived asset based on the Municipality’s provided data. The Municipality’s average annual requirements (red dotted line) total \$312,000 for all vehicles. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

Replacement needs are forecasted to rise significantly in the coming decades, starting with \$633,000 in 2025–2029 and peaking at \$2.5 million in 2030–2034, primarily driven by Public Works assets. After a decline to \$458,000 in 2035–2039, replacement needs increase again, reaching \$2.9 million by 2045–2049. These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

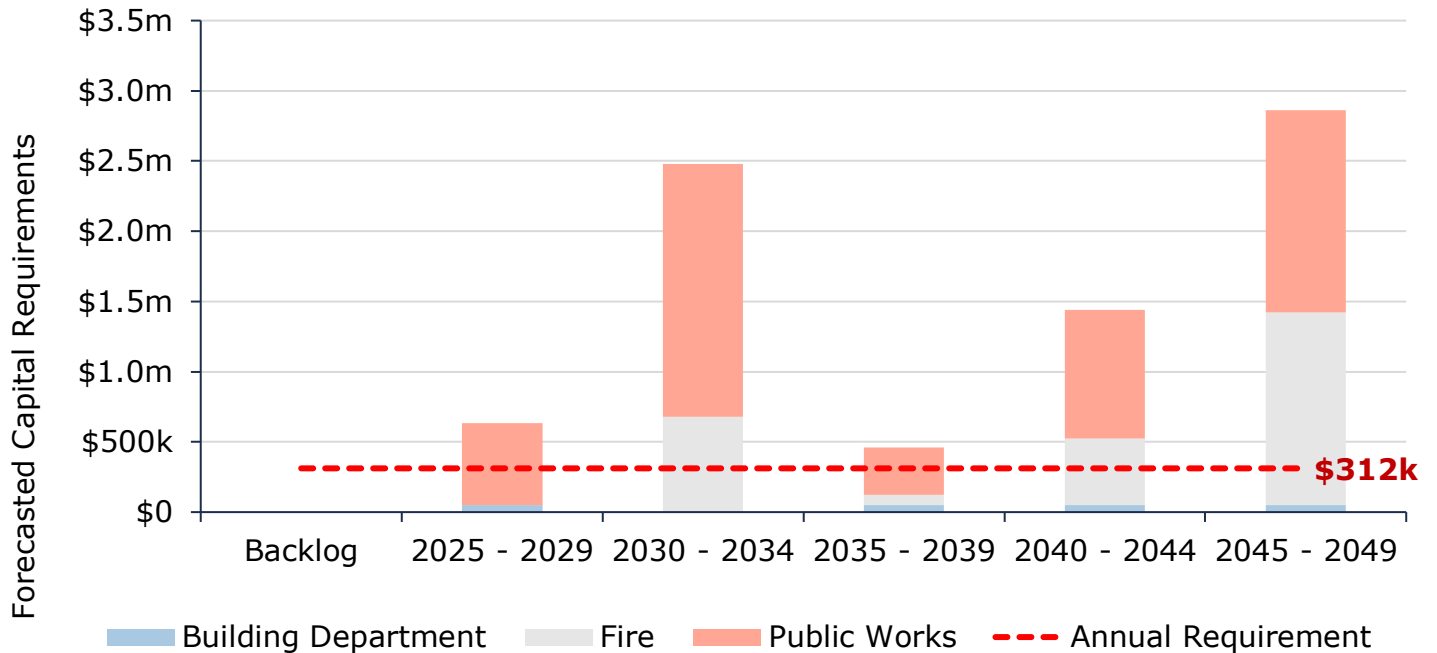


Figure 47 Forecasted Capital Replacement Needs: Vehicles & Equipment 2025-2049

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A summary of the 10-year replacement forecast can be found in Appendix F - 10-Year Capital Requirements.

Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining, replacement costs, and department or service area. The risk ratings for assets without useful attribute data were calculated using only condition, service life remaining, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Citywide Software Platform. See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

1 - 4 Very Low \$1,380,359 (25%)	5 - 7 Low \$39,500 (<1%)	8 - 9 Moderate \$818,000 (15%)	10 - 14 High \$1,460,636 (27%)	15 - 25 Very High \$1,775,000 (32%)
---	---	---	---	--

Figure 48 Risk Matrix: Vehicles & Equipment

Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include images, of the types of vehicles (i.e. light, medium, and heavy duty) that the municipality operates and the services that they help to provide to the community	The Municipality operates a diverse fleet of vehicles to support community services. Fire vehicles include pumper trucks, rescue trucks, tankers, snowmobiles, and boats with trailers for firefighting and emergency response. SUVs in the building department facilitate inspections and municipal operations. Public works equipment, such as graders, plow trucks, excavators, and backhoes handle road maintenance and infrastructure management, while pick-up trucks, trailers, and lawn mowers support landscaping and general tasks.

Table 28 Community Levels of Service: Vehicles & Equipment

Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average condition of vehicles and equipment	63%
Performance	Target vs. Actual capital reinvestment rate	5.7% vs. 3.8%

Table 29 Technical Levels of Service: Vehicles & Equipment

Appendix F - 10-Year Capital Requirements

The tables below summarize the projected cost of lifecycle activities (rehabilitation and replacements) that may be undertaken over the next 10 years to support current levels of service.

These projections are generated in Citywide software and rely on the data available in the Municipality's asset listing. Assessed condition data and replacement costs were used to assist in forecasting replacement needs for roads. For all remaining assets, only age was used to determine forthcoming replacement needs.

The projections can be different from actual capital forecasts. Consistent data updates, particularly condition, replacement costs, and regular upkeep of lifecycle models, will improve the alignment between the system generated expenditure requirements, and the Municipality's capital expenditure forecasts.

Road Network

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Asphalt Roads	-	-	-	-	-	-	-	-	-	-	-
Gravel Roads	-	-	-	-	-	-	-	-	-	-	-
Signage	-	-	-	-	-	-	-	-	\$25k	-	-
Surface Treated Roads	-	\$69k	-	-	-	-	\$953k	\$232k	\$39k	\$9k	\$1.2m
Total	-	\$69k	-	-	-	-	\$953k	\$232k	\$64k	\$9k	\$1.2m

Table 30 System Generated 10-Year Capital Replacement Forecast: Road Network

Bridges & Culverts

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Bridges	-	-	\$976k	\$20k	-	-	-	-	-	-	-
Structural Culverts	-	-	\$1.2m	-	-	-	-	-	-	-	-
Total	-	-	\$2.2m	\$20k	-	-	-	-	-	-	-

Table 31 System Generated 10-Year Capital Replacement Forecast: Bridges & Culverts

Buildings

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Buildings	\$20k	-	-	\$10k	-	-	\$2.2m	-	-	-	-
Stormwater	-	-	-	-	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	\$37k	-	-	-
Total	\$20k	-	-	\$10k	-	-	\$2.2m	\$37k	-	-	-

Table 32 System Generated 10-Year Capital Replacement Forecast: Buildings

Note: These projections are generated in Citywide software and rely on the data available in the Municipality's asset listing. As assessed condition data was not available for many buildings assets, age was used to determine forthcoming replacement needs. Buildings often contain thousands of assets, each with its own estimated useful life. Currently, however, as the Municipality's buildings are not fully componentized. Over time, with improved and effective componentization, the alignment between the system generated expenditure requirements, and the Municipality's capital expenditure forecasts will also increase.

Land Improvements

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Boat Launches	-	-	-	-	-	-	-	-	-	-	-
Dams	-	-	-	-	-	-	-	-	-	-	-
Landfill	-	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	-

Table 33 System Generated 10-Year Capital Replacement Forecast: Land Improvements

Vehicles & Equipment

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Building Department	-	-	-	-	\$48k	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-	-	\$680k	-
Public Works	-	-	\$75k	\$65k	-	\$446k	-	\$610k	\$360k	\$405k	\$425k
Total	-	-	\$75k	\$65k	\$48k	\$446k	-	\$610k	\$360k	\$1.1m	\$425k

Table 34 System Generated 10-Year Capital Replacement Forecast: Vehicles & Equipment

Appendix G - Level of Service Maps & Photos

Road Network Map

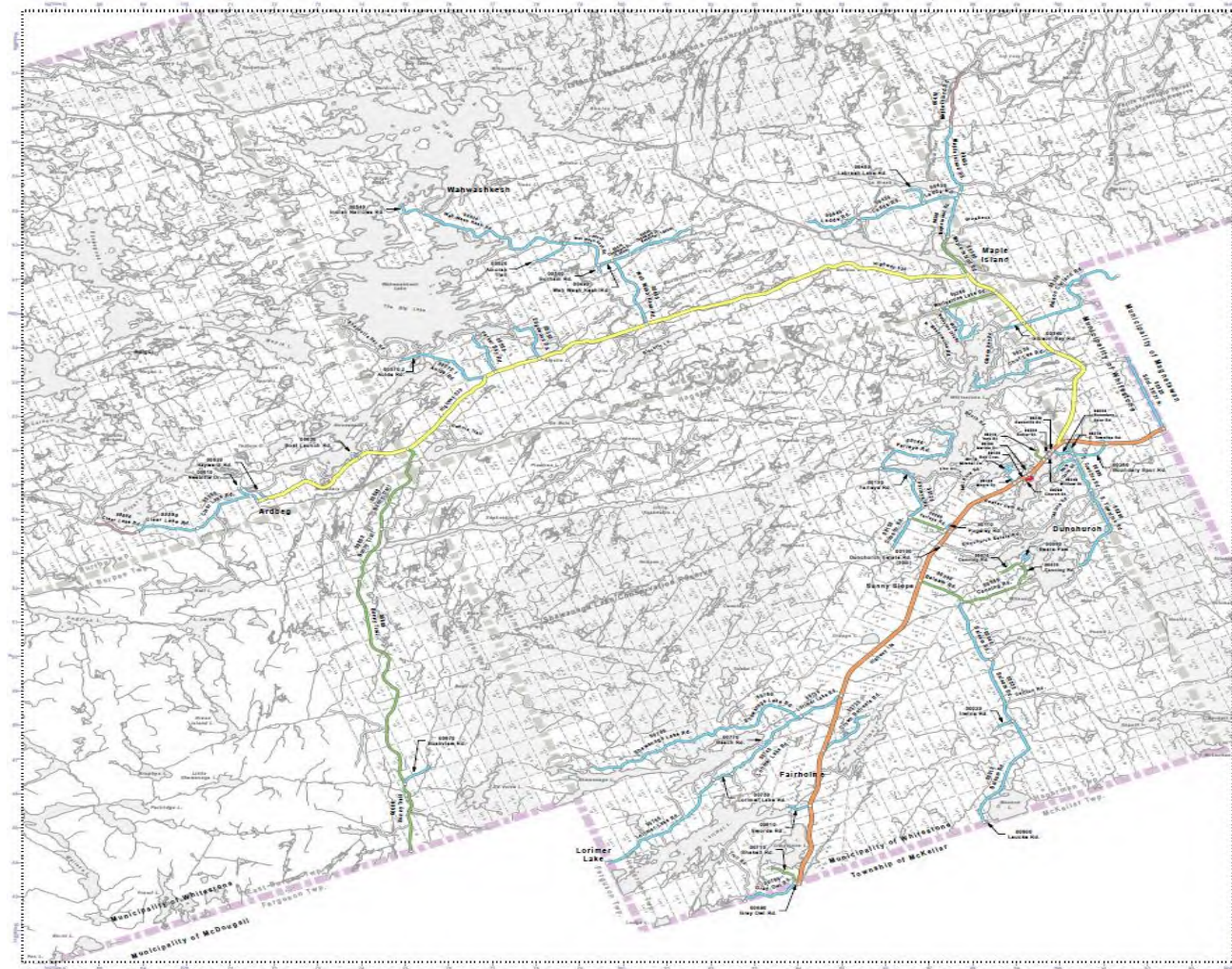


Figure 49 Road Network Map

Boat Launches Location Map

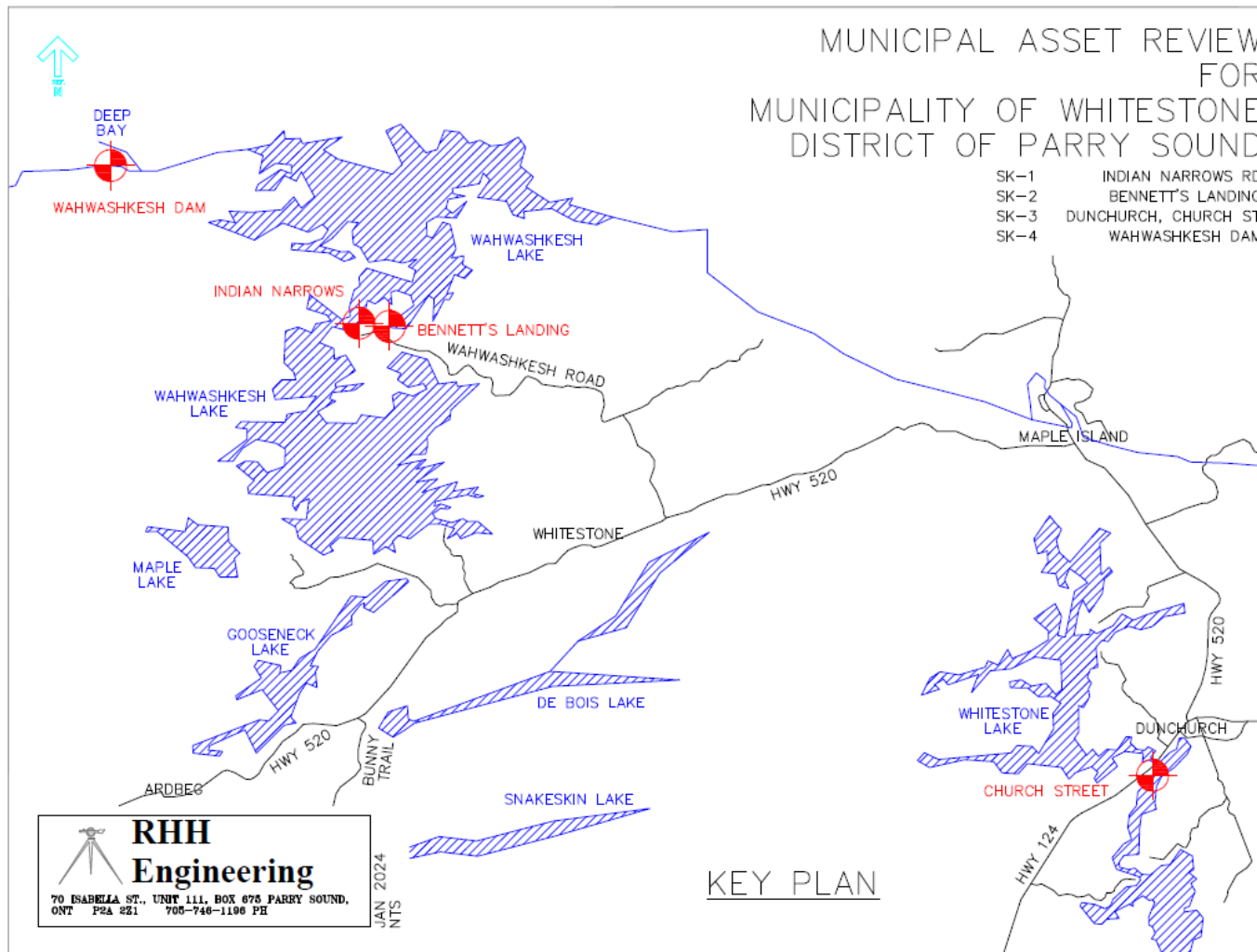


Figure 50 Boat Launch Location Map

Bridges & Culverts Location Map

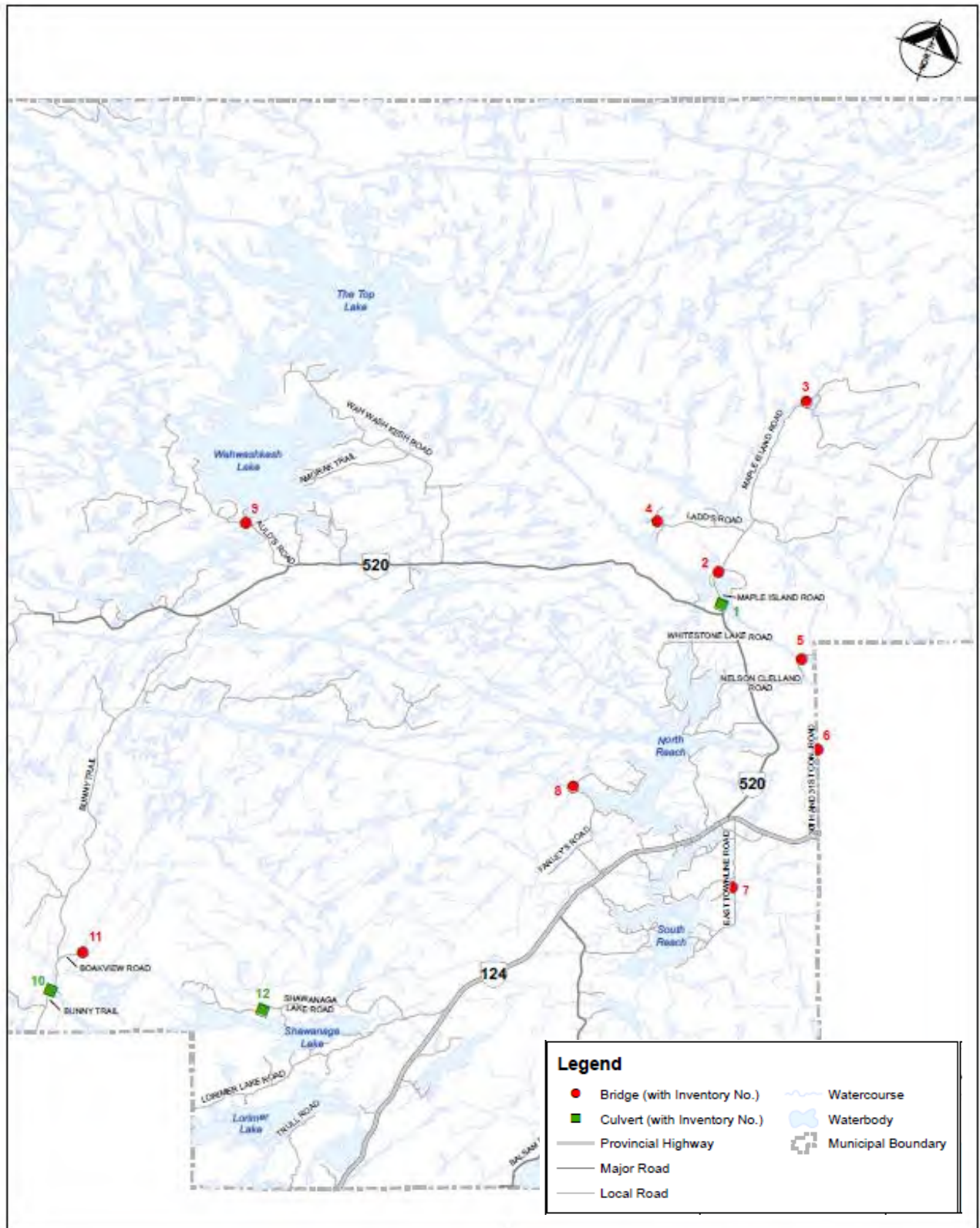


Figure 51 Bridge and Culvert Location Map

Images of Bridges in Good Condition

Maple Island Bridge

Inspected: September 27th, 2023



Figure 52 Good Condition Bridge Example

Images of Bridges in Fair Condition

Ladd's Road Bridge

Inspected: September 27th, 2023



Figure 53 Fair Condition Bridge Example 1

13th & 14th Concession Bridge

Inspected: September 27th, 2023



Figure 54 Fair Condition Bridge Example 2

Images of Bridges in Poor Condition

Maple Island Bridge

Inspected: September 27th, 2023



Figure 55 Poor Condition Bridge Example 1

Farley's Road Bridge

Inspected: September 27th, 2023



Figure 56 Poor Condition Bridge Example 2

Images of Culverts in Good Condition

30th & 31st Concession Culvert

Inspected: September 27th, 2023



Figure 57 Good Condition Culvert Example 1

Bunny Trail CPS

Inspected: September 27th, 2023



Figure 58 Good Condition Culvert Example 2

Images of Culverts in Fair Condition

Maple Island CPS

Inspected: September 27th, 2023



Figure 59 Fair Condition Culvert Example

Images of Culverts in Poor Condition

Shawanaga Road CPS

Inspected: September 27th, 2023



Figure 60 Poor Condition Culvert Example

Appendix H - Risk Rating Criteria

Probability of Failure

Asset Category	Risk Criteria	Criteria Weighting	Value/Range	Probability of Failure Score
Road Network (Surfaces)	Condition	80%	8 - 10	1
			6 - 7.9	2
			4 - 5.9	3
			2 - 3.9	4
			0 - 1.9	5
	Service Life Remaining	20%	80 - 100	1
			60 - 79	2
			40 - 59	3
			20 - 39	4
			0 - 19	5
Bridges & Culverts	Condition	80%	5.1 - 6	1
			4.1 - 5	2
			3.1 - 4	3
			2.1 - 3	4
			1 - 2	5
	Service Life Remaining	20%	80 - 100	1
			60 - 79	2
			40 - 59	3
			20 - 39	4
			0 - 19	5
Road Network (Signage)	Condition	80%	80 - 100	1
60 - 79			2	
Buildings			40 - 59	3

Asset Category	Risk Criteria	Criteria Weighting	Value/Range	Probability of Failure Score
Land Improvements			20 - 39	4
			0 - 19	5
Vehicles & Equipment	Service Life Remaining	20%	80 - 100	1
			60 - 79	2
			40 - 59	3
			20 - 39	4
			0 - 19	5

Consequence of Failure

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
Road Network (Roads)	Economic (50%)	Replacement Cost (100%)	0-\$10,000	1
			\$10,001 - \$20,000	2
			\$20,001 - \$50,000	3
			\$50,001 - \$100,000	4
			\$100,001+	5
	Operational (30%)	Surface Material (100%)	Earth	1
			Gravel	2
			Surface Treated	3
			Asphalt	4
	Social (20%)	AADT (100%)	0 - 20	1
21 - 50			2	
51 - 100			3	
101 - 300			4	
301+			5	
Bridges & Culverts	Economic (80%)	Replacement Cost (100%)	\$0 - \$10,000	1
			\$10,001 - \$20,000	2

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score			
	Social (20%)	AADT (100%)	\$20,001 - \$50,000	3			
			\$50,001 - \$100,000	4			
			\$100,001+	5			
			0 - 10	1			
			11 - 20	2			
			21 - 50	3			
			51 - 80	4			
			81+	5			
			Buildings	Economic (70%)	Replacement Cost (100%)	\$0 - \$10,000	1
						\$10,001 - \$20,000	2
\$20,001 - \$50,000	3						
\$50,001 - \$100,000	4						
\$100,001+	5						
Operational (30%)	AMP Segment (100%)	Stormwater		2			
		Water, Wastewater		3			
		Buildings		4			
		Land Improvements		Economic (70%)	Replacement Cost (100%)	\$0 - \$10,000	1
						\$10,001 - \$20,000	2
\$20,001 - \$50,000	3						
\$50,001 - \$100,000	4						
\$100,001+	5						
Operational (30%)	AMP Segment (100%)	Parks	2				
		Boat Launches, Dams, Landfill	3				
Vehicles & Equipment	Economic (70%)	Replacement Cost (100%)	\$0 - \$10,000	1			
			\$10,001 - \$20,000	2			
			\$20,001 - \$50,000	3			
			\$50,001 - \$100,000	4			
			\$100,001+	5			

Asset Category	Risk Classification	Risk Criteria	Value/Range	Consequence of Failure Score
	Operational (30%)	AMP Segment (100%)	Building Department	2
			Public Works	3
			Fire	4

Appendix I - Financial Strategy

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Municipality of Whitestone to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)
 - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
 - a. Tax levies
 - b. User fees
 - c. Debt
 - d. Development charges
3. Use of non-traditional sources of municipal funds:
 - a. Reallocated budgets
 - b. Partnerships
 - c. Procurement methods
4. Use of Senior Government Funds:
 - a. Canada Community-Building Fund (CCBF)
 - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Township's approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered. For example:

- a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
- b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

Annual Requirements & Capital Funding

Annual Requirements

The annual requirements represent the amount the Municipality should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Municipality must allocate approximately \$1.1 million annually to address capital requirements for the assets included in this AMP.

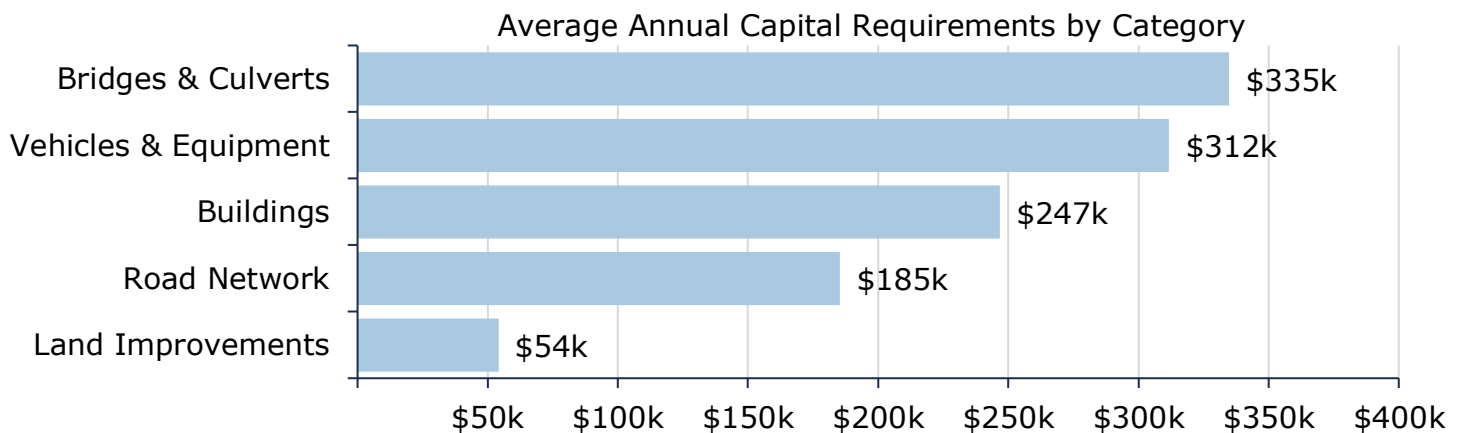


Figure 61 Annual Capital Funding Requirements by Asset Category

For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the Road Network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Municipality’s roads. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented. The following table compares two scenarios for the Road Network:

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Road Network	\$489,000	\$185,000	\$304,000

Table 35 Lifecycle Strategies Annual Savings

The implementation of a proactive lifecycle strategy for roads leads to a potential annual cost avoidance of \$304,000 for the Road Network. This represents an overall reduction of the annual requirements for each category by 62%. As the lifecycle strategy scenario represents the lowest cost option available to the Municipality, we have used these annual requirements in the development of the financial strategy.

Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Municipality is committing approximately \$652,000 towards capital projects per year. Given the annual capital requirement of \$1.1 million, there is currently a funding gap of \$480,000 annually.

Average Annual Capital Requirements vs. Actual Capital Reinvestment by Category

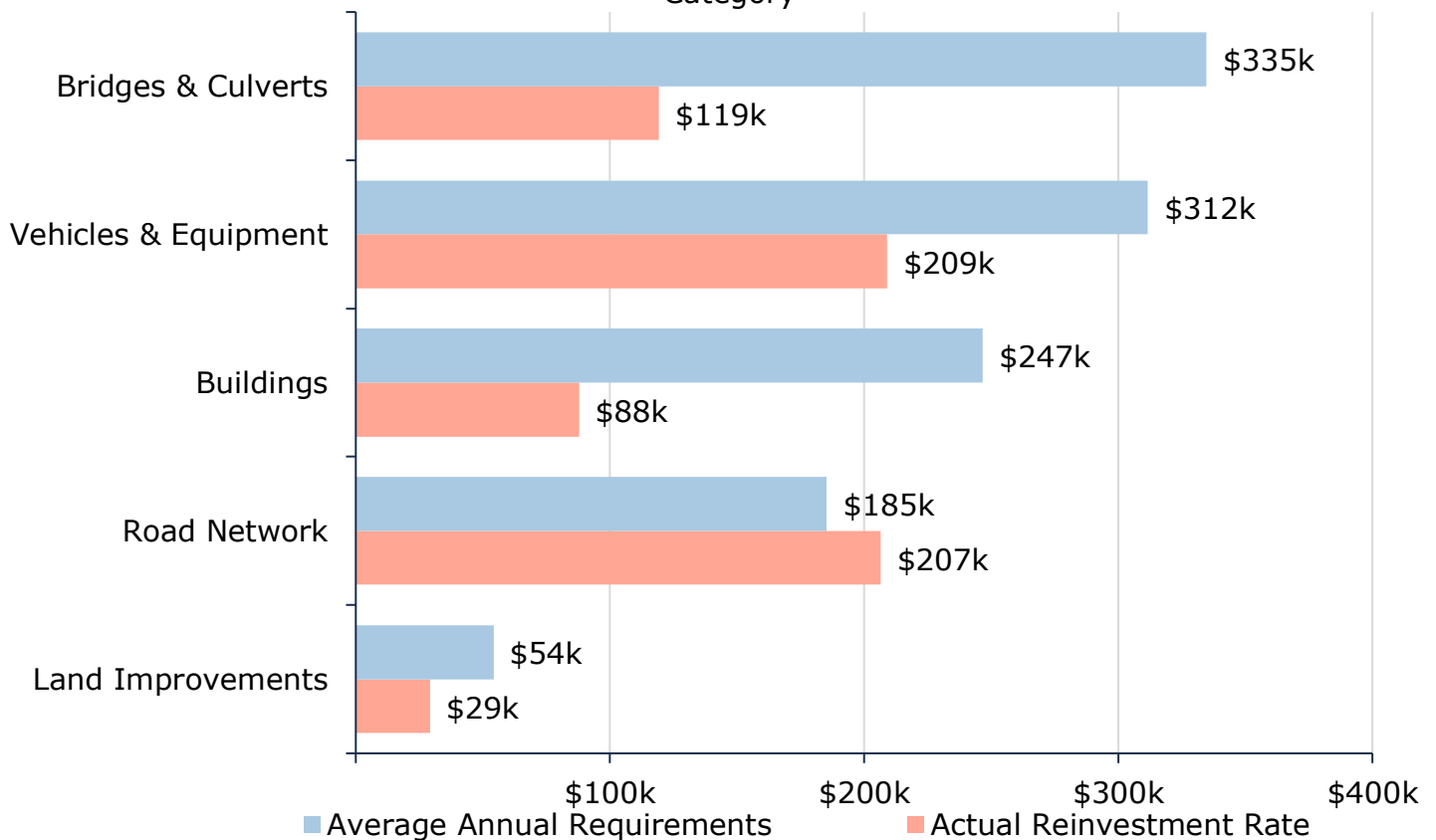


Figure 62 Annual Requirements vs. Capital Funding Available

Funding Objective

We have developed a scenario that would enable Municipality of Whitestone to achieve full funding within 6 years for tax-funded assets in the following categories:

- ◆ Road Network
- ◆ Bridges & Culverts
- ◆ Buildings
- ◆ Land Improvements
- ◆ Vehicles & Equipment

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

Financial Profile: Tax Funded Assets

Current Funding Position

The following tables show, by asset category, Whitestone’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	CCBF	OCIF	Total Available	
Road Network	185,307	6,667	67,596	132,250	206,513	-21,206
Bridges & Culverts	334,687	119,262	0	0	119,262	215,425
Buildings	246,680	87,901	0	0	87,901	158,779
Land Improvements	54,197	29,312	0	0	29,312	24,885
Vehicles & Equipment	311,637	209,028	0	0	209,028	102,609
Total	1,132,508	452,170	67,596	132,250	652,016	480,492

Table 36 Annual Available Funding for Tax Funded Assets

The average annual investment requirement for the above categories is \$1.13 million. Annual revenue currently allocated to these assets for capital purposes is \$652,000 leaving an annual deficit of \$480,000. Put differently, these infrastructure categories are currently funded at 58% of their long-term requirements.

Full Funding Requirements

In 2024, the Municipality of Whitestone had budgeted annual tax revenues of approximately \$3.7 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Road Network	-0.6%
Bridges & Culverts	5.8%
Buildings	4.3%
Land Improvements	0.7%
Vehicles & Equipment	2.7%
Total	12.9%

Table 37 Tax Increase Requirements for Full Funding

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Whitestone’s debt payments for these asset categories will be decreasing \$146,000 by 2030.

Our scenario modeling include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	6 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	480,492	480,492	480,492	480,492
Change in Debt Costs	-145,823	-183,021	-266,296	-286,326
Resulting Infrastructure Deficit:	334,670	297,471	214,196	194,166
Tax Increase Required	9.0%	8.0%	5.7%	5.2%
Annually:	1.4%	0.8%	0.4%	0.3%

Table 38 Tax Increase Options 6-20 Years

Financial Strategy Recommendations

Considering all the above information, we recommend the 6-year option. This involves full funding being achieved over 6 years by:

- a) when realized, reallocating the debt cost reductions of \$146,000 to the infrastructure deficit as outlined above.
- b) increasing tax revenues by 1.4% each year for the next 6 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- c) allocating the current CCBF and OCIF revenue as outlined previously.
- d) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- e) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment⁴.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 6 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available.

Prioritizing future projects will require the current data to be replaced by recent condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

Use of Debt

Debt can be strategically utilized as a funding source within the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include

⁴ The Municipality should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:

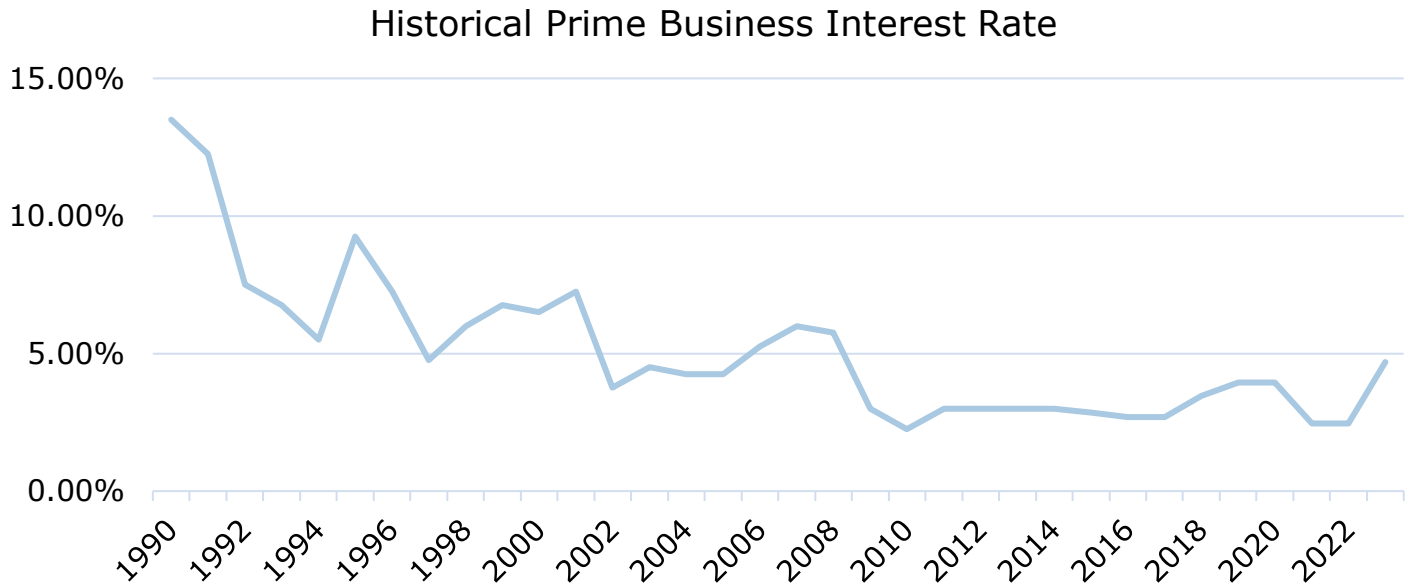


Figure 63 Historical Prime Rate

A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0%⁵ over 15 years would result in a 26% premium or \$260 thousand of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

⁵ Current municipal Infrastructure Ontario rates for 15-year money is 4.03%.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

Table 39 Interest Premiums Paid

The following tables outline how Whitestone has historically used debt for investing in the asset categories as listed. As of year-end 2024, there is currently \$2.2 million of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$286,000, well within its provincially prescribed maximum of \$622,000.

Asset Category	Current Debt Outstanding (2024)	Use of Debt in the Last Five Years				
		2020	2021	2022	2023	2024
Road Network	695,008	501,439	242,611	0	301,643	0
Bridges & Culverts	199,188	0	249,504	0	0	0
Buildings	331,016	470,000	0	0	0	0
Land Improvements	618,545	0	0	695,000	0	0
Vehicles & Equipment	402,537	0	0	183,115	0	295,827
Total Tax Funded	2,246,294	971,439	492,115	878,115	301,643	295,827

Table 40 Whitestone Use of Debt 2020-2024

Asset Category	Principal & Interest Payments in the Next Six Years						
	2024	2025	2026	2027	2028	2029	2030
Road Network	113,406	112,219	111,050	109,882	108,720	107,545	56,526
Bridges & Culverts	19,992	19,992	19,992	19,992	19,992	19,992	19,992
Buildings	37,280	37,280	37,280	37,280	37,280	37,280	37,280
Land Improvements	66,574	66,574	66,574	44,383	0	0	0
Vehicles & Equipment	49,073	69,102	69,102	62,036	26,705	26,705	26,705
Total Tax Funded	286,326	305,167	303,999	273,573	192,698	191,523	140,503

Table 41 Whitestone Principal and Interest Payments

The revenue options outlined in this plan allow the Municipality of Whitestone to fully fund its long-term infrastructure requirements without further use of debt.

Use of Reserves

Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- a) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors

- b) financing one-time or short-term investments
- c) accumulating the funding for significant future infrastructure investments
- d) managing the use of debt
- e) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Whitestone.

Asset Category	Budgeted Balance at December 31, 2024⁶
Road Network	162,982
Bridges & Culverts	294,366
Buildings	278,460
Land Improvements	277,728
Vehicles & Equipment	516,040
Total Tax Funded:	1,529,576

Table 42 Whitestone Reserve Balances

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Municipality should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies.

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Whitestone’s judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

Recommendation

In 2025, Ontario Regulation 588/17 will require Whitestone to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

⁶ The Municipality of Whitestone has a general Asset Management Reserve which was allocated to each asset category proportionally based on its projected annual requirements. The total reserve amount may not precisely match the Municipality’s reserve balance as reserves dedicated to operating expenses have been excluded.



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: May 20, 2025

Report No: FIN-2025-10

Subject:

Grant Management Services

Recommendation:

THAT the Council of the Municipality of Whitestone approves the Municipality to enter into an agreement with GrantMatch Corp. for the provision of grant management and application services for a term of two (2) years, with automatic annual renewals thereafter, unless otherwise terminated by either party; and

THAT municipal staff must obtain prior Council approval before GrantMatch Corp. proceeds with the preparation and submission of individual grant applications on the Municipality's behalf; and

THAT Council authorizes the Treasurer/Tax Collector to execute the agreement with GrantMatch Corp. on behalf of the Municipality.

Background:

The Municipality of Whitestone has historically relied on internal resources to identify, prepare, and submit grant applications. While this approach has yielded some success, it also presents several challenges. The process of researching funding opportunities, preparing detailed applications, and compiling supporting documentation is both time-consuming and highly specialized. Given existing staff workloads and capacity limitations, there is a risk that the Municipality may miss out on available funding or fail to fully optimize the opportunities that arise.

To address these challenges, staff have explored options to enhance the Municipality's grant-seeking efforts through external support. Engaging a firm that specializes in grant strategy and application services will help ensure that the Municipality remains proactive in pursuing funding, particularly in an increasingly competitive and complex grant environment.

Analysis:

GrantMatch Corp. is a reputable firm that provides comprehensive grant management services, including opportunity identification, application preparation, and compliance tracking. They have a proven track record of success in the municipal sector and a demonstrated ability to secure significant external funding on behalf of clients.

Partnering with GrantMatch offers several strategic benefits:

- Their team possesses deep knowledge of federal, provincial, and other funding programs, enabling targeted and strategic application efforts.
- By outsourcing grant writing, staff can focus on core responsibilities while still pursuing valuable external funding.
- GrantMatch operates on a contingency fee basis, meaning the Municipality incurs fees only when funding is successfully secured.
- Professionally developed applications can improve the Municipality’s competitiveness in high-demand funding programs.

Importantly, municipal staff will retain control over which opportunities are pursued. Council authorization will be required before each application is initiated, ensuring transparency and alignment with strategic priorities.

Financial Considerations:

Where GrantMatch provides grant application services, a fee is only payable if the application is successful:

- 10% on the first \$1 million of secured funding
- 5% on any secured funding exceeding \$1 million

As no specific applications are being initiated at this time, there are no direct financial implications associated with approving the agreement. Staff will return to Council for project-specific approvals and will include associated costs and potential benefits in each report.

Link to Strategic Plan:

2. Fiscal Responsibility and Accountability

Respectfully submitted by:



 Jessica Sinkowski
 Treasurer/Tax Collector

Reviewed by:



 Nigel Black
 CAO/Clerk

ATTACHMENT A – Unexecuted Agreement with GrantMatch Corp.

THIS AGREEMENT made as of the 15th day of April, 2025 (the "Agreement"),

Between:

GrantMatch Corp.
(hereinafter called "GrantMatch")
-and-
Municipality of Whitestone, ON,
(hereinafter called "the Client")

THIS AGREEMENT WITNESSES that in consideration of the covenants and agreements herein contained the parties hereto agree as follows:

1. **Services:** GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. GrantMatch is permitted to review the Client's relevant records and discuss with relevant staff (as directed by Client) in order to determine what, if any, possibility exists of securing Government Funding. The Client agrees to provide access to all the relevant supporting documentation necessary to complete the work in a timely manner. For example, the following types of information will be requested in order to make application submissions: Business Numbers, Articles of Incorporation, Financial Statements, Equipment Quotes Etc.
2. **GrantMatch Involvement:** The Client and GrantMatch agree to proceed with a review of the Client's existing and future projects with respect to potential filings. The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation by Client that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement.
3. **Service Fees:** In consideration of GrantMatch providing the above services, the Client will pay, per funding application approved by the government, or government agency, a tiered percentage, plus applicable sales taxes, as follows:
 - i) **10%** on the first \$1,000,000 of Government Funding approved; and
 - ii) **5%** on the remaining Government Funding approved, greater than \$1 million

Fees will be invoiced upon receipt of written funding approval. Client will retain a 25% holdback, which will be invoiced upon the first receipt of government funding.

The first round of compliance reporting is included in the above success fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr.

Invoices are due within 15 days of invoice date. Invoices outstanding beyond 30 days will incur interest at the rate of 2% per month.

4. **No Recovery:** In the event no Government Funding approval is obtained through the above services of GrantMatch, no fee shall be due or payable by the Client to GrantMatch.
5. **Confidentiality:** GrantMatch shall keep confidential all information disclosed by the Client and use information solely for the services provided hereunder. The Client agrees to keep confidential the terms of this Agreement as they relate specifically to fee structures, amounts and rates, as applicable.

Client Initial

6. **Disclosure:** GrantMatch is permitted to use the Client’s logo on GrantMatch marketing materials and communicate that the Client has utilized GrantMatch services. Should there be an opportunity for additional marketing material development that specifically involves the Client, GrantMatch will involve and seek approval prior to marketing distribution (i.e. Letters of Reference/Support, Success Stories, or Feature Articles).

7. **Errors & Omissions:** GrantMatch agrees to partner with the Client by providing ongoing grant management services for the term of the Agreement. GrantMatch will not be responsible for errors or omissions and expressly disclaims any and all liability in connection with the use of these services. GrantMatch does not guarantee all funding programs will be identified and/or pursued. GrantMatch will complete best efforts to maximize the Client’s total Government Funding.

8. **Agreement Term:** The Client and GrantMatch agree that the initial term of this Agreement is two (2) years from the date of this agreement, which shall automatically renew on an annual basis unless terminated in writing by either GrantMatch or the Client with 30 days prior written notice to the other party. If GrantMatch is actively developing a funding application, GrantMatch shall be permitted to complete the application until it is filed and earn the associated service fees specified in clause 3.

9. **Miscellaneous**
 - a. **Benefit of Agreement.** This Agreement shall inure to the benefit of and be binding upon the successors, assigns, administrators and legal personal representatives of the Client and GrantMatch, respectively.
 - b. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties hereto with respect thereto. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express implied or statutory between the parties other than as expressly set forth in this Agreement.
 - c. **Assignment.** This Agreement may be assigned by GrantMatch upon approval from Client, which will not be unreasonably withheld. All or part of this Agreement may be assigned by the Client to any person who acquires all or part of the Client's business and such assignee may enforce this Agreement as if such assignee was a party hereto.
 - d. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.
 - e. **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 therein.

AUTHORIZED SIGNATURE FOR THE CLIENT

AUTHORIZED SIGNATURE OF GRANTMATCH

NAME, TITLE

NAME, TITLE

Appendix A

Government Funding:

Government Funding is defined as, but is not limited to: government grants, non-repayable contributions, tax incentives, and tax credits.

Funding Approval:

Funding Approval is defined as written approval from a government authority that specifies the approved amount.

Government Failed Projects:

Should the funding not be received as a result of the Government not fulfilling its obligations as specified in the contribution agreement, the associated service fees will be based on the Client's received amounts and a balance of payments will occur if necessary.

Contingency Free Funds:

Notwithstanding any other clause in this Agreement, in the event that GrantMatch identifies Government Funding for the Client where the funding program disallows contingency fee arrangements, and the Client agrees to pursue the Government Funding application in any event, the Client agrees to pay GrantMatch based on the declining tiered fees outlined in Section 3 of the total grant requested. Such fee is not contingent and is earned and invoiced upon a full grant submission. Such fee is payable six (6) months from the submission of the grant application. GrantMatch guarantees its work for any application where this clause will apply and will indemnify the Client for one hundred percent (100%) of the fee payable hereunder, should the application be declined.

Lobbying

GrantMatch employees and/or its authorized agents will not communicate directly with Public Office Holder(s) on behalf of Clients. GrantMatch will not communicate with, arrange meetings with, or attempt to influence, Public Office Holders. GrantMatch will not be considered a Consultant Lobbyist, will not be required to register its activities with the Lobbyist Registration System, and will, therefore, remain in compliance with the Lobbying Act. <https://laws.justice.gc.ca/eng/acts/L-12.4/FullText.html>



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: May 20, 2025

Report No: FIN-2025-11

Subject:

Updates to Tax Collection Policy

Recommendation:

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-11 Updates to Tax Collection Policy for information; and

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

Background:

At a Regular Council meeting on May 21, 2019, Council approved minor adjustments to the Property Tax Collection Policy and passed By-law 38-2019. These included:

- Moving the final billing installment date from September to August.
- Adding postdated cheques as an accepted payment method.
- Adding a reference to By-law 05-2019 (Being a By-Law to impose late payment charges for the non- payment of taxes or any installment by the due date) to impose late payment charges for the non-payment of taxes or any installment by the due date.

At a Regular Council meeting on January 18, 2021, Council approved an update to the Property Tax Collection Policy (Resolution No. 2021-017) to reflect changes to accepted methods of payment, pre-authorized payment plans, and the corresponding due dates as follows:

a) Taxes due may be paid in four installments without interest or penalties as follows:

- 50% of the interim bill on the last day of March.
- 50% of the interim bill on the last day of May.
- 50% of the final bill on the last day of August.
- 50% of the final bill on the last day of October.

- b) Pre-authorized payment plans are offered for the above four (4) payment options or monthly, with the final day of every month as the due date.

At a Regular Council meeting on July 16, 2024, Council approved two minor changes to the Property Tax Collection Policy (Resolution 2024-281) and passed By-Law 39-2024 to accept e-transfer payments as an accepted method of payment and to change the frequency of arrears reporting to Council from three times per year to once time per year.

Analysis:

Since 2017, the Municipal Act allows tax sale proceedings after two years of arrears (previously three). As an example, as of January 1, 2025 taxes owing from 2023 are two years in arrears and taxes owing from 2022 are three years in arrears.

At a Regular Council meeting on May 21, 2024, it was noted in staff report FIN-2024-08 Tax Arrears Update that the Property Tax Collection Policy provides for the commencement of the tax sale process after three years of arrears. However, a recent review of the policy found it does not expressly state this.

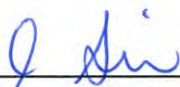
At a Regular Council meeting on October 15, 2024, it was noted in staff report FIN-2024-12 that staff would proceed with the tax sale process for properties three (3) years in arrears with a balance of \$5,000 or greater. However, the policy does not set out any minimum arrears dollar-value for such referral.

To ensure consistent application, staff are recommending that the policy be updated to clarify that any property with tax arrears aged three years or more shall be eligible for the tax sale process. While accounts with balances over \$1,000 will be prioritized, staff retains discretion to refer properties with lower balances in cases of chronic non-payment. Staff are also recommending the addition of a new section to the policy regarding minimum balance write-offs to allow staff to write off small amounts under \$5.00.

Link to Strategic Plan:

- 2. Fiscal Responsibility and Accountability

Respectfully submitted by:



Jessica Sinkowski
Treasurer/Tax Collector

Reviewed by:



Nigel Black
CAO/Clerk

ATTACHMENT A – Updated Property Tax Collection Policy A06 – F20 – 01



THE CORPORATION OF THE MUNICIPALITY
OF WHITESTONE

CORPORATE POLICY MANUAL

POLICY MANUAL SECTION: Finance and Accounting	POLICY NUMBER: A06 – F20 - 01
POLICY NAME: Property Tax Collection Policy	
DATE APPROVED: June 3, 2019	AUTHORITY: By-law No.: 38-2019 – Repealed By-law No.: 39-2024 By-law No.: 23-2025
REVISION DATES: July 18, 2021 (Resolution 2021-017) July 16, 2024 (Resolution 2024-281) May 20, 2025 (Resolution 2025-XXX)	DEPARTMENT RESPONSIBLE: Finance

PURPOSE:

The purpose of this policy is to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation and collection of property taxes.

SCOPE:

This policy addresses invoicing, collection and reconciliation of all monies owed to this Municipality in respect of taxation.

PROPERTY TAX COLLECTION POLICY

1. GENERAL

Section 286 of the Municipal Act, 2001, states that;

“A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:

- a) Collecting money payable to the municipality and issuing receipts for those payments;*
- b) Depositing all money received on behalf of the municipality in a financial institution designated by the municipality;*
- c) Paying all debts of the municipality and other expenditures authorized by the municipality;*
- d) Maintaining accurate records and accounts of the financial affairs of the municipality;*
- e) Providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;*
- f) Ensuring investments of the municipality are made in compliance with the regulations made under Section 418, if applicable; and*
- g) Complying with any requirements applicable to the treasurer under section 418.1.”*

This policy provides direction to staff regarding the timely and efficient billing and collection of property tax levies.

2. PROCESS

The Municipality of Whitestone will follow a prescribed policy for the billing and collection of property tax levies. This policy will conform to current legislation and the *Municipal Act*, 2001. Where this policy contradicts legislation of the Province of Ontario or the Government of Canada, the legislation shall be followed.

This policy will provide an open, transparent and consistent framework for the billing and collection process. Municipal staff and Council shall reference this document when communicating with public regarding property taxes.

As tax billing and collection is the primary source of revenue for the Municipality of Whitestone, this policy will help to:

- a) Streamline activities and eliminate questions as to the appropriate steps required for collection;
- b) Set out consistent guidelines to be followed with regard to collection of property tax payments to the Municipality;
- c) Establish a written policy outlining the procedures to be followed by staff.

Ensure all activities conform to the current legislation. Real property tax is levied on the assessment for real property within the Municipality of Whitestone in accordance with Section 307(1) of the Municipal Act, 2001.

3. ISSUANCE OF PROPERTY TAX BILLS

The following guidelines apply to the issuance of property tax bills:

- a) Taxes are deemed to be levied and become due on January 1 of the taxation year to which they apply, except where otherwise required by law.
- b) Interim Tax Bills will be issued in February as specified in the annual by-law passed to establish the interim levy.
- c) The amount billed will be no more than fifty percent (50%) of the previous year's total taxes and may include up to fifty percent (50%) of any Local Improvement charge or other special charge as required under provincial legislation.
- d) Amounts deemed to be taxes, or items with priority lien status will be included on the interim bill at one hundred percent (100%). These items may include, but are not limited to, outstanding invoices for other services, i.e., planning fees, landfill fees, etc.
- e) Final Tax Bills will be issued in July as specified in the annual by-law passed to establish the final tax rates.
- f) Taxes due may be paid in four installments without interest or penalties as follows:
 - 50% of interim bill on the last day of March.
 - 50% of interim bill on the last day of May.
 - 50% of final bill on the last day of August.
 - 50% of final bill on the last day of October.
- g) Pre Authorized Payments plans are offered for the above four (4) payment options or monthly, whereas the final day of every month is the due date.
- h) Where an installment date identified above falls on a statutory holiday, the installment date shall be the following business day.
- i) The amount billed will be calculated based on the assessment value on the returned assessment roll and the final levy as approved by Council through the annual budget and the associated by-law passed in accordance with Section 312(2) of the Municipal Act, 2001.
- j) Tax bills will contain all required information as set out in Section 343(2) of the Municipal Act, 2001 and any other information deemed necessary by the Treasurer.

4. MAILING

Where allowed by legislation, and where available, provision of tax bills, arrears notices, and other related correspondence may be provided electronically.

The Municipal Act, 2001 Section 343(1) requires tax billings to be post marked and mailed no less than twenty-one (21) calendar days prior to the due date.

5. SUPPLEMENTARY TAX BILLINGS

Omissions – Section 33 of the Assessment Act allows for the taxation of real property that has been omitted from the roll. This provision allows for taxation in the current year, plus an additional two preceding years. These will be taxed at the appropriate rate for the effective years.

Additions – Section 34 of the *Assessment Act* allows for the taxation of assessment that has increased in value or has been added to the return of the last revised roll. These taxes apply only to the current taxation year.

Supplementary tax bills will be generated as soon as possible after each Supplementary Roll is received from MPAC, however will not be before August. The bills will be processed and mailed in the same manner as the interim and final tax bills. The due date shall be set no earlier than twenty-one (21) calendar days after the date.

6. APPLICATION OF PAYMENTS

Section 347(1) of the *Municipal Act*, 2001 outlines how payments are applied to outstanding balances:

- a) The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owing with the charges imposed earlier being discharged before charges imposed later (i.e., longest outstanding interest or late payment charges first).
- b) After all outstanding late payment charges, the payment shall be applied against taxes owing according to the length of time they have been owing, with taxes imposed earlier being discharged before taxes imposed later.
- c) Part payment will not be accepted on a tax account where a tax arrears certificate has been registered against the property unless an extension agreement has been granted by Council.

Section 341 of the *Municipal Act*, 2001 provides that a municipality may apply refunds from appeals to the current tax liability. The Municipality will apply any refund resulting from an appeal, request for reconsideration, or other legislative reduction first to the taxpayers account. A taxpayer may request a refund of a credit balance in writing after the final tax bills have been issued.

7. ACCEPTED PAYMENT METHODS

Payments are payable to the Corporation of the Municipality of Whitestone, 21 Church Street, Dunchurch, ON, P0A 1G0.

The following payment methods are accepted for property taxes:

- a) Cash payments may be received in person (Monday to Friday between 8:30 am and 4:30 pm) at the reception desk of the Municipal Office;

- b) Telephone or internet banking;
- c) Debit or credit cards through Plastiq on the Municipal Website (www.whitestone.ca);
- d) Interac e-Transfer emailed to treasurer@whitestone.ca
- e) Cheques may be delivered in person (Monday to Friday between 8:30 am and 4:30 pm), dropped in the after-hours mailbox at the front of the Municipal Building, or mailed. The date of the payment must be no later than the installment date in order to avoid interest and penalties. Postdated cheques will be accepted and held until the negotiable date;
- f) Payments may be made at most Canadian Financial Institutions; and
- g) Payments made by mortgage company or financial institution on behalf of a taxpayer.
- h) Electronic payments in the form of Pre Authorized payment plans are offered under the installment plan, four payments due in the taxation year or the monthly plan, twelve payments due in the taxation year.

Payment tendered in US funds will be accepted based on the exchange rate established by the Municipality's bank on the day of the deposit.

Third party cheques will not be accepted.

8. OUTSTANDING TAXES GENERAL PROCEDURES

Review of all past due accounts will be done on a quarterly basis. An updated Arrears Report to council will be generated one (1) time per year.

Arrears notices, with a balance over \$5.00 are mailed in the month of June and in the month of November.

Form or personalized letters are sent out in the month of December to all property owners with outstanding balances over approaching two one-years-old in January of the following year. The letter will request payment or response by a specific date.

Staff will encourage property owners in tax arrears to establish a monthly payment plan to repay outstanding balances in a timely manner.

Payment plans shall be designed to ensure that arrears in second year are repaid within six months.

9. COLLECTION METHODS

There are two basic remedies used by the Municipality to enforce payment of property taxes owing:

- a) Penalty / Interest – Interest shall be assessed at the rate of 1.25% per month, or the highest rate allowed under the Municipal Act, 2001 and will be added to all outstanding accounts on the first day of the month following the due date. Penalty and interest will not be

compounded in accordance with By-law 05-2019 (Being a By-Law to impose late payment charges for the non- payment of taxes or any installment by the due date).

- 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 have arrears aged two years or more. The Municipality will only initiate the tax sale process for properties with arrears aged three years or more. While priority may be given to accounts over \$1,000, the Treasurer/Tax Collector may use discretion in referring chronic non-payment accounts regardless of balance. 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.

Any notice sent by registered mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven.

It is the taxpayer's responsibility to notify the Municipality of Whitestone of any mailing address changes. Section 343(6) of the *Municipal Act*, 2001 identifies that tax bills shall be sent to the taxpayer's residence or place of business or to the premises for which the taxes payable for, unless the taxpayer directs otherwise. The direction by the taxpayer continues until it is revoked in writing by the taxpayer.

For tax accounts approaching two-three years in arrears in January of the following year, a collection letter will be sent in December to the property owner(s) advising of the tax arrears situation and requesting, as a minimum, full payment or satisfactory payment arrangements of the amounts subject to tax registration.

If there is no response to the collection letter, a final notice will be mailed on the first week of January indicating that no partial payments will be received and that the property legislatively qualifies for the Tax Registration process and the Municipality has initiated these proceedings.

Where a taxpayer has a balance in second year arrears and breaches a payment plan, the Treasurer shall immediately inform the taxpayer that no further partial payment will be received and forward the file for tax registration.

The Treasurer has the authority to exercise discretion in the application of these policies where unusual circumstances are apparent. The guiding principles for this discretion shall be ensuring legislative requirements are met, ensuring fairness to all taxpayers and the overall best interest of the Corporation are met.

Late payment charges are adjusted only in the following circumstances;

- a) Taxes are adjusted under Sections 354, 357, 358 of the *Municipal Act*, 2001;
- b) Taxes are adjusted following as Assessment Review Board decision;
- c) Taxes are adjusted in accordance with a decision of the Courts;

- d) The interest or penalty was charged as a result of error or omission; or
- e) Circumstances deemed appropriate by the Treasurer.

10. MINIMUM BALANCE WRITE-OFF

In some circumstances, there remains a balance owing on a taxpayers account after a payment is received, which is often a result of interest being added to the account. When the balance of an account is small enough that the additional cost of collection would not be deemed worthwhile, it may be expedient to write off the amount. Finance Staff is authorized to write off amounts of \$10.00 and under on each account.

This policy shall be reviewed at least every four years, or as legislation changes.

Q

PROPOSED



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: May 20, 2025

Report No: FIN-2025-12

Subject:

Tax Arrears Update

Recommendation:

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-12 Tax Arrears Update for information; and

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

THAT staff continue to update Council with annual Tax Arrears Updates in accordance with the Municipality's Tax Collection Policy.

Background:

The Municipality's Tax Collection Policy requires annual updates to Council on tax arrears, as well as the issuance of personalized letters to all property owners with outstanding balances approaching two years old in December of each year. While the Municipal Act permits initiating tax sale proceedings for accounts two years in arrears, the Municipality initiates the process after three years of arrears in line with resource considerations.

At a Regular Council meeting on October 15, 2024, Council approved staff to engage with Realtax, a leading tax recovery specialist, to recover municipal property tax for fifteen properties with arrears balances that were at least three years in arrears as of January 1, 2024 and above \$5,000. The total cost of the tax sale process is approximately \$2,675 to \$3,500 per property and is charged back to the property owner(s). Staff sent registered letters to the property owners on October 17, 2024 advising that if the arrears were not resolved by November 19, 2024 their account would be turned over to an external tax recovery firm.

Analysis:

Although Council authorized tax sale proceedings in October 2024, staff turnover resulted in a delay in referring eligible properties to RealTax. However, the registered letter prompted positive results, with 9 of 15 properties clearing their arrears. Arrears notices and personalized were not sent in November and December 2024.

As of April 30, 2025 there are 234 properties in arrears with a combined outstanding balance of \$381,087.06. Of these, 23 have balances exceeding \$1,000 eligible for the tax sale process with a combined arrears balance of \$148,757.50. In addition, 32 have small arrears balances under \$5.00 and are recommended for write off at a total of \$20.45.

Financial Considerations:

Timely pursuit of tax registrations reinforces fiscal responsibility and reduces long-term collection risk. As the cost of the tax sale is recoverable from property owners, there is minimal financial risk to the Municipality, while offering the potential to recoup significant outstanding balances.

Next Steps:

- May 23, 2025: Letters sent to the 6 remaining properties from the October 2024 campaign advising their files will be handed over to RealTax.
- May 31, 2025: 2025 Interim tax installment due.
- June 2025: Personalized letters sent to properties with arrears balances two years or older and arrears notices issued to all delinquent accounts.
- July 2025: Registered letters sent to properties eligible for tax sale in 2025;
- August 2025: Deadline for newly eligible properties to resolve arrears before referral to RealTax.
- October 31, 2025: 2025 Final tax installment due.
- November 2025: Arrears noticed issued to all delinquent accounts.
- December 2005: Personalized letters sent to properties with arrears balances approaching two years old and registered letters sent to properties eligible for tax sale as of January 1, 2026.
- January 2026: Deadline for newly eligible properties to resolve arrears before referral to RealTax.
- May 2026: Next Tax Arrears Update due to Council.

Link to Strategic Plan:

2. Fiscal Responsibility and Accountability

Respectfully submitted by:

Reviewed by:



Jessica Sinkowski
Treasurer/Tax Collector



Nigel Black
CAO/Clerk

ATTACHMENT A – Property Arrears Summary

Property Arrears Summary
As of April 30, 2025

Eligibility	Grouping	# of Properties	Prior Years	2022 Arrears	2023 Arrears	2024 Arrears	Total Arrears
Recommended for Write-Off	0.01-5.00	32	\$ 0.13	\$ -	\$ 0.11	\$ 20.21	\$ 20.45
Not Eligible for Tax Sale	5.01-10.00	8	\$ -	\$ -	\$ -	\$ 54.07	\$ 54.07
	10.01-20.00	6	\$ -	\$ -	\$ -	\$ 83.73	\$ 83.73
	20.01-30.00	2	\$ -	\$ -	\$ -	\$ 50.53	\$ 50.53
	30.01-40.00	2	\$ -	\$ -	\$ -	\$ 63.71	\$ 63.71
	40.01-50.00	1	\$ -	\$ -	\$ -	\$ 44.00	\$ 44.00
	50.01-100.00	4	\$ -	\$ -	\$ -	\$ 293.99	\$ 293.99
	100.01-500.00	49	\$ 983.02	\$ 40.09	\$ 75.24	\$ 10,502.98	\$ 11,601.33
	500.01-1000.00	25	\$ 1,642.80	\$ 210.30	\$ 1,053.75	\$ 14,942.32	\$ 17,849.17
	1000.01-5000.00	78	\$ 2,488.08	\$ 6,807.38	\$ 35,109.41	\$ 129,773.08	\$ 174,177.95
Above 5000.00	4	\$ -	\$ 406.17	\$ 4,323.84	\$ 23,360.61	\$ 28,090.62	
Eligible for Tax Sale	1000.01-5000.00	12	\$ 11,678.36	\$ 9,205.56	\$ 7,710.74	\$ 7,337.62	\$ 35,932.28
	Above 5000.00	11	\$ 61,912.59	\$ 15,991.12	\$ 17,483.86	\$ 17,437.66	\$ 112,825.23
Grand Total		234	\$ 78,704.98	\$ 32,660.62	\$ 65,756.95	\$ 203,964.51	\$ 381,087.06

BY-LAWS

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 20-2025

**Being a By-law to authorize an agreement between the
Municipality of Whitestone and Cogeco Connexion Inc**

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 Council of the Municipality of Whitestone deems it in the best interest of the taxpayers to enter into this agreement;

NOW THEREFORE the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

Short Title

This By-law shall be known as the Municipality of Whitestone Cogeco Connexion Inc By-law.

1. **THAT** the Mayor and CAO-Clerk of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an agreement being Schedule ‘A’ of this By-law between the Municipality of Whitestone and Cogeco Connexion Inc; and
2. **THAT** this By-law is hereby passed this 20th day of May, 2025.

Mayor George Comrie

CAO-Clerk Nigel Black



Council Briefing Note

Meeting Date: 20 May 2025

Assuming Ownership of Cogeco Shelter at 2130 Hwy 124

Purpose: *To authorize execution of an agreement between the Municipality and Cogeco Connexion Inc. for the transfer of ownership of their equipment shelter located at 2130 Hwy 124 in Dunchurch to the Municipality, to be repurposed by the Recreation Committee as a food pantry.*

Motions to consider:

1. That Council pass By-Law 20-2025 to authorize the Mayor and CAO/Clerk to execute on behalf of the Municipality an asset transfer agreement with Cogeco Connexion Inc. substantially in the form of the attached draft.

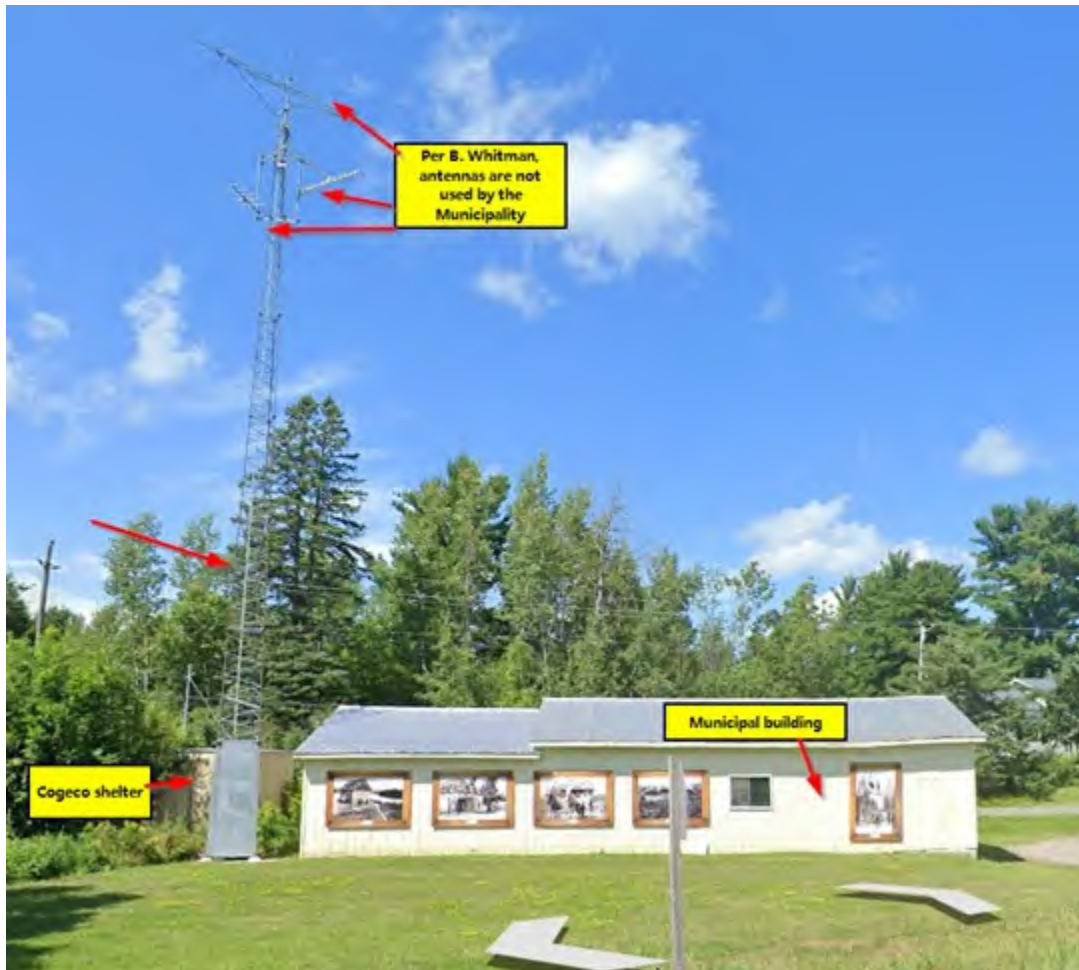
Prepared by: Mayor George Comrie

Background

In April of 2024, a representative of Cogeco Connexion (the division of Cogeco that manages the company's legacy cable and wireless assets and services) approached the Municipality to determine if Whitestone had any interest in acquiring the antenna tower and attached equipment shelter located behind and beside the Grange at 2130 Hwy 124 in Dunchurch (visible in photo below). This equipment was installed on Municipal property in 2011 under a lease agreement with the Municipality to house cable television plant, which is no longer in use. The lease agreement requires Cogeco to remove it and restore the area to its original condition at the end of the lease.

After initial discussion involving CAO/Clerk Hendry, Public Works Manager Creasor, and Fire Chief Whitman, it was determined that these assets were not of use to the Municipality for its existing operations. However, recognizing that the Recreation Committee was seeking to establish a food pantry near the Municipal complex to store and make available donations of food that were being received for the benefit of those in our community experiencing food insecurity, Cogeco's offer was referred to the Recreation Committee by Chief Whitman.

At its August 2024 meeting, the Committee agreed to investigate the suitability of the Cogeco shelter to house the food pantry and on August 28th, members of the Committee (Including Mayor Comrie) and Public Works Manager Creasor met on site with a Cogeco representative who unlocked the shelter and permitted us to examine it and its contents. We found that the shelter was well constructed and in good condition, and would be highly desirable for use as a food pantry. Accordingly, in September 2024 we communicated to Cogeco our desire to accept their offer to acquire it (but not the tower and the two satellite dishes). After considerable discussion between the Committee and staff, it was agreed that the shelter's current location by the Grange would not be suitable for a food pantry, and that it would need to be relocated to the area of the Pavilion where it would be better lit and better protected from snow and ice.



The 10' x 10' x 10' shelter was purpose designed to house sensitive electronic equipment, and fabricated by a company in Mattawa. It is solidly constructed, well insulated, and is equipped with an electric space heater and a small air conditioner to control the interior temperature. It is pre-wired with a 60-amp electrical service, fluorescent lights, and several electrical outlets – which Cogeco has agreed to leave in place. At the time of inspection, the shelter was connected to hydro and all electrical devices appeared to be in working order. (The hydro service has since been disconnected by Hydro One).

The transfer of the asset was originally hoped to take place in the fall of 2024; however, there has been a long delay in receiving the draft agreement from Cogeco's legal department.

Next Steps

Once the by-law has been passed and the agreement executed, Whitestone Public Works staff will arrange to relocate the shelter to under the north-west overhang of the Dundome pavilion, and reconnect it to electrical power available on site.

Shelving will then be installed to hold the donated food items. In addition, the Recreation Committee is requesting that a refrigerator and an upright freezer be relocated from the Twist building to the food pantry to hold perishable items.

Attachments

- Draft Asset Transfer Agreement

ASSET TRANSFER AGREEMENT

This Asset Transfer Agreement (the “**Agreement**”) is made effective as of the 20th day of May, 2025 (the “**Effective Date**”).

By and Between:

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE, legally constituted under the Ontario Municipal Act, 21 Church Street, Dunchurch, Whitestone, Ontario P0A 1G0 duly represented by George Comrie, Mayor, and Nigel Black, CAO Clerk/Administrator, duly authorized by Municipal By-Law No. 20-2025, attached;

Hereinafter “**Municipality**” or “**Transferee**”;

AND

COGECO CONNEXION INC., a legally constituted corporation under the *Canada Business Corporations Act*, having its head office at 1, Place Ville-Marie, office 3301, Montreal, province of Quebec, H3B 3N2, Canada, duly represented by Jacques Royer, Vice-President Finance;

Hereinafter “**CCX** or “**Transferor**”

Each individually a “**Party**” and collectively the “**Parties**”;

WHEREAS CCX (formerly Cogeco Cable Canada LP, through its general partner Cogeco Cable Canada GP), as “Lessee” and Municipality as “Lessor” entered into a lease agreement effective as of July 1, 2011 (the “Lease”), whereby CCX was granted permission and authority to install or construct appropriate cable television plant upon municipal properties and rights of ways and to erect additional satellite dishes and a 10' x 10' building on municipal property located at 2130 Hwy 124, Whitestone, ON P0A1G0 (the building and the location being respectively the “**Shelter**” and the “**Site**”);

WHEREAS as part of an internal corporate reorganization that was completed on September 1, 2016, Cogeco Cable Canada LP was dissolved and all of the Canadian cable operations of Cogeco were consolidated into a single entity, Cogeco Cable Canada GP Inc., which was renamed “Cogeco Connexion Inc.” as of the same date;

NOW THEREFOR, THE PARTIES agree as follow:

1. DEFINITIONS

In this Agreement, in addition to other definitions found throughout, the terms below are ascribed the following meanings:

“**Agreement**” means and includes all parts of this Agreement, namely its preamble, along with any and all appendices and schedules pertaining thereto, all of which form an integral part of this Agreement and shall be read as one contractual document;

“**including**” and all derivative forms thereof, and equivalent expressions like “such as”, “namely”, “notably”, “among other things” etc., are illustrative, mean “including but not limited to” or “including without limitation” and in no way impose any kind of limitation, namely as to any class, list, or category.

2. OBJECT OF THE CONTRACT

The Transferor transfers to the Transferee the ownership of the Transferred Assets described below as Article 3:

3. TRANSFERRED ASSETS

The ownership, and all rights, title, and interest in the following assets is hereby transferred from Transferor to Transferee:

The Shelter shown at Schedule A hereof, located at the Site at 2130 Hwy 124, Whitestone, ON P0A1G0 having the geographic coordinates: Latitude 45.644972°, Longitude -79.856083°;

hereinafter referred to as the “**Transferred Assets**”.

4. ACKNOWLEDGMENT

Transferee acknowledges that:

- 3.1. Transferor is the sole owner of the self-support telecommunication tower and cable television plant, along with all satellite dish(es) and all other equipment located on the Site (collectively the “**Tower**”);
- 3.2. The Tower is not part of the Transferred Assets and will be removed from the Site by the Transferor by July 31st, 2025 at the latest (the “**Removal date**”) and the Site returned to its original condition (usual wear and tear excepted) in accordance with the Lease, including foundation removal 24 inches below grade.

5. NO WARRANTY

The ownership transfer of the Transferred Assets is made without any warranty, legal or otherwise, and is at the Transferee’s exclusive risk and peril.

Without limiting the generality of the foregoing and for the avoidance of doubt, the transfer ownership in the Transferred Assets shall be on an “as is” “where is” basis, without any representations or warranties of any kind whatsoever, expressed or implied to the Transferee, as to the value, condition or fitness of the Transferred Assets, environmental or otherwise, or any part thereof or improvements thereon.

6. OWNERSHIP

The Transferee shall be the owner of the Transferred Assets as of the Effective Date.

Without limiting the generality of the above, as of the Effective Date of this Agreement, Transferee shall assume all liability for any future costs in relation to the Transferred Assets, including decommissioning costs.

7. OBLIGATIONS AND ACCEPTANCE

The Transferee takes the Transferred Assets in their present condition. Without limiting the generality of the foregoing, Transferee declares, warrants and represents that:

- 7.1. They have seen and examined the Transferred Assets to their satisfaction;
- 7.2. They have satisfied themselves as to the condition and location of the Transferred Assets and all descriptions with respect thereto and/or that they have had the opportunity to do so; and
- 7.3. They have verified with the relevant authorities and persons, that the use Transferee intends to make of the Transferred Assets complies with the applicable laws.

8. CONSIDERATION

The transfer of the ownership, and all rights, title, and interest in the Transferred Asset is made for the consideration of **ONE CANADIAN DOLLARS (1.00CAD)** and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Transferor **before or on this day, whereof full and final release and discharge is hereby granted.**

9. LEASE TERMINATION AND RELEASE

The Lease shall be deemed terminated as of the Effective Date. Transferee hereby releases Transferor from any and all action, cause of action, or claim for damages that may have been sustained as at the Effective Date hereof or that may be sustained thereafter. The Transferee will reimburse any prepaid rent associated with Lease as of the Removal date.

10. LANGUAGE OF THE AGREEMENT – FOR QUEBEC ONLY

The Parties hereto declare that the present Agreement has been drawn up in the English language at their express request. Les Parties au présent contrat déclarent avoir expressément requis qu'il soit rédigé en anglais.

11. DECLARATION CONCERNING THE HARMONIZED SALES TAX (HST)

The Transferor declares, and Transferee acknowledges, that the Transferred Assets were not, immediately before the signing hereof, capital property of the Transferor used primarily in Transferor's business, that the present ownership transfer is not being made in the course of Transferor's business, and that Transferor has not filed and undertakes not to file an election in the form prescribed in subparagraph 9(2)(b)(ii), Part I of Schedule V of the Excise Tax Act.

Accordingly, this ownership transfer is exempt from HST under the Excise Tax Act.

[SIGNATURE PAGE TO FOLLOW. INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS OF THE EFFECTIVE DATE FIRST ABOVE-MENTIONED

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

By: George Comrie
Title : Mayor

By: Nigel Black
Title: CAO Clerk/Administrator

COGECO CONNEXION INC.

By: Jacques Royer
Title: VP Finance

DRAFT

**SCHEDULE A
Shelter**



DR

SCHEDULE B
Municipal By-Law No. 20-2025

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

By-law No. 21-2025

**Being a By-law to adopt the estimates of all sums required
during the year and to adopt the rates of taxation for year 2025**

WHEREAS Section 290 of the *Municipal Act* 2001, as revised, provides that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality and amounts required for any board, commission or other body; and

WHEREAS Section 312 of the *Municipal Act* 2001, as revised, provides that the Council of a local municipality shall, after the adoption of the estimates for the year, pass a By-law to levy a separate tax rate on the assessment in each property class; and

WHEREAS the 2025 levy for municipal purposes has been set at \$3,823,604 and the 2025 levy for education purposes has been set at \$1,015,190

NOW THEREFORE the Council of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the tax rates for 2025 for municipal and education purposes be hereby adopted as follows:

Class/Assessment	Municipal Rate	Education Rate	Total Tax Rate
Residential	0.00587374	0.00153000	0.00740374
Commercial- Occupied	0.00587374	0.00586377	0.01173751
Commercial-Vacant	0.00411162	0.00586377	0.00997539
Commercial – New Construction	0.00587374	0.00586377	0.01173751
Farmland	0.00146844	0.00038250	0.00185094
Industrial	0.00587374	0.00880000	0.01467374
Managed Forest	0.00146844	0.00038250	0.00185094
Aggregate Extraction	0.00477950	0.00511000	0.00988950

2. **THAT** the 2025 Budget and tax levy for municipal purposes of \$3,823,604, attached hereto as Schedule 'A', be and is hereby adopted.

3. **THAT** the amounts to be levied and collected by this By-law shall be reduced by the amounts levied and collected by the interim tax levy authorized by By-law No. 02-2025 of the Corporation of the Municipality of Whitestone.
4. **THAT** the taxes shall become due and payable on the 31st day of August 2025 but may be paid in two installments on the 31st day of August 2025 and the 31st day of October 2025, or payable on the last day of each month under the pre-authorized payment plan.
5. **THAT** a penalty of one and one quarter percent (1¼%) will be imposed as a penalty for the non-payment of taxes on the first day of default, under the provisions of Section 345(2) of the *Municipal Act* 2001, revised.
6. **THAT** interest charges of one and one quarter percent (1¼%) per month will be imposed for the non-payment of taxes, on the first day of each calendar month, for each month or fraction thereof in which the default continues, under the provisions of Section 345(3) of the *Municipal Act* 2001, revised.
7. **THAT** penalty and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
8. **THAT** the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, as written or printed notice specifying the amount of taxes payable.
9. **THAT** this By-law shall come into effect upon the date, and at the time of its passing; and
10. **THAT** By-law No. 21-2025 being a By-law to adopt the estimates of all sums required during the year and to adopt the rates of taxation for year 2025, is hereby passed this 20th day of May, 2025.

Mayor

George Comrie

CAO-Clerk

Nigel Black

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

By-Law No. 22-2025

Being a By-Law to authorize the execution of an Agreement for a By-Law Enforcement Officer for The Corporation of the Municipality of Whitestone and to appoint a By-Law Enforcement Officer for the Corporation of the Municipality of Whitestone.

WHEREAS, pursuant to *The Police Services Act*, R.S.O. 1990, Chapter P.15, Section 15, and amendments thereto, the Council of the Corporation of the Municipality of Whitestone may appoint such officers and servants as may be necessary for the enforcement of the By-Laws of the Municipality;

AND WHEREAS, Council of the Corporation of the Municipality of Whitestone deems it appropriate to enter into a Contract for Services with Chris Kasulke for the provision of services as a By-law Enforcement Officer to provide a variety of enforcement services pertaining to the By-laws of the Corporation of the Municipality of Whitestone and applicable Provincial and Federal Legislation.

NOW THEREFORE, the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Council of the Corporation of the Municipality of Whitestone does hereby appoint Chris Kasulke as a By-law Enforcement Officer for the Corporation of the Municipality of Whitestone until the end of the Term of the Contract for Services or until the appointment is revoked, whichever occurs first.
2. **THAT** Council does hereby authorize and direct the Mayor and Clerk to execute, under Seal of the Corporation, the Agreement for the By-law Enforcement Officer between Chris Kasulke and the Corporation of the Municipality of Whitestone attached hereto as Schedule "A" and forming part of this By-law.
3. **THAT** the Mayor and Clerk are hereby authorized to execute all documents necessary to give effect to this By-law.
4. **AND THAT** this By-law shall come into force and take effect on May 21, 2025.
5. **AND THAT** this By-law is hereby enacted this 20th day of May, 2025.

Mayor

George Comrie

CAO/Clerk

Nigel Black

SCHEDULE "A"

To By-law No. 22-2025

THIS AGREEMENT made in duplicate this 20th day of May, 2025

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
Hereinafter Referred to as the "Corporation"

-and-

Chris Kasulke

"Contractor"

WHEREAS the Corporation desires to enter into a contract for services for a By-law Enforcement Officer;

AND WHEREAS Chris Kasulke, (the Contractor) has accepted the position as a Contractor to provide services as a By-law Enforcement Officer, in accordance with the Municipal By-laws and legislation, on terms and conditions as set out in this contract for services agreement (the "Agreement");

AND WHEREAS both the Corporation and the Contractor mutually desire to enter into a contractual relationship as outlined in this Agreement and the attached Appendix "A";

NOW THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the parties mutually agree as follows:

1. APPOINTMENT

The Corporation agrees to enter into this Agreement with the Contractor for the provision of services of the By-Law Enforcement Officer position as outlined in the "Position Description" attached hereto as Appendix "A". The Contractor agrees to carry out the duties of the position conscientiously and faithfully throughout the term of this Agreement.

2. TERM OF AGREEMENT AND EARLY TERMINATION

The term of this Agreement shall be for one (1) year commencing on May 21, 2025 (the "Term");

This Agreement will automatically come to an end at the end of the Term with no further obligations owed by the Corporation to the Contractor aside from the requirement of the Corporation to pay the Contractor the total

owing under any outstanding invoices for services rendered up to the end of the Term;

This Agreement may be extended, prior to its expiration, as agreed by both parties. Terms of an extension to this agreement would be negotiated and agreed to by both parties. Such extension shall be evidenced by a written acknowledgement setting out the period of the extension with all agreed terms to be binding upon the parties;

Either the Corporation or the Contractor can end the agreement prior to the end of the term by providing the other party with ninety (90) days' notice in writing. The Corporation may terminate the agreement without notice if the Contractor breaches the terms of the Agreement.

3. **DUTIES AND RELATIONSHIP**

The Contactor shall provide 24-hour on-call By-law Enforcement Service to the Corporation and perform all the duties outlined in "Position Description" per Appendix "A," as well as other duties as assigned from time to time.

The Chief Administrative Officer (CAO) / Clerk or a person designated by the CAO/Clerk or the Ontario Provincial Police will direct complaints received by the Corporation to the Contractor.

The Corporation is engaging the Contractor for the provision of By-law Enforcement Services as a Contractor, and not as an agent, employee, director or partner of the Corporation, and the Contractor shall not make representations otherwise. The parties agree that this Agreement does not constitute a joint venture.

The Contractor is not an employee of the Corporation, and nothing in this Agreement shall be construed so as to make the Contractor an employee of the Corporation nor impose any liability on the Corporation as would arise from any employer-employee relationship.

4. **REMUNERATION**

a) Standby Services

The Contractor shall be paid \$1,600 per month for the general provision of services. The amount is due and payable on the 15th of each month, commencing on June 1, 2025.

This fee is for the following services:

- providing information to the public on by-laws and enforcement conditions;
- giving technical information on inspection and enforcement codes;

- general phone calls with the CAO/Clerk and staff in regard to requests for services and or ongoing issues / complaints
- Standby services

b) Callout

For each callout or for attendance at Council meetings or attendance at court (including preparation for such attendances) or for patrolling specified properties from time to time as requested by the CAO/Clerk, the Contractor shall be paid \$30.00 per hour.

Each call out shall:

- be responded to within twenty-four (24) hours with the exception of canine complaints which shall be responded to immediately;
- be investigated, where possible, through persuasive discussion, education and written communications;
- include enforcement through court action when required;
- special events, as requested by the CAO/Clerk;
- review and/or update of existing or new By-laws as required;
- be documented by timely and accurate written progress reports submitted to the CAO/Clerk.

c) Mileage shall be calculated as follows:

- from the residential address of the Contractor to the service call(s) or meeting or patrol route or municipal offices, return;
- the mileage rate paid at the current CRA Mileage rate as adjusted from time to time.

d) Uniform

The Contractor, when acting in the role of By-law Enforcement Officer, shall at all times be dressed in an appropriate uniform (approved by the Corporation) which shall include but not be limited to a button-up or polo shirt with appropriate crests indicating By-law Enforcement. A hat or toque is optional. The contractor shall also have suitable outerwear with reflective markings that also provide clear identification as a By-law Enforcement Officer.

The Corporation will cover, in full, the initial cost of an appropriate uniform and or modifications to the uniform used in other contracts to make it suitable for multiple roles.

e) Invoicing and Payment

The Contractor shall provide invoices to the Corporation for services rendered.

All payment made by the Corporation to the Contractor shall be made without statutory deductions in respect of, but not limited to, the *Income Tax*

Act (Canada), the Canada Pension Plan, the Employment Insurance Act, or the Employment Health Tax Act. The Contractor acknowledges responsibility for arranging, paying and remitting all applicable payments, contributions, premiums or penalties under any federal or provincial legislation with respect to the services provided under this Agreement.

All payments and fees paid to the Contractor for the services under this Agreement are inclusive of the Harmonized Goods and Services Taxes ("HST") in accordance with the applicable federal legislation. The Contractor shall remit the HST paid by the Corporation to the Canada Revenue Agency, and agrees to indemnify the Corporation for all such monies if the Contractor fails to do so.

Chris Kasulke, "Contractor" will be covered under the *Workplace Safety and Insurance Act, 1997* and the Corporation be responsible for remitting all Workplace and Insurance Premiums.

f) Training and other joint expenses

The corporation is willing to consider compensation for expenses such as training, additional auto insurance, cell phones or other costs required to fulfill this agreement. Expenses of this nature must be agreed to in advance by the CAO/Clerk. Hours spent on training would be included in billable hours at the rate specified in 2(b). The Contractor and Corporation both recognize that these expenses may benefit other contracting municipalities as well and as such are agreeable to joint-funded costs of these items if agreement can be reached with other Contracted municipal corporations.

5. ABSENCE AND NOTIFICATION CLAUSE

The Contractor must provide written notification (via email) to the CAO/Clerk of any planned absence where coverage will not be available;

The Contractor must notify the CAO/Clerk at least two (2) weeks in advance of the absence;

The Contractor must make effort to minimize planned absence interruptions of service. The Corporation encourages that absences for vacation and other personal reasons be scheduled during the off-season (October to April) if at all possible;

The Corporation will adjust the monthly remuneration on a pro-rated basis for any absences exceeding three (3) consecutive days or a total of 5 days within a 30-day period.

6. RELIABLE VEHICLE

The Contractor shall, at their own expense, provide and have access to a reliable vehicle that conforms to MTO safety standards. The vehicle(s)

must be suitably insured (to the satisfaction of the corporation) for the purposes of providing the services required in this agreement.

7. VEHICLE INSURANCE AND DAMAGE CLAUSE

The Contractor must ensure that their vehicle is fully insured with coverage that includes liability for work-related use.

The Corporation and Contractor acknowledge that as a contractor, all claims for vehicle insurance will be processed through the Contractors insurance and no costs will be considered by the Corporation.

Should the Contractor's vehicle sustain damage due to their work in the capacity of By-law Enforcement Officer deliberately by resident or ratepayer, the corporation agrees to cover the cost of repairs ad/or the cost of the deductible for said damages.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties. There are no other agreements, understandings, representations, or warranties, either collateral, or otherwise. This Agreement replaces any previous agreements between the parties.

9. INDEPENDENT ADVICE

The Independent Contractor acknowledges that she has been given an opportunity to obtain independent legal and other professional advice in connection with this Agreement and fully agrees with the terms of this Agreement.

SIGNED BY THE PARTIES:

George Comrie, Mayor

Date

Nigel Black, CAO/Clerk

Date

**Chris Kasulke,
Contractor**

Date

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW 23-2025

**Being a By-Law to provide for the establishment of a Tax Collection Policy
and to repeal By-law 39-2024**

WHEREAS pursuant to the Municipal Act, 2001 S.O. 2001, chapter 25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to the Municipal Act, 2001 S.O. 2001, chapter 25 the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the Council of the Corporation of the Municipality of Whitestone deems it necessary to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation and collection of property taxes;

NOW THEREFORE the Council of the Corporation of the Municipality of Whitestone enacts as follows:

1. **THAT** the Tax Collection Policy, in the form attached as Schedule 'A' to this By-Law, is adopted as a policy applicable to the collection of property taxes.
2. **THAT** By-law 39-2024 of July 16, 2024 is hereby repealed.
3. **THAT** By-Law 23-2025 is hereby passed and comes into full force and effect this 20th day of May, 2025.

Mayor

George Comrie

CAO/Clerk

Nigel Black

Schedule 'A' to By-Law 39-2024

Tax Collection Policy

BUSINESS MATTERS



Proclamation

June 2025 Senior's Month

WHEREAS, Seniors' Month is an annual nation-wide celebration; and

WHEREAS, Seniors have contributed and continue to contribute immensely to the life and vibrancy of the Whitestone community; and

WHEREAS, Seniors continue to serve as leaders, mentors, volunteers, and important and active members of this community; and

WHEREAS, their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

WHEREAS, the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

WHEREAS, the knowledge and experience seniors pass on to us continues to benefit all;

NOW THEREFORE BE IT RESOLVED THAT I, Mayor George Comrie on behalf of Whitestone Council, do hereby proclaim the month of June 2025 as 'Seniors' Month' in the Municipality of Whitestone and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Date

Mayor George Comrie



Proclamation

Mayors' Monarch Pledge

WHEREAS the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of people; and

WHEREAS both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent; and

WHEREAS the Municipality of Whitestone recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife ; and

WHEREAS cities, towns and rural areas play a critical role in helping to save the monarch butterfly, and the Municipality of Whitestone is eager to participate in the National Wildlife Federation's Mayors' Monarch Pledge; and

WHEREAS, every resident of the Municipality of Whitestone can make a difference for the monarch by preserving and planting native and nectar plants to provide habitat for the monarch and pollinators;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Whitestone, does hereby proclaim **The Monarch Pledge** in the Municipality of Whitestone, and encourages all residents to participate in monarch butterfly conservation.

Date

Mayor George Comrie

CORRESPONDENCE

Correspondence

A	Peterborough	Resolution discontinuing using X platform for city social media
B1	Parry Sound	Questioning purpose of Strong Mayor powers
B2	Greater Napanee	Opposing Strong Mayor powers granted by province
B3	Stratford	Opposing Strong Mayor powers granted by province
C	Otonabee	Request province end daylight savings time
D	Almaguin	Request to raise Pride Flag for Pride Month of June
E	FONOM	Letter to Premier Ford re. creation of Deputy / Associate Minister of Transportation
F	Doug McCann	Thanking for support of Community Radio application
G	Dunchurch Agricultural Society	Request for donation of kitchen equipment from The Twist building



**Resolution of Council
City Council Meeting**

Title: Use of X by the City of Peterborough

Date: March 17, 2025

Whereas X has become a media platform that is not adequately responding to hate speech and misinformation;

Whereas continued use of X could be perceived as tacit approval of or association with ideologies that are inconsistent with the City of Peterborough's commitment to freedom, inclusivity, and nondiscrimination.

Whereas the City of Peterborough maintains other social media accounts to reach residents about municipal services and news that provide comparable functionality like Instagram, Facebook, and LinkedIn.

Whereas Peterborough Transit relies on X as one of its main methods to communicate with customers about Transit service changes;

Whereas Peterborough Transit has implemented customer service enhancements such as real time tracking of buses through the My Transit Rid-GPS Tracker map for transit customers to see when the next bus will arrive;

Whereas emergency services require the ability to use all available channels to reach residents for emergency messaging;

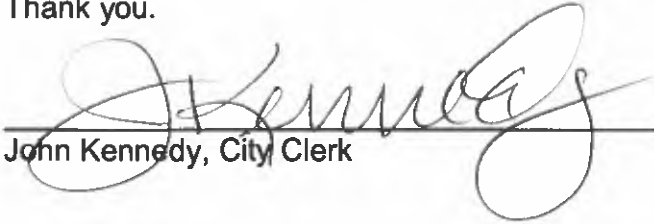
Therefore, be it resolved that Council approve the following:

a) that to support enhanced communication with residents and customers and to reduce reliance on social media that City staff report back to Council during the 2026 Budget deliberations with recommendations and associated budget implications for implementing a Snow Plow Tracker service for residents and a smartphone app for Peterborough Transit, which includes the ability to send notifications to subscribers, with the goal of improving customer service and eliminating the use of X; and

b) that the City of Peterborough discontinue the use of X, formerly known as Twitter, except for Peterborough Transit, Fire Services, and emergency information as necessary.

c) That, a copy of this resolution be forwarded to all Ontario municipalities and the Association of Municipalities of Ontario (AMO).

The above resolution, adopted by City Council is forwarded for your information and action, as required.
Thank you.



John Kennedy, City Clerk



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

April 22, 2025

Honourable Rob Flack
Minister of Municipal Affairs & Housing
College Park, 17th floor,
777 Bay St.
Toronto ON M7A 2J3

Via email: minister.mah@ontario.ca

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9th that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16th. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15th meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9th letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

...2

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.

Jamie McGarvey
Mayor, Town of Parry Sound

c.c. Premier Doug Ford
MPP Graydon Smith
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Members of Town of Parry Sound Council
CAO Clayton Harris
Clerk Rebecca Johnson



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 - 047

DIVISION LIST

YES NO

DATE: April 15, 2025

Councillor	G. ASHFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor	J. BELESKEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor	P. BORNEMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor	B. KEITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor	D. McCANN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor	C. McDONALD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mayor	J. McGARVEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVED BY:

SECONDED BY:

CARRIED: DEFEATED: Postponed to: _____

Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and

Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Mayor Jamie McGarvey



Executive Services
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

April 23, 2025

Township of Rideau Lakes
1439 County Road 8
Delta, ON K0E 1G0
Sent via email: mtruelove@rideaulakes.ca

Re: Strong Mayor Powers

To Whom It May Concern,

Please be advised that the Council of the Town of Greater Napanee passed the following support resolution at its regular session meeting of April 22, 2025:

RESOLUTION #194/25 Pinnell Jr., Norrie

That the Town of Greater Napanee sends a letter of support to the Township of Rideau Lakes in regard to their opposition of Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities, and that the Town of Greater Napanee also request to be excluded from the Strong Mayor Powers;

And that a copy of the letter of support be sent to the Honorable Premier Doug Ford, the Honorable MPP Ric Bresee; the Honorable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, and all other municipalities in Ontario for their consideration and support.

CARRIED.

Please do not hesitate to contact walters@greaternapanee.com if you require any further information with respect to this resolution.

Sincerely,

Jessica Walters
Clerk

cc: Honourable Premier Doug Ford
Honourable Ric Bresee, MPP Hastings-Lennox and Addington
Honourable Rob Flack, Minister of Municipal Affairs and Housing
AMO
AMCTO
All Ontario municipalities



**TOWNSHIP OF RIDEAU LAKES
Special Council Meeting**

RESOLUTION 104-2025
Title: MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)
Date: Wednesday, April 16, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

AND WHEREAS said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

NOW THEREFORE be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

YES: 5 NO: 2 ABSTAIN: 0 CONFLICT: 0 ABSENT: 1

Carried

YES: 5 Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings
Deputy Mayor P. Banks

NO: 2 Councillor Maxwell Councillor Pollard

CONFLICT: 0

ABSTAIN: 0

ABSENT: 1 Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES
Municipal Services Committee (PW)**

RECOMMENDATION: 78-2025

Title: Ontario Proposing to Expand Strong Mayor Powers to 169
Additional Municipalities

Date: Monday, April 14, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

AND WHEREAS these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

AND WHEREAS municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

AND WHEREAS there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

AND WHEREAS the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

AND WHEREAS the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

AND WHEREAS democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

NOW THEREFORE be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
 - The Honourable Rob Flack Minister of Municipal Affairs and Housing
 - MPP Steve Clark
 - The Honourable Premier of Ontario Doug Ford
 - The Association of Municipalities of Ontario (AMO)
 - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
 - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5 NO: 3 ABSTAIN: 0 ABSENT: 0

Carried

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard



City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

May 1, 2025

Sent via email: premier@ontario.ca

The Honourable Doug Ford,

Premier of Ontario

Legislative Building

Queens Park

Toronto, ON, M7A 1A4

Dear Premier Ford,

Re: Resolution R2025-174 - Opposition to Strong Mayor Designation for the City of Stratford

At the April 28, 2025, Regular meeting, Stratford City Council adopted the following resolution in response to the Province's proposal to designate Stratford as a "Strong Mayor" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the City of Stratford as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the City of Stratford has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the City of Stratford did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Stratford City Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the City of Stratford from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Member of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

Sincerely,

T. Dafoe

Tatiana Dafoe, Clerk
City of Stratford

Cc: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
Matthew Rae, Member of Provincial Parliament, Perth - Wellington
All Ontario Municipalities
The Association of Municipalities of Ontario



The Corporation of the Township of Otonabee-South Monaghan

April 29, 2025

Via Email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Re: Proposal to End Daylight Savings Time in Ontario

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28th, 2025 passed the following resolution:

R107-2025

Moved by Councillor Terry Holmes
Seconded by Councillor Mark Allen

Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020: But New York has delayed us for over 4 long years.

And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns: Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario: Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

Therefore be it resolved that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

CARRIED.

Yours truly,
Township of Otonabee-South Monaghan



Liz Ross
Deputy Clerk

Sent via Email:
Honourable Doug Ford, Premier of Ontario, premier@ontario.ca
Municipalities of Ontario



Dear Whitestone Council,

On behalf of Almaguin Pride, I am writing to you to respectfully request that the Municipality of Whitestone raise the Pride Flag for the month of June.

Almaguin Pride's mission is to foster representation, acceptance, and connection within the LGBTQ+ community and its allies. Raising the Pride Flag is a powerful step towards enhancing community support. Pride Month is meant not only to help every member of our communities feel safe and accepted, but also to highlight the ongoing struggle for LGBTQ+ rights. As you may be aware, the Pride Flag flew on Parliament Hill for the first time in 2016. The flag has been raised on the Hill at the start of June ever since.

For a little background, Pride is typically celebrated in the summer months to commemorate the Stonewall Riots which took place in New York City in June 1969 when community members successfully fought back against police raids. Canada's own Stonewall took place in 1981 when 3,000 citizens took to the streets in protest of police raids of queer spaces. The Queer community has seen advancement since then, with the consecration of our rights in the 1985 Charter as well as the 2004 law which allowed for same-sex marriage in Canada. Further legislation passed in 2017 to enshrine the protection of gender diverse individuals, and in 2021 Canada banned conversion therapies.

We hope that the Municipality of Whitestone will join communities across Canada in celebrating Pride Month in 2025. Please let us know if we can provide a representative for the flag raising.

Thank you for your consideration.

Best regards,
Karen Hoffman
Volunteer
Almaguin Pride

April 2, 2025

Premier Doug Ford
Legislative Building, Room 28, Queen's Park
Toronto, Ontario
M7A 1A1
Sent Via Email: Premier@ontario.ca

Dear Premier Ford,

On behalf of the Federation of Northern Ontario Municipalities (FONOM) and our 110 municipal members, I would like to congratulate you on unveiling your current cabinet.

We are pleased to see strong representation from Northern Ontario with the appointments of Ministers Fedeli, Rickford, Pirie, Holland, and Smith. We are confident that these Ministers will assist FONOM in fostering growth in the north. We are ready to collaborate with the entire cabinet to strengthen all sectors of our northern economy.

While we appreciate this progress, I must also express our concerns regarding the Ministry of Transportation's approach. I frequently engage with northern municipal representatives to gather feedback on their interactions with the Ministry. The overwhelming response from our members indicates that their concerns are often overlooked or addressed slowly.

This situation stems mainly from Ontario's vast geographical size and the extensive area the north represents. Factors such as weather conditions, traffic patterns, inattentive drivers, regional differences in highway maintenance, and the lack of accountability in commercial motor vehicle driver training contribute to the public's ongoing fears when using our highways.

It is essential to recognize that transportation responsibilities in southern and northern Ontario involve vastly different approaches and planning.

Therefore, with the utmost respect for the current structure of the Ministry of Transportation, we propose an alternative solution: the creation of a **Deputy Minister** or **Associate Minister of Transportation** specifically responsible for **Northern Ontario**. This change could enhance the effectiveness of the current duties.

We are eager to work with you and your government to explore ways to reduce the high rates of fatalities and accidents on our highways.

We would appreciate the opportunity to discuss this approach further. We are willing to accommodate your schedule and travel arrangements for these discussions.

Thank you for allowing FONOM to share our thoughts, concerns, and ideas.

Yours,





Your Community Station Voice & Identity

PARRY SOUND COMMUNITY RADIO ASSOCIATION



Unit 107, 21A Belvedere Avenue, Parry Sound, Ontario P2A 2A2
(705) 751-5800 info@pscr.ca PSCR.ca

March 31, 2025

Mayor Comrie and Council
Municipality of Whitestone
21 Church Street
Dunchurch, Ontario P0A 1G0

Dear Mayor Comrie, Council & Staff:

PSCRA NEWS UPDATE

We were very grateful for your support in our goal of establishing community FM radio in our area as per Resolution Number 2024-489, approved at your regular Council Meeting on December 10, 2024. We would like to take this opportunity to provide an exciting update on the progress of the Parry Sound Community Radio Association (PSCRA).

Compiling a broadcast application is no simple process and can take up to two years. Thus, is the case in our endeavour. A moratorium on new radio broadcast applications announced by the Canadian Radio-television and Telecommunications Commission (CRTC) in mid-2023 was a blessing in disguise for the PSCRA allowing time to thoroughly research our market and author a strong, comprehensive application for FM community radio.

We are so proud and pleased to announce that our CRTC application was completed and submitted to the CRTC on March 28, 2025. We would expect a response from the Commission within a few months. Prior to this our engineer completed a 29-page engineer's brief and submitted this and other documents to Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada. Notifications were also sent to NAV Canada and Transport Canada.



The engineer's brief defines a number of technical variables including a suitable, available frequency, broadcast pattern and power output. Once granted a broadcast licence we are poised to broadcast at 97.9 MHz on the FM dial. Our power output will be 7.75 kW, effective

. . . / 2

radiated power (ERP), which is on the high end for community radio. The transmitter site is the Bowes Street Water Tower at 104 Bowes Street, Parry Sound. Our office and studios are tentatively planned to be in the downtown area. Our call letters will be CHCE FM.

The CRTC application includes our own governing documents, including Articles of Incorporation, bylaws, policies and procedures. It also includes engineer's documentation related to the engineer's brief, proposed programming, letters of endorsement, a supplementary brief which includes a market analysis, arguments for the need of a community radio service, a capital and seven-year business plan identifying revenue and operation costs, a sustainability plan and employment and volunteer recruiting strategies.

While waiting for CRTC response, we continue to explore funding opportunities.



Community Radio Connects and Engages Citizens

When we talk about engaging, connecting and building strong communities we firmly believe the result is a fostering of strong individuals, greater social connections and a more healthy and happy population. We envision numerous ways in which our community radio programming can nurture, encourage and stimulate positive growth in neighbourhoods and communities by not only

promoting community events and local sports, but as an ongoing proponent, advocating and championing causes and motivating more and more people to step out and step up in participation and volunteerism resulting in more and stronger social connections and social trust. Social scientists tell us that developing social trust and increased neighbourliness render benefits for individuals and societies alike. Furthermore, people who are 'high-trusters', tend to be much happier, healthier and more civically engaged than non-trusters.

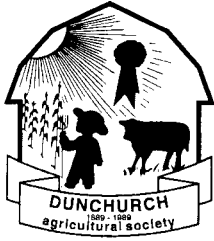
As always, we look forward to keeping you updated with news of any significant progress!

Sincerely,
PARRY SOUND COMMUNITY RADIO ASSOCIATION

A handwritten signature in blue ink, appearing to read 'Doug McCann', written in a cursive style.

Doug McCann
Chair

/dm



DUNCHURCH AGRICULTURAL SOCIETY

155 Maple Island Road
Dunchurch, ON P0A 1G0

Municipality of Whitestone

April 21, 2023

21 Church Street, Dunchurch Ontario, P0A 1G0

RE: Kitchen Equipment at The Hitching Post

It has come to my attention that the Municipality may be looking to dispose of the kitchen equipment from the old Hitching Post Restaurant.

The Dunchurch Agricultural Society would appreciate your consideration as recipient. We have the means to manage distribution of the equipment to our use and that of other service groups and clubs in the municipality to share the benefit.

Dunchurch Agricultural Society

c/o Juliette Terry

155 Maple Island Road

Dunchurch, ON

P0A 1G0

705-389-9520