



The Corporation of the Municipality of Whitestone

**Agenda of Regular Council Meeting
Tuesday, February 18, 2025**

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/84829820405>

(Phone Call Only)

Dial 1-780-666-0144 then Enter Meeting ID: 848 2982 0405#

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

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

National Anthem

Indigenous Land Acknowledgement Statement

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

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

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

- 2. Disclosure of Pecuniary Interest**
- 3. Approval of Agenda ®**

4. Presentations and Delegations - None

Move into Committee of the Whole ®

5. Committee of the Whole

- 5.1 Belvedere Heights Matters
Report ADMIN-2025-01 dated February 18 2025
- 5.2 Road Grant Policy Review
Report ADMIN-2025-02 dated February 18 2025
- 5.3 Council Meeting Minutes Attendance Recording
Report ADMIN-2025-03 dated February 18 2025
- 5.4 Planning Matters - None

Reconvene into Regular Meeting ®

Matters Arising from Committee of the Whole ®

6. Public Meeting

Adjourn to Public Meeting ®

- 6.1 1000213875 Ontario Inc. (William Rootham-Roberts - Proposed Zoning By-law amendment)
 - 6.1.1 Planning Justification Report - Planscape dated July 3, 2024
 - 6.1.2 Memorandum from MHBC, Planners dated February 6, 2025

7. Consent Agenda ®

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes January 23, 2025
- 7.2 Committee or Board Minutes
 - 7.2.1 District of Parry Sound West (Belvedere Heights) Board of Management Meeting Minutes November 27 2024
 - 7.2.2 District of Parry Sound Social Services Administration Board CAO Report December 2024
 - 7.2.3 District of Parry Sound Social Services Administration Board Meeting Minutes December 20 2024
 - 7.2.4 District of Parry Sound Social Services Administration Board CAO Report January 2025
- 7.3 Unfinished Business (listed on page 4)

Matters Arising from Consent Agenda

8. Accounts Payable

8.1 Accounts Payable ®

9. Staff Reports

9.1 Report BLDG-2025-01
• Building Services 2024 Q4 ®

9.2 Report PLN-2024-01
• Planning Services 2024 Q4 ®

9.3 Report FIRE-2025-01
• Fire and Rescue Services 2024 Q4 ®

9.4 Report FIRE-2025-02
• Fire Department Symptom Relief Program ®

9.5 ROMA Conference January 2025 update ®

9.5.1 Report ADMIN-2025-04 for February 18 2025 Regular Council meeting

9.5.2 Council Briefing Note for February 18 2025 Regular Council meeting

10. By-laws

10.1 By-law No. 07-2025, being a By-law to authorize the execution of a Site Plan Agreement – Skeba ®

10.1.1 Memorandum from Paula Macri, Planning Assistant

10.2 By-law No. 08-2025, being a By-law to enter into an Agreement for Conditions of Approval of Consent B32/2023(W) – NASH, Scott and Garth ®

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

10.3 By-law No. 09-2025, being a By-law for a Zoning By-law amendment to rezone from the Rural Residential (RR) Zone to the General Commercial Exception (C1) Zone – 1000213875 ONTARIO INC., c/o William Rootham-Roberts ®

11. Business Matters

11.1 Motion proposed by Councillors Nash and Woods

• Magnatawan Pioneer Association Public Landing at Bolger Lake ®

12. Correspondence ®

Matters Arising from Correspondence

13. Councillor Items

14. Questions from the Public

Move into Closed Session ®

15. Closed Session

15.1 Closed Session Minutes of the Regular Council meeting of Thursday January 23, 2025 ®

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

- Response to Correspondence from Glaholt Bowles LLP re. West Parry Sound Recreation and Cultural Centre ®

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

15.3.1 Staffing and Human Resource Matter
Treasurer / Tax Collector Recruitment ®

Reconvene to Regular meeting ®

Matters arising from Closed Session

16. Confirming By-law ®

17. Adjournment ®

Unfinished Business

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

	Snakeskin Lake boat launch, and if so, to apply for one.		Report to Council August 20, 2024 – final decision pending Manager Creasor to seek MNRF permission to install a 'Boat Launch' sign
August 20, 2024	THAT the Council of the Municipality of Whitestone request MHBC to prepare an options report in respect of the regulations related to trailers in the Municipality's land use documents.	MHBC	Memo provided to Council at the December 10, 2024 Regular Council meeting
November 7, 2023	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	Manager of Public Works / Azimuth Environmental	Initially planned for Q3 Report to Council expected Q4 2024 December 10, 2024

END

Correspondence

A	Halton Hills	Resolution recognizing Canada's sovereignty
B	Cobourg	pursuing a study on service rationalization, restructuring, and amalgamation of Northumberland County
C	Canada Post	Postal Service Commission re the future of the public post office and changes to the Postal Service Charter
D	Ministry of Rural Affairs	Ontario's Rural Economic Development Strategy Info
E	AMCTO	Advocacy update
F	Brian Grant	Concerns regarding the closing of the Ontario Teacher's Federation Campground
G	Janet and Blair Clevely	Concerns regarding the closing of the Ontario Teacher's Federation Campground

COMMITTEE OF THE WHOLE



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: February 18, 2025

Report No: ADMIN-2025-01

Subject:

To consider several outstanding requests from Belvedere Heights.

Recommendation:

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2025-01 Belvedere Heights; and

THAT Council agree to return \$42,850 to Belvedere Heights as requested in correspondence dated October 7, 2024 for the Belvedere Height Board of Directors and that said amount be included in the 2025 Budget.

THAT Council of the Municipality of Whitestone endorses the Belvedere Heights proposal to enter into a loan financing agreement with the Township of Carling, Township of Seguin and the Township of McDougall to support a two-year construction funding loan with the guarantee that Belvedere Heights will provide funds from operation reserves as required in advance of all Infrastructure Ontario payment terms.

THAT Council of the Municipality of Whitestone agree to the requested terms of the agreement between the Board of Management of the District of Parry Sound West Home for the Aged and the Toronto-Dominion Bank - Demand Operating Facilities Agreement Government Guarantee in the amount of up to \$4.2M.

Background:

In 2024 Council had discussion on several financial requests from Belvedere Heights.

At the January 23, 2025 Regular Council meeting, Don Carmichael, Belvedere Heights chairperson, appeared on the Council agenda as a delegation and further explained the three issues that needed Council consideration and decision. Mr. Carmichael answered questions posed by Council. The following Resolution was passed:

Resolution No. 2025-005

Moved by: Councillor Woods

Seconded by: Councillor Nash

5.1 Belvedere Heights Matters

THAT the Council of the Municipality of Whitestone receives for information Guarantee Agreement (as Co-Owner of the District of Parry Sound West Home for the Aged) with the Toronto-Dominion Bank, the proposed Resolution of Support from Belvedere Heights Board of Management and the request from Pam Wing for the return of funds.

Carried

Direction was given to staff to have this matter added to the February 18, 2025 Meeting for additional discussion and action.

Analysis:

There are three separate issues requiring Council consideration. The issues are summarized as follows:

Issue #1:

In 2021 Belvedere returned \$700,000 in excess reserves to the partner municipalities. The Belvedere Board passed a resolution Sept 25, 2024 requesting return of these funds as they are now permitted to carry additional reserve balances and further that they require the amounts for their current construction project. The amount returned to Whitestone in 2021 was \$42,850. Some municipalities held these amounts in reserve. Whitestone did not, so returning the reserve contribution will have budget impact in the year in which the return is made. The amount has been included in the preliminary 2025 budget figures (discussed Feb 4). The request from Belvedere is attached as **Attachment A**.

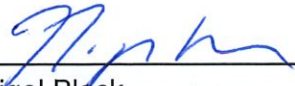
Issue #2:

The New Build financing summary requires a 25-year loan with principal amount of \$10.27M. The Township of Carling had originally been proposed to guarantee this entire loan. This has since been revised with the Township of Carling guaranteeing 50% (\$5,136,247) of this loan, and the Township of Seguin and the Township of McDougall both guaranteeing 25% (\$2,568,123) each. Whitestone is not required to guarantee any of this loan but Belvedere has requested a resolution of support included as **Attachment B**. (note, that the language needs to be revised to reflect the three municipalities). As we are a municipal partner of Belvedere, the support resolution is required in order for the parties to enter into their financial agreements. This request has no financial impact on the Municipality of Whitestone.

Issue #3:

Belvedere requires operating line of credit in the amount of up to \$4.2M to support their operations over the next several years. The operating line is not specific to any purpose, it allows the organization flexibility to respond to any operating or capital financing issues as they arise. The correspondence and presentation does however identify that the buy back-of leases may be a part of these finances (if required). These are ultimately decisions that will be made by Belvedere's board as they arise. In order to enter into the loan operating loan agreement, Belvedere requires that the municipal/township partners agree to the loan guarantee. The request and banking documents have been included as **Attachment C**.

Respectfully submitted by:

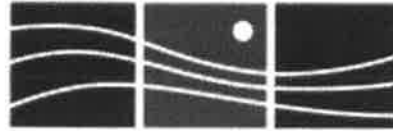


Nigel Black
CAO/Clerk

Attachment A – Belvedere Heights October 7/24 Correspondence

Attachment B – Requested Resolution Belvedere Heights

Attachment C – Operating Loan Request



Belvedere Heights

Community Support Services Residences Long Term Care

October 7, 2024

Mayor George Comrie and Councilors
Municipality of Whitestone
21 Church St.
Dunchurch, ON P0A 1G0

Dear Mayor Comrie and Council:

In May 2021, Belvedere Heights returned the proportionate share of \$700,000 to each of our 8 owner municipalities. At that time, the then Long-Term Care Act only allowed us to retain 15 per cent of our total revenue as an operating surplus equivalent to \$1.6M, which meant that our \$2.3M operating reserves had to be reduced by \$700,000.

Most of the 8 municipalities placed their share into reserves for Belvedere Heights, which then should be available to return to Belvedere Heights to support the addition of 22 new private rooms. We kindly request that you remit these funds as soon as you are able to help offset the architect and engineering costs incurred during 2024.

Please see the attached the ownership share apportionment used to return the funds to the Municipalities in May 2021. This same breakdown will be used as the backup for this request to return these amounts for each municipality as approved by the Board.

Sincerely,

Pam Wing, Carling Councillor
Chair, Belvedere Heights Board of Management

CC: CAO

**BELVEDERE HEIGHTS
LONG TERM CARE**

ADMINISTRATION
(705) 746-5871 • FAX (705) 774-7300

21 BELVEDERE AVENUE

NURSING DEPARTMENT
(705) 746-5871 • Extension 2
FAX (705) 774-7300

PARRY SOUND, ON P2A 2A2

COMMUNITY SUPPORT SERVICES
(705) 746-5602 or 1-800-883-0058
FAX (705) 774-7300

Belvedere Heights 2021 Levy Apportionment

Board Approved Levy
repayment March 2021
Levy 2021

2019
FIR 26A
Column 17

\$700,000

<i>Municipalities</i>	<i>Weighted Assessment</i>	<i>% Distribution</i>	<i>Distributed Amount 2021</i>
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Parry Sound	845,529,080	8.8120%	\$61,684 ✓
Carling	1,024,748,048	10.6798%	\$74,759 ✓
Whitestone	587,354,886	6.1214%	\$42,850 ✓
McDougall	744,399,378	7.7581%	\$54,307 ✓
McKellar	649,711,295	6.7712%	\$47,399 ✓
McMurrich-Montieth	221,094,343	2.3042%	\$16,130 ✓
Archipelago	2,089,910,184	21.7809%	\$152,466 ✓
Seguin	3,432,408,583	35.7723%	\$250,406 ✓
Totals	9,595,155,797	100.0000%	\$700,000

NOTE: The Ministry of Municipal Affairs and Housing website provided the 2019 FIR Data for the distribution calculation of Belvedere's 2021 Operating Levy

DRAFT RESOLUTION

WHEREAS in June 2024 all eight municipal owners of Belvedere Heights long term care home endorsed the proposal to add up to 24 new long- term care beds

AND WHEREAS the opportunity to receive a \$35 per diem construction funding subsidy needed to fund the new build is predicated, in part, on securing financing by the November 8th, 2024, deadline

AND WHEREAS Infrastructure Ontario provides an option to secure construction funding in October 2024 prior to the November deadline without an upfront guarantee from all eight municipalities

AND WHEREAS The Township of Carling has agreed to enter into agreement with Infrastructure Ontario to secure the construction loan on behalf of Belvedere Heights

AND WHEREAS Belvedere Heights will enter into a loan agreement with the Township of Carling guaranteeing payment of all financial obligations to Infrastructure Ontario for the borrowing costs

THEREFORE, BE IT RESOLVED THAT:

The Township of _____ endorses the Belvedere Heights proposal to enter into a loan agreement with the Township of Carling to support a two-year construction funding loan with the guarantee that Belvedere Heights will provide funds from operating reserves as required in advance of all Infrastructure Ontario payment terms.

From: [James Walsh](#)
To: michelle.hendry@whitestone.ca
Subject: Loan Agreement between Board of Management for the District of Parry Sound West Home for the Aged and Toronto-Dominion Bank
Date: November 4, 2024 4:37:18 PM
Attachments: [Whitestone Guarantee.pdf](#)
[Demand Operating Facility Agreement.pdf](#)

Hi Michelle,

We're the law firm acting for Board of Management for the District of Parry Sound West Home for the Aged and Toronto-Dominion Bank regarding their loan agreement.

Attached you'll find a draft of the Government Guarantee regarding your Municipality/Township guarantee involvement regarding the loan, along with a copy of the Demand Operating Facility Agreement. Pages 6 & 7 of the guarantee have been left out as they pertain to Alberta and Saskatchewan.

The loan amount is \$4,275,000.00.

Please have the attached guarantee executed and returned to our office.

Please let us know if you have any questions.

Warm Regards,

James Walsh

Law Clerk
Ben Prichard Professional Corporation
17 Miller Street
Parry Sound, ON P2A 1S7
telephone: 705-203-0048
fax: 1-888-787-6099
website www.prichardlaw.ca
email jt@prichardlaw.ca

This electronic transmission contains confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is unintended.

From: Nicole Murphy <nmurphy@wpshc.com>

Sent: November 8, 2024 10:39 AM

To: Cheryl <clerk@mcmurrichmonteith.com>; Ina Watkinson <clerk@mckellar.ca>; Michelle Hendry <michelle.hendry@whitestone.ca>; Jason Inwood <jinwood@seguin.ca>; Tim Hunt <thunt@mcdougall.ca>; John Fior (jfior@thearchipelago.on.ca) <jfior@thearchipelago.on.ca>; Kevin McLlwain <kmcllwain@carlingtownship.ca>; Clayton Harris <charris@parrysound.ca>; Dale Robinson <d Robinson@mcdougall.ca>

Cc: Joe Beleskey <jbeleskey@parrysound.ca>; Paul Borneman <pborneman@parrysound.ca>; Don Carmichael <don@carmichael-co.ca>; gailfinnson@seguin.ca; Pamela Wing (pwing@carling.ca) <pwing@carling.ca>; Debbie Zulak (dzulak@mckellar.ca) <dzulak@mckellar.ca>; Kami Johnson <kjohnson@belvedereheights.com>; Jim Hanna <jhanna@wpshc.com>; Donald Sanderson <dsanderson@wpshc.com>; Heidi Stephenson <hstephenson@wpshc.com>; Cheryl Ward <Cheryldward@outlook.com>

Subject: Message from P. Wing, Belvedere Heights Chair

TO OWNER MUNICIPALITIES.

All of our eight municipal owners received an email from James Walsh at Ben Pritchard Law regarding their share of the loan guarantee for the \$4.275M TD bank financing. We apologize for the confusion since it has been some time since we last communicated regarding this matter. Even though Belvedere will continue to operate as a district municipal home and life lease will no longer be closing, Belvedere still requires TD line of credit and term loan financing options to purchase life lease units that cannot be sold on the market. The business case that we presented to you last year is still relevant.

This financing would also be available for any other urgent capital matter, which would give Belvedere flexibility without having to issue a special capital levy.

At the moment, Belvedere does not have a line of credit. The Board needs the appropriate financial instruments to manage capital and operating needs as they arise over the next 25 years, which will also reduce the likelihood of an unexpected increase to the levy.

The Board requests that all eight municipal owners support our request to establish this TD bank financing. Thank you.

Sincerely

Pam Wing, Carling Councillor

Chair, Belvedere Heights Board of Management



Nicole Murphy

Executive Assistant to the CEO and Board Governance Liaison

West Parry Sound Health Centre

6 Albert Street, Parry Sound P2A 3A4

Phone: (705) 746-4540 ext 4132

email: nmurphy@wpshc.com

www.wpshc.com

*Private and confidential. Intended only for named recipient.
If otherwise received, please delete immediately.*

Central Ontario Commercial Banking Centre
33 Collier St 2Nd Floor
Barrie, ON L4M 1G5

Telephone No.: (705) 727 4838

July 26, 2024

BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST HOME FOR THE AGED

Attention: Kami Johnson

Demand Operating Facility Agreement

This Agreement between: **The Toronto-Dominion Bank** (the "Bank"), through its Central Ontario branch in Barrie, ON.

and

Borrower's Legal Name: BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST HOME FOR THE AGED (herein called the "Borrower")

Borrower's Address:

21 BELVEDERE AVE
PARRY SOUND, ON
P2A 2A2

Whereas:

- (i) the Bank has agreed to establish a revolving demand credit facility (the "Facility");
- (ii) the Facility is uncommitted and made available at the sole discretion of the Bank. The Facility may be cancelled at any time even if the Borrower complies with all of the terms and conditions;
- (iii) the Facility will operate on the basis established in this Demand Operating Facility Agreement including without limitation the Standard Terms and Conditions attached as Schedule "A" (the "Agreement"), the terms of which may be changed by the Bank from time to time at the Bank's sole discretion.

In consideration of the Bank establishing the Facility, the Borrower hereby agrees with the Bank to the following terms and conditions:

CREDIT LIMIT

- 1) CAD \$4,275,000

PURPOSE

The Borrower will use the Facility to fund working capital.

BORROWING OPTIONS

The Bank will make the Facility available to the Borrower by way of:

- Prime Rate Based Loans in CAD\$ ("Prime Based Loans")

AVAILABILITY OF THE FACILITY

The Borrower acknowledges that the Facility is uncommitted and is not automatically available upon satisfaction of the terms and conditions, including without limitation the Representations & Warranties, Positive Covenants, Negative Covenants, or Financial Covenants set out herein.

The Bank can demand repayment and/or cancel the availability of the Facility at any time in its sole discretion including, for purposes of certainty, with respect to any Term CORRA Loans or Term SOFR Loans before the maturity of any applicable interest rate period.

INTEREST RATES AND FEES

For the Borrowing Options available to the Borrower, interest rates and fees are as follows:

- Prime Based Loans: Prime Rate + 0.000 % per annum

Additional information on Interest Rate Definitions, Interest Calculations and Payment is set out in the Schedule "A" attached hereto.

ARRANGEMENT FEE

The Borrower will pay a non-refundable arrangement fee of CAD \$1,500 prior to the first drawdown hereunder.

EXCESS MONITORING FEE

The Borrower shall pay, unless waived by the Bank in the Bank's sole discretion, an Excess Monitoring Fee of \$350.00, payable in the currency of the Facility, each time that the Credit Limit of the Facility is exceeded. Any extension of credit above the Credit Limit will be at the Bank's sole and absolute discretion.

LATE REPORTING FEE

The Borrower shall pay, unless waived by the Bank in the Bank's sole discretion, a Late Reporting Fee of \$350.00 per occurrence, and monthly thereafter until reporting is provided to the Bank, each time financial reporting is not provided within the timelines established in the Positive Covenants and Reporting Covenants.

DISCHARGE FEE

The Borrower shall pay, unless waived by the Bank in the Bank's sole discretion, a Discharge Fee of \$260.00 per collateral charge to prepare the documents needed to register the discharge of any collateral charge under the Bank Security, in addition to the applicable government fee(s) for registering each discharge.

RENEWAL FEE

CAD\$ 1,500 per annum

DRAWDOWN

The Borrower can use the Facility on a revolving basis.

The Borrower will follow the provisions set out in this Agreement, and within any notice delivered by the Bank to the Borrower in respect of a specific drawdown under those availment options, with respect to notice periods, minimum amounts of draws, interest periods, interest payment dates for Term SOFR Loans, Term CORRA Loans, Daily Simple SOFR Loans and Daily Compounded CORRA Loans and applicable terms.

**DISBURSEMENT
CONDITIONS**

The Borrower will not avail itself of the Facility nor will the Bank make the Facility available to the Borrower until the Borrower has fulfilled the standard Disbursement Conditions contained in Schedule "A" and the following disbursement conditions:

- 1) Satisfactory loan documentation, security, legal opinions, etc., in form and substance satisfactory to the Lender and its counsel. All legal costs to be borne by the Borrower.

**BUSINESS CREDIT
SERVICE**

The Borrower will have access to Prime Based Loans via Loan Account Number 9522556 3392 (the "Loan Account") up to the Credit Limit, by withdrawing funds from the Borrower's Current Account Number 3392-5225555 (the "Current Account"). The Borrower agrees that each advance from the Loan Account will be in an amount equal to \$10,000 (the "Transfer Amount") or a multiple thereof. If the Transfer Amount is NIL, the Borrower agrees that an advance from its Loan Account may be in an amount sufficient to cover the debits made to the Current Account. The Borrower agrees that:

- a) all other overdraft privileges which have governed the Current Account are hereby cancelled.
- b) all outstanding overdraft amounts under any such other agreements are now included as indebtedness under the Facility.

The Bank may, but is not required to, automatically advance the Transfer Amount or a multiple thereof or any other amount from the Loan Account to the Current Account in order to cover the debits made to the Current

Account if the amount in the Current Account is insufficient to cover the debits. The Bank may, but is not required to, automatically and without notice apply the funds in the Current Account in amounts equal to the Transfer Amount or any multiple thereof or any other amount to repay the outstanding amount in the Loan Account.

REPAYMENT

The Borrower agrees to repay the Bank on demand. If the Bank demands repayment, the Borrower will pay to the Bank all amounts outstanding under the Facility, including without limitation, as applicable, the amount of all unmatured Term CORRA Loans, Daily Compounded CORRA Loans, Daily Simple SOFR Loans and Term SOFR Loans and the amount of all drawn and undrawn L/Gs and L/Cs. All costs to the Bank and all loss suffered by the Bank in re-employing the amounts so repaid will be paid by the Borrower.

SECURITY

The following security shall be provided, shall, unless otherwise indicated, support all present and future indebtedness and liability of the Borrower and the grantor of the security to the Bank including without limitation indebtedness and liability under guarantees, foreign exchange contracts, cash management products, and derivative contracts, shall be registered in first position, and shall be on the Bank's standard form, supported by resolutions and solicitor's opinion, all acceptable to the Bank:

- a) General Security Agreement ("GSA") representing a First charge on all the Borrower's present and after acquired personal property, including without limitation the following equipment: - **To Be Obtained**
- b) Assignment (or evidence) of Fire Insurance in listing the Bank as Loss Payee and in form and substance satisfactory to the Bank- **To Be Obtained**
- c) Government Guarantee from THE CORPORATION OF THE TOWNSHIP OF SEQUIN - **To Be Obtained**
- d) Government Guarantee from THE CORPORATION OF THE TOWNSHIP OF CARLING - **To Be Obtained**
- e) Government Guarantee from CORPORATION OF THE MUNICIPALITY OF WHITESTONE - **To Be Obtained**
- f) Government Guarantee from THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH - **To Be Obtained**
- g) Government Guarantee from THE CORPORATION OF THE TOWNSHIP OF ARCHIPELAGO - **To Be Obtained**
- h) Government Guarantee from THE CORPORATION OF THE TOWN OF PARRY SOUND - **To Be Obtained**
- i) Government Guarantee from THE MUNICIPALITY OF MCDOUGALL - **To Be Obtained**
- j) Government Guarantee from THE CORPORATION OF THE TOWNSHIP OF MCKELLAR - **To Be Obtained**

All persons and entities required to provide a guarantee shall be referred to herein individually as a "Surety" and/or "Guarantor" and collectively as the "Guarantors".

All of the above security and guarantees shall be referred to collectively in this Agreement as "Bank Security".

PERMITTED LIENS

Permitted Liens as referred to in Schedule "A" are:

- 1) Purchase Money Security Interests in equipment which Purchase Money Security Interests exist on the date of this Agreement ("Existing PMSIs") which are known to the Bank and all future Purchase Money Security Interests on equipment acquired to replace the equipment under Existing PMSIs, provided that the cost of such replacement equipment may not exceed the cost of the equipment subject to the Existing PMSI by more than 10%

REPRESENTATIONS & WARRANTIES

The Borrower makes the Standard Representations and Warranties set out in Schedule "A".

All representations and warranties shall be deemed to be continually repeated so long as the Borrower has any dealings with the Bank.

POSITIVE COVENANTS

The Borrower will observe the Standard Positive Covenants set out in Schedule "A" and in addition will and will ensure that its subsidiaries and each of the Guarantors will:

- 1) Maintain a Ministry of Health Long Term Care ("MOHLTC") License/Accreditation/Service Agreements and prompt advice of any default or revocation of any Licenses/Accreditation/Service Agreements.
- 2) Borrower to remain in compliance with borrowing restrictions as outlined in the Fixing Long Term Care Act.
- 3) BNS accounts to be closed within 120 days of closing.
- 4) Maintain day-to-day banking with TD.

REPORTING COVENANTS:

- 1) Provide Annual Audited financial statements within 120 days of each fiscal year end for the Board of Management for the District of Parry Sound West - Belvedere Heights.
- 2) Provide Forward-Looking Budget (including capital expenditures), LSAA, LAPS and all renewals, extensions as applicable within 120 days of each fiscal year end..

NEGATIVE COVENANTS

The Borrower will observe the Standard Negative Covenants set out in Schedule "A" and in addition will not and will ensure that its subsidiaries and each of the Guarantors will not:

- 1) No further debt without the prior consent of the Bank.

EVENTS OF DEFAULT

- 1) Default, revocation, or cancellation of any MOLTHC Licenses, Accreditation, and/or Agreements.
- 2) The Borrower(s) incur an operating deficit as evidenced by the audited Fiscal Year End Financial Statements that has not been approved by the MOHLTC.

SCHEDULE "A" TERMS AND CONDITIONS

Schedule "A" sets out the Standard Terms and Conditions ("Standard Terms and Conditions") which are applicable to the Borrower and which apply to this Facility. The Standard Terms and Conditions, including the defined terms set out therein, form part of this Agreement, unless this letter states specifically that one or more of the Standard Terms and Conditions do not apply or are modified.

We trust you will find these Facilities helpful in meeting your ongoing financing requirements. We ask that you acknowledge this offer of financing (which includes the Standard Terms and Conditions) by signing and returning the attached duplicate copy of this agreement to the undersigned by August 23, 2024.

Yours truly,

THE TORONTO-DOMINION BANK



Tony Catallo
Senior Relationship Manager

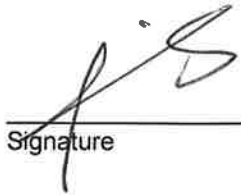


Jason Fairhead
Senior Manager Commercial Credit

TO THE TORONTO-DOMINION BANK:

BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST HOME FOR THE AGED

The Borrower acknowledges and agrees to the terms and conditions of this agreement, including those of Schedule "A" attached hereto. The Borrower confirms that, except as provided above, the credit facility(ies) provided herein will not be used by or on behalf of any third party.



Signature

BOARD
PAMELA WING, CHAIR

Print Name & Position

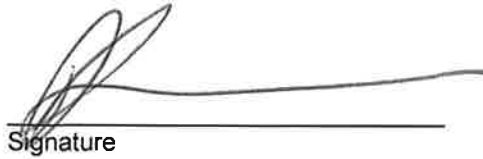
30/08/24

Date

Signature

Print Name & Position

Date



Signature

Kami Johnson Administrator

Print Name & Position

30/08/24

Date

Signature

Print Name & Position

Date

cc. Guarantor(s)

The Bank is providing the guarantor(s) with a copy of this letter as a courtesy only. The delivery of a copy of this letter does not create any obligation of the Bank to provide the guarantor(s) with notice of any changes to the credit facilities, including without limitation, changes to the terms and conditions, increases or decreases in the amount of the credit facilities, the establishment of new credit facilities or otherwise. The Bank may, or may not, at its option, provide the guarantor(s) with such information, provided that the Bank will provide such information upon the written request of the guarantor.

SCHEDULE "A" - STANDARD TERMS AND CONDITIONS

1. DEFINITIONS

Capitalized Terms used in this Agreement shall have the following meanings:

"All-in Rate" means the highest of the interest rates that the Borrower pays for Floating Rate Loans.

"Available Tenor" means, with respect to the applicable then-current Benchmark, (x) if such Benchmark is a term rate, any tenor for such Benchmark (or component thereof) that is or may be used for determining the length of an interest period pursuant to this Agreement or (y) otherwise, any payment period for interest calculated with reference to such Benchmark (or component thereof) that is or may be used for determining any frequency of making payments of interest calculated with reference to such Benchmark pursuant to this Agreement.

"Benchmark" means the Term SOFR Reference Rate, Daily Simple SOFR, Term CORRA Reference Rate, or Daily Compounded CORRA, as the case may be.

"Benchmark Administrator" means, with respect to a Benchmark, the administrator of such Benchmark (or the published component used in the calculation thereof).

"Benchmark Replacement Date" means, with respect to a Benchmark, a date and time determined by the Bank, which date shall be no later than the earliest to occur of: (a) in the case of clause (x) of the definition of "Benchmark Transition Event," the later of (i) the date of the public statement or publication of information referenced therein and (ii) the date on which the Benchmark Administrator permanently or indefinitely ceases to provide all Available Tenors of such Benchmark (or such component thereof); or (b) in the case of clause (y) of the definition of "Benchmark Transition Event," the first date on which the regulatory supervisor for the Benchmark Administrator announces that such Benchmark is non-representative, even if any Available Tenor of such Benchmark (or such component thereof) continues to be provided on such date.

"Benchmark Transition Event" means the occurrence of a public statement or publication of information (x) by (i) or on behalf of the Benchmark Administrator, (ii) the regulatory supervisor for the Benchmark Administrator, (iii) the Bank of Canada, (iv) an insolvency official with jurisdiction over the Benchmark Administrator, (v) a resolution authority with jurisdiction over the Benchmark Administrator, or (vi) a court or an entity with similar insolvency or resolution authority over the Benchmark Administrator, announcing that the Benchmark Administrator has ceased or will cease to provide all Available Tenors of such Benchmark (or such component thereof), permanently or indefinitely; provided that, at the time of such statement or publication, there is no successor administrator that will continue to provide any Available Tenor of such Benchmark (or such component thereof); or (y) by the regulatory supervisor for the Benchmark Administrator announcing that all Available Tenors of such Benchmark (or such component thereof) are not, or as of a specified future date will not be, representative.

"Business Day" means any day (other than a Saturday or Sunday) that the Branch/Centre is open for business, provided that when used in connection with Term SOFR loans, the term Business Day shall exclude any day on which the Securities Industry and Financial Markets Association recommends that the fixed income departments of its members be closed for the entire day for purposes of trading in United States government securities.

"Branch / Centre" means the Bank branch or banking centre noted on the first page of the Letter, or such other branch or centre as may from time to time be designated by the Bank.

"CORRA" means the Canadian Overnight Repo Rate Average administered and published by the Bank of Canada (or any successor administrator).

"CORRA Administrator" the Bank of Canada (or any successor administrator).

"*Daily Compounded CORRA*" means, for any day (a "CORRA Rate Day"), CORRA with interest accruing on a compounded daily basis, with the methodology and conventions for this rate (which will include compounding in arrears with a lookback) being established by the Bank in accordance with the methodology and conventions for this rate selected or recommended by the Bank of Canada, or a committee officially endorsed or convened by the Bank of Canada, or any successor thereto, for determining compounded CORRA for business loans; provided that if the Bank decides that any such convention is not administratively feasible for the Bank, then the Bank may establish another convention in its reasonable discretion; and provided that if the administrator has not provided or published CORRA and a Benchmark Replacement Date with respect to CORRA has not occurred, then, in respect of any day for which CORRA is required, references to CORRA will be deemed to be references to the last provided or published CORRA. Notwithstanding the forgoing, if a loan with an interest rate based on Daily Compounded CORRA has been hedged in its entirety with an interest rate swap with the Bank, the lookback period in the methodology for the calculation of Daily Compounded CORRA shall be two (2) business days."

For the avoidance of doubt, from the date hereof until such date that the Bank determines that the methodology and conventions described above have changed, CORRA, as used in the definition of Daily Compounded CORRA, shall mean, for any CORRA Rate Day, a rate per annum equal to the greater of (a) CORRA for the day (such day, a "CORRA Determination Day") that is five (5) Business Days prior to (i) if such CORRA Rate Day is a Business Day, such CORRA Rate Day or (ii) if such CORRA Rate Day is not a Business Day, the Business Day immediately preceding such CORRA Rate Day, in each case, as such CORRA is published by the CORRA Administrator on the CORRA Administrator's Website, and (b) zero percent. If by 5:00 p.m. (Toronto time) on the second (2nd) Business Day immediately following any CORRA Determination Day, CORRA in respect of such CORRA Determination Day has not been published on the CORRA Administrator's Website and a Benchmark Replacement Date with respect to the Daily Compounded CORRA has not occurred, then CORRA for such CORRA Determination Day will be CORRA as published in respect of the first preceding Business Day for which such CORRA was published on the CORRA Administrator's Website; provided that any CORRA determined pursuant to this sentence shall be utilized for purposes of calculation of Daily Compounded CORRA for no more than three (3) consecutive CORRA Rate Days.

"*Daily Simple SOFR*" means, for any day (a "SOFR Rate Day"), SOFR with interest accruing on a simple daily basis, with the methodology and conventions for this rate (which will include a lookback) being established by the Bank in accordance with the methodology and conventions for this rate selected or recommended by the Federal Reserve Bank of New York (or a successor administrator of the secured overnight financing rate), or any successor thereto, for determining daily simple SOFR for business loans; provided that if the Bank decides that any such convention is not administratively feasible for the Bank, then the Bank may establish another convention in its reasonable discretion; and provided that if the administrator has not provided or published SOFR and a Benchmark Replacement Date with respect to SOFR has not occurred, then, in respect of any day for which SOFR is required, references to SOFR will be deemed to be references to the last provided or published SOFR. Any change in Daily Simple SOFR due to a change in SOFR shall be effective from and including the effective date of such change in SOFR without notice to the Borrower.

For the avoidance of doubt, from the date hereof until such date that the Bank determines that the methodology and conventions described above have changed, Daily Simple SOFR shall mean, for any SOFR Rate Day, a rate per annum equal to the greater of (a) SOFR for the day (such day, a "SOFR Determination Day") that is five (5) Business Days prior to (i) if such SOFR Rate Day is a Business Day, such SOFR Rate Day or (ii) if such SOFR Rate Day is not a Business Day, the Business Day immediately preceding such SOFR Rate Day, in each case, as such SOFR is published by the SOFR Administrator on the SOFR Administrator's Website, and (b) zero percent.

If by 5:00 p.m. (New York City time) on the second (2nd) Business Day immediately following any SOFR Determination Day, SOFR in respect of such SOFR Determination Day has not been published on the SOFR Administrator's Website and a Benchmark Replacement Date with respect to the Daily Simple SOFR has not occurred, then SOFR for such SOFR Determination Day will be SOFR as published in respect of the first preceding Business Day for which such SOFR was published on the SOFR Administrator's Website; provided that any SOFR determined pursuant to this sentence shall be utilized for purposes of calculation of Daily Simple SOFR for no more than three (3) consecutive SOFR Rate Days.

"Face Amount" means in respect of a L/C or L/G, the maximum amount payable to the beneficiary specified therein or any other Person to whom payments may be required to be made pursuant to such L/C or L/G.

"Floating Rate Loans" means any loan drawn down or extended under this Agreement at an interest rate which is referenced to a variable rate of interest, such as Prime Rate.

"Inventory Value" means, at the time of determination, the total value (based on the lower of cost or market) of the Borrower's inventories that are subject to the Bank Security (other than (i) those inventories supplied by trade creditors who at that time have not been fully paid and would have a right to repossess all or part of such inventories if the Borrower were then either bankrupt or in receivership, (ii) those inventories comprising work in process and (iii) those inventories that the Bank may from time to time designate in its sole discretion) minus the total amount of any claims, liens or encumbrances on those inventories having or purporting to have priority over the Bank.

"Letter" means the letter from the Bank to the Borrower to which this Schedule "A" - Standard Terms and Conditions is attached.

"Letter of Credit" or "L/C" means a documentary letter of credit or similar instrument in form and substance satisfactory to the Bank.

"Letter of Guarantee" or "L/G" means a stand-by letter of guarantee or similar instrument in form and substance satisfactory to the Bank.

"Prime Rate" means the rate of interest per annum (based on a 365 day year) established and reported by the Bank to the Bank of Canada from time to time as the reference rate of interest for determination of interest rates that the Bank charges to customers of varying degrees of creditworthiness in Canada for Canadian dollar loans made by it in Canada.

"Purchase Money Security Interest" means a security interest on asset which is granted to a lender or to the seller of such asset in order to secure the purchase price of such asset or a loan incurred to acquire such asset provided that the amount secured by the security interest does not exceed the cost of the asset and provided that the Borrower provides written notice to the Bank prior to the creation of the security interest, and the creditor under the security interest has, if requested by the Bank, entered into an inter-creditor agreement with the Bank, in a format acceptable to the Bank.

"Receivable Value" means, at any time of determination, the total value of those of the Borrower's trade accounts receivable that are subject to the Bank Security other than (i) those accounts then outstanding for 90 days, (ii) those accounts owing by persons, firms or corporations affiliated with the Borrower, (iii) those accounts that the Bank may from time to time designate in its sole discretion, (iv) those accounts subject to any claim, liens, or encumbrance having or purporting to have priority over the Bank, (v) those accounts which are subject to a claim of set-off by the obligor under such account, MINUS the amount of all the Borrower's unremitted source deductions and unpaid taxes.

"Receivables / Inventory Summary" means a summary of the Borrower's trade account receivables and inventories, in form as the Bank may require and certified by the Borrower's senior officer or authorized representative.

"*SOFR*" means, with respect to any Business Day, a rate per annum equal to the secured overnight financing rate for such Business Day published by the SOFR Administrator on the website of the Federal Reserve Bank of New York, currently at <http://www.newyorkfed.org> (or any successor source for the secured overnight financing rate identified as such by the administrator of the secured financing rate from time to time), on the immediately succeeding Business Day.

"*SOFR Administrator*" means the Federal Reserve Bank of New York (or a successor administrator of the secured overnight financing rate).

"*Term CORRA*" means, for the applicable corresponding interest period of a Term CORRA Loan, the Term CORRA Reference Rate for an interest period comparable to the applicable selected interest period on the day (such day, the "Periodic Term CORRA Determination Day") that is two (2) Business Days prior to the first day of such selected period, as such rate is published by the Term CORRA Administrator; provided, however, if as of 1:00 P.M. (Toronto time) on any Periodic Term CORRA Determination Day the Term CORRA Reference Rate for the applicable interest period has not been published by the Term CORRA Administrator and a Benchmark Replacement Date with respect to Term CORRA has not occurred, then Term CORRA will be the Term CORRA Reference Rate for such interest period as published by the Term CORRA Administrator on the first preceding Business Day for which such Term CORRA Reference Rate for such interest period was published by the Term CORRA Administrator so long as such first preceding Business Day is not more than three (3) Business Days prior to such Periodic Term CORRA Determination Day.

"*Term CORRA Administrator*" means Candeal Benchmark Administration Services Inc., TSX Inc. (or a successor administrator of the Term CORRA Reference Rate selected by the Bank in its reasonable discretion).

"*Term CORRA Reference Rate*" means, for the applicable corresponding interest period, the forward-looking term rate based on CORRA.

"*Term SOFR*" means, for the applicable corresponding interest period of a Term SOFR Loan, the Term SOFR Reference Rate for an interest period comparable to the applicable selected interest period on the day (such day, the "Periodic Term SOFR Determination Day") that is two (2) Business Days prior to the first day of such selected period, as such rate is published by the Term SOFR Administrator; provided, however, if as of 5:00 P.M. (New York City time) on any Periodic Term SOFR Determination Day the Term SOFR Reference Rate for the applicable interest period has not been published by the Term SOFR Administrator and a Benchmark Replacement Date with respect to Term SOFR has not occurred, then Term SOFR will be the Term SOFR Reference Rate for such interest period as published by the Term SOFR Administrator on the first preceding Business Day for which such Term SOFR Reference Rate for such interest period was published by the Term SOFR Administrator so long as such first preceding Business Day is not more than three (3) Business Days prior to such Periodic Term SOFR Determination Day.

"*Term SOFR Administrator*" means CME Group Benchmark Administration Limited (CBA) (or a successor administrator of the Term SOFR Reference Rate selected by the Bank in its reasonable discretion).

"*Term SOFR Reference Rate*" means, for the applicable corresponding interest period, the forward-looking term rate based on SOFR.

"*USBR*" means the rate of interest per annum (based on a 365 day year) established by the Bank from time to time as the reference rate of interest for the determination of interest rates that the Bank charges to customers of varying degrees of creditworthiness for US dollar loans made by it in Canada.

"*USD*" or "*USD Equivalent*" means, on any date, the equivalent amount in United States Dollars after giving effect to a conversion of a specified amount of Canadian Dollars to United States Dollars at the exchange rate determined by the Bank at the time of the conversion.

2. INTEREST RATE DEFINITIONS

A Term CORRA rate expressed as an annual rate for the purposes of the Interest Act (Canada) is equivalent to such determined rate multiplied by the number of days in the calendar year in which the same is to be ascertained and divided by three hundred and sixty-five (365).

A Term SOFR rate expressed as an annual rate for the purposes of the Interest Act (Canada) is equivalent to such determined rate multiplied by the number of days in the calendar year in which the same is to be ascertained and divided by three hundred and sixty (360).

Interest rates will never be less than zero. If Prime Rate, Daily Compounded CORRA, Term CORRA, Daily Simple SOFR, Term SOFR, USBR or any other applicable base rate changes, resulting in a variable or floating annual interest rate that is a negative number, the interest rate will be 0.00%. Notwithstanding the foregoing, if a Floating Rate Loan with an interest rate based on Daily Compounded CORRA, Term CORRA, Daily Simple SOFR or Term SOFR has been hedged in its entirety with an interest rate swap with the Bank (the "Swap") and the Swap does not include a negative interest rate floor, the foregoing negative interest rate floor shall not apply. However, for purposes of certainty, if the Swap is subsequently terminated or novated the restriction interest rates shall never be less than 0.00% shall apply.

Any interest rate based on a period less than a year expressed as an annual rate for the purposes of the Interest Act (Canada) is equivalent to such determined rate multiplied by the actual number of days in the calendar year in which the same is to be ascertained and divided by the number of days in the period upon which it was based.

The Bank does not warrant or accept responsibility for, and shall not have any liability with respect to the continuation of, administration of, submission of, calculation of or any other matter related to Term CORRA, Daily Compounded CORRA, Daily Simple SOFR, Term SOFR or any component definition thereof or rates referred to in the definition thereof, or any alternative, successor or replacement rate thereto, including whether the composition or characteristics of any such alternative, successor or replacement rate will be similar to, or produce the same value or economic equivalence of, or have the same volume or liquidity as, Term CORRA, Daily Compounded CORRA, Daily Simple SOFR, Term SOFR or any other benchmark prior to its discontinuance or unavailability. The Bank and its affiliates or other related entities may engage in transactions that affect the calculation of the Prime Rate, Term CORRA, Daily Compounded CORRA, Daily Simple SOFR, Term SOFR, any alternative, successor or replacement rate or any relevant adjustments thereto, in each case, in a manner adverse to the Borrower. The Bank may select information sources or services in its reasonable discretion to ascertain Term CORRA, Daily Compounded CORRA, Daily Simple SOFR, Term SOFR or any other benchmark, in each case pursuant to the terms of this Agreement, and shall have no liability to the Borrower, or any other person or entity for damages of any kind, including direct or indirect, special, punitive, incidental or consequential damages, costs, losses or expenses (whether in tort, contract or otherwise and whether at law or in equity), for any error or calculation of any such rate (or component thereof) provided by any such information source or service.

3. INTEREST CALCULATION AND PAYMENT

Interest on Prime Based Loans and USBR Loans is calculated daily (including February 29 in a leap year) and payable monthly in arrears based on the number of days for which the subject loan is outstanding. Interest is charged on February 29 in a leap year.

Interest on Daily Compounded CORRA Loans and Daily Simple SOFR Loans is calculated daily (including February 29 in a leap year) and payable on the interest payment date in arrears based on the number of days the subject loan is outstanding unless otherwise provided in a notice provided by the Bank to the Borrower. Interest is charged on February 29 in a leap year.

Interest on Term SOFR Loans and Term CORRA Loans is calculated and payable at the end of the interest rate period in arrears, for the number of days in the Term SOFR or Term CORRA interest period, as applicable. Interest is charged on February 29 in a leap year.

L/C and L/G fees are payable at the time set out in the Letter of Credit Indemnity Agreement applicable to the issued L/C or L/G.

Interest is payable both before and after maturity or demand, default and judgment.

Each payment under this Agreement shall be applied to any indebtedness or amounts owing in any order at the sole discretion of the Bank.

For loans not secured by real property, all overdue amounts of principal and interest and all amounts outstanding in excess of the Credit Limit shall bear interest from the date on which the same became due or from when the excess was incurred, as the case may be, until the date of payment or until the date the excess is repaid at the Bank's standard rate charged from time to time for overdrafts, or such lower interest rate if the Bank agrees to a lower interest rate in writing. Nothing in this clause shall be deemed to authorize the Borrower to incur loans in excess of the Credit Limit.

If any provision of this Agreement would oblige the Borrower to make any payment of interest or other amount payable to the Bank in an amount or calculated at a rate which would be prohibited by law or would result in a receipt by the Bank of "interest" at a "criminal rate" (as such terms are construed under the Criminal Code (Canada)), then, notwithstanding such provision, such amount or rate shall be deemed to have been adjusted with retroactive effect to the maximum amount or rate of interest, as the case may be, as would not be so prohibited by applicable law or so result in a receipt by the Bank of "interest" at a "criminal rate", such adjustment to be effected, to the extent necessary (but only to the extent necessary), as follows: first, by reducing the amount or rate of interest, and, thereafter, by reducing any fees, commissions, costs, expenses, premiums and other amounts required to be paid to the Bank which would constitute interest for purposes of section 347 of the Criminal Code (Canada).

4. DRAWDOWN PROVISIONS

Prime Based and USBR Loans

There is no minimum amount of drawdown by way of Prime Based Loans and USBR Loans, except as stated in this Agreement. The Borrower shall provide the Bank with 3 Business Days' notice of a requested Prime Based Loan over \$1,000,000.

Daily Compounded CORRA Loans and Daily Simple SOFR Loans

Except as otherwise stated in this Agreement or agreed to by the Bank, the minimum amount of a drawdown by way of Daily Compounded CORRA Loans is CAD\$1,000,000 and the minimum amount of a drawdown by way of Daily Simple SOFR Loans is USD\$1,000,000. The Borrower shall provide the Bank with 3 Business Days' notice of a requested Daily Compounded CORRA Loan and Daily Simple SOFR Loan.

Term SOFR Loans and Term CORRA Loans

Except as otherwise stated in this Agreement or agreed to by the Bank, the minimum amount of a drawdown by way of Term CORRA Loans is CAD\$1,000,000 and the minimum amount of a drawdown by way of Term Simple SOFR Loans is USD\$1,000,000. The Borrower shall advise the Bank of the requested interest rate period for a Term SOFR Loan or Term CORRA Loan. The Borrower will provide the Bank with 3 Business Days' notice of a requested Term SOFR Loan or a Term CORRA Loan.

For purposes of certainty, Term CORRA Loans and Term SOFR Loans, are not committed term facilities and are uncommitted, repayable on demand and cancellable at any time in the Bank's sole discretion. The reference to "Term" in Term CORRA Loans and Term SOFR Loans refers to the applicable benchmark interest rate.

L/C and/or L/G

The Bank shall have the discretion to restrict the maturity date of L/Gs or L/Cs.

Term SOFR and Term CORRA - Roll Over / Conversion

The Borrower will advise the Bank at least 3 Business Days prior to the maturity of an interest rate period for a Term CORRA Loan or Term SOFR Loan whether the Term CORRA Loan or Term SOFR Loan will be (i) rolled over for an additional interest rate period of the same duration or (ii) converted to another borrowing option under this Agreement. If the Borrower fails to do so, the Term CORRA Loan or Term

SOFR Loan will automatically be converted to a Prime Based Loan for Term CORRA Loans or USBR Loan for Term SOFR Loans at the end of the interest rate period.

SOFR and CORRA– Market Disruption, Benchmark Cessation

Without limiting or otherwise impacting the demand and uncommitted nature of the Facility, if the Bank determines, in its sole discretion, that (i) a normal market in Canada for the making of Term CORRA Loans, Daily Compounded CORRA Loans, Daily Simple SOFR Loans or Term SOFR Loans does not exist, (ii) Term CORRA, Daily Compounded CORRA, Daily Simple SOFR or Term SOFR cannot be determined in accordance with the definition thereof on any given day, or (iii) a Benchmark Replacement Date has occurred with respect to Term CORRA, Daily Compounded CORRA, Daily Simple SOFR or Term SOFR, the ability of the Borrower to request a drawdown (including any rollover or conversion) under the applicable borrowing option shall be suspended until the Bank advises otherwise. At the Bank's sole discretion, any such drawdown (including any rollover or conversion) request during the suspension period for (i) Term CORRA Loans or Daily Compounded CORRA Loans, as applicable, shall be deemed to be a drawdown notice requesting a Prime Based Loan in an equivalent amount, or (ii) Term SOFR Loans or Daily Simple SOFR Loans shall be deemed to be a drawdown notice requesting a USBR Loan in an equivalent amount.

Cash Management

The Bank may, and the Borrower hereby authorizes the Bank to, drawdown under the Facility to satisfy any obligations of the Borrower to the Bank in connection with any cash management service provided by the Bank to the Borrower. The Bank may drawdown under the Facility even if the drawdown results in amounts outstanding in excess of the Credit Limit.

5. STANDARD DISBURSEMENT CONDITIONS

The Bank shall have received the following documents which should be in form and substance satisfactory to the Bank:

1. a copy of a duly executed resolution of the Borrower's Board of Directors empowering the Borrower to enter into this Agreement;
2. all of the Bank Security and supporting resolutions and solicitors' letters of opinion required under this Agreement;
3. all operation of account documentation;
4. a completed Environmental Questionnaire and/or if requested by the Bank, an audit inspection report from auditors or inspectors acceptable to the Bank;
5. for drawdowns under the Facility by way of L/C or L/G, the Bank's standard form Letter of Credit Indemnity Agreement; and
6. a copy of any necessary or desirable government approvals authorizing the Borrower to enter into this Agreement.

6. STANDARD REPRESENTATIONS AND WARRANTIES

The Borrower hereby represents and warrants, which representations and warranties shall be deemed to be repeated each day hereafter, that:

1. The Borrower is a duly incorporated corporation, a limited partnership, partnership, or sole proprietorship, duly organized, validly existing and in good standing under the laws of the jurisdiction where the Branch/Centre is located and each other jurisdiction where the Borrower has property or assets or carries on business and the Borrower has adequate corporate power and authority to carry on its business, own property, borrow monies and enter into agreements therefore, execute and deliver the Agreement, the Bank Security, and documents required hereunder, and observe and perform the terms and provisions of this Agreement.

2. There are no laws, statutes or regulations applicable to or binding upon the Borrower and no provisions in its charter documents or in any by-laws, resolutions, contracts, agreements, or arrangements which would be contravened, breached, violated as a result of the execution, delivery, performance, observance, of any terms of this Agreement.
3. No event of default has occurred nor has any event occurred which, with the passage of time or the giving of notice, would constitute an event of default under any other agreement for borrowed money.
4. There are no actions, suits or proceedings, including appeals or applications for review, or any knowledge of pending actions, suits, or proceedings against the Borrower and its subsidiaries, before any court or administrative agency which would result in any material adverse change in the property, assets, financial condition, business or operations of the Borrower.
5. All material authorizations, approvals, consents, licenses, exemptions, filings, registrations and other requirements of governmental, judicial and public bodies and authorities required to carry on its business have been or will be obtained or effected and are or will be in full force and effect.
6. The financial statements and forecasts delivered to the Bank fairly present the present financial position of the Borrower, and have been prepared by the Borrower and its auditors in accordance with the International Financial Reporting Standards or GAAP for Private Enterprises.
7. All of the remittances required to be made by the Borrower to the federal government and all provincial and municipal governments have been made, are currently up to date and there are no outstanding arrears. Without limiting the foregoing, all employee source deductions (including income taxes, Employment Insurance and Canada Pension Plan), sales taxes (both provincial and federal), corporate income taxes, corporate capital taxes, payroll taxes and workers' compensation dues are currently paid and up to date.
8. If the Bank Security includes a charge on real property, the Borrower or Guarantor, as applicable, is the legal and beneficial owner of the real property with good and marketable title in fee simple thereto, free from all easements, rights-of-way, agreements, restrictions, mortgages, liens, executions and other encumbrances, save and except for those approved by the Bank in writing.
9. All information that the Borrower has provided to the Bank is accurate and complete respecting, where applicable:
 - i. the names of the Borrower's directors and the names and addresses of the Borrower's beneficial owners;
 - ii. the names and addresses of the Borrower's trustees, known beneficiaries and/or settlors; and
 - iii. the Borrower's ownership, control and structure.

7. STANDARD POSITIVE COVENANTS

In addition to all of the other obligations in this Agreement the Borrower will:

- (i) pay all amounts outstanding to the Bank when due or demanded,
- (ii) maintain its existence as a sole proprietorship, corporation, partnership or limited partnership, as the case may be, and keep all material agreements, rights, franchises, licenses, operations, contracts or other arrangements in full force and effect,
- (iii) pay all taxes,
- (iv) maintain its property, plant and equipment in good repair and working condition,
- (v) continue to carry on the business now being carried on,
- (vi) maintain adequate insurance on all of its assets, undertakings, and business risks,
- (vii) permit the Bank and its authorized representatives full access to its premises, business, financial and computer records and allow the duplication or extraction of pertinent information therefrom, and

(viii) comply with all applicable laws.

8. STANDARD NEGATIVE COVENANTS

The Borrower will not:

- (i) create, incur, assume, or suffer to exist, any mortgage, deed of trust, pledge, lien, security interest, assignment, charge, or encumbrance (including without limitation, any conditional sale, or other title retention agreement, or finance lease) of any nature, upon or with respect to any of its property, now owned or hereafter acquired except for those Permitted Liens set out in the Letter.
- (ii) merge or amalgamate with any other entity or permit any change of ownership or change its capital structure, and
- (iii) sell, lease, assign, or otherwise dispose of all or substantially all of its assets.

Compliance by the Borrower with these Positive Covenants and Negative Covenants shall not automatically entitle the Borrower to the continued availability of the Facility and shall not restrict or limit the Bank's ability to demand repayment of all or any part of amounts outstanding under the Facility.

9. ADDITIONAL INFORMATION AND SECURITY

The Borrower will provide, or cause to be provided, whatever information the Bank may request from time to time, including, without limitation, such updated information and/or additional supporting information as the Bank may require with respect to any or all the matters in the Borrower's representation and warranty made in paragraph 8 of the above Section 6. The Borrower will provide, or cause to be provided, any security or guarantees required by the Bank from time to time.

10. INDEMNITY

The Borrower agrees to indemnify the Bank from and against any and all claims, losses and liabilities arising or resulting from this Agreement. USD loans must be repaid with USD and CAD loans must be repaid with CAD and the Borrower shall indemnify the Bank for any loss suffered by the Bank if USD loans are repaid with CAD or vice versa, whether such payment is made pursuant to an order of a court or otherwise. In no event will the Bank be liable to the Borrower for any direct, indirect or consequential damages arising in connection with this Agreement.

11. TAXATION ON PAYMENTS

All payments made by the Borrower to the Bank will be made free and clear of all present and future taxes (excluding the Bank's income taxes), withholdings or deductions of whatever nature. If these taxes, withholdings or deductions are required by applicable law and are made, the Borrower shall, as a separate and independent obligation, pay to the Bank all additional amounts as shall fully indemnify the Bank from any such taxes, withholdings or deductions.

12. FX CLOSE OUT

The Borrower hereby acknowledges and agrees that in the event any of the following occur: (i) Default by the Borrower under any forward foreign exchange contract ("FX Contract"); (ii) Default by the Borrower in payment of monies owing by it to anyone, including the Bank; (iii) Default in the performance of any other obligation of the Borrower under any agreement to which it is subject; or (iv) the Borrower is adjudged to be or voluntarily becomes bankrupt or insolvent or admits in writing to its inability to pay its debts as they come due or has a receiver appointed over its assets, the Bank shall be entitled without advance notice to the Borrower to close out and terminate all of the outstanding FX Contracts entered into hereunder, using normal commercial practices employed by the Bank, to determine the gain or loss for each terminated FX contract.

The Bank shall then be entitled to calculate a net termination value for all of the terminated FX Contracts which shall be the net sum of all the losses and gains arising from the termination of the FX Contracts which net sum shall be the "Close Out Value" of the terminated FX Contracts.

The Borrower acknowledges that it shall be required to forthwith pay any positive Close Out Value owing to the Bank and the Bank shall be required to pay any negative Close Out Value owing to the Borrower, subject to any rights of set-off to which the Bank is entitled or subject.

13. ENVIRONMENTAL REPRESENTATION AND UNDERTAKINGS

The Borrower represents, warrants and covenants (which representation, warranty and covenant shall continue each day hereafter) that its property and business is being operated in compliance with applicable environmental, health and safety laws and regulations and that there are no judicial or administrative proceedings in respect thereto.

The Borrower shall, when asked by the Bank, at the Borrower's expense, obtain and provide to the Bank an appraisal, environmental audit or inspection report of any of its property from appraisers, auditors or inspectors acceptable to the Bank.

The Borrower will defend, indemnify and hold harmless the Bank, its officers, directors, employees, agents and shareholders, against all loss, costs, claims, damages and expenses (including legal, audit and inspection expenses) which may be suffered or incurred in connection with the breach of this environmental representation, warranty and covenant and against environmental damage occasioned by the Borrower's activities or by contamination of or from any of the Borrower's property.

14. REPRESENTATION

No representation or warranty or other statement made by the Bank concerning the Facility shall be binding on the Bank unless made by it in writing as a specific amendment to the Agreement.

15. BANK MAY CHANGE AGREEMENT

The Bank may change the provisions of this Agreement from time to time. These changes include, without limitation, changes to the Credit Limit, interest rate, or fees payable by the Borrower. The Bank will notify the Borrower of any change in this Agreement by mail, hand delivery, electronic mail or facsimile transmission or for a change in any interest rates or interest rate definitions by posting a notice in all of the Bank's branches. The Bank is not required to notify a Guarantor of any change in the Agreement, including without limitation, any increase in the Credit Limit, Overdraft Limit or Loan Amount. If more than one Person signs this Agreement, communication with any one Person will serve as notice to all.

16. METHOD OF COMMUNICATION

The Bank may communicate with the Borrower by ordinary, uninsured mail or other means, including hand delivery, electronic mail or facsimile transmission. Mailed information is deemed to be received by the Borrower five days after mailing. Delivered information is deemed to be received when delivered or left at the Borrower's address. Electronically delivered information is deemed to be received when sent. Messages sent by facsimile are deemed to be received when the Bank receives a fax confirmation.

17. EXPENSES

The Borrower shall pay any fees and expenses (including but not limited to all legal fees) incurred by the Bank in connection with the preparation, registration, ongoing administration, and discharge of this Agreement and the Bank Security and with the enforcement of the Bank's rights and remedies under this Agreement and the Bank Security whether or not any amounts are advanced under the Agreement.

These fees and expenses shall include, but not be limited to, any outside counsel expenses, and any in-house legal expenses (if in-house counsel are used), and any outside professional advisory fees and expenses, and any registration, renewal and discharge fees in connection with the Bank Security, including but not limited to, as applicable, land registry, intellectual property registry, Personal Property Security Act, and Le Registre des droits personnels et réels mobiliers fees as established by the applicable federal, provincial and/or territorial government(s) from time to time. The Borrower shall pay interest on unpaid amounts due pursuant to this paragraph at the All-In Rate plus 2% per annum.

Without limiting the generality of Section 24, the Bank or the Bank's agent, is authorized to debit any of the Borrower's accounts with the amount of the fees and expenses owed by the Borrower hereunder, including any registration, renewal and discharge fee as described in this section in connection with the Bank Security, even if that debiting creates an overdraft in any such account. If there are insufficient funds in the Borrower's accounts to reimburse the Bank or it's agent for payment of the fees and expenses owed by the Borrower hereunder, the amount debited to the Borrower's accounts shall be deemed to be a Prime Based Loan under the Facility.

The Borrower will, if requested by the Bank, sign a Pre-Authorized Payment Authorization in a format acceptable to the Bank to permit the Bank's agent to debit the Borrower's accounts as contemplated in this Section.

18. NON WAIVER

Any failure by the Bank to object to or take action with respect to a breach of this Agreement or any Bank Security shall not constitute a waiver of the Bank's right to take action at a later date on that breach. No course of conduct by the Bank will give rise to any reasonable expectation which is in any way inconsistent with the terms and conditions of this Agreement and the Bank Security or the Bank's rights thereunder.

19. EVIDENCE OF INDEBTEDNESS

The Bank shall record on its records the amount of all advances made hereunder, payments made in respect thereto, and all other amounts becoming due to the Bank under this Agreement. The Bank's records constitute, in the absence of manifest error, conclusive evidence of the Borrower's indebtedness to the Bank pursuant to this Agreement.

The Borrower will sign the Bank's standard form Letter of Credit Indemnity Agreement for all L/Cs and L/Gs issued by the Bank.

With respect to chattel mortgages taken as Bank Security, this Agreement is the Promissory Note referred to in same chattel mortgage, and the indebtedness incurred hereunder is the indebtedness secured by the chattel mortgage.

20. ENTIRE AGREEMENTS

This Agreement replaces any previous agreements dealing specifically with the Facility. Agreements relating to other credit facilities made available by the Bank continue to apply for those other credit facilities. This Agreement, and if applicable, the Letter of Credit Indemnity Agreement are the entire agreements relating to the Facility described in this Agreement.

21. NON-MERGER

Notwithstanding the execution, delivery or registration of the Bank Security and notwithstanding any advances made pursuant thereto, this Agreement shall continue to be valid, binding and enforceable and shall not merge as a result thereof. Any default under this Agreement shall constitute concurrent default under the Bank Security. Any default under the Bank Security shall constitute concurrent default under this Agreement. In the event of an inconsistency between the terms of this Agreement and the terms of the Bank Security, the terms of this Agreement shall prevail and the inclusion of any term in the Bank Security that is not dealt with in this Agreement shall not be an inconsistency.

22. ASSIGNMENT

The Bank may assign or grant participation in all or part of this Agreement or in any loan made hereunder without notice to and without the Borrower's consent.

The Borrower may not assign or transfer all or any part of its rights or obligations under this Agreement.

23. RELEASE OF INFORMATION

The Borrower hereby irrevocably authorizes and directs its accountant, (the "Accountant") to deliver all financial statements and other financial information concerning the Borrower to the Bank and agrees that the Bank and the Accountant may communicate directly with each other.

24. SET-OFF

In addition to and not in limitation of any rights now or hereafter granted under applicable law, the Bank may at any time and from time to time without notice to the Borrower or any other person, any notice being expressly waived by the Borrower, set-off and apply any and all deposits, general or special, time or demand, provisional or final, matured or unmatured, in any currency, and any other indebtedness or amount payable by the Bank (irrespective of the place of payment or booking office of the obligation), to or for the Borrower's credit or for the Borrower's account, including without limitation, any amount owed by the Bank to the Borrower under any FX Contract or other treasury or derivative product, against and on account of the indebtedness and liability under this Agreement notwithstanding that any of them are contingent or unmatured or in a different currency than the indebtedness and liability under this Agreement.

When applying a deposit or other obligation in a different currency than the indebtedness under this Agreement to the indebtedness under this Agreement, the Bank will convert the deposit or other obligation to the currency of indebtedness under this Agreement using the exchange rate determined by the Bank at the time of the conversion.

25. SEVERABILITY

In the event any one or more of the provisions of this Agreement shall for any reason, including under any applicable statute or rule of law, be held to be invalid, illegal or unenforceable, that part will be severed from this Agreement and will not affect the enforceability of the remaining provisions of this Agreement, which shall remain in full force and effect.

26. MISCELLANEOUS

- i) The Borrower has received a signed copy of this Agreement;
- ii) If more than one person, firm or corporation signs this Agreement as the Borrower, each party is jointly and severally liable hereunder, and the Bank may require payment of all amounts payable under this Agreement from any one of them, or a portion from each, but the Bank is released from any of its obligations by performing that obligation to any one of them;
- iii) Accounting terms will (to the extent not defined in this Agreement) be interpreted in accordance with accounting principles established from time to time by the Canadian Institute of Chartered Accountants (or any successor) consistently applied, and all financial statements and information provided to the Bank will be prepared in accordance with those principles;
- iv) This Agreement is governed by the law of the Province or Territory where the Branch/Centre is located.
- iv) Unless stated otherwise, all amounts referred to herein are in Canadian dollars.
- v) If the Borrower qualifies as an Eligible Enterprise and the facility/ies hereunder are not secured by a mortgage on real property, the Borrower has the right to cancel this Agreement without incurring a cancellation charge until the end of the third Business Day after the day on which this Agreement is entered into and may be entitled to the refund of certain fees other than (i) any amounts related to the use of the product or service prior to its cancellation; and (ii) any expense that the Bank has reasonably incurred in providing the product or service. Eligible Enterprise, as defined in the Bank Act, means a business with authorized credit of less than CAD\$1,000,000, fewer than 500 employees and annual revenues of less than CAD\$50,000,000.

- vi) If any payment hereunder becomes due and payable on a day which is not a Business Day, the due date of such payment shall be extended to the next succeeding Business Day on which such payment shall be due and payable. Notwithstanding the foregoing, if a payment with respect to a Term CORRA Loan, Daily Compounded CORRA Loan, Term SOFR Loan or Daily Simple SOFR Loan becomes due and payable on a day which is not a Business Day and the next succeeding Business Day is in a succeeding calendar month, the due date of such payment shall be the immediately preceding Business Day.

27. CUSTOMER RESOLUTION PROCESS

Tell us about your problem or concern in the way that is most convenient for you. You may contact a Customer Service Representative at your Branch or Business Unit that handles your account, call us toll free at 1-833-259-5980, contact us by mail at Customer Service, TD Centre, P.O. Box 193, Toronto, Ontario, M5K 1H6, by fax at 1-877-983-2932 or by e-mail at customer.service@td.com. As a next step, if your concern remains unresolved, the Manager will offer to elevate your problem to a representative of the Senior Management Office. Alternatively, if you prefer to elevate the problem yourself, you may contact the Manager, or one of our telephone banking specialists at the toll-free number above, and they will assist you.

If your concern remains unresolved, you may contact the Senior Customer Complaints Office by email at td.scco@td.com, by mail at P.O. Box 1, TD Centre, Toronto, Ontario, M5K 1A2, or toll free at 1-888-361-0319. If your concern still remains unresolved, you may then contact the ADR Chambers Banking Ombuds Office (ADRBO) by mail at 31 Adelaide Street East, P.O. Box 1066, Toronto, Ontario, M5C 1K9 or telephone: 1-800-941-3655 or toll free fax: 1-877-307-5127 and at www.bankingombuds.ca or contact@bankingombuds.ca. For a more detailed overview please obtain a copy of our "If You Have a Problem or Concern" brochure from any branch or from our website at www.td.com.

Financial Consumer Agency of Canada (FCAC) - If you have a complaint regarding a potential violation of a consumer protection law, a public commitment, or an industry code of conduct, you can contact the FCAC in writing at: 6th Floor, Enterprise Building, 427 Laurier Ave. West, Ottawa, Ontario K1R 1B9. The FCAC can also be contacted by telephone at 1-866-461-3222 (en français 1-866-461-2232) or through its website at www.fcac-acfc.gc.ca. Please note that the FCAC does not become involved in matters of redress or compensation - all such requests must follow the process set out above.

28. CONSENT TO TD HANDLING OF YOUR PERSONAL INFORMATION AND PRIVACY POLICY

In this Section 29 and elsewhere in this Agreement, where applicable, "you" and "your" means the Borrower and "we", "our" and "us" means the Bank.

You consent to Our Privacy Policy. You agree that the Bank (which includes The Toronto- Dominion Bank and affiliated companies) may handle your personal information as we set out in our Privacy Policy. You can find our Privacy Policy online at td.com/privacy.

You have choices. The Privacy Policy outlines your options, where available, to refuse or withdraw your consent.

Here is a summary of our Privacy Policy.

We collect, use, share and retain your information to:

- Identify you
- Process your application
- Provide you ongoing service
- Communicate with you
- Personalize our relationship with you
- Improve TD products and services
- Protect against fraud, financial abuse and error
- Manage and assess our risks
- Meet legal and regulatory obligations

We collect information (for the purposes set out above) from you and others including:

- Payment card networks
- Lenders
- Insurers
- Fraud prevention agencies and registries
- Any other people you have allowed us to contact

- From your interactions with us, including on your mobile device or the internet, cameras at our property and records of your use of our products and services

We may share your information (for the purposes set out above) with these parties. Some of them may be located outside your province/territory or outside Canada:

- TD affiliates
- Fraud prevention agencies and registries
- Lenders
- Companies that we work with to provide products or services
- Insurers
- Payment card networks

We retain your information:

We keep your information for as long as we reasonably need it for the purposes set out above.

We may communicate with you:

We may communicate with you about your application. And about your existing and other products and services that may be of interest to you. We may contact you by mail, phone at the number(s) you have provided, text, email or other electronic methods.

You can opt out of receiving offers or choose how we contact you for marketing campaign purposes. To do so, visit a TD branch or call us at 1-866-222-3456.

Application of Privacy Policy to Related Parties

If:

- a) there are changes to the signing authorities of the Borrower; or
- b) at the time of obtaining a product or service from us, the Borrower, if a corporation, has any individual who owns or controls, directly or indirectly, 25 per cent or more of the shares of the corporation, or has any director, where such individual or director is not, at such time, either a signing authority of the corporation or a personal banking customer of the Bank; or
- c) at the time of obtaining a product or service from us, the Borrower, if other than a corporation, has any individual who owns or controls, directly or indirectly, 25 per cent or more of the Borrower, where such individual is not, at such time, either a signing authority of the Borrower or a personal banking customer of the Bank;

then the Borrower agrees to make such signing authorities and any such individual or director aware of the Privacy Policy, advise them that they are subject to such policy and inform them that a copy of such policy is available at any TD Canada Trust branch or online at td.com.

The above sections b) and c) shall not apply where the Borrower is a public body, or a corporation that has minimum net assets of \$75 million on its last audited balance sheet and whose shares are traded on a Canadian stock exchange or a stock exchange that is prescribed by section 3201 of the Income Tax Regulations, as may be amended from time to time, and operates in a country that is a member of the Financial Action Task Force.

29. CONSENT TO THE COLLECTION AND/OR DISCLOSURE OF INFORMATION – BORROWER (OTHER THAN AN INDIVIDUAL)

In addition to any rights the Bank may have regarding the collection and disclosure of the Borrower's information, the Borrower authorizes the Bank to obtain information about the Borrower from, and disclose information about the Borrower to, TD, other lenders, credit reporting or credit rating agencies, credit bureaus, auditors, governmental and regulatory authorities, references provided by the Borrower and any supplier, agent or other party that performs services for the Borrower or for the Bank.



This **Guarantee** is made as of the _____ day of November, 2024.

Whereas the undersigned (each hereinafter referred to as the "Guarantor") has agreed to provide The Toronto-Dominion Bank (hereinafter referred to as the "Bank") with a guarantee of the Obligations (as hereinafter defined) of
BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST HOME FOR THE AGED

(the "Customer");

And whereas the Guarantor has agreed that if the guarantee herein is not enforceable, the Guarantor will indemnify the Bank or be liable as primary obligor.

NOW THEREFORE, in consideration of the Bank dealing with the Customer now or in the future and/or for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Guarantor agrees with the Bank as follows:

1. Obligations Guaranteed

The Guarantor unconditionally and irrevocably guarantees payment of all debts and liabilities, present or future, direct or indirect, absolute or contingent, matured or not, wheresoever and howsoever incurred of the Customer to the Bank, whether arising from dealings between the Bank and the Customer or from other dealings or proceedings by which the Bank may be or become in any manner whatsoever a creditor of the Customer, in any currency, whether incurred by the Customer alone or jointly with another or others and whether as a indemnitor or surety, including interest thereon and all amounts owed by the Customer for fees, costs and expenses (collectively referred to as the "Obligations").

2. Extent of Guarantor's Liability

In no event shall the amount recoverable by the Bank from the Guarantor exceed the lesser of (i) Two hundred and sixty four thousand, one hundred and ninety five dollars
in lawful money of Canada (Cdn\$264,195.00) or (ii) 6.18 % of the total amount of the outstanding liabilities of the Customer to the Bank at the date of demand by the Bank, plus the costs and expenses of the Bank in enforcing this Guarantee, plus interest as provided in Section 7.

3. Indemnity/Primary Obligation

If (i) any Obligations are not duly paid by the Customer and are not recoverable under Section 1 for any reason, the Guarantor will, as a separate and distinct obligation, indemnify and save harmless the Bank from and against all losses resulting from the failure of the Customer to pay such Obligations, and (ii) any Obligations are not duly paid by the Customer and are not recoverable under Section 1 or the Bank is not indemnified under clause (i) above of this Section 3, for any reason, such Obligations will, as a separate and distinct obligation, be paid by and recoverable from the Guarantor as primary obligor.

The liabilities of the Guarantor under Section 1 and each of clauses (i) and (ii) of this Section 3 are separate and distinct from each other, but the provisions of this Agreement shall apply to each of such liabilities unless the context otherwise requires.

4. Nature of Guarantor's Liability

The liability of the Guarantor under this Guarantee is continuing, absolute and unconditional and will not be affected by any act, omission, event or circumstance that might constitute a legal or equitable defence (any and all such legal and equitable defences are hereby expressly waived by the Guarantor) to or a discharge, limitation or reduction of the liability of the Guarantor hereunder, other than as a result of the indefeasible payment in full of the Obligations, including:

- (a) the unenforceability of any of the Obligations for any reason, including as a result of the act of any governmental authority;

- (b) any irregularity, fraud, illegality, defect or lack of authority or formality in incurring the Obligations, notwithstanding any inquiry that may or may not have been made by the Bank;
- (c) failure of the Bank to comply with or perform any agreements relating to the Obligations;
- (d) any discontinuance, renewal, extension, increase or reduction in the amount, or any other variance of any loans or credits now or hereafter made available to the Customer by the Bank or guaranteed by the Customer to the Bank or any other change to any of the terms or conditions of any of the Obligations (including, without limitation, respecting rates of interest, fees or charges, maturity dates), or any waiver by the Bank respecting any of the Obligations;
- (e) the taking of or the failure by the Bank to take a guarantee from any other person;
- (f) any release, compromise, settlement or any other dealing with any person, including any other Guarantor;
- (g) the reorganization of the Customer or its business (whether by amalgamation, merger, transfer, sale or otherwise); and in the case of an amalgamation or merger, the liability of the Guarantor shall apply to the Obligations of the resulting or continuing entity and the term "Customer" shall include such resulting or continuing entity;
- (h) the current financial condition of the Customer and any change in the Customer's financial condition;
- (i) any change in control or ownership of the Customer, or if the Customer is a general or limited partnership, any change in the membership of that partnership or other entity;
- (j) any change in the name, articles or other constating documents of the Customer, or its objects, business or capital structure;
- (k) the bankruptcy, winding-up, dissolution, liquidation or insolvency of the Customer or any proceedings being taken by or against the Customer with respect thereto, and any stay of or moratorium on proceedings by the Bank against the Customer as a result thereof;
- (l) a breach of any duty of the Bank (whether fiduciary or in negligence or otherwise) and whether owed to the Guarantor, the Customer or any other person;
- (m) any lack or limitation of power, capacity or legal status of the Customer, or, if the Customer is an individual, the death of the Customer;
- (n) the Customer's account being closed or the Bank ceasing to deal with the Customer;
- (o) any taking or failure to take any security by the Bank, any loss of or diminution in value of any security, the invalidity, unenforceability, subordination, postponement, release, discharge or substitution, in whole or in part, of any security, or the failure to perfect or maintain perfection or enforce any security; or
- (p) any failure or delay by the Bank in exercising any right or remedy respecting the Obligations or under any security or guarantee.

5. Continuing Guarantee

The obligations of the Guarantor hereunder will constitute and be continuing obligations and will apply to and secure any ultimate balance due or remaining due to the Bank and will not be considered as wholly or partially satisfied by the payment or liquidation at any time of any sum of money for the time being due or remaining unpaid to the Bank. This Guarantee will continue to be effective even if at any time any payment of any of the Obligations is rendered unenforceable or is rescinded or must otherwise be returned by the Bank as a result of the occurrence of any action or event, including the insolvency, bankruptcy or reorganization of the Customer or the Guarantor, all as though such payment had not been made.

6. Demand for Payment

The Guarantor shall make payment to the Bank under this Guarantee immediately upon receipt of a written demand for payment from the Bank. If any Obligation is not paid by the Customer when due, the Bank may treat all Obligations as due and payable by the Customer and may demand immediate payment under this Guarantee of all or some of the Obligations whether such other Obligations would otherwise be due and payable by the Customer at such time or whether or not any demands, steps or proceedings have been made or taken by the Bank against the Customer or any other person respecting all or any of the Obligations. If any stay of or moratorium on proceedings by the Bank against the Customer is imposed in respect of any Obligation, the Bank may nevertheless demand immediate payment of such Obligation from the Guarantor as if such Obligation was due and payable by the Customer.

7. Interest

If the Guarantor does not make immediate payment in full of the Obligations when demand for payment has been made by the Bank, the Guarantor shall pay interest on any unpaid amount to the Bank at the highest rate of interest per annum that is charged on any Obligations for which payment has been demanded hereunder and which remain unpaid.

8. State of Account

The records of the Bank in respect of the Obligations will be prima facie evidence of the balance of the amount of the Obligations that are due and payable by the Customer to the Bank.

9. Application of Moneys Received

The Bank may, without notice and demand of any kind and at any time, apply any money received from the Guarantor, the Customer or any other person (including arising from any security that the Bank may from time to time hold) or any balance in any account of the Guarantor held at the Bank or any of the Bank's affiliates, to such part of the Obligations, whether due or to become due, as the Bank in its sole and absolute discretion considers appropriate, or may, in its sole and absolute discretion, refrain from applying any such money. The Bank may also revoke and alter any such application in whole or in part. If any amount that is to be applied is in a currency other than the currency of the Obligation to which such amount is to be applied, then the amount that is applied shall be converted from one currency to another using the rate of exchange for the conversion of such currency as determined by the Bank or its agents and the Bank or its agent may earn revenue on such conversion.

10. No Set-off or Counterclaim

The Guarantor will make all payments required to be made under this Guarantee without claiming or asserting any right of setoff or counterclaim that the Guarantor has or may have against the Customer or the Bank, all of which rights the Guarantor waives.

11. Exhausting Recourse

The Bank is not required to take any proceedings, exhaust its recourse against the Customer or any other Guarantor or person or under any security the Bank may from time to time hold, or take any other action, before being entitled to demand payment from the Guarantor under this Guarantee, and the Guarantor waives all benefits of discussion and division.

12. No Representations

There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties except as expressly set forth herein. The Bank will not be bound by any representations or promises made by Customer to the Guarantor and possession of this Guarantee by the Bank will be conclusive evidence against the Guarantor that this Guarantee was not delivered in escrow or pursuant to any agreement that it should not be effective until any condition precedent or subsequent has been complied with, and this Guarantee will be binding on each Guarantor who has signed this Guarantee notwithstanding the non-execution thereof by any proposed guarantor.

13. Postponement and Assignment

The Guarantor hereby postpones payment of all present and future debts and liabilities of the Customer to the Guarantor, and as security for payment of the Obligations, the Guarantor hereby assigns such debts and liabilities to the Bank and agrees that all moneys received from the Customer by or on behalf of the Guarantor shall be held in trust for the Bank and forthwith upon receipt paid over to the Bank, all without prejudice to and without in any way limiting or lessening the liability of the Guarantor to the Bank under this Guarantee. This assignment and postponement is independent of the guarantee, indemnity and primary obligor obligations contained in this Guarantee and will remain in full force and effect until, in the case of the assignment, the liability of the Guarantor under this Guarantee has been discharged or terminated and, in the case of the postponement, until all Obligations are performed and indefeasibly paid in full.

14. Subrogation

The Guarantor will not be entitled to be subrogated to the rights of the Bank against the Customer, to be indemnified by the Customer or to claim contribution from any other Guarantor until the Guarantor makes indefeasible payment to the Bank of all amounts owing by the Guarantor to the Bank under this Guarantee and the Obligations are indefeasibly paid in full.

15. Bankruptcy of Customer

Upon the bankruptcy or winding up or other distribution of assets of the Customer or of any surety or Guarantor for the Obligations, the Bank's rights shall not be affected by the Bank's failure to prove its claim and the Bank may prove such claim if and in any manner as it deems appropriate in its sole discretion. The Bank may value as it sees fit or refrain from valuing any security held by the Bank without in any way releasing, reducing or otherwise affecting the liability of the Guarantor to the Bank, and until all the Obligations of the Customer to the Bank have been indefeasibly paid in full, the Bank shall have the right to include in its claim the amount of all sums paid by the Guarantor to the Bank under this Guarantee and to prove and rank for and receive dividends in respect of such claim, any and all right to prove and rank for such sums paid by the Guarantor and to receive the full amount of all dividends in respect thereto being hereby assigned and transferred to the Bank.

16. Costs and Expenses

The Guarantor agrees to pay all costs and expenses, including legal fees, of enforcing this Guarantee including the charges and expenses of the Bank's in-house lawyers. The Guarantor will pay all legal fees on a solicitor and own client basis.

17. Other Guarantees and Security

The liability of the Guarantor under any other guarantee or guarantees given to the Bank in connection with the Obligations shall not be affected by this Guarantee, nor shall this Guarantee affect or be affected by the endorsement by the Guarantor of any note or notes of the Customer, the intention being that the liability of the Guarantor under such other guarantee or guarantees and this Guarantee, and under such other note or notes and this Guarantee, shall be cumulative. Nor shall the Bank be required to marshal in favour of the Guarantor other guarantees granted by other persons or any security, money or other property that the Bank may be entitled to receive or may have a claim upon.

18. Amendment and Waivers

No amendment to this Guarantee will be valid or binding unless set forth in writing and duly executed by the Guarantor and the Bank. No waiver by the Bank of any breach of any provision of this Guarantee will be effective or binding unless made in writing and signed by the Bank and, unless otherwise provided in the written waiver, will be limited to the specific breach waived. No delay in the exercise of any right or remedy by the Bank shall operate as a waiver thereof. No failure to exercise a right or remedy or partial exercise of a right or remedy by the Bank shall preclude other or further exercise thereof or the exercise of any other right or remedy by the Bank.

19. Discharge

The Guarantor will not be released or discharged from its obligations hereunder except by a written release or discharge signed by the Bank.

20. General

This Guarantee shall be binding on the successors of the Guarantor or, if the Guarantor is an individual, the heirs, executors, administrators and other legal representatives of the Guarantor, and shall enure to the benefit of the successors and assigns of the Bank.

If more than one Guarantor has signed this Guarantee, each Guarantor shall be jointly and severally liable under this Guarantee.

To the extent that any limitation period applies to any claim for payment hereunder of the Obligations or remedy for the enforcement of such payment, the Guarantor agrees that any such limitation period is excluded or waived, but if such exclusion and waiver is not permitted by applicable law, then any limitation period is extended to the maximum length permitted by applicable law.

Any notice or demand which the Bank may wish to give under this Guarantee may be personally served on the Guarantor or sent by ordinary mail or electronic mail to the last known address of the Guarantor. Any notice that is sent by ordinary mail shall be conclusively deemed to have been received on the fifth day following the day on which it is mailed. Any notice that is sent by electronic mail shall be conclusively deemed to have been received on the day it is sent.

If any provision of this Guarantee is determined by any court of competent jurisdiction to be invalid or unenforceable in any respect, such invalidity or unenforceability will not affect the validity or enforceability of the remaining provisions of this Guarantee.

This Guarantee shall be governed by and construed in accordance with the laws of the Province of [Ontario] _____ and the laws of Canada applicable therein.

Any word herein contained importing the singular number shall include the plural and any word importing a person shall include a corporation, partnership, firm and any other entity.

Subject to Section 17, this Guarantee constitutes the entire agreement between the Guarantor and the Bank with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties with respect thereto.

Each of the undersigned acknowledges receipt of a copy of this Guarantee.

CORPORATION OF THE MUNICIPALITY OF WHITESTONE

Personal Guarantee

Per: _____
(authorized signature)

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Per: _____
(authorized signature)

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Per: _____
(authorized signature)

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Per: _____
(authorized signature)

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)

Personal Guarantee

Signature of Guarantor: _____

Print name: _____

Per: _____
(authorized signature)



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: February 18, 2025

Report No: ADMIN-2025-02

Subject:

To review the current Road Grant Protocol Policy.

Recommendation:

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2025-02 Road Grant Protocol; and

THAT direction be given to staff regarding the potential changes to be considered for a revised draft of the policy.

Background:

In 2017 Council enacted By-law No 30-2017, being a By-law to adopt the protocol for the authorizing of annual grants for the purposes of assisting road maintenance costs to property owners on private and unassumed roads. The annual granting program has been based on the By-law since enactment.

At the January 23, 2025 Regular Council meeting, the following resolution was passed, which requires a review of the Road Grant Protocol prior to administration processing any further grants:

Resolution No. 2025-021

Moved by: Councillor Nash

Seconded by: Councillor Woods

11.4 Item requested by Councillor Scott Nash
Road Grant Protocol

Resolution as provided by Councillor Nash:

WHEREAS the Council of the Municipality of Whitestone has reviewed Resolution 2022-331-Item D; and

WHEREAS the Council of the Municipality of Whitestone has reviewed the current Road Grant Protocol By-Law 30-2017; and

WHEREAS the Council of the Municipality of Whitestone has noted in the Strategic Plan that the Road Grant Protocol By-Law 30-2017 will be reviewed and undated by Council; and

WHEREAS at this time the Council of the Municipality of Whitestone has not updated the Road Grant Protocol By-Law 30-2017; and

WHEREAS the Municipality of Whitestone wants to treat all members of the public and ratepayers fairly and equally in regards to the Road Grant Protocol By-Law 20-2017;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone does hereby Rescind Resolution 2022-331- Item D and staff be directed that the MPA Road Grant is to be reviewed the same as all other Road Grant Application going forward; and

THAT until such time that the Road Grant Protocol By-Law 2017 has been reviewed and updated by the Council of the Municipality, Staff be directed to Not Process any 2025 Road Grant Requests.

Recorded Vote Requested by Councillor Woods

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

Carried

Direction was given to staff to have this matter added to the February 18, 2025 Meeting for additional discussion and action.

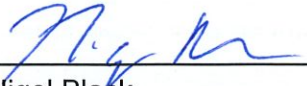
Analysis:

The adopted Road Grant Protocol By-law (By-law No. 30-2017) is attached for reference, including supporting attachments, as **Attachment A**. Further to this, an updated listing as of June 2024 for the road grant amounts and calculations is also attached for your reference as **Attachment B**.

The issue as I understand it, is that the By-law/policy language with regard to eligible properties included in the calculation, requires some clarity and possible amended language.

Administration would like to understand the direction of this language or interpretation change so that any proposed amendment to the policy can be drafted and returned to Council for consideration.

Respectfully submitted by:



Nigel Black
CAO/Clerk

Attachment A – Bylaw No. 30-2017 Road Grant Protocol

Attachment B – 2024 Road Grant Calculations

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 30-2017

Being a by-law to adopt a protocol for the authorizing of annual grants for the purposes of assisting road maintenance costs to property owners on private and unassumed roads

WHEREAS the Municipal Act, 2001 Revised allows a Municipal Council to pass by-laws respecting to matters within the spheres of jurisdiction of sec. 11 (3) Subsection 1 Highways, including parking and traffic on highways in the Municipality of Whitestone;

WHEREAS the Council of the Municipality of Whitestone deems it desirable to adopt a protocol for the authorizing of annual grants for the purposes of assisting road maintenance costs to property owners on private and unassumed roads:

BE IT THEREFORE ENACTED by the Municipal Council of The Corporation of the Municipality of Whitestone as follows:

- 1. The Corporation adopts protocol for the authorizing of annual grants for the purposes of assisting road maintenance costs to property owners on private and unassumed roads within the Municipality of Whitestone as per Schedule "A" to By-Law No. 30-2017.
2. This by-law shall take effect and come into force upon passage by Council.
3. By-Law No. 24-2016 is hereby rescinded.

Read a First and Second time this 19th day of June, 2017.

Signatures and names of Mayor Chris Armstrong and CAO-Clerk-Treasurer Tammy Wylie.

Read a Third time and Passed, Signed and Sealed this 19th day of June, 2017.

Signatures and names of Mayor Chris Armstrong and CAO-Clerk-Treasurer Tammy Wylie.

Schedule 'A' of By-Law 30-2017

Protocol for the authorizing of annual grants for the purposes of assisting property owners with their costs of maintaining private and unassumed roads:

1. To be eligible to receive a grant, property owners fronting on and/or utilizing one or more opened private or unassumed road(s) must form a "road group", duly constituted as defined in paragraph 2, whose membership must include/represent at least two-thirds (2/3) of the households serviced by the road, including undeveloped lots.
2. "Duly constituted" means that the property owners served by the road have, from time to time, agreed in writing:
 - to submit an application for a grant;
 - how any grant received will be used to maintain the road; and
 - to designate one or more members of the group to represent it with respect to the applications and authorize them to arrange for maintenance work to be completed and to report its completion to the Municipality.

It is not necessary for the road group to be incorporated; however road groups are encouraged to have written constitutions providing for election/appointment of officers and to facilitate group decision making with respect to maintenance to be undertaken. A ratepayers association may serve as a road group for purposes of this By-Law.

3. If a private road, the application must be accompanied with written confirmation from the owner of the road approving the application and the work to be completed, unless the applicant(s) can demonstrate that the owner of the road is inaccessible, to the satisfaction of the CAO-Clerk-Treasurer.
4. The grant to be provided shall be determined by Council during the yearly budget process, based on a calculation of x factor and y factor, where:
 - x factor represents dollars (\$) per kilometer, and
 - y factor represents dollars (\$) per household.
5. A road group representing several different roads may apply for grants for any or all affected roads unless a separate road group has already applied for a road grant on their own.
6. Approved grants will be given in one draw, with a grant application deadline of September 30th. Funds will be released at the discretion of the Municipal Treasurer.
7. Applications shall be accompanied by a budget of estimated annual expenditures and a statement of current uncommitted funds on hand in the Road Group's statement of record.

8. All applications shall be forwarded to the Municipal Treasurer who shall have the responsibility/authority of determining grant eligibility and authorizing grants.
9. The Road Group will be solely responsible to oversee the administration and supervision of annual work programs and related budget and furthermore the Municipality will have no responsibility, obligation or exercise any degree of operational control with respect to maintenance of the affected roads.
10. Grants are not guaranteed and due to budgeting constraints may be curtailed at any time by resolution of Council.
11. Council may from time to time establish further conditions on the approval of grants that may be generally applied or specific to a particular situation.
12. All grants must be used on specified roads in the calendar year of issuance and a written summary of money spent must be submitted to the Municipality.
13. Failure to follow reporting requirements will result in that particular road group not to be included for grants in the following calendar year.

2024					
UPDATED ON JUNE 2024					
Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
			X	Y	
			377.64	57.39	
Ainslie Lake Drive	1	2	377.64	\$ 114.789	\$ 492.43
Amorak Trail	2	8	755.28	\$ 459.154	\$ 1,214.43
Anki Rock Road	3.5	5	1321.73	\$ 286.971	\$ 1,608.70
Basswood Crescent	1	5	377.64	\$ 286.971	\$ 664.61
Bear Hug Lane	1	5	377.64	\$ 286.971	\$ 664.61
Beaver Dam Road	4	13	1510.55	\$ 746.126	\$ 2,256.68
Bellview Crescent	1	2	377.64	\$ 114.789	\$ 492.43
Berrys Road	1	1	377.64	\$ 57.394	\$ 435.03
Bestwick Crescent	1	24	377.64	\$ 1,377.463	\$ 1,755.10
Blackfly Lane	1.5	7	566.46	\$ 401.760	\$ 968.22
Boakview Road (Lots 7 thru 2)	5	4	1888.19	\$ 229.577	\$ 2,117.77
Booth Road	1	7	377.64	\$ 401.760	\$ 779.40
Cabin Road	1	8	377.64	\$ 459.154	\$ 836.79
Cairnie Drive	1.5	4	566.46	\$ 229.577	\$ 796.03
Canning Road (Lots 26 thru 30)	1	8	377.64	\$ 459.154	\$ 836.79

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
Captain Estates Road	1.5	8	566.46	\$ 459.154	\$ 1,025.61
Carlton Road	3	1	1132.91	\$ 57.394	\$ 1,190.31
Chamber Road (Lots 14-10)	3	4	1132.91	\$ 229.577	\$ 1,362.49
Chimo Cove Road	1.5	9	566.46	\$ 516.549	\$ 1,083.01
Church Street (#26 - 42)	2	7	755.28	\$ 401.760	\$ 1,157.04
Chur Lee Road	1	14	377.64	\$ 803.520	\$ 1,181.16
Cooper Lane	1.5	2	566.46	\$ 114.789	\$ 681.25
Craig Lane	1	3	377.64	\$ 172.183	\$ 549.82
Credit Lane	0.5	3	188.82	\$ 172.183	\$ 361.00
Creek Trail	1.5	6	566.46	\$ 344.366	\$ 910.82
Debois Trail	1.5	3	566.46	\$ 172.183	\$ 738.64
Deer Trail	2.5	7	944.10	\$ 401.760	\$ 1,345.86
Dunchurch Estates Road	2.5	46	944.10	\$ 2,640.137	\$ 3,584.23
Dunks Crescent	0.5	7	188.82	\$ 401.760	\$ 590.58
Eli Lane	2	5	755.28	\$ 286.971	\$ 1,042.25
Erin Lane	2	9	755.28	\$ 516.549	\$ 1,271.82
Fairholme Lake Road	1.5	16	566.46	\$ 918.308	\$ 1,484.77
Farleys Road (past boat launch)	1	5	377.64	\$ 286.971	\$ 664.61
Fentons Road	0.5	3	188.82	\$ 172.183	\$ 361.00

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
Finn Road	0.5	8	188.82	\$ 459.154	\$ 647.97
Fisher Lane	0.5	7	188.82	\$ 401.760	\$ 590.58
Five Finger Lane	1	4	377.64	\$ 229.577	\$ 607.22
Fox Lair	0.5	9	188.82	\$ 516.549	\$ 705.37
Galls Road	1.5	4	566.46	\$ 229.577	\$ 796.03
Greenwood way	0.45	0	169.94	\$ -	\$ 169.94
Gibson Bay Road (beyond Nickles Cove Road)	4	37	1510.55	\$ 2,123.588	\$ 3,634.14
Golden Horseshoe Lane	1	8	377.64	\$ 459.154	\$ 836.79
Gooseneck Crescent	1.5	7	566.46	\$ 401.760	\$ 968.22
Granite Lane	1	5	377.64	\$ 286.971	\$ 664.61
Green Lane	5.5	7	2077.01	\$ 401.760	\$ 2,478.77
Grosbeck Lane	2	0	755.28	\$ -	\$ 755.28
Hayles Road	1.5	11	566.46	\$ 631.337	\$ 1,197.79
Horn Lane	0.5	3	188.82	\$ 172.183	\$ 361.00
Hosick Road	2	3	755.28	\$ 172.183	\$ 927.46
Hummingbird Lane	2	13	755.28	\$ 746.126	\$ 1,501.40
Hunters Glen	1	8	377.64	\$ 459.154	\$ 836.79

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
Island View Road	0.5	11	188.82	\$ 631.337	\$ 820.16
Jackson Lane	2	1	755.28	\$ 57.394	\$ 812.67
Joes Road	0.5	0	188.82	\$ -	\$ 188.82
Johnson Street	0.5	0	188.82	\$ -	\$ 188.82
Karbehuwe Lane	0.8	4	302.11	\$ 229.577	\$ 531.69
Keele Road	2	4	755.28	\$ 229.577	\$ 984.85
Ladds Road (beyond the bridge)	2	5	755.28	\$ 286.971	\$ 1,042.25
L Ferriss Lane	1.5	5	566.46	\$ 286.971	\$ 853.43
Lands End Road	1	4	377.64	\$ 229.577	\$ 607.22
Langford Drive	1	3	377.64	\$ 172.183	\$ 549.82
Light Lane	0.5	5	188.82	\$ 286.971	\$ 475.79
Limestone Lane	0.5	4	188.82	\$ 229.577	\$ 418.40
Lochanside Drive	0.5	3	188.82	\$ 172.183	\$ 361.00
Lost Bay Road	0.5	3	188.82	\$ 172.183	\$ 361.00
Macey Drive	1.5	8	566.46	\$ 459.154	\$ 1,025.61
Macfie Road	1	3	377.64	\$ 172.183	\$ 549.82
Makwa Point	1	5	377.64	\$ 286.971	\$ 664.61
McGee Lake Road	2.41	6	910.11	\$ 344.366	\$ 1,254.47

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
McLennan Lane	1.5	11	566.46	\$ 631.337	\$ 1,197.79
Meritt		3	0.00	\$ 172.183	\$ 172.18
Minnow Lane	1	6	377.64	\$ 344.366	\$ 722.00
Mitchell Lane (beyond part 11)	0.5	6	188.82	\$ 344.366	\$ 533.18
Moose Lane	1.5	6	566.46	\$ 344.366	\$ 910.82
Muskrat Road	2	2	755.28	\$ 114.789	\$ 870.06
Nickles Cove Road	1	6	377.64	\$ 344.366	\$ 722.00
Nona Lane	1.5	7	566.46	\$ 401.760	\$ 968.22
North Meadowcove Road	8	26	3021.11	\$ 1,492.251	\$ 4,513.36
Ommadawn Lane	1.5	6	566.46	\$ 344.366	\$ 910.82
Owls Nest	1	10	377.64	\$ 573.943	\$ 951.58
Paradise Lane	1.5	5	566.46	\$ 286.971	\$ 853.43
Percy Lane	0.5	5	188.82	\$ 286.971	\$ 475.79
Pine Grove Road	3.5	25	1321.73	\$ 1,434.857	\$ 2,756.59
Pitt Road	2	0	755.28	\$ -	\$ 755.28
Pratt Road	2.5	7	944.10	\$ 401.760	\$ 1,345.86
Quinn Road (beyond Cooper Lane)	1	15	377.64	\$ 860.914	\$ 1,238.55
Red Gate Lane	1	4	377.64	\$ 229.577	\$ 607.22

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
Ring Rock Acres Road	2	5	755.28	\$ 286.971	\$ 1,042.25
Rosellen Lane	1	11	377.64	\$ 631.337	\$ 1,008.98
Running Bear Lane	3	3	1132.91	\$ 172.183	\$ 1,305.10
Sams Lane	1	5	377.64	\$ 286.971	\$ 664.61
Sawcut Road	1	4	377.64	\$ 229.577	\$ 607.22
Semikoka Trail West	1	0	377.64	\$ -	\$ 377.64
Semikoka Trail East	2	0	755.28	\$ -	\$ 755.28
Serentiy Lane	1.5	6	566.46	\$ 344.366	\$ 910.82
Shabbotts Bay Road	4.5	21	1699.37	\$ 1,205.280	\$ 2,904.65
Shady Maple Trail	3.5	27	1321.73	\$ 1,549.646	\$ 2,871.38
Shaker Lane	1.5	19	566.46	\$ 1,090.491	\$ 1,656.95
Smokeys Road	1.5	8	566.46	\$ 459.154	\$ 1,025.61
Snakeskin Trail	1	3	377.64	\$ 172.183	\$ 549.82
Spring Road	0.5	0	188.82	\$ -	\$ 188.82
Squires Lane	0.5	3	188.82	\$ 172.183	\$ 361.00
Stiblers Road	1	3	377.64	\$ 172.183	\$ 549.82
Sunset Trail	0.5	7	188.82	\$ 401.760	\$ 590.58
Sykes Lane	2	7	755.28	\$ 401.760	\$ 1,157.04
Tahinca Road	6	29	2265.83	\$ 1,664.434	\$ 3,930.26
Taylor Lake Road	2	6	755.28	\$ 344.366	\$ 1,099.64
Taylor Lane	1.5	3	566.46	\$ 172.183	\$ 738.64

Road Name	km of road	# of households	Entitlement/km	Entitlement /hshld	Total Entitlement 2024
Thomson Glen	0.5	2	188.82	\$ 114.789	\$ 303.61
Timber Ridge Trail	1	4	377.64	\$ 229.577	\$ 607.22
Trillium Lane	0.5	3	188.82	\$ 172.183	\$ 361.00
Trull Road	7	10	2643.47	\$ 573.943	\$ 3,217.41
Wagon Trail	4	54	1510.55	\$ 3,099.291	\$ 4,609.84
Westview Road	2	14	755.28	\$ 803.520	\$ 1,558.80
Win-Bur Lane	2.5	6	944.10	\$ 344.366	\$ 1,288.46
Winding Woods Way	1.5	8	566.46	\$ 459.154	\$ 1,025.61
Wolfe Den	0.5	3	188.82	\$ 172.183	\$ 361.00
	\$ 192.66	\$ 893.00			\$ 124,008.86



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: February 18, 2025

Report No: ADMIN-2025-03

Subject:

To consider the methods used for recording attendance at Council Meetings (in the official Council Minutes).

Recommendation:

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2025-03 Meeting Minutes; and

THAT the Council of the Municipality of Whitestone direct the Clerk to change the practice of including information about how a member attended a meeting (in person, via Zoom etc..)

Background:

Members of Council have expressed concern about the practice of recording the type of attendance a Council Meeting in the Council Minutes. The Clerk's office has been directed to consider the matter and report back to Council for discussion/consideration and possible decision/direction.

Direction was given to staff to have this matter added to the February 18, 2025 Meeting for additional discussion and action.

Analysis:

The Municipality of Whitestone has a Procedure By-law in place (By-law No. 80-2023) a copy of which has been included as **Attachment A**.

The role of the Clerk is clearly described in the Municipal Act s.228.1, those duties include the preparation of Official Council Meeting Minutes. More specifically, Municipal Act s.228.1(a) states that it is the Clerk's duty "to record, without note or comment, all resolutions, decisions and other proceedings of Council." Municipal Act s.228 has been included as **Attachment B**.

By-law 80-2023 s.3.9 further describes the procedure for minutes in the Municipality of Whitestone as follows:

3.9 Minutes

It will be the responsibility of the Clerk to maintain accurate minutes of the Council meetings and to record in these minutes:

- (a) the place, date and time of the Meeting,
- (b) the names of Council Members present, and the number of visitors,
- (c) the correction, amendment and adoption of minutes,
- (d) all other proceedings in sequence, without note or comment.

Further to this By-law 80-2023 s.4.8 deals with participation in Council Meetings by Electronic Means. Specifically, s.4.8.4 deals with Participation by Council member via electronic means.

4.8 Electronic Meetings

4.8.4 A Member participating in a Meeting by Electronic means will be considered to be present at such meeting and will be counted towards quorum.

Based on these facts, it is clear that a member participating by electronic means is considered to be in attendance. The real question of the issue is regarding the inclusion of the information “via Zoom” or “Via Phone” and whether this would be considered a “note or comment”. A “note or comment”, is not to be included based on the Municipal Act or the Procedural Bylaw. The Municipality of Whitestone has reached out to a considerable number of Ontario Clerks to see what best practices are in this regard. With approximately 128 responses, a majority of 70% indicate that they do include the statement of how the members attend. Many indicate that they consider this to be a statement of fact, rather than a note or comment. Many of those who do not record this information state that it does not add any value to the minutes, its not historically relevant to the decision-making process (provided that the Procedural By-law permits participation and attendance in this manner).

The issue seems to be at the Clerk’s discretion in most cases, again subject to the Procedural By-law and its interpretation.

In my personal experience, we would have included it, but our legislation and procedural By-law would have had slightly different wording. Further to that, it was only a recent practice that came into being with the inclusion of virtual meetings as an option while we adapted the challenges of the COVID-19 pandemic. It is certainly not a long-standing accepted practice. As CAO/Clerk in Whitestone, having considered all factors, I can understand and appreciate both positions. I would suggest that generally speaking, the inclusion of the information on how a member attended the meeting does not add any value to the information or decision-making process. The only circumstances that might justify inclusion of this information is with respect to a member leaving and rejoining the meeting due to connectivity issues (but this could be noted separately, if it occurred). It could also be argued that inclusion of this information is more transparent, but if physical presence at the meeting is not a requirement of the Procedure Bylaw, then what aspects require transparency?

Given that that is a matter of interpretation, I would recommend that Council make a decision to include the attendance means as information or not, and that the Clerk would take that direction for future minute preparation.

Respectfully submitted by:



Nigel Black
CAO/Clerk

Attachment A – Bylaw 80-2023

Attachment B – Section 228 Municipal Act

The Corporation of the Municipality of Whitestone
By-law No. 80-2023

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, to be known as the 'Procedural By-law'

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. 50-2022.

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, directions, Resolutions and By-laws can be both adopted and implemented;

AND WHEREAS Council, pursuant to Section 238 of the *Municipal Act*, 2001, is required to establish the procedures governing the Meetings of Council and Committees of Council and Local Boards, the conduct of its Members and the calling of Meetings;


AND WHEREAS Council must adopt by By-law, the procedures which address the rules of order to be observed in proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise;

AND THAT THE SHORT TITLE of this By-law shall be "Procedural By-law".

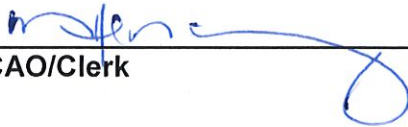
AND THAT By-law No. 02-2002, By-law No. 34-2004, By-law No. 84-2007, By-law No. 40-2012, By-law No. 44-2020 and By-law No. 50-2022 are hereby repealed.

This By-law comes into force and takes effect on the date of enactment.

READ a **FIRST** and **SECOND** time this 12th day of December, 2023.




Mayor George Comrie

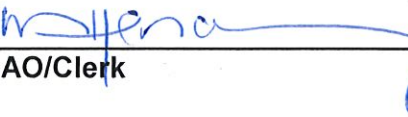


CAO/Clerk Michelle Hendry

READ a **THIRD** and **FINAL** time and **PASSED**, this 12th day of December, 2023.



Mayor George Comrie



CAO/Clerk Michelle Hendry





THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CORPORATE POLICY MANUAL

POLICY MANUAL SECTION:	POLICY NUMBER:
Council, Boards and By-laws	A005-06
POLICY NAME:	
Procedural By-law	

DATE APPROVED:	AUTHORITY:
December 12, 2023	By-law No. 80-2023
REVISION DATES:	DEPARTMENT RESPONSIBLE:
none	Administration

PURPOSE:

The purpose of this policy is to provide guidance to the order and dispatch of the business of the Council Meetings.

Advisory Committees of Council, Ad Hoc Committees (including a Task Force) and Local Boards may choose to use the protocols noted herein or establish their own policies and protocols for conducting meetings.

SCOPE

The rules and regulations contained in this By-law will be observed in all proceedings of the Council wherever possible.

If a provision is not made herein, the procedure to be followed will be that found in the most recent edition of Robert’s Rules of Order.

No resolution or action of Council, Advisory Committee, Local Boards and Ad Hoc Committee / Task Force will be invalidated solely as a result of failure to follow any provision of this Procedural By-law.

Timelines prescribed in this Procedural By-law may be adjusted should there be extraordinary circumstances.

Municipality of Whitestone Procedural By-law No. 80-2023

1. Definitions	5
In this By-law:	5
1.1 Ad-Hoc Committee (or Task Force).....	5
1.2 Advisory Committee.....	5
1.3 Agenda.....	5
1.4 Chair.....	5
1.5 Chief Administrative Officer.....	5
1.6 Clerk.....	5
1.7 Consent Agenda.....	5
1.8 Council	5
1.9 Council Package.....	5
1.10 Closed Meeting.....	5
1.11 Deputy Mayor	6
1.12 Electronic Means	6
1.13 Electronic Meeting	6
1.14 Electronic-Only Meeting.....	6
1.15 Emergency / Extraordinary Meeting	6
1.16 Local Board	6
1.17 Mayor	6
1.18 Meeting.....	6
1.19 Member	6
1.20 Motion.....	6
1.21 Motion to Amend.....	7
1.22 Municipal Act	7
1.23 Municipality.....	7
1.24 Notice of Motion.....	7
1.25 Officer.....	7
1.26 Order of Business	7
1.27 Point of Privilege.....	7
1.28 Point of Procedure or Point of Order	7
1.29 Presentation	7
1.30 Quorum	7

1.31	Recorded Vote.....	7
1.32	Regular Council Meeting.....	8
1.33	Staff Report	8
1.34	Resolution.....	8
1.35	Special Council Meeting	8
1.36	Unfinished Business	8
1.37	Urgent.....	8
2.	Roles and Responsibilities.....	8
2.1	Head of Council	8
2.2	Substitution Head of Council	8
2.3	Council	8
2.4	Clerk.....	8
2.5	Staff.....	8
2.6	Chief Administrative Officer	9
2.7	Members of the Public:	9
3.	General Meeting Rules	9
3.1	Rules – to be observed at all times	9
3.2	Suspending Procedural By-law	9
3.3	Mayor	9
3.4	Absence of Mayor.....	9
3.5	Absence of Deputy Mayor.....	9
3.6	Meeting Location	9
3.7	Clerk.....	10
3.8	Quorum	10
3.9	Minutes.....	10
3.10	Audio / Video Conferencing	10
3.11	Arriving Late/Leaving Early	11
3.12	Staff Attendance	11
3.14	Rules of Debate.....	12
3.15	Conduct and Decorum	13
3.16	Questions during Debate	14
3.17	Points of Procedure (Order).....	14
3.18	Point of Privilege.....	14
3.19	Voting	15
3.20	Corrections	16
3.21	Amendments	16

3.22	Voting – Reconsideration	16
3.23	Voting on By-laws	17
4.	Meetings	17
4.1	First Meeting of Newly Elected Council	17
4.2	Regular Meetings.....	18
4.3	Special Meetings	18
4.4	Public Meetings	18
4.5	Emergency / Extraordinary Meetings.....	19
4.6	Closed Meetings	19
4.7	Cancelled Meetings	21
4.8	Electronic Meetings	21
5.	Notice of Meetings	22
5.1	Annual Schedule of Meetings.....	22
6.	Agenda	23
6.1	Regular Council Meeting Agenda.....	23
6.2	Other Meeting Agenda (Special or Emergency/Extraordinary).....	27
6.3	Closed Meeting Agenda.....	27
6.4	Adjournment	28
6.5	Curfew.....	28
7.	By-law Amendment	28

Schedules to this By-law (which may be amended from time to time as needed)

Schedule A - Declarations of Conflict of Interest form

Schedule B - Council Agenda Headings

Schedule C - Presentation or delegation request

1. Definitions

In this By-law:

1.1 Ad-Hoc Committee (or Task Force)

“Ad-Hoc Committee” means a Committee to advise Council on a specific task or project. An Ad-Hoc Committee (or Task Force) is governed by clear terms of reference, set out in a Resolution or By-law, which includes language indicating when the Committee will cease to exist.

1.2 Advisory Committee

“Advisory Committee” means a committee appointed by Council to act in an advisory capacity to Council for the purpose of providing recommendations on a specific subject matter. Committees have clearly defined terms of reference that outline the mandate and the parameters for committee activity.

1.3 Agenda

“Agenda” means the list of business to be conducted at a Meeting.

1.4 Chair

“Chair” means the person presiding at a Meeting.

1.5 Chief Administrative Officer

“Chief Administrative Officer” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act* or their designate.

1.6 Clerk

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act* as amended or their designate.

1.7 Consent Agenda

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Meeting. Items on the Consent Agenda may be dealt with in a single Resolution.

1.8 Council

“Council” means the elected and appointed Members of the Municipality of Whitestone Council.

1.9 Council Package

“Council Package” means a copy of the Agenda, reports and all other information that Members receive prior to a Meeting which may be provided electronically and / or in hard copy.

1.10 Closed Meeting

“Closed Meeting” means a Meeting of Council, Ad Hoc Committee, Advisory Committee or Local Board that is not open to the Public pursuant to Section 239 of the *Municipal Act* or other legislation, also referred to as an ‘in-

camera meeting’.

1.11 Deputy Mayor

“Deputy Mayor” means a Member of Council appointed in accordance with the Municipality’s protocols, to act in the place of the Mayor when the Mayor is absent.

1.12 Electronic Means

“Electronic Means” means telephone, video or audio conferencing or other interactive methods whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.

1.13 Electronic Meeting

“Electronic Meeting” means a Meeting in which any Member is not physically present but participates via Electronic Means of communication.

1.14 Electronic-Only Meeting

“Electronic-Only Meeting” means a Meeting in which all participants participate via Electronic Means.

1.15 Emergency / Extraordinary Meeting

“Emergency / Extraordinary Meeting” means a Meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

1.16 Local Board

“Local Board” means a Local Board as defined in the Municipal Act, and will include the Public Library Board and the Cemetery Board.

1.17 Mayor

“Mayor” means the Head of Council and includes the Deputy Mayor when acting in place of the Mayor.

1.18 Meeting

“Meeting” means a Meeting of Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making.

1.19 Member

“Member” means a Member of Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board, as the case may be.

1.20 Motion

“Motion” means a proposal moved by a Member and seconded by another Member, to authorize, direct, or take some action with respect to a matter that is being considered at a Meeting.

1.21 Motion to Amend

“Motion to Amend” means a Motion to vary the main Motion or a previous amending motion that is being considered at a Meeting.

1.22 Municipal Act

“*Municipal Act*” means the *Municipal Act, 2001, S.O. c.25*, as amended.

1.23 Municipality

“Municipality” means the Corporation of the Municipality of Whitestone.

1.24 Notice of Motion

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a vote.

1.25 Officer

“Officer” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with defined powers and duties prescribed by statute or by-law.

1.26 Order of Business

“Order of Business” means the sequence of business to be introduced and considered at a Meeting.

1.27 Point of Privilege

“Point of Privilege” means a concern about the honour, dignity, character, rights, or professionalism of a member of Council, staff, the public, or the dignity of Council.

1.28 Point of Procedure or Point of Order

“Point of Procedure/Order” means a statement made by a Member to the Chair when the Member believes there has been a contravention of the rules of order as laid out in the Procedural By-law.

1.29 Presentation

“Presentation” means information presented to Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board, in person or through Video Conferencing, by an individual or group.

1.30 Quorum

“Quorum” means a majority of Members of Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board.

1.31 Recorded Vote

“Recorded Vote” means a vote in Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board where the names of the Members and their position in favour or against a Motion are recorded in the minutes.

1.32 Regular Council Meeting

“Regular Meeting” means a scheduled Council Meeting held at regular intervals in accordance with a Council-approved schedule of Meetings.

1.33 Staff Report

“Staff Report” means a written or oral report from the Chief Administrative Officer, Clerk, Department Heads or Staff which is approved to be placed on the agenda by the Chief Administrative Officer/ Clerk.

1.34 Resolution

“Resolution” means a Motion that has been approved by Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board.

1.35 Special Council Meeting

“Special Council Meeting” means a separate Meeting of Council, held at a different time than a Regular Council meeting, as approved by Council and which is focused on one or more particular items or subjects.

1.36 Unfinished Business

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety.

1.37 Urgent

“Urgent” means, for the purposes of calling an Emergency/Extraordinary meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a) Danger to life, health or safety of individuals;
- b) Damage to property;
- c) An interruption of the essential services provided by the Municipality;
- d) Immediate and significant loss of revenue by the Municipality;
- e) Legal Issue; and/or
- f) Prejudice to the Municipality.

2. Roles and Responsibilities

2.1 Head of Council

Refer to *Municipal Act*, s.225

2.2 Substitution Head of Council

Refer to *Municipal Act*, s.226

2.3 Council

Refer to *Municipal Act*, s.224

2.4 Clerk

Refer to *Municipal Act*, s.228(1)

2.5 Staff

Refer to *Municipal Act*, s.227

2.6 Chief Administrative Officer

Refer to *Municipal Act*, s.229

2.7 Members of the Public:

- a) May attend Meetings or parts of meetings which are open to the public;
- b) Will follow the rules of order, polite conduct and decorum;
- c) May provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner prescribed by Council (e.g. in writing, in person, electronic, etc.).

3. General Meeting Rules

3.1 Rules – to be observed at all times

The rules contained in this By-law will be observed at all Meetings of Council, and with appropriate modification as determined to be necessary at Advisory Committee meetings, Local Boards and Ad Hoc Committee / Task Force meetings.

3.2 Suspending Procedural By-law

- a) No provision of this Procedural By-law will be suspended except by a majority vote of Council for each incidence of suspension of the rules.
- b) The suspension will apply only to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- c) The following procedure(s) or rule(s) cannot be suspended:
 - i. No other business in Special Council meetings;
 - ii. Majority of members for quorum; and
 - iii. Rules or regulations set out by legislation

3.3 Mayor

The Mayor acts as the Chair for all Council Meetings. The Mayor may delegate their authority to Chair any meeting.

3.4 Absence of Mayor

In the absence of the Mayor or if the Mayor refuses to act or if the office is vacant the Deputy Mayor will Chair a Meeting of Council.

3.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to Chair a meeting, the Clerk will call the Meeting to order and Council will appoint an Acting Chair.

3.6 Meeting Location

Unless otherwise authorized by Council, all in person Meetings of Council will be held in the Dunchurch Community Centre located at 2199 Hwy 124, Dunchurch, ON. In the case of an emergency, an alternate location may be approved by the Mayor.

3.7 Clerk

A Clerk or designate must be present at all Council Meetings.

3.8 Quorum

Quorum must be present at all Council Meetings.

If Quorum is not present fifteen (15) minutes after the time appointed for the start of the meeting, the Meeting will be adjourned automatically until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting.

Minutes for the adjourned meeting will record the names of the Members present at the fifteen (15) minutes time limit and, where practical, these minutes will be included on the Agenda for the next Meeting or the next Meeting thereafter.

If at any time during a Meeting there is not Quorum, the Meeting will be recessed by the Chair until there is Quorum again or until the Chair adjourns the Meeting.

Quorum is required for every meeting and will be a majority of the members, except when a majority of Members have disclosed a conflict of interest with respect to a matter in accordance with the *Municipal Conflict of Interest Act* wherein the remaining number of Members present will be deemed to constitute Quorum, provided that such number is not less than two (2).

3.9 Minutes

It will be the responsibility of the Clerk to maintain accurate minutes of the Council meetings and to record in these minutes:

- a) the place, date and time of the Meeting,
- b) the names of the Council members present, and the number of visitors
- c) the correction, amendment and adoption of minutes,
- d) all other proceedings in sequence, without note or comment.

3.10 Audio / Video Conferencing

Where a Meeting has been advertised in the Meeting Agenda (posted on the website), the Municipality will make reasonable effort to provide for the audio and / or video recording of Meetings, except those Meetings or parts of Meetings identified as a Closed Meeting pursuant to the *Municipal Act*, whether such sessions are in the Dunchurch Community Centre or another location, at whatever level and type of recording is available.

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.

Where Council has made or provided for the audio and / or video recording of Meetings, the Clerk will make such audio and / or video recording available to the public as a link on the municipal website as soon as practical.

The official record of the proceedings of Council are the text-based minutes as approved by Council.

Notice will be posted on the Meeting Agenda and signage will be posted in the Dunchurch Community Centre advising deputations, presenters and the Public that the Meeting proceedings are being audio and/ or video recorded and will be made available on the municipal website. The Municipality assumes no liability for any recorded comments of the public, which may be construed, as false, defamatory or slanderous in nature.

3.11 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival / departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of the Meeting that the Member needs to leave before the end of the Meeting.

3.12 Staff Attendance

Staff have a statutory duty to provide advice to Council. Staff and Officers will attend Meetings of Council when requested to do so by the Mayor or Chief Administrative Officer.

3.13 Declarations of Conflicts of Interest

Members are expected, at all times, to comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

Where a Member has a conflict of interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

- a) Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule "A"** as may be amended from time to time;
- b) Leave the Council Meeting at their own discretion while the issue is considered unless the meeting is a Closed Meeting, in which case the Member will leave the meeting, and
- c) Take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed.

Where the Chair of a meeting has declared a conflict of interest on a matter, the Chair will not preside over that portion of the meeting that deals with the

matter for which the conflict of interest was declared.

3.14 Rules of Debate

The Chair will preside over the Meeting, ensure good order and decorum, and rule on procedural questions.

All Agenda items to be discussed are to proceed by Motion unless indicated otherwise on the Agenda.

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion the matter will not be subject to debate.

The Chair will read the Motion or question.

The mover has the first right of speaking on that Motion.

The seconder has the next right of speaking on the Motion after the mover has spoken.

After the mover and seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. Members may speak to a matter once they have been acknowledged by the Chair.

A Member will not speak a second time on a matter until all Members have been provided with an opportunity to speak, except:

- a) With permission of the Chair;
- b) If questioned by another Member;
- c) To explain comments which the Member believes have been misunderstood; or
- d) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

No Member, without permission of the Chair will speak to a matter or in reply for longer than five (5) minutes.

A Motion must be captured in writing and moved and seconded, before the Chair can put the question to a vote or before the Motion can be properly recorded in the minutes.

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of the Members present.

When a matter is being debated, no other Motion will be entertained other than a Motion:

- a) To refer the matter to a certain body;
- b) To amend the Motion;
- c) To defer the Motion;

- d) To adjourn the Meeting;
- e) That the vote be taken.

A Motion to refer or defer will be heard before any Motion or amendment, except a Motion to adjourn.

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.

A Motion that the vote be taken will not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.

Once a Motion that the vote be taken is passed, the original Motion and any amendments will be voted upon without further debate.

3.15 Conduct and Decorum

Members are required to follow the Municipality's Code of Conduct.

No Member will:

- a) Speak disrespectfully;
- b) Engage in private conversation during the Council Meeting in such a manner as to interrupt the proceedings of Council;
- c) Speak on any subject other than the subject in debate;
- d) Speak in open Council about matters discussed in a Closed Meeting unless authorized by Council;
- e) Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At a Meeting, no person will:

- a) Speak disrespectfully;
- b) Use offensive words;
- c) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d) Make any disruptive noise or disturbance; and
- e) Display signs or placards, applaud, engage in conversation or any other behaviour, which may disrupt debate.

Members of the public attending a Council meeting will respect the decorum of Council and refrain from outburst, shouting or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council meeting. The Chair has the authority to request that a member or members of the Public vacate the Municipal building if their behaviour is deemed to be disruptive to the business at hand. The Chair may unilaterally suspend the meeting, until order is restored or cancel the meeting.

Electronic devices must be silenced (including but not limited to cell phones, iPads, personal computers etc.) during a Meeting and must not be

used to disrupt a Meeting.

No persons, except Members or the Clerk may approach Members without permission from the Chair.

No person will speak aloud at a Meeting or address Members without first receiving permission from the Chair.

All remarks are to be addressed to the Chair. Members of the public will not routinely be recognized and permitted to speak during a debate. Members of the Public may be recognized:

- a) If the meeting is dealing with a matter where public input is routinely permitted or,
- b) Consent is given by a majority of Council.

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.

3.16 Questions during Debate

A Member may, through the Chair, ask a question arising out of a request or an explanation of the previous speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any Staff or Consultant of the Municipality in attendance at the Meeting.

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking.

3.17 Points of Procedure (Order)

A Member may raise a Point of Procedure/Order with the Chair at any time whereupon the Chair will:

- a) Interrupt the matter under consideration
- b) Ask the member making/raising the Point of Procedure/Order to state the substance and basis of the Point of Procedure/Order
- c) Rule on the point of order immediately without debate by Council.

A Member may appeal the ruling of the Chair to Council. Council will then decide on the appeal, without debate, by way of a majority vote of the Members present.

If there is no appeal, the decision of the Chair is final.

3.18 Point of Privilege

A Member may raise a Point of Privilege with the Chair at any time if they

consider that their integrity, the integrity of Council, a member of staff or a member of the public has been impugned. Once the Point of Privilege is recognized by the Chair, the Chair will:

- a) Interrupt the matter under consideration;
- b) Ask the member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
- c) Rule on the Point of Privilege immediately without debate by Council.

A Member may appeal the ruling of the Chair to Council. Council will then decide on the appeal, without debate, by way of a majority vote of the Members present.

If there is no appeal, the decision of the Chair will be final.

Where the Chair considers that the integrity of any Municipal employee has been impugned or questioned, the Chair may permit staff to make a statement to Council.

3.19 Voting

General

Once the vote is called by the Chair, no Member will speak to any issue, ask any question or present any other Motion until the vote has been taken.

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.

If a Member present at a Meeting fails to, abstains or refuses to vote for reasons other than a conflict of interest, their vote will be counted as a vote against the Motion.

When the question under consideration contains multiple options / issues, the Motion may be split.

If there is a tie vote, the Motion will be defeated.

If during a non-recorded vote, a Member disagrees with the Chair’s results of the vote, the Member may object immediately to the Chair’s declaration and request a Recorded Vote be taken.

The Mayor or chair will vote on any motion while in the possession of the chair, however if the Mayor or chair wishes to propose a motion, he or she will step down and will not resume the chair until the vote is taken

Recorded Votes

All votes related to Land Use Planning Matters will be recorded votes.

A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote.

When a Recorded Vote is requested, the Clerk will call each Member's name in alphabetical order based on the following protocol:

- a) Commencing with the first recorded vote of any term of Council, the Member of Council whose name is first alphabetically and who is present at the meeting, will be called upon first by the Clerk, followed by the remainder of the Members in alphabetical order.
- b) In subsequent recorded votes for the Term of Council, the Clerk will start with the Member whose name is alphabetically next in line to the Member who was called upon to vote first, in the last recorded vote.
- c) Notwithstanding the alphabetical calling of names noted above, the Chair will vote last in a Recorded Vote.

After completion of a Recorded Vote, the Clerk will announce the result.

3.20 Corrections

A Motion or Resolution containing a minor grammatical or typographic error may be corrected by the Chair or the Clerk where the correction does not change the spirit and intent of the Motion or Resolution.

3.21 Amendments

- a) A "Motion Amendment" is a change to the question asked in the Motion;
- b) An "Amendment to an amendment" is a change to the proposed Motion Amendment;

The following rules will apply to amendments to Motions:

- a) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- b) The order of voting will be:
 - i. An amendment to an amendment will be voted upon;
 - ii. A Motion Amendment will be voted upon next; and
 - iii. The Motion, as amended, will finally be voted upon.

An amendment which substantially changes the Motion will not be permitted.

3.22 Voting – Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered.

The reconsidering of the Motion will be called the "Motion to Reconsider". Members who were not in the majority of the original vote, cannot move for a Motion to Reconsider.

Before a Motion to Reconsider is heard, the Motion to Reconsider must be

added to a future Agenda. The Motion to Reconsider will only be added to the Agenda upon Council's approval.

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

- a) A Member who voted in the majority will move for the Motion to Reconsider to be added to the Agenda;
- b) The Chair will ask the Member to affirm that they voted with the majority;
- c) The Chair will hold a vote whereby the Members will vote on whether to allow the Motion to Reconsider to be added to a future Agenda;
- d) A majority of members must agree to add the Motion to Reconsider to the Agenda;
- e) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions;
- f) No Motion will be reconsidered more than twice in the same calendar year;
- g) A Motion to Reconsider any decided matter will not operate to stop or delay an action on the decided matter;
- h) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- i) No Committee of Council or Local Board will reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

3.23 Voting on By-laws

Every proposed By-law will be introduced with a motion.

Unless otherwise requested, each By-law proposed for adoption will be passed in a single motion.

Each By-law read before Council will be recorded by the Clerk and, upon adoption, and as soon as practical will be signed by the Chair and the Clerk and the Corporate Seal will be added as soon as possible thereafter.

A By-law will be passed only at a Regular Council Meeting (or a reconvened Regular Meeting that had been properly adjourned to a specific time) or a Special Meeting that, when called, cites the consideration and passing of the By-law as one of its purposes.

Confirmatory By-law

Council will enact a By-law to confirm all actions taken by Council at each meeting.

4. Meetings

4.1 First Meeting of Newly Elected Council

The First Meeting of the newly elected Council after a regular election will be held on a date and time as determined by the Mayor elect and the Clerk.

At the First Meeting, the Clerk will administer the declarations of office and oaths of allegiance.

No business will be conducted at the First Meeting until the declarations of office and oaths of allegiance have been administered to Members.

4.2 Regular Meetings

4.2.1 Time and Place

Regular Council Meetings will be held at the Dunchurch Community Centre and/or via videoconferencing unless approved otherwise by Council majority.

4.2.2 Election Year

Following a regular election, Council will meet only as is deemed necessary by the Mayor (Head of Council) and the Clerk, until the new term of Council takes effect.

4.3 Special Meetings

4.3.1 A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with matters that must be dealt with before the next Regular Meeting.

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of Meeting.

The Clerk will advertise the Special Meeting to the Public.

4.3.2 The Head of Council may, at any time, call a Special Meeting by requesting the Clerk to provide a notice of the Meeting to Members and the public forty-eight (48) hours before the Meeting.

Upon receipt of a petition from the majority of Council, the Clerk will call a Special Meeting by providing a Notice of Meeting to Members and the Public forty-eight (48) hours before the Special Meeting.

4.3.3 Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Public Meetings

4.4.1 Public meetings will be held on a matter where directed by Council, Municipal By-law or statute. Statutory Public Meetings will be undertaken in accordance with the governing statute or as otherwise directed by law.

4.4.2 The purpose of a Public Meeting is to hear input from the public on a particular matter. Accordingly, Members will not enter into debate or discussion of the matter during the Public Meeting; however, Members may ask questions for clarification.

4.4.3 Each person speaking at a Public Meeting will be asked to provide their name prior to providing comments, and will also be invited to provide their name and address or email address in writing to the Clerk in order that future notice of the matter may be provided.

4.4.4 Where the Public Meeting is held as part of a Council Meeting, the minutes of the Council Meeting will include the minutes of the Public Meeting.

4.5 Emergency / Extraordinary Meetings

4.5.1 An Emergency / Extraordinary Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an urgent matter.

4.5.2 The Clerk will notify all Members and the appropriate staff about the Emergency / Extraordinary Meeting in the most expedient manner available and as soon as possible. The Clerk will advertise the Emergency / Extraordinary Meeting to the Public.

4.5.3 Only business directly related to the urgent matter will be dealt with at the Emergency / Extraordinary Meeting.

4.6 Closed Meetings

4.6.1 A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public pursuant to Section 239 of the Municipal Act.

4.6.2 No Member, Officer or employee will disclose the subject matter, deliberations, materials or documents of a Closed Meeting, unless expressly authorized to do so by Council.

4.6.3 Prior to moving to the Closed Meeting for one or more of the reasons, the Council, Committee, or Local Board will pass a Resolution in open session stating:

- a) The fact that the Council, Committee, or Local Board is convening into a Closed Meeting;
- b) The general nature of its subject-matter and subsection under which it is to be closed.
- c) If closed under Section 239 (3.1), the Resolution must also note that it is closed under that subsection and the conditions that are to be satisfied per this section of the Act.

4.6.4 Permitted Closed Meetings

A Meeting may be closed where the matter to be discussed is, as prescribed in Section 239(2) of the *Municipal Act*, as follows:

- a) The security of the property of the Municipality or Local Board;
- b) Personal matters about an identifiable individual, including municipal or Local Board employees;

- c) A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h) Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency or any of them;
- i) 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;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) 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.

4.6.5 Educational or training sessions

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

- a) The meeting is held for the purpose of educating or training the members.
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

4.6.6 Mandatory Closed Meetings

A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act;
- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the

Occupational Health and Safety Act.

4.7 Cancelled Meetings

4.7.1 A Meeting may be cancelled by the Mayor, in consultation with the Clerk, in the following instances:

- a) Quorum cannot be achieved;
- b) By Council Resolution;
- c) In the event of an unforeseen, significant event; or
- d) The Meeting is no longer required.

4.7.2 For the purposes of Section 4.7.1 c) an unforeseen, significant event includes, but is not limited to, the following:

- a) Safety concern for participants in the Meeting, including Members and the public (e.g. snow storm, closing of highways);
- b) Loss of heat, electricity or water;
- c) Clerk / Deputy Clerk's inability to attend;
- d) A state of emergency;
- e) The inability of a required participant to attend; and/or
- f) The Meeting becomes redundant.

4.7.3 The Clerk will notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk will advertise to the Public that the Meeting has been cancelled.

4.8 Electronic Meetings

4.8.1 Participation in Electronic Meetings

Notwithstanding any other provision of this By-Law, one or more members of Council or of a local board or committee may participate remotely in any regular or special meeting, that is either open or closed to the Public, by Electronic Means where the facilities necessary for them to do so are operational.

4.8.2 Voting in Electronic Meetings. Refer to Section 3.19.

4.8.3 Members may participate in Meetings by Electronic Means subject to the following:

- a) Notification of intent to participate in a Meeting by Electronic Means will be given to the Clerk in writing as soon as practical;
- b) If an electronic-Only Meeting is specifically scheduled (Video Conferencing or telephone only) and is advertised in the Notice of Meeting and/or is noted as such in the Council approved Schedule of meetings or is an Emergency / Extraordinary Meeting, item (a) does not apply.

4.8.4 A Member participating in a Meeting by Electronic means will be

considered to be present at such Meeting and will be counted towards quorum.

4.8.5 The Chair must be present in person at an Open Session Council Meeting unless the Meeting is an Electronic-Only meeting.

4.8.6 The following practices will be followed when a Member participates in a Meeting by Electronic Means:

- a) Each Member participating in a Meeting by Electronic Means will be available at least five (5) minutes before the beginning of the Meeting to assist staff in establishing the electronic audio / video connection.
- b) Each Member participating by Electronic Means will attempt to mute their electronic device when they are not speaking.
- c) The Chair will attempt to canvass Members participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is their turn to speak.
- d) Each Member participating by Electronic Means will inform the Chair of their intention to leave the Meeting either on a temporary or permanent basis.
- e) A Member participating by Electronic Means will be deemed to have left the Meeting when they are no longer electronically connected to the meeting.
- f) In the case of a loss of connection, or any connection issues which impedes the ability of a member to participate in the Meeting in real time, the Meeting may halt for up to ten (10) minutes to allow the Member to re-join the meeting, at which time the Meeting will continue; or alternatively, if the Member is not able to re-join the Meeting after ten (10) minutes have elapsed, the Meeting will continue without the disconnected participant so long as quorum exists.

4.8.7 Protocol for Electronic Meetings Closed to the Public

Members and participants by Electronic Means in meetings that are closed to the public will ensure that they are situated in a location such that others not permitted to participate in the closed session meeting are unable to hear or see any and all proceedings of the closed session Meeting.

There will be no limit to the number of Members participating by Electronic Means in a closed session Meeting or an Emergency or Special Meeting that is called specifically to be an Electronic Meeting.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

- 5.1.1 The Clerk will, no later than November 30th of each calendar year, submit a schedule of the upcoming Regular Meetings for the next calendar year for consideration and adoption by Council.
- 5.1.2 The Clerk will post on the municipal website the above referenced Council approved meeting schedule. This posting will constitute notice to the public of the Meetings.
- 5.1.3 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts, holidays and other considerations. The amendments will be posted on the municipal website after the amendments are made and the amended schedule will be considered to constitute the notice of meetings noted therein.
- 5.1.4 Where a statute or the Notice By-law requires notice to be published, the notice will also be posted on the municipal website.
- 5.1.5 Nothing in this Procedural By-law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- 5.1.6 Lack of receipt of notice or failure to comply with the notice provisions of this Procedure By-law will not invalidate the Meeting or any decisions of Council or the Committee made at the Meeting.

6. Agenda

6.1 Regular Council Meeting Agenda

- 6.1.1 It is the duty of the Clerk to prepare the Agenda for all Meetings, in consultation with the Mayor and Deputy Mayor. Where there is a dispute about including or excluding an item from the Agenda, the question would come before Council as a whole for a decision on the matter.
- 6.1.2 All Council Agendas will be prepared by the Clerk in writing and Regular Council meetings (with the exception of Regular Closed Session Council meetings) will generally be in accordance with the Schedule “B”. Other meeting Agendas will be adapted by the Clerk as determined to be appropriate for the intended meeting.
- 6.1.3 The Council Meeting will consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise approved by Council.
- 6.1.4 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting agenda under “Business Matters from Previous Meeting, and will be heard before any new Business Matters” unless sent to a subsequent Meeting by Resolution of Council.

- 6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda the following procedure will be followed.
- a) When Council is considering approval of the Meeting Agenda, the Member will advise Council of the item.
 - b) A Resolution of Council will be required to have the item considered and added to the Agenda.
- 6.1.6** All items to be included on the Agenda will be provided to the Clerk by Members, staff or the public (correspondence) ten (10) business days preceding the regularly scheduled Council meeting at which the item is intended for discussion.
- 6.1.7** Reports to Council will be in the standard format set out by the Chief Administrative Officer as may be amended from time to time.
- 6.1.8** Any member may have an item placed on the Agenda, by submitting in writing the item to be placed on the Agenda to the Clerk with sufficient details including documents which are intended to be included in the agenda package, as well as details of an intended motion (if any), ten (10) business days preceding the Council meeting at which the item is intended for discussion.
- 6.1.9** Any member may have a Notice of Motion placed on the Agenda, by submitting in writing the motion, with sufficient details including documents which are intended to be included in the agenda package, as well as details of the intended motion (if any), ten (10) business days preceding the Council meeting at which the item is intended for discussion.

6.1.10 Delegations

Individuals or Bodies wishing to have a matter placed on the Agenda, as a presentation or delegation, will provide the Clerk with a completed form as shown in **Schedule “C”** no later than eleven (11) business days, preceding the regularly scheduled Council meeting at which the presentation or delegation is intended to be received.

Delegations will be limited to ten (10) minutes in length per delegation (if there are two speakers on the same matter, five minutes per speaker) and to avoid repetition, any deputation on behalf of an organization, including any corporation, association or on behalf of any group, will be made by no more than two (2) representatives. Notwithstanding this, Council may extend the time of the deputation upon a majority vote of Council in the affirmative.

For any given Regular Council Meeting, a maximum of two (2) ten (10) minute delegations may be scheduled.

Upon completion of the presentation and comments to Council by a

deputation, any discourse between Members of Council and the deputation will be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members and delegants will not enter into debate.

Notice to Delegants and to the Public:

Delegants and the public are advised that Council and Committee Meetings are open to the public and that there is no legal protection or other privilege in relation to any statements that are made in this forum. This means that anything said would be subject to the normal laws of defamation.

Any person who reads from a prepared statement during a deputation to Council will provide a copy of said document to the Clerk at the conclusion of the delegation for the Municipality's records.

Any requests and/or enquiries before Council for consideration may be referred, at the discretion of Council, to a Committee of Council and/or staff for response thereto.

6.1.11 Petitions

Petitions will be signed by the subscribers and presented to Council by an appointed representative who has knowledge of the information stated therein.

6.1.12 The Mayor, Deputy Mayor and/or Clerk may decline to add items and / or Reports to an Agenda. Reasons to decline include, but are limited to the following:

- a) More time is required to prepare the Staff Reports for Council;
- b) The Meeting Agenda is already too lengthy;
- c) The Delegation Request Form was incomplete or not submitted by the appropriate deadline;
- d) The subject matter of the Delegation is outside the jurisdiction of Council;
- e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f) The subject matter is set to be discussed on another Agenda;
- g) The issue is frivolous or vexatious;
- h) The issue has been or is to be considered by the Committee of Adjustment;
- i) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue and / or no new information is being presented;
- j) Council previously indicated that it will not hear further from this Delegation; or
- k) The issue should be referred to the appropriate department for action.

6.1.13 Correspondence

All correspondence requiring the direction of Council or Committee will:

- a) Be legibly written or printed;
- b) Include contact information for at least one person; and
- c) Be filed with the Clerk for inclusion of a Meeting Agenda.

Personal information (e-mail address, civic address, phone number) will be redacted from the public record and only the name as shown on the correspondence will be included in the public record.

Correspondence may be withheld from an Agenda if it is considered to be inappropriate or offensive in nature.

The Clerk may include correspondence of interest to members of Council including but not limited to resolutions received by the Clerk from other Municipalities that may have context and interest for the Municipality of Whitestone.

6.1.14 Consent Agenda

A portion of the Agenda, titled "Consent Agenda", may consist of items that do not require separate discussion, including, but not limited to: routine Staff reports; Committee and Board minutes for receipt, and the unfinished business listing.

All of the items listed on the Consent Agenda will be the subject of one motion, unless a Member requests that any item(s) in the consent motion be voted on separately.

6.1.15 Question Period

- a) A Question Period may take place during Regular Meetings as determined by Council and will generally be limited to a maximum of fifteen minutes;
- b) When called upon by the Chair, the questioner will identify themselves by name and address the question to the Chair;
- c) Questions may be responded to with a brief response from the Chair, or other Council members or staff. The Chair and Council reserves the right to defer any question if they are not able to answer it at the meeting;
- d) Questions may only be asked in respect of matters within Council's purview and jurisdiction;
- e) The Chair may terminate the question period or an individual's question(s) at any time the Chair deems it necessary with the consent of the majority of Council;
- f) Members of Council will each have the ability to ask questions or comment on a topic.

6.1.16 The Agenda package will be made available to the Public on the Municipal website four (4) business days preceding the Regular Council Meeting.

Hard-copy Agenda packages will be available to the public either at the Municipal Office or in various locations in established 'boxes' by no later than the end of the working day four (4) business days preceding the Regular Council Meeting.

Agenda packages will be provided electronically to Members five (5) business days preceding the Regular Council Meeting (generally by the end of the work day).

Hard-copy Agenda packages will be available to Members four (4) business days preceding the Regular Council Meeting.

Agenda packages will include correspondence, minutes, reports and information necessary for the business of the Agenda.

The Clerk's Office will have the draft motions made available to Council by one (1) business day after releasing the agenda package to Council electronically, unless extraordinary circumstances require additional time.

6.1.17 If an addendum or supplementary Council Agenda item is necessary, it will be prepared by the Clerk and be circulated to Members via email no later than 4:00 p.m. on the business day preceding the Council Meeting.

Further items will not be considered for the addendum or supplementary Agenda unless they are of an urgent nature that requires a decision prior to the next Council Meeting.

6.2 Other Meeting Agenda (Special or Emergency/Extraordinary)

6.2.1 The Clerk will prepare an Agenda with supporting materials, for Meetings other than Regular Meetings, in accordance with the business to be addressed.

Agenda packages will include reports and information necessary for the business of the agenda.

The Clerk's Office will have the draft motions made available to Council by one (1) business day after releasing the agenda package to Council electronically, unless extraordinary circumstances require additional time.

6.3 Closed Meeting Agenda

6.3.1 Members will not share Closed Session Agendas, including all Agenda Package materials, to anyone who does not have approval

to view or have access to the materials.

Agenda packages will include correspondence, minutes, reports and information necessary for the business of the agenda.

The Clerk's Office will have the draft motions made available to Council by one (1) business day after releasing the agenda package to Council electronically, unless extraordinary circumstances require additional time.

6.4 Adjournment

6.4.1 A Motion to adjourn a Meeting will be considered at any time except the following:

- a) When another Member has been recognized by the Chair and is speaking on a matter; or
- b) During the taking of a vote.

6.4.2 If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.5 Curfew

6.5.1 Evening meetings (commencing 4:00 p.m. or later)

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.

6.5.2 Daytime meetings (commencing prior to 4:00 p.m.)

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

7. By-law Amendment

Any provision contained in this By-law may be repealed, amended or varied and additions may be made to this By-law by a majority vote of Council, provided that no Motion for that purpose may be considered unless notice thereof has been given by placing the proposed amendment on a Council Meeting Agenda.

End



Schedule "A"
to By-law 80-2023 Procedural By-law

**DECLARATION OF INTEREST
MUNICIPAL CONFLICT OF INTEREST ACT**

Regular Council Meeting Special Council Meeting

DATE OF MEETING: _____

DECLARATION

I, _____, declare a direct / indirect pecuniary interest on

Agenda Item No.: _____ Item Title: _____

for the following reason:

Signature of Member

Duty of Member

When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

Written statement re disclosure

5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

For an "indirect pecuniary interest" see Section 2 of the Municipal Conflict of Interest Act.

For a "deemed" direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.

CLERKS ACKNOWLEDGEMENT

Received on _____ by _____

Signature of Clerk or Designate

Schedule "B"
To By-law No. 80-2023 Procedural By-law
REGULAR COUNCIL MEETING AGENDA HEADINGS

- 1. Call to Order and Roll Call**
National Anthem
Indigenous Land Acknowledgment Statement
- 2. Disclosure of Pecuniary Interest**
- 3. Approval of Agenda**
- 4. Presentations and Delegations**
- 5. Committee of the Whole**
- 6. Public Meeting**
- 7. Consent Agenda**
- 8. Accounts Payable**
- 9. Staff Reports**
- 10. By-laws**
- 11. Business Matters**
- 12. Correspondence**
- 13. Questions from the Public**
- 14. Councillor Items**
- 15. Closed Session**
- 16. Confirming By-law**
- 17. Adjournment**



Delegation Request Form

A Delegation is an opportunity to appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the CAO/Clerk and can be dropped off or mailed to the Municipality of Whitestone, 21 Church Street, Dunchurch, ON P0A 1G0; faxed to 705-389-1855 or emailed to info@whitestone.ca.

Delegate Information (PLEASE PRINT):

Last Name:

First Name:

Street Number:

Street Name:

Town/City:

Postal Code:

E-mail Address:

Contact Number:

Proposed Meeting Date Requested: _____

Alternate Meeting Date Requested: _____

Purpose of the Delegation:

Background Material Attached:

Power Point Presentation: Yes No Handouts for meeting: Yes No

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings are audio and video recorded and posted on the Municipality's website. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordinator at 705-389-2466.

Signature: _____

Date:

APPROVAL:

Council Meeting Date:

CAO/Clerk Signature:

Date:

Engaging Council through a Delegation

Council welcomes and encourages public input. A person may appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council

What Rules of Procedure do I keep in mind up to and during the meeting?

1. Delegations should be factual, stating why one is speaking in favor or against a particular matter.
2. All delegations should be limited to a maximum of 10 minutes unless permitted otherwise.
3. Where there are numerous presenters (from an association, a club, a family, a neighborhood, etc.) on the same matter they are encouraged to select one spokesperson to present their information.
4. The meeting Chairperson (Mayor/Chair) may curtail any presenter for disorder or any other breach of the Procedural By-Law. Once the Mayor/Chair rules that the delegation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behavior that is inappropriate can result in the Mayor/Chair requesting the person(s) to vacate the premises (see Code of Conduct below).
5. There will be no debate during any delegation. Presenters should be prepared to answer questions from members of Council at the end of the deputation/ presentation. Presentations are not a question and answer period. Questions to Council should be sent separately in writing for consideration.
6. Subsequent presentations on the same topic by the same person, or groups will be accepted, but will be limited to the submission of new information only.

What is meant by a "Code of Conduct"?

No Deputant(s) (or Member of the Public) shall:

- a. Speak without first being recognized by the Mayor/Chair.
- b. Speak disrespectfully of any person.
- c. Use offensive words, gestures or make abusive comments.
- d. Use signage, placards or banners in the meeting unless previously approved.
- e. Speak on any subject other than the subject stated in their request for delegation.
- f. Enter into cross debate with other deputations/presenters, administration, Council members or the Mayor/Chair or the attending public.
- g. Disobey the Rules of Procedure or decisions of the Council.
- h. Engage in any activity or behavior that would affect the deliberations.
- i. Bring food into the meeting unless permitted.
- j. Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings.

The Petition Approach

What is a "Petition"?

A written application from a person or persons to some governing body or public official asking that some authority be exercised to grant relief, favors, or privileges.

How do I prepare a petition?

The purpose of the petition must be clearly and factually stated, including the remedy sought from Council or the appropriate Committee; and

1. Include the name, civic address, and either telephone number or email address of the petition creator; and
2. Include the names, civic address, and date of signing of everyone who signs the petition; and
3. Include the date the petition was started.

All information contained in a petition is deemed to be public information, including the names and addresses of those signing the petition.

How do I present a Petition?

A petition may be presented at the time of your delegation appearance at the Council, or separately addressed to the Mayor and Members of Council. In the latter situation it should be given to the CAO/Clerk provide the petition to Council in a timely fashion for deliberations at a Regular Council meeting. The originator of the petition will be contacted by Municipal Staff as to when the petition's subject matter will appear in front of Council.

Municipal Act, 2001, S.O. 2001, c. 25

Clerk

228 (1) A municipality shall appoint a clerk whose duty it is,

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- (d) to perform the other duties required under this Act or under any other Act; and
- (e) to perform such other duties as are assigned by the municipality. 2001, c. 25, s. 228 (1).

Deputy clerks

(2) A municipality may appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act. 2001, c. 25, s. 228 (2).

Not required to be an employee

(3) A clerk or deputy clerk is not required to be an employee of the municipality. 2001, c. 25, s. 228 (3).

Delegation

(4) The clerk may delegate in writing to any person, other than a member of council, any of the clerk's powers and duties under this and any other Act. 2001, c. 25, s. 228 (4).

Clerk retains powers and duties

(5) The clerk may continue to exercise the delegated powers and duties, despite the delegation. 2001, c. 25, s. 228 (5).

PUBLIC MEETING



**NOTICE OF COMPLETE APPLICATION AND
NOTICE OF A PUBLIC MEETING
CONCERNING A PROPOSED ZONING
BY-LAW AMENDMENT
(1000213875 ONTARIO INC., c/o Will Roberts
3 McDonald Drive, Ardbeg)**

Take Notice that the Municipality of Whitestone has received a complete application to amend the Municipality's Zoning By-law No. 07-2018, as amended, pursuant to Section 34 of the *Planning Act*.

And Take Notice that the Council for the Corporation of the Municipality of Whitestone will be holding a public meeting under Section 34 of the *Planning Act* as amended, to allow the public to comment on an application for a proposed Zoning By-law amendment.

The public meeting is being held for the application described below to enable interested members of the public to understand and comment on the proposed Zoning By-law amendment.

Date and Location of Public Meeting

Date: Tuesday, February 18, 2025
 Time: 10:00 a.m.
 Location: Dunchurch Community Centre
 2199 Hwy 124, Dunchurch, ON P0A 1G0
 Participants can join the meeting via:

1. **Zoom Meeting**
<https://us02web.zoom.us/j/84829820405>
2. **Phone**
 Dial **1-780-666-0144**
 Then Enter Meeting ID: **848 2982 0405#**

Details of the Zoning By-law Amendment

THE PURPOSE AND EFFECT of the proposed Zoning By-law amendment is to fulfill a condition of a provisional Consent approved by the Parry Sound Area Planning Board, File No. B33/2024(W), which granted the creation of one new lot (identified as Severed Lot 1 on the consent sketch), a lot addition to an adjacent property (identified as the Benefitting Lot on the consent sketch), and a 10 metre access easement for access to the proposed Retained Lot as identified on the consent sketch.

The proposed amendment is generally to rezone the subject lands from the Rural Residential (RR) Zone to the General Commercial Exception (C1) Zone, as indicated in the Consent application. The subject lands are outlined in red on the key map.

A portion of the subject lands, identified as the Retained Lot on the consent sketch will be rezoned to a General Commercial Exception XX (C1-XX) Zone to limit the number of commercial permitted uses due to the lot being accessed by an easement and not having lot frontage on a road.

Additional Information and Map of Land Subject to the Application

Any person may attend the Public meeting and make written and/or verbal representation either in support of or against the proposed Zoning By-law Amendment.

If you wish to be notified of the decision of the Municipality of Whitestone on the proposed Zoning By-law Amendment, you must make a written request to Municipality of

Whitestone, 21 Church Street, Dunchurch, ON P0A 1G0.

If a person or public body would otherwise have an ability to appeal the decision of the Municipality of Whitestone to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Whitestone before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Whitestone before the zoning by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

A key map showing the subject lands to which the proposed Zoning By-law amendment applies to is shown below. Any other additional material(s) can be provided electronically. Please contact Paula Macri, Planning Assistant, at 705-389-2466, ext. 122 or at paula.macri@whitestone.ca during regular office hours, 8:30 a.m. to 4:30 p.m., Monday to Friday.

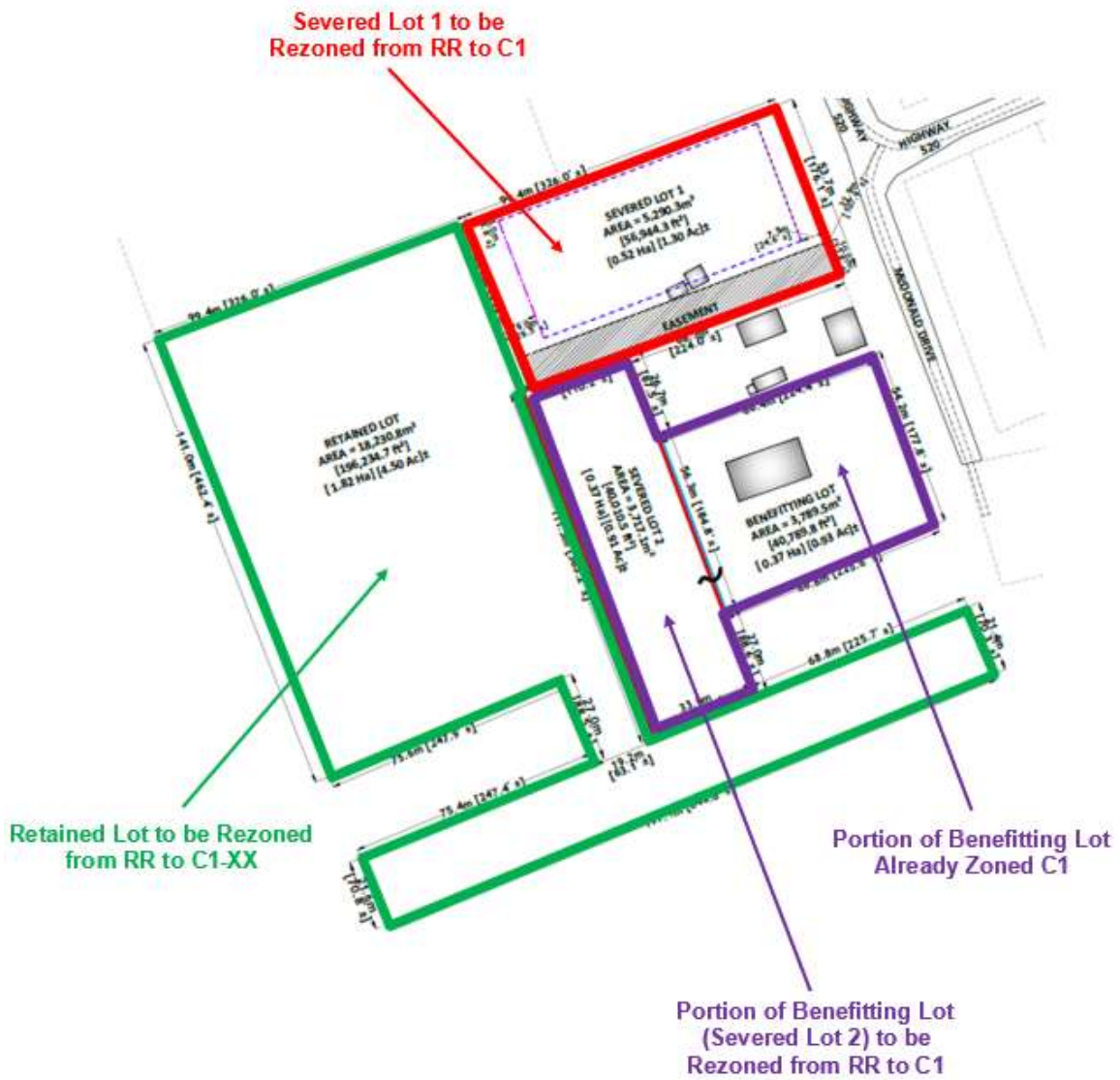
DATED at the Whitestone Municipal Office this 16th day of January, 2025.

Nigel Black, CAO/Clerk
Municipality of Whitestone
21 Church Street
Dunchurch, Ontario P0A 1G0
Phone: (705) 389-2466
Fax: (705) 389-1855

Subject Lands Key Map



Consent and Rezoning Sketch



PLANNING JUSTIFICATION REPORT

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

Municipality of Whitestone

July 3, 2024

Prepared For:
William Rootham-Roberts

Prepared By:
Jillian Snider
Stefan Szczerbak

PLANSCAPE



BUILDING COMMUNITY THROUGH PLANNING

PLANNING JUSTIFICATION REPORT

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

Contents

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

Introduction

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

Site Description

Context:

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

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

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

Figure 1: Site Context

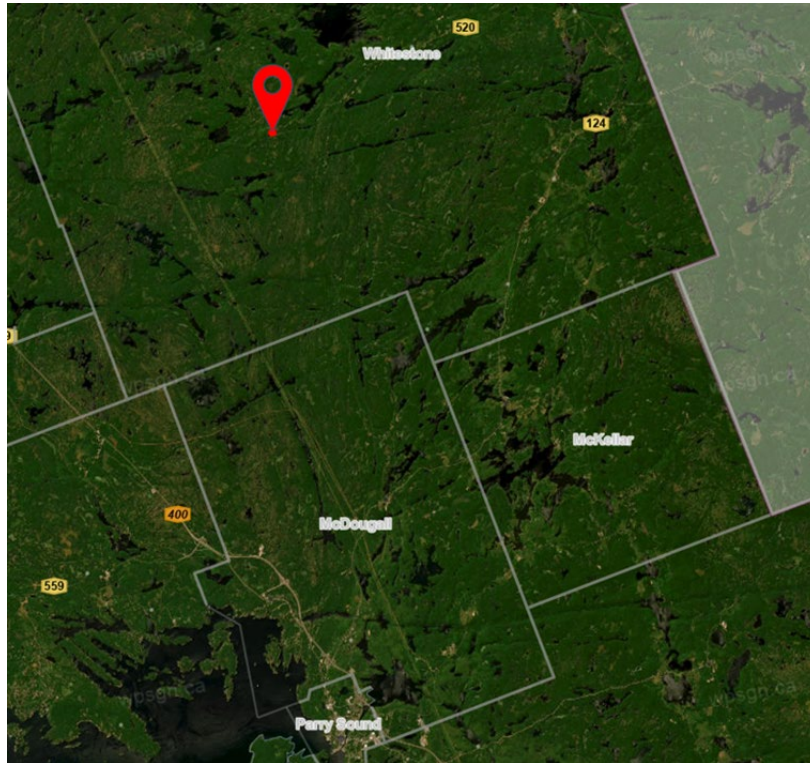


Figure 2: Aerial Photograph



Surrounding Uses:

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

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

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

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

Existing Site Characteristics:

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

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

Figure 3: Topography



Proposal:

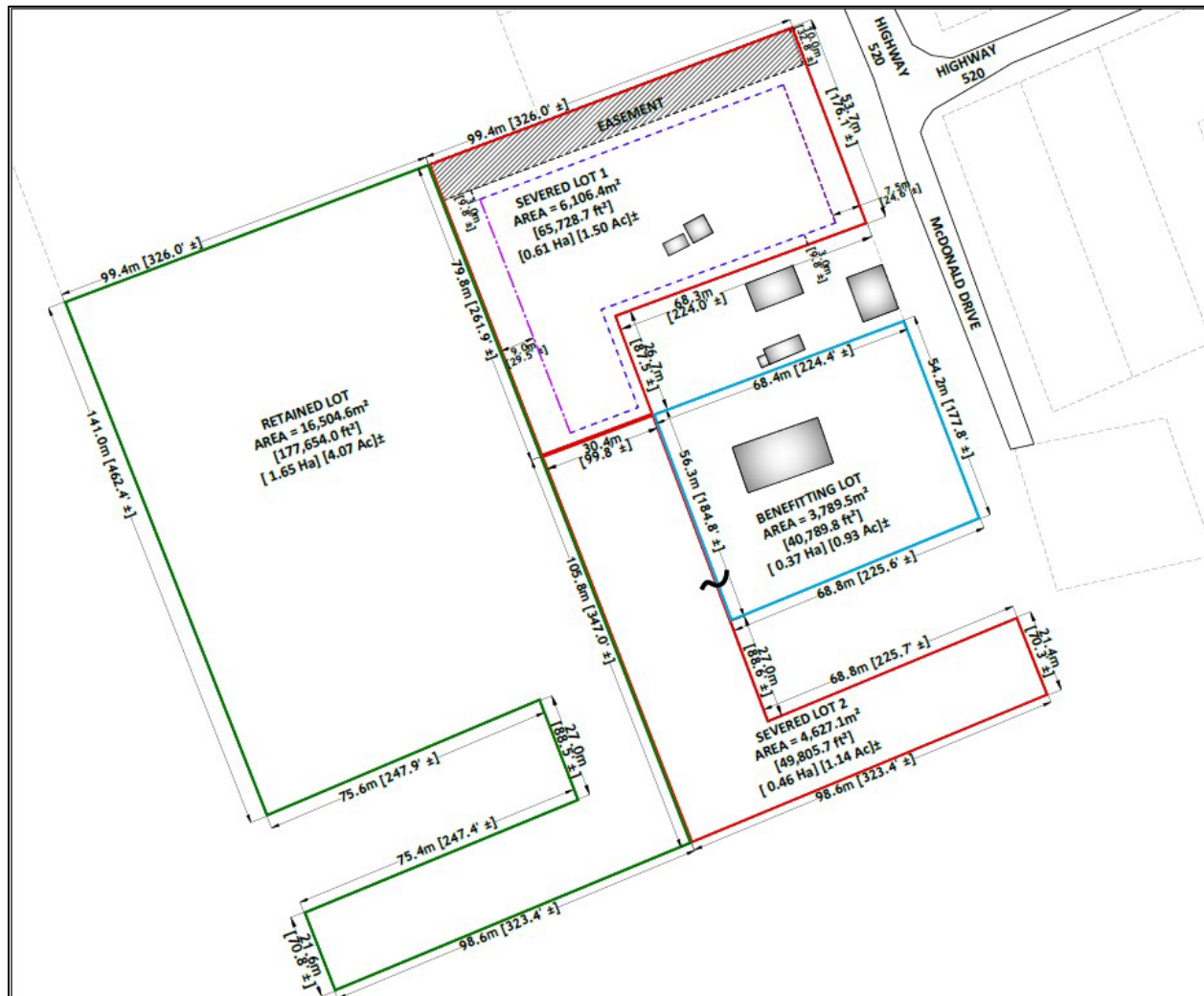
These applications (**Figure 4**) will provide a 0.46 hectare (1.14 ac.) parcel to be added to the neighbouring lot known as 9 McDonald Drive, sever a new 0.61 hectare (1.5 ac.) lot with existing frontage along Hwy 520/McDonald Drive and retain approximately 1.65 acres together with an easement leading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

TABLE 1.

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

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

Figure 4: Severance Sketch



Policy Context:

The Planning Act, R.S.O. 1990

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

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

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

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

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

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

Provincial Policy Statement, 2020

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

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

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

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

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

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

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

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

Growth Plan for Northern Ontario

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

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

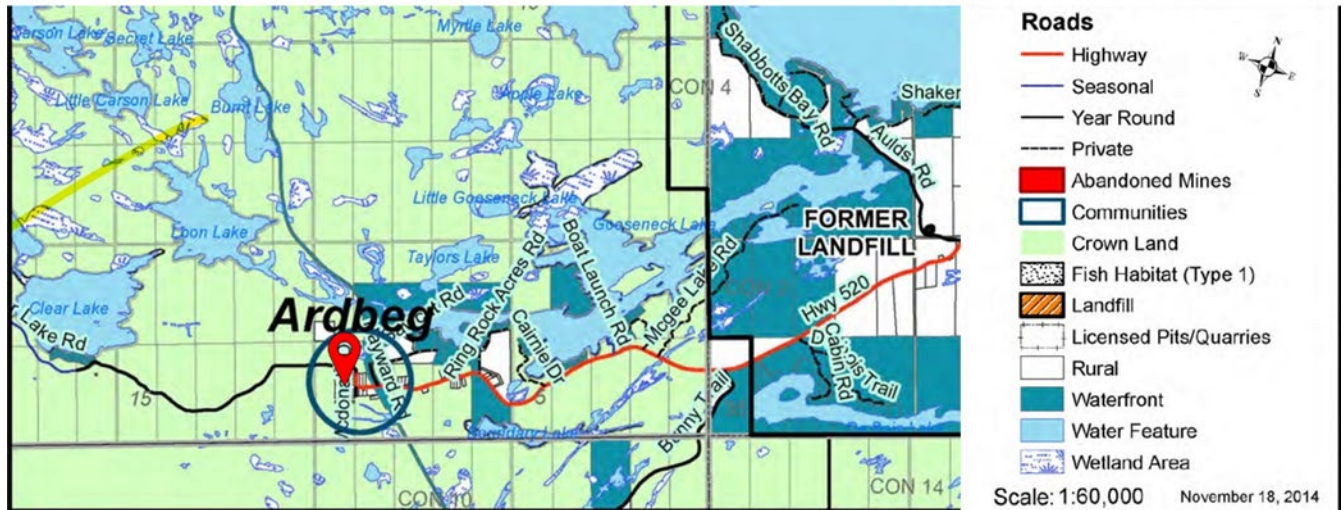
This concurrent lot addition and lot creation is consistent with the Growth Plan for Northern Ontario. The retained and resultant lots are large in size and preserve the unique natural area of Northern Ontario. The rezoning is also consistent with surrounding uses.

Municipality of Whitestone Official Plan:

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

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

Figure 5: Official Plan Schedule



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

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

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

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

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

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

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

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

Municipality of Whitestone Zoning Bylaw:

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

Figure 6: Zoning Schedule



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

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

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

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

Conclusion:

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

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

Respectfully submitted,

PLANSCAPE INC.



Stefan Szczerbak, M.Sc, MCIP, RPP
Principal

PLANSCAPE INC.



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

MUNICIPALITY OF WHITESTONE – COUNCIL			
Report Prepared For:	Nigel Black, CAO/Clerk and Paula Macri, Planning Assistant	Owner Name:	1000213875 Ontario Inc. (c/o William Rootham-Roberts)
Report Prepared By:	Jamie Robinson, MCIP, RPP and Patrick Townes, BA, Bed, MHBC Planning Limited	Applicant Name:	Planscape (c/o Stefan Szczerbak)
Location:	3 McDonald Drive	Application:	Zoning By-law Amendment
Application Number:	RZ – 01-2025	Report Date:	February 6, 2025

A. RECOMMENDATION

THAT Council receives the Planning Report dated February 18, 2025, respecting Zoning By-law Amendment for the property located at 3 McDonald Drive; and,

THAT Council authorizes the passing of By-law No. 09-2025 being a By-law to amend Zoning By-law 07-2018, as amended.

B. PROPOSAL/BACKGROUND

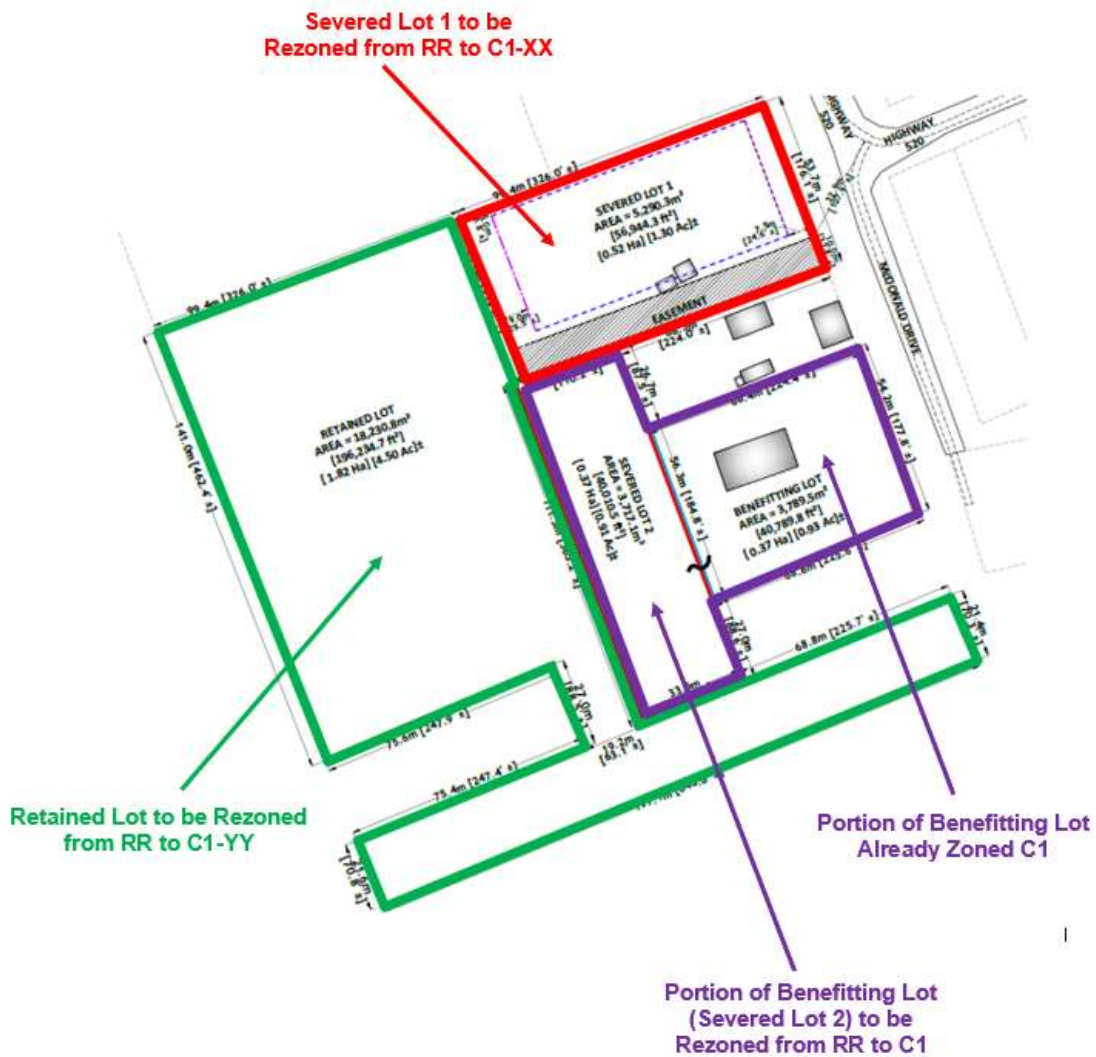
A Zoning By-law Amendment application has been submitted by Planscape (c/o Stefan Szczerbak on behalf of the property owner, 1000213875 Ontario Inc. (c/o William Rootham-Roberts). The subject lands are shown in Figure 1.

Figure 1: Subject Lands



The purpose and effect of the Zoning By-law Amendment is to satisfy a condition of provisional Consent that was approved by the Parry Sound Area Planning Board (File No. B33/2024(W)). The Consent was provisional approved to create one new lot on the subject lands and to complete a boundary adjustment with an adjacent property. The approval also included a 10 metre access easement for one of the lots that were created because the lot did not have lot frontage on a road. The proposed lots and the lands to be rezoned are shown on Figure 2.

Figure 2: Proposed Lots and Lands to be Rezoned



The subject lands are located within the Ardbeg Community Area as identified in the Official Plan. The Ardbeg Community Area is representative of a Settlement Area within the Municipality. The subject lands are located within the Rural Residential (RR) Zone in the Zoning By-law.

The proposed Zoning By-law Amendment is required to rezone the majority of the subject lands from the Rural Residential (RR) Zone to the General Commercial (C1) Zone, as indicated on Figure 2.

The area identified as the proposed Severed Lot 2 is to be added to the Benefitting Lot which is located at 9 McDonald Drive. The Benefitting Lot located at 9 McDonald Drive is currently located within the General Commercial (C1) Zone. The proposed Severed Lot 2 and the Benefitting Lot located at 9 McDonald Drive are outlined in purple on Figure 2.

The proposed Severed Lot 1 which is outlined in red on Figure 2 is to be rezoned to the General Commercial Exception XX (C1-XX) Zone and is to contain the proposed 10 metre wide access easement that will provide legal access to the proposed Retained Lot.

The proposed Retained Lot which is outlined in green on Figure 2 is proposed to be rezoned to a General Commercial Exception YY (C1-YY) Zone in order to reduce the number of commercial uses that are permitted and to recognize a lot with no lot frontage.

The subject lands are primarily vacant and forested however there is an existing garage, storage building and parking areas on the subject lands. The surrounding land uses generally included Crown Land, residential uses and the fire station.

C. COMMENTS RECEIVED

Comments were received from the Ministry of Transportation by email on January 22, 2025. The comments provided relate to both the Consent application that was already processed and the Zoning By-law Amendment. The Ministry of Transportation confirmed that they support the Zoning By-law Amendment in principle, however future development on the subject lands in the future will require permits.

D. POLICY AND REGULATORY CONSIDERATIONS

The following is a review of the relevant policy and regulatory considerations that pertain to the proposed Zoning By-law Amendment application.

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) came into effect on October 20, 2024. The PPS is the statement of the government's policies on land use planning and is intended to provide policy direction on land use matters which are in the Provincial interest. All land use planning decisions are required to be consistent with the PPS.

In the context of the PPS, the subject lands are located within a Settlement Area. Settlement Areas shall be the focus of growth and development. A range of uses are permitted within Settlement Areas, including commercial uses. From a permitted use perspective, the proposed Zoning By-law Amendment is consistent with the PPS.

Section 3.6.4 of the PPS states that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The future commercial uses will utilize individual on-site sewage services and individual on-site water services.

In regard to Section 4.1 of the PPS, the subject lands or adjacent lands do not contain any natural heritage features or areas.

In accordance with Section 5.2 of the PPS, the subject lands do not contain any hazard lands.

The proposed Zoning By-law Amendment is consistent with the PPS.

Northern Ontario Growth Plan

The Growth Plan for Northern Ontario, released March 3, 2011, is a 25-year plan that provides policies and guidance around key growth management goals including:

- Diversifying of traditional resource-based industries;
- Workforce education and training;
- Integration of infrastructure investments and planning; and,
- Tools for Indigenous peoples' participation in the economy.

The Zoning By-law Amendment will result in additional opportunities for commercial uses within the Municipality.

Municipality of Whitestone Official Plan

The Municipality's Official Plan provides policy direction on growth and development within Whitestone. The policies in the Official Plan address the environment, cultural and built heritage, natural resources and servicing and transportation. In accordance with the schedules of the Official Plan, the subject lands are located within the Ardbeg Community Area designation.

Section 9 of the Official Plan contains policies regarding roads and transportation. Section 9.02 regarding municipal roads states:

"New development must front upon a year round road or a year round cottage road. The road must be publicly maintained except in the following circumstances:

9.02.4 a business, industrial or resource use so long as there is a legal right-of-way to the property from a publicly maintained, year round road."

In accordance with the Consent application that was provisionally approved, the proposed Retained Lot is to be accessed from McDonald Drive by an access easement, over the proposed Severed Lot 1. McDonald Drive is identified as a publicly maintained, year round road.

Section 14 of the Official Plan contains policies regarding commercial or industrial development. The Council generally supports the establishment of new businesses in all areas to improve employment opportunities and to increase commercial assessment base. Generally new commercial uses require an amendment to the Zoning By-law, future Site Plan Approval application where applicable and consultation with relevant agencies.

Section 18 of the Official Plan contains policies regarding Community Areas.

Section 18.02 of the Official Plan states:

"The predominant use for community areas will be single detached dwelling and local commercial uses, institutional uses including churches, schools and community centres. Home occupations and bed and breakfasts will be permitted in the Community designation."

Section 18.03 of the Official Plan states:

"In addition to the above, new commercial uses and industrial uses will be permitted in the Community designation subject to the other policies of this Plan and so long as these uses do not interfere with the existing residential dwellings."

The subject lands are located within the Ardbeg Community Area where a mix of land uses are encouraged and permitted. It is anticipated that the zoning provisions in the implementing Zoning By-law will result in future development that is in character with the area and does not have any adverse impacts on surrounding land uses.

The proposed Zoning By-law Amendment conforms to the Official Plan.

Municipality of Whitestone Zoning By-law

The subject lands are currently located within the Rural Residential (RR) Zone.

The proposed Zoning By-law Amendment is required to rezone the majority of the subject lands from the Rural Residential (RR) Zone to the General Commercial (C1) Zone, as indicated on Figure 2.

The area identified as the proposed Severed Lot 2 is to be added to the Benefitting Lot which is located at 9 McDonald Drive. The Benefitting Lot located at 9 McDonald Drive is currently located within the General Commercial (C1) Zone. The proposed Severed Lot 2 and the Benefitting Lot located at 9 McDonald Drive are outlined in purple on Figure 2.

The proposed Severed Lot 1 which is outlined in red on Figure 2 is to be rezoned to the General Commercial Exception Two (C1-2) Zone and is to contain the proposed 10 metre wide access easement that will provide legal access to the proposed Retained Lot.

The proposed Retained Lot which is outlined in green on Figure 2 is proposed to be rezoned to a General Commercial Exception Three (C1-3) Zone in order to reduce the number of commercial uses that are permitted and to recognize a lot with no lot frontage.

Section 8.01 of the Zoning By-law outlines the permitted uses within the General Commercial (C1) Zone. The permitted commercial uses include the following:

- a retail store, including a “take-out” food store;
- a service shop, and a department store;
- a school;
- a custom workshop;
- restaurant, licensed or unlicensed;
- fuel supply depot;
- animal hospital;
- assembly hall;
- fairgrounds;
- auctioneer's establishment;
- boarding house;
- driving range;
- kennel;
- dry land marina;
- a funeral home;
- a business or professional office;
- an eating establishment and a place of amusement;
- a hotel, a tavern;
- an automobile sales establishment and service station subject to the requirements of this By-law;
- a miniature golf course;
- a clinic;
- a snowmobile dealer;
- a tourist establishment;
- a lodge;
- a building supply outlet;
- a truck or bus storage terminal;
- a motor vehicle sales and service establishment;
- a parking garage, structure or lot;
- a public garage;
- a wholesale establishment which conducts retail sales in the same premises;
- a light manufacturing establishment which conducts retail sales in the same premises, provided that the retail sales area occupies less than 50 per cent of the main floor of the building;

- a hotel, motel, efficiency cottage establishment;
- a private camping establishment, a private park, an amusement area;
- a place of entertainment;
- a tourist information centre;
- an antique shop;
- a boat building or storage establishment;
- a commercial fishing outfitting and service station;
- a marina or boat livery;
- a trailer park or tourist camp;
- a marina passenger service terminal;
- a convenience store;
- a rental cottage establishment;
- an existing golf course;
- a mobile home park;
- a bed and breakfast establishment;
- a docking area within an owned or approved waterlot;
- a parking area for motorized vehicles;
- an ancillary retail or service establishment;
- a farmer's market;
- a summer camp; or
- a provincial park.

Due to the proposed Retained Lot not having lot frontage on a municipal road and being accessed by a 10 metre easement, the applicant is proposing to limit the permitted uses on the proposed Retained Lot to reflect the limited access. Staff agree that the reduced number of permitted uses is appropriate for the proposed Retained Lot. The proposed permitted uses as requested from the applicant within the proposed Retained Lot and the General Commercial Exception Three (C1-3) Zone includes the following:

- retail store;
- custom workshop;
- restaurant;
- contractor's yard;
- business or professional office;
- parking;
- boat building or storage establishment;
- campground;
- bed and breakfast; and,
- convenience store.

Based on the proposed uses listed above, it is recommended that the permitted residential and institutional uses be retained in the Zoning By-law. Only the permitted commercial uses would be limited. It is recommended that a contractor's yard is not included as a permitted use because it is not currently a permitted use within the General Commercial (C1) Zone.

Section 3.26 of the Zoning By-law states that no person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected fronts upon an open public highway maintained year-round by the Municipality or public authority, except in a commercial zone, the lot may front upon a private road or right-of-way having a minimum width of 20 metres. The 10 metre access easement was provisionally approved by the Planning Board. The proposed Retained Lot is to be accessed over the 10 metre access easement which is located on the proposed Severed Lot 1. The 10 metre width appears to be sufficient in order to provide access/egress to the lot that does not have lot frontage.

Table 1 provides a summary of the resulting lot area and lot frontages for the proposed Severed Lot 1, the proposed Benefitting Lot and Severed Lot 2, and the proposed Retained Lot.

Table 1: Zone Requirements for the C1 Zone

	General Commercial (C1) Zone	Severed Lot 1	Benefitting Lot and Severed Lot 2	Retained Lot
Minimum Lot Area	0.3 hectares	0.52 hectares	0.7 hectares	1.82 hectares
Minimum Lot Frontage	60 metres	53.7 metres	54.2 metres	0 metres

Each of the proposed lots comply to the minimum lot size in the Zoning By-law. For the minimum lot frontage requirement for the proposed Retained Lot, a lot frontage of 0 metres will be referenced in the amending By-law because the lot will be accessed by an access easement. For the lot frontages for Severed Lot 1 and the Benefitting Lot and Severed Lot 2, the minimum requirement is not met however these are existing lot frontages and therefore can remain as existing non-complying lot frontages.

A draft Zoning By-law Amendment has been prepared and attached to this Report that includes the required amendments to ensure the proposed lots comply to the Zoning By-law.

E. COMMENTS

No comments have been received at the time this Report was prepared.

F. SUMMARY

The Zoning By-law Amendment has been submitted to satisfy a condition of provisional Consent that has been approved by the Planning Board. Following a review of the application and the material that has been submitted, the proposed Zoning By-law Amendment is consistent with the PPS and conforms to the Official Plan. The proposed Zoning By-law Amendment represents good land use planning.

Commercial uses are permitted in the context of the PPS and the Official Plan and the proposed uses on the proposed Retained Lot are limited due to not having lot frontage on a municipal road, i.e. accessed by a 10 metre access easement.

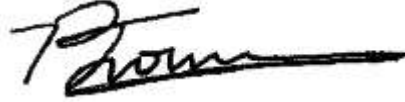
Future development on the proposed lots would need to comply with the zone standards for the General Commercial (C1) Zone and it is understood that the proposed commercial uses would be subject to Site Plan Control.

Respectively submitted,

MHBC PLANNING



Jamie Robinson, BES, MCIP, RPP
Partner



Patrick Townes, BA, BEd
Associate

CONSENT AGENDA



DRAFT Regular Council Meeting Minutes
Thursday, January 23, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

- Present:** Mayor George Comrie (via audio / videoconferencing)
Councillor Janice Bray
Deputy Mayor Joe Lamb Chairperson for the Meeting
Councillor Scott Nash (via audio / videoconferencing)
Councillor Brian Woods
- Staff:** Nigel Black, CAO/Clerk
Paula Macri, Planning Assistant (10:00 a.m. to 2:40 p.m. via audio / videoconferencing)
Wendy Schroeder, Deputy Clerk
Bob Whitman, Fire Chief (10:00 a.m. to 2:40 p.m. via audio / videoconferencing)
- Invited Guests:** Phil Black, President, Rotary Club of Parry Sound
- Other Guests:** 1 in person
6 via audio/videoconferencing

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

2. Disclosure of Pecuniary Interest
Deputy Mayor Lamb requested that any pecuniary interest be declared for the record.

Councillor Bray declared a pecuniary interest with Item 7.1.2 – Maple Island Thrift Shop Committee (Draft) Meeting Minutes of November 22, 2024

Mayor Comrie declared a pecuniary interest with Item 7.1.2 – Maple Island Thrift Shop Committee (Draft) Meeting Minutes of November 22, 2024

3. Approval of the Agenda

Resolution No. 2025-001
Moved by: Councillor Woods
Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the January 23, 2025 Regular Council meeting;

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

Carried

4. Presentations and Delegations

4.1 Rotary Club of Parry Sound – Phil Black, President

Matters Arising from Presentations and Delegations

Resolution No. 2025-002

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone receives for information the presentation from The Rotary Club of Parry Sound, and thanks the Rotary Club for the presentation.

Carried

Move into Committee of the Whole

Resolution No. 2025-003

Moved by: Mayor Comrie

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 10:28 a.m.

Carried

5. Committee of the Whole

5.1 Belvedere Heights Matters

A Guarantee Agreement (as Co-Owner of the District of Parry Sound West Home for the Aged) with the Toronto-Dominion Bank ®

5.1.1 Email from James Walsh, Prichard Law

5.1.2 Email from Pam Wing, Belvedere Heights Chair

5.1.3 Demand Operating Facility Agreement (for information only)

5.1.4 Whitestone Guarantee Agreement

B Resolution of Support - Belvedere Heights proposal to enter into a loan agreement with the Township of Carling to support a two-year construction funding loan for the addition of 24 new long- term care beds

C Request from Pam Wing, Chair Belvedere Heights Board of Management for the ownership to return the funds that were submitted to the Municipalities in May 2021

D Belvedere Heights Board of Management Discussion with Municipal Partners presentation

5.2 Planning Matters

5.2.1 Consent Application No. B43/2024(W) – Merritt, Gary / Hall, Shawn (1346107 Ontario Inc.)

- Memorandum from Parry Sound Area Planning Board dated December 16, 2024

Reconvene into Regular Meeting

Resolution No. 2025-004

Moved by: Councillor Woods

Seconded by: Councillor Nash

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 11:32 a.m.

Carried

Matters Arising from Committee of the Whole

Resolution No. 2025-005

Moved by: Councillor Woods

Seconded by: Councillor Nash

5.1 Belvedere Heights Matters

THAT the Council of the Municipality of Whitestone receives for information Guarantee Agreement (as Co-Owner of the District of Parry Sound West Home for the Aged) with the Toronto-Dominion Bank, the proposed Resolution of Support from Belvedere Heights Board of Management and the request from Pam Wing for the return of funds.

Carried

Resolution No. 2025-006

Moved by: Councillor Woods

Seconded by: Councillor Bray

5.2 Planning Matters

5.2.1 Consent Application No. B43/2024(W) – Merritt, Gary / Hall, Shawn (1346107 Ontario Inc.)

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B43/2024(W) – Merritt, Gary / Hall, Shawn (1346107 Ontario Inc.) and provided a copy to the Municipality of Whitestone;

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

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

1. that the lots receive new 911 addressing from the Municipality;
2. that all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
3. that payment of all Municipal planning consultant fees and all other

fees associated with the processing of this application be paid.

Amendment proposed by Mayor Comrie

Resolution No. 2025-007

Moved by: Mayor Comrie

Seconded by: Councillor Bray

5.2.1 **THAT** the Council of the Municipality of Whitestone amend the resolution to add the following condition:

4. that this matter is deferred for a legal opinion.

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

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

Defeated

Resolution No. 2025-006

Moved by: Councillor Woods

Seconded by: Councillor Bray

5.2 **Planning Matters**

5.2.1 Consent Application No. B43/2024(W) – Merritt, Gary / Hall, Shawn (1346107 Ontario Inc.)

WHEREAS Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B43/2024(W) – Merritt, Gary / Hall, Shawn (1346107 Ontario Inc.) and provided a copy to the Municipality of Whitestone;

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

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

1. that the lots receive new 911 addressing from the Municipality;
2. that all applicable planning board fees be paid to the Parry Sound Area Planning Board; and
3. that payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

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

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

Carried

Recess 11:55 a.m. to 12:25 p.m.

Resolution No. 2025-008

Moved by: Councillor Woods

Seconded by: Councillor Nash

Move into Public Meeting

THAT the Council of the Municipality of Whitestone move into the Public Meeting at 12:25 p.m.

Carried

6. Public Meeting

6.1 EWIN, John and Inga - Proposed Zoning By-law amendment to re-zone Parts 1 to 4 on Plan 42R-22530 from the Waterfront Residential 2 - Limited Services (WF2-LS) Zone to the Waterfront Residential 2 Exception Nos. 7 & 8 - Limited Services

1. Call to Order

Council and Staff introduced to attendees

2. Disclosure of Pecuniary Interest

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

3. Meeting Protocol

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

4. Notice

Deputy Mayor Lamb asked the Clerk how the Notice was delivered. The Clerk advised that Notice was posted on the Municipal website and on the public bulletin board at the Municipal Office on December 5, 2024, posted on the property and posted with Metroland "online" newspaper on December 10, 2024.

5. Correspondence

Deputy Mayor Lamb asked the Clerk if any correspondence been received on this matter. None was received.

6. Discussion

a. EWIN, John and Inga - Proposed Zoning By-law amendment is to rezone Part of Lots 27 and 28, Concession 4 being Parts 1, 2, 3, & 4 on Plan 42R-22530 in the geographic Township of McKenzie, now in the Municipality of Whitestone, being Part of PIN Nos. 52250-0207 and 52250-0208 from the Waterfront Residential 2 – Limited Services (WF2-LS) Zone to the Waterfront Residential 2 –Limited Services (WF2-LS) Exception Zones

- The Applicant was asked to speak should they wish to do so; applicant not present
- Questions or comments from the public - none

7. Adjournment

The Public Meeting was adjourned at 12:35 pm.

Resolution No. 2025-009

Moved by: Councillor Bray

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 12:35 p.m.

Carried

Matters arising from Public Meeting

Resolution No. 2025-010

Moved by: Councillor Woods

Seconded by: Councillor Nash

6.1 EWIN, John and Inga - Proposed Zoning By-law amendment to re-zone Parts 1 to 4 on Plan 42R-22530 from the Waterfront Residential 2 - Limited Services (WF2-LS) Zone to the Waterfront Residential 2 Exception Nos. 7 & 8 - Limited Services

THAT the Council of the Municipality of Whitestone receive for information the Memorandum from Paula Macri, Planning Assistant dated January 9, 2025.

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

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

Carried

7. Consent Agenda

Resolution No. 2025-011

Moved by: Mayor Comrie

Seconded by: Councillor Woods

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes of December 10, 2024
 - 7.1.2 Maple Island Thrift Shop Committee (*Draft*) Meeting Minutes of November 22, 2024
 - 7.1.3 Emergency Management Program Committee (*Draft*) Meeting Minutes of November 28, 2024
 - 7.1.4 Recreation Committee Meeting Minutes of October 24, 2024
- 7.2 Committee and Board Minutes
 - 7.2.1 North Bay Parry Sound District Health Unit Finance and Property Committee of the Board of Health – June 26, 2024
 - 7.2.2 North Bay Parry Sound District Health Unit Board of Health – November 27, 2024
- 7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes of December 10, 2024

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

- 7.1.2 Maple Island Thrift Shop Committee (*Draft*) Meeting Minutes of November 22, 2024
- 7.1.3 Emergency Management Program Committee (*Draft*) Meeting Minutes of November 28, 2024
- 7.1.4 Recreation Committee Meeting Minutes of October 24, 2024
- 7.2 Committee and Board Minutes
 - 7.2.1 North Bay Parry Sound District Health Unit Finance and Property Committee of the Board of Health – June 26, 2024
 - 7.2.2 North Bay Parry Sound District Health Unit Board of Health – November 27, 2024
- 7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

Carried

Matters Arising from Consent Agenda

Pecuniary interest declared by Mayor George Comrie and Councillor Janice Bray. Neither participated in the discussion regarding Resolution No. 2025-012

Resolution No. 2025-012

Moved by: Councillor Nash

Seconded by: Councillor Woods

7.1.2 Maple Island Thrift Shop Committee (*Draft*) Meeting Minutes of November 22, 2024

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

West Parry Sound Ambulance Service	\$ 2,500.00
• Community Paramedicine home visits program	
Whitestone Lake Central School	\$ 1,000.00
• Breakfast fund	
Whitestone Library	\$ 5,000.00
• TV monitors & programming	
Ardbeg Community Club	\$ 1,000.00
Whitestone Nursing Station	\$ 1,500.00
• 2 women's pessary kits	
• home blood pressure monitors	
West Parry Sound Community Support Services	\$ 500.00
• Senior Connect Program	
Salvation Army	\$ 500.00
Harvest Share Community	\$ 1,000.00
Esprit Place	\$ 450.00
Aspen Valley	\$ 450.00
Royal Canadian Legion Branch 396	\$ 500.00
• Disability Ramp	
Dunchurch United Church	\$ 300.00
Heat & Hydro	\$ 2,000.00
Reserve	\$ 1,664.73
TOTAL:	\$18,364.73
	Carried

8. Accounts Payable

Resolution No. 2025-013

Moved by: Councillor Woods

Seconded by: Councillor Nash

8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$272,769.96 for the period ending December 31, 2024.

Carried

9. Staff Reports - None

10. By-laws

Resolution No. 2025-014

Moved by: Councillor Woods

Seconded by: Councillor Bray

10.1 **THAT** By-law No. 01-2025, being a By-law to authorize borrowing from time to time to meet expenditures during the fiscal year ending December 31, 2025, is hereby passed this 23rd day of January, 2025.

Carried

Resolution No. 2025-015

Moved by: Councillor Woods

Seconded by: Councillor Bray

10.2 **THAT** By-law No. 02-2025, being a By-law to levy certain interim rates, taxes and charges for the year 2025, is hereby passed this 23rd day of January, 2025.

Carried

Resolution No. 2025-016

Moved by: Councillor Woods

Seconded by: Councillor Bray

10.3 **THAT** By-law No. 03-2025, being a By-law to enter into an agreement with the WahWashKesh Conservation Association for the transfer of ownership of the docks and associated structures at Bennett's Bay Landing and Indian Narrows from the Lake WahWashKesh Conservation Association to the Municipality of Whitestone, is hereby passed this 23rd day of January, 2025.

Carried

Resolution No. 2025-017

Moved by: Mayor Comrie

Seconded by: Councillor Nash

- 10.4 **THAT** By-law No 04-2025, being a By-law for a Zoning By-law amendment to rezone Parts 1 to 4 on Plan 42R-22530 from the Waterfront Residential 2 - Limited Services (WF2-LS) Zone to the Waterfront Residential 2 Exception Nos. 7 & 8 - Limited Services – Ewin, is hereby passed this 23rd day of January, 2025.

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

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

Carried

11. Business Matters

Resolution No. 2025-018

Moved by: Councillor Bray

Seconded by: Councillor Nash

- 11.1 Committee of Adjustment – Council Member Annual Appointment

THAT the Council of the Municipality of Whitestone receives for information the memorandum of Paula Macri dated January 7, 2025; and

THAT Councillor Brian Woods be appointed as Council Representative to the Committee of Adjustment for the year 2025.

Carried

Resolution No. 2025-019

Moved by: Councillor Woods

Seconded by: Mayor Comrie

- 11.2 Correspondence from Shawn Boggs on behalf of the Parry Sound Curling Club

THAT the Council of the Municipality of Whitestone receives for information the correspondence from Shawn Boggs regarding the Parry Sound Curling Club’s request for support for their Ontario Trillium Foundation Grant application; and

THAT the Council of the Municipality of Whitestone support the Parry Sound Curling Club's funding application to the Northern Ontario Heritage Fund and the Ontario Trillium Foundation for accessibility improvements to the Curling Club building.

Carried

Resolution No. 2025-020

Moved by: Councillor Woods

Seconded by: Councillor Bray

- 11.3 Resolution of support from December 16, 2024 Regular Council Meeting – Near North District School Board request to keep open McDougall School for K-6

THAT the Council of the Municipality of Whitestone supports the Near North District School Board’s request that McDougall Public School grades K-6 continue operating; and

THAT this resolution be forwarded to Near North District School Board Trustee Area 3 Jeanie Fuscaldo, Near North District School Board Trustees and the Minister of Education.

Carried

Resolution No. 2025-021

Moved by: Councillor Nash

Seconded by: Councillor Woods

- 11.4 Item requested by Councillor Scott Nash
Road Grant Protocol

Resolution as provided by Councillor Nash:

WHEREAS the Council of the Municipality of Whitestone has reviewed Resolution 2022-331-Item D; and

WHEREAS the Council of the Municipality of Whitestone has reviewed the current Road Grant Protocol By-Law 30-2017; and

WHEREAS the Council of the Municipality of Whitestone has noted in the Strategic Plan that the Road Grant Protocol By-Law 30-2017 will be reviewed and undated by Council; and

WHEREAS at this time the Council of the Municipality of Whitestone has not updated the Road Grant Protocol By-Law 30-2017; and

WHEREAS the Municipality of Whitestone wants to treat all members of the public and ratepayers fairly and equally in regards to the Road Grant Protocol By-Law 20-2017;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone does hereby Rescind Resolution 2022-331- Item D and staff be directed that the MPA Road Grant is to be reviewed the same as all other Road Grant Application going forward; and

THAT until such time that the Road Grant Protocol By-Law 2017 has been reviewed and updated by the Council of the Municipality, Staff be directed to Not Process any 2025 Road Grant Requests.

Recorded Vote Requested by Councillor Woods

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

Carried

Resolution No. 2025-022

Moved by: Mayor Comrie

Seconded by: Councillor Bray

- 11.5 Item Proposal for Temporary Use of "The Twist" Property for Storage and Recreation Programming

THAT the Council of the Municipality of Whitestone receives for information the Proposal for Temporary Use of "The Twist" Property for Storage and Recreation Programming from Tanya Fraser, Chair of the Whitestone Recreation Committee; and

THAT staff be directed to provide a report to Council on the suitability of the building for use and any recommended actions/options for use in the future, including communicating with the Recreation Committee.

Carried

12. Correspondence

Resolution No. 2025-023

Moved by: Councillor Woods

Seconded by: Councillor Bray

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on pages 7 and 8 of the January 23, 2025 Council Meeting agenda,

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

- none -

13. Councillor Items

Mayor Comrie:

- advised Council he will bring a report regarding his attendance at ROMA to the February meeting, including new issues that will need to be addressed in the Official Plan review i.e. permitted agricultural property uses – ancillary dwellings on zoned rural properties
- has enrolled in the FONOM course regarding Economic Development in agriculture

14. Questions from the Public – none

15. Closed Session

Resolution No. 2025-024

Moved by: Councillor Woods

Seconded by: Councillor Nash

Adjourn to Closed Session

THAT this meeting be adjourned into a Closed Session meeting at 2:35 p.m. for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday December 10, 2024
- 15.2 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
 - 15.2.1 Resignation from the Whitestone Public Library and Technology Centre Board

Carried

RECORDING PAUSED

Recess 2:40 to 2:45 p.m.

Reconvene into Regular Meeting

Resolution No. 2025-025

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT this meeting be reconvened to a Regular Meeting at 3:25 p.m.

Carried

RECORDING RESUMED

Matters arising from Closed Session

Resolution No. 2025-026

Moved by: Councillor Nash

Seconded by: Councillor Bray

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday December 10 2024

THAT the Council of the Municipality of Whitestone hereby approves the Regular Closed Session Council meeting of Tuesday December 10 2024.

Carried

Resolution No. 2025-027

Moved by: Councillor Bray

Seconded by: Mayor Comrie

- 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 Resignation from the Whitestone Public Library and Technology Centre Board

THAT the Council of the Municipality of Whitestone acknowledges and accepts Sheila Wesley's resignation from the Whitestone Public Library and Technology Centre Board, and thanks her for her volunteer time and efforts on the Board.

Carried

16. Confirming By-law

Resolution No. 2025-028

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT By-law No. 05-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on January 23, 2025 is hereby enacted this 23rd day of January, 2025.

Carried

17. Adjournment

Resolution No. 2025-029

Moved by: Councillor Woods

Seconded by: Councillor Bray

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 3:29 p.m. until the Regular Council Meeting (Budget) of Tuesday, February 4, 2025 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Nigel Black

CAO / Clerk

DRAFT

Committee and Board Minutes

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, November 27, 2024
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Pamela Wing, Chair
Debbie Zulak

Director Regrets: Gail Finnon

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Pany Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Cheryl Ward, Past Order in Council Appointment

1.0 Call to Order: The Board Chair called the meeting to order at 9:00 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 Approval of Agenda;

#BH-87/24

Moved by D. Zulak, seconded by D. Carmichael that be it resolved that the Board of Management accepts the agenda as presented as amended: addition of ONA arbitration in-camera.
Carried.

It was noted that C. Ward's Order in Council appointment expired September 16, 2024, and has not yet been renewed therefore she attended as specially invited.

5.0 Voice of the Resident: K. Johnson informed the group that even though COVID-19 outbreak protocols kept residents from attending large events such as Halloween and Remembrance Day ceremonies, staff celebrated with residents in smaller groups on each of the home areas.

6.0 **Approval of Minutes:**

#BH-88/24

Moved by P. Borneman, seconded by J. Beleskey that be it resolved that the minutes of the Board of Management meeting held October 23, 2024, be received as amended: #BH-83/24 be changed from McMurray to Zulak.

Carried.

7.0 **Matters Arising:** none

8.0 **New Business:** none

9.0 **Committee Reports:**

9.1 Finance Committee

There was no Finance Committee meeting held on November 25th due to not be able to achieve a quorum.

H. Stephenson presented the highlights as follows:

- The net operating budget had a surplus of \$37,273 for the month of October.
- There is extra revenue in Nursing and the Local Priorities Fund.
- The year-to-date net operating budget was at a \$778,781 surplus.
- Any surplus in the Nursing, Programs, and Raw Food envelopes at year-end are clawed back to the Ministry.
- Non-Subsidy Expenses is high but there are still outstanding collective bargaining unit fees.
- Another unit in Life Lease was purchased.
- It was anticipated that Belvedere Heights will have a surplus at year-end.

#BH-89/24

Moved by D. Zulak, seconded by J. Beleskey that the Belvedere Heights Board of Management accepts the financial reports as circulated via email on Monday, November 25th.

Carried.

9.2 Governance and Partnerships – November 13, 2024

J. Hanna reported that the G&P Committee reviewed 4 CSS policies. Next month the committee will review the Multi-sector Accountability Agreement (M-SAA) to refresh themselves on the relationship between Community Support Services and the Board of Management.

#BH-90/24

Moved by D. Carmichael seconded by D. Zulak that the minutes of the Governance and Partnerships Committee meeting held November 13, 2024, be received.

Carried.

10.0 **Standing Items:**

10.1 Redevelopment Update

The Chair noted the following:

- The Board is awaiting Ministry approval for the working drawings.
- The deadline of November 30, 2024 has been extended to February 2025.

- Belvedere Heights is ready to go to tender as soon as the Ministry approves the working drawings.
- The Township of Carling is unable to take on 100% of the construction loan. It was anticipated that McDougall and Seguin Townships will each take 25% of the construction loan amount.
- The Town of Parry Sound has approved the site plan.
- The Town of Parry Sound has approved the by-law.

10.2 Equity Diversity Inclusion (EDI) – Residents and Staff celebrated Diwali.

Diwali comes from the Sanskrit word deepavali, meaning “row of lights.” It marks the triumph of light over darkness, of good over evil. Though Diwali traditions vary according to region and religion, the myths and historical stories behind the holiday share themes of justice and liberation. The celebration was well received by residents and staff.

10.3 WPS OHT – The West Parry Sound Ontario Health

J. Hanna informed the members that it was hoped that a K. Kanani from Miller Thomson LLP will hold a governance session in the new year with all governors from the operational level partnership to discuss the role of governors in the WPS OHT.

11.0 **Reports:**

11.1 Board Chair Report – Belvedere Heights being a non-profit organization, has secured a savings of \$32,000 from Microsoft. Castlehome was thanked for informing Belvedere Heights of this initiative.

11.2 Administrator’s Report – K. Johnson provided information on quality and planning, care and community risks, occupancy, people, and emergency management. The report will be appended to the minutes.

12.0 **Correspondence:** The following was received for information purposes:

- 12.1 Corporation from the Township of McKellar dated November 5, 2024
- 12.2 Letter from the Belvedere Heights Board of Management dated September 25, 2024
- 12.3 Letter from WPSHC dated October 30, 2024
- 12.4 Letter from the Belvedere Heights Board of Management dated November 5, 2024
- 12.5 Letter from WPSHC dated November 7, 2024

13.0 **In-Camera:**

#BH-91/24

Moved by D. Carmichael, seconded by P. Borneman that the meeting move in-camera at 10:02 a.m.
Carried.

13.1 An ONA arbitration update was provided.

#BH-92/24

Moved by D. Zulak, seconded by D. Carmichael that the meeting move in-camera at 10:07 a.m.
Carried.

#BH-93/24

Moved by P. Borneman, seconded by J. Beleskey that the new ONA agreement be received and ratified by the Belvedere Heights Board of Management.

Carried.

#BH-94/24

Moved by J. Beleskey, seconded by D. Carmichael that the meeting adjourn at 10:11 a.m.
Carried.

P. Wing, Chair



Chief Administrative Officer's Report

December 2024

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Esprit Giving Campaigns

As a reminder, The Orange Door Project campaign continues! From November 12th to December 22nd, Home Depot customers across Canada are being empowered to be a part of the change by making a donation in support of a local charity that provides housing and supportive services. Staff have been attending the store weekly to provide information on our services and programs.



Sponsor-A-Family Program

Wow! We are overwhelmed by the response and support we've already received for our Sponsor-A-Family campaign. In less than 24 hours we had sponsors for almost all of our families!, and they are now fully sponsored!

Each one of these elves represents a family we are supporting through our programs. Your support makes a huge difference in their lives everyday, and especially during the holiday season.

More information can be found on our website at www.espritplace.ca/sponsorfamily/



Holiday Wish List

We are seeking donations for our reopening in early 2025. We've created our 'holiday wish list' to help identify the items most in need.

Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
---	------------------	------------------	-----------------	------------------	-----------------	-----------------

Total Page Followers	601	626	642	657	671	677
Post Reach this Period (# of people who saw post)	5213	5510	6261	5343	2332	3032
Post Engagement this Period (# of reactions, comments, shares)	599	609	512	380	365	257

Facebook -Esprit Place Family Resource Centre	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
--	------------------	------------------	-----------------	------------------	-----------------	-----------------

Total Page Followers	192	193	196	198	199	209
Post Reach this Period (# of people who saw post)	421	526	1782	275	124	3103
Post Engagement this Period (# of reactions, comments, shares)	102	26	91	32	11	151

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
--	------------------	------------------	-----------------	------------------	-----------------	-----------------

Total Followers	474	478	485	488	492	501
Search Appearances (in last 7 days)	178	226	184	90	64	10
Total Page Views	26	26	26	84	69	55
Post Impressions	1089	1251	1241	243	154	1800
Total Unique Visitors	15	11	13	41	38	23

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024
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Total Followers	74	83	85	93	93	97
# of accumulated posts	23	25	27	36	37	53

Licensed Child Care Programs

**Total Children Utilizing Directly Operated Child Care in the District
October 2024**

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	3	2	1	5	15	26
Toddler (18-30M)	5	5	14	17	35	76
Preschool (30M-4Y)	16	14	16	32	41	119
# of Active Children	24	21	31	54	91	221

The overall enrollment has not changed in the month of October although several children have aged up to the next age-grouping.

**School Age Programs
October 2024**

Location	Enrollment
Mapleridge After School	26
Mapleridge Before School	8
Mapleridge Summer Program	N/A
Sundridge Centennial After School	13
Home Child Care	19
# of Active Children	66

Both Mapleridge and Sundridge School Age Programs are now operating at capacity.

**Inclusion Support Services
October 2024**

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	2	2	4	0	0	0
Toddler (18-30M)	5	4	9	19	3	3	1
Preschool (30M-4Y)	1	32	33	51	7	0	1
School Age (4Y+)	7	32	39	30	2	0	15
Monthly Total	13	70	83	-	12	3	17
YTD Total	19	85	-	104	39	40	44

The ISS Resource Consultants continue to discharge children that have fully transitioned to school and are now receiving services through the school boards.

**EarlyON Child and Family Programs
October 2024**

Activity	Monthly Total	YTD
Number of Children Attending	989	9,582
Number of New Children Attending	44	372
Number of Adults Attending	801	7,473
Number of Virtual Programming Events	10	101
Number of Engagements through Social Media	1,080	7,333
Number of Views through Social Media	16,796	140,485

There were 265 more visits by children this month in the EarlyON Child and Family Centres with 44 new children in attendance that have not previously visited a program. With the children, there was an increase of 236 adults attending one or more programs.

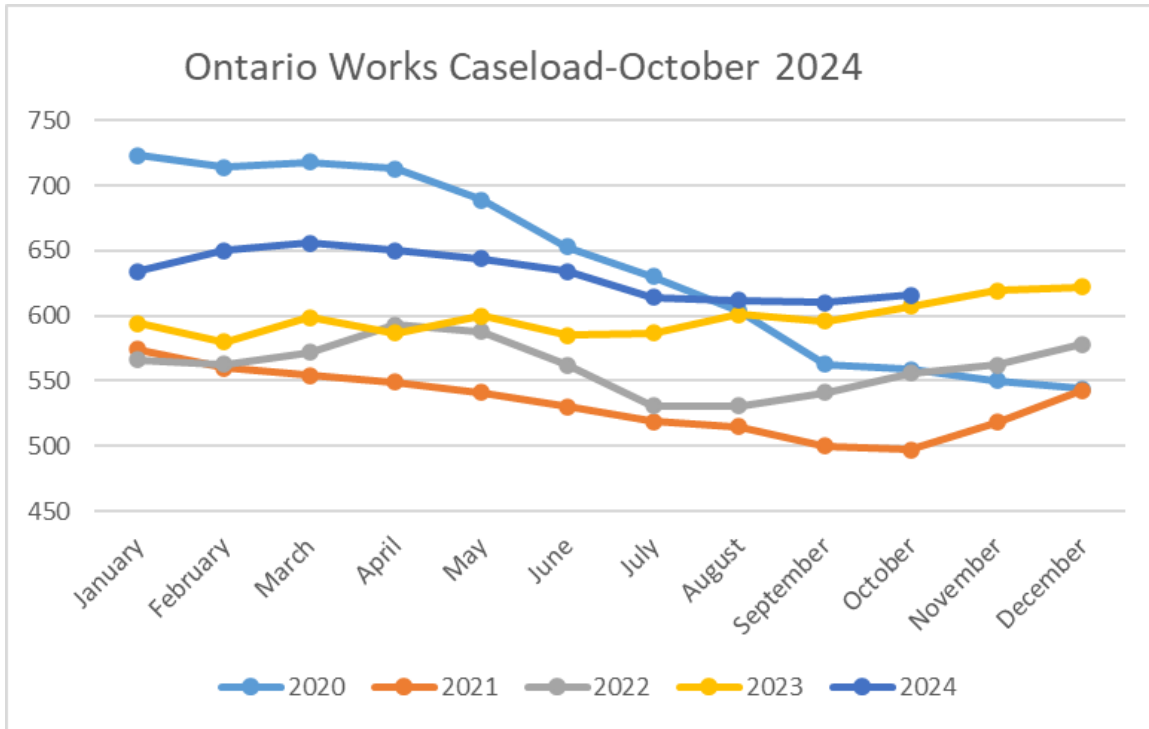
Funding Sources for District Wide Childcare Spaces - October 2024

Funding Source - Active	# of Children	# of Families
CWELCC*	56	54
CWELCC Full Fee	190	188
Extended Day Fee Subsidy	5	5
Fee Subsidy	33	27
Full Fee	28	26
Ontario Works	2	2
Total	314	302

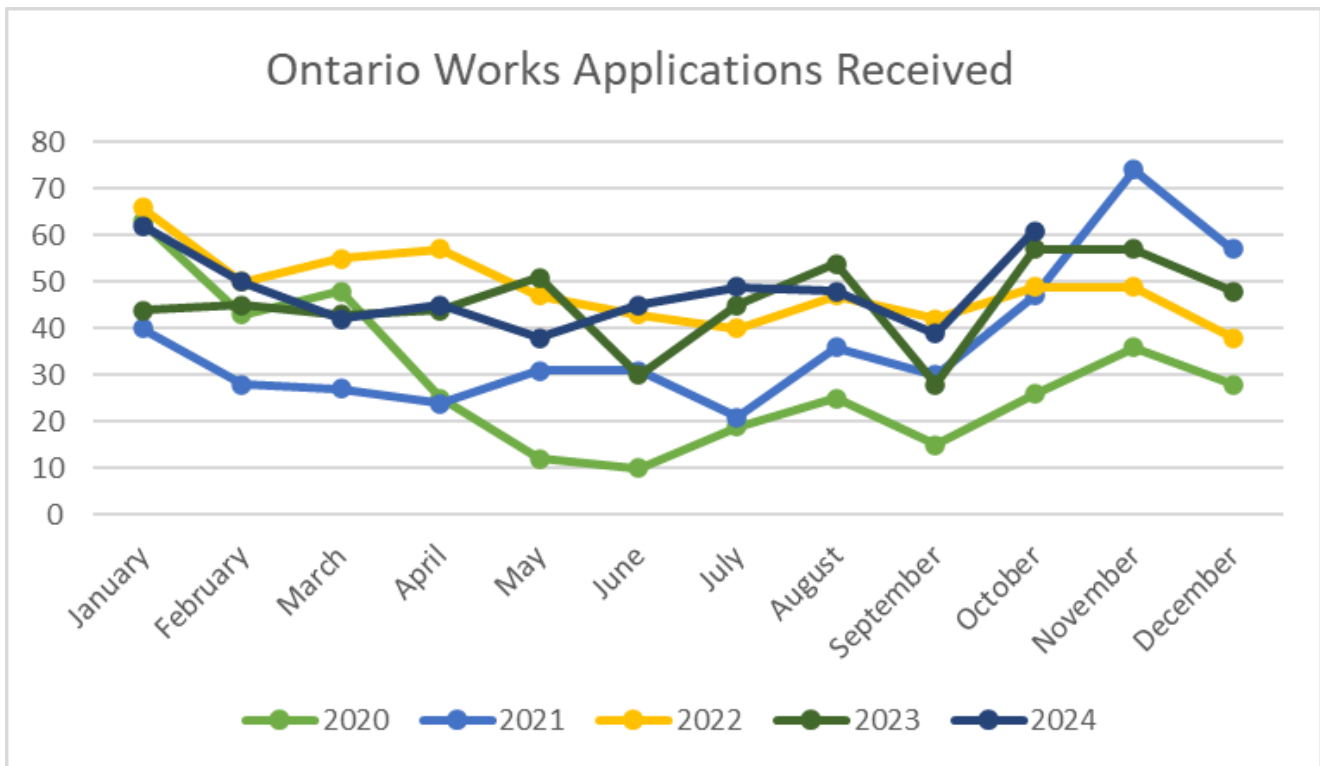
Funding Source - New	# of Children	# of Families
CWELCC*	2	2
CWELCC Full Fee	5	5
Extended Day Fee Subsidy	2	2
Fee Subsidy	5	4
Full Fee	1	1
Ontario Works		
Total	15	14

Exits	# of Children	# of Families
Fee Subsidy	0	0
CWELCC Full Fee	0	0
Extended Day Fee Subsidy	0	0
Total	0	0

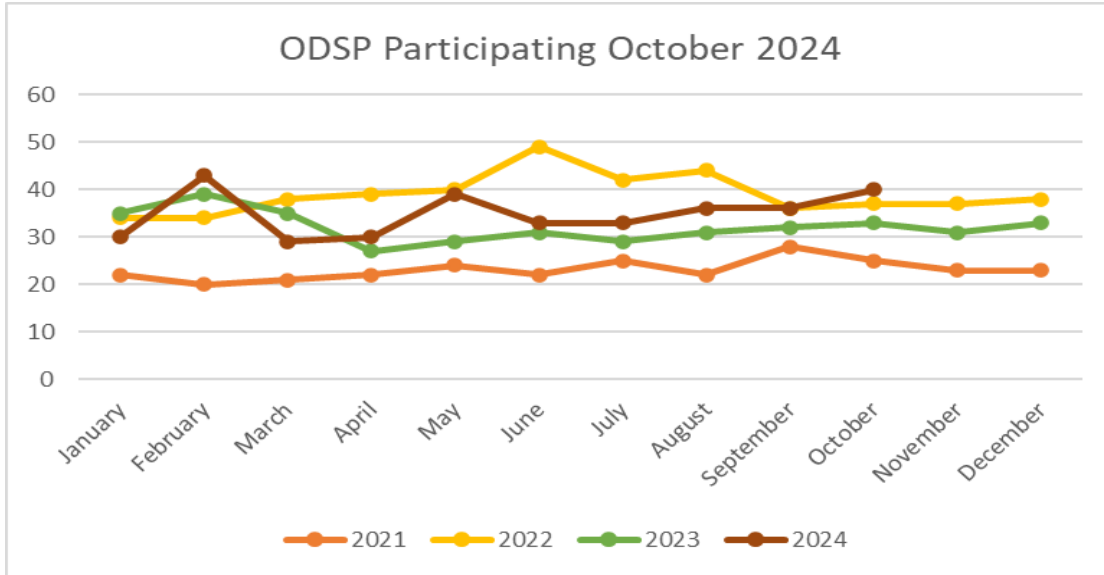
* CWELCC: Canada-Wide Early Learning Child Care; eligible for children 0 - 6



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received

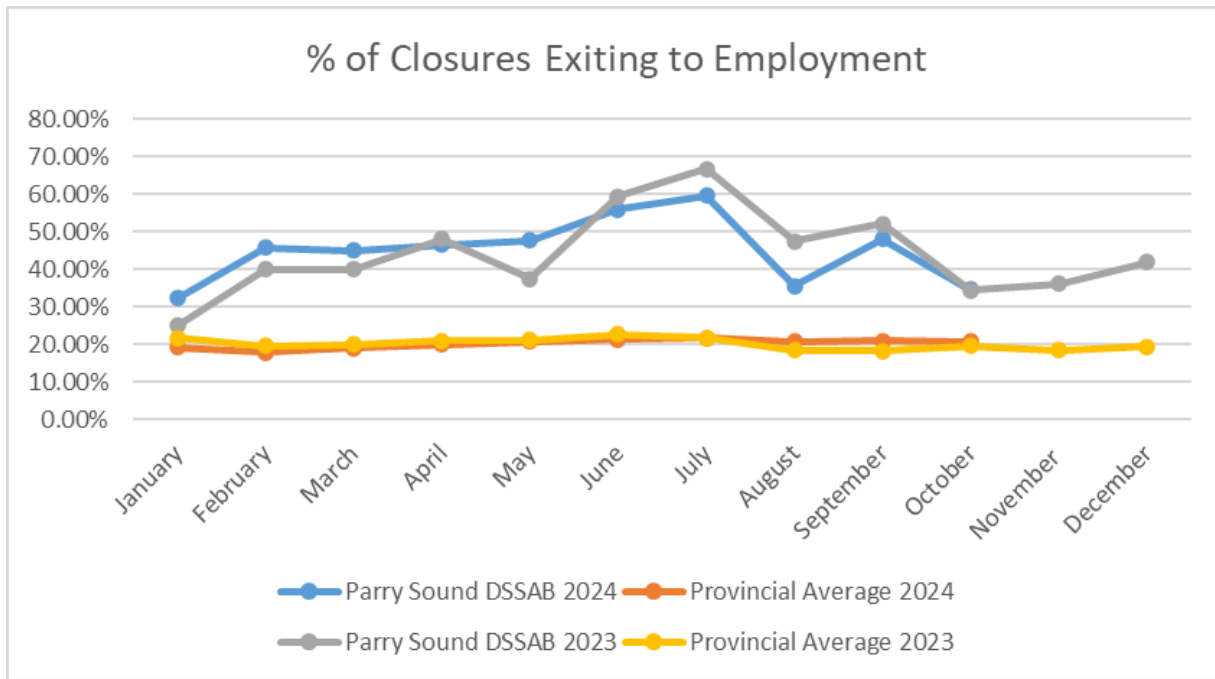


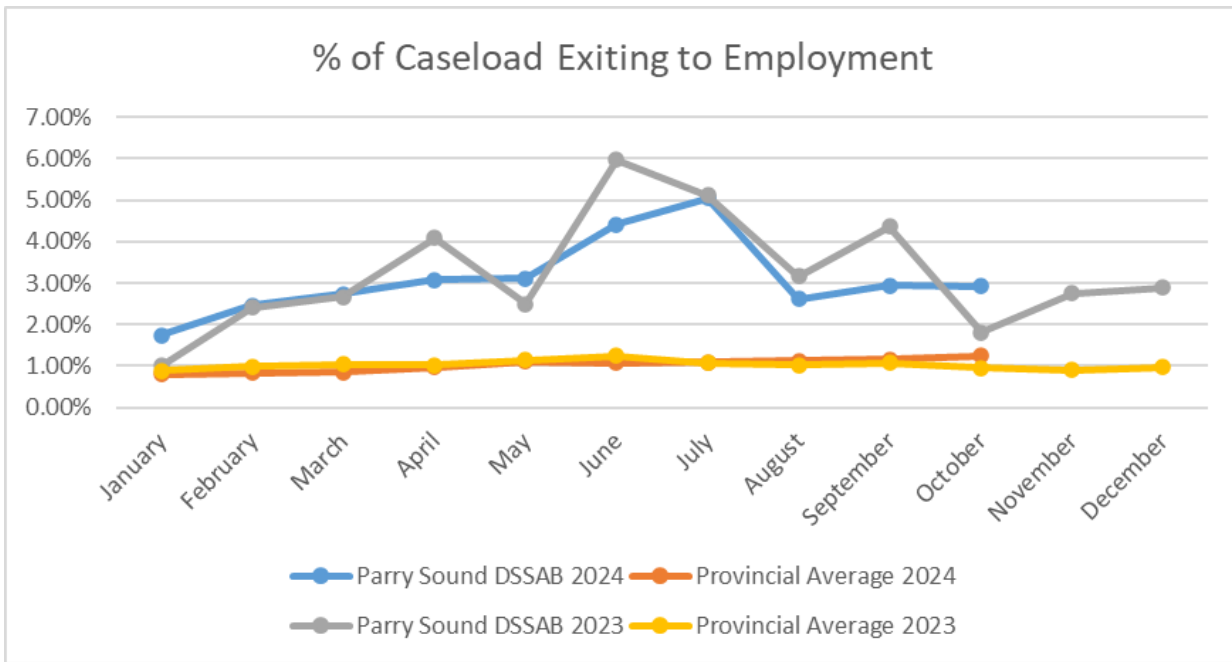
ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continues to plateau at **616**, but it should be noted that as of September 2024, the caseload is up 6% over 2023. We are supporting **40** ODSP participants in our Employment Assistance program. We also have **61** Temporary Care Assistance cases. We received **61** Ontario Works Applications, 48 (79%) of which were online through SADA and managed through IBAU in the month of October.

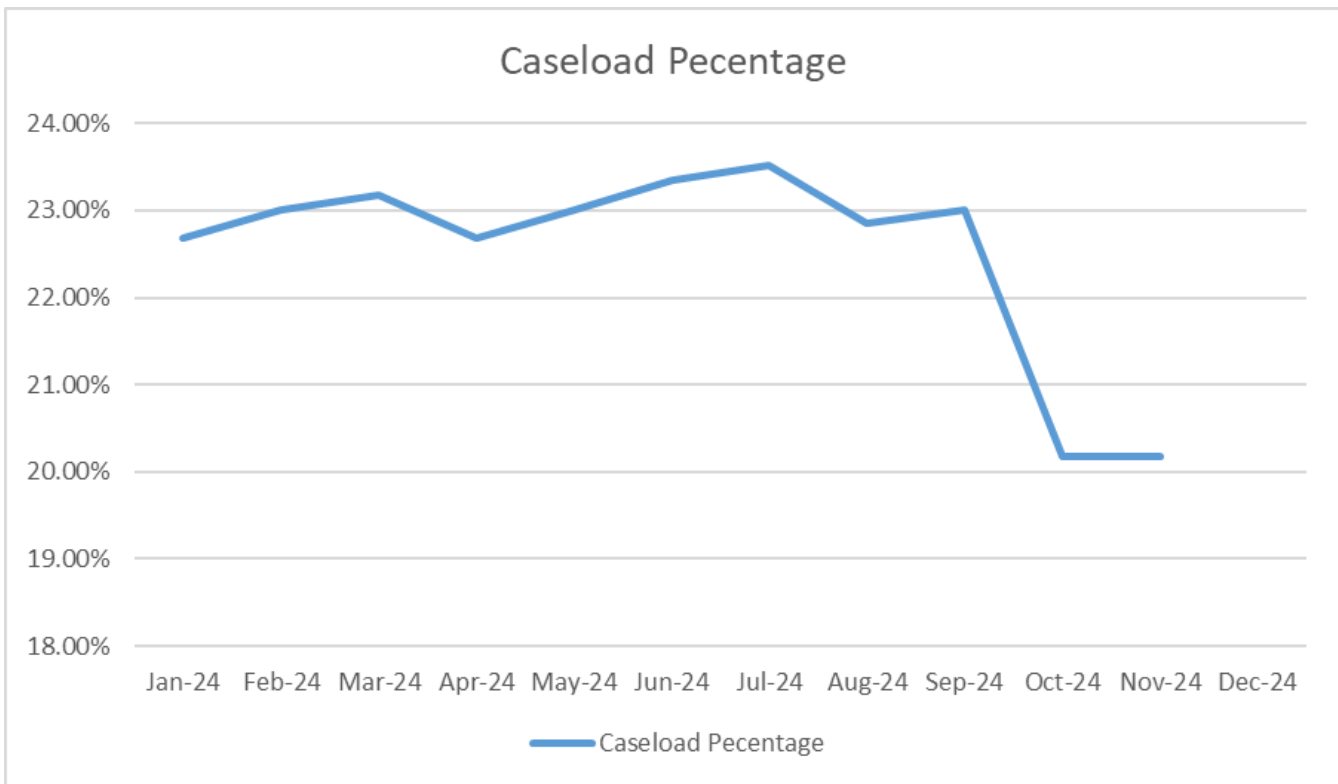
Employment Assistance & Performance Outcomes



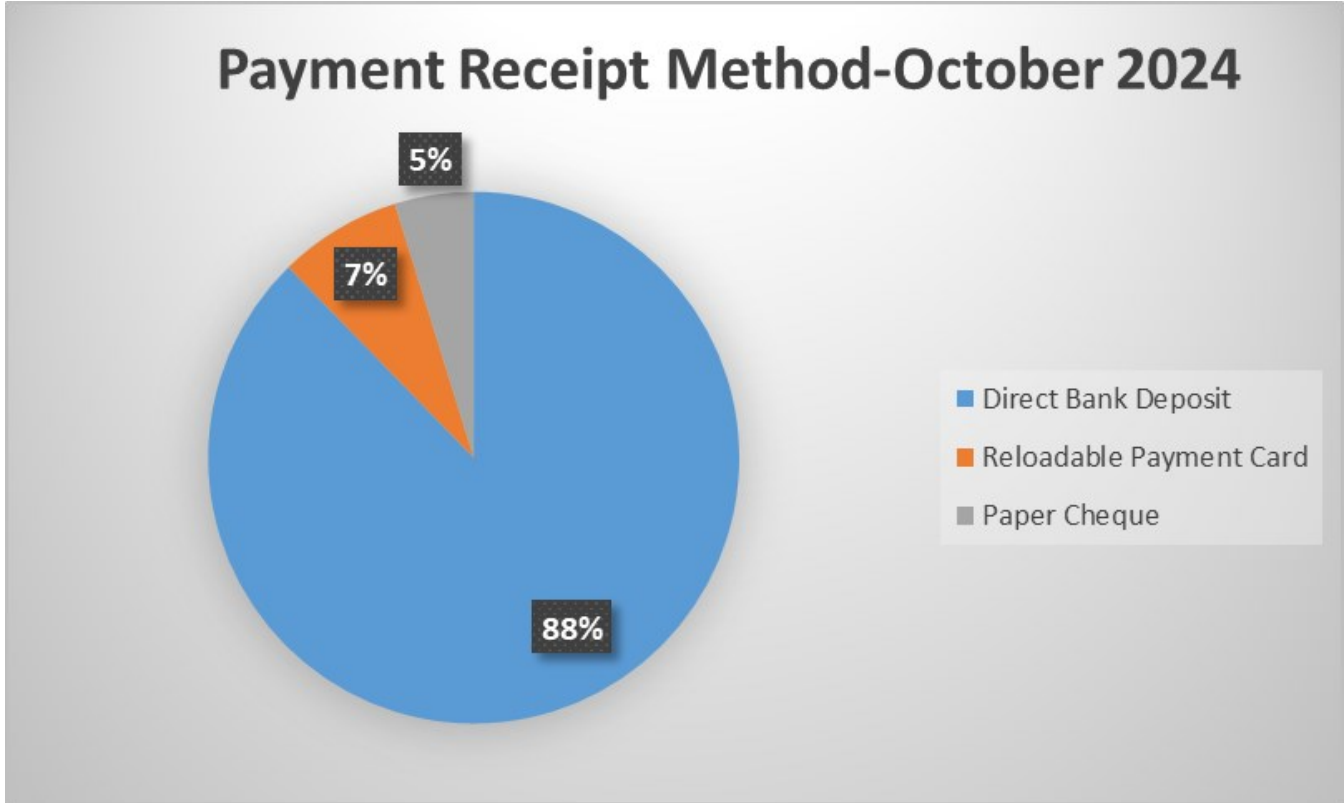


As we are firmly entrenched in autumn, we continue to support people to exit the program through employment. We exceeded our performance in October from the same time in 2023. We also had 8.4% of caseload exit OW for any reason.

MyBenefits Enrollment 2024



DBD Enrollment

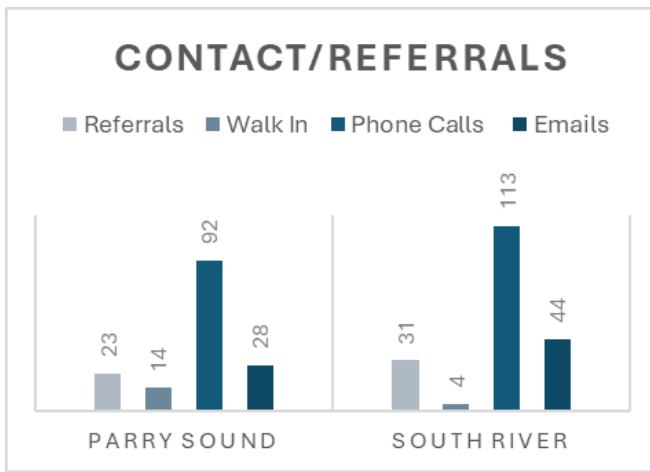


Income Support & Stability Update

Income Support and Stability Program Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in achieving and maintain life stabilization goals.

Contact / Referrals – October 2024

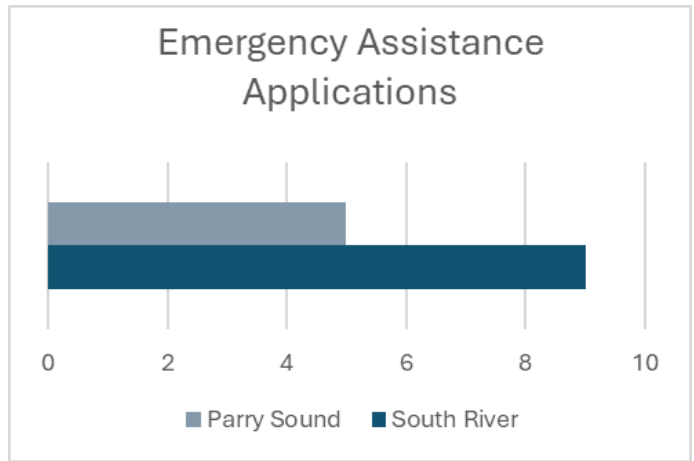
The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.



Emergency Assistance Applications

October 2024

An application can be created when the applicant is not currently in receipt of social assistance, or not serving a period of ineligibility. Administrator also must be satisfied the applicant to the best of their ability made a reasonable effort to access other resources.



Client Referrals

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

October 2024	East	West	YTD
Homeless	0	4	37
At Risk	1	5	80
Program Total (Esprit In Shelter Clients calculated in Homelessness Numbers)			117
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	1		3

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
October	10	14

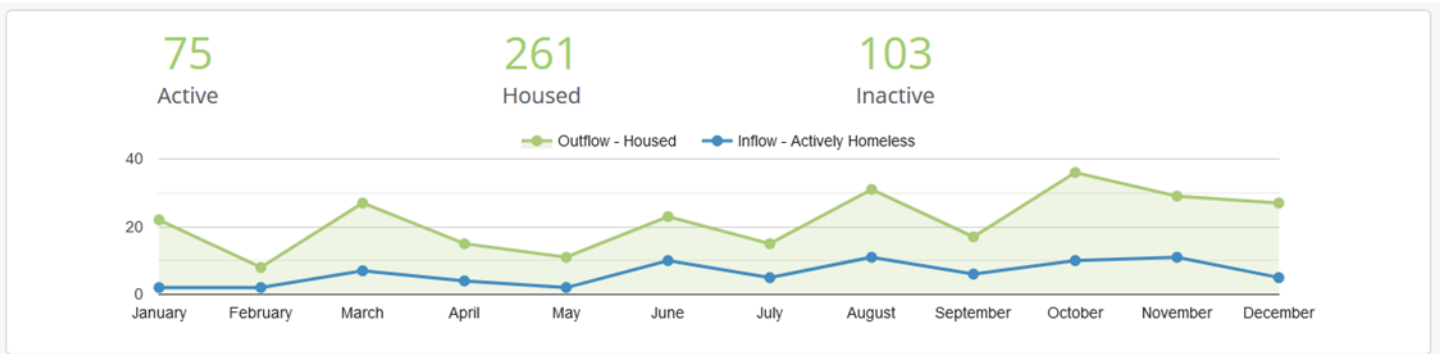
Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP)

October 2024 Income Source	Total	HPP
Senior	3	\$2,100.00
ODSP	2	\$11,336.84
Ontario Works	13	\$8,533.16
Low Income	13	\$2,760.50
No Income		

October 2024 Reason for Issue	Total
Rental Arrears	\$7,920.00
Utilities/Firewood	\$2,500.72
Transportation	
Food/Household/Misc.	\$14,309.78
Emergency Housing	
Total	\$24,730.50

**By-Name List Data
September 1, 2021– October 31, 2024**

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access.



Through the end of October, we have housed 60% of all people that have been active on our By Name List. 39% of those active on our By Name List are experiencing Chronic Homelessness. Our transitional housing program in East Parry Sound remains at capacity.

Housing Programs

**Social Housing Centralized Waitlist Report
October 2024**

	East Parry Sound	West Parry Sound	Total
Seniors	48	131	179
Families	128	463	591
Individuals	508	159	667
Total	684	753	1437
Total Waitlist Unduplicated			402

**Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison
Applications and Households Housing from the CWL**

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar	7		3	3	
Apr	11		17	6		Apr	10	1	7		
May	13	2	9	2		May	4	1	5	1	
June	9	1	2	1		June	1		15	3	
July	5	1	5	1		July	9	1	19		
Aug	14	1	3	1		Aug	9	1	21		
Sept	12		4			Sept	6		16	2	
Oct	8	1	1	4	2	Oct	6		9		
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	60	4	108	15	

SPP = Special Priority Applicant

- Housing Programs had 6 new applications to the centralized waitlist, one being an approved Special Priority Program (SPP) application.
- There were 9 applications cancelled in October. 3 were cancelled at the applicants request, 2 were ineligible due to income or assets in excess, 2 were deceased, and 2 were unable to be contacted.
- 4 applicants were housing in the month of October.

**Parry Sound District Housing Corporation
October 2024**

Activity for Tenant Services

	Current	YTD
Move outs	3	29
Move in	4	32
L1/L2 forms	0	4
N4 - notice of eviction for non payment of rent	1	4
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	3	8
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements (formal & informal)	1	51
No Trespass Order	0	4
Tenant Home Visits	47	331
Mediation/Negotiation/Referrals	9	151
Tenant Engagements/Education	1	42

Property Maintenance & Capital Projects
October 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 10 units treated for bedbugs.
Vacant Units	10	one-bedroom (9); multiple bedroom (1) (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	7	5-one bedroom (market), 2-studio (affordable) vacant
After Hours Calls	9	Lock out, leaks, no hot water, washing machine malfunction.
Work Orders	138	Work orders are created for our staff to complete routine maintenance repairs
Purchase Orders	200	Purchase orders are for services, and materials required outside of the Housing Operations Department
Fire Inspections	0	
Annual Inspections	0	
Incident Reports	0	

Esprit Place Family Resource Centre

Emergency Shelter Services	October 2024	YTD
Number of women who stayed in shelter this month <i>This month's stats include women who were housed in a hotel</i>	0	31
Number of children who stayed in the shelter this month <i>This month's stats include women who were housed in a hotel</i>	0	14
Number of hours of direct service to women (shelter and counselling)	98	1239
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	-	-
Resident bed nights (women & children)	-	-
Phone interactions (crisis/support)	45	311

- Please note: Esprit Place closed for renovations mid April 2024. Statistics are reflective of minimum occupancy during closure preparations, but accurately reflect outreach and business day crisis line management.
- We are also currently housing 1 family of three, and 1 woman in two transitional housing units.

Transitional Support	October 2024	YTD
Number of women served this month	6	35
Number of NEW women registered in the program	1	17
Number of public ed/groups offered		0

Child Witness Program	October 2024	YTD
Number of children/women served this month	0	119
Number of NEW clients (mothers and children) registered in the program	0	11
Number of public ed/groups offered	0	2

MEETING MINUTES

Friday, December 20, 2024 at 10:00 AM



Board Meeting via Zoom Video Conference

Board Members Present:

Sharon Smith	Peter McIsaac
Ted Knight	Teri Brandt
Ted Collins	Jamie McGarvey
Gail Finsson	Rick Zanussi
Janice Bray	Tom Lundy
Irene Smit	Ryan Baptiste

Board Members Absent:

Joel Constable
Jerry Brandt
Teresa Hunt

Staff:

Tammy MacKenzie, CAO
JJ Blower, Communications Officer
Sylvia Roy, Director of Finance

1. **CALL MEETING TO ORDER:**
The meeting was called to order by Rick Zanussi at 10:00AM.
2. **TRADITIONAL LAND ACKNOWLEDGMENT.**
3. **DISCLOSURE OF PECUNIARY INTEREST.**
4. **APPROVAL OF AGENDA**

Resolution 24 12 01 **CARRIED**

Moved by Ted Knight

Seconded by Tom Lundy

“THAT the agenda of the Regular Meeting of the Board held on December 20, 2024 be approved as presented.”

5. **APPROVAL OF MINUTES:**

4.1 November 14, 2024

Resolution 24 12 02 **CARRIED**

Moved by Teri Brandt

Seconded by Sharon Smith

“THAT the Board meeting minutes of Thursday, November 14, 2024 be approved as presented.”

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

Mr. Zanussi thanked staff for their hard work in 2024 and highlighted some of the positive statistics in the CAO report.

7.2 Chief Administrative Officer

Ms. Mackenzie highlighted agenda item 11.4 under correspondence, which is a letter from the Ministry of Municipal Affairs and Housing (MMAH). This letter was sent to all Municipalities by MMAH. Upon review, it doesn't appear that our DSSAB will qualify for any funding. There is also a section about 'Last Chance Funding' which would assist with the completion of any current projects. We are not aware of any affordable housing currently underway. Ms. MacKenzie highlighted the importance of Municipalities encouraging affordable housing developments through their Official Plans.

Jamie McGarvey joined the meeting at 10:16am.

Ms. MacKenzie highlighted the Sponsor a Family Program which raised \$6660 in 2024, more than doubling funds raised through the same campaign last year. Ms. MacKenzie thanked the community for their generosity.

7.3 Director of Finance

Ms. Roy provided a verbal update. Members of the Senior Leadership Team provided the finance team with program budgets by November 30th, 2024 and the senior finance team has been diligently working on the 2025 Draft Operating and Capital Budget Package to present to the Board. There have been a lot of changes with the childcare budgets due to the new cost-based funding, which has taken time to develop new spreadsheets. A master budget template has been assembled and we are now at the point of putting it all together and completing an analysis to see if revisions need to be made.

Ms. Roy expressed that she was pleased with all of the help she's received from all DSSAB employees, especially the finance team during her onboarding. All setups have been complete on signing authorities, logins, bank accounts, visas, investments, software systems, MPAC, government reporting, etc.

The 2024 Audit has been tentatively scheduled for April 7-18, 2025. In January, the finance team will start completing working papers and reconciliations for the year-end audit. The plan for 2024 is to have the audit complete by June 30th, 2025.

An actuary has been hired for employee benefits in order to be compliant with Public Sector Accounting Standards, and they will start January 2025 for the 2024 audit.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 The Meadow View

A written report was presented by Ms. MacKenzie.

Discussion ensued around the implications of having families, and potentially children, living in the building. Ms. MacKenzie acknowledged that this has been considered and confirmed that any issues would be managed appropriately by the Housing team.

Resolution 24 12 03

CARRIED

Moved by Rick Zanussi

Seconded by Ryan Baptiste

“**THAT** the Board direct staff to remove the minimum age requirement for all market units at The Meadow View.”

9.2 Final Audit Management Letter

A written report was presented by Ms. Roy.

Jamie McGarvey left the meeting at 10:44am.

9.3 Value for Money Audit

A written report was presented by Ms. MacKenzie.

Resolution 24 12 04

CARRIED

Moved by Gail Finnson

Seconded by Irene Smit

“**WHEREAS** the Ministry of Education has mandated all CMSMs/DSSABs that directly operate child care centres retain independent advice (third-party services) and conduct a value-for money audit on their direct delivery of child care services by December 31, 2024; and

WHEREAS the Board directed staff on February 8, 2024 to partner with Kenora District Services Board and District of Rainy River Services Board to facilitate this ministry mandated third-party audit of Directly Operated Licensed Child Care.

THEREFORE BE IT RESOLVED THAT the Board now receive and approve the Value For Money Audit provided by MNP.”

9.4 Appointment of the Auditors for 2024

A written report was presented by Ms. Roy

Resolution 24 12 05

CARRIED

Moved by Janice Bray

Seconded by Tom Lundy

“**THAT** the Board appoints the firm of KPMG LLP as auditors for the District of Parry Sound Social Services Administration Board (DSSAB) for the year ended December 31st, 2024.”

9.5 Board Meeting Dates 2025

A list of Board Meeting dates for 2025 was provided for information.

10. IN-CAMERA: 0

11. CORRESPONDENCE.

11.1 NBPSDHU Overdose Report

11.2 Knowing Our Numbers – Northern Perspective

11.3 Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities
Husing Initiative (OPHI) Approval Letter

11. ADJOURNMENT.

Resolution 24 12 06

CARRIED

Moved by Peter McIsaac

Seconded by Ted Collins

“THAT the Board meeting now be adjourned at 11:00AM, and that the next regular meeting to be held Thursday, January 9, 2025 at the hour of 6:30 PM via Zoom Video Conference.”



Chief Administrative Officer's Report

January 2025

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

2024 OMSSA Policy Conference (December 4-5, 2024)

On December 4-5, 2024, I joined senior leaders from our organization and other human and public services from across Ontario at the Ontario Municipal Social Services Association (OMSSA) policy conference in Toronto. This conference provided the opportunity to bring human services leaders and policy experts, together with provincial leaders, stakeholder organizations, and other subject matter experts with the goal of discussing policy priorities into 2025 and beyond.

Over two days, the 2024 Policy Conference focused on strategic conversations about key issues such as: social services provision, supporting human services delivery, Indigenous women's safety, changing the narrative on homelessness, aging in place, building capacity in child care, employment service transformation, measuring the impact of municipal social services, person-centric systems, and much more.

Human Resources Update

The HR department had a busy last quarter of 2024 with recruitment, year-end reconciliations and finishing up our Indigenous allyship training with Kelly Brownbill. Employee response to the allyship training was exceptional, and we hope to continue this training journey moving forward.

We are also preparing for some employment legislation changes. Building on the previous five Working for Workers Acts, on November 27, the Ontario Government introduced Bill 229: Working for Workers Six Act, 2024, which proposes further changes to key employment legislation including, but not limited to, the ESA, OHSA, and WSIA.

This new legislation builds on previous efforts to enhance worker protections and promote a fair and inclusive work environment across the province. If passed, the Act will introduce the following amendments:

Employment Standards Act

- A 16-week parental leave for parents through adoption and surrogacy, which aligns with the upcoming federal changes to create employment insurance (EI) benefits for adoption, and
- A 27-week long-term illness leave for workers unable to work due to a serious medical illness as defined by a medical practitioner, such as Crohn's or cancer.

Occupational Health and Safety Improvements:

- New measures include stricter penalties for employers who violate health and safety regulations, with mandatory minimum fines of \$500,000 for corporations convicted of repeated offences within a two-year period.
- The Act also mandates properly fitting Personal Protective Equipment (PPE) for women in all sectors, aiming to bring more women into the trades.

Workplace Safety and Insurance Act:

- The Government aims to allocate \$400 million to enhance health and safety programs for employees and employers developed by the Workplace Safety and Insurance Board (WSIB), prioritizing mental health, preventative and chronic injury care and recovery.

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District November 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	3	2	1	4	17	27
Toddler (18-30M)	7	5	14	17	35	78
Preschool (30M-4Y)	16	14	16	32	47	125
# of Active Children	26	21	31	53	99	230

With the hiring of staff in the licensed programs, we have been able to enroll an additional 20 preschoolers. There will be a continuation of hiring staff into the new year with the intention of increasing enrollment to the operational capacity in the infant/toddler age groupings at the 4 licensed child care centres.

Staff have now been trained and certified in the Seeds of Empathy program and three centres have secured participants and begun the program with older preschool children, with the 4th centre beginning their program in January.

The HCCP offered a successful First Aid/CPR certification course to 17 existing home child care providers. There are currently 19 approved providers across the district.

All 5 child care programs have had successful annual Ministry of Education licensing inspections in October and November and have received clear licenses for 2025.

School Age Programs

November 2024

Location	Enrollment
Mapleridge After School	25
Mapleridge Before School	8
Mapleridge Summer Program	N/A
Sundridge Centennial After School	13
Home Child Care	19
# of Active Children	65

There is currently a school age staff position available at Sundridge Centennial that we are hoping to find a successful candidate in the new year.

**Inclusion Support Services
November 2024**

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	2	2	4	0	0	0
Toddler (18-30M)	6	4	10	21	4	0	0
Preschool (30M-4Y)	2	32	34	53	6	2	2
School Age (4Y+)	7	17	24	30	2	0	6
Monthly Total	15	55	70	-	12	2	8
YTD Total	21	87	-	108	43	42	52

Four Resource Consultants that are certified trainers for “Reaching In ... Reaching Out” facilitated four separate two-day training sessions for educators across the district in the months of October and November. This 12-hour training helps educators gain the skills needed to support their own well-being, resiliency and self-regulation while modelling and supporting the same behaviours with children under 8 years of age and their families.

The ISS team has benefited from in-services from the Income Stability and Support department, as well as Esprit Place Family Resource Centre with the goal of learning and sharing departmental resources while considering new ways of partnering to better support children and families.

**EarlyON Child and Family Programs
November 2024**

Activity	November 2024	YTD
Number of child visits	983	10,565
Number of adult visits	793	8,266
Number of Virtual Programming Events	8	100
Number of Engagements through Social Media	1,076	8,409
Number of Views through Social Media	14,475	154,960

EarlyON is thrilled to announce that they have expanded the Moms to Moms program to South River and Burk’s Falls. This program is offered weekly and supports new moms in connecting with others in their communities and works with community partners in providing support and resources on post partum recovery and other topics of special interest.

The Resource Facilitators attended three workshops offered by the Sound Youth Counselling Program; De-escalation: Supporting Community, Self, and Colleagues; Trauma: Supporting Children and Families; and Avoiding Burn-Out: Building a Practice of Self-Compassion.

EarlyON would like to extend a thank you to the Bethal Pentecostal Church in Sundridge for expanding the days of operation to allow us to move the EarlyON program from the South River hub while it undergoes remediation from the recent flood.



Child Care Service Management Update

Cost-Based Allocation – 2025 Funding Formula

The child care service management team has been working to prepare for the implementation of the new Cost-Based Allocation funding formula that takes effect on January 1, 2025.

Cost-based funding provides support for operating costs for licensees participating in CWELCC (Canada Wide Early Learning Child Care program) for the delivery of child care to children aged 0-5 years. Cost-based funding is guided by the following principles:

Transparent: Clear and consistent approach, both locally and across CMSMs/DSSABs so that licensees know what to expect from CMSMs/DSSABs.

Representative: Funding is responsive to how child care is delivered in Ontario and based on the true costs of providing child care to eligible children.

Simple: Easy to understand with minimal administrative burden.

Accountable: Cost control structures and safeguards ensure accountability for and equitable distribution of public funding.

To achieve balance towards realizing these principles, cost-based funding allocations to licensees will include benchmark-based allocations with adjustment factors to account for geographic variances, growth top-ups for new spaces or top-ups for existing licensees whose cost structures exceed their benchmark allocations and amounts in lieu of profit and surplus.

To ensure cost containment and the proper use of public funds, CMSMs/DSSABs will be required to reconcile funding allocated to licensees with their actual eligible costs at the end of the year, select licensees subject to Direct Engagements to Report on Compliance, and perform cost reviews of the most disproportionately high top-up allocations, among other measures.

Local Priorities

As part of the new child care funding approach, starting 2025, CMSMs/DSSABs will receive local priorities allocations to support child care programs as follows:

General operating grants (for ages 6-12);

Wage Enhancement Grant (WEG)/Home Child Care Enhancement Grant (HCCEG) and CWELCC wage enhancements, including those under the Workforce Strategy (for ages 6-12);

Workforce Strategy – Professional Learning (for ages 0-12);

Fee subsidies (for ages 0-12);

Special needs resourcing (for ages 0-12);

Capacity building (for ages 0-12); and

Claims-based funding: Small Water Works and Territory without Municipal Organization (for ages 0-12).

Effective January 1, 2025, along with implementation of the new, cost-based funding approach, base fees for child care in CWELCC-enrolled programs will be capped at a maximum of \$22 per day for eligible children.

Child Care Service Management Update

Cost-Based Allocation – 2025 Funding Formula...continued

The following rules will apply once the amended regulation is in effect:

CWELCC-enrolled programs charging more than \$22 per day for eligible children must reduce fees to \$22 per day;

CWELCC-enrolled programs charging \$22 per day or less for eligible children must maintain current fees (as of December 31, 2024); and

New programs enrolling in CWELCC in 2025 must set base fees in accordance with specific amounts set out in the regulation.

Please note that programs that are NOT enrolled in CWELCC may continue to set their own parent fees.

Funding Sources for District Wide Childcare Spaces—November 2024

Active	# of Children	# of Families
CWELCC*	54	52
CWELCC Full Fee	201	199
Extended Day Fee Subsidy	3	3
Fee Subsidy	35	27
Full Fee	28	26
Ontario Works	1	1
Total	322	308

*CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - New	# of Children	# of Families
CWELCC	1	1
CWELCC Full Fee	8	8
Fee Subsidy	2	1
Ontario Works	0	0
Total	11	10

Exits	# of Children	# of Families
CWELCC	0	0
Fee Subsidy	0	0
CWELCC Full Fee	0	0
Full Fee	0	0
Total	0	0

Child Care Service Management Update

Quality Assurance

With the ongoing constraints in the retention and recruitment of Early Childhood Educators we feel it is important to focus on the value and importance of educators who are currently working in the field of early childhood education. This year a strong focus has been directed at providing ongoing professional training opportunities and purchasing resources to support educators with the ongoing staffing crisis that has led to burnout and to support less experienced educators who are now working in the field.

This fall a total of four professional learning sessions were offered to all child care educators in both the east and west District of Parry Sound. There were two sessions held on each side of the district to meet the needs of educators travelling from various locations and to provide more opportunities for programs to send multiple staff. The PSDSSAB Inclusion Support Services team provided the RIRO-Reaching In, Reaching Out training. This 2-day program is designed to teach child care and early learning staff resiliency skills to help them respond instead of reacting to challenging situations. This evidence-based program helps to strengthen well-being and resilience in adults and children through role modelling and relationships. The training was a success servicing 46 educators from most of the child care programs in our district. In addition, self-regulation kits are being designed to continue to support both the educators and children in the importance of understanding and promoting ways to manage and cope with stress in the learning environment.

We continue to build the early learning Padlet of resources through purchasing resources to meet both the personal and professional needs of educators and leaders working in the child care programs in the District of Parry Sound. This lending library holds many resources to support child care teams from the early learning environment to team building and leadership as well as Indigenous programming and children's literacy. In addition, there are resources to support the importance of healthy eating, mental health, communication, partnerships and much more.

We are happy to announce that many programs have accessed the Play Based Materials and Equipment Funding to assist in enriching their indoor and outdoor learning environments with open-ended materials to promote opportunities for exploration and discovery. These new materials and equipment will greatly assist in providing a more stimulating environment and will help to increase the overall quality of play and learning.

As we move into 2025, we will continue to provide opportunities for professional growth as well as provide ongoing support to programs to ensure we are offering children and families in our community high quality child care.

Income Support & Stability Divisional Update

Employment Services Transformation

With March 1st and full implementation of the EST model right around the corner, there has been a flurry of activity in the lead up. On November 7th, we hosted a division wide meeting to present to staff the upcoming changes, our performance outcomes and give a high-level overview of the Common Assessment and Action Plan. We completed and submitted to MCCSS and our SSM, our Client Transition Plan. The Director of Income Support & Stability continues to meet monthly with the OW Working Group led by College Boreal. We have had 2 very productive meetings with our Employment Ontario Service Providers across the district to support the shift towards Integrated Employment Services (IES). These meetings will continue as we prepare for life post-implementation. We have initiated 2 Working Groups with staff to support implementation. One focuses on the shift from Employment Related Expenses to Participation Benefits and the other on the implementation of the Common Assessment. On December 2nd, we received access to the Common Assessment and Action Plan in SAMS. On December 9th, the Director of Income Support & Stability attended a Focus Group at YES Employment in North Bay along with Nipissing DSSAB. The focus group was led by College Boreal and focused on Employment Ontario Providers common knowledge of the new model.

Centralized Intake Expansion-Ontario Works Intake Unit (OWIU)

In December, the IBAU underwent a name change and is now known as the Ontario Works Intake Unit. This coincides with the further expansion of Centralized Intake. On December 16th, 10 more municipalities were added to the full expansion in December. 27 municipalities and DSSAB's (including our DSSAB, which will occur January 27th, 2025) remain to be implemented, which will occur throughout 2025. The ministry will engage all local offices in this process from the beginning of the onboarding process.

Broadway Transitional Unit

Our transitional housing program in East Parry Sound remains at capacity with participants selected and prioritized from our By Name List. ISN's are coordinating wraparound supports for participants with the goal of finding stable housing. We will be expanding the program in January, when the Income Support & Stability program takes over one of the transitional housing units Esprit was using during the renovation in West Parry Sound.

Income Support & Stability Divisional Update

Canadian Alliance for Ending Homelessness Conference in Ottawa

From October 29th to the 31st, members of the Income Support & Stability team attended the CAEH National Conference on Ending Homelessness in Ottawa. The 3 day event included inspiring stories from people with lived experience with homelessness, a keynote address from Olympic Gold Medalist Jennifer Botterill, updates from federal and provincial governments and from Iain De Jong, CEO and President of OrgCode Consulting about encampment response and service provider self care.



Case Notes and Professional Writing Training

In October, we partnered with Esprit to bring in Kirby Steinhoff, trainer through OMSSA, conduct a workshop on Case Notes and Professional Writing. The training was attended by all ISN's and Esprit staff and sparked many good discussions and things to take back. This training is very beneficial as we continue to enhance our level of coordination and referrals with our Community Partners, to provide person centered supports.

Income Support & Stability Divisional Update

Community Engagement

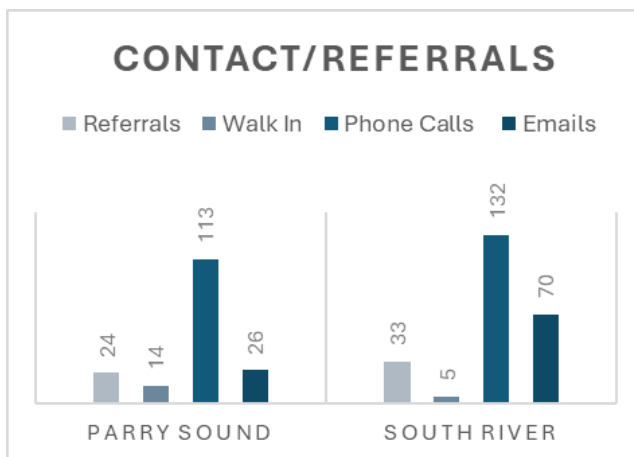
Income Support & Stability team members have been busy across the district attending various meetings and attending various locations:

- YMCA of Simcoe-Muskoka has started welcoming our ISN's every Thursday as we prepare for EST and Integrated Employment Services. Our South River team will be attending our partner sites at Employment North and Agilec beginning in January 2025
- The South River office hosted the Almaguin Highlands Community Partners meeting in October. Several staff attended this meeting.
- The Director of Income Support & Stability attended the AMO Knowledge Exchange on Community and Supportive Housing in Toronto in October
- The Director of Income Support & Stability has continued to meet monthly with the Age Friendly Community Group
- Our South River ISN's attended a Youth Seminar at Employment North in South River to discuss the supports and services our program offers.
- Our Program Lead in the Parry Sound Office attended the Interagency meeting hosted by the Parry Sound Public Library
- Throughout November, ISN's in Parry Sound attended lunch programs at various churches in town and continue visits to the NPLC's in the district.
- ISN's in in East Parry Sound attended the Community Kitchen run by Women's Own at various locations in East Parry Sound.

Income Support and Stability Program Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in achieving and maintain life stabilization goals.

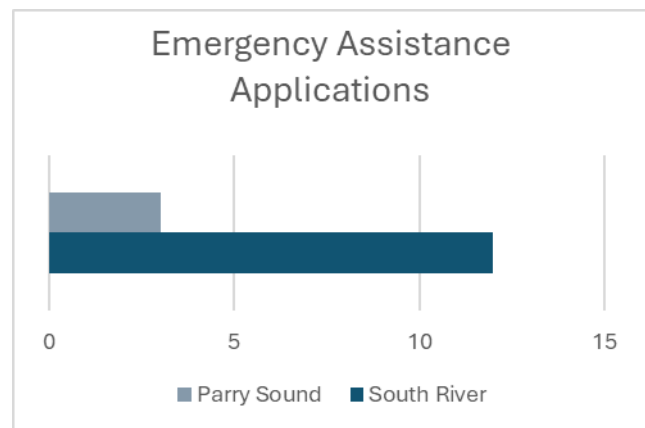
Contact / Referrals – August 2024

The data collected is initial contact made with a client to determine eligibility for on going support. This includes ongoing Housing Stability and Ontario Works cases.



Emergency Assistance Applications – August 2024

An application can be created when the applicant is not currently in receipt of social assistance, or not serving a period of ineligibility. Administrator also must be satisfied the applicant to the best of their ability made a reasonable effort to access other resources.



Income Support & Stability Divisional Update

Client Referrals

Clients who identify as experiencing homelessness, or at immediate risk of homelessness.

November 2024	East	West	YTD
Homeless	0	3	40
At Risk	1	2	83
Program Total			123
Esprit In Shelter Clients calculated in			
Esprit In Shelter		1	3
Esprit Outreach Homelessness	0	0	0
Esprit Outreach At Risk	0	0	0

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
November 2024	13	16

Household Income Sources and Issuance from Housing Prevention Programs Funding (HPP):

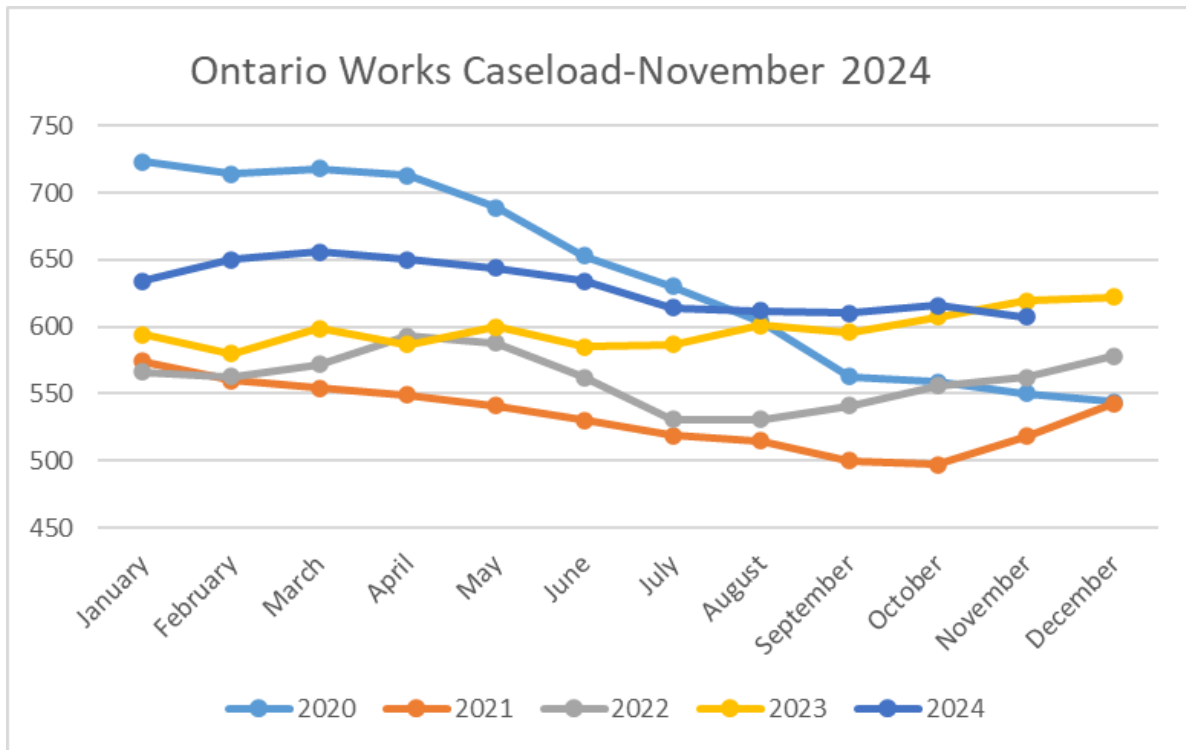
November 2024 Income Source	Total	HPP
Senior	4	\$7,256.30
ODSP	15	\$9,686.32
Ontario Works	15	\$9,405.10
Low Income	2	\$7,005.65

November 2024 Reason for Issue	Total
Rental Arrears	\$4,333.15
Utilities/Firewood	\$7,256.30
Food/Household/Misc	\$21,763.92
Total	\$33,353.37

Income Support & Stability Divisional Update

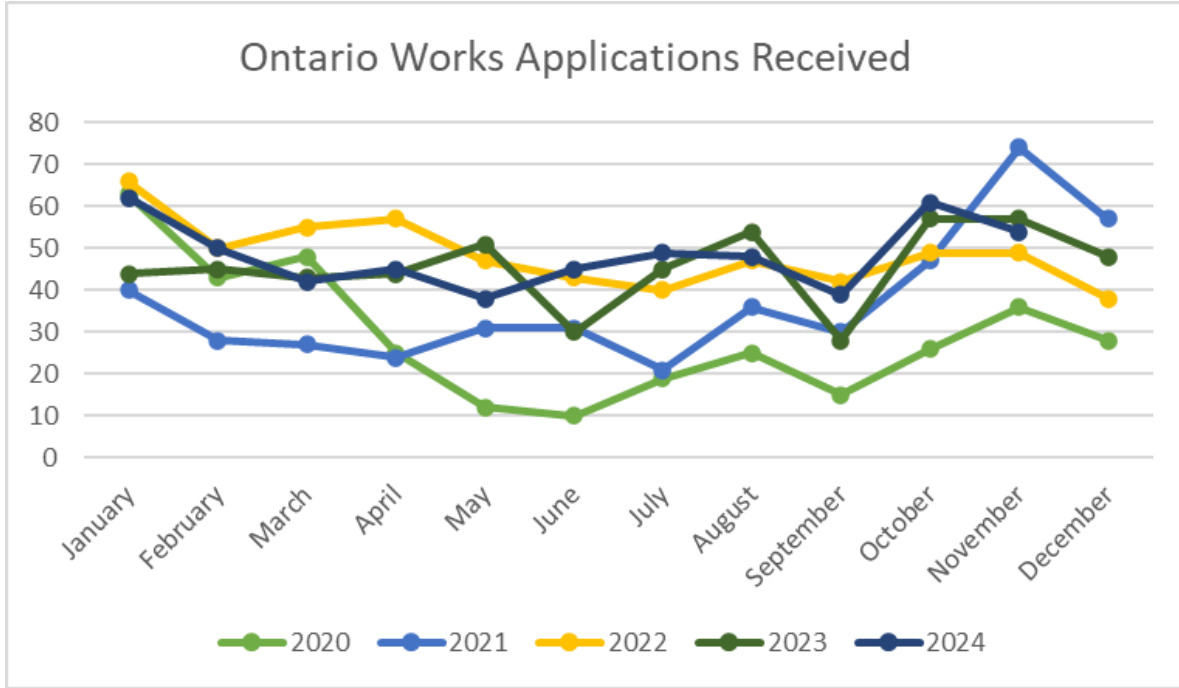
By-Name List Data November 30, 2024

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access. We have 60% of all those that have been active on our By Name List.

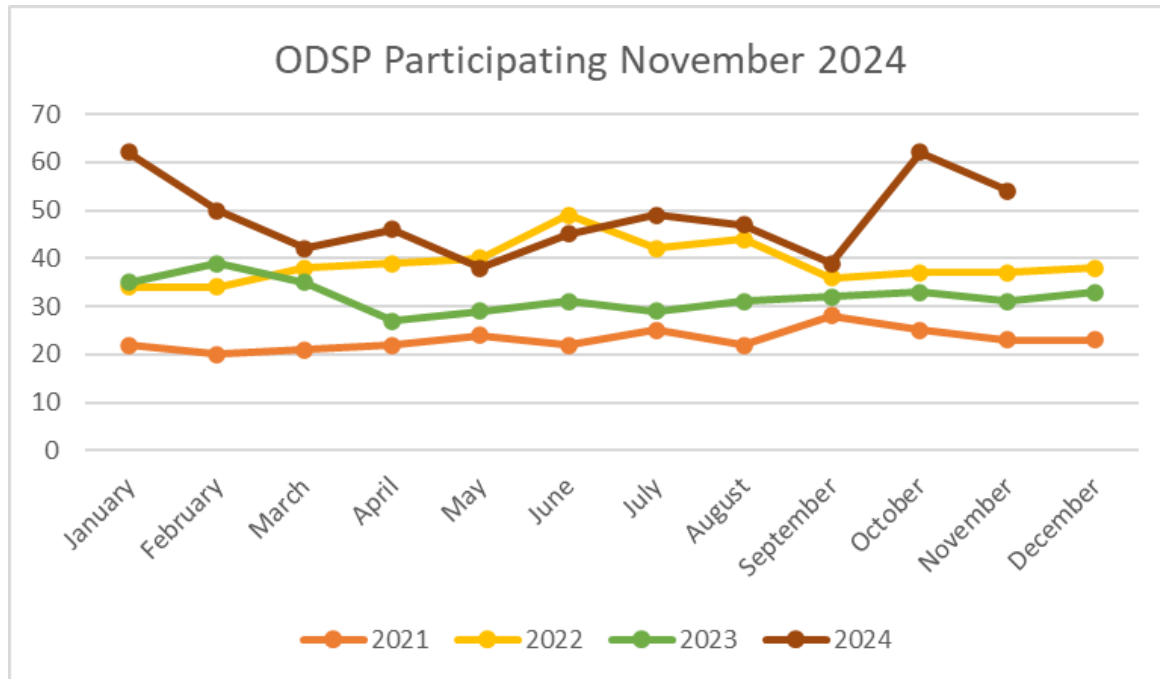


Income Support & Stability Divisional Update

Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office
 Ontario Works Applications Received



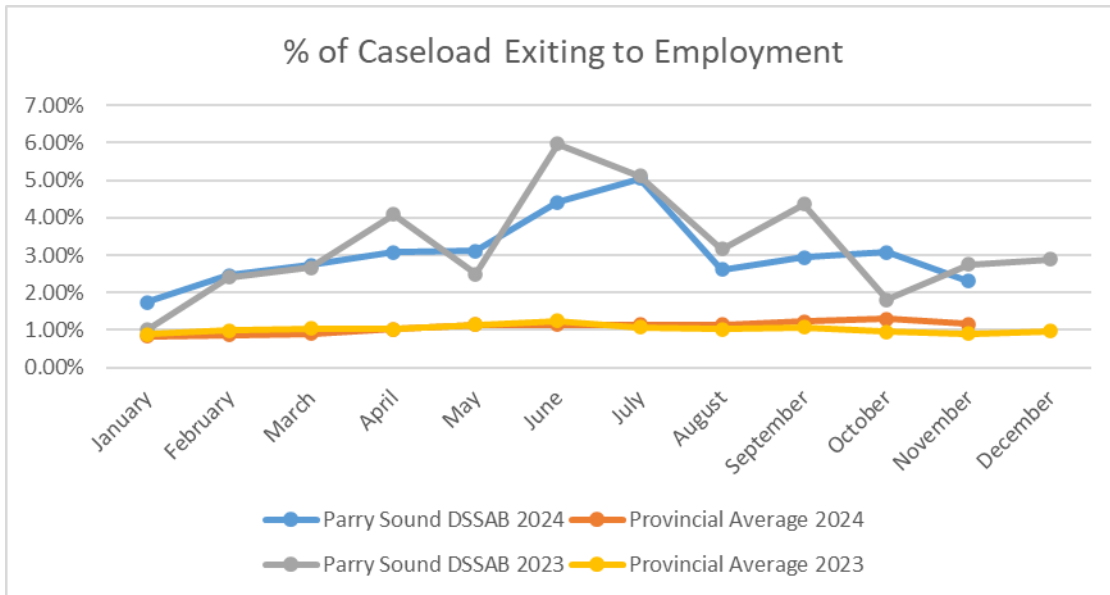
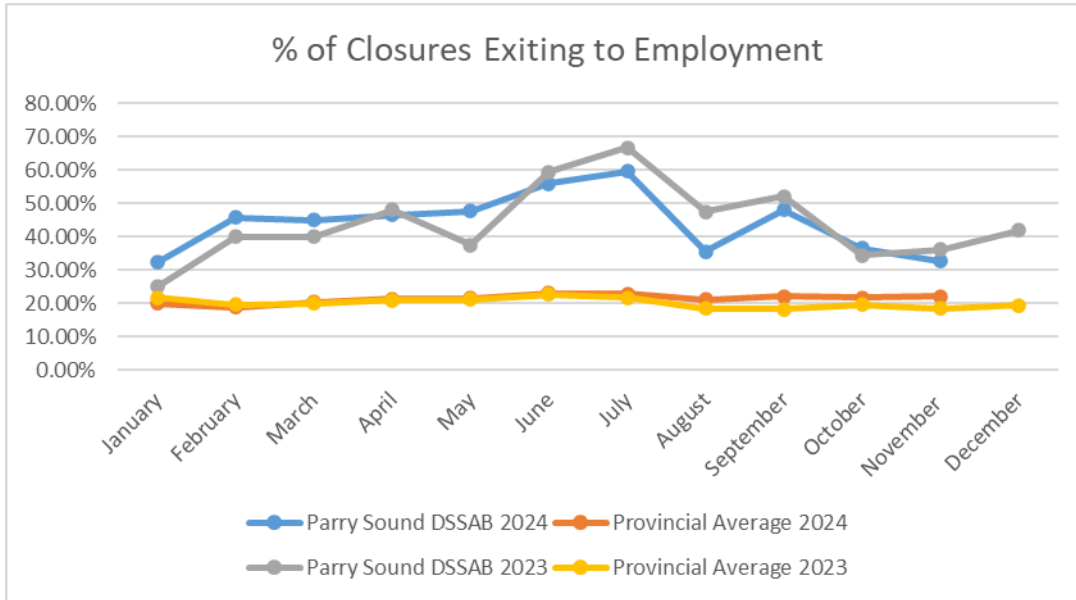
ODSP Participants in Ontario Works Employment Assistance



Income Support & Stability Divisional Update

The OW Caseload continues to remain static at 607. We are supporting 40 ODSP participants in our Employment Assistance program. We also have 61 Temporary Care Assistance cases. We received 54 Ontario Works Applications, 48 (82%) of which were through SADA and managed through IBAU in November.

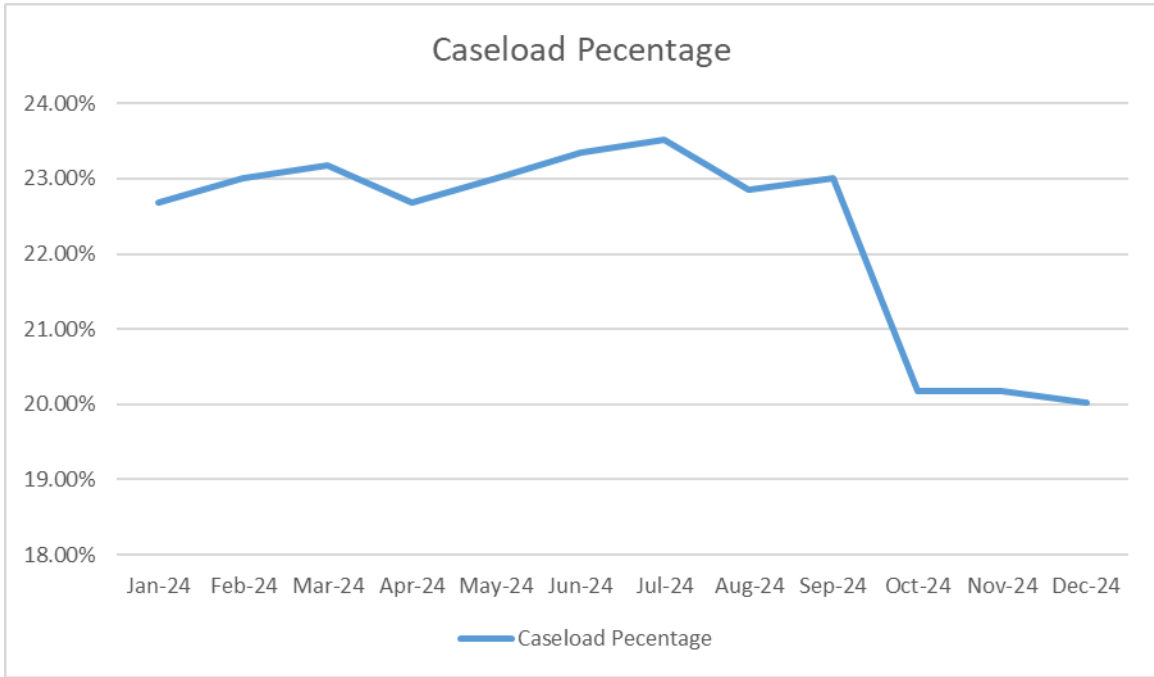
Employment Assistance & Performance Outcomes



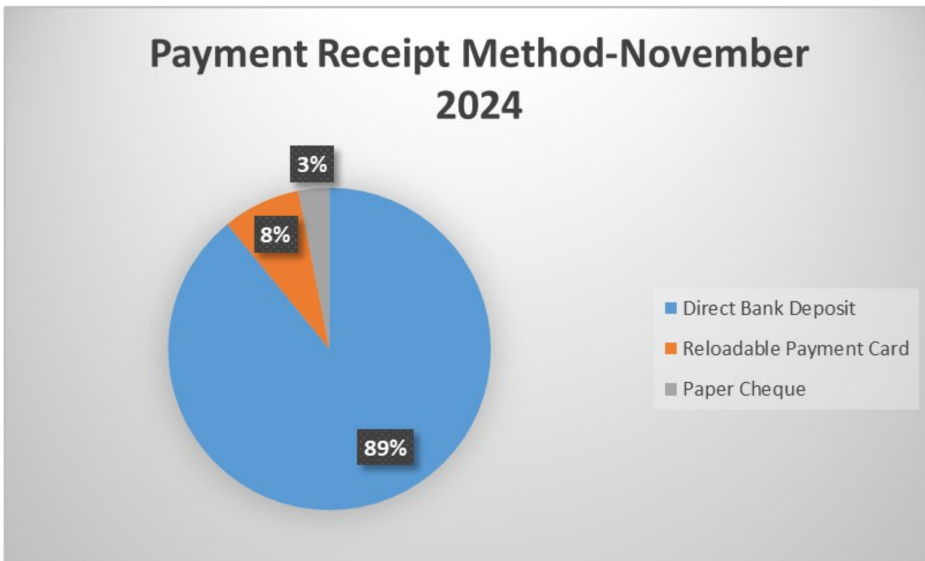
As the snow takes hold across the district, we continue to maintain our performance in exits to employment.

Income Support & Stability Divisional Update

MyBenefits Enrollment 2024



DBD Enrollment



With the Canada Post Strike beginning in November, we were able to shift even more folks away paper cheques to ensure timely receipt of their financial assistance. ISN's worked with those unable to make the shift to ensure they received their payment through pick up or drop off.

Housing Programs

**Social Housing Centralized Waitlist Report
November 2024**

	East Parry Sound	West Parry Sound	Total
Seniors	48	132	180
Families	133	467	600
Individuals	481	150	631
Total	662	749	1411
Total Waitlist Unduplicated			393

**Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison
Applications and Households Housing from the CWL**

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar	7		3	3	
Apr	11		17	6		Apr	10	1	7		
May	13	2	9	2		May	4	1	5	1	
June	9	1	2	1		June	1		15	3	
July	5	1	5	1		July	9	1	19		
Aug	14	1	3	1		Aug	9	1	21		
Sept	12		4			Sept	6		16	2	
Oct	8	1	1	4	2	Oct	6		9	4	
Nov	12		3			Nov	10	1	17	3	
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	70	5	125	18	

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs had a busy fourth quarter. We had various training courses wrap up and are gearing up for new training opportunities. Some of our team will be continuing with excel training, and others will be starting out on Microsoft word training. These trainings will assist us in our daily activities. We're also looking forward to a Special Priority Guide training being offered by the Ministry of Municipal Affairs and Housing. This training guide will assist those of us who review and approve special priority applications and will be based off the Special Priority Policy Guide for Rent-Geared-to-Income Assistance released earlier this year.

We've also recently had four housing providers complete projects where COCHI (Canada Ontario Communities Initiative) and OPHI (Ontario Priorities Housing Initiative) funding was used. The projects included repairs such as new windows and shingles, replacement of siding and ceiling tiles, repairing and replacing walkways and retaining walls, and upgrading bathrooms. In total we were able to provide \$587550.00 to the providers to maintain their social housing stock. We were also able to assist our housing providers with a support services position under our tenant services department. This position provided tenant education to tenants with all four social housing providers in our district.

Our team was pleased to receive the announcement that COHB (Canada Ontario Housing Benefit) funding was open for new application submissions. This program allows clients to remain in their existing rentals while receiving a subsidy to assist with housing costs. To date, we have been able to assist 15 clients, and hope to be able to submit more applications in the new year.

We had the opportunity to attend a second board meeting at Golden Sunshine Municipal Non-Profit in November. While there, we continued our conversation around service agreements and financial plans. We will be continuing these discussions with our other Non-Profit boards in the new year.

The Canada Post mail strike caused a shift in our operations, as we send many letters to waitlist and affordable applicants, those applying for special funding and tenants of three of our housing providers. We have been able to utilize email to communicate, as well as get on the road. This has been a great opportunity to build face to face connections with our clients.

So far, in 2024 we have seen a decrease in both regular and special priority applications to the centralized waitlist. We saw an increase to cancellations, and our housed will be slightly higher than 2023. In the month of November, there were ten new applications, with one being an approved special priority applicant. There were three applicants housed from the waitlist. We also saw 17 cancelled applications for various reasons, such as requests to be removed, and no contact.

**Parry Sound District Housing Corporation
November 2024**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	3	32
Move in	2	34
L1/L2 forms	0	4
N4 - notice of eviction for non payment of rent	3	7
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	9
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	2	53
No Trespass Order	0	4
Tenant Home Visits	26	357
Mediation/Negotiation/Referrals	18	169
Tenant Engagements/Education	18	60

Tenant Services Update

The fall was a very busy time for Tenant Services, supporting tenants in trying to get accounts set up in the tenant portal, and with the Scotia bank account closing this was an important time to help tenants sort out paying their rent without the ability to make bank bill payment transfers any longer. Many tenants are now using the portal successfully now, with a majority preferring to sign permission for us to automatically withdraw their rent funds each month. This combined with the cheque scanning recently implemented should make a significant difference in rental payments being received into our bank on time!

Tenant Services has again hit the road with educational activities at all our buildings, and also delivered little holiday bags filled with treats to each and every family unit. The holiday educational included building a wreath for hanging on unit doors, and a mental health during the winter months handout with a personal fillable self care plan.



(permission obtained for the use of photos)

Maintenance and Capital Report October, November and December 2024

In October the Maintenance team solidified the snow removal contracts both East and West, this includes both the DSSAB owned buildings along with The Meadow View and the Parry Sound District Housing Stock. We did not see a significant increase from last year.

Also in October, Supervisors and Directors attended the Creating a Person-Centered Workplace Culture training. It was discussed within this training that there are 5 dimensions of leadership: Front, Field, Beside, Behind and Within. Various coaching skills were revisited.

The Housing Operations Team said goodbye to the Maintenance Community Relations Worker in November, posting filled in December with an internal employee to start January 6th, 2025, in the South River office.

In December some of the Maintenance team attended the Building Show at the Toronto Convention Centre. This was a jam-packed conference to include specific workshops, along with reviewing the latest building trends and technologies.

In Capital Projects the Housing Operations Department began work on the walkways, ramp, outdoor lighting, additional security cameras and retaining walls at one of the buildings in Parry Sound. Funding was received from the Canada-Ontario Community Housing Initiative to complete this project. Project completed early December 2024.

Window replacement installation began late August for the 6 storey seniors building located in Parry Sound. Funding was received from Ontario Priorities Housing Initiative for a portion of the project. Estimated completion is mid January 2025.

Routine inspections of two-family units (1-East, 1-West) presented concerns with mould, and a breach in asbestos materials. This led to a displacement of tenants while remediation, and abatement occurs.

A leak from a waste pipe within a wall in a unit led to an abatement of breached asbestos containing material, along with necessary plumbing repairs. The tenant was permanently transferred to a vacant unit within the building.

**Maintenance and Capital Report
October, November and December 2024...continued**

The extensive renovation at the DSSAB’s Women’s Shelter continued throughout October, November and December. Hand over of the building is scheduled for December 20th. Funding was received for the completion of this project by the Social Services Relief Fund.

A faulty water filtration system filter gave way in November, within the South River Administration Office. Unfortunately, this happened over a weekend, and substantial water flooded some areas of the building. As a result, the reception area was temporarily displaced to the board room. Remediation and repairs are anticipated to be complete by mid January 2025.

Housing Services Corporation has been contracted to organize the replacement of a load barring retaining wall. Tendering will be initiated early 2025.

**Property Maintenance
November 2024**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 2 units treated for bedbugs
Vacant Units	11	one-bedroom (8); multiple bedroom (3) (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	5	4 one-bedroom markets, and 1 studio affordable unit are vacant
After Hours Calls	4	Leak, heater not working, DSSAB building flood, smoke detector-batteries
Work Orders	115	Work orders are created for our staff to complete routine maintenance repairs
Purchase orders	189	Purchase Orders are for services, and materials required outside of the Housing Operations Department
Fire Inspections	0	
Annual Inspections	0	Hurononia Fire Safety Inspections completed for 50 unit building
Incident Reports	0	

Esprit Place Family Resource Centre

November 2024

Please note: Esprit Place closed for renovations mid April, statistics are reflective of minimum occupancy during closure preparations, but accurately reflect outreach and business day crisis line management.

We are also currently housing 1 family of 3, and 1 woman in 2 transitional housing units.

Emergency Shelter Services	November 2024	YTD
Number of women who stayed in shelter this month <i>This month's stats include women who were housed in a hotel</i>	0	31
Number of children who stayed in the shelter this month <i>This month's stats include dependents who were housed in a hotel</i>	0	14
Number of hours of direct service to women (shelter and counselling)	183	1422
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	-	-
Resident bed nights (women & children)	-	-
Phone interactions (crisis/support)	31	342

Transitional Support	November 2024	YTD
Number of women served this month	6	41
Number of NEW women registered in the program	0	17
Number of public ed/groups offered	1	1

Child Witness Program	November 2024	YTD
Number of children/women served this month	5	126
Number of NEW clients (mothers and children) registered in the program	0	11
Number of public ed/groups offered	1	3

Esprit Place renovations are now complete with building reopening expected early 2025. We are excited to reopen with a refreshed building and an updated program delivery model. Recruitment is now underway to ensure proper staffing levels are in place when we welcome women and children fleeing violence back into our residential program. Transitional housing support, Children's Voices programming and Outreach programming have continued throughout the closure. We have also continued to answer crisis calls and respond to requests for support from women and families in our communities.

Our holiday fundraising campaign has been very successful once again this year, and we have also received donations of filled shoeboxes for women and children. The Paramedic Service has also donated toys from their toy drive to support our families throughout the entire district.

Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024
Total Page Followers	626	642	657	671	677	682
Post Reach this Period (# of people who saw post)	5510	6261	5343	2332	3032	2421
Post Engagement this Period (# of reactions, comments, shares)	609	512	380	365	257	59

Facebook -Esprit Place Family Resource Centre	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	DEC 2024
Total Page Followers	192	193	196	198	199	214
Post Reach this Period (# of people who saw post)	421	526	1782	275	124	3304
Post Engagement this Period (# of reactions, comments, shares)	102	26	91	32	11	119

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	DEC 2024
Total Followers	474	478	485	488	492	503
Search Appearances (in last 7 days)	178	226	184	90	64	52
Total Page Views	26	26	26	84	69	50
Post Impressions	1089	1251	1241	243	154	1416
Total Unique Visitors	15	11	13	41	38	14

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	DEC 2024
Total Followers	74	83	85	93	93	97
# of accumulated posts	23	25	27	36	37	59

ACCOUNTS PAYABLE



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

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Barb Cribbett, Interim Treasurer
Date: February 10, 2025
Re: Accounts Payable Listing Correction

Please be advised that 2 posting corrections has been made to the TD Visa payment on Page 3 of the February 18th Accounts Payable Listing. A credit is listed to Google for \$6,200.78. There was no credit received from Google and this has been corrected. This entry of \$6,200.78 should have been a balancing entry to the bank reflecting an interim payment required as the credit card maximum had been reached before the statement date. As part of the overall correction to the bank, the debit of \$3,000 described as a payment has also been reversed.

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

Date Printed
02/10/2025 9:05 AM

Batch: 2024-00244 to 2025-00026

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37539 Dec. 6 Inv.	01/08/2025 Accrual	Parry Sound Ambulance 16-205 - Fire - Ambulance Dispr	fire dispatch for 2024	3,934.92	3,934.92
37540 174952	01/08/2025	Bell Canada - Public Access 16-787 - Recreation - Public Paj 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Pay Telephone - Dec. 29 - < HST Tax Code HST Tax Code	50.88 5.62 6.50 NL	56.50
37541 Jan 2025	01/08/2025	Bell Mobility 16-212 - Fire - Radio Tower & Ai 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Fire Tower HST Tax Code HST Tax Code	119.77 13.23 15.30 NL	133.00
37542 3817122413510 3820122410470	01/08/2025 Accrual Accrual	Minister of Finance-Policing 16-274 - Policing Levy 16-274 - Policing Levy	October Policing November Policing	34,007.00 34,007.00	34,007.00 34,007.00
				Payment Total:	68,014.00
37543 76042	01/08/2025	Good Roads 16-103 - Admin - Membership/S 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	2025 Municipal Membership HST Tax Code HST Tax Code	864.56 95.50 110.45 NL	960.06
37544 2025 EDA	01/08/2025	Scott Nash 16-093 - Council- Electronic De\	2025 Electronic Device Allo	600.00	600.00
37545 70460	01/15/2025	Minister Of Finance 16-845-3 - Land Use permit 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Gooseneck Lk Parking 2025 HST Tax Code HST Tax Code	93.43 10.32 11.94 NL	103.75
37546 Jan. 6/25	01/15/2025 Accrual	Kathy Whitman 16-271 - Defibrillator Expense	Dec. emerg. plan/training lu	75.00	75.00
37547 Nov 28/24	01/15/2025 Accrual	Peter McEwen 16-302 - Roads-Office-Wages/B	licence fees	137.50	137.50
37548 15446913	01/15/2025	ULINE 16-113 - Admin - Office Equipms 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	leather chair - conference < HST Tax Code HST Tax Code	328.18 36.25 41.93 NL	364.43
37549 31	01/15/2025 Accrual	Hillarie Klass 19-114 - Health & Safety Policy 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	Review, revise & develop H HST Tax Code HST Tax Code	3,533.17 211.83 245.00 NL	3,745.00
37550 10188 10208	01/15/2025 Accrual	Blitz Electric 16-777 - Municipal Building Mair 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non 16-334 - Garage - Building Main 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non	supplies HST Tax Code HST Tax Code service call HST Tax Code HST Tax Code	1,431.09 158.07 182.82 NL 176.49 19.50 22.55 NL	1,589.16 195.99
				Payment Total:	1,785.15
37551	01/15/2025	O'Rourke Auto Electric &			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
17957		16-778 - Water Maintenance	supplies	1,524.37	
		11-210-2 - A/R HST Receivable	HST Tax Code	168.37	
		99-999-1 - HST (Statistical) Non	HST Tax Code	194.74 NL	1,692.74
37552	01/22/2025	Parry Sound Appliance Service			
1369	Accrual	16-222-1 - Fire-Turnout/Repair/	repairs and maintenance	159.95	159.95
37553	01/22/2025	Centennial Contracting Limited			
001	Accrual	19-352-2 - Maple Island Bridge I	guard rails for MI bridge	18,532.96	
		19-352-1 - Farleys Road Bridge	guard rails for Farleys Roac	33,319.71	
		11-210-2 - A/R HST Receivable	HST Tax Code	5,727.33	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6,624.25 NL	57,580.00
37554	01/22/2025	O'Rourke Auto Electric &			
17983		16-316 - Garage - Miscellaneous	supplies	267.63	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.56	
		99-999-1 - HST (Statistical) Non	HST Tax Code	34.19 NL	297.19
37555	01/22/2025	Generations Effect			
20250116-01		15-507-8 - Grant - Invasive Spec	Invasive Species Presentati	385.00	385.00
37556	01/28/2025	Catalis Technologies Canada			
INV308339872		16-103 - Admin - Membership/S	Website Maintenance - SA/	7,094.33	
		11-210-2 - A/R HST Receivable	HST Tax Code	783.60	
		99-999-1 - HST (Statistical) Non	HST Tax Code	906.31 NL	7,877.93
37557	01/28/2025	Federation Of Canadian			
INV-43145		16-103 - Admin - Membership/S	2025 - 2026 Membership	471.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	52.07	
		99-999-1 - HST (Statistical) Non	HST Tax Code	60.23 NL	523.50
37558	01/28/2025	O'Rourke Auto Electric &			
18009		16-778 - Water Maintenance	parts and labour	673.51	
		11-210-2 - A/R HST Receivable	HST Tax Code	74.39	
		99-999-1 - HST (Statistical) Non	HST Tax Code	86.04 NL	747.90
37559	01/28/2025	James McMurdo			
644263		16-092 - Council - Miscellaneous	Lunch - council meeting Jar	150.00	150.00
37560	01/28/2025	ULINE			
15535493		16-113 - Admin - Office Equipm	office chair	1,525.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	168.54	
		99-999-1 - HST (Statistical) Non	HST Tax Code	194.93 NL	1,694.39
				Total Computer Cheque:	151,017.91

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-058	12/27/2024	TD Visa			
Nov 2024 DC		16-452 - York Landfill - Maintena	Huntsville Home Hardware	111.87	
		16-262 - Station 2 - Internet	Starlink	142.47	
		16-404 - 2017 Freightliner Singl	Muskoka Millwrighting	50.88	
		19-714-4 - Street Light Comunit	Amazon	284.92	
		16-118 - Admin - Financial Expe	Annual Cash Back credit	-107.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	65.18	
		99-999-1 - HST (Statistical) Non	HST Tax Code	75.39 NL	548.24

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-059	12/27/2024	TD Visa			
Dec Visa DC		16-262 - Station 2 - Internet	Starlink	142.46	
		16-702 - Dunchurch Hall - Suppl	Dollar Tree	32.14	
		16-702 - Dunchurch Hall - Suppl	Walmart	9.91	
		16-702 - Dunchurch Hall - Suppl	Walmart	63.41	
		16-843 - Planning & Developme	Onland	24.07	
		16-843 - Planning & Developme	Onland	9.45	
		16-790 - Recreation Cmttee-Pro	Onland	763.20	
		16-092 - Council - Miscellaneou:	Sobeys	112.92	
		16-777 - Municipal Building Mair	Canadian Tire	51.85	
		16-703 - Dunchurch Hall - Bid M	North Bay Blinds	45.79	
		16-703 - Dunchurch Hall - Bid M	North Bay Blinds	-0.01	
		11-210-2 - A/R HST Receivable	HST Tax Code	130.60	
		99-999-1 - HST (Statistical) Non	HST Tax Code	151.05 NL	1,385.79
OB-060	12/27/2024	TD Visa			
Dec Visa WS		16-123 - Admin - Volunteer Appi	Dollarama	52.92	
		16-123 - Admin - Volunteer Appi	Dollarama (\$9 paid in cash)	-9.00	
		16-123 - Admin - Volunteer Appi	Shopper's Drug Mart	150.00	
		16-123 - Admin - Volunteer Appi	Canadian Tire	114.08	
		16-123 - Admin - Volunteer Appi	Walmart	93.38	
		16-790 - Recreation Cmttee-Pro	Costco	164.97	
		16-790 - Recreation Cmttee-Pro	Costco	54.76	
		16-790 - Recreation Cmttee-Pro	Costco	6.11	
		16-790 - Recreation Cmttee-Pro	Costco	48.99	
		16-108 - Admin - Advertising	Municipal World - Recruiter	483.36	
		16-108 - Admin - Advertising	AMCTO - Treasurer positior	690.95	
		16-790 - Recreation Cmttee-Pro	Canadian Tire	776.01	
		16-115 - Admin - Computer Sup	Brother	108.31	
		16-101 - Admin- Benefits	Shopper's Drug Mart - gift fc	17.27	
		16-101 - Admin- Benefits	Shopper's Drug Mart - gift fc	100.00	
		16-101 - Admin- Benefits	Shopper's Drug Mart - gift fc	100.00	
		16-101 - Admin- Benefits	Shopper's Drug Mart - gift fc	100.00	
		11-130 - Chequing Account	payment	3,000.00	
		16-126 - Admin - Communicatio	Zoom	53.93	
		16-843 - Planning & Developme	Onlands	5.09	
		16-101 - Admin- Benefits	James St - gift for Maneesh	127.20	
		16-101 - Admin- Benefits	Di-Salvo's - lunch for Manec	118.04	
		16-101 - Admin- Benefits	Di-Salvo's - lunch for Manec	26.22	
		16-285 - Bid Official - Membersh	OBOA	371.42	
		16-126 - Admin - Communicatio	Mailchimp	37.97	
		16-790 - Recreation Cmttee-Pro	Dollarama	30.27	
		16-790 - Recreation Cmttee-Pro	Canadian Tire	61.01	
		16-123 - Admin - Volunteer Appi	Dollarama	24.42	
		16-123 - Admin - Volunteer Appi	Dollar Tree	12.21	
		16-110 - Admin - Office Supplie	Walmart	12.48	
		16-123 - Admin - Volunteer Appi	Canadian Tire	50.00	
		16-108 - Admin - Advertising	MFOA - Treasurer Job post	305.28	
		16-123 - Admin - Volunteer Appi	Dollar Tree	15.26	
		16-115 - Admin - Computer Sup	Google	285.74	
		16-115 - Admin - Computer Sup	Google	-6,200.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	413.88	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		99-999-1 - HST (Statistical) Non	HST Tax Code	478.67 NL	1,801.75
OB-061	12/27/2024	Quadiant Canada Ltd.			
November 2024		16-106 - Admin - Postage Exper	postage - pd in November, i	1,530.90	
		11-210-2 - A/R HST Receivable	HST Tax Code	169.10	
		99-999-1 - HST (Statistical) Non	HST Tax Code	195.58 NL	1,700.00
OB-062	01/14/2025	Minister Of Finance			
Dec EHT Remit	Accrual	12-332 - Employer Health Tax	December 1 -31 2024 Remi	2,378.28	2,378.28
OB-063	01/14/2025	Receiver General			
Dec Remit Admi	Accrual	12-331 - Payroll Deductions	December 15 - 30 Admin - I	18,291.92	18,291.92
OB-064	01/14/2025	TD Visa			
Jan Visa - Lib		11-223 - Due to Due (from) Libr	January Visa - Library	856.14	856.14
OB-065	01/14/2025	Bell Canada			
Dec 2024	Accrual	16-162 - High Speed Internet	December - high speed inte	166.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.43	
		99-999-1 - HST (Statistical) Non	HST Tax Code	21.32 NL	185.32
OB-066	01/14/2025	Reliance Home Comfort			
Nov 2024	Accrual	16-259 - Station 2 - Building Mtc	November - Station 2	48.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.40	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.25 NL	54.35
Nov - Office	Accrual	16-151 - Office - Building Mainte	November - Office	53.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.78 NL	58.94
			Payment Total:		113.29
OB-067	01/15/2025	TD Visa			
Jan Visa WS	Accrual	16-110 - Admin - Office Supplies	Vistaprint	49.83	
		16-790 - Recreation Cmttee-Pro	Amazon	660.47	
		16-790 - Recreation Cmttee-Pro	Brother International	71.68	
		16-103 - Admin - Membership/S	AMCTO	135.04	
		16-710 - Dunchurch Hall -High S	Starlink	142.46	
		11-130 - Chequing Account	payment	-2,791.74	
		16-110 - Admin - Office Supplies	Amazon	13.75	
		16-210 - Fire - Miscellaneous	Amazon	38.26	
		16-110 - Admin - Office Supplies	Amazon	17.29	
		16-110 - Admin - Office Supplies	Amazon	13.30	
		16-126 - Admin - Communicatio	Zoom	53.93	
		16-787 - Recreation - Public Pay	Bell - Oct & Nov bill (postal	101.76	
		16-115 - Admin - Computer Sup	Paymate Software - renewa	854.79	
		16-126 - Admin - Communicatio	Mailchimp	39.09	
		16-115 - Admin - Computer Sup	Google	285.74	
		16-092 - Council - Miscellaneous	Sobey's - Mayor's Levee	215.96	
		11-226 - Due To/From Visa	visa overpayment	1,801.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	245.33	
		99-999-1 - HST (Statistical) Non	HST Tax Code	283.74 NL	1,948.69
OB-068	01/21/2025	Bell Canada			
Nov/Dec 24 Str	Accrual	16-257 - Station 2 - Telephone	November & December 202	158.93	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	20.30 NL	176.48
Nov/Dec Stn 1	Accrual	16-237 - Station 1 - Telephone	November & December - St	149.87	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		11-210-2 - A/R HST Receivable	HST Tax Code	16.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	19.14 NL	166.42
Nov/Dec PW	Accrual	16-324 - Garage Telephone	November & December PW	107.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	13.68 NL	118.96
Nov/Dec Admin	Accrual	16-109 - Admin - Telephone	November & December Adr	523.58	
		11-210-2 - A/R HST Receivable	HST Tax Code	57.82	
		99-999-1 - HST (Statistical) Non	HST Tax Code	66.88 NL	581.40
Nov/Dec MI	Accrual	16-720 - Maple Is. Hall - Teleph	Nov & December MI	127.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.08	
		99-999-1 - HST (Statistical) Non	HST Tax Code	16.28 NL	141.56
Nov/Dec CC	Accrual	16-706 - Dunchurch Hall - Telep	November & December - C	107.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	13.68 NL	118.96
			Payment Total:		1,303.78
OB-069	01/21/2025	Hydro One Networks Inc.-All			
January 2025	Accrual	16-743 - Pavilion - Hydro	January Hydro - Pavilion	162.13	
		16-743 - Pavilion - Hydro	January Hydro - Pavilion	-20.87	
		16-705 - Dunchurch Hall - Hydr	January Hydro - Dunchurch	385.14	
		16-705 - Dunchurch Hall - Hydr	January Hydro - Dunchurch	-49.58	
		16-439 - Roads - Street Lights	January Hydro - Roads - St	15.45	
		16-439 - Roads - Street Lights	January Hydro - Roads - St	-1.99	
		16-439 - Roads - Street Lights	January Hydro - Roads - St	273.11	
		16-439 - Roads - Street Lights	January Hydro - Roads - St	-35.16	
		16-323 - Garage - Hydro	January Hydro - Roads - Ga	219.75	
		16-323 - Garage - Hydro	January Hydro - Roads - Ga	-28.29	
		16-232 - Station 1 - Hydro	January Hydro - Fire - Stat	870.16	
		16-232 - Station 1 - Hydro	January Hydro - Fire - Stat	-112.02	
		16-251 - Station 2 - Hydro	January Hydro - Fire - Stat	71.31	
		16-251 - Station 2 - Hydro	January Hydro - Fire - Stat	-9.18	
		16-719 - Maple Is. Hall - Heat/H	January Hydro - Maple Islar	278.26	
		16-719 - Maple Is. Hall - Heat/H	January Hydro - Maple Islar	-35.82	
		16-719 - Maple Is. Hall - Heat/H	January Hydro - Maple Islar	32.13	
		16-719 - Maple Is. Hall - Heat/H	January Hydro - Maple Islar	-2.93	
		16-731-3 - 2125 HWY 124 - Hyd	January Hydro - 2125 Hwy	151.89	
		16-731-3 - 2125 HWY 124 - Hyd	January Hydro - 2125 Hwy	-19.55	
		11-210-2 - A/R HST Receivable	HST Tax Code	271.63	
		99-999-1 - HST (Statistical) Non	HST Tax Code	314.17 NL	2,415.57
OB-070	01/21/2025	Hydro One Networks Inc.-Auld			
Dec 2024	Accrual	16-466-1 - Aulds Landfill - Hydr	December 2024 Aulds LF	110.42	
		16-466-1 - Aulds Landfill - Hydr	December 2024 Aulds LF	-14.21	
		16-466-1 - Aulds Landfill - Hydr	December 2024 Aulds LF -	1.44	
		11-210-2 - A/R HST Receivable	HST Tax Code	12.20	
		99-999-1 - HST (Statistical) Non	HST Tax Code	14.11 NL	109.85
OB-071	01/21/2025	Hydro One Networks Inc.-York (6266)			
Dec 2024	Accrual	16-446-1 - York Landfill - Hydro	December 2024 - York LF	47.40	
		16-446-1 - York Landfill - Hydro	December 2024 - York LF -	-6.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.24	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.06 NL	46.54
OB-072	01/21/2025	Municipality Of McDougall			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
25662	Accrual	16-459 - York Landfill - Bulk Wa	household waste - York LF	401.58	
		16-471 - Auld Landfill - Bulk Wa	household waste - Aulds LF	445.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	44.35	
		99-999-1 - HST (Statistical) Non	HST Tax Code	51.30	NL 891.87
OB-073	01/21/2025	TD Visa			
Jan Visa DC	Accrual	16-777 - Municipal Building Mair	Foodland - Carpet Cleaner	40.69	
		16-262 - Station 2 - Internet	Starlink	142.47	
		16-702 - Dunchurch Hall - Suppl	Walmart	15.23	
		16-702 - Dunchurch Hall - Suppl	Walmart	23.94	
		16-473 - Auld Landfill - Mainten	Walmart	65.56	
		16-396 - Misc MTO Vehicle Plat	Walmart	51.00	
		16-421 - 2010 Grader - Mainten	SP ATPRO Pwonline Delta	146.50	
		16-320 - Garage - Mtc/Supplies/	Walmart	37.40	
		16-421 - 2010 Grader - Mainten	Canadian Tire	251.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	65.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code	76.17	NL 839.93
OB-074	01/23/2025	Workplace Safety Insurance Bd.			
Q4 Remit	Accrual	12-335 - WSIB	Q4 Remittance - October - I	10,248.06	
		16-275 - By-Law Enforcement	Q4 Remittance - October - I	184.59	
		16-204 - Fire - Workplace Safety	Q4 Remittance - October - I	2,531.25	
		12-335 - WSIB	Q4 Remittance - October - I	7.22	12,971.12
OB-075	01/23/2025	Receiver General			
Jan Remit		12-331 - Payroll Deductions	Jan 1 to 15 2025 Remittanc	35,040.77	35,040.77
OB-076	01/23/2025	Sun Life Assurance Company of			
Dec 24		12-334 - Health Benefits	January payment	7,744.89	7,744.89
				Total Online Banking:	<u>90,573.74</u>

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2725	01/15/2025	Air Automotive Tracking			
WS2501		16-310 - Roads-Supplies GPS M	January wireless	254.40	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.10	
		99-999-1 - HST (Statistical) Non	HST Tax Code	32.50	NL 282.50
2726	01/15/2025	ABC Overhead Garage Doors			
25986	Accrual	16-334 - Garage - Building Main	installation of door	1,084.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	119.73	
		99-999-1 - HST (Statistical) Non	HST Tax Code	138.48	NL 1,203.73
25991	Accrual	16-334 - Garage - Building Main	new doors	1,848.60	
		11-210-2 - A/R HST Receivable	HST Tax Code	204.18	
		99-999-1 - HST (Statistical) Non	HST Tax Code	236.16	NL 2,052.78
				Payment Total:	<u>3,256.51</u>
2727	01/15/2025	Adams Bros Construction Ltd			
178303	Accrual	16-452 - York Landfill - Mainten	Service C. O. toilets - Dec.	203.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00	NL 226.00
178290	Accrual	16-459 - York Landfill - Bulk Wa	Empty & return bins - Decer	529.15	
		16-471 - Auld Landfill - Bulk Wa	Empty & return bins - Decer	356.16	
		11-210-2 - A/R HST Receivable	HST Tax Code	97.79	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

Payment # Invoice #	Date	Vendor Name GL Account	EFT GL Transaction Description	Detail Amount	Payment Amount
		99-999-1 - HST (Statistical) Non	HST Tax Code	113.10 NL	983.10
				Payment Total:	1,209.10
2728	01/15/2025	Canadian National Non Freight			
91773648	Accrual	16-414 - Bunny Trail RR Crossir	Bunny Trail	403.50	403.50
2729	01/15/2025	Criterion Pictures			
825130	Accrual	16-790 - Recreation Cmttee-Pro	Public Performance licence	395.34	
		11-210-2 - A/R HST Receivable	HST Tax Code	43.67	
		99-999-1 - HST (Statistical) Non	HST Tax Code	50.51 NL	439.01
2730	01/15/2025	Everguard Fire and Safety			
068432	Accrual	16-703 - Dunchurch Hall - Bld M	fire alarm maintenance - CC	442.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	48.85	
		99-999-1 - HST (Statistical) Non	HST Tax Code	56.50 NL	491.13
068433	Accrual	16-811 - Nursing Station Expens	fire alarm maintenance - Nu	203.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00 NL	226.00
068434	Accrual	16-151 - Office - Building Mainte	fire alarm maintenance - off	101.76	
		16-239 - Station 1 - Building Mtc	fire alarm maintenance - St	101.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00 NL	226.00
068435	Accrual	16-806 - Library - Building Maint	fire alarm maintenance - Lit	203.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00 NL	226.00
				Payment Total:	1,169.13
2731	01/15/2025	Conseil scolaire public du			
Dec 2024	Accrual	18-974 - French Public School E	Q4 Installment 2024	928.33	928.33
2732	01/15/2025	Freightliner North Bay			
IN12521	Accrual	16-404 - 2017 Freightliner Singlr	Supplies	451.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	49.83	
		99-999-1 - HST (Statistical) Non	HST Tax Code	57.63 NL	500.91
2733	01/15/2025	Ideal Supply Company Ltd.			
966274	Accrual	16-426-1 - 2022 Backhoe Manit	supplies	540.31	
		11-210-2 - A/R HST Receivable	HST Tax Code	59.67	
		99-999-1 - HST (Statistical) Non	HST Tax Code	69.02 NL	599.98
987885		16-403 - 2015 Freightliner Tand	Supplies	357.87	
		16-404-1 - 2017 Freightliner Sin	Supplies	357.87	
		16-404-2 - 2020 Freightliner - Si	Supplies	357.87	
		11-210-2 - A/R HST Receivable	HST Tax Code	118.59	
		99-999-1 - HST (Statistical) Non	HST Tax Code	137.16 NL	1,192.20
988234		16-403 - 2015 Freightliner Tand	supplies	184.71	
		16-404-1 - 2017 Freightliner Sin	supplies	184.71	
		16-404-2 - 2020 Freightliner - Si	supplies	184.70	
		11-210-2 - A/R HST Receivable	HST Tax Code	61.21	
		99-999-1 - HST (Statistical) Non	HST Tax Code	70.79 NL	615.33
988290		16-403 - 2015 Freightliner Tand	Supplies	5.24	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.58	
		99-999-1 - HST (Statistical) Non	HST Tax Code	0.67 NL	5.82
993746		16-407-1 - 2022 1 Ton- Mainten.	supplies	1,349.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	149.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code	172.44 NL	1,498.87
1006687		16-402 - 2015 Freightliner Tand	supplies	20.15	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		11-210-2 - A/R HST Receivable	HST Tax Code	2.22	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.57 NL	22.37
				Payment Total:	3,934.57
2734	01/15/2025	Iron Mountain Canada			
KBGL903	Accrual	16-110 - Admin - Office Supplies	shredding	31.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	4.03 NL	35.00
2735	01/15/2025	Joseph Lamb			
2025 EDA		16-093 - Council- Electronic Dev	2025 Electronic Device Allo	600.00	600.00
2736	01/15/2025	Local Authority Services Ltd.			
MGBP00000810	Accrual	16-110 - Admin - Office Supplies	Office supplies	10.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.12	
		99-999-1 - HST (Statistical) Non	HST Tax Code	1.29 NL	11.20
MGBP00000814		16-110 - Admin - Office Supplies	Weekly planners	41.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.63	
		99-999-1 - HST (Statistical) Non	HST Tax Code	5.36 NL	46.58
				Payment Total:	57.78
2737	01/15/2025	Law N Mowers			
Jan. 1. 2025	Accrual	16-275 - By-Law Enforcement	by-law enforcement for Dec	1,338.97	1,338.97
2738	01/15/2025	MAP Sundridge			
910097/3		16-402 - 2015 Freightliner Tand	supplies	38.34	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.24	
		99-999-1 - HST (Statistical) Non	HST Tax Code	4.90 NL	42.58
2739	01/15/2025	McDougall Energy			
7558544	Accrual	16-403 - 2015 Freightliner Tand	LS Diesel Clear	1,241.81	
		16-404-1 - 2017 Freightliner Sin	LS Diesel Clear	1,241.82	
		16-404-2 - 2020 Freightliner - Si	LS Diesel Clear	1,241.81	
		11-210-2 - A/R HST Receivable	HST Tax Code	411.49	
		99-999-1 - HST (Statistical) Non	HST Tax Code	475.93 NL	4,136.93
7560251	Accrual	16-408-1 - 2022 1 Ton Fuel	Regular gas with Ethanol	706.27	
		16-394-1 - 2018 Dodge Ram Mi	Regular gas with Ethanol	706.26	
		16-776 - 2016 Facilities Truck - I	Regular gas with Ethanol	706.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	234.03	
		99-999-1 - HST (Statistical) Non	HST Tax Code	270.68 NL	2,352.82
				Payment Total:	6,489.75
2740	01/15/2025	MHBC Planning LTD			
5035358	Accrual	16-843 - Planning & Developme	Strong, Jeff - SRA	1,060.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	117.18	
		99-999-1 - HST (Statistical) Non	HST Tax Code	135.53 NL	1,178.03
5035359	Accrual	16-843 - Planning & Developme	Strong, Julie - SRA	1,102.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	121.79	
		99-999-1 - HST (Statistical) Non	HST Tax Code	140.86 NL	1,224.36
				Payment Total:	2,402.39
2741	01/15/2025	Moore Propane Limited			
163004245	Accrual	16-741-1 - Pavilion-Heating	Pavilion - heating	286.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	31.70	
		99-999-1 - HST (Statistical) Non	HST Tax Code	36.66 NL	318.65
163004244	Accrual	16-150 - Office - Heating/Hydro	heating - office	452.00	
		16-236 - Station 1 - Heating	heating - Station 1	451.99	
		11-210-2 - A/R HST Receivable	HST Tax Code	99.85	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

EFT					
Payment #	Date	Vendor Name		Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
6024045	Accrual	99-999-1 - HST (Statistical) Non-	HST Tax Code	115.49 NL	1,003.84
		16-704 - Dunchurch Hall - Heatli	CC - Heating	1,095.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	121.02	
163004243	Accrual	99-999-1 - HST (Statistical) Non-	HST Tax Code	139.97 NL	1,216.64
		16-329 - Garage - Heating	heating - Garage	483.87	
		11-210-2 - A/R HST Receivable	HST Tax Code	53.45	
163004298	Accrual	99-999-1 - HST (Statistical) Non-	HST Tax Code	61.82 NL	537.32
		16-150 - Office - Heating/Hydro	heating - office	44.57	
		16-236 - Station 1 - Heating	heating - Station 1	44.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.85	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.39 NL	
				Payment Total:	3,175.44
2742	01/15/2025	Municipal Property Assessment Corp			
1800037022		16-119 - Admin - MPAC Fees	Q1 - 2025	20,412.91	20,412.91
2743	01/15/2025	Munisoft			
2024/25-03309		16-115 - Admin - Computer Sup	software maintenance Jan -	5,796.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	640.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	740.48 NL	6,436.48
2744	01/15/2025	My-Tech Information Technology			
Dec 31/24	Accrual	16-115 - Admin - Computer Sup	IT support - December	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
2745	01/15/2025	Near North District School Brd			
Q4 2024	Accrual	18-911 - English Public School E	Q4 2024 Instalment	249,128.33	249,128.33
2746	01/15/2025	Parry Sound Auto Parts Co Ltd			
1-3053800	Accrual	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
1-3054694		16-320 - Garage - Mtc/Supplies/	gas - oxygen	86.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.55	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.05 NL	96.03
				Payment Total:	194.34
2747	01/15/2025	Ricoh Canada Inc.			
SCO94723445	Accrual	16-113 - Admin - Office Equipme	Copy usage	409.54	
		11-210-2 - A/R HST Receivable	HST Tax Code	45.24	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	52.32 NL	454.78
2748	01/15/2025	Sling-Choker Safety &			
108996	Accrual	16-320 - Garage - Mtc/Supplies/	Supplies	409.90	
		11-210-2 - A/R HST Receivable	HST Tax Code	45.27	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	52.36 NL	455.17
2749	01/15/2025	Michael Skof, Prosecutor			
Dec 31/24	Accrual	16-120 - Admin - Legal Expense	legal services - December	616.92	
		11-210-2 - A/R HST Receivable	HST Tax Code	68.14	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	78.81 NL	685.06
2750	01/15/2025	Valley Blades Limited			
SV097705	Accrual	16-404-3 - 2020 Freightliner Sn	Supplies	1,299.44	
		16-404 - 2017 Freightliner Singlr	Supplies	1,299.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	287.06	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
		99-999-1 - HST (Statistical) Non	HST Tax Code	332.01 NL	2,885.92
2751	01/15/2025	Vianet			
Jan 2025		16-321 - Garage - High Speed I	internet - January - garage	106.80	
		16-720 - Maple Is. Hall - Teleph	internet - January - MI	106.80	
		16-457-1 - York Landfill - Interne	internet - January - York LF	160.72	
		11-210-2 - A/R HST Receivable	HST Tax Code	41.35	
		99-999-1 - HST (Statistical) Non	HST Tax Code	47.82 NL	415.67
2752	01/15/2025	Xplore (Aulds)			
INV54757145		16-479-1 - Aulds Landfill - Intern	Internet - January - ALF	86.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.55	
		99-999-1 - HST (Statistical) Non	HST Tax Code	11.05 NL	96.04
2753	01/22/2025	ABC Overhead Garage Doors			
25997		16-334 - Garage - Building Main	install new photo eyes	682.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	75.37	
		99-999-1 - HST (Statistical) Non	HST Tax Code	87.17 NL	757.67
25996		16-334 - Garage - Building Main	commercial service - doors	440.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	48.69	
		99-999-1 - HST (Statistical) Non	HST Tax Code	56.31 NL	489.47
			Payment Total:		1,247.14
2754	01/22/2025	BERRN Consulting Ltd.			
202500037		16-233 - Station 1 - Minor Purch	supplies	251.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	27.76	
		99-999-1 - HST (Statistical) Non	HST Tax Code	32.11 NL	279.11
2755	01/22/2025	Craig's Welding & Fabrication			
2319	Accrual	16-404 - 2017 Freightliner Singl	repairs/service	732.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	80.86	
		99-999-1 - HST (Statistical) Non	HST Tax Code	93.52 NL	812.93
2756	01/22/2025	DataFix			
10841		16-115 - Admin - Computer Sup	Election Management syste	1,679.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	185.46	
		99-999-1 - HST (Statistical) Non	HST Tax Code	214.50 NL	1,864.50
2757	01/22/2025	Freightliner North Bay			
IN12453	Accrual	16-404-3 - 2020 Freightliner Sn	supplies	22.71	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.51	
		99-999-1 - HST (Statistical) Non	HST Tax Code	2.90 NL	25.22
2758	01/22/2025	G-Force Marketing			
AG6014		16-110 - Admin - Office Supplie	Assessment Roll Binders	224.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	24.85	
		99-999-1 - HST (Statistical) Non	HST Tax Code	28.74 NL	249.81
2759	01/22/2025	Gin-Cor Industries			
C89347	Accrual	16-404-3 - 2020 Freightliner Sn	supplies (ref. inv. #88419)	-922.02	
		11-210-2 - A/R HST Receivable	HST Tax Code	-101.84	
		99-999-1 - HST (Statistical) Non	HST Tax Code	-117.79 NL	-1,023.86
C89348	Accrual	16-329 - Garage - Heating	supplies (ref. Invoice #8854)	-121.33	
		11-210-2 - A/R HST Receivable	HST Tax Code	-13.40	
		99-999-1 - HST (Statistical) Non	HST Tax Code	-15.50 NL	-134.73
89349	Accrual	16-404-3 - 2020 Freightliner Sn	supplies	568.91	
		11-210-2 - A/R HST Receivable	HST Tax Code	62.84	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

				EFT		
Payment #	Date	Vendor Name			Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description			
		99-999-1 - HST (Statistical) Non	HST Tax Code		72.68 NL	631.75
89549		16-404-3 - 2020 Freightliner Sn	supplies		863.65	
		11-210-2 - A/R HST Receivable	HST Tax Code		95.39	
		99-999-1 - HST (Statistical) Non	HST Tax Code		110.33 NL	959.04
						<u>959.04</u>
					Payment Total:	432.20
2760	01/22/2025	Glen Martin Limited				
411644		16-702 - Dunchurch Hall - Suppl	supplies		149.75	
		11-210-2 - A/R HST Receivable	HST Tax Code		16.54	
		99-999-1 - HST (Statistical) Non	HST Tax Code		19.13 NL	166.29
2761	01/22/2025	Groeneveld-Beka Canada Inc.				
0507020154	Accrual	16-421 - 2010 Grader - Mainten:	invoice from April but was ir		3,857.64	
		11-210-2 - A/R HST Receivable	HST Tax Code		426.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code		492.82 NL	4,283.73
C0507279359	Accrual	16-421 - 2010 Grader - Mainten:	credit given re dispute		-2,157.50	
		11-210-2 - A/R HST Receivable	HST Tax Code		-238.30	
		99-999-1 - HST (Statistical) Non	HST Tax Code		-275.62 NL	-2,395.80
						<u>-2,395.80</u>
					Payment Total:	1,887.93
2762	01/22/2025	Ideal Supply Company Ltd.				
1017141		16-320 - Garage - Mtc/Supplies/	supplies		66.14	
		11-210-2 - A/R HST Receivable	HST Tax Code		7.31	
		99-999-1 - HST (Statistical) Non	HST Tax Code		8.45 NL	73.45
1017796		16-320 - Garage - Mtc/Supplies/	supplies		23.81	
		11-210-2 - A/R HST Receivable	HST Tax Code		2.63	
		99-999-1 - HST (Statistical) Non	HST Tax Code		3.04 NL	26.44
1037469		16-404-3 - 2020 Freightliner Sn	supplies		126.17	
		11-210-2 - A/R HST Receivable	HST Tax Code		13.94	
		99-999-1 - HST (Statistical) Non	HST Tax Code		16.12 NL	140.11
1036422		16-404-3 - 2020 Freightliner Sn	supplies		8.37	
		11-210-2 - A/R HST Receivable	HST Tax Code		0.93	
		99-999-1 - HST (Statistical) Non	HST Tax Code		1.07 NL	9.30
1016810		16-404-3 - 2020 Freightliner Sn	supplies		98.70	
		11-210-2 - A/R HST Receivable	HST Tax Code		10.90	
		99-999-1 - HST (Statistical) Non	HST Tax Code		12.61 NL	109.60
						<u>109.60</u>
					Payment Total:	358.90
2763	01/22/2025	Kidd's Home Hardware				
2955273	Accrual	16-334 - Garage - Building Main	supplies		236.04	
		11-210-2 - A/R HST Receivable	HST Tax Code		26.07	
		99-999-1 - HST (Statistical) Non	HST Tax Code		30.15 NL	262.11
2955173	Accrual	16-334 - Garage - Building Main	supplies		43.20	
		11-210-2 - A/R HST Receivable	HST Tax Code		4.77	
		99-999-1 - HST (Statistical) Non	HST Tax Code		5.52 NL	47.97
						<u>47.97</u>
					Payment Total:	310.08
2764	01/22/2025	Local Authority Services Ltd.				
MGBP00000827		16-110 - Admin - Office Supplier	Supplies		21.31	
		11-210-2 - A/R HST Receivable	HST Tax Code		2.36	
		99-999-1 - HST (Statistical) Non	HST Tax Code		2.73 NL	23.67
MGBP00000836		16-110 - Admin - Office Supplier	supplies		60.15	
		11-210-2 - A/R HST Receivable	HST Tax Code		6.65	
		99-999-1 - HST (Statistical) Non	HST Tax Code		7.69 NL	66.80
						<u>66.80</u>
					Payment Total:	90.47
2765	01/22/2025	McDougall Energy				

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

Payment #	Date	Vendor Name	EFT	Detail Amount	Payment Amount
Invoice #		GL Account	GL Transaction Description		
7589621	Accrual	16-394-2 - 2018 Dodge Ram 20	Regular gas	472.71	
		16-408-1 - 2022 1 Ton Fuel	Regular gas	472.70	
		16-776 - 2016 Facilities Truck - I	Regular gas	472.72	
		11-210-2 - A/R HST Receivable	HST Tax Code	156.64	
		99-999-1 - HST (Statistical) Non	HST Tax Code	181.17	NL 1,574.77
7589620		16-403 - 2015 Freightliner Tand	LS Diesel Clear	960.87	
		16-404-2 - 2020 Freightliner - Si	LS Diesel Clear	960.87	
		16-404-1 - 2017 Freightliner Sin	LS Diesel Clear	981.21	
		11-210-2 - A/R HST Receivable	HST Tax Code	320.65	
		99-999-1 - HST (Statistical) Non	HST Tax Code	370.86	NL 3,223.60
			Payment Total:		4,798.37
2766	01/22/2025	Muskoka Clean Water			
16011		16-778 - Water Maintenance	supplies	2,661.13	
		11-210-2 - A/R HST Receivable	HST Tax Code	293.93	
		99-999-1 - HST (Statistical) Non	HST Tax Code	339.96	NL 2,955.06
2767	01/22/2025	Mullen Heating and Cooling Inc			
864		16-742 - Pavilion - Building Mtce	Pavilion - furnace cleaning	322.24	
		16-703 - Dunchurch Hall - Bid M	CC- furnace cleaning	322.25	
		16-777 - Municipal Building Mair	PW- furnace cleaning	322.23	
		11-210-2 - A/R HST Receivable	HST Tax Code	106.78	
		99-999-1 - HST (Statistical) Non	HST Tax Code	123.50	NL 1,073.50
2768	01/22/2025	Near North Laboratories Inc.			
106467		16-779 - Water Testing	coliform	46.61	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.14	
		99-999-1 - HST (Statistical) Non	HST Tax Code	5.95	NL 51.75
2769	01/22/2025	OMERS			
Dec 2024	Accrual	12-339 - OMERS	December 2024	16,863.98	16,863.98
2770	01/22/2025	Russell Christie LLP			
Jan 7/25	Accrual	16-120 - Admin - Legal Expense	legal services	1,521.16	
		16-120 - Admin - Legal Expense	legal services	16.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	168.02	
		99-999-1 - HST (Statistical) Non	HST Tax Code	194.33	NL 1,705.18
2771	01/22/2025	SDB Truck & Equipment Repairs			
13666	Accrual	16-242 - Station 1 - Rescue #1 I	service repairs	663.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	73.28	
		99-999-1 - HST (Statistical) Non	HST Tax Code	84.76	NL 736.76
13670		16-250 - Station 1 - Truck #10	supply and install 4 tires	1,292.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	142.75	
		99-999-1 - HST (Statistical) Non	HST Tax Code	165.10	NL 1,435.10
			Payment Total:		2,171.86
2772	01/22/2025	Telizon Inc.			
0631912025011		16-109 - Admin - Telephone	January - long distance - Ac	3.50	
		16-237 - Station 1 - Telephone	January - long distance - St	1.01	
		16-803 - Library - Expenses	January - long distance - Lil	0.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.53	
		99-999-1 - HST (Statistical) Non	HST Tax Code	0.62	NL 5.46
2773	01/22/2025	Town of Parry Sound			
0000000002321	Accrual	16-455 - York Landfill -Hazardou	July - November - HHW	4,113.01	4,113.01

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

		EFT			
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
2774	01/22/2025	Wurth Canada Limited			
26192625	16-404 - 2017 Freightliner Singl	supplies	583.04		
	11-210-2 - A/R HST Receivable	HST Tax Code	64.40		
	99-999-1 - HST (Statistical) Non	HST Tax Code	74.48	NL	647.44
2775	01/29/2025	Freightliner North Bay			
IN12747	16-404-1 - 2017 Freightliner Sin	parts	85.44		
	11-210-2 - A/R HST Receivable	HST Tax Code	9.44		
	99-999-1 - HST (Statistical) Non	HST Tax Code	10.92	NL	94.88
2776	01/29/2025	Glen Martin Limited			
412153	16-702 - Dunchurch Hall - Suppl	supplies	552.88		
	16-741 - Pavilion - Supplies	supplies	552.88		
	11-210-2 - A/R HST Receivable	HST Tax Code	122.13		
	99-999-1 - HST (Statistical) Non	HST Tax Code	141.26	NL	1,227.89
2777	01/29/2025	Ideal Supply Company Ltd.			
1089273	16-394-1 - 2018 Dodge Ram M:	supplies	11.69		
	11-210-2 - A/R HST Receivable	HST Tax Code	1.29		
	99-999-1 - HST (Statistical) Non	HST Tax Code	1.49	NL	12.98
1084497	16-394-1 - 2018 Dodge Ram M:	supplies	70.97		
	11-210-2 - A/R HST Receivable	HST Tax Code	7.84		
	99-999-1 - HST (Statistical) Non	HST Tax Code	9.07	NL	78.81
1068912	16-320 - Garage - Mtc/Supplies/	supplies	262.02		
	11-210-2 - A/R HST Receivable	HST Tax Code	28.94		
	99-999-1 - HST (Statistical) Non	HST Tax Code	33.47	NL	290.96
1054783	16-320 - Garage - Mtc/Supplies/	supplies	20.14		
	11-210-2 - A/R HST Receivable	HST Tax Code	2.22		
	99-999-1 - HST (Statistical) Non	HST Tax Code	2.57	NL	22.36
1054768	16-320 - Garage - Mtc/Supplies/	supplies	24.41		
	11-210-2 - A/R HST Receivable	HST Tax Code	2.70		
	99-999-1 - HST (Statistical) Non	HST Tax Code	3.12	NL	27.11
		Payment Total:			432.22
2778	01/29/2025	MHBC Planning LTD			
5035616	Accrual 16-843 - Planning & Developme	Kelly Minor Variance	94.13		
	11-210-2 - A/R HST Receivable	HST Tax Code	10.40		
	99-999-1 - HST (Statistical) Non	HST Tax Code	12.03	NL	104.53
5035615	Accrual 16-843 - Planning & Developme	Trailer By-Law Review	636.00		
	11-210-2 - A/R HST Receivable	HST Tax Code	70.25		
	99-999-1 - HST (Statistical) Non	HST Tax Code	81.25	NL	706.25
		Payment Total:			810.78
2779	01/29/2025	Moore Propane Limited			
6024422	16-704 - Dunchurch Hall - Heati	Liquid Propane - CC	596.60		
	11-210-2 - A/R HST Receivable	HST Tax Code	65.90		
	99-999-1 - HST (Statistical) Non	HST Tax Code	76.22	NL	662.50
6024421	16-150 - Office - Heating/Hydro	liquid propane - Office	476.30		
	16-236 - Station 1 - Heating	liquid propane - Station 1	476.29		
	11-210-2 - A/R HST Receivable	HST Tax Code	105.21		
	99-999-1 - HST (Statistical) Non	HST Tax Code	121.69	NL	1,057.80
6024420	16-741-1 - Pavilion-Heating	liquid propane - Pavilion	173.48		
	11-210-2 - A/R HST Receivable	HST Tax Code	19.16		
	99-999-1 - HST (Statistical) Non	HST Tax Code	22.16	NL	192.64
		Payment Total:			1,912.94

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

Payment #	Date	Vendor Name	EFT	Detail	Amount	Payment Amount
Invoice #	GL Account	GL Transaction Description				
2780	01/29/2025	Near North Industrial Solution				
97733	16-320 - Garage - Mtc/Supplies/	supplies		14.30		
	11-210-2 - A/R HST Receivable	HST Tax Code		1.58		
	99-999-1 - HST (Statistical) Non	HST Tax Code		1.83	NL	15.88
2781	01/29/2025	Purolator Courier Ltd				
585104076	16-222-1 - Fire-Turnout/Repair/K	courier services		34.33		
	11-210-2 - A/R HST Receivable	HST Tax Code		3.80		
	99-999-1 - HST (Statistical) Non	HST Tax Code		4.39	NL	38.13
2782	01/29/2025	Parry Sound Auto Parts Co Ltd				
1-3056203	16-412 - 2020 Float trailer - Mai	supplies		81.28		
	11-210-2 - A/R HST Receivable	HST Tax Code		8.97		
	99-999-1 - HST (Statistical) Non	HST Tax Code		10.38	NL	90.25
2783	01/29/2025	PSD Citywide Inc.				
23093	19-110-1 - AMP Consultan Phas	Compliant 2025 Asset Man		8,853.14		
	11-210-2 - A/R HST Receivable	HST Tax Code		977.86		
	99-999-1 - HST (Statistical) Non	HST Tax Code		1,131.00	NL	9,831.00
2784	01/29/2025	Parry Sound Fuels				
877226	16-256 - Station 2 - Heating	Premium furnace oil - Static		776.97		
	11-210-2 - A/R HST Receivable	HST Tax Code		85.82		
	99-999-1 - HST (Statistical) Non	HST Tax Code		99.26	NL	862.79
2785	01/29/2025	Quadbridge Inc.				
INQ33106	19-100 - Admin - Capital - Comp	New monitor for AP		233.42		
	11-210-1 - A/R Gst Recoverable	Both Tax Code		10.61		
	99-999 - Gst Paid (Statistical) Ni	Both Tax Code		10.61	NL	244.03
2786	01/29/2025	Town of Parry Sound (Fire)				
0000000002308	Accrual 16-241 - Station 1 - Inspections	Mutual Aid - Fire		224.69		224.69
2787	01/31/2025	Brandt Sudbury				
7234092	16-421 - 2010 Grader - Mainten	supplies		568.15		
	11-210-2 - A/R HST Receivable	HST Tax Code		62.75		
	99-999-1 - HST (Statistical) Non	HST Tax Code		72.58	NL	630.90
4209435	16-421 - 2010 Grader - Mainten	parts, service		3,216.86		
	11-210-2 - A/R HST Receivable	HST Tax Code		355.32		
	99-999-1 - HST (Statistical) Non	HST Tax Code		410.96	NL	3,572.18
				Payment Total:		4,203.08
2788	01/31/2025	George Comrie				
Jan 2025	16-092 - Council - Miscellaneous	coffee		5.18		
	16-091 - Council - Travel	TTC Fares		13.20		18.38
2789	01/31/2025	District of Parry Sound.Social Service				
Q4 2024 Levy	Accrual 16-618 - Dist. Soc. Services (DS	Q4 Levy for 2024		71,217.62		71,217.62
2790	01/31/2025	Freightliner North Bay				
IN12656	16-404 - 2017 Freightliner Singl	supplies		556.26		
	11-210-2 - A/R HST Receivable	HST Tax Code		61.44		
	99-999-1 - HST (Statistical) Non	HST Tax Code		71.06	NL	617.70
IN12788	16-404 - 2017 Freightliner Singl	parts		180.85		
	11-210-2 - A/R HST Receivable	HST Tax Code		19.97		
	99-999-1 - HST (Statistical) Non	HST Tax Code		23.10	NL	200.82
				Payment Total:		818.52

Municipality of Whitestone
List of Accounts for Approval
Batch: 2024-00244 to 2025-00026

EFT						
Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
2791	01/31/2025	McDougall Energy				
7533202	Accrual	16-408-1 -2022 1 Ton Fuel		Low Volume Delivery Fee	42.40	
		16-394-1 -2018 Dodge Ram M;		Low Volume Delivery Fee	42.41	
		16-776 - 2016 Facilities Truck - I		Low Volume Delivery Fee	42.39	
		11-210-2 - A/R HST Receivable		HST Tax Code	14.05	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	16.25	NL 141.25
2792	01/31/2025	Moore Propane Limited				
6024626		16-457 - York Landfill - Heating		Liquid Propane - York LDF	144.74	
		11-210-2 - A/R HST Receivable		HST Tax Code	15.99	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	18.49	NL 160.73
6024628		16-329 - Garage - Heating		liquid propane - Garage	1,538.22	
		11-210-2 - A/R HST Receivable		HST Tax Code	169.90	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	196.51	NL 1,708.12
				Payment Total:		1,868.85
2793	01/31/2025	Mullen Heating and Cooling Inc				
876		16-703 - Dunchurch Hall - Bld M		service call - no hot water a	188.26	
		11-210-2 - A/R HST Receivable		HST Tax Code	20.79	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	24.05	NL 209.05
2794	01/31/2025	Ontario Municipal				
1872		16-103 - Admin - Membership/S		2025 OMAA Membership	648.25	
		11-210-2 - A/R HST Receivable		HST Tax Code	71.61	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	82.82	NL 719.86
2795	01/31/2025	Purolator Courier Ltd				
540129153		16-222-1 - Fire-Turnout/Repair/(courier services	16.89	
		11-210-2 - A/R HST Receivable		HST Tax Code	1.87	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	2.16	NL 18.76
2796	01/31/2025	Town of Parry Sound				
0000000002327	Accrual	16-455 - York Landfill -Hazardot		Nov adj & Dec. Hazardous I	843.46	843.46
				Total EFT:		446,683.27
				Total AP:		688,274.92

Report prepared for Council February 10, 2025

"Original signed"

Janice Barnes , Asst. to the Treasurer

STAFF REPORTS



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Building

Agenda Date: February 18, 2025

Report No: BLDG-2025-01

Subject:

Building Services update and Building Permit activity – October 1 to December 31, 2024.

Recommendation:

THAT the Council of the Municipality of Whitestone does hereby receive report BLDG-2025-01 (Building Services update and Building Permit activity – October 1 to December 31, 2024) for information.

Background:

The purpose of this report is to update Council on matters such as:

- Building Permit activity within the Municipality (October 1 to December 31, 2024),
- The general activities of the Building Department.

Analysis:

From October 1st to December 31st, 2024, the Municipality received a total of eighteen (18) building permit applications which is up eight (8) for the same period last year. The total number of building permit applications received from January 1st to December 31st is one hundred and twelve (112) which is up seven (7) from the same period last year.

The number of permits for new construction issued from October 1st to December 31st is thirteen (13) which is up six (6) for the same period last year. Additionally, one (1) demolition permit was issued. The total number of building permits for new construction issued from January 1st to December 31st is ninety-eight (98) which is up nine (9) from the same period last year. Additionally, nine (9) demolition permits were issued. See Schedule "A" for Q4 month-to-month statistics and Schedule B for 2024 Q1 to Q4 month-to-month statistics.

General Building Department activities included:

- Monthly updates to Tarion, MPAC, Statistics Canada.
- Civic Address numbers assigned; data base updated.
- Building Permit applications reviewed.
- Researched and responded to general inquiries concerning zoning and building related questions, met with members of the public to discuss questions involving current and potential projects.

- Minor Variance & Re-Zoning reports and pre-consultations.
- Conducted inspections, prepared reports and researched findings
- Continued to work on non-complying projects; issued orders and followed up on orders as required.

From January 1st to December 31st two hundred and sixty-three (263) building permit files have been closed. Additionally, twenty-nine (29) occupancy permits were issued.

Financial Considerations

Construction value to date (January 1 – December 31) is \$11,431,310.00

Revenue for the year is \$176,375.00

Link to Strategic Plan:

In support of the high- level objectives of the Strategic Plan: Communication, Fiscal responsibility.

Respectfully submitted by:



Jamie Osborne
CBO

Reviewed by:



Nigel Black
CAO/Clerk

Attachments:

- Schedule A:** Month to month statistics, Q4.
- Schedule B:** Month to Month 2024 statistics, Q1 to Q4.

SCHEDULE A

2024 Month to Month Statistical Review		# of Permits	Construction Value	# of Permits	Construction Value	# of Permits	Construction Value
Residential:		October		November		December	
Single Family Dwelling (SFD)							
Seasonal Dwelling (Cottage)							
Renovation/Addition		1	\$8,600.00	1	\$3,000.00	2	\$185,875.00
Garage/Shed		3	\$520,950.00	1	\$82,000.00	1	\$18,600.00
Deck/Porch		2	\$54,300.00	1	\$3,000.00		
Docks				1	\$2,500.00		
Demolition		1	N/A				
Commercial							
TOTAL		7	\$583,850.00	4	\$90,500.00	3	\$204,475.00
							\$878,825.00

Comparable Statistics 2024-2021

End of Q1, Q2, Q3 & Q4 Combined Totals	# of Permits	Construction Value
2024	107	\$11,431,310.00
2023	98	\$9,629,670.00
2022	123	\$10,577,233.00
2021	137	\$11,761,114.00

as of December 31, 2024

SCHEDULE B

2024 Month to Month Statistical Report (January to December)

	# of Permits	Construction Value	Permit Fee	# of Permits	Construction Value	Permit Fee
	JANUARY			FEBRUARY		
Residential						
- Single Family Dwelling (SFD)						
-SFD - Seasonal	1	\$ 88,300.00	\$ 1,420.00	1	\$ 477,400.00	\$ 7,062.00
Renovation/Addition	2	\$ 225,000.00	\$ 3,180.00	1	\$ 200,000.00	\$ 3,040.00
Garage/Shed	2	\$ 290,000.00	\$ 4,486.00	2	\$ 285,000.00	\$ 4,413.00
Decks/Porch				1	\$ 35,400.00	\$ 653.00
Docks	1	\$ 4,000.00	\$ 100.00			
Demolition				2	N/A	\$ 200.00
Commercial			\$ -			
TOTAL	6	\$ 607,300.00	\$ 9,186.00	7	\$ 997,800.00	\$ 15,368.00
	MARCH			APRIL		
Residential						
- Single Family Dwelling (SFD)	3	\$ 1,390,885.00	\$ 20,588.00	1	\$ 336,420.00	\$ 5,018.00
-SFD - Seasonal				2	\$ 809,260.00	\$ 12,014.00
Renovation/Addition	1	\$ 80,000.00	\$ 1,300.00	2	\$ 180,000.00	\$ 2,890.00
Garage/Shed				2	\$ 438,400.00	\$ 6,637.00
Decks/Porch				1	\$ 17,000.00	\$ 387.00
Docks	1	\$ 5,000.00	\$ 100.00	2	\$ 10,000.00	\$ 200.00
Demolition				2	N/A	\$ 100.00
Commercial						
TOTAL	5	\$ 1,475,885.00	\$ 21,988.00	12	\$ 1,791,080.00	\$ 27,246.00
	MAY			JUNE		
Residential						
- Single Family Dwelling (SFD)	1	\$ 40,000.00	\$ 720.00	1	\$ 270,570.00	\$ 4,063.00
-SFD - Seasonal	4	\$ 1,003,785.00	\$ 15,115.00	1	\$ 51,675.00	\$ 889.00
Renovation/Addition	2	\$ 91,500.00	\$ 1,545.00	1	\$ 128,415.00	\$ 2,002.00
Garage/Shed	4	\$ 185,360.00	\$ 3,248.00	1	\$ 3,000.00	\$ 184.00
Decks/Porch	1	\$ 5,000.00	N/A	1	\$ 14,350.00	\$ 348.00
Docks	3	\$ 38,000.00	\$ 300.00	2	\$ 7,000.00	\$ 200.00
Demolition						
Commercial			\$ -			
TOTAL	15	\$ 1,363,645.00	\$ 20,928.00	7	\$ 475,010.00	\$ 7,686.00

	# of Permits	Construction Value	Permit Fee	# of Permits	Construction Value	Permit Fee
	JULY			AUGUST		
Residential						
- Single Family Dwelling (SFD)	2	\$ 723,985.00	\$ 10,778.00	1	\$ 327,235.00	\$ 4,885.00
-SFD - Seasonal	5	\$ 1,391,180.00	\$ 20,873.00	1	\$ 155,610.00	\$ 2,396.00
Renovation/Addition	1	\$ 19,150.00	\$ 418.00	1	\$ 60,000.00	\$ 1,010.00
Garage/Shed	2	\$ 85,600.00	\$ 1,521.00	2	\$ 9,450.00	\$ 377.00
Decks/Porch				4	\$ 25,815.00	\$ 935.00
Docks	2	\$ 17,000.00	\$ 200.00	5	\$ 69,500.00	\$ 600.00
Demolition				2	N/A	\$ 200.00
Commercial						
TOTAL	12	\$ 2,236,915.00	\$ 33,790.00	16	\$ 647,610.00	\$ 10,403.00
	SEPTEMBER			OCTOBER		
Residential						
- Single Family Dwelling (SFD)	1	\$ 425,000.00	\$ 6,303.00			
-SFD - Seasonal	1	\$ 300,000.00	\$ 4,490.00			
Renovation/Addition	1	\$ 98,140.00	\$ 1,563.00	1	\$ 8,600.00	\$ 265.00
Garage/Shed	3	\$ 100,600.00	\$ 1,879.00	3	\$ 520,950.00	\$ 8,114.00
Decks/Porch				2	\$ 54,300.00	\$ 927.00
Docks	5	\$ 33,500.00	\$ 856.00			
Demolition	2	N/A	\$ 100.00	1	N/A	\$ 100.00
Commercial						
TOTAL	13	\$ 957,240.00	\$ 15,191.00	7	\$ 583,850.00	\$ 9,406.00
	NOVEMBER			DECEMBER		
Residential						
- Single Family Dwelling (SFD)						
-SFD - Seasonal						
Renovation/Addition	1	\$ 3,000.00	\$ 184.00	2	\$ 185,875.00	\$ 2,976.00
Garage/Shed	1	\$ 82,000.00	\$ 1,329.00	1	\$ 18,600.00	\$ 410.00
Decks/Porch	1	\$ 3,000.00	\$ 184.00			
Docks	1	\$ 2,500.00	\$ 100.00			
Demolition						
Commercial						
TOTAL	4	\$ 90,500.00	\$ 1,797.00		\$ 204,475.00	\$ 3,386.00
	YEAR-END TOTALS					
Residential						
- Single Family Dwelling (SFD)	10	\$ 3,514,095.00	\$ 52,355.00			
-SFD - Seasonal	16	\$ 4,277,210.00	\$ 64,259.00			
Renovation/Addition	16	\$ 1,279,680.00	\$ 20,373.00			
Garage/Shed	23	\$ 2,018,960.00	\$ 32,598.00			
Decks/Porch	11	\$ 154,865.00	\$ 3,434.00			
Docks	22	\$ 186,500.00	\$ 2,656.00			
Demolition	9	N/A	\$ 700.00			
Commercial	0	\$ -	\$ -			
YEAR END TOTAL	107	\$ 11,431,310.00	\$ 176,375.00			



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Planning

Agenda Date: February 18, 2025

Report No: PLN-2025-01

Subject:

Planning Services Statistic Q4, 2024

Recommendation:

THAT the Council the Municipality of Whitestone receive Report PLN-2024-01 (Planning Services Statistic Q4, 2024) for information.

Analysis:

Applications received and in progress:

	October to December 31, 2024	TOTAL 2024	2023 COMPARISON
PARRY SOUND AREA PLANNING BOARD			
Consent applications	5	16	14
Subdivision applications	0	0	0
MUNICIPALITY OF WHITESTONE			
Zoning By-law Amendment	0	1	3
Official Plan Amendment	0	0	
Deeming By-law	0	0	2
Municipal Shore Road Allowance	3	4	4
Municipal Concession Road Allowance	2	2	0
Road Naming		1	1
Minor Variance	3	6	0

Financial Considerations:

Municipal Planner (MHBC) invoices paid from October 1 to December 31, 2024.

File Name	Recoverable	Non Recoverable
SKEBA – Consent re implementation of site plan control	\$264.58	
Review of changes to the Provincial Policy Statement, prepare draft memo		\$621.25
BERRY - purchase of Shore road Allowance, preparation of planning report, review, finalize report	\$1,928.87	
JENNINGS/JOHNSON – review of file, background information, correspondence, prepare planning report with respect to a proposed purchase of CRA	\$1,185.00	
By-law and Building Enforcement matter		\$437.57
Trailer By-law review		\$2,522.13
LUTZ - review of file, background information, correspondence, prepare planning report with respect to a proposed purchase of CRA	\$1,842.37	
Trailer By-law – option report		\$371.93
KELLY – Minor Variance – prepare public notice memo, prepare for Public Hearing and attend Public Hearing	\$905.16	
MIRYNECH – Minor Variance – prepare public notice memo, prepare for Public Hearing and attend Public Hearing	\$2,208.71	
CHAPUT – Minor Variance – prepare public notice memo, prepare for Public Hearing and attend Public Hearing	\$2,205.65	
Overview of new Provincial Policy Statement		\$241.68
Trailer By-law review, preparation of report, review of historic information, review of edits		\$1,641.39
STRONG, Julie - purchase of Shore Road Allowance, preparation of planning report, review, finalize report	\$1,060.85	
STRONG, Jeffrey - purchase of Shore Road Allowance, preparation of planning report, review, finalize report	\$1,102.57	
TME Properties – legal review re septic under Farleys Road		1,182.43
Misc. - annual WPSGN membership		\$9,150.00
Misc. - title searches		\$90.07
TOTAL, October 1 to December 31, 2024	\$12,703.76	\$16,258.45

Total Planning revenue (October 1 to December 31, 2024)

\$4,293.80

Total Planning revenue (January 1 to December 31, 2024)

Account 15-380, \$27,336.82 (Budget \$40,000)

Total Planning expenses (January 1 to December 31, 2024)

Account 16-843, \$38,840.33 (Budget \$50,000)

Link to Strategic Plan:

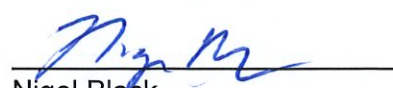
Fiscal Responsibility and Accountability

Submitted by:



Paula Macri
Planning Assistant

Reviewed by:



Nigel Black
CAO/Clerk



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Fire and Rescue

Agenda Date: February 18, 2025

Report No: FIRE-2025-01

Subject:

Fire and Rescue Services activity – 2024 Q4 October 1 to December 31

Recommendation:

THAT the Council of the Municipality of Whitestone receive for information Report FIRE-2024-01 (Fire and Rescue Service activity – 2024 Q4 October1 to December 31).

Background:

The purpose of this report is to report to Council on various activities and matters related to the Fire and Rescue Services for the fourth quarter of 2024.

Calls for Service:

The Fire Department responded to 41 call for service from October 1 to December 31,2024 .The Fire Department responded to a total of 187 calls for service in 2024

Fire Calls:6

- (1) Unattended fire
- (1) Bush fire at Round Lake; MNR action fire with helicopter crew
- (2) Vehicle fire,
- (1) chimney fire

Mutual calls :0

Medical calls :34

- (16) Chest pain
- (10) Shortness of breath
- (2) fractures
- (1) Cat locked in cottage
- (1) Failure to cope
- (2) lift assist

Air ambulance on scene x3

Patient Vital signs absent (VSA):1

Patient VSA in home

Motor Vehicle collision (MVC): 1

Single vehicle MVC on HWY 520 resulted in a single fatality, jaws of life were used, Hwy 520 closed for 7hrs.

Overdose:0

Enforcement:1

One person charged under the Municipality of Whitestone open air burning By-law 37-2020, Unlawfully Start a Fire Without a Permit, \$200.00+ \$45,00 surcharge= \$245.00.

Training:

Regular bi-weekly training and vehicle check at station #1.

Regular bi-weekly vehicle check at station #2.

Participated in the emergency exercise.

Public outreach and Education:

Attended lunch and learn at Dunchurch community center spoke and demonstrated on public access defib and CPR.

Participated in recreation committee Halloween haunted house, did safety crossing.

Participated with the recreation committee in the Christmas tree lighting Fire Department did the camp fire.

Fire Department collected toy for annual toy drive. toy handed over to the Lions club, thanks to all who donated.

Fire Prevention initiatives:3

Cottage rentals, fire safety inspection.

Financial Considerations: Fire Department invoiced Ministry of transportation highway incident claims unit for \$11,757.06 for Fire Department responding to a motor vehicle collision on Highway 520.

No additional costs beyond approved budget: None

Link to Strategic Plan:

In support of the high- level objectives of the Strategic Plan: Communication, Fiscal responsibility.

Respectfully submitted by:



Bob Whitman, Fire Chief



Nigel Black, CAO/Clerk



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Fire and Rescue

Agenda Date: February 18, 2025

Report No: FIRE-2025-02

Subject:

Fire Department Symptom Relief Program

Recommendation:

THAT the Council of the Municipality of Whitestone receives for information report FIRE-2025-02 Fire Department Symptom Relief Program

Background:

Whitestone Fire Rescue Department responded to 187 calls for service in 2024, majority of these calls were medical emergencies. Some of the more life-threatening types of medical emergencies such as anaphylaxis (allergic reactions), cardiac ischemic events and diabetic emergencies currently require more treatment than firefighters can provide. These treatments are time-sensitive and waiting for Paramedics to arrive can take anywhere between 30-60 minutes which could have negative impact on our patients.

In order for firefighters to be able to provide some of these treatments, many of which are taught in standard first aid courses, firefighters require delegation from a medical director to ensure patient safety and legislation compliance.

Whitestone Fire Rescue Department has partnered with Teresa Wetselaar, the nurse practitioner at the Whitestone and Area Nursing Station to provide that medical delegation and function as the medical director for the program. This will allow firefighters to safely administer life saving medication to patients while awaiting arrival of Paramedics.

The Symptom Relief Program, which has been approved by the medical director, encompasses robust training, medical directives and auditing processes to ensure we meet the necessary thresholds for safety and quality control.

Financial Considerations:

The total cost for this program is approximately \$300 dollars per year which includes the cost of the medication.

Link to Strategic Plan:

This program is aligned with the strategic objective "Building Community" specifically section 7.9 Promoting Health and Safety in our Community, working to improve the health and safety in the quality of life for Whitestone residents.

Respectfully submitted by:



Bob Whitman
Fire Chief



Nigel Black
CAO/Clerk

Attachment A - Whitestone Fire Department Symptom Relief Program v1.0

Whitestone Fire Rescue



Symptom Relief Program v1.0

Prepared By: Firefighter Justin Whitman

Reviewed By: Fire Chief Bob Whitman

Approved By: *Teresa Wetselaar*

Date: *NOV 1, 2024*

Contents

Program Overview	3
Training.....	4
Documentation.....	5
Quality Assurance.....	6
Cardiac Ischemia Medical Directive v1.0.....	7
Moderate to Severe Allergic Reaction v1.0.....	8
Hypoglycemia v1.0.....	10
Appendix 1 – Audit Form	11
Appendix 2 – Medical Director Authorization Letter.....	12
Appendix 3 – Medical Director Delegate	13

Program Overview

Firefighters will be authorized by a medical director to provide the following symptom relief medications under standing medical directives, once trained.

- Epinephrine IM
- Diphenhydramine / Benadryl PO
- Glucagon IN/IM
- ASA PO

Firefighters will be trained on a yearly basis by the medical director or delegate.

All calls where symptom relief was given will be audited by the medical director or delegate.

Training

All firefighters must complete the yearly required training and have authorization from the medical director to perform symptom relief in accordance with the medical directives.

Training will include

- i) Basic pathophysiology of the conditions being treated including signs and symptoms and common differentials
- ii) Information on the specific medication being administered including potential side effects
- iii) best practices for medical administration (5R's) and confirmation techniques
- iv) how to administer the medication
- v) the medical directives and how to apply them
- vi) appropriate documentation
- vii) process for reporting errors
- viii) how medical direction works
- ix) blood glucose testing (glucometer)

Documentation

All calls where symptom relief was performed will have a "Medical Assist Report" completed. Indications, lack of contraindications, and medication administered including dose, route, time of administration and who administered the medication should be documented. Full vitals signs and patient identifiers should also be documented.

All calls where a medical directive was used will be audited by the medical director or delegate and the audit form completed.

Paramedics should be provided with a verbal report including the medication administered, the dose, time and route. A copy of the MAR should also be provided to Paramedics.

Quality Assurance

All calls where symptom relief medications have been administered will be audited by the medical director or delegate to ensure compliance with medical directives. On an agreed upon basis all calls where a medical directive was used will have the MAR and audit form sent to the medical director for review.

All variances from the medical directives will be documented and brought to the attention of the medical director for review in a reasonable time frame.

All adverse events that may affect patient outcome will be reported to the medical director within 1 business day.

Cardiac Ischemia Medical Directive v1.0

Firefighters may administer ASA, if authorized, according to the following medical directive.

Indications

Cardiac Ischemia (cardiac chest pain or other suspected cardiac event)

Contraindications

ASA	Under 18 years of age
	Altered level of consciousness
	Inability to chew and swallow
	Allergy or Sensitivity to ASA or NSAIDS*
	Asthmatic and no previous use of ASA
	Current active bleeding
	CVA (Stoke) or Traumatic Brain Injury (TBI) in the previous 24 hours

Treatment

160-162 mg of ASA orally (PO) one time.

Notes

ASA should be chewed AND swallowed

*Common nonsteroidal anti-inflammatory drugs (NSAIDS), if the patient has an allergy to any of these medications do not administer ASA. Examples include Aleve (naproxen), Toradol (ketorolac), Advil (ibuprofen), Motrin (ibuprofen), Voltaren (diclofenac).

Moderate to Severe Allergic Reaction v1.0

Firefighters may administer epinephrine and/or diphenhydramine (Benadryl), if authorized, according to the following medical directive.

Indications

Exposure to a probable allergen,

AND

Signs and/or symptoms of a moderate to severe allergic reaction (including anaphylaxis)

Contraindications

Epinephrine	Pt is only experiencing a moderate allergic reaction and not anaphylaxis
	Patient is less than 2 years of age or 15 kg
	Allergy or sensitivity to epinephrine

Diphenhydramine (Benadryl)	Altered level of consciousness
	Inability to swallow
	Allergy or sensitivity to diphenhydramine
	Children Under 2 years of age

Treatment - Severe Allergic Reaction / Anaphylaxis (Epi and Benadryl)

Administer epinephrine "EPIPEN" into the middle of the outer thigh muscle (IM), may be repeated in one time after 5 minutes using the other thigh.

EPIPEN 0.3 mg for patients 10 years of age or greater than 30 kg.

EPIPEN Jr 0.15 mg for patients 2-9 years of age or 15-30 kg.

Consider administering Benadryl if after epinephrine if no contraindications exist, use dosing chart below.

Treatment - Moderate Allergic Reaction (Benadryl Only)

Administer a one-time dose of Benadryl Liquid or Children's Benadryl Liquid, orally (PO) as per the charts below.

Benadryl Liquid	
Age	Dose
Greater than 12 years of age	50 mg (20 ml)
Ages 6 – 12	25 mg (10ml)
Children's Benadryl Liquid	
Age	Dose
Children 2 to 5 years old	6.25 mg (5ml)

Notes

If the patient is VSA and the suspected cause is anaphylaxis, firefighters may administer epinephrine IM as per directive while providing CPR and defibrillation.

Common signs and symptoms of moderate allergic reaction; skin Itch, hives, vomiting, sneezing, itchy throat, runny nose, Itchy and watery eyes.

Common signs and symptoms of anaphylaxis can include SOB, wheezing, throat or facial swelling, hypotension, altered level of awareness, syncope, hives, characterized by multiple symptoms affecting multiple body systems etc.

Hypoglycemia v1.0

Firefighters may administer glucagon, if authorized, according to the following medical directive.

Indications

Suspected hypoglycemia (low blood sugar)

Contraindications

Glucagon	Less than 4 years of age (intranasal only)
	Normal level of conscious
	Blood sugar greater than 4.0 mmol/l or less than 3.0 mmol/l if the patient is under 2 years of age
	Allergy or sensitivity to glucagon
	Pheochromocytoma

Treatment

Administer 3 mg of glucagon intranasally (IN)

If condition does not improve administer an additional dose of 3 mg glucagon IN after 20 minutes.

If intranasal (IN) glucagon is unavailable or contraindicated, administer intramuscular (IM) glucagon as per the following chart.

Less than 7 years of age or 25 kg	Greater than 7 years of age or 25 kg
0.5 mg	1 mg

Repeat 1 time in 20 minutes if patient does not improve.

Notes

If patient's blood glucose is less than 4.0 mmol/l but can follow commands and protect their airway consider giving simple sugars (oral glucose) followed by complex carbohydrates once patient's condition improves.

If glucagon is administered, if patient's condition improves, consider having the patient consume complex carbohydrates.

Signs and symptoms of hypoglycemia can include confusion, altered level of awareness, slurred speech, seizure, etc.

Appendix 1 – Audit Form

Call Date _____
 Call Number _____

Audit Date _____
 Auditor _____

Medical _____
 Directive(s) _____
 Firefighter(s) _____
 Involved _____

Were the indications met?	Yes / No	If No, detail below
Were contraindications present?	Yes / No	If Yes, detail below
Was documentation complete?	Yes / No	If No, detail below
Any concerns?	Yes / No	If Yes, detail below
Required follow up?	Yes / No	If Yes, detail below

Details if required

Follow up required? Yes/No (Who and what)

Follow up Complete? Yes /No

Medical Directed Notified? Yes/No

Additional Follow up required? Yes/No

Additional follow up complete? Yes/No

Audit complete

Date _____
Auditor Signature _____

Medical Director Teresa Wetzelaer
Teresa Wetzelaer

Appendix 2 – Medical Director Authorization Letter

Effective January 1st, 2025, Whitestone Fire Department Firefighters are authorized to practice under my licence and authority once they have received proper training. They are authorized to perform the following controlled acts and medical procedures in accordance with department medical directives, policies and standards.

Cardiac Ischemia Medical Directive

ASA, PO

Moderate to Severe Allergic Reaction Medical Directive

Diphenhydramine PO

Epinephrine IM

Hypoglycemia Medical Directive

Glucagon IN / IM

Respectfully,



Teresa Wetzelaer
9629239

Appendix 3 – Medical Director Delegate


I Teresa Wetsdaar, as the medical director for Whitestone Fire Rescue Department, authorize the following persons to act as my delegate for the purposes of auditing calls and training of firefighters.

Chief Bob Whitman

Firefighter Justin Whitman

Date Nov 1, 2024

Name Teresa Wetsdaar

Signature 



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: February 18, 2025

Report No: ADMIN-2025-04

Subject:

To provide a brief update on recent attendance at the ROMA Conference.

Recommendation:

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2025-04 ROMA Conference for information.

Background:

Members of Council have expressed a desire for a report/update for any conference/event/training attended on behalf of the Municipality of Whitestone. Mayor Comrie and I recently attended the ROMA Conference in Toronto, January 19-21.

Analysis:

The Municipality of Whitestone registered Mayor Comrie and myself for attendance at the ROMA Conference in Toronto on January 19-21. Mayor Comrie has attended this event in the past but this was my first time in attendance. We did attend some of the same sessions but also attended different sessions at times. This report is based on my attendance, so Mayor Comrie may want to add any additional information of his own.

Generally speaking, I found the conference to be a useful event (specifically as a newcomer to the Ontario Municipal sector). It was a much larger event than I had anticipated, with near record attendance of over 2000 delegates. There was a large number of sessions, some where concurrent, so you are not able to participate in all of it. From that point of view, I think that it is valuable to send multiple delegates if possible. As we were not granted our delegation request, participation was limited to the regular program. There was a large trade show as well, where I gathered some general information but nothing specific to Whitestone. I did have the opportunity to meet informally with attendees from several of the West Parry Sound Townships and also participated in the Zone Meeting where we heard many concerns and questions from the greater area.

Given the timing of the event, much of the discussion with speakers ie. Doug Ford, Bonnie Crombie, AMO President, Keynote Speaker Chantal Hebert and others where about the

potential Federal and Provincial elections and more specifically the impact of the antics of President Trump. These sessions were all very interesting. The most interesting session would have been the Minister's Forum, where all (or most) of the sitting Cabinet Ministers from the Ford Government were on stage to take questions from the Delegates. It was very interesting to listen to the concerns/question and also to hear the responses of the Ministers. Again, this was particularly interesting as a newcomer to the political environment in Ontario.

I attended a number of smaller program sessions (the concurrent Sessions). A session on Healthy Democracy where we heard some of the challenges of participation as an elected and appointed municipal official. The changing times and the changing levels of respect and sometime confrontation. There was a lot of discussion about how to encourage participation in municipal government (in upcoming election), by bringing down barriers where possible to encourage new and younger participants. On the flip side of that there was a lot of discussion about protection of the mental well being of existing elected officials and ensuring that they might remain engaged and interested in future campaigns etc.. Overall, this was an interesting session.

I also attended a good session on Emergency Management "Keeping Ontarians Safe – Emergency Services Updates and Advocacy". The session included a presenter each from the provincial associations of Fire Chiefs, Police and Ambulance. There were a lot of interesting points covered, including cost escalation, cooperation of the emergency service providers, facilities and equipment.

I also attended a session hosted by MPAC, where they spoke generally about the assessment process and values. One of the common topics here was the process and timeline to return to new assessment dates/cycle vs the 2016 value freeze. Again, this was interesting discussion to hear about as newcomer to the Ontario processes.

Overall, from my point of view, this was a great event to attend and should the opportunity arise I would encourage any member of Council to attend. I look forward to future opportunities to attend this or other similar events. Given the opportunity for engagement of government departments, it seems like it would be a great opportunity if we were able to secure a delegation opportunity or two in future years.

Respectfully submitted by:



Nigel Black
CAO/Clerk



Council Briefing Note

For Information: 18 February 2025

ROMA 2025 Conference: January 19-21, 2025 - Toronto

Purpose: *To report a few highlights from the recent conference of the Rural Ontario Municipalities Association (ROMA) held at the Sheraton Toronto Hotel in January.*

Motion to consider:

- 1. That the Council of the Municipality of Whitestone receive this report for information.**

Prepared by: Mayor George Comrie

Opening Keynote Address by Chantal Hebert

In her prescient keynote address on Sunday afternoon, CBC Political Affairs Journalist Chantal Hébert discussed the political climate, both federal and provincial, in the wake of the inauguration of U.S. President Trump. She accurately predicted the snap provincial election now underway, and expressed the view that the central issue in it – and in the federal election that will follow shortly – will be the tariff threats to our economy, not the carbon taxes.

Rural Affairs Announcements

The Hon. Lisa Thompson, Minister of Rural Affairs, announced changes to protect agricultural land in Ontario. New provincial policy statements that will affect land use planning were announced, and described in greater detail in a subsequent break-out session. These will need to be incorporated in our new Official Plan.

Cyber Security

I attended a break-out session entitled “*Cyber Security: We’ve Had a Breach, What Now?*” presented by Randy Purse from the Rogers Catalyst Centre at Toronto Metropolitan University (formerly Ryerson) and former Stratford Mayor Dan Mathieson. Their presentation focused on cybersecurity incident response planning, and featured a useful checklist from a governance perspective.

In an unrelated break-out session on emergency services, it was suggested that cyber security incidents should be covered under the same protocols used for physical emergencies such as fires, floods, tornados, etc. Interestingly, former Mayor Mathieson was asked if he had declared an emergency when he learned of Stratford’s ransom attack. His answer: “No, but in retrospect I should have.”

Addresses by Provincial Politicians

Premier Doug Ford addressed the assembly on Monday morning, and received a standing ovation for his commitment to fight to protect Ontario from the threats of U.S. tariffs.

Ministers Rob Flack (Agriculture, Food, and Agribusiness) and Kinga Surma (Infrastructure) also spoke.

Minister of Municipal Affairs and Housing Paul Calandra confirmed that his Ministry is preparing legislation to standardize municipal codes of conduct and to increase penalties available for egregious and persistent breaches, including removal from office and ineligibility to hold office for up to six years.

Over 20 Conservative Cabinet Ministers were present for the *Ministers' Forum* Session (AKA "The Bear Pit") on Monday afternoon to answer questions from the audience.

The other provincial party leaders also addressed plenary sessions: Bonnie Crombie (Liberal), Marit Stiles (NDP), and Mike Shreiner (Green Party).

Trade Show

The conference featured a large trade show with over 80 exhibitors.

BY-LAWS

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW NO. 07-2025**

Being a By-law to authorize the execution of a Site Plan Agreement between Ilona Skeba and Christopher Mario Skeba with respect to Part 1, Plan 42R-22592, geographic Township of Hagerman, now in the Municipality of Whitestone, District of Parry Sound

WHEREAS the municipality is authorized under Section 41 of the *Planning Act*, R.S.O. 1990, C.P. 13 as amended, to designate areas as site plan control areas and subsequently enter into agreement with respect to the condition of development of lands within a site plan control area;

AND WHEREAS the subject lands area designated as Site Plan Control Area pursuant to the Municipality of Whitestone By-law No. 07-2017 (being a By-law designating lands adjacent to Lorimer Lake, Limestone Lake and Fairholme Lake as a Site Plan Control Area);

AND WHEREAS it is deemed desirable that the Corporation of the Municipality of Whitestone to enter into a Site Plan Agreement of the subject lands with Ilona Skeba and Christopher Mario Skeba;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Mayor and the CAO-Clerk of the Corporation of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation a Site Plan Agreement between the Municipality of Whitestone and Ilona Skeba and Christopher Mario Skeba; and
2. **THAT** the said Agreement is attached hereto and shall form part of this By-law as Schedule "A"; and
3. **THAT** this By-law shall come into effect upon the date, and at the time of its passing; and
4. **THAT** By-law No. 07-2025, is hereby passed and comes into full force and effect this 18th day of February, 2025.

Mayor George Comrie

CAO/Clerk Nigel Black

Schedule "A" to By-law 07-2025



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

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council

From: Paula Macri, Planning Assistant

Date: February 3, 2025

Agenda Date: February 18, 2025

Re: SKEBA, Ilona and Chris – Site Plan Agreement
(Consent Application B43/2022(W))

Background

At the Council meeting on October 4, 2022, Council approved in principle, the creation of two new waterfront lots on Lorimer Lake, accessed via a private right-of-way, as applied for by Ilona and Chris Skeba (the “applicants”). The Parry Sound Area Planning Board subsequently approved the application, subject to conditions (Attachment 1, Memorandum of Status of Approval of Conditions).

One of the conditions of approval required the owners to enter into a Site Plan Control Agreement with the Municipality. Fairholme Lake, Limestone Lake, and Lorimer Lake are designated as Site Plan Control areas in the Municipality of Whitestone, as per By-law No. 07-2017 (Attachment 2). Therefore, rather than submitting a Site Plan Application at the time of issuing the municipal compliance letter, it was deemed appropriate for the applicants to apply for a site plan at a later date.

The applicants have submitted a building permit application for Part 1, Plan 42R-22592; however, no permit will be issued until the Site Plan agreement is registered against the lands.

The site layout plan describes and illustrates the various features on the development site, including the building/septic/dock locations, driveway, lot entrances, and more (Attachment 3).

The Site Plan Control Agreement (Attachment 4) has been reviewed by the applicants’ solicitor (Oldham Law Firm) and the Chief Building Official, Jamie Osborne.

Next Steps.

That the By-law to authorize the execution of the Site Plan Agreement be passed on February 18, 2025 at the Regular Council meeting.

ATTACHMENTS:

Attachment A Memorandum from Paula Macri, Planning Assistant dated November 1, 2024
Status of Approval of Conditions

Attachment B By-law No. 07-2017

Attachment C Site Layout Plan

Attachment D Site Plan Control Agreement



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

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Paula Macri, Planning Assistant
Date: November 1, 2024
Agenda Date: November 19, 2024
Re: SKEBA, Ilona and Chris
Consent Application B43/2022(W)
Status of Conditions of Approval

Background

At the Council meeting of October 4, 2022, the following resolution was passed:

Resolution No. 2022-345

Moved by: Councillor Beth Gorham-Matthews

Seconded by: Councillor Joe McEwen

5.1 Consent Application B43/2022(W) – SKEBA

WHEREAS John Jackson, Planner Inc. has prepared a report for the Parry Sound Area Planning Board regarding Consent Application B43/2022(W)-SKEBA and provided a copy to the Municipality of Whitestone;

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

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

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. That the new lot(s) receive 911 addressing from the Municipality;
3. That the applicants enter into a Section 51.26 Consent Agreement with the Municipality of Whitestone to be registered on title, to include:
 - (i) the implementation of the mitigation measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022;

- (ii) the implementation of the septic system design measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022 to ensure the retention of phosphorous; and
 - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;
4. That payment of all applicable planning fees be made to the Municipality of Whitestone.
 5. That the development of the new lots be subject to site plan control.

Recorded Vote:	YEAS	NAYS	ABSTAIN
Councillor, Beth Gorham-Matthews	X		
Councillor, Joe Lamb	X		
Councillor, Joe McEwen	X		
Mayor, George Comrie	X		

Carried

On October 17 2022, the Parry Sound Area Planning Board granted the creation of the two new waterfront lots on Lorimer Lake accessed by a private right-of-way as applied for by Ilona and Chris Skeba subject to the following conditions:

Planning Board Requirements

1. That the applicant provides the Secretary-Treasurer with:

From Lawyer:

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry Office

Municipal Compliance Letter Requirements

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges by-law;
2. That the new lot(s) receive 911 addressing from the Municipality;
3. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title to include:
 - (i) the implementation of the mitigation measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#);
 - (ii) the implementation of the septic system design measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#) to ensure the retention of phosphorous; and
 - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;

4. That development of the new lots be subject to site plan control.

Status of Conditions of the Parry Sound Area Planning Board approval of October 17, 2022:

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law.
 - Awaiting payment.
2. That the new lot(s) receive 911 addressing from the Municipality;
 - Condition satisfied.
3. That the owner enters into a 51(26) Consent Agreement to include:
 - (i) the implementation of the mitigation measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#);
 - (ii) the implementation of the septic system design measures set out in the [Hutchison Environmental Sciences Report dated August 31, 2022](#) to ensure the retention of phosphorous; and
 - (iii) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;
 - The Consent Agreement has been reviewed by David Leeder, Senior Environmental Scientist and President of Hutchison Environmental Sciences, with respect to the septic system design measures and the retention of phosphorus. The applicants and the applicants' solicitor have also reviewed the agreement.
4. That development of the new lots be subject to site plan control.

The above noted condition of the approval required the owners to enter into a Site Plan Control Agreement with the Municipality. Rather than completing a Site Plan Agreement now, it is more appropriate to process the application and prepare the Site Plan Agreement prior to obtaining a final Building permit. The property and future development is subject to the Site Plan Control By-law which requires the agreement prior to a building permit.

At the Council meeting on October 15, 2024, the Consent Agreement was included in the agenda. Upon reviewing the draft plan, it was discovered that the lot configuration differed from the Planning Board's Decision of October 22, 2022. Since the Consent was set to lapse on October 18, 2024, and the application needed to return to the Planning Board for re-approval, the item was removed from the agenda

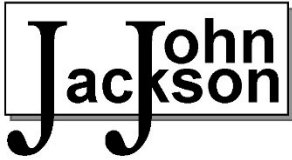
On September 23, 2024, the Parry Sound Area Planning Board reapproved the revised lot configuration, subject to the same conditions noted above.

Next Steps.

That the By-law to authorize the execution of the Section 51(26) Consent Agreement be passed on November 19, 2024 at the Regular Council meeting.

Attachment 1

- Report from John Jackson, Planner dated September 12, 2022



CONSENT APPLICATION NO. B43/2022(W)

PART OF LOT 10, CONCESSION 3

GEOGRAPHIC Township OF HAGERMAN

PART 1 OF 42R-20387

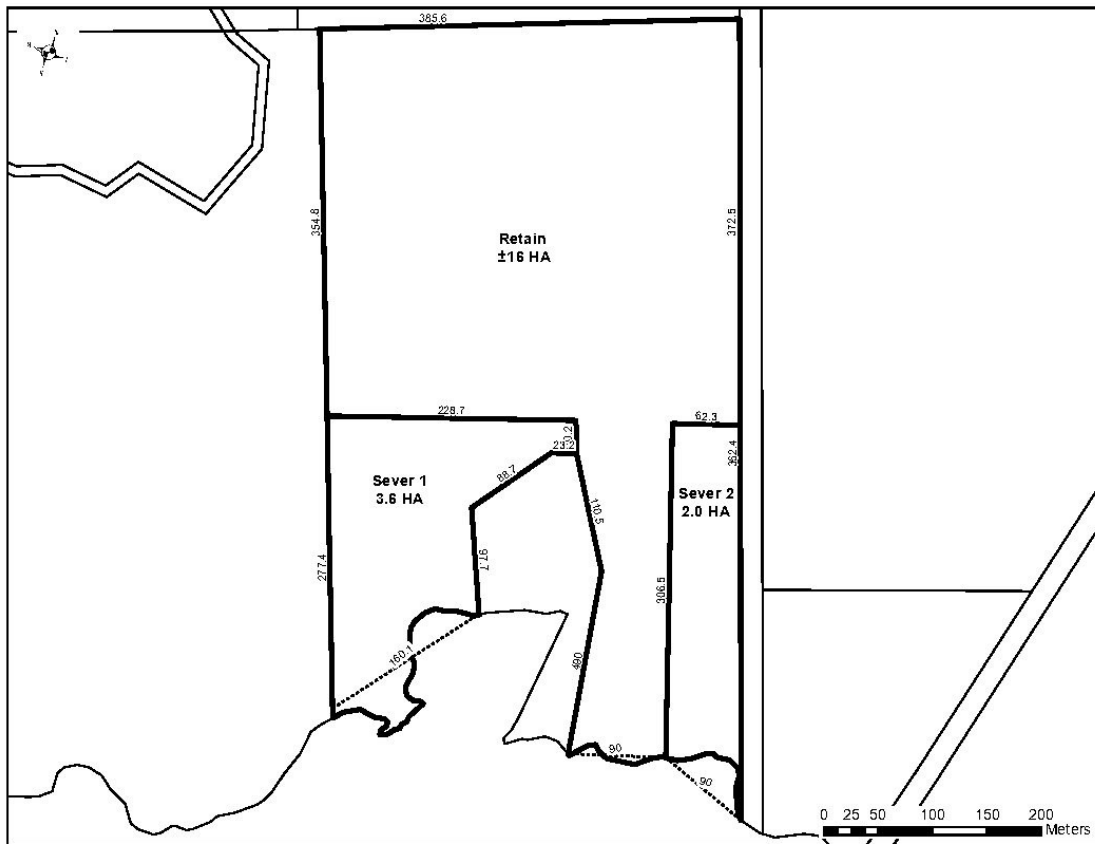
ROLL # 4939 0100 010 3500

Applicants: Ilona and Chris Skeba

September 12, 2022

PROPOSED CONSENT

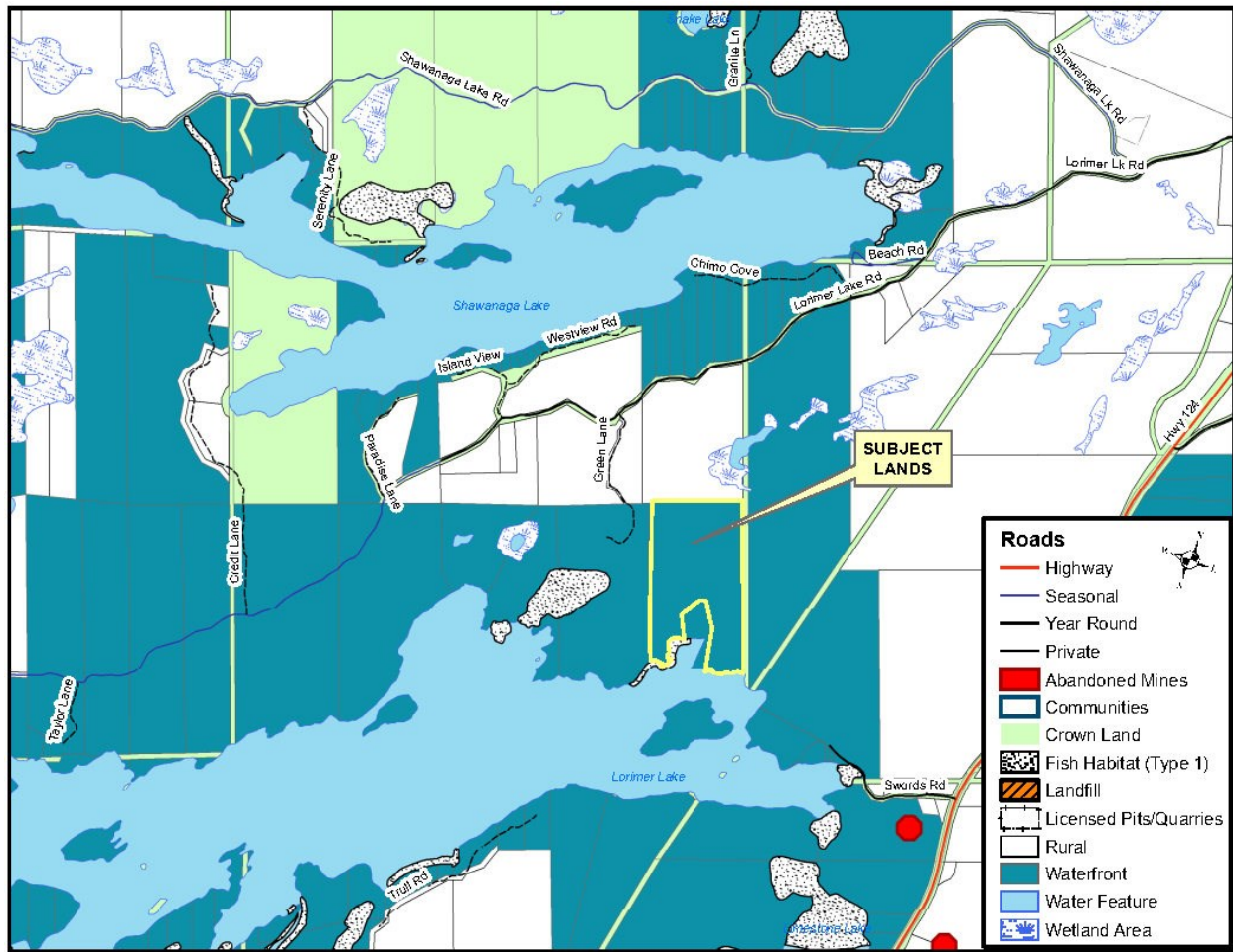
The Skebas are proposing to create two new lots on Lorimer Lake accessed off Green Lane.



The resultant lots are showing a minimum lake frontage of 90 metres and an area of 2.0 hectares.

OFFICIAL PLAN

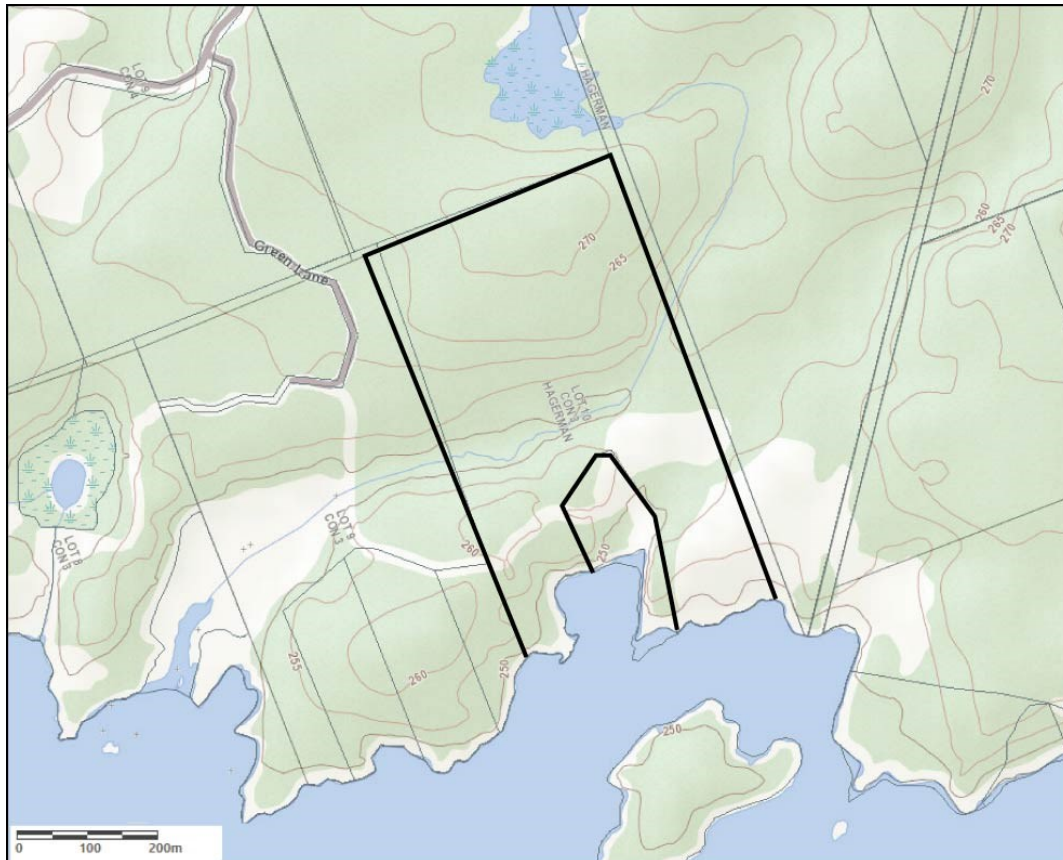
The official plan for the Municipality of Whitestone designates the subject lands as Waterfront.



There also appears to be a “band” of Fish Habitat identified along the western lot frontage where the existing development is located.



The lands have moderate slopes with few constraints to development.



LORIMER LAKE

Given the background on Lorimer Lake, the applicant has retained an environmental consultant to assess the impact of the proposed consent on the water quality of the lake. This concern has been the general theme behind a policy on the lake that has traditionally discouraged any further development on the lake.

The consultants report explains the background to the matter of nutrient inputs associated with new development. It has become clear that earlier correlation between development and water quality degradation was false. This falsehood was qualified to the heavily mineralized soils that are slightly acidic found on the Canadian Shield.

These measures have been difficult for many to understand or accept. There continues to be a notion that the best path for lake planning on trout lakes is to restrict future development. There is no longer any science to base such a policy framework.

It has been repeated many times that the most appropriate approach for planning on such lakes is to use a bio-physical approach where development is judged based upon protecting natural heritage features, recognizing physical constraints, quantifying legitimate character features.

(See Site Evaluation Report by Michaelski Nielson dated August 2015).

It is anticipated that the planning board will be receiving additional objections to further lot creation on Lorimer Lake.

RECOMMENDATION

That the consent proposing to create two new waterfront lots on Lorimer Lake accessed by a private right-of-way as applied or by Ilona and Chris Skeba in Consent Application No. B43/2022(W) be approved subject to the following conditions:

- 1) Payment of a fee in lieu of parkland in accordance with the Municipality's fee By-Law;
- 2) That the owner enters into a 51(26) consent agreement to include:
 - a) The implementation of the mitigation measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022;
 - b) Recognizing the private access road to the newly created lots and limiting the liability and responsibility of the Municipality to provide for road services; and
 - c) Implementing those septic system design measures to ensure the retention of phosphorous.
- 3) 911 Addressing; and
- 4) Payment of any applicable planning fees.

Respectfully submitted,



John Jackson M.C.I.P., R.P.P.

JJ; jc

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 07-2017

**Being a By-Law to designate lands adjacent to
Lorimer Lake, Limestone Lake and Fairholme Lake as a Site Plan Control Area**

WHEREAS Section 41 of the Planning Act, R.S.O. 1990, authorizes municipalities to designate site plan control areas;

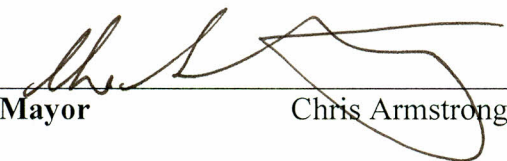
AND WHEREAS Section 21.05 of the Official Plan provides that any area within the Municipality may be designated as a site plan control area;

AND WHEREAS the Council of the Municipality deems it appropriate to require the approval of site plans on Lorimer Lake, Limestone Lake and Fairholme Lake;

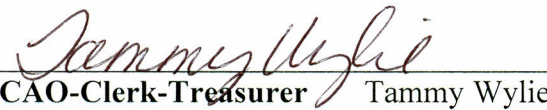
NOW THEREFORE the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. All lands in the Waterfront Residential (WF) Zone or in a Special Provision Zone adjacent to Lorimer Lake, Limestone Lake and Fairholme Lake are hereby designated as a site plan control.
2. That By-Law No. 22-2015 be repealed.
3. This By-Law shall come into force and take effect upon passage by Council.

Read a First and Second time this 18th day of April, 2017.

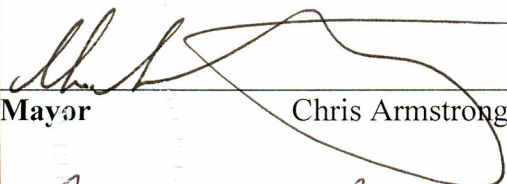


Mayor Chris Armstrong

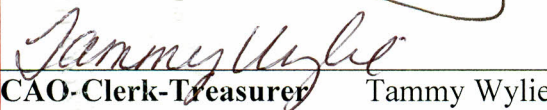


CAO-Clerk-Treasurer Tammy Wylie

Read a Third time and **Passed, Signed and Sealed** this 18th day of April, 2017.



Mayor Chris Armstrong

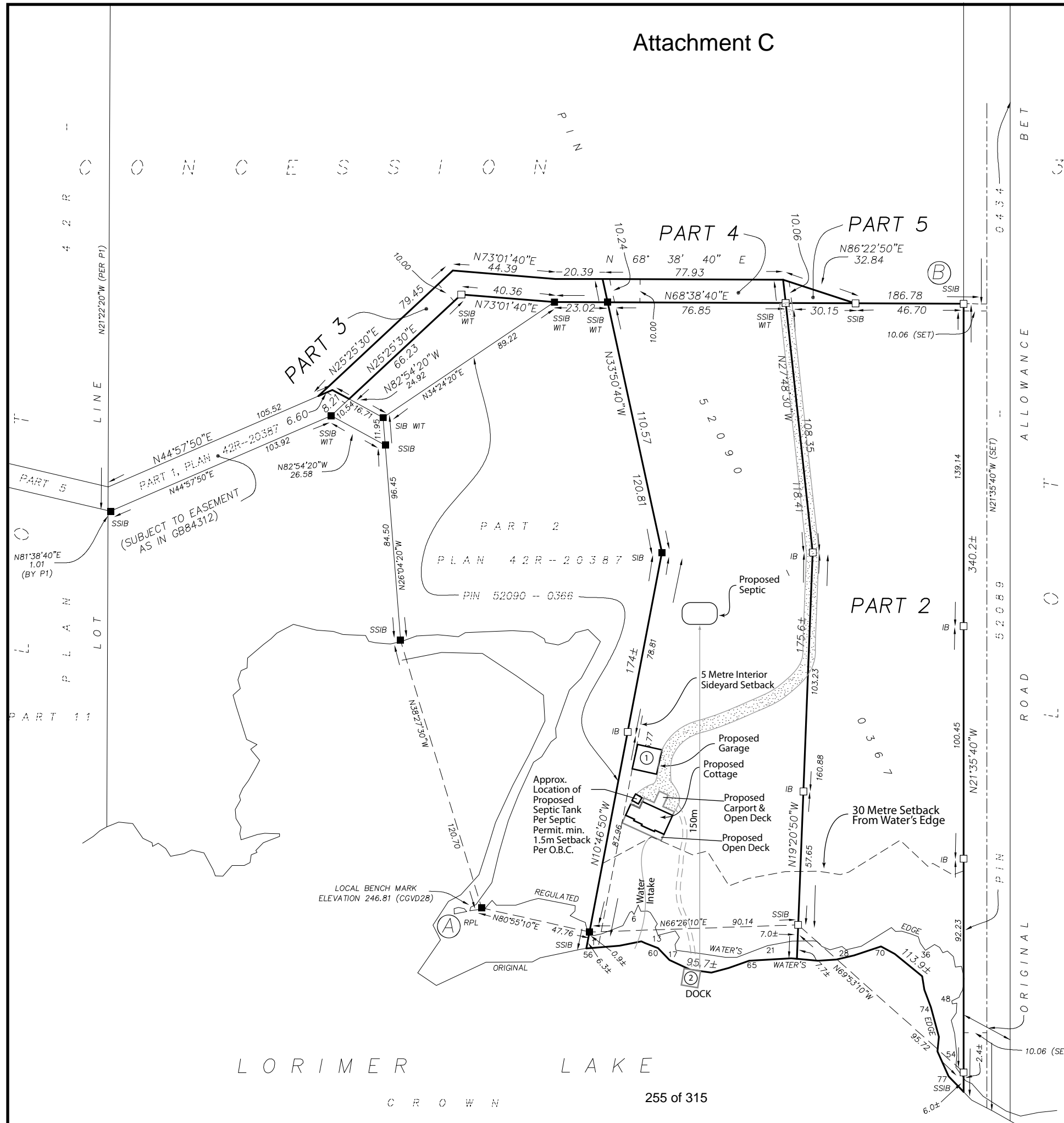


CAO-Clerk-Treasurer Tammy Wylie

Attachment C

SKEBA SITE PLAN
PROPOSED BUILDING LOCATION

PART OF LOT 10, CONCESSION 3
MUNICIPALITY OF WHITESTONE
PART 1, 42R-22592



- ① PROPOSED GARAGE 35' x 35'
- ② PROPOSED DOCK 20' x 20'

LORIMER LAKE

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
SITE PLAN AGREEMENT**

THIS AGREEMENT made in duplicate this 18th day of February, 2025.

BETWEEN:

ILONA SKEBA and CHRISTOPHER MARIO SKEBA

(Hereinafter called the "Owners")
OF THE FIRST PART,

-and-

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

(Hereinafter called the "Municipality")
OF THE SECOND PART

WHEREAS the Owners are the Owners of those lands and premises in the Municipality of Whitestone in the District of Parry Sound being more particularly described in Schedule 'A' attached hereto;

AND WHEREAS the Municipality has enacted a Site Plan Control Area by-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, C. P.13, as amended, which By-law affects the lands as described above;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the Plans and Drawings referred to in Subsection (4) of Section 41 of the *Planning Act*, R.S.O. 1990, C.P. 13, as amended, and referred to in this Agreement as the Site Plan;

AND WHEREAS this Agreement is being registered against the lands as described above and the Municipality is entitled to enforce the provisions thereof against the Owners and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent Owners of the land in accordance with Subsection (10) of Section 41 of the *Planning Act*, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of TWO-----(\$2.00)-----Dollars of lawful money of Canada now paid by the Municipality to the Owners, the receipt whereof is hereby acknowledged, the Owners and the Municipality covenant, declare and agree as follows:

SECTION I - LAND TO BE BOUND

- 1) The lands to be bound by the terms and conditions of this Agreement (hereinafter referred to as "the lands"), are located in the Municipality of Whitestone, and are more particularly described in Schedule 'A' hereto.

SECTION II - COMPONENTS OF THE AGREEMENT

- 1) The text, consisting of Sections I through VI, and the following Schedules, which are annexed hereto, constitute the components of this Agreement.
- 2) Schedule 'A' – Legal Description of the lands being developed.
- 3) Schedule 'B' – Site Layout Plan.

SECTION III - REGISTRATION OF AGREEMENT

- 1) This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the *Planning Act*, as amended, at the expense of the Owners.
- 2) The Owners agrees that all documents required herein shall be submitted in a form suitable to the Municipality and suitable for registration, as required.
- 3) The Parties agree that this Agreement must be registered against the Owner's lands within thirty (30) days of the execution thereof by the Township.

SECTION IV - BUILDING PERMITS

- 1) The Owners acknowledge and agree that no building permit will be issued for the said lands until this Agreement is registered on title to the lands described in Schedule 'A' and with the Site Layout Plan attached as Schedule "B" showing:
 - (a) all lot boundaries, adjacent rights of way, road allowances and water bodies; and
 - (b) location of proposed buildings and structures including docks, driveways, sewage and water systems, and storm water management and siltation control facilities together with zoning setbacks to the lot lines for all proposed buildings, structures and sewage systems.
- 2) The Site Plan attached as Schedule "B" and all construction arising from the issuance of a Building Permit or Permits shall be in conformity with the terms of this Agreement.
- 3) It is agreed that if the Owners fails to apply for any building permit or permits to implement this Agreement within twelve (12) months from the date upon

which such building permit would be available, then the Municipality, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

SECTION V – PROVISIONS

- 1) The Owners covenants and agrees to develop the lands in accordance with the Site Layout Plan being Schedule 'B' attached hereto, and that no work will be performed on the lands except in conformity to all provisions of this Agreement.
- 2) The OWNERS FURTHER AGREES:
 - a) to take such action as may be necessary from time to time to ensure that dust emanations from parking areas and walkways do not create any nuisance to adjacent property Owners.
 - b) to design and construct external lighting facilities on the lands and buildings so as to avoid the illumination of adjacent properties.
- 3) The Owners further agrees to construct all buildings in accordance with the provisions on Schedule 'B'. Schedule 'B' show the building envelopes and locations in which buildings are to be erected. Except for minor deviations necessitated by soil conditions, topography, to preserve mature standing trees, and deviations for structural orientation, no building will be located on the lands except in accordance with Schedule 'B'.
- 4) Minor adjustments to the requirements and provisions of this Agreement may be made subject to the approval of the Chief Building Official provided that the spirit and intent of the Agreement are maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Chief Building Official is required before such minor adjustments can be made.
- 5) Nothing in this Agreement constitutes a waiver of the obligation of the Owners to comply with the Zoning By-law of the Municipality or any other By-laws of the Municipality or any regulations or restrictions legally imposed by any government authority or agency having jurisdiction in connection therewith.
- 6) The Owners, on behalf of themselves, their successors and assigns, hereby covenant to indemnify and save harmless the Municipality against any legal liability for losses, damages, claims, actions, demands, suits, and costs arising directly or indirectly from anything done by it or its servants, contractors or agents in connection with its performance under this Agreement.

SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT,
NOTICE, PENALTY

- 1) This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the lands.
- 2) Following completion of the works, the Owners shall maintain to the satisfaction of the Municipality, and at the sole expense of the Owners, all the facilities or works (including landscaping) described on Schedule 'B'.
- 3) This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 4) The Agreement shall come into effect on the date of execution by the Municipality.
- 5) Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

To the OWNERS:

Ilona Skeba and Christopher Mario Skeba

Insert address:

To the MUNICIPALITY:

The Corporation of the Municipality of Whitestone
21 Church Street, Dunchurch, ON P0A 1G0

IN WITNESS WHEREOF the Owners and the Municipality have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED

in the presence of:

By the Municipality on this 18th day of February, 2025.

**THE CORPORATION OF THE
MUNICIPALITY OF WHITESTONE**

Per: _____
George Comrie, Mayor

Nigel Black, CAO/Clerk

By the Owners on this 3rd day of February, 2025.

Witness Name

ILONA SKEBA

Witness Signature

Witness Name

CHRISTOPHER MARIO SKEBA

Witness Signature

THIS IS SCHEDULE 'A' TO SITE PLAN AGREEMENT BETWEEN
THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
AND
ILONA SKEBA and CHRISTOPHER MARIO SKEBA

DESCRIPTION OF THE LANDS

The subject lands as identified on Plan 42R-22592.

Part of PIN 52090-0367 being Part Lot 10, Concession 3 Hagerman being Part 1, Plan 42R22592; T/W an Easement over Pt 1 Plan 42R2615 as in GB84309 (partially released by GB95273); T/W an easement over Pt 4 & 5 Plan 42R17134 as in GB84310; S/T an Easement over Pt 1 Plan 42R20387 in favour of Pt Lt 10 Con 3 Hagerman Pt 2 Plan 42R20387 as in GB84312; T/W a right of way over Parts 3 and 4, Plan 42R22592; Municipality of Whitestone.

THIS IS SCHEDULE 'B' TO SITE PLAN AGREEMENT BETWEEN
THE CORPORATION OF THE MUNICIPALITY OF
WHITESTONE
AND
ILONA SKEBA and CHRISTOPHER MARIO SKEBA

The Site Layout Plan prepared by ILONA SKEBA and CHRISTOPHER MARIO SKEBA is hereby incorporated by reference and forms part of the Agreement. A copy of this Plan may be viewed at the Municipality of Whitestone municipal office.

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW No. 08-2025**

**A By-law to Enter into an Agreement
for Conditions of Approval of Consent B32/2023(W)**

(Assessment Roll No. 040 001 02301 – NASH, Scott and Garth)

WHEREAS Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended provides for powers of a natural person whereby a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 51(26) of the *Planning Act* authorizes municipalities to enter into agreements as a condition of approval of a consent;

AND WHEREAS it is deemed desirable that the Corporation of the Municipality of Whitestone enter into an agreement with Scott Nash and Garth Nash for the purposes of fulfilling conditions of an approved Consent Application B32/2023(W);

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Whitestone hereby enacts as follows:

1. **THAT** the Mayor and CAO/Clerk of the Corporation of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an Agreement between the Municipality of Whitestone and Scott Nash and Garth Nash; and
2. **THAT** the said Agreement is attached hereto and shall form part of this By-law as Schedule "A"; and
3. **THAT** this By-law shall come into effect upon the date, and at the time of its passing; and
4. **THAT** By-law No. 08-2025 being a By-law to enter into an agreement with Scott Nash and Garth Nash for the purposes of fulfilling conditions of an approved Consent Application B32/2023(W) is hereby passed this 18th day of February, 2025.

Mayor George Comrie

CAO/Clerk Nigel Black

Schedule 'A' to By-law 08-2025



MEMORANDUM

To: Mayor and Council

From: Paula Macri, Planning Assistant

Date: February 5, 2025

Agenda Date: February 18, 2025

Re: NASH, Scott and Garth
 Consent Application B32/2023(W)
Status of Conditions of Approval

Background

At the Council meeting of September 19, 2023, the following resolution was passed:

Resolution No. 2023-449

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

5.1.1 Consent Application B32/2023(W), NASH, Scott and Garth

WHEREAS John Jackson, Planner Inc. has prepared a report dated September 6, 2023 for the Parry Sound Area Planning Board regarding Consent Application B32/2023(W) – NASH, Scott and Garth and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created one lot receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan;

4. **THAT** the applicants completes an environmental study regarding the terrestrial features of the property which confirms that there will be no adverse impacts of the consent on the natural heritage features of the property; and
1. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

PROPOSED AMENDMENT 1

Moved by: Mayor George Comrie
Seconded by: Councillor Brian Woods

THAT Condition 4. be removed as a condition of Consent Application B32/2023(W) – NASH, Scott and Garth

Recorded Vote:

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

Carried

PROPOSED AMENDMENT 2

Moved by: Mayor George Comrie
Seconded by: Councillor Janice Bray

THAT the applicants of Consent Application B32/2023(W) – NASH, Scott and Garth be required to provide for a private access for parking and docking facilities, to be registered on title and;

THAT it be registered on title that the current owners and any purchasers are not permitted to park overnight at the Gooseneck Lake landing and boat launch per the Consent Agreement (as amended) for Consent B02-2018, per By-law 47-2020.

Recorded Vote:

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

Defeated

Resolution No. 2023-449 (as amended)

Moved by: Councillor Brian Woods
Seconded by: Councillor Janice Bray

5.1.2 Consent Application B32/2023(W), NASH, Scott and Garth

WHEREAS John Jackson, Planner Inc. has prepared a report dated September 6, 2023 for the Parry Sound Area Planning Board regarding Consent Application B32/2023(W) – NASH, Scott and Garth and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created one lot receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan;
4. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

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

Carried

On September 25, 2023, the Parry Sound Area Planning Board granted the creation of one two new Waterfront lot fronting on Gooseneck Lake as applied for by Scott and Garth Nash subject to the following conditions:

Planning Board Requirements

1. That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry Office

Municipal Compliance Letter Requirements

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges by-law;
2. That the newly created one lot receives 911 addressing from the Municipality;
3. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan; and
4. That payment of all applicable planning fees be paid to the Municipality of Whitestone.

Status of Conditions of the Parry Sound Area Planning Board approval of September 25, 2023:

1. That payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law.
 - Awaiting payment
2. That the newly created one lot receives 911 addressing from the Municipality;
 - Awaiting 911 address
3. That the owner enters into a 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan;
 - The Consent Agreement has been reviewed by the applicants and the applicants' solicitor;
4. That payment of all applicable planning fees be paid to the Municipality of Whitestone.
 - Condition satisfied.

Kindly note that the Municipality has not received deposited Reference Plan yet.

Once the Municipality receives the deposited Reference Plan, the Plan Number will be inserted on pages 1 and 4 of the Consent Agreement.

Next Steps.

That the By-law to authorize the execution of the Section 51(26) Consent Agreement be passed on February 18, 2025 at the Regular Council meeting.

ATTACHMENTS:

Attachment 1

- Report from John Jackson, Planner dated September 6, 2023

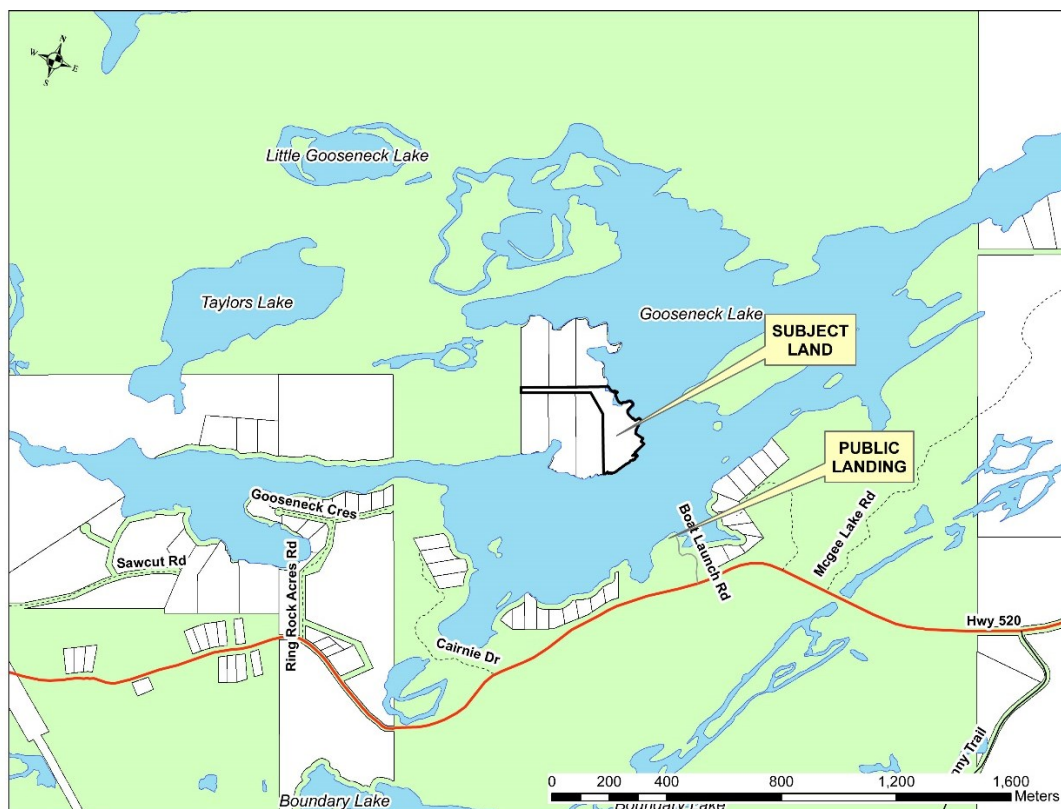
Attachment 2

- Consent Agreement

CONSENT APPLICATION B32/2023(W)**PART OF LOT 4, CONCESSION 2****GEOGRAPHIC TOWNSHIP OF BURTON****PARTS 1 & 5, PLAN 42R-21217****Gooseneck Lake****Applicants: Scott and Garth Nash****September 6, 2023****BACKGROUND/PURPOSE**

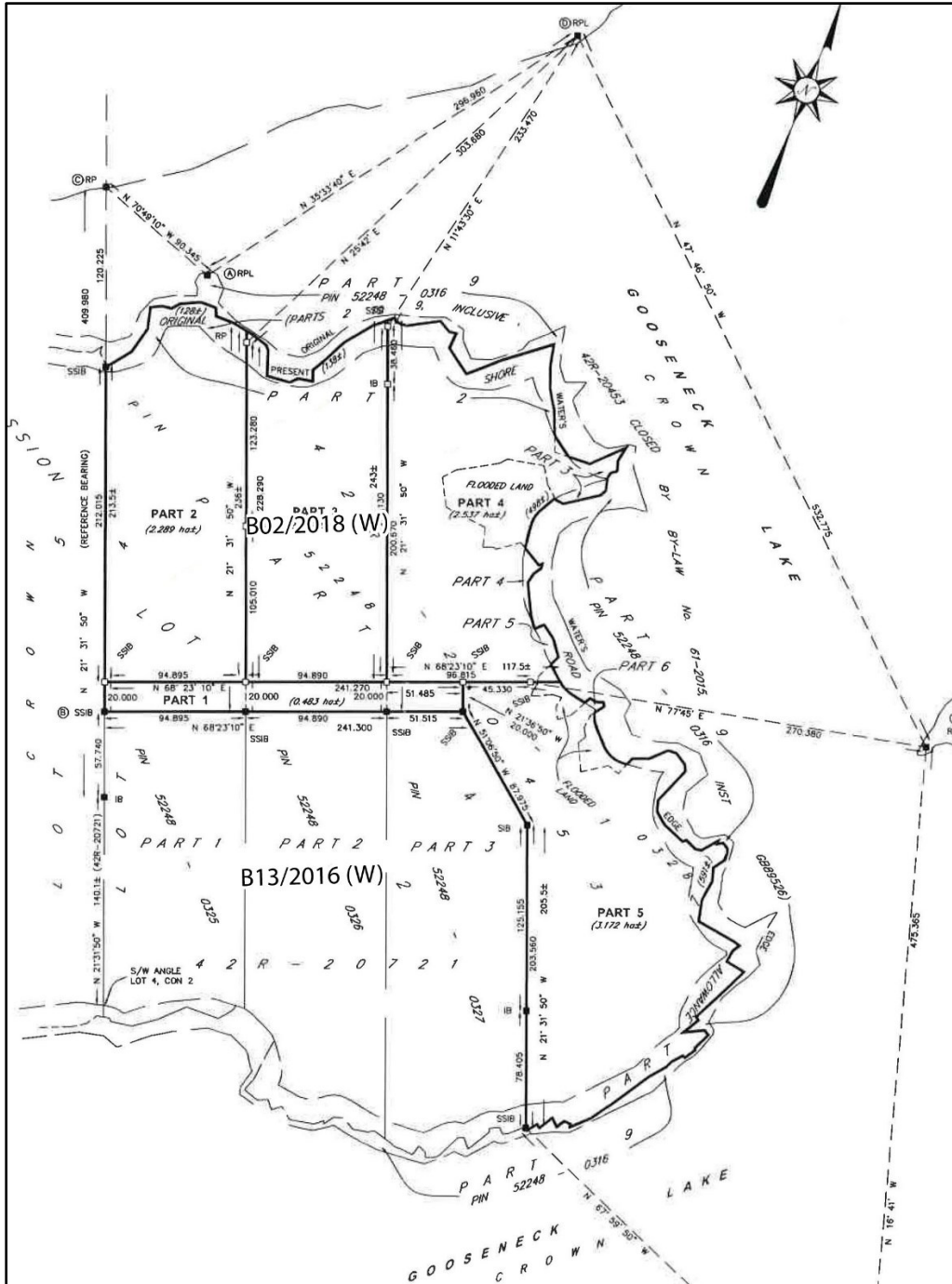
The owners of a water access property on Gooseneck Lake is proposing to create one new water access lot on the lake.

It is proposed that the lands will comply with the access policies of the official plan using the existing public landing on Gooseneck Lake.



The applicants have previously created lots on the subject lands in two previous applications.

These previous applications are illustrated on the sketch below.



The subject lands have had a controversial past related to the sequential nature of the previous applications.

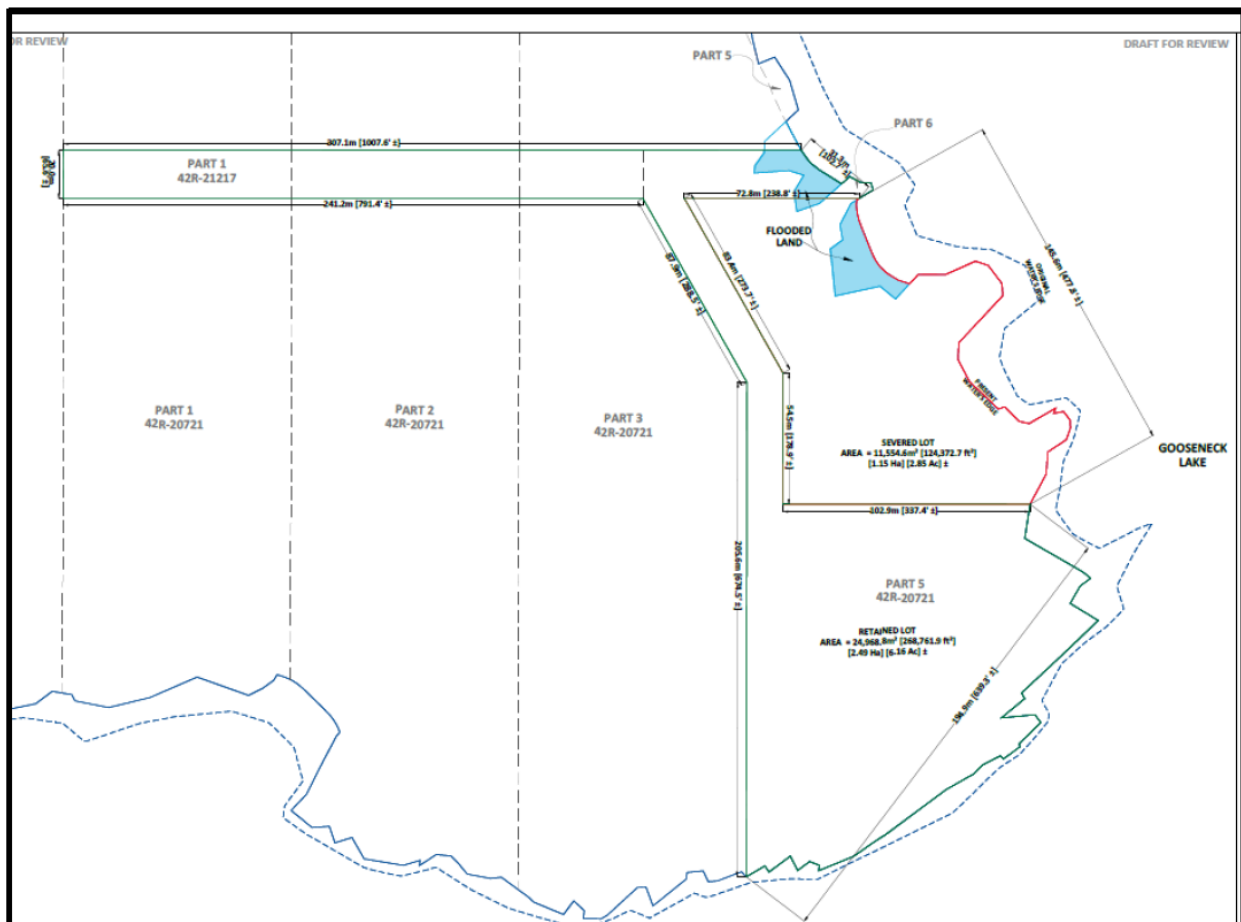
Ultimately the matters were resolved through negotiations between the proponents and the Municipality.

The initial application for the creation of three lots was determined to be in conformity with the access policies of the official plan using the Gooseneck public access.

The second application was determined to require an alternative water access arrangement using private property in contrast to the public landing.

The previous planning reports, including the planning board reports and decisions are attached. The second application was based upon a settlement agreement with the owners and the Municipality.

The current application is proposing to provide access using the public landing similar to the original consent.



The applicants have provided a professional planning report together with an updated environmental statement.

These documents are attached.

CURRENT AFFAIRS

The following conclusions seem to apply.

- The proposed consent is the last lot that would be available on the subject lands;
- The ecological information provided would indicate that the new lot is in accord with the PPS, the official plan and applicable legislation.
- The proposed lots would appear to be consistent with the Gooseneck Lake draft report;
- The landing at Gooseneck appears to have sufficient capacity for one additional lot;
- The proposed lot has regard to the items set out in section 51(24) of the Planning Act.

RECOMMENDATION

That a consent to create one new water access lot on Gooseneck Lake as applied for by Scott and Garth Nash in Consent Application No. B32/2023(W) be approved based on the following conditions.

1. The applicant completes an environmental study regarding the terrestrial features of the property which confirms that there will be no adverse impacts of the consent on the natural heritage features of the property;
2. That the applicant enters into a 51(26) consent agreement to implement the septic system design criteria set out in the Official Plan;
3. Payment of a Parkland dedication fee satisfactory to the Municipality's fee By-Law;
4. Receiving adequate 911 addressing for the new lot; and
5. Payment of any applicable planning fees.

Respectfully submitted,



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

CONSENT AGREEMENT

THIS AGREEMENT made in triplicate this ____ day of February, 2025.

BETWEEN:

SCOTT NASH and GARTH NASH

hereinafter called the "Owners"
of the First Part

-and-

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

hereinafter called the "Municipality"
of the Second Part

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

AND WHEREAS Section 51(26) of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes approval authorities and municipalities to enter into agreements as a condition of consent;

AND WHEREAS the Owners obtained, from the Parry Sound Area Planning Board (File B32/2023(W)) approval of a consent to sever the subject lands, the purpose of which is to provide for the creation of one (1) new waterfront lot fronting on Gooseneck Lake;

NOW THEREFORE, THIS CONSENT AGREEMENT WITNESSETH THAT, in the consideration of other good and valuable consideration and the sum of One Dollar (\$1.00) of lawful money of Canada now paid by the Municipality to the Owners, the receipt whereof is hereby acknowledged, the Owners and the Municipality, covenant, declare and agree as follows:

PART A – GENERAL

1. The lands to be bound by the terms and conditions of this Agreement referred to as "the subject lands" are located in the Municipality and more particularly described in Schedule "A" hereto.
2. The survey plan describing the subject lands is Reference Plan No. 42R-_____.
3. This agreement shall be registered on title to the subject lands as provided for by Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended, at the expense of the Owners.
4. This agreement will not be amended or removed from the title of the subject lands except where agreed upon by the Municipality and the Owners.

PART B – PURPOSE OF THE DEVELOPMENT

5. The Owners have applied for and received approval by the Parry Sound Area Planning Board (File B32/2023(W) approval of a consent to sever the subject lands, the purpose of which is to provide for the creation of one (1) new waterfront lot fronting on Gooseneck Lake;

PART C – SEPTIC SYSTEM DESIGN REQUIREMENTS

6. That the tile field of all future septic systems be setback a minimum of 30 metres from the high water mark of Gooseneck Lake were possible.
7. Any future septic system shall obtain a permit through North Bay-Mattawa Conservation Authority during the Building Permit Application Process with the Municipality.
8. Should “B” horizon soils be excavated during the construction of any dwellings, they should be incorporated into the base of the tile field, where possible.
9. If more imported soil is required for the construction of the tile field, soil with a minimum phosphorus retaining capability of 500 mg/kg should be incorporated, were possible.

PART D – EXPENSES TO BE PAID BY THE OWNERS

10. Every provision of this Agreement by which the Owners are obligated in any way shall be deemed to include the words “at the expense of the Owners” unless the context otherwise requires.

PART E – INDEMNIFICATION FROM LIABILITY AND RELEASE

11. The Owners covenant and agree with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of the negligent or unlawful performance of or failure to perform any work by the Owners or on his behalf in connection with the carrying out of the provisions of this Agreement provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality its servants or agents.
12. The Owners further covenant and agree to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Owners, provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality, its servants or agents.

PART F – ADMINISTRATION

- 13. The Owners acknowledge that this agreement is entered into under the provisions of Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended and that any expense of the Municipality arising out of the administration and enforcement of this agreement may be recovered as taxes under Section 326 of the *Municipal Act*, 1990 as amended and further that the terms and conditions of this agreement may be enforced under conditional building permits under the *Building Code Act* and regulations thereunder.
- 14. The Owners and the Municipality acknowledge that the provisions of Section 67 of the *Planning Act*, R.S.O. 1990, as amended that provides that persons who contravene Section 51 and 52 of the *Planning Act* are liable on a first conviction to a fine of not more than twenty-five thousand dollars and on a subsequent conviction of not more than ten thousand dollars for each day or part thereof upon which the contravention has continued after the day in which the person was first convicted.
- 15. This Agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 16. This agreement shall come into effect on the date of execution by the Municipality and the Owners.

IN WITNESSETH WHEREOF the Municipality has caused their corporate seal to be affixed over the signature of the respecting signing officers.

**THE CORPORATION OF THE
MUNICIPALITY OF WHITESTONE**

Dated: ____ day of _____, 20__

George Comrie, Mayor

Dated: ____ day of _____, 20__

Nigel Black, CAO-Clerk

We have the authority to bind the Corporation

Dated: ____ day of _____, 20__

Witness Signature

Signature of Owner Scott Nash

Dated: ____ day of _____, 20__

Witness Signature

Signature of Owner Scott Nash

**THIS IS SCHEDULE 'A' TO A CONSENT AGREEMENT
BETWEEN SCOTT NASH AND GARTH NASH AND
THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

PART OF PIN 522480338
PART BROKEN LOT 4 CONCESSION 2 BURTON AND PART SHORE ROAD ALLOWANCE
IN FRONT OF LOT 4 CONCESSION 2 BURTON AS CLOSED BY GB89526 BEING PARTS 1
& 5 PLAN 42R2121 BEING PARTS _____ AND _____ MUNICIPALITY OF
WHITESTONE

(THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK)

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
By-law No. 09-2025

**Being a By-law to amend By-law No. 07-2018 (the Zoning By-law)
for Part of Lot 10, Concession 1, Plan 42R13987 and Plan 42R12991
Locally known as 3 McDonald Drive, Geographic Township of Burton
1000213875 Ontario Inc. (c/o William Rootham-Roberts)**

WHEREAS the Council of the Municipality of Whitestone has the authority to enact Zoning By-laws under Section 34 of the *Planning Act*, R.S.O. 1990;

AND WHEREAS the applicants have applied for and received a provisional Consent to permit the creation of one new lot, a lot boundary adjustment and an access easement from the Parry Sound Area Planning Board, under consent application B33/2024(W) subject to a site specific rezoning to implement the Consent;

AND WHEREAS the Council of the Municipality of Whitestone deem it appropriate and necessary to rezone the subject lands;

AND WHEREAS the Council of the Municipality of Whitestone has determined that no further notice is required in accordance with Section 34(17) of the *Planning Act*, R.S.O. 1990;

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

1. **THAT** Schedule 'A', Sheet No. 4 of 22, of By-law No. 07-2018 as amended is hereby further amended by rezoning Part of Lot 10, Concession 1, Plan 42R-13987 and Plan 42R-12991, locally known as 3 McDonald Drive, Geographic Township of Burton from the Rural Residential (RR) Zone to the General Commercial (C1) Zone, the General Commercial Exception 2 (C1-2) Zone, and the General Commercial Exception 3 (C1-3) Zone, as shown on Schedule A attached to this By-law.
2. **THAT** Section 8.04.2 be added to By-law No. 07-2018, including the following text:

“General Commercial Exception 2 (C1-2)

Notwithstanding the permitted uses and provisions of the C1 Zone, the following shall also be permitted within the C1-2 Zone:

- *An access easement with a minimum width of 10 metres.”*

3. **THAT** Section 8.04.3 be added to By-law No. 07-2018, including the following text:

General Commercial Exception 3 (C1-3)

Notwithstanding the permitted uses and provisions the C1 Zone, only the following commercial uses shall be permitted within the C1-3 Zone:

- a retail store;
- a custom workshop;
- a restaurant, licensed or unlicensed;
- a business or professional office;
- a parking lot;
- a boat building or storage establishment;
- a private camping establishment, a private park, an amusement area;
- a bed and breakfast; or
- a convenience store.

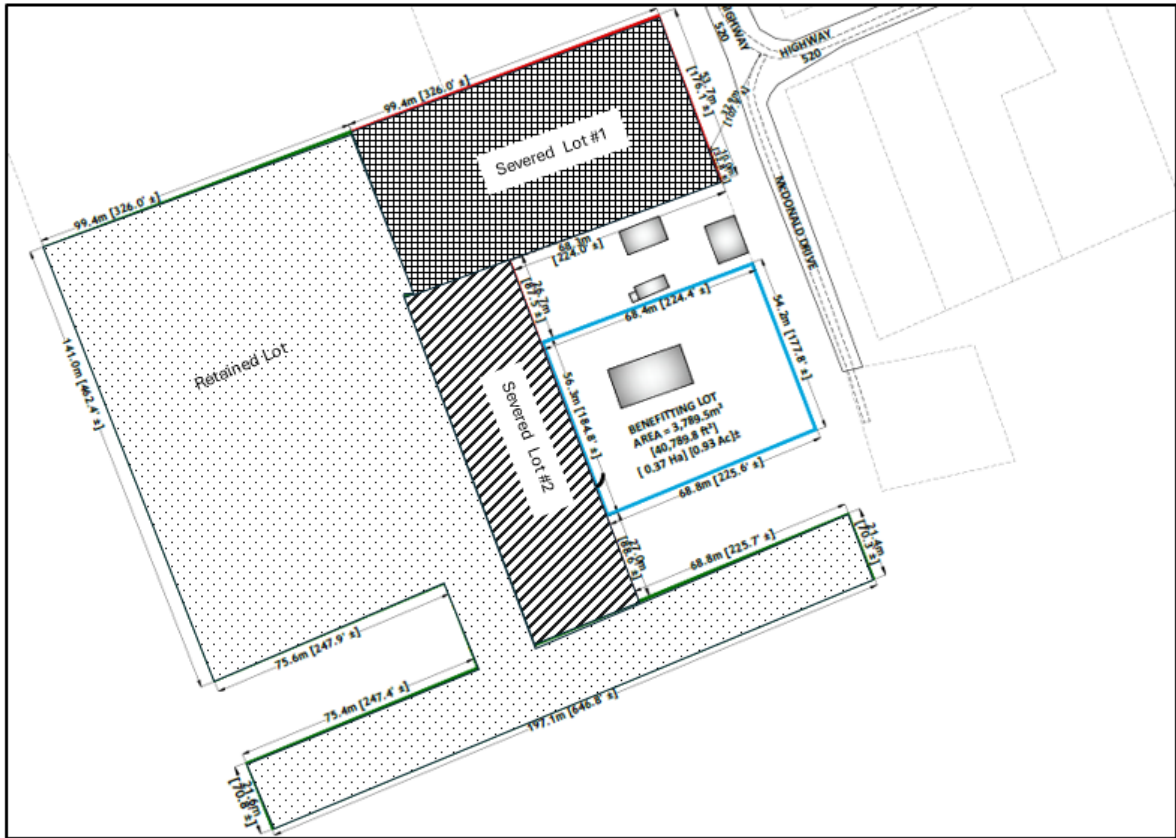
4. **THAT** this By-law shall take effect and come into force in accordance with Section 34 of the *Planning Act*.




5. **THAT** By-law No. 09-2025 being a By-law to amend By-law No. 07-2018 (the Zoning By-law) is hereby passed this 18th day of February, 2025.

Mayor George Comrie

CAO/Clerk Nigel Black

Schedule A to By-law 09-2025



- 
Lands to be rezoned from the Rural Residential (RR) Zone to the General Commercial Exception 2 (C1-2) Zone.
- 
Lands to be rezoned from the Rural Residential (RR) Zone to the General Commercial Exception 3 (C1-3) Zone
- 
Lands to be rezoned from the Rural Residential (RR) Zone to the General Commercial (C1) Zone.

BUSINESS MATTERS

DRAFT MOTION

"The Magnatawan Pioneer Association" Public Landing at Bolger Lake

WHEREAS the Corporation of Municipality of Whitestone and the Magnatawan Pioneer Association entered into an agreement on September 22, 2016 (Hereinafter referred to as The Agreement) that related to the "Public Landing" at Bolger Lake area; and

WHEREAS the Council of the Municipality of Whitestone has reviewed the "Agreement"; and

WHEREAS The "Agreement" has a Termination Clause , section 2.; and

WHEREAS The "Agreement" has a Termination date Definition noted in section 1(c); and

WHEREAS the Public Landing Area at Bolger Lake also known as the Boat Launch is Municipal Property;

NOW THEREFORE BE IT RESOLVED That the Council of the Municipality of Whitestone does hereby direct staff to Terminate the "Agreement" between the Municipality of Whitestone and the Magnetawan Pioneers Association Dated September 22, 2016; and

THAT staff provide the Magnatawan Pioneer Association with 30 Days written Notice of the Termination of the "Agreement", from February 18, 2025, with the final Termination date of March 20, 2025; and

THAT staff arrange on a go-forward basis for the seasonal maintenance of the public landing at the Bolger Lake area, provided that the area is easily accessible for Municipal vehicles.

THIS AGREEMENT made this 22 day of September, 2016.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
(hereinafter referred to as the "Municipality")

OF THE FIRST PART

-and-

THE MAGNATAWAN PIONEER ASSOCIATION
(hereinafter referred to as the "Association")

OF THE SECOND PART

WHEREAS the Municipality is the registered owner of Parts 3 & 5 on Plan 42R-20376, geographic Township of Burton, now in the Municipality of Whitestone, in the District of Parry Sound referred to as the "public landing".

AND WHEREAS the Municipality shall delegate maintenance of the public landing to the Association.

AND WHEREAS the Municipality will provide continued use of the public landing to the Association, its members and the general public.

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the terms, undertakings and the mutual covenants herein contained, the parties hereby covenant and agree with each other as follows:

INTERPRETATION

1. Definitions

The following terms and expressions shall have, for all purposes of this Agreement, the meaning set forth below:

- (a) "Agreement" means this agreement, as amended from time to time;
- (b) "Public Landing" refers to those areas affected by this Agreement, including the land and docks (also referred to as floats, wharfs and ramps), as shown on Shown Schedule "A" attached; and
- (c) "Termination Date" means the date on which this Agreement shall terminate irrespective of the cause or manner.

TERM & TERMINATION

2. Term

This Agreement shall come into force and effect as of the date set out above and shall continue in force unless terminated in writing.

Notwithstanding that this Agreement may for all other purposes have been terminated pursuant to Section 2.2 or Section 2.3, such termination shall not be construed to affect in any manner whatsoever any right or remedy existing at law or in equity by reason of a violation of any of the terms or provisions of this agreement which occurred prior to such termination.

GENERAL PROVISIONS

3. The public landing shall remain open to the general public for use by the public without charge, the Municipality and its agents during the term of this agreement, subject to the Association's "Rules of Operation" which must be approved by the Municipality.
4. The Association will use the public landing for no other purpose than a public landing to the harbour and will maintain their current level of operation during the term of this agreement.
5. The Association shall, at its own expense replace/repair/maintain the docks.

GARBAGE

6. The Association shall be responsible for periodically removing and disposing of the garbage generated from the public landing.

BY-LAW

7. The Association will abide to the Municipality's By-Law Number 34-2000.

AMENDMENTS

8. Any changes to this agreement will have to be approved by both parties in writing, and the party requesting the amendment shall provide the other party a minimum of thirty (30) days written notice of the requested amendment.

NOTICE

9. Any notice to be given under or pursuant to the provisions of this Agreement or in any way concerning the same shall be sufficiently given if reduced to writing and personally delivered or mailed by prepaid registered mail addressed to:



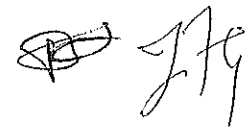
the Municipality:

c/o CAO-Clerk-Treasurer
21 Church Street
Dunchurch, ON
P0A 1G0

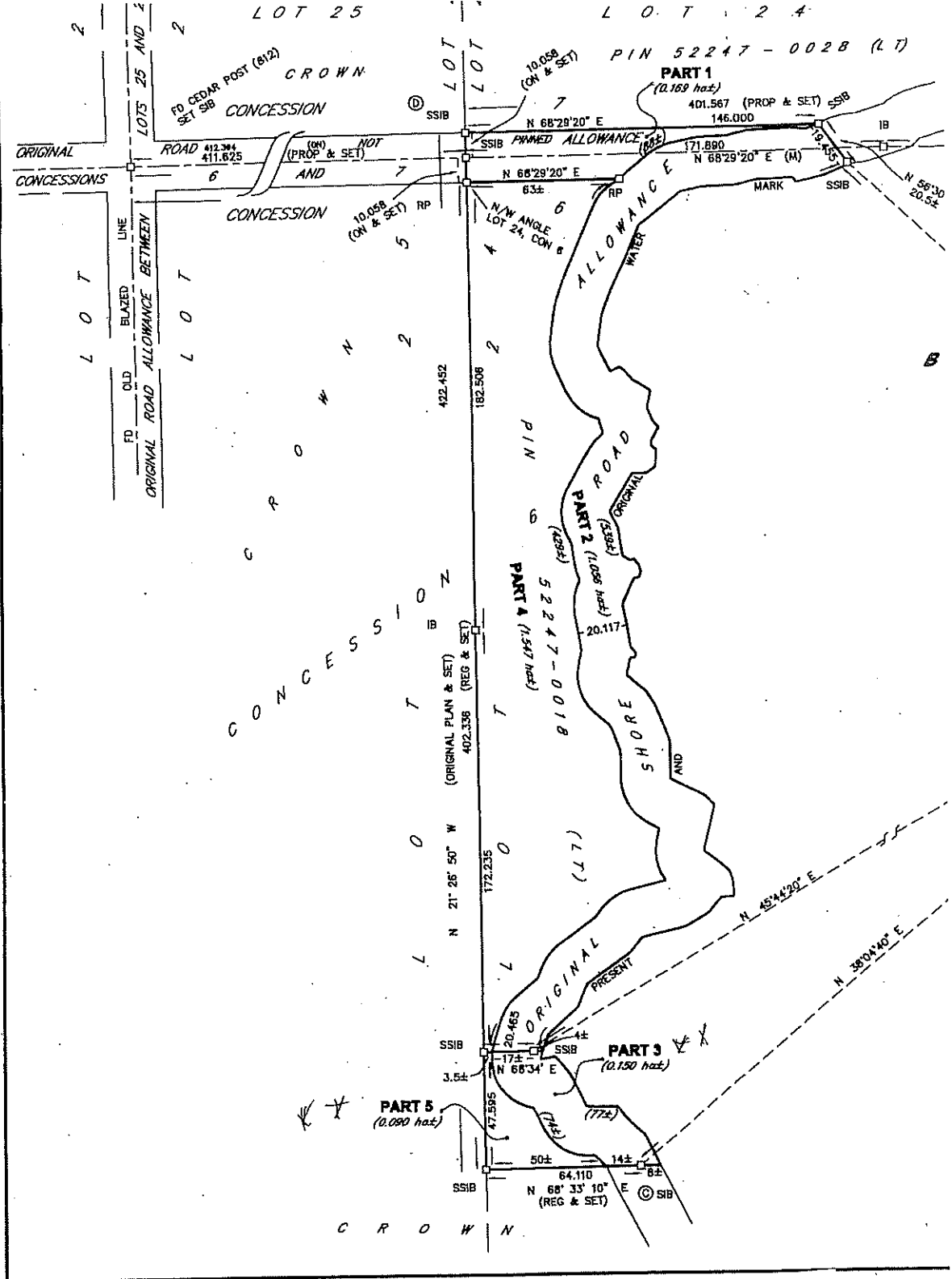
the Association:

c/o The President
Magnatawan Pioneer Association
9090 Bolger Lake, ON
RR2 Dunchurch
P0Q 1G0

or at such other address as any of the parties hereto may hereafter designate by notice given in the manner herein provided, and such notice shall be deemed to have been received when delivered, or if mailed, five (5) days after mailing (excluding Saturdays, Sundays and legal holidays); provided that in the event of postal disruption of any nature or kind whatsoever, any notice required to be given under this Agreement shall be personally delivered to either party hereto at the address specified above.

A handwritten signature in black ink, appearing to be "JTG" with a circled initial or mark to the left.

Schedule
"A"



CORRESPONDENCE

Correspondence

A	Halton Hills	Resolution recognizing Canada's sovereignty
B	Cobourg	pursuing a study on service rationalization, restructuring, and amalgamation of Northumberland County
C	Canada Post	Postal Service Commission re the future of the public post office and changes to the Postal Service Charter
D	Ministry of Rural Affairs	Ontario's Rural Economic Development Strategy Info
E	AMCTO	Advocacy update
F	Brian Grant	Concerns regarding the closing of the Ontario Teacher's Federation Campground
G	Janet and Blair Clevely	Concerns regarding the closing of the Ontario Teacher's Federation Campground



1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

January 29, 2025

All Municipalities in Ontario
Via Email

Re: Sovereignty of Canada

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, January 20, 2025, adopted Resolution No. 2025-0010 regarding Sovereignty of Canada.

Attached for your information is a copy of Resolution No. 2025-0010.

Respectfully,

A handwritten signature in blue ink, appearing to read 'M Lawr'.

Melissa Lawr, AMP
Deputy Clerk – Legislation



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2025-0010
Title: Sovereignty of Canada
Date: January 20, 2025
Moved by: Councillor D. Keene
Seconded by: Councillor J. Brass

Item No. 12.2

WHEREAS incoming President Trump has suggested that with the use of "economic force" such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS residents of our community, known as Canada's Most Patriotic Town, have demonstrated passion for and loyalty to our nation by opposing past "Buy America" trade measures; by celebrating Canada's 150th anniversary by simultaneously flying over 57,000 Canadian flags and along with other activities, by annually hosting popular Canada Day festivities throughout our municipality; and

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867; and

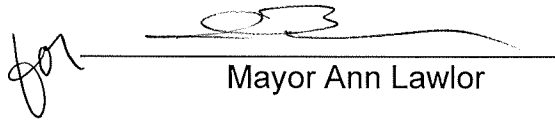
AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect and neighbourly relations;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.


Mayor Ann Lawlor



The Corporation of the Town of Cobourg

B

Resolution

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

Delivered via email

Doug.fordco@pc.ola.org
premier@ontario.ca

January 31, 2025

RE: Correspondence received from Northumberland County regarding the Municipal Restructuring Study

Please be advised that the Town of Cobourg Council, at its meeting held on January 29, 2025, passed the following resolution:

WHEREAS Cobourg Council understands that the Northumberland tax base is having difficulties with the constant increase in municipal taxes from both the upper and lower tier municipalities; and

WHEREAS the Council acknowledges the need to explore service rationalization, restructuring, and potential amalgamation within Northumberland County to enhance efficiency and service delivery; and

WHEREAS any study undertaken must provide a comprehensive and balanced approach to ensure that all viable options are fairly considered in determining the best governance and financial structure for all of our communities; and

WHEREAS the town of Cobourg tax base makes up 23% of the Northumberland County tax levy and the town of Cramahe contributes just 6% while both having a single vote at the County of Northumberland Council table unless it is a recorded vote; and

WHEREAS in addition to the options of restructuring and amalgamation, a third alternative must be evaluated, namely the potential dilution of the upper-tier government that could allow for the direct allocation of provincial funding to lower-tier municipalities enhancing the local decision-making process and allowing for fiscal autonomy of the various communities.

NOW THEREFORE BE IT RESOLVED THAT the Cobourg Council expresses its support and significant interest in the pursuing a study on service rationalization, restructuring, and amalgamation of Northumberland County; and that a third option, be included in the study and that the third option look at the possible dissolution of the



The Corporation of the Town of Cobourg

Resolution

upper tier government; and

FURTHER THAT this letter be forwarded to Honourable Doug Ford, Premier of Ontario, Honourable, David Piccini, Minister of Labour, Immigration, Training and Skills Development and Northumberland - Peterborough South MPP, and Honourable, Paul Calandra, Minister of Municipal Affairs and Housing and Markham-Stouffville MPP along with all other lower tier municipalities asking for their support in ensuring this much needed study explores all potential options that may better serve the resident of Cobourg and Northumberland County.

Sincerely,

A handwritten signature in black ink that reads "Kristina Lepik".

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Enclosure.

cc. Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Northumberland – Peterborough South MPP;
Honourable Paul Calandra, Minister of Municipal Affairs and Housing; and
All lower tier Ontario Municipalities

January 22, 2025

Delivered via email

Dear Northumberland County Clerks,

Re: Municipal Restructuring Study

I am writing to share a report and accompanying Council Resolution approved by Northumberland County Council on December 18, 2024. The report entitled 'Budget 2025 – Municipal Restructuring Study', was requested by County Council on November 20, 2024 for the purposes of investigating the cost of a restructuring study as part of 2025 budget deliberations.

As per Council's request, this letter is being sent to Member Municipalities to determine interest in pursuing a study of service rationalization, restructuring and/or amalgamation. The support required would include staff time to gather and share information, as well as meetings with the consultant. The study would be informative, and participation would not be seen as an agreement to move forward with any recommendations resulting from the study. If a majority of Member Municipalities wish to participate in the study, we will take the results back to County Council for next steps on moving forward.

Please note the response deadline of March 3, 2025.

Thank you for your consideration and we look forward to hearing from you.

Sincerely,



Jennifer Moore
CAO, Northumberland County

c.c. Northumberland County CAOs
Maddison Mather, Clerk, Northumberland County

Council Resolution

Moved By: J. Logel

Seconded By: R. Crate

Agenda
Item 17.c
(2.i)

Resolution Number
2024-12-18- 926

“That County Council direct staff to send a letter to each of Northumberland County’s 7 Member Municipalities to determine interest in pursuing a municipal restructuring study, with a response deadline of March 3, 2025.”

Recorded Vote
Requested by _____
Councillor’s Name

Deferred _____
Warden’s Signature

Carried 
Warden’s Signature

Defeated _____
Warden’s Signature

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327



Report 2024-167

Report Title: Budget 2025 – Municipal Restructuring Study

Prepared by: Jennifer Moore
Chief Administrative Officer
Office of the CAO

Approved by: Jennifer Moore, CAO

Council Meeting Date: December 18, 2024

Report Not Considered by

Standing Committee Because:

- Time-sensitive Issue (information received too late for Committee consideration)
- Urgent Matter (issue arose after this month’s Committee meeting)
- Other

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

“That County Council, having considered Report 2024-167 ‘Budget 2025 - Municipal Restructuring Study’, direct staff to request input from member municipalities to determine interest in pursuing a municipal restructuring study.”

Purpose

At their November 20, 2024 meeting, County Council discussed budget considerations for 2025. As a result of the discussions, staff were directed to report back on the cost of an amalgamation study in the draft budget.

Background

The idea of restructuring is not new to Northumberland County. Northumberland has been restructured several times in its 232-year history. Northumberland was initially formed in 1792. It joined with Durham County to form the Newcastle District in 1802, as part of Upper Canada. In 1850 it became the United Counties of Northumberland and Durham. It remained as the United Counties until 1973. On January 1, 1974, the majority of Durham County joined Ontario County to form Durham Region, except for the Town of Port Hope and Hope Township. Hope and Port Hope joined Northumberland County to form a standalone County named Northumberland. Over the years there have been various changes to the boundaries and names of lower tiers, as those organizations have been restructured, as well with population growth and Provincial direction.

In the late 1990's there was significant restructuring across the province and the number of municipalities was reduced by almost half. Northumberland's boundaries were changed once again when Murray Township left Northumberland and joined the newly formed City of Quinte West. Northumberland's boundaries have otherwise remained unchanged, but there were several amalgamations of lower-tiers. By 2001, Northumberland was comprised of seven lower-tiers and looks as it does today.

Current	Formerly
Town of Cobourg	Town of Cobourg
Municipality of Port Hope	Town of Port Hope Hope Township
Municipality of Trent Hills	Town of Campbellford Village of Hastings Seymour Township Percy Township
Municipality of Brighton	Town of Brighton Brighton Township
Hamilton Township	Hamilton Township
Township of Alnwick/Haldimand	Alnwick Township Haldimand Township
Township of Cramahe	Village of Colborne Cramahe Township

Around the time of the municipal restructuring in 2001, there were also significant changes in the responsibilities of each level of government. While services such as road and bridges had been the County's responsibility since the days of horse and buggy, the County assumed responsibility for many additional services from the province, including Housing and Paramedics.

The table below summarizes key municipal services, and which level of municipal government delivers the service within Northumberland County. It should be noted that the responsibilities of each level of government have changed over time. The manner in which services are delivered varies dramatically across the province. Every municipality has a unique combination of service responsibilities and service levels. The range of services seems to be most diverse in the two-tier municipal structures where a County is the upper tier. Regional governments tend to have more similarities in the distribution of services between the upper and lower tiers.

Service		Upper Tier	Lower Tier
Infrastructure			
	Roads	*	*
	Bridges	*	*
	Water		*
	Wastewater/Sewage		*
	Solid Waste	*	
Community Services			
	Social Services/Service Manager	*	
	Housing	*	
	Parks & Recreation		*
	Forest	*	
	Libraries		*
	Transit		*
	Cemeteries		*
Protection Services			
	Police		*
	Fire		*
	Fire – Communications tower/Dispatch shared service	*	
	Provincial Offences	*	
	Court Security		*
	By Law Enforcement	*	*
	Emergency Planning	*	*
Health Care			
	Paramedics	*	
	Community Paramedicine	*	
	Long Term Care	*	
	Health Unit (funding only)	*	
	Walk-in Clinic	*	

Service		Upper Tier	Lower Tier
Community Development			
	Economic Development	*	*
	Tourism	*	*
	Land Use Planning	*	*
	Conservation Authority (funding only)		*
	Inspections		*
	Inspections – Shared Service	*	
Legislative Services			
	Clerk/Governance	*	*
	Licensing		*
	Archives (existing shared service)	*	*
	MPAC (funding only)	*	
Corporate Services			
	HR/Payroll	*	*
	Finance/Treasury	*	*
	Legal	*	
	IT/GIS (existing shared service)	*	*
	Health & Safety	*	*
	Facilities/Property Management	*	*
	Communications	*	*

Notes

*Some services may be a lower tier responsibility, but are not necessarily delivered by every member municipality.

** Some services may be delivered by another entity, while remaining the responsibility of the municipality.

There are several services where there are existing formal, or informal, shared services arrangements. Selected services have been consolidated, or partially consolidated, at the upper tier to achieve efficiencies and economies of scale such as IT, road surface treatment, GIS, etc. There have been other shared services agreements on an ad hoc basis in recent years such as HR. In addition to the more formal arrangements, municipalities across the County frequently collaborate on service delivery and projects. For example, joint training exercises, road construction with underground works, and purchasing.

Consultations

The County and member municipalities have explored opportunities for shared services over the past couple of decades, with some new opportunities advancing and others being abandoned after hitting barriers. Staff have consistently approached this work with the intention of maintaining (or improving) service levels for the same or less cost. However, it is inherently difficult to voluntarily merge the work of eight separate legal entities with independent governance structures. Every organization has their own identified priorities, in addition to busy day-to-day operating demands.

Anecdotally, there are mixed opinions about the success of previous amalgamations. The key difference is that most previous amalgamations were initiated through a Provincial directive, or a very strong suggestion from the Province that municipalities look to merge with one or more neighbouring municipalities. Small municipalities speak to the potential benefits of economies of scale across their operations, although many municipal services cannot achieve significant savings even at their present size and scale due to labour intensive services, large geographic areas, and other limitations. Municipalities that underwent large amalgamations, such as moving to a single tier, often acknowledge long-term benefits but reference many challenges, including governance structure and service rationalization, that need to be overcome in the early days. In many cases, there were increased costs during the initial years of an amalgamation, as common service levels and expectations were settled. For many communities, particularly in rural Ontario, there are strong ties to existing features of the community; there is a reluctance to accept the changes that could lead to more significant savings.

Legislative Authority / Risk Considerations

The Municipal Act 2001 Part V, Municipal Reorganization specifically permits restructuring of municipalities. This section of the Act outlines the process and authorities for various aspects of restructuring the governance of a municipality or municipalities. The purpose of this section is as follows:

171 (1) The purposes of section 172 to 179 are,

- (a) To provide for a process which allows municipal Restructuring to proceed in a timely and efficient manner;*
- (b) To facilitate municipal restructuring over large geographic areas; and*
- (c) To facilitate municipal restructuring of a significant nature which may include elimination of a level of municipal government, transfer of municipal powers and responsibilities and responsibilities and changes to municipal representation systems. 2001, c.25 s. 171(a)*

Discussion / Options

Any study on municipal restructuring will require participation from all seven member municipalities, and most likely the County, depending on the services being considered. It is critical that there is an interest in the study, and a commitment of support from the participants. The support required would include staff time to gather and share information, as well as meetings with the consultant. The study would be informative, and participation would not be seen as an agreement to move forward with any recommendations resulting from the study.

Staff propose an initial step by County Council to request input from member municipalities to determine interest in pursuing a study of service rationalization, restructuring and/or amalgamation. Further, a resolution should be requested from each member municipality to express their level of interest in the information learned through such as study. This resolution would only be a commitment to participate and receive the final report, but would NOT obligate any municipality to proceed with implementation of the report recommendations.

Further, if a majority of member municipalities wish to participate in the study, then the County should proceed with the procurement of a consultant to conduct the necessary research and analysis, and make recommendations for consideration. Given the anticipated size and scope of the study, it would be a competitive RFP process.

Staff propose two options should there be sufficient interest from member municipalities:

- a) Study the benefits and challenges of a full amalgamation to a single government across Northumberland County for all services. This would include costs and resourcing required through a transition period, projected ongoing savings or increases, high level review of staffing implications, proposed governance model, etc.
- b) Select 1-2 services to evaluate and develop an assessment of options for restructuring. Restructuring could result in an upload to the County, or consolidation with one of the seven member municipalities for all or part of a service, based on the analysis. The review would include transitional and ongoing operational impacts to governance, staffing, service levels, and financial implications, as well as an initial plan for implementation.

Staff recommend option B, and recommend that it be referred to the CAOs' Committee to determine the services to be reviewed. The CAOs should provide input into developing common goals for a study, including financial objectives, service level equalization, staffing and asset impacts, as well as qualitative impacts of service restructuring.

Financial Impact

The cost would be dependent on the scope of the review. Given the complexity of the assessment and number of municipalities, consulting costs would likely be \$150,000 - \$250,000 for the initial reviews, depending on number and complexity of departments included in the study, and the number of municipalities currently offering the service. The work required would be unique to Northumberland County, and could require extensive planning if the direction is to conduct a review of a full amalgamation, with costs likely exceeding the top end of the estimate for a full implementation plan. Given the time required for member municipal consideration as well as the RFP process, it is expected that only a portion of costs would be incurred in 2025 with the balance incurred in 2026.

Member Municipality Impacts

Depending on the extent of the review, there could be a significant impact to member municipal operations and governance.

Conclusion / Outcomes

Staff recommend this report be received for information, and considered as part of the 2025 budget deliberations.

Attachments

N/A



Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/cope 225

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 17th Floor
Toronto, Ontario M7A 2J3
Tel: 647-329-1485

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 647-329-1485



January 19, 2025

Michelle Hendry
CAO
Municipality of Whitestone
Michelle.Hendry@whitestone.ca

Dear Ms. Hendry:

It is my pleasure to share our government's new plan to support rural economic development, increase and nurture a rural workforce, and strengthen rural communities.

Enabling Opportunity: Ontario's Rural Economic Development Strategy is designed to help rural communities leverage new economic opportunities and prepare themselves for growth.

The Strategy focuses on three key pillars:

- **Safe and Strong Rural Communities** – Improving local economic development capacity and championing local leadership, supporting the rehabilitation of municipal and community infrastructure, optimizing rural connectivity, and supporting communities in developing plans for housing and transportation to ensure rural communities are places where people want to live, work and play.
- **Business Development and Attraction**- Supporting rural and Indigenous communities and other economic development partners in strengthening and growing rural business, encouraging entrepreneurship and innovation, attracting investment, revitalizing downtowns and diversifying regional economies.
- **Growing the Rural Workforce** – Helping grow local talent, raising awareness of job opportunities available in rural Ontario, supporting workers in obtaining the skills needed to succeed, and attracting and retaining workers so that rural communities and small towns thrive.

We brought together municipal and Indigenous leaders and rural stakeholders to provide input into the development of the new strategy. We held 13 regional roundtables to hear the thoughts, experiences, ideas, and inspiration of those living and working in rural Ontario and received many online submissions through our website.

By listening to rural residents, we created a Strategy that represents their concerns. My thanks go out to all of those who participated in the consultation process and I look forward to continuing these conversations.

.../2

Our government has a vision for thriving rural communities and believes that a strong and dynamic rural Ontario is essential for the success of the province's economy. As a proud resident of rural Ontario, I am confident in saying the future is bright for rural Ontario, especially when we work together

By working together, we can continue to build strong economies and position rural Ontario as a destination of choice for individuals, families, and businesses.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is written in a cursive, flowing style.

Lisa M. Thompson
Minister of Rural Affairs

From: AMCTO | The Municipal Experts [mailto:amcto@amcto.com]
Sent: January 29, 2025 11:03 AM
To: deputy.clerk@whitestone.ca
Subject: Advocacy Update: Early Provincial Election Called

What this means for the municipal sector

View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



Advocacy Update

Learn more about our work as we advocate on behalf of AMCTO members

January 29, 2025

Early Provincial Election Called

Earlier this week, Premier Ford met with the Lieutenant Governor to set in motion the [call for an early provincial election](#). With the campaign period beginning Wednesday, January 29, 2025, there is a 28-day period with voting day on February 27, 2025.

The election is being called more than a year ahead of the scheduled provincial election of June 2026. The Premier says that he requires a clear mandate to effectively respond to United States tariff threats on Canadian goods, though opposition parties have already expressed support in responding to tariffs.

The legislature was set to return on March 3, however, now, **it will instead prorogue**, bringing legislative proposals and ongoing committee matters to a halt. **As you may recall**, several bills affecting municipalities were set to continue moving through the legislative process. This includes:

- *Bill 242, Safer Municipalities Act, 2024* (re: policing and enforcement of encampments and illegal drug use in public spaces)
- *Bill 241, Municipal Accountability Act, 2024* (re: code of conduct and integrity commissioner framework)
- *Bill 240, Peel Transition Implementation Act, 2024* (re: service delivery efficiencies for Peel municipalities)
- *Bill 238, Emergency Management Modernization Act, 2024* (re: coordination and capacity of emergency management)

However, with an election called, these bills, 'die on the order paper'. During an election period, the provincial government still functions, transitioning to operating at a caretaker level, with limits on spending. Only when the new Legislature forms and sits in a new parliament can new bills be considered and/or be reintroduced.

Municipal Impact

Municipalities serve as a lifeline to many provincial services and quality of life. Municipal staff work hard to ensure their communities, residents and councils are supported and built up. Municipalities are the first to help residents and businesses in our communities despite complex structural and funding challenges - especially when it comes to issues like health care and homelessness, among others.

With the political parties campaigning over the next 28 days, we will be providing our priorities for the next provincial government that address the concerns of our members, municipal staff and the wider sector. Stay tuned for these priorities and accompanying member toolkit to be released in the coming week.

In the meantime, check out the status of our previous 2022 provincial election priorities below. Where there is still more work to be done, we have included these items in our 2025 election priorities.

- Increase funds like Ontario Community Infrastructure Fund (OCIF) and Ontario Municipal Partnership Fund (OMPF) – *Partially achieved*
- Invest in important infrastructure projects – *Partially achieved*
- Commit to meaningful joint and several liability reform – *In progress*
- Tackle significant areas of operational and administrative burden and reduce red tape on municipally-provided services – *In progress*
- Collaborate and consult with AMCTO on core legislation – *In progress*
- Ensure digital government policy and implementation – *In progress*

Looking back on our priorities in 2022 and looking ahead at our priorities for 2025, a similar theme emerges: there needs to be a better municipal-provincial relationship where collaboration and co-designing policies and programs is valued and encouraged.

Rather than working as separate levels of government, now more than ever, governments at all levels need to work together to address common challenges and opportunities to put Ontarians first. There continues to be a need to establish fundamental and *functional* foundations that will make our communities strong, resilient and supportive for residents and businesses.

We encourage you to keep an eye out for our 2025 provincial election priorities and member toolkit to come next week. Over the course of the next month, we will be adding to this toolkit to support our advocacy on these priorities and to keep members up to date with election-related developments.

-----Original Message-----

From: [REDACTED] [mailto:[REDACTED]]

Sent: February 5, 2025 7:43 AM

To: mike.foulds@otffeo.on.ca

Cc: doug.fordco@pc.ola.or; minister.edu@ontario.ca; info@whitestone.ca

Subject: Parry Sound Ontario Teacher's Campsite

Dear Mr. Foulds,

I hope you and your team are all doing well.

I am writing to you as a member of the public in regards to what seems to be a decision to sell the Teacher's Campsite in Parry Sound (Dunchurch). My understanding is that the land was given to the Ontario Teachers Federation as a donation in the 1950s. My understanding is also that the campsite is being sold - I am unclear and unsure of the details regarding the sale.

I have included Premier Ford and staff (including staff in the Whitestone Community) as a means of sincerely asking for their support.

The many hundreds of individuals (teachers, families and loved ones) who have proudly attended the campsite for many years were abruptly advised the day before the camp opened that it was being sold and to, essentially, pack up and move on.

As I am not a teacher, I am not privy to the ethical considerations that I - am hopeful - have been considered. As such, I would like to pursue a conversation with the Ontario Teacher's College (as a member of the public) who has been greatly impacted by this decision. I am sure I am not alone as this decision would also impact countless others and businesses in the area.

May I kindly request your OCT Membership Number and the OCT Numbers of the individuals that were involved in this decision? I am hopeful that the actions can be reviewed in a kind and supportive manner by the college. If you are no longer a member of the Ontario College Of Teacher's may I ask if there is a reporting body that supports you.

As we have all learned from the recent actions of the American Government regarding Tarrifs, and the amazing ability of our Premier to "Step In" , I am hopeful that we can all work together to find a way out of a very messy situation.

Thank you sincerely,
Brian Grant

[REDACTED]

On Friday the Ontario Federation emailed a letter to some of the campers (see below) about closing and selling the camp. It was a shock as we were all ready to make reservations and sign up for the seasonal lottery the next day, February 1. There was no warning and no consultation.

As your community will be negatively effected by this we request that you discuss any options you have at your disposal to pause and halt this action and any advice you can give. The legion, Duck Rock and the Narrows are being asked to send letters as well. I couldn't find a contact for the church.

Our OTF campground campers support the Dunchurch community in so many ways:

- .Legion activities and fund raisers
- .Church services and fundraisers
- .Library activities and fundraisers
- .Duck Rock...groceries, gas, ice cream
- .Restaurants
- .The Narrows accommodations
- .Swiss Family accommodations, propane
- .Dunchurch Fair
- .Dunchurch Parade
- .Swimming Lessons
- .LCBO

I have copied Kevin Fell and Joanna Agnew who are spokespersons for the newly formed group. "Quinn Lake Community". (see response below)

There is also a go fund me page. "Save Quinn Lake." There was a zoom town hall meeting on Sunday, Feb 2, where committees were formed and legal council is being consulted.

Please add this concern to your council agenda for February 18 and consider any actions you can take to help stop the closure and sale of this wonderful resource. We all want to be back at camp and be part of the Dunchurch Community.

Thank you so much.

Janet and Blair Clevely.

Copy of letter from OTF:

"Dear Campers,

Normally at this time of year you receive an email from an OTF staff member announcing the opening of bookings at the OTF Campground. Unfortunately, I am writing to let you know that the OTF Campground will not reopen and that the property will be put up for sale in the coming months.

At its meeting on January 16, 2025, the OTF Executive passed a motion to close the OTF Campground permanently and begin the process of listing the property for sale. I recognize that this will be very disappointing news to those of you who have enjoyed the opportunity, over its 60 years of operation, to spend time at the property.

Several factors informed the decision of the Executive. Key among them was a desire to refocus attention on matters that properly reside within OTF's six legislated Objects, including protecting and promoting publicly funded education and advocating for the teaching profession.

With the impending sale of the OTF Campground, OTF must take steps to have campers remove items that belong to them. For instance, some of you have stored (camping) trailers, canoes and kayaks at the Campground. For those to whom this applies, this email is your written notice of the termination of the *Storage Agreement* that you signed. Other personal items (e.g., bicycles, barbecues, tools, hammocks, etc.) may also have been left at the Campground. These items must also be retrieved and removed.

OTF will be determining dates when campers will be able to access the Campground to retrieve stored or personal items left behind. Tentative dates in the spring and summer will be shared with you within the next few weeks. While dates may need to change, based on a buyer's condition of sale, stored items need not be removed from the Campground before May 15, 2025.

If you have any questions regarding the decision to close the OTF Campground, please contact the OTF President, Mike Foulds directly at or 416.966.3424 or 1.800.268.7061, ext. 314."

Letter to OTF from Quinn Lake Community: Community Response

February 2nd, 2025

Att: OTF President: Mr. Mike Foulds

Att: OTF Board of Governors

RE: Your Email Notification of the Closing and Sale of the OTF Quinn Lake Campground

The Community at Quinn Lake are not in agreement, nor were we in any way consulted regarding the decision to sell the campground. Further, we are shocked and dismayed by the timeline of the events that have occurred and will occur.

Due to an overwhelming response to the incredibly sad and unwelcome news of the decision to close and sell the campground, a Community Town Hall was held on Sunday, 2 February, 2025.

The following actions are now in motion:

1. Working committees have been formed to oppose the sale through union processes;
2. Legal counsel is being engaged as we are determined to pursue all legal avenues including but not limited to compensation to members;
3. Business options / offers are being compiled;
4. Community mobilization.

As the Quinn Lake Community, we declare the following:

We are deeply disappointed and strongly opposed to the decision to permanently close the OTF Campground and list the property for sale. This decision is unacceptable to the membership, many of whom have relied on and valued this space for decades. The campground has been an integral part of our community, and its closure disregards the importance it holds for so many members and their families.

As mentioned above, members have already met to discuss this matter, and there is overwhelming opposition to this course of action. We are actively working on next steps and will be pursuing all available options to challenge this decision. We are respectfully requesting transparency, meaningful consultation, and an opportunity to engage in discussions about the future of the campground before any irreversible actions are taken by OTF, and/or a private sale is initiated.

Furthermore we consider this action, without consultation, to be harmful to many other impacted parties: such as school boards in the area that rely on the space for outdoor education, local employees, and local area businesses who benefit from the Quinn Lake community.

We will provide further updates in the coming days and strongly urge OTF to reconsider this decision in light of the membership's clear, determined and unified stance.

Looking forward to your response.

Sincerely,

Mr. Kevin Fell,

On behalf of the Quinn Lake Community"