



The Corporation of the Municipality of Whitestone

**Agenda of Regular Council Meeting
Tuesday, June 17, 2025**

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**

<https://us02web.zoom.us/j/85688353593>

(Phone Call Only)

Dial +1 647 558 0588 then Enter Meeting ID: 856 8835 3593#

*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 ICECAP

Benjamin John, Climate and Energy Programs Manager, Georgian Bay Biosphere

Matters Arising from Presentations and Delegations ®

Move into Committee of the Whole ®

5. Committee of the Whole

5.1 Planning Matters

- 5.1.1 Application to Purchase and Close Shore Road Allowance, SMALL, Anna ®
 - Memorandum from Parry Sound Consultant Report dated June 5, 2025

Reconvene into Regular Meeting ®

Matters Arising from Committee of the Whole ®

Move into Public Meeting ®

6. Public Meeting

- 6.1 Amendments to By-law 08-2024, Fees and Charges
 - Memo from CAO/Clerk Black

Reconvene into Regular Meeting ®

Matters Arising from Public Meeting ®

7. Consent Agenda ®

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

7.1 Council Meeting Minutes

- 7.1.1 Regular Council Meeting Minutes of May 20, 2025

7.2 Council Committee and Board Minutes

- 7.2.1 Whitestone Environmental Stewardship Committee – May 12, 2025
- 7.2.2 Parry Sound Area Planning Board – April 28, 2025
- 7.2.3 Belvedere Heights Board of Management
 - 7.2.3.1 - March 26, 2025
 - 7.2.3.2 - April 23, 2025
- 7.2.4 Parry Sound District Social Services Board April 10, 2025
- 7.2.5 Whitestone Public Library and Technology Centre Board Meeting Minutes – April 28, 2025

7.3 Unfinished Business (listed on page 5 of the agenda)

Matters Arising from Consent Agenda

8. Accounts Payable

8.1 Accounts Payable ®

9. Staff Reports

9.1 Report ADMIN-2025-10 ®

Bolger – Installation of Notification Signs

9.2 Staff Report FIN-2025-10 ®

Grant Management Services (deferred from May 20, 2025 meeting)

9.3 Report FIN-2025-11 ®

Updates to Tax Collection Policy (deferred from May 20, 2025 meeting)

9.4 Report FIN-2025-12 ®

Tax Arrears Update (deferred from May 20, 2025 meeting)

9.5 Report ADMIN-2025-11 ®

Agreement with Magnatawan Pioneer Association for the Purchase of docks at Bolger Landing

9.6 Report ADMIN-2025-12 ®

Council Remuneration

9.7 Report ADMIN-2025-13 ®

Community Centre A/V Equipment Update

10 By-laws

10.1 By-law No. 23-2025, being a By-law to provide for the establishment of a Tax Collection Policy and to repeal By-law 39-2024. ®

10.2 By-law No. 25-2025, being a By-law to amend By-law 08-2024, establishing fees and charges for services provided by the Municipality of Whitestone ®

10.3 By-law 26-2025, being a By-law to adopt the Municipality of Whitestone Health and Safety Procedures Manual. ®

11 Business Matters

11.1 Site Plan Requirements for Building Permit Applications – Surveys ®

- Jamie Osborne, CBO

11.2 Road Grant Funding per By-law 16-2025 – establishing x and y factors for 2025 ®

- Memorandum from Treasurer Jessica Sinkowski

12 Correspondence ®

Matters Arising from Correspondence

13 Councillor Items

14 Questions from the Public

Move into Closed Session ®

15 Closed Session

15.1 Closed Session Minutes of the Closed meeting Tuesday, May 20, 2025 ®

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

15.2.1 Bolger enforcement (Councillor Nash) ®

15.2.2 West Parry Sound Recreation and Culture Committee ®

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

15.3.1 Volunteer Resignation from the Cemetery Board ®

15.3.2 Volunteer Application for the Cemetery Board ®

15.3.3 Contract – My-Tech Information Technology
Verbal discussion

Reconvene to Regular meeting ®

Matters arising from Closed Session ®

16 Confirming By-law ®

17 Adjournment ®

Unfinished Business

DATE	ITEM AND DESCRIPTION	ASSIGNED TO	STATUS
March 15, 2021	Review of By-law 20-2014 (being a By-law for the licensing, regulating/governing of rental units in Whitestone)	Administration Staff	<p>Public meeting for Public input: March 19, 2024.</p> <p>DRAFT By-law presented at the May 21, 2024</p> <p>Council to submit comments by June 7, 2024 to Staff</p> <p>Memo to Council meeting August 20, 2024 – Policy direction provided for future iteration of By-law</p> <p>Revised Draft to Council submitted November 19, 2024</p> <p>Staff to seek legal review and provide to Council at a future Council meeting</p> <p>To Council April 15 2025 – deferred</p> <p>To Council May 20 2025</p> <p>May 20 – staff to review and provide update</p>
March 15, 2022	By-law 16-2022, being a By-law for a Zoning By-law amendment to rezone Part of Lot 39, Concession A, geographic Township of McKenzie, now in the Municipality of Whitestone from the Rural (RU) Zone to a	Planning Staff and CBO	<p>To be reviewed with the Applicant March 2025.</p> <p>Building permit issued March, 2024.</p>

	Rural (RU) Exception Zone – ANDERSON/PATTERSON		
July 4, 2023	Strategic Plan, By-law Initiatives THAT the Council of the Municipality of Whitestone receive for information the Memorandum from CAO/Clerk Hendry, Strategic Plan – moving forward with 2023 priorities	Assigned to various staff	In progress
September 5, 2023	Snakeskin Lake boat launch Staff to work with MNRF to determine if a Land Use Permit is required to develop the Snakeskin Lake boat launch, and if so, to apply for one.	Staff	Land Use Permit discussions In progress Report to Council August 20, 2024 – final decision pending Manager Creasor to seek MNRF permission to install a 'Boat Launch' sign Signs to be installed in early spring
July 16, 2024	Consideration of an Encroachment permit system for rail systems / shore dockers THAT the Council of the Municipality of Whitestone request that staff develop an encroachment agreement process for rail systems / shore dockers by November 1, 2024 and report back to Council in respect of the process, no later than the November 19, 2024 Regular Council meeting.	Staff	In progress Signs to be installed in early spring

END

Correspondence

A	Prince Edward County	Concerns with environmental impact of Bill 5, Protecting Ontario by Unleashing our Economy Act
B	District of Parry Sound Municipal Association	Province provide free access to information Integrity Commissioner to Council and provision of sufficient particulars regarding specific investigations
C	Peterborough	Province to improve Bill 6, Safer Municipalities Act 2025, to avoid being quashed by court
D	FONOM	Resolutions passed at AGM
E	FONOM	Budget announcement media release
F	Parry Sound High School	Thanking Council for contribution
G	Parry Sound Area Chamber of Commerce	Thanking Council for contribution
H	Ministry of Sport	Response to Community Sport and Recreation Infrastructure Fund application
I	Ministry of Municipal Affairs and Housing	Information regarding changes to the Building Code Act
J	911 Emergency Services	Financial Report 2024
K	Troy Burgess	Clear Lake issues

PRESENTATIONS AND DELEGATIONS



Milestone 5 Update

Corporate Energy & Emissions Trends Analysis And Efficiency Opportunities

Background

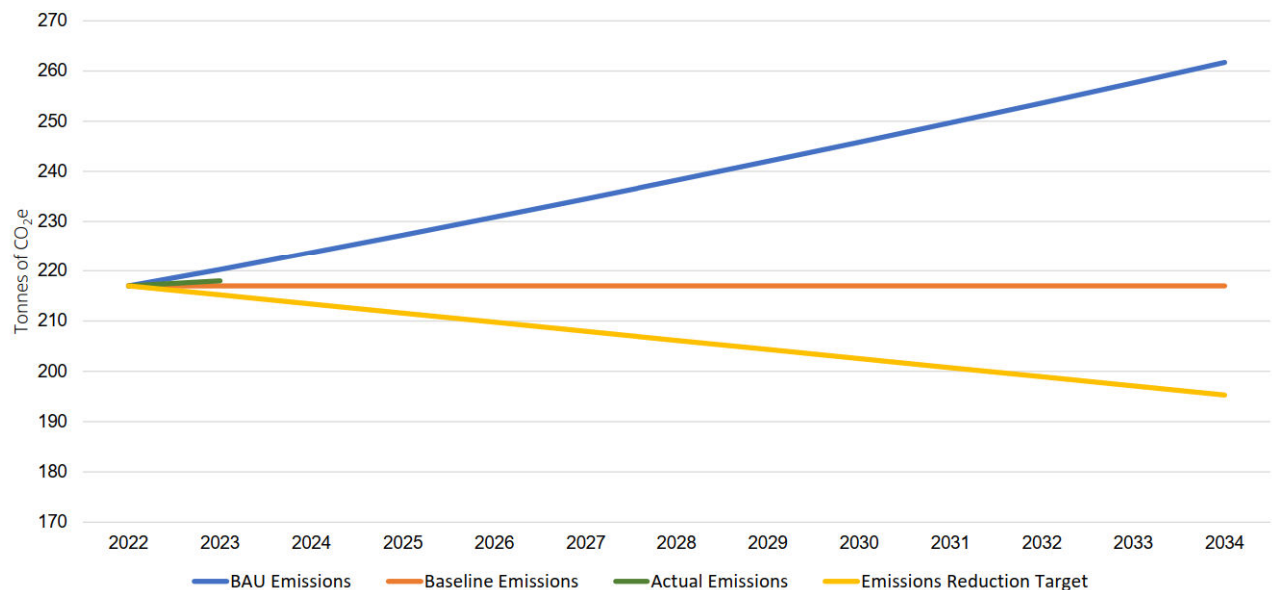
- Resolution adopting Corporate Climate Action Plan
 - Corporate Target: 30% GHG reduction from 2022 baseline levels by 2034
- Corporate trends analysis and progress report is part of Whitestone's annual ICECAP deliverables and contributes to the ongoing work of Milestone 5 in FCM's PCP program



Why Track This Data?

ICECAP Member	Baseline Year	Corporate GHG Target	GHG Reductions as of 2023 year-end	Total Energy Cost Avoidance to Baseline
Archipelago	2016	30% by 2030	16.9%	\$86,069
Seguin	2016	30% by 2030	10.1%	\$174,687
Carling	2019	10% by 2030	19.9%	\$65,500
Whitestone	2022	10% by 2034	- 0.4%	- \$6,728
Parry Sound	2016	30% by 2030	TBD	TBD
Georgian Bay	2015	25% by 2028	TBD	TBD
McDougall	2016	-	-	-
			TOTAL:	\$319,528

Progress to Target - Actual Annual GHG Emissions



Corporate GHG Emissions by Sector

Emission Sector	2022 Emissions *	2023 Emissions *	% Change
Buildings	57	58	1.8
Streetlights	0	0	0.0
Fleet	156	156	0.0
Waste	4	4	0.0
Total GHG Emissions	217	218	0.4

* All GHG emissions are measured in terms of carbon dioxide equivalent (tCO₂e)

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Corporate Energy Use by Energy Type and Sector

Emission Sector	Energy	2022 Use	2023 Use	% Change
Buildings	Electricity (kWh)	92,832	115,700	24.6
	Propane (L)	29,391	30,545	3.9
	Fuel Oil (L)	2,836	2,481	-12.5
Fleet	Gasoline (L)	12,714	14,188	11.6
	Diesel (L)	39,494	41,153	4.2
	Dyed Diesel (L)	7,099	3,900	-45.1
Streetlights	Electricity (kWh)	15,552	15,889	2.2

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Corporate Energy Expenditures by Energy Type and Sector

Emission Sector	Energy	2022 Costs (\$)	2023 Costs (\$)	% Change
Buildings	Electricity	19,657	25,454	29.5
	Propane	21,829	24,340	11.5
	Fuel Oil*	5,937	4,514	-24.0
Fleet	Gasoline*	22,505	21,850	-2.9
	Diesel*	75,946	72,141	-5.0
	Dyed Diesel*	10,577	4,681	-55.7
Streetlights	Electricity	3,695	3,948	6.8
Total:		160,146	156,928	-2.0

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Percentage Change Comparison Between Corporate Energy Use and Costs

Emission Sector	Energy	Use Change (%)	Cost Change (%)
Buildings	Electricity	24.6	29.5
	Propane	3.9	11.5
	Fuel Oil	-12.5	-24.0
Fleet	Gasoline	11.6	-2.9
	Diesel	4.2	-5.0
	Dyed Diesel	-45.1	-55.7
Streetlights	Electricity	2.2	6.8

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Total and Annual Avoided Energy Costs

	2022	2023	Total
Avoided Electricity Costs in Buildings	\$ -	-\$ 5,031	-\$ 5,031
Avoided Fuel Oil Costs in Buildings	\$ -	\$ 646	\$ 646
Avoided Propane Costs in Buildings	\$ -	-\$ 920	-\$ 920
Avoided Electricity Costs in Streetlights	\$ -	-\$ 84	-\$ 84
Avoided Diesel Costs in Fleet	\$ -	-\$ 2,908	-\$ 2,908
Avoided Gasoline Costs in Fleet	\$ -	-\$ 2,270	-\$ 2,270
Avoided Dyed Diesel Costs in Fleet	\$ -	\$ 3,839	\$ 3,839
Total Annual Avoided Energy Costs	\$ -	-\$ 6,728	-\$ 6,728

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Energy & Cost-Saving Opportunity

Emission Sector	Energy	Use Change (%)	Cost Change (%)
Buildings	Electricity	24.6	29.5
	Propane	3.9	11.5
	Fuel Oil	-12.5	-24.0
Fleet	Gasoline	11.6	-2.9
	Diesel	4.2	-5.0
	Dyed Diesel	-45.1	-55.7
Streetlights	Electricity	2.2	6.8

- Largest YOY increase in usage came from electricity used in municipal buildings and facilities
- This caused the largest YOY increase in costs both in terms of dollar-value and as a percentage
- Investigated energy efficiency and cost-saving opportunities in the Buildings Condition Assessment Report

Note: These year-to-year changes are common variations and are not enough to conclude this is a long-term trend.

Buildings with Fluorescent or Incandescent

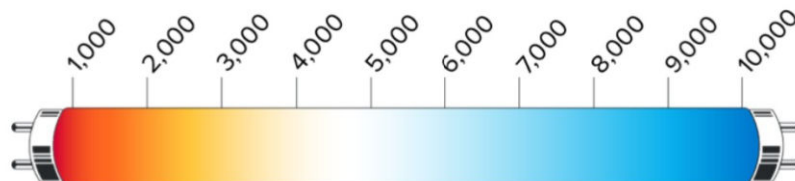
1. Library
2. Ardbeg Firehall
3. Nursing Station
4. Dunchurch Community Centre
5. Dundome Outdoor Rink
6. Public Works Building Office & Bay Area
7. Staff Sheds

Overview of Light Sources – Typical Values

Technology	CRI	CCT (K)	Life (Hours)
Incandescent	100	2700	1000
Fluorescent	70-85	3000-6000	20,000
Induction	80	4000	85,000 - 100,000
HPS	22.5	2000	24,000
LPS	0-10	1700	18,000
Metal Halide	80	4000	15,000 - 20,000
LEDs	70-100	3000-6000	40,000 - 60,000

CRI = Colour Rendering Index

CCT (K) = Correlated Colour Temperature



Save On Energy – Small Business Program

- 1. Whitestone is Eligible**
- 2. Provides \$3,000 per lighting upgrade project**
- 3. Project = Individual Electrical Meter**
- 4. Can receive up to \$3,000 for each facility**
- 5. No matching required, unless upgrades exceed the \$3000**

How ICECAP can Help & Process

- 1. ICECAP to do financial analysis on potential energy and operational cost-savings**
- 2. Apply to program on your behalf**
- 3. SOE Assessor visits and quotes on work (free)**
- 4. Choice to proceed on any number of projects**
- 5. Can therefore choose to only complete work where no cost to you**

Key Takeaways

1. YoY Emissions stayed the same. Action needed to reach 2034 target.
2. Efforts to conserve energy, use it more efficiently, and switch energy types can avoid additional expenditures.
3. Price of energy decreased in 2023, resulting in actual expenditures to decrease.
4. Energy prices can fluctuate. Increased prices and usage can compound into even greater costs. Usage is in the municipality's control and is key to long-term cost savings and mitigating the financial impact of price fluctuations.

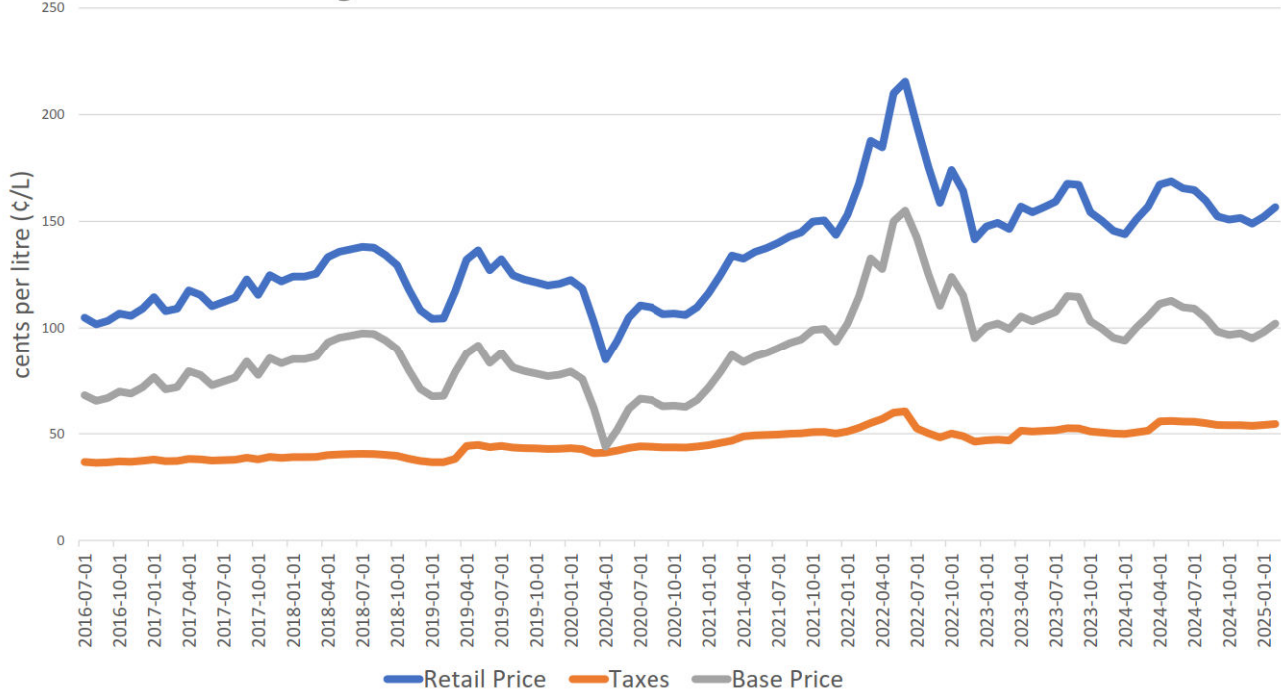
Questions?

Example of Financial Analysis

Example: Replacing Lighting with LEDs

	Capital Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Like-for-Like	\$ 1,000			\$ 1,000			\$ 2,000
Operating Cost		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000
TOTAL COSTS:							\$ 7,000
Emissions (tCO2e)		1.0	1.0	1.0	1.0	1.0	5.00
	Capital Cost	Year 1	Year 2	Year 3	Year 4	Year 5	
Energy Efficient	\$ 1,500						\$ 1,500
Operating Cost		\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 4,250
TOTAL COSTS:							\$ 5,750
Emissions (tCO2e)		0.85	0.85	0.85	0.85	0.85	4.25

Sudbury Gasoline Prices 2016 - 2025





2022 – 2023

Corporate Energy & Emissions

Municipality of Whitestone

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David Creasor, Municipality of Whitestone

December 18, 2024

ICECAP
INTEGRATED COMMUNITY
ENERGY & CLIMATE
ACTION PLANS



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

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Glossary of Terms

Avoided Costs	Additional expenses that are not incurred as a result of efforts to reduce something.
Business as Usual	Continuing standard practices without any changes.
Community Emissions	Greenhouse gas emissions produced by residents and businesses within a jurisdiction.
Corporate Emissions	Greenhouse gas emissions produced by a local government's operations.
Emission Factor	A coefficient that describes the rate at which a given activity releases greenhouse gasses.
Energy Conservation	Reducing energy use by using fewer energy services.
Energy Efficiency	Completing a task using less energy than before.
Fuel Switching	The process of changing the primary source of energy used for a particular purpose or activity.
Global Warming Potential	A coefficient that enables the comparison of different greenhouse gasses.
ICECAP Members	First Nations and Municipalities who have joined the ICECAP partnership by signing a MOU.
ICECAP Partners	Those who participate in ICECAP without having signed the partnership's MOU.
Mitigation	Actions to limit climate change and its effects by reducing the emission of excess greenhouse gasses.
Scope 1 Emissions	Direct emissions produced by Municipality owned and controlled assets.
Scope 2 Emissions	Indirect emissions resulting from the generation of electricity purchased by the Municipality.
Scope 3 Emissions	Emissions produced by assets not owned or controlled by the Municipality, but are part of its value chain.

Executive Summary

On March 19th, 2024 the Municipality of Whitestone (Municipality) adopted its Corporate Climate Action Plan. During the adoption of these plans, the Municipality also passed a resolution adopting the following greenhouse gas (GHG) emissions reduction targets:

- Corporate: 10% GHG reduction from 2022 baseline levels by 2034

The goal of this report is to measure and monitor the Municipality's progress towards the corporate GHG emissions reduction target listed above. This report contributes to the collective objectives of the regional Integrated Communities Energy & Climate Action Plans (ICECAP) partnership, and serves as an ongoing deliverable to Milestone 5 of the Federation of Canadian Municipalities Partners for Climate Protection program. The purpose of this report is to:

- Measure progress towards the corporate GHG emissions reduction target;
- Understand trends in energy used during municipal operations;
- Understand trends in municipal energy expenditures;
- Identify opportunities for emissions reductions and energy cost-savings.

As of 2023, the Municipality's corporate GHG emissions have increased by roughly 0.4% compared to the 2022 baseline year. An overview of current and baseline GHG emissions for the Municipality's corporate sectors can be found in Table 1.

Table 1: Corporate GHG Emissions by Sector

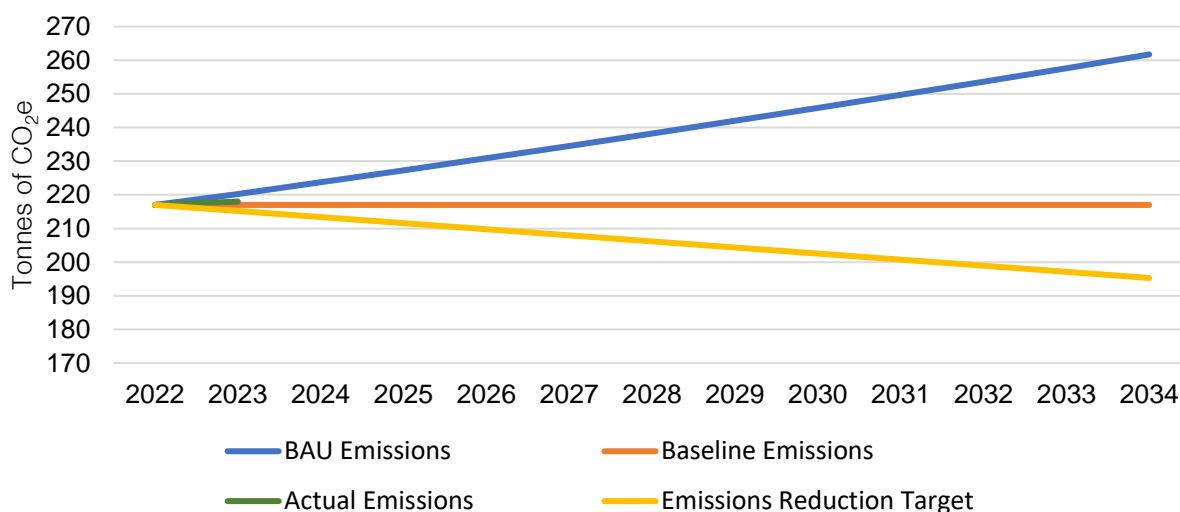
Emission Sector	2022 Emissions *	2023 Emissions *	% Change
Buildings	57	58	1.8
Streetlights	0	0	0.0
Fleet	156	156	0.0
Waste	4	4	0.0
Total GHG Emissions	217	218	0.4

* All GHG emissions are measured in terms of carbon dioxide equivalent (tCO₂e)

As seen in Figure 1 below, actual emission levels as of 2023 are not aligned with the average annual emissions reductions needed to reach the 2034 target. On average, the Municipality would need to reduce its corporate emissions by 0.8% each year from the 2022 baseline to reach its 2034 target. However, actual emissions can fluctuate each year, as minor fluctuations in energy use and the subsequent emissions produced can be attributed to variations in year over year weather and temperature conditions. This means progress towards this target can change. With only 2 years of

data, it is difficult to extrapolate any trends at this point in time. However, further momentum and implementation of the Corporate Climate Action Plan can guide progress towards the Municipality's 2034 target and realize additional energy cost savings and/or avoidances.

Figure 1: Corporate GHG Emissions Progress to 2034 Target



The amount of GHG emissions produced by the Municipality is dependent on the types and quantities of different energy sources it uses in its operations. Compared to the 2022 baseline, the use of most energy sources did not vary substantially in 2023. The noticeable change in electricity use, however, is largely related to the acquisition of “The Twist” building in late 2022. An overview of energy use by type and sector for 2023 and the 2022 baseline year can be found in Table 2.

Table 2: Corporate Energy Use Summary

Emission Sector	Energy	2022 Use	2023 Use	% Change
Buildings	Electricity (kWh)	92,832	115,700	24.6
	Propane (L)	29,391	30,545	3.9
	Fuel Oil (L)	2,836	2,481	-12.5
Fleet	Gasoline (L)	12,714	14,188	11.6
	Diesel (L)	39,494	41,153	4.2
	Dyed Diesel (L)	7,099	3,900	-45.1
Streetlights	Electricity (kWh)	15,552	15,889	2.2

Despite an increase in the use of many energy sources, the Municipality's energy expenditures in 2023 decreased in comparison to the 2022 baseline year. This is because the market prices for many fossil fuels decreased in 2023 from 2022.

In 2023, the Municipality reduced its energy expenditures by \$3,218 compared to the 2022 baseline year. An overview of the change in energy expenditures between 2022 and 2023 for each energy type and sector can be found in Table 3.

Table 3: Corporate Energy Expenditures Summary

Emission Sector	Energy	2022 Costs (\$)	2023 Costs (\$)	% Change
Buildings	Electricity	19,657	25,454	29.5
	Propane	21,829	24,340	11.5
	Fuel Oil*	5,937	4,514	-24.0
Fleet	Gasoline*	22,505	21,850	-2.9
	Diesel*	75,946	72,141	-5.0
	Dyed Diesel*	10,577	4,681	-55.7
Streetlights	Electricity	3,695	3,948	6.8
Total:		160,146	156,928	-2.0

*Estimated using local energy price data and actual consumption values.

Volatile market conditions can cause price fluctuations in many energy sources, resulting in changes to energy expenditures that are not correlated with the changes in quantity of which they are consumed. This means that energy sources with greater price stability can offer greater budget forecasting and resilience. A comparison of the percentage change between energy use and energy costs between 2023 and the 2022 baseline year can be found in Table 4.

It should be noted that during the 2022 baseline year, market prices of many energy sources were substantially higher than in previous years. With market prices decreasing in 2023 as compared to 2022, the decrease in total energy expenditures can largely be attributed to decreases in price. This means that efforts to reduce energy use below baseline levels can amplify this cost saving effect.

Table 4: Comparison of Percentage Change in Corporate Energy Use and Costs

Emission Sector	Energy	Use Change (%)	Cost Change (%)
Buildings	Electricity	24.6	29.5
	Propane	3.9	11.5
	Fuel Oil	-12.5	-24.0
Fleet	Gasoline	11.6	-2.9
	Diesel	4.2	-5.0
	Dyed Diesel	-45.1	-55.7
Streetlights	Electricity	2.2	6.8

Although there has been a slight decrease in energy expenditures, energy management and efficiency efforts could have resulted in more substantial cost savings. As a result of the consumption of many energy sources increasing, the Municipality experienced a negative value of -\$6,728 in total avoided energy costs in 2023.

Avoided energy costs are different from cost savings. While cost savings are a direct reflection of changes in expenditures, avoided energy costs refer to the incremental costs that are not incurred when an additional unit of energy is used. Having a negative avoided energy cost, as described above, represents the opportunity cost associated with increases in energy consumption over baseline levels. This means that at least maintaining energy consumption levels from the 2022 baseline could have resulted in an additional \$6,728 in cost savings. Efforts to switch fuel sources, conserve energy, or use it more efficiently that result in reduced consumption levels from the 2022 baseline year would further increase the potential cost savings.

As energy costs fluctuate, this can put varying and unexpected financial pressures on the Municipality, and in turn its ratepayers. Using more stable and reliable energy sources, along with energy efficiency and conservation efforts, have the potential to reduce and/or avoid additional energy costs, while also reducing GHG emissions.

Through continued implementation of its Corporate Climate Action Plan, the Municipality can achieve these additional energy cost-savings and/or avoided costs through the actions and strategies it contains. In doing so, this also positions the Municipality in a leadership role by demonstrating the financial and environmental benefits that can come through energy management practices.

Ongoing measurement and the analysis contained in this report can help the Municipality quantify these benefits annually and cumulatively through time. Along with the progress made by other ICECAP members, these results can be combined to show that collaborative action in the region is having a quantifiable impact in municipal operations. By accelerating progress in pursuit of its 2034 target, the Municipality can amplify these financial and environmental benefits on its municipal operations, to its community, and the broader region.

Introduction

ICECAP

Originating out of a shared desire to address climate change in a cost-effective manner, communities and partners in and around the eastern Georgian Bay region have joined to create the Integrated Communities Energy and Climate Action Plans (ICECAP) partnership. ICECAP is a partnership between the First Nations and municipalities in the region for the purpose of a collaborative, more cost-effective approach to energy management and the reduction of greenhouse gas (GHG) emissions for the operations of each member, their communities, and for the broader region. The Municipality joined the ICECAP partnership in 2021.

The 4 main objectives of ICECAP are to:

1. Encourage the reduction of greenhouse gas emissions
2. Improve energy efficiency
3. Reduce the use of and reliance on fossil fuels
4. Adapt to a changing climate by building greater resilience

To advance these objectives, the Municipality is participating in the Federation of Canadian Municipalities' Partners for Climate Protection Program.

What is the Federation of Canadian Municipalities?

The Federation of Canadian Municipalities (FCM) is the national voice for municipal governments in Canada. With nearly 2,000 municipal members across the country, FCM advocates for municipalities to ensure their citizen's needs are reflected in federal policies and programs. Through this advocacy the FCM is able to provide funding and programs that help municipalities tackle local challenges, such as climate change, asset management, economic development, and more.

What is the Partners for Climate Protection Program?

The Partners for Climate Protection (PCP) program is designed to guide municipalities through the process of reducing GHG emissions through climate change and energy planning. In partnership with the International Council for Local Environmental Initiatives (ICLEI), the PCP program is administered by the FCM. Since the program's establishment in 1997, over 500 municipalities across Canada have joined. The PCP program consists of a five-step framework consisting of the following milestones:



The PCP program looks at these milestones from two different perspectives; corporate and community. **Corporate** refers to the GHG emissions produced as a result of a local government's operations and services. Its purpose is to identify the GHG emissions within a local government's direct control or influence, and for which the local government is accountable for as a corporate entity. **Community** refers to the GHG emissions generated by the residents and businesses of the community.

Municipal Commitments & GHG Reduction Target

Following the PCP program and in alignment with its efforts in ICECAP, the Municipality of Whitestone's Council has adopted a Corporate Climate Action Plan. Through this plan, the Municipality has also passed a resolution in which it will strive to achieve the following GHG reduction target:

- Corporate: 10% GHG reduction from 2022 baseline levels by 2034

This report is part of the Municipality's ongoing efforts to monitor and report its progress towards its reduction target and is part of Milestone 5 of the PCP program.

Report Scope

This document will focus on corporate operations. The purpose of this report is to:

- Measure progress towards the corporate GHG emissions reduction target;
- Understand trends in energy used during municipal operations;
- Understand trends in municipal energy expenditures;
- Identify opportunities for emissions reductions and energy cost-savings.

METHODOLOGY BACKGROUND

Greenhouse Gas Emissions Scopes

GHG Emissions can be classified by scopes, as seen in Table 5 below. In producing a corporate GHG inventories, Scope 1 and 2 are mandatory requirements. Including Scope 3 emissions is optional, however, measuring Scope 3 emissions in which the Municipality has operational control is required by the PCP program.

Table 5: GHG Emissions Scopes & Sources

Scope 1: Direct Emissions
Includes: Gasoline, Diesel, Natural Gas, Propane, Fuel Oil
Scope 2: Indirect Emissions
Includes: Electricity
Scope 3: Other Indirect Emissions
Includes: Corporate Waste

Baseline Year

Establishing a baseline is a critical component for identifying trends and establishing a benchmark for which progress will be based on. As part of its municipal commitments, and based on its past work in the PCP program, the Municipality has established a baseline year of 2022. This means, that unless otherwise stated, trends outlined in the report will be compared against this baseline year.

Greenhouse Gas Emissions Inventory

In addition to the GHG emission scopes listed above, Table 6 lists the parameters applied to the measurement of the Municipality's corporate GHG emissions.

Table 6: GHG Emissions Inventory Parameters

Measurement Approach:	Operational Control
Geographic Constraint:	Municipality of Whitestone
Reporting Period:	2022 - 2023

Recognizing that the Municipality produces GHG emissions in different ways through its operations, GHG emissions can be grouped based on the type of asset, infrastructure, or service being provided. This report consolidates GHG emissions into the following emissions sources:

- Buildings and facilities;
- Streetlights;
- Fleet;
- Corporate waste

Emission Factors & Global Warming Potentials

Emission factors (EF) and global warming potentials (GWP) are a fundamental component of every formula used to measure GHG emissions. An emissions factor is a representative value that attempts to relate the quantity of a pollutant released into the atmosphere with an activity associated with the release of that pollutant. For example, grams (g) of carbon dioxide (CO₂) emitted per litre (L) of gasoline consumed. There are many factors that influence the values of emission factors, such as the technology used to consume the fuel source and the end user of that fuel. Therefore, as technologies improve and research on greenhouse gasses develop, the values of EF and GWP change over the years, resulting in both EF and GWP to be variable when compared across years.

To measure corporate GHG emissions, EF and GWP were collected from Environment and Climate Change Canada's (ECCC) annual *National Inventory Report (NIR): Greenhouse Gas Sources and Sinks in Canada* for the reporting year. It should be noted, however, that there is typically a two-year lag for ECCC to publish the NIR for each respective year. For example, the 2023 report will be published in 2025. As a result, the EF and GWP for 2022 have been applied to 2023 as it is the most recent data available. Moving forward, this means that the most recent reporting years may be subject to minor variations depending on EF and GWP changes in future NIRs.

System of Measurement

For the purposes of this report and baseline, GHG emission quantities are expressed in terms of *carbon dioxide equivalent (CO₂e)*.

Data Collection and Sources

Data was collected from municipal records where possible. Data quality was assessed on its accuracy, completeness, and whether it came from a reputable and trustworthy source. Given the quality of data retrieved, there is a high degree confidence in the accuracy of the GHG emissions measured in this report.

Sector	Data	Source	Data Quality	Notes
Buildings	Electricity Consumption	Municipal Records	Medium - High	Actual consumption and few assumptions using municipal data.
	Fuel Oil Consumption	Municipal Records	High	Actual fuel oil consumption.
	Propane Consumption	Municipal Records	Medium - High	Actual consumption and few assumptions using municipal data.
Streetlights	Electricity Consumption	Municipal Records	Medium - High	Actual consumption and few assumptions using municipal data.
Fleet	Diesel Consumption	Municipal Records	Medium	Some assumptions made using municipal data.
	Gasoline Consumption	Municipal Records	Medium	Some assumptions made using municipal data.
	Dyed Diesel	Municipal Records	Medium	Some assumptions made using municipal data.
Waste	Tonnes of Waste	Assumptions	Low	Based primarily on assumptions.
	Degradable Organic Carbon	PCP Protocol	Medium	Some assumptions made using municipal data.
	Landfill Characteristics	Municipal Records	Medium	Some assumptions made using staff comments.
All	Expenditures	Municipal Records	High	Actual expenditures from general ledger.

Buildings & Facilities

The Municipality operates many buildings and facilities, all of which consume electricity, and many of which consume either propane or fuel oil as a source for heating. As of 2023, the Municipality has increased the GHG emissions produced by its buildings and facilities compared to the 2022 baseline year. As seen in Figure 2, GHG emissions have increased by roughly 1 tCO₂e, or approximately 1.8%. These GHG emissions have been broken down in Figure 3 to show the emissions produced by the different energy sources used.

Figure 2: Total Buildings and Facilities GHG Emissions (2022 – 2023)

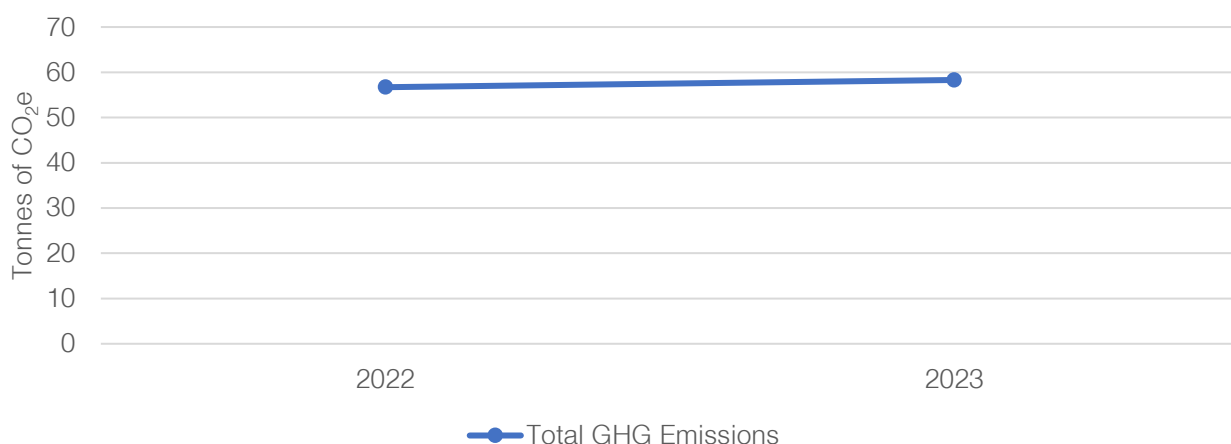
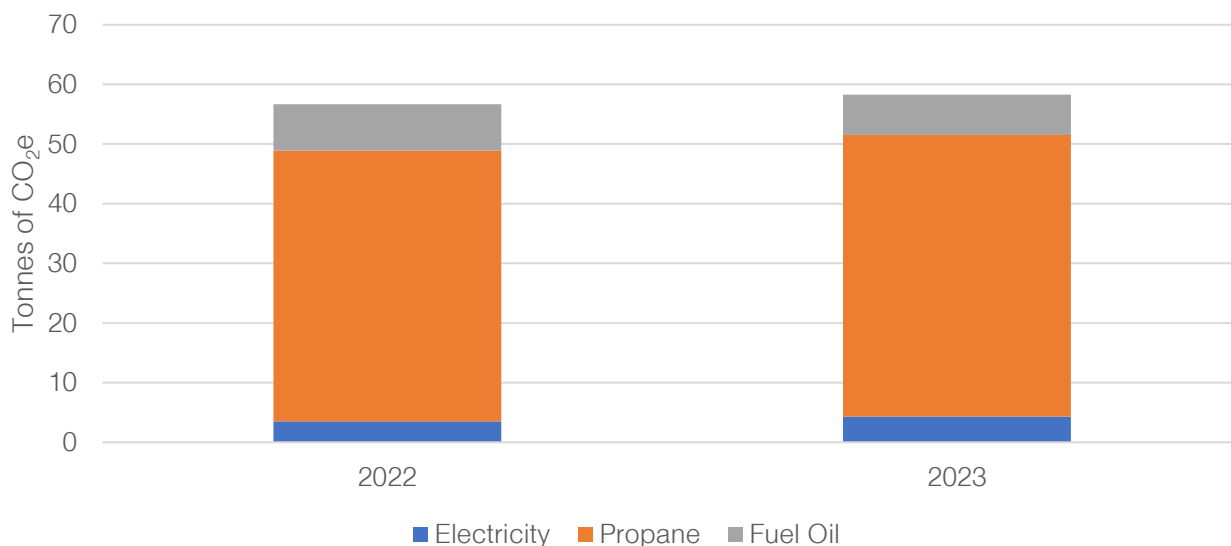


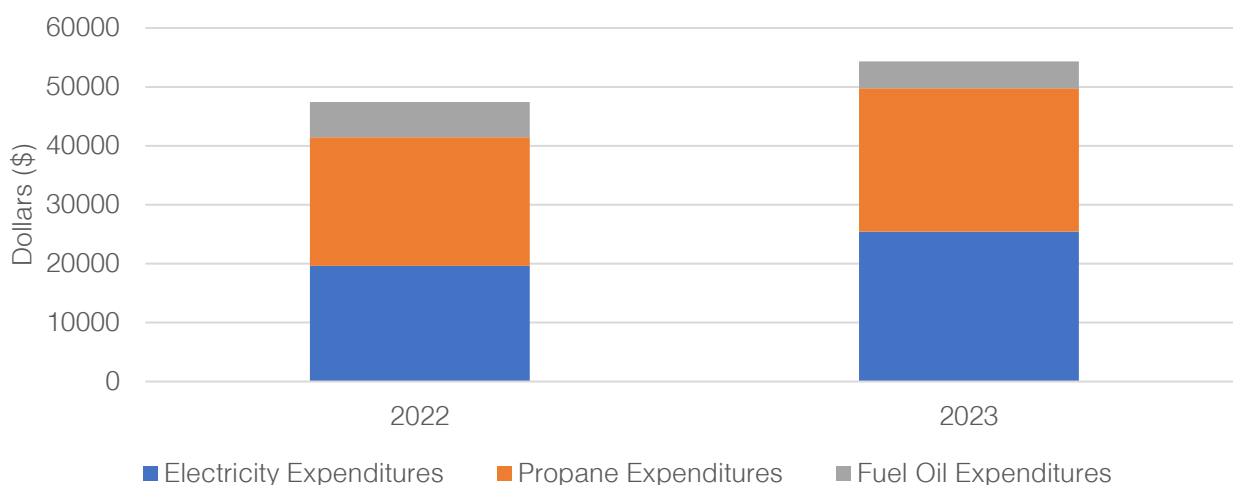
Figure 3: Buildings and Facilities GHG Emissions by Energy Source (2022 – 2023)



GHG emissions from buildings have primarily risen due to the increased use of propane being larger than the decreased use of fuel oil as an energy source for heating purposes. However, given that total GHG emissions from buildings have risen by roughly 1 tCO₂e, or approximately 1.8%, this increase is relatively small and can be considered a normal fluctuation on a year-to-year basis given variations in thermal comfort demanded by occupants and changes in heating degree days.

With the energy use in buildings increasing, so too have their energy expenditures. The growth in expenditures can largely be attributed to increases in electricity use, particularly with the acquisition of “The Twist” in late 2022. This outcome is commonly expected when adding an additional facility to a municipality’s building stock. Similar to the fluctuations with propane and fuel oil, changes in electricity use at the Municipality’s other buildings and facilities are minor and are likely due to year-to-year changes in occupant lighting needs. As seen in Figure 4, the Municipality’s total energy expenditures for its buildings and facilities in 2023 have increased by \$6,885 compared to the 2022 baseline year, or roughly 14.5%.

Figure 4: Total Buildings and Facilities Energy Expenditures (2022 – 2023)

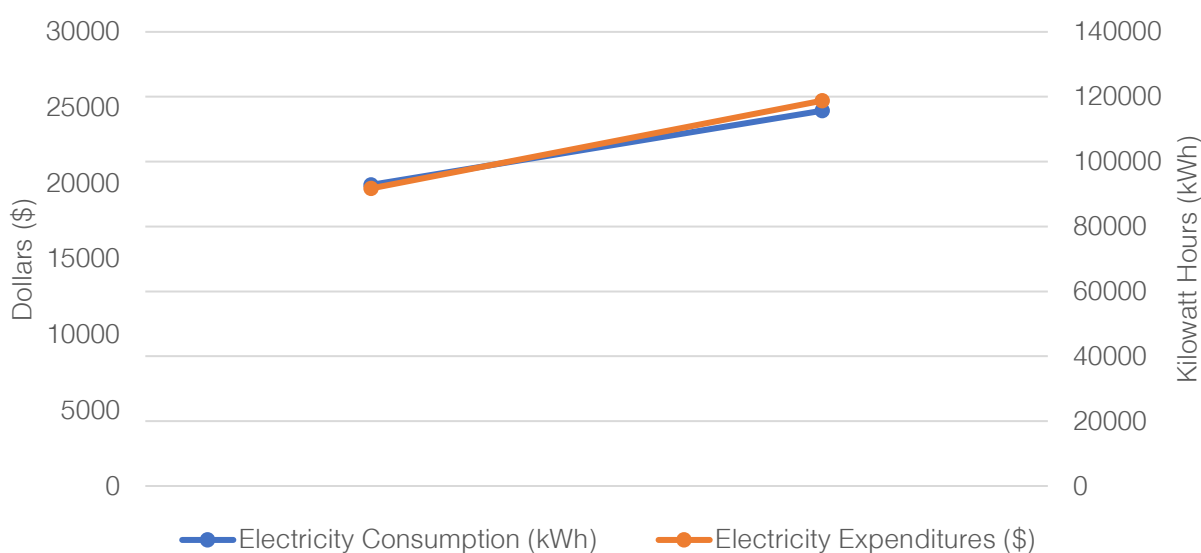


Although total energy expenditures for buildings and facilities have increased, the consumption and expenditures of individual energy sources have fluctuated more drastically over time. For example, electricity and propane expenditures have increase, while fuel oil expenditures have decreased over this time period. These trends are outlined in greater detail in the following sections of this report.

Electricity Consumption & Expenditures

Electricity consumption in municipal facilities is typically related to cooling, lighting, electronics, equipment, and appliances. There are many complex factors which influence electricity consumption at any given building or facility. For example, weather can impact consumption by increasing the demand for cooling on hotter days. Consumption for other purposes like lighting, electronics, equipment, and appliances is not directly impacted by the weather and is, instead, connected to staff and occupant usage patterns. As seen in Figure 5, electricity consumption and expenditures have increased by 24.6% and 29.5% respectively.

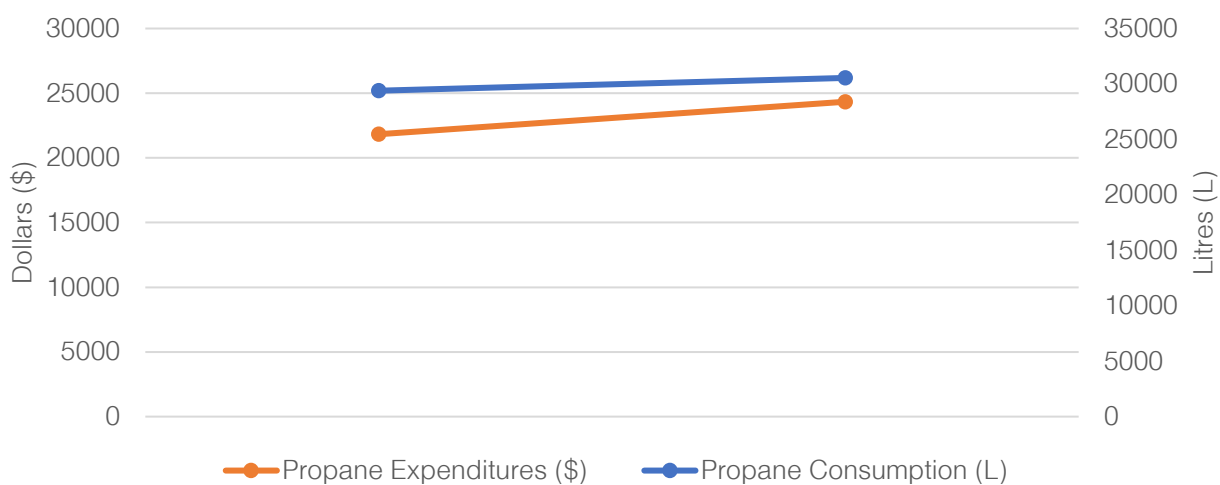
Figure 5: Buildings and Facilities Electricity Consumption (2022 – 2023)



Propane Consumption & Expenditures

In many of the Municipality's buildings and facilities, propane is used as an energy source for heating purposes. As seen in Figure 6, propane consumption has increased 3.9% while propane expenditures have increased 11.5% or \$2,511. This increase is relatively small and may be considered normal when comparing year-to-year variations. Similar to electricity, there are many complex factors that can influence propane consumption at any given building or facility. Weather temperatures and occupancy can impact consumption by increasing the demand for space heating on colder days. Further investigation and analysis can be completed to determine whether increases are due to changes in heating degree days. However, at this time two years of data is not enough to determine any trends in consumption.

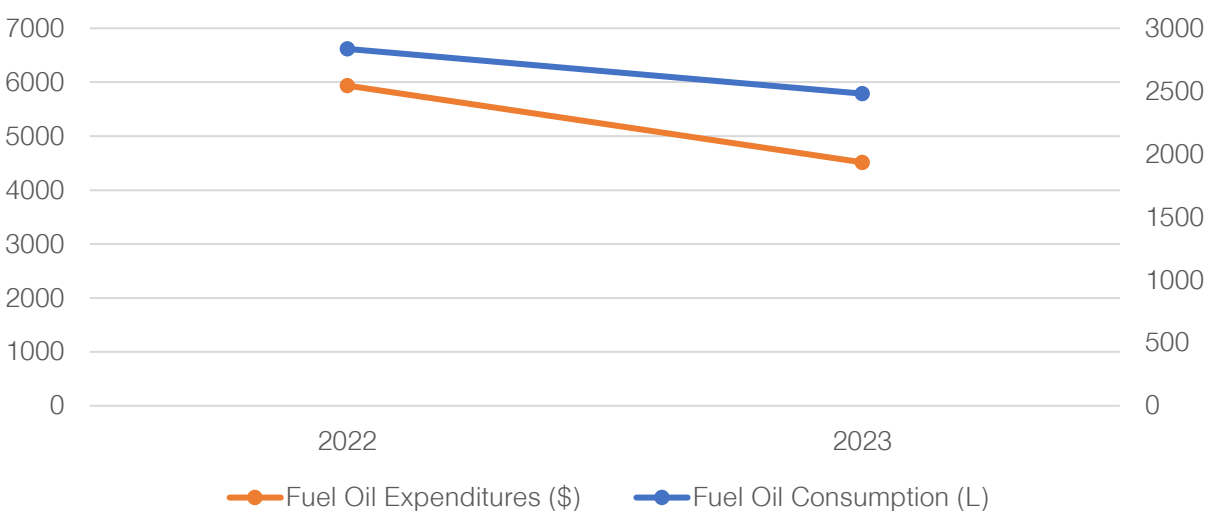
Figure 6: Buildings and Facilities Propane Consumption & Expenditures (2022 – 2023)



Fuel Oil Consumption & Expenditures

Fuel oil is used as an energy source for heating purposes solely at the Ardbeg Firehall. As seen in Figure 7, fuel oil consumption and expenditures have decreased 12.5% and 24% respectively. This increase is relatively small and may be considered normal when comparing year-to-year variations. Like propane, there are many complex factors that can influence fuel consumption. Weather temperatures and occupancy can impact consumption by changing the demand for space heating on colder days. Further investigation and analysis can be completed to determine whether increases are due to changes in heating degree days. However, at this time two years of data is not enough to determine any trends in consumption.

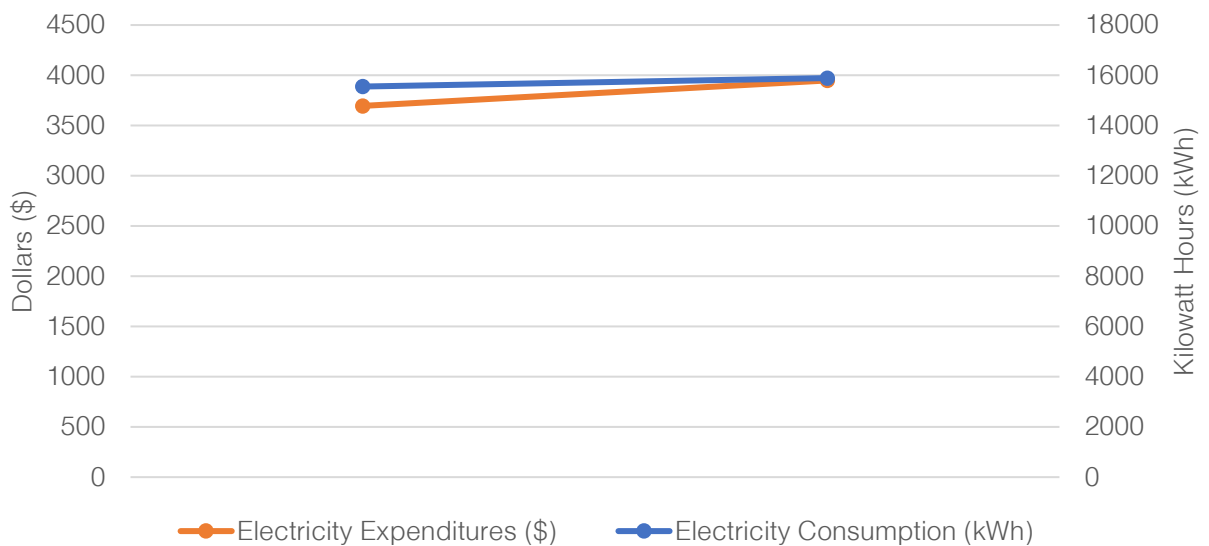
Figure 7: Buildings and Facilities Fuel Oil Consumption & Expenditures (2022 – 2023)



Streetlights

The Municipality operates multiple outdoor ambient lights and streetlights at its facilities, and on some of its roads. All of these lights use electricity. As seen in Figure 8, as of 2023, streetlight electricity consumption has increased by 2.1% compared to the 2022 baseline. In the same period, electricity expenditures have increased as well, with a rise of 6.8% or \$253 in 2023 relative to the baseline.

Figure 8: Streetlights Electricity Consumption & Expenditures (2022 – 2023)



Fleet

The Municipality relies on its fleet of vehicles and equipment to maintain roads and parks, and provide many other community services. These vehicles and equipment are essential; yet, they produce a substantial portion of the Municipality's corporate GHG emissions. As seen in Figure 9, GHG emissions produced by the fleet in 2023 remain unchanged compared to the 2022 baseline year. Although total GHG emissions produced by the fleet remain unchanged, changes in the amount of GHG emissions produced by different fuel types used by the fleet have occurred. As seen in Figure 10, GHG emissions produced by the fleet have been broken down by fuel type. It should be noted that individual vehicle classification, age, fuel use, and specifications influence the quantity of GHG emissions produced by each fuel type.

Figure 9: Total Fleet GHG Emissions (2022 – 2023)

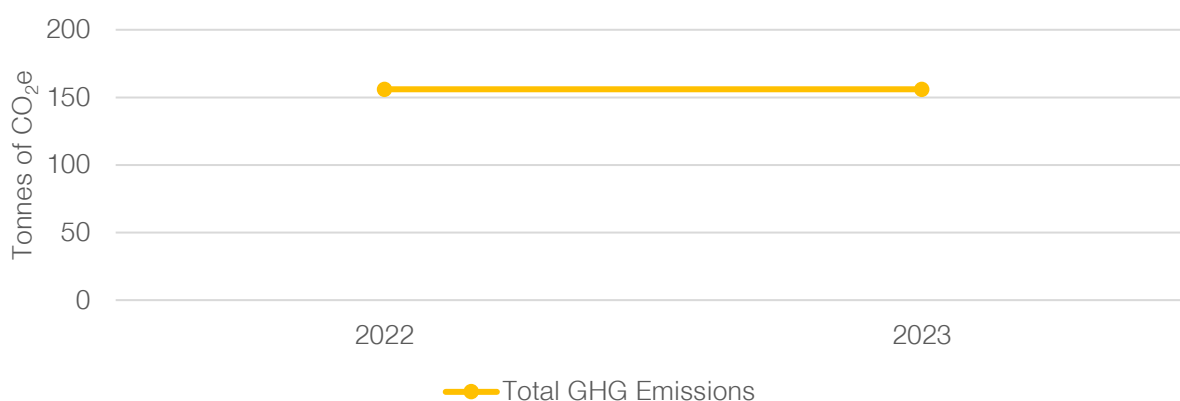
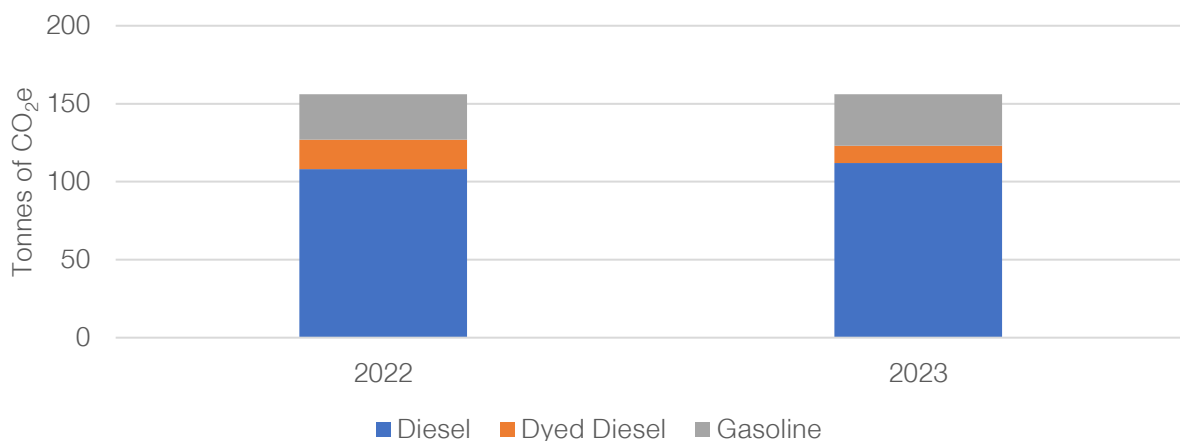
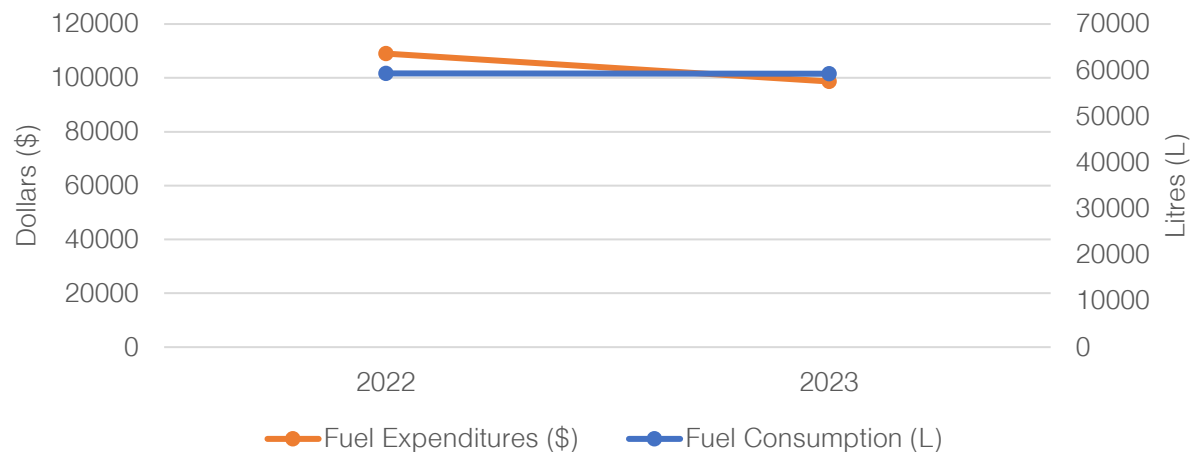


Figure 10: Total Fleet GHG Emissions by Fuel Type (2022 – 2023)



The cost of fuels has steadily increased over the years, with prices at high points during the 2022 baseline year. Total fuel consumption (gasoline, diesel, and dyed diesel combined) remained relatively the same between 2022 and 2023, with a small decrease of 64L. However, with market prices of these fuels decreasing, total fuel expenditures decreased by 9.5% or \$10,356. This can be seen in Figure 11 below. Given that fuel consumption has nearly remained the same, it should be noted that these cost savings are primarily due to the changes in market prices of these fuels.

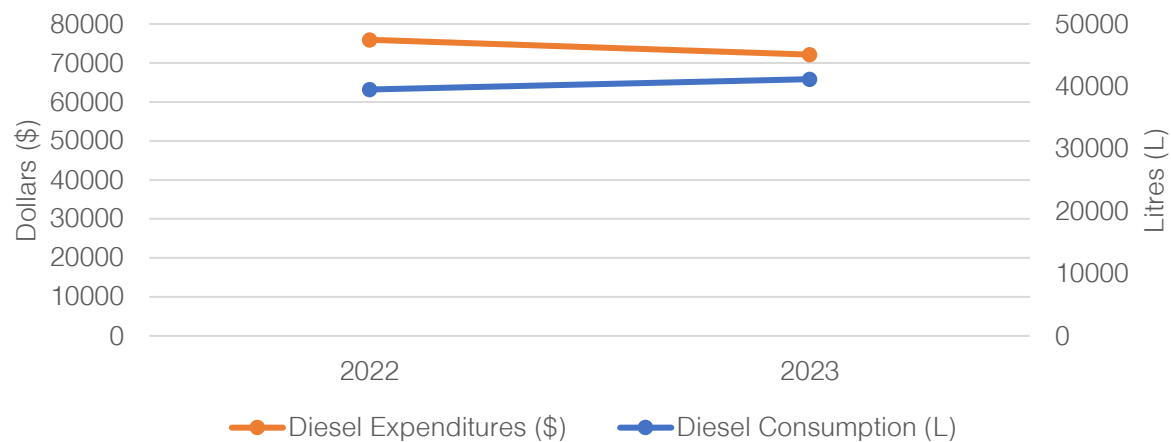
Figure 11: Total Fleet Fuel Consumption and Expenditures (2022 – 2023)



Diesel Consumption & Expenditures

As of 2023, diesel consumption has increased by roughly 1,659L, or 4.2% compared to the 2022 baseline year. Despite this increase in diesel consumption, diesel expenditures have decreased by approximately \$3,805 or 5%.

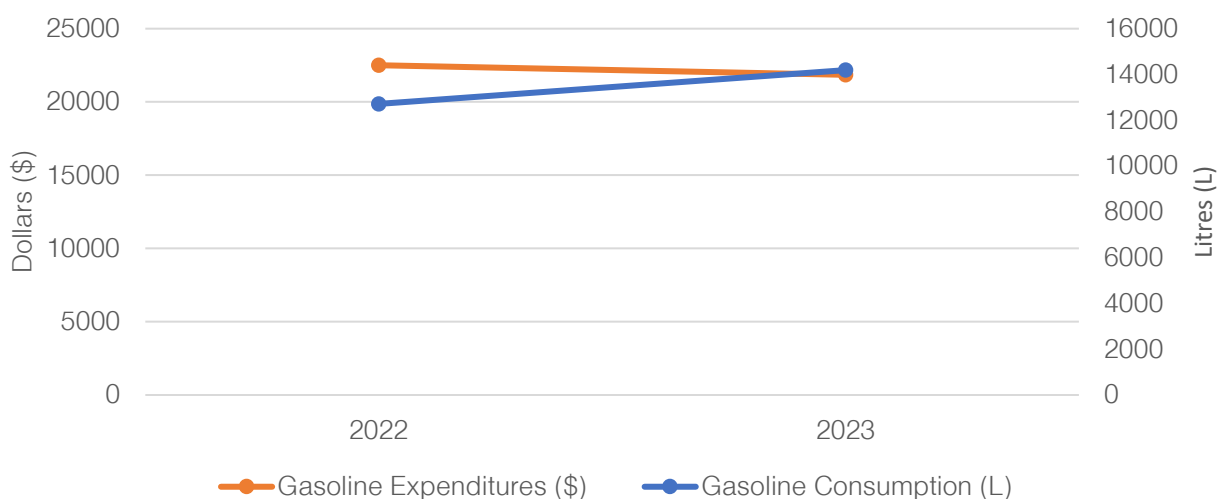
Figure 12: Total Diesel Consumption and Expenditures (2022 – 2023)



Gasoline Consumption & Expenditures

As of 2023, gasoline consumption has increased by approximately 11.6% compared to the 2022 baseline year. However, as seen in Figure 13, gasoline expenditures have decreased by 2.9% or approximately \$654.

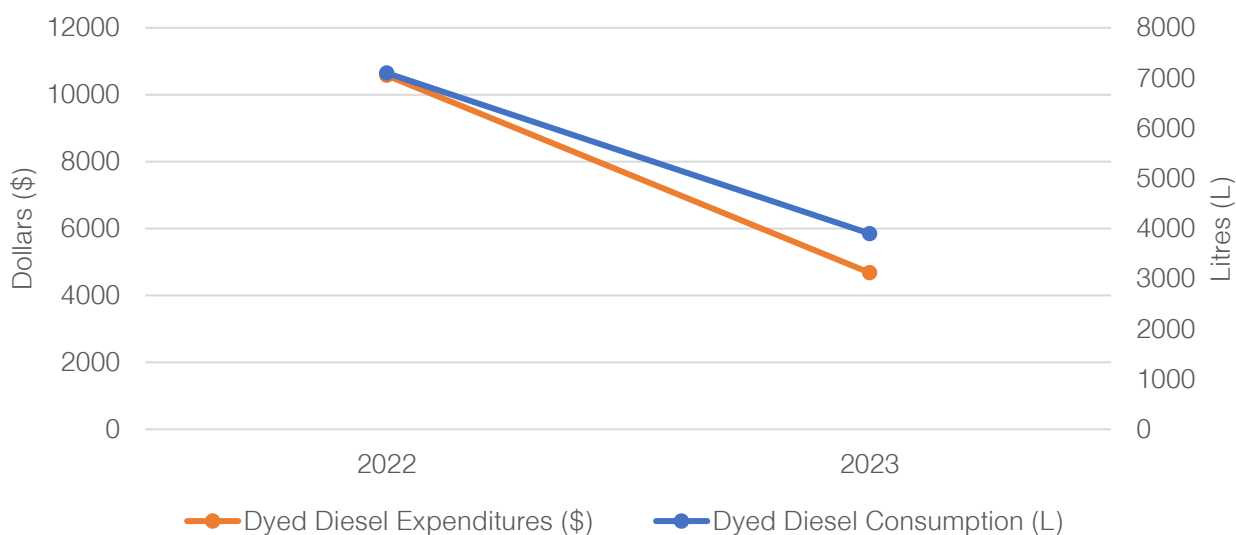
Figure 13: Total Gasoline Consumption and Expenditures (2022 – 2023)



Dyed Diesel Consumption & Expenditures

As of 2023, dyed diesel consumption has decreased by 3,198L compared to the 2022 baseline year. As seen in Figure 14, this decrease in dyed diesel consumption has resulted in dyed diesel expenditures to fall by \$5,896.

Figure 14: Total Dyed Diesel Consumption and Expenditures (2022 – 2023)



Solid Waste

In addition to waste generated during operations, the Municipality offers waste disposal services to the community at its municipal facilities and recreation areas. In addition to the waste created through its operations, these sources of waste comprise what is known as corporate solid waste. When this waste is diverted to a landfill it produces methane, a powerful greenhouse gas. This process occurs over many years, which means the methane generated in landfills today is the result of decades of disposed waste. As a result, these emissions must be measured and managed differently from those related to the use of fossil fuels and electricity, since they do not come from the consumption of energy.

Compared to other sources of GHG emissions, solid waste emissions are more difficult to measure and monitor. Unlike energy consumption and expenditures which can be measured and monitored via utility bills, the Municipality does not currently measure the amount and/or types of solid waste that is generated through operations. Given that other key variables and assumptions for calculating corporate solid waste emissions have remained unchanged, it was therefore assumed that corporate solid waste emissions in 2023 stayed at the same level as in the 2022 baseline year, totaling 4 tCO₂e. Should additional and/or updated information become available in the future, this assumption and measurement of corporate solid waste emissions will be updated.

Avoided Energy Costs

Avoided costs refer to the incremental expenses that are not incurred, or are mitigated as a result of implementing measures to limit the amount of an input used or output produced. In the case of energy, avoided costs can refer to the energy costs avoided as a result of energy efficiency, conservation, and/or fuel-switching efforts that limit the types and/or quantities of energy used. For the Municipality, avoided energy costs can assess the effectiveness of its energy management efforts and initiatives.

Avoided costs are different from cost savings. Cost savings are achieved when overall spending or actual expenditures decrease. Avoided costs, on the other hand, can still be achieved even when overall spending or actual expenditures increase. The opposite holds true as well, where avoided energy costs can increase even when actual expenditures decrease. In other words, avoided energy costs can refer to the opportunity cost associated with not maintaining the same levels of energy and fuel use as in the baseline year.

An overview of avoided energy costs by fuel types and sector for each year since the 2022 baseline can be found in Figure 15 below. Note that a positive value indicates an avoided cost, whereas a negative value indicates that incremental costs have increased as a result of the consumption of that fuel source increasing in 2023.

Although there has been a slight decrease in energy expenditures, energy management and efficiency efforts could have resulted in more substantial cost savings. As a result of the consumption of many energy sources increasing, the Municipality experienced a negative value of -\$6,728 in total avoided energy costs in 2023. With the price of different energy sources anticipated to increase in the future, further energy management efforts through the Municipality's Corporate Climate Action Plan can help achieve greater avoided energy costs and/or cost savings.

Table 8: Total and Annual Avoided Energy Costs

	2022	2023	Total
Avoided Electricity Costs in Buildings	\$ -	-\$ 5,031	-\$ 5,031
Avoided Fuel Oil Costs in Buildings	\$ -	\$ 646	\$ 646
Avoided Propane Costs in Buildings	\$ -	-\$ 920	-\$ 920
Avoided Electricity Costs in Streetlights	\$ -	-\$ 84	-\$ 84
Avoided Diesel Costs in Fleet	\$ -	-\$ 2,908	-\$ 2,908
Avoided Gasoline Costs in Fleet	\$ -	-\$ 2,270	-\$ 2,270
Avoided Dyed Diesel Costs in Fleet	\$ -	\$ 3,839	\$ 3,839
Total Annual Avoided Energy Costs	\$ -	-\$ 6,728	-\$ 6,728

Thank You Miigwech

This report has been developed in partnership
with the Georgian Bay Mnidoo Gamii
Biosphere (GBB).

The GBB is an inclusive and dynamic
organization that builds capacity for regional
sustainability in eastern Georgian Bay, a
UNESCO designated world Biosphere.

The GBB is a non-profit registered Canadian
charity governed by a Board of Directors.

For more information, please visit:

georgianbaybiosphere.com

705-774-0978

125 William St., Parry Sound, ON,

P2A 1V9



2022 – 2023 Corporate Energy & Emissions BUILDINGS ANNEX REPORT

1.1 20 Church Street

Figure 1.1.1 : 20 Church Street Electricity Consumption & Expenditures

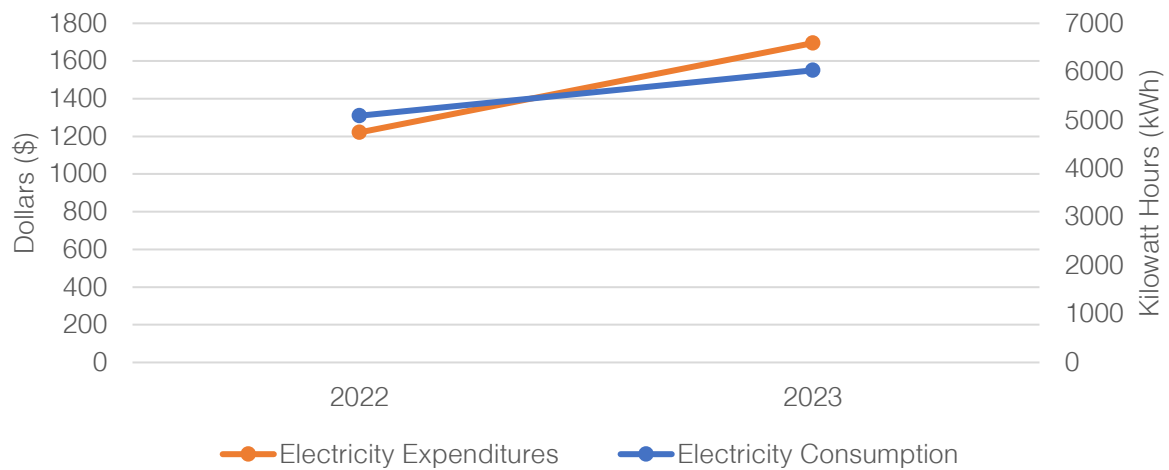
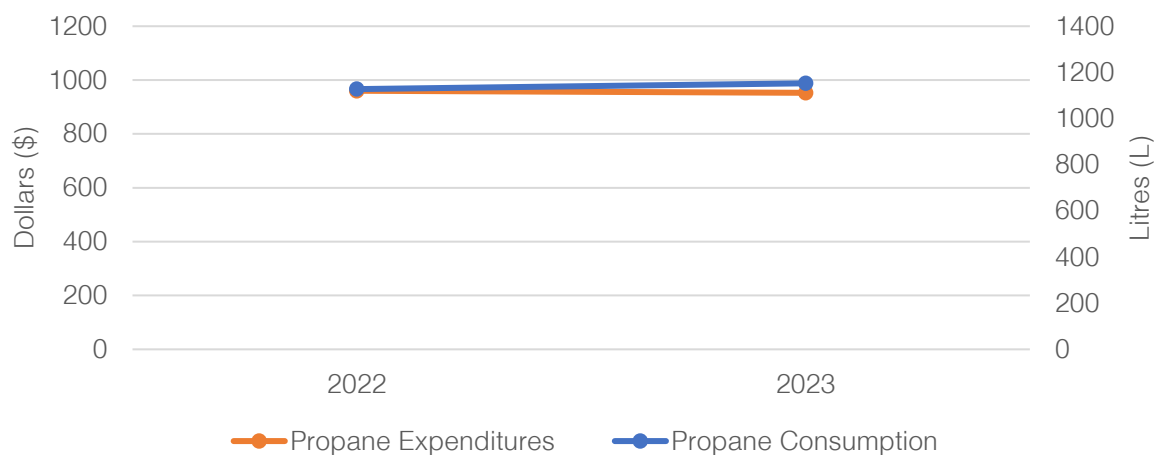


Figure 1.1.2: 20 Church Street Propane Consumption and Expenditures



1.2 Community Centre

Figure 1.2.1: Community Centre Electricity Consumption and Expenditures

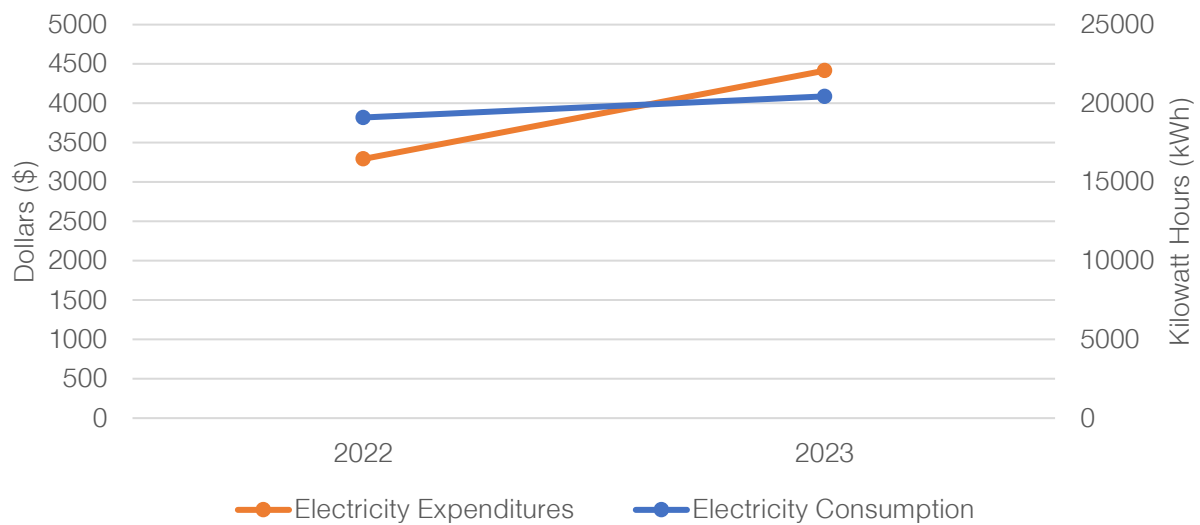
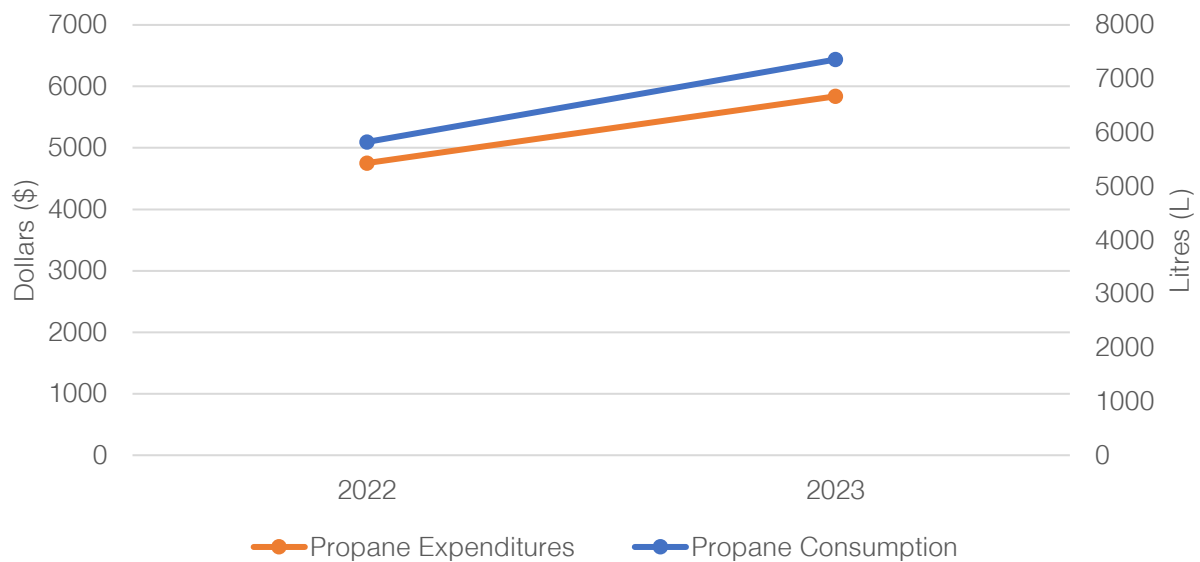


Figure 1.2.2: Community Centre Propane Consumption and Expenditures



1.3 Roads Garage

Figure 1.3.1: Roads Garage Electricity Consumption and Expenditures

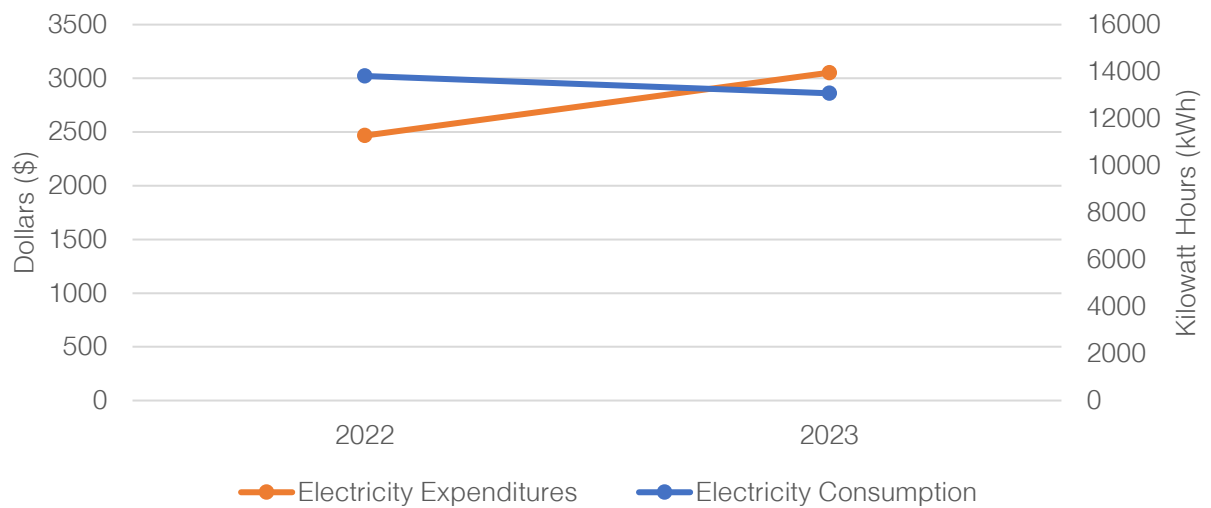
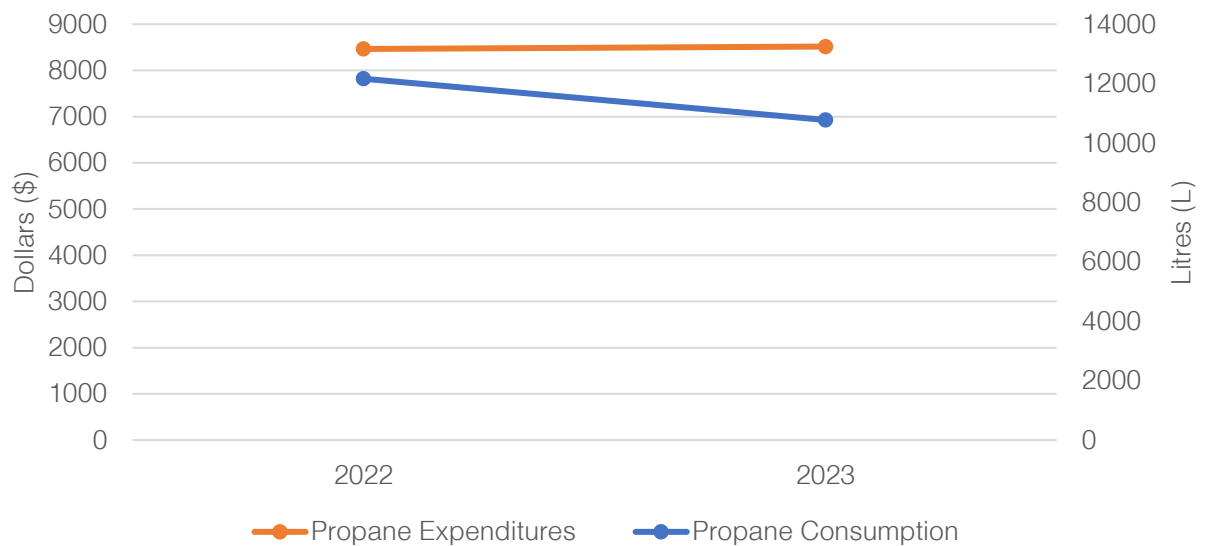


Figure 1.3.2: Roads Garage Propane Consumption and Expenditures



1.4 21 Church Street

Figure 1.4.1: 21 Church Street Electricity Consumption and Expenditures

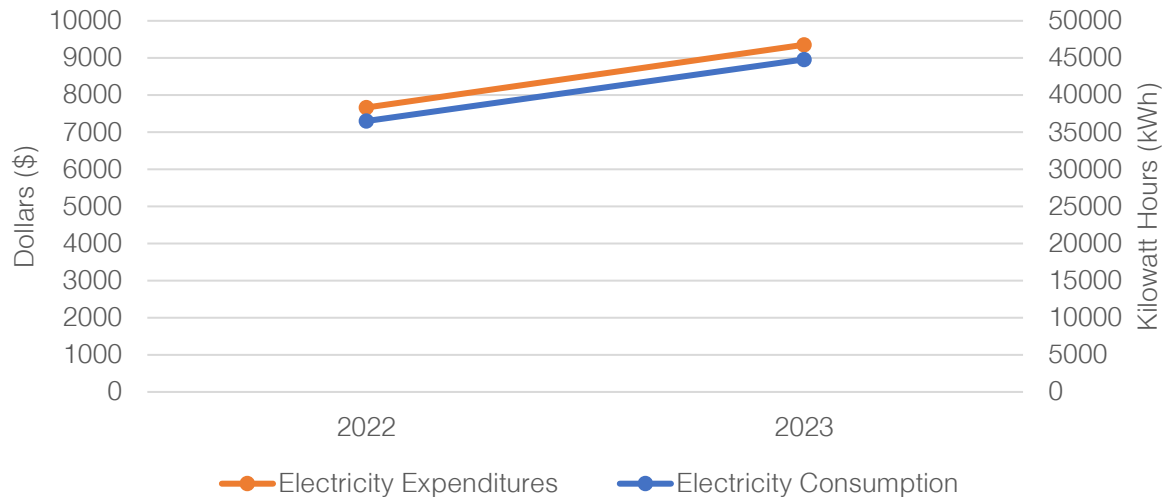
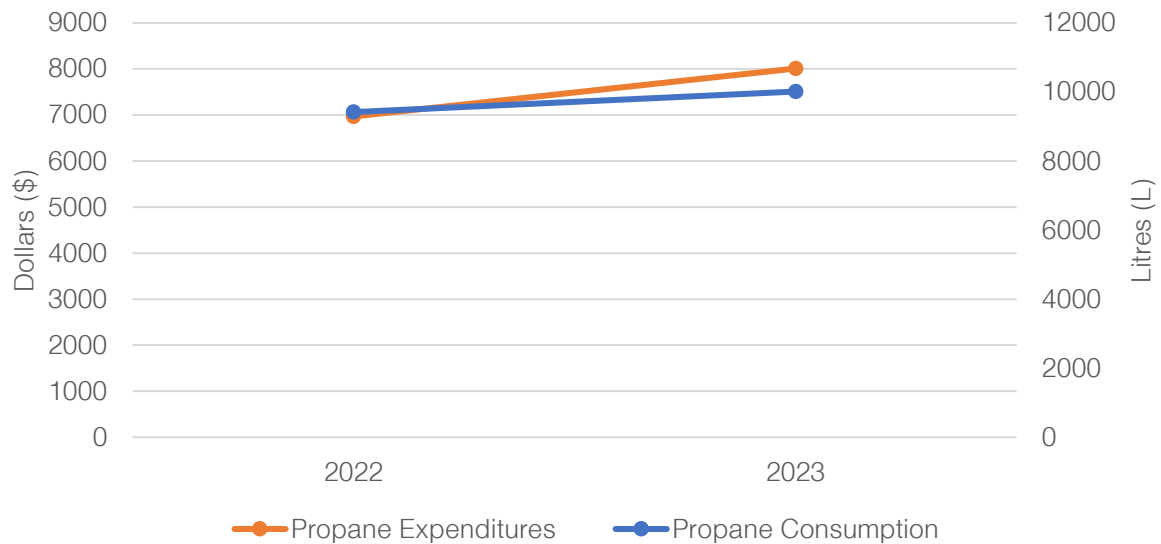


Figure 1.4.2: 21 Church Street Propane Consumption and Expenditures



1.5 Ardbeg Fire Hall

Figure 1.5.1: Ardbeg Fire Hall Electricity Consumption and Expenditures

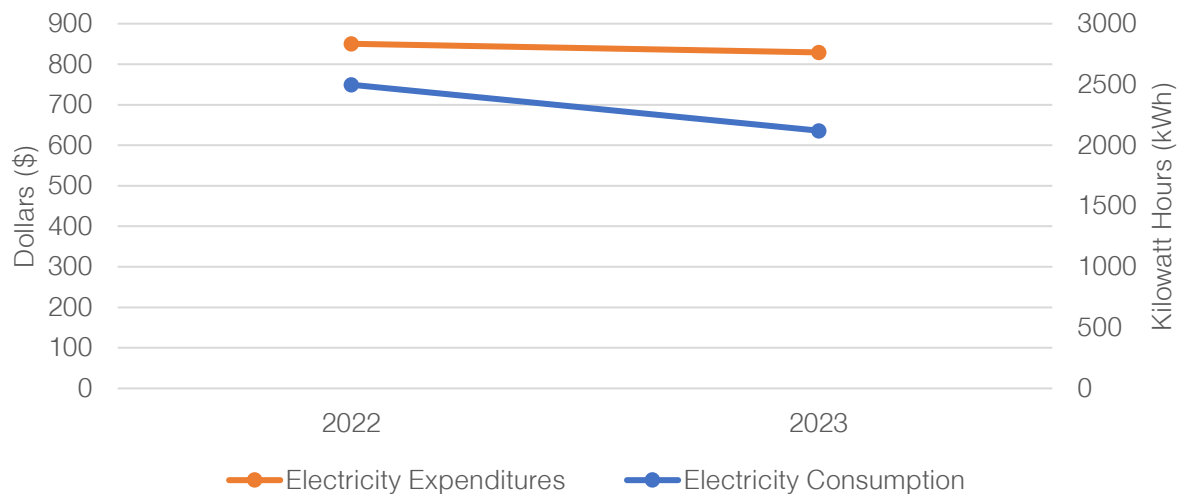
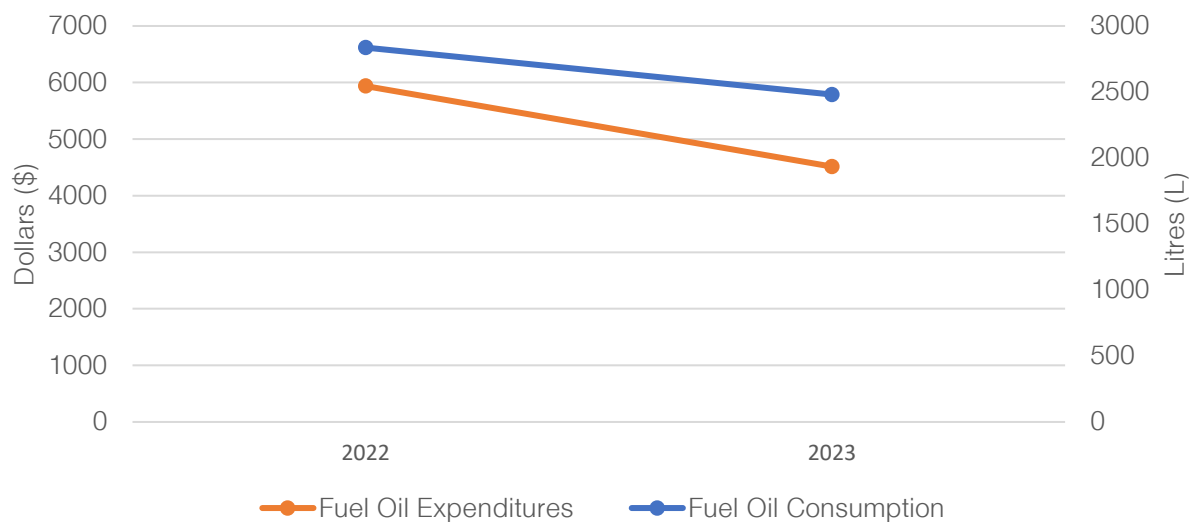
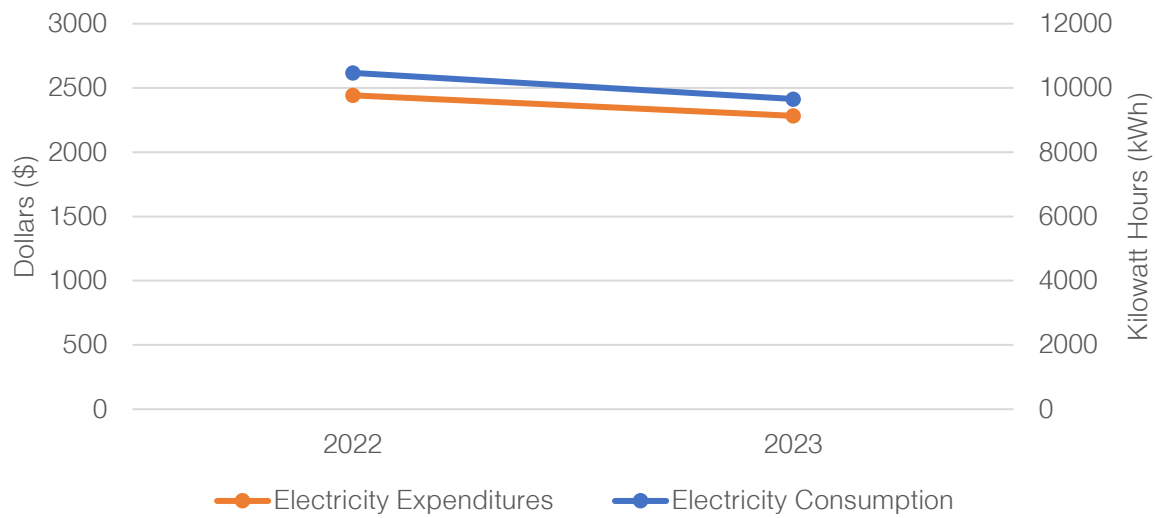


Figure 1.5.2: Ardbeg Fire Hall Fuel Oil Consumption and Expenditures



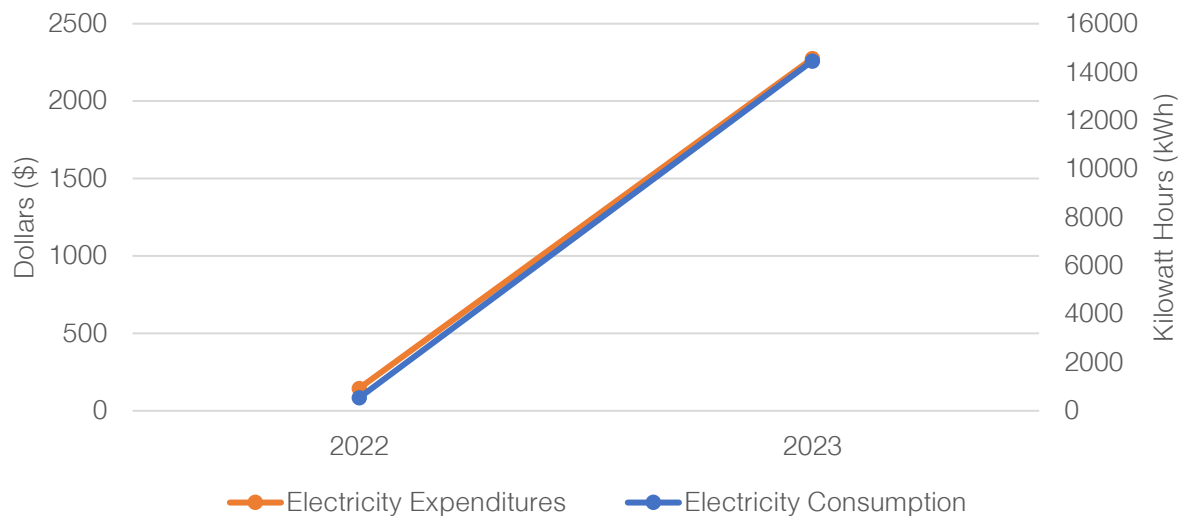
1.6 Thrift Shop

Figure 1.6.1: Thrift Shop Electricity Consumption and Expenditures



1.7 The Twist

Figure 1.7.1: The Twist Electricity Consumption and Expenditures



1.8 York Street Landfill

Figure 1.8.1: York Street Landfill Electricity Consumption and Expenditures

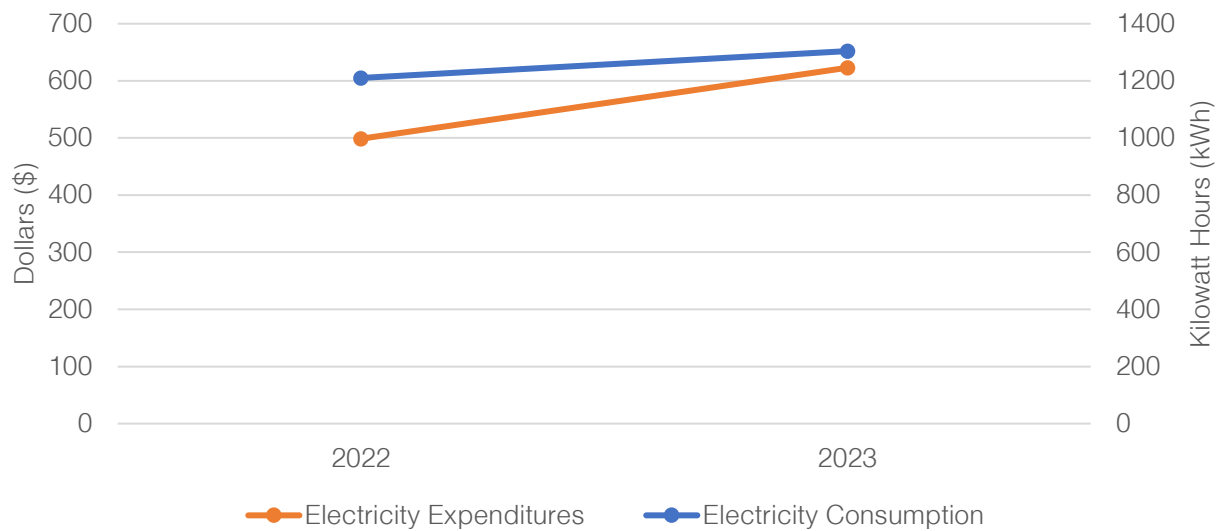
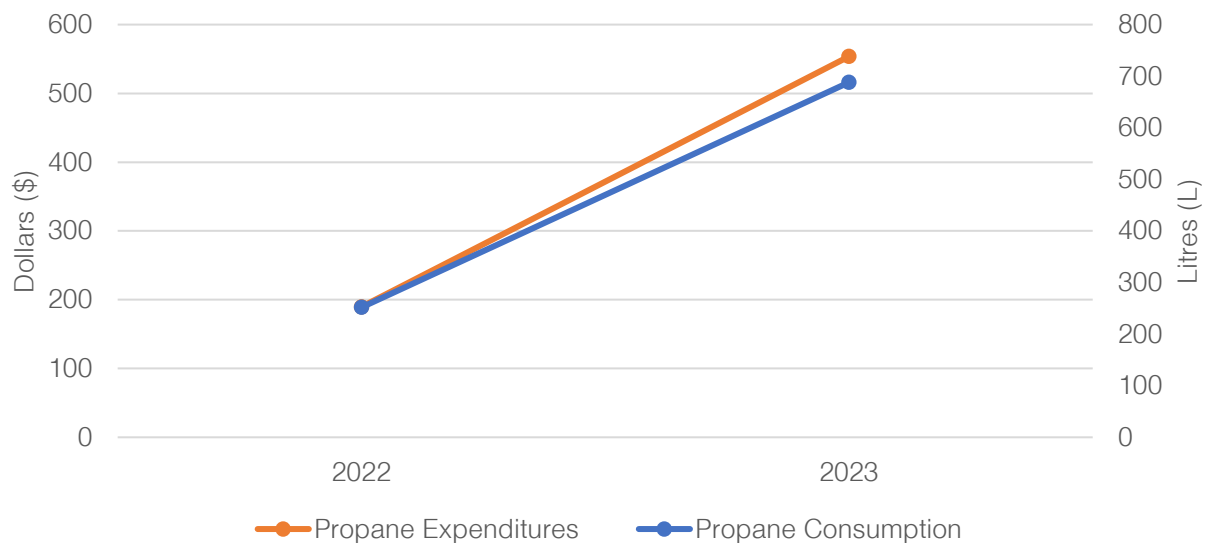


Figure 1.8.2: York Street Landfill Propane Consumption and Expenditures



1.9 Aulds Road Landfill

Figure 1.9.1: Aulds Road Landfill Electricity Consumption and Expenditures

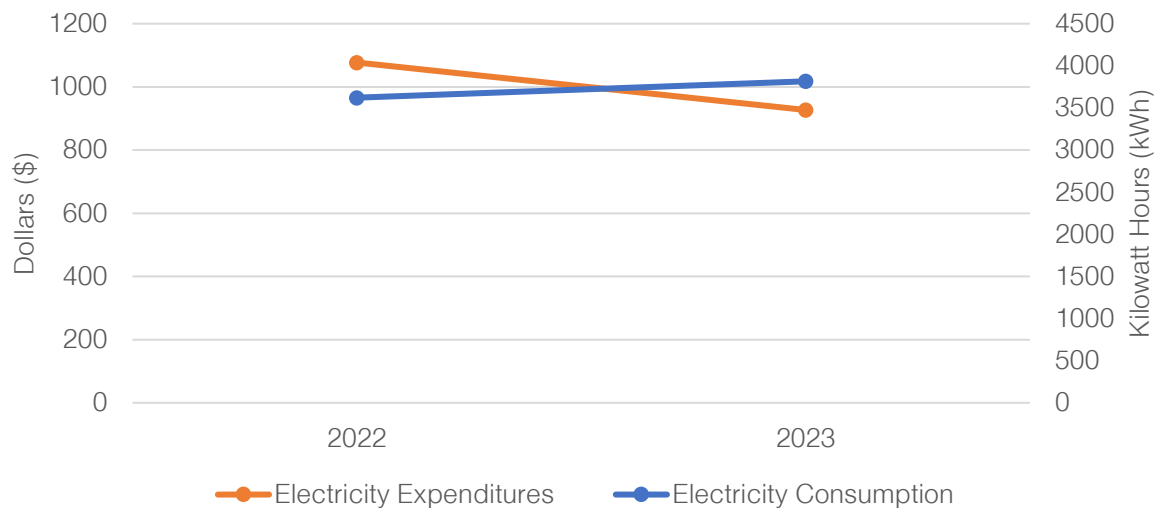
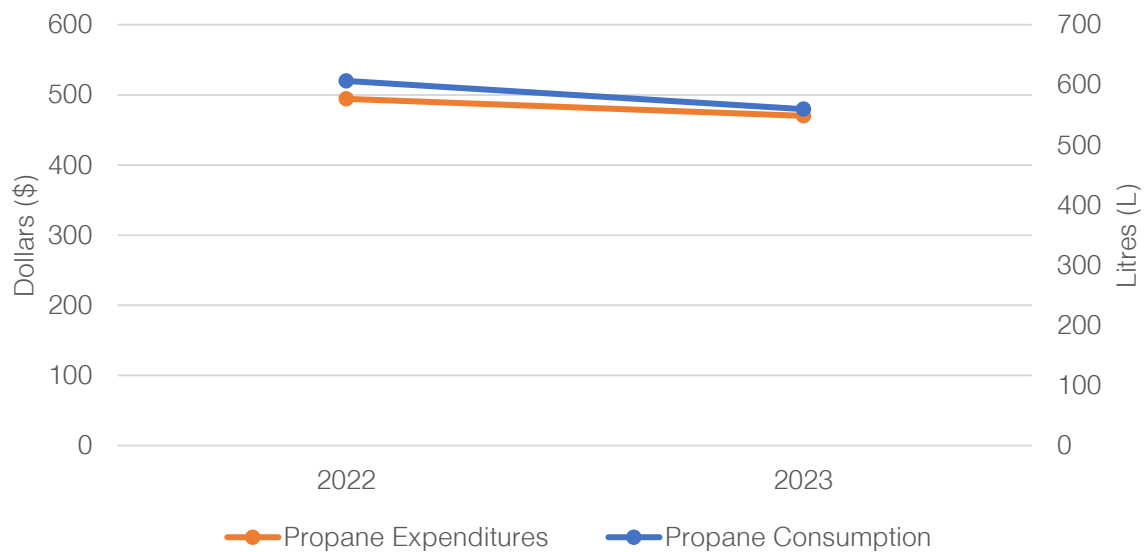


Figure 1.9.2: Aulds Road Landfill Propane Consumption and Expenditures



Save on Energy Small Business Program Overview.

The Save on Energy Small Business Program is designed to help small businesses across Ontario make equipment improvements to reduce their energy consumption and save on energy, at no cost to their business. Confirmed that Whitestone is eligible to participate.

What Does It Provide?

- Up to \$3,000 for eligible lighting equipment and \$2,500 for eligible non-lighting equipment per project.
- A project is defined as the equipment connected to a single electrical meter.
- This means you can receive this incentive for each building the municipality owns, or more for buildings with more than 1 electrical meter.
- No matching required, unless the value of a project exceeds the amounts listed above.

How Does it Work?

1. Application form completed and submitted.
2. A free, on-site assessment is conducted to identify energy efficiency opportunities, including lightning, refrigeration, and thermostat upgrades.
3. After the assessment, you will be presented with energy efficiency upgrade options that can be installed free of charge.
4. **You have the choice to proceed on any number of the options presented, if you wish.**
5. If you proceed, an agreement and work order is sent to you for review and signature.
6. Qualified Save on Energy delivery partners handle the entire installation process on your behalf – everything from sourcing a qualified contractor, to obtaining quotes and scheduling the install, even project management and clean-up.

What Does This Mean and Achieve?

- By having the choice to proceed on energy efficiency upgrade projects of your choosing, you can choose only those that can be completed at no-cost.
- Address needs identified in the Buildings Condition Assessment Report (2022) at no-cost.
- Achieve energy cost savings at no-cost to the municipality.

ICECAP Value-Add

- Under staff direction, ICECAP can complete application and manage project
- ICECAP can conduct a financial analysis of the upgrade options presented to determine energy cost-savings and maintenance savings to help you decide which upgrades to proceed with, if any.



COMMITTEE OF THE WHOLE

PLANNING ITEMS



SHORE ROAD ALLOWANCE APPLICATION

Part of Lots 31 and 32, Concession 4

Geographic Township of McKenzie

10 Lochanside Drive

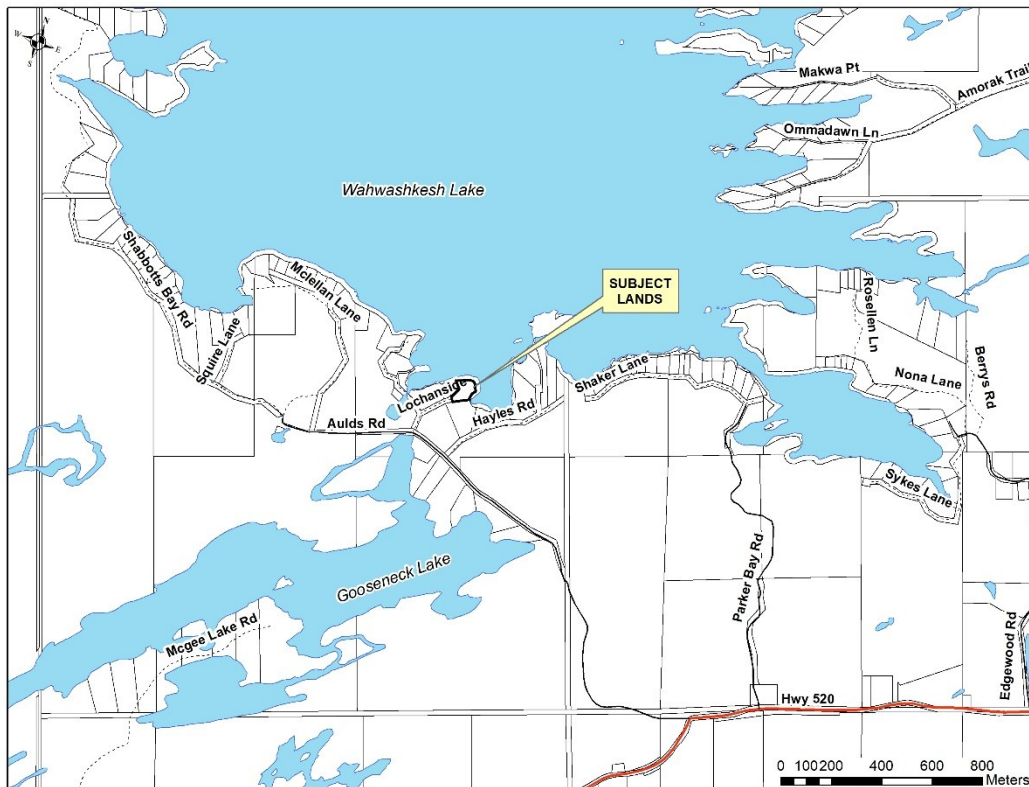
Applicant: Anna Small

Roll # 493905000406910 PIN # 52250-0144

June 5, 2025

BACKGROUND

Anna Small has a waterfront property at 10 Lochanside Drive on the south basin of Wahwashkesh Lake.



Ms. Small has indicated that she would like to purchase the shore-road-allowance to protect access to her property and to correct the encroachment of an existing deck and bunkie on these lands.



OFFICIAL PLAN

The Municipality's official plan supports the closure and sale of original shore road allowances.

" 9.08 Shore Road Allowances

9.08.1 Shore road allowances are present on a number of lakes in the Municipality.

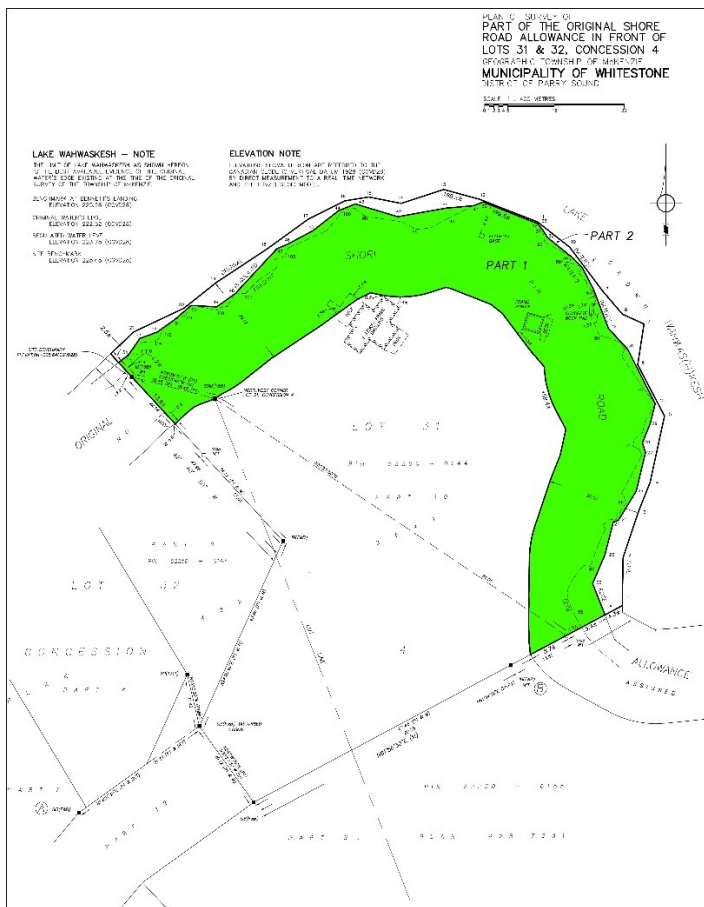
The Municipality is prepared to stop and sell these shore road allowances to the riparian land owners.

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

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

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

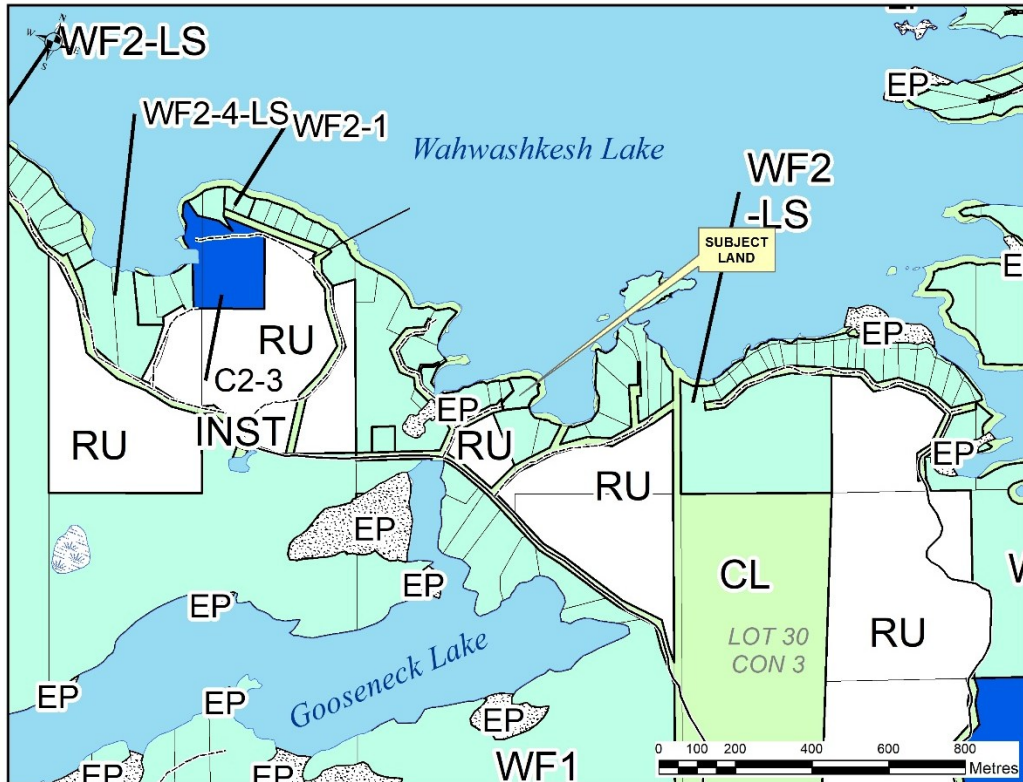
A draft survey has been prepared showing the existing encroachments as well as the original and controlled high water mark. The lands shown in green are available to be stopped up and sold to the applicant.



ZONING

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

There are no Type 1 Fish Habitat (EP) areas identified on the zoning map. This allows for the sale of the entire shore-road-allowance in front of the applicants' lands.



CONCLUSIONS / RECOMMENDATION

That the Municipality agree to the closure and sale of the shore-road-allowance in front of 10 Lochanside Drive as shown on the draft survey plan prepared by IBW Surveyors.

Respectfully,

Patrick Christie, C.P.T.

PUBLIC MEETING

Public Meeting Agenda

1. Call to Order

- Introductions are made Council and Staff

2. Disclosure of Pecuniary Interest and General Nature Thereof

3. Meeting Protocol

- 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 Notice was delivered and if any letters or related correspondence have been received.

5. Discussion:

Agenda Item 6.1: Proposed amendments to By-law 08-2024, Fees and Charges
 Memorandum from CAO Black

6. Adjournment



MEMORANDUM

To: Mayor and Council
From: Nigel Black, CAO/Clerk
Date: June 17, 2025
Re: Fees and Charges By-law amendments

Background

At the April 15, 2025 Regular Council meeting, staff presented a memorandum entitled Fees and Charges By-law Review 2025. See ATTACHMENT A.

The following Resolution was passed at the April 15 meeting:

Resolution No. 2025-134 as amended

Moved by: Councillor Lamb

Seconded by: Councillor Bray

11.1 Fees and Charges By-law Review 2025

THAT the Council of the Municipality of Whitestone receives for information Treasurer / Tax Collector Sinkowski's memorandum, Fees and Charges By-law Review 2025, and approve it as amended; and

THAT the Council of the Municipality of Whitestone remove the row entitled "Styrofoam and other Plastic Foams" and the associated Note 6 from Schedule B; and

THAT the words "at the Chief Building Official's discretion" be removed from Line 16 of Schedule D.

Carried

At the May 20, 2025 meeting, Council received for information the Cemetery Board Meeting Minutes of October 10, 2024 (see Attachment B).

The following resolution was passed:

Resolution No. 2025-157

Moved by: Councillor Woods

Seconded by: Councillor Bray

7.2.4 Whitestone Cemetery Board Meeting Minutes of October 10, 2024

THAT the Council of the Municipality of Whitestone approves the Cemetery Board recommendation that the Cemetery Fee structure be revised to align with Provincial updates.

Carried

Public Meeting

As per By-law 03-2005, Notice of a Public Meeting for June 17, 2025 was posted on the Municipal Website and on the Municipal Office bulletin board on June 2, 2025, and in the on-line version of the Parry Sound North Star on June 3, 2025.

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Attachment A – Memo dated April 15, 2025 – Fees and Charges By-law Review

Attachment B – Cemetery Board Minutes October 10, 2024

Attachment C - Updated Schedules B, D, F



MEMORANDUM

To: Mayor and Council

From: Jessica Sinkowski, Treasurer / Tax Collector

Agenda Date: April 15, 2025

Re: Fees and Charges By-law Review

Background

At the February 20 2024, Regular Council meeting, Council passed By-law 08-2024, which establishes fees and charges for services provided by the Municipality of Whitestone.

The By-law states:

4. REVIEW: The Council of the Corporation of the Municipality of Whitestone shall review this By-law once per calendar year to ensure that fees are kept up to date and relevant.

I have reviewed with staff the fees and charges established in By-law 08-2024, and it has been determined that no changes are necessary for 2025.

Attachment 1

- By-law No. 08-2024

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 08-2024

Being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone and to repeal By-law Nos. 09-2022 and 40-2023

WHEREAS Section 391(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990, c. P. 13, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, authorizes a municipal Council of a municipality to pass a By-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

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

1. GENERAL:

- 1.1. The Council of the Corporation of the Municipality of Whitestone Council hereby establishes the fees and charges as set out in the Schedules attached hereto and forming an integral part of this By-law.
- 1.2. This By-law shall be known and may be cited as the "Municipality of Whitestone Fees and Charges By-law".
- 1.3. The fees set out in the attached Schedules shall be paid for the services or activities listed, and all fees are per occasion or request unless noted otherwise.
- 1.4. The fees and charges will be subject to Harmonized Sales Tax (HST) where applicable.

2. SEVERABILITY: If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. CONFLICT WITH ANY OTHER BY-LAW: In the event of any conflict between any provisions of this By-law and any other By-law heretofore passed, the provisions of this By-law shall prevail.

4. **REVIEW:** The Council of the Corporation of the Municipality of Whitestone shall review this By-law once per calendar year to ensure that fees are kept up to date and relevant.
5. **REPEAL OF PREVIOUS BY-LAWS:** That the following By-laws are hereby repealed:
- | | |
|----------------|--|
| By-law 09-2022 | Being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone |
| By-law 40-2023 | Being a By-law to Amend By-law No. 09-2022, being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone |
6. **PRECEDENCE:** This By-law shall have precedence over any other By-law or schedule of a By-law currently in effect wherein fees or service charges are set out in that By-law.
7. **EFFECTIVE DATE:** That By-law No. 08-2024, being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone, is hereby passed this 20th day of February, 2024.

George Comrie

Mayor

George Comrie

Michelle Hendry

CAO/Clerk

Michelle Hendry



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Schedule F.....	Cemetery
Schedule G.....	Fire Services
Schedule H.....	Dog Licensing
Schedule I.....	General Government
Schedule J.....	Miscellaneous

SCHEDULE A

Facility Rentals

Fees are subject to HST

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

Notes:

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

Exemptions and/or Reductions in Fees

Note 1. Fees may be exempt for the following:

- Municipality providing that any funds raised are given directly to the receiver and not put in a trust fund
- sponsored by one or more non-profit organization within the Municipality
- Municipally sponsored events
- Funerals receptions for Whitestone families (only if the Community

Note 2. The Seniors Lunch is exempt

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

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

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

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

SCHEDULE B

Landfill Rates and Fees

Fees are not subject to HST

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

Notes:

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

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

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

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

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

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

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

SCHEDULE C

Planning Rates and Fees
Fees are not subject to HST

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

Notes:

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

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

Note 3 - The *Planning Act* limits a Commercial Parkland dedication fee to 2%

SCHEDULE D

Building Department Rates and Fees

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

SCHEDULE E

Road Name and 9-1-1 Signs

Fees are not subject to HST

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

SCHEDULE F

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

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

Notes:

Note 1 - No HST paid on this fee

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

SCHEDULE G

Fire Services Rates and Fees

Fees are not subject to HST

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

SCHEDULE H

Dog Licensing Rates and Fees

Fees are not subject to HST

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

Notes:

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

SCHEDULE I

General Government Fees

Fees are not subject to HST

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

SCHEDULE J

Miscellaneous Rates and Fees

Fees are not subject to HST

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



**Minutes of the Cemetery Board
meeting held on Thursday, October 10, 2024 at 4:00 p.m.
at the Dunchuch Community Centre**

Present: Terry Brear
Paula Macri, Secretary
Muriel Stiles
Ron Whitmell

Regrets: Randy Johnson
Michael Musgrave
Shelia Wesley
Brian Woods, Councilor

.....
1. CALL TO ORDER

Ron Whitmell called the meeting to order at 4:00 p.m.

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 & GENERAL NATURE THEREOF - None

3. ADOPTION OF AGENDA

2024-04CB Moved by Terry Brear
Seconded by Muriel Stiles

WHEREAS the members of the Cemetery Board have been presented with the Agenda for this meeting;

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

Carried

4. **ADOPTION OF MINUTES**

2024-05CB Moved by Muriel Stiles
Seconded by Terry Brear

WHEREAS the Cemetery Board is in receipt of the minutes of the previous meeting;

AND WHEREAS there are no errors, omissions or amendments;

BE IT RESOLVED THAT the minutes of the meeting held May 2, 2024 be adopted as presented and the reading thereof dispensed with.

Carried

5. **DISCUSSIONS**

5.1 Review 2024 Cemetery Operations

- To date there have been 2 casket burials and 11 cremation burials at all 3 Cemeteries. Scheduled for the remainder of 2024 there are 1 casket and 2 cremations, with an additional 2 burials in the discussion stage.
- Grass required cutting six times in 2024.

5.2 Review any observations or Cemetery status:

Public Works performed several repairs and service work at all three Cemeteries as listed below:

- Fairholme Cemetery
 - Straighten the front fence
 - Removed a tree by the shed
 - Brush cut along the north fence
 - Repair shed door latch
 - Spread soil and planted seed on the sunken graves
- Maple Island Cemetery
 - New shingles on roof of shed
 - Spread soil and planted seed on the sunken graves
 - Fell a dead tree on the west side
- Whitestone Cemetery
 - Top rail of fence was repaired
 - New shingles and roof repair on shed
 - Spread soil and planted seed on the sunken graves

6. **UNFINISHED BUSINESS**

6.1 Progress of data reconciliation & entry into Stone Orchard software database.

- 6.1.1 Fairholme Cemetery – 80% completed. Site verification required. All 2024 interments, monuments and lot sales recorded in database.

- 6.1.2 Whitestone Cemetery – 99% complete. 2024 updates will be required. All 2024 interments, monuments and lot sales recorded in database.
- 6.1.3 Maple Island Cemetery – 50% complete on verification, Terry reported Mike Musgrave to update at the next meeting.

7. NEW BUSINESS

2024-07CB Moved by Terry Brear
 Seconded by Muriel Stiles

7.1 Review Provincial updates to Cemetery Fees for 2025

Recommend to Council updates to the Cemetery Fees for 2025

THAT the Cemetery Board hereby recommends to the Council of the Corporation of the Municipality of Whitestone that the Cemetery Fee structure be revised to align with Provincial updates, as outlined below:

SCHEDULE F

Proposed Cemetery Rates and Fees 2025

All fees are subject to HST unless noted otherwise

Plots	Specifics	Current	2025	2025 Quote inclusive of HST
Burial Plot	Residents (interment rights)	\$220.00	\$242.00	\$273.46
	Residents (perpetual care and maintenance)	\$350.00	\$385.00	\$435.05
	Non-residents (interment rights)	\$660.00	\$726.00	\$820.38
	Non-residents (perpetual care and maintenance)	\$550.00	\$605.00	\$683.65
Cremation Plot	Residents (interment rights)	\$110.00	\$121.00	\$136.73
	Residents (perpetual care and maintenance)	\$250.00	\$275.00	\$310.75
	Non-residents (interment rights)	\$400.00	\$440.00	\$497.20
	Non-residents (perpetual care and maintenance)	\$250.00	\$275.00	\$310.75
Scattering	Residents (interment rights)	\$50.00	\$55.00	\$62.15
	Residents (perpetual care and maintenance)	\$115.00	\$126.00	\$142.38
	Non-residents (interment rights)	\$75.00	\$82.00	\$92.66
	Non-residents (perpetual care and maintenance)	\$115.00	\$126.00	\$142.38
Transfer of Internment Rights	See Note 1	\$60.00	\$66.00	\$66.00
Flat marker under 172 sq in		N/C		N/C
Flat marker over 172 sq in		\$100.00		\$113.00
Upright monument/marker up to 4 X 4 ft		\$200.00		\$226.00
Staking fee - Lots or Markers		\$55.00	\$60.00	\$67.80
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home		
Opening/Closing Cremation Lot		\$120.00	\$132.00	\$149.16
Bereavement Authority of Ontario License Fee	All Interments: burial, cremation or scattering	\$30.00	\$30.00	\$33.90

Note 1 - No HST paid on this fee

- 7.2 Finalize 2024 record keeping for Bereavement Authority of Ontario license report
- verbal update
 - records are current and will be used for annual Operating License Renewal

- 7.3 Set Cemetery Board Meeting date:
- Thursday, May 8, 2025 at 4:00 p.m.

8. **CORRESPONDENCE** - None

9. **ANNOUNCEMENTS OR OTHER NEW BUSINESS**


- 9.1 Spring Cemetery Tour – scheduled for April 25, 2024. Suggested that David Creasor, Public Works Manager, participate in the Spring Cemetery Tour.
- 9.2 Muriel Stiles spoke about the white crosses that the Legion placed on the Veteran's Headstone at the various cemeteries.

10. **ADJOURNMENT**

2024-07CB Moved by Terry Brear
Seconded by Muriel Stiles

BE IT RESOLVED THAT this Meeting be adjourned at 4:31 pm until the next regular meeting or at the call of the chair.

Carried



Ron Whitmell, Chair



Paula Macri, Secretary

SCHEDULE B

Landfill Rates and Fees

Fees are not subject to HST

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

Notes:

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

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

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

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

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

Note 6. Tires are not accepted at Whitestone landfill sites.

SCHEDULE D

Building Department Rates and Fees

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

SCHEDULE F

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee
Burial Plot	Residents (interment rights)	\$242.00
	Residents (perpetual care and maintenance)	\$385.00
	Non-residents (interment rights)	\$726.00
	Non-residents (perpetual care and maintenance)	\$605.00
Cremation Plot	Residents (interment rights)	\$121.00
	Residents (perpetual care and maintenance)	\$275.00
	Non-residents (interment rights)	\$440.00
	Non-residents (perpetual care and maintenance)	\$275.00
Scattering	Residents (interment rights)	\$55.00
	Residents (perpetual care and maintenance)	\$126.00
	Non-residents (interment rights)	\$82.00
	Non-residents (perpetual care and maintenance)	\$126.00
Transfer of Internment Rights	(Note 1)	\$66.00
Flat marker under 172 sq in		N/C
Flat marker over 172 sq in		\$100.00
Upright monument up to 4 X 4 ft		\$200.00
Staking fee- Lots / Markers	(Note 2)	\$60.00
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home
Opening/Closing Cremation Lot	(Note 2)	\$132.00
Bereavement Authority of Ontario License fee	All interments: burial, cremation or scattering	\$30.00

Notes:

Note 1 - No HST paid on this fee

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

CONSENT AGENDA

DRAFT Regular Council Meeting Minutes
Tuesday May 20, 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, Public Works Manager
Wendy Schroeder, Deputy Clerk
Bob Whitman, Fire Chief (1:30 p.m. to 4:30 p.m.)

Invited Guests: Patrick Christie, Parry Sound Area Planning Board
Alexa Wylde PSD Citywide

Other Guests: 1 in person
6 via audio/videoconferencing

1. Roll Call and Call to Order 10:12 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. 2025-146

Moved by: Councillor Woods

Seconded by: Councillor Lamb

WHEREAS the Members of Council have been presented with an Agenda for the May 20, 2025 Regular Council meeting;

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

Amendment proposed by Councillor Nash

Resolution No. 2025-147

Moved by: Councillor Nash

Seconded by: Councillor Lamb

Adding Item to the Closed Session agenda:

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

- 15.5.2 West Parry Sound Recreation and Cultural Centre
- verbal update from CAO/Clerk Black

Carried

Resolution No. 2025-146 as amended

Moved by: Councillor Woods

Seconded by: Councillor Lamb

WHEREAS the Members of Council have been presented with an Agenda for the May 20, 2025 Regular Council meeting;

BE IT RESOLVED THAT the agenda for this meeting be adopted with the addition of Item to the Closed Session agenda:

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

- 15.5.2 West Parry Sound Recreation and Cultural Centre
- verbal update from CAO/Clerk Black

Carried

4. Presentations and Delegations

- 4.1 PSD Citywide Asset Management Plan 2024 – Alexa Wylde

Matters Arising from Presentations and Delegations

Resolution No. 2025-148

Moved by: Councillor Bray

Seconded by: Councillor Woods

- 4.1 PSD Citywide

THAT the Council of the Municipality of Whitestone receives for information the presentation by CSD Citywide regarding the 2024 Asset Management Plan.

Carried

Move into Committee of the Whole

Resolution No. 2025-149

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 11:21 a.m.

Carried

5. Committee of the Whole

5.1 Planning Matter

5.1.1 Consent Application B07/2025(W) – WAEFFLER

- Report from Parry Sound Area Planning Board dated May 5, 2025

Reconvene into Regular Meeting

Resolution No. 2025-150

Moved by: Councillor Lamb

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 11:24 a.m.

Carried

Matters Arising from Committee of the Whole

Resolution No. 2025-151

Moved by: Councillor Woods

Seconded by: Councillor Lamb

5.1.1 Consent Application No. B07/2025(W) – WAEFFLER

WHEREAS Patrick Christie, C.P.T. has prepared a report for the Parry Sound Area Planning Board dated May 5, 2025 regarding Consent Application No. B07/2025 and provided a copy to the Municipality of Whitestone;

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

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

1. **THAT** payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. **THAT** the three new rural lots receive 911 addressing from the Municipality;
3. **THAT** all applicable Planning Board fees be paid to the Parry Sound Area Planning Board; and
4. **THAT** payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

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	Y		
3	Councillor Woods	Y		
5	Mayor Comrie	Y		

Carried

6. Public Meeting

Move into Public Meeting

Resolution No. 2025-152

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone move into the Public Meeting at 11:44 a.m.

Carried

- 6.1 Staff Report FIN-2025-08
Adoption of Proposed 2025 Operating and Capital/Special Projects Budget

1. Call to Order

Introductions made of Council and Staff

2. Disclosure of Pecuniary Interest and General Nature Thereof

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

None was declared.

3. Meeting Protocol

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

Mayor Comrie asked Clerk Black how the Notice was delivered and if any letters or related correspondence have been received. Clerk Black advised that The Notice was posted on the Municipal website and on the public bulletin board at the Municipal Office on April 20, 2025, and posted with Metroland "online" newspaper April 29, 2025. No correspondence has been received.

5. Discussion:

Agenda Item 6.1: Staff Report FIN-2025-08
Adoption of Proposed 2025 Operating and Capital/Special Projects Budget

6. Adjournment

The Public Meeting was adjourned at 12:18 p.m.

Reconvene into Regular Meeting

Resolution No. 2025-153

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone reconvene into the Regular meeting at 12:18 p.m.

Carried

Matters Arising from Public Meeting

Resolution No. 2025-154

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 6.1 Staff Report FIN-2025-08
Adoption of Proposed 2025 Operating and Capital/Special Projects Budget

THAT The Council of the Municipality of Whitestone hereby receives report FIN-2025-08 Adoption of Proposed 2025 Operating and Capital/Special Project Budget for information; and

THAT the Council of the Municipality of Whitestone, with changes recommended from Council and staff at and following the April 15, 2025 meeting, hereby adopts the Proposed 2025 Operating and Capital/Special Project Budget as presented; and

THAT the Council of the Municipality of Whitestone does hereby request that the CAO/Clerk present a By-Law to adopt the estimates of all sums required during the year and to adopt the rates of taxation for the 2025 year.

Recorded Vote Requested by Councillor Lamb

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

Carried

Recess 12:48 to 1:30 p.m.

New Public Works Manager Mike Huggins was introduced.

Resolution No.155

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT the Council of the Municipality of Whitestone hereby increases the maximum amount of an individual Councillor's health spending amount for 2025 to \$4500.00.

Carried

7. Consent Agenda

Resolution No. 2025-156

Moved by: Councillor Woods

Seconded by: Councillor Lamb

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes – April 15, 2025
- 7.2 Council Committee and Board Minutes
 - 7.2.1 Parry Sound Area Planning Board – March 24, 2025
 - 7.2.2 District of Parry Sound West (Belvedere Heights) Board of Management – April 24, 2025
 - 7.2.3 North Bay Parry Sound District Health Unit
 - 7.2.3.1 Board of Health Minutes – February 26, 2025
 - 7.2.3.2 Finance and Property Committee Minutes – February 26, 2025
 - 7.2.3.3 Personnel Policy, Employee/Labour Relations Committee Minutes – November 27, 2024
 - 7.2.4 Cemetery Board Meeting Minutes October 10, 2024
- 7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes – April 15, 2025; and

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

- 7.2 Council Committee and Board Minutes
 - 7.2.1 Parry Sound Area Planning Board – March 24, 2025
 - 7.2.2 District of Parry Sound West (Belvedere Heights) Board of Management – April 24, 2025
 - 7.2.3 North Bay Parry Sound District Health Unit
 - 7.2.3.1 Board of Health Minutes – February 26, 2025

7.2.3.2 Finance and Property Committee Minutes – February 26, 2025

7.2.3.3 Personnel Policy, Employee/Labour Relations Committee Minutes
– November 27, 2024

7.2.4 Cemetery Board Meeting Minutes October 10, 2024

7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

Carried

Matters Arising from Consent Agenda:

Resolution No. 2025-157

Moved by: Councillor Woods

Seconded by: Councillor Bray

7.2.4 Whitestone Cemetery Board Meeting Minutes of October 10, 2024

THAT the Council of the Municipality of Whitestone approves the Cemetery Board recommendation that the Cemetery Fee structure be revised to align with Provincial updates.

Carried

8. Accounts Payable

Resolution No. 2025-158

Moved by: Councillor Lamb

Seconded by: Councillor Woods

8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$283,976.72 for the period ending April 30, 2025.

Carried

9. Staff Reports

Resolution No. 2025-159

Moved by: Councillor Woods

Seconded by: Councillor Lamb

9.1 Report PLN-2025-02
Planning Services 2025, Q1

THAT the Council of the Municipality of Whitestone receives for information Report PLN-2025-02 (Planning Services 2025, Q1).

Carried

Resolution No. 2025-160

Moved by: Councillor Woods

Seconded by: Councillor Lamb

- 9.2 Report FIN-2025-09
Approval of Final 2024 Asset Management Plan

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-09 Approval of Final 2024 Asset Management Plan; and

THAT Council endorse the findings from the update of the Municipality's Asset Management Plan, for all core and non-core assets assessed at current levels of service, prepared in accordance with Ontario Regulation 588/17; and

THAT Council direct staff to submit the 2024 Asset Management Plan to the Ministry of Infrastructure and make the document publicly available on the Municipality's website.

Carried

Resolution No. 2025-161

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 9.3 Staff Report FIN-2025-10
Grant Management Services

THAT the Council of the Municipality of Whitestone approves the Municipality to enter into an agreement with GrantMatch Corp. for the provision of grant management and application services for a term of two (2) years, with automatic annual renewals thereafter, unless otherwise terminated by either party; and

THAT municipal staff must obtain prior Council approval before GrantMatch Corp. proceeds with the preparation and submission of individual grant applications on the Municipality's behalf; and

THAT Council authorizes the Treasurer/Tax Collector to execute the agreement with GrantMatch Corp. on behalf of the Municipality.

Deferred

Resolution No. 2025-162

Moved by: Councillor Lamb

Seconded by: Councillor Woods

- 9.4 Report FIN-2025-11
Updates to Tax Collection Policy

THAT the Council of the Municipality of Whitestone receives report FIN-2025-11 Updates to Tax Collection Policy for information; and

THAT the Council of the Municipality of Whitestone does hereby approve the amended Tax Collection Policy.

Deferred

Resolution No. 2025-163

Moved by: Councillor

Seconded by: Councillor

- 9.5 Report FIN-2025-12
Tax Arrears Update

THAT the Council of the Municipality of Whitestone receives report FIN-2025-12 Tax Arrears Update for information; and

THAT staff continue to update Council with annual Tax Arrears Updates in accordance with the Municipality's Tax Collection Policy

This matter was not considered and was deferred to the next meeting.

10. By-laws

Resolution No. 2025-164

Moved by: Councillor Woods

Seconded by: Councillor Bray

- 10.1 **THAT** By-law No. 20-2025, being a By-law to authorize entering into an agreement between the Municipality of Whitestone and Cogeco Connexion Inc, for the transfer of ownership of the Shelter located at 2130 Hwy 124, is hereby passed this 20th day of May, 2025.

Amendment proposed by Councillor Nash:

Resolution No. 2025-165

Moved by: Councillor Nash

Seconded by: Councillor Lamb

THAT transfer of the "tower" is added to the agreement along with the transfer of the structure; and

THAT until such time as Council determines the use of the structure it is not to be relocated or repurposed.

Recorded vote requested by Councillor Nash

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

Carried

Resolution No. 2025-164 as amended

Moved by: Councillor Woods

Seconded by: Councillor Bray

- 10.1 **THAT** By-law No. 20-2025, being a By-law to authorize entering into an agreement between the Municipality of Whitestone and Cogeco Connexion Inc, for the transfer of ownership of the Shelter located at 2130 Hwy 124, is hereby passed this 20th day of May, 2025; and

THAT transfer of the “tower” is added to the agreement along with the transfer of the structure; and

THAT until such time as Council determines the use of the structure it is not to be relocated or repurposed.

Recorded vote requested by Mayor Comrie

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

Carried

Resolution No. 2025-166

Moved by: Councillor Woods

Seconded by: Councillor Bray

- 10.2 **THAT** By-law No. 21-2025, being a By-law to adopt the estimates of all sums required during the year and to adopt the rates of taxation for year 2025, is hereby passed this 20th day of May, 2025.

Recorded vote requested by Councillor Nash

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

Carried

Resolution No. 2025-167

Moved by: Councillor Lamb

Seconded by: Councillor Woods

- 10.3 **THAT** By-law No. 22-2025, being a By-law to authorize the execution of an Agreement for a By-Law Enforcement Officer for The Corporation of the Municipality of Whitestone and to appoint a By-Law Enforcement Officer for the Corporation of the Municipality of Whitestone, is hereby passed this 20th day of May, 2025.

Carried

Resolution No. 2025-168

Moved by: Councillor

Seconded by: Councillor

- 10.4 **THAT** By-law No. 23-2025, being a By-law to provide for the establishment of a Tax Collection Policy and to repeal By-law 39-2024, is hereby passed this 20th day of May, 2025.

This matter was not considered and was deferred to a later meeting.

11. Business Matters

Resolution No. 2025-169

Moved by: Councillor Woods

Seconded by: Councillor Nash

- 11.1 Proclamation of June 2025 as Seniors Month

WHEREAS, Seniors' Month is an annual nation-wide celebration; and

WHEREAS, Seniors have contributed and continue to contribute immensely to the life and vibrancy of the Whitestone community; and

WHEREAS, Seniors continue to serve as leaders, mentors, volunteers, and important and active members of this community; and

WHEREAS, their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

WHEREAS, the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

WHEREAS, the knowledge and experience seniors pass on to us continues to benefit all;

NOW THEREFORE BE IT RESOLVED THAT I, Mayor George Comrie, on behalf of Whitestone Council, do hereby proclaim the month of June 2025 as 'Seniors' Month' in the Municipality of Whitestone and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Carried

Resolution No. 2025-170

Moved by: Councillor Woods

Seconded by: Councillor Nash

11.2 Mayor's Monarch Pledge

WHEREAS the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of people; and

WHEREAS both the western and eastern monarch populations have seen significant declines with less than one percent of the western monarch population remaining, while the eastern population has fallen by as much as ninety percent; and

WHEREAS the Municipality of Whitestone recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife; and

WHEREAS cities, towns and rural areas play a critical role in helping to save the monarch butterfly, and the Municipality of Whitestone is eager to participate in the National Wildlife Federation's Mayors' Monarch Pledge; and

WHEREAS, every resident of the Municipality of Whitestone can make a difference for the monarch by preserving and planting native and nectar plants to provide habitat for the monarch and pollinators;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Whitestone, does hereby proclaim The Monarch Pledge in the Municipality of Whitestone, and encourages all residents to participate in monarch butterfly conservation.

Carried

12. Correspondence

Resolution No. 2025-171

Moved by: Councillor Lamb

Seconded by: Councillor Woods

WHEREAS the Council of the Municipality of Whitestone has reviewed the Correspondence Items as listed on page 7 of the May 20, 2025 Council Meeting agenda,

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

- none -

Carried

13. Councillor Items

Councillor Bray

- Reminder that a FONOM representative is assigned to our district and we should ensure that relevant materials and suggestions are forwarded to them.
- Georgian Bay Biosphere Climate Action Forum is scheduled for June 12 from 1:00 PM to 6:00 PM. This free event includes a trade show featuring climate initiatives firsthand.
- Camping on Crown Land: If a meeting on this topic is planned, it has been requested that fire services be included in the discussions.

Councillor Lamb

- FONOM update: overall found interesting but in many cases not tremendously relevant to Whitestone; more directed to people north of here. Recommended staff to note how is AI going to affect this municipality and what are our opportunities to positively use it within the municipality. Bear Pit was interesting with several ministers having to do with transportation; new train from Cochrane to Union Station; Ring of Fire mineral extraction; ROMA conference is better suited to our community than FONOM

Councillor Nash

- Two flagpoles have been successfully installed at the Ardbeg firehall.
- Bunny Trail has been cleared off the road. Councillor Nash and the community express their gratitude to the works department for their efforts.
- WESC is currently evaluating the placement of bear-proof garbage cans at boat launch sites.
- Inquiry raised regarding the installation of the audio system at the Community Centre.

Councillor Woods

- A resolution was previously passed to create a Council calendar of events, allowing Councillors to indicate when they will be attending specific events.
- The municipal website should provide boat launch information—users could click on a launch location to see which boat sizes are suitable for that site.
- Regarding last year's Clear Lake delegation, there are actionable steps that can be taken, but further discussion within Council is needed. Signage at problem areas remains an important consideration.

Mayor Comrie

The Mayor and CAO met with Graydon Smith to discuss several key topics:

- His new Cabinet role as Associate Minister of Municipal Affairs and Housing—clarification was sought on his specific mandate and assigned files.
- Provincial expectations for Whitestone regarding housing mandates.
- Proposed changes to codes of conduct, integrity commissioners, and related policies. A bill addressing these issues was introduced last fall but did not proceed due to the election; it is expected to be reintroduced soon.
- Issues related to undesirable camping in areas such as Clear Lake and Black Lake. Graydon's assistant is to arrange a meeting with OPP and MNR to explore possible short-term solutions.
- Economic development opportunities in West Parry Sound.
- Ongoing discussions surrounding the Parry Sound Megaschool controversy.

14. Questions from the Public – none

15. Closed Session

Moved into Closed Session

Resolution No. 2025-172

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT this meeting be adjourned into a Closed Session meeting at 4:28 p.m. for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday April 15, 2025
- 15.2 Senior of the Year 2025
- 15.3 Personal matters about an identifiable individual, including municipal or local board employees pursuant to Ontario Municipal Act, Section 239(2)(b)
 - 15.3.1 Resignation from the Whitestone Environmental Stewardship Committee
 - 15.3.2 Volunteer Application to the Whitestone Recreation Committee
 - 15.3.3 Volunteer Application to the Maple Island Thrift Shop Committee
 - 15.3.4 Volunteer Application to the Maple Island Thrift Shop Committee
 - 15.3.5 Volunteer Application to Whitestone Fire Rescue Services
- 15.4 The security of the property of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(a)
 - 15.4.1 Report CLOSED-2025-04 – Consideration of follow-up Cybersecurity report, CAO/Clerk Black
 - 15.4.2 Cybersecurity Review Key Recommendations, My-Tech Information Technology
- 15.5 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239(2) (f)
 - 15.5.1 Short Term Rental Policy - Memorandum from Paula Macri, Planning Assistant
 - 15.5.2 West Parry Sound Recreation and Cultural Centre
 - verbal update from CAO/Clerk Black

Carried

RECESS 4:30 p.m.

RECORDING PAUSED

Curfew taken at 5:50 p.m.

Resolution No. 2025-173

Moved by: Councillor Lamb

Seconded by: Councillor Woods

WHEREAS Section 6.5.2 Daytime meetings (commencing prior to 4:00 p.m.) of the Municipality of Whitestone Procedural By-law No. 80-2023, being a By-law to establish protocols governing the proceedings of Council, Committee and Boards of the Corporation of the Municipality of Whitestone, states:

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone hereby continues the May 20, 2025 Regular Council Meeting past the allotted time of seven (7.0) hours at 5:45 p.m. and continues for an additional 0.5 hour(s).

Carried

Reconvene into Regular Meeting

Resolution No. 2025-174

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT this meeting be reconvened to a Regular Meeting at 6:00 p.m.

Carried

RECORDING TO BE RESUMED

Matters arising from Closed Session

Resolution No. 2025-175

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday April 15, 2025

THAT the Council of the Municipality of Whitestone hereby approves the Regular Closed Session Council meeting minutes of Tuesday April 15, 2025.

Carried

- 15.2 This matter was addressed and a motion adopted in Closed Session

Resolution No. 2025-176

Moved by: Councillor Woods

Seconded by: Councillor Lamb

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

- 15.3.1 Resignation from the Whitestone Environmental Stewardship Committee

THAT the Council of the Municipality of Whitestone accepts the resignation of Andrew Byrne from the Whitestone Environmental Stewardship

Carried

Resolution No. 2025-177

Moved by: Councillor Woods

Seconded by: Councillor Lamb

15.3.2 Volunteer Application to the Whitestone Recreation Committee

THAT the Council of the Municipality of Whitestone appoints Janice Scott to the Whitestone Recreation Committee.

Carried

Resolution No. 2025-178

Moved by: Councillor Lamb

Seconded by: Councillor Woods

15.3.3 Volunteer Application to the Maple Island Thrift Shop Committee

THAT the Council of the Municipality of Whitestone appoints Gay Tilson to the Maple Island Thrift Shop Committee.

Carried

Resolution No. 2025-179

Moved by: Councillor Woods

Seconded by: Councillor Bray

15.3.4 Volunteer Application to the Maple Island Thrift Shop Committee

THAT the Council of the Municipality of Whitestone appoints Lisa Merritt Reickermann to the Maple Island Thrift Shop Committee.

Carried

Resolution No. 2025-180

Moved by: Councillor Lamb

Seconded by: Councillor Bray

15.3.5 Volunteer Application to Whitestone Fire Rescue Services

THAT the Council of the Municipality of Whitestone appoints George Joyce as a probationary Firefighter / First Rescuer.

Carried

Resolution No. 2025-181

Moved by: Councillor Lamb

Seconded by: Councillor Bray

- 15.4 The security of the property of the municipality or local board pursuant to Ontario Municipal Act, Section 239(2)(a)

THAT the Council of the Municipality of Whitestone receive reports CLOSED-2025-04 Cybersecurity and Key Recommendations from My-Tech Information Technology for information.

Carried

Resolution No. 2025-182

Moved by: Councillor Bray

Seconded by: Councillor Woods

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

THAT the Council of the Municipality of Whitestone receive the memorandum from Paula Macri, Planning Assistant, regarding the legal review of the proposed Short Term Rental Units By-law; and

THAT staff proceeds to implement changes to the Short Term Rental By-law and bring a new draft to Council at a future meeting.

Carried

16. Confirming By-law

Resolution No. 2025-183

Moved by: Councillor Woods

Seconded by: Councillor Bray

THAT By-law No. 24-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on May 20, 2025 is hereby enacted this 20th day of May, 2025.

Carried

Resolution No. 2025-184

Moved by: Councillor Bray

Seconded by: Councillor Woods

17. Adjournment

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 6:06 p.m. until the Regular Council Meeting of Tuesday June 17, 2025 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Nigel Black

CAO / Clerk

DRAFT



7.2.1

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DRAFT Minutes of the Whitestone Environmental Stewardship Committee (WESC)
Monday, May 12, 2025, at 7:00 p.m.

By Zoom Video Conferencing

Present: Ed Bennett Jr.
Jo-Anne Boyle
Andrew Byrne
Kathy Deuchars
Agnes McNamara
Brad Parkes
Councillor Scott Nash, Chair
Councillor Brian Woods

Staff: Deputy Clerk, Wendy Schroeder (Recording Secretary)

Regrets: Dennis Morrison
Will Roberts

Guests: None

.....
1. **Roll Call and Call to Order** 7:02 p.m.

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

3. **Approval of the Agenda**

Resolution No. 2025-08WESC
Moved by: Kathy Deuchars
Seconded by: Agnes McNamara

WHEREAS the members of the Environmental Stewardship Committee have been presented with the Agenda for the May 12, 2025 meeting;

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

Carried

4. **Approval of Minutes**

Resolution No. 2025-09WESC
Moved by: Kathy Deuchars
Seconded by: Agnes McNamara

WHEREAS the members of the Environmental Stewardship Committee have been presented with the Minutes from the March 10, 2025 WESC meeting,

BE IT RESOLVED THAT the Minutes of the Whitestone Environmental Stewardship Committee dated March 10, 2025, be approved.

Carried

5. Presentations – none

6. Reports / Correspondence – None

7. Discussion

7.1 Monarch Pledge 2025 (Jo-Anne Request)

Three Commitments undertaken by the Municipality this year:

- planting pollinator garden at the Ardbeg Firehall with corresponding signage
- information presented at the Fall Fair
- invasive species education

7.2 Invasive Species Grant Update – (Kathy / Joanne Request)

- June 14 presentation by Georgian Bay Biosphere
- Signs to be installed at lake access points: Indian Narrows; Whitestone Lake at Farley's Road; launch at Chur-Lee Road (private but could ask for permission)

7.3 Pollinator Garden – Ardbeg Firehall– (Update Councillor Nash)

- to be planted in early June; Jo-Anne and Councillor Nash to determine appropriate plants
- budget of \$1,000

7.4 Septic Re-inspection – (Agnes Request)

- presentation regarding working with North Bay Mattawa Conservation Association to improve septic health in the municipality

7.5 CN Vegetation Program– General Discussion on Location Request (See Highlight in Letter) – (Councillor Nash)

- as spraying can be harmful to the environment the Committee advises that we not ask CN to spray any invasive species in the Municipality

7.6 Benthic Monitoring Lakes – (Brad Request)

- it was noted that monitoring is not in the 2025 budget
- see if the planners will address monitoring in the Official Plan

8. Unfinished Business

- 8.1 E-newsletter submissions – reminder that if anyone has any items to add to the e-newsletter to send them to Councillors Nash or Woods**

9. Announcements

- 9.1 Andrew Byrne has resigned from the Committee
- 9.2 Environmental News from Council (Councillors Woods and Nash) – none
- 9.3 Items for next meeting (General Discussion)
 - Kathy would like to discuss making a presentation to Council
 - preparation for the Fall Fair
- 9.4 Next Meeting June 9 2025 at 7:00 p.m.

10. Adjournment

Resolution No. 2025-10WESC
Moved by: Agnes McNamara
Seconded by: Kathy Deuchars

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this Meeting be adjourned at 8:30 p.m. until the regular meeting of June 9, 2025, at 7:00 p.m. or at the call of the chair.

Carried

Chair Scott Nash

Chair

Deputy Clerk Wendy Schroeder

Recording Secretary

Parry Sound Area Planning Board

Meeting Minutes

Monday April 28, 2025 6:30 p.m. Zoom Electronic Web Meeting

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

Regrets: JJ Blower, 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

1.4. Minutes and Matters Arising From Minutes

2. Adoption of Minutes

Kathy Hamer indicated that she should be show as re-entering the meeting after the Lea file

Patrick Christie commented that the minutes would be corrected.

Resolution: 2025-

Moved By: David Moore

Seconded By: Lisa Cook

That the minutes of a meeting held March 24, 2025 be adopted.

“Carried”

3. B38/2022 (McD) – Mansoorifar

Resolution: 2025-

Moved By: Kathy Hamer

Seconded By: Morley Haskim

Kathleen Hall, a neighbour, indicated that she had no issue with the lots being created, but that the lots to be created are in a low lying area and they have seen the area flood on at least 3 occasions. She also indicated that there is a turtle population, and the biosphere had been called to deal with a disturbed nest that had been dug out by a skunk. She asked about driveways for proposed severed lots 2 and 3. Concerned about flooding their lot because of new driveways. She indicated that with her walking of the road lot #3 would be on the hill down from the landfill. Concerns about cars not stopping for the school bus.

Patrick Christie indicated that public works would look at access and drainage will be part of this assessment. He also indicated that because the lots are so large, driveway or culvert locations could be adjusted accordingly.

Kathy Hamer commented that the file should be delayed until public works can look at the property. public works did not have comment initially when this was brought to council.

Patrick Christie commented that there was a phase 1 environmental done but that he was not sure if it addresses driveways. If it would make the board satisfied it could be deferred until public works does their thing.

Joe Lamb asked Kathy Hamer if the file had been through council. Kathy indicated yes and that all of the department heads had a chance to review it. Public works had no comments at that time but that in all fairness, Mrs. Hall would be much more familiar with that specific location.

Joe Lamb aid that Mrs. Hall could go to the municipal office and express concerns.

David Moore reminded that a separate motion was not necessary and that the mover and seconder needed to agree to defer.

That application B38/2022(McD) 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 three (3) new rural lots at #199 McDougall Road in the Municipality of McDougall as applied for by Fatemeh Mansoorifar in application No. B38/2022(McD) 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.

Municipal Compliance Letter Requirements

1. That the applicant applies for and obtains a Zoning by-law Amendment to, among other matters;

- a. Rezone the new rural lots from Waterfront Residential Four (WF4) zone to Rural (RU) Zone with an exception;
- b. Include an exception for severed lot 2 and severed lot 3 to increase the front yard setback to prohibit habitable buildings within 300m from the aggregate operation on adjacent lands.

2. That the applicant enters into a 51(26) Consent agreement to include;

- a. The necessary conditions related to well water parameters and mitigation measures in response to the land use compatibility assessments, including but not limited to allowing the Municipality to

continue to sample any water supply wells installed on the severed lands.

- b. Significant, healthy tree vegetation shall be maintained within the 300m setback area, save and except for the necessary clearing for an access road and or non-habitable buildings and structures, amongst other matters.
 - c. That all purchase/tenant agreements for the lots include a noise and vibration warning clause highlighting the presence of the quarry operation on the adjacent lands
- 3. That the applicant conveys to the Municipality any portion of McDougall Road along the severed and retained lands, 10 metres from the centre line of the travelled road;
 - 4. That the applicant completes and closes permit number MD-2023-23, for the demolition of an existing barn on severed lot one (1);
 - 5. Approval of driveway location(s) for the proposed severed lots to the satisfaction of the Municipality's Public Works Department;
 - 6. Payment of a fee in lieu of Parkland in accordance with the Municipality's fee By-Law;
 - 7. That all municipal taxes be paid to the Municipality of McDougall;
 - 8. Acquiring adequate 911 addressing; and
 - 9. Payment of any applicable planning fees.

4. B30 2024(C) – Korte

Resolution: 2025-

Moved By: Lisa Cook

Seconded By: Kathy Hamer

That application B30/2024(C) be re-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 at 7 Sunny Shore Road, with frontage on Carling Bay Road East in the Township of Carling as applied for by Monika Korte in application No. B30/2024(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) The Owner/Applicant should obtain confirmation from the North Bay Mattawa Conservation Authority that an initial and reserve Class IV sewage system can be accommodated on the proposed Severed Lot as a condition to the granting of any provisional consent.
- 2) That the applicant/Owner enter into a Development Agreement with the Township of Carling to recognize the private access arrangement and to indemnify the Township for any use or maintenance of the private access, and additionally to prescribe minimum private road and driveway construction standards;
- 3) That the new lot receive adequate 911 addressing
- 4) Payment of any applicable planning fees.

“Carried”

5. B04 2025 (W) - Skeba

Resolution: 2025-

Moved By: David Moore

Seconded By: Morley Haskim

Joe Lamb commented that there was a letter from Mrs. Stanley regarding notification Patrick Christie indicated that when the original consent was approved in 2022 there were property owners that did not get notice. He indicated that he is legislated to give notice to owners within 60 metres based on the MPAC assessment roll and so when this consent configuration came forward, some owners indicated that they did not get notice, so this time he e-mailed notice to some abutting neighbours and to Tina Stanley who is the head of the Green Lane Road association and also notice was sent to the Lorimer Lake Association.

Kathy Hamer asked how many lots were created on Lorimer Lake and that she believed that there was an agreement between Whitestone and McDougall.

Patrick Christie indicated that he did not believe it was in force anymore.

Kathy Hamer said that she heard of this when she first joined council.

Joe Lamb asked if only the back lot was being created.

Patrick Christie said that the reconfiguration would not result in a new waterfront lot, only the backlot.

David Moore asked if the lot additions would be rezoned to waterfront.

Patrick Christie indicated that the zoning needs to be corrected so that there is no split zoning. Any lot with water frontage would be rezoned to waterfront.

Ilona Skeba commented that members understood that the lot was around the main cottage and that only the backlot was being created.

That application B04/2025(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 of one (1) new waterfront lot, one (1) rural backlot and a lot addition at #300 Green Lane and fronting on Lorimer Lake in the Municipality of Whitestone as applied for by Ilona Skeba in Application No. B04/2025(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

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 Requirements

1) That the applicants enter into a Section 51(26) Consent Agreement with the Municipality of Whitestone to be registered on title, to include:

- a) the implementation of the septic system design measures set out in the Hutchison Environmental Sciences Report dated August 31, 2022 to ensure the retention of phosphorous;
- b) recognition of the private access road for the new lots and to indemnify the Municipality for any responsibility or liability for the access or maintenance;

2) That the newly created backlot be rezoned from the Waterfront Residential 1-Limited Services (WF1-LS) to the Rural-Limited Services (RU-LS) zones;

3) That the new lot(s) receive 911 addressing from the Municipality;

4) That payment of all Municipal planning consultant fees and all other fees associated with the processing of this application be paid.

“Carried”

6. Closed

7. Reports & Enquiries

7.1. Enquiries

7.2. Accounts Payable

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

That the accounts for March 2025 be paid in the amount of **\$14,761.22**

“Carried”

7.3. Accounts

7.4. Administration

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

Patrick Christie indicated that the insurance was slightly less than last year because the board requires two members to sign cheques.

David Moore asked if the 2 million for directors and offices was per claim or total claims.

Pam Wing asked what is included in property number of \$181,000

Patrick Christie said that he believed it was office equipment. He indicated that he would get clarification of what is covered.

- a) That the board approves the insurance payment to MIS Insurance in the amount of **\$3,197.80**

“Deferred”

Rent Increase due to common cost

- b) The rent for 1 Mall Drive, Unit #2 has had its yearly increase due to common cost.

Pam Wing asked about Patrick’s attendance at Whitestone Council.

Patrick Christie indicated that it was one of his responsibilities as S/T, that he does not attend all council meetings as McDougall has staff and he reviews their reports beforehand but that he is invited to Whitestone and McKellar Councils.

Pam Wing commented that council is not to see these things first because “that is the way it is supposed to go”. She asked if we are paying for that and, if so, why.

Patrick Christie argued the point stating that it has always been that way and the Carling is the only municipality where the matters do not go to council first.

Pam wing said that someone might look into that because their planner aid that is not the way it is supposed to work.

Joe Lamb asked how you would come up with municipal comments if it does not come to council first. Patrick does and John Jackson has for the last 19 years to deal with planning matters and presents the case and council is the commenting agency.

Patrick Christie indicated that McDougall's planning reports go to council.

8. Adjournment

Resolution: 2025-

Moved By: Kathy Hamer

Seconded By: Pam Wing

That we do now adjourn at 7:13 pm.

"Carried"

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, March 26, 2025
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair
Debbie Zulak

Director Regrets:

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 9:08 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 Approval of Agenda:

#BH-21/25

Moved by C. Ward, seconded by D. Zulak that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

5.0 Voice of the Resident – K. Johnson presented.

The discussion focused on the results of the resident satisfaction survey and the Quality Improvement Plan (QIP). The survey saw increased participation, rising from 41.5% to 55.4%, and revealed improvements in key areas, including a higher percentage of residents feeling heard (91%, up from 86%) and a reduction in feelings of boredom, helplessness, and loneliness.

Key areas for improvement include meal services, staff training, and communication, particularly with non-native English-speaking staff. A decline in residents feeling safe to express concerns (from 95% to 87.5%) was noted as a concern.

The QIP for 2025 will focus on enhancing the dining experience, falls prevention, quality of care, and staff education. Initiatives include upgrading dining furniture, reducing clutter, integrating person-centered dining programs, and improving communication strategies. Dementia care and medication safety will also be prioritized, with an emphasis on reducing reliance on psychotropic medications and enhancing training for staff.

Additional improvements include physical space upgrades, creating sensory experiences for residents, and enhancing training on resident rights and dementia care. A stronger focus will also be placed on using person-centered language in communication.

#BH-22/25

Moved by J. Beleskey, seconded by D. Carmichael that the 2025 Quality Improvement Plan be approved and submitted to the Ministry of Long-Term Care.

Carried.

6.0 Approval of Minutes:

#BH-23/25

Moved by D. Zulak, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meetings held February 26, 2025, be approved.

Carried.

7.0 Matters Arising:

7.1 IT Proposals

Two IT service proposals were considered—one from Dan Hildebrant's company (My-Tech) and another from Near North Business Machines. To make an informed decision, a \$4,400 assessment was approved to evaluate the organization's current IT infrastructure. The assessment is still in progress, with a two-week traffic study recently completed.

Near North Business Machines has been contracted for the Microsoft migration, with an initial cost of \$12,000. However, additional hardware and materials could push the total cost up to approximately \$49,000. The board's approval was required for the migration but not for the ongoing annual Microsoft licensing fee, which is approximately \$36,000—down from the previous \$75,000 cost under the WPSHC.

There were concerns about the assessment's timeline and cost, as it was initially estimated to take six to eight weeks but was completed in a few days. However, it was clarified that the process included a two-week network traffic study and required significant on-site labor.

The final IT service provider selection is still pending, as Near North's full infrastructure quote has yet to be received. The board will review and approve the total costs once all necessary information is available.

IT Assessment & Equipment Evaluation

- It was agreed to conduct an IT assessment for \$4,400 to determine current equipment status and transition needs.
- The assessment aimed to clarify existing hardware, its condition, and necessary upgrades.
- The report from this assessment is still pending.

Near North Business Machines Engagement

- Near North was hired for the Microsoft migration and initial IT setup.

- Two components were approved:
 - \$4,400 for the IT assessment.
 - \$12,000 for migration services.
- Further costs may arise depending on hidden system issues.

Microsoft Migration & Licensing Costs

- Migration must be completed by the end of March.
- The initial migration cost was \$12,000, with additional hardware costs bringing the total project estimate to \$49,000.
- The annual Microsoft license cost will be approximately \$36,990, reduced from \$75,000 (previously paid to the health center).
- Near North leveraged the organization's charitable status to secure a reduced rate.

Board Approvals & Budget Considerations

- The \$4,400 assessment was approved without needing board approval.
- The board approval for the Microsoft migration will be sought in the future.
- Additional expenses will be reviewed and clarified before finalizing total costs.

Assessment Timeframe & Cost Justification

- The assessment, initially estimated at 6–8 weeks, was completed in two days due to Near North prioritizing the project.
- A two-week network traffic study was also required for a full evaluation.
- Despite the shorter time frame, the \$4,400 cost was justified based on labor and analysis provided.

Next Steps

- Awaiting a final detailed quote from Near North for full IT infrastructure setup.
- Clarification needed on total Microsoft migration costs and ongoing licensing fees.
- A final decision on the long-term IT service provider will be made after receiving all quotes and assessments.

7.2 Sutherland Human Resources Consulting Contract

A Discussion on the human resources contract with Sutherland took place.

Overview

- Sutherland has provided a contract outlining available HR services.
- The rate is \$150/hour, lower than the \$160/hour currently paid to WPSHC.
- The contract is flexible, with services provided as needed.
- It is intended as a temporary solution during the transition period.

Key Points Raised

1. Lack of Competitive Quotes
 - A concern was raised about only consulting Sutherland instead of obtaining multiple quotes.
 - It was clarified that other providers were not found, and Sutherland was referred by other organizations.
2. Budget Control & Cost Monitoring
 - Concern about the absence of a cap on costs.
 - Suggested that the administrator track usage and report to the board monthly or quarterly.
 - Proposal to cap services at two days per month, with Sutherland required to notify the administrator if approaching this limit.
3. Administrator's Role in Managing HR Services
 - The administrator should oversee contact with Sutherland to prevent excessive or unnecessary consultations.
 - Clear protocols should be established regarding who is authorized to contact Sutherland.

#BH-24/25

Moved by G. Finnson, seconded by D. Zulak that the Board of Management approves the Sutherland Human resource consulting contract dated February 28, 2025, at an hourly rate of \$150 per hour with a condition that Sutherland notifies the administrator when the two-day monthly limit is reached.
Carried.

7.3 Cassellholme Financial Consulting Proposal

Proposal Overview

- Cassellholme will provide financial consulting services as outlined in Schedule 1.
- The maximum rate is \$150 per hour.
- There is no spending cap currently set, as the exact needs are unclear.
- The contract is flexible and will be used as needed.

Key Concerns & Discussions

1. Spending Cap & Cost Control

- Concern: There is no cap on spending, which raises concerns about cost management.
- Response:
 - The estimated time required is 5-10 hours per month.
 - A cap of 10 hours per month was suggested as an option.
 - The administrator will monitor usage and report costs.

2. Contract Timing & Purpose

- Concern: The contract is dated March 26, but the existing management contract runs until the end of May.
- Response:
 - This agreement is for consulting support, separate from the management contract.
 - The contract takes effect now but does not need to be used immediately.
 - It is meant to support the transition and provide financial guidance.

3. Scope of Work & Additional Services

- Question: How does this contract relate to the previous \$14,000 proposal from Cassellholme to develop financial reporting software?
- Response:
 - The software project is a separate initiative.
 - This contract focuses on financial consulting, but Cassellholme may assist with software reporting if needed.
 - Additional support, such as new build financial planning, could be contracted at the same \$150/hour rate.

4. Formalizing the Relationship

- Concern: Previously, financial advice was given informally, often at no cost. Now, every interaction will be billable.
- Response:
 - The relationship is now a formal consulting agreement.
 - The board must be mindful of costs and treat it similarly to legal or HR services.
 - Some informal support may still be available, but all formal work will be billed.

5. Procurement Process & Competitive Quotes

- Concern: No competitive quotes were obtained, which may be outside standard procurement practices.
- Response:
 - The Board is comfortable with Cassellholme's services and experience.
 - WPSHC was previously paid \$160 per hour, making Cassellholme a cost-effective alternative.
 - Some members acknowledged this approach deviates from usual procurement but felt it was justified given the transition period.

#B-25/25

Moved by C. Ward, seconded by D. Carmichael that the Board of Management approves the consulting agreement dated the 26th day of March 2025, between the Board of Management for the District of Parry Sound West and the Board of Management for the District of Nipissing East for financial consulting services as outlined in Schedule 1.

Carried.

7.4 ICIP Project Update

The ICIP program, under Infrastructure Canada's Investing in Canada Infrastructure Program (ICIP), funded an HVAC upgrade project with a \$365,000 grant.

- Progress: \$207,000 has been spent so far and will be reimbursed by the ministry.
- Delays: Equipment sourcing and ordering delays (about six weeks).
- Final Phase: Installation of humidifiers, requiring crane work as per RTP Mechanical's quote.
- Budget: The project is expected to come in \$30,000 under budget.
- Next Steps: No further approvals needed; this update is for information only.

The project is nearing completion with cost savings anticipated.

8.0 New Business

8.1 OHT Lead Agency Agreement

- Belvedere Heights Participation: Recognized as a voting member in the West Parry Sound Ontario Health Team (OHT).
- Lead Agency Agreement:
 - The West Parry Sound Health Centre (WPSHC) acts as the lead agency, signing contracts on behalf of the OHT.
 - This agreement protects WPSHC from financial/legal risk until a formal Collaboration Agreement is finalized.
 - All voting members, including Belvedere Heights, must sign the agreement if they want a vote.
- Collaboration Agreement:
 - Being drafted by Miller Thompson lawyers to govern the OHT.
 - Expected to replace the Lead Agency Agreement by September 30, 2025.
 - Without it, the OHT cannot make further decisions.
- Financial Risk & Protection:
 - If an OHT project goes over budget, partners may need to share the cost.
 - Some OHTs, like Nipissing Wellness OHT, have contingency funds to cover unexpected costs.
 - Members discussed including a contingency fund in the final Collaboration Agreement.
- Decision-Making Process:
 - OHTs aim for consensus-based decision-making.
 - However, if consensus cannot be reached, a vote is required.
 - The Ministry of Health mandates certain actions OHTs must take.

#BH-26/25

Moved by C. Ward, seconded by P. Borneman that the Belvedere Heights Board of Management sign the Lead Agency Agreement with the following deletion from the agreement: 3.2 or such later date.

#BH-27/25

Moved by P. Wing, seconded by G. Finnson that the motion #BH-26/25 be rescinded.

Carried.

#BH-28/25

Moved by G. Finnson, seconded by P. Borneman that the Belvedere Heights Board of Management sign the OHT Lead Agency agreement.

Carried.

8.2 LSAA Declaration of Compliance

Each year, Belvedere Heights signs an LSAA and a MSAA with the ministry, which are overarching contracts confirming our compliance with various outlined requirements. This specific declaration of compliance states that we have adhered to the provisions of the Connecting Care Act and any relevant compensation restraint legislation. Additionally, it confirms that any reports we submit are accurate and fully compliant with the terms of the agreement.

#BH-29/25

Moved by G. Finnson, seconded by C. Ward that on the recommendation of the Administrator, the Long-Term Care Home Service Accountability Agreement between Ontario Health and the HSP (Health Service Provider) effective April 1, 2023, as amended March 31, 2024 (the "Agreement") be approved for the Administrator's signature.

Carried.

Referred to the Administrator

9.0 Committee Reports

9.1 Finance Committee – March 24, 2025

#BH-30/25

Moved by D. Carmichael, seconded by C. Ward that on the recommendation of the Finance Committee, \$120K be allocated to the project cost and \$580K be allocated to the compliance fund from the \$700K returned by the owners be approved.

Carried.

#B-31/25

Moved by D. Carmichael, seconded by G. Finnson that on the recommendation of the Finance Committee, the 2025 Internal Operating Budget be approved.

Carried.

#B-32/25

Moved by D. Carmichael, seconded by D. Zulak that the minutes of the Finance Committee meeting held March 24, 2025, be received.

Carried.

9.2 Governance and Partnerships Committee – no meeting held.

10.0 Standing Items:

10.1 Redevelopment Update

Infrastructure Ontario

Progress is being made with Infrastructure Ontario to finalize agreements with three municipalities, with one completed, and Carling and McDougal in progress. The Administrator is addressing a final issue with insurance

documents. Once these are resolved and the two remaining financing agreements are signed, the project is set to move forward. The ministry has prepared documents for approval, expected soon, and everything must be submitted by Friday. Additionally, a planning grant approval has been received, and the next payment cycle will provide \$250,000. A summary of the new build has been shared with councils, and further distribution of this document is being arranged for transparency and clarity.

New Build Summary

The Board discussed a summary document highlighting Belvedere Heights' progress and current status, which was well-received and considered very helpful. There was agreement on distributing the document as a separate communication to municipalities. The summary was praised for bringing clarity. It was seen as a tool to reduce anxiety and foster understanding.

D. Carmichael will forward the document to Board members. Board members will forward to their municipalities for information.

10.2 Equity Diversity Inclusion – referenced earlier in the meeting under the Voice of the Resident regarding the QIP.

10.3 WPS OHT

J. Hanna thanked the Board for signing the Lead Agency Agreement.

11.0 Other Reports

11.1 Board Chair Report – no report.

11.2 Administrators Report – no report.

12.0 Correspondence:

12.1 Dr. Clarke's Retirement

Dr. Clark, who has been with Belvedere for over 30 years, is looking forward to a well-deserved retirement. He currently serves as both the medical director and attending physician. Dr. Frere, a former physician at the organization, will return as attending physician. Dr. Clark has expressed a desire to remain as medical director in the interim, with a potential NP stepping into the role in the future. Dr. Clark will stay on until September or October. In the meantime, Dr. Frere will oversee the medical care for residents in the Oak Home area. A retirement celebration will be planned after the summer. The Board acknowledged Dr. Clarke for his dedication and compassionate care he provided to Belvedere Heights residents over the past many years.

12.2 Whitestone Resolutions – received for information.

12.3 Planning Grant Approval – received for information.

13.0 In-Camera

#BH-33/25

Moved by C. Ward, seconded by J. Beleskey that the meeting move in-camera at 11:23 a.m.

Carried.

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, April 23, 2025
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair

Director Regrets: Debbie Zulak

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Vicki Fang, HUB International
Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 8:59 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 Approval of Agenda:

#BH-36/25

Moved by G. Finnson, seconded by J. Beleskey that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

5.0 HUB International – V. Fang

Cybersecurity Overview for Belvedere Heights:

- **Cyber Insurance Basics:**
Also known as cyber liability or security insurance, it protects businesses from cyber threats like social engineering, data breaches, and ransomware.

- Key Threats:
 - *Social Engineering*: Tricks users into providing personal info, e.g., fake gift card links.
 - *Data Breach*: Unauthorized access to sensitive personal data (e.g., SIN, emails).
 - *Ransomware*: Locks access to data until a ransom is paid.
- Current Coverage:
Belvedere Heights already has cyber coverage in place.
- Responding to Attacks:
 - Stay calm, act quickly.
 - Use antivirus software to scan/remove malicious content.
 - Disconnect internet and disable remote access during a suspected breach.
 - Report incidents to the insurance carrier or use the CFC mobile app for immediate support (response within 15 minutes).
- Common Claims:
 - *Theft of Funds*: Via hacked bank or transfer systems.
 - *Theft of Data*: Misuse of personal information.
- Prevention Tips:
 - Regular password updates (every 30–90 days), using strong passphrases.
 - Limit access to sensitive systems.
 - Use antivirus software to detect threats early.
 - Have an incident response plan in place.
- Final Note:
Many still underestimate the need for cyber insurance, but it's essential due to the widespread use of digital communication and cloud storage.

Current Cyber Insurance Policy Overview

- Provider: CFC Underwriting Limited
- Policy Term: Annual, from Feb 11, 2025 – Feb 11, 2026
- Coverage: Worldwide (includes incidents while traveling)
- Limit: \$1 million for most covered items
- Retroactive Coverage: Back to Feb 11, 2018 (e.g., a January 2021 incident can still be claimed)
- Retention Period: First 8 hours of a cyber event are not covered, assuming minor issues can be handled by the IT provider

Coverage Details

- Covers events like hacking, ransomware, IT provider failures (e.g., improper antivirus installation or missed updates), and financial/data theft
- Claims can be made if a third-party failure contributes to a breach
- Full list of covered scenarios provided in a slide deck to be shared

Upgrade Options Discussed

- Additional coverage options at \$3 million or \$5 million limits
- The \$1 million policy is considered minimal by current standards due to increasing claims from phishing and ransomware
- Recommendation: V. Feng suggests \$3 million as a comfortable middle-ground
- Cost for \$3 million limit: \$10,500 annually + \$250 policy fee
- Coverage types remain the same—only the financial limits change.

The Board requested the Administrator provide a recommendation moving forward.
Referred to K. Johnson

6.0 Voice of the Resident – K. Johnson presented on the Willow flooring project and Dementia Care Programming & Sensory Interventions

Willow Flooring Project Update

Project Highlights

- Completed in April, replacing old, dark, worn carpet with new vinyl flooring.
- Major transformation of the Willow Home area (ground floor), which was previously very dark.
- Received very positive feedback from residents, families, and staff — many noted a brighter, fresher atmosphere.

Impact on Staff and Residents

- Staff feel more energized and positive.
- Air feels fresher without the old carpeting.
- Residents enjoyed watching the process and love the new look.
- A former nursing desk area was removed, creating a new dance floor space for residents.

Project Challenges

- Took longer than expected due to difficulty removing old glued-down carpet and unlevel flooring, especially in the dining room.
- Required 56 bags of self-leveling concrete, sourced urgently from Barrie.
- Team worked long hours, starting at 5–6 a.m. and finishing by 8–9 p.m., to reduce disruption.

Temporary Adjustments

- Dining services were relocated temporarily (doorway dining, TV area, small dining room).
- Residents enjoyed the change, describing it as an "adventure" and even "al fresco dining."

Costs

- Project went \$10,000 over the original quote due to unanticipated flooring issues.
- The cost was deemed reasonable given materials, labor, and adjustments.

Maintenance & Safety

- New flooring is easier to clean, IPAC-compliant, and safer for mobility.
- Not slippery; features textured grip.
- Reduces effort for staff/residents using walkers, wheelchairs, or carts.

Dementia Care Programming

- A major 2024 priority is improving care for residents with dementia or cognitive impairment.

- Focus is on enhancing engagement, cognitive function, mood, and well-being through sensory-based activities.

Sensory Cart Initiative

- Marianne and the BSO (Behavioral Support Ontario) team acquired a \$6,000 fully funded sensory cart through an external proposal.
- Now in use (e.g., on the Willow Home area), offering activities like:
 - Textured objects for tactile engagement
 - Music-based stimulation
 - Other multi-sensory experiences

Benefits of Sensory Programming

- Stimulates neural pathways, potentially improving cognition and memory retention.
- Helps residents become more aware of their surroundings.
- Reduces isolation and loneliness by fostering engagement and socialization.
- Enhances overall mood and mental health.

Sensory Room Development

- A previously underused dental office was converted into a sensory room, complete with lights, music, and therapeutic activities.
- Residents and staff have given very positive feedback.

7.0 **Approval of Minutes:**

#BH-37/25

Moved by C. Ward, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meetings held March 26, 2025, be approved.

Carried.

8.0 **Matters Arising:**

8.1 Build Update

- Project is progressing well, and the team is in good spirits.
- Thanks to the efforts of Amber's team, Tracy, and Quinn Construction, there's been a \$96,000 reduction in the overall project cost.
- The construction model has shifted from construction management to a stipulated sum contract — meaning a fixed price for the build.
- This fixed price includes a \$1.3 million contingency:
 - If not used, most of the contingency funds will be returned, operating like a reverse change order.
 - This structure ensures better cost control and savings.
- The final estimate of cost has been completed and is being submitted to the Ministry this week.
 - This is the last major requirement for regulatory compliance.
 - No unexpected issues — the process has gone smoothly.

8.2 Fundraising for FF&E (Fixtures, Furniture, and Equipment)

FF&E is not funded by the ministry, so all costs must be covered independently.

- A budget of \$650,000 has been allocated:
 - \$550,000 for FF&E.
 - \$100,000 for Bell Connect (likely IT infrastructure).
- Procurement Status:
 - Kami has held meetings with three furniture companies for quotes, supported by Amber's schematics to ensure functional and aesthetic alignment.
 - One supplier is 100% Canadian-made, with a history of successful use in past projects.
 - Quotes for beds, mattresses, lifts, etc., are being sourced from existing, trusted suppliers for consistency and safety.
- Department Coordination:
 - Dietary equipment quotes are being coordinated by Melissa.
 - IT equipment quotes will come from Near North Business Machines.
- Cost Savings:
 - Some existing furniture in excellent condition (e.g., desks from CSS) will be reused, reducing the need for new purchases in the admin space.
- Outlook:
 - The team hopes to come in under budget, depending on final quotes and reuse opportunities.
 - Fundraising options are being explored to help offset the costs.

8.3 Groundbreaking Ceremony – May 9, 2025

Key Details:

- The ceremony is confirmed for May 9, with a tentative time of 1:00 PM to accommodate Ministry staff schedules (event will occur between 10 AM and 1 PM).
- The Minister of Long-Term Care will not attend, but MPP Graydon Smith and the parliamentary assistant will be present.
- The Minister's communications and operations directors are involved in planning.
- J. Hanna and Jess are coordinating logistics with the ministry and will support the event setup, including media and speaking arrangements.

Preparations:

- P. Wing will prepare a quote for the official press release and may coordinate with J. Hanna to refine remarks.
- A quote may also be included from the resident or family council to reflect community excitement—K. Johnson is working on this, noting the resident council president is very enthusiastic.
- Signage requirements have been finalized and are in production with local printers. Backups are in place if needed.

Construction Coordination:

- The symbolic "shovel in the ground" could align with the actual construction start date.
- Next construction site meeting is scheduled for the following Monday to finalize logistics.
- CSS move may occur between April 25 and May 5, which remains on track but is getting close to deadline.

8.4 IT Update

- Background materials on the IT project were included in the Board package.
- The Board had previously approved the IT migration strategy via email.
- No significant new updates, but the formal resolution included in the package now confirms and finalizes that prior approval.
- The update included:
 - Additional costs identified during the traffic study, which revealed infrastructure needs not previously anticipated.
 - These costs are reasonable and accounted for, and the overall strategy still results in long-term savings.
- Timeline & Implementation:
 - Transition supports both CSS operations and the new computer room, expected to be completed by October.
 - The new server will be located downstairs in a new computer area.

#BH-38/25

Moved by G. Finnsen, seconded by C. Ward that the Board of Management approves an initial one-year contract with Near North Business Machines to complete the migration of all systems from West Parry Sound Health Centre, Community Support Services transition, and the final migration of all Belvedere Heights IT services to the new computer room in the fall of 2025 as well as ongoing support for all IT operations and Help Desk.

Carried.

8.0 New Business: none

9.0 Committee Reports

9.1 Finance Committee – April 2025

Revenue Highlights

- Year-to-date revenue is approximately \$246,000 over budget, due to:
 - One-time funding sources, including:
 - CCPN (nursing-related) funding (~\$42K) — revenue is matched by corresponding expenses.
 - Unexpected WSIB distribution (~\$94K) due to strong investment returns.
 - Anticipated ICIP funding (related to HVAC project) included in forecast but not yet in actuals.
- Forecasted revenue is \$491,000 above the original budget by year-end.
 - Note: Forecasts are based on only three months of actuals, with the rest projected.

Expense Highlights

- Nursing expenses are coming in under budget by \$130,000 year-to-date (combined nursing care and direct care).
- ICIP expenses (HVAC project) total \$169,000 year-to-date, with no revenue showing yet, though it is expected.

- CCPN and HINF expenses are appearing in non-subsidy expenses, and though unbudgeted, are offset by equal revenues (zero-sum).
- Overall expenses forecast to be \$385,000 under budget by year-end.
 - Primarily due to underspending in nursing departments.

Conclusion

- While some revenue and expenses are unbudgeted due to their one-time nature, they balance out.
- The organization expects to fully meet the budget for the year.

Balance Sheet & Envelope Summary

Overall Financial Position

- As it's early in the fiscal year, the balance sheet reflects both the estimated prior year's surplus and the current year's performance.
- The organization has a healthy current ratio of \$1.89 in assets for every \$1 in liabilities, showing strong financial stability.
- Operating balance: ~\$1.3 million in surplus.

Envelope & Budget Highlights

- Nursing envelope: \$125,000 surplus year-to-date.
- Raw food envelope: Performing better than expected; \$1,800 deficit vs. projected \$21,000 — though this is volatile and may change.
- Programs envelope: \$25,000 underspent — no concerns identified.
- Accommodations envelope: \$239,000 deficit; being offset by the \$250,000 levy, as planned.

Capital Projects & Surplus

- HVAC project will be capitalized, which contributes to a larger-than-expected surplus (~\$600,000) due to:
 - Auditor adjustments, shifting expenses from operating to capital.
- This helps build a financial “war chest” to support:
 - Future capital needs (e.g., building upgrades).

Community Support Services (CSS)

- Strong financial management amid relocation.
- Year-to-date \$222 surplus and \$35,000 projected surplus, likely to be reduced to near-zero by year-end for balanced reporting.
- Additional \$45,000 from grants and other revenues.

Acknowledgements

- D. Carmichael recognized and thanked Heidi, Donald, and Denis for their significant work meeting tight deadlines and collaborating with Near North.

9.2 Governance and Partnerships Committee – no meeting held.

10.0 Standing Items:

10.1 Redevelopment Update: nothing to report

10.2 Equity Diversity Inclusion

1. Cultural Initiatives:
 - o The PSW Living Classroom has been working on cultural initiatives, including a Diversity Celebration on December 20th.
 - o Students engaged with residents, staff, and Indigenous leaders to develop Belvedere's Land Acknowledgement.
2. Land Acknowledgement Review:
 - o The final draft of the Land Acknowledgement was shared, having gone through review stages with Indigenous leaders to ensure accuracy.
 - o The Board was encouraged to consider formally sharing it at the beginning of each meeting.
3. Approach to Sharing at Meetings:
 - o Different boards have different practices: some read it aloud at the start of each meeting, while others just include it in the agenda. Reading aloud could also allow Board members to add personal reflections. This approach fosters a deeper connection and understanding.
4. Next Steps:
 - o The Land Acknowledgement will be placed on the May agenda for formal adoption.
 - o P. Wing agreed to read it at the May meeting and the Board will then decide on the future process.

10.3 WPS OHT

1. OHT's Accomplishments:
 - o The West Parry Sound OHT (the youngest in Ontario) achieved significant work in the past fiscal year, despite only having part of the year to complete their tasks. They worked diligently to meet the requirements of the Ministry of Health and Ontario Health.
2. Upcoming Fiscal Year:
 - o For the first time, the OHT will have a full fiscal year to carry out its work. They are in the process of creating their second-ever budget and will hold an important face-to-face meeting at the District Social Services Administration Office Boardroom on Monday.
3. Recommendation:
 - o J. Hanna recommended that the Belvedere Heights Board of Management invite Ellen Walker, the OHT Executive Director, to speak directly to the Board about the OHT's plans for the upcoming year instead of hearing it second-hand. K. Johnson and C. Ward are attending as the Board's voting member and governance observer, respectively, and may have additional insights.
4. New OHT Office Location:
 - o The OHT has secured the Beatty building (upstairs, facing James Street) for their office. They are in the process of doing leasehold improvements to make it operational. The OHT is currently working from a small, shared office space.
5. Financial Implications:
 - o The lease for the new office is budgeted for and part of the fiscal obligations already planned for.
6. Board's Thoughts:
 - o P. Wing agreed with the idea of inviting Ellen Walker to a future Board meeting, as it would provide an opportunity to hear about the OHT's achievements and future plans.
 - o The Board agreed that they will have more bandwidth now that some major projects are expected to be completed, making it feasible to accommodate the OHT discussion.

7. Next Steps:
- o K. Johnson will arrange for Ellen Walker to speak at an upcoming meeting, with the focus on the OHT's achievements last year and its plans for the upcoming year.

11.0 Other Reports

11.1 Board Chair Report – no report.

11.2 Administrators Report

1. Critical Incidents (March): Two critical incidents were reported:
 - o Influenza A outbreak (Feb 28–Mar 5), with two staff and five resident cases.
 - o Allegation of staff-to-resident physical abuse, which led to changes in the abuse prevention program and quality planning. Both incidents were appropriately followed up with public health and OPP involvement.
2. Quality Improvement Plans:
 - o Focus on person-centered language education and mandatory reporting with the Registered Nurses Association of Ontario.
 - o Enhanced Gentle Persuasive Approach (GPA) training for staff to improve care delivery, particularly for night shifts.
 - o Ongoing development of leadership and coaching for night shift staff and improvements in cart safety policies.
3. Living Classroom Proposal: A proposal was submitted for enhanced funding for the Living Classroom, including wraparound support for students and improvements to the training room and hours for educational staff.
4. Facility Updates:
 - o Parker tubs replaced with Rhapsody tubs for consistency in resident care.
 - o Improvements to the dietary serveries, including the removal of garbage chutes to save costs.
 - o Enhanced lighting in the back parking lot and the replacement of the air conditioning in Oak Servery.
5. Nursing Week (May 12–18): Celebrations will include activities like daily prize draws, team-building games, and treats, with a focus on relationship-building.
6. Inspections and Injuries:
 - o No Ministry of Long-Term Care inspections in April, but two Ministry of Labor inspections occurred following two critical injuries.
 - o One involved a team member falling in the tub room (policy changes are being made around cart safety). The other involved a visitor's fall outside (discussions with the town are ongoing about sidewalk safety).
7. Health and Safety: Preparation for Ministry of Labor violence in the workplace blitz in June, with enhanced staff training and consultation.
8. Census: Two vacant beds due to recent resident deaths. Admissions are ongoing, with 87 individuals on the waitlist.
9. Grievance: One grievance filed regarding a termination, and upcoming negotiations for union agreements (CUPE, ONA) later this year.
10. Infection Control: Three outbreaks since January, including Influenza A and gastrointestinal (GI) outbreaks, with no new recommendations from the Ministry of Labor.
11. Vaccinations: Preparing for spring COVID and RSV vaccinations for residents.
12. Emergency Preparedness: Following a brief nurse call system outage, policies were updated, and backup devices were provided for residents, including hand-held bells and tambourines.

12.0 Correspondence:

- 12.1 Funding for LTC IPAC Leads dates March 21, 2025
- 12.2 Policy #2025-26 LTC Staffing Increase Funding Policy dated April 1, 2025
- 12.3 As Part of Your Health: A Plan for Connected and Convenient Care
- 12.4 PSW Permanent Wage Enhancement

13.0 In-Camera

#BH-39/25

Moved by C. Ward, seconded by J. Beleskey that the meeting move in-camera at 10:45 a.m.
Carried.

The Belvedere Heights Administrator position was discussed.

#BH-40/25

Moved by C. Ward, seconded by D. Carmichael that the meeting move ex-camera at 11:10 a.m.
Carried.

#BH-41/25

Moved by J. Beleskey, seconded by C. Ward that the Board agrees to extend K. Johnson's contract to July 11, 2025, as required.
Carried.

14.0 Adjournment

There being no further business to conduct, the meeting terminated at 11:12 a.m.

P. Wing, Chair

MEETING MINUTES

Thursday, April 10, 2025 at 6:30 PM

Board Meeting via Zoom Video Conference



Board Members Present:

Joel Constable
Jerry Brandt
Sharon Smith
Gail Finnson
Teresa Hunt
Irene Smit
Janice Bray
Tom Lundy

Ted Collins
Teri Brandt
Jamie McGarvey
Rick Zanussi
Ted Knight
Ted Collins

Board Members Absent:

Peter McIsaac
Ryan Baptiste

Staff:

Tammy MacKenzie, CAO
JJ Blower, Communications Officer
Sylvia Roy, Director of Finance

1. **CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:32PM.

2. **TRADITIONAL LAND ACKNOWLEDGMENT.**

3. **DISCLOSURE OF PECUNIARY INTEREST.**

4. **APPROVAL OF AGENDA**

Resolution 25 04 01

CARRIED

Moved by Tom Lundy

Seconded by Gail Finnson

“THAT the agenda of the Regular Meeting of the Board held on April 10, 2025 be approved as presented.”

5. **APPROVAL OF MINUTES:**

4.1 February 13, 2025

Resolution 25 04 02

CARRIED

Moved by Jerry Brandt

Seconded by Janice Bray

“THAT the Board meeting minutes of Thursday, February 13, 2025 be approved as presented.”

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

The Chair advised that Ms. MacKenzie has been appointed as the Chair of Housing Services Corporation's (HSC's) Audit and Finance Committee and congratulated her on the appointment. The Chair also highlighted a couple of highlights from the CAO report, including a Transitional Housing success story, and the recent Esprit Place renovation.

7.2 Chief Administrative Officer

Ms. MacKenzie verbally highlighted some of the items in the written CAO report and was available to answer questions. She also pointed out some of the new data available in this report that is now available through the OneHSN Child Care Application Portal.

7.3 Director of Finance

Ms. Roy provided a verbal update advising that the auditors have started auditing the 2024 year-end audit. They are working remotely this week (April 7th- 11th) testing samples for LHC, NOAH and DSSAB for expenses, payroll, agreements etc. Next week they will be on site reviewing the balance sheet and income statement schedules and finalize the Audited Financial Statements. Ms. Roy and the Senior Financial Analyst are responsible for completing this audit and as they're both new in their roles this year, they've relied heavily on the Supervisor of Finance for history. Ms. Roy expressed in her confidence now that the team has one year under their belt. The Ontario Works budget for 2025 has been submitted in TPON for 2025. All municipalities received the 2025 Levy Apportionment Schedule, their specific levy and the DSSABs approved Operating and Capital Budget. Q1 2025 Municipal Levy invoices have been sent out to each township and TWOMO Q1 billing has been completed in the various Ministry TPON websites. Preparations are now in the works for the Ontario Works year-end reporting which is due April 30th, and the Childcare EFIS reporting which is due May 31, 2025.

Thinking ahead for the 2026 Elections for the Townships without Municipal Organization (TWOMO), Ms. Roy is working with the Communications Officer and Elections Ontario to prepare the Preliminary List of Electors and ensure the list has the correct boundaries. They're also ensuring they're set up on the required election platforms to ensure they're fully prepared when the election comes around next year. Ms. Roy plans to bring a Q1 Financial Report to the Board next month and review all financial policies in the summer.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 Non-Profit Organization for Almaguin Housing Inc. (NOAH) – Loan Renewal

A written report was presented by Ms. Roy for information.

9.2 Esprit Capital Update

A written report was presented by Ms. MacKenzie for information.

9.3 Belvedere Windows Summary

A written report was presented by Ms. MacKenzie for information.

9.4 Encampment Response Plan

A written report was presented by Ms. MacKenzie for information.

9.5 Strategic Plan Update

A written report was presented by Ms. MacKenzie for information.

9.6 2025 NOSDA Membership & Executive

A written report was presented by Ms. MacKenzie.

Resolution 25 04 03

CARRIED

Moved by Tom Lundy

Seconded by Irene Smit

“THAT the Board selects Rick Zanussi and Jerry Brandt to serve as members of NOSDA.”

10. IN-CAMERA: 2

Resolution 25 04 04

CARRIED

Moved by Joel Constable

Seconded by Teri Brandt

“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 04 05

CARRIED

Moved by Ted Knight

Seconded by Teresa Hunt

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

Resolution 25 04 06

CARRIED

Moved by Jamie McGarvey

Seconded by Gail Finnsen

“THAT the Board approves the implementation of the Non-Union Salary Grid, as presented.”

Resolution 25 04 07

CARRIED

Moved by Jerry Brandt

Seconded by Irene Smit

“THAT the Board approves the implementation of the non-union pay equity plan, as presented.”

11. CORRESPONDENCE.

- 11.1 Spring Newsletter 2025 – DSSAB Tenant Services
- 11.2 NBPSDHU Overdose Report
- 11.3 Economic Study: The Impact of Community Housing on Productivity

11. ADJOURNMENT.

Resolution 25 04 08

CARRIED

Moved by Sharon Smith

Seconded by Ted Collins

“THAT the Board meeting now be adjourned at 7:35 PM, and that the next regular meeting to be held Thursday, May 8, 2025 at the hour of 6:30 PM via Zoom Video Conference.”

WHITESTONE PUBLIC LIBRARY AND TECHNOLOGY CENTRE LIBRARY BOARD MEETING MINUTES

DATE AND TIME	April 28, 2025; 6:00 PM
LOCATION	Whitestone Public Library & Virtual
ATTENDEES	J. Davis, C. Gorrie, C. Lamb, A. Taylor, P. Woehl Staff: E. Fincham
REGRETS	A. Ankiewicz, M. Johnson, J. Lamb
CALL TO ORDER	P. Woehl called the meeting to order at 6:00 PM.

DECLARATION OF CONFLICT OF INTEREST

None

APPROVAL OF AGENDA

2025-22 Moved: A. Taylor

Carried Seconded: C. Gorrie

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

APPROVAL OF CONSENT AGENDA

2025-23 Moved: C. Lamb

Carried Seconded: A. Taylor

Be it resolved that the Consent Agenda be approved as presented.

NEW BUSINESS

CELA Audiobook Change

E. Fincham shared that the Centre for Equitable Library Access has announced a change in their service. CELA is discontinuing their books and magazines on CD service. Staff will receive additional training to help patrons access the digital version of these CDs and one final delivery of 100 audiobooks on CD will be sent by CELA.

Letter from the McKellar Public Library Board

E. Fincham presented the thank you letter from the McKellar Public Library Board.

Repair Café in McKellar with the Georgian Bay Biosphere

The McKellar Public Library is hosting a Repair Café on Saturday, September 27, 2025. E. Fincham has requested that the Whitestone Public Library be invited to participate. Staff at the McKellar Public Library will let us know about planning meetings. This aligns with our strategic plan item, "Creating a Sustainable Future."

Climate Resilience Hubs

Climate Resilience Hubs are community institutions (libraries, churches, schools, etc.) that help educate residents about extreme weather preparedness. They may also provide services during extreme weather (heat, cold) or power outages. The library is already a municipal heating and cooling centre and E. Fincham sits on the Emergency Management Committee. We can register the building as a

Climate Resilience Hub at no cost and would be added to a map of hubs across North America and given a vinyl sticker for the door to help promote the space. This aligns with our strategic plan item, “Creating a Sustainable Future.”

BUSINESS ARISING

Ontario Trillium Foundation Seed Grant Progress Update

E. Fincham updated that the first month of programs at the Ardbeg Community Club have been very well received.

Whitestone Historical Society Letter

The Board received a letter from the Whitestone Historical Society regarding an additional \$8,000 to the library to purchase an overhead document scanner and to further fund the digitization process. C. Gorrie suggested sending a thank you letter to the Historical Society for this partnership. E. Fincham to draft.

Fundraising and Special Events Update

Volunteer Appreciation:

P. Woehl asked Board members to envision what the appreciation event should look like. She noted that she disagrees with inviting volunteers to help set up for the event. The board discussed activities: outdoor games, perhaps a draw. C. Gorrie suggested sending out “save the date” type of invitations in June. The board discussed approximately 75 people in attendance, serving hamburgers, chips, ice cream bars, and canned pop. The Fundraising and Special Events Committee to meet to discuss planning for the event and for the t-shirts.

CHAIR REPORT

P. Woehl asked Board members to review the Board Self Evaluation sheet that was emailed with the meeting documents. The evaluations are to be filled out and returned to P. Woehl. E. Fincham highlighted the Ontario Library Service’s Governance Hub website, specifically the four-year board cycle.

ANNOUNCEMENTS AND INQUIRIES BY A BOARD MEMBER

C. Lamb called the municipal office to find out when the Canada Day celebrations are to be held: Sunday, June 29, 2025. C. Lamb has registered for the Ontario Library Service Board Assembly Meeting and has asked what other libraries have done for their significant milestones as the Whitestone Public Library is approaching its 50th anniversary. C. Gorrie has booked the Dunchurch Community Centre for the Strawberry Social on Tuesday, June 3, 2025.

UNFINISHED/ONGOING BUSINESS

- Strategic Plan
- Library’s 50th 2026
- Read-a-thon-Fundraiser
- Budget Update 2025

QUESTION PERIOD FOR THE GENERAL PUBLIC

None

CLOSED SESSION

None

Next meeting will be held at 6:00 PM on May 26, 2025 at the Whitestone Public Library.

ADJOURNMENT

2025-24 Moved: A. Taylor

Carried Seconded: J. Davis

Be it resolved that the meeting adjourned at 7:14 PM.

ACCOUNTS PAYABLE

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Municipality of Whitestone
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Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
37613	05-01-2025	Ardbeg Community Club			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	3,000.00	3,000.00
37614	05-01-2025	Dunchurch Agricultural Society			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	500.00	500.00
37615	05-01-2025	Parry Sound Chamber Commerce			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	500.00	500.00
37616	05-01-2025	Parry Sound High School			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	250.00	250.00
L Woods Bursar		16-122 - Admin - Donations	Council Donation 2025 - L V	500.00	500.00
			Payment Total:		750.00
37617	05-01-2025	Rotary Club of West Parry Sound			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	500.00	500.00
37618	05-01-2025	West Parry Sound Museum			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	1,000.00	1,000.00
37619	05-01-2025	Whitestone Rod & Gun Club			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	500.00	500.00
37620	05-01-2025	Whitestone Lake Central School			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025 -Citi	500.00	500.00
Donation - NP		16-122 - Admin - Donations	Council Donation 2025 - Nu	500.00	500.00
			Payment Total:		1,000.00
37621	05-01-2025	Whitestone & Area Nursing			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	1,000.00	1,000.00
37622	05-01-2025	Great North Arrow			
2025 Donation		16-122 - Admin - Donations	Council Donation 2025	500.00	500.00
37623	05-01-2025	Bell Canada - Public Access			
175521		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
37624	05-01-2025	Cormac O'Neill			
Apr. 27/25		16-790 - Recreation Cmttee-Pro	D&D membership (\$57.74 l	84.50	84.50
37625	05-01-2025	JP Bresson			
Apr. 27/25		16-790 - Recreation Cmttee-Pro	D&D membership - \$57.74	84.50	84.50
37626	05-01-2025	Parry Sound Area Planning Brd			
2025 Mun. Levy		16-841 - Parry Sound Area Plan	2025 Municipal Levy	5,000.00	5,000.00
37627	05-01-2025	Cunningham Swan Lawyers			
199597	Accrual	16-120 - Admin - Legal Expense	legal services - org. invoice	127.20	
		11-210-2 - A/R HST Receivable	HST Tax Code	14.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.25 NL	141.25
37628	05-01-2025	Tanya Fraser			
Apr. 27/25		16-790 - Recreation Cmttee-Pro	Earth Day supplies	278.87	
		11-210-2 - A/R HST Receivable	HST Tax Code	11.02	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.74 NL	289.89
37629	05-07-2025	Brendan Thompson			

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COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
Ret of EPD		15-330 - Roads Revenue		Return of entrance permit d	950.00	950.00
37630	05-07-2025	Acclaim Sound & Lighting				
47205		19-100 - Admin - Capital - Comp		audio equipment for council	244.73	
		11-210-2 - A/R HST Receivable		HST Tax Code	27.04	
		99-999-1 - HST (Statistical) Non		HST Tax Code	31.27 NL	271.77
37631	05-07-2025	Bell Mobility				
0096408320		16-212 - Fire - Radio Tower & Ai		Fire Tower	119.77	
		11-210-2 - A/R HST Receivable		HST Tax Code	13.23	
		99-999-1 - HST (Statistical) Non		HST Tax Code	15.30 NL	133.00
37632	05-07-2025	Muskoka Blacktop Maintenance				
004		16-777 - Municipal Building Mair		painting lines at office blds	984.53	
		11-210-2 - A/R HST Receivable		HST Tax Code	108.75	
		99-999-1 - HST (Statistical) Non		HST Tax Code	125.78 NL	1,093.28
37633	05-07-2025	Peter McEwen				
Apr. 22/25		16-304 - Roads-Office-Training/t		driver's medical	290.00	290.00
37634	05-07-2025	Sun Life Assurance Company of Canada				
00243318		16-101 - Admin- Benefits		EAP	38.06	
		11-210-2 - A/R HST Receivable		HST Tax Code	4.20	
		99-999-1 - HST (Statistical) Non		HST Tax Code	4.86 NL	42.26
37635	05-14-2025	Minuteman Press				
21454		16-275 - By-Law Enforcement		By-law - parking infraction b	298.16	
		11-210-2 - A/R HST Receivable		HST Tax Code	32.93	
		99-999-1 - HST (Statistical) Non		HST Tax Code	38.09 NL	331.09
37636	05-21-2025	Minister Of Finance				
72719		16-845-8 - Land Use permit Wal		Crown-land use permit - We	99.78	
		11-210-2 - A/R HST Receivable		HST Tax Code	11.02	
		99-999-1 - HST (Statistical) Non		HST Tax Code	12.75 NL	110.80
37637	05-21-2025	Raymond Raiskums				
Ref RDD		15-329 - Roads Damage Deposi		Return of Road Dam. Dep. .	1,000.00	1,000.00
37638	05-21-2025	Township Of McKellar				
2025-44		16-819 - 911 Levy		911 Emergency Services Le	1,245.63	1,245.63
37639	05-21-2025	Morrow's Plumbing & Heating				
23438		16-703 - Dunchurch Hall - Bld M		repairs and maintenance - t	2,783.04	
		11-210-2 - A/R HST Receivable		HST Tax Code	307.40	
		99-999-1 - HST (Statistical) Non		HST Tax Code	355.54 NL	3,090.44
37640	05-21-2025	Whitefield and Iris				
Ret. Sec. dept		15-310 - Misc Office Revenue		return of security dep. - CC	100.00	100.00
37641	05-27-2025	Victoria Maude				
Ret. EP deposit		15-330 - Roads Revenue		Return of Entrance Permit c	750.00	750.00
37642	05-27-2025	Minister of Finance-Policing				
3823042510261		16-274 - Policing Levy		March - policing services	35,087.00	35,087.00
Total Computer Cheque:						59,401.91

ONLINE BANKING

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB-119	05-15-2025	Bell Canada			
Apr - MI		16-720 - Maple Is. Hall - Teleph	April - Maple Island	63.73	
		16-720 - Maple Is. Hall - Teleph	April - Maple Island	2.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.04	
		99-999-1 - HST (Statistical) Non	HST Tax Code	8.14 NL	72.83
Apr - Office		16-109 - Admin - Telephone	April - Office	261.75	
		16-109 - Admin - Telephone	April - Office	8.46	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.91	
		99-999-1 - HST (Statistical) Non	HST Tax Code	33.44 NL	299.12
Apr - Garage		16-324 - Garage Telephone	April - Garage	53.56	
		16-324 - Garage Telephone	April - Garage	1.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.84 NL	61.20
Apr - Stn 1		16-237 - Station 1 - Telephone	April - Station 1	74.93	
		16-237 - Station 1 - Telephone	Apr - Station 1	2.42	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.27	
		99-999-1 - HST (Statistical) Non	HST Tax Code	9.57 NL	85.62
Apr - Stn 2		16-257 - Station 2 - Telephone	April - Station 2	79.45	
		16-257 - Station 2 - Telephone	April - Stn. 2	2.57	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.78	
		99-999-1 - HST (Statistical) Non	HST Tax Code	10.15 NL	90.80
Apr - CC		16-706 - Dunchurch Hall - Telep	April - Community Centre	53.56	
		16-706 - Dunchurch Hall - Telep	April - Community Centre	1.73	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.91	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.84 NL	61.20
			Payment Total:		670.77
OB-120	05-15-2025	Bell Canada			
Apr - Internet		16-162 - High Speed Internet	April - high speed internet	166.89	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.43	
		99-999-1 - HST (Statistical) Non	HST Tax Code	21.32 NL	185.32
OB-121	05-15-2025	Hydro One Networks Inc.-York (6266)			
Apr - YLF		16-446-1 - York Landfill - Hydro	April - York LF	52.69	
		16-446-1 - York Landfill - Hydro	April - York LF	-6.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.82	
		99-999-1 - HST (Statistical) Non	HST Tax Code	6.73 NL	51.73
OB-122	05-15-2025	Municipality Of McDougall			
25816		16-459 - York Landfill - Bulk Wa	Household waste - YLF	825.27	
		16-471 - Auld Landfill - Bulk Wa	Household waste - ALF	825.27	1,650.54
OB-123	05-15-2025	Minister Of Finance			
Apr EHT Remit		12-332 - Employer Health Tax	Apr - EHT Remittance	1,950.74	1,950.74
OB-124	05-15-2025	Receiver General			
PP9 Remit		12-331 - Payroll Deductions	Apr 16 - 30 - Remittance - F	12,620.66	12,620.66
OB-125	05-15-2025	Hydro One Networks Inc.-All			
May Hydro		16-743 - Pavilion - Hydro	May - Hydro - Pavilion	107.85	
		16-743 - Pavilion - Hydro	May - Hydro - Pavilion	-13.88	
		16-705 - Dunchurch Hall - Hydro	May - Hydro - CC	323.33	
		16-705 - Dunchurch Hall - Hydro	May - Hydro - CC	-41.62	
		16-323 - Garage - Hydro	May - Hydro - Garage	225.36	
		16-323 - Garage - Hydro	May - Hydro - Garage	-29.01	
		16-232 - Station 1 - Hydro	May - Hydro - Stn. 1	599.70	

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Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-232 - Station 1 - Hydro	May - Hydro - Stn. 1	-77.21	
		16-150 - Office - Heating/Hydro	May - Hydro - Office	199.90	
		16-150 - Office - Heating/Hydro	May - Hydro - Office	-25.74	
		16-251 - Station 2 - Hydro	May - Hydro - Stn 2	84.51	
		16-251 - Station 2 - Hydro	May - Hydro - Stn 2	-10.88	
		16-719 - Maple Is. Hall - Heat/H	May - Hydro - MI	307.41	
		16-719 - Maple Is. Hall - Heat/H	May - Hydro - MI	-39.57	
		16-719 - Maple Is. Hall - Heat/H	May - Hydro - MI	37.33	
		16-719 - Maple Is. Hall - Heat/H	May - Hydro - MI	-3.43	
		16-731-3 - 2125 HWY 124 - Hyd	May - Hydro - MI	102.65	
		16-731-3 - 2125 HWY 124 - Hyd	May - Hydro - MI	-13.21	
		11-210-2 - A/R HST Receivable	HST Tax Code	219.59	
		99-999-1 - HST (Statistical) Non	HST Tax Code	253.99 NL	1,953.08
OB-126	05-21-2025	Bell Mobility Inc.			
May 6/25		16-092 - Council - Miscellaneous	Cell phones - Council	39.94	
		16-322 - Cell Phone	Cell phones - Council	33.58	
		16-283-1 - Cell Phone	Cell phones - Council	33.58	
		16-322 - Cell Phone	Cell phones - Council	34.83	
		16-109 - Admin - Telephone	Cell phones - Council	39.25	
		11-210-2 - A/R HST Receivable	HST Tax Code	20.04	
		99-999-1 - HST (Statistical) Non	HST Tax Code	23.17 NL	201.22
OB-127	05-21-2025	Reliance Home Comfort			
May 12/25		16-151 - Office - Building Mainte	water heater rental - Office	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
May 12- 6 McD		16-259 - Station 2 - Building Mtc	water heater rental - 6 McD	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
OB-128	05-29-2025	Receiver General			
PP11 Remit		12-331 - Payroll Deductions	May 16 - 31 Remittance - P	14,040.23	14,040.23
OB-129	05-29-2025	Receiver General			
PP10 Remit		12-331 - Payroll Deductions	May 1 - 15 Remittance - PP	15,348.01	15,348.01
			Total Online Banking:		48,789.99

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2958	05-06-2025	Adams Bros Construction Ltd			
179979		16-452 - York Landfill - Mainten	service customer owned toil	101.76	
		16-473 - Auld Landfill - Mainten	service customer owned toil	101.76	
		11-210-2 - A/R HST Receivable	HST Tax Code	22.48	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.00 NL	226.00
2959	05-06-2025	REV - Alaina Barry			
2960	05-06-2025	Deborah Comrie			
Apr. 27/25		16-790 - Recreation Cmttee-Pro	Programming supplies	807.55	
		16-790 - Recreation Cmttee-Pro	Programming supplies	-5.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	50.13	

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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #	GL Account				
	99-999-1 - HST (Statistical) Non-	HST Tax Code		57.98 NL	852.68
2961	05-06-2025	District of Parry Sound			
DPSMA 2025	16-092 - Council - Miscellaneous	DPSMA 2025 Spring Meetir		300.00	300.00
2962	05-06-2025	Fire Marshal's Public Fire			
IN168307	16-208 - Fire - Prevention/Educa	Firefighter Plush brown bea		98.30	
	11-210-2 - A/R HST Receivable	HST Tax Code		10.86	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		12.56 NL	109.16
IN168311	16-208 - Fire - Prevention/Educa	educational supplies		239.62	
	11-210-2 - A/R HST Receivable	HST Tax Code		26.47	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		30.61 NL	266.09
		Payment Total:			375.25
2963	05-06-2025	Griffith Bros. Service Centre			
89347	16-402 - 2015 Freightliner Tandi	service and repairs		228.96	
	16-404 - 2017 Freightliner Singl	service and repairs		228.96	
	11-210-2 - A/R HST Receivable	HST Tax Code		50.58	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		58.50 NL	508.50
89345	16-402 - 2015 Freightliner Tandi	service and repairs		534.24	
	16-404 - 2017 Freightliner Singl	service and repairs		534.24	
	11-210-2 - A/R HST Receivable	HST Tax Code		118.02	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		136.50 NL	1,186.50
		Payment Total:			1,695.00
2964	05-06-2025	Local Authority Services Ltd.			
MGBP0000094C	16-110 - Admin - Office Supplies	supplies		372.28	
	11-210-2 - A/R HST Receivable	HST Tax Code		41.12	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		47.56 NL	413.40
2965	05-06-2025	Magnetawan Building Centre Ltd			
104-115980	16-769 - Facilities / Parks Maint	supplies		152.63	
	16-798-1 - After School Program	supplies		12.18	
	11-210-2 - A/R HST Receivable	HST Tax Code		18.20	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		21.05 NL	183.01
103-141270	16-252 - Station 2 - Minor Purch	supplies		19.11	
	11-210-2 - A/R HST Receivable	HST Tax Code		2.11	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		2.44 NL	21.22
		Payment Total:			204.23
2966	05-06-2025	Parry Sound Home Hardware			
186701	16-252 - Station 2 - Minor Purch	flag and flagpole kit		374.45	
	11-210-2 - A/R HST Receivable	HST Tax Code		41.36	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		47.84 NL	415.81
2967	05-06-2025	Purolator Courier Ltd			
505137001	16-316 - Garage - Miscellaneous	courier services		7.58	
	11-210-2 - A/R HST Receivable	HST Tax Code		0.84	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		0.97 NL	8.42
2968	05-06-2025	Parry Sound Auto Parts Co Ltd			
1-3067569	16-320 - Garage - Mtc/Supplies/	gas tank rental		88.53	
	11-210-2 - A/R HST Receivable	HST Tax Code		9.78	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		11.31 NL	98.31
1-3067706	16-235 - Station 1 - Boat 1	supplies		593.59	
	11-210-2 - A/R HST Receivable	HST Tax Code		65.56	
	99-999-1 - HST (Statistical) Non-	HST Tax Code		75.83 NL	659.15

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		EFT			
Payment #	Date	Vendor Name			
Invoice #	GL Account	GL Transaction Description	Detail Amount	Payment Amount	
			Payment Total:	757.46	
2969	05-06-2025	Ricoh Canada Inc.			
SCFO94858152	16-113 - Admin - Office Equipme	copier usage	280.00		
	11-210-2 - A/R HST Receivable	HST Tax Code	30.93		
	99-999-1 - HST (Statistical) Non	HST Tax Code	35.77 NL	310.93	
2970	05-06-2025	Sling-Choker Safety &			
110534	16-320 - Garage - Mtc/Supplies/	supplies	80.61		
	11-210-2 - A/R HST Receivable	HST Tax Code	8.91		
	99-999-1 - HST (Statistical) Non	HST Tax Code	10.30 NL	89.52	
2971	05-06-2025	VOID - Rejected EFT (Sun Life Assuran			
2972	05-06-2025	Tim Tilson			
Apr. 23/25	16-302 - Roads-Office-Wages/B	clothing allowance	180.11		
	11-210-2 - A/R HST Receivable	HST Tax Code	19.89		
	99-999-1 - HST (Statistical) Non	HST Tax Code	23.01 NL	200.00	
2973	05-12-2025	Air Automotive Tracking			
WS2505	16-310 - Roads-Supplies GPS M	May wireless	254.40		
	11-210-2 - A/R HST Receivable	HST Tax Code	28.10		
	99-999-1 - HST (Statistical) Non	HST Tax Code	32.50 NL	282.50	
2974	05-12-2025	Adams Bros Construction Ltd			
180087	16-471 - Auld Landfill - Bulk Wa	empty & return bins - Aulds	356.16		
	11-210-2 - A/R HST Receivable	HST Tax Code	39.34		
	99-999-1 - HST (Statistical) Non	HST Tax Code	45.50 NL	395.50	
2975	05-12-2025	Brandt Sudbury			
52 7235767	16-421 - 2010 Grader - Mainten	parts	202.01		
	11-210-2 - A/R HST Receivable	HST Tax Code	22.32		
	99-999-1 - HST (Statistical) Non	HST Tax Code	25.81 NL	224.33	
2976	05-12-2025	Canadian National Non Freight			
91789710	16-414 - Bunny Trail RR Crossir	Bunny Trail	403.50	403.50	
2977	05-12-2025	Freightliner North Bay			
IN13830	16-402 - 2015 Freightliner Tandr	parts	49.19		
	11-210-2 - A/R HST Receivable	HST Tax Code	5.43		
	99-999-1 - HST (Statistical) Non	HST Tax Code	6.28 NL	54.62	
2978	05-12-2025	Ideal Supply Company Ltd.			
1176796	16-412 - 2020 Float trailer - Mair	supplies	51.51		
	16-426-1 - 2022 Backhoe Manit	supplies	51.51		
	16-439-1 - Hyundai Excavator I	supplies	51.51		
	11-210-2 - A/R HST Receivable	HST Tax Code	17.07		
	99-999-1 - HST (Statistical) Non	HST Tax Code	19.74 NL	171.60	
C1195482	16-320 - Garage - Mtc/Supplies/	credit re Inv. #1068912	-262.02		
	11-210-2 - A/R HST Receivable	HST Tax Code	-28.94		
	99-999-1 - HST (Statistical) Non	HST Tax Code	-33.47 NL	-290.96	
1298216	16-320 - Garage - Mtc/Supplies/	supplies	116.35		
	11-210-2 - A/R HST Receivable	HST Tax Code	12.85		
	99-999-1 - HST (Statistical) Non	HST Tax Code	14.86 NL	129.20	
1299897	16-337 - Bridges/Culverts-Good	supplies	34.70		
	11-210-2 - A/R HST Receivable	HST Tax Code	3.83		

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Payment #	Date	Vendor Name				
Invoice #		GL Account	GL Transaction Description	Detail Amount		Payment Amount
1300715		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.43	NL	38.53
		16-769 - Facilities / Parks Maint	supplies	101.68		
		11-210-2 - A/R HST Receivable	HST Tax Code	11.23		
1301524		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.99	NL	112.91
		16-769 - Facilities / Parks Maint	supplies	9.73		
		11-210-2 - A/R HST Receivable	HST Tax Code	1.07		
1302370		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.24	NL	10.80
		16-316 - Garage - Miscellaneous	supplies	412.51		
		11-210-2 - A/R HST Receivable	HST Tax Code	45.56		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	52.70	NL	458.07
				Payment Total:		630.15
2979	05-12-2025	Local Authority Services Ltd.				
MGBP00000949		16-110 - Admin - Office Supplies	supplies	120.06		
		11-210-2 - A/R HST Receivable	HST Tax Code	13.26		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	15.34	NL	133.32
2980	05-12-2025	Magnetawan Building Centre Ltd				
104-116247		16-252 - Station 2 - Minor Purch	repairs & maintenance	93.95		
		11-210-2 - A/R HST Receivable	HST Tax Code	10.38		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.00	NL	104.33
2981	05-12-2025	McDougall Energy				
7797488		16-423 - 2010 Grader - Fuel	dyed diesel LS	377.76		
		16-439-2 - Hyundai Excavator F	dyed diesel LS	377.77		
		16-427-1 - 2022 Backhoe -Fuel	dyed diesel LS	377.75		
		11-210-2 - A/R HST Receivable	HST Tax Code	125.18		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	144.78	NL	1,258.46
2982	05-12-2025	North Bay Parry Sound District				
June Levy		16-549 - Health Unit Operating (June Levy	2,790.50		2,790.50
2983	05-12-2025	My-Tech Information Technology				
Apr 30/25		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
Apr. 30/25		16-115 - Admin - Computer Sup	Wifi installation - Thrift Shop	96.67		
		11-210-2 - A/R HST Receivable	HST Tax Code	10.68		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	12.35	NL	107.35
				Payment Total:		1,405.95
2984	05-12-2025	Sling-Choker Safety &				
110664		16-316 - Garage - Miscellaneous	hard hat	28.53		
		11-210-2 - A/R HST Receivable	HST Tax Code	3.16		
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.65	NL	31.69
2985	05-12-2025	VOID - Rejected EFT (Sun Life Assuran				
2986	05-12-2025	Paul Trudeau				
May 5/25		16-302 - Roads-Office-Wages/B	footwear - boot allowance	250.00		250.00
2987	05-12-2025	Vianet				
May 1/25		16-321 - Garage - High Speed Ir	internet - May - Garage	106.80		
		16-720 - Maple Is. Hall - Teleph	internet - May - MI	106.80		
		16-457-1 - York Landfill - Interne	internet - May - YLF	160.72		
		11-210-2 - A/R HST Receivable	HST Tax Code	41.35		

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Invoice #		GL Account			
		99-999-1 - HST (Statistical) Non-	HST Tax Code	47.82 NL	415.67
2988	05-20-2025	A.J. Stone Company Ltd.			
0000191317		16-248-1 - Station 1 - Pumper #:	safety strap	78.12	
		11-210-2 - A/R HST Receivable	HST Tax Code	8.63	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	9.98 NL	86.75
2989	05-20-2025	Alaina Barry			
Apr. 24/25		16-790 - Recreation Cmttee-Pro	supplies - Recreation Comn	115.98	
		16-790 - Recreation Cmttee-Pro	supplies - Recreation Comn	94.87	
		16-790 - Recreation Cmttee-Pro	supplies - Recreation Comn	29.44	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.86	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	27.60 NL	264.15
2990	05-20-2025	Cedar Signs			
1577		16-391 - Signs/Safety- Goods &	Signage	125.93	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.91	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	16.09 NL	139.84
2991	05-20-2025	Canadian Union of Public			
Apr 25 Remit		12-338 - CUPE-Union Dues	April 2025 Remittance	992.73	992.73
2992	05-20-2025	Duck Rock Resort			
83133		16-234 - Station 1 - Fuel & Oil	fuel	335.29	
		11-210-2 - A/R HST Receivable	HST Tax Code	37.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	42.84 NL	372.33
83134		16-110 - Admin - Office Supplies	office supplies	22.65	22.65
83135		16-316 - Garage - Miscellaneous	supplies and propane	31.52	
		16-316 - Garage - Miscellaneous	supplies and propane	15.50	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.48	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	4.03 NL	50.50
83136		16-279 - Building Dept Truck - F	fuel	66.64	
		11-210-2 - A/R HST Receivable	HST Tax Code	7.36	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	8.51 NL	74.00
83137		16-769 - Facilities / Parks Mainte	fuel	27.54	
		11-210-2 - A/R HST Receivable	HST Tax Code	3.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	3.52 NL	30.58
			Payment Total:		550.06
2993	05-20-2025	Ideal Supply Company Ltd.			
1332218		16-439-1 - Hyundai Exacavator I	supplies	5.94	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.66	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.76 NL	6.60
2994	05-20-2025	Janet Jackson			
May 6 - 8 ASP		16-798 - After School Program	May 6 - 8 - After School Pro	173.55	173.55
2995	05-20-2025	Magnetawan Building Centre Ltd			
103-141801		16-769 - Facilities / Parks Mainte	seed, grass	152.63	
		11-210-2 - A/R HST Receivable	HST Tax Code	16.86	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	19.50 NL	169.49
2996	05-20-2025	McDougall Energy			
7797492		16-776 - 2016 Facilities Truck - I	regular gas with ethanol	155.69	
		16-408-1 - 2022 Dodge 2500 Fi	regular gas with ethanol	155.70	
		16-394-2 - 2018 Dodge Ram 20	regular gas with ethanol	155.68	
		11-210-2 - A/R HST Receivable	HST Tax Code	51.59	

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			EFT		
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
7814037		99-999-1 - HST (Statistical) Non-	HST Tax Code	59.67 NL	518.66
		16-439-2 - Hyundai Excavator F	Dyed Diesel	536.48	
		16-423 - 2010 Grader - Fuel	Dyed Diesel	536.48	
		16-427-1 - 2022 Backhoe -Fuel	Dyed Diesel	536.47	
		11-210-2 - A/R HST Receivable	HST Tax Code	177.77	
7814039		99-999-1 - HST (Statistical) Non-	HST Tax Code	205.61 NL	1,787.20
		16-403 - 2015 Freightliner Tand	LS Diesel Clear	337.35	
		16-404-2 - 2020 Freightliner - Sr	LS Diesel Clear	337.34	
		16-404-1 - 2017 Freightliner Sin	LS Diesel Clear	337.36	
		16-411 - 2007 International - Fur	LS Diesel Clear	337.34	
		11-210-2 - A/R HST Receivable	HST Tax Code	149.05	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	172.39 NL	
Payment Total:				3,804.30	
2997	05-20-2025	Momentum Conferencing			
0175048	Accrual	16-126 - Admin - Communicatio	conference calling - inv. for	11.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.25	
0180827		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.44 NL	12.51
		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	
Payment Total:				97.26	
2998	05-20-2025	Magnetawan Truck and Trailer			
3637		16-404-3 - 2020 Freightliner Sn	repairs	232.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	25.63	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	29.64 NL	257.63
2999	05-20-2025	Near North Laboratories Inc.			
108360		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
3000	05-20-2025	OMERS			
Apr. 25 Omers		12-339 - OMERS	April 2025 Omers	15,700.40	15,700.40
3001	05-20-2025	Parry Sound Auto Parts Co Ltd			
1-3068704		16-250 - Station 1 - Truck #10	parts	253.60	
		11-210-2 - A/R HST Receivable	HST Tax Code	28.01	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	32.40 NL	281.61
1-3069288 C		16-235 - Station 1 - Boat 1	partial credit for Inv 3067701	-190.56	
		11-210-2 - A/R HST Receivable	HST Tax Code	-21.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	-24.34 NL	-211.60
1-3069288		16-261 - Station 2 -Tanker- Insp	battery	96.06	96.06
1-3069289		16-210 - Fire - Miscellaneous	supplies	48.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	5.39	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	6.23 NL	54.17
Payment Total:				220.24	
3002	05-20-2025	Sands Canada Inc.			
00727251		16-252 - Station 2 - Minor Purch	Epi pen - adult & Jr.	636.00	
		16-252 - Station 2 - Minor Purch	freight	12.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.38	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.60 NL	649.87
3003	05-20-2025	Wendy Schroeder			
May 13/25		16-091 - Council - Travel	FONON Conference expen:	685.85	

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Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		16-092 - Council - Miscellaneous	Flowers - get well	103.09	
		11-210-2 - A/R HST Receivable	HST Tax Code	112.88	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	130.55 NL	901.82
3004	05-20-2025	Xplore (Aulds)			
INV55998838		16-479-1 - Aulds Landfill - Intern	Internet - Aulds	86.49	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.55	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	11.05 NL	96.04
3005	05-26-2025	Glen Martin Limited			
417498		16-110 - Admin - Office Supplies	supplies	196.48	
		11-210-2 - A/R HST Receivable	HST Tax Code	21.70	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	25.10 NL	218.18
3006	05-26-2025	Ideal Supply Company Ltd.			
1192128		16-421 - 2010 Grader - Maintena	grease	304.26	
		16-426-1 - 2022 Backhoe Manit	grease	304.27	
		16-439-1 - Hyundai Excavator I	grease	304.26	
		11-210-2 - A/R HST Receivable	HST Tax Code	100.82	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	116.61 NL	1,013.61
3007	05-26-2025	Janice Barnes			
May 20/25		16-092 - Council - Miscellaneous	15.68	15.68	15.68
3008	05-26-2025	Joseph Lamb			
May 20/25		16-091 - Council - Travel	mileage - FONOM conf and	234.00	234.00
3009	05-26-2025	MHBC Planning LTD			
5036598		16-844 - Planning-Capital-Offici	Official Plan Update	1,456.19	
		11-210-2 - A/R HST Receivable	HST Tax Code	160.84	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	186.03 NL	1,617.03
5036599		16-843 - Planning & Developme	Re-zoning Carr Aggregates	954.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	105.38	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	121.88 NL	1,059.38
			Payment Total:		2,676.41
3010	05-26-2025	Purolator Courier Ltd			
595155011		16-222-1 - Fire-Turnout/Repair/C	courier services	12.31	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.36	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1.57 NL	13.67
3011	05-26-2025	Telizon Inc.			
0631912025051		16-109 - Admin - Telephone	long distance	4.79	
		16-109 - Admin - Telephone	long distance	0.01	
		16-237 - Station 1 - Telephone	long distance	0.78	
		16-237 - Station 1 - Telephone	long distance	0.01	
		16-803 - Library - Expenses	long distance	0.51	
		11-210-2 - A/R HST Receivable	HST Tax Code	0.67	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	0.78 NL	6.77
3012	05-26-2025	Town of Parry Sound			
23515		16-455 - York Landfill -Hazardou	Household waste	1,103.76	1,103.76
3013	05-26-2025	Valley Blades Limited			
SV104112		16-421 - 2010 Grader - Maintena	repairs and maintenance	2,154.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	237.92	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	275.18 NL	2,391.98

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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
SV104113		16-426-1 - 2022 Backhoe Mani	repairs & maintenance	354.96	
		11-210-2 - A/R HST Receivable	HST Tax Code	39.21	
		99-999-1 - HST (Statistical) Non	HST Tax Code	45.35 NL	394.17
			Payment Total:		2,786.15
3014	05-30-2025	Alaina Barry			
May 22/25		16-790 - Recreation Cmttee-Pro	supplies - Rec. committee	152.63	
		16-790 - Recreation Cmttee-Pro	supplies - Rec. committee	21.35	
		16-790 - Recreation Cmttee-Pro	supplies - Rec. committee	71.17	
		16-790 - Recreation Cmttee-Pro	supplies - Rec. committee	5.03	
		16-790 - Recreation Cmttee-Pro	supplies - Rec. committee	17.98	
		11-210-2 - A/R HST Receivable	HST Tax Code	29.19	
		99-999-1 - HST (Statistical) Non	HST Tax Code	33.77 NL	297.35
3015	05-30-2025	Algonquin Safety Training Inc.			
13534		16-104 - Admin - Training Exper	Violence & Harassment in v	1,963.97	
		11-210-2 - A/R HST Receivable	HST Tax Code	216.93	
		99-999-1 - HST (Statistical) Non	HST Tax Code	250.90 NL	2,180.90
3016	05-30-2025	Bay Area Electrical Co Lt			
74445		16-811 - Nursing Station Expens	faucet cartridges - nursing s	942.30	
		11-210-2 - A/R HST Receivable	HST Tax Code	104.09	
		99-999-1 - HST (Statistical) Non	HST Tax Code	120.39 NL	1,046.39
3017	05-30-2025	Cedar Signs			
INV/2025/1752		19-813-3 - Bolger Lake Landing	Signage - boat launch	208.78	
		11-210-2 - A/R HST Receivable	HST Tax Code	23.06	
		99-999-1 - HST (Statistical) Non	HST Tax Code	26.67 NL	231.84
3018	05-30-2025	Janet Jackson			
Apr 22 - 24		16-798 - After School Program	Apr 22 - 24 ASP	173.55	173.55
Apr 29,30,May 1		16-798 - After School Program	Apr. 29 & 30, May 1 ASP	173.55	173.55
May 13 - 15		16-798 - After School Program	May 13 - 15 ASP	173.55	173.55
			Payment Total:		520.65
3019	05-30-2025	Joseph Lamb			
May 23/25		16-091 - Council - Travel	mileage - PSDMA	144.00	144.00
3020	05-30-2025	Local Authority Services Ltd.			
MGBP0000095E		16-110 - Admin - Office Supplies	PAPER	120.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	13.26	
		99-999-1 - HST (Statistical) Non	HST Tax Code	15.34 NL	133.32
3021	05-30-2025	Near North Industrial Solution			
100144		16-439-1 - Hyundai Exacavator	Supplies	86.08	
		11-210-2 - A/R HST Receivable	HST Tax Code	9.51	
		99-999-1 - HST (Statistical) Non	HST Tax Code	11.00 NL	95.59
3022	05-30-2025	Patricia Xerri			
8		16-092 - Council - Miscellaneous	council lunch - Apr.15	144.00	144.00
9		16-092 - Council - Miscellaneous	Council lunch - May 20	144.00	144.00
			Payment Total:		288.00
3023	05-30-2025	Purolator Courier Ltd			
500153882		16-222-1 - Fire-Turnout/Repair/C	courier services	10.06	
		11-210-2 - A/R HST Receivable	HST Tax Code	1.12	
		99-999-1 - HST (Statistical) Non	HST Tax Code	1.29 NL	11.18
3024	05-30-2025	Pollard Distribution Inc			

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Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
10908		16-370 - Dust Control - Goods &	dustmaster	11,401.00	
		11-210-2 - A/R HST Receivable	HST Tax Code	1,259.28	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	1,456.49 NL	12,660.28
3025	05-30-2025	Parry Sound Auto Parts Co Ltd			
2-1216460		16-784 - Mower Expense	Supplies	163.27	
		11-210-2 - A/R HST Receivable	HST Tax Code	18.04	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	20.86 NL	181.31
Credit note		16-261 - Station 2 -Tanker- Insp	credit re Invoice 3069288	-86.51	
		11-210-2 - A/R HST Receivable	HST Tax Code	-9.55	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	-11.05 NL	-96.06
			Payment Total:		85.25
3026	05-30-2025	SignCraft Canada Inc.			
2973	Accrual	16-252 - Station 2 - Minor Purch	signs	310.37	
		11-210-2 - A/R HST Receivable	HST Tax Code	34.28	
		99-999-1 - HST (Statistical) Non-	HST Tax Code	39.65 NL	344.65
			Total EFT:		64,499.33
			Total AP:		172,691.23

Report prepared for Council June-04-25



Janice Barnes, Asst. to the Treasurer

STAFF REPORTS



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: June 17, 2025

Report No: ADMIN-2025-10

Subject:

Bolger Lake Shore Docker Removal.

Recommendation:

THAT the Council the Municipality of Whitestone receives Report ADMIN-2025-10 (Bolger Lake Shore Dockers) for information;

Background:

The Municipality of Whitestone has previously made the decision to require removal of all shore dockers from the municipal property and shore road allowance at the Bolger Landing boat launch. The following resolution was passed by Council:

Resolution No. 2024-437

Moved by: Councillor Woods

Seconded by: Councillor Nash

Report ADMIN-2024-15

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-15 (Consideration of an Encroachment permit system for rail systems / shore dockers); and

THAT Council direct staff not to implement an encroachment agreement process; and

THAT Council require all shore dockers adjacent to Bolger Landing on the Municipal shore road allowance and not fronting on private property, to be removed by July 7th, 2025; and

THAT, should a shore docker not be removed by the above date, it will be removed by municipal staff or a contractor.

Recorded vote requested by Councillor Woods

Recorded vote requested by Councillor Woods

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

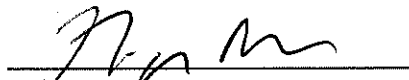
Carried

This report is simply an update to advise that in addition to the notices circulated in various forms of communication and on our website, signs were recently (May 29) put in place at the landing and along the affected shore/road allowance. The sign at the landing itself indicated the Council Resolution and the requirement to have all shore dockers removed by July 7, 2025. The signs along the Shore/Road allowance are meant to be more permanent and they indicate that shore dockers are not permitted.

While on site for sign installation, staff did document the shore dockers that were in place by taking pictures.

Once July 7th has passed, action will be taken to remove any remaining shore dockers in the area.

Respectfully submitted by:


Nigel Black
CAO/Clerk



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: June 17, deferred from May 20, 2025

Report No: FIN-2025-10

Subject:

Grant Management Services

Recommendation:

THAT the Council of the Municipality of Whitestone approves the Municipality to enter into an agreement with GrantMatch Corp. for the provision of grant management and application services for a term of two (2) years, with automatic annual renewals thereafter, unless otherwise terminated by either party; and

THAT municipal staff must obtain prior Council approval before GrantMatch Corp. proceeds with the preparation and submission of individual grant applications on the Municipality's behalf; and

THAT Council authorizes the Treasurer/Tax Collector to execute the agreement with GrantMatch Corp. on behalf of the Municipality.

Background:

The Municipality of Whitestone has historically relied on internal resources to identify, prepare, and submit grant applications. While this approach has yielded some success, it also presents several challenges. The process of researching funding opportunities, preparing detailed applications, and compiling supporting documentation is both time-consuming and highly specialized. Given existing staff workloads and capacity limitations, there is a risk that the Municipality may miss out on available funding or fail to fully optimize the opportunities that arise.

To address these challenges, staff have explored options to enhance the Municipality's grant-seeking efforts through external support. Engaging a firm that specializes in grant strategy and application services will help ensure that the Municipality remains proactive in pursuing funding, particularly in an increasingly competitive and complex grant environment.

Analysis:

GrantMatch Corp. is a reputable firm that provides comprehensive grant management services, including opportunity identification, application preparation, and compliance tracking. They have a proven track record of success in the municipal sector and a demonstrated ability to secure significant external funding on behalf of clients.

Partnering with GrantMatch offers several strategic benefits:

- Their team possesses deep knowledge of federal, provincial, and other funding programs, enabling targeted and strategic application efforts.
- By outsourcing grant writing, staff can focus on core responsibilities while still pursuing valuable external funding.
- GrantMatch operates on a contingency fee basis, meaning the Municipality incurs fees only when funding is successfully secured.
- Professionally developed applications can improve the Municipality's competitiveness in high-demand funding programs.

Importantly, municipal staff will retain control over which opportunities are pursued. Council authorization will be required before each application is initiated, ensuring transparency and alignment with strategic priorities.

Financial Considerations:

Where GrantMatch provides grant application services, a fee is only payable if the application is successful:

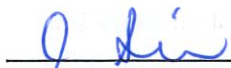
- 10% on the first \$1 million of secured funding
- 5% on any secured funding exceeding \$1 million

As no specific applications are being initiated at this time, there are no direct financial implications associated with approving the agreement. Staff will return to Council for project-specific approvals and will include associated costs and potential benefits in each report.

Link to Strategic Plan:


2. Fiscal Responsibility and Accountability

Respectfully submitted by:



Jessica Sinkowski
Treasurer/Tax Collector

Reviewed by:



Nigel Black
CAO/Clerk

ATTACHMENT A – Unexecuted Agreement with GrantMatch Corp.

THIS AGREEMENT made as of the 15th day of April, 2025 (the "Agreement"),

Between:

GrantMatch Corp.
(hereinafter called "GrantMatch")
-and-
Municipality of Whitestone, ON,
(hereinafter called "the Client")

THIS AGREEMENT WITNESSES that in consideration of the covenants and agreements herein contained the parties hereto agree as follows:

1. **Services:** GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. GrantMatch is permitted to review the Client's relevant records and discuss with relevant staff (as directed by Client) in order to determine what, if any, possibility exists of securing Government Funding. The Client agrees to provide access to all the relevant supporting documentation necessary to complete the work in a timely manner. For example, the following types of information will be requested in order to make application submissions: Business Numbers, Articles of Incorporation, Financial Statements, Equipment Quotes Etc.
2. **GrantMatch Involvement:** The Client and GrantMatch agree to proceed with a review of the Client's existing and future projects with respect to potential filings. The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation by Client that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement.
3. **Service Fees:** In consideration of GrantMatch providing the above services, the Client will pay, per funding application approved by the government, or government agency, a tiered percentage, plus applicable sales taxes, as follows:
 - i) **10%** on the first \$1,000,000 of Government Funding approved; and
 - ii) **5%** on the remaining Government Funding approved, greater than \$1 million

Fees will be invoiced upon receipt of written funding approval. Client will retain a 25% holdback, which will be invoiced upon the first receipt of government funding.

The first round of compliance reporting is included in the above success fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr.

Invoices are due within 15 days of invoice date. Invoices outstanding beyond 30 days will incur interest at the rate of 2% per month.

4. **No Recovery:** In the event no Government Funding approval is obtained through the above services of GrantMatch, no fee shall be due or payable by the Client to GrantMatch.
5. **Confidentiality:** GrantMatch shall keep confidential all information disclosed by the Client and use information solely for the services provided hereunder. The Client agrees to keep confidential the terms of this Agreement as they relate specifically to fee structures, amounts and rates, as applicable.

Client Initial

-
6. **Disclosure:** GrantMatch is permitted to use the Client's logo on GrantMatch marketing materials and communicate that the Client has utilized GrantMatch services. Should there be an opportunity for additional marketing material development that specifically involves the Client, GrantMatch will involve and seek approval prior to marketing distribution (i.e. Letters of Reference/Support, Success Stories, or Feature Articles).
7. **Errors & Omissions:** GrantMatch agrees to partner with the Client by providing ongoing grant management services for the term of the Agreement. GrantMatch will not be responsible for errors or omissions and expressly disclaims any and all liability in connection with the use of these services. GrantMatch does not guarantee all funding programs will be identified and/or pursued. GrantMatch will complete best efforts to maximize the Client's total Government Funding.
8. **Agreement Term:** The Client and GrantMatch agree that the initial term of this Agreement is two (2) years from the date of this agreement, which shall automatically renew on an annual basis unless terminated in writing by either GrantMatch or the Client with 30 days prior written notice to the other party. If GrantMatch is actively developing a funding application, GrantMatch shall be permitted to complete the application until it is filed and earn the associated service fees specified in clause 3.
9. **Miscellaneous**
- a. **Benefit of Agreement.** This Agreement shall inure to the benefit of and be binding upon the successors, assigns, administrators and legal personal representatives of the Client and GrantMatch, respectively.
 - b. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties hereto with respect thereto. There are no representations, warranties, forms, conditions, undertakings or collateral agreements, express implied or statutory between the parties other than as expressly set forth in this Agreement.
 - c. **Assignment.** This Agreement may be assigned by GrantMatch upon approval from Client, which will not be unreasonably withheld. All or part of this Agreement may be assigned by the Client to any person who acquires all or part of the Client's business and such assignee may enforce this Agreement as if such assignee was a party hereto.
 - d. **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.
 - e. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

AUTHORIZED SIGNATURE FOR THE CLIENT

AUTHORIZED SIGNATURE OF GRANTMATCH

NAME, TITLE

NAME, TITLE

Appendix A

Government Funding:

Government Funding is defined as, but is not limited to: government grants, non-repayable contributions, tax incentives, and tax credits.

Funding Approval:

Funding Approval is defined as written approval from a government authority that specifies the approved amount.

Government Failed Projects:

Should the funding not be received as a result of the Government not fulfilling its obligations as specified in the contribution agreement, the associated service fees will be based on the Client's received amounts and a balance of payments will occur if necessary.

Contingency Free Funds:

Notwithstanding any other clause in this Agreement, in the event that GrantMatch identifies Government Funding for the Client where the funding program disallows contingency fee arrangements, and the Client agrees to pursue the Government Funding application in any event, the Client agrees to pay GrantMatch based on the declining tiered fees outlined in Section 3 of the total grant requested. Such fee is not contingent and is earned and invoiced upon a full grant submission. Such fee is payable six (6) months from the submission of the grant application. GrantMatch guarantees its work for any application where this clause will apply and will indemnify the Client for one hundred percent (100%) of the fee payable hereunder, should the application be declined.

Lobbying

GrantMatch employees and/or its authorized agents will not communicate directly with Public Office Holder(s) on behalf of Clients. GrantMatch will not communicate with, arrange meetings with, or attempt to influence, Public Office Holders. GrantMatch will not be considered a Consultant Lobbyist, will not be required to register its activities with the Lobbyist Registration System, and will, therefore, remain in compliance with the Lobbying Act. <https://laws.justice.gc.ca/eng/acts/L-12.4/FullText.html>



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: June 17, 2025, deferred from May 20, 2025 **Report No:** FIN-2025-11

Subject:

Updates to Tax Collection Policy

Recommendation:

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-11 Updates to Tax Collection Policy for information; and

THAT the Council of the Municipality of Whitestone does hereby approve the amended Tax Collection Policy.

Background:

At a Regular Council meeting on May 21, 2019, Council approved minor adjustments to the Property Tax Collection Policy and passed By-law 38-2019. These included:

- Moving the final billing installment date from September to August.
- Adding postdated cheques as an accepted payment method.
- Adding a reference to By-law 05-2019 (Being a By-Law to impose late payment charges for the non- payment of taxes or any installment by the due date) to impose late payment charges for the non-payment of taxes or any installment by the due date.

At a Regular Council meeting on January 18, 2021, Council approved an update to the Property Tax Collection Policy (Resolution No. 2021-017) to reflect changes to accepted methods of payment, pre-authorized payment plans, and the corresponding due dates as follows:

a) Taxes due may be paid in four installments without interest or penalties as follows:

- 50% of the interim bill on the last day of March.
- 50% of the interim bill on the last day of May.
- 50% of the final bill on the last day of August.
- 50% of the final bill on the last day of October.

- b) Pre-authorized payment plans are offered for the above four (4) payment options or monthly, with the final day of every month as the due date.

At a Regular Council meeting on July 16, 2024, Council approved two minor changes to the Property Tax Collection Policy (Resolution 2024-281) and passed By-Law 39-2024 to accept e-transfer payments as an accepted method of payment and to change the frequency of arrears reporting to Council from three times per year to one time per year.

Analysis:

Since 2017, the Municipal Act allows tax sale proceedings after two years of arrears (previously three). As an example, as of January 1, 2025 taxes owing from 2023 are two years in arrears and taxes owing from 2022 are three years in arrears.

At a Regular Council meeting on May 21, 2024, it was noted in staff report FIN-2024-08 Tax Arrears Update that the Property Tax Collection Policy provides for the commencement of the tax sale process after three years of arrears. However, a recent review of the policy found it does not expressly state this.

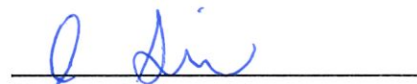
At a Regular Council meeting on October 15, 2024, it was noted in staff report FIN-2024-12 that staff would proceed with the tax sale process for properties three (3) years in arrears with a balance of \$5,000 or greater. However, the policy does not set out any minimum arrears dollar-value for such referral.

To ensure consistent application, staff are recommending that the policy be updated to clarify that any property with tax arrears aged three years or more shall be eligible for the tax sale process. While accounts with balances over \$1,000 will be prioritized, staff retains discretion to refer properties with lower balances in cases of chronic non-payment. Staff are also recommending the addition of a new section to the policy regarding minimum balance write-offs to allow staff to write off small amounts under \$5.00.

Link to Strategic Plan:

2. Fiscal Responsibility and Accountability

Respectfully submitted by:



Jessica Sinkowski
Treasurer/Tax Collector

Reviewed by:



Nigel Black
CAO/Clerk

ATTACHMENT A – Updated Property Tax Collection Policy A06 – F20 – 01



THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CORPORATE POLICY MANUAL

POLICY MANUAL SECTION: Finance and Accounting	POLICY NUMBER: A06 – F20 - 01
POLICY NAME: Property Tax Collection Policy	
DATE APPROVED: June 3, 2019	AUTHORITY: By-law No.: 38-2019 – Repealed By-law No.: 39-2024 By-law No.: 23-2025
REVISION DATES: July 18, 2021 (Resolution 2021-017) July 16, 2024 (Resolution 2024-281) May 20, 2025 (Resolution 2025-XXX)	DEPARTMENT RESPONSIBLE: Finance

PURPOSE:

The purpose of this policy is to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation and collection of property taxes.

SCOPE:

This policy addresses invoicing, collection and reconciliation of all monies owed to this Municipality in respect of taxation.

PROPERTY TAX COLLECTION POLICY

1. GENERAL

Section 286 of the Municipal Act, 2001, states that;

“A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including:

- a) Collecting money payable to the municipality and issuing receipts for those payments;*
- b) Depositing all money received on behalf of the municipality in a financial institution designated by the municipality;*
- c) Paying all debts of the municipality and other expenditures authorized by the municipality;*
- d) Maintaining accurate records and accounts of the financial affairs of the municipality;*
- e) Providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;*
- f) Ensuring investments of the municipality are made in compliance with the regulations made under Section 418, if applicable; and*
- g) Complying with any requirements applicable to the treasurer under section 418.1.”*

This policy provides direction to staff regarding the timely and efficient billing and collection of property tax levies.

2. PROCESS

The Municipality of Whitestone will follow a prescribed policy for the billing and collection of property tax levies. This policy will conform to current legislation and the *Municipal Act*, 2001. Where this policy contradicts legislation of the Province of Ontario or the Government of Canada, the legislation shall be followed.

This policy will provide an open, transparent and consistent framework for the billing and collection process. Municipal staff and Council shall reference this document when communicating with public regarding property taxes.

As tax billing and collection is the primary source of revenue for the Municipality of Whitestone, this policy will help to:

- a) Streamline activities and eliminate questions as to the appropriate steps required for collection;
- b) Set out consistent guidelines to be followed with regard to collection of property tax payments to the Municipality;
- c) Establish a written policy outlining the procedures to be followed by staff.

Ensure all activities conform to the current legislation. Real property tax is levied on the assessment for real property within the Municipality of Whitestone in accordance with Section 307(1) of the Municipal Act, 2001.

3. ISSUANCE OF PROPERTY TAX BILLS

The following guidelines apply to the issuance of property tax bills:

- a) Taxes are deemed to be levied and become due on January 1 of the taxation year to which they apply, except where otherwise required by law.
- b) Interim Tax Bills will be issued in February as specified in the annual by-law passed to establish the interim levy.
- c) The amount billed will be no more than fifty percent (50%) of the previous year's total taxes and may include up to fifty percent (50%) of any Local Improvement charge or other special charge as required under provincial legislation.
- d) Amounts deemed to be taxes, or items with priority lien status will be included on the interim bill at one hundred percent (100%). These items may include, but are not limited to, outstanding invoices for other services, i.e., planning fees, landfill fees, etc.
- e) Final Tax Bills will be issued in July as specified in the annual by-law passed to establish the final tax rates.
- f) Taxes due may be paid in four installments without interest or penalties as follows:
 - 50% of interim bill on the last day of March.
 - 50% of interim bill on the last day of May.
 - 50% of final bill on the last day of August.
 - 50% of final bill on the last day of October.
- g) Pre Authorized Payments plans are offered for the above four (4) payment options or monthly, whereas the final day of every month is the due date.
- h) Where an installment date identified above falls on a statutory holiday, the installment date shall be the following business day.
- i) The amount billed will be calculated based on the assessment value on the returned assessment roll and the final levy as approved by Council through the annual budget and the associated by-law passed in accordance with Section 312(2) of the Municipal Act, 2001.
- j) Tax bills will contain all required information as set out in Section 343(2) of the Municipal Act, 2001 and any other information deemed necessary by the Treasurer.

4. MAILING

Where allowed by legislation, and where available, provision of tax bills, arrears notices, and other related correspondence may be provided electronically.

The Municipal Act, 2001 Section 343(1) requires tax billings to be post marked and mailed no less than twenty-one (21) calendar days prior to the due date.

5. SUPPLEMENTARY TAX BILLINGS

Omissions – Section 33 of the *Assessment Act* allows for the taxation of real property that has been omitted from the roll. This provision allows for taxation in the current year, plus an additional two preceding years. These will be taxed at the appropriate rate for the effective years.

Additions – Section 34 of the *Assessment Act* allows for the taxation of assessment that has increased in value or has been added to the return of the last revised roll. These taxes apply only to the current taxation year.

Supplementary tax bills will be generated as soon as possible after each Supplementary Roll is received from MPAC, however will not be before August. The bills will be processed and mailed in the same manner as the interim and final tax bills. The due date shall be set no earlier than twenty-one (21) calendar days after the date.

6. APPLICATION OF PAYMENTS

Section 347(1) of the *Municipal Act*, 2001 outlines how payments are applied to outstanding balances:

- a) The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owing with the charges imposed earlier being discharged before charges imposed later (i.e., longest outstanding interest or late payment charges first).
- b) After all outstanding late payment charges, the payment shall be applied against taxes owing according to the length of time they have been owing, with taxes imposed earlier being discharged before taxes imposed later.
- c) Part payment will not be accepted on a tax account where a tax arrears certificate has been registered against the property unless an extension agreement has been granted by Council.

Section 341 of the *Municipal Act*, 2001 provides that a municipality may apply refunds from appeals to the current tax liability. The Municipality will apply any refund resulting from an appeal, request for reconsideration, or other legislative reduction first to the taxpayers account. A taxpayer may request a refund of a credit balance in writing after the final tax bills have been issued.

7. ACCEPTED PAYMENT METHODS

Payments are payable to the Corporation of the Municipality of Whitestone, 21 Church Street, Dunchurch, ON, P0A 1G0.

The following payment methods are accepted for property taxes:

- a) Cash payments may be received in person (Monday to Friday between 8:30 am and 4:30 pm) at the reception desk of the Municipal Office;

- b) Telephone or internet banking;
- c) Debit or credit cards through Plastiq on the Municipal Website (www.whitestone.ca);
- d) Interac e-Transfer emailed to treasurer@whitestone.ca
- e) Cheques may be delivered in person (Monday to Friday between 8:30 am and 4:30 pm), dropped in the after-hours mailbox at the front of the Municipal Building, or mailed. The date of the payment must be no later than the installment date in order to avoid interest and penalties. Postdated cheques will be accepted and held until the negotiable date;
- f) Payments may be made at most Canadian Financial Institutions; and
- g) Payments made by mortgage company or financial institution on behalf of a taxpayer.
- h) Electronic payments in the form of Pre Authorized payment plans are offered under the installment plan, four payments due in the taxation year or the monthly plan, twelve payments due in the taxation year.

Payment tendered in US funds will be accepted based on the exchange rate established by the Municipality's bank on the day of the deposit.

Third party cheques will not be accepted.

8. OUTSTANDING TAXES GENERAL PROCEDURES

Review of all past due accounts will be done on a quarterly basis. An updated Arrears Report to council will be generated one (1) time per year.

Arrears notices, with a balance over \$5.00 are mailed in the month of June and in the month of November.

Form or personalized letters are sent out in the month of December to all property owners with outstanding balances over approaching two one-years-old in January of the following year. The letter will request payment or response by a specific date.

Staff will encourage property owners in tax arrears to establish a monthly payment plan to repay outstanding balances in a timely manner.

Payment plans shall be designed to ensure that arrears in second year are repaid within six months.

9. COLLECTION METHODS

There are two basic remedies used by the Municipality to enforce payment of property taxes owing:

- a) Penalty / Interest – Interest shall be assessed at the rate of 1.25% per month, or the highest rate allowed under the Municipal Act, 2001 and will be added to all outstanding accounts on the first day of the month following the due date. Penalty and interest will not be

compounded in accordance with By-law 05-2019 (Being a By-Law to impose late payment charges for the non- payment of taxes or any installment by the due date).

- b) Tax Registration / Tax Sale – Tax registration and sale falls under Part XI of the *Municipal Act*, 2001 and applies to properties that are in arrears for the preceding two years have arrears aged two years or more. The Municipality will only initiate the tax sale process for properties with arrears aged three years or more. While priority may be given to accounts over \$1,000, the Treasurer/Tax Collector may use discretion in referring chronic non-payment accounts regardless of balance. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding plus associated legal and administrative costs. The Municipality shall use a legal firm or tax registration firm to process all required statutory notices. The use of tax registration and tax sale is a last resort and will be avoided where possible through the establishment of a repayment plan.

Any notice sent by registered mail is considered delivered to and received by the addressee unless the notice is returned by the Post Office or an error in the mailing address is proven.

It is the taxpayer's responsibility to notify the Municipality of Whitestone of any mailing address changes. Section 343(6) of the *Municipal Act*, 2001 identifies that tax bills shall be sent to the taxpayer's residence or place of business or to the premises for which the taxes payable for, unless the taxpayer directs otherwise. The direction by the taxpayer continues until it is revoked in writing by the taxpayer.

For tax accounts approaching two-three years in arrears in January of the following year, a collection letter will be sent in December to the property owner(s) advising of the tax arrears situation and requesting, as a minimum, full payment or satisfactory payment arrangements of the amounts subject to tax registration.

If there is no response to the collection letter, a final notice will be mailed on the first week of January indicating that no partial payments will be received and that the property legislatively qualifies for the Tax Registration process and the Municipality has initiated these proceedings.

Where a taxpayer has a balance in second year arrears and breaches a payment plan, the Treasurer shall immediately inform the taxpayer that no further partial payment will be received and forward the file for tax registration.

The Treasurer has the authority to exercise discretion in the application of these policies where unusual circumstances are apparent. The guiding principles for this discretion shall be ensuring legislative requirements are met, ensuring fairness to all taxpayers and the overall best interest of the Corporation are met.

Late payment charges are adjusted only in the following circumstances;

- a) Taxes are adjusted under Sections 354, 357, 358 of the *Municipal Act*, 2001;
- b) Taxes are adjusted following as Assessment Review Board decision;
- c) Taxes are adjusted in accordance with a decision of the Courts;

- d) The interest or penalty was charged as a result of error or omission; or
- e) Circumstances deemed appropriate by the Treasurer.

10. MINIMUM BALANCE WRITE-OFF

In some circumstances, there remains a balance owing on a taxpayers account after a payment is received, which is often a result of interest being added to the account. When the balance of an account is small enough that the additional cost of collection would not be deemed worthwhile, it may be expedient to write off the amount. Finance Staff is authorized to write off amounts of \$10.00 and under on each account.

This policy shall be reviewed at least every four years, or as legislation changes.

Q



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Finance

Agenda Date: June 17, 2025, deferred from May 20, 2025

Report No: FIN-2025-12

Subject:

Tax Arrears Update

Recommendation:

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-12 Tax Arrears Update for information; and

THAT the Council of the Municipality of Whitestone does hereby assign Realtax, a leading tax recovery specialist in Ontario, to recover municipal property tax; and

THAT staff continue to update Council with annual Tax Arrears Updates in accordance with the Municipality's Tax Collection Policy.

Background:

The Municipality's Tax Collection Policy requires annual updates to Council on tax arrears, as well as the issuance of personalized letters to all property owners with outstanding balances approaching two years old in December of each year. While the Municipal Act permits initiating tax sale proceedings for accounts two years in arrears, the Municipality initiates the process after three years of arrears in line with resource considerations.

At a Regular Council meeting on October 15, 2024, Council approved staff to engage with Realtax, a leading tax recovery specialist, to recover municipal property tax for fifteen properties with arrears balances that were at least three years in arrears as of January 1, 2024 and above \$5,000. The total cost of the tax sale process is approximately \$2,675 to \$3,500 per property and is charged back to the property owner(s). Staff sent registered letters to the property owners on October 17, 2024 advising that if the arrears were not resolved by November 19, 2024 their account would be turned over to an external tax recovery firm.

Analysis:

Although Council authorized tax sale proceedings in October 2024, staff turnover resulted in a delay in referring eligible properties to RealTax. However, the registered letter prompted positive results, with 9 of 15 properties clearing their arrears. Arrears notices and personalized were not sent in November and December 2024.

As of April 30, 2025 there are 234 properties in arrears with a combined outstanding balance of \$381,087.06. Of these, 23 have balances exceeding \$1,000 eligible for the tax sale process with a combined arrears balance of \$148,757.50. In addition, 32 have small arrears balances under \$5.00 and are recommended for write off at a total of \$20.45.

Financial Considerations:

Timely pursuit of tax registrations reinforces fiscal responsibility and reduces long-term collection risk. As the cost of the tax sale is recoverable from property owners, there is minimal financial risk to the Municipality, while offering the potential to recoup significant outstanding balances.

Next Steps:


- May 23, 2025: Letters sent to the 6 remaining properties from the October 2024 campaign advising their files will be handed over to RealTax.
- May 31, 2025: 2025 Interim tax installment due.
- June 2025: Personalized letters sent to properties with arrears balances two years or older and arrears notices issued to all delinquent accounts.
- July 2025: Registered letters sent to properties eligible for tax sale in 2025;
- August 2025: Deadline for newly eligible properties to resolve arrears before referral to RealTax.
- October 31, 2025: 2025 Final tax installment due.
- November 2025: Arrears noticed issued to all delinquent accounts.
- December 2005: Personalized letters sent to properties with arrears balances approaching two years old and registered letters sent to properties eligible for tax sale as of January 1, 2026.
- January 2026: Deadline for newly eligible properties to resolve arrears before referral to RealTax.
- May 2026: Next Tax Arrears Update due to Council.

Link to Strategic Plan:

2. Fiscal Responsibility and Accountability

Respectfully submitted by:

Reviewed by:



Jessica Sinkowski
Treasurer/Tax Collector



Nigel Black
CAO/Clerk

ATTACHMENT A – Property Arrears Summary

Property Arrears Summary

As of April 30, 2025

Eligibility	Grouping	# of Properties	Prior Years	2022 Arrears	2023 Arrears	2024 Arrears	Total Arrears
Recommended for Write-Off	0.01-5.00	32	\$ 0.13	\$ -	\$ 0.11	\$ 20.21	\$ 20.45
Not Eligible for Tax Sale	5.01-10.00	8	\$ -	\$ -	\$ -	\$ 54.07	\$ 54.07
	10.01-20.00	6	\$ -	\$ -	\$ -	\$ 83.73	\$ 83.73
	20.01-30.00	2	\$ -	\$ -	\$ -	\$ 50.53	\$ 50.53
	30.01-40.00	2	\$ -	\$ -	\$ -	\$ 63.71	\$ 63.71
	40.01-50.00	1	\$ -	\$ -	\$ -	\$ 44.00	\$ 44.00
	50.01-100.00	4	\$ -	\$ -	\$ -	\$ 293.99	\$ 293.99
	100.01-500.00	49	\$ 983.02	\$ 40.09	\$ 75.24	\$ 10,502.98	\$ 11,601.33
	500.01-1000.00	25	\$ 1,642.80	\$ 210.30	\$ 1,053.75	\$ 14,942.32	\$ 17,849.17
	1000.01-5000.00	78	\$ 2,488.08	\$ 6,807.38	\$ 35,109.41	\$ 129,773.08	\$ 174,177.95
	Above 5000.00	4	\$ -	\$ 406.17	\$ 4,323.84	\$ 23,360.61	\$ 28,090.62
Eligible for Tax Sale	1000.01-5000.00	12	\$ 11,678.36	\$ 9,205.56	\$ 7,710.74	\$ 7,337.62	\$ 35,932.28
	Above 5000.00	11	\$ 61,912.59	\$ 15,991.12	\$ 17,483.86	\$ 17,437.66	\$ 112,825.23
Grand Total		234	\$ 78,704.98	\$ 32,660.62	\$ 65,756.95	\$ 203,964.51	\$ 381,087.06



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: June 17, 2025

Report No: ADMIN-2025-11

Subject:

Consideration of draft agreement to purchase the 2 docks at the Bolger Landing from the Magnatawan Pioneer Association for a nominal fee.

Recommendation:

THAT the Council the Municipality of Whitestone receives Report ADMIN-2025-11 (Bolger Dock Purchase) for information; and

THAT the Council of the Municipality direct staff to present this agreement to the Magnatawan Pioneer Association (MPA) for their consideration and that the offer be open for a one-month period from the time of receipt.

Background:

As Council is aware, The Municipality of Whitestone recently terminated the lease agreement of the Bolger Landing site between the Municipality and the Magnatawan Pioneer Association. There are two docks in the water at the site that are owned by the MPA. Initial discussions have taken place about the potential of the Municipality purchasing the docks for a nominal fee, similar to the purchase/sale agreement that was recently finalized to purchase the dock(s) at the Indian Narrows and Bennets Bay Boat launches on WahWashKesh Lake.

The MPA was presented with a copy of the WahWashKesh agreement (as a template) to see if there would be interest in completing a similar deal. The president of the MPA responded with the following email comments regarding the proposal:

Good Morning Nigel,

I have had a board meeting in which we discussed the municipality taking the Bolger MPA docks for \$2.

The MPA board is in agreement with consideration to the following additional information that can be outlined in our agreement letter:

1. There needs to be reference to a Maintenance plan , currently it isn't mentioned in the potential agreement we reviewed
2. We would like to see the Bolger docks form part of the municipalities yearly budget.
3. The MPA had plans to extend the south dock due to the shallow water and need for additional docking space during busy periods - IE Long Weekends where we have up to 500 people in at Bolger.
4. Finally, if there could be some clarity on what easily accessible road means when Maintenance is required

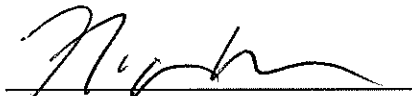
Kelvin Williamson
MPA President

My review of these issue would suggest that they are all items that could be overcome in order to come to an agreement. My suggestion would be that the Municipality could clarify our position on each point in writing but that they should not necessarily be a part of the purchase/sale agreement. As an example, I would offer the following comments on each item:

- 1) With respect to a maintenance plan, we could advise of what our standard of care is for all our docks; if we are to own these docks, we would need to maintain them to the same appropriate level in order to limit liability.
- 2) This has been addressed in the 2025 Budget as we have established a separate budget line item of \$20,000 (for all boat launch facilities), a portion of that would be used for these docks and this facility (once owned). The budget is of course subject to Council decision each year based on need and availability of funds. We would also note that it does not get into the level of detail to establish how much budget is allocated for each boat launch.
- 3) We would advise that we have no plan to expand the facility but are open to the possibility in the future through ongoing discussion with the MPA.
- 4) With respect to road conditions and whether the road is "easily accessible" for maintenance, we could offer the commitment that maintenance will be done provided that our public works personnel (and/or contractor) deem the road to be accessible without any undue safety or equipment risk. We fully intend that maintenance will be completed as required.

I suggest that these points be communicated to the MPA with the agreement for purchase and sale based on the previous version used with adjusted content for the circumstances of these docks and this location.

Respectfully submitted by:



Nigel Black
CAO/Clerk

ATTACHMENT A – Draft Asset Purchase Agreement

ASSET PURCHASE AGREEMENT

THIS AGREEMENT made the th day of July, 2025

BETWEEN:

MAGNATAWAN PIONEER ASSOCIATION

Hereinafter called the "Vendor"

OF THE FIRST PART

- AND -

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

Hereinafter called the "Municipality"

OF THE SECOND PART

WHEREAS the Vendor is the owner of five docks, two ramps and two concrete abutments;

AND WHEREAS the above-noted assets are located on lands occupied by the Municipality pursuant to a Land Use Permit issued by His Majesty the King in right of Ontario, as represented by the Minister of Natural Resources and Forestry, and which are more specifically located at

Bolger Landing Boat Launch Area at the Eastern Terminus of the Semikoka Trail, Dunchurch, Ontario (*FIRSTLY: PART BROKEN LOT 24 CONCESSION 6 BURTON PART 5 42R20376; SECONDLY: PART SHORE RDAL IN FRONT OF LOT 24 CONCESSION 6 BURTON PART 3 42R20376, CLOSE AND STOP UP BY-LAW NO.51-2015 AS IN GB88943*, Municipality of Whitestone) (hereinafter referred to as "Bolger Landing"), where two docks are located:

North Dock – 3 sections (10' x 20')

South Dock – 2 sections (10'x20') and a 15' ramp

AND WHEREAS the Vendor wishes to sell, assign and transfer and the Municipality wishes to purchase the above-noted assets on and subject to the terms and conditions of this agreement.

NOW THEREFORE IN CONSIDERATION of the respective covenants and agreements contained in this agreement and for other good and valuable consideration (the receipt and sufficiency of which is mutually acknowledged), the parties covenant and agree as follows:

1. Definitions

As used in this agreement, unless the subject-matter or context is inconsistent, the following terms shall have the following meanings:

- (a) "Agreement" means this Asset Purchase Agreement and all instruments supplemental to it or in amendment or confirmation of it;
- (b) "Assets" means:
 - 2 Docks located at Bolger Landing:
 - North Dock – 3 sections (10' x 20')
 - South Dock – 2 sections (10'x20') and a 15' ramp
- (c) "Closing" means the completion of the sale to and purchase by the Municipality of the Assets by the transfer and delivery of documents of title;
- (d) "Closing Date" means a date as the Parties may agree is the date on which the Closing contemplated by this transaction shall take place;
- (e) "Parties" means the Vendor and the Municipality, collectively, and "Party" means any one of them;
- (f) "Person" means any individual, corporation, partnership, unincorporated syndicate, unincorporated organization, trust, trustee, executor, administration or other legal representative; and
- (g) "Purchase Price" means the amount as set out in paragraph 2 in this Agreement.

2. Purchase and Sale

- (1) Subject to the terms and condition of this Agreement, and in reliance on the representations, warranties and conditions set forth in this Agreement, the Vendor agrees to sell, assign and transfer and deliver to the Municipality and the Municipality agrees to purchase the Assets from the Vendor.
- (2) The Purchase Price for the Assets shall be the sum of two (\$2.00) dollars (Canadian).

3. Representations and Warranties

- (1) The Vendor represents and warrants to the Municipality that:
 - (a) The Vendor is a corporation duly incorporated under the laws of Ontario;
 - (b) The Vendor has all necessary corporate authority and capacity to enter into this Agreement and to perform its obligations under the Agreement;

- (c) The execution and delivery of this Agreement and the consummation of the transaction contemplated under it have been duly authorized by all necessary corporate action on the part of the Vendor;
 - (d) This Agreement constitutes a valid and binding obligation of the Vendor enforceable against it in accordance with the terms of this Agreement, subject to limitations with respect to enforcement imposed by law in connection with bankruptcy, insolvency or similar proceedings relating to creditor's rights generally and to the extent that equitable remedies such as specific performance and injunction are in the discretion of a court of competent jurisdiction;
 - (e) The Vendor is not a party to, bound or affected by or subject to any indenture, mortgage, lease, agreement, instrument, charter by-law provision, statute, rule, regulation, judgment, order, writ or decree of law which, with or without the giving of notice or the lapse of time, or both, would be violated, contravened, breached by, or under which default would occur as a result of the execution, delivery and performance of this Agreement or the consummation of the transaction provided for this Agreement;
 - (f) The Vendor is the absolute beneficial owner of the Assets, with good and marketable title, free and clear of any liens, charges, encumbrances or rights of others (other than statutory liens for taxes, assessments and other governmental charges the payment for which is not yet due and owing) and is exclusively entitled to possess and dispose of the same;
 - (g) The Vendor warrants that the Assets are in good working order and condition as of the date of the execution of this Agreement and will be in good working order and condition at Closing; and
 - (h) The Vendor warrants that no member of the council of the Municipality has either by himself or herself or with or through another, any direct or indirect pecuniary interest in the sale and purchase of the Assets.
- (2) Notwithstanding the generality of the foregoing, the Municipality agrees to accept the Assets in an "as is, where is" condition or state as of the date of this Agreement.
- (3) All statements contained in any certificate or other instrument delivered by or on behalf of one of the Parties pursuant to or in connection with the transaction contemplated by this Agreement shall be deemed to be made by that Party under this Agreement. All representations, warranties, covenants and agreements contained in this Agreement by each of the Parties shall survive Closing. The execution and delivery of any bills of sale, instruments of conveyance, assignments or other instruments of transfer of title to the Assets and the payment of the consideration for the Assets shall also survive Closing.

- (4) The Parties acknowledge that all representations and warranties contained in paragraph 3(1) of this Agreement shall not merge and shall survive closing.

4. Conditions Precedent to Closing

- (1) The obligation of the Municipality to complete the purchase of the Assets under this Agreement shall be subject to the satisfaction of or compliance with, at or before Closing, each of the following conditions precedent (each or which is acknowledged to be for the exclusive benefit of the Municipality and may be waived by it in whole or in part).
- (a) All of the written representations and warranties of the Vendor made in or pursuant to this Agreement, including the representations and warranties made by the Vendor as set forth in paragraph 3(1), shall be true and correct in all material respects as at Closing and with the same effect as if made at and as of Closing;
 - (b) The Vendor shall have performed or complied with, in all respects, all of its obligations, covenants and agreements under this Agreement;
 - (c) All instruments of conveyance and other documentation relating to the sale and purchase of the Assets reasonably requested by the Municipality including, without limitation, bills of sale, trade-mark assignments, documentation in relation to the due authorization and completion of this sale and purchase and all actions and proceedings taken on or prior to Closing in connection with the performance by the Vendor of its obligations under this Agreement, shall be satisfactory to the Municipality and the solicitor for the Municipality and the Municipality shall have received the copies of all documentation or other evidence as it may reasonably request in order to establish the completion of the transaction contemplated and the taking of all corporate proceedings in connection with the completion of this transaction in compliance with these conditions;
 - (d) All consents, approvals, orders and authorizations of any persons or governmental authorities in Canada or elsewhere (or registrations, declarations, filings or records with any authorities) including, without limitation, all registrations, recordings and filings with public authorities as may be required in connection with the transfer of ownership or the Asset to the Municipality shall have been obtained on or before Closing. If, after using its best efforts, the Vendor shall have been unable to obtain any necessary consents, approvals, orders and authorizations of any governmental authorities in Canada or elsewhere necessary for the completion of the transaction contemplated by this Agreement, and the Municipality shall not waive that condition, this Agreement shall be null and void without liability as between the parties.
- (2) Each of the parties shall take all actions as are within their power to control, and use its best efforts to cause other actions to be taken which are not within their power to control, so as to

further comply with any conditions set forth in paragraph 3 which are for the benefit of the other Party.

- (3) In the event that the Vendor or the Municipality fails to comply with any condition precedent set out in paragraph 4(1) required to be complied with at or before closing and the Municipality does not waive that condition, this Agreement shall be null and void as at Closing, without liability as between the Parties.

5. General

- (1) Time shall be of the essence.
- (2) Any notice or other writing required or permitted to be given under this Agreement or for the purposes of this Agreement to the other Party, shall be sufficiently given if delivered personally, or if sent by prepaid registered mail or if transmitted by facsimile or other form of recorded communication to that Party:
- (a) in the case of a notice to the Municipality at 21 Church Street, Dunchurch, ON, P0A 1G0, Attention: CAO/Clerk; and
 - (b) in the case of a notice to the Vendor at 4109 Bridgeport Drive, Jordan Station, ON L0R 1S0.
- (3) Any notice delivered to the Party to whom it is addressed as provided shall be deemed to have been given and received on the date it is delivered at that address, provided that if that day is not a business day then the notice shall be deemed to have been given and received on the third (3rd) business day next following the date of its mailing. Any notice transmitted by facsimile transmission or other form of recorded communication shall be deemed given and received on the next business day after its transmission.
- (4) Neither this Agreement nor any rights, remedies, liabilities or obligations arising under it or by reason of it shall be assignable by any Party without the prior written consent of the other Party.
- (5) This Agreement shall enure to the benefit of and be binding on the Parties and their respective successors and permitted assigns.
- (6) The Parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to complete the transaction contemplated by this Agreement, and each Party shall provide such further documents or instruments as required by the other Party as may be reasonably necessary or desirable to effect the purpose of this Agreement and to carry out its provisions, whether before or after Closing.

- (7) This Agreement constitutes the entire agreement between the Parties and except as stated in this Agreement and in the instruments and documents to be executed and delivered, contains all the representations and warranties of the respective Parties. There are no oral representations or warranties between the Parties of any kind. This Agreement may not be amended or modified in any respect except by written instrument signed by both Parties.
- (8) The representations, warranties, covenants and agreements contained in this Agreement or in any instrument, document or written statement delivered pursuant to this Agreement shall survive and not merge on Closing.
- (9) This Agreement shall be interpreted in accordance with the laws of the Province of Ontario and all applicable laws of Canada.

THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their respective officers which are duly authorized, as of the date first above written.

By the Vendor on the _____ day of _____, 2025

MAGNATAWAN PIONEER ASSOCIATION

Per: _____

Name:

Title:

Per: _____

Name:

Title:

I/we have the authority to bind the Corporation

By the Municipality on the _____ day of _____, 2025

**THE CORPORATION OF THE
MUNICIPALITY OF WHITESTONE**

Per: _____

Name: George Comrie

Title: Mayor

Per: _____

Name: Nigel Black

Title: CAO/Clerk

We have authority to bind the Corporation.



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: June 17, 2025

Report No: ADMIN-2025-12

Subject:

Council Remuneration

Recommendation:

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2025-12 (Council Remuneration); and

THAT the Council of the Municipality of Whitestone does hereby endorse an updated Council remuneration By-law; and

THAT Staff schedule a public meeting as required under Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended for the purposes of presenting an updated Council Remuneration By-law.

Background:

At the Regular Council meeting of November 19, 2018, By-law 46-2018 was enacted which stated:

1. *That the annual remuneration paid to Members of Council effective January 1st, 2019, (excluding any Cost of Living increases) shall be as follows:*

<i>Mayor:</i>	<i>\$25,760.00</i>
<i>Councillor:</i>	<i>\$17,207.00</i>

2. *That this By-law shall come into force and take effect upon the date of its passing and shall be reviewed by Council within four (4) years of that date.*
3. *That all previous By-laws pertaining to Remuneration of Council be and are hereby repealed.*

Members of Council have received economic increases as of January 1 of each subsequent year, based on the October to October Consumer Price Index.

In July of 2024 Council received report ADMIN-2024-07 which included analysis of potential changes to the remuneration By-law to incorporate the Home Occupation Use specifically.

Report ADMIN-2024-07 has been included for background information as Attachment A. When the matter was discussed, additional items related to compensation/remuneration of Council were brought to the attention of administration with the potential for them to be included. The following motion was made, however the public meeting was never scheduled and the revised By-law was never tabled.

Resolution No. 2024-280

Moved by: Councillor Bray

Seconded by: Councillor Nash

9.2 Report ADMIN-2024-07

Council Remuneration and Home Office expenses

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2024-07 (Council Remuneration and Home Office Use); and

THAT the Council of the Municipality of Whitestone does hereby endorse in principle an updated Council Remuneration By-law; and

THAT Staff schedule a public meeting as required under Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended for the purposes of presenting an updated Council Remuneration By-law.

Councillor Nash requested a deferral

Recorded vote requested by Councillor Nash

	Yeas	Nays	Abstain
Councillor Bray	X		
Councillor Lamb	X		
Councillor Nash	X		
Councillor Woods	X		
Mayor Comrie	X		

Prior and subsequent to the discussion of this matter in 2024, the Municipality of Whitestone has made several changes to the overall compensation of Council. I have noted several of these decisions below for reference. Given the number of changes/decisions that have been made, it is suggested that they should be reflected in a revised Council Remuneration By-law. In addition, if there are any additional items that Council would like contemplated for overall Council remuneration/compensation, then that direction should be given for administration staff to investigate.

Analysis:

Council Remuneration

As of January 1, 2025, Council Remuneration is as follows:

Mayor	\$ 31,830.72
Councillor	\$ 21,262.08

The By-law referenced above (No. 46-2018) has not been amended since 2018, it was partially reviewed in 2024.

The following compensation changes have been made by Council in the past several years (since 2018):

- Electronic Device Allowance (Resolution 2023-065 Policy A06-C0-07)
- Critical Illness Insurance for \$20,000 increased from \$10,000 (Resolution 2023-116/115)
- The Yearly Issuance of a T2200 to Council Members if requested (Resolution 2024-484, By Law 67-2024)
- The Health Spending Account Benefit (Resolution 2023-115 and 2025-155)
- AIG Insurance Policies - Travel Insurance Out of Province & Accident Policy (existing insurance benefits not defined in the current By-law)

The proposed revised By-law is attached as Attachment B. The By-law includes changes which adequately cover these decisions of Council and continues to include many of the conditions from the previous draft. To be clear, this By-law is not making any proposed increases to the Council Remuneration/compensation, it is simply formalizing the decisions that have been made, including those from the 2025 Budget process. It also adds several sections for insurance coverages and OMERS participation as these are existing benefits that are not contemplated in the current By-law. Finally, it repeals any By-laws that result in duplication.

Given the intent of the legislation to have this done once during the term of Council, it is suggested that in the future it is done within the first year of a Council term.

Next Steps:

Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, states that on or after December 1st, 2003 a council shall review a By-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

A public meeting will be scheduled as required under Section 283 (7) of the Municipal Act to review the proposed By-law.


Financial Considerations:

There are no financial pressures relating the proposed By-law. Council remuneration as well as estimated costs for training, conferences and workshops is embedded in the annual operating budget.

Link to Strategic Plan:

Under the leadership of Council, and working together in a spirit of collaboration, our community is engaged in making Whitestone one of the best places in Ontario to live, work, and play.

Submitted by:


Nigel Black
CAO/Clerk

ATTACHMENT A – Report ADMIN-2024-07

ATTACHMENT B - DRAFT Council Remuneration By-law



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: July 16, 2024

Report No: ADMIN-2024-07

Subject:

Council Remuneration and Home Office Use

Recommendation:

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2024-07 (Council Remuneration and Home Office Use); and

THAT the Council of the Municipality of Whitestone does hereby endorse an updated Council remuneration By-law; and

THAT Staff schedule a public meeting as required under Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended for the purposes of presenting an updated Council Remuneration By-law.

Background:

At the Regular Council meeting of November 19, 2018, By-law 46-2018 was enacted which stated:

1. *That the annual remuneration paid to Members of Council effective January 1st, 2019, (excluding any Cost of Living increases) shall be as follows:*

<i>Mayor:</i>	<i>\$25,760.00</i>
<i>Councillor:</i>	<i>\$17,207.00</i>

2. *That this By-law shall come into force and take effect upon the date of its passing and shall be reviewed by Council within four (4) years of that date.*
3. *That all previous By-laws pertaining to Remuneration of Council be and are hereby repealed.*

Members of Council have received economic increases as of January 1 of each subsequent year, based on the October to October Consumer Price Index.

Analysis:**Council Remuneration**

As of January 1, 2024, Council Remuneration is as follows:

Mayor	\$ 31,206.58
Councillor	\$ 20,845.19

The By-law referenced above (No. 46-2018) has not been reviewed since 2018.

During the COVID-19 Pandemic, Members of Council were required to join Council and Committee meetings remotely through video conferencing or by telephone. Per the recently enacted procedural By-law, Council now has the option of video conferencing, phoning in or attending meetings in person. Occasionally meetings are scheduled as video conferencing or phone in only.

Home Office Use

Having the use of a home office space including a private space for confidential / closed meeting discussions has evolved as a requirement for Members of Council in order to perform the duties expected of them.

In order for Members of Council to claim for home office expenses, the Canadian Revenue Agency requires a written, contractual agreement with the Municipality of Whitestone. The proposed By-law (ATTACHMENT A) speaks to this requirement as well as confirms current protocols in respect of mileage, training and seminar expenses.

Next Steps:

Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, states that on or after December 1st, 2003 a council shall review a By-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

A public meeting will be scheduled as required under Section 283 (7) of the Municipal Act to review the proposed By-law.

Financial Considerations:

There are no financial pressures relating the proposed By-law. Council remuneration as well as estimated costs for training, conferences and workshops is embedded in the annual operating budget.

Link to Strategic Plan:

Under the leadership of Council, and working together in a spirit of collaboration, our community is engaged in making Whitestone one of the best places in Ontario to live, work, and play

Submitted by:

Michelle Hendry
CAO/Clerk

ATTACHMENT A – DRAFT Council Remuneration By-law

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
BY-LAW No. xx-2025

Being a By-law to establish remuneration and expenses for the Members of Council of
the Municipality of Whitestone and to Repeal By-law Nos. 46-2018 and 67-2024

WHEREAS, Section 283(1) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members council;

AND WHEREAS Section 283 (2) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, provides that despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- (a) the expenses are actually incurred; or
- (b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

AND WHEREAS, Section 283 (7) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, on or after December 1st, 2003 a council shall review a By-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election;

AND WHEREAS, Section 284 (1) of the *Municipal Act*, 2001, S.O., 2001, c. 25, as amended, provides that the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body; and under subsection (2), the statement shall identify the by-law under which the remuneration or expenses were authorized to be paid.

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

Annual Remuneration

1. **THAT** the Mayor of the Municipality of Whitestone shall be paid an annual rate of remuneration of \$31,206.58 which was effective January 1, 2024.
2. **THAT** the Councillors of the Municipality of Whitestone shall be paid an annual rate of remuneration of \$20,845.19 which was effective January 1, 2024.
3. **THAT** the annual remuneration shall be paid in twelve monthly installments, payable on the first day of each month, in advance, for the month the installment is intended to cover. Where a member of Council in not re-elected or did not run for election, the remuneration for November of the election year shall be pro-rated based the commencement date of the new Council.
4. **THAT** where a member of Council resigns from Council or is otherwise no longer a member of Council, the remuneration shall be prorated based on the last day the member acted in the capacity of a Member of Council
5. **THAT** the annual economic increases for the Mayor and Members of Council be the same as any annual Cost of Living Adjustment, October to October, as determined by Statistics Canada and as provided to municipal employees who are not members of the bargaining unit.

Expenses

6. **THAT** for the purposes of meeting Revenue Canada requirements, it is acknowledged that the Member of Council is required to provide their own office and/or virtual office, vehicle, supplies to carry out their assigned duties. Appropriate Revenue Canada forms will be supplied by the Treasurer to reflect this, upon request.
7. **THAT** Members of Council will be required to travel throughout the Municipality of Whitestone from time to time in order to discharge their responsibilities.

No mileage will be paid to Members of Council for attendance at Council meetings, Committee meetings or for other meetings or events/activities held within the Municipality of Whitestone boundaries.

8. **THAT** the expenses for any training, conferences or other meetings that have been authorized by Council or by the Ontario Municipal Act, including registration fees, related mileage, meals and living expenses, shall be reimbursed by the Municipality, in accordance with the current policies as approved for Municipal Staff.
9. **THAT** the Mileage & Expense Form is to be completed, itemizing all mileage, expenses and receipts and the amounts claimed are to be submitted to the

Treasurer. Debit card only receipts will not be accepted. The Mileage & Expense Form(s) are to be submitted to the Treasurer or the Chief Administrative Officer.

10. **THAT** mileage where applicable is measured from a member's residence in Whitestone or from their home address outside of Whitestone, whichever is less. Mileage and meal expenses will be reimbursed at the current published Canada Revenue Agency rates, adjusted annually.
11. **THAT** Council members shall be entitled to an Electronic Device Allowance each year with the scope and compensation to be determined by Council policy as amended from time to time.
12. **THAT** Council members shall be permitted to participate in the OMERS pension plan on the same terms and conditions as provided for full-time non-union salaried staff.
13. **THAT** Council members shall be entitled to a Health Spending Account through a benefit provider for each Council member (including spouse and dependants) in the amount of up to \$4,500 per member per calendar year.
14. **THAT** Council members shall be able to enrol in insurance coverage for out of province travel and accident coverage according to the policy provided by the municipality.
15. **THAT** Members of Council are entitled to Insurance coverage in the amount of \$20,000 for Critical Illness coverage.
16. By-law No. 46-2018 is hereby repealed; and
17. By-law No. 67-2024 is hereby repealed; and
18. **THAT** this By-law shall come into effect upon the date, and at the time of its passing.

Mayor George Comrie

CAO/Clerk Nigel Black



Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: June 17, 2025

Report No: ADMIN-2025-13

Subject:

Community Centre Audio / Visual System

Recommendation:

THAT the Council the Municipality of Whitestone receives for information report ADMIN-2025-13 (Audio Visual System); and

THAT the Council direct the CAO/Clerk to continue to finish the project with the addition of a camera system that he deems to be most useful.

Background:

Since early 2024 Council and staff have been working toward the installation of a new Audio/Visual system at the Community Centre.

In January 2024 there was a staff report regarding the result of an RFP for a/v equipment at the Community Centre, recommending using a company to install the equipment, but the recommendation was defeated by Council after considerable debate.

Following the January 2024 Report in September of 2024 there was the following resolution:

Resolution No. 2024-352 (as amended)

Moved by: Councillor Scott Nash

Seconded by: Councillor Brian Woods

9.2 Report ADMIN-2024-11
Community Centre Projector and Projector Screen Options

THAT the Council of the Municipality of Whitestone receives for information Report ADMIN-2024-11 (Community Center Projector and Screen Options); and

THAT the Council of the Municipality of Whitestone direct staff to proceed with the best option available not to exceed \$8500.00 and will work with Dan Hildebrandt to have it installed.

Since my arrival as CAO/Clerk in December of 2024, I was directed to see the project to its completion. Several components of the project had already been put in place prior to my arrival, a screen and projector had been purchased and screen mounting blocks and power had been supplied to the south wall for the screen mounting location. A budget was established for the remainder of the project in 2025.

I understand there has been considerable debate about all components of this project by Council in the past.

Analysis:

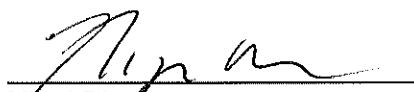
The current status of the project is as follows:

Staff have been working with our IT contractor to ensure a system that will work for the needs of Council Meetings and other uses within the Community Centre. In doing so, a plan was formulated which would use the south wall mounting of the screen, light from windows was not an issue in the testing we did with the projector. A new layout will be required in order for Council to see the screen during Council Meetings. Based on that new layout, a wiring plan was identified for the AV system.

The screen has been mounted, the electrical contractor has completed 80 percent of his work, with one cable run remaining to be installed (necessary for the system to function). The projector has been mounted and configured to work with staff devices and the installed screen. The remaining work to complete the project is as follows: to purchase several additional lapel mics; to have the electrician finish his work; and finally to add a camera to the system.

Again, I do understand there has been considerable debate about the type of camera, with either a fixed or an 'Owl' type camera to be used. Discussion with our IT contractor suggests that buying the slightly more expensive Owl-type camera would be the best purchase as it will give the option to work as either a stationary camera, or a voice activated camera. Ultimately, if Council decides they want a stationary camera type setup, this option would still allow other meetings to potentially use the Owl setting. That said, in viewing other Council Meeting recordings, the Owl-type camera does appear to be much more professional and allow for better end user experience by the public.

Submitted by:


Nigel Black
CAO/Clerk

BY-LAWS

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW 23-2025

**Being a By-Law to provide for the establishment of a Tax Collection Policy
and to repeal By-law 39-2024**

WHEREAS pursuant to the Municipal Act, 2001 S.O. 2001, chapter 25 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 pursuant to the Municipal Act, 2001 S.O. 2001, chapter 25 the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the Council of the Corporation of the Municipality of Whitestone deems it necessary to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation and collection of property taxes;

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

1. **THAT** the Tax Collection Policy, in the form attached as Schedule 'A' to this By-Law, is adopted as a policy applicable to the collection of property taxes.
2. **THAT** By-law 39-2024 of July 16, 2024 is hereby repealed.
3. **THAT** By-Law 23-2025 is hereby passed and comes into full force and effect this 17th day of June, 2025.

Mayor

George Comrie

CAO/Clerk

Nigel Black

Schedule 'A' to By-Law 23-2025

Tax Collection Policy

[This policy is referred to in Staff Reports Item 9.3 Agenda Page 161]

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

BY-LAW NO. 25-2025

Being a By-law to Amend By-law No. 08-2024, Being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone

WHEREAS Section 391(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, authorizes a municipal Council of a municipality to pass a By-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

NOW THEREFORE the Council of the Corporation of the Municipality of Whitestone hereby enacts the following amendments to By-law 08-2024:

1. **AMENDMENTS:**

1.1. **Schedule B** Landfill Rate and Fees

- Remove “Large Quantities (Note 6)” from “Styrofoam and Other Plastic Foams” section and “\$10.00 charge is based on a volume of 200 litres / 45 imperial gallons / 0.2 cubic metres.”

1.2. **Schedule D** Building Department Rate and Fees

- Remove “At the Chief Building Official's discretion” from line 16.

1.3 **Schedule F** Cemetery Fees

- revised to align with Provincial updates

2. By-law 25-2025, being a By-law to Amend By-law 08-2024, Being a By-law to Establish Fees and Charges for services provided by the Municipality of Whitestone, is hereby passed this 17th day of June, 2025.

Mayor

George Comrie

CAO / Clerk

Nigel Black

SCHEDULE B

Landfill Rates and Fees

Fees are not subject to HST

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

Notes:

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

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

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

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

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

Note 6. Tires are not accepted at Whitestone landfill sites.

SCHEDULE D

Building Department Rates and Fees

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

SCHEDULE F

Cemetery Rates and Fees

All fees are subject to HST unless noted otherwise

Item	Description	Current Fee
Burial Plot	Residents (interment rights)	\$242.00
	Residents (perpetual care and maintenance)	\$385.00
	Non-residents (interment rights)	\$726.00
	Non-residents (perpetual care and maintenance)	\$605.00
Cremation Plot	Residents (interment rights)	\$121.00
	Residents (perpetual care and maintenance)	\$275.00
	Non-residents (interment rights)	\$440.00
	Non-residents (perpetual care and maintenance)	\$275.00
Scattering	Residents (interment rights)	\$55.00
	Residents (perpetual care and maintenance)	\$126.00
	Non-residents (interment rights)	\$82.00
	Non-residents (perpetual care and maintenance)	\$126.00
Transfer of Internment Rights	(Note 1)	\$66.00
Flat marker under 172 sq in		N/C
Flat marker over 172 sq in		\$100.00
Upright monument up to 4 X 4 ft		\$200.00
Staking fee- Lots / Markers	(Note 2)	\$60.00
Opening/Closing Burial Lot		Fee as per Funeral Home and paid directly to the Funeral Home
Opening/Closing Cremation Lot	(Note 2)	\$132.00
Bereavement Authority of Ontario License fee	All interments: burial, cremation or scattering	\$30.00

Notes:

Note 1 - No HST paid on this fee

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



MEMORANDUM

To: Mayor and Council
From: Mike Huggins, Public Works Manager
Date: June 17, 2025
Re: Health and Safety Procedures Manual

Background

Back in September 2024, then Public Works Manager Creasor worked with Hillarie Klass, a Health and Safety Consultant from Public Services Health and Safety Association, to update the Municipality of Whitestone's Health and Safety Procedures Manual and Policy to bring it in line with the regulations set out in the Ontario Occupational Health and Safety Act & Regulations. The new Public Works Manager has taken over the project finalizing and sending it in for council's consideration in adopting the new Health and Safety Procedures Manual and Policy.

Analysis

As stated in the introduction of the Manual, the Municipality of Whitestone is committed to protection against illness, injuries and accidental loss to its workers and property.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property, and personal injuries/illnesses.

All staff will comply with the Municipality's loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and operating philosophy.

Recommendation

That Council pass By-law 26-2025, adopting the Municipality of Whitestone Health and Safety Procedures Manual.

δ

Attachment A – Health and Safety Procedures Manual

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

By-Law No. 26-2025

Being a By-Law to adopt a Health and Safety Procedures Manual for staff of the Municipality of Whitestone

WHEREAS the Municipality of Whitestone is committed to protection against illness, injuries and accidental loss to its workers and property; and

WHEREAS, in fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property, and personal injuries/illnesses; and

WHEREAS accidental loss can be controlled through good management in combination with active worker involvement and loss prevention is the direct responsibility of all staff;

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

1. **THAT** all staff will comply with the Municipality of Whitestone loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment; and
2. **THAT** all employees will perform their jobs in accordance with established procedures and operating philosophy; and
3. **THAT** By-law 26-2025, being a By-law to adopt the Municipality of Whitestone Health and Safety Procedures Manual, in the form attached as Schedule 'A' to this By-Law, is passed this 17th day of June, 2025.

Mayor

George Comrie

CAO/Clerk

Nigel Black

SCHEDULE 'A' to By-Law 26-2025

**HEALTH AND SAFETY PROCEDURES MANUAL OF STAFF, VOLUNTEERS AND
COUNCIL OF THE MUNICIPALITY OF WHITESTONE**



21 Church Street
Dunchurch, Ontario P0A 1G0

• Phone: 705-389-2466 Fax: 705-389-1855

www.whitestone.ca

E-mail: info@whitestone.ca

HEALTH AND SAFETY PROCEDURES MANUAL



HEALTH AND SAFETY POLICY STATEMENT

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HEALTH AND SAFETY POLICY STATEMENT

“Municipality of Whitestone” is committed to protection against illness, injuries and accidental loss to its workers and property.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements, and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property, and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active worker involvement. Loss prevention is the direct responsibility of all staff.

All staff will comply with “Municipality of Whitestone” loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and operating philosophy.

I trust that all of you will join us in a personal commitment of leadership loss prevention as a way of life.

CAO

DATE



PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

RESPONSIBILITY

1. The Municipality of Whitestone in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.
2. All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

PROCEDURE

A. General

1. Responsibility is defined as an individual's obligation to carry out assigned duties.
2. Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
3. The supervisor remains accountable for seeing that they are carried out.
4. Prescribed refers to a section of the Occupational Health and Safety Act and Regulations for Industrial Establishments, Construction Projects or Mines and Mining Plants.

B. Corporation

1. Ensure that:
 - (a) Equipment, materials and protective devices as prescribed are provided.
 - (b) Equipment, materials and protective devices are maintained in good condition.
 - (c) Prescribed measures and procedures are carried out.
 - (d) Equipment, materials and protective devices are used as prescribed.
 - (e) All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under The Building Code Act.
 - (f) Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
 - (g) When appointing a supervisor, appoint a competent person.
 - (h) Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.



ROLES AND RESPONSIBILITIES

POLICY #2

- (i) Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- (j) Only employ in or about the workplace a person over such age as may be prescribed.
- (k) Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- (l) Take every precaution reasonable in the circumstances for worker protection.
- (m) Post in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- (n) Establish an occupational health service for workers as prescribed.
- (o) Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- (p) Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- (r) Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- (s) Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- (t) Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- (u) Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- (v) Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

C. Management

This level of the organization includes the Chief Administrative Officer (CAO) and the Department Heads.

1. The health and safety responsibilities attached to this level include the following:
 - (a) Ensure the working environment is maintained in a healthy and safe condition.
 - (b) Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation as a minimum.



ROLES AND RESPONSIBILITIES

POLICY #2

- (c) Provide ongoing safety education through training and safety meetings, including but not restricted to WHMIS and First Aid.
- (d) Provide standard operating procedures that include safe work practices.
- (e) Evaluate the health and safety performance of subordinates and divisions.
- (f) Provide first aid facilities as required.
- (g) Ensure that personal protective equipment, where required is provided and used.
- (h) Investigate and report accidents/cases of occupational disease to appropriate authority.
- (i) Investigate and report incidents to appropriate authority.
- (j) Responsible for ensuring that workplace inspections are performed apart from those conducted by H/S Rep.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety and that employees are to be reviewed annually? (i.e. performance appraisals)
- (o) Responsible for performing regular crew visits.
- (p) Set a good example by always wearing the appropriate PPE when required.
- (q) Ensure that all senior management, departmental, or labour/management meetings have health and safety as a topic on the agenda.
- (r) Ensure that managers regularly attend staff meeting where Health and Safety is on the agenda.
- (s) Ensure that health and safety reference materials readily available to supervisors and workers.
- (t) Ensure that safety is a component of your hiring criteria.
- (u) Ensure that physical capabilities are evaluated for new or transferring employees.
- (v) Ensure that a contract administrator is assigned to larger projects.
- (w) Ensure that there is a progressive discipline system that includes health and safety infractions.

D. Supervisors

This level of the organization includes all those individuals who supervise the work of other employees, from the front-line supervisor up and could include the department heads and or directors.

1. The health and safety responsibilities attached to this level include the following:
 - (a) Taking care of the occupational health and safety of the employees within their respective area.



ROLES AND RESPONSIBILITIES

POLICY #2

- (b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- (c) Understand and enforce the Municipality of Whitestone Health & Safety Policies and Procedures.
- (d) Responsible for ensuring that workplace inspections are performed apart from those conducted by the HSR.
- (e) Ensure that employees wear the appropriate personal protective equipment.
- (f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
- (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- (h) Take every precaution reasonable in the circumstance for the protection of a worker.
- (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- (j) Ensure safety is a component of hiring criteria.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Responsible for performing regular crew visits.
- (o) Set a good example by always wearing the appropriate PPE when required.
- (p) Represent Municipality of Whitestone when meeting with MLITSD

E. Workers, Contract/Temporary Workers

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.

1. The health and safety responsibilities attached to this level include the following:
 - (a) Learning, understanding and practicing standard operating procedures.
 - (b) Responsible to work safely, work in compliance with the Act and Regulations, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
 - (c) Comply with Municipality of Whitestone health and safety policies and procedures
 - (d) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
 - (e) Report unsafe acts or conditions to their supervisor.



ROLES AND RESPONSIBILITIES

POLICY #2

- (f) Report any near-miss incident or loss immediately to their supervisor.
- (g) Report any occupational injury or illness immediately to their supervisor.
- (h) Use personal protective equipment, where required.
- (i) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
- (j) Participate in annual performance appraisals that include health and safety.
- (k) Recognised for ongoing initiatives to improve safety performance.
- (l) Included as part of special study teams to review tool design and new or existing work procedures.
- (m) Included in the development of new policies and procedures.

F. Contractors and Sub-Contractors

This classification is external to the Municipality of Whitestone and includes all those individuals or organizations working on a contract for the Municipality of Whitestone.

1. The health and safety responsibilities attached to this classification include the following:
 - (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Municipality of Whitestone health and safety policy and procedures
 - (b) Are held accountable for their health and safety performance
 - (c) Provide a WSIB clearance certificate or equivalent insurance
 - (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

This section will be included in all contracts tendered and proof of the above may be required by the municipality at any time from tendering to project completion.

G. Volunteers

This classification includes all those individuals who performs work or supplies services for no monetary compensation

1. The supervisor will ensure that volunteers receive the appropriate training including:
 - (a) information on the scope of duties of their specific tasks
 - (b) a description of the work and duties they will perform



ROLES AND RESPONSIBILITIES

POLICY #2

- (c) any authorizations, licenses, training or requirements for the work to be completed
- (d) where, when, how and with whom this work will happen
- (e) what will be out of scope for their role/duties

H. Visitors and General Public

This classification is external to the Municipality of Whitestone's organization and includes all those individuals or organizations not identified in the above classifications.

1. Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
2. Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
3. In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - (a) The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - (b) Any and all required personal protective equipment will be used by the visitor.

**PURPOSE**

To ensure legal requirements are met regarding required posted documents and to reduce injuries and occupational disease at Municipality of Whitestone by providing access to health, safety and wellness information for all staff

RESPONSIBILITY

Managers and supervisors for each department shall ensure the documents listed below are current and compliant with legislation.

PROCEDURE

The following up to date documents must be posted in a conspicuous high traffic location (reception, lunch room, change rooms)

Posted Item	Required by Legislation
Health and Safety Policy	OHSA 25(2)(k)
Copy of OHSA Act	OHSA 25(2)(i)
Explanatory material by the Ministry of Labour	OHSA 25(2)(i)
Workplace Violence and Harassment Policy	OHSA 32.0.1(2)
Orders/reports issued by the Ministry of Labour	OHSA 33(3), 57(9), 57(10) * Posted for 14 days: OHSA 59(3)
Annual WSIB summary of workplace accidents and injuries	OHSA 12(2)
Records of biological, chemical and physical agent monitoring levels	OHSA 26(1)(f)
Notice identifying hazardous agent	OHSA 41(3)
Ontario Labour Relations Board appeal notice	OHSA 61(3.13)
WSIB Form 82 – “In Case of Injury” Poster	WSIA – First Aid regulation 1101 1(1)(b)(i) and section 3
Valid first aid certificates of trained workers	WSIA – First Aid regulation 1101 1(1)(b)(iii)
WSIB and Appeals Tribunal notices	WSIA 132(2)



POSTED DOCUMENTS

POLICY #3

Health and Safety at Work Poster	OHSA
Employment Standards Poster	Employment Standards Act

The following items are not required by legislation to be posted; but it is considered best practice to post these:

- Ont. Reg. 860 – Workplace Hazardous Materials Information System
- Ont. Reg. 833 – Control of Exposure to Biological or Chemical Agents
- HSR Inspection Report
- Names and work locations of HSR
- Emergency phone numbers
- Emergency procedures and evacuation plan
- Emergency telephone numbers (e.g., police, fire, ambulance, MLTSD, Poison Control)
- Emergency posting e.g., fire routes
- MLITSD orders and reports (if applicable)
- Health and Safety workplace inspection reports
- WSIA Regulation 1101 - First Aid Requirements

COMMUNICATION

This standard will be made available to all staff in the Health and Safety Manual.

EVALUATION

Senior management will review this policy and procedure annually. The Health and Safety Representative will inspect and monitor the postings monthly to ensure they are current and complete.



PURPOSE

To implement a standard for ongoing identification of workplace hazards and implement preventive measures for control.

PROCEDURE

Hazard recognition is the process of identifying agents or conditions which have the potential to cause harm to people, damage to property, environment or loss to process. Once identified, the hazards must be assessed and controlled.

Hazard Assessment

Assessing health or safety hazards is a means of understanding the effects of the hazard and measuring the actual or potential exposure of workers to the hazard. Controls are put in place to eliminate, prevent, or minimize exposure of the worker to the hazard.

There are two main types of hazards: health and safety.

- a. A health hazard is any agent that can cause harm to the body when excessive exposure takes place. These agents include chemical, physical, biological, ergonomic factors, and workplace stressors.
- b. Safety hazards have the potential to cause injury, a substandard act, or condition. These include machine, energy, slips and falls, material handling and work practices.

Hazards may be recognized through:

- Workplace inspections – formal and informal
- Concerns reported by workers, supervisors, and the employer
- Job hazard analyses
- Studies/statistics – sick leave patterns, frequency/severity rates

HEALTH HAZARDS:

Chemical hazards:

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions
- Can be recognized through evaluation of SDS's, WHMIS labels, Designated Substance Regulations, and Regulation 833 (Control of Exposure to Biological or Chemical Agents)

Physical Hazards:

- Are agents that are forms of energy such as noise, vibration, radiation (laser beams, UV, X-rays) and temperature extreme.



HAZARD RECOGNITION

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Biological Agents:

- Are living things, or by-products of living things such as bacteria, viruses, fungi, and plants

Musculoskeletal Hazards:

- Are injuries and disorders of the musculoskeletal system which are caused or aggravated by the various risk factors in the workplace. Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include work station and equipment design, and how they interact with the worker.

Psychosocial Hazards:

- Include everyday stress that could be caused by work overload or underload, loss of control, role uncertainty and conflict, working alone, and workplace violence and harassment.

SAFETY HAZARDS:

Safety hazards include such items as:

- Energy
 - Pneumatic or hydraulic pressure
 - Steam
- Machines:
 - Moving shafts
 - Belts
 - Pulleys
 - Blades and saws
- Material handling:
 - Lifting
 - Lift trucks
 - Conveyors
- Work practices:
 - Failure to have or follow policies, procedures, training, and,
 - Enforcement of those policies and procedures

Identifying contributing factors

The following factors should be considered when recognizing hazards:

- People (training, coaching, communication, education, hygiene practices, etc)
- Equipment (protective equipment, repair and maintenance, adequate clearance)
- Materials (correct use, adequate supply, repair and maintenance, proper storage)
- Environment (noise, temperature, air quality, lighting, physical layout and structure, housekeeping)



HAZARD RECOGNITION

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- Process (work design, flow, reporting requirements, work practices policies and procedures)

Recognize Hazards

Review the following workplace information to recognize hazards.

- Worker comments, feedback, and reports of concerns
- Workplace inspection records
- Incident investigation reports
- Supervisor inspection reports and shift notes
- Safety Data Sheets (SDSs)
- Hazard alerts or bulletins
- Regulations, technical standards and codes (e.g., building codes, fire codes)
- Industry best practices
- Manufacturer instructions and specifications
- Established occupational exposure limits
- Human resources information such as absentee records and turnover rates

Assess hazards

- Assess the potential consequences of an incident caused by the hazard
- Determine the level of risk: risk = frequency x severity
- Determine the priority level
- Start working on the high priority hazards first.

Risk Evaluation Chart				
		Probability of Injury		
		High	Medium	Low
Severity of Injury	Major			
	Moderate			
	Minor			

Control the Hazard

There are three methods for controlling hazards: at the source, along the path, and at the worker.

At the source: this is the ideal control because it eliminates the hazards from the



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workplace.

Along the Path: These controls are placed between the source of the hazard and where the work is being performed.

At the Worker: This is the least preferred method of control, however, there are situations where this is the only possible location for controlling exposure to the hazard. The worker must use personal protective equipment to control exposure, such as safety boots, head protection, hearing protection, SCBA, etc.

Controls at the source include:

- Eliminate the hazard
- Substitute alternative materials, processes or equipment
- Use in a different form

Controls along the path include:

- Use engineering controls to prevent access, limit exposure, or reduce energy available that may harm workers
- Increase awareness of hazards and controls through, for example, warning systems, alarms, and signs
- Supervision

Controls at the worker include:

- Use of administrative controls such as training and procedures
- Use personal protective equipment

Evaluate the Controls

Evaluate the effectiveness of the controls by verifying that:

- The controls are working as expected and the hazard has been eliminated or adequately controlled
- The controls have been communicated to the affected employees
- Employees are using the controls properly
- Information on the controls have been communicated in the necessary training programs.



Hazard Recognition Form

What hazards can harm your workers?	Who can be harmed and how?	Probability: how likely is the hazard to cause an injury? (high, medium, low) Severity: how serious could the injury be? (major, moderate, minor) <i>Risk rating: probability x severity</i>	What action is needed to control or eliminate each hazard?	
				Date action to be taken by
<i>Driving</i>	<i>Delivery Drivers - Collision</i>	<i>High / Major = High</i>	<i>Training, Scheduling Maintenance</i>	<i>Jan 1 20XX</i>



STANDARD OPERATING PROCEDURE

PURPOSE

To provide a procedure for developing Standard Operating Procedures for the operation of equipment.

RESPONSIBILITY

The workplace supervisor is responsible for ensuring that Standard Operating Procedures are written for each critical piece of equipment at the workplace and that the workers who operate the equipment are trained in these procedures.

PROCEDURE

General

- Each workplace shall review the various equipment used at their facility and from this will develop a list of critical equipment (e.g. tractor, chipper, etc.)
- A Standard Operating Procedure shall be developed for each of these critical pieces of equipment
- All workers who operate a piece of critical equipment shall be trained in the Standard Operating Procedure

Standard Operating Procedure Format:

- Each Standard Operating Procedure should consist of the following sections:
 - (a) **Equipment**
 - i. Brand name, type, model number
 - ii. Supplier name and address
 - iii. Specific machine requirements (e.g. temperature/humidity requirements)
 - (b) **Materials**

List of materials which are consumed in the operation of the equipment (e.g. compressed air, gasoline)
 - (c) **Pre-Start-up Inspection Checklist:**

A walk around is to be performed prior to starting up the equipment. A checklist of items, specific to each piece of equipment, shall be used to ensure completeness and documentation. The checklist will identify:

 1. The frequency (e.g. daily, weekly, seasonally, etc.)
 2. What items are to be checked
 3. What remedial action is taken when a substandard condition is identified
 4. The operator who performs the inspection and the date it is performed

The checklist items may include such things as:



STANDARD OPERATING PROCEDURE

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- (i) All guards in place
- (ii) All manufacturer safety features are intact and operational
- (iii) There is no excessive wear
- (iv) Everything is fasted together properly/nothing is broken
- (v) All mounts secured
- (vi) Gauges; pressure, temperature, etc.
- (vii) No personnel can become endangered by start-up
- (viii) Housekeeping

Safety Precautions:

List the precautions that the worker should take while running the equipment, or working in the area, in order to prevent injury to himself/herself or others.

Include information concerning potential dangers of which he/she should be aware.

Some of the areas of concern which may be included are:

- (i) Electrical grounding
- (ii) High voltage
- (iii) Radiation
- (iv) Danger of burns from hot or very cold items
- (v) Extreme heat
- (vi) Flying sparks, explosive materials
- (vii) Hot liquids
- (viii) Acidic or caustic substances
- (ix) Skin irritants or drying agents
- (x) Toxic fumes
- (xi) Flammable fumes or liquids
- (xii) High pressure areas
- (xiii) Sharp edges or grinding wheels of machines
- (xiv) Dangerous moving parts of machinery
- (xv) Equipment shield
- (xvi) Excessive noise
- (xvii) Oil on floor
- (xviii) Pits or holes to avoid
- (xix) Pinch points

Information about what to do in an emergency situation (e.g. location of first aid station, emergency stopping, etc.) may also be included in this section.

Personal Protective Equipment

This section should list all the personal protective equipment which must be worn when operating the specific equipment and may include items such as:

(see attached chart)

- (i) Head protection (hard hat)
- (ii) Eye protection (safety glasses, face shield, goggles)
- (iii) Hearing protection (muffs, ear plugs)
- (iv) Respiratory equipment (filters, SCBA)



- (v) Protective clothing and gloves
- (vi) Foot protection

Preventive Maintenance and Critical Spare Parts:

This section shall document what preventive maintenance is to be performed on equipment.

A checklist of items, specific to each piece of equipment, will be used to ensure completeness and may parallel the type of list typically found in the owner's manual. The qualifications of the inspector/tester (e.g. automotive mechanic, electrician, etc.) that are required are to be identified in this section of the procedure.

A maintenance checklist will identify:

- (i) the frequency (i.e. daily, weekly, seasonally, etc)
- (ii) what items are to be checked
- (iii) what standards are to be met
- (iv) the results observed
- (v) the remedial action taken when a problem/deviation is identified
- (vi) the operator who performs the maintenance list and the date it is performed
- (vii) Lockout procedures – Shut off etc.

Some maintenance activities may not be performed on a fixed time schedule, but rather when certain conditions are observed. For these cases the procedure should identify:

- (i) the condition/signal which triggers the maintenance
- (ii) what activity is to be performed
- (iii) the action taken
- (iv) lockout procedures, if any

For critical equipment, where minimum downtime has a serious effect on the operation, a list of essential spare parts will be developed and maintained (e.g. standby generator).

Operation:

This section explains in detail how to operate the equipment. It should be as complete and as easily understood as possible. Starting with the first step, the operation is listed sequentially and explanation given for how, as well as what, things are to be done. The instructions should be stated as simply and concisely as possible, assuming that the operator has no prior knowledge of the equipment/process.

Illustrations/drawings should be provided, where appropriate, to complement the written instructions.

Shutdown:

This section should explain the steps to follow for 3 types of shutdown situations:

- (i) emergency shutdown
- (ii) regular shutdown
- (iii) long-term (storage) shutdown



STANDARD OPERATING PROCEDURE

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The steps listed for each shutdown are to be in the order in which they are to be carried out. Shutdowns include both shutdown of equipment and clearing the work areas. Emptying containers or tanks of liquid, purging lines, etc. are part of the process.

Illustrations:

This section should have any prints, drawings, schematics or illustrations which can further clarify the written procedures.

Audits:

The Standard Operating Procedure should be reviewed on a periodic basis, but a minimum of once annually, to:

- a. ensure the procedure is being applied consistently
- b. determine if the operator understands the procedure
- c. allow for feedback and suggestions for improvements

If an incident occurs while using the equipment, the Health and Safety Representative should review the Standard Operating Procedure as part of its incident review and analysis.

If the incident is attributed to failure to follow the Standard Operating Procedure

- (a) the supervisor should document this infraction and take the necessary action to enforce the procedure
- (b) the Health and Safety Representative should include an audit of the specific Standard Operating Procedure on its subsequent Workplace Inspections to observe compliance



PURPOSE

To provide some general guidelines for creating and maintaining a safe work environment.

RESPONSIBILITY

1. The worker is responsible for following safe procedures.
2. The supervisor is responsible for ensuring the policy is adhered to.

PROCEDURE

General Safe Practices

1. Personal protective equipment shall be worn when and where required.
2. Report **ALL** incidents, accidents, injuries and illness to your supervisor immediately.
3. Report any unsafe condition, including someone under the influence or in possession of drugs or alcohol or hazards which may allow an injury to occur to yourself or a fellow worker.
4. Report any property damage, regardless of how minor.
5. Follow all operator instructions when using or handling hazardous materials and ensure that all containers of hazardous materials are properly labeled and stored in designate areas (WHMIS).
6. Obey all posted signs and notices.
7. Always use the correct posture when lifting and get assistance if the weight is excessive.
8. Be aware of the location of the Health and Safety Bulletin Board and the posted Occupational Health and Safety Act.

Housekeeping

1. Aisles shall be kept clear at all times.
2. Individual work areas shall be kept clean and tidy.
3. All materials, tools, products and equipment shall be kept in their designated area.
4. Liquid spills shall be cleaned up immediately to prevent slips and falls.

Fire Prevention

1. Become familiar with the location of fire alarms "PULL STATIONS", fire extinguishers and exits.



3. Ensure aisles and exits are not blocked at any time.
4. Anytime a fire extinguisher is used, report it immediately to your supervisor, so that it can be recharged.

Equipment Operation

1. Equipment shall not be repaired, adjusted or operated unless you understand the safe operating procedure.
2. Be aware of the use and location of the "EMERGENCY STOP" button before using any equipment.
3. Loose clothing, jewelry and long hair should be secured, to prevent entanglement with equipment.
4. All safety devices shall be checked by the operator before operating the equipment.
5. All equipment shall be turned off and the appropriate lock-out procedure followed, prior to repairs, cleaning, adjustment or lubrication.



PURPOSE

To provide a guideline which outlines what personal protective equipment is required to be worn in the workplace.

RESPONSIBILITY

1. The supervisor is responsible for issuing the necessary equipment, training the worker in its use and ensuring the policy is adhered to.
2. The worker is responsible for the care and maintenance of any personal protective equipment assigned to them and for the use of assigned personal protective equipment and in accordance with this policy.

PROCEDURE

General

1. Personal protective equipment (PPE) is the last line of defense for controlling occupational hazards, after thorough evaluation and implementation of:
 - a. engineering control
 - b. administrative control
 - c. work practices
2. Only PPE approved by the appropriate safety association (e.g. CSA, ANSI, NFPA etc.) shall be used
3. Specific PPE needs will be identified at each workplace, in accordance with accepted industry practices and standards, and will be documented in the specific workplace Standard Operating Procedure for the critical pieces of equipment
4. Training in the use and maintenance of PPE shall be provided
5. Records shall be kept for the issue of non-disposable PPE
6. The Joint Health and Safety Committee shall audit compliance to this procedure during their monthly inspections



Head Protection

1. Hard hats are required by all workers involved in construction and maintenance and where there is any danger of injury from falling objects, or from striking the head on overhead objects or required by legislation. (e.g. Traffic Control Persons)
2. Hard hats shall have a shell which can withstand a dielectric strength test of 20,000 volts phase to ground
3. Do not drill, paint or wear in a reversed manner
4. Clean the shell, suspension, and liner regularly with mild soap and water.
5. Hard hats shall meet CSA standard 294.1

Eye Protection:

1. Where a worker is exposed to the hazard of eye injury, they shall wear eye protection appropriate for the circumstance, which includes, but is not limited to:
 - a) Chipping
 - b) Cutting
 - c) Drilling
 - d) Exposure to any chemicals
 - e) Exposure to heavy dirty or dusty conditions
 - f) Sandblasting
 - g) Sawing
 - h) Spray painting
 - i) Welding
2. Eye protection shall meet CSA Standard and Z94.3.1

Hearing Protection:

1. Warning signs are to be posted at the approaches to an area, or on equipment, where the sound level is more than ninety (85 dBA) decibels and hearing protection shall be worn in those areas or with that equipment.
2. Workers are to wear hearing protection when the daily exposure is more than that permitted for the particular sound level as defined in the Industrial Regulations, Occupational Health and Safety Act
3. Worker shall wear hearing protection, at all times when exposed to sound level of 85 dBA or greater.

Respiratory Equipment:

1. Suitable breathing apparatus shall be worn, when workers are likely to be exposed to injury from:
 - a) Dangerous gases, vapours, fumes or dust
 - b) Deficiency of oxygen
2. Equipment can include dust masks, masks with cartridges, SCBA (Self Contained Breathing Apparatus) or SAR (Supplied Air Respirator) as decided appropriate to the workplace conditions
3. Respiratory equipment shall be fit tested and training shall be provided before use
4. Respiratory Equipment shall meet CSA Standard Z94.4-18



Protective Clothing and gloves:

1. A worker shall be outfitted with the appropriate apparel, where they are exposed to the hazard of injury from skin contact with:
 - a) A noxious gas, liquid, fume or dust
 - b) A sharp or jagged object, particles in the air or tools which may puncture, cut or abrade the skin
 - c) A hot object, liquid or molten metal
 - d) Radiant heat
 - e) Body fluids or pathogenic materials
 - f) Vibration or impact
2. Reflective fluorescent vests or equivalent clothing are required by all workers involved in construction and maintenance, while on the roadway or road allowance. The reflective clothing must meet CSA Standard Z94.3.

Foot Protection:

1. Where a worker is exposed to the hazard of foot injury the worker shall wear foot protection appropriate in the circumstances.
2. All workers shall wear steel-toed boots or shoes with puncture resistant soles, when working on constructions sites, roads, and road allowance.
3. Lace-type footwear must be fully laced to provide full support and protection.
4. Protective footwear shall meet CSA Standard Z195.1-16.



PURPOSE

This policy is meant to eliminate the risk of personal exposure to the hazards associated with entry into a confined space.

SCOPE

To ensure the health and safety of all persons entering a confined space to conduct work or perform inspection.

RESPONSIBILITIES:

Employer:

- Ensure proper training for entry & rescue teams
- Provide proper equipment for entry & rescue teams
- Ensure confined space assessments have been conducted
- Ensure all permit required confined spaces are posted
- Annually review this program and all Entry Permits
- Evaluate Rescue Teams/Service to ensure they are adequately trained and prepared
- Ensure rescue team at access during entry into spaces with IDLH atmospheres

Worker

1. The worker working in the confined space is responsible for the proper application of this policy.
2. The employer is responsible for ensuring that workers are properly trained and equipped, and that the policy is adhered to.
3. Follow program requirements
4. Report any previously un-identified hazards associated with confined spaces

GENERAL

Definition:

A confined space is defined as a fully or partially enclosed space:

- (a) that is not both designed and constructed for continuous human occupancy, and*
- (b) in which atmospheric hazard may occur because of its construction, location or contents or because of work that is done in it.*

1. Some examples of a confined space are:
 - a. Wet wells and dry wells in sewage pumping stations
 - b. Maintenance holes in sanitary and storm sewers as well as the sewer themselves
 - c. Chlorine rooms
 - d. Ammonia compressor rooms may be considered
 - e. Ventilation system – Air Handling units



CONFINED SPACE ENTRY

POLICY #5d

2. All workers who have to enter confined spaces shall receive training in entry procedures and be familiar with the Occupational Health and Safety Act, and the Confined Space Regulations 632/05.

Confined Space Entry Procedure

1. Preplan
 - a. Determine what areas are considered to be a confined space and require a confined space entry permit.
 - b. Determine what potential hazards may exist at each confined space, e.g. lock out or blank off procedures
 - c. Ensure all the necessary equipment are available, including specialized tools or equipment.
 - d. Determine if a hot or cold work permit is required
 - e. Determine what lighting levels exist and what may be required. If temporary lighting is required, it must be intrinsically safe (explosion proof)
 - f. Ensure all equipment is properly locked out.
2. Check equipment
 - a. Ensure that all detection equipment is calibrated as per manufacturer instructions and CSA Standards.
 - b. A system of communications should be in place between the worker and the lookout person and home base. If such equipment is used inside the confined space, it must also be intrinsically safe
3. Check all personal protective equipment to make sure it is in good repair and working order Traffic control
 - a. If the entry is to be made where vehicular traffic is a hazard, the following are required:
 - i. All workers shall wear a traffic vest that meets the latest CSA standard
 - ii. Cones or delineators set up as required by "Temporary Conditions Manual, Book 7 "
4. Test (Initial)
 - a. If possible, atmospheric testing should be done prior to opening a cover.
5. Record (Initial)
 - a. All pre-opening test results shall be written on a permanent record sheet
6. Open the confined space
 - a. The removal of any confined space cover should only be done with correct tools and procedures to prevent back injuries, or the occurrence of a spark.
7. Ventilate or Purge
 - a. Dangerous atmospheres can be controlled or eliminated either
 - i. Mechanically
This type of ventilation is basically a portable fan that provides sufficient "good air" in exchange for "bad air". Generally, a fan that provides up to 750-1000 cubic feet of air per minute is used for



CONFINED SPACE ENTRY

POLICY #5d

vault or chamber operations. In larger areas such as large tanks and vessels, larger fans capable of moving up to 5000 cubic feet of air may be required. Be extremely careful of combustible areas and keep in mind that in the case of a combustible/explosive atmosphere that an intrinsically safe fan and/or ducting is required or provision made for 'natural ventilation' by means of opening other covers to create a natural air flow.

NOTE: a minimum safe requirement is 20 air changes per hour with ventilation in place for a minimum of ten minutes before entry

ii. Respiratory Protective Equipment

Respiratory protective equipment should be used whenever ventilation is inadequate or impractical. For certain conditions such as oxygen deficient atmospheres, or if the level of toxic gas or vapour is unknown or exceeds the level considered to be immediately dangerous to life or health (IDLH), the use of a self-contained breathing apparatus (SCBA) or a supplied air respirator (SAR) with an escape pack is required.

- b. In the case of explosive atmospheres, special precautions must be implemented. Entry into an area that has a concentration greater than 50% of the Lower Explosive Limit (LEL) must not be entered for any reason.

8. Secondary test

- a. This test is done with the same equipment as the initial test. Care should be taken in performing this test to ensure that the entire work area and full depth of the space is tested, and that sufficient time be taken to allow the sensors to respond properly (minimum 2 minutes, plus 2 seconds per foot of hose)
- b. Should either test show a problem atmosphere, the supervisor will be notified before entry is made

9. Record

- a. Once again, a record of the test results is required

10. Set up means of escape/retrieval

- a. There must be a means of adequately retrieving an unconscious worker.
- b. For all confined space entries, the minimum requirement is a full body harness worn by the entrant attached to a lifeline. This ensures maximum ability for a quick vertical retrieval without injury.
- c. At least one worker trained in AR shall be in the immediate area of the entry into the confined space. This person shall also be wearing a full body harness.

11. Enter

- a. A continuous atmospheric monitoring device is required for worker protection while in the confined space. When the device sounds an alarm, the worker shall leave the area immediately.

12. Commence work



CONFINED SPACE ENTRY

POLICY #5d

Emergency Procedures

- (i) *If a worker is in the confined space and the monitor alarm sounds, the worker must leave the space immediately.*
- (ii) If a worker is not in the confined space and the monitor alarm sounds, the attendant or any other worker must **not enter the space** and should notify the supervisor immediately.
- (iii) A “system of rescue” shall be in place in order to evacuate, and suitable arrangements be made to remove the worker from space.

REMEMBER: RESCUERS ACCOUNT FOR MORE THAN 50% OF ALL CONFINED SPACE FATALITIES



SCOPE

This procedure applies to all workers who may be involved in the planning, set up, and maintenance of proper traffic control to ensure the health and safety compliance.

PURPOSE

To establish traffic control procedures as required under the OHSA, the Construction Projects Regulation and Ontario Traffic Manual (Book 7) ensure traffic control procedures are implemented for the protection of workers who may be endangered by vehicular traffic and for the protection and convenience of vehicular and/or pedestrian traffic traveling through municipal worksites.

PROCEDURE

General

1. A workplace specific “traffic protection plan” shall be developed for each project where workers are, or may be, exposed to a hazard from vehicular traffic.
2. The traffic protection plan must be completed for each project and will include the following information:
 - a. The location of the job site
 - b. Date
 - c. Names of workers on the crew
 - d. Classification of work (e.g. very short duration, mobile operations etc.)
 - e. Volume of vehicular traffic
 - f. Associated hazards
 - g. Signs, devices and equipment required
 - h. Emergency telephone numbers
3. All workers at the job site shall be trained and made aware of the provisions of the traffic protection plan.
4. Any worker responsible for setting up or removing traffic protection devices shall be a competent worker, and must be provided with written and oral instructions in a language he/she understands.
5. Traffic control persons shall be competent workers, wearing and using appropriate personal protective equipment, and provided with written and oral instructions.
6. The appropriate type and number of buffer vehicles or freeway work shall be provided.
7. The worker directing vehicular traffic must be a competent worker, properly attired with appropriate personal protective equipment and provided with written and oral instructions in a language they understand.
8. All workers shall be trained in traffic control and the Ministry of Transportation Ontario Traffic Manual - Book 7 and must wear the following, CSA approved, personal protective equipment as a minimum:
 - a. Safety vest
 - b. Hard hat and construction grade safety boots.



9. Traffic control for pedestrians, where required, will also be included in all project planning.

Night Work

A worker who may be endangered by vehicular traffic during night time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility enhancing stripes covering a minimum area of 50 square centimeters per side in addition to the retro-reflective, fluorescent garment.

NOTE:

In the event conditions are such that a road closure is considered the only possible alternative (e.g., a washed-out road base), the immediate supervisor, Emergency Services, and the applicable road authority shall be contacted.



PURPOSE

To ensure workers who may be required to work in a trench are appropriately protected by shoring, or an approved trench system, and to ensure compliance with applicable legislation.

RESPONSIBILITY

Supervisors Shall:

1. be familiar with the actual and potential hazards associated with the trenching and excavating.
2. Provide information, instruction, and assistance in safe operating procedures for entering and working in an excavation or trench.
3. Ensure workers do not enter any potentially contaminated excavation until it has been assessed, the contaminated soil removed and properly disposed of, or if appropriate personal protective equipment has been provided before work begins.
4. Take every precaution reasonable in the circumstances to protect worker health and safety

Workers Shall

1. Work in compliance with the safe operating procedures for entering and working in an excavation or trench.
2. Inform the supervisor when unique or non-standard situations are encountered during trenching and shoring activities
3. Not enter any potentially contaminated excavation until the supervisor has investigated and provided a safe work plan for the site.
4. Attend all relevant confined space training before performing confined space work.
5. Report any violations, hazards or deficiencies in equipment to their immediate supervisor without delay.

DEFINITIONS:

Manufactured Support System: protective trench support appropriate for specified soil classifications and trench depth.

Shoring: braces one side of the trench against the other using timber or hydraulic braces.

Soil Type: determines the strength and stability of the trench walls

Trench: an excavation with a depth exceeding its width at the bottom; maximum bottom width is 3.7 metres (12 feet)

Trench Box: freestanding protected environment for trench workers in a trench that is moved via machine; not intended to shore up or support trench walls.



SOIL TYPES

For the purposes of this Part, soil shall be classified as Type 1, 2, 3 or 4 in accordance with the descriptions set out in this section.

Type 1 soil,

- (a) Is hard, very dense and only able to be penetrated with difficulty by a small sharp object.*
- (b) has a low natural moisture content and a high degree of internal strength;*
- (c) has no signs of water seepage; and*
- (d) can be excavated only by mechanical equipment.*

Type 2 soil,

- (a) is very stiff, dense and can be penetrated with moderate difficulty by a small sharp object;*
- (b) has a low to medium natural moisture content and a medium degree of internal strength; and*
- (c) has a damp appearance after it is excavated.*

Type 3 soil,

- (a) is stiff to firm and compact to loose in consistency or is previously excavated soil;*
- (b) exhibits signs of surface cracking;*
- (c) exhibits signs of water seepage;*
- (d) if it is dry, may run easily into a well-defined conical pile; and*
- (e) has a low degree of internal strength.*

Type 4 soil,

- (a) is soft to very soft and very loose in consistency, very sensitive and upon disturbance is significantly reduced in natural strength;*
- (b) runs easily or flows, unless it is completely supported before excavating procedures;*
- (c) has almost no internal strength;*
- (d) is wet or muddy; and*
- (e) exerts substantial fluid pressure on its supporting system.*

(NOTE: Most municipal work will be Type 3 soil due to previous excavation.



PROCEDURE

Prior to commencing any work trenching and excavations shall be undertaken in accordance with the OHSA and the Regulation for Construction Projects, in addition to the following:

General

1. Ensure the Ministry of Labour is notified of the location of the project by telephone, and then followed up with written notification.
2. Work shall not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
3. A competent person must plan and evaluate all trenches prior to entry.
4. No worker shall enter a trench that is deeper than 1.2 metres (4 feet) unless the trench is properly sloped, shored, or protected by a trench box.
5. All workers involved in trenching operations shall wear the appropriate personal protective equipment.
6. Trenching operations shall be supervised by a competent person who is familiar with all the applicable legislation and company policies.
7. All planned trenching operations shall be reported to the applicable department head. The purpose, depth, and expected duration shall be included in the report.
8. Considerations shall be given to the location, soil type, and available shoring systems, if necessary, to secure the excavation and for the protection of workers.
9. Workers are not allowed into a trench that does not have a support system, shoring, or sloping, as is required.
10. Work shall not be performed in a trench unless another worker is stationed above ground in close proximity to the trench or to the means of access to the trench.
11. A competent person should classify trench conditions daily, or more often as the conditions could possibly change.
12. Workers shall be familiar with the applicable health and safety issues. This can be accomplished through training seminars, e.g. Trenching Safety, safety videos, safety meetings, and daily/weekly tailgate talks.
13. All equipment shall be kept clear of overhead utility plant in accordance with O. Reg 213/91, s. 186. Underground gas, electrical, and other services in or near the area to be excavated shall be accurately located and marked.
14. If the service may pose a hazard, the service shall be controlled, preferably by shutting off and/or disconnecting.
15. If the service poses a hazard and cannot be shut off or disconnected, the owner of the service shall be requested to supervise the uncovering of the service during the excavation.
16. All pipes, conduits, and cables for gas and other services in an excavation shall be supported to prevent their failure or breakage.
17. Trees, utility poles, sign poles, rocks and any other large debris shall be removed or secured prior to excavation.



18. Trenching operations shall be conspicuously identified and barricaded from pedestrian and vehicular traffic.
19. Sloping, shoring, and trench boxes shall be inspected by a competent worker daily for damage and defects.
20. Weather and soil conditions shall be monitored as work progresses.
21. Safe access and egress points shall be provided at all times when personnel are required to enter a trench.
22. A person competent in confined space entry shall determine whether trenching operations present any confined space hazards.

TRAINING

All persons working in and around excavations shall be trained prior to being assigned work.

TRAFFIC CONTROL

1. Traffic control procedures shall be in place before the start of any trenching/excavation operation, see Policy #5e
2. Work area protection shall be set out in accordance with an approved traffic protection plan, where applicable.

HEAVY EQUIPMENT MOVEMENT

1. Heavy equipment operators shall position equipment so that:
 - a. Vibration is minimized
 - b. Workers are protected by minimizing the amount of movement, minimizing reverse movement and utilizing a signal person where necessary
 - c. When working close to power lines equipment maintain a safe distance
 - d. Operators of hoisting equipment or heavy equipment shall not permit a load or equipment to pass over a worker.

HOUSEKEEPING, MATERIAL STORAGE AND HANDLING

1. Inspect any equipment prior to use to ensure they are in good working condition.
2. Keep equipment shoring away from the edge of the excavation.
3. Place excavated material at least 1m (3 ft) away from the edge of the excavation.
4. Keep walkways clear.
5. Ensure that the trench is reasonably clear of water
6. Always remove spikes and bolts from wood after use
7. Use proper bending and lifting techniques.

TYPES OF PROTECTION

A trench requires a support system unless any of the following conditions exist:

1. The trench is less than 1.2 m (4ft) deep
2. Workers are not required to enter the trench
3. The walls are appropriately sloped
4. The walls are rock solid.



SLOPING

1. Type 1 and 2 soils must be sloped at a gradient of 1:1. Walls should be sloped within 1.2 m (4ft) of the trench bottom.
2. Type 3 soil must be sloped at a gradient of 1:1 from the trench bottom
3. Type 4 soil must be sloped at a gradient of 1:3 from the trench bottom.

SHORING

1. There are a variety of trench support systems that can be used on a job site depending on the conditions uncounted.
2. These systems can be site constructed, engineered, hydraulic or prefabricated.
3. Design drawings and specifications for every prefabricated, hydraulic or engineered support system must be signed and sealed by the professional engineer who designed the system and must be kept on site.

TRENCH BOXES

1. Trench boxes are normally placed in an excavated but un-shored trench and used to protect personnel. They are only capable of supporting trench walls if the space between the box and the trench wall is backfilled and compacted.
2. Workers should remain inside the box at all times when in the excavation but must leave when the box is being moved.
3. A trench box should only be accessed by a ladder or stairs
4. Ensure that the space between the trench box and the excavation is minimized.
5. The engineered drawings for the trench box must be kept at the worksite.

TIMBER SHORING

1. All timber shoring shall be constructed in accordance with section 238 of the Regulations for Construction Projects and other applicable sections within the legislation shoring shall be installed as the excavation proceeds.
2. Shoring shall be removed from the bottom up, progressively backfilling the hole.



PURPOSE

To outline guidelines for safe manual material handling and injury prevention to all workers.

Requirements of OHS Regulation 851, Sections 45-48

Sec 45. Materials, articles or things,

- a. required to be lifted, carried or moved, shall be lifted, carried or moved in such a way, with such precautions and safeguards, including protective clothing, guards and other precautions as will ensure that the lifting, carrying, or moving of the material, articles or things does not endanger the safety of worker;*
- b. shall be transported, placed or stored so that the material, articles or things,*
 - i. will not tip, collapse or fall, and*
 - ii. can be removed or withdrawn without endangering the safety of worker;**and*
- c. to be removed from the storage area, pile or rack, shall be removed in a manner that will not endanger the safety of any worker.*

Sec. 46. Machinery, equipment or material that may tip or fall and endanger any worker shall be secured against tipping or falling.

Sec. 47. Cylindrical objects stored on their side shall be piled symmetrically with each unit in the bottom row chocked or wedged to prevent motion.

Sec. 48. Barrels, drums or kegs that are piled on their ends shall have two parallel planks placed on top of each row before another row is added.

PROCEDURE

1. Supervisors shall analyze tasks and physical demands, and shall determine safe manual material handling work procedures with their workers.
2. Where the weight, size, shape, toxicity, containment, or other characteristics of the load, or the nature of the lift may endanger a worker, the load shall be moved by more than one employee, or by mechanical means if possible (e.g. hoist).
3. Supervisors shall provide information to employees on proper lifting techniques, exercise conditioning, back care, and injury prevention through tailgate or safety meetings.
4. Supervisors shall investigate reported incidents of repetitive strain, static or awkward postures, overhead work, vibration, etc. and shall intervene to reduce ergonomic hazards.

Guidelines:

Handling of Materials is outline in the Industrial Establishments – Reg. 851, Part 1, Safety Regulations. Risk factors that may increase the chance of injury include:

- Force expended to perform the task
- Direction that the force is applied



- Repetition of the motion
- Posture
- Load characteristics
- Grip on the load
- Workplace conditions
- Lighting and visibility
- Environmental conditions

Risk factors in manual material handling can be mitigated through identification, reduction, or elimination. Strategies include:

- Job planning to reduce unnecessary material handling
- Mechanize (e.g. use of lifting devices)
- Reduce re-handling
- Reduce weight
- Improved ergonomics
- Container or package design
- Reduce the distance traveled with a load
- Eliminate risky postures (bending, twisting, extreme reaches)
- Discuss the material handling tasks with co-workers and supervisors to determine the safest handling procedures (e.g. frequent short breaks, job rotation, etc.)

SAFE LIFTING TECHNIQUES

1. Plan the lifting activity; identify the drop point; ensure the route is free of obstructions; consider the need for assistance or rest breaks, etc.
2. Keep the load close to the waist, for as long as possible while lifting; keep the heaviest side of the load close to the body.
3. Adopt a stable position; feet should be apart with one leg slightly forward to maintain balance
4. Ensure a good hold on the load; hug the load close to the body.
5. Moderate flexion by slightly bending the back, hips and knees at the start of the lift to either fully flexing the back (stooping) or fully flexing the hips and knees (full/deep squatting)
6. Don't flex the back further while lifting
7. Avoid twisting the back or leaning sideways especially while the back is bent.
8. Keep the head up while lifting.
9. Move smoothly; don't jerk or snatch the load
10. Don't lift or handle more than can be easily managed
11. Put down the load and then adjust
12. Wherever possible use a dolly, cart or other lifting device.



PURPOSE

To establish a framework through which a timely and effective mobilization of staff and resources can be achieved in order to minimize risks and adverse outcomes to workers and the public.

RESPONSIBILITY

1. The employer shall ensure that a plan is established.
2. The supervisor shall:
 - a. Ensure that all workers have been informed and trained in the fire plan.
 - b. Review the policy and procedures with their employees at orientation and on an annual basis
 - c. be given clearly defined authority so that buildings and workers can be safeguarded against any emergency.
3. All workers shall comply with the requirements of this policy and procedure including:
 - a. Complying with the fire safety plan
 - b. Participating in emergency drills
 - c. Adhering to safe work practices
 - d. Reporting any hazardous situations that could result in fire.

PROCEDURES

Prevention

- Do not allow combustible materials to accumulate in any part of the workplace
- Promptly remove all combustible waste from all areas where waste is placed for disposal
- Ensure all workers have been instructed in all aspects of the fire safety plan
- All workers shall receive fire extinguisher training
- All workers and the public, where applicable, shall participate in fire drills

Fire Plan Monthly Log

A fire plan monthly log shall be kept for:

- Fire extinguisher/ Sprinkler, if applicable, inspections
- Housekeeping (storage)
- Smoke detector operations
- Fire drills (remember to close all doors before exiting)

IN CASE OF FIRE

- If you detect a fire, contact the fire department, through 911, or local fire department telephone number _____.



- Pull the alarm, or verbally notify workers of the fire and location, and that the fire department has been notified
- Exit the building immediately (close all doors behind you)
- All workers shall assemble (identify the location)
- A supervisor, or designate, must ensure that all persons have been evacuated and are accounted for including visitors
- When the fire department arrives, the supervisor, or designate, informs the incident commander of the location of the fire, and supply the floor plan if required.

DO NOT RE-ENTER ONCE YOU HAVE LEFT THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY FIRE DEPARTMENT OFFICIALS

IF YOU HEAR THE SMOKE DETECTOR

- Regardless if there is no obvious fire detected, evacuate the building
- Contact 911, or call the local fire department telephone #



PURPOSE

To ensure the establishment of a standard for the purchase and use of hazardous products in the workplace so that all the requirements of the Workplace Hazardous Materials Information System 2015 (WHMIS) regulation are met.

PROCEDURES

The following procedures shall be followed regarding hazardous materials:

1. If a controlled product is currently on site, ensure there is an up-to-date Safety Data Sheet (SDS) available, if not, one shall be requested.
2. If the product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the SDS prior to purchasing.
3. If the product has a high hazard rating, determine whether a less hazardous material can be used.
4. If no alternative is available, review the SDS to determine the risks, protective equipment needed, special storage requirements, etc.
5. When a controlled product is delivered, ensure that it is properly labelled and has the appropriate SDS. If the product is not properly labelled, either apply a workplace label, or send the product back to the supplier.
6. The supervisor shall inform workers working with the product of the hazards and what precautions are to be taken for safe handling of this product.
7. The SDS shall be placed in a location where all workers have easy access to it.
8. The supervisor and, if possible, the Health and Safety Representative, should be consulted prior to purchasing any hazardous product.

TRAINING

1. All Municipal workers who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training within a reasonable period of time from when they are employed by the municipality.
2. The supervisor shall ensure all workers working with specific hazardous products have been informed of the hazards, and on how to work safely with these products
3. The Health and Safety Representative shall review the WHMIS training program on an annual basis to determine whether or not the training provided is up-to-date and adequate to protect workers.

LABELLING

1. All hazardous products shall be labelled with either a supplier label or a workplace label as defined by WHMIS regulations.
2. All bulk containers and pipes containing hazardous products shall be labelled according to the WHMIS regulations.

SAFETY DATA SHEETS



1. An SDS shall be easily accessible for all WHMIS controlled products.
2. Copies of all SDS's shall be made available to emergency personnel in case of fire.

WORKPLACE SURVEY/INVENTORY

1. Each worksite must be inspected and all hazardous products shall be identified and noted on an inventory sheet.
2. The inventory shall be reviewed and updated annually.



PURPOSE

To summarize requirements for fall protection for workers who are required to access elevated locations at the Municipality of Whitestone workplaces.

POLICY

A Fall Protection program is an integral part of our commitment to a safe work environment. Any time a worker is exposed to a fall hazard, there will be a procedure and equipment available to reduce and/or eliminate the hazard of working from heights.

Fall Protection shall be achieved through controls that will involve all levels of management, supervisors and workers.

This shall include:

- Identification of hazards
- Elimination of hazards through engineering and procedural practices
- Control and reduction of hazards through various fall protection systems
- Training

Employees working at heights above 3 meters shall wear fall arrest system that is adequately secured to a fixed support. The fall arrest system must consist of an anchorage, connectors, and a full body harness that work together to stop a fall and to minimize the arrest force. Other part of the system may include a lanyard, a deceleration device, and a lifeline.

Supervisors shall

- Identify situations where fall protection may be required including work performed:
 - at a height at or exceeding 3.05 meters (10 feet);
 - over operating machinery;
 - over water or another liquid or a hazardous substance
 - on a suspended or mechanical work platform.
- Determine the appropriate fall protection system (e.g. guardrail system, travel restraint, etc.) to be used in a particular situation;
- Ensure workers are provided with the required fall protection equipment;
- Ensure that workers are certified in Working at Heights as required by the Construction Projects Regulation
- Ensure workers use all appropriate travel restraint, fall restricting or fall arrest system components and instructions when performing their work at an unprotected height;
- Ensure an expedient means of rescue for every situation where a fall arrest system is used, is discussed with workers prior to performing the work.

Workers shall assess the risks associated with a task and ensure that proper controls are in place to protect them while climbing and working from heights including:



- Use fall protection in a manner consistent with their training,
- Inspect the fall protection equipment prior to each use;
- Maintain fall protection equipment in good condition;
- Report any defects or malfunctioning equipment to their supervisor.
- Carry or have in close vicinity, a record of training in the proper use of fall arrest equipment for review.
- Review and have in place an emergency rescue plan before beginning any work involving fall protection.

Where workers are unsure of the methods, equipment, or procedures to reduce the risk, they shall ask for direction from their supervisor.

The application of this policy shall be outlined within the fall protection plan and shall be the responsibility of every worker within the Municipality of Whitestone exposed to falling hazards. This policy is supported by the senior management team and shall be enforced without exception. It is the intention of the Municipality of Whitestone to reduce and ultimately eliminate any injuries resulting from working at heights.

It is the responsibility of all workers to report to their supervisor, manager, HSR, any hazardous conditions, incidents, injury, or illness related to the workplace. In addition, workers required to use a fall protection system shall protect their health and safety by complying with the Occupational Health and Safety Act and all applicable Regulations, and to follow the policies, procedures, rules, and instructions as prescribed by the Municipality of Whitestone.



PURPOSE

To create a procedure outlining the steps to be followed when any worker refuses to work due to unsafe work conditions, as defined in the Occupational Health and Safety Act.

SCOPE

A worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- workplace violence is likely to endanger himself or herself; or
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

LIMITATIONS

In most workplaces Section 43 of the Occupational Health and Safety Act is not invoked. Most workers and supervisors can control substandard and unsafe conditions. There are several groups of workers in the Municipal sector which has a limited right to refusing work:

1. A person employed in, or a member of, a police force to which the Police Services Act applies
2. A firefighter as defined in subject 1(1) of the Fire protection and Prevention Act, 1997

RESPONSIBILITIES

Workplace parties should use the internal responsibility system to control substandard and unsafe conditions through health and safety hazard reporting; hazard identification and assessment; workplace inspections, investigations and implementation of correction actions.

1. The worker is responsible for immediately informing the supervisor of any unsafe work conditions and following the proper procedures.
2. The supervisor is responsible for investigating any reports of unsafe work conditions and resolving the concern, as defined by these procedures.

PROCEDURE

If the situation does arise that a work refusal happens, please ensure that all parties follow the steps.



Stage 1

1. If a worker believes that the assigned work is unsafe, the worker must report the circumstances of the refusal immediately to the Supervisor.
2. The Supervisor will investigate the report immediately in the presence of the health and safety representative, taking careful consideration of the facts and circumstances of the work refusal.
3. Upon completion of the investigation and the appropriate corrective action has been completed to all parties' satisfaction, the worker may resume work.
4. If the worker is not satisfied with the decision or the corrective action and still refuses to do the work, Stage 2 of the work refusal process begins.

Stage 2

5. If the worker continues to refuse work, and continue to have reasonable grounds to believe that there is a danger in the work, the Ministry of Labour Immigration Training and Skills Development (MLITSD) must be notified at 1-800-268-8013.
6. The worker must remain in a safe area and/or may be assigned other suitable work if available.
7. The MLITSD inspector will investigate in the presence of the supervisor, worker and health and safety representative.
8. Pending the inspector's decision, the worker may be assigned alternate work.
9. The refused work may be assigned to another worker however the worker must be advised of the co-worker's refusal and the reasons for it in the presence of the health and safety representative.
10. The inspector will provide a written decision indicating whether the work is likely or unlikely to endanger the worker.
11. If the inspector finds that the circumstance is not likely to endanger anyone, the refusing worker is expected to return to work.
12. If the inspector finds that the circumstance(s) is likely to endanger the worker or another person, the inspector will typically order the employer to remedy the hazard.
13. The employer or worker can appeal the inspector's decision.
14. No reprisals must be brought against the worker for exercising the right to refuse unsafe work.

References
OHSA Sec.43



PURPOSE

An uncluttered workplace is fundamental to any workplace health and safety program. In addition to cleanliness, housekeeping must include other factors such as orderliness and proper storage of materials. The intent of this policy is to ensure workers maintain a healthy and safe work area.

RESPONSIBILITY

1. All workers are responsible to maintain a tidy and safe workplace with an emphasis by supervisory staff to promote and enforce compliance with this provision.
2. Senior management shall encourage and communicate the need for good housekeeping.

POOR HOUSEKEEPING CAN LEAD TO:

- Slips and falls from slick or wet floors, platforms, and other walking or working surfaces.
- Slips and trips from objects left in walkways and work areas (falls on the same level).
- Falls into holes in walking surfaces, uneven floors, uncovered pits or drains or through working surfaces (falls from different levels).
- Poor housekeeping creates hazards in immediate and other areas.
- Contact with overhanging or protruding objects.

GOOD HOUSEKEEPING CAN LEAD TO:

- Better utilization of space.
- Keeping inventory of materials to a minimum.
- Helping to minimize property damage.
- Reflecting a positive image of a well-run organization.



HOUSEKEEPING PROCEDURE

General

1. Walking and work surfaces should be clean, dry and unobstructed.
2. Aisle ways and exits should be clearly marked and unobstructed.
3. Walls and ceilings should be free of hanging and/or temporary wiring.
4. Floors, and stairways should be kept in good repair.
5. Storage areas in and around building(s) should be free of refuse and debris.
6. Racks, shelves and lockers should be maintained for tools, personal protective equipment and personal items.
7. Lunch rooms, locker rooms and washroom facilities should be kept clean, orderly and sanitary.
8. Work area floors should be kept free of pallets, materials, equipment, extension cords and hoses.
9. Materials should be stacked in a stable manner, limit height as necessary to maintain stability.
10. Combustibles should never be stored on radiators, steam coils, ovens or other heat sources; in transformer vaults, or in and around electrical switchgear.



PURPOSE

Unauthorized or inadvertent operation of energy source-controlled devices which may cause injury to personnel working on or near the equipment. This procedure will ensure that equipment is locked out and tagged out when it is under repair or maintenance or determined to be unsafe.

RESPONSIBILITY

1. No employee or contractor shall undertake any work on equipment unless the equipment is fully secured against accidental start up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical, or thermal energy.
2. The worker operating the equipment is responsible for the proper application of this procedure and shall be familiar with the operational specifications that apply to locking and tagging out.
3. The supervisor is responsible to ensure that the workers are trained and follow the procedures.

LOCK-OUT

Please note: Where it is not practical to install a padlock on equipment, a tag shall be installed. In these cases, tags will be treated as if they were padlocks and will only be removed in accordance with this procedure.

1. A numbered padlock, with a single key, will be assigned to those workers that perform repairs or maintenance to equipment.
2. The padlock key is to remain in the possession of the assigned worker and is not to be given to anyone else.
3. If a piece of equipment is unsafe and repairs or maintenance are to be made, the worker shall attach their padlock to the equipment before commencing work.
4. If a piece of electrical equipment cannot be locked out, the fuses must be removed and the switch tagged (e.g. Do Not Operate) identifying the equipment status.
5. In cases where work can only be made on operating electrical equipment, adherence to the Occupational Health and Safety Act and related regulations shall apply.
6. Prior to the removal of the padlock, the worker shall inspect the equipment and the immediate area to ensure that the equipment can be safely operated.
7. If work on the equipment overlaps from one shift to the next, the worker going off shift is responsible for removing their lock and for observing the replacement of a new lock from a worker on the incoming shift.



SOP: LOCK OUT TAG OUT

POLICY #5m

8. If a worker neglects to remove their padlock before leaving the facility, the supervisor shall call that worker back in to remove the lock. If this is not possible, the supervisor may remove the padlock only after verifying that:
 - i. the worker is no longer working on the equipment and,
 - ii. the equipment is safe to operate
9. In cases where adjustments can only be made when the equipment is operating, a spotter positioned at the “EMERGENCY STOP” button voids a lock out.

MULTIPLE LOCKS AND LOCK-OUT BARS

Where several persons may be working on the equipment, a “lock out bar” that accommodates multiple locks shall be used.

BLOCKOUT

Blocking Out – is used to prevent inadvertent movement of equipment through the release of energy by gravity or inertia.

1. Where equipment operation is necessary to make repairs or maintenance, and locking out is not appropriate, the equipment shall be blocked out in such a manner as to prohibit movement of parts that may cause injury.



PURPOSE

To prevent violence in the workplace and clearly advise all employees that violence will not be tolerated. Workplace Violence is a health & safety issue and is considered to be a serious misconduct.

SCOPE

This policy applies to all employees.

STATEMENT OF COMMITMENT

The employer shall:

- not tolerate, nor condone workplace violence and considers it inconsistent with the organization's goals, priorities and values
- commit to a zero tolerance of violence in the workplace
- require prompt and accurate reporting of violent incidents, whether or not physical injury had occurred
- not discriminate against victims of workplace violence and will assist them in every reasonable manner possible
- conduct a risk assessment and review when necessary
- undertake an investigation of all incidents
- raise awareness through workplace training of personal safety issues

DEFINITION

Workplace Violence: includes any action, act, or incident in which an employee or worker is physically threatened with injury, or assaulted in circumstances arising out of his or her employment as a direct or indirect action of another employee or a member of the public.

Workplace Violence may also include the following:

- verbal threats of violence against an employee and/or the employee's family
- application of force (with or without a weapon) and threats thereof
- carrying a weapon
- inappropriate pranks or horseplay
- physical intimidation (e.g. bullying)
- domestic violence

Workplace Harassment:

- a. is engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome,



- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reporting Violence or Harassment

In the event of an incident:

- a) Make it known to the offender that their conduct must stop immediately.
- b) Remove yourself from the situation.
- c) Avoid retaliation or confrontation.
- d) All incidents must be reported immediately.
- e) Report the incident immediately to your supervisor noting specifics such as:
 - Date
 - Time
 - Location
 - Nature of the threat or assault
 - Person(s) involved
 - Witness(es)
- f) An investigation will be carried out by senior staff.

NO RECRIMINATION

The victim will be assured that there will be no recrimination because of the complaint.

PROCEDURE TO BE FOLLOWED BY THE SUPERVISOR

Supervisors are responsible to take action to prevent workplace violence. Supervisors are also required to document and report any workplace violence regardless of whether or not there was a complaint.

IMMEDIATE CORRECTIVE ACTION

When a supervisor becomes aware of a threat and/or act of violence, the supervisor must:

- a) Intervene immediately to correct and/or de-escalate the situation.
- b) If a physical assault has occurred, provide assistance to the victim and notify Police.
- c) If necessary, evacuate the work area in a safe manner.
- d) Immediately notify the Department Head of workplace violence.

(Note: If the incident is deemed to be a critical injury, as a result of the workplace violence, the Health & Safety Representative will inspect the location of the incident and report findings.)

INVESTIGATION PROCEDURE



- a) All incidents of workplace violence must be reported to and investigated by the Department Head who shall notify the CAO-Clerk.
- b) The complainant(s), and the alleged offender(s), will be informed that an investigation is being conducted.
- c) The investigation will begin with a review of all relevant documentation.
- d) The facts pertaining to the incident will include the:
 - Dates
 - Times
 - Name of Offender(s)
 - Name of Victim(s)
 - Nature of Violence
 - Victim(s) and Witness(es) Statements – Narrative
 - Statement of Offender(s) – Narrative
 - Supervisor's Statement – Narrative
- e) An interview will be held separately with both parties, as soon as possible, to establish respective views of the incident.
- f) All witnesses must be interviewed.
- g) If it is deemed necessary, interviews will be held with both past and present employees to determine if violence had occurred previously.
- h) The incident will be accurately and completely documented with findings discussed with the complainant(s) and the offender(s).
- i) If required the incident will be investigated by a third party.
- j) A decision will be rendered and the complainant(s) and offender(s) advised of the outcome.

CONSEQUENCES OF WORKPLACE VIOLENCE

- Employees who have committed an act of violence will be subject to disciplinary action up to and including discharge.
- The individual may also be subject to criminal prosecution. The result of such prosecution will not have a bearing upon the employers' disciplinary action(s).
- For non-employees who have committed an act of workplace violence, the Municipality of Whitestone may take action against the individual through civil court to protect its employee's and property.

CONFIDENTIALITY



All documentation obtained during the course of an investigation shall be confidential and will not be disclosed to anyone other than those individuals designated by the employer to deal with the workplace violence issue or as may be required by law.



Health and Safety Representative

PURPOSE

To ensure the Health and Safety Representatives (HSR's) comply with the requirements of the Occupational Health and Safety Act.

SCOPE

A HSR is required in locations where the number of workers regularly exceeds 5, but fewer than 20. The worker HSR supports the Internal Responsibility System by helping to identify hazards and making recommendations to the employer.

The HSR shall be selected by those workers (or trade union if applicable) who do not exercise managerial functions and who will be represented by the HSR. The names and work location shall be posted in a conspicuous place.

Duties and Functions

1. Perform monthly inspection of the workplace, document all substandard acts and working conditions
2. Post a copy of the inspection report on the health and safety bulletin board and provide a copy to the area supervisor and department head for review and signature.
3. Maintain first aid supplies
4. Review accident investigation reports and near miss incidents to identify unsafe conditions and work practices and make recommendations for corrections
5. Investigate any accident in which a worker is critically injured or killed in the workplace.
6. Be present at the beginning of any health and safety testing.
7. Be entitled to time away from work to carry out duties.
8. Provide recommendations to the employer on health and safety programs in general. The HSR is responsible for ensuring the written recommendations are forwarded to the employer.
 - The employer shall respond to the recommendations, in writing within 21 days, with:
 - a) timetable for implementation, if the employer agrees with the recommendation
 - b) reasons for disagreement, if the recommendation is not acceptable
9. Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
10. Identify areas of health and safety training for all workers.
11. Be present for, or assist in, work refusal investigations.
12. Be available to accompany a Ministry of Labour inspector on visits to the workplace.



Employer Responsibilities

- a) assist and cooperate with the HSR in the performance of his or her functions.
- b) provide information regarding the identification of potential or existing hazards involving materials, processes or equipment.
- c) provide the HSR with a copy of all orders or reports issued to the employer by an inspector of the Ministry of Labour
- d) provide a health and safety representative with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace
- e) provide a health and safety representative with information and assistance the representative requires for the purposes of inspecting the workplace
- f) provide the information to the health and safety representative as required under any applicable designated substances regulation
- g)** advise the health and safety representative of the results of the assessment or reassessment of the risks of workplace violence, and provide him or her with a copy of the assessment if it is in writing, and provide any other specific information where prescribed.



Training

PURPOSE

All workers shall receive the necessary training to perform their assigned tasks in a safe and healthy manner.

SCOPE

A training needs review shall be performed annually to determine if additional training would benefit workers in conducting their tasks in a safe and healthy manner.

Municipality of Whitestone will maintain a list of all workers requiring specialized training or requiring renewal at various intervals (e.g. propane, DZ licensing).

PROCEDURE

In addition, the following training shall be provided, where applicable:

- Health and Safety for Workers and Supervisors
- “MUNICIPALITY OF WHITESTONE” health and safety policy statement, and early and safe return to work obligations.
- Generic and workplace specific WHMIS training.
- Manual lifting techniques and the use of mechanical lifting devices.
- The fire safety plan, and the use of rescue equipment, where applicable.
- Transportation of injured workers.
- The use and maintenance of Personal Protective Equipment (PPE).
- Working at heights certification training employees working in specialized areas
- Prevention of falls from heights (written training instruction records signed by the instructor for each worker exposed to the hazards of falls from heights will be maintained).
- Workers assigned to a new job receive training on hazard controls and procedures for their assigned activities.
- Supervisor training on how to perform crew visit observations effectively (e.g. observation checklists, how to provide feedback for good and bad performance, etc.).
- Manager and supervisor training in health and safety principals, and recognizing, assessing, and controlling hazards in the workplace.
- HSR and applicable supervisors in planned health and safety inspections and injury /incident investigation.
- HSR Basic Training.

All new, returning, contract, student, and supply of labour workers shall be given health and safety orientation training. This training shall include the health and safety policy, worker responsibilities, reporting hazards, reporting injuries, emergency plan, early and



TRAINING

POLICY #7

safe return to work, OHSA, HSR responsibilities. Orientation training shall also be provided for staff who have been promoted or transferred.

New workers shall be assigned to a long-term worker volunteer for mentoring.

**PURPOSE**

To ensure the workplace meets the requirements for First Aid in accordance with the Workplace Safety and Insurance Act (WSIA), Regulation 1101.

RESPONSIBILITY**The Department Head and workplace Supervisor shall ensure that:**

- (a) First aid is given immediately, in accordance with the regulations.
- (b) A notification is made to the employer of any injury, or the possible onset of a work-related disease/condition.
- (c) A record of the first aid treatment or advice given to the worker in the first-aid station logbook.
- (d) A Treatment Memorandum (Form 156) is given to a worker if health care is needed.
- (e) A worker is provided immediate transportation to a hospital, a doctor's office, or the worker's home, if necessary.
- (f) A WSIB Form 7, Employer's Report of Injury/Disease shall be completed when worker:
 - receives health care
 - is absent from regular work (lost time)
 - requires modified duties at less than regular pay
 - requires modified work at regular pay for more than seven calendar days after the date of the accident
 - earns less than regular pay at regular work
- (g) The worker is asked to sign the WSIB Form 7, or WSIB Form 1492, the Workers' Claim/Consent Form. If the worker signs the WSIB Form 7, give the worker the pink copy of the form.
- (h) The Municipality of Whitestone submits to the Board, within three days of learning of the reporting obligation, an Employer's Report of Accidental Injury/Industrial Disease, WSIB Form 7 and other information that may be requested. If the worker is unable or unwilling to sign, send the form in without signature.
- (i) Pay full wages and benefits for the day or shift on which the injury occurred.
- (j) Cooperate in the worker's early and safe return to work.
- (k) Supply a Functional Abilities Form 2647 to the health professional treating the worker. Ensure the worker's signed consent to the release of the Functional Abilities information is attached. This signed consent will be either on the Form 7, Form 1492, or the employer's copy of the Form 6.

The Worker shall:

- (a) Get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes, or scratches; treating a minor burn, applying



- bandages and/or dressings, cold compresses, cold pack, ice bag, splint, changing a bandage or a dressing after any follow-up for observation purposes only.
- (b) Notify the Department Head and/or the immediate supervisor of any injury or the possible onset of a work-related disease/condition.
 - (c) Claim WSIB benefits by:
 - Signing WSIB Form 7, Employer's Report of Injury/Disease, or
 - Signing WSIB Form 1492, the Workers' Claim/Consent Form, and giving a copy of the form to the employer, or
 - Signing WSIB Form 6, Worker's Report of Injury/Disease, and giving a copy of the form to the employer.
 - (d) Choose a doctor or qualified health professional. Do not change health professionals without permission from the WSIB.
 - (e) Cooperate in health care treatment.
 - (f) Cooperate in safe return to work.
 - (g) Complete and return all WSIB forms promptly.
 - (h) Report to the WSIB any changes in income, return to work status, or medical condition.

GENERAL PROVISIONS

The employer shall ensure that all first aid boxes and stations for every shift are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB.

1. A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.
2. First aid stations shall be so located within quick and easy access for the prompt treatment of any worker at all times when work is in progress.
3. Every employer shall, at all times, keep posted in other conspicuous places in the place of employment the WSIB poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
4. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker: the date and time of its occurrence; the names of witnesses; the nature and exact location of the injuries to the worker; and the date, time, and nature of each first aid treatment given.
5. First aid boxes and their contents shall be inspected at not less than quarter-yearly intervals by respective supervisors and shall record the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

FIRST AID REQUIREMENTS

1. In workplaces where there are no more than five workers in any one shift, a first aid station with a first aid box is required and shall contain as a minimum.



2. In workplaces where there are more than five workers and not more than fifteen workers in any one shift, a first aid station with a first aid box is required.
3. In workplaces where there are more than fifteen and fewer than 200 workers in any one shift, one stretcher, two blankets, and a first aid station with a first aid box shall be provided and maintained.
4. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - (a) holds a valid St. John Ambulance Standard First Aid Certificate or its equivalent;
 - (b) works in the immediate vicinity of the box.
5. In workplaces where there are 200 or more workers in any one shift a first aid room is required.
6. The employer shall ensure that the first aid room is in the charge of:
 - (a) a registered nurse; or
 - (b) a worker who:
 - is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent
 - works in the immediate vicinity of the first aid room
 - does not perform other work of a nature that is likely to adversely affect the ability to administer first aid

The certificate referred to above shall be prominently displayed in the first aid room.

TRANSPORTATION and CONSTRUCTION

1. Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by Regulation 1101 in respect of the workers in the same manner as if they were the employer of the workers.
2. All vehicles shall be equipped with a first aid box.
3. Where workers are engaged in transporting goods outside an urban area in a vehicle, the vehicle shall be equipped with a first aid box.
4. Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available, in the event of an incident, the employer shall equip the machinery with a first aid kit containing the required items in the preceding section.

Display of Poster

The WSIB poster, referred to as Form 82 and entitled In Case of Injury at Work, shall be posted in every workplace where it can be seen by workers.



PURPOSE

To assess the quality of workplace conditions, equipment and methods, the success of or need for safety program initiatives, and the quality and adequacy of controls for substandard conditions/hazards in the workplace.

RESPONSIBILITY

The employer, supervisor, worker or health and safety representative are responsible for ensuring the proper application of this policy.

PROCEDURE

A. General

- a. The employer, supervisor and worker have an obligation under the Act to notify of substandard conditions/hazards in the workplace.
- b. The substandard conditions/hazards must be rectified immediately.
- c. The Health and Safety Representative (HSR) shall conduct monthly workplace inspections.
- d. A schedule of workplace inspection for the year shall be developed, posted by the HSR, at the beginning of each year.

B. Inspection

- a. Workplace inspections should be completed by the HSR.
- b. A "Workplace Inspection Checklist" should be used to record all observed substandard conditions.
- c. The HSR will record any suggestions in the "recommended action" section.
- d. Copies of the "Workplace Inspection Report" shall be:
 - Posted on the Bulletin board.
 - Forwarded to the area supervisor and department head.

C. Analysis and Follow-up

- a. The area supervisor is responsible for reviewing the "Workplace Inspection Report" and initiating the appropriate correction action for each discrepancy in their area, in order of its priority.
- b. The "Workplace Inspection Report" shall be responded to in writing by the area supervisor within 21 days with the following information:
 - The action taken or planned to be taken.
 - The completion date.
- c. Subsequent workplace inspection shall review the items from previous inspections to ensure the remedial action has resolved the concern.



PURPOSE:

1. The purpose of this procedure is to facilitate timely and accurate reporting of the incident details to the WSIB, the Joint Health and Safety Committee and/or Health and Safety Representative, senior management and the Ministry of Labour (when required).
2. The purpose of this procedure is to determine the root cause of an incident so that corrective action may be taken to immediately prevent future incidents.

DEFINITIONS:

Critical Injury:

A critical injury is an occupational injury of a serious nature that:

1. Places life in jeopardy.
2. Produces unconsciousness.
3. Results in substantial loss of blood.
4. Involves a fracture of a leg or arm, but not finger or toe.
5. Involves the amputation of a leg, arm, hand or foot but not finger or toe.
6. Consists of burns to a major portion of the body.
7. Causes loss of sight in an eye.

Major Injury:

A major injury is an occupational injury or illness that results in an absence from work beyond the date of the occurrence and/or requires medical attention

Minor Injury:

A minor injury is an incident that impacts a worker only the day of the occurrence and requires first aid only.

Near Miss/Property Damage:

A near miss incident or damage to property is an unsafe or hazardous condition that did not result in serious consequences to worker health and safety. A light fixture falling next to a worker or damage to Municipal vehicles without harming any worker or members of the public in any way are examples of near misses and property damage. These types of incidents shall be investigated by the manager or supervisor to determine if the equipment or structures have become hazardous as a result of the incident. Investigating these types of incidents may also prevent a similar occurrence in the future that could possibly end in a more severe result.

PROCEDURES:



Immediate Response:

1. All workers are responsible for reporting each and every incident, regardless of severity to their supervisor immediately. Workers shall complete the Municipality of Whitestone worker incident form as soon as possible after a work-related incident or illness.
2. If first aid is required, the supervisor ensures that appropriate first aid is provided.
3. The supervisor shall ensure that the worker is provided transportation to the nearest medical care facility, if required.
4. If there is a possibility that any circumstances surrounding the incident may be imminently dangerous to anyone, the supervisor shall take steps to prevent further injury.
5. The supervisor shall begin the investigation, as soon as practical once the injured worker is attended to and there is no further threat of harm. The supervisor will complete the Municipality of Whitestone employer incident report form and distribute as outlined.

Accident/Incident Investigation

1. The supervisor with authority over the workplace shall conduct the investigation for each incident occurring in the workplace and complete the appropriate forms.
2. The supervisor with authority over the workplace is responsible for:
 - a. Inspecting the scene of the incident and all tools and equipment being used at the time of the occurrence; obtaining and reviewing all pertinent work procedures and safety measures; training and equipment maintenance records; and interviewing and documenting, as accurately and completely as possible, the chronology of events and actions taken by those involved in the occurrence.
 - b. Assessing all available information and determining the causes of the incident and all contributing factors;
 - c. Recommending and implementing immediate corrective action which will prevent or reduce the risk of recurrence of a similar incident and recommending additional corrective actions, as required for approval and implementation at a future date.

Analyzing the Incident:

All incidents shall be analyzed to determine cause. There are three levels of cause:

1. Immediate
2. Underlying
3. Root

Some questions to consider during an investigation:

1. Was the worker distracted? if yes, why?
2. Was a safe work procedure being followed? If not, why not?
3. Were safety devices in order? If not, why not?



Reporting Procedures

1. The supervisor shall complete the Municipality of Whitestone Incident report form immediately and completely.
2. The Employer's report form must include the following information:
 - a. Detailed background information and documentation which may include photographs and/or sketches;
 - b. Concise description of corrective actions taken;
 - c. Completion date for implementation of additional corrective action.
3. Where the worker seeks medical attention, Municipality of Whitestone requires the WSIB Functional Abilities Form be completed by the treating medical practitioner and returned to the supervisor or designate.
4. Work-related incidents involving lost time will be recorded and reported in accordance with the appropriate absence reporting procedure.
5. The Senior Management team shall receive copies of all employer reports of incident, worker reports, and all relevant documentation.

Critical Injury

When a critical injury occurs, the employer shall notify the Ministry of Labour immediately by telephone, contact a worker member of the JHSC, and trade union, if any.

1. Where a person is killed or critically injured in the workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
 - a. Saving a life or relieving human suffering,
 - b. Maintaining an essential public utility service or public transportation system, or
 - c. Preventing unnecessary damage to equipment or other property.
2. The employer will attend to, and obtain medical attention for the worker.
3. The employer shall establish an investigation team consisting of the supervisor of the critically or fatally injured worker and a worker member of the JHSC.
4. The investigation team will:
 - a. Investigate the accident at the site (without disturbing the evidence),
 - b. Interview witnesses and if required, co-workers and supervisory personnel, and
 - c. Prepare a written report of their findings and recommendations to prevent a recurrence.
5. The completed report will be:
 - a. Faxed to the Ministry of Labour, within 48 hours



INCIDENT INVESTIGATION

POLICY #10

- b. Distributed to members of the JHSC or Health and Safety representative
- c. Forwarded to the Trade Union Local, if any.



PURPOSE

The purpose of this document is to provide a framework to help senior management reduce injuries and occupational disease at Municipality of Whitestone. Numerous studies have shown that senior management commitment is crucial in reducing injuries and disease in the workplace.

Definitions

Senior Management: can consist of the CAO, Directors, Department Heads, Managers and/or their designates.

Responsibility

Senior management will lead Municipality of Whitestone by showing commitment and action toward the reduction of injuries and disease.

Procedure

Senior management will improve health and safety at "MUNICIPALITY OF WHITESTONE" by ensuring the following actions are carried out:

1. Produce a health and safety continuous improvement plan.
2. Review internal and external health and safety trends regularly.
3. Respond promptly to HSR recommendations.
4. Establish a program to regularly communicate health and safety information to employees.
5. Integrate health and safety into all aspects of the organization.
6. Encourage health and safety off-the-job activities for all employees.
7. Perform regular workplace inspections.



PURPOSE

The Municipality of Whitestone will make every reasonable effort to provide temporary modified or suitable alternative duties to a worker who is disabled because of an occupational injury or illness. Our goal is to provide injured workers with the opportunity to return to work within their level of ability as soon as possible following the injury/illness.

The Municipality of Whitestone will comply with all legislative requirements including those of the Workplace Safety and Insurance Act (WSIA), the Ontario Human Rights Code and the Employment Standards Act.

The goal of the Early and Safe Return to Work Program is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternate duties may be sought and used to facilitate the worker's early and safe return to work.

Where a permanent impairment prevents the worker from returning to their pre-injury/illness position, the Municipality of Whitestone will seek a permanent accommodation for the worker.

DEFINITIONS

Temporary modified work is where the worker's regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker's limitations/capabilities.

Temporary alternative work is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

Permanent impairment is a disability that a health care practitioner advises is not likely to improve significantly over time. Suitable alternative work is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

Functional Abilities Form for Early Return to Work is a form that the health care practitioner completes stating the worker's current limitations and capabilities.

Health Care Practitioner includes a medical doctor, chiropractor, physiotherapist, dentist.

RESPONSIBILITY



Management shall:

- Develop knowledge and understanding of the program and disability management.
- Ensure that all workers understand the early intervention and modified work program with the expectation that the WORKER participating in the program will fully participate and cooperate with the objective to return to regular duties.
- Participate in the promotion and provision of modified work, provide continued support and encouragement to worker participating in the program.
- Participate in program meetings as required.

Supervisor shall:

- Remain in regular contact with the injured/ill worker during the period of absence from work.
- Provide the injured/ill worker with appropriate forms (WSIB Functional Abilities Form) to take to the health care practitioner at the first opportunity, preferably at initial treatment.
- Try to identify temporary modified or alternative duties where required in accordance with the terms of the Collective Agreement or agreement of like nature when forms have been received outlining the worker's fitness for work.
- Meet with the worker and other parties where possible, to discuss the terms of the return to work.
- Notify appropriate parties of the worker's return to work (either modified, alternative or full duties) so that the WSIB case worker shall:
 - Obtain medical approval from a health care practitioner for a modified work program using the WSIB Functional Abilities form and return same to supervisor as soon as possible.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
- Follow the treatment plan outlined by the health care practitioner.
- Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.

Return To Work Process

The worker shall report the injury/illness to their immediate supervisor and provide appropriate health care practitioner's certificate for time off or return to modified work.

When the worker is able to return to modified duties, he/she will provide documentation from the health care practitioner outlining his/her current physical capabilities and the expected date of recovery or return to regular duties.



A Return-to-Work meeting will take place to determine what work might be available to suit the worker's capabilities and limitation. The meeting should include the injured worker, the supervisor and any other appropriate parties. Modified duties should be offered within the worker's department.

A Return-to-Work Plan will be developed outlining the goals and details of the worker's return to work. The final goal is to return to regular duties, with short-term goals of modified work, modified hours or other suitable and available duties as required. The details of the plan should include a start and end date, physical restrictions, hours of work, and scheduled review dates of the plan (at least every 4 weeks). The plan should be written and a copy provided to each of the parties including the WSIB. Where possible the health care practitioner should be provided with a description of the worker's regular duties (job description) and the modified duties being offered be advised Temporary modified/alternate work will be offered for a limited period of time as outlined in the modified work plan. In the case where return to regular duties does not occur as expected, the workplace parties will meet to revise and reassess the continuing need for and availability of modified duties.

If medical documentation is received indicating that the injury/illness is likely to be permanent and the worker is not ever expected to recover sufficiently to perform the essential duties of their regular work, appropriate parties will be notified and will assist in the process of attempting to provide permanent job accommodation.



PURPOSE

This policy outlines the health and safety considerations when tendering contracts, evaluating proposals, and managing contractors hired to provide work or services for Municipality of Whitestone.

Scope

Assist Municipality of Whitestone in fulfilling its statutory obligations under the Occupational Health and Safety Act when contracting for work or services.
Provide a system to assist the Municipality of Whitestone in establishing a due diligence defense.

Definitions

Contract:

Any agreement in writing or verbal between Municipality of Whitestone and a contractor.

Service provider:

Any party, external to Municipality of Whitestone, hired by Municipality of Whitestone to perform work or provide services.

Constructor:

Means a person who undertakes a construction project for Municipality of Whitestone

Contract Administrator:

Means an individual acting on behalf of Municipality of Whitestone to oversee the contract

Municipality of Whitestone will, in a majority of cases, be considered an owner under the Occupational Health and Safety Act and depending on the classification of work, Municipality of Whitestone could also assume the role of an employer or constructor.

In the case of a construction project, Municipality of Whitestone may be able to limit its liability to that of an owner under the OHS Act and, given certain criteria are satisfied, transfer the responsibilities of the constructor to the construction contractor (i.e. Constructor).

Due Diligence

When contracting for work, it can be said that "MUNICIPALITY OF WHITESTONE" should have different employer obligations from those of the contractors or service providers. The legal standard of "ensuring all reasonable precautions" is the same for both the "direct" employer (Municipality of Whitestone) and the "extended" employer (contractor or service provider).



For example, Municipality of Whitestone directly provides health and safety training to its workers and implements policies and programs to comply with the “direct” employer role under the Act. When contracting for work/services, it could be reasonable for Municipality of Whitestone to review what the contractor has in place – rather than directly implement the employer duties. When hiring small contractors or sole proprietors or independent contractors Municipality of Whitestone may need to have more involvement in the delivery of the contractor’s health and safety program

Municipality of Whitestone shall adhere to the following with regards to contract administration:

- Specifications and tenders shall be available for larger contracts.
- Contract administrators shall receive orientation training such as:
 - Review of all known and potential hazards in the area
 - WHMIS training
 - Site specific emergency procedures
- Contractors shall be given a copy of this policy prior to commencement of the contract.
- A copy of this policy will be included as part of the tender document.
- Contractors must pre-qualify to be included in the bidding list.
- A post-contract review for maintenance of qualification shall be conducted.
- The contract administrator shall review the work plans and advise of any hazards.
- All contractors shall attend a formal health and safety orientation session.
- The contractor shall allow access to the worksite on demand to representatives of the Corporation to inspect worksites to ensure compliance with the Act and Regulations and Corporate policies and procedures.
- The staff representative shall include health and safety as an agenda item at any meetings held to review progress on the contract work.

Standard and Procedures

- Once a Contractor has been initially approved, to do the work, the Contract Administrator shall ensure that the Contractor has signed a Contractor Health and Safety Responsibility Agreement. If not, the Contract Administrator must prepare the Agreement for the Contractor.
- The Contract Administrator shall ensure the Contractor’s legal name and the authorized signing officer’s title is correct on the Contractor Health and Safety Responsibility Agreement.
- The Contract Administrator shall forward two (2) copies of the Contractor Health and Safety Responsibility Agreement to the Contractor for signature. The Contractor shall keep one copy for their records and forward the second copy back to the Contract Administrator.



- The Contract Administrator shall ensure that the Contractor has no less than two (2) million dollars per occurrence of public and property liability insurance. The COA may approve some lesser amount at his/her discretion.
- The Contractor must submit an up-to-date Workplace Safety and Insurance Board (WSIB) Clearance Certificate.
- The Contract Administrator shall ensure that all of the required documentation is completed and returned before the commencement of the work.
- The Contract Administrator shall keep the list of Approved Contractors. This list shall be reviewed annually.
The Contractor shall provide the Contract Administrator any safety data sheets (SDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project
- Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery, while on Company premises.



PURPOSE

A worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- workplace violence is likely to endanger himself or herself; or
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Procedures:

Workplace parties should use the internal responsibility system to control substandard and unsafe conditions through health and safety hazard reporting; hazard identification and assessment; workplace inspections, investigations and implementation of correction actions.

Stage 1

1. If a worker believes that the assigned work is unsafe, the worker must report the circumstances of the refusal immediately to the Supervisor.
2. The Supervisor will investigate the report immediately in the presence of the health and safety representative, taking careful consideration of the facts and circumstances of the work refusal.
3. Upon completion of the investigation and the appropriate corrective action has been completed to all parties' satisfaction, the worker may resume work.
4. If the worker is not satisfied with the decision or the corrective action and still refuses to do the work, Stage 2 of the work refusal process begins.
5. Stage 2
6. If the worker continues to refuse work, and continue to have reasonable grounds to believe that there is a danger in the work, the Ministry of Labour Immigration Training and Skills Development (MLITSD must be notified at 1-800-268-8013.
7. The worker must remain in a safe area and/or may be assigned other suitable work if available. The MLITSD inspector will investigate in the presence of the supervisor, worker and health and safety representative.
8. Pending the inspector's decision, the worker may be assigned alternate work.
9. The refused work may be assigned to another worker however the worker must be advised of the co-worker's refusal and the reasons for it in the presence of the health and safety representative.
10. The inspector will provide a written decision indicating whether the work is likely or unlikely to endanger the worker.



RIGHT TO REFUSE UNSAFE WORK

POLICY #14

11. If the inspector finds that the circumstance is not likely to endanger anyone, the refusing worker is expected to return to work.
12. If the inspector finds that the circumstance(s) is likely to endanger the worker or another person, the inspector will typically order the employer to remedy the hazard.
13. The employer or worker can appeal the inspector's decision.
14. No reprisals must be brought against the worker for exercising the right to refuse unsafe work.



PURPOSE

Municipality of Whitestone values the health, psychological safety, and well-being of employees. Disconnecting from work at appropriate times is vital for a person's well-being and sustaining a healthy work life balance. Disconnecting at appropriate times also enables employees to work more productively during their actual working hours and reduces the likelihood of employee burnout.

The purpose of this Policy is to demonstrate support for employees to disconnect from work when appropriate to assist in achieving a healthy work-life balance, regardless of whether employees are working in the workplace, remotely or in a flexible working arrangement.

RESPONSIBILITY

Manager/Supervisor

- Take all reasonable steps to ensure that the employees under their management are able to disconnect from work outside of their normal hours of work;
- Advise employees of the limited instances in which they may be expected to perform work outside of their normal hours of work; and
- Refrain from penalizing or taking any other reprisal action against employees who have questions regarding this Policy or request compliance with it.

Employee

- Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their normal working hours;
- To fully cooperate with any time recording methods which the Company uses to track hours of work;
- To take all reasonable steps to ensure that their colleagues are able to disconnect from work in accordance with this Policy; and
- To notify their manager if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this Policy.

Procedure

Working Hours:

It is generally expected that all employees are able to complete their work, including reviewing and responding to any work-related communications, during their normal hours of work. Municipality of Whitestone has no expectation that employees engage in work or work-related communications outside of their normal hours of work, subject to the exceptions detailed below. If you are regularly unable to complete your work or attend to work-related communications within your normal hours of work, please notify your manager.



Exceptions

There are situations when it is necessary for employees to perform work or communicate with colleagues outside of their normal hours of work, including, but not limited to the following:

- Where an emergency or exigent circumstances arise, with or without notice;
- To assist or fill in at short notice for a colleague;
- Where the nature of the employee's duties requires work and/or work-related communications outside of their normal hours of work;
- Unforeseeable business or operational reasons;
- An employee's request or agreement to work certain hours or have flexible working hours; and;
- Other unusual circumstances as your manager may advise or which are inherent to your position.

References

Ontario's Employment Standards Act, 2000
Occupational health and Safety Act



PURPOSE

The Municipality of Whitestone has an obligation to protect the health and safety of all individuals by ensuring that all workers performing work are fit for duty, as defined in this document.

Scope:

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, the Municipality of Whitestone reserves the right to prohibit certain items and substances from being brought on to, or present at the workplaces.

Definitions:

“Alcohol” refers to beer, wine and distilled spirits, and includes the intoxicating agent found in medicines or other products.

“Drug” means any substance, including but not limited to alcohol, illicit drugs, medications, or other substances the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this procedure, drugs of concern are those that inhibit a worker’s ability to perform work safely and productively.

“Drug Paraphernalia” means any personal property associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful

“Extreme Fatigue/Stress” means physical and/or mental exhaustion that reduces a person’s alertness such that a safety hazard is created or results in an inability to safely perform work.

“Fit for Duty” means that a worker is able to safely and/or acceptably perform assigned duties without any limitations resulting from, but not limited to: the use or after-effects of illicit drugs, alcohol, and/or medications; the misuse of and/or failure to take prescribed medications; and/or extreme fatigue/stress. It is a condition where a worker is physically, physiologically and psychologically capable and competent of performing their task safely.

“Illicit Drug” means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

“Medication” refers to a drug obtained legally, either over-the-counter or through a medical practitioner’s prescription.

“On duty” is the time period commencing from when a worker reports to perform work up until the time, he or she ceases to perform work for the day, and includes lunch,



break times and times between the portions of split crews. On Duty also includes the time period in which an individual is required to be performing work or is on stand-by to perform work.

“Safety-sensitive” refers to a position in which incapacity due to impairment could result in direct and significant risk of injury to the employee, others or the environment.

“Worker” means a person who performs work or supplies services for the Company.

Responsibilities:

The following expectations apply to employees, contractors and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution, or sale of drugs during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of recreational marijuana and any other non-prescribed substances **within 24 hours** of use;
- Employees using medically approved medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment;
- Employees are expected to abide by all governing legislation pertaining to the possession and use of marijuana; and
- Information provided will be kept with the stickiest confidentiality

Communication / Training:

Communication regarding fitness to work with respect to the use of prescription and nonprescription medication will be done on an annual basis by the Supervisor using either documented tool box talks or in-house training sessions.

References

- Occupational health and Safety Act

BUSINESS MATTERS



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

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

Site Plan Requirements for Building Permit Application Submissions

As per Section 4.4.6. of the Whitestone Building By-Law #32-2015, the Chief Building Official may request that a copy of a survey prepared by a Ontario Land Surveyor (OLS) be submitted as part of a Building Permit Application to demonstrate compliance with the Building Code Act, The Ontario Building Code, or other applicable law. (See Section 4.4. of the Building By-Law Attached)

The Building Department supports Council's desire to further elaborate on this requirement however more time is required to further examine neighboring Municipality's Building By-Laws, as well as our own, and consider what specific circumstances would prompt the need for a survey prepared by an OLS to become a requirement for a Building Permit Application.

In the interim, the ability for the Chief Building Official to request a survey prepared by an OLS is available for situations in which the Chief Building official feels additional confirmation is required in order to demonstrate compliance.

Once it has been determined what parameters would facilitate the need for a survey from an OLS to be provided with a Building Permit Application, the Building Department will provide the proposed draft amendments to Section 4.4.6. of the Building By-law, as well as any other changes to said Building By-Law to Council for consideration.



Jamie Osborne
Chief Building Official

4.4 PLANS AND SPECIFICATIONS

- 4.4.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.
- 4.4.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued shall not be made without the written authorization of the Chief Building Official
- 4.4.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.
- 4.4.4 Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B" of this By-law, unless otherwise specified by the Chief Building Official.
- 4.4.5. Site plan agreements shall accompany the application if applicable.
- 4.4.6. Site plans shall be accurately drawn to scale, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site Plans show:
 - 4.4.6.1 Lot Size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
 - 4.4.6.2 Existing and finished ground levels or grades,
 - 4.4.6.3 Existing rights-of-way, easements and municipal services.
- 4.4.7. Verification by and Ontario Land Surveyor of By-law Compliance may be required before proceeding past foundation state, if required by the Chief Building Official.

5. PAYMENT OF FEES

- 5.1 Fees for a required permit shall be as set out in the Fees or Charges By-Law and are due and payable upon submission of an application for a permit.
- 5.2 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.3 The Chief Building Official may place a valuation on the cost of the proposed work for the purpose of establishing the permit fee, and where disputed the applicant shall pay the required fee under protest and within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.



MEMORANDUM

To: Mayor and Council
From: Jessica Sinkowski, Treasurer/Tax Collector
Date: June 17, 2025
Re: Road Grant Program – X and Y Factor Increase

Background

The Municipality provides an annual Road Grant Program to assist with maintenance costs on private and unassumed roads. Grant amounts are calculated using the following formula:

- X Factor – based on road length
- Y Factor – based on number of properties (including both households and vacant lots)

In early 2025, Council approved updates to the program policy and application form. These updates included the inclusion of vacant lots in the Y Factor and the addition of eligibility for winter maintenance costs for seasonally maintained roads.

Update

The X and Y Factor values will be increased by 3.08%, consistent with the 2025 budget increase for the program. The updated factor values are:

- X Factor: \$389.27
- Y Factor: \$59.16

While this adjustment may result in a modest budget overrun, it reflects Council's intent to ensure that funding keeps pace with the growth in both road coverage and eligible properties.

Recommendation:

No further action is required at this time. Staff will continue to monitor program uptake throughout the year and report back should any material variances arise.

CORRESPONDENCE

Correspondence

A	Prince Edward County	Concerns with environmental impact of Bill 5, Protecting Ontario by Unleashing our Economy Act
B	District of Parry Sound Municipal Association	Province provide free access to information Integrity Commissioner to Council and provision of sufficient particulars regarding specific investigations
C	Peterborough	Province to improve Bill 6, Safer Municipalities Act 2025, to avoid being quashed by court
D	FONOM	Resolutions passed at AGM
E	FONOM	Budget announcement media release
F	Parry Sound High School	Thanking Council for contribution
G	Parry Sound Area Chamber of Commerce	Thanking Council for contribution
H	Ministry of Sport	Response to Community Sport and Recreation Infrastructure Fund application
I	Ministry of Municipal Affairs and Housing	Information regarding changes to the Building Code Act
J	911 Emergency Services	Financial Report 2024
K	Troy Burgess	Clear Lake issues

May 28, 2025

Please be advised that during the regular Council meeting of May 27, 2025 the following resolution regarding Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 was carried.

RESOLUTION NO. 205-317

DATE: May 27, 2025

MOVED BY: Councillor MacNaughton

SECONDED BY: Councillor Hirsch

WHEREAS the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to many Acts within one bill which undermine environmental protections in order to "unleash the economy"; and

WHEREAS multiple inclusions will impact habitat, biodiversity protections and environmental integrity without proper process including but not limited to:

- **the repeal and replacement of the Endangered Species Act with a weaker act;**
- **the creation of a Special Economic Zones Act which will permit exemptions from legislated environmental protections;**
- **changes to provisions to the Mining Act which provide sweeping powers to the Minister of Energy and Mines that are poorly defined, subject to caprice, or possibly designed to enable exemption from environment protection; and**

WHEREAS proposed changes will override local planning authority, provincial legislation, and bylaw enforcement for the benefit of specific preferred proponents over the rights of Ontarians; and

WHEREAS First Nations citizens have an enshrined right to access their own archeology and Canadians have an enshrined responsibility to seek free, prior and informed consent from First Nation neighbours regarding land use; and

WHEREAS several proposed changes could imperil the health of lands and water for which First Nations have traditional and treaty rights; and

WHEREAS the provisions of the Special Economic Zones Act are not clear enough to ensure that there are adequate legal and environmental protections to offset risks to Ontarians and First Nations members, to provide adequate safeguards against bad faith environmental practice; and protect against unsafe labour practice as identified by labour sector organizations; and

WHEREAS fairness is enshrined in both Canada's and Ontario's laws yet proposed changes seem to permit prejudicial regulatory practice (e.g. codifying permissions for "trusted proponents" over others); and

WHEREAS the wording of the changes to the Electricity Act seem to support Canadian ownership of energy suppliers but appear to potentially restrict development of specific types of energy and could impact local renewable energy development; and

WHEREAS there is no evidence that undermining of environmental protections, local legal frameworks, and the rights of First Nations communities in Ontario are a necessary step to "unleash the economy"; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Prince Edward supports any regulation that could encourage energy providers to Buy Canadian but urges the province to clarify the proposed provisions of the Energy Act and ensure they foster local green energy development; and

THAT the province remove the elements in Bill 5 that would reduce current environmental protections, reduce protections for species at risk, and reduce legal protection from bad faith actors in special economic zones; and

THAT the Council of the County of Prince Edward urges the Province to further define Special Economic Zones and their purpose with more clarity and ensure that activities within such zones are equally subject to the local and provincial laws that support all of Ontario and First Nations people and foster our social, cultural and environmental prosperity;

AND FURTHERMORE BE IT RESOLVED THAT the Council of the County of Prince Edward expresses solidarity with the concerns of our neighbouring community, Mohawks of the Bay of Quinte and members of the Haudenosaunee Nation and support Mohawks of the Bay of Quinte and their letter to the province of May 16th 2025, attached; and **THAT** this resolution be shared with the Honourable Doug Ford, Premiere of Ontario; Stephen Lecce, Minister of Energy and Mines; Rob Flack, Minister of Municipal Affairs and

Housing; Todd McCarthy Minister of the Environment, Conservation and Parks; Sylvia Jones, Deputy Premier and Minister of Health; Tyler Allsopp, Member of Provincial Parliament for Bay of Quinte; Chief Don Maracle, Mohawks of the Bay of Quinte; AMO; ROMA; and the Municipalities of Ontario.

CARRIED

Yours truly,



Victoria Leskie, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton



District of Parry Sound Municipal Association

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

President: Lynda Carleton **Secretary-Treasurer:** Karlee Britton

RE: Supporting Municipal Ethics Through Access and Education

The District of Parry Sound Municipal Association (DPSMA), representing the twenty-three Municipalities within the District of Parry Sound, held its Spring 2025 meeting on May 23, 2025, in the Municipality of Callander. At this meeting, the following resolution was carried:

Moved by: Kathy Hamer (Municipality of McDougall)

Seconded by: Daniel O'Halloran (Township of McMurrich Monteith)

Whereas democracy is an open process – one that requires ongoing engagement between citizens and their elected officials; and

Whereas ethics and integrity are at the core of public confidence in government and in the political process; and

Whereas proper policies and procedures protect the democratic process; and

Whereas sections 223.2 and 223.3, Municipal Act, 2001 state all municipalities are required to adopt a Code of Conduct for members of Council and to appoint an Integrity Commissioner; and

Whereas it is the role of the Integrity Commissioner to educate member of Council on the Councillor Code of Conduct policy as well as to investigate alleged breaches of the Code of Conduct, at the municipality's expense; and

Whereas there are many new elected officials each term of Council who need access to information and proper training in order to do the work effectively and responsibly; and

Whereas Municipal Affairs and the Ombudsman's Office are hesitant to give information, so there is nowhere to ask questions and learn; and

Whereas the only source of information is to pay for fee-for-service on a case-by-case basis from the Integrity Commissioner which is very cost-prohibitive for small municipalities; and

Whereas Council is expected to oversee the management of taxpayers money and taxpayers deserve to know where their tax dollars are being spent;

Now Therefore Be It Resolved That the District of Parry Sound Municipal Association calls upon the Ontario government to provide free access to information so that Councils can be effective in their role in our democratic system; and

Further That the DPSMA hereby requests that Municipal Affairs and/or the Ombudsman's Office and/or the Integrity Commissioner provide, if requested by a municipality, sufficient particulars of each investigation to permit the municipality to fully understand and address the subject matter of each investigation.

Further That this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Graydon Smith, MPP Parry Sound-Muskoka and to all Ontario Municipalities for support.

Forwarded on behalf of the District of Parry Sound Municipal Association; For questions and/or inquires, please contact:



Karlee Britton | Secretary-Treasurer
District of Parry Sound Municipal Association
clerk@mckellar.ca
(705) 389-2842 x4

cc:

Honourable Doug Ford, Premier of Ontario
Honourable Graydon Smith, MPP Parry Sound-Muskoka
Municipalities within the District of Parry Sound
All Ontario Municipalities

**Resolution of Council
City Council Meeting**

Title: Bill 6, Safer Municipalities Act, 2025
Date: May 20, 2025

WHEREAS:

1. A municipality's parks and open spaces are critical infrastructure that support a strong community, and the public's shared and safe use of the municipality's parks and open spaces is integral to ensuring that support.
2. Ontario's municipalities are struggling to maintain their parks and open spaces for their shared and safe use by the public as a result of the increasing proliferation of encampments and illicit activities related thereto.
3. Municipalities that enforce their standards regulating or prohibiting encampments in their parks and open spaces must have regard to the availability of shelter space for those who need shelter.
4. On January 27, 2023, Justice Valente of the Ontario Superior Court of Justice rendered his judgment in *Waterloo (Regional Municipality) v. Persons Unknown and to be Ascertained (2023)*, [2023] O.J. No. 417 (Waterloo Decision) which declared that the municipality's by-law violated section 7 of the Charter and was therefore inoperative insofar as it applied to prevent encampment residents from erecting temporary shelters on a site when the number of homeless individuals in the region exceeded the number of accessible shelter beds.
5. The Waterloo Decision's analysis of the adequacy of shelter beds suggests an unworkable and unclear standard that goes beyond the number of shelter spaces and that includes the requirement to provide shelter spaces that must accommodate illicit drug use and other activities that could put shelter residents, workers and volunteers at risk. The result is that municipalities are impaired in their enforcement of their standards and have lost or are losing control of their parks and open spaces.
6. On December 12, 2024, the provincial government introduced Bill 242, Safer Municipalities Act, 2024. Among its various initiatives, Bill 242 proposed to amend section 2 of the Trespass to Property Act by adding aggravating factors that must be considered in the court's determination of a penalty under that section. However, the key challenge was that a municipality's exercise of its rights at common law and under section 9 of the Trespass to Property Act to remove encampments from the municipality's parks and open spaces remained potentially subject to the unworkable and unclear standard for the adequacy of shelter space suggested by the Waterloo Decision.
7. On January 13, 2025, Council of the City of Peterborough resolved to request the provincial government to amend Bill 242 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
8. Bill 242 died on the order paper as a result of the recent provincial election.
9. On April 30, 2025, the provincial Government re-introduced the legislation in the form of Bill 6, Safer Municipalities Act, 2025. Bill 6 is substantively the same as Bill 242.
10. In these circumstances, municipalities continue to need provincial legislation that clearly defines a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.

NOW THEREFORE, be it resolved:

1. That the provincial government be respectfully requested to amend Bill 6 to clearly define a workable standard for shelter space for the purposes of a municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
2. That, without limitation, Bill 6 provide that a municipality will have met the standard for shelter space for the purposes of the municipality's jurisdiction to enforce its standards regulating or prohibiting encampments in its parks and open spaces:
 - a) despite the establishment and enforcement of shelter rules including rules that prohibit drug use and other activities that could put shelter residents, workers and volunteers at risk; and
 - b) if an official designated by the municipality is satisfied that the number of available shelter spaces is at least equal to the aggregate of the number of individuals actually seeking shelter and the number of individuals against whom the municipality is planning to enforce its standards regulating or prohibiting encampments in its parks and open spaces.
3. That a copy of this resolution be sent to:
 - a) Peterborough - Kawartha MPP Dave Smith;
 - b) Honourable Doug Ford, Premier;
 - c) Honourable Robert Flack, Minister of Municipal Affairs and Housing;
 - d) Honourable Doug Downey, Attorney General;
 - e) Association of Municipalities of Ontario; and to
 - f) Councils of each of Ontario's municipalities.

The above resolution, adopted by City Council is forwarded for your information and action, as required. Thank you.



John Kennedy, City Clerk

MOVED BY: Terry Kelly

SECONDED BY: Dan O'Mara

RESOLUTION NO. 2025-01

Increase in Provincial share for Mandated Public Health Programs

WHEREAS, the Office of the Chief Medical Officer of Health and the Ministry of Health are undertaking a review of the funding approach for local public health agencies; and

WHEREAS, many northern Medical Officers of Health and Health Units have supported resolutions asking to be included or consulted during the review; and

WHEREAS, seven of the Northern Medical Officers of Health signed a letter to Minister Sylvia Jones, titled **Perspectives from Northern Ontario for the Public Health Funding Review**, which shared some perspectives unique to the North regarding the current Public Health Funding review; and

WHEREAS, Municipalities have been long-standing financial partners in public health; and

THEREFORE BE IT RESOLVED that the membership of the Federation of Northern Ontario Municipalities ask the Minister of Health that FONOM have an equal role in discussions concerning the funding review of the Public Health Mandated Programs; and

FURTHER BE IT RESOLVED, that a copy of this resolution be sent to the Deputy Premier and Minister of Health Sylvia Jones, the membership of FONOM, AMO, and the seven Northern Medical Officers of Health that signed the letter, **Perspectives from Northern Ontario for the Public Health Funding Review**

Carried

MOVED BY: Lynn Watson

SECONDED BY: Sally Hagman

RESOLUTION NO. 2025-02

Policing costs for all communities

WHEREAS, Northern Ontario municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets, including roads, bridges, water/ wastewater and municipally owned buildings, including recreational facilities, libraries and other tangible capital assets

WHEREAS, Northern Ontario municipalities' operating needs consume the majority of property tax revenue sources

WHEREAS, Northern Ontario municipalities are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone

WHEREAS, in 2015, the provincial government moved to standardized billing for all non-contract O.P.P. (5.1) locations

WHEREAS, the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million

WHEREAS, before a one-time Provincial support transfer, Municipalities across Northern Ontario in 2024 received notices from the OPP with an average annual increase of 17.8%, representing 7.7% of the municipal tax levy

WHEREAS the estimated annual cost of the Ontario Provincial Police, Municipal Policing Bureau for Municipalities in the Northeast is \$43 million

WHEREAS, the police levy in 2025 to the four large cities in Northeastern Ontario is \$174 million after grants

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities calls on the Ontario Government to commit to phasing in a \$100 million Policing Grant over the next three years for the 157 northern communities. After the third year, the fund will increase by the minimum of the annual Consumer Price. Each community should receive a base amount of \$60,000, with the remaining funds allocated based on population. (Note: If the sum of the base amount and the population-based allocation exceeds the amounts received in 2024 notifications from the OPP, plus the annual Consumer Price Index (CPI), the funding for that community will be capped to avoid surplus situations.)

FURTHER BE IT RESOLVED THAT this resolution be forwarded to Premier Doug Ford, the Minister of Solicitor General Michael Kerzner, the Minister of Finance Peter Bethlenfalvy, the Membership of FONOM and NOMA and the Association of Municipalities of Ontario

Carried

Examples on the next page

Below is an example of the impact the funding would have on three of the 157 communities in Northern Ontario. The base year uses the 2025 OPP Billing Invoice or approved Budget. I estimated the CPI to be 3% in years two and three, compounded annually. The Cap amount in the example is a raw estimate, as many of those that did not respond to my OPP survey were smaller communities.

Year one - \$34 million

$$157 * \$60,000 = \$9,420,000$$

$$\$34,000,000 - \$9,420,000 = \$24,580,000$$

$$\$24,580,000 / 900,000 \text{ people} = \$27.31 \text{ per person}$$

Community of 1513 (cap \$284,949.50)

$$\$60,000 + (1513 * \$27.31) = \$101,320.03$$

Community of 8,057 people (cap \$2,561,265.98)

$$\$60,000 + (8,057 * \$27.31) = \$280,036.67$$

Community of 41,145 people (cap \$21,027,721.92)

$$\$60,000 + (41,145 * \$27.31) = \$1,183,669.95$$

Year two – \$67 Million

$$157 * \$60,000 = \$9,420,000$$

$$\$67,000,000 - \$9,420,000 + \$2,000,000 \text{ (estimated cap surplus)} = \$59,580,000 +$$

$$\$59,580,000 / 900,000 \text{ people} = \$66.20 \text{ per person}$$

Community of 1513 (cap \$293,497.98)

$$\$60,000 + (1513 * \$66.20) = \$160,160.60$$

Community of 8,057 people (cap \$2,638,103.95)

$$\$60,000 + (8,057 * \$66.20) = \$593,373.40$$

Community of 41,145 people (cap \$21,658,553.57)

$$\$60,000 + (41,145 * \$66.20) = \$2,783,799$$

Year three – \$100 Million

$$157 * \$60,000 = \$9,420,000$$

$$\$100,000,000 - \$9,420,000 + \$3,000,000 \text{ (estimated cap surplus)} = \$93,580,000$$

$$\$93,580,000 / 900,000 \text{ people} = \$103.97 \text{ per person}$$

Community of 1513 (cap \$302,302.91)

$$\$60,000 + (1513 * \$103.97) = \$217,306.61$$

Community of 8,057 people (cap \$2,717,247.06)

$$\$60,000 + (8,057 * \$103.97) = \$897,686.29$$

Community of 41,145 people (cap \$22,308,310.17)

$$\$60,000 + (41,145 * \$103.97) = \$4,337,845.65$$

MOVED BY: Sandra Hollingsworth

SECONDED BY: Al MacNevin

RESOLUTION NO. 2025-03

Provincial/Municipal Fiscal Review

WHEREAS, current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life

WHEREAS, nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises

WHEREAS, inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need

WHEREAS the province can, and should, invest more in the prosperity of communities

WHEREAS municipalities and the provincial government have a strong history of collaboration

THEREFORE BE IT RESOLVED that the Federation of Northern Ontario Municipalities requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario and the Federation of Northern Ontario Municipalities a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario

FURTHER BE IT RESOLVED that a copy of this motion be sent to Premier Ford, the Honourable Rob Flack, the Minister of Municipal Affairs and Housing, the Honourable Peter Bethlenfalvy, the Minister of Finance, the membership of FONOM, and to the Association of Municipalities of Ontario.

Carried.

MOVED BY: Maggie Horsfield

SECONDED BY: Lynda Carleton

RESOLUTION NO. 2025-04

Expand Extended Producer Responsibility to the ICI Sector

WHEREAS under Ontario Regulation 391/21: Blue Box, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only

WHEREAS producers are not responsible for collecting products and packaging sold to the industrial, commercial, and institutional sectors, which include the provincial government and our member municipalities

WHEREAS the products and packaging mentioned in the previous paragraph either end up in landfills or are recycled by the industrial, commercial, and institutional sectors, often at a cost

WHEREAS the landfill capacity in Ontario is nearing a critical point, and the process to site or create a landfill is both lengthy and costly

WHEREAS under the current Extended Producer Responsibility Regulation, a can of soda consumed at home and placed in the Blue Box is considered an "eligible" source, meaning producers are responsible for its recycling. However, if the same soda can is consumed by the same individual at Queen's Park, it is deemed "ineligible." In this case, the government is responsible for managing the collection, transportation, and processing of the recycling, as well as covering all associated costs

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources, including Industrial, Commercial, and Institutional (ICI) properties

AND FURTHER BE IT RESOLVED THAT this resolution be forwarded to the Honourable Todd J. McCarthy, Minister of the Environment, Conservation and Parks, the membership of FONOM and AMO.

Carried.

MOVED BY: Margaret Young

SECONDED BY: Marc Dupuis

RESOLUTION NO. 2025-05

An addition to the Ministry of Transportation

WHEREAS the topography and climate of Ontario, North and West of the Canadian Shield, is uniquely different from that of the balance of the Province

WHEREAS due to that topography, it is more costly to construct or maintain 100 km of Highway in Northern Ontario than the balance of the Province

WHEREAS the highway network in Northern Ontario is vital to connecting our citizens to health care, employment, groceries, and recreation

WHEREAS Highway 11, Highway 17, and Highway 69 are our 400 systems, and the municipal share of Connecting Link has become prohibitive for all communities

WHEREAS the Province of Ontario has made and continues to make a significant investment in the Ontario Northland and bring back the Northlander

WHEREAS every senior politician in Ontario and the balance of Canada noted the Raw Earth Elements deposits in the Ring of Fire. FONOM wants to note that the transportation of the Raw Earth Elements will travel through Northern Ontario

WHEREAS the Nuclear Waste Management Organization has selected the community of Ignace for the location of Canada's deep geological repository for spent nuclear fuel. Therefore, the fuel will be transported through Northern Ontario.

WHEREAS on November 10, 2022, the Province announced, 'Ontario Moving Ahead with First-Ever 2+1 Highway in North America'; on July 14, 2023, the Ministry of Transportation announced, 'Ontario Starting Work on 2+1 Highway', and during the recent campaign, Premier Ford announced his government would 'extend the 2+1 highway another 220 kilometres from Temiskaming Shores to Cochrane'

WHEREAS of May 2025, the Minister has not announced a start date for construction of the initial 2+1 Highway

WHEREAS the annual Ontario Road Safety Annual Report Selected Statistics does not provide a breakdown by region

WHEREAS the 2023 Ontario Road Safety Annual Report Selected Statistics reported that there were 1,504 large truck accidents in Ontario with 107 fatalities

WHEREAS large truck accidents occur daily in Northern Ontario, often resulting in death

WHEREAS accidents in Northern Ontario are the cause of many lengthy closures or detours using municipal infrastructure not designed for highway traffic

WHEREAS many FONOM members have commented that there is a lack of response to their concerns or inquiries from the Ministry and/or regional staff, which is concerning to the Board

THEREFORE IT WAS RESOLVED that the Federation of Northern Ontario Municipalities should ask the Premier to either appoint a Deputy Minister of Transportation for Northern Ontario or create an Associate Minister responsible for Northern Ontario Transportation. FONOM believes Northern Ontario will be the economic engine that drives Ontario and Canada for the next 100 years and that the Province needs a dedicated team focused on improving today's network while planning for and acting on future requirements

AND FURTHER BE IT RESOLVED this resolution be sent to Premier Ford, the Minister of Transportation, the Hon. Prabmeet Singh Sarkaria, the Membership of FONOM, NOMA, ROMA, and the Association of Municipalities of Ontario

Carried.

May 15, 2025

MEDIA RELEASE

FONOM Applauds “Tariff and Northern” Focus of 2025 Ontario Budget

Temiskaming Shores, ON – The Federation of Northern Ontario Municipalities (FONOM) is encouraged by the Province's 2025 Budget, tabled today by Ontario's Minister of Finance, the Honourable Peter Bethlenfalvy. FONOM believes this year's Budget reflects a "Tariff and Northern" approach, offering a strong foundation for future growth and investment in Ontario's North.

FONOM is particularly pleased to see an increase in the funding envelope for the Connecting Link Program and the creation of a new special fund to support major infrastructure projects along connecting links of regional and national significance. Additionally, introducing a dedicated Pothole Fund for smaller northern and rural communities is a welcome and practical investment in road safety and reliability.

The Province's recommitment to completing the twinning of Highway 69, with ongoing land acquisitions, is another critical step in improving Northern transportation. While no construction dates were announced for the long-anticipated 2+1 highway initiative, first proposed in November 2022, FONOM is encouraged that the Province no longer refers to the need for a pilot project, suggesting progress in implementation.

Further positive developments in the Budget include funding for GO Transit refurbishments that will directly benefit Thunder Bay and the Nipissing District, and targeted financial support for Northern Colleges in the 2025-2026 fiscal year. FONOM also welcomes the Province's continued investment in skilled trades, particularly supporting the Mining, Forestry, and Industrial sectors vital to the northern economy.

Notably, expanding the Provincial definition of "Northern Ontario" to include the District of Muskoka marks a significant shift. FONOM welcomes this change and looks forward to working collaboratively with Muskoka on shared priorities that benefit the broader northern region. The continued growth of the Northern Ontario Heritage Fund Corporation (NOHFC) is another

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positive signal of the government's commitment to long-term regional development.

"Today's Budget sends the right signals to communities across the North," said FONOM President Danny Whalen, "we're seeing tangible investments in infrastructure, transportation, education, and economic development. While there's still work to be done—particularly on the 2+1 highway—this Budget makes us optimistic."

FONOM looks forward to continued collaboration with the Province as these commitments are implemented.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from northeastern Ontario and is governed by an 11-member board.



President Danny Whalen

705-622-2479



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Thank You

Thank you for your generous donation to PSHS, and your ongoing support for our graduates.

Sincerely,

PSHS Awards Committee



Monday June 2, 2025
Parry Sound Area Chamber of Commerce
1 College Drive
Parry Sound, ON
P2A 0A9

To: Municipality of Whitestone Mayor, Council and Staff,

The Parry Sound Area Chamber of Commerce would like to express their gratitude for your generous contribution of \$500 to our organization in your 2025 budget. Your commitment to support the local business community and economic development is greatly appreciated and we are grateful to have you as a partner.

Sincerely,

Chris McDonald
Executive Director

Ministry of SportSport, Recreation and
Major Events Division777 Bay Street, 2nd Floor
Toronto ON M7A 1S5**Ministère du Sport**Division des sports, des loisirs et
des grands événements777, rue Bay, 2^e étage
Toronto ON M7A 1S5

June 3, 2025

David Creasor
Manager of Public Works
Municipality of Whitestone
21 Church Street/Rue
Dunchurch, ON P0A1G0
david.creasor@whitestone.ca

Re: Community Sport and Recreation Infrastructure Fund - Application #2024-10-1-3005853139

Dear David Creasor:

Thank you for your application to the Community Sport and Recreation Infrastructure Fund. I regret to inform you that your application under Stream 1: Repair and Rehabilitation has not been approved for funding in this current intake.

The Community Sport and Recreation Infrastructure Fund was a highly competitive program, with more than 400 project submissions received. As a result, not all applications could be supported at this time. However, we encourage applicants who were not successful to consider reapplying in future funding rounds. For support in strengthening a future submission, please consult your local Regional Development Advisor. Find your advisor at: [Regional development advisors | ontario.ca](https://www.ontario.ca/regional-development)

Thank you once again for your interest in the program and for your ongoing support of sport and recreation in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler Currie".

Tyler Currie
Assistant Deputy Minister

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2025-2204

May 13, 2025

Dear Head of Council,

On May 12, 2025 I introduced the *Protect Ontario by Building Faster and Smarter Act, 2025* ([Bill 17](#)). Through this legislation, and other changes, we are responding to recommendations and requests from municipal leaders to make it easier and faster to build new homes and infrastructure Ontario needs like transit, roads, water, and wastewater systems.

The bill contains bold actions to protect Ontario from the Ministry of Municipal Affairs and Housing, the Ministry of Infrastructure and the Ministry of Transportation. Details about the range of measures can be found in the [news release](#).

Building Code Act – Ministry of Municipal Affairs and Housing

Schedule 1 of the Bill proposes changes to the *Building Code Act* which include:

- Adding a provision to clarify that municipalities do not have the authority to create or enforce their own construction standards.
- Eliminating the requirement for a secondary provincial approval of innovative construction products for products that have already undergone a “Canadian Code Compliance Evaluation” by the federal Canadian Construction Materials Centre ([25-MMAH0042](#)). Comments can be made through the Regulatory Registry of Ontario (RR) from May 12, 2025, to June 11, 2025.

Development Charges Act – Ministry of Municipal Affairs and Housing

Schedule 4 of the Bill proposes changes to the *Development Charges Act, 1997*, to standardize the development charge (DC) methodology and framework and improve predictability of costs, include:

- Creating a regulation-making authority to merge service categories for DC credits.
- Creating a regulation-making authority to specify what constitutes a “local service.”
- Expanding the DC deferral to non-rental residential developments. Related changes include:

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- Providing municipalities authority, in circumstances set out in regulation, to require financial security for payment of deferred DCs for non-rental residential developments; and
- Removing authority for municipalities to charge interest on any legislated DC deferral amounts.
- Enabling municipalities to make any changes to their DC by-laws for the sole purpose of reducing DCs or removing indexing without undertaking certain procedural requirements.
- Creating a regulation-making authority to prescribe exceptions, including conditional exceptions, to capital costs that are eligible to be recovered from DCs.
- Providing that the frozen DC rates on a development would not be applicable if the current DC rates in effect would result in a lower payment.
- Exempting long-term care homes within the meaning of subsection 2 (1) of the *Fixing Long-Term Care Act, 2021* from municipal DCs.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Regulatory Registry of Ontario (RR) from May 12, 2025, to June 11, 2025:

- [RR 25-MMAH003](#): Changes to the *Development Charges Act, 1997*, to Simplify and Standardize the Development Charge (DC) Framework.

Planning Act – Ministry of Municipal Affairs and Housing

Schedules 3 and 7 of the Bill propose changes to the *Planning Act* and the *City of Toronto Act, 2006* that would help streamline and standardize municipal development processes. If passed, the proposed changes would:

- Provide authority for regulations to limit municipal complete application studies and provide greater recognition of planning reports prepared by prescribed certified professionals,
- Remove the need for certain minor variances,
- Give the Minister of Municipal Affairs and Housing the authority to impose conditions on a use permitted by a Minister's zoning order, and
- Streamline planning approvals for publicly funded kindergarten to grade 12 schools.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario from May 12, 2025, to June 11, 2025:

- [ERO 025-0461](#): Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17- Protect Ontario by Building Faster and Smarter Act, 2025).

We are also interested in receiving any comments you may have on associated regulatory changes. The government is undertaking 45-day consultations on the following proposals from May 12, 2025, to June 26, 2025:

- [ERO 025-0462](#): Proposed Regulations – Complete Application (seeking feedback on proposed regulations to address complete application requirements (study/report requirements) and submissions from certified professionals)
- [ERO 025-0463](#): Proposed Regulation – As-of-right Variations from Setback Requirements (seeking feedback on a proposed regulation that would allow variations to be permitted “as-of-right” if a proposal is within 10% of requirements for setbacks from property lines applicable to specified lands)

The Environmental Registry postings provide additional details regarding the proposed changes.

Ministry of Infrastructure Act – Ministry of Infrastructure

Schedule 6 of the Bill proposes changes to the *Ministry of Infrastructure Act, 2011* (MOIA), to provide the Minister of Infrastructure with the authority to request information and data from municipalities and municipal agencies, where needed to support provincially funded infrastructure projects. This would help speed up the delivery of critical infrastructure that our growing communities need, while also supporting jobs and economic growth. Comments can be made through the Regulatory Registry of Ontario ([RR-25MOI003](#)) from May 12, 2025, to June 11, 2025.

Transit-Oriented Communities Act – Ministry of Infrastructure

Proposed changes to the *Transit-Oriented Communities (TOC) Act, 2020*, would reduce barriers to implementing the Transit Oriented Communities (TOC) by:

- Amending the definition of a “Transit Oriented Communities project” to include projects along the GO and LRT network more efficiently,
- Removing OIC approval requirements for any agreements between the Minister (or an entity with delegated powers) and a municipality, and
- Enabling the Minister to delegate certain responsibilities to Infrastructure Ontario for the purpose of developing TOCs.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario from May 12, 2025, to June 11, 2025:

- [ERO 025-0504](#): Proposed *Transit-Oriented Communities Act, 2020*, changes to reduce barriers to implementing municipal agreements.

Ministry of Transportation

Schedule 2 of the bill proposes a change to the *Building Transit Faster Act, 2020* (BTFA) that, if passed, would extend the use of the BTFA measures to all provincial transit projects. This change would remove barriers to building transit faster and get shovels in the ground quicker to build major provincial transit projects that connect communities.

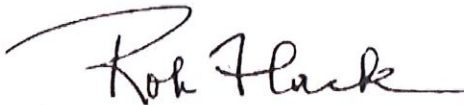
A proposed amendment to the *Metrolinx Act, 2006*, permits the Minister of Transportation to request certain information and data from municipalities or municipal agencies necessary to support the development of provincial transit projects or Transit-Oriented Communities projects.

You may provide your comments on the proposed change to the BTFA through the Environmental Registry of Ontario (ERO) notice [ERO 025-0450](#) and the Ontario Regulatory Registry notice ([RR 25-MTO005](#)) and the Metrolinx Act ([RR 25-MTO006](#)) from May 12, 2025 to June 11, 2025.

The government invites you to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided above and share any feedback you may have. If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca.

In the face of economic uncertainty, we must protect Ontario by speeding up construction so we can lower housing costs and keep workers on the job. I look forward to continued collaboration with you, our municipal partners, to create the homes that Ontario need today, tomorrow, and in the decades to come.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. The Honourable Kinga Surma, Minister of Infrastructure
 The Honourable Prabmeet Sarkaria, Minister of Transportation
 The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing
 Robert Dodd, Chief of Staff, Minister's Office
 Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
 Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
 Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
 Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
 David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
 Caspar Hall, Assistant Deputy Minister, Municipal Affairs and Housing
 Municipal Chief Administrative Officers

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911 Emergency Services for the Parry Sound Area

Financial Statements
For the year ended December 31, 2024

911 Emergency Services for the Parry Sound Area
Financial Statements
For the year ended December 31, 2024

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SUPPLEMENTARY INFORMATION

Participating Members	Township of the Archipelago Township of Carling Township of McDougall Township of McKellar Township of Seguin Township of Whitestone Town of Parry Sound Wasauksing First Nation
Bank	Royal Bank of Canada

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1-7 William Street
Parry Sound ON
P2A 1V2

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BRANDY L. HARRIS-GREEN, CPA
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Independent Auditors' Report

To the Members of 911 Emergency Services for the Parry Sound Area

Opinion

We have audited the accompanying financial statements of 911 Emergency Services for the Parry Sound Area (the "entity"), which comprise the statement of financial position as at December 31, 2024 and the statement of operations for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at December 31, 2024, and the results of its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

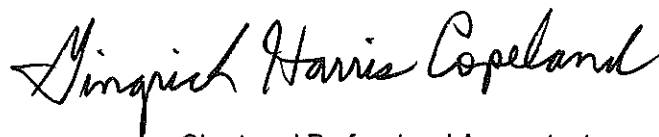
Those charged with governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- * Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- * Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- * Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- * Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Parry Sound, Ontario
May 5, 2025

Chartered Professional Accountants
Licensed Public Accountants

911 Emergency Services for the Parry Sound Area Statement of Financial Position

December 31	2024	2023
Financial Assets		
Bank	\$ 16,424	\$ 22,049
Municipal levies receivable	3,517	-
HST recoverable	95	186
	<u>20,036</u>	<u>22,235</u>
Liabilities		
Accounts payable and accrued liabilities	<u>-</u>	<u>2,200</u>
Accumulated Surplus (Note 3)	<u>\$ 20,036</u>	<u>\$ 20,035</u>

911 Emergency Services for the Parry Sound Area Statement of Operations

For the year ended December 31	2024	2024	2023
	Budget (Unaudited)		
Revenues			
Municipal levies	\$ 15,065	\$ 15,065	\$ 15,015
Expenses			
Administrative fees - W.P.S. Health Centre	2,200	2,200	2,200
Administrative fees - McKellar Township	2,200	2,200	2,200
Answering services	9,800	9,799	9,798
Auditing	865	865	865
	15,065	15,064	15,063
Annual surplus (deficit)	-	1	(48)
Accumulated surplus, beginning of year	20,035	20,035	20,083
Accumulated surplus, end of year	\$ 20,035	\$ 20,036	\$ 20,035

911 Emergency Services for the Parry Sound Area Notes to Financial Statements

December 31, 2024

1. Purpose and Organization

By agreement, the 911 participating parties:

- 1) Established a joint committee to provide for the joint management and operation of a municipal emergency system;
 - 2) Appointed the Township of McKellar as lead municipality.
-

2. Significant Accounting Policies

The financial statements of the 911 Emergency Services for the Parry Sound Area are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada. Significant aspects of the accounting policies adopted by the 911 Emergency Services are as follows:

- a) 911 follows the accrual method of accounting for revenues and expenses.
-

3. Accumulated Surplus

The accumulated surplus includes a reserve for working capital in the amount of \$17,864 (2023 - \$17,864).

4. Economic Dependence

100% of the Committee's revenue was received from contributing municipalities in 2024 (2023 - 100%). The continuation of the organization is dependent on this funding.

5. Statement of Cash Flows

A statement of cash flows has not been prepared as the cash flows are evident from the statement of financial position and the statement of operations.

From: troy burgess
Sent: June 4, 2025 6:31 PM
To: Wendy Schroeder <deputy.clerk@whitestone.ca>
Subject: Re: council meeting update

Good Morning Whitestone Council,

Last October the rate payers of Clear Lake Rd. presented their concerns to Council. The major impact of these concerns was the overflow of ATVers hauling truck loads of off road vehicles along with their trailers onto the side of the roadway of Clear Lake Rd just east of the start of the seasonal road. These vehicles and campers block the access and egress of local traffic. The property owners are forced to endure excessive traffic, noise and criminal infractions. Many, if not all of us have seen impaired driving offenses, drug use not to mention numerous Highway Traffic Act offenses. Fires are left for us tax payers to deal with and garbage to clean up after almost every weekend. The residents in the area suggested traffic barriers and a no parking sign at that area.

We would like this issue dealt with asap to avoid another ruined summer season due to stress and frustration. We are calling you into action. This needs immediate attention.

Troy Burgess, on behalf of Clear Lake Rd property owners.