



The Corporation of the Municipality of Whitestone

**Agenda of Regular Council Meeting
Tuesday, October 3, 2023**

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/84431324947>

(Phone Call Only)

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 844 3132 4947#

*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 Ministry of Natural Resources and Forestry
Kashegaba Dam, Re-Construction and Divestment Presentation
- 5.2 Review of proposed amendments and refinements to the Municipality of Whitestone Procedural By-law
 - Memorandum from CAO/Clerk Hendry dated October 3, 2023
 - Draft Procedural By-law with edits and refinements to date

Reconvene into Regular Meeting ®

Matters Arising from Committee of the Whole ®

6. Public Meeting - None

Matters Arising from Public Meeting ®

7. Consent Agenda ®

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes for Tuesday, September 19, 2023
 - 7.1.2 Special Council Meeting Minutes for Monday, September 25, 2023
 - 7.1.3 Special Council Closed Meeting Minutes for Tuesday, September 26, 2023
 - 7.1.4 Whitestone Public Library and Technology Centre Library Board meeting Minutes of July 10, 2023
- 7.2 Unfinished Business (listed on page 4)

Matters Arising from Consent Agenda ®

8. Accounts Payable

- 8.1 Accounts Payable ®

9. Staff Reports - None

10. By-Laws - None

11. Business Matters

- 11.1 Ontario Public Library Week, October 16 to October 20, 2023 ®

12. Correspondence ®

Matters Arising from Correspondence ®

13. Councillor Items

14. Questions from the Public

Move into Closed Session ®

15. Closed Session

15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Thursday September 7, 2023 and Closed Session minutes for the Special Council meeting of September 26, 2023

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

15.2.1 Human Resources matter - Staff

15.2.2 Human Resources matter - Staff

15.2.3 Order of the Municipality of Whitestone nominations ®

15.2.4 Special guests for the Volunteer and Staff Appreciation Dinner ®

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

15.3.1 Legal advice

15.4 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(k)

Items deferred for discussion from the August 3, 2023 Closed Session Agenda and the September 7, 2023 Closed Session Agenda

15.4.1 Bolger Landing negotiations regarding the use of the Shore Road Allowance ®

15.4.2 Bolger Landing Agreement with Magnatawan Pioneer Association ®

Reconvene to Regular meeting ®

Matters arising from Closed Session

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 January 2024
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	Development of RFP in progress
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

	<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> <p>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.</p>	Assigned to various staff	<p>In progress</p> <p>Animal and Bird By-law submitted to Council September 5, 2023</p> <p>Remainder of the By-laws in progress</p>
July 18, 2023	<p>Farley’s Road Boat Launch, General Public Use THAT the Council of the Municipality of Whitestone receives for information Memorandum, Farley’s Road Boat Launch, General Public Use; and THAT the Council of the Municipality of Whitestone approves the use of the Farley’s Road Boat Launch for shared use between the deeded access properties and day use only Public Parking; and THAT Staff be requested to install signage to designate the two distinct parking areas as soon as practical; and THAT the current By-law 25-2010, being a By-Law to regulate traffic and to govern and control the parking of vehicles in the Municipality of Whitestone be updated to reflect the above referenced direction of Council.</p>	<p>Staff</p> <p>Staff</p>	<p>Signage installed</p> <p>In progress</p>
	<p>New Pumper Fire Apparatus, Consultant proposal THAT the Council of the Municipality of Whitestone receives for information Memorandum, New Pumper Fire Apparatus, Consultant proposal; and THAT the Council of the Municipality of Whitestone agrees to proceed with engaging Performance Concepts Consulting Inc. to assist the Municipality with a report in respect of the purchase decision for a New Pumper Fire Apparatus.</p>	Staff/Consultant	<p>In progress</p> <p>Report to Council expected November 2023</p>

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	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	In progress

END

Correspondence

(listed in the order received by the Clerks Department)

- A. The Township of the Archipelago resolution regarding the West Parry Sound Governance and Service Delivery Study.
- B. Ministry of Municipal Affairs and Housing responding to the House Affordability Task Force's Recommendation.
- C. Ministry of the Solicitor General regarding its approval of the West Parry Sound OPP detachment board proposal.

COMMITTEE OF THE WHOLE

Kashegaba Lake Dam

Re-Construction and Divestment Presentation to
Municipality of Whitestone Dated: October 3, 2023

Kashegaba Lake Dam

Agenda Presentation to Municipality of Whitestone Council Meeting

- ❑ MNRF Mandate
- ❑ Kashegaba Lake Dam History & Municipality of Whitestone Interest
- ❑ Environmental Evaluation and Design to Replace Existing Dam Project
- ❑ Estimated Cost, Timing to Build, Life Expectance, Cost of Maintaining Dam
- ❑ Future Steps

Kashegaba Lake Dam

MNRF Mandate

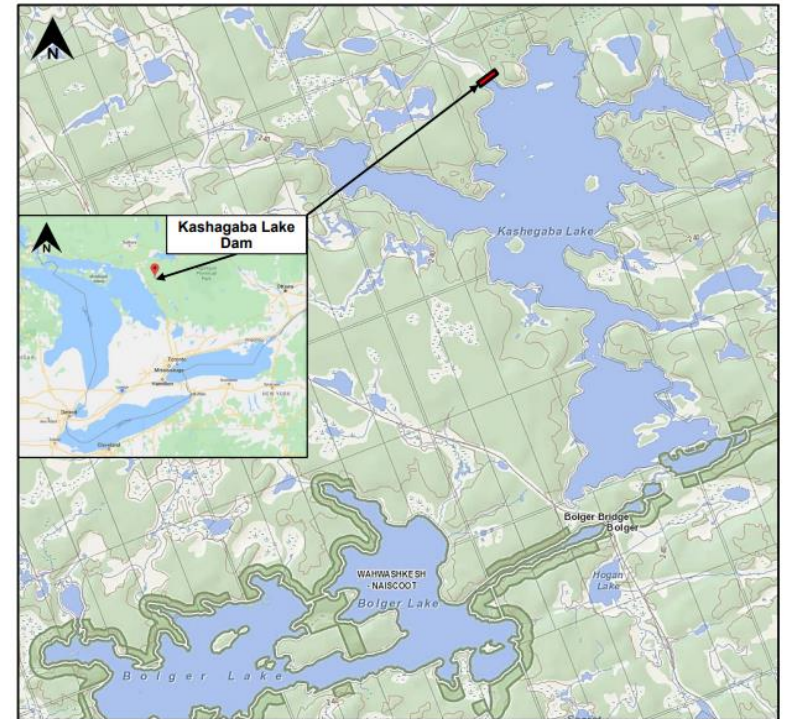
- ❑ Steward of Ontario's forests, fisheries, wildlife, mineral aggregates, and the crown lands and waters
- ❑ MNRF owns 310 Dams in Ontario
- ❑ Dams in Ontario are managed under the Lakes and River Improvement Act and the Standards set in Administration Guide, Technical Bulletins and
- ❑ MNRF is responsible for approving the construction/operations/maintenance/repairs of dams and other infrastructure.
- ❑ A Risk Based Approach is used to prioritize funding on dams.
- ❑ Currently Seeking approval for funding for construction in near future



Kashegaba lake dam

History of Dam

- ❑ The Kashegaba Lake Dam is located in the Parry Sound District at the outlet of Kashagaba Lake in Lot 12, Concession 10, Whitestone Township
- ❑ The original Kashegaba Lake Dam was constructed in the early 1900s and was a timber crib structure
- ❑ In 1948, The dam was replaced with a concrete structure.
- ❑ In 1996, the concrete structure was partially decommissioned, and the existing timber crib dam was constructed.
- ❑ In 2002 the Ministry completed a dam safety assessment (DSA) study of Kashegaba Lake Dam.
- ❑ Dam inspections at Kashegaba Lake Dam in 2006 and 2014, 2019
- ❑ Deteriorated and Leaking Condition Identified in inspections





2001



2006



2009



2010



Kashegaba lake dam

Municipality of Whitestone Interest and Participation

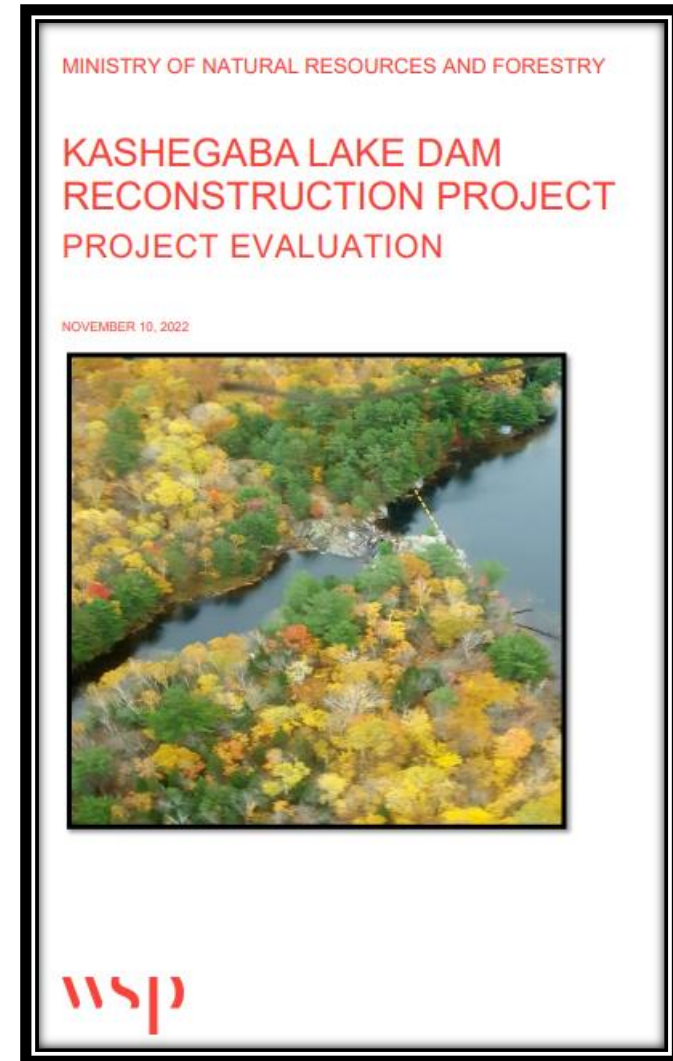
- ❑ There has been on-going discussions with the Municipality on the future of Kashegaba Lake Dam
- ❑ Municipality Letter (Feb 14, 2012) showed interest in ownership of dam if certain requirements are met.
- ❑ 2019 - MNRF started Environmental Assessment and Detailed Design of Kashagaba Lake Dam Project.
- ❑ Municipality representative remained the active member of the Project Team that lead EA and Design project.
- ❑ Municipality provided input and support through out the project to incorporate municipality interests.



Kashegaba lake dam

Environmental Assessment

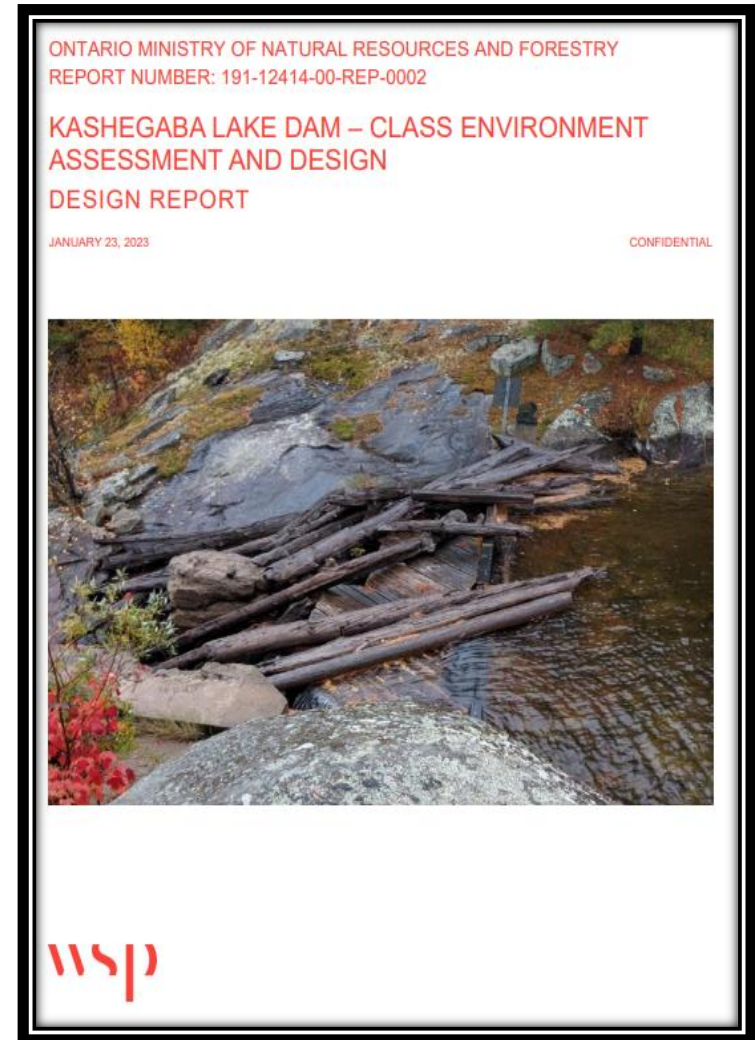
- ❑ The project was assigned to a Category “B” and public consultation proceeded per the requirements outlined in the Class EA-RSFD for Category “B” projects.
- ❑ A public Notice of Commencement was issued on March 26, 2021, with an opportunity for public comment within 30 days
- ❑ Interested groups/ individuals were forwarded the Notice of Completion and the Project Evaluation Report documenting the assessment and evaluation of alternatives, proposed design and mitigation measures, commitments during future works, etc.
- ❑ Report was made available for public review and comment on the [Municipality of Whitestone Website](#).
- ❑ Notice of Completion issued on December 1, 2022 with thirty (30) day comment period
- ❑ MNRF is responding to the two provincial agencies who provided comment during the Notice of Completion stage.



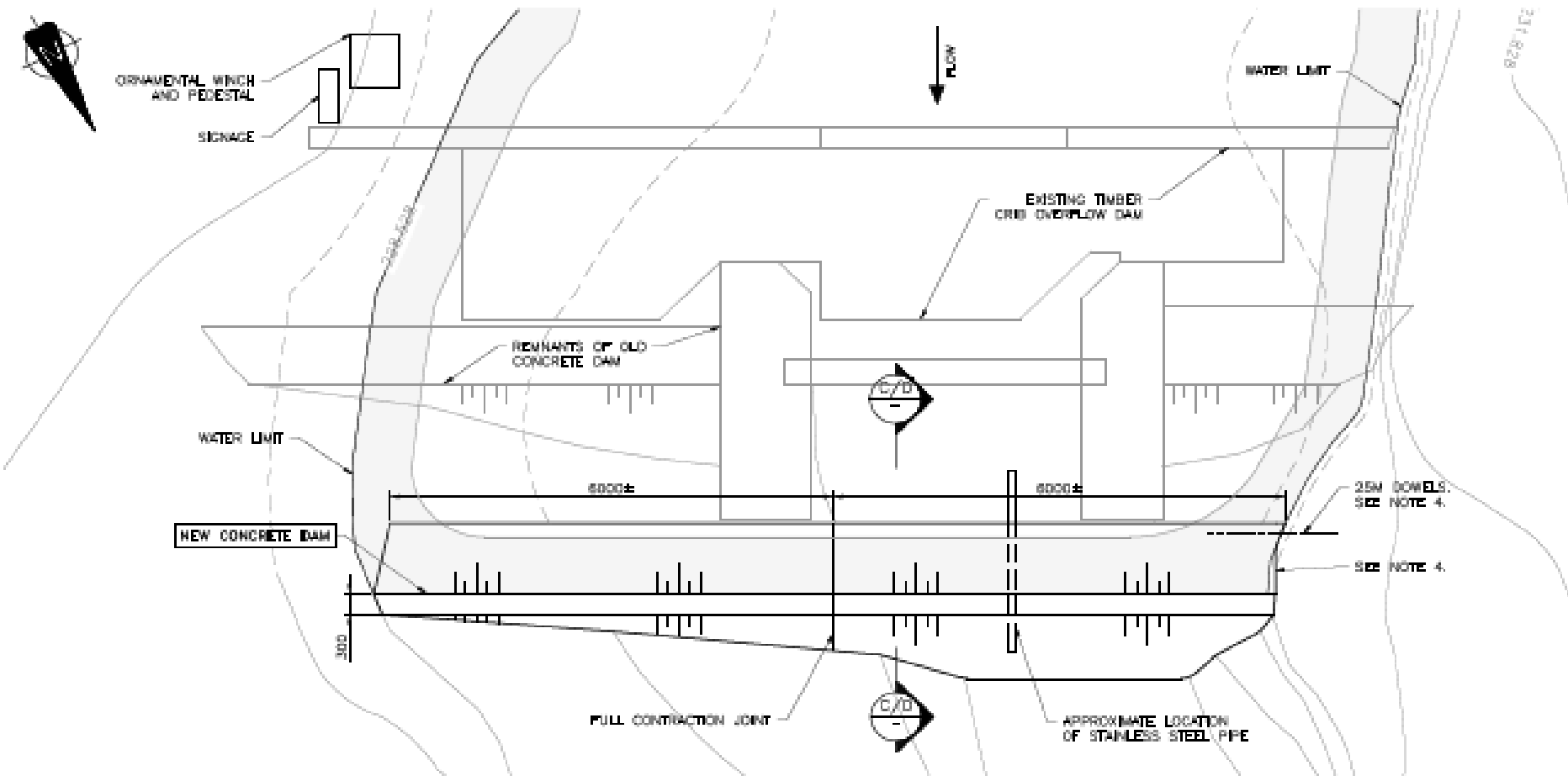
Kashegaba lake dam

New Dam Design process

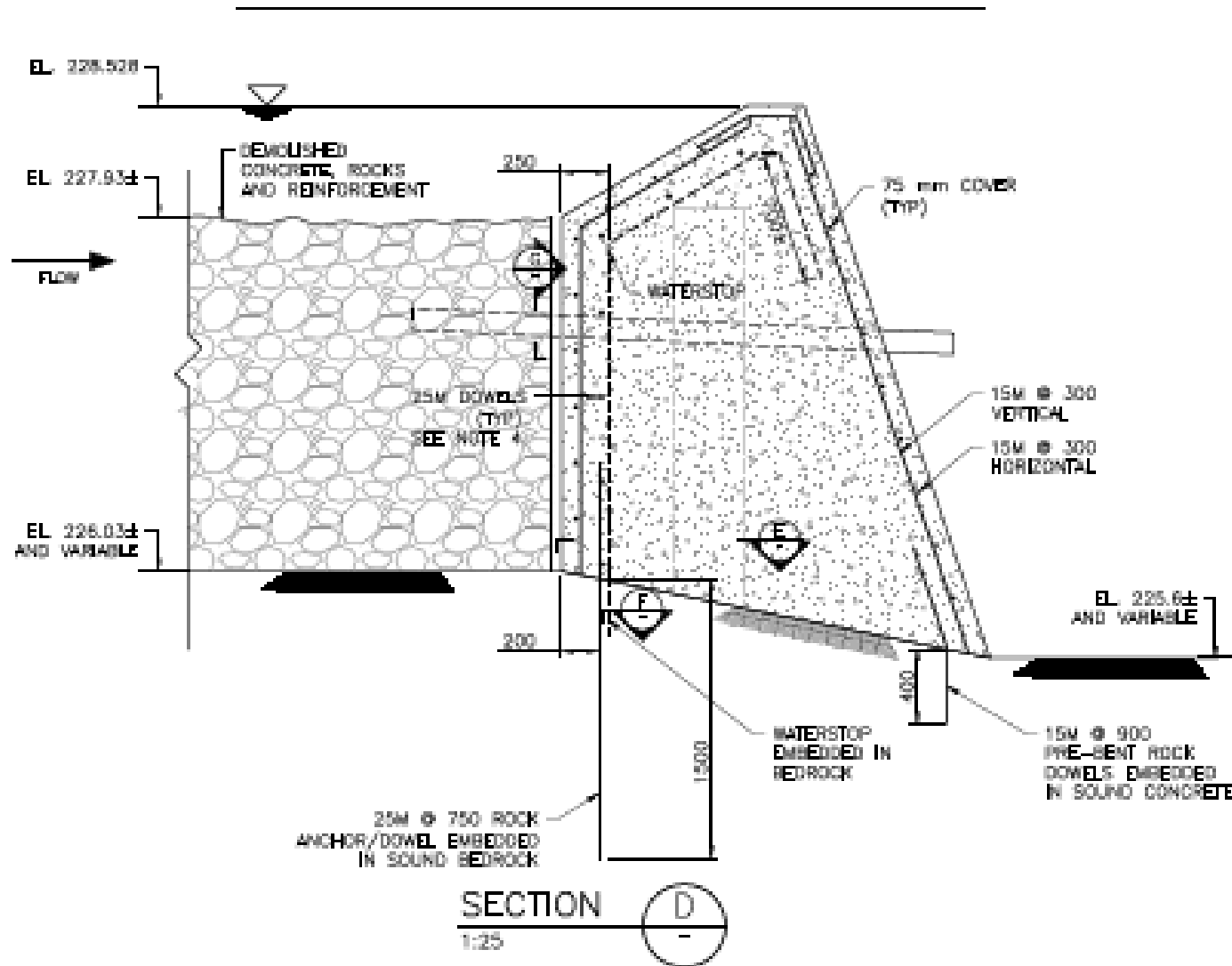
- Site Investigation and Detailed Hydrology and Geotechnical Studies completed
- Detailed Dam Design, Drawing, Specifications etc. complete
- Hazard Potential Classification (HPC) = Low
- Inflow design Flood (IDF) = 1:100 yr (25.5 m³/sec)
- Construction Cost (Construction + Contract Administration) = 2.25 M
- Construction Period = 2024 (Subject to funding)
- Life Expectancy = 100 Years
- No Operation required; self regulating weir will maintain existing water levels.
- Annual Maintenance = Negligible.



Plan of New Concrete Dam d/s of Existing



Section of New Concrete Dam d/s of Existing



Not proceeding with the project

- Dam deterioration will continue to happen
- Dam will continue to leak
- Dam ability to store water will loose over the time

Wahwashkesh Lake Dam

Divestment History – Municipality of Whitestone

- ❑ The timber crib weir was constructed in 1947, reconstructed in 1951 and again in 1963.
- ❑ Since its reconstruction in 1963, this dam had not been maintained.
- ❑ Year 2000, MNR was willing to support this project because the Municipality of Whitestone was prepared to assume the ownership of the new dam.
- ❑ 2004 Built at the Cost of cost \$627,658.28 with Multiple Sources Funding.
- ❑ MNRF 57%, FedNor 32%, Lake Wah-Wash-Kesh Conservation Association, 7%, Hydro One 4% .
- ❑ Acquired by Municipality of Whitestone



Kashegaba Lake Dam

MNRF Expectation

- ❑ Divestment Process similar to Wahwashkesh Lake Dam
- ❑ A resolution by the Council of Municipality of Whitestone
- ❑ A formal commitment to acquire the dam prior to construction
- ❑ Sign a formal transfer agreement.

Municipality will get

- ❑ All Documentation relevant to construction of Dam including:
 - ❑ Hydrology and Geotechnical Reports
 - ❑ Design Drawings
 - ❑ Public Safety Around dams
 - ❑ Public safety Signs, Booms etc.

Kashegaba Lake Dam

Thank You

Question and Answers



21 Church Street
Dunchurch, Ontario P0A 1G0
Phone: 705-389-2466 Fax: 705-389-1855

www.whitestone.ca
E-mail: info@whitestone.ca

MEMORANDUM

To: Mayor and Council
From: Michelle Hendry, CAO/Clerk
Date: October 3, 2023
Re: Procedural By-law update
Follow up from September 25, 2023 Special Council Meeting

Background

Council reviewed and recommended a number of amendments to the Draft Procedural By-law at the September 25, 2023 Special Council meeting.

Analysis

The edits and amendments discussed and agreed to (up to and including section 3.17) are shown in **blue** with sections of the document or specific editorial to be removed, shown in **red** with a strikethrough line.

Staff comments are in **green**.

δ



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 shall be observed in all proceedings of the Council wherever possible.

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

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

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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~~ ~~issue~~ or project. An Ad-Hoc (or Task Force) Committee 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 a clearly defined Terms of Reference which outlines 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 ~~Clerk or Deputy Clerk~~ 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 Council Meeting. Items of the Consent Agenda ~~may be~~ ~~are approved~~ in a single Resolution.

1.8 Council

“Council” means the elected or ~~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 ~~require~~ ~~receive~~ prior to a Meeting which may be provided electronically and / or 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 and policies, 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 where any Member is not physically present but participates via Electronic Means of communication.

1.14 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.

1.15 Local Board

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

1.16 Mayor

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

1.17 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.

1.18 Member

“Member” may mean a Member of Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board.

1.19 Motion

“Motion” means a proposal moved by a member and seconded by another member, to adopt, amend or otherwise deal with a matter before Council an Ad-Hoc Committee, an Advisory Committee or a Local Board.

1.20 Motion to Amend

“Motion to Amend” means a Motion to vary the main Motion before Council an Ad-Hoc Committee, an Advisory Committee or a Local Board.

1.21 Municipal Act

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

1.22 Municipality

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

1.23 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.

1.24 Officers

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

1.25 Order of Business

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

1.26 Point of Privilege

“Point of Privilege” means a concern about the honour, dignity, character, rights, or professionalism of the Mayor, members of Council, members of Staff, members of the Public or the dignity of Council

1.27 Point of Procedure or Point of Order

“Point of Procedure/Order” means a verbal 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.

1.28 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, on an issue that typically does not require any action to be taken.

~~“Presentation” means a person or group (including a Member, Staff or Public) who provides information to Council, an Ad-Hoc Committee, an Advisory Committee or a Local Board.~~

1.29 Quorum

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

1.30 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.

1.31 Regular Council Meeting

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

Commented [MH1]: Suggest that Council reconsider the words ‘that typically does not require any action to be taken’

There is often an ask or request of some sort in a Presentation.

1.32 Staff Reports

“Report” means a written or other 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.

1.33 Resolution

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

1.34 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.

~~“Special Meeting” means a meeting that is called for a specific time and for a specific purpose to deal with matter(s) that have arisen between Regular Meetings-~~

1.35 Unfinished Business

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting or items assigned to Staff by Council Resolution.

1.36 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 Chair

It is the role of the Chair to:

- a) Open Meetings by calling the Meeting to order;
- b) Address the business listed on the Agenda;
- c) Receive and have read to Council all Motions;
- d) Put to a vote all Motions which are moved and seconded, and announce the result of the vote;
- e) Decline to put Motions to a vote which breach the Procedural By-law or other Legislation;
- f) Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g) When, in the Chair’s opinion, ~~and supported by the majority of~~

Commented [MH2]: This item was not resolved.

There was discussion with regard to *defining* the Chair in this section however Chair is already defined per section 1.4

It was suggested that there was a definition the MA, and there is not.

The question is:
Do you want the Role and Responsibilities of the Chair listed in the procedural By-law?

- Council**, the words or conduct of any person, including a Member, is in contravention of the Procedural By-law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h) Provide information to Members on any matter relating to the business of the Municipality;
 - i) Authenticate by signature all By-laws, Resolutions and Minutes;
 - j) Rule on any points procedure/order and privilege raised by Members;
 - k) Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
 - l) Call for the adjournment of the Meeting when business is concluded.
- 2.3 **Substitution Head of Council**
Refer to Municipal Act, s.226
- 2.4 **Council**
Refer to Municipal Act, s.224
- 2.5 **Clerk**
Refer to Municipal Act, s.228(1)
- 2.6 **Staff**
Refer to Municipal Act, s.227
- 2.7 **Chief Administrative Officer**
Refer to Municipal Act, s.229
- 2.8 **Member of the Public**
Members of the Public:
- a) May attend Meetings or parts of meetings which are open to the public;
 - b) Shall 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 ~~dictated~~ 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 in 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 the Procedural By-law shall be suspended except by a majority vote of Council for each incidence of suspension of the rules.
- b. The suspension shall apply only to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which

Commented [MH3]:

LEGAL REVIEW of the text 'and supported by the majority of Council'

Per s. 241(2) of the Municipal Act, 2001 expressly provides that the "head of council or other presiding officer may expel any person for improper conduct at a Council meeting".

CLERKS RECOMMENDATION:

Remove 'and supported by the majority of Council' based on legal interpretation'. Points of Order/Privilege could be dealt with as per current By-law

Commented [MH4]: Joe Lamb

Leave in 'and supported by the majority of Council'

Current By-law Section 19, Points of Order and Privilege, 19.5 'Council, if appealed to, shall decide the question without debate and its decision shall be final'.

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 they refuse 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, Council will appoint an Acting Mayor. The Clerk will call the Meeting to order.~~
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. or 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. ~~or other Meetings where there is a quorum of Council.~~

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 Meeting, the Meeting will be automatically adjourned 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 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 shall be the responsibility of the Clerk to maintain accurate minutes of the Council meetings and in these minutes shall record:

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

~~The Clerk shall record, without note or comment, all resolutions, decisions and other proceedings of Council. The Clerk at their discretion may provide brief clarifications which do not offer opinion or editorial, where, in the opinion of the Clerk a clarification would be helpful for the purpose of meeting minutes and the public record.~~

~~The Clerk will make reasonable effort to ensure the minutes of any meetings are available three (3) business days after each meeting. Minutes will be posted on the municipal website.~~

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 part of meetings identified as a closed meetings 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 shall be paused for fifteen (15) minutes to attempt to trouble shoot the matter. If the matter cannot be resolved, ~~Council by majority vote, may choose to proceed with the meeting or alternately cancel and reschedule the meeting~~ 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 the 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, whereby the Member shall 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.

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 ~~presented and~~ captured in writing, and moved and seconded, before the Chair can put the question to a vote or before a 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

- f) 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 ~~and/or Committee~~ meeting will respect the decorum of Council ~~or Committee~~ and refrain from public outburst, shouting or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council ~~meeting, and/or Committee~~. The Chair ~~may 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 ~~not~~ be recognized ~~unless~~:

- 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.
~~The member(s) of the Public are recognized during the 'Questions from the Public' portion of the meeting and are speaking to an item on the Agenda.~~

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 ~~unless overruled by the majority of Council~~. 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.

Commented [MH5]: LEGAL REVIEW of the text 'unless overruled by the majority of Council'

The question is answered by s. 241(2) of the Municipal Act, 2001 - the mayor has the unilateral power to expel and does not need a vote from council to do so. This applies to meetings of council - not other bodies.

CLERKS RECOMMENDATION:
Remove unless overruled by the majority of Council based on legal review

Commented [MH6]: This was not addressed on September 25

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 where upon the Mayor or Chair shall:

1. Interrupt the matter under consideration
2. Ask the member making/raising the Point of Procedure/Order to state the substance and basis of the Point of Procedure/Order
3. Rule on the point of order immediately without debate by Council.

A member of council may appeal the ruling of the Mayor or Chair to Council which will then decide the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or Chair is final.

~~A Member may raise a Point of Procedure/Order with the Chair and once recognized by the Chair, a Member will explain the violation of the rules and the Chair will rule upon the Point of Procedure/Order.~~

~~A Point of Procedure/Order can only be raised during the Meeting.~~

~~Once the Point of Procedure/Order has been dealt with, the debate will resume.~~

~~Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling will be final.~~

~~Upon appeal, the Member will state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.~~

~~Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, will vote on the appeal.~~

~~If the appeal is upheld by the majority of voting Members, the Chair will change their ruling accordingly; if the appeal is rejected then the ruling stands.~~

END OF COUNCIL REVIEW – SEPTEMBER 25, 2023

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 or a member of staff has been impugned. Once recognized by the Chair, the Member will explain the violation, whereupon the Chair shall:

- 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 or committee.

A Member may appeal the ruling of the Chair to Council.

If there is no appeal, the decision of the Chair shall be final. The Council if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall 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, 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.

x

Recorded Votes

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

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

Commented [MH7]: Scott Nash
Add 'member of the public'

Commented [MH8]: Joe lamb
I thought that this had to be a recorded voted.

Answer. It does not need to be a recorded vote (the current procedure By-law requires a recorded vote but it is not legally required).

Commented [MH9]: Scott Nash
Remove ', 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'
Add 'the vote(s) will be b way of recorded vote'

Commented [MH10]: Add Section
'The Mayor or chair shall 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 shall step down and shall not resume the chair until the vote is taken'

When a Recorded Vote is requested, the Clerk will call each Member's name in alphabetical order commencing with the Member of Council whose name is alphabetically, directly after the Council Members' name which was called first during the last recorded vote, and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, 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 of 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, all By-laws proposed for adoption will be passed in one motion.

Every 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.

Land Use Planning matters

All By-laws related to Land Use Planning matters shall be approved by a recorded vote.

Confirmatory By-law

Council shall 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 or acclaimed 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 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 make a reasonable effort to advertise the Special Meeting to the public.

4.3.2 Calling of Meetings

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 twenty-four (24) 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 twenty-four (24) 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 of matters.

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.

Commented [MH11]: Scott Nash
Remove 'make a reasonable effort'

Commented [MH12]: Scott Nash
Add 'and Council no less than forty-eight (48) hours) prior to the time fixed for the meeting of the
a)Time;
b)Place;
c)Businesses to be considered

Commented [MH13]: Scott Nash
Change twenty-four (24) to seventy-two (72)

Commented [MH14R13]:

Commented [MH15]: Scott Nash
Add 'and the public'

Commented [MH16]: Scott Nash
Add 'and public'

Commented [MH17]: Scott Nash
Change twenty-four (24) to seventy-two (72)

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 make reasonable effort to 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 make a reasonable effort to advertise the Emergency Meeting to the public.

Commented [MH18]: Scott Nash
Remove 'make reasonable effort'

Commented [MH19]: Remove 'make reasonable effort'

4.5.3 Only business dealing directly with the urgent matter will be dealt with at the Emergency Meeting.

4.5.4 Quorum is required at an Emergency Meeting.

4.5.5 These provisions will apply, with necessary modifications, to committees and local boards.

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.

4.6.2 No Member, Officer or employee will disclose the subject matter, share material or documents or any and all deliberations of a Closed Meeting, unless expressly authorized to do so by a majority of Council or the committee or local board.

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

- a) the fact that Council, Local Board or Committee is convening into a Closed Meeting;
- b) the fact of the holding of the Closed Meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
- c) if closed under s.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 contemplated 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 Head of Council, 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 4.7.1c) 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 make reasonable effort to 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 make a reasonable effort to 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) A maximum of three (3) Members may participate in the same meeting by Electronic Means.
- ~~c) Members may not participate by Electronic means in more than three (3) consecutive meetings without the approval of the majority of Council.~~
- d) 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

Commented [MH20]: Scott Nash
Add 'and Deputy Mayor'

Commented [MH21]: Scott Nash
Remove 'make reasonable effort'

Commented [MH22]: Scoot Nash
Remove 'make reasonable effort'

Commented [MH23]: Scott Nash
Change 'may' to 'should'

Commented [MH24]:
LEGAL REVIEW of the text 'Members may not participate by Electronic means in more than three (3) consecutive meetings without the approval of the majority of Council'

The question is: would or could there be consequences

The simple answer is not really- There is no penalizing authority for non-compliance with the procedure by-law

CLERKS RECOMMENDATION:
Remove 4.5.3 c)

Commented [MH25]: Scott Nash
Add 'as a best practice'

Commented [MH26]: Joe Lamb
Does this allow us to come up with 'consequences'?

approved Schedule of meetings or is an Emergency / Extraordinary, meeting, items a) and b) above do 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(s) participate 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 intentions to leave the meeting either on a temporary or permanent basis.
 - e) A Member(s) 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

Commented [MH27]: Scott Nash

Add

g) In meetings that one or more members of Council are in attendance by Electronic Means, recoded votes will be taken

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 as soon as practical after the amendments are made and the amended schedule will be considered to constitute the notice of Public meetings noted therein.
- 5.1.4 Where a statute or the Notice By-law requires notice to be published in accordance with the statute/By-law, 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 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 Mayor's decision will be final.

Staff note: If there is a difference of opinion between the Mayor and Deputy Mayor, it should not be the CAO/Clerks role (and may be unfair to ask) to mediate a final decision on a dispute? My suggestion would be that the question would come before Council as a whole.

SEE NEXT PAGE

Commented [MH28]: Scott Nash
Remove 'as soon as practical'
Add 'within 3 business days'

Commented [MH29]: Scott Nash
Update 'Regular Council Meeting'

Add Section for Closed and Special Council Meetings for 6.1.1 thru 6.1.9

Commented [MH30]:

LEGAL REVIEW:

Is there any reason both Mayor and Deputy Mayor shouldn't have input?

It can be structured to provide that both Mayor and Deputy Mayor.

CLERKS RECOMMENDATION:

Leave as written.

Commented [MH31]:

LEGAL REVIEW

I agree with the comment. If it is decided that both the Mayor and Deputy Mayor must decide and they do not agree, it might be expeditious to allow the Clerk to make an administrative determination but it is -- as you have noted -- fraught with peril for the Clerk. On the other hand, requiring that the question go before Council is cumbersome and could possibly result in some matters not be settled for the meeting. My view is that the current wording of Section 6.1.1 is the correct approach and not have a "tie-breaking" rule where it has to go back to another person or to Council.

Commented [MH32]: Joe Lamb

Allow for Council as a whole to make the final decision if there is a difference of opinion between the Mayor and Deputy Mayor that cannot be resolved

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 Agenda’s will be adapted by the Clerk as determined to be appropriate for the intended meeting.

Commented [MH33]: Scott Nash
What about Closed Meetings?

Commented [MH34]: Scott Nash
Remove ‘will generally be’
Add ‘ will be’

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 a majority vote of 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” unless sent to a subsequent Meeting by Resolution, by a majority vote of Council.

Commented [MH35]: Scott Nash
Add ‘and will be heard before any new Business Matters’

6.1.5 If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering approval of the Meeting Agenda, the Member will advise Council of the item and a majority by vote of Council will be required to have the item considered.

6.1.6 All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public (correspondence) by 1:00 p.m. 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 Members wishing to have a matter placed on the Agenda will provide the Clerk with written notice or notice by email, with sufficient details including documents which are intended to be included in the agenda package.

Commented [MH36]: Scott Nash
Update
‘Any member may have an item placed on the agenda by submitting in writing the item to be paced on the Aged to the Closes office on later than 1:00 pm nine (9) business days prior to the meeting, except for Special Council meetings when it will be provided no later than seventy-two hours (72) hours prior to the Special Council meeting

6.1.9 Members who wish to have a Notice of Motion placed on the Agenda will provide the Clerk with written notice or notice by email, 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).

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.

Commented [MH37]: Scoot Nash
Remove ‘speaker’ and change to ‘delegation’

Deputations will be limited to ten (10) minutes in length per speaker (if there are two speakers on the same matter, five minutes each) and to

Commented [MH38]: Scott Nash
Remove ‘each’ and change to ‘per speaker’

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 deputations 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 will not enter into debate with the deputant(s).

Xx

Notice to Deputants and to the Public:

Deputants 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 deputation 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 Closed Meeting;
- f) The subject matter is set to be discussed on another Agenda;
- g) The issue is frivolous or vexatious;

Commented [MH39]: Scott Nash
Add 'and deputants will not debate members, or they may be removed from the meeting'

Commented [MH40]: Scott Nash
What about a Closed meeting for a presentation

- 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 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. ~~All questions from the Public will be relative to listed agenda items only.~~
- 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.

Commented [MH41]:

LEGAL REVIEW

Council request to remove the text ‘All questions from the Public will be relative to listed agenda items only’

There can be a discussion and interested people may not have participated because they were not aware of the topic or subject being raised – but anyone interested can attend the following meeting to raise the matter again.

CLERKS RECOMMENDATION:

Remove ‘All questions from the Public will be relative to listed agenda items only’

Commented [MH42]: Joe Lamb

Leave as suggested by Council (i.e. remove ‘All questions from the Public will be relative to listed agenda items only’)

- 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.

Commented [MH43]: Scott Nash
Add
f) Member of Council will each have the ability to ask question 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 Regularly Scheduled 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 Regularly Scheduled Meeting.

Council Packages will be provided electronically to Members four (4) business days preceding the Regularly Scheduled Meeting (generally by the end of the work day).

Hard Copy Agenda packages will be available to Members three (3) business days preceding the Regularly Scheduled Meeting.

Agenda packages shall include where ever possible, all correspondence, minutes, reports and information necessary for the business of the agenda.

Commented [MH44]: Scott Nash
Remove 'wherever possible'

The Clerk will make reasonable effort to have the Draft motions available at the time the agenda package is released to Council electronically however circumstances may require additional time.

Commented [MH45]: Scott Nash
Remove 'make reasonable effort to'

Commented [MH46]: Scott Nash
Remove 'however circumstances may require additional time'

6.1.17 If an addendum or supplementary Council Agenda item is necessary, it will be prepared by the Clerk and it will 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 shall include where ever possible, all reports and information necessary for the business of the agenda.

Commented [MH47]: Scott Nash
Remove 'where ever possible'

The Clerk will make reasonable effort to have the Draft motions available at the time the agenda package is released to Council electronically however circumstances may require additional time.

Commented [MH48]: Scott Nash
Remove 'make reasonable effort to'

Commented [MH49]: Scott Nash
Remove 'however circumstance may require additional time'

6.3 Closed Meeting Agenda

6.3.1 Members will not photocopy, scan, otherwise reproduce or share in any manner with others, the Closed Session Agendas including all Agenda Package materials.

Commented [MH50]: Scott Nash
Remove 'will not photocopy, scan, otherwise reproduce'

Agenda packages shall include where ever possible, all correspondence, minutes, reports and information necessary for the business of the agenda.

Commented [MH51]: Scott Nash
Add 'whom do not have approval to view the materials'

Commented [MH52]: Scott Nash
Remove 'wherever possible'

The Clerk will make reasonable effort to have the Draft motions available at the time the agenda package is released to Council electronically however circumstances may require additional time.

Commented [MH53]: Scott Nash
Remove 'make reasonable effort'

Commented [MH54]: Scott Nash
Remove 'however circumstances may require additional time'

~~Only items noted in the closed meeting agenda package can be discussed~~

Note – the information below was shifted from 'track changes' format to a text box, in order to fit all comments in the document

LEGAL REVIEW of the text 'Only items noted in the closed meeting agenda package can be discussed'

Subsection 239(4) provides that Council must pass a resolution to go into closed session. There may be a matter that Council realizes should properly be considered in camera after the agenda is published and this amendment would preclude that. I am not in agreement with adding the sentence for that reason. I am not certain that the amendment would directly conflict with s. 239(4) but it might frustrate the ability of Council to convene in closed when it might be otherwise appropriate and beneficial for Council to do so.

Council can decide on the spot that a matter should be discussed in a closed session and someone can move it and there must be a vote because a resolution to convene in camera is required. If a member seeks to raise a new topic or subject for discussion in camera, that member must await until Council convenes in open session to pass the resolution to go back into closed session for the discussion. For example, Council goes into closed session to discuss the pending disposition of a specific parcel of land but through that discussion Council believes it might be appropriate to discuss the proposed disposition of another parcel of land (maybe because it could generate more revenue, is better situated, etc.), the member should indicate that the discussion might need to veer into a related or different topic and ask that Council to consider it when it reconvenes back into open session. Then a new resolution must be passed for the new topic to be discussed in camera.

That cannot be done is for Council to venture into the new topic while in closed session or seek to pass a resolution in camera to stay in closed session on the new subject matter. The resolution must be passed in open session.

CLERKS RECOMMENDATION:

Remove 'Only items noted in the closed meeting agenda package can be discussed.'

6.4 Adjournment

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

6.4.2

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

6.4.3 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

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.

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

From Scott Nash

Questions: What about Section for Roberts Rules

XX.XX Roberts Rules of Order

In relation to the proceedings of Council and Committees and for which Rules of Procedure have not been provided by this by-law, Roberts Rules of Order shall be referred where practice

Questions: What about Sections for Other Boards, Committees, task forces

XX.XX Procedural By-laws for Other Boards, Committees of Task Forces adopt a procedural by-law, such board, committee or task force shall be deemed to have adopted the procedural by-law with necessary modifications including the requirement that all meetings be open to the public, subject to the same exceptions applicable to Council meetings as set out herein

Commented [MH55]: Scott Nash

Question – is this not already covered in section 3.2, I am not sure?

CONSENT AGENDA



DRAFT Regular Council Meeting Minutes
Tuesday, September 19, 2023, 6:30 p.m.
Dunchurch Community Centre and Zoom Video Conferencing

- Present:** Mayor George Comrie (in person)
Councillor Janice Bray (Via Zoom – telephone)
Councillor Joe Lamb (in person)
Councillor Scott Nash (in person)
Councillor Brian Woods (in person)
- Staff:** Michelle Hendry, CAO/Clerk (in person)
Bob Whitman, Fire Chief (in person)
- Invited Guests:** John Pappas, Aird & Berlis LLP, Integrity Commissioner (Via Zoom)
John Jackson, Planner (Via Zoom)
- Other Guests:** 2 - in person
9 - 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.

Councillor Scott Nash declared a pecuniary interest in regard to item 5.1.7 , Consent Application B32/2023(W), NASH, Scott and Garth

3. Approval of the Agenda

Resolution No. 2023-439

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

WHEREAS the Members of Council have been presented with an Agenda for the September 19, 2023 Regular Council meeting;

BE IT RESOLVED THAT the Agenda for this meeting be adopted as presented and with the removal of item 11.1, Mileage paid to members of Council.

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

Mayor George Comrie relinquished the Chair to Deputy Mayor Joe Lamb.

4. Presentations and Delegations

- 4.1 Integrity Commissioner Report on Municipal Conflict of Interest application –
Mayor George Comrie
Aird & Berlis LLP, Integrity Commissioner
John Pappas

Resolution No. 2023-440

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

THAT the Council of the Municipality of Whitestone receives for information the Integrity Commissioner Report on a Municipal Conflict of Interest application – Mayor George Comrie

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

Mayor George Comrie reassumed the Chair.

Move into Committee of the Whole

Resolution No. 2023-441

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 6:55 p.m.

Recorded Vote:

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

5. Committee of the Whole

5.1 Planning Matters

Shore Road Allowance Applications

- 5.1.1 Application to Purchase and Close Shore Road Allowance, MJ DEVELOPMENTS
 - Memorandum from John Jackson, Planner dated August 22, 2023
- 5.1.2 Application to Purchase and Close Shore Road Allowance, VAN BERKEL
 - Memorandum from John Jackson, Planner dated August 22, 2023
- 5.1.3 Application to Purchase and Close Shore Road Allowance, BURRELL/RICE/POTTINGER/MERRITT
 - Memorandum from Paula Macri, Planning Assistant September 13, 2023

Re-Zoning Application (follow-up from July 18th, 2023 Public meeting)

- 5.1.4 MASIN, James - Proposed Zoning By-Law amendment is to rezone Part Lot 4, Concession 4 McKenzie being Part 1, 42R4131 geographic Township of McKenzie now in the Municipality of Whitestone from the Waterfront 3-Limited Services (WF-3 LS) Zone to the Waterfront 3-Limited Services (WF-3 LS) Exception Zone
 - Memorandum from Paula Macri, Planning Assistant September 13, 2023

Consent Applications (listed in order of Consent number)

- 5.1.5 Consent Application B22/2023(W), GORRIE, Carol
 - Memorandum from John Jackson, Planner dated August 15, 2023
- 5.1.6 Consent Application B29/2023(W), DESJARDINS, Robert and Jeannette
 - Memorandum from John Jackson, Planner dated September 8, 2023
- 5.1.7 Consent Application B32/2023(W), NASH, Scott and Garth
 - Memorandum from John Jackson, Planner dated September 6, 2023

5.2 2023 Strategic Plan

- 5.2.1 2023 Strategic Plan and Action Plans update
 - Memorandum from CAO/Clerk Hendry dated September 19, 2023
 - Draft Strategic Plan, 2023
 - Draft Action Plans, 2023

Clerks Note: During the discussion of item 5.1.7, Consent Application B32/2023(W), NASH, Scott and Garth, Councillor Scott Nash left the Community Centre building and subsequently joined the Council meeting by telephone through Zoom.

Resolution No. 2023-442

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

Reconvene into Regular Meeting

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 8:58 p.m.

Recorded Vote:

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

Carried

Matters Arising from Committee of the Whole

Resolution No. 2023-443

Moved by: Councillor Joe Lamb

Seconded by: Councillor Scott Nash

5.1 Planning Matters

5.1.1 Application to Purchase and Close Shore Road Allowance, MJ DEVELOPMENTS

- Memorandum from John Jackson, Planner dated August 22, 2023

WHEREAS John Jackson, Planner Inc. has prepared a report on behalf of the Council of the Municipality of Whitestone regarding the purchase of a Shore Road Allowance and provided a copy to the Municipality of Whitestone;

AND WHEREAS the Council of the Municipality of Whitestone receives this report as information;

AND WHEREAS an application has been submitted by MJ DEVELOPMENTS for the closing and acquisition of the shore road allowance fronting Part of Broken Lot 37, Concession 14 in the geographic Township of Burton;

AND WHEREAS there are no Official Plan conflicts, environmental concerns or planning issues with respect to this application;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone approves in principle, the closure and acquisition of the shore

road allowance fronting Part of Broken Lot 37, Concession 14 in the geographic Township of Burton, as applied for by MJ DEVELOPMENTS and subject to:

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

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. 2023-444

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

- 5.1.2 Application to Purchase and Close Shore Road Allowance, VAN BERKEL
 - Memorandum from John Jackson, Planner dated August 22, 2023

WHEREAS John Jackson, Planner Inc. has prepared a report on behalf of the Council of the Municipality of Whitestone regarding the purchase of a Shore Road Allowance and provided a copy to the Municipality of Whitestone;

AND WHEREAS the Council of the Municipality of Whitestone receives this report as information;

AND WHEREAS an application has been submitted by Colleen and Lambertus Van Berkel for the closing and acquisition of the shore road allowance fronting Part of Lot 26, Concession 5 in the geographic Township of McKenzie;

AND WHEREAS there are no Official Plan conflicts or planning issues with respect to this application;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone approves in principle, the closure and acquisition of the shore road allowance fronting Part of Lot 26, Concession 5 in the geographic Township of McKenzie, as applied for by Colleen and Lambertus Van Berkel and subject to:

- 1) Practices, procedures and fees of the Municipality for closing of Shore Road Allowances.
- 2) The applicants undertaking a fish habit assessment by a qualified biologist.

Recorded Vote:

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

Carried

Resolution No. 2023-445

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

5.1.3 Application to Purchase and Close Shore Road Allowance,
BURRELL/RICE/POTTINGER/MERRITT

THAT the Council on of the Municipality of Whitestone receive for information the Memorandum from Paula Macri, Planning Assistant dated September 13, 2023; and

THAT the applicants undertake a fish habitat assessment by a qualified biologist to determine the boundaries to be closed up and sold.

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. 2023-446

Moved by: Councillor Brian Woods

Seconded by: Councillor Scott Nash

5.1.4 MASIN, James - Proposed Zoning By-Law amendment is to rezone Part Lot 4, Concession 4 McKenzie being Part 1, 42R4131 geographic Township of McKenzie now in the Municipality of Whitestone from the Waterfront 3-Limited Services (WF-3 LS) Zone to the Waterfront 3-Limited Services (WF-3 LS) Exception Zone

THAT the Council of the Municipality of Whitestone receive for information the Memorandum from Paula Macri, Planning Assistant dated September 13, 2023.

Recorded Vote:

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

Carried

Resolution No. 2023-447

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

5.1.5 Consent Application B22/2023(W), GORRIE, Carol

WHEREAS John Jackson, Planner Inc. has prepared a report dated August 15, 2023 for the Parry Sound Area Planning Board regarding Consent Application B22/2023(W) – GORRIE, Carol and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created three lots receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road; and
4. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

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

Carried

Resolution No. 2023-448

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

5.1.6 Consent Application B29/2023(W), DESJARDINS, Robert and Jeannette

WHEREAS John Jackson, Planner Inc. has prepared a report dated September 8, 2023 for the Parry Sound Area Planning Board regarding Consent Application B29/2023(W) – DESJARDINS, Robert and Jeannette and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created two lots receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road; and
4. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

Recorded Vote:

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

Carried

Clerk Note: During the vote and discussion of item 5.1.7, Consent Application B32/2023(W), NASH, Scott and Garth, Councillor Scott Nash left the Community Centre building and subsequently joined the Council meeting by telephone through Zoom.

Mayor George Comrie relinquished the Chair to Deputy Mayor Joe Lamb.

Resolution No. 2023-449

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

5.1.7 Consent Application B32/2023(W), NASH, Scott and Garth

WHEREAS John Jackson, Planner Inc. has prepared a report dated September 6, 2023 for the Parry Sound Area Planning Board regarding Consent Application B32/2023(W) – NASH, Scott and Garth and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created one lot receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan;
4. **THAT** the applicants completes an environmental study regarding the terrestrial features of the property which confirms that there will be no adverse impacts of the consent on the natural heritage features of the property; and
5. **THAT** payment of all applicable planning fees be paid to the Municipality of Whitestone.

PROPOSED AMENDMENT 1

Moved by: Mayor George Comrie

Seconded by: Councillor Brian Woods

THAT Condition 4. be removed as a condition of Consent Application B32/2023(W) – NASH, Scott and Garth

Recorded Vote:

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

Carried

PROPOSED AMENDMENT 2

Moved by: Mayor George Comrie
Seconded by: Councillor Janice Bray

THAT the applicants of Consent Application B32/2023(W) – NASH, Scott and Garth be required to provide for a private access for parking and docking facilities, to be registered on title and;

THAT it be registered on title that the current owners and any purchasers are not permitted to park overnight at the Gooseneck Lake landing and boat launch per the Consent Agreement (as amended) for Consent B02-2018, per By-law 47-2020.

Recorded Vote:

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

Defeated

Resolution No. 2023-449 (as amended)

Moved by: Councillor Brian Woods
Seconded by: Councillor Janice Bray

5.1.8 Consent Application B32/2023(W), NASH, Scott and Garth

WHEREAS John Jackson, Planner Inc. has prepared a report dated September 6, 2023 for the Parry Sound Area Planning Board regarding Consent Application B32/2023(W) – NASH, Scott and Garth and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal fees and charges By-law;
2. **THAT** the newly created one lot receive 911 addressing from the Municipality;
3. **THAT** the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to implement the septic system design criteria set out in the Official Plan;

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

Recorded Vote:

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

Carried

Resolution No. 2023-450

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

5.2 2023 Strategic Plan

THAT the Memorandum dated September 19, 2023 from CAO/Clerk Hendry, Strategic Plan Update be received for information; and

THAT the 2023 Strategic Plan and associated Action Plans as included in the September 19, 2023 Council Agenda be approved and adopted, and

THAT the 2023 Strategic Plan and associated Action Plans be posted on the Municipal Website and communicated in the November Newsletter.

Recorded Vote:

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

Carried

6. **Public Meeting** - None

7. **Consent Agenda**

Resolution No. 2023-451

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

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

7.1 Council and Committee Meeting Minutes:

- 7.1.1 Regular Council Meeting Minutes for Tuesday, September 5, 2023
- 7.1.2 Regular Closed Session Meeting Minutes for Thursday September 7, 2023

7.2 Unfinished Business (listed on page 4)

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

Regular Council Meeting of Tuesday, September 5, 2023, and the Regular Closed Session Meeting Minutes for Thursday September 7, 2023

THAT the Unfinished Business listing contained in the Consent Agenda dated September 19, 2023 be received for information.

Recorded Vote:

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

Carried

Matters Arising from Consent Agenda - None

8. Accounts Payable

Resolution No. 2023-452

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receive for information the Accounts Payable listing in the amount of \$71,415.07 for the period ending September 14, 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. 2023-453

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

- 9.1 Report ADMIN-2023-10
DRAFT Multi-Year Accessibility Plan

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2023-10 (DRAFT Multi-Year Accessibility Plan); and

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.

Recorded Vote:

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

Carried

Curfew

Resolution No. 2023-454

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

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

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone hereby continues the September 19, 2023 Regular Council Meeting past the allotted time of three and a half (3½) hours (6:30 p.m. to 10:00 p.m.) and continues for an additional one-half (1/2) hour.

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. 2023-455

Moved by: Councillor Scott Nash

Seconded by: Councillor Joe Lamb

- 10.2 By-law No. 50-2023, Being a By-law for a Zoning By-law amendment to rezone Part Lot 4, Concession 4 McKenzie being Part 1, 42R4131 geographic Township of McKenzie now in the Municipality of Whitestone from the Waterfront 3-Limited Services (WF3-LS) Zone to the Waterfront 3-Limited Services (WF3-LS) Exception Zone No. 2, - MASIN

WHEREAS the Council of the Municipality of Whitestone has the authority to enact zoning by-laws under section 34 of the Planning Act;

AND WHEREAS the owner of the lands located in Part Lot 4, Concession 4 being Part 1, 42R-4131 in the geographic Township of McKenzie fronting on Labrash Lake has applied to rezone the lands to permit the construction of a garage/storage and a workshop building on the property in advance of any principal use like a dwelling;

AND WHEREAS section 39 of the *Planning Act* allows for the enactment of a temporary use By-law for up to three years, after which the authorized use must be removed or the land brought in to compliance with the By-law and the provisions of 34(9) shall not apply.

AND WHEREAS the Council of the Municipality of Whitestone deem it appropriate to rezone the subject land.

NOW THEREFORE BE IT ENACTED the Council of the Corporation of the Municipality of Whitestone as follows:

1. Schedule "A", Sheet No. 7 of Zoning By-law No. 07-2018 as amended is hereby further amended by rezoning Part Lot 4, Concession 4 being Part 1, 42R-4131 located in the geographic Township of McKenzie from the WF3-LS Zone to a WF3-LS Exception No. 2 Zone as shown on Schedule '1' attached to this By-law and more particularly shown as Part 1 of Reference Plan 42R-4131 attached to this By-law as Schedule '2';
2. Section 7.04.3 - Waterfront Residential 3 Exceptions of the Zoning By-law is hereby amended by adding the following exception:

“7.04.3.2 A garage/storage and workshop building up to 67 m² may be permitted on Part Lot 4, Concession 4 being Part 1, 42R-4131 in the geographic Township of McKenzie subject to all other applicable requirements for the Waterfront Residential 3-Limited Services (WF3-2-LS) Zone for a period of 3 years from the date of passage of this By-law.”

“On September 18, 2026, Special Exception No. 7.04.3.2 (WF3-2-LS) will no longer be in force and in effect and the lands will be subject to the provisions of the zoning By-law as if the Special Exception No. 7.04.3.2 (WF3-2-LS) was never in place. Upon the expiry of this date, the provision of 34(9) shall not apply.”

THAT this By-law shall take effect and come in to force in accordance with the provisions of the *Planning Act*.

THAT this By-law be Read a First and Second time this 19th day of September, 2023;

AND FURTHER Read a Third time, Passed and properly Signed and Sealed this 19th day of September, 2023 and numbered 50-2023.

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 - None

12. Correspondence

Resolution No. 2023-456

Moved by: Councillor Joe Lamb

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 September 19, 2023 Council agenda;

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

Items A, B, C, D and E

Councillor Lamb spoke to items A, B and D (Amalgamation related resolutions) and item E (West Parry Sound Recreation and Culture Centre resolution). No action requested.

Mayor Comrie spoke to item C (resolution requesting strengthening of Municipal Codes of Conduct). Councillor Bray asked staff to review previous correspondence to see if a similar resolution has been supported in the past by Whitestone Council.

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 - None

13. Councillor Items

Council Nash

- Asked about the pylons on the Church Street docks

Councillor Woods

- Noted that he has received positive comments on the recent resurfacing work on the Bunny Trail
- Thanked staff again for their hard work this past summer; CAO/ Clerk Hendry to share with staff

Councillor Lamb

- Asked about the Municipality of McDougall section of the Bunny Trail (which is not in good condition) and if McDougall was going to make any improvements

14. Questions from the Public - None

15. Confirming By-law

Resolution No. 2023-457

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

THAT By-law No. 62-2023 Being the Confirmatory By-law for the Regular Council meeting of Tuesday, September 19, 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

16. Adjournment

Resolution No. 2023-458

Moved by: Councillor Joe Lamb

Seconded by: Councillor Brian Woods

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 10:34 p.m. until the Special Council meeting of Monday, September 25, 2023 at 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



DRAFT Special Council Meeting Minutes
Monday, September 25, 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

1. Roll Call and Call to Order 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

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

3. Approval of the Agenda

Resolution No. 2023-459

Moved by: Councillor Janice Bray

Seconded by: Councillor Scott Nash

WHEREAS the Members of Council have been presented with an Agenda for the September 25, 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

Move into Committee of the Whole

Resolution No. 2023-460

Moved by: Councillor Brian Woods

Seconded by: Councillor Joe Lamb

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 4:12 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

Reconvene into Regular Meeting

Resolution No. 2023-461

Moved by: Councillor Janice Bray

Seconded by: Councillor Scott Nash

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 6:15 p.m.

Recorded Vote:

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

Carried

Matters Arising from Committee of the Whole

Clerks Note: Council requested that the Procedural By-law update process be placed on the October 3, 2023 Regular Council meeting agenda.

5. Confirming By-law

Resolution No. 2023-462

Moved by: Councillor Joe Lamb

Seconded by: Councillor Scott Nash

THAT By-law No. 63-2023 being the Confirmatory By-law for the Special Council meeting of Monday, September 25, 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. 2023-463

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 6:23 p.m. until the Special Closed Session Council meeting of Tuesday, September 26, 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
Tuesday, September 26, 2023, 4:00 p.m.
Zoom Video Conferencing

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

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

1. Roll Call and Call to Order 4:02 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

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

3. Approval of the Agenda

Resolution No. 2023-464

Moved by: Councillor Joe Lamb

Seconded by: Councillor Janice Bray

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

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

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. Closed Session

Resolution No. 2023-465

Moved by: Councillor Brian Woods

Seconded by: Councillor Janice Bray

Adjourn to Closed Session

THAT this meeting move into a Closed Session at 4:08 p.m.

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

- Discussion with potential Service Providers for Land Use Planning Consulting Services

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

Reconvene into Regular Meeting

Resolution No. 2023-466

Moved by: Councillor Janice Bray

Seconded by: Councillor Joe Lamb

THAT this meeting be reconvened to a Regular Meeting at 7:36 p.m.

Recorded Vote:

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

Carried

5. Confirming By-law

Resolution No. 2023-467

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

THAT By-law 64-2023 being the Confirmatory By-law for the Council meeting of Tuesday, September 26, 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. 2023-468

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 7:38 p.m. until the Regular Council meeting of Tuesday, October 3, 2023 at 4:00 p.m. or at the call of the chair.

George Comrie

Mayor

Michelle Hendry

CAO/Clerk

WHITESTONE PUBLIC LIBRARY AND TECHNOLOGY CENTRE LIBRARY BOARD MEETING MINUTES

DATE AND TIME	July 10, 2023; 6:00 PM
LOCATION	Dunchurch Community Centre
ATTENDEES	A. Anklewicz, C. Gorrie, J. Davis, M. Johnson, C. Lamb, J. Lamb, P. Woehl Staff: E. Fincham
REGRETS	S. Wesley, B. Bell
CALL TO ORDER	P. Woehl called the meeting to order at 6:07 PM.

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF AGENDA

2023-43 Moved: J. Lamb

Carried Seconded: C. Lamb

Be it resolved that the Agenda for this meeting be approved as amended.

APPROVAL OF CONSENT AGENDA

2023-44 Moved: A. Anklewicz

Carried Seconded: C. Lamb

Be it resolved that the Consent Agenda be approved. E. Fincham presented the Q2 Income and Expense Report.

NEW BUSINESS

Strawberry Social

C. Gorrie updated on the Strawberry Social income and expenses. The board discussed notes for next year including larger slices of cake and coffee changes.

Book Sale, Live Painting & Dunk Tank

The committee agreed to meet on Wednesday, July 12 at 11 AM to discuss volunteer organization and sorting of the books post-sale. P. Woehl spoke to B. LaRose, who will paint from 10 AM to 1 PM on Saturday, and 11 AM to 1 PM on Sunday. Winner of the silent auction will then be announced and contacted. Bidding to start at \$200.00 with increments of \$10.00. J. Davis to pick up dunk tank, fire department will fill the morning of the event.

CHAIR REPORT

None

ANNOUNCEMENTS AND INQUIRIES BY A BOARD MEMBER

None

UNFINISHED/ONGOING BUSINESS

Strategic Plan

QUESTION PERIOD FOR THE GENERAL PUBLIC

None

CLOSED SESSION

None

Next meeting will be held at 6:00 pm on September 18, 2023 @ Dunchurch Community Centre

ADJOURNMENT

2023-45

Moved: C. Lamb

Carried

Seconded: M. Johnson

Be it resolved that the meeting adjourned at 6:58 PM.

ACCOUNTS PAYABLE

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00082 to 2023-00087

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37113 11060	2023-09-21	Algonquin Safety Training Inc. 16-202 - Fire - Training	Chainsaw Operator Safety	1,536.58	
		11-210-2 - A/R HST Receivable	HST Tax Code	169.72	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	196.30 NL	1,706.30
37114 2023 Road Gran	2023-09-21	Debbie Wildman 16-440-4 - Roads Grant Prograr	Cairmie Drive	780.43	780.43
37115 2023 Vol Apprec 2023 Mun Assoc	2023-09-21	CASH 16-123 - Admin - Volunteer Appi 11-225 - Due to Due (from) Misi	Gifts-Volunteer Appreciator Float-Municipal Assoc. lunc	500.00 200.00	500.00 200.00
			Payment Total:		700.00
37116 23-98	2023-09-21	Chauvin Dispute Resolution Inc. 16-131 - Admin - HR Contingen	Arbitration	1,144.80	
		11-210-2 - A/R HST Receivable	HST Tax Code	126.45	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	146.25 NL	1,271.25
37117 2023 Road Gran	2023-09-21	Chimo Cove Club 16-440-4 - Roads Grant Prograr	Chimo Cove Road	1,061.77	1,061.77
37118 Road Grant 202:	2023-09-21	Jamie Enslin 16-440-4 - Roads Grant Prograr	Bear Hug Lane & Lochansic	1,005.50	1,005.50
37119 Road Grant 202:	2023-09-21	Erin Lane Road Association 16-440-4 - Roads Grant Prograr	Erin Lane	1,246.89	1,246.89
37120 456794	2023-09-21	Just A Hanging 19-701 - Facilities-Capital-Nursir	Remove, supply, install trou	2,597.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	286.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	331.89 NL	2,884.89
37121 Road Grant 202:	2023-09-21	Magnatawan Pioneer Association 16-440-4 - Roads Grant Prograr	Magnatawan Pioneer Assoc	5,630.16	5,630.16
37122 19-199155 22-218911	2023-09-21	The Ontario Aggregate 16-375 - Gravel-Summer Mainte 16-375 - Gravel-Summer Mainte	Annual Licence Fees 2018 Annual Licence Fees 2021	344.00 361.00	344.00 361.00
			Payment Total:		705.00
37123 Road Grant 202:	2023-09-21	Red Gate Lane Association 16-440-4 - Roads Grant Prograr	Red Gate Lane	595.31	595.31
37124 Exp 2023-09-20	2023-09-21	Muriel Stiles 16-501-1 - Staking Fees	Staking fees	400.00	400.00
37125 5300650512	2023-09-21	Windsor Salt Ltd 16-386 - Sanding/Salting-Goods	Safety Salt	7,478.74	
		11-210-2 - A/R HST Receivable	HST Tax Code	826.06	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	955.42 NL	8,304.80
			Total Computer Cheque:		26,292.30

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1703	2023-09-25	Adams Bros Construction Ltd			

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00082 to 2023-00087

Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
165771		16-452 - York Landfill - Maintenance		Service toilets Aulds & York	91.58	
		16-473 - Auld Landfill - Maintenance		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
1704	2023-09-25	Aird Berlis, LLP				
1352651		16-120 - Admin - Legal Expense		Legal	7,925.08	
		11-210-2 - A/R HST Receivable		HST Tax Code	875.36	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1,012.44	NL 8,800.44
1352652		16-120 - Admin - Legal Expense		Legal	2,266.71	
		11-210-2 - A/R HST Receivable		HST Tax Code	250.37	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	289.58	NL 2,517.08
				Payment Total:		11,317.52
1705	2023-09-25	Bay Area Electrical Co Lt				
71954		19-701 - Facilities-Capital-Nursin		Repair leak in washroom at	242.70	
		11-210-2 - A/R HST Receivable		HST Tax Code	26.81	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	31.01	NL 269.51
1706	2023-09-25	Bray Motors Limited				
13906		16-775 - 2016 Facilities Truck - I		Replace shifter	574.31	
		11-210-2 - A/R HST Receivable		HST Tax Code	63.44	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	73.37	NL 637.75
1707	2023-09-25	Brandt Sudbury				
4206908		16-421 - 2010 Grader - Maintena		Performed service-filters etc	2,781.54	
		11-210-2 - A/R HST Receivable		HST Tax Code	307.23	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	355.34	NL 3,088.77
1708	2023-09-25	Cedar Signs				
INV/2023/3766		16-399 - Roads-Boat Launch Gc		Sign-No overnight camping	280.08	
		11-210-2 - A/R HST Receivable		HST Tax Code	30.94	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	35.78	NL 311.02
1709	2023-09-25	Duck Rock Resort				
2023-40 JUL		16-110 - Admin - Office Supplies		Office-cream, sugar	23.11	23.11
2023-03 AUG		16-110 - Admin - Office Supplies		Office-cream, coffee	26.58	26.58
2023-41 JUL		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	435.88	
		11-210-2 - A/R HST Receivable		HST Tax Code	48.15	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	55.69	NL 484.03
2023-43 JUL		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	89.15	
		11-210-2 - A/R HST Receivable		HST Tax Code	9.85	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	11.39	NL 99.00
2023-42 JUL		16-279 - Building Dept Truck - F		Fuel - CBO	78.36	
		11-210-2 - A/R HST Receivable		HST Tax Code	8.65	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	10.01	NL 87.01
2023-47 AUG		16-279 - Building Dept Truck - F		Fuel - CBO	168.45	
		11-210-2 - A/R HST Receivable		HST Tax Code	18.61	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	21.52	NL 187.06
2023-01 AUG		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	389.11	
		11-210-2 - A/R HST Receivable		HST Tax Code	42.98	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	49.71	NL 432.09
2023-49 AUG		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	648.42	
		11-210-2 - A/R HST Receivable		HST Tax Code	71.61	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	82.83	NL 720.03

Municipality of Whitestone
List of Accounts for Approval
Batch: 2023-00082 to 2023-00087

Payment #	Date	Vendor Name	EFT	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account				
2023-50 AUG		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	158.96	
		11-210-2 - A/R HST Receivable		HST Tax Code	17.56	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	20.31	NL 176.52
2023-04 AUG		16-234 - Station 1 - Fuel & Oil		Fuel - Fire	122.58	
		11-210-2 - A/R HST Receivable		HST Tax Code	13.54	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	15.66	NL 136.12
				Payment Total:		2,371.55
1710	2023-09-25	Conseil scolaire public du				
Q3 2023		18-974 - French Public School E		Q3 Installment	739.14	739.14
1711	2023-09-25	Glen Martin Limited				
388983		16-113 - Admin - Office Equipme		Mats	225.15	
		11-210-2 - A/R HST Receivable		HST Tax Code	24.87	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	28.76	NL 250.02
1712	2023-09-25	Local Authority Services Ltd.				
MGBP00000482		16-110 - Admin - Office Supplies		Deskpad	13.22	
		11-210-2 - A/R HST Receivable		HST Tax Code	1.46	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1.69	NL 14.68
MGBP00000478		16-110 - Admin - Office Supplies		Calender,planner,envelope	216.89	
		11-210-2 - A/R HST Receivable		HST Tax Code	23.96	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	27.71	NL 240.85
				Payment Total:		255.53
1713	2023-09-25	McDougall Energy				
6718921		16-404-2 - 2020 Freightliner - Sr		Diesel	871.80	
		16-426-1 - 2022 Backhoe Manit		Diesel	871.80	
		16-439-2 - Hyundai Excavator F		Diesel	871.79	
		11-210-2 - A/R HST Receivable		HST Tax Code	288.88	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	334.12	NL 2,904.27
1714	2023-09-25	Near North District School Brd				
Q3 2023		18-911 - English Public School E		Q3 2023 Installment	245,999.18	245,999.18
1715	2023-09-25	Near North Laboratories Inc.				
97725		16-779 - Water Testing		Water testing	43.96	
		11-210-2 - A/R HST Receivable		HST Tax Code	4.86	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	5.62	NL 48.82
1716	2023-09-25	Purolator Courier Ltd				
454288386		16-404-3 - 2020 Freightliner Sn		Courier - PW	4.73	
		11-210-2 - A/R HST Receivable		HST Tax Code	0.52	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	0.60	NL 5.25
454388172		16-222-1 - Fire-Turnout/Repair/C		Courier - Fire	10.89	
		11-210-2 - A/R HST Receivable		HST Tax Code	1.20	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1.39	NL 12.09
				Payment Total:		17.34
1717	2023-09-25	Pollard Distribution Inc				
8196		16-370 - Dust Control - Goods &		Dustmaster 35	10,672.69	
		11-210-2 - A/R HST Receivable		HST Tax Code	1,178.84	
		99-999-1 - HST (Statistical) Non-		HST Tax Code	1,363.45	NL 11,851.53
1718	2023-09-25	Parry Sound Auto Parts Co Ltd				
2-1203485		16-320 - Garage - Mtc/Supplies/		Auger	647.70	
		16-769 - Facilities / Parks Mainte		Auger	647.70	
		11-210-2 - A/R HST Receivable		HST Tax Code	143.08	

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EFT						
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount		Payment Amount
Invoice #		GL Account				
		99-999-1 - HST (Statistical) Non-	HST Tax Code	165.49	NL	1,438.48
1719	2023-09-25	SDB Truck & Equipment Repairs				
13035		16-270 - Emergency Plan	Service	152.64		
		11-210-2 - A/R HST Receivable	HST Tax Code	16.86		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	19.50	NL	169.50
13036		16-254 - Station 2 -Rescue #2-Ir	Safety Inspection	254.40		
		11-210-2 - A/R HST Receivable	HST Tax Code	28.10		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	32.50	NL	282.50
13037		16-255 - Station 2 - Boat 2	Safety Inspection	152.64		
		11-210-2 - A/R HST Receivable	HST Tax Code	16.86		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	19.50	NL	169.50
13044		16-261 - Station 2 -Tanker- Insp	Safety Inspection	850.72		
		11-210-2 - A/R HST Receivable	HST Tax Code	93.96		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	108.68	NL	944.68
13047		16-242 - Station 1 - Rescue #1 I	Safety Inspection	821.20		
		11-210-2 - A/R HST Receivable	HST Tax Code	90.71		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	104.91	NL	911.91
						2,478.09
				Payment Total:		
1720	2023-09-25	Michael Skof, Prosecutor				
2023-08-31		16-120 - Admin - Legal Expense	Legal - August 15, 2023	632.18		
		11-210-2 - A/R HST Receivable	HST Tax Code	69.83		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	80.76	NL	702.01
1721	2023-09-25	Telizon Inc.				
0631912023091		16-109 - Admin - Telephone	Long Distance	9.06		
		16-237 - Station 1 - Telephone	Long Distance	0.74		
		16-803 - Library - Expenses	Long Distance	0.43		
		16-720 - Maple Is. Hall - Teleph	Long Distance	0.03		
		11-210-2 - A/R HST Receivable	HST Tax Code	1.13		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.31	NL	11.39
						11.39
				Total EFT:		284,895.32

OTHER						
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount		Payment Amount
Invoice #		GL Account				
1	2023-09-14	Municipality Of McDougall				
24827		16-459 - York Landfill - Bulk Wa:	Household waste	399.96		
		16-471 - Auld Landfill - Bulk Wa:	Household waste	502.92		
		16-471 - Auld Landfill - Bulk Wa:	Household waste	617.76		
		16-459 - York Landfill - Bulk Wa:	Household waste	555.72		2,076.36
2	2023-09-14	Hydro One Networks Inc.-All				
Sept 5 2023		16-743 - Pavilion - Hydro	Acct:200204074328 Hydro	175.52		
		16-743 - Pavilion - Hydro	Acct:200204074328 Hydro	-20.18		
		16-705 - Dunchurch Hall - Hydrc	Acct:200204074328 Hydro	549.84		
		16-705 - Dunchurch Hall - Hydrc	Acct:200204074328 Hydro	-63.22		
		16-439 - Roads - Street Lights	Acct:200204074328 Hydro	15.52		
		16-439 - Roads - Street Lights	Acct:200204074328 Hydro	-1.78		
		16-439 - Roads - Street Lights	Acct:200204074328 Hydro	277.29		
		16-439 - Roads - Street Lights	Acct:200204074328 Hydro	-31.88		
		16-323 - Garage - Hydro	Acct:200204074328 Hydro	203.91		
		16-323 - Garage - Hydro	Acct:200204074328 Hydro	-23.44		

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OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-150 - Office - Heating/Hydro	Acct:200204074328 Hydro	208.10	
		16-150 - Office - Heating/Hydro	Acct:200204074328 Hydro	-23.93	
		16-232 - Station 1 - Hydro	Acct:200204074328 Hydro	624.30	
		16-232 - Station 1 - Hydro	Acct:200204074328 Hydro	-71.78	
		16-251 - Station 2 - Hydro	Acct:200204074328 Hydro	63.11	
		16-251 - Station 2 - Hydro	Acct:200204074328 Hydro	-7.26	
		16-719 - Maple Is. Hall - Heat/H	Acct:200204074328 Hydro	89.56	
		16-719 - Maple Is. Hall - Heat/H	Acct:200204074328 Hydro	-10.30	
		16-719 - Maple Is. Hall - Heat/H	Acct:200204074328 Hydro	35.22	
		16-719 - Maple Is. Hall - Heat/H	Acct:200204074328 Hydro	-2.82	
		16-731-3 - 2125 HWY 124 - Hyd	Acct:200204074328 Hydro	44.37	
		16-731-3 - 2125 HWY 124 - Hyd	Acct:200204074328 Hydro	-5.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	252.56	
		99-999-1 - HST (Statistical) Non	HST Tax Code	292.13 NL	2,277.61
3	2023-09-14	Hydro One Networks Inc.-Auld			
Aug 2023		16-466-1 - Aulds Landfill - Hydr	Hydro - Aulds LF	94.32	
		16-466-1 - Aulds Landfill - Hydr	Hydro - Aulds LF	-10.84	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.42	
		99-999-1 - HST (Statistical) Non	HST Tax Code	12.05 NL	93.90
4	2023-09-18	TD Visa			
Sep 2023 EF		11-223 - Due to Due (from) Libr	Visa EF	434.34	434.34
5	2023-07-25	TD Visa			
Jul 2023 DC		16-320 - Garage - Mtc/Supplies/	Visa DC	27.47	
		16-320 - Garage - Mtc/Supplies/	Visa DC	45.94	
		16-440-4 - Roads Grant Prograr	Visa DC	5.08	
		16-769 - Facilities / Parks Mainte	Visa DC	234.03	
		16-506 - Fairholme Cemetery - I	Visa DC	193.21	
		16-506 - Fairholme Cemetery - I	Visa DC	169.28	
		16-506 - Fairholme Cemetery - I	Visa DC	112.45	
		16-776 - 2016 Facilities Truck - I	Visa DC	30.21	
		16-778 - Water Maintenance	Visa DC	206.68	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-320 - Garage - Mtc/Supplies/	Visa DC	13.01	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-440-4 - Roads Grant Prograr	Visa DC	5.08	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-320 - Garage - Mtc/Supplies/	Visa DC	83.16	
		16-466 - Auld Landfill - Supplies	Visa DC	83.16	
		16-446 - York Landfill - Supplies	Visa DC	83.16	
		16-320 - Garage - Mtc/Supplies/	Visa DC	45.78	
		16-115 - Admin - Computer Sup	Visa DC	257.17	
		16-320 - Garage - Mtc/Supplies/	Visa DC	71.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	154.77	
		99-999-1 - HST (Statistical) Non	HST Tax Code	179.01 NL	1,851.40
6	2023-08-29	TD Visa			
Aug 2023 DC		16-304 - Roads-Office-Training/I	Visa DC	138.00	
		16-742 - Pavilion - Building Mtce	Visa DC	627.23	

Municipality of Whitestone
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OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		19-308 - Roads-Capital-Structure	Visa DC	732.52	
		16-110 - Admin - Office Supplies	Visa DC	162.80	
		16-110 - Admin - Office Supplies	Visa DC	162.79	
		16-110 - Admin - Office Supplies	Visa DC	81.40	
		16-115 - Admin - Computer Sup	Visa DC	257.17	
		16-440-4 - Roads Grant Prograr	Visa DC	5.09	
		16-452 - York Landfill - Mainten	Visa DC	-421.18	
		11-210-1 - A/R Gst Recoverable	GST Tax Code	6.90	
		99-999 - Gst Paid (Statistical) N	GST Tax Code	6.90	NL
		11-210-2 - A/R HST Receivable	HST Tax Code	177.59	
		99-999-1 - HST (Statistical) Non	HST Tax Code	205.40	NL
					1,930.31
7	2023-09-18	TD Visa			
Sep 2023 MH		16-843 - Planning & Developme	Visa MH	60.79	
		16-710 - Dunchurch Hall -High S	Visa MH	142.46	
		16-113 - Admin - Office Equipme	Visa MH	208.60	
		16-113 - Admin - Office Equipme	Visa MH	234.03	
		16-108 - Admin - Advertising	Visa MH	507.78	
		16-108 - Admin - Advertising	Visa MH	656.35	
		16-126 - Admin - Communicatio	Visa MH	46.06	
		16-798 - After School Program	Visa MH	100.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	203.36	
		99-999-1 - HST (Statistical) Non	HST Tax Code	235.20	NL
					2,159.43
				Total Other:	10,823.35
				Total AP:	322,010.97

Report prepared for Council September 28, 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: 2023.09.28 11:13:06-04'00'
Foxit PhantomPDF Version: 10.1.0

Sylvia Buckingham, Deputy Treasurer

BUSINESS MATTERS



Ontario Public Library Week - October 16 to 20, 2023

October is **Canadian Library Month!** This month, libraries and library partners across Canada raise awareness of libraries' valuable role in the lives of people in Canada.

In Ontario, the first week of October features [First Nations Public Library Week](#) (October 2-6), and the third week of October is Ontario Public Library Week (October 16-20). *If the third week of October falls on a statutory holiday, OPLW will be held the following week.*

Ontario Library Association (OLA) is the provincial coordinator for Ontario Public Library Week. As the coordinator, OLA provides public libraries and supporters with various promotional resources for Ontario Public Library Week. Look out for graphics later this summer! OLA also typically organizes the OPLW launch event if applicable.

For 2023, Ontario Public Library Week will take place from October 16 to October 20, and the theme is "Libraries For Life."

For questions and comments, please get in touch with communications@accessola.com

CORRESPONDENCE



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.8.
Resolution Number 23-155
Title: West Parry Sound Governance and Service Delivery Study
Date: Friday, September 15, 2023

Moved by: Councillor Barton
Seconded by: Councillor Lundy

WHEREAS the Mayors of Parry Sound and Seguin met with MPP Steve Clark and MPP Graydon Smith on August 3rd, 2023 to discuss opportunities associated with Regional amalgamation of West Parry Sound area municipalities; and

WHEREAS at the West Parry Sound Heads of Council meeting held on August 10th, 2023, at the invitation of the Parry Sound and Seguin Mayors, each mayor was asked to bring before their Council the matter of a provincially funded study that would look at various aspects of service delivery and possible amalgamation in the region; and

WHEREAS no draft terms of reference for the study were proposed or are available; and

WHEREAS, since the August 10th meeting, the Municipality of McDougall, the Municipality of Whitestone, the Township of McKellar, the Township of Seguin and the Township of Carling have all indicated they are not supportive of either participating in the study, amalgamation, or both; and

WHEREAS it appears that there is no momentum locally behind such a study, and thus no need for the Township of The Archipelago to debate the issue; and

WHEREAS the Township of The Archipelago, through its Strategic Plan, has established the vision to, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere; and

WHEREAS the protection and the preservation of the natural environment has been established as our highest priority through the Township's Strategic Plan; and

WHEREAS the Township of The Archipelago is however always willing to discuss and engage with its neighbours on matters of mutual interest as a strong West Parry Sound community is in our collective best interest; and

WHEREAS the Township of The Archipelago has demonstrated this willingness through its voluntary participation in supporting financially or leading servicing in such areas as the West Parry Sound Recreation and Culture Centre, the Parry Sound Public Library, the Parry Sound Museum, the West Parry Sound Geographic Network, the Georgian Bay Mnidoo Gamii Biosphere, regional connectivity and communications initiatives, the West Parry Sound Health Centre and many other regional programs or initiatives.

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago is and has always been opposed to amalgamation as it goes against the very principles that underpinned our creation; and

BE IT FURTHER RESOLVED that Council for the Township of The Archipelago does not currently support a regional study, given the lack of broad municipal support and terms of reference; and

BE IT FINALLY RESOLVED that a copy of this resolution be sent to all West Parry Sound municipalities, the Premier, the Minister of Municipal Affairs and Housing, the Minister of the Environment, Graydon Smith, MPP, each opposition party, Georgian Bay Mnidoo Gamii Biosphere, Georgian Bay Forever, Georgian Bay Great Lakes Foundation, Georgian Bay Land Trust, Georgian Bay Association, Parry Sound North Star, and CBC News.

Carried



September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to housingsupply@ontario.ca no later than October 16, 2023.**

.../2

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

The Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Hon. Rob Flack, Associate Minister of Housing
- Kirstin Jensen, Interim Chief of Staff, Minister's Office
- Martha Greenberg, Deputy Minister
- Joshua Paul, Assistant Deputy Minister, Market Housing Division
- Sean Fraser, Assistant Deputy Minister, Planning and Growth Division
- Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Attachment: List of 74 Housing Affordability Task Force (HATF) Recommendations for Reference

Housing Affordability Task Force Recommendation	
<i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
1.	1) Set a goal of building 1.5 million new homes in ten years.*
2.	2) Amending the Planning Act, Provincial Policy Statement, and Growth Plans to set “growth in the full spectrum of housing supply” and “intensification within existing built-up areas” of municipalities as the most important residential housing priorities in the mandate and purpose.
3.	3) a) Limit exclusionary zoning in municipalities through binding provincial action: allow “as of right” residential housing up to four units and up to four storeys on a single residential lot.*
4.	3 b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.)
5.	4) Permit “as of right” conversion of underutilized or redundant commercial properties to residential or mixed residential and commercial use.
6.	5) Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.*
7.	6) Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.
8.	7) Encourage and incentivize municipalities to increase density in areas with excess school capacity to benefit families with children.
9.	8) Allow “as of right” zoning up to unlimited height and unlimited density in the immediate proximity of individual major transit stations within two years if municipal zoning remains insufficient to meet provincial density targets.
10.	9) Allow “as of right” zoning of six to 11 storeys with no minimum parking requirements on any streets that have direct access to public transit (including streets on bus and streetcar routes).
11.	10) Designate or rezone as mixed commercial and residential use all land along transit corridors and re-designate all Residential Apartment to mixed commercial and residential zoning in Toronto.

12.	11) Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building necessary infrastructure to support higher density housing and complete communities and applying the recommendations of this report to all undeveloped land.
13.	12) a) Create a more permissive land use, planning, and approvals system: Repeal or override municipal policies, zoning, or plans that prioritize the preservation of physical character of neighbourhood.*
14.	12 b) Exempt from site plan approval and public consultation all projects of 10 units or less that conform to the Official Plan and require only minor variances.*
15.	12 c) Establish provincewide zoning standards, or prohibitions, for minimum lot sizes, maximum building setbacks, minimum heights, angular planes, shadow rules, front doors, building depth, landscaping, floor space index, and heritage view cones, and planes; restore pre-2006 site plan exclusions (colour, texture, and type of materials, window details, etc.) to the Planning Act and reduce or eliminate minimum parking requirements.
16.	12 d) Remove any floorplate (sic) restrictions to allow larger, more efficient high-density towers.
17.	13) Limit municipalities from requesting or hosting additional public meetings beyond those that are required under the Planning Act.
18.	14) Require that public consultations provide digital participation options.
19.	15) Require mandatory delegation of site plan approvals and minor variances to staff or pre-approved qualified third-party technical consultants through a simplified review and approval process, without the ability to withdraw Council's delegation.*
20.	16) a) Prevent abuse of the heritage preservation and designation process by: prohibiting the use of bulk listing on municipal heritage registers.*
21.	16 b) Prohibiting reactive heritage designations after a Planning Act development application has been filed.*
22.	17) Requiring municipalities to compensate property owners for loss of property value as a result of heritage designations, based on the principle of best economic use of land.
23.	18) Restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews.*
24.	19) Legislate timelines at each stage of the provincial and municipal review process, including site plan, minor variance, and provincial reviews, and deem an application approved if the legislated response time is exceeded.*

25.	20) Fund the creation of “approvals facilitators” with the authority to quickly resolve conflicts among municipal and/or provincial authorities and ensure timelines are met.*
26.	21) Require a pre-consultation with all relevant parties at which the municipality sets out a binding list that defines what constitutes a complete application; confirms the number of consultations established in the previous recommendations; and clarifies that if a member of a regulated profession such as a professional engineer has stamped an application, the municipality has no liability and no additional stamp is needed.
27.	22) Simplify planning legislation and policy documents.
28.	23) Create a common, province-wide definition of plan of subdivision and standard set of conditions which clarify which may be included; require the use of standard province-wide legal agreements and, where feasible, plans of subdivision.
29.	24) Allow wood construction of up to 12 storeys.*
30.	25) Require municipalities to provide the option of pay on demand surety bonds and letters of credit.
31.	26) Require appellants to promptly seek permission (“leave to appeal”) of the OLT and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted.
32.	27) a) Prevent abuse of process: remove right of appeal for projects with at least 30% affordable housing in which units are guaranteed affordable for 40 years.
33.	27 b) Require a \$10,000 filing fee for third party appeals.*
34.	27 c) Provide discretion to adjudicators to award full costs to the successful party in any appeal brought by a third party or by a municipality where its council has overridden a recommended staff approval.
35.	28) Encourage greater use of oral decisions issued the day of the hearing, with written reasons to follow, and allow those decisions to become binding the day that they are issued.*
36.	29) Where it is found that a municipality has refused an application simply to avoid a deemed approval for lack of decision, allow the Tribunal to award punitive damages.
37.	30) Provide funding to increase staffing (adjudicators and case managers), provide market-competitive salaries, outsource more matters to mediators, and set shorter time targets.
38.	31) In clearing the existing backlog, encourage the Tribunal to prioritize projects close to the finish line that will support housing growth and intensification, as well as regional water or utility infrastructure decisions that will unlock significant housing capacity.

39.	32) Waive development charges and parkland cash-in-lieu and charge only modest connection fees for all infill residential projects up to 10 units or for any development where no new material infrastructure will be required.
40.	33) Waive development charges on all forms of affordable housing guaranteed to be affordable for 40 years.
41.	34) Prohibit interest rates on development charges higher than a municipality's borrowing rate.*
42.	35 a) Regarding cash in lieu of parkland, s.37, Community Benefit Charges, and development charges: Provincial review of reserve levels, collections and drawdowns annually to ensure funds are being used in a timely fashion and for the intended purpose, and, where review points to a significant concern, do not allow further collection until the situation has been corrected.
43.	35 b) Except where allocated towards municipality-wide infrastructure projects, require municipalities to spend funds in the neighbourhoods where they were collected. However, where there's a significant community need in a priority area of the City, allow for specific ward to ward allocation of unspent and unallocated reserves.
44.	36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
45.	37) Align property taxes for purpose-built rental with those of condos and low-rise homes.
46.	38) Amend the Planning Act and Perpetuities Act to extend the maximum period for land leases and restrictive covenants on land to 40 or more years.*
47.	39) Eliminate or reduce tax disincentives to housing growth.
48.	40) Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy.*
49.	41) Funding for pilot projects that create innovative pathways to homeownership, for Black, Indigenous, and marginalized people and first-generation homeowners.
50.	42) Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.
51.	43) Enable municipalities, subject to adverse external economic events, to withdraw infrastructure allocations from any permitted projects where construction has not been initiated within three years of build permits being issued.
52.	44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.

53.	45) Improve funding for colleges, trade schools, and apprenticeships, encourage and incentivize municipalities, unions and employers to provide more on-the-job training.*
54.	46) Undertake multi-stakeholder education program to promote skilled trades.*
55.	47) Recommend that the federal and provincial government prioritize skilled trades and adjust the immigration points system to strongly favour needed trades and expedite immigration status for these workers and encourage the federal government to increase from 9,000 to 20,000 the number of immigrants admitted through Ontario's program.*
56.	48) The Ontario government should establish a large "Ontario Housing Delivery Fund" and encourage the federal government to match funding. This fund should reward: a) Annual housing growth that meets or exceeds provincial targets b) Reductions in total approval times for new housing c) The speedy removal of exclusionary zoning practices
57.	49) Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets
58.	50) Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of a common data architecture standard, supported by an external expert committee, across municipalities and provincial agencies/ministries and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.
59.	51) Require municipalities and the provincial government to use the Ministry of Finance population projections as the basis for housing need analysis and related land use requirements.
60.	52) Resume reporting on housing data and require consistent municipal reporting, enforcing compliance as a requirement for accessing programs under the Ontario Housing Delivery Fund.*
61.	53) Report each year at the municipal and provincial level on any gap between demand and supply by housing type and location, and make underlying data freely available to the public.
62.	54) Empower the Deputy Minister of Municipal Affairs and Housing to lead an all of government committee that meets weekly to ensure our remaining recommendations and any other productive ideas are implemented.
63.	55) Commit to evaluate these recommendations for the next three years with public reporting on progress.*
64.	B-1) Call upon the federal government to provide equitable affordable housing funding to Ontario.*

65.	B-2) Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.
66.	B-3) Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This Trust should create incentives for projects serving and brought forward by Black- and Indigenous-led developers and marginalized groups.
67.	B-4) Amend legislation to: <ul style="list-style-type: none"> • Allow cash-in-lieu payments for Inclusionary Zoning units at the discretion of the municipality. • Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing. • Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.
68.	B-5) Encourage government to closely monitor the effectiveness of Inclusionary Zoning policy in creating new affordable housing and to explore alternative funding methods that are predictable, consistent and transparent as a more viable alternative option to Inclusionary Zoning policies in the provision of affordable housing.
69.	B-6) Rebate MPAC market rate property tax assessment on below-market affordable homes.
70.	C-1) Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use.
71.	C-2) All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%.
72.	C-3) Purposefully upzone underdeveloped or underutilized Crown property (e.g., LCBO).
73.	C-4) Sell Crown land and reoccupy as a tenant in a higher density building or relocate services outside of major population centres where land is considerably less expensive.
74.	C-5) The policy priority of adding to the housing supply, including affordable units, should be reflected in the way surplus land is offered for sale, allowing bidders to structure their proposals accordingly.

Ministry of the Solicitor GeneralStrategic Policy Division
Office of the Assistant Deputy Minister25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6
Tel: 416 212-4221**Ministère du Solliciteur général**Division des politiques stratégiques
Bureau du sous-ministre adjoint25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221

Joe Ryman
Councillor
Municipality of McDougall
jryman@mcdougall.ca

July 19, 2023

Greetings Joe Ryman,

Thank you for submitting your proposal for the Ontario Provincial Police (OPP) detachment board framework. Your patience has been greatly appreciated while all proposals went through a thorough review process.

At this time, I am pleased to confirm that the West Parry Sound OPP detachment board proposal has been approved by the Solicitor General to the next step in finalizing the board compositions, which is posting the composition on the Ontario Regulatory Registry (ORR). The ministry is currently working on drafting the regulation, which is expected to be available on the Ontario Regulatory Registry (ORR) for public comment in the summer or fall. Posting of the regulation is one of the last steps before the regulation can be finalized in advance of bringing the *Community Safety and Policing Act, 2019* (CSPA) into force in early 2024.

The following board composition(s) have been approved for posting.

Board	Communities Serviced	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Carling Township, Municipality of McDougall, McKellar Township, Town of Parry Sound, Seguin Township, The Archipelago Township, Municipality of Whitestone, Henvey Inlet First Nation	8	2	2	12

On behalf of the Ministry of the Solicitor General, I would like to express my appreciation to all the communities involved in the proposal development process. I acknowledge and value the significant efforts undertaken to create a proposal for a detachment board that addresses the unique needs of each community that receives OPP policing services in your detachment. As the proposal lead, I kindly request that you disseminate this correspondence to all communities serviced by the proposed detachment board.

The ministry is planning to share more guidance as soon as possible on next steps, with the understanding that municipalities and First Nations require time to plan for the implementation of OPP detachment boards before the CSPA comes into force.

If you have any questions or concerns in the meantime, please contact Devendra Sukhdeo, Senior Policy Advisor, Public Safety and Policing Policy Unit (PSPPU), Strategic Policy Division, at Devendra.Sukhdeo@ontario.ca.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General

Below is a summary of your responses

[Download PDF](#)

Ontario Provincial Police (OPP) Detachment Board Proposal Form

Purpose

Municipalities and First Nation Communities in an OPP Detachment are being asked to collaborate and develop a proposal indicating the composition of their OPP detachment board(s).

Please Note: Individual responses will remain confidential and made available only to ministry staff responsible for the dissemination of the form and analysis of results.

Objectives

To determine the composition of each OPP detachment board.

To determine the number of OPP detachment boards.

Please complete and submit your proposal form by **June 7, 2021**.

Please select which OPP detachment you are filling this form on behalf of.

West Parry Sound 

Please select which Municipality/First Nation is responding on behalf of the detachment.

McDougall 

Have you received approval to provide a coordinated response to the ministry on behalf of all the Municipalities/First Nations within the OPP detachment?

Yes

No

How many Municipalities/First Nations are receiving OPP policing from the detachment (including your Municipality/First Nation)?

Please select all the Municipalities/First Nations that will be participating on the OPP detachment board (including your Municipality/First Nations).

- Addington Highlands
- East Garafraxa
- Limerick
- Point Edward

- Adelaide Metcalfe
- East Hawkesbury
- Long Lac #58 First Nation
- Port Hope

- Adjala-Tosorontio
- East Zorra-Tavistock
- Loyalist
- Powassan

- Admaston/Bromley
- Edwardsburgh/Cardinal
- Lucan Biddulph
- Prescott

- Alberton
- Elizabethtown-Kitley
- Macdonald, Meredith & Aberdeen Add'l
- Prince Edward Co

- Alderville First Nation
- Elliot Lake
- Machar
- Quinte West

Alfred and Plantagenet

Emo

Machin

Rainy River

Algonquin Highlands

Englehart

Madawaska Valley

Ramara

Algonquin's of
Pikwakanagan First
Nation (Golden
Lake)

Enniskillen

Madoc

Red Lake

Alnwick/Haldimand

Espanola

Magnetawan

Red
Rock

Amaranth

Essa

Malahide

Red Rock Indian
Band

Animbiigoo
Zaagi'igan
Anishinaabek First
Nation (Lake
Nipigon Ojibway)

Essex

Manitouwadge

Renfrew

Armour

Ewanturel

Marathon

Rideau Lakes

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Armstrong | <input type="checkbox"/> Faraday | <input type="checkbox"/> Markstay-Warren | <input type="checkbox"/> Russell |
| <input type="checkbox"/> Arnprior | <input type="checkbox"/> Fauquier-Strickland | <input type="checkbox"/> Marmora and Lake | <input type="checkbox"/> Ryerson |
| <input type="checkbox"/> Arran-Elderslie | <input type="checkbox"/> Flying Post First Nation | <input type="checkbox"/> Matachewan | <input type="checkbox"/> Sables-Spanish Rivers |
| <input type="checkbox"/> Ashfield-Colborne-Wawanosh | <input type="checkbox"/> Fort Frances | <input type="checkbox"/> Mattawa | <input type="checkbox"/> Saugeen First Nation |
| <input type="checkbox"/> Asphodel-Norwood | <input type="checkbox"/> French River | <input type="checkbox"/> Mattawan | <input type="checkbox"/> Schreiber |
| <input type="checkbox"/> Assiginack | <input type="checkbox"/> Front of Yonge | <input type="checkbox"/> Mattice-Val Cote | <input checked="" type="checkbox"/> Seguin |
| <input type="checkbox"/> Athens | <input type="checkbox"/> Frontenac Islands | <input checked="" type="checkbox"/> McDougall | <input type="checkbox"/> Selwyn |

- Atikameksheng Anishnawbek First Nation (Whitefish Lake)
- Atikokan
- Augusta
- Baldwin
- Bancroft
- Bayham
- Beaverhouse Lake First Nation
- Beckwith
- Gauthier
- Georgian Bay
- Georgian Bluffs
- Gillies
- Goderich
- Gordon/Barrie Island
- Gore Bay
- Grand Valley
- McDowell Lake First Nation
- McGarry
- McKellar**
- McMurrich/Monteith
- McNab/Braeside
- Meaford
- Melancthon
- Merrickville-Wolford
- Serpent River First Nation
- Severn
- Shuniah
- Sioux Lookout
- Sioux Narrows-Nestor Falls
- Smooth Rock Falls
- South Algonquin
- South Bruce

Billings

Gravenhurst

Michipicoten First Nation

South Bruce Peninsula

Bingwi Neyaashi Anishinaabek (Sand Point)

Greater Madawaska

Middlesex Centre

South Frontenac

Bkejwanong Territory (Walpole Island)

Greater Napanee

Midland

South Huron

Black River-Matheson

Greenstone

Minden Hills

South River

Blandford-Blenheim

Grey Highlands

Missanabie Cree First Nation

Southgate

Blind River

Haldimand Co

Mississauga First Nation (Blind River)

Southwest Middlesex

Bluewater

Haliburton County

Mississaugas of the New Credit First Nation

South-West Oxford

Bonfield

Hamilton

Mississippi Mills

Southwold

Bonnechere Valley

Harley

Mohawks of the Bay
of Quinte
(Tyendinaga)

Spanish

Bracebridge

Harris

Mono

Springwater

Brant
Co

Hastings
Highlands

Montague

St.
Charles

Brethour

Havelock-Belmont-
Methuen

Moonbeam

St. Clair

Brighton

Hawkesbury

Moose Deer Point
First Nation

St. Joseph

Brockton

Head, Clara and
Maria

Moosonee

Stirling-Rawdon

Brooke-Alvinston Hearst Morley Stone Mills

Bruce Mines **Henvey Inlet First Nation** Morris-Turnberry Strong

Brudenell, Lyndoch and Raglan Hiawatha First Nation Mulmur Sundridge

Burk's Falls Highlands East Munsee-Delaware First Nation Tarbutt & Tarbutt Additional

Burpee and Mills Hilliard Muskoka Lakes Tay

Caldwell First Nation Hilton Nairn and Hyman Tay Valley

Caledon Hilton Beach Namaygoosisagagun First Nation Tecumseh

Calvin Hornepayne Neebing Tehkummah

Carleton Place

Horton

New Tecumseth

Temagami

Carling

Howick

Newbury

Temagami First Nation (Bear Island)

Carlow/Mayo

Hudson

Nipigon

Temiskaming Shores

Casey

Huntsville

Nipissing

Terrace Bay

Casselman

Huron East

Norfolk Co

Thames Centre

Central Elgin

Huron Shores

North Algona Wilberforce

The Archipelago

Central Frontenac

Huron-Kinloss

North Caribou Lake First Nation (Weagamow/Round Lake)

The Blue Mountains

Central Huron

Ignace

North Frontenac

The Nation

Central Manitoulin

Ingersoll

North Grenville

The North Shore

Centre Hastings

Iroquois Falls

North Huron

The Town of the Blue Mountains

Chamberlain

James

North Kawartha

Thessalon

Champlain

Jocelyn

North Middlesex

Thessalon First Nation

Chappleau

Johnson

North Perth

Thornloe

Chapple

Joly

Northeastern Manitoulin and The Islands

Tillsonburg

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Charlton and Dack | <input type="checkbox"/> Kapuskasing | <input type="checkbox"/> Northern Bruce Peninsula | <input type="checkbox"/> Tiny |
| <input type="checkbox"/> Chatsworth | <input type="checkbox"/> Kawartha Lakes | <input type="checkbox"/> Norwich | <input type="checkbox"/> Trent Hills |
| <input type="checkbox"/> Chippewas of Georgina Island First Nation | <input type="checkbox"/> Kearney | <input type="checkbox"/> O'Connor | <input type="checkbox"/> Trent Lakes |
| <input type="checkbox"/> Chippewas of Nawash Unceded First Nation (Cape Croker) | <input type="checkbox"/> Kenora | <input type="checkbox"/> Oil Springs | <input type="checkbox"/> Tudor and Cashel |
| <input type="checkbox"/> Chippewas of the Thames First Nation | <input type="checkbox"/> Kerns | <input type="checkbox"/> Ojibway Nation of Saugeen First Nation (New Saugeen) | <input type="checkbox"/> Tweed |
| <input type="checkbox"/> Chisholm | <input type="checkbox"/> Kiashke Zaaging Anishinaabek First Nation (Gull Bay) | <input type="checkbox"/> Ojibways of Batchewana | <input type="checkbox"/> Tyendinaga |
| <input type="checkbox"/> Clarence-Rockland | <input type="checkbox"/> Killaloe, Hagarty and Richards | <input type="checkbox"/> Oneida of the Thames First Nation | <input type="checkbox"/> United Counties of Stormont, Dundas and Glengarry |

- Clearview
- Killarney
- Opasatika
- Val Rita-Harty

- Cobalt
- Kincardine
- Orangeville
- Wahta Mohawks (Mohawks of Gibson)

- Cochrane
- Kingsville
- Orillia
- Wapekeka First Nation

- Cockburn Island
- Kirkland Lake
- Oro-Medonte
- Warwick

- Coleman
- Kitchenuhmaykoosib Inninuwug First Nation (Big Trout Lake)
- Otonabee-South Monaghan
- Wasaga Beach

- Collingwood
- Koocheching First Nation
- Papineau-Cameron
- Wawa

- Conmee
- La Vallee
- Parry Sound**
- Wawakapewin First Nation

- Cramahe
- Lac Des Mille Lacs First Nation
- Pays Plat First Nation
- Wellington County

Dawn-Euphemia

Laird

Pelee

West Elgin

Dawson

Lake of Bays

Pembroke

West Nipissing

Delaware Nation
(Moravian of the
Thames First
Nation)

Lake of The
Woods

Penetanguishene

West
Perth

Deseronto

Lakeshore

Perry

Westport

Dorion

Lambton Shores

Perth

White
River

Douro-Dummer

Lanark
Highlands

Perth East

Whitesand First
Nation

Drummond-North
Elmsley

Larder Lake

Petawawa

Whitestone

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Dubreuilville | <input type="checkbox"/> Latchford | <input type="checkbox"/> Petrolia | <input type="checkbox"/> Whitewater Lake |
| <input type="checkbox"/> Dutton
Dunwich | <input type="checkbox"/> Laurentian
Hills | <input type="checkbox"/> Pickle Lake | <input type="checkbox"/> Whitewater
Region |
| <input type="checkbox"/> Dysart et
al | <input type="checkbox"/> Laurentian Valley | <input type="checkbox"/> Pikangikum First
Nation | <input type="checkbox"/> Wollaston |
| <input type="checkbox"/> Ear Falls | <input type="checkbox"/> Leamington | <input type="checkbox"/> Plummer
Additional | <input type="checkbox"/> Zorra |
| <input type="checkbox"/> East Ferris | <input type="checkbox"/> Leeds and the
Thousand Islands | <input type="checkbox"/> Plympton-Wyoming | |

Please list the population size of each Municipality/First Nation within the detachment (including your Municipality/First Nation)?

*(i.e., Municipality 1 - 50,000;
Municipality 2 - 75,000)*

McDougall 2,600, Carling 1,100, McKellar 1,667, Parry Sound 6,400, Whitestone 916, Archipelago 531, Seguin 4,276, Henvy First Nation 400

Please indicate the number of OPP detachment board(s) that are going to be established within the OPP detachment.

1

How many board member seats will the detachment board be comprised of?

8

Please indicate the number of seats that would be allocated to each Municipality/First Nation that is represented on the detachment board.

(i.e., Municipality 1: 3;

Municipality 2: 4;

Municipality 3: 2)

McDougall 1, Carling 1, Parry Sound 1, McKellar 1, Whitestone 1, Archipelago 1, Seguin 1, Henvy First Nation 1.

Has a Municipality/First Nation forfeited their seat on the board?

Yes

No

Please indicate the number of community representatives within this detachment board.

2

Please list any administrative resources/infrastructure required to support the establishment of the detachment board.

Taking minutes of meetings, prepare, distribute and publish agendas and meeting notices, prepare draft policy documents, administer expenses, prepare annual reports and cost estimates, and maintain board records. Meeting location, electronic requirements. Establish funding requirements. Secure place for records.



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Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

.../2

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks