



**Agenda of Regular Council Meeting
Tuesday, November 7, 2023**

Dunchurch Community Centre

And

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/87691115812>

(Phone Call Only)

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 876 9111 5812#

*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

4:00 p.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 Landfill Sites

Presentation from Azimuth Environmental

Discussion regarding the York Street and Aulds Road Landfill Sites

Reconvene into Regular Meeting ®

Matters Arising from Committee of the Whole ®

6. Public Meeting - None

7. Consent Agenda ®

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

7.1 Council and Committee Meeting Minutes

7.1.1 Regular Council Meeting Minutes for Tuesday, October 17, 2023

7.1.2 Special Council Meeting Minutes for Monday, October 23 2023

7.2 Unfinished Business (listed on page 4)

Matters Arising from Consent Agenda

8. Accounts Payable

8.1 Accounts Payable ®

9. Staff Reports

9.1 Report ADMIN-2023-11

Amendment to By-law 04-2003 ®

9.2 Report ADMIN-2023-12

Expression of Interest for Landfill Site Bottle Sheds ®

9.3 Report ADMIN-2023-13

Short Term Rental Unit By-law update ®

10. By-Laws

10.1 By-law No. 69-2023, being a By-law to amend By-law 04-2003, being a By-law to establish procedures for notice as required under the *Municipal Act*, 2001, revised for the Corporation of the Municipality of Whitestone.®

11. Business Matters

11.1 Memorandum - Procedural By-law updates and recommendations ®

11.2 Memorandum – Municipal Office and Landfill Sites, Holiday Schedule 2023 ®

11.3 Memorandum - 2024 DRAFT Regular Council Meeting Schedule ®

11.4 Recreation Center report and update from the WPS Joint Service Board ®

11.4.1 Correspondence from Rebecca Johnson, Clerk, Town of Parry Sound email dated October 26, 2023

11.4.2 BDO Proposal (email dated May 19, 2023)

11.4.3 BDO report dated June 15, 2023

11.4.4 Joint Municipal Service Board meeting minutes of October 11, 2023

11.5 Kashegaba Dam update ®

- Email dated October 18, 2023 from Amanda Vincent a/Supervisor Bracebridge, Minden, Parry Sound District, MNRF

12. Correspondence

Matters Arising from Correspondence

13. Councillor Items

14. Questions from the Public

15. Confirming By-law ®

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

	<p>THAT the Council of the Municipality of Whitestone does hereby agree to the following conditions in regards to “Boat Launch and Lake Access Points’ within the Municipality that are municipally owned or in which the Municipality has a Land Use permit with MNRF for:</p> <ol style="list-style-type: none"> 1. THAT no private docks be allowed on the municipal controlled lands without a permit 2. THAT no ‘Rail Systems / Shore Dockers’ for watercraft be allowed on municipal controlled lands without a permit 3. THAT winches / winch systems can be used to assist, however no winches / winch systems can be stored on municipal controlled lands 4. THAT no trailers be allowed to be parked or stored at boat launch / lake access parking areas, unless the trailer is attached to a vehicle. If attached to a vehicle, the trailer can remain for no more that fourteen (14) days per year 5. THAT no private storage containers be allowed on municipal controlled lands without a permit 6. THAT the Council of the Municipality of Whitestone direct staff to remove any private docks, private rail / shore docker systems, private storage containers that are on municipal controlled lands within boat launch and lake access areas after August 1, 2023 should the owner/s not remove prior to this date; and 7. THAT the Council of the Municipality of Whitestone direct staff to prepare a By-law for the conditions within this resolution and bring back to Council. 	<p>Staff</p> <p>Staff</p>	<p>residents notified by letter as well as Magnatawan Pioneer Association</p> <p>WahWashKesh Conservation Association notified.</p> <p>Additional Lake Associations notified on August 10, 2023.</p> <p>Direction on hold until further notice to staff</p> <p>Timing of By-law development subject to Strategic Plan priorities and timelines</p>
July 4, 2023	<p>Pubic Works Vehicles-Staff use THAT the Council of the Municipality of Whitestone ask staff to report on personal use of vehicles by staff and financial implications.</p>	Administration Staff	TBD
	<p>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</p>	Assigned to various staff	In progress

	THAT the recommendations in the above referenced Memorandum are hereby accepted in respect of bringing forward to Council a draft updated Rental Unit By-law, Trailer By-law, Parking By-law and the draft Animal and Bird By-law.		Animal and Bird By-law submitted to Council September 5, 2023 Remainder of the By-laws in progress
July 18, 2023	Farley's Rd Boat Launch , General Public Use THAT the Council of the Municipality of Whitestone receives for information Memorandum, Farley's Road Boat Launch, General Public Use; and THAT the Council of the Municipality of Whitestone approves the use of the Farley's Road Boat Launch for shared use between the deeded access properties and day use only Public Parking; and THAT Staff be requested to install signage to designate the two distinct parking areas as soon as practical; and THAT the current By-law 25-2010, being a By-Law to regulate traffic and to govern and control the parking of vehicles in the Municipality of Whitestone be updated to reflect the above referenced direction of Council.	Staff Staff	Signage installed 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 Snakeskin Lake boat launch, and if so, to apply for one.	Staff	In progress
September 19, 2023	2023 Strategic Plan THAT the 2023 Strategic Plan and associated Action Plans be posted on the Municipal Website and communicated in the November Newsletter.	Staff	Posted on Website November newsletter in progress
	DRAFT Multi-Year Accessibility Plan THAT Staff be requested post the DRAFT Multi-Year Accessibility Plan on the Municipal Website, Facebook and November Newsletter, seeking public input and comment until December 31, 2023.	Staff	Posted on Social Media Public input in progress

END

Correspondence

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

- A. City of Burlington; Provincial legislation for third-party short-term rental companies
- B. Town of Cobourg; Illegal Land Use Enforcement
- C. Township of McKellar; Call for an Amendment to the *Legislation Act, 2006*
- D. Municipality of West Grey; Childcare availability in Ontario
- E. Georgian Bay Biosphere; Electric Vehicle ChargeON funding program
- F. Municipality of North Perth; Bill 21, *Fixing Long-Term Care Amendment Act (Till Death Do Us Part)*, 2022
- G. Municipality of North Perth; Policy Update – Social and Economic Prosperity Review
- H. Municipality of North Perth; Catch and Release Justice in Ontario
- I. Georgian Bay Biosphere Mnidoo Gamii; Multiple UNESCO Designations within eastern Georgian Bay

COMMITTEE OF THE WHOLE

Municipality of Whitestone

Landfill Sites Overview

November 7, 2023



Environmental Assessments & Approvals

◆ Purpose

- ❖ To provide an overview of the two municipal landfill sites operated by the municipality including history, lifespan, functionality, liability and responsibilities.

◆ Waste Management Overview

- ❖ The Municipality currently operates two landfill sites servicing both the north (Aulds Road Landfill Site) and south (Dunchurch / York Street Landfill Site) sections of the Municipality. Historically these landfill sites were developed to service the former Townships of McKenzie and Hagerman respectively prior to amalgamation.
- ❖ Both sites service the municipal residents and businesses with self haulage of their wastes to the sites as there is no municipal curbside collection. Beyond the waste disposal that occurs at the sites, they also operate as transfer stations for a number of diversion items which are collected and transferred to other sites for recycling or disposal.
- ❖ Both sites operate as natural attenuation landfills, which means that all leachate generated at the sites are managed through natural processes to ensure there are no non-permissible impacts to the adjacent properties or natural environment.

◆ Dunchurch / York Street Landfill

- ❖ Landfill is reported to have been operating since the 1960's, although much of the growth in waste volume occurred in the past 30 years with the advent of more contemporary waste management practices including addition of cover material and no longer burning wastes.
- ❖ Remaining capacity of the site at end of 2022 was $\sim 5,000\text{m}^3$, which based on an annual fill rate of ~ 450 to $1,000\text{m}^3$, would project a remaining lifespan of 5-11 years. 2023 survey was just completed but calculations had not been undertaken yet. Overall, the past few years have indicated a lower annual waste volume owing to more efficient operations. This includes more strategic cover material usage and use of ground wood waste for cover instead of imported soils.

◆ Dunchurch / York Street Landfill

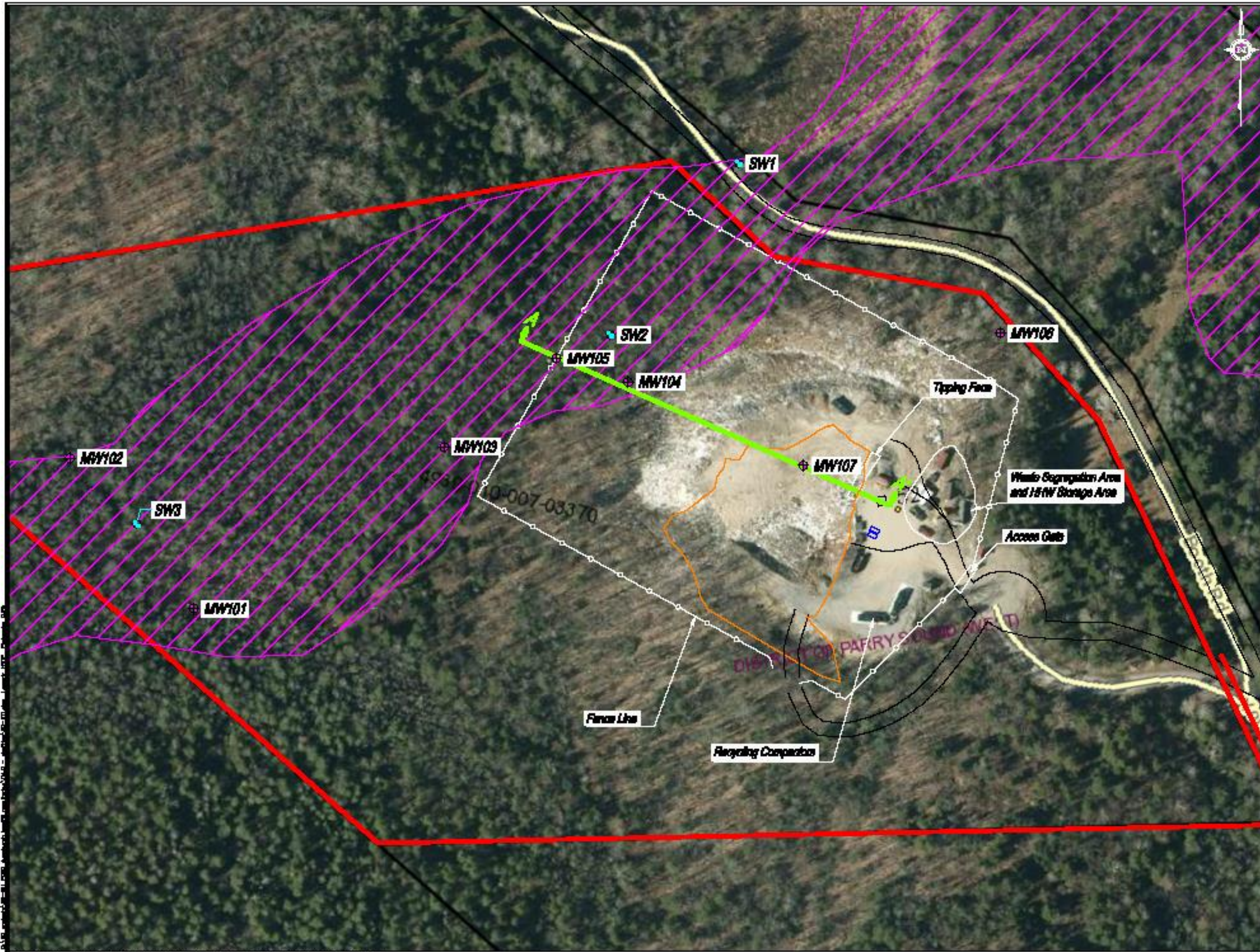
- ❖ Operations have changed over the past year to divert all yard waste and construction materials to the Aulds Road landfill site to create efficiency in grinding operations of these materials such that it can be utilized at both sites for interim cover material. This was in part done as a result of the limited space available at the Dunchurch site and the fact the site is closer to capacity than the Aulds Road site.
- ❖ Most recent amendment to the Site Environmental Compliance Approval (ECA) was done in 2013 at the request of the MECP to formalize the collection and storage of small amounts of Household Hazardous Waste (HHW) at the site.

◆ Dunchurch / York Street Landfill

- ❖ Environmental reporting has been monitored since 1997 and MECP reviewed reporting has not identified any environmental issues associated with its operation. A total of 7 ground water monitoring wells and 3 surface water stations are included in the program which adequately delineate ground and surface water quality both up and downgradient of the waste area.
- ❖ Wetland feature to the north is the primary receptor for leachate influenced ground water and surface runoff which provides attenuation of leachate through limiting ground water flow within the fine grained clay, as well as through geochemical processes within the wetland. Surface runoff contributions from the water shed beyond the waste area also provide a significant dilution potential for surface water such that leachate impacts are negligible at the downstream property boundary.

◆ **Dunchurch / York Street Landfill**

- ❖ Ground and surface water quality has remained consistent over time with no significant off-site influence with both surface and ground water quality being considered in compliance with MECP criteria. Site is functioning well as a natural attenuation facility under its current configuration.
- ❖ Limited opportunity for expansion of the site due to spatial limitations to maintain appropriate buffers from wetland and property boundaries. As such, the Site should move towards a progressive closure with capping of the perimeter slopes which no longer have capacity to accept new wastes.
- ❖ Future use of the site following closure could be as a waste transfer station, which represents a centralized location in the community of Dunchurch.



- LEGEND:**
- Property Boundary
 - Current Waste Footprint
 - + Surface Water Monitoring Locations
 - + Monitoring Well Locations
 - ▨ Waste Land
 - Cross Section Location

Note:
 Chemistry data is average concentrations in rept. from 2010-2020.

15m 0 30m
 HORIZONTAL SCALE 1:1,250

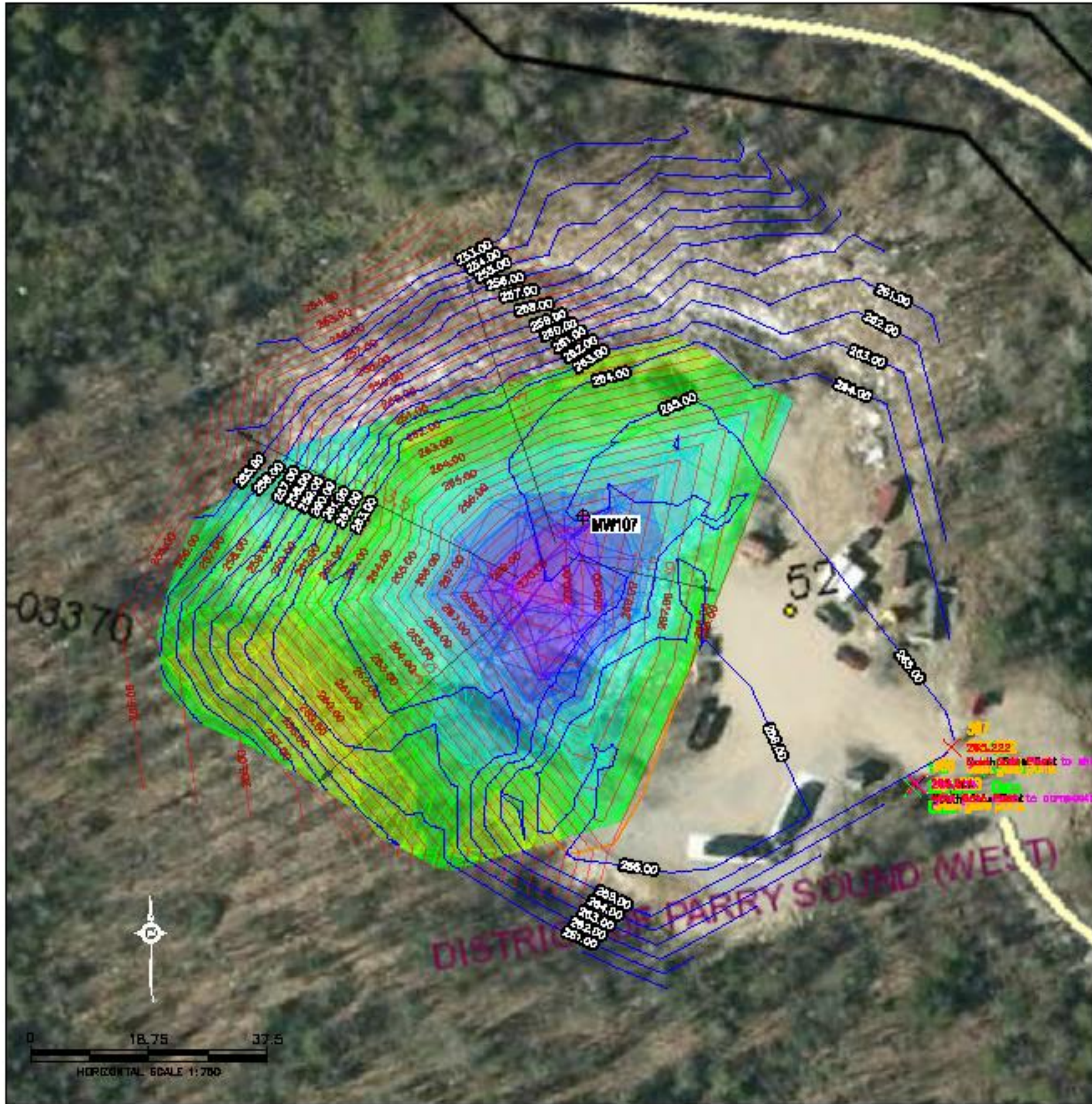


Site Layout

**Lot 61, Concession A
 Hagerman Township**

DATE ISSUED:	February 2023	Figure No.
CREATED BY:	JLM	2
PROJECT NO.:	22-017	
REFERENCE:		

Prepared by AEC on November 14, 2023 at 10:00 AM. Project: 22-017 - Hagerman Township Landfill Monitoring. Drawing: 22-017-02 - Site Layout.



Cut/Fill Report

Generated: 2023-02-15 11:13:52
 By user: alu
 Drawing: Q:\200 Projects\20-011-2020 Dunchurch Landfill Monitoring\04-0 - Drafting\TOPOG\20-011-2020 Dunchurch Landfill Monitoring\04-0 - Drafting\TOPOG\2022 SURFACU.dwg

Volume Summary

Name	Type	Cut Factor	Fill Factor	2d Area (sqm)	Cut (Cu. M)	Fill (Cu. M)	Net (Cu. M)
2022 vs Proposed Final Revised	fill	1.000	1.000	5457.72	2127.14	7185.13	5057.99=Fill+

Totals

	2d Area (sqm)	Cut (Cu. M)	Fill (Cu. M)	Net (Cu. M)
Total	5457.72	2127.14	7185.13	5057.99=Fill+

Elevations Table

Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-7.00	-6.00	0.00	Red
2	-6.00	-5.00	0.00	Red
3	-5.00	-4.00	0.00	Orange
4	-4.00	-3.00	0.00	Yellow
5	-3.00	-2.00	248.21	Light Green
6	-2.00	-1.00	607.25	Light Green
7	-1.00	0.00	1018.49	Green
8	0.00	1.00	1265.44	Green
9	1.00	2.00	819.19	Cyan
10	2.00	3.00	471.41	Cyan
11	3.00	4.00	366.86	Blue
12	4.00	5.00	260.21	Blue
13	5.00	6.00	259.20	Purple
14	6.00	7.00	51.46	Purple



LEGEND
 WASTE FOOTPRINT 2022

LOT 61, CONCESSION A
 HAGERMAN TOWNSHIP, ON

2022 vs FINAL VOLUMES

DATE ISSUED:	FEBRUARY 2023	Figure No. B
CREATED BY:	AL	
PROJECT NO.:	25411	
REFERENCE:	WPSHW	

◆ **Aulds Road Landfill**

- ❖ Landfill is reported to have been operating since the 1970's, although much of the growth in waste volume occurred in the past 30 years with the advent of more contemporary waste management practices including addition of cover material and no longer burning wastes. The site has been owned by the Ministry of Natural Resources, but operated by the municipality through a land use permit.
- ❖ No revisions the ECA for the Site have been undertaken since its issuance in 1980. As such, there are was no formal volume capacity or waste footprint established for the site. At the request of the MECP in 2018, a Design & Operations Plan was developed by Azimuth for the site, which established a recommended waste footprint and volume based on the physical configuration and limitations of the Site relating to bedrock outcropping and surface water features.

◆ Aulds Road Landfill

- ❖ Given the more rural location within the municipality, the Site has a smaller existing waste volume and historically accepts less annual volume than the Dunchurch site. This will increase with the diversion of all yard waste and construction wastes to this site from the Dunchurch site.
- ❖ Remaining capacity of the site at end of 2022 was $\sim 16,000\text{m}^3$, which based on an annual fill rate of ~ 300 to $1,000\text{m}^3$, would project a remaining lifespan of 16-45 years. 2023 survey was just completed but calculations had not been undertaken yet. Similar to the Dunchurch site, this includes more strategic cover material usage and use of ground wood waste for cover instead of imported soils.

◆ **Aulds Road Landfill**

- ❖ Environmental reporting has been monitored since 2009, but has been inconsistent over time owing to a lack of formal requirements from the MECP. No review comments have been received regarding the site reporting beyond the fact that the monitoring program was required to be formalized through the development of a Design & Operations Plan in 2018. Currently the monitoring program includes of 3 ground water monitoring wells and 3 surface water which adequately delineate ground and surface water quality both up and downgradient of the waste area.
- ❖ The waste area is bound by bedrock outcropping which surrounds the waste area with the exception of to the northeast, which is an extension of a bedrock trough in which the landfill is located. All surface runoff and ground water migrates within this feature, outletting from the Site at the northeastern property boundary.

◆ **Aulds Road Landfill**

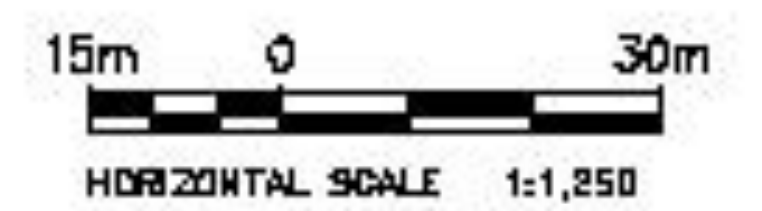
- ❖ This bedrock trough represents a poorly drained forested area, which becomes inundated with water following spring freshet and periods of increased rainfall. As such, leachate migration occurs within the ground water within this trough as well as seasonally within surface runoff.
- ❖ The waste area is bound by bedrock outcropping which surrounds the waste area with the exception of to the northeast, which is an extension of a bedrock trough in which the landfill is located. All surface runoff and ground water migrates within this feature, outletting from the Site at the northeastern property boundary. Given the clay soils and surface runoff from the remainnig area of the watershed, leachate impacts are present in close proximity to the waste, but largely reduced with distance such that the site is considered in compliance with MECP ground and surface water criteria

◆ **Aulds Road Landfill**

- ❖ Ground and surface water quality has remained consistent over time and is functioning well as a natural attenuation facility under its current configuration. It is noted that the watershed in which the landfill is located is relatively small such that an increase in annual waste volume may result in a reduction in the ability for attenuation within the current site boundaries.
- ❖ Given the future use area has standing water, it is not considered an ideal waste filling area, but the last MECP site inspection in 2018 indicated that filling is ok, but should include fill material at the base so no waste is deposited into the standing water.



- LEGEND:**
- Approx. Property Boundary
 - Waste Footprint
 - Final Waste Footprint
 - Bedrock Outcrop
 - ⊕ Well Locations
 - ⊕ Surface Water Locations
 - ⊕ Historic Monitoring Location



Site Monitoring Locations

**Auld's Rd. Landfill,
Whitby, ON**

DATE ISSUED:	February 2023	Figure No.
CREATED BY:	JLM	3
PROJECT NO.:	22-012	
REFERENCE:	West Ferry Road Inquiry	

Produced by: 4411 on February 13, 2023 at 12:11 PM
 C:\GIS\Projects\20-012-2020 Auld's Road Landfill Monitoring\04.0 - Draft\20-012.dwg

◆ Questions?

CONSENT AGENDA



DRAFT Regular Council Meeting Minutes
Tuesday, October 17, 2023, 6:30 p.m.
Dunchurch Community Centre and Zoom Video Conferencing

- Present:** Mayor George Comrie (in person)
Councillor Janice Bray (in person)
Councillor Joe Lamb (in person)
Councillor Scott Nash ((Via Zoom – No Video)
Councillor Brian Woods (in person)
- Staff:** Michelle Hendry, CAO/Clerk (in person)
Paula Macri, Planning Assistant (in person)
Bob Whitman, Fire Chief (in person)
- Consultant:** Todd MacDonald and John Prno, Performance Concepts Consulting
(via Zoom 6:30 p.m. to 8:00 p.m.)

John Jackson, Planner (6:30 to 8:30 p.m.)
- Other Guests:** 0 - in person
0 - via Zoom video or telephone

1. **Roll Call and Call to Order** 6:30 p.m.
2. **Disclosure of Pecuniary Interest**
Mayor Comrie requested that any pecuniary interest be declared for the record. None was declared.
3. **Approval of the Agenda**

Resolution No. 2023-484
Moved by: Councillor Joe Lamb
Seconded by: Councillor Janice Bray

WHEREAS the Members of Council have been presented with an Agenda for the October 17, 2023 Regular Council meeting;

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

Recorded Vote:

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

Carried

4. Presentations and Delegations – None

Move into Committee of the Whole

Resolution No. 2023-485

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 6:57 pm.

Recorded Vote:

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

Carried

5. Committee of the Whole

5.1 Whitestone Fire Services Pumper Truck Replacement Review

- 5.1.1 Performance Concepts Consulting
Presentation and Recommendations dated October 2023
- Todd MacDonald and John Prno

5.2 Planning Matters

- 5.2.1 Consent Application B33/2023(W), EWIN, John and Inga
- Memorandum from John Jackson, Planner dated October 2, 2023
- 5.2.2 Consent Application B34/2023(W), MERRITT, Gary
- Memorandum from John Jackson, Planner dated October 4, 2023
- 5.2.3 Consent Application B05/2022(W) – GREENWOOD, Ted and Karen
- Memorandum from Paula Macri, Planning Assistant dated October 17, 2023, Status of Conditions of Approval

Resolution No. 2023-486

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

Reconvene into Regular Meeting

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 8:31 pm.

Recorded Vote:

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

Carried

Matters Arising from Committee of the Whole

Resolution No. 2023-487

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

5.1 Whitestone Fire Services Pumper Truck Replacement Review

Performance Concepts Consulting

Presentation and Recommendations dated October 2023

- Todd MacDonald and John Prno

WHEREAS the Municipality of Whitestone contracted Performance Concepts Consulting for the purposes of undertaking a Cost/Benefit Analysis in respect of a proposed Pumper Truck Replacement;

WHEREAS Performance Concepts Consulting presented their report, findings and recommendations to the Council of the Municipality of Whitestone at the Regular Council meeting of October 17, 2023;

NOW THEREFORE BE IT RESOLVED:

THAT the Council of the Municipality of Whitestone receive for information the Performance Concepts Consulting report dated October 2023; and

THAT the existing Pumper Truck be replaced as soon as possible with a new or demonstration unit Pumper Truck, through a new / revised procurement process, should the previous proposal no longer be available.

Recorded Vote:

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

Carried

Resolution No. 2023-488

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

THAT the Fire Chief be requested to review and consider the implementation of the recommended technical specifications in a new Request for Proposal procurement, as noted in the above referenced Performance Concepts Consulting report.

Recorded Vote:

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

Carried

Resolution No. 2023-489

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

THAT the Municipality of Whitestone Fire Chief actively review the feasibility of a Tanker Shuttle Certification at the primary Fire Station (similar to other West Parry Sound Municipalities who currently have implemented Tanker Shuttle Certification i.e. McKellar Township, the Municipality of McDougall, Carling Township and Seguin Township), making use of a collaborative model with an adjacent Fire Service partner, Mutual Aid model or Automatic Aid model approach to mustering the required number of Pumpers/Tankers; and

THAT the Municipality of Whitestone Fire Chief Report to Council by Q3 2024 with a Tanker Shuttle Certification Action Plan (if feasible).

Recorded Vote:

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

Carried

Resolution No. 2023-490

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

5.2 Planning Matters

5.2.1 Consent Application B33/2023(W), EWIN, John and Inga

- Memorandum from John Jackson, Planner dated October 2, 2023

WHEREAS John Jackson, Planner Inc. has prepared a report dated October 2, 2023 for the Parry Sound Area Planning Board regarding Consent Application

B33/2023(W) – EWIN, John and Inga 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** the newly created lots receive 911 addressing from the Municipality;
2. **THAT** the newly created lots be rezoned to the Waterfront Residential 2 – Limited Services exception zone;
3. **THAT** the applicants’ solicitor confirms in writing that the two lots (Parts 5 & 6, PSR755) have merged in title; and
4. **THAT** all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

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

Carried

Resolution No. 2023-491

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

- 5.2.2 Consent Application B34/2023(W), MERRITT, Gary
- Memorandum from John Jackson, Planner dated October 4, 2023

WHEREAS John Jackson, Planner Inc. has prepared a report dated October 4, 2023 for the Parry Sound Area Planning Board regarding Consent Application B34/2023(W) – MERRITT, Gary 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** Lot 5, Plan 42M-628 be deemed to no longer be a lot in a plan of subdivision;
2. **THAT** the existing rights-of-way be part of the lot addition;
3. **THAT** the applicants’ solicitor confirms in writing that the lot addition has merged in title with Lot 5, Plan 42M-628; and

4. **THAT** all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

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

Carried

Resolution No. 2023-492

Moved by: Councillor

Seconded by: Councillor

5.2.3 Consent Application B05/2022(W) – GREENWOOD, Ted and Karen

- Memorandum from Paula Macri, Planning Assistant dated October 17, 2023, Status of Conditions of Approval

THAT the Council of the Municipality of Whitestone receives for information the Memorandum from Paula Macri, Planning Assistant dated October 17, 2023, Status of Conditions of Approval Consent Application B05/2022(W) – GREENWOOD, Ted and Karen

Recorded Vote:

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

Carried

6. Public Meeting - None

7. Consent Agenda

Resolution No. 2023-493

Moved by: Councillor Janice Bray

Seconded by: Councillor Joe Lamb

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 for Tuesday, October 3, 2023

7.2 Unfinished Business (listed on page 4 of the October 17, 2023 Council Meeting Agenda)

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

- Regular Council Meeting Minutes for Tuesday, October 3, 2023; and

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

- The Unfinished Business listing contained in the Consent Agenda dated October 17, 2023.

Recorded Vote:

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

Carried

Matters Arising from Consent Agenda

8. Accounts Payable

Resolution No. 2023-494

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receive for information the Accounts Payable listing in the amount of \$530,471.23 for the period ending October 12, 2023.

Recorded Vote:

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

Carried

9. Staff Reports

Resolution No. 2023-495

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

9.1 Report PLN-2023-02
Planning Services Statistic Q3, 2023

THAT the Council the Municipality of Whitestone receive Report PLN-2023-02 Planning Services Statistic Q3, 2023) for information; and

THAT Staff continue to keep Council updated with quarterly reporting on Planning Services statistics.

Recorded Vote:

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

Carried

Resolution No. 2023-496

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

- 9.2 Report FIN-2023-07
Budgetary Control Report for the nine months ending September 26, 2023

THAT the Council of the Municipality of Whitestone does hereby receive report FIN-2023-07 (Budgetary Control Report for the nine months ending September 26, 2023) for information purposes; and

THAT Staff continue to keep Council updated with quarterly Budgetary Control Reporting.

Recorded Vote:

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

Carried

Resolution No. 2023-497

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

- 9.3 Report BLDG-2023-04
Building Services update and Building Permit activity – July 1, 2023 to September 30, 2023

THAT the Council of the Municipality of Whitestone does hereby receive report BLDG-2023-04 (Building Services update and Building Permit activity – July 1 to September 30, 2023) for information; and

THAT Staff continue to keep Council updated with quarterly reporting on Building Services Activities.

Recorded Vote:

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

Carried

10. By-laws

Resolution No. 2023-498

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

10.1 By-law No. 66-2023, being a By-law to enter into an Agreement for Conditions of Approval of Consent B02/2022(W) – GREENWOOD, Ted and Karen

THAT By-law No. 66-2023 being a By-law to enter into an Agreement for Conditions of Approval of Consent B02-2022(W) be Read a First and Second time this 1st day of August, 2023.

AND FURTHER Read a Third time, Passed and properly Signed and Sealed this 17th day of October, 2023 and numbered By-law No. 66-2023.

Recorded Vote:

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

Carried

11. Business Matters

Resolution No. 2023-499

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

11.1 Memorandum – Municipal Office and Landfill Sites, Holiday Schedule 2023

THAT the Council of the Municipality of Whitestone receives for information the Memorandum – Municipal Office and Landfill Sites, Holiday Schedule 2023;

AND THAT the Council of the Municipality of Whitestone approves the Municipal Office and Landfill Sites, Holiday Schedule for 2023.

Withdrawn

Resolution No. 2023-500

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

11.2 2024 DRAFT Regular Council Meeting Schedule

THAT the Council of the Municipality of Whitestone receives for information the 2024 DRAFT Regular Council Meeting Schedule;

AND THAT the Council of the Municipality of Whitestone approves the DRAFT Regular Council Meeting Schedule for 2024.

Withdrawn

Curfew

Resolution No. 2023-501

Moved by: Councillor Janice Bray

Seconded by: Councillor Brian Woods

THAT the Council of the Municipality of Whitestone suspend Section of the Procedure By-law to continue until business is completed.

Recorded Vote:

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

Carried

Resolution No. 2023-502

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

11.3 2024 ROMA Conference

January 21 – 23, 2024, Sheraton Centre Hotel, Toronto

THAT the Council of the Municipality of Whitestone authorizes the following members of Council to attend the 2024 ROMA Conference:

Councillor Brian Woods
Councillor Joe Lamb

Recorded Vote:

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

Carried

12. Correspondence

Resolution No. 2023-503

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 8 of the October 17, 2023 Council agenda;

NOW THEREFORE BE IT RESOLVED THAT Council receive the correspondence items for information, with the following extracted for further discussion/action: None

Recorded Vote:

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

Carried

Matters Arising from Correspondence

13. Councillor Items - None

14. Questions from the Public

15. Closed Session

Resolution No. 2023-504

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

Adjourn to Closed Session

THAT this meeting move into a Closed Session at 10:32 p.m.

Recorded Vote:

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

Carried

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

15.1.1 Human Resources matters – Staffing and staff recruitment update

15.1.2 Volunteer Application for the Recreation Committee

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

Resolution No. 2023-505

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

Reconvene into Regular Meeting

THAT this meeting be reconvened to a Regular Meeting at 11:18 p.m.

Recorded Vote:

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

Carried

Matters arising from Closed Session

Resolution No. 2023-506

Moved by: Councillor

Seconded by: Councillor

15.1.2 Volunteer Application for the Recreation Committee

THAT the Council of the Municipality of Whitestone does hereby approve the following appointment to the Recreation Committee: Andrew Lackram

Recorded Vote:

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

Carried

16. Confirming By-law

Resolution No. 2023-507

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

THAT By-law No. 67-2023 Being the Confirmatory By-law for the Regular Council meeting of Tuesday, October 17, 2023, be given a First, Second, Third and final reading and is passed as of this date.

Recorded Vote:

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

Carried

17. Adjournment

Resolution No. 2023-508

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 11:20 p.m. until the Regular Meeting of Tuesday, November 7, 2023 at 4:00 p.m. or at the call of the chair.

George Comrie **Mayor**

Michelle Hendry **CAO/Clerk**



DRAFT Special Council Meeting Minutes
Monday, October 23, 2023, 4:00 p.m.
Zoom Video Conferencing

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

Staff: Michelle Hendry, CAO/Clerk
Bob Whitman, Fire Chief

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

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

3. Approval of the Agenda

Resolution No. 2023-509
Moved by: Councillor Scott Nash
Seconded by: Councillor Janice Bray

WHEREAS the Members of Council have been presented with an Agenda for the October 23, 2023 Special Council meeting;

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

Recorded Vote:

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

Carried

4. Business Matters

4.1 Whitestone Fire Services Pumper Truck

Resolution No. 2023-510

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

4.2 Whitestone Fires Service Pumper Truck

WHEREAS Whitestone Fire Services issued a Request for Proposal (PUMPER FIRE APPARATUS, RFP 2023-08) for the purchase of a new Pumper Truck to replace the current 2001 International E/1 Pumper Truck;

AND WHEREAS the Council of the Municipality of Whitestone contracted Performance Concepts Consulting to undertake a cost-benefit analysis regarding the purchase of a new Pumper Truck;

AND WHEREAS the Performance Concepts Consulting final report was presented to Council on October 17, 2023, recommending the replacement of the existing Pumper as soon as possible with a new or demonstration Pumper Truck;

AND WHEREAS the Council of the Municipality of Whitestone passed Resolution No. 2023-587 at the October 17, 2023 Council Meeting:

'THAT the existing Pumper Truck be replaced as soon as possible with a new or demonstration unit Pumper Truck, through a new / revised procurement process, should the previous proposal no longer be available';

AND WHEREAS Carrier Emergency Vehicles, being the only compliant proposal for RFP 2023-08 (which closed on May 5, 2023) was contacted by Fire Chief Bob Whitman. They advised the Fire Chief that Carrier Emergency Vehicles was agreeable to honouring its bid submission, subject to a decision being made by Council by Tuesday, October 24, 2023;

THEREFORE, BE IT RESOLVED, THAT the Council of the Municipality awards a contract to Carrier Emergency Vehicles as follows:

- One (1) 2024 Build-to-Order Battleshield Pumper – 1100IG, on a 2023 Freightliner M2-2 Door Chassis per the specifications submitted through RFP 2023-08
- The completed apparatus will be delivered to Carrier Emergency Vehicles in Brantford, Ontario for a full PDI prior to delivery to Dunchurch, Ontario
- The agreed upon price includes delivery, training provided by a Certified EVT and licensing / Fire Service license plate
- The anticipated delivery is late 2024

AND THAT the Council of the Municipality of Whitestone accepts the offer of \$16,000 as the trade-in value of the current Pumper Truck;

AND THAT the total approved expenditure of the new Pumper Truck is as follows:

Battlesfield Pumper 1100IG, on a 2023 Freightliner M2-2 Door	\$709,459.00
Trade in 2001 International E/1 Pumper Truck	(\$16,000.00)
SUB TOTAL	\$693,459.00
HST	\$ 90,149.67
TOTAL	\$783,608.67

AND THAT the Mayor and CAO/Clerk be authorized to execute all necessary documents and contracts in respect of the above referenced purchase.

Motion to Severe

Resolution No. 2023-511

Moved by: Councillor Scott Nash

Seconded by: Councillor Joe Lamb

THAT the following be severed from the above referenced motion.

AND THAT the Council of the Municipality of Whitestone accepts the offer of \$16,000 as the trade-in value of the current Pumper Truck;

Recorded Vote:

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

Carried

Resolution No. 2023-510 REVISED

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

4.3 Whitestone Fires Service Pumper Truck

WHEREAS Whitestone Fire Services issued a Request for Proposal (PUMPER FIRE APPARATUS, RFP 2023-08) for the purchase of a new Pumper Truck to replace the current 2001 International E/1 Pumper Truck;

AND WHEREAS the Council of the Municipality of Whitestone contracted Performance Concepts Consulting to undertake a cost-benefit analysis regarding the purchase of a new Pumper Truck;

AND WHEREAS the Performance Concepts Consulting final report was presented to Council on October 17, 2023, recommending the replacement of the existing Pumper as soon as possible with a new or demonstration Pumper Truck;

AND WHEREAS the Council of the Municipality of Whitestone passed Resolution No. 2023-587 at the October 17, 2023 Council Meeting:

'THAT the existing Pumper Truck be replaced as soon as possible with a new or demonstration unit Pumper Truck, through a new / revised procurement process, should the previous proposal no longer be available';

AND WHEREAS Carrier Emergency Vehicles, being the only compliant proposal for RFP 2023-08 (which closed on May 5, 2023) was contacted by Fire Chief Bob Whitman. They advised the Fire Chief that Carrier Emergency Vehicles was agreeable to honouring its bid submission, subject to a decision being made by Council by Tuesday, October 24, 2023;

THEREFORE, BE IT RESOLVED, THAT the Council of the Municipality awards a contract to Carrier Emergency Vehicles as follows:

- One (1) 2024 Build-to-Order Battleshield Pumper – 1100IG, on a 2023 Freightliner M2-2 Door Chassis per the specifications submitted through RFP 2023-08
- The completed apparatus will be delivered to Carrier Emergency Vehicles in Brantford, Ontario for a full PDI prior to delivery to Dunchurch, Ontario
- The agreed upon price includes delivery, training provided by a Certified EVT and licensing / Fire Service license plate
- The anticipated delivery is late 2024

AND THAT the total approved expenditure of the new Pumper Truck is as follows:

Battleshield Pumper 1100IG, on a 2023 Freightliner M2-2 Door	\$709,459.00
HST	\$ 92,229.67
TOTAL	\$801,688.67

AND THAT the Mayor and CAO/Clerk be authorized to execute all necessary documents and contracts in respect of the above referenced purchase.

Recorded Vote:

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

Carried

5. Confirming By-law

Resolution No. 2023-512

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

THAT By-law 68-2023 Being the Confirmatory By-law for the Special Council meeting of Monday October 23, 2023, be given a First, Second, Third and final reading and is passed as of this date.

Recorded Vote:

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

Carried

6. Adjournment

Resolution No. 2023-13

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 4:42 p.m. until the Regular Council meeting of Tuesday, November 7, 2023 4:00 p.m. or at the call of the chair.

Recorded Vote:

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

Carried

George Comrie

Mayor

Michelle Hendry

CAO/Clerk

ACCOUNTS PAYABLE

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37148 Road Grant 202	2023-10-26	Carr Aggregates 16-440-4 - Roads Grant Program	Bestwick Road	1,720.69	1,720.69
37149 15280	2023-10-26	Canadian Tire 16-202 - Fire - Training 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Axel HST Tax Code HST Tax Code	40.68 4.50 5.20 NL	45.18
37150 Exp Oct.18/23	2023-10-26	Deborah Comrie 16-790 - Recreation Cmttee-Pro 16-790 - Recreation Cmttee-Pro 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Halloween supplies Halloween supplies HST Tax Code HST Tax Code	247.49 393.35 54.51 63.04 NL	695.35
37151 October 1 2023	2023-10-26	Eva Fincham 16-126 - Admin - Communication	Communications	2,769.50	2,769.50
37152 3604102310090	2023-10-26	Minister Of Finance 16-223-3 - CPA Fire Cost	Special forest protection fee	1,161.40	1,161.40
37153 AP78752 - 2024 BC25187 - 2024 BP64847 - 2024 BW73875 - 2024 7016VJ - 2024	2023-10-26	Minister Of Finance 11-300 - Prepaid 11-300 - Prepaid 11-300 - Prepaid 11-300 - Prepaid 11-300 - Prepaid	Licence Renewal Licence Renewal Licence Renewal Licence Plate Renewal Licence Plate Renewal	1,691.25 2,068.50 265.25 2,451.00 2,451.00	1,691.25 2,068.50 265.25 2,451.00 2,451.00
			Payment Total:		8,927.00
37154 2974	2023-10-26	Parry Sound Industrial Park Board 16-458 - Parry Sound Industrial	Municipal Levy - PS Area In	14,883.60	14,883.60
37155 INQ17458	2023-10-26	Quadbridge Inc. 19-100 - Admin - Capital - Comp 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Kingston fury impact Computer ram kit HST Tax Code HST Tax Code	101.76 11.24 13.00 NL	113.00
37156 Road Grant 202	2023-10-26	Ron Findley 16-440-4 - Roads Grant Program	McGee Lake Road	1,229.88	1,229.88
37157 2023-309	2023-10-26	Township of Seguin 16-121 - Admin - Election	Share of 2023 Audit Commi	342.86	342.86
37158 Road Grant 202	2023-10-26	Thomas Windebank 16-440-4 - Roads Grant Program	Running Bear Trail Road	1,279.51	1,279.51
37159 Oct 30 2023	2023-10-30	CASH 16-123 - Admin - Volunteer Appr	gift purchase	500.00	500.00
37160 Nov 2023	2023-11-02	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
37161 172442	2023-11-02	Bell Canada - Public Access 16-787 - Recreation - Public Pay 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Pay Telephone HST Tax Code HST Tax Code	50.88 5.62 6.50 NL	56.50

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37162	2023-11-02	Andrew Gibson			
Che Rec23-10-3		15-329 - Roads Damage Deposi	Return Road Damage Depc	1,000.00	1,000.00
37163	2023-11-02	Rick Tilson			
Exp 01-Nov-23		16-316 - Garage - Miscellaneous	Driver's licence Test	90.00	
		16-316 - Garage - Miscellaneous	Driver's licence Test	23.75	113.75
37164	2023-11-02	Bruman Construction Inc.			
2309-SJ01		16-386 - Sanding/Salting-Goods	Screened sand	34,022.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	3,757.97	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4,346.48 NL	37,780.93
37165	2023-11-02	Ted Greenwood			
Road Grant 202		16-440-4 - Roads Grant Program	Greenwood Way	166.61	166.61
Total Computer Cheque:					<u>72,918.76</u>

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1776	2023-10-30	Aird Berlis, LLP			
1356707		16-120 - Admin - Legal Expense	Legal	2,490.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	275.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	318.11 NL	2,765.11
1777	2023-10-30	A.J. Stone Company Ltd.			
0000178729		16-202-1 - Fire-New Recruits	Bunker gear	2,930.69	
		11-210-2 - A/R HST Receivable	HST Tax Code	323.71	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	374.40 NL	3,254.40
1778	2023-10-30	Cedar Signs			
INV/2023/4434		16-092 - Council - Miscellaneous	Notice-Council Mtgs are Re	127.33	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.07	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.27 NL	141.40
1779	2023-10-30	Fowler Construction Co Ltd			
72978		19-813 - Farley road Boat Launc	Granular A	2,900.17	
		16-398 - Roads-Turn Around Up	Granular A	3,906.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	751.87	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	869.62 NL	7,558.99
1780	2023-10-30	GHD Limited			
735-0063915		19-327 - Roads - Capital - Bridg	2023 Bridge and culvert insj	4,782.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	528.27	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	611.00 NL	5,311.00
1781	2023-10-30	Inservus Management Systems			
1724		16-222 - Fire - Bunker/Safety/Ur	Coat liners,moisture barrier	128.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.18	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.40 NL	142.40
1782	2023-10-30	Janet Jackson			
Exp 27-Sep-23		16-798 - After School Program	Police Check,First Aid Kit,S	41.00	
		16-798 - After School Program	Police Check,First Aid Kit,S	33.57	
		16-798 - After School Program	Police Check,First Aid Kit,S	30.98	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.62	

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.50 NL	111.17
Sept 2023		16-798 - After School Program	After School Program - Sep	588.00	588.00
Oct 2023		16-798 - After School Program	After School Program - Oct	672.00	672.00
			Payment Total:		1,371.17
1783		2023-10-30 John Jackson Planner Inc			
23-170		16-843 - Planning & Developme	Walter Jensen	543.91	
		11-210-2 - A/R HST Receivable	HST Tax Code	60.08	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	69.49 NL	603.99
23-249		16-843 - Planning & Developme	James Masin	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
23-256		16-843 - Planning & Developme	General consulting	1,792.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	197.96	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	228.96 NL	1,990.22
23-299		16-843 - Planning & Developme	Merritt/Burell/Rice-SRA	244.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	26.98	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	31.20 NL	271.20
23-270		16-843 - Planning & Developme	Colleen Van Berkel	522.79	
		11-210-2 - A/R HST Receivable	HST Tax Code	57.75	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	66.79 NL	580.54
			Payment Total:		3,519.40
1784		2023-10-30 Local Authority Services Ltd.			
MGBP00000502		16-110 - Admin - Office Supplies	Paper	92.69	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.24	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.84 NL	102.93
1785		2023-10-30 Lori Bell			
Exp Oct 25 2023		16-134 - Dist Parry Sound Munic	Mileage	49.88	49.88
1786		2023-10-30 McDougall Energy			
6770421		16-423 - 2010 Grader - Fuel	Diesel	644.38	
		11-210-2 - A/R HST Receivable	HST Tax Code	71.17	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	82.32 NL	715.55
6790867		16-423 - 2010 Grader - Fuel	Diesel	660.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	72.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	84.33 NL	733.01
			Payment Total:		1,448.56
1787		2023-10-30 Margaret Hardwick			
Exp 2023-10-17		16-233 - Station 1 - Minor Purch	Lunch-Training-Auto Extrica	124.11	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.85 NL	137.81
1788		2023-10-30 Momentum Conferencing			
0156687		16-126 - Admin - Communicatio	Conference Calling	7.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.90 NL	7.85
1789		2023-10-30 Moore Propane Limited			
23024327		16-704 - Dunchurch Hall - Heati	Liquid propane	383.41	
		11-210-2 - A/R HST Receivable	HST Tax Code	42.35	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	48.98 NL	425.76
1790		2023-10-30 North Bay Parry Sound District			
Nov 2023		16-549 - Health Unit Operating (Nov 2023 Levy	2,585.27	2,585.27

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
1791	2023-10-30	Parry Sound Auto Parts Co Ltd			
1-2959104		16-202 - Fire - Training	Ratchet	80.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.89	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.28	NL 89.38
1792	2023-10-30	RS Rescue			
1511		16-202 - Fire - Training	Hydraulic cutter, hydraulic s	1,017.60	
		11-210-2 - A/R HST Receivable	HST Tax Code	112.40	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	130.00	NL 1,130.00
1793	2023-10-30	Sam's Country Cleaning			
1453		16-777 - Municipal Building Mair	Office cleaning	91.58	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.70	NL 101.70
1454		16-777 - Municipal Building Mair	Office cleaning	76.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75	NL 84.75
			Payment Total:		186.45
1794	2023-10-30	Sands Canada Inc.			
00719332		16-222 - Fire - Bunker/Safety/Ur	Safety glasses	146.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	16.23	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	18.77	NL 163.19
1795	2023-10-30	Muriel Stiles			
Exp 2023-10-25		16-501-1 - Staking Fees	Staking fees	50.00	
		16-501-1 - Staking Fees	Staking fees	50.00	100.00
1796	2023-10-30	Telizon Inc.			
0631912023101		16-109 - Admin - Telephone	Long Distance	9.91	
		16-237 - Station 1 - Telephone	Long Distance	0.63	
		16-803 - Library - Expenses	Long Distance	0.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.19	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.38	NL 12.03
1797	2023-10-30	The Engraving Shoppe			
97494		16-123 - Admin - Volunteer Appr	Order of Whitestone plaque	119.05	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.15	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.21	NL 132.20
1798	2023-10-30	Town of Parry Sound (Fire)			
IVC0000022210		16-268 - SCBA Testing	Compressed beathing air - I	62.58	62.58
1799	2023-10-30	Whitmell, Ron			
Exp 23-Oct-23		16-501-1 - Staking Fees	Staking,open/close fees	50.00	
		16-501-1 - Staking Fees	Staking,open/close fees	100.00	150.00
1800	2023-11-06	Air Automotive Tracking			
WS2301		16-310 - Roads-Supplies GPS M	January Wireless Payment	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2302		16-310 - Roads-Supplies GPS M	February Wireless Payment	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2303		16-310 - Roads-Supplies GPS M	March Wireless Payment	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
WS2304		16-310 - Roads-Supplies GPS M	April Wireless Payment	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2305		16-310 - Roads-Supplies GPS M	Vehicle Tracking - May	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2306		16-310 - Roads-Supplies GPS M	Vehicle Tracking - June	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2307		16-310 - Roads-Supplies GPS M	Vehicle Tracking - July	228.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.25	NL 254.25
WS2308		16-310 - Roads-Supplies GPS M	Vehicle Tracking, New GPS	279.84	
		19-348-1 - 2022 Hyundai Excav	Vehicle Tracking, New GPS	427.39	
		11-210-2 - A/R HST Receivable	HST Tax Code	78.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	90.35	NL 785.35
WS2309		16-310 - Roads-Supplies GPS M	Vehicle Tracking - Septemb	279.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	30.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	35.75	NL 310.75
WS2310		16-310 - Roads-Supplies GPS M	Vehicle Tracking - October	279.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	30.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	35.75	NL 310.75
WS2311		16-310 - Roads-Supplies GPS M	Vehicle Tracking - Novembe	279.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	30.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	35.75	NL 310.75
			Payment Total:		3,497.35
1801		2023-11-06 Adams Bros Construction Ltd			
167108		16-452 - York Landfill - Maintena	Service toilets Aulds & York	91.58	
		16-473 - Auld Landfill - Maintena	Service toilets Aulds & York	91.59	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.23	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	23.40	NL 203.40
1802		2023-11-06 AMCTO			
2024 Membersh		11-300 - Prepaid	Michelle Hendry Membersh	457.92	
		11-210-2 - A/R HST Receivable	HST Tax Code	50.58	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	58.50	NL 508.50
1803		2023-11-06 Azimuth Environmental Consult			
41025		16-478 - Auld's Landfill - Monito	Landfill monitoring	1,250.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	138.07	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	159.69	NL 1,388.07
41024		16-456 - York Landfill - Monitorir	Landfill monitoring	1,431.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	158.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	182.88	NL 1,589.64
		Payment Total:		2,977.71	
1804		2023-11-06 Bay Area Electrical Co Lt			
27785		16-811 - Nursing Station Expens	Hose,washer	18.72	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.07	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	2.39	NL 20.79
1805		2023-11-06 Brandt Sudbury			
52 7226045		16-421 - 2010 Grader - Maintena	Parts	1,073.48	
		16-421 - 2010 Grader - Maintena	Parts	0.00	

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		11-210-2 - A/R HST Receivable	HST Tax Code	118.57	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	137.14	NL 1,192.05
52 7226046		16-421 - 2010 Grader - Mainten	Parts	814.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	90.00	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	104.10	NL 904.84
			Payment Total:		2,096.89
1806	2023-11-06	Canadian National Non Freight			
91708989		16-400-7 - CN-Crossing Constru	Bunny Trail	77.00	77.00
1807	2023-11-06	Canadian Union of Public			
Oct 2023		12-338 - CUPE-Union Dues	October 2023 Remittance	930.84	930.84
1808	2023-11-06	Duck Rock Resort			
2023-07 SEP		19-714-1 - Concrete work Comr	Fuel, supplies	211.76	
		19-714-1 - Concrete work Comr	Fuel, supplies	3.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.39	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	27.05	NL 238.37
2023-08 SEP		16-234 - Station 1 - Fuel & Oil	Fuel	542.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	59.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	69.34	NL 602.68
2023-10 SEP		16-234 - Station 1 - Fuel & Oil	Fuel	172.24	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.03	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	22.01	NL 191.27
2023-12 SEP		16-234 - Station 1 - Fuel & Oil	Fuel	52.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.75	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.65	NL 57.83
2023-09 SEP		16-279 - Building Dept Truck - F	Fuel	78.37	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.65	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.01	NL 87.02
2023-11 SEP		16-394-2 - 2018 Dodge Ram 20	Fuel and supplies	185.51	
		16-320 - Garage - Mtc/Supplies/	Fuel and supplies	36.92	
		16-776 - 2016 Facilities Truck - I	Fuel and supplies	207.65	
		11-210-2 - A/R HST Receivable	HST Tax Code	47.50	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	54.94	NL 477.58
			Payment Total:		1,654.75
1809	2023-11-06	Fisher's Regalia & Uniform			
53702		16-202-1 - Fire-New Recruits	Cargo pant	76.32	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75	NL 84.75
1810	2023-11-06	Gin-Cor Industries			
81709		16-402 - 2015 Freightliner Tand	Headlight and harness	381.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	42.14	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	48.74	NL 423.70
1811	2023-11-06	Glen Martin Limited			
391410		16-476 - Auld Landfill - Misc/Tra	First Aid Kits	74.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.51	NL 82.65
1812	2023-11-06	Michelle Hendry			
Exp 01-Nov-23		16-270 - Emergency Plan	Mtg-Emergency Mgmt - Nov	36.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.68	NL 40.67

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

		EFT			
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
1813	2023-11-06	Ketchum Manufacturing Inc.			
441840		16-110 - Admin - Office Supplies	Dogt tags 2024	236.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	26.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	30.21 NL	262.61
1814	2023-11-06	Local Authority Services Ltd.			
MGBP0000050€		16-110 - Admin - Office Supplies	Desk calendar	10.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.19	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.38 NL	12.04
1815	2023-11-06	Law N Mowers			
Oct 2023		16-275 - By-Law Enforcement	By-law Enforcement for Oct	1,380.27	1,380.27
1816	2023-11-06	Magnetawan Building Centre Ltd			
104-96828		16-769 - Facilities / Parks Mainte	Light sets and clips	183.03	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.21	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	23.38 NL	203.24
103-120460		16-239 - Station 1 - Building Mtc	Screws	33.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.71	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.29 NL	37.28
			Payment Total:		240.52
1817	2023-11-06	Muskoka Rent All			
448344		19-714-1 - Concrete work Comm	Supplies	161.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.81	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.60 NL	179.03
1818	2023-11-06	My-Tech Information Technology			
Oct 2023		16-115 - Admin - Computer Supj	IT Support	1,169.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	129.17	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	149.40 NL	1,298.60
1819	2023-11-06	OMERS			
Oct 2023		12-339 - OMERS	Oct 2023 Remittance	14,945.38	14,945.38
1820	2023-11-06	Parry Sound Auto Parts Co Ltd			
1-2960975		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
1821	2023-11-06	Parry Sound Fuels			
828142		16-253 - Station 2 - Fuel & Oil	Ardbeg Fire Hall - Furnace c	143.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.80	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	18.28 NL	158.87
1822	2023-11-06	Ricoh Canada Inc.			
SCO94261151		16-113 - Admin - Office Equipme	Photocopier usage	606.14	
		11-210-2 - A/R HST Receivable	HST Tax Code	66.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	77.43 NL	673.09
1823	2023-11-06	Sam's Country Cleaning			
1459		16-777 - Municipal Building Mair	Office cleaning	53.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.83 NL	59.33
1824	2023-11-06	Town of Parry Sound			
IVC0000000222		16-455 - York Landfill -Hazardou	Hazardous Waste	8,017.52	8,017.52

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
				Total EFT:	70,772.33

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
1	2023-10-12	Municipality Of McDougall			
24884		16-459 - York Landfill - Bulk Wa:	Household waste	357.72	
		16-471 - Auld Landfill - Bulk Wa:	Household waste	426.36	784.08
1	2023-11-01	Bell Canada			
Oct 2023 Office		16-109 - Admin - Telephone	Office Phone	246.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	27.21	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	31.47 NL	273.69
2	2023-09-18	TD Visa			
Sep 2023 DC		16-843 - Planning & Developmei	Visa DC	5.09	
		16-843 - Planning & Developmei	Visa DC	32.60	
		16-391 - Signs/Safety- Goods &	Visa DC	520.00	
		16-781 - Dunchurch Dock - Bear	Visa DC	324.82	
		16-320 - Garage - Mtc/Supplies/	Visa DC	144.13	
		16-320 - Garage - Mtc/Supplies/	Visa DC	54.55	
		16-402 - 2015 Freightliner Tand	Visa DC	32.00	
		16-320 - Garage - Mtc/Supplies/	Visa DC	22.33	
		16-115 - Admin - Computer Supj	Visa DC	257.17	
		16-110 - Admin - Office Supplies	Visa DC	76.31	
		11-210-2 - A/R HST Receivable	HST Tax Code	95.78	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	110.78 NL	1,564.78
2	2023-11-01	Bell Canada			
Oct 2023 Fire 1		16-237 - Station 1 - Telephone	Fire Station 1 Phone	70.70	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.81	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.03 NL	78.51
3	2023-11-01	Bell Canada			
Oct 2023 Fire 2		16-257 - Station 2 - Telephone	Fire Station 2 Phone	75.23	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.31	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.61 NL	83.54
4	2023-11-01	Bell Canada			
Oct 2023		16-162 - High Speed Internet	Bell Internet	158.75	
		11-210-2 - A/R HST Receivable	HST Tax Code	17.53	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.28 NL	176.28
5	2023-11-01	Bell Canada			
Oct 2023 PW		16-322 - Cell Phone	Public Works Phone	50.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.56	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.43 NL	55.91
6	2023-11-01	Bell Canada			
Oct 2023 CC		16-706 - Dunchurch Hall - Telep	Community Centre	50.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.56	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.43 NL	55.91
7	2023-11-01	Bell Canada			
Oct 2023 MI		16-720 - Maple Is. Hall - Teleph	MI Phone	60.53	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.68	

**Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00095 to 2023-00106**

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		99-999-1 - HST (Statistical) Non-	HST Tax Code	7.73 NL	67.21
8		2023-10-25 Bell Mobility Inc.			
Oct 2023		16-109 - Admin - Telephone	Oct 2023 Cell Phones	7.12	
		16-092 - Council - Miscellaneous	Oct 2023 Cell Phones	39.94	
		16-322 - Cell Phone	Oct 2023 Cell Phones	36.92	
		16-283-1 - Cell Phone	Oct 2023 Cell Phones	33.60	
		16-322 - Cell Phone	Oct 2023 Cell Phones	33.81	
		16-109 - Admin - Telephone	Oct 2023 Cell Phones	63.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.73	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	27.45 NL	238.42
9		2023-11-01 Hydro One Networks Inc.-York			
Oct 2023		16-446-1 - York Landfill - Hydro	Hydro - York LF	55.36	
		16-446-1 - York Landfill - Hydro	Hydro - York LF	-6.36	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	7.07 NL	55.11
10		2023-10-25 Hydro One Networks Inc.-Auld			
Oct 2023		16-466-1 - Aulds Landfill - Hydr	Hydro - Aulds LF	82.81	
		16-466-1 - Aulds Landfill - Hydr	Hydro - Aulds LF	-9.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.15	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.58 NL	82.44
11		2023-10-31 Minister Of Finance			
Oct 2023		12-332 - Employer Health Tax	October 2023 Remittance	2,014.64	2,014.64
12		2023-10-31 Receiver General			
Oct 2023		12-331 - Payroll Deductions	October 2023 Remittance	24,857.74	24,857.74
13		2023-10-25 TD Visa			
Oct 2023 EF		11-223 - Due to Due (from) Libre	Visa EF	708.39	708.39
14		2023-10-31 Workplace Safety Insurance Bd.			
Q3 2023		12-335 - WSIB	Q3 2023 Payment	10,008.37	
		16-275 - By-Law Enforcement	Q3 2023 Payment	184.71	
		16-798 - After School Program	Q3 2023 Payment	6.74	
		16-204 - Fire - Workplace Safety	Q3 2023 Payment	739.30	10,939.12
			Total Other:		42,035.77
			Total AP:		185,726.86

Report prepared for Council November 2, 2023

Sylvia Buckingham
Digitally signed by Sylvia Buckingham
 DN: O=Municipality of Whitestone,
 CN=Sylvia Buckingham,
 E=accountspayable@whitestone.ca
 Reason: I am the author of this document
 Location: your signing location here
 Date: 2023.11.02 14:37:59-04'00'
 Foxit PhantomPDF Version: 10.1.0

Sylvia Buckingham, Deputy Treasurer

STAFF REPORTS



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: November 7, 2023

Report No: ADMIN-2023-11

Subject:

Proposed amendment to By-law 04-2003 as amended, being a By-law to establish procedures for notice as required under the Municipal Act, 2001, revised for the Corporation of the Municipality of Whitestone.

Recommendation:

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2023-11 (proposed amendment to By-law 04-2003); and

THAT the Council of the Municipality of Whitestone approve an amendment to By-law 04-2003 as amended, as follows:

Section 1.3 is revised to read:

“Published” - means published ***either digitally or in print***, in a daily or weekly newspaper that in the opinion of Council has such circulation within the municipality as to provide reasonable notice to those affected thereby, and “Publication” has a corresponding meaning.

Background:

The Municipality of Whitestone has four (4) By-laws relating to Public Notice for various actions Council may want to undertake. There is inconsistency throughout these By-laws and there are references to sections of the Act that no longer exist.

What is consistent however is reference to newspapers and in some cases printed publications.

As print newspapers are no longer an option in the Parry Sound area, an interim amendment to one of the By-laws is required. In early 2024 a consolidation of the numerous By-laws is planned as contemplated in the action items for the 2023 Strategic Plan.

By-law 04-2003

By-law 04-2003 (as amended by By-law 03-2005) was originally enacted by Council on February 11, 2003 and provides for 'Notice to the Public' protocols and procedures for various actions that Council is contemplating. These include Highway Closings, Private Road Closings, Naming Highways, Naming Private Roads, Licensing By-law, Procedure By-law, Sale of Municipal Land and Fees and Charges.

Due to the recent elimination of 'printed' newspapers (the Almaguin News and the Parry Sound North Star / Beacon), an interim amendment is required to remain compliant with the intent of the By-law and, to be able to proceed with the new Procedural By-law, as well as other processes Council may be considering in the near future (i.e. an update to the Fees and Charges By-law).

Definitions in By-law 04-2003 include the following:

- 1.3 *"Published" - means published in a daily or weekly newspaper that in the opinion of Council has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "Publication" has a corresponding meaning.*
- 1.4 *"Notice" - means a written, printed, published, or posted notification or announcement.*

Digital options for the above referenced newspapers are available in the marketplace/notices section of these newspapers. This option is not necessarily reliable in terms of 'circulation' to the public. Having Public notices 'buried' in the marketplace section of the online newspaper is not intuitive for the public and would not likely be noticed by most people.

That said, an interim solution prior to a new By-law coming forward (with a minor amendment to the definition of published) will comply with the spirit and intent of the notice By-law.

By-law 09-2003

By-law 09-2003, being a By-law to establish procedure for notice as required under the Municipal Act, 2001 revised for the Stopping up, closing and selling of Shore Road Allowance is a stand-alone By-law and is not linked to By-law 04-2003.

There are no definitions in this By-law however **Manner of Notice** states:

The Council of the Municipality of Whitestone shall determine which of the following methods will be used to advertise the closing of a Shore Road Allowance:

- *Published at least once, one month prior to the meeting in the local Parry Sound North Star and/or Almaguin News*
- *Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed closure or appropriate place*
- *Notice to abutting municipality/upper tier municipality, if applicable*
- *Municipal WebSite*
- *Administration Office*

As Council has the option of prescribing the 'Manner of Notice', which can be done by Resolution when a Shore Road Allowance is approved in principal by Council, this By-law does not require an interim amendment at this time. Council is able to waive the requirement of publishing in the local newspapers or require that the information be published digitally (as 'published' is not specifically defined in this By-law).

Of note (and not linked to Manner of Notice), this By-law provides for the sale/closing of Shore Road Allowance notifications as follows:

There will be no advertising of the sale of Shore Road Allowance between November and April

By-law 03-2005

By-law 03-2005 is an amending by-law for the original Notice By-law (By-law 04-2003). This amending By-law adds Schedule 12 'Procedures for Notice – Fees and Charges'

By-law 77-2007

By-law 77-2007 being a By-law to prescribe the form, manner and times for the provision of public notice and is another stand-alone By-law.

This By-law speaks to 'Notice of Intention to Pass By-law Notice of Public Meeting' and 'Financial' (adoption of Annual Budget and Amendments to Budget')

Definitions in By-law 77-2007 include

*“**Newspaper**” shall mean the local printed publication containing news, advertisements and correspondence having the highest circulation, in the opinion of the Clerk within the area of the Municipality of Whitestone*

That said, **Manner for Notice** allows for the discretion of the Clerk in respect of publishing in the newspaper or the discretion of Council by resolution.

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be published in a newspaper or on the Municipality of Whitestone Website at the discretion of the Municipal Clerk unless otherwise specified by resolution of Council.

Analysis:

Notification By-law 04-2003 defines 'Published' in s.1.3 as meaning “published in a daily or weekly **newspaper** that in the opinion of Council has such circulation within the municipality as to provide reasonable notice to those affected thereby, and 'Publication' has a corresponding meaning.”

That said, the term “newspaper” is not defined in the Notification By-law. The term however is very restrictively defined in s. 87 of the *Legislation Act, 2006* as follows:

“newspaper”, in a provision requiring publication, means a document that,

- (a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and

(b) consists primarily of news of current events of general interest;

The definition is explicit and provides that a newspaper is a printed document – not a digital or electronic format.

The definition in the Legislation Act, 2006 addresses the use of the term “newspaper” “in a provision requiring publication” which is precisely what the Notification By-law does.

The Ministry of Municipal Affairs and Housing has been asked the question respecting various notices for land use planning applications pursuant to regulations under the Planning Act that offer an option to provide notice by “a newspaper of sufficient circulation in the area”. The Ministry has acknowledged that the statutory definition in the Legislation Act, 2006 is likely now archaic and out-of-date but it has not provided that it can be overridden by an interpretation that includes an on-line newspaper format.

The Municipality can, however, modify the requirement in the Notification By-law for “newspaper” for all notices that where the requirements for “newspaper” notice is not expressly stipulated by provincial statute or regulation (for example, pursuant to the regulations for notice under the Planning Act).

Various notice requirements in the Notification By-law no longer exist (i.e. ss. 37, 47, 300 of the Municipal Act, 2001) and some are statutory (i.e., s. 295 of the Municipal Act, 2001, being the requirement to publish financial statements - which cannot be overridden).

Others are at the municipality’s discretion as to how notice is to be provided (i.e., s. 48 of the Municipal Act, 2001, naming or changing the name of a private road) and therefore the definition of “newspaper” can be modified to allow an online publication instead of a traditional printed sheet format. Or the requirement for published notice in a newspaper can be removed altogether.

Next Steps

By amending By-law 04-2003 per the recommendation, the Municipality will remain compliant with the By-law and the intent to provide Public Notice and maintain transparency in respect of the intended passing of a new Procedural By-law and upcoming updates to the Fees and Charges By-law.

Financial Considerations:

None

Link to Strategic Plan:

3.6 Review policies, procedures, and processes

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

Respectfully submitted by:



Michelle Hendry
CAO/Clerk

Attachments:

ATTACHMENT A - By-law 04-2003

ATTACHMENT B - By-law 09-2003

ATTACHMENT C - By-law 03-2005

ATTACHMENT D - By-law 77-2007

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 04-2003

BEING A BY-LAW TO ESTABLISH PROCEDURES FOR NOTICES AS REQUIRED UNDER THE MUNICIPAL ACT, 2001 REVISED FOR THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

WHEREAS the Municipal Act, 2001, revised Chapter 25, Section 251., (the "Act") provides that where a municipality is required to give notice under a provision of the Act, the municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice under the provision;

AND WHEREAS it is deemed expedient to implement procedures with respect to the giving of reasonable notice to the public from time to time under the Act;

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

1. Definitions In This By-Law

- 1.1 "Act" - means the Municipal Act, 2001, revised, c25 and includes regulations thereunder that Act.
1.2 "Clerk" - means the Clerk of the Corporation of the Municipality of Whitestone or his or her designate.
1.3 "Published" - means published in a daily or weekly newspaper that in the opinion of Council has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "Publication" has a corresponding meaning.
1.4 "Notice" - means a written, printed, published, or posted notification or announcement.

2. That the "Procedure Schedules" attached hereto and forming part of this By-Law and adopted as reasonable notice to the public as required under the Act.

3. That this By-Law shall come into force and effect on the date of passing thereof.

Read a First and Second time this 11th day of February, 2003.

Reeve Don Carter

CAO-Clerk Liliane Nolan

Read a Third time and Passed, Signed and Sealed this 11th day of February, 2003.

Reeve Don Carter

CAO-Clerk Liliane Nolan

SCHEDULE "1" TO BY-LAW NO. 04-2003

Procedures for Notice - Highway Closings

Municipal Act, 2001, revised Section 34

Before passing a By-Law for permanently closing a highway, a municipality shall give public notice of its intention to pass the By-Law.

A. Content of Notice

- Explanation of highway/road closing, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published at least once, one month prior to the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed closure or appropriate place
- Notice to abutting municipality/upper tier municipality, if applicable
- Municipal WebSite
- Administration Office

SCHEDULE "2" TO BY-LAW NO 04-2003

Procedures for Notice - Private Road Closings

Municipal Act, 2001, revised Section 37

If a municipality requires the owner of any land to permanently close up any private road, entrance, gate or other structure that is constructed or is being used as a means of access to a controlled-access highway or other highway in contravention of a by-law, it shall give notice to the owner of the land personally or by prepaid registered mail to the last known address of the owner.

A. Content of Notice

- Explanation of private road closing, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published at least one month in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed closure or appropriate place
- Notice to all ratepayers fronting the private road either personally or by prepaid registered mail to the last known address of the owner
- Notice to abutting municipality/upper tier municipality, if applicable
- Municipal WebSite
- Administration Office

SCHEDULE "3" TO BY-LAW NO. 04-2003

Procedures for Notice - Naming Highways

Municipal Act, 2001, revised Section 47

Before passing a By-Law naming a highway or changing the name of a highway, a municipality shall give public notice of its intention to pass the by-law.

A. Content of Notice

- Explanation of highway naming, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published at least one month in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed highway naming or appropriate place
- Notice to all ratepayers fronting the highway either personally or by prepaid mail to the last known address of the owner
- Notice to abutting municipality/upper tier municipality, if applicable
- Municipal WebSite
- Administration Office

SCHEDULE "4" TO BY-LAW NO. 04-2003

Procedures for Notice - Naming Private Roads

Municipal Act, 2001, revised Section 48

Before passing a By-Law naming private road or changing the name of a private road a municipality shall give public notice of its intention to pass the by-law.

A. Content of Notice

- Explanation of private road naming, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published at least one month in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed naming of private roads or appropriate place
- Notice to all ratepayers fronting the private road either personally or by prepaid mail to the last known address of the owner
- Notice to abutting municipality/upper tier municipality, if applicable
- Municipal WebSite
- Administration Office

SCHEDULE "5" TO BY-LAW NO. 04-2003

Procedures for Notice - Licensing By-Law

Municipal Act, 2001, revised Section 150.(4)

Before passing a by-law under this section, the council of the municipality shall, except in the case of emergency,

- (1) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; and
- (2) ensure that notice of the public meeting is given.

A. Content of Notice

- Explanation of licencing by-law
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published once at least two weeks in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Notice to all affected businesses personally or by prepaid mail at the last known address
- Municipal WebSite
- Administration Office

SCHEDULE "6" TO BY-LAW NO. 04-2003

Procedures for Notice - Procedure By-Law

Municipal Act, 2001, revised Section 238.(4)

Before passing a by-law under subsection (2), a municipality and local board shall give notice of its intention to pass the by-law.

A. Content of Notice

- Explanation of procedure by-law
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published once at least two weeks in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Municipal WebSite
- Administration Office

SCHEDULE "7" TO BY-LAW NO. 04-2003

Procedures for Notice - Sale of Municipal Land

Municipal Act, 2001, revised Section 268.(1)

Every municipality and local board with authority to sell land shall pass a by-law establishing procedures, including the giving of notice to the public, governing that sale of land.

Municipal Act, 2001 Section 268. (3)(c)

Before selling any land, every municipality and local board shall give notice to the public of the proposed sale.

A. Content of Notice

- Explanation of municipal land sale, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published at least one month in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in 4 of the most public places in the immediate neighborhood of the proposed sale of municipal land or appropriate place
- Municipal WebSite
- Administration Office

SCHEDULE "8" TO BY-LAW NO. 04-2003

Procedures for Notice - Adoption of Budget

Municipal Act, 2001, revised Section 291

Before adopting all or part of a budget under section 289 or 290, or amending such a budget, a municipality shall give public notice of its intention to adopt or amend the budget at a council meeting specified in the notice.

A. Content of Notice

- Explanation of budget public meeting
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published once at least two weeks in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Notice to Municipal Auditor
- Municipal WebSite
- Administration Office

SCHEDULE "9" TO BY-LAW NO. 04-2003

Procedures for Notice - Financial Statements

Municipal Act 2001, revised, Section 295.(1)

Within 60 days after receiving the audited financial statements of the municipality for the previous year, the treasurer of the municipality,

- (a) shall publish in a newspaper having general circulation in the municipality,
 - (i) a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review, or
 - (ii) a notice that the information described in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request; and
- (b) may provide the information described in sub-clause (a)(i) or (ii) to such persons and in such other manner as the treasurer considers appropriate.

A. Content of Notice

- Explanation of financial notice in that the information will be made available at no cost to any taxpayer or resident of the municipality upon request
- Section of Act, including requirements
- Contact information at Administration Office/where documents can be obtained
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published in the Parry Sound North Star and/or Almaguin News within 60 days of receipt of audited financial statements
- Municipal WebSite
- Administration Office

SCHEDULE "10" TO BY-LAW NO. 04-2003

Procedures for Notice - Improvements in Service

Municipal Act, 2001, revised, 300

A municipality shall, at least once each calendar year, provide notice to the public of

- (1) improvements in the efficiency and effectiveness of the delivery of services by the municipality and its local boards; and
- (2) barriers identified by the municipality and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them.

A. Content of Notice

- Explanation of approved public works projects, new services, etc. (include budget restraints)
- Section of Act, including requirements
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published in the Parry Sound North Star and/or Almaguin News annually following adoption of annual budget
- Municipal WebSite
- Administration Office

SCHEDULE "11" TO BY-LAW NO. 04-2003

Procedures for Notice - Inspections and Issuance of Permits for Fire Purposes

Municipal Act 2001, revised, Reg. 244/02 - s. 13(6)(a)

Before passing a by-law imposing a fee or charge, the municipality or local boards, as the case may be, shall,

- (2) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter

A. Content of Notice

- Set out the intention of the municipality or local board to pass the by-law and whether the by-law would impose any fee or charge which was not in effect on the day the notice is given or change any fee or charge which was in force on the day the notice is given
- Set out that the detailed information will be made available at no cost to any member of the public upon request. Said information shall include:
 - a description of the service or activity or other matter for which the fee or charge is being imposed;
 - an estimate of the costs of providing the fire inspection and permit system in respect of which the fee or charge is being imposed;
 - the amount of the fee or charge; and
 - the rationale for imposing the fee or charge.
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Contact information at Administration Office/where documents can be obtained
- Clerk-Treasurer's Name/Title

B. Manner of Notice

- Published in the Parry Sound North Star and/or Almaguin News at least 21 days prior to public meeting
- Notice by prepaid mail at least 21 days prior to the public meeting to every person or organization that has within five years before the day of the public meeting given the Clerk of the municipality or secretary of the Local Board, as the case may be, a written request for notice of the passing of the by-law containing a return address
- Municipal WebSite
- Administration Office

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 09-2003

**BEING A BY-LAW TO ESTABLISH PROCEDURES FOR NOTICE, AS
REQUIRED UNDER THE MUNICIPAL ACT, 2001 REVISED, FOR THE
STOPPING UP, CLOSING AND SELLING OF SHORE ROAD ALLOWANCE**

WHEREAS the Municipal Act, 2001, revised, Chapter 25, Section 251, (the "Act") provides that where a municipality is required to give notice under a provision of the Act, the municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the times that Council considers adequate to give reasonable notice under the provision;

AND WHEREAS it is expedient to implement procedures with respect to giving reasonable notice to the public for the stopping up, closing and selling of Shore Road Allowance;

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

1. **THAT** Schedule "1" attached hereto and forming part of the By-Law and adopted as reasonable notice to the public as required under the Act.
2. **THAT** this By-Law shall come into force and take effect on the date of passing thereof.

Read a First and Second time this 26th day of March, 2003.



Reeve William Church



CAO-Clerk Liliane Nolan

Read a Third time and Passed, Signed and Sealed this 26th day of March, 2003.



Reeve William Church



CAO-Clerk Liliane Nolan

SCHEDULE "1" TO BY-LAW NO. 09-2003

Procedures for Notice – Shore Road Allowances

Municipal Act, 2001, Revised, Section 26

Whereas Section 26(4) states that "All road allowances made by the Crown surveyors that are located in the municipalities" this is understood to include Shore Road Allowances as Highways.

Municipal Act, 2001, Revised, Section 34

Before passing a By-Law for permanently closing a Shore Road Allowance, a municipality shall give public notice of its intention to pass the By-Law.

A. Content of Notice

- There will be no advertising of the sale of Shore Road Allowance between November and April
- Explanation of Shore Road Allowance closing, including location and mapping
- Section of Act, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where the By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- Clerk-Treasurer's Name/Title

B. Manner of Notice

The Council of the Municipality of Whitestone shall determine which of the following methods will be used to advertise the closing of a Shore Road Allowance:

- Published at least once, one month prior to the meeting in the local Parry Sound North Star and/or Almaguin News
- Posted on site for at least one month in four (4) of the most public places in the immediate neighborhood of the proposed closure or appropriate place
- Notice to abutting municipality/upper tier municipality, if applicable
- Municipal WebSite
- Administration Office

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 03-2005

Being a by-law to amend Procedures for Notice By-Law No. 04-2003 establish procedures for notice as required under the Municipal Act, 2001 Revised for setting fees and charges

WHEREAS the Municipal Act, 2001, Revised, Chapter 25, Section 251, (the "Act") provides that where a municipality is required to give notice under a provision of the Act, the municipality shall, except as otherwise provided, give the notice in a form and in the manner and at the times that Council considers adequate to give reasonable notice under the provision;

AND WHEREAS it is expedient to implement procedures with respect to giving reasonable notice to the public for setting fees and charges;

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

- 1. THAT By-Law No. 04-2003 is hereby amended by adding Schedule "12".
2. THAT Schedule "12" attached hereto and forming part of the By-Law and adopted as reasonable notice to the public as required under the Act.
3. THAT this By-Law shall come into force and take effect on the date of passing thereof.

Read a First and Second time this 25th day of January, 2005.

Signature of Bill Church, Mayor

Signature of Liliane Nolan, CAO-Clerk

Read a Third time and Passed, Signed and Sealed this 25th day of January, 2005.

Signature of Bill Church, Mayor

Signature of Liliane Nolan, CAO-Clerk

SCHEDULE "12" TO BY-LAW NO. 03-2005

Procedures for Notice – Fees & Charges

Municipal Act, 2001, Revised Section 400(j) (O.Reg. 244/02)

Before passing a by-law under this section, the Council of the Municipality shall, except in the case of emergency:

- (1) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; and
- (2) ensure that notice of the public meeting is given.

Content of Notice

- Explanation of Fees and Charges By-law
- Section of Act/Regulation, including requirements
- Date/Time/Place of public meeting for consideration of By-Law
- Written comments and/or verbal comments will be considered at the public meeting where By-Law is to be enacted
- Address where to respond with comments prior to the public meeting
- Contact information at Administration Office
- CAO-Clerk's Name/Title

B. Manner of Notice

- Published once at least two weeks in advance of the meeting in the local Parry Sound North Star and/or Almaguin News
- Municipal WebSite
- Administration Office

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**BY-LAW NO. 77-2007**

Being a By-Law to prescribe the form, manner and times for the provision of public notice.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 251 provides that where a municipality is required to give notice under a provision of this Act, the municipality shall give notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice under the provision;

AND WHEREAS the Council of the Corporation of the Municipality of Whitestone deems it advisable to set out the minimum notice requirements for those actions for which notice requirements are not prescribed under the provisions of the Municipal Act or its regulations;

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

1. **DEFINITIONS**

“Act” shall mean the Municipal Act, 2001, S.O. 2001, c. 25

“Clerk” shall mean the Clerk of the Municipality of Whitestone

“Municipality’s Website” shall mean the official Municipality of Whitestone Website

“Newspaper” shall mean the local printed publication containing news, advertisements and correspondence having the highest circulation, in the opinion of the Clerk within the area of the Municipality of Whitestone

2. **NOTICE OF INTENTION TO PASS BY-LAW NOTICE OF PUBLIC MEETING**

a) **Manner of Notice**

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be published in a newspaper or on the Municipality of Whitestone Website at the discretion of the Municipal Clerk unless otherwise specified by resolution of Council.

b) **Time of Notice**

Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the Act or its regulations, and if not so prescribed, notice shall be given at least once seven days prior to the proposed action being taken.

c) Form of Notice

Unless otherwise prescribed in the Act or its regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- 1) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- 2) The date, time and location of the meeting;
- 3) Where the purpose of the meeting or proposed by-law is related to specific lands a legal description of the subject lands will be included in the notice;
- 4) The name and address of the person who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments.

3. FINANCIAL

a) Adoption of Annual Budget

The notice provisions set out in Section 2 shall apply to the adoption of the annual budget in total.

b) Amendments to Budget

Where expenditure estimates approved in the budget have been subject to quotations or tenders quoting an amount greater than the estimated expenditure for that item, the approval process shall apply, and notice of such amendment to the budget shall be included in the report and printing of this item on the Council Agenda, with the notation "Amendment to Budget" shall constitute sufficient notice.

New projects that have not been included in the annual budget shall be detailed in a staff report and notice of such amendment to the budget shall be included in the report and the printing of this item on the Council Agenda, with the notation "Amendment to Budget" shall constitute sufficient notice.

c) Operating costs incurred prior to Budget Approval

Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

4. IMPROVEMENTS TO SERVICE

Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Municipality and its local boards; and barriers identified by the Municipality and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be published in the newspaper or on the Municipality's Website at the same time as prescribed in the Act for the publication of the Financial Statements for the Municipality.

5. GENERAL

Where separate by-laws have been enacted in accordance with provisions contained in the Act, the notice provisions set out in such by-laws shall prevail.

No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.

Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.


6. **EMERGENCY PROVISION**

If a matter arises, which in the opinion of the Council, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Municipality of Whitestone, or if a "State of Emergency" is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and the Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

7. **EFFECTIVE DATE**

This by-law shall come into force and take effect upon the final reading of the by-law.

Read a First and Second time this 13th day of November, 2007.




Mayor Chris Armstrong



CAO-Clerk Liliane Nolan

Read a Third time and Passed, Signed and Sealed this 13th day of November, 2007.



Mayor Chris Armstrong



CAO-Clerk Liliane Nolan



Municipality of Whitestone Report to Council

Prepared for: Council

Department: Administration

Agenda Date: November 7, 2023

Report No: ADMIN-2023-12

Subject:

Landfill Site Bottle Sheds,
Expression of Interest for Fundraising Opportunity

Recommendation:

THAT the Council the Municipality of Whitestone receives report ADMIN-2023-12 (Landfill Bottles Sheds, Expression of Interest for Fundraising Opportunity) for information and discussion;

AND THAT the Council of the Municipality of Whitestone approve the following organizations to have access to the Landfill Site Bottle Sheds and associated revenue commencing January 1, 2024 (for a minimum of one year and thereafter until further notice from the Municipality) as follows:

Aulds Road Landfill Site – Ardbeg Community Club

York Street Landfill Site – Whitestone McKellar Lions Club (to be shared with the Cramadog Snowriders Snowmobile Club for 3 to 5 weeks annually; dates to be negotiated and mutually agreed to)

AND THAT the approved organizations follow the Municipality of Whitestone protocols for the collection of bottles and cans, use of the revenue and annual reporting requirements of revenue and expenditures related to funds received from the Landfill Site Bottle Sheds.

Background:

Following the resignation at the end of August 2023 of the Whitestone School Parents Association from the oversight of the York Street Landfill Site Bottle Shed fundraising program, the Whitestone McKellar Lions Club was asked to step in and take over responsibility as an interim solution.

The Lions Club have, by all accounts, been taking good care of the Bottle Shed and keeping the site clean. At this time the Whitestone McKellar Lions Club also has oversight of the Aulds Road Landfill Site Bottle Shed.

The Municipality advertised on Facebook and in the E-news letter for 'Expressions of Interest' for both of the Bottle Sheds, to determine if other Community groups have interest in the fundraising opportunity.

NOTICE

The Municipality of Whitestone is accepting 'Expressions of Interest' from interested Organizations and / or Community Groups who would like to share in a fundraising / revenue opportunity (from donated, recycled bottles and cans).

Your organization must be non-profit (not necessarily registered), all funds received must be used to provide service and support to the Whitestone Community and the organization must have the ability to sort the bottles/cans and maintain site cleanliness.

The Municipality will consider organizations who are interested in short term or longer-term rotations throughout the year. Protocols have been established for use of the funds as well as reporting requirements for all revenue and expenditures.

Written Expressions of Interest will be accepted in confidence until Wednesday October 27, 2023 to:

Michelle Hendry, CAO/Clerk michelle.hendry@whitestone.ca
For more information please contact the above referenced by email or at 705-389-2466, ex 123

We look forward to hearing from you!

Three 'Expressions of Interest' were received by the deadline of October 27, 2023 (See **ATTACHMENTS 1, 2 and 3**) from the following organizations:

- Whitestone McKellar Lions Club
- Cramadog Snowriders Snowmobile Club
- Ardbeg Community Club

Although expressions of interest were received in confidence, all submitters agreed to allow their request to be shared publicly in an open session Council meeting.

The Whitestone McKellar Lions Club is interested in managing the York Street Landfill Site Bottle Shed on a fulltime basis and the Ardbeg Community Club is interested in managing the Aulds Road Landfill Bottle Shed on a fulltime basis.

The Cramadog Snowriders Snowmobile Club is interested in having access to the York Street Landfill Site Bottle Shed for a number of weeks each year. Both the Lions Club and the Cramadog Snowriders Snowmobile Club are willing to work together to coordinate weeks that work for both Clubs.

Financial Considerations:

The following is a history of the officially reported revenues for the Bottle Sheds from 2018 to 2023. Prior to 2018, there is no record of financial reports being provided to Council.

Aulds Road Landfill		
Year	Revenue reported	Benefitting organization
2018	\$4,169.50	Whitestone McKellar Lions Club
2019	\$6,809.90	Whitestone McKellar Lions Club
2020	\$6,874.00	Whitestone McKellar Lions Club
2021	\$7,745.30	Whitestone McKellar Lions Club
2022	\$8,449.40	Whitestone McKellar Lions Club
2023 <i>As of Oct. 27</i>	\$7,429.20	Whitestone McKellar Lions Club

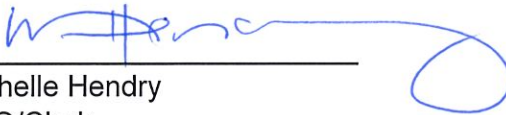
York Street Landfill			
Year	Revenue reported	Benefitting organization	Notes
2018	\$ 8,379.86	Whitestone School Parents Assoc.	
	\$ 1,573.00	Cramadog Snowriders Club	
	\$ 2,999.00	Whitestone McKellar Lions Club	August only revenue
2018 Total	\$10,251.86		
2019	\$11,262.83	Whitestone School Parents Assoc.	
	\$ 2,617.50	Cramadog Snowriders Club	
2019 Total	\$13,880.33		
2020	\$21,716.55	Whitestone School Parents Assoc.	
	\$ 2,282.40	Cramadog Snowriders Club	
2020 Total	\$23,998.95		
2021	\$22,882.75	Whitestone School Parents Assoc.	
2021 Total	\$22,882.75		
2022	\$13,844.20	Whitestone School Parents Assoc.	Report being reviewed by Treasurer – to be submitted to Council in the near future
	\$ 1,770.00	Parry Sound Lions Club	July, three Wednesdays
2022 Total	\$15,614.20		
2023	\$15,417.00	Whitestone School Parents Assoc.	Jan. to Aug 31, (8 months) Report to be submitted to Council in the near future
	\$ 4,038.00	Whitestone McKellar Lions Club	<i>From Sept 8 to Oct 27</i>
2023 (as of Oct 27)	\$19,455.00		

Next Steps and Recommendation

Staff recommend that the Whitestone McKellar Lions Club be offered the opportunity to continue having fulltime oversight of the York Street Landfill Site Bottle Shed (with occasional shared use with the Cramadog Snowriders Snowmobile Club) and the Ardbeg Community Club be offered the fulltime oversight of the Aulds Road Landfill Site Bottle Shed.

Link to Strategic Plan:

2.0 Fiscal Responsibility and Accountability

Respectfully submitted by:

Michelle Hendry
CAO/Clerk

Attachments:

- Attachment 1. Expression of Interest, Whitestone-McKellar Lions Club
- Attachment 2. Expression of Interest, Cramadog Snowriders Snowmobile Club
- Attachment 3. Expression of Interest, Ardbeg Community
- Attachment 4. Council Resolution 2019-248, Reporting of Bottle Shed Revenue



WHITESTONE McKELLAR LIONS CLUB
 "We Serve Where We Live"

October 2, 2023

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

Re: Bottles and Cans Program Fundraising Opportunity

Dear Michelle,

This letter serves to formally submit an Expression of Interest from the Whitestone McKellar Lions Club in the Bottle and Cans Program Fundraising Opportunity.

As you know the Whitestone McKellar Lions Club has had responsibility for the Auld's Road Bottle and Can Depot for many years. We have kept the depot neat and tidy by sorting bottles and cans on a regular basis and when contacted by landfill staff. Recently, the Municipality asked our club to assume temporary responsibility for the York Street Bottle and Can Depot. After several weeks and multiple trips to the Parry Sound Beer Store, this depot is now cleared out and we will continue weekly efforts to keep both depots functional.

The Whitestone McKellar Lions Club has served our communities for more than 50 years. In recent years, we have sponsored and served the following programs:

- Bike Rodeo for Safety Awareness
- Prescription Eye Glass Donations
- Earth Day Clean-Up
- Secret Santa Workshop
- Hallowe'en Handouts
- Effective Speaking Competition for Students
- Christmas Food and Toy Hampers

Additionally, we have provided service and financial support to local community groups including:

- Whitestone Library & Technology Centre
- Ardbeg Community Centre
- Whitestone Nursing Station
- Hurville Hall
- Lottery administration for the Whitestone Nursing Station and the McKellar/Dunchurch United Churches' Pastoral Charge

Furthermore, we have provided financial support for regional and national programs including:

- Harvest Share Food Bank
- Camp Dorset for Dialysis Patients
- Camp Huronda for Children with Diabetes
- Foundation of Canada Dog Guides

These programs are funded by the proceeds from the Bottle and Can Depots, from food sales at community events, from Crown and Anchor at the Dunchurch fair and through private donations to the

WHITESTONE McKELLAR LIONS CLUB
"We Serve Where We Live"



Lions Club. Our club is keen to continue offering these programs and is always looking for new opportunities to serve.

The Whitestone McKellar Lions Club is guided by the 5 Pillars of Lionism: Diabetes, Vision, Hunger, Environment, and Childhood Cancer (or disease in general). Please see the attachment describing our programs in support of these pillars.

As a not-for-profit organization, the Whitestone McKellar Lions Club follows sound financial recording and reporting practices. Lions International oversees our club and provides guidelines and standards for managing and reporting club finances. In this regard, it is important to note that all revenues received through our fundraising programs are kept in a for-purpose bank account and all such revenues are returned to the community through our service programs and direct donations. Our club administrative expenses are funded solely by our members in the form of membership dues kept in a separate bank account. We are happy to continue to comply with the Municipality's protocols for the use of funds and reporting requirements for revenue and expenses.

The Whitestone McKellar Lions are grateful to the Municipality of Whitestone for allowing our club to manage the Auld's Road Bottle and Can Depot over the years. We are pleased that the Municipality asked us to assume temporary responsibility for the York Street depot which we take as an acknowledgement of our dedication, capability, and our contribution to the community. We request the Municipality consider the Whitestone McKellar Lions Club as the primary organization for the York Street Depot. Alternatively, we would be happy to continue to care solely for the Auld's Road Depot.

We thank the Municipality, Council and Staff for their support. We are happy to continue serving the Whitestone community.

Respectfully submitted,

Joyce Campbell
President, Whitestone McKellar Lions Club

P.D. Robert Dreyer

cc: Mayor George Comrie
Councillors Janice Bray, Joe Lamb, Scott Nash, Brian Woods

Robert Dreyer, Treasurer, Whitestone McKellar Lions Club
Pam Stephens, Secretary, Whitestone McKellar Lions Club

Encl: 5 Pillars of Lionism
2022 Financial Report of the Whitestone McKellar Lions Club

From: Mary Ann Greenwood
To: [Michelle Hendry](#)
Cc: Jim Greenwood
Subject: Expressions of Interest "Bottles and Cans Fundraising"
Date: September 24, 2023 7:25:43 PM

Dear Michelle Hendry,

The Cramadog Snowriders Snowmobile Club Inc. is interested in taking part in the bottles and cans fundraising program. We feel that we meet all the criteria necessary to participate in the program.

We belong to The Ontario Federation of Snowmobile Clubs (OFSC) which is a volunteer led not for profit association. Please feel free to contact Kim Hayes (District 10 administrator for OFSC) and she will be able to provide documentation that we are a nonprofit organization.

Cramadog Snowriders provides a positive economic impact to the community/businesses in The Municipality of Whitestone through snowmobiling (e.g. Duck Rock Restaurant, The Duck Rock General Store, Logger's Station House, LCBO, TMX Motorsports). Snowmobiling provides a recreational opportunity for permanent residents and seasonal residents during the winter.

OFSC provides our club with support from snowmobile permit sales however we are underfunded in repairing and maintaining basic equipment and trails (e.g. non-industrial groomers, drags, saws, pruners etc.) that is vital for us to open our feeder trails. These feeder trails are an integral part of our snowmobile club because they allow snowmobilers to get in and out of the Municipality of Whitestone. If these trails are lost it will cause a recreational and economic impact on our community.

At present we have a president, vice-president, secretary/treasurer, eight directors and a volunteer base of approximately fifty members. The bottles and cans fundraising program was on the agenda at our meeting and everyone is willing to participate so we have the ability to sort and maintain site cleanliness. We have helped out in the past when it was overwhelming for the school so we know what the time commitment is and what needs to be done. We are looking for blocks of two or three weeks through the year.

If you have any questions or if we need to provide any more information that will determine if we are able to participate in the program please let me know.

Jim Greenwood
Cramadog Snowriders Snowmobile Club President

Sent from my iPhone

From: Troy Burgess
To: [Michelle Hendry](#)
Subject: Aulds rd bottle shed drive
Date: October 19, 2023 9:14:41 AM

Good morning,

Please accept the below email as the Ardbeg Community Clubs notice of intention to participate in the bottle shed donation program.

We are very interested in this wonderful opportunity to enrich the lives of the whitestone community population.

The club has set a goal to help bring people in need, good nutritional meals and delivery of those meals at cost.

If awarded the opportunity to reap the monetary benefits of the bottle drive, the club would be able to fully and efficiently finance this program into reality at zero cost to the residents.

I would suggest that a one year commitment to the program be considered to contribute to the successful outcome of this goal. The Ardbeg Community Club will provide a detailed report of all financially related expenditures.

Looking forward to the future,
Troy Burgess,
President,
Ardbeg Community Club.

Sent from my Bell Samsung device over Canada's largest network.

May 21, 2019

**2019-248 Moved by Councillor Beth Gorham-Matthews
 Seconded by Councillor Joe Lamb**

WHEREAS Council resolution 2009-138 authorized “*The Whitestone Parents’ Association’ to collect returnable bottles at York Street Landfill Site to raise funds utilized vastly by the Municipality*” and further *‘that a yearly report be submitted to Council’*;

AND WHEREAS Council resolution 2009-138 stated that *‘As the Council authorized the placement of bottle depot on municipal property, Council would like a report on the amount of revenue generated and where these funds were expended for the Auld’s Landfill Site too’*;

AND WHEREAS the Whitestone McKellar Lions Club now shares in the management of the bottle shed, (including receipt of revenue) for several months per year in addition to the Auld’s Road Site;

AND WHEREAS the annual 2018 report from the Whitestone Parents’ Association and the Whitestone McKellar Lions Club has not yet been submitted to Council;

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Whitestone does hereby request separate financial reports to be submitted to the Municipality by June 10, 2019 from the Whitestone Parents’ Association and from the Whitestone McKellar Lions Club;

AND THAT the reports provide the following information:

- an accounting of which months each organization collected and managed the bottle sheds at each Landfill site,
- an accounting of all revenue received by month, through the collection and return of bottles and cans, and
- an accounting of how all funds were distributed, donated, or spent, or otherwise intended to be distributed (currently held in a bank account).

AND THAT commencing with the year 2019, the annual financial reports are to be submitted to the Municipality by January 30th of the following year.

Carried



Municipality of Whitestone Report to Council

Prepared for: Council

Department: Administration

Agenda Date: November 7, 2023

Report No: ADMIN-2023-13

Subject:

Short Term Rental Unit By-law update

Recommendation:

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

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

Background:

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

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

SECTION 1 of the By-law reads:

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

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

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

2021 - 14 licenses

2022 - 11 licenses

2023 - 14 licenses

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

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

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

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

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

Ad Hoc Committee

In March 2021, Council passed the following resolution:

Resolution No. 2021-087

Moved by: Councillor Joe Lamb

Seconded by: Councillor Beth Gorham-Matthews

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

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

AND THAT the following representatives sit on this committee,

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

Carried

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

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

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

The following resolution was passed:

Resolution No. 2021-216

Moved by: Councillor Joe Lamb

Seconded by: Councillor Joe McEwen

11.2 Memo: Update on Rental Unit By-Law review

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

Carried

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

Ad Hoc Committee meetings

Meetings were held on the following dates:

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

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

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

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

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

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

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

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

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

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

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

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

Next Steps

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

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

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

Financial Considerations:

No Financial impacts at this time

Link to Strategic Plan:

3.6 Review policies, procedures, and processes

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

Respectfully submitted by:


Michelle Hendry
Chief Administrative Officer/Clerk

ATTACHMENTS:

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

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 20-2014

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

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

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

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

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

SECTION 1 – PROPERTIES REQUIRING RENTAL UNIT LICENSE

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

SECTION 2 – GENERAL RENTAL UNIT REQUIREMENTS

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

SECTION 3 – LICENSE FEES

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

SECTION 4 – FIRE INSPECTION

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

SECTION 5 – LICENSE ISSUE

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

SECTION 6 – PENALTIES AND VIOLATIONS

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

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

SECTION 7 – APPEAL


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

SECTION 8 – ADMINISTRATION

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


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


Read a First and Second time this 17th day of March, 2014.


 Mayor Chris Armstrong


 CAO-Clerk Liliane Nolan

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


 Mayor Chris Armstrong


 CAO-Clerk Liliane Nolan

SCHEDULE "A"

FEES

RENTALS

Annual Fee \$200.00 (Non-refundable)

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

Administrative Fee (see Section 6.4)

- \$200.00

Appeal Fee (see section 7.2)

- \$200.00



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

Cc: Michelle Hendry, CAO/Clerk

From: Paula Macri, Planning Assistant

Date: June 21, 2021

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

Background:

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

Consultations:

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

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

Discussion:

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

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

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

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

Please note the above definition:

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

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

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

Recommendation:

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



Planner, Inc.

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

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

April 25, 2022

REPORT TO COUNCIL

SHORT TERM RENTAL BY-LAWS

BACKGROUND

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

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

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

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

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

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

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

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

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

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

ZONING CHANGES

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

BED AND BREAKFAST (B&B'S)

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

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

NOTICE

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

Respectfully Submitted.

A handwritten signature in black ink that reads "John Jackson". The signature is written in a cursive, flowing style.

John Jackson
Encls.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 34-2022

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

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

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

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

Definitions

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

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


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

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


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

READ a FIRST and SECOND time this 21st day of June, 2022.

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

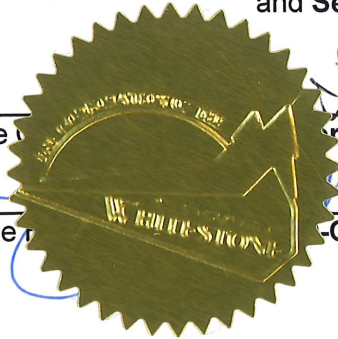


Mayor George Comrie


CAO-Clerk Michelle Hendry


George Comrie


Clerk Michelle Hendry



Municipal Accommodation Tax (FAQs)

Excerpt from the Tourism Industry Association of Ontario (TIAO)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes.

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

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

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

Yes.

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

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

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

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

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

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

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

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

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

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

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

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

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

Yes.

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

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

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

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

17. Question: With regards to establishing the base amount for an existing DMF program, does the money collected by a hotel association in the calendar year (including monies collected in January 2018 for December 2017) count as the base? Or, is the base calculated using one of the following: 1) monies received by the DMO from the hotel association in the calendar year OR 2) monies committed by the hotel association to the DMO for the year.

If an eligible tourism entity can demonstrate to the municipality's satisfaction that an amount was collected under a destination marketing program and received by them in respect of the eligible tourism entity's last fiscal year that ended before the tax came into effect, then the amount could be included in the tourism entity's base amount, even if not actually received in that year. Please refer to formula element "A" in Section 4(4) of the COTA regulation, and Section 4(5) of the Municipal Act regulation.

18. Question: Will tourism organizations receiving proceeds from a Municipal Accommodation Tax be allowed to accumulate a reserve fund using monies not spent in a given year?

If a hotel association (or other collecting tourism organization) has a reserve fund consisting of DMF funds collected in years prior to a tax being introduced, and the association decides to provide all or part of those reserves to a tourism organization during the reference fiscal year, only the portion of the reserve fund that was collected in the reference fiscal year would count toward the municipality's minimum sharing requirement. As well, any DMF amounts collected on transient accommodation provided in a municipality before a tax is in place, and put into a reserve by the hotel association and are paid to a tourism organization after a tax is in place,

would not decrease the municipality's minimum sharing requirement in the year the amounts are received by the tourism organization.

Regarding a potential reserve fund of tax revenues, please note that tax revenues shared with an eligible tourism entity must ultimately be used by the entity for the exclusive purpose of promoting tourism (which includes the development of tourism products).

19. Question: Are college and university dorm rooms exempt from the MAT during the school year? Are they exempt from the MAT during non-school use, i.e. summer, when they rent out the dorm rooms to other groups and travellers?

Yes, all accommodation at colleges and universities are exempt from the MAT at all times.

20. Question: In the Municipal Accommodation Tax Regulations (O. Reg. 435/17, s. 4(8) 2, and O. Reg. 436/17, s. 4(7) 2), it says that the annual percentage change (accelerator) will be calculated based on a 10-year period between the second year immediately preceding that particular fiscal and the 12th year immediately preceding the particular fiscal year. Does this mean that if a Municipal Accommodation Tax is implemented in 2018, in 2019 the tourism entity will receive the base amount from 2018, plus the accelerator as calculated 2007-2016?

Reference should be made to the regulations for detail about how to calculate the amount of tax revenues that must be shared.

Municipalities with a pre-existing destination marketing program that implement a tax would initially be required to share an amount that matches the revenues collected on transient accommodation provided in the municipality and received by the relevant not-for-profit tourism organization under a destination marketing program from accommodations in the municipality, in respect of the fiscal year before the transient accommodation tax came into effect.

In subsequent years, municipalities would need to adjust this "base amount" by applying the "tourism receipt factor", based on tourism receipts data for Ontario calculated by the Ministry of Tourism, Culture and Sport and posted on its website. The tourism receipt factor is the 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, subject to a 2-year lag.

21. Question: After the second year of a Municipal Accommodation Tax, will the base amount be the total amount received in the second year, plus the accelerator, which will become the new base amount?

Reference should be made to the regulations for detail about how to calculate the amount of tax revenues that must be shared.

Municipalities with a pre-existing destination marketing program that implement a tax would initially be required to share an amount that matches the revenues collected on transient accommodation provided in the municipality and received by the relevant not-for-profit tourism organization under a destination marketing program from accommodations in the municipality, in respect of the fiscal year before the transient accommodation tax came into effect.

In subsequent years, municipalities would need to adjust this "base amount" by applying the "tourism receipt factor", based on tourism receipts data for Ontario calculated by the Ministry of Tourism, Culture and Sport and posted on its website. The tourism receipt factor is the 10-year rolling average of the annual percentage change in Ontario's total tourism receipts, subject to a 2-year lag.

22. Question: Are there options for who specifically collects funds raised by a Municipal Accommodation Tax? Does it have to be a municipality?

The regulation allows for the decision around who collects the funds raised by a Municipal Accommodation Tax to be made at the local level.

Under the *Municipal Act, 2001*, s. 400.5 and the *City of Toronto Act, 2006*, s. 271, municipalities that choose to impose a transient accommodation tax could reach an agreement with a person or entity to collect the tax on a municipality's behalf. It would be up to the discretion of the local municipality's council to design the transient accommodation tax.

The legislation stipulates that municipal bylaws implementing a transient accommodation tax must meet certain requirements, including setting out the manner in which it would be collected.

23. Question: What enforcement powers will a municipality have for non-payment of a Municipal Accommodation Tax by hotels?

If a municipality decides to implement a municipal accommodation tax, it would need to enact the appropriate bylaws in order to implement the tax. Should a municipality choose to implement a transient accommodation tax, it has the flexibility to determine the design of the tax, including the appropriate enforcement mechanism.

24. Question: Is there a way for RTOs to get involved in collection of a transient accommodation tax?

- **How to approach municipalities about this?**
- **Would government support this approach?**
- **Is there an opportunity for governance training for RTOs re: MAT?**

RTOs were established to improve coordination, investment and planning within the sector across Ontario. The RTOs' mandate is to provide leadership in four areas: marketing; product development; workforce development; investment attraction.

Additional activities of RTOs are subject to provincial approval as part of the business planning and Transfer Payment Agreement process.

25. Question: Do municipalities need to spend their 50% of MAT revenue in the year following collection, or can they reserve the funds to support a bigger tourism project in the future?

Municipal accommodation tax regulations under the *Municipal Act, 2001*, and the *City of Toronto Act, 2006* do not address, or limit in any way, how a municipality may use or spend revenues from a transient accommodation tax.

However, the regulations require a municipality that has imposed a tax to make one or more payments to an eligible tourism entity or entities, for each full or partial fiscal year of the municipality that the tax is in effect, the total of which must be at least equal to the amount set out in the regulations.

Accordingly, the regulations do not require a municipality to spend revenues from a tax in the year following the collection. Decisions on how to spend revenue generated from a municipal/transient accommodation tax is at the discretion of the municipality. As such, a municipality could use revenues from a tax to contribute to a reserve to support a bigger tourism project that is on the horizon.

BY-LAWS

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

By-Law No. 69-2023

A By-Law to Amend By-Law 04-2003 as amended, being a By-Law to establish procedures for notices as required under the *Municipal Act*, 2001 revised for the Corporation of the Municipality of Whitestone

WHEREAS on February 11, 2003 the Council of The Corporation of the Municipality of Whitestone enacted By-law 04-2003 to prescribe the form and manner for the giving of public notice under the *Municipal Act*, 2001;

AND WHEREAS on September 15, 2023, Metroland Media Group filed for bankruptcy protection and ceased production of the printed version of a number of local, weekly community newspapers ;

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

- 1) By-Law 04-2003 as amended, being a By-law to establish procedures for notices as required under the *Municipal Act*, 2001 revised for the Corporation of the Municipality of Whitestone, is hereby amended by By-law 69-2023 as follows:

THAT Section 1.3:

“Published” - means published ***either digitally or in print***, in a daily or weekly newspaper that in the opinion of Council has such circulation within the municipality as to provide reasonable notice to those affected thereby, and “Publication” has a corresponding meaning.

READ a **FIRST** and **SECOND** time this 7th day of November, 2023.

Mayor George Comrie

CAO/Clerk Michelle Hendry

READ a **THIRD** time and **PASSED, SIGNED, SEALED** and **ENACTED** this 7th day of November, 2023 as By-law 69-2023.

Mayor George Comrie

CAO/Clerk Michelle Hendry

BUSINESS MATTERS



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MEMORANDUM

To: Mayor and Council

From: Michelle Hendry, CAO/Clerk

Date: November 7, 2023

Re: Procedural By-law update
 Follow up from October 3, 2023 Regular Council Meeting (and suggestions in respect of the proposal from Council for one Regular Council meeting per month).

Background

Through a series of meetings in 2023, Whitestone Council has reviewed and recommended a number of amendments to the Draft Procedural By-law, first presented to Council in December 2022. The latest discussions occurred at the October 3, 2023 Regular Council meeting.

Analysis

The final edits and amendments discussed and agreed to on October 3, 2023 have been integrated into the document. A review of grammar, spelling, general consistency and content was undertaken; refinements have been made as required without altering the spirit or intent of the By-law.

In addition, at the October 17th 2023 Regular Council meeting, Council recommended a proposed change to the typical Regular Council meeting schedule for 2024 (i.e. moving to one meeting per month from two meetings per month with the one meeting being a daytime meeting). This will have an effect on the Procedural By-law in respect of some timelines and associated requirements.

Changes of note in the Procedural By-law are shown in **blue** in the attached document and include the following.

- Addition of a definition for Electronic 'only' meeting
 - 1.1.4 **Electronic-Only Meeting**
 "Electronic-Only Meeting" means a Meeting in which all participants participate via Electronic Means.
- In 6.1.16, 6.2.1 and 6.2.2

'The Clerk's Office will have the draft motions available at the time the agenda package is released to Council electronically unless extraordinary circumstances require additional time'.

Has been replaced with

'The Clerk's Office will have the draft motions available within twenty-four (24) hours of releasing the agenda package to Council electronically unless extraordinary circumstances require additional time.

This allows for input from members of Council as happens from time to time once the agenda package has been reviewed as well as buffer for staff (in particular when there will be very large agenda for the contemplated one meeting per month schedule).

- 6.5 Curfew –

The following has been added to allow for daytime meetings

6.2.1 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.

Recommended changes (not yet incorporated in the Draft Procedural By-law) In consideration of the proposed 'one meeting per month' and the expected size and complexity of the Agenda package. Council may want to consider further changes as follows:

6.1.6 All items to be included on the Agenda will be provided to the Clerk by Members, staff or the public (correspondence) nine (9) **change to ten (10)** business days preceding the regularly scheduled Council meeting at which the item is intended for discussion.

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), nine (9) **change to 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), nine (9) **change to 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 ten (10) **change to eleven (11)** business

days, preceding the regularly scheduled Council meeting at which the presentation or delegation is intended to be received.

For any given Regular Council Meeting, a maximum of two (2) ten (10) minute delegations may be scheduled. (if Council decides on one meeting per month, having only two (2) delegations per meeting reduces the number of possible delegations by half for the month)

- 6.1.16** The Agenda package will be made available to the Public on the Municipal website three (3) change to 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 three (3) change to four (4) business days preceding the Regular Council Meeting.

Agenda packages will be provided electronically to Members four (4) change to 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 three (3) change to four (4) business days preceding the Regular Council Meeting.

Next Steps

Should Council wish to proceed with the adoption of a new procedural By-law, notice to the public is required per By-law 04-2003 as amended, (being a By-law to establish procedures for notice as required under the Municipal Act, 2001, revised for the Corporation of the Municipality of Whitestone), ***Procedures for Notice – Procedure By-law***



THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CORPORATE POLICY MANUAL

POLICY MANUAL SECTION: Council, Boards and By-laws	POLICY NUMBER: xxxx
POLICY NAME: Procedural By-law	
DATE APPROVED: xxx, 2023	AUTHORITY: By-law No. xx-2023
REVISION DATES: none	DEPARTMENT RESPONSIBLE: 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. xx-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 position [at a subsequent meeting](#).

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) nine (9) 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), nine (9) 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), nine (9) 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 ten (10) 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 three (3) 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 three (3) business days preceding the Regular Council Meeting.

Agenda packages will be provided electronically to Members four (4) business days preceding the Regular Council Meeting (generally by the end of the work day).

Hard-copy Agenda packages will be available to Members three (3) 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 within twenty-four (24) hours of 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 within twenty-four (24) hours of 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 within twenty-four (24) hours of 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 No. xx-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. xx-2023 Procedural By-law
REGULAR COUNCIL MEETING AGENDA HEADINGS

1. Call to Order and Roll Call

National Anthem

Indigenous Land Acknowledgement 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. Councillor Items

14. Questions from the Public

15. Confirming By-law

16. Adjournment



Schedule "C" to By-law No. xx-2023 Procedural By-law

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.



MEMORANDUM

To: Mayor and Council
From: Michelle Hendry CAO/Clerk
Date: November 7, 2023
Re: **2023 Municipal Office and Landfill Holiday Schedule**

Background

The Municipal Office typically closes for the Holiday Season between Christmas and New Year's and the Landfill schedule is also adjusted during the Holiday Season to accommodate for any Statutory Holidays.

The following is the Holiday Closure schedule for both the Municipal Office and the Landfill sites.

Municipal Office:

Monday December 18 -	open	Monday December 25 -	closed
Tuesday December 19 -	open	Tuesday December 26 -	closed
Wednesday December 20 -	open	Wednesday December 27 -	closed
Thursday December 21 -	open	Thursday December 28-	closed
Friday, December 22 -	closed ½ day	Friday December 29 -	closed
		Monday January 1-	closed

Landfill:

Monday December 18 -	closed	Monday December 25 -	closed
Tuesday December 19 -	open	Tuesday December 26 -	closed
Wednesday December 20 -	closed	Wednesday December 27 -	closed
Thursday, December 21-	open	Thursday December 28 -	open
Friday December 22 -	closed	Friday December 29 -	closed
Saturday December 23 -	open	Saturday December 30 -	open
Sunday December 24 -	open	Sunday December 31-	open
		Monday January 1-	closed

closed - where 'closed' is highlighted, this indicates a day of the week that the Office or Landfill sites would normally be open

Michelle Hendry
CAO/Clerk



MEMORANDUM

To: Mayor and Council
From: Michelle Hendry CAO/Clerk
Date: November 7, 2023
Re: **Proposed revised 2024 Regular Council meeting Schedule**

Background

At the October 17th, 2023 Regular Council meeting, a proposed 2024 Regular Council meeting schedule was reviewed and discussed by Council. Council requested a revision to allow for one Regular Council meeting (daytime) per month.

Proposed Revisions:

A revised schedule is attached whereby there will be one Regular Council meeting per month which would commence at 10:00 a.m. Meetings have been scheduled for the third Tuesday of each month (with the exception of December which is the second Tuesday in the month). The meetings are planned to be at least one week in advance of Planning Board meetings.

The Meeting schedule will allow for a ½ lunch break and will then continue through the afternoon. Curfew per the Draft proposed Procedural By-law will allow for an extension of time beyond 7.0 hours as deemed necessary.

Tentative Budget Schedule:

The Treasurer is currently working on a *tentative* 2024 budget schedule as follows:

January 30, 2024 -	the 1st budget draft submitted to Council
March 5, 2024 -	the 2nd budget draft submitted to Council
April 2, 2024 -	the 3rd budget draft submitted to Council with the intent of receiving direction to provide Notice of a Public meeting for the purpose of approval of the 2024 Budget (two weeks in advance of the meeting)
May 21, 2023	Budget approval at the next available Regular Council meeting and the passing of the By-law. Alternately, to move the approval forward sooner, a Special Council meeting could be called

Once the Regular Council meeting schedule has been approved and finalized, the Budget schedule (amended if need be) will be submitted to Council for endorsement.

Michelle Hendry, CAO/Clerk

Attachments:

Attachment A - Draft Regular Council meeting Schedule for 2024
Attachment B - Regular / Regular Closed Session Council Meetings 2023 – recorded length of meetings



Municipality of Whitestone

2024 Schedule of Regular Council Meetings

MEETING	DATE	TIME
Regular Council	Tuesday, January 16	10:00 a.m.
Regular Council	Tuesday, February 20	10:00 a.m.
Regular Council	Tuesday, March 19	10:00 a.m.
Regular Council	Tuesday, April 16	10:00 a.m.
Regular Council	Tuesday, May 21	10:00 a.m.
Regular Council	Tuesday, June 18	10:00 a.m.
Regular Council	Tuesday, July 16	10:00 a.m.
Regular Council	Tuesday, August 20	10:00 a.m.
Regular Council	Tuesday, September 17	10:00 a.m.
Regular Council	Tuesday, October 15	10:00 a.m.
Regular Council	Tuesday, November 19	10:00 a.m.
Regular Council	Tuesday, December 10	10:00 a.m.

Regular Council meetings are held in person at the Dunchurch Community, with an option to join the meeting via Zoom Video Conferencing.

Special Meetings may be called from time to time and these will be advertised as per the Municipality of Whitestone current Procedure By-Law.

Special Council meetings may be held in person at the Dunchurch Community, with the option to join the meeting via Zoom Video Conferencing or they may be held Zoom Video Conferencing only.

ATTACHMENT B

Regular / Regular Closed Session Council Meetings 2023 – recorded length of meetings

Meeting Date	Length of Meeting	Start time	Notes
January 10	2 h 23 min	4:00 pm	
January 24	3 h 02 min	6:30 pm	
February 7	3 h 55 min	4:00 pm	
February 21	4 h 01 min	6:30 pm	
March 7	2 h 17 min	4:00 pm	
March 21	4 h 02 min	6:30 pm	
April 4	4 h 07 min	6:30 pm	
April 18			Cancelled
May 2	4 h 11 min	4:00 pm	
May 16	3 h 43 min	6:30 pm	
June 6	5 h 10 min	4:00 pm	
June 8	2 h 24 min	4:00 pm	Closed
June 20	4 h 03 min	6:30 pm	
July 4	3 h 29 min	4:00 pm	
July 6	1 h 58 min	4:00 pm	Closed
July 18	3 h 59 min	6:30 pm	
August 1	2 h 30 min	6:30 pm	
August 3	3 h 42 min	4:00 pm	Closed
September 5	4 h 26 min	4:00 pm	
September 7	4 h 18 min	4:00 pm	Closed
September 19	4 h 04 min	6:30 pm	
October 3	5 h 40 min	4:00 pm	Regular & Closed
October 5			Cancelled
October 17	4 h 48 min	6:30 pm	Regular & Closed

From: [Rebecca Johnson](#)
To: [Michelle Hendry](#)
Cc: [Donald Sanderson](#); [Jamie McGarvey](#); [Clayton Harris](#)
Subject: BDO report to Whitestone
Date: October 26, 2023 3:53:19 PM
Attachments: [Rec Ctr Brd Minutes 2023 10 11.pdf](#)
[3.3c BDO Proposal email.pdf](#)
[2023 06 15 BDO WPS Operating and Financial Review Report Final.pdf](#)

Hello Michelle,

Attached are minutes of the October 11, 2023 WPS Recreation and Cultural Centre Board Meeting at which time the BDO report was presented. The BDO report fulfills a condition set by the Municipality of Whitestone in its funding agreement with the Board.

Pursuant to the Board agreement with Whitestone, and in response to the July 10, 2023 letter received from Whitestone, the following information is attached:

- Terms of reference and BDO’s proposal
- BDO Operating and Financial Review Report of the WPS Recreation & Cultural Centre project.

Best regards,
Rebecca

Rebecca Johnson
Clerk
rjohnson@parrysound.ca

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Parry Sound, ON P2A 1B4
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F. (705) 746-7461
www.parrysound.ca

From: [Clayton Harris](#)
To: [Rebecca Johnson](#)
Subject: FW: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre
Date: September 6, 2023 5:26:12 PM
Attachments: [Nathan Dool Profile.pdf](#)
[Joe Melisek Profile.pdf](#)
[Mike Fabbro Profile.pdf](#)
[Zoltan Virag Profile.pdf](#)

This email includes BDO's proposal, scope of work and the profiles of team members. This is an attachment to the MSB report.

Clayton Harris
Chief Administrative Officer
charris@townofparrysound.com

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F. (705) 746-7461



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From: Clayton Harris
Sent: Wednesday, May 24, 2023 2:17 PM
To: Tim Hunt (THunt@mcdougall.ca) <thunt@mcdougall.ca>; jinwood@seguin.ca; John B. Fior <jfior@thearchipelago.on.ca>; Kevin McLLwain <kmcllwain@carling.ca>; clerk@mckellar.ca; Adam Good <ced@wasauksing.ca>; Deborah Pegahmagabow <doh@wasauksing.ca>
Cc: Rebecca Johnson <rjohnson@parrysound.ca>
Subject: FW: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

Below is a quote to undertake the review of the operating budget forecast in response to Whitestone's requirement for their financial contribution. The review needs to be done by a qualified firm and prior to the final design.
Please let me know if you have an questions or concerns with proceeding.

Clayton Harris
Chief Administrative Officer
charris@townofparrysound.com

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From: Melisek, Joe <JMelisek@bdo.ca>
Sent: Friday, May 19, 2023 11:06 AM
To: Clayton Harris <charris@parrysound.ca>
Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

To: Recreation Centre Board/Clayton Harris

We understand that you wish to engage us to provide advisory services, namely a review of operating and financial information, to the partnering communities on a new Recreation Centre in the Parry Sound area as described herein. It would be our pleasure to provide these services to the communities. The intent of this e-mail is to outline purpose, scope of services, fee estimate, review team and timeline for Board approval.

Purpose

The primary purpose of the review is to fulfil a condition of receiving funds from a neighbouring municipality, Whitestone, for the Centre.

Scope of Services

To meet this purpose, the engagement will be a review of key information and assumptions for the Centre. Specifically, the engagement consists of:

1. Review of the proposed operating model of the Centre and identify operational and financial risks;
2. Review projected operating revenues and costs and assess the reasonableness of the assumptions and risk to the Board. BDO will look at each assumption and assess as no risk, low risk, medium risk and high risk with commentary/support on the assessment using comparators, research, etc.; and,
3. Review reserve requirements using Public Sector Accounting Board (PSAB) accounting standards for the public sector..

These services will require access to and review of operating model and financial information including assumptions, development of a review/risk template, analysis of comparators/research

and report development.

Any other advisory services beyond these activities including meeting/calls (outside of information requests), additional scope items or presentations will be quoted separately from this agreement.

Fee Estimation

Our fees for the scope of services will be the lower of time dedicated to the scope at our hourly rates for each team member or \$5000.

Study Team

1. Nathan Dool – Review Oversight
2. Joe Melisek – Review Manager
3. Zoltan Virag/Mike Fabbro – Review Research and Report Development

Profiles are attached.

Timeline

Timeline will be 2-3 weeks from engagement letter signing. BDO is not responsible for delays with regard to information requests to the Community Partners

Thank you for considering BDO Canada LLP Chartered Accountants and Advisors for this review.

Joe Melisek BSc, BA, CMC
Associate

Advisory Services

BDO Canada LLP

jmelisek@bdo.ca

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 Before you print think about the environment

From: Clayton Harris

Sent: May 18, 2023 10:20 AM

To: Melisek, Joe <JMelisek@bdo.ca>

Cc: Rebecca Johnson <rjohnson@parrysound.ca>; Stephanie Phillips <sphillips@parrysound.ca>;
jinwood@seguin.ca; Tim Hunt (THunt@mcdougall.ca) <thunt@mcdougall.ca>

Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

The primary objective is to meet Whitestone's conditions in order to receive their financial commitment. We would look to your advice on what work is reasonable/necessary to meet the conditions. I suspect there may be some limits on

the review as Whitestone has requested the review be completed prior to the final design.

For your review I will also send you a copy of a report that went to the board in December. The purpose of the report was to assist the board in making a decision whether or not to add 2 lanes to the pool. The report was prepared in conjunction with the YMCA.

Clayton Harris
Chief Administrative Officer
charris@townofparrysound.com

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From: Melisek, Joe <JMelisek@bdo.ca>
Sent: Thursday, May 18, 2023 10:00 AM
To: Clayton Harris <charris@parrysound.ca>
Cc: Rebecca Johnson <rjohnson@parrysound.ca>; Stephanie Phillips <sphillips@parrysound.ca>
Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

Ok good to know Clayton – can you confirm the elements from your original e-mail are the request for services

“We will be looking at firms with the qualifications to **conduct a review of the operating model, projected operating revenues, costs, and reserve requirements for the new recreation facility prior to final design of the Facility.**”

... and on our call we talked about assessing the reasonableness of the assumptions for the foregoing and risk to the Board, which is basically the due diligence exercise. In other words, we would look at each assumption and assess no risk, low risk, medium risk and high risk with commentary/support on the assessment using comparators, research, etc.

As well, mentioned below is fund raising possibly to cover shortfalls in certain areas – and it will be hard to assess the level of effort or energy of a fundraising group over

10 years. We can discuss how that would be assessed/presented in terms of risk should we move forward.

Thanks

Joe Melisek BSc, BA, CMC
Associate

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BDO Canada LLP the
jmelisek@bdo.ca

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 Before you print think about the environment

From: Clayton Harris

Sent: May 18, 2023 9:07 AM

To: Melisek, Joe <JMelisek@bdo.ca>

Cc: Rebecca Johnson <rjohnson@parrysound.ca>; Stephanie Phillips <sphillips@parrysound.ca>

Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

We have a board meeting next Wednesday. It would be great to have something for the meeting.

Tks

Clayton Harris

Chief Administrative Officer

charris@townofparrysound.com

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From: Melisek, Joe <JMelisek@bdo.ca>

Sent: Thursday, May 18, 2023 8:06 AM

To: Clayton Harris <charris@parrysound.ca>

Cc: Rebecca Johnson <rjohnson@parrysound.ca>; Stephanie Phillips <sPhillips@parrysound.ca>

Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

Thanks Clayton - both e-mails received. Will have a look and if there are no other questions - I will have an estimate and timeline to you middle of next week.

Talk soon

Joe Melisek BSc, BA, CMC
Associate

Advisory Services

BDO Canada LLP

jmelisek@bdo.ca

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 Before you print think about the environment

From: Clayton Harris

Sent: May 17, 2023 4:41 PM

To: Melisek, Joe <JMelisek@bdo.ca>

Cc: Rebecca Johnson <rjohnson@parrysound.ca>; Stephanie Phillips <sPhillips@parrysound.ca>

Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

Joe the primary purpose of the review is to fulfil a condition of receiving funds from a neighbouring municipality, Whitestone. I have pulled together the following material for you review.

1. Whitestone's Resolution
2. 2018 Forecast prepared as part of the 2019 Due Diligence done by CS&P in consultation with the YMCA and an update done in March 2021, with the assistance of the YMCA
3. Gravenhurst 2019 Finals, budget and actual
4. Updated forecast April 2023
5. Budget assumptions provided by the YMCA

In addition to the attachments, I provide the following notes.

Notes:

1. The YMCA is the anticipated operator of the facility;
2. In December 2022 the board agreed to add 2 lanes to the 4 lane pool;
3. Original plan was a new 48,000 sq ft facility. The plan now is to build 41,000 sq

- ft and use the existing 10,000 sq ft YMCA building;
4. The financial assistance is for individuals that cannot afford membership and require a subsidy. The Fundraising Team has targeted raising \$5m over the next 10 years to offset operating deficits. Consider if financial assistance can be offset by the fund-raised dollars.

I have additional information I will send along under a separate email.

Can you provide an estimate and timeline to undertake the review.
Look forward to hearing from you.

Clayton Harris
Chief Administrative Officer
charris@townofparrysound.com

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From: Melisek, Joe <JMelisek@bdo.ca>
Sent: Tuesday, April 4, 2023 11:25 AM
To: Clayton Harris <charris@parrysound.ca>
Cc: Rebecca Johnson <rjohnson@parrysound.ca>
Subject: RE: [EXT] Review Revenue/Expense Forecast for the New Recreation Centre

Thanks Clayton - we will wait to hear from you.

Joe Melisek BSc, BA, CMC
Associate

Advisory Services
BDO Canada LLP
jmelisek@bdo.ca
747 Queen St E.
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West Parry Sound - New Recreation Centre Operating and Financial Review Report

June 15, 2023



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TABLE OF CONTENTS

INTRODUCTION.....	1
SCOPE OF REVIEW	2
List of Documents Reviewed	2
REVIEW SUMMARY	3
1. Proposed Operating Model	3
2. Operating Budget	4
3. Reserve Requirements.....	5
CONCLUSION.....	6
APPENDIX A - RISK ASSESSMENT SUMMARY	
APPENDIX B - STEERING COMMITTEE RESPONSE	
APPENDIX C - MSB AGREEMENT	
APPENDIX D - WHITESTONE AGREEMENT	
APPENDIX E - BDO PROFILE	

INTRODUCTION

The West Parry Sound (“WPS”) area is made up of seven (7) municipalities including Carling, McDougall, McKellar, Parry Sound, Seguin, The Archipelago, Whitestone and the two (2) First Nation communities of Wasauksing and Shawanaga. Based on Statistics Canada’s 2021 Census, the total population of the communities is 19,867, an increase of 13.9% from 2016. All West Parry Sound municipalities have experienced growth in their permanent populations since 2016, with The Town of Parry Sound having the largest population (6,879) and growth of 7.4% or 469 residents.

A new recreation centre (“the Centre”) is required to fill a gap in the recreation and cultural needs of the WPS area as the population increases, leading to further demand for a state-of-the-art facility large enough to accommodate the growing population. As a result, the Joint Municipal Services Board (MSB) is constructing a 48,000 square foot facility which is designed to include a gym, studio, fitness area, therapeutic pool, and a 6-lane pool.

Six (6) of the communities of the West Parry Sound area have entered into a partnership agreement to fund the building and operations of the Centre. The Municipality of Whitestone is not a party to the agreement; however Whitestone has agreed to provide capital funding in the amount of \$250,000 as a one-time contribution, and further a further commitment to contribute annually over the next ten (10) years towards any operating deficit in the amount of \$18,316. Whitestone is among the seven (7) municipalities that are providing funding for the West Parry Sound Recreation and Cultural Centre:

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

Wasauksing and Shawanaga First Nations have non-voting representation on the Board and are non-funding partners.

As a condition of providing funding, Whitestone has requested an additional review of the operating model, projected operating revenues, costs, and reserve requirements for the new recreation facility prior to final design of the Centre.

The amount contributed by each partner municipality is set out in the partnership agreement and has been remitted to the MSB. Federal funding of \$12.7 million and \$10.6 million from the provincial government (73.3%) has been secured through the Community, Culture and Recreation Infrastructure Stream of the Investing in Canada Infrastructure Program (ICIP). ICIP funding will be received by way of progress payments.

SCOPE OF REVIEW

BDO Canada LLP Chartered Accountants and Advisors (See Appendix E for Profile) has assembled an operating and financial review report to assess the reasonableness of operating assumptions and associated risk to fulfil a condition for the project to receive financial commitment from the Municipality of Whitestone (See Appendix C for MSB/Partnership Agreement and Appendix D for Whitestone request). The level of review is appropriate for the engagement requested by Whitestone and associated fees and assesses the reasonableness of the assumptions based on comparison with similar facilities, per capita analysis and BDO experience with similar review projects of this nature, including ICIP funded projects.

It is acknowledged that public recreation facilities in low populated areas inherently have operating risks and often operate at a deficit to meet social/community wellness goals as an integral part of an overall community wellness strategy. This comes at a cost to citizens, but obviously there are reasonable thresholds and decision-makers need to understand their communities level of risk tolerance in projects of this nature. With this in mind, each community should consider the review assessment herein, based on their individual and/or partner circumstances.

This engagement consists of reviews of:

- the Centre's proposed operating model and any accompanying operational and financial risks
- projected operating revenue and costs to assess the reasonableness of assumptions
- reserve requirements using PSAB accounting standards for the public sector

List of Documents Reviewed

We have reviewed documents provided by the Steering Committee as outlined below.

- WPS Recreation and Culture Centre December 14, 2022, Board Report, 4 vs 6 lane pool
- West Parry Sound Historical Population Trend and Projection
- Comparison of Memberships Relative to Population Size
- YMCA assumptions
- YMCA 4 vs 6 Lane Pool Information
- WPS Operating Budget
- 2021 Census Population & Dwelling Counts
- WPS Recreation Culture Ctr Joint MSB Agreement
- West Parry Sound Operating & Grant Agreement
- Parry Sound-Operational Budget Scenario A
- Pool and Gym Revenue Calculations
- Agreement with Whitestone
- Gravenhurst YMCA operating information

- Draft YMCA Operating and Grant Agreement
- Letter from CS&P dated March 29, 2021
- Conceptual design information

Qualifications

We have reviewed the information outlined above and the financial projections for reasonableness of assumptions, but do not express an opinion or any other form of assurance on the financial projection, assumptions, or hypotheses, including evaluating the support for the assumptions, hypotheses or other information underlying the projection. BDO's role is advisory to ensure WPS considers and assesses risks associated in their project decision making to fulfil a condition for the project to receive financial commitment from the Municipality of Whitestone. BDO consulted with the Steering Committee (SC) to provide additional support (verbal or documented) for the assumptions. Appendix A contains the review observations and risk assessment.

REVIEW SUMMARY

In Appendix A, the review categorizes the assumptions from the April 2023 budget as follows:

- 1) No Risk - current information/assumption is reasonable, with little to no consequence if it does not occur;
- 2) Low Risk - current information/assumption is mostly reasonable, and risk will be manageable if it does not occur
- 3) Medium Risk - current information/assumption has lack of support and/or stretch targets and the risk could have financial impact should targets not be met
- 4) High Risk - current information/assumption has no support and/or significant stretch targets and the risk may have material consequences to the success of the project should they not materialize or be monitored

The review of the assumptions is based on comparator facilities, per capita analysis and experience with advising on similar facilities. It is recognized that recreation and cultural facilities are an investment in the health and wellness of communities and typically operate at a deficit in small or under populated areas. The total impact can be measured using other direct, indirect and induced economic factors (employment, tourism, health services, etc.) and have not been measured in this report but are a consideration when assessing risk.

The section below summarizes the key findings.

1. Proposed Operating Model

The proposed operating model for the new Centre includes input and representation from six (6) partnering communities bound by a Joint Municipal Service Board Agreement and draft Operating and Grant Agreement with the YMCA that sets out the terms and conditions for governance/representation and operation of the facility.

The Centre is anticipated to be managed/operated by the Simcoe/Muskoka YMCA and governed/overseen by the MSB. The Board approves the budget, and the YMCA is required to meet key financial and operating performance indicators outlined in the Operating and Grant agreement. Further, the YMCA has authority, responsibility, and accountability (ARA) to the Board as part of the draft agreement and their experience in current successful YMCA operations reduces operating risk for the new WPS facility.

The Governance, Management and Operational models proposed for the Centre are considered as a reasonable approach and best practices for facilities of this nature unless otherwise stated below.

Financial Model

The Steering Committee (SC) in response to BDO's operating model questions (See Appendix B) expressed that the operating and financial model assumptions are based primarily on Membership with additional revenue generated through Philanthropy & Brand Management and Daycamp. Also, as stated in the December 14, 2022, Steering Committee's report to the MSB it was recognized the construction of the 6-lane pool, the estimated annual net operating deficit is projected at \$450k which raises some risk to the project, should targets not be met as the participating communities are restricted to \$350k in operating deficit, indexed by CPI, as part of the Partnership Agreement. The risk in underbuilding and thus underservicing in a growing population was weighed against overbuilding in the decision-making and risk assessment process by the MSB.

2. Operating Budget

Most items are **no or low risk** and considered to be reasonable. The following assumptions are identified as a risk concern, meaning the assumption could have an effect on the ongoing operations should targets not be met or growth realized. **Medium risk** considerations include revenue assumptions, construction of a 6-lane pool and funding contributions. Appendix A outlines the completed risk assessment, and it is important to note that each assumption was calculated using one of three (3) key metrics; per square foot, percentage of total revenue, and per member basis. The corresponding assessment of comparator facilities was based on the metric used for the assumption.

Analysis on risk considerations and planned strategies to mitigate these medium risk items are outlined below.

Total Revenue

In Year 1, the current revenue budget amounts to \$1,286,000, which is primarily derived from membership revenue. The assumption made for membership numbers is a 10% market penetration, equating to 1,900 members. However, it's important to note that this assumption allows for a range of 10-15% market penetration, which translates to an annual revenue range of \$1 million to \$1.5 million. This assumption is critical, and if it fails to materialize as projected, it can impact the viability of the project and deficit projections. Early membership drives/discounts/group rental commitments (e.g. schools, recreation groups, high level training, employee wellness programs or reimbursement, etc.) are planned strategies according to SC and can further mitigate risk.

4-Lane vs 6-Lane Pool

The inclusion of a 6-lane pool in the project poses a risk due to the YMCA's observation that pools are typically constructed in areas with a population exceeding 32,000. WPS is projected to reach this population milestone by 2036 but attracting enough members to

the facility to offset the anticipated deficit would require significant marketing efforts. Furthermore, the additional lanes contribute to an operating deficit increase of \$150,000. If the 6-lane pool is constructed without obtaining sufficient funding/fundraising as a strategy to mitigate the operating deficit, it could impact the project's long-term sustainability.

Funding Contribution

The funding objectives for the project aim to raise \$5 million in Capital Funds and an additional \$5 million in Endowment Funds for operating. It is important to consider that WPS has a population of 19,000, with an average household size of 2.1. Therefore, the funding goals correspond to approximately \$260 raised per person for capital and the same for operating or \$1,105 per household.

Currently, 73.3% of estimated project funding was approved by ICIP and this confidence in the project may have a positive effect on achieving these targets. The SC has noted that the Board created a Fundraising Team (FRT) and has hired a professional firm with sponsorship and naming rights experience. The FRT expressed confidence to the board in their ability to generate funds. Once again, experience suggests that strategies of this nature can reduce risk by professionalizing the task. At the time of this report, 26.7% partner funding has been received by the MSB as their portion of the ICIP agreement, but with the additional pool lanes and escalation, the partner contribution will be higher.

3. Reserve Requirements

The project budget for the Centre is planned to be in excess of the original \$32M estimate, of which \$23.3M (73.3%) will be funded through the ICIP. The addition of two lanes in the pool and escalations will increase budget. As part of the agreement with ICIP, the communities are responsible for this remaining capital balance. A fundraising team has been established with the goal of raising an additional \$5M in capital funds and \$5M in endowment funds. Further, these funds will be used to cover the estimated added costs of \$1.9M from the added two-lanes, cost escalations and any capital replacement requirements plus operating losses (which are anticipated to increase to \$450,000 with the addition of 2 lanes to the pool), as mentioned above.

Analysis on risk considerations on capital reserves and assumptions for mitigation are outlined below.

Reserve/Recapitalization

The Centre has a projected lifespan of 50 years with assets depreciated on a straight-line basis. This results in an annual expense of \$640,000. Considering the projected operating deficit of \$450,000 and the maximum deficit contribution of \$350,000 from the communities, indexed by CPI, WPS needs to address a cash flow shortfall of \$740,000. Although depreciation is a non-cash expense, all partners have agreed a reserve account for the building will be established by the MSB. The annual set aside amount is to be determined with no specific legislation for an amount, but it has been stated the MSB will allocate based on a reasonable schedule for replacement while at the same time seeking/leveraging funding where appropriate. The schedule will be reviewed regularly, and reserve contributions adjusted as needed to reduce recapitalization risk.

Further, experience suggests potential opportunities could include utilizing income from the endowment fund, seeking government grant funding as needs arise and exploring opportunities for subsidies. Although the identified deficit poses a moderate level of risk

to the project, successful endowment fundraising and pursuing government funding and subsidies are viable solutions to mitigate the risk, if a professional and focused approach is implemented. A recapitalization target (e.g. 50/50, 60/40 reserve/leverage) can be further refined as capital and operating numbers are firmed up.

It is important to acknowledge that despite an operating deficit, the social implications often outweigh the economic and financial implications. West Parry Sound is expected to experience substantial population growth over the next 25 years and absence of a recreation facility within a one-hour radius is said to be further rationale for the construction of a new facility for mostly non-seasonal residents. In addition, an opportunity exists through expanded tax base to support reserves.

CONCLUSION

With the growing population of the West Parry Sound municipalities and First Nations, local governments have planned and sought funding for the construction of new space for the region's recreational and cultural needs. The operational and financial review requested by the Municipality of Whitestone identified mostly no or low risk assumptions with five (5) medium-risk concerns relating to the financial operating model, revenue assumptions, 4-lane vs 6-lane pool, funding contributions and reserve/recapitalization. It is suggested, further consideration of these medium-risk concerns should be conducted, such as seeking more detailed support (e.g. membership strategy/commitments, Class A quotes, funding/fundraising commitments, etc.) to minimize these risks as the project strategies/risk mitigation approaches continue to develop.

APPENDIX A – RISK ASSESSMENT SUMMARY

Operating and Financial Review of New Recreation Centre - West Parry Sound - Risk Assessment Summary

1. Operating Model				
	Description	Assumption	BDOs Comments	Risk Assessment
Governance	Municipal Services Board (MSB) with a Joint MSB Agreement & Operating and Grant Agreement	Representation from 6 communities with accompanying legal agreements that set the terms and conditions for governance/representation and operating of the facility	Governance tools and representation in place with accompanying legal documents	Low Risk
Management	Management/Operating agreement with the S/M YMCA	S/M YMCA expectations based on operating agreement and Key Financial and Operating Performance Indicators (Appendix E)	Management agreement in place with accompanying legal documents and planned performance measurement areas (but no metrics as of yet)	Low Risk
Operational	Management/Operating agreement with the S/M YMCA	YMCA has operational ARA to Board	Operational ARAs in place - see Management/Operating Agreement	Low Risk
Financial	Revenue is primarily based on a membership model. Other revenues can be derived from gym and room rentals	The Facility will have an annual operating deficit projected at ~\$450k without endowments, grants and fundraising.	There is higher risk given market penetration targets and 6 lane pool for this population base. Early years will likely see targets met. Strong event marketing and membership drive efforts required to sustain model in large catchment area. Stretch targets and projected deficit (that can be offset by fundraising or grants) results in medium risk given the	Medium Risk

2. Operating Budget				
First Full Year				
	Description	Assumption	BDOs Comments	Risk Assessment
Estimated Operating Revenue				
Health Fitness and Aquatics	\$1,206,200	Membership fees generated by market penetration of 10-15% of population.	(See 1. Financial Comments) and typically, the YMCA does not build 6-lane pools for a population size of <32,000. With WPS current population of 19,000 - significant marketing/event planning will be required to ensure utilization. Stretch targets results in medium risk.	Medium Risk
Philanthropy & Brand Manage	\$ 20,000	Growth based on 2-5%/year	Range of \$20k-\$90k in revenue is	Low Risk
Daycamp	\$60,000	Day Camp \$300/camper x 9 weeks	22 campers per week is reasonable	Low Risk
Total Sources of Funding	\$1,286,200	1900 members based on 10% market penetration	Revenue assumption range of \$1M-\$1.5M. (See 1. Financial Comments)	Medium Risk
Deductions				
Financial Assistance	\$124,900	Financial assistance between 6-15%. 10% is used in budget. Range of \$77K - \$192K	Comparator YMCA FA as % of Rev = 5%, which is on the low end of range. In addition, range of \$77k-\$192k is considered risky if funds unavailable from other funding sources. 10% is reasonable.	Low Risk
Total Deductions	\$124,900			
Net Revenue	\$1,161,300			
Expenses - Direct Cost				
Salaries and Benefits	\$811,200	63% of revenue taken from GH 2019 financials	Comparators YMCA salaries and benefits at 67% of total revenue - WPS at 70% is reasonable.	No Risk
Staff Development and Travel	\$12,000		Comparators at 0.75%, WPS projected at 0.9% is reasonable	No Risk
Supplies	\$35,400	\$17.50 per member / \$0.54/sq. ft.	Comparators supplies at \$1.03/sq. ft. - opened for 10 years so it is likely scaled with increase memberships. Other comparison YMCA at 4.45% of revenue vs 1.96% for WPS is reasonable.	Low Risk
Total Direct Costs	\$858,600			
Gross Contributions	\$302,700			
Facilities Expense				
Property Tax/Insurance	\$96,000	Same amount as comparator	Reasonable based on comparator	No Risk
Utilities	\$382,500	\$7.50/sq. ft. - building to go through Assessment prior to opening for better actuals	Actual utilities costs are subject to change upon construction of the building. Comparators has \$4.34/sq. ft. in utilities expense	Low Risk
Repairs & Maintenance	\$156,000	Repairs and maintenance average \$3.05 per sq. ft.	Comparators estimated R&M at \$2.01/sq. ft. building is 10 years old. Comparator B at 20% of revenue vs 13% of revenue is reasonable	No Risk
Total Facilities Expense	\$634,500			
Contribution from Operations	-\$331,800			
10% Admin 2% Capital	\$139,356	Admin fee 12% of revenue	Part of the YMCA operating agreement. Is minor capital adequate	Low Risk
Bad Debts	-\$12,000	1.03% of revenue	S/M YMCA Bad debts of 0.2% of revenue.	Low Risk
Net Cash Contributions	-\$483,156			

3. Reserve Requirements				
	Description	Assumption	BDOs Comments	Risk Assessment
Reserve/Recapitalization	Straight line annual depreciation of \$640,000 plus an operating deficit of ~\$300k (plus additional \$150k from 6-lane pool)	\$5M in on-going endowment fund to assist with reserve and operating deficit in early years. Fundraising firm retained.	Communities to contribute up to \$350k to cover operating deficit. From a cash flow perspective (\$640k depreciation + \$300k operating deficit + \$150k 6 lane deficit - \$350k in contributions = -\$740k deficit) less endowment plus opportunities for government funding & subsidies for reserve requirements. There is a medium risk given the market penetration and sizeable fundraising targets (This is a stretch target of \$260 per capita in fundraising at current pop.).	Medium Risk

Legend
 No Risk
 Low Risk
 Medium Risk
 High Risk
 ARA
 S/M



APPENDIX B – STEERING COMMITTEE RESPONSE

Questions for WPS Project

Operating Model

Governance:

1. The West Parry Sound Recreation and Cultural Centre Board acts as an agent on behalf of six area municipalities, but what is the ownership structure of the centre and how is authority, responsibility and accountability for the centre's governance/ decision making handled? **Copy of the partnership agreement provided.**
2. Please describe Board and representation and is decision making weighted equally? **See above.**
3. Do Board members have a good cross section of skills/experience in overseeing publicly owned facilities/recreation centres in order to measure performance and direct management? **Board members are members of Council and there is an independent Chair, supported by the Steering Committee made up of area CAO's and First Nation representatives.**
4. What is the Steering Committee's role in operations, if any, or is it a short-term role that seeks to provide guidance on start-up and construction? **Long term role not confirmed. Area CAO's are available to continue to play a role as necessary.**

Management:

5. Describe the arrangement with S/M YMCA to manage the facility?
 - a. Are there authority levels established for expenditures? **Copy of the draft operating agreement provided. Board approves the budget, then YMCA executes under the YMCA's approval levels.**
 - b. Is there a terms of reference or contract for services associated with admin fee? **Admin fee goes towards YMCA overheads.**
 - c. Are there performance metrics for management and redress mechanisms for failure to meet? **Appendix E to the draft operating agreement identifying performance measures.**
6. Is there National support from the YMCA for training, mentoring and performance to guide management? **SM YMCA supports training and development of their staff.**

Operational:

7. Describe the YMCA's role in operations?
 - a. Who sets the annual operating budget? **Board**
 - b. Are they responsible for member recruitment? **Yes, see section , Duties of the YMCA in the Op agreement**
 - c. Are they responsible for special events and programming? **Yes, subject to budget approval.**
 - d. Are they responsible marketing? **Draft agreement refers to promoting.**
 - e. Are they responsible for human resources? **Yes, staff are YMCA employees.**
 - f. Are they responsible for vendor selection for operations? (see 5a. and b.) **Expected, but not specifically referenced.**

Financial:

8. Please describe the financial model for the Centre. Will it be primarily member/guest/program driven with special events? Anything else? There is mention of predicted operating loss and efforts to provide for shortfall. **Revenue is primarily based on a membership model. Other revenues can be derived from gym and room rentals, etc. It's expected the facility will have an annual operating deficit.**

9. Memberships are critical to project success - YMCA assumes a 10-15% market penetration which is a revenue range of \$1M-\$1.5M. What efforts are being taken to reach that 15% number? **The Fundraising Team and the associated promotion are creating awareness across the community. No promotion of membership in advance of the start of construction. Targeted completion date is the spring of 2025.**
10. There is a funding goal of \$5M for capital & \$5M for endowment, which is critical to success of the project. How likely are these goals to be attained and at what time frame? Each requires around \$260 per person/capita. **The Board created a Fundraising Team and professional firm with sponsorship and naming rights experience has been retained. The FRT has expressed confidence to the Board in their ability to generate the funds.**
11. YMCA has noted that 6-lane pools are typically built in catchment areas with >32,000 population, well above the WPS region. Are there opportunities that WPS has identified as a result of a 6-lane pool that can off-set the operating deficit?
The December 2022 report to the Board identified the additional capital cost and the net operating cost of adding two additional lanes. The area is attractive for a number of reasons and continues to grow. 2021 census information to be sent.

Reserves

1. There is mention of \$350k annual budget for reserves/capital improvements/recapitalization which is roughly half of the depreciation - the assumption is roughly half will come from operations & remainder from funding/financing? **Please clarify the reference and the question.**
2. Have the endowments been identified or is that part of the fundraising strategy?
 - a. From website: ... as the campaign works to raise at least \$2 million in support by September 2023 in a combination of financial and in-kind donations. Her overall goal is \$5 million in capital funding to offset construction costs. Another \$5 million will be raised for ongoing endowment fund to assist with operating funding in early years. **The endowments are being developed, but not finalized at this point in time. I understand the plan is to engage community groups such as the Rotary.**

APPENDIX C – MSB AGREEMENT

**West Parry Sound Recreation and Cultural Centre
Joint Municipal Service Board Agreement**

BETWEEN:

The Corporation of the Township of the Archipelago

and

The Corporation of the Township of Carling

and

The Corporation of the Municipality of McDougall

and

Corporation of the Township of McKellar

and

The Corporation of the Town of Parry Sound

and

The Corporation of the Township of Seguin

(collectively referred to herein as “Municipalities”)

WHEREAS sections 196 of the Municipal Act, 2001, (“Act”) grants the power to establish a municipal service board;

AND WHEREAS section 197 of the Act states that a municipal service board is a body corporate unless the municipality provides otherwise, and further that a municipal service board is an agent of the municipality, and further that a municipal service board is a local board of the municipality for all purposes;

AND WHEREAS section 198 of the Act provides that a municipality may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating the powers and duties of the municipality to the board in accordance with this Act;

AND WHEREAS section 202 of the Act provides that two or more municipalities may enter into agreements to establish a joint municipal service board and to provide for those matters which,

in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal service board, and further that the provisions of the Act that apply to municipal service boards also apply with necessary modifications to joint municipal service boards;

AND WHEREAS a partnership of various municipalities of West Parry Sound and the Shawanaga First Nation and the Wasauksing First Nation communities submitted a joint application under Investing in Canada Infrastructure Program (ICIP) for a West Parry Sound Area Recreation and Culture Centre;

AND WHEREAS the Municipalities have committed financial resources towards the establishment and operation of the West Parry Sound Area Recreation and Culture Centre and are granted voting member status as described herein;

AND WHEREAS the Shawanaga First Nation and Wasauksing First Nation are not financial partners towards the establishment and operation of the West Parry Sound Area Recreation and Culture Centre and are granted non-voting participant status as described herein;

AND WHEREAS the Municipalities now wish to enter into an agreement for the purposes described above;

NOW THEREFORE, IN CONSIDERATION of the terms and conditions herein:

Joint Municipal Services Board

1. A joint municipal services board (“Board”) is hereby established by the Municipalities, for the purpose of acting as an agent on behalf of the Municipalities, in the constructing, maintaining, and operating the West Parry Sound Recreation and Cultural Center (“Centre”) and confirm that the Board is a body corporate and a local board of the Municipalities.

- (a) The council of each Municipality may appoint one member of council as a voting Member (collectively "Members") to the Board.
- (b) The council of each Municipality may appoint an alternative council member, who in the absence of the Member, is entitled to attend meetings of the Board and vote.
- (c) Members on the Board will have no fixed term of appointment, and will serve at the pleasure of their respective municipal council, but appointments shall not exceed the term of Municipal Council.
- (d) Members will not receive any remuneration, other than for expenses. This does not prevent a member who is also a member of a municipal council or other board from receiving remuneration as a councillor or board member.

- (e) Members have weighted votes. The Board will make decisions by a weighted majority vote, unless specified otherwise in this Agreement. In calculating whether a vote has been carried, only the votes of those present and voting shall be considered according to the following:
 - i. The vote of the Members of the Town of Parry Sound and the Township of Seguin each has a weight of three (3);
 - ii. The vote of the Members of the Township of the Archipelago and the Municipality of McDougall each has a weight of two (2);
 - iii. The vote of the Members of the Township of Carling and the Township of McKellar each has a weight of one (1).
- (f) The councils of the Shawanaga First Nation and the Wasauksing First Nation may each appoint one member of their council to the Board as a non-voting participant.
- (g) The Chair and Vice-Chair of the Board may be elected for up to 2 years from amongst the Members. Voting for the positions of Chair and Vice-Chair of the Board will take place at the final meeting of the applicable calendar year with the Chair and Vice-Chair taking office effective January 1 of the following applicable year.

OR

Alternatively, the Board may choose to elect a resident of one of the Municipalities or First Nations as a non-political, non-voting Chair and/or Vice-Chair who is not a Member of any Council. The term of this Chair and/or Vice-Chair may vary in length as determined by the Board from time to time and may extend across electoral terms of Municipal Councils in an effort to provide continuity.

- (h) In the absence of the Chair, the Vice-Chair shall act as the Chair of the Board.
- (i) Regular meetings of the Board will be held at a time and place as determined by the Board. Special meetings may be held, as requested by a majority of the Members, or at the call of the Chair. A minimum of five (5) working days notice shall be provided, unless the meeting has been called on an emergency basis.
- (j) A quorum of the Board is a simple majority of Members.
- (k) Members to the Board shall act in the best interest of the Centre as a whole and shall operate in a prudent financial manner.
- (l) The Board shall pass a procedure by-law for governing the calling, place and proceedings of meetings as required by section 238 of the Act and all meetings shall be open to the public, or as otherwise provided for in section 239 of the Act.

Delegated Authority

2. The Board has full authority and necessary powers to manage the construction, operation and maintenance of the Centre including:
 - (a) initiating the design and construction of the Centre;
 - (b) obtaining approvals;
 - (c) issuing requests for proposals and contracting for services;
 - (d) entering into agreements with individuals, corporations and other levels of government, including but not limited to, the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation Stream;
 - (e) fundraising and obtaining sponsorships;
 - (f) acquiring ownership and/or leasehold interest in property;
 - (g) operating bank accounts and other transactions;
 - (h) receiving funding from upper levels of government;
 - (i) approving the annual Operating and Capital Budget;
 - (j) setting public user fees; and
 - (k) executing conveyances of any surplus property.
3. The capital costs for the design and construction of the Centre shall not exceed \$32 Million (the amount of Municipal and ICIP funding available at the time of signing this agreement), but this figure shall not include any additional proceeds raised through fund raising, additional grants, etc.
4. The Board is authorized to add capital improvements (i.e. new projects) to the Centre from time to time up to a limit of \$350,000 per budget year, as adjusted by the annual building construction price index (BCPI) for Ontario. The \$350,000 plus BCPI limit has reference only to the cost to be funded by the Municipalities and does not include any other source of funds acquired by the Board such as government grants, fundraising, or sponsorships.
5. Agreements and conveyances entered into by the Board shall be executed by the Chair and one (1) other Member, or as otherwise directed by the Board. The proceeds of the disposition of any surplus property will be used for the Centre, unless otherwise determined by the Board.

Effective Date

6. The Municipalities and First Nations may appoint Members to the Board prior to the execution of this Agreement, and the Board may make administrative arrangements so that it is able to commence functioning on the effective date of this Agreement.

Insurance Coverage

7. The Board shall maintain sufficient insurance coverage at all times throughout the construction and operation periods of the Centre.

Administering Body

8. The Board may appoint one or more Municipalities, individuals or other agencies, as the Administering Body that, subject to any operating agreement between the Board and an Operating Agent, will be responsible for any or all of the administrative functions for the operation of the Centre on behalf of the Board. The Administering Body may execute agreements on behalf of the Board that are within its authority under this section. Operating Agent means anyone with whom the Board enters into an operating agreement, from time to time. The administrative functions that may be delegated include:
 - a. keeping books, records and accounts;
 - b. liaison with the Operating Agent;
 - c. negotiating agreements with the Operating Agent, individuals, or other persons, subject to the approval of the Board;
 - d. preparing capital and operating budgets;
 - e. preparing user fees;
 - f. billing and receiving payments from Municipalities;
 - g. making payments to the Operating Agent, other individuals, or persons;
 - h. making payments on any debt and other financing payments;
 - i. raising capital financing;
 - j. preparing and keeping minutes of Board meetings, circulating in a timely manner the minutes to the Members, and making the minutes available to the public;
 - k. holding reserve funds;
 - l. operating bank accounts;
 - m. making day-to-day operation and maintenance decisions and implementing or providing for the implementation of those decisions, where they are not being implemented by the Operating Agent, up to a maximum value of \$5,000, or any other value as determined by the Board from time to time; and,
 - n. such other functions that are determined by the Board.
9. The Board or the Administering Body may charge interest at prime (as charged by the bank used by the Board or Administering Body) plus 2.5% on outstanding amounts past due if amounts due to them are not paid when due.
10. The records of the Board and the Administering Body with respect to the Centre shall be audited on a regular basis. Municipalities and their auditors will have access to administrative and financial records related to the Centre upon request.

Annual Budgets & Capital Reserve Fund

11. Each year the Board shall prepare an Operating Budget, a Capital Budget, and public user fees on or before November 15th of the year preceding the year for which the Budget or user fees are prepared.
12. Operating Budgets shall include both direct and indirect costs normally associated with operating and maintaining the Centre, including routine and minor replacement parts, and the costs incurred in administering the Centre. Operating costs will exclude those items agreed by the Board to be capital.
13. The Capital Budget shall project capital replacement and rehabilitation expenditures for the upcoming ten (10) year period which shall be determined by an asset management plan prepared within two (2) years of this Agreement coming into effect to address future capital requirements for the Centre over a ten (10) year period. The asset management plan should be updated from time to time as determined necessary by the Board or as legislated.
14. The Board shall have no authority to borrow funds, save and except in the event that an urgent replacement or rehabilitation expenditure has to be made during the course of the year that is not provided for in the Capital Budget. In this event, the Board may arrange for one or more Municipalities to finance the expenditure (and not from any other source) and shall provide in the Board's future budgets for the repayment of such financing in one or more subsequent years, to the extent that it is not provided for in the Capital Reserve Fund.
15. A Capital Reserve Fund shall be held by the Board for the purpose of ensuring that sufficient funds are deposited annually and held to properly maintain the Centre according to the asset management plan.

Annual Municipal Payments

16. The Municipalities shall share the burden of the annual contributions to the operating budget and the capital budget (including contributions to the capital reserve as determined by the asset management plan) according to the following percentages:

i. Archipelago	12.8
ii. Carling	10.5
iii. McDougall	17.6
iv. McKellar	8.5
v. Parry Sound	26.7
vi. Seguin	23.9
Total	100.0

17. These percentages were calculated using the formula in Schedule "A", as adjusted for the municipal shortfall. These percentages shall be recalculated at least every 10 years using updated data and the percentage of annual contributions shall be adjusted among the Municipalities accordingly.
18. The Board will deliver to each Municipality a statement twice yearly based on the approved budgets. The Municipalities shall make payments to the Board in accordance with the statement.
19. Joint municipal contributions to fund the annual operating deficit shall be capped at \$350,000, annually, indexed to CPI. Any deficit larger than this amount, to be covered by municipal contributions, shall require approval of the Municipalities.

Dispute Mechanism

20. Where a dispute arises between a Municipality(s) and the Board, the Municipality may pass a Resolution outlining the nature of the dispute and request the Board hold a special meeting to consider the matter in dispute. Upon receiving such request, the Board shall hold a special meeting within 45 days to consider the dispute.
21. The Board has authority to settle all disputes put forward by a Municipality(s) save and except for matters concerning the authority granted under this Agreement and/or the interpretation of the terms of this Agreement. Where the Board has held a special meeting to consider a dispute concerning an authority or interpretation matter, and the disputing Municipality remains unsatisfied, the Municipality may refer the matter to arbitration.
22. A dispute may be referred to arbitration pursuant to the provisions of the Arbitration Act, 1991, as amended, and in accordance with the following unless otherwise agreed to by the parties to the arbitration:
 - a. reference to arbitration shall be to a single Arbitrator who shall be selected by agreement of all of the parties to the arbitration and failing such agreement shall be selected by agreement between counsel for each of the parties to the arbitration;
 - b. the Arbitrator shall have the power to award interim and interlocutory injunctions and other equitable relief;
 - c. the Arbitrator shall make its determination in writing within four calendar months of being appointed;

- d. the Arbitrator shall have the power to award the costs of the Arbitrator's services and related costs against either party, however, each party will bear the costs of their own counsel and witness fees; and
- e. either party may appeal the award of the Arbitrator to the Ontario Superior Court of Justice, only on a question of law, with leave of the court. No appeal lies on a question of fact or of mixed law and fact.


Amendments to this Agreement

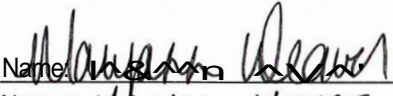
23. Any term in this Agreement may be changed upon a two-thirds vote of the Municipalities, save and except where another municipality wishes to join the Board and enter into this Agreement, or where a municipality wishes to withdraw from the Board and this Agreement, or where the funding formula is to be changed, in which case all Municipalities to this Agreement must give their consent.

24. Where there is a dispute among the Municipalities concerning an authority or interpretation matter, and the disputing Municipality remains unsatisfied, the Municipality may refer the matter to arbitration as per section 22.


IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf as of the 10th day of September, 2021.

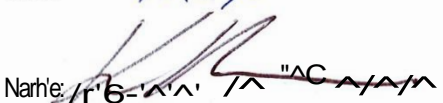
The Corporation of the Township of the Archipelago

By: 
 By: Name: Brent Liverance
 Title: Reeve

By: 
 By: Name: Mykann Weaver
 Title: Clerk

The Corporation of the Township of Carling

By: 
 By: Name: Mayor
 Title: Mayor

By: 
 By: Name: CAO/Clerk
 Title: CAO/Clerk



The Corporation of the Municipality of McDougall

By: [Signature]
Name: Dale Robinson
Title: Mayor

By: [Signature]
Name: [Name]
Title: Clerk

Corporation of the Township of McKellar

By: [Signature]
Name: [Name]
Title: [Title]

By: [Signature]
Name: [Name]
Title: Acting Clerk

The Corporation of the Town of Parry Sound
The Corporation of the Town of Parry Sound

By: [Signature]
Name: [Name]
Title: Mayor

By: [Signature]
Name: Rebecca Johnson, Clerk/Commissioner
Town of Parry Sound
Title: Town of Parry Sound

The Corporation of the Township of Seguin
The Corporation of the Township of Seguin

By: [Signature]
Name: [Name]
Title: Acting Mayor

By: [Signature]
Name: [Name]
Title: Deputy Clerk

Schedule A to the West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board Agreement

A	B	C	D	E	F	G	H	I	J	L	M	O	P
1													
2	Option approved for Funding Application												
3													
4													
5	A- 1/3 pop, 1/3 assessment, 1/3 household												
6													
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18	B - Driving Distance - Number of Households												
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32	C - MODIFIED OPTION based on Combination of A & B												
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56													
57	Each Municipality will pay their share based on the % in column C												

APPENDIX D – WHITESTONE AGREEMENT

Funding Agreement

BETWEEN:

**West Parry Sound Recreation and Cultural Centre
Joint Municipal Service Board**

(“Board”)

and

The Corporation of The Municipality of Whitestone

(“Whitestone”)

WHEREAS the municipalities of The Archipelago, Carling, McDougall, McKellar, Parry Sound and Seguin have formed a joint municipal service board known as the *West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board*;

AND WHEREAS the Board is desirous of establishing a recreation and cultural centre (“**Facility**”) which meets the needs and interests of all West Parry Sound communities and encourages healthy lifestyles, social interactions and physical well being through education, recreation, wellness, cultural and athletic activities;

AND WHEREAS Whitestone has opted out of joining the Board, but nevertheless recognizes that a recreation and cultural centre is an important amenity for the economic and social well being of the residents of West Parry Sound, including the residents of Whitestone;

AND WHEREAS the Board has relied and will continue to rely on the financial support of Whitestone when making decisions about the Facility;

NOW THEREFORE, IN CONSIDERATION of the terms and conditions herein the parties agree as follows:

Whitestone Funding

1. Whitestone shall make a one-time financial contribution of \$250,000 towards the building of the Facility, within 30 days of the commencement of construction of the physical building, subject to the completion of the requirements outlined in section 4.
2. The Municipality of Whitestone further agrees to contribute annually towards any operating deficit of the Facility, up to 6.1% of such annual deficit, provided that the annual maximum shall not exceed \$18,316, commencing in the first year of the Facility’s operation for a total of ten (10) years, with the annual maximum amount to be increased by the annual consumer price index as of September of the preceding year. The contribution to the first calendar year of operation shall be prorated and shall be based

on the first day of operation being the first day the facility was open to the public with full services as determined and confirmed to the satisfaction of Whitestone.

Operating deficit means where the operating costs and expenses incurred by the Facility, as determined under Generally Accepted Accounting Principles (GAAP), that are related to the operation of the Facility and which shall not include depreciation or reserve funds, exceed the membership revenue and any other operating revenue received by the Board. Whitestone shall have the ability to review all operating costs, revenues and expenses and satisfy itself with the said deficit.

3. The Board shall invoice Whitestone for any operating deficit within 120 days of year-end (to be based on the Audited Financial Statements) for Whitestone's share of the prior year deficit. Whitestone shall pay the invoice within 90 days of receipt subject to the review noted above and concurrence of the operating deficit.

Conditions of Funding

4. The commitments outlined above are conditional on
 - a. A review of the operating model, projected operating revenues, costs, and reserve requirements for the Facility by independent management consultants with expertise in such reviews, to be completed prior to final design of the Facility, at the Boards' cost.

Benefits

5. The residents of Whitestone shall be entitled to use the Facility to the same extent and for the same cost as any other resident of the municipalities that make up the Board during the term of this agreement.

Relationship

6. Nothing in this Agreement is intended to convey ownership of the Facility, or constitute an agency, partnership, joint venture or other form of joint enterprise or fiduciary relationship between the Parties and neither Party shall have authority to bind the other Party in any manner whatsoever.

Counterparts

7. This Agreement may be executed in one or more counterparts, all of which will be considered one and the same Agreement, and will be binding when one or more counterparts have been signed by each of the parties and delivered, either manually

or electronically, to the other party, it being understood that all parties need not sign the same counterpart.

Entire Understanding


8. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

Successors and Assigns

9. This Agreement is binding upon and inures to the benefit of the Parties and their respective successors and assigns.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested to by their proper signing officers in that behalf as of the 31 day of October, 2022.

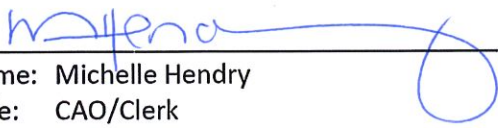
**West Parry Sound Recreation and Cultural Centre
Joint Municipal Service Board**

By: 
Name: Donald Sanderson
Title: Chair

By: 
Name: Rebecca Johnson
Title: Clerk

The Corporation of The Municipality of Whitestone

By: 
Name: George Comrie
Title: Mayor

By: 
Name: Michelle Hendry
Title: CAO/Clerk

APPENDIX E - BDO PROFILE

Firm Profile: BDO Canada LLP

Company Background

BDO's Global Network

Initially established in 1964, the international BDO network is now the fifth largest accounting network in the world. It is comprised of BDO Member Firms in over 150 countries, which are each governed as an independent legal entity in their own countries.

With over 67,000 people in more than 1,400 offices worldwide, BDO offers a multitude of services to clients in various industries around the world.

BDO in Canada

At BDO, we believe that delivering exceptional client service is the foundation of being a trusted advisor. With more than 125 offices from Vancouver to St. John's, our 3,500 empowered professionals are committed to providing clients with practical advice and insight, tailored to their industries and unique priorities and ambitions.

Through clear and open conversations with a focus on delivering value for money, we strive to exceed the expectations of our more than 50,000 business clients. Our professionals have the expertise to serve owner-managed businesses, large enterprises, mid-market public companies, the public sector, communities and non-profit organizations in a broad range of industries.

BDO in Ontario

The engagement team for this project includes staff from BDO's Sault Ste. Marie office. Part of BDO's offices extending from Sudbury to Winnipeg in Ontario. The primary purpose for the group is to facilitate the delivery of services to our clients and foster the development of industry specialties. Functioning as a cohesive unit, this group shares all resources and has access to 56 partners/associates and over 300 professional staff located in 10 offices and is led by a Regional Managing Partner (RMP). The RMP oversees the strategic direction and operational management of various accounting, assurance, tax and business advisory services staff.



Biography



Joe Melisek, B.Sc, BA, CMC Associate

Expertise Summary

Joe is an Associate responsible for management consulting, business technology solutions and training provided by the Sault Ste. Marie office. Joe has over 30 years of experience, including 27 years with BDO Canada LLP.

His areas of expertise are in organizational/operational reviews, business transition, feasibility studies, strategic and business planning with a particular focus on Indigenous, Municipal and Family business clients. Joe's scope of expertise in training is in the area of entrepreneurship, governance, human resource system implementation and computer software applications.

His industry specialties are in the Public (Indigenous, Municipal, Not-for-Profit) and Family Business management consulting sectors.

Professional Designations & Education

- Certified Management Consultant, Ontario (2000)
- Bachelor of Arts - Economics and Commerce - Laurentian University of Sudbury (1988)
- Bachelor of Science, University of Windsor (1983)

Professional Affiliations

- Member, Canadian Association of Management Consultants
- Approved Consultant - to perform capacity development activities in First Nation communities for the First Nations Market Housing Fund
- Joe is past National Chair of BDOs Indigenous Industry Group
- Joe was approved by Indigenous Services Canada as an Advisor in Ontario Federal Government First Nation engagements.

Community Involvement

- Past Director with Sault Ste. Marie Crime Stoppers and the Sault College Foundation.
- 13 year AA minor hockey and baseball coach.

jmelisek@bdo.ca

747 Queen Street East
P.O Box 1109
Sault Ste. Marie ON P6A 5N7

Tel: 705 945 0990 X 4022
Fax: 705 942 7979
www.bdo.ca

**West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – October 11, 2023**

Date: October 11, 2023
Time: 7:00 PM
Location: via Zoom Video Conference

Members Present:

Chair Donald Sanderson
 Archipelago Reeve Bert Liverance
 Carling Councillor Al Doubrough
 McDougall Mayor Dale Robinson
 McKellar Councillor Debbie Zulak
 Parry Sound Mayor Jamie McGarvey
 Seguin Councillor Terry Fellner

Steering Committee Members Present

Archipelago CAO John Fior
 Carling CAO Kevin McIlwain
 McDougall CAO Tim Hunt
 McKellar Clerk Administrator Ina Watkinson
 Parry Sound CAO Clayton Harris
 Seguin CAO Jason Inwood

Alternate Members Present:

Archipelago Councillor Tom Lundy
 McDougall Councillor JJ Blower
 McKellar Councillor Mike Kekkonen
 Parry Sound Councillor George Ashford
 Seguin Mayor Ann MacDiarmid

Staff Present:

Recording Clerk Lori West

Guests Present:

Gordon & Gordon Group Inc. Principal Andy Gordon
 Gordon & Gordon Group Inc. Tom Graham
 CS&P Architects Principal Susan Lewin
 CS&P Architects Senior Associate Saeed Sadeghi
 Fundraising Co-Chair Richard Culverwell
 Communications Officer Valerie Iancovich
 BDO Joe Melisek
 Parry Sound CFO Stephanie Phillips

1. Agenda:

1.1 Additions to Agenda – N/A

1.2 Approval of Agenda

Moved by Councillor Fellner

Seconded by Councillor Doubrough

**West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – October 11, 2023**

That the Agenda for the October 11, 2023 West Parry Sound Recreation and Cultural Centre Board is hereby approved as circulated.

Carried

Reeve Liverance joined the meeting at 7:02 p.m.

1.3 Declaration of Pecuniary Interest – N/A

1.4 Approval of Minutes

Moved by Councillor Fellner

Seconded by Councillor Zulak

That the Minutes of the July 26, 2023 West Parry Sound Recreation and Cultural Centre Board are hereby approved as circulated.

Carried

2. Presentations/Delegations/Correspondence

2.1 Township of McKellar Request for Representation at Public Meeting

2.2 Township of McKellar New Appointments to Board

2.3 Township of Carling Request for Public Update Release

Moved by Councillor Fellner

Seconded by Reeve Liverance

That the West Parry Sound Recreation and Cultural Centre Board hereby receives the correspondence as presented on the October 11, 2023 Board Agenda.

Carried

3. Business

3.1. Chair's Report – Verbal Update

No report.

3.2 Floor Plan and Programming

Submitted by: Andrew Gordon, Gordon + Gordon Group Inc.

From a prepared presentation, Susan Lewin of CS&P Architects provided an overall floor plan totaling 43,000 sq ft, elevations and a schematic rendering of the facility.

Resolution 2023 - 15

Moved by Councillor Fellner

Seconded by Mayor Robinson

That the West Parry Sound Recreation and Cultural Centre Board receives the

Floor Plan and Programming report as prepared and presented by Susan Lewin, CS&P Architects and Andrew Gordon, Gordon + Gordon Group Inc.

Carried

3.3 Review of the Operating Forecasts per Agreement with Whitestone

Submitted by: Steering Committee

Prior to considering a resolution accepting the report prepared by BDO, Steering Committee (SC) Chair Clayton Harris provided background on the report as a condition of the Municipality of Whitestone's funding agreement with the Board which required a review of the operating model, projected operating revenues, costs and reserve requirements of the facility by an independent management consultant with expertise in such review prior to finalization of facility design, at the Board's cost.

Mr. Harris noted that an area of risk is memberships, and the SC will work with the Fundraising Team to ensure mitigation of that risk.

BDO Associate Joe Melisek provided an overview of the report as circulated with the agenda, particularly with respect to the report's risk assessment summary, concluding that governance, management and operational aspects of the Operating Model have low risk based on assumptions and information available, and that the financial aspect has medium risk relative to achieving the goal of 10-15% membership. With respect to the operating budget, Mr. Melisek noted that Health Fitness and Aquatics program represented medium risk for membership reasons already noted, but that other revenue and expense items represented no or low risk. Reserve requirements represent medium risk.

Mr. Harris and Mr. Melisek responded to questions of Board members related to:

- tools available to make up Whitestone Municipality's contribution in event they did not honour their funding agreement with the Board as a result of not accepting the report.
- how conclusions were reached with respect to risk assessment of reserve recapitalization requirements, and the difference and effect on deficits between cash and non-cash expenses, and mitigation measures that can be undertaken to deal with both.

Resolution 2023 - 16

Moved by Mayor McGarvey

Seconded by Councillor Fellner

That the report prepared by BDO be received for information purposes; and
That the Municipality of Whitestone be advised that the review has been completed and the conditions set out in the agreement fulfilled.

Carried

**West Parry Sound Recreation and Cultural Centre Board
Open Meeting Minutes – October 11, 2023**

3.4 August 31, 2023, Monthly Financial Reports

Submitted by: Steering Committee

Resolution 2023 - 17

Moved by Councillor Fellner

Seconded by Mayor Robinson

That the August 31, 2023, financial reports be received for information.

Carried

3.5 Fundraising Team Report – Verbal Update

Fundraising Team Chair Mayor MacDiarmid reported that major fundraising and naming rights are on hold until the building design and location are confirmed.

Mayor MacDiarmid further provided an overview of the 24 community events the committee attended since June, including Kim's Swim that raised over \$9,000.00 and the Rosseau Pumpkin festival that raised \$325.00. MacDiarmid advised that the next major fundraising event "Winter Sound Waves" is scheduled for December 17, 2023 at the Stockey Centre.

Resolution 2023 - 18

Moved by Reeve Liverance

Seconded by Councillor Doubrough

That the Board receive the verbal fundraising report for information.

Carried

4. Adjournment, and Move to Closed Meeting

The Board adjourned the Open Meeting at 7:55 PM and moved to a meeting closed to the public per the following resolution:

Resolution 2023 - 19

Moved by Mayor McGarvey

Seconded by Councillor Doubrough

THAT pursuant to Section 239(2) and (3) of the Municipal Act, S.O. 2001, c.25, as amended, the West Parry Sound Recreation and Cultural Centre Board moves to a meeting closed to the public in order to address matters pertaining to:

c) a proposed or pending acquisition or disposition of land for municipal or local board purposes, **(negotiations regarding acquisition of property for Project)**

Carried

From: [Vincent, Amanda \(MNRF\)](#)
To: [Michelle Hendry](#); [George Comrie](#); [Paula Macri](#)
Cc: [Khan, Muhammad \(MNRF\)](#)
Subject: Kashegaba Lake Dam
Date: October 18, 2023 3:35:53 PM

Dear Mayor Comrie, Councilors, and the staff of Municipality of Whitestone,

Thank you for providing MNRF opportunity to present information about the status of Kashegaba Lake Dam in your Council meeting on October 3, 2023. We appreciate the questions raised during the presentation and will attempt to address those questions here.

MNRF values the working relationship we have built with the Municipality of Whitestone through the reconstruction and divestment of the Wahwashkesh Lake dam and more recently through the EA and design of the Kashegaba Lake dam replacement.

As covered in our presentation to Council, public complaints about leakage through the dam causing low water levels and the results from dam inspections during 2006, 2014 and 2019 identify the need for future repairs.

In 2019, the Ministry started working on an Environmental Assessment and detailed design of Kashegaba Lake dam after the Municipality expressed some interest taking on ownership of the dam after municipal requirements were incorporated into the design and construction of the new dam. To ensure municipal comments and requirements were incorporated into the project, a Municipality of Whitestone representative served as a member of the project team and actively participated in EA and Design process.

A public notice of commencement was issued on March 26, 2021, with an opportunity for the public to comment within 30 days. Interested groups and individuals were provided the Notice of Commencement and the Project Evaluation Report documenting the assessment and evaluation of alternatives, proposed design and mitigation measures as well as commitments during future works. The report was made available for public review and comment on the [Municipality of Whitestone Website](#). A Notice of Completion was issued on December 1, 2022, with thirty-day comment period. MNRF is currently responding to two provincial agencies that provided comment during the Notice of Completion stage.

The new concrete dam was designed following the recommendation of consultants and in accordance with all current standards and codes. The new dam design will maintain the existing water levels of Kashegaba Lake. The Hazard Potential Classification of the current and new dam is low, and the Inflow Design Flood is 100 Years. Construction cost of the project including contract administration is estimated at \$2.2 M. The new dam would be a self-regulating weir with no operational requirement.

The new dam would have a service life of 100 years. MNRF would provide all necessary documentation, drawings, public safety signage. The municipality may require an inspection by a Professional Engineer on a five-year rotation, which could

cost approximately \$5K per inspection. Occasional repair to the boom ties can be anticipated but no major repair to the concrete is expected within the first 50 years of the dam's service life. The need for some minor concrete surface repairs in year 75-100 should be anticipated. Minor concrete repairs, if required, may increase the service life beyond 100 years.

The new dam would provide reliable water levels on the lake and is expected to address current residents' concerns about low water levels. Reduced occurrence of low water levels may provide for additional development on the lakes serviced by the Kashegaba Dam allowing the Municipality to expand the tax base.

If the dam is not replaced, it is unlikely the current structure will fail within the next 10-15 years. However, the current dam will continue to lose its ability to maintain lake levels due to leakage which could negatively impact boat access between Bolger and Kashegaba.

The presentation was intended to update the respected council on the progress of the project and provide an opportunity for the Municipality to discuss a commitment for taking on ownership of the dam. MNRF would like to continue to collaborate with Municipality and address any concerns they might have. MNRF will maintain ministry dams, including Kashegaba Lake dam, based on risk-based priority within our Infrastructure Plan. Even after construction, the Ministry will continue to work with the Municipality on this divestment as retention of this dam does not contribute to Ministry program goals and the Municipality and ratepayers are the primary beneficiary of the new dam on the lake.




If you have any additional questions, please do not hesitate to connect with Muhammad or me on this matter.

Thanks again for your time and opportunity to present on October 3, 2023.

Amanda Vincent
a/District Supervisor
Bracebridge Work Centre
Bracebridge Minden Parry Sound District
Ministry of Natural Resources and Forestry
Phone: 705-346-2247 | Email amanda.vincent@ontario.ca

CORRESPONDENCE



 905-335-7600 ext. 7702
 905-335-7675
 kevin.arjoon@burlington.ca

Sent via email

September 28, 2023

SUBJECT: Provincial legislation for third-party short-term rental companies

Please be advised that at its meeting held Tuesday, September 26, 2023, the Council of the City of Burlington approved the following resolution:

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the 'traditional' cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (*Canada Research Chair in Urban Governance at McGill University*) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR's can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR's is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR's are here to stay; and

Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the province; and

Therefore, be it resolved that Burlington City Council calls on the Provincial Government to move forward as soon as possible to legislate all third-party short-term rental brokerage companies, for example Airbnb and VRBO, requiring them to:

- appropriately manage and be responsible for their listings, and to compel compliance; and
- establish a registry system, making it mandatory for each rental listing to register and pay an appropriate annual fee, with the requirement that STR companies are to provide the registry and collected fees to the municipality in which the STR properties are located, allowing municipalities to be aware of all registered STR properties and to have access to funds to assist with the response and enforcement of issues surrounding STR properties; and
- de-list/remove a property from the STR company's listing when a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc. to ensure a property cannot be rented; and

That a copy of this resolution be sent to all Ontario municipalities for support as well as to the Minister of Municipal Affairs and Housing and Halton MPPs.

If you have any questions, please contact me at extension 7702 or the e-mail address above.

Sincerely,



Kevin Arjoon
City Clerk



The Corporation of the Town of Cobourg

Resolution

Hon. Doug Ford
Premier of Ontario
Legislative Building,
Queen's Park, Toronto,
ON M7A 1A1
VIA EMAIL:
doug.fordco@pc.ola.org

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

October 11, 2023

RE: Correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement

Please be advised that the Town of Cobourg Council, at its meeting held on October 2, 2023, passed the following resolution:

Moved by Councillor Miriam Mutton
Seconded by Councillor Brian Darling

Resolution No: 314-2023
October 2, 2023

THAT Council receive the correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement for information purposes; and

FURTHER THAT Council endorse and support the resolution from the Township of Puslinch and Council direct staff to send a duplicate resolution to associated ministries and Ontario Municipalities.

The resolution reads as follows:

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and



The Corporation of the Town of Cobourg

Resolution

- Including provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing,
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon,
The Honourable Doug Downey, Attorney General of Ontario,
Association of Municipalities of Ontario,
Rural Ontario Municipal Association,
Ontario Municipalities



C.

Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

October 23, 2023

Honourable Michael Parsa, Minister
MinisterMCCSS@ontario.ca
Ministry Children, Community and Social Services
7th Flr, 438 University Ave
Toronto, ON, M5G 2K8

RE: Childcare availability in Ontario

Dear Minister Parsa,

Please be advised that at its meeting held on October 17, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-231017-004 as follows:

"THAT in consideration of correspondence received from the Municipality of Bluewater respecting childcare availability, council directs staff to send a letter of support to the Ministry of Children, Community and Social Services with copies being sent to the Premier of Ontario and all Ontario municipalities."

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Eckenswiller".

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: Municipality of Bluewater – Childcare availability in Ontario Resolution

Cc. Honourable Doug Ford, Premier of Ontario
Ontario municipalities

Municipality of *Bluewater*

October 2, 2023

The Honourable Lisa M. Thompson
Member of Provincial Parliament (MPP)
408 Queen Street, P.O. Box 426
Blyth, ON N0M 1H0

Re: Childcare availability in Ontario

Dear Minister Thompson:

The Municipality of Bluewater is concerned about the critical issue of childcare availability in our province and how it is linked to educational requirements and low wages within the childcare sector. We believe that addressing these issues is crucial for the well-being of our families and the future prosperity of Bluewater and Ontario.

Childcare availability in Ontario has become an increasingly pressing problem for parents and guardians. Access to affordable, high-quality childcare is essential for families to balance work and family responsibilities, and it plays a vital role in supporting the early development and education of our children. However, the lack of available childcare spaces is a significant barrier for many parents, limiting their ability to participate fully in the workforce and achieve financial stability.

We suspect that one of the key factors contributing to the shortage of childcare spaces is the educational requirements imposed on childcare workers. While it is important to ensure the safety and well-being of children in childcare settings, the current educational requirements may be overly restrictive. These requirements often result in a shortage of qualified childcare providers, making it challenging to expand the availability of childcare services.

This year in the Municipality of Bluewater, we have childcare facilities and before and after school programs that have closed or have reduced capacity due to lack of qualified staffing. These recent closures and capacity issues have imposed a significant amount of stress on families in our community.

Additionally, low wages within the childcare sector are a significant concern. Many qualified and passionate individuals are discouraged from pursuing a career in childcare

due to the low wages and limited opportunities for professional growth. This low-wage structure not only makes it difficult to attract and retain skilled childcare educators but also effects the quality of care children receive. Investing in the professional development and fair compensation of early childcare educators is essential to ensure that our children receive the best care possible and the best start in life.

To address these issues and improve childcare availability in Ontario, the Municipality urges you to consider the following actions:

1. Review and Reform Educational Requirements: Work with relevant stakeholders to review and potentially revise the training methods of early childcare educators, striking a balance between safety and accessibility by increasing the praxis model to learning.
2. Invest in Professional Development: Advocate for increased investment in professional development opportunities for childcare workers to enhance their skills and qualifications.
3. Increase Wages: Support initiatives to increase the wages of childcare workers, ensuring that they are paid a fair and competitive salary for the vital work they do.
4. Expand Funding: Work to secure additional funding for the expansion of childcare services and facilities, especially in underserved and rural communities.
5. Promote Public Awareness: Raise public awareness about the importance of accessible and high-quality childcare services and the need for policy changes.

This is an urgent matter that is expected to worsen and your timely response to these concerns is needed.

By addressing these issues, we can make significant strides toward improving childcare availability in Bluewater and Ontario and ensuring that families have the support they need to thrive. We kindly request your timely support and advocacy on these matters and would be grateful for any updates or initiatives related to childcare reform in our province.

Thank you for your attention to this critical issue. We look forward to your continued dedication to the well-being of Ontario's families and children.

Sincerely,



Mayor Paul Klopp for the
Council of the Municipality of Bluewater

cc: Premier Doug Ford
Ben Lobb, Huron-Bruce MP
Hon. Michael Parsa, Minister of Children, Community and Social Services
All Ontario Municipalities

From: [Benjamin John](#)
To: [Climate GBB](#)
Bcc: michelle.hendry@whitestone.ca
Subject: New Public EV Charging Funding Opportunity for Ontario Communities
Date: October 20, 2023 4:20:09 PM

Hello ICECAP Members and Partners,

Today, the Government of Ontario launched their Electric Vehicle ChargeON funding program. This program offers funding for the installation of public EV chargers in Ontario communities with a population under 170,000. This is a unique funding opportunity for rural communities to access EV charging funding without having to compete against major city centres.

<https://www.ontario.ca/page/ev-chargeon-program>

How much funding is available?

Municipalities and Indigenous communities can receive up to 75% of total project costs for a maximum of \$1M. Non-profit organizations and for-profit businesses can receive up to 50% of total project costs.

When is the application deadline?

Applications will be accepted from October 20, 2023 to January 31, 2024.

Why is this important?

The federal government has published draft regulations that would mandate 100% of all new, light-duty vehicles sold in Canada to be a ZEV by 2035. Interim targets include 20% by 2026 and 60% by 2030. This means that by 2035, most new vehicles at dealerships will be zero-emissions, and the number of EVs on the road will continue to grow exponentially. This program helps make public chargers more accessible and affordable in rural communities.

Next Steps?

Please feel free to reach out to me if you have any questions or are interested in learning more about this opportunity.

Have a great weekend,

Benjamin John, MREM, EPt | He/His | Climate & Energy Programs Manager
Georgian Bay Biosphere | +01 705 774 0978
PO Box 662 Parry Sound ON P2A 2Z1 | georgianbaybiosphere.com





MUNICIPALITY OF
North Perth
www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

October 26th, 2023

Minister of Long-Term Care
 438 University Avenue, 8th Floor
 Toronto, ON M5G 2K8

To Whom It May Concern,

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 16th, 2023 regarding a request for support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022 from Catherine Fife, Waterloo MPP.

Moved By: Lee Anne Andriessen **Seconded By:** Sarah Blazek

THAT: The Council of the Municipality of North Perth supports Consent Agenda Item 7.11 *Catherine Fife, Waterloo MPP – Request for Support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022.*

AND THAT: Staff be directed to forward the resolution to other provincial entities and other Council counterparts across Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
 Acting Clerk/Legislative Services Supervisor
 Municipality of North Perth
 330 Wallace Ave. N., Listowel ON N4W 1L3
 519-292-2062
scarter@northperth.ca

Cc: Catherine Fife, Waterloo MPP
 Perth Wellington MPP, Matthew Rae
 All Ontario Municipalities



Catherine Fife

MPP Waterloo

Todd Kasenberg
Mayor of Municipality of North Perth

RE: Requesting your support for Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022

September 25, 2023

Dear Mayor Kasenberg,

I am writing to you today to share an update on Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part), 2022, and to request your support for this important legislation.

Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.

The Act was inspired by Cambridge resident Jim McLeod, who will have been separated from his wife of 65 years Joan, on September 17, 2023. Nearly 6 years later, Jim continues to champion spousal reunification. He often says that he will talk to anyone and has two giant binders full of his advocacy work on the Bill. Last week, he told me that his heart is breaking because of his separation from Joan. He has brought other seniors who are separated from their spouses into the advocacy – you cannot sit with these folks for any amount of time and not care deeply about this legislation.

I know that you value the many contributions that older adults have made to Waterloo Region, and care deeply that they can live their final years with dignity and love. **I am hoping you will consider bringing a motion forward to your Council, in support of the Till Death Do Us Part Act.** Your support will help us to keep attention on this important legislation, so that it can finally be called to the Standing Committee on Social Policy – one step closer to Royal Assent.

I would be happy to discuss the Bill with you further, via phone call or an in-person meeting at your convenience. Thanks in advance for considering my request.

Sincerely,

A handwritten signature in black ink that reads "Catherine Fife".

Catherine Fife, Waterloo MPP
Finance & Treasury Board Critic

Constituency Office
100 Regina St. S., Suite 220
Waterloo, ON N2J 4A8
Ph: 519-725-3477 | Fax: 519-725-3667
Email: cfife-co@ndp.on.ca

Page 208 of 215

Queen's Park Office
Room 154, Main Legislative Bldg.
Queen's Park, Toronto ON M7A 1A5
Ph: 416-325-6913 | Fax: 416-325-6942
Email: cfife-qp@ndp.on.ca

BACKGROUND:

On November 15, 2022, the Till Death Do Us Part Act, passed second reading in the Ontario legislature after being [introduced for the third time in September 2022](#). The bill was then referred to the Ontario Legislature's Social Policy Committee. You can view highlights of the second reading debate here: <https://www.youtube.com/watch?v=mYRIgQgDe2k>

I have been pushing for the Standing Committee on Social Policy to schedule a time to begin the work of reviewing Bill 21 since November 2022. **Today marks 286 days since the Act passed second reading at the Legislative Assembly of Ontario.** Unfortunately, the Bill has yet to be called to committee.

Bill 21, which was formerly Bill 153 and 95, respectively, had passed second reading and was sent to the Justice Committee in December 2019, but was wiped off the order paper when Premier Ford prorogued the house in 2021. It was reintroduced early 2022 but did not have time to progress before the election.

Since I first introduced this Bill in 2019, the number of people who've reached out to my offices with heartbreaking stories of couples entering long-term care who are torn apart has skyrocketed. Simply put, Ontario seniors deserve dignity in care and should have the right to live with their partner as they age. Of note, Nova Scotia passed similar legislation, titled the [Life Partners in Long-Term Care Act](#) in 2021.

Following many meetings with stakeholders, it's clear that "care campuses" which offer different levels of care (independent, assisted living and long-term care) are the progressive model for investing in quality care for Ontario's aging population. Care campuses are an essential element to keeping couples together as they often age at different rates. This level of choice has been brought to my attention as especially important to rural and northern municipal leaders across Ontario. The care campus model for seniors housing that builds different levels of care has unique financial savings that will be critical as we grapple with a rapidly aging province.

We need the Bill to be called to the Standing Committee on Social Policy as soon as possible. We know that couples who are separated across Ontario cannot wait any longer for this legislative change to be made.

Here are the links to recent media coverage of the Till Death Do Us Part Act, which provide more specific insights into the lived experiences of older adults who are separated from their spouses:

- [CTV News Kitchener: Ontario seniors separated in long-term care pushing for the right to remain together](#)
- [CityNews Kitchener: Waterloo MPP appeals for seniors bill to be brought forward](#)
- [Waterloo Region Record: Cambridge senior calls for end to separating couples in long-term care](#)



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October 26th, 2023

The Honourable Doug Ford
 Premier of Ontario
 Legislative Building, Queen's Park
 Toronto, ON M7A 1A1
 Via Email: premier@ontario.ca

Re: Social and Economic Prosperity Review

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 23rd, 2023 regarding Policy Update – Social and Economic Prosperity Review from the Association of Municipalities Ontario.

Moved By: Matt Duncan **Seconded By:** Allan Rothwell

THAT: The Council of the Municipality of North Perth endorses the briefing from AMO calling for discussion on Social and Economic Prosperity and that North Perth is willing to participate.

AND THAT: The resolution be forwarded to the Premier of Ontario, AMO, Perth-Wellington MP John Nater, Perth-Wellington MPP Matthew Rae, and all Ontario municipalities.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
 Acting Clerk/Legislative Services Supervisor
 Municipality of North Perth
 330 Wallace Ave. N., Listowel ON N4W 1L3
 519-292-2062
scarter@northperth.ca

Cc: AMO
 Perth-Wellington MP, John Nater
 Perth Wellington MPP, Matthew Rae
 All Ontario Municipalities

AMO Policy Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



POLICY UPDATE

October 18, 2023

Policy Update - Social and Economic Prosperity Review

Municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. It's time for the province and municipalities to work collaboratively towards solutions for the long-term stability and sustainability of municipal finances.

[AMO has called on Premier Ford](#) to propose an update of the partnership between provincial and municipal governments to build sustainable communities, a solid foundation for economic growth and quality of life.

A [social and economic prosperity review](#) would help to create a sustainable, accountable provincial-municipal relationship where both orders of government can meet their responsibilities, grounded in:

- Affordability and fiscal sustainability for both orders of government
- Fairness for taxpayers and affordability for residents
- Coordinated and timely infrastructure investment resilient to climate realities
- Increased housing supply and affordability
- Robust health and social services supporting increased economic participation
- Long term economic development and prosperity for Ontario and its communities
- Modern, effective and streamlined service delivery

It's the right time for a province-wide conversation.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.
Page 211 of 215



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October 26th, 2023

The Honourable Doug Downey
Ministry of the Attorney General
McMurty-Scott Building
720 Bay St., 11th Flor
Toronto, ON M7A 2S9
Via Email: doug.downey@ontario.ca

Re: Catch and Release Justice in Ontario

Please be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held on October 23rd, 2023 regarding "Catch and Release" Justice in Ontario.

Moved By: Sarah Blazek **Seconded By:** Matt Richardson

THAT: The Council of the Municipality of North Perth endorses the resolution from the Town of Midland and circulates the resolution to relevant stakeholders.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Regards,

Sarah Carter
Acting Clerk/Legislative Services Supervisor
Municipality of North Perth
330 Wallace Ave. N., Listowel ON N4W 1L3
519-292-2062
scarter@northperth.ca

Cc: Perth-Wellington MP, John Nater
Perth Wellington MPP, Matthew Rae
All Ontario Municipalities

THE CORPORATION OF THE
TOWN OF MIDLAND

575 Dominion Avenue
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info@midland.ca



September 8, 2023

The Senate of Canada
Ottawa, ON
K1A 0A4

Via Email: sencom@sen.parl.gc.ca

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON
M7A 1A1

Via Email: premier@ontario.ca

Dear Premier Ford:

Re: "Catch and Release" Justice is Ontario

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:

That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and

That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.

Thank you.

Yours very
truly,

THE CORPORATION OF THE TOWN OF MIDLAND

Sherri Edgar

Sherri Edgar, AMCT
Municipal Clerk
Ext. 2210



COMMUNIQUÉ

From: Georgian Bay Mnídoo Gamii Biosphere (GBMGB)
RE: Multiple UNESCO Designations within eastern Georgian Bay
Date: October 20, 2023

This communique is intended to provide some clarity about the “aspiring Geopark”.

Given the potential confusion about multiple UNESCO designations within the region, the Georgian Bay Mnídoo Gamii Biosphere Board of Directors wants to publicly clarify its role and thoughts at this time.

To be clear, the Georgian Bay Mnídoo Gamii Biosphere non-profit, charitable organization, with an office in Parry Sound, is **not** the proponent of the aspiring Geopark. Eastern Georgian Bay region was successfully designated as a UNESCO biosphere reserve in 2004, and joins a network of 19 biosphere sites in Canada.

As provided by the United Nations Educational Scientific and Cultural Organization (UNESCO), the following is a description of the general purpose of each of these two international designations:

- **Biosphere Reserves** stand for harmonised management and conservation of biological and cultural diversity, and economic and social development based on local community efforts and sound science.
- **Global Geoparks** foster international cooperation between areas with geological heritage of international value, through a bottom-up approach to conservation, local community support, promotion of heritage and sustainable development of the area.

At this time, GBMGB has not formally endorsed the aspiring Geopark. Staff have attended a public presentation in Midland, and the organization received a presentation.

The GBMGB Board’s letter of response to the aspiring Geopark’s request for endorsement that was sent on March 30, 2023 can be summarized as follows:

- 1) That the UNESCO Biosphere designation exists by the will and support of regional stakeholders and governments, and therefore our own endorsement of the aspiring Geopark would be contingent on regional stakeholder support, including municipal governments and First Nations, as well as other not-for-profits.

- 2) That application for UNESCO designation requires endorsement by affected First Nations, and as such, the aspiring Geopark should approach consultation and engagement with Indigenous groups and First Nations in a way that is consistent with the United Nations Declaration of Rights Indigenous Peoples.
- 3) That, as per the UNESCO guidelines for the coordination of Multi-International Designated Areas, GBMGB wants to ensure that there is strategic coordination between itself and the aspiring Geopark, including clearly defined governance terms, a clear purpose and scope, public communications and distinct brands, and that a collaboration plan be established jointly in order to avoid public confusion, duplication of effort, inefficient use of time and limited resources, and reduced competition for funds, among all the similar groups working in the area, and not just with GBMGB.

To help people interested in understanding the role and process for an aspiring Geopark, we have provided several resources linked below.

If stakeholders wish contact GBMGB about their thoughts or questions, while also letting the leadership group for the aspiring Geopark know, we welcome correspondence with:

Greg Mason, Director of Operations,
Georgian Bay Mnidoo Gamii Biosphere
gmason@georgianbaybiosphere.com
705-774-0978

Aspiring Georgian Bay Geopark
<https://georgianbaygeopark.com/>

Sincerely, from the Board and staff of the UNESCO Georgian Bay Mnidoo Gamii Biosphere,

Greg Mason
Director of Operations

Rebecca Pollock
Executive Director

Peter Ashmore
President

Geopark Resources

[Statutes and Operational Guidelines for UNESCO Global Geoparks](#)

[Application process for UNESCO Geoparks FAQ](#)

[How to become a UNESCO Geopark](#)

[Checklist for aspiring UNESCO Global Geopark](#)

[Checklist Explanatory Notes](#)

[Application dossier](#)

[Guidelines for UNESCO Global Geopark Field Inspection Missions](#)