



**The Corporation of the Municipality of Whitestone**

**Agenda of Regular Council Meeting  
Wednesday January 21, 2026**

**Dunchurch Community Centre**

**and**

**Join Zoom Meeting (Video)  
<https://us02web.zoom.us/j/88191491794>**

**(Phone Call Only)  
Dial + 1 438 809 7799 Meeting ID: 881 9149 1794#**

*Every effort is made to record meetings with the exception of the Closed Session matters.*

*Both the audio and video are posted on the Municipal Website.*

*The written minutes are the official record of the meeting.*

---

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

**National Anthem**

**Indigenous Land Acknowledgement Statement**

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

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

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

**2. Disclosure of Pecuniary Interest**

**3. Approval of Agenda**

**4. Presentations and Delegations**

4.1 Whitestone Public Library and Technology Centre

- Eva Fincham, CEO / Librarian

## **Matters Arising from Presentations and Delegations**

### **Move into Committee of the Whole**

#### **5. Committee of the Whole**

- 5.1 Short Term Rental By-law
  - Report from MHBC Planners for January 21, 2026 agenda

#### **Planning Matters**

- 5.2 Consent Application B24/2025(W) – SORRA
  - Report from Parry Sound Area Planning Board dated January 12, 2026

### **Reconvene into Regular Meeting**

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

#### **6 Public Meeting - None**

#### **7 Consent Agenda**

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

##### 7.1 Council Meeting Minutes

- 7.1.1 Special Council Budget Meeting Minutes – December 2, 2025
- 7.1.2 Regular Council Meeting Minutes – December 16, 2025

##### 7.2 Council Committee and Board Minutes

- 7.2.1 District of Parry Sound West (Belvedere Heights) – October 22, 2025
- 7.2.2 District of Parry Sound West (Belvedere Heights) – November 26, 2025
- 7.2.3 Parry Sound Area Planning Board – October 27, 2025
- 7.2.4 District of Parry Sound Social Services Administration Board – November 13, 2025

##### 7.3 Unfinished Business (listed on pages 4 and 5 of the agenda)

#### **Matters Arising from Consent Agenda**

#### **8 Accounts Payable**

##### 8.1 Accounts Payable

#### **9 Staff Reports**

##### 9.1 Report ADMIN-2026-01

January 2026 Status update Strategic Plan Initiatives

##### 9.2 Report FIN-2026-02

2024 Surplus and Establishment of Funding Stabilization Reserve

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

##### 10.1 By-law No. 02-2026, being a By-law to authorize borrowing from time to time to meet expenditures during the fiscal year ending December 31, 2026

- 10.2 By-law No. 03-2026, being a By-law to levy certain interim rates, taxes and charges for the year 2026
- 10.3 By-law No. 04-2026 being a By-law to enter into an Agreement for Conditions of Approval of Consent B01/2025(W) – (SAMOTIK)
  - Memorandum from Paula Macri, Planning Assistant regarding status of conditions of approval
- 10.4 By-law 05-2026 being a By-law to enter into an Agreement between the Municipality of Whitestone and the West Parry Sound Health Centre and to repeal By-law 64-2022
  - Memorandum from Bob Whitman, Fire Chief, Whitestone Fire and Rescue Services
- 10.5 By-law 06-2026 being a By-law to enter into an Agreement between the Municipality of Whitestone and Ornge and to repeal By-laws 72-2023 and 45-2024

**11 Business Matters**

- 11.1 2026 Recycling Update
  - Memorandum from Mike Huggins, Manager of Public Works
- 11.2 Committee of Adjustment - Council Member annual appointment
  - Memorandum from Paula Macri, Planning Assistant
- 11.3 Workshop Information – Navigating Conflict as an Elected Official

**12 Correspondence** (Listed on Page 6 of the Agenda)

**Matters Arising from Correspondence**

**13 Councillor Items**

**14 Questions from the Public**

**Move into Closed Session**

**15 Closed Session**

- 15.1 Closed Session Minutes of the Regular Council Meeting December 16, 2025
- 15.2 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to the Ontario Municipal Act Section 239(2)(f)
  - Update from CAO/Clerk Black re. West Parry Sound Recreation and Cultural Centre

**Reconvene to Regular meeting**

**Matters arising from Closed Session**

**16 Confirming By-law**

**17 Adjournment**

## Unfinished Business

DATE	ITEM AND DESCRIPTION	ASSIGNED TO	STATUS
March 15, 2021	<b>Review of By-law 20-2014</b> (being a By-law for the licensing, regulating/governing of rental units in Whitestone)	Administration Staff	Public meeting for Public input: March 19, 2024.  DRAFT By-law presented at the May 21, 2024  Council to submit comments by June 7, 2024 to Staff  Memo to Council meeting August 20, 2024 – Policy direction provided for future iteration of By-law  Revised Draft to Council submitted November 19, 2024  Staff to seek legal review and provide to Council at a future Council meeting  To Council April 15 2025 – deferred  To Council May 20 2025  May 20 – staff to review and provide update  CAO to provide report at January 21 2026 meeting
July 4, 2023	<b>Strategic Plan, By-law Initiatives</b> <b>THAT</b> the Council of the Municipality of Whitestone receive for information the Memorandum from CAO/Clerk Hendry, Strategic Plan – moving forward with 2023 priorities	Assigned to various staff	In progress
October 21, 2025	<b>Blue Green Algae</b> – arrange in-person meeting with agencies responsible; continue to provide information to residents	Administration Staff	October 31 MECP suggests Health Unit has jurisdiction Health Unit staff scheduled to attend March 17, 2026 Council meeting to provide information

October 21, 2025	Nursing Station update to operations	Administration Staff	Staff to arrange for a Nursing Station representative to attend and discuss operational change  In progress – email request sent December 19 2025
May 20, 2025	Grant Writing RFP	Treasurer	RPF for grant writing services to be posted  In progress
December 2, 2025	Insurance Review	Treasurer	In progress
December 2, 2025	Procurement By-law Review	Administration staff	In progress
November 18, 2025	Review of fees charged per building inspection	CAO / CBO	In progress

## Correspondence

A	Township of McKellar	Canada Post mandate moratorium until stabilization of organization
B	Town of Parry Sound	Canada Post Act changes affecting interlibrary book loans
B1	Municipality of McDougall	Canada Post Act changes affecting interlibrary book loans
C	Municipality of McDougall	Support for Town of Parry Sound's request to province to replace tennis courts at high school
D	Peterborough	Request that Province provide funding for sustainable police services
E	Parry Sound Area Chamber of Commerce	Thank you for 2025 contribution
F	Whitestone Conservation Association	Foodcycler Program request
G	Ministry of Municipal Affairs and Housing	Email re Minister's decision to remove the Township of Carling and McDougall from the Parry Sound Area Planning Board
H	North Bay Parry Sound District Health Unit	2025 Medical Officer of Health: Report to The Board of Health
I	Town of Parry Sound	Request to Minister Calandra to extricate West Parry Sound municipalities from the Near North District School Board

# PRESENTATIONS AND DELEGATIONS

## 4.1 Whitestone Public Library and Technology Centre

- Eva Fincham, CEO / Librarian

# Whitestone Public Library

& TECHNOLOGY CENTRE

**celebrating 50 years of service**

Municipality of the Township of Hagerman  
VINCENT MISENER, CLERK

DUNCHURCH, ONT. 197

**December 13, 1976**

Council of the Township of Hagerman passes by-law No. 612 to establish the library board according to the provisions of the Public Library Act.

BY- LAW No. 612

A By-Law to establish a Public Library in the Township of HAGERMAN.

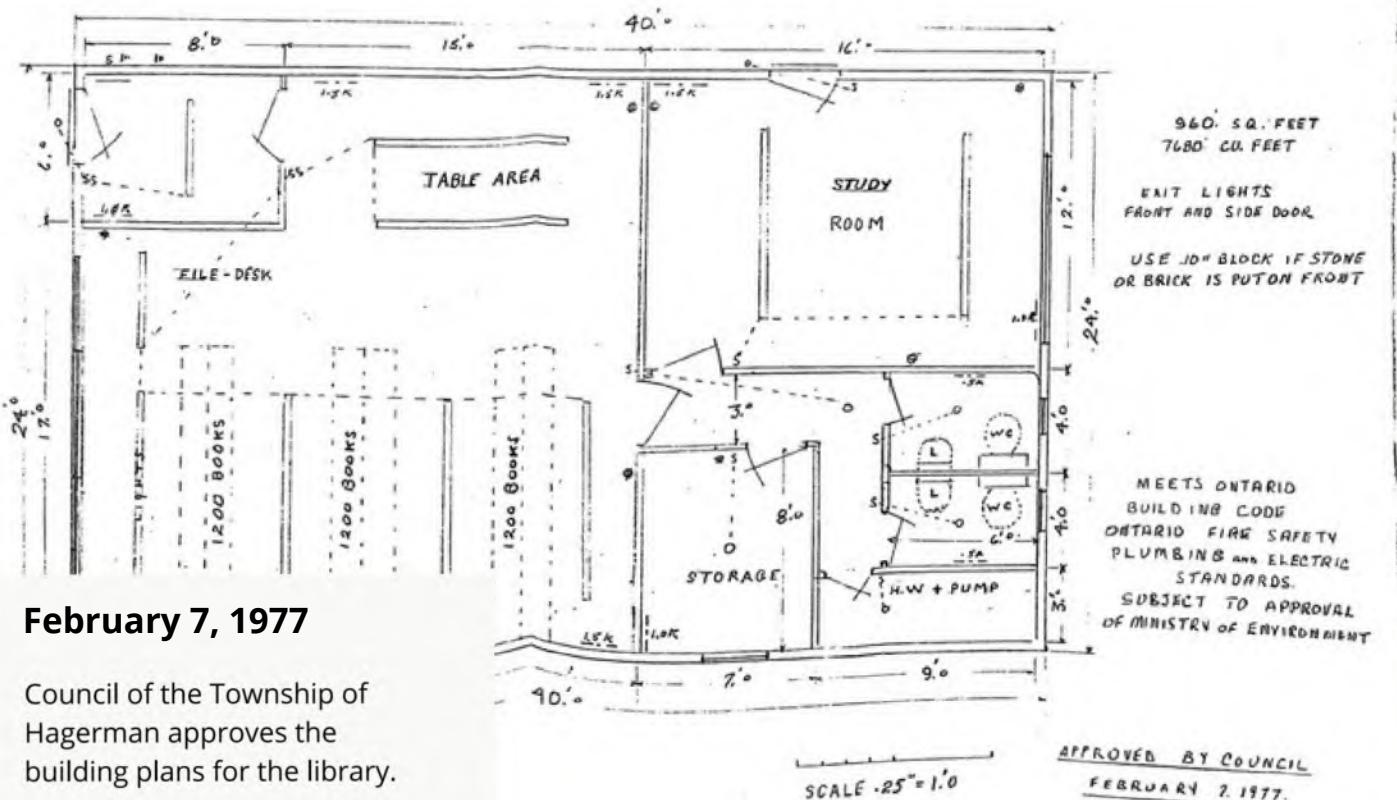
Whereas Part 1, Section 3, Subsection 1, of the Public Libraries Act provides that "the council of a municipality and the trustees of an improvement district may by by-law establish a public library".

NOW THEREFORE, the council of the Township of Hagerman hereby establishes a public library in the municipality according to the provisions of the Public Library Act.

Read a first, second and third time and passed this thirteenth 13th day of December 1976.

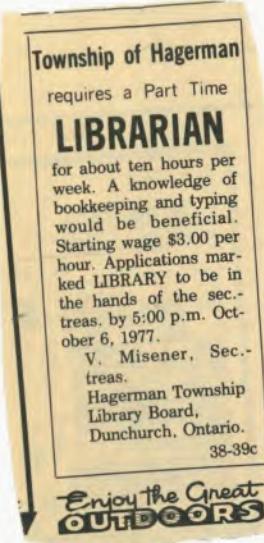
seal

*Frank Mauffe* Reeve  
*Vincent Misener* Clerk



February 7, 1977

Council of the Township of Hagerman approves the building plans for the library.



1977

The Township received a Wintario Grant. This along with donations and local help allowed a new Library to be built, on the site where it is still located. It opened in fall 1977 with a total of 2800 books, including donated paperbacks.

ROOM 251, PARLIAMENT BUILDINGS  
QUEEN'S PARK, TORONTO, M1A 1A1  
965-4837



LEGISLATIVE ASSEMBLY

OFFICE OF THE  
MEMBER FOR PARRY SOUND  
LORNE MAECK, M.P.P.  
CHIEF GOVERNMENT WHIP

October 26, 1977

Mr. Vincent Misener  
Clerk-Treasurer  
Township of Hagerman  
Dunchurch, Ontario  
POA 1G0

Dear Vince:

I have been advised by the Minister of Culture & Recreation, The Honourable R. Welch, that your Wintario application for library construction has been granted Final Approval in the amount of \$8,956.23. A cheque in this amount will be forwarded shortly.

May I take this opportunity to extend my sincere best wishes for the success of this project.

Yours sincerely,

*Lorne Maeck*  
Lorne Maeck, M.P.P.  
(Parry Sound)  
Chief Government Whip

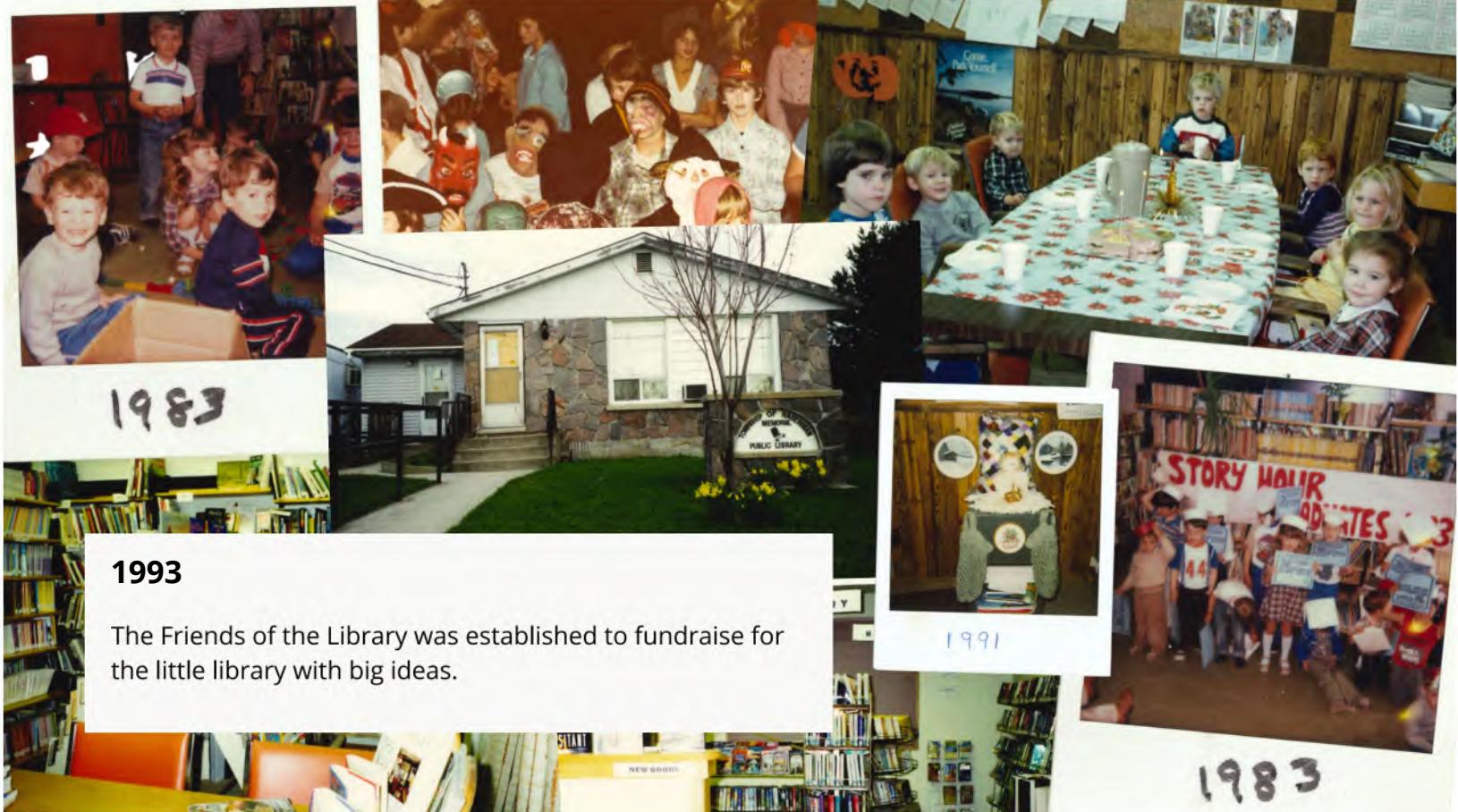
CONSTITUENCY OFFICE  
P.O. BOX 480  
SOUTH RIVER, ONTARIO  
PHONE (705) 388-0081

# Remembrance Day 1978 HWY 124 Dunchurch



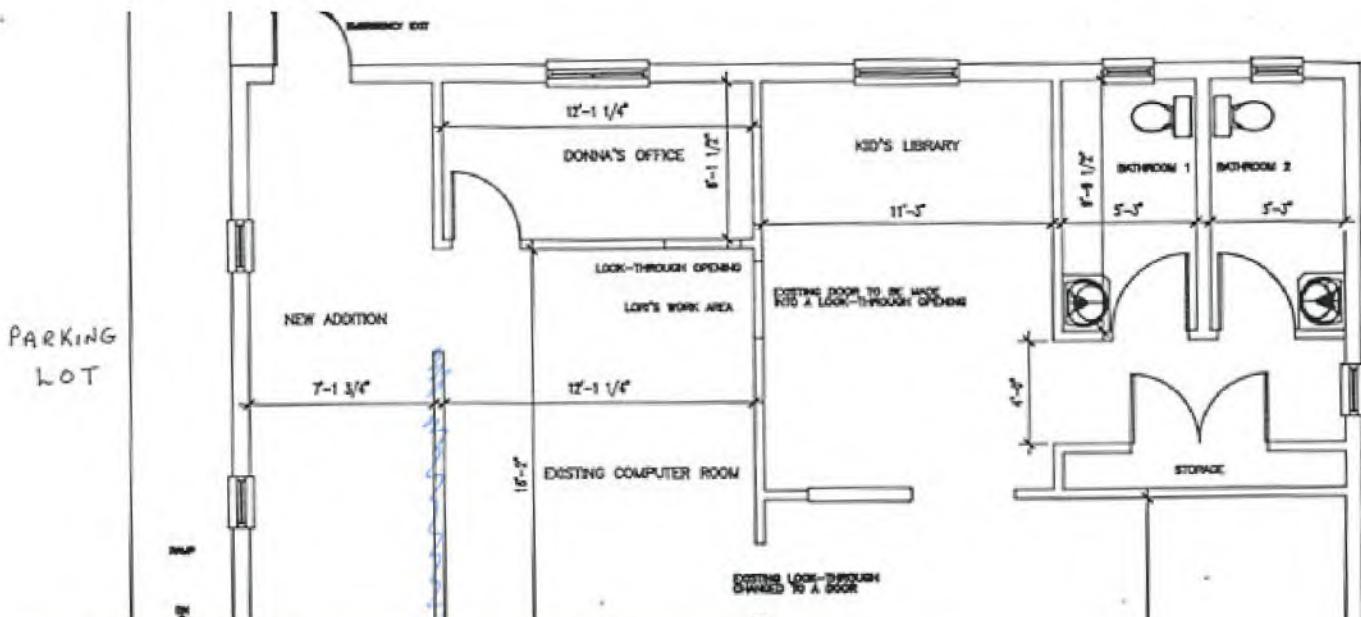
**January 4, 1978**

The Township Office moved into the library building and the building was shared until 1997, when the Township Office moved to new premises adjacent to the public beach.



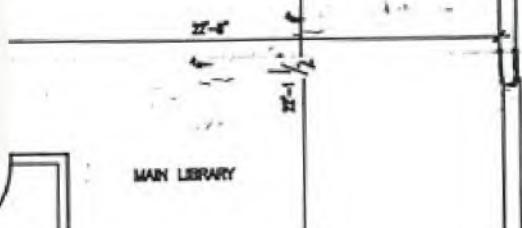
**1993**

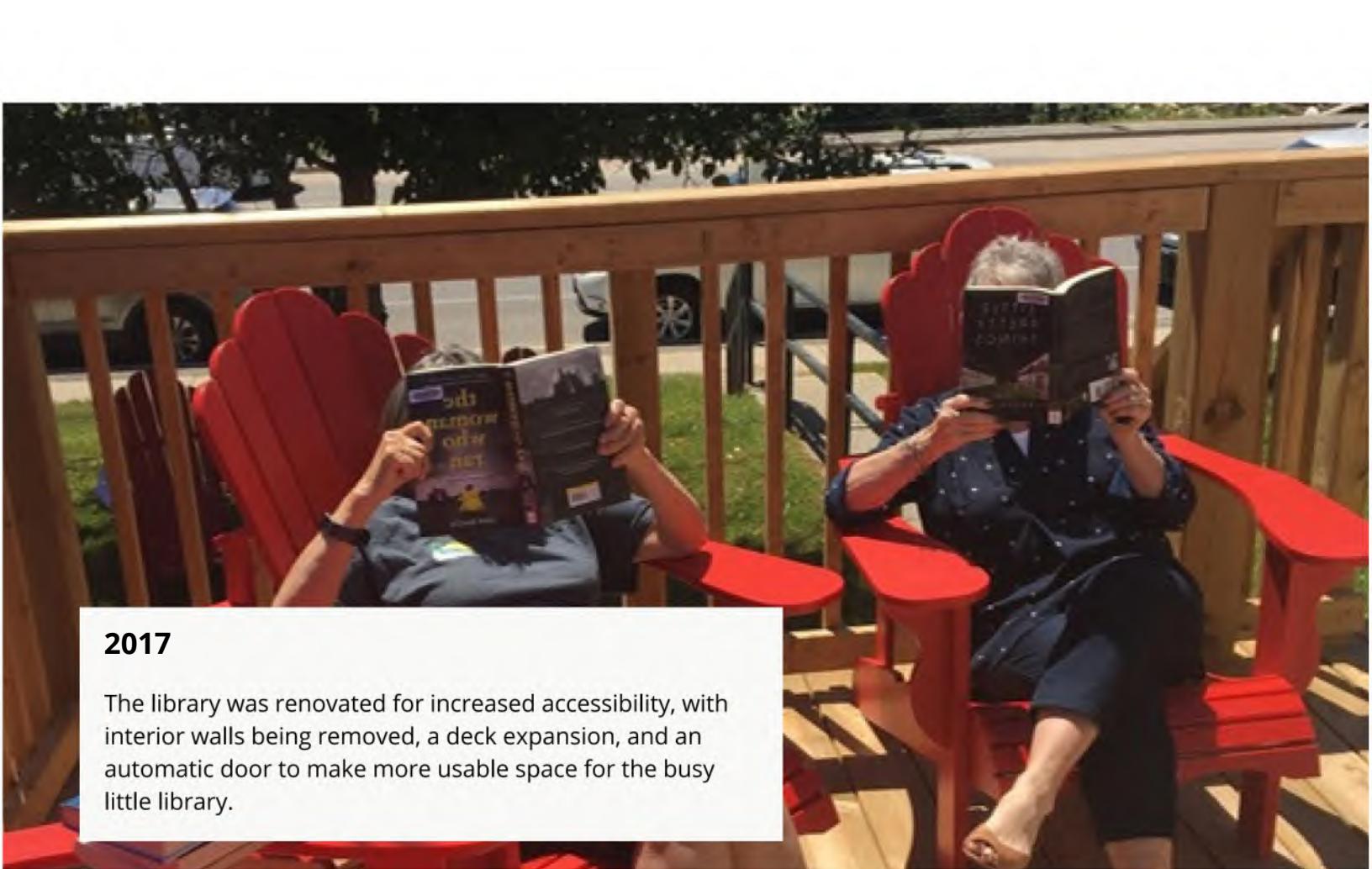
The Friends of the Library was established to fundraise for the little library with big ideas.



**2006**

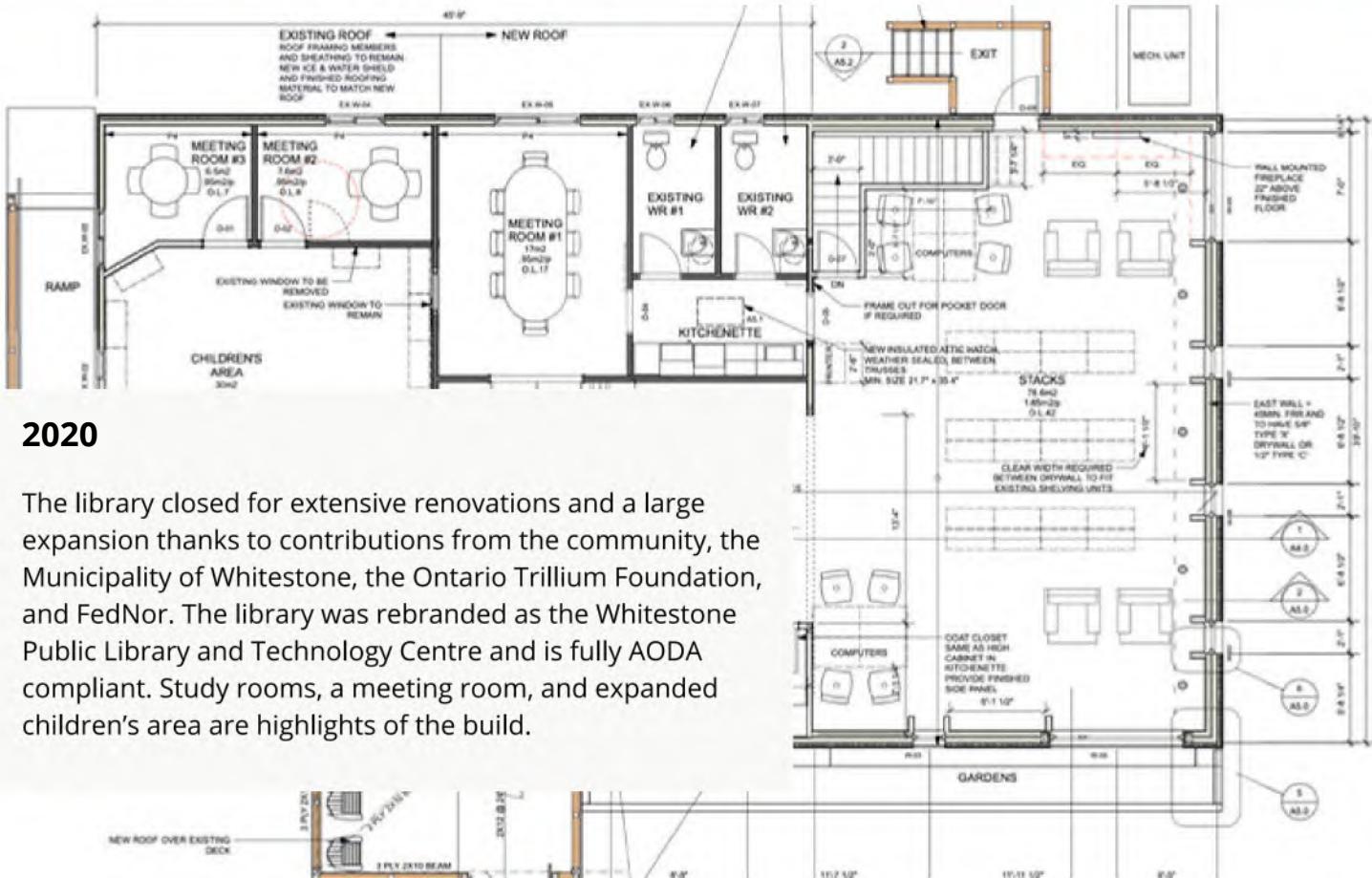
Library was expanded and renovated to add a larger computer room and ramp for improved accessibility. Bathrooms were also updated to be wheelchair accessible.





2017

The library was renovated for increased accessibility, with interior walls being removed, a deck expansion, and an automatic door to make more usable space for the busy little library.





**Since Reopening in 2021:**

- Over 50,000 items borrowed
- 1313 programs offered
- 11,649 program attendees



# **COMMITTEE OF THE WHOLE**

MUNICIPALITY OF WHITESTONE – COUNCIL			
<b>Report Prepared For:</b>	Nigel Black, CAO/Clerk and Paula Macri, Planning Assistant	<b>File:</b>	Short Term Rental By-law
<b>Report Prepared By:</b>	Jamie Robinson, MCIP, RPP and Patrick Townes, BA, BEd, MHBC Planning Limited	<b>Report Date:</b>	January 21, 2026

#### **A. RECOMMENDATION**

THAT Council receives the Planning Report dated January 21, 2026, respecting the Short Term Rental By-law for information; and,

THAT Council directs staff to prepare a subsequent Report, including recommended revisions to the Draft Short Term Rental By-law and recommended amendments to the Zoning By-law (Statutory Public Meeting under the *Planning Act*) to ensure that the two documents are legally enforceable in terms of permitting and regulating Short Term Rental Units, at a subsequent meeting of Council.

#### **B. PROPOSAL/BACKGROUND**

Municipal Staff requested that MHBC complete a review of the Draft Short Term Rental By-law that was drafted and originally presented to Council in May of 2024. In February of 2025 the Municipality received comments from legal that concluded the Draft Short Term Rental By-law was not in a form that could be enacted without significant questions concerning jurisdiction/authority and issues of enforceability. During MHBC's review of the document in late 2025, similar concerns were raised.

In our experience Short Term Rentals are most effectively regulated through the use of both Zoning By-laws (*Planning Act*) and through a Licensing By-laws (*Municipal Act*). The Municipality is currently utilizing these two "tools" to implement and enforce the use of Short Term Rentals, however updates to both the Zoning By-law and the Short Term Rental By-law are recommended to ensure consistency amongst the two documents and to the regulatory ability and enforcement ability of each document.

This Report was prepared to provide Council with an update of the anticipated steps to finalize and present an updated Short Term Rental By-law and Draft Zoning By-law Amendment.

#### **C. REVIEW OF DRAFT SHORT TERM RENTAL BY-LAW**

Following a review of the Draft Short Term Rental By-law and the comments that have been provided by legal, there are significant revisions required to the current document. A brief summary of the main items has been included below:

- Revisions required to a number of definitions that provide clarity to various terms or to be consistent with the definitions in the Zoning By-law;
- Remove items from the document that apply to zoning regulations that would be difficult to enforce through a Licensing By-law;

- Clarify rules and regulations that apply to the Building Code and/or Fire Code; and,
- Other items recommended by legal or planning to provide a document that is useable and enforceable by the Municipality.

Based on MHBC's review and the comments from legal, there are other modifications that are required. All modifications will be captured in a subsequent report to Council.

#### **D. ZONING BY-LAW**

The Municipality added the definition of a Short Term Rental Unit in the Zoning By-law following the passing of By-law 34-2022. The overall approach in the Zoning By-law is to permit a Short Term Rental Unit in a residential or rural zone on the condition that a licence for the use is obtained. There are concerns with the current approach.

It is recommended that the Municipality initiate a Zoning By-law Amendment to refine the regulations that apply to Short Term Rentals, including the following:

- Implement an improved definition of a Short Term Rental.
- Establish a minimum time period where occupancy is provided with no on-site management on the property.
- Define the difference between a "secondary" use to a dwelling unit versus a commercial accommodation use.
- Outline the zones where a Short Term Rental Unit is permitted.
- Establish parking requirements for the use.
- Remove the condition requiring a licence recognizing that the licencing by-law will function independently.

#### **E. SUMMARY**

Overall, the Municipality has applied the approach to permit Short Term Rental Units subject to the requirement of obtaining a licence. In order to provide a Short Term Rental By-law and a Zoning By-law that are clear and enforceable, updates to both of these documents are required. It is recommended that Council provide direction to Municipal Staff to initiate updates to the Licencing By-law and a Zoning By-law Amendment in accordance with the requirements of the *Planning Act*. It is recommended that the proposed revisions to the Short Term Rental By-law be presented to Council at the same time as the Public Meeting for the Zoning By-law Amendments.

## **PLANNING ITEMS**

# PARRY SOUND AREA PLANNING BOARD

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

## CONSENT APPLICATION NO. B24 2025 W - Sorra

**PART LOTS 31 & 32, CONCESSION B  
GEOGRAPHIC TOWNSHIP OF HAGERMAN  
MUNICIPALITY OF WHITESTONE**

**Roll # 493901000800410 PIN: 520890323  
493901000800400 PIN: 520890539**

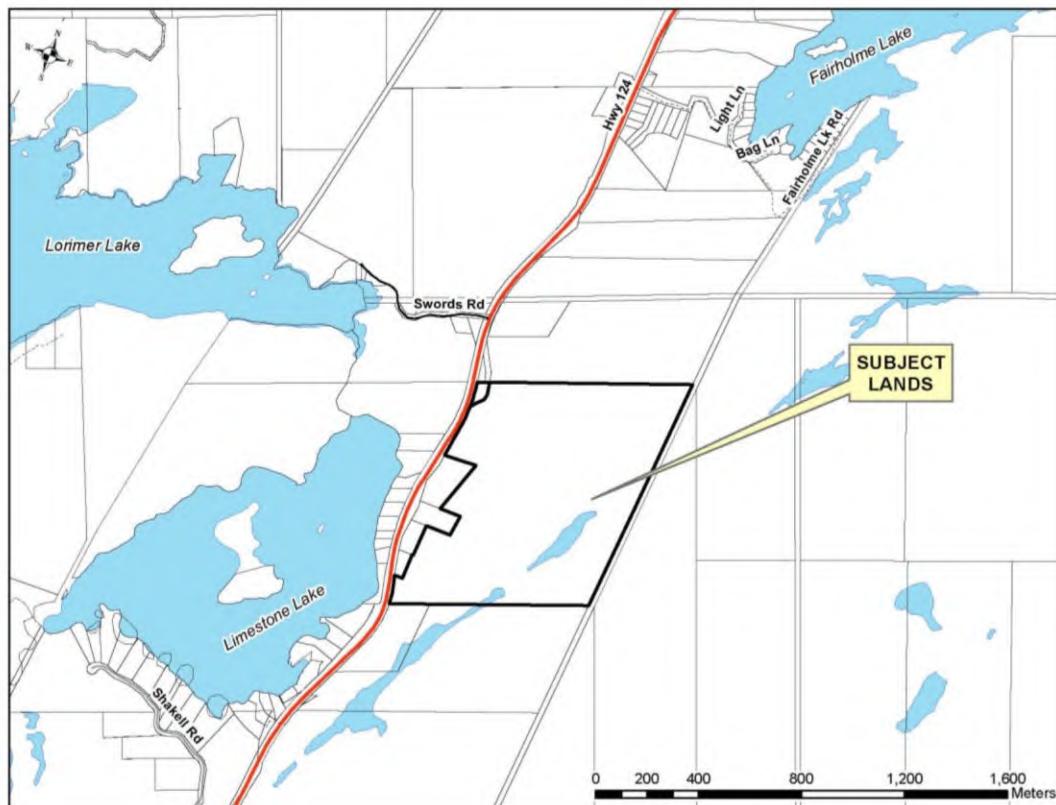
**1157 Highway No. 124**

**Applicants: Hillar and Peter Sorra**

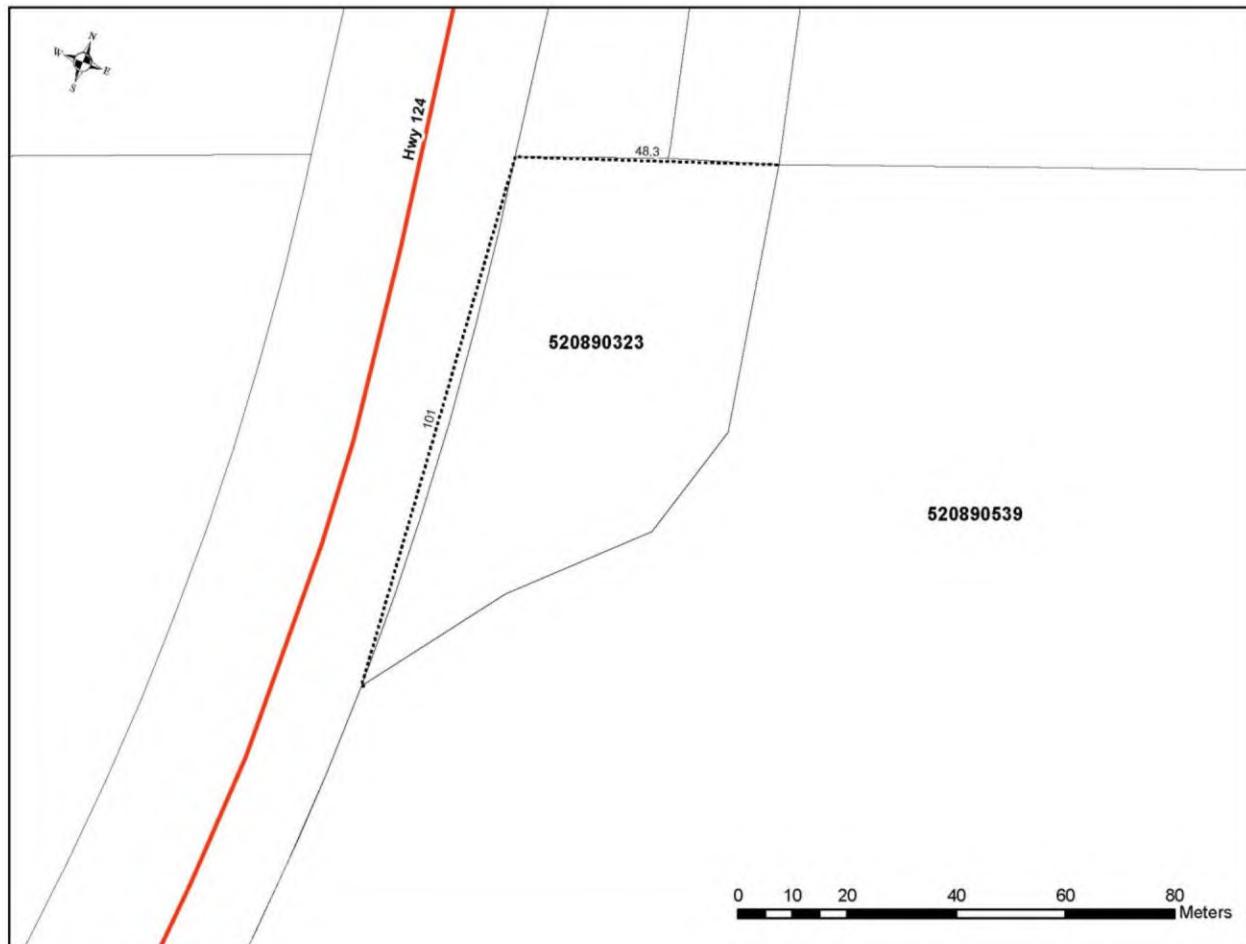
**January 12, 2026**

## BACKGROUND / PURPOSE

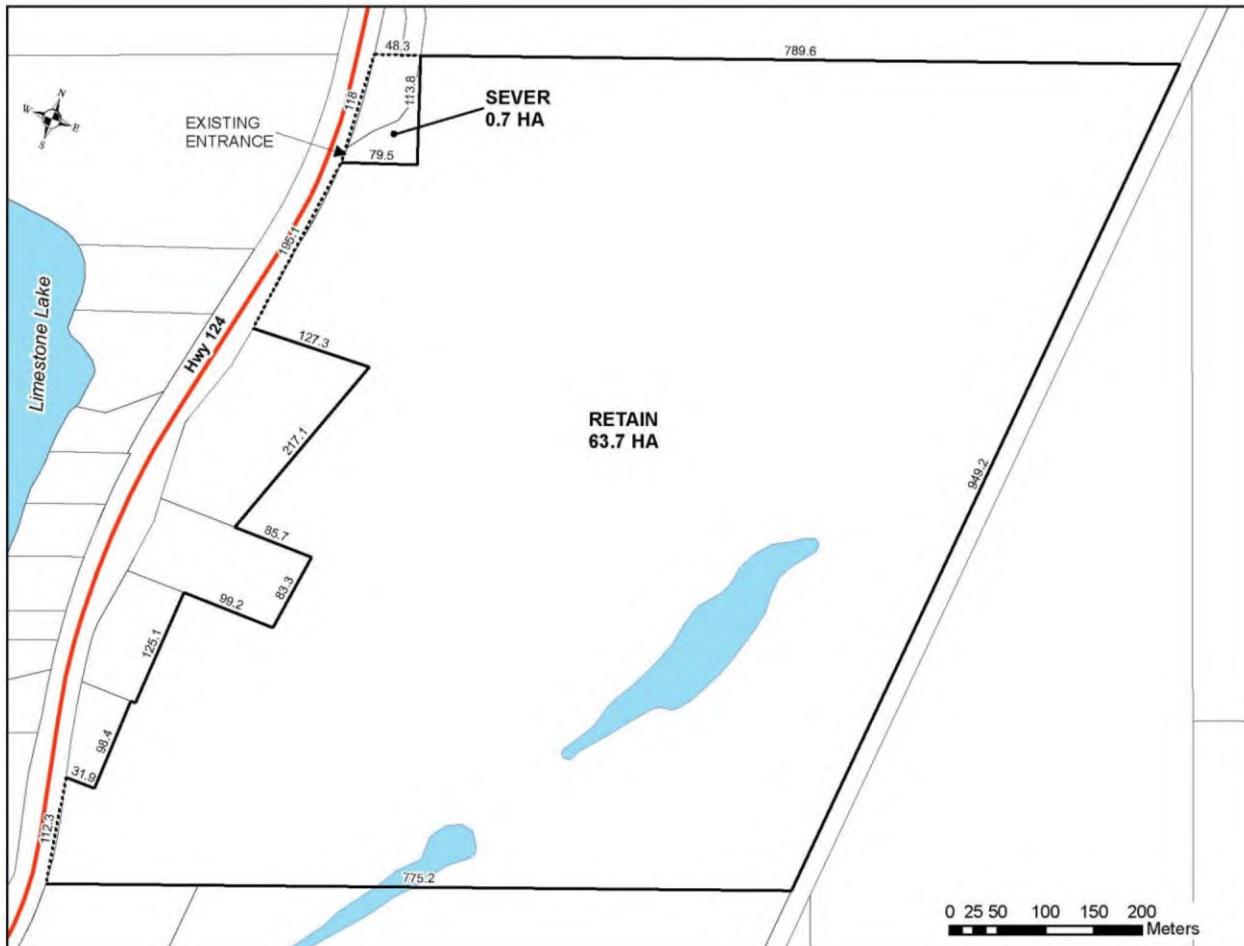
Hillar and Peter Sorra own a large parcel of land (approximately 64 hectares) being Part of Lots 31 & 32, Concession B, south of Swords Road, on the east side of Highway No. 124 in the Municipality of Whitestone.



On the north end of the property, fronting on the highway, is a small, irregularly shaped piece of land (PIN 520890323) that was once its own parcel. This piece has since merged with the large acreage when it was held in the same ownership.



## PROPOSED CONSENT



The owners are proposing to create one (1) new rural residential lot, fronting on Highway No. 124. The proposed severed lot will "square off" the historic parcel to include a preferred building location and encompass the existing highway entrance as shown above.

	Frontage (m)	Depth (m)	Area (ha)
Server	118	79.5	0.7
Retain	211	±800	63.7

The resulting lot will require a rezoning from Rural (RU) to Rural Residential (RR) to recognize the proposed lot area.

The proposed new lot is consistent with the pattern of development in the area.

**The Ministry of Transportation has been consulted and has no concerns with the existing entrance to the proposed lot.**

## EXISTING LOT CONDITIONS



The aerial photography shows that the proposed lot is well forested with what may have been a former highway alignment shown as a path through the lands.



An existing highway entrance can be seen at the extreme south end of the proposed severed lot.

## OFFICIAL PLAN

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

There are no natural heritage features identified on the mapping schedules in the Municipality's Official Plan.

# PROVINCIAL PLANNING STATEMENT (P.P.S)

These lands are considered Rural lands in the Provincial Planning Statement. Rural lot creation is supported by this document. and are subject to following policies:

## 2.5 Rural Areas in Municipalities

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

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

## 2.6 Rural Lands in Municipalities

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

- f) cemeteries; and
- g) other rural land uses.

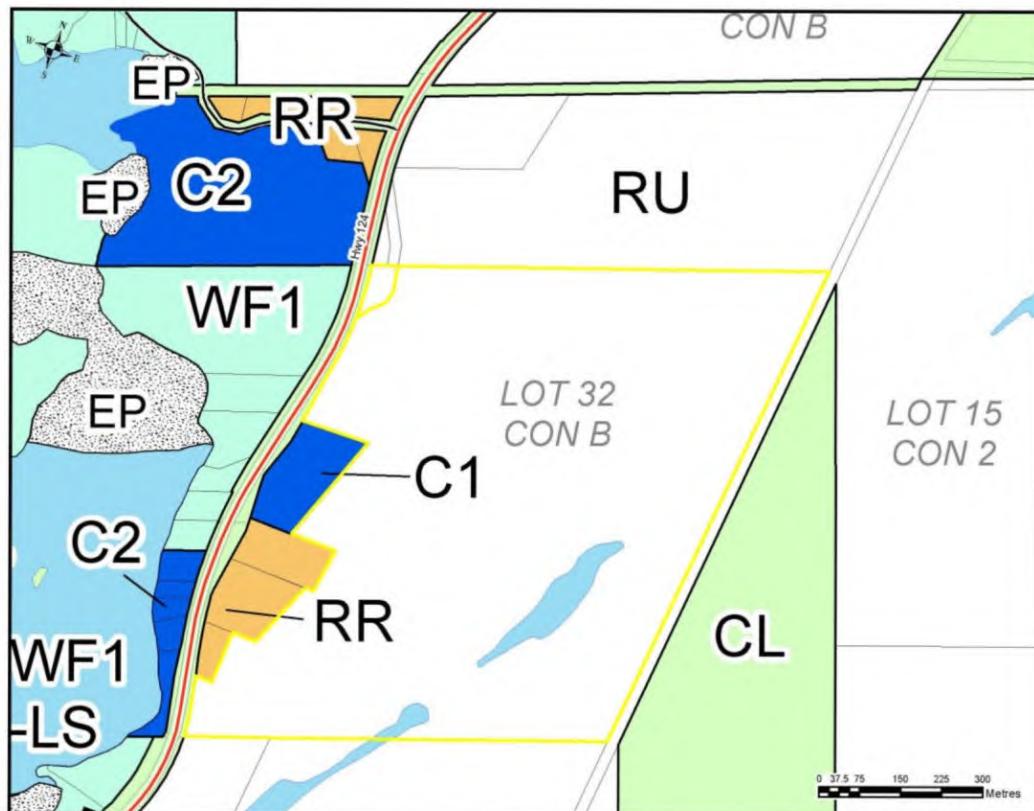
2. Development that can be sustained by rural service levels should be promoted.
3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.
4. Planning authorities should support a diversified rural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

## ZONING BY-LAW

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

The proposed lot meets the Rural standard of 100 metres frontage but will require a rezoning to Rural Residential (RR) due to lesser lot area.

The Rural Residential (RR) zoning aligns with neighbouring lots along Highway No. 124.



## RECOMMENDATIONS

That the proposed consent to allow the creation of one (1) new rural residential lot in part of Lots 31 & 32, Concession B as applied for by Hillar and Peter Sorra in Application No. B24/2025(W) be approved subject to the following conditions:

1. Payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. That the new lot receive 911 addressing from the Municipality;
3. That the severed lot be rezoned to the Rural Residential (RR) Zone;
4. Payment of all applicable planning board fees.

Respectfully,

A handwritten signature in blue ink, appearing to read "Patrick J Christie".

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

# **CONSENT AGENDA**



**DRAFT Special Council Meeting Minutes**  
**Tuesday December 2, 2025, 10:00 a.m.**  
**Dunchurch Community Centre and Zoom Video Conferencing**

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

**Staff:** Nigel Black, CAO/Clerk  
Mike Huggins, Manager of Public Works  
Paula Macri, Planning Assistant  
Wendy Schroeder, Deputy Clerk  
Jessica Sinkowski, Treasurer / Tax Collector  
Bob Whitman, Fire Chief

**Invited Guests:** None

**Other Guests:** None

1. **Roll Call and Call to Order** 10:00 a.m.  
2. **Disclosure of Pecuniary Interest**

Mayor Comrie requested that any pecuniary interest be declared for the record.

None was declared

3. **Approval of the Agenda**

**Resolution No. 2025-377**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the December 2, 2025 Special Council meeting;

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

**Carried**

4. **Presentations and Delegations – None**

**Move into Committee of the Whole**

**Resolution No. 2025-378**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

**THAT** the Council of the Municipality of Whitestone move into Committee of the Whole at 10:09 a.m.

**Carried**

**5. Committee of the Whole**

**5.1 Pre-Budget Discussion**

5.1.1 Report FIN-2025-14, 2026 Pre-Budget Discussion

5.1.2 Report ADMIN-2025-22, Proposed Dunchurch Highway Sidewalk Extension

**Reconvene into Regular Meeting**

**Resolution No. 2025-379**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Nash

**THAT** the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 11:56 a.m.

**Carried**

**Matters Arising from Committee of the Whole**

**Resolution No. 2025-380**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Nash

5.1.1 Report FIN-2025-14, 2026 Pre-Budget Discussion

**THAT** the Council of the Municipality of Whitestone hereby receives report FIN-2025-14 Pre-Budget Discussion for information purposes.

**Carried**

**Resolution No. 2025-381**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

5.1.2 Report ADMIN-2025-22, Proposed Dunchurch Highway Sidewalk Extension

**THAT** the Council of the Municipality of Whitestone hereby receives for information report ADMIN-2025-22 (Sidewalk Project Update).

**Carried**

**6. Public Meeting - None**

7. **Consent Agenda - None**
8. **Accounts Payable - None**
9. **Staff Reports - None**
10. **By-laws - None**
11. **Business Matters - None**
12. **Correspondence - None**
13. **Councillor Items**  
Councillor Lamb inquired with staff regarding the progress of party planning
14. **Questions from the Public – none**
15. **Closed Session - None**
16. **Confirming By-law**

**Resolution No. 2025-382**

**Moved by:** Councillor Nash  
**Seconded by:** Councillor Lamb

**THAT** By-law No. 43-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on December 2, 2025 is hereby enacted this 2nd day of December, 2025.

**Carried**

17. **Adjournment**

**Resolution No. 2025-383**  
**Moved by:** Councillor Bray  
**Seconded by:** Councillor Woods

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

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 12:03 p.m. until the Regular Council Meeting of Tuesday December 16, 2025 at 10:00 a.m. or at the call of the chair.

**Carried**

---

**George Comrie**

**Mayor**

---

**Nigel Black**

**CAO / Clerk**



**DRAFT Regular Council Meeting Minutes**  
**Tuesday December 16, 2025, 10:00 a.m.**  
**Dunchurch Community Centre and Zoom Video Conferencing**

**Present:** Mayor George Comrie  
Councillor Janice Bray  
Councillor Joe Lamb  
Councillor Scott Nash (11:00 a.m. to 12:15 p.m.)  
Councillor Brian Woods

**Staff:** Nigel Black, CAO/Clerk  
Christine Kasulke, By-law Enforcement Officer (11:35 a.m. to 1:15 p.m.)  
Paula Macri, Planning Assistant  
Jamie Osborne, Chief Building Official  
Wendy Schroeder, Deputy Clerk  
Jessica Sinkowski, Treasurer / Tax Collector  
Bob Whitman, Fire Chief

**Invited Guests:** Rebecca MacDonald, Pahapill and Associates Professional Chartered Accountants  
Patrick Townes, MHBC Planners

**Other Guests:** 11 by Zoom

**1. Roll Call and Call to Order** 10:05 a.m.

**2. Disclosure of Pecuniary Interest**

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

**3. Approval of the Agenda**

**Resolution No. 2025-384**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the December 16, 2025 Regular Council meeting;

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

**Amending Resolution No. 2025-385**

**Moved by:** Councillor Woods  
**Seconded by:** Councillor Bray

**THAT** the following Addenda Items be added to the Agenda:

- 6.1.3 Comment received by Marsha Murphy
- 6.1.4 Comment received by Sue Jennings and Randy Johnson

11.2 2026 FONOM Conference Information

11.3 West Parry Sound Health Centre – Rural Nurse Practitioner-Led Clinic

- 11.3.1 Briefing Note
- 11.3.2 NPAO.ORG information sheet
- 11.3.3 CareBridge information sheet
- 11.3.4 North East Region Virtual Care Clinic information sheet

**Carried**

Mayor Comrie relinquished the Chair to Councillor Bray to make the following motion:

**Amending Resolution No. 2025-386**

**Moved by:** Mayor Comrie  
**Seconded by:** Councillor Lamb

**THAT** Item 5.1.2 – Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd. (BERRY, Steve and Beatrice) - be moved to Closed Session Item 15.3 – A proposed or pending acquisition or disposition of land by the municipality, pursuant to the Municipal Act 239(2)(c).

Recorded Vote requested by Councillor Woods

	YEAS	NAYS	ABSTAIN
3 Councillor Bray	X		
1 Councillor Lamb	X		
			Not present
2 Councillor Nash			X
2 Councillor Woods			X
4 Mayor Comrie	X		

**Carried**

Mayor Comrie resumed the Chair.

**Resolution No. 2025-384 as amended**

**Moved by:** Councillor Bray  
**Seconded by:** Councillor Woods

**WHEREAS** the Members of Council have been presented with an Agenda for the December 16, 2025 Regular Council meeting;

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

**Carried**

#### **4. Presentations and Delegations**

4.1 Rebecca MacDonald, CPA – Pahapill and Associates Professional Chartered Accountants

Municipality of Whitestone Draft 2024 Consolidated Financial Statements

#### **Matters Arising from Presentations and Delegations**

**Resolution No. 2025-387**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Bray

**THAT** the Council of the Municipality of Whitestone accepts the Draft 2024 Consolidated Financial Statements as presented by Pahapill and Associates Professional Chartered Accountants; and

**THAT** Council direct staff to bring forward a report and draft By-law at the January 2026 meeting outlining options for the allocation of the 2024 year-end surplus, including the potential of a reserve, in accordance with the Municipal Act, s.290.

**Carried**

#### **Move into Committee of the Whole**

**Resolution No. 2025-388**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone move into Committee of the Whole at 10:50 a.m.

**Carried**

#### **5. Committee of the Whole**

##### **5.1 Planning Matters**

5.1.1 Application to Close and Stop up that part of the original shore road allowance along the shores of Wahwashkesh Lake, in front of Lots 31 and 32, Concession 4, in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Part 1, Plan 42R-22838 and to sell Part 1, Plan 42R-22838 (SMALL, Anna)

- Report from CAO/Clerk Black

As per Resolution No. 2025-386 the following item was moved to Closed Session Item 15.3:

5.1.2 Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd.  
(BERRY, Steve and Beatrice)  
5.1.2.1 Memorandum from MHBC for the December 16, 2025 Agenda  
5.1.2.2 Memorandum from Paula Macri, Planning Assistant dated October 3, 2025

### **Reconvene into Regular Meeting**

#### **Resolution No. 2025-389**

**Moved by:** Councillor Lamb  
**Seconded by:** Councillor Bray

**THAT** the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 11:22 a.m.

**Carried**

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

#### **Resolution No. 2025-390**

**Moved by:** Councillor Lamb  
**Seconded by:** Councillor Bray

5.1.1 Application to Close and Stop up that part of the original shore road allowance along the shores of Wahwashkesh Lake, in front of Lots 31 and 32, Concession 4, in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Part 1, Plan 42R-22838 and to sell Part 1, Plan 42R-22838 (SMALL, Anna)

**THAT** the Council the Municipality of Whitestone receives for information report ADMIN-2025-22 (SMALL, Anna proposed purchase of Shore Road Allowance).

**Carried**

*RECESS 11:25 a.m. to 11:35 a.m.*

### **Move into Public Meeting**

#### **Resolution No. 2025-391**

**Moved by:** Councillor Lamb  
**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone moves into the Public Meeting at 11:35 for the following matter:

- 6.1 ROBERTS, Will Rootham (Proposed Zoning By-law amendment)
  - 6.1.1 Planscape – Planning Justification Report dated October 2025
  - 6.1.2 Memorandum from MHBC Planning Limited for the December 16, 2025 Agenda
  - 6.1.3 Comment received – Marsha Murphy
  - 6.1.4 Comment received – Sue Jennings and Randy Johnson

**Carried**

## **6. Public Meeting**

- 6.1 ROBERTS, Will Rootham (Proposed Zoning By-law amendment)
  - 6.1.1 Planscape – Planning Justification Report dated October 2025
  - 6.1.2 Memorandum from MHBC Planning Limited for the December 16, 2025 Agenda
  - 6.1.3 Comment received – Marsha Murphy
  - 6.1.4 Comment received – Sue Jennings and Randy Johnson

### **1. Call to Order**

- Introductions are made by the Chairperson - Council, Staff and Patrick Townes of MHBC Planners

### **2. Disclosure of Pecuniary Interest and General Nature Thereof – none declared**

### **3. Meeting Protocol**

- The Chairperson notes that the record of the Zoom meeting will record those in attendance. For those in attendance who are showing a phone number only, please advise your name for the record.
- The Chairperson asks that all comments be addressed through the Chairperson and that the person making comments should state their name before speaking.

### **4. Notice**

- The Chairperson will ask the Clerk how the Notices were delivered and if any letters or related correspondence have been received **in regards to:**

- 6.1 ROBERTS, Will Rootham (Proposed Zoning By-law amendment)

### **5. Discussion:**

- 6.1 ROBERTS, Will Rootham (Proposed Zoning By-law amendment)
  - Patrick Townes, Municipal Planner of MHBC will present his Memorandum of December 16, 2025 and speak to any correspondence received
  - Questions or comments from Council and the public

### **6. Adjournment**

## **Reconvene into Regular Meeting**

### **Resolution No. 2025-392**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Lamb

**THAT** the Council of the Municipality of Whitestone reconvenes into the Regular Meeting at 12:19 p.m.

**Carried**

## **Matters Arising from Public Meeting**

### **Resolution No. 2025-393**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Lamb

- 6.1 ROBERTS, Will Rootham (Proposed Zoning By-law amendment)

**WHEREAS** MHBC Planning Limited has prepared a Memorandum for the Agenda of December 16, 2025 with respect to the Zoning By-law Amendment for the property located at 9087 Bolger Lake for information purposes,

**BE IT RESOLVED THAT** the Council of the Municipality of Whitestone receives for information the Memorandum from MHBC Planning Limited; and

**THAT** Council directs staff to prepare a Recommendation Report, considering any new information, comments and feedback received at the December 16, 2025 Statutory Public Meeting, for presentation at a subsequent Council meeting; and

**THAT** the applicant completes the necessary studies, in consultation with staff, to demonstrate conformity with Section 13.06.3 of the Official Plan which shall include consideration of:

- traffic and road implications;
- a summary of the existing number of water access lots on the lake(s);
- quantifying the amount of boat traffic expected both from the proposed development and the cumulative impact of commercial activity planned on the neighboring lot; including details on the existing marina space and/or boat parking spaces that are available;
- whether the phasing of the build out of marina/waterfront landing properties should be required;
- whether there should be a maximum number of boat slips permitted on subject property;
- a conceptual site plan detailing dock location, vehicle parking locations and emergency access considerations;
- storm water management; and,
- the proximity of fish habitat and potential impacts of fish habitat in relation of the scale and location of development proposed; and

**THAT** a Fish Habitat Assessment be submitted for review.

Recorded vote as per Procedural By-law 80-2023 s.3.20

		YEAS	NAYS	ABSTAIN
2	Councillor Bray	X		
3	Councillor Lamb	X		
	Councillor Nash		Not present	
1	Councillor Woods	X		
4	Mayor Comrie	X		

**Carried**

## 7. Consent Agenda

### Resolution No. 2025-394

**Moved by:** Councillor Bray

**Seconded by:** Councillor Lamb

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

- 7.1 Council Meeting Minutes
  - 7.1.1 Regular Council Meeting Minutes – November 18, 2025
- 7.2 Council Committee and Board Minutes
  - 7.2.1 Whitestone Environmental Stewardship Committee – September 8, 2025
  - 7.2.2 District of Parry Sound West (Belvedere Heights) – August 27, 2025
  - 7.2.3 District of Parry Sound Social Services Administration Board – October 9, 2025
  - 7.2.4 North Bay Parry Sound District Health Unit – September 24, 2025
  - 7.2.5 Emergency Management Program Committee Draft Minutes – November 4, 2025
- 7.3 Unfinished Business (listed on page 4 of the Agenda)

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

- 7.1 Council and Committee Meeting Minutes
  - 7.1.1 Regular Council Meeting Minutes of November 18, 2025

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

- 7.2 Council Committee and Board Minutes
  - 7.2.1 Whitestone Environmental Stewardship Committee – September 8, 2025
  - 7.2.2 District of Parry Sound West (Belvedere Heights) – August 27, 2025
  - 7.2.3 District of Parry Sound Social Services Administration Board – October 9, 2025
  - 7.2.4 North Bay Parry Sound District Health Unit – September 24, 2025
  - 7.2.5 Emergency Management Program Committee Draft Minutes – November 4, 2025

- 7.3 Unfinished Business (listed on page 4 of the Agenda)

**Carried**

## **8. Accounts Payable**

**Resolution No. 2025-395**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**THAT** the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$234,114.44 for the period ending November 30, 2025.

**Carried**

## 9. Staff Reports

### **Resolution No. 2025-396**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Lamb

Report BYL-2025-01

By-law Enforcement Services Biannual Report, May to September 2025

**THAT** the Council of the Municipality of Whitestone receives for information Report BYL-2025-01, By-law Enforcement Services Biannual Report, May to September 2025.

**Carried**

**Recess 1:15 p.m. to 1:50 p.m.**

## 10. By-laws

### **Resolution No. 2025-397**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

10.1 **THAT** By-law No. 40-2025, being a By-law to Close and Stop up that part of the original shore road allowance along the shores of Wahwashkesh Lake, in front of Lots 31 and 32, Concession 4, in the geographic Township of McKenzie, now Municipality of Whitestone, District of Parry Sound, designated as Part 1, Plan 42R-22838 and to sell Part 1, Plan 42R-22838, is hereby passed this 16th day of December, 2025. (SMALL, Anna)

Recorded vote as per Procedural By-law 80-2023 s.3.20

		YEAS	NAYS	ABSTAIN
1	Councillor Bray	X		
2	Councillor Lamb	X		
	Councillor Nash			Not present
3	Councillor Woods	X		
4	Mayor Comrie	X		

**Carried**

### **Resolution No. 2025-398**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

10.2 **THAT** By-law No. 44-2025, being a By-law to provide for the use of alternative voting methods, is hereby passed this 16th day of December, 2025.

**Carried**

## 11. Business Matters

### **Resolution No. 2025-399**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

#### 11.1 2026 Conferences and Workshops

**THAT** the Council of the Municipality of Whitestone receives for information the Memorandum from Deputy Clerk Wendy Schroeder.

**Carried**

### **Resolution No. 2025-400**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Bray

#### 11.2 2026 FONOM Conference Information

**THAT** the Council of the Municipality of Whitestone receives for information the email from the Federation of Northern Ontario Municipalities regarding the 2026 conference, and

**THAT** the following people are registered for the 2026 FONOM Conference:

**Deferred**

### **Resolution No. 2025-401**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

#### 11.3 West Parry Sound Health Centre – Rural Nurse Practitioner-Led Clinic

11.3.1 Briefing Note

11.3.2 NPAO.ORG information sheet

11.3.3 CareBridge information sheet

11.3.4 North East Region Virtual Care Clinic information sheet

**THAT** the Council of the Municipality of Whitestone receives for information the Briefing Note, NPAO.org information sheet, CareBridge information sheet and North East Region Virtual Care Clinic information sheet from Naomi Wachowiak, Manager of Operations WPSHC Rural Nurse Practitioner-Led Clinics.

**Deferred**

## 12. Correspondence

### **Resolution No. 2025-402**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Woods

**WHEREAS** the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 6 of the December 16, 2025 Council Meeting agenda,

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

C Town of Parry Sound	Letter to Minister of Education re. Near North District School Board – November 18, 2025
C1 Ministry of Education	Letter re assuming supervision of Near North District School Board – December 1, 2025

**Carried**

**13. Councillor Items**

Councillor Lamb – asked about the status of the ROMA delegation request – answer is that we do not yet know.

Mayor Comrie – the Mayor's New Year's Levee will be January 1, 2026 2:00 p.m. to 4:00 p.m.

**14. Questions from the Public – none**

**15. Closed Session**

**Resolution No. 2025-403**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**Move into Closed Session**

**THAT** this meeting be adjourned into a Closed Session meeting at 2:31 p.m. for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council Meeting of Tuesday November 18, 2025
- 15.2 A proposed or pending acquisition or disposition of land by the municipality or local board, pursuant to Ontario Municipal Act, Section 239 (2) (c)
  - Appraisal of Municipal lands, Nash, Scott and Jennifer
- 15.3 (added as per Resolution No. 2025-386)  
Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd.  
(BERRY, Steve and Beatrice)
  - 5.1.2.3 Memorandum from MHBC for the December 16, 2025 Agenda
  - 5.1.2.4 Memorandum from Paula Macri, Planning Assistant dated October 3, 2025

**RECORDING PAUSED**

## **Reconvene into Regular Meeting**

### **Resolution No. 2025-404**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Bray

**THAT** this meeting be reconvened to a Regular Meeting at 3:36 p.m.

**Carried**

## **RECORDING RESUMED**

### **Matters Arising from Closed Session**

### **Resolution No. 2025-405**

**Moved by:** Councillor Bray

**Seconded by:** Councillor Lamb

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

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

**Carried**

- 15.2 A proposed or pending acquisition or disposition of land by the municipality or local board, pursuant to Ontario Municipal Act, Section 239 (2) (c)

This matter was addressed in Closed Session.

- 15.3 Application to Purchase and Close Shore Road Allowance, 1035481 Ontario Ltd. (BERRY, Steve and Beatrice)

This matter was addressed in Closed Session.

## **16. Confirming By-law**

### **Resolution No. 2025-406**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Woods

**THAT** By-law No. 45-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on December 16, 2025 is hereby enacted this 16th day of December, 2025.

**Carried**

**17. Adjournment**

**Resolution No. 2025-407**

**Moved by:** Councillor Woods

**Seconded by:** Councillor Bray

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

**NOW THEREFORE BE IT RESOLVED THAT** this meeting be adjourned at 3:38 p.m. until the Regular Council (Budget) Meeting of Wednesday January 14, 2026 at 10:00 a.m. or at the call of the chair.

**Carried**

---

**George Comrie**

**Mayor**

---

**Nigel Black**

**CAO / Clerk**

**DRAFT**

## **7.2**

### **Committee and Board Minutes**

**District of Parry Sound West (Belvedere Heights)**  
**Board of Management Meeting**  
**Wednesday, October 22, 2025, 0900 hr**  
**Zoom meeting**

---

**Directors Present** (voting): Joe Beleskey  
Don Carmichael, Secretary/Treasurer  
Gail Finnson  
Pamela Wing, Chair  
Debbie Zulak

**Director Regrets:** Paul Borneman, Vice Chair  
Cheryl Ward

**Staff Attending** (non voting): Tessa Gardner, Financial Analyst  
John Vanderhorst, Environmental Services Manager  
Linda Taylor, CSS Program Manager

8.1 **Call to Order:** The Board Chair called the meeting to order at 9:02 am

2.0 **Confirmation of Quorum:** A quorum was achieved.

3.0 **Conflict of Interest:** No conflicts were declared.

4.0 **Land Acknowledgement –**

Board Chair noted that this will be revised to be more succinct and better serve its purpose.

5.0 **Approval of Agenda:**

**BH#-71/25**

Moved by G. Finnson seconded by D. Zulak that be it resolved that the Board of Management accepts the agenda.

Carried.

6.0 **Approval of Minutes:**

**BH#-72/25**

Moved by J. Beleskey, seconded by G. Finnson that be it resolved that the minutes of the Board of Management meetings held August 27, 2025, be approved.

Carried.

## **7.0 Financial Reports:**

**#BH-73/25**

Moved by G. Finnson, seconded by D. Carmichael that the financial reports, CSS report and life lease report be received.

Carried.

### **7.1 Finance Update – T.Gardner**

- Tessa noted that we received an unbudgeted \$540,000 in local priorities funding that must be spent on resident care by March 31, 2026. Clarification required if there are specified programs for these funds.
- Belvedere continues to run an operating surplus: \$467,320 as of Sept. 2025
- Levy allocation is now entirely to the accommodation envelope (which will see relief with the economy of scale when the 22 new beds are in operation)
- As of Sep. 2025, the total capital build cost is 2.7 million (out of total 11.5 million)

## **8.0 Standing Items:**

### **8.1 Building Update – J. Vanderhorst**

#### **• Life Lease Area:**

- The front entrance will be closed for two days next week (Monday/Tuesday) for floor pouring.
- Helen is organizing an appreciation dinner for Life Lease residents mid-November.
- Heat and cooling will be temporarily shut off next week in the Life Lease area for equipment movement, coordinated to ensure minimal inconvenience.
- **DMC Construction Error:** DMC was billed \$4,200 by RTP for an unauthorized cooling system shutdown during a heatwave. John Vanderhorst confirmed DMC is generally a good subcontractor.

#### **• New Admin Area (Old CSS Area):**

- On schedule for mid-December possession.
- Drywalling, painting, and floor grinding are underway. The vestibule is being framed, and new windows will be installed.
- A board tour will be arranged post-occupancy.

#### **• Exterior Expansion:**

- The outer foundation is completed.
- Concrete pouring for the floor is scheduled for next week.
- Structural steel framing is expected in December/January.

- The building will not be enclosed before snow, but the contractor has a winter work plan to avoid delays.
- **Parking Lot & Willow Patio:** These will be completed next year due to winter conditions.
- **Occupancy Plan:** Mid-December, movers are booked for a two-day move from upstairs to downstairs for the admin area. This includes moving the server room, requiring IT coordination.
- **Nurse Call System:** Simtel was selected, and wire work for installation will begin next week to replace the old system, which recently experienced a water damage scare.
- **PSW Program:** The program will resume at Belvedere on January 5th, 2025, in the education room, which is currently being prepared, avoiding a mid-year delay.

## 8.2 **Community Support Services Report: L. Taylor**

- **Financials:** The program is carrying a small deficit but is being managed with year-end planning.
- **Senior Connect:** Funding for this program ended in October.
- **Transportation Program:** A conversation is planned with the Town of Parry Sound for gas tax support for the transportation program, especially with added transportation in Parry Sound.
- **Vehicles:** The vehicle fleet is aging, and a plan for replacement needs to be developed.
- **Ontario Health North Funding:** Concern was raised about only receiving a 0.6% funding increase instead of 3%, impacting program affordability. Linda will investigate applying for surplus ministry funds, a strategy that worked last year.
- **Carling Exercise Group:** A "community development hiccup" was noted, which Linda will discuss with Pam Wing offline.
- Linda was asked about applying for surplus ministry funds again this year, and she confirmed she would investigate submitting a proposal.

## 8.3 West Parry Sound Ontario Health Team Update: (none)

## **9.0 Matters Arising:**

### **10.0 New Business:**

#### 10.1 Whitestone refusal to return \$42,850 to support new build

Item will be discussed in closed session.

#### 10.2 Owners' meeting to discuss 25-year IO new build debenture

Pam will meet with individual municipalities to discuss their ability and willingness to take on additional percentage share of the debenture

## **12.0 Other Reports**

### 12.1 Chair Report

- Joel Pennant's position as administrator ended during the first three months of the probation period as of Sep. 29<sup>th</sup>. Deborah Randall-Wood has been appointed administrator on an interim basis while Maxwell resume the executive search.

## 12.2 Administrators Report

- Deborah has addressed the concerns of the MLTC regarding are failure to comply with an order. In addition, she has also had to satisfactorily address a complaint to Ontario Health about our timely response to family member inquiries and other agencies
- Clayton has worked diligently to have 83% of residents vaccinated for COVID and 89% of residents for the flu vaccine.

## 13.0 Correspondence (none)

## 14.0 Closed Session

**District of Parry Sound West (Belvedere Heights)**  
**Board of Management Meeting**  
**Wednesday, November 26, 2025, 1130 hr**  
**In person, Belvedere fireside lounge**

---

**Directors Present (voting):**

Joe Beleskey  
 Paul Borneman, Vice Chair  
 Don Carmichael, Secretary/Treasurer  
 Gail Finnson  
 Pamela Wing, Chair  
 Debbie Zulak  
 Cheryl Ward

**Director Regrets:****Staff Attending (non voting):**

Deborah Randall Wood, Administrator  
 John Vanderhorst, Environmental Services Manager

**1.0 Call to Order:** The Board Chair called the meeting to order at 11:37.

**2.0 Confirmation of Quorum:** A quorum was achieved. C. Ward joined meeting at noon.

**3.0 Conflict of Interest:** No conflicts were declared.

**4.0 Land Acknowledgement**

We will begin this Board Meeting by acknowledging that we are meeting on the aboriginal lands of the Ojibwa/Chippewa peoples. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Metis, Inuit, and other Indigenous peoples have made to the stewardship of these lands.

**5.0 Approval of Agenda:**

**BH#-78/25**

Moved by G. Finnson seconded by P. Borneman that be it resolved that the Board of Management accepts the amended agenda.

Carried.

**6.0 Approval of Minutes:**

**BH#-79/25**

Moved by J. Beleskey, seconded by G. Finnson that be it resolved that the minutes of the Board of Management meetings held October 22, 2025, be approved.

Carried.

## **7.0 Financial Reports:**

**#BH-80/25**

Moved by P. Borneman, seconded by C. Ward that the financial reports, CSS report and life lease report be received.

Carried.

### **7.1 Finance Update – D. Carmichael**

- New financial summary for year-to-date vs. budget and year-end projected was presented.
- Belvedere continues to run an operating surplus: \$424,611 as of Oct. 2025
- Year-end projection: total of \$12.5M expense, compared with \$12.9M budget for surplus of \$454,655.
- \$2.9M cash on hand with total assets of \$3.3M. Total liabilities of \$1.45M. Current ratio is 2.34 dollars available for every \$1 of expense. A \$1M reduction in cash on hand would still leave a 1.6 current ratio.
- 2026 budget to be finalized by 1<sup>st</sup> week of dec. **NEXT BOARD MEETING: Wed. Dec 17<sup>th</sup> @ 10:00, in person, fireside lounge, belvedere.**

## **8.0 Standing Items:**

### **8.1 Building Update – J. Vanderhorst**

- **Structural Steel:**

- Crane onsite this week. Steel is being put in place from the truck, bypassing staging. Helen is organizing an appreciation dinner for Life Lease residents today, Nov. 26th

- **Life Lease :**

- Helen is organizing an appreciation dinner for Life Lease residents today, Nov. 26th

- **New Admin Area (Old CSS Area):**

- On schedule for mid-December possession.
  - Drywalling, painting, to be completed next week. New vestibule will be completed as well

- **First Floor:**

- Preparation for hoarding and insulation will begin next week.
  - Fireside lounge will be available for one last Christmas before construction begins early in 2026
  - As noted, the building will not be enclosed before snow, but the contractor has a winter work plan to avoid delays.

- **Nurse Call System:** wiring has begun in Willow, Pine and Oak will follow for installation next month.

- **Information Technology:** The issues with cabling, fibre optics, networking and cameras has been resolved. Near North Business machines will provide equipment and install fibre, network drops and cameras. An I/T consultant was needed rather than an electrical contractor to ensure that all of the existing users would not be impacted by moving the computer room from first floor to level 0.

- 10 new computers to be installed this week on nursing stations

- **Phase 1 move:** Level 0 will be ready for the move as of Dec 15<sup>th</sup>. Movers will be on site Nov 16<sup>th</sup> and 17<sup>th</sup> to move the admin and neighbouring areas from first floor to new gigs on level 0.

## **8.2 Community Support Services Report: no verbal report**

## **8.3 West Parry Sound Ontario Health Team Update:**

Deborah will be meeting with Ellen to discuss the role of Belvedere staff and delegates on the various committees. A revised draft of CDMA as tabled. There was discussion around the need for consensus voting so that members with financial liability are not outvoted by those voting members with no liability. The next version of the CDMA will be presented to boards of the member organizations.

## **9.0 Matters Arising: none**

## **10.0 New Business:**

### 10.1 Replace carpets with hardwood flooring in remaining areas of 101 bed home.

#### **#BH-81/25**

Moved by C. Ward, seconded by P. Borneman to authorize up to \$400,000 from reserves to replace all carpets in residential home areas with hardwood flooring.

Carried.

## **11.0 Other Reports**

### 11.1 Chair Report

- The residents have recommended that the new 22 bed home area be named Birch.

#### **#BH-82/25**

- Moved by D. Zulak, seconded by J. Beleskey to accept the recommendation and approve BIRCH as the name of the new 22 bed resident home area.

Carried.

- Newspaper reporter Julian Chaves will write a story on the new build. It was suggested that he note it is municipally owned by the rate payers.

### 11.2 Administrators Report

- Deborah took the board on a tour of a newly installed interactive entertainment and educational computer known as Abby, recently installed on Pine home – an instant hit with the residents.
- Nursing continues to provide excellent care. There is an ongoing unmet need for training and skills enhancement that will be addressed in part by the addition of a full-time staff (funded within the existing budget)
- Admin support services is also under review
- Concerns have been raised around ongoing critical incidents, injuries, WSIB claims, resident council complaints. Temporary consultants will be assisting senior nursing leadership to better understand address these concerns.

## **13.0 Correspondence (none)**

## **14.0 Closed Session**

# Parry Sound Area Planning Board

## Meeting Minutes

Monday October 27, 2025 6:30 p.m. Zoom Electronic Web Meeting

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

**Regrets:** Scott Nash

### 1.1. Additions to Agenda

#### 1.1.1 Appointments

### 1.2. Prioritization of Agenda

### 1.3. Disclosure of Pecuniary Interest and the General Nature Thereof.

Kathy Hamer declared conflict with B42/2024(McK) and left the meeting during that time.

### 2. Adoption of Minutes

Resolution: 2025-54  
 Moved By: Lisa Cook  
 Seconded By: JJ Blower

That the minutes of a meetings held August, 2025 be adopted

“Carried”

### 3. B42/2024(McK) - Lea

Resolution: 2025-55  
 Moved By: David Moore  
 Seconded By: Morley Haskim

***Kathy Hamer left the meeting. Tammy Copeland was in attendance but did not comment.***

Whereas application B42/2024(McK) was approved with conditions by resolution No. 2025-17 on March 24, 2025;

And Whereas the owner has determined that a slightly different waterfront lot configuration is more suitable for a future building location;

And Whereas the owners' road contractor has determined the best route for the proposed right-of-way, with the least amount tree removal;

Now therefore be it resolved that resolution No. 2025-17 be amended by replacing the consent sketch with the sketch attached;

And further be it resolved that the amendment is deemed to be minor such that no further notice is required.

“Carried”

#### **4. B20/2025(C) – Davidson**

Resolution: 2025-56  
Moved By: Lisa Cook  
Seconded By: Pam Wing

***Alex Davidson was in attendance but did not comment.***

That application B20/2025(C) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of One (1) new Waterfront lot on Island C-257 (Snug Island) in the Township of Carling as applied for by Alex Davidson in application No. B20/2025(C) be approved subject to the following conditions:

##### **Planning Board Requirements**

- 1) That the applicant provides the Secretary-Treasurer with:

*From Lawyer*

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

*From Surveyor*

- c) a copy of the survey plan deposited in the Land Registry office.

- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

##### **Municipal Compliance Letter Requirements**

- 1) That the North Bay Mattawa Conservation Authority confirm that appropriate sewage servicing systems are available on both the Retained and Severed Lots to service the existing development on each lot and that said systems are located entirely within the boundaries of each respective lot;
- 2) That the Owner provide the Township of Carling and the Parry Sound Area Planning Board with a draft Reference Plan that clearly indicates each of the lots will satisfy minimum lot frontage, lot area, and lot depth requirements of the WF2 Zone as established in the Township's Comprehensive Zoning By-law C500-2011;
- 3) That the Owner provide the Township of Carling and the Parry Sound Area Planning Board with confirmation that appropriate facilities are available on the mainland for car, boat trailer parking, docking and boat launching for both the Severed and Retained lots;

- 4) Providing the Township of Carling with parkland dedication, or alternatively, cash-in-lieu of parkland dedication to the satisfaction of the Township of Carling;
- 5) That the Owners apply for and obtain a Zoning By-law Amendment to rezone the Retained Lot from the WF2-9 Zone to the WF2 Zone;
- 6) That civic addresses be assigned for each of the lots; and
- 7) Payment of any other applicable planning fees.

“Carried”

## 5. B21/2025(W) – Quinn

**Douglas Thomson was in attendance and spoke regarding the municipal road allowance agreement being extended to another lot.**

**Patrick Christie commented that he believes the statement in the agreement was to prevent the road allowance from being improved and extended to another 100 acre lot and that the conditions for a solicitors letter satisfies this concern.**

Douglas Thomson expressed concerns over additional traffic on the right -of-way.

**Patrick Christie commented that there may be a potential for one additional lot but it would have to go through this same process.**

David Moore commented that the requirement for a solicitor's letter was not in the municipal conditions.

**Patrick Christie pointed out that this is listed in the planning board requirements.**

Resolution: 2025-57  
Moved By: Morley Haskim  
Seconded By: Kathy Hamer

That application B21/2025(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of one (1) new Rural lot in Lot 18, Concession 1 in the Municipality of Whitestone as applied for by Carl and Cynthia Quinn in Application No. B21/2025(W) subject to the following conditions:

### Planning Board Requirements

- 1) That the applicant provides the Secretary-Treasurer with:

*From Lawyer*

- a) the original executed transfer (deed), a duplicate original and one photocopy;

- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes
- c) that the applicants' solicitor confirm that the new lot can be serviced by the existing right-of-way;

*From Surveyor*

- d) a copy of the survey plan deposited in the Land Registry office.

- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

#### *Municipal Compliance Letter Requirements*

- 1) That payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-Law;
- 2) That the new lot receive 911 Addressing from the Municipality;
- 3) That the owners update the agreement to improve and cross the municipal road allowance with the Municipality of Whitestone and the Township of McKellar to include the retained lot; and
- 4) That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

“Carried”

## **6. Reports & Enquiries**

### **7. Correspondence**

#### **7.1. Enquiries**

#### **7.2. Accounts Payable**

Resolution: 2025-58  
Moved By: JJ Blower  
Seconded By: David Moore

That the accounts for August and September 2025 be paid in the amount of **\$26,412.65**

“Carried”

#### **7.3. Accounts**

#### **7.4. Administration**

## **8. Closed Session**

## **9. Adjournment**

Resolution: 2025-59  
Moved By: Lisa Cook  
Seconded By: Kathy Hamer

That we do now adjourn at 6:57 pm.

“Carried”

# MEETING MINUTES

Thursday, November 13, 2025 at 6:30 PM



*Board Meeting Location: 1 Beechwood Drive, Parry Sound, Ontario (In-Person)*

Board Members Present:

Jerry Brandt	Ted Collins
Gail Finnson	Teri Brandt
Sharon Smith	Peter McIsaac
Tom Lundy	Rick Zanussi
Irene Smit	Teresa Hunt
Janice Bray	Jamie McGarvey

Board Members Absent:

Sean Cotton
Joel Constable

Staff:

Tammy MacKenzie, CAO  
 JJ Blower, Communications Officer  
 Sylvia Roy, Director of Finance  
 Danielle Villeneuve, Director of Human Resources

**1. CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:30 PM.

**2. TRADITIONAL LAND ACKNOWLEDGMENT.**

**3. DISCLOSURE OF PECUNIARY INTEREST.**

**4. APPROVAL OF AGENDA**

*Resolution 25 11 01* CARRIED

*Moved by Teresa Hunt*

*Seconded by Irene Smit*

“THAT the agenda of the Regular Meeting of the Board held on November 13, 2025 be accepted as presented.”

**5. APPROVAL OF MINUTES:**

5.1 October 9, 2025

*Resolution 25 11 02* CARRIED

*Moved by Tom Lundy*

*Seconded by Jerry Brandt*

“THAT the Board meeting minutes of Thursday, October 9, 2025 be approved as presented.”

**6. DEPUTATIONS & PRESENTATIONS.**

## 7. REPORTS:

### 7.1 Chair

A verbal report was presented by the Chair, noting that our DSSAB continues to exceed provincial averages each month in several key areas (as outlined in the OW report). He also highlighted the data in the drug overdoses report.

### 7.2 Chief Administrative Officer

A written report was provided, and Ms. MacKenzie was available to answer any questions. No submissions have been received to date for the TWOMO board member vacancy, so the posting will remain open. The Sponsor a Family campaign has launched for families supported through Esprit Place or identified under the Special Priority Program in community housing; this marks the third year of the initiative. An Expression of Interest for Affordable Housing Opportunities has been issued and will close next week. The Meadow View property in Powassan currently has one available unit, and interest in that unit has increased over the past week. Our housing teams will be hosting National Housing Day events on November 26th at the Parry Sound DSSAB office and November 27th at the South River Community Centre. The event poster will be shared with the Board, and both events will run from 1:00 p.m. to 3:00 p.m.

### 7.3 Director of Finance

A verbal report was provided. Ms. Roy presented the Financial Report for the period ending October 31, 2025. It was noted that we have recently been advised of upcoming funding changes, including a reduction of \$114K in Ontario Works, while funding for Esprit Place and the Homelessness Prevention Program will remain consistent with 2025 levels. Child Care funding will decrease by \$21K for EarlyON and \$71K for Child Care Service Management.

Ms. Roy shared that this type of year-to-date financial report will be provided regularly throughout 2026 to give the Board more comprehensive information. Member Gail Finnson commented on the report's clarity and readability. Ms. Roy also highlighted that the reduction in Ontario Works funding is likely related to the transition to centralized intake.

Member Ted Collins suggested that future reports could include a comparison to the previous year when reviewing the budget in December. Ms. Mackenzie explained that this is difficult because funding structures change significantly from year to year; such comparisons are typically prepared during the audit, when program and funding adjustments can be fully accounted for.

## 8. OUTSTANDING ISSUES.

## 9. NEW BUSINESS:

### **9.1 Board Meeting Dates 2026**

A list of dates was provided to the Board for 2026 meetings.

## 10. IN-CAMERA: 1

*Resolution 25 11 03*

**CARRIED**

*Moved by Teri Brandt*

*Seconded by Sharon Smith*

“THAT pursuant to Section 38 of the District of Parry Sound Social Services Administration Board’s *Procedural Rules*, the Board moves to an In-Camera session in order to address matters pertaining to:

- ii) the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or perspective employee of the Board.”

***Resolution 25 11 04***

**CARRIED**

*Moved by Peter McIsaac*

*Seconded by Gail Finnson*

“THAT the Board now rises out of In-Camera without report.”

**11. CORRESPONDENCE.**

11.1 NBPSDHU Overdose Report

**12. ADJOURNMENT.**

***Resolution 25 11 05***

**CARRIED**

*Moved by Janice Bray*

*Seconded by Ted Collins*

“THAT the Board meeting now be adjourned at 7:14PM, and that the next Regular meeting be held Thursday, December 11, 2025 at the hour of 6:30 PM via Zoom Video Conference.”

# **ACCOUNTS PAYABLE**

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

Bank Code - AP - AP-GENERAL OPER

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>37801</b>	<b>12/12/2025</b>	<b>Bell Canada - Public Access</b>			
176740		16-787 - Recreation - Public Pay	Pay Telephone	50.88	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.62	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.50 NL	56.50
<b>37802</b>	<b>12/12/2025</b>	<b>Bell Mobility</b>			
0096501168		16-212 - Fire - Radio Tower & Ai	Fire Tower (3 months)	417.21	
		11-210-2 - A/R HST Receivable	HST Tax Code	46.08	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	53.30 NL	463.29
0096518062		16-212 - Fire - Radio Tower & Ai	Fire Tower	139.07	
		11-210-2 - A/R HST Receivable	HST Tax Code	15.36	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	17.77 NL	154.43
				Payment Total:	617.72
<b>37803</b>	<b>12/12/2025</b>	<b>Bradshaw's Mobile Tire Service</b>			
940548		16-402 - 2015 Freightliner Tand	Service Call	424.00	424.00
<b>37804</b>	<b>12/12/2025</b>	<b>C.E. Bennett Limited</b>			
11107		19-813-2 - Wah Wash Kesh Doc	Dock Storage - Wah-Wash-	1,831.68	
		11-210-2 - A/R HST Receivable	HST Tax Code	202.32	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	234.00 NL	2,034.00
<b>37805</b>	<b>12/12/2025</b>	<b>City of Kingston</b>			
011006		16-202 - Fire - Training	Training	325.00	325.00
<b>37806</b>	<b>12/12/2025</b>	<b>Emergency Management Group</b>			
2395		16-270 - Emergency Plan	Emergency Management Ti	2,951.05	
		11-210-2 - A/R HST Receivable	HST Tax Code	325.95	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	377.00 NL	3,277.00
<b>37807</b>	<b>12/12/2025</b>	<b>Minister of Finance-Policing</b>			
4227112508401		16-274 - Policing Levy	October Policing Services	35,087.00	35,087.00
4201122511113		16-274 - Policing Levy	Reimburse for 2025 Jul-Sep	-153.75	-153.75
				Payment Total:	34,933.25
<b>37808</b>	<b>12/12/2025</b>	<b>Louise Ford</b>			
Dec 10 2025		16-790 - Recreation Cmttee-Pro	Rec Easter Breakfast	587.67	587.67
Nov 27 2025		16-790 - Recreation Cmttee-Pro	Rec Santa's Breakfast	36.38	
		16-790 - Recreation Cmttee-Pro	Rec Santa's Breakfast	564.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.02	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.65 NL	605.34
				Payment Total:	1,193.01
<b>37809</b>	<b>12/12/2025</b>	<b>Greg McCabe</b>			
Nov 27 2025		15-329 - Roads Damage Depos	Return Road Deposit-Permi	1,000.00	1,000.00
<b>37810</b>	<b>12/12/2025</b>	<b>Jan Hill</b>			
Nov 27 2025		16-790 - Recreation Cmttee-Pro	Lunch - Christmas Sale	323.60	
		11-210-2 - A/R HST Receivable	HST Tax Code	35.74	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	41.34 NL	359.34
<b>37811</b>	<b>12/12/2025</b>	<b>Johann Lazeron</b>			
Nov 27 2025		15-329 - Roads Damage Depos	Return Road Deposit Permi	1,000.00	1,000.00
<b>37812</b>	<b>12/12/2025</b>	<b>Juliette Terry</b>			
2501		16-790 - Recreation Cmttee-Pro	Yoga Session Oct 8-Dec 13	250.00	250.00

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37813	12/12/2025	<b>Marcel Equipment Limited</b>			
6111R		16-479-2 - York/Auld Waste Rele	Caterpillar Model 8136 Ren	14,449.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	1,596.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1,846.00 NL	16,046.00
37814	12/12/2025	<b>ReMax Parry Sound Muskoka Realty Ltd</b>			
October		16-843 - Planning & Developme	Road allowance-Jennings, .	503.71	
		11-210-2 - A/R HST Receivable	HST Tax Code	55.64	
	November	99-999-1 - HST (Statistical) Non-	HST Tax Code	64.35 NL	559.35
		16-843 - Planning & Developme	Pin 52250-0540 - Nash	401.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	44.40	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	51.35 NL	446.35
				Payment Total:	1,005.70
37815	12/12/2025	<b>Scott Dingman Trucking</b>			
4102		16-479-2 - York/Auld Waste Rele	Float Truck	814.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	89.92	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	104.00 NL	904.00
37816	12/17/2025	<b>Blitz Electric</b>			
10719		16-703 - Dunchurch Hall - Bld M	Service call	925.61	
		11-210-2 - A/R HST Receivable	HST Tax Code	102.24	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	118.25 NL	1,027.85
37817	12/17/2025	<b>Good Roads</b>			
433		11-300 - Prepaid	Membership Renewal	881.86	
		11-210-2 - A/R HST Receivable	HST Tax Code	97.41	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	112.66 NL	979.27
37818	12/17/2025	<b>Realtax Inc.</b>			
111235		16-120 - Admin - Legal Expense	Legal Services -	1,158.25	1,158.25
111236		16-120 - Admin - Legal Expense	Legal Services -	1,022.65	1,022.65
111234		16-120 - Admin - Legal Expense	Legal Services -	1,022.65	1,022.65
				Payment Total:	3,203.55
37819	12/17/2025	<b>Morrow's Plumbing &amp; Heating</b>			
23557		16-151 - Office - Building Mainte	Replace Outdoor Condensc	3,256.33	
		11-210-2 - A/R HST Receivable	HST Tax Code	359.67	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	416.00 NL	3,616.00
				Total Computer Cheque:	72,252.19

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-218	06/12/2025	<b>Bell Mobility Inc.</b>			
June Cell B		16-092 - Council - Miscellaneous	June Cell Phones	39.94	
		16-322 - Cell Phone	June Cell Phones	34.07	
		16-283-1 - Cell Phone	June Cell Phones	33.58	
		16-322 - Cell Phone	June Cell Phones	36.37	
		16-109 - Admin - Telephone	June Cell Phones	40.91	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.44	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	23.64 NL	205.31
OB-219	11/07/2025	<b>Sun Life Assurance Company of</b>			
November 2025		12-334 - Health Benefits	November Benefits	7,860.29	7,860.29

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>OB-220</b>	<b>12/05/2025</b>	<b>Sun Life Assurance Company of</b>			
December 2025		12-334 - Health Benefits	December Benefits	7,860.29	7,860.29
<b>OB-221</b>	<b>12/08/2025</b>	<b>Bell Canada</b>			
October CC		16-706 - Dunchurch Hall - Telep	October Phone	53.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84 NL	59.47
October MI		16-720 - Maple Is. Hall - Teleph	October Phone	63.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.14 NL	70.77
October Office		16-109 - Admin - Telephone	October Phone	264.34	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.20	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.77 NL	293.54
Octoberr Stn 1		16-237 - Station 1 - Telephone	October Phone	75.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.39	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.70 NL	84.33
October Stn 2		16-257 - Station 2 - Telephone	October Phone	84.03	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.29	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.74 NL	93.32
October Garage		16-324 - Garage Telephone	October Phone	53.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84 NL	59.47
November Garage		16-324 - Garage Telephone	November Phone	53.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84 NL	59.47
November Office		16-109 - Admin - Telephone	November Phone	264.34	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.20	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.77 NL	293.54
November MI		16-720 - Maple Is. Hall - Teleph	November Phone	63.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.14 NL	70.77
November Stn 2		16-257 - Station 2 - Telephone	November Phone	80.47	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.89	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.28 NL	89.36
November Stn 1		16-237 - Station 1 - Telephone	November Phone	75.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.39	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.70 NL	84.33
November CC		16-706 - Dunchurch Hall - Telep	November Phone	53.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.84 NL	59.47
Oct Internet		16-162 - High Speed Internet	October Internet	172.99	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	22.10 NL	192.10
Nov Internet		16-162 - High Speed Internet	November Internet	172.99	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	22.10 NL	192.10
Nov Cell		16-092 - Council - Miscellaneous	November Cell Phones	39.94	
		16-322 - Cell Phone	November Cell Phones	36.86	
		16-283-1 - Cell Phone	November Cell Phones	33.58	
		16-322 - Cell Phone	November Cell Phones	34.39	
		16-109 - Admin - Telephone	November Cell Phones	34.15	
		11-210-2 - A/R HST Receivable	HST Tax Code	19.76	

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		99-999-1 - HST (Statistical) Non-	HST Tax Code	22.85 NL	198.68
				Payment Total:	1,900.72
<b>OB-222</b>	<b>12/08/2025</b>	<b>Hydro One Networks Inc.-All</b>			
November Hydro		16-743 - Pavilion - Hydro	November Hydro	156.83	
		16-705 - Dunchurch Hall - Hydrc	November Hydro	367.89	
		16-439 - Roads - Street Lights	November Hydro	17.79	
		16-439 - Roads - Street Lights	November Hydro	313.63	
		16-323 - Garage - Hydro	November Hydro	173.75	
		16-150 - Office - Heating/Hydro	November Hydro	592.47	
		16-232 - Station 1 - Hydro	November Hydro	197.49	
		16-251 - Station 2 - Hydro	November Hydro	136.70	
		16-719 - Maple Is. Hall - Heat/Hy	November Hydro	79.39	
		16-719 - Maple Is. Hall - Heat/Hy	November Hydro	35.17	
		16-743 - Pavilion - Hydro	November Hydro Rebate	-20.19	
		16-705 - Dunchurch Hall - Hydrc	November Hydro Rebate	-47.36	
		16-439 - Roads - Street Lights	November Hydro Rebate	-2.29	
		16-439 - Roads - Street Lights	November Hydro Rebate	-40.37	
		16-323 - Garage - Hydro	November Hydro Rebate	-22.37	
		16-150 - Office - Heating/Hydro	November Hydro Rebate	-76.27	
		16-232 - Station 1 - Hydro	November Hydro Rebate	-25.42	
		16-251 - Station 2 - Hydro	November Hydro Rebate	-17.60	
		16-719 - Maple Is. Hall - Heat/Hy	November Hydro Rebate	-10.22	
		16-719 - Maple Is. Hall - Heat/Hy	November Hydro Rebate	-3.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	228.76	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	264.59 NL	2,034.56
December Hydro		16-743 - Pavilion - Hydro	December Hydro	112.27	
		16-743 - Pavilion - Hydro	December Hydro Rebate	-24.25	
		16-743 - Pavilion - Hydro	December Hydro Adjustmer	1.42	
		16-705 - Dunchurch Hall - Hydrc	December Hydro	332.00	
		16-705 - Dunchurch Hall - Hydrc	December Hydro Rebate	-72.87	
		16-705 - Dunchurch Hall - Hydrc	December Hydro Adjustmer	4.21	
		16-439 - Roads - Street Lights	December Hydro	17.69	
		16-439 - Roads - Street Lights	December Hydro Rebate	-3.86	
		16-439 - Roads - Street Lights	December Hydro Adjustmer	0.22	
		16-439 - Roads - Street Lights	December Hydro	315.15	
		16-439 - Roads - Street Lights	December Hydro Rebate	-68.76	
		16-439 - Roads - Street Lights	December Hydro Adjustmer	4.00	
		16-323 - Garage - Hydro	December Hydro	315.68	
		16-323 - Garage - Hydro	December Hydro Rebate	-69.07	
		16-323 - Garage - Hydro	December Hydro Adjustmer	4.01	
		16-150 - Office - Heating/Hydro	December Hydro	682.92	
		16-150 - Office - Heating/Hydro	December Hydro Rebate	-148.15	
		16-150 - Office - Heating/Hydro	December Hydro Adjustmer	8.68	
		16-232 - Station 1 - Hydro	December Hydro	227.64	
		16-232 - Station 1 - Hydro	December Hydro Rebate	-49.38	
		16-232 - Station 1 - Hydro	December Hydro Adjustmer	2.89	
		16-251 - Station 2 - Hydro	December Hydro	79.86	
		16-251 - Station 2 - Hydro	December Hydro Rebate	-15.64	
		16-251 - Station 2 - Hydro	December Hydro Adjustmer	1.01	
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro	286.51	
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro Rebate	-60.29	
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro Adjustmer	3.64	

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro	35.00	
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro Rebate	-5.12	
		16-719 - Maple Is. Hall - Heat/Hy	December Hydro Adjustmer	0.44	
		11-210-2 - A/R HST Receivable	HST Tax Code	265.59	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	307.20 NL	2,183.44
				Payment Total:	4,218.00
<b>OB-223</b> Nov 26 2025	<b>12/08/2025</b> <b>Hydro One Networks Inc.-Auld</b>				
		16-466-1 - Aulds Landfill - Hydrc	Sept 16 - Nov 14 Hydro	165.08	
		16-466-1 - Aulds Landfill - Hydrc	Sept 16 - Nov 14 Hydro Ret	-25.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.23	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	21.09 NL	157.83
<b>OB-224</b> Oct 27 2025	<b>12/08/2025</b> <b>Hydro One Networks Inc.-York (6266)</b>				
		16-446-1 - York Landfill - Hydro	October Hydro	64.35	
		16-446-1 - York Landfill - Hydro	October Hydro Rebate	-8.28	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.22 NL	63.18
November Hydro		16-446-1 - York Landfill - Hydro	November Hydro	82.99	
		16-446-1 - York Landfill - Hydro	November Hydro Rebate	-16.22	
		16-446-1 - York Landfill - Hydro	November Hydro Late Pmt	0.95	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.16	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.60 NL	76.88
				Payment Total:	140.06
<b>OB-225</b> 26162	<b>12/08/2025</b> <b>Municipality Of McDougall</b>				
		16-459 - York Landfill - Bulk Wa	Household Waste York	656.77	656.77
<b>OB-226</b> 11/2025 Office	<b>12/08/2025</b> <b>Reliance Home Comfort</b>				
		16-151 - Office - Building Mainte	Water Heater Rental	55.14	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.09	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	7.04 NL	61.23
11/2025 Stn 2		16-259 - Station 2 - Building Mtc	Water Heater Rental	50.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.61	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.49 NL	56.46
				Payment Total:	117.69
<b>OB-227</b> Q4 2025	<b>12/09/2025</b> <b>Whitestone Public Library and</b>				
		16-803 - Library - Expenses	Q4 Library Operating Grant	31,051.25	31,051.25
<b>OB-228</b> PP24	<b>12/10/2025</b> <b>Receiver General</b>				
		12-331 - Payroll Deductions	November 16 to 30 2025 Re	10,649.70	10,649.70
<b>OB-229</b> Nov 2025 EHT	<b>12/15/2025</b> <b>Minister Of Finance</b>				
		12-332 - Employer Health Tax	November 2025 EHT Remit	1,983.05	1,983.05
<b>OB-230</b> PP25	<b>12/24/2025</b> <b>Receiver General</b>				
		12-331 - Payroll Deductions	November 16 to 29 Remitta	13,889.79	13,889.79
<b>OB-231</b> 11/2025 JS	<b>11/26/2025</b> <b>TD Visa</b>				
		16-115 - Admin - Computer Sup	Google GSuite	426.88	
		16-118 - Admin - Financial Expe	Visa Cash Back Credit JS	-66.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	47.16	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	54.54 NL	407.96
11/2025 Library		11-223 - Due to Due (from) Libra	November Visa Library	1,564.53	
		11-223 - Due to Due (from) Libra	Visa Cash Back Credit Libra	-171.08	
		11-130 - Chequing Account	November Visa Library Top	-1,044.46	348.99
11/2025 MH		16-303 - Roads-Office-Supplies/	Walmart Office Supplies	21.80	

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**ONLINE BANKING**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11/2025 WS		16-732 - Ardbeg Internet	Starlink Ardbeg Internet	142.46	
		16-320 - Garage - Mtc/Supplies/	Walmart Lunchroom Supplie	101.85	
		16-320 - Garage - Mtc/Supplies/	Walmart Drinking Water	35.76	
		16-303 - Roads-Office-Supplies/	Walmart Shop Office Suppli	36.85	
		16-118 - Admin - Financial Expe	Visa Cash Back Credit MH	-34.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.21	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	25.69 NL	326.68
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	18.96	
		16-798 - After School Program	Amazon Chlorine Test Strip	32.56	
		16-123 - Admin - Volunteer Appr	Vistaprint Invitations	96.87	
		16-123 - Admin - Volunteer Appr	Amazon Table Numbers	84.29	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	33.80	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	50.81	
		16-710 - Dunchurch Hall -High S	Starlink Internet	142.46	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	45.78	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	76.78	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	162.81	
		16-110 - Admin - Office Supplies	Zoom Subscription	53.93	
		16-790 - Recreation Cmttee-Pro	Amazon Halloween Decorat	277.27	
		16-110 - Admin - Office Supplies	Costco Membership	66.14	
		16-790 - Recreation Cmttee-Pro	Hobbiesville Game Nights S	456.84	
		16-110 - Admin - Office Supplies	Costco Coffee Supplies	104.97	
		16-110 - Admin - Office Supplies	Costco Coffee Supplies	64.99	
		16-126 - Admin - Communicatio	Mailchimp E-Newsletter	38.06	
		16-092 - Council - Miscellaneous	ROMA Ont Rural Leaders C	1,363.59	
		16-104 - Admin - Training Exper	AMCTO Staff Election Train	1,559.40	
		11-130 - Chequing Account	Visa Top Up Payment	-1,908.94	
		16-118 - Admin - Financial Expe	Visa Overlimit Fee WS	29.00	
		16-118 - Admin - Financial Expe	Visa Cashback Credit WS	-270.18	
		16-790 - Recreation Cmttee-Pro	Amazon Refund Halloween	-33.99	
		16-790 - Recreation Cmttee-Pro	Amazon Refund Halloween	-33.80	
		16-790 - Recreation Cmttee-Pro	Amazon Import Fee Refund	-0.01	
		11-210-2 - A/R HST Receivable	HST Tax Code	320.03	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	370.15 NL	2,832.42
Payment Total:					3,916.05
Total EFT:					84,606.80

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3416 WS2512	12/15/2025	Air Automotive Tracking	16-310 - Roads-Supplies GPS N	December Wireless	254.40
			11-210-2 - A/R HST Receivable	HST Tax Code	28.10
			99-999-1 - HST (Statistical) Non-	HST Tax Code	32.50 NL
3417 187503	12/15/2025	Adams Bros Construction Ltd	16-459 - York Landfill - Bulk Wa	Empty & Return Bin York LF	264.58
			16-471 - Auld Landfill - Bulk Wa	Empty & Return Bin York LF	534.24
			11-210-2 - A/R HST Receivable	HST Tax Code	88.23
			99-999-1 - HST (Statistical) Non-	HST Tax Code	102.05 NL
3418 0000196189	12/15/2025	A.J. Stone Company Ltd.	16-222 - Fire - Bunker/Safety/Ur	Supplies	362.27

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
10083547-0		11-210-2 - A/R HST Receivable	HST Tax Code	40.01	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	46.28 NL	402.28
		16-202 - Fire - Training	Supplies	1,195.68	
		16-222 - Fire - Bunker/Safety/Ur	Supplies	491.50	
		16-222 - Fire - Bunker/Safety/Ur	Supplies	763.21	
		16-222 - Fire - Bunker/Safety/Ur	Supplies- freight	249.31	
		11-210-2 - A/R HST Receivable	HST Tax Code	298.19	
3419	Nov 2025	99-999-1 - HST (Statistical) Non-	HST Tax Code	344.89 NL	2,997.89
				Payment Total:	3,400.17
		<b>12/15/2025 Canadian Union of Public</b>			
		12-338 - CUPE-Union Dues	November 2025 Remittance	903.35	903.35
		<b>3420</b>	<b>12/15/2025 Dave Linton</b>		
		16-446 - York Landfill - Supplies	Work Boots & Clothes	350.50	
		11-210-2 - A/R HST Receivable	HST Tax Code	38.72	
3421	Oct 25 2025	99-999-1 - HST (Statistical) Non-	HST Tax Code	44.78 NL	389.22
		<b>12/15/2025 Deborah Comrie</b>			
		16-790 - Recreation Cmttee-Pro	Craft Supplies	130.19	
		16-790 - Recreation Cmttee-Pro	Craft Supplies	237.83	
		16-790 - Recreation Cmttee-Pro	Halloween Supplies	22.98	
		16-790 - Recreation Cmttee-Pro	Halloween Supplies	141.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.98	
3422	Q4 2025 Levy	99-999-1 - HST (Statistical) Non-	HST Tax Code	34.67 NL	562.18
		<b>12/15/2025 District of Parry Sound.Social Service</b>			
		16-618 - Dist. Soc. Services (DS	Q4 Municipal Levy	74,501.45	74,501.45
		<b>3423</b>	<b>12/15/2025 Iron Mountain Canada</b>		
		KXHM745			
		16-110 - Admin - Office Supplies	Shredding	95.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.50	
3424	Nov 27 2025 Dec 4 2025	99-999-1 - HST (Statistical) Non-	HST Tax Code	12.14 NL	105.56
		<b>12/15/2025 Janet Jackson</b>			
		16-798 - After School Program	Nov 25-27 2025	115.70	115.70
		16-798 - After School Program	Dec 2-4 ASP	115.70	
				Payment Total:	231.40
		<b>12/15/2025 Jenn Gerlach</b>			
		2850	16-126 - Admin - Communicatio	November Newsletter 2025	350.00
3426	2978024				
		<b>12/15/2025 Kidd's Home Hardware</b>			
		16-334 - Garage - Building Main	Supplies	34.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.82	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.42 NL	38.39
		2979794	16-334 - Garage - Building Main	Supplies	127.07
		11-210-2 - A/R HST Receivable	HST Tax Code	14.03	
2979561	2979561	99-999-1 - HST (Statistical) Non-	HST Tax Code	16.23 NL	141.10
		19-308 - Roads-Capital-Bridge S	Supplies	4,680.93	
		16-513 - Maple Is. Cemetery -M	Supplies	19.52	
		16-334 - Garage - Building Main	Supplies	28.47	
		11-210-2 - A/R HST Receivable	HST Tax Code	522.33	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	604.13 NL	5,251.25
		19-308 - Roads-Capital-Bridge S	Supplies	12.19	
2979565	2979565	11-210-2 - A/R HST Receivable	HST Tax Code	1.35	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.56 NL	13.54

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

Payment # Invoice #	Date	Vendor Name GL Account	EFT		
			GL Transaction Description	Detail Amount	Payment Amount
3427	12/15/2025	<b>Law N Mowers</b>		Payment Total:	5,444.28
	Aug, Oct, Nov25	16-120 - Admin - Legal Expense	By-law Legal Support	371.52	371.52
3428	12/15/2025	<b>Lewis Motor Sales Inc.</b>			
	397282	16-409 - 2007 International-Mair	Credit Retrun Supplies	-60.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	-6.68	
	408780	99-999-1 - HST (Statistical) Non-	HST Tax Code	-7.73 NL	-67.17
		16-409 - 2007 International-Mair	Supplies	265.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.33	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	33.92 NL	294.82
3429	12/15/2025	<b>Magnetawan Building Centre Ltd</b>		Payment Total:	227.65
	103-151349	16-320 - Garage - Mtc/Supplies/	Supplies	32.52	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.59	
	104-126342	99-999-1 - HST (Statistical) Non-	HST Tax Code	4.15 NL	36.11
		16-811 - Nursing Station Expens	Supplies	61.85	
		11-210-2 - A/R HST Receivable	HST Tax Code	6.83	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	7.90 NL	68.68
3430	12/15/2025	<b>Moore Propane Limited</b>		Payment Total:	104.79
	9019810	16-329 - Garage - Heating	Liquid Propane-Garage	448.31	
		11-210-2 - A/R HST Receivable	HST Tax Code	49.52	
	161010815	99-999-1 - HST (Statistical) Non-	HST Tax Code	57.27 NL	497.83
		16-256 - Station 2 - Heating	Liquid Propane- Ardbeg Fire	164.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.95 NL	182.11
3431	12/15/2025	<b>Munisoft</b>		Payment Total:	679.94
	/26-05050	19-100 - Admin - Capital - Comp	A/R Module - MunisoftA/R M	2,136.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	236.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	273.00 NL	2,373.00
3432	12/15/2025	<b>My-Tech Information Technology</b>			
	November 2025	16-115 - Admin - Computer Sup	IT Support	1,169.43	
		11-210-2 - A/R HST Receivable	HST Tax Code	129.17	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	149.40 NL	1,298.60
3433	12/15/2025	<b>Near North Industrial Solution</b>			
	103821	16-402 - 2015 Freightliner Tand	Supplies	1,169.23	
		11-210-2 - A/R HST Receivable	HST Tax Code	129.15	
	104320	99-999-1 - HST (Statistical) Non-	HST Tax Code	149.37 NL	1,298.38
		16-402 - 2015 Freightliner Tand	Supplies	8.35	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.93	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.07 NL	9.28
3434	12/15/2025	<b>Northern Upfitters Inc.</b>		Payment Total:	1,307.66
	20359	16-407-1 - 2022 Dodge 2500 PI	Service Plow	2,496.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	275.77	
	20232	99-999-1 - HST (Statistical) Non-	HST Tax Code	318.96 NL	2,772.53
		16-407-1 - 2022 Dodge 2500 PI	Parts	484.16	
		11-210-2 - A/R HST Receivable	HST Tax Code	53.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	61.85 NL	537.64

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

Payment # Invoice #	Date	Vendor Name GL Account	EFT		
			GL Transaction Description	Detail Amount	Payment Amount
3435	12/15/2025	OMERS		Payment Total:	3,310.17
Oct 2025	12-339 - OMERS	October 2025 remittance	17,863.20	17,863.20	
Nov 2025	12-339 - OMERS	November 2025 OMERS	17,185.20	17,185.20	
			Payment Total:	35,048.40	
3436	12/15/2025	Paola Macri			
December 1 202	16-102 - Admin - Travel Expenses	Travel Expense	94.40	94.40	
3437	12/15/2025	Patricia Xerri			
27	16-123 - Admin - Volunteer Appr	Dec 6 -Vol Appreciation Dini	4,500.00	4,500.00	
24	16-092 - Council - Miscellaneous	Lunch - Council Nov 18 202	144.00	144.00	
			Payment Total:	4,644.00	
3438	12/15/2025	Purolator Courier Ltd			
550173368	16-210 - Fire - Miscellaneous	Courier - Fire	6.34		
	11-210-2 - A/R HST Receivable	HST Tax Code	0.70		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	0.81	NL	7.04
3439	12/15/2025	Point To Point Communications			
00000284897	16-263 - Station 2 - Radio Equip	Mobile Radio Supplies	328.69		
	11-210-2 - A/R HST Receivable	HST Tax Code	36.30		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	41.99	NL	364.99
0000285597	16-222 - Fire - Bunker/Safety/Ur	Motorola recorder	1,819.47		
	11-210-2 - A/R HST Receivable	HST Tax Code	200.97		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	232.44	NL	2,020.44
			Payment Total:	2,385.43	
3440	12/15/2025	Quadbridge Inc.			
INQ44458	16-202 - Fire - Training	Computer-Lenovo	2,442.24		
	11-210-2 - A/R HST Receivable	HST Tax Code	269.76		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	312.00	NL	2,712.00
3441	12/15/2025	Ricoh Canada Inc.			
SCO95058092	16-113 - Admin - Office Equipment	Copier Usage	367.75		
	11-210-2 - A/R HST Receivable	HST Tax Code	40.62		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	46.98	NL	408.37
SCO95093474	16-113 - Admin - Office Equipment	Copier Usage	546.74		
	11-210-2 - A/R HST Receivable	HST Tax Code	60.39		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	69.85	NL	607.13
			Payment Total:	1,015.50	
3442	12/15/2025	SDB Truck & Equipment Repairs			
14028	16-254 - Station 2 -Rescue #2-Ir	Repair	442.66		
	11-210-2 - A/R HST Receivable	HST Tax Code	48.89		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	56.55	NL	491.55
14029	16-250 - Station 1 - Truck #10	Repairs	691.97		
	11-210-2 - A/R HST Receivable	HST Tax Code	76.43		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	88.40	NL	768.40
			Payment Total:	1,259.95	
3443	12/15/2025	Telizon Inc.			
0631912025111	16-109 - Admin - Telephone	Long Distance	4.17		
	16-237 - Station 1 - Telephone	Long Distance	2.05		
	16-803 - Library - Expenses	Long Distance	0.21		
	11-210-2 - A/R HST Receivable	HST Tax Code	0.71		
	99-999-1 - HST (Statistical) Non-	HST Tax Code	0.82	NL	7.14
3444	12/15/2025	Town of Parry Sound			

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
IVC00000000239		16-202 - Fire - Training 16-233 - Station 1 - Minor Purch	Fire-Training Fire-Training	500.00 500.00	1,000.00
<b>3445</b> Nov 1 2025	<b>12/15/2025</b>	<b>Vianet</b>	16-321 - Garage - High Speed Ir 16-720 - Maple Is. Hall - Teleph 16-457-1 - York Landfill - Intern 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Internet Internet Internet HST Tax Code HST Tax Code	106.80 106.80 160.72 41.35 47.82 NL
<b>3446</b> INV58164085	<b>12/15/2025</b>	<b>Xplore (Aulds)</b>	16-479-1 - Aulds Landfill - Intern	Internet Expense	2.99
<b>3447</b> 9629	<b>12/15/2025</b>	<b>Your Way Automotive</b>	16-290 - 2019 SUV Bld Official-1 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	CBO Vehicle-maintenance HST Tax Code HST Tax Code	165.61 18.29 21.16 NL
<b>3448</b> 75522	<b>12/19/2025</b>	<b>Bay Area Electrical Co Lt</b>	16-703 - Dunchurch Hall - Bld M 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Repair HST Tax Code HST Tax Code	252.87 27.94 32.31 NL
<b>3449</b> 91820493	<b>12/19/2025</b>	<b>Canadian National Non Freight</b>	16-400-7 - CN-Crossing Constru	Bunny Trail	403.50
<b>3450</b> Dec 15 2025	<b>12/19/2025</b>	<b>George Comrie</b>	16-790 - Recreation Cmttee-Pro 16-790 - Recreation Cmttee-Pro 16-790 - Recreation Cmttee-Pro 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Supplies for Tree Lighting Supplies for Tree Lighting-S Supplies for Tree Lighting HST Tax Code HST Tax Code	114.96 121.52 36.61 16.75 19.37 NL
<b>3451</b> 25-65	<b>12/19/2025</b>	<b>Direct Power Generators Inc.</b>	16-703 - Dunchurch Hall - Bld M 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Parts HST Tax Code HST Tax Code	330.72 36.53 42.25 NL
<b>3452</b> 183065	<b>12/19/2025</b>	<b>Duck Rock Resort</b>	16-110 - Admin - Office Supplies 16-316 - Garage - Miscellaneous 16-279 - Building Dept Truck - F	Supplies Supplies Fuel - CBO	18.12 20.81 196.37
183066			11-210-2 - A/R HST Receivable	HST Tax Code	21.69
183067			99-999-1 - HST (Statistical) Non-	HST Tax Code	25.09 NL
183068			16-234 - Station 1 - Fuel & Oil 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Fuel HST Tax Code HST Tax Code	804.20 88.83 102.74 NL
183069			16-234 - Station 1 - Fuel & Oil 11-210-2 - A/R HST Receivable 99-999-1 - HST (Statistical) Non-	Fuel HST Tax Code HST Tax Code	299.41 33.07 38.25 NL
183070			16-316 - Garage - Miscellaneous 16-110 - Admin - Office Supplies	Supplies Supplies	9.06 19.58
183071			16-279 - Building Dept Truck - F	Fuel - CBO	71.14
183072			11-210-2 - A/R HST Receivable	HST Tax Code	7.86
183073			99-999-1 - HST (Statistical) Non- 16-466 - Auld Landfill - Supplies	HST Tax Code Fuel	9.09 NL 44.62

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
183063CM		16-446 - York Landfill - Supplies	Fuel	44.62	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.86	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.40 NL	99.10
		16-320 - Garage - Mtc/Supplies/	Credit - ref invoice #183063	-190.00	-190.00
				Payment Total:	1,499.24
3453	12/19/2025	Conseil scolaire public du			
2025 Q4		18-974 - French Public School E	Q4 2025 Installment	881.28	881.28
3454	12/19/2025	Freightliner North Bay			
16894IN		16-404 - 2017 Freightliner Single	Part	653.81	
16910IN		11-210-2 - A/R HST Receivable	HST Tax Code	72.22	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	83.53 NL	726.03
		16-404-3 - 2020 Freightliner Sn	Part	105.99	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.71	
				13.54 NL	117.70
				Payment Total:	843.73
3455	12/19/2025	G.F. Preston Sales & Service			
WO2138		16-404 - 2017 Freightliner Single	Service - Maintenance	831.82	
WO21839		11-210-2 - A/R HST Receivable	HST Tax Code	91.88	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	106.27 NL	923.70
		16-402 - 2015 Freightliner Tand	Service - Maintenance	831.82	
		11-210-2 - A/R HST Receivable	HST Tax Code	91.88	
WO21840		99-999-1 - HST (Statistical) Non-	HST Tax Code	106.27 NL	923.70
		16-404-3 - 2020 Freightliner Sn	Service - Maintenance	831.82	
		11-210-2 - A/R HST Receivable	HST Tax Code	91.88	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	106.27 NL	923.70
				Payment Total:	2,771.10
3456	12/19/2025	Glen Martin Limited			
427389		16-238 - Station 1 - Supplies	Supplies	177.00	
				19.55	
				22.61 NL	196.55
3457	12/19/2025	Griffith Bros. Service Centre			
93345		16-407-1 - 2022 Dodge 2500 PI	Parts	71.37	
				7.89	
				9.12 NL	79.26
3458	12/19/2025	Ideal Supply Company Ltd.			
6324075		16-404 - 2017 Freightliner Single	Part	31.53	
6238747		11-210-2 - A/R HST Receivable	HST Tax Code	3.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.03 NL	35.01
		16-407-1 - 2022 Dodge 2500 PI	Part	27.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.03	
6324076		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.51 NL	30.49
		16-404 - 2017 Freightliner Single	Part	102.77	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.35	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	13.13 NL	114.12
6326305		16-320 - Garage - Mtc/Supplies/	Part	109.66	
		11-210-2 - A/R HST Receivable	HST Tax Code	12.11	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	14.01 NL	121.77
		16-402 - 2015 Freightliner Tand	Credit for invoice #6140301	-87.49	
6259488		11-210-2 - A/R HST Receivable	HST Tax Code	-9.67	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	-11.18 NL	-97.16

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

Payment # Invoice #	Date	Vendor Name GL Account	EFT		
			GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	204.23
<b>3459</b>	<b>12/19/2025</b>	<b>Kidd's Home Hardware</b>			
2980453		16-320 - Garage - Mtc/Supplies/	Supplies	36.54	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.67 NL	40.58
2980499		19-308 - Roads-Capital-Bridge S	Supplies	8,154.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	900.65	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1,041.69 NL	9,054.69
2980502		19-308 - Roads-Capital-Bridge S	Credit invoice # 2980499	-8,154.04	
		11-210-2 - A/R HST Receivable	HST Tax Code	-900.65	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	-1,041.69 NL	-9,054.69
2980503		19-308 - Roads-Capital-Bridge S	Supplies	7,257.10	
		11-210-2 - A/R HST Receivable	HST Tax Code	801.57	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	927.10 NL	8,058.67
2980904		19-308 - Roads-Capital-Bridge S	Supplies	988.53	
		16-702 - Dunchurch Hall - Suppl	Supplies	38.99	
		16-741 - Pavilion - Supplies	Supplies	39.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	117.80	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	136.25 NL	1,184.32
2980958		16-742 - Pavilion - Building Mtce	Supplies	24.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	2.68	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.10 NL	26.94
2981002		16-742 - Pavilion - Building Mtce	Supplies	4.77	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.53	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.61 NL	5.30
2981692		16-320 - Garage - Mtc/Supplies/	Supplies	91.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	10.12	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.70 NL	101.69
				Payment Total:	9,417.50
<b>3460</b>	<b>12/19/2025</b>	<b>Local Authority Services Ltd.</b>			
MGB000037647		16-426-1 - 2022 Backhoe Manit	Parts	127.72	
		16-409 - 2007 International-Mair	Parts	237.22	
		11-210-2 - A/R HST Receivable	HST Tax Code	40.31	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	46.62 NL	405.25
MGBP00003431		16-110 - Admin - Office Supplies	Office Supplies	39.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	4.31	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.99 NL	43.39
MGBP00003439		16-110 - Admin - Office Supplies	Office Supplies	83.23	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.19	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	10.63 NL	92.42
				Payment Total:	541.06
<b>3461</b>	<b>12/19/2025</b>	<b>McDougall Energy</b>			
ARI00626621		16-427-1 - 2022 Backhoe -Fuel	Disel Dyed	1,137.93	
		11-210-2 - A/R HST Receivable	HST Tax Code	125.69	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	145.37 NL	1,263.62
ARI00626620		16-403 - 2015 Freightliner Tand	Diesel Clear	610.45	
		16-404-1 - 2017 Freightliner Sing	Diesel Clear	610.45	
		16-404-2 - 2020 Freightliner - Sr	Diesel Clear	610.45	
		16-411 - 2007 International - Fuel	Diesel Clear	610.45	
		11-210-2 - A/R HST Receivable	HST Tax Code	269.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	311.94 NL	2,711.50
ARI00656230		16-408-1 - 2022 Dodge 2500 Fu	Fuel - Regular	242.82	

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount	
ARI00656216		16-394-2 - 2018 Dodge Ram 20	Fuel - Regular	242.82		
		16-776 - 2016 Facilities Truck - I	Fuel - Regular	242.83		
		11-210-2 - A/R HST Receivable	HST Tax Code	80.46		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	93.06 NL	808.93	
		16-411 - 2007 International - Fu	Diesel Clear	458.86		
		16-404-2 - 2020 Freightliner - Sr	Diesel Clear	458.85		
		16-403 - 2015 Freightliner Tande	Diesel Clear	458.86		
		11-210-2 - A/R HST Receivable	HST Tax Code	152.05		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	175.86 NL	1,528.62	
					Payment Total: 6,312.67	
3462	12/19/2025	<b>Muskoka Clean Water</b>				
18484		16-778 - Water Maintenance	Chlorine Tester	356.10		
		11-210-2 - A/R HST Receivable	HST Tax Code	39.33		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	45.49 NL	395.43	
3463	12/19/2025	<b>MHBC Planning LTD</b>				
5038328		16-843 - Planning & Developme	Short Term Rental By-law	527.12		
		11-210-2 - A/R HST Receivable	HST Tax Code	58.22		
5038329		99-999-1 - HST (Statistical) Non-	HST Tax Code	67.34 NL	585.34	
		16-843 - Planning & Developme	Berry Shore Road Allowanc	282.39		
		11-210-2 - A/R HST Receivable	HST Tax Code	31.19		
5038332		99-999-1 - HST (Statistical) Non-	HST Tax Code	36.08 NL	313.58	
		16-843 - Planning & Developme	Smith & Lamont - Shore Ro	2,139.00		
		11-210-2 - A/R HST Receivable	HST Tax Code	236.26		
5038331		99-999-1 - HST (Statistical) Non-	HST Tax Code	273.26 NL	2,375.26	
		16-843 - Planning & Developme	Samotik ZBA	2,940.87		
		11-210-2 - A/R HST Receivable	HST Tax Code	324.83		
5038333		99-999-1 - HST (Statistical) Non-	HST Tax Code	375.70 NL	3,265.70	
		16-843 - Planning & Developme	Smith & Hillcoat ZBA	3,107.76		
		11-210-2 - A/R HST Receivable	HST Tax Code	343.26		
5038334		99-999-1 - HST (Statistical) Non-	HST Tax Code	397.02 NL	3,451.02	
		16-843 - Planning & Developme	Rootham-Roberts ZBA	2,802.48		
		11-210-2 - A/R HST Receivable	HST Tax Code	309.54		
					358.02 NL 3,112.02	
					Payment Total: 13,102.92	
3464	12/19/2025	<b>Momentum Conferencing</b>				
0188667		16-126 - Admin - Communicatio	Conference Calling	76.32		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75 NL	84.75	
0187610		16-126 - Admin - Communicatio	Conference Calling	76.32		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75 NL	84.75	
0186498		16-126 - Admin - Communicatio	Conference Calling	76.32		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75 NL	84.75	
0185406		16-126 - Admin - Communicatio	Conference Calling	76.32		
		11-210-2 - A/R HST Receivable	HST Tax Code	8.43		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.75 NL	84.75	
					Payment Total: 339.00	
3465	12/19/2025	<b>Moore Propane Limited</b>				
161011026		16-479 - Auld Landfill - Heating	Liquid Propane - Auld LF	115.86		
		11-210-2 - A/R HST Receivable	HST Tax Code	12.80		

**Municipality of Whitestone**  
**List of Accounts for Approval**  
 Batch: 2025-00308 to 2025-00321

Payment # Invoice #	Date	EFT				
		Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	14.80 NL	128.66	
<b>3466</b>	<b>12/19/2025</b>	<b>Muskoka Rent All</b>				
500615		19-308 - Roads-Capital-Bridge S	Rental equipment	1,186.85		
		11-210-2 - A/R HST Receivable	HST Tax Code	131.09		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	151.62 NL	1,317.94	
<b>3467</b>	<b>12/19/2025</b>	<b>Mullen Heating and Cooling Inc</b>				
1044		16-703 - Dunchurch Hall - Bld M	Repairs-generator	2,341.25		
		11-210-2 - A/R HST Receivable	HST Tax Code	258.60		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	299.10 NL	2,599.85	
<b>3468</b>	<b>12/19/2025</b>	<b>Munisoft</b>				
2025/26-015128		16-104 - Admin - Training Exper	Webinar	121.09		
		11-210-2 - A/R HST Receivable	HST Tax Code	13.38		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.47 NL	134.47	
<b>3469</b>	<b>12/19/2025</b>	<b>Near North District School Brd</b>				
2025 Q4		18-911 - English Public School E	Q4 2025 Installment	261,607.22	261,607.22	
<b>3470</b>	<b>12/19/2025</b>	<b>Near North Industrial Solution</b>				
104472		16-404 - 2017 Freightliner Singl	Part	4.93		
		11-210-2 - A/R HST Receivable	HST Tax Code	0.54		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.63 NL	5.47	
104543		16-402 - 2015 Freightliner Tand	Parts	723.34		
		11-210-2 - A/R HST Receivable	HST Tax Code	79.90		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	92.41 NL	803.24	
		Payment Total:				808.71
<b>3471</b>	<b>12/19/2025</b>	<b>Near North Laboratories Inc.</b>				
112812		16-779 - Water Testing	Water testing	46.61		
		11-210-2 - A/R HST Receivable	HST Tax Code	5.14		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	5.95 NL	51.75	
<b>3472</b>	<b>12/19/2025</b>	<b>Parry Sound Auto Parts Co Ltd</b>				
1-3101541		16-320 - Garage - Mtc/Supplies/	Tank Rental	88.53		
		11-210-2 - A/R HST Receivable	HST Tax Code	9.78		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.31 NL	98.31	
<b>3473</b>	<b>12/19/2025</b>	<b>Sands Canada Inc.</b>				
00731279		16-235 - Station 1 - Boat 1	Supplies	93.48		
		11-210-2 - A/R HST Receivable	HST Tax Code	10.32		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.94 NL	103.80	
<b>3474</b>	<b>12/19/2025</b>	<b>Sling-Choker Safety &amp;</b>				
114210		16-320 - Garage - Mtc/Supplies/	Supplies	129.64		
		11-210-2 - A/R HST Receivable	HST Tax Code	14.32		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.56 NL	143.96	
<b>3475</b>	<b>12/19/2025</b>	<b>Telizon Inc.</b>				
0631912025121		16-109 - Admin - Telephone	Long Distance	4.27		
		16-237 - Station 1 - Telephone	Long Distance	1.05		
		16-803 - Library - Expenses	Long Distance	0.06		
		16-109 - Admin - Telephone	Late Pmt Fee	0.09		
		11-210-2 - A/R HST Receivable	HST Tax Code	0.59		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.68 NL	6.06	
<b>3476</b>	<b>12/19/2025</b>	<b>Town of Parry Sound (Fire)</b>				

**Municipality of Whitestone**  
**List of Accounts for Approval**  
Batch: 2025-00308 to 2025-00321

EFT					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
IVC0000000239		16-241 - Station 1 - Inspections	Compressed Breathing Air	53.65	53.65
<b>3477</b>	<b>12/19/2025</b>	<b>Your Way Automotive</b>			
9725		16-290 - 2019 SUV Bld Official-1	CBO Vehicle - Maintenance	289.47	
		11-210-2 - A/R HST Receivable	HST Tax Code	31.97	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	36.98 NL	321.44
<b>3478</b>	<b>12/24/2025</b>	<b>A. Miron Topsoil Ltd.</b>			
2025-264		16-386 - Sanding/Salting-Goods	Winter Sand - 2,392 - Oct 7.	44,300.69	
		11-210-2 - A/R HST Receivable	HST Tax Code	4,893.18	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	5,659.47 NL	49,193.87
				Total EFT:	500,001.97

Total AP: 656,860.96

Report prepared for Council January 13, 2026

*Jessica Sinkowski*  
\_\_\_\_\_  
Jessica Sinkowski, Treasurer/Tax Collector

# **STAFF REPORTS**



# Municipality of Whitestone

## Report to Council

**Prepared for:** Council

**Department:** Administration

**Agenda Date:** January 21, 2026

**Report No:** ADMIN-2026-01

**Subject:**

Municipality of Whitestone Strategic Plan, approved September 19 2023, 2025 Update on Action Plans

**Recommendation:**

**THAT** the Council of the Municipality of Whitestone receives for information Report ADMIN-2026-01 (Municipality of Whitestone Strategic Plan, approved September 19 2023, 2025 Update on Action Plans).

**Background:**

At the Council meeting of September 19, 2023, the following resolution was passed.

**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		

**Analysis:**

ATTACHMENT 1 to this report provides an update to the Action plans approved on September 19, 2023.

Comments and notes in the furthest column to the right labeled 'DECEMBER 2025 STATUS UPDATE' provide an update on the actions identified.

**Financial Considerations:**

None

**Link to Strategic Plan:****Core Values**

*We will govern our actions according to the following core values:*

- *Accountability*
- *Respect for others*
- *Honesty and integrity*
- *Diversity*
- *Openness and transparency*
- *Respect for nature and the environment*
- *Efficiency and cost effectiveness*

**Respectfully submitted by:**



Nigel Black  
CAO/Clerk

**ATTACHMENT 1:** Actions Plans Updated as of December 2025

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
1.1	Review and renew communication policy	1.1.1 A Communication Policy was approved by Council in May 2016; this Policy should be revisited and consideration given to updating and modernizing	*	Communication Policy is outdated and needs to be re-written	2026	Staff / Council	Improved and modernized policy	CAO to Work with Staff to Complete During 2026
1.2	Improve two-way communication with ratepayers	1.2.1 The four year contract with the website provider allowed for an update to the website in year three of the contract (2023) . Resources will be required for this effort	*	An opportunity to make improvements and enhancements to the Municipal website	2023	Staff / Communication Coordinator	Improved Website; user friendly and easy to navigate	Website refreshed and updated 2023. Ongoing review and update of content as needed
		1.2.2 Continue with and enhance the Bi-weekly E-news letter - new content development. Responsibilities to be passed on to the new Communications Coordinator	ongoing		2023	Staff	More Ratepayers have information on Municipal Initiatives	ongoing

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
		1.2.3 Continue to encourage residents to sign up for the e-news letter (currently 520 enrolled for newsletter)	ongoing		2023		More Ratepayers have information about Municipal Initiatives	Issue Social Media and other post to encourage signup. Current subscribers = 652
		1.2.4 Website content and Social Media to be maintained and updated regularly	ongoing	Twitter and other Social Media platforms (as determined appropriate by the Communications Coordinator) to be maintained	2023	Staff / Communications Coordinator	Well maintained and up to date website and Social Media platforms	Ongoing
		1.2.5 Maintain quarterly hardcopy newsletter and continue to provide opportunities for residents to have the newsletter delivered electronically	*	Council direction as of February 2021 - maintain hard copy, mail out Newsletter until further	ongoing	Staff / Communications Coordinator	Continued interaction with the Community through the quarterly	Council decision in 2024 to eliminate May Newsletter. Continue with other 3 Newsletters.

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
		1.2.6 Consider ways residents can interact with Council through planned Townhall Meetings with specific topics of interest to the Community (examples: agriculture interests, local business interests, short term rentals, trailers, Official Plan and other items of general interest)	*	Undertake a Town hall meeting with the Agricultural Society and the Agricultural Community	2024	Staff/Council	Enhanced engagement with ratepayers	Date and timing to be determined by Council
		1.2.7 Council Report Card	*	Undertake ratepayer surveyed	2025 /2026	Staff/Council	Enhanced engagement with ratepayers	Date and timing to be determined by Council
		1.2.8 Consider improvements to the Audio/Video system in the Community Centre and the meeting recording options	ongoing	2023, 2024 and 2025 Budget item	2023/2024/2025	Staff / Consultant	Improved audio/video and meeting recording opportunities	New Equipment has been purchased and installed. Final configuration to be completed in first quarter 2026
		1.2.9 Ensure robust agenda packages are provided to Council and the Public	ongoing		ongoing	Staff	Enhanced engagement with ratepayers	Ongoing, Staff investigating possible agenda software improvement to increase easy of use/access
1.3	<b>Review and Update the communication Strategy</b>	1.3.1 Review the Communications Strategy and consider updates as needed.		Review the January 2022 update as presented to Council and consider prioritizing unfinished initiatives	ongoing	Staff / Communications Coordinator	Improved and expanded communication options	Timing TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMEHR 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
1.4	Enhance Internal Communications	1.4.1 Continue improved communication with staff	ongoing	ongoing	ongoing	CAO/Clerk	Ongoing opportunities for staff to contribute and be provided with information	Ongoing regular staff meetings both formal and informal

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
2.1	Maintain an open and transparent budgeting process	2.1.1 Identify potential process improvements	ongoing	ongoing	ongoing	Treasurer	Process improvements; clarity in the budgeting process	ongoing
		2.1.2 Prudent management of expenditures and borrowing in respect of inflation and interest rates, increases in cost of living and of key commodities	ongoing	ongoing	ongoing	Treasurer / Council	Limiting borrowing costs where possible	ongoing
		2.1.3 Maintain the Municipality's relatively low tax rate in comparison to surrounding municipalities	ongoing	ongoing	ongoing	Treasurer / Council	A relatively low tax rate	ongoing
		2.1.4 Continue quarterly variance reporting for Q2, Q3 and Q4	ongoing	ongoing	ongoing	Treasurer	Reports submitted to Council within 2 meeting cycles of the end of the quarter	Reports to resume in 2026. Staffing changes did not allow in 2025.
		2.1.5 Strengthen reserves for contingencies and major capital expenditures	ongoing	ongoing	ongoing	Council / Treasurer	Adequate reserves on an ongoing basis	Reserve Contributions in 2025 and proposed for 2026 in direction of AMP recommendation.

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
		2.1.6 Review and update Procurement Policy	*	Note - this is captured as well in Management Systems - item 3.6.1	2026	Treasurer	Updated Procurement Policy	Treasurer and CAO to complete in 2026
2.2	Complete implementation of a robust Asset Management Plan (AMP)	2.2.1 Prepare to meet deadlines for the Municipal Asset Management Planning Regulation (O.Reg. 588/17) under the Infrastructure for of Jobs and Prosperity Act, 2015.	ongoing	Core assets and vehicles complete.	2023-26	Treasurer / Public Works Manager	5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022, and in respect of all of its other municipal infrastructure assets on or before July 1, 2024. O. Reg. 193/21, s. 1.	Contract for the Asset Management Plan Phase 2 to PSD Citywide, April 16, 2024. Expected completion 3rd quarter 2026
		2.2.2 Ensure the Municipal Accessibility plan (November 2018) and AODA requirements are components of the AMP	ongoing	Review and update plans as needed	2023-2026			To be included in updated AMP
		2.2.3 Ensure parks, public landings and docks are a component of the AMP	ongoing	Parks /public landings / docks to be assessed in 2023	2023-2026			Assessment complete. To be included in updated AMP

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
		2.2.4 Ensure the WahWashKesh Dam is a component of the AMP	ongoing	Municipally owned dam on WahWashKesh Lake to be assessed in 2023	2023-2026			Assessment complete. To be included in updated AMP
2.3	<b>Collaborate with neighbouring municipalities and external agencies</b>	2.3.1 Consider opportunities for shared procurement and/or services	ongoing	Ongoing cooperation and discussion on various issues (Broadband, Waste Management etc.) Participation in Regional purchasing group. Member of LAS Municipal purchasing group	ongoing	CAO/Clerk and Public Works Manager	Controlling costs and ensuring efficiencies in the procurement process	ongoing
2.4	<b>Engage in responsible collective bargaining</b>	2.4.1 Collective Bargaining process	*	Collective Bargaining scheduled for 2023	ongoing	Management Bargaining Committee	Signing of agreement	4 year Collective Agreement expiring March 2027, signed January 2024
2.5	<b>Capitalize on external sources of funding / grants</b>	2.5.1 Respond to all available grant opportunities	ongoing	Grant opportunities are maximized as they become available	ongoing	CAO / Treasurer/ Manager of Public Works/ Deputy Clerk	Success with grant proposals; additional funding for Municipal projects	Grants applied for as opportunities become available. Planned RFP for Grant Writing services in 2026

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
3.1	Clarify roles and responsibilities	3.1.1 Update Org chart; ensure roles and responsibilities are clearly defined.	to be reviewed in 2023		Q3 2023	CAO/Clerk	Org Chart reflects Council approved staffing complement	Org Chart updated to reflect current reporting status. No additional action required.
3.2	Enhance performance appraisals		ongoing	ongoing	ongoing	Department Heads	Regular (minimum annual) performance reviews completed for all employees	ongoing
3.3	Measure results against objectives	3.3.1 Council to define specific performance objectives with associated timelines and costs.	ongoing		ongoing	CAO/Clerk and Council	Goals and Objectives met	TBD
3.4	Plan for management development and succession	3.4.1 Consider options for Succession Planning for several staff and consultant roles	to be reviewed in 2023		ongoing	CAO / Clerk and Council	Well trained staff compliment	Ongoing

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
3.5	<b>Manage Council's business more effectively</b>	3.5.1 Review Procedure By-law and recommend changes	*	2023 initiative		Staff/Council		Complete December 2023, By-law 2023-80
		3.5.2 Reduce paper burden for Council meetings. Budget for Council electronics options for Council	*	2023 Council approved electronic device allowance - Members of Council to utilize laptop at Council meetings for access to Zoom and to eliminate paper agendas		2023 Budget item	Reduced paper usage and printing	No significant progress in reducing paper copies to Council or the Public. Staff investigating agenda software which would make use of electronic devices more feasible and could encourage the phasing out of some paper copies.

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN										
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update		
3.6	Review policies, procedures, and processes	3.6.1 Consider a list of the policies the Municipality currently has in place and prioritize those that	Priorities to be reviewed	<b>Polices / Bylaws for review and possible update:</b>						
				Procedural By-law	2023			Complete December 2023, By-law 2023-80		
				Short Term Rental By-law	2023			Policy direction provided by Council August 20, 2024 - development of Draft ongoing		
				Road Grant By-law	TBD			Completed 2025		
				Communications Policy	TBD			TBD		
				Procurement Policy	TBD			TBD		
				Health and Safety Policy	2024			In progress by Public Works Manager		
				Trailer By-law	2023			June 18, 2024. Council direction not to proceed and include in Official Plan/Zoning		
				Notice By-law	TBD			TBD		
				Parking and Traffic By-law	2023			New By-law approved June 18, 2024		
				Fees and Charges By-law	Annual Review			Annual review complete February 2024		
				Animal By-law (Backyard Chicken by-law)	2023			August 2024. Council direction <u>not</u> to proceed		
				Official Plan	2024/2025			RFP Awarded 2024 Currently In Progress		
				Delegation of Authority By-law (to be developed)	TBD			TDB		
Updated and current By-law										

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
		need review and updating		Video Surveillance Policy (to be developed)	TBD			Protocol in place. Signage updates at Landfill sites and PW Garage September 2024
				Network and Systems Technology Acceptable Use Policy (to be developed)	2023			TBD
				Transparency By-law				Updated 2024 By-law 40-2024 approved August 2024
				Road Naming By-law				Updated 2024 By-law 37-2024 approved August 2024
				Road Naming and Road Renaming Policy				Developed 2024 By-law 38-2024 approved August 2024
				Property Tax Collection By-law				Updated 2024 By-law 39-2024 approved July 16, 2024
				Encroachment By-Law				Developed 2024 By-law 36-2024 approved July 16, 2024
				Network and Systems Technology Acceptable Use Policy	2023			Incorporated into Employee Handbook under 'Administrative and Technology Matters'

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
3.7	<b>Protect and Secure Municipal Data and Information</b>	3.7.1 Address Cyber Security and ensure the ongoing protection of Municipal Data and information	*	Report to Council Q4 2023	Q4 2023	IT Consultant	Continued security of municipal data and information	Report to Council December 2024. Admin/IT Consultant to continue to implement recommendations.
		3.7.2 Ensure policies and procedures are in place to ensure the protection of Network Systems	*	An noted above in 3.6 - Policy to be in place Q4 2023	Q4 2023	Staff / IT Consultant	Continued security of municipal data and information	Report to Council December 2024. Admin/IT Consultant to continue to implement recommendations.

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
4.1	<b>Outreach to the Community</b>	The Municipality will continue to communicate and collaborate with community groups and associations that exist within the bounds of the Municipality as well as members of the public, as a means of focusing our collective efforts on environmental stewardship.	ongoing	Regularly provide information in respect of planning and other matters as it relates to Whitestone initiatives. New website provides updated and current contact information	ongoing	Staff / Council	Community Groups connected and informed	Facebook posts through the Communications Coordinator from time to time regarding Environmental related issues
4.2	<b>Enhance lake and watershed planning and management</b>	4.2.1 Consider Lake Planning and Management studies	*	2023 Budget allowed for an expenditure of \$15,000	TBD	Environmental Stewardship Committee / Staff	Increased understanding of the health of the lakes in Whitestone	No progress at this time
4.3	<b>Monitor and promote water quality</b>	4.3.1 Continue to support Benthic Monitoring in partnership with the Georgian Bay Biosphere.	ongoing	Benthic Monitoring to continue - budget for three lakes in 2023	ongoing	Georgian Bay Biosphere	Water quality testing on all lakes within Municipality; data shared	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
4.4	<b>Education and commitment to recycling and hazardous waste</b>	4.4.1 Encouraging recycling including a 'REDUCE - REUSE RECYCLE' approach. Whitestone will continue to educate the Community and promote initiatives that divert materials away from the landfill sites	ongoing	Increase presence on social media; new signs at the landfill sites to be installed	ongoing	Staff	Increased diversion from landfill and environmental compliance	Ongoing posts on Facebook in respect of recycling; ongoing enforcement of clear bags at the Landfill sites
4.5	<b>Plan for the future of landfill sites</b>	4.5.1 Prioritize the development of future options and strategies for either extending the life of the landfill sites, other operating models such as transfer stations or closure. Environmental Consultants specializing in such matters will be contracted for this work.	A 2023 initiative	Consultant report on options budgeted for in 2023	Q4 2023	Staff / Consultants	Future options developed for the Landfills	Report to Council in December 2024. Significant work done in compaction at both landfills in 2025. Impact of work to be assessed on next landfill reports.

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
4.6	Enhance forest fire protection	4.6.1 The Municipality will consider ways to increase protection of its residents and recreation areas from fire through enhanced permitting, surveillance, and cooperation with the Ministry of Natural Resources and Forestry.	ongoing	New open air, online permitting process in place as of April 1, 2022	ongoing	Fire Chief	On going coordination and cooperation with MNRF	Fire Smart Communities Grant Program available thorough MNRF (50% funding). Grant deadline September 30, 2024
4.7	Energy efficiency	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Action Plans)	ongoing	Milestone 1 complete 2022. Milestone 2 planned for 2023	Q4 2023	Municipal ICECAP representatives	Move towards energy efficiencies in the Municipality	March 2024- Milestones 2 and 3 - Adoption of the 2023 Corporate Climate Action Plan; Adoption in principle a Corporate Greenhouse Gas Emissions Reduction Target of 10% below 2022 levels by 2034. Support in principle of the Actions Plans as presented in the 2023 Report

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
4.8	<b>Address climate change resiliency</b>	4.7.1 The Municipality committed to maintaining membership of ICECAP (Integrated Community Energy and Climate Action Plans)	*	Continue to work with ICECAP and adjacent Municipalities to discuss initiatives and solutions	Ongoing	Staff/ Council	Plan for climate change and address in future budgets	2025 ICECAP work plan underway with the Georgian Bay Biosphere. 2025 included Energy Assessments of Community Centre, Office/Firehall and PW Garage facilities. Report to Council expected Q1 2026
		4.8.2 The Municipality will work toward incorporating Climate Change strategies into Municipal Planning	*	Further discussion with the Municipal Planner required on this matter	TBD	Staff/ Council	Plan for climate change and address in future budgets	TBD

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
5.1	Annually review and maintain a 5- year road and bridge plan		ongoing	Road Needs Study and asset Management plan continue to be a component of the annual budget process	ongoing	Public Works Manager	Roads and Bridges program reviewed and updated annually	Annual budget initiative
5.2	Support private road grant protocol	5.2.1 Continue to support road grant protocol	ongoing	Road Grant program continues to be supported by Council. A review of the By-law to provide clarity of terms/conditions	Review of By-law priority TBD	Council / Treasurer	Continued use of the Road Grant program and Council support	Supported in 2025 with a 3% increase in the road grant x and y factors (based on actuals for 2024). Road Grant Protocol Reviewed and Adopted in 2025
5.3	Improve information and regulatory signs	5.3.1 Improve signage to benefit the visitors and ratepayers of the Community and for public safety	ongoing	An ongoing initiative of the Public Works Department	ongoing	Public Works Manager	Roads and bridge signage meet regulations; improved information signage	Ongoing and continuous
5.4	Develop a Public Land Strategy	5.4.1 Council will develop a strategy for the use of existing Municipal property. Will assess the disposal of surplus land.	*	Consider if there is surplus lands that could be disposed of.	TBD	Council	Strategic use of Municipal lands in support of the Community needs.	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
		5.4.2 Develop plans for the properties recently (2022 and 2023) purchased in Dunchurch	*	Consideration to be given to use and opportunities for lands purchased in Dunchurch 2022 and 2023	2024	Council	A plan to be developed and executed once a decision has been made	No progress at this time. Budget recommendation to proceed with planning/engagement in 2026
5.5	<b>Public Access Points and Open Spaces</b>	5.5.1 The Municipality will review, develop policies and invest in Municipal access points (boat launches/landings, parklands and trail systems).	*	Continue to plan and budget for ongoing improvements.	ongoing	Council / Staff	Well developed and maintained public access points and open spaces	2025 budget increased for general boat launch improvements. Public Works staff ensuring maintenance and upgrades are completed
		5.5.2 Annual report from the Public Works Department on the status of the Boat Launches and Open Spaces	*	Continue to plan and budget for ongoing improvements.	ongoing	Manager of Public Works	Well developed and maintained public access points and open spaces	PW Manager to assess and report to Council 2026

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
6.1	<b>Identify opportunities for and obstacles to economic activity</b>	6.1.1 Work with West Parry Sound Economic Development Collaborative to identify and address opportunities to enhance Whitestone's existing businesses and to support new ones.	*	Ongoing	ongoing	Staff and EDO	Improved Economic Activity in Whitestone	The Economic Development Collaborative ceased to exist in 2025. No progress has been made for alternative
		6.1.2 Expand broadband	ongoing	Broadband projects in progress with Cogeco and Bell	2023, 2024 and 2025	Cogeco and Bell	Improved broadband throughout a number of areas in Whitestone	Project is ongoing. Timeline has been communicated to be early 2026
6.2	<b>Encourage home-based and local businesses</b>	6.2.1 Consider options to support businesses that serve the seniors demographic	*		TBD	TBD	Successful home-based local businesses	TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
6.3	<b>Attract tourism through events</b>	6.3.1. Seek opportunities to promote tourism through special events	*	Communications Coordinator to consider opportunities to promote events and activities	ongoing	Communications Coordinator	Metrics TBD	The Municipal Facebook page as well as the e-newsletter are the current vehicles for promoting Whitestone events
		6.3.2 Post the 'Whitestone YouTube Videos' on the website	done	Posted in the 'Explore Whitestone' section of the landing page of the website	Done	Communications Coordinator	Opportunity to promote Whitestone 'Whitestone YouTube Videos' on the website	
6.4	<b>Collaborate with existing businesses and support new businesses</b>	6.4.1 Update current list of local businesses in the area.	ongoing	Website listing of local businesses continue to be updated.	ongoing	Communications Coordinator	Continued support of local business interests	On going website review and updates are done as needed. A printed list of local business is now available at the front desk and is included as an insert in the Whitestone Directory
		6.4.2 Survey Local Businesses to determine needs and supports required	*		TBD	TBD	Continued support of local business interests	No progress at this time

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
		6.4.3 Create a 'sheet' to print out with a list of local businesses that can be shared with residents.	*	This could be part of the Welcome to Whitestone, new property owner package. To also be available at the Library and Municipal Office	2023	Communications Coordinator	Opportunity to help promote local business	Complete
		6.4.4 For new 'brick and mortar' businesses offer an 'ribbon cutting' ceremony by a member of Council, to welcome the business to the community	*	To be promoted on Social meeting and newsletters	to be ongoing	Council and Communications Coordinator		None to date
6.5	<b>Consider shared economic development resources</b>	6.5.1 Work with neighbouring Municipalities to share economic development resources	ongoing	Ongoing involvement and support for the Economic Development Committee in West Parry Sound	ongoing	Staff / Council	Improved EcDev opportunities throughout West Parry Sound that will support Whitestone ratepayers	The Economic Development Collaborative ceased to exist in 2025. No progress has been made for alternative.
6.6	<b>Promote our commercial tax rate</b>		ongoing		ongoing	Staff / Council	Ability to attract and keep local business in Whitestone	Information is posted on the Municipal Website

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
7.1	<b>Promote community assets</b>		*	Include promotion of the Ardbeg Community Club	ongoing	Staff / Council / Communications Coordinator	TBD	Facebook, e-news, hardcopy newsletter and electronic signs (Community Centre and Library)
7.2	<b>Support future of Whitestone Lake Public School</b>	7.2.1 Support continued existence of the school and the expansion of programs and facilities. Invite new School Trustee to the School	ongoing	The After School Program continues and is well received by the Community; Bottles and can revenue from the York Street Landfill site supports school activities and needs	ongoing	Council / Staff	Continued existence of the Whitestone Lake Public School	After School Program continues to be supported; three days per week at this time. In August 2023 the Parents Association resigned from the Bottles and Cans program at the York Street landfill site. Council awarded the program to Lions Club with occasional use by the Cramadog Snowriders

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
7.3	<b>Encourage and support community involvement from all parts of the Community</b>	7.3.1 Seek and promote Community engagement opportunities in the affairs of the Municipality	*	Hybrid meetings have created the opportunity for more involvement in Council meetings	ongoing	Staff / Council / Communications Coordinator	Active Committees (i.e. Recreation Committee); ongoing opportunities for the Community to have a voice	ongoing
7.4	<b>Support the Whitestone Public Library and Technology Centre</b>	7.4.1 Council remains committed to the Public Library and the services/programs it offers	ongoing	Continued support for programming and coordination of activities with the Recreation Committee	ongoing	Council / Library Board	Continued success and increased use of Library services	ongoing
7.5	<b>Investigate community improvement programs</b>	7.5.1 Consider Community improvement programs	ongoing	TBD	TBD	Council/Staff	Continuous, noticeable visual improvement in the Community	ongoing
7.6	<b>Promote Community cleanliness and pride</b>	7.6.1 Promote beautification of the Community	*			Staff / Council	Metrics TBD	TBD

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	December 2025 Status Update
7.7	<b>Enhance recruitment and appreciation of volunteers</b>	7.7.1 Find a mechanism to recruit and retain volunteers	*	Continue to encourage involvement in Committees of Council	ongoing	Staff / Council / Communications Coordinator	An active and engaged Community of volunteers supporting Whitestone	Ongoing recruitment and support of the many volunteers in the Community
		7.7.2 Continue to support Volunteer Appreciation Dinner	N/A	Annual Volunteer Appreciation Event	ongoing	Staff	Event successful	Successful event held December 2025

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

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
8.1	Update Official Plan and Zoning By-law	8.1.1 Undertake a comprehensive review and update of the 2016 Official Plan and the 2018 Zoning By-law.	*	To commence Q4 2023	2024/2025	Consultant / Staff / Council	An updated OP and ZB that reflect the current and future needs of Whitestone	RFP for update of Official Plan and Zoning By-law awarded Q4 2024. Progress is ongoing.
8.2	Planning services and process	8.2.1 The Municipality will consider how planning services are delivered and engage new consulting services	RFP for Consulting services in progress	Contract award schedule for late July or early August 2023	Q4 2023	Council / Staff	Consulting services secured	Planning Consulting Services awarded to MHBC December 12, 2023
8.3	Attainable Housing	8.3.1 Work with Regional partners and area municipalities to develop strategies and to support initiatives for attainable housing.	*	Continue to strategize opportunities and work with other municipalities as well as DSABB	TBD	TBD	Improved attainable housing opportunities	No progress yet on this initiative
		8.3.2 Consider opportunities (including funding) that may be available for attainable housing in Whitestone	*		TBD	TBD	Improved attainable housing opportunities	No progress yet on this initiative

AS OF SEPTEMBER 2023, ADOPTION OF STRATEGIC PLAN								DECEMBER 2025 STATUS UPDATE
Action #	Description	Subtask	Progress	Comments	Priority / Timeline	Responsible	Metrics	
		8.3.3 Consider updates to the Official Plan and Zoning By-law that will reduce barriers for attainable housing	*	In concert with the upcoming update to the Official Plan and available legislation	2024		Improved attainable housing opportunities	RFP for OP and ZB update in progress. Attainable housing wording to be included during the discussion once the process commences
8.4	Lake Planning	8.4.1 Develop Lake Planning Strategies that will identify the physical, environmental and social values of our lakes and river systems, and their planning implications	*	With guidance from professional Environmental Consultants	TBD	Staff / Council	The development of a multi -year Lake Planning Strategy	No progress yet on this initiative



# Municipality of Whitestone

## Report to Council

---

**Prepared for:** Council

**Department:** Finance

**Agenda Date:** January 21, 2026

**Report No:** FIN-2026-02

---

**Subject:**

2024 Surplus and Establishment of Funding Stabilization Reserve

**Recommendation:**

THAT Council of the Municipality of Whitestone hereby receives Report FIN-2026-02 regarding the allocation of the 2024 operating surplus;

AND THAT Council approve the establishment of a Funding Stabilization Reserve;

AND THAT Council approve the transfer of the remaining 2024 operating surplus in the amount of \$285,446.08 to the Funding Stabilization Reserve;

AND THAT Council approve the transfer of \$19,482.68 from the 2024 operating surplus to the Building Reserve, as required under the Building Code Act;

AND THAT Council endorse the principle that future operating surpluses are generally considered one-time in nature and be directed to reserves as part of the annual year-end process, subject to Council approval;

AND THAT Council support maintaining a minimum balance of \$50,000 in the Funding Stabilization Reserve to support financial stability and mitigate future financial risks.

## **Background:**

The Municipality of Whitestone reported an operating surplus of \$304,928.68 for the 2024 fiscal year.

A portion of this surplus relates to excess revenue generated through the Building Department. Under the Building Code Act, any surplus arising from building permit revenues must be transferred to a dedicated Building Reserve and may only be used for purposes permitted under the Act.

The remaining surplus reflects general municipal operations and may be allocated at Council's discretion in accordance with sound financial management practices. The allocation of surplus funds presents an opportunity to strengthen the Municipality's financial position, enhance flexibility, and reduce reliance on future tax levy increases when responding to unforeseen pressures or emerging priorities.

## **Analysis:**

### Building Department Surplus – Legislative Requirement

Of the total 2024 operating surplus, **\$19,482.68** represents surplus building permit revenue that is required to be transferred to the Building Reserve in accordance with the Building Code Act.

While the surplus was identified as part of the audit process, the corresponding reserve transfer entry was not recorded by the auditor and is therefore being brought forward for Council approval and completion as part of the year-end surplus allocation.

This transfer is mandatory and ensures compliance with legislative requirements governing building revenues.

### Operating Surplus

After the required transfer to the Building Reserve, the remaining operating surplus totals **\$285,446.08**.

Operating surpluses are non-recurring by nature and may result from timing differences, conservative budgeting, delayed expenditures, or one-time revenues. As such, best practice is to allocate surpluses to reserves rather than using them to fund ongoing operating costs.

Historically, Council has applied operating surpluses to the subsequent year's budget. However, Council has expressed a desire to approve budgets earlier in the year. Given the timing of the year-end audit process, final surplus amounts will not be confirmed until after the budget has been approved. As a result, applying surplus directly to the subsequent budget is increasingly

difficult from a timing and process perspective. Transferring operating surpluses to reserves provides a practical and transparent approach that supports earlier budget approval while preserving Council's ability to direct surplus funds through future budget decisions or reserve allocations.

Transferring the 2024 operating surplus to reserve will:

- Strengthen the Municipality's financial sustainability
- Provide flexibility to respond to unexpected expenditures or revenue fluctuations
- Support future capital or operational needs without immediate tax impacts
- Align with public sector best practices and audit expectations

#### Funding Stabilization Reserve

Staff recommend establishing and utilizing a **Funding Stabilization Reserve** to provide Council with flexibility in responding to both operational and capital pressures as they arise, without pre-earmarking funds for a specific purpose.

The purpose of the Funding Stabilization Reserve is to:

- Mitigate short-term financial risks
- Address unanticipated or one-time expenditures
- Provide flexibility during periods of revenue volatility
- Reduce the need for sudden tax levy increases

As the Funding Stabilization Reserve is not earmarked for a specific purpose, it may be established by Council resolution in accordance with the Municipal Act, 2001.

#### Minimum Reserve Balance

Staff further recommend maintaining a minimum balance of \$50,000 in the Funding Stabilization Reserve.

This level is considered reasonable and prudent given the size and scale of the Municipality's operations. The reserve is intended to act as a financial buffer and does not replace the need for appropriate annual budgeting or long-term financial planning.

The minimum balance may be reviewed periodically as part of the Municipality's broader financial strategy.

### **Financial Impact:**

The transfer of the 2024 operating surplus to the Funding Stabilization Reserve will increase reserve balances and improve the Municipality's overall financial position. There is no immediate impact on the tax levy.

### **Conclusion:**

The recommended approach to surplus allocation supports responsible financial stewardship, enhances flexibility, and positions the Municipality to respond effectively to future financial pressures. Establishing a Funding Stabilization Reserve and a guiding principle for future surpluses promotes long-term financial sustainability while preserving Council's authority over final decisions.

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

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

**Respectfully submitted by:**



Jessica Sinkowski  
Treasurer/Tax Collector

**Reviewed by:**



Nigel Black  
CAO/Clerk

**ATTACHMENT A – 2024 Surplus Analysis**

**ATTACHMENT B – 2024 Building Services Surplus Analysis**

## Attachment A

MUNICIPALITY OF WHITESTONE  
SURPLUS ANALYSIS  
DECEMBER 31, 2024

	BUDGET	ACTUAL	VARIANCE
<b><u>REVENUE</u></b>			
TAXATION	3,733,000	3,763,000	30,000 SUPPS
CIF GRANT	132,000	90,000	-42,000
WASTE DIVERSION GRANT	83,000	53,000	-30,000
OTHER GRANTS	3,000	11,000	8,000
USER FEES	43,000	68,000	25,000
MISCELLANEOUS REVENUES/LCBO	0	27,000	27,000
CIF GRANT - YORK ST HYDRO		0	0
FIRE REVENUE	4,000	23,000	19,000
LICENSES/PERMITS	150,000	175,000	25,000
SHORE ROAD ALLOWANCE	5,000	31,000	26,000
PARKLAND OBLIGATORY	-35,000	-61,000	-26,000
PARKLAND IN LIEU	35,000	80,000	45,000
PARKLAND INTEREST	0	14,000	14,000
INTEREST	95,000	120,000	25,000
PLANNING REVENUE	40,000	27,000	-13,000
FIRE TRUCK FINANCING	0	0	0
TRANSFER BETWEEN FUNDS	207,000	40,000	-167,000
OTHER			-2,000
TOTAL REVENUE			<hr/> -36,000

MUNICIPALITY OF WHITESTONE  
SURPLUS ANALYSIS  
DECEMBER 31, 2024

<b><u>EXPENDITURES</u></b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	
GENERAL GOVERNMENT	1,234,000	1,141,000	93,000	22,000 LEGAL 28,000 HR CONTINGENCY 5,000 CAPITAL 20,000 OP CONSULTANT 5,000 WATER TESTING 11,000 BENEFITS 2,000 OTHER 93,000
FIRE/PROTECTION	1,581,000	1,579,000	2,000	
ROADS	1,674,000	1,557,000	117,000	-22,000 CONSTRUCT WAGES -15,000 MAINTENANCE 47,000 BRIDGE REHAB 21,000 AMP CONSULTANT 13,000 CAPITAL 51,000 BRIDGE REPAIRS 14,000 WINTER 8,000 INTEREST 0 OTHER VARIOUS 117,000
LANDFILL/RECYCLING	306,000	265,000	41,000	33,000 WAGES 5,000 RECYCLING 3,000 OTHER VARIOUS 41,000
HEALTH	264,000	258,000	6,000	
RECREATION/PARKS/CULTURE	321,000	266,000	55,000	3,000 PARKS 8,000 REC PROGRAMS -7,000 WAGES 7,000 42,000 COMMUNITY CENTRE CAPITAL 2,000 OTHER VARIOUS 55,000
LIBRARY	130,000	141,000	-11,000	INSURANCE
ECONOMIC DEVELOPMENT/PLANNING	77,000	43,000	34,000	PRIMARILY PLANNING
OTHER VARIOUS			4,000	
<b>TOTAL EXPENDITURES</b>			<b>341,000</b>	
2024 SURPLUS			305,000	

## 2024 Building Services Surplus Analysis

GL Account	GL Description	Actuals	Budget	Variance
<b>EXPENSES</b>				
16-279	Building Dept Truck - Fuel	\$ 829.38	\$ 1,050.00	-\$ 220.62
16-280	Bld Official - Wages/Direct Exp	\$ 141,445.10	\$ 126,384.00	\$ 15,061.10
16-281	Bld Official - Supplies	\$ 1,532.83	\$ 2,500.00	-\$ 967.17
16-283-1	Cell Phone	\$ 403.29	\$ 450.00	-\$ 46.71
16-284	Bld Official - Training/Seminar	\$ 1,167.60	\$ 1,000.00	\$ 167.60
16-285	Bld Official - Memberships	\$ 5,587.43	\$ 6,000.00	-\$ 412.57
16-290	2019 SUV Bld Official - Truck Maint,	\$ 3,908.04	\$ 4,206.00	-\$ 297.96
16-291-1	Bld Official - Mileage	\$ 231.00	\$ 300.00	-\$ 69.00
<b>Total Expenses</b>		<b>\$ 155,104.67</b>	<b>\$ 141,890.00</b>	<b>\$ 13,214.67</b>
<b>REVENUES</b>				
15-720	Licenses/Permits	<b>\$ 174,587.35</b>	<b>\$ 150,000.00</b>	<b>\$ 24,587.35</b>
<b>NET</b>		<b>\$ 19,482.68</b>	<b>\$ 8,110.00</b>	<b>\$ 11,372.68</b>

# **BY-LAWS**

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW NO. 02-2026

---

**Being a By-law to authorize borrowing from time to time  
to meet expenditures during  
the fiscal year ending December 31, 2026**

---

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

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

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

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

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

1. **THAT** the Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance up to \$1,000,000.00 during the year 2026, (hereafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 (1) of the Act;
2. **THAT** a promissory note or banker's acceptance made under Section 407(1) of the Act shall be signed by the Head of Council, or such other person as is authorized by By-law to sign it, and by the Treasurer;
3. **THAT** the lenders from whom amounts may be borrowed under authority of this By-law shall be The Toronto Dominion Bank and such other lender(s) and reserve funds of the Municipality as may be determined from time to time by resolution of the Council;

4. **THAT** the total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for that year. For purposes of this By-law, the estimated revenues of the Corporation shall not include revenues derivable or derived from,
  - (a) borrowing or issues of debentures, or
  - (b) a surplus, including arrears of levies, or
  - (c) a transfer from the capital fund, reserve funds or reserves
5. **THAT** the Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with a certified copy of this By-law, a certified copy of the resolution mentioned in Item 3 above, determining the lender is applicable, and a certified copy of the estimates of the Corporation adopted for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Act that have not been repaid;
6. **THAT** if the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law:
  - (a) The limitation on total borrowing, as set out in Item 4 above, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year, and
  - (b) A certified copy furnished under Item 5 above shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year.
7. **THAT** all of any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received, but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
8. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect to the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose, and
9. **THAT** By-law No. 02-2026 being a By-law to authorize borrowing from time to time to meet expenditures during the fiscal year ending December 31, 2026 is hereby passed this 21st day of January 2026.

---

Mayor George Comrie

---

CAO/Clerk Nigel Black

## THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

## BY-LAW NO. 03-2026

---

**Being a By-law to levy certain interim  
rates, taxes and charges for the year 2026**

---

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

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

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

- (1) **THAT** the following interim taxes, rates and charges are hereby levied, rated and imposed to be collected on the whole of the rateable properties in the Municipality of Whitestone in the following manner:
  - (a) For all properties in Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2025.
  - (b) For all properties in Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim tax levy of 50% of the total taxes for municipal and school purposes levied in the year 2025.
- (2) **THAT** for the purposes of calculating the total amount of taxes for the year 2025 under paragraph 1, if any taxes for municipal and school purposes were levied on the property for only part of 2025 because assessment was added to the collector's roll during 2025, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
- (3) **THAT** the provisions of this By-law shall apply in the event that assessment is added for the year 2025 to the collector's roll after the date this By-law is passed and an interim levy shall be imposed and collected.
- (4) **THAT** all taxes levied under this By-law shall be payable into the hands of the Treasurer in accordance with the provisions of this By-law.

**THAT** the said interim tax levy shall become due and payable as follows:

50% percent of the interim levy rounded upwards shall become due and payable on the last business day of March, 2026; 50% percent on the interim levy rounded upwards to the next whole dollar shall become due and payable on the last business day of May, 2026 and nonpayment of the amount on the dates stated in accordance with this section shall constitute default under the installment payment plan. Pre Authorized Payment Plan is due the last day of every month.

**THAT** the Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

**THAT** the taxes are payable at the Municipality of Whitestone Municipal Office, 21 Church Street, Dunchurch, Ontario.

**THAT** the subsequent levy for the year 2026 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by the By-law.

**THAT** the provisions of Section 290 of the *Municipal Act*, as amended, apply to this By-law with necessary modifications.

**THAT** the Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due or to become due and to give a receipt for such part payment, provided that the acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or of any installment thereof.

**THAT** nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and By-laws governing the collection of taxes and,

**THAT** By-law No. 02-2026 being a By-law to levy certain interim rates, taxes and charges for the year 2026 is hereby passed this 21st day of January, 2026.

---

Mayor George Comrie

---

CAO/Clerk Nigel Black



## MEMORANDUM

**To:** Mayor and Council

**From:** Paula Macri, Planning Assistant

**Date:** December 18, 2025

**Agenda Date:** January 21, 2026

**Re:** SAMOTIK, Zdzislaw and Danuta  
 Consent Application B01/2025(W)  
**Status of Conditions of Approval**

### Background

At the Council meeting of March 18, 2025, the following resolution was passed:

**Resolution No. 2025-088**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Nash

5.1.1 Consent Application No. B01/2025(W) – SAMOTIK, Zdzislaw

**WHEREAS** Patrick Christie, C.P.T., has prepared a report for the Parry Sound Area Planning Board dated February 24, 2025 regarding Consent Application B01/2025(W) – SAMOTIK, Zdzislaw and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. **THAT** the three new lots receive 911 addressing from the Municipality;
3. **THAT** written confirmation be received from the Whitestone Fire Chief indicating that the private access road to the property can accommodate emergency vehicle(s);
4. **THAT** the newly created lot(s) be rezoned from Rural (RU) Zone to the Rural (RU) – Limited Services Zone;

5. **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;
6. **THAT** all applicable Planning Board fees be paid to the Parry Sound Area Planning Board; and
7. **THAT** payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

*AMENDMENT proposed by Councillor Nash:*

**Resolution No. 2025-089**

**Moved by:** Councillor Nash

**Seconded by:** Councillor Lamb

**THAT** Condition #3 re. confirmation from Fire Chief, be removed from the Consent Agreement.

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

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

**Carried**

*AMENDMENT proposed by Councillor Lamb:*

**Resolution No. 2025-090**

**Moved by:** Councillor Lamb

**Seconded by:** Mayor Comrie

**THAT** Condition #8 be added to require a 30-metre setback from any wetland on a severed property.

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

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

**Carried**

**Resolution No. 2025-088 as amended**

**Moved by:** Councillor Lamb

**Seconded by:** Councillor Nash

5.1.1 Consent Application No. B01/2025(W) – SAMOTIK, Zdzislaw

**WHEREAS** Patrick Christie, C.P.T. has prepared a report for the Parry Sound Area Planning Board dated February 24, 2025 regarding Consent Application B01/2025(W) – SAMOTIK, Zdzislaw and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. **THAT** the three new lots receive 911 addressing from the Municipality;
3. ~~**THAT** written confirmation be received from the Whitestone Fire Chief indicating that the private access road to the property can accommodate emergency vehicle(s);~~
4. **THAT** the newly created lot(s) be rezoned from Rural (RU) Zone to the Rural (RU) – Limited Services Zone;
5. **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;
6. **THAT** all applicable Planning Board fees be paid to the Parry Sound Area Planning Board;
7. **THAT** payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid; and
8. **THAT** a 30-metre setback from any wetland on a severed property is required.

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

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

**Carried**

On March 24, 2025, the Parry Sound Area Planning Board granted the creation of three (3) new rural lots fronting on the access road parallel to Sam's Lane as applied for by Zdzislaw and Danuta Samotik subject to the following conditions:

#### Planning Board Requirements

1. That the applicant provides the Secretary-Treasurer with:

##### **From Lawyer**

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

##### **From Surveyor**

- c) a copy of the survey plan deposited in the Land Registry Office

#### Municipal Compliance Letter Requirements

1. Payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. That the three new lots receive 911 addressing from the Municipality;
3. That the newly created lot(s) be rezoned from Rural (RU) Zone to the Rural (RU) – Limited Services Zone;
4. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title by the applicants to include the recognition of the private access road for the three new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance of the road;
5. That a 30-metre setback from any wetland on a severed property is required; and
6. That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

#### **Status of Conditions of the Parry Sound Area Planning Board approval of March 24, 2025:**

1. Payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
  - Condition satisfied
2. That the three new lots receive 911 addressing from the Municipality;
  - Condition satisfied
3. That the newly created lot(s) be rezoned from Rural (RU) Zone to the Rural (RU) – Limited Services Zone;
  - Condition satisfied
4. That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title to include:

- a) 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
  - The Consent Agreement has been reviewed by the applicants and the applicants' solicitor.
5. That a 30-metre setback from any wetland on a severed property is required.

Excerpt from MHBC Planning Report of November 18, 2025:

*"It is difficult for staff to determine an appropriate mechanism in order to satisfy Condition #5 of the provisional Consent approval. There are no wetlands shown in the Official Plan and Planning Staff are not aware of any wetland features in the location of the proposed severed lots.....*

*Because there are no wetlands identified in the Official Plan there is no reason to implement a 30 metre setback as indicated in the condition of provisional Consent."*

6. That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.
  - Condition satisfied

## **Next Steps**

That By-law 04-2026 authorizing the execution of the Section 51(26) Consent Agreement be passed on January 21, 2026 at the Regular Council meeting.

## **ATTACHMENTS:**

### **Attachment 1**

- Report from [Parry Sound Area Planning Board dated February 24, 2025](#)

### **Attachment 2**

- Draft By-law 04-2026, to Enter into an Agreement for Conditions of Approval of Consent B01/2025(W) with Consent Agreement attached

# PARRY SOUND AREA PLANNING BOARD

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

## CONSENT APPLICATION NO. B01 2025 (W) - Samotik

### PART OF LOT 5, CONCESSION 4

PART 2, 42R-14763, PART 2, 42R-17010  
GEOGRAPHIC TOWNSHIP OF MCKENZIE  
MUNICIPALITY OF WHTESTONE  
Roll # 493905000105600 PIN: 52251-0331

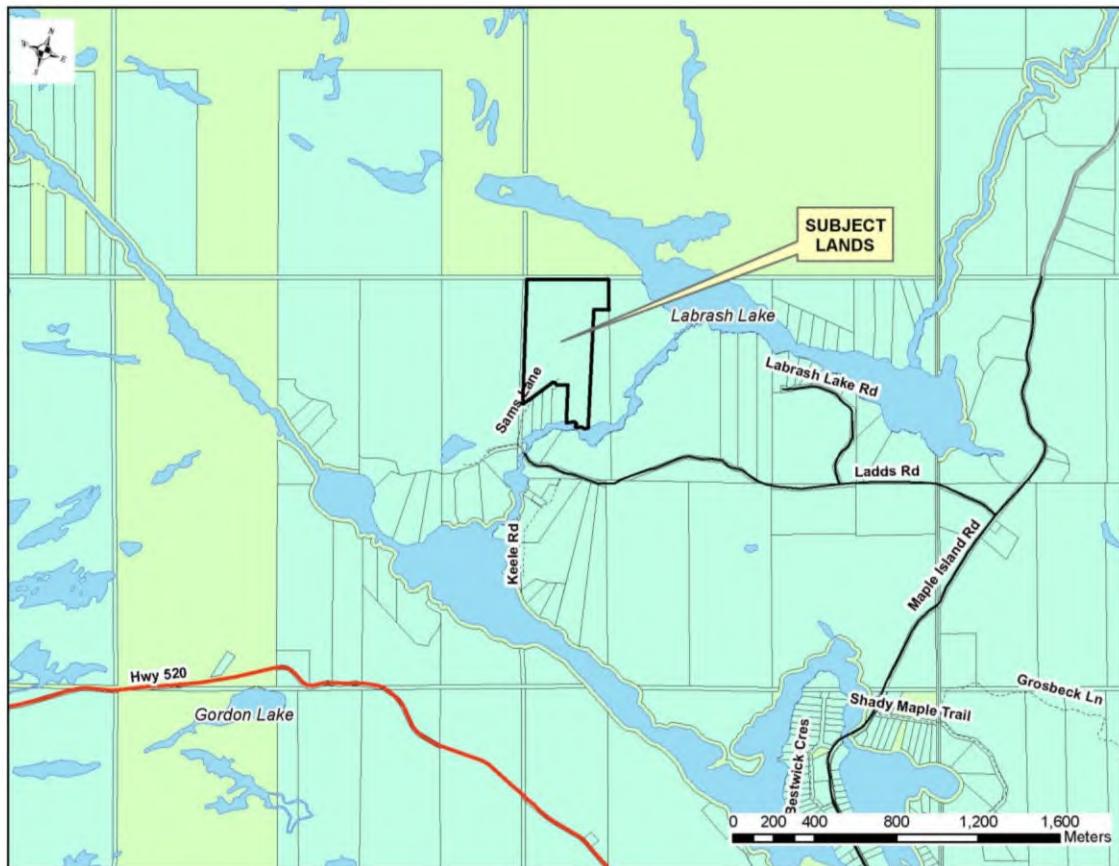
15 Sam's Lane

Applicants: Zdzislaw & Danuta Samotik

February 24, 2025

### BACKGROUND / PURPOSE

Zdzislaw & Danuta Samotik own a waterfront parcel that fronts on the LaBrash River. The lot is accessed from Ladd's Road to Sam's Lane, a private road that serves five (5) cottages properties, including the Samotiks'.



There is also a road that runs parallel to Sam's Lane before continuing east to the Masin lands. The proposed new lots will front on this private road.

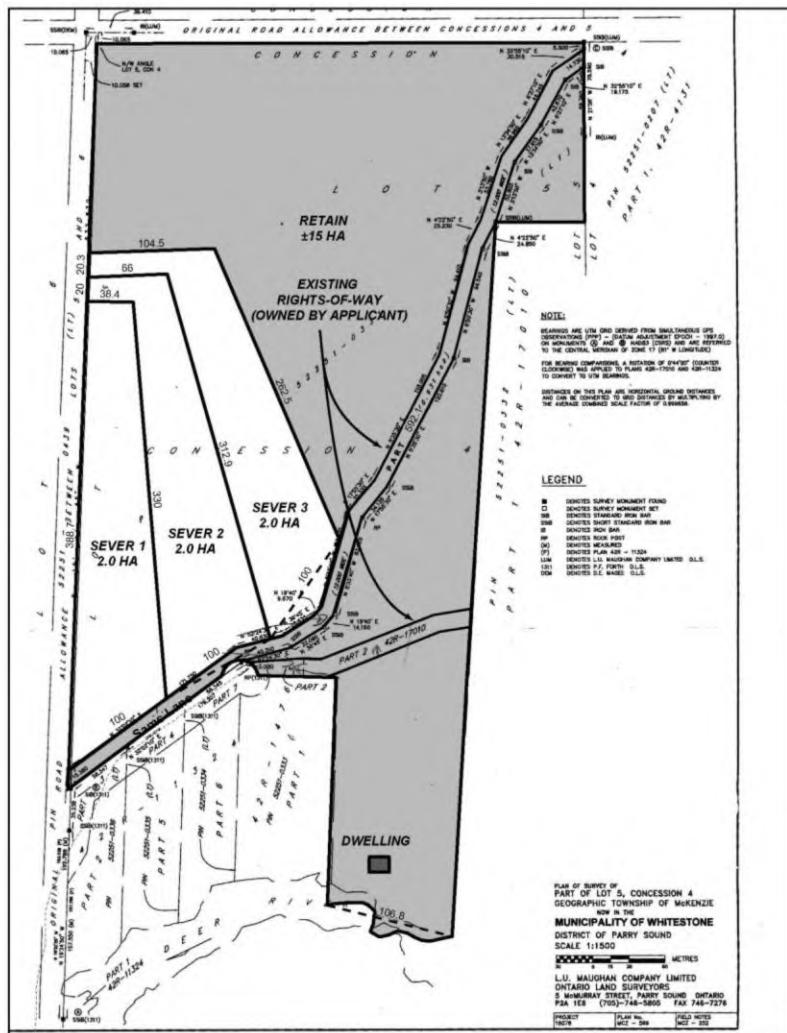
## PROPERTY DESCRIPTION

The lands are described as:

### PIN 52251-0331

PT LT 5 CON 4 MCKENZIE AS IN RO148260 EXCEPT PT 1 42R14763 & PT 1 42R17010; T/W RO148260; S/T RO168519; S/T RO198959; WHITESTONE SUBJECT TO AN EASEMENT OVER PART LOT 5, CON 4 MCKENZIE, PART 1 42R20605 IN FAVOUR OF PT LT 4, CON 4 MCKENZIE PART 1 42R4131 AS IN GB101161

## PROPOSED CONSENT



The proposed consent is to create three (3) new lots fronting on a private road parallel to Sam's Lane.

	Frontage (m)	Depth(m)	Area(ha)
Retain	106.8	±745	±15.0
Sever 1	100	330	2.0
Sever 2	100	±313	2.0
Sever 3	100	±262	2.0

## **EXISTING LOT CONDITIONS**

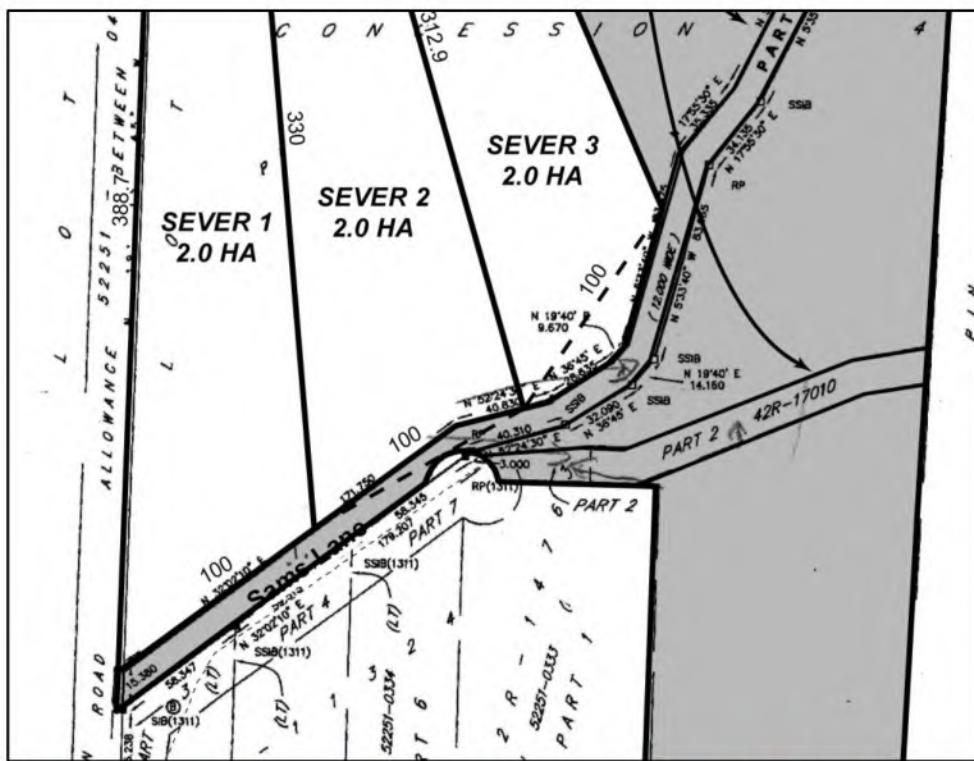
The subject land is a large waterfront parcel ( $\pm 21$  hectares) with  $\pm 107$  metres of frontage on the LaBrash River and over 740 metres of frontage on a year-round maintained private road, owned by the applicant.

The lot is well forested with a mix of coniferous and deciduous trees.

The Samotik cottage is near the shoreline, more than 180 metres from the proposed rural backlots.



## EXISTING PRIVATE ROAD

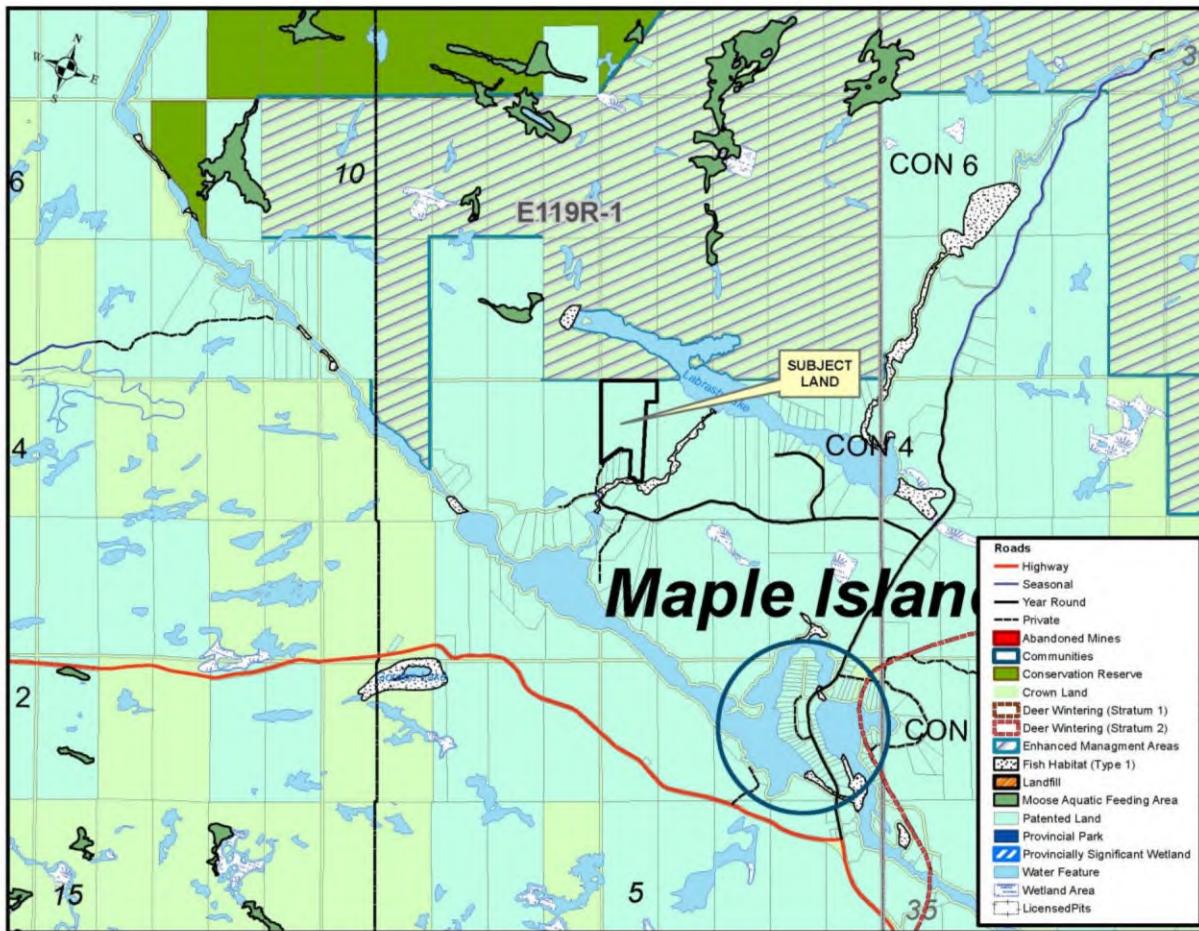


The proposed access road runs parallel to Sam's Lane. The applicants have advised that the road is used by the property owner to the east to access his dwelling year-round.

A condition of the consent will be approval from the Fire Chief confirming that the road can support a fire truck for emergency services.

## OFFICIAL PLAN

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



There are no Natural Heritage features identified on these lands. There is Type 1 Fish Habitat on the shoreline of the existing waterfront lot, but none that affects the proposed backlot development.

### Backlot Development

Prior to Official Plan Amendment No. 2, development could not be considered on private roads. This new policy allows existing parcels previously considered landlocked to be eligible for a building permit as well as the creation of additional lots on private roads.

# PROVINCIAL POLICY STATEMENTS (P.P.S) 2024

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

## 2.5 Rural Areas in Municipalities

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

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

## 2.6 Rural Lands in Municipalities

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

- e) home occupations and home industries;
- f) cemeteries; and
- g) other rural land uses.

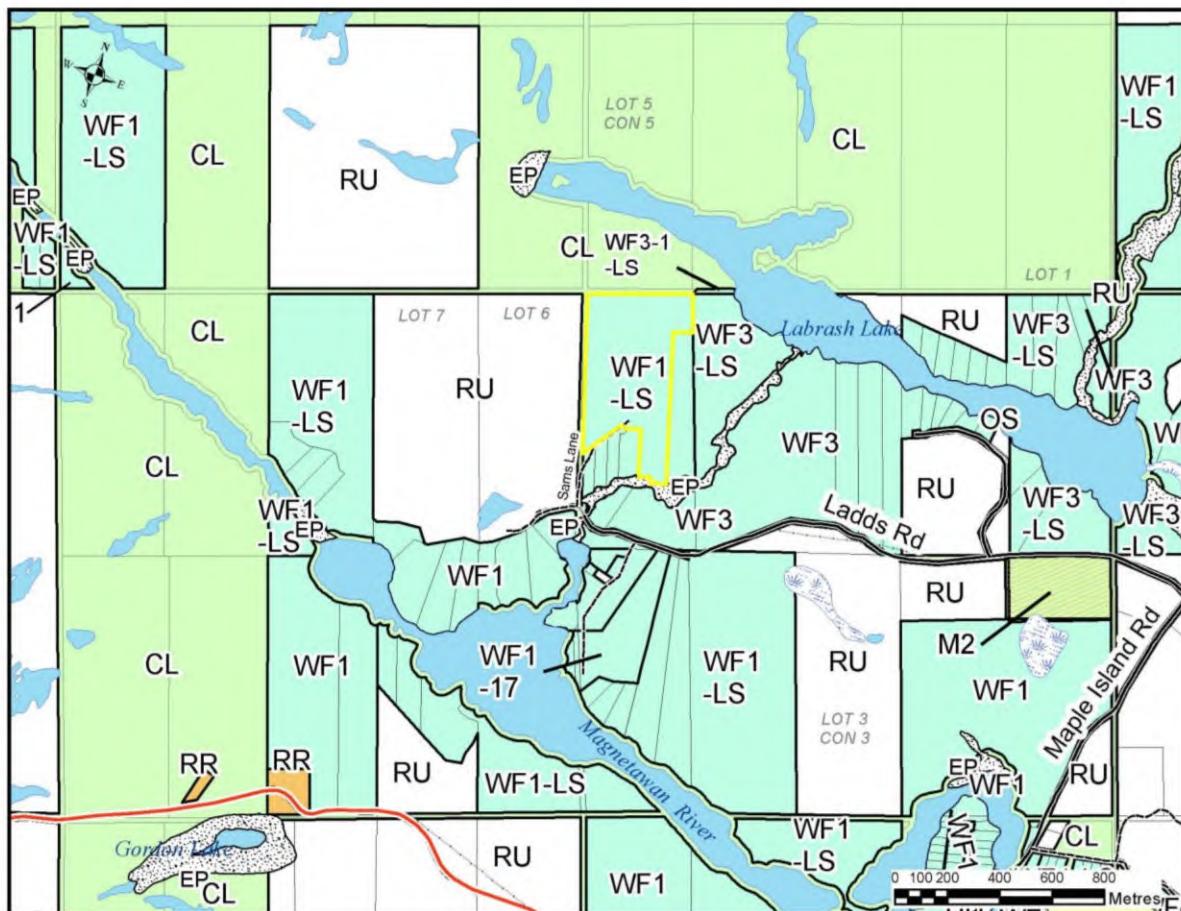
2. Development that can be sustained by rural service levels should be promoted.
3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.
4. Planning authorities should support a diversified rural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

There are no inconsistencies with these policies.

## ZONING BY-LAW

The subject lands are zoned Waterfront Residential 1 – Limited Services (WF1-LS) in the Municipality's Zoning By-law. The proposed backlots will require a rezoning to the Rural - Limited Services (RU-LS) zone.

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



## RECOMMENDATION

That the proposed consent to allow the creation of three (3) new rural lots at 15 Sam's Lane in Part of Lot 5, Concession 4, Geographic Township of McKenzie as applied for by Zdzislaw & Danuta Samotik in Application No. B01/2025(W) be approved subject to the following conditions:

1. Confirmation from the Fire Chief that the access road can accommodate a fire truck for emergency services;
2. Rezoning the severed lands to the Rural -Limited Services (RU-LS) zone;

3. Entering into a 51(26) Consent Agreement to recognize the private road access limit the liability and responsibility of the Municipality for its maintenance and to indemnify the Municipality;
4. Payment of a Parkland dedication fee in accordance with the Municipality's fee By-Law;
5. Receiving adequate 911 addressing for the new lots;
6. Payment of all applicable planning board fees.

Respectfully,



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

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW No. 04-2026**

---

**A By-law to Enter into an Agreement  
for Conditions of Approval of Consent B01/2025(W)**

**(Assessment Roll No. 010 001 03500 – SAMOTIK, Zdzislaw and Danuta)**

---

**WHEREAS** Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended provides for powers of a natural person whereby a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 51(26) of the *Planning Act* authorizes municipalities to enter into agreements as a condition of approval of a consent;

**AND WHEREAS** it is deemed desirable that the Corporation of the Municipality of Whitestone enter into an agreement with Zdzislaw and Danuta Samotik for the purposes of fulfilling conditions of an approved Consent Application B01/2025(W);

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

1. **THAT** the Mayor and CAO/Clerk of the Corporation of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an Agreement between the Municipality of Whitestone and Zdzislaw and Danuta Samotik; and
2. **THAT** the said Agreement is attached hereto and shall form part of this By-law as Schedule "A"; and
3. **THAT** this By-law shall come into effect upon the date, and at the time of its passing; and
4. **THAT** By-law No. xx-2026 being a By-law to enter into an agreement with Zdzislaw and Danuta Samotik for the purposes of fulfilling conditions of an approved Consent Application B01/2025(W) is hereby passed this 16th day of January 21, 2026.

---

**Mayor** George Comrie

---

**CAO/Clerk** Nigel Black

**Schedule 'A' to By-law 04-2026**

## CONSENT AGREEMENT

THIS AGREEMENT made in duplicate this \_\_\_\_ day of January, 2026.

BETWEEN:

**ZDZISLAW SAMOTIK and DANUTA SAMOTIK**

hereinafter called the "Owners"  
of the First Part

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

hereinafter called the "Municipality"  
of the Second Part

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

**AND WHEREAS** the Owners obtained, from the Parry Sound Area Planning Board (File B01/2025(W) approval of a consent to sever the subject lands, the purpose of which is to provide for the creation of three (3) new rural lots fronting on the access road parallel to Sam's Lane;

**AND WHEREAS** the conditions to approval require the Owners to enter into this agreement pursuant to section 53 of the *Planning Act*, and to register such agreement on title to the subject lands;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, in consideration of other good and valuable consideration and the sum of One Dollar CDN (\$1.00 CDN) now paid by the Municipality to the Owners, the receipt whereof is hereby acknowledged, the parties hereto covenant and agree as follows:

### PART A – GENERAL

1. The lands to be bound by the terms and conditions of this Agreement referred to as "the subject lands" are located in the Municipality and more particularly described in Schedule 'A' hereto.
2. The survey plan describing the subject lands is Reference Plan No. 42R-22807.
3. This agreement shall be registered on title to the subject lands as provided for by Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended, at the expense of the Owners.
4. This agreement will not be amended or removed from the title of the subject lands except where agreed upon by the Municipality and the Owners.

### PART B – PURPOSE OF THE DEVELOPMENT

5. The Owners have applied for and received approval by the Parry Sound Area Planning Board under File No. B01/2025(W) for the creation of three (3) new rural lots fronting on the access road parallel to Sam's Lane.

## **PART C – ACCESS**

6. The Owners hereby acknowledge and recognize that access to Parts 1, 2, and 3, Plan 42R-22807 (the “subject lands”) is the unopened municipal road allowance legally described as the road allowance between Lots 5 and 6, Concession 4, Township of McKenzie, north of Ladds Road, now in the Municipality of Whitestone (PIN No. 522510439), which provides access to the subject lands.
7. The Owners hereby acknowledge that the roadway over the municipal road allowance is not a publicly maintained year-road by the Municipality.
8. The Owners hereby recognize and agree that the Municipality is not responsible or liable for the repair, maintenance or non-repair of the municipal road allowance identified in paragraph 6 above.
9. The Owners hereby acknowledge and understand that the Municipality is not responsible for providing emergency services to the subject lands accessed by the roadway over the municipal road allowance.

## **PART F - EXPENSES TO BE PAID BY THE OWNERS**

10. Every provision of this Agreement by which the Owners are obligated in any way shall be deemed to include the words “at the expense of the Owners” unless the context otherwise requires.
11. The Owners shall pay such reasonable fees as may be invoiced to the Municipality by its Solicitor, its Planner, and its Municipal Engineer in connection with all work to be performed as a result of the provisions of this agreement.

## **PART G – INDEMNIFICATION FROM LIABILITY AND RELEASE**

12. The Owners covenant and agree with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of the negligent or unlawful performance of or failure to perform any work by the Owners or on their behalf in connection with the carrying out of the provisions of this Agreement provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality its servants or agents.
13. The Owners further covenant and agree to release and forever discharge the Municipality from and against all claims, demands, causes of actions, of every nature and type whatsoever that may arise either as a result of the failure of the Municipality to carry out any of its obligations under this Agreement, or, as a result of the Municipality performing any municipal work on the said lands or the adjacent properties which may damage or interfere with the works of the Owners, provided that such default, failure or neglect was not caused as a result of negligence or breach of this Agreement on the part of the Municipality, its servants or agents.

## PART H – ADMINISTRATION

14. The Owners acknowledge that this agreement is entered into under the provisions of Section 51(26) of the *Planning Act*, R.S.O. 1990, as amended and that any expense of the Municipality arising out of the administration and enforcement of this agreement may be recovered as taxes under Section 398 of the *Municipal Act*, 2001 as amended and further that the terms and conditions of this agreement may be enforced under conditional building permits under the *Building Code Act* and regulations thereunder.
15. The Owners and the Municipality acknowledge that the provisions of Section 67 of the *Planning Act*, R.S.O. 1990, as amended that provides that persons who contravene Section 51 and 52 of the *Planning Act* are liable on a first conviction to a fine of not more than Twenty-Five Thousand (\$25,000.00) Dollars and on a subsequent conviction of not more than Ten Thousand (\$10,000.00) Dollars for each day or part thereof upon which the contravention has continued after the day in which the person was first convicted.
16. This agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
17. This agreement shall come into effect on the date of execution by the Municipality and the Owners.

**IN WITNESSETH WHEREOF** the Municipality has caused their Corporate seal to be affixed over the signature of the respecting signing officers.

By the Municipality on this \_\_\_\_ day of January, 2026.

**THE CORPORATION OF THE  
MUNICIPALITY OF WHITESTONE**

Per: \_\_\_\_\_  
George Comrie, Mayor

\_\_\_\_\_  
Nigel Black, CAO/Clerk

By the Owners on this \_\_\_\_ day of January, 2026.

\_\_\_\_\_  
Witness Name

**ZDZISLAW SAMOTIK**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

**DANUTA SAMOTIK**

\_\_\_\_\_  
Witness Signature

**Schedule "A"  
TO THE CONSENT AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE**

**-AND-**

**ZDZISLAW SAMOTIK and DANUTA SAMOTIK**

The subject lands as identified on Plan 42R-22807

Part of PIN 52251-0331 being Part of Lot 5, Concession 4, Geographic Township of McKenzie now Municipality of Whitestone, District of Parry Sound being Parts 1, 2, and 3 Plan 42R-22807.



# MEMORANDUM

**To:** Mayor and Council

**From:** Bob Whitman, Fire Chief, Whitestone Fire and Rescue Services

**Date:** January 21, 2026

**Re:** **Fire Dispatch Agreement between Whitestone and the West Parry Sound Health Centre**

---

## Background

Every three years the Municipality and the West Parry Sound Heath Centre must renew the Fire Dispatch Agreement. The term of the latest Agreement will be January 1, 2026 to December 31, 2028. A By-law is presented to Council to enter into an Agreement between the Municipality and the Health Centre and to repeal By-law 64-2022.

## Changes to the Agreement

The Agreement is unchanged from the version enacted under By-law 64-2022, with the exception that the monthly Administrative Fee has increased from \$327.91 to \$337.75 plus GST.

Minor editorial updates were made for consistency, including referring to the organization as 'ACS' rather than 'the ACS.'

## Attachments:

Attachment 1 – Draft By-law and Fire Dispatch Services Agreement

**THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE  
BY-LAW NO. 05-2026**

---

**Being a By-law to enter into an Agreement between  
Municipality of Whitestone and the West Parry Sound Health Centre  
and to repeal By-law 64-2022**

---

**WHEREAS** Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25 provides for powers of a natural person whereby a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** it is the intention of the parties to enter into an agreement for the provision of communication (call taking, alerting and dispatching) services to the Whitestone Fire Service by the Parry Sound Ambulance Communications Service, which is operated by the West Parry Sound Health Centre, under the authority of the Minister of Health and Long-Term Care;

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

1. **THAT** the Mayor and CAO/Clerk of the Corporation of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an Agreement between the Municipality of Whitestone and West Parry Sound Health Centre.
2. **THAT** a copy of the Agreement is attached hereto as Schedule "A" to this By-law and the Schedule is hereby made part of this By-law.
3. **THAT** By-law 64-2022 is hereby repealed.
4. **THAT** this By-law is hereby passed this 21st day of January, 2026.

---

**Mayor**

George Comrie

---

**CAO/Clerk**

Nigel Black

**SCHEDULE “A” to By-law No. 05-2026**

**AGREEMENT BETWEEN**

**THE MUNICIPALITY OF WHITESTONE  
AND  
THE WEST PARRY SOUND HEALTH CENTRE**

FIRE DISPATCH AGREEMENT  
(January 1, 2026 to December 31, 2028)

THIS AGREEMENT effective as of the 1st day of January 2026

BETWEEN:

Municipality of Whitestone  
(hereinafter referred to as "Municipality")

AND:

West Parry Sound Health Centre  
(hereinafter referred to as "WPSHC")

WHEREAS it is the intention of the parties to enter into an agreement for the provision of communication (call taking, alerting, and dispatching) services to Whitestone Fire Service by Parry Sound Ambulance Communications Service (hereinafter referred to as "ACS"), which is operated by West Parry Sound Health Centre (hereinafter referred to as "WPSHC"), under the authority of the Minister of Health (hereinafter referred to as "Minister");

NOW THEREFORE WITNESS that in consideration of the mutual covenant and agreements contained in this Agreement and subject to the terms and conditions set forth in this Agreement, the parties agree as follows:

**SERVICES PROVIDED BY ACS**

1. (a) ACS shall provide services under this Agreement in accordance with Schedule A of this Agreement.  
  
(b) Despite sub-clause 1(a), at any time during the term of this Agreement, the Minister shall be entitled to amalgamate ACS with one or more other Central Ambulance Communications Centre.  
  
(c) Where the Minister intends to amalgamate ACS in accordance with sub-clause 1(b), the Minister shall give the other party 90 days' notice of this intention. The Minister shall indicate, in such notice or as soon as practicable thereafter, which Central Ambulance Communications Centre is to be the operator of the new amalgamated Central Ambulance Communication Centre (hereinafter referred to as the "Amalgamated CACC").

- (d) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will be WPSHC, the parties shall continue to act in accordance with this Agreement despite and subsequent to the amalgamation.
- (e) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will not be WPSHC,
  - (i) the Municipality may terminate the Agreement at any time after receipt of such notice, in accordance with sub-clause 1(f),
  - (ii) at such time and in such manner as the Minister directs, WPSHC shall,
    - 1. assign all the rights and obligations of Parry Sound ACS in respect of this Agreement to the Amalgamated CACC, at which time the provisions of this Agreement shall apply, allowing for the necessary changes, to the Amalgamated CACC as though it were ACS; and
    - 2. transfer to the Amalgamated CACC all equipment at Parry Sound ACS owned or purchased by the Municipality and used for the purposes of this Agreement.
  - (iii) immediately upon the assignment and transfer referred to in paragraph 1(e) (ii), Parry Sound ACS shall cease to have any rights or obligations in respect of the Agreement;
  - (iv) despite paragraph 1(e) (i) and paragraph 1(e) (iii), nothing in this sub-clause shall affect the obligations of WPSHC and the Municipality under clause 14, clause 15, and clause 16, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement.
- (f) (i) Where the Municipality intends to terminate this Agreement under paragraph 1(e) (i), the procedure set forth in clause 9 and clause 10 shall not apply. Rather, the Municipality shall give WPSHC 90 days' notice of its intention to terminate, after which time this Agreement shall automatically terminate.
  - (ii) Where the Municipality does not give the notice referred to in paragraph 1(f) (i), this Agreement shall not terminate, and the parties shall continue to act in accordance with this Agreement.

## **REPAIR AND MAINTENANCE OF EQUIPMENT**

- 2. (a) Despite sub-clause 1(a), ACS may stop supplying some or all the services set forth in Schedule A of this Agreement if ACS cannot supply the services due to the mechanical or other similar failure of any equipment used by ACS, regardless of the ownership of that equipment.

- (b) Where ACS stops supplying services in accordance with sub-clause 2(a), WPSHC/ACS shall give notice forthwith to the Municipality of this fact and shall repair or cause to be repaired the equipment as soon as practicable unless the equipment has been purchased or is owned by the Municipality and installed at ACS by the Municipality. In the latter case, WPSHC/ACS shall give the Municipality notice forthwith the fact that it has stopped supplying the services and shall request that the Municipality repair the equipment as soon as practicable.
- (c) The Municipality shall continue to own and be responsible for the repair and maintenance of all equipment purchased for this Agreement by the Municipality and installed at ACS. However, aside from the Municipality's repair and maintenance responsibility under this sub-clause, the Municipality shall not be entitled to exercise any other rights in respect of such equipment during the term of this Agreement.
- (d) Where the equipment used by ACS to provide any services under this Agreement cannot be repaired within a reasonable time, as soon as reasonable under the circumstances,
  - (i) the Municipality will provide ACS with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Municipality; and
  - (ii) WPSHC shall provide ACS with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by WPSHC,so that ACS can continue to provide all services required of it under this Agreement as soon as reasonably possible.

## **SERVICES PROVIDED BY THE MUNICIPALITY**

3. The Municipality shall provide services in accordance with Schedule B of this Agreement.

## **JOINT STEERING COMMITTEE**

4. (a) The parties shall establish a Joint Steering Committee (hereinafter referred to as the "Committee").
- (b) The Committee shall be composed of representatives from ACS (2), the Municipality (1), and Whitestone Fire Service (1) (appointed under sub-clause 5(b)).
- (c) The Committee shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.

- (d) The functions of the Committee shall be: to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.
- (e) No decision, determination or suggestion by the Committee, including but not limited to any Committee mediation proposal and any recommendation in a Committee report, shall be binding on the parties.
- (f)
  - (i) The Committee shall meet at least once in every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.
  - (ii) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under paragraph 4(f) (i). The time and location of the meeting shall be at the mutual convenience of the representatives on the Committee.
  - (iii) The Committee may, but is not required to, issue a report to the representatives on the Committee within such time as is agreed to by the representatives. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is mutually agreed to by the representatives.

## **PARTICIPATING FIRE DEPARTMENTS**

- 5.
  - (a) The fire service for which ACS is to provide call taking, alerting, and dispatch services under this Agreement is Whitestone Fire Service.
  - (b) For the purpose of sub-clause 4(b), the Municipality shall appoint a representative on the Committee for Whitestone Fire Service. Accordingly, for the purposes of all matters arising under this Agreement the representative shall among other things, act as the sole spokesperson for the fire department and act as its sole liaison with ACS, and the Committee.

## **ADMINISTRATIVE FEES**

- 6.
  - (a) The Municipality shall pay WPSHC an administrative fee of \$337.75 plus GST per month, due and payable on December 31, 2026, December 31, 2027, and December 31, 2028.
  - (b) If this Agreement is terminated under either sub-clause 1(f) or clause 10, the fee payable under sub-clause 6(a) shall be pro-rated to the date of termination.

(c) WPSHC shall send to the Municipality an invoice in respect of the amount owing for this at the end of each calendar year during the term of this Agreement and on the termination or expiry of this Agreement.

## INVOICES

7. All amounts payable under this Agreement shall be paid no later than 60 days' from the date when an invoice for such amounts has been sent to the party obligated to pay.

## TERM AND RENEWAL

8. (a) This Agreement shall commence on January 1, 2026, and shall have a term of 3 years so that it will expire at 23:59 December 31, 2028 (hereinafter referred to as the "expiry date"), unless terminated before that date under sub-clause 1(f) or clause 10.

(b) Where a party wishes to renew this Agreement, that party shall give notice of such wish to the other party at least 90 days' prior to the expiry date of this Agreement. Where such notice has been given, the parties may renew this Agreement on such terms and conditions as they may mutually agree on.

(c) Despite any other provision of this Agreement, where no notice has been given under sub-clause 9(b), this Agreement shall expire automatically on the expiry date.

(d) This Agreement shall be renewable at the end of the current term for a successive one-year term unless either party gives written notice of its intention not to renew 60 days' before expiration of the current term.

## PERFORMANCE, BREACH AND AMENDMENT

9. (a) Where a party

- (i) is dissatisfied with the performance under this Agreement of the other party, or
- (ii) considers that the other party is in breach of this Agreement, or
- (iii) wishes to amend this Agreement or any term of any Schedule of this Agreement,

that party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting of the Committee to discuss the matter.

(b) Where a party gives notice to the Secretary under sub-clause 9(a), and either paragraph 9(a) (i) or paragraph 9(a) (ii) applies, that party shall also give notice at the same time to the other party whose performance or breach, as the case may be, is of concern to the party giving notice. The notice to the other party shall call on the other party to correct the performance or breach to the satisfaction of the party giving notice within 30 days' of the issuance of the report issued under sub-clause 9(d).

(c) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under sub-clause 9(a). The meeting time and location shall be of mutual convenience to the representatives on the Committee.

(d) The Committee shall issue a report to the representatives on the Committee within 2 weeks of the meeting. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is agreed to by the representatives on the Committee.

(e) Despite sub-clause 9(a), all parties may mutually agree to amend any term of this Agreement, or any term of any Schedule of this Agreement, by a joint letter signed by all parties, rather than by the procedure set forth in this clause. The joint letter will be appended to, and shall form part of, this Agreement.

## **TERMINATION FOR CAUSE**

10. Having regard to paragraph 9(a) (i), paragraph 9(a) (ii) and sub-clause 9(b), where the performance or breach of a party is not corrected, to the satisfaction of the party giving notice, within 30 days' of the issuance of the report under sub-clause 9(d), the party giving notice may terminate this Agreement by giving the other party 90 days' notice of the party's intention to terminate, after which time this Agreement shall automatically terminate. Where no such notice is given, this Agreement shall continue in full force and effect.

## **EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION**

11. (a) Where this Agreement has been terminated under sub-clause 1(f), or sub-clause 10 or has expired under clause 8, the Municipality shall remove from ACS all equipment purchased or owned by the Municipality.

(b) Where this Agreement has been terminated under sub-clause 1(f), or clause 9, ACS shall send the Municipality an invoice for any amount owed by the Municipality to ACS.

## NOTICE

12. Any notice or other communication, with the exception of invoices (hereinafter referred to as a "notice") required or permitted under this Agreement to be given or sent by a party shall be written and shall be deemed to have been sufficiently given or sent 5 business days' after such notice shall have been mailed postage prepaid, or 24 hours after such notice shall have been delivered by hand or by facsimile or electronic transmission.

Any notice shall be addressed or delivered, in the case of Parry Sound Ambulance Communications Service, to:

Chief Executive Officer  
West Parry Sound Health Centre  
6 Albert Street  
Parry Sound, Ontario  
P2A 3A4

and, in the case of Municipality of Whitestone, to:

CAO/Clerk  
Municipality of Whitestone  
21 Church Street  
Dunchurch, Ontario  
P0A 1G0

## ACS AND AMALGAMATED CACC PERSONNEL AS EMPLOYEES OF THE HOSPITAL

13. (a) For the purpose of this Agreement, all ACS personnel shall at all times be deemed to be employees or agents of WPSHC, and not employees or agents of the Municipality.
- (b) Where the Minister amalgamates ACS under sub-clause 1(b), for the purposes of this Agreement all Amalgamated CACC Personnel shall at all times be deemed to be employees or agents only of the operator of the Amalgamated CACC, and not employees or agents of the Municipality. For greater certainty under this sub-clause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

## PROTECTION FROM CLAIMS

14. The Municipality shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the Municipality, or by the personnel of the Municipality, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.

IN WITNESS WHEREOF Parry Sound Ambulance Communications Service and Municipality of Whitestone have hereunto set their hands and seals.

For West Parry Sound Health Centre/Parry Sound Ambulance Communications Service:

---

Dave Garagan, Board Chair

---

Witness-Print Name

---

Date Signed

---

Witness-Signature & Date

---

Donald Sanderson, Chief Executive Officer

---

Witness-Print Name

---

Date Signed

---

Witness-Signature

For Municipality of Whitestone:

---

George Comrie, Mayor

---

Witness-Print Name

---

Date Signed

---

Witness-Signature

---

Nigel Black, CAO/Clerk

---

Witness-Print Name

---

Date Signed

---

Witness-Signature

## SCHEDULE A

Parry Sound Ambulance Communications Service will provide:

- Call taking, alerting, and dispatching services as per Whitestone Fire Service and Parry Sound ACS's Operational Guidelines.
- Voice recording of telephone, radio and paging communications, if technically possible.
- A pager testing program for Whitestone Fire Service, performed upon request by Whitestone Fire Service.
- Parry Sound ACS will also continue to work together with the Municipality and Whitestone Fire Service to develop policies and procedures with respect to call taking, alerting, and dispatching fire departments.

## SCHEDULE B

Municipality of Whitestone will:

- Train all new staff and provide funding for such training on how to call take, alert, and dispatch fire departments.
- Ensure that service area maps used by ACS for call taking, alerting, and dispatching services for Municipality of Whitestone fire stations are always up to date.
- Assist the Parry Sound ACS with the development of policies and procedures relating to call taking, alerting, and dispatching.
- Maintain a current copy of the Municipality of Whitestone Emergency Fire Service Plan and Program and provide training to ACS dispatchers in its use.

## THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

## BY-LAW NO. 06-2026

---

**Being a By-law to authorize an agreement between the  
Corporation of the Municipality of Whitestone and  
Ornge for the Helipad Maintenance and to repeal By-laws 72-2023 and 45-2024**

---

**WHEREAS** under Section 8 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** under Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Municipality of Whitestone deems it in the best interest of the taxpayers to enter into this agreement;

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

1. **THAT** the Mayor and CAO-Clerk of the Municipality of Whitestone are hereby authorized to execute under seal of the Corporation an agreement being Schedule 'A' of this By-law between the Municipality of Whitestone and Ornge; and
2. **THAT** By-law Nos. 72-2023 and 45-2024 are hereby repealed; and
3. **THAT** this By-law is hereby passed this 21st day of January, 2026.

---

**Mayor** George Comrie

---

**CAO-Clerk** Nigel Black



care in motion

**Thursday, November 06, 2025**

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

1.800.251.6543  
647.428.2005 **tel**  
647.428.20006 **fax**

Execution Copy  
#23-01-033

**Municipality of Whitestone** (the “Operator”)

**21 Church Street  
Dunchurch, Ontario P0A 1G0**

Operator of the *[R009 / Ardbeg  
(Whitestone)]* helipad located at:  
**45.6397° / -80.0803°** (the “Property”)

Dear Sir or Madam,

**Re: Company-Approved Helipad Agreement** (the “Agreement”)

This letter agreement (the “Agreement”) sets out the terms and conditions of the use, operation and maintenance of the Helipad, Surrounding Area and Easement, each as defined below. We trust that this Agreement reflects the understanding between yourself and Ornge. If so, please have an authorized signatory execute **two copies** of this Agreement by signing in the space provided at the end of the document and return one copy to the following address:

Ornge  
5310 Explorer Drive  
Mississauga, Ontario  
L4W 5H8  
Attention: Helipad Program

By way of background:

A. The Operator owns, leases or otherwise has a legal right of ownership or control over the Property that includes the Helipad, Surrounding Area and Easement Lands, as defined below (collectively, the “Subject Lands”);

B. Ornge, along with its subsidiaries and affiliates (collectively referred to as “Ornge” in this Agreement), provides ambulance services to the people of Ontario, under an agreement with the Ministry of Health and Long-Term Care, using helicopters and using land ambulance vehicles which Ornge operates or which are operated by third parties who coordinate with Ornge (collectively, the “Services”);

C. Ornge seeks the right to use the Operator’s Subject Lands in order to provide the Services;

D. The Operator has agreed to provide and grant to and in favour of Ornge the right to use the Subject Lands in connection with the Services and to ensure that the Subject Lands are available in safe, secure and effective condition such that Ornge may use the Subject Lands when the need arises, all subject to and in accordance with the terms of this Agreement.

**NOW THEREFORE**, Ornge and the Operator hereby agree as follows:

#### **DESCRIPTION OF SUBJECT LANDS**

1. Schedule A to this Agreement illustrates the location and boundaries of the Helipad, Surrounding Area and Easement Lands on the Property.
2. For the purposes of this Agreement:
  - (a) the **Helipad** comprises Final Approach and Take-Off area (“**FATO**”) and the Touch Down and Lift-Off Area (“**TLOF**”) as depicted in Schedule A;
  - (b) the **Surrounding Area** comprises the land immediately surrounding the Helipad that is 100 feet or more radius from the center of the Helipad, as well as an area ten feet wide and running the full length of the lead-in cones/lights if the pad is so equipped, as depicted in Schedule A; and
  - (c) the **Easement Lands** comprise the land connecting the Helipad and Surrounding Area to the public road as depicted in Schedule A.

#### **REPRESENTATIONS OF THE OPERATOR**

3. The Operator represents and warrants to Ornge that:
  - (a) the Operator owns, leases or otherwise has a legal right of ownership or control over the Subject Lands to the extent sufficient to legally grant and provide to and in favour of Ornge the right to use the Subject Lands in connection with the Services and has, to the extent required, obtained any consents required from any third parties to grant such rights;
  - (b) the Operator has all the necessary power, authority and capacity to enter into this Agreement and to carry out its obligations under this Agreement;
  - (c) the TLOF is made of concrete, asphalt, sod or coarse gravel such that it is capable of bearing the static and dynamic weight of Ornge’s helicopter (approximately 6,800 kilograms);
  - (d) the FATO is made of either concrete, asphalt, sod or coarse gravel and will be kept free from dust, loose dirt, sand, and similar material that could create significant amounts of dust when a helicopter lands or takes off which can result in both safety and maintenance issues in helicopters; and
  - (e) the TLOF and FATO comply, and will at all times during the term of this Agreement comply, with subsection 305.29 of the Canadian Aviation Regulations.

## GRANT OF RIGHTS TO USE SUBJECT LANDS

4. Subject to the terms of this Agreement, the Operator hereby grants to and in favour of Ornge (and its employees, contractors, agents and other third parties working in cooperation with Ornge, including without limitation third party land ambulance service providers (collectively "**Ambulance Personnel**") the following rights and interests in and to the Subject Lands, which the parties hereby acknowledge, confirm and agree constitute rights and interests in and to the Subject Lands:
  - (a) an exclusive right to use and occupy the Helipad and Surrounding Area from time to time and at all times for the purposes of providing the Services, including: (i) causing helicopters to land and take off from the Helipad; (ii) providing space for land ambulances to park while delivering patients to, or receiving patients from, an air ambulance; (iii) transferring patients between air ambulances and land ambulances and providing care to such patients during such transfers; (iv) installing, inspecting and maintaining Navigation Equipment (as defined in Section 10 below); (iv) verifying that the Operator is carrying out its obligations under this Agreement and that the Subject Lands are suitable for the foregoing uses; and (v) other activities related or ancillary to the provision of the Services; and
  - (b) an exclusive easement in gross or right and interest in the nature of an easement in gross in, on, upon, along, over and across the Easement Lands, for the benefit of Ornge and the Ambulance Personnel (together with its and their respective vehicles, supplies, equipment and machinery) for the purposes of ingress to and egress from the Helipad and the Surrounding Area in connection with the provision of the Services.

## MAINTENANCE AND REPAIR OF SUBJECT LANDS

5. The Operator will ensure that the Helipad, Surrounding Area and Easement Lands are available for the purposes set out in Section 4, on a twenty-four hours per day, seven days per week basis.
6. The Operator will, at all times and as necessary, undertake all reasonable maintenance and repair of the Subject Lands to meet the availability commitment set out in Section 5 and otherwise to enable Ornge to provide a safe take-off and landing site for air ambulances.
7. Without limiting the generality of Section 6, the Operator will:
  - (a) promptly clear the Subject Lands of all debris, vehicles, obstacles and unsecured objects that may in any way preclude or limit full access to, or use of, the Subject Lands as contemplated by this Agreement;

- (b) promptly clear all ice from the Subject Lands, so that no accumulation of ice occurs, provided that no salt may be used to remove such ice but urea may be used;
- (c) promptly clear snow (including any drifts or piles) greater than two inches deep from the Subject Lands during and after a snowfall, so that no accumulation in excess of two inches occurs;
- (d) promptly clear or water down dust, loose dirt, sand, and similar material that could create significant amounts of dust when a helicopter lands or takes off;
- (e) promptly clear the Helipad of any objects or debris which could, if struck by a helicopter or any moving part of a helicopter, cause a safety incident. This includes structures such as fences, gazebos, sheds, outhouses, etc.;
- (f) promptly clear the Easement Lands of vehicles or other obstacles that may in any way preclude or limit access to the Helipad and Surrounding Area as contemplated by this Agreement;
- (g) routinely cut any grass or other vegetative ground cover such that the height thereof does not exceed six inches on the Helipad;
- (h) routinely cut any grass or other vegetative ground cover so that neither blocks or impedes the visibility of the Navigational Equipment; and
- (i) trim any grass, bushes, trees or vegetative ground cover on the Subject Lands as directed by Ornge from time to time.

8. The Operator will not make any changes to the Subject Lands (other than maintenance in accordance with this Agreement) without the prior written consent of Ornge.

9. The Operator will not knowingly do (or fail to do) anything that would impede the use of the Subject Lands by Ornge and Ambulance Personnel as contemplated by this Agreement or that could endanger the safety of Ambulance Personnel or patients.

## **NAVIGATION EQUIPMENT**

- 10. Ornge may, where necessary, supply navigational equipment, which may include solar/battery powered lights and reflective cones (the “**Navigational Equipment**”) and will install such Navigational Equipment on the Subject Lands, substantially as illustrated in Schedule A.
- 11. All Navigational Equipment will remain the property of Ornge at all times. Ornge may retake possession of Navigation Equipment at any time without notice.

12. The Operator will maintain the Navigational Equipment (for example, by changing dead batteries) and take reasonable measures to ensure that the Navigational Equipment is not damaged or stolen.
13. The Operator will be responsible for reimbursing Ornge for the cost of repairing or replacing any Navigational Equipment that is damaged or stolen while in the possession of the Operator.

#### **MONITORING, NOTIFICATION AND INSPECTIONS**

14. The Operator will regularly inspect the Subject Lands to ensure that they are maintained to the standard set out in this Agreement and are available for use in accordance with the requirements of this Agreement. Such inspections will be carried out at least every week, or more frequently as may be reasonably necessary in the event of inclement weather such as snow, heavy rains, high winds, or electrical storms.
15. The Operator will immediately notify the Ornge Communications Centre (“OCC”) at 1-833-401-5577 if any of the following adverse conditions arise:
  - (a) the Helipad is not available for the receipt and transport of patients (which for clarity should only be in situations that are beyond the reasonable control of the Operator);
  - (b) access to the Helipad or Surrounding Area, or passage over the Easement Lands, is impeded in any way, including for planned outages (for example, construction);
  - (c) if any hazard exists which could reasonably be expected to compromise the safe access and use of the Helipad, Surrounding Area or Easement Lands by Ornge or Ambulance Personnel;
  - (d) any Navigational Equipment is not working, is visibly damaged, or is stolen or missing; or
  - (e) the occurrence of any event of Force Majeure (as defined in Section 37).

When providing notice of any of the adverse conditions described in this Section 15, the Operator will provide reasonable detail about the nature of the adverse conditions and the Operator’s reasonable estimate of the period of time for which it expects the adverse conditions to continue. For clarity, notifications given under Section 15 will be provided by telephone notwithstanding the general notification provisions set out in Section 35 of this Agreement.

16. The telephone number of the OCC set out in Section 15 is confidential. The Operator will keep this telephone number confidential. The Operator will not use or disclose this

telephone number to any other person or organization, except in accordance with this Agreement or with the prior written consent of Ornge.

17. The Operator will permit Ornge to inspect the Subject Lands to ensure compliance by the Operator with this Agreement. Ornge will endeavor to conduct inspections at reasonable times and on reasonable notice to Operator, provided that Ornge reserves the right to conduct inspections at any time and on no notice given the emergency nature of the Services that will be undertaken on the Subject Lands.

## RISK MANAGEMENT

18. The Operator will defend, indemnify and hold harmless Ornge and its members, directors, officers, employees, contractors and from and against: (a) any personal injury or damage to tangible property; and (b) any and all claims, actions, judgments, costs, damages, expenses (including reasonable legal expenses), losses or liabilities incurred or suffered by an indemnified party, in each case to the extent caused by the negligence or willful act or omission of the Operator or by the material breach of a representation, warranty or covenant of the Operator under this Agreement.
19. Ornge will defend, indemnify and hold harmless the Operator and its members, directors, officers, employees, contractors and from and against: (a) any personal injury or damage to tangible property; and (b) any and all claims, actions, judgments, costs, damages, expenses (including reasonable legal expenses), losses or liabilities incurred or suffered by an indemnified party, in each case to the extent caused by the negligence or willful act or omission of Ornge or by the material breach of a representation, warranty or covenant of Ornge under this Agreement.
20. In no event will Ornge be liable to the Operator for any indirect, special, incidental, exemplary, punitive or consequential damages, or lost revenue, profits or business, whether based on breach of contract, tort (including negligence) or otherwise, arising from or related to this Agreement or the use of the Subject Lands as contemplated in this Agreement, regardless of whether Ornge has been advised, knew or should have known of the possibility of such damages.

## TERM AND TERMINATION

21. This Agreement will commence on the date that it is fully executed by the parties (the **“Commencement Date”**), and will continue for a term of 3 years after the Commencement Date, unless terminated earlier.
22. Ornge may terminate this Agreement by giving written notice of default to the Operator if the Operator breaches any of its representations, warranties or obligations under this Agreement and fails to remedy such default within the cure period specified in the notice of default (or within 20 days of the date of the notice if no such cure period is specified),

provided that Ornge may terminate immediately upon notice for the following events of default:

- (a) any willful breach of this Agreement or intentional misrepresentation by the Operator under this Agreement; and
- (b) any fraudulent act or omission of the Operator.

23. Ornge may terminate this Agreement at any time, for any reason and without any cost, damages or penalty to the terminating party, upon giving at least 10 days' written notice to the Operator. Where Ornge gives such notice, this Agreement will terminate on the date set out in the notice, which date shall not be less than 10 days from the date on which notice is given.

24. In the event the Agreement is terminated or expires, the Operator will return to Ornge any property that was provided to the Operator by or on behalf of Ornge, including without limitation any Navigation Equipment.

## **COSTS AND EXPENSES**

25. After Ornge's annual inspection of the Subject Lands, Ornge will pay to the Operator \$5,000 CAD ("Fee") for the maintenance and repair of the Subject Lands.

26. The Operator will ensure that the Fee is only spent on costs incurred for the maintenance and repair of the Subject Lands. The Operator will retain invoices, receipts and other financial documentation to demonstrate the use of the Fee, and the Operator will provide such financial documentation to Ornge upon Ornge's reasonable request.

## **MISCELLANEOUS**

### *Governing Law*

27. This Agreement will be governed by, and interpreted and enforced in accordance with the laws of the Province of Ontario. Each party irrevocably submits to the exclusive jurisdiction of the courts of Ontario with respect to any matter arising under or related to this Agreement.

### *Independent Parties*

28. The Operator is not an agent, partner, officer, employee or servant of Ornge or of Her Majesty the Queen in Right of the Province of Ontario (as represented by the Ministry of Health and Long-Term Care) (the "Ministry"). The Operator acknowledges and agrees that it is, and shall be at all times an independent contractor for purposes of this Agreement. The Operator is not in any way authorized to make a promise, agreement or contract on behalf of Ornge or the Ministry.

29. All personnel assisting the Operator in fulfilling its obligations under this Agreement shall be employees or subcontractors of the Operator and shall not, for any purpose, be deemed to be the employees of Ornge or the Ministry.

*Audit Rights*

30. Upon Ornge's reasonable request, the Operator will provide to Ornge any information or documents that Ornge requires for the purposes of administrating, enforcing, overseeing, planning, analyzing, investigating or inspecting any aspect of this Agreement or the Subject Lands.
31. Ornge may disclose the Operator's information or documents to the Ministry of Health, Transport Canada (which oversees civil aviation including helipads) and to others as permitted or required by law.

*Assignment and Subcontractors*

32. Subject to Section 33, the Operator will not assign this Agreement or any or all of its rights or obligations under the Agreement without the prior written consent of Ornge, which consent may not be arbitrarily withheld. Any purported assignment done without such consent shall be of no force and effect and, in such circumstance and will constitute an event of default for the purposes of Section 22.
33. The Operator may, without the consent of Ornge, subcontract any portion of its duties under this Agreement provided that Ornge may, in its sole discretion, continue to deal with the Operator, rather than the subcontractor, in respect of the work performed by the subcontractor and the Operator shall report to Ornge regarding the work performed by the subcontractor. The Operator shall enter into a written contract with the subcontractor on terms that do not compromise the nature, scope and quality of services to be provided under this Agreement, and that do not impair the rights accorded to Ornge under this Agreement. The Operator shall at all times be held fully responsible for the acts and omissions of each such subcontractor and its directors, officers, employees, independent contractors, subcontractors, shareholders, members, partners, agents or other representatives, and their successors and assigns.
34. Ornge may assign this Agreement or any or all of its rights or obligations under this Agreement without the consent of the Operator. The Operator will be bound by any such assignment.

*Notice*

35. Subject to Section 15, any notice or other communication that is required to be given or that may be given by either party to this Agreement to the other party will be in writing and given by personal delivery or by registered mail, courier or email to the addresses listed below. Any notice given by personal delivery or email will be conclusively



care in motion

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

1.800.251.6543  
647.428.2005 **tel**  
647.428.20006 **fax**

Execution Copy  
#23-01-033

deemed to have been given on the day of actual delivery of the notice; if given by registered mail, on the third day following the deposit of the notice in the mail; if by courier, on the second day after delivery of the notice to the courier.

For all **operational and non-legal** matters/notice to Ornge:

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8  
*Attention: Helipad Program*  
[helipadsupport@ornge.ca](mailto:helipadsupport@ornge.ca)

For all **legal** matters/notice to Ornge:

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8  
Phone: (647) 428-2005  
*Attention: Legal Department*  
[legal@ornge.ca](mailto:legal@ornge.ca)

#### *Amendments*

36. This Agreement may be amended, modified or supplemented only by a written agreement signed by each party.

#### *Force Majeure*

37. If, as a result of an event of Force Majeure, the Operator fails to perform or comply with any of its obligations under this Agreement, such failure shall not constitute a default or breach of this Agreement. Dates and times by which the Operator is required to render performance under this Agreement shall be postponed automatically to the extent and for the period of time that the Operator is prevented from meeting them by causes beyond its control which are not avoidable by the exercise of reasonable foresight. Such causes (each such cause, an event of "**Force Majeure**") shall include but not be limited to acts of God, acts of war, riots, fire, or other causes or contingencies beyond the control of, and occurring not as a result of the negligence or misconduct of, the Operator, but shall not include epidemics or other public health emergencies, inclement weather, financial distress or difficulty, strikes, labour disruptions, or lock outs. The Operator shall resume its obligations under this Agreement when the event of Force Majeure has ended. Notwithstanding the foregoing, if performance of a material obligation is prevented or delayed for more than 120 days by reason of an event of Force Majeure, Ornge may on notice treat the delay as an event of default for the purposes of Section 22.

#### *Whistleblowing*

38. Concerns regarding Ornge's business practices or ethical conduct may be forwarded to [ca\\_ornge\\_whistleblower@pwc.ca](mailto:ca_ornge_whistleblower@pwc.ca).

#### *Entire Agreement*

39. This Agreement constitutes the entire agreement between the parties relating to the subject matter of the Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, express or implied, between the parties. There are no representations, warranties, conditions, other agreements or acknowledgements, whether direct or collateral, express or implied, other than those expressed herein that induced any party to enter into this Agreement or in which reliance is placed by any party, except as specifically set forth in this Agreement. Without limiting the foregoing, Ornge makes no, and disclaims any, representations about the frequency with which it will use the Helipad.

*Severability*

40. The invalidity of any particular provision or portion of any particular provision of this Agreement shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid provision or portion of any particular provision were omitted.

*Parties Bound*

41. This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, agents, successors, and permitted assigns.

*Independent Legal Advice*

42. The Operator acknowledges that:

- (a) this Agreement has been prepared solely by legal counsel for Ornge and that such legal counsel does not act for the Operator in any manner with respect to this Agreement; and
- (b) the Operator has been advised to, and has the right to, obtain independent legal advice before executing the Agreement.

By executing the Agreement, the Operator confirms that it has either sought independent legal advice or waived its opportunity to do so, and that it understands and intends to be bound in all respect by this Agreement.

*Spousal Consent*

43. The Operator warrants that spousal consent is not necessary to this transaction under the provisions of the *Family Law Act*, R.S.O. 1990 unless the Operator's spouse has executed the consent provided below.

**[Signature page to follow]**



care in motion

**Ornge**  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

1.800.251.6543  
647.428.2005 **tel**  
647.428.20006 **fax**

Execution Copy  
#23-01-033

Yours truly,  
**ORNGE**

By:

DocuSigned by:

ECBE/AA0334E490  
Peter Cunningham

## Chief Operating Officer - Aviation

Signed on  
12/9/2025, 20

**ACCEPTED AND AGREED TO BY THE OPERATOR:**

<NTD Aviation: Use this signature block if the Operator is a corporation>

**IN WITNESS WHEREOF** the following party  
has executed this Agreement:

Signed on \_\_\_\_\_, 20\_\_\_\_ ) **[INSERT OPERATOR NAME]**  
in the presence of: \_\_\_\_\_ ) By:

in the presence of.

---

Witness signature \_\_\_\_\_)

For more information, contact the author at [www.elsevier.com/locate/0000-0000](http://www.elsevier.com/locate/0000-0000).

Print name: \_\_\_\_\_

<NTD Aviation: Use this signature block if the Operator is an individual. If the property is owned by more than one person (e.g., as tenants-in-common or as co-tenants), then add signature lines for each owner and obtain signatures from all owners>

**IN WITNESS WHEREOF** the following party  
has executed this Agreement:

Signed on \_\_\_\_\_, 20\_\_\_\_\_  
in the presence of \_\_\_\_\_

in the presence of:

CAN: 22271956.4



care in motion

Witness signature

Print name

Ornge  
5310 Explorer Drive  
Mississauga, Ontario L4W 5H8

1.800.251.6543  
647.428.2005 **tel**  
647.428.20006 **fax**

Execution Copy  
#23-01-033

) Signature

) Print name

**Spousal consent (if applicable)**

The undersigned spouse of the Operator hereby consents to the grant of interests in land evidenced in this Agreement pursuant to the provisions of the *Family Law Act*, R.S.O. 1990, and hereby agrees with Ornge that he/she will execute all necessary or incidental documents to give full force and effect to the grant evidenced herein.

Signed on

\_\_\_\_\_, 20\_\_\_\_\_  
in the presence of:

Witness signature

Print name

)

)

)

)

)

)

)

)

) Signature

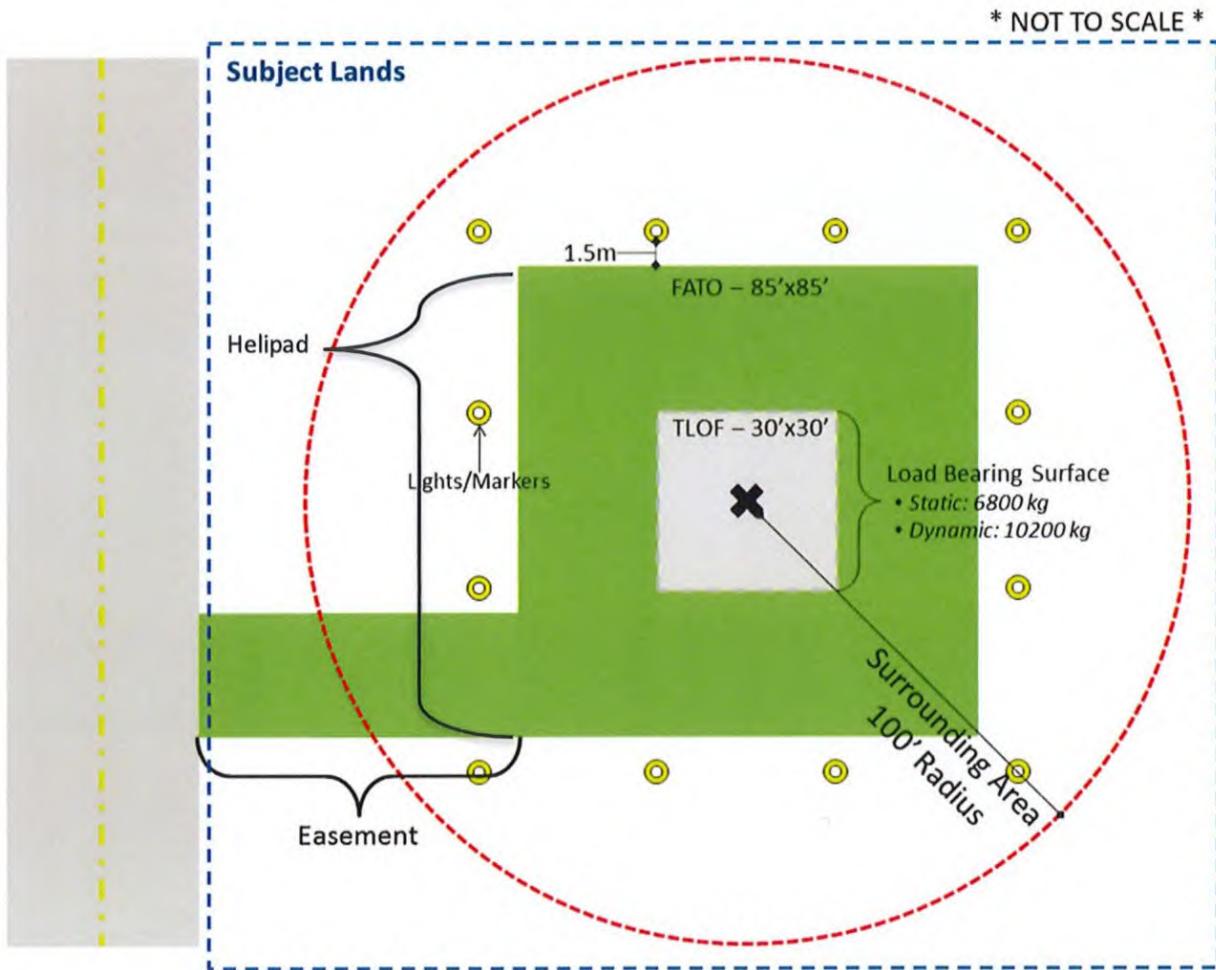
)

)

)

)

## SCHEDULE A – DESCRIPTION OF SUBJECT LANDS



# **BUSINESS MATTERS**



# MEMORANDUM

**To:** Mayor and Council  
**From:** Mike Huggins, Manager of Public Works  
**Date:** January 21, 2026  
**Re:** **Updated Recyclable Materials**

---

## Background

As of January 2026, municipalities are no longer responsible for managing recyclable materials. Responsibility has shifted to *Circular Materials*, a national non-profit organization that manages recycling on behalf of packaging and paper producers, under Ontario's Extended Producer Responsibility (EPR) model.

## Changes to the Municipality's Recycling Program

The new changes are outlined on the Circular Materials website regarding the enhanced recycling system:

1. **Recycle anywhere:** No matter where you are in the province —at home, on vacation, or just passing through—you can recycle the same materials. No more having to determine what goes where in each community.
2. **Recycle more:** You can recycle even more materials at home!

An extensive list of all recyclable materials is found at this link, specific to Whitestone:

[Whitestone | Circular Materials | Ontario](#)

Circular Materials has indicated that both the York St and Auld's Road landfill facilities are equipped to take in more/ different product.

## Attachments:

Attachment A – Circular Materials comprehensive Recyclable material list

# Recyclable material list

## Paper/fibre



Material & examples	What to know
	<p><b>Cardboard boxes</b> Pizza boxes, direct mail boxes, moving boxes, shoe boxes.</p> <p><input checked="" type="checkbox"/> Flatten. No larger than 60 x 60 cm.</p>
	<p><b>Boxboard</b> Cereal boxes, tissue boxes, egg cartons, rolls from toilet paper and paper towel.</p> <p><input checked="" type="checkbox"/> Flatten.</p> <p><input checked="" type="checkbox"/> Empty.</p>
	<p><b>Paper</b> Any colour, including flour bags, prescription bags, paper produce bags.</p> <p>Notepads, white or coloured loose paper, file folders, other printed materials.</p> <p>Community newspapers, flyers, brochures and magazines.</p> <p>Greeting cards and envelopes, gift boxes.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Place shredded paper in a tied clear plastic bag.</p> <p><input checked="" type="checkbox"/> Separate from plastic bags used to cover items, remove elastic bands.</p> <p><input checked="" type="checkbox"/> Remove rope handle from bags.</p> <p><input checked="" type="checkbox"/> Do not include soft or hard covered books/novels.</p>

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).

# Recyclable material list

## Paper/fibre



Material & examples	What to know
	<p><b>Paper laminate packaging</b> Pet food bags, food service paper bags, and plates.</p> <p><input checked="" type="checkbox"/> Empty.</p>
	<p><b>Paper laminate packaging</b> Spiral cans, cookie dough package, ice cream containers, and hot and cold beverage cups.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Remove lids.</p>
	<p><b>Cartons</b> Beverage cartons, juice and milk cartons, coffee creamers, and sugar cartons, soup and sauce cartons.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Lids on.</p> <p><input checked="" type="checkbox"/> Do not include alcoholic beverage containers.</p>

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).

# Recyclable material list

## Plastic



### Material & examples

### What to know



#### Plastic containers

Laundry detergent and household cleaner jugs, shampoo, body wash, salad dressing, condiment, dish soap, mouth wash bottles, plastic beverage bottles.



Food trays, salad, yogurt, peanut butter, bakery and egg containers, plastic cups, plastic tubs and lids.



Toothpaste tubes, deodorant, hand cream tubes.



Small item packaging, hand sanitizer bottles, plant pots.

Empty.

Lids on.

Do not include alcoholic beverage containers.

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).

# Recyclable material list

## Plastic



Material & examples	What to know
	<p><b>Flexible plastic packaging</b></p> <p>Bags used for dry cleaning, bread, newspapers and flyers. Overwrap (paper towel &amp; toilet paper, beverage containers). Coffee bags or deli pouches, chip bags, bubble wrap, snack wrappers, cereal liner bags, plastic gift bags.</p> <p><input checked="" type="checkbox"/> Empty.</p>
	<p><b>Foam packaging</b></p> <p>Meat trays, takeout containers, cups, plates, bowls, foam packaging.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Remove film wrap and absorbent pads from meat trays.</p>

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).

# Recyclable material list

## Metal



Material & examples	What to know
	<p><b>Metal</b></p> <p>Food cans, metal lids, cookie, coffee and tea tins, beverage cans.</p>
	<p><b>Aluminum (foils and trays)</b></p> <p>Aluminum foil, pie plates, frozen food trays.</p>
	<p><b>Aerosol containers</b></p> <p>Food spray, hairspray, air fresheners, shaving cream, deodorant.</p>

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).

# Recyclable material list

## Glass



### Material & examples



#### Glass containers

Clear and coloured glass. Food containers, jars and bottles, cosmetic containers, spice bottles, oil and vinegar bottles, non-alcoholic glass beverage containers.

### What to know

Empty.

Lids off.

Do not include alcoholic beverage containers.

For details on what goes where, visit [circularmaterials.ca/ON](http://circularmaterials.ca/ON).



11.2

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

[www.whitestone.ca](http://www.whitestone.ca)  
E-mail: info@whitestone.ca

## MEMORANDUM

**To:** Mayor and Council  
**From:** Paula Macri, Planning Assistant  
**Report Date:** January 10, 2026  
**Council Agenda** January 21, 2026  
**Re:** 2026 Committee Appointment

---

### Background

Every year a representative from Council must be appointed by Council to the Committee of Adjustment.

### Next Steps

Councillor Woods was the Municipality of Whitestone's representative in the year 2025, and shall be appointed as Council Representative to the Committee of Adjustment at the January 21, 2026 Regular Council meeting, for the year 2026.

## 2-part Workshop: Navigating Conflict as an Elected Official

With the MANY relationships involved with municipal work, conflict is unavoidable and being able to navigate it successfully is critical.

With the upcoming municipal elections, now is a great time to brush up on these skills and put your best foot forward.

**Join us for a 2-part, virtual, interactive workshop on March 4th & 5th from 10:00 am-12:30 pm** to learn why relationships may go wrong and how to navigate relationships successfully using practical tips, tools and real-world examples.

[Register Here](#)

Together, we'll explore:

1. The typical patterns of behaviour that give rise to creating “conflict traps” and how to escape from them.
2. The secrets of neuroscience and how this knowledge can give us a heads-up on what we should do in the moment.
3. Understanding conflict styles and how these can create obstacles or pave the way toward collaboration.
4. The importance of moving from a position-based to an interest-based approach to create a win-win, value-add relationship.
5. The roles of empathy and assertiveness are relationship formation.
6. Learning effective and practical communication tools, which include:
  - a. Avoiding communication blockers
  - b. First words to use
  - c. The difference between Acknowledging vs. Agreeing
7. A simple, yet powerful 4-step technique to assist in having better and more collaborative conversations

[Register Here](#)

**Dates:**

This is a two-day workshop running from 10:00am-12:30pm each day.

**March 4 & 5, 2026**

- \$330 +HST per session (Individual registration only. For group rates, contact [events@amo.on.ca](mailto:events@amo.on.ca))
- \$75 +HST cancellation fee

Questions? Contact [events@amo.on.ca](mailto:events@amo.on.ca).

# CORRESPONDENCE

A	Township of McKellar	Canada Post mandate moratorium until stabilization of organization
B	Town of Parry Sound	Canada Post Act changes affecting interlibrary book loans
B1	Municipality of McDougall	Canada Post Act changes affecting interlibrary book loans
C	Municipality of McDougall	Support for Town of Parry Sound's request to province to replace tennis courts at high school
D	Peterborough	Request that Province provide funding for sustainable police services
E	Parry Sound Area Chamber of Commerce	Thank you for 2025 contribution
F	Whitestone Conservation Association	Foodcycler Program request
G	Ministry of Municipal Affairs and Housing	Email re Minister's decision to remove the Township of Carling and McDougall from the Parry Sound Area Planning Board
H	North Bay Parry Sound District Health Unit	2025 Medical Officer of Health: Report to The Board of Health
I	Town of Parry Sound	Request to Minister Calandra to extricate West Parry Sound municipalities from the Near North District School Board



# CORPORATION OF THE TOWNSHIP OF MCKELLAR

A

DATE: December 2, 2025

RESOLUTION No. 25-522  
AGENDA ITEM No. 19.2

Moved by: Debby Lyall

Seconded by: M. J. S.

**WHEREAS** the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025, to March 31, 2026, as follows:

*Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain (sic) views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.*

**WHEREAS** the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

**WHEREAS** the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

**WHEREAS** it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery. Improving delivery to rural, remote and indigenous communities, and developing services to assist people with disabilities and help older Canadians remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

**THEREFORE, BE IT RESOLVED** that the Council of the Corporation of the Township of McKellar formally writes the Minister of Government Transformation, Public Works and Procurement, Joel Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

**THEREFORE, BE IT RESOLVED** that the Council of the Corporation of the Township of McKellar will include in its letter to Minister Light bound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.



## CORPORATION OF THE TOWNSHIP OF MCKELLAR

**THEREFORE, BE IT RESOLVED** that the Council of the Corporation of the Township of McKellar will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

Carried ✓

Defeated \_\_\_\_\_

Deferred \_\_\_\_\_

A handwritten signature of "David Moore" in black ink.

David Moore, Mayor

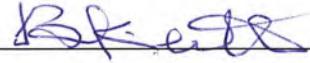
### DIVISION VOTE

	YEA	NAY	ABSTAIN	ABSENT
Councillor Morley Haskim	—	—	—	—
Councillor Mike Kekkonen	—	—	—	—
Councillor Nick Ryeland	—	—	—	—
Councillor Debbie Zulak	—	—	—	—
Mayor David Moore	—	—	—	—

9.5.6.

**THE CORPORATION OF THE TOWN OF PARRY SOUND**  
**RESOLUTION IN COUNCIL**

NO. 2025 – 173.

DIVISION LIST	YES	NO	DATE: December 16, 2025
Councillor G. ASHFORD	_____	_____	MOVED BY:
Councillor J. BELESKEY	_____	_____	
Councillor P. BORNEMAN	_____	_____	
Councillor B. KEITH	_____	_____	
Councillor D. McCANN	_____	_____	
Councillor C. McDONALD	_____	_____	SECONDED BY:
Mayor J. McGARVEY	_____	_____	
<b>CARRIED:</b> <input checked="" type="checkbox"/>	<b>DEFEATED:</b> _____	<b>Postponed to:</b> _____	

WHEREAS Council for the Town of Parry Sound is a lead partner municipality of the Parry Sound Public Library; and

WHEREAS the Federal Government of Canada has introduced new legislation through Bill C-15 that threatens interlibrary loans by repealing Paragraphs 19(1)(d) to (g.1) of the Canada Post Corporations Act that provides for a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan.; and

WHEREAS interlibrary loans are an essential part of how libraries in Canada operate and rely on the provisions of the Canada Post Corporation Act to provide access to materials for the millions of library users in Canada.; and

WHEREAS if Canada Post can increase rates without any oversight from Parliament or the Government of Canada – as C-15 would permit - libraries across Canada will be devastated, put a strain on already surging library budgets and threaten their ability to offer this essential service for access, equity and literacy for all.

NOW THEREFORE BE RESOLVED that the Council of the Town of Parry Sound hereby requests that the government withdraw this amendment to the Canada Post Corporations Act, to ensure that library products remain accessible for all of Canada through interlibrary loans.; and

FURTHERMORE that a copy of this resolution be sent to the Honourable Joël Lightbound, Minister of Government Transformation, Public Works and Procurement, Scott Aitchison MP for Parry Sound-Muskoka, the Parry Sound Public Library and all

West Parry Sound District Municipalities to serve the best interests of patrons from the library's partner municipalities, Township of The Archipelago, The Municipality of McDougall and The Township of Carling, and all others in which non-member patrons reside.



---

**Mayor Jamie McGarvey**

**Committee and Council Meeting**

Resolution No.: 2025-~~501~~

**Title:** Parry Sound Public Library  
Bill C-15 impacts to library book postage rates for interlibrary loans

**Date:** December 17, 2025

---

**Moved by:** Councillor Ryman  
**Second by:** Councillor Hamer

**WHEREAS** Council for the Corporation of Municipality of McDougall is a partner municipality of the Parry Sound Public Library; and

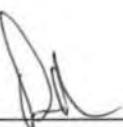
**WHEREAS** the Federal Government of Canada has introduced new legislation through Bill C-15 that threatens interlibrary loans by repealing Paragraphs 19(1)(d) to (g.1) of the Canada Post Corporations Act that provides for a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan.; and

**WHEREAS** interlibrary loans are an essential part of how libraries in Canada operate and rely on the provisions of the Canada Post Corporation Act to provide access to materials for the millions of library users in Canada.; and

**WHEREAS** if Canada Post can increase rates without any oversight from Parliament or the Government of Canada – as C-15 would permit - libraries across Canada will be devastated, put a strain on already surging library budgets and threaten their ability to offer this essential service for access, equity and literacy for all.

**NOW THEREFORE BE IT RESOLVED THAT** the Council for the Corporation of the Municipality of McDougall hereby requests that the government withdraw this amendment to the Canada Post Corporations Act, to ensure that library products remain accessible for all of Canada through interlibrary loans.; and

**FURTHER THAT** a copy of this resolution be sent to the Honourable Joël Lightbound, Minister of Government Transformation, Public Works and Procurement, Scott Aitchison MP for Parry Sound-Muskoka, and the Parry Sound Public Library and its partner municipalities.

  
Mayor

**Committee and Council Meeting**

**Resolution No.: 2025-00**

**Title:** Town of Parry Sound  
Request Near North District School Board replace PSHS Tennis Courts

**Date:** December 17, 2025

---

**Moved by:** Councillor Ryman  
**Second by:** Councillor Hamer

**THAT the Council for the Corporation of the Municipality of McDougall supports the attached resolution of the Town of Parry Sound, requesting that the Near North District School Board replace tennis courts on the Parry Sound JK-Grade 12 School property; and**

**That this resolution be copied to the Minister of Education, MPP Graydon Smith, Parents for Parry Sound, Community Schools Alliance, West Parry Sound Municipalities and First Nations in West Parry Sound.**

  
\_\_\_\_\_  
Mayor



Office of the City Clerk, City Hall  
500 George Street North  
Peterborough, Ontario  
K9H 3R9

December 3, 2025

Honourable Doug Ford, Premier for the Government of Ontario;  
Honourable Michael S. Kerzner, Minister of the Solicitor General;  
Honourable Rob Flack, Minister of Municipal Affairs and Housing;  
Association of Municipalities of Ontario (AMO);  
Mary ten Doeschate, Peterborough Police Services Board Chair; and  
Councils of each of Ontario's municipalities.

**Subject: Sustainable Funding for Police Services Request**

The following resolution, adopted by City Council at its meeting held on November 3, 2025, is forwarded for your consideration.

Moved by Councillor Crowley  
Seconded by Councillor Vassiliadis

**Whereas municipalities across Ontario are required to maintain a police service; and**

**Whereas municipalities across Ontario are required to constitute a municipal board to have policing responsibility for the municipality, or enter into a written agreement for an alternate provision of policing services; and**

**Whereas the City of Peterborough has constituted a municipal board; and**

**Whereas municipalities, across Ontario, with a police service board, are required to “ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area” and**

**Whereas police service boards within municipalities where court proceedings are conducted are required to ensure the security of judges, other judicial officials, members of the public participating in court proceedings, ensuing the secure**



**custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings; and**

**Whereas the provision of court security is not part of providing adequate and effective policing; and**

**Whereas the cost of providing court security is a cost of the municipality, regardless of whether all matters originate within that municipality; and**

**Whereas municipalities across Ontario are required to have and maintain critical infrastructure, including appropriate police facilities and equipment, to ensure adequate and effective policing is provided; and**

**Whereas municipalities across Ontario are experiencing increased police operating and capital costs directly related to new compliance and operational standards required under the Community Safety and Policing Act, 2019; and**

**Whereas these cost increases stem from provincially mandated requirements — including training, certification, technology, reporting, and staffing obligations — necessary to bring local police services into compliance with the Act; and**

**Whereas municipalities have no discretion in implementing these measures and limited ability to absorb the resulting financial pressures within existing budgets; and**

**Whereas policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of the costs to implement provincial mandates;**

**Therefore, be it resolved that:**

**Council request that the Province of Ontario provide targeted financial assistance to municipalities to offset any additional costs that are directly and demonstrably incurred as a result of compliance with the Community Safety and Policing Act, 2019, and not general increases to police budgets; and**

**Therefore, be it further resolved that:**

**Council urge the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities so that communities with growing populations and expanding service demands receive fair and sustainable provincial support; and**

**Therefore, be it further resolved that:**

**Council request that the Province of Ontario provide stable sustainable funding to offset costs associated with the provision of providing court security services; and**



City of  
Peterborough

**That this resolution be forwarded to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Peterborough Police Services Board Chair, and all Ontario municipalities for endorsement.**

Sincerely,



John Kennedy  
City Clerk



**Mary ten Doeschate, Chair**

**Mayor Jeff Leal**

**Drew Merrett, Vice-Chair**

**Councillor Gary Baldwin**

**Steve Girardi**

---

December 18, 2025

City of Peterborough (Sent via email)  
500 George St. N.  
Peterborough, ON K9H 3R9

**Attention: Members of Council**

**Jasbir Raina, Chief Administrative Officer**

**Richard Freymond, Commissioner of Finance and Corporate Support Services**

**John Kennedy, Clerk**

Members of Council, Mr. Raina, Mr. Freymond and Mr. Kennedy:

**Re: Council Resolution – Stable Funding for Police Service Boards**

The Peterborough Police Service Board unanimously passed the following motion at their Board meeting held on December 16, 2025:

**Moved by Drew Merrett**

**Seconded by Jeff Leal**

**That the Board receive for consideration and endorsement the Peterborough City Council resolution made November 3, 2025 regarding stable funding for Police Service Boards.**

Accordingly, the Board sends this letter in support of Council's call for the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities; the Board believes increased and sustainable funding support from the Province is necessary to ensure the Board can meet its legislated mandate of providing adequate and effective policing in the City of Peterborough.

Sincerely,

Mary ten Doeschate,  
Chair

---

**Peterborough Police Service Board**  
500 Water Street, P.O. Box 2050 Peterborough, Ontario K9J 7Y4  
Telephone: 705-876-1122 ext. 220 Fax: 705-876-6005  
[www.peterboroughpolice.com](http://www.peterboroughpolice.com)



Good evening, and thank you for the opportunity to share an update on the work of the Parry Sound Area Chamber of Commerce over the past year, and our plans as we move into 2026.

For more than 127 years, the Parry Sound Area Chamber of Commerce has been a driving force for business support, consulting, and economic development across the West Parry Sound District. We are proud to represent a diverse region that stretches from Pointe au Baril in the north to MacTier in the south and Magnetawan in the east. Our work extends well beyond our membership, supporting local organizations, not-for-profits, and even the general public with the shared goal of fostering a stronger, more connected business community.

Over the past year, the Chamber has continued to strengthen its position as a key business resource for both new and established entrepreneurs. We've guided countless individuals toward funding and grant opportunities, connected them with professional development workshops, and provided hands-on support for marketing, advertising, and social media management. Our staff have worked directly with members to create custom promotional campaigns, improve their digital presence, and build the skills necessary to remain competitive in a changing market.

We are also proud to continue offering Group Insurance benefits through the Chamber Plan, and to facilitate networking opportunities that encourage collaboration and shared success. Beyond day-to-day business services, we continue to act as a bridge between local businesses and government, helping to advocate for fair policy, and supporting our members as they navigate challenges in staffing, housing, and regulation.

This past year, our Chamber took major steps in revitalizing our outreach and engagement. Our Business of the Week program has become one of our most popular initiatives, celebrating local success stories and shining a spotlight on the incredible variety of businesses that make up our community. The Shop Local and Work Local programs have also grown significantly, helping to connect job seekers with local employers while addressing the ongoing need for staff housing and seasonal accommodations.

Another important focus this year has been collaboration. The Chamber has continued to work closely with our municipal partners, business leaders, and local organizations to develop creative solutions for economic development and community growth. We regularly meet with municipal councils and maintain an active advisory board made up of local representatives who provide invaluable insight and updates from their communities. This partnership-based approach ensures that the voice of business remains part of every major local discussion and decision.

Internally, the Chamber's rebuilding process has produced exceptional results. We now have nearly 290 active members, and our newsletter subscribers continue to grow past 620. Our social media reach is stronger than ever, with over 3,600 Facebook followers, 1,300 on Instagram, 750 on LinkedIn, and more than 7,000 members in our Parry Sound and Area Business Marketplace group.

These digital tools have become vital platforms for connecting, sharing opportunities, and celebrating success stories from across the region.

Our monthly newsletter remains one of the most valued resources for our members and subscribers, providing up-to-date information on grants, funding programs, training opportunities, and Chamber events. It also serves as a space to welcome new members, highlight milestones, and promote the sense of community that defines the Parry Sound area.

Behind the scenes, we've made important strides toward digital modernization. We've upgraded our website, improved our communication systems, and created new marketing templates and resources that allow our members to promote themselves more effectively. These efforts are all part of our broader goal to ensure that local businesses have access to the same tools and advantages as those in larger urban centres.

As a not-for-profit organization, the Chamber operates entirely on membership dues, affinity programs, municipal contributions, and a few annual fundraising events. We are guided by a working Board of Directors and supported by two in office staff members who manage our day-to-day operations, community events, and advocacy initiatives. Together, this small but committed team has been able to achieve a level of impact that we are very proud of, and we are deeply grateful for the support of our municipal partners that makes this possible.

### **Looking Ahead to 2026**

As we approach our 128th year, we are excited about what lies ahead. The Chamber is entering a new phase of innovation and modernization. One of our key focuses will be the integration of artificial intelligence tools to enhance business efficiency, communication, and marketing support for our members. We plan to host a new AI learning series—offering workshops and demonstrations to help local businesses understand and apply emerging technologies in practical, cost-effective ways.

We are also expanding our industry-specific networking events, beginning with sessions tailored to the Trades and Construction sectors. These targeted gatherings will help address the unique challenges facing local trades professionals, builders, and suppliers—creating opportunities for collaboration, workforce development, and partnership within these high-demand industries.

At the same time, we recognize that our local business community continues to face external economic pressures. In 2026, the Chamber will be paying close attention to the evolving landscape of trade tariffs and the challenges they pose to local businesses—particularly those in manufacturing, supply, and retail sectors. Our advocacy work will focus on helping members navigate these impacts, access available supports, and strengthen their resilience in an uncertain trade environment.

In addition, we'll continue to strengthen our partnerships with local schools, employment agencies, and housing providers to support workforce attraction and retention. We'll also be reintroducing more in-person learning sessions, roundtables, and collaborative business forums designed to connect local entrepreneurs, foster innovation, and promote regional economic growth.

To continue this important work, we are requesting a financial contribution of \$1040 for the coming year. This support will allow us to maintain our current level of service, continue our advocacy efforts, and build on the progress we've made in strengthening our local economy. The contribution

aligns with the funding formula we've developed to ensure equitable support across the municipalities we serve.

We believe this investment will continue to yield a strong return for our region—by attracting new business, retaining existing ones, and ensuring that Parry Sound remains a vibrant hub for innovation, tourism, and economic opportunity.

On behalf of the Board of Directors, our staff, and our members, I want to thank you for your continued partnership and support. Together, we've made remarkable progress, and with your help, we look forward to an even stronger 2026 for our business community and the Parry Sound area as a whole.

**Sincerely,**

Chris McDonald

Executive Director

Parry Sound Area Chamber of Commerce

Dear Mr. Black:

The WCA would like to have this letter/topic, included in the agenda of the next council meeting or capital budget meeting of the Municipality of Whitestone:

Dear Mayor Comrie and Members of Council

We are writing on behalf of the Executive Committee of the Whitestone Conservation Association.

During the last two years, the WCA has brought back Bingo in the summer - to a resounding success. The WCA is very appreciative of the support from the Municipality and the Community members, participants and volunteers.

With funds raised in 2024, the WCA was very pleased to partner with the Royal Canadian Legion # 394 and jointly purchase the second examination table for the Whitestone Nurses Station.

After another great season in 2025 we are in search of environmental projects that the WCA could assist with. With suggestions received from community members, the WCA has looked into "personal composting" units. Upon reaching out to the Ottawa company, Food Cycle Science, we were happy to hear that the Municipality of Whitestone had started researching this "Foodcycler" program.

Information was forwarded to us and at the last meeting of the Executive of the WCA, a demonstration model was loaned to the WCA. In speaking with the Food Cycle team, we were informed that Whitestone Councillor, Janice Bray had been in touch with this company and the Municipal Program that they offer. Margaret Dailey-Plouffe, Secretary/Treasurer of the WCA was the recipient of the demo model and has since loaned it to Janice Bray.

It will be interesting to hear reports from both Margaret and Janice, on the productivity of this composting solution.

The WCA would be extremely interested in partnering with the Municipality of Whitestone. We could work together to try to make these units more affordable to the residents of Whitestone. The WCA believes that this would be a great asset for our Community and definitely make a positive effect on our landfill.

We thank you for your consideration and look forward to investigating the future partnership in this project.

Submitted by,

Kevin Krusell,

Chair, WCA

and

Margaret Dailey-Plouffe,

Secretary/Treasurer, WCA

**From:** Brown, Christopher (MMAH) <[Christopher.R.Brown@ontario.ca](mailto:Christopher.R.Brown@ontario.ca)>  
**Sent:** December 11, 2025 2:48 PM  
**To:** Nigel Black <[nigel.black@whitestone.ca](mailto:nigel.black@whitestone.ca)>  
**Subject:** Decision RE requests by the Township of Carling and Municipality of McDougall

Good afternoon, Nigel:

A letter has been sent this afternoon to the Chair of the Parry Sound Area Planning Board, to inform the board of the Minister's decision to remove the Township of Carling and Municipality of McDougall from the board. I'm writing to let you know at the same time.

The board's function in providing planning services for the Township of McKellar and Municipality of Whitestone is unchanged.

Sincerely,

Christopher

---

**Christopher Brown**, MCIP, RPP  
Senior Planner | Municipal Services Office North  
Ministry of Municipal Affairs and Housing | Ontario Public Service  
249-885-4552 | [christopher.r.brown@ontario.ca](mailto:christopher.r.brown@ontario.ca)

Fourth Floor, Suite 401  
159 Cedar Street  
Sudbury ON P3E 6A5



*Taking pride in strengthening Ontario, its places and its people*

**Please note:** As part of providing [French language services](#), please let me know if you prefer to receive services in French. As part of providing [accessible customer service](#), if you have any accommodation needs, require communication supports, or alternate formats please let me know.

# Medical Officer of Health: Report to The Board of Health

Prepared by Dr. Carol Zimbalatti  
Medical Officer of Health/Executive Officer

November 26, 2025

Your lifetime partner in healthy living.  
Votre partenaire à vie pour vivre en santé.

[myhealthunit.ca](http://myhealthunit.ca)

📍 345 Oak Street West,  
North Bay, ON P1B 2T2

📞 1-800-563-2808  
705-474-1400

☎ 705-474-8252

📍 90 Bowes Street, Suite 201,  
Parry Sound, ON P2A 2L7

📞 1-800-563-2808  
705-746-5801

☎ 705-746-2711

# Table of Contents

Medical Officer of Health Update.....	3
Programs and Services Updates .....	4
Corporate Services .....	4
Facilities Operations .....	4
Information Technology .....	4
Human Resources .....	4
Finance.....	5
Clinical Services .....	6
Communicable Disease Control.....	6
Oral Health.....	7
Sexual Health .....	7
Harm Reduction Services.....	7
Vaccine Preventable Diseases .....	8
Community Services.....	9
Environmental Health.....	9
Healthy Families .....	9
Community Health.....	10
Organizational Effectiveness .....	11
Professional Practice .....	11
Indigenous Engagement .....	11
Communications.....	12
Foundational Services.....	12

# Medical Officer of Health Update

## *Respiratory Virus Update*

Vaccination against RSV (for eligible individuals), COVID-19, and influenza began in October for individuals at higher risk and health care professionals and became available to the general public at the start of November.

There is emerging evidence that the H3N2 influenza A virus has been evolving more rapidly than usual during the northern hemisphere's 2024-25 respiratory season and during the southern hemisphere's 2025 season<sup>1</sup>. As a result, the A(H3N2) strain expected to circulate during the 2025-26 respiratory season is mismatched to this year's influenza vaccine.

Currently in Ontario, influenza percent positivity is increasing but remains very low. Therefore, this potential mismatch does not appear to be having a significant impact on outcomes such as hospitalizations and outbreaks at this time. Even with a mismatch, the influenza vaccine is still expected to offer protection against other influenza strains and some protection against the H3N2 strain. It continues to be recommended, particularly for those at higher risk of severe outcomes.

Percent positivity of COVID-19 and respiratory syncytial virus (RSV) remain low.

## *2025 Ontario Public Health Standards*

The working draft of the 2025 Ontario Public Health Standards (OPHS) was distributed to health units on September 25, 2025. Since then, the Ministry has been hosting information sessions on various components of the new standards. The 2025 OPHS are scheduled to take effect January 2, 2025, though at the time of writing, several components remain incomplete. The Substance Use Prevention standard has not yet been released, nor have 6 of the 27 associated protocols.

Recognizing these gaps, and that most health units had begun planning prior to the release, the Ministry has acknowledged that 2026 will serve as a “transition” year. The 2026 Annual Service Plan (ASP) reporting template will be adjusted accordingly.

At the North Bay Parry Sound District Health Unit, program and budget planning began prior to the release of the new OPHS. Staff were instructed to continue planning based on the 2021 OPHS. The 2026 Organizational Operational Documents, which outline program work for the year, will be considered “evergreen” and updated throughout 2026 as we adapt to the new OPHS and as the Ministry releases additional guidance materials to support their implementation.

---

<sup>1</sup> Sabaiduc, S; Kaweski, SE; Separovic, L; Gao, R; Ranadheera, C; Bastien, N; Skowronski, D. (2025) Emergence of seasonal influenza A(H3N2) variants with immune escape potential warrants enhanced molecular and epidemiological surveillance for the 2025-2026 season. *Journal of the Association of Medical Microbiology and Infectious Disease Canada*: 10(4); doi 10.3138/jammi-2025-0025.

# Programs and Services Updates

## Corporate Services

### *Facilities Operations*

#### **North Bay**

- Completed seasonal fall preventative maintenance for all heating and ventilating systems.
- Awarded snow plowing and sanding contract.
- Outside water lines were flushed and prepared for the winter season.
- Prepped exterior areas for winter (flower beds, salt bins).
- Three new vaccine fridges ordered to replace outdated units.
- Completed annual fire suppression system inspection.

#### **Parry Sound**

- Fall preventative maintenance for all heating and ventilating systems conducted. Secured a new contract for 2026.

### *Information Technology*

- Added Microsoft Teams meeting functionality to the Human Resources meeting room.
- Upgraded firmware on all photocopiers to enable Microsoft Universal Print compatibility.
- Softphone functionality integrated to Microsoft Teams.
- As part of ongoing technology lifecycle management, all organizational computers (210) were upgraded to Windows 11 in advance of Microsoft's October 14, end-of-support date for Windows 10. This ensures continued security, performance, and vendor support across all systems.

### *Human Resources*

#### **Occupational Health, Safety, and Wellness**

Employee wellness events held in September and October included lunchtime trivia, creation of program/service gratitude collages, and Halloween activities. The Holiday all Staff meeting will be occurring in December.

Staff will soon be invited to participate in a workplace survey developed by the Joint Health and Safety Committee (JHSC) seeking input on general occupational health and safety, workplace violence, and psychological health and safety.

Seasonal staff immunization clinics have started, with the Public Health Nurse immunizing 66 employees against influenza and 42 against COVID-19 thus far.

### **Professional Development**

Recent compliance training offerings:

- Basic Life Support re-certification – 64 participants
- Basic Life Support full certification – 8 participants
- Basic Life Support Instructor re-certification – 3 participants

External professional development:

- Indigenous Cultural Safety Training (North Bay Indigenous Hub) - 29 participants
- Leaders for Leaders Management Empowerment Training Sessions – 18 participants

### **Staffing**

In addition to filling temporary positions, the following permanent positions were recently filled:

- Community Health Promoter, Sexual Health & Harm Reduction Services (1.00 FTE), effective September 8, 2025
- Program Manager, Oral Health (1.00 FTE), effective September 24, 2025
- Bilingual Community Health Promoter, Community Health (1.00 FTE), effective October 14, 2025
- Clinical Coordinator, Oral Health (1.00 FTE), effective October 16, 2024
- Accountant, Finance (1.00 FTE), effective November 3, 2025
- Human Resources Coordinator – Talent Management, Human Resources (1.00 FTE), effective November 17, 2025

There has been a net increase in permanent positions of 1.0 FTE.

### *Finance*

The Finance Team has submitted the following documents:

- 2025 Q3 Ministry of Health Standards Activity Report
- 2025-26 Q2 Infection Prevention and Control Hub Report
- 2025-25 Q2 Planet Youth Report

## Clinical Services

### *Communicable Disease Control*

#### **National Infection Control Week**

October 20 to 25, 2025, marked National Infection Control Week. This year's theme, "Bridging Gaps, Building Bridges," emphasized the importance of collaboration and knowledge sharing among healthcare professionals to enhance infection prevention practices. This theme encouraged healthcare teams to work together across disciplines and care settings to improve patient safety and quality of care.

#### **Lyme Disease Update**

Lyme disease is an infection transmitted through the bite of an infected blacklegged tick. Most human cases result from exposure to areas where infected ticks are established. These established tick populations continue to expand across Ontario, increasing the risk of exposure in more regions of the province.

Early symptoms may include fever, headache, muscle and joint pain, fatigue, and an expanding red rash often referred to as a "bull's-eye" rash. In Ontario, blacklegged ticks can also transmit other diseases, including anaplasmosis, babesiosis, and Powassan virus.

As of October 26, 2025, a total of 2,544 cases of Lyme disease have been reported in Ontario. The North Bay Parry Sound District Health Unit has reported 13 cases to date in 2025. Between 2005 to 2024, the highest number of annual cases reported locally was four.

#### **Ontario Measles Outbreak Declared Over - October 6, 2025**

On October 6, 2025, Public Health Ontario declared Ontario's measles outbreak over, following national guidance to determine its conclusion. As of October 28, 2025, Ontario had reported a total of 2,375 measles cases (2,060 confirmed, 315 probable) associated with the outbreak that started in October 2024 and impacted 26 public health units.

The Health Unit reported 38 measles cases (12 confirmed and 26 probable) over the course of the outbreak. Although the outbreak has concluded, measles continues to circulate in Canada and internationally, highlighting the importance of vaccination, timely case finding, and public health follow-up.

### **Infection Prevention and Control (IPAC Hub)**

The IPAC Hub is assisting Long-Term Care Homes, Retirement Homes, and other congregate living settings (CLSs) in preparing for the respiratory illness season. Current activities include:

- Conducting IPAC assessment and audits in CLSs
- Assisting with outbreak management planning
- Supporting the development of IPAC programs, policies, and procedures

### *Oral Health*

#### **Advancing Strategic Priorities Through Digital Innovation and Planetary Health**

The Oral Health Program has successfully transitioned to digital client intake using iPads. This initiative streamlines data collection, improves accuracy, and enhances the overall efficiency of service delivery.

By eliminating the need for most paper-based forms, this shift reflects our dedication to innovation, sustainability, and continuous improvement in public health programming.

As we continue to scale this approach, we are actively exploring additional opportunities to integrate digital tools that promote both environmental stewardship and client-centered care, ensuring our services remain responsive, equitable, and future-focused.

### *Sexual Health*

Swift progress is being made in realigning our sexual health clinical services. This initiative is both timely and strategic, aligning with broader conversations on how best to serve our targeted and priority populations. The goal is to ensure that services fall within the scope of public health—emphasizing health promotion—and to enhance access for priority groups seeking care related to sexually transmitted and blood borne infections (STBBI) risks or contraception needs for those who do not have a primary care provider.

The Health Unit continues to actively promote GetaKit, a service that provides mail-out HIV self-tests and online requisitions for STBBI testing for eligible individuals. Year to date, more than 350 orders have been placed in the Health Unit region, supporting increased access to testing and early detection among priority populations.

### *Harm Reduction Services*

Launched in June, the Our North Bay Health Box (ONBHB) provides low-barrier, stigma-free access to health and wellness supplies. As of September 30, 2025, 8,721 supplies have been

accessed. This includes 4,218 wellness supplies, 3,115 harm reduction supplies, 851 sexual health items, 362 Naloxone kits, and 175 HIV self-test kits.



Communication was shared with partners, noting that the ONBHB has been out of service since October due to a screen malfunction. Although there is no visible external damage, the issue has affected the machine's functionality. The Health Unit is working with the supplier to restore service as soon as possible.

### Vaccine Preventable Diseases

#### Seasonal Vaccine Campaign

The Fall COVID-19, influenza (flu), and respiratory syncytial virus (RSV) campaigns are well underway across the district. Clinics were available in October for high-risk individuals and throughout November for the general population.

New this year is an expansion of the publicly funded RSV vaccine to include all adults 75 years of age or older. In addition to community clinics, seasonal vaccines are available at our in-house Health Unit clinics in North Bay and Parry Sound. The RSV prevention program is underway, with long-term care and retirement homes providing the vaccine to older individuals. The Health Unit, hospitals, and local primary care providers offer RSV vaccines to pregnant individuals, as well as a preventive treatment to infants, and high-risk children within our district.

#### Grade 7 Vaccine Program

October marked the beginning of the annual grade 7 vaccine program, which includes Hepatitis B (Hep B), Human Papilloma Virus (HPV), and Meningococcal vaccines. This year, Health Unit

staff will visit 21 schools in the fall and spring, reaching over 1,300 students to promote these important vaccines and improve vaccination rates across the district.

Over the past five years, rates of vaccination have declined, particularly for Hep B and HPV vaccines (Immunization Data Tool). While the North Bay Parry Sound District Health Unit continues to have rates above the provincial average, there remains room for improvement. With plans for a district-wide information and promotional HPV campaign in early 2026, vaccination rates are expected to rise by the end of the school year.

## Community Services

### *Environmental Health*

This year, the Environmental Health team has embarked on several quality improvement initiatives. Over the past year, 43 work instructions were reviewed, consolidated, and eliminated by integrating their content into new procedures. The new procedures improve clarity, confidence, and efficiency across the team.

Environmental Health is participating in a provincial quality improvement initiative, facilitated by Public Health Ontario, involving 21 health units across the province. The initiative focuses on improving food inspection processes. While this is the first phase, the insights gained will serve as a foundation for broader operational improvements.

The province recently replenished its stock of rabies post-exposure prophylaxis, ending the temporary sparing guidelines. These guidelines had minimal operational impact beyond planning and training.

With summer concluded, Environmental Health has completed seasonal programs, including mosquito trapping and beach sampling. Mosquito surveillance was conducted from June to September at 15 urban sites, yielding 10,514 specimens, of which 5,801 were speciated and 1,509 tested for West Nile virus and Eastern Equine Encephalitis virus, with no positive pools detected. This surveillance occurs every three years to monitor vector species within the district.

### *Healthy Families*

#### **2025 Virtual Maternal Child Update**

On October 8, the Health Unit hosted a virtual *Maternal Child Update*, drawing approximately 90 healthcare providers from across the district and neighbouring health unit areas. The session focused primarily on breastfeeding best practices, featuring a keynote presentation by Kathy O'Grady, a renowned Registered Nurse and International Board-Certified Lactation Consultant.

In addition to the keynote, the event included two shorter presentations provided by Health Unit staff on congenital syphilis and pediatric nutrition guidelines. Based on evaluation responses received to date, most participants indicated that the session met their learning expectations, was well-organized, and 97% reported they would attend a similar session in the future.

## *Community Health*

### **Community Resilience Learning Movement**

The Adverse Childhood Experiences and Resilience (ACER) Working Group of the Muskoka, Nipissing, and Parry Sound Child and Youth Planning Table, co-chaired by the Health Unit, recently hosted two regional events in North Bay and Huntsville to launch the Community Resilience Learning Movement. Titled *What Shapes Us: A Community Resilience Event*, the gatherings brought together 141 attendees from 51 organizations across sectors.

Dynamic keynote speaker Dr. Jean Clinton, Child Psychiatrist and Knowledge Translator, delivered a compelling presentation, *From Adversity to Resilience: How Relationships and Environments Shape Lifelong Health*. Dr. Zimbalatti provided opening remarks at the gathering in North Bay. These events marked the first collective action of the ACER Working Group to prevent early adversity and promote resilience. The initiative reflects a growing regional commitment to cross-sector collaboration and shared learning to support long-term well-being for children, youth, and families.

### **Vaping**

Concerns have emerged regarding students vaping at school during instructional hours, with many reporting challenges in staying engaged throughout a full class period and a lack of meaningful alternatives to vaping during breaks.

In response, an initiative was developed at a local high school in the Near North District School Board following a student focus group composed of individuals who regularly use the designated vaping and smoking area. Students suggested hard candies as a cessation aid and recommended art supplies and tetherball equipment as engaging alternatives to combat boredom during breaks.

Key stakeholders included the Health Unit (Community Health Promoter), the school principal, the Board safe-school Principal, and high school students. The campaign was launched during a school-wide lunch barbecue, allowing inclusive participation without requiring students to self-identify as vapers. Students were invited to exchange their vaping devices for a lollipop and select a cessation tool or a combination of oral stimulation and fidget items.

The event resulted in the collection of nearly 50 vaping devices and several nicotine pouches. Students expressed enthusiasm and pride in seeing their ideas implemented in a tangible and impactful way.

## Organizational Effectiveness

### *Professional Practice*

During this reporting period, Professional Practice transitioned to the Organizational Effectiveness portfolio as part of the 2024 organizational review. Effective November 3, 2025, this change includes the addition of the Quality Assurance and Communications programs to this portfolio. The Manager, Quality, Practice, and Relations now reports to the Executive Director, Organizational Effectiveness. The adjustment supports broader organizational realignment related to the movement of health promotion capacity to Foundational Services.

This September, the Health Unit welcomed 12 Bachelor of Science in Nursing (BScN) students completing their third-year community health placements from Canadore College and Nipissing University. Eight of these students are contributing to initiatives within the Communicable Disease Control Program, focusing on infection prevention and control. Four students are supporting work under Priority 2, Strategy 4 *“Cultivate our role within systems-level efforts to reduce poverty and homelessness,”* of the Organizational Strategic Plan. In addition, one fourth-year BScN student is completing their final practicum with the Communicable Disease Control Program.

### *Indigenous Engagement*

#### **Northern Food Rx Summit**

Staff from Indigenous Engagement and Development and Community Health attended the Northern Food Rx Summit alongside partners from the North Bay Indigenous Friendship Centre and Wasauksing First Nation. Participants engaged in shared learning and discussions on Indigenous food sovereignty, which recognizes the inherent right of Indigenous People to govern their own food systems in alignment with cultural values, traditional knowledge, and relationships to the land and water.

The summit emphasized collective planning, and relationship building to advance community-led approaches to wellness. Participants prepared and shared a meal of traditional Indigenous foods while gaining knowledge on Indigenous foodways. Supporting Indigenous food sovereignty strengthens reconciliation by recognizing and restoring Indigenous knowledge systems and addressing the colonial disruptions that continue to affect food systems and health outcomes.

Participation at the Summit reflects the Health Unit's commitment to strengthening relationships with Indigenous partners and supporting self-determined approaches to wellness through collaboration and shared learning.

### *Communications*

- Community clinics for COVID-19, flu, and RSV vaccines have been promoted throughout the Health Unit region using both traditional and digital media, supporting strong clinic attendance.
- Updates have been made to the Health Unit website to make it easier for community partners and the public to locate new and existing Health Unit-led data dashboards, with more dashboards anticipated in the future.
- Sub-brand logos representing the Health Unit's programs and services are being updated to reflect current-day paradigms and organizational changes and ensure consistency in graphic design elements.
- Communications are actively capturing photos at Health Unit-led or attended events, improving social media reach and engagement, increasing public awareness of the Health Unit's presence, and highlighting how the organization delivers on its vision, mission, and values. These photos will also serve as an asset for the next public Annual Report and other creative materials.
- Continued support is being provided to the Medical Officer of Health/Executive Officer and Environmental Health leads in responding to media and public inquiries about Perfluoroalkylated Substances (PFAS), in preparation for a public forum following a series of investigative articles that included the Health Unit interviews.

### *Foundational Services*

#### **Population Health Assessment & Surveillance**

- A Mental Health Framework dashboard was drafted and shared with internal staff and community partners for feedback prior to its launch.
- Analysis of mortality data in the Health Unit region is underway, including trends over time and across sex, age, geography, and cause of death.

#### **Effective Public Health Practice**

- Programs are developing their Organizational Operational Documents (OODs) to identify 2026 planning priorities, intended outcomes, activities, and related evaluation plans.
- The Health Unit is participating in a regional Quality Improvement Educational Initiative, led by Public Health Ontario and involving multiple northeastern health units.

Participating staff will build capacity in quality improvement methods, leadership, and system thinking to support evidence-informed decision making and service delivery.

### **Strategic Planning**

- An internal staff survey was implemented to collect data for multiple strategy work groups to inform future work plan activities and outcomes.

### **Health Promotion**

- Multiple program-specific health promotion projects are underway. The Health Promotion Planner is supporting projects related to extreme heat and air quality, oral health information for parents, vector-borne diseases (ticks and mosquitoes), and a range of environmental health concerns, including animal bites and scratches, harmful algal blooms, drinking water safety, beach water safety, and seasonal food safety.
- The Health Promotion Planner and the Health Promotion Specialist are drafting a guideline and procedure for engaging people with lived and living experience (e.g., of substance use, mental health, Indigenous) in Health Unit projects/initiatives/strategies. The goal is to provide staff with best practice recommendations for meaningful engagement to strengthen public health work.

### **Health Equity**

- Twenty-nine applications were approved for the 2025 health equity training funds, which support organizations serving priority populations in the district. Funding supports professional development in health equity areas aligned with the Health Unit's 2024-27 Strategic Plan, with training taking place between September and December 2025.
- The internal Health Equity Hive Committee continues to address requests for engagement on opportunities and initiatives impacting health equity. In October and November, sessions were coordinated among client-facing programs to explore collective opportunities for comprehensive health promotion and align programs with equitable service access for populations most impacted by inequities.

## Town of Parry Sound

Direction for Staff Follow-up

Moved by Councillor Borneman

Seconded by Councillor McCann

That the Town send a letter of request to the Minister of Education to extricate West Parry Sound municipalities from the Near North District School Board and as a first choice reinstate the West Parry Sound District School Board, with a second choice of joining with the Simcoe-Muskoka District School Board, and

That this resolution be copied to Parry Sound-Muskoka MPP Graydon Smith

Carried

---

**From:** Rebecca Johnson

**Sent:** November 25, 2025 4:10 PM

**To:** Wendy Schroeder <[deputy.clerk@whitestone.ca](mailto:deputy.clerk@whitestone.ca)>; Whitestone <[nigel.black@whitestone.ca](mailto:nigel.black@whitestone.ca)>

**Subject:** Parry Sound Council Resolution requesting removal from NNDSB

Dear Clerks,

At the November 18<sup>th</sup> meeting of Town of Parry Sound Council, a motion was passed to send a *request to the Minister of Education to extricate West Parry Sound municipalities from the Near North District School Board and as a first choice reinstate the West Parry Sound District School Board, with a second choice of joining with the Simcoe-Muskoka District School Board.*

This motion is being sent to your municipality, with a request for support. If all 7 WPS municipalities support this motion, a united front can be presented to Minister Calandra. Please send any such motions of support to me in order that a joint letter can be drafted.

Although not articulated, Council's discussion supporting the motion had to do with: the underrepresentation of trustees on the Board, in spite of the education levy collected from WPS at twice the amount of North Bay; the dysfunction of the Board; and the JK-12 school construction project.

Council looks forward to your response.

\*\*\*\*\*

**Rebecca Johnson**

Clerk

[rjohnson@parrysound.ca](mailto:rjohnson@parrysound.ca)

**Town of Parry Sound**

52 Seguin St

Parry Sound, ON P2A 1B4

T. (705) 746-2101 x220

F. (705) 746-7461