



**The Corporation of the Municipality of Whitestone**

**Agenda of Regular Council Meeting  
Tuesday, January 16, 2024**

**Dunchurch Community Centre**

**and**

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/87088116740>

**(Phone Call Only)**

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 870 8811 6740#

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

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**1. Call to Order and Roll Call**

**10:00 a.m.**

**National Anthem**

**Indigenous Land Acknowledgement Statement**

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

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

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

**2. Disclosure of Pecuniary Interest**

**3. Approval of Agenda ®**

**4. Presentations and Delegations**

- 4.1 Whitestone / McKellar Lions Club  
Thank Council for the fundraising opportunity at the York Street Landfill and to share the programs planned for the Whitestone community in 2024 and beyond ®
- 4.2 Georgian Nordic Outdoor Activity Centre  
Proposed activities at Georgian Nordic Outdoor Activity Centre and request for a financial contribution as part of Municipal 2024 budget deliberations ®

**Matters Arising from Presentations and Delegations ®**

**Move into Committee of the Whole ®**

**5. Committee of the Whole**

- 5.1 Municipality of Whitestone, Building Assessment Report for Asset Management Steenhof Building Services Group ®  
Link to report on Municipal Website:  
[Municipality of Whitestone - Asset Management Planning and Reports](#)
- 5.2 Planning Matters
  - 5.2.1 Group Application to Purchase and Close Shore Road Allowance, MCILWEE/BENNETT/MUNCY ®
    - Memorandum from John Jackson, Planner
  - 5.2.2 Agreement with 12628465 Canada Inc. and STO Network Consulting Inc. in respect of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W))
    - Memorandum from Michelle Hendry, CAO/Clerk, Status of Conditions of Approval ®
- 5.3 Council Priority Setting discussion for 2024 ®
  - 2023 Strategic Action Plans

**Reconvene into Regular Meeting ®**

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

**6. Public Meeting - None**

**7. Consent Agenda ®**

*Items listed under the Consent Agenda are considered routine and may 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 Tuesday December 12, 2023
  - 7.1.2 Regular Closed Session Minutes of Thursday December 14, 2023
- 7.2 Unfinished Business (listed on page 5)

## **Matters Arising from Consent Agenda**

### **8. Accounts Payable**

8.1 Accounts Payable ®

### **9. Staff Reports**

9.1 Report deferred from December 12, 2023 Council Meeting  
Report ADMIN-2023-15  
Fees and Charges ®

9.2 Report ADMIN-2024-01  
RFP Community Centre Audio / Visual Improvements ®

9.3 Report ADMIN-2024-02  
Appointment of Alternate Community Emergency Management Coordinator  
(CEMC) ®

9.4 Report PW-2024-01  
2023 Biennial Bridge and Culvert Study ®  
Link to Report [Municipality of Whitestone - Biennial Bridge and Culvert Inspections](#)

9.5 Report PW-2024-02  
Electric Vehicle ChargeOn funding program and Lakeland Solutions TAKE  
CHARGE EV Network proposal for the Municipality of Whitestone ®

9.6 Memorandum:  
Agreement with MacNaughton Hermsen Britton Clarkson Planning Limited  
(MHBC), Land Use Planning Services ®

9.7 Memorandum:  
Integrity Commissioner Services ®

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

10.1 By-law No. 01-2024, being a By-law to authorize borrowing from time to time to meet expenditures during the fiscal year ending December 31, 2024 ®

10.2 By-law No. 02-2024, being a By-law to levy certain interim rates, taxes and charges for the year 2024 ®

10.3 By-law No. 03-2024, being a By-law to set tax ratios for municipal purposes for 2024 ®

10.4 By-Law No. 04-2024, being a By-law to Close and Stop up that part of the original shore road allowance along the shores of WahWashKesh Lake, in front of Lot 28, Concession 5 in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Parts 6-11, Plan 42R-22220 and to sell Parts 6-11, Plan 42R-22220 (Burrell/Rice/Pottinger/Merritt) ®

- 10.5 By-law No. 05-2024, being a By-law to authorize entering into an Agreement with 12628465 Canada Inc. and STO Network Consulting Inc. in respect of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W)) ®
- 11. **Business Matters**
  - 11.1 Memorandum:  
Setting date for Public Meeting regarding the Rental Unit By-law ®
  - 11.2 Town of Parry Sound resolution, Request Education Minister to Not Close Rural Schools - Resolution of support (request from December 12<sup>th</sup>, 2023 Council meeting) ®
  - 11.3 Accelerated High-Speed Internet Projects in Whitestone – Update ®
- 12. **Correspondence ®**  
**Matters Arising from Correspondence**
- 13. **Councillor Items**
- 14. **Questions from the Public**  
**Move into Closed Session ®**
- 15. **Closed Session**
  - 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Thursday, December 14<sup>th</sup>, 2023 ®
  - 15.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
    - 15.2.1 Volunteer Appointment to the Committee of Adjustment ®
    - 15.2.2 Volunteer Appointment to Fire and Rescue Services ®  
**Reconvene to Regular meeting ®**  
**Matters arising from Closed Session**
- 16. **Confirming By-law ®**
- 17. **Adjournment ®**



## Unfinished Business

DATE	ITEM AND DESCRIPTION	ASSIGNED TO	STATUS
March 15, 2021	<b>Review of By-law 20-2014</b> (being a By-law for the licensing, regulating/governing of rental units in Whitestone)	Administration Staff	A revised By-law for the licensing, regulating / governing of rental units and protocol is in process. A Public Consultation meeting to be scheduled in early 2024
March 15, 2022	By-law 16-2022, being a By-law for a Zoning By-law amendment to rezone Part of Lot 39, Concession A, geographic Township of McKenzie, now in the Municipality of Whitestone from the Rural (RU) Zone to a Rural (RU) Exception Zone – ANDERSON/PATTERSON	Planning Staff and CBO	To be reviewed with the Applicant March 2025.
October 4, 2022	<b>Animal and Bird Control DRAFT By-law</b> – presented to Council  <b>THAT</b> the Draft Animal By-law be received for information	Agricultural Committee / Council	Discussion with Council on September 5, 2023  Direction from Council: Draft By-law to be revised and modified as discussed by Council and brought back to a Council meeting at a future date  Councillor Woods is contacting former Committee members for input.
March 21, 2023	<b>Audio-Visual upgrades at the Dunchurch Community Centre</b>  <b>THAT</b> the Municipality engage an Audio/Visual consultant to produce a specification for purposes of tendering for the required equipment and installation to complete the Community Centre Audio/Visual system	TBD	RFP Released November 1, 2023 Report to Council, January 16, 2024
June 6, 2023	<b>By-law development – Lake access points</b> Develop a By-law that prohibits and allows for enforcement of No-parking in the parking areas at Lake Access points. Align with the Public Lands Act and with any Terms and Conditions of Land Use Permits in place	Administration Staff	Timing to be determined subject to other 2023 priorities

	<p><b>Boat Launch and Access points</b>  <b>THAT</b> the Council of the Municipality of Whitestone does hereby agree to the following conditions in regards to “Boat Launch and Lake Access Points’ within the Municipality that are municipally owned or in which the Municipality has a Land Use permit with MNRF for:</p> <ol style="list-style-type: none"> <li>1. <b>THAT</b> no private docks be allowed on the municipal controlled lands without a permit</li> <li>2. <b>THAT</b> no ‘Rail Systems / Shore Dockers’ for watercraft be allowed on municipal controlled lands without a permit</li> <li>3. <b>THAT</b> winches / winch systems can be used to assist, however no winches / winch systems can be stored on municipal controlled lands</li> <li>4. <b>THAT</b> no trailers be allowed to be parked or stored at boat launch / lake access parking areas, unless the trailer is attached to a vehicle. If attached to a vehicle, the trailer can remain for no more that fourteen (14) days per year</li> <li>5. <b>THAT</b> no private storage containers be allowed on municipal controlled lands without a permit</li> <li>6. <b>THAT</b> the Council of the Municipality of Whitestone direct staff to remove any private docks, private rail / shore docker systems, private storage containers that are on municipal controlled lands within boat launch and lake access areas after August 1, 2023 should the owner/s not remove prior to this date; and</li> <li>7. <b>THAT</b> the Council of the Municipality of Whitestone direct staff to prepare a By-law for the conditions within this resolution and bring back to Council.</li> </ol>	Staff	<p>Bolger Lake, Kashegaba and Whites Lake residents notified by letter as well as Magnatawan Pioneer Association</p> <p>WahWashKesh Conservation Association notified.</p> <p>Additional Lake Associations notified on August 10, 2023.</p> <p>Direction on hold until further notice to staff</p> <p>Timing of By-law development subject to Strategic Plan priorities and timelines</p>
July 4, 2023	<p><b>Strategic Plan, By-law Initiatives</b>  <b>THAT</b> the Council of the Municipality of Whitestone receive for information the Memorandum from CAO/Clerk Hendry, Strategic Plan – moving forward with 2023 priorities  <b>THAT</b> the recommendations in the above referenced Memorandum are hereby accepted in respect of bringing forward to Council a draft updated Rental Unit By-law, Trailer By-law, Parking By-law and the draft Animal and Bird By-law.</p>	Assigned to various staff	<p>In progress</p> <p>Animal and Bird By-law submitted to Council September 5, 2023</p> <p>Remainder of the By-laws in progress</p>

July 18, 2023	<p><b>Farley's Rd Boat Launch</b>, General Public Use  <b>THAT</b> the Council of the Municipality of Whitestone receives for information Memorandum, Farley's Road Boat Launch, General Public Use; and  <b>THAT</b> the Council of the Municipality of Whitestone approves the use of the Farley's Road Boat Launch for shared use between the deeded access properties and day use only Public Parking; and  <b>THAT</b> Staff be requested to install signage to designate the two distinct parking areas as soon as practical; and  <b>THAT</b> the current By-law 25-2010, being a By-Law to regulate traffic and to govern and control the parking of vehicles in the Municipality of Whitestone be updated to reflect the above referenced direction of Council.</p>	<p>Staff</p> <p>Staff</p>	<p>Signage installed</p> <p>In progress</p>
September 5, 2023	<p>Snakeskin Lake boat launch  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	In progress
September 19, 2023	<p>DRAFT Multi-Year Accessibility Plan  <b>THAT</b> Staff be requested post the DRAFT Multi-Year Accessibility Plan on the Municipal Website, Facebook and November Newsletter, seeking public input and comment until December 31, 2023.</p>	Administration Staff	<p>Posted on Social Media</p> <p>Public input ended December 31, 2023</p> <p>Final report in progress</p>
November 7, 2023	<p>Presentation from Azimuth Environmental re Whitestone Landfill Sites-  Council request for more information in regard to usage space and timing and cost of conversion of York Street Landfill to a Transfer Station</p>	Manager of Public Works / Azimuth Environmental	Q2 2024
November 9, 2023	<p>WPS Recreation and Cultural Centre Agreement    <b>THAT</b> the Municipality of Whitestone requests that representatives from both the Steering Committee and the Joint Services Board meet with the Municipality of Whitestone CAO and Councillor Lamb for further discussions on the matter (<i>in respect of the BDO report</i>)</p>	Hendry / Lamb	Timing of meeting to be determined – January 2024
December 12, 2023	<p><b>WHEREAS</b> the Council of the Municipality of Whitestone had passed Resolution 2023-280 on June 6, 2023 related to private docks, rail systems, winches, trailers and storage containers at "Boat Launches and Lake Access</p>		

	<p>Points" within the municipality that are municipality owned or in which the municipality has a Land Use Permit with the Ministry of Natural Resources and Forestry (MNR);</p> <p><b>AND WHEREAS</b> the Municipality of Whitestone had indicated a date of August 1, 2023 for private docks, private rail / shore docker systems, private storage containers to be removed by owner's;</p> <p><b>AND WHEREAS</b> the Municipality of Whitestone following Resolution 2023-280 mailed out a Notice to property owners on Bolger and Kashegaba Lakes of the Resolution;</p> <p><b>AND WHEREAS</b> the Council of the Municipality of Whitestone has further heard and reviewed information related to the "Bolger Landing" Access Point for negotiation purposes;</p> <p><b>NOW THEREFORE BE IT RESOLVED THAT</b> the Council of the Municipality of Whitestone does hereby approve the following:</p> <p><b>THAT</b> Municipal staff draft a formal notification advising the property owner/s on Bolger, Kashegaba and WahWashKesh Lakes:</p> <ol style="list-style-type: none"> <li>1. <b>THAT</b> a revised deadline for owner/s of private docks, rail systems / shore dockers, private storage containers that are located at "Public Landing" and related Municipal Shore Allowance to the East and West of the Landing, to remove them by an extended date of August 6, 2024; and</li> <li>2. <b>THAT</b> any private docks, rail systems / shore dockers, private storage containers that remain at the "Public Landing" and related Municipal Shore Allowance to the East and West of the Landing past the revised date of August 6, 2024 will be removed and disposed of by the Municipality of Whitestone or their Agents with no further formal notice; and</li> <li>3. <b>THAT</b> it be confirmed that no trailers are allowed to be parked or stored at any Public Landing within the Municipal owned lands</li> </ol>	<p>Administration Staff</p>	<p>January 2024</p>
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	<p>unless attached to a vehicle, and that if attached to a vehicle, that the trailer can remain no more than 14 days as of August 6, 2024.</p> <p><b>THAT</b> the Municipality of Whitestone send out the formal notification letters to property owners on Bolger Lake, Kashegaba Lake and Wahwashkesh Lake in the form of Registered Mail (No required signature); and</p> <p><b>THAT</b> staff arrange for the removal of Shore Dockers, Storage Units, Docks, Trailers or other structures that are not removed by the August 6, 2024 date noted above in items 1, 2 and 3 and any expenses or legal fees will be at the owner's expense.</p>	<p>Administration Staff</p> <p>Manager of Public Works</p>	<p>January 2024</p>
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**END**

## **Correspondence**

(listed in the order received by the Clerks Department)

- A. Township of Seguin resolution regarding Township of McKellar request to withdraw from the West Parry Sound Recreation and Cultural Center Municipal Service Board
- B. Municipal of Tweed resolution regarding funding opportunities
- C. City of Greater Sudbury resolution regarding Occupational Health and Safety Act to Clarify the Definition of “Employer”
- D. Letter from Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs regarding RED program
- E. Email from Robin Plumb regarding the construction costs and the Agreements (both ICIP and the Municipality of Whitestone) for the West Parry Sound Recreation and Cultural Center
- F. City of Thunder Bay resolution regarding advocacy- Short Term Rentals
- G. Georgian Bay Biosphere – Zero Emission Vehicle Workshop
- H. Cogeco - Update on Cogeco Network Expansion in Whitestone
- I. Town of Parry Sound resolution regarding support for Rural Northern Immigration Pilot (RNIP) program
- J. Township of Asphodel-Norwood resolution regarding rising insurance costs
- K. Rotary Club - Economic Advancement through Inclusive Immigration Policies in West Parry Sound

# PRESENTATIONS AND DELEGATIONS



Whitestone McKellar Lions Club  
 Presentation to Council of the Municipality of Whitestone  
 January 16, 2024

1. Who We Are
2. What We Do
3. Future Opportunities
4. Response to Bottle Shed Operating Protocols

“We Serve Where We Live”



Whitestone McKellar Lions Club  
 Who We Are






Lions International	<ul style="list-style-type: none"> <li>• “We Serve”</li> <li>• Began in 1917</li> <li>• 1925: Helen Keller challenges Lions to become “knights of the blind in the crusade against darkness”</li> <li>• 1945: Lions participated in establishing the NGO section of the UN</li> <li>• Each year: annual Lions Day with the UN</li> <li>• 1.4 Million Members in 50,000 Clubs across 200+ Countries</li> <li>• Provides resources and training to clubs; coordinate and standardize club operations</li> </ul>
Whitestone McKellar Lions Club	<ul style="list-style-type: none"> <li>• A Service Club; Non-Profit Organization; Chartered in 1972;</li> <li>• Purpose: To encourage service-minded people to serve their community without personal financial reward</li> <li>• Mission: 5 Pillars of Service (see next page)</li> <li>• Elects own executive (President, Secretary, Treasurer)</li> <li>• Follows democratic principles of decision making</li> <li>• December 31, 2023: 12 members, all residents of Whitestone or McKellar, diverse backgrounds</li> <li>• Adheres to standard accounting principles and practices; and CRA guidelines; for recording, managing and reporting fundraising revenues and expenditures</li> </ul>

“We Serve Where We Live”





## Whitestone McKellar Lions Club What We Do

5 Pillars of Service	How Whitestone McKellar Lions Club has Helped
Childhood Cancer 	<ul style="list-style-type: none"> <li>• Support for Camp Dorset, a camp for dialysis patients and their families</li> <li>• Quilts for children with cancer at local hospitals</li> </ul>
Diabetes 	<ul style="list-style-type: none"> <li>• Support for Camp Huronda, a camp for juvenile diabetics</li> </ul>
Environment 	<ul style="list-style-type: none"> <li>• Sorting, organizing and transporting alcohol bottles and cans</li> <li>• Participating in Earth Day Clean Up keeping our roadways clear of garbage</li> </ul>
Hunger 	<ul style="list-style-type: none"> <li>• Annual Christmas Food Basket and Toy Drive</li> <li>• Donations to Harvestshare</li> </ul>
Vision 	<ul style="list-style-type: none"> <li>• Support for Guide Dogs of Canada</li> <li>• Support for CNIB Lake Joseph Centre</li> <li>• Old eyeglass collection and repurposing</li> </ul>

“We Serve Where We Live”



## Whitestone McKellar Lions Club What We Do

### Other Whitestone McKellar Lions Club Community Programs 2022/23

- Effective Speaking Program - WLCS
- Bike Safety Awareness Program – WLCS
- Peace Poster – WLCS
- Visit from Santa – WLCS
- Food services at various community events (popcorn, food, drink)
- Dunchurch Fall Fair
- Hallowe’en Event at Whitestone Public Library and Technology Centre
- Donations to Library, Whitestone Agricultural Society, Legion Br. 394
- Administration of fundraising lotteries for Nursing Station and other local organizations

“We Serve Where We Live”



## Whitestone McKellar Lions Club Future Opportunities

- Extend Community Outreach Program (fighting against hunger) to additional times throughout the year
- Participate in community events providing budget-friendly food services (BBQ hotdogs, sausages, drinks, etc.)
- Potential Capital Projects such as:
  - Dunchurch Beach Improvements
  - Shelters, Benches or Gazebos in Whitestone parks and public spaces
  - Gardens or beautification projects in Whitestone parks and public spaces
  - Other opportunities that may present themselves (e.g., once plans for the Twist are developed)

“We Serve Where We Live”



## Whitestone McKellar Lions Club Response to Bottle Shed Operating Protocols

- Item 4: “... payment of gas money for the delivery of the bottles and cans... are not permitted”
- The Whitestone McKellar Lions Club expense policy for out-of-pocket expenses includes reimbursing members for the use of their personal vehicles on club business that requires travel outside of Whitestone McKellar area.
  - Personal vehicle expenses are based on, (or less than) the CRA approved rate per km and could range between \$35 to \$55 depending on the driver’s point of origin and which returns depot we use
- Item 6: “**All** expenditures from the Bottle Shed monies are to be used to support the Whitestone community and the residents of Whitestone.”
- The absolute restriction on the use of monies raised from the Bottle Shed inhibits our club’s ability to fulfill our mission as represented by the 5 Pillars of Service
  - Of the \$18,767 gross funds raised from all sources in 2023, \$750 (4%) were donated to causes outside the Municipality of Whitestone
  - We request that Council consider wording for this item that is less restrictive. For example, that no more than x% of proceeds from the Bottle Shed can be disbursed outside the Municipality

Please note that the Whitestone McKellar Lions Club has always complied fully, and will continue to comply fully, with recording and reporting requirements as stipulated by the Municipality of Whitestone.

“We Serve Where We Live”

# GEORGIAN N RDIC OUTDOOR ACTIVITY CENTRE

## Planning for the Future





# All Ages & Seasons





# About Us

- Founded in 1984
- Registered charity
- Georgian Nordic Ski & Canoe Club

- 40km trail network
- 800 acres in McDougall
- 20,000+ visits per year
- 700 members



# Activities & Events



- Cross-country skiing
  - Winter Fat Biking
  - Snowshoeing
  
  - Hiking
  - Mountain Biking
  
  - Youth Training
  - Competitions
- + Paddling Program





# Jackrabbit Ski Program

Ages 4 to 14

January-March

Volunteer Coaches





# Youth Opportunities

School visits K-12  
Snowshoe program

Jackrabbits  
Racing Rabbits

Highschool Team  
Races & Events





# Community Events

Sounder Ski Tour  
Women on Skis  
Adult Ski Lessons

Orienteering  
Adventure Races

Youth Fundraisers  
Nature Walks





# Non-Profit Operations

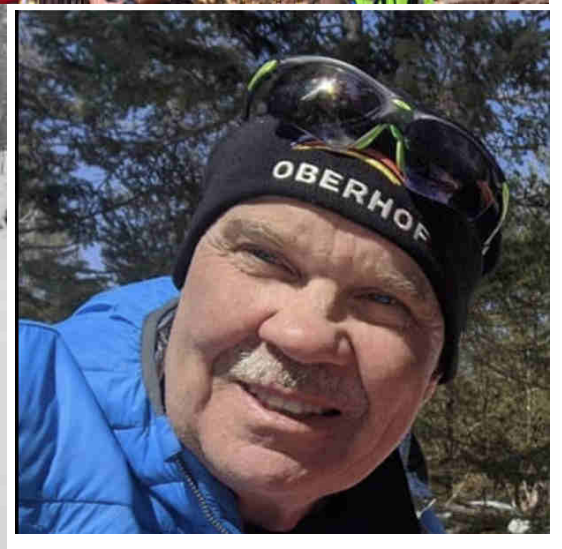


- Board of Directors
- Budget \$110K per year
  - Memberships
  - Day Passes
  - Donations
  - Equipment Rentals
- Reserve fund of \$50K
- Trails Master Plan





# Thanks to our Volunteers



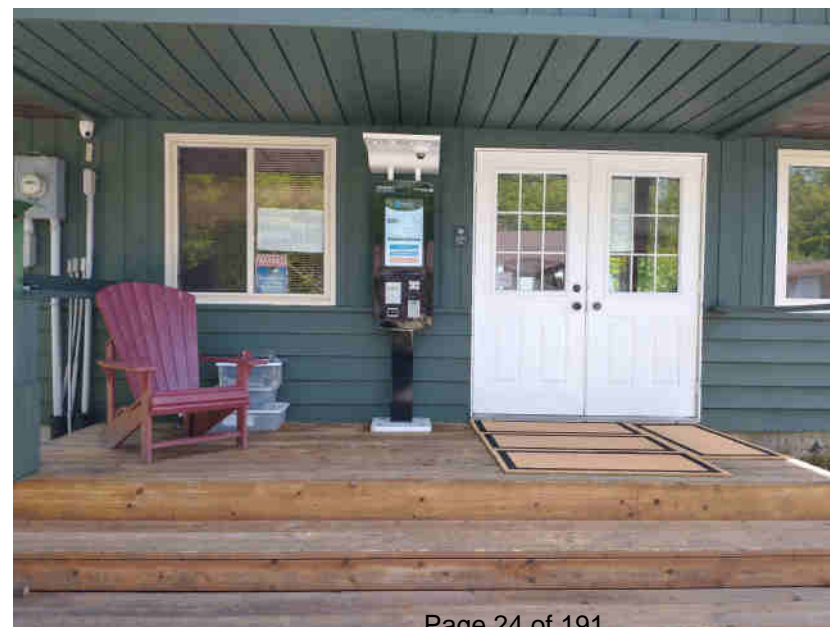
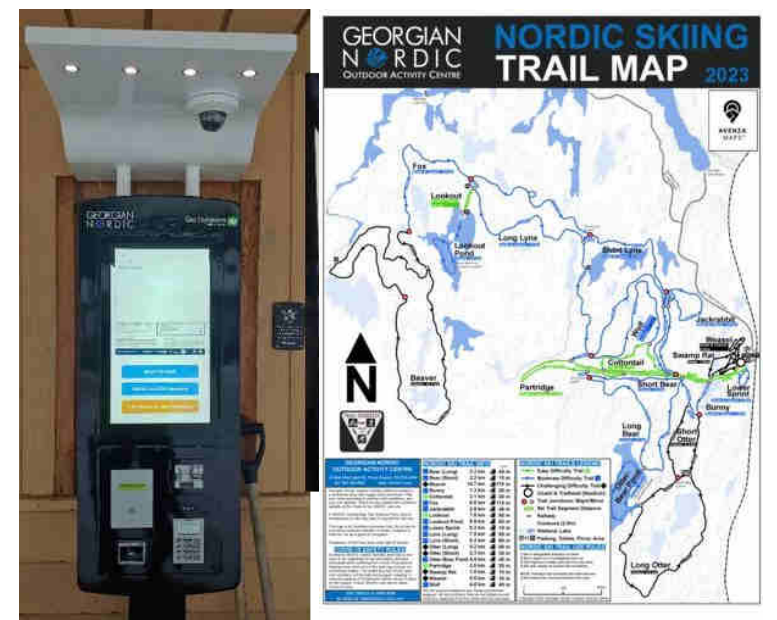


# Recent Improvements

Day Use Kiosk

New Trails

Washrooms

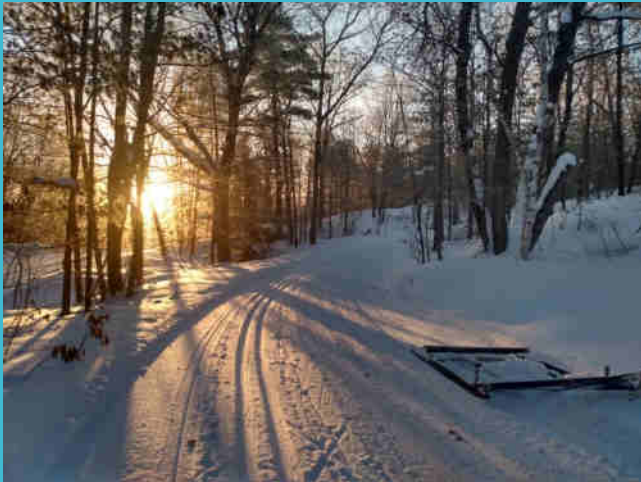




# Current Trail Construction



# 40th Anniversary Future Fund



- 1984-2024
- Launched Future Fund to raise matching funds
- 3-years to raise \$1,000,000 for major improvements
- Future Fund goal of \$200,000 in donations & sponsors



Amount	Source
\$150,000	Generous anonymous donation
\$650,000	Grant applications (pending)
<b>\$200,000</b>	<b>Future Fund Goal</b>
\$1,000,000	Total Project



# New Pavilion

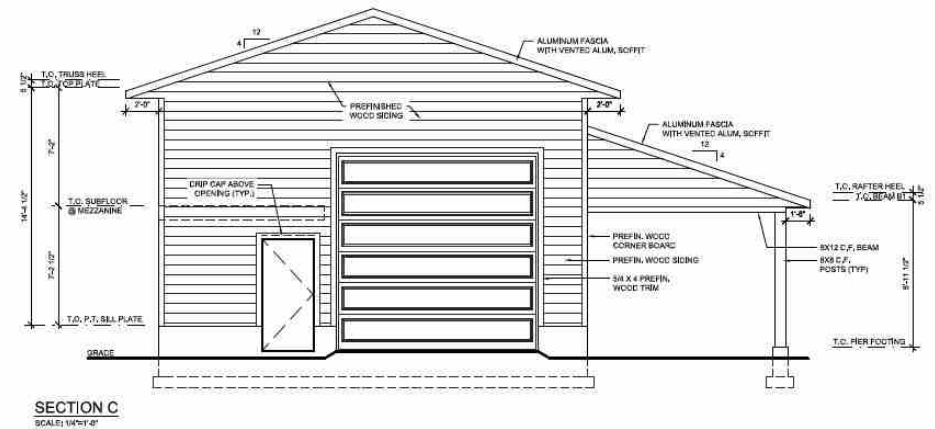


- 1200 sq. ft. picnic shelter
- Overflow for groups & events
- 2 permanent & 2 enclosable walls
- Solar-thermal in-floor heat
- Unlocked, year-round public access
- Tables, seating & concrete floor
- Updated septic system



# New Garage

- 960 sq. ft. heated building
- 400 sq. ft. drive shed attached
- Secure storage for equipment
- Repurpose old garage





# New Trails & Equipment

- Improved drainage & trail beds
- Culverts, grading & ditching
- More efficient for volunteers
- Machine to till & work the snow



- 3km performance trail loop to support events, training & racing
- New loop for events without closing trails for recreational use
- Adapt to climate change

# How to Help

- Charitable donations at [gnoac.com](http://gnoac.com)
- In-kind donations of materials & equipment operator time
- Spread the word about the **Future Fund campaign!**





# Thank You for your Support

Photos:

Sonya Felsman  
Peter Istvan  
Thom Morrissey



## ▪ Visit Us

4 Nine Mile Lake Rd.  
McDougall

## ▪ Contact & Follow

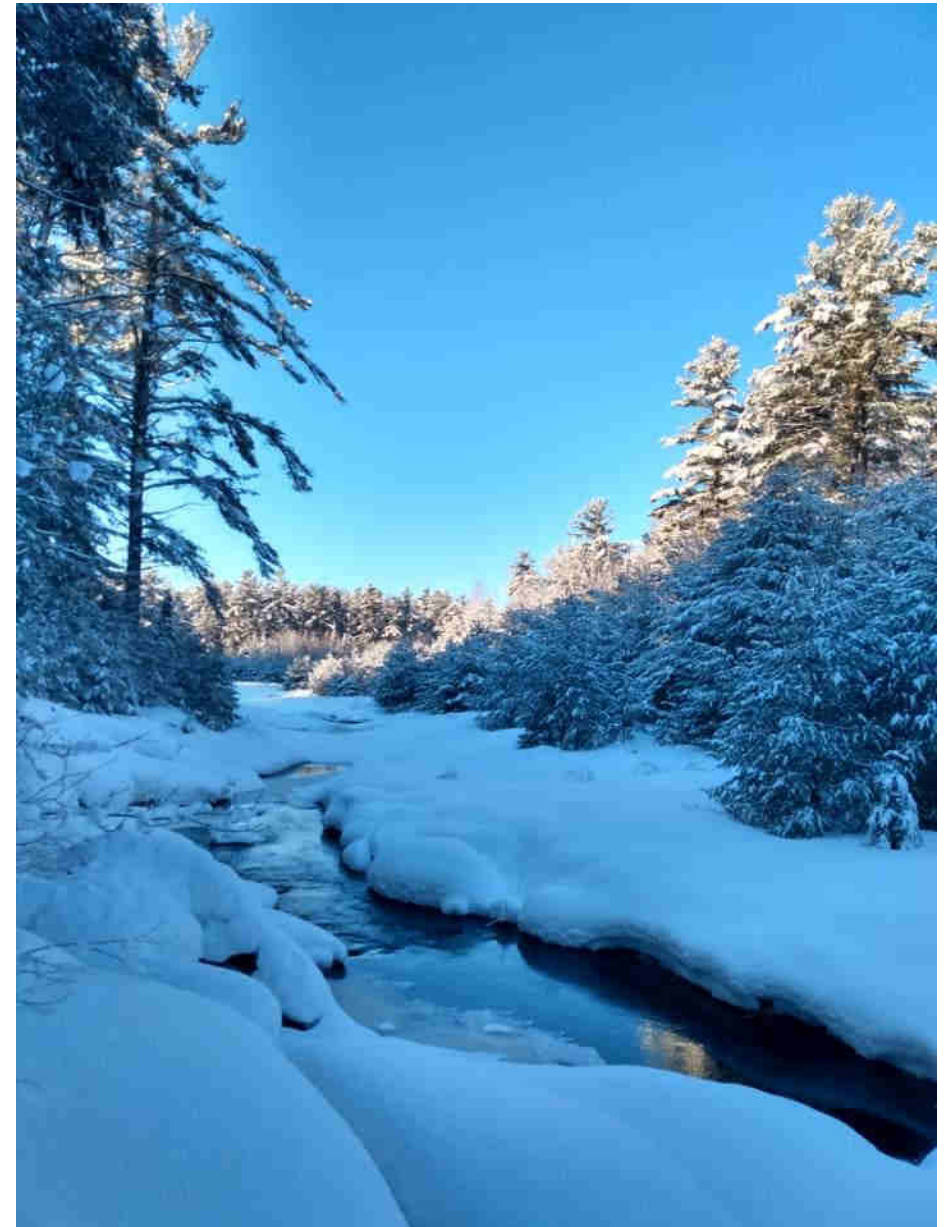
[gnoac.com](http://gnoac.com)

705.74.5067

@GeorgianNordic

## ▪ Greg Mason, president

[president@georgiannordic.com](mailto:president@georgiannordic.com)



# **COMMITTEE OF THE WHOLE**

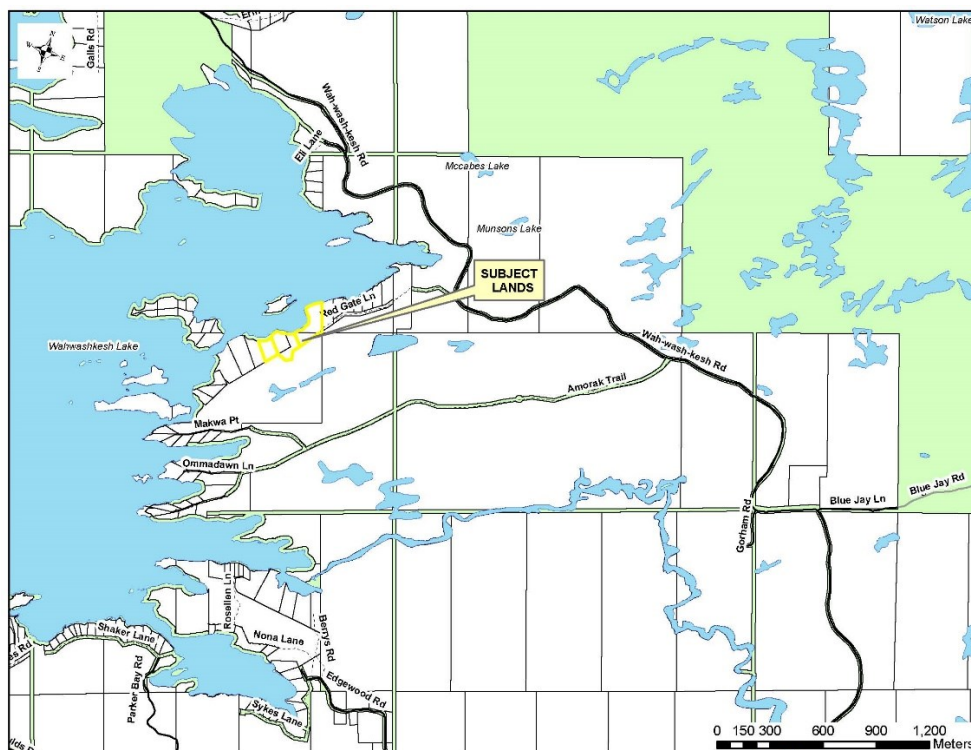
5.1 Municipality of Whitestone, Building Assessment Report for Asset Management Steenhof Building Services Group ®

Link to report on Municipal Website:

[Municipality of Whitestone - Asset Management Planning and Reports](#)

**MEMO TO COUNCIL****SHORE ROAD ALLOWANCE APPLICATION****APPLICANTS: McIlwee/Bennett/Muncy****Part of Lots 27, Concession 5, 6****Geographic Township of McKenzie****Lots 8 & 9 Plan 42M-628****Lake Wahwashkesh****Roll #'s 050 004 08210****050 004 08205****050 005 01000****December 13, 2023****BACKGROUND/PURPOSE**

Three property owners on Lake Wahwashkesh have filed a group application to close their respective shore road allowances fronting on the lake (Muncy, Bennett and McIlwee).



The three owners are hoping to acquire the shore road allowance fronting their lakefront properties in accordance with the Municipality’s policies and procedures.

## **OFFICIAL PLAN**

Section 9.08 of the official plan outlines the Municipality’s policy respecting shore road allowances.

### ***“9.08 Shore Road Allowances***

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

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

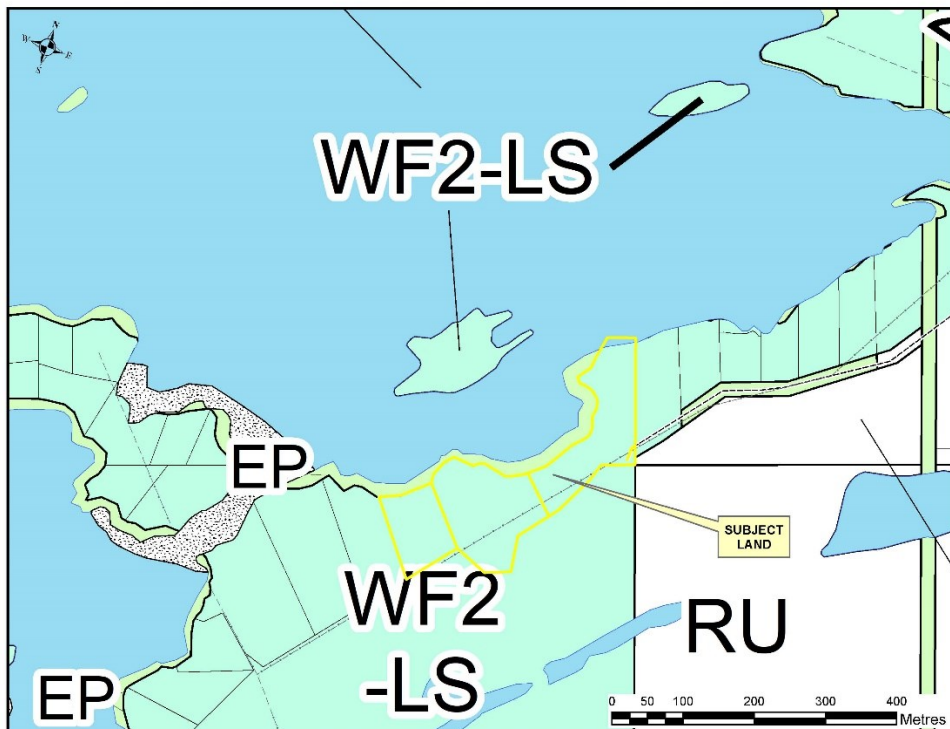
***9.08.3 That part of the shore road allowance identified as having any environmental feature may be retained by the Municipality.***

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

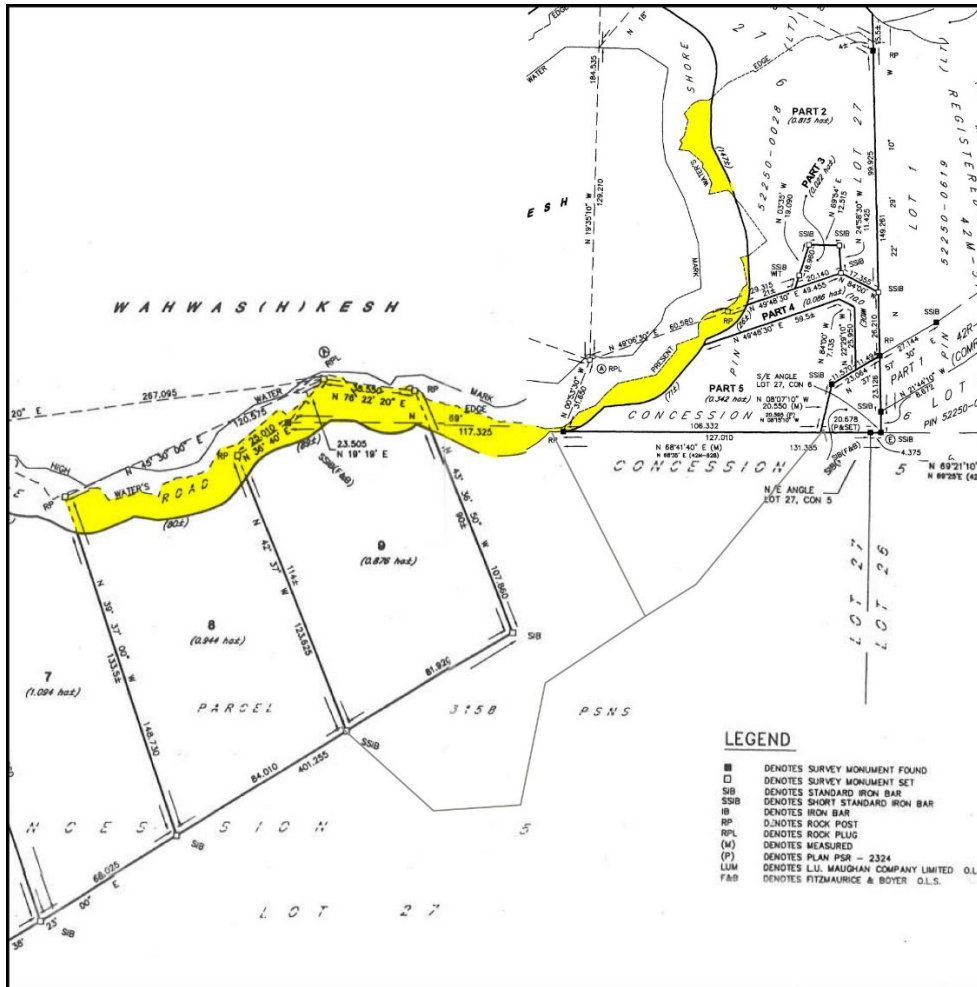
The proposed application would appear to comply with these policies.

## **ZONING**

The subject lands are zoned Waterfront Residential 2 – Limited Services (WF2-LS)



The shore road allowances that qualify for sale are outlined in yellow on the survey(s) below.





The air photo illustrates no aquatic vegetation.



**RECOMMENDATION**

It is recommended that the Council of the Corporation of the Municipality of Whitestone have no objection to the stopping up and selling those portions of the shore road allowance fronting on Part of Lot 27, Concession 5 & 6 as applied for by McIlwee, Bennett and Muncy subject to the practises and procedures of the Municipality for closing shore road allowance.

Respectfully submitted,



John Jackson M.C.I.P., R.P.P.  
JJ; jc



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## MEMORANDUM

**To:** Mayor and Council

**From:** Michelle Hendry, CAO/Clerk

**Date:** January 16, 2024

**Re:** Agreement with 12628465 Canada Inc. and STO Network Consulting Inc. in respect of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W))

### Background

At the February 16, 2023 meeting of the Parry Sound Area Planning Board, the following resolution was passed:

### Resolution 2023-16

**Moved by:** Kathy Hamer

**Seconded by:** Scott Nash

That application S01/2022(W) be approved subject to the conditions shown on the attached draft plan of subdivision.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of eight (8) water access lots on Lake Wahwashkesh as applied for by STO NETWORK CONSULTING INC. 12628456 CANADA INC. in Subdivision application No. S01/2022(W) be approved subject to the attached conditions: (**See Attachment A**)

### Status of Conditions of approval

The conditions noted in the Parry Sound Area Planning Board decision as set out in **Attachment A** have been integrated into the Subdivision Agreement

The Municipality has received the requisite cash deposit of \$3,000.00 as well as the Cash-in-lieu for Parkland fee of \$12,000.00.

Once the agreement is fully-executed and registered on title by the applicant, the Municipality will forward the necessary clearance letter to the Parry Sound Area Planning Board. The Planning Board will approve and sign the plan of subdivision.

With regard to condition 4 as set out in **Attachment A**:

*That the lots be assigned to a mainland parking location using a section 118  
Land Titles Restriction that requires that any transfer of a lot include the assigned  
mainland parking area*

The Municipal lawyer in this matter is working with the applicant's lawyer with respect to the section 118 restriction.

δ

**ATTACHMENT A –**

February 27, 2023 Parry Sound Area Planning Board Decision  
STO NETWORK CONSULTING INC. 12628456 CANADA INC.  
Subdivision application No. S01/2022(W)

**ATTACHMENT B –**

Subdivision Agreement

Applicant	12628465 Canada Inc.	Date of Decision	February 27, 2023
File No.	S01/2022(W)	Date of Notice	February 13, 2023
Municipality/TWP	Whitestone(McKenzie)	Last Date of Appeal	March 20, 2023
Subject Lands	Part of Lot 28, Concession 9	Lapsing Date	February 27, 2026

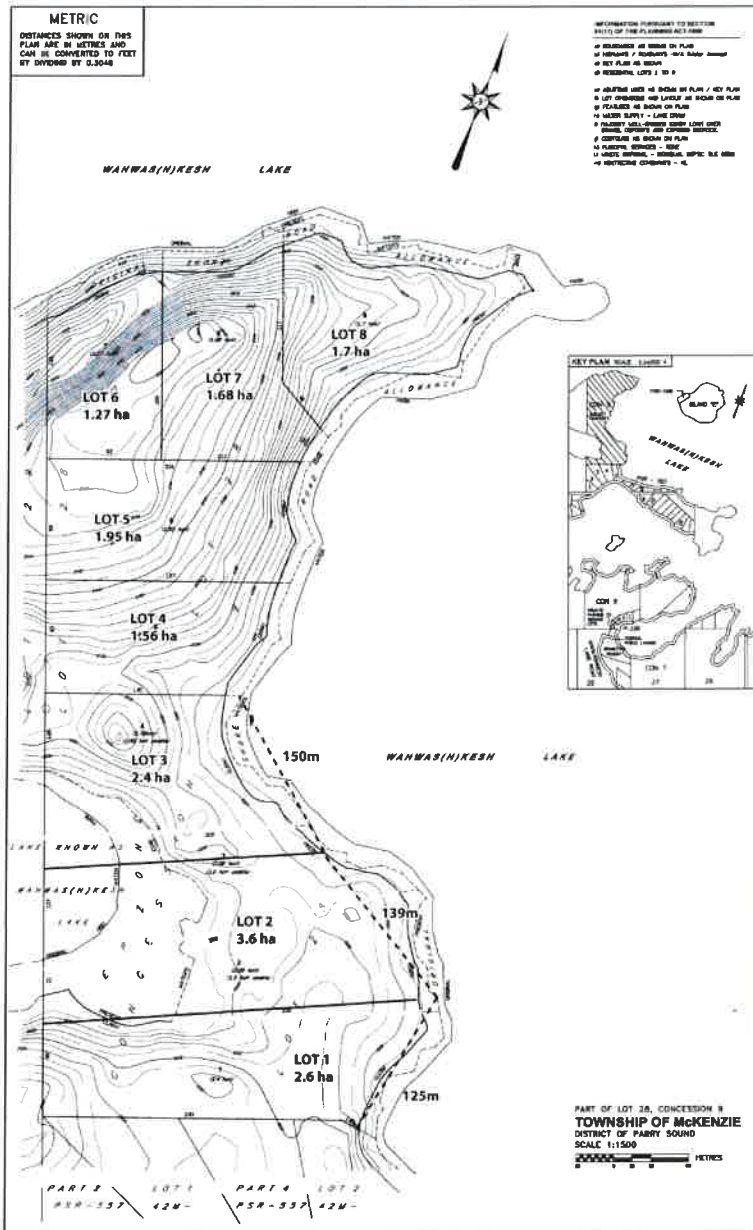
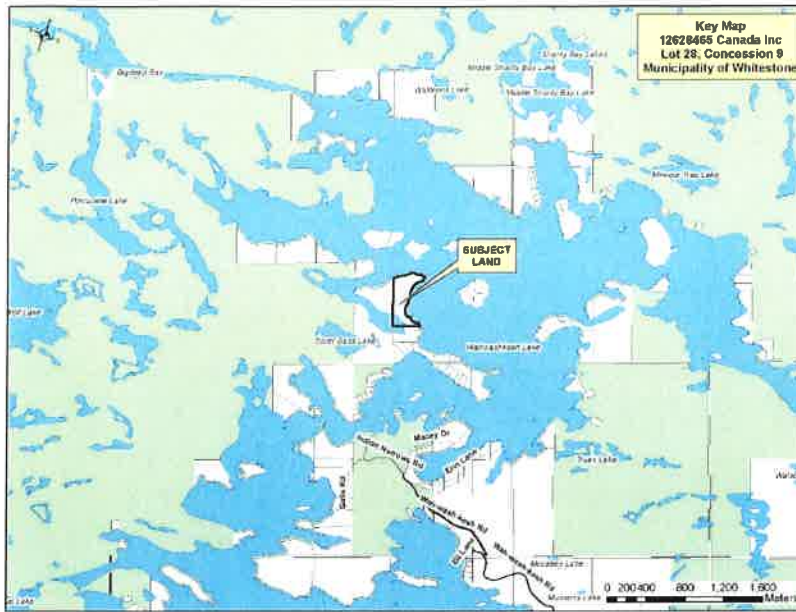
1. That this approval applies to the draft plan prepared by David Comery, Ontario Land Surveyor, dated April 26, 2022 as amended, which shows 8 waterfront lots;
2. That the owners convey up to 5% of land included in the draft plan to the Municipality of Whitestone for park purposes. Alternatively, the Municipality of Whitestone may require cash-in-lieu of a parkland dedication;
3. That the owner agrees in writing to satisfy all requirements, financial and otherwise of the Municipality of Whitestone concerning the provision of services if applicable;
4. That the lots be assigned to a mainland parking location using a section 118 Land Titles Restriction that requires that any transfer of a lot include the assigned mainland parking area;
5. That such easements as may be required for utility purposes shall be granted to the appropriate authority;
6. That the owner enters into a subdivision agreement with the Municipality of Whitestone and that said agreement be registered against the land to which it applies;
7. That the subdivision agreement between the owner and the Municipality of Whitestone includes a requirement that septic system installations include the following requirements:
  - a) That the location of any septic tanks be sited such that its openings are at or above an elevation of 229.57 metres above sea level to be certified by an Ontario Land Surveyor; and
  - b) Drainage of field beds are located at or above 227 metres above sea level.
8. That the subdivision agreement between the subdivider and the Municipality of Whitestone include a notice as follows:
 

"That any agreements of purchase and sale include a Notice to advise owners that the requirements of the *Endangered Species Act* are to be followed."
9. The applicant will ensure that 911 addressing is on place on each of the lots; and
10. That the subdivision agreement prohibits any docks on McCormick's pond.

**NOTES TO DRAFT APPROVAL**

1. It is the applicants responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Parry Sound Area Planning Board.
2. We suggest you make yourself aware of section 144 of the Land Titles Act.
  - a) Subsection 143 (1) requires all new plans be registered in a Land Titles System if the land is situated in a land titles division.
  - b) Subsection 143 (2) allows certain exceptions.
3. Clearances are required from the following agencies:
  - a) Clerk, Municipality of Whitestone
4. For your information, easements required for utility or drainage purposes should be granted to the appropriate authority.
5. All measurements in subdivision and condominium final plans must be presented in metric units.
6. The final plan approved by the Parry Sound Area Planning Board must be registered within 30 days or the Parry Sound Area Planning Board may withdraw its approval under subsection 51(21) of the Planning Act, R.S.O. 1990.
7. Pursuant to subsection 51(32) of the Planning Act, the approval of this draft plan will lapse on February 27 ,2026. The approval may be extended pursuant to subsection 51(33) of the Act, but no extension can be granted once the approval has lapsed.





**SUBDIVISION AGREEMENT  
"KEENE SUBDIVISION (STO NETWORK)"**

BETWEEN:

**12628465 CANADA INC. and STO NETWORK CONSULTING INC.**  
Hereinafter called the "Subdivider"  
OF THE FIRST PART

AND

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**  
Hereinafter called the "Municipality"  
OF THE SECOND PART

WHEREAS the lands affected by this Agreement are the lands described in Schedule "A" hereto annexed;

AND WHEREAS the Subdivider received Draft Plan Approval of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W)) comprising 8 water access lots;

AND WHEREAS the Subdivider is required to enter into a subdivision agreement pursuant to subsection 51(26) of the Planning Act, R.S.O. 1990 as amended;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and for other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, (the receipt whereof is hereby acknowledged), the parties hereto covenant and agree with one another as follows:

**PART - 1  
THE LANDS, PLANS AND REPRESENTATIONS**

1. SCOPE OF AGREEMENT

1.1 Description of Lands - The lands affected by this Agreement are the lands described in Schedule "A" hereto annexed.

1.2 Conformity with Agreement - The Subdivider covenants and agrees that no work shall be performed on the said lands except in conformity with:

- (a) the provisions of this Agreement, including the schedules hereinafter referred to and attached hereto;
- (b) The draft Plan of Subdivision prepared by David Comrey, Ontario Land Surveyor, Maughan Surveyors, dated April 26, 2022 as amended, which shows eight (8) waterfront lots;
- (c) all applicable Municipal By-laws including any applicable Site Plan Control By-laws; and
- (d) all applicable Provincial and Federal Legislation.

1.3 Reliance upon Representations - The Subdivider acknowledges that:

- (a) It has made representations to the Municipality that it will complete any works required herein in accordance with the Approved Plans filed and accepted by the Municipality and others, and;



(b) the Municipality has entered into this Agreement in reliance upon the foregoing.

1.4 Schedules Attached - The following schedules are attached to, and form part of, this Agreement:

Schedule "A" -	Description of Lands
Schedule "B" -	Cash Deposits and Security
Schedule "C" -	Notice Requirements for Offers of Purchase and Sale

1.5 Electronic Copies - Any plans referenced in this Agreement or incorporated by reference shall also be provided to the Municipality in an electronic/digital format requested by the Municipality.

1.6 Approved Plans – for the purposes of this agreement the documents referenced in sections 1.2(b) constitute the Approved Plans.

## 2. DEVELOPMENT CHANGES

2.1 There shall be no changes in the Schedules attached hereto, or to any plan accepted by the Municipality, or others, unless such proposed changes have been submitted to, and accepted by, the Municipality.

2.2 The Subdivider acknowledges that if any approvals required under this Agreement are obtained subsequent to the execution of this Agreement, and such approvals necessitate changes to the Approved Plans, the Municipality may require the Subdivider to enter into an amended Agreement to incorporate any conditions, changes or requirements relating to such approvals.

## **PART - 2** **CONDITIONS PRECEDENT TO EXECUTION OF AGREEMENT**

### 3. CONDITIONS

3.1 Execution of Agreement - Prior to the execution of this Agreement by the Municipality, the Subdivider shall:

- (a) Taxes - have paid all municipal tax bills issued and outstanding on the said lands;
- (b) Land Ownership - be the registered owner in fee simple of the lands described in Schedule "A" against which there will be no encumbrances registered against the said lands in priority over this Agreement.
- (c) Cash Deposits/Security - have delivered and/or paid to (as the case may be) the Municipality all cash deposits and security required by Schedule "B" attached;
- (d) Postponement of Mortgage/Charge - have filed with the Municipal Solicitor for his approval, a Postponement of Mortgage/Charge document with respect to any Mortgages registered in priority to this Agreement;

## **PART - 3** **PUBLIC AND SUBDIVISION SERVICES**

### 4. PUBLIC SERVICES TO BE CONSTRUCTED BY SUBDIVIDER

4.1 Municipal Services – None.

### 5. SPECIAL PROVISIONS

5.1 Notices in Agreements of Purchase and Sale - The Subdivider agrees to include in Offers of Purchase and Sale the notice(s) set out in Schedule "C", as applicable. Where the

Subdivider has entered into such agreements of purchase and sale prior to execution of this agreement it shall provide a copy of this Schedule to the applicable Purchaser.

5.2 Prohibition on Docks on McCormick's Pond – The Subdivider acknowledges and agrees that no person shall be permitted to construct a dock on McCormick's Pond (being part of Wahwas(h)kesh Lake).

5.3 Mainland Parking – The Lands, and for greater certainty each of the Lots on the Plan of Subdivision, shall be subject to a Restriction under Section 118 of the *Land Titles Act* to be registered on title which shall prevent the transfer or charge of the Land (and/or any of the Lots on the Plan of Subdivision), without the consent of the Clerk of the Municipality. The Clerk of the Municipality shall provide consent upon receipt of evidence, to the satisfaction of the Clerk in their sole discretion, that the Lands (and/or the Lots on the Plan of Subdivision) to be transferred or charged include the benefit of a registered easement for mainland parking that shall run with the land.

5.4 Private Services – The Subdivider hereby acknowledges and recognizes the following:

- (a) The Lands are water access only;
- (b) The Municipality will not be responsible for providing any services to the Lands;
- (c) The Lands will be serviced by private septic systems and individual water supplies at the sole responsibility and expense of the Subdivider and its successors in title. For clarity, this responsibility encompasses the Subdivider and its successors in title being solely responsible for obtaining any necessary governmental or agency approvals prior to the installation of any private septic systems or individual water supplies; and
- (d) The Lands will not be provided with municipal services including, but not necessarily limited to, road access, emergency services, garbage pick-up, etc.

5.5 Septic System Installations – The Subdivider agrees that any septic system installed on any Lot in the Plan of Subdivision shall include the following requirements:

- (a) That the location of any septic tanks shall be sited such that its openings are at or above an elevation of 229.57 metres above sea level to be certified by an Ontario Land Surveyor; and
- (b) Drainage of field beds are located at or above 227 metres above sea level.

5.6 911 Addressing – The Subdivider shall install 911 addressing on each of the Lots in the Plan of Subdivision as issued by the Municipality and to the satisfaction of the Municipality.

## 6. PARKLAND DEDICATION AND IMPROVEMENTS

6.1 In full satisfaction of the required parkland dedication the Municipality acknowledges that cash in lieu of parkland in the amount of \$12,000.00 was required and has been received.

### **PART - 4 BUILDING PERMITS**

## 7. BUILDING PERMITS - CONDITIONS PRIOR TO ISSUANCE

7.1 Eligibility for Building Permits - The Subdivider further covenants and agrees that it, or any person claiming title through or from it, or under its or their authority, will not request, require or obtain, one or more Building Permits to construct buildings on the said lands, until the following have been complied with:

- (a) By-Laws, etc. - there is compliance with the Municipality's building by-law, its site plan control bylaw if applicable, and the provisions of this Agreement.
- (b) Approved Plans – the applicant has demonstrated compliance with the

Approved Plans, including without limitation, any recommendations contained therein.

**PART - 5  
GENERAL PROVISIONS**

**8. CASH DEPOSITS AND SECURITY**

8.1 The Subdivider shall lodge with the Municipality, those cash deposits and security more particularly described in Schedule "B", and at the dates specified therein. It is acknowledged and agreed that all securities held by the Municipality are for the benefit of the Municipality.

**9. EXPENSES TO BE PAID BY THE SUBDIVIDER**

9.1 Every provision of this Agreement by which the Subdivider is obligated in any way shall be deemed to include the words "at the expense of the Subdivider" unless the context otherwise requires.

9.2 The Subdivider specifically agrees to be responsible for any costs, expenses and obligations arising from any Permits or Approvals which the Subdivider is required to obtain in furtherance of the development of the Draft Plan.

9.3 The Subdivider shall pay such reasonable fees as may be invoiced to the Municipality by its Solicitor in connection with all work to be performed as a result of the provisions of this Agreement, including, but not necessarily limited to, the preparation of this Agreement and all registrations required by the terms of this Agreement.

9.4 All expenses for which demand for payment has been made by the Municipality, shall bear interest at the rate of 12% per annum commencing 30 days after demand is made.

9.5 In the event that the expenses of the Municipality exceed the amount of the cash deposits or security set out in Schedule "B" attached, the Subdivider shall pay such excess charges within 30 days after demand by the Municipality.

9.6 In the event that the Municipality finds it is necessary to engage the services of an engineer or technical personnel not permanently employed by the Municipality, to review the plans of the Subdivider and/or carry out on-site inspections of the work performed, the Municipality will advise the Subdivider accordingly of this need, and the costs of such outside engineers so engaged shall be the responsibility of the Subdivider. The Municipality may require a deposit for this purpose. Invoices for such work shall be provided to the Subdivider by the Municipality on a regular basis after such work has been conducted.

**10. REGISTRATION OF AGREEMENT AND CONVEYANCING**

10.1 The Subdivider consents to the registration of this Agreement by the Municipality. The Subdivider further agrees to execute such further and other Instruments and Documents as may reasonably be required by the solicitor for the Municipality for the carrying out of the terms of this Agreement and for the purpose of giving priority of registration to this Agreement (through registration of Postponement(s)).

**11. RESTRICTIVE COVENANTS**

11.1 The Subdivider agrees that the covenants, agreements and obligations agreed to in this Agreement are and shall be of the same force and effect to all intents and purposes as a covenant, the burden of which shall run with the said lands and each and every part of this Agreement shall extend to, and be binding upon and enure to the benefit of each and all of the heirs, executors, administrators, successors-in-title, and assigns of the parties hereto respectively.

12. INDEMNIFICATION FROM LIABILITY AND RELEASE

12.1 The Subdivider covenants and agrees with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of any work performed by the Subdivider or on his behalf in connection with the carrying out of the provisions of this Agreement, or by reason of the Subdivider's failure to perform any of the works required hereunder.

12.2 The Subdivider further covenants and agrees to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Subdivider, or, as a result of the Municipality entering upon the said lands for the purpose of correcting any default of the Subdivider, provided that any personal injury or property damage was not caused as a result of negligence on the part of the Municipality, its servants or agents.

**PART - 7**  
**NOTICES\INTERPRETATION**

13. NOTICES

13.1 Any Notice to be given by any party under this Agreement may be given by:

- (a) personal service on the parties hereto, or
- (b) prepaid registered mail addressed to the other party at their last known address and which shall be deemed to have been received three (3) business days after mailing.

13.2 For the purposes of the foregoing, the addresses for the parties to this Agreement are as follows:

Subdivider: 12628465 CANADA INC.  
214 Park St. West  
Dundas, ON, L9H 1Y2

STO NETWORK CONSULTING INC.  
86 Ridge View Place  
Cochrane, AB, T4C 0P6

Municipality: THE MUNICIPALITY OF WHITESTONE  
21 Church Street  
Dunchurch, ON P0A 1G0  
Attention: CAO/Clerk

14. TIME OF THE ESSENCE

14.1 The parties hereto agree that time shall be of the essence in this Agreement.

15. ESTOPPEL OF SUBDIVIDER

15.1 The Subdivider agrees to not call into question directly or indirectly in any proceeding whatsoever, in law or in equity, or before any administrative tribunal, the right of the Municipality to enter into this Agreement and to enforce each and every term, covenant and condition herein contained and this Agreement may be pleaded as an estoppel against the Subdivider in any such proceedings.



16. INTERPRETATION

16.1 PROVIDED and it is hereby agreed that in construing these presents the word "Subdivider" and the personal pronoun "he" or "his" relating thereto and used therewith, shall be read and construed as "Subdividers" and "his", "hers", "its", or "their", respectively as the number and gender of the party or parties referred to in each case requires, or vice versa, and the number of the verb agreeing therewith shall be so construed as agreeing with the said word or pronoun so substituted.

16.2 And that all covenants, rights, advantages, privileges, immunities, powers and things hereby secured to the Municipality shall be equally secured to and exercisable by its successors and assigns as the case may be.


16.3 And that all covenants, liabilities and obligations entered into and imposed hereunder upon the Subdivider, shall be equally binding upon his, her, its or their heirs, executors, administrators and assigns, or successors and assigns as the case may be, including without limitation any Purchaser of a Lot in the Plan of Subdivision and that all such covenants and liabilities and obligations shall be joint and several.

THIS AGREEMENT shall enure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the following dates:


By the Subdivider on the 5 day of January, 2024

**12628465 CANADA INC.**

Per:   
Name: Graham Keene  
Title: President

I have authority to bind the Corporation.

**STO NETWORK CONSULTING INC.**

Per:   
Name: Graham Keene  
Title: Authorized Signing Officer

I have authority to bind the Corporation.

By The Municipality on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

Per: \_\_\_\_\_  
Name: George Comrie  
Title: Mayor

Per: \_\_\_\_\_  
Name: Michelle Hendry  
Title: CAO/Clerk

We have authority to bind the Corporation.

**THIS IS SCHEDULE "A" TO THE SUBDIVISION AGREEMENT BETWEEN 12628465 CANADA INC. AND STO NETWORK CONSULTING INC. AND THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**SCHEDULE "A"  
DESCRIPTION OF LANDS**

Firstly: SOUTH PART OF BROKEN LOT 28, CONCESSION 9 MCKENZIE AS IN LP5107, SAVE & EXCEPT PARTS 1-22 PLAN PSR557; S/T RIGHT IN LP5107;

Secondly: NORTHLY PART BROKEN LOT 28, CONCESSION 9 MCKENZIE AS IN LP5105; S/T RIGHT IN LP5105; MUNICIPALITY OF WHITESTONE

Being all of the Lands described in PIN 52249-0376 (LT)

**THIS IS SCHEDULE "B" TO THE SUBDIVISION AGREEMENT BETWEEN 12628465 CANADA INC. AND STO NETWORK CONSULTING INC. AND THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**SCHEDULE "B"  
CASH DEPOSITS AND SECURITY**

The Subdivider shall, on the dates specified herein, lodge with the Municipality the following described cash deposits and security.

1. TYPE OF SECURITY

Any security required to be filed under this Agreement, shall be by certified cheque or letter of credit, valid for a period of 1 year with extension provisions and prepared in a form satisfactory to the Municipality.

2. REDUCTION OF SECURITY

The Subdivider may, as portions of the work are completed, make application to the Municipality to reduce the security in accordance with the preceding provisions.

3. REFUNDABLE DEPOSITS

a) Warranty Against Defects - Security

Intentionally deleted.

4. INTEREST EARNED

Any interest earned on deposits or on security cashed by the Municipality under authority of this agreement shall be added to such security and accounted for pursuant to the terms of this Agreement. Notwithstanding the foregoing, the Municipality has no obligation to hold securities in such a fashion as to generate interest.

5. CASH DEPOSITS AND SECURITY

The following cash deposits are estimates only and are to be paid to the Municipality prior to the execution of this Agreement by the Municipality. In the event that the actual costs incurred by the Municipality exceed the deposits then the Subdivider shall be required to replenish the deposit ("top up") failing such excess shall be invoiced to the Subdivider and be due and payable 30 days after demand and subject to any interest as may be provided in this agreement:

A. Deposits and Cash Payment

i. For legal, planning and engineering deposit	\$3,000.00
Total Deposit	\$3,000.00

**THIS IS SCHEDULE "C" TO THE SUBDIVISION AGREEMENT BETWEEN 12628465 CANADA INC. AND STO NETWORK CONSULTING INC. AND THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**SCHEDULE "C"**  
**NOTICE REQUIREMENTS FOR OFFERS OF PURCHASE AND SALE**

The Subdivider shall include in all agreements of purchase and sale the following clauses as applicable to the lots specified herein or where it has entered into such agreements of purchase and sale prior to execution of this agreement it shall provide a copy of this Schedule to the applicable Purchaser:

***All Lots: Endangered Species Act***

1. Purchasers are advised that endangered and threatened species exist in the area and may exist on the site. It is the responsibility of the landowner (purchaser) to follow the requirements of the *Endangered Species Act, 2007*, S.O. 2007, c. 6, as amended.

***Lots 1, 2 and 3: Prohibition on Docks on McCormick's Pond***

2. Purchasers are advised that no person shall be permitted to construct a dock on McCormick's Pond (being part of Wahwas(h)kesh Lake).



## Whitestone Strategic Action Plans - High Level Objective #1: Communication

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
1.1	Review and renew communication policy	1.1.1 A communication Policy was approved by Council in May 2016; this Policy should be revisited and consideration given to updating and modernizing	*	Communication Policy is outdated and needs to be re-written	TBD	Staff / Council	Improved and modernized policy
1.2	Improve two-way communication with ratepayers	1.2.1 The four year contract with the website provider allowed for an update to the website in year three of the contract (2023) . Resources will be required for this effort	*	An opportunity to make improvements and enhancements to the Municipal website	2023	Staff / Communication Coordinator	Improved Website; user friendly and easy to navigate
		1.2.2 Continue with and enhance the Bi-weekly E-news letter - new content development. Responsibilities to be passed on to the new Communications Coordinator	ongoing		2023	Staff	More Ratepayers have information on Municipal Initiatives
		1.2.3 Continue to encourage residents to sign up for the e-news letter (currently 520 enrolled for newsletter)	ongoing		2023		More Ratepayers have information on Municipal Initiatives
		1.2.4 Website content and Social Media to be maintained and updated regularly	ongoing	Twitter and other Social Media platforms (as determined appropriate by the Communications Coordinator) to be maintained	2023	Staff / Communications Coordinator	Well maintained and up to date website and Social Media platforms
		1.2.5 Maintain quarterly hardcopy newsletter and continue to provide opportunities for residents to have the newsletter delivered electronically	*	Council direction as of February 2021 - maintain hard copy, mail out Newsletter until further	ongoing	Staff / Communications Coordinator	Continued interaction with the Community through the quarterly
		1.2.6 Consider ways residents can interact with Council through planned Townhall Meetings with specific topics of interest to the Community (examples: agriculture interests, local business interests, short term rentals, trailers, Official Plan and other items of general interest)	*	Unertake a Town hall meeting with the Aricultural Society and the Agricultural Community	2024	Staff/Council	Enhanced engagement with ratepayers
		1.2.7 Council Report Card	*	Undertake ratepayer surveyey	2025 /2026	Staff/Council	Enhanced engagement with ratepayers
		1.2.8 Consider improvements to the Audio/Video system in the Community Centre and the meeting recording options	ongoing	2023 and 2024 Budget item	2023/2024	Staff / Consultant	Improved audio/video and meeting recording opportunities
		1.2.9 Ensure robust agenda packages are provided to Council and the Public	ongoing		ongoing	Staff	Enhanced engagement with ratepayers

## Whitestone Strategic Action Plans - High Level Objective #1: Communication

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
1.3	<b>Review and Update the communication Strategy</b>	1.3.1 Review the Communications Strategy and consider updates as needed.		Review the January 2022 update as presented to Council and consider prioritizing unfinished initiatives	ongoing	Staff / Communications Coordinator	Improved and expanded communication options
1.4	<b>Enhance Internal Communications</b>	1.4.1 Continue improved communication with staff	ongoing	ongoing	ongoing	CAO/Clerk	Ongoing opportunities for staff to contribute and be provided with information

## Whitestone Strategic Action Plans - High Level Objective #2: Fiscal Responsibility and Accountability

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
2.1	Maintain an open and transparent budgeting process	2.1.1 Identify potential process improvements	ongoing	ongoing	ongoing	Treasurer	Process improvements; clarity in the budgeting process
		2.1.2 Prudent management of expenditures and borrowing in respect of inflation and interest rates, increases in cost of living and of key commodities	ongoing	ongoing	ongoing	Treasurer / Council	Limiting borrowing costs where possible
		2.1.3 Maintain the Municipality's relatively low tax rate in comparison to surrounding municipalities	ongoing	ongoing	ongoing	Treasurer / Council	A relatively low tax rate
		2.1.4 Continue quarterly variance reporting for Q2, Q3 and Q4	ongoing	ongoing	ongoing	Treasurer	Reports submitted to Council within 2 meeting cycles of the end of the quarter
		2.1.5 Strengthen reserves for contingencies and major capital expenditures	ongoing	ongoing	ongoing	Council / Treasurer	Adequate reserves on an ongoing basis
		2.1.6 Review and update Procurement Policy	*	Note - this is captured as well in Management Systems - item 3.6.1	TBD	Treasurer	Updated Procurement Policy
2.2	Complete implementation of a robust Asset Management Plan (AMP)	2.2.1 Prepare to meet deadlines for the Municipal Asset Management Planning Regulation (O.Reg. 588/17) under the Infrastructure for of Jobs and Prosperity Act, 2015.	ongoing	Core assets and vehicles complete.	2023 and 2024	Treasurer / Public Works Manager	5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022, and in respect of all of its other municipal infrastructure assets on or before July 1, 2024. O. Reg. 193/21, s. 1.
		2.2.2 Ensure the Municipal Accessibility plan (November 2018) and AODA requirements are components of the AMP	ongoing	Review and update plans as needed	2023 / 2024		
		2.2.3 Ensure parks, public landings and docks are a component of the AMP	ongoing	Parks /public landings / docks to be assessed in 2023	2023 / 2024		
		2.2.4 Ensure the WahWahKesh Dam is a component of the AMP	ongoing	Municipally owned dam on WahWahKesh Lake to be assessed in 2023	2023 / 2024		
2.3	Collaborate with neighbouring municipalities and external agencies	2.3.1 Consider opportunities for shared procurement and/or services	ongoing	Ongoing cooperation and discussion on various issues (Broadband , Waste Management etc.) Participation in Regional purchasing group. Member of LAS Municipal purchasing group	ongoing	CAO/Clerk and Public Works Manager	Controlling costs and ensuring efficiencies in the procurement process

## Whitestone Strategic Action Plans - High Level Objective #2: Fiscal Responsibility and Accountability

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
2.4	Engage in responsible collective bargaining	2.4.1 Collective Bargaining process	*	Collective Bargaining scheduled for 2023	ongoing	Management Bargaining Committee	Signing of agreement
2.5	Capitalize on external sources of funding / grants	2.5.1 Respond to all available grant opportunities	ongoing	Grant opportunities are maximized as they become available	ongoing	CAO / Treasurer/ Manager of Public Works/ Deputy Clerk	Success with grant proposals; additional funding for Municipal projects



### Whitestone Strategic Action Plans - High Level Objective #3: Management Systems

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
3.1	Clarify roles and responsibilities	3.1.1 Update Org chart; ensure roles and responsibilities are clearly defined.	to be reviewed in 2023		Q3 2023	CAO/Clerk	Org Chart reflects Council approved staffing complement
3.2	Enhance performance appraisals		ongoing	ongoing	ongoing	Department Heads	Regular (minimum annual) performance reviews completed for all employees
3.3	Measure results against objectives	3.3.1 Council to define specific performance objectives with associated timelines and costs.	ongoing		ongoing	CAO/Clerk and Council	Goals and Objectives met
3.4	Plan for management development and succession	3.4.1 Consider options for Succession Planning for several staff and consultant roles	to be reviewed in 2023		ongoing	CAO / Clerk and Council	Well trained staff compliment
3.5	Manage Council's business more effectively	3.5.1 Review Council Procedure By-Law and recommend changes	*	2023 Initiative (also noted below)		Staff / Council	Council approval of revised By-law 2023
		3.5.2 Reduce paper burden for Council meetings. Budget for Council electronics options for Council	*	2023 Council approved electronic device allowance - Members of Council to utilize laptop at Council meetings for access to Zoom and to eliminate paper agendas		2023 Budget item	Reduced paper usage and printing
3.6	Review policies, procedures, and processes	3.6.1 Consider a list of the policies the Municipality currently has in place and prioritize those that need review and updating	priorities to be reviewed	<i>Policies / Bylaws for review and possible update:</i>		Timing and methodology to be determined	Policies continue to be updated and revised as needed
				Procedural By-law	2023		
				Short Term Rental By-law	2023		
				Road Grant By-law	TBD		
				Communications Policy	TBD		
				Procurement Policy	TBD		
				Health and Safety Policy	2024		
				Trailer By-law	2023		
				Notice By-law	TBD		
				Parking By-law	2023		
				Fees and Charges By-law	Annual Review		
				Animal By-law	2023		
				Official Plan	2024/2025		
				Delegation of Authority By-law (to be developed)	TBD		
Video Surveillance Policy (to be developed)	TBD						
Network and Systems Technology Acceptable Use Policy (to be developed)	2023						

### Whitestone Strategic Action Plans - High Level Objective #3: Management Systems

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
3.7	<b>Protect and Secure Municipal Data and Information</b>	3.7.1 Address Cyber Security and ensure the ongoing protection of Municipal Data and information	*	Report to Council Q4 2023	Q4 2023	IT Consultant	Continued security of municipal data and information -
		3.7.2 Ensure policies and procedures are in place to ensure the protection of Network Systems	*	An noted above in 3.6 - Policy to be in place Q4 2023	Q4 2023	Staff / IT Consultant	Continued security of municipal data and information -

## Whitestone Strategic Action Plans - High Level Objective #4: Environmental Stewardship

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
4.1	<b>Outreach to the Community</b>	The Municipality will continue to communicate and collaborate with community groups and associations that exist within the bounds of the Municipality as well as members of the public, as a means of focusing our collective efforts on environmental stewardship.	ongoing	Regularly provide information in respect of planning and other matters as it relates to Whitestone initiatives. New website provides updated and current contact information	ongoing	Staff / Council	Community Groups connected and informed
4.2	<b>Enhance lake and watershed planning and management</b>	4.2.1 Consider Lake Planning and Management studies	*	2023 Budget allowed for an expenditure of \$15,000	TBD	Environmental Stewardship Committee / Staff	Increased understanding of the health of the lakes in Whitestone
4.3	<b>Monitor and promote water quality</b>	4.3.1 Continue to support Benthic Monitoring in partnership with the Georgian Bay Biosphere.	ongoing	Benthic Monitoring to continue - budget for three lakes in 2023	ongoing	Georgian Bay Biosphere	Water quality testing on all lakes within Municipality; data shared
4.4	<b>Education and commitment to recycling and hazardous waste</b>	4.4.1 Encouraging recycling including a 'REDUCE - REUSE - RECYCLE' approach. Whitestone will continue to educate the Community and promote initiatives that divert materials away from the landfill sites	ongoing	Increase presence on social media; new signs at the landfill sites to be installed	ongoing	Staff	Increased diversion from landfill and environmental compliance
4.5	<b>Plan for the future of landfill sites</b>	4.5.1 Prioritize the development of future options and strategies for either extending the life of the landfill sites, other operating models such as transfer stations or closure. Environmental Consultants specializing in such matters will be contracted for this work.	A 2023 initiative	Consultant report on options budgeted for in 2023	Q4 2023	Staff / Consultants	Future options developed for the Landfills
4.6	<b>Enhance forest fire protection</b>	4.6.1 The Municipality will consider ways to increase protection of its residents and recreation areas from fire through enhanced permitting, surveillance, and cooperation with the Ministry of Natural Resources and Forestry.	ongoing	New open air, online permitting process in place as of April 1, 2022	ongoing	Fire Chief	On going coordination and cooperation with MNRF
4.7	<b>Energy efficiency</b>	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Action Plans)	ongoing	Milestone 1 complete 2022. Milestone 2 planned for 2023	Q4 2023	Municipal ICECAP representatives	Move towards energy efficiencies in the Municipality
4.8	<b>Address climate change resiliency</b>	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Action Plans)	*	Continue to work with ICECAP and adjacent Municipalities to discuss initiatives and solutions	TBD	Staff/ Council	Plan for climate change and address in future budgets
		4.8.2 The Municipality will work toward incorporating Climate Change strategies into Municipal Planning	*	Further discussion with the Municipal Planner required on this matter	TBD	Staff/ Council	Plan for climate change and address in future budgets

## Whitestone Strategic Action Plans - High Level Objective #5: Maintenance of our Infrastructure

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
5.1	Annually review and maintain a 5-year road and bridge plan		ongoing	Road Needs Study and asset Management plan continue to be a component of the annual budget process	ongoing	Public Works Manager	Roads and Bridges program reviewed and updated annually
5.2	Support private road grant protocol	5.2.1 Continue to support road grant protocol	ongoing	Road Grant program continues to be supported by Council. A review of the By-law to provide clarity of terms/conditions	Review of By-law priority TBD	Council / Treasurer	Continued use of the Road Grant program and Council support
5.3	Improve information and regulatory signs	5.3.1 Improve signage to benefit the visitors and ratepayers of the Community and for public safety	ongoing	An ongoing initiative of the Public Works Department	ngoing	Public Works Manager	Roads and bridge signage meet regulations; improved information signage
5.4	Develop a Public Land Strategy	5.4.1 Council will develop a strategy for the use of existing Municipal property. Will assess the disposal of surplus land.	*	Consider if there is surplus lands that could be disposed of.	TBD	Council	Strategic use of Municipal lands in support of the Community needs.
		5.4.2 Develop plans for the properties recently (2022 and 2023) purchased in Dunchurch	*	Consideration to be given to use and opportunities for lands purchased in Dunchurch 2022 and 2023	2024	Council	A plan to be developed and executed once a decion has been made
5.5	Public Access Points and Open Spaces	5.5.1 The Municipality will review, develop policies and invest in Municipal access points (boat launches/ landings, parklands and trail systems).	*	Continue to plan and budget for ongoing improvements.	ongoing	Council / Staff	Well developed and maintained public access points and open spaces
		5.5.2 Annual report from the Public Works Department on the status of the Boat Launches and Open Spaces	*	Continue to plan and budget for ongoing improvements.	ongoing	Manager of Public Works	Well developed and maintained public access points and open spaces



## Whitestone Strategic Action Plans - High Level Objective #6: Economic Development

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
6.1	<b>Identify opportunities for and obstacles to economic activity</b>	6.1.1 Work with West Parry Sound Economic Development Collaborative to identify and address opportunities to enhance Whitestone's existing businesses and to support new ones.	*	Ongoing	ongoing	Staff and EDO	Improved Economic Activity in Whitestone
		6.1.2 Expand broadband	ongoing	Broadband projects in progress with Cogeco and Bell	2023, 2024 and 2023	Cogeco and Bell	Improved broadband throughout a number of areas in Whitestone
6.2	<b>Encourage home-based and local businesses</b>	6.2.1 Consider options to support businesses that serve the seniors demographic	*		TBD	TBD	Successful home-based local businesses
6.3	<b>Attract tourism through events</b>	6.3.1. Seek opportunities to promote tourism through special events	*	Communications Coordinator to consider opportunities to promote events and activities	ongoing	Communications Coordinator	Metrics TBD
		6.3.2 Post the 'Whitestone YouTube Videos' on the website	done	Posted in the 'Explore Whitestone' section of the landing page of the website	Done	Communications Coordinator	Opportunity to promote Whitestone
6.4	<b>Collaborate with existing businesses and support new businesses</b>	6.4.1 Update current list of local businesses in the area.	ongoing	Website listing of local businesses continue to be updated.	ongoing	Communications Coordinator	Continued support of local business interests
		6.4.2 Survey Local Businesses to determine needs and supports required	*		TBD	TBD	Continued support of local business interests
		6.4.3 Create a 'sheet' to print out with a list of local businesses that can be shared with residents.	*	This could be part of the Welcome to Whitestone, new property owner package. To also be available at the Library and Municipal Office	2023	Communications Coordinator	Opportunity to help promote local business
		6.4.4 For new 'brick and mortar' businesses offer an 'ribbon cutting' ceremony by a member of Council, to welcome the business to the community	*	To be promoted on Social meeting and newsletters	to be ongoing	Council and Communications Coordinator	
6.5	<b>Consider shared economic development resources</b>	6.5.1 Work with neighbouring Municipalities to share economic development resources	ongoing	Ongoing involvement and support for the Economic Development Committee in West Parry Sound	ongoing	Staff / Council	Improved EcDev opportunities throughout West Parry Sound that will support Whitestone ratepayers
6.6	<b>Promote our commercial tax rate</b>		ongoing		ongoing	Staff / Council	Ability to attract and keep local business in Whitestone

## Whitestone Strategic Action Plans - High Level Objective #7: Building Community

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
7.1	Promote community assets		*	Include promotion of the Ardbeg Community Club	ongoing	Staff / Council / Communications Coordinator	TBD
7.2	Support future of Whitestone Lake Public School	7.2.1 Support continued existence of the school and the expansion of programs and facilities. Invite new School Trustee to the School	ongoing	The After School Program continues and is well received by the Community; Bottles and can revenue from the York Street Landfill site supports school activities and needs	ongoing	Council / Staff	Continued existence of the Whitestone Lake Pubic School
7.3	Encourage and support community involvement from all parts of the Community	7.3.1 Seek and promote Community engagement opportunities in the affairs of the Municipality	*	Hybrid meetings have created the opportunity for more involvement in Council meetings	ongoing	Staff / Council / Communications Coordinator	Active Committees (i.e. Recreation Committee); ongoing opportunities for the Community to have a voice
7.4	Support the Whitestone Public Library and Technology Centre	7.4.1 Council remains committed to the Public Library and the services/programs it offers	ongoing	Continued support for programing and coordination of activities with the Recreation Committee	ongoing	Council / Library Board	Continued success and increased use of Library services
7.5	Investigate community improvement programs	7.5.1 Consider Community improvement programs	ongoing	TBD	TBD	Council/Staff	Continuous, noticeable visual improvement in the Community
7.6	Promote Community cleanliness and pride	7.6.1 Promote beautification of the Community	*			Staff / Council	Metrics TBD
7.7	Enhance recruitment and appreciation of volunteers	7.7.1 Find a mechanism to recruit and retain volunteers	*	Continue to encourage involvement in Committees of Council	ongoing	Staff / Council / Communications Coordinator	An active and engaged Community of volunteers supporting Whitestone
		7.7.2 Continue to support Volunteer Appreciation Dinner	N/A	Annual Volunteer Appreciation Event	ongoing	Staff	Event successful

## Whitestone Strategic Action Plans - High Level Objective #7: Building Community

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
7.8	Recognize milestones	7.8.1 Recognize Historical milestones; Senior of the Year; Order of the Municipality of Whitestone	ongoing	Flash Back Friday posts weekly. Milestone certificates (birthday, anniversary etc.) provided when requested	ongoing	Staff	A focus on the history of the Whitestone and positive messaging on Facebook
7.9	Promote health and safety	7.9.1 Nurse Practitioner Led Clinic - continued support	ongoing	Completion of expansion of the NPLC in 2023	ongoing	Staff / Council / WPSHC	An expanded Nursing Station offering additional services
		7.9.2 Promote and advocate to the WPSHC for additional services and expanded hours	*	Further discussions with the WPSHC and the Nursing Station Committee required	TBD	Council	Expanded use of the Nursing Station facilities
		7.9.3 Staff Health and Safety	ongoing	Update policy in 2024	Manager of Public Works	Staff	A continuous safe working environment; No accidents or incidents
		7.9.4 Fitness programs	ongoing	Both the Recreation Committee and the Library organize, promote and support fitness programs	ongoing	Recreation Committee / Library and Staff	Continuation of Fitness programs; development of new opportunities

## Whitestone Strategic Action Plans - High Level Objective #8: Land Use Planning

ACTION #	DESCRIPTION	SUBTASK	PROGRESS	COMMENTS	Priority and Timeline	RESPONSIBLE	METRICS
8.1	<b>Update Official Plan and Zoning By-law</b>	8.1.1 Undertake a comprehensive review and update of the 2016 Official Plan and the 2018 Zoning By-law.	*	To commence Q4 2023	2024/2025	Consultant / Staff / Council	An updated OP and ZB that reflect the current and future needs of Whitestone
8.2	<b>Planning services and process</b>	8.2.1 The Municipality will consider how planning services are delivered and engage new consulting services	RFP in for Consulting services in progress	Contract award scheduled for late July or early August 2023	Q4 2023	Council / Staff	Consulting services secured
8.3	<b>Attainable Housing</b>	8.3.1 Work with Regional partners and area municipalities to develop strategies and to support initiatives for attainable housing.	*	Continue to strategize opportunities and work other municipalities as well as DSABB	TBD	TBD	Improved attainable housing opportunities
		8.3.2 Consider opportunities (including funding) that may be available for attainable housing in Whitestone	*		TBD	TBD	Improved attainable housing opportunities
		8.3.3 Consider updates to the Official Plan and Zoning By-law that will reduce barriers for attainable housing	*	In concert with the upcoming update to the Official Plan in concert with available legislation	2024		Improved attainable housing opportunities
8.4	<b>Lake Planning</b>	8.4.1 Develop Lake Planning Strategies that will identify the physical, environmental and social values of our lakes and river systems, and their planning implications	*	With guidance from Professional Environmental Consultants	TBD	Staff / Council	The development of a multi-year Lake Planning Strategy



# CONSENT AGENDA



**DRAFT Regular Council Meeting Minutes**  
**Tuesday, December 12, 2023, 4:00 p.m.**  
**Dunchurch Community Centre and Zoom Video Conferencing**

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

**Staff:** Michelle Hendry, CAO/Clerk  
David Creasor, Manager Public Works (6:30 p.m. to 8:30 p.m.)  
Paula Macri, Planning Assistant (4:00 p.m. to 8:00 p.m.)  
Bob Whitman, Fire Chief (4:00 p.m. to 9:00 p.m.)

**Consultants:** John Jackson, Planner (via Zoom 4:00 p.m. to 7:30 p.m.)

**Presenters:** Garry Merritt (via Zoom)  
Kelvin Williamson (Via Zoom)

**Other Guests:** Two (2) - via Zoom video or telephone

**1. Roll Call and Call to Order** 4:00 p.m.

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

**3. Approval of the Agenda**

**Resolution No. 2023-558**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

**WHEREAS** the Members of Council have been presented with an Agenda for the December 12, 2023 Regular Council meeting;

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

**Recorded Vote:**

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray	X		
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	X		
Mayor, George Comrie	X		
			<b>Carried</b>

#### 4. Presentations and Delegations

- 4.1 Gary Merritt
  - Group Application to Purchase and Close Shore Road Allowance
- 4.2 Kelvin Williamson Magnatewan Pioneer Association  
(Note: Jim Davies as noted on the Agenda was unavailable to make the presentation; Mr. Williamson presented on behalf of the Magnatewan Pioneer Association)
  - Bolger Landing and Shore Road Allowance

#### Matters Arising from Presentations and Delegations

##### Resolution No. 2023-559

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

- 4.1 Gary Merritt
  - Group Application to Purchase and Close Shore Road Allowance

**THAT** the Council of the Municipality of Whitestone receives for information the presentation from Gary Merritt regarding (i) the submission of a group application with Burrell/Rice/Pottinger to purchase and close a Shore Road Allowance and (ii) a standalone submitted application for the purchase and close a Shore Road Allowance for VanBerkel, and the requirement for a fish habitat assessment by a qualified biologist.

##### Recorded Vote:

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

**Carried**

**Clerks Note:** See additional related Resolution No.2023-562

##### Resolution No. 2023-560

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

- 4.2 Magnatewan Pioneer Association
  - Bolger Landing and Shore Road Allowance

**THAT** the Council of the Municipality of Whitestone receives for information the presentation from Kelvin Williamson, Magnatawan Pioneer Association regarding the Shore Road Allowance, Bolger Landing.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-561**

**Moved by:** Councillor Scott Nash

**Seconded by:** Councillor Brian Woods

4.2 Magnatewan Pioneer Association

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

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

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

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

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

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

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



to a vehicle, and that if attached to a vehicle, that the trailer can remain no more than 14 days as of August 6, 2024.

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

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

**Recorded Vote:**

	YEAS	NAYS	ABSTAIN	
Councillor, Janice Bray	X			
Councillor, Joe Lamb	X			
Councillor, Scott Nash	X			
Councillor, Brian Woods	X			
Mayor, George Comrie		X		
				<b>Carried</b>

**RECESS (6:40 p.m. to 7:05 p.m.)**

**Resolution No. 2023-562**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Mayor George Comrie

4.1 Gary Merritt

**THAT** the Council of the Municipality of Whitestone rescind that portion of resolutions 2023-445 and 2023-444 requiring the applicants to undertake a fish habitat assessment by a qualified biologist.

**Recorded Vote:**

	YEAS	NAYS	ABSTAIN	
Councillor, Janice Bray	X			
Councillor, Joe Lamb	X			
Councillor, Scott Nash		X		
Councillor, Brian Woods		X		
Mayor, George Comrie	X			
				<b>Carried</b>

**Move into Committee of the Whole**

**Resolution No. 2023-563**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

**THAT** the Council of the Municipality of Whitestone move into Committee of the Whole at 7:17 p.m.

**Recorded Vote:**

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

**Carried**

**5. Committee of the Whole**

**5.1 Planning Matters**

**5.1.1 Consent Application B45/2021(W) – BUZCYNSKI**

- Memorandum from Paula Macri, Planning Assistant dated December 4, 2023, Status of Conditions of Approval.

**5.1.2 Application for the Passing of a Deeming By-Law – MERRITT (Lot 5, Plan 42M628, geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound ®)**

- Memorandum from Paula Macri, Planning Assistant dated December 4, 2023.

**Reconvene into Regular Meeting**

**Resolution No. 2023-564**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

**THAT** the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 7:30 p.m.

**Recorded Vote:**

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

**Carried**

**Matters Arising from Committee of the Whole**

**Resolution No. 2023-565**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

5.1 **Planning Matters**

5.1.1 Consent Application B45/2021(W) – BUZCYNSKI

**THAT** the Memorandum from Paula Macri, Planning Assistant dated December 4, 2023, Status of Conditions of Approval, be received for information.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-566**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Joe Lamb

5.1.2 Application for the Passing of a Deeming By-law – MERRITT - Lot 5, Plan 42M628, geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound.

**THAT** the Memorandum from Paula Macri, Planning Assistant dated December 4, 2023, be received for information.

**Recorded Vote:**

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

**Carried**

## 6. Public Meeting

### Resolution No. 2023-567

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

#### Adjourn to Public Meeting

**THAT** the Council of the Municipality of Whitestone move into a Public Meeting at 7:32 p.m. for the following matters:

- 6.1 BUCZYNSKI, Lois and James - Proposed Zoning By-law amendment is to rezone Parts 3 and 5 on Plan 42R-22302 from the Waterfront 1 (WF1) Zone to the Rural Residential (RR) Exception Zone; and Parts 4 and 6 on Plan 42R-2232 from the Waterfront 1 (WF1) Zone to the Rural Residential (RR) Zone.
  - 6.1.1 Report from John Jackson, Planner dated November 1, 2023.
- 6.2 Procedural By-law
  - 6.2.1 Memorandum from Michelle Hendry, CAO/Clerk - Procedural By-law.
  - 6.2.2 Procedural By-law as updated from the November 7, 2023 Regular Council meeting.

#### Recorded Vote:

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

**Carried**

#### PUBLIC MEETING

##### 1. Call to Order

The Chairperson called the Public Meeting to order and introduced members of Council and staff.

##### 2. Meeting Protocol

The Chairperson asked that all comments be addressed through the Chairperson and that the person making comments should state their name before speaking.

##### 3. Disclosure of Pecuniary Interest and General Nature Thereof

The Chairperson asked members of Council if they had any pecuniary interest to declare. None declared.

##### 4. Notice

The Chairperson asked the Clerk how the Notices were delivered.

The Clerk advised that the Notices for both item numbers 6.1 and 6.2 were posted on the Municipal website and the public bulletin board at the Municipal Office on November 15, 2023, and on Metroland 'online' newspaper on November 16, 2023.

The Clerk advised that no correspondence have been received in respect of these matters.

## 5. Discussion

- i. BUCZYNSKI, Lois and James - Proposed Zoning By-law amendment is to rezone Parts 3 and 5 on Plan 42R-22302 from the Waterfront 1 (WF1) Zone to the Rural Residential (RR) Exception Zone; and Parts 4 and 6 on Plan 42R-2232 from the Waterfront 1 (WF1) Zone to the Rural Residential (RR) Zone.
  - Report from John Jackson, Planner dated November 1, 2023

The Chairperson invited and received Planner John Jackson to speak to the matter.

The Chairperson invited and received no comments from the Public and members of Council.

- ii. Procedural By-law
  - Memorandum from Michelle Hendry, CAO/Clerk - Procedural By-law
  - Procedural By-law as updated from the November 7, 2023 Regular Council meeting

The Chairperson invited and received Michelle Hendry, CAO-Clerk to speak to the matter.

The Chairperson invited and received no comments from the Public.

Councillor Joe Lamb requested that staff look into wording in Section 3.10 of the Procedural By-law which reads as noted below, and research the timeline of fifteen (15) minutes relative to other Municipal Procedural by-laws.

If Audio / Video equipment is not functioning or becomes non-functional, the Meeting will be paused for fifteen (15) minutes to attempt to trouble shoot the problem. If the problem cannot be resolved, the Meeting will be cancelled and rescheduled.

## 6. Adjournment

### Reconvene into Regular Meeting

**Resolution No. 2023-468**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray



**THAT** the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 7:54 p.m.:

**Recorded Vote:**

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

**Carried**

**Matters Arising from the Public Meeting**

**Resolution No. 2023-569**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray

- 6.1 BUCZYNSKI, Lois and James - Proposed Zoning By-law amendment is to rezone Parts 3 and 5 on Plan 42R-22302 from the Rural (RU) Zone to the Rural Residential (RR) Exception Zone; and Parts 4 and 6 on Plan 42R-22302 from the Rural (RU) Zone to the Rural Residential (RR) Zone.

**THAT** the Council of the Municipality of Whitestone receive for information the Report John Jackson, Planner dated November 1, 2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-570**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

- 6.2 Municipality of Whitestone Procedural By-law

**THAT** the Council of the Municipality of Whitestone receive for information the Memorandum from Michelle Hendry, CAO/Clerk dated December 12, 2023.

**Recorded Vote:**

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

**Carried**

**Curfew**

**Resolution No. 2023-571**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

**WHEREAS** Section 9. of the Municipality of Whitestone Procedural By-law No. 40-2012 as amended, being a By-Law to govern the proceedings of Council, its Committees and Boards of the Corporation of the Municipality of Whitestone states:

No item of business may be dealt with at a Council meeting after three and a half (3.5) hours of the meeting unless authorized by a resolution supported by two-thirds of the members to an additional one-half (1/2) hour.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone hereby suspends the curfew provision of the Procedure By-law and continues until the completion of business.

**Recorded Vote:**

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

**Carried**

**7. Consent Agenda**

**Resolution No. 2023-572**

**Moved by:** Councillor Scott Nash

**Seconded by:** Councillor Brian Woods

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

- 7.1 Council and Committee Meeting Minutes
  - 7.1.1 Regular Council Meeting Minutes of November 21, 2023
  - 7.1.2 Maple Island Thrift Shop Committee Meeting Minutes of November 22, 2023
  - 7.1.3 Recreation Committee Meeting Minutes of September 28, 2023
  - 7.1.4 Recreation Committee Meeting Minutes of October 26, 2023
  - 7.1.5 Cemetery Board Meeting Minutes of November 15, 2023
- 7.2 Unfinished Business (listed on page 5)

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

- Regular Council Meeting Minutes of November 21, 2023

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

- Maple Island Thrift Shop Committee Meeting Minutes of November 22, 2023
- Recreation Committee Meeting Minutes of September 28, 2023
- Recreation Committee Meeting Minutes of October 26, 2023
- Cemetery Board Meeting Minutes of November 15, 2023, and
- Unfinished Business (listed on pages 5 to 7 of the December 12, 2023 Council Meeting Agenda)

**Recorded Vote:**

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

**Carried**

**Matters Arising from Consent Agenda**

Councillor Janice Bray and Mayor George Comrie declared a conflict of interest in respect of Agenda item 7.1.2.

**Mayor George Comrie relinquished the Chair to Councillor Brian Woods**

**Resolution No. 2023-573**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Scott Nash

7.1.2 Maple Island Thrift Shop Committee Meeting Minutes of November 22, 2023

**THAT** the Council of the Municipality of Whitestone approves the Thrift Shop Committee recommended donations as follows:

West Parry Sound Health Centre	\$ 3,000.00
Whitestone School	
- Grade 2 "learning mat"	\$ 600.00
Whitestone Library	\$ 5,000.00
Ardbeg Community Club	\$ 1,500.00
Whitestone Nursing Station	\$ 1,500.00
- small appliances/supplies for apartment	
Community Support Services	\$ 500.00
- West Parry Sound	
Salvation Army	\$ 500.00
Harvest Share	\$ 1,000.00
Esprit Place	\$ 450.00
Aspen Valley	\$ 450.00
Royal Canadian Legion Branch 396	\$ 1,000.00
- Ramp repairs	

Dunchurch United Church	\$ 500.00
Ryan Fleming	\$ 1,000.00
Heat & Hydro	\$ 2,000.00
<b>TOTAL:</b>	<b>\$19,000.00</b>

**Recorded Vote:**

	YEAS	NAYS	ABSTAIN
Councillor, Joe Lamb	X		
Councillor, Scott Nash	X		
Councillor, Brian Woods	X		

**Carried**

**Mayor George Comrie resumed the Chair**

**8. Accounts Payable**

**Resolution No. 2023-574**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

8.1 Accounts Payable

**THAT** the Council of the Municipality of Whitestone receive for information the Accounts Payable listing in the amount of \$157,501.77 for the period ending December 7, 2023.

**Recorded Vote:**

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

**Carried**

**9. Staff Reports**

**Resolution No. 2023-575**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

9.1 Report ADMIN-2023-14  
Integrity Commissioner Services

**THAT** the Council of the Municipality of Whitestone receive report ADMIN-2023-14 (Integrity Commissioner Services for the Municipality of Whitestone) for information.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-576**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

- 9.1 Report ADMIN-2023-14  
Integrity Commissioner Services

**THAT** the Council of the Municipality of Whitestone issue a Request for Proposal for Integrity Commissioner Services.

**Recorded Vote:**

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

**Carried**

- 9.2 Report ADMIN-2023-15  
Fees and Charges

**Clerks Note:** This item was deferred to the January 16, 2024 Regular Council meeting

**Resolution No. 2023-577**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray

- 9.3 Report ADMIN-2023-16  
Emergency Management and update of the Emergency Management Response Plan

**THAT** the Council of the Municipality of Whitestone receive Report ADMIN-2023-16 (Emergency Management and update of the Emergency Management Response Plan) for information.



**Recorded Vote:**

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

**Carried**

**10. By-laws**

**Resolution No. 2023-578**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Joe Lamb

- 10.1 **THAT** By-law No. 72-2023 being a By-law to authorize an agreement between the Corporation of the Municipality of Whitestone and Ornge, which sets out the terms and conditions of the use, operation and maintenance of the Helipad, surrounding area and easement, and to repeal By-law 09-2020 be Read a First and Second time this 12<sup>th</sup> day of December, 2023.

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered By-law No. 72-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-579**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

- 10.2 **THAT** By-law No. 74-2023, being a By-law to authorize an agreement between His Majesty the King in Right of Canada, as represented by the Minister of Infrastructure and Communities and the Corporation of the Municipality of Whitestone in respect of the Active Transportation Fund and a contribution for the Dunchurch accessible sidewalk be Read a First and Second time this 12<sup>th</sup> day of December, 2023.

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered By-law No. 74-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-580**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

10.3 **THAT** By-law No. 75-2023 being a By-law to enter into an Agreement for Conditions of Approval of Consent B45-2021(W) be Read a First and Second time this 12<sup>th</sup> day of December, 2023.

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered By-law No. 75-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-581**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Joe Lamb

10.4 **THAT** By-law No. 76-2023, being a By-law to deem Lot 5, geographic Township of McKenzie, now in the Municipality of Whitestone, not to be a lot within a registered Plan of Subdivision (Plan 42M-628) be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 76-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-582**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

10.5 **THAT** By-law No. 77-2023, being a By-law to amend By-law No. 07-2018 (the Municipality of Whitestone Zoning By-law) to rezone Parts 3 and 5 on Plan 42R-22302, geographic Township of Hagerman, now in the Municipality of Whitestone from the Waterfront 1 (WF1) Zone to the Rural Residential (RR-8) Exception Zone No. 8; and Parts 4 and 6 on Plan 42R-22302, geographic Township of Hagerman, now in the Municipality of Whitestone from the Waterfront 1 (WF1) Zone to the Rural Residential (RR) be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 77-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-583**

**Moved by:** Councillor Scott Nash

**Seconded by:** Councillor Brian Woods

10.6 **THAT** By-law No. 78-2023, being a By-law to authorize an agreement between MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) and the Corporation of the Municipality of Whitestone in respect of the provision of Professional Land Use Planning Services be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 78-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-584**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

10.7 **THAT** By-law No. 79-2023, being a By-law to adopt an Emergency Response Plan for the Municipality of Whitestone and to repeal By-law No. 56-2021 be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 79-2023.

**Recorded Vote:**

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

**Carried**

**Resolution No. 2023-585**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Joe Lamb

10.8 By-law No. 80-2023, being a By-law to establish protocols governing the the proceedings of Council, Committee and Boards of the Corporation of the Municipality of Whitestone, and to repeal By-law No. 02-2002, By-law No. 34-2004, By-law No. 84-2007, By-law No. 40-2012, By-law No. 44-2020 and By-law No. 50-2023 be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 80-2023.

**Recorded Vote:**

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

**Carried**

**Clerks Note in respect to ‘Voting’ per the new Procedural By-Law (By-law 80-2023)**

Section 3.19 Voting will be by way of a “show of hands” in favour or against except when a Recorded Vote is requested. In the case where a Member is participating electronically, in the meeting per section 4.8, and no recorded vote has been requested, the Member will state their name and indicate orally to the Chair, their position on the matter.

## Curfew

### Resolution No. 2023-586

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Joe Lamb

**WHEREAS** Section 6.5.1 (Evening meetings, commencing 4:00 p.m. or later) 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 three and a half (3.5) 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 December 12, 2023 Regular Council Meeting for an additional one (1) hour.

**Carried**

## 11. Business Matters

### Resolution No. 2023-587

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Brian Woods

#### 11.1 Community Safety and Wellbeing Plan

**WHEREAS** the *Police Services Act*, 1990 was amended to include new requirements for the Community Safety and Well-being plan;

**AND WHEREAS** all municipalities across Ontario were instructed to develop and adopt a Community Safety and Well-Being Plan in partnership with stakeholders and groups that are active in delivering services within their community;

**AND WHEREAS** complex social problems cannot be addressed by police services alone and that local service providers, working in areas such as health, mental health, education, community service, social service, children services and youth services play an integral role;

**AND WHEREAS**, too often, information and service silos are created which limit response effectiveness, providing an inadequate service that does not take full advantage of available resources;

**AND WHEREAS** an advisory committees was formed in the West Parry Sound area that included various agencies and community organizations to understand

the issues that residents of the West Parry Sound area are facing with regard to safety and wellbeing;

**AND WHEREAS** the committee developed a West Parry Sound Area Community Safety and Well-Being Plan, a multi-sector approach to community safety and wellbeing.

**THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Whitestone receive Background Information – Report dated November 15, 2023 from Gord Harrison, Carling Township Fire Chief for information; and

**THAT** that the Council for the Municipality of Whitestone adopt the West Parry Sound Area Community Safety and Well-Being Plan as presented.

**Carried**

**Resolution No. 2023-588**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray

11.2 ROMA Conference – Additional attendee (CAO/Clerk)

**THAT** the Council of the Municipality of Whitestone authorizes Michelle Hendry, CAO-Clerk to attend the 2024 ROMA Conference (January 21-23, 2024).

**Carried**

**Resolution No. 2023-589**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

11.3 Ontario Good Roads Association – 2024 Annual Conference

**THAT** the Council of the Municipality of Whitestone receive for information Goods Roads Association – 2024 Annual Conference information; and

The following staff / members of Council are approved for attendance at the Conference:

David Creasor, Manager of Public Works

**Carried**



**Resolution No. 2023-590**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

11.4 Crime Stoppers – declaration of January, 2024 as Crime Stoppers month

**WHEREAS** Crime Stoppers, an internationally recognized program, is a partnership of the public, the police and the media providing citizens with a proactive program to anonymously assist our police partners in the solving of crime, contributing to an improved quality of life in our communities; and

**WHEREAS** since inception, anonymous calls to Near North Crime Stoppers have assisted the Police and other investigative agencies in receiving 22,468 calls from tipsters, contributing to the arrests of 1,786 individuals and over \$4.3 million in property and cash having been recovered and seizing nearly \$58 million in drugs.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Whitestone declares January 2024 as Crime Stoppers Month.

**Carried**

**12. Correspondence**

**Resolution No. 2023-591**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

**WHEREAS** the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 8 of the December 12, 2023 Council agenda;

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

- G. Town of Parry Sound resolution, Request Education Minister to Not Close Rural Schools
- H. Township of Carling, West Parry Sound Recreation & Cultural design
- I. Lorimer Lake Association, Aquatic Environmental Report for 2023
- D. Township of the Archipelago, West Parry Sound Economic Development Collaborative Support
- E. Town of Parry Sound, West Parry Sound Economic Development Collaborative Support
- K. Township of McKellar, West Parry Sound Economic Development Collaborative
- L. Township of Seguin, West Parry Sound Economic Development Collaborative

**Carried**

## Matters arising from Correspondence

- G. Town of Parry Sound resolution, Request Education Minister to Not Close Rural Schools

Councillor Woods requested that a resolution of support be sent to the Town of Parry Sound. CAO/Clerk Hendry advised this item will be brought forward at the January 2024 Regular Council meeting.

- H. Support for the Township of Carling 23-056.6a Resolution regarding West Parry Sound Recreation & Cultural design

### Resolution No. 2023-592

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Janice Bray

**THAT** the Council of the Municipality of Whitestone supports Township of Carling 23-056.6a Resolution regarding West Parry Sound Recreation & Cultural design; and

**THAT** a letter of support for the above referenced Resolution be sent to the Township of Carling.

**Carried**

- I. Lorimer Lake Association, Aquatic Environmental Report for 2023

Staff were requested to send a letter of clarification to the Lorimer Lake Association.

- D. Township of the Archipelago, West Parry Sound Economic Development Collaborative Support

- E. Town of Parry Sound, West Parry Sound Economic Development Collaborative Support

- K. Township of McKellar, West Parry Sound Economic Development Collaborative

- L. Township of Seguin, West Parry Sound Economic Development Collaborative

In respect of items D, E, K and L, the matter of the Economic Development Collaborative will be brought back to Council for discussion after the meeting of the CAO's and the WPSEDC Stakeholder Board Meeting planned for early January 2024.

## 13. Councillor Items

### Councillor Brian Woods

- Noted that he and his family attended the Breakfast with Santa event on December 9 and thanked everyone who organized the event.

### Mayor Comrie

- Suggested the Municipality organize a New Years Levee on Monday, January 1st, 2024.

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

**15. Confirming By-law**

**Resolution No. 2023-592**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Scott Nash

**THAT** By-law No. 81-2023 being the Confirmatory By-law for the Council meeting of the Municipality of Whitestone on December 12th, 2023 is hereby enacted as passed this 12th day of December 2023.

**Carried**

**16. Adjournment**

**Resolution No. 2023-593**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Joe Lamb

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

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 10:45 p.m. until the Regular Closed Session Council meeting of Thursday, December 14th, 2023 at 4:00 p.m. or at the call of the chair.

**Carried**

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**George Comrie**

---

**Mayor**

---

**Michelle Hendry**

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**CAO/Clerk**



**DRAFT Regular Closed Session Council Meeting Minutes**  
**Thursday, December 14, 2023, 4:00 p.m.**  
**Zoom Video Conferencing**

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

**Staff:** Michelle Hendry, CAO/Clerk

**1. Roll Call and Call to Order** 4:00 p.m.

**2. Disclosure of Pecuniary Interest**

Mayor Comrie requested that any pecuniary interest be declared for the record. None was declared.

**3. Approval of the Agenda**

**Resolution No. 2023-543**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray

**WHEREAS** the Members of Council have been presented with an Agenda for this meeting;

**BE IT RESOLVED THAT** the Agenda for this meeting be adopted as presented with the omission of items 4.4.2 and 4.5.

**Carried**

**4. Closed Session**

**Resolution No. 2023-544**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Scott Nash

**Adjourn to Closed Session**

**THAT** this meeting move into a Closed Session at 4:06 p.m.

4.1 Closed Session Meeting Minutes for the Regular Closed Session Council meetings of September 7th, 2023 and November 9th, 2023 ®

- 4.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to *Ontario Municipal Act*, Section 239(2)(b)
  - 4.2.1 Volunteer Application for the Recreation Committee ®
  - 4.2.2 Staffing Matter – Verbal update on Staff Recruitment
  - 4.2.3 Staffing Matter – Updated Employee Handbook ®
  - 4.2.4 Personal Matter – Memo from Treasurer Maneesh Kulal
- 4.3 Litigation or potential litigation, including matters before administrative tribunals affecting the Municipality or local board pursuant to Ontario Municipal Act, Section 239 (2) (e)
  - 4.3.1 Ongoing legal matter – Verbal update
- 4.4 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(k)
  - 4.4.1 Magnatawan Pioneers Association; 2016 Agreement with the Municipality for the Bolger Landing

**Recorded Vote requested by Councillor Nash:**

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

**Carried**

**Reconvene into Regular Meeting**

**Resolution No. 2023-545**

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Joe Lamb

**THAT** this meeting be reconvened to a Regular Meeting at 4:55 p.m.

**Carried**

**Matters Arising from Closed Session**

**Resolution No. 2023-546**

**Moved by:** Councillor Scott Nash

**Seconded by:** Councillor Brian Woods

- 4.1 Closed Session Meeting Minutes for the Regular Closed Session Council meetings of September 7th, 2023 and November 9th, 2023

**THAT** the Council of the Municipality of Whitestone does hereby approve the Closed Session Meeting Minutes for the Regular Closed Session Council meetings of September 7th, 2023 and November 9th, 2023.

**Carried**

**Resolution No. 2023-547**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Scott Nash

- 4.2.1 Volunteer Application for the Recreation Committee

**THAT** the Council of the Municipality of Whitestone approves the following appointment to the Whitestone Recreation Committee:

Alaina Barry

**Carried**

**Resolution No. 2023-548**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray

- 4.2.3 Updated Employee Handbook

**THAT** the Council of the Municipality of Whitestone endorses the 2023 Employee Handbook; and

**THAT** a copy of the Employee Handbook be shared with all staff members as well as CUPE 5157.

**Recorded Vote requested by Councillor Nash:**

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

**Carried**

**5. Confirming By-law**

**Resolution No. 2023-549**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Janice Bray



**THAT** By-law 82-2023 being the Confirmatory By-law for the Council meeting on December 14th, 2023, is hereby enacted as passed this 14th day of December, 2023.

**Carried**

**6. Adjournment**

**Resolution No. 2023-550**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

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

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 5:00 p.m. until the Regular Council meeting of Tuesday, January 16th, 2024 at 10:00 a.m. or at the call of the chair.

**Carried**

\_\_\_\_\_  
**George Comrie**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Michelle Hendry**

\_\_\_\_\_  
**CAO/Clerk**

# ACCOUNTS PAYABLE

Date Printed  
2024-01-04 4:23 PM

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2023-00130 to 2024-00002

Page 1

Bank Code - AP - AP-GENERAL OPER

## COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37184</b> 2023	<b>2023-12-14</b>	<b>Parry Sound Ambulance</b> 16-205 - Fire - Ambulance Disp	2023 Ambulance Services	3,934.92	3,934.92
<b>37185</b> 2023-12-11	<b>2023-12-14</b>	<b>Adela and Cristian Tivadar</b> 15-380 - Planning & Zoning Rev	Return-Entrance permit-423	750.00	750.00
<b>37186</b> Nov 2023 Dec 2023 Jan 2024	<b>2023-12-14</b>	<b>Minister of Finance-Policing</b> 16-274 - Policing Levy	November OPP Levy	34,601.00	34,601.00
		16-274 - Policing Levy	December OPP Levy	34,601.00	34,601.00
		16-274 - Policing Levy	January OPP Levy	34,601.00	34,601.00
			Payment Total:		103,803.00
<b>37187</b> 2023-12-12	<b>2023-12-14</b>	<b>Marian Sinke</b> 15-380 - Planning & Zoning Rev	Security dep return-243 Far	1,500.00	1,500.00
<b>37188</b> 63884	<b>2023-12-21</b>	<b>Minister Of Finance</b> 16-845-3 - Land Use permit Goc	Land Use Permit-Goosene	93.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.32	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.94 NL	103.75
<b>37189</b> Dec 19 2023	<b>2023-12-21</b>	<b>John Hosick</b> 16-355 - Beaver Dams - Goods	3 beavers trapped	225.00	225.00
<b>37190</b> 2023-12-21	<b>2023-12-21</b>	<b>Lucie Sautner</b> 11-130 - Chequing Account	Refund-overpayment on acc	215.69	215.69
<b>37191</b> 2023-12-20	<b>2023-12-21</b>	<b>Nigel Speers</b> 15-720 - Licences/Permits	Return-Road Damage Depc	1,000.00	1,000.00
<b>37192</b> Resol #2023-17:	<b>2023-12-21</b>	<b>Lake WahWashKesh</b> 16-399 - Roads-Boat Launch Gc	Maintenance of boom and c	534.24	
		11-210-2 - A/R HST Receivable	HST Tax Code	59.01	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	68.25 NL	593.25
<b>37193</b> 172803	<b>2024-01-04</b>	<b>Bell Canada - Public Access</b> Accrual 16-787 - Recreation - Public Pay	Pay Telephone	50.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.62	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.50 NL	56.50
<b>37194</b> Jan 2024	<b>2024-01-04</b>	<b>Bell Mobility</b> 16-212 - Fire - Radio Tower & Ai	Fire Tower	119.77	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.23	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.30 NL	133.00
<b>37195</b> 514174	<b>2024-01-04</b>	<b>Bourgeois Ford North Inc.</b> Accrual 16-254 - Station 2 -Rescue #2-Ir	Bulb	94.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.45	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.09 NL	105.07
<b>37196</b> Che Req Jan4/2	<b>2024-01-04</b>	<b>Brian Woods</b> 16-093 - Council- Electronic Dev	Electronic device allowance	600.00	600.00
<b>37197</b> 2023 Garbage	<b>2024-01-04</b>	<b>Harris Lake Marina</b> Accrual 16-485 - Harris Lake Marina Dep	2023 Garbage Disposal	2,849.29	
		11-210-2 - A/R HST Receivable	HST Tax Code	314.71	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	364.00 NL	3,164.00

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

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37198</b>	<b>2024-01-04</b>	<b>Mac Lang (Sundridge) Limited</b>				
CCCS201373	Accrual	16-407-1 - New 1 Ton- Maintene	Repairs		141.80	
		11-210-2 - A/R HST Receivable	HST Tax Code		15.67	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		18.12	NL 157.47
<b>37199</b>	<b>2024-01-04</b>	<b>Scott Nash</b>				
Che Req Jan2/2		16-093 - Council- Electronic Dev	Electronic device allowance		600.00	600.00
Total Computer Cheque:						116,941.65

**EFT**

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1919</b>	<b>2023-12-18</b>	<b>A.J. Stone Company Ltd.</b>				
10067518-0		16-222 - Fire - Bunker/Safety/Ur	Vest, Ice awl		347.51	
		16-202 - Fire - Training	Vest, Ice awl		456.40	
		11-210-2 - A/R HST Receivable	HST Tax Code		88.79	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		102.70	NL 892.70
<b>1920</b>	<b>2023-12-18</b>	<b>Beverly's</b>				
2023-12-06		16-123 - Admin - Volunteer Appr	Volunteer Appreciation- Gift		478.53	
		11-210-2 - A/R HST Receivable	HST Tax Code		52.85	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		61.13	NL 531.38
<b>1921</b>	<b>2023-12-18</b>	<b>Canadian Union of Public</b>				
Nov 2023		12-338 - CUPE-Union Dues	November 2023 Remittance		845.21	845.21
<b>1922</b>	<b>2023-12-18</b>	<b>Conseil scolaire public du</b>				
Q4 2023		18-974 - French Public School E	Q4 Installment		739.14	739.14
<b>1923</b>	<b>2023-12-18</b>	<b>GHD Limited</b>				
735-0070152		19-327 - Roads - Capital - Bridg	2023 Bridge and Culvert Ins		4,782.73	
		11-210-2 - A/R HST Receivable	HST Tax Code		528.27	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		611.00	NL 5,311.00
<b>1924</b>	<b>2023-12-18</b>	<b>Glen Martin Limited</b>				
393904		16-258 - Station 2 - Supplies	Supplies		602.82	
		11-210-2 - A/R HST Receivable	HST Tax Code		66.58	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		77.01	NL 669.40
394179-1		16-153 - Office - Janitorial Suppl	Supplies		126.20	
		11-210-2 - A/R HST Receivable	HST Tax Code		13.94	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		16.12	NL 140.14
Payment Total:						809.54
<b>1925</b>	<b>2023-12-18</b>	<b>Janet Jackson</b>				
Dec 7 2023		16-798 - After School Program	After School Program-Dec 5		168.00	168.00
<b>1926</b>	<b>2023-12-18</b>	<b>Kevin Kelly</b>				
Exp Dec 12 202		16-207 - Fire - Drivers Exams	Road test fees		148.50	148.50
<b>1927</b>	<b>2023-12-18</b>	<b>Momentum Conferencing</b>				
0159298		16-126 - Admin - Communicatio	Conference Calling		5.82	
		11-210-2 - A/R HST Receivable	HST Tax Code		0.64	
		99-999-1 - HST (Statistical) Non-	HST Tax Code		0.74	NL 6.46
<b>1928</b>	<b>2023-12-18</b>	<b>Near North District School Brd</b>				
Q4 2023		18-911 - English Public School E	Q4 2023 Installment		245,999.18	245,999.18

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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>1929</b>	<b>2023-12-18</b>	<b>OMERS</b>			
Nov 2023		12-339 - OMERS	Nov 2023 Remittance	14,109.68	14,109.68
<b>1930</b>	<b>2023-12-18</b>	<b>Parry Sound Home Hardware</b>			
180789		16-202 - Fire - Training	Key ring,boat snap,duct tap	137.12	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.15	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	17.52 NL	152.27
<b>1931</b>	<b>2023-12-18</b>	<b>Purolator Courier Ltd</b>			
455048830		16-258 - Station 2 - Supplies	Courier - Fire	166.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.34	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	21.21 NL	184.38
<b>1932</b>	<b>2023-12-27</b>	<b>Aird Berlis, LLP</b>			
1366554		16-120 - Admin - Legal Expense	Legal	1,007.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	111.27	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	128.70 NL	1,118.70
<b>1933</b>	<b>2023-12-27</b>	<b>Craig's Welding &amp; Fabrication</b>			
2162		16-404 - 2017 Freightliner Single	Remove and replace plow c	1,059.68	
		11-210-2 - A/R HST Receivable	HST Tax Code	117.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	135.37 NL	1,176.72
<b>1934</b>	<b>2023-12-27</b>	<b>David Creasor</b>			
Exp Dec 11 202:		16-303 - Roads-Office-Supplies/	OACETT 2023 dues	300.40	
		11-210-2 - A/R HST Receivable	HST Tax Code	33.18	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	38.38 NL	333.58
<b>1935</b>	<b>2023-12-27</b>	<b>Fowler Construction Co Ltd</b>			
74643		19-351-6 - Bunny trail Railway ci	Granular A	6,009.27	
		11-210-2 - A/R HST Receivable	HST Tax Code	663.74	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	767.69 NL	6,673.01
<b>1936</b>	<b>2023-12-27</b>	<b>Georgian Bay Propane Inc</b>			
132786		16-320 - Garage - Mtc/Supplies/	100lb cylinder	3.05	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.34	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.39 NL	3.39
<b>1937</b>	<b>2023-12-27</b>	<b>Glen Martin Limited</b>			
394179		16-741 - Pavilion - Supplies	Supplies	64.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.07	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.18 NL	71.07
394594		16-702 - Dunchurch Hall - Suppl	Supplies	128.12	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.15	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.37 NL	142.27
			Payment Total:		213.34
<b>1938</b>	<b>2023-12-27</b>	<b>Michelle Hendry</b>			
Exp 21 Dec 23		16-092 - Council - Miscellaneous	Council lunch - Dec 12	54.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.26 NL	54.24
<b>1939</b>	<b>2023-12-27</b>	<b>Ideal Supply Company Ltd.</b>			
5980291		16-320 - Garage - Mtc/Supplies/	Cutting tip	99.70	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.02	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.74 NL	110.72
<b>1940</b>	<b>2023-12-27</b>	<b>Janet Jackson</b>			

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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
	Dec 14 2023	16-798 - After School Program	After School Program-Dec 1	112.00	112.00
<b>1941</b>	<b>2023-12-27</b>	<b>Kidd's Home Hardware</b>			
2925556		16-769 - Facilities / Parks Mainte	Timer	12.18	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.35	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.56	NL 13.53
2925702		16-778 - Water Maintenance	Pails,lids,picture hangers	24.97	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.76	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.19	NL 27.73
2925520		16-769 - Facilities / Parks Mainte	Timers	24.36	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.69	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.11	NL 27.05
			Payment Total:		68.31
<b>1942</b>	<b>2023-12-27</b>	<b>Local Authority Services Ltd.</b>			
MGBP0000054C		16-110 - Admin - Office Supplies	Paper	120.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.37	NL 133.59
<b>1943</b>	<b>2023-12-27</b>	<b>McDougall Energy</b>			
6889828		16-427-1 - 2022 Backhoe -Fuel	Diesel Clear	1,017.60	
		16-423 - 2010 Grader - Fuel	Diesel Clear	2,348.23	
		11-210-2 - A/R HST Receivable	HST Tax Code	371.77	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	429.99	NL 3,737.60
<b>1944</b>	<b>2023-12-27</b>	<b>Moore Propane Limited</b>			
6020989		16-704 - Dunchurch Hall - Heatin	Liquid propane	410.59	
		11-210-2 - A/R HST Receivable	HST Tax Code	45.35	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	52.45	NL 455.94
6020987		16-329 - Garage - Heating	Liquid propane	815.61	
		11-210-2 - A/R HST Receivable	HST Tax Code	90.09	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	104.20	NL 905.70
			Payment Total:		1,361.64
<b>1945</b>	<b>2023-12-27</b>	<b>Near North Laboratories Inc.</b>			
99286		16-779 - Water Testing	Water testing	65.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.28	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.42	NL 73.22
<b>1946</b>	<b>2023-12-27</b>	<b>Road Maintenance Equipment &amp; Services</b>			
9721		19-347 - Water Tank for Tanden	Tank	37,651.27	
		11-210-2 - A/R HST Receivable	HST Tax Code	4,158.73	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4,810.00	NL 41,810.00
<b>1947</b>	<b>2023-12-27</b>	<b>Telizon Inc.</b>			
0631912023121		16-109 - Admin - Telephone	Long Distance	8.63	
		16-237 - Station 1 - Telephone	Long Distance	3.76	
		16-803 - Library - Expenses	Long Distance	0.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.45	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.67	NL 14.46
<b>1948</b>	<b>2023-12-27</b>	<b>TXM Motorsports Inc.</b>			
IN78		16-452 - York Landfill - Mainten	Shear pin for snowthrower	72.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.99	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.24	NL 80.29
<b>1949</b>	<b>2024-01-08</b>	<b>Air Automotive Tracking</b>			



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		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
WS2401		16-310 - Roads-Supplies GPS M	Vehicle Tracking - January :	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
<b>1950</b>		<b>2024-01-08 Adams Bros Construction Ltd</b>			
168620	<b>Accrual</b>	16-459 - York Landfill - Bulk Wa:	Empty & return York & Auld	284.93	
		16-471 - Auld Landfill - Bulk Wa:	Empty & return York & Auld	183.17	
		11-210-2 - A/R HST Receivable	HST Tax Code	51.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	59.80 NL	519.80
<b>1951</b>		<b>2024-01-08 Azimuth Environmental Consult</b>			
41393	<b>Accrual</b>	16-456 - York Landfill - Monitorir	Landfill monitoring	4,405.81	
		11-210-2 - A/R HST Receivable	HST Tax Code	486.64	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	562.85 NL	4,892.45
41394	<b>Accrual</b>	16-478 - Auld's Landfill - Monito	Landfill monitoring	2,093.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	231.19	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	267.40 NL	2,324.29
			Payment Total:		7,216.74
<b>1952</b>		<b>2024-01-08 Bob Whitman</b>			
Exp Dec 20 202:	<b>Accrual</b>	16-222 - Fire - Bunker/Safety/Ur	New zipper in ice water lift j:	80.00	80.00
<b>1953</b>		<b>2024-01-08 Canadian National Non Freight</b>			
91720137		16-414 - Bunny Trail RR Crossir	Bunny Trail	403.50	403.50
<b>1954</b>		<b>2024-01-08 George Comrie</b>			
Exp 21 Dec 23	<b>Accrual</b>	16-091 - Council - Travel	Mileage - PSA Chamber Me	74.47	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.51 NL	82.69
<b>1955</b>		<b>2024-01-08 Everguard Fire and Safety</b>			
045379	<b>Accrual</b>	16-151 - Office - Building Mainte	Smoke Alarm Maintenance	114.48	
		16-239 - Station 1 - Building Mtc	Smoke Alarm Maintenance	114.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25 NL	254.25
045382	<b>Accrual</b>	16-703 - Dunchurch Hall - Bld M	Smoke Alarm Maintenance	610.45	
		11-210-2 - A/R HST Receivable	HST Tax Code	67.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	77.99 NL	677.88
045380	<b>Accrual</b>	16-811 - Nursing Station Expens	Smoke Alarm Maintenance	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25 NL	254.25
045381	<b>Accrual</b>	16-806 - Library - Building Maint	Smoke Alarm Maintenance	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25 NL	254.25
			Payment Total:		1,440.63
<b>1956</b>		<b>2024-01-08 Freightliner North Bay</b>			
RN10011	<b>Accrual</b>	16-402 - 2015 Freightliner Tand	Repairs	3,300.87	
		11-210-2 - A/R HST Receivable	HST Tax Code	364.59	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	421.69 NL	3,665.46
<b>1957</b>		<b>2024-01-08 Gin-Cor Industries</b>			
82808	<b>Accrual</b>	16-404 - 2017 Freightliner Single	Quick hitch pin	290.14	
		11-210-2 - A/R HST Receivable	HST Tax Code	32.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	37.07 NL	322.19
<b>1958</b>		<b>2024-01-08 Glen Martin Limited</b>			

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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
394760	<b>Accrual</b>	16-153 - Office - Janitorial Suppl	Paper towels	47.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.20	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.01	NL 52.22
394840	<b>Accrual</b>	16-702 - Dunchurch Hall - Suppl	Supplies	95.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.52	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.17	NL 105.77
394812	<b>Accrual</b>	16-320 - Garage - Mtc/Supplies/	Coffee cups	86.29	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.53	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.02	NL 95.82
392367-1		16-702 - Dunchurch Hall - Suppl	Supplies	126.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.94	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.12	NL 140.14
			Payment Total:		393.95
<b>1959</b>		<b>2024-01-08 Griffith Bros. Service Centre</b>			
81191	<b>Accrual</b>	16-402 - 2015 Freightliner Tand	Heavy wrecker service	1,221.12	
		11-210-2 - A/R HST Receivable	HST Tax Code	134.88	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	156.00	NL 1,356.00
<b>1960</b>		<b>2024-01-08 Hicks Morley LLP</b>			
675238	<b>Accrual</b>	16-120 - Admin - Legal Expense	Legal	662.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	73.17	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	84.63	NL 735.63
<b>1961</b>		<b>2024-01-08 Ideal Supply Company Ltd.</b>			
305315		16-404-3 - 2020 Freightliner Sn	Supplies	43.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	5.53	NL 48.06
308664		16-320 - Garage - Mtc/Supplies/	Power steering fluid	44.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.94	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	5.71	NL 49.67
			Payment Total:		97.73
<b>1962</b>		<b>2024-01-08 Janet Jackson</b>			
Dec 21 2023	<b>Accrual</b>	16-798 - After School Program	After School Program-Dec 1	168.00	168.00
<b>1963</b>		<b>2024-01-08 Kempenfelt Imaging Systems KiS</b>			
AR122938	<b>Accrual</b>	16-113 - Admin - Office Equipme	Ink cartridge	257.40	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	32.88	NL 285.83
<b>1964</b>		<b>2024-01-08 Joseph Lamb</b>			
EFT Req Jan2/2		16-093 - Council- Electronic Dev	Electronic device allowance	600.00	600.00
<b>1965</b>		<b>2024-01-08 Local Authority Services Ltd.</b>			
MGBP00000542	<b>Accrual</b>	16-110 - Admin - Office Supplies	Desk pad calendar	12.82	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.42	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.64	NL 14.24
<b>1966</b>		<b>2024-01-08 Law N Mowers</b>			
Dec 2023	<b>Accrual</b>	16-275 - By-Law Enforcement	By-law Enforcement for Dec	924.84	924.84
<b>1967</b>		<b>2024-01-08 Lightning Equipment Sales Inc</b>			
42726	<b>Accrual</b>	16-254 - Station 2 -Rescue #2-Ir	Golight remote cntrl w/ mag	445.71	
		11-210-2 - A/R HST Receivable	HST Tax Code	49.23	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	56.94	NL 494.94
<b>1968</b>		<b>2024-01-08 McDougall Energy</b>			

**Municipality of Whitestone  
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
6912777	<b>Accrual</b>	16-423 - 2010 Grader - Fuel	Diesel clear	712.32	
		16-404-2 - 2020 Freightliner - Sr	Diesel clear	915.84	
		16-403 - 2015 Freightliner Tand	Diesel clear	1,221.13	
		16-404-1 - 2017 Freightliner Sin	Diesel clear	392.50	
		11-210-2 - A/R HST Receivable	HST Tax Code	358.07	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	414.14	NL 3,599.86
<b>1969</b>		<b>2024-01-08 Moore Propane Limited</b>			
6021095	<b>Accrual</b>	16-150 - Office - Heating/Hydro	Liquid propane	949.64	
		11-210-2 - A/R HST Receivable	HST Tax Code	104.89	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	121.32	NL 1,054.53
6021094	<b>Accrual</b>	16-741-1 - Pavilion-Heating	Liquid propane	144.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.93	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	18.43	NL 160.18
19004747	<b>Accrual</b>	16-329 - Garage - Heating	Liquid propane	555.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	61.33	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	70.94	NL 616.65
19004748	<b>Accrual</b>	16-704 - Dunchurch Hall - Heatin	Liquid propane	383.03	
		11-210-2 - A/R HST Receivable	HST Tax Code	42.30	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	48.93	NL 425.33
			Payment Total:		2,256.69
<b>1970</b>		<b>2024-01-08 Municipal Property Assessment Corp</b>			
1800034627		16-119 - Admin - MPAC Fees	Q1 2024	19,754.73	19,754.73
<b>1971</b>		<b>2024-01-08 Mullen Heating and Cooling Inc</b>			
699	<b>Accrual</b>	16-457 - York Landfill - Heating	Service call York St	356.16	
		11-210-2 - A/R HST Receivable	HST Tax Code	39.34	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	45.50	NL 395.50
<b>1972</b>		<b>2024-01-08 Munisoft</b>			
2023/24-03599		16-115 - Admin - Computer Supp	Software Maintenance	5,295.60	
		11-210-2 - A/R HST Receivable	HST Tax Code	584.92	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	676.52	NL 5,880.52
<b>1973</b>		<b>2024-01-08 My-Tech Information Technology</b>			
Dec 2023	<b>Accrual</b>	16-115 - Admin - Computer Supp	IT support	1,169.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	129.17	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	149.40	NL 1,298.60
<b>1974</b>		<b>2024-01-08 OACFP</b>			
2024-01-01		16-502 - Cemetery - Membershi	2024 Regular Membership	211.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.33	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	26.98	NL 234.53
<b>1975</b>		<b>2024-01-08 Parry Sound Auto Parts Co Ltd</b>			
1-2967699	<b>Accrual</b>	16-320 - Garage - Mtc/Supplies/	Tank rental	88.53	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.31	NL 98.31
2-1205280		16-320 - Garage - Mtc/Supplies/	Supplies	96.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.64	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.31	NL 106.99
			Payment Total:		205.30
<b>1976</b>		<b>2024-01-08 Parry Sound Fuels</b>			
838312	<b>Accrual</b>	16-256 - Station 2 - Heating	Premium furnance oil	486.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	53.71	

**Municipality of Whitestone**  
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EFT						
Payment #	Date	Vendor Name				
Invoice #		GL Account	GL Transaction Description	Detail Amount		Payment Amount
		99-999-1 - HST (Statistical) Non-	HST Tax Code	62.12 NL		539.96
<b>1977</b>	<b>2024-01-08</b>	<b>Waste Connections of Canada</b>				
7113-00003379; Accrual		16-468 - Auld Landfill - Recyclin	Recycling	3,351.72		
		16-448 - York Landfill - Recyclin	Recycling	3,365.26		
		11-210-2 - A/R HST Receivable	HST Tax Code	741.91		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	858.10 NL		7,458.89
<b>1978</b>	<b>2024-01-08</b>	<b>Ricoh Canada Inc.</b>				
SCO94318935 Accrual		16-113 - Admin - Office Equipme	Photocopier usage	472.28		
		11-210-2 - A/R HST Receivable	HST Tax Code	52.17		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	60.34 NL		524.45
<b>1979</b>	<b>2024-01-08</b>	<b>Michael Skof, Prosecutor</b>				
2023-12-31 Accrual		16-120 - Admin - Legal Expense	Legal	435.03		
		11-210-2 - A/R HST Receivable	HST Tax Code	48.05		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	55.58 NL		483.08
<b>1980</b>	<b>2024-01-08</b>	<b>Steenhof Building Services Group</b>				
29426 Accrual		19-111 - AMP Facilities Assessn	Municipal Building Review 1	3,027.37		
		11-210-2 - A/R HST Receivable	HST Tax Code	334.38		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	386.75 NL		3,361.75
<b>1981</b>	<b>2024-01-08</b>	<b>Sundridge Laundromat</b>				
1166 Accrual		16-702 - Dunchurch Hall - Suppl	Wash,dry,fold, iron table clo	343.95		
		11-210-2 - A/R HST Receivable	HST Tax Code	37.99		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	43.94 NL		381.94
<b>1982</b>	<b>2024-01-08</b>	<b>Wurth Canada Limited</b>				
25697426		16-320 - Garage - Mtc/Supplies/	Supplies	226.40		
		16-402 - 2015 Freightliner Tand	Supplies	226.38		
		11-210-2 - A/R HST Receivable	HST Tax Code	50.01		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	57.84 NL		502.79
<b>1983</b>	<b>2024-01-08</b>	<b>Xplore (Aulds)</b>				
INV50704928		16-479-1 - Aulds Landfill - Intern	Internet January 2024	81.40		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.99		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.40 NL		90.39
				Total EFT:		393,054.15

OTHER						
Payment #	Date	Vendor Name				
Invoice #		GL Account	GL Transaction Description	Detail Amount		Payment Amount
<b>1</b>		<b>2023-11-01 Sun Life Assurance Company of</b>				
Oct 2023		12-334 - Health Benefits	Benefits	5,581.57		5,581.57
<b>1</b>		<b>2023-12-13 Hydro One Networks Inc.-All</b>				
Dec 4 2023		16-743 - Pavilion - Hydro	Acct: 200204074328 Hydro-	111.92		
		16-743 - Pavilion - Hydro	Acct: 200204074328 Hydro-	-20.39		
		16-705 - Dunchurch Hall - Hydrc	Acct: 200204074328 Hydro-	840.39		
		16-705 - Dunchurch Hall - Hydrc	Acct: 200204074328 Hydro-	-119.71		
		16-439 - Roads - Street Lights	Acct: 200204074328 Hydro-	15.83		
		16-439 - Roads - Street Lights	Acct: 200204074328 Hydro-	-2.82		
		16-439 - Roads - Street Lights	Acct: 200204074328 Hydro-	560.44		
		16-439 - Roads - Street Lights	Acct: 200204074328 Hydro-	-82.17		

**Municipality of Whitestone  
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**OTHER**


<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>GL Account</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
		16-323 - Garage - Hydro		Acct: 200204074328 Hydro-	207.82	
		16-323 - Garage - Hydro		Acct: 200204074328 Hydro-	-37.33	
		16-150 - Office - Heating/Hydro		Acct: 200204074328 Hydro-	216.20	
		16-150 - Office - Heating/Hydro		Acct: 200204074328 Hydro-	-38.77	
		16-232 - Station 1 - Hydro		Acct: 200204074328 Hydro-	648.60	
		16-232 - Station 1 - Hydro		Acct: 200204074328 Hydro-	-116.30	
		16-251 - Station 2 - Hydro		Acct: 200204074328 Hydro-	66.54	
		16-251 - Station 2 - Hydro		Acct: 200204074328 Hydro-	-11.37	
		16-719 - Maple Is. Hall - Heat/Hy		Acct: 200204074328 Hydro-	261.46	
		16-719 - Maple Is. Hall - Heat/Hy		Acct: 200204074328 Hydro-	-47.35	
		16-719 - Maple Is. Hall - Heat/Hy		Acct: 200204074328 Hydro-	32.66	
		16-719 - Maple Is. Hall - Heat/Hy		Acct: 200204074328 Hydro-	-3.92	
		16-731-3 - 2125 HWY 124 - Hyd		Acct: 200204074328 Hydro-	82.56	
		16-731-3 - 2125 HWY 124 - Hyd		Acct: 200204074328 Hydro-	-15.02	
		11-210-2 - A/R HST Receivable		HST Tax Code	336.29	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	388.93	NL 2,885.56
<b>2</b>		<b>2023-12-01 Sun Life Assurance Company of</b>				
	Nov 2023	12-334 - Health Benefits		Benefits	5,581.57	5,581.57
<b>2</b>		<b>2023-12-19 Municipality Of McDougall</b>				
	24997	16-459 - York Landfill - Bulk Wa:		Household waste	509.52	509.52
<b>3</b>		<b>2023-12-13 TD Visa</b>				
	Dec 2023 EF	11-223 - Due to Due (from) Libra		Visa EF	892.60	892.60
<b>3</b>		<b>2023-12-18 Whitestone Public Library and</b>				
	Q4 Final Adjmt	16-803 - Library - Expenses		Q4 Payment 2023 Final Adj	477.51	477.51
<b>4</b>		<b>2023-12-13 TD Visa</b>				
	Dec 2023 MH	16-123 - Admin - Volunteer Appr		Visa MH	366.15	
		16-710 - Dunchurch Hall -High S		Visa MH	142.47	
		16-123 - Admin - Volunteer Appr		Visa MH	12.57	
		16-126 - Admin - Communicatio		Visa MH	37.17	
		16-110 - Admin - Office Supplies		Visa MH	38.35	
		16-285 - Bld Official - Membersh		Visa MH	358.20	
		16-118 - Admin - Financial Expe		Visa MH	76.43	
		11-210-2 - A/R HST Receivable		HST Tax Code	101.24	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	117.10	NL 1,132.58
<b>5</b>		<b>2023-12-13 TD Visa</b>				
	Nov 2023 DC	19-714-1 - Concrete work Comr		Visa DC	1,310.44	
		16-742 - Pavilion - Building Mtce		Visa DC	28.43	
		16-151 - Office - Building Mainte		Visa DC	171.92	
		16-742 - Pavilion - Building Mtce		Visa DC	203.50	
		16-843 - Planning & Developmei		Visa DC	5.09	
		16-115 - Admin - Computer Supj		Visa DC	257.17	
		16-118 - Admin - Financial Expe		Visa DC	-139.96	
		11-210-2 - A/R HST Receivable		HST Tax Code	73.57	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	85.09	NL 1,910.16
				<b>Total Other:</b>		<b>18,971.07</b>

**Municipality of Whitestone**  
**List of Accounts for Approval**  
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Total AP: 528,966.87

Report prepared for Council January 4, 2024

**Sylvia**  
**Buckingham**



Digitally signed by Sylvia Buckingham  
DN: O=Municipality of Whitestone, CN=Sylvia  
Buckingham, E=accountspayable@whitestone.ca  
Reason: I am the author of this document  
Location: your signing location here  
Date: 2024.01.04 16:27:37-05'00'  
Foxit PhantomPDF Version: 10.1.9

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Sylvia Buckingham, Deputy Treasurer



# STAFF REPORTS



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** December 12, 2023

**Report No:** ADMIN-2023-15

### Subject:

Annual review of Fees and Charges By-law

### Recommendation:

**THAT** the Council of the Municipality of Whitestone receive for information Report ADMIN-2023-15 (Annual review of the Fees and Charges By-law); and

**THAT** Council approve the recommended amendments to the Fees and Charges By-law as presented in Report ADMIN-2023-14, and

**THAT** a Public Meeting be scheduled as per By-law 04-2003 as amended, being a By-law to establish procedures for notice as required under the Municipal Act, 2001, revised for the Corporation of the Municipality of Whitestone.

### Background:

By-law 09-2022 being a By-law to Establish Fees and Charge for services provided by the Municipality of Whitestone, was enacted on January 18, 2022 (being an update from previous Fees and Charges By-laws. By-law 09-2022 was amended in 2023 by By-law 40-2023.

A best practice for the Municipality is to annually review the Fees and Charges By-law at the end of each year or the beginning of a new year and prior to budget development, to determine if any refinements are recommended.

### Analysis

Various staff have reviewed and provided comments or suggested changes in respect of their area of responsibility which are noted below. Recommended changes and refinements are shown in red on the attached SCHEDULES:

#### **SCHEDULE A - Facility Rentals**

- Recommendations for miscellaneous incremental increases

#### **SCHEDULE B - Landfill Rate and Fees**

- Recommendation to increasing Yard Waste/Leaves/Brush due to cost of grinding operations (this aligns with fees charged in McKellar)

**SCHEDULE C - Planning Rates and Fees**

- Recommendations in respect of the inclusion of a pre-consultation fee with the Municipal Planner as well as increases to various Security Deposits

**SCHEDULE D - Building Department Rate and Fees – no recommended changes**

**SCHEDULE E - Road Name and 9-1-1 Signs – no recommended changes**

**SCHEDULE F - Cemetery Rate and Fees**

- Recommended fee increases for various services (per the Cemetery Board). See Attached spread for explanations)

**SCHEDULE G - Fire Service Rates and Fees – no recommended changes**

**SCHEDULE H - Dog Licensing Rates and Fees - no recommended changes**

**SCHEDULE I - General Government Fees**

- Recommended addition of 'Commercial' compliance letter fee

**SCHEDULE J - Miscellaneous Rates and Fees**

- Recommended Entrance permit application fee increase to cover costs associated with review, inspections and administration.

**Financial Implications**

As noted in the attached Schedules.

**Link to Strategic Plan:**

2.0 Fiscal Responsibility and Accountability

**Respectfully submitted by:**

  
\_\_\_\_\_  
Michelle Hendry  
CAO/Clerk

**Attachments:**

- SCHEDULES A TO J of the current Fees and Charges By-law
- Submission from the Cemetery Board regarding Fees and Charges

# SCHEDULE A

## Facility Rentals

Fees are subject to HST

Facility	Description	Current Fee	Recommended Fee
Community Centre	Ratepayer (full day)	\$125.00	\$130.00
	Ratepayer (half day)	\$62.50	\$65.00
	Non-ratepayer	\$250.00	\$260.00
	Non-ratepayer (half day)		\$130.00
	Meetings (Sat & Sun 3 hrs max)	\$62.50	\$65.00
	Meetings (Mon – Fri 3 hrs max)	\$25.00	\$27.50
	Security/Clean up deposit	\$100.00	\$100.00
	Tablecloth cleaning and/or replacement		actual cost
Pavilion	Ratepayers	\$31.25	\$35.00
	Non-ratepayers	\$62.50	\$70.00
	Organized league/season	\$125.00	\$130.00
	Tournaments	\$125.00	\$130.00
Ball Park and Commons	Ratepayers	Donations	Donations
	Non-ratepayers	Donations	Donations
	Organized league/season	\$125.00	\$130.00
	Tournaments	\$125.00	\$130.00

**Notes:**

Security Deposit

A security/clean up deposit may be required at the discretion of the Municipality (Typically for Private Rentals)

**Exemptions and/or Reductions in Fees**

Note 1. Fees may be exempt for the following:

- Compassionate needs within the Municipality providing that any funds raised are given directly to the receiver and not put in a trust fund
- non-profit organization within the Municipality for a non-fundraising event
- Municipally sponsored events
- Funerals receptions for Whitestone families (only if the Community Centre is available and not previously

Note 2. The Seniors **Lunch and Learn** Diner's Club is exempt

Note 3. The Rod and Gun Club fishing Derby is exempt

Note 4. The Annual Agricultural Fair as well as Agricultural Committee meetings

Note 5. The Bingo events in support of the Nursing Station

Other exemptions and/or reduction in fees may be at the discretion of the CAO/Clerk

## SCHEDULE B

### Landfill Rates and Fees

Fees are not subject to HST

Item	Description	Current Fee	Recommended Fee
Household Waste	Household waste free of hazardous waste	Free	Free
Electronics Waste		Free	Free
Recyclables	Plastic/Glass/Aluminum Cans etc.	Free	Free
	Fibre (Newspaper, Cardboard etc)	Free	Free
	Scrap Metals	Free	Free
Appliances and Furniture	Items with Refrigerant (refrigerant removal fee)	\$15.00 each	\$20.00 each
	Items of Furniture	\$15.00 each	\$15.00 each
	Mattress small, (crib, twin)	\$10.00 each	\$10.00 each
	Mattress, large (double, queen, king)	\$20.00 each	\$20.00 each
	Vehicle Trunk Load	\$50.00	\$50.00
	Pickup Truck or Trailer Load (Note 2)	\$100.00	\$100.00
Sorted Household Construction/Demotion Waste -Auld's Road Site Only (Note 1)	Pickup Truck or Trailer Load (Note 2)	\$50.00	\$50.00
	Small Household Quantities (Note 3)	Free	Free
Yard Waste/Leaves/Brush (Note 4)	Pickup Truck or Trailer Load (Note 3)	\$20.00	\$30.00
Propane Tanks		actual cost	actual cost
Boats	(Note 5)	Free	Free
Boat Wrap, Pool Liner	Single Boat Wrap or Small Pool Liner	\$10.00	\$10.00
	Large Pool Liner	\$30.00	\$30.00
Styrofoam and Other Plastic Foams	Small Household Quantities (Note 6)	Free	Free
	Large Quantities (Note 6)	\$10.00	\$11.00
Landfill Access Permit Card	One per property	Free	Free
	Replacement of lost card or additional cards per property	\$15.00	\$15.00
	One-time pass for visitors	\$5.00 per bag	\$5.00 per bag
Blue Box Recycling Container	First Blue Box (new residents only)	Free	Free
	Additional Blue Box	Actual cost	Actual cost

Notes:

Note 1. No Contractor construction / demolition debris will be accepted, including shingles.

Note 2. Approximate volume of pickup truck / trailer load is 120 cubic feet or 3.3 cubic metres. Landfill site attendants may use discretion in charging for larger or smaller volume loads

Note 3. Approximate volume of 200 litres / 45 imperial gallons / 0.2 cubic metres or less.

Note 4. No Contractor yard waste, leaves, or brush will be accepted.

Note 5. Only metal hulled boats, completely stripped, maximum length 20 feet, will be accepted

Note 6. Small quantities of plastic foam packaging will be accepted at no charge. \$10.00 charge is based on a volume of 200 litres / 45 imperial gallons / 0.2 cubic metres

Note 7. Tires are not accepted at Whitestone landfill sites.



# SCHEDULE C

## Planning Rates and Fees

Fees are not subject to HST

Description	Current Fee	Recommended Fee
<b>Pre Consultation Fee with Municipal Planning Consultant</b>		<b>\$250.00</b>
Public Meetings (Note 1)	\$350.00	\$350.00
Mailing per Envelope for notifications	\$2.00	\$2.00
<b>Zoning By-law Amendment</b>		
Non-Refundable Admin Fee	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual Costs	\$1,500.00	<b>\$2,000.00</b>
<b>Official Plan Amendment</b>		
Non-Refundable Admin Fee	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual Costs	\$1,000.00	<b>\$1,500.00</b>
<b>Deeming By-law</b>		
Non-Refundable Admin Fee	\$300.00	\$300.00
Security Deposit to Cover Actual Costs	\$800.00	\$800.00
<b>Shore Road Allowance</b>	Purchase land - \$2.00/m2 up to 90 m2 and \$1.00/m2 over and above 90m2	Purchase land - \$2.00/m2 up to 90 m2 and \$1.00/m2 over and above 90m2
Non-Refundable Admin Fee (Note 2)	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual Costs	\$1,000.00	<b>\$1,500.00</b>
<b>Shore Road Allowance Lease</b>		
Administration Fee (initial and subsequent applications and lease assignments)	\$150.00	\$150.00
Annual Lease Payment	\$1.00	\$1.00
Legal and Planning Costs	actual costs	actual costs
<b>Unopened Road Allowance</b>	Purchase land - fair market value	Purchase land - fair market value
Non-Refundable Admin Fee	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual Costs	\$1,000.00	<b>\$1,500.00</b>
<b>Parkland Dedication (Note 3)</b>	Residential - 5% of assessed value Commercial - 2% of assessed value	Residential - 5% of assessed value Commercial - 2% of assessed value
<b>Minor Variance</b>		
Non-Refundable Admin Fee	\$500.00	\$500.00
Security Deposit to Cover Actual Costs	\$1,000.00	<b>\$1,500.00</b>
<b>Encroachment and/or Road Agreement</b>		
Non-Refundable Admin Fee	\$500.00	\$500.00
Security Deposit to Cover Actual Costs	\$1,000.00	<b>\$1,500.00</b>
<b>Site Plan/Development</b>		
Non-Refundable Admin Fee	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual <b>estimated</b> Costs	\$1,000.00	<b>\$1500.00 (Minimum)</b>
<b>Subdivision Agreement</b>		
Non-Refundable Admin Fee	\$1,000.00	\$1,000.00
Security Deposit to Cover Actual <b>estimated</b> Costs	\$1,000.00	<b>\$1500.00 (Minimum)</b>
<b>Road Naming/Renaming Application</b>		
Non-Refundable Admin Fee	\$300.00	\$300.00
Security Deposit to Cover Actual Costs	\$1,000.00	\$1,000.00

Notes:

Note 1 - A Public Meeting fee applies only if the Public Meeting is a Special Meeting of Council and not part of a regular Council Meeting

Note 2 - The application fee is for a single application. An additional \$25 / property for a group application (up to 10 applicants) and \$100 per property / Non refundable administration fee will be charged.

Note 3 - The Planning Act limits a Commercial Parkland dedication fee to 2%  
By-law No. 16-2023, Fees and Charges

# SCHEDULE D

## Building Department Rates and Fees

How Bulding Permit Fees are calculated:				
The rate to be levied against each \$1000.00 of construction value shall be \$14.50 plus, a minimum base fee of \$140.00. Fees will be rounded to the nearest dollar. <b>Fees are not subject to HST</b>				
<b>SAMPLE CALCULATION:</b> <i>Residential Unit, with basement</i> Main floor (2000 sq.ft x \$140) + Basement (1800 sq.ft. x \$70) = \$406,000 (\$406 x \$14.50) + Base Fee \$140 = \$6,027 (Building Permit Fee)				
The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of the Whitestone By-law No. 32-2015.				
	Building/ permit type	Description	Calculation factor for construction value	Notes
1	Residential/Seasonal	Single storey finished	\$140.00	Per sq. ft
		Each additional storey incldg walkout basements and finished non-walkout basements	\$70.00	Per sq. ft
2	Accessory Buildings	Garages, storage, boathouses	\$35.00	Per sq. ft
		Porches,carports,sundecks, balconies	\$25.00	Per sq. ft
		Solariums, sunrooms, bunkies, and garages (habitable/living space only)	\$50.00	Per sq. ft
3	Commercial/Industrial/ Institutional	Principal building	\$95.00	Per sq. ft
		Accessory	\$40.00	Per sq. ft
4	Designated Structures	As per Div.A.1.3.1.1. OBC	Based on cost	Based on cost
5	Farm Buildings	On land assessed for Farms	\$25.00	Per sq. ft
6	Foundation-new or replacement	Full height	\$25.00	Per sq. ft
		Crawl space,frost wall, piers	\$20.00	Per sq. ft
7	Construction/addition	Per type of permit (ie 1, 2, 3, 4, 5 or 6)	See above	Per sq. ft
		Alteration, repair and installation	Based on cost	Based on cost
8	Chimney, fireplace, woodstove		\$150.00	Flat fee
9	Demolition		\$100.00	Flat fee
10	Change of use		\$100.00	Flat fee
11	Plumbing		\$100.00	Flat fee
12	Docks		\$100.00	Flat fee
OTHER FEES			Fee	Notes
13	Permit transfer, special inspection	Special inspection fee	\$100.00	Flat fee
14	Conditional Permit	Fee plus additional fees based on class of construction	\$100.00	Flat fee
15	Alternative Solution Design	Fee plus other applicable fees	\$200.00	Flat fee
16	Building without a permit	At the Chief Building Official's discretion	Fees doubled	based on calculated fees
17	Revised drawings	Fee per revised page	\$50.00	Flat fee
18	Inactive Permit	Fee per inspection after three (3) years or more from date of issuance of the Building Permit	\$200.00	Flat fee
19	Refunds- application for refund must be made within six (6) months of issuance of permit(s)	Application filed not processed	75% of Fee paid	
20		Application filed and processed	50% of Fee paid	
21		If less than \$100	no refund	
22	Road Damage Deposit	See Policy on municipal website. Refund at the discretion of the Municipality	\$1,000.00	Flat fee
23	Re-inspection (per incident)	Inspection requested and CBO arrives at job site and the Phase to be inspected is not ready.	\$50.00	Flat fee
24	Printing Fee for Drawings	Drawings - 24" x 32"	\$10	Per Page



# SCHEDULE E

## Road Name and 9-1-1 Signs

Fees are not subject to HST

Service	Fee
9-1-1 Sign without post	\$20.00
9-1-1 Sign with post	\$35.00
Road name sign and post (applicant installs)	Actual cost

## SCHEDULE F

### Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee	Recommended Fee
Burial Plot	Residents (interment rights)	\$200.00	\$220.00
	Residents (perpetual care and maintenance)	\$350.00	\$350.00
	Non-residents (interment rights)	\$600.00	\$660.00
	Non-residents (perpetual care and maintenance)	\$550.00	\$550.00
Cremation Plot	Residents (interment rights)	\$100.00	\$110.00
	Residents (perpetual care and maintenance)	\$250.00	\$250.00
	Non-residents (interment rights)	\$385.00	\$400.00
	Non-residents (perpetual care and maintenance)	\$250.00	\$250.00
Scattering	Residents (interment rights)	\$50.00	\$50.00
	Residents (perpetual care and maintenance)	\$100.00	\$100.00
	Non-residents (interment rights)	\$75.00	\$75.00
	Non-residents (perpetual care and maintenance)	\$100.00	\$100.00
Transfer of Internment Rights	(Note 1)	\$50.00	\$60.00
Flat marker under 172 sq in		N/C	N/C
Flat marker over 172 sq in		\$100.00	\$100.00
Upright monument up to 4 X 4 ft		\$200.00	\$200.00
Staking fee- Lots / Markers	( Note 2)	\$50.00	\$55.00
Opening/Closing Burial Lot		Fee as per Funeral Home; paid directly to the Funeral Home	Fee as per Funeral Home and paid directly to the Funeral Home
Opening/Closing Cremation Lot	(Note 2)	\$100.00	\$120.00
Bereavement Authority of Ontario License fee	All interments: burial, cremation or scattering	\$12.00	\$12.00

**Notes:**

Note 1 - No HST paid on this fee

Note 2 - This fee is paid to the Cemetery Board Member or designate who performs work

# SCHEDULE G

## Fire Services Rates and Fees

Fees are not subject to HST

Service	Fee
Response to motor vehicle accidents on Provincial Highways	As per M.T.O. rates/hour/vehicle
Railroad call outs for fire on or beside tracks	As per M.T.O. rates/hour/vehicle
Railroad call outs for accidents and/or incidents including derailments	As per M.T.O. rates/hour/vehicle
Gross negligence or as result of illegal act	As per M.T.O. rates/hour/vehicle
Hydro and/or Bell call outs	As per M.T.O. rates/hour/vehicle
Recovery of additional costs incurred	Actual costs
Fire occurrence report/letter	\$35.00 Each
Smoke detectors	Actual costs
Carbon Monoxide Detectors	Actual costs
Combination Smoke Detector and Carbon Monoxide Detector	Actual costs
Fire permits	Free
Incinerator permits	\$20.00 Each

# SCHEDULE H

## Dog Licensing Rates and Fees

Fees are not subject to HST

Item	Fee
Dog tag (annual)	\$10.00
Dog tag (life time)	\$50.00
Replacement tag	\$10.00
Animal control service fee (See Note 1)	\$50.00
Kennel Licensing Fee (annual)	\$75.00

Notes:

Note 1: By-Law Enforcement Officer finds and returns dog to owner.

# SCHEDULE I

## General Government Fees

Fees are not subject to HST

Item	Current Fee	Recommended Fee
Photocopies per sheet	\$0.20	\$0.20
Facsimile per sheet	\$1.00	\$1.00
Returned cheque	\$30.00	\$30.00
Copy of Official Plan	\$12.00	\$12.00
Copy of Zoning by-law	\$12.00	\$12.00
Tax certificate (per roll number)	\$30.00	\$30.00
Building and zoning compliance letter (per roll number) Residential	\$100.00	\$100.00
Building and zoning compliance letter (per roll number) Commercial		\$150.00
Commissioner stamp/certification	\$7.00	\$7.00
Bailiff fees	Actual costs	Actual costs
Small claims	Actual costs	Actual costs
Freedom of Information Request	\$5.00	\$5.00
Freedom of Information Research (staff time and photocopying)	Actual Costs	Per MFIPPA

# SCHEDULE J

## Miscellaneous Rates and Fees

Fees are not subject to HST

Item	Current Fee	Recommended Fee
Entrance permit application fee (non-refundable)	\$100.00	\$200.00
Entrance permit deposit	\$750.00	\$750.00
Farley Road Parking Permit (annual) - Deeded access properties only	\$55.00	\$55.00
Farley Road, Additional Guest Parking Permit (annual) - Deeded access properties only	\$15.00	\$15.00
Sign Advertising (annual)	\$200.00	\$200.00
After School Program (per day/per child)	\$6.00	\$6.00



**Information from the Cemetery Board, 2023 Recommendations**

Service	Specifics	Current Fees	Recommended 2024 Fees	Explanation (i.e. comparison to other Municipalities etc.)
		(2022 Fees By-law - tax extra)		
<b>Burial Lot (single)</b>	Residents (interment rights)	\$200.00	\$220.00	<b>Market value adjustment includes \$12 license fee.</b> Lot- 1 grave + 2 Cremation or 4 Cremation.
	Residents (perpetual care and maintenance)	\$350.00	\$350.00	<b>No change.</b> Act requires: 40% of the land cost or \$250 which ever is greater.
	Non-residents (interment rights)	\$600.00	\$660.00	<b>Market value adjustment includes \$12 license fee.</b> Lot- 1 grave + 2 Cremation or 4 Cremation.
	Non-residents (perpetual care and maintenance)	\$550.00	\$550.00	<b>No change.</b> Act requires: 40% of the land cost or \$250 which ever is greater.
<b>Cremation Lot (single)</b>	Residents (interment rights)	\$100.00	\$110.00	<b>Market value adjustment includes \$12 license fee.</b> Lot- 2 Cremations.
	Residents (perpetual care and maintenance)	\$250.00	\$250.00	<b>No change.</b> Act requires: 40% of the land cost or \$150 which ever is greater.
	Non-residents (interment rights)	\$385.00	\$400.00	<b>Market value adjustment includes \$12 license fee.</b> Lot- 2 Cremation.
	Non-residents (perpetual care and maintenance)	\$250.00	\$250.00	<b>No change.</b> Act requires: 40% of the land cost or \$150 which ever is greater.
<b>Scattering grounds</b>	Residents (Scattering rights)	\$50.00	\$50.00	New service for Whitestone, more economical for residents than cremation burial.
	Residents (perpetual care and maintenance)	\$100.00	\$100.00	New service for Whitestone. Act requires: 40% of selling price or (\$100 or \$25/certificate for multiple sale) which ever is greater.

Service	Specifics	Current Fees	Recommended 2024 Fees	Explanation (i.e. comparison to other Municipalities etc.)
		(2022 Fees By-law - tax extra)		
	Non-residents (scattering rights)	\$75.00	\$75.00	New service for Whitestone, more economical for non- residents than cremation burial.
	Non-residents (perpetual care and maintenance)	\$100.00	\$100.00	New service for Whitestone. Act requires: 40% of selling price or (\$100 or \$25/certificate for multiple sale) which ever is greater.
<b>Transfer/Reissue</b>		\$50.00	<b>\$60.00</b>	No Change. Now includes Transfer or Reissue of Certificate
<b>Flat marker over 172 sq in</b>		\$100.00	\$100.00	<b>No change.</b> Act requires: \$50 minimum fee.
<b>Upright monument up to 4 X 4 ft</b>		\$200.00	\$200.00	<b>No change.</b> Act requires: \$100 minimum fee.
<b>Staking for Marking Lot or Monument</b>	Fee paid to Municipality	\$50.00	<b>\$55.00</b>	<b>Market value adjustment.</b> Fee applies to staking or marking burial lot, monument location, or scattering location. Fee includes attendance of Cemtery Bd. member for entire interment.
<b>Opening/Closing Burial Lot</b>	Fee to Funeral Home			<b>No change.</b> <u>Funeral Home to ensure contractor has appropriate Liability &amp; WSIB insurance .</u>
<b>Opening/Closing Cremation Lot</b>	Fee to Municipality	\$100.00	<b>\$120.00</b>	<b>No change.</b> Fee in addition to staking fee, includes Cemetery Board member or designate, opening & closing for interment.





# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** January 16, 2024

**Report No:** ADMIN-2024-01

**Subject:**

RFP 2023-10 Community Centre Audio / Visual Improvements

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receive Report ADMIN-2024-01 (RFP 2023-10 Community Centre Audio / Visual Improvements) for information; and

**THAT** the Council of the Municipality of Whitestone does hereby request that staff work with Stephen D Michael to provide a formal quotation for specific Audio Visual upgrades at the Dunchurch Community Centre and report back to Council at a future meeting.

**Background:**

The Municipality released an RFP (Request for Proposal) 2023-10 in respect of Audio/Visual options and improvements for the Dunchurch Community Centre. The RFP on October 23, 2023 with a closing date of November 23, 2023 at 1:00 pm. The RFP was released to seven (7) known service providers by invitation.

The RFP aimed to tackle present and anticipated challenges arising from utilizing the Community Centre as a Council Chambers for hybrid in-person and virtual meetings as well as support the needs of community events requiring audio/visual. The emphasis is on addressing the distinctive requirements of the Community Centre, serving dual roles as both a venue for community events and a space for Council Chambers.

The RFP requested proposals for consulting services, however some of the proposals received included costing and design information as well.

Specific issues to be addressed for Council meetings:

- Council members being able to hear each other clearly
- Audio distribution from feedback in ceiling speakers
- Reliable and constant webcasting and streaming (a future consideration)
- Ensuring consistent and high-quality audio and visual recording, with a focus on user-friendly functionality.

- Consideration of future expansion and integrations
- Scalability and ease of upgrades
- Quality and reliability of equipment
- Ensure confidentiality during closed sessions
- Ongoing technical support

**Analysis:**

Six (6) proposals were received and were evaluated as follows:

Evaluations were completed based on

**1. Defined Evaluation Criteria:**

- **Experience and Qualifications:** Assesses the experience and qualifications of the proposing firms or individuals in the field of A/V design and maintenance.
- **Technical Expertise:** Evaluating the technical expertise in handling A/V solutions, especially in a municipal setting.
- **Previous Projects:** Reviews the track record of completed projects, particularly those related to community centers or municipal facilities.

**2. Technical Evaluation:**

- **Upgrades and Enhancements:** Evaluates proposed enhancements and upgrades to the existing system, ensuring they align with the municipality's needs.

**3. Experience and References:**

- **Relevant Experience:** Evaluates firms or individuals with experience in providing A/V solutions for municipal settings including community centers of similar size and requirements.
- **Client References:** References from previous clients, especially those with similar requirements of neighbouring Municipalities.

**4. Insurance:**

- **Insurance and Liability:** Verifies that proposing firms or individuals have appropriate insurance coverage and understand liability considerations.

**5. Cost-Benefit Analysis:**

- **Value for Money:** Assess the cost in relation to the proposed benefits and improvements.
- **Long-Term Costs:** Considers not only upfront costs but also long-term maintenance and operational expenses.
- **Cost:** Considering the proposed budget in relation to the scope of work. Considers compliance with operating budget

There were two bidders who completed the evaluation and provided recommendations without costs associated consulting services.

	Proposal Submissions	Compliant Submission	Tendered Amount Plus HST
1	<b>Stephen D Michael LTD. Barrie, ON</b>	<b>Yes</b>	<b>0</b>
2	Novita Techne Limited. Toronto, ON	Yes	\$9,600
3	Exp Services Inc. Markham, ON	Yes	\$3,900
4	Field Services Canada Inc. Gravenhurst ON	Yes	0
5	Spectech - Technology Consulting and Project Management Newmarket, ON	Yes	\$8,250
6	MCW Consultant Ltd. Toronto, ON	Yes	\$25,000

**Recommendation:**

Stephen D Michael LTD. from Barrie has emerged with the top score during the evaluation process and is recommended for award for this RFP. Stephen D Michael LTD. has already performed a review on the Dunchurch Community Centre and prepared a proposal with recommendations for Audio Visual.

Stephen D Michael LTD. has worked on notable council chamber projects for Township of McKellar, Town of Bracebridge, Township of Lake of Bays, Township of Archipelago, Township of Georgian Bay.

Staff will work with Stephen D Michael and provide a secondary report to Council with options for enhancements and refinements that will allow for improvement to the current system (which performs best for live music / live speaker / a DJ type event)

**Financial Considerations:**

The 2023 Budget for the Community Centre Audio Visual Consultant was \$10,000.00. Additional budget will be needed for 2024 to allow for the enhancements.

The proposed Council audio system augmentation could include nine (9) delegate units for councillors, public and staff, and two multi-unit battery chargers (this number could be reduced if units are shared). The desk units operate for 10 hours and recharge in 5 hours, with 14 batteries, including 4 spares. Audio (microphone) desk units, and conferencing will be heard through the unit's speakers and two current wall-mounted speakers. Desk units have a headphone jack for hearing-impaired users.

Additionally, a dual wireless microphone receiver with handheld and lapel mics could provide flexibility for Q&A and other uses. The existing wireless microphones are very prone to interference and lack easy muting, so a Stereo Digital Feedback system could be installed to reduce echo and feedback. The Bluetooth receiver will be integrated, and a mixer will control audio levels for various outputs.

A Hearing Assist System (this could be several units) could address accessibility needs per the AODA guidelines. The existing equipment rack will house any new hardware. The wireless audio proposal provides flexibility to customize both Council and Conference configurations and continue to utilize the existing equipment already purchased and installed.

A proposed video system upgrade involves replacing the existing TV and cabinet with a motorized 16:9 tensioned video screen (65" high x 116" wide) at the council table. The ceiling-mounted ViewSonic LS920WU, 6,000 Lumen Laser Projector would display remote participant images, presentations, and computer-generated content. A KVM switch for the clerk's control, HDMI wall jack for presentations, and integrated PC for Zoom meetings and streaming will be installed.

Ceiling lights near the screen may be turned off to reduce glare, and a security cage will protect the projector. The current TV display and cabinet will move behind the council for public viewing. An HDMI wall jack will facilitate easy presentation access, and a PTZ camera near the screen will provide flexibility in streaming and video conferences. Audio from presentations and video conferences will be injected into the audio system, and a 22" Touch Screen Monitor will control camera pre-sets via the rack PC.

For the purpose of understanding costs, an initial draft budget for the upgrades noted above is as follows. There is room for flexibility and staging of the upgrades over several years in order to manage budget availability.

Proposed Audio installed pricing before HST	\$30,988.15
Proposed Video equipment installed before HST	\$35,133.87
Electrician budget for proposed work	\$2,000.00

**Link to Strategic Plan:**


**2. Fiscal Responsibility and Accountability**

To be financially responsible and accountable in delivering municipal services efficiently and cost effectively within the community's economic framework

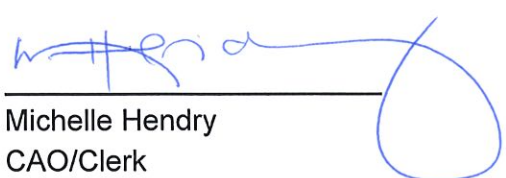
**5. Maintenance of our Infrastructure:**

To maintain and preserve the Municipality's infrastructure to established standards within our financial capability

**Respectfully submitted by:**

  
 \_\_\_\_\_  
 David Creasor  
 Manager of Public Works

**Reviewed by:**

  
 \_\_\_\_\_  
 Michelle Hendry  
 CAO/Clerk





## Municipality of Whitestone Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** January 16, 2024

**Report No:** ADMIN-2024-02

**Subject:**

Appointment of Alternate Community Emergency Management Coordinator (CEMC)

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receive report ADMIN-2024-02 (Appointment of Alternate Community Emergency Management Coordinator (CEMC)) for information; and

**THAT** Resolution No. 2022-95 appointing Janice Bray as Alternate CEMC be rescinded; and

**THAT** John Stothers be appointed as the Alternate CEMC for the Municipality of Whitestone.

**Background:**

All municipalities in Ontario are required to establish and maintain an Emergency Management Program in accordance with the requirements under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9.

The Area Municipalities of West Parry Sound, with the exception of Whitestone, share a joint Emergency Response Plan. Whitestone has developed a stand-alone plan specific to Whitestone only.

Legislation (O. Reg. 380/04, s. 10 (1)) also requires the Municipality appoint a Municipal Emergency Management Coordinator (CEMC).

**Analysis**

The Whitestone CEMC is Kathy Whitman who is also a volunteer member of the Whitestone Fire and Rescue Services Department. Kathy was first appointed to the role on October 17, 2017 in an interim capacity (replacing Tammy Wylie, former CAO/Clerk) and has continued with the role since then.

The alternate CEMC is Councillor Janice Bray, also a volunteer member of the Whitestone Fire and Rescue Department, who was appointed as the alternate on March 15, 2022. Councillor Bray would like to step down as the alternate CEMC due to her busy schedule as a Councillor. The CEMC and alternate CEMC report to the CAO in the organizational structure of the Municipality.



The CEMC and Alternate, are required to complete provincial training, per O. Reg. 380/04, s. 10 (2). There are four (4) minimum CEMC training requirements:

- Basic Emergency Management (BEM)
- Community Emergency Management Coordinator (CEMC) Course
- Incident Management System (IMS) 100
- Incident Management System (IMS) 200

CEMC Kathy Whitman has completed three (3) of the training requirements to date and is working on scheduling the last minimum requirement, IMS 200, in the near future.

John Stothers, also a volunteer member of the Whitestone Fire and Rescue Department and retired Field Officer from the Office of the Fire Marshal and Emergency Management, has indicated an interest in assuming the role of Alternate CEMC.

The role of the CEMC:

- establish, update, coordinate, and implement the Municipality's Emergency Plan while carrying out all duties of the CEMC; ensure all requirements of legislation are met.
- ensure compliance with the Emergency Management and Civic Protection Act. This includes ongoing maintenance of the Municipality's Emergency Plan
- educate the public with regards to the Municipality's Emergency Plan and emergency preparedness
- responsible for ensuring appropriate staff are trained in respect of the Municipality's Emergency Plan

Mr. Stothers has obtained all of the four (4) minimum CEMC training requirements (and is also a trainer in Emergency Management protocols) plus numerous other associated qualifications.

The Alternate CEMC will assist the CEMC in carrying out her duties from time to time and act as the CEMC in the absence of the CEMC.

### **Financial Considerations:**

Both the CEMC and Alternate CEMC are paid the higher of the two rates associated with the Fire and Rescue Service hourly rate protocol when they are undertaking the duties required of them.

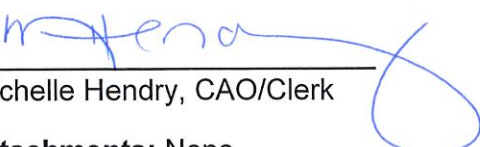
### **Link to Strategic Plan:**

7.10 Prepare for emergencies

All municipalities in Ontario have an obligation to develop, implement and maintain an Emergency Management Program that includes plans, exercises and public awareness.

We will continue to maintain an updated Emergency Management Plan and ensure emergency preparedness.

**Respectfully submitted by:**

  
Michelle Hendry, CAO/Clerk

**Attachments:** None



## Municipality of Whitestone Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** January 16, 2024

**Report No:** PW-2024-01

**Subject:**

2023 Biennial Municipal Structure Inventory and Inspection Report

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receive report PW-2024-01, (2023 Biennial Municipal Structure Inventory and Inspection Report) for information.

**Background:**

The Province of Ontario passed amendments in 1997 to existing legislation in the Highway Traffic Act (HTA), The Bridge Act (BA) and the Public Transportation and Highway Improvement Act (PTHIA) that required all bridge and culvert structures with a span greater than 3.0 m to be inspected under the direction of a Professional Engineer at no greater than two (2) year intervals. The inspection methodology and reporting must be in accordance with the Ontario Structure Inspection Manual (or equivalent).

Under this regulation Municipalities are responsible for ensuring their bridges are kept safe and in good repair. This is done through the performance of regular bridge inspections in accordance with the Ontario Structure Inspection Manual, or equivalent. A detailed inspection involves a thorough examination of bridge components, along with an assessment of the overall bridge condition.

The study undertaken provides documentation of the existing condition of the Municipality's structure inventory and establishment of recommendations and cost estimates for repair and/or upgrading of the structures to provide an economical and cost-effective means of maintaining the current infrastructure.

Data collection and structure ratings were completed in accordance with the Municipal Bridge Appraisal and Municipal Culvert Appraisal Manuals and the Ontario Structure Inspection Manual Revised (May 2018).

The scope of the report includes summaries of collected data, with discussion and analysis regarding the same.

Link to Report [Municipality of Whitestone - Biennial Bridge and Culvert Inspections](#)

GHD Limited was retained by the Municipality of Whitestone to inspect a total of seven (7) bridges and five (5) culverts on the Municipality's road system in 2023 and prioritize the maintenance, repair and replacement works for these structures.

GHD has provided structural assessments for the Municipality of Whitestone since 2017 and are contracted a Sole Source procurement based on the institutional knowledge of Whitestone Structures. This allows for continuity in inspections and reporting.

## **Analysis**

The Municipality of Whitestone maintains a total of twelve (12) structures of 3.0 m span or greater, with an area totalling 1,116 m<sup>2</sup>.

This report outlines the key findings and recommendations of the 2023 Municipal Structure Inspection. It is crucial to note that the recommendations provided here are based on an ideal scenario with unlimited funds.

Considering the findings of the 2023 Inspection Report, there is an acknowledged need for ongoing attention to infrastructure. While the ideal scenario presented here assumes unlimited funds, the Municipality should gradually address the identified issues based on available resources. The report encourages Council to consider these recommendations for future budgeting and planning, ensuring the sustained safety and efficiency of our road infrastructure.

### **Bridge Replacements:**

- The Boakview Bridge (2022) has been successfully replaced with two culverts by the Whitestone Public Works Staff.
- The 30th & 31st Concession Bridge (2022) on our shared road has been replaced with a culvert by Magnetawan.

### **Load Limit Postings:**

- Load limit postings on two bridges, namely Maple Island summer road and Ladds Road, remain unchanged.

### **Engineering Analysis:**

- Ladds Road Bridge has been designated for further engineering analysis to determine the most suitable course of action, whether rehabilitation or replacement.

### **Rehabilitation Needs:**

- Seven bridges and two culverts require rehabilitation.

### **Guide Rail Installation:**

- Additional costs are anticipated for guide rail installation, extension, or upgrades for six bridges and two culverts

**Financial Implications:**

The recommendations in the 2023 Biennial Municipal Structure Inventory and Inspection Report will be incorporated into the Municipal Budget process and the 2023 updated Asset Management Plan

1. **Estimated Construction and Rehabilitation Needs:**
  - o The projected total cost for the existing structure system over ten years is \$2,529,000.
2. **Annual Budgeting Recommendations:**
  - o Immediate needs: \$975,000
  - o 1-5 year needs: \$1,540,000
  - o 6-10 year needs: \$14,000
3. **Minimum Annual Capital Program:**
  - o A suggested minimum annual capital program of \$281,000 (1.8%) is proposed to maintain the current system adequacy.
4. **Expenditure Considerations:**
  - o Actual expenditures may exceed estimates due to the average age of structures, especially as older structures approach a terminal condition.
5. **Financial Allocation for Maintenance:**
  - o It is recommended to allocate 1.5-2.0% of the structure inventory's value annually for perpetual maintenance.

**Link to Strategic Plan:**

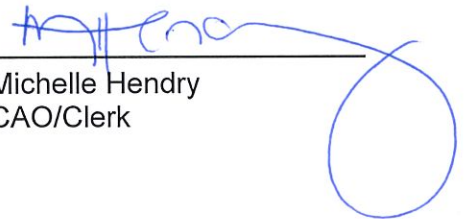
5. Maintenance of our Infrastructure

**Respectfully submitted by:**



David Creasor  
Manager of Public Works

**Reviewed by:**



Michelle Hendry  
CAO/Clerk

**Attachments:** None



## Municipality of Whitestone Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** January 16, 2024

**Report No:** PW-2024-02

### **Subject:**

Electric Vehicle ChargeOn funding program and Lakeland Solutions TAKE CHARGE EV Network proposal for the Municipality of Whitestone

### **Recommendation:**

**THAT** the Council of the Municipality of Whitestone receive report PW-2024-02 (Electric Vehicle ChargeOn funding program and Lakeland Solutions TAKE CHARGE EV Network proposal for the Municipality of Whitestone) for information; and

**THAT** the Council of the Municipality of Whitestone approves an application to the Electric Vehicle ChargeOn funding program by Lakeland Solutions for an Electric Vehicle (EV) charger installation in Whitestone to be located at 2125 Highway 124, Dunchurch, Ontario, and

**THAT** subject to Electric Vehicle ChargeOn funding approval from the Ministry of Transportation, staff negotiate a Lease Agreement with Lakeland Solutions in respect of the proposed construction and installation of the Electric Vehicle charger installation.

### **Background:**

This report provides an update on the application to the Electric Vehicle ChargeOn funding program and a proposal from Lakeland Solutions TAKE CHARGE EV Network, outlining the progress made in respect of the resolution 2023-552 (below), funding opportunities, and a proposed plan for the Electric Vehicle (EV) charger installation in Whitestone. Lakeland Solutions is an 'operating as' name of Bracebridge Generation.

At the November 21, 2023 regular Council meeting the following resolution was passed:

Resolution No. 2023-552

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Brian Woods

THAT the Council of the Municipality of Whitestone receive for information the Memorandum from Manager of Public Works, David Creasor dated November 15, 2023 regarding the Electric Vehicle ChargeOn funding program; and

THAT Council directs staff to prepare an application for one (1) Level 3 port and one (1) Level 2 port in Dunchurch at 2125 Highway 124, Dunchurch, ON.

Recorded Vote:

	YEAS	NAYS	ABSTAIN
Councillor, Janice Bray	X		
Councillor, Joe Lamb	X		
Councillor, Brian Woods	X		
Mayor, George Comrie	X		

Carried

### Analysis

Collaborating with Benjamin John Climate & Energy Programs Managers at Georgian Bay Biosphere, staff received insights into neighboring municipalities who have been partnering with Lakeland Solutions. Through NRCan' ZEVIP funding, with the remainder of each install funded by Lakeland solutions, Lakeland will have chargers in Huntsville, Bracebridge, Parry Sound, Sundridge, Magnetawan, Burk's Falls and Seguin. Leases are signed with the municipalities for the site and will be installed over the next eleven (11) months.

Whitestone has since been working with the Lakeland TAKE CHARGE team to facilitate an efficient and streamlined installation process. Close collaboration between Whitestone and Lakeland is crucial to ensuring that the tight application timelines are met and the proposed solution aligns with regulatory requirements and the community vision.

The Lakeland TAKE CHARGE EV Network's mission is to establish an EV charging network throughout Central Ontario for the public, commercial fleet operations and private use. This network is designed to provide universal EV charging, track usage, and promote EV charging availability. The Lakeland TAKE CHARGE network aims to enable drivers to use a single App and charging system across the region.

### Proposal:

For Whitestone, Lakeland is proposing the installation of a single location with a combination of Level 2 (11.5 kW) and Level 3 (30 to 180 kW) chargers. This infrastructure will grant public and fleet vehicles access to the Lakeland TAKE CHARGE network, contributing to the broader provincial EV charging initiative.

Lakeland will install, own, and maintain the EV chargers, with users paying on a per-minute basis. Local service and support will be handled by Lakeland, ensuring the system's reliability. Whitestone's commitment involves leasing parking spots and space for infrastructure to Lakeland, including responsibilities for snow removal and general waste pick up. There may be opportunities for the municipality to negotiate special charging rates for fleet and staff vehicles.

Lakeland remains open to other shared ownership models, allowing Whitestone the option to invest in the charging infrastructure.



**Benefits:**

The installation of these chargers will not only support tourism but also encourage EV drivers to visit Whitestone while charging. This initiative also aligns with environmental goals by actively contributing to the reduction of greenhouse gas emissions.

General Considerations for Charger Locations:

- 1. Access to services: Ensure nearby access to washrooms, food, etc.
- 2. Good Lighting: Adequate lighting for safety and visibility.
- 3. Three-Phase Power: Verify the availability of three-phase power nearby.
- 4. Highway Access: Convenient access to the highway for travelers.
- 5. Year-round Public Access: Ensure accessibility regardless of weather conditions.

**EV Charger Agreement:**

The Lakeland TAKE CHARGE EV Network will enter into an EV Charger Lease Agreement with the Whitestone. The Agreement covers construction, possession, commencement, term, easement, rent, utilities, use, maintenance, indemnification, insurance, confidentiality, and other critical aspects to ensure the success of the project.

**Financial Implications**

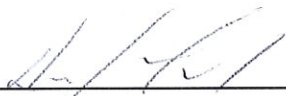
Funding for the project is available through the ChargeON Program, with the Ontario Ministry of Transportation, providing financial support ranging from 50% to 75% of the total costs, depending on the applicant.

The funding submission deadline is January 31, 2024. Applications must undergo a pre-submission consultation with Hydro One to verify capacity requirements. This consultation took place on January 04, 2024.


**Link to Strategic Plan:**

- 5. Maintenance of our Infrastructure

**Respectfully submitted by:**

  
 \_\_\_\_\_  
 David Creasor  
 Manager of Public Works

**Reviewed by:**

  
 \_\_\_\_\_  
 Michelle Hendry  
 CAO/Clerk

**Attachments:**

ATTACHMENT 1: General Information from Lakeland Solutions and map of proposed location



### **Lakeland TAKE CHARGE EV Network**

Lakeland is building an Electric Vehicle (EV) charging network throughout Central Ontario for public, fleet, and private use.

This network provides universal Electric Vehicle charging, tracks usage, markets and promotes EV charging availability.

The Lakeland TAKE CHARGE network will enable drivers to utilize a single App and charging system across our region.

### **Installation**

The Lakeland TAKE CHARGE team will provide an efficient, streamlined installations process, working closely with municipalities to ensure the solution fits all regulations and the vision and plans of the community.

### **Funding**

Funding is available through the Ontario Ministry of Transportation in the ChargeON Program. This funding can cover 50%-75% of the costs, depending on the applicant. Applications are due January 31<sup>st</sup>, 2024.

### **Proposal for Discussion**

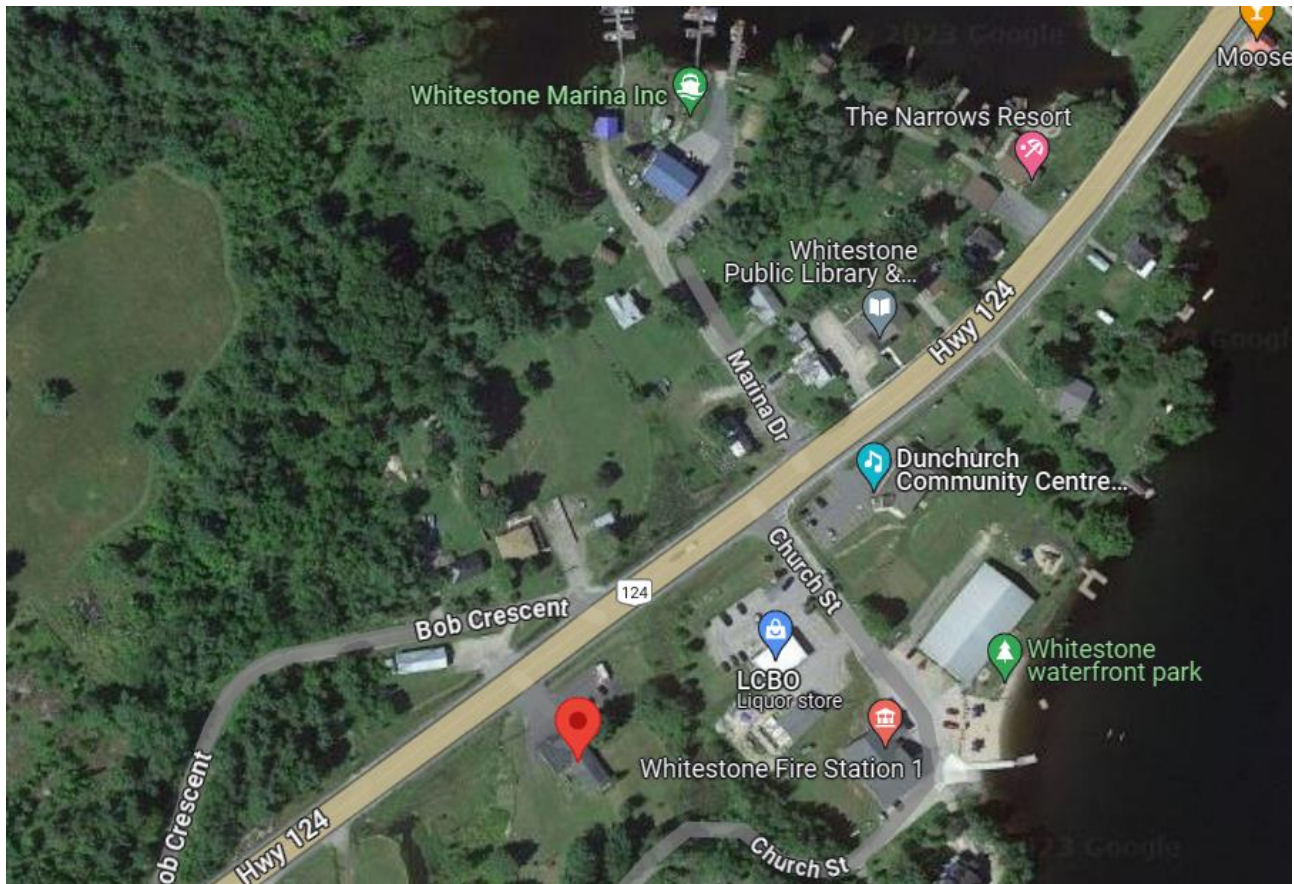
- To install combinations of Level 2 (11.5 kW) and Level 3 (30 or 180 kW) chargers in Whitestone, offering public and/or fleet vehicles access to the Lakeland TAKE CHARGE network. At this time, funding will be required to make this feasible.
- Lakeland proposes to install, own, and maintain the EV chargers, charging users on a per minute basis. Service and support will be handled locally by Lakeland, ensuring reliability of the system. Whitestone's commitment will be to lease the parking spots and space for infrastructure to Lakeland and the municipality will receive special charging rates for fleet and staff vehicles.
- Lakeland is open to other shared ownership models, should Whitestone wish to invest in the charging infrastructure.

The availability of multiple chargers will support tourism and encourage EV drivers to stop and visit while charging for the next leg of their journey. It will ensure that Whitestone supports EV drivers and is proactive in reducing greenhouse gas emissions.

### General Considerations for Charger Locations

- Access to services: Washrooms, food, etc.
- Good Lighting
- Three Phase power nearby
- Highway Access
- Year-round public access

### Proposed Location 2125 Highway 124



This location suits the general considerations.



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## MEMORANDUM

**To:** Mayor and Council

**From:** Michelle Hendry, CAO/Clerk

**Date:** January 16, 2024

**Re:** Agreement with MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC),  
Land Use Planning Services

### Background

The Agreement with MHBC was presented to Council at the December 12, 2023 regular Council meeting. The following resolution was passed on December 12, 2023.

### Resolution No. 2023-583

**Moved by:** Councillor Scott Nash

**Seconded by:** Councillor Brian Woods

- 10.1 **THAT** By-law No. 78-2023, being a By-law to authorize an agreement between MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC) and the Corporation of the Municipality of Whitestone in respect of the provision of Professional Land Use Planning Services be Read a First and Second time this 12<sup>th</sup> day of December, 2023;

**AND FURTHER** Read a Third time, Passed and properly Signed and Sealed this 12<sup>th</sup> day of December, 2023 and numbered 78-2023.

### Recorded Vote:

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

**Carried**

During the discussion on the above referenced matter further information/action was requested from MHBC in respect of the following items.



- 1) Confirmation regarding work for the planning Board

**MHBC Response:** We are comfortable with providing a letter that states our office will not do any work for the Planning Board when we are under the current contract with the Municipality.

- 2) Rates in current contract (per submitted proposal)

**MHBC Response:** The rates in the current proposal are valid for 2024.

- 3) Member of Council request to post MHBC hourly rates in the Municipal Website

**MHBC Response:** We do not consent to having our rates posted on the website.

In respect of item 3) please note:

***Excerpt from Municipal Freedom of Information and Protection of Privacy Act,  
R.S.O. 1990, CHAPTER M.56***

***Third party information, Section 10***

*(1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,*

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute*

***Consent to disclosure***

*(2) A head may disclose a record described in subsection (1) if the person to whom the information relates consents to the disclosure.*

**Note:** the 'Head' for the Municipality of Whitestone is designated per By-law 35-2022, being a By-law to designate a head of the municipal corporation and delegate all powers and duties of the head to the CAO/Clerk for the purposes of the Municipal Freedom of Information and Protection of Privacy Act

**Attachment 1:** Memo dated December 12, 2023, Agreement with MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), Land Use Planning Services



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## MEMORANDUM

**To:** Mayor and Council  
**From:** Michelle Hendry, CAO/Clerk  
**Date:** December 12, 2023  
**Re:** Agreement with MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), Land Use Planning Services

### Background

A Request for Proposals seeking Professional Land Use Planning Services was issued June 8, 2023 and an Addendum issued on June 21, 2023 and closed Tuesday, July 4, 2023.

- At the June 20, 2023 Regular Council meeting, the following resolution was passed:

**Resolution No. 2023-316**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Brian Woods

- 11.3 Memorandum  
RFP 2023-09 – Municipal Planning Services

**THAT** the Council of the Municipality of Whitestone receives for information the Memorandum from CAO/Clerk Hendry, RFP 2023-09 – Municipal Planning Services dated June 20, 2023; and

**THAT** the Council of the Municipality of Whitestone appoints the following members of Council to review and evaluate the proposals received in respect of RFP 2023-09 – Municipal Planning Services and provide recommendations to Council:

Councillor Joe Lamb  
Councillor Scott Nash

### Recorded Vote:

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

**Carried**

Page 1 of 3



2. The Meeting Minutes of the Regular Council Meeting of September 5, 2023 noted the following:

**Resolution No. 2023-424**

**Moved by:** Councillor

**Seconded by:** Councillor

- 11.1 Municipal Planning Services: date selection for a Special Council meeting to meet with the short list of proponents

**THAT** the Council of the Municipality of Whitestone does hereby set the date for a Special Closed Session Council meeting to meet with the short list of proponents in regards to Municipal Planning Services Request for Proposal 2023-09 on:

**Tuesday, September 26<sup>th</sup>, 2023 at 4:00 p.m.** via Zoom only

**Clerks Note:** This motion was voted on and carried by a majority vote however there was no mover or seconder.

3. Subsequently, a Special Closed Session meeting was scheduled for September 26, 2023 with the Agenda item reading as follows:

- 4.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization pursuant to Ontario Municipal Act, Section 239 (2) (i)
  - Discussion with potential Service Providers for Land Use Planning Consulting Services

The short list of proponents had an opportunity to present their proposal to Council and Council had the opportunity ask questions and discuss the needs of the Municipality Whitestone.

4. At the October 17, Regular Council meeting the Agenda noted the following item in the Closed Session portion of the meeting.

- 15.3 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization pursuant to Ontario Municipal Act, Section 239 (2) (i)
  - Discussion regarding potential Service Providers for Land Use Planning Consulting Services

5. Council made a decision on October 17, 2023 in closed session and staff were directed to negotiate a contract with the successful proponent.

6. The By-law and Contract on the December 12, 2023 Regular Council meeting agenda are a result of the negotiations.
7. MHBC is expected to commence their contract in 2024. The current Municipal Planner, John Jackson is in the process of completing three (3) files already in progress. Any new files will be managed by MHBC.

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# MEMORANDUM

**To:** Mayor and Council  
**From:** Michelle Hendry, CAO/Clerk  
**Date:** January 16, 2023  
**Re:** RFP 2024-01 Integrity Commissioner Services

## Background

At the December 12, 2023 Regular Council meeting the following resolution was passed.

**Resolution No. 2023-576**

**Moved by:** Councillor Brian Woods

**Seconded by:** Councillor Scott Nash

9.1 Report ADMIN-2023-14  
Integrity Commissioner Services

**THAT** the Council of the Municipality of Whitestone issue a Request for Proposal for Integrity Commissioner Services.

### Recorded Vote:

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

**Carried**

The current appointment of Aird Berlis for integrity Commissioner Services is in place until February 28, 2024.

### Analysis

RFP-2024-01 was issued on January 4, 2024 by invitation to ten (10) known service providers. The RFP was also posted on the Municipal website and the muniServ website.

The closing date is Thursday January 25, 2024.

**Recommendations**

It is recommended that two members of Council be appointed to assist in the evaluation of the proposals received and to recommend a short list to Council at the February 20, 2024 Council meeting.

Scheduling a Special Council meeting is recommended as well, to allow for members of Council to interview the proponents and ultimately make a recommendation.

The above noted timelines will necessitate an extension to the Aird Berlis contract.

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# BY-LAWS

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 01-2024**

**Being a By-law to authorize borrowing from time to time  
to meet expenditures during  
the fiscal year ending December 31, 2024**

**WHEREAS** pursuant to Section 407 (1) of the *Municipal Act* (the Act), 2001 S.O c. 25 as amended, at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

**AND WHEREAS** pursuant to Section 407 (2) of the Act, except with the approval of the Local Planning Appeal Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed

- (a) from January 1st to September 30th in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- (b) from October 1st to December 31st in the year, 25 percent of the total estimated revenue of the municipality as set out in the budget adopted for the year;

**AND WHEREAS** pursuant to Section 407 (3) of the Act, until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Whitestone enacts as follows:

1. **THAT** the Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance up to \$1,000,000.00 during the year 2024, (hereafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 (1) of the Act;
2. **THAT** a promissory note or banker's acceptance made under Section 407(1) of the Act shall be signed by the Head of Council, or such other person as is authorized by By-law to sign it, and by the Treasurer;
3. **THAT** the lenders from whom amounts may be borrowed under authority of this By-law shall be The Toronto Dominion Bank and such other lender(s) and reserve funds of the Municipality as may be determined from time to time by resolution of the Council;



4. **THAT** the total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for that year. For purposes of this By-law, the estimated revenues of the Corporation shall not include revenues derivable or derived from,
  - (a) borrowing or issues of debentures, or
  - (b) a surplus, including arrears of levies, or
  - (c) a transfer from the capital fund, reserve funds or reserves
5. **THAT** the Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law, a certified copy of the resolution mentioned in Item 3 above, determining the lender is applicable, and a certified copy of the estimates of the Corporation adopted for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Act that have not been repaid;
6. **THAT** if the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law:
  - (a) The limitation on total borrowing, as set out in Item 4 above, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year, and
  - (b) A certified copy furnished under Item 5 above shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year.
7. **THAT** all of any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received, but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
8. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect to the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose, and
9. **THAT** By-law No. 01-2024 being a By-law to authorize borrowing from time to time to meet expenditures during the fiscal year ending December 31, 2024 is hereby passed this 16th day of January 2024.

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**Mayor**

George Comrie

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**CAO/Clerk**

Michelle Hendry

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 02-2024**

**Being a By-law to levy certain interim  
rates, taxes and charges for the year 2024**

**WHEREAS** Section 317 of the *Municipal Act*, 2001, as revised, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a By-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

**AND WHEREAS** the Council of the Corporation of the Municipality of Whitestone deems it advisable and expedient that such a levy should be made;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1.
  - (1) **THAT** the following interim taxes, rates and charges are hereby levied, rated and imposed to be collected on the whole of the rateable properties in the Municipality of Whitestone in the following manner:
    - (a) For all properties in Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2023.
    - (b) For all properties in Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2023.
  - (2) **THAT** for the purposes of calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on the property for only part of 2023 because assessment was added to the collector's roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
  - (3) **THAT** the provisions of this By-law shall apply in the event that assessment is added for the year 2023 to the collector's roll after the date this By-law is passed and an interim levy shall be imposed and collected.
  - (4) **THAT** all taxes levied under this By-law shall be payable into the hands of the Treasurer in accordance with the provisions of this By-law.
2. **THAT** the said interim tax levy shall become due and payable as follows:

50% percent of the interim levy rounded upwards shall become due and payable on the last day of March, 2024; 50% percent on the interim levy rounded upwards to the next whole dollar shall become due and payable on the last day of May, 2024

and nonpayment of the amount on the dates stated in accordance with this section shall constitute default under the installment payment plan. Pre Authorized Payment Plan is due the last day of every month.

3. **THAT** the Treasurer 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, a written or printed notice specifying the amount of taxes payable.
4. **THAT** the taxes are payable at the Municipality of Whitestone Municipal Office, 21 Church Street, Dunchurch, Ontario.
5. **THAT** the subsequent levy for the year 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by the By-law.
6. **THAT** the provisions of Section 290 of the *Municipal Act*, as amended, apply to this By-law with necessary modifications.
7. **THAT** the Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due or to become due and to give a receipt for such part payment, provided that the acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or of any installment thereof.
8. **THAT** nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and By-laws governing the collection of taxes and,
9. **THAT** By-law No. 02-2024 Being a By-law to levy certain interim rates, taxes and charges for the year 2024 is hereby passed this 16th day of January, 2024.

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**Mayor**

George Comrie

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**CAO/Clerk**

Michelle Hendry

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 03-2024**

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**Being a By-law to set tax ratios for Municipal purposes  
for the year 2024**

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**WHEREAS** it is necessary for the Council of the Corporation of the Municipality of Whitestone pursuant to Section 308 (4) of the *Municipal Act* (the Act), 2001 S.O. c. 25 as amended, to establish the tax ratios for 2024 for the Corporation of the Municipality of Whitestone;

**AND WHEREAS** the tax ratios determine the relative amount of taxation to be borne by each property class;

**AND WHEREAS** Section 308 (2) and (3) of the Act provides that every municipality shall establish a set of tax ratios, and such tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1;

**AND WHEREAS** the property classes have been prescribed by the Minister of Finance pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c. A.31, as amended;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the tax ratios for the 2024 taxation year be established as follows:

a) The residential/farm property class	1.0000
b) The commercial property class	1.0000
c) The commercial vacant property class	0.7000
d) The industrial property class	1.0000
e) The farmlands property class	0.2500
f) The managed forest property class	0.2500
g) The Landfills property class	4.4913

2. **THAT** for the purpose of this By-law:

- a) The commercial property class includes all commercial office property, shopping centre property and parking lot property;
- b) The industrial property class includes all large industrial property;

3. **THAT** By-law No. 03-2024 being a By-law to set tax ratios for Municipal purposes for the year 2024 is hereby passed this 16th day of January, 2024.

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**Mayor** George Comrie

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**CAO/Clerk** Michelle Hendry

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**BY-LAW NO. 04-2024**

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**TO CLOSE AND STOP UP THAT PART OF THE ORIGINAL SHORE ROAD  
ALLOWANCE ALONG THE SHORES OF WAHWASHKESH LAKE,  
IN FRONT OF BROKEN LOT 35, CONCESSION 7,  
IN THE GEOGRAPHIC TOWNSHIP OF MCKENZIE,  
NOW MUNICIPALITY OF WHITESTONE, DISTRICT OF PARRY SOUND,  
DESIGNATED AS PARTS 6-11, PLAN 42R-22220  
AND TO SELL PARTS 6-11, PLAN 42R-22220**

**(Assessment Roll Number 49 39 050 004 08315 – BURRELL (Parts 6, 7 & 8))  
(Assessment Roll Number 49 39 050 004 08310 – RICE (Part 9))  
(Assessment Roll Number 49 39 050 004 08303 – POTTINGER Part 10))  
(Assessment Roll Number 49 39 050 004 08300 – MERRITT (Part 11))**

---

**WHEREAS** it is deemed expedient in the interest of the Corporation of the Municipality of Whitestone, hereinafter called the Corporation, that the original unopened shore road allowance described in Schedule A hereto be closed, and thereafter Parts 6-11, Plan 42R-22220 be sold and conveyed to the adjacent owners;

**AND WHEREAS** the adjacent owners have made a request to the Corporation for the purchase of part of the said original unopened shore road allowance designated as Parts 6-11, Plan 42R-22220;

**AND WHEREAS** public notice of the intention of the Corporation to close the said portion of the said shore road allowance has been made in accordance the municipality's by-laws regarding the same.

**AND WHEREAS** no persons have objected in writing to the closing or appeared before the Council claiming that his, her or its lands will be prejudicially affected by this By-law.

**AND WHEREAS** no person uses the road allowance for motor vehicle access to or from the person's land.

**AND WHEREAS** the road allowance does not abut land owned by the Crown in right of Canada or lead to or abut on the bridge, wharf, dock, quay or other work owned by the Crown in right of Canada.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Whitestone enacts as follows:

1. **THAT** upon and after the passing of this By-law that part of the original unopened shore road allowance described in Schedule A hereto be, and the same is hereby closed and stopped up.
2. **THAT** upon and after passing of this By-law that part of the road allowance described as Parts 6-11, Plan 42R-22220, be sold and conveyed by the Corporation to the





## **SCHEDULE A**

Part of the original shore road allowance along the shores of Wahwashkesh Lake, in front of Lot 28, Concession 5, Geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Parts 6-11, Plan 42R-22220.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW NO. 05-2024**

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**By-law No. 05-2024, being a By-law to authorize entering into an Agreement with  
12628465 Canada Inc. and STO Network Consulting Inc.  
in respect of a Plan of Subdivision  
(Parry Sound Area Planning Board File No. S01/2022 (W))**

---

**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** 12628465 Canada Inc. and STO Network Consulting Inc. received Draft Plan Approval of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W)) comprising 8 water access lots;

**AND WHEREAS** 12628465 Canada Inc. and STO Network Consulting Inc. is required to enter into a subdivision agreement pursuant to subsection 51(26) of the Planning Act, R.S.O. 1990 as amended;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Mayor and CAO-Clerk of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation, an agreement being Schedule 'A' of this By-law, between the Municipality of Whitestone and 12628465 Canada Inc. and STO Network Consulting Inc.;
2. **AND THAT** this By-law No. 05-2024, being a By-law to authorize entering into an Agreement with 12628465 Canada Inc. and STO Network Consulting Inc. in respect of a Plan of Subdivision (Parry Sound Area Planning Board File No. S01/2022 (W)) is hereby passed this 16th day of January 2024.

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**Mayor**

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**George Comrie**

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**CAO/Clerk**

---

**Michelle Hendry**

# **BUSINESS MATTERS**



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## MEMORANDUM

**To:** Mayor and Council  
**From:** Michelle Hendry, CAO/Clerk  
**Date:** January 16, 2024  
**Re:** Short Term Rental By-law Public Meeting

### Background

At the November 7, 2023 Regular Council meeting, staff presented report ADMIN-2023-13, Short Term Rental By-law Update (ATTACHMENT A).

The following Resolution was passed:

### Resolution No. 2023-522

**Moved by:** Councillor Janice Bray

**Seconded by:** Councillor Joe Lamb

THAT the Council the Municipality of Whitestone receives report ADMIN-2023-13 (Short Term Rental Unit By-law update) for information;

AND THAT the Council of the Municipality of Whitestone request staff to schedule a hybrid Public Consultation Meeting in respect of the proposed update of the Municipality of Whitestone the Short Term Rental By-law.

Recorded Vote:

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

Carried

### Next Steps and Recommendation

Staff recommend that the Public meeting be schedule for February 20, 2024 as part of the Regular Council meeting. Notification will be provided on the Municipal Website, Municipal Facebook page, the next available e-news letter and on the Municipal Office bulletin board.

**Attachment A:** Staff report ADMIN-2023-13

8



## Municipality of Whitestone Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** November 7, 2023

**Report No:** ADMIN-2023-13

**Subject:**

Short Term Rental Unit By-law update

**Recommendation:**

**THAT** the Council the Municipality of Whitestone receives report ADMIN-2023-13 (Short Term Rental Unit By-law update) for information;

**AND THAT** the Council of the Municipality of Whitestone schedule a Public Consultation Meeting in respect of the proposed update of the Municipality of Whitestone the Short Term Rental By-law.

**Background:**

In 2021, Council recognized the importance of reviewing and updating By-law 20-2014, being a By-law for the licensing, regulation and governing of rental units in the Municipality of Whitestone.

The By-law was written and enacted by Whitestone Council in 2014 in order to acknowledge and regulate Short Term Rental Units. Property owners with Short Term Rental accommodation could apply for a Licence from the Municipality.

SECTION 1 of the By-law reads:

*No person shall use any dwelling as a Rental Unit unless they hold a current license issued pursuant to this By-law.*

Other sections in the By-law include General Rental Unit Requirements, modest License fees (unchanged since 2014), Fire Inspection requirements, License issuing criteria, Penalties and Violations, Appeal and Administration.

The number of Licenses issued under this By-law for the past three years is as follows:

2021 - 14 licenses

2022 - 11 licenses

2023 - 14 licenses

In the past number of years, there has been an increase in the number of short-term rentals not only in Whitestone but throughout Ontario however a very small number of licenses (as noted above) have been applied for and issued in Whitestone. There is no confident way of determining the number of actual short-term rental units in Whitestone; it is estimated to be well over 100.

The companion document to By-law 20-2014, is the Zoning By-law which prior to June 2022, defined a 'rental unit' as follows:

*"Rental Unit means a detached dwelling that is offered as a place of temporary residence, lodging or occupancy by way of lease, rental agreement or similar commercial arrangement. A rental unit does not include lodging found in any Tourist Commercial (C2) Zone, including a motel, hotel, rental cottage, tourist cabin, bed and breakfast, nor does it include a property rented for two weeks or less in any calendar year, and it excludes any rentals that exceed 30 consecutive days or more to the same tenant, throughout all or part of a calendar year."*

The reference to 'rented for two weeks or less in any calendar year' created significant challenges in respect to enforcement of the By-law.

Regulating short-term rentals has been in the news in the past few years as municipalities seek ways to balance the economic benefits of short-term rentals with the needs of the neighborhoods they exist in, supporting both property owners who undertake short-term rentals and the surrounding community.

### **Ad Hoc Committee**

In March 2021, Council passed the following resolution:

#### **Resolution No. 2021-087**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Beth Gorham-Matthews

11.2 Proposed Ad Hoc committee to review and update By-law 20-2014, Being a By-law for the licensing, regulating and governing of rental units in the Municipality of Whitestone

**THAT** the Council of the Municipality of Whitestone supports the creation of an Ad Hoc Committee to review and update By-Law 20-2014, being a By-law for the licensing, regulating and governing of rental units;

**AND THAT** the following representatives sit on this committee,

Councillor Joe McEwen  
By-Law Enforcement Officer Paul Rossiter  
Paula Macri, Planning Assistant  
Councillor Joe Lamb

**Carried**



In February 2022, Mayor Comrie replaced Councillor Lamb on the Ad Hoc Committee.

In addition to the above Committee members, the Ad Hoc Committee received guidance from Paul Dray (Paul Dray Legal Services) and John Jackson (Land Use Planner for the Municipality) and assistance from the CAO/Clerk.

At the June 21, 2021 Council meeting, Paula Macri, Planning Assistant provided a Memorandum recommending an update to the Zoning By-law (based on recommendations from Paul Dray) **ATTACHMENT 2**

The following resolution was passed:

**Resolution No. 2021-216**

**Moved by:** Councillor Joe Lamb

**Seconded by:** Councillor Joe McEwen

**11.2 Memo: Update on Rental Unit By-Law review**

THAT the Council of the Municipality of Whitestone does hereby receive the update on Rental Unit By-Law review, for information and provides direction to Staff to initiate a Zoning By-law amendment as recommended by Municipal Prosecutor Paul Dray in order to align the Zoning By-law with the intent of the Rental Unit By-law.

**Carried**

Subsequently, on June 21, 2022, following the appropriate planning process and Public meeting, By-law 34-2022 was enacted. This By-law amended the Municipality of Whitestone Zoning By-law No. 07-2018 to replace the definition of Rental Unit with a new definition of Short Term Rental Unit (**ATTACHMENT 4**)

**Ad Hoc Committee meetings**

Meetings were held on the following dates:

- April 16, 2021
- September 16, 2021
- March 16, 2022
- May 26, 2022
- August 18, 2022
- August 24, 2022

The Ad Hoc Committee reviewed numerous Short Term Rental By-laws from municipalities in Ontario and decided on the Township of Lake of Bays approach. Staff were asked to take the comments and suggestions of the Ad Hoc Committee and integrate these into a new Draft By-law for Whitestone.

For a number of reasons (2022 Municipal Election, the new Council considering the strategic direction for the 2022-2026 Term of Council and staff shortages) not a great deal of work was

accomplished on the Draft By-law in 2023 beyond the updates recommended from the Ad Hoc Committee.

During the Council Strategic Planning discussions in 2023, the Short Term Rental By-law was identified (among others) as a priority to move forward in the current term of Council.

Staff recently met with Mayor George Comrie and Councillor Joe Lamb (both of whom contributed to the process in 2021 and 2022) in September of 2023. The work to date was revisited and consideration was given to the next steps. By-law Enforcement Officer, Paul Rossiter attended one of these meetings.

The Draft By-law was reviewed at the September meetings with the expectation that further minor refinements were required prior submitting to Council and the Public for review.

It was determined through the various meetings that consideration should be given to:

- Appropriate enforcement clauses to ensure the By-law can be enforced and will withstand any legal challenges.
- Significant penalties for non-compliance.
- Maintain a reasonable / low cost License fee.
- Consider the correct wording to be utilized for septic system compliance.
- Ensure appropriate parking management for the intended use and capacity of the rental unit to accommodate vehicles/boats.
- Implement a Code of Conduct for Renters and Owners.
- Consider a maximum occupancy limit that reflects a maximum number of people per bedroom and/or per dwelling.
- A requirement that the owner (or designate) must be able to attend the property within a reasonable amount of time to address issues if necessary.
- A demerit point system may be proposed to give negative points to rentals that do not comply with the Licensing By-law or other municipal By-laws. If a maximum number of demerit points is reached, the license may be revoked.

In addition to the above and the development of a robust By-law, Council may want to investigate the implementation of the Transient Accommodation Tax:

O. Reg. 435/17: TRANSIENT ACCOMMODATION TAX  
<https://www.ontario.ca/laws/regulation/170435>

See **ATTACHMENT 5** (FAQ for TRANSIENT ACCOMMODATION TAX)

### **Next Steps**

Before finalizing the *DRAFT* By-law for Short Term Rentals, Staff recommend holding a stand-alone Public Consultation Meeting on the matter.

The Whitestone community has reached out to Council and Staff at numerous intervals in the past number of years with varying concerns, opinions and in some cases, continuing support for Short Term Rentals.

A Public Meeting will allow Council to listen, gather information / opinions / concerns and allow for informed decision making in respect of an updated By-law.

**Financial Considerations:**

No Financial impacts at this time

**Link to Strategic Plan:**

**3.6 Review policies, procedures, and processes**

The Municipality will review established policies, By-laws, procedures, and processes to bring them up-to- date and to ensure their consistency with this Strategic Plan, the Whitestone Official plan and best municipal practices.

**Respectfully submitted by:**

  
Michelle Hendry  
Chief Administrative Officer/Clerk

**ATTACHMENTS:**

- ATTACHMENT 1** By-law 20-2014, being a By-law for the licensing, regulating and governing of rental units in the Municipality of Whitestone
- ATTACHMENT 2** Memorandum from Paula Macri, Planning Assistant dated June 21, 2021
- ATTACHMENT 3** Report from John Jackson Planner, Short Term Rental By-laws, date April 25, 2022
- ATTACHMENT 4** By-law 34-2022, being a By-law to amend the Municipality of Whitestone Zoning By-law No. 07-2018 for the purpose of enacting a revision of the definition of Short Term Rental Unit
- ATTACHMENT 5** FAQ'S for TRANSIENT ACCOMMODATION TAX



**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**  
**BY-LAW NO. 20-2014**

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**A BY-LAW FOR THE LICENSING, REGULATING AND GOVERNING OF  
RENTAL UNITS IN THE MUNICIPALITY OF WHITESTONE**

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**WHEREAS** the Municipal Act authorizes municipalities to enact licensing by-laws;

**AND WHEREAS** the Council of the Corporation of the Municipality of Whitestone has enacted a zoning by-law amendment that allows a Rental Unit in all zones permitting a residential dwelling, subject to the Rental Unit being licensed in accordance with the Municipality's Rental Unit Licensing By-law;

**AND WHEREAS** the Council of the Corporation of the Municipality of Whitestone considers it advisable and appropriate that the licensing, regulating and governing of Rental Units be established;

**NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**, as follows:

**SECTION 1 – PROPERTIES REQUIRING RENTAL UNIT LICENSE**

- 1.1 No person shall use any dwelling as a Rental Unit unless they hold a current license issued pursuant to this By-law.
- 1.2 Only the Registered Owner or the Lessee of the dwelling may obtain a Rental Unit License. Where the Registered Owner or the Lessee is a Corporation, the principal shareholder of the Corporation shall apply for the license, with the consent of the Corporation. In the event that the Corporation's share structure is such that the largest shareholders hold an equal amount of shares in the Corporation, then any of these shareholders may apply for and hold a license.

**SECTION 2 – GENERAL RENTAL UNIT REQUIREMENTS**

- 2.1 The following is required to qualify for a Rental Unit License:
  - (a) proof of ownership;
  - (b) copy of survey or site plan (sketch);
  - (c) copy of the use permit for the property's sewage system;
  - (d) proof that realty taxes have been paid;
  - (e) any open building permits for the dwelling must be finalized;
  - (f) acknowledgement that the Registered Owner or Lessee is responsible for rental unit insurance;
  - (g) confirmation that all adjoining properties have been informed of license application; and,
  - (h) confirmation that the property complies with all laws or regulations.

**SECTION 3 – LICENSE FEES**

- 3.1 All applications for a license filed with the Municipality shall be accompanied by the fee for each license, as established by Council from time to time by resolution, and as currently specified in Schedule "A" to this By-law.
- 3.2 Licenses may be issued for up to three years.
- 3.3 A new license application must be filed before the earlier of the expiry of a current license or upon a change of ownership.

#### **SECTION 4 – FIRE INSPECTION**

- 4.1 Upon receipt of a Rental Unit License application, the Chief Fire official, or a designate, shall conduct an inspection of the dwelling to ensure compliance with current code requirements.
- 4.2 Prior to the issuance of a Rental Unit License, the Chief Fire official or a designate must approve the application.

#### **SECTION 5 – LICENSE ISSUE**

- 5.1 Upon receipt of a Rental Unit License application, the following procedures shall take place:
  - (a) the application will be received and reviewed in accordance with any regulations governed by this By-law; and,
  - (b) an inspection as may be necessary will be carried out to determine whether the property is in compliance with the provisions of this By-law, all other by-laws of the Municipality, any regulations and any approved site plans.
- 5.2 If the Rental Unit License application conforms to the provisions of this By-law, all other by-laws of the Municipality and all applicable regulations, and approved site plans then the Municipal Clerk or his/her designate shall issue a license.
- 5.3 The Municipal Clerk may refuse to issue a license if the information submitted on the application is incomplete or incorrect.
- 5.4 The following shall be posted in an conspicuous location in the Rental Unit:
  - (a) a copy of the license;
  - (b) a copy of 911/Civic Address;
  - (c) a copy of a survey/site plan;
  - (d) the license holder's address/contact information;
  - (e) the name and number of an emergency contact person;
  - (f) a copy of a notice regarding the drinkability of the water;
  - (g) a copy of Municipal Noise By-law;
  - (h) a copy of Municipal Open Air Burning and Fireworks By-laws; and,
  - (i) a copy of the Municipal Dog By-law.

#### **SECTION 6 – PENALTIES AND VIOLATIONS**

- 6.1 It shall be the responsibility of the license holder to ensure that there is compliance with this By-law and all other applicable by-laws.
- 6.2 When, in the opinion of the Municipal Clerk, a violation of this By-law has occurred or exists, the Municipal Clerk or his/her designate shall issue a written compliance notice to the license holder. The notice shall specify those sections of the By-law which are being violated and shall state that the license holder has seventy-two (72) hours from the delivery of the compliance notice in which to correct the alleged violation, failing which the Municipality may correct the alleged violation at the expense of the licence holder or revoke the Rental Unit License.
- 6.3 Service of any notice under this section shall be carried out by personal service or by registered mail upon the license holder, or by posting the property, or by delivering the notice to the address of the Owner of the property as listed in the assessment roles of the Municipality.
- 6.4 The Rental Unit License may be revoked, suspended or made subject to special conditions, including an administrative fee, by the Municipal Clerk or his/her designate for:
  - (a) any ongoing breach of the provisions of this By-law; or
  - (b) any breaches of the provisions of any other applicable by-laws or regulations; or



- (c) any refusal to comply with any compliance notice of violation within 72 hours.
- 6.5 Every person who contravenes any provision of this By-law is guilty of an offence and all contraventions of this By-law are designated as continuing offences pursuant to section 429 of the *Municipal Act, 2001*, S.O. 2001, c.25.
- 6.6 Every person who contravenes any provision of this By-law is guilty of an offence for each day or part of a day that the offence continues and on conviction is liable to a fine for each offence, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33 and the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 6.7 Every Director or Officer of a corporation who contravenes this By-law is guilty of an offence for each day or part of a day that the offence continues and on conviction is liable to a fine for each such offence, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c.P. 33 and the *Municipal Act, 2001*, S.O. 2001, c. 25.
- 6.8 Where a person has been convicted of an offence under this By-law, the Court may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.

**SECTION 7 – APPEAL**


- 7.1 An applicant whose application has been refused, or a Licensee whose license has been revoked, suspended or made subject to special terms or conditions and who is not satisfied with the refusal, revocation, suspension or the terms or conditions, may appeal this decision to Council.
- 7.2 Every person who initiates an appeal to Council of a decision made under this By-Law shall submit a notice of appeal within 14 days of a refusal, revocation, suspension or decision to impose special terms or conditions, together with the prescribed fee.

**SECTION 8 – ADMINISTRATION**

- 8.1 The Municipal Clerk or his/her designate shall be responsible for the administration and enforcement of this By-law.
- 8.2 The definitions found in the Municipality’s zoning by-law shall apply to this By-law, where applicable.
- 8.3 Unless otherwise specified, words importing the singular include the plural and vice versa and words importing gender include all genders and the past, present or future tense or other related form of defined term shall have the same meaning as the defined term.


This By-law shall come into full force and effect of the final date of passage hereof, at which time all by-laws that are consistent with the provisions of this By-law and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

Read a First and Second time this 17<sup>th</sup> day of March, 2014.

  
 Mayor Chris Armstrong

  
 CAO-Clerk Liliane Nolan

Read a Third time and Passed, Signed and Sealed this 17<sup>th</sup> day of March, 2014.

  
 Mayor Chris Armstrong

  
 CAO-Clerk Liliane Nolan

**SCHEDULE "A"**

**FEES**

**RENTALS**

**Annual Fee \$200.00 (Non-refundable)**

- License holders shall pay their license fee for the years they are licensed. Invoices will be sent out in October, prior to the next licensing year. Should the fee not be paid, the Rental Unit License will be revoked.

**Administrative Fee (see Section 6.4)**

- \$200.00

**Appeal Fee (see section 7.2)**

- \$200.00





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## MEMORANDUM

**To:** Mayor and Council

**Cc:** Michelle Hendry, CAO/Clerk

**From:** Paula Macri, Planning Assistant

**Date:** June 21, 2021

**Re:** By-law 20-2014, A By-law for the Licensing, Regulating and Governing of Rental Units in the Municipality of Whitestone

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### Background:

Council recommended a review and update of the current By-law 20-2014, Regulating and Governing of Rental Units. A small Committee was formed for this purpose with the intent of reviewing wording, provisions and enforceability.

### Consultations:

The following people were consulted during the process and have provided input to date:

Councillor Joe Lamb  
Councillor Joe McEwen  
Paula Macri, Planning Assistant (and current administrator of the Rental Unit Licensing)  
By-Law Enforcement Officer, Paul Rossiter  
Municipal Prosecutor, Paul Dray  
Clerks Department

### Discussion:

At the first meeting of the Committee, it was decided that a review of the By-law by Municipal Prosecutor, Paul Dray would be the best first step. Paul Dray has been working with other Municipalities on Rental Unit By-laws and has some familiarity with the issue.

Mr. Dray provided written recommendations as follows and indicated that prior to a review and update of the current By-law, the following changes be made to the current Zoning By-law:

- a) *Delete the definition of "Rental Unit" and replace it with "Short Term Rental Unit" to eliminate any confusion of potential conflict with the use of the term of "Rental Unit" as it relates to "Rental Cottage Establishment".*

- b) *Define "Short Term Rental Unit" as "means the use of a dwelling or dwelling unit that is available for rent in its entirety for a period of thirty (30) consecutive days or less, to provide temporary lodging to the travelling of vacationing public but does not include a bed and breakfast establishment or the commercial uses permitted in the Tourist Commercial (C2) Zone of the Municipality's Zoning By-law."*

*Please note the above definition:*

- *assumes that only the commercial uses under the Tourist Commercial (C2) Zone are exempt;*
  - *deletes "nor does it include a property rented for two weeks or less in any calendar year" as this is conflicts with the purpose of licensing short term rental unit accommodations to ensure the safety and compliance with the various regulations*
- c) *Delete "Rental Unit, licensed by the municipality" from Section 4.01 (a), 6.01 (a) and 7.01 (a) and replace it with "Short Term Rental Unit".*

*Including "licensed by the municipality" results in the "rental unit" not being a "rental unit" unless it is licensed which restricts your ability to enforce.*

*Once the above changes are made to the Zoning By-Law, the licensing by-law can be updated to include provisions to restrict advertising without a licence, to ensure continuity with the zoning and to enhance the regulatory framework and enforcement provisions.*

**Recommendation:**

Staff recommend that the above recommendations from Paul Dray be accepted and that direction be given to initiate an update to the Zoning By-Law.



**Planner, Inc.**

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

Tel: (705) 746-5667 E-Mail: JJPlan@Vlanet.ca

April 25, 2022

## REPORT TO COUNCIL

### SHORT TERM RENTAL BY-LAWS

#### BACKGROUND

In 2014, the Municipality of Whitestone enacted a licensing By-Law No. 20-2014 to regulate "rental units" in the Municipality. (Copy of By-Law 20-2014 is attached).

A "rental unit" is defined in the zoning By-Law as:

*"Rental Unit means a detached dwelling that is offered as a place of temporary residence, lodging or occupancy by way of lease, rental agreement or similar commercial arrangement. A rental unit does not include lodging found in any Tourist Commercial (C2) Zone, including a motel, hotel, rental cottage, tourist cabin, bed and breakfast, nor does it include a property rented for two weeks or less in any calendar year, and it excludes any rentals that exceed 30 consecutive days or more to the same tenant, throughout all or part of a calendar year."*

The licensing By-Law came forward to respond to a growing number of cottage owners that were making their cottages available for rent on a short term basis. In some cases, persons had multiple properties available for short term cottage rentals.

In some of these rentals, short term renters became reckless, violated municipal by-laws, often trespassed and complaints to the Municipality were occurring more frequently.

An Ontario Municipal Board ruling (Blue Mountains) determined that renting dwellings for a period of less than 30 days constituted a non-residential or commercial use, thereby in violation of residential zoning regulations.

Whitestone council decided that the proper approach was to allow short term rentals but to require renters to be licensed to ensure that landlords required renters to be responsible and follow the applicable municipal legislation.

Eight years later, the Municipality of Whitestone has undertaken a review of its rental licensing By-Law. The Municipality established a committee to undertake such a review. This committee has had the advantage of reviewing the experience of similar licensing regulations in other jurisdictions. It has also benefitted from the direct knowledge and experience of its Crown prosecutor, Paul Dray.

Paul Dray has had first hand experiences of the strengths and weaknesses of short term rental legislation from the perspective of enforcing such laws. In the case of controlling adverse impacts from short term rentals, the most meaningful part of the program is the ability to enforce the rules.

Paul Dray has agreed to assist with an update of the licensing By-Law, but before this happens, he has recommended a number of changes to the related clauses in the zoning By-Law. (Mr. Dray's letter is attached; Note: it is to be considered confidential).

### **ZONING CHANGES**

I have attached a draft zoning By-Law to make the changes supported by the committee.

### **BED AND BREAKFAST (B&B'S)**


It should be understood that the approach to B&B's in Whitestone is separate from any considerations of short term rentals.

A B&B is not permitted in a waterfront zone. A Rental Unit is permitted in all zones.

### **NOTICE**

The proposed zoning changes will impact or potentially impact all owners of land in the Municipality, it will need to be posted in the local newspaper and placed on the Whitestone website.

Respectfully Submitted.



John Jackson  
Encls.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 34-2022

A By-law to amend the Municipality of Whitestone  
Zoning By-law No. 07-2018  
for the purpose of enacting a revision of the definition of Short Term Rental Unit

WHEREAS pursuant to Section 34 of the *Planning Act*, as amended, the Council of the Municipality of Whitestone has passed By-law 07-2018 being the Zoning By-law for the Municipality of Whitestone;

AND WHEREAS the Council of the Municipality of Whitestone deems it advisable to amend Zoning By-law 07-2018 in order to update the provisions relating to short term rentals in the Municipality of Whitestone;

NOW THEREFORE COUNCIL OF THE MUNICIPALITY OF WHITESTONE HEREBY ENACTS AS FOLLOWS:

Definitions

- 1. Section 2.151, the Definition of "Rental Unit" is hereby deleted and is replaced with "Short Term Rental Unit" and is defined as follows:

"Short Term Rental Unit means the use of a dwelling or dwelling unit that is available for rent in its entirety for a period of thirty (30) consecutive days or less, to provide temporary lodging to the travelling of vacationing public but does not include a bed and breakfast establishment or the commercial uses permitted in the Tourist Commercial (C2) Zone of the Municipality's Zoning By-law."

Rural (RU), Rural Residential (RR) Waterfront Residential (WF1, WF2, WF3) Zones

- 2. Sections 4.01 a), 6.01 a) and 7.01 a), permitted uses for the Rural (RU), Rural Residential (RR) and Waterfront Residential (WF1, WF2, WF3) Zones in the Municipality of Whitestone's Zoning By-law No. 07-2018 are hereby amended by deleting "a Rental unit, licensed by the Municipality" replacing it with "Short Term Rental Unit"

This By-law shall take effect and come into force in accordance with the *Planning Act*.

READ a FIRST and SECOND time this  
21<sup>st</sup> day of June, 2022.

Read a Third time and Passed, Signed  
and Sealed this 21<sup>st</sup> day of June, 2022.

  
\_\_\_\_\_  
Mayor George Comrie  
\_\_\_\_\_  
CAO-Clerk Michelle Hendry  
\_\_\_\_\_  
Clerk Michelle Hendry





## Municipal Accommodation Tax (FAQs)

### Excerpt from the Tourism Industry Association of Ontario (TIAO)

<https://www.tiaontario.ca/cpages/home>

**1. Question:** For the purpose of these regulations, what is the definition of “transient accommodation”?

- Are transient campsites and boatslips to be captured in the definition?
- In hotel vernacular, “transient” captures all bookings for less than 10 rooms (leisure travel, business travel, etc.); “group” captures all bookings for 10 rooms or more (sport groups, conferences/conventions, in-bound groups, etc.) — does the MAT apply only to the “transient” bookings, or to the room rate on all bookings, including the “group” business? (Not for extended stay, only on rooms booked for less than 30 consecutive days in the same room)

The transient accommodation tax regulations under the *Municipal Act, 2001* and the *City of Toronto Act, 2006* do not define transient accommodation.

The transient accommodation tax authority allows each municipality that chooses to implement a transient accommodation tax to determine the types of short-term accommodation the tax would apply to. However, purchases that do not consist of accommodation cannot be taxed. Purchases that consist of accommodation that is not short-term in nature cannot be taxed.

Municipalities that have questions about the requirements of the legislation or regulations should discuss them with their legal counsel.

**2. Question:** How is a DMO defined under the new regulations?

The regulations do not provide a definition for a “Destination Marketing Organization (DMO).”

The transient accommodation tax regulation under the *City of Toronto Act, 2006* requires the City of Toronto to share a portion of their revenues from the tax, if they choose to implement a transient accommodation tax, with Tourism Toronto.

The transient accommodation tax under the *Municipal Act, 2001* requires municipalities that choose to implement a transient accommodation tax to share a portion of their revenues from the tax with an “eligible tourism entity.” Depending on the circumstances, this may be a Destination Marketing Organization, Regional Tourism Organization, or other not-for-profit tourism organization. The amount to be shared, and with whom, would depend on whether or not there is an existing destination marketing program in the community.

**3. Question:** Which levels of government can implement a Municipal Accommodation Tax?

All single-tier and lower-tier municipalities have the authority to put a municipal accommodation tax in place. A transient accommodation tax is not a requirement for local municipalities—rather, they have the flexibility to decide if they want to put the tax in place. Upper-tier municipalities (regional or county governments) do not have the authority to implement a tax.

**4. Question:** What are the specific tiers with regards to municipalities?

Please refer to the *Municipal Act, 2001, s. 1(1)* for definitions relating to various types of municipalities.



**5. Question: Can regional municipalities collect tax on behalf of lower-tier municipalities?**

Yes. Local municipalities that choose to impose a transient accommodation tax could reach an agreement with a person or entity to collect the tax on a municipality's behalf and this could include a regional municipality. It is up to the discretion of the local municipality's council to design the transient accommodation tax.

**6. Question: Is there a recommended percentage rate for a Municipal Accommodation Tax?**

No. Should a municipality choose to implement a transient accommodation tax, it has the flexibility to determine the design of the tax, including the tax rate.

**7. Question: Will a Municipal Accommodation Tax apply to short-term rentals such as Airbnb?**

The answer depends on decisions about the design of the tax made by the municipality's council.

The transient accommodation tax authority allows each municipality that chooses to implement a transient accommodation tax to determine the types of short-term accommodation the tax would apply to. The tax can only apply to accommodation that is short-term in nature. That means a local municipality could apply the tax to hotel accommodation only, or it could choose to apply the tax to other types of short-term accommodation, including transient accommodation offered through services such as Airbnb, or other accommodation that is short-term in nature. Please note that short-term accommodations at universities and colleges cannot be taxed under a municipal accommodation tax.

**8. Question: Are hotel amenity fees and service charges applicable under a Municipal Accommodation Tax (i.e. does the tax apply to the room rate only)?**

The answer depends on the nature of the fees or charges and decisions about the design of the tax made by the municipality's council.

The transient accommodation tax authority allows each municipality that chooses to implement a transient accommodation tax to determine the types of short-term accommodation the tax would apply to. The transient accommodation tax authority does not extend to incidental fees and charges unrelated to the purchase of accommodation. For example, the purchase of a meal in a hotel restaurant could not be considered transient accommodation and therefore could not be made subject to a municipal accommodation tax.

**9. Question: If municipalities don't want to implement a Municipal Accommodation Tax, can a DMP/DMF continue on as previous to the new regulations?**

Yes.

Decisions about whether to implement destination marketing programs continue to be industry-led. There is no provincial involvement. These fees are entirely a private-sector initiative. However, some tourism leaders have indicated that if a transient accommodation tax is in place, they will terminate their destination marketing programs due to competitiveness reasons.

When exploring either option, municipal and tourism partners may wish to consider all factors that will ensure their regions remain competitive tourism destinations. We encourage municipalities to work together with their tourism partners and to consider potential impacts on the tourism industry and consumers when making decisions about whether or how, to implement a tax on transient accommodation.



**10. Question: If a municipality chooses not to implement a Municipal Accommodation Tax, can DMPs/DMFs still be set up even though the regulations for a tax are in place?**

Yes.

Decisions about whether to implement destination marketing programs continue to be industry-led. There is no provincial involvement. These fees are entirely a private-sector initiative. However, some tourism leaders have indicated that if a transient accommodation tax is in place, they will terminate their destination marketing programs due to competitiveness reasons.

When exploring either option, municipal and tourism partners may wish to consider all factors that will ensure their regions remain competitive tourism destinations. We encourage municipalities to work together with their tourism partners and to consider potential impacts on the tourism industry and consumers when making decisions about whether or how, to implement a tax on transient accommodation.

**11. Question: Does HST need to be collected on a Municipal Accommodation Tax?**

Yes. The 13% Harmonized Sales Tax (HST) applies to the all-in price of transient accommodation, including any municipal accommodation tax.

We encourage municipalities that have questions about the requirements of the legislation or regulations to discuss them with their legal counsel.

**12. Question: The requirement to enter into an agreement (Section 6 (1) in the Municipal Act regulation and Section 5 (1) in COTA regulation) references that the financial accountability agreements “may provide for other matters”. What does that phrase mean, and does it suggest that the municipality may try to include how the funds are used?**

Under 5(1) of the COTA regulation and 6(1) of the MA regulation, it is mandatory to have an agreement that deals with reasonable financial accountability matters. It is optional for the agreement to deal with matters other than reasonable financial accountability matters. The statement that the agreements “may provide for other matters” clarifies this flexibility, and provides explicit authority for it. Thus, the agreement may deal with other matters (including the use of the money in a particular manner in promoting tourism) if the parties agree, but it doesn't need to deal with such matters if the parties choose not to do so, or can't agree on such matters.

**13. Question: Relating to the regulation under the Municipal Act in respect to revenue sharing (where a destination marketing program currently exists), under Section 4(1) it states: “this section applies if a destination marketing program exists in a municipality on the day before the tax comes into effect.” If a DMP existed at some time, but was cancelled to due to lack of participation, support etc.—and in that case, no DMP exists on the day before the hotel tax comes into effect in that municipality—would the proceeds of a tax be subject to 50% sharing?**

Yes. Section 5 of the transient accommodation tax regulation under the Municipal Act applies if a DMP does not exist in the municipality on the day before the tax comes into effect. In the case of a DMP that existed in the municipality in the past, but does not exist in the municipality on the day before the tax comes into effect, the municipality would be required to share 50% of the net revenues from the tax with one or more eligible not-for-profit tourism organizations chosen by the municipality.

**14. Question: Can funds collected as part of a Municipal Accommodation Tax be channeled to an economic development corporation?**



The answer depends on the activities of the economic development corporation. To be eligible to receive municipal accommodation tax revenue, a tourism entity must be a not-for-profit organization, whose mandate includes tourism promotion in Ontario or in a municipality.

Revenue shared with an eligible tourism entity must be used for the exclusive purpose of promoting tourism. Tourism promotion includes the development of tourism products. The regulations also require a municipality and tourism entity to enter into an agreement that deals with reasonable financial accountability matters to ensure that amounts paid to the entity are used for the exclusive purpose of promoting tourism.

**15. Question: Can a tourism entity negotiate with their municipality to receive more than the minimum share of revenue as outlined in the regulations?**

Yes.

Revenues from the transient accommodation tax that exceed the amount that municipalities are required to share with a not-for-profit tourism organization may be retained by municipalities for their own purposes. The sharing formula does not prevent municipalities from dedicating more than the required amount to tourism activities.

**16. Question: If a municipality agrees to share more than the minimum amount of Municipal Accommodation Tax revenue with a tourism entity as outlined in the regulations, will the municipality have control/say over how that money is to be spent?**

This should be part of the negotiation between the tourism entity and the municipality, and then clearly defined in the agreement between the two bodies.

The transient accommodation tax regulations do not govern municipal decisions to fund the local tourism sector above and beyond the sharing requirements set out under the transient accommodation tax regulations.

**17. Question: With regards to establishing the base amount for an existing DMF program, does the money collected by a hotel association in the calendar year (including monies collected in January 2018 for December 2017) count as the base? Or, is the base calculated using one of the following: 1) monies received by the DMO from the hotel association in the calendar year OR 2) monies committed by the hotel association to the DMO for the year.**

If an eligible tourism entity can demonstrate to the municipality's satisfaction that an amount was collected under a destination marketing program and received by them in respect of the eligible tourism entity's last fiscal year that ended before the tax came into effect, then the amount could be included in the tourism entity's base amount, even if not actually received in that year. Please refer to formula element "A" in Section 4(4) of the COTA regulation, and Section 4(5) of the Municipal Act regulation.

**18. Question: Will tourism organizations receiving proceeds from a Municipal Accommodation Tax be allowed to accumulate a reserve fund using monies not spent in a given year?**

If a hotel association (or other collecting tourism organization) has a reserve fund consisting of DMF funds collected in years prior to a tax being introduced, and the association decides to provide all or part of those reserves to a tourism organization during the reference fiscal year, only the portion of the reserve fund that was collected in the reference fiscal year would count toward the municipality's minimum sharing requirement. As well, any DMF amounts collected on transient accommodation provided in a municipality before a tax is in place, and put into a reserve by the hotel association and are paid to a tourism organization after a tax is in place,



would not decrease the municipality's minimum sharing requirement in the year the amounts are received by the tourism organization.

Regarding a potential reserve fund of tax revenues, please note that tax revenues shared with an eligible tourism entity must ultimately be used by the entity for the exclusive purpose of promoting tourism (which includes the development of tourism products).

**19. Question:** Are college and university dorm rooms exempt from the MAT during the school year? Are they exempt from the MAT during non-school use, i.e. summer, when they rent out the dorm rooms to other groups and travellers?

Yes, all accommodation at colleges and universities are exempt from the MAT at all times.

**20. Question:** In the Municipal Accommodation Tax Regulations (O. Reg. 435/17, s. 4(8) 2, and O. Reg. 436/17, s. 4(7) 2), it says that the annual percentage change (accelerator) will be calculated based on a 10-year period between the second year immediately preceding that particular fiscal and the 12<sup>th</sup> year immediately preceding the particular fiscal year. Does this mean that if a Municipal Accommodation Tax is implemented in 2018, in 2019 the tourism entity will receive the base amount from 2018, plus the accelerator as calculated 2007-2016?

Reference should be made to the regulations for detail about how to calculate the amount of tax revenues that must be shared.

Municipalities with a pre-existing destination marketing program that implement a tax would initially be required to share an amount that matches the revenues collected on transient accommodation provided in the municipality and received by the relevant not-for-profit tourism organization under a destination marketing program from accommodations in the municipality, in respect of the fiscal year before the transient accommodation tax came into effect.

In subsequent years, municipalities would need to adjust this "base amount" by applying the "tourism receipt factor", based on tourism receipts data for Ontario calculated by the Ministry of Tourism, Culture and Sport and posted on its website. The tourism receipt factor is the 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, subject to a 2-year lag.

**21. Question:** After the second year of a Municipal Accommodation Tax, will the base amount be the total amount received in the second year, plus the accelerator, which will become the new base amount?

Reference should be made to the regulations for detail about how to calculate the amount of tax revenues that must be shared.

Municipalities with a pre-existing destination marketing program that implement a tax would initially be required to share an amount that matches the revenues collected on transient accommodation provided in the municipality and received by the relevant not-for-profit tourism organization under a destination marketing program from accommodations in the municipality, in respect of the fiscal year before the transient accommodation tax came into effect.

In subsequent years, municipalities would need to adjust this "base amount" by applying the "tourism receipt factor", based on tourism receipts data for Ontario calculated by the Ministry of Tourism, Culture and Sport and posted on its website. The tourism receipt factor is the 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, subject to a 2-year lag.

**22. Question:** Are there options for who specifically collects funds raised by a Municipal Accommodation Tax? Does it have to be a municipality?

The regulation allows for the decision around who collects the funds raised by a Municipal Accommodation Tax to be made at the local level.

Under the *Municipal Act, 2001*, s. 400.5 and the *City of Toronto Act, 2006*, s. 271, municipalities that choose to impose a transient accommodation tax could reach an agreement with a person or entity to collect the tax on a municipality's behalf. It would be up to the discretion of the local municipality's council to design the transient accommodation tax.

The legislation stipulates that municipal bylaws implementing a transient accommodation tax must meet certain requirements, including setting out the manner in which it would be collected.

**23. Question: What enforcement powers will a municipality have for non-payment of a Municipal Accommodation Tax by hotels?**

If a municipality decides to implement a municipal accommodation tax, it would need to enact the appropriate bylaws in order to implement the tax. Should a municipality choose to implement a transient accommodation tax, it has the flexibility to determine the design of the tax, including the appropriate enforcement mechanism.

**24. Question: Is there a way for RTOs to get involved in collection of a transient accommodation tax?**

- How to approach municipalities about this?
- Would government support this approach?
- Is there an opportunity for governance training for RTOs re: MAT?

RTOs were established to improve coordination, investment and planning within the sector across Ontario. The RTOs' mandate is to provide leadership in four areas: marketing; product development; workforce development; investment attraction.

Additional activities of RTOs are subject to provincial approval as part of the business planning and Transfer Payment Agreement process.

**25. Question: Do municipalities need to spend their 50% of MAT revenue in the year following collection, or can they reserve the funds to support a bigger tourism project in the future?**

Municipal accommodation tax regulations under the *Municipal Act, 2001*, and the *City of Toronto Act, 2006* do not address, or limit in any way, how a municipality may use or spend revenues from a transient accommodation tax.

However, the regulations require a municipality that has imposed a tax to make one or more payments to an eligible tourism entity or entities, for each full or partial fiscal year of the municipality that the tax is in effect, the total of which must be at least equal to the amount set out in the regulations.

Accordingly, the regulations do not require a municipality to spend revenues from a tax in the year following the collection. Decisions on how to spend revenue generated from a municipal/transient accommodation tax is at the discretion of the municipality. As such, a municipality could use revenues from a tax to contribute to a reserve to support a bigger tourism project that is on the horizon.









Motion: 2023-10-05  
Date: October 10, 2023

**BOARD OF TRUSTEES  
REGULAR MEETING**

Moved by: Trustee Wesley  
Seconded by: Trustee Fuscaldo

**WHEREAS the Near North District School Board places significant value on its diverse rural communities and their vital role in shaping public education;**

**AND WHEREAS the Near North District School Board recognizes the immense benefits of providing rural schools that students can easily access by foot or a short bus ride, fostering healthy living and engagement in before and after-school programs;**

**AND WHEREAS rural elementary schools serve as a hub for educational, cultural, and community activities, fostering a sense of belonging and unity among students, families, and residents;**

**AND WHEREAS, despite a previously declining enrolment, the Board has demonstrated exceptional operational efficiency and worked closely with the Ministry of Education to maintain the operation of rural elementary schools;**

**AND WHEREAS it is the responsibility of the Ministry of Education to ensure equal access to quality education for all students, regardless of their geographical location or socio-economic background;**

**AND WHEREAS Bill 98 outlines the circumstances under which a board may be required to sell, lease, or otherwise dispose of a school site, part of a school site, or school property, granting the Minister various powers in such dispositions, including the authority to create regulations;**

**AND WHEREAS the Near North District School Board currently possesses vacant space that could potentially lead to the consolidation or closure of rural elementary schools;**

**AND WHEREAS the Near North District School Board was required to close and integrate two rural elementary schools to secure funding for a new capital school project in the Town of Parry Sound;**

**NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Near North District School Board hereby strongly implores the Ministry of Education not to exercise their authority granted by bill 98 for the closure of rural elementary schools;**

**BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to OPSBA Northern Caucus and the Ministry of Education for their consideration.**

ACTION: carried

Signed: [Signature]



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

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

## Accelerated High-Speed Internet Projects in Whitestone

In 2021, the Ontario Government initiated a series of initiatives with the goal of bringing reliable, affordable, high-speed internet access to communities throughout the Province by the end of 2025, using a variety of technologies including *fibre-to-the-premise*, *wireless*, and *low-earth-orbit satellite*. The Municipalities of McKellar and Whitestone advocated with the Ontario Ministry of Infrastructure for the installation of a higher capacity fibre backbone along the Highway 124 corridor to provide our communities with gigabit ethernet capacity that would meet the needs of residents and businesses for the foreseeable future.

I am pleased to report that our pleas are in the process of being addressed through two projects now underway under the Ministry's *Accelerated High-Speed Internet Program (AHSIP)*. A so-called *reverse auction* conducted in the summer of 2021 led to eight contracts being awarded to internet service providers (ISPs). You can find more information about AHSIP through the following link:

<https://www.infrastructureontario.ca/en/what-we-do/projectssearch/accelerated-high-speed-internet-program/>

Two of these projects will benefit Whitestone:

- Cogeco Connexion will be providing fibre-to-the-premise for subscribers along the Hwy 124 corridor through McKellar and Dunchurch, including those on Manitouwabing and Whitestone Lakes.
- Bell Canada will be providing fibre-to-the premise for subscribers along Hwy 520 from Dunchurch to Ardbeg, including the south shores of Gooseneck and WahWashKesh Lakes.

You can get an approximate idea of the areas being served (down to the street level) by browsing or searching your address in the *Ontario Connects* interactive map:

<https://news.ontario.ca/en/release/1002986/ontario-launches-new-interactive-high-speed-internet-map>

Keep in mind that these projects are still in the design stage; so there is no guarantee that your address will be served by fibre-to-the-premise. Once design and permitting are complete and construction is ready to commence, the ISPs will be contacting potential subscribers for authorization to connect. Service is currently expected to be available starting in in late 2024 or early 2025.

In the meantime, for those looking for better internet service (higher internet speeds and bandwidth, unlimited data), there are some medium-speed wireless options available from other ISPs including Lakeland, Rogers, and Starlink.

The Municipality of Whitestone will continue to monitor and share progress on internet service offerings in our area, and will work with the fibre ISPs to ensure timely completion of their projects.

*Mayor George Comrie*

# CORRESPONDENCE



Resolution No. 2023- 385

**The Corporation of  
the Township of Seguin**

Moved by TF Terry Fellner

Seconded by KA Ken Adams Date December 4<sup>th</sup>, 2023

**WHEREAS** the Council of The Corporation of the Township of McKellar entered into the 'West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board Agreement' ("Agreement"), together with five other municipalities on September 10, 2021 (attached as Schedule "A");

**AND WHEREAS** Council of The Corporation of the Township of Seguin recognizes the benefits that the West Parry Sound Recreation and Cultural Centre will bring to the West Parry Sound area;

**AND WHEREAS** Council of The Corporation of the Township of Seguin recognizes the importance of collaborating with all the area municipalities;

**AND WHEREAS** Council of The Corporation of the Township of Seguin has been, and remains, fully committed to this project;

**AND WHEREAS** the Township of Seguin is a significant contributor to this initiative;

**AND WHEREAS** Council of The Corporation of the Township of McKellar has passed a resolution seeking release from the West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board and its Agreement, in accordance with Section No. 23 of the Agreement.

**THEREFORE BE IT RESOLVED THAT** the Council of The Corporation of the Township of Seguin does not support the Township of McKellar's withdrawal from the West Parry Sound Recreation and Cultural Centre Joint Municipal Service



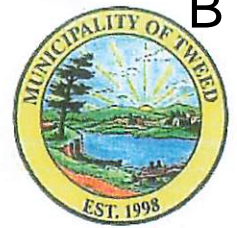
**The Corporation of  
the Township of Seguin**

Board and the Agreement.

**AND FURTHER BE IT RESOLVED THAT** this resolution be forwarded to all West Parry Sound municipalities.

<u>DIVISION LIST</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>	
Adams	—	—	—	—	CARRIED <i>CDM</i>
Buszynski	—	—	—	—	DEFEATED —
Collins	—	—	—	—	
Fellner	—	—	—	—	
Finnson	—	—	—	—	
Getty	—	—	—	—	
MacDiarmid	—	—	—	—	

Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

665

Title:

Councillor J. Flieler

Date:

Tuesday, November 14, 2023

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Moved by

J. Flieler

Seconded by

P. Valiquette

WHEREAS Municipalities are facing ever increasing demands for services along with demands for repairs, maintenance, and replacement of existing infrastructure to the detriment of the tax paying public they serve as the cost of living continues to rise throughout the country;  
AND WHEREAS the Federal and Provincial governments in the past contributed through partnerships to fund projects that have been out of the financial reach of small municipalities;  
AND WHEREAS these 1/3 funding agreements have been instrumental in allowing municipalities to adequately plan and execute projects to protect the aging infrastructure already in place;  
AND WHEREAS the Municipality of Tweed has successfully completed more than 19 capital projects using these funding scenarios over the years;  
AND WHEREAS it is incumbent upon our Federal and Provincial governments to assist municipalities with limited access to funding except through municipal taxes to re-establish this very important funding stream;  
NOW THEREFORE BE IT RESOLVED THAT Council lobby the relevant Federal and Provincial representatives to bring these concerns to the forefront;  
AND FURTHER, that Council consider making a Delegation at the 2024 ROMA Conference;  
AND FURTHER, that copies be sent to MP Kramp-Neuman, MPP Bresee, the Hastings County Warden, the Association of Municipalities of Ontario, and all Ontario municipalities.

**Carried**



December 12, 2023

**\*Sent Via Email\***

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

*CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the “City”) entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City’s downtown core;*

*AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the “Act”);*

*AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;*

*AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;*

*AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;*

*AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City’s appeal;*

*AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;*

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200 BRADY STREET  
SUDBURY ON P3A 5P3

CP 5000 SUCC A  
200, RUE BRADY  
SUDBURY ON P3A 5P3

705.671.2489

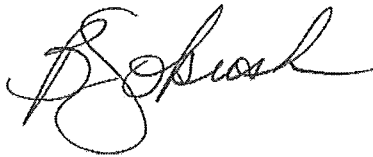
[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

*AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;*

*NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;*

*AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.*

Yours truly,

A handwritten signature in black ink, appearing to read 'Brigitte Sobush', written in a cursive style.

Brigitte Sobush  
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council  
Eric Labelle, City Solicitor and Clerk

Ministry of Agriculture,  
Food and Rural Affairs

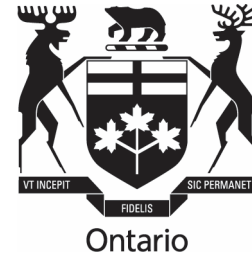
Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



December 18, 2023

Michelle Hendry  
CAO  
Municipality of Whitestone  
Michelle.Hendry@whitestone.ca

Dear Ms. Hendry:

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business. The Rural Economic Development (RED) program is just one tool for communities to complete outcome-based projects that will have tangible benefits across the province. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs throughout Ontario.

To further our commitment to supporting rural communities, I am pleased to share with you that a new intake for the RED program will be opening in January 2024.

When the intake is open, we will be sharing additional information with you directly. You will also be able to find all program information, including how to apply, on my ministry's website at: [ontario.ca/REDprogram](https://ontario.ca/REDprogram).

If you have further questions at this time, you are welcome to contact the Agricultural Information Contact Centre at 1-877-424-1300 or [aq.info.omafra@ontario.ca](mailto:aq.info.omafra@ontario.ca).

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project when the intake is open. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,

Lisa M. Thompson  
Minister of Agriculture, Food and Rural Affairs

**From:** Robin Plumb <[REDACTED]>  
**Date:** December 19, 2023 at 3:02:05 PM EST  
**To:** Mayor George Comrie <[mayor.comrie@whitestone.ca](mailto:mayor.comrie@whitestone.ca)>, Joe Lamb <[councillor.lamb@whitestone.ca](mailto:councillor.lamb@whitestone.ca)>, Brian Woods <[councillor.woods@whitestone.ca](mailto:councillor.woods@whitestone.ca)>, [councillor.nash@whitestone.ca](mailto:councillor.nash@whitestone.ca), [councillor.bray@whitestone.ca](mailto:councillor.bray@whitestone.ca)  
**Subject:** Fw: Pool Board Agreement Nullified

Dear Whitestone council members:

I wish to advise you of the current status of the Joint Municipal Services Board formed in September 2021 to construct and administer a public aquatics centre (the Pool).

As explained below, the Board agreement appears to be nullified by a recently updated project cost estimate, which puts the construction costs in excess of the \$32MM capital cost permitted under the agreement.

This should be of interest to you in the event of any further attempt by the Board to satisfy its obligations to Whitestone under the side agreement in which Whitestone made a conditional commitment to contribute some funding to the construction costs and the operation of the centre.

If the constating JMSB agreement is nullified, then the Board no longer exists and therefore your side agreement is also effectively nullified. There is apparently nothing further for Whitestone to do in respect of this probably now defunct project.

Yours truly,

Robin Plumb  
 Carling Township

----- Forwarded Message -----

**From:** Robin Plumb <[REDACTED]>  
**To:** [REDACTED]  
**Sent:** Sunday, December 17, 2023 at 01:52:59 p.m. EST  
**Subject:** Pool Board Agreement Nullified

Hi

I have reviewed, again, all of the Pool Committee meetings during which the principles, terms, and conditions of the Joint Municipal Services Board agreement were discussed and agreed. I have also reviewed the agreement in detail and obtained advice.

Whereas the Board was presented, in its November 8th, 2023 meeting, with a new project cost of \$36.8MM and whereas the Board agreement states that "capital

costs...shall not exceed \$32MM", and whereas insufficient additional funds have been obtained to meet the \$36.8MM in capital costs, the agreement appears to be nullified. The Board's own advisor (i.e., the Project Manager) has advised that the capital costs will exceed the \$32MM. Further, it would seem that the Board will likely become insolvent, possibly defaulting on a significant amount of its obligations, and it appears now to be aware of that possibility.

How can the Board continue in existing contracts and how can it, in good faith, engage in any new contracts? It would seem to be placing the Board, its members, and its representatives (personally) at significant risk of liability.

What action if any are you taking to assess [REDACTED] legal exposure and to contain or eliminate those risks?

I would like to discuss this with you later in the week if possible.

When would you be available for a call?

Best regards,

Robin Plumb



OFFICE OF THE CITY CLERK  
500 Donald Street East  
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230  
Fax: (807) 623-5468

Tuesday, December 19, 2023

The Honourable Doug Ford  
Premier of Ontario  
premier@ontario.ca

**Re: Advocacy– Short Term Rentals**

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on November 27, 2023 and subsequently ratified by City Council on December 11, 2023:

WITH RESPECT to the memorandum dated November 6, 2023 from Councillor Shelby Ch'ng, Vice Chair of Intergovernmental Affairs Committee, we recommend in support of the request to the Government of Ontario to establish a regulatory framework requiring digital platforms such as Airbnb and VRBO to:

- Require owners using the digital platforms to comply with municipal planning and licensing regulations; and
- Prevent advertising of properties that are not registered with the relevant municipality; and
- Provide a contact with the platform to ensure ongoing and effective communications for provincial and municipal officials;

AND THAT the City of Thunder Bay call upon the Province of Ontario to work with municipalities to address situations in which long term housing stock has been lost to corporate ownership of short-term rental properties;

AND THAT a copy of this resolution be forwarded to Premier Doug Ford, Minister of Municipal Affairs and Housing Paul Calandra, MPP Lise Vaugeois and MPP Kevin Holland, the Association of Municipalities of Ontario (AMO), the Northern Ontario Municipal Association (NOMA) and all municipalities in Ontario;

AND THAT any necessary by-laws be presented to Council for ratification.

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.



Yours very truly,



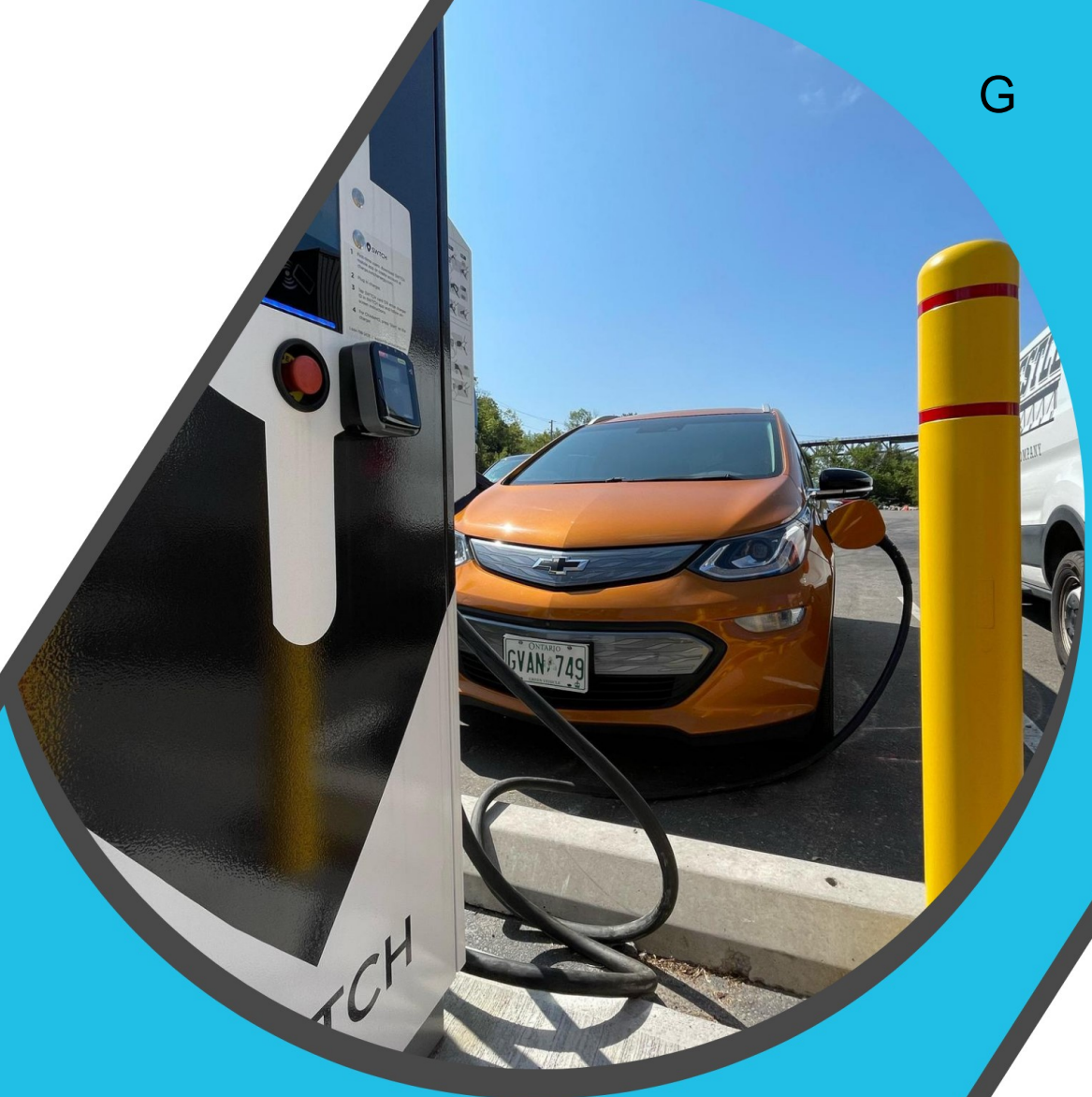
Dana Earle  
Deputy City Clerk

Cc:

Minister of Municipal Affairs and Housing Paul Calandra  
MPP Lise Vaugeois  
MPP Kevin Holland  
Association of Municipalities of Ontario (AMO)  
Northern Ontario Municipal Association (NOMA)  
All municipalities in Ontario



**GEORGIAN BAY  
BIOSPHERE**  
MNIDOO GAMII  
Spirit of the Water



# Zero Emission Vehicle Workshop



February 29th, 9 am - 1 pm



Stockey Centre  
2 Bay St, Parry Sound



In person and  
hybrid

**SAVE  
THE  
DATE!**



December 2023

## Update on Cogeco Network Expansion in Whitestone

Mayor George Comrie,

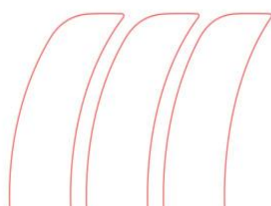
2023 has been a big year for Cogeco Connexion and its network expansion efforts across Ontario and Quebec. Through our partnership with the Government of Canada, as well as the Provinces of Ontario and Quebec, to date Cogeco has connected almost 50,000 underserved premises with our high speed broadband services. This substantial investment is part of our efforts to contribute to closing the digital divide impacting rural residents and businesses across Canada. We look forward to investing and enhancing Whitestone’s connectivity over the next few years.

Below is a high-level summary of where our UBF/ICON project in **Parry Sound District** stands today as a percentage of overall completion & when we expect our network to be active. In the new year, I would appreciate the opportunity to meet with you and your team to answer any questions you may have and provide further details on the project.



I wish you, your family, and your constituents a very Happy Holiday and look forward to further discussions in the new year!

**Mitchell Johnson**  
Manager, Network Strategy





THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2023 - 183

DIVISION LIST


YES NO

DATE: December 19, 2023

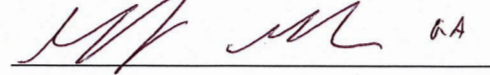
- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

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MOVED BY:



SECONDED BY:



CARRIED:  DEFEATED:  Postponed to: \_\_\_\_\_

Whereas there is a shortage of skilled trades across Northern Ontario;

Whereas the Town of Parry Sound has been fortunate to attract a number of immigrants to the community and they are employed;

Whereas some immigrants have subsequently left the Parry Sound area for other provinces that have more liberal immigration policies;

Whereas the Town is supportive of encouraging continued immigration that can lead to permanent residency;

Whereas the federal government's Rural Northern Immigration Pilot (RNIP) program, which includes five (5) Northern Ontario cities will come to an end on February 1, 2024;

Now therefore be it resolved:

That the Town supports the RNIP program becoming a permanent program;

That the program be expanded to include all Northern Ontario; and

That this Resolution be forwarded to the Honorable Marc Miller, Minister of Immigration, Refugees and Citizenship, MP Scott Aitchison, The Honourable Graydon Smith, MPP and Minister of Natural Resources and Forestry, the Parry Sound Area Chamber of Commerce, the Downtown Business Association, Federation of Northern Ontario Municipalities, the municipalities of West Parry Sound and the Rotary Club of Parry Sound.

  
Mayor Jamie McGarvey



December 22, 2023

**Sent via E-mail**  
david.piccinico@pc.ola.org

David Piccini, MPP  
Northumberland-Peterborough South  
117 Peter St  
Port Hope, ON L1A 1C5

**Re: Rising Municipal Insurance Costs**

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Dear MPP Piccini,

At its regular meeting held December 12, 2023, the Council of the Township of Asphodel-Norwood considered the above-noted matter and passed the following resolution:

**WHEREAS** Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance providers willing to quote on municipal insurance needs;

**AND WHEREAS** the Township of Asphodel-Norwood's annual insurance premiums have increased from \$150,280 to \$299,729 from 2020 to 2024, representing an accumulated increase of 99.5% over this period;

**AND WHEREAS** these annual increases are unsustainable and divert funds from critical municipal services as one of the most significant constraints in limiting yearly tax levy increases;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of Asphodel-Norwood directs staff to send a letter to the MPP for Northumberland-Peterborough South calling for action to reduce insurance costs;

**AND FURTHER BE IT RESOLVED** that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, and all Ontario Municipalities for support.

Trusting you will find the foregoing satisfactory, but please do not hesitate to reach out with any questions or concerns.

Sincerely,



Melanie Hudson, Acting Clerk  
Township of Asphodel-Norwood

Cc: Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



**From:** [Linda West](#)  
**To:** [Michelle Hendry](#)  
**Subject:** Fwd: Economic Advancement through Inclusive Immigration Policies in West Parry Sound  
**Date:** December 31, 2023 5:16:59 PM

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## Thanks Michelle - Happy New Year

----- Forwarded message -----

**From:** **Linda West**  
**Date:** Fri, Dec 29, 2023 at 7:16 PM  
**Subject:** Economic Advancement through Inclusive Immigration Policies in West Parry Sound  
**To:** [g.r.comrie@sympatico.ca](mailto:g.r.comrie@sympatico.ca) <[g.r.comrie@sympatico.ca](mailto:g.r.comrie@sympatico.ca)>

Dear Mayor Comrie,

I trust this message finds you well. In my role as Chairperson of the West Parry Sound Friends of Ukrainians, I am reaching out to you to align our efforts with the economic principles that foster prosperity in communities.

I firmly believe that a community's economic strength is rooted in its capacity to embrace diversity and provide avenues for meaningful contributions from all residents. The Ukrainian community in Parry Sound has not only enriched our cultural tapestry but also has the potential to play a significant role in the economic growth of West Parry Sound.

In light of this economic vision, I am seeking your support for a resolution akin to that put forth by the Town of Parry Sound. This resolution underscores the urgent necessity to include Parry Sound in a permanent Rural and Northern Immigration Program. It is imperative that our endeavors go beyond mere recognition; West Parry Sound should be acknowledged as a northern entity in all immigration programs.

By establishing Permanent Residency pathways for Ukrainians in West Parry Sound, we not only affirm their integral role in our community but also lay the groundwork for sustained economic growth and inclusivity. This strategic move is not solely about justice; it is an economic investment in the enduring success of West Parry Sound.

I encourage us to forge close collaborations with local authorities, and

stakeholders to champion this cause to both the Provincial and Federal governments. Together, let us position West Parry Sound as a beacon of economic inclusivity and excellence, where every resident, regardless of their background, can actively contribute to its economic prosperity.

Your support in this economic endeavor is invaluable, and I anticipate the positive economic impact our collective efforts will bring to the future of West Parry Sound.

With gratitude,

Linda West  
Chairperson  
West Parry Sound Friends of Ukrainians

Rotary is where neighbours, friends, and problem-solvers share ideas, join leaders, and take action to create lasting change.